

Norwich Selectboard
Regular Meeting – March 27, 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)

NOTE: To be admitted to Zoom, you must display a First and Last Name

Welcome & Introductions

1. Agenda – Discussion/Motion
2. Chair’s Report
3. Public Comments for Items not on the Agenda – Discussion
4. Olcott Road Bridge Replacement - Discussion/Possible Motion
5. Fire Department Requests for Funds #25 and #26 - Discussion/Motion(s)
6. Fire Hydrant Rental Invoice - Discussion/Possible Motion
7. GovHR Compensation Study Presentation @ 6:45pm - Discussion (45 min max)/Possible Motion
8. Town Manager’s Compensation Recommendations – Discussion(30 min max)/Possible Motion
9. VCDP Planning Grant Resolution - Discussion/Motion(s)
10. Community Collaborative - Letter of Support for VHCB grant - Discussion/Motion
11. Goals for the Selectboard - Discussion (20 minutes max)/Possible Motion
12. Goals for the Town Manager - Discussion (20 minutes max)/Possible Motion
13. Approval of Minutes – February 28, March 6 and March 13, 2024 – Discussion/Motion
14. Approval of AP Warrant(s) – Discussion/Motion
15. Receipt of Correspondence – Review/Discussion
16. TRORC Contract extension for services of Kyle Katz - Discussion/Motion
17. Norwich Inn Liquor License - Discussion/Motion
18. Town Manager’s Report – Discussion
19. Committee and Department Head Reports - Review/Discussion/Motion
20. Adjournment – Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	4/10/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Selectboard business;	March committee appointments
Wednesday	4/24/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Selectboard business	April committee appointments

Ongoing and future work

Town Manager’s Office

- o Personnel Policies – requested completion by March 2024
- o H.R. structure, ID nature of assistance, scope/purpose
- o Compensation Study – in progress
- o Tracy Hall Study – in progress
- o Energy Audit – completed – awaiting results
- o On-going hiring and interviews for open positions

Selectboard

- o Selectboard Goals
- o Town Manager Goals
- o Committee Appointments
- o Develop Charge for Green Procurement Team
- o Review and Update Policies
- o Tracy Hall Planning
- o Updates to Condrey Report
- o Walkability Corridor
- o Update Fee Schedule
- o Update & Adopt Capital Plan
- o Website Improvements – New Software?
- o Handbook for Committees, Commissions & Boards
- o Committees: coordination with overall town priorities
- o Town Manager Evaluation
- o FY26 Budget Planning

TO: Brennan Duffy, Town Manager
FROM: Chris Kaufman
RE: Olcott Road Bridge
DATE: March 14, 2024

On February 28, 2024, the DPW was notified by Tim Schaal, P.E. via email that Olcott Road (Class 4 road) bridge was found to be unsafe for any vehicular traffic and should be closed immediately. The bridge is located at the west end of Olcott Road, about 50 feet southeast of the intersection with New Boston Road. It appears that Mr. Schaal was retained by Eli and Tessa Kahan to do a preliminary structural evaluation of the existing Town highway bridge as part of their initial planning for potential development of their property located off Olcott Road. The existing Class 4 road currently services one residence (Ms. Heather Hoisington) and is essentially used as a driveway that terminates at her residence.

For reference, per the Class 4 Road Policy dated July 28, 2004, ***“The Town will not provide maintenance on class 4 roads, except that it may maintain bridges and culverts for water control. A landowner with property on a class 4 road who wants to perform maintenance, improvement, or repair work on that class 4 road for access to his or her property shall make a written request to the Town Manager prior to commencing any work. All maintenance, repairs, or improvements shall be as determined by the Town Manager, which shall be the minimum necessary to accommodate reasonable landowner access. No work may commence without a signed agreement from the Town Manager. The landowner shall bear all costs associated with such maintenance, improvement, or repair, including bridges and culverts. Permission for repair, maintenance, or improvement for landowner access shall not be unreasonably withheld by the Town Manager.”***

Since the Town of Norwich could not determine who built the bridge nor find any documentation on the bridge structure, it appears that the maintenance of the existing bridge structure would be the responsibility of the Town of Norwich.

Once notified, the DPW coordinated with the Town Manager to evaluate options for a temporary solution to allow Ms. Hoisington access to her property. The road was initially closed for approximately 1 day to allow time for the DPW to rent a steel plate and cover the bridge to allow the resident access to her home. The steel plate is currently in place and the road is open. The following options for the bridge were considered:

1. Continued rental of the 8' x 20' steel plate – The rental for the steel plate is approximately \$1,000 per month and although the plate provides temporary access for the resident, it is not a cost-effective long-term solution. Also, the plate should be wider to ensure larger vehicles to don't drive on the structure itself.
2. Purchase of a 10' x 20' steel plate – Purchase of a 1-inch thick 10' x 20' steel plate is approximately \$9,000. The steel plate is not a long-term solution and ultimately the bridge structure would need to be repaired or replaced.

3. Installation of a temporary bridge – The DPW met with several VTrans representatives onsite to discuss installation of a temporary bridge. The temporary bridge could be provided by the state at a rental fee of \$46 per month for a maximum of 4 years. The temporary bridge would require a contractor to pick up the bridge and install it onsite. The DPW received an estimate from a local contractor to install the temporary bridge for approximately \$14,000. This option is not a permanent solution and ultimately delays the inevitable requirement of repairing or replacing the permanent structure.
4. Replacing the existing bridge – The entire bridge structure, including the concrete abutments could be replaced, but this would require permitting, hydraulic study, bridge design, and complete replacement. This cost could be upwards of \$250,000, depending on the size of the structure required. Not a cost-effective solution for a Class 4 road with only one resident.
5. Repair of the existing bridge structure – The wood deck, railing structure, and the failed steel beams could be replaced allowing the concrete abutments to stay in-place. This would avoid the requirement of installing new concrete abutments and changing the footprint of the structure. This would also avoid permitting, hydraulic study, and a bridge design. A cost estimate was provided by a bridge contractor for approximately \$60,000. This option, although expensive, appears the most cost-effective and would be a long-term solution to the bridge failure.

Due to a proposed development project, located off of Olcott Rd. currently being discussed with the Norwich Planning and Zoning Department, there is too much uncertainty about what may be required by the proposed developers to address access across this bridge; therefore, the DPW recommends waiting until a formal decision about the use of the bridge has been decided by Planning and Zoning prior to making a final decision on the bridge repair or replacement.

Town of Norwich

Departmental Request for Spending

Date: 3/18/24 Department: Fire

Request by: Alex Northern - Chief of Department

Town Manager Approval Date: UNK For Selectboard Meeting Date: 3/27/2024

What is being requested: Draw-down of funds from Fire Station Fund # 25 not to exceed \$803.20

Has this request been budgeted by the Selectboard: No

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

The NFD requests an appropriation of funds from the Fire Station Fund #25 not to exceed \$803.20. Incurred cost is to repair the oil burner that services the apparatus bay.

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

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

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

Expected Date of purchase, if known: N/A

Signature of Requestor: _____ Date: _____

Signature of Town Manager: _____ Date: _____

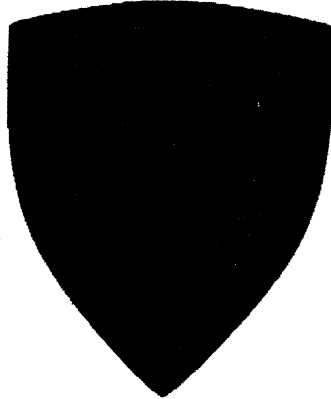
Action by Selectboard: _____ (Approved) _____ (Denied) _____ (Tabled) Date: _____

Concerns of Selectboard: _____

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

 Date quotes given to selectboard _____

Purchase: Date purchased _____ Date Received _____



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

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

Re: Purchases from the NFD Equipment Designated Fund

Date: October 19, 2023

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

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

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

Total: \$31,049.74²

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

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

Lilly Trajman joined through Zoom to explain the Town Clerk's request for funding to offset the cost of services to digitally archive old marriage documents. Answering Calloway, she said while the State covers costs for births and deaths, they do not for marriage.

Layton moved second by Smith, to authorize the expenditure of \$16,365.50 from the Record Restoration Designated Fund # 45 for the restoration of eight marriage books. **Passed Unanimously.**

8. Request to expend Fire Equipment Fund monies for Fire Equipment.

Via Zoom, Chief Northern referenced his request for funds as outlined in the packet. Smith noted that as drafted in the motion to follow, the relevant fund had been misidentified.

Layton moved, seconded by Smith, to authorize the expenditure of up to \$31,100.00 from the Norwich Fire Department Equipment Designated Fund #26 for items designated in the Fire Chief's memorandum dated October 19, 2023, and included in the October 25, 2023 Selectboard packet. **Passed Unanimously.**

9. Family Place Alcohol Waiver. This request was rescinded by the Family Place.

10. Sullivan & Powers Amended Engagement Letter.

Vincent moved, seconded by Layton, to authorize the Town Manager to execute the engagement letter with Sullivan, Powers & Company to perform a Single Audit as required by the Town's expenditure of \$750,000 or more in Federal funds in the fiscal year currently under audit. **Passed Unanimously.**

General Discussion of Budgeting Process.

Smith reiterated her request that departmental reports when submitted always specify the full name of the author(s) as well as the full date, including year.

Layton asked to specify a start time for the meeting when Hasbrouck will present on the budget and the Board by consensus determined that will be 6:30 PM. At 8 they will turn to other business.

There was discussion of whether to set a fixed target for departmental budget increases, such as 6%, the position taken by Arnold. Calloway suggested aiming in each case for under 10%. Layton and Vincent agreed. Smith said she did not wish to specify a particular number.



Norwich Fire Department

“ Helping Our Neighbors Since 1920 ”

Hydrant Rental Fees

Earlier this month the Town received a bill of \$30,000 from the Norwich Fire District for our “Hydrant Rental Fee.” This amount was in addition to the \$30,000 that we had already paid in this fiscal year. The Fire Department had budgeted \$34,000 total for FY24. We will be unable to pay this bill. Last year, during the Selectboard meetings for the FY24 budget, it was noted that the Fire District had informed the Town that they would be significantly increasing our Hydrant Rental Fee over the following three years; from FY23 (\$34,000) to FY24 (\$60,000) to FY25 (\$90,000) to FY26 (\$120,000). By the time of the meeting, the Fire District had already increased our Hydrant Rental Fee by 200% over the previous 4 years. At that meeting, the Selectboard discussed the topic, but eventually decided to leave the Hydrant Rental line-item budget at \$34,000 and to discuss the topic in depth at a later date. Two similar Selectboard discussions have occurred since that budget meeting, with no actionable decisions.

The Hydrant Rental Fee charged by the Fire District has changed dramatically in cost and scope over the past six years, and we have been warned that it will continue to do so through FY26. The Hydrant Rental Fee has ballooned from a reasonable fee of \$11,700 for unmetered hydrant water and regular hydrant maintenance to a proposed annual fee of \$120,000 meant to subsidize 25% - 33% of the *total* Fire District budget. We have repeatedly asked the Fire District for justification, precedent, and proof of legal authority for this complete change in scale and purpose of the Hydrant Rental Fee – which they recently renamed “Fire Protection Assessment.” They have failed to provide any remotely supportive evidence. The Fire Department takes seriously our duty to protect the citizens of our town and in this case to protect their tax money. It would be fiscally irresponsible to pay the Fire District \$120,000 annually for services that are not used by 77% of Norwich houses and businesses, *and* which the other 23% already pay for through property fire protection taxes and user fees paid directly to the Fire District. To fully understand this issue, we have prepared the following briefing.

Background

The Norwich Fire District is incorporated under 20 VSA Chapter 171. The District serves only a very small portion of property within the Town of Norwich and has a current budget of approximately \$530,000. The District’s primary sources of revenue are *property fire protection taxes* from those owners of property within the District and the sale of water based on *user fees*.

The District’s primary responsibility is to operate a municipal water system that supplies water to approximately 310 homes and 20 commercial businesses in the downtown area. The water system includes about 60 fire hydrants that provide fire protection water supply for structures within the District.

The fire protection water supply outside of the Fire District is provided by dry hydrants that allow water to be pumped from a pond, stream, or cistern. There are currently 22 dry hydrants in Norwich, and the Fire Department continues to install additional ones every year. These dry

hydrants are tested and maintained by the Fire Department and have no association with the District. The Insurance Services Office (ISO), which establishes Public Protection Classifications for insurance purposes, recognizes the adequacy of these dry hydrants for fire protection water supply outside of the Fire District and has rated fire protection outside the Fire District as a Class 4, the same as within the Fire District.

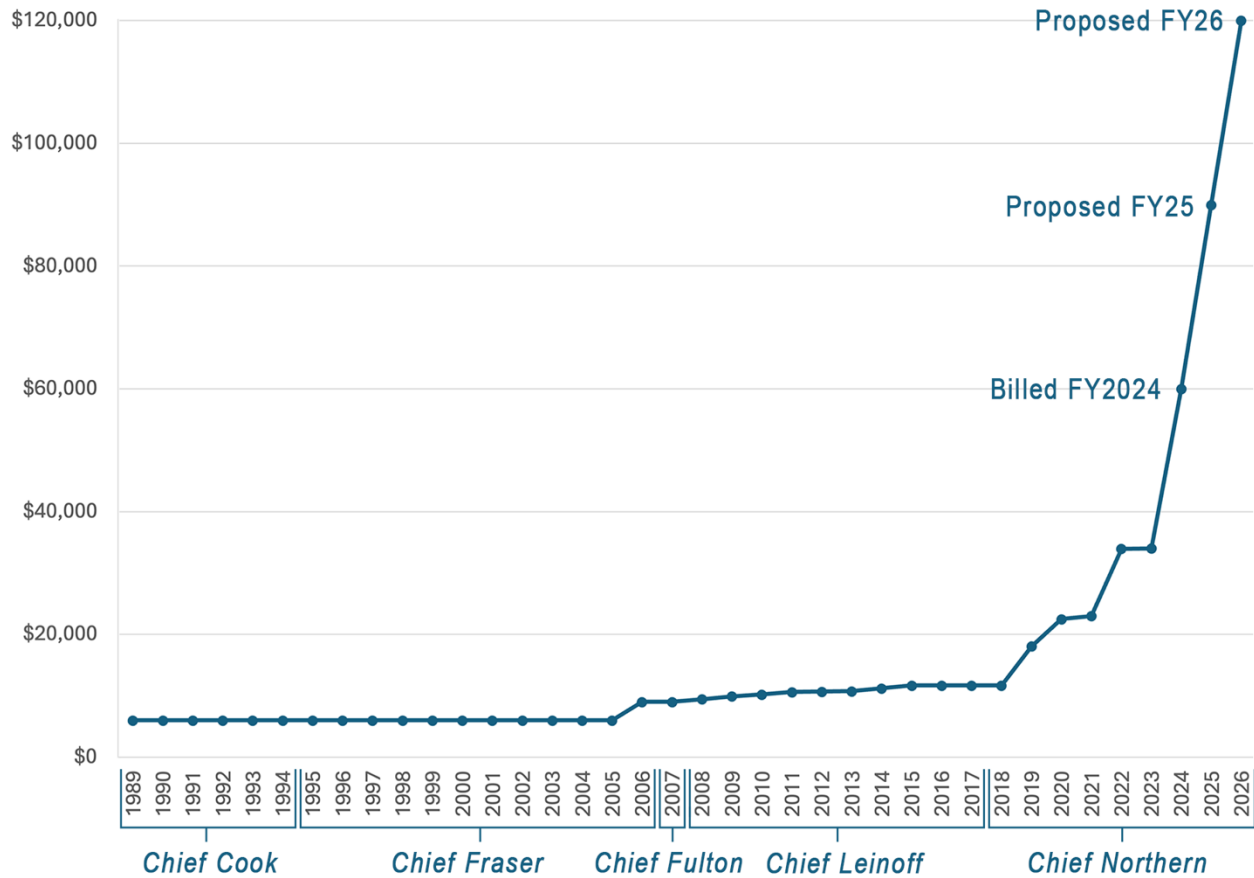
History

In New England, there is a history of small-town Fire Departments paying a “Hydrant Rental Fee” to the local Water Department. This modest fee covers the unmetered hydrant water that the Fire Department may use for training and hydrant district fire suppression, as well as the annual maintenance of each hydrant (painting, shoveling, flushing...).

For 30 years, Norwich Fire Chiefs and Town Managers have held the opinion that the “Hydrant Rental Fee,” as a modest cost for unmetered water use and basic hydrant maintenance, was fair and appropriate, *but* that increasing the fee to include subsidizing the repairs, maintenance and capital projects of the District infrastructure was an inappropriate use of general Town funds. When pressed with higher fees, prior Fire Chiefs and Town Managers have chosen not to pay inappropriate increases.

In 2018, Chief Northern was new to our Fire Department and the position of Chief, and therefore was not aware of these issues. At this time, the District chose to increase the Fire Department’s Hydrant Rental Fee – referring to it as a “Fire Protection Assessment” – with the justification that the Town should pay for the cost of repair, maintenance, and installation of appropriately-sized infrastructure for fire protection. This expanded “Fire Protection Assessment” is something for which the District’s *property fire protection taxes* on district properties – rather than Town taxes - is meant to cover. The Fire Department’s Hydrant Rental Fee rose abruptly until Chief Northern became aware of these issues in 2022 and froze that budget line-item. The District proposed that the Town should pay roughly 33% of the District’s total operating budget at that time. They warned the Town that they would be increasing the Hydrant Rental Fees until it reached \$120,000 annually.

Hydrant Rental Fees



The Town has a total of approximately 1,360 homes and 50 commercial properties. Only 23% of Norwich homes and businesses benefit from the municipal water system, and the fire protection hydrants of the District. Properties within the District already pay fire protection taxes and user fees to the District. The District is asking that properties outside the District, through the Town’s property tax, contribute to the operation and maintenance of the District’s hydrant system even though there is no benefit to these properties.

Vermont Statute

It has been historically understood that Vermont law (in 20 VSA §2601) only authorizes the District to impose taxes on properties within the District and that the District cannot assess a tax on the Town which in effect levies a tax for the benefit of the District on all property owners inside and outside of the District. In addition, if this assessment was agreed to by the Town and added to the Town budget and tax rate, property owners within the District would be double-taxed - directly by the District and also by the Town to pay the “Fire Protection Assessment” to the District. The Norwich Fire District may not have specific legal authority to levy a Fire Protection Assessment on the Town of Norwich. If it thinks it does, what is the specific statutory authority to levy such an assessment?

Local Precedent

While some local Fire Departments pay a modest “Hydrant Rental Fee” to their local Water Departments, there are no examples of towns where properties outside of a hydrant district contribute to the operation and maintenance of the hydrant system either through general taxes or direct fees.

Hartland, VT

Hartland has 13 "North Hartland Water Cooperative" pressurized hydrants in a very small fraction of Hartland. The water system is non-municipal. The Fire Department does not pay any fees. Only residences who are connected to this system pay user fees.

Plainfield, NH

Plainfield has two village water districts – Plainfield Water District and Meriden Water District - that both provide fire protection in the form of hydrants, and a municipal water supply. The districts are separate entities from the Town and are funded through user fees. The Plainfield Water District has numerous hydrants but does not charge the town for hydrant rental. The Meriden Hydrant District has 26 hydrants and charges the Town a rental fee of \$138 per hydrant annually.

Woodstock, VT

Woodstock has a private water company that provides both fire protection in the form of hydrants and a municipal water supply. The private water company cannot levy taxes, so it is funded exclusively through user fees. There are about 115 hydrants in the district. The Woodstock Fire Department pays a rental fee of \$217 per hydrant annually. When compared to the Norwich hydrant district, the Woodstock hydrant district covers a larger geographic area and protects a much higher density of businesses and residences within the downtown, and yet *the Woodstock Fire Department pays less than half of what the Norwich Fire Department currently pays per hydrant.* (see table below)

Hanover, NH

Taxes are collected from entities within the Hanover Hydrant District, and the money is passed along to the Hanover Water Department. Entities outside of the Hanover Hydrant District are not taxed or charged user fees.

Hartford, VT

Hartford’s Water System is an Enterprise Account, and it is funded by user fees, reserves, and bonds. Entities outside of Hartford’s Water System are not taxed or charged user fees.

Summary Table			
Town	# Hydrants	Rental Fee	Cost per hydrant
Hartland, VT	13	\$0	\$0/hydrant
Plainfield (Meriden), NH *	26	\$3,600	\$138/hydrant
Woodstock, VT	115	\$25,000	\$217/hydrant
Norwich, VT (2018 – Chief Leinoff)	60	\$11,700	\$195/hydrant
Norwich, VT (Current – Chief Northern)	60	\$34,000	\$566/hydrant
Norwich, VT (Proposed)	60	\$120,000	\$2,000/hydrant

* A note about the fairness of Hydrant Rental Fees: In Plainfield, the Fire Chief is also the head of the Meriden Water District. A person in this position of competing interests should have every incentive to determine a fair hydrant rental fee for both the Fire Department (Town) and the Water District.

Conclusion

For decades, the Norwich Fire Department and the Norwich Fire District have had a strong working relationship. We naturally have similar interests, passions, goals, and values. We have invited Fire District members to lead and attend some of our trainings. Members of the Fire District have also been volunteers on our Fire Department. The members of the Norwich Fire Department respect the hard work and dedicated professionalism of the members of the Fire District. However, as employees of the Town of Norwich, we take our fiduciary responsibility to the Norwich taxpayers seriously and try to spend their money wisely and appropriately. For all the above-mentioned reasons, the dramatically increased Hydrant Rental Fees beyond FY18 are grossly inappropriate and unsupported by reason, precedent, or legal statute. The vast majority of Norwich houses and businesses are not connected to the municipal water supply and do not benefit from the hydrant fire protection of the District. Therefore, Town tax money should not be used to contribute to the general operation and maintenance of the District's hydrant system. Our budget for Hydrant Rental Fees should be returned to a more appropriate amount of \$12,000-\$15,000 per year. The cost per hydrant of \$200-\$250 in this model is reasonable and fair when compared to other towns such as Plainfield or Woodstock.



Town of Norwich, VT
COMPENSATION STUDY

DRAFT FINAL REPORT

March 2024



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I. INTRODUCTION

GovHR USA, LLC (GovHR) is pleased to have had the opportunity to work with the Town of Norwich on this Compensation Study. Human resource management is a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Classification and Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the Town can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the Town avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures.

GovHR understands the high expectations that have been established in Norwich for service delivery and competitiveness in recruiting and retaining excellent employees. These factors have been taken into consideration in the analysis and reflected in the Study results.

A. Scope of Work

The scope of work called for GovHR to carry out the following:

Meetings & Compensation Survey

Below is a list of tasks included in this component of the Study (listed in the order that the work was performed):

- **Study preparation and project meetings.** Met with Town Administration to discuss Study methods and expectations, and to review the current Classification and Compensation Plan and organizational structure. Determined problem areas, answered questions, and reviewed the scope and schedule of work.
- **Determined comparable communities and collected compensation data.** GovHR, along with the Town, determined a logical survey sample of “like” communities that impact the compensation market of Norwich. Then, GovHR designed, and the Town sent out, the survey for the positions and benefits covered in the Study.

Salary and Benefit Survey

The following tasks were included in this component of the Study:

- Tabulated, summarized, and analyzed comparative compensation information obtained from the comparable communities. Prepared pay tabulations that compared the salary ranges of the Town of Norwich to the salary ranges of its comparable communities. Prepared comparison calculations at the 50th, 60th, 65th, 75th and 80th percentiles. Displayed data for each jurisdiction and for each position and summarized the data in table form. Based on discussions with the Town and the gathered data, developed salary ranges that would establish Norwich as a payer at the 60th percentile of the salary data from the comparable communities.
- Based on the above data, developed, and recommended new salary schedules.
- Analyzed and summarized the benefit information.

Draft and Final Report Preparation

- A preliminary analysis of the data and recommended Classification and Compensation Plan was shared with the Town. Feedback from Town Administration was reviewed and incorporated into the recommendations.
- This draft report has been prepared by GovHR and sent electronically to the Town.
- A presentation of these draft findings will be conducted for the Select Board.
- Once the presentation is made and review comments are returned by the Town a final report will be prepared and transmitted electronically.

II. SALARY AND BENEFIT DATA

The Town initiated this Study with the objective of assuring that its Compensation Plan is both internally equitable and externally competitive. To achieve external competitiveness, a market survey of comparable jurisdictions was conducted. Overall, the survey data demonstrated that the current Norwich salary ranges fall near the 60th percentile of the market (see Section III, C for an explanation of percentiles). There are a few instances in which the Town may want to evaluate the grade placement of current positions. For the positions of Finance Director, Police Sergeant and Public Works Foreperson, the current grade placement appears to be lower than the comparable community data.

The following explains the labor market review and collection of salary data.

A. Selection of Comparable Jurisdictions for Data Purposes

Selecting jurisdictions for the comparison group is an important element in a Classification and Compensation Study. When selecting jurisdictions to serve as comparables, it is important to use particular criteria to evaluate the other jurisdictions to assure that those chosen as comparables will be the most similar to Norwich.

To determine which municipalities should be used for survey purposes, GovHR first considered all Vermont communities in Windsor, Orange, Addison, Rutland, Bennington, Washington and Windham counties with a population of more than 2,200 (using the Excel Geography function). Then, the following comparison criteria were applied to each community:

<u>Criterion</u>	<u>Total Possible Points</u>
1. Per Capita Income	20
2. FY23 Total Town Budget	15
3. Population	20
4. Municipal Taxes	20
5. Q1 2023 State Sales and Use Tax Receipts	10
6. Proximity to Norwich	15
	<hr/>
	100

The six (6) categories listed above were selected to mirror important criteria that reflected the following:

- 1) Similar Financial Conditions: 66.7% of the criteria involved financial benchmarks.
- 2) Population: 16.6% of the criteria involved a population comparison.
- 3) Proximity: 16.6% of the criteria the proximity of the communities to Norwich.

Within each of the six (6) categories, ranges of compatibility were established. For example, the closer a community was to matching Norwich’s estimated population, the closer the community would be to receiving the maximum of twenty (20) points. A community whose population was significantly larger or smaller than Town’s population would receive fewer or even zero (0) points. Thus, a municipality achieving a total of one hundred (100) points would be considered most comparable to the Town of Norwich. A community with zero (0) points was therefore determined to be the least comparable to Norwich. A more detailed explanation of the methodology used to determine the comparable communities is included in Appendix A.

A cutoff of sixty-five (65) points was established to select the communities most similar to Norwich across the six (6) categories. After applying the six (6) criteria, twenty (20) communities achieved sixty-five (65) or more compatibility points on the comparison scale with Norwich. In addition, the communities of Hartford, VT; Lyme, NH; Hanover, NH; Lebanon, NH and Plainfield, NH were added to the list based on their proximity to Norwich making them competitors in the employment market.

The full list of the twenty-five (25) comparables is below:

Bradford	Hartford*	Randolph	Wilmington*
Brandon**	Ludlow	Rutland (Town)**	Windsor*
Castleton**	Manchester**	Vergennes (City)*	Woodstock
Chester*	Northfield**	Waterbury*	Lyme, NH*
Dorset	Pittsford	Westminster	Hanover, NH
Hartland*	Putney*	Williamstown**	Lebanon, NH*
			Plainfield, NH

B. Salary Survey

The Consultants then prepared, and the Town distributed, a salary survey to the twenty-five (25) comparable communities. The communities identified in the table above with a single “*” asterisk,

responded to the survey. In addition, the communities identified in the table above with two “**” asterisks had data included in the 2023 Vermont Municipal Compensation and Benefits Survey, which was added to the analysis. Table 1 is a summary of the salary survey data. The detailed salary survey data for each position is contained in Appendix B.

It is important to make a few observations regarding Table 1 and Appendix B.

- 1) The salary data is information that was available as of October through November 2023. The new recommended salary ranges for the Town were developed using this salary data from the comparable communities.
- 2) Some of the comparable municipalities provided salary range minimums and maximums for comparison purposes, while others (those that don’t utilize salary ranges as part of their pay plans) provided actual salaries for surveyed positions. The salary range minimums and maximums were analyzed to determine the 50th, 60th, 65th, 75th and 80th percentiles to identify wage ranges for “average” and “above average” payers. When there was not enough salary range data provided for analysis, the actual salaries provided by the comparable municipalities were used for the analysis. Salary ranges are generally a better gauge of market salaries than an actual salary and are thus preferred to conduct analysis.
- 3) Data contained within Appendix B has been thoroughly reviewed. If it was determined that the data was not a good match with the position in Norwich, it was removed. Thus, if a specific position within Appendix B has two worksheets associated with it, then data has been removed. The second data sheet will have the word “edited” after the title of the position surveyed. If a specific data point was removed, it is highlighted on the first and second worksheets and then removed on the second worksheet associated with the position.

C. Appraisal and Use of Salary Data

While comparing Norwich’s current salaries to those paid by other employers in the comparable communities, it must be noted that variations in compensation may be due to several factors, including:

- 1) Organizational size and economic conditions can have an impact on positions. In smaller organizations, employees are often asked to "wear many hats" and therefore take on more duties and responsibilities than would normally be required of a certain position. In addition, the economic downturn forced organizations to "do more with less", compelling staff to take on more

duties and responsibilities than they had in the past. Therefore, it becomes increasingly harder to compare “like” positions within organizations.

- 2) Some employers place a different relative worth on certain groups of positions. For example, some employers are forced to place a higher value on certain positions or groups of positions because of the market, and therefore, pay those positions more. Overall, the policies and value judgments of different employers in compensating the same kind of work can vary widely. There is rarely a single prevailing rate for any particular kind of work, even within the same labor market.
- 3) It can be difficult to make exact comparisons among the different employers of the duties and responsibilities of ostensibly similar jobs.

Nevertheless, comparative salary data is widely recognized as a good measure of the appropriate compensation rates with respect to the prevailing market. This data is also useful as an indication of prevailing opinions concerning the compensation relationships that should exist among different classifications of work.

D. The Benefits Survey and Findings

A review of the benefits offered in Norwich versus the comparable communities shows that the Town’s benefits are competitive with the other entities surveyed. A summary of the benefit survey data is outlined below:

Health Insurance Premiums:

The municipalities that participated in the benefit survey paid between 80 and 100% of the premium for **employee-only** and **family** health coverage. Overall, the average employer-paid premium reported by the respondents is 89.6% for **employee-only** coverage, and 88.8% for **family** coverage. Norwich provides more plan options for employees than the respondents, and, on average, contributes a higher percentage towards the cost of premiums. Norwich contributes an average of 96% towards **employee-only** premiums and 92% towards **family** coverage premiums. It is important to note that Norwich offers several plan options which cover 100% of the premium cost for both employee-only and family coverage. In addition, for a few of the options, Norwich covers 100% of the premium cost and contributes to the employee’s HSA or HRA account.

Dental and Vision Insurance:

Three (3) of the seven (7) municipalities that responded to the Dental Insurance section of the survey pay 100% of the premium for **employee-only** coverage, and two (2) of the seven (7) paid 100% of the **employee-only** Vision coverage. Norwich pays 100% of the **employee-only** premium, and the employee is responsible for the amount of the premium for additional dependents.

Life Insurance:

Most of the respondents provide some amount of life insurance benefit for employees. The amount of life insurance provided varied from \$10,000 or \$25,000 to 1 ½ of the employee's annual base wage. Norwich pays 100% of the cost of a life insurance benefit equal to the employee's annual base wage, up to a maximum of \$75,000.

VMERS:

All of the communities that responded indicated participation in multiple levels of VMERS, depending on position.

Paid Time Off:

The average number of **sick** days provided by the responding municipalities is 11.7. A few respondents offer higher amounts of **sick** time based on years of service. Norwich provides 12 **sick** days per year.

The number of annual **holidays** varies from ten (10) to thirteen (13). Norwich provides eleven (11) paid **holidays** per year.

For comparison purposes, **vacation** time was assessed at the following milestones: 1 Year of Service; 5 Years of Service; 10 Years of Service; 15 Years of Service; 20 Years of Service; and 21+ Years of Service. Norwich provides employees with the same, slightly higher or slightly lower amounts of vacation per milestone increment. For example, at 10 Years of Service, the average **vacation** provided is 16.7 days, and Norwich provides 15 days. However, at 20 Years of Service, the average is 22.2 days, and Norwich provides 25 days.

Appendix C contains tables summarizing the detailed data related to the benefits survey.

III. COMPENSATION PLAN DEVELOPMENT AND RECOMMENDATIONS

A. Development of the Compensation Plan

A basic element in any human resources management program is adequate and equitable employee compensation. A Compensation Plan of this nature is essential if qualified employees are to be recruited and retained. The Plan presented in this report is designed to accomplish the Study goals by:

- 1) Providing equal compensation for work of equivalent job content and responsibility.
- 2) Facilitating adjustments to compensation levels based on changing economic and employment conditions that impact these interrelationships.
- 3) Establishing compensation ranges that compare favorably with those of other equivalent jurisdictions within the appropriate labor market.

In preparing this Plan, the Study only looked at base compensation. The compensation associated with longevity or other fringe benefits was not analyzed or factored into the Compensation Plan.

B. Defined Increment and Open Range Merit Plan

A Defined Increment Plan is a pay plan that has salary ranges with a minimum and a maximum with defined percentage increments (e.g., 3%) in between. If an employee has a satisfactory performance evaluation, he/she systematically advances through the compensation range. The performance evaluation and resulting salary increment increase occurs annually.

An Open Range Merit Plan also has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the compensation range based on an annual satisfactory performance evaluation, with the percentage of their increase determined annually by Town Administration.

The Town will determine the type of pay plan to be implemented as a result of this Study.

C. Pay Philosophy

An important component in the process of developing a Compensation Plan is understanding and applying the pay philosophy of the Town.

Within the market analysis, we often refer to “percentiles” (for example: 50th, 60th, 65th, 75th and 80th percentiles). Percentiles indicate where salaries or salary ranges fall in comparison to all of the other salaries or salary ranges submitted through the comparable community survey process. The 50th percentile is the median (or middle) number within a range of data. When a community is considering which percentile to compensate their employees at, they are deciding where they want their employee salaries and salary ranges to fall within the market of comparable communities. For example, if a community were to select the 50th percentile, that would imply that they would be paying at the exact middle of the market. However, if they were to select the 60th percentile, then their salaries and salary ranges would be slightly higher than the middle of the market (60th percentile representing 60% of the comparables are paying below the median and 40% are paying above the median).

As a result of this Study, the Town is considering a pay philosophy of compensating employees at the 60th percentile of the market established with the comparable communities.

D. Proposed Compensation Plan and Structure

The Proposed Compensation Plan consists of thirteen (13) pay grades; one (1) being lowest and thirteen (13) being highest and is broken down into the following five (5) bands:

Grade 1:	Support Services
Grades 2 - 5:	Administrative and Technical Staff
Grades 6 – 9:	Managers, Supervisors and Advanced Technical Staff
Grades 10 – 12:	Directors and Senior Managers
Grade 13:	Town Manager

There is an 8% gradation between Grades 2 through 5; a 4% gradation between Grades 6 through 9, and a 10% gradation between Grades 10 through 12. All Grades have a 40% range spread from minimum to maximum.

Note: Gradation refers to the relationship between the minimum compensation of one grade to the minimum compensation of the next grade. In this case, the starting compensation for employees in Grade 3 is 5% higher than Grade 2 and so on. The gradation will vary depending upon the relationship between the salary survey data for the grade, the number of grades in the compensation band and the established compensation range.

The Proposed Compensation Plan has fewer salary grades than the current compensation plan. Taking into consideration the total number of job classifications within the Town, and the number of grades currently in use, the proposed, and streamlined, plan may be easier to administer and maintain.

Table 1 combines all of the compensation data, by classification, at the 60th percentile and Table 2 shows the compensation ranges for each grade.

E. Implementation and Administration of the Compensation Plan

Implementation of the Compensation Plan, as it affects individual employees, should be under the following pattern of adjustments:

- 1) Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range.
- 2) The compensation of employees whose present compensation is within the range for their classification should be slotted into the new Compensation Plan at their current pay rate.
- 3) The compensation of employees whose present compensation is above the maximum compensation of the range should be held at their present rate, without a reduction in compensation, until such time that further market analysis indicates commensurate alignment with the marketplace. However, the Town may consider lump sum increases for these employees, which does not impact base compensation levels, until the ranges adjust to include the individual employee compensation rates.

In other studies, GovHR has been asked for ideas on how to address the situation of long-term employees whose current compensation falls near the bottom (within 5 - 10%) of the proposed range. If this occurs, it illustrates that the position has been compensated at less than the market rate for someone with similar tenure. Thus, some communities elect to make additional adjustments for those employees at implementation. This type of implementation program is discretionary for the Town to adopt and only occurs one time, at the implementation of the new Compensation Plan. If the Town wishes to consider such a program, an example is illustrated below:

Service	Adjustment
1 - 3 Years	0%
Over 3 and up to 8 Years	1%
Over 8 and up to 15 Years	2%
Over 15 Years	3%

F. Future Administration of the Compensation Plan

To maintain competitive salary levels there should be an annual review of the Town’s salary ranges. The twenty-five (25) communities used in the survey group for this Study have been determined to be comparable jurisdictions to the Town. Therefore, Norwich can continue to use these jurisdictions as a comparable salary survey group for annual salary comparison purposes, until it is determined that they are no longer valid comparables. As mentioned earlier, the salary levels for these comparables are current as of October through November 2023. It is GovHR’s recommendation that an annual survey of these communities be conducted to determine the percentage increase each organization in the comparable group is granting, either as an annual across-the-board increase to their employees or as a general adjustment to their compensation ranges. The Town may wish to provide an across-the-board increase to all employees based on the information received from the comparable communities. If this is the case, then the increases would be granted separately from any merit increase that would be awarded as a result of a successful performance evaluation.

It is the further recommendation of GovHR that the compensation ranges for each grade be increased by the average percentage increase of the comparable group, even if an across-the-board increase is not given to all employees. Employees would continue to advance through the compensation ranges (provided that the employee is not at the maximum of the compensation range) by virtue of a merit increase granted for satisfactory or above satisfactory performance of their job duties. Finally, it is recommended that the Town review the compatibility of the municipalities after five (5) years.

Appreciation

GovHR has appreciated the opportunity to work with the Town of Norwich on this Compensation Study. A special thank you to Town Administration for the significant amount of work and support dedicated to the project.

Job Title	New Grade	60th Percentile Salary Survey Data			Current Salary Range		Proposed Salary Range 60th Percentile		
		Data Minimum	Data Midpoint	Data Maximum			Minimum	Midpoint	Maximum
Town Manager									
Town Manager	13	104,535	121,958	139,380	105,460	153,635	110,500	132,600	154,700
Directors and Senior Managers									
Public Works Director	12	80,190	93,555	106,920	86,556	126,095	88,935	106,722	124,509
Police Chief*		94,924	120,273	145,621	86,556	126,095			
No Positions in Grade	11						80,850	97,020	113,190
Finance Director*	10	95,053	116,748	138,443	71,040	103,492	73,500	88,200	102,900
Recreation Director*		79,816	96,079	112,342	71,040	103,492			
Planning and Zoning Director					71,040	103,492			
Fire Chief (.75 fte)		67,562	78,822	90,083	71,040	103,492			
Managers, Supervisors and Advanced Technical									
Town Clerk	9	54,548	63,639	72,730	58,306	84,941	62,430	74,916	87,402
Police Sergeant	8	76,342	89,066	101,790	55,496	80,848	60,029	72,035	84,040
Assistant Town Manager	7				52,822	76,952	57,720	69,264	80,808
Staff Accountant*	6	59,220	71,633	84,045	47,854	69,715	55,500	66,600	77,700
Police Officer*		60,500	69,208	77,917	47,854	69,715			
Public Works Foreperson		63,884	74,531	85,178	47,854	69,715			
Planning Assistant					47,854	69,715			
Administrative and Technical									
Heavy Equipment Operator*	5	48,672	57,000	65,328	43,354	63,158	47,239	56,687	66,135
Heavy Equipment Operator					43,354	63,158			
Heavy Equipment Operator					43,354	63,158			
Administrative Assistant (Police)*		50,000	60,620	71,240	43,354	63,158			
Administrative Assistant (PW/Admin)					43,354	63,158			
Listers Administrative Clerk*		49,450	54,322	59,195	43,354	63,158			
Assistant Town Clerk*		44,805	56,496	68,186	43,354	63,158			
Building and Grounds Technician	4	45,325	52,879	60,433	41,265	60,115	43,740	52,488	61,236
Lead Transfer Station Attendant	3				39,276	57,218	40,500	48,600	56,700
Crossing Guard					39,276	57,218			
Building Maintenance Custodian	2	36,382	42,445	48,509	37,384	54,461	37,500	45,000	52,500
Support Services									
Transfer Station Attendant	1				29,204	42,545	30,500	36,600	42,700

*Survey Data reflects Salary Ranges vs Actual Salaries

Table 2 - Proposed Pay Ranges

60th Percentile - Proposed Pay Ranges		
Support Services <i>40% Range Spread</i>		
	Minimum	Maximum
1	30,500	42,700

Administrative and Technical <i>8% Between Each Grade and a 40% Range Spread</i>		
	Minimum	Maximum
2	37,500	52,500
3	40,500	56,700
4	43,740	61,236
5	47,239	66,135

Managers, Supervisors and Advanced Technical <i>4% Between Each Grade and a 40% Range Spread</i>		
	Minimum	Maximum
6	55,500	77,700
7	57,720	80,808
8	60,029	84,040
9	62,430	87,402

Directors and Senior Managers <i>10% Between Each Grade and a 40% Range Spread</i>		
	Minimum	Maximum
10	73,500	102,900
11	80,850	113,190
12	88,935	124,509

Town Manager <i>40% Range Spread</i>		
	Minimum	Maximum
13	110,500	154,700

APPENDIX A

1. Per Capita Income: Maximum 20 Points						
60,511						
Factor	Minimum Range		Maximum Range		Points	
1.50	40,341	60,511	60,511	90,767	20	
2.00	30,256	40,340	90,768	121,022	15	
2.50	24,204	30,255	121,023	151,278	10	
3.00	20,170	24,203	151,279	181,533	5	
All Others					0	
2. FY23 Total Town Budget: Maximum 15 Points						
4.96 Million						
Factor	Minimum Range		Maximum Range		Points	
1.50	3.31	4.96	4.96	7.44	15	
2.00	2.48	3.30	7.45	9.92	11	
2.50	1.98	2.47	9.93	12.40	7	
3.00	1.65	1.97	12.41	14.88	3	
All Others					0	
3. Population: Maximum 20 Points						
3,584						
Factor	Minimum Range		Maximum Range		Points	
1.50	2,389	3,584	3,584	5,376	20	
2.00	1,792	2,388	5,377	7,168	15	
2.50	1,434	1,791	7,169	8,960	10	
3.00	1,195	1,433	8,961	10,752	5	
All Others					0	
4. Municipal Taxes: Maximum 20 Points						
4.58 Million						
Factor	Minimum Range		Maximum Range		Points	
1.50	3.05	4.58	4.58	6.87	20	
2.00	2.29	3.04	6.88	9.16	15	
2.50	1.83	2.28	9.17	11.44	10	
3.00	1.53	1.82	11.45	13.73	5	
All Others					0	
5. Q1 2023 State Sales and Use Tax Receipts: Maximum 10 Points						
1.47 Million						
Factor	Minimum Range		Maximum Range		Points	
1.50	0.98	1.47	1.47	2.20	10	
2.00	0.73	0.97	2.21	2.94	7	
2.50	0.59	0.72	2.95	3.67	4	
3.00	0.49	0.58	3.68	4.41	2	
All Others					0	
6. Proximity to Norwich: Maximum 15 Points						
					Points	
	0.00	to	9.90	Miles	15	
	10.00	to	19.90	Miles	11	
	20.00	to	29.90	Miles	7	
	All Others				3	

Initial screen:

Vermont communities in Windsor, Orange, Addison, Rutland, Bennington, Washington and Windham with a population of more than 2,200 using the Excel Geography function

Sources:

(1) and (3) Census Reporter for Population and Per Capita Income: <https://censusreporter.org>.

(2) Vermont Secretary of State Website - State Archives and Records Administration: https://vermont.access.preservica.com/SO_22346a10-7654-4849-b12d-43f496cfddb6/, if unavailable, located on town/city website

(4) 2022 Municipal Tax Rate Revenue: <https://tax.vermont.gov/document/pvr-annual-report-2022-data-taxes-rates-xlsx>

(5) Sales and Use Tax First Quarter 2023 Preliminary: <https://tax.vermont.gov/data-and-statistics/sut>

(6) Google Maps: Proximity

Town of Norwich, VT
Criteria Comparisons - Sorted by Score 2023

Municipality	Per Capita Income	Max. Points	Total Budget (million)	Max. Points	Populaiton	Max. Points	Municipal Taxes (million)	Max Points	Sales and UseTax (million)	Max. Points	Proximity (miles)	Max. Points	Total Points
Norwich, VT	60,511	20	4.96	15	3,584	20	4.58	20	1.47	10	0.0	15	100
Woodstock	56,639	20	8.18	11	3,011	20	5.24	20	7.02	2	17.7	11	84
Hartland	40,008	15	3.40	15	3,438	20	2.76	15	0.83	7	14.4	11	83
Waterbury	45,440	20	5.29	15	5,240	20	4.12	20	11.61	2	69.8	3	80
Chester	35,517	15	5.42	15	3,010	20	3.45	20	2.31	7	45.1	3	80
Manchester	45,351	20	8.85	11	4,466	20	3.84	20	29.81	2	74.9	3	76
Pittsford	32,074	15	3.60	15	2,875	20	2.36	15	2.44	7	54.8	3	75
Ludlow	44,947	20	4.25	15	1,817	15	4.80	20	11.87	2	43.2	3	75
Windsor	28,434	10	5.93	15	2,145	15	4.29	20	3.45	4	18.8	11	75
Williamstown	32,294	15	3.10	11	3,515	20	2.52	15	1.58	10	115.0	3	74
Brandon	32,967	15	3.23	11	4,092	20	3.26	20	3.46	4	61.2	3	73
Randolph	32,245	15	7.76	11	4,777	20	3.83	20	5.13	2	31.6	3	71
Wilmington	37,008	15	5.92	15	1,845	15	4.76	20	8.74	2	85.2	3	70
Bradford	31,573	15	2.59	11	2,789	20	2.54	15	4.66	2	24.3	7	70
Rutland (Town)	44,667	20	3.00	11	3,933	20	2.12	10	30.57	2	51.8	3	66
Dorset	41,940	20	2.71	11	2,039	15	2.40	15	5.08	2	78.2	3	66
Northfield	26,375	10	5.78	15	6,271	15	3.46	20	5.01	2	51.0	3	65
Castleton	24,296	10	3.53	15	4,605	20	2.39	15	3.95	2	64.4	3	65
Westminster	39,168	15	2.34	7	3,061	20	2.24	10	2.04	10	50.4	3	65
Putney	27,066	10	3.34	15	2,570	20	2.20	10	0.84	7	58.2	3	65
Vergennes (City)	35,409	15	3.85	15	2,573	20	2.15	10	4.12	2	80.4	3	65
Pownal	33,255	15	2.85	11	3,290	20	1.78	5	1.78	10	108.0	3	64
East Montpelier	39,293	15	2.65	11	2,567	20	2.12	10	4.03	2	54.1	3	61
Poultney	31,387	15	2.40	7	3,059	20	1.52	0	1.96	10	73.0	3	55
Bristol	38,816	15	2.94		3,789	20	2.48	15	5.10	2	77.2	3	55
Barre (Town)	40,104	15	11.59	7	7,848	10	7.06	15	3.59	4	44.8	3	54
Arlington	38,196	15	1.89	3	3,022	20	1.25	0	1.34	10	91.7	3	51
Fair Haven	27,463	10	2.72	11	2,713	20	1.65	5	4.28	2	69.4	3	51
Montpelier	45,497	20	16.14	3	7,966	10	11.09	10	16.28	2	57.6	3	48
West Rutland	31,061	15	1.74	3	2,229	15	1.53	5	2.64	7	54.3	3	48
Newbury	33,988	15	2.42	7	2,038	15	0.57	0	0.80	7	35.2	3	47
Middlebury	32,056	15	11.93	7	9,029	5	8.08	15	28.18	2	67.5	3	47
Bennington	30,152	10	14.72	3	8,772	10	7.92	15	40.68	2	102.0	3	43
Brattleboro	30,545	15	20.06	3	12,187	5	15.92	5	24.14	2	66.7	3	33
Springfield	28,837	10	13.43	3	9,089	5	11.49	5	13.27	2	36.6	3	28
Bellows Falls	25,191	10	no data		2,734	20	no data		no data		43.9	3	
Wildier CDP	39,483	15	no data		3,375	20	no data		no data		3.5	15	
West Brattleboro CDP	27,480	10	no data		2,770	20	no data		no data		68.3	3	
White River Junct. CDP	29,265	10	no data		2,776	20	no data		no data		5.0	15	
Manchester Ctr. CDP	45,388	20	no data		2,096	15	no data		no data		73.8	3	

Town of Norwich, VT Comparable Community Analysis 2023
 Top Comparable 65+ Score

Municipality	Per Capita Income	Max. Points	Total Budget (million)	Max. Points	Populaiton	Max. Points	Municipal Taxes (million)	Max Points	Sales and UseTax (million)	Max. Points	Proximity (miles)	Max. Points	Total Points
Norwich, VT	60,511	20	4.96	15	3,584	20	4.58	20	1.47	10	0.0	15	100
Woodstock	56,639	20	8.18	11	3,011	20	5.24	20	7.02	2	17.7	11	84
Hartland	40,008	15	3.40	15	3,438	20	2.76	15	0.83	7	14.4	11	83
Waterbury	45,440	20	5.29	15	5,240	20	4.12	20	11.61	2	69.8	3	80
Chester	35,517	15	5.42	15	3,010	20	3.45	20	2.31	7	45.1	3	80
Manchester	45,351	20	8.85	11	4,466	20	3.84	20	29.81	2	74.9	3	76
Pittsford	32,074	15	3.60	15	2,875	20	2.36	15	2.44	7	54.8	3	75
Ludlow	44,947	20	4.25	15	1,817	15	4.80	20	11.87	2	43.2	3	75
Windsor	28,434	10	5.93	15	2,145	15	4.29	20	3.45	4	18.8	11	75
Williamstown	32,294	15	3.10	11	3,515	20	2.52	15	1.58	10	115.0	3	74
Brandon	32,967	15	3.23	11	4,092	20	3.26	20	3.46	4	61.2	3	73
Randolph	32,245	15	7.76	11	4,777	20	3.83	20	5.13	2	31.6	3	71
Wilmington	37,008	15	5.92	15	1,845	15	4.76	20	8.74	2	85.2	3	70
Bradford	31,573	15	2.59	11	2,789	20	2.54	15	4.66	2	24.3	7	70
Rutland (Town)	44,667	20	3.00	11	3,933	20	2.12	10	30.57	2	51.8	3	66
Dorset	41,940	20	2.71	11	2,039	15	2.40	15	5.08	2	78.2	3	66
Northfield	26,375	10	5.78	15	6,271	15	3.46	20	5.01	2	51.0	3	65
Castleton	24,296	10	3.53	15	4,605	20	2.39	15	3.95	2	64.4	3	65
Westminster	39,168	15	2.34	7	3,061	20	2.24	10	2.04	10	50.4	3	65
Putney	27,066	10	3.34	15	2,570	20	2.20	10	0.84	7	58.2	3	65
Vergennes (City)	35,409	15	3.85	15	2,573	20	2.15	10	4.12	2	80.4	3	65
Hartford, VT*													
Lyme, NH*													
Hanover, NH*													
Lebanon, NH*													
Plainfield, NH*													

*Additional communities included due to proximity

APPENDIX B

Town Manager				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	Town Manager			87,560
Chester	Town Manager			92,000
Hanover, NH	Town Manager			160,000
Hartland	Town Manager	95,000	110,000	98,000
Hartford	Town Manager	110,000	154,000	150,000
Lebanon, NH	City Manager			146,000
Lyme, NH	n/a			
Manchester*	Town Manager			115,000
Northfield*	Town Manager			104,868
Putney	Town Manager			81,115
Rutland (Town)*	n/a			
Vergennes (City)	City Manager			100,000
Waterbury	Town Manager			120,750
Williamstown*	Town Manager			84,177
Wilmington	Town Manager			113,705
Windsor	Town Manager	125,000	185,000	140,000
Salary.com**	n/a			
Norwich, VT	Town Manager	105,460	153,635	144,773
Range Data				
Average				113,798.21
50th Percentile				109,286.50
60th Percentile				114,741.00
65th Percentile				117,587.50
70th Percentile				122,675.00
75th Percentile				135,187.50
80th Percentile				142,400.00
Actual Data				
Average		102,418.39	136,557.86	
50th Percentile		98,357.85	131,143.80	
60th Percentile		103,266.90	137,689.20	
65th Percentile		105,828.75	141,105.00	
70th Percentile		110,407.50	147,210.00	
75th Percentile		121,668.75	162,225.00	
80th Percentile		128,160.00	170,880.00	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Town Manager (edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	Town Manager			87,560
Chester	Town Manager			92,000
Hanover, NH	Town Manager			160,000
Hartland	Town Manager	95,000	110,000	98,000
Hartford	Town Manager	110,000	154,000	150,000
Lebanon, NH	City Manager			146,000
Lyme, NH	n/a			
Manchester*	Town Manager			115,000
Northfield*	Town Manager			104,868
Putney	Town Manager			
Rutland (Town)*	n/a			
Vergennes (City)	City Manager			100,000
Waterbury	Town Manager			120,750
Williamstown*	Town Manager			84,177
Wilmington	Town Manager			113,705
Windsor	Town Manager	125,000	185,000	140,000
Salary.com**	n/a			
Norwich, VT	Town Manager	105,460	153,635	144,773
Range Data				
Average				116,312.31
50th Percentile				113,705.00
60th Percentile				116,150.00
65th Percentile				119,600.00
70th Percentile				128,450.00
75th Percentile				140,000.00
80th Percentile				143,600.00
Actual Data				
Average		104,681.08	139,574.77	
50th Percentile		102,334.50	136,446.00	
60th Percentile		104,535.00	139,380.00	
65th Percentile		107,640.00	143,520.00	
70th Percentile		115,605.00	154,140.00	
75th Percentile		126,000.00	168,000.00	
80th Percentile		129,240.00	172,320.00	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Assistant Town Manager				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	n/a			
Hanover, NH	n/a			
Hartland	n/a			
Hartford	n/a			
Lebanon, NH	Deputy City Manager	117,660	148,909	
Lyme, NH	n/a			
Manchester*	n/a			
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	n/a			
Vergennes (City)	n/a			
Waterbury	n/a			
Williamstown*	n/a			
Wilmington	n/a			
Windsor	n/a			
Salary.com**	n/a			
Norwich, VT	Assistant Town Manager	52,822	76,952	66,992
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Administrative Assistant (ex: Police, Public Works, Town Manager)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	Administrative Assistant (avg)			52,977
Castleton*	Administrative Assistant			42,534
Chester	Administrative Assistant			52,780
Hanover, NH	n/a			
Hartland	n/a			
Hartford	Administrative Assistant	47,250	63,788	
Lebanon, NH	Administrative Secretary	56,846	80,434	
Lyme, NH	n/a			
Manchester*	Administrative Assistant			55,000
Northfield*	Administrative Assistant (avg)			51,077
Putney	Administrative Assistant/Treasurer	41,600	52,000	41,600
Rutland (Town)*	Administrative Assistant (avg)			55,307
Vergennes (City)	Administrative Assistant			45,760
Waterbury	Administrative Assistant			52,957
Williamstown*	Administrative Assistant			38,438
Wilmington	Administrative Assistant			47,132
Windsor	Administrative Assistant	50,000	70,000	63,000
Salary.com**	Administrative Asst III (2-5 yrs/exp)	50,000	73,100	60,900
Norwich, VT	Administrative Assistant	43,354	63,158	
Range Data				
Average		49,139.28	67,864.32	50,727.85
50th Percentile		50,000.00	70,000.00	52,780.00
60th Percentile		50,000.00	71,240.00	52,961.00
65th Percentile		50,000.00	71,860.00	52,973.00
70th Percentile		50,000.00	72,480.00	53,786.20
75th Percentile		50,000.00	73,100.00	55,000.00
80th Percentile		51,369.28	74,566.72	55,184.20
Actual Data				
Average		45,655.06	60,873.42	
50th Percentile		47,502.00	63,336.00	
60th Percentile		47,664.90	63,553.20	
65th Percentile		47,675.70	63,567.60	
70th Percentile		48,407.58	64,543.44	
75th Percentile		49,500.00	66,000.00	
80th Percentile		49,665.78	66,221.04	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Listers Administrative Clerk				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	Assessors Assistant			55,702
Castleton*	n/a			
Chester	n/a			
Hanover, NH	n/a			
Hartland	Lister	51,813	55,973	51,812
Hartford	n/a			
Lebanon, NH	Assessing Clerk	56,846	80,434	
Lyme, NH	n/a			
Manchester*	n/a			
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	n/a			
Vergennes (City)	n/a			
Waterbury	Lister			76,981
Williamstown*	n/a			
Wilmington	Admin Clerk to Office of Assessor			40,000
Windsor	Assessor	40,000	60,000	46,666
Salary.com**	General Clerk II (1-3 yrs/exp)	34,700	48,900	40,500
Norwich, VT	Listers Administrative Clerk	43,354	63,158	
Range Data				
Average		45,839.80	61,326.60	51,943.53
50th Percentile		45,906.40	57,986.40	49,239.00
60th Percentile		49,450.24	59,194.56	51,812.00
65th Percentile		51,222.16	59,798.64	52,784.60
70th Percentile		52,316.16	62,043.36	53,757.20
75th Percentile		53,071.20	65,108.40	54,729.80
80th Percentile		53,826.24	68,173.44	55,702.40
Actual Data				
Average		46,749.18	62,332.24	
50th Percentile		44,315.10	59,086.80	
60th Percentile		46,630.80	62,174.40	
65th Percentile		47,506.14	63,341.52	
70th Percentile		48,381.48	64,508.64	
75th Percentile		49,256.82	65,675.76	
80th Percentile		50,132.16	66,842.88	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Finance Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	Finance Officer			65,520
Hanover, NH	n/a			
Hartland	Finance Director	55,000	78,000	72,033
Hartford	Finance Director	94,622	132,471	
Lebanon, NH	Finance Director	117,660	148,909	
Lyme, NH	n/a			
Manchester*	Finance Director			86,150
Northfield*	Finance Director			92,448
Putney	n/a			
Rutland (Town)*	n/a			
Vergennes (City)	City Treasurer			70,000
Waterbury	n/a			
Williamstown*	n/a			
Wilmington	Finance Officer			75,785
Windsor	Finance Director	70,000	125,000	93,000
Salary.com**	Finance Manager (Bachelor 5+ yrs/exp)	95,700	147,400	116,400
Norwich, VT	Finance Director	71,040	103,492	91,898
Range Data				
Average		86,596.40	126,356.00	83,917.00
50th Percentile		94,622.00	132,471.00	80,967.50
60th Percentile		95,053.20	138,442.60	87,409.60
65th Percentile		95,268.80	141,428.40	89,613.90
70th Percentile		95,484.40	144,414.20	91,818.20
75th Percentile		95,700.00	147,400.00	92,586.00
80th Percentile		100,092.00	147,701.80	92,779.20
Actual Data				
Average		75,525.30	100,700.40	
50th Percentile		72,870.75	97,161.00	
60th Percentile		78,668.64	104,891.52	
65th Percentile		80,652.51	107,536.68	
70th Percentile		82,636.38	110,181.84	
75th Percentile		83,327.40	111,103.20	
80th Percentile		83,501.28	111,335.04	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Staff Accountant				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	Bookkeeper			54,961
Castleton*	Accountant			60,902
Chester	Bookkeeper			65,790
Hanover, NH	n/a			
Hartland	n/a			
Hartford	Finance Specialist	49,613	66,977	
Lebanon, NH	Accounting Clerk III	62,525	84,406	
Lyme, NH	n/a			
Manchester*	n/a			
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	n/a			
Vergennes (City)	n/a			
Waterbury	Bookkeeper			55,640
Williamstown*	n/a			
Wilmington	n/a			
Windsor	Assistant Treasurer	60,000	90,000	80,000
Salary.com**	Accountant II (Bachelor 2-4 yrs/exp)	56,100	82,600	66,500
Norwich, VT	Staff Accountant	47,854	69,715	56,069
Range Data				
Average		57,059.45	80,995.85	63,965.57
50th Percentile		58,050.00	83,503.20	63,346.20
60th Percentile		59,220.00	84,045.12	65,790.40
65th Percentile		59,805.00	84,316.08	65,967.80
70th Percentile		60,252.48	84,965.76	66,145.20
75th Percentile		60,631.20	85,804.80	66,322.60
80th Percentile		61,009.92	86,643.84	66,500.00
Actual Data				
Average		57,569.01	76,758.68	
50th Percentile		57,011.58	76,015.44	
60th Percentile		59,211.36	78,948.48	
65th Percentile		59,371.02	79,161.36	
70th Percentile		59,530.68	79,374.24	
75th Percentile		59,690.34	79,587.12	
80th Percentile		59,850.00	79,800.00	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Town Clerk				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	Town Clerk			43,794
Chester	Town Clerk (Appointed)			66,532
Hanover, NH	n/a			
Hartland	Town Clerk (Elected)	44,990	59,280	55,192
Hartford	Town Clerk	78,200	109,480	
Lebanon, NH	City Clerk/Tax Collector (Appointed)	85,083	114,844	
Lyme, NH	Town Clerk (Elected)			42,800
Manchester*	Town Clerk			64,800
Northfield*	Town Clerk			68,385
Putney	Town Clerk (Appointed)			46,010
Rutland (Town)*	Town Clerk/Treasurer			63,918
Vergennes (City)	City Clerk (Appointed)			57,700
Waterbury	Town Clerk (Elected)			61,152
Williamstown*	Town Clerk			56,316
Wilmington	Town Clerk (Elected, 35 hr/wk)			59,793
Windsor	Town Clerk			3,000
Salary.com**	n/a			
Norwich, VT	Town Clerk	58,306	84,941	71,075
Range Data				
Average				53,030.15
50th Percentile				57,700.00
60th Percentile				60,064.80
65th Percentile				60,880.20
70th Percentile				62,258.40
75th Percentile				63,918.00
80th Percentile				64,447.20
Actual Data				
Average		47,727.14	63,636.18	
50th Percentile		51,930.00	69,240.00	
60th Percentile		54,058.32	72,077.76	
65th Percentile		54,792.18	73,056.24	
70th Percentile		56,032.56	74,710.08	
75th Percentile		57,526.20	76,701.60	
80th Percentile		58,002.48	77,336.64	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Town Clerk (edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	Town Clerk			43,794
Chester	Town Clerk (Appointed)			66,532
Hanover, NH	n/a			
Hartland	Town Clerk (Elected)	44,990	59,280	55,192
Hartford	Town Clerk	78,200	109,480	
Lebanon, NH	City Clerk/Tax Collector (Appointed)	85,083	114,844	
Lyme, NH	Town Clerk (Elected)			42,800
Manchester*	Town Clerk			64,800
Northfield*	Town Clerk			68,385
Putney	Town Clerk (Appointed)			46,010
Rutland (Town)*	Town Clerk/Treasurer			63,918
Vergennes (City)	City Clerk (Appointed)			57,700
Waterbury	Town Clerk (Elected)			61,152
Williamstown*	Town Clerk			56,316
Wilmington	Town Clerk (Elected, 35 hr/wk)			59,793
Windsor	Town Clerk			
Salary.com**	n/a			
Norwich, VT	Town Clerk	58,306	84,941	71,075
Range Data				
Average				57,199.33
50th Percentile				58,746.50
60th Percentile				60,608.40
65th Percentile				61,566.90
70th Percentile				63,088.20
75th Percentile				64,138.50
80th Percentile				64,623.60
Actual Data				
Average		51,479.40	68,639.20	
50th Percentile		52,871.85	70,495.80	
60th Percentile		54,547.56	72,730.08	
65th Percentile		55,410.21	73,880.28	
70th Percentile		56,779.38	75,705.84	
75th Percentile		57,724.65	76,966.20	
80th Percentile		58,161.24	77,548.32	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Assistant Town Clerk				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	Assistant Clerk			47,092
Castleton*	Assistant Clerk			32,261
Chester	Assistant Clerk			45,500
Hanover, NH	n/a			
Hartland	Assistant Town Clerk	41,600	52,000	
Hartford	Assistant Town Clerk	49,613	66,977	
Lebanon, NH	Assistant City Clerk	56,846	80,434	
Lyme, NH	Assistant Town Clerk	37,440	45,760	
Manchester*	Assistant Clerk			43,200
Northfield*	Assistant Clerk			46,716
Putney	Asst Clerk/Communication Liaison			36,608
Rutland (Town)*	Assistant Clerk/Treasurer			59,492
Vergennes (City)	n/a			
Waterbury	Assistant Clerk			48,048
Williamstown*	Assistant Clerk			38,438
Wilmington	Assistant Town Clerk (35 hr/wk)			41,729
Windsor	Assistant Town Clerk	40,000	70,000	60,000
Salary.com**	n/a			
Norwich, VT	Assistant Town Clerk	43,354	63,158	52,848
Range Data				
Average		45,099.88	63,034.12	45,371.29
50th Percentile		41,600.00	66,977.00	45,500.00
60th Percentile		44,805.20	68,186.20	46,716.00
65th Percentile		46,407.80	68,790.80	46,904.00
70th Percentile		48,010.40	69,395.40	47,092.00
75th Percentile		49,613.00	70,000.00	47,570.00
80th Percentile		51,059.68	72,086.72	48,048.00
Actual Data				
Average		40,834.16	54,445.55	
50th Percentile		40,950.00	54,600.00	
60th Percentile		42,044.40	56,059.20	
65th Percentile		42,213.60	56,284.80	
70th Percentile		42,382.80	56,510.40	
75th Percentile		42,813.00	57,084.00	
80th Percentile		43,243.20	57,657.60	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Public Works Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	Water/Sewer Superintendent			83,200
Hanover, NH	n/a			
Hartland	Public Works Director	62,400	83,200	75,275
Hartford	Public Works Director	94,622	132,471	
Lebanon, NH	Public Works Director	117,660	148,909	
Lyme, NH	n/a			
Manchester*	BGS Director			107,534
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	n/a			
Vergennes (City)	Public Works Supervisor			89,100
Waterbury	Public Works Director			105,000
Williamstown*	n/a			
Wilmington	Highway Superintendent			79,812
Windsor	n/a			
Salary.com**	n/a			
Norwich, VT	Public Works Director	86,556	126,095	99,425
Range Data				
Average				89,986.83
50th Percentile				86,150.00
60th Percentile				89,100.00
65th Percentile				93,075.00
70th Percentile				97,050.00
75th Percentile				101,025.00
80th Percentile				105,000.00
Actual Data				
Average		80,988.15	107,984.20	
50th Percentile		77,535.00	103,380.00	
60th Percentile		80,190.00	106,920.00	
65th Percentile		83,767.50	111,690.00	
70th Percentile		87,345.00	116,460.00	
75th Percentile		90,922.50	121,230.00	
80th Percentile		94,500.00	126,000.00	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Public Works Foreperson				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	Highway Foreperson			77,636
Castleton*	Highway Foreperson			58,240
Chester	n/a			
Hanover, NH	n/a			
Hartland	n/a			
Hartford	Highway Supervisor/Foreman	66,675	90,011	
Lebanon, NH	Maintenance Superintendent	80,247	108,360	
Lyme, NH	n/a			
Manchester*	Highway Foreperson			70,781
Northfield*	Highway Foreperson			87,012
Putney	Road Foreman			66,833
Rutland (Town)*	n/a			
Vergennes (City)	n/a			
Waterbury	Public Works Foreperson			69,555
Williamstown*	n/a			
Wilmington	Highway Supervisor			67,092
Windsor	Public Works Foreperson	62,400	72,800	71,032
Salary.com**	Construction Foreman (3+ yrs/exp)	68,900	105,300	84,600
Norwich, VT	Public Works Foreperson	47,854	69,715	68,348
Range Data				
Average		69,555.50	94,117.75	72,531.22
50th Percentile		67,787.50	97,655.50	70,781.00
60th Percentile		68,455.00	102,242.20	70,981.80
65th Percentile		68,788.75	104,535.55	72,352.80
70th Percentile		70,034.70	105,606.00	74,994.40
75th Percentile		71,736.75	106,065.00	77,636.00
80th Percentile		73,438.80	106,524.00	80,421.60
Actual Data				
Average		65,278.10	87,037.47	
50th Percentile		63,702.90	84,937.20	
60th Percentile		63,883.62	85,178.16	
65th Percentile		65,117.52	86,823.36	
70th Percentile		67,494.96	89,993.28	
75th Percentile		69,872.40	93,163.20	
80th Percentile		72,379.44	96,505.92	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Public Works Foreperson (edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	Highway Foreperson			77,636
Castleton*	Highway Foreperson			58,240
Chester	n/a			
Hanover, NH	n/a			
Hartland	n/a			
Hartford	Highway Supervisor/Foreman	66,675	90,011	
Lebanon, NH	Maintenance Superintendent			
Lyme, NH	n/a			
Manchester*	Highway Foreperson			70,781
Northfield*	Highway Foreperson			87,012
Putney	Road Foreman			66,833
Rutland (Town)*	n/a			
Vergennes (City)	n/a			
Waterbury	Public Works Foreperson			69,555
Williamstown*	n/a			
Wilmington	Highway Supervisor			67,092
Windsor	Public Works Foreperson	62,400	72,800	71,032
Salary.com**	Construction Foreman (3+ yrs/exp)	68,900	105,300	84,600
Norwich, VT	Public Works Foreperson	47,854	69,715	68,348
Range Data				
Average		65,991.67	89,370.33	72,531.22
50th Percentile		66,675.00	90,011.00	70,781.00
60th Percentile		67,120.00	93,068.80	70,981.80
65th Percentile		67,342.50	94,597.70	72,352.80
70th Percentile		67,565.00	96,126.60	74,994.40
75th Percentile		67,787.50	97,655.50	77,636.00
80th Percentile		68,010.00	99,184.40	80,421.60
Actual Data				
Average		65,278.10	87,037.47	
50th Percentile		63,702.90	84,937.20	
60th Percentile		63,883.62	85,178.16	
65th Percentile		65,117.52	86,823.36	
70th Percentile		67,494.96	89,993.28	
75th Percentile		69,872.40	93,163.20	
80th Percentile		72,379.44	96,505.92	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Heavy Equipment Operator				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	Heavy Equipment Operator (avg)			56,784
Castleton*	Heavy Equipment Operator			42,640
Chester	Heavy Equipment Operator	45,677	73,237	54,496
Hanover, NH	n/a			
Hartland	Highway Crew	49,920	58,240	
Hartford	Highway Equipment Operator 1	44,550	57,915	
Lebanon, NH	Heavy Equipment Operator	57,616	67,558	
Lyme, NH	Heavy Equipment Operator	47,840	62,400	
Manchester*	n/a			
Northfield*	Heavy Equipment Operator (avg)			62,056
Putney	Heavy Equipment Operator	39,686	47,403	
Rutland (Town)*	Highway Crew (avg)			49,056
Vergennes (City)	n/a			
Waterbury	Heavy Equipment Operator	53,685	65,936	
Williamstown*	Highway Crew (avg)			48,651
Wilmington	Hwy Hvy Motor Equip Oper/Laborer	37,440	59,883	59,882
Windsor	Heavy Equipment Operator	55,744	65,520	60,486
Salary.com**	Heavy Equip Operator II (1-3 yrs/exp)	38,100	65,200	47,200
Norwich, VT	Heavy Equipment Operator	43,354	63,158	
Range Data				
Average		47,025.80	62,329.26	53,472.38
50th Percentile		46,758.40	63,800.00	54,496.00
60th Percentile		48,672.00	65,328.00	56,326.40
65th Percentile		49,608.00	65,472.00	57,403.60
70th Percentile		51,049.44	65,644.80	58,642.80
75th Percentile		52,743.60	65,832.00	59,882.00
80th Percentile		54,096.64	66,260.48	60,123.76
Actual Data				
Average		48,125.14	64,166.85	
50th Percentile		49,046.40	65,395.20	
60th Percentile		50,693.76	67,591.68	
65th Percentile		51,663.24	68,884.32	
70th Percentile		52,778.52	70,371.36	
75th Percentile		53,893.80	71,858.40	
80th Percentile		54,111.38	72,148.51	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Building and Grounds Technician				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	Facilities Director			53,477
Hanover, NH	n/a			
Hartland	Building and Grounds Technician	43,680	54,080	50,003
Hartford	n/a			
Lebanon, NH	Light Equipment Operator	52,229	62,338	
Lyme, NH	n/a			
Manchester*	BGS Associate			50,897
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	n/a			
Vergennes (City)	n/a			
Waterbury	n/a			
Williamstown*	n/a			
Wilmington	Grounds/Bldg Maint/Water Asst Oper			45,804
Windsor	n/a			
Salary.com**	Bldg Maintenance Tech (1-3 yrs/exp)	41,300	57,600	48,700
Norwich, VT	Building and Grounds Technician	41,265	60,115	47,400
Range Data				
Average				49,776.16
50th Percentile				50,003.00
60th Percentile				50,360.60
65th Percentile				50,539.40
70th Percentile				50,718.20
75th Percentile				50,897.00
80th Percentile				51,412.96
Actual Data				
Average		44,798.54	59,731.39	
50th Percentile		45,002.70	60,003.60	
60th Percentile		45,324.54	60,432.72	
65th Percentile		45,485.46	60,647.28	
70th Percentile		45,646.38	60,861.84	
75th Percentile		45,807.30	61,076.40	
80th Percentile		46,271.66	61,695.55	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Building Maintenance Custodian				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	n/a			
Hanover, NH	n/a			
Hartland	n/a			
Hartford	n/a			
Lebanon, NH	Building Maintenance Custodian	45,094	60,798	
Lyme, NH	Building Maintenance Custodian	37,440	56,160	
Manchester*	n/a			
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	n/a			
Vergennes (City)	n/a			
Waterbury	n/a			
Williamstown*	Custodian (avg)			42,640
Wilmington	n/a			
Windsor	n/a			
Salary.com**	Custodian II (1-3 yrs/exp)	31,100	46,300	37,100
Norwich, VT	Building Maintenance Custodian	37,384	54,461	52,346
Range Data				
Average				39,870.00
50th Percentile				39,870.00
60th Percentile				40,424.00
65th Percentile				40,701.00
70th Percentile				40,978.00
75th Percentile				41,255.00
80th Percentile				41,532.00
Actual Data				
Average		35,883.00	47,844.00	
50th Percentile		35,883.00	47,844.00	
60th Percentile		36,381.60	48,508.80	
65th Percentile		36,630.90	48,841.20	
70th Percentile		36,880.20	49,173.60	
75th Percentile		37,129.50	49,506.00	
80th Percentile		37,378.80	49,838.40	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Lead Transfer Station Attendant				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	n/a			
Hanover, NH	n/a			
Hartland	n/a			
Hartford	n/a			
Lebanon, NH	Solid Waste Foreperson	68,786	92,872	
Lyme, NH	Transfer Station Supervisor	47,840	60,320	
Manchester*	n/a			
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	n/a			
Vergennes (City)	n/a			
Waterbury	n/a			
Williamstown*	n/a			
Wilmington	n/a			
Windsor	n/a			
Salary.com**	n/a			
Norwich, VT	Lead Transfer Station Attendant	39,276	57,218	42,514
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Transfer Station Attendant				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	n/a			
Hanover, NH	n/a			
Hartland	n/a			
Hartford	Solid Waste Attendant	40,500	52,650	
Lebanon, NH	Recycling Attendant/Scale Tech	48,360	57,554	
Lyme, NH	Transfer Station Attendant	31,200	41,600	
Manchester*	n/a			
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	Transfer Station Attendant (avg)			43,056
Vergennes (City)	n/a			
Waterbury	n/a			
Williamstown*	n/a			
Wilmington	Transfer Station Attendant			42,245
Windsor	n/a			
Salary.com**	n/a			
Norwich, VT	Transfer Station Attendant	29,204	42,545	30,992
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Recreation Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	Parks/Recreation Director			67,976
Hanover, NH	n/a			
Hartland	Recreation Director	52,000	66,560	61,211
Hartford	Director of Parks/Recreation	86,020	120,428	
Lebanon, NH	Recreation, Arts, Parks Director	95,606	129,033	
Lyme, NH	Recreation Director			21.00/hr
Manchester*	n/a			
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	Recreation Director			57,200
Vergennes (City)	Recreation Coordinator			58,900
Waterbury	Recreation Director			72,000
Williamstown*	n/a			
Wilmington	n/a			
Windsor	Recreation Director	55,000	80,000	76,000
Salary.com**	n/a			
Norwich, VT	Recreation Director	71,040	103,492	75,388
Range Data				
Average		72,156.50	99,005.25	65,547.83
50th Percentile		70,510.00	100,214.00	64,593.50
60th Percentile		79,816.00	112,342.40	67,976.00
65th Percentile		84,469.00	118,406.60	68,982.00
70th Percentile		86,978.60	121,288.50	69,988.00
75th Percentile		88,416.50	122,579.25	70,994.00
80th Percentile		89,854.40	123,870.00	72,000.00
Actual Data				
Average		58,993.05	78,657.40	
50th Percentile		58,134.15	77,512.20	
60th Percentile		61,178.40	81,571.20	
65th Percentile		62,083.80	82,778.40	
70th Percentile		62,989.20	83,985.60	
75th Percentile		63,894.60	85,192.80	
80th Percentile		64,800.00	86,400.00	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Recreation Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	Parks/Recreation Director			67,976
Hanover, NH	n/a			
Hartland	Recreation Director	52,000	66,560	61,211
Hartford	Director of Parks/Recreation	86,020	120,428	
Lebanon, NH	Recreation, Arts, Parks Director	95,606	129,033	
Lyme, NH	Recreation Director			
Manchester*	n/a			
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	Recreation Director			57,200
Vergennes (City)	Recreation Coordinator			58,900
Waterbury	Recreation Director			72,000
Williamstown*	n/a			
Wilmington	n/a			
Windsor	Recreation Director	55,000	80,000	76,000
Salary.com**	n/a			
Norwich, VT	Recreation Director	71,040	103,492	75,388
Range Data				
Average		72,156.50	99,005.25	65,547.83
50th Percentile		70,510.00	100,214.00	64,593.50
60th Percentile		79,816.00	112,342.40	67,976.00
65th Percentile		84,469.00	118,406.60	68,982.00
70th Percentile		86,978.60	121,288.50	69,988.00
75th Percentile		88,416.50	122,579.25	70,994.00
80th Percentile		89,854.40	123,870.00	72,000.00
Actual Data				
Average		58,993.05	78,657.40	
50th Percentile		58,134.15	77,512.20	
60th Percentile		61,178.40	81,571.20	
65th Percentile		62,083.80	82,778.40	
70th Percentile		62,989.20	83,985.60	
75th Percentile		63,894.60	85,192.80	
80th Percentile		64,800.00	86,400.00	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Planning and Zoning Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	n/a			
Hanover, NH	n/a			
Hartland	n/a			
Hartford	Planning/Development Director	86,020	120,428	
Lebanon, NH	n/a			
Lyme, NH	Planning/Zoning Administrator	56,160	68,640	
Manchester*	n/a			
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	n/a			
Vergennes (City)	n/a			
Waterbury	Planning Director			74,672
Williamstown*	n/a			
Wilmington	n/a			
Windsor	n/a			
Salary.com**	n/a			
Norwich, VT	Planning and Zoning Director	71,040	103,492	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Zoning Administrator				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	Zoning Administrator			57,366
Castleton*	Zoning Administrator			52,000
Chester	Zoning Administrator			67,517
Hanover, NH	n/a			
Hartland	n/a			
Hartford	Zoning Administrative Officer	66,675	90,111	
Lebanon, NH	Deputy Planning/Develop Director	90,185	121,752	
Lyme, NH	n/a			
Manchester*	Zoning Admin/Health Officer			72,257
Northfield*	Zoning Administrator			49,130
Putney	n/a			
Rutland (Town)*	n/a			
Vergennes (City)	Zoning Administrator			58,240
Waterbury	Zoning Administrator			60,008
Williamstown*	n/a			
Wilmington	Zoning Administrator			56,454
Windsor	n/a			
Salary.com**	n/a			
Norwich, VT	Zoning Administrator			
Range Data				
Average				59,121.48
50th Percentile				57,803.20
60th Percentile				58,593.60
65th Percentile				59,212.40
70th Percentile				59,831.20
75th Percentile				61,885.20
80th Percentile				64,513.28
Actual Data				
Average		53,209.33	70,945.77	
50th Percentile		52,022.88	69,363.84	
60th Percentile		52,734.24	70,312.32	
65th Percentile		53,291.16	71,054.88	
70th Percentile		53,848.08	71,797.44	
75th Percentile		55,696.68	74,262.24	
80th Percentile		58,061.95	77,415.94	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Planning Assistant				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	Planning Assistant	40,040	44,590	42,315
Hanover, NH	n/a			
Hartland	n/a			
Hartford	n/a			
Lebanon, NH	Administrative Assisstant	62,525	84,406	
Lyme, NH	n/a			
Manchester*	n/a			
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	n/a			
Vergennes (City)	n/a			
Waterbury	n/a			
Williamstown*	n/a			
Wilmington	n/a			
Windsor	n/a			
Salary.com**	n/a			
Norwich, VT	Planning Assistant	47,854	69,715	56,069
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Fire Chief				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	Volunteer Fire Chief			17.75/hr
Hanover, NH	n/a			
Hartland	n/a			
Hartford	Fire Chief/Paramedic	94,622	132,471	
Lebanon, NH	Fire Chief	117,660	148,909	
Lyme, NH	n/a			
Manchester*	n/a			
Northfield*	n/a			
Putney	Fire Chief			66,830
Rutland (Town)*	n/a			
Vergennes (City)	n/a			
Waterbury	Fire Chief			17.85/hr
Williamstown*	Fire Assistant Chief			72,133
Wilmington	Fire Chief			75,803
Windsor	Fire Chief	85,000	135,000	120,000
Salary.com**	n/a			
Norwich, VT	Fire Chief (.75 FTE)	71,040	103,492	74,604
Range Data				
Average				83,691.50
50th Percentile				73,968.00
60th Percentile				75,069.00
65th Percentile				75,619.50
70th Percentile				80,222.70
75th Percentile				86,852.25
80th Percentile				93,481.80
Actual Data				
Average		75,322.35	100,429.80	
50th Percentile		66,571.20	88,761.60	
60th Percentile		67,562.10	90,082.80	
65th Percentile		68,057.55	90,743.40	
70th Percentile		72,200.43	96,267.24	
75th Percentile		78,167.03	104,222.70	
80th Percentile		84,133.62	112,178.16	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Fire Chief (edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	Volunteer Fire Chief			
Hanover, NH	n/a			
Hartland	n/a			
Hartford	Fire Chief/Paramedic	94,622	132,471	
Lebanon, NH	Fire Chief	117,660	148,909	
Lyme, NH	n/a			
Manchester*	n/a			
Northfield*	n/a			
Putney	Fire Chief			66,830
Rutland (Town)*	n/a			
Vergennes (City)	n/a			
Waterbury	Fire Chief			
Williamstown*	Fire Assistant Chief			72,133
Wilmington	Fire Chief			75,803
Windsor	Fire Chief	85,000	135,000	120,000
Salary.com**	n/a			
Norwich, VT	Fire Chief (edited)	71,040	103,492	99,473
Range Data				
Average				83,691.50
50th Percentile				73,968.00
60th Percentile				75,069.00
65th Percentile				75,619.50
70th Percentile				80,222.70
75th Percentile				86,852.25
80th Percentile				93,481.80
Actual Data				
Average		75,322.35	100,429.80	
50th Percentile		66,571.20	88,761.60	
60th Percentile		67,562.10	90,082.80	
65th Percentile		68,057.55	90,743.40	
70th Percentile		72,200.43	96,267.24	
75th Percentile		78,167.03	104,222.70	
80th Percentile		84,133.62	112,178.16	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Police Chief				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	Police Chief			92,830
Castleton*	Police Chief			76,845
Chester	Police Chief			94,265
Hanover, NH	n/a			
Hartland	n/a			
Hartford	Police Chief	94,622	132,471	
Lebanon, NH	Police Chief	117,660	148,909	
Lyme, NH	Police Chief	62,400	93,600	
Manchester*	Police Chief			101,982
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	Police Chief			86,370
Vergennes (City)	Police Chief			100,000
Waterbury	n/a			
Williamstown*	n/a			
Wilmington	Police Chief			89,597
Windsor	Police Chief	95,000	150,000	120,000
Salary.com**	n/a			
Norwich, VT	Police Chief	86,556	126,095	99,425
Range Data				
Average		92,420.50	131,245.00	95,236.13
50th Percentile		94,811.00	140,690.00	93,547.50
60th Percentile		94,924.40	145,621.40	95,412.00
65th Percentile		94,981.10	148,087.10	97,419.25
70th Percentile		97,266.00	149,018.10	99,426.50
75th Percentile		100,665.00	149,181.75	100,495.50
80th Percentile		104,064.00	149,345.40	101,189.20
Actual Data				
Average		85,712.51	114,283.35	
50th Percentile		84,192.75	112,257.00	
60th Percentile		85,870.80	114,494.40	
65th Percentile		87,677.33	116,903.10	
70th Percentile		89,483.85	119,311.80	
75th Percentile		90,445.95	120,594.60	
80th Percentile		91,070.28	121,427.04	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Police Sergeant				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	n/a			
Hanover, NH	n/a			
Hartland	n/a			
Hartford	Police Sergeant	72,050	97,268	
Lebanon, NH	Police Sergeant	82,971	95,763	
Lyme, NH	n/a			
Manchester*	Police Sergeant (avg)			87,480
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	n/a			
Vergennes (City)	Police Sergeant			63,128
Waterbury	n/a			
Williamstown*	n/a			
Wilmington	Police Sergeant			74,204
Windsor	Police Sergeant	64,480	93,517	91,749
Salary.com**	n/a			
Norwich, VT	Police Sergeant	55,496	80,848	77,708
Range Data				
Average				79,140.20
50th Percentile				80,842.00
60th Percentile				84,824.80
65th Percentile				86,816.20
70th Percentile				87,906.88
75th Percentile				88,547.20
80th Percentile				89,187.52
Actual Data				
Average		71,226.18	94,968.24	
50th Percentile		72,757.80	97,010.40	
60th Percentile		76,342.32	101,789.76	
65th Percentile		78,134.58	104,179.44	
70th Percentile		79,116.19	105,488.26	
75th Percentile		79,692.48	106,256.64	
80th Percentile		80,268.77	107,025.02	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Police/Patrol Officer				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	Police Officer (avg)			55,432
Castleton*	Police Officer (avg)			51,854
Chester	Police Officer	53,560	68,411	60,278
Hanover, NH	n/a			
Hartland	n/a			
Hartford	Police Officer	60,500	81,675	
Lebanon, NH	Police Officer	61,027	80,662	
Lyme, NH	Police/Patrol Officer	62,400	72,800	
Manchester*	Police Officer (Patrol) (avg)			61,381
Northfield*	Police Officer (Patrol) (avg)			71,809
Putney	n/a			
Rutland (Town)*	Police Officer (avg)			58,364
Vergennes (City)	Patrol			57,678
Waterbury	n/a			
Williamstown*	n/a			
Wilmington	Police Officer	50,378	64,210	
Windsor	Police Officer	54,350	77,917	70,741
Salary.com**	n/a			
Norwich, VT	Police/Patrol Officer	47,854	69,715	67,008
Range Data				
Average		57,035.87	74,279.17	60,942.07
50th Percentile		57,425.20	75,358.40	59,321.20
60th Percentile		60,500.00	77,916.80	60,498.88
65th Percentile		60,631.80	78,603.20	60,884.72
70th Percentile		60,763.60	79,289.60	61,270.56
75th Percentile		60,895.40	79,976.00	63,720.80
80th Percentile		61,027.20	80,662.40	66,996.80
Actual Data				
Average		54,847.86	73,130.48	
50th Percentile		53,389.08	71,185.44	
60th Percentile		54,448.99	72,598.66	
65th Percentile		54,796.25	73,061.66	
70th Percentile		55,143.50	73,524.67	
75th Percentile		57,348.72	76,464.96	
80th Percentile		60,297.12	80,396.16	

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

Crossing Guard				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Brandon*	n/a			
Castleton*	n/a			
Chester	n/a			
Hanover, NH	n/a			
Hartland	n/a			
Hartford	n/a			
Lebanon, NH	Crossing Guard			18.44
Lyme, NH	n/a (volunteers and police)			
Manchester*	n/a			
Northfield*	n/a			
Putney	n/a			
Rutland (Town)*	n/a			
Vergennes (City)	n/a			
Waterbury	n/a			
Williamstown*	n/a			
Wilmington	n/a			
Windsor	n/a			
Salary.com**	n/a			
Norwich, VT	Crossing Guard	39,276	57,218	47,878
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

*Data from Vermont Municipal Compensation and Benefits Survey 2023

**Salary.com: Burlington (Norwich), VT, All Industries, Revenues less than \$5M, Average Salary Base at 50th percentile

APPENDIX C

Comparable Community	Health - Type of Plan			
	HMO	PPO	HSA	Other
Brandon*				
Castleton*				
Chester		X		
Hartland	X			
Lebanon, NH			X	X
Lyme, NH	X			
Manchester*				
Northfield*				
Putney	X		X	
Rutland (Town)*				
Vergennes (City)			X	
Waterbury				X
Williamstown*				
Wilmington		X		
Windsor		X		X
Average				
Norwich, VT	X	X	X	X

*Date from Vermont Municipal Survey 2023

Health - Other		
Comparable Community	Do you offer an HSA or HRA?	If yes, do you make HSA contributions on behalf of the employee?
Brandon*	HRA	
Castleton*	HRA	
Chester	HRA	
Hartland	No	
Lebanon, NH	Yes	The City contributes all but \$500 into an HSA on an annual basis. \$4,500 for family, \$2,000 for single.
Lyme, NH	n/a	n/a
Manchester*	HSA	
Northfield*	HRA	
Putney	HRA	amount equal to deductible
Rutland (Town)*		
Vergennes (City)	HRA	HRA of \$5,000/year
Waterbury	n/a	n/a
Williamstown*	HRA	
Wilmington	No	n/a
Windsor	HRA	\$4,400 for single \$8,800 for 2 person to family
Average	n/a	n/a
Norwich, VT	HRA & HSA	It depends. If the town's insurance contribution amount is higher than the premium, the excess is put into an HRA or HSA, depending on whether plan is eligible for an HSA. Amount of overage varies by plan.

*Date from Vermont Municipal Survey 2023

	Health - Employee Only	Health - Family
Comparable Community	Employer Percentage	Employer Percentage
Brandon*	85%	85%
Castleton*	80%	80%
Chester	95%	95%
Hartland	90%	90%
	85%	85%
Lebanon, NH		
Lyme, NH	85%	85%
Manchester*	95%	95%
Northfield*	80%	80%
	90%	90%
Putney		
Rutland (Town)*	100%	100%
Vergennes (City)	80%	80%
Waterbury	90%	90%
Williamstown*	100%	
	100%	100%
Wilmington		
Windsor	85%	85%
Average	89.3%	88.6%
Norwich, VT	% varies according to plan chosen by employee; average = 99.6%	% varies according to plan chosen by employee; average = 91.3%

*Date from Vermont Municipal Survey 2023

Comparable Community	Dental - Employee Only	Dental - Family
	Employer Percentage	Employer Percentage
Brandon*		
Castleton*		
Chester	0%	0%
Hartland	100%	100%
	100%	100%
Lebanon, NH		
Lyme, NH	100%	0%
Manchester*		
Northfield*		
	100%	employee pays 100% for additional dependents
Putney		
Rutland (Town)*		
Vergennes (City)	n/a	n/a
Waterbury	100%	0%
Williamstown*		
	n/a	n/a
Wilmington		
Windsor	90%	90%
Average	84.3%	
Norwich, VT	100%	employee pays 100% for additional dependents

*Date from Vermont Municipal Survey 2023

	Vision - Employee Only	Vision - Family
Comparable Community	Employer Percentage	Employer Percentage
Brandon*		
Castleton*		
Chester	0%	0%
Hartland	100%	100%
	with health	with health
Lebanon, NH		
Lyme, NH	with health	with health
Manchester*		
Northfield*		
	100%	employee pays 100% for additional dependents
Putney		
Rutland (Town)*		
Vergennes (City)	0%	0%
Waterbury	100%	0%
Williamstown*		
	n/a	n/a
Wilmington		
Windsor	90%	90%
Average	65.0%	
Norwich, VT	0%	0%

*Date from Vermont Municipal Survey 2023

Life Insurance		
Comparable Community	% of Premium Employer Paid	Amount of Employee Coverage/Cap
Brandon*		
Castleton*		
Chester Hartland	100%	\$25,000
Lebanon, NH Lyme, NH	100%	150% of employee income amount equal to annual salary
Manchester*		
Northfield*		
Putney Rutland (Town)* Vergennes (City)	100%	\$10,000 1.5 X annual base wage
Waterbury	n/a	n/a
Williamstown*		
Wilmington	0%	employee contributes \$2 per week; life, AD&D (accidental death & dismemberment) \$40,000, STD (short term disability); which may change to town expense. \$20,000 Life.
Windsor	100%	1X salary
Average	85.7%	varies
Norwich, VT	100%	1x annual base wage

Short Term Disability	
Comparable Community	Does your agency offer a short-term disability benefit? If yes, do you make any contributions on behalf of the employee, and how much?
Brandon*	
Castleton*	
Chester	Aflac/Employee paid
Hartland	No
Lebanon, NH	100% paid by City
Lyme, NH	100% paid by City
Manchester*	
Northfield*	
Putney	No
Rutland (Town)*	
Vergennes (City)	n/a
Waterbury	Standard UNUM plan offered through VLCT
Williamstown*	
Wilmington	up to 26 weeks 2/3 wages
Windsor	Town paid
Average	n/a
Norwich, VT	Provides 66 2/3% of the employee's weekly earnings up to a maximum weekly benefit, reduced by deductible income for a maximum of 13 weeks

*Date from Vermont Municipal Survey 2023

Long Term Disability	
Comparable Community	Does your agency offer a long-term disability benefit? If yes, do you make any contributions on behalf of the employee, and how much?
Brandon*	
Castleton*	
Chester	100% employer paid
Hartland	Yes
Lebanon, NH	100% City paid for some labor groups. Other groups optional at their expense.
Lyme, NH	100% paid by City
Manchester*	
Northfield*	
Putney	Employer pays 100%
Rutland (Town)*	
Vergennes (City)	n/a
Waterbury	Standard UNUM plan offered through VLCT
Williamstown*	
Wilmington	No
Windsor	Town paid
Average	n/a
Norwich, VT	After 90 days of the onset of the illness/injury - pays 60% of an employee's pre-disability monthly earnings, reduced by deductible income, up to a maximum benefit of \$6,250 per month

VMERS	
Comparable Community	VMERS Contribution
Brandon*	VMERS DB A, B, C
Castleton*	VMERS DB B, C, D
Chester	B 6.125% and 6.75% respectively C 11.25% and 8.5% respectively
Hartland	VMERS DB B
Lebanon, NH	NH Retirement System: Fire 32.99% Employer 11.8% employee, Police 33.88% Employer 11.55% employee. Other Municipal employees 14.06% employer 7% employees
Lyme, NH	n/a
Manchester*	VMERS DB C, D
Northfield*	VMERS DC, VMERS DB B, D
Putney	GroupB Employee 6.125% Employer 6.750%
Rutland (Town)*	VMERS DB C
Vergennes (City)	VMRS contribution is 0.12875 of annual salary
Waterbury	All employees on VMERS B
Williamstown*	VMERS DB B
Wilmington	D for Police, B for all others.
Windsor	plans C and D depending on department
Average	
Norwich, VT	Plan B and Plan C

*Date from Vermont Municipal Survey 2023

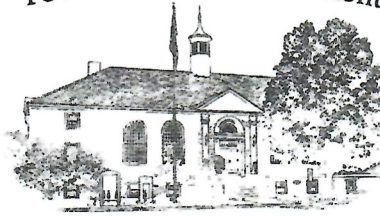
Comparable Community	Sick Leave	Personal Days	Holidays
	Number of sick days granted to employees per year	Number of personal days granted per year	Number of holidays granted per year
Brandon*	12.5		
Castleton*	12.5	3	
Chester	11	2	12
Hartland	12	3	11
Lebanon, NH	16	5	11
Lyme, NH	10	2	11
Manchester*	10		
Northfield*	6 - 15 based on yrs/svc	3	
Putney	12	2	13
Rutland (Town)*			
Vergennes (City)	12	2	10
Waterbury	10	1	12
Williamstown*	6	3	
Wilmington	12	1	13
Windsor	avg. 1 day per month accrual to a max of 22.5	2	12
Average	11.3	2.4	11.7
Norwich, VT	12	2	11

*Date from Vermont Municipal Survey 2023

Comparable Community	Vacation Days					
	At (1) Year of Service	At (5) Years of Service	At (10) Years of Service	At (15) Years of Service	At (20) Years of Service	At (25) Years of Services
Brandon*	6	12.5	15	20	25	25
Castleton*						
Chester	5	10	15	20	25	25
Hartland	10	10	10	15	20	20
	20.1	25	30.2	30.2	30.2	30.2
Lebanon, NH						
Lyme, NH	10	10	15	20	20	20
Manchester*	10	15	20	25	25	25
Northfield*	5	10	15	20	20	20
	12	15	15	18	18	21
Putney						
Rutland (Town)*						
Vergennes (City)	10	10	15	20	20	25
Waterbury	10	15	18	20	20	20
Williamstown*	10	10	15	15	20	20
	10	20	20	25	25	25
Wilmington						
Windsor	10	15	15	20	20	20
Average	9.9	13.7	16.8	20.6	22.2	22.8
Norwich, VT	10	10	15	20	25	25

*Date from Vermont Municipal Survey 2023

Town of Norwich, Vermont



CHARTERED 1761

MEMO

To: Norwich Selectboard
From: Brennan Duffy, Town Manager
Date: March 22, 2024
Re: Discussion of CBA and non-CBA employee compensation

In previous Selectboard meetings there has been discussion about continuing the practice of maintaining compensation parity between all Town of Norwich (TON) employees. This issue was brought to the Selectboard at the time of reviewing and ratifying the Collective Bargaining Agreement (CBA) with the NEPBA, effective July 1, 2023 through June 30, 2028. With the effective agreement now in place for all CBA employees the question of continuing to compensate all TON employees equal to the current CBA bargained wage rates has been raised and should be reviewed and an outcome determined in a timely manner.

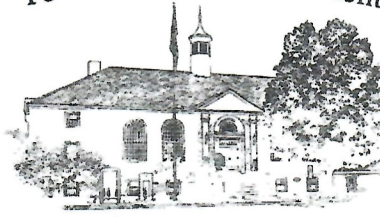
This memo is accompanied by the GovHR Compensation Study Draft Final Report, and a presentation from the consultant planned for March 27th, which will provide much greater detail on current TON compensation.

The following information will address the recent historic precedent for TON wages, benefit compensation, as well as budgetary ramifications for different options going forward. I will attempt to break the different topics out as follows: Historic understanding of TON wage parity; Historic understanding of TON benefit parity; Reviewing implications of retaining wage parity; Reviewing implications of retaining benefit parity (specifically Health Care Premium contribution levels); Reviewing implications of parity in a retroactive “true-up” as bargained in the CBA; Conclusion with options for consideration.

Hopefully the following will provide a clear and concise explanation of the current situation and answer various questions that have arisen during prior discussion.

Historic understanding of TON wage parity: The historic precedent of parity in TON employee wage compensation appears to date back to a “Condrey Report” document and findings circa 2012. This compensation study recommended a grade and step chart, similar to what is currently used, recognizing 25 salary grades (1-25) and 22 steps (A-V). Interestingly the current (pre-2023 CBA) grade and step chart lists only 20 steps (A-T). Research indicates that the Town adopted this wage chart at the recommendation of a

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former Town Manager and began moving all CBA and non-CBA employees onto this compensation structure at that time (starting in FY '13.)

During a previous CBA ratification (Agreement effective July 1, 2018 to June 30, 2023 but not fully ratified until October 28, 2020) it appears that all CBA employees were retroactively paid for a “true up” of back pay. Research indicates that CBA employees received step increases, but not COLA increases, during the period that CBA was being bargained and that a COLA adjustment to “true up” past wages occurred for the CBA employees upon ratification. It appears that the non-CBA employees had remained on their adopted wage chart and received step and COLA adjustments annually during the period, so that no “true up” was required or considered for non-CBA employees.

Research of meeting minutes regarding earlier CBA ratifications (Agreements effective July 1, 2013 to June 30, 2014 and July 1, 2014 to June 30, 2018) have proven inconclusive on if and how any “true up” or parity issues were addressed. Due to the timing of the CBA and non-CBA parity movement this may not have been an issue.

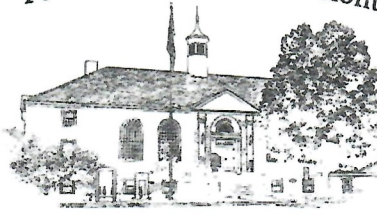
Historic understanding of TON benefit parity: The question of total compensation, i.e.. Benefits as well as Wages, has arisen in recent discussion. In reviewing benefit compensation it appears that the CBA and non-CBA employees are currently treated very similarly, with some additional benefit to CBA employees on vacation accrual and other bargained wages (i.e., shift differentials, call-ins, seasonal adjustment, etc..) One key change adopted in the current CBA, Health Care Premium contributions, was bargained in the recent negotiations.

The following summarizes the methodology governing the Town’s health insurance premium contribution amounts, before and after the 2023-28 CBA. It may be helpful to note that health insurance rates are set by calendar year, January 1st – December 31st.

Before the new CBA (term beginning July 1, 2023), the Town and the employee split equally the health insurance rate increase from year to year, dating back to a baseline in 2014. For example, if the insurance premium went up by \$100, the employee would pay \$50 more and the Town would pay \$50 more, in the upcoming year.

After the new CBA (term beginning July 1, 2023), For CBA employees the Town now pays 89% of the premium cost for any option (single, couple, family, parent + child) under the BCBS VT Standard Gold Plan. In January 2025, the percentage will decrease to 88%; in 2027 it will decrease to 87%.

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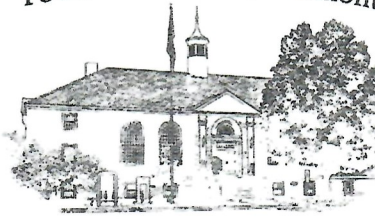
As you are aware, in parallel to the recently concluded CBA negotiations, a Compensation Study conducted by GovHR has occurred over the last six months. The results of this study's findings, specific to benefit compensation, shows the TON package is similar to other comparable towns and, other than the Health Care Premium contribution topic listed above, no adjustments are recommended at this time.

This previously mentioned GovHR Compensation Study Report will stand alone in providing data on our existing benefit-related compensation structure and our competitiveness within the current labor market. Due to the complexity and detail of the report it is being presented and offered separately as supplemental information to this memo.

Reviewing implications of retaining wage parity: Answers to the important questions of what impact the recently ratified CBA will have, and what effects maintaining wage parity would have, on the current FY '24 budget and the recently approved FY'25 budget appear in the table below. Ultimately the approved CBA will have the effect of overspending the existing salary budgets for the Police Dept. and DPW (budgets were set before this impact was known and could be recognized). Adding non-CBA employee cost will likewise have a budget impact of overspending previously created salary budget lines across other TON departments.

Please note that the data represents the remaining FY '24 and FY '25 budgeted payroll amounts and indicates that 32% represents the CBA employees. The remaining 68% are all other employees, including full-time non-CBA (i.e. employees whose working hours require insurance benefits, currently 10), but also part-time employees such as the Transfer Station Attendees (3), Crossing Guards (2), Planning Assistant, and Listers Clerk. The volunteer Fire Dept. personnel (approximately 22) wages are separated as they are not affiliated with the TON Wage Chart.

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	Spending		INCREASE			
	FY24 Budget	To date (3-7-2024)	Remaining Budget	6.40%	CBA 32%	Non-CBA 68%
Total Budgeted Salaries	\$ 1,902,753.00	\$ 1,141,269.00				
Less Fire Dept. Volunteers	\$ (42,625.00)	\$ (27,237.72)	\$ 15,387.28			
	\$ 1,860,128.00	\$ 1,114,045.28	\$ 746,082.72	\$ 47,749.29	\$ 15,279.77	\$ 32,469.52
FICA/MEDI	\$ 142,299.79	\$ 85,224.46	\$ 57,075.33	\$ 3,652.82	\$ 1,168.90	\$ 2,483.92
VMERS	\$ 125,558.64	\$ 75,198.06	\$ 50,360.58	\$ 3,223.08	\$ 1,031.38	\$ 2,191.69
	\$ 2,127,986.43	\$ 1,301,705.52	\$ 107,435.91	\$ 6,875.90	\$ 2,200.29	\$ 4,675.61

Note: The \$1,902,753.00 is taken from the FY24 Budget
 FICA/MEDI is a 7.65% calculation from the budgeted salary amount.
 VMERS is a 6.75% calculation from the budgeted salary amount.

Of the \$1,114,045.28 spent to date: 32% of the spending is for CBA employees leaving 68% for all others.

	FY25 Budget	6.40% Increase	Total			
Total Budget Salaries	\$ 1,950,269.00					
Less Fire Dept. Volunteers	\$ (42,625.00)					
	\$ 1,907,644.00	\$ 122,069.22	\$ 2,029,733.22			
FICA/MEDI	\$ 145,934.77		\$ 145,934.77	Difference	CBA 32%	Non-CBA 68%
VMERS	\$ 128,765.97		\$ 128,765.97			
	\$ 2,182,344.74		\$ 2,304,433.95	\$ 122,069.22	\$ 39,068.55	\$ 83,020.67

Note: \$1,950,269.00 is taken from the FY25 Budget
 FICA/MEDI is a 7.65% calculation from the budgeted salary amount
 VMERS is a 6.75% calculation from the budgeted salary amount

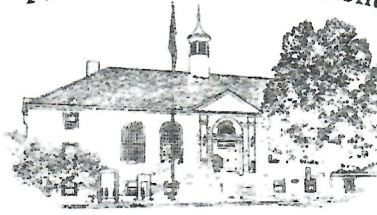
For purposes of demonstration the same percentages were used in FY25 estimates as in FY24 to demonstrate what percent of budgeted salaries are for non-CBA members and CBA members.

The determination of a proposed updated wage chart (attached) vs the existing FY '24 wage chart (attached) recognizes a 6.4% increase across all grades and steps on the chart. This 6.4% increase is calculated by the average non-police CBA employee increase (10.1% minus the 3.64% COLA payment already incorporated in the current FY '24 wage chart). The 6.4% increase was the basis for the calculations on estimated budget impact in the tables above. Again, this is an estimate based on total budgeted payroll and, if adopted, would affect all current full-time and part-time TON employees.

Reviewing implications of retaining benefit parity (specifically Health Care Premium contribution levels):

As mentioned above there does not appear to be a significant need to adjust specific non-CBA benefits to achieve or maintain parity following the recent CBA ratification, and this is not being recommended, with the exception of considering the Health Care Premium contribution disparity between the CBA and non-CBA employees.

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The one-time “true-up” health insurance payment required by the CBA will impact the FY '24 budget by overspending \$10,167. The known budgetary impact for CBA employees going forward will be an impact of \$5,905 to the FY '24 budget and an impact of \$9,244 to the FY '25 budget.

Should the policy of health insurance contribution parity be maintained, the following table indicates the FY '25 budget implications associated with moving all applicable TON employees to the current CBA formula (percentage based). This data is assuming the current 8 non-CBA employees currently enrolled in a Health Care Plan at their current level and amount.

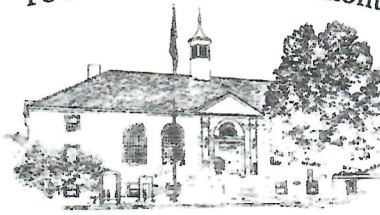
Monthly Town Insurance Contributions				
	Existing	Parity w/CBA	Cost Difference per month*	Estimated FY25 budget impact*
	2120.28	2347.20	226.92	2,723.04
	2120.28	2347.20	226.92	2,723.04
	1349.85	1612.13	262.28	3,147.36
	1479.72	1760.40	280.68	3,368.16
	822.68	835.30	12.62	151.44
	2120.28	2347.20	226.92	2,723.04
	1359.22	1612.13	252.91	3,034.92
	874.90	835.30	(39.60)	(475.20)
TOTALS	12247.21	13696.86	1,449.65	
			12 months Total	17,395.80
			6 months Total	8,697.90

* Difference per month and estimated FY25 budget impact are calculated using current 2024 insurance plan rates and employee elections.

NOTE: CBA Town contribution amounts: 2024 plan year (89% of Std Gold)

- 835.30 single
- 1670.60 couple
- 1612.13 Parent + child(ren)
- 2347.20 family
- 1760.40 75% family

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Reviewing implications of parity in a retroactive “true-up” payment as bargained in the CBA:

The current CBA includes a provision for all CBA employees to receive a lump-sum payment, retroactive to 7/1/23, to acknowledge the pay they would have received if the current CBA wage rates had been in effect on 7/1/23 when the last CBA expired. Implications of this required “true up” are shown in the table below, as well as cost implications for the 10 full-time non-CBA employees, if the “true up” was applied to them as well.

Based On Gross Wages Paid 7-1-2023 thru 3-8-2024

Non-CBA Employees				
	6.4% Increase	FICA/MEDI	VMERS*	Total
	\$ 35,879.16	\$ 2,744.76	\$2,421.84	\$41,045.76
CBA Employees				
	Per CBA	FICA/MEDI	VMERS	Total
	\$ 22,220.57	\$ 1,699.87	\$1,568.39	\$25,488.83
Total	\$ 58,099.73	\$ 4,444.63	\$3,990.23	\$66,534.59

*VMERS estimated at 6.75% of employer share

As mentioned above, the determination was that this calculation should be applied to all non-CBA employees currently considered full-time workers and eligible for insurance benefits. There are currently 10 employees in this category and 8 employees in the CBA category.

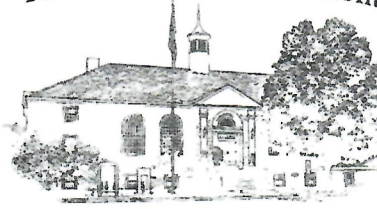
Conclusion with options for consideration:

To conclude, I offer three options for consideration below, which can be taken separately, or combined, as the Selectboard best determines.

As discussed in prior meetings, while the short-term impact of retaining wage parity will undoubtedly overspend our existing budgets, I believe maintaining the status-quo wage parity between the Town’s CBA and non-CBA employees is in the Town’s long-term best interest.

My reasoning for this recommendation is that separating the non-CBA employees from the long-established parity model (in effect providing them a lower wage rate than their

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CBA colleagues) will likely have a negative effect on employee morale and may entice currently non-affiliated employees to seek future union representation. While from a more positive perspective, maintaining compensation parity will demonstrate a continued commitment to financially supporting all TON workers equally. If adopted, I believe the proposed base wage increase of 6.4% for all employees will have a positive impact on our retention of the Town's valued existing employees and will benefit our future recruitment efforts as we seek to fill vacant positions. As data from the GovHR compensation study indicates the TON is currently within the acceptable ranges for wage compensation for all job descriptions and an increase of 6.4% across the board will only make the Town more competitive in the local labor market.

Related to revising the Health Care Premium contribution formula option, I recommend that parity in the health care contribution levels be maintained and that all non-CBA employees be moved to the current CBA contribution level at the outset of the next calendar year. As displayed in the previous table on page 5 there will be a short-term cost increase to the Town, and associated budget overrun in FY'25. However, the long-term benefits going forward will include a simpler and much more efficient method for determining health care plan decisions, ease in explaining plan costs and contribution levels to prospective employees and enacting a method that is far more efficient to administer.

The third question I have posed, of including the 10 full-time non-CBA employees into the recent "true-up" exercise, is in my opinion the least critical of the proposed options. While I believe it is important to address this, and while it would certainly further demonstrate the Town's continued commitment to full compensation parity, I don't consider it as essential to implement as the first two options.

Below are three options for the Selectboard to consider adopting going forward.

Approve continuing the policy of wage parity between CBA and non-CBA employees and adopt the updated FY'24 wage chart as presented. Effectively this would increase wages by 6.4% across the board for all Town employees who were not already impacted by the CBA ratification and these new wage rates would become effective upon approval.

Approve moving all employees to the CBA's newly adopted health insurance premium formula effective upon the next change in insurance determination (January 1, 2025).

In recognition of the CBA employee wage retroactive "true up" (which has just been completed as part of the bargained agreement), the Selectboard could consider approving

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a retroactive “true-up” of wages going back to 7/1/23 for all full-time non-CBA employees as well.

This final Table attempts to summarize (utilizing the data previously presented) the known cost implications of the existing CBA and the potential cost implications of adopting the three options listed above.

Item	Definition	FY '24 Impact	FY '25 Impact
CBA wage impact	Actual Wage Increase	\$17,480	\$39,069
CBA Health Ins. contribution impact	Increase to TON contribution level	\$5,905	\$9,244
CBA wage “true up”	Lump-sum payment retroactive - 7/1/23	\$25,489	N/A
CBA insurance “true up”	Lump-sum payment retroactive - 1/1/23	\$10,167	N/A
Non-CBA wage impact	Proposed 6.4% wage increase	\$37,145	\$83,021
Non-CBA Health Ins. contribution impact	Proposed Increase to TON contribution level	N/A	\$8,698
Non-CBA wage “true up”	Proposed Lump-sum payment retroactive - 7/1/23	\$41,046	N/A

Town of Norwich Wage Scale - FY 24 - Proposed Non-CBA

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	\$ 12.89	\$ 13.14	\$ 13.41	\$ 13.67	\$ 13.95	\$ 14.23	\$ 14.51	\$ 14.80	\$ 15.10	\$ 15.40	\$ 15.71	\$ 16.02	\$ 16.34	\$ 16.67	\$ 17.00	\$ 17.34	\$ 17.69	\$ 18.04	\$ 18.40	\$ 18.77	\$ 19.15	\$ 19.53
2	\$ 13.53	\$ 13.80	\$ 14.08	\$ 14.36	\$ 14.64	\$ 14.94	\$ 15.24	\$ 15.54	\$ 15.85	\$ 16.17	\$ 16.49	\$ 16.82	\$ 17.16	\$ 17.50	\$ 17.85	\$ 18.21	\$ 18.57	\$ 18.94	\$ 19.32	\$ 19.71	\$ 20.10	\$ 20.51
3	\$ 14.22	\$ 14.50	\$ 14.79	\$ 15.09	\$ 15.39	\$ 15.70	\$ 16.01	\$ 16.33	\$ 16.66	\$ 16.99	\$ 17.33	\$ 17.68	\$ 18.03	\$ 18.39	\$ 18.76	\$ 19.13	\$ 19.51	\$ 19.91	\$ 20.31	\$ 20.71	\$ 21.13	\$ 21.55
4	\$ 14.94	\$ 15.24	\$ 15.54	\$ 15.85	\$ 16.17	\$ 16.49	\$ 16.82	\$ 17.16	\$ 17.50	\$ 17.85	\$ 18.21	\$ 18.57	\$ 18.95	\$ 19.33	\$ 19.71	\$ 20.11	\$ 20.51	\$ 20.92	\$ 21.34	\$ 21.76	\$ 22.20	\$ 22.64
5	\$ 15.70	\$ 16.01	\$ 16.33	\$ 16.66	\$ 16.99	\$ 17.33	\$ 17.68	\$ 18.03	\$ 18.39	\$ 18.76	\$ 19.13	\$ 19.51	\$ 19.91	\$ 20.30	\$ 20.71	\$ 21.12	\$ 21.55	\$ 21.98	\$ 22.42	\$ 22.86	\$ 23.32	\$ 23.79
6	\$ 16.48	\$ 16.81	\$ 17.15	\$ 17.49	\$ 17.84	\$ 18.20	\$ 18.56	\$ 18.94	\$ 19.31	\$ 19.70	\$ 20.10	\$ 20.50	\$ 20.91	\$ 21.33	\$ 21.75	\$ 22.19	\$ 22.63	\$ 23.08	\$ 23.54	\$ 24.02	\$ 24.50	\$ 24.99
7	\$ 17.32	\$ 17.67	\$ 18.02	\$ 18.38	\$ 18.75	\$ 19.12	\$ 19.51	\$ 19.90	\$ 20.29	\$ 20.69	\$ 21.12	\$ 21.54	\$ 21.97	\$ 22.41	\$ 22.85	\$ 23.31	\$ 23.78	\$ 24.25	\$ 24.74	\$ 25.23	\$ 25.74	\$ 26.25
8	\$ 18.20	\$ 18.56	\$ 18.94	\$ 19.31	\$ 19.70	\$ 20.09	\$ 20.50	\$ 20.91	\$ 21.33	\$ 21.75	\$ 22.19	\$ 22.63	\$ 23.08	\$ 23.54	\$ 24.02	\$ 24.49	\$ 24.98	\$ 25.48	\$ 25.99	\$ 26.51	\$ 27.04	\$ 27.59
9	\$ 19.13	\$ 19.51	\$ 19.90	\$ 20.30	\$ 20.70	\$ 21.12	\$ 21.54	\$ 21.97	\$ 22.41	\$ 22.85	\$ 23.31	\$ 23.78	\$ 24.26	\$ 24.74	\$ 25.24	\$ 25.74	\$ 26.25	\$ 26.78	\$ 27.32	\$ 27.86	\$ 28.42	\$ 28.99
10	\$ 20.10	\$ 20.50	\$ 20.91	\$ 21.33	\$ 21.75	\$ 22.19	\$ 22.63	\$ 23.08	\$ 23.55	\$ 24.02	\$ 24.50	\$ 24.99	\$ 25.49	\$ 26.00	\$ 26.52	\$ 27.05	\$ 27.59	\$ 28.14	\$ 28.70	\$ 29.28	\$ 29.86	\$ 30.46
11	\$ 21.11	\$ 21.53	\$ 21.96	\$ 22.40	\$ 22.85	\$ 23.31	\$ 23.77	\$ 24.25	\$ 24.74	\$ 25.23	\$ 25.73	\$ 26.25	\$ 26.77	\$ 27.31	\$ 27.86	\$ 28.41	\$ 28.98	\$ 29.56	\$ 30.15	\$ 30.75	\$ 31.37	\$ 32.00
12	\$ 22.17	\$ 22.62	\$ 23.07	\$ 23.53	\$ 24.00	\$ 24.48	\$ 24.97	\$ 25.47	\$ 25.98	\$ 26.50	\$ 27.03	\$ 27.57	\$ 28.12	\$ 28.68	\$ 29.26	\$ 29.84	\$ 30.44	\$ 31.05	\$ 31.67	\$ 32.31	\$ 32.95	\$ 33.61
13	\$ 23.30	\$ 23.77	\$ 24.24	\$ 24.73	\$ 25.22	\$ 25.73	\$ 26.24	\$ 26.76	\$ 27.30	\$ 27.85	\$ 28.40	\$ 28.97	\$ 29.55	\$ 30.14	\$ 30.74	\$ 31.36	\$ 31.99	\$ 32.63	\$ 33.28	\$ 33.94	\$ 34.62	\$ 35.32
14	\$ 24.48	\$ 24.97	\$ 25.47	\$ 25.98	\$ 26.50	\$ 27.03	\$ 27.57	\$ 28.13	\$ 28.69	\$ 29.26	\$ 29.85	\$ 30.44	\$ 31.05	\$ 31.67	\$ 32.31	\$ 32.95	\$ 33.61	\$ 34.28	\$ 34.96	\$ 35.66	\$ 36.37	\$ 37.11
15	\$ 25.71	\$ 26.23	\$ 26.75	\$ 27.29	\$ 27.83	\$ 28.39	\$ 28.96	\$ 29.54	\$ 30.13	\$ 30.73	\$ 31.35	\$ 31.97	\$ 32.61	\$ 33.26	\$ 33.93	\$ 34.61	\$ 35.30	\$ 36.01	\$ 36.73	\$ 37.46	\$ 38.21	\$ 38.97
16	\$ 27.02	\$ 27.56	\$ 28.12	\$ 28.68	\$ 29.25	\$ 29.84	\$ 30.43	\$ 31.04	\$ 31.66	\$ 32.30	\$ 32.94	\$ 33.60	\$ 34.27	\$ 34.96	\$ 35.66	\$ 36.37	\$ 37.10	\$ 37.84	\$ 38.60	\$ 39.37	\$ 40.16	\$ 40.96
17	\$ 28.39	\$ 28.96	\$ 29.54	\$ 30.13	\$ 30.73	\$ 31.34	\$ 31.97	\$ 32.61	\$ 33.26	\$ 33.93	\$ 34.61	\$ 35.30	\$ 36.00	\$ 36.72	\$ 37.46	\$ 38.21	\$ 38.97	\$ 39.75	\$ 40.55	\$ 41.36	\$ 42.18	\$ 43.03
18	\$ 29.82	\$ 30.42	\$ 31.03	\$ 31.65	\$ 32.28	\$ 32.93	\$ 33.58	\$ 34.26	\$ 34.94	\$ 35.64	\$ 36.35	\$ 37.08	\$ 37.82	\$ 38.58	\$ 39.35	\$ 40.14	\$ 40.94	\$ 41.76	\$ 42.59	\$ 43.44	\$ 44.31	\$ 45.20
19	\$ 31.33	\$ 31.96	\$ 32.60	\$ 33.25	\$ 33.92	\$ 34.60	\$ 35.29	\$ 35.99	\$ 36.71	\$ 37.45	\$ 38.20	\$ 38.96	\$ 39.74	\$ 40.53	\$ 41.34	\$ 42.17	\$ 43.01	\$ 43.87	\$ 44.75	\$ 45.65	\$ 46.56	\$ 47.49
20	\$ 32.92	\$ 33.58	\$ 34.25	\$ 34.94	\$ 35.64	\$ 36.35	\$ 37.08	\$ 37.82	\$ 38.58	\$ 39.35	\$ 40.14	\$ 40.94	\$ 41.76	\$ 42.59	\$ 43.44	\$ 44.31	\$ 45.20	\$ 46.10	\$ 47.02	\$ 47.97	\$ 48.92	\$ 49.90
21	\$ 34.56	\$ 35.25	\$ 35.94	\$ 36.65	\$ 37.36	\$ 38.09	\$ 38.84	\$ 39.61	\$ 40.39	\$ 41.19	\$ 42.00	\$ 42.82	\$ 43.65	\$ 44.50	\$ 45.36	\$ 46.24	\$ 47.13	\$ 48.04	\$ 48.96	\$ 49.91	\$ 50.88	\$ 51.88
22	\$ 40.11	\$ 40.91	\$ 41.73	\$ 42.57	\$ 43.42	\$ 44.29	\$ 45.17	\$ 46.08	\$ 47.00	\$ 47.94	\$ 48.90	\$ 49.87	\$ 50.87	\$ 51.89	\$ 52.93	\$ 53.99	\$ 55.07	\$ 56.17	\$ 57.29	\$ 58.44	\$ 59.60	\$ 60.80
23	\$ 44.28	\$ 45.16	\$ 46.06	\$ 46.99	\$ 47.93	\$ 48.88	\$ 49.86	\$ 50.86	\$ 51.88	\$ 52.91	\$ 53.97	\$ 55.05	\$ 56.15	\$ 57.28	\$ 58.42	\$ 59.59	\$ 60.78	\$ 62.00	\$ 63.24	\$ 64.50	\$ 65.79	\$ 67.11
24	\$ 48.87	\$ 49.85	\$ 50.84	\$ 51.86	\$ 52.90	\$ 53.95	\$ 55.03	\$ 56.13	\$ 57.26	\$ 58.40	\$ 59.57	\$ 60.76	\$ 61.98	\$ 63.22	\$ 64.48	\$ 65.77	\$ 67.09	\$ 68.43	\$ 69.80	\$ 71.19	\$ 72.62	\$ 74.07
25	\$ 53.95	\$ 55.02	\$ 56.13	\$ 57.25	\$ 58.39	\$ 59.56	\$ 60.75	\$ 61.97	\$ 63.21	\$ 64.47	\$ 65.76	\$ 67.07	\$ 68.42	\$ 69.78	\$ 71.18	\$ 72.60	\$ 74.06	\$ 75.54	\$ 77.05	\$ 78.59	\$ 80.16	\$ 81.76

Town of Norwich Wage Scale - FY 24 - Police (CBA)

Officers	Academy	Training	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
14	\$25.32	\$25.83	\$26.36	\$26.89	\$27.42	\$27.97	\$28.53	\$29.10	\$29.69	\$30.28	\$30.88	\$31.50	\$32.13	\$32.78	\$33.43	\$34.10	\$34.78	\$35.48	\$36.19	\$36.91	\$37.65	\$38.40
17	\$29.11	\$29.71	\$30.31	\$30.92	\$31.54	\$32.17	\$32.81	\$33.47	\$34.14	\$34.82	\$35.52	\$36.23	\$36.95	\$37.69	\$38.45	\$39.21	\$40.00	\$40.80	\$41.61	\$42.45	\$43.30	\$44.16

Town of Norwich Wage Scale - FY 24 - Non-Police CBA

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
9	\$19.01	\$19.39	\$19.78	\$20.17	\$20.58	\$20.99	\$21.41	\$21.84	\$22.27	\$22.72	\$23.17	\$23.64	\$24.11	\$24.59	\$25.08	\$25.58	\$26.10	\$26.62	\$27.15	\$27.69	\$28.25	\$28.81
10	\$20.01	\$20.41	\$20.82	\$21.23	\$21.66	\$22.09	\$22.53	\$22.99	\$23.44	\$23.91	\$24.39	\$24.88	\$25.38	\$25.88	\$26.40	\$26.93	\$27.47	\$28.02	\$28.58	\$29.15	\$29.73	\$30.33
11	\$21.06	\$21.48	\$21.91	\$22.35	\$22.80	\$23.26	\$23.72	\$24.19	\$24.68	\$25.17	\$25.68	\$26.19	\$26.71	\$27.25	\$27.79	\$28.35	\$28.92	\$29.49	\$30.08	\$30.68	\$31.30	\$31.92
12	\$22.17	\$22.62	\$23.07	\$23.53	\$24.00	\$24.48	\$24.97	\$25.47	\$25.98	\$26.50	\$27.03	\$27.57	\$28.12	\$28.68	\$29.26	\$29.84	\$30.44	\$31.05	\$31.67	\$32.30	\$32.95	\$33.60
13	\$24.39	\$24.88	\$25.37	\$25.88	\$26.40	\$26.93	\$27.47	\$28.02	\$28.58	\$29.15	\$29.73	\$30.32	\$30.93	\$31.55	\$32.18	\$32.82	\$33.48	\$34.15	\$34.83	\$35.53	\$36.24	\$36.97

Town of Norwich Wage Scale - FY 24 - Proposed Non-CA

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	\$ 26,032.01	\$ 27,336.05	\$ 27,884.31	\$ 29,441.51	\$ 29,013.36	\$ 29,591.59	\$ 30,183.42	\$ 30,787.09	\$ 31,402.83	\$ 32,030.89	\$ 32,671.50	\$ 33,324.93	\$ 33,991.43	\$ 34,671.26	\$ 35,364.69	\$ 36,071.98	\$ 36,793.42	\$ 37,529.29	\$ 38,278.87	\$ 39,043.47	\$ 39,823.38	\$ 40,622.91
2	\$ 28,139.77	\$ 29,502.36	\$ 29,766.21	\$ 30,981.40	\$ 30,455.38	\$ 31,068.68	\$ 31,699.15	\$ 32,347.75	\$ 32,970.22	\$ 33,626.66	\$ 34,302.22	\$ 34,998.26	\$ 35,682.03	\$ 36,407.79	\$ 37,128.82	\$ 37,874.22	\$ 38,623.87	\$ 39,402.47	\$ 40,195.52	\$ 40,994.33	\$ 41,814.21	\$ 42,650.50
3	\$ 29,573.44	\$ 31,064.81	\$ 30,768.08	\$ 31,811.40	\$ 31,083.03	\$ 31,696.92	\$ 32,327.70	\$ 32,982.74	\$ 33,662.61	\$ 34,369.56	\$ 35,102.74	\$ 35,861.53	\$ 36,645.31	\$ 37,464.57	\$ 38,318.76	\$ 39,198.33	\$ 40,102.74	\$ 41,032.55	\$ 41,997.26	\$ 42,997.41	\$ 43,943.52	\$ 44,925.96
4	\$ 31,073.44	\$ 32,684.81	\$ 32,336.30	\$ 33,544.07	\$ 32,614.07	\$ 33,338.58	\$ 34,099.74	\$ 34,897.86	\$ 35,732.43	\$ 36,604.06	\$ 37,512.22	\$ 38,456.41	\$ 39,436.15	\$ 40,451.05	\$ 41,501.65	\$ 42,588.53	\$ 43,712.22	\$ 44,873.17	\$ 46,061.85	\$ 47,278.82	\$ 48,524.69	\$ 49,800.00
5	\$ 32,619.88	\$ 34,358.80	\$ 33,961.78	\$ 35,264.07	\$ 34,132.34	\$ 34,956.89	\$ 35,828.43	\$ 36,747.47	\$ 37,713.72	\$ 38,725.86	\$ 39,783.35	\$ 40,886.75	\$ 42,035.58	\$ 43,229.37	\$ 44,468.61	\$ 45,752.85	\$ 47,082.61	\$ 48,457.43	\$ 49,877.82	\$ 51,343.36	\$ 52,855.62	\$ 54,414.26
6	\$ 34,288.74	\$ 36,174.51	\$ 35,640.00	\$ 37,097.49	\$ 35,761.23	\$ 36,585.78	\$ 37,467.43	\$ 38,406.68	\$ 39,404.14	\$ 40,460.35	\$ 41,585.97	\$ 42,781.52	\$ 44,048.54	\$ 45,386.53	\$ 46,805.99	\$ 48,317.46	\$ 49,921.50	\$ 51,618.65	\$ 53,409.45	\$ 55,295.45	\$ 57,277.19	\$ 59,356.26
7	\$ 36,025.47	\$ 38,045.80	\$ 37,480.90	\$ 39,203.52	\$ 37,668.13	\$ 38,592.68	\$ 39,575.03	\$ 40,616.78	\$ 41,718.47	\$ 42,880.64	\$ 44,113.82	\$ 45,418.52	\$ 46,795.36	\$ 48,244.91	\$ 49,776.82	\$ 51,396.56	\$ 53,104.72	\$ 54,901.91	\$ 56,788.82	\$ 58,767.15	\$ 60,837.51	\$ 62,999.51
8	\$ 37,858.08	\$ 39,933.30	\$ 39,384.47	\$ 41,718.18	\$ 40,098.64	\$ 41,023.17	\$ 42,005.36	\$ 43,046.78	\$ 44,147.99	\$ 45,309.52	\$ 46,531.98	\$ 47,815.92	\$ 49,161.86	\$ 50,570.30	\$ 52,041.84	\$ 53,576.08	\$ 55,173.62	\$ 56,834.99	\$ 58,561.72	\$ 60,354.45	\$ 62,213.76	\$ 64,139.26
9	\$ 39,796.57	\$ 42,056.31	\$ 41,387.71	\$ 44,215.46	\$ 42,318.18	\$ 43,342.51	\$ 44,427.36	\$ 45,573.38	\$ 46,780.19	\$ 48,048.31	\$ 49,378.25	\$ 50,770.52	\$ 52,225.64	\$ 53,744.14	\$ 55,326.57	\$ 56,973.52	\$ 58,685.51	\$ 60,463.17	\$ 62,307.06	\$ 64,217.82	\$ 66,196.09	\$ 68,243.51
10	\$ 41,951.18	\$ 44,394.40	\$ 43,487.61	\$ 46,598.19	\$ 44,390.63	\$ 45,524.19	\$ 46,718.18	\$ 47,972.39	\$ 49,287.45	\$ 50,663.06	\$ 52,100.84	\$ 53,601.44	\$ 55,165.52	\$ 56,793.68	\$ 58,486.52	\$ 60,244.66	\$ 62,068.71	\$ 63,959.38	\$ 65,917.32	\$ 67,943.17	\$ 69,037.57	\$ 71,191.16
11	\$ 44,311.18	\$ 47,099.64	\$ 45,880.44	\$ 49,490.05	\$ 46,980.43	\$ 48,284.51	\$ 49,649.40	\$ 51,075.69	\$ 52,563.83	\$ 54,115.32	\$ 55,731.66	\$ 57,413.44	\$ 59,161.26	\$ 60,975.72	\$ 62,857.45	\$ 64,807.08	\$ 66,825.22	\$ 68,912.47	\$ 71,069.45	\$ 73,296.82	\$ 75,595.24	\$ 77,965.36
12	\$ 46,811.30	\$ 49,834.52	\$ 48,222.19	\$ 51,490.63	\$ 48,580.43	\$ 49,984.87	\$ 51,495.75	\$ 53,112.62	\$ 54,736.03	\$ 56,366.52	\$ 58,004.60	\$ 59,650.88	\$ 61,406.00	\$ 63,170.56	\$ 64,945.17	\$ 66,729.44	\$ 68,523.00	\$ 70,326.47	\$ 72,140.45	\$ 73,964.51	\$ 75,809.31	\$ 77,674.51
13	\$ 48,464.23	\$ 51,947.99	\$ 50,022.19	\$ 53,690.63	\$ 50,480.43	\$ 51,984.87	\$ 53,595.75	\$ 55,212.62	\$ 56,836.03	\$ 58,466.52	\$ 60,104.60	\$ 61,750.88	\$ 63,506.00	\$ 65,270.56	\$ 67,045.17	\$ 68,829.44	\$ 70,623.00	\$ 72,426.47	\$ 74,240.45	\$ 76,064.51	\$ 77,909.31	\$ 79,774.51
14	\$ 50,928.52	\$ 54,947.99	\$ 52,668.03	\$ 56,780.49	\$ 53,280.43	\$ 54,984.87	\$ 56,795.75	\$ 58,612.62	\$ 60,436.03	\$ 62,266.52	\$ 64,104.60	\$ 65,950.88	\$ 67,806.00	\$ 69,670.56	\$ 71,545.17	\$ 73,429.44	\$ 75,323.00	\$ 77,226.47	\$ 79,140.45	\$ 81,064.51	\$ 82,999.31	\$ 84,944.51
15	\$ 53,486.68	\$ 58,056.41	\$ 55,477.54	\$ 59,949.57	\$ 56,148.49	\$ 57,952.92	\$ 59,763.80	\$ 61,580.69	\$ 63,404.18	\$ 65,234.69	\$ 67,070.66	\$ 68,912.60	\$ 70,760.22	\$ 72,614.14	\$ 74,474.00	\$ 76,339.44	\$ 78,210.08	\$ 80,086.52	\$ 81,968.51	\$ 83,856.51	\$ 85,750.26	\$ 87,649.36
16	\$ 56,208.12	\$ 61,333.31	\$ 58,479.97	\$ 63,484.49	\$ 59,283.56	\$ 61,288.00	\$ 63,292.92	\$ 65,307.84	\$ 67,323.36	\$ 69,339.00	\$ 71,354.32	\$ 73,369.96	\$ 75,385.44	\$ 77,400.48	\$ 79,415.52	\$ 81,430.16	\$ 83,444.80	\$ 85,459.04	\$ 87,473.28	\$ 89,487.00	\$ 91,499.84	\$ 93,512.24
17	\$ 59,048.92	\$ 64,729.90	\$ 61,484.49	\$ 66,949.57	\$ 62,448.64	\$ 64,553.08	\$ 66,657.52	\$ 68,761.96	\$ 70,866.40	\$ 72,970.84	\$ 75,075.28	\$ 77,179.72	\$ 79,284.16	\$ 81,388.60	\$ 83,493.04	\$ 85,597.48	\$ 87,701.92	\$ 89,806.36	\$ 91,910.80	\$ 93,915.24	\$ 95,919.68	\$ 97,924.12
18	\$ 62,029.52	\$ 68,270.32	\$ 64,584.49	\$ 70,569.57	\$ 65,768.64	\$ 68,073.08	\$ 70,377.52	\$ 72,681.96	\$ 74,986.40	\$ 77,290.84	\$ 79,595.28	\$ 81,899.72	\$ 84,204.16	\$ 86,508.60	\$ 88,813.04	\$ 91,117.48	\$ 93,421.92	\$ 95,726.36	\$ 98,030.80	\$ 100,335.24	\$ 102,639.68	\$ 104,944.12
19	\$ 65,174.42	\$ 72,007.47	\$ 67,807.47	\$ 74,362.55	\$ 69,161.62	\$ 71,666.06	\$ 74,170.50	\$ 76,674.94	\$ 79,179.38	\$ 81,683.82	\$ 84,188.26	\$ 86,692.70	\$ 89,197.14	\$ 91,701.58	\$ 94,206.02	\$ 96,710.46	\$ 99,214.90	\$ 101,719.34	\$ 104,223.78	\$ 106,728.22	\$ 109,232.66	\$ 111,737.10
20	\$ 68,484.60	\$ 76,853.27	\$ 71,250.34	\$ 78,644.35	\$ 73,043.42	\$ 75,547.86	\$ 78,052.30	\$ 80,556.74	\$ 83,061.18	\$ 85,565.62	\$ 88,070.06	\$ 90,574.50	\$ 93,078.94	\$ 95,583.38	\$ 98,087.82	\$ 100,592.26	\$ 103,096.70	\$ 105,601.14	\$ 108,105.58	\$ 110,610.02	\$ 113,114.46	\$ 115,618.90
21	\$ 75,994.82	\$ 85,102.26	\$ 78,644.35	\$ 86,044.30	\$ 80,243.38	\$ 82,642.82	\$ 85,042.26	\$ 87,441.70	\$ 89,841.14	\$ 92,240.58	\$ 94,639.02	\$ 97,038.46	\$ 99,437.90	\$ 101,837.34	\$ 104,236.78	\$ 106,636.22	\$ 109,035.66	\$ 111,435.10	\$ 113,834.54	\$ 116,233.98	\$ 118,633.42	\$ 121,032.86
22	\$ 83,435.59	\$ 95,102.26	\$ 86,044.30	\$ 94,337.30	\$ 87,436.38	\$ 89,835.82	\$ 92,235.26	\$ 94,634.70	\$ 97,034.14	\$ 99,433.58	\$ 101,833.02	\$ 104,232.46	\$ 106,631.90	\$ 109,031.34	\$ 111,430.78	\$ 113,830.22	\$ 116,229.66	\$ 118,629.10	\$ 121,028.54	\$ 123,427.98	\$ 125,827.42	\$ 128,226.86
23	\$ 92,093.78	\$ 108,678.79	\$ 99,514.37	\$ 107,230.66	\$ 100,678.58	\$ 102,678.02	\$ 104,677.46	\$ 106,676.90	\$ 108,676.34	\$ 110,675.78	\$ 112,675.22	\$ 114,674.66	\$ 116,674.10	\$ 118,673.54	\$ 120,672.98	\$ 122,672.42	\$ 124,671.86	\$ 126,671.30	\$ 128,670.74	\$ 130,670.18	\$ 132,669.62	\$ 134,669.06
24	\$ 101,641.81	\$ 123,678.79	\$ 108,678.79	\$ 116,740.19	\$ 110,000.69	\$ 111,275.19	\$ 112,549.69	\$ 113,824.19	\$ 115,098.69	\$ 116,373.19	\$ 117,647.69	\$ 118,922.19	\$ 120,196.69	\$ 121,471.19	\$ 122,745.69	\$ 124,020.19	\$ 125,294.69	\$ 126,569.19	\$ 127,843.69	\$ 129,118.19	\$ 130,392.69	\$ 131,667.19
25	\$ 112,307.02	\$ 139,411.17	\$ 116,740.19	\$ 124,461.19	\$ 117,074.99	\$ 118,285.62	\$ 119,496.25	\$ 120,706.88	\$ 121,917.51	\$ 123,128.14	\$ 124,338.77	\$ 125,549.40	\$ 126,760.03	\$ 127,970.66	\$ 129,181.29	\$ 130,391.92	\$ 131,602.55	\$ 132,813.18	\$ 134,023.81	\$ 135,234.44	\$ 136,445.07	\$ 137,655.70



Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	\$ 25,182.67	\$ 25,868.32	\$ 26,200.05	\$ 26,724.05	\$ 27,258.53	\$ 27,803.70	\$ 28,359.78	\$ 28,929.97	\$ 29,509.51	\$ 30,099.62	\$ 30,699.23	\$ 31,311.49	\$ 31,937.72	\$ 32,576.47	\$ 33,228.00	\$ 33,892.56	\$ 34,570.41	\$ 35,261.82	\$ 35,967.06	\$ 36,686.40
2	\$ 26,457.54	\$ 26,986.69	\$ 27,236.43	\$ 28,076.95	\$ 28,698.49	\$ 29,211.26	\$ 29,795.49	\$ 30,391.40	\$ 30,999.23	\$ 31,619.21	\$ 32,251.60	\$ 32,896.63	\$ 33,554.56	\$ 34,225.65	\$ 34,910.16	\$ 35,608.37	\$ 36,320.53	\$ 37,046.95	\$ 37,787.88	\$ 38,544.64
3	\$ 27,796.18	\$ 28,552.90	\$ 29,193.96	\$ 29,498.36	\$ 30,088.33	\$ 30,690.09	\$ 31,303.89	\$ 31,929.97	\$ 32,568.57	\$ 33,219.94	\$ 33,888.84	\$ 34,562.03	\$ 35,250.27	\$ 35,953.33	\$ 36,671.50	\$ 37,411.05	\$ 38,159.27	\$ 38,922.46	\$ 39,700.91	\$ 40,504.92
4	\$ 29,204.18	\$ 29,788.26	\$ 30,384.03	\$ 30,991.71	\$ 31,611.54	\$ 32,243.77	\$ 32,888.65	\$ 33,546.42	\$ 34,217.35	\$ 34,901.70	\$ 35,599.73	\$ 36,311.72	\$ 37,037.96	\$ 37,778.72	\$ 38,534.29	\$ 39,304.98	\$ 40,091.08	\$ 40,892.90	\$ 41,710.76	\$ 42,544.97
5	\$ 30,682.65	\$ 31,296.30	\$ 31,922.27	\$ 32,560.67	\$ 33,211.88	\$ 33,876.12	\$ 34,553.64	\$ 35,244.72	\$ 35,949.61	\$ 36,668.60	\$ 37,401.97	\$ 38,150.01	\$ 38,913.01	\$ 39,691.27	\$ 40,485.10	\$ 41,294.80	\$ 42,120.70	\$ 42,963.11	\$ 43,822.37	\$ 44,698.82
6	\$ 32,235.95	\$ 32,880.67	\$ 33,538.28	\$ 34,209.05	\$ 34,893.23	\$ 35,591.10	\$ 36,302.92	\$ 37,028.98	\$ 37,769.69	\$ 38,524.95	\$ 39,295.44	\$ 40,081.35	\$ 40,882.98	\$ 41,700.64	\$ 42,534.65	\$ 43,385.35	\$ 44,253.05	\$ 45,138.11	\$ 46,040.88	\$ 46,961.69
7	\$ 33,041.84	\$ 33,702.68	\$ 34,376.73	\$ 35,064.27	\$ 35,765.55	\$ 36,480.87	\$ 37,210.48	\$ 37,954.69	\$ 38,713.79	\$ 39,488.06	\$ 40,277.82	\$ 41,083.38	\$ 41,905.05	\$ 42,743.15	\$ 43,598.01	\$ 44,469.97	\$ 45,359.37	\$ 46,266.56	\$ 47,191.89	\$ 48,133.73
8	\$ 35,582.46	\$ 36,294.11	\$ 37,019.99	\$ 37,760.39	\$ 38,515.60	\$ 39,285.91	\$ 40,071.63	\$ 40,873.06	\$ 41,690.52	\$ 42,524.33	\$ 43,374.82	\$ 44,242.37	\$ 45,127.16	\$ 46,029.71	\$ 46,950.30	\$ 47,889.31	\$ 48,847.09	\$ 49,824.04	\$ 50,820.52	\$ 51,836.99
9	\$ 37,383.82	\$ 38,131.50	\$ 38,894.13	\$ 39,672.01	\$ 40,465.45	\$ 41,274.76	\$ 42,100.25	\$ 42,942.26	\$ 43,801.10	\$ 44,671.13	\$ 45,552.43	\$ 46,444.28	\$ 47,347.16	\$ 48,260.96	\$ 49,185.76	\$ 50,121.70	\$ 51,069.05	\$ 52,027.26	\$ 53,000.00	\$ 54,000.00
10	\$ 39,276.38	\$ 40,061.91	\$ 40,865.14	\$ 41,680.41	\$ 42,514.02	\$ 43,364.30	\$ 44,231.58	\$ 45,116.21	\$ 46,018.80	\$ 46,938.22	\$ 47,874.80	\$ 48,828.39	\$ 49,799.86	\$ 50,795.65	\$ 51,815.13	\$ 52,848.01	\$ 53,893.97	\$ 54,952.38	\$ 56,024.38	\$ 57,110.49
11	\$ 41,264.74	\$ 42,090.03	\$ 42,931.84	\$ 43,790.47	\$ 44,666.28	\$ 45,559.61	\$ 46,470.80	\$ 47,400.22	\$ 48,348.22	\$ 49,315.13	\$ 50,301.49	\$ 51,307.52	\$ 52,333.67	\$ 53,380.34	\$ 54,447.95	\$ 55,527.43	\$ 56,620.27	\$ 57,726.05	\$ 58,849.38	\$ 60,000.00
12	\$ 43,353.77	\$ 44,220.85	\$ 45,105.26	\$ 46,007.37	\$ 46,927.52	\$ 47,866.07	\$ 48,823.39	\$ 49,799.86	\$ 50,795.65	\$ 51,815.13	\$ 52,848.01	\$ 53,893.97	\$ 54,952.38	\$ 56,024.38	\$ 57,110.49	\$ 58,210.35	\$ 59,324.57	\$ 60,452.76	\$ 61,594.55	\$ 62,750.55
13	\$ 45,548.55	\$ 46,459.52	\$ 47,388.71	\$ 48,336.49	\$ 49,303.22	\$ 50,289.28	\$ 51,295.07	\$ 52,320.97	\$ 53,367.39	\$ 54,434.74	\$ 55,523.43	\$ 56,633.99	\$ 57,766.58	\$ 58,921.91	\$ 60,091.01	\$ 61,274.48	\$ 62,471.86	\$ 63,683.76	\$ 64,910.79	\$ 66,153.45
14	\$ 47,854.45	\$ 48,811.54	\$ 49,787.77	\$ 50,783.52	\$ 51,799.19	\$ 52,835.18	\$ 53,891.88	\$ 54,969.72	\$ 56,069.11	\$ 57,190.50	\$ 58,334.31	\$ 59,500.99	\$ 60,691.01	\$ 61,904.83	\$ 63,142.93	\$ 64,405.79	\$ 65,693.90	\$ 67,007.78	\$ 68,347.94	\$ 69,714.89
15	\$ 50,277.08	\$ 51,282.62	\$ 52,308.37	\$ 53,354.44	\$ 54,421.53	\$ 55,509.96	\$ 56,620.16	\$ 57,752.56	\$ 58,907.61	\$ 60,085.77	\$ 61,287.48	\$ 62,513.23	\$ 63,763.49	\$ 65,038.76	\$ 66,339.54	\$ 67,666.33	\$ 69,019.66	\$ 70,400.05	\$ 71,808.05	\$ 73,244.21
16	\$ 52,822.36	\$ 53,878.80	\$ 54,956.38	\$ 56,055.51	\$ 57,176.62	\$ 58,320.15	\$ 59,486.55	\$ 60,676.28	\$ 61,889.81	\$ 63,124.60	\$ 64,390.16	\$ 65,677.96	\$ 66,991.57	\$ 68,331.35	\$ 69,697.98	\$ 71,091.97	\$ 72,513.77	\$ 73,964.05	\$ 75,443.33	\$ 76,951.70
17	\$ 55,496.49	\$ 56,606.42	\$ 57,738.55	\$ 58,893.32	\$ 60,071.18	\$ 61,272.61	\$ 62,498.06	\$ 63,748.02	\$ 65,022.88	\$ 66,324.92	\$ 67,649.91	\$ 69,000.21	\$ 70,382.97	\$ 71,790.62	\$ 73,226.44	\$ 74,691.97	\$ 76,184.78	\$ 77,708.48	\$ 79,262.65	\$ 80,849.18
18	\$ 58,306.00	\$ 59,472.12	\$ 60,661.56	\$ 61,874.79	\$ 63,112.29	\$ 64,374.53	\$ 65,663.02	\$ 66,975.27	\$ 68,314.77	\$ 69,681.07	\$ 71,074.69	\$ 72,496.18	\$ 73,946.10	\$ 75,425.03	\$ 76,928.29	\$ 78,453.42	\$ 80,000.00	\$ 81,567.62	\$ 83,157.82	\$ 84,770.11
19	\$ 61,257.74	\$ 62,482.89	\$ 63,732.55	\$ 65,007.20	\$ 66,307.35	\$ 67,633.49	\$ 68,986.16	\$ 70,365.89	\$ 71,773.21	\$ 73,208.67	\$ 74,672.84	\$ 76,166.30	\$ 77,689.69	\$ 79,243.42	\$ 80,828.29	\$ 82,444.85	\$ 84,093.75	\$ 85,775.62	\$ 87,491.14	\$ 89,240.63
20	\$ 64,358.91	\$ 65,646.09	\$ 66,959.01	\$ 68,298.19	\$ 69,664.15	\$ 71,057.44	\$ 72,478.59	\$ 73,928.16	\$ 75,406.72	\$ 76,914.86	\$ 78,453.15	\$ 80,022.22	\$ 81,622.66	\$ 83,255.11	\$ 84,920.27	\$ 86,618.62	\$ 88,350.99	\$ 90,118.01	\$ 91,919.97	\$ 93,756.04
21	\$ 71,040.70	\$ 72,461.00	\$ 73,910.22	\$ 75,388.43	\$ 76,896.20	\$ 78,434.12	\$ 80,002.80	\$ 81,602.86	\$ 83,234.92	\$ 84,899.62	\$ 86,597.61	\$ 88,329.56	\$ 90,096.15	\$ 91,898.07	\$ 93,726.04	\$ 95,580.53	\$ 97,462.04	\$ 99,373.00	\$ 101,314.93	\$ 103,287.38
22	\$ 78,415.09	\$ 79,983.99	\$ 81,583.06	\$ 83,214.72	\$ 84,879.01	\$ 86,576.59	\$ 88,308.12	\$ 90,074.29	\$ 91,875.77	\$ 93,713.29	\$ 95,587.55	\$ 97,499.31	\$ 99,449.29	\$ 101,438.28	\$ 103,467.04	\$ 105,536.38	\$ 107,647.11	\$ 109,800.05	\$ 111,996.05	\$ 114,233.98
23	\$ 86,555.58	\$ 88,286.69	\$ 90,052.42	\$ 91,853.47	\$ 93,690.54	\$ 95,564.35	\$ 97,475.64	\$ 99,425.15	\$ 101,413.65	\$ 103,441.93	\$ 105,510.77	\$ 107,620.98	\$ 109,773.40	\$ 111,968.87	\$ 114,208.25	\$ 116,492.41	\$ 118,822.26	\$ 121,198.70	\$ 123,622.68	\$ 126,095.13
24	\$ 95,541.16	\$ 97,451.99	\$ 99,401.03	\$ 101,399.05	\$ 103,416.83	\$ 105,458.16	\$ 107,534.61	\$ 109,646.76	\$ 111,794.10	\$ 113,976.53	\$ 116,194.14	\$ 118,447.93	\$ 120,738.24	\$ 123,066.88	\$ 125,434.53	\$ 127,842.88	\$ 130,291.53	\$ 132,780.69	\$ 135,310.99	\$ 137,883.13
25	\$ 105,459.58	\$ 107,568.77	\$ 109,720.14	\$ 111,914.54	\$ 114,152.84	\$ 116,435.89	\$ 118,764.61	\$ 121,139.90	\$ 123,562.70	\$ 126,033.95	\$ 128,554.63	\$ 131,125.73	\$ 133,748.24	\$ 136,423.21	\$ 139,151.67	\$ 141,934.70	\$ 144,773.40	\$ 147,668.87	\$ 150,622.24	\$ 153,634.69

Town of Norwich Salary Scale - FY 24

Town of Norwich Wage Scale - FY 24

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	\$ 12.11	\$ 12.35	\$ 12.60	\$ 12.85	\$ 13.11	\$ 13.37	\$ 13.64	\$ 13.91	\$ 14.19	\$ 14.47	\$ 14.76	\$ 15.06	\$ 15.36	\$ 15.67	\$ 15.98	\$ 16.30	\$ 16.63	\$ 16.96	\$ 17.30	\$ 17.64
2	\$ 13.71	\$ 13.97	\$ 14.23	\$ 14.49	\$ 14.76	\$ 15.04	\$ 15.32	\$ 15.61	\$ 15.90	\$ 16.20	\$ 16.50	\$ 16.81	\$ 17.13	\$ 17.45	\$ 17.78	\$ 18.11	\$ 18.45	\$ 18.80	\$ 19.16	\$ 19.52
3	\$ 14.04	\$ 14.32	\$ 14.61	\$ 14.88	\$ 15.16	\$ 15.45	\$ 15.75	\$ 16.05	\$ 16.35	\$ 16.66	\$ 16.97	\$ 17.28	\$ 17.59	\$ 17.91	\$ 18.23	\$ 18.55	\$ 18.88	\$ 19.21	\$ 19.54	\$ 19.87
4	\$ 14.75	\$ 15.05	\$ 15.35	\$ 15.65	\$ 15.97	\$ 16.29	\$ 16.61	\$ 16.94	\$ 17.28	\$ 17.63	\$ 17.98	\$ 18.34	\$ 18.71	\$ 19.08	\$ 19.46	\$ 19.85	\$ 20.25	\$ 20.66	\$ 21.06	\$ 21.49
5	\$ 15.49	\$ 15.80	\$ 16.12	\$ 16.44	\$ 16.77	\$ 17.11	\$ 17.45	\$ 17.80	\$ 18.15	\$ 18.52	\$ 18.89	\$ 19.26	\$ 19.65	\$ 20.04	\$ 20.44	\$ 20.85	\$ 21.27	\$ 21.69	\$ 22.13	\$ 22.57
6	\$ 16.28	\$ 16.60	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70	\$ 19.07	\$ 19.45	\$ 19.84	\$ 20.24	\$ 20.64	\$ 21.06	\$ 21.48	\$ 21.91	\$ 22.35	\$ 22.80	\$ 23.25	\$ 23.72
7	\$ 17.11	\$ 17.45	\$ 17.80	\$ 18.15	\$ 18.52	\$ 18.89	\$ 19.26	\$ 19.65	\$ 20.06	\$ 20.44	\$ 20.85	\$ 21.27	\$ 21.69	\$ 22.13	\$ 22.57	\$ 23.02	\$ 23.48	\$ 23.95	\$ 24.43	\$ 24.92
8	\$ 17.97	\$ 18.33	\$ 18.70	\$ 19.08	\$ 19.46	\$ 19.85	\$ 20.24	\$ 20.65	\$ 21.06	\$ 21.48	\$ 21.91	\$ 22.35	\$ 22.80	\$ 23.25	\$ 23.72	\$ 24.19	\$ 24.68	\$ 25.17	\$ 25.67	\$ 26.18
9	\$ 18.89	\$ 19.26	\$ 19.65	\$ 20.04	\$ 20.44	\$ 20.85	\$ 21.27	\$ 21.70	\$ 22.13	\$ 22.57	\$ 23.02	\$ 23.48	\$ 23.95	\$ 24.43	\$ 24.92	\$ 25.42	\$ 25.93	\$ 26.45	\$ 26.98	\$ 27.51
10	\$ 19.84	\$ 20.24	\$ 20.64	\$ 21.06	\$ 21.48	\$ 21.91	\$ 22.34	\$ 22.79	\$ 23.25	\$ 23.72	\$ 24.19	\$ 24.67	\$ 25.16	\$ 25.67	\$ 26.18	\$ 26.70	\$ 27.24	\$ 27.78	\$ 28.34	\$ 28.91
11	\$ 20.84	\$ 21.25	\$ 21.68	\$ 22.11	\$ 22.56	\$ 23.01	\$ 23.47	\$ 23.94	\$ 24.42	\$ 24.90	\$ 25.40	\$ 25.91	\$ 26.43	\$ 26.96	\$ 27.50	\$ 28.05	\$ 28.61	\$ 29.18	\$ 29.77	\$ 30.36
12	\$ 21.90	\$ 22.34	\$ 22.78	\$ 23.24	\$ 23.70	\$ 24.18	\$ 24.66	\$ 25.15	\$ 25.66	\$ 26.17	\$ 26.69	\$ 27.23	\$ 27.77	\$ 28.32	\$ 28.88	\$ 29.46	\$ 30.05	\$ 30.65	\$ 31.26	\$ 31.89
13	\$ 23.01	\$ 23.47	\$ 23.94	\$ 24.42	\$ 24.91	\$ 25.41	\$ 25.92	\$ 26.43	\$ 26.96	\$ 27.50	\$ 28.05	\$ 28.61	\$ 29.18	\$ 29.77	\$ 30.36	\$ 30.97	\$ 31.59	\$ 32.22	\$ 32.87	\$ 33.52
14	\$ 24.17	\$ 24.65	\$ 25.14	\$ 25.65	\$ 26.16	\$ 26.68	\$ 27.22	\$ 27.76	\$ 28.32	\$ 28.88	\$ 29.46	\$ 30.05	\$ 30.65	\$ 31.26	\$ 31.89	\$ 32.52	\$ 33.17	\$ 33.84	\$ 34.52	\$ 35.21
15	\$ 25.40	\$ 25.91	\$ 26.42	\$ 26.95	\$ 27.49	\$ 28.04	\$ 28.60	\$ 29.17	\$ 29.76	\$ 30.35	\$ 30.96	\$ 31.58	\$ 32.21	\$ 32.86	\$ 33.51	\$ 34.18	\$ 34.87	\$ 35.56	\$ 36.27	\$ 36.99
16	\$ 26.68	\$ 27.21	\$ 27.76	\$ 28.31	\$ 28.88	\$ 29.46	\$ 30.05	\$ 30.65	\$ 31.26	\$ 31.89	\$ 32.52	\$ 33.17	\$ 33.84	\$ 34.52	\$ 35.21	\$ 35.91	\$ 36.63	\$ 37.36	\$ 38.11	\$ 38.87
17	\$ 28.03	\$ 28.59	\$ 29.16	\$ 29.74	\$ 30.34	\$ 30.95	\$ 31.56	\$ 32.20	\$ 32.84	\$ 33.50	\$ 34.17	\$ 34.85	\$ 35.55	\$ 36.26	\$ 36.98	\$ 37.72	\$ 38.48	\$ 39.25	\$ 40.03	\$ 40.83
18	\$ 29.45	\$ 30.04	\$ 30.64	\$ 31.25	\$ 31.88	\$ 32.51	\$ 33.16	\$ 33.83	\$ 34.50	\$ 35.19	\$ 35.90	\$ 36.62	\$ 37.35	\$ 38.10	\$ 38.85	\$ 39.63	\$ 40.43	\$ 41.24	\$ 42.06	\$ 42.90
19	\$ 30.94	\$ 31.56	\$ 32.19	\$ 32.84	\$ 33.50	\$ 34.17	\$ 34.85	\$ 35.55	\$ 36.26	\$ 36.98	\$ 37.72	\$ 38.48	\$ 39.24	\$ 40.03	\$ 40.83	\$ 41.65	\$ 42.48	\$ 43.33	\$ 44.20	\$ 45.08
20	\$ 34.16	\$ 34.84	\$ 35.54	\$ 36.25	\$ 36.97	\$ 37.71	\$ 38.47	\$ 39.24	\$ 40.02	\$ 40.82	\$ 41.64	\$ 42.47	\$ 43.32	\$ 44.19	\$ 45.07	\$ 45.97	\$ 46.87	\$ 47.81	\$ 48.77	\$ 49.74
21	\$ 37.70	\$ 38.45	\$ 39.22	\$ 40.01	\$ 40.81	\$ 41.62	\$ 42.46	\$ 43.30	\$ 44.17	\$ 45.05	\$ 45.96	\$ 46.87	\$ 47.81	\$ 48.77	\$ 49.74	\$ 50.74	\$ 51.75	\$ 52.79	\$ 53.84	\$ 54.92
22	\$ 41.61	\$ 42.44	\$ 43.29	\$ 44.16	\$ 45.04	\$ 45.94	\$ 46.86	\$ 47.80	\$ 48.76	\$ 49.73	\$ 50.73	\$ 51.74	\$ 52.77	\$ 53.83	\$ 54.91	\$ 56.01	\$ 57.13	\$ 58.27	\$ 59.43	\$ 60.62
23	\$ 45.93	\$ 46.85	\$ 47.78	\$ 48.74	\$ 49.71	\$ 50.71	\$ 51.72	\$ 52.76	\$ 53.81	\$ 54.89	\$ 55.99	\$ 57.11	\$ 58.25	\$ 59.41	\$ 60.60	\$ 61.81	\$ 63.05	\$ 64.31	\$ 65.60	\$ 66.91
24	\$ 50.70	\$ 51.71	\$ 52.75	\$ 53.80	\$ 54.88	\$ 55.98	\$ 57.10	\$ 58.24	\$ 59.40	\$ 60.59	\$ 61.80	\$ 63.04	\$ 64.30	\$ 65.59	\$ 66.90	\$ 68.24	\$ 69.60	\$ 70.99	\$ 72.41	\$ 73.86

Grant Application

RESOLUTION FOR VCDP GRANT APPLICATION AUTHORITY

Single Applicant

WHEREAS, the _____ of _____ (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program _____; and WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and
3. the Applicant has a duly adopted and current Municipal Plan _____ (Date Adopted) and that the project is consistent with said plan; and
4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
5. that _____ is hereby authorized to be Contact Person and as such to provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
6. that (Name) _____ Title _____ who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal Authorizing Official (MAO) for the Grants Management On-line System, Intelligrants; and
7. that it is understood that, if the application is funded, the receipt of CDBG funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that CDBG funds may be used to fund only a limited portion of the audit cost.

Passed this _____ day of _____, _____.

LEGISLATIVE BODY

The above resolution is a true and correct copy of the resolution as adopted at a meeting of the Legislative Body held on the ____ day of _____, _____, and duly filed in my office.

IN WITNESS WHEREOF, I hereunto set my hand this ____ day of _____, _____.

Clerk

Signature

VCDP Planning Grant

Draft resolution regarding municipal match funding

Whereas the Town of Norwich must include a cash or cash-in-kind contribution of goods and/or services of at least 10% of the funds requested through the VCDP Planning Grant application; and that the Town is applying for \$60,000 in VCDP funds.

Be it resolved that the Selectboard commits the use of \$6,000 in municipal funds from _____ account to be used toward the costs of services described in the grant application on the condition that the application is successful and the town enters into a grant agreement for the awarded funds.

The text of this resolution will be reflected in the minutes of this meeting.

Jaan Laaspere
Chair, Norwich Planning Commission
300 Main St.
Norwich, VT 05055

Vermont Community Development Program
One National Life Drive
Deane C. Davis Building, 6th Floor
Montpelier, VT 05620-0501

To whom it may concern,

I write to affirm the support of the Norwich Planning Commission for the town's application for a VCDP Planning grant to investigate the feasibility of developing affordable housing on a parcel of town-owned land on New Boston Road. This proposed project is consistent with the Town Plan, as described below.

The Town Plan includes the following action item that helped identify the New Boston Road parcel that is the subject of this grant application:

4-3.c Investigate the use of land owned or controlled by the Town of Norwich for dedicated affordable housing.

The Town's housing strategy, which is included as an appendix to the town plan, expands on the action item as follows:

D. Investigate the use of land owned or controlled by the town of Norwich for dedicated affordable housing. The high cost of land is widely understood to be a key obstacle to the development of dedicated affordable housing in Norwich. Accordingly, the town will investigate whether and to what extent land owned or controlled by the town might be used for this purpose. The town will develop an inventory of all publicly owned land in Norwich, including land owned by the town as well as by the Norwich Fire District, Dresden School District and any other governmental bodies. The town will also explore the mechanisms by which it could make land available for the development of affordable homes.

This investigation of town-owned land was carried out by the Planning Commission's affordable housing subcommittee, in consultation with the town planner and the Planning Commission. The New Boston Road parcel that is the subject of this grant application emerged from this analysis as the best candidate for affordable housing of all town-owned land. The town's VCDP Planning Grant application is thus a direct outgrowth of an effort described in the Town Plan.

Investigating the feasibility of developing affordable housing on this parcel is also consistent with the following objectives in the Town Plan:

4-1.a Ensure the availability of safe and affordable housing in Norwich which will meet the needs of diverse social and income groups, particularly for low

4-1.e Increase the diversity of the housing stock in Norwich so that it includes a range of housing types suitable for people of different incomes and backgrounds and at different stages of their life. Increase the number of both homes for rent and sale.

4-1.g Implement the Norwich Housing Strategy (see Appendix A) to increase Norwich's housing stock within the first five years of the plan by 10 accessory dwelling units (ADUs), ten units of "missing middle" housing (duplexes, triplexes, etc.), and at least 25 units of dedicated affordable housing

Thank you for considering this grant proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Laaspere', with a long horizontal flourish extending to the right.

Jaan Laaspere

March 12, 2024

Vermont Community Development Program Board
1 National Life Drive - Deane C. Davis Building, 6th Floor
Montpelier, VT 05620

RE: Town of Norwich VCDP Planning Grant Application

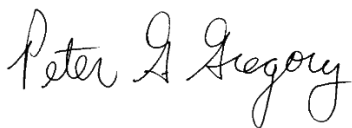
Dear Members of the Vermont Community Development Program Board:

This letter is being written in support of the Town of Norwich's Planning Grant Application for the Norwich Affordable Housing Site Assessment. This project aligns with the following goals and policies in our Regional Plan:

1. Sufficient decent and affordable primary homes (both rental and owned) are available now for residents and for needed newcomers. (Goal, p.178)
2. New construction of homes is primarily centered in regional growth areas and, when possible, does not increase parcelization and fragmentation of productive or ecologically important farm and forest lands. (Goal, p.178)
3. Towns should plan so that most new residential development is near employment, transportation lines, and/or service centers. (Policy, p.178)

Although this project is not located within a designated regional growth area and is not likely to be served by public transit in the immediate future, it is relatively close to the Town Center where services are concentrated. It does not impact any of our region's priority forest blocks or priority habitat connectivity blocks, so it will not exacerbate the fragmentation of ecologically important areas. TRORC supports this Planning Grant application as an initial exploration of the feasibility of the proposed project, to inform future decisions about whether or not to develop the parcel in question.

Sincerely,



Peter G. Gregory, AICP
Executive Director, TRORC

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NORWICH PLANNING COMMISSION
AFFORDABLE HOUSING SUBCOMMITTEE

JOINT MEETING & PUBLIC HEARING FOR VCDP PLANNING GRANT APPLICATION

Minutes

Draft 3/20/2024

Members present:

Planning Commission: Jaan Laaspere*, Bob Pape, Ernie Ciccotelli, Vince Crow*

Affordable Housing Subcommittee: Jeff Lubell, Brian Loeb, Creigh Moffatt, Paul Manganiello*

Members of the public:

Pam Smith (Selectboard), Mary Layton (Selectboard)*

Jaci Allen, Jennie Anderson*, Susan Barrett, Rachel Coombs, Joe Denny, Jon Felde*, Linda Gray, Elliott Harik*, Peter Orner*, Arline Rotman*, Geof Smith*, Amy Stringer*, Kate White*, Tim White*, Steven Zubkoff, and several other remote attendees who did not comment

*Attended remotely

March 19, 2024 at 7:00 pm

1. Approve agenda

At the opening of the meeting, neither the Planning Commission nor the Subcommittee had a quorum, so no vote to approve the agenda was required. Mr. Crow, Ms. Moffatt and Mr. Manganiello joined once the meeting had progressed to agenda item 2, so both groups then had a quorum.

2. Public Hearing on a proposed Vermont Community Development Program planning grant to assess the feasibility of developing affordable housing on town-owned land on New Boston Road.

Mr. Lubell presented slides with data showing the need for housing in Norwich and regionally, as well as the elements of the town's Housing Strategy, which is incorporated into the Town Plan. Mr. Loeb described the Subcommittee's study of town-owned land, the location and attributes of the chosen site, the parameters of the VCDP Planning Grant program, and the work streams included in Norwich's application.

Mr. Laaspere moderated comments and questions from those in attendance, both in person and remotely. All members of the public who spoke did so in favor of the town submitting the application as described at the hearing.

Mr. Manganiello stated that his property abuts the parcel in question, and in particular the side with the transfer station, and that he considered the transfer station a good neighbor and would welcome more residents to the area. He expressed support for moving forward with the proposed planning grant.

Ms. Coombs expressed support for moving forward with the proposed planning grant. She stated that she supports the town taking action on an important issue rather than waiting for the state to address local challenges; that the Starlake community (an affordable homeownership development in town that uses the community land trust model) contributes to the beauty, complexity and richness of the town, and she expects another such neighborhood would do the same; and that the lack of affordable housing in town today is causing harm to families, particular those with children who lose their housing and must relocate.

Ms. Barrett expressed support for moving forward with the proposed planning grant. She stated that she also lives on New Boston Road, and that she encourages residents to be open to diverse housing types and affordable housing. She is concerned with the recent increase in property taxes, driven by the change in per-pupil weighting for education taxes, and supports town efforts that could ameliorate that impact.

Ms. White stated that she is also concerned about the property tax issue and is supportive of the proposed planning grant.

Ms. Rotman remarked that neighboring communities have moved ahead of Norwich in terms of responding to the regional housing need, and she is worried about harmful impacts to the environment of local employees having to commute from far outside the regional job center. She said she supported the proposed planning grant.

Ms. Allen commended the Subcommittee for its work and said the proposed planning grant would be a small but important step for the town.

Mr. Harik said he supported the proposed planning grant and hoped members of the Selectboard heard the voices of support for the application.

Ms. Gray said that a diverse community creates a thriving community and she supports the proposed planning grant. She asked about the timing of the application and about the town's plan to manage the grant. Mr. Loeb explained that the town plans to submit the application for the April program deadline and that it expects to hire an experienced consultant to manage the grant, including procurement for technical services.

Mr. Smith, the deacon at the Norwich Congregational Church, voiced his support and said that in other towns where housing options have been insufficient, the local economy suffers.

Ms. Anderson, the priest at St. Barnabas Church, voiced her support and said the church's presence in town made her feel accountable to help the town achieve its goals.

Mr. Felde spoke of the generosity of town residents who support area organizations such as the Upper Valley Haven, and that he is in favor of the application because it responds to the underlying challenge in the region and the need for adequate housing for everyone.

Mr. Laaspere concluded by remarking that he had heard the widespread support for the application among attendees, that he would draft a letter from the Planning Commission endorsing the project, and that he encouraged the Selectboard to move forward with submitting the application.

3. Adjourn

Motion to adjourn by Mr. Pape, seconded by Mr. Ciccotelli. Meeting adjourned at 7:52PM.

Read Me Page

Application Target Dates Board Meeting Dates

September 12, 2023	November 9, 2023
February 6, 2024	April 4, 2024
April 9, 2024	June 6, 2024

What Board Meeting is your project targeting? 6/6/2024

1. PUBLIC HEARING: Every applicant must hold a public hearing before the application can be submitted. Please see the Boards and Meetings VCDP website and be certain to get the public hearing notice published as required. Also if the application is a consortium one, keep in mind that more than one public hearing may be required. The public hearing notice form is part of the on-line application, so be sure to complete the form as one of the first steps in completing this application. For further information, contact your CD Specialist.

2. MUNICIPAL PLAN: All applicant communities, including consortium member communities, must have an adopted and still current (municipal plans expire 5 years after adoption) Municipal Plan under 24 V.S.A. Chapter 117, Subchapter 5. For further information, contact your CD Specialist.

3. ENVIRONMENTAL REVIEW: Every project is required to complete an Environmental Review. For further guidance on Environmental Review please refer to our Environmental Review Webpage or contact the Department's Environmental Officer.

4. HISTORIC PRESERVATION: Every project is subject to review under Section 106 of the National Historic Preservation Act, please complete the Section 106 Preliminary Review Form and submit it to the email listed on the form. The Department's Environmental Officer. can assist you with completing the form, and staff from the Division for Historic Preservation will assist you with the Section 106 Process.

NOTE: Any application that is not submitted to Agency in time to be reviewed by the June Community Development Board meeting will need to start a new application for the next fiscal year which starts July 1.

- ✓ I certify that I have read and understand this page, and if I am not an employee of the applicant municipality, I have made the applicant municipality aware of the requirements on this page.

VCDP Planning Grant 2023
Organization: Town of Norwich
Program Area Selection

07110-PG-2023-Norwich-16

- ✓ Housing
- Economic Development
- Public Facilities
- Public Services

Executive Summary: Norwich affordable housing site assess

Working Title for Project Norwich affordable housing site assess

Applicant Municipality (or lead applicant if applying as a consortium): Town of Norwich

Is this a consortium project?

Yes

No

If Yes, please select the participating municipalities. *

Participating Municipalities

Chief Executive Officer (of lead applicant if consortium application) Brennan Duffy

Contact Person (of lead applicant if consortium Application) Brian Loeb

Person who prepared this application Brian Loeb

Municipal Unique Entity Identifier (UEI) #:

I certify the Municipality's UEI# above is current and valid, if blank please enter the Municipality's UEI# on the "Organization" page under the Organization or contact your CD Specialist.

Is the municipality up to date with submission of their **Subrecipient Annual Report (SAR)** for the past three years to the Department of Finance and Management? Yes No NA

Upload the most recent SAR submitted to Department of Finance and Management:

Is the Municipality up to date with submission of a **Single Audit (SA) Report** with State of Vermont Department of Finance and Management and the Federal Audit Clearinghouse for the past three years? If no SA was required for the last 3 years select NA. Yes No NA

If Yes, was there any findings or concerns? Yes No

If No, please provide the status of the Single Audit:

Estimated Project Funding:

CDBG Request	\$60,000
Municipal Funds	\$6,000
All Other Funds	\$0
Total (Municipal & Other)	\$6,000

Total Project Funding \$66,000

Please select all that apply: *

Applicant intends to: keep subgrant loan the CDBG Funds.

Enter legal name of Subgrantee:*

N/A

UEI# Federal ID#

Enter legal name of Borrower:*

N/A

UEI# Federal ID#

Enter legal name and complete address (city, state, zip) of who will be doing grant administration for this project. If only the municipality will be the grant administrator select N/A. *

(General administration responsibilities include activities relating to setting up and maintaining financial management records, completing progress reports, ensuring that the terms and conditions grant are carried out, assisting with subrecipient monitoring, and for eligible costs of audit.)

Wagner Development Partners

Isaac Wagner, Principal

31 Vermont Ave., Brattleboro, VT 05301 N/A

UEI# KKQZBDAY5P35 Federal ID# 000-000-0061

The following apply:

- ✓ Housing
- ✓ Economic Development
- Public Facility
- Public Service

National Objective *

- ✓ LMI
- Slums & Blight
- Urgent Need

Note: For the purpose of planning activities, it is understood the work will have the potential to benefit low and moderate income individuals.

Grantee Roles and Capacity

ROLE/TASK TO BE PERFORMED	NAME OF RESPONSIBLE PERSON	TITLE OF RESPONSIBLE PERSON	Do you anticipate this service being paid for with VCDP funds ?
1. Project Application Management/Preparer	Brian Loeb	Member, Norwich Affordable Housing Subcommittee	Yes ✓ No Unsure N/A
2. Environmental Review Preparer	Sarah Wraight	Senior Planner, Two Rivers-Ottauquechee Regional Commission	Yes ✓ No Unsure N/A
3. Architect	N/A	N/A	Yes No Unsure ✓
4. Engineer	TBD	TBD	N/A ✓ Yes No Unsure

Grantee Roles and Capacity

5. Project Manager (Contact for project progress during implementation, start to finish)	Isaac Wagner	Principal, Wagner Development Partners	e N/A ✓ Yes No Unsure
a. Preparation of Progress Reports	Isaac Wagner	Principal, Wagner Development Partners	e N/A ✓ Yes No Unsure
b. Review/submission of Progress Reports	Brennan Duffy	Town Manager, Norwich	e N/A Yes ✓ No Unsure
6. Historic Preservation Consultant(s)	TBD	TBD	e N/A ✓ Yes No Unsure
7. Financial Management at the Municipal Level			
a. Reviews/approves invoices	Brennan Duffy	Town Manager, Norwich	e N/A Yes ✓ No Unsure
b. Submits requisitions for disbursement of grant funds	Barrie Rosalinda	Finance Director, Norwich	e N/A Yes ✓ No Unsure
c. Approves payments	Selectboard	Selectboard	e N/A Yes ✓ No Unsure

Grantee Roles and Capacity

d. Prepares checks for payment of invoices	Barrie Rosalinda	Finance Director, Norwich	e N/A Yes ✓ No Unsure
e. Signs checks	Cheryl Lindberg	Treasurer, Norwich	e N/A Yes ✓ No Unsure
f. Maintains and controls accounting records, including ledgers	Barrie Rosalinda	Finance Director, Norwich	e N/A Yes ✓ No Unsure
g. Reconciliation of bank statements	Barrie Rosalinda	Finance Director, Norwich	e N/A Yes ✓ No Unsure
h. Preparation/submission of Subrecipient Annual Report/Single Audit	Barrie Rosalinda	Finance Director, Norwich	e N/A Yes ✓ No Unsure
i. Reports financial status of grant to Municipal Governing Body	Brennan Duffy	Town Manager, Norwich	e N/A Yes ✓ No Unsure
8. Financial Person at the Subrecipient/Borrower Level	N/A	N/A	e N/A Yes No Unsure ✓ N/A
9. Compliance Management			
a. Preparation of Request for Proposals/Qualifications for construction	Isaac Wagner	Principal, Wagner Development Partners	✓ Yes

Grantee Roles and Capacity

b. Responsible for oversight of bid solicitation/procurement of contractors	Isaac Wagner	Principal, Wagner Development Partners	No Unsure N/A ✓ Yes
c. Review/execution of contracts for construction	N/A	N/A	No Unsure N/A Yes
d. Review/submission of certified payrolls (only applies to projects that are subject to Davis Bacon)	N/A	N/A	No Unsure e ✓ N/A Yes
e. Clerk of the Works	N/A	N/A	No Unsure e ✓ N/A Yes
f. Inspection of work prior to release of payment	Isaac Wagner	Principal, Wagner Development Partners	No Unsure N/A ✓ Yes
Other	TBD	TBD	No Unsure N/A Yes No ✓ Unsure N/A

Grantee Roles and Capacity

For Economic Development Projects, if project is not an Economic Development project, select N/A:

✓ N/A

ROLE/TASK TO BE PERFORMED

NAME OF RESPONSIBLE PERSON

TITLE OF RESPONSIBLE PERSON

1. Responsible for Job Creation/Retention Requirements

For Scattered Sites Projects, if project is not a Scattered Sites project, select N/A:

✓ N/A

ROLE/TASK TO BE PERFORMED

NAME OF RESPONSIBLE PERSON

TITLE OF RESPONSIBLE PERSON

1. Outreach/Marketing
2. Intake/Application review
3. Verification of application information/Underwriter
4. Housing rehab inspections
5. Tier II Environmental Reviews
6. Manager of Escrow Accounts
7. Loan Servicer
8. Delinquent Accounts Collector

Project Description

Provide a description of the project. Be sure to include the following:

a) Provide a detailed description of the scope of work and be sure to identify each Work Product resulting from the planning work.

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

b) Provide the address or location of the project. Be sure to include street address, city and zip.

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

c) The service area for this project if it serves beyond the municipality applying. (If not applicable enter N/A)

N/A

d) Attach a location map and site plans.

https://egrants.vermont.gov/_Upload/292973_8120877-MapofNorthernPortionofNewBostonRoadParcel_2024_03_13.docx N/A

e) You may also submit photographs. The Grantee agrees that upon submission to the State the Grantee relinquishes all rights to ownership or control over the photographs and that all photographs become the sole property of the State of Vermont and may not be copyrighted or resold by the Grantee. The Grantee will exercise due care in creating or selecting content for photographs to ensure that such images do not violate the copyright, trademark, privacy or similar rights of others. To the extent the Grantee uses copyrighted materials in performance of work under this Grant the Grantee shall document and provide the State with the precise terms of the licensed use granted to the State by the owner of the copyright for future use of the copyrighted material. The Grantee shall not use any copyright protected material in the creation of photographs under this Grant Application that would require the payment of any fee for present or future use of the same by the State.

Model releases. The grantee will be responsible for obtaining appropriate signed model release forms

Project Description

when photographing people and minors. All forms must be reviewed and approved by the State prior to use. Signed model release forms must be filed with the State at the same time images are distributed.

https://egrants.vermont.gov/_Upload/292973_8120879-NewBostonRoadParcel.pdf N/A

f) Is any part of the project located in a flood plain?

Yes

No

If only part of the project is located in a flood plain, please clarify what part is in the flood plain.

g) If implemented would the project be located in a designated downtown or designated village center as determined by the Downtown Development Board?

Yes

No

If no, is it located downtown?

Yes

No

If only part of the project is located in a designated downtown, designated village center or simply in the downtown, please clarify what part.

h) Please provide the Environmental Review Identifier Number and status of the Environmental Review for this project.

Please Note: Completion of the Environmental Review is not required before submitting an application, but it is critical that you have a handle on what environmental review components may impact your project's timeline/budget in order to properly represent the budget and timeline in the project's application .

VCDP Planning Grant 2023

Organization: Town of Norwich

07110-PG-2023-Norwich-16

Project Budget: Housing: General Administration

Activity	General Administration
CDBG Amount Requested	\$4,800
Activity Total	\$4,800

If you are uploading your Activity Details and Basis for Estimates, put See Attached in the textbox and upload your document.

Activity Details and Basis for Estimates*

After requesting and evaluating multiple proposals, we have identified a consultant on VCDP's approved consultant list, Wagner Development Partners, that we intend to engage to provide both project management and general administration services for the Planning Grant should the grant be awarded. Isaac Wagner and his team at Wagner Development Partners have extensive experience with project management and grant administration of VCDP grants as well as with the development of affordable housing in Vermont.

Instructions: For the Other Resources entries below, please select the appropriate resource, the resource type and enter the amount. If you select "Other" as the Resource, enter a brief description in the "Other Description" column. If you have supporting documentation for the Resource and can upload an electronic version, use the Browse button and upload the document. The Other Resources Total and the Activity Total will be calculated when you Save this page.

Other Resources	Type	Amount	Other Description	Funding Source	Status	Upload	Already Upload
Total		\$0					

Project Budget: Housing: Planning - Only

Activity	Planning - Only
CDBG Amount Requested	\$55,200
Activity Total	\$61,200

If you are uploading your Activity Details and Basis for Estimates, put See Attached in the textbox and upload your document.

Activity Details and Basis for Estimates*

- Professional Services:
- Planning services (wetland analysis, conceptual planning, and schematic design, surveying) - \$35,250
- Market Study - \$4,000
- Archeological Resources Assessment - \$4,000
- Legal services - \$7,000
- Contingencies - \$4,950

To inform the budget, we obtained estimates from Pathways Consulting, LLC, a planning and engineering firm, UVM's Consulting Archeology Program and Doug Kennedy Advisors, a real estate research firm.

Instructions: For the Other Resources entries below, please select the appropriate resource, the resource type and enter the amount. If you select "Other" as the Resource, enter a brief description in the "Other Description" column. If you have supporting documentation for the Resource and can upload an electronic version, use the Browse button and upload the document. The Other Resources Total and the Activity Total will be calculated when you Save this page .

Other Resources	Type	Amount	Other Description	Funding Source	Status	Upload	Already Upload
(MUNI) - Municipal Contribution	Grant	\$6,000	Project management	State/Local	Committed		

VCDP Planning Grant 2023

Organization: Town of Norwich

07110-PG-2023-Norwich-16

Project Budget: Housing: Planning - Only

Total **\$6,000**

Project need is well-documented (e.g. studies, updated data, etc).

1. Describe the need for this project.*

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

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

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

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

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

Project Need

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

At present, the challenges of developing additional housing in town – including. lack of wastewater infrastructure, high land values, and the limited reach of public water infrastructure – are pushing development to other towns. Twin Pines Housing Trust, the regional nonprofit developer that relies on the Low Income Housing Tax Credit and other programs administered by Vermont and New Hampshire, has active projects in Hartford, Hanover and Lebanon, but no prospects in Norwich.

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

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

(3) <https://data.census.gov/table/ACSST5Y2021.S2502?q=S2502:>

+Demographic+Characteristics+for+Occupied+Housing+Units&g=860XX00US05055

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

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

(6)

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

(7)

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

2. Describe the manner in which the need was determined and how your project (proposal) will meet the need described in #1 (cite relevant data and attach any studies or information to support this need).* Norwich has a town housing strategy, developed with public engagement in 2019 by the Affordable Housing Subcommittee(1) and ultimately included as an appendix by the Planning Commission in the 2020 town plan that was approved by the Selectboard(2). The housing strategy sets a task for the town to reduce barriers to the development of new housing, and one of the recommended mechanisms is to investigate the use of land owned or controlled by the town as a way to bring down development costs. This task is also included as task 4-3.c in the Housing Chapter of the Norwich Town Plan (2020).

With the facilitation of the then-Planning Director, the subcommittee undertook that investigation in 2021, leading to a report of notable parcels(3). Much of the property reviewed was located far from the village center, had deed restrictions limiting its use, was currently being utilized for another purpose, or had natural resources constraints that made it less suitable for the development of housing than the site chosen for this Planning Grant application.

The site selected as the subject of this planning grant represents the best available area of unused

Project Need

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

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

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

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

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

Onsite work will include digging test pits in the likely development areas to evaluate soil conditions for potential on-site wastewater disposal; topographic surveying to facilitate access road design and unit layout design; and boundary surveying for the project area. An engineer will consider the amount of land needed for wells and a septic system, along with associated isolation distances. The consultant will also prepare a schematic design for review and discussion by the town and key stakeholders.

At the recommendation of the State Historic Preservation Office, the project will include an Archeological Resources Assessment. (They recommended this rather than a Phase 1 at this time.) The Assessment will include desktop research (land records, historical maps, aerial photos) and onsite examination to

Project Need

determine the historic use of the site, the presence of historic structures and Native American sites, and issues that may be relevant to historic structures on nearby parcels. The town will receive a map of any sensitive areas, a determination of the extent to which they can be avoided by the likely building envelope, and recommendations for the need for a subsequent Phase 1 archeology survey to assess a presumed site's significance.

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

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

- Outreach to low- and moderate-income community members – Members of the town's Affordable Housing Subcommittee will conduct interviews and moderate focus groups with residents of Norwich and surrounding towns. These individuals have lived experiences that should inform the choice of development options and other project requirements. Potential partners for these research and consultation efforts include Twin Pines Housing Trust, which manages the Starlake community, a permanently-affordable homeownership community in Norwich; Norwich Senior Housing, the town's only other dedicated affordable housing site; the Upper Valley Haven, which in addition to being the region's homeless shelter and service provider also connects local landlords with income-eligible tenants for the Vermont Housing Improvement Program; and other local organizations. Among the participants may be individuals who could be residents of future housing development at the site. The subcommittee will supplement this targeted outreach with general information sessions for Norwich residents to update them on the status of the Planning Grant and obtain feedback on recommendations developed by the project, as well as with briefings with housing developers to identify concerns or priorities that the final Planning Grant work should address.
- Legal services and additional surveying and regulatory work to prepare for subdividing the parcel – Should the Planning Grant determine that affordable housing is feasible on the site, a qualified firm, in partnership with the town's counsel, will conduct the necessarily preparatory work that would be needed to separate the part of the parcel most suited to housing from the rest of the parcel, which includes the transfer station, the DPW site and surrounding operations. This preparatory work will entail a subdivision plat for local review (by the Development Review Board) and guidance to the Selectboard and town manager for advancing the development of the site. (The actual subdivision of the property, should it occur, would take place after the conclusion of this planning grant process, should a decision be made to proceed based on the information developed through the planning activities funded by the planning grant.)

To inform the budget, we obtained estimates from Pathways Consulting, LLC, a planning and

Project Need

engineering firm, UVM's Consulting Archeology Program and Doug Kennedy Advisors, a real estate research firm.

After requesting and evaluating multiple proposals, we have identified a consultant on VCDP's approved consultant list, Wagner Development Partners, that we intend to engage to provide both project management and general administration services for the Planning Grant should the grant be awarded. Isaac Wagner and his team at Wagner Development Partners have extensive experience with project management and grant administration of VCDP grants as well as with the development of affordable housing in Vermont.

(1) http://norwich.vt.us/wp-content/uploads/2012/06/Appendices_2019_12_09.pdf

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

(3)

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

There is not a more appropriate solution than the one presented.

3. a) Describe why this is the best approach to meet this need.*

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

b) Identify other approaches that were considered and explain why they were not pursued.*

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

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

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

All appropriate funding sources have been sought.

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

The VCDP Planning Grant is the most appropriate source of funding for the initial evaluation of the site. Other grant programs considered include those offered by USDA-Rural Development(1) and the Northern Border Regional Commission(2) generally are applicable to projects that have an identified development partner or that are located in low-income municipalities.

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

(2) <https://www.nbrc.gov/content/program-areas>

5. Explain the level of municipal government support.*

The town's contribution at this stage will consist of a \$6,000 contribution toward the costs of project management services, which is 10% of the \$60,000 requested for the VCDP Planning Grant. In addition, members of the Affordable Housing Subcommittee will plan and moderate the community input described in the Project Need section and provide substantive input into and oversight for the project.

In the event the products of the Planning Grant suggest that the site may be viable for the development of affordable housing, there may be other ways for the town to contribute to the eventual project, including by making the land available at a below-market price (or at no cost) and by making available to a development partner the town's \$45,000 Affordable Housing Reserve Fund, re-established by the approval of 80% of voters in November 2018.(1) A determination of how the town can best support an eventual project will be made at a future date, based on a review of learning from the studies funded through this planning grant.

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

How well the project meets a Consolidated Plan goal.

For specific information about the Consolidated Plan refer to the [VCDP Application Instructions](#) and [Program Guide](#) or contact your CD Specialist.

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

The Planning Grant will fund activities that prepare the town to respond to several of the priorities in Vermont's 2020-24 Consolidated Plan and 2023 Annual Action Plan.(1) The highest priority need is "Safe, Decent, and Affordable Housing," to be achieved by "increasing the supply of decent affordable housing." And the third priority, economic opportunity, touches on both the role of affordable housing in a high-opportunity town like Norwich on the lives of low- and moderate-income residents in addition to the benefits to local employers' ability to attract and retain staff. The 2023 action plan notes that in the previous year the state allocated CDBG funds to several planning grants, making clear that the criteria incorporate the impacts of the project on future development.

(1) <https://accd.vermont.gov/housing/plans-data-rules/hud>

Is the project consistent with the local Municipal Plan?

7. Please provide a letter from the Municipality that tells us how this project is consistent with the Municipal Plan.*
https://egrants.vermont.gov/_Upload/292974_8120906-JaanLaaspereletterofsupportforNorwichVCDPGrantapplicationsigned.pdf

Is the project consistent with the Regional Plan?

8. Upload a certification from the Regional Planning Commission that the project is consistent with the Regional Plan. Provide clarification if needed.*
https://egrants.vermont.gov/_Upload/292974_8120907-TRORCletterofSupport.pdf

9. If this project is being carried out on behalf of the municipalities within your county or region, the application must include documentation of regional support. If not applicable please enter N/A in the textbox.*
N/A

10. Is this project on the Regional Development Corporation priority list?*

✓

Degree of health/safety risks to beneficiaries.

11. Describe how this project, if it were to be implemented, would directly address a health or safety issue for the intended beneficiaries.*
The Planning Grant itself qualifies for the “Exempt” level of environmental review. The Two Rivers-Ottawaquechee Regional Commission is performing this review, using funding separate from the Planning Grant.

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

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

Timing Pressures

12. Please describe, if applicable, any particular issues that make this project "time sensitive".*
N/A

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

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

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

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

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

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

Readiness to start within four months of the award.

14. Please specifically identify the level of access to any land or buildings that will be required in order to complete your project as proposed; please explain when and how you expect to obtain such access. For specific information about site control requirements refer to the VCDP Application Instructions and Program Guide. *
- The town owns the site and has agreed to allow access pertinent to this Planning Grant. There are no obstacles to work starting within three months of award.
15. Please Identify the status of commitments from each other funding source; please identify when commitments are expected from each funding source.*br />N/A

Benefit/Timeframe Feasibility

16. There must be a reasonable expectation for achieving benefits for persons of low- and moderate-income if the plan(s) developed with the use of VCDP funds was to be implemented. Explain what the anticipated benefit(s) would be and how this was determined.*
- The goal of this Planning Grant is to assess the feasibility of housing that rents or sells at below-market levels and remains affordable in perpetuity; we anticipate that at least half of the units will be permanently affordable to families at or below 80% of the area median income. This will ensure that the project meets or exceeds the requirements for the LMI national objective and meets a vital local and regional need. A more precise determination of the income levels that can feasibly be served by the site will need to await the outcome of the studies funded by this Planning Grant, including an assessment of the projected costs of the project and the subsidies, if any, that may be available. Workforce housing in Norwich, and Windsor County generally, corresponds to a level of income at which households typically own cars. Because the site is not located on a current Advance Transit bus line, an eventual housing development would most likely target that income level. If needed for the project's overall financial feasibility, a small number of units could be sold or rented at or just below market rates, in a mixed-income model, consistent with the LMI national objective.
17. Time Table:
(a) Provide a project time line. Include dates for each proposed activity as well as for procurement steps including hiring, the achievement of the Benefit completion, and any other key dates for actions to carry out this project. *
- 07/04/2024 Estimated date of award letter
08/01/2024 Begin working on preparing RFQs
11/01/2024 Estimated date of grant execution, after award conditions satisfied
11/15/2024 RFQs issued for planning work described in grant proposal
12/06/2024 RFQ responses due
12/31/2024 Interviews completed and firms selected for work
01/24/2025 Contracts executed for work and work commences
05/23/2025 Consultants complete work and submit draft reports; planning for outreach to residents and LMI communities
06/13/2025 Results shared in public meeting

07/30/2025 Outreach and consultations completed; final reports due
08/31/2025 All work completed under grant
10/31/2025 Grant closeout

(b) How was this time table determined?*

Schedule accounts for estimated time needed to satisfy conditions and execute grant. First few months will be in winter, so work timeframe extended to allow for access to site in early spring for onsite activities. All grant activities expected to be completed, including closeout, by end of one-year grant period.

18. If the applicant community has an open PG, please explain its capacity to administer an additional PG and describe the timeline to complete the open PG.*
N/A

Cost estimates are reasonably supported.

19. Submit back-up documentation to support the cost shown on the Budget Forms. If supporting documentation was uploaded to the budget forms, select N/A. *
Cost estimates provided by firms with extensive VCDP Planning Grant experience.
N/A
20. Despite best efforts and built in contingencies, please explain how cost overruns will be covered.*
Cost overruns with the site investigation components of the project would jeopardize funding available for later site planning and legal work. However, if needed to cover cost overruns, the town could consider tapping its \$45,000 Affordable Housing Reserve Fund. Another option is to increase the in-kind contributions provided by members of the affordable housing subcommittee, which includes several individuals with relevant housing experience.

Community Town of Norwich

1. **Does your community have a valid Municipal Development Plan in Accordance with 24 V.S.A. Chapter 117?***

Yes

No

Date adopted

Date expired 1/1/1905

2. **Please select the appropriate Resolution for VCDP Grant Application Authority from below and have the Legislative body execute the resolution and upload.**

For Non-Municipal Resolutions have the Board of Directors execute the resolution and upload. The appropriate Resolution for VCDP Grant Application Authority has been executed and uploaded or mailed to DHCD.

Resolution Uploaded:*

3. **Does your community currently regulate development within the floodplain? ***

Yes

No

Uploaded copy of your Flood Hazard Area Regulations.

https://egrants.vermont.gov/_Upload/293590_8118519-Norwich-Zoning-Regulations_Amended_07-01-09.pdf

4. **Has a current designee from the municipality attended a Fair Housing Training by DHCD or a training approved by DHCD within the past three years? *** If Yes, please verify information has been entered on the "Municipal Policies, Plans and Insurance" page. If no, please see upcoming trainings on our Departments website at: <http://accd.vermont.gov/housing/events>

Yes

No

Please have your municipal zoning administrator complete and sign the Municipal Fair Housing Certification form below and upload.

For publication on or before 3/1/2024
Tear Sheet Requested.

Notice of Public Hearing

The Town of Norwich is/are considering making application to the State of Vermont for a VCDP Planning Grant 2023 under the Vermont Community Development Program. A public hearing will be held at 07:00 PM on 3/19/2024 at Tracy Hall Multipurpose Room, 300 Main St, Norwich, VT 05055 to obtain the views of citizens on community development, to furnish information concerning the amount of funds available and the range of community development activities that may be undertaken under this program, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds.

The proposal is to apply for \$60,000 in CDBG funds which will be used to accomplish the following activities: Planning activities to determine the feasibility of developing affordable housing on land owned by the Town of Norwich on New Boston Road.

Copies of the proposed application are available at Planning and Zoning Department, Tracy Hall, 300 Main St, Norwich, VT 05055 and may be viewed during the hours of 9:00-4:00 M-TH. Should you require any special accommodations, please contact Pam Mullen at 802-649-1419 to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) #1-800-253-0191.

Legislative Body for the Town of Norwich
Copy submitted by: Pam Mullen
Phone: 802-649-1419

Send tear sheet to: Pam Mullen, Planning and Zoning Department, Tracy Hall, 300 Main St, Norwich, VT 05055

Date Held 3/19/2024

Number of Attendees 25

Location Tracy Hall, Norwich

Hearing Officer Jaan Laaspere, Chair, Planning Commission

Date Published 3/20/2024

Where Published? Town website, on the pages for the Planning Commission and the Affordable Housing Subcommittee

Copy of the minutes here:

https://egrants.vermont.gov/_Upload/293688_8118539-05PC_AHSC-Joint-Meeting-for-VCDP-Public-Hearing-Minutes-03-19-2024-Draft.pdf

Description

Valley News - March 1, 2024

https://egrants.vermont.gov/_Upload/293471_8118531-WestLebanonValleyNews_20240301_B05.pdf

Description

Certification of Program Income/Unrestricted Revenue Available

Does the municipality currently have a revolving loan fund funded by previous CDBG or HUD-directed grants?*

- Yes
- No

Does the sub-grantee currently have a revolving loan fund funded by previous CDBG or HUD-directed grants?*

IF yes, click ADD button and complete a form for the sub-grantee's revolving loan fund.*

- Yes
- No

Note: If no to both questions, then completing remainder of the form is not required.

***Please note that communities with inactive (as defined by Agency Procedures) CDBG/HUD funded RLF's, must commit at least 20% of the RLF balance on hand when applying for any CDBG Grants. Committed funds may be in the form of a loan or grant to the project. For Planning Grants only, communities with inactive revolving loan funds will be required to commit 20% of the loan funds on hand or \$6,000 (10% of the maximum \$60,000 PG,) whichever is less.**

Municipality

Reporting Date

Check appropriate box

- Applicant
- Lead Applicant (consortium)
- Participating Applicant (consortium)
- NCDO/RLF Name :

Income/Revenue Generated From CDBG or HUD Funded Grants

Schedule 1 Establishment of the Current Cash Balance

	Third Previous Fiscal Year	Second Previous Fiscal Year	First Previous Fiscal Year	Current Fiscal Year
Opening balance			\$0	\$0
Plus total receipts during fiscal year				\$0
Less total outlay during fiscal year				
Ending balance	\$0	\$0	\$0	
Current balance as of				\$0

Schedule 2 Establishment of the amount of Current Cash Balance that is Obligated (A legally committed liability to a third party through a purchase order, executed contract or a loan commitment letter; but not funds reserved or designated for a specific purpose)

Explanation of Obligation

Amount Obligated

Certification of Program Income/Unrestricted Revenue Available

Determination of what should be considered for use in this application

Current balance from Schedule 1	\$0
Less total of all Obligation from Schedule 2	\$0
Equals the amount potentially available	\$0
Amount of this that is committed to the proposed project	

Describe how the funds were used during the past three years. Give the purpose including verification of eligible activity and amounts for each loan or grant.

Describe the process used to "Obligate" in Schedule 1 from the amounts listed in Schedule 2. Include a copy of loan policies that govern the expenditure of revolving loan funds.

Explain what loan payments are expected during the term of the proposed project(s), whether there will be balloon payments or other receipts of funds.

Indicate whether or not there has been any consideration given to selling the loan portfolio on the secondary market. If so, when would that happen?

Provide an explanation of any portion of the amount potentially available that is not being committed to the proposed project(s).

VCDP Planning Grant 2023
Organization: Town of Norwich
Application Attachments

07110-PG-2023-Norwich-16

Local Bond Support*	✓ N/A
Public Service documentation*	✓ N/A
One for One Replacement Plan*	✓ N/A
Market Study*	✓ N/A
Option Agreement/Other evidence of site control*	✓ N/A
Proposed/Executed Lease*	✓ N/A

Document Name

Document Name

Document Name

Document Name

Document Name

March 20, 2024

Town of Norwich Selectboard
Attn: Pamela Smith, Chair
300 Main Street
Norwich, Vermont 05055

Re: Request for Letter of Project Support

Please accept this letter of notification from the Norwich Community Collaborative Inc., a place-based 501(c)(3) nonprofit dedicated to preserving and revitalizing the historic Norwich Grange Hall building located at 344 Main Street and is a contributing structure to the Norwich Village National Register Historic District.

Our organization is beginning to apply for several significant state grants, including a historic preservation grant from the Vermont Housing and Conservation Board (“VHCB”). This grant (and others) does not impose any obligations on the town, but does require both notice to the town as well as a letter of endorsement/support.

For the avoidance of doubt, we are providing you with formal notice of this project (as required by the VHCB) (although we previously did discuss this project with the Selectboard in conjunction with the Certified Local Government grant we received last fall, which we were ultimately successful in securing). We are also requesting a letter of support/endorsement in favor of the project. In order to apply, we need to have this letter no later than April 10, 2024 to meet our grant deadline.

As we have previously indicated, our vision is to transform this historic treasure into a vibrant hub for Norwich where residents can come together to prepare and share community meals, strengthen social connections across generations, and support the continued vitality of our town. We believe that the Norwich Grange Hall, with its rich history and central location on Main Street, has the potential to become a focal point for Norwich, a place that inspires gathering and programming for all ages. We are particularly excited about the opportunity to restore the building’s commercial kitchen and dining spaces as events centered around food are a vital part of community-building and of the building’s history.

As far as a letter of support/endorsement, we would propose the following language be incorporated in a potential letter of support should the Selectboard be willing to provide such a letter:

The Norwich Selectboard supports a potential Vermont Housing and Conservation Board grant to the Norwich Community Collaborative's Norwich Grange Hall project because the Norwich Grange Hall is a highly significant historic building in our community that would materially benefit from being restored and revitalized. The Norwich Grange Hall has long been an anchor for our community and we support the NCC's vision of keeping this building in use as a community space available for town residents and non-profits to come together to prepare and share community meals, strengthen social connections across generations, and support the continued vitality of our town.

Thank you for considering this request.

Sincerely,

A handwritten signature in cursive script that reads "Jess Phelps".

Jess Phelps
President
Norwich Community Collaborative
<https://norwichcommunitycollaborative.org>

From: [Pam Smith](#)
To: [Mary Layton](#); [Roger Arnold](#); [Marcia Calloway](#); [Priscilla Vincent](#)
Cc: [Brennan Duffy](#); [Miranda Bergmeier](#)
Subject: Recap of 3/13/24 Selectboard and Town Manager Goals Discussion
Date: Friday, March 15, 2024 9:25:29 PM

At our meeting Wednesday night, we all had the opportunity to state what goals we wish to see for the coming year for the Selectboard and the Town Manager. Below I have attempted to summarize what we talked about as the basis for our discussion at the next meeting. Marcia will distribute the memo and chart she developed for the Town Manager goals that were in the February 28 meeting packet. We agreed to have this on our next agenda in an attempt to set priorities for the next 12 months.

Selectboard Goals:

Marcia Calloway:

- Follow Dillon's Rule
- Abide by Statutes for Selectboard and Town Manager
- Follow the Town Manager's Contract

Mary Layton:

- Energize the Affordable Housing effort -- review gift policy to improve fundraising for affordable housing
- Personnel Policy Update
- Tracy Hall Planning

Roger Arnold:

- Town Manager Contract
- Personnel Policies
- Committee Collaboration

Priscilla Vincent:

- Alleviate tensions among elected officials
- Resolve question of who appoints to Subcommittees
- Norwich affordability for current and future residents
- Resolve the issue of the Sharon/Norwich border

Pam Smith:

- Set Selectboard Goals
- Set Town Manager Goals
- Committee Appointments
- Develop Charge for Green Procurement Team
- Review and Update Selectboard Policies
- Tracy Hall Planning
- Updates to Condrey Report
- Walkability Corridor
- Update Fee Schedule
- Update & Adopt Capital Improvement Plan

- Website Improvement - New software?
- Handbook for Committees, Commissions & Boards
- Committees: coordination with overall town priorities
- Town Manager Evaluation
- FY26 Budget Planning

Some of these goals may be the direct responsibility of the SB and some may be oversight responsibilities to ensure that the Town Manager is achieving the goals stated above.

Town Manager Goals:

Marcia Calloway:

- Follow the TM Contract using the Chart in the 2-28-24 packet
- Develop a Master Calendar

Priscilla Vincent:

- Tracy Hall
- Walkability
- Wage Study
- Personnel Policies

Roger Arnold

- Empathies for the relationship between the SB and the TM
- Hire staff, manage them well, do performance reviews
- Tracy Hall Study
- Our goal should be to have less
- Prepare complete SB meeting packets - agendas driven by TM's office with memos with recommended actions
- Move away from operating on a crisis basis

Mary Layton

- Need Clarification of HR structure, ID nature of assistance, scope/purpose as stated on the list of future agenda items

Pam Smith:

- Calendar of known deadlines for the coming year
- List of Committee appointments for the coming year
- Work Plan of known priorities and timetable (if known) for the coming year
- Hiring of Staff - especially a minute taker
- Draft of Personnel Policies for Selectboard Review & Approval
- Town Manager Reports - one verbal, one written per month
- Update Job Descriptions - as needed or as time allows

Brennan Duffy:

- Improve Tracy Hall culture
- Make Norwich a good place to work

Personnel Policy draft

- HR Structure, ID nature of assistance, scope/purpose
- Compensation/Wage study
- Selectboard decision on wage parity: CBA vs. non-CBA
- Tracy Hall Study
- Energy Audit Results -- to SB when received
- On-going hiring and interview for open positions
- Requested development of a procedure for addressing requests for information from individual SB members - could this be vetted by the SB first?

As stated above, this list is just for discussion purposes at the March 27, 2024 Selectboard meeting. Marcia will distribute the email and form that was in the 2/28/24 packet to everyone for each SB member to complete for the March 27, 2024 meeting. If I have misstated anyone's goal statements, my apologies. This is not by any means a final document. I would ask that you please hold your comments until March 27 when we can review this document and the form from Marcia that we will each complete. I plan to allot no more than 45 minutes on the next agenda, so please come prepared to wrap this up within that time frame lest it be a topic of discussion again on the April 10 agenda.

Respectfully,

Pam Smith, Chair

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

DRAFT

Minutes of the Norwich Selectboard Meeting of Wednesday, February 28, 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 Hall: Marcia Calloway, Chair; Priscilla Vincent; Pam Smith.

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

Also Participating: Town Manager Brennan Duffey, Jeff Lubell, Lucinda Walker, Aaron Lamperti, Lynnwood Anderson, Jack Cushman

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

Agenda. • Layton moved to amend the agenda to include discussion of letter of support for Norwich Library grant and a discussion of scheduling organizational meeting; seconded by Vincet. Motion passed unanimously.

Public Comment made by Jeff Lubell.

Approve Draft Meeting Minutes.

Layton moved (2nd Vincent) to approve the minutes of January 20, 2024. Motion passed unanimously.

Layton moved (2nd Smith) to approve the minutes of January 24, 2024 as amended. Motion passed unanimously

Layton moved (2nd Vincent) to approve the minutes of February 14, 2024. Motion passed unanimously.

AP Warrants

Layton moved (2nd Vincent) to approve AP Warrant number 1101 in the amount of \$ 120,615.47 to be paid from the General Fund. Motion passed unanimously

Layton moved (2nd Vincent) to approve AP Warrant number 1102 in the amount of \$ 4,859.79 to be paid from the Operational Performance and Development Fund # 51. Motion passed unanimously

Layton moves (2nd Vincent) to approve AP Warrant number 1104 in the amount of \$ 5,489,405.47 to be paid from the General Fund. Motion passed unanimously.

4A) Discussion of letter of support for Norwich Library Grant

Layton moved (2nd Arnold) to approve and endorse a letter of support for the U.S. Treasury capital projects fund for libraries to be signed by the town manager. Motion passed unanimously.

4B) Discussion of Organizational meeting scheduling.

Layton moved (2nd Vincent) that an organizational selectboard meeting be scheduled for March 6 at 6:30 pm. Motion passed unanimously.

5) Preferred Siting Letter Lamperti-Eanet at 557 New Boston Road

Arnold moved (2nd Layton) to authorize the signing of a preferred site letter for a solar array on property owned by Lamperti-Eanet at 557 New Boston Road. Motion Passed. Yes: Arnold, Calloway, Layton, Vincent. Abstain: Smith

6) Commission Appointments

Arnold moved (2nd Layton) to appoint Lynnwood Andrews as the Norwich representative to the Upper Valley Local River Subcommittee of the Connecticut River Joint Commission. Motion passed unanimously.

The Board agreed to re-order the agenda.

7) Collective Bargaining Union Contract.

Layton moved (2nd Vincent) 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). Motion passed unanimously.

Layton moved (2nd Vincent) to enter Executive Session under 1 V.S.A. § 313(a)(1)(B) to discuss labor relations agreements with employees, and under 1 V.S.A. § 313(a)(1)(A) to discuss contract issues, and to invite Town Counsel and the Town Manager.

The Board moved into executive session at 7:35 PM.

Arnold moved (2nd Layton) to enter public session. Motion passed unanimously.

The Board entered public session at 8:08 PM.

Vincent (2nd Layton) moved to ratify the FY24-FY28 Renewal Collective Bargaining Agreement, and the related Memorandum of Agreement, with New England Police Benevolent Association. Motion passed unanimously.

8) Review and Discussion of financial implications for non-bargaining and bargaining employees.

The Board discussed the financial implications for non-bargaining and bargaining employees and agreed to table for future discussion.

9) Preparation of Selectboard Town Meeting Presentation

The Board discussed the presentation and offered suggestions for edits. The Board agreed to have Brennan Duffy offer the presentation for the town at the informational session.

10) Norwich Inn Liquor License

Layton moved (2nd Vincent) to recess the meeting of the selectboard for the purpose of executing the duties of the local control commissioners under authority of 7 V.S.A. § 167 et seq. Motion approved unanimously.

The Selectboard meeting was recessed at 9:38

Layton moved (2nd Vincent) to approve the Second Class License, application number 37377, for Green Visions, LLC, Doing Business as the Norwich Inn. Motion approved unanimously.

Layton moved (2nd Vincent) to approve the Third Class Restaurant/Bar License, application number 37376, for Green Visions, LLC, Doing Business as the Norwich Inn. Motion approved unanimously.

Layton moved (2nd Vincent) to approve the Outside Consumption Permit, application number 37373, for Green Visions, LLC, Doing Business as the Norwich Inn. Motion approved unanimously.

Layton moved (2nd Vincent) to close the Norwich Liquor Commission session and reconvene the Selectboard meeting. Motion approved unanimously.

The Selectboard meeting reconvened at 9:41 PM

8) Update on Listers

Calloway moved (2nd Layton) to find that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage pursuant to 1 V.S.A. § 313(a)(1). Motion passed unanimously.

Calloway moved to enter executive session pursuant 1 V.S.A. § 313(a)(1)(f) for the purposes of providing professional legal services to the body and to invite the town manager. Motion passed unanimously.

The Board entered executive session at

Arnold moved (2nd Layton) to enter public session. Motion passed unanimously.

The Board entered public session at 10:59 PM

Discussion Item:

Town Manager Report

Adjournment

Layton (2nd Vincent) moved to adjourn. Motion passed unanimously.

Meeting adjourned at 11:34 pm

Submitted by Roger Arnold

From: [Pam Smith](#)
To: [Miranda Bergmeier](#)
Cc: [Brennan Duffy](#)
Subject: February 28, 2024 Minute Corrections
Date: Monday, March 18, 2024 10:22:19 AM

To all,

I appreciate Roger's willingness to write up the minutes of the February 28 meeting, however, I did note that there is a missing motion that was offered at 11:00pm following the Executive Session to consider the Listers request for a change in compensation. In addition, the SB agreed that In the absence of a written report from the Town Manager, the content of his report would be included in the minutes. Therefore, I offer the following additions to the February 28, 2024 minutes after the SB returned from Executive Session:

Motion by Calloway to follow past practice of including the proposed compensation for Listers in the annual budget to be voted by the registered voters of Norwich at the August 2024 election to allow the voters to decide if the method of remuneration will remain stipend or become an hourly wage (2nd Smith). Unanimous.

Town Manager Report

Finance Office: 1) has completed tax collection and closed out the tax year with the issuance of the Delinquent Tax Report; 2) working with Sullivan & Powers on the Single Audit; 3) the VLCT wage survey has been completed and submitted; 4) the Workman's Compensation Audit is underway; 5) gather certificates of insurance for 1099 vendors; 6) the Finance Director has been reviewing the wording of the Master Financial Policy for possible suggested revisions; 7) reconciliation of the balance sheet with NEMRC; and, 8) doing lien release research tied to records in the Town Clerk's office.

Planning & Zoning: The candidate for Planning Director has declined the offer. The position will be advertised again with a deadline to apply of March 31, 2024.

Police Department: 1) a PACIF grant will be sought for a messaging board to get out public information for events such as road closures; 2) road closure and event policy and a template for requests; 3) the body cam order has been approved and submitted; 3) a conditional offer has been made to a candidate for the Administrative Assistant in the Police Department; 4) a second crossing guard candidate has been identified; 5) Coffee with a Cop was held in February; and, 6) a meeting was held with area mental health professionals.

Town Clerk: they have been busy preparing for the informational meeting for Town Meeting and the election.

DPW: 1) Spring weight limits have been posted on Town roads; 2) the new tractor has been ordered, which is expected in early April; 3) structures and paving grants have been prepared; 4) requests for bids for culvert replacement this summer will be sent out soon.

Recreation: Good Life Camp has sold out; 2) mud season and other indoor activities; sports camps throughout the summer are being developed.

Town Manager's Office: 1) Town Reports are in; 2) MERP Energy Audit has been completed with a blower test with a report expected within the next 2-4 weeks; 3) architectural work on TH will be postponed until the energy audit results are received; 4) CBA has been complete; 5) Hemlock Road change order has been sent to Stantec; 6) pedestrian corridor is being discussed with DuBois & King; 7) the affordable housing initiative for the CDCP grant is underway with the warning for a public meeting will be going out soon; and 8) preparation for

the informational session for Town Meeting is underway.

Respectfully submitted,

Pam Smith

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

**DRAFT Minutes of the Norwich Selectboard Organizational Meeting of
Wednesday, March 6, 2024**

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

Members: Roger Arnold (via Zoom), Marcia Calloway, Mary Layton, Pamela Smith and Priscilla Vincent in person at Tracy Hall

Others Participating: Brennan Duffy, Town Manager; Cheryl Lindberg, Treasurer; Will Smith; and Nan Carroll.

Town Manager, Brennan Duffy, acting as Chair Pro-Tempore, called the meeting to order at 6:32 pm with welcoming remarks and an introduction of the members of the Selectboard.

1. Election of Chair

Duffy opened the nominations for the position of Chair. Layton moved to nominate Calloway (no 2nd required). Vincent moved to nominate Smith (no 2nd required). Following extensive discussion of both candidates and the role of Chair, Duffy called for a vote on the motion to nominate Calloway. Yes: Calloway and Layton; No: Arnold, Vincent and Smith. Duffy then called for a vote on the nomination of Smith. Yes: Arnold, Vincent and Smith; No: Calloway and Layton. Duffy then turned the meeting over to Smith to continue as the newly-elected Chair.

2. Election of Vice Chair

Smith asked for nominations for the office of Vice-Chair. Calloway moved to nominate Layton (no 2nd required). Smith moved to nominate Vincent (no 2nd required). After some discussion, Arnold nominated Calloway (no 2nd required). Calloway responded, "I don't think that it [her serving as Vice-Chair] would be effective at all because Pam doesn't listen very well so I wouldn't be useful". Smith noted that historically a newly-elected member of the Board had been voted as the Vice-Chair. This didn't happen in October 2022 when Calloway became the Chair with Layton as Vice-Chair or in March 2023 at the SB Organizational Meeting. Nan Carroll asked what is the role of the Vice-Chair. Smith called on Layton to explain how she has viewed her role as Vice-Chair. Smith said that we have 3 nominations on the table: Layton, Vincent, and Calloway. Calloway then clarified that she declined. Smith called for the vote on Layton. Yes: Arnold, Calloway and Layton; No: Vincent and Smith. Layton being voted Vice-Chair, Smith closed the voting.

3. Agenda Review

Motion by Layton to approve the agenda as presented (2nd Vincent). Unanimous

4. Selection of Official Town Newspaper

Motion by Layton to select the Valley News as the official Town newspaper (2nd Vincent). Unanimous.

5. Set Selectboard Regular Meeting Schedule, Time, Participation

Motion by Layton to set the regular meeting schedule of the Norwich Selectboard on the 2nd and 4th Wednesday of each month at 6:30pm except for the second meeting in November being held on Tuesday, the 26th and the second meeting in December being held on the 18th with a hybrid meeting format unless warned as remote only (2nd Vincent). Unanimous.

6. Authorize the Chair and/or the Vice-Chair to Sign Payroll Warrants.

Motion by Layton to authorize the Chair and/or the Vice-Chair to sign payroll warrants (2nd Vincent). Unanimous.

7. Authorize the Chair and/or Vice-Chair to sign AP Warrants Off Cycle

Motion by Layton to authorize the Chair and/or Vice-Chair to sign AP warrants off cycle (2nd Vincent). Cheryl Lindberg asked if the motion included the requirement to have the off-cycle warrants included in the next SB packet. Smith offered a friendly amendment to include off-cycle warrants in the next packet. Layton and Vincent accepted the friendly amendment. Unanimous.

8. Adopt Procedure for Receipt of Correspondence

Vincent asked about the use of the Selectboard email address and whether that was an effective way to communicate with the SB. Smith said she was in favor of having a distribution list that functions in the background that would send any email to all SB members because of her past experience when the SB didn't receive correspondence sent to that email address. Arnold said he wants the Selectboard@norwich.vt.us emails to continue to go to the Town Manager's office. Motion by Layton to adopt the receipt of correspondence procedure as presented (2nd Vincent). Unanimous.

9. Adopting the Rules of Procedure

The Board looked at the agreement and decided to remove two sentences from the document. Under "Statutory Authority" the following wording will be removed:

"A printed copy of these statutes will be compiled and located in the physical meeting room for each selectboard meeting and will be appended to these rules and found on the Town of Norwich Selectboard website at <http://norwich.vt.us/selectboard-policies/>."

Under Meetings, Item #4 the following wording will be removed: ***"If a quorum or more of the body attend a meeting (regular, special or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting, except where act of law otherwise allows."***

Motion by Layton (2nd Vincent) to adopt the Rules of Procedure as amended.
Unanimous. Smith will prepare the revised document for the March 13, 2024, packet.

10. Other Organizational Business, if any

Members discussed items that they wish to see on a future agenda. A lengthy discussion took place about the Town Manager’s request to discuss wage parity between CBA and non-CBA employees at the March 13, 2024 meeting. The Town Manager was directed to prepare documentation regarding the financial impact of this proposed change along with providing all SB members a copy of the draft of the wage study developed by the contractor. If these materials can be ready for the March 13 packet, this can be added to that agenda. If not ready, the agenda item will be added to March 27 or whenever the Town Manager informs the SB that he has the requested materials ready for inclusion in a future SB packet. Smith also stated that the Board needs to decide if they want the Town Manager to prepare a revision of the Grade and Step chart contained in the Condrey Report to reflect his proposed changes.

Layton expressed concern about how the motion sheet will be developed for future meetings. Duffy said that it is not in the job description for the Assistant Town Manager to help prepare the motion sheet. Duffy further stated that neither he nor the Assistant Town Manager have the time to help put together the motion sheet or the agenda. Smith asked Duffy to make the Assistant Town Manager job description available on the Town website so that the SB can understand the duties of this position.

Town Meeting Results

Smith stated that everything passed at Town meeting and that no motion is needed.

Public Comments for Items not on the Agenda

There were no public comments.

Future Meeting Dates and Potential Topics

Smith stated that she will develop the agenda for the meeting on March 13, 2024.

Adjournment

Layton moved (2nd Vincent) to adjourn at 8:17pm. Unanimous.

Respectfully submitted,

Pamela T. Smith
Selectboard Chair

Approved _____, 2024

Norwich Selectboard Regular Meeting Minutes

March 13, 2024

Select Board members present: Roger Arnold, Marcia Calloway, Mary Layton, Pam Smith, Priscilla Vincent

Active Participants: Town Manager Brennan Duffy, Cheryl Lindberg, Mary Gorman, Christian Spaulding, Jaan Laaspere, Alex Northern

The meeting was called to order by the Chair at 6:33 pm.

Item #1 Approval of the agenda

Vincent moved, second by Layton to approve the agenda as amended.

Vote: Yes, Unanimous

Item #2 Adoption of Selectboard Rules of Procedure

Layton moved, second by Vincent to adopt the Selectboard Rules of Procedure as presented. Vote: Yes, Unanimous

Item #3 Chair's Report

Chair Pam Smith called for collegial interactions at the meetings. A three minute limit is asked for public comment. The meeting agendas will be developed as a joint effort of the Selectboard Chair and Vice Chair, the Town Manager and Assistant Town Manager. Agenda items can be suggested by Selectboard members and placed on the agenda if three members agree.

Item #4 Public Comments

There were no public comments.

Item #5 Adoption of Local Emergency Management Plan (LEMP)

Layton moved, second by Vincent to adopt the Local Emergency Management Plan and to authorize the appropriate signatures as required.

Vote: Yes, Unanimous

Item #6 Interview Applicants for Planning Commission

Applicants Mary Gorman and Christian Spaulding attended via Zoom and in person respectively. Rob Gear was out of town and without internet and was not able to attend. The applicants present were invited to state their interest in serving on the Planning Commission. Selectboard members asked questions and then conducted a straw poll to indicate their reasoning for supporting their candidate of choice. Reasoning included support of a candidate Spaulding as someone with a

health policy background, new to town with a young family (a fresh perspective) vs. candidate Gorman who has extensive planning experience via the Provost's Office at Dartmouth. Spaulding was encouraged to apply for upcoming openings on the Planning Commission or other Committees. Gere was appreciated for other service to the Town. Jaan Laaspere, Chair of the Planning Commission noted that future openings are populated by members who intend to be considered for reappointment, and that the Planning Commission supports their reappointment.

Calloway moved, second by Vincent to appoint Mary Gorman to the Planning Commission for the unexpired term ending April 2027.

Vote: Yes: Layton, Vincent, Calloway, Smith. No: Arnold

Item #7 Selectboard Goals

The Selectboard held a wide ranging discussion with input from the Town Manager about a multifaceted list of oversight and policy goals. The Chair will compile the list which the Selectboard will prioritize at the March 27th meeting. Calloway suggested that the best way to plan was to refer to the specific terms laid out in the Town Manager's contract. Clearly understood and accepted boundaries regarding the responsibilities of the Selectboard versus the Town Manager would be helpful. It was noted as true in the past that dealing with daily email and interruptions eats up the Town Manager's time, and that development and production of the packet are very time consuming. Arnold suggested that the packet could be an opportunity for enhanced communication and leadership. Cheryl Lindberg advocated for yearly review of all policies.

Item #8 Goals for the Town Manager

Town Manager Duffy enumerated several goals in which he will be actively involved this spring, including the following:

- 1) Continued revision of the Personnel Policy by a process that involves the Selectboard in a policy decision regarding parity of pay and benefits for non-Union employees, consideration of the format of the wage chart as informed by the results of the Compensation Study and the ratification of the Collective Bargaining Agreement, and study of the Condrey report.
- 2) The Tracey Hall renovation plan. A recent energy audit and an evaluation by architects Studio Nexus are moving along and should inform Selectboard decisions about a timeline and scope of renovations in the near future.
- 3) Hiring to fill vacant positions continues to be critical
- 4) It appears to be most workable for Selectboard questions for the Town Manager to be considered by the entire board for approval rather than having individual members approach the TM.

The Select board identified several goals: Develop a Calendar of Known Deadlines, do not get in the weeds, keep the big picture and the TM's contract terms in mind. The second meeting of the month after the monthly department head meetings seems logical for the TM written report, which will include bullet points that can be expanded on verbally at the meeting if needed. All

agreed that moving away from a sense of reaction to the crisis of the moment would be very helpful.

Item #9 Approval of February 28, 2024 minutes

This item was tabled pending corrections that need to be in the next packet.

Item #10 Cure Open Meeting Law Violation

There was wide ranging discussion about the exact procedure to follow in order to “cure” this violation.

Layton moved, second by Vincent to cure the Open Meeting Law violation created by the late posting of the Selectboard minutes of February 28, 2024, and to commit to timely postings of all Selectboard draft minutes in the future.

Vote: Yes: Layton, Vincent, Smith. No: Calloway. Abstain: Arnold

Item #11 Approval of AP Warrant

Layton moved, second by Calloway to approve AP Warrant number 1105 in the amount of \$115,721.15.05 to be paid from the General Fund.

Vote: Yes, Unanimous

Layton moved, second by Vincent to approve AP Warrant number 1106 in the amount of \$9,763.31 to be paid from Reappraisal Fund #12.

Vote: Yes, Unanimous

Item #12 Receipt of Correspondence

Layton moved to accept the receipt of all correspondence as presented in the packet.

Vote: Yes, Unanimous

Item #15 Naming of Town Parcel

Layton moved, second by Vincent to officially name Parcel 20-242.000 owned by the Town of Norwich and consisting of 37.09 acres as the Milton Frye Nature Area, as requested by the Norwich Conservation Commission in their correspondence contained in the May 10, 2023 Selectboard packet. Vote: Yes, Unanimous

Item #16 Committee and Department Head Reports

Tabled - Department Head Reports are typically in the packet for the 4th Wednesday.

Item #17 Adjournment

Vincent moved, second by Layton to adjourn the meeting at 9:29 pm.

Vote: Yes, Unanimous

Minutes taken by Mary Layton

From: [Pam Smith](#)
To: [Miranda Bergmeier](#)
Cc: [Brennan Duffy](#)
Subject: Correction to March 13, 2024 Minutes
Date: Monday, March 18, 2024 10:29:56 AM

To all,

My thanks to Mary Layton for volunteering to take the March 13 minutes. I would like to suggest a few small corrections to these minutes.

Item #1 Approval of the Agenda - I would like to add:
Items 9, 14 and 16 were tabled until the March 27 meeting.

There were a few names misspelled which should be corrected and the amount of AP Warrant #1105 should be corrected to be \$115,721.15.

Respectfully,

Pam Smith

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

03/21/24
02:24 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1107 Current Prior Next FY Invoices
For Check Acct 03(General) All check #s 03/27/24 To 03/27/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	01/03/24	ADVANCE AUTO PARTS DPW-EXHAUST FLUID 084400301443	01-5-703405.00 PETROLEUM PRODUCTS	89.70	14411	03/27/24
ADVANCE	01/03/24	ADVANCE AUTO PARTS DPW-HYDRAULIC FLUID 084400301460	01-5-703405.00 PETROLEUM PRODUCTS	340.35	14411	03/27/24
ADVANCE	01/03/24	ADVANCE AUTO PARTS DPW-DIESEL FUEL SUPLEMENT 084400313896	01-5-703405.00 PETROLEUM PRODUCTS	131.28	14411	03/27/24
ADVANCE	01/11/24	ADVANCE AUTO PARTS DPW-HYDRAULIC FLUID 084401160755	01-5-703405.00 PETROLEUM PRODUCTS	204.21	14411	03/27/24
ADVANCE	01/15/24	ADVANCE AUTO PARTS DPW-DIESEL EXHAUST FLUID 084401501970	01-5-703405.00 PETROLEUM PRODUCTS	179.40	14411	03/27/24
ADVANCE	01/16/24	ADVANCE AUTO PARTS DPW-SUPER DUTY GREASE 084401660913	01-5-703403.00 PARTS & SUPPLIES	107.80	14411	03/27/24
ADVANCE	01/18/24	ADVANCE AUTO PARTS DPW-BATTERIES 084401802129	01-5-703403.00 PARTS & SUPPLIES	338.78	14411	03/27/24
ADVANCE	01/23/24	ADVANCE AUTO PARTS DPW-SYNTHETIC OIL 084402314292	01-5-703405.00 PETROLEUM PRODUCTS	117.60	14411	03/27/24
ADVANCE	01/26/24	ADVANCE AUTO PARTS DPW-HYDRAULIC FLUID 084402684470	01-5-703405.00 PETROLEUM PRODUCTS	272.28	14411	03/27/24
Check Total				1781.40		
ADS	03/07/24	AGENCY OF DIGIITAL SERVIC PD-MICROSOFT 365 70028585	01-5-500536.00 DISPATCH SERVICES	1546.70	14412	03/27/24
ANYTIME	01/20/24	ANYTIME CARPET CARE & CLE PD-STATION CLEANING 963710	01-5-485304.00 CLEANING	410.00	14413	03/27/24
ANYTIME	02/04/24	ANYTIME CARPET CARE & CLE PD-STATION CLEANING 963713	01-5-485304.00 CLEANING	410.00	14413	03/27/24
ANYTIME	02/17/24	ANYTIME CARPET CARE & CLE PD-STATION CLEANING 963723	01-5-485304.00 CLEANING	410.00	14413	03/27/24
ANYTIME	03/02/24	ANYTIME CARPET CARE & CLE PD-STATION CLEANING 963725	01-5-485304.00 CLEANING	410.00	14413	03/27/24
ANYTIME	03/16/24	ANYTIME CARPET CARE & CLE PD-STATION CLEANING 963733	01-5-485304.00 CLEANING	410.00	14413	03/27/24
Check Total				2050.00		
BERLINFD	03/16/24	BERLIN VOLUNTEER FIRE DEP FD-DEMBINSKI CLASS 3-02242024	01-5-555338.00 FIRE EDUC/TRAINING	200.00	14414	03/27/24
BCBS	03/03/24	BLUE CROSS/BLUE SHIELD OF TH-APRIL '24 HEALTH INS 178854584	01-5-500123.00 HEALTH INS	-1821.84	14415	03/27/24
BCBS	03/03/24	BLUE CROSS/BLUE SHIELD OF TH-APRIL '24 HEALTH INS 178854584	01-5-500123.00 HEALTH INS	-1821.84	14415	03/27/24
BCBS	03/03/24	BLUE CROSS/BLUE SHIELD OF TH-APRIL '24 HEALTH INS 178854584	01-5-005123.00 HEALTH INSUR	5274.60	14415	03/27/24
BCBS	03/03/24	BLUE CROSS/BLUE SHIELD OF TH-APRIL '24 HEALTH INS 178854584	01-5-500123.00 HEALTH INS	753.86	14415	03/27/24
BCBS	03/03/24	BLUE CROSS/BLUE SHIELD OF TH-APRIL '24 HEALTH INS 178854584	01-5-704123.00 HEALTH INSURANCE	2276.66	14415	03/27/24
BCBS	03/03/24	BLUE CROSS/BLUE SHIELD OF TH-APRIL '24 HEALTH INS 178854584	01-5-100123.00 HEALTH INS	4072.41	14415	03/27/24

03/21/24
02:24 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1107 Current Prior Next FY Invoices
For Check Acct 03 (General) All check #s 03/27/24 To 03/27/24

Page 2 of 6
ashleyw

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
BCBS	BLUE CROSS/BLUE SHIELD OF	03/03/24	TH-APRIL '24 HEALTH INS 178854584	01-5-200123.00 HEALTH INS	2038.31	14415	03/27/24
BCBS	BLUE CROSS/BLUE SHIELD OF	03/03/24	TH-APRIL '24 HEALTH INS 178854584	01-5-703123.00 HEALTH INSUR	7115.71	14415	03/27/24
BCBS	BLUE CROSS/BLUE SHIELD OF	03/03/24	TH-APRIL '24 HEALTH INS 178854584	01-5-500123.00 HEALTH INS	743.58	14415	03/27/24
BCBS	BLUE CROSS/BLUE SHIELD OF	03/03/24	TH-APRIL '24 HEALTH INS 178854584	01-5-555123.00 HEALTH INSURANCE	2140.71	14415	03/27/24
Check Total					20772.16		
SWENBR	BRIE SWENSON	03/21/24	P&R-ASSORTED SUPPLIES 321EMPREIMB	01-5-425211.00 EQUIPMENT	384.07	14416	03/27/24
SWENBR	BRIE SWENSON	03/21/24	P&R-ASSORTED SUPPLIES 321EMPREIMB	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	183.85	14416	03/27/24
Check Total					567.92		
BUSINESS	BUSINESS CARD	01/06/24	TH-DEC '24 INTEREST 106INTEREST	01-5-005900.00 MISCELLANEOUS	9.88	14417	03/27/24
BUSINESS	BUSINESS CARD	01/24/24	DPW-REGISTRATION REGISTRA 124REGISTR	01-5-703515.00 ADMINISTRATION	15.00	14417	03/27/24
BUSINESS	BUSINESS CARD	02/06/24	TH-JAN '24 INTEREST 206INTEREST	01-5-005900.00 MISCELLANEOUS	16.74	14417	03/27/24
BUSINESS	BUSINESS CARD	03/06/24	TH-FEB '24 INTEREST 306INTEREST	01-5-005900.00 MISCELLANEOUS	1.65	14417	03/27/24
Check Total					43.27		
CASELLA	CASELLA WASTE SERVICES	02/26/24	DPW-DEMOLITION 0901785	01-5-705306.00 C & D WASTE DISPOSAL	952.65	14418	03/27/24
CASELLA	CASELLA WASTE SERVICES	03/01/24	DPW-FEB '24 RECYCLE 0904305	01-5-705308.00 FOOD WASTE DISPOSAL	1443.21	14418	03/27/24
CASELLA	CASELLA WASTE SERVICES	03/01/24	DPW-FEB '24 RECYCLE 0904305	01-5-705305.00 RECYCLING	2537.34	14418	03/27/24
CASELLA	CASELLA WASTE SERVICES	03/01/24	DPW-FEB '24 TRASH 0904306	01-5-705303.00 MUNICIPAL SOLID WASTE	4370.16	14418	03/27/24
CASELLA	CASELLA WASTE SERVICES	03/01/24	DPW-FEB '24 TRASH 0904306	01-5-705306.00 C & D WASTE DISPOSAL	524.60	14418	03/27/24
Check Total					9827.96		
CCI	CCI MANAGED SERVICES	03/01/24	TH-MARCH '24 TECH SUPPORT CW-58666	01-5-275632.00 SERVER MAINTENANCE	2794.59	14419	03/27/24
LINDBERG	CHERYL A LINDBERG	03/12/24	LISTERS-ASSRTD SUPPLIES 312EMPREIMB	01-5-300610.00 OFFICE SUPPLIES	47.95	14420	03/27/24
LINDBERG	CHERYL A LINDBERG	03/12/24	LISTERS-CHERYL TO PARCEL 312MLGREIMB	01-5-300580.00 MILEAGE REIMB	7.37	14420	03/27/24
Check Total					55.32		

03/21/24
02:24 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1107 Current Prior Next FY Invoices
For Check Acct 03(General) All check #s 03/27/24 To 03/27/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
CINTAS	02/29/24	DPW-CHECK & RESTOCK 5199940693	01-5-703507.00 SUPPLIES	95.11	14421	03/27/24
COMCAST	03/01/24	PD-MARCH '24 INTERNET 30124PDINT	01-5-485238.00 PHONE & INTERNET	496.53	14422	03/27/24
COMCAST	03/06/24	TH-APRIL '24 INTERNET 306THINT	01-5-275632.00 SERVER MAINTENANCE	24.95	14422	03/27/24
Check Total				521.48		
DEADRIVER	03/12/24	FD & TH-HEATING OIL 74970664623	01-5-706103.00 HEATING	878.88	14423	03/27/24
DEADRIVER	03/12/24	FD & TH-HEATING OIL 74970664623	01-5-555538.00 PETROLEUM PRODUCTS	679.01	14423	03/27/24
Check Total				1557.89		
DINGEE	03/07/24	FD-REPLACE PARTS 9397	01-5-555528.00 FIRE TRK R & M	1786.49	14424	03/27/24
DINGEE	03/11/24	FD-CONTROLLER 9399	01-5-555528.00 FIRE TRK R & M	910.00	14424	03/27/24
Check Total				2696.49		
EMS D9	03/09/24	FD-NORTHERN & WOLFSON CLSS 309CLASS	01-5-555340.00 EMS EDUC/TRNG	115.00	14425	03/27/24
EVANSMOTO	03/05/24	DPW-DIESEL & REG GAS 0060917-IN	01-5-703405.00 PETROLEUM PRODUCTS	1658.15	14426	03/27/24
EVANSMOTO	03/13/24	DPW-DIESEL 320 GALS 0061279-IN	01-5-703405.00 PETROLEUM PRODUCTS	963.11	14426	03/27/24
Check Total				2621.26		
FERGUSON	02/27/24	DPW-COLD PATCH 1209452	01-5-703211.00 ASPHALT PRODUCTS	123.30	14427	03/27/24
GATEKEEP	03/08/24	DPW-KEY SARGENT SO-63848	01-5-706113.00 REPAIRS & MAINTENANCE	7.00	14428	03/27/24
HAUN	03/08/24	DPW-THERMAL DYNAMICS 0000057569	01-5-703401.00 OUTSIDE REPAIRS	23.50	14429	03/27/24
IRVINGOIL	03/05/24	DPW-696.8 GALS PROPANE 445732	01-5-703503.00 PROPANE	964.72	14430	03/27/24
RICHJO	03/21/24	P&R-BASKETBALL OFFICIAL 321OFFICIAL	01-5-425214.00 REFERREE/UMPIRE	840.00	14431	03/27/24
TURMKO	03/21/24	P&R-JAN '24 BASKETBALL 321OFFICIAL	01-5-425214.00 REFERREE/UMPIRE	455.00	14432	03/27/24
LHS	03/13/24	TC-BALLOT PRINT & PROGRAM 80122	01-5-050538.00 POSTAGE	135.00	14433	03/27/24
LHS	03/13/24	TC-BALLOT PRINT & PROGRAM 80122	01-5-050550.00 PRINTING	3121.32	14433	03/27/24
LHS	03/13/24	TC-BALLOT PRINT & PROGRAM 80122	01-5-050655.00 VTG MCHN PROGRAMG	1552.00	14433	03/27/24
Check Total				4808.32		

03/21/24
02:24 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1107 Current Prior Next FY Invoices
For Check Acct 03(General) All check #s 03/27/24 To 03/27/24

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ashleyw

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
TRAJLI	LILY TRAJMAN	02/20/24 TC-REGION 1 ANNUAL MEETIN	01-5-100615.00	350.00	14434	03/27/24
		220EMPREIMB	DUES/MTGS/EDUC			
LUFKIN	LUFKIN GRAPHIC DESIGNS	03/08/24 TH-TOWN REPORT DESIGN	01-5-005310.00	2856.25	14435	03/27/24
		20601	TOWN REPORT			
MAYER	MAYER & MAYER	03/22/24 Payroll Transfer	01-2-001120.00	25.00	14436	03/27/24
		PR-03/22/24	EMPLOYEE JUDGEMENT ORDER			
OTIS	OTIS ELEVATOR COMPANY	03/11/24 TH-APRIL '24 ELVTOR MAINT	01-5-706107.00	322.22	14437	03/27/24
		100401507686	ELEVATOR MAINTENANCE			
SAUCPA	PAUL A SAUCIER	03/19/24 FD-TRUCK REPAIRS	01-5-555528.00	560.00	14438	03/27/24
		107	FIRE TRK R & M			
GRIGGSPET	PETER GRIGGS	03/08/24 FD-PETER EMERGENCY FUEL	01-5-555538.00	20.01	14439	03/27/24
		308EMPREIMB	PETROLEUM PRODUCTS			
PIERCY	PINZER PRODUCTIONS	03/17/24 P&R-SPEAKING ENGAGEMENT	01-5-425220.00	300.00	14440	03/27/24
		210556	SPECIAL EVENTS /SUPPLIES			
SABIL	SABIL & SONS INC	03/14/24 DPW-STATE INSPECTION	01-5-703401.00	110.00	14441	03/27/24
		11173	OUTSIDE REPAIRS			
SABIL	SABIL & SONS INC	03/14/24 DPW-STATE INSPECTION	01-5-703401.00	110.00	14441	03/27/24
		11175	OUTSIDE REPAIRS			
SABIL	SABIL & SONS INC	03/14/24 DPW-INSEPCION & REPAIRS	01-5-703403.00	592.55	14441	03/27/24
		11177	PARTS & SUPPLIES			
SABIL	SABIL & SONS INC	03/14/24 DPW-INSEPCION & REPAIRS	01-5-703401.00	635.00	14441	03/27/24
		11177	OUTSIDE REPAIRS			
SABIL	SABIL & SONS INC	03/14/24 DPW-STATE INSEPCION	01-5-703401.00	110.00	14441	03/27/24
		11178	OUTSIDE REPAIRS			
Check Total				1557.55		
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	03/15/24 TH-MARCH '24 SOLAR	01-5-706101.00	609.09	14442	03/27/24
		MARCH 24	ELECTRICITY			
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	03/15/24 TH-MARCH '24 SOLAR	01-5-705501.00	239.04	14442	03/27/24
		MARCH 24	ELECTRICITY			
Check Total				848.13		
SOLAIV	SOLAFLECT SOLAR PARK IV,	03/15/24 TH-MARCH '24 SOLAR	01-5-575233.00	22.36	14443	03/27/24
		2403_01	TOWER POWER			
SOLAIV	SOLAFLECT SOLAR PARK IV,	03/15/24 TH-MARCH '24 SOLAR	01-5-500204.00	84.41	14443	03/27/24
		2403_01	SPEED SIGNS			
SOLAIV	SOLAFLECT SOLAR PARK IV,	03/15/24 TH-MARCH '24 SOLAR	01-5-705501.00	76.77	14443	03/27/24
		2403_01	ELECTRICITY			
SOLAIV	SOLAFLECT SOLAR PARK IV,	03/15/24 TH-MARCH '24 SOLAR	01-5-485233.00	698.86	14443	03/27/24
		2403_01	ELECTRICITY			
SOLAIV	SOLAFLECT SOLAR PARK IV,	03/15/24 TH-MARCH '24 SOLAR	01-5-706115.00	17.60	14443	03/27/24
		2403_01	BNDSTND/SIGN/EVCH ELECTRI			
Check Total				900.00		
STANTEC	STANTEC CONSULTING SERVIC	10/23/23 DPW-HEMLOCK RD FEMA	01-5-703703.00	6919.50	14444	03/27/24
		2147559	FEMA GRANT			
STANTEC	STANTEC CONSULTING SERVIC	02/29/24 DPW-HEMLOCK RD FEMA	01-5-703703.00	3973.40	14444	03/27/24
		2202007	FEMA GRANT			
Check Total				10892.90		

03/21/24

02:24 pm

Town of Norwich Accounts Payable
 Check Warrant Report # 1107 Current Prior Next FY Invoices
 For Check Acct 03(General) All check #s 03/27/24 To 03/27/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
STATELINE	03/12/24	STATELINE SPORTS, LLC P&R-ASSRTD SUPPLIES 6918	01-5-425211.00 EQUIPMENT	431.00	14445	03/27/24
STITZEL	03/19/24	STITZEL PAGE & FLETCHER P TH-FY24 NEPBA NEGOTIATION 81942	01-5-005305.00 LEGAL	5762.25	14446	03/27/24
TOP STITC	01/09/24	TOP STITCH EMBROIDERY, IN PD-EMBROIDER APPAREL 408790	01-5-500583.00 UNIFORMS CLEANING	382.60	14447	03/27/24
HARTFORD	10/30/23	TOWN OF HARTFORD PD-OCT '23 VERIZON BRBAND 13602	01-5-500536.00 DISPATCH SERVICES	602.87	14448	03/27/24
HARTFORD	11/30/23	TOWN OF HARTFORD PD-NOV '23 VERIZON BRBAND 13613	01-5-500536.00 DISPATCH SERVICES	773.44	14448	03/27/24
HARTFORD	12/31/23	TOWN OF HARTFORD PD-DEC '23 VERIZON BRBAND 13794	01-5-500536.00 DISPATCH SERVICES	602.38	14448	03/27/24
HARTFORD	02/26/24	TOWN OF HARTFORD PD-JAN '24 VERIZON BRBAND 13862	01-5-500536.00 DISPATCH SERVICES	752.57	14448	03/27/24
HARTFORD	03/14/24	TOWN OF HARTFORD PD-FEB '24 VERIZON BRBAND 13929	01-5-500536.00 DISPATCH SERVICES	880.05	14448	03/27/24
Check Total				3611.31		
TWORIVERS	03/15/24	TWO RIVERS - OTTAUQUECHEE P&Z-KYLE PROJECT #10-630 24-124	01-5-350580.00 MILEAGE REIMB	26.20	14449	03/27/24
TWORIVERS	03/15/24	TWO RIVERS - OTTAUQUECHEE P&Z-KYLE PROJECT #10-630 24-124	01-5-350110.00 PLAN ADMIN WAGE	6672.28	14449	03/27/24
Check Total				6698.48		
UNIFIRST	03/11/24	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070308246	01-5-703311.00 UNIFORMS	297.97	14450	03/27/24
UNIFIRST	03/11/24	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070308246	01-5-704311.00 UNIFORMS	60.00	14450	03/27/24
UNIFIRST	03/18/24	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070310123	01-5-703311.00 UNIFORMS	297.97	14450	03/27/24
UNIFIRST	03/18/24	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070310123	01-5-704311.00 UNIFORMS	60.00	14450	03/27/24
Check Total				715.94		
UNITED AG	03/19/24	UNITED AG & TURF NE, LLC DPW-REPAIRS 1393953A	01-5-703401.00 OUTSIDE REPAIRS	4582.00	14451	03/27/24
UNITED AG	03/19/24	UNITED AG & TURF NE, LLC DPW-REPAIRS 1393953A	01-5-703403.00 PARTS & SUPPLIES	10737.38	14451	03/27/24
Check Total				15319.38		
USBANK	03/15/24	US BANK TH-LOAN VMBBNOR176 315LOAN	01-5-800235.00 DEBT INTEREST	21838.55	14452	03/27/24
VALLEYNEW	03/16/24	VALLEY NEWS TH-JOB OPENING AD 943572	01-5-005540.00 ADVERTISING	141.50	14453	03/27/24
VERIZWIRE	03/04/24	VERIZON WIRELESS TH-FEB '24 CELL PHONES 9958329452	01-5-005532.00 T MNGR CELL PHONE	40.40	14454	03/27/24

03/21/24

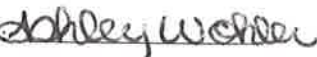
02:24 pm

Town of Norwich Accounts Payable
 Check Warrant Report # 1107 Current Prior Next FY Invoices
 For Check Acct 03(General) All check #s 03/27/24 To 03/27/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
VERIZWIRE	03/04/24	VERIZON WIRELESS TH-FEB '24 CELL PHONES	01-5-555625.00	80.41	14454	03/27/24
		9958329452	TELEPHONE & INTERNET			
VERIZWIRE	03/04/24	VERIZON WIRELESS TH-FEB '24 CELL PHONES	01-5-500501.00	161.60	14454	03/27/24
		9958329452	ADMINISTRATION			
VERIZWIRE	03/04/24	VERIZON WIRELESS TH-FEB '24 CELL PHONES	01-5-425127.00	40.40	14454	03/27/24
		9958329452	TELEPHONE			
Check Total				322.81		
VLCT	10/07/23	VERMONT LEAGUE OF CITIES TM-PAM MUNI BUDGET	01-5-005615.00	10.00	14455	03/27/24
		3390	DUES/MTS/EDUC			
VLCT	10/16/23	VERMONT LEAGUE OF CITIES TM-BRENNAN MUNI BUDGET	01-5-005615.00	10.00	14455	03/27/24
		3531	DUES/MTS/EDUC			
Check Total				20.00		
VTDEC	03/15/24	VT DEPARTMENT OF ENVIRONM DPW-PERMIT 8028-9040.AR	01-5-703515.00	1350.00	14456	03/27/24
		315PERMIT	ADMINISTRATION			
MISC	03/05/24	WADE COCHRAN TH-WADE TAX REIMB	01-5-005900.00	3.23	14457	03/27/24
		305TAXREIMB	MISCELLANEOUS			
HEALTHEQ	02/01/24	WAGWORKS, INC TH-JAN '24 COBRA ADMIN	01-5-005123.00	80.00	14458	03/27/24
		124-TR112178	HEALTH INSUR			
HEALTHEQ	03/01/24	WAGWORKS, INC TH-FEB '24 COBRA ADMIN	01-5-005123.00	40.00	14458	03/27/24
		224-TR112178	HEALTH INSUR			
Check Total				120.00		
Report Total				129817.50		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***129,817.50
 Let this be your order for the payments of these amounts.

Staff Accountant:


 Ashley Wohler

Town Manager:


 Brennan Duffy

SELECTBOARD:

 Pam Smith
 Chair

 Mary Layton
 Vice Chair

 Priscilla Vincent

 Roger Arnold

 Marcia Calloway

From: [Nan Carroll](#)
To: [Select Board](#)
Subject: A fresh start
Date: Thursday, March 7, 2024 5:01:03 PM

Congratulations to Mary Layton and Priscilla Vincent in their re-election to the Selectboard. And as always, thank you to all candidates who run and to the five SB members for serving.

The organizational meeting held the day after the election can be a bit of a "fresh start". Unfortunately, some of the negative behavior that is occasionally expressed by the public was in full view with one board member and the TM. I was shocked when our Town Manager, while running the SB meeting as the chair pro tem until a chair was nominated and elected, actually spoke out to enthusiastically endorse one of two candidates. The TM was completely out of line! I have attended countless board meetings of all types and never can I recollect this happening before, nor should it have happened at this meeting.

Given this is his first job as a Town Manager, I urge the board to work with him on and model respectful leadership and collaboration, and not accept him showing a preference of one elected official over another.

To add to the negative environment, after Marcia Calloway lost the election to serve as chair in a 3-2 vote, she was nominated to serve as vice chair. Rather than simply declining the nomination she literally denigrated the new chair by saying " I don't think it would be effective at all because I don't think Pam listens very well so I wouldn't be useful".

Please use this fresh start as just that. Show the town through example that the SB and TM can respectfully disagree, can stay within the boundaries of your roles, and eventually produce the best results you can. Your respectful behaviors may help others to do the same.

Thank you.

Nan Carroll
Norwich resident

From: [Steven Hepburn](#)
To: [Select Board](#)
Subject: Selectboard Rules of Procedure
Date: Friday, March 8, 2024 8:29:29 AM

Selectboard,

In your discussion and amendments of the Selectboard rules of procedure during the organizational meeting, specifically the requirement for there to be at least one physical meeting location when a quorum or more of the board are participating remotely, VT law still requires the public place to be available.

1 V.S.A. § 312 (a)(2)(D)

"If a quorum or more of the members of a public body attend a meeting without being physically present at a designated meeting location, the agenda required under subsection (d) of this section shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the public body, or at least one staff or designee of the public body, shall be physically present at each designated meeting location."

Link: [Vermont Laws](#)

I urge the board to take great care in ensuring all of our Town policies are clear, concise and in-line with all applicable VT laws.

Steven Hepburn
Wallace Farm Road

From: [Steven Hepburn](#)
To: [Select Board](#)
Subject: Resident Correspondence
Date: Friday, March 8, 2024 9:18:43 AM

Selectboard,

In policy and practice, I understand that all Resident Correspondence is included in a Selectboard packet, following the Procedure for Receipt of Resident Correspondence document.

During the Selectboard Organizational Meeting there was a serious allegation levelled by the new Selectboard Chair that the Assistant Town Manager is "gatekeeping" this correspondence, and speculating if there may be tens or hundreds of resident correspondence that don't make it into each packet. The evidence offered was a claim by the new Chair that she sent one email one year ago which did not make it into a packet.

There are many reasons that this could happen, assuming the email was written: technology failure on the sender or receiver end, that the email was from a sitting Selectperson, or an administrative oversight. It concerns me that our new Selectboard chair immediately suggests something more nefarious.

I urge all members of the Selectboard to put in the effort, I understand it is a lot, to get to know the Town staff, the policies, the procedures, and work through questions in a thoughtful, considered manner before bringing them to the board.

Please refrain from casting unevicenced aspersions against our town employees in our public meetings. It only serves to raise the temperature and cause unnecessary friction.

Steven Hepburn
Wallace Farm Road

From: [Kris Clement](#)
To: [Miranda Bergmeier](#); [Brennan Duffy](#); [Select Board](#)
Subject: Town of Norwich Mailing List
Date: Wednesday, March 13, 2024 10:32:51 AM

Hi Miranda,

I noticed that you posted Official Town business on the listserv (SB minutes, agendas, etc.) yet that same information was not also distributed via the Town email list as it has been for many years. Just wondering if this is a new policy, or can we expect to see the continued use of the official Town email list for the dissemination of public information?

Clearly we recognize that in order to avoid OML violations postings of this nature need only be placed on the Town website and on official designated bulletins. However, there are significant benefits to the dissemination of public information via the Town list as well. If the policy has changed, please let me know. Otherwise, I would be happy to bring this up during public comment and discuss with the members of the SB.

Thanks,
Kris

From: [Steven Hepburn](#)
To: [Select Board](#)
Subject: Open Meeting Law: Minutes & Aggrieved Parties
Date: Thursday, March 14, 2024 4:57:40 PM

Selectboard,

In your regular meeting on 3/14 there was a discussion on the inadvertent delay in posting draft minutes from a previous meeting on the town website.

Was there a violation of the Open Meeting Law? Yes, however small it may have been.

Was the Board Chair right to raise it as a discussion point and affirm her own commitment to complying and urging others to comply with the Open Meeting Law? Of course!

Was there a necessity for a selectboard motion saying to the effect that "this motion is a cure to the open meeting law violation"? No, while the board members are within their right to make any motions they like, let's please take care to ensure that motions are meaningful and effective. I don't believe this motion was required, nor did it have any meaningful effect on anything.

Vermont Open Meeting Laws in 1 V.S.A 314 requires "any person aggrieved by a violation of the provisions of this subchapter shall provide the public body written notice that alleges a specific violation of this subchapter and requests a specific cure of such violation."

The selectboard chair said that an email was sent by the chair to the other board members and the town manager/assistant manager. Is this email considered the "aggrieved person" providing the "public body written notice" and did it "request a specific cure"?

If so, and if the specific cure was for the minutes to be posted as soon as possible (which was already done) and for the board to consider the motion a cure (which would be a strange request), should the board chair have recused herself from the vote as she was also the "aggrieved person", just as the board member who was tardy with the minutes did?

If there was no specific cure requested by the "aggrieved party" the selectboard could either just accept the email with no specific action or reply and ask for the specific cure the party would request.

If the board chair was not the "aggrieved person", and no other member of the public was an "aggrieved person" who had "notified the public body", then there was no response or cure required under the Open Meeting law.

For those who have read or listened to this email, especially those who also listened to the select board discussion on this, I apologize. However there are two important points here:

- 1) Our selectboard members must familiarize themselves with applicable laws and apply them as best as they can in good faith, and consider deferring to those with more direct experience or town counsel if really necessary.
- 2) If a member of our select board has an issue with an action or inaction within the select

board, I urge you to resolve it in the least bureaucratic manner possible - talk to the individual, remind the board of their duties, ensure board policies are sufficient and sufficiently understood. In this situation a gentle reminder to all would have been just as effective. There was no need to initiate the first step towards a civil action against the selectboard by a selectboard member.

Steven Hepburn
Wallace Farm Road

From: [Pam Smith](#)
To: [Brennan Duffy](#)
Cc: [Miranda Bergmeier](#)
Subject: Town Manager's Report for March 27, 2024
Date: Friday, March 15, 2024 9:34:28 AM

Brennan,

As you know, I sent 3 requests to you several weeks ago requesting information. They were:
1) Stantec Bridge Report; 2) Contract with Stitzel, Page & Fletcher for legal services; and, 3) questions on the FY23 audit report.

I have received a copy of the Stantec Bridge Report digital file from Chris Kaufman, however, the other 2 requests have not been fulfilled. If at all possible, I would hope that these questions can be addressed in your Town Manager's Report on March 27. Of particular interest is how the "Deficiencies in Internal Control - Material Weaknesses" are being corrected. We will soon complete our 9th month in FY24 and I believe it is important for the Board to know that these weaknesses are being addressed.

In keeping with the discussion at the March 13, 2024 SB meeting regarding requests for information from SB members, I am requesting that this email be included in the next packet.

Respectfully,

Pam Smith, Chair

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

From: [Cheryl A Lindberg](#)
To: [Select Board](#)
Cc: [Brennan Duffy](#); [Pam Smith](#)
Subject: Town meeting minutes
Date: Monday, March 18, 2024 3:36:18 PM

Norwich Selectboard

It has been noticed that minutes from the 2023 Town meeting were not in the 2023 Town Report. They have been in the Town reports each year in addition to the voting results on the Warrant articles and elections.

Can the Selectboard confirm that the 2024 Town Meeting minutes will be included in the next Town Report?

Sincerely,
Cheryl A. Lindberg
Resident

From: [Cheryl A Lindberg](#)
To: [Select Board](#)
Cc: [Brennan Duffy](#); [Pam Smith](#); [Cheryl A Lindberg](#)
Subject: Website Selectboard membership
Date: Tuesday, March 19, 2024 4:17:45 PM

Selectboard members,

Would someone please update the Selectboard membership on the Town website to reflect the new Chair that was elected two weeks ago at the organizational meeting.

Thank you,

Cheryl A. Lindberg
Resident

From: [Robert Harnish](#)
To: [Select Board](#)
Subject: Town by Town, statewide effort asking towns to reject discrimination and to be more inclusive
Date: Wednesday, March 20, 2024 3:29:20 PM

Good Afternoon Pam,

I am following up on a note that Miranda may have sent to you. I am seeking a spot on an agenda of an April meeting for a 4 or 5 minute presentation via zoom. 138 Vermont cities and towns have heard our presentation and adopted our suggested Declaration of Inclusion as part of a statewide effort to be able to tell people outside Vermont that Vermont is a state that will welcome a diverse population to add richness to our state and our economy.

Bob Harnish
for the Inclusion Initiative

Bob Harnish
rharnish24@gmail.com
802 483 6220 Vermont
802 779 7714 Mobile

From: [Brennan Duffy](#)
To: [Miranda Bergmeier](#)
Subject: FW: Working copy of TM SB Goals and Objectives
Date: Wednesday, March 20, 2024 8:48:42 AM
Attachments: [Working Copy of TM SB Goals and Objectives from 3-13-24 for 3-27-24.xlsx](#)

Hi Miranda,

At Marcia's request below, please include the following in correspondence for the packet.

Brennan Duffy, CEcD
Town of Norwich
Town Manager
(802) 649-1419 x117

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

From: Marcia Calloway <msbcalloway@gmail.com>
Sent: Wednesday, March 20, 2024 8:07 AM
To: Brennan Duffy <BDuffy@norwich.vt.us>
Subject: Working copy of TM SB Goals and Objectives

Good morning Brennan,

Please put this email and the enclosed attachment in the Selectboard ("SB") packet for 3/27/2024.

Although this information is also included in my memo to the SB dated 2/22/2024 and reissued 3/19/2024, I reiterate that the enclosed spreadsheet form was originally prepared for the 2/28/2024 SB meeting. The spreadsheet was crafted to track the requirements set out in the Town Manager ("TM") contract executed 9/27/2023, to wit:

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 within [sic] 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." (Emphasis added.)

At the 3/13/2024 SB meeting, a laundry list of goals and objectives were thrown out. I have used the enclosed spreadsheet to show how many people were interested in the same issues and thus attached a "priority," and then attempted to capture the spirit of

the various ideas under named "Goals," with the various associated/supporting "Objectives" that will be required to achieve a particular "Goal." Pursuant to the contractually-identified potential impediments (see paragraph A. above), the spreadsheet has columns for the SB and TM to agree upon and record pertinent information for each topic, i.e. (1) the priority, (2) time frame for and date of accomplishment, (3) identification of the operating or capital budget or appropriation limitations, and (4) enumeration of any existing circumstances which could affect accomplishment, and (5) a placeholder for the external conditions which could, or ultimately did, affect accomplishment of the Goals/Objectives. The spreadsheet will thus memorialize the understanding between the SB and TM, and serves as a 'living document' for TM and SB to keep track of the issues as the year proceeds.

The TM's annual review and evaluation is contracted to occur within 14 days of the TM's anniversary date; that window (9/13/2024 to 10/11/2024) is also noted on the spreadsheet.

SECTION VI: GOALS. OBJECTIVES & PERFORMANCE

"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."

Marcia

	A	B	C	D	E	F	G	H	I	J	K
1	2024 SB & TM	Priority	Goals	Performance Objectives	Time Limit and/or Time Accomplished	Known issues expected to impact successful accomplishment: Operating Budget Limitation(s)	Known issues expected to impact successful accomplishment: Capital Budget Limitation(s)	Known issues expected to impact successful accomplishment: Appropriations Limitation(s)	Existing Circumstances which could affect accomplishment	Known or unknown 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
2	Marcia	Legal Mandate	Follow Dillon's Rule	Do not exceed the authority given by statute							
3	Marcia	Legal Mandate	Abide by statutes for SB & TM Roles	SB will not usurp the statutory role of the TM							
4	Marcia Roger	Avoid Litigation	Do not breach TM's Contract	Create and follow the goals and performance objectives required by contract and perform the evaluation within the specified time frame							
5	Marcia Roger Priscilla Pam		Efficient town work: SB, Elected Officials, Appointed Committee Collaborations	(1) Selectboard Handbook (2) Develop a process to monitor Committees to ensure (a) work is consistent with town goals and priorities, (b) vacancies are filled, and (c) committees are still relevant (3) Alleviate of tension between elected officials and between elected officials and staff (4) TM Manager Master Calendar to ensure staff and elected officials perform statutory work (5) Respectful treatment of staff (6) SB packets based on the goals of this work presented by the TM as they are 'ripe' for SB review (7) More planning and adherence to goals and less crises reaction	(1) In process (2) by July 2024 (3) On-going and partially completed with Finance Office-Treasurer work agreement (4) ASAP but organically changing (5) On-going						

	A	B	C	D	E	F	G	H	I	J	K
1	2024 SB & TM	Priority	Goals	Performance Objectives	Time Limit and/or Time Accom- plished	<i>Known issues expected to impact successful accomplishment:</i> Operating Budget Limitation(s)	<i>Known issues expected to impact successful accomplishment:</i> Capital Budget Limitation(s)	<i>Known issues expected to impact successful accomplishment :</i> Appropriations Limitation(s)	Existing Circumstances which could affect accomplishment	<i>Known or unknown</i> 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
12	Pam	7	Review/ Update Selectboard Policies								
13	Pam	8	Update fee schedule								
14	Pam	9	Capital plan	Review and agree upon capital plan goals							

DRAFT

March 21, 2024

Debbie-Anne Reese, Secretary
Federal Energy Regulatory Commission
888 First Street, NE Room 1A
Washington, D.C. 20426

Via E-Filing

Re:

FERC No. 1904, Vernon Dam, Great River Hydro LLC
FERC No. 1855, Bellows Falls Dam, Great River Hydro LLC
FERC No. 1892, Wilder Dam, Great River Hydro LLC
Town of Norwich, Vermont comments on Great River Hydro LLC's
Applications for a Dam Relicensing

Dear Secretary Reese,

The Town of Norwich, VT is submitting comments in response to FERC's issuance of a "Ready for Environmental Assessment" and accompanying comment period for the Amended Final License Application (AFLA), submitted in December 2020 and revised in June 2023, for the three Great River Hydro LLC (GRH) dams listed and FERC No. referenced above.

I. Description

Seven and eight-tenths miles of Connecticut River and its shoreline in Norwich, along with the Ompompanoosuc River estuary and other tributaries, will be affected by the proposed relicensing of GRH dams. These Connecticut River miles have been transformed into an impoundment to facilitate hydroelectric power generation. Clean energy production from all three dams will be a dominant and important use of the river for at least the next half century. However, other users of the river and its tributaries also have important rights and needs. Residences, businesses and nonprofits, agriculture, recreational facilities, and the Norwich Water District's drinking water aquifer are located riverside. A wide variety of wildlife species also use the riverside, the river itself, the estuary, and several tributary streams as their habitats. Therefore, the town of Norwich is providing public comments during this phase of dam relicensing emphasizing support for the comments from the Connecticut River Joint Commissions (CRJC) and the Connecticut River Conservancy (CRC), two important organizations who thoughtfully provide advice to public agencies regarding decisions about riverine policies, including dam relicensing.

II. Comments

1. *Dam Operations and Environmental Impacts*

The Town of Norwich agrees with the comments of the Connecticut River Conservancy (CRC) and the Connecticut River Joint Commissions (CRJC) outlining the potential benefits of the proposed dam operations. Changing dam operations to mimic more closely the natural daily and seasonal water levels has the potential to improve the river habitat for plants and wildlife. We also agree that the exact effect of these changes on water quality, sediment transport, bank erosion and the transport and accumulation of toxins, among other variables, is not known and should be studied continuously. Further, the interaction between this new water flow regime and the predicted extremes of precipitation and drought due to climate change are not even considered in the final plan.

Comments. Norwich is vulnerable to threats from a reduction in water quality, flooding, river bank erosion and toxins. Downtown Norwich gets its water from an aquifer that runs under the river from the town's northern boundary. Residents outside the downtown area rely on private wells. Any intrusion of toxins into the aquifer would cause irreparable damage to the town's water supply. Overall, water quality in the river has improved to Class B, allowing the public to enjoy recreation near and on the river. Decreases in water quality would cause significant harm to the town's economy and the ability of the public to recreate on the river. Norwich has already experienced significant bank erosion as a result of last summer's heavy rains, which caused a road collapse. Such events are likely to increase as a result of climate change. Climate change models predict a 60% increase in precipitation for New England, often in the form of intense rainfall. Periods of extreme drought are also predicted. At the very least, FERC should require as a condition of the license that GRH/Hydro Quebec hire an independent entity to continuously monitor water quality, flooding impacts, bank erosion, sediment transport, toxin levels and the health of plants and wildlife. This data must be made public and shared with essential stakeholders including the CRJC. As a user of the river, GRH/Hydro Quebec must help pay the costs communities will face should adverse impacts occur regardless of the cause. One mechanism for such contributions would be a Mitigation Enhancement Fund.

2. Mitigation Enhancement Fund

The Town of Norwich respectfully requests the establishment of a Mitigation Enhancement Fund (MEF) to provide financial compensation for use of its public resource and to mitigate known adverse impacts, as well as for unforeseen impacts. Such a fund should be a requirement of the license. Norwich concurs with the Connecticut River Joint Commissions comments to FERC on creating the fund (see CRJC comments) and supports its management by the CRJC. The Mitigation Enhancement Fund should also take into account the inevitable erosion of the banks of the river. Such erosion primarily affects those abutting the river. The abutters suffer both loss of the use of the land and loss of the land itself. When the abutters of the river were required to provide easements for flowage over their property, there were few if any provisions made for compensation for acreage permanently lost to erosion. Moreover, there was no provision made with the state and municipal entities within which the abutters were situated for property taxes and other obligations of the abutters to be abated or otherwise mitigated as their acreage was lost to the artificially flooded river.

The erosion also causes recreational activity on the river problematic. Areas such as Patchen's Point in Norwich, a prominent point of land is a popular picnicking and camping area, is an area that has seen significant erosion. Insofar as Norwich does not have much area on the Connecticut River or on the connecting Ompompanoosuc River, erosion reduces the available recreational resources. These losses should be addressed by the Mitigation Enhancement Fund as well.

Comments. A MEF is especially important given that the Final License Application does not take into account the scientific climate change models predicting not only greatly increased precipitation, but increasingly intense storms and drought in New England. While Norwich appreciates the potential benefits of the proposed operation changes for plant and wildlife by virtue of a more natural river flow, the exact effects on water quality, erosion, flooding, sediment transport, toxins and the health of plants and animals that depend on the river are not known. Recent heavy rains during the Summer 2023 caused significant damage to a road at the confluence of the Connecticut and Ompompanoosuc rivers in Norwich whose estimated costs to the town are approaching 1 million dollars.

Norwich seeks to protect its natural resources for their own sake, but also for recreation including wildlife viewing, fishing, boating, hiking and swimming. Its commitment to preserving its natural resources and making them accessible for recreation is reflected in the Norwich Town Plan adopted in 2020 http://norwich.vt.us/wp-content/uploads/2012/06/Norwich_Plan_2020-ADOPTED-Ir-.pdf. A dam on the Charles Brown Brook was recently not repaired by the town to improve fish habitat. A 2023 rare plant survey conducted by the Native Plant Trust in coordination with the State Botanist identified a possible infestation of Eurasian watermilfoil (*Myriophyllum spicatum*) at the confluence of the Ompompanoosuc and Connecticut Rivers. The Norwich Conservation Commission has had to finance treatment of *Phragmites australis*, which would eventually choke out the boat launch there. A reliable income stream devoted to monitoring and improving wildlife habitat, establishing riparian buffers, combating invasives, and monitoring erosion and water quality would allow Norwich to better achieve its goals and maintain the quality of its natural resources.

Norwich seeks to encourage recreation in and along the river. Facilities along the river are in need of upgrading and expansion as noted in the Upper Valley Subcommittee Recreation Management Plan https://www.crijc.org/wp-content/uploads/2012/06/RECREATION_LRS3_2013pc.pdf (pp 10-11). According to the Vermont Agency of Natural Resources "with [54% of Vermonters participating in wildlife watching activities](#), it is the most popular outdoor recreation." Walking, paddling, visiting lakes, rivers and ponds, day hiking and wildlife viewing were among the top 10 recreational activities of Vermonters according to the Vermont Statewide Comprehensive Outdoor Recreation Plan 2020-2023. Norwich Town Plan? Norwich is a designated Appalachian Trail community, and is discussing the creation of a bikeway on Rt 5 which borders the river through much of Norwich, and eventually would connect to a bike trail stretching the length of the river. The Appalachian Trail designation as well as robust and connected biking, boating and wildlife viewing opportunities form an important marketing tool to

support the economic development of the town. Planned expansion at Dartmouth College directly across the river from Norwich, in Hanover, NH, will greatly increase the use of recreational facilities in Norwich. A reliable income stream for improvement and enhancement of recreational opportunities from the MEF would provide needed support for these projects in return for the use of the public resource by Hydro Quebec.

3. Environmental Monitoring, Data Collection, Data Sharing, and Reporting

Norwich agrees with the CRJC about “Documentation of Environmental Impacts”, namely that, “The proposed operational changes will likely benefit the river’s biological community as these changes will provide a hydrological regime that more closely resembles natural pre-impoundment conditions. However, we are not clear what impact these changes will have on water quality, sediment transport and riverbank erosion as no scientific evidence on these issues has been provided. Since intense storms and river flows are projected to increase due to climate change..., we anticipate erosion and bank failures will not only be an ongoing problem but will increase. Moreover, the Projects will still have adverse effects in both impoundment and riverine reaches” (e.g., see Final License Application (FLA) dated December 2020, p. 955, 1144; revised in June 2023). “Therefore, monitoring of water quality, sediment transport and erosion should be conducted throughout the life of the licenses. Funding for this work should be provided by the MEF or a condition in the license...” (from CRJC Comment on the GRH AFLA).

Comments. We emphasize support for requiring that GRH hire an independent entity to monitor informative physical, chemical, and biological attributes of the river as part of the relicensing agreement. Continuing operations and proposed operational changes affect the nature of the impoundments and adjacent lotic systems. Monitoring of temperature, dissolved oxygen, pH, nutrients, turbidity, bacterial loads, invasive aquatic plants, abundances of native floral and faunal indicator species, sedimentation rates, erosion rates, toxin accumulations, etc. The resulting database will need to be well-maintained and made public by sharing with agencies and local riverine organizations. Periodic public reports of findings and conclusions should also be expected of GRH.

4. Recreation Infrastructural Support

The Town of Norwich concurs with the Connecticut River Joint Commissions’ statements and comments in their Response to Notice for Solicitation of Comments and Preliminary Conditions, dated April 22, 2024, Section 5, regarding Support Riverside Recreation.

The Town of Norwich, in regard to recreational infrastructural support, also requests that take into account the effect of erosion of the banks of recreational areas on the river addressed in Section 1. Mitigation Enhancement Fund. Response to Notice for Solicitation of Comments and Preliminary Conditions

As an example of project mitigation, GRH should not only maintain and enhance existing recreational access to the river, but they should fund additional initiatives to increase public engagement with the river (e.g., walking trails, boat launch, and river

access opportunities). A significant existing body of work exists documenting these needs and opportunities.

The Connecticut River Recreation Management Plan as published in May 2008 and updated in May 2013 extensively explored land-based-recreation in an attempt to portray and address the full range of recreation issues in the region. Both FERC and the Army Corps of Engineers adopted these plans to establish the long-term recreational goals and propose implementation strategies to adopt them. Those recommendations are not only ignored in the 2020-FLA, but they disregard the years of work and investment by other stakeholders in the mutually agreed upon management plan. The National Blueway designation and the Connecticut River Paddlers' Trail are two underfunded and unincluded opportunities. Meanwhile, the riverfront communities continue to pay their share and do their part by making significant investments according to agreed-upon wastewater management and water-quality goals. The demand for recreational uses has only continued to grow, and more opportunities to accomplish those on-river and river-side have been thoughtfully identified, proposed, and developed by local municipalities, stakeholder groups, and non-profit organizations.

Great River Hydro seemingly omits these significant interests among the communities along the river as it is “not proposing any changes to existing recreation access areas, portage trails or access into the Bellows Falls bypassed reach (portage or whitewater boating)...” (Revised Amended Final License Application, Exhibit E, January 2024, Section 3.9.2.2, p. 590). Many of these priorities are identified in the three applicable CRJC Subcommittee Recreation Plans, and the CRJC and other stakeholders have identified specific “shovel-ready” recreational projects that are applicable for funding under the anticipated Mitigation fund as outlined in **Section 4** and funded by the revenue-sharing agreement outlined in **Section 8** based upon the established precedent.

Comments. Use of the Connecticut River has evolved over the past 50 years and more change can be expected in the next 50. Recreation on the river and adjacent lands has significantly expanded.

The New Hampshire Marine patrol is understaffed and facilities along the river are inadequate. This is a major barrier in the protection of this resource for recreational use and a necessary component to amplify those endeavors. Consideration should be given to how the MEF can be utilized to support the Marine patrol.

5. Migratory Fish Species Passage

Norwich agrees with the CRC about the need for better accommodation of fish passage by “...expect[ing] significantly more protection, mitigation, and enhancement measures in the license application...The application [inadequately] states they will provide the following

mitigation:...Operate fish ladders from April 1 to July 15 ...Discuss additional fish passage requirements with resource agency staff” (from CRC concerns with the GRH License Application). Norwich agrees with further CRC statements in that “We support the extended period for operations of fish ladders in the spring to accommodate in-river migration of resident species” and that “ Timelines for additional studies and implementation are too long to sufficiently protect our federal trust species and subsequently are not in the public interest. Fish passage performance standards should be included for American eel and Sea lamprey” (from CRC Comment on the GRH Fish Passage Settlement).

Comments. We emphasize support for requiring that, as part of dam relicensing, GRH operate fish ladders, other passage structures, and turbines in a manner consistent with “... giving equal consideration to the protection of fish and wildlife and their habitat (FERC *Equal Consideration Clause*, 1986). This consideration will potentially greatly benefit American eel, American shad, river herring, native sea lamprey, white sucker, and walleye populations. These operational changes should include improvements at upstream passage facilities, protecting downstream migrants from turbine mortality, and expansion of the passage season for migratory resident species.

6. Capital Reserves and Investment Fund

Norwich agrees with the CRJC (see #8 in the CRJC comment to FERC) that the establishment of a long-term escrow fund be established to address the known and future repair, maintenance and, if needed, decommissioning and dismantling costs of the dams.

Comments. Hydro Quebec will be deriving substantial profits from the use of a public resource and should be entirely responsible for the repair, maintenance and decommissioning of the dam, and any adverse effects resulting from these operations. The dams were built between 1907 and 1950. As a small town of approximately 3600 people, Norwich does not have the wherewithal to pay for harms to the river and its surrounding lands affected by the dam. FERC should require the establishment of a Capital Reserve and Investment Fund as a condition of the license.

III. Other Issues

Project Boundary Maps

The Exhibit G maps linked below indicate that Great River Hydro owns flowage easements on properties adjacent to the river in the project areas that encompass about 175 miles affected by the project operations. We believe that the project boundary should be inclusive of all parcels where the company owns flowage rights. If they can flood these properties as needed, they are clearly part of the project area, and the project boundary maps should reflect that fact.

Adverse Impacts within the Period of the License

Climate models predict substantial increases in rainfall, run-off, storm and drought intensity in New England. As data is collected and any adverse impacts revealed, GRH/Hydro Quebec should be required to plan and execute, in consultation with all stakeholders, a mitigation plan. Data collection alone extending over the course of 40 years before any steps are taken to mitigate adverse impacts is not acceptable. It places undue responsibility for mitigation on towns along the river without any contribution from GRH, which is using this public resource for private profit.

Climate Models

Climate change must be taken into account in the license agreement with GRH/Hydro Quebec. The Final License Application does not include climate models in any of the plans or projections. The Final License Application anticipates no problems arising from river flow exceeding the dam's capacity, but the conclusion relies only on past data. It does not address how climate change will affect the proposed changes in dam operations. It does not project what river levels might be reached during intense storm events predicted by climate models, how release of water from all the hydroelectric as well as flood control dams will be coordinated, and what river shore communities can expect in terms of flooding and drought. Current climate models predict a 60% increase in precipitation in New England, with increasing storm intensity and run-off, as well as increasing periods of drought. Landowners, municipalities and other stakeholders along the river where flowage rights exist must have warning, based on the most up-to-date climate modeling, of what to expect so they can plan and prepare.

IV. Conclusion

We trust that any FERC approval of the AFLA will require that GRH better meet the needs of the broader river community with accommodation of environmental impacts from dam operations, mitigation funding, extensive data collection & sharing, improved fish passage, reserve & investment funding, project maps, adverse impact planning, and planning using updated climate models.

Sincerely,

Town of Norwich, VT

[Exhibit G – Maps of GRH flowage easements](#)

From: [Marcia Calloway](#)
To: [Mary Layton](#); [Roger Arnold](#); [Priscilla Vincent](#); pamsmith.sb@gmail.com; [Brennan Duffy](#); [Miranda Bergmeier](#)
Subject: Re: Draft Agenda for March 27, 2024
Date: Thursday, March 21, 2024 8:44:52 AM

In re Item 2 -- The "chair's report" is inappropriate and attempts to exceed the limited authority provided by law i.e. to run a meeting.

- "The chairperson's role is to run a fair, efficient, democratic and orderly meeting." [Robert's Rules of Order](#).
- "Vermont law does not give the chair of a board particular authority except for that which is delegated to him or her by the rest of the board. This means that the chair has no special authority to control what is on the agenda, to spend money that is in the control of the board or to direct the employees that are overseen by the board. Generally the chair is responsible only for running the board meeting and for keeping order during the meetings and for making sure that the decisions of the board are carried out by the staff." [The Legal Context for Municipal Life \(vermont.gov\)](#)
- "The legislative body acts as a group by majority vote, not individually,...." [Governance | Vermont League of Cities and Towns \(vlct.org\)](#)
- The item is vague and subjective and gives no notice to the public about topic or topics which will be discussed at the meeting e.g. a violation of Open Meeting Law.

If anyone on the board has talked with someone during the interim between meetings regarding an issue on the agenda, then that board member can appropriately offer that information when the topic is introduced. If the topic is not on the agenda, it should be suggested for a future agenda.

Distilled as simply as possible, if there is a "chair's report," the item needs to be retitled to "Board's report" and everyone on the board has an opportunity to "report." However to do so would, as indicated above, be a violation of OML at the least, and at worst, a violation of the spirit, intent, and letter of the law.

Item 2 should be stricken.

Marcia

On Thu, Mar 21, 2024 at 7:26 AM Pam Smith <pamsmith.sb@gmail.com> wrote:

To all,

Below is the link to the draft agenda as it stands now. I still need to do the final review with Brennan and Miranda, but I wanted to share it with you to get your feedback. Unfortunately, the list is long, but some of these items should be quick, easy, and not take up much of our time. I am hopeful that everyone will help keep us moving along at the meeting.

If you have any problems viewing this document let me know. I'm still learning the ins and outs of Google docs. And, let me know if you have any questions or wish to edit this agenda.

Thanks....Pam

<https://docs.google.com/document/d/19d5VOa9fyaSRIeY5HIjVmIx8KEzLzgI21CFD6ua5b5I/edit?usp=sharing>

Please note that this email message, along with any response or reply, is considered a public record,

| and thus is subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320).

ADDENDUM FOR CONTRACT EXTENSION

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

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

II. General Terms

- a. The maximum dollar amount for all services performed under this Agreement shall not exceed **\$46,400**, unless amended.
- b. Services performed under this agreement shall be rendered on an as needed, hourly basis, not to exceed 8 hours per week, though hours per week may be less depending on Town need.
- c. The period of performance under this Agreement shall run through **June 30, 2024**, unless amended.


V. Certificate of Insurance

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

Attachment A is amended to read:

This contract will be billed at cost, not to exceed \$46,400. Total to be earned from March 31, 2024, through June 30, 2024, shall not exceed \$9,600. TRORC's hours are expected to be approximately 6-8 hours per week, at \$91 per hour. Hours per week will likely vary, and may be less than what is approximated, depending on the number of permits to be processed. Time will focus on permit processing, but as time allows, this work may also include attending DRB Hearings when necessary and supporting their review and approval of projects. Mileage done as part of the duties under this agreement will be billed at the prevailing federal rate.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this 14th day of March, 2024 at Woodstock, Vermont.



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

Town of Norwich – Town Manager



Application ID: DLL - Application - 39586
Application for: First Class Restaurant/Bar License
Category of Business: First 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
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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:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-015324

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:

115.00

Date of Submission:

2024-03-14 15:10:13

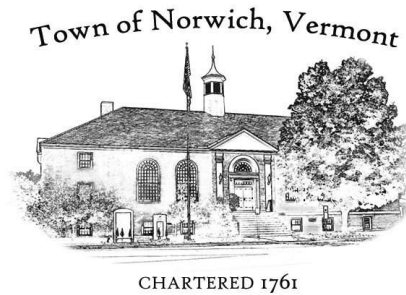
State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Town Manager Report for March 27, 2024

Department Updates

Finance Department:

Recent work has included CBA related "true up" accounting and processing.

Tax collection and delinquent reporting process.

Single Audit report completed.

Working on developing solutions for the FY '23 Audit findings.

Planning Department:

Staff working on E911 annual review and updates.

Kyle Katz of TRORC will continue to serve as IZA and support office functions for another extension (3/31 - 6/30/24)

Planning Director/ZA position being actively marketed. Deadline for responses is 3/29/24.

Police Department:

Administrative Assistant position filled by Nicole Dernier, started work 3/18.

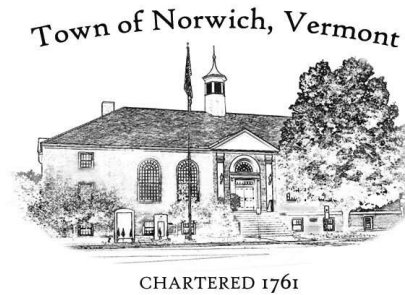
VIP event on 3/19 was successful and uneventful.

Recruitment efforts for full-time patrol officers are underway following CBA ratification.

See monthly report for additional PD detail.

DPW:

DPW Director working on several initiatives including FEMA reparation, bridge and culvert work/planning, and several grant applications and RFPs.



New Equipment (Tractor) due in next two weeks.

Fire Department:

Chief Northern was successful in receiving a Fellowship through the IAFC focused on Diversity Equity and Inclusion and is attending an out of state event 3/26-29, Deputy Swett will be acting Chief during this time.

See monthly FD report for additional detail.

Recreation Department:

Summer camp planning is underway, working on finalizing locations.

Registrations for several opening on 3/31.

Spring Season Sports registration is open, girls' softball makes a comeback on newly improved fields.

Seasonal portable toilets to be deployed in early April.

Annual Norwich Trail Series (ANTS) coming back this summer.

Working on Memorial Day Parade event.

Norwich Fair (August 8-11)

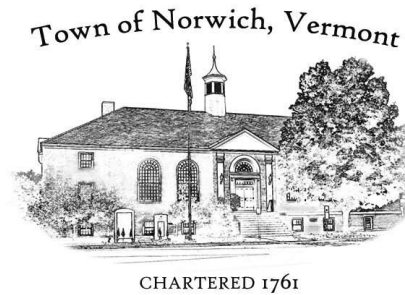
Touch a Truck Event (May)

See monthly Rec Dept. report for additional detail.

Town Clerk:

Winding down from a busy March election cycle.

See separate report for additional details.



Town Manager's office:

The vacant Administrative Assistant position has been posted and has received significant interest; initial review of candidates will occur in early April.

IREC consultant, Harry Falconer, reports the Tracy Hall energy audit results normally take about eight weeks, expected in April.

Olcott Rd. Bridge, successful short-term solution adopted.

Personnel Policy review and updates – Miranda continues work and should have a draft for review in late April.

GovHR Compensation Study – report to SB made by consultant on 3/27.

Work on “true up” accounting following CBA ratification.

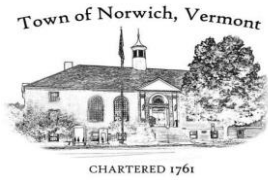
Tracy Hall Improvement Study – Studio Nexus holding on finalizing conceptual plan recommendations until results of the TH energy audit are reviewed.

Posting for open volunteer commission/committee seats with openings in March and April is underway.

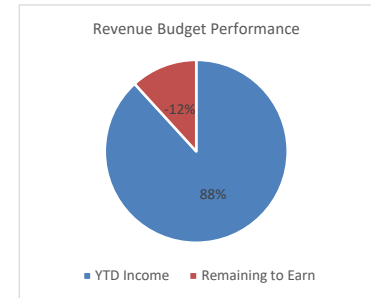
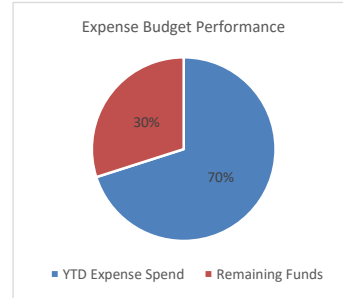
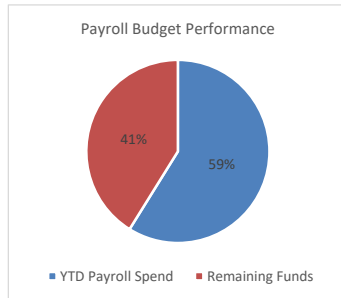
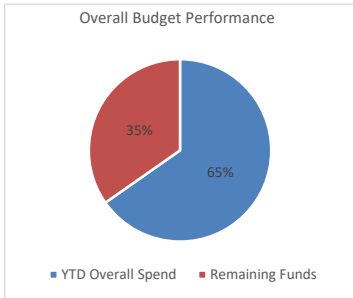
Continuing to work with the PC and AHC on the VCDP planning grant.

Beaver Meadow Road pedestrian improvements initiative – decision needed on path forward for the planning component.

General/Miscellaneous:



TOWN OF NORWICH FINANCIAL DASHBOARD
As of February 29, 2024
Unaudited

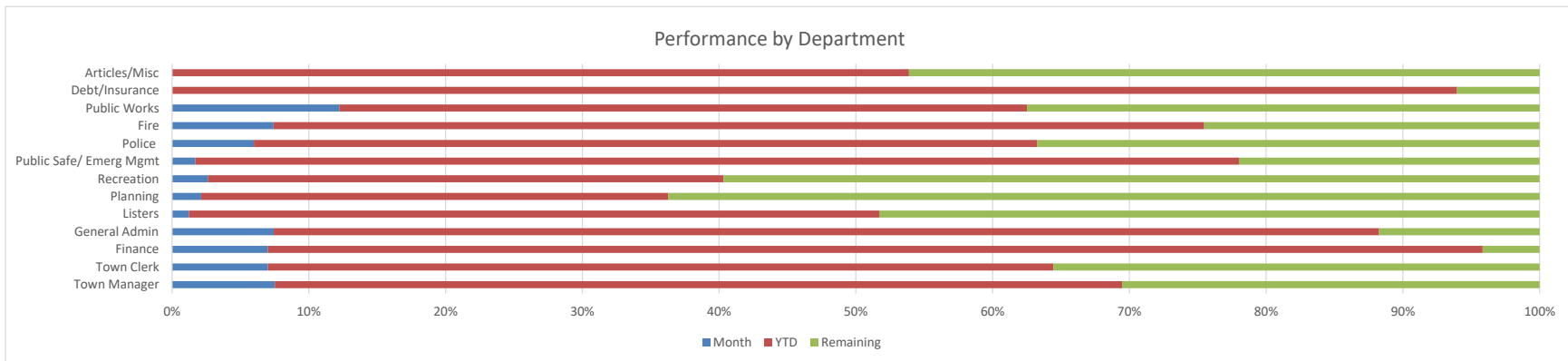


FY24 Overall Budget \$ 5,972,683
YTD Overall Spend \$ 3,898,544
Remaining Funds \$ 2,074,139
FY 24 Performance 65.27%

FY24 Payroll Budget \$ 2,552,823
YTD Payroll Spend \$ 1,502,333
Remaining Funds \$ 1,050,490
FY24 Performance 58.85%

FY24 Expense Budget \$ 3,419,860
YTD Expense Spend \$ 2,396,211
Remaining Funds \$ 1,023,649
FY24 Performance 70.07%

FY24 Revenue Projection \$ 5,375,482
YTD Income \$ 6,203,785
Remaining to Earn \$ (828,303)
FY 24 Performance 115.41%



Town of Norwich Revenue Report
February 29, 2024
Unaudited

	FY 23 Projection	FY 23 YTD	FY24 Projection	FY 24 YTD	FY 24 29-Feb	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	\$ -	108.24%
PROPERTY TAX INTEREST	\$ 30,000	\$ 10,305	\$ 30,000	\$ 39,171	\$ 6,272	130.57%
PROPERTY TAX COLLECTION FEE	\$ 20,000	\$ 27,410	\$ 20,000	\$ 27,046	\$ 21,249	135.23%
TOTAL PROPERTY TAX REVENUE	\$ 4,762,607	\$ 4,924,959	\$ 5,327,559	\$ 5,566,290	\$ 27,521	104.48%
LICENSE & PERMIT REVENUE						
LIQUOR LICENSE	\$ 600	\$ 600	\$ 600	\$ 70	\$ -	11.67%
DOG LICENSE	\$ 1,750	\$ 2,593	\$ 1,750	\$ 563	\$ 240	32.17%
HUNTING & FISHING LICENSES	\$ 200	\$ 84	\$ 200	\$ 30	\$ -	15.00%
PEDDLER LICENSE	\$ -	\$ 25	\$ -	\$ 25	\$ -	0.00%
BUILDING/DEVELOPMENT PERMITS	\$ 8,000	\$ 7,880	\$ 9,000	\$ 4,761	\$ 623	52.90%
LAND POSTING PERMIT	\$ 200	\$ 215	\$ 200	\$ 260	\$ 5	130.00%
TOTAL LICENSE & PERMIT REVENUE	\$ 10,750	\$ 11,397	\$ 11,750	\$ 5,709	\$ 868	48.59%
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	\$ 13,915	\$ 13,915	92.76%
PILOT PAYMENTS	\$ 10,000	\$ 13,930	\$ 10,000	\$ 2,427	\$ -	24.27%
VT NATURAL RESRCS	\$ 2,500	\$ -	\$ 2,500	\$ 156	\$ 78	6.24%
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	\$ 184,631	\$ 13,993	86.08%
SERVICE FEE REVENUE						
RECORDING FEE & RESTORATION	\$ 25,000	\$ 23,909	\$ 25,000	\$ 12,721	\$ 1,836	50.88%
RESTORATION		\$ -	\$ -	\$ -	\$ -	0.00%
DOCUMENT COPY FEE	\$ 2,100	\$ 3,696	\$ 2,100	\$ 1,133	\$ 128	53.95%
USE OF RECRDS FEE	\$ 250	\$ 589	\$ 250	\$ 234	\$ 40	93.60%
VITAL STATISTIC FEE	\$ 800	\$ 1,610	\$ 800	\$ 640	\$ 35	80.00%
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	\$ -	63.64%
POLICE REPORT FEE	\$ 500	\$ 236	\$ 500	\$ 258	\$ -	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	\$ 81,213	\$ 1,334	52.40%
TRANSFER STATION STICKERS	\$ 40,000	\$ 46,255	\$ 40,000	\$ 35,757	\$ 386	89.39%
RECYCLING SOLID WASTE FEES	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	0.00%
E-WASTE REVENUE	\$ 3,500	\$ 3,456	\$ 3,500	\$ 2,506	\$ 190	71.60%
RECYCLING REBATES	\$ 6,500	\$ 15,005	\$ 6,500	\$ 10,307	\$ 964	158.57%
C & D WASTE REVENUE	\$ 10,000	\$ 13,458	\$ 10,000	\$ 11,011	\$ 484	110.11%
TRASH COUPON	\$ 105,000	\$ 100,970	\$ 105,000	\$ 68,765	\$ 8,625	65.49%
TOTAL SERVICE FEE REVENUE	\$ 325,750	\$ 287,604	\$ 355,750	\$ 226,781	\$ 14,022	63.75%
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
February 29, 2024
Unaudited

	FY 23 Projection	FY 23 YTD	FY24 Projection	FY 24 YTD	FY 24 29-Feb	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	\$ 78,995	\$ 25,241	394.97%
TRX FROM SCHOLARSHIP FUND		\$ 2,330	\$ -	\$ 440	\$ 110	0.00%
INSURANCE CLAIMS	\$ -	\$ 4,158	\$ -	\$ 13,813	\$ 10,684	0.00%
ATHLETIC FIELD RENTAL	\$ 32,000	\$ 25,125	\$ 32,000	\$ 11,566	\$ -	36.14%
LINE OF CREDIT (FEMA)		\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER TOWN REVENUES	\$ 52,000	\$ 57,783	\$ 52,000	\$ 104,814	\$ 36,035	201.56%
PUBLIC SAFETY REVENUES						
POLICE FINE	\$ 10,000	\$ 2,402	\$ 10,000	\$ 2,439	\$ -	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	\$ -	23.24%
MISCELLANEOUS REVENUE						
AMBULANCE BILLS PAID	\$ -	\$ -	\$ -	\$ 1,641	\$ 1,007.62	0.00%
COBRA REIMBURSEMENTS		\$ 775	\$ -	\$ 142	\$ -	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	\$ -	3983.09%
TOTAL MISCELLANEOUS REVENUE	\$ 500	\$ 1,022,298	\$ 500	\$ 33,577	\$ 1,008	6715.42%
TOTAL FEES & SERVICES	\$ 612,875	\$ 2,038,333	\$ 645,125	\$ 637,494	\$ 65,925	98.82%
ALLOWANCE FOR TAX ADJUSTMENTS*	\$ -				\$ -	
TOTAL TOWN REVENUES	\$ 5,375,482	\$ 6,963,292	\$ 5,972,684	\$ 6,203,785	\$ 93,446	103.87%

Town of Norwich
Department Expense Summary
February 29, 2024 Unaudited

	FY 23 Budget	FY 24 Budget	FY 24 YTD	FY 24 Feb	FY 24 Performance
TOWN ADMINISTRATION	\$ 383,197	\$ 469,631	\$ 326,311	\$ 35,306	69.48%
BCA/BOA	\$ 975	\$ 985	\$ 8	\$ -	0.76%
STATUTORY MEETINGS	\$ 14,025	\$ 9,575	\$ 533	\$ 311	5.57%
TOWN CLERK	\$ 183,230	\$ 196,728	\$ 133,032	\$ 14,237	67.62%
FINANCE	\$ 215,646	\$ 235,584	\$ 225,775	\$ 16,501	95.84%
GENERAL ADMINISTRATION	\$ 64,822	\$ 65,800	\$ 58,075	\$ 4,894	88.26%
LISTER	\$ 121,767	\$ 112,890	\$ 58,416	\$ 1,389	51.75%
PLANNING	\$ 185,801	\$ 160,330	\$ 58,163	\$ 3,400	36.28%
RECREATION	\$ 260,412	\$ 335,865	\$ 135,428	\$ 8,761	40.32%
PUBLIC SAFETY FACILITY	\$ 30,680	\$ 36,062	\$ 19,257	\$ 1,195	53.40%
POLICE	\$ 642,802	\$ 746,344	\$ 472,260	\$ 44,674	63.28%
FIRE/FAST	\$ 473,816	\$ 526,236	\$ 397,194	\$ 39,068	75.48%
EMERGENCY MGMT.	\$ 47,875	\$ 47,910	\$ 46,250	\$ 231	96.54%
CONSERVATION COMMISSION	\$ 9,300	\$ 8,500	\$ 1,124	\$ -	13.22%
PUBLIC WORKS	\$ 1,970,385	\$ 2,206,983	\$ 1,379,719	\$ 269,921	62.52%
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	\$ -	74.25%
TOWN TOTAL	\$ 4,958,866	\$ 5,522,124	\$ 3,652,344	\$ 439,889	66.14%
OUTSIDE APPROPRIATIONS	\$ 416,608	\$ 450,560	\$ 246,200	\$ -	54.64%
TOTAL	\$ 5,375,474	\$ 5,972,683	\$ 3,898,544	\$ 439,889	65.27%

Town of Norwich
Expenditures Detail
February 29, 2024 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month February 29,	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	\$ 96,949	\$ 11,136	93.22%
TREASURER STIPEND	\$ 1,750	\$ 1,750	\$ 1,750	\$ 875	\$ -	50.00%
ADMIN ASSIST WAGE	\$ 58,458	\$ 63,780	\$ 89,284	\$ 53,359	\$ 5,154	59.76%
ADMIN ASSIST OT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 9,631	\$ 16,241	\$ 12,247	\$ 8,876	\$ 929	72.47%
MEDI TAX	\$ 2,175	\$ 3,798	\$ 2,864	\$ 2,134	\$ 217	74.52%
HEALTH INSUR	\$ 43,929	\$ 37,611	\$ 43,087	\$ 40,472	\$ 4,165	93.93%
DISABILITY/LIFE INSURANCE	\$ 1,541	\$ 892	\$ 1,857	\$ 1,114	\$ 149	59.96%
DENTAL INSURANCE	\$ 884	\$ 579	\$ 1,105	\$ 618	\$ 72	55.90%
VT RETIREMENT	\$ 10,485	\$ 17,150	\$ 13,046	\$ 11,983	\$ 1,294	91.85%
VT RETIREMENT ADJUSTMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PROFESSIONAL SERVICES	\$ 17,500	\$ 8,568	\$ 18,000	\$ 19,827	\$ 2,858	110.15%
CONTRACTED SERVICES	\$ 30,670	\$ 30,670	\$ -	\$ 300	\$ -	0.00%
LEGAL	\$ 90,000	\$ 183,467	\$ 95,000	\$ 60,685	\$ 8,071	63.88%
VLCT MEMBERSHIP	\$ 5,657	\$ 5,657	\$ 5,863	\$ 5,863	\$ -	100.00%
TOWN REPORT	\$ 3,750	\$ 4,046	\$ 4,000	\$ 316	\$ 316	7.91%
TELEPHONE	\$ 800	\$ 561	\$ 800	\$ 357	\$ 42	44.57%
T MNGR CELL PHONE	\$ 480	\$ 944	\$ 1,500	\$ 284	\$ 40	18.93%
T MNGR RECRUITMENT	\$ -	\$ -	\$ 30,000	\$ -	\$ -	0.00%
T MNGR RELOCATION EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
POSTAGE	\$ 100	\$ 56	\$ 100	\$ 1	\$ -	1.26%
ADVERTISING	\$ 1,000	\$ 2,149	\$ 3,000	\$ 1,162	\$ 61	38.72%
PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MILEAGE	\$ 200	\$ 182	\$ 200	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 1,500	\$ 1,768	\$ 2,000	\$ 1,336	\$ 84	66.78%
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	\$ -	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	\$ 1,075	\$ 716	215.03%
BUSINESS E-MAIL COMPROMISES (BEC'S)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 383,197	\$ 601,159	\$ 469,631	\$ 326,311	\$ 35,306	69.48%
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	\$ 533	\$ 311	133.37%
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	\$ 533	\$ 311	5.57%
TOWN CLERK						
TOWN CLERK WAGE	\$ 75,848	\$ 91,523	\$ 78,472	\$ 45,082	\$ 5,467	57.45%
ASST CLK WAGE	\$ 49,982	\$ 54,656	\$ 52,316	\$ 33,944	\$ 4,064	64.88%
FICA TAX	\$ 7,787	\$ 8,479	\$ 8,109	\$ 4,595	\$ 524	56.66%
MEDI TAX	\$ 1,758	\$ 2,005	\$ 1,896	\$ 1,075	\$ 123	56.67%
HEALTH INS	\$ 30,633	\$ 29,892	\$ 33,113	\$ 30,589	\$ 3,248	92.38%
DISABILITY/LIFE INS	\$ 1,340	\$ 1,264	\$ 1,340	\$ 904	\$ 111	67.49%
DENTAL INSURANCE	\$ 884	\$ (236)	\$ 884	\$ 440	\$ 4	49.78%
VT RETIREMENT	\$ 8,478	\$ 9,545	\$ 8,828	\$ 5,358	\$ 643	60.69%
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	\$ 357	\$ 43	59.47%
POSTAGE	\$ -	\$ 31	\$ -	\$ 113	\$ -	0.00%
OFFICE SUPPLIES	\$ 1,200	\$ 682	\$ 1,290	\$ 421	\$ 9	32.64%
OFFICE EQUIPMENT	\$ 500	\$ 33	\$ 500	\$ 404	\$ -	80.77%
SOFTWARE	\$ 3,600	\$ 3,900	\$ 3,480	\$ 2,030	\$ -	58.33%
DUES/MTGS/EDUC	\$ 175	\$ 125	\$ 350	\$ 2,419	\$ -	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	\$ 133,032	\$ 14,237	67.62%
FINANCE DEPARTMENT						
FINANCE ASSISTANT WAGE	\$ 49,982	\$ 57,471	\$ 55,389	\$ 35,876	\$ 4,314	64.77%
FINANCE OFFICER WAGE	\$ 83,428	\$ 164,769	\$ 91,054	\$ 127,848	\$ 7,069	140.41%

Town of Norwich
Expenditures Detail
February 29, 2024 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month February 29,	FY 24 PERF
FICA TAX	\$ 8,508	\$ 9,160	\$ 9,079	\$ 5,494	\$ 684	60.51%
MEDI TAX	\$ 1,921	\$ 2,142	\$ 2,123	\$ 1,285	\$ 160	60.51%
HEALTH INS	\$ 37,522	\$ 15,388	\$ 27,400	\$ 13,445	\$ 1,698	49.07%
DISABILITY/LIFE INS	\$ 1,445	\$ 836	\$ 1,445	\$ 858	\$ 125	59.36%
DENTAL INSURANCE	\$ 884	\$ 902	\$ 884	\$ 504	\$ 72	57.00%
VT RETIREMENT	\$ 9,005	\$ 5,908	\$ 9,885	\$ 5,404	\$ 768	54.67%
PROFESSIONAL SERVICES	\$ 3,000	\$ 2,627	\$ 3,000	\$ 1,712	\$ 1,537	57.07%
INDEPENDENT AUDIT	\$ 14,250	\$ 29,430	\$ 28,600	\$ 29,283	\$ -	102.39%
TELEPHONE	\$ 1,000	\$ 894	\$ 1,000	\$ 363	\$ 49	36.34%
POSTAGE	\$ -	\$ 2	\$ -	\$ -	\$ -	0.00%
ADVERTISING	\$ 175	\$ -	\$ 175	\$ -	\$ -	0.00%
PRINTING	\$ 75	\$ 119	\$ 100	\$ 155	\$ -	155.00%
OFFICE SUPPLIES	\$ 1,750	\$ 1,067	\$ 1,750	\$ 961	\$ 25	54.92%
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	\$ 225,775	\$ 16,501	95.84%
GENERAL ADMINISTRATION						
TELEPHONE	\$ 600	\$ 496	\$ 650	\$ 335	\$ 41	51.48%
POSTAGE METER RENTAL	\$ 700	\$ 638	\$ 750	\$ 479	\$ 160	63.83%
POSTAGE	\$ 4,000	\$ 3,973	\$ 4,300	\$ 4,518	\$ 684	105.06%
OFFICE SUPPLIES	\$ 1,250	\$ 755	\$ 1,300	\$ 189	\$ -	14.53%
PHOTOCOPIER	\$ 1,600	\$ 1,695	\$ 1,700	\$ 960	\$ -	56.45%
Remote Meeting Services	\$ -	\$ 6,550	\$ -	\$ 3,595	\$ 538	0.00%
COMPUTER SOFTWARE	\$ -	\$ -	\$ -	\$ 240	\$ -	0.00%
COMPUTER EQUIPMENT	\$ 1,400	\$ 4,363	\$ 1,500	\$ 1,751	\$ 652	116.74%
WEB SITE SUPPORT	\$ 600	\$ 541	\$ 600	\$ -	\$ -	0.00%
SERVER MAINTENANCE	\$ 39,672	\$ 44,150	\$ 40,000	\$ 31,010	\$ 2,820	77.52%
DESIGNATED FUND EQUIPMENT	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	100.00%
TOTAL	\$ 64,822	\$ 78,160	\$ 65,800	\$ 58,075	\$ 4,894	88.26%
BOARD OF LISTERS						
LISTER WAGE	\$ 4,500	\$ 3,000	\$ 4,500	\$ 2,740	\$ -	60.90%
ASSESSING CLERK WAGE	\$ 22,547	\$ -	\$ 27,000	\$ 6,008	\$ 868	22.25%
FICA TAX	\$ 1,677	\$ 186	\$ 1,953	\$ 542	\$ 54	27.77%
MEDI TAX	\$ 663	\$ 44	\$ 457	\$ 127	\$ 13	27.78%
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	\$ 8,131	\$ 413	22.59%
TAX MAPPING	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SOFTWARE MAINT/UPDATE	\$ 6,000	\$ 5,680	\$ 6,000	\$ 5,300	\$ -	88.33%
TELEPHONE	\$ 530	\$ 530	\$ 600	\$ 342	\$ 41	57.06%
POSTAGE	\$ 150	\$ 442	\$ 180	\$ 21	\$ -	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	\$ 58,416	\$ 1,389	51.75%
PLANNING/DRB DEPARTMENT						
PLAN ADMIN WAGE	\$ 78,874	\$ 28,612	\$ 88,803	\$ 17,167	\$ -	19.33%
PLANNING DEPT. WAGES	\$ 58,357	\$ 31,779	\$ 28,601	\$ 27,057	\$ 3,114	94.60%
FICA TAX	\$ 8,508	\$ 2,801	\$ 7,279	\$ 1,691	\$ 193	23.23%
MEDI TAX	\$ 1,921	\$ 655	\$ 1,702	\$ 395	\$ 45	23.23%
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	\$ 369	\$ 44	36.94%
POSTAGE	\$ 450	\$ 130	\$ 500	\$ 85	\$ 5	16.93%
ADVERTISING	\$ 500	\$ 1,061	\$ 540	\$ 81	\$ -	15.00%
PRINTING	\$ 200	\$ -	\$ 200	\$ -	\$ -	0.00%
MILEAGE REIMB	\$ 400	\$ 52	\$ 400	\$ 141	\$ -	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	\$ 58,163	\$ 3,400	36.28%
RECREATION DEPARTMENT						
RECREATION ADMINISTRATION						
RECREATION DIR WAGE	\$ 71,796	\$ 77,712	\$ 74,280	\$ 49,308	\$ 5,915	66.38%
RECREATION ADMIN ASST	\$ -	\$ -	\$ 41,714	\$ -	\$ -	0.00%
FICA TAX	\$ 4,451	\$ 5,219	\$ 7,192	\$ 3,480	\$ 367	48.39%
MEDI TAX	\$ 1,005	\$ 1,220	\$ 1,682	\$ 814	\$ 86	48.38%
HEALTH INS	\$ 23,046	\$ 400	\$ 17,729	\$ -	\$ -	0.00%
DISABILITY/LIFE INSUR	\$ 756	\$ 738	\$ 1,511	\$ 536	\$ 66	35.49%
DENTAL INSURANCE	\$ 442	\$ 84	\$ 884	\$ -	\$ -	0.00%
VT RETIREMENT	\$ 4,846	\$ 5,092	\$ 7,830	\$ 3,364	\$ 399	42.97%

Town of Norwich
Expenditures Detail
February 29, 2024 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month February 29,	FY 24 PERF
SUPPORT						
ADMINISTRATION	\$ 4,000	\$ 4,457	\$ 4,250	\$ 4,064	\$ 322	95.63%
VIBRS	\$ 3,000	\$ 3,615	\$ 3,000	\$ 1,447	\$ -	48.25%
DISPATCH SERVICES	\$ 73,000	\$ 72,911	\$ 95,800	\$ 48,059	\$ 16,020	50.17%
TRAINING	\$ 2,500	\$ 2,299	\$ 3,500	\$ 1,809	\$ -	51.69%
TRAINING SUPPLIES	\$ 2,000	\$ 2,697	\$ 4,500	\$ 6,319	\$ 2,903	140.42%
MILEAGE REIMB	\$ 200	\$ 304	\$ 250	\$ 365	\$ -	146.20%
DUES/MTGS/EDUC	\$ 1,000	\$ 682	\$ 1,000	\$ 460	\$ 50	46.00%
UNIFORM	\$ 2,500	\$ 4,246	\$ 3,000	\$ 2,869	\$ 436	95.63%
UNIFORMS CLEANING	\$ 1,500	\$ 919	\$ 1,608	\$ 425	\$ 94	26.43%
BULLET PROOF VESTS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 89,700	\$ 92,130	\$ 116,908	\$ 65,818	\$ 19,825	56.30%
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	\$ 472,260	\$ 44,674	63.28%
FIRE/FAST DEPT.						
FIRE CHIEF WAGES	\$ 70,761	\$ 77,183	\$ 73,168	\$ 48,322	\$ 5,943	66.04%
FIRE OFFICER STIPEND	\$ 2,100	\$ 2,100	\$ 2,100	\$ -	\$ -	0.00%
FIREFIGHTERS WAGE	\$ 30,000	\$ 30,478	\$ 31,125	\$ 20,415	\$ 4,493	65.59%
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	\$ 4,141	\$ 596	61.33%
MEDI TAX	\$ 1,528	\$ 1,576	\$ 1,579	\$ 969	\$ 139	61.35%
HEALTH INSURANCE	\$ 21,141	\$ 14,688	\$ 15,102	\$ 13,380	\$ 1,313	88.60%
DISABILITY/LIFE INSURANCE	\$ 736	\$ 719	\$ 736	\$ 536	\$ 63	72.88%
VT RETIREMENT	\$ 4,770	\$ 5,051	\$ 5,081	\$ 3,299	\$ 401	64.93%
DENTAL INSURANCE	\$ 442	\$ 448	\$ 442	\$ 288	\$ 36	65.13%
TOTAL	\$ 140,510	\$ 140,494	\$ 138,583	\$ 92,290	\$ 12,985	66.60%
EMS WAGES						
EMS WAGE	\$ 5,000	\$ 7,722	\$ 5,000	\$ 5,883	\$ 890	117.65%
EMS DRILL WAGE	\$ 1,900	\$ 1,200	\$ 1,900	\$ 700	\$ 120	36.84%
EMS FICA TAX	\$ 428	\$ 420	\$ 444	\$ 340	\$ 60	76.63%
EMS MEDI TAX	\$ 100	\$ 98	\$ 104	\$ 80	\$ 14	76.53%
TOTAL	\$ 7,428	\$ 9,440	\$ 7,448	\$ 7,003	\$ 1,084	94.02%
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	\$ 3,243	\$ 1,510	77.21%
EMS TOOLS/ EQUIP	\$ 1,900	\$ 2,171	\$ 2,000	\$ 915	\$ -	45.74%
RADIO PURCH/REPAIR	\$ 750	\$ 1,785	\$ 800	\$ 597	\$ -	74.62%
TOTAL	\$ 6,650	\$ 8,260	\$ 7,000	\$ 4,755	\$ 1,510	67.92%
MAINTENANCE						
FIRE TRK R & M	\$ 13,000	\$ 21,169	\$ 14,500	\$ 14,441	\$ 5,950	99.59%
EQUIPMENT MAINTENANCE & SAFETY TESTING	\$ 4,000	\$ 1,106	\$ 4,000	\$ 4,603	\$ 139	115.07%
RADIO MAINTENANCE	\$ 500	\$ -	\$ 500	\$ 589	\$ -	117.80%
SOFTWARE MAINTENANCE	\$ -	\$ 120	\$ -	\$ -	\$ -	0.00%
COMPUTER MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VEHICLE FUEL	\$ 3,500	\$ 3,137	\$ 4,500	\$ 6,063	\$ 2,196	134.73%
TOTAL	\$ 21,000	\$ 25,531	\$ 23,500	\$ 25,696	\$ 8,285	109.34%
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	\$ -	\$ 2,469	\$ 232	0.00%
OFFICE SUPPLIES	\$ 600	\$ 724	\$ 650	\$ 973	\$ 92	149.71%
DISPATCH SERVICE	\$ 25,004	\$ 24,698	\$ 28,755	\$ 28,512	\$ 14,879	99.16%
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	\$ 62,915	\$ 15,203	88.39%
DESIGNATED FUNDS						
DESIGNATED FUND-APPARATUS	\$ 60,000	\$ 60,000	\$ 80,000	\$ 80,000	\$ -	100.00%
DESIGNATED FUND-EQUIPMENT	\$ 10,000	\$ 10,000	\$ 30,000	\$ 30,000	\$ -	100.00%
TOTAL	\$ 70,000	\$ 70,000	\$ 110,000	\$ 110,000	\$ -	100.00%
GRANT						
VLCT PACIF GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FEMA GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
COVID-19 Grant Transfer	\$ -	\$ 21,138	\$ -	\$ -	\$ -	0.00%
DRY HYDRANT GRANT	\$ -	\$ 2,940	\$ -	\$ 9,300	\$ -	0.00%
FY 17 HOMELAND SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ 24,078	\$ -	\$ 9,300	\$ -	0.00%

Town of Norwich
Expenditures Detail
February 29, 2024 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month February 29,	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	\$ 397,194	\$ 39,068	75.48%
EMERGENCY MANAGEMENT						
DEBT SERVICE ON TOWER BOND PRINCIPAL	\$ 26,775	\$ 27,500	\$ 26,775	\$ 27,709	\$ 209	103.49%
DEBT SERVICE ON TOWER BOND INTEREST	\$ 3,025	\$ 1,422	\$ 3,025	\$ 470	\$ -	15.53%
TOWER POWER	\$ 400	\$ 1,253	\$ 430	\$ 927	\$ 22	215.49%
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	\$ 46,250	\$ 231	96.54%
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	\$ -	33.33%
TRAILS	\$ 2,750	\$ 2,390	\$ 1,800	\$ 277	\$ -	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	\$ -	17.91%
WOMAN'S CLUB GRANT	\$ -	\$ 799	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 9,300	\$ 8,402	\$ 8,500	\$ 1,124	\$ -	13.22%
PUBLIC WORKS DEPARTMENT						
HIGHWAY DIVISION						
DIRECTOR OF PUBLIC WORKS	\$ 87,664	\$ 95,647	\$ 96,520	\$ 61,399	\$ 7,498	63.61%
ADMINISTRATIVE ASSISTANT, PART-TIME	\$ 22,385	\$ 1,221	\$ 22,823	\$ 10,784	\$ -	47.25%
ROAD CREW WAGES	\$ 271,472	\$ 187,537	\$ 316,182	\$ 155,285	\$ 18,309	49.11%
ROAD CREW OVERTIME	\$ 46,150	\$ 39,813	\$ 47,881	\$ 22,731	\$ 4,508	47.47%
PAGER COMPENSATION	\$ 4,650	\$ 4,482	\$ 4,650	\$ 820	\$ -	17.63%
FICA	\$ 26,884	\$ 19,842	\$ 30,259	\$ 14,963	\$ 1,809	49.45%
MEDICARE	\$ 6,071	\$ 4,641	\$ 7,077	\$ 3,500	\$ 423	49.45%
HEALTH INSURANCE	\$ 90,929	\$ 45,419	\$ 76,438	\$ 53,321	\$ 6,080	69.76%
DISABILITY & LIFE INSURANCE	\$ 3,859	\$ 2,685	\$ 4,176	\$ 2,483	\$ 286	59.47%
DENTAL INSURANCE	\$ 2,651	\$ 1,902	\$ 2,872	\$ 1,493	\$ 180	51.99%
RETIREMENT	\$ 27,761	\$ 21,463	\$ 31,403	\$ 16,258	\$ 2,046	51.77%
TOTAL	\$ 590,476	\$ 424,653	\$ 640,281	\$ 343,038	\$ 41,138	53.58%
MATERIALS						
SALT & CHEMICALS	\$ 115,000	\$ 116,830	\$ 119,626	\$ 67,645	\$ 40,535	56.55%
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	\$ 19,217	\$ 8,752	32.59%
CULVERTS & OTHER ROAD SUPPLIES	\$ 12,000	\$ 13,132	\$ 20,000	\$ -	\$ -	0.00%
ASPHALT PRODUCTS	\$ 3,000	\$ 1,118	\$ 3,100	\$ 160	\$ 160	5.16%
BRIDGE REPAIR & MAINTENANCE	\$ 2,000	\$ 1,865	\$ 2,000	\$ -	\$ -	0.00%
OTHER PROJECTS	\$ 1,785	\$ 6,426	\$ 1,900	\$ 881	\$ 9	46.35%
SIGNS	\$ 2,250	\$ 2,360	\$ 2,400	\$ 890	\$ -	37.07%
TOTAL	\$ 328,535	\$ 303,038	\$ 357,617	\$ 88,793	\$ 49,457	24.83%
CONTRACTED SERVICES						
PLOWING & SANDING	\$ 25,000	\$ 78,560	\$ 25,683	\$ 76,460	\$ 38,230	297.71%
ROAD SWEEPING	\$ -	\$ 2,480	\$ 2,325	\$ -	\$ -	0.00%
LEAF REMOVAL	\$ 3,000	\$ -	\$ 3,220	\$ -	\$ -	0.00%
STREETLIGHTS	\$ 13,000	\$ 14,109	\$ 13,900	\$ 8,657	\$ 1,362	62.28%
TREE CUTTING & REMOVAL	\$ 10,000	\$ 8,650	\$ 10,275	\$ 900	\$ -	8.76%
UNIFORMS	\$ 12,000	\$ 13,000	\$ 12,325	\$ 8,483	\$ 1,612	68.83%
PAVING	\$ 7,500	\$ 4,648	\$ 30,000	\$ 30,040	\$ -	100.13%
OTHER PROJECTS	\$ 15,500	\$ 13,014	\$ 16,000	\$ 12,605	\$ 153	78.78%
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)	\$ -	-66.26%
TOTAL	\$ 189,000	\$ 250,475	\$ 222,103	\$ 125,242	\$ 41,358	56.39%
EQUIPMENT						
OUTSIDE REPAIRS	\$ 35,000	\$ 36,921	\$ 45,000	\$ 21,531	\$ 9,220	47.85%
PARTS & SUPPLIES	\$ 50,000	\$ 53,007	\$ 55,000	\$ 32,548	\$ 6,184	59.18%
PETROLEUM PRODUCTS	\$ 70,000	\$ 32,626	\$ 77,070	\$ 36,153	\$ 5,296	46.91%
TOTAL	\$ 155,000	\$ 122,554	\$ 177,070	\$ 90,231	\$ 20,700	50.96%
HIGHWAY GARAGE						

Town of Norwich
Expenditures Detail
February 29, 2024 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month February 29,	FY 24 PERF
ELECTRICITY	\$ 4,000	\$ 7,517	\$ 6,000	\$ 969	\$ 603	16.15%
PROPANE	\$ 9,000	\$ 4,915	\$ 10,395	\$ 3,885	\$ 2,471	37.37%
TELEPHONE (Inc. Internet)	\$ 6,500	\$ 4,507	\$ 6,950	\$ 2,191	\$ 277	31.53%
SUPPLIES	\$ 8,250	\$ 5,604	\$ 8,800	\$ 4,982	\$ 347	56.61%
ALARM MONITORING	\$ 900	\$ 119	\$ 1,000	\$ 3,073	\$ -	307.30%
REPAIRS & MAINTENANCE	\$ 7,750	\$ 11,811	\$ 8,300	\$ 5,037	\$ 640	60.68%
TOOLS	\$ 7,250	\$ 635	\$ 7,775	\$ 6,670	\$ 4,113	85.79%
ADMINISTRATION	\$ 5,000	\$ 10,547	\$ 5,300	\$ 435	\$ 83	8.21%
TOTAL	\$ 48,650	\$ 45,656	\$ 54,520	\$ 27,242	\$ 8,534	49.97%
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	\$ -	\$ -	\$ -	\$ 78,173	\$ 58,082	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	\$ -	\$ 3,520	\$ 3,520	0.00%
VTRANS - STRUCTURES GRANT (10% Local)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ 652,116	\$ -	\$ 123,489	\$ 61,602	0.00%
TOTAL-HIGHWAY DIVISION	\$ 1,531,661	\$ 2,018,492	\$ 1,738,591	\$ 1,085,035	\$ 222,790	62.41%
BUILDINGS & GROUNDS DIVISION						
BUILDING & GROUND WAGES	\$ 96,545	\$ 71,513	\$ 105,475	\$ 58,790	\$ 7,674	55.74%
OVERTIME WAGES	\$ 5,793	\$ 1,522	\$ 6,000	\$ 2,972	\$ 821	49.54%
PAGER COMPENSATION	\$ 750	\$ 1,034	\$ 750	\$ -	\$ -	0.00%
FICA	\$ 6,478	\$ 4,749	\$ 6,958	\$ 3,789	\$ 520	54.45%
MEDICARE	\$ 1,463	\$ 1,111	\$ 1,627	\$ 886	\$ 122	54.45%
HEALTH INSURANCE	\$ 29,180	\$ 16,960	\$ 24,570	\$ 20,497	\$ 2,265	83.42%
DISABILITY & LIFE INSURANCE	\$ 1,089	\$ 694	\$ 1,088	\$ 766	\$ 94	70.36%
DENTAL INSURANCE	\$ 884	\$ 735	\$ 884	\$ 576	\$ 72	65.14%
RETIREMENT	\$ 7,052	\$ 4,919	\$ 7,525	\$ 4,176	\$ 573	55.50%
TOTAL	\$ 149,233	\$ 103,238	\$ 154,877	\$ 92,452	\$ 12,141	59.69%
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	\$ 1,920	\$ 360	37.65%
TOTAL	\$ 4,800	\$ 2,550	\$ 5,100	\$ 1,920	\$ 360	37.65%
EQUIPMENT						
OUTSIDE REPAIRS	\$ 2,000	\$ 106	\$ 2,100	\$ -	\$ -	0.00%
PARTS & SUPPLIES	\$ 2,500	\$ 2,682	\$ 2,600	\$ 1,555	\$ 440	59.81%
PETROLEUM PRODUCTS	\$ 2,800	\$ 616	\$ 3,083	\$ 1,036	\$ -	33.59%
TOOLS	\$ 500	\$ 136	\$ 550	\$ -	\$ -	0.00%
TOTAL	\$ 7,800	\$ 3,539	\$ 8,333	\$ 2,591	\$ 440	31.09%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL-BUILDING AND GROUNDS DIVISION	\$ 163,408	\$ 109,745	\$ 169,885	\$ 96,962	\$ 12,941	57.08%
SOLID WASTE DIVISION						
TRANSFER STATION WAGES	\$ 43,097	\$ 45,877	\$ 45,482	\$ 30,409	\$ 3,613	66.86%
FICA	\$ 2,672	\$ 2,872	\$ 2,820	\$ 1,904	\$ 224	67.52%
MEDICARE	\$ 603	\$ 672	\$ 659	\$ 445	\$ 52	67.53%
TOTAL	\$ 46,372	\$ 49,420	\$ 48,961	\$ 32,758	\$ 3,889	66.91%
CONTRACTED SERVICES						
GUWSWMD ASSESSMENT	\$ 36,120	\$ 36,120	\$ 32,508	\$ 32,508	\$ -	100.00%
MUNICIPAL SOLID WASTE	\$ 51,250	\$ 45,393	\$ 52,650	\$ 32,912	\$ 7,530	62.51%
RECYCLING	\$ 42,250	\$ 43,865	\$ 45,300	\$ 22,357	\$ 7,879	49.35%
C & D WASTE DISPOSAL	\$ 10,250	\$ 14,362	\$ 15,600	\$ 8,453	\$ 1,760	54.19%
FOOD WASTE DISPOSAL	\$ 21,250	\$ 24,654	\$ 22,780	\$ 10,767	\$ 3,064	47.26%
UNIFORMS	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 161,620	\$ 164,394	\$ 168,838	\$ 106,997	\$ 20,233	63.37%
EQUIPMENT						
PARTS & SUPPLIES	\$ 1,000	\$ 1,384	\$ 1,075	\$ 542	\$ 12	50.41%
REPAIRS & MAINTENANCE	\$ 3,000	\$ 6,390	\$ 3,000	\$ 2,445	\$ 450	81.49%
SMALL EQUIPMENT	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
TOTAL	\$ 4,500	\$ 7,774	\$ 4,575	\$ 2,987	\$ 462	65.28%
TRANSFER STATION						
PURCHASED SERVICES	\$ 2,500	\$ 825	\$ 4,000	\$ 1,500	\$ -	37.50%
ELECTRICITY	\$ 2,250	\$ 2,360	\$ 2,300	\$ 3,281	\$ 316	142.64%
PROPANE	\$ 750	\$ 608	\$ 866	\$ 116	\$ 116	13.39%
TELEPHONE	\$ 500	\$ 448	\$ 525	\$ 293	\$ 37	55.87%
ADMINISTRATION	\$ 1,000	\$ 1,960	\$ 1,000	\$ 338	\$ -	33.85%
FRANCHISE TAX TO VERMONT	\$ 2,000	\$ 715	\$ 2,150	\$ 1,154	\$ -	53.68%

**Town of Norwich
Expenditures Detail
February 29, 2024 Unaudited**

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month February 29,	FY 24 PERF
TOTAL	\$ 9,000	\$ 6,915	\$ 10,841	\$ 6,682	\$ 469	61.64%
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	\$ 154,424	\$ 25,053	64.83%
TRACY HALL						
WATER USAGE	\$ 875	\$ 714	\$ 900	\$ 331	\$ -	36.80%
ELECTRICITY	\$ 16,000	\$ 13,127	\$ 18,192	\$ 7,643	\$ 1,562	42.01%
HEATING	\$ 15,000	\$ 15,869	\$ 18,750	\$ 11,639	\$ 5,411	62.08%
ALARM MONITORING	\$ 1,250	\$ 119	\$ 1,300	\$ 642	\$ -	49.38%
ELEVATOR MAINT	\$ 3,250	\$ 4,307	\$ 3,300	\$ 2,925	\$ 322	88.63%
CUSTODIAN PAGER	\$ 750	\$ -	\$ 750	\$ -	\$ -	0.00%
BUILDING SUPPLIES	\$ 4,200	\$ 2,801	\$ 4,300	\$ 3,350	\$ 154	77.90%
REPAIRS & MAINT	\$ 10,000	\$ 13,982	\$ 10,300	\$ 15,709	\$ 1,558	152.51%
BANDSTAND & SIGN ELECTR (Inc Huntley EV Charge)	\$ 2,500	\$ 1,020	\$ 2,500	\$ 1,059	\$ 130	42.36%
DESIGNATED FUND-TRACY HALL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL TRACY HALL	\$ 53,825	\$ 51,938	\$ 60,292	\$ 43,298	\$ 9,137	71.81%
TOTAL PUBLIC WORKS DEPARTMENT	\$ 1,970,385	\$ 2,408,678	\$ 2,206,983	\$ 1,379,719	\$ 269,921	62.52%
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	\$ -	81.27%
PROP & CAS INSURANCE	\$ 90,000	\$ 92,230	\$ 92,000	\$ 87,558	\$ -	95.17%
WORKER'S COMP INS	\$ 95,000	\$ 51,146	\$ 97,000	\$ 52,545	\$ -	54.17%
TOTAL	\$ 188,250	\$ 147,590	\$ 192,300	\$ 142,785	\$ -	74.25%
TOTAL TOWN EXPENDITURES	\$ 4,958,866	\$ 5,478,018	\$ 5,522,124	\$ 3,652,344	\$ 439,889	66.14%
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	\$ 3,898,544	\$ 439,889	65.27%

Account	Curr Yr Pd 8 Feb Encumbrances	Curr Yr Pd 8 Feb Actual
ASSET		
01-1-001 CASH	0.00	5,079,407.48
01-1-002 INVESTMENTS	0.00	2,069,643.90
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	418,307.16
Total RECEIVABLES	0.00	418,307.94
01-1-004 OTHER ASSETS	0.00	67,284.48
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-3,211,347.56
Total Asset	0.00	4,423,296.24
LIABILITY		
01-2-001 ACCOUNTS PAYABLE	0.00	296,197.02
01-2-002 GRANT LIABILITY	0.00	0.00
01-2-003 OTHER LIABILITIES	0.00	14,950.00
01-2-004 DEFERRED REVENUES	0.00	0.00
Total Liability	0.00	311,147.02
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	2,305,240.58
Total Fund Balance	0.00	4,112,149.22
Total Liability, Reserves, Fund Balance	0.00	4,423,296.24

NORWICH FIRE DEPARTMENT MARCH SB REPORT



PREPARED BY: FIRE CHIEF ALEX NORTHERN

DATE: 3/15/24

GREASE FIRES - WHAT TO DO WHEN THEY HAPPEN AND HOW TO PREVENT THEM

You've started to warm up the grease to sauté some delicious meat or vegetables, and suddenly you get distracted by a phone call or someone ringing the doorbell. The grease begins to overheat, produces smoke, and — before you know it — it catches on fire. What you do to put out the grease fire can either work for you or against you, so you are encouraged to keep the following grease fire safety tips in mind.

IN THE EVENT OF A GREASE FIRE:

- **Turn off the heat**, but do not try to move the pot from the stove as the grease could splash on you or the kitchen surfaces.
- **Put a lid on the pot or frying pan** to cut off oxygen to the fire. If the fire is out of control, **the most important thing to do is to call 911** and get everyone outside.
- **Do NOT pour water on a grease fire.** Water can cause the grease to splash onto yourself or kitchen surfaces and spread the flames.
- **Do NOT fan the fire with a dry or wet cloth.** This can also cause the grease to splash or fire to spread onto other surfaces.
- **Do NOT use flour on a grease fire.** While sometimes baking soda can extinguish a small grease fire (though not if the fire is too overwhelming), flour cannot and should not be used.
- Due to chemical risk of contaminating your kitchen, putting out a grease fire with your fire extinguisher should be the last resort.

HOW TO PREVENT A GREASE FIRE:

- Stay in the kitchen and keep an eye on the deep fryer or frying pan.
- Slowly heat the oil to your desired temperature.
- Turn off the burner if you suspect the grease is getting too hot.
- Place the food in the grease carefully to prevent hot grease splatter.

For more information of cooking/kitchen fire safety, please see <https://www.nfpa.org/education-and-research/home-fire-safety/cooking> Sources: [National Fire Protection Association](#)

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.

Calls for Service In February:

FIRE	17
EMS	18
FIRE MUTUAL AID	4



NORWICH POLICE DEPARTMENT



CHIEF OF POLICE

MATTHEW S. ROMEI

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775
email: matthew.s.romei@vermont.gov

MONTHLY REPORT

DECEMBER 2023

PREPARED BY: Matthew Romei
Chief of Police

DATE: March 21, 2024

Activity:

The Norwich Police Department received 44 calls for service during the month of February. VSP responded to five calls when no Norwich Officer was on duty. One motor vehicle citation and two warnings were issued during the month of February.

Crime:

As is typical during the winter months, we are seeing an uptick in Family Fights and Domestic Violence calls, and the mental health component of calls is on the increase. Hopefully with the warmer weather and folks getting out of the house we will see this number improve.

A note from our friends at the Secret Service tells us the “Grandparent Scam” is in full swing – when someone calls and says your grandchild is in jail and needs bail money, or in the hospital and needs a co-pay. There is NEVER a time were a Law Enforcement Agency will ask you to put money on gift cards for something like this.

Training:

Our annual training records were submitted to the Vermont Criminal Justice Council. Norwich Officers completed 382 hours of training last year in everything from First Aid to Use of Force and Fair and Impartial Policing. This year’s training has mandatory topics on Domestic Violence as well as our annual requirements.

Items of Note:

Many of you saw the news about Dr. Jill Biden, the First Lady of the United States visiting earlier this week. Over 50 State, County and Local Law Enforcement Officers, Fire Fighters, Paramedics and Specialty Responders from Vermont and New Hampshire supplemented the U.S. Secret Service in providing security for this visit. We had a critical incident in Norwich, as well as a healthy-sized protest of the First Lady’s visit, while the official party was either on the way or at the event. These items were handled so successfully the official event never knew they happened. I am incredibly proud of the effort.

We said goodbye to Judy Powell in February, as she capped off a lengthy career serving the Town of Norwich. This week, we say hello Nicole Dernier (*said “Dern-yay”*) as our new Administrative Professional. Stop by and welcome her when you get a moment.

With the new Collective Bargaining Agreement now in place, we are actively recruiting for full time and part time officers. If you know anyone that might be interested – tell them to give us a call!

~Chief~

	August	September	October	November	December	January	February
911 Hangup	1	0	2	1	2	1	1
Agency Assist	7	9	4	4	4	10	10
Animal Problem	4	4	3	0	0	2	1
Assault				1	1	0	0
Burglary	2	0	0	1	0	0	0
Burglary Alarm	6	4	2	4	3	1	6
Citizen Assist	8	7	4	3	5	0	2
Citizen Dispute	1	0	1	1	0	0	0
Directed Patrol	10	14	15	3	6	5	2
Crash - Damage	3	6	2	8	3	4	1
Crash - Injury	1	1	0	2	0	0	0
Death Investigation	1	1	0	0	1	0	0
Foot Patrol	3	8	4	1	0	0	0
Misc	6	9	5	0	8	0	2
Found Property	1	0	1	2	2	0	0
Fraud	6	0	2	2	1	0	0
Intoxication	2	0	0	0	0	0	0
Juvenile Issue	1	0	0	0	3	0	0
Lockout	1	0	1	1	0	0	0
Mental Health				1	3	2	3
Missing Person	0	0	1	0	0	0	2
MV Complaint	10	3	6	3	10	3	4
Noise	1	0	2	0	1	0	0
Overdose	0	1	0	0	0	0	0
Panic Alarm	0	1	0	0	0	0	0
Parking Problem	0	0	2	0	0	0	0
Suspicious	7	3	4	6	13	5	1
Special Detail/Public Speaking			7	1	1	1	1
Theft	2	0	3	2	3	2	1
Threats	1	0	0	2	0	3	1
Traffic Hazard	1	4	1	1	0	2	0
Trespassing	4	2	0	1	0	3	2
Vandalism	2	1	1	0	0	0	1
Welfare Check	1	5	2	1	4	5	3
Total Calls	97	83	80	53	78	49	44

PREPARED BY: BRIE SWENSON, RECREATION DIRECTOR

DATE: MARCH 7TH, 2024

Our Drama Club opened the February Community Potluck with a performance of 3 short skits. They did an admirable job remembering their lines and speaking clearly.

We held two very popular Open Gym days over February school vacation week again. We separated each day into an early morning shift for those up to 3rd grade, and afternoons for those 4th grade and older.

Basketball Season - Our teams finished all games this month. We were able to attend the Tenney tournament, and play 'kid v. parent' games as our season-ending events.

Mud Season sports began on February 26th. We are running baseball, basketball, and lacrosse. All adult programs continued running on schedule. Those include basketball, volleyball, badminton, table tennis, futsal, strength training, and pickleball.

Registrations for Good Life camp, Mountain Biking and Root Rockers trail running all opened on February 12th. On February 21st, we received an email from the SAU Facilities Director, letting us know that the Marion Cross School may not be an option for us this summer. We moved Good Life camp to Legion Post 8, after meeting with the camp Instructor. We will postpone opening more camps until our spaces are confirmed.

Our partnerships with Hanover High School have picked up recently. The captains of the HHS Softball team are going to run two softball clinics for us in April and May. The class of 2025 is hosting an April 'Parents' Night Out' for us, with the class of 2026 running a May 'Parents' Night Out'. The tennis team is exploring the idea of renting the Huntley tennis courts for their JV practice team.

The Finance Director has requested that we no longer run programs where the instructors accept fees on site. During the pandemic, we lost most of those programs, but retained table tennis and yoga. Yoga has decided to go to a rental-based program, and table tennis folded into our regular adult programming. We will see this change reflected in both our revenue and expenses. We previously took in all fees and paid out 70% to the instructors.

Cal Ripken baseball registration fees will also no longer be taken in by Norwich Rec department. The program will rent the fields at Huntley Meadows and collect their own fees under the non-profit Norwich Baseball Association. Many other towns follow this model since Cal Ripken Baseball traditionally does not follow the guidelines of the Upper Valley Recreation Association.