

Norwich Selectboard

Regular Meeting – April 24, 2024 – 6:30 p.m.
Tracy Hall Multi-Purpose Room

This will be a ZOOM only Meeting

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. Selectboard and Town Manager Goals (1 hour max) – Discussion/Possible Motion(s)
 - a. Selectboard Goals
 - b. Town Manager Goals
 - c. Town Manager's Input on Goals & Priorities
5. Committee Appointments – Interviews/Discussion/Motions
6. DPW Grants in Aid – Discussion/Motion
7. DPW Culvert Bid Recommendation – Discussion/Motion
8. Police Dept Request to Expend Special Equipment Reserve Funds – Discussion/Motion
9. Receipt of Correspondence – Review/Discussion
10. Approval of Minutes – April 10, 2024 – Discussion/Motion
11. Approval of AP Warrant(s) – Discussion/Motion
12. Draft Policy – Resolutions and Letters of Support 2nd Read – Discussion/Possible Motion
13. Town Manager's Report
14. Department Head Reports
 - a. Financials – March 2024
 - b. Fire Chief's Report
 - c. Police Chief's Report
 - d. Recreation Dept.
15. Adjournment – Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	5/8/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Selectboard business;	Draft Personnel Policies? Finalize committee appointments Casella Contract Renewal
Wednesday	5/22/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Selectboard business	

Ongoing and future work

Town Manager's Office

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

Selectboard

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

**TOWN OF NORWICH
2024 SELECTBOARD AND TOWN MANAGER GOALS
and TOWN MANAGER ANNUAL PERFORMANCE EVALUATION**

Town Manager: Brennan Duffy	Period of EVALUATION: 9/27/2023 – 9/26/2024
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Part I – Governing Parameters for Goals and Evaluation

- **Statutory:** The Selectboard acknowledges the constraints under Dillon’s Rule to not exceed the authority given it by the statutes of the State of Vermont, including but not necessarily limited to:
 - 24 V.S.A. § 872 Selectboard; general powers and duties
 - 24 V.S.A. § 1236 (Town Manager) Powers and duties in particular
 - 24 V.S.A. § 1238 (Town Manager) Additional duties
 - 19 V.S.A. § 304 (Town Highways) Duties of selectboard
- **Contractual:** The Selectboard (“Board”) and Town Manager (“Employee”) are bound by the Town Manager Employment Agreement (“Agreement”) as executed by the parties on 09/17/2023.
 - As to goals and performance objectives, this document represents the written agreement which is required in Section Aⁱ of the Agreement;
 - As to an annual EVALUATION, this document is pursuant to Section Bⁱⁱ of the Agreement.
- **Personnel Policy:** Pursuant to Section XII. B. of the Agreement, Governing Law; Personnel Rules Superseded, the Agreement supersedes Personnel Policies in conflict with the Agreement.ⁱⁱⁱ

Part II – Board & Employee Goals/Performance Objectives, Relative Priorities, and Appraisal

#1 Goal: Maintain Town Functions

<p>Required: Statutory Duty to perform and execute the duties required of a town.</p> <p><i>Anticipated constraints, if any:</i></p>	<p>Evaluation</p> <p><input type="checkbox"/> Above Expectation <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Below Expectation</p> <p><i>Board and/or Employee Comments:</i></p>
<p>Agreed: to accomplish before Sept. 2024:</p> <p>1. Performance Objective: Identify and contract for Human Resource assistance</p> <p><i>Anticipated constraints, if any:</i></p>	<p>Evaluation</p> <p><input type="checkbox"/> Above Expectation <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Below Expectation</p> <p><i>Board and/or Employee Comments:</i></p>
<p>2. Performance Objective: Complete Draft Personnel Policy for SB review</p> <p><i>Anticipated constraints, if any:</i></p>	<p>Evaluation</p> <p><input type="checkbox"/> Above Expectation <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Below Expectation</p> <p><i>Board and/or Employee Comments:</i></p>

Part II – Board & Employee Goals/Performance Objectives, Relative Priorities, & Appraisal Cont.

#1 Goal: Maintain Town Functions Continued

Agreed: to accomplish ASAP

- 1. Performance Objective: Fill open positions for Planning & Zoning Director; Police Officers; DPW workers; TM/DPW Administrative Assistant

Anticipated constraints, if any:
Availability of qualified applicants.

Evaluation

- Above Expectation
- Meets Expectation
- Below Expectation

Board and/or Employee Comments:

#2 Goal: Attend to Disasters and Unforeseen Events Affecting the Town as needed.

Agreed: that Unforeseen Disasters/Events may take precedence, use limited time and resources, and otherwise impair achievement of other agreed upon Goals and Objectives

- 1. Performance Objectives include: Efficient and timely responses, documented protocols for response and communication with Town and governmental entities

Anticipated constraints, if any:

Evaluation

- Above Expectation
- Meets Expectation
- Below Expectation

Board and/or Employee Comments:

#3 Goal: Protect Town Management Time

Agreed: to Develop a structure to protect Town Manager/town management time for accomplishment of Goals and Performance Objectives

- 1. Performance Objective: Complete the SB Handbook for Committees, Boards, Commissions; post the final document; follow, enforce and maintain the Handbook.

Anticipated constraints, if any:

Evaluation

- Above Expectation
- Meets Expectation
- Below Expectation

Board and/or Employee Comments:

Part II – Board & Employee Goals/Performance Objectives, Relative Priorities, & Appraisal Cont.

#3 Goal: Protect Town Management Time Continued

2. Performance Objective: Develop and adhere to a global protocol for making requests of Town Manager/town management time.

Evaluation

- Above Expectation
- Meets Expectation
- Below Expectation

Anticipated constraints, if any:

Board and/or Employee Comments:

#4 Goal: Special Project – Tracy Hall

Agreed short-term work to maintain Tracy Hall as an office, meeting and community space:

1. Performance Objective: Completion, Review and analysis of Architectural and Energy Studies.

Evaluation

- Above Expectation
- Meets Expectation
- Below Expectation

Anticipated constraints, if any:

Board and/or Employee Comments:

Agreed long-term work to make Tracy Hall Energy efficient and structured for 21st Century work and meeting needs:

2. Performance Objective: Identification of Projects that can be accomplished in 2024.

Evaluation

- Above Expectation
- Meets Expectation
- Below Expectation

Anticipated constraints, if any:

Board and/or Employee Comments:

3. Performance Objective: Securing of estimates, development of a timetable and necessary capital budgets for identified projects.

Evaluation

- Above Expectation
- Meets Expectation
- Below Expectation

Anticipated constraints, if any:

Board and/or Employee Comments:

Part III – Overall EVALUATION of Employee’s Skills, Knowledge, Abilities

A. Leadership and Management

Ability to communicate with the Selectboard, Town staff, committees/commissions/boards and elected officials as to Town goals, objectives, policies, rules, statutes and regulations pertaining to the work of the Town, to ensure the work of the Town is duly performed and executed.

Board Comments:

Overall EVALUATION

- Above Expectation
- Meets Expectation
- Below Expectation

B. Planning and Quality of Work

Ability to elicit and assess the needs of the Town and its staff, develop strategies and recommend appropriate budgets to the Selectboard to achieve quality outcomes for the Town.

Board Comments:

Overall EVALUATION

- Above Expectation
- Meets Expectation
- Below Expectation

C. Knowledge, Judgment, and Productivity

Ability to assess the type of assistance required to address the needs of the Town, weigh reasonable alternatives, keep the Selectboard appropriately apprised, and attend to necessary work in a timely fashion.

Board Comments:

Overall EVALUATION

- Above Expectation
- Meets Expectation
- Below Expectation

Part VI – Employees Comments – Append additional pages as necessary.

Part VII – Signatures

Brennan Duffy, Town Manager

Date

Selectboard

Date

ⁱ “A. Annually, the Board and Employee shall define such goals and performance objectives 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 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.”

ⁱⁱ “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.”

ⁱⁱⁱ Section XII. B. “This Agreement supersedes the Town’s Personnel Rules and Regulations to the extent said Rules and Regulations are in conflict with the Agreement. Additionally, wherever said Rules and Regulations refer to the Town Manager in a supervisory role, such references shall be read to mean the Board with respect to supervisory authority over the Town Manager.”

**TOWN OF NORWICH
EMPLOYEE PERFORMANCE REVIEW**

Employee's Name - Last, First, MI	Employee's Grade and Step	Employee's Working Title
Period of Report From: To:	Type of Report <input type="checkbox"/> Annual <input type="checkbox"/> Salary Increase <input type="checkbox"/> Other (specify) _	
Part I – Review of Job Description		
Does the job description accurately and directly relate to the job performed by the employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, attach a revision of the job description		
Part II – Appraisal of Objectives		
Overall progress on Goals and Objectives <input type="checkbox"/> Above Expectation <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Below Expectation		
In the space below summarize the progress made on Goals and Objectives from last review. List new Goals and Objectives.		
Part III – Appraisal of Employee Performance		
Rate the employee for each performance characteristic by marking the box that best indicates the employee's level of achievement. Base each rating on the employee's demonstrated performance. Comments may be provided to explain a particular rating, and are required when an Above Expectation or Below Expectation rating is designated.		
A. Planning Assess the ability to develop a plan to complete the work. <input type="checkbox"/> Above Expectation <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Below Expectation Comments		
B. Initiative Assess the ability to be enterprising and industrious to stay ahead of the job. <input type="checkbox"/> Above Expectation <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Below Expectation Comments		

C. Quality

Assess the level of accuracy, content and thoroughness of work.

Above Expectation

Meets Expectation

Below Expectation

Comments

D. Productivity

Assess the amount of work completed in relation to expectations.

Above Expectation

Meets Expectation

Below Expectation

Comments

E. Knowledge

Assess the familiarity with techniques and procedures needed to complete the work.

Above Expectation

Meets Expectation

Below Expectation

Comments

F. Judgement

Assess ability to weight alternatives and arrive at conclusions.

Above Expectation

Meets Expectation

Below Expectation

Comments

G. Teamwork

Assess the ability to work with others, when appropriate, to attain organizational goals and objectives.

Above Expectation

Meets Expectation

Below Expectation

Comments

H. Leadership

Assess the ability to develop and guide subordinates or coworkers to successful completion of objectives through increasing their knowledge, skills and abilities, if applicable.

Above Expectation

Meets Expectation

Below Expectation

Comments

I. Attendance/Punctuality

Assess the reliability to be on time and honor time commitments.

Above Expectation

Meets Expectation

Below Expectation

Comments

J. Interpersonal Relations

Assess the ability to communicate and listen effectively to other employees.

Above Expectation

Meets Expectation

Below Expectation

Assess the ability to communicate policies and procedures effectively and accurately to members of the public, and to respond to problems and complaints in a tactful manner.

Above Expectation

Meets Expectation

Below Expectation

K. Development and Training:

Identify any developmental or training activities the employee has completed since his/her last performance evaluation.

Indicate recommendations for further development and training for purposes of preparing the employee for additional responsibilities or for improvement of current job performance.

Part V – Overall Performance Rating	
Rate the employee's overall performance by marking the box that best indicates the employee's level of achievement. Supervisor's comments on the employee's overall performance may be documented, and are required when an Outstanding or inadequate performance rating is designated.	
<input type="checkbox"/> Above Expectation <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Below Expectation	
Comments	
Part VI – Employee's Comments	
Employee may comment on all or any part of the information contained in this document, including the evaluation process. If the employee does not concur with the evaluation, check the appropriate box in Part VII and explain the reasons for disagreement.	
Part VII – Signatures	
Employee's Signature	Date
<input type="checkbox"/> I do not concur (Use Part VI for Comments).	
Supervisor's Signature	Date

- Add additional sheets for more comments
- A self-evaluation may be done on a separate copy of this form.
- Sections not applicable to a specific job may be marked "N/A"

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

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

Name: Linda Gray

Address: 175 Kerwin Hill Road

Day phone: 802-649-2032

Evening phone: 802-649-2032

E-mail: linda.c.gray@gmail.com

Position Applied For: Development Review Board

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

Terms: 1

Years: 3

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

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

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

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

As a former alternate on the District 3 Environmental Commission and a current member of the Norwich BCA, I am familiar with the role of Town

regulations and the process of hearings and deliberations.

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

Norwich and Dresden School Boards, 1998-2008; alternate, District 3 Environmental Commission, 2012-2021; currently: Norwich Justice of the Peace:

member, Norwich Energy Committee

5. Education and Current Employment

Name of Company: retired

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

B.A., College of William & Mary

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

Comments:

Signature

/s/ Linda C. Gray

Date

2/23/2024

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P.O. Box 376
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APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Matthew Stuart

Address: 191 tigertown rd

Day phone: 802 291 2228

Evening phone:

E-mail: Tigertownfarm@gmail.com

Position Applied For: DRB

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

Terms: 1

Years: 3

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

Evening: (Yes No Morning: (Yes No

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

zoom preferred. post 6pm preferred.

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

developed multiple properties while a homebuilder.

have already served and have familiarity with regs,norms, and process.

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

drb current

5. Education and Current Employment

Name of Company: Rooted Gardens

Location: Norwich

Title: co owner

Describe your work:

ecological approach to landscaping

6. Pertinent Education and/or Experience:

term on drb and development experience

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes

No). If yes, please explain:

Comments:

thank you select board for volunteering for the community.

Signature

Matthew stuart (electronic signature)

Date

2.23.24

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

Name: Patrick Bradley

Address: 37 Meetinghouse Rd

Day phone: 603-306-7507

Evening phone:

E-mail: pvbradley@gmail.com

Position Applied For: DRB member

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

Terms: 1

Years: 3

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

Evening: (Yes No Morning: (Yes No

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

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

JD

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

5. Education and Current Employment

Name of Company: Alloy Therapeutics

Location: Hanover

Title: Senior Counsel

Describe your work:

Negotiate contracts

6. Pertinent Education and/or Experience:

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

Comments:

Signature

/ Patrick Bradley /

Date

April 17, 2024

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

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

Name: *Sue Pitiger*
Address: *1 Hayer St.*
Day phone: *(802) 356-1187* Evening phone:
E-mail: *suepitiger@gmail.com*
Position Applied For:

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

Terms: *3 (2 alternate, 1 full)*

Years: *9 (I think!)*

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

Evening: (Yes No Morning: (Yes No

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

None

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

- I've served already
- I served on the zoning board in my former community in L.I.
- I'm analytical and know Norwich well.

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

- Norwich Women's Club board, current
- Holiday Baskets, current
- Zoning Board of Appeals, Huntington, N.Y., former
- Wayside, former

5. Education and Current Employment

Name of Company: _____

Location:

Title: _____

Describe your work: _____

6. Pertinent Education and/or Experience:

- M.B.A.
- Reactor on L.I.

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

Comments: I've enjoyed my work on the DRB and would like to continue.

One problem - we are away this year March 1 May 1. I cannot attend an interview during that time.

Signature

Susan O. Pitigee

Date

2/23/24

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

Name: Irv Thomae

Address: 528 New Boston Rd (Mail: PO Box 281)

Day phone: 802-649-5617

Evening phone: same

E-mail: irvthomae@alum.mit.edu

Position Applied For: Governing Board, E Central Vt Telecomm. District (ECFiber⁺)

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

Terms: 8 since District formation

Years: 8+8 prior

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

Evening: (Yes No Morning: (Yes No

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

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

7.5 yrs as ECFiber Chair (since before transition to municipal status) involved advocating for the CUD law and subsequent legislation to facilitate extending

full-strength rural broadband throughout Norwich and state-wide.

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

ECVTD Governing Board: retired Chair, current Exec Comm. member & Gov't

Relations Officer. PAST: Norwich Finance Committee, before its change to

by-appointment. First elected ~1990, served ~16 yrs in all, Chair 2 or 3 times

Advocate since early 1990's for income-based school funding mechanisms.

5. Education and Current Employment

Name of Company: Dartmouth College

Location: Thayer School; ISTS

Title: Retired

Describe your work:

At Thayer School: Faculty (1974-1981), Design Fellow (1981-84) // Independent Software

Developer (1984-2001) // At ISTS: Internet Security Researcher (2001-2006)

6. Pertinent Education and/or Experience:

Education: S.B. , Ph.D. , both from MIT

Experience: engineering educator (Thayer School & elsewhere); independent software developer; volunteer community advocate

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

None. My Comments start here: A Communications Union District such as ECFiber is legally a municipality (like a solid waste district, but NOT funded from members' taxes.) Commercial providers have consistently ignored rural needs, so in 2021 ...

Comments:

Vermont's legislature passed Act 71, creating the Vermont Community Broadband Board to speed up rural broadband construction chiefly by distributing grant funds and other assistance to and through CUD's across the state. Long ECFiber service equips me to help ECF, VCBB, and other CUD's avoid repeating early mistakes with lots more money.

Signature

Date

Irv Thomae

April 15, 2024

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



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

Name: Gail Torkelson
Address: 148 Maple Hill Rd
Day phone: 802-649-1787 Evening phone: same
E-mail: gail.torkelson@gmail.com
Position Applied For: Norwich Preservation
Commission 1 year

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

2. Would you be available for evening and/or morning meetings?
Evening: (Yes No Morning: (Yes No
Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
I have an interest in history and all aspects of the past - architecture, landscape, community.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:
I have served on the Rec Council, Ford Sayre Ski Council, Norwich Historical Society Board, Women's Club.
None are current appointments.

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work:

retired

6. Pertinent Education and/or Experience:

I am an antiques dealer of American 18th and 19th C furniture and related decorative items.

I conceived the Norwich Antiques Show twenty years ago, to benefit the NHS.

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes

No). If yes, please explain:

Comments:

Signature

Gail Jorkelson

Date

4/12/24

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

Name:

Address:

Day phone:

Evening phone:

E-mail:

Position Applied For:

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

Terms:

Years:

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

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

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

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

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

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

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

Comments:

Signature

Date

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

Name: Jeff Goodrich

Address: 228 Church Street

Day phone: (603) 448-2200

Evening phone: (603) 208-8880

E-mail: jeff.goodrich@pathwaysconsult.com

Position Applied For: Planning Commission

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

Terms: Since 1990+/- w/4 yr break

Years: 30+/-

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

Evening: (Yes No Morning: (Yes No

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

Conflicts with other meetings.

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

I am a licensed design/planning professional with 40 years of experience related to land use projects in this region. My job requires collaborative work with diverse interests and stakeholders in a number of VT and NH municipalities. Additionally, I continue to work in a number of volunteer settings to serve our community with a goal of promoting factual and collegial interaction.

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

Some of my past affiliations include the Conservation Commission, Selectboard committees for the 10A Corridor and Village upgrades and Bike/Ped participation, TRORC Commissioner and alternate, GMEDC board member, ongoing member of Vital Communities Corporate Council and housing subcommittee, member of Keys to the Valley, former member of the Upper Valley Housing Coalition, former member of the Lebanon Economic Vitality Exchange Committee, member of the Hanover Improvement Society, coach for various sports over three decades, and ongoing volunteer efforts for local community projects such as the Kids Bridge.

5. Education and Current Employment

Name of Company: Pathways Consulting, LLC Location: Lebanon, New Hampshire

Title: President

Describe your work:

Assisting municipal, State, educational, business, and private clients with land use and infrastructure design, permitting, and implementation.

6. Pertinent Education and/or Experience:

Licensed design professional serving thousands of clients over 40 years.

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes

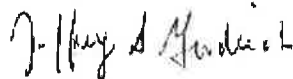
No). If yes, please explain:

In an extremely rare case that a client makes a request of the PC (such as solar citing), I will recuse myself from participating.

Comments:

I am committed to sustainable principles that optimize living, working, and shopping in a walkable community including buying locally (food, contractors, and professional services). Planning should consider fiscal sustainability (energy, taxes, etc.) and treating others with respect, particularly relative to differing views.

Signature



Date

March 12, 2024

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

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

Name: *Kris Clement*
Address: *80 Waterman Hill, Norwich*
Day phone: *802-649-2117* Evening phone:
E-mail: *kcclemwp6@gmail*
Position Applied For: *Planning Comm*

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

2. Would you be available for evening and/or morning meetings?
Evening: (Yes No Morning: (Yes No
Are there other restrictions on your availability? If so, please describe:

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

currently on Planning Comm and leaving a great deal

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

listerv - Town of Norwich

5. Education and Current Employment

Name of Company:
Title:
Describe your work:

Location:

6. Pertinent Education and/or Experience:

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

Comments:

Signature



Date

4/17/24

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

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

Name: Andy Scherer

Address: 23 Hazen St

Day phone: 215.450.0065

Evening phone: 802.649.7094

E-mail: andymscherer@gmail.com

Position Applied For: Solid Waste Committee

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

Terms: 1

Years: 3

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

Evening: (Yes No Morning: (Yes No

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

No

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

I've been on the SWC since it was reestablished as a committee 3 years ago.

I was vice chair for 2 yrs and have been chair of the committee for the last yr.

I've collaborated with Sustainable Hanover and with the GUVSWMD.

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

5. Education and Current Employment

Name of Company: Crossroad Farm

Location: Post Mills and Norwich VT

Title:

Describe your work:

I work at both the farm in Post Mills and the farmstand in Norwich

6. Pertinent Education and/or Experience:

I've completed the VT. Master Composter course thru UVM

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

Comments:

Signature

Andy Scherer

Date

4/17/24

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



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

Name: MATTHEW HALL
Address: 728 NEW BOSTON RD
Day phone: 802-291-0145 Evening phone: SAME
E-mail: matthewehall@comcast.net

Position Applied For:

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

2. Would you be available for evening and/or morning meetings?
Evening: (Yes No) Morning: (Yes No).
Are there other restrictions on your availability? If so, please describe:

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

SAME

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

SAME

5. Education and Current Employment

Name of Company: DBA MATTHEW HALL Location: NORWICH
Title: OWNER
Describe your work: CARPENTRY / PROPERTY MAINTENANCE

6. Pertinent Education and/or Experience:

SAME

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

Comments:

Signature



Date

4/16/24

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

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

Name: Brian Loeb

Address: 50 Willey Hill Rd

Day phone: (802) 649-7277

Evening phone:

E-mail: loebbrian@gmail.com

Position Applied For: Two Rivers Ottauquechee Regional Commission

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

Terms: 1

Years: 1

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

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

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

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

As the current town representative to TRORC, I serve on a committee related to Brownfields development, helping the staff evaluate remediation projects.

While on the PC, I helped write the current town plan and the housing strategy.

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

Norwich representative to TRORC: 2023-present

Norwich Affordable Housing Subcommittee: 2019-present

Norwich Planning Commission: 2019-2023

Norwich Childcare Committee 2021-2022

5. Education and Current Employment

Name of Company: TD Bank

Location: Norwich

Title: Community Development Manager

Describe your work:

Responsible for keeping the bank's VT, NH and ME teams informed of needs in the areas of housing, small business development, childcare, broadband, and transportation.

6. Pertinent Education and/or Experience:

Professional experience in affordable housing finance, disaster response, consulting, grantmaking, and public opinion research. Training in real estate financial analysis.

Bachelors and Masters degrees from Tufts University.

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes

No). If yes, please explain:

Comments:

The town representative is an ongoing channel of communication to the TRORC staff, allowing us to learn of opportunities and resources, and to advocate for Norwich and towns with similar needs in the course of regional planning deliberations and decisions.

After one year, I am building strong partnerships that make me successful in this role.

Signature

Brian S. Loeb

Date

April 5, 2024



**LETTER OF INTENT TO PARTICIPATE IN THE
SFY25 MUNICIPAL ROADS GRANTS-IN-AID
PROGRAM**

We, the Legislative Body of the Municipality of Norwich certify that the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2025.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for *hydrologically connected* municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, **receive Construction Authorization from VTrans** to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Submit all Performance Reports and Request reimbursement no later than 12/30/2025 (90 days from end of grant period).
- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

Date: _____

(Duly Authorized Representatives)

Municipality: Norwich

Primary Contact Name: Brennan Duffy

Address: 300 Main Street, Norwich, VT 05055
Street Address Town Zip

Email: bduffy@norwich.vt.us Phone: 802-649-1419

Town Clerk (2nd contact): Lily Trajman Email: clerk@norwich.vt.us

Unique Entity Identifier (SAM #) #: YNGJUAUEMYK5 Fiscal Year End Month (MM): 06

Note: Primary Contact is responsible for grant execution on Town’s behalf, Secondary Contact must be Town Clerk.

This form must be submitted via email by May 10th, 2024 to indicate participation.

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: Grantsinaid@vermont.gov

This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.

Town of Norwich

Departmental Request for Spending

Date: 4.18.24 Department: DPW

Request by: Chris Kaufman Public Works Director

Town Manager Approval Date: 4/18/24 For Selectboard Meeting Date: 4/24/24

What is being requested: Culvert replacement for Rte 132 and Turnpike Road

Has this request been budgeted by the Selectboard: (No) (Yes) (Fiscal Year)

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc., explain : \$64,950

Which fund will be used to pay for this request: Designated Culvert Fund

How much is in the above-named fund on this date: \$150,000 per Finance Department as of FY25

List other items/costs that are expected to be paid from the above-named fund in (Fiscal Year)

Initial funding for this work is proposed to be used from the new Designated Culvert Fund (projected to be approximately \$150,000 after June 30, 2024). The culvert work on Route 132 will be partially funded through the 2024 Better Roads Grant at 80% of the contractors cost of \$12,500.00 and will cost the Town approximately \$2,500.00. The culvert work on Turnpike Road will be partially funded by the 2024 VTrans Grants-In-Aid Grant at approximately \$27,500.00 and will cost the Town approximately \$24,950.00. Therefore, an approximate total of \$64,950.00 will be initially utilized from the Designated Culvert Fund and the Town will be refunded approximately \$37,500.00 and applied back to the culvert fund once the project is completed and documentation submitted to the State of Vermont Agency of Transportation. The final total cost from the culvert fund will be approximately \$27,450.00.

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

Expected Date of purchase, if known:

Other information:

Signature of Requestor: Chris Kaufman Date: 4/18/24

Signature of Town Manager:  Date: 4/18/24

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

TO: Brennan Duffy, Town Manager
FROM: Chris Kaufman
RE: Bid Results for the Norwich DPW Culvert Replacement Project – Route 132 and Turnpike Rd.
DATE: April 12, 2024

Based on Section 2 of the Town's Financial Policy, which requires a sealed bid process for purchases above \$25,000, the DPW advertised the Culvert Replacement Project – Route 132 and Turnpike Road on March 15, 2024, in the following public forums: 1) Town Website, 2) State of Vermont Bid Registry, and 3) reaching out directly to various companies via email.

Results of the Bid Process

On April 5, 2024, upon closure of the bid date, the Town of Norwich DPW received nine bids. The bids were as follows:

1. Daniels Construction (Neil H. Daniels Inc.) - \$64,950.00
2. Kings Trucking and Excavating, LLC - \$45,000.00
3. Northwoods Excavating, Inc. - \$60,140.00 (Did not use correct bid form)
4. Chase Site Services, Inc. - \$79,125.00
5. Guilmette Landworks, - \$15,900.00 (Did not use correct bid form)
6. Blue Mountain Trucking & Excavating - \$79,885.00
7. Aldrighetti Construction LLC - \$63,120.10 (did not acknowledge the bid addendum)
8. Green Mountain Mowing, LLC - \$59,650.00 (did not acknowledge the bid addendum)
9. Kurtzchalz Excavation LLC - \$72,516.00 (did not acknowledge the bid addendum)

Based on a bit tabulation review, three bidders did not acknowledge the bid addendum and two, although acknowledging the bid addenda, did not use the correct bid form. The two lowest responsive bidders, Daniels Construction and King's Trucking and Excavating, had their references checked. The results of the reference check resulted in a recommendation to award to Daniels Construction (Neil H. Daniels, Inc) for \$64,950.00.

Daniels Construction are able to complete the work as soon as possible with a completion date on no later than a month after the work begins to allow for trench settling. Daniels Construction comes highly regarded by the Vermont Agency of Transportation (VTrans) and a local engineering firm.

Funding

Initial funding for this work is proposed to be used from the new Designated Culvert Fund (projected to be approximately \$150,000 after June 30, 2024). The culvert work on Route 132 will be partially funded through the 2024 Better Roads Grant at 80% of the contractors cost of \$12,500.00 and will cost the Town approximately \$2,500.00. The culvert work on Turnpike Road will be partially funded by the 2024 VTrans Grants-In-Aid Grant at approximately \$27,500.00 and will cost the Town approximately \$24,950.00. Therefore, an approximate total of \$64,950.00 will be initially utilized from the Designated Culvert Fund and the Town will be refunded approximately \$37,500.00 and applied back to the culvert

fund once the project is completed and documentation submitted to the State of Vermont Agency of Transportation. The final total cost from the culvert fund will be approximately \$27,450.00.

Final Recommendation

My recommendation is that the Town Manager and Selectboard approve the culvert work with Daniels Construction as follows:

1. Contracted culvert work on Turnpike Road for \$52,450.00, which will be partially funded by the Grants-In-Aid Grant in the amount of \$27,500.00.
2. Contracted culvert work on Route 132 for \$12,500.00, which will be partially funded by the 2024 Better Roads Grant in the amount of \$10,000.00.

Town of Norwich

Departmental Request for Spending

Date: 18 April 2024 Department: Police

Request by: Matthew Romei (Name) Chief of Police (Title)

Town Manager Approval Date: _____ For Selectboard Meeting Date: 4/24/2024

What is being requested: Equipment Installation Services

Has this request been budgeted by the Selectboard: XX (Yes) _____ (No) _____ (Partial) _____ (Fiscal Year)

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc., explain : \$1,400

Which fund will be used to pay for this request: 1-5-500701 (Number of Fund)
Police Special Equipment Fund (Name of Fund)


How much is in the above-named fund on this date: \$3,325

List other items/costs that are expected to be paid from the above-named fund in 2024 (Fiscal Year)
None

Request for Quotes required: XX Already in hand _____ (No) To be sent out by Town Manager: _____ (Yes) X (No)

Expected Date of purchase, if known: June 11, 2024

Other information: Installation of Sierra Wireless Modems to improve connectivity and bring costs in-house.

Signature of Requestor:  Date: 4/18/2024

Signature of Town Manager:  Date: 4/19/24

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 _____

Northeast MDT's LLC

427 Sylvan Court
Saunderstown, RI 02874
401-741-8361
sales@northeast-mdt.com



Estimate

ADDRESS
Motorola Solutions
accountspayable@motorolasolutions.com
Inc. 500 West Monroe Chicago
IL 60661

ESTIMATE 1651
DATE 05/31/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Services	Sierra Wireless Modem Installs with antennas Onsite @ Norwich VT PD	4	350.00	1,400.00

Norwich VT PD (4) Sierra Modem Installs with antennas Norwich VT PD (4) Sierra Modem Installs with antennas	TOTAL	\$1,400.00
--	--------------	-------------------

Accepted By

Accepted Date

ACCOUNT _____
 AMOUNT _____
 APPROVAL _____
 DATE _____

TOWN OF NORWICH – Norwich Police Department

P.O. Box 376

Norwich, VT 05055

PURCHASE ORDER

DATE: 04/18/2024 PO#: 504374

VENDOR: Northeast MDT's LLC

427 Sylvan Court

Saunderstown, RI 02874 401-741-8361

ITEMS OR SERVICES PURCHASED:

Sierra Wireless Modem Installs with antennas onsite

Finance Department Use Only

CHARGE ACCOUNT(S): 1-5-500701

\$1400.00

AMOUNT:

TOTAL: \$1400.00

Department Head: Matthew Romei Date: 04/18/2024

Town Manager: _____ Date: _____

Sullivan, Powers & Co., P.C.

Certified Public Accountants

NORWICH TOWN MANAGER

MAR 28 2024

RECEIVED

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

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

March 11, 2024

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

We have audited the financial statements of the Town of Norwich, Vermont as of and for the year ended June 30, 2023 and have issued our report thereon dated March 11, 2024. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In planning and performing our audit, we considered the Town of Norwich, Vermont's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Norwich, Vermont's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Norwich, Vermont's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed as follows, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Town of Norwich, Vermont's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying Schedule of Deficiencies in Internal Control and Other Recommendations as Items 2023-001 and 2023-002 to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying Schedule of Deficiencies in Internal Control and Other Recommendations as Items 2023-003 and 2023-004 to be significant deficiencies.

We have also noted other matters during our audit as indicated in the accompanying Schedule of Deficiencies in Internal Control and Other Recommendations that are opportunities for strengthening internal control and operating efficiency. We have discussed the recommendations with the staff during the course of fieldwork and some of the recommendations may have already been implemented.

This communication is intended solely for the information and use of management, the Selectboard, and others within the Town of Norwich, Vermont, and is not intended to be, and should not be, used by anyone other than these specified parties. If you would like to discuss any of the recommendations further, please feel free to contact us.

We would like to take this opportunity to thank the staff of the Town of Norwich, Vermont for their assistance and cooperativeness throughout our audit. It has been a pleasure working with you.

Respectfully submitted,

Sullivan, Powers & Co.

SULLIVAN, POWERS & CO.
Certified Public Accountants

TOWN OF NORWICH, VERMONT
SCHEDULE OF DEFICIENCIES IN INTERNAL CONTROL
AND OTHER RECOMMENDATIONS
JUNE 30, 2023

Deficiencies in Internal Control:

Material Weaknesses:

2023-001 Transfer Station Revenues

Criteria:

Internal controls over transfer station revenues should be in place so that no individual can both perpetrate and conceal errors or irregularities.

Condition:

The Town does not have adequate internal controls in place over transfer station revenues. Therefore, the Town cannot be sure that all of the cash collected is being handed over to them by the transfer station employees.

Cause:

Unknown.

Effect:

The collections at the transfer station are subject to misappropriation.

Recommendation:

Our primary recommendation is that the Town consider selling transfer station coupons off-site at the Town Treasurer's office and/or at local businesses. If sales take place at the transfer station, we recommend that the Town implement controls to ensure that all of the cash collected is being handed over to them by the transfer station employees.

2023-002 Reconciliation of Balance Sheet Accounts

Criteria:

Internal controls should be in place to provide for the reconciliation of all balance sheet accounts to supporting documentation on a monthly basis in order to detect and correct errors in account balances.

Condition:

A number of balance sheet accounts such as receivables, prepaid expenses/items, deposits, accounts payable and deferred inflows of resources were not reconciled prior to the audit to the actual balances at year end which resulted in various adjustments to revenue and expenses.

TOWN OF NORWICH, VERMONT
SCHEDULE OF DEFICIENCIES IN INTERNAL CONTROL
AND OTHER RECOMMENDATIONS
JUNE 30, 2023

Cause:

Unknown.

Effect:

The Town's account balances were not completely reconciled which resulted in various adjustments to revenue and expenses.

Recommendation:

We recommend that all balance sheet accounts be reconciled to supporting documentation monthly in order to detect and correct errors.

Significant Deficiencies:

2023-003 Reconciliation of the General Operating Bank Statement

Criteria:

Internal controls should be in place to ensure that the general operating bank account is reconciled to the general ledger on a monthly basis.

Condition:

The Town does not have controls in place to ensure the general operating bank account is being reconciled to the general ledger. This resulted in variances that were required to be researched and adjusted.

Cause:

Unknown.

Effect:

The Town's financial records may not report the true cash position of the Town at a given date.

Recommendation:

We recommend that the Town implement controls to ensure that the general operating bank statement is reconciled to the general ledger on a monthly basis so that errors can be detected and corrected.

TOWN OF NORWICH, VERMONT
SCHEDULE OF DEFICIENCIES IN INTERNAL CONTROL
AND OTHER RECOMMENDATIONS
JUNE 30, 2023

2023-004 Transfers

Criteria:

Internal controls should be in place to ensure that transfer in and transfer out accounts are in balance.

Condition:

Transfer in and transfer out account balances were incorrect.

Cause:

Unknown.

Effect:

Adjustments had to be made to the Town's transfer in and transfer out accounts.

Recommendation:

We recommend that the Town reconcile their transfer in and transfer out accounts at least quarterly.

Other Recommendations:

Fraud Risk Assessment

The Town has not performed a fraud risk assessment. A fraud risk assessment is important because it identifies the Town's vulnerabilities to fraudulent activities and whether those vulnerabilities could result in material misstatement of the financial statements. The fraud risk assessment would also identify processes, controls, and other procedures used to mitigate the identified fraud risks.

We recommend that the Town perform a fraud risk assessment reduce the possibility of fraudulent activities.

Allowance for Doubtful Accounts

The allowance for doubtful accounts is not being evaluated on a regular basis.

We recommend that all receivables be evaluated on a regular basis and that the allowance be adjusted appropriately.

TOWN OF NORWICH, VERMONT
SCHEDULE OF DEFICIENCIES IN INTERNAL CONTROL
AND OTHER RECOMMENDATIONS
JUNE 30, 2023

Procurement Policy

The Town's procurement policy has not been updated to comply with the Uniform Guidance.

We recommend that the Town update its procurement policy to be in compliance with the Uniform Guidance.

Uniform Guidance Policies

Sections of the Uniform Guidance require non-federal entities that receive federal awards to have certain written policies and procedures or standards of conduct. Examples of these requirements are listed below:

- Conflict of Interest Policy
- Financial Management Policy
- Payment - Cash Management - Drawdowns and Reimbursement Requests Policies
- Uniform Guidance Procurement Policy
- Compensation Policy
- Relocation Costs of Employees Policies
- Travel Cost Policy

We recommend that all policies be reviewed and amended to include the requirements outlined in the Uniform Guidance.

Outstanding Checks

Numerous stale outstanding checks were noted in our examination of cash balances. The Town needs to investigate why these checks have not been cashed and determine if they still owe these vendors money. They then need to either reissue the check if they can find the recipient or send the money to the State of Vermont as abandoned property.

We recommend the Town investigate all of their old checks and reissue new ones if deemed necessary or send the money to the State of Vermont as abandoned property if the recipient cannot be found.

County Tax

The Town does not include the county tax payment as part of their budget presented to the voters. As a result, the Town raised money in property taxes for the county tax payment which was not approved by the voters.

We recommend that the Town incorporate the county tax payment within their budget for approval by the voters.

TOWN OF NORWICH, VERMONT
SCHEDULE OF DEFICIENCIES IN INTERNAL CONTROL
AND OTHER RECOMMENDATIONS
JUNE 30, 2023

Documentation of Internal Control System

A solid understanding of internal control is essential to a well-run organization. An organization must continually assess their internal control systems to evaluate financial health, ensure accurate financial reporting and compliance with laws and regulations. As part of this process, management should formally document its control systems.

This will provide management with an understanding of the systems related to financial reporting and the controls over relevant assertions related to all significant accounts, disclosures in the financial statements, antifraud programs and controls over selection and application of accounting policies.

We recommend that the Town perform a complete evaluation and documentation of the internal control process. This should break out the internal control process into the following five areas:

1. Control Environment – Sets the tone of an organization and is the foundation for all other components.
2. Risk Assessment – Identification and analysis of relevant risks to achieve its objectives, forming a basis for how risks should be managed.
3. Control Activities – The policies and procedures that help ensure management directives are carried out.
4. Information and Communication – The identification, capture and exchange of information in a form and timeframe that enables people to carry out their responsibilities.
5. Monitoring – The process that assesses the quality of internal control performance over time.

Incomplete Accounting System

Each fund is a separate accounting entity and should employ a general ledger to summarize operating activity during the year and record corresponding increases or decreases in the individual asset and liability account balances. The general ledger is a primary control device in any double entry accounting system. If properly and regularly maintained, the account balances will facilitate prompt and complete financial reporting at the end of any operating period. The individual accounts, particularly the asset and liability accounts, will provide control for reconciliation with other data from internal or external sources. The Cemetery Commission Fund and Trustees of Public Funds Fund are currently not under general ledger control. The Cemetery Commission Fund and Trustees of Public Funds Fund financial statements are compiled only at year end from summary data.

We recommend that the Town maintain these funds in their general ledger separately and implement reconciliation procedures for all key accounts on a regular basis.

TOWN OF NORWICH, VERMONT
SCHEDULE OF DEFICIENCIES IN INTERNAL CONTROL
AND OTHER RECOMMENDATIONS
JUNE 30, 2023

Accounting and Procedures Manual

The Town does not have an accounting and procedures manual in place. This manual should define duties and responsibilities for current personnel so as to prevent or reduce misunderstandings, errors, inefficient or wasted effort, duplicated or omitted procedures, and other situations that can result in inaccurate or untimely accounting records. It will also help to ensure that all similar transactions are treated consistently, that accounting principles used are proper, and that records are produced in the form desired by management. A good accounting manual should aid in the training of new employees and possibly allow for delegation to other employees.

We recommend that the Town develop this document for all accounting procedures as soon as possible. Each individual should document their duties and how to perform them. The manual should include examples of forms with descriptions of their use. Once developed, only changes in procedures or forms will require changes in the manual.

We believe this time will be more than offset by time saved later in training and supervising accounting personnel. Also, in the process of the comprehensive review of existing accounting procedures for the purpose of developing the manual, management might discover procedures that can be eliminated or improved to make the system more efficient and effective.

We also recommend that the Town make sure that there are no jobs related to accounting and finance that only one person knows how to perform. The procedures manual would also be useful in determining whether this situation exists.

Grant Management Database

The Town has numerous grants for various projects. It is often difficult to locate many of these grants. The Town needs to develop a database and have all departments report their respective grants to one designated person so that all the grants can be tracked in one location.

We recommend the Town require that all departments report their respective grants to a designated person so that a grants database can be developed.

Chart of Accounts

The chart of accounts among Town funds do not have consistent numbering sequences. Additionally, some funds have the general ledger account type mis-coded, resulting in errors when generating reports. Furthermore, the NEMRC platform provides the ability to use suffixes to group related accounts. This can be helpful when tracking projects within a specific department.

We recommend the Town review the chart of accounts for each fund and establish consistent numbering sequences. In addition, the Town should review and correct all general ledger account types.

TOWN OF NORWICH, VERMONT
SCHEDULE OF DEFICIENCIES IN INTERNAL CONTROL
AND OTHER RECOMMENDATIONS
JUNE 30, 2023

Information and Communication

Information relevant to financial reporting should be captured, processed and distributed within the parameters established by the Town's control processes to support the financial reporting objectives. During audit procedures and inquiries, it was evident that there is a lack of communication between staff and elected officials. It is important to have open communication to make sure all transactions are reported in a correct format.

We recommend that the Town evaluate its process for communication within the organization to make sure that financial reporting is accurate.

From: [Suzannah Ciernia](#)
To: [Select Board](#)
Subject: Invitation to screening of film "Kiss the Ground", April 25, 7pm
Date: Friday, April 5, 2024 12:07:45 AM

Dear Members of the Selectboard,

Thank you for the work you do on behalf of your constituents in Norwich. In celebration of this year's Earth Day, the Vermont Chapter of Citizens' Climate Lobby* (CCL) would like to invite you to a free public screening of the award-winning documentary '[Kiss the Ground](#)' at **7pm on Thursday April 25 at the Unitarian Universalist Congregation of the Upper Valley (UUCUV), Norwich.**

CCL is an international nonpartisan nonprofit working to pass effective, durable, and often bipartisan legislation to address the causes of climate change. Our active Vermont members include high school and college students, parents, community leaders, farmers, and many working and retired professionals across several sectors. We meet regularly with Welch's, Sanders', and Balint's offices.

With memories of last year's flooding still painfully fresh in Vermonters' minds, '[Kiss the Ground](#)' is an inspiring 45 minute film that explains how regenerative agriculture can help stabilize the climate, improve crops, reduce erosion, decrease flooding, and earn farmers more money.

The public screening will be followed by a Q&A with a local Vermont farmer who practices regenerative agriculture.

Thank you for considering this invitation and I hope your schedules permit the opportunity to hear this film's hopeful and exciting message about one solution to climate change that is literally under our feet. I would be happy to answer any questions or provide additional information and look forward to hearing back.

Sincerely,

Bob and Suzannah Ciernia, Co-Leaders CCL VT
802-281-6156

Watch the film trailer at <https://kissthegroundmovie.com/>.



April 2, 2024
Norwich, Vermont

Dear Brennan and Miranda:

After five years of service on the Norwich Historic Preservation Commission, I am writing to inform you of my decision to resign my position. I do so with regret, but other responsibilities are drawing me away.

The work of the NHPC is vital to the cultural and economic growth of our town. Both commitments create investment in the future of our community and depth to our educational agenda. I appreciate the chance to have contributed to these goals.

Sincerely,

A handwritten signature in blue ink, appearing to read "Philip Zea". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Philip Zea

From: [Steven Hepburn](#)
To: [Select Board](#)
Subject: Conflict of Interest
Date: Friday, April 12, 2024 10:48:10 AM

Selectboard,

At the 4/10 Selectboard meeting, during the appointment of Energy Committee members, I understand that one of the applicants was the husband of the Selectboard Chair.

Under the Town of Norwich Conflict of Interest Policy the Selectboard chair had obligations in this situation under town policy. In addition the VLCT Selectboard handbook states: 'While conflicts cannot always be avoided, they can, and should, be managed. Here are some final tips to remember:

- Conflicts can have significant legal and personal consequences. Mere allegations of conflicts of interest can cause damage to reputations and undermine public confidence in local government.
- Disclosure of potential conflicts effectuates transparency and affords opportunities for discussion and evaluation of potential conflicts.
- When a conflict is identified and disclosed, the local official should recuse himself from participation in the matter under consideration.'

Ultimately the Selectboard Chair should have a) disclosed this conflict of interest and b) recused herself from the relevant decision.

The lack of transparency in this issue is unfortunate.

Steven Hepburn
55 Wallace Farm Road



April 12, 2024

Norwich Select Board

300 Main Street

Norwich, Vermont

05055

DPW PLOWING VS MAILBOXES

This letter will serve to inform the Norwich Select Board about an ongoing situation/problem with the damage and destruction of mailboxes on Turnpike Road.

The DPW employee responsible for plowing Turnpike Rd has destroyed or damaged about 7 mailboxes and mailbox posts this winter.

Our mailbox at 748 Turnpike Rd has been at the same location for over 30 years and has NEVER experienced any damage. It seems the previous DPW employees that plow the road knew what they were doing. That said, last winter it was damaged and I had to replace the 4X4 post. This past winter it was damaged again and I replaced the 4X4 post (the cost of the post was reimbursed by the town).

After replacing this single post with two 4X4 posts (one for each mailbox) and horizontal cross bracing to ensure its stability the town plow driver managed to completely destroy the posts again.

I realize that the present DPW workers are doing their best but think that they require more experience and training.

Please keep in mind that we shovel out and clear the area in front of the mailboxes to provide the postal driver easy access to the mailboxes. All the DPW

Driver need do is NOT come so close to the mailboxes.

I am requesting that the town of Norwich reimburse me for the damage done to these two 4X4 posts. Of course I will install the posts and reset the mailboxes.

Enclosed you will find pictures of residents mailboxes damaged or destroyed by The town plow operator. Also, I have enclose several pictures of my mailboxes and posts damaged by town plow operator.

I am looking forward to a response from the SB or DPW as to what steps will be taken to ensure that this ongoing problem will be reconciled.

Respectfully,

Anne Foley

John Farrell

748 Turnpike Road

Norwich, Vermont

P.S. PLEASE INCLUDE THIS CORRESPONDENCE
IN YOUR OFFICIAL MINUTES J







Town of Norwich Selectboard Meeting Minutes

April 10, 2024

Active Participants: At Tracy Hall: Selectboard Members Pam Smith and Priscilla Vincent; Rob Gere and Neil Fulton. On Zoom: Selectboard members Roger Arnold, Marcia Calloway, and Mary Layton; Town Manager Brennan Duffy, Tom Griggs, Lynnwood Andrews, Linda Gray, Will Smith, Cheryl Lindberg, Town Clerk Lily Trajman.

The meeting was called to order by the Chair at 6:30 pm.

Item #1 Agenda:

Layton moved, second by Vincent to approve the agenda as amended to add as agenda item 8a Norwich Times Article. Vote: Yes: Arnold, Vincent, Smith, Layton No: Calloway

Item #2 Chair's Report: The Chair met with the Town Manager and the Assistant Town Manager to clarify how the agenda is processed and to produce the agenda for April 10th.

Item #3 Public Comments: None

Item #4 Selectboard and Town Manager Goals:

There was discussion of possible goals and of possible metrics to measure the goals. Calloway stated the contractual terms: clearly defined goals, reasonable and within the time frame, prioritized, written, and evaluation to be completed before the end of each year of employment. Vincent stressed good stewardship of taxpayers money and that good management includes intangible factors that are difficult to measure. Layton wondered if HR improvement was currently necessary given both employee turnover and new management by Duffy. Seven goals were identified: Hiring for open positions, Human Relations practice, Tracy Hall improvements, Beaver Meadow Road Bike and Pedestrian pathway implementation, Affordable Housing project, FEMA documentation and response, Roads and Culverts repair. Calloway identified four categories of work: Ongoing management, Disasters/Emergencies (eg Hemlock Road), Special Projects (Tracy Hall), and "What Walks in the Door" which may include tasks that should be handled by someone other than the Town Manager (eg. Affordable Housing grant proposal.) Arnold asked if the evaluation form used for Town employees could be used for the Town manager, and also if VLCT might have a performance rubric. Duffy will put the Town of Norwich standard evaluation form in the packet for the next meeting. Calloway will create a compilation of goals and performance objectives together for the next packet. The Selectboard decided not to hold a special meeting to complete the evaluation framework but to consider the draft created by Calloway at the April 17th meeting.

Item #5 Committee Appointments:

Layton moved, second by Vincent to appoint Michael J. Loots to the Conservation Commission for a 3-year term ending March 2026 moved Vote: Yes, Unanimous. Loots was not present. Lynnwood

Andrews advocated for his appointment and said he might not have been aware that he should appear at the meeting.

Vincent moved, second by Calloway to appoint Robert Gere, Linda Gray, and Thomas C. Griggs to the Norwich Energy Committee for a 3-year term ending March 2027. Vote: Yes, Unanimous. All candidates were present either at Tracy Hall or on Zoom and all spoke to why they were interested in the position. The Selectboard took a straw poll before the motion was made.

Layton moved, second by Vincent to appoint Neil Fulton to the Greater UV Solid Waste District for a 2-year term ending March 2026. Vote: Yes, Unanimous. Fulton suggested we ask the Town Manager to be the alternate. Duffy will speak with Fulton about the requirements of the position.

Pam Smith applied to be a Trustee of Public Funds for a term ending August 13, 2024. The Selectboard decided to keep the position open to see if someone new is interested. Cheryl Lindberg advocated for filling the position immediately.

Item #6 Olcott Road Bridge Update:

Layton moved, second by Calloway to authorize the Town Manager to hire a structural engineer to evaluate the Olcott Road Bridge to seek input on next steps for the repair or replacement of this bridge. Vote: Yes, Unanimous.

Calloway moved, second by Layton to authorize the Town Manager to issue an RFP for the repair of the Olcott Road bridge pursuant to the structural engineer's report. Vote: Yes, Unanimous.

There was discussion about creating policy to require developers to cover the cost of infrastructure related to their projects, and also concern about private driveway and bridge design that is not up to standard for fire and rescue service. Arnold wanted to know about documentation of the installation of the Olcott Bridge and if documentation is required presently. Layton suggested that if not already required that it could be part of the permitting process. Lily Trajman wanted to know if development of parcels adjacent to Olcott Road could be accessed in the future via Union Village Road. Duffy said that issue is to be determined.

Item #7 FERC Letter – Final Approval:

Layton moved, second by Vincent to authorize the Chair to sign the FERC letter as amended. Vote: Yes, Unanimous.

Lynnwood Andrews was available to take questions, and was thanked and commended for her work on this letter which asked for greater responsibility for recreational access, water fluctuations, ecological effects, and change due to climate caused events.

Item #8 Receipt of Correspondence:

Layton moved, second by Calloway to approve the receipt of all correspondence as presented in the packet. Vote: Yes, Unanimous. Correspondence included the Auditors letter, Richard Corum regarding a late tax payment caused by postal system error, Stephen Hepburn about keeping order

at Selectboard meetings, Town Clerk showed Town Informational Meeting Minutes are by statute the responsibility of the Selectboard, Town Clerk report for the first quarter of 2024.

Item #8a Norwich Times Article: Layton agreed to write an article, possibly about recreation with the assistance of the Recreation Director.

Break 9:46 to 9:52 pm:

Item #9 Approval of March 27, 2024 Minutes:

Vincent moved, second by Layton to approve the March 27, 2024 minutes as amended.
Vote: Yes, Unanimous.

Item #10 Approval of AP Warrants:

Layton moved, second by Calloway to approve AP Warrant number 1114 in the amount of \$90,632.46 to be paid from the General Fund.
Vote: Yes, Unanimous

Layton moved, second by Calloway to approve AP Warrant number 1115 in the amount of \$204,360.00 to be paid from the General Fund.
Vote: Yes, Unanimous.

Layton moved, second by Calloway to approve AP Warrant number 1110 in the amount of \$16,365.50 to be paid from the Records Restoration Fund #45.
Vote: Yes, Unanimous

Layton moved, second by Calloway to approve AP Warrant number 1111 in the amount of \$166,136.00 to be paid from the Highway Equipment Fund #7
Vote: Yes, Unanimous

Layton moved, second by Calloway to approve AP Warrant number 1112 in the amount of \$6,325.00 to be paid from the Fire Equipment Fund #26.
Vote: Yes, Unanimous

Layton moved, second by Calloway to approve AP Warrant number 1113 in the amount of \$20,541.57 to be paid from the Town Reappraisal Fund #12.
Vote: Yes, Unanimous

Item #11 Draft Policy – Resolutions and Letters of Support:

Layton moved, second by Calloway to accept as first read of the draft Norwich Selectboard Policy on Requests for Statements of Support
Vote: Yes, Unanimous

Item #12 Adjournment:

Layton moved, second by Calloway to adjourn the meeting at 10:08 pm. Vote: Yes, Unanimous

04/18/24
12:32 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1120 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) 14615 To 14653 04/24/24 To 04/24/24 & Fund 01

Page 1 of 4
ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
AAAPOLICE	04/10/24	AAA POLICE SUPPLY PD-GOLD CHEVRONS 41068	01-5-500582.00 UNIFORMS	21.00	14615	04/24/24
ADVANCE	02/05/24	ADVANCE AUTO PARTS DPW-OIL 084403661814	01-5-703403.00 PARTS & SUPPLIES	49.91	14616	04/24/24
ADVANCE	02/05/24	ADVANCE AUTO PARTS DPW-EXHAUST FLUID 084403661815	01-5-703405.00 PETROLEUM PRODUCTS	149.50	14616	04/24/24
ADVANCE	02/14/24	ADVANCE AUTO PARTS DPW-OIL 084404514850	01-5-703507.00 SUPPLIES	89.70	14616	04/24/24
ADVANCE	02/14/24	ADVANCE AUTO PARTS FD-EXHAUST FLUID 084404525453	01-5-555528.00 FIRE TRK R & M	39.79	14616	04/24/24
ADVANCE	02/26/24	ADVANCE AUTO PARTS DPW-GLOVES 084405703583	01-5-703507.00 SUPPLIES	60.97	14616	04/24/24
ADVANCE	02/28/24	ADVANCE AUTO PARTS DPW-SEAT COVERS 084405903639	01-5-703403.00 PARTS & SUPPLIES	36.79	14616	04/24/24
NOTHERNAL	03/06/24	ALEX NORTHERN FD-ALEX ACDMY CLASS TRVL 306EMPREIMB	01-5-555340.00 EMS EDUC/TRNG	190.25	14617	04/24/24
BEAUMAM	04/16/24	AMANDA BEAULIEU LISTERS-APRIL '24 ASSESSR 416ASSESS	01-5-300300.00 PROFESS SERVICES	456.00	14618	04/24/24
ANYTIME	04/13/24	ANYTIME CARPET CARE & CLE PD-STATION CLEANING 963744	01-5-485304.00 CLEANING	410.00	14619	04/24/24
BLAKTOP	04/15/24	BLAKTOP INC DPW-GREEN PATCH 32947	01-5-703211.00 ASPHALT PRODUCTS	319.20	14620	04/24/24
BCBS	04/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAY '24 HEALTH INS 180629841	01-5-704123.00 HEALTH INSURANCE	2276.66	14621	04/24/24
BCBS	04/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAY '24 HEALTH INS 180629841	01-5-703123.00 HEALTH INSUR	7115.71	14621	04/24/24
BCBS	04/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAY '24 HEALTH INS 180629841	01-5-500123.00 HEALTH INS	-753.86	14621	04/24/24
BCBS	04/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAY '24 HEALTH INS 180629841	01-5-005123.00 HEALTH INSUR	5274.60	14621	04/24/24
BCBS	04/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAY '24 HEALTH INS 180629841	01-5-100123.00 HEALTH INS	4072.41	14621	04/24/24
BCBS	04/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAY '24 HEALTH INS 180629841	01-5-500123.00 HEALTH INS	743.58	14621	04/24/24
BCBS	04/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAY '24 HEALTH INS 180629841	01-5-200123.00 HEALTH INS	2038.31	14621	04/24/24
BCBS	04/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAY '24 HEALTH INS 180629841	01-5-555123.00 HEALTH INSURANCE	2140.71	14621	04/24/24
SWENBR	04/15/24	BRIE SWENSON P&R-SUPPLIES 415EMPREIMB	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	17.91	14622	04/24/24
SWENBR	04/15/24	BRIE SWENSON P&R-SUPPLIES 415EMPREIMB	01-5-425211.00 EQUIPMENT	55.51	14622	04/24/24
VTPOWER	04/01/24	BROOK FIELD SERVICE EM-GENERATOR MAINTENANCE 49166	01-5-575620.00 EMERG GEN MAINT	625.00	14623	04/24/24
VTPOWER	04/01/24	BROOK FIELD SERVICE EM-GENERATOR MAINTENANCE 49167	01-5-575620.00 EMERG GEN MAINT	594.31	14623	04/24/24
BUSINESS	03/25/24	BUSINESS CARD P&R-ASSORTED SUPPLIES 1362664	01-5-425211.00 EQUIPMENT	73.36	14624	04/24/24
BUSINESS	03/25/24	BUSINESS CARD P&R-APRON RETURN 1362664B	01-5-425211.00 EQUIPMENT	-54.71	14624	04/24/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BUSINESS	03/22/24	BUSINESS CARD DPW-JUMP STARTER 4437001	01-5-703513.00 TOOLS	370.35	14624	04/24/24
BUSINESS	04/02/24	BUSINESS CARD P&R-BAKING MATS 4635409	01-5-425211.00 EQUIPMENT	66.96	14624	04/24/24
BUSINESS	04/02/24	BUSINESS CARD PD-SURGE PROTECTOR 9009839	01-5-500543.00 TRAINING SUPPLIES	39.97	14624	04/24/24
CANON	03/29/24	CANON SOLUTIONS AMERICA, TH-COPIER MAINTENANCE 6007541169	01-5-275620.00 PHOTOCOPIER	451.53	14625	04/24/24
CASELLA	04/01/24	CASELLA WASTE SERVICES DPW-MARCH '24 RECYCLE 0912848	01-5-705305.00 RECYCLING	2929.24	14626	04/24/24
CASELLA	04/01/24	CASELLA WASTE SERVICES DPW-MARCH '24 RECYCLE 0912848	01-5-705308.00 FOOD WASTE DISPOSAL	1462.98	14626	04/24/24
CASELLA	04/01/24	CASELLA WASTE SERVICES DPW-MARCH '24 TRASH 0912849	01-5-705303.00 MUNICIPAL SOLID WASTE	3238.36	14626	04/24/24
CCI	04/01/24	CCI MANAGED SERVICES TH-APRIL '24 TECH SUPPORT CW-58894	01-5-275632.00 SERVER MAINTENANCE	2792.61	14627	04/24/24
LINDBERG	04/12/24	CHERYL A LINDBERG LISTERS-CHERYL POSTAGE 412EMPREIMB	01-5-300538.00 POSTAGE	4.00	14628	04/24/24
LINDBERG	04/12/24	CHERYL A LINDBERG LISTERS-CHERYL INSPECT 412MLGREIMB	01-5-300580.00 MILEAGE REIMB	15.14	14628	04/24/24
COMCAST	04/06/24	COMCAST TH-MAY '24 INTERNET 406THINT	01-5-275632.00 SERVER MAINTENANCE	24.95	14629	04/24/24
DEADRIVER	04/02/24	DEAD RIVER COMPANY TH-429.2 GAL HEATING OIL 5729	01-5-706103.00 HEATING	1482.02	14630	04/24/24
EVANSMOTO	04/03/24	EVANS GROUP, INC. DPW-REG GAS 490 GALS 0062193-IN	01-5-703405.00 PETROLEUM PRODUCTS	1515.69	14631	04/24/24
EVANSMOTO	04/09/24	EVANS GROUP, INC. DPW-DIESEL 430 GALS 0062409-IN	01-5-703405.00 PETROLEUM PRODUCTS	1312.56	14631	04/24/24
FERGUSON	04/02/24	FERGUSON WATERWORKS DPW-COLD ASPHALT TOP 1215160	01-5-703211.00 ASPHALT PRODUCTS	110.76	14632	04/24/24
GMPC	03/29/24	GREEN MOUNTAIN POWER CORP 300 MN ST 34966000001 329 300MNST	01-5-706101.00 ELECTRICITY	594.66	14633	04/24/24
GMPC	03/29/24	GREEN MOUNTAIN POWER CORP 319 MN ST SLR 48815990790 329 MNSTSLR	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	24.37	14633	04/24/24
GMPC	03/29/24	GREEN MOUNTAIN POWER CORP 26 NW BSTN RD 04695000002 32926NWBSTN	01-5-703501.00 ELECTRICITY	396.90	14633	04/24/24
GMPC	03/29/24	GREEN MOUNTAIN POWER CORP 111 TRNPK RD 38951919299 329TRNPKRD	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	92.35	14633	04/24/24
HAUN	04/05/24	HAUN WELDING SUPPLY, INC. DPW-REPAIRS 0000084139	01-5-703401.00 OUTSIDE REPAIRS	140.00	14635	04/24/24
TRAJLI	04/16/24	LILY TRAJMAN TC-ROOM STAY 416EMPREIMB	01-5-100615.00 DUES/MTGS/EDUC	234.53	14636	04/24/24
TRAJLI	04/16/24	LILY TRAJMAN TC-LILY CONFERENCE 416MLGREIMB	01-5-100615.00 DUES/MTGS/EDUC	167.50	14636	04/24/24
MISC	04/12/24	MATT ROJANSKY FD-MATT EMS COURSE 412EMPREIMB	01-5-555340.00 EMS EDUC/TRNG	400.00	14637	04/24/24
MAYER	04/19/24	MAYER & MAYER Payroll Transfer PR-04/19/24	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	14638	04/24/24
NORFIREDI	04/04/24	NFD-WATER DEPT 10 HAZEN WATER USE 40410HAZEN	01-5-485232.00 WATER USAGE	287.09	14640	04/24/24

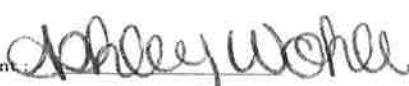
Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
NORFIREDI	04/04/24	300 MAIN ST WATER USE 404WATERUSE	01-5-706100.00 WATER USAGE	245.78	14640	04/24/24
OTIS	04/15/24	TH-MAY '24 ELEVATOR SRVC 100401538970	01-5-706107.00 ELEVATOR MAINTENANCE	322.22	14641	04/24/24
OTIS	03/08/24	TH-VIOLATION ABATEMENT NKV21004001	01-5-706107.00 ELEVATOR MAINTENANCE	644.69	14641	04/24/24
SABIL	03/25/24	DPW-TRUCK REPAIRS 11275	01-5-703401.00 OUTSIDE REPAIRS	425.00	14642	04/24/24
SOLAFLECT	04/15/24	TH-APRIL '24 SOLAR APRIL 24	01-5-706101.00 ELECTRICITY	609.09	14643	04/24/24
SOLAFLECT	04/15/24	TH-APRIL '24 SOLAR APRIL 24	01-5-705501.00 ELECTRICITY	239.04	14643	04/24/24
SOLAIV	04/15/24	TH-APRIL '24 SOLAR 2404_01	01-5-500204.00 SPEED SIGNS	84.41	14644	04/24/24
SOLAIV	04/15/24	TH-APRIL '24 SOLAR 2404_01	01-5-575233.00 TOWER POWER	22.36	14644	04/24/24
SOLAIV	04/15/24	TH-APRIL '24 SOLAR 2404_01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	17.60	14644	04/24/24
SOLAIV	04/15/24	TH-APRIL '24 SOLAR 2404_01	01-5-705501.00 ELECTRICITY	76.77	14644	04/24/24
SOLAIV	04/15/24	TH-APRIL '24 SOLAR 2404_01	01-5-485233.00 ELECTRICITY	698.86	14644	04/24/24
HANOVERTO	04/09/24	FD-AMB CONTRACT JAN-MAR 01982	01-5-555901.00 AMBULANCE CONTRACT	39172.14	14645	04/24/24
UNIFIRST	04/08/24	DPW-UNIFORM CLEANING 1070316111	01-5-704311.00 UNIFORMS	80.00	14646	04/24/24
UNIFIRST	04/08/24	DPW-UNIFORM CLEANING 1070316111	01-5-703311.00 UNIFORMS	277.97	14646	04/24/24
UNIFIRST	04/15/24	DPW-UNIFORM CLEANING 1070317888	01-5-704311.00 UNIFORMS	80.00	14646	04/24/24
UNIFIRST	04/15/24	DPW-UNIFORM CLEANING 1070317888	01-5-703311.00 UNIFORMS	277.97	14646	04/24/24
VALLEYNEW	03/28/24	PD-POLICE OFFICER AD 4433904	01-5-500501.00 ADMINISTRATION	255.50	14647	04/24/24
VERIZWIRE	04/04/24	TH-APRIL '24 CELL PHONES 9960826861	01-5-005532.00 T MNGR CELL PHONE	40.38	14648	04/24/24
VERIZWIRE	04/04/24	TH-APRIL '24 CELL PHONES 9960826861	01-5-555625.00 TELEPHONE & INTERNET	80.39	14648	04/24/24
VERIZWIRE	04/04/24	TH-APRIL '24 CELL PHONES 9960826861	01-5-425127.00 TELEPHONE	40.38	14648	04/24/24
VERIZWIRE	04/04/24	TH-APRIL '24 CELL PHONES 9960826861	01-5-500501.00 ADMINISTRATION	161.52	14648	04/24/24
VLCTCLAIM	03/31/24	FD-WORKMAN'S COMP INTAR0002371	01-5-800520.00 WORKER'S COMP INS	4247.00	14649	04/24/24
VMERS	04/10/24	TH-C.TUFANKJIAN CORRECT CORRECT	01-2-001111.00 VMERS GRP B PAYABLE	259.18	14650	04/24/24
VMERS	04/10/24	CHECK RECEIVED IN ERROR CORRECT2	01-4-009900.00 MISCELLANEOUS	2299.28	14650	04/24/24
VMCTA	04/15/24	TC-TRAINING FUNDAMENTALS 415TRAINING	01-5-100615.00 DUES/MTGS/EDUC	35.00	14651	04/24/24

04/18/24
12:32 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1120 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) 14615 To 14653 04/24/24 To 04/24/24 & Fund 01

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WBMASON W.B. MASON CO., INC.	04/01/24	PD-ASSRTD SUPPLIES 245596690	01-5-485302.00 REPAIRS & MAINTENANCE	278.84	14652	04/24/24
EARTHLINK WINDSTREAM	04/01/24	TH-APRIL '24 PHONE 76317321	01-5-425127.00 TELEPHONE	40.25	14653	04/24/24
EARTHLINK WINDSTREAM	04/01/24	TH-APRIL '24 PHONE 76317321	01-5-350531.00 TELEPHONE	40.25	14653	04/24/24
EARTHLINK WINDSTREAM	04/01/24	TH-APRIL '24 PHONE 76317321	01-5-705505.00 TELEPHONE	35.58	14653	04/24/24
EARTHLINK WINDSTREAM	04/01/24	TH-APRIL '24 PHONE 76317321	01-5-275531.00 TELEPHONE	40.25	14653	04/24/24
EARTHLINK WINDSTREAM	04/01/24	TH-APRIL '24 PHONE 76317321	01-5-300531.00 TELEPHONE	40.25	14653	04/24/24
EARTHLINK WINDSTREAM	04/01/24	TH-APRIL '24 PHONE 76317321	01-5-005531.00 ADMIN TELEPHONE	40.25	14653	04/24/24
EARTHLINK WINDSTREAM	04/01/24	TH-APRIL '24 PHONE 76317321	01-5-100531.00 TELEPHONE	40.25	14653	04/24/24
EARTHLINK WINDSTREAM	04/01/24	TH-APRIL '24 PHONE 76317321	01-5-200531.00 TELEPHONE	40.25	14653	04/24/24
Report Total				95510.83		

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 \$ ****95,510.83
Let this be your order for the payments of these amounts.

Staff Accountant: 
Ashley Wohler

Town Manager: 
Brennan Duffey

SELECTBOARD:

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

Town of Norwich Accounts Payable
Check Warrant Report # 1117 Current Prior Next FY Invoices
For Check Acct 03(General) All check #s 04/24/24 To 04/24/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
FROEAL	03/29/24	ALLAN FROEHLICH 10-058.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	19.84	14528	04/24/24
WATEAL	03/29/24	ALLAN WATERS TRUST 04-036.200 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	7386.58	14529	04/24/24
DOWNAM	03/29/24	AMANDA DOWD-DEROY 06-063.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	1278.33	14530	04/24/24
LAWLBO	03/29/24	BONNIE LAWLOR 20-221.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	1943.50	14531	04/24/24
QUADCH	03/29/24	CHRISTOPHER QUADE 10-032.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	4260.22	14532	04/24/24
NEELDO	03/29/24	DONALD NEELY 10-147.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	129.00	14533	04/24/24
FARRDO	03/29/24	DOROTHY ANN FARRELL 11-077.200 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	29.50	14534	04/24/24
SOLBEL	03/29/24	ELIZABETH SOLBERT-SHELDON 10-175.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	2361.50	14535	04/24/24
BURDGO	03/29/24	GOITEIN BURDICH TRUST 16-106.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	8742.53	14536	04/24/24
ELDRHE	03/29/24	HEIDI BARMETTLER ELDRED T 20-036.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	5749.20	14537	04/24/24
AINSHE	03/29/24	HELEN AINSWORTH-CAVIN 10-014.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	791.18	14538	04/24/24
MAHOIA	03/29/24	IAN MAHON 05-026.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	1528.83	14539	04/24/24
SIMPJA	03/29/24	JACQUELINE SIMPSON TRUST 16-080.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	440.92	14540	04/24/24
SEALJA	03/29/24	JAMES SEALS 16-118.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	122.46	14541	04/24/24
KELLJE	03/29/24	JENNIFER KELLER 11-055.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	3488.64	14542	04/24/24
TURCJO	03/29/24	JOHN TURCO 20-237.100 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	2015.33	14543	04/24/24
THOMKE	03/29/24	KEVIN THOMPSON 20-109.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	3707.01	14544	04/24/24
LEVILA	03/29/24	LAURIE LEVINGER 16-068.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	600.38	14545	04/24/24
YAFFLI	03/29/24	LISA E YAFFEE TRUST 10-083.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	42.64	14546	04/24/24
JANKMA	03/29/24	MARY JANKOWSKI 10-165.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	612.19	14547	04/24/24
DWINMA	03/29/24	MASON DWINELL TRUST 05-008.100 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	93.28	14548	04/24/24
JEHLMY	03/29/24	MYRA JEHLLEN TRUSTEE 05-091.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	59.91	14549	04/24/24
NORTMY	03/29/24	MYRTLE NORTH 09-038.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	51.96	14550	04/24/24
DEANNA	03/29/24	NANCY DEAN (LIFE ESTATE) 11-192.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	478.50	14551	04/24/24
NEWBNA	03/29/24	NANCY NEWBURY-ANDRESEN RE 11-158.000 FY24 TAX CREDIT FY24TAXCRDT	01-2-001148.00 TAX OVERPAYMENTS	5532.32	14552	04/24/24

Town of Norwich Accounts Payable
Check Warrant Report # 1117 Current Prior Next FY Invoices
For Check Acct 03(General) All check #s 04/24/24 To 04/24/24


Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
PEACNA	NANCY PEACOCK REV TRUST	03/29/24	11-095.000	FY24 TAX CREDIT 01-2-001148.00	7.27	14553	04/24/24
	FY24TAXCRDT TAX OVERPAYMENTS						
MOORPA	PAMELA MOORE	03/29/24	10-108.000	FY24 TAX CREDIT 01-2-001148.00	23.00	14554	04/24/24
	FY24TAXCRDT TAX OVERPAYMENTS						
BROWRA	RANDALL BROWN	03/29/24	05-152.000	FY24 TAX CREDIT 01-2-001148.00	571.13	14555	04/24/24
	FY24TAXCRDT TAX OVERPAYMENTS						
PAPER0	ROBERT PAPE	03/29/24	10-196.000	FY24 TAX CREDIT 01-2-001148.00	6172.14	14556	04/24/24
	FY24TAXCRDT TAX OVERPAYMENTS						
MCGOSH	SHERYL MCGOURTY	03/29/24	05-044.000	FY24 TAX CREDIT 01-2-001148.00	20.53	14557	04/24/24
	FY24TAXCRDT TAX OVERPAYMENTS						
FERRST	STEVEN FERRARIS	03/29/24	12-005.200	FY24 TAX CREDIT 01-2-001148.00	1720.78	14558	04/24/24
	FY24TAXCRDT TAX OVERPAYMENTS						
ELSBST	STUART ELSBERG	03/29/24	15-055.012	FY24 TAX CREDIT 01-2-001148.00	297.00	14559	04/24/24
	FY24TAXCRDT TAX OVERPAYMENTS						
FRANSU	SUSAN FRANK	03/29/24	20-087.000	FY24 TAX CREDIT 01-2-001148.00	1391.17	14560	04/24/24
	FY24TAXCRDT TAX OVERPAYMENTS						
VOAKSU	SUSAN VOAKE TRUST	03/29/24	10-066.000	FY24 TAX CREDIT 01-2-001148.00	143.50	14561	04/24/24
	FY24TAXCRDT TAX OVERPAYMENTS						
WHITSU	SUSAN WHITE TRUST	03/29/24	20-212.000	FY24 TAX CREDIT 01-2-001148.00	1999.80	14562	04/24/24
	FY24TAXCRDT TAX OVERPAYMENTS						
NUNATA	TAYLOR LOUISE NUNAN ET AL	03/29/24	01-008.000	FY24 TAX CREDIT 01-2-001148.00	10.73	14563	04/24/24
	FY24TAXCRDT TAX OVERPAYMENTS						
MELETE	TERRY MELENDY JR	03/29/24	16-011.000	FY24 TAX CREDIT 01-2-001148.00	7.14	14564	04/24/24
	FY24TAXCRDT TAX OVERPAYMENTS						
BECKTI	TIMOTHY BECK TRUSTEE	03/29/24	06-012.100	FY24 TAX CREDIT 01-2-001148.00	2107.91	14565	04/24/24
	FY24TAXCRDT TAX OVERPAYMENTS						
Report Total					65937.85		

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 \$ ****65,937.85
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

04/18/24
12:30 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1118 Current Prior Next FY Invoices For Fund (POLICE CRUISER)
For Check Acct 03(General) All check #s 04/24/24 To 04/24/24 & Fund 11

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
HARDWIRED HARD WIRED AUTO ELECTRONI	02/08/24	PD-CRUISER OUTFITTING 2769	11-5-500322.00 POLICE CRUISER	3060.10	14634	04/24/24
Report Total				3060.10		

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 \$ *****3,060.10
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

04/18/24

12:31 pm

Town of Norwich Accounts Payable

Check Warrant Report # 1119 Current Prior Next FY Invoices For Fund (Operational Perf & Develo)

ashleyw

For Check Acct 03(General) All check #s 04/24/24 To 04/24/24 & Fund 51

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
GOVHR	04/10/24	MGT OF AMERICA CONSULTING TH-COMP & BENEFIT STUDY GHR02-00209	51-5-000300.00 Op Perf&Dev Fund Exp	8100.00	14639	04/24/24
Report Total				8100.00		

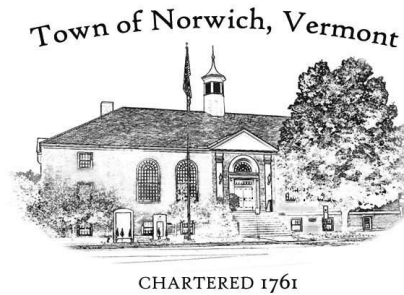
To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****8,100.00
Let this be your order for the payments of these amounts.

Staff Accountant: 
Ashley Wohler

Town Manager: 
Brennan Duffy

SELECTBOARD:

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



Town Manager Report for April 24, 2024

Department Updates

Finance Department:

Beginning planning for end of FY '24 closeout and opening FY '25

Ongoing work on improving internal process and account reconciliation.

Planning Department:

Staff responding to the normal seasonal increase in permit activity.

The latest recruitment initiative for the Planning Director/ZA position did not yield qualified candidates. Position will be reposted 5/1.

Police Department:

A part-time patrol officer candidate has been identified and vetted and Chief Romei will proceed with an employment offer.

Planning the procurement for two budgeted PD vehicles is imminent. Chief Romei will be creating a memo and recommendation for the 5/8 SB meeting.

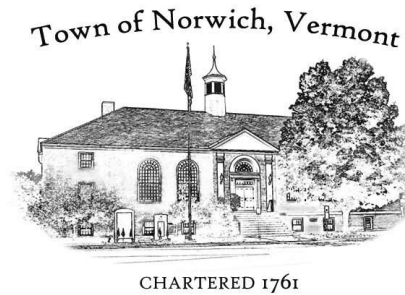
See monthly report for additional PD detail.

DPW:

DPW Director recommending a contractor for minor culvert work (in packet).

Bids for major culvert replacement engineering projects (FEMA projects) received only one response and a revised RFP has been reissued, responses due 5/2.

DPW Director and TM met with FEMA representatives to discuss current project status and reimbursement process.



Road weight limit postings will be removed 4/22.

New Equipment (Tractor) arrival imminent.

Fire Department:

Wild land fire response preparation underway.

See monthly FD report for additional detail.

Recreation Department:

Summer camp planning is underway, working on finalizing locations.

Working on Memorial Day Parade event.

Norwich Fair (August 8-11)

Touch a Truck Event (May)

Town Clerk:

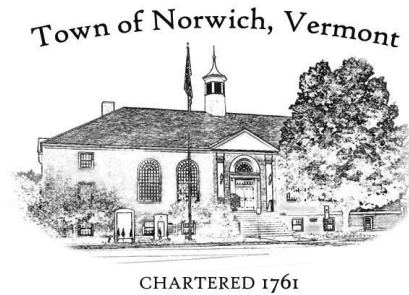
Town Manager's office:

Administrative Assistant position candidates have been reviewed with interviews being scheduled for the week of 4/22.

Olcott Rd. Bridge update – A structural engineer has been retained with project completion due by 5/15.

Hemlock Rd. update – Stantec design plans are nearing completion and drilling to place the monitoring equipment (inclinometers) is being scheduled 4/26-27. FEMA meeting to discuss the project is scheduled for 4/25.

Personnel Policy update – A draft updated policy document has been completed. Input from Dept. Heads and review by VLCT is currently underway. Process and timing for SB review and approval should be determined.



Tracy Hall/Energy Audit update – Energy Audit report has not yet been received.

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

VCDP grant application for the affordable housing study has been successfully submitted.

Beaver Meadow Road pedestrian improvements update – RFP for engineering/design work was issued with responses due 5/8.

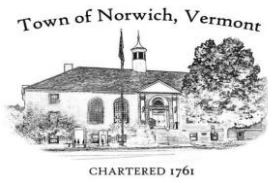
Town's FERC letter was successfully submitted.

The Town's annual ARPA SLFRF Compliance Report was successfully submitted.

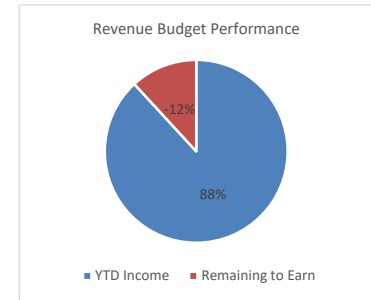
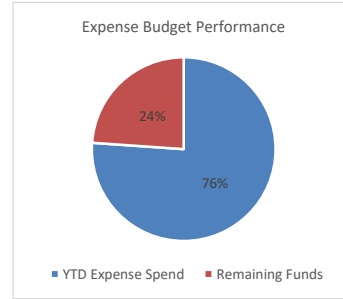
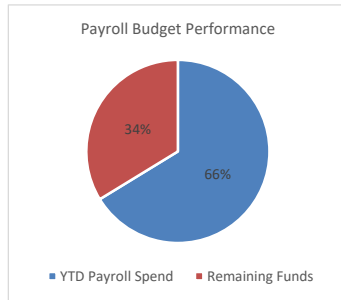
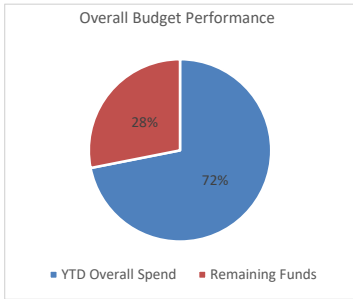
Efforts to schedule a meeting with Prudential Committee representatives are underway, tentatively scheduled for 4/29.

General/Miscellaneous:

Emerald Ash Borer (EAB) mitigation planning has been initiated by the NCC.



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

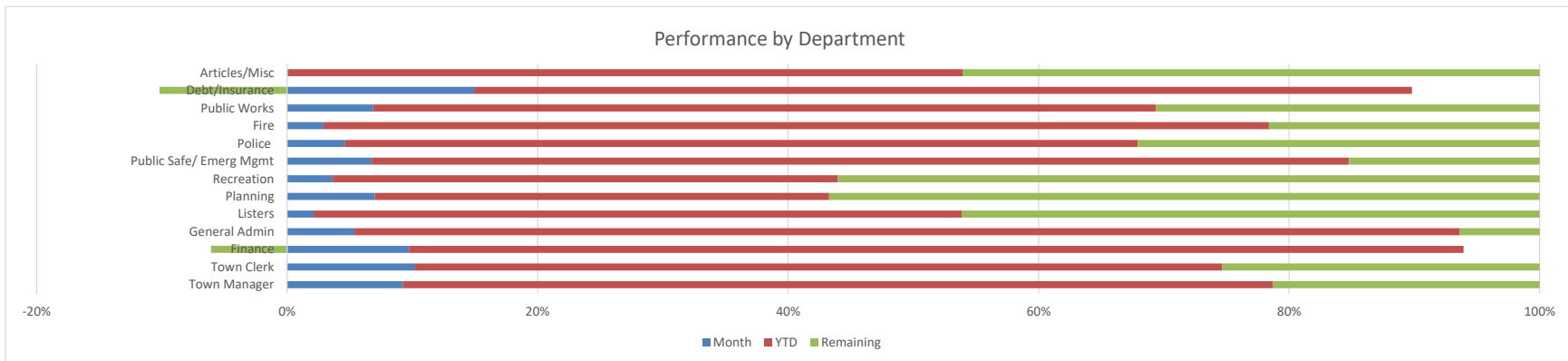


FY24 Overall Budget \$ 5,972,683
YTD Overall Spend \$ 4,294,230
Remaining Funds \$ 1,678,453
FY 24 Performance 71.90%

FY24 Payroll Budget \$ 2,552,823
YTD Payroll Spend \$ 1,691,579
Remaining Funds \$ 861,244
FY24 Performance 66.26%

FY24 Expense Budget \$ 3,419,860
YTD Expense Spend \$ 2,602,652
Remaining Funds \$ 817,208
FY24 Performance 76.10%

FY24 Revenue Projection \$ 5,375,482
YTD Income \$ 6,209,386
Remaining to Earn \$ (833,904)
FY 24 Performance 115.51%



Town of Norwich Revenue Report
March 31, 2024
Unaudited

GL Account	FY 23 Projection	FY 23 YTD	FY24 Projection	FY 24 YTD	FY 24 31-Mar	FY 24 YTD PERF
01-4-0000	PROPERTY TAX REVENUES					
01-4-000001.00	\$ 4,098,806	\$ 4,202,296	\$ 4,621,999	\$ 4,766,168.98	\$ -	103.12%
01-4-000003.00		\$ 58,829	\$ -	\$ 61,444	\$ -	0.00%
01-4-000002.00	\$ 425,938	\$ 406,654	\$ 450,560	\$ 450,560	\$ -	100.00%
01-4-000010.00	\$ 187,863	\$ 219,466	\$ 205,000	\$ 221,900	\$ -	108.24%
01-4-000014.00	\$ 30,000	\$ 10,305	\$ 30,000	\$ 42,195	\$ 3,024	140.65%
01-4-000015.00	\$ 20,000	\$ 27,410	\$ 20,000	\$ 27,046	\$ -	135.23%
	\$ 4,762,607	\$ 4,924,959	\$ 5,327,559	\$ 5,569,314	\$ 3,024	104.54%
01-4-0001	LICENSE & PERMIT REVENUE					
01-4-000101.00	\$ 600	\$ 600	\$ 600	\$ 255	\$ 185	42.50%
01-4-000103.00	\$ 1,750	\$ 2,593	\$ 1,750	\$ 1,351	\$ 788	77.20%
01-4-000107.00	\$ 200	\$ 84	\$ 200	\$ 38	\$ 8	18.75%
01-4-000109.00	\$ -	\$ 25	\$ -	\$ 25	\$ -	0.00%
01-4-000120.00	\$ 8,000	\$ 7,880	\$ 9,000	\$ 5,092	\$ 331	56.58%
01-4-000130.00	\$ 200	\$ 215	\$ 200	\$ 260	\$ -	130.00%
	\$ 10,750	\$ 11,397	\$ 11,750	\$ 7,020	\$ 1,311	59.75%
01-4-0002	INTERGOVERNMENTAL REVENUE					
01-4-000201.00	\$ 160,000	\$ 163,688	\$ 160,000	\$ 168,134	\$ -	105.08%
01-4-000202.00	\$ 13,750	\$ 15,495	\$ 15,000	\$ 15,552	\$ 1,637	103.68%
01-4-000208.00	\$ 10,000	\$ 13,930	\$ 10,000	\$ 2,427	\$ -	24.27%
01-4-000210.00	\$ 2,500	\$ -	\$ 2,500	\$ 156	\$ -	6.24%
01-4-000216.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000214.00	\$ 27,000	\$ -	\$ 27,000	\$ -	\$ -	0.00%
	\$ 213,250	\$ 193,112	\$ 214,500	\$ 186,268	\$ 1,637	86.84%
01-4-0003	SERVICE FEE REVENUE					
01-4-000301.00	\$ 25,000	\$ 23,909	\$ 25,000	\$ 15,029	\$ 2,308	60.12%
01-4-000302.00		\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000303.00	\$ 2,100	\$ 3,696	\$ 2,100	\$ 1,297	\$ 164	61.76%
01-4-000305.00	\$ 250	\$ 589	\$ 250	\$ 268	\$ 34	107.20%
01-4-000307.00	\$ 800	\$ 1,610	\$ 800	\$ 660	\$ 20	82.50%
01-4-000309.00	\$ 50	\$ 30	\$ 50	\$ 9	\$ -	18.00%
01-4-000311.00	\$ 50	\$ 2	\$ 50	\$ -	\$ -	0.00%
01-4-000317.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000320.00	\$ 3,500	\$ 4,910	\$ 3,500	\$ 2,438	\$ 210	69.64%
01-4-000321.00				\$ 438	\$ 438	0.00%
01-4-000325.00	\$ 500	\$ 236	\$ 500	\$ 258	\$ -	51.60%
01-4-000326.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000327.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000350.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000352.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000355.00	\$ 125,000	\$ 73,478	\$ 155,000	\$ 91,706	\$ 10,493	59.17%
01-4-000360.00	\$ 40,000	\$ 46,255	\$ 40,000	\$ 36,039	\$ 282	90.10%
01-4-000362.00	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	0.00%
01-4-000363.00	\$ 3,500	\$ 3,456	\$ 3,500	\$ 2,731	\$ 225	78.02%
01-4-000365.00	\$ 6,500	\$ 15,005	\$ 6,500	\$ 10,562	\$ 256	162.50%
01-4-000366.00	\$ 10,000	\$ 13,458	\$ 10,000	\$ 11,811	\$ 800	118.11%
01-4-000364.00	\$ 105,000	\$ 100,970	\$ 105,000	\$ 75,145	\$ 6,380	71.57%
	\$ 325,750	\$ 287,604	\$ 355,750	\$ 248,390	\$ 21,609	69.82%
01-4-0004	GRANT REVENUE					
01-4-000406.00	\$ -	\$ -	\$ -	\$ 19,300	\$ -	0.00%
01-4-000401.00		\$ 210,302	\$ -	\$ -	\$ -	0.00%
01-4-000402.00		\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000405.10	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000410.10	\$ -	\$ 9,000	\$ -	\$ -	\$ -	0.00%
01-4-000417.00	\$ -	\$ 7,991	\$ -	\$ 7,766	\$ -	0.00%
01-4-000418.00		\$ -	\$ -	\$ 4,000	\$ -	0.00%
01-4-000419.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000404.00	\$ -	\$ -	\$ -	\$ 39,500	\$ -	0.00%
01-4-000407.10	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000408.00	\$ -	\$ -	\$ -	\$ 7,613	\$ -	0.00%
01-4-000441.00		\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000436.00	\$ -	\$ 8,171	\$ -	\$ 1,334	\$ -	0.00%
01-4-000410.00	\$ -	\$ 7,835	\$ -	\$ -	\$ -	0.00%
01-4-000412.00		\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000412.20	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000444.00	\$ -	\$ 800	\$ -	\$ -	\$ -	0.00%

Town of Norwich Revenue Report
March 31, 2024
Unaudited

	FY 23 Projection	FY 23 YTD	FY24 Projection	FY 24 YTD	FY 24 31-Mar	FY 24 YTD PERF
01-4-000412.10 RECREATION RESTART GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000407.00 VTRANS TAP GRANT		\$ 219,638	\$ -	\$ -	\$ -	0.00%
01-4-000415.00 CONSERV COMM GRANT		\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000470.00 ENERGY COMMITTEE GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000480.00 COVID 19 GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000411.00 VTRANS BIKE & PED GRANT		\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL GRANT REVENUE	\$ -	\$ 463,736	\$ -	\$ 79,513	\$ -	0.00%
01-4-0008 OTHER TOWN REVENUES						
01-4-000808.00 TOWN REPORT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-000810.00 BANK INTEREST	\$ 20,000	\$ 26,170	\$ 20,000	\$ 55,602	\$ (23,393)	278.01%
01-4-000811.10 TRX FROM SCHOLARSHIP FUND		\$ 2,330	\$ -	\$ 440	\$ -	0.00%
01-4-000813.00 INSURANCE CLAIMS	\$ -	\$ 4,158	\$ -	\$ 13,813	\$ -	0.00%
01-4-000814.00 ATHLETIC FIELD RENTAL	\$ 32,000	\$ 25,125	\$ 32,000	\$ 11,895	\$ 329	37.17%
01-4-000822.00 LINE OF CREDIT (FEMA)		\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER TOWN REVENUES	\$ 52,000	\$ 57,783	\$ 52,000	\$ 81,750	\$ (23,064)	157.21%
01-4-001 PUBLIC SAFETY REVENUES						
01-4-001005.00 POLICE FINE	\$ 10,000	\$ 2,402	\$ 10,000	\$ 2,534	\$ 96	25.34%
01-4-001007.00 PARKING FINE	\$ 500	\$ -	\$ 500	\$ 30	\$ -	6.00%
01-4-001008.00 DOG FINE	\$ 125	\$ -	\$ 125	\$ -	\$ -	0.00%
TOTAL PUBLIC SAFETY REVENUES	\$ 10,625	\$ 2,402	\$ 10,625	\$ 2,564	\$ 96	24.14%
01-4-009 MISCELLANEOUS REVENUE						
01-4-009005.00 AMBULANCE BILLS PAID	\$ -	\$ -	\$ -	\$ 1,641	\$ -	0.00%
01-4-009600.00 COBRA REIMBURSEMENTS		\$ 775	\$ -	\$ 142	\$ -	0.00%
01-4-009100.00 TOWN CLERK	\$ -	\$ 38	\$ -	\$ 9	\$ 1	0.00%
01-4-009090.00 VTGFOA SCHOLARSHIP	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-009350.00 PLANNING DEPT		\$ -	\$ -	\$ -	\$ -	0.00%
01-4-009500.00 POLICE DEPT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-009425.00 RECREATION DEPT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-009555.00 FIRE DEPT	\$ -	\$ 1,014	\$ -	\$ -	\$ -	0.00%
01-4-009700.00 HIGHWAY DEPT	\$ -	\$ 276	\$ -	\$ -	\$ -	0.00%
01-4-009800.00 CONSERVATION COMM.	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-4-009900.02 ARPA REVENUE	\$ -	\$ 1,019,279	\$ -	\$ -	\$ -	0.00%
01-4-009901.00 OPIOID SETTLEMENT REVENUE	\$ -	\$ -	\$ -	\$ 12,718	\$ 952.70	0.00%
01-4-009200.00 FIN DEPT MISCEL	\$ -	\$ 210	\$ -	\$ 140	\$ 35.00	0.00%
01-4-009900.00 MISCELLANEOUS	\$ 500	\$ 707	\$ 500	\$ 19,915	\$ -	3983.09%
TOTAL MISCELLANEOUS REVENUE	\$ 500	\$ 1,022,298	\$ 500	\$ 34,566	\$ 989	6913.16%
TOTAL FEES & SERVICES	\$ 612,875	\$ 2,038,333	\$ 645,125	\$ 640,072	\$ 2,577	99.22%
ALLOWANCE FOR TAX ADJUSTMENTS*	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTAL TOWN REVENUES	\$ 5,375,482	\$ 6,963,292	\$ 5,972,684	\$ 6,209,386	\$ 5,601	103.96%

Town of Norwich
Department Expense Summary
March 31, 2024 Unaudited

	FY 23 Budget	FY 24 Budget	FY 24 YTD	FY 24 March	FY 24 Performance	Variance by DEPT**
TOWN ADMINISTRATION	\$ 383,197	\$ 469,631	\$ 369,736	\$ 43,424	78.73%	99,895
BCA/BOA	\$ 975	\$ 985	\$ 8	\$ -	0.76%	977
STATUTORY MEETINGS	\$ 14,025	\$ 9,575	\$ 5,629	\$ 5,095	58.78%	3,946
TOWN CLERK	\$ 183,230	\$ 196,728	\$ 149,114	\$ 16,081	75.80%	47,615
FINANCE	\$ 215,646	\$ 235,584	\$ 251,883	\$ 26,108	106.92%	(16,299)
GENERAL ADMINISTRATION	\$ 64,822	\$ 65,800	\$ 61,610	\$ 3,535	93.63%	4,190
LISTER	\$ 121,767	\$ 112,890	\$ 60,798	\$ 2,381	53.86%	52,092
PLANNING	\$ 185,801	\$ 160,330	\$ 69,371	\$ 11,208	43.27%	90,960
RECREATION	\$ 260,412	\$ 335,865	\$ 147,665	\$ 12,237	43.97%	188,200
PUBLIC SAFETY FACILITY	\$ 30,680	\$ 36,062	\$ 24,690	\$ 5,433	68.46%	11,372
POLICE	\$ 642,802	\$ 746,344	\$ 506,850	\$ 34,591	67.91%	239,494
FIRE/FAST	\$ 473,816	\$ 526,236	\$ 412,453	\$ 15,259	78.38%	113,783
EMERGENCY MGMT.	\$ 47,875	\$ 47,910	\$ 46,494	\$ 244	97.05%	1,416
CONSERVATION COMMISSION	\$ 9,300	\$ 8,500	\$ 1,374	\$ 250	16.16%	7,126
PUBLIC WORKS	\$ 1,970,385	\$ 2,206,983	\$ 1,531,269	\$ 151,550	69.38%	675,714
LONG TERM DEBT	\$ 162,881	\$ 167,400	\$ 218,288	\$ 21,839	130.40%	(50,888)
TAXES	\$ 3,000	\$ 3,000	\$ 1,564	\$ -	52.14%	1,436
INSURANCES	\$ 188,250	\$ 192,300	\$ 189,236	\$ 46,452	98.41%	3,064
TOWN TOTAL	\$ 4,958,866	\$ 5,522,124	\$ 4,048,031	\$ 395,686	73.31%	\$ 1,474,093
OUTSIDE APPROPRIATIONS	\$ 416,608	\$ 450,560	\$ 246,200	\$ -	54.64%	\$ 204,360
TOTAL	\$ 5,375,474	\$ 5,972,683	\$ 4,294,230	\$ 395,686	71.90%	\$ 1,678,453

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

CODE	DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month March 31, 2024	FY 24 PERF
01-5-555126.00	DENTAL INSURANCE	\$ 442	\$ 448	\$ 442	\$ 324	\$ 36	73.27%
	TOTAL	\$ 140,510	\$ 140,494	\$ 138,583	\$ 102,001	\$ 9,712	73.60%
	EMS WAGES						
01-5-555212.00	EMS WAGE	\$ 5,000	\$ 7,722	\$ 5,000	\$ 6,316	\$ 433	126.32%
01-5-555215.00	EMS DRILL WAGE	\$ 1,900	\$ 1,200	\$ 1,900	\$ 700	\$ -	36.84%
01-5-555221.00	EMS FICA TAX	\$ 428	\$ 420	\$ 444	\$ 363	\$ 22	81.67%
01-5-555222.00	EMS MEDI TAX	\$ 100	\$ 98	\$ 104	\$ 85	\$ 5	81.58%
	TOTAL	\$ 7,428	\$ 9,440	\$ 7,448	\$ 7,463	\$ 461	100.20%
	EDUCATION & TRAINING						
01-5-555338.00	FIRE EDUC/TRAINING	\$ 750	\$ 909	\$ 750	\$ 200	\$ 200	26.67%
01-5-555340.00	EMS EDUC/TRNG	\$ 1,200	\$ 775	\$ 1,200	\$ 485	\$ 305	40.44%
01-5-555342.00	FIRE DUES/MTGS/EDUC	\$ 500	\$ 480	\$ 500	\$ 380	\$ 100	76.00%
	TOTAL	\$ 2,450	\$ 2,164	\$ 2,450	\$ 1,065	\$ 605	43.48%
	TOOLS & EQUIPMENT						
01-5-555422.00	FIRE TOOLS & EQUIPMENT	\$ 4,000	\$ 4,304	\$ 4,200	\$ 3,243	\$ -	77.21%
01-5-555424.00	EMS TOOLS/ EQUIP	\$ 1,900	\$ 2,171	\$ 2,000	\$ 933	\$ 18	46.64%
01-5-555426.00	RADIO PURCH/REPAIR	\$ 750	\$ 1,785	\$ 800	\$ 597	\$ -	74.62%
	TOTAL	\$ 6,650	\$ 8,260	\$ 7,000	\$ 4,773	\$ 18	68.18%
	MAINTENANCE						
01-5-555528.00	FIRE TRK R & M	\$ 13,000	\$ 21,169	\$ 14,500	\$ 17,734	\$ 3,293	122.30%
01-5-555530.00	EQUIPMENT MAINTENANCE & SAFETY TESTING	\$ 4,000	\$ 1,106	\$ 4,000	\$ 4,603	\$ -	115.07%
01-5-555532.00	RADIO MAINTENANCE	\$ 500	\$ -	\$ 500	\$ 589	\$ -	117.80%
01-5-555534.00	SOFTWARE MAINTENANCE	\$ -	\$ 120	\$ -	\$ -	\$ -	0.00%
01-5-555536.00	COMPUTER MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-5-555538.00	VEHICLE FUEL	\$ 3,500	\$ 3,137	\$ 4,500	\$ 7,076	\$ 1,013	157.25%
	TOTAL	\$ 21,000	\$ 25,531	\$ 23,500	\$ 30,002	\$ 4,307	127.67%
	SUPPORT						
01-5-555614.00	RECRUITMENT	\$ 100	\$ 179	\$ 100	\$ -	\$ -	0.00%
01-5-555618.00	POSTAGE	\$ 25	\$ 10	\$ 25	\$ -	\$ -	0.00%
01-5-555619.00	FIRE PREVENTION BOOKS & MATERIALS	\$ 100	\$ -	\$ 100	\$ -	\$ -	0.00%
01-5-555620.00	FIREFIGHTERS CASUL INS	\$ 5,800	\$ 3,610	\$ 5,800	\$ -	\$ -	0.00%
01-5-555625.00	TELEPHONE & INTERNET	\$ -	\$ 1,226	\$ -	\$ 2,626	\$ 156	0.00%
01-5-555630.00	OFFICE SUPPLIES	\$ 600	\$ 724	\$ 650	\$ 973	\$ -	149.71%
01-5-555632.00	DISPATCH SERVICE	\$ 25,004	\$ 24,698	\$ 28,755	\$ 28,512	\$ -	99.16%
01-5-555633.00	UNIFORM	\$ 225	\$ -	\$ 250	\$ 370	\$ -	147.98%
01-5-555634.00	HYDRANT RENTAL	\$ 34,000	\$ 34,000	\$ 34,000	\$ 30,000	\$ -	88.24%
01-5-555635.00	DRY HYDRANT	\$ 500	\$ 670	\$ 500	\$ 590	\$ -	118.00%
01-5-555636.00	OSHA COMPLIANCE	\$ 1,000	\$ 665	\$ 1,000	\$ -	\$ -	0.00%
01-5-555637.00	WATER LINE REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ 67,354	\$ 65,783	\$ 71,180	\$ 63,071	\$ 156	88.61%
	DESIGNATED FUNDS						
01-5-555758.00	DESIGNATED FUND-APPARATUS	\$ 60,000	\$ 60,000	\$ 80,000	\$ 80,000	\$ -	100.00%
01-5-555760.00	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						
01-5-555824.00	VLCT PACIF GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-5-555825.00	FEMA GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-5-555826.00	COVID-19 Grant Transfer	\$ -	\$ 21,138	\$ -	\$ -	\$ -	0.00%
01-5-555830.00	DRY HYDRANT GRANT	\$ -	\$ 2,940	\$ -	\$ 9,300	\$ -	0.00%
01-5-555852.00	FY 17 HOMELAND SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ -	\$ 24,078	\$ -	\$ 9,300	\$ -	0.00%
	AMBULANCE EXPENDITURES						
01-5-555901.00	AMBULANCE CONTRACT	\$ 152,925	\$ 149,212	\$ 160,575	\$ 78,344	\$ -	48.79%
01-5-555903.00	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	\$ 412,453	\$ 15,259	78.38%
	EMERGENCY MANAGEMENT						
01-5-575100.00	DEBT SERVICE ON TOWER BOND PRINCIPAL	\$ 26,775	\$ 27,500	\$ 26,775	\$ 27,709	\$ -	103.49%
01-5-575105.00	DEBT SERVICE ON TOWER BOND INTEREST	\$ 3,025	\$ 1,422	\$ 3,025	\$ 470	\$ -	15.53%
01-5-575233.00	TOWER POWER	\$ 400	\$ 1,253	\$ 430	\$ 1,171	\$ 244	272.26%
01-5-575600.00	EMERG MAN ADMIN	\$ 25	\$ -	\$ 30	\$ -	\$ -	0.00%
01-5-575610.00	EMERG MNGMT SUPPLIES	\$ 50	\$ 24	\$ 50	\$ 177	\$ -	354.00%
01-5-575612.00	GENERATOR FUEL	\$ 100	\$ 248	\$ 100	\$ 248	\$ -	247.95%
01-5-575620.00	EMERG GEN MAINT	\$ 2,500	\$ -	\$ 2,500	\$ 1,720	\$ -	68.80%
01-5-575650.00	EMERG GENERATOR REPAIR	\$ -	\$ 436	\$ -	\$ -	\$ -	0.00%
	BASE RADIO MAINTENANCE PD & DPW	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	HAZARD MITIGATION PLAN (FEMA Grant) - Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-5-575740.00	DESIGNATED FUND- GENERATORS	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	100.00%
	TOTAL	\$ 47,875	\$ 45,883	\$ 47,910	\$ 46,494	\$ 244	97.05%
	GRANTS						
01-5-575800.00	LOCAL HAZARD MITIGATION GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	CONSERVATION COMM.						
01-5-650550.00	PRINTING	\$ -	\$ -	\$ -	\$ 57	\$ -	-
01-5-650510.00	OFFICE SUPPLIES & EMAIL	\$ -	\$ -	\$ -	\$ -	\$ -	-
01-5-650615.00	DUES/MTGS/EDUC	\$ 300	\$ -	\$ 200	\$ 32	\$ -	16.17%
01-5-650620.00	SPKRS/PUBLIC INFO / GEN'L PUBLIC EDUCATION	\$ 500	\$ 250	\$ 1,250	\$ -	\$ -	0.00%
01-5-650625.00	PUBLICITY / OUTDOOR STUDENT PROGRAMS - LEEEP	\$ 1,750	\$ 2,100	\$ 750	\$ 500	\$ 250	66.67%
01-5-650630.00	TRAILS	\$ 2,750	\$ 2,390	\$ 1,800	\$ 277	\$ -	15.37%
01-5-650632.00	WATER QUAL MONIT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-5-650635.00	MILT FRYE NATURE AREA	\$ 1,500	\$ 924	\$ 1,500	\$ 150	\$ -	9.99%
01-5-650700.00	NATRL RESRCS INVEN	\$ 1,000	\$ 490	\$ 1,000	\$ -	\$ -	0.00%
01-5-650710.00	PROJECT RESTORATION / NATURAL RES. PROJS.	\$ 1,500	\$ 1,449	\$ 2,000	\$ 358	\$ -	17.91%
01-5-650727.00	WOMAN'S CLUB GRANT	\$ -	\$ 799	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ 9,300	\$ 8,402	\$ 8,500	\$ 1,374	\$ 250	16.16%

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

CODE	DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month March 31, 2024	FY 24 PERF
PUBLIC WORKS DEPARTMENT							
HIGHWAY DIVISION							
01-5-703110.00	DIRECTOR OF PUBLIC WORKS	\$ 87,664	\$ 95,647	\$ 96,520	\$ 68,897	\$ 7,498	71.38%
01-5-703111.00	ADMINISTRATIVE ASSISTANT, PART-TIME	\$ 22,385	\$ 1,221	\$ 22,823	\$ 10,784	\$ -	47.25%
01-5-703112.00	ROAD CREW WAGES	\$ 271,472	\$ 187,537	\$ 316,182	\$ 189,904	\$ 34,619	60.06%
01-5-703114.00	ROAD CREW OVERTIME	\$ 46,150	\$ 39,813	\$ 47,881	\$ 24,650	\$ 1,918	51.48%
01-5-703116.00	PAGER COMPENSATION	\$ 4,650	\$ 4,482	\$ 4,650	\$ 820	\$ -	17.63%
01-5-703121.00	FICA	\$ 26,884	\$ 19,842	\$ 30,259	\$ 17,623	\$ 2,660	58.24%
01-5-703122.00	MEDICARE	\$ 6,071	\$ 4,641	\$ 7,077	\$ 4,122	\$ 622	58.24%
01-5-703123.00	HEALTH INSURANCE	\$ 90,929	\$ 45,419	\$ 76,438	\$ 59,413	\$ 6,092	77.73%
01-5-703124.00	DISABILITY & LIFE INSURANCE	\$ 3,859	\$ 2,685	\$ 4,176	\$ 2,769	\$ 286	66.31%
01-5-703125.00	DENTAL INSURANCE	\$ 2,651	\$ 1,902	\$ 2,872	\$ 1,673	\$ 180	58.25%
01-5-703126.00	RETIREMENT	\$ 27,761	\$ 21,463	\$ 31,403	\$ 19,230	\$ 2,972	61.24%
	TOTAL	\$ 590,476	\$ 424,653	\$ 640,281	\$ 399,885	\$ 56,847	62.45%
MATERIALS							
01-5-703201.00	SALT & CHEMICALS	\$ 115,000	\$ 116,830	\$ 119,626	\$ 75,486	\$ 7,841	63.10%
01-5-703203.00	SAND	\$ 115,000	\$ 97,094	\$ 125,511	\$ -	\$ -	0.00%
01-5-703205.00	DUST CONTROL	\$ 22,500	\$ 10,115	\$ 24,120	\$ -	\$ -	0.00%
01-5-703207.00	GRAVEL & STONE	\$ 55,000	\$ 54,097	\$ 58,960	\$ 19,217	\$ -	32.59%
01-5-703209.00	CULVERTS & OTHER ROAD SUPPLIES	\$ 12,000	\$ 13,132	\$ 20,000	\$ -	\$ -	0.00%
01-5-703211.00	ASPHALT PRODUCTS	\$ 3,000	\$ 1,118	\$ 3,100	\$ 343	\$ 183	11.07%
01-5-703213.00	BRIDGE REPAIR & MAINTENANCE	\$ 2,000	\$ 1,865	\$ 2,000	\$ -	\$ -	0.00%
01-5-703215.00	OTHER PROJECTS	\$ 1,785	\$ 6,426	\$ 1,900	\$ 881	\$ -	46.35%
01-5-703217.00	SIGNS	\$ 2,250	\$ 2,360	\$ 2,400	\$ 921	\$ 31	38.36%
	TOTAL	\$ 328,535	\$ 303,038	\$ 357,617	\$ 96,848	\$ 8,055	27.08%
CONTRACTED SERVICES							
01-5-703301.00	PLOWING & SANDING	\$ 25,000	\$ 78,560	\$ 25,683	\$ 76,460	\$ -	297.71%
01-5-703303.00	ROAD SWEEPING	\$ -	\$ 2,480	\$ 2,325	\$ -	\$ -	0.00%
01-5-703305.00	LEAF REMOVAL	\$ 3,000	\$ -	\$ 3,220	\$ -	\$ -	0.00%
01-5-703307.00	STREETLIGHTS	\$ 13,000	\$ 14,109	\$ 13,900	\$ 9,802	\$ 1,145	70.52%
01-5-703309.00	TREE CUTTING & REMOVAL	\$ 10,000	\$ 8,650	\$ 10,275	\$ 900	\$ -	8.76%
01-5-703311.00	UNIFORMS	\$ 12,000	\$ 13,000	\$ 12,325	\$ 9,645	\$ 1,162	78.25%
01-5-703313.00	PAVING	\$ 7,500	\$ 4,648	\$ 30,000	\$ 30,000	\$ -	100.13%
01-5-703315.00	OTHER PROJECTS	\$ 15,500	\$ 13,014	\$ 16,000	\$ 12,605	\$ -	78.78%
01-5-703317.00	CRACK SEALING	\$ 15,000	\$ 18,000	\$ 18,000	\$ 315	\$ -	1.75%
01-5-703319.00	PAVEMENT MARKING	\$ 38,000	\$ 20,105	\$ 39,000	\$ 21,824	\$ -	55.96%
01-5-703321.00	BRIDGES	\$ 50,000	\$ 77,909	\$ 51,375	\$ (34,041)	\$ -	-66.26%
	TOTAL	\$ 189,000	\$ 250,475	\$ 222,103	\$ 127,549	\$ 2,307	57.43%
EQUIPMENT							
01-5-703401.00	OUTSIDE REPAIRS	\$ 35,000	\$ 36,921	\$ 45,000	\$ 27,101	\$ 5,571	60.23%
01-5-703403.00	PARTS & SUPPLIES	\$ 50,000	\$ 53,007	\$ 55,000	\$ 45,091	\$ 12,543	81.98%
01-5-703405.00	PETROLEUM PRODUCTS	\$ 70,000	\$ 32,626	\$ 77,070	\$ 45,680	\$ 9,528	59.27%
	TOTAL	\$ 155,000	\$ 122,554	\$ 177,070	\$ 117,872	\$ 27,641	66.57%
HIGHWAY GARAGE							
01-5-703501.00	ELECTRICITY	\$ 4,000	\$ 7,517	\$ 6,000	\$ 1,366	\$ 397	22.77%
01-5-703503.00	PROPANE	\$ 9,000	\$ 4,915	\$ 10,395	\$ 4,850	\$ 965	46.65%
01-5-703505.00	TELEPHONE (Inc. Internet)	\$ 6,500	\$ 4,507	\$ 6,950	\$ 2,469	\$ 277	35.52%
01-5-703507.00	SUPPLIES	\$ 8,250	\$ 5,604	\$ 8,800	\$ 5,194	\$ 212	59.02%
01-5-703509.00	ALARM MONITORING	\$ 900	\$ 119	\$ 1,000	\$ 3,073	\$ -	307.30%
01-5-703511.00	REPAIRS & MAINTENANCE	\$ 7,750	\$ 11,811	\$ 8,300	\$ 5,405	\$ 368	65.12%
01-5-703513.00	TOOLS	\$ 7,250	\$ 635	\$ 7,775	\$ 6,670	\$ -	85.79%
01-5-703515.00	ADMINISTRATION	\$ 5,000	\$ 10,547	\$ 5,300	\$ 1,800	\$ 1,365	33.96%
	TOTAL	\$ 48,650	\$ 45,656	\$ 54,520	\$ 30,826	\$ 3,584	56.54%
CAPITAL EXPENDITURES							
01-5-703601.00	DESIGNATED FUND-EQUIPMENT	\$ 40,000	\$ 40,000	\$ 75,000	\$ 75,000	\$ -	100.00%
01-5-703603.00	DESIGNATED FUND-SIDEWALK	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	100.00%
01-5-703605.00	DESIGNATED FUND-PAVING	\$ 45,000	\$ 45,000	\$ 75,000	\$ 75,000	\$ -	100.00%
01-5-703607.00	DESIGNATED FUND-BRIDGES	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	100.00%
01-5-703609.00	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							
01-5-703701.00	VTRANS - PAVING GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-5-703702.00	Culvert Grant	\$ -	\$ -	\$ -	\$ 1,622	\$ -	-
01-5-703703.00	FEMA GRANT	\$ -	\$ -	\$ -	\$ 89,066	\$ 10,893	0.00%
01-5-703709.00	Two Rivers-Betr Back Road	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-5-703710.10	BETTER ROADS / GRANTS IN AID	\$ -	\$ 4,310	\$ -	\$ 40,174	\$ -	0.00%
01-5-703712.00	VTRANS - BIKE & PED	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-5-703714.00	VTRANS - TAP GRANT (Tigertown Culverts - 20%)	\$ -	\$ 647,806	\$ -	\$ 3,520	\$ -	0.00%
01-5-703715.00	VTRANS - STRUCTURES GRANT (10% Local)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ -	\$ 652,116	\$ -	\$ 134,382	\$ 10,893	0.00%
	TOTAL-HIGHWAY DIVISION	\$ 1,531,661	\$ 2,018,492	\$ 1,738,591	\$ 1,194,362	\$ 109,327	68.70%
BUILDINGS & GROUNDS DIVISION							
01-5-704113.00	BUILDING & GROUND WAGES	\$ 96,545	\$ 71,513	\$ 105,475	\$ 76,090	\$ 17,300	72.14%
01-5-704114.00	OVERTIME WAGES	\$ 5,793	\$ 1,522	\$ 6,000	\$ 3,662	\$ 689	61.03%
01-5-704116.00	PAGER COMPENSATION	\$ 750	\$ 1,034	\$ 750	\$ -	\$ -	0.00%
01-5-704121.00	FICA	\$ 6,478	\$ 4,749	\$ 6,958	\$ 4,896	\$ 1,108	70.37%
01-5-704122.00	MEDICARE	\$ 1,463	\$ 1,111	\$ 1,627	\$ 1,145	\$ 259	70.37%
01-5-704123.00	HEALTH INSURANCE	\$ 29,180	\$ 16,960	\$ 24,570	\$ 22,717	\$ 2,219	92.46%
01-5-704124.00	DISABILITY & LIFE INSURANCE	\$ 1,089	\$ 694	\$ 1,088	\$ 860	\$ 94	79.03%
01-5-704125.00	DENTAL INSURANCE	\$ 884	\$ 735	\$ 884	\$ 648	\$ 72	73.28%
01-5-704126.00	RETIREMENT	\$ 7,052	\$ 4,919	\$ 7,525	\$ 5,390	\$ 1,214	71.63%
	TOTAL	\$ 149,233	\$ 103,238	\$ 154,877	\$ 115,407	\$ 22,956	74.52%
MATERIALS							
01-5-704201.00	GARDEN SUPPLIES & PLANTS	\$ 1,575	\$ 418	\$ 1,575	\$ -	\$ -	0.00%
	TOTAL	\$ 1,575	\$ 418	\$ 1,575	\$ -	\$ -	0.00%
CONTRACTED SERVICES							
01-5-704301.00	FOLEY PARK & MEDIANS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-5-704311.00	UNIFORMS	\$ 4,800	\$ 2,550	\$ 5,100	\$ 2,160	\$ 240	42.35%
	TOTAL	\$ 4,800	\$ 2,550	\$ 5,100	\$ 2,160	\$ 240	42.35%
EQUIPMENT							
01-5-704401.00	OUTSIDE REPAIRS	\$ 2,000	\$ 106	\$ 2,100	\$ -	\$ -	0.00%
01-5-704403.00	PARTS & SUPPLIES	\$ 2,500	\$ 2,682	\$ 2,600	\$ 1,555	\$ -	59.81%

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

CODE	DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month March 31, 2024	FY 24 PERF
01-5-704405.00	PETROLEUM PRODUCTS	\$ 2,800	\$ 616	\$ 3,083	\$ 1,036	\$ -	33.59%
01-5-704413.00	TOOLS	\$ 500	\$ 136	\$ 550	\$ -	\$ -	0.00%
	TOTAL	\$ 7,800	\$ 3,539	\$ 8,333	\$ 2,591	\$ -	31.09%
	CAPITAL EXPENDITURES						
01-5-704601.00	DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL-BUILDING AND GROUNDS DIVISION	\$ 163,408	\$ 109,745	\$ 169,885	\$ 120,158	\$ 23,196	70.73%
	SOLID WASTE DIVISION						
01-5-705112.00	TRANSFER STATION WAGES	\$ 43,097	\$ 45,877	\$ 45,482	\$ 33,966	\$ 3,557	74.68%
01-5-705121.00	FICA	\$ 2,672	\$ 2,872	\$ 2,820	\$ 2,125	\$ 221	75.35%
01-5-705122.00	MEDICARE	\$ 603	\$ 672	\$ 659	\$ 497	\$ 52	75.35%
	TOTAL	\$ 46,372	\$ 49,420	\$ 48,961	\$ 36,588	\$ 3,830	74.73%
	CONTRACTED SERVICES						
01-5-705301.00	GUVSWMD ASSESSMENT	\$ 36,120	\$ 36,120	\$ 32,508	\$ 32,508	\$ -	100.00%
01-5-705303.00	MUNICIPAL SOLID WASTE	\$ 51,250	\$ 45,393	\$ 52,650	\$ 37,282	\$ 4,370	70.81%
01-5-705305.00	RECYCLING	\$ 42,250	\$ 43,865	\$ 45,300	\$ 25,090	\$ 2,733	55.39%
01-5-705306.00	C & D WASTE DISPOSAL	\$ 10,250	\$ 14,362	\$ 15,600	\$ 9,930	\$ 1,477	63.66%
01-5-705308.00	FOOD WASTE DISPOSAL	\$ 21,250	\$ 24,654	\$ 22,780	\$ 12,210	\$ 1,443	53.60%
01-5-705311.00	UNIFORMS	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ 161,620	\$ 164,394	\$ 168,838	\$ 117,020	\$ 10,023	69.31%
	EQUIPMENT						
01-5-705403.00	PARTS & SUPPLIES	\$ 1,000	\$ 1,384	\$ 1,075	\$ 628	\$ 86	58.40%
01-5-705411.00	REPAIRS & MAINTENANCE	\$ 3,000	\$ 6,390	\$ 3,000	\$ 2,605	\$ 160	86.82%
01-5-705413.00	SMALL EQUIPMENT	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
	TOTAL	\$ 4,500	\$ 7,774	\$ 4,575	\$ 3,232	\$ 246	70.65%
	TRANSFER STATION						
01-5-705500.00	PURCHASED SERVICES	\$ 2,500	\$ 825	\$ 4,000	\$ 1,500	\$ -	37.50%
01-5-705501.00	ELECTRICITY	\$ 2,250	\$ 2,360	\$ 2,300	\$ 4,028	\$ 747	175.12%
01-5-705503.00	PROPANE	\$ 750	\$ 608	\$ 866	\$ 116	\$ -	13.39%
01-5-705505.00	TELEPHONE	\$ 500	\$ 448	\$ 525	\$ 331	\$ 38	63.05%
01-5-705515.00	ADMINISTRATION	\$ 1,000	\$ 1,960	\$ 1,000	\$ 338	\$ -	33.85%
01-5-705517.00	FRANCHISE TAX TO VERMONT	\$ 2,000	\$ 715	\$ 2,150	\$ 1,154	\$ -	53.68%
	TOTAL	\$ 9,000	\$ 6,915	\$ 10,841	\$ 7,467	\$ 785	68.88%
	CAPITAL EXPENDITURES						
01-5-705601.00	DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	100.00%
	TOTAL	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	100.00%
	TOTAL-TRANSFER STATION DIVISION	\$ 221,492	\$ 228,503	\$ 238,215	\$ 169,307	\$ 14,884	71.07%
	TRACY HALL						
01-5-706100.00	WATER USAGE	\$ 875	\$ 714	\$ 900	\$ 331	\$ -	36.80%
01-5-706101.00	ELECTRICITY	\$ 16,000	\$ 13,127	\$ 18,192	\$ 8,876	\$ 1,232	48.79%
01-5-706103.00	HEATING	\$ 15,000	\$ 15,869	\$ 18,750	\$ 13,893	\$ 2,254	74.10%
01-5-706105.00	ALARM MONITORING	\$ 1,250	\$ 119	\$ 1,300	\$ 642	\$ -	49.38%
01-5-706107.00	ELEVATOR MAINT	\$ 3,250	\$ 4,307	\$ 3,300	\$ 3,247	\$ 322	98.39%
01-5-706108.00	CUSTODIAN PAGER	\$ 750	\$ -	\$ 750	\$ -	\$ -	0.00%
01-5-706109.00	BUILDING SUPPLIES	\$ 4,200	\$ 2,801	\$ 4,300	\$ 3,350	\$ -	77.90%
01-5-706113.00	REPAIRS & MAINT	\$ 10,000	\$ 13,982	\$ 10,300	\$ 15,918	\$ 210	154.55%
01-5-706115.00	BANDSTAND & SIGN ELECTR (Inc Huntley EV Charge)	\$ 2,500	\$ 1,020	\$ 2,500	\$ 1,185	\$ 126	47.39%
01-5-706117.00	DESIGNATED FUND-TRACY HALL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL TRACY HALL	\$ 53,825	\$ 51,938	\$ 60,292	\$ 47,442	\$ 4,144	78.69%
	TOTAL PUBLIC WORKS DEPARTMENT	\$ 1,970,385	\$ 2,408,678	\$ 2,206,983	\$ 1,531,269	\$ 151,550	69.38%
	DEBT SERVICE EXPENDITURES						
01-5-800207.00	PUBLIC SAFETY FACILITY BOND - PRINCIPAL	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ -	100.00%
01-5-800210.00	Windsor County Bond		\$ 18,433	\$ -	\$ 18,095	\$ -	0.00%
01-5-800211.00	Windsor County Equalization		\$ 40,397	\$ -	\$ 43,975	\$ -	0.00%
01-5-800235.00	PUBLIC SAFETY FACILITY - INTEREST	\$ 46,381	\$ 45,437	\$ 49,500	\$ 44,286	\$ 21,839	89.47%
01-5-800208.00	BROWNS SCHOOLHOUSE RD PED. BRIDGE - PRIN/INT	\$ 14,000	\$ -	\$ 14,400	\$ 13,140	\$ -	91.25%
01-5-800209.00	Browns SH Rd Bridge Inter		\$ -	\$ -	\$ 903	\$ -	-
01-5-800237.00	PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - "OVER."	\$ 48,000	\$ 48,000	\$ 49,000	\$ 48,000	\$ -	97.96%
01-5-800238.00	PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - INTEREST	\$ 7,500	\$ 4,236	\$ 7,500	\$ 2,890	\$ -	38.54%
01-5-800239.00	FEMA LTR OF CREDIT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-5-800240.00	FEMA LTR OF CREDIT - INTEREST PAID TO CLOSEOUT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ 162,881	\$ 203,503	\$ 167,400	\$ 218,288	\$ 21,839	130.40%
	TAX EXPENDITURES						
01-5-800408.00	TAX ADJUSTMENTS & ABATEMENT	\$ 3,000	\$ 18,019	\$ 3,000	\$ 1,564	\$ -	52.14%
01-5-800410.00	INTEREST EXPENSE		\$ 7	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ 3,000	\$ 18,026	\$ 3,000	\$ 1,564	\$ -	52.14%
	INSURANCES						
01-5-800501.00	HRA REIMBURSEMENT EXPENSES				\$ 295.38	\$ 295.38	-
01-5-800505.00	SOCIAL SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-5-800506.00	COBRA (Inc. an HRA adjust. In FY20 Actual)	\$ -	\$ 34	\$ -	\$ -	\$ -	0.00%
01-5-800517.00	UNEMP INS RATE ASSMT	\$ 3,250	\$ 4,181	\$ 3,300	\$ 4,197	\$ 1,515	127.18%
01-5-800518.00	PROP & CAS INSURANCE	\$ 90,000	\$ 92,230	\$ 92,000	\$ 117,272	\$ 29,713	127.47%
01-5-800520.00	WORKER'S COMP INS	\$ 95,000	\$ 51,146	\$ 97,000	\$ 67,473	\$ 14,928	69.56%
	TOTAL	\$ 188,250	\$ 147,590	\$ 192,300	\$ 189,236	\$ 46,452	98.41%
	TOTAL TOWN EXPENDITURES	\$ 4,958,866	\$ 5,478,018	\$ 5,522,124	\$ 4,048,031	\$ 395,686	73.31%
	OTHER MONETARY ARTICLES						
01-5-800358.00	CATV	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	100.00%
01-5-800390.00	CLIMATE EMERGENCY FUND	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-5-800395.00	ASH BORER REMEDIATION FUND	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	0.00%
01-5-800396.00	POLICING STUDY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-5-800386.00	GOOD BEGINNINGS	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	100.00%

Town of Norwich
Expenditures Detail
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CODE	DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month March 31, 2024	FY 24 PERF
01-5-800388.00	GREEN MOUNTAIN ECONOMIC DEVELOPMENT CORP	\$ 1,659	\$ 1,705	\$ 1,705	\$ 1,705	\$ -	100.00%
01-5-800354.00	HEADREST	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	100.00%
01-5-800310.00	NORWICH AMERICAN LEGION	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	100.00%
01-5-800316.00	NORWICH CEMETERY ASSOCATN	\$ 20,000	\$ 20,000	\$ 20,000	\$ 10,000	\$ -	50.00%
01-5-800324.00	NORWICH CHILD CARE SCHOLARSHIP	\$ 4,348	\$ 4,348	\$ 4,348	\$ 4,348	\$ -	100.00%
01-5-800311.00	NORWICH COMMUNITY NURSE		\$ -	\$ 5,000	\$ 5,000	\$ -	100.00%
01-5-800315.00	NORWICH HISTORICAL SOCIETY	\$ 8,000	\$ 8,000	\$ 8,000	\$ 4,000	\$ -	50.00%
01-5-800306.00	NORWICH LIONS CLUB FIREWORKS	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ -	100.00%
01-5-800302.00	NORWICH PUBLIC LIBRARY - OPERATING	\$ 300,000	\$ 300,000	\$ 337,000	\$ 168,500	\$ -	50.00%
01-5-800375.00	PUBLIC HEALTH COUNCIL OF THE UPPER VALLEY	\$ 337	\$ 337	\$ 337	\$ 337	\$ -	100.00%
01-5-800369.00	SENIOR SOLUTIONS	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	100.00%
01-5-800366.00	SEVCA	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ -	100.00%
01-5-800389.00	SPECIAL NEEDS SUPPORT CENTER	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	100.00%
01-5-800350.00	THE FAMILY PLACE	\$ 6,000	\$ 6,000	\$ 6,000	\$ 3,000	\$ -	50.00%
01-5-800382.00	UPPER VALLEY TRAILS ALLIANCE	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	100.00%
01-5-800328.00	VISITING NURSE ASSOC. & HOSPICE	\$ 18,500	\$ 18,500	\$ 18,500	\$ 9,250	\$ -	50.00%
01-5-800372.00	WHITE RIVER COUNCIL ON AGING	\$ 5,300	\$ 5,300	\$ 5,300	\$ 2,650	\$ -	50.00%
01-5-800356.00	WINDSOR COUNTY MENTORS	\$ 1,000	\$ 1,000	\$ 2,500	\$ 2,500	\$ -	100.00%
01-5-800362.00	WISE	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	100.00%
01-5-800368.00	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	\$ 4,294,230	\$ 395,686	71.90%

Account	Curr Yr Pd 9 Mar Encumbrances	Curr Yr Pd 9 Mar Actual
ASSET		
01-1-001 CASH		
01-1-001001.00 PETTY CASH-RECEIPTS DRWR	0.00	0.00
01-1-001002.00 PETTY CASH-POLICE DEPT	0.00	0.00
01-1-001003.00 PETTY CASH-RECREATION	0.00	0.00
01-1-001004.00 PETTY CASH-TRANS STATION	0.00	200.00
01-1-001005.00 PETTY CASH-TOWN CLERK	0.00	100.00
01-1-001100.00 CASH-MASCOMA GENL FUND	0.00	4,848,671.19
01-1-001102.00 CASH-MASCOMA RECREATION	0.00	4,945.44
01-1-001104.00 CASH-MASCOMA FISH & GAME	0.00	178.75
Total CASH	0.00	4,854,095.38
01-1-002 INVESTMENTS		
01-1-002200.00 CD Mascoma Saving Bank	0.00	2,077,392.15
Total INVESTMENTS	0.00	2,077,392.15
01-1-003 RECEIVABLES		
01-1-0030 ACCOUNTS RECEIVABLE		
01-1-003001.00 ACCTS REC-POST OFFICE	0.00	0.00
01-1-003002.00 ACCTS REC-NORW FIRE DIST	0.00	0.00
01-1-003004.00 ACCTS REC-HISTORICAL SOC	0.00	0.00
01-1-003005.00 ACCOUNTS REC-TRACY HALL R	0.00	0.00
01-1-003006.00 ACCTS REC-LIBRARY	0.00	0.00
01-1-003007.00 ACCTS REC-TOWN CLERK	0.00	0.00
01-1-003008.00 ACCTS REC-POLICE DEPT	0.00	0.00
01-1-003009.00 ACCTS REC-RECREATION	0.00	0.00
01-1-003010.00 ACCTS REC-SOLID WASTE	0.00	0.00
01-1-003011.00 ACCTS REC-SCHOOL DISTRICT	0.00	0.78
01-1-003012.00 ACCTS REC-PLANNING	0.00	0.00
01-1-003013.00 ACCTS REC-FIRE	0.00	0.00
01-1-003014.00 ACCTS REC-HIGHWAY	0.00	0.00
01-1-003015.00 ACCTS REC-CEMETERY COMM	0.00	0.00
01-1-003016.00 ACCTS REC-STATE OF VT	0.00	0.00
01-1-003017.00 ACCTS REC-LISTERS	0.00	0.00
01-1-003018.00 ACCTS REC- RETIREMENT	0.00	0.00
01-1-003019.00 A/R ADMINISTRATION	0.00	0.00
01-1-003020.00 A/R HEALTH INSURANCE	0.00	0.00
01-1-003021.00 A/R WORKERS COMPENSATION	0.00	0.00
01-1-003022.00 A/R COBRA	0.00	0.00
01-1-003023.00 A/R IRS	0.00	0.00
01-1-003024.00 VLCT - INSURANCE CLAIMS	0.00	0.00
01-1-003025.00 A/R - VT WITHOLDING TAX	0.00	0.00
Total ACCOUNTS RECEIVABLE	0.00	0.78
01-1-0031 GRANT RECEIVABLE		
01-1-003102.00 GRANT REC-SOLID WASTE	0.00	0.00

Account	Curr Yr Pd 9 Mar Encumbrances	Curr Yr Pd 9 Mar Actual
01-1-003103.00 GRANT REC-ENERGY COMM.	0.00	0.00
01-1-003104.00 GRANT REC-CONSERV COMM	0.00	0.00
01-1-003105.00 GRANT RECEIV-FIRE DEPT	0.00	0.00
01-1-003106.00 GRANT REC-POLICE DEPT	0.00	0.00
01-1-003108.00 GRANT REC-HIGHWAY DEPT	0.00	0.00
01-1-003110.00 GRANT REC-PLANNING DEPT.	0.00	0.00
01-1-003112.00 GRANT REC-FEMA & VT ERAF	0.00	0.00
01-1-003114.00 GRANT RECEIVABLE-RECREATI	0.00	0.00
Total GRANT RECEIVABLE	0.00	0.00
01-1-0032 NOTES RECEIVABLE		
Total NOTES RECEIVABLE	0.00	0.00
01-1-0034 TAXES RECEIVABLE		
01-1-003401.00 CURRENT TAX RECVBLE	0.00	0.00
01-1-003402.00 DEL PROP TAXES RECEIVABLE	0.00	251,965.79
01-1-003403.00 TAX INTEREST RECV	0.00	15,708.38
01-1-003404.00 PENALTY RECEIVABLE	0.00	10,990.16
01-1-003405.00 FEDERAL PILOT PAYMENT REC	0.00	0.00
Total TAXES RECEIVABLE	0.00	278,664.33
Total RECEIVABLES	0.00	278,665.11
01-1-004 OTHER ASSETS		
01-1-004099.00 HTFD RECY COUPON INVENTORY	0.00	0.00
01-1-004102.00 PREPAID EXPENSES	0.00	160.60
01-1-004104.00 INVENTORY-Materials	0.00	62,465.34
01-1-004105.00 Inventory-DPW Fueling Sta	0.00	-1,075.29
01-1-004201.00 Equipment Deposits	0.00	0.00
Total OTHER ASSETS	0.00	61,550.65
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-3,240,042.67
Total Asset	0.00	4,031,660.62
LIABILITY		
01-2-001 ACCOUNTS PAYABLE		
01-2-001101.00 ACCRUED PAYROLL PAYABLE	0.00	0.00
01-2-001101.01 FICA TAX DUE TO EMPLOYEE	0.00	0.00
01-2-001102.00 Healthy Insurance	0.00	0.00
01-2-001103.00 FICA TAX PAYABLE	0.00	-45.06
01-2-001105.00 MEDICARE TAX PAYABLE	0.00	0.00
01-2-001107.00 FED W/H TAX PAYABLE	0.00	-45.05
01-2-001109.00 VT W/H TAX PAYABLE	0.00	0.00

General

Account	Curr Yr Pd 9 Mar Encumbrances	Curr Yr Pd 9 Mar Actual
01-2-001111.00 VMERS GRP B PAYABLE	0.00	1,834.55
01-2-001112.00 VMERS DEF CONTRB PAY	0.00	0.00
01-2-001113.00 VMERS GRP C PAYABLE	0.00	-814.35
01-2-001114.00 HRA LIABILITY	0.00	0.00
01-2-001115.00 CHILD SUPPORT PAYABLE	0.00	0.00
01-2-001116.00 DEFERRED COMPENSATION	0.00	0.00
01-2-001116.10 ROTH PLAN 457	0.00	0.00
01-2-001117.00 UNION DUES PAYABLE	0.00	147.48
01-2-001118.00 DUE TO IRS	0.00	0.00
01-2-001119.00 DUE TO TOWN OF HARTFORD	0.00	0.00
01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	0.00	0.00
01-2-001121.00 VT ANIMAL RETURN	0.00	1,914.00
01-2-001122.00 DUE TO VT-FISH & GAME	0.00	110.70
01-2-001122.01 VT FISH & GAME GIFT CERTI	0.00	97.00
01-2-001123.00 SCHOOL DISTRICT TAX	0.00	188,176.30
01-2-001124.00 DUE TO VT-VITAL RECORDS	0.00	3,070.00
01-2-001125.00 DUE TO GUVSWMD-COUPONS	0.00	-1,498.70
01-2-001125.10 DUE TO GUVSWMD-STICKERS	0.00	1,099.00
01-2-001126.00 VISION SERV PLAN-PAYROLL	0.00	-42.88
01-2-001127.00 DELTA DENTAL-PAYROLL	0.00	0.00
01-2-001128.00 DUE TO WINDSOR COUNTY	0.00	0.00
01-2-001147.00 DUE TO TAXPAYER FROM STAT	0.00	0.00
01-2-001148.00 TAX OVERPAYMENTS	0.00	84,978.59
01-2-001149.00 TAX CLEARING ACCOUNT	0.00	-4,819.18
01-2-001150.00 VENDORS PAYABLE	0.00	19,784.41
01-2-001160.00 ACCOUNTS PAY. YEAR END	0.00	0.00
01-2-001165.00 ENCUMBRANCES	0.00	0.00
Total ACCOUNTS PAYABLE	0.00	293,946.81
01-2-002 GRANT LIABILITY		
01-2-002104.00 PLANNING GRANT-LIABILITY	0.00	0.00
01-2-002106.00 FEMA GRANT LIABILITY	0.00	0.00
01-2-002108.00 ENERGY COMM. GRANT LIABI	0.00	0.00
Total GRANT LIABILITY	0.00	0.00
01-2-003 OTHER LIABILITIES		
01-2-003009.00 INTERACCOUNT TRANSFERS	0.00	0.00
01-2-003010.00 PREPAID TAXES	0.00	0.00
01-2-003010.20 PREPAID TAXES- NONCURRENT	0.00	0.00
01-2-003011.00 TAX SALE/REDEMPTIONS	0.00	0.00
01-2-003012.00 PREPAID RECREATION FEES	0.00	15,650.00
01-2-003013.00 STORR'S POND FEES	0.00	0.00
01-2-003014.00 PREPAID STICKER PERMIT	0.00	0.00
01-2-003015.00 PROP TAX APPEAL LIABILITY	0.00	0.00
01-2-003016.00 MSB-FEMA LINE OF CREDIT	0.00	0.00
01-2-003017.00 MSB 5 YEAR LOAN	0.00	0.00
01-2-003018.00 Northfield Savings Bk	0.00	0.00
Total OTHER LIABILITIES	0.00	15,650.00

Account	Curr Yr Pd 9 Mar Encumbrances	Curr Yr Pd 9 Mar Actual
01-2-004 DEFERRED REVENUES		
01-2-004001.00 DEFERRED REV-TAXES	0.00	0.00
01-2-004002.00 DEFERRED REV-RECREATION	0.00	0.00
01-2-004003.00 DEFERRED REVENUE-T HALL	0.00	0.00
01-2-004004.00 DEFERRED REV-GRANTS	0.00	0.00
Total DEFERRED REVENUES	0.00	0.00
Total Liability	0.00	309,596.81
FUND BALANCE		
01-3-0011 RESERVE-FUND BALANCE		
01-3-001105.00 RESERVE-RECREATION DPT	0.00	0.00
01-3-001107.00 RESERVE-FIRE DEPT	0.00	0.00
01-3-001109.00 RESERVE-POLICE DEPT	0.00	0.00
01-3-001111.00 RESERVE-TOWN CLERK	0.00	0.00
01-3-001113.00 RESERVE-HIGHWAY DEPT	0.00	0.00
01-3-001115.00 RESERVE-SOLID WASTE DEPT	0.00	0.00
01-3-001117.00 RESERVE-PLANNING COMM.	0.00	0.00
01-3-001119.00 RESERVE-BANDSTAND	0.00	0.00
01-3-001122.00 RESERVE-CONSERVATION COMM	0.00	0.00
Total RESERVE-FUND BALANCE	0.00	0.00
01-3-0013 UNRESTRICTED FUNDS		
01-3-001300.00 GENERAL FUND BAL-UNREST	0.00	1,806,908.64
01-3-001301.00 FUND BALANCES-ENCUMB	0.00	0.00
Total 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	1,915,155.17
Total Fund Balance	0.00	3,722,063.81
Total Liability, Reserves, Fund Balance	0.00	4,031,660.62

Detail as of March 31, 2024

Fund Group	Fund Type	Fund Number & Name	Balances	
Committed	Capital Projects	05-Recreation Facility & Impr	\$	29,860
		06-Fire Apparatus Fund	\$	206,212
		07-Highway Equipment Fund	\$	218,248
		08-Highway Garage Fund	\$	106,890
		09-Solid Waste Equip Fund	\$	40,419
		10-Police Station Fund	\$	14,696
		11-Police Cruiser	\$	45,315
		13-Tracy Hall Fund	\$	68,014
		14-General Admin. Equipment Fund	\$	122,477
		16-Recreation Fund-Dam	\$	5
		17-Recreation Fund-Tennis Co	\$	44,608
		19-Town Clerk Equip Fund	\$	-
		21-Police Spec Equip Fund	\$	3,326
		25-Fire Station Fund	\$	4,675
		26-Fire Equipment Fund	\$	61,247
		27-Sidewalk Fund	\$	118,936
		28-Long Term Facility Study	\$	2
		41-DPW-Bridge Fund	\$	620,847
		42-DPW-Paving Fund	\$	269,435
		43-Buildings & Grounds	\$	34,977
		46-Generator Fund	\$	17,058
		47-Public Safety Facility	\$	-
		Capital Projects Total		
	General Fund	12-Town Reappraisal Fund	\$	135,695
		23-Affordable Housing Fund	\$	48,025
		48-Climate Emergency	\$	41,491
		51-Operational Perf & Develo	\$	102,969
General Fund Total			\$	328,180
	Special Revenue	45-Records Restoration-Voters	\$	47,442
		52-Emerald Ash Borer Respons	\$	12,236
Special Revenue Total			\$	59,678
Committed Total			\$	2,415,107
Restricted	Special Revenue	04-Conservation Comm Fund	\$	4,810
		15-Granite Bench With Crysta	\$	10
		24-Land Management Council F	\$	12,723
		40-Recreation Scholarships	\$	469
		45R-Records Restoration- Statute	\$	10,435
		53-Kids Bridge at Huntley Meadow	\$	7,387
Special Revenue Total			\$	35,834
Restricted Total			\$	35,834
Unassigned	General Fund	50-Expense/Emergency Reserve	\$	781,751
		General Fund Total		
	Special Revenue	49-ARPA (American Rescue Plan)	\$	-
Special Revenue Total			\$	781,751
Zero Balance		22-Kids & Cops Fund	\$	-
		29-Town Manager Vehicle Fund	\$	-
		30-Bandstand Renovation Fund	\$	-
		31-Communications Study Fund	\$	-
		34-Wctu Fountain	\$	-
		35-Corridor Tree	\$	-
		36-Alura Grant	\$	-
		37-Main Street Flags	\$	-
		38-School Leaseland	\$	-
39-Gospel Leaseland	\$	-		
44-Communications Constructi	\$	-		
Zero Balance Total				
Grand Total			\$	3,232,693

NORWICH FIRE DEPARTMENT

APRIL SB REPORT



PREPARED BY: CHIEF ALEX NORTHERN

DATE: 4/15/24

Norwich is entering the wildland fire season. Please take these steps to protect your property and evacuate when necessary. Here are some steps that you can take to help prevent the loss of life/property:

Within 30 Feet from Your Home

- Clear combustible materials such as dried leaves and pine needles.
- Cut down any tree limbs that are 15 feet or closer to the ground. This will help prevent the fire from spreading into your property's tree line.
- Remove any vines or vegetation that is on the side of your house or business.
- Place any flammable lawn furniture in storage when not in use.
- Opt for non-flammable decor, such as gravel as opposed to wood chips.

Within 100 to 30 Feet from Your Home

- Create "fuel breaks" in your property. Hopefully, these areas will help stop the spread of a fire. These can be gravel pathways or driveways.
- Cut any tree branches that are 8 feet or closer to the ground.
- Clear combustible vegetation.

Within 200 to 100 Feet from Your Home

- Place any stacked firewood or scrap wood.
- Continue to clear combustible vegetation.
- Plant trees far enough apart so their branches do not touch.

Prepare your home or business for a wildfire. If possible, use Class A roofing material. This includes tile, slate, or asphalt. You can also use Class B pressure-treated shingles or shakes. Make sure that you have smoke alarms near every bedroom or office and in each zone of your house or business. Test smoke alarms monthly and change their batteries annually. Also, consider installing fire sprinklers.

Outside your home, make sure you have enough garden hose available to reach any part of your property. Designate water sources if possible and make sure that the fire department can access them if they need to. Water sources are areas such as swimming pools, ponds, lakes, wells and fire hydrants.

MARCH FIRE CALLS	17
MARCH EMS CALLS	13
MARCH FIRE MUTUAL AID	2



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 - April 2024

PREPARED BY: Matthew Romei
Chief of Police

DATE: April 17, 2024

Activity:

The Norwich Police Department received 64 calls for service during the month of March. VSP responded to eight calls when no Norwich Officer was on duty. Two motor vehicle citations and three warnings were issued during the month of February.

Crime:

Financial Crimes and Fraud continue to be a large component of our crime picture. We continue to work with our local businesses and banks to share information and intelligence around the latest scams. Remember – if it’s too good to be true, it’s probably a scam. Also - There is NEVER a time where a Law Enforcement Agency will ask you to put money on gift cards for anything.

Training:

We are starting to ramp up our annual training efforts. We have a number of mandatory annual trainings that we have to complete this calendar year, along with several developmental classes planned for officers.

Items of Note:

The annual Vermont Highway Safety Conference is an annual springtime gathering of Law Enforcement, Prosecutors and Safety Personnel that signals the start of the summer construction season. The Vermont State Flower (*kidding*) is in full bloom. Please slow down in work zones and respect the flaggers!



Vermont State Flower
(Just Kidding)

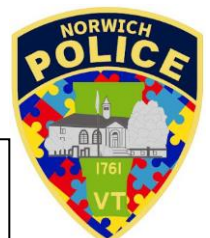


Hopefully we have seen the last of the white stuff for the year. With the tire changes and the lawn mowers comes the increased pedestrian and bicycle traffic. One just has to look at the bike rack at Marion Cross School to know how many of our kids are riding to and from school every day. When you get behind the wheel, please take a moment of pause, center yourself, and focus on the task at hand.

On a related note, Bike to School Day is May 8th. We will remind you again closer to the day but go ahead and pencil it in now while you’re thinking about it.

April 27th is Drug Take Back Day – one of two annual events to keep drugs out of our trash, landfills and sewer systems. We will be available to take any prescription or non-prescription drugs you want to get rid of. You can always come by the PD and grab a mail-back envelope.

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~

*Help us support Kulture City
and acquire some sensory kits –
come by and pick up a patch!*

	August	September	October	November	December	January	February	March
911 Hangup	1	0	2	1	2	1	1	2
Agency Assist	7	9	4	4	4	10	10	7
Animal Problem	4	4	3	0	0	2	1	2
Assault				1	1	0	0	
Burglary	2	0	0	1	0	0	0	
Burglary Alarm	6	4	2	4	3	1	6	5
Citizen Assist	8	7	4	3	5	0	2	4
Citizen Dispute	1	0	1	1	0	0	0	0
Directed Patrol	10	14	15	3	6	5	2	13
Crash - Damage	3	6	2	8	3	4	1	2
Crash - Injury	1	1	0	2	0	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	6
Found Property	1	0	1	2	2	0	0	1
Fraud	6	0	2	2	1	0	0	2
Intoxication	2	0	0	0	0	0	0	
Juvenile Issue	1	0	0	0	3	0	0	1
Lockout	1	0	1	1	0	0	0	
Mental Health				1	3	2	3	1
Missing Person	0	0	1	0	0	0	2	
MV Complaint	10	3	6	3	10	3	4	6
Noise	1	0	2	0	1	0	0	
Overdose	0	1	0	0	0	0	0	1
Panic Alarm	0	1	0	0	0	0	0	
Parking Problem	0	0	2	0	0	0	0	3
Suspicious	7	3	4	6	13	5	1	6
Special Detail/ Public Speaking			7	1	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	1
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	1
Total Calls	97	83	80	53	78	49	44	64

PREPARED BY: BRIE SWENSON, RECREATION DIRECTOR

DATE: APRIL 22ND, 2024

Mud Season sports were in full swing during the month of March. All programs ran without incident, and our newest addition – 3v3 and 5v5 Open Basketball was popular with both Norwich and Hanover families.

Spring Season coaches are ready to start their sessions as soon as the snow is clear, and the fields are dry.

We have still not heard confirmation from the SAU70 Facilities Director regarding our summer camp spaces. At the Town Meeting, Jamie Teague indicated that having spaces in the school should not be a problem, so our camps all opened on March 31st.

The Hanover High School Junior Varsity Tennis team has put in their request to rent the Huntley Meadows tennis courts from April – May. We will hang the nets as soon as the courts are completely dry and ready to play on.

We hosted an event with the Marion Cross parents and PTO, bringing Cindy Pierce to Tracy Hall for a discussion titled ‘ Investing in the Long Game: Proactive Conversations to Help Kids Navigate Social Pressures Online and Off’. The event included childcare from Hanover High School’s Youth in Action group with dinner and games for the children. Attendance was impressive, with over 20 children and 60 adults participating.

Emily Myers is working with the Rec department to organize a Memorial Day parade and celebration on the Town Green. We will host the event from 12-3pm on Sunday, May 26th.