

Norwich Selectboard

Special Meeting -- Thursday, June 13, 2024 – 6:30 p.m.

Tracy Hall Multi-Purpose Room

This meeting is being held in-person and via ZOOM

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 being 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. Committee Appointments – Discussion/Motion
5. Update on Reappraisal Contract – Discussion/Possible Motion
6. DPW Request for Olcott Road Bridge – Discussion/Motion
7. Solid Waste Committee Transfer Station Fee Proposal – Discussion/Motion
8. Police Department Request for Ballistic Vests – Discussion/Motion
9. Police Department Request to Sell Surplus Equipment – Discussion/Motion
10. Shared Energy Coordinator Agreement with TRORC – Discussion/Motion
11. Child Care Contribution Tax – Discussion/Motion
12. Approval of Minutes – May 22, 2024 – Discussion/Motion
13. Approval of AP Warrant(s) – Discussion/Motion
14. Receipt of Correspondence – Review/Discussion
15. Policy Review Assignments – Discussion.
16. Moore Lane Bridge Update – Discussion
17. Ratification of CBA Addition of Juneteenth Holiday – Discussion/Motion
18. Adjournment – Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	6/26/2024	Regular: Zoom & JAM	6:30 p.m. Selectboard business	Committee Appointments Draft Warrant Articles for Aug 13 Tracy Hall Update Hydrant Rental Update Moore Lane Update Legal Opinion - Subcommittees
Wednesday	7/10/2024	Regular: Zoom & JAM	6:30 p.m. Selectboard business	Draft Personnel Policies Emerald Ash Borer Report Policy Reviews
Wednesday	7/24/2024	Regular: Zoom & JAM	6:30 p.m. Selectboard business	
Wednesday	8/14/2024	Regular: Zoom & JAM	6:30 p.m. Selectboard business	Set Tax Rate???

Ongoing and Future Work Town Manager's Office

- Personnel Policies – to SB June 2024
- H.R. structure, ID nature of assistance, scope/purpose
- Tracy Hall Study with Energy Audit Results
- On-going hiring and interviews for open positions
- Rec Dept Summer Camps – SAU 70 decision - Rebate?
- Fire District – Hydrant Rental Costs
- Hemlock Road Update
- Olcott Road Bridge Update
- Casella Contract Renewal
- Walkability Corridor RFP

Selectboard

- Preparation for August Informational Meeting & Voting
- Norwich/Sharon Border
- Fill Open Committee & Elected Official Positions
- Personnel Policy Review
- Develop Charge for Green Procurement Team
- Purchasing Policy Review
- Gift Policy Review
- Tracy Hall Planning
- Update Transfer Station 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
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: Peg Merrens

Address: P.O. Box 1217, 96 Meetinghouse Rd

Day phone: (603) 643-6626, x112

Evening phone: (802) 289-4109

E-mail: pmerrens@gmail.com

Position Applied For: Conservation Commissioner

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

Terms: n/a

Years: n/a

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.

23 yrs protecting land and natural resources throughout the Upper Valley;

strong understanding of state conservation priorities, and tools and resources

available for prioritizing local land and resource protection efforts

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:

This will be my first town service.

5. Education and Current Employment

Name of Company: Upper Valley Land Trust

Location: 45 towns in the U.Valley

Title: Vice President, Conservation

Describe your work:

help landowners, towns, and state entities protect important land and natural resources;
grant writing and fundraising for land conservation efforts; outreach to town Cons Comms

6. Pertinent Education and/or Experience:

Dartmouth College BA, Geography and Environmental Studies

Vermont Law School, JD and Masters in Environmental Law

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 the last 23 years, I've helped to protect many properties in Norwich (my day

job), but I feel the role of the Commission is more broad and I will be able to separate

myself from conflicts, as needed.

Comments:

I feel my background could be helpful to the Commission. After many years of deferring town service positions, I feel I finally have some extra time to effectively serve.

Signature



Date

May 22, 2024

OPEN POSITIONS

Town Committees & Boards

The Norwich Selectboard seeks applicants for open positions on several Town boards and committees. Descriptions of these positions are available on the Norwich website at

<http://norwich.vt.us/wp-content/uploads/2020/06/Website-POSITION-DESCRIPTIONS-2020.pdf>

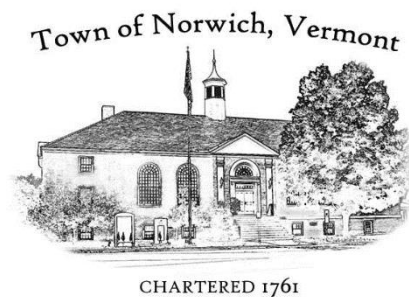
Interested Norwich residents should submit an application to the Town Manager's office at manager-assistant@Norwich.vt.us.

Application deadline is 12:00 NOON June 19, 2024. The application is available on the town website at <http://norwich.vt.us/wp-content/uploads/2012/06/NorwichApplicationForm2.pdf>.

Openings:

Board of Listers	1 seat to expire Aug. 13, 2024 (special election)
Conservation Commission	1 seat to expire March 31, 2027
Development Review Board	1 alternate seat to expire Apr. 30, 2026 1 alternate seat to expire Apr. 30, 2027
Historic Preservation Commission	1 seat to expire Apr. 30, 2026 2 seats to expire Apr. 30, 2027
Recreation Council	1 seat to expire Mar. 31, 2025 2 seats to expire Mar. 31, 2027
Solid Waste Committee	1 seat to expire Apr. 30, 2027
Town Health Officer	1 seat to expire Oct. 31, 2025
Two Rivers Ottauquechee Regional Commission	1 alternate seat to expire Apr. 30, 2025
Town Service Officer	1 seat to expire Mar. 31, 2025
Trustees of Public Funds	1 seat to expire Aug. 13, 2024 (special election)
Upper Valley River Subcommittee of CT River Joint Commissions	1 seat – no set term expiration Unlimited number of alternate seats

PLEASE NOTE: The Selectboard will consider applications for the above positions at their June 26, 2024 meeting. Applicants are asked to attend that meeting.



TO: Selectboard Members – Smith, Layton, Arnold, Calloway and Vincent
FROM: Board of Listers – Ciccotelli and Lindberg
DATE: June 7, 2024
RE: Reappraisal contract update

With a recommendation from our District Advisor for Vermont's Property Valuation and Review, the Board of Listers met with the Town Manager and Selectboard Chair to discuss the reappraisal contract. As a result of that meeting, the Board of Listers requested a timeline extension of the Town's reappraisal work with KRT Appraisal Inc. from April 1, 2024 to April 1, 2025 grand list. Today, we received correspondence from KRT Appraisal that they agree with that recommendation. This results in the Board of Listers filing an amended RA-308 with Vermont Property Valuation and Review.

Working with the Board of Listers and town counsel, the Town Manager will need to draft for review and approval by KRT an amendment to the current contract as quickly as possible. The Board of Listers request that the amendment include assistance from KRT to provide their updated assessment data for all open zoning permits to facilitate the best version of the 4/1/2024 Abstract to be filed on July 3, 2024. The open zoning permit assessment data must be received by the Board of Listers on June 20, 2024 by 8:30 am.

The Board of Listers thank the Selectboard and Town Manager for their attention to this matter.

TO: Brennan Duffy, Town Manager
FROM: Chris Kaufman
RE: Award of Olcott Road Bridge Replacement Proposal
DATE: June 4, 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 Olcott Road Bridge Replacement Project on May 8, 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 May 29, 2024, upon closure of the bid date and time, the Town of Norwich DPW received three bids. The bids were as follows:

1. Daniels Construction (Neil H. Daniels Inc.) - \$182,000.00
2. Lewco, LLC - \$65,000.00
3. Winterset, Inc. - \$58,000.00

Based on a bid tabulation review, the lowest responsive bidder was Winterset, Inc. for \$58,000.00 to replace the existing bridge in kind, using steel supports and a pressure treated wooden deck with rail. Winterset is able to complete the work in early July 2024 with a completion date no later than two weeks after the work begins.

Funding

A majority of the funding for this work is proposed to be used from the Bridge FY24 Operating Fund 01-5-703321.00 (which has approximately \$48,000 available). The remaining approximate \$10,000 will be used from the Designated Bridge Fund, which has a balance of \$620,000.00.

Final Recommendation

My recommendation is that the Town Manager and Selectboard award the Olcott Bridge Replacement Project to Winterset, Inc. for \$58,000.00.

Town of Norwich

Departmental Request for Spending

Date: 6/4/24 Department: DPW

Request by: Chris Kaufman (Name) Public Works Director (Title)

Town Manager Approval Date: _____ For Selectboard Meeting Date: 6/13/24

What is being requested: Rebuild Olcott Rd Bridge

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 : Approximately \$58,000

Which fund will be used to pay for this request: Fund No. 41 (Number of Fund)

Equipment Fund (Name of Fund)

How much is in the above-named fund on this date: \$620,000 Approximately \$10,000

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

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

Expected Date of purchase, if known: July 2024

Other information: _____

Signature of Requestor: Chris Kaufman Date: 6/4/24

Signature of Town Manager: [Signature] Date: 6/4/24

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 _____

Norwich Transfer Station FY 2025 Fees Recommendation

Solid Waste Committee

Recommendation

- Raise sticker fee from \$35 to \$40
- Do not change trash coupon fee
- Do not change C & D rates

Reasoning

- Casella transportation and disposal/processing fees are increasing for FY 25
- Overall Transfer Station expenses are rising
- Sticker fee is the most effective mechanism we have to increase revenue
- The \$5 sticker fee increase is a necessary step towards covering rising expenses
- Historically, trash coupon fee increases have not yielded increased revenue
- C & D fees have been covering their expenses, and are 6% of budgeted revenue

CASELLA FEE INCREASES

SERVICE	TRANSPORTATION FEE		DISPOSAL/PROCESSING FEE	
	CURRENT	FY 25	CURRENT	FY 25
MUNICIPAL SOLID WASTE (MSW)	\$ 289.72	\$ 295.55	\$ 131.78	\$ 147.40
ZERO SORT	\$ 250.79	\$ 265.75	\$ 155.55	\$ 178.55
OCC (CARDBOARD)	\$ 250.79	\$ 265.75	\$ 48.05	\$ 52.00
SCRAP METAL	\$ 250.79	\$ 265.75	\$ -	\$ -
C & D WASTE DISPOSAL	\$ 250.79	\$ 265.75	\$ 152.50	\$ 162.00
GLASS	\$ 250.79	\$ 265.75	\$ -	\$ -
FOOD WASTE (per bin)	\$ 19.77	\$ 19.77	\$ -	\$ -

Source: Town Manager Provided Casella Contract

CASELLA RATE INCREASE EFFECTS ON COSTS

SERVICE	AVERAGE PICKUPS/YEAR	AVERAGE TONS/YEAR	COST CURRENT	COST FY 25	INCREASE
MUNICIPAL SOLID WASTE (MSW)	52	259.94	\$ 49,319.67	\$ 53,683.02	8.85%
ZERO SORT	52	141.35	\$ 35,027.55	\$ 39,056.45	11.50%
OCC (CARDBOARD)	22	49.15	\$ 7,879.20	\$ 8,402.47	6.64%
SCRAP METAL	7	28.29	\$ 1,630.14	\$ 1,727.38	5.97%
C & D WASTE DISPOSAL	15	59.82	\$ 12,884.40	\$ 13,677.09	6.15%
GLASS	13	57.06	\$ 3,260.27	\$ 3,454.75	5.97%
FOOD WASTE (per bin)			\$ 20,126	\$ 20,126	0.00%
TOTAL			\$ 130,127.09	\$ 140,127.01	7.68%

- MSW and Zero Sort have:
 - the highest volume of all the services
 - the highest Casella fee increases
 - the highest increases in cost

Source: FY 23 and FY 24 numbers from Finance Office spreadsheet documenting all Casella pickups and weights

Norwich Transfer Station Over Time

Revenue Coverage of Transfer Station Expenses

	FY 22	FY 22	FY 23	FY 23	FY 24	FY 24	FY 24	FY 25
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD	PACE	BUDGET
REVENUE TOTAL	\$ 155,000	\$ 163,278	\$ 168,500	\$ 179,144	\$ 168,500	\$ 154,293	\$ 176,334	\$ 168,500
EXPENSES TOTAL	\$ 201,411	\$ 211,440	\$ 220,992	\$ 228,503	\$ 238,215	\$ 177,175	\$ 207,416	\$ 252,369
DIFFERENCE	\$ (46,411)	\$ (48,162)	\$ (52,492)	\$ (49,359)	\$ (69,715)	\$ (22,882)	\$ (31,082)	\$ (83,869)
REVENUE COVERAGE	76.96%	77.22%	76.25%	78.40%	70.73%	87.09%	85.01%	66.77%

- Town aim has been to achieve 80% coverage of expenses
- FY 25 budget projects revenue to cover 67% of expenses
- Revenue and Expenses details are in the appendix

Source: Norwich Town Report FY 22 and 23. Finance Office provided YTD values for FY 24

Effects of Last Sticker and Trash Coupon Fee Increase

	FY 22	FY 23
REVENUE STREAM	ACTUAL	ACTUAL
TRANSFER STATION STICKERS	\$ 27,882	\$ 46,255
TRASH COUPONS	\$ 102,200	\$ 100,970

- Previous fee increase was in FY 23
 - Sticker: \$25 -> \$35
 - Second Car: \$ 7 -> \$35
 - Trash Coupon: \$45 -> \$50
- Sticker revenue went up
- Trash Coupon revenue was flat (fewer coupons sold)

C & D: Revenue is Covering Expenses

	FY 22	FY 23	FY 24
	ACTUAL	ACTUAL	PACE
C & D WASTE REVENUE	\$ 11,295	\$ 13,458	\$ 15,621
C & D WASTE DISPOSAL COST	\$ 9,567	\$ 14,362	\$ 12,668
DIFFERENCE	\$ 1,728	\$ (904)	\$ 2,952

- Average Profit: \$ 1,259
- C & D accounts for 6% of budgeted revenue

Source: Norwich Town Report FY 22 and 23. Finance Office provided YTD values for FY 24

Projections

	NO CHANGE	\$5 INCREASE	\$10 INCREASE
STICKER FEE	\$ 35	\$ 40	\$ 45
TRASH COUPON FEE	\$ 50	\$ 50	\$ 50
REVENUE TOTAL	\$ 168,500	\$ 174,500	\$ 180,500
EXPENSES TOTAL	\$ 252,369	\$ 252,369	\$ 252,369
DIFFERENCE	\$ (83,869)	\$ (77,869)	\$ (71,869)
REVENUE COVERAGE	66.77%	69.14%	71.52%

- Revenue projections assume:
 - 1200 Stickers sold
 - 2020 Trash Coupons sold

Source: FY 24 Transfer Station Monthly Sticker and Trash Coupon Sales Log (Finance Office)

Neighboring Town Rates

Neighboring Town Fees Comparison

TOWN	Sticker	Trash Coupon Equivalent	Recycling	Food Waste
HARTFORD	\$ 30.00	\$ 47.50	No Extra Cost	\$4.75 / 5 Gal
LEBANON	\$ 5.00	\$ 20.00	No Extra Cost	No Extra Cost
NORWICH	\$ 35.00	\$ 50.00	No Extra Cost	No Extra Cost
THETFORD	\$ 30.00	\$ 50.00	No Extra Cost	No Extra Cost
WEST FAIRLEE	\$ 30.00	\$ 50.00	No Extra Cost	No Extra Cost

Other Towns in the GUVSWMD use a combination of Hartford and private weekly collections “Fast Trash”. The “Fast Trash” price is the equivalent of a \$50 trash coupon.

Source: GUVSWMD and town websites

Recommendation

- Raise sticker fee from \$35 to \$40. Do not raise trash coupon fee or C & D disposal rates
- The \$5 increase helps us work towards keeping pace with rising transfer station costs
- Explore other contracts for compost hauling services

Additional Notes

- Make fee schedule easier to find on the town website
- Consulted with DPW Director and Town Manager while preparing this recommendation

Appendix

The following slides contain additional detail for Revenue, Expense, and Fee Increases.

Transfer Station Revenue

REVENUE STREAM	FY 22 BUDGET	FY 22 ACTUAL	FY 23 BUDGET	FY 23 ACTUAL	FY 24 BUDGET	FY 24 YTD	FY 24 PACE	FY 25 BUDGET
TRANSFER STATION STICKERS	\$ 40,000	\$ 27,882	\$ 40,000	\$ 46,255	\$ 40,000	\$ 36,811	\$ 42,070	\$ 40,000
RECYCLING FEES	\$ 3,000	\$ 7,425	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500
E-WASTE REVENUE	\$ 2,500	\$ 3,377	\$ 3,500	\$ 3,456	\$ 3,500	\$ 3,349	\$ 3,827	\$ 3,500
RECYCLING REBATES	\$ 1,500	\$ 11,099	\$ 6,500	\$ 15,005	\$ 6,500	\$ 12,160	\$ 13,898	\$ 6,500
C & D WASTE REVENUE	\$ 8,000	\$ 11,295	\$ 10,000	\$ 13,458	\$ 10,000	\$ 13,668	\$ 15,621	\$ 10,000
TRASH COUPONS	\$ 100,000	\$ 102,200	\$ 105,000	\$ 100,970	\$ 105,000	\$ 88,305	\$ 100,920	\$ 105,000
TOTAL	\$ 155,000	\$ 163,278	\$ 168,500	\$ 179,144	\$ 168,500	\$ 154,293	\$ 176,334	\$ 168,500

Source: Norwich Town Report FY 22 and 23. Finance Office provided YTD values for FY 24

Transfer Station Expenses

EXPENSE	FY 22 BUDGET	FY 22 ACTUAL	FY 23 BUDGET	FY 23 ACTUAL	FY 24 BUDGET	FY 24 YTD	FY 24 PACE	FY 25 BUDGET
MUNICIPAL SOLID WASTE	\$ 48,923	\$ 47,846	\$ 51,250	\$ 45,393	\$ 52,650	\$ 40,520	\$ 46,309	\$ 54,672
RECYCLING	\$ 39,297	\$ 46,051	\$ 42,250	\$ 43,865	\$ 45,300	\$ 28,218	\$ 32,249	\$ 47,040
C & D WASTE DISPOSAL	\$ 9,641	\$ 9,567	\$ 10,250	\$ 14,362	\$ 15,600	\$ 11,085	\$ 12,668	\$ 16,199
FOOD WASTE DISPOSAL	\$ 6,850	\$ 17,476	\$ 21,250	\$ 24,654	\$ 22,780	\$ 13,673	\$ 15,626	\$ 25,000
CASELLA SUBTOTAL	\$ 104,711	\$ 120,940	\$ 125,000	\$ 128,274	\$ 136,330	\$ 93,496	\$ 106,852	\$ 142,911
SOLID WASTE DIVISION	\$ 46,046	\$ 45,861	\$ 46,372	\$ 49,420	\$ 48,961	\$ 44,618	\$ 50,992	\$ 51,561
GUVSWMD ASSESSMENT	\$ 37,554	\$ 37,554	\$ 36,120	\$ 36,120	\$ 32,508	\$ 32,508	\$ 32,508	\$ 37,000
EQUIPMENT	\$ 4,500	\$ 1,163	\$ 4,500	\$ 7,774	\$ 4,575	\$ -	\$ 4,575	\$ 7,640
TRANSFER STATION	\$ 8,600	\$ 5,922	\$ 9,000	\$ 6,915	\$ 10,841	\$ 6,553	\$ 7,489	\$ 11,257
CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 2,000
TOTAL	\$ 201,411	\$ 211,440	\$ 220,992	\$ 228,503	\$ 238,215	\$ 177,175	\$ 207,416	\$ 252,369

Source: Norwich Town Report FY 22 and 23. Finance Office provided YTD values for FY 24

Revenue Coverage Matrix

TRASH COUPON	\$50	\$55	\$60	\$65	\$70
STICKER					
\$35	\$168,500 (66.8%)	\$178,600 (70.8%)	\$188,700 (74.8%)	\$198,800 (78.8%)	\$208,900 (82.8%)
\$40	\$174,500 (69.1%)	\$184,600 (73.1%)	\$194,700 (77.1%)	\$204,800 (81.2%)	\$214,900 (85.2%)
\$45	\$180,500 (71.5%)	\$190,600 (75.5%)	\$200,700 (79.5%)	\$210,800 (83.5%)	\$220,900 (87.5%)
\$50	\$186,500 (73.9%)	\$196,600 (77.9%)	\$206,700 (81.9%)	\$216,800 (85.9%)	\$226,900 (89.9%)
\$55	\$192,500 (76.3%)	\$202,600 (80.3%)	\$212,700 (84.3%)	\$222,800 (88.3%)	\$232,900 (92.3%)
\$60	\$198,500 (78.7%)	\$208,600 (82.7%)	\$218,700 (86.7%)	\$228,800 (90.7%)	\$238,900 (94.7%)
\$65	\$204,500 (81.0%)	\$214,600 (85.0%)	\$224,700 (89.0%)	\$234,800 (93.0%)	\$244,900 (97.0%)
\$70	\$210,500 (83.4%)	\$220,600 (87.4%)	\$230,700 (91.4%)	\$240,800 (95.4%)	\$250,900 (99.4%)

- Revenue projections assume:
 - 1200 Stickers sold
 - 2020 Trash Coupons sold
 - \$252,369 Expenses (FY 25 Budgeted)



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

Memorandum

To: Brennan Duffy
Town Manager

From: Matthew Romei
Chief of Police

Re: Protective Body Armor Purchase

Date: June 6th, 2024

Please find attached a Select Board Request for Spending Form to facilitate ordering three (3) ballistic vests. The vests we currently have in use are either expired or expiring imminently. Vests typically have a five (5) year lifespan. Ordering at this point will delay the billing sufficiently to pay for them in FY25. The specific vests selected were chosen through consensus of the officers – based on comfort and features. They are purchased through our regular vest vendor, and are on the NASPO contract.

During the FY25 budget development process we had suggested adding to the line item specifically designated for Vest Purchase, however, that funding appears to have been added to the Special Equipment Designated Fund. The total purchase price is \$4,770, however if we act quickly, we can draw down \$2,385 from the Leahy Bullet Proof Vest Partnership. We have unused funds from previous years available in that program. Some of those funds expire at the end of this month and some expire at the end of August.

Town of Norwich

Departmental Request for Spending

Date: 06/06/2024 Department: Police

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

Town Manager Approval Date: _____ For Selectboard Meeting Date: 6/12/2024

What is being requested: Protective Body Armor

Has this request been budgeted by the Selectboard: _____ (No) (Yes) 2025 (Fiscal Year)

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc., explain : Total Cost for 3 Vests is \$4,770. We have funds available to draw down from the Leahy Bullet Proof Vest partnership that will potentially reimburse \$2,385. Those funds expire imminently (Partially June 30, partially August 31).

Which fund will be used to pay for this request: 1-5-500584 (Number of Fund)

Bullet Resistant vests (Name of Fund)

How much is in the above-named fund on this date: \$0.00

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

Alternative Fund – 1-5-500701 Special Equipment Designated Fund

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

Expected Date of purchase, if known: Order now, delivery in 90 Days or so.

Other information: _____

Signature of Requestor:  Date: 6/6/2024

Signature of Town Manager: _____ Date: _____

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

Concerns of Selectboard: _____

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

Date quotes given to selectboard _____

Purchase: Date purchased _____ Date Received _____



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

Memorandum

To: Brennan Duffy
Town Manager

From: Matthew Romei
Chief of Police

Re: Disposal of Surplus Property

Date: June 6th, 2024

As part of some “Spring Cleaning” and organization, we identified a number of things that we aren’t really sure why we are holding on to them. These range from car parts to old equipment belts to ancient radar units and radios of various generations. I propose that we be authorized to dispose of them in some way that is most beneficial to the Department (see below). Some of these items may be of use to other agencies, but we aren’t talking about major dollar amounts. I recognize that disposal of pretty much anything beyond today’s lunch requires authorization of the legislative body (Select Board), so I’ve included a draft motion below. If authorized in the general manner outlined in the motion, we will dispose of property in the following order:

1st Option – “Lot Style” Auction on GovDeals or Munibid – where we group items together in “Lots” and accept bids.

2nd Option – For anything that doesn’t sell in the 1st Option, if any public safety agency within Vermont (first choice) or New Hampshire wants the item, we will gift it to them.

3rd Option – disposal or recycling.

I will provide a detailed listing of items and how they are disposed of when we are complete.

Draft Motion: *“I move to authorize the Chief of Police to dispose of surplus property in a manner most beneficial to the Town and Department.”*



Shared Energy Coordinator Service Agreement

Fiscal Year 2025

Purpose

The purpose of this Shared Energy Coordinator Service Agreement ("Agreement") is to enable Two Rivers-Ottauquechee Regional Commission ("TRORC") to hire a Shared Energy Coordinator ("SEC"), whose purpose shall be to work with the six towns that are signatories to this Agreement to lessen overall energy use, lower greenhouse gas emissions, and move to renewable generation of electricity within participating towns. These actions will further state, regional and local energy goals. The SEC's work will focus on energy efficiency, conservation, and renewable production by the participating towns in their operations. As desired by the participating towns, this Agreement may also achieve these goals for other public or non-profit organizations in the towns, as well as their broader general populations.

Participation

Participation by a town in this Agreement is voluntary and only valid upon appropriate selectboard action, as set forth in 1 V.S.A. § 172 and other applicable provisions of law, including the Open Meeting Law, by the legislative body of the participating towns. Other parties besides the participating towns may be included in this Agreement upon agreement by all parties as may be relevant to a particular service. By signing this Agreement, each participating town certifies that its participation in this Agreement has been approved by all necessary actions under its Charter and local ordinances and policies, if any, and under applicable state law.

Effective Date

This Agreement shall become effective on July 1, 2024, and shall end on June 30, 2025.

Modification

Any modification to this Agreement shall not become effective unless in writing and approved by the legislative bodies of all participating towns and the TRORC Board. A copy of any such modifications shall be provided to all parties to this Agreement.

Governance

TRORC has adopted provisions in Article 4 of its bylaws pursuant to Title 24, section 4345b regarding intermunicipal service agreements. This Agreement is made in accordance with those bylaws, and the adopted policies of the participating towns.

The SEC shall be a TRORC employee reporting to and managed on a day-to-day basis by the TRORC Executive Director. The TRORC Executive Director shall have the sole discretion and authority to make personnel decisions with respect to the SEC, without limitation, any hiring and termination decisions, compensation, formal performance evaluations, and disciplinary actions. TRORC shall be the employer of the SEC for all employment-related purposes.

Each participating town shall appoint a representative to a Steering Committee, which may provide nonbinding input into the SEC's work activities, subject to budget limits, and the Steering Committee shall determine and define the SEC's overall goals and scope of tasks. Representatives on the Steering Committee are responsible for keeping their respective Selectboards apprised of progress and for communicating town concerns with the SEC or this Agreement to TRORC. Each town representative shall have an equal vote on the Steering Committee and be vested by their Selectboards with the full authority to represent their town except in matters of amending this Agreement or approving costs.

Local energy coordinators/committees within each participating town have a wealth of knowledge and their input through their Steering Committee representative is welcomed as well. The SEC will not work for citizens directly, and communications to and from individual citizens is largely expected to take place through the Steering Committee representatives. For avoidance of doubt, the SEC shall not be obligated to work on any task not approved by the Steering Committee.

Withdrawal and Termination

This Agreement shall terminate one year from execution. During the Agreement period, any participating town may withdraw from the Agreement prior to the termination date by majority vote of the members of the legislative body seeking withdrawal and at least 30 days' notice after such vote has occurred. As this Agreement covers a dedicated TRORC staff position that is based on full funding, no refunds of payments will be made unless a new party or town, or the participating towns who do not withdraw, decide to fund the remainder of the withdrawing town's prorated share.

Services

TRORC will provide the SEC staff position for the hours listed below. Services shall be prorated shares of the SEC's time as follow:

- Bradford approximately 121 hours per year
- Norwich approximately 409 hours per year
- Sharon approximately 83 hours per year
- Strafford approximately 93 hours per year
- Thetford approximately 207 hours per year
- Woodstock approximately 518 hours per year

Work Common to all Participating Municipalities

At each town's request, the SEC will update municipal energy use inventories. These inventories may include town-owned buildings and facilities, streetlights, any municipally-controlled sewer and water facilities, and town vehicles.

The SEC will assist towns in implementing any shared work among the Steering Committee and Energy Committees resulting from the 2023 [IREC Climate Action Plan](#). Participation in this shared work is at the discretion of each Steering Committee representative.

All towns will receive written quarterly progress reports on the SEC's activities and accomplishments. Members of the Steering Committee will also have the opportunity to meet with TRORC's Executive Director at any time to review the SEC's performance and set goals for the following year.

Town Specific Work

Individual town energy task priorities may change over the course of the year, based on direction from the designated town representative on the Steering Committee. Priorities may include:

- Development and/or implementation of work scopes for energy improvements in municipal buildings
- Development of municipal or community solar projects
- Grant writing for energy-related projects
- Public outreach about energy issues, programs, and incentives
- Working with schools to lower energy use, costs, and GHG emissions

Limitations

TRORC shall not have, per Vermont Statute, the following powers under this Agreement:

- 1) essential legislative functions;
- 2) taxing authority; or
- 3) eminent domain.

Funding

Work under this Agreement shall be supported solely by municipal funds. Annual funding by town shall be as follows, and is due in two installments, 50% due on or about July 15, 2024 and 50% due on or about January 15, 2025:

- Bradford \$9,100
- Norwich \$30,670
- Sharon \$6,195
- Strafford \$7,000
- Thetford \$15,540
- Woodstock \$38,850

Per Vermont Statute, funds provided to TRORC for regional planning under sections 4341a or 4346 of Title 24 shall not be used to provide services under this Agreement without prior written authorization from the State agency or other entity providing the funds, nor shall TRORC use municipal funds or grants provided for regional planning services under Title 24, chapter 117 to cover the costs of providing services under this Agreement.

Agreed to this _____ day of _____, 2024.

Town of Bradford Authorized Representative:

Sign: _____ Print Name: _____

Town of Norwich Authorized Representative:

Sign: _____ Print Name: _____



Town of Sharon Authorized Representative:

Sign: _____ Print Name: _____

Town of Strafford Authorized Representative:

Sign: _____ Print Name: _____

Town of Thetford Authorized Representative:

Sign: _____ Print Name: _____

Town of Woodstock Authorized Representative:

Sign: _____ Print Name: _____

TRORC: Executive Director

Sign: _____ Print Name: _____

From: [Pam Smith](#)
To: [Select Board](#)
Cc: [Brennan Duffy](#); [Miranda Bergmeier](#); [Treasurer](#)
Subject: Child Care Contribution Tax
Date: Thursday, June 6, 2024 8:09:00 AM
Attachments: [Child Care Contribution Tax Guide.pdf](#)

To All,

In 2023, the Vermont legislature passed Act 76. Under this statute, employers are required to pay a 0.44% payroll tax on their employees' wages paid on or after July 1, 2024, to the Department. All wages as defined under Section 3401 of the Internal Revenue Code that are subject to Vermont income tax withholding are also subject to the 0.44% CCC.

Employees are not required to file or pay the CCC, but employers may choose to deduct and withhold up to one-quarter of the contribution from employee wages (i.e., not more than 0.11% of any employee's wages). The employer may choose to withhold a smaller portion from employee wages or choose not to withhold any amount from employees. There is no requirement for employers to withhold the same amount from every employee. If an employer chooses to deduct and withhold a portion of the CCC from an employee, the employer should report the portion of CCC withheld from the employee for the tax year on Box 14 of the employee's W-2.

I am bringing this to you now, because the Norwich SB must make a decision on whether the Town will pay the 0.44% CCC tax on employee wages or whether we will elect to deduct and withhold up to one-quarter of the contribution from employee wages. I am attaching a copy of "The Vermont Child Care Contribution" guide prepared by the Vermont Department of Taxes that will provide you with additional information on this topic. I have placed this on the agenda for our June 13, 2024 meeting in order to give the Finance Office ample time to implement any necessary changes to the payroll system prior to the first payroll in July.

Respectfully,

Pam Smith
Chair

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

MEMO

TO: Brennan Duffy, Town Manager
FROM: Barrie Rosalinda, Finance Director
DATE: May 23, 2024
RE: Agenda Item for June 12, 2024 Selectboard Meeting

In anticipation of the July 1, 2024 effective date for the Town of Norwich to begin contributing to Vermont’s child care system, please add an agenda item to the June 12th 2024 Selectboard meeting to seek clarification on the whether the Town chooses to deduct and withhold a portion of the tax from employees or if the Town shall absorb the tax in its entirety.

The subject was first introduced during budget season last year and presented in a slide deck on December 13, 2023. Below please find the slide for reference.

Note - Childcare Tax Liability

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

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

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

12

Should additional information be needed below are excerpts from the “The Vermont Child Care Contribution” guide which is also attached to this memo.

Background

“In 2023, Act 76 (H.217)(<https://legislature.vermont.gov/bill/status/2024/H.217>), relating to child care and early education, was enacted into law. Act 76 of 2023 creates the Child Care Contribution (CCC) under 32 V.S.A. Chapter 246 to fund investments in Vermont’s child care system. Beginning July 1, 2024, Vermont employers and self-employed individuals will begin making contributions composed of a 0.44% payroll tax on wages and a 0.11% self-employment income tax to the Vermont Department of Taxes for deposit into the Child Care Contribution Special Fund”.¹

¹ The Vermont Child Care Contribution March 2024; Vermont Department of Taxes. P.3

Employers

“Employers are required to pay a 0.44% payroll tax on their employees’ wages paid on or after July 1, 2024, to the Department. All wages as defined under Section 3401 of the Internal Revenue Code that are subject to Vermont income tax withholding are also subject to the 0.44% CCC. For example, wages paid for work physically performed in Vermont (whether at a Vermont job site or from an employee’s Vermont home) are subject to both Vermont income tax withholding and the CCC. Wages for which Vermont income tax withholding is not required, such as wages paid in connection with work physically performed outside of Vermont, are not subject to the CCC. An employer who voluntarily withholds and remits Vermont income tax for such wages as a courtesy to its Vermont-resident employees is not required to remit CCC on these wages.

Employer Election to Withhold from Employees

Employees are not required to file or pay the CCC, but employers may choose to deduct and withhold up to one-quarter of the contribution from employee wages (i.e., not more than 0.11% of any employee’s wages). The employer may choose to withhold a smaller portion from employee wages or choose not to withhold any amount from employees. There is no requirement for employers to withhold the same amount from every employee. If an employer chooses to deduct and withhold a portion of the CCC from an employee, the employer should report the portion of CCC withheld from the employee for the tax year on Box 14 of the employee’s W-2”.²

² The Vermont Child Care Contribution March 2024; Vermont Department of Taxes. P.3

The Vermont Child Care Contribution

MARCH 2024

Please note: The Department of Taxes will update this guide to reflect any changes to Vermont law. For the most up-to-date version, please check the Vermont Department of Taxes website.

Contents

Background	3
How to Use this Guide	3
Employers	3
Employer Election to Withhold from Employees	3
How Employers Calculate the Child Care Contribution	4
How Employers Report and Pay the Child Care Contribution	4
Employer Filing Due Dates	4
Examples for Employers	4
Employees	6
Self-Employed Individuals	6
How Self-Employed Individuals Calculate the Child Care Contribution	6
How Self-Employed Individuals Report and Pay the Child Care Contribution	6
Self-Employed Individuals Filing Due Dates	6
Examples for Self-Employed Individuals	7
Definitions	7
Employee	7
Employer	7
Net Earnings from Self-Employment	7
Self-Employment Income	7
Wages	7

Background

In 2023, [Act 76 \(H.217\)](https://legislature.vermont.gov/bill/status/2024/H.217), relating to child care and early education, was enacted into law. Act 76 of 2023 creates the Child Care Contribution (CCC) under [32 V.S.A. Chapter 246](#) to fund investments in Vermont's child care system. Beginning July 1, 2024, Vermont employers and self-employed individuals will begin making contributions composed of a 0.44% payroll tax on wages and a 0.11% self-employment income tax to the Vermont Department of Taxes for deposit into the Child Care Contribution Special Fund.

How to Use this Guide

This guide is intended to provide preliminary guidance for:

- [Employers](#),
- [Employees](#), and
- [Self-employed individuals](#).

Vermont statutes, Vermont Department of Taxes rulings and administrative rules, and applicable court decisions supersede information presented here.

Additional information can also be found on the Department's website, <https://tax.vermont.gov/business/child-care-contribution>.

Employers

Employers are required to pay a 0.44% payroll tax on their employees' wages paid on or after July 1, 2024, to the Department. All wages as defined under Section 3401 of the Internal Revenue Code that are subject to Vermont income tax withholding are also subject to the 0.44% CCC. For example, wages paid for work physically performed in Vermont (whether at a Vermont job site or from an employee's Vermont home) are subject to both Vermont income tax withholding and the CCC.

Wages for which Vermont income tax withholding is not required, such as wages paid in connection with work physically performed outside of Vermont, are not subject to the CCC. An employer who voluntarily withholds and remits Vermont income tax for such wages as a courtesy to its Vermont-resident employees is not required to remit CCC on these wages.

Employer Election to Withhold from Employees

Employees are not required to file or pay the CCC, but employers may choose to deduct and withhold up to one-quarter of the contribution from employee wages (i.e., not more than 0.11% of any employee's wages). The employer may choose to withhold a smaller portion from employee wages or choose not to withhold any amount from employees. There is no requirement for employers to withhold the same amount from every employee.

If an employer chooses to deduct and withhold a portion of the CCC from an employee, the employer should report the portion of CCC withheld from the employee for the tax year on Box 14 of the employee's W-2.

How Employers Calculate the Child Care Contribution

The CCC is calculated on wages regardless of the number of hours worked. All wages that are subject to Vermont income tax withholding are also subject to the CCC.

How Employers Report and Pay the Child Care Contribution

Employers report CCC payments quarterly using new lines on Form WHT-436, Quarterly Withholding Reconciliation. The quarterly withholding form will be updated to incorporate these changes and will be available to file beginning with the July 1, 2024, to September 30, 2024, filing period. An early draft form and form instructions will be available for preview before the end of the September filing period.

Beginning July 1, 2024, employers will remit CCC payments to the Department in the same manner and frequency as they remit Vermont income tax withholding. Semiweekly, monthly, and quarterly withholding taxpayers are required to begin making CCC payments after July 1 according to their established withholding payment schedule. See [Withholding \(https://tax.vermont.gov/business/withholding\)](https://tax.vermont.gov/business/withholding) for more information on payment frequency for employers.

Employer Filing Due Dates

Beginning July 1, 2024, for all wages paid on or after July 1, 2024, employers are required to report the CCC quarterly on Form WHT-436, Quarterly Withholding Reconciliation. Upcoming filing dates:

- October 25, 2024 (for July-September)
- January 27, 2025 (for October-December)

Examples for Employers

The following examples may help employers understand their responsibilities with respect to the CCC.

Example 1:

If the employer opts to pay the entire Child Care Contribution (no CCC withheld from employee wages):

Dream Café has four employees. The business is required to pay the CCC for all employee wages, whether the employees are full- or part-time. In this example, Dream Café opts to pay the entire 0.44% (or 0.0044) CCC (no CCC withheld from wages). Dream Café remits CCC payments in the same manner and frequency as it remits Vermont income tax withholding and reports CCC liability on the quarterly withholding reconciliation, Form WHT-436.

To calculate the total CCC liability, multiply the total wages by 0.44% (or 0.0044).

Quarterly CCC Liability - Period Ending: 09/30/2024

Employee ID	Employee Name	Quarterly Gross Wages	Quarterly CCC Due (0.0044)
1	[Employee 1]	\$2,500.00	\$11.00
2	[Employee 2]	\$4,000.00	\$17.60
3	[Employee 3]	\$2,700.00	\$11.88
4	[Employee 4]	\$5,000.00	\$22.00
Total	-	\$14,200.00	\$62.48

1. Total wages subject to Child Care Contribution: \$14,200.00

2. Total Child Care Contributions due (\$14,200.00 x 0.0044): \$62.48

3. Amount of Child Care Contributions contributed by employees: \$0.00

Example 2:

If the employer withholds one-quarter of the Child Care Contribution (the maximum allowable amount) from employees' wages:

Dream Café has four employees. The business is required to pay CCC for all employees, whether the employees are full- or part-time. In this example, Dream Café chooses to withhold the maximum amount of the CCC from its employees, i.e., 0.11% (or 0.0011) of employees' wages. Dream Café withholds each employee's portion for each biweekly pay period and remits CCC payments (both employer and employee portions) in the same manner and frequency as it remits Vermont income tax withholding. They report both the employee and employer portions on the quarterly withholding reconciliation, Form WHT-436. In addition, Dream Café will report the total CCC withheld from the employee for the tax year on Box 14 of the employee's W-2. To calculate the total CCC liability, multiply total employee wages by 0.44% (or 0.0044).

To calculate the employee portion of the CCC, multiply employee wages by 0.11% (or 0.0011).

To calculate the remaining employer portion of the CCC, multiply total employee wages by 0.33% (or 0.0033).

Quarterly CCC Liability - Period Ending: 09/30/2024

Employee ID	Employee Name	Quarterly Gross Wages	Quarterly CCC Due (0.0044)	CCC Withheld from Employees (0.0011)	CCC Employer Portion (0.0033)
1	[Employee 1]	\$2,500.00	\$11.00	\$2.75	\$8.25
2	[Employee 2]	\$4,000.00	\$17.60	\$4.40	\$13.20
3	[Employee 3]	\$2,700.00	\$11.88	\$2.97	\$8.91
4	[Employee 4]	\$5,000.00	\$22.00	\$5.50	\$16.50
Total	-	\$14,200.00	\$62.48	\$15.62	\$46.86

1. Total wages subject to Child Care Contribution: \$14,200.00

2. Total Child Care Contributions due (\$14,200.00 x 0.0044): \$62.48

3. Amount of Child Care Contributions contributed by employees: \$15.62

Employees

There is no filing requirement for employees.

An employer may choose to withhold up to one-quarter of the CCC from an employee's wages. The total CCC payroll tax on wages is 0.44% (or 0.0044), which means that the maximum an employer may elect to withhold from an employee is 0.11% (or 0.0011) of the employee's wages. Employees should see any CCC withheld by their employer reported on their W-2 at the end of the year.

Self-Employed Individuals

The term "self-employed individual" refers to anyone who earns self-employment income as defined in Section 1402 of the Internal Revenue Code. The Child Care Contribution includes a 0.11% (or 0.0011) income tax on self-employment income.

The CCC applies to all self-employment income earned by a Vermont resident, regardless of whether the work was performed in Vermont or out of state.

For self-employed individuals who are not Vermont residents, the CCC applies to income earned while physically working in Vermont. Self-employment income earned by nonresidents for work performed outside of Vermont is not subject to CCC.

How Self-Employed Individuals Calculate the Child Care Contribution

For self-employed individuals, the CCC uses the federal definition of self-employment income, as defined in Section 1402 of the Internal Revenue Code. This means that any income subject to federal self-employment tax is subject to the new CCC. However, unlike federal self-employment taxes, there is no cap on self-employment income subject to the CCC.

The rate of assessment on self-employment income is 0.11% (or 0.0011).

The following example may help self-employed individuals understand their responsibilities with respect to the CCC.

How Self-Employed Individuals Report and Pay the Child Care Contribution

Individuals with self-employment income report and remit CCC payments to the Department as part of their annual Vermont personal income tax filing. Estimated payments for the CCC shall be paid in the same manner and frequency as estimated personal income tax payments.

Self-Employed Individuals Filing Due Dates

Beginning July 1, 2024, for all self-employment income earned on or after July 1, 2024, self-employed individuals are required to report and pay the CCC for each tax year along with Vermont personal income taxes on or around April 15.

The tax year 2024 Vermont personal income tax return (due April 15, 2025) will be the first income tax return that includes the CCC self-employment income tax. However, beginning July 1, 2024, individuals with self-employment income may need or want to begin making estimated CCC payments in the same manner and frequency as estimated personal income tax payments.

For tax year 2024, given that the tax begins July 1, 2024, the Department will accept reporting 50% of self-

employment income for purposes of CCC. However, taxpayers who wish to provide documentation showing that the actual self-employment income earned between July and December 2024 represents less than 50% of their self-employment income for tax year 2024 may do so.

Examples for Self-Employed Individuals

Example 3:

If the individual has self-employment income:

In 2024, Ralph’s self-employment income from July 1 to December 31, is \$25,000.00. Ralph multiplies \$25,000 by 0.11% (0.0011). The result is \$27.50. Ralph reports this amount on the Child Care Contribution line on Form IN-111, Individual Income Tax Return, when he files in 2025.

Total Self-Employment Income Earned: 07/01/2024 – 12/31/2024

Self-Employment Income	CCC Rate on Self-Employment Income	Total CCC Due
\$25,000.00	0.0011	\$27.50

1. Total self-employment income subject to Child Care Contribution: \$25,000.00
2. Total Child Care Contributions due (\$25,000.00 x 0.0011): \$27.50

Definitions

Employee

“Employee” means an individual who receives payments for services performed for an employer, and the employer is required to withhold Vermont income tax from payments for those services.

Employer

“Employer” means a person who employs one or more employees and who is required to withhold income tax from wages paid to the employer’s employees.

Net Earnings from Self-Employment

The CCC applies to “self-employment income” as defined in federal law. Federal law defines self-employment income to generally mean “net earnings from self-employment.” The term “net earnings from self-employment” is defined in federal law in 26 U.S.C. § 1402(a) to mean the gross income derived from an individual’s trade or business, minus deductions related to the trade or business, and plus an individual’s distributive share from a trade or business carried on by a partnership. This definition requires multiple adjustments to gross income, some of which are limited in scope to a specific type of income, including income from passive activities, unless the individual is in the trade or business of that activity.

Self-Employment Income

The CCC applies to “self-employment income” as defined under federal law in 26 U.S.C. § 1402(b). Federal law defines self-employment income as “net earnings from self-employment” as further defined in the same section of statute. See the definition above of “net earnings from self-employment” for more information.

Wages

“Wages” means payments that are included in the definition of wages in 26 U.S.C. § 3401.

**DRAFT Minutes of the Norwich Selectboard Regular Meeting
Wednesday, May 22, 2024**

This meeting was via Zoom only.

Attending: Pam Smith, Chair; Mary Layton, Vice-Chair; Roger Arnold, Marcia Calloway, and Priscilla Vincent.

Others Participating: Brennan Duffy, Town Manager; Cheryl Lindberg, Treasurer and Chair of the Board of Listers; Fire Chief Alex Northern; Craig Layne, Chris Rimmer, Douglas Hardy and Sheldon Novick.

The Chair called the meeting to order at 6:31pm.

1. Agenda

Layton moved (2nd Arnold) to approve the agenda as amended to add 3 Liquor Commission applications from King Arthur Flour. Yes – Arnold, Layton, Vincent and Smith; No – Calloway.

2. Chair's Report

Smith stated that she has submitted a written report for this meeting. She emphasized that residents want the SB to conduct in-person meetings. Smith further stated that the SB would return to in-person meetings beginning June 12 and urged all SB members and the TM to return to in-person attendance.

3. Public Comments – Craig Layne and Chris Rimmer, members of the Norwich Conservation Commission spoke about the urgent need to address the Emerald Ash Borer problem. Douglas Hardy also spoke about this issue.

4. CD Renewal

The CD at Mascoma bank matures on May 30, 2024. Cheryl Lindberg, Treasurer, has asked the SB to consider rolling the CD principal and interest for at least 6-9 months. Layton moved (2nd Vincent) to reinvest the principal and the earned interest of the CD at Mascoma Bank for a period of nine (9) months at a rate of 4.70% with an APY of 4.80%. Unanimous.

5. Listers Request for Extension to File the Abstract

For towns with a population under 5,000, State statute requires the filing of the Abstract of the Grand List no later than June 4 of each year. Due to the reappraisal currently under way, the Board of Listers has requested SB approval to request a 30-day extension of this deadline with the Director of Property Valuation and Review. This extension is necessary to complete the work of the reappraisal to include continuing to conduct interior inspections, creation of neighborhood codes, sales analysis, development of land valuation tables and updating current use information.

Layton, Calloway, Arnold and Duffy questioned how this extension would impact setting the tax rate and mailing of tax bills and whether this extension would result in the work being completed within the time granted by an extension. Lindberg explained that a great deal of work begins once the Abstract is filed: Change of Assessment (COA) letters will be mailed to every property owner with their new assessment; the contractor must develop and mail a booklet containing the new assessment of all parcels to every property owner; informal hearings will be held; grievance hearings will be held; and, grievance result letters must be mailed. Once the grievance result letters have been mailed, the Grand List can be lodged with the Town Clerk. Because we are under a State mandate to complete a reappraisal this year, Lindberg stated that it is imperative that the reappraisal be accurate and complete as possible. Taxpayers must receive their tax bill no less than thirty (30) days prior to the due date. Lindberg said the due date could be somewhat delayed, which is not unusual in a reappraisal year. Lindberg has requested that the Town Manager and the Chair of the SB meet with the Listers to discuss the current status and the various options to completing a reappraisal that can meet the 3-prong test for approval by the State. As the Contract Officer, the SB expects the Town Manager to work with the SB Chair, the Listers and the contractor to facilitate the completion of the reappraisal work. Vincent moved (2nd Smith) to authorize the Chair to sign a request to the Director of Property Valuation and Review to request a thirty (30) day extension to file the Abstract under 32 VSA § 4342. Yes: Smith, Vincent and Arnold; No: Layton and Calloway.

6. Committee Appointments

Layton moved (2nd Calloway) to appoint Sheldon Novick to the Historic Preservation Commission for a one-year term ending April 30, 2025. Unanimous.

Layton moved (2nd Vincent) to appoint Loretta Pearson to the Solid Waste Committee for a 3-year term ending April 30, 2027. Unanimous

Smith drew attention to the number of positions that remain unfilled and asked SB members to reach out to members of the community to encourage them to apply.

Calloway drew attention to the recent resignation of our Town Health Officer and the requirement to fill the position within thirty (30) days or the State will appoint a replacement. Smith asked all SB members to think about who might be qualified and willing to serve and Vincent was asked to speak with Kathy Watson, Town Nurse, to see if she can suggest someone who might be willing to serve.

7. Fire Department Request to Sell Firetruck

The packet included a request from Chief Northern to conduct a sealed bid sale of Engine 2. TM Duffy said that it is possible that a minimum bid will be established in order to get a fair price. The proceeds from the sale will be deposited in the General

Fund, with a future request to the SB to transfer these funds to the Fire Apparatus Reserve Fund. Chief Northern hopes that Engine 2 will be purchased by a smaller town that will keep the firetruck in service. Motion by Layton (2nd Calloway) to authorize the Town Manager to sell Engine 2 via sealed bid to the highest bidder. Unanimous.

8. DPW Bids for Engineering Services on 3 Town Roads

The packet included a request from DPW Director Kaufman to accept the bid from Hammond Engineering to conduct engineering services. Layton moved (2nd Vincent) to accept the bid from Hammond Engineering for engineering services for culverts on Norford Lake, Kate Wallace, and Illsley Roads in the amount of \$60,744.00, with the understanding that FEMA will reimburse 75% of costs and the State of Vermont will reimburse 12.5% of the costs as outlined in the request from the Director of the Department of Public Works. Unanimous.

9. DPW Change Order for Additional Culvert Repair

The packet included a request from DPW Director Kaufman to authorize a change order to the contract with Daniels Construction due to a new problem that has developed with a culvert on Route 132 near the Sweetland Farm. Motion by Layton (2nd Calloway) to authorize the change order with Daniels Construction for an additional \$21,300 for the culvert work on Route 132 to be funded by the Culvert Reserve Fund to be created on July 1, 2024, with the understanding that this cost will be partially offset by funding from the Better Roads Grant as outlined in the request from the Director of the Department of Public Works. Unanimous.

10. Request to Change Tracy Hall Telecommunications Provider

The packet included a request from TM Duffy to change the telecommunication provider for Tracy Hall. This change is requested due to an unexpected and exorbitant increase in the fees charged by the current provider. Motion by Layton (2nd Vincent) to authorize the Town Manager to enter into a contract with Key Communications to replace Windstream as a telecommunications provider for Tracy Hall. Unanimous.

11. Draft Policy – Resolutions and Letters of Support

Motion by Layton (2nd Calloway) to accept the Norwich Selectboard Policy on Requests for Resolutions and Letters of Support as presented in the packet on May 8. Yes: Layton, Calloway, Vincent and Smith. No: Arnold

12. Approval of May 8, 2024 Minutes

Smith requested amendments to the attendance to reflect remove vs. in-person attendance, Arnold was not able to attend, and that Smith had noted 2 questions on the SB Handbook regarding non-Town websites and how the SB would monitor compliance with the OML. Motion by Layton (2nd Vincent) to approve the May 8, 2024 minutes as amended. Yes: Calloway, Layton, Vincent and Smith. Abstain: Arnold.

13. Approval of AP Warrants

- Layton moved (2nd Calloway) to approve AP Warrant #1124 in the amount of \$223,780.76 to be paid from the General Fund. Unanimous.
- Layton moved (2nd Calloway) to approve AP Warrant #1126 in the amount of \$1,121.16 to be paid from the General Fund. Unanimous.

14. Receipt of Correspondence

Correspondence was received from Rachel Cohen regarding a charitable biking event with part of the route being in Norwich on June 9; Cheryl Asa has submitted her resignation from the Conservation Commission; and Marcia Calloway submitted the final version of the Town Manager Annual Performance Evaluation. Smith thanked Cheryl Asa for her service and asked the TM to add this opening to the list of positions to be filled. Smith also reiterated her request to SB members to try to enlist residents to apply for these open positions.

15. Request for Legal Opinion on Subcommittee Formation

The packet included a memorandum from Calloway requesting advice of counsel on the formation of subcommittees, task forces and other subgroups of subcommittees. The question is whether these subgroups must be comprised of individuals appointed by the SB. Layton, Vincent and Arnold raised concerns about whether requiring SB appointments would be too bureaucratic and would discourage residents from volunteering. Smith asked whether existing subcommittees would be grandfathered. Motion by Layton (2nd Vincent) to authorize the Town Manager to seek advice of counsel, as outlined in the May 16, 2024 memorandum from Marcia Calloway regarding the formation of subcommittees.

16. Town Manager's Report

The packet included an outline of the report from Duffy. A draft of the Personnel Policies has not been submitted to town counsel pending an estimate of the cost of the review. The draft may not be presented for SB consideration before the end of the fiscal year. The MERP energy audit has not been received. The SB expressed the need to re-engage with the architectural firm without the energy audit to complete their recommendations for Tracy Hall improvements. The Beaver Meadow Road pedestrian improvements RFP for engineering/design work received no responses. Duffy has spoken with a local contractor who can improve the shoulder along BMR to improve walkability. This would be completed in two phases. Each phase would be under \$10,000, and would not require putting these projects out to bid. Duffy will work with the contractor to complete the work hopefully by the end of summer with an estimated combined cost of both phases of \$12,000. SB members had several questions regarding the Hemlock Road situation and the Moore Lane bridge. Duffy will provide further updates on both situations at the June 12, 2024 SB meeting.

17. Committee and Department Head Reports

Reports were submitted by the Finance office, the Fire Chief, Police Chief, Recreation Director, the IREC Quarterly Report and the IREC Police Cruiser Report.

18. Liquor License Renewal Applications

Motion by Layton (2nd Vincent) to recess the meeting of the Selectboard for the purpose of executing the duties of the local liquor control commission under authority of 7 VSA § 167 et seq. Unanimous. Meeting recessed at 9:41 pm.

Motion by Layton (2nd Vincent) to approve the Second Class License application #43983 for Uncle Jam Industries doing business as Half-Step Beer and Wine. Unanimous.

Motion by Layton (2nd Vincent) to approve the First Class License application #44435 for King Arthur Flour Co., Inc. Unanimous.

Motion by Layton (2nd Vincent) to approve the Outside Consumption Permit application #44434 for King Arthur Flour Co., Inc. Unanimous.

Motion by Layton (2nd Vincent) to approve the Outside Consumption Permit application #44433 for King Arthur Flour Co., Inc. Unanimous.

The 3 applications from King Arthur Flour were received after the packet deadline and will appear in the June 12, 2024 packet.

Motion by Layton (2nd Vincent) to close the Norwich Liquor Commission session and reconvene the Selectboard meeting. Unanimous. The Selectboard reconvened at 9:44pm.

19. Adjournment

Layton moved (2nd Calloway) to adjourn at 9:45pm. Unanimous.

Respectfully submitted,

Pamela T. Smith
Selectboard Chair

Approved _____, 2024

06/06/24
02:15 pmTown of Norwich Accounts Payable
Check Warrant Report # 1133 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03 (General) All check #s 06/12/24 To 06/12/24 & Fund 01Page 1 of 3
ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BDM SWEEP	05/24/24	BDM SWEEPER SERVICES INC DPW-14 HRS SWEEPING 27755	01-5-703303.00 ROAD SWEEPING	2310.00	14819	06/12/24
BESTSEPT	06/01/24	BEST SEPTIC SERVICE, LLC DPW-PORTA TOILET 46801	01-5-705500.00 PURCHASED SERVICES	160.00	14820	06/12/24
BETHELMIL	05/01/24	BETHEL MILLS DPW-ASSRTD SUPPLIES 260401/6	01-5-703403.00 PARTS & SUPPLIES	35.97	14821	06/12/24
BETHELMIL	05/07/24	BETHEL MILLS P&R-STRIPING PAINT 261754/6	01-5-425324.00 HNTLY LINE MARKING	87.92	14821	06/12/24
BETHELMIL	05/08/24	BETHEL MILLS DPW-DRILL BIT 262019/6	01-5-703403.00 PARTS & SUPPLIES	27.98	14821	06/12/24
BETHELMIL	05/15/24	BETHEL MILLS DPW-TIE DOWNS 263662/6	01-5-703403.00 PARTS & SUPPLIES	75.97	14821	06/12/24
BETHELMIL	05/15/24	BETHEL MILLS PD-PVC PIPE 263747/6	01-5-500204.00 SPEED SIGNS	33.98	14821	06/12/24
BETHELMIL	05/21/24	BETHEL MILLS B&G-HOSES 265238/6	01-5-704201.00 GARDEN SUPPLIES & PLANTS	109.98	14821	06/12/24
BETHELMIL	05/22/24	BETHEL MILLS PD-ASSRTD SUPPLIES 265413/6	01-5-500306.00 CRUISER MAINT	39.37	14821	06/12/24
BETHELMIL	05/22/24	BETHEL MILLS DPW-BATTERIES 265449/6	01-5-705403.00 PARTS & SUPPLIES	19.99	14821	06/12/24
BETHELMIL	05/30/24	BETHEL MILLS DPW-FUEL PUMP 267398/6	01-5-703403.00 PARTS & SUPPLIES	11.98	14821	06/12/24
BETHELMIL	05/30/24	BETHEL MILLS DPW-SUPPLIES 267515/6	01-5-703403.00 PARTS & SUPPLIES	9.59	14821	06/12/24
BETHELMIL	05/31/24	BETHEL MILLS P&R-PLAY SAND 267682/6	01-5-425330.00 REPAIRS & MAINT	30.36	14821	06/12/24
BLAKTOP	05/29/24	BLAKTOP INC DPW-GREEN PATCH 32990	01-5-703211.00 ASPHALT PRODUCTS	598.50	14823	06/12/24
KNIGHTB	06/05/24	BRIAN KNIGHT RESEARCH P&Z-GRANT PROJECT INV-0164	01-5-350416.00 HIST PRES GRANT	2700.00	14824	06/12/24
SWENBR	06/05/24	BRIE SWENSON P&R-BRIE ASSRTD SUPPLIES 605EMPREIMB	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	106.29	14825	06/12/24
SWENBR	06/05/24	BRIE SWENSON P&R-BRIE ASSRTD SUPPLIES 605EMPREIMB	01-5-425211.00 EQUIPMENT	67.54	14825	06/12/24
BUSINESS	05/29/24	BUSINESS CARD DPW-APPLIANCE COVER 3300040	01-5-705403.00 PARTS & SUPPLIES	800.04	14826	06/12/24
BUSINESS	05/31/24	BUSINESS CARD P&R-ASSRTD SUPPLIES 7386620	01-5-425211.00 EQUIPMENT	79.32	14826	06/12/24
CED	05/21/24	CED- TWIN STATE ELECTRIC DPW-LED LAMPS 9431-1040866	01-5-706109.00 BUILDING SUPPLIES	169.56	14827	06/12/24
COMCAST	05/20/24	COMCAST DPW-JUNE '24 INTERNET 52024DPWINT	01-5-703505.00 TELEPHONE	236.80	14828	06/12/24
DINGEE	05/21/24	DINGEE MACHINE COMPANY FD-ENGINE 1 REPAIRS 9458	01-5-555528.00 FIRE TRK R & M	2542.91	14829	06/12/24
ECFIBER	06/01/24	ECFIBER FD-JUNE '24 INTERNET 2406-0268518	01-5-555625.00 TELEPHONE & INTERNET	76.00	14830	06/12/24
EVANSMOTO	05/28/24	EVANS GROUP, INC DPW-DIESEL & GAS 0064247-IN	01-1-004105.00 Inventory-DPW Fueling Sta	2323.60	14831	06/12/24
EYEMED	05/22/24	EYEMED/FIDELITY SECURITY TH-JUNE '24 VISION INS 166316596	01-2-001126.00 VISION SERV PLAN-PAYROLL	161.06	14832	06/12/24

06/06/24
02:15 pmTown of Norwich Accounts Payable
Check Warrant Report # 1133 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 06/12/24 To 06/12/24 & Fund 01Page 2 of 3
ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
FASTENAL	05/28/24	DPW-SUPPLIES NHWES101059	01-5-703403.00 PARTS & SUPPLIES	41.73	14833	06/12/24
GREAT	06/05/24	SB-SUMMER '24 AD 2024-10270	01-5-005300.00 PROFESS SERV	250.00	14834	06/12/24
GMPC	05/28/24	24 NW BSTN 14695000001 52824NWBSTN	01-5-705501.00 ELECTRICITY	30.55	14835	06/12/24
GMPC	05/28/24	MN ST BND 95726000003 528MNSTBND	01-5-706101.00 ELECTRICITY	1.58	14835	06/12/24
GMPC	05/28/24	MN ST TWR 35066725603 528MNSTTWR	01-5-575233.00 TOWER POWER	167.00	14835	06/12/24
GMPC	05/28/24	SS-TRNPK RD 75726000005 528TRNPKRD	01-5-500204.00 SPEED SIGNS	2.22	14835	06/12/24
GMPC	05/28/24	SS-UN VLG RD 85726000004 528UNNVLG	01-5-500204.00 SPEED SIGNS	2.01	14835	06/12/24
GMPC	05/30/24	STRT LGHTS 24926000001 53024STRTLTS	01-5-703307.00 STREETLIGHTS	1224.60	14835	06/12/24
LEAF	05/31/24	PD-COPIER LEASE 16615835	01-5-500501.00 ADMINISTRATION	82.00	14836	06/12/24
MAYER	05/31/24	Payroll Transfer PR-05/31/24	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	14837	06/12/24
NORNURSE	05/02/24	B&G-SUPPLIES 183625	01-5-704403.00 PARTS & SUPPLIES	150.50	14838	06/12/24
NORTHFIEL	05/20/24	TH-BRIDGE NOTE PAYMENT 520LOANPYMNT	01-5-800208.00 Browns SH Rd Bridge-Princ	13140.00	14839	06/12/24
NORTHFIEL	05/20/24	TH-BRIDGE NOTE PAYMENT 520LOANPYMNT	01-5-800209.00 Browns SH Rd Bridge Inter	614.29	14839	06/12/24
PIONEERMA	05/30/24	P&R-WHITE SPRAY PAINT INV-203383	01-5-425324.00 HNTLY LINE MARKING	350.58	14840	06/12/24
POSTMASTE	06/06/24	TH-FY25 ANNUAL PO BOX THFY25POBOX	01-5-275538.00 POSTAGE	232.00	14841	06/12/24
MISC	05/22/24	DPW-REIMBURSE SNOW DAMAG 522REIMBURSE	01-5-704401.00 OUTSIDE REPAIRS	1337.81	14842	06/12/24
TILDEN	02/07/24	P&R-TIME CLOCK REPLACE 25428	01-5-706113.00 REPAIRS & MAINTENANCE	100.00	14843	06/12/24
TILDEN	04/29/24	FD-ASSRTD SUPPLIES 25499	01-5-485302.00 REPAIRS & MAINTENANCE	379.76	14843	06/12/24
TILDEN	12/02/22	FD-RETURN RELAY 24V120VAC RIB2401D	01-5-485302.00 REPAIRS & MAINTENANCE	-123.12	14843	06/12/24
TOP STITC	05/29/24	P&R-TRUCKER HATS 409850	01-5-425208.00 TEE SHIRT/HAT	298.50	14844	06/12/24
UNIFIRST	06/03/24	DPW-UNIFORM CLEANING 1070330458	01-5-704311.00 UNIFORMS	80.00	14845	06/12/24
UNIFIRST	06/03/24	DPW-UNIFORM CLEANING 1070330458	01-5-703311.00 UNIFORMS	254.02	14845	06/12/24
IMAGING	05/29/24	TS-1500 STICKERS 21146	01-5-705500.00 PURCHASED SERVICES	1030.00	14846	06/12/24
VLCTERB	05/27/24	TH-QUARTERLY CONTRIBUT REN037582-Q3	01-5-800517.00 UNEMP INS RATE ASSMT	1515.00	14847	06/12/24
VLCTPACIF	05/20/24	TH-'24 COVERAGE CONTRIBUT REN240455-Q3	01-5-800518.00 PROP & CAS INSURANCE	29713.25	14848	06/12/24

06/06/24
02:15 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1133 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 06/12/24 To 06/12/24 & Fund 01

Page 3 of 3
ashleyw

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
VLCTPACIF	05/20/24	VLCT PROP & CASUALTY INTE TH-'24 COVERAGE CONTRIBUT REN240455-Q3	01-5-800520.00 WORKER'S COMP INS	14928.00	14848	06/12/24
VMERS	05/17/24	VMERS DB Payroll Transfer PR-05/17/24	01-2-001111.00 VMERS GRP B PAYABLE	5059.39	14849	06/12/24
VMERS	05/17/24	VMERS DB Payroll Transfer PR-05/17/24	01-2-001113.00 VMERS GRP C PAYABLE	2527.00	14849	06/12/24
VMERS	05/31/24	VMERS DB Payroll Transfer PR-05/31/24	01-2-001111.00 VMERS GRP B PAYABLE	5727.04	14849	06/12/24
VMERS	05/31/24	VMERS DB Payroll Transfer PR-05/31/24	01-2-001113.00 VMERS GRP C PAYABLE	2510.34	14849	06/12/24
HEALTHEQ	06/01/24	WAGEWORKS, INC TH-MAY '24 COBRA ADMIN 0524TR112178	01-5-005123.00 HEALTH INSUR	40.00	14850	06/12/24
WINDSORCL	02/06/24	WINDSOR COUNTY TREASURER TH-FY25 BOND PAYMENT #1 FY25PYMT#1	01-2-001128.00 DUE TO WINDSOR COUNTY	26309.15	14851	06/12/24
Will post as prepaid expense to: 01-1-004102.00 until next year						
Report Total				120814.91		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***120,814.91
Let this be your order for the payments of these amounts.

Staff Accountant

Ashley Wohler
Ashley Wohler

Town Manager:

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

Pam Smith
Chair

Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Marcia Calloway

06/06/24

Town of Norwich Accounts Payable

02:14 pm

Check Warrant Report # 1131 Current Prior Next FY Invoices For Fund (FIRE APPARATUS FUND)

ashleyw

For Check Acct 03(General) All check #s 06/12/24 To 06/12/24 & Fund 06

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
DINGEE	05/21/24	DINGEE MACHINE COMPANY FD-WORK ON TRUCK 9457	06-5-555322.00 FIRE EQUIPMENT PURCHASES	49588.00	14829	06/12/24
Report Total				49588.00		

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 \$ ****49,588.00
Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wohler
Ashley Wohler

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

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

06/06/24
02:15 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1132 Current Prior Next FY Invoices For Fund (Kids Bridge-Huntley Mdw)
For Check Acct 03(General) All check #s 06/12/24 To 06/12/24 & Fund 53

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
BETHELMIL BETHEL MILLS	05/17/24	TH-KIDS BRIDGE SUPPLIES 264315/6	53-5-425322.00 Kids Bridge Expenditures	124.83	14821	06/12/24
BETHELMIL BETHEL MILLS	05/13/24	P&R-KIDS BRIDGE SUPPLIES 020573/1	53-5-425322.00 Kids Bridge Expenditures	2015.86	14821	06/12/24
Report Total				2140.69		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****2,140.69
Let this be your order for the payments of these amounts.

Staff Accountant: 
Ashley Wohler

DocuSigned by:

D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

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

From: [Jenny Barba](#)
To: [Select Board](#)
Subject: Zoom only?
Date: Saturday, May 18, 2024 5:23:03 PM

Dear Selectboard,

I strongly disagree with the zoom only concept.

Sincerely,
Jenny

Jenny H. Barba
415.215.3558
jennyhbarba@gmail.com

From: [Priscilla Vincent](#)
To: [Select Board](#)
Subject: Remote only Selectboard meetings
Date: Saturday, May 18, 2024 8:11:03 AM

As a town citizen, as well as a Selectboard member, I would like to express my disappointment in the move to remote only Selectboard meetings. I think we have an obligation to be as accessible as possible to the people we represent, and hiding behind screens does not do that. In addition, interactions among board members, and board members and the public, are quite different (and more productive) when they are in person. I do not see how we can faithfully and fully serve the people of this town if we are not easily available to them. Showing up is a huge part of our job.

I hope everyone will reconsider this decision and return to in person meetings.

Priscilla Vincent

From: [Betty Barba](#)
To: [Select Board](#)
Subject: Disagree with only zoom meeting
Date: Tuesday, May 21, 2024 9:21:12 AM

I disagree with only having zoom Selectboard meeting.
We should have the option of meeting in person as a community.
Betty Barba
Sent from my iPad

From: [Tina M. Rabideau](#)
To: [Select Board](#); [Norwich Town Clerk](#)
Cc: [Will Dodge](#); [Emily A. Garrett](#); [Rachel Scott](#)
Subject: ePUC Case No. 24-1636-PET - AT&T / Norwich (Upper Loveland Rd, VT6382) , VT - 248a De Minimis Application [DRM-DRM.FID569580]
Date: Thursday, May 23, 2024 11:55:33 AM
Attachments: [image002.png](#)

From Attorney William J. Dodge at Downs Rachlin Martin PLLC, on behalf of New Cingular Wireless PCS, LLC d/b/a AT&T:

Good Morning-

Below please find a link to the above-referenced application, including supporting documents, which were filed with the Vermont Public Utility Commission today, May 23, 2024:

[AT&T.Norwich.Upper Loveland Rd.VT6382.248a.De.Minimis.Application](#)

Please let us know if you have any issues accessing the documents contained on the link, or if you would like a paper copy of this filing mailed to you.

William J. Dodge | Director, Energy, Environment & Telecommunications Group

Direct: 802.846.8395 · Main: 802.863.2375 · Cell: 802.324.2114 · Email: wdodge@drm.com
[LinkedIn](#) · [Twitter](#) · [YouTube](#) · [Lex Mundi](#)

By: Tina Rabideau | Legal Administrative Assistant

199 Main Street, PO Box 190, Burlington, VT 05402-0190
Direct: 802.846.8339 · Main: 802.863.2375 · Email: trabideau@drm.com

DRM DOWNS
RACHLIN
MARTIN

**FYI
ONLY**



Application ID: DLL - Application - 44435
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: King Arthur Flour Company Inc, The
Business ID: 0008483

Business Address: 58 Billings Farm Rd,
White River Jct, Vermont 05001
Entity Type: Business Corporation

Phone: 802-299-2240
Management Type if LLC:

Email: robin.beane@kingarthurbaking.com

People Information

- Person:** Karen Colberg

Business Role: Business Principal
Email: karen.colberg@kingarthurbaking.com

Business Address: ,
,
US Citizen?

Political Position

Phone: **Name:** Karen Colberg

Office:

Jurisdiction:

Violations:

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

- Person:** Robin Beane

Business Role:

Email:

FYI

Registered Agent

robin.beane@kingarthurbaking.com

ONLY

Business Address:

US Citizen?

,
,

Political Position

Phone:

Name: Robin Beane

Office:

Jurisdiction:

Violations:

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

Location/ Premises Detail

Location Name:

The King Arthur Flour Company

Do you lease this Premises:

Health License:

Food:
Lodging:

Location Address:

135 VT Route 5 South,
Norwich, Vermont 05055

Vermont Tax Department:

Local Jurisdiction/ Town Clerk:

Norwich

Education Details

Student Name:

Carey Underwood

Training Completion Date:

Mon Jul 25 00:00:00 GMT 2022

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-018270

Licensee Name:

The King Arthur Flour Company

License Status:

License Active - Ready for Renewal

Licensee Address:

135 Route 5 South ,
Norwich, Vermont 05055

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:
Robin Beane

Date of Submission:
2024-05-21 14:25:46

Local Application Fee:
115

**FYI
ONLY**

State of Vermont / DLL Application Fee:
115.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:
false



FYI ONLY



Application ID: DLL - Application - 44433
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

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

Foundational License (if applicable)

License Type: First Class
License Number: LP-018272
Licensee Name: The King Arthur Flour Company
License Status: License Active - Ready for Renewal
Licensee Address: 135 Route 5 South ,
Norwich, Vermont 05055
License Start Date: 2023-04-30
License End Date: 2024-06-30

Event Contact/s

Person:

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

Violations:



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

Event Premises Details

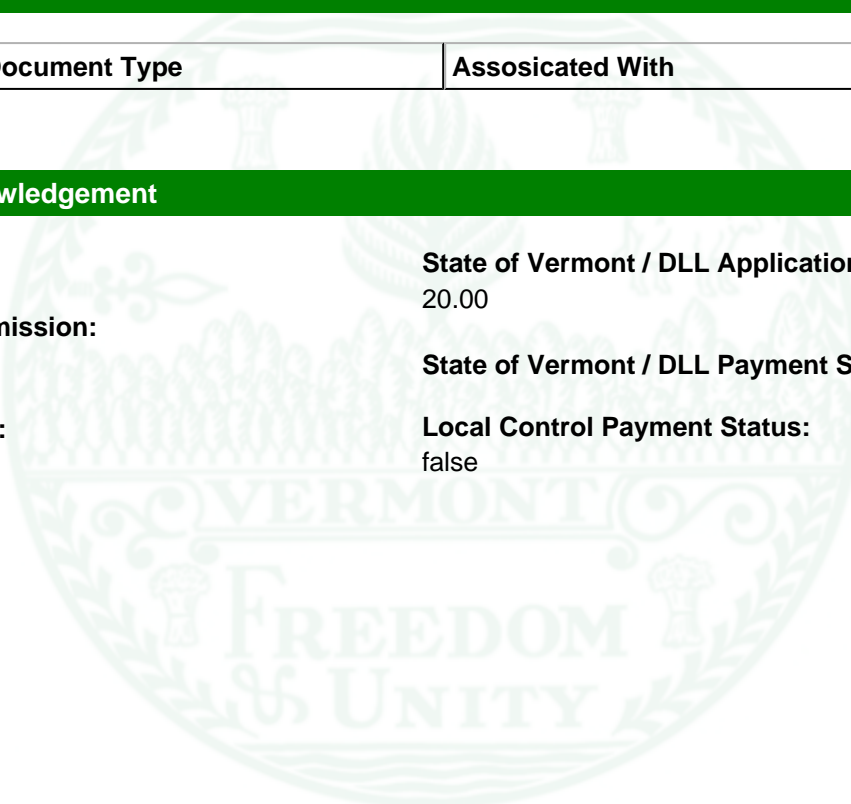
<p>Location Name: The King Arthur Flour Company</p> <p>Location Address: 135 VT Route 5 South, Norwich, Vermont 05055</p> <p>Local Jurisdiction/ Town Clerk: Norwich</p>	<p>FYI ONLY</p>	<p>Start date and time of event</p> <p>End date and time of event</p> <p>Approximate Number of Persons Expected</p> <p>Describe the type of event/ OCP Area: Courtyard/patio located behind the building (East entrance) area will be enclosed and access will be restricted to event participants. Permit use 11:30 am to 11:00 pm.</p>
---	---------------------	--

Documents Attached

Name	Document Type	Assosicated With
------	---------------	------------------

Payment and Acknowledgement

<p>Signed by:</p> <p>Date and time of Submission: 2024-05-21 14:23:38</p> <p>Local Application Fee: 0</p>	<p>State of Vermont / DLL Application Fee: 20.00</p> <p>State of Vermont / DLL Payment Status:</p> <p>Local Control Payment Status: false</p>
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FYI ONLY



Application ID: DLL - Application - 44434
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

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

Foundational License (if applicable)

License Type: First Class
License Number: LP-018271
Licensee Name: The King Arthur Flour Company
License Status: License Active - Ready for Renewal
Licensee Address: 135 Route 5 South ,
Norwich, Vermont 05055
License Start Date: 2023-04-30
License End Date: 2024-06-30

Event Contact/s

Person:

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

Violations:



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

Event Premises Details

Location Name:

The King Arthur Flour Company

Start date and time of event

End date and time of event

FYI ONLY

Location Address:

135 VT Route 5 South,
Norwich, Vermont 05055

**Approximate Number of
Persons Expected**

Local Jurisdiction/ Town Clerk:

Norwich

**Describe the type of event/ OCP
Area:**

30' x 40 ' tent area outside, in front of
pizza oven. May 1 to October 31, 5:00

pm to 9:00 pm

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:

Date and time of Submission:

2024-05-21 14:25:11

Local Application Fee:

0

State of Vermont / DLL Application Fee:

20.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false

Town of Norwich, Vermont



CHARTERED 1761

June 10, 2024

To: The Norwich Selectboard

CC: Brennan Duffy and Miranda Bergmeier

From: Lily Trajman, Town Clerk

As required by 20 V.S.A. § 3590 I am submitting to the Selectboard a list of all the unlicensed or uninoculated dogs of which I am aware in the Town of Norwich. In all cases, two notices have been mailed to the owner of record, and, where email addresses were discoverable, two emails were also sent.

Owner Name	Dog Name
Andrew Bauman	Bear
Andrew Bauman	Nova
Jennifer Fogg	Phoebe
Eli Hersh	Luna
Polly Johnson	Oliver
John Lippman	Corky
John Lippman	Gracie
Star O'Neil	Beef
Peter White	Chloe

Dogs registered 2023: 537

Dogs registered as of 6/10/24: 534

New dogs¹ this year: 55

Dogs that have moved or passed: 49

¹ Many of these are actually dogs that fell off the registers during COVID or were never properly registered to begin with.

The Vermont Statutes Online

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

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

Title 20 : Internal Security and Public Safety

Chapter 193 : Domestic Pet or Wolf-Hybrid Control

Subchapter 002 : Licenses

(Cite as: 20 V.S.A. § 3590)

§ 3590. List of dogs and wolf-hybrids not licensed

(a) The legislative body shall annually designate one or more persons to maintain a list of unlicensed, inoculated, and licensed dogs and wolf-hybrids owned or kept in their municipality and to submit the list to the municipal clerk.

(b) On receiving a list of dogs and wolf-hybrids from persons authorized by the legislative body, the municipal clerk shall notify the owners or keepers of all dogs and wolf-hybrids named on the list that have not already been licensed or inoculated and after May 30 shall furnish to the legislative body a list of dogs and wolf-hybrids not licensed or inoculated as required by law. Owners shall also be notified that unlicensed or uninoculated dogs or wolf-hybrids may be destroyed. (Amended 1965, No. 36, § 3, eff. April 28, 1965; 1977, No. 215 (Adj. Sess.), § 8, eff. April 12, 1978; 1979, No. 92 (Adj. Sess.), § 7, eff. Feb. 28, 1990; 1993, No. 213 (Adj. Sess.), § 15, eff. April 1, 1995.)

05/31/24
09:54 am

Town of Norwich Accounts Payable
Check Warrant Report # 1128 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 05/31/24 To 05/31/24 & Fund 01

FYI ONLY

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
BEAUAM	05/29/24	AMANDA BEAULIEU LISTERS-ASSESSOR MAY '24 529ASSESS	01-5-300300.00 PROFESS SERVICES	812.25	14772	05/31/24
ATC	05/09/24	AMERICAN TEST CENTER FD-FIRE TRUCK TESTED 2240917	01-5-555530.00 EQUIPMENT MAINTENANCE	595.00	14773	05/31/24
ANTHEM	02/12/24	ANTHEM SPORTS, LLC TH-GYM FLOOR VINYL TAPE 389735	01-5-706109.00 BUILDING SUPPLIES	318.28	14774	05/31/24
ANYTIME	05/24/24	ANYTIME CARPET CARE & CLE PD-STATION CLEANING 029074	01-5-485304.00 CLEANING	410.00	14775	05/31/24
BLAKTOP	05/23/24	BLAKTOP INC DPW-GREEN PATCH 32988	01-5-703211.00 ASPHALT PRODUCTS	230.09	14776	05/31/24
BLAKTOP	05/29/24	BLAKTOP INC DPW-GRFEN PATCH 32991	01-5-703211.00 ASPHALT PRODUCTS	598.50	14776	05/31/24
BCBS	05/02/24	BLUE CROSS/BLUE SHIELD OF TH-JUNE '24 HEALTH INS 182393227	01-5-005123.00 HEALTH INSUR	5274.60	14777	05/31/24
BCBS	05/02/24	BLUE CROSS/BLUE SHIELD OF TH-JUNE '24 HEALTH INS 182393227	01-5-100123.00 HEALTH INS	4072.41	14777	05/31/24
BCBS	05/02/24	BLUE CROSS/BLUE SHIELD OF TH-JUNE '24 HEALTH INS 182393227	01-5-200123.00 HEALTH INS	2038.31	14777	05/31/24
BCBS	05/02/24	BLUE CROSS/BLUE SHIELD OF TH-JUNE '24 HEALTH INS 182393227	01-5-500123.00 HEALTH INS	743.58	14777	05/31/24
BCBS	05/02/24	BLUE CROSS/BLUE SHIELD OF TH-JUNE '24 HEALTH INS 182393227	01-5-555123.00 HEALTH INSURANCE	2140.71	14777	05/31/24
BCBS	05/02/24	BLUE CROSS/BLUE SHIELD OF TH-JUNE '24 HEALTH INS 182393227	01-5-703123.00 HEALTH INSUR	7115.71	14777	05/31/24
BCBS	05/02/24	BLUE CROSS/BLUE SHIELD OF TH-JUNE '24 HEALTH INS 182393227	01-5-704123.00 HEALTH INSURANCE	2276.66	14777	05/31/24
BUSINESS	05/10/24	BUSINESS CARD FIN-CORD & ENVELOPES 0508228	01-5-200610.00 OFFICE SUPPLIES	60.91	14779	05/31/24
BUSINESS	05/29/24	BUSINESS CARD TM-ENTREPRENEURSHIP CRS 220538	01-5-005615.00 DUES/MTS/EDUC	865.00	14779	05/31/24
BUSINESS	05/09/24	BUSINESS CARD TH&DPW-ADMIN BCKGRND CHK 24122919-W	01-5-703515.00 ADMINISTRATION	15.00	14779	05/31/24
BUSINESS	05/09/24	BUSINESS CARD TH&DPW-ADMIN BCKGRND CHK 24122919-W	01-5-005300.00 PROFESS SERV	15.00	14779	05/31/24
BUSINESS	05/22/24	BUSINESS CARD DPW-TRUCK MAINTENANCE 46225	01-5-703401.00 OUTSIDE REPAIRS	1005.90	14779	05/31/24
BUSINESS	05/21/24	BUSINESS CARD TH-ETHERNET CORD 806938031561	01-5-005610.00 OFFICE SUPPLIES	9.99	14779	05/31/24
BUSINESS	05/20/24	BUSINESS CARD TH-MAY '24 ZOOM INV257638601	01-5-275627.00 Remote Meeting Services	537.81	14779	05/31/24
CASELLA	05/13/24	CASELLA WASTE SERVICES DPW-DISPOSAL 0926884	01-5-705306.00 C & D WASTE DISPOSAL	1675.85	14780	05/31/24
CRYSTAL	04/23/24	CRYSTAL ROCK, LLC DPW-WTAER COOLER 736065042324	01-5-703507.00 SUPPLIES	24.00	14781	05/31/24
CRYSTAL	05/21/24	CRYSTAL ROCK, LLC DPW-WATER COOLER 736065052124	01-5-703507.00 SUPPLIES	91.96	14781	05/31/24
DEADRIVER	05/14/24	DEAD RIVER COMPANY TH-315.9 GALS HEATING OIL 7613	01-5-706103.00 HEATING	1028.28	14782	05/31/24
DELTA DEN	05/15/24	DELTA DENTAL TH-JUNE '24 DENTAL INS JUNE24DENTAL	01-5-005125.00 DENTAL INSURANCE	239.46	14783	05/31/24

05/31/24
09:54 am

Town of Norwich Accounts Payable
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FYI ONLY

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
DELTA DEN DELTA DENTAL	05/15/24	TH-JUNE '24 DENTAL INS JUNE24DENTAL	01-5-100125.00 DENTAL INSURANCE	187.46	14783	05/31/24
DELTA DEN DELTA DENTAL	05/15/24	TH-JUNE '24 DENTAL INS JUNE24DENTAL	01-5-200125.00 DENTAL INSURANCE	71.96	14783	05/31/24
DELTA DEN DELTA DENTAL	05/15/24	TH-JUNE '24 DENTAL INS JUNE24DENTAL	01-5-500125.00 DELTA DENTAL	71.96	14783	05/31/24
DELTA DEN DELTA DENTAL	05/15/24	TH-JUNE '24 DENTAL INS JUNE24DENTAL	01-5-555126.00 DENTAL INSURANCE	67.73	14783	05/31/24
DELTA DEN DELTA DENTAL	05/15/24	TH-JUNE '24 DENTAL INS JUNE24DENTAL	01-5-703125.00 DENTAL INSURANCE	243.40	14783	05/31/24
DELTA DEN DELTA DENTAL	05/15/24	TH-JUNE '24 DENTAL INS JUNE24DENTAL	01-5-704125.00 DENTAL INSURANCE	103.71	14783	05/31/24
DELTA DEN DELTA DENTAL	05/15/24	TH-JUNE '24 DENTAL INS JUNE24DENTAL	01-5-100125.00 DENTAL INSURANCE	67.73	14783	05/31/24
MISC DIANE NEUSS, EXECUTRIX	05/16/24	DIANNE NUSS ABATEMENT PETEKAAABATE	01-5-800408.00 TAX ABATEMENT/ADJUSTMENT	5250.38	14784	05/31/24
EVANSMOTO EVANS GROUP, INC.	02/28/24	DPW-DIESEL 170 GALS 0060681-IN	01-5-703405.00 PETROLEUM PRODUCTS	564.44	14785	05/31/24
EVANSMOTO EVANS GROUP, INC.	03/27/24	DPW-DIESEL 690 GALS 0061873-IN	01-5-703405.00 PETROLEUM PRODUCTS	2064.51	14785	05/31/24
EVANSMOTO EVANS GROUP, INC.	05/16/24	DPW-DIESEL 630 GALS 0063814-IN	01-5-703405.00 PETROLEUM PRODUCTS	1723.33	14785	05/31/24
CORURI FILBIN CONSTANCE E	05/30/24	FY24 PROPERTY TAX REFUND 530TAXREFUND	01-2-001148.00 TAX OVERPAYMENTS	178.08	14786	05/31/24
FIRSTLIGH FIRSTLIGHT FIBER	05/15/24	TH-MAY '24 PHONE 17247651	01-5-005531.00 ADMIN TELEPHONE	3.79	14787	05/31/24
FIRSTLIGH FIRSTLIGHT FIBER	05/15/24	TH-MAY '24 PHONE 17247651	01-5-100531.00 TELEPHONE	5.34	14787	05/31/24
FIRSTLIGH FIRSTLIGHT FIBER	05/15/24	TH-MAY '24 PHONE 17247651	01-5-200531.00 TELEPHONE	2.43	14787	05/31/24
FIRSTLIGH FIRSTLIGHT FIBER	05/15/24	TH-MAY '24 PHONE 17247651	01-5-275531.00 TELEPHONE	0.97	14787	05/31/24
FIRSTLIGH FIRSTLIGHT FIBER	05/15/24	TH-MAY '24 PHONE 17247651	01-5-300531.00 TELEPHONE	2.01	14787	05/31/24
FIRSTLIGH FIRSTLIGHT FIBER	05/15/24	TH-MAY '24 PHONE 17247651	01-5-350531.00 TELEPHONE	1.17	14787	05/31/24
FIRSTLIGH FIRSTLIGHT FIBER	05/15/24	TH-MAY '24 PHONE 17247651	01-5-425127.00 TELEPHONE	0.98	14787	05/31/24
FIRSTLIGH FIRSTLIGHT FIBER	05/15/24	TH-MAY '24 PHONE 17247651	01-5-705505.00 TELEPHONE	1.03	14787	05/31/24
GMPC GREEN MOUNTAIN POWER CORP	05/17/24	ACDMY RD LTS 05119200003 51724ACDMYRD	01-5-703307.00 STREETLIGHTS	41.92	14788	05/31/24
HAUN HAUN WELDING SUPPLY, INC.	02/20/24	DPW-CYLINDER LEASE 0000032669	01-5-703403.00 PARTS & SUPPLIES	339.92	14789	05/31/24
HOMEDEPOT HOME DEPOT CREDIT SERVICE	04/28/24	FD-WORK GLOVES 12198	01-5-555422.00 FIRE TOOLS & EQUIPMENT	13.47	14790	05/31/24
HOMEDEPOT HOME DEPOT CREDIT SERVICE	05/07/24	FD-BATTERIES 30984	01-5-555424.00 EMS TOOLS/ EQUIP	44.74	14790	05/31/24
HOMEDEPOT HOME DEPOT CREDIT SERVICE	04/23/24	FD-WORK GLOVES 31568	01-5-555422.00 FIRE TOOLS & EQUIPMENT	26.94	14790	05/31/24

05/31/24
09:54 am

Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
HOMEDEPOT	04/18/24	HOME DEPOT CREDIT SERVICE	FD-WORK GLOVES 65997	01-5-555422.00 FIRE TOOLS & EQUIPMENT	53.88	14790	05/31/24
HOMEDEPOT	04/23/24	HOME DEPOT CREDIT SERVICE	FD-WORK GLOVES WG60480735	01-5-555422.00 FIRE TOOLS & EQUIPMENT	13.47	14790	05/31/24
INTER REF	05/04/24	INTERSTATE REFRIGERANT RE	DPW-CFC RECOVERY 3321	01-5-705305.00 RECYCLING	279.00	14791	05/31/24
TRAJLI	05/29/24	LILY TRAJMAN	TC-TRIFOLDS & STAMPS 529EMPREIMB	01-5-100550.00 PRINTING	69.81	14792	05/31/24
TRAJLI	05/29/24	LILY TRAJMAN	TC-TRIFOLDS & STAMPS 529EMPREIMB	01-5-100610.00 OFFICE SUPPLIES	23.95	14792	05/31/24
TRAJLI	05/29/24	LILY TRAJMAN	TC-MILAGE SPRING FUNDAMNT 529MLGREIMB	01-5-100615.00 DUES/MTGS/EDUC	72.49	14792	05/31/24
NAT'L INS	05/15/24	MADISON NATIONAL LIFE INS	TH-JUNE '24 LIFE INSURANC 1624834	01-5-005124.00 DISABILITY/LIFE INSUR	149.04	14793	05/31/24
NAT'L INS	05/15/24	MADISON NATIONAL LIFE INS	TH-JUNE '24 LIFE INSURANC 1624834	01-5-100124.00 DISABILITY/LIFE INS	110.98	14793	05/31/24
NAT'L INS	05/15/24	MADISON NATIONAL LIFE INS	TH-JUNE '24 LIFE INSURANC 1624834	01-5-200124.00 DISABILITY/LIFE INS	119.53	14793	05/31/24
NAT'L INS	05/15/24	MADISON NATIONAL LIFE INS	TH-JUNE '24 LIFE INSURANC 1624834	01-5-425124.00 DISABILITY/LIFE INSUR	65.52	14793	05/31/24
NAT'L INS	05/15/24	MADISON NATIONAL LIFE INS	TH-JUNE '24 LIFE INSURANC 1624834	01-5-704124.00 DISABILITY/LIFE	94.35	14793	05/31/24
NAT'L INS	05/15/24	MADISON NATIONAL LIFE INS	TH-JUNE '24 LIFE INSURANC 1624834	01-5-500124.00 DISABILITY/LIFE INS	145.97	14793	05/31/24
NAT'L INS	05/15/24	MADISON NATIONAL LIFE INS	TH-JUNE '24 LIFE INSURANC 1624834	01-5-555124.00 DISABILITY/LIFE INSURANCE	62.73	14793	05/31/24
NAT'L INS	05/15/24	MADISON NATIONAL LIFE INS	TH-JUNE '24 LIFE INSURANC 1624834	01-5-703124.00 DISABILITY/LIFE	285.71	14793	05/31/24
MISC	05/30/24	MATT ROMEI	PD-CONFERENCE IVSCP 530EMPREIMB	01-5-500581.00 DUES/MTGS/EDUC	259.24	14794	05/31/24
NRRA	05/21/24	NORTHEAST RESOURCE RECOVE	DPW-RELEASE #708891 138291	01-5-705305.00 RECYCLING	182.70	14795	05/31/24
PITNEY	05/11/24	PITNEY BOWES	TH-MAIL METER LEASE 3319099785	01-5-275536.00 POSTAGE METER RENTAL	159.57	14796	05/31/24
SABIL	05/20/24	SABIL & SONS INC	FD-INSPECTION 11907	01-5-555528.00 FIRE TRK R & M	110.00	14797	05/31/24
SABIL	05/24/24	SABIL & SONS INC	DPW-LEAK REPAIR 11953	01-5-703401.00 OUTSIDE REPAIRS	249.89	14797	05/31/24
SOLAFLECT	05/15/24	SOLAFLECT SOLAR PARK I, I	TH-SOLAR ALLOCATION MAY 24	01-5-705501.00 ELECTRICITY	239.04	14798	05/31/24
SOLAFLECT	05/15/24	SOLAFLECT SOLAR PARK I, L	TH-SOLAR ALLOCATION MAY 24	01-5-706101.00 ELECTRICITY	609.09	14798	05/31/24
SOLAIV	05/15/24	SOLAFLECT SOLAR PARK IV,	TH-SOLAR ALLOCATION 2405_01	01-5-575233.00 TOWER POWER	22.36	14799	05/31/24
SOLAIV	05/15/24	SOLAFLECT SOLAR PARK IV,	TH-SOLAR ALLOCATION 2405_01	01-5-500204.00 SPEED SIGNS	84.41	14799	05/31/24
SOLAIV	05/15/24	SOLAFLECT SOLAR PARK IV,	TH-SOLAR ALLOCATION 2405_01	01-5-485233.00 ELECTRICITY	698.86	14799	05/31/24
SOLAIV	05/15/24	SOLAFLECT SOLAR PARK IV,	TH-SOLAR ALLOCATION 2405_01	01-5-705501.00 ELECTRICITY	76.77	14799	05/31/24

05/31/24
09:54 am

Town of Norwich Accounts Payable
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For Check Acct 03(General) All check #'s 05/31/24 To 05/31/24 & Fund 01

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
SOLAIV	05/15/24	SOLAFLECT SOLAR PARK IV, TH-SOLAR ALLOCATION 2405_01	01-5-706115.00 RNDSTND/SIGN/EVCH ELECTRI	17.60	14799	05/31/24
STITZEL	05/29/24	STITZEL PAGE & FLETCHER P TH-APRIL '24 LEGAL 83051	01-5-005305.00 LEGAL	038.50	14800	05/31/24
HANOVERTO	04/09/24	TOWN OF HANOVER FD-AMBULANCE SRVC 01983	01-5-555901.00 AMBULANCE CONTRACT	39172.14	14801	05/31/24
TSSAND	05/15/24	TWIN STATE SAND & GRAVEL DPW-ROAD SUPPLIES 113518	01-5-703209.00 CULVERTS & ROAD SUPPLIES	13186.10	14802	05/31/24
UNIFIRST	05/20/24	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070326838	01-5-704311.00 UNIFORMS	80.00	14803	05/31/24
UNIFIRST	05/20/24	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070326838	01-5-703311.00 UNIFORMS	260.04	14803	05/31/24
UNIFIRST	05/27/24	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070328482	01-5-704311.00 UNIFORMS	80.00	14803	05/31/24
UNIFIRST	05/27/24	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070328482	01-5-703311.00 UNIFORMS	257.24	14803	05/31/24
UNITEDREN	05/14/24	UNITED RENTALS (NORTH AME DPW-BRIDGE PLATE RENTAL 30945560-003	01-5-703321.00 BRIDGES	706.00	14804	05/31/24
VLCT	05/24/24	VERMONT LEAGUE OF CITIES FIN-FLSA BASICS 7498	01-5-200615.00 DUES/MTGS/EDUC	48.00	14805	05/31/24
VITAL	05/02/24	VITAL COMMUNITIES TH-UVTMA DUES 2356	01-5-350322.00 U.V. TRANSPORTATION MGMT	1134.00	14806	05/31/24
WBMASON	01/05/24	W.B. MASON CO., INC. DPW-TOWELS 243673585	01-5-706109.00 BUILDING SUPPLIES	49.99	14807	05/31/24
WBMASON	03/12/24	W.B. MASON CO., INC. DPW-PAPER 245173159	01-5-703507.00 SUPPLIES	49.99	14807	05/31/24
WBMASON	05/17/24	W.B. MASON CO., INC. FIN-TONER 246637554	01-5-200610.00 OFFICE SUPPLIES	68.99	14807	05/31/24
CARWASH	04/30/24	WHITE RIVER CAR WASH PD-APRIL '24 CAR WASHES APRILWASHES	01-5-500302.00 PETROLEUM PRODUCTS	20.00	14808	05/31/24
CARWASH	03/31/24	WHITE RIVER CAR WASH PD-MARCH '24 CAR WASHES MARCHWASHES	01-5-500306.00 CRUISER MAINT	40.00	14808	05/31/24
WINDSHER	04/02/24	WINDSOR COUNTY SHERIFF'S PD-SECURITY 3/19/2024 G260-23/24	01-5-500115.00 PARTTIME OFFICER WAGE	1625.00	14809	05/31/24

05/31/24
09:54 am

Town of Norwich Accounts Payable
Check Warrant Report # 1128 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 05/31/24 To 05/31/24 & Fund 01

FYI ONLY

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				105146.61		

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 \$ ***105,146.61
Let this be your order for the payments of these amounts.

Staff Accountant:

Ashley Wohler
Ashley Wohler

Town Manager:

DocuSigned by:
Brennan Duffy
D4520EG72DA7484...
Brennan Duffy

SELECTBOARD:

DocuSigned by:
Pam Smith
70988006B2074F4
Pam Smith
Chair

Mary Layton
Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Marcia Calloway

05/31/24
10:40 am

Town of Norwich Accounts Payable
Check Warrant Report # 1129 Current Prior Next FY Invoices
For Check Acct 03(General) 14810 To 14818 05/31/24 To 05/31/24

FYI ONLY

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
MAEDCH	04/26/24	OUTSTANDING CH #11899 #11899REISSU	01-1-001100.00 CASH-MASCOMA GENL FUND	44.44	14810	05/31/24
MAEDCH	04/26/24	OUTSTANDING CH #11923 #11923REISSU	01-1-001100.00 CASH-MASCOMA GENL FUND	44.44	14811	05/31/24
HOLLI	04/26/24	OUTSTANDING CH #10388 #10388REISSU	01-1-001100.00 CASH-MASCOMA GENL FUND	250.00	14812	05/31/24
ORNEPE	04/26/24	OUTSTANDING CH #10969 #10969REISSU	01-1-001100.00 CASH-MASCOMA GENL FUND	18.47	14813	05/31/24
ORNEPE	04/26/24	OUTSTANDING CH #11199 #11199REISSU	01-1-001100.00 CASH-MASCOMA GENL FUND	21.67	14814	05/31/24
ORNEPE	04/26/24	OUTSTANDING CH #9126 #9126REISSUE	01-1-001100.00 CASH-MASCOMA GENL FUND	116.01	14815	05/31/24
STATELINE	06/15/21	Rec - equipment (REISSUE) 5761	01-5-425211.00 EQUIPMENT	24.00	14816	05/31/24
STATELINE	02/27/24	P&R-SUPPLIES (REISSUE) JAN-FEBINVS	01-5-425211.00 EQUIPMENT	197.00	14817	05/31/24
CHILVI	04/26/24	OUTSTANDING CH #12967 #12967REISSU	01-1-001100.00 CASH-MASCOMA GENL FUND	133.32	14818	05/31/24
Report Total				849.35		

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 \$ *****849.35
Let this be your order for the payments of these amounts.

Staff Accountant

Ashley Wohler
Ashley Wohler

Town Manager:

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

DocuSigned by:
Pam Smith
7098800682074E4

Pam Smith
Chair

Mary Layton

Mary Layton
Vice Chair

Eriscilla Vincent

Roger Arnold

Marcia Calloway

05/31/24
09:53 am

Town of Norwich Accounts Payable

Check Warrant Report # 1127 Current Prior Next FY Invoices For Fund (Kids Bridge-Huntley Mdw)
For Check Acct 03(General) All check #s 05/31/24 To 05/31/24 & Fund 53

FYI ONLY

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
MISC BOB FISKEN	05/30/24	TH-TOOL RENTAL KIDS BRDG 53024EMPREIM	53-5-425322.00 Kids Bridge Expenditures	111.00	14778	05/31/24
Report Total				111.00		

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 \$ *****111.00
Let this be your order for the payments of these amounts.

Staff Accountant: 
Ashley Wohler

Town Manager:

DocuSigned by:

D4520EC72DA7484
Brennan Duffy

SELECTBOARD:

DocuSigned by:

7D9B5006B2D74E4
Pam Smith
Chair


Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Marcia Calloway



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

June 4, 2024

Board of Listers/Assessor
Town of Norwich
PO Box 376
Norwich VT 05633

Dear Listers:

Under the provisions of 32 V.S.A. §4342, with the approval of the Selectboard, the Board of Listers has requested an extension of time to complete work relating to the duties of listers and/or assessors.

An extension of **30 Days** is hereby granted and applies to all acts mentioned in 32 V.S.A. §4341. The requirements of 32 V.S.A. §5404(b) for transmission to the Director are not extended. The grand list book and 411 must still be transmitted to the Director on or before August 15th.

The statute requires this letter to be recorded in the town or city clerk's office.

Sincerely,

A handwritten signature in red ink that reads "Jill Remick".

Jill Remick, Director

Property Valuation and Review Division

JR/na

cc: Jen Myers PVR District Advisor

Norwich Town Clerk



Town of Norwich, Vermont



CHARTERED 1761

May 23, 2024

Jill Remick, Director
Vermont Department of Taxes
Property Valuation & Review Division
133 State Street
Montpelier, VT 05633-1401

Dear Director Remick,

The Listers of the Town of Norwich request a 30-day extension under Title 32,
§ 4342.

Sincerely,

Cheryl A. Lindberg
Cheryl A. Lindberg, Chair
Board of Listers

Selectboard Chair:

Pamela T. Smith
Pamela T. Smith (Signature)

5/29 2024
(Date)