

TOWN OF NORWICH
P.O. Box 376
NORWICH, VERMONT 05055-0376
TEL. (802) 649-1419 Ext. 101 or 102

**Agenda for the Organizational and Selectboard Meeting
of Wednesday, March 8, 2017 at 6:30 PM**

- 1) Nominations and Election of Chair (Action Item)
- 2) Nominations and Election of Vice-Chair (Action Item)
- 3) Choose Official Town Newspaper (Action Item)
- 4) Set Selectboard Regular Meeting Schedule (Action Item)
- 5) Open Positions (Discussion/Action Item)
- 6) Authorize Chair or Vice-Chair to Sign Payroll Warrant (Discussion/Action Item)
- 7) Authorize Chair or Vice-Chair to Sign Accounts Payable (Discussion/Action Item)
- 8) Adopt Procedure for Receipt of Correspondence (Discussion/Action Item)
- 9) Adopt Rules for Conduct of Regular and Special Selectboard Meetings (Discussion/Action Item)
- 10) Selectboard Goals for the Year (Discussion/Action Item)
- 11) Quarterly Treasurer's Report (Discussion/Action Item)
- 12) Interim Town Manager Report (Discussion Item)
- 13) VLCT Spring Selectboard Institute 3/11/17 (Discussion/Action Item)
- 14) Selectboard
 - a) Board to sign accounts payable/warrants (Discussion/Action Item)
 - b) Approval of the minutes of the 2/22/2017 and 3/1/2017 Selectboard meetings (Action Item)
 - c) Review of Next Agendas (Discussion/ Action Item)

Next Regular Meeting – March 22, 2017 at 6:30 PM

To receive email notices of Selectboard meetings and hearings, agendas, minutes and other notices, send an email to manager-assistant@norwich.vt.us requesting to be placed on the Town Email List.

NORWICH SELECTBOARD MEETING CALENDAR/EVENTS

FOR THE PERIOD MARCH, 2017 THROUGH FEBRUARY, 2018
(Including Predetermined Agenda Items)

MARCH:

3/8 Selectboard Meeting at 6:30 pm (Organizational Meeting)

3/22 Selectboard Meeting at 6:30 pm –

Agenda Items:

Open Positions Interviews/Appointments

APRIL:

4/12 Selectboard Meeting at 6:30 pm – ****Passover starts evening of 4/10/17****

Agenda Items:

4/26 Selectboard Meeting at 6:30 pm –

Agenda Items:

Open Positions Interviews/Appointments

MAY:

5/10 Selectboard Meeting at 6:30 pm –

Agenda Items:

5/24 Selectboard Meeting at 6:30 pm –

Agenda Items:

JUNE:

6/14 Selectboard Meeting at 6:30 pm –

Agenda Items:

6/28 Selectboard Meeting at 6:30 pm –

Agenda Items:

JULY:

7/12 Selectboard Meeting at 6:30 pm –

Agenda Items:

Set tax rate

7/26 Selectboard Meeting at 6:30 pm –

Agenda Items:

AUGUST:

8/9 Selectboard Meeting at 6:30 pm –

Agenda Items:

8/23 Selectboard Meeting at 6:30 pm –

Agenda Items:

Public Input on Fiscal Year 2018 Budget

Selectboard Discuss Fiscal Year 2018 Budget Guidelines

SEPTEMBER:

9/13 Selectboard Meeting at 6:30 pm –

Agenda Items:

9/27 Selectboard Meeting at 6:30 pm

Last saved on 3/1/2017 SUBJECT TO CHANGE

Agenda Items:

OCTOBER:

10/11 Selectboard Meeting at 7:15 pm –

Agenda Items:

10/25 Selectboard Meeting at 6:30 pm –

Agenda Items:

NOVEMBER:

11/8 Selectboard Meeting at 6:30 pm –

Agenda Items:

Budget Overview

11/15 Special Selectboard Meeting at 6:00 pm –

Agenda Items:

All Departments Budget Presentations

11/21 Selectboard Meeting at 6:30 pm – (Due to Thanksgiving)

Agenda Items:

Budget Discussion

DECEMBER:

12/6 Special Selectboard Meeting at 6:30 pm –

Agenda Items:

Outside Agencies

12/13 Selectboard Meeting at 6:30 pm – ****Hanukkah begins evening of 12/11/17****

Agenda Items:

Public Hearing FY18 Budget

JANUARY:

1/10 Selectboard Meeting at 6:30 pm –

Agenda Items:

Adopt FY18 Budget

1/24 Selectboard Meeting at 6:30 pm –

Agenda Items:

FEBRUARY:

2/14 Selectboard Meeting at 6:30 pm –

Agenda Items:

2/28 Selectboard Meeting at 6:30 pm –

Agenda Items:

Norwich Town Officers

<u>Agent to Prosecute</u>	<u>Length of term</u>	<u>Term expires</u>
Frank Olmstead	1 year term	Elected March 2017
<u>Cemetery Commission</u>		
Bonnie Munday	5 year term	Elected March 2017
Fred Smith, Jr., Chair	5 year term	March 2018
Demo Sofronas	5 year term	March 2019
Robert Parker	5 year term	March 2020
Jay Van Arman	5 year term	March 2021
<u>Conservation Commission</u>		
David Hobson	4 year term	Selectboard appoints March 2017
Craig Layne	4 year term	March 2017
Norman Miller	4 year term	March 2017
Jennifer Goulet, Chair	4 year term	March 2018
Peter Silberfarb	4 year term	March 2018
Chris Rimmer	4 year term	March 2019
David Hubbard	4 year term	March 2020
Mary Sellman	4 year term	March 2020
<u>Development Review Board</u>		
Arline Rotman	3 year term	Selectboard appoints April 30, 2017
Ernie Ciccotelli	3 year term	April 30, 2017
Richard Stucker	3 year term	April 30, 2017
Nancy Dean	3 year term	April 30, 2018
John Lawe, Chair	3 year term	April 30, 2018
John Carroll	3 year term	April 30, 2019
Stanley Teeter	3 year term	April 30, 2019
, alternate	3 year term	April 30, 2017
Don McCabe, alternate	3 year term	April 30, 2018
<u>ECFiber Governing Board</u>		
Irv Thomae, Representative	1 year term	Selectboard appoints April 2017
Robert Gere, Alternate	1 year term	April 2017
<u>Emergency Management Coordinator</u>		
		Town Manager appoints
<u>Deputy Emergency Management Director</u>		
Stephen Leinoff		Town Manager appoints
<u>Energy Committee</u>		
Sarah Drew Reeves	3 year term	Selectboard appoints March 2017
Robert Sydney	3 year term	March 2017
Norman Levy	3 year term	March 2018
Linda Gray, Chair	3 year term	March 2018
Suzanne Leiter	3 year term	March 2019

	<u>Length of term</u>	<u>Term expires</u>
<u>Fence Viewer</u> Watt Alexander Liz Russell	serves until successor named serves until successor named	Selectboard appoints
<u>Fire Warden</u> – Linda Cook <u>Deputy Fire Warden</u> – Steve Leinoff		State appoints upon Selectboard recommendation State appoints upon Selectboard recommendation
<u>Grand Juror</u> –		Elected
<u>GUV Solid Waste Management District</u> Neil Fulton, Representative Brion McMullan, Alternate	2 year term 2 year term	Selectboard appoints March 2017 March 2017
<u>Health Officer</u> John Lawe, MD Bonnie Munday, Deputy H.O.	3 year term 3 year term	State appoints upon Selectboard recommendation April 2018 May 31, 2019
<u>Historic Preservation Commission</u> Peter Brink, Vice-Chair Nancy Osgood Bill Aldrich Cheryl Herrmann Anne Silberfarb	3 year term 3 year term 3 year term 3 year term 3 year term 3 year term	Selectboard appoints April 2017 April 2017 April 2018 April 2018 April 2018 April 2019 April 2019
<u>Justices of the Peace</u> John Carroll Ernie Ciccotelli Carolyn Clinton Nancy Dean Paul “Doc” Donohue Linda Gray Corlan Johnson Suzanne Leiter Arline Rotman Mary Magavern Sachsse Fred Smith, Jr. Jonathan Teller-Elsberg	2 year term 2 year term 2 year term 2 year term 2 year term 2 year term 2 year term 2 year term 2 year term 2 year term 2 year term 2 year term	Elected February 2019 February 2019 February 2019 February 2019 February 2019 February 2019 February 2019 February 2019 February 2019 February 2019 February 2019 February 2019
<u>Listers</u> Liz Blum Lee Michaelides Cheryl Lindberg, Chair	3 year term Unexpired 2 year term 3 year term	Elected March 2017 March 2018 March 2019
<u>Milton Frye Nature Area Committee</u> Corin Benedict Kristin Brown Matt Buck George Clark Kate Emlen Becky French Bill Hammond Justin Hybels	no set terms	Self appointing

	<u>Length of term</u>	<u>Term expires</u>
Phyllis Katz	(no set terms)	(self-appointing)
Tracey Kawecki		
Lindsay Putnam, Chair		
Beth Ryan		
Brie Swanson		
Warren Thayer		
Stan Williams		
<u>Moderator</u>		Elected
Warren Thayer	1 year term	March 2017
<u>Norwich School Board</u>		Elected
Tom Candon	3 year term	March 2017 Dresden-Norwich School Director
James Mackall	3 year term	March 2017 Dresden-Norwich School Director
Neil Odell, Chair	3 year term	March 2018 Dresden-Norwich School Director
Justin Campfield	2 year term	March 2018 Norwich School Director
Kelley Hersey	3 year term	March 2019 Dresden-Norwich School Director
<u>Planning Commission</u>		Selectboard appoints
Jacqueline Allen	4 year term	April 30, 2017
Steve Thoms	4 year term	April 30, 2017
Jeffrey Lubell	4 year term	April 30, 2018
Christopher Brien	4 year term	April 30, 2019
Melissa Horwitz	4 year term	April 30, 2019
Susan Brink	4 year term	April 30, 2020
Jeff Goodrich, Chair	4 year term	April 30, 2020
<u>Recreation Council</u>		Selectboard appoints
Jillian Collins	3 year term	March 2017
Laura Duncan, President	3 year term	March 2017
Chris Clapp, Vice President	3 year term	March 2018
John Girard	3 year term	March 2018
Gered Dunne	3 year term	March 2019
Kristen Fauci	3 year term	March 2019
Ryan Gardner	3 year term	March 2019
Rebecca Matteo	3 year term	March 2019
Page Tompkins	3 year term	March 2019
Amy Tuller, Secretary	3 year term	March 2019
<u>Selectboard</u>		Elected
Steve Flanders	2 year term	March 2018
Mary Layton, Vice-Chair	3 year term	March 2018
Linda Cook, Chair	3 year term	March 2019
	2 year term	March 2019
	3 year term	March 2020
<u>Surveyor of Wood and Lumber</u>		Selectboard appoints
David Hubbard	serves until successor named	
<u>Town Clerk</u>		Elected
Bonnie Munday	3 year term	March 2017
<u>Assistant Town Clerk</u>	no set terms	Town Clerk appoints
Judy Trussell		

<u>Town Service Officer</u>	<u>Length of term</u>	<u>Term expires</u>
	1 year term	Selectboard appoints April, 2017
<u>Town Treasurer</u> Cheryl Lindberg	3 year term	Elected March 2017
<u>Assistant Town Treasurer</u> Henry Scheier Elaine Waterman	no set term	Town Treasurer appoints
<u>Tree Warden</u> Thad Goodwin	1 year term	Selectboard appoints March, 2017
<u>Trustees of Public Funds</u> John Currier	Unexpired 2 year term	Elected March 2017
Ann Harvey	Unexpired 2 year term	March 2018
Cheryl Lindberg	3 year term	March 2019
<u>Two Rivers-Ottauquechee RC</u> Jeff Goodrich, Rep.	1 year term 1 year term	Selectboard appoints April 30, 2017 April 30, 2015
<u>Upper Valley River Subcommittee of the CT River Joint Commissions</u>		
Melissa Horwitz Bartlett Leber	no set terms	Selectboard appoints
<u>Watershed Land Management Council</u>		
Sandra Haskell	3 year term	2017 Prudential Com appoints
David Hubbard, Chair	3 year term	March 2019 Selectboard appoints
Lee Michaelides	3 year term	March 2019 Selectboard appoints

WANTED

The Norwich Selectboard seeks applicants for open positions on SEVERAL Town boards and committees. Please contact the Norwich Town Manager's Office for full descriptions of these positions.

Interested Norwich residents should submit an application to the Norwich Selectboard by **March 16, 2017** and be available for an interview at the **March 22, 2017** Selectboard meeting. The application is available at the Town Manager's Office (Tracy Hall), by email at manager-assistant@norwich.vt.us or on the Town website @ www.norwich.vt.us.

Incumbent Town board and committee members with expiring terms do not need to complete an application, but must indicate in writing to the Selectboard prior to the deadline whether they wish to be reappointed, and must be available for an interview.

The following positions are open:

- | | |
|---|---|
| Conservation Commission | Three seats to expire in 2021 |
| Development Review Board | Three seats to expire in 2020 |
| Development Review Board | One alternate seat to expire in 2019 |
| ECFiber Governing Board | One seat to expire in 2018 |
| ECFiber Governing Board | One alternate seat to expire in 2018 |
| Emergency Management Coordinator | One seat (no set expiration) |
| Energy Committee | Two seats to expire in 2020 |
| GUV Solid Waste Mngmt Dist. | One seat to expire in 2019 |
| GUV Solid Waste Mngmt Dist. | One alternate seat to expire in 2019 |
| Historic Preservation Commission | Two seats to expire in 2020 |
| Historic Preservation Commission | One unexpired seat ending in 2017 |
| Planning Commission | Two seats to expire in 2021 |
| Recreation Council | Two seats to expire in 2020 |
| Town Service Officer | One seat to expire in 2018 |
| Tree Warden | One seat to expire in 2018 |
| Two Rivers Ottauquechee | One seat to expire in 2018 |

TOWN OF NORWICH SELECTBOARD PROCEDURE FOR RECEIPT OF RESIDENT CORRESPONDENCE

Resident correspondence is defined as letters, memos, emails and other documents sent to the Board by Norwich townspeople.

All correspondence to be received at a Selectboard meeting must be received in the Town Offices before 3 pm of the preceding Thursday. Late submissions will be held for the next regularly scheduled Selectboard meeting.

The Town Manager and Selectboard Chair will review correspondence to identify those items that require Selectboard action. The Town Manager, Selectboard Chair or a designated representative will provide a brief oral review of all correspondence during the appropriate segment of the meeting agenda, and will include the name of the writer and a summary of the content of the correspondence. At the meeting, such correspondence will be reviewed, and where appropriate, voted on individually. The Board will determine whether a response is required from the Board.

When correspondence is received in the Town Offices a letter or email will be sent to the sender of each piece of such correspondence to acknowledge the Board's receipt of correspondence addressed to the Board and to indicate at what Selectboard meeting it will formally be received.

Hard copies will be made available upon request, in compliance with the State of Vermont retention time-table for municipal records, by the Town Manager's Office and will be posted on the Town's website. An electronic folder of Selectboard correspondence will be maintained on the Town's server.

The entire content of correspondence will not be read during Selectboard meetings in order to conserve time; however, writers may attend the meeting and ask to read their correspondence into the record.

All correspondence not requiring Selectboard action will be received in one motion.

**Town of Norwich Selectboard
Rules for Conduct of Regular and Special Meetings**

Whereas, the Selectboard is the governing body of the Town; and
Whereas, the Selectboard is charged by law with the general supervision of the affairs of the Town; and
Whereas, the Selectboard is required by law to make decisions in public, unless statutorily exempted; and
Whereas, the public is entitled to a reasonable opportunity to express its opinion on matters considered by the Selectboard so long as order is maintained; and
Whereas, the Open Meeting Law provides that public comment shall be subject to reasonable rules established by the Chair; the Norwich Selectboard hereby adopts the following rules and procedures:

1. Meetings shall be chaired by the Chair of the Selectboard, duly elected at the Selectboard's organizational meeting, or in his or her absence, by the Vice-Chair. In the absence of both the Chair and the Vice-Chair, the meeting shall be chaired by a chair pro tempore, to be selected by the Selectboard.
2. A majority of the Selectboard shall constitute a quorum. If a quorum is not present, the only action which may be considered is a motion for a recess or adjournment.
3. At each meeting, there shall be reasonable time reserved for public comment concerning items not on the agenda.
4. Each meeting shall have an agenda: changes may be made by consensus or by a vote of the Board at the beginning of regular meetings. Appointments and hearings may be allotted specific times. The Selectboard may invite members of the public, other local officials, or those who have business with the Town to join them at a regular or special meeting. Those who wish to be added to the agenda shall contact the Town Manager in advance to arrange for a convenient time. The Chair shall determine the content of the agenda, after consultation with the Town Manager and all other Selectboard members. At special meetings, only those items on the agenda may be discussed.
5. All business shall be conducted in the same order as it may appear on the agenda, except that by majority consent, the Chair may alter the order of items to be considered and/or the time allotted.
6. Public comment on issues discussed by the Selectboard may be offered during the meeting with the permission of the Chair. The Selectboard shall apply consistent time limits to all whom they recognize to speak.
7. The Chair shall rule on all questions of order or procedure.
8. Meetings may be recessed to a time and place certain.
9. The Chair shall enforce these rules as required by 1 V.S.A. § 312(h).
10. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.
11. These rules may be amended by majority vote of the Selectboard, and must be readopted annually at the organizational meeting.
12. It shall be the responsibility of individual Selectboard members to provide written revisions of draft condensed Selectboard minutes to the Town Manager's Office by close of business on the day before the meeting in which those minutes are expected to be approved. These revisions will be copied and distributed to Selectboard members for the meeting.

Readopted by Selectboard 3/2/16

9. Adopt Rules for Conduct of Regular and Special Selectboard Meetings

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the Selectboard.
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quorum the only action, which may be considered, is a motion for a recess or adjournment.
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on the agenda.
4. Each meeting shall have an agenda:
4.1. Board members and the town manager may propose agenda items at a prior meeting or by
email, subject to the approval of two other members.
4.2. Members should submit supporting information for inclusion in the packet by 9 am three
business days before a meeting, where practical.
4.3. The Chair finalizes the order of the agenda by noon three business days before a meeting,
when practical.
4.4. changes Changes may be made by consensus or by a vote of the Board at the beginning of
regular meetings.
4.5. Material introduced after the packet has been finalized shall be included in a subsequent
packet for the record. The Chair shall determine the content of the agenda, after consultation
with the Town Manager and all other Selectboard members.
4.6. Appointments and hearings may be allotted specific times.
4.7. The Selectboard may invite members of the public, other local officials, or those who have
business with the Town to join them at a regular or special meeting.
4.8. Those who wish to be added to the agenda shall contact the Town Manager in advance to
arrange for a convenient time to be approved by a majority of the board.
4.4.9. The Chair shall determine the content of the agenda, after consultation with the Town
Manager and all other Selectboard members. At special meetings, only those items on the
agenda may be discussed.
5. All business shall be conducted in the same order as it may appear on the agenda, except that by
majority consent, the Chair may alter the order of items to be considered and/or the time allotted.
The Chair is expected to introduce topics, but reserve comment until other members have had the
opportunity to speak.
6. Public comment on issues discussed by the Selectboard may be offered during the meeting with
the permission of the Chair. The Selectboard shall apply consistent time limits to all whom they
recognize to speak.
7. The Chair shall rule on all questions of order or procedure. A majority of the board may overrule
the chair as a point of order.
8. Meetings may be recessed to a time and place certain.
9. The Chair shall enforce these rules as required by 1 V.S.A. § 312(h).
10.1. These rules shall be made available at all meetings, and procedures for public comment shall
be reviewed at the beginning of all meetings.
11.10. These rules may be amended by majority vote of the Selectboard, and must be re-adopted
annually at the organizational meeting.
11. It shall be the responsibility of individual Selectboard members to provide written revisions of draft
condensed Selectboard minutes to the Town Manager's Office by close of business on the day

9 Adopt Rules for Conduct of Regular and Special Selectboard Meetings

before the meeting in which those minutes are expected to be approved. These revisions will be copied and distributed to Selectboard members for the meeting.

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12.

Readopted by Selectboard 3/2/16(date)

9 Adopt Rules for Conduct of Regular and Special Selectboard Meetings

Town of Norwich Selectboard Rules for Conduct of Regular and Special Meetings

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3. At each meeting, there shall be reasonable time reserved for public comment concerning items not on the agenda.
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12. These rules may be amended by majority vote of the Selectboard, and such rules must be adopted annually at the organizational meeting.

Readopted by Selectboard (date)

**Selectboard
Goals and Objectives
July 1, 2015– June 30, 2016
Town of Norwich**

1. Complete strategic plan process.
2. Adopt a capital facility development plan.
3. Review updated Town of Norwich Personnel Policies.
4. Review Selectboard policies.
5. Complete process for adopting a Town Code.
6. Lessons learned – Town Manager evaluation process.
7. Review sidewalk plan and relationship with Fire District.

TOWN OF NORWICH
QUARTERLY INVESTMENT REPORT
12/31/2016

	<u>Rate/APY</u>	<u>12/31/16 Bank Balance</u>	<u>Quarterly Interest</u>
Ledyard National Bank:			
Business Checking (3 accounts) - FDIC Insured up to \$250,000		\$ 202,909.01	**
ICS: General Fund		1,999,403.74	
Designated Funds		1,426,861.53	
Total ICS Balance ~ 12/31/2016	0.25%	<u>\$ 3,426,265.27</u>	<u>\$ 2,487.34</u>
Total Cash on Deposit ~ 12/31/2016		<u>\$ 3,629,174.28</u>	<u>\$ 2,487.34</u>
Less: Outstanding Checks		(124,932.30)	
Plus: Deposit-in-transit		16,796.76	
Anticipated Balance Sheet ~ 12/31/2016		<u>\$ 3,521,038.74</u>	
Less: Transfer from ICS in transit at 12/31/2016		(506.42)	
Less: Bank service charge		-	
Plus: Unreconciled difference		-	
Cash on Balance Sheet ~ 12/31/2016		<u><u>\$ 3,520,532.32</u></u>	

** Secured by an Irrevocable Stand-by Letter of Credit \$2.5 million

Treasury Bill rates:

26 week - 0.42%

1 year - 0.625%

Wall Street Journal Prime = 3.75%

Municipal Savings Account - 0.50% at 12/31/16 Current rate = 0.65%

Cheryl A. Lindberg, Treas
Cheryl A. Lindberg, Treasurer

OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD, TOWN OF NORWICH
FROM: DAVE ORMISTON, INTERIM TOWN MANAGER
SUBJECT: FEBRUARY, 2017 MONTHLY REPORT
DATE: MARCH 3, 2017

This is the Town Manager's Report for February, 2017. Department specific monthly reports are attached.

General

- FY2016 Town Report – Miranda and the Office Staff including Jill, Roberta, Jonathan, Pam, Judy, Ben and Mike helped mail out the Town Report on Thursday, February 23rd. It was an excellent team effort.
- Public Safety Building – Steve Leinoff, Doug Robinson, Jay White and myself will be meeting on Wednesday, March 8th with the electrical and mechanical engineers to go over specifics as it relates to Jay White's design for the building. Also, Pathways Consulting will be digging test pits on the South Side of the Building on Tuesday, March 7th, as they continue with their permitting work. Both the Highway (digging) and Fire Departments (water) will be assisting with this effort. In the meantime, Frank Olmstead has put together a draft easement for the Grange Property.
- FEMA Alternative Projects – Andy Hodgdon, Phil Dechert and myself met with Wright Construction on Tuesday, February 14th to discuss the addition to the Public Works Garage. A contract for the design and permitting of the project has gone to Frank Olmstead for his review.
- Gile Mountain – We have experience warmer weather than usual during the end of February. In an effort to keep excess traffic off of Upper Turnpike Road, Gile Mountain has been closed for mud season. New signs were ordered and will be placed on Turnpike Rd. stating the closure. The posting is also listed on the Town's Website and the Trail's Committee is working hard to spread the word.

Assessor

- The Assessor sent out a mailer requesting inspections to the approximately 100 property owners of properties with outstanding building permits and/or incomplete work from prior years. The Assessor has begun performing these inspections.

Finance Office

- The delinquent Tax Warrant for 16-17 was \$347,119.85 – 2.11% of total taxes billed (\$16,420,366). The total of new delinquents when added to existing delinquents equaled \$431,592. As of the end of February delinquent taxes were \$298,233 with collections of \$133,359.

Fire Department

- The Norwich Fire Department responded to three multiple alarm fires; one in Hanover and two in Hartford. The fire in Hanover destroyed a dwelling. The two fires in Hartford were at Frederick Johnson Pianos and 9 Harrison Ave. The Harrison Ave. fire destroyed seven businesses (including Norwich based Solaflect), several buildings and vehicles and other equipment.

Planning & Zoning

- The Planning Commission's public presentation/workshop on proposed Route 5 South and River Road MU District concepts on February 2nd included discussion and many comments. Attendance was approximately 90 residents.

Police Department

- Chief Robinson is presently on vacation. His reports will resume in April with the March report.

Public Works

- The Department of Public Works has had a busy Winter Season. Activity such as callouts, plowing, sanding, etc., has been upwards to 2 times greater than last season. Although not all the winter activity has been big snow storms it has been consistent week in and week out.

Recreation

- On Friday, February 3rd we had a perfect day for our annual Community Skating Party which we cosponsor with the Marion Cross School PTO. We had a phenomenal turn-out; our best in probably over a decade. We thank "The Norwich Inn" for ten gallons of hot chocolate that we served to guests. The crowd also enjoyed a plentitude of snacks and treats from the PTO and many generous parents.

Please see the following full reports from each department for many more updates!

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Assessor's Office
Town of Norwich
Post Office Box 376 <> Norwich, VT 05055-0376
(802) 649 1419 x6
assessing-clerk@norwich.vt.us

Monthly Report – February 2017

- (1) The Assessor sent out a mailer requesting inspections to the approximately 100 property owners of properties with outstanding building permits and/or incomplete work from prior years. The Assessor has begun performing these inspections.
- (2) The Office has received notification from the State of Vermont of at least five new Norwich enrollments in Current Use for 2017, and has begun processing these enrollments.
- (3) The Norwich Listers posted reminders to the Norwich Listserv and World List for all those who own and occupy their Norwich home as their domicile to file a homestead declaration (form HS-122) with the Vermont Department of Taxes by **April 18, 2017**. No extensions are given for this mandatory, annual filing, and an 8% penalty applies to filing late. Homestead Declarations may be filed online at <https://myvtax.vermont.gov/>. (Click on "Property Owners," then "File a Homestead Declaration." It is possible to file a homestead declaration without setting up an account.) Those with household incomes up to \$141,000 may be eligible for a Property Tax Adjustment (also called "income sensitivity"). To apply, fill out the HS-122, part B.

Respectfully submitted,

Jonathan Bynum
Assessing Clerk

On behalf of

William Krajieski
Assessor
Town of Norwich

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376
rrobinson@norwich.vt.us
802-649-1419 ext 105

March 1, 2017

TO: Dave Ormiston, Interim Town Manager
FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for February 2017

- Current year tax collections for February were \$ 5,065,017.
- The Delinquent Tax Warrant for 16-17 was \$ 347,119.85 - 2.11% of total taxes billed (\$16,420,366.). The total of new delinquents when added to existing delinquents equaled \$ 431,592. As of the end of February delinquent taxes were \$298,233. with collections of \$ 133,359.
- I have attached a spreadsheet which shows a history of delinquent tax information at the time taxes become delinquent.

Town of Norwich
Delinquent Taxes

Year	Total Billed	Delinquent Tax Warrant	Percentage of Billed	Delinquent as of 6/30 in each tax year*
16/17	\$ 16,420,365.74	\$ 347,119.85	2.11%	
15/16	15,921,618.99	267,571.08	1.68%	103,662.40
14/15	15,621,823.20	177,254.16	1.13%	70,332.75
13/14	14,896,328.85	289,446.92	1.94%	72,164.00
12/13	15,169,364.05	259,919.00	1.71%	91,986.00
11/12	14,549,068.59	217,785.38	1.50%	77,357.13
10/11	14,135,296.26	265,307.56	1.88%	77,450.91
09/10	13,461,379.81	236,887.64	1.76%	80,347.70
08/09	13,216,295.89	303,119.99	2.29%	79,263.24
07/08	12,696,995.10	244,585.82	1.93%	52,724.77
06/07	12,336,720.72	225,897.93	1.83%	79,059.75
05/06	12,572,048.54	235,353.83	1.87%	69,923.91
04/05	10,488,394.90	141,293.85	1.35%	35,964.96
03/04	12,027,942.90	201,260.60	1.67%	68,687.91
02/03	11,624,676.86	348,067.39	2.99%	67,344.15
01/02	9,961,179.38	267,499.66	2.69%	37,479.20
00/01	9,055,086.44	350,052.94	3.87%	51,915.60
99/00	8,322,286.40	246,656.01	2.96%	33,343.00

* This column does not include prior year delinquencies.

Prior Year Delinquencies	\$	83,420.73
16-17 Delinquencies	\$	<u>214,812.31</u>
Total 02/28/2017	\$	298,233.04



Norwich Fire Department

11 Firehouse Lane
P.O. Box 376
Norwich, VT 05055-0376
Phone: 802-649-1133
Fax: 802-649-1775

Chief: Stephen Leinoff

sleinoff@norwich.vt.us

To: Dave Ormiston, Interim Town Manager
From: Stephen Leinoff, Chief
Subject: Fire Department and Emergency Management Monthly Reports
Date: March 1, 2017

Fire and FAST Department

We placed an automatic external defibrillator (AED) at the Norwich Inn. One of our members will be providing training.

We responded to three multiple alarm fires; one in Hanover and two in Hartford. The fire in Hanover destroyed a dwelling. The two fires in Hartford were at Frederick Johnson Pianos and 9 Harrison Ave. The Harrison Ave fire destroyed seven businesses (including Norwich based Solaflect), several buildings and vehicles and other equipment.

Lakes Region Fire Apparatus repaired some bad electrical wiring connections and a solenoid on Ladder 1.



Lieutenant Aaron Lamperti directs stream from Norwich Ladder 1 on the fire at Frederick Johnson Pianos in White River Jct.

Training

We have been training with Hanover, Hartford and Lebanon Fire Departments at 80 Route 5 South (the Event Center). The owner is permitting us to use it for "hands-on" training. The training will culminate with a practice burn on March 25th. Thetford and Lyme Fire Departments will participate in this training. We have used the building for hose line and fire stream operations, ladder raises, and communications training.

FAST Squad training was on bleeding control, tourniquet use and other protocols. Two members attended a high performance CPR class in Thetford.

Emergency Management

We are completing a grant application for radio equipment for our new Emergency Operations Center. Vermont Department Emergency Management-Homeland Security (VT DEMHS) is administering the grant.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	5	6	3
Auto Fires	0	0	0
Wildland Fire	0	0	0
Other Fires	0	0	0
Medical	9	13	16
Vehicle Crashes	1	2	5
Hazardous Conditions no fire	0	1	5
Service Calls	3	5	6
Good Intent Calls	4	8	4
False Alarms	0	3	2
Other	0	0	0
Total	22	38	42

TOWN OF NORWICH ZONING & PLANNING

March 1, 2017

February 2017 Monthly Report – Director of Planning & Zoning

1. Planning Commission

- Town Plan Update -
 - Continued drafting and reviewing updates of a few chapters for re-adoption of Town Plan.
- Zoning Regulation Update
 - The Commission’s public presentation/workshop on proposed Route 5 South and River Road MU District concepts on February 2nd included discussion and many comments. Attendance was approximately 90 residents.

2. Development Review Board (DRB)

- No hearings. Issued a Preliminary Plan Review for subdivision on French Farm Road.
- The DRB is looking for another Alternate DRB Member. Please contact any DRB member or the Planning Director for more information.

3. Zoning Administrator – Activities included:

- Meetings with landowners on future development plans, permits, and hearings.
- Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.

4. Historic Preservation Commission

Consultants continued work on two proposed historic districts, Mid-Century Modern and Goodrich Four Corners historic district projects with assistance from Historic Preservation Commission members.

5. Other:

- Safe Routes to School Church Street Sidewalk Project – Prepared Waiver Valuation Estimate forms and submitted to VTrans.
- Coordinated with IT consultant on server issues

Phil Dechert



TOWN OF NORWICH
DEPARTMENT OF PUBLIC WORKS
 26 New Boston Road
 Norwich, VT 05055
 802-649-2209 Fax: 802-296-0060
Ahodgdon@norwich.vt.us

To: David Ormiston, Interim Town Manager
 From: Andy Hodgdon, Public Works Director
 Subject: Public Works Monthly Report
 Date: February 25, 2017

Part of this month's report will come from an excel program that provides statistics for all Public Works functions.

Winter Maintenance:

Activity	This Month	This Season, so far	Last Season, as of February 28, 2017
Callouts	7	29	15
Plowing	8	23	10
Treating the Pavement	13	41	15
Sanding	6	35	20
Sidewalks	8	35	14
Snow Removal	4	6	2

From the daily log:

- Wed., Feb.1: Because of snow overnight, I called everyone except Neal Rich in at 4:30 am. We treated all of the paved roads and sanded all of the gravel roads. Mike T. did the sidewalks and scraped the shoulders. Everyone finished at 1:30 pm.
- Mon., Feb. 6: Because I received a call from Hanover Dispatch about a snow squall, I called everyone in except Mike Tebbetts at 5:00 am. We treated all of the pavement, but no sanding of the gravel roads was necessary. We finished treating the pavement at 7:30.
- Tues., Feb. 7: Because of light snow overnight, everyone treated the pavement. Then snow started again in the afternoon, so they treated the pavement again before leaving at 5:00 pm.
- Wed., Feb. 8: Because of snow, sleet, and freezing rain, everyone was in at 3:00 am. They plowed and re-treated the paved roads, and sanded the gravel roads. Mike T. did his plow route and the sidewalks. Gary, Neal, and Colton left at 2:00. Bob and Sonny stayed to fix a hydraulic hose on the Holder.
- Thurs., Feb. 9: Everyone was in at 7:00. We got the trucks and equipment ready for the pending snowstorm. We started plowing operations at 10:00 and plowed our routes twice. Everyone treated the pavement. Mike Tebbetts did his designated plow route and was working on the sidewalks when the rest of us left at 7:00 pm.

- Fri., Feb. 10: In order to do storm cleanup, Mike Tebbetts was in at 4:30 am. Everyone else was in at 5:00 am. Everyone except Sonny sanded their gravel roads. After that they checked all of the paved roads, treating them as necessary. Sonny took the 672G John Deere grader and worked on ice build-up from the bottom of Bragg Hill to Goddard Road. Colton went to Pike Industries and got one load of manufactured sand-7.98 tons- and sanded Bragg Hill where Sonny had graded. Mike T. scraped the shoulders on all of the paved roads in town. Everyone except Sonny and Colton left at 12:30. They left at 3:30.
- Sat., Feb. 11: Because of snow overnight, I called everyone in at 5:00 am. We plowed everything, then treated the pavement and sanded the hills and corners on the gravel roads. Everyone except Mike T. finished at 11:00. Mike T. did his designated plow route, then the sidewalks.
- Sun., Feb. 12: Because of the snowstorm, I called everyone in at 11:20 am, except Mike Tebbetts, to treat the pavement. After that, everyone put their plow on. Everyone finished at 2:00.
- Mon., Feb. 13: Because of continued snow, I called everyone in at 1:30 am. We plowed all of the paved and gravel roads and re-treated the pavement. Because of high winds, we didn't do any sanding. It would just cover over. Mike Tebbetts did his designated plow route and the sidewalks. Everyone except Mike T. left at 11:00. He was still working on the sidewalks.
- Tues., Feb. 14: Because of high winds, yesterday afternoon into the evening, I had everyone, except Sonny, check their plow routes for drifting snow and push it back where necessary. Everyone finished this at noon, then washed their trucks and got them ready for the next storm. Mike T. worked on the sidewalks until noon. After that he greased and cleaned up the Holder.
- Wed., Feb. 15: Neal was on the backhoe. Bob was on Truck #8. Colton was on Truck #10. They picked up snow on Main Street until noon. After lunch, because of snow covering the roads, we treated the main roads only. At around 2:00, we plowed all of the roads and treated all of the pavement. Mike T. did his designated plow route, then the sidewalks. Everyone, except Mike T., finished at around 7:00 pm.
- Thurs., Feb. 16: Because of continued snow and the need to do cleanup, everyone was in at 4:00 am. We re-plowed our routes, treated the pavement again, and sanded the hills and corners. Mike T. did his designated plow route and the sidewalks. Gary, Mike T., and I left at noon. In the afternoon, Neal was on the backhoe, Bob was on Truck #8, and Colton was on Truck #10. They picked up snow in the downtown area. Sonny was on Truck #1, pushing back snow in the downtown area.
- Fri., Feb. 17: Everyone except Sonny sanded all of the gravel roads until 11:00. After that, Neal took the backhoe, Colton took Truck #10, and Bob took Truck #8. They picked up snow in the downtown area. Sonny pushed back snowbanks on the north end with Truck #1.
- Tues., Feb. 21: Neal was on the backhoe, starting at 11:00 last night. Colton was on Truck #10. Bob was on Truck #5. They came in at 1:00 am. They all worked on picking up snow in the downtown area.

VT AOT Grants:

- I have completed the Annual Financial Plan and the applications for the VT AOT Structures and Paving Grants. I will submit them after Town Meeting.

FEMA Alternate Projects:

- We have received the initial approval from FEMA for the three alternate projects.

Personnel:

- As of December 27th, Mike Koloski is out on medical leave following surgery. Colton Grant is taking his place.

Transfer Station:

- Interstate Refrigerant Recovery recovered the Freon from 8 refrigerators, 2 dehumidifiers, and 14 air conditioners this month.
- The recycling rate for February was 60% of all materials collected at the Transfer Station.

Road Posting:

- Because of record warm temperatures, we posted the roads on Thursday, February 23rd for mud season.

Other Completed Projects:

- I completed the Hazardous Materials Reporting for the Department of Public Safety Division of the Fire Safety Community Right-to-Know Program for the State of VT.

Pending Projects:

- Brush removal in various areas.
- The start of a C&D recycling program at the Transfer Station.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 5

Recreation@norwich.vt.us

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February 2017 - Monthly RECREATION Report

Recreation Program Update: February storms wreaked a little havoc on our basketball game schedule with multiple school, and after school activity cancellations. I was able to re-schedule the majority of the games though and observed incredible improvement in individual and team skills at the games I attended.

The Mud Season Program brochure was completed and dispersed to all Marion Cross School students. On-line registration was set up for the following Youth activities: Indoor Lacrosse Warm-up for 3rd/4th and 5th/6th Grade Girls, Indoor Lacrosse Warm-up for 4th - 6th Grade Boys', Youth Yoga, Girls on the Run (for 3rd - 5th grades), Heart & Sole (Running for 6th - 8th grade girls), 3rd/4th Grade and 5th/6th Grade Indoor Baseball Warm-ups as well as our new 6th Grade Boys' March 'Mudness' Basketball. Fencing & Table Tennis will also continue right through the spring. The Adult programs currently running will also extend into the spring: Pa Kua Chang Kung Fu, Adult Fitness and Yoga.

Individual meetings and/or correspondence took place with my spring program Instructors and Coaches to confirm class descriptions, schedules and facility needs. Work began on confirming summer help and programing as well.

Event: On Friday, Feb. 3th we had a perfect day for our annual Community Skating Party which we co-sponsor with the Marion Cross School PTO. We had a phenomenal turn-out; our best in probably over a decade. We thank "The Norwich Inn" for ten gallons of hot chocolate that we served to guests. The crowd also enjoyed a plentitude of snacks and treats from the PTO and many generous parents.

Miscellaneous: I was involved in our monthly Department Head meeting on Feb. 21st. Bernard Haskell, Jim Faughnan, me and a handful of volunteers met at Huntley Meadow. Bernard gave us an introduction to using the snowmobile, roller, and tracker for grooming Huntley Meadow for cross country skiing, as well as maintaining a walking path. We are hoping there will be another little blast of winter to give the new trainees a chance to practice.

Respectfully submitted by,

Jill Kearney Niles

Spring Selectboards Institute – March 18, 2017

- **Location:** Capitol Plaza, Montpelier
- **Time:** 9:00am — 4:00pm
- **Sponsored by:** VLCT Municipal Assistance Center; VLCT PACIF
- **Contact:** Lisa Goodell
- **Contact Email:** info@vlct.org
- **Contact Phone:** (802) 229-9111
- **Contact Fax:** (802) 229-2211
- **Cost:** Early Bird: \$60 PACIF Members; \$90 VLCT Members; Add \$10 after deadline
- **Registration Deadline:** Friday, March 10, 2017.

Description

The Spring *Selectboard Institute* focuses on the unique roles and responsibilities of Vermont selectboard members. Designed for both newly elected and seasoned members, the program is highly interactive and allows members to learn from each other’s experiences. Staff members who report to the selectboard will also benefit from attending.

Agenda

- 8:30** **Registration Opens** (light breakfast provided)
- 9:00** **Welcome and Overview**

Abby Friedman, Director, VLCT Municipal Assistance Center

- 9:05** **Introduction to VLCT Membership and Services**

Maura Carroll, VLCT Executive Director

- 9:15** **Getting Things Done in a Legal and Effective Manner – The Selectboard’s Authority and Relationship with other Municipal Officials**

The selectboard is responsible for specific statutory duties as well as duties assigned generally to towns but not to a specific town official. All of these duties must be carried out in the context of the municipal organization while complying with state and federal laws and regulations. In this introductory session, we will explain the statutory framework and municipal governance model as well as the selectboard’s relationship with various elected and appointed town officials.

Sarah Jarvis, Staff Attorney, VLCT Municipal Assistance Center

Carl Andeer, Staff Attorney, VLCT Municipal Assistance Center

- 10:30** **Break**

10:45 Helping Your Road Crew Prepare for the Municipal Roads General Permit (MRGP)

The upcoming MRGP is one of the new requirements of Act 64, the Vermont Clean Water Act passed in 2015. In this session, we will summarize the draft permit including road standards, road erosion inventories, implementation triggers, and timelines. We will also discuss the various training programs and cooperative opportunities available to support local road crews as well as the selectboard’s role in helping road crews prepare for the MRGP.

Jim Ryan, Municipal Roads Program Coordinator, Vermont Department of Environmental Conservation

Stu Johnson, Branch Manager, Agency of Transportation, Vermont Local Roads Program

12:00 Lunch (provided) and VLCT Legislative Update

Karen Horn, Director, VLCT Public Policy and Advocacy

1:00 OML – OMG! Open Meeting Law Compliance in the Age of Social Media

Is it possible for municipal officials to use group email without violating the Open Meeting Law? Can selectboard members post to Front Porch Forum? Who should be able to post to the town’s Facebook page? This session will address these and other questions about the use of social media within the legal constraints imposed by Vermont’s Open Meeting Law.

Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center

Sarah Jarvis, Staff Attorney, VLCT Municipal Assistance Center

2:15 Break

2:30 *Special Topics for Selectboard Members – Concurrent Sessions*

1. Managing Conflicts of Interest

Conflicts of interest – real or perceived – are inevitable, especially in small towns. To help elected and appointed municipal officials manage these conflicts, VLCT’s Municipal Assistance Center has developed a Model Conflict of Interest Policy. In this session, we will summarize the model policy and touch upon the legalities and best practices for managing conflicts of interest when they arise.

Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center

2. Quasi-Judicial Roles of a Selectboard

In addition to their legislative and executive functions, selectboard members often serve in a quasi-judicial capacity, such as when they conduct “vicious” dog hearings or employment termination hearings, and when they act as the local board of health or as members of both the Board of Civil Authority and Board of Abatement. This session will cover the legal parameters of a quasi-judicial hearing, including affording due process, appropriate the use of deliberative session, managing ethical dilemmas, and writing enforceable decisions.

Carl Andeer, Staff Attorney, VLCT Municipal Assistance Center

3. Protecting your Municipal Budget by Avoiding Costly Insurance Claims

As part of their duties, selectboard members not only procure insurance but also make many decisions that can end up increasing the cost of insurance – especially now, with Vermont joining the national trend of very expensive liability claims. In this session, VLCT Property and Casualty Intermunicipal Fund (PACIF) insurance staff members will outline the coverage necessary for Vermont municipalities, discuss examples of large claims reported by PACIF member municipalities, and explain practical ways to reduce the risk of incurring or exacerbating costly claims during your term of office.

Joe Damiata, Interim Director, VLCT Risk Management Services

Fred Satink, Manager, VLCT Underwriting, Safety and Health Promotion

3:45 Workshop Conclusion and Evaluations Completed

Early Bird Registration and Cancellation Deadline is Friday, March 10, 2017

03/03/17

Town of Norwich Accounts Payable

09:57 am

Check Warrant Report # 17-24 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 02/24/17 To 03/08/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ACCURA	02/22/17	TADMIN-PRINT TOWN REPORT 89345	01-5-005310.00 TOWN REPORT	3945.00	4284	03/08/17
BROWN	02/24/17	DPW-CHAIN FOR SAW 38375	01-5-703403.00 PARTS & SUPPLIES	20.00	4285	03/08/17
CASELLA	02/01/17	TS-JANUARY RECYCLING 0309813	01-5-705305.00 RECYCLING	4572.70	-----	--/--/--
CASELLA	02/01/17	TS-JANUARY TRASH 0309814	01-5-705303.00 MUNICIPAL SOLID WASTE	3421.49	-----	--/--/--
CHILDSUPP	02/27/17	CHILDSUPPORT PEND2-25-17 PEND2-25-17	01-2-001115.00 CHILD SUPPORT PAYABLE	920.98	4282	03/01/17
COTT	03/01/17	TC-MARCH HOSTING 114524	01-5-100613.00 SOFTWARE	241.00	-----	--/--/--
CRYSTAL	01/31/17	DPW-WATER COOLER RENTAL 1/31/17	01-5-703515.00 ADMINISTRATION	12.00	-----	--/--/--
CRYSTAL	01/31/17	DPW-WATER COOLER RENTAL 1/31/17	01-5-705515.00 ADMINISTRATION	12.00	-----	--/--/--
DATAMANN	02/24/17	FD-SLOW INTERNET ISSUES 32023	01-5-555536.00 COMPUTER MAINTENANCE	262.50	4286	03/08/17
DEADRIVER	02/08/17	TH- 282.4 GALLONS OIL 23479	01-5-706103.00 HEATING	572.99	4287	03/08/17
DEADRIVER	01/27/17	FD- 286.9 GALLONS OIL 37340	01-5-550234.00 HEATING	582.12	4287	03/08/17
DEADRIVER	01/27/17	TH-360.4 GALLONS OIL 44311	01-5-706103.00 HEATING	731.25	4287	03/08/17
DELTA DEN	03/01/17	MARCH 2017 DENTAL INS MARCH 2017	01-5-005125.00 DENTAL INSURANCE	64.51	4288	03/08/17
DELTA DEN	03/01/17	MARCH 2017 DENTAL INS MARCH 2017	01-5-100125.00 DENTAL INSURANCE	129.02	4288	03/08/17
DELTA DEN	03/01/17	MARCH 2017 DENTAL INS MARCH 2017	01-5-200125.00 DENTAL INSURANCE	135.78	4288	03/08/17
DELTA DEN	03/01/17	MARCH 2017 DENTAL INS MARCH 2017	01-5-300125.00 DENTAL INSURANCE	42.77	4288	03/08/17
DELTA DEN	03/01/17	MARCH 2017 DENTAL INS MARCH 2017	01-5-350125.00 DENTAL INSURANCE	64.51	4288	03/08/17
DELTA DEN	03/01/17	MARCH 2017 DENTAL INS MARCH 2017	01-5-425125.00 DENTAL INSURANCE	34.27	4288	03/08/17
DELTA DEN	03/01/17	MARCH 2017 DENTAL INS MARCH 2017	01-5-500125.00 DELTA DENTAL	277.33	4288	03/08/17
DELTA DEN	03/01/17	MARCH 2017 DENTAL INS MARCH 2017	01-5-555126.00 DENTAL INSURANCE	34.27	4288	03/08/17
DELTA DEN	03/01/17	MARCH 2017 DENTAL INS MARCH 2017	01-5-704125.00 DENTAL INSURANCE	34.27	4288	03/08/17
DELTA DEN	03/01/17	MARCH 2017 DENTAL INS MARCH 2017	01-5-703125.00 DENTAL INSURANCE	326.58	4288	03/08/17
EVANSMOTO	02/14/17	DPW-500 GALLONS BIODIESEL 605133	01-5-703405.00 PETROLEUM PRODUCTS	1041.17	-----	--/--/--
EVANSMOTO	02/21/17	DPW-1276 GALLONS BIODIESEL 605781	01-5-703405.00 PETROLEUM PRODUCTS	2667.27	-----	--/--/--
FIRETECH	01/29/17	TH-REPAIR SPRINKLER SYSTE 41266	01-5-706113.00 REPAIRS & MAINTENANCE	557.41	-----	--/--/--

14a

03/03/17
09:57 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-24 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 02/24/17 To 03/08/17

Page 2 of 6
RRobinson

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	02/14/17	HWY-DIAGNOSTIC REPAIR LR34954	01-5-703401.00 OUTSIDE REPAIRS	100.00	4289	03/08/17
GMPC	GREEN MOUNTAIN POWER CORP	02/16/17	DPW-STREETLIGHTS 05119FEBRUAR	01-5-703307.00 STREETLIGHTS	41.32	4290	03/08/17
HANOVER	HANOVER NH AMBULANCE SERV	02/23/17	AMBULANCE RUN-YOUNG 200	01-5-555903.00 AMBULANCE BILLS	1058.00	4291	03/08/17
HANOVER	HANOVER NH AMBULANCE SERV	02/23/17	AMBULANCE RUN-HUNT 212	01-5-555903.00 AMBULANCE BILLS	1126.00	4291	03/08/17
HANOVER	HANOVER NH AMBULANCE SERV	02/23/17	AMBULANCE RUN RUGGLES 213	01-5-555903.00 AMBULANCE BILLS	1182.42	4291	03/08/17
HANOVER	HANOVER NH AMBULANCE SERV	02/23/17	AMBULANCE RUN-ARCHER 277	01-5-555903.00 AMBULANCE BILLS	1056.00	4291	03/08/17
HERBERT	MATTHEW HERBERT	02/15/17	FD-CPR CLASS 2/14/17	01-5-555340.00 EMS EDUC/TRNG	25.00	4292	03/08/17
HILLYARD	HILLYARD / MANCHESTER	02/08/17	TH-WOOD FLOOR CLEANER 602415226	01-5-706109.00 BUILDING SUPPLIES	172.36	4293	03/08/17
INTERTIRE	INTERSTATE TIRE, LLC	02/24/17	TS-TIRES FOR CARTS 103903	01-5-705403.00 PARTS & SUPPLIES	22.00	4294	03/08/17
IRVINGOIL	IRVING ENERGY DISTRIB. &	02/18/17	TS-38.5 GALLONS PROPANE 237586	01-5-705503.00 PROPANE	48.13	-----	--/--/--
IRVINGOIL	IRVING ENERGY DISTRIB. &	02/18/17	TS-4.7 GALLON PROPANE 237869	01-5-705503.00 PROPANE	5.88	-----	--/--/--
JORDAN	JORDAN EQUIPMENT CO.	02/14/17	DPW-PLOW BLADES P22324	01-5-703403.00 PARTS & SUPPLIES	679.96	4295	03/08/17
LINCOLN	LINCOLN FINANCIAL GROUP	03/01/17	MARCH LIFE/DISABILITY INS MARCH 17	01-5-005124.00 DISABILITY/LIFE INSUR	83.10	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/01/17	MARCH LIFE/DISABILITY INS MARCH 17	01-5-100124.00 DISABILITY/LIFE INS	114.26	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/01/17	MARCH LIFE/DISABILITY INS MARCH 17	01-5-200124.00 DISABILITY/LIFE INS	97.77	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/01/17	MARCH LIFE/DISABILITY INS MARCH 17	01-5-300124.00 DISABILITY/LIFE INSURANCE	19.62	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/01/17	MARCH LIFE/DISABILITY INS MARCH 17	01-5-350124.00 DISABILITY/LIFE INS	62.58	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/01/17	MARCH LIFE/DISABILITY INS MARCH 17	01-5-425124.00 DISABILITY/LIFE INSUR	71.81	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/01/17	MARCH LIFE/DISABILITY INS MARCH 17	01-5-704124.00 DISABILITY/LIFE	91.53	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/01/17	MARCH LIFE/DISABILITY INS MARCH 17	01-5-500124.00 DISABILITY/LIFE INS	310.28	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/01/17	MARCH LIFE/DISABILITY INS MARCH 17	01-5-555124.00 DISABILITY/LIFE INSURANCE	68.91	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	03/01/17	MARCH LIFE/DISABILITY INS MARCH 17	01-5-703124.00 DISABILITY/LIFE	371.59	-----	--/--/--
LUFKIN	LUFKIN GRAPHIC DESIGNS	02/18/17	TADMIN-TOWN REPORT LAYOUT 6528	01-5-005310.00 TOWN REPORT	1800.00	4296	03/08/17
MIS1	DAVID LUTZ	02/21/17	REC-BB OFFICIAL 2/21/2017	01-5-425214.00 REFERREE/UMPIRE	56.00	4297	03/08/17
MIS2	SHIRLEY GRAINGER	03/02/17	OVERPAID PROPERTY TAX 3/2/2017	01-2-001148.00 TAX OVERPAYMENTS	53.92	4298	03/08/17

03/03/17
09:57 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-24 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 02/24/17 To 03/08/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
MIS3	03/02/17	TAX OVERPAYMENT TAX OVERPAYM	01-2-001148.00 TAX OVERPAYMENTS	152.20	4299	03/08/17
MIS4	03/02/17	REC-CIRCUS CAMP REFUND CIRCUS CAMP	01-2-003012.00 PREPAID RECREATION FEES	500.00	4300	03/08/17
MORTON	02/03/17	HWY-32.81 TONS SALT 5401257509	01-5-703201.00 SALT & CHEMICALS	2251.75	4301	03/08/17
MORTON	02/10/17	HWY-92.4 TONS SALT 5401263952	01-5-703201.00 SALT & CHEMICALS	6341.41	4301	03/08/17
MORTON	02/14/17	HWY-64.24 TONS SALT 5401266941	01-5-703201.00 SALT & CHEMICALS	4408.79	4301	03/08/17
NESSC	02/21/17	REC-BB OFFICIAL 2/21/2017	01-5-425214.00 REFERREE/UMPIRE	56.00	4302	03/08/17
NETTC	01/31/17	HWY-TIRES TRUCK 1 039651-07	01-5-703401.00 OUTSIDE REPAIRS	1010.00	-----	--/--/--
NORSCHOOL	03/02/17	16-17 SCHOOL TAX 3/2/2017	01-2-001123.00 SCHOOL DISTRICT TAX	2000000.00	4303	03/08/17
NORSOLAR	02/27/17	PD-FD-TS-TH-SOLAR ALLOC FEB 17	01-5-500204.00 SPEED SIGNS	82.14	-----	--/--/--
NORSOLAR	02/27/17	PD-FD-TS-TH-SOLAR ALLOC FEB 17	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	51.34	-----	--/--/--
NORSOLAR	02/27/17	PD-FD-TS-TH-SOLAR ALLOC FEB 17	01-5-705501.00 ELECTRICITY	78.72	-----	--/--/--
NORSOLAR	02/27/17	PD-FD-TS-TH-SOLAR ALLOC FEB 17	01-5-475233.00 ELECTRICITY	203.63	-----	--/--/--
NORSOLAR	02/27/17	PD-FD-TS-TH-SOLAR ALLOC FEB 17	01-5-550233.00 ELECTRICITY	109.64	-----	--/--/--
OSI	02/15/17	FD-BATTERIES 00339511	01-5-555532.00 RADIO MAINTENANCE	93.65	-----	--/--/--
PETTY	02/24/17	TRACY HALL PETTY CASH TH-2/24/2017	01-5-275538.00 POSTAGE	1.27	4304	03/08/17
PETTY	02/24/17	TRACY HALL PETTY CASH TH-2/24/2017	01-5-005538.00 POSTAGE	54.05	4304	03/08/17
PIKE	02/14/17	HWY-7.98 TON STONE SCREEN 908808	01-5-703203.00 SAND	141.65	-----	--/--/--
SCRUGGS	02/21/17	PD-BOOT ALLOWANCE 2/21/2017	01-5-500582.00 UNIFORMS	200.00	4305	03/08/17
SIPLAY	03/01/17	REC-REG FEES 293894	01-5-425218.00 REGISTRATION FEES	287.00	-----	--/--/--
SIPLAY	03/01/17	REC-REG FEES 293894	01-1-004102.00 PREPAID EXPENSES	84.00	-----	--/--/--
SOLAFLECT	02/27/17	TH,DPW-SOLAR FEB 17 FEB 2017	01-5-706101.00 ELECTRICITY	783.60	-----	--/--/--
SOLAFLECT	02/27/17	TH,DPW-SOLAR FEB 17 FEB 2017	01-5-703501.00 ELECTRICITY	64.53	-----	--/--/--
SOVERNET	02/15/17	LONG DISTANCE JAN/FEB17 3729949	01-5-005531.00 ADMIN TELEPHONE	17.48	4306	03/08/17
SOVERNET	02/15/17	LONG DISTANCE JAN/FEB17 3729949	01-5-100531.00 TELEPHONE	3.65	4306	03/08/17
SOVERNET	02/15/17	LONG DISTANCE JAN/FEB17 3729949	01-5-200531.00 TELEPHONE	2.09	4306	03/08/17

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03/03/17
09:57 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-24 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 02/24/17 To 03/08/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
SOVERNET	02/15/17	LONG DISTANCE JAN/FEB17 3729949	01-5-275531.00 TELEPHONE	0.14	4306	03/08/17
SOVERNET	02/15/17	LONG DISTANCE JAN/FEB17 3729949	01-5-300531.00 TELEPHONE	3.87	4306	03/08/17
SOVERNET	02/15/17	LONG DISTANCE JAN/FEB17 3729949	01-5-350531.00 TELEPHONE	2.60	4306	03/08/17
SOVERNET	02/15/17	LONG DISTANCE JAN/FEB17 3729949	01-5-425127.00 TELEPHONE	4.74	4306	03/08/17
SOVERNET	02/15/17	LONG DISTANCE JAN/FEB17 3729949	01-5-475238.00 ADMIN TELEPHONE	7.34	4306	03/08/17
SOVERNET	02/15/17	LONG DISTANCE JAN/FEB17 3729949	01-5-550235.00 TELEPHONE & INTERNET	0.52	4306	03/08/17
SOVERNET	02/15/17	LONG DISTANCE JAN/FEB17 3729949	01-5-705505.00 TELEPHONE	-0.08	4306	03/08/17
SOVERNET	02/15/17	LONG DISTANCE JAN/FEB17 3729949	01-5-703505.00 TELEPHONE	8.13	4306	03/08/17
STAPLELNK	02/11/17	TH--TOWELS & SUPPLIES 8043079395	01-5-706109.00 BUILDING SUPPLIES	392.25	4307	03/08/17
STAPLES.	02/16/17	TC--COVERS/FILE TABS 5315597001	01-5-100610.00 OFFICE SUPPLIES	18.25	4308	03/08/17
TENCO	02/22/17	HWY-BREATHER CAP TRUCK 8 5680457	01-5-703403.00 PARTS & SUPPLIES	134.58	-----	--/--/--
UNIFIRST	01/30/17	DPW-UNIFORMS & SUPPLIES 035 4101861	01-5-703311.00 UNIFORMS	163.47	-----	--/--/--
UNIFIRST	01/30/17	DPW-UNIFORMS & SUPPLIES 035 4101861	01-5-703507.00 SUPPLIES	2.13	-----	--/--/--
UNIFIRST	01/30/17	DPW-UNIFORMS & SUPPLIES 035 4101861	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST	01/30/17	DPW-UNIFORMS & SUPPLIES 035 4101861	01-5-704311.00 UNIFORMS	30.80	-----	--/--/--
UNIFIRST	02/06/17	DPW-UNIFORMS & SUPPLIES 035 4104225	01-5-703311.00 UNIFORMS	163.47	-----	--/--/--
UNIFIRST	02/06/17	DPW-UNIFORMS & SUPPLIES 035 4104225	01-5-703507.00 SUPPLIES	2.13	-----	--/--/--
UNIFIRST	02/06/17	DPW-UNIFORMS & SUPPLIES 035 4104225	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST	02/06/17	DPW-UNIFORMS & SUPPLIES 035 4104225	01-5-704311.00 UNIFORMS	30.80	-----	--/--/--
UNIFIRST	02/13/17	DPW-UNIFORMS & SUPPLIES 035 4106678	01-5-703311.00 UNIFORMS	163.67	-----	--/--/--
UNIFIRST	02/13/17	DPW-UNIFORMS & SUPPLIES 035 4106678	01-5-703507.00 SUPPLIES	11.38	-----	--/--/--
UNIFIRST	02/13/17	DPW-UNIFORMS & SUPPLIES 035 4106678	01-5-703515.00 ADMINISTRATION	14.70	-----	--/--/--
UNIFIRST	02/13/17	DPW-UNIFORMS & SUPPLIES 035 4106678	01-5-704311.00 UNIFORMS	30.80	-----	--/--/--
UNIFIRST	02/20/17	DPW-UNIFORMS & SUPPLIES 035 4109058	01-5-703311.00 UNIFORMS	163.47	-----	--/--/--
UNIFIRST	02/20/17	DPW-UNIFORMS & SUPPLIES 035 4109058	01-5-703507.00 SUPPLIES	2.13	-----	--/--/--

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03/03/17
09:57 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-24 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 02/24/17 To 03/08/17

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
UNIFIRST	02/20/17	UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES 035 4109058	01-5-703515.00 ADMINISTRATION	11.50	-----	--/--/--
UNIFIRST	02/20/17	UNIFIRST CORPORATION DPW-UNIFORMS & SUPPLIES 035 4109058	01-5-704311.00 UNIFORMS	30.80	-----	--/--/--
UNITED	02/23/17	UNITED COMMUNICATIONS COR FD-REPAIR 4 RADIOS 3005126	01-5-555426.00 RADIO PURCH/REPAIR	385.48	4309	03/08/17
UNITED	02/23/17	UNITED COMMUNICATIONS COR FD-CLIP ASSY 3005138	01-5-555426.00 RADIO PURCH/REPAIR	9.00	4309	03/08/17
UVFENCE	03/03/17	UPPER VALLEY FENCING CLUB REC-FENCING 3/2/2017	01-5-425200.00 INSTRUCTOR FEE	4155.90	-----	--/--/--
VEMRSDC	02/27/17	VMERS DC FD/FIN/ASS--RETIREMENT PEND2-25-17	01-2-001112.00 VMERS DEF CONTRB PAY	208.14	4283	03/01/17
VEMRSDC	02/27/17	VMERS DC FD/FIN/ASS--RETIREMENT PEND2-25-17	01-5-555125.00 VT RETIREMENT	124.90	4283	03/01/17
VEMRSDC	02/27/17	VMERS DC FD/FIN/ASS--RETIREMENT PEND2-25-17	01-5-200126.00 VT RETIREMENT	55.28	4283	03/01/17
VEMRSDC	02/27/17	VMERS DC FD/FIN/ASS--RETIREMENT PEND2-25-17	01-5-300126.00 VT RETIREMENT	33.16	4283	03/01/17
VERIZWIRE	02/04/17	VERIZON WIRELESS PD,FD,TMGR,HWY-1-5 TO 2/4 9779808189	01-5-005532.00 T MNGR CELL PHONE	56.22	-----	--/--/--
VERIZWIRE	02/04/17	VERIZON WIRELESS PD,FD,TMGR,HWY-1-5 TO 2/4 9779808189	01-5-475238.00 ADMIN TELEPHONE	56.22	-----	--/--/--
VERIZWIRE	02/04/17	VERIZON WIRELESS PD,FD,TMGR,HWY-1-5 TO 2/4 9779808189	01-5-550235.00 TELEPHONE & INTERNET	66.24	-----	--/--/--
VERIZWIRE	02/04/17	VERIZON WIRELESS PD,FD,TMGR,HWY-1-5 TO 2/4 9779808189	01-5-703505.00 TELEPHONE	199.53	-----	--/--/--
VITAL	02/09/17	VITAL COMMUNITIES PLAN-ASSOC DUES 384	01-5-350322.00 U.V. TRANSPORTATION MGMT	1063.00	4310	03/08/17
VTELEVA	02/02/17	VT ELEVATOR INSPECTION SE TH-STATE ELEV INSPECTION 20368	01-5-706107.00 ELEVATOR MAINTENANCE	200.00	-----	--/--/--
ZOLL	02/15/17	ZOLL MEDICAL CORP. FD-CPR PADS 2486727	01-5-555424.00 EMS TOOLS/ EQUIP	180.38	4311	03/08/17

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03/03/17
09:57 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-24 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01 (General) 02/24/17 To 03/08/17

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RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				2054616.66		

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 \$ *2,054,616.66
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Roberta Robinson

TOWN MANAGER: _____
Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

02/23/17
08:49 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-23 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 02/23/17 To 02/23/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
POSTMASTE POSTMASTER NORWICH	02/22/17	BULK RATE POSTAGE TR2016	01-5-005310.00 TOWN REPORT	1500.00	4276	02/23/17
Report Total				1500.00		

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 \$ *****1,500.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR _____
Roberta Robinson

TOWN MANAGER: _____
Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley



Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

Memo to: Dave Ormiston, Interim Town Manager
From: Miranda Bergmeier
Date: March 3, 2017
Re: Correction to Selectboard minutes for 2/22/2017

Bonnie Munday brought to my attention an omission in the minutes from February 22, 2017. Namely, the minutes do not list Bonnie as having participated in the meeting. Following are the current version and the suggested correction:

Current version:

Also participating: John Farrell, Demo Sofronas, Kris Clement, Claudette Brochu, John Pepper.

Suggested correction (add underlined text):

Also participating: John Farrell, Demo Sofronas, Kris Clement, Claudette Brochu, John Pepper, and Bonnie Munday.

DRAFT Minutes of the Selectboard Meeting of Wednesday, February 22, 2017 at 6:30 pm

Members present: Linda Cook, Chair; Christopher Ashley; Dan Goulet; Stephen Flanders; Dave Ormiston, Interim Town Manager; Miranda Bergmeier, Assistant to the Town Manager. Absent: Mary Layton, Vice-Chair.

There were about 6 people in the audience.

Also participating: John Farrell, Demo Sofronas, Kris Clement, Claudette Brochu, John Pepper.

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to add agenda item #3a, "Bond Note Paperwork."
2. Public Comments (Discussion Item). John Farrell said that he has spoken to the owner of the house under construction near his property, and Farrell is satisfied that the septic system planned for the property will be sufficient. Steve Flanders spoke to acknowledge the service of outgoing Selectboard members Chipper Ashley and Dan Goulet. Flanders said that, with Ashley's and Goulet's help, the Selectboard has been very productive. Demo Sofronas thanked Ashley and Goulet for their hard work on the board. Ashley thanked Sofronas for his work in recording Selectboard meetings for public broadcast. Kris Clement thanked Goulet and Chipper for their time and effort in serving on the Selectboard. Linda Cook announced the publication of the Town Report.
3. Liquor Licenses (Discussion/Action Item). Flanders **moved** (2nd Ashley) that the Selectboard convene as the Norwich Liquor Commission. **Motion passed unanimously.** Flanders **moved** (2nd Ashley) to approve liquor license applications for Fraser General Store (Dan & Whit's); Green Visions (Norwich Inn) – 3; King Arthur Flour – 2; PLR Enterprises (Norwich Wine and Spirits); and Carpenter & Main – 2. **Motion passed unanimously.** Ashley **moved** (2nd Flanders) to close the Norwich Liquor Commission session and reconvene as the Selectboard. **Motion passed unanimously.**
- 3a. Bond Note Paperwork (Discussion/Action Item). After brief discussion about the boilerplate paperwork, Flanders **moved** (2nd Ashley) to adopt the Resolution and Certificate in connection with the sale of a municipal bond for the purposes of financing the Public Safety Building project. **Motion passed unanimously.**
4. List of Open Positions (Discussion/Action Item). Goulet pointed out that the Development Review Board and the Planning Commission do not require town residency. Goulet feels that we should require that only Town residents can serve on those boards. Ashley said that it would be helpful to include on the list of open positions the exact term expiration dates. Clement asked how the Selectboard determines who will represent the Town with the Greater Upper Valley Solid Waste District (GUVSWD). Selectboard members replied that the board appoints a representative to GUVSWD; there are no specific requirements. The Selectboard will take up the issue of open positions at its meeting on March 8, 2017.
5. Town Service Officer (Discussion/Action Item). Ashley **moved** (2nd Flanders) to approve the job description for Town Service Officer, as revised. **Motion passed unanimously.**

6. a) Expenditure from Buildings & Grounds Equipment Replacement Fund for the purchase of a stand-on mower (Discussion/Action Item). Ashley **moved** (2nd Flanders) to authorize the expenditure of \$7,850 from the Buildings & Grounds Equipment Replacement Fund for the purchase of a stand-on mower. **Motion passed unanimously.**

b) Expenditure from Solid Waste Equipment Fund for the purchase of a new compactor (Discussion/Action Item). Goulet questioned the electrician's labor charge for the installation, as it seems high. Goulet wants more explanation of the charge. Ashley **moved** (2nd Flanders) to authorize the expenditure of \$27,635 from the Solid Waste Equipment Fund for the purchase of a new compactor. **Motion passed 3 to 1 (yes- Ashley, Flanders, Cook; no- Goulet).**

7. Pool Committee Charge (Discussion/Action Item). Cook asked the Board members what they want the Pool Committee to address. Flanders and Goulet said that only a streamside pool should be considered. Goulet said that a picnic area without a pool would be the best use of the site. Ashley said the Pool Committee should be allowed to explore a variety of options, and that the community has expressed strong support for having a pool. Flanders said the charge should be a step-by-step process, where the project would not progress past the point of getting a "no" from the State regarding permitting. Ashley said that Flanders's and Goulet's drafts are very similar. Ashley **moved** (2nd Flanders) to approve the Pool Committee charge drafted by Steve Flanders, as presented and discussed during the Selectboard meeting on February 22, 2017, with paragraphs A and B reversed in order. **Motion failed 2 to 2 (no- Goulet, Cook; yes- Ashley, Flanders).**

8. Town Meeting Presentation (Discussion/Action Item). Cook reported that Mary Layton has said that she is willing to make the presentation at Town Informational Meeting. Flanders **moved** (2nd Ashley) that the Selectboard meeting packet document #8 be the Selectboard's presentation at Town Meeting and that Mary Layton deliver the presentation. **Motion passed unanimously.**

9. Interim Town Manager Report (Discussion Item). Ormiston gave an update on the Public Safety Building, reporting that the sprinkler system is being designed prior to putting out the project to bid. Ormiston said that he will generate a budget tracking document showing project costs as the project progresses. Steve Leinoff and Doug Robinson have continued working on Emergency Operations Center (EOC) issues, and Leinoff is applying for a grant to offset radio costs. The Public Safety Building site plan has been submitted to the Norwich Town Planning Office, and Jay White will report to Ormiston about the status of any state permits. Ormiston will follow up with Mary Andes regarding the Town's request for FEMA extension. Wright Construction is doing the DPW Garage addition design and permitting work; estimated total cost is \$21,314. Ormiston said that the contracted assessors have requested to reduce their office hours during non-peak times of the year. Ormiston asked the Selectboard if they have a policy concerning the placement of candidates' signs on Town property. Selectboard members agreed that there was not an existing policy or rule, nor have such signs been posted on Town property in the past.

10. Correspondence (Discussion/Action Item). Goulet **moved** (2nd Flanders) to receive correspondence from Ernie Ciccotelli regarding Norwich rezoning and from VLCT regarding a workshop. **Motion passed unanimously.**

11. Selectboard

a. Board to sign accounts payable/warrants (Discussion/Action Item). Ashley **moved** (2nd Flanders) to approve Check Warrant Report #17-22 for General Fund in the amount of

\$2,596,573.25, for Long Term Facility Study Fund in the amount of \$3,689.99, and for Public Safety Facility Fund in the amount of \$13,000.00. **Motion passed unanimously.**

b. Approval of the Minutes of the 2/8/2017 and 2/15/2017 Selectboard meetings (Action Item). Flanders **moved** (2nd Ashley) to approve the minutes of the February 8, 2017 and February 15, 2017 Selectboard meetings with revisions put forward. **Motion passed unanimously.**

c. Review of Next Agendas (Discussion/Possible Action Item). The March 8, 2017 meeting will be the yearly Organizational Meeting for the Selectboard. Agenda items will include those customarily addressed.

12. Town Manager Search Update – executive session may be needed (Discussion/Action Item). Ashley **moved** (2nd Flanders) to find that discussing the status of applicants for the position of Town Manager in public session would violate the applicants’ rights to confidentiality. **Motion passed unanimously.** Flanders **moved** (2nd Ashley) to enter executive session to discuss applicants for the position of Town Manager, pursuant to Title 1 VSA §313(a)(3). **Motion passed unanimously.**

The Selectboard moved into executive session at 8:56 pm.

Flanders **moved** (2nd Goulet) to enter public session. **Motion passed unanimously.** The Selectboard moved into public session at 9:12 pm.

At this point, Goulet **moved** (2nd Flanders) to adjourn. **Motion passed unanimously.** Meeting adjourned at 9:13 pm.

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on _____.

Linda Cook, Selectboard Chair

Next Meeting –March 8, 2017 at 6:30 PM

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD.

Norwich Special Select Board Meeting
March 1, 2017

Persons present: Linda Cook, Christopher Ashley, Dan Goulet, Mary Layton, Stephen Flanders, Claudette Brochu, Cheryl Lindberg, Kris Clement, Ernie Ciciotelli, Rob Wolfe

The Public Session opened at 6:32 pm.

The Agenda was approved. There were no public comments.

Ashley moved, seconded by Flanders, to find that discussing applicants for the position of Town Manager in public session would violate the candidate's rights to confidentiality. Vote: 5 yes

Ashley moved, seconded by Flanders, to enter executive session to discuss applicants for the position of Town Manager, pursuant to Title 1 VSA section 313(a)(3) and to discuss a Town Manager contract. Vote: 5 yes

The Select Board moved into Executive Session at 6:34 pm.

Ashley moved, seconded by Flanders, to enter Public Session. Vote: 5 yes

The Select Board moved into Public Session at 7:48 pm.

Ashley moved, seconded by Flanders, to accept the Town Manager draft contract of March 1, 2017, and to authorize the Vice Chair to convey the contract and supporting documents to "Candidate 22" immediately, and to request a response from the candidate by Monday, March 6th at noon. Vote: Ashley, Flanders, Goulet, Layton: Yes Cook: Abstained

Ashley moved, seconded by Flanders, to warn a Special Select Board Meeting for March 6, 2017, at 6:30pm. Vote: 5 yes.

Goulet moved to adjourn, seconded by Ashley. Vote: 5 yes

The meeting adjourned at 7:55pm.

Minutes submitted by Mary Layton

RESOLUTION AND CERTIFICATE
(General Obligation)

WHEREAS, at a meeting of the Selectboard of the Town of Norwich (herein called the "Municipality") at which all or a majority of the members were present and voting, which meeting was duly noticed, called and held, as appears of record, it was unanimously found and determined that the public interest and necessity required certain public improvements herein described by reference to Exhibit A attached, and it was further found and determined that the cost of making such public improvements, after application of available funds and grants-in-aid from the United States of America and/or the State of Vermont, would be too great to be paid out of ordinary annual income and revenue, and that a proposal for providing such improvements and the issuance of bonds of the Municipality to pay for its share of the cost of the same should be submitted to the legal voters at a meeting thereof, and it was so ordered, all of which action is hereby ratified and confirmed; and

WHEREAS, pursuant to the foregoing action, a meeting of the Municipality was warned and held at the place and time appointed therefor, submitting an article(s) of business to be voted upon by ballot between the hours stated in the Warning, all as appears by reference to Exhibit A attached hereto; and

WHEREAS, the said Warning was duly recorded, published and posted, and said meeting was duly convened and conducted, or was subsequently validated in the manner provided by law, all as appears of record, and which proceedings are hereby ratified and confirmed in all respects; and

WHEREAS, immediately upon closing of the polls and after counting of the ballots cast, the results as set forth in Exhibit A hereto were declared by the Moderator, all as appears of record, and pursuant to which the Municipality is carrying forward the authorized improvements and pursuing the same diligently to completion; and

WHEREAS, pursuant to powers vested in them by law the Selectboard is about to enter into a Loan Agreement (Exhibit B) on behalf of the Municipality with the Vermont Municipal Bond Bank (the "Bank") respecting a Loan from the Bank in the amount of \$1,410,000.00 repayable, and with interest, as follows:

<u>Payment Due</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
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As per Exhibit C attached

AND WHEREAS, the bond to be given by the Municipality to the Bank at the time of receiving the proceeds of said Loan (the "Bond") shall be substantially in the form attached hereto as Exhibit D, which Bond is hereby awarded and sold to the Bank at a price of par and accrued interest;

THEREFORE, be it resolved that the Selectboard proceed forthwith to cause the Bond to be executed and delivered to the Bank upon the price and terms stated, and be fully registered as the law provides; and

BE IT FURTHER RESOLVED, that the Bond, when issued and delivered pursuant to law and this Resolution, shall be the valid and binding general obligation of the Municipality, payable according to law and the terms and tenor thereof from unlimited ad valorem taxes on the grand list of all taxable property of said Municipality as established, assessed, apportioned and provided by law; and

BE IT FURTHER RESOLVED, that in addition to all other taxes, annually there shall be assessed and collected in the manner provided by law until the Bond, or any bond or bonds issued to refund or replace the same, and the interest thereon, are fully paid, a tax, user fee, charge or assessment sufficient to pay the interest on the Bond or bonds and such part of the principal as shall become due; and

BE IT FURTHER RESOLVED, that execution of the above-referenced Loan Agreement between the Municipality and the Bank is hereby authorized, the presiding officer of the Selectboard of the Municipality being directed to execute the Loan Agreement on behalf of the Municipality and the Selectboard thereof; and

BE IT FURTHER RESOLVED, that the Municipality expressly incorporates into this Resolution each and every term, provision, covenant and representation set forth at length in the Loan Agreement, the Loan Application made by the Municipality to the Bank (Exhibit E), and the Tax Certificate and the Post-Issuance Compliance Procedures included therein (Exhibit F) to be delivered in connection with the issuance and sale of the Bond, execution and delivery of each of which is hereby authorized, ratified and confirmed in all respects, and the covenants, representations and undertakings set forth at length in the Loan Agreement, Loan Application and Tax Certificate are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Municipality, and any and all acts or proceedings of the Municipality and of its Selectboard in, about or concerning the improvements hereinabove described and of the issuance of evidence of debt in connection therewith, are hereby ratified and confirmed.

BE IT FURTHER RESOLVED, that in connection with the pending sale of the Bond to the Bank, execution and delivery of the Bond, this Resolution and Certificate, Loan Agreement, Tax Certificate, and incidental documents, all attached hereto, are authorized; and

BE IT FURTHER RESOLVED, that Primmer Piper Eggleston & Cramer PC, bond counsel to the Municipality, be authorized and empowered to take possession of said documents for delivery to the Bank, and to complete said documents by the inclusion of appropriate dates and ministerial changes at the direction of the Selectboard of the Municipality or its designated officer; and to acknowledge receipt of the proceeds of the Bond on behalf of the Municipality; and

BE IT FURTHER RESOLVED, that, to the extent it is necessary for the Municipality to comply with the covenants, undertakings, representations and certifications set forth in the Municipality's Tax Certificate, the Municipality's Treasurer and its bond counsel are authorized to order for purchase by the Municipality out of the proceeds of the Bond such federal and state obligations as may be required to limit or restrict investment yield on the Bond proceeds, thereby avoiding rebate payments to the United States; and

BE IT FURTHER RESOLVED, that to the extent proceeds derived from the sale of the Bond will be used to reimburse the Municipality for capital expenditures previously made for the improvements described in Exhibit A, this Resolution shall serve as a declaration of official intent under Section 1.150-2 of the Treasury Regulations (or a re-publication of any previously made declaration of official intent) to effect a reimbursement in an amount not to exceed the total of all previous capital expenditures; and

BE IT FURTHER RESOLVED, that the proceeds derived from the sale of the Bond be deposited to the credit of the Municipality for requisition and disbursement as provided in the Loan Agreement.

And we, the undersigned officers, as indicated, hereby certify that we as such officers have signed the Bond dated as of March 1, 2017, payable as aforesaid, and reciting that it is issued under and pursuant to the vote hereinabove mentioned, and we also certify that the Bond is duly registered in the office of the Treasurer of the Municipality as prescribed by law.

And we, the officers of the Municipality, hereby certify that we are the duly chosen, qualified and acting officers of the Municipality as undersigned; that the Bond is issued pursuant to said authority; that no other proceedings relating thereto have been taken; and that no such authority or proceeding has been repealed or amended.

We acknowledge that information the Municipality has furnished to the Bank and others will be relied upon in the public offering of securities for sale. We represent that all information the Municipality has provided in connection with the Loan, the Bond, the Loan Agreement, Loan Application, Tax Certificate and all certifications, statements, representations and records identified or referred to therein are true, accurate and complete to the best of our knowledge. We further represent that the Municipality has disclosed to the Bank and others all information material to the Loan, and the public offering of securities by the Bank, and has not failed to disclose any information it deems material for such purpose.

We further certify that no litigation is pending or threatened affecting the validity of the Bond nor the levy and collection of taxes, charges or assessments to pay it, nor the works of improvement financed by the proceeds of the Bond, and that neither the corporate existence of the Municipality nor the title of any of us to our respective offices is being questioned.

We further certify that all actions set forth in this resolution were proposed, considered and approved in a public meeting duly called, noticed and held in compliance

with all applicable open meeting, public records access, public procurement, bid solicitation, and conflict of interest statutes.

Dated: ^{Feb} ~~March~~ 22, 2017

ATTEST:

TOWN OF NORWICH

Bonnie J Munday
Clerk

By: [Signature]

(Seal)

Christopher R. Ashley
[Signature]

Stephen Flanders

All or a Majority of the Selectboard

And By: Cheryl A Lindberg, Treas
Its Treasurer

TAX CERTIFICATE

(General Obligation)

We, the Treasurer and at least a majority of the Selectboard of the Town of Norwich (the "Municipality"), HEREBY CERTIFY and reasonably expect with respect to the issuance and the use of proceeds of the \$1,410,000.00 General Obligation Bond (the "Municipal Bond") of the Municipality, dated March 1, 2017 as follows:

1. We are the officers of the Municipality duly charged and responsible for issuing the Municipal Bond. The certifications and expectations set forth in this document are being given pursuant to Sections 141 and 148 of the Internal Revenue Code of 1986, as amended, (the "Code"), and the Treasury Regulations promulgated thereunder.

2. The dates, maturities, denominations and rates of interest of the Municipal Bond are as shown and more fully described in Schedule A, attached hereto. The Municipal Bond is fully registered and its issuance has been reported to the Internal Revenue Service on IRS Form 8038-G, a copy of which is attached as Schedule B.

3. The proceeds of the Municipal Bond will be used to provide funds for the purpose of financing public safety building capital improvements located in Norwich, Vermont (the "Project"), as shown on Schedule C attached. There are no other funds available to the Municipality under the provisions and within the meaning of Regulation Section 1.148-6(d)(3), other than appropriations, grants-in-aid and capital reserve funds of the Municipality dedicated to the Project. The weighted average maturity of the Municipal Bond is less than 120% of the useful life of the Project.

4. The Municipality will use the proceeds of the Municipal Bond within thirty (30) days of the date hereof and within 90 days of issuance of the Bank Bonds (defined below) to retire any obligations in the nature of short-term bond anticipation notes (the "Prior Obligations") which originally financed the Project or to reimburse itself for Project costs advanced under a duly adopted notice of official intent. The proceeds of the Municipal Bond may be invested in the interim at a yield in excess of the yield on the Bank Bonds, as that term is defined in the Loan Agreement dated as of March 1, 2017 between the Municipality and the Vermont Municipal Bond Bank (the "Loan Agreement"). To the extent there remain any unspent proceeds of the Prior Obligations, any and all of such proceeds shall be invested at a yield not in excess of the yield on the Bank Bonds.

5. The proceeds of the sale of the Municipal Bond do not exceed the amount necessary to retire the Prior Obligations and to complete the Project. The proceeds of the Municipal Bond will not be used to effect a tax increment financing loan or a tax assessment loan under Regulation Section 1.141-5(c)(3) and (d).

6. The Municipality has entered into (or will enter into within six months from the date hereof or the issue date of the Prior Obligations, whichever is earlier) a binding commitment for the acquisition, construction or accomplishment of the Project. The amount of such commitment(s) with respect to the Project exceeds an amount equal to five percent (5%) of the greater of the Municipal Bond, the Prior Obligations, or the aggregate amount of obligations issued for the Project. Work on the acquisition, construction or accomplishment of the Project will proceed with due diligence to the completion thereof. The Municipal Bond proceeds will be invested temporarily and expended in compliance with the non-arbitrage and rebate requirements of Section 148 of the Code, so as to maintain the status of the interest on the Municipal Bond as excludable from the gross income of the recipient thereof.

7. The total proceeds (including interest earnings therefrom) received from the sale of the Municipal Bond and the Prior Obligations with respect to the Project do not exceed the total cost of the Project. All unexpended proceeds will be deposited with the Disbursing Agent pursuant to the Loan Agreement. All such funds deposited therewith will be maintained in a segregated fund and not commingled with amounts from other sources, and shall be requisitioned to reimburse the Municipality for Project costs advanced under a duly adopted notice of official intent, to retire Prior Obligations or to pay Project costs as provided in the Loan Agreement.

8. It is not expected that the Project will be sold or otherwise disposed of in whole or in part. Public use of the Project will continue for so long as the Municipal Bond remains outstanding. In the event an unanticipated change in private use or disposition of the Project occurs, the Municipality will undertake remediation measures under Regulation Section 1.141-12 at the earliest opportunity so as to preserve the tax exempt character of the Municipal Bond.

9. Principal of and interest on the Municipal Bond will be paid from taxes and other revenues of the Municipality. There will be no private payments for the use of the Project other than payments made by members of the general public in such capacity. The funds used to pay principal and interest on the Municipal Bond, whether or not deposited into a segregated debt service fund, will be expended within thirteen (13) months of the date of deposit in such fund on the payment of debt service on the Municipal Bond. Any amounts received from the investment of such fund will be used to pay debt service on the Municipal Bond within one (1) year of the date of receipt. The debt service fund, if any, will be used to achieve a proper matching of revenues with

principal and interest payments within each bond year and will be depleted at least once each bond year except for a reasonable carryover amount not to exceed the greater of (i) the earnings on the fund for the immediately preceding bond year or (ii) one-twelfth of principal and interest payments on the issue for the immediately preceding bond year. Amounts deposited into such a debt service fund, if any, may be invested at a yield in excess of the yield on the Municipal Bond.

10. Except for the debt service fund described herein, if any, the Municipality has not created or established, and does not expect to create or establish, any sinking fund or other similar fund which the Municipality reasonably expects to use to pay principal or interest on the Municipal Bond, or from which there is a reasonable assurance that amounts therein will be available to pay debt service on the Municipal Bond.

11. No portion of the proceeds of the Municipal Bond will be invested, directly or indirectly, in federally insured deposits or accounts other than (a) investments of unexpended Municipal Bond proceeds for an initial temporary period until the proceeds are needed for the Project; and (b) investment of moneys on deposit in a bona fide debt service fund. No portion of the proceeds of the Municipal Bond will be loaned or otherwise made available to any private person, nor shall any of such proceeds be expended or invested in a manner which will result in the Municipal Bond being classified as a "hedge bond" under Section 149(g) of the Code.

12. The Municipality is a political subdivision of the State of Vermont and is an entity with general taxing powers, the power to incur debt, the power of eminent domain, and the power to enact and enforce police power measures. The Municipal Bond is not a "private activity bond" (as defined in Section 141 of the Code). At least 95% of the proceeds of the Municipal Bond are to be used for local governmental activities of the Municipality. Neither the Municipality nor any agency, instrumentality or political subdivision of the Municipality has issued or expects to issue any tax-exempt bonds or notes during this calendar year other than: (i) the Municipal Bond; (ii) obligations to finance capital improvements; (iii) short-term notes in an aggregate amount not to exceed the Municipality's maximum anticipated cumulative cash flow deficit, to be issued in anticipation of the receipt of taxes and other revenues of the Municipality; (iv) current refunding obligations; and (v) short-term notes issued in anticipation of receipt of federal or state capital improvement grants-in-aid. In the event the aggregate face amount of all tax-exempt obligations issued or to be issued by the Municipality (and all agencies, instrumentalities and other political subdivisions of the Municipality) during the current calendar year exceeds \$5,000,000, except for private activity bonds and additional obligations aggregating no more than \$10,000,000 or such lesser amount attributable to the financing of the construction of public school capital facilities, the proceeds of each issue of such obligations shall be invested temporarily and expended in compliance with the rebate requirements of Section 148(f)(2) and (3) and the Regulations thereunder, as

applicable, so as to assure that the interest paid on such obligations remains excludable from the gross income of the recipient thereof by virtue of the Municipality's compliance with either the so-called "eighteen month expenditure exception" or the "two-year construction spending exception". The Municipality will expend at least 90% of the Municipal Bond proceeds, and all of the net income derived from the temporary investment thereof, within a three-year period calculated from the earlier of the date of issuance of the Municipal Bond or date of issuance of the Prior Obligations. Proceeds not expended within three years shall be invested at a yield not in excess of the yield on the Bank Bonds.

13. The Project is and will be owned by the Municipality and will not be leased to any person which is not a state or local government unit, or an instrumentality thereof. In addition, the Municipality will not enter into any contracts or other arrangements, including without limitation, management contracts, capacity guarantee contracts, take or pay contracts, or put or pay contracts, pursuant to which such persons have a right to use or make use of the Project on a basis not available to members of the general public or which confers special economic benefits on any private person. No private business use of the Project will be made without an opinion of nationally recognized Bond Counsel that such use will not have an adverse effect on the tax-exempt status of the Municipal Bond or the Bank Bonds.

14. Any reimbursement of an expenditure made prior to the issue date of the Municipal Bond or earlier short term financing is pursuant to a declaration of official intent. In addition, any declaration of official intent of the Municipality to reimburse itself out of such proceeds for Project expenditures incurred before the issuance of the Municipal Bond or short term financing, if earlier, was adopted not later than 60 days after the date of such expenditures. The Project has not been in service for more than 18 months after the date of original expenditure, and such expenditures being reimbursed out of Municipal Bond proceeds are not more than three years old.

15. The Municipality will do and perform all acts and things necessary or desirable in order to assure that interest paid on the Municipal Bond shall, for purposes of federal income taxation, be excludable from the gross income of the recipients thereof.

16. In addition to the record-retention requirements of Section 6001 of the Code, and the Regulations now or hereafter promulgated thereunder, the Municipality hereby adopts and commits to implement the procedures set forth in Schedule D which are intended to provide the following;

(a) Assignment of tax-exempt compliance responsibilities to appropriate departments, officers, or employees.

(b) Establishment and maintenance of books and records for each issue of obligations of the Municipality.

(c) Establishment of Code Section 148 compliant procedures for the investment of gross proceeds for each issue of the Municipality's obligations.

(d) Maintenance of records relating to all allocations of expenditures of proceeds of each issue of the Municipality's obligations.

(e) Periodic monitoring of use of proceeds of each issue of the Municipality's obligations, the investment and reinvestment of proceeds from the temporary investments thereof and the use of property acquired or financed by the proceeds of such obligations.

(f) Verification of the foregoing.

17. This Tax Certificate has been delivered as part of the record of proceedings and accompanying certificates with respect to the issuance of the Municipal Bond.

18. On the basis of the foregoing, it is not expected that the proceeds of the Municipal Bond will be used in a manner which would cause the Municipal Bond to be an "arbitrage bond" or "private activity bond" under Sections 103, 141 and 148 of the Code and the Treasury Regulations promulgated thereunder. To the best of our knowledge and belief, there are no other facts, estimates or circumstances that would materially change the foregoing conclusions.

19. No other obligations of the Municipality are:

(a) being sold within fifteen (15) days of the date of sale of the Municipal Bond;

(b) being sold pursuant to a common plan of financing as was employed in the sale of the Municipal Bond; and

(c) expected to be paid from substantially the same source of funds.

IN WITNESS WHEREOF, we have hereunto set our hands on behalf of the Municipality this ___ day of March __, 2017.

TOWN OF NORWICH

By: *[Signature]*

Christopher R. Bolley

[Signature]

Stephen Flanders

All or a Majority of Its Selectboard

And By: *[Signature]*
Its Treasurer

LOAN AGREEMENT

(General Obligation - Tax Exempt)

AGREEMENT, dated as of March 1, 2017, between the VERMONT MUNICIPAL BOND BANK, a body corporate and politic constituted as an instrumentality of the State of Vermont exercising public and essential governmental functions (hereinafter referred to as the "Bank"), created pursuant to the provisions of 24 V.S.A., Chapter 119, as amended (hereinafter referred to as the "Act"), having its principal place of business at Winooski, Vermont, and the Town of Norwich (hereinafter referred to as the "Municipality"):

W I T N E S S E T H:

WHEREAS, pursuant to the Act, the Bank is authorized to make loans of money (hereinafter referred to as the "Loan" or "Loans") to Governmental Units; and

WHEREAS, the Municipality is a Governmental Unit as defined in the Act, and pursuant to the Act is authorized to accept a Loan from the Bank, to be evidenced by its Municipal Bond purchased by the Bank, and the proceeds of which will be held for the benefit of the Municipality by U.S. Bank National Association, as disbursing agent (the "Disbursing Agent") subject to requisition as set forth herein; and

WHEREAS, the Municipality is desirous of borrowing money from the Bank for the purpose of paying the costs (the "Project Costs") of certain capital improvements, as described in Schedule C to the Municipality's Tax Certificate (the "Project"), in the amount of \$1,410,000.00 and has applied to and has requested of the Bank a Loan in such amount, and the Municipality has duly authorized the issuance of bonds in the principal amount of \$1,410,000.00, of which a bond(s) in the amount of \$1,410,000.00 (the "Municipal Bond") is to be purchased by the Bank as evidence of the Loan in accordance with this Agreement, which Municipal Bond shall be in substantially the form appended hereto by the Municipality as Exhibit B; and

WHEREAS, to provide for the issuance of bonds of the Bank (the "Bank Bonds") in order to obtain from time to time monies with which to make such Loans, the Bank has adopted the General Bond Resolution on May 3, 1988, as amended (herein referred to as the "Bond Resolution"), and will adopt a supplemental resolution authorizing the making of such Loan, inter alia, to the Municipality and the purchase of the Municipal Bond;

NOW, THEREFORE, the parties agree:

1. The Bank hereby makes the Loan and the Municipality accepts the Loan in the amount of \$1,410,000.00. As evidence of the Loan made to the Municipality and such money borrowed from the Bank by the Municipality, the Municipality hereby sells to the Bank the Municipal Bond in the amount of \$1,410,000.00. The Municipal Bond shall bear interest from the date of its delivery to the Bank at such rate or rates per annum as will result in an interest cost rate to the Municipality of ____% [as calculated by the "IBA" or

“Interest Cost Per Annum” method]. The interest cost rate for purposes of this Loan Agreement will be computed without regard to Section 4 hereof which requires that the Municipality make funds available to the Bank for the payment of principal and interest on the first (1st) day of the month prior to each respective principal and interest payment date of the Bank Bonds. Notwithstanding the foregoing, the Municipal Bond shall bear interest at such rate or rates as shall be required for the Municipal Bond to comply with Section 601(2) of the Bond Resolution.

2. (a) The Municipality hereby acknowledges that the Bank has entered, or will enter, into a disbursing agent agreement with the Disbursing Agent for the deposit and disbursement of the proceeds of the Municipal Bond.

(b) Pending their disbursement, the proceeds of the Municipal Bond shall be held by the Disbursing Agent. From time to time the Municipality shall requisition from the Disbursing Agent portions of the Municipal Bond proceeds necessary to pay Project Costs. Such requisitions shall be made in the form attached hereto as Exhibit C. The Municipality shall certify to the Bank and to the Disbursing Agent the name(s) and the title(s) of the person(s) authorized to execute and submit such requisitions.

(c) Proceeds of the Municipal Bonds held by the Disbursing Agent shall be invested by the Disbursing Agent at the direction of the Municipality in accordance with the provisions of the Municipality’s Tax Certificate and consistent with the Investment Policy of the Bank.

(d) At the time of submission of the final requisition for Project Costs relating to the Project, including all retainage of Project Costs, the Municipality shall provide to the Disbursing Agent and the Bank a Completion Certificate, in accordance with the provisions of Section 2(e).

(e) The Municipality shall proceed with due diligence to complete the Project. Completion of the Project shall be evidenced by a certificate signed by the Municipality delivered to the Disbursing Agent and Bank stating that the Project has been substantially completed so as to permit efficient use in the operations of the Municipality and setting forth any Project Costs remaining to be paid from the Project Fund established with the Disbursing Agent.

3. The Municipality has duly adopted or will adopt, prior to the Bank’s purchase of the Municipal Bond, all necessary resolutions and has taken or will take, prior to the Bank’s purchase of the Municipal Bond, all proceedings required by law to enable it to enter into this Loan Agreement and issue its binding obligations to the Bank.

4. The Municipality shall make funds sufficient to pay interest as the same becomes due available to the Bank on the first (1st) day of the month prior to each interest payment date for the Bank Bonds. The Municipality shall make funds sufficient to pay the principal as the same matures (based upon the maturity schedule provided by and for the Municipality and appended hereto as Exhibit A) available to the Bank on the first (1st) day

of the month prior to each principal payment date for the Bank Bonds. All payments shall be made by Automated Clearing House (ACH) unless otherwise directed by the Bank.

5. The Municipality is obligated to pay fees and charges to the Bank (hereinafter referred to as the "Fees and Charges") within thirty (30) days of demand by the Bank. Such Fees and Charges actually collected from the Municipality shall be in an amount sufficient, together with other monies available therefor, including any grants made by the United States of America or any agency or instrumentality thereof or by the State or any agency or instrumentality thereof:

(a) To pay, as the same becomes due, the administrative expenses of the Bank;

(b) To pay an allocable share of financing costs incurred with respect to a series of Bank Bonds, including fees and expenses of the attorney or firm of attorneys of recognized standing in the field of municipal law selected by the Bank, trustees' and paying agents' fees and expenses, costs and expenses of financial consultants, underwriters or placement agencies, printing costs and expenses, the payment to any officers, departments, boards, agencies, divisions and commissions of the State of Vermont of any statement of cost and expense rendered to the Bank pursuant to Section 4556 of the Act, and all other financing and other miscellaneous costs.

(c) To pay an amount equal to a reasonable estimate of the interest that could have been earned by the Bank on any funds advanced by the Bank for the purposes described in 5(a) and 5(b) above, calculated at a rate equal to the highest rate on the Bank's unrestricted investments for the period during which such advances remain outstanding.

6. The Municipality is obligated to make the principal portion of the Municipal Bond payments scheduled by the Bank on an annual basis and is obligated to make the interest portion of the Municipal Bond payments on a semi-annual basis and to pay the Fees and Charges imposed by the Bank as set forth in Section 5 hereof.

7. The Bank shall not sell and the Municipality shall not redeem any part of the Municipal Bond prior to the date on which all outstanding bonds of the Bank issued with respect to such Loan are redeemable, and in the event of any sale or redemption prior to maturity of the Municipal Bond thereafter, the same shall be in an amount equal to the aggregate of (i) the principal amount, interest accrued to the redemption date and redemption premium, if any, needed to redeem a sufficient amount of Bank Bond to assure Bank compliance with Section 601(2) of the Bond Resolution and (ii) the costs and expenses of the Bank in effecting the redemption of the Bank Bond so to be redeemed, less the amount of monies available in the applicable sub-account or sub-accounts in the redemption account established by the Bond Resolution and available for withdrawal from the Reserve Fund and for application to the redemption of Bank Bonds so to be redeemed in accordance with the terms and provisions of the Bond Resolution, as determined by the Bank.

In no event shall any such sale or redemption of the Municipal Bond be effected without the written agreement and consent of both parties hereto, which agreement shall specify the dollar amount to be paid by the Municipality.

8. Simultaneously with the delivery of the Municipality's Bond to the Bank, the Municipality shall furnish to the Bank an opinion of bond counsel satisfactory to the Bank which shall set forth among other things the unqualified approval of the Municipal Bond then being delivered to the Bank and that the Municipal Bond will constitute a valid and binding obligation of the Municipality, and that the interest paid thereon is not includable in the gross income of the holder thereof under current federal and state law.

9. The Municipality shall be obligated to inform in writing the Bank and the corporate trust office of the trustee for the Bank Bonds at least thirty (30) days prior to each June 1st and December 1st of the name of the official to whom invoices for the payment of interest and principal should be addressed.

10. Notwithstanding Paragraph 13 hereof, prior to payment of the amount of the Loan, or any portion thereof, and the delivery of the Municipality's Bond to the Bank or its designee, the Bank shall have the right to cancel all or any part of its obligations hereunder if:

(a) Any representation made by the Municipality to the Bank in connection with its application for Bank assistance shall be incorrect or incomplete in any material respect.

(b) The Municipality has violated commitments made by it in its application and supporting documents or has violated any of the terms of this Loan Agreement.

11. If any provision of this Loan Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Loan Agreement and this Loan Agreement shall be construed and enforced as if such invalid or unenforceable provision had not been contained herein.

12. This Loan Agreement may be executed in one or more counterparts, any of which shall be regarded for all purposes as an original and all of which constitute but one and the same instrument. Each party agrees that it will execute any and all documents or other instruments, and take such other actions as are necessary, to give effect to the terms of this Loan Agreement.

13. No waiver by either party of any term or condition of the Loan Agreement shall be deemed or construed as a waiver of any other terms or conditions, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different section, subsection, paragraph, clause, phrase, or other provision of this Loan Agreement.

14. This Loan Agreement merges and supersedes all prior negotiations, representations, and agreements between the parties hereto relating to the subject matter hereof and constitutes the entire agreement between the parties hereto in respect thereof.

15. (a) The Municipality agrees to provide to the Bank such information and detailed records as is required, and not otherwise available from the Disbursing Agent, for the calculation by the Bank of the rebate requirement imposed by Section 148 of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder (collectively, the "Code") which, in part, will require a determination of the difference between the actual aggregate earnings of the investment of the proceeds of all Municipal Bonds financed with an issue of Bank Bonds and the amount of such earnings assuming a rate of return equal to the yield on such issue of Bank Bonds.

(b) The Municipality shall cause the rebate amount to be computed in accordance with Section 148(f) of the Code, taking into consideration any spending or other exceptions to the rebate requirement provided under Section 148(f) of the Code for which any of the gross proceeds of the Municipal Bond may qualify. The Municipality shall furnish the Bank with any and all such rebate calculations on or before the termination of the fifth bond year and each succeeding fifth bond year, the maturity date, and, if earlier, any redemption date of the Municipal Bond. The Municipality shall make any rebate payments to the Bank within 45 days of such calculation date.

(c) In the event the proceeds of the Municipal Bond are no longer expected to be expended for the purpose(s) for which they were issued, the Municipality shall endeavor to spend such proceeds within three years of the original issue date of the Municipal Bond or any prior obligation refunded by the Municipal Bond for lawful purposes which may be financed by tax-exempt bonds. Such substitute expenditure shall be reported promptly to the Bank and shall be accompanied by a Counsel's Opinion (as defined in the Bond Resolution) certifying to the legality of such substitute expenditure and the continuing exclusion of interest paid and to be paid on the Municipal Bond for federal income tax purposes.

(d) The Municipality shall comply with and perform its undertakings set forth in its Tax Certificate executed coincident with the delivery of the Municipal Bond to the Bank, including without limitation Schedule D thereof (Municipal Bond Post-Issuance Compliance Procedures). The Municipality shall retain all records of expenditures for a period of not less than 3 years after the payment of the Bank Bond and furnish the Bank with any and all documents necessary upon its request in order to show the compliance of the Municipal Bond with the provisions of the Code and applicable regulations.

16. The Municipality agrees to provide to the Bank upon request such certifications and information as the Bank may reasonably request in order for the Bank to verify at any time the representations, expectations, procedures and covenants set forth in:

(a) The Municipality's Tax Certificate to be executed coincident with the delivery of the Municipal Bond to the Bank; and

(b) The Bank's Tax Certificate executed coincident with the delivery of the Bank Bonds to the purchaser(s) thereof.

17. Within thirty (30) days following a request by the Bank, or such shorter period as prescribed under Securities Exchange Commission Rule 15c2-12, the Municipality agrees to furnish the Bank with its most recent financial statements, explanatory notes and other financial and operating information as the Bank may request. In addition, the Municipality agrees to notify the Bank within ten (10) days of the occurrence of any notice event which has or may have an effect upon its financial condition or its ability to perform fully and timely any covenant, obligation or undertaking set forth in this Loan Agreement or the Municipal Bond. As used in this paragraph, a notice event is any one of the following:

(a) Actual or anticipated delinquency or default of payment of principal of or interest on the Municipal Bond or any other debt obligation of the Municipality;

(b) Any actual or anticipated default or breach on the part of the Municipality with respect to any term or provision of this Loan Agreement or like agreement to which the Municipality is a party;

(c) Unscheduled draws on debt service reserves which reflect financial difficulties for the Municipality;

(d) Unscheduled draws on any letter of credit, guarantee or similar credit enhancement which reflects financial difficulties for the Municipality;

(e) Substitution of any entity furnishing the Municipality with credit or liquidity enhancement, or the failure of such entity to perform;

(f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determination of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the Municipal Bond, or other material events affecting the tax status of the Municipal Bond;

(g) Material modifications of the rights of any person owning a legal or beneficial interest in the Municipal Bond;

(h) The actual or contemplated call, redemption, refunding or defeasance of the Municipal Bond, or the sale, release or substitution of the improvements financed by the Municipal Bond;

(i) Any change in the credit rating of the Municipality;

- (j) Tender offers with respect to the Municipal Bond;
- (k) Bankruptcy, insolvency, receivership or similar event of the Municipality;
- (l) The merger, consolidation or acquisition of the Municipality;
- (m) The sale or transfer of all or substantially all of the assets of the Municipality, whether absolute or pursuant to a management or operating agreement, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms;
- (n) The sale or disposition of assets financed by the Municipal Bond, or a change of use thereof constituting “deliberate action” as defined in the Code; or
- (o) A change in the identity or name of the Municipal Bond trustee, or the appointment of a successor or additional trustee, if material.

For the purposes of the event identified in subparagraph (k), the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the Municipality in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the Municipality, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Municipality.

18. The Municipality acknowledges that information it has furnished the Bank and others will be relied upon in the public offering of Bank Bonds for sale. The Municipality represents that all information it has provided in connection with the Loan, the Municipal Bond, this Loan Agreement, the Loan Application, the Municipality’s Tax Certificate and all certifications, statements, representations and records identified or referred to therein are true, accurate and complete to the best of the knowledge of the Municipality and its officers. The Municipality further represents that it has disclosed to the Bank and others all information material to the Loan, and the public offering of Bank Bonds, and has not failed to disclose any information it deems material for such purpose.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Attest:

VERMONT MUNICIPAL BOND BANK

Vermont Municipal Bond Bank
Executive Director

By: _____
Chair

(SEAL)

Attest:

TOWN OF NORWICH

Bonnie J. Munday

Town of Norwich, Clerk

By: *Lucretia Cook*

Chair, Selectboard

(SEAL)

EXHIBIT A
MATURITY SCHEDULE
TOWN OF NORWICH

<u>Municipality's Bonds Due November 1</u>	<u>Principal Amount</u>
2017	-0-
2018	\$47,000.00
2019	\$47,000.00
2020	\$47,000.00
2021	\$47,000.00
2022	\$47,000.00
2023	\$47,000.00
2024	\$47,000.00
2025	\$47,000.00
2026	\$47,000.00
2027	\$47,000.00
2028	\$47,000.00
2029	\$47,000.00
2030	\$47,000.00
2031	\$47,000.00
2032	\$47,000.00
2033	\$47,000.00
2034	\$47,000.00
2035	\$47,000.00
2036	\$47,000.00
2037	\$47,000.00
2038	\$47,000.00
2039	\$47,000.00
2040	\$47,000.00
2041	\$47,000.00
2042	\$47,000.00
2043	\$47,000.00
2044	\$47,000.00
2045	\$47,000.00
2046	\$47,000.00
2047	\$47,000.00
Total:	\$1,410,000.00

Schedule C

1. Title of Bonds: \$1,410,000.00 Town of Norwich Public Safety Building Improvement General Obligation Registered Bond

Total Principal Amount: \$1,410,000.00

Dated: March 1, 2017

Maturity Date(s) Principal Amount(s) Interest Rate(s)

As per attached specimen bond.

2. Title of Authorizing Resolution(s) or Ordinance(s)

Resolution and Warning of Selectboard - August 24, 2016
Special Town Meeting, November 8, 2016
Resolution and Certificate of Selectboard _____, 2017

- | 3. <u>Project</u> | <u>Estimated Date of Completion</u> | <u>Estimated Date All Proceeds Expended</u> |
|-------------------|-------------------------------------|---|
| Police/Fire | 12-01-17 | 12-31-17 |

4. Other Obligations of Issuer Issued This Calendar Year

See attached IRC Section 148 and 265 Certification.

No. R-1

UNITED STATES OF AMERICA
STATE OF VERMONT
TOWN OF NORWICH
GENERAL OBLIGATION BOND

\$1,410,000.00

The Town of Norwich (hereinafter called the ("Municipality"), a body corporate and a political subdivision of the State of Vermont, promises to pay to the Vermont Municipal Bond Bank, or registered assigns, the sum of One Million Four Hundred Ten Thousand Dollars (\$1,410,000.00) in installments on November 1 of each year as set forth below, with interest on each installment at the rate per annum set forth below opposite the year in which the installment becomes due:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2017	\$-0-		2033	\$47,000.00	
2018	\$47,000.00		2034	\$47,000.00	
2019	\$47,000.00		2035	\$47,000.00	
2020	\$47,000.00		2036	\$47,000.00	
2021	\$47,000.00		2037	\$47,000.00	
2022	\$47,000.00		2038	\$47,000.00	
2023	\$47,000.00		2039	\$47,000.00	
2024	\$47,000.00		2040	\$47,000.00	
2025	\$47,000.00		2041	\$47,000.00	
2026	\$47,000.00		2042	\$47,000.00	
2027	\$47,000.00		2043	\$47,000.00	
2028	\$47,000.00		2044	\$47,000.00	
2029	\$47,000.00		2045	\$47,000.00	
2030	\$47,000.00		2046	\$47,000.00	
2031	\$47,000.00		2047	\$47,000.00	
2032	\$47,000.00				

The interest rate of each installment shall run from the date of the original delivery of this Bond to the Vermont Municipal Bond Bank and payment therefor and until payment of each installment and such interest shall be payable semi-annually on November 1 and May 1 of each year commencing November 1, 2017 in the amounts set forth in Exhibit A of the Loan Agreement with respect to this Bond between the Municipality and the Vermont Municipal Bond Bank. Both principal and interest on this Bond are payable in lawful money of the United States at U.S. Bank National Association, in the City of Everett, State of Massachusetts, or at its successor as Trustee under the General Bond Resolution of the Vermont Municipal Bond Bank. Final payment of the interest and principal of this Bond shall be made upon surrender of this Bond for cancellation at the bank or trust company at which this Bond is then payable.

This Bond is issued by the Municipality for the purpose of financing public safety building improvements under and by virtue of Chapter 53 of Title 24, Vermont Statutes Annotated, the vote of its legal voters duly passed on November 8, 2016, and resolutions duly adopted by its Selectboard.

This Bond is transferable only upon presentation to the Treasurer of the Municipality with a written assignment duly acknowledged or proved. No transfer hereof shall be effectual unless made on the books of the Municipality kept by the Treasurer as transfer agent and noted hereon by the Treasurer with a record of payments as provided hereon.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuing of this Bond have been done, have happened, and have been performed in regular and due form, as required by such law and vote, and for the assessment, collection and payment hereon of a tax to pay the same when due the full faith and credit of the Municipality are hereby irrevocably pledged.

IN TESTIMONY WHEREOF, the Municipality has caused this Bond to be signed by at least a majority of its Selectboard and its Treasurer and its seal (if it has a seal) to be affixed hereto as of March 1, 2017. (Absence of a seal hereon means that the Municipality has no seal and no seal is required.)

TOWN OF NORWICH

Kenneth Cook
Christopher R. Ashley
Debra Lou
Stephan Flanders

All or a Majority of its Selectboard

Cheryl A Lendberg, Treas
Treasurer

No. R-1

TOWN OF NORWICH \$1,410,000.00 GENERAL OBLIGATION
BOND DATED MARCH 1, 2017

CERTIFICATE OF REGISTRATION

It is hereby certified that this bond is a registered bond, the principal and interest due thereon payable only to the holder of record as appears in the office of the Treasurer of the issuing Municipality. This bond may be transferred by presentation of the same with an assignment in writing signed by the registered holder. Presentation shall be made to the Treasurer of the Municipality at the office of the Treasurer of the Municipality who shall record such transfer in the records of the Municipality and on the bond. The name and address of the original registered owner of this bond is Vermont Municipal Bond Bank, 20 Winooski Falls Way #305, Winooski, VT 05404-2228.

Dated as of the __ day of March, 2017.


Treasurer

IRC SECTION 148 AND 265 CERTIFICATION

NAME OF MUNICIPALITY: Town of Norwich

FEDERAL EMPLOYER IDENTIFICATION NO: 03-6000913

- (1) List all debt (bonds, tax anticipation notes, grant anticipation notes, current expense notes, revenue anticipation notes, highway equipment notes, and financing leases) issued by the Municipality for the period commencing January 1, 2017 through the date hereof:

<u>2/10/17</u>	<u>\$ 459,500.00</u>	<u>2/9/2018</u>	<u>FEMA GRANT Anticipation Note</u>
<u>Date</u>	<u>Amount</u>	<u>Maturity</u>	
<u>4/11/13</u>	<u>\$ 125,000</u>	<u>4/10/18</u>	<u>LEASE PURCHASE</u>
<u>7/30/13</u>	<u>\$ 275,000</u>	<u>11/15/23</u>	<u>BOND Series 2013-1</u>

- (2) List all outstanding debt instruments (bond anticipation and grant anticipation notes) issued by the Municipality to provide temporary construction financing for the project(s) being financed permanently by the proceeds of the Municipality's Bond dated July 1, 2017 and being sold to the Vermont Municipal Bond Bank:

<u>Date</u>	<u>Amount</u>	<u>Maturity</u>
	<u>NONE</u>	

- (3) The Municipality is a political subdivision of the State of Vermont and (1) has general taxing powers, (2) expects to issue no more than \$5,000,000 (\$15,000,000 in the case of bonds issued to finance public school capital improvements) of non-private activity new money bonds during the calendar year commencing January 1, 2017 and ending December 31, 2017 and (3) at least ninety-five percent (95%) of the proceeds of the borrowing will be used for local governmental activities of the Municipality.
- (4) The Municipality has no subordinate entities or units of government which individually or together with the municipality reasonably expect to issue more than \$5,000,000 (\$15,000,000 in the case of bonds issued to finance public school capital improvements) of non-private activity new money bonds during the calendar year commencing January 1, 2017 and ending December 31, 2017.

Date: _____, 2017

Cheryl A. Lundberg, Treasurer
Municipal Treasurer

TOWN OF NORWICH

BOND ANTICIPATION
BORROWING STATEMENT

DATE OF
BOND ANTICIPATION
BORROWING

AMOUNT OF
BOND ANTICIPATION
BORROWING

MATURITY DATE
OF BOND
ANTICIPATION
BORROWING

UNSPENT BOND
ANTICIPATION BORROWING
PROCEEDS

Not Applicable no Bond Anticipation Note

I hereby certify that the foregoing information relating to temporary bond anticipation borrowing is correct.

DATE

Cheryl A Lundberg, Treasurer
TOWN OF NORWICH, TREASURER

Information Return for Tax-Exempt Governmental Obligations

Under Internal Revenue Code section 149(e)

See separate instructions.

Caution: If the issue price is under \$100,000, use Form 8038-GC.

OMB No. 1545-0720

Part I Reporting Authority If Amended Return, check here

<p>1 Issuer's name</p> <p>3a Name: TOWN OF NORWICH</p> <p>4 Num: David S. Ormiston</p> <p>6 City: P.O. Box 376 Norwich, VT 05055-0376</p> <p>8 Name of issue 2017 Series A Capital Improvement Bond</p> <p>10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions). <i>Cheryl A. Lindberg, Treasurer</i></p>	<p>2 Issuer's employer identification number (EIN) 03-6000913</p> <p>3b Telephone number of other person shown on 3a</p> <p>5 Report number (For IRS Use Only) 3</p> <p>7 Date of issue 03- -17</p> <p>9 CUSIP number None</p> <p>10b Telephone number of officer or other employee shown on 10a</p>
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Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

11 Education	11	
12 Health and hospital	12	
13 Transportation	13	
14 Public safety	14	
15 Environment (including sewage bonds)	15	
16 Housing	16	
17 Utilities	17	
18 Other. Describe	18	
19 If obligations are TANs or RANs, check only box 19a	<input type="checkbox"/>	
If obligations are BANs, check only box 19b	<input type="checkbox"/>	
20 If obligations are in the form of a lease or installment sale, check box	<input type="checkbox"/>	

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	11-01-__	\$	\$	years	%

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22 Proceeds used for accrued interest	22	-0-
23 Issue price of entire issue (enter amount from line 21, column (b))	23	
24 Proceeds used for bond issuance costs (including underwriters' discount)	24	-0-
25 Proceeds used for credit enhancement	25	-0-
26 Proceeds allocated to reasonably required reserve or replacement fund	26	-0-
27 Proceeds used to currently refund prior issues	27	
28 Proceeds used to advance refund prior issues	28	-0-
29 Total (add lines 24 through 28)	29	
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30	

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the bonds to be currently refunded	years
32 Enter the remaining weighted average maturity of the bonds to be advance refunded	N/A years
33 Enter the last date on which the refunded bonds will be called (MM/DD/YYYY)	
34 Enter the date(s) the refunded bonds were issued (MM/DD/YYYY)	

For Paperwork Reduction Act Notice, see separate instructions.

Part VI Miscellaneous

35 Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)	35		N/A
36a Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions)	36a		-0-
b Enter the final maturity date of the GIC ▶ _____			
c Enter the name of the GIC provider ▶ _____			
37 Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units	37		-0-
38a If this issue is a loan made from the proceeds of another tax-exempt issue, check box <input checked="" type="checkbox"/> and enter the following information:			
b Enter the date of the master pool obligation ▶ 03-__-17			
c Enter the EIN of the issuer of the master pool obligation ▶ 03-0292808			
d Enter the name of the issuer of the master pool obligation ▶ Vermont Municipal Bond Bank			
39 If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ▶ <input type="checkbox"/>			
40 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ▶ <input type="checkbox"/>			
41a If the issuer has identified a hedge, check here <input type="checkbox"/> and enter the following information:			
b Name of hedge provider ▶ _____			
c Type of hedge ▶ _____			
d Term of hedge ▶ _____			
42 If the issuer has superintegrated the hedge, check box ▶ <input type="checkbox"/>			
43 If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ▶ <input checked="" type="checkbox"/>			
44 If the issuer has established written procedures to monitor the requirements of section 148, check box ▶ <input checked="" type="checkbox"/>			
45a If some portion of the proceeds was used to reimburse expenditures, check here <input type="checkbox"/> and enter the amount of reimbursement ▶ _____			
b Enter the date the official intent was adopted ▶ _____			

Signature and Consent	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.			
	<i>Cheryl A. Lindberg, Treas</i> Signature of issuer's authorized representative		<i>Cheryl A. Lindberg, Treasurer</i> Type or print name and title	
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed
	J. Paul Giuliani			PTIN
	Firm's name ▶ Primmer Piper Eggleston & Cramer PC	Firm's EIN ▶ 03-0289541		
Firm's address ▶ P. O. Box 1309, Montpelier, VT 05601-1309	Phone no. 802-223-2102			