

Agenda for the Selectboard meeting Wednesday, March 22, 2017 at 6:30 PM
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Comments (Discussion Item) 5 minutes
- 3) Board to Sign Accounts Payable/Warrants (Discussion/Action Item) 5 minutes
- 4) Review of Open Positions and Applications (Discussion/Action Item) 15 minutes
- 5) Clarify Tower Bond Payments (Discussion/Action Item) 10 minutes
- 6) Selectboard Goals (Discussion/Action Item) 30 minutes
- 7) Modernize SB Meetings (Discussion/Action Item) 20 minutes
- 8) Interim Town Manager Report (Discussion Item) 10 minutes
- 9) Correspondence (Discussion/Action Item) 5 minutes
 - a) Calli Guion
 - b) Town Officers Education Conference
 - c) Tim Chow
 - d) Anne Foley & John Farrell
- 10) Selectboard
 - a) Approval of the minutes of the 3/6/2017, 3/8/2017, and 3/11/2017 Selectboard meetings (Action Item) 5 minutes
 - b) Review of Next Agendas (Discussion/ Action Item) 5 minutes
- 11) Interim Town Manager contract and personnel – executive session may be needed (Discussion/Action Item) 10 minutes

Next Meeting – April 12, 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.

03/17/17
10:52 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-26 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 03/09/17 To 03/22/17

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	01/31/17	HWY/PD/FD--AUTO PARTS JAN 16	01-5-703403.00 PARTS & SUPPLIES	2487.81	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	01/31/17	HWY/PD/FD--AUTO PARTS JAN 16	01-5-500306.00 CRUISER MAINT	55.98	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	01/31/17	HWY/PD/FD--AUTO PARTS JAN 16	01-5-500308.00 CRUISER SUPPLIES	24.78	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	01/31/17	HWY/PD/FD--AUTO PARTS JAN 16	01-5-555528.00 FIRE TRK R & M	70.89	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	01/31/17	HWY/PD/FD--AUTO PARTS JAN 16	01-5-703507.00 SUPPLIES	7.13	-----	--/--/--
AT&T	AT&T MOBILITY	02/23/17	HWY/FD--CELL SERVICE JAN-FEB 17	01-5-550235.00 TELEPHONE & INTERNET	26.23	4319	03/22/17
AT&T	AT&T MOBILITY	02/23/17	HWY/FD--CELL SERVICE JAN-FEB 17	01-5-703505.00 TELEPHONE	21.00	4319	03/22/17
BAYSTATE	BAY STATE ELEVATOR CO.	03/01/17	TH--ELEVATOR MAINT. 439921	01-5-706107.00 ELEVATOR MAINTENANCE	244.93	-----	--/--/--
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/17	APRIL 2017 HEALTH INSURAN APRIL 2017	01-5-005123.00 HEALTH INSUR	3255.25	4320	03/22/17
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/17	APRIL 2017 HEALTH INSURAN APRIL 2017	01-5-100123.00 HEALTH INS	2173.84	4320	03/22/17
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/17	APRIL 2017 HEALTH INSURAN APRIL 2017	01-5-200123.00 HEALTH INS	622.19	4320	03/22/17
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/17	APRIL 2017 HEALTH INSURAN APRIL 2017	01-5-300123.00 HEALTH INS	373.32	4320	03/22/17
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/17	APRIL 2017 HEALTH INSURAN APRIL 2017	01-5-350123.00 HEALTH INS	1373.52	4320	03/22/17
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/17	APRIL 2017 HEALTH INSURAN APRIL 2017	01-5-425123.00 HEALTH INS	553.14	4320	03/22/17
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/17	APRIL 2017 HEALTH INSURAN APRIL 2017	01-5-704123.00 HEALTH INSURANCE	1408.05	4320	03/22/17
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/17	APRIL 2017 HEALTH INSURAN APRIL 2017	01-5-500123.00 HEALTH INS	5884.73	4320	03/22/17
BCBS	BLUE CROSS/BLUE SHIELD OF	03/01/17	APRIL 2017 HEALTH INSURAN APRIL 2017	01-5-703123.00 HEALTH INSUR	8231.84	4320	03/22/17
BLACKMOUN	BLACKMOUNT EQUIPMENT, INC	02/21/17	HWY--TRACTOR REPAIR W17359	01-5-703401.00 OUTSIDE REPAIRS	819.76	-----	--/--/--
CHILDSUPP	OFFICE OF CHILD SUPPORT	03/13/17	CHILDSUPPORT PEND3-11-17 PEND3-11-17	01-2-001115.00 CHILD SUPPORT PAYABLE	920.98	4317	03/15/17
COMCAST	COMCAST	03/06/17	TH--FIXED IP 3/6/17	01-5-275632.00 SERVER MAINTENANCE	19.95	4321	03/22/17
COMCAST	COMCAST	03/06/17	FD--FIXED IP & INTERNET 3/6/17 #2	01-5-550235.00 TELEPHONE & INTERNET	34.90	4321	03/22/17
COMCAST	COMCAST	03/06/17	FD--FIXED IP & INTERNET 3/6/17 #2	01-5-550330.00 REPAIR & MAINTENANCE EXPN	42.38	4321	03/22/17
CRICKET'S	CRICKET'S PAINT & AUTO PA	02/23/17	HWY--SOCKET TOOL 671295	01-5-703513.00 TOOLS	69.48	4322	03/22/17
D&W	DAN & WHIT'S GENERAL STOR	02/02/17	REC--SKATING PARTY SUPPS 5018286	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	17.03	4323	03/22/17
D&W	DAN & WHIT'S GENERAL STOR	02/03/17	REC--SKATING PARTY SUPPS 5019250	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	19.17	4323	03/22/17

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D&W	02/07/17	DAN & WHIT'S GENERAL STOR REC--MEETING FOOD 5022356	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	10.75	4323	03/22/17
DEADRIVER	02/21/17	DEAD RIVER COMPANY TH--350.9 GALS #2 FUEL 27143	01-5-706103.00 HEATING	701.45	4324	03/22/17
DESMEULES	03/02/17	DESMEULES OLMSTEAD & OSTL TOWN ADMIN-MGR CONTRACT 61002	01-5-005300.00 PROFESS SERV	240.00	4325	03/22/17
DESMEULES	03/02/17	DESMEULES OLMSTEAD & OSTL TADMIN--GRANGE EASEMENT 61003	01-5-005300.00 PROFESS SERV	345.00	4325	03/22/17
EARTHLINK	03/01/17	EARTHLINK BUSINESS FEBRUARY 2017 PHONE 3/1/17	01-5-005531.00 ADMIN TELEPHONE	39.44	4326	03/22/17
EARTHLINK	03/01/17	EARTHLINK BUSINESS FEBRUARY 2017 PHONE 3/1/17	01-5-100531.00 TELEPHONE	39.45	4326	03/22/17
EARTHLINK	03/01/17	EARTHLINK BUSINESS FEBRUARY 2017 PHONE 3/1/17	01-5-200531.00 TELEPHONE	39.45	4326	03/22/17
EARTHLINK	03/01/17	EARTHLINK BUSINESS FEBRUARY 2017 PHONE 3/1/17	01-5-275531.00 TELEPHONE	62.20	4326	03/22/17
EARTHLINK	03/01/17	EARTHLINK BUSINESS FEBRUARY 2017 PHONE 3/1/17	01-5-300531.00 TELEPHONE	39.45	4326	03/22/17
EARTHLINK	03/01/17	EARTHLINK BUSINESS FEBRUARY 2017 PHONE 3/1/17	01-5-350531.00 TELEPHONE	39.45	4326	03/22/17
EARTHLINK	03/01/17	EARTHLINK BUSINESS FEBRUARY 2017 PHONE 3/1/17	01-5-425127.00 TELEPHONE	39.45	4326	03/22/17
EARTHLINK	03/01/17	EARTHLINK BUSINESS FEBRUARY 2017 PHONE 3/1/17	01-5-475238.00 ADMIN TELEPHONE	210.77	4326	03/22/17
EARTHLINK	03/01/17	EARTHLINK BUSINESS FEBRUARY 2017 PHONE 3/1/17	01-5-550235.00 TELEPHONE & INTERNET	32.50	4326	03/22/17
EARTHLINK	03/01/17	EARTHLINK BUSINESS FEBRUARY 2017 PHONE 3/1/17	01-5-705505.00 TELEPHONE	34.81	4326	03/22/17
EARTHLINK	03/01/17	EARTHLINK BUSINESS FEBRUARY 2017 PHONE 3/1/17	01-5-703505.00 TELEPHONE	47.92	4326	03/22/17
EVANSMOTO	02/27/17	EVANS GROUP, INC. HWY--203 GALS BIODIESEL 606205	01-5-703405.00 PETROLEUM PRODUCTS	427.48	-----	---/---/---
EVANSMOTO	03/06/17	EVANS GROUP, INC. HWY-350 GALLONS BIODIESEL 606680	01-5-703405.00 PETROLEUM PRODUCTS	670.20	-----	---/---/---
EYEMED	02/21/17	COMBINED INSURANCE CO OF MAR 17 EYE INSURANCE 163118331	01-2-001126.00 VISION SERV PLAN-PAYROLL	165.54	4327	03/22/17
FASTENAL	02/08/17	FASTENAL HWY--FASTENERS NHWES66287	01-5-703403.00 PARTS & SUPPLIES	17.27	-----	---/---/---
FASTENAL	02/23/17	FASTENAL HWY--FASTENERS NHWES66466	01-5-703403.00 PARTS & SUPPLIES	13.71	-----	---/---/---
FBI-LEEDA	02/28/17	FBI-LEEDA, INC PD--MEMBERSHIP DUES 42380346-17	01-5-500581.00 DUES/MTGS/EDUC	50.00	4328	03/22/17
FIRETECH	02/28/17	FIRE TECH & SAFETY OF NEW FD--SCBA TESTING 162031	01-5-555530.00 EQUIPMENT MAINTENANCE	922.60	-----	---/---/---
FIRETECHS	01/29/17	FIRETECH SPRINKLER CORP TH--SPRINKLER MAINTENANCE 41266	01-5-706113.00 REPAIRS & MAINTENANCE	557.41	-----	---/---/---
FOGGS	02/01/17	FOGG'S HARDWARE AND BUILD FD--HOSE 792187	01-5-550330.00 REPAIR & MAINTENANCE EXPN	2.99	4329	03/22/17
FOGGS	02/02/17	FOGG'S HARDWARE AND BUILD HWY--PAINTBRUSHES, COMET 792251	01-5-703507.00 SUPPLIES	11.37	4329	03/22/17

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FOGGS	FOGG'S HARDWARE AND BUILD	02/28/17	HWY--CAUTION TAPE 793810	01-5-703215.00 OTHER PROJECTS	14.97	4329	03/22/17
GEORGE	MICHELE S. GEORGE	03/07/17	REC--YOGA INSTRUCTION 3/7/17	01-5-425200.00 INSTRUCTOR FEE	1810.90	-----	--/--/--
GMPC	GREEN MOUNTAIN POWER CORP	02/28/17	DPW--GARAGE ELECTRICITY 04695FEB17	01-5-703501.00 ELECTRICITY	281.57	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	02/28/17	SW--TRANS ST ELECTRICITY 14695FEB17	01-5-705501.00 ELECTRICITY	7.23	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	02/27/17	DPW--STREETLIGHTS 24926FEB17	01-5-703307.00 STREETLIGHTS	886.63	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	02/28/17	PD--BEAVER MEADOW SIGN 249966FEB17	01-5-500204.00 SPEED SIGNS	8.72	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	03/01/17	EVCS SOLAR PANELS 28889FEB17	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	54.35	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	02/28/17	TH--TRACY HALL ELECTRIC 34966FEB17	01-5-706101.00 ELECTRICITY	435.61	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	02/27/17	EMMGT--TOWER POWER FEB17 35066FEB17	01-5-575233.00 TOWER POWER	53.07	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	02/28/17	PD--CHURCH ST TAGLET 55726FEB17	01-5-500204.00 SPEED SIGNS	6.70	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	02/28/17	PD--RTE10A SPEED SIGN 65726FEB17	01-5-500204.00 SPEED SIGNS	8.09	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	02/28/17	PD/FD--STN ELECTRICITY 70966FEB17	01-5-550233.00 ELECTRICITY	91.59	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	02/28/17	PD/FD--STN ELECTRICITY 70966FEB17	01-5-475233.00 ELECTRICITY	170.09	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	02/28/17	PD--TURNPIKE RD SIGN 75726FEB17	01-5-500204.00 SPEED SIGNS	6.70	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	02/28/17	PD--UNION VILL RD SIGN 85726FEB17	01-5-500204.00 SPEED SIGNS	6.85	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	03/01/17	EVCS FEBRUARY 2017 92150FEB17	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	7.67	4330	03/22/17
GMPC	GREEN MOUNTAIN POWER CORP	02/28/17	TH--BANDSTAND 95726FEB17	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	39.31	4330	03/22/17
HARTFORD	TOWN OF HARTFORD	03/02/17	PD--BROADBAND JAN 17 8146	01-5-500535.00 VIBRS	119.94	-----	--/--/--
HAUN	HAUN WELDING SUPPLY, INC.	03/01/17	HWY--FEB 17 CYLINDER RENT 0636692	01-5-703401.00 OUTSIDE REPAIRS	14.14	-----	--/--/--
IAFC	INTERN'L ASSN OF FIRE CHI	03/10/17	FD--DUES 2017 DUES	01-5-555342.00 FIRE DUES/MTGS/EDUC	239.00	4332	03/22/17
IRVINGOIL	IRVING ENERGY DISTRIB. &	02/24/17	HWY--410.4 GALS PROPANE 845419	01-5-703503.00 PROPANE	513.00	-----	--/--/--
IRVINGOIL	IRVING ENERGY DISTRIB. &	02/25/17	SW--19.1 GALS PROPANE 932908	01-5-705503.00 PROPANE	23.88	-----	--/--/--
IRVINGOIL	IRVING ENERGY DISTRIB. &	02/25/17	SW--20.7 GALS PROPANE 933111	01-5-705503.00 PROPANE	25.88	-----	--/--/--
LAKESREGI	LAKES REGION FIRE APPARAT	03/02/17	FD--LADDER TRUCK REPAIR 26554	01-5-555528.00 FIRE TRK R & M	3220.47	4333	03/22/17
LHS	LHS ASSOCIATES, INC.	02/20/17	STMTG--CODE & BALLOT PRNT 54134	01-5-050655.00 VTG MCHN PROGRAMG	1190.00	-----	--/--/--

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LHS	02/20/17	LHS ASSOCIATES, INC. STMTG--CODE & BALLOT PRNT 54134	01-5-050550.00 PRINTING	1656.40	-----	--/--/--
MIS1	07/14/16	ENVIRONMENTAL HAZARDS MGM FD-HAZARD TEST UPPERLEVEL 6280	01-5-555338.00 FIRE EDUC/TRAINING	154.00	4334	03/22/17
MIS2	03/10/17	SOUTHERN VERMONT REGIONAL FD-TRAINING 3/1/2017	01-5-555338.00 FIRE EDUC/TRAINING	180.00	4335	03/22/17
MORTON	02/17/17	MORTON SALT HWY--65.94 TONS SALT 5401271026	01-5-703201.00 SALT & CHEMICALS	4525.47	4337	03/22/17
MORTON	02/20/17	MORTON SALT HWY--100.23 TONS SALT 5401272263	01-5-703201.00 SALT & CHEMICALS	6878.78	4337	03/22/17
NEMRC	03/01/17	NEW ENGLAND MUNI RESOURCE SOFTWAREANN4-26to4-25-18 39152	01-5-100613.00 SOFTWARE	137.70	4338	03/22/17
NEMRC	03/01/17	NEW ENGLAND MUNI RESOURCE SOFTWAREANN4-26to4-25-18 39152	01-5-200613.00 SOFTWARE	826.18	4338	03/22/17
NEMRC	03/01/17	NEW ENGLAND MUNI RESOURCE SOFTWAREANN4-26to4-25-18 39152	01-5-300360.00 SOFTWARE MAINT/UPDATE	413.08	4338	03/22/17
NEMUNCONS	03/01/17	NEW ENGLAND MUNICIPAL CON ASSESSOR--FEB 17 2017-017	01-5-300300.00 PROFESS SERVICES	5500.00	4339	03/22/17
NETTC	02/28/17	NEW ENGLAND TRUCK TIRE CE HWY--TRK#1 TIRE 040789-07	01-5-703401.00 OUTSIDE REPAIRS	262.00	-----	--/--/--
NORBOOKS	02/03/17	NORWICH BOOKSTORE TOWN ADMIN-TOWN REPORT 4923	01-5-005310.00 TOWN REPORT	175.00	4340	03/22/17
NORNURSE	03/09/17	NORTHERN NURSERIES HWY-REPLACEMENT TREE 062200011654	01-5-703215.00 OTHER PROJECTS	154.80	4341	03/22/17
PIKE	02/24/17	PIKE INDUSTRIES INC HWY--10.6 TNS CRSHD STN 909039	01-5-703207.00 GRAVEL & STONE	84.27	-----	--/--/--
PIKE	02/24/17	PIKE INDUSTRIES INC HWY--10.63 TNS CRSHD STN 909133	01-5-703207.00 GRAVEL & STONE	84.51	-----	--/--/--
PIKE	02/27/17	PIKE INDUSTRIES INC HWY--37.2 TNS CRSHD STN 909249	01-5-703207.00 GRAVEL & STONE	295.74	-----	--/--/--
PIKE	02/27/17	PIKE INDUSTRIES INC HWY--18.49 TNS CRSHD STN 909250	01-5-703207.00 GRAVEL & STONE	154.70	-----	--/--/--
PIKE	02/27/17	PIKE INDUSTRIES INC HWY--10.36 TNS CRSHD STN 909257	01-5-703207.00 GRAVEL & STONE	82.36	-----	--/--/--
PIKE	03/03/17	PIKE INDUSTRIES INC HWY--8.21 TNS CRSHD STN 909433	01-5-703207.00 GRAVEL & STONE	65.27	-----	--/--/--
PIKE	03/03/17	PIKE INDUSTRIES INC HWY--8.08 TNS CRSHD STN 909437	01-5-703207.00 GRAVEL & STONE	64.24	-----	--/--/--
PIKE	03/03/17	PIKE INDUSTRIES INC HWY--8.1 TNS CRSHD STN 909438	01-5-703207.00 GRAVEL & STONE	70.88	-----	--/--/--
PIKE	03/07/17	PIKE INDUSTRIES INC HWY-9.05 TON CRUSH STONE 909688	01-5-703207.00 GRAVEL & STONE	72.40	-----	--/--/--
RANDY	03/02/17	RANDY'S SUNOCO PD--CAR WASHES 601	01-5-500306.00 CRUISER MAINT	158.00	4342	03/22/17
RICHARDSO	03/05/17	TAD RICHARDSON GADMIN--SERVER MAINT 1364	01-5-275632.00 SERVER MAINTENANCE	881.25	-----	--/--/--
RIVERROAD	02/10/17	RIVER ROAD VETERINARY CLI PD--HOSPITALIZE FELINE 318753	01-5-500201.00 ANIMAL CONT/LEASH LAW	282.50	4343	03/22/17
ROGERSFAB	02/28/17	ROGER'S FABRICARE, LLC PD--UNIFORM CLEANING FEB 17	01-5-500583.00 UNIFORMS CLEANING	84.00	-----	--/--/--

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SABIL	02/03/17	HWY--BRAKE PARTS 29151	01-5-703403.00 PARTS & SUPPLIES	141.00	4344	03/22/17
SABIL	02/15/17	HWY--TRK#4 DUST SHIELD 29226	01-5-703403.00 PARTS & SUPPLIES	93.94	4344	03/22/17
SANTANDER	02/24/17	TOWER LEASE PURCHASE 1947719	01-5-575105.00 DEBT SERVICE TOWER INTERE	528.16	4345	03/22/17
SANTANDER	02/24/17	TOWER LEASE PURCHASE 1947719	01-5-575100.00 DEBT SERVICE TOWER PRINCI	12915.05	4345	03/22/17
SMALLFOOT	03/04/17	HWY--SOLAR HW REPAIR 3/4/17	01-5-703511.00 REPAIRS & MAINTENANCE	311.50	4346	03/22/17
STAPLELNK	02/18/17	FIN/STATMTG--STAMP, PENS 8043179981	01-5-200610.00 OFFICE SUPPLIES	7.65	4347	03/22/17
STAPLELNK	02/18/17	FIN/STATMTG--STAMP, PENS 8043179981	01-5-050610.00 OFFICE SUPPLIES	5.76	4347	03/22/17
STAPLELNK	02/25/17	GADMIN--BACK-UP TAPES 8043281320	01-5-275610.00 OFFICE SUPPLIES	119.65	4347	03/22/17
STAPLES.	03/06/17	PL--HDMI CABLE 23879	01-5-350611.00 OFFICE EQUIPMENT	34.99	4348	03/22/17
STAPLES.	02/28/17	GADMIN--COPY PAPER 5898330001	01-5-275610.00 OFFICE SUPPLIES	83.96	4348	03/22/17
TENCO	02/22/17	HWY--TAILGATE VIBRATORS 5679578	01-5-703403.00 PARTS & SUPPLIES	302.06	-----	--/--/--
TOWLE	02/21/17	HWY-14YDSHRDPK49YDSGRAVEL 2072	01-5-703207.00 GRAVEL & STONE	704.20	4349	03/22/17
TOWLE	02/27/17	HWY-35YARDSCRUSHEDGRAVEL 2075	01-5-703207.00 GRAVEL & STONE	378.00	4349	03/22/17
TOWLE	02/27/17	HWY-7 YARDS CRUSHEDGRAVEL 2076	01-5-703207.00 GRAVEL & STONE	75.60	4349	03/22/17
TOWLE	02/28/17	HWY-91YARDS ROAD PAK 2077	01-5-703207.00 GRAVEL & STONE	1137.50	4349	03/22/17
VALLEYNEW	02/26/17	HWY--CLASSIFIED 01260782	01-5-703515.00 ADMINISTRATION	75.48	4351	03/22/17
VALLEYNEW	02/09/17	FIN--CLASSIFIED 629469	01-5-200540.00 ADVERTISING	88.00	4351	03/22/17
VMERSDC	03/13/17	FD/FIN/ASS--RETIREMENT PEND3-11-17	01-2-001112.00 VMERS DEF CONTRB PAY	208.14	4318	03/15/17
VMERSDC	03/13/17	FD/FIN/ASS--RETIREMENT PEND3-11-17	01-5-555125.00 VT RETIREMENT	124.90	4318	03/15/17
VMERSDC	03/13/17	FD/FIN/ASS--RETIREMENT PEND3-11-17	01-5-200126.00 VT RETIREMENT	55.28	4318	03/15/17
VMERSDC	03/13/17	FD/FIN/ASS--RETIREMENT PEND3-11-17	01-5-300126.00 VT RETIREMENT	33.16	4318	03/15/17
VERIZWIRE	03/04/17	PD,FD,TAD,HWY-CELL PHONES 9781498422	01-5-005532.00 T MNGR CELL PHONE	56.22	-----	--/--/--
VERIZWIRE	03/04/17	PD,FD,TAD,HWY-CELL PHONES 9781498422	01-5-475238.00 ADMIN TELEPHONE	56.22	-----	--/--/--
VERIZWIRE	03/04/17	PD,FD,TAD,HWY-CELL PHONES 9781498422	01-5-550235.00 TELEPHONE & INTERNET	66.24	-----	--/--/--
VERIZWIRE	03/04/17	PD,FD,TAD,HWY-CELL PHONES 9781498422	01-5-703505.00 TELEPHONE	148.68	-----	--/--/--

03/17/17
10:52 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-26 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 03/09/17 To 03/22/17

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
VLCTERB	VLCT EMPLOYMENT RESOURCE	03/15/17	QTR2 2017 UNEMPLOYMENT 22077-Q2	01-5-800517.00 UNEMP INS RATE ASSMT	605.00	4352	03/22/17
VOWP	VERMONT OFFENDER WORK PRO	02/28/17	CEM COMM-BURN BRUSH WC1276	01-5-675500.00 PURCHASED SERVICE	150.00	4353	03/22/17
WAVECOMM	WAVECOMM PAGING	02/04/17	HWY--PAGING SERVICE 1973-93210	01-5-703515.00 ADMINISTRATION	23.70	4355	03/22/17
WAVECOMM	WAVECOMM PAGING	03/02/17	HWY--PAGING SERVICE 1973-93925	01-5-703515.00 ADMINISTRATION	39.95	4355	03/22/17
Report Total					84568.82		

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 \$ ****84,568.82
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Roberta Robinson

TOWN MANAGER: _____
Dave Ormiston, Interim Town Manager

SELECTBOARD:

John Langhus

Linda Cook

Stephen Flanders

John Pepper

Mary Layton, Chair

03/17/17
10:52 am

Town of Norwich Accounts Payable

3

Check Warrant Report # 17-26 Current Prior Next FY Invoices For Fund (BUILDINGS & GROUNDS)

All Invoices For Check Acct 01(General) 03/09/17 To 03/22/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
TROTTIER L F TROTTIER & SONS INC	03/02/17	B&G--WRIGHT MOWER 02-17107	43-5-704601.00 B & G EQUIPMENT PURCHASES	7850.00	4350	03/22/17
Report Total				7850.00		

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 \$ *****7,850.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Roberta Robinson

TOWN MANAGER: _____
Dave Ormiston, Interim Town Manager

SELECTBOARD:

John Langhus Linda Cook Stephen Flanders John Pepper Mary Layton, Chair

03/17/17

Town of Norwich Accounts Payable

3

10:52 am

Check Warrant Report # 17-26 Current Prior Next FY Invoices For Fund (PUBLIC SAFETY FACILITY)

RRobinson

All Invoices For Check Acct 01(General) 03/09/17 To 03/22/17

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
MIS3	03/17/17	SALLY BOWER PD-RENT	47-5-575622.00	1800.00	4336	03/22/17
		RENT DEPOSIT	CONSTRUCTION COSTS			
VTPUBLICS	03/17/17	STATE OF VT-DEPT OF PUBLI PUBLIC SAFETY BLDG PERMIT	47-5-575622.00	10114.81	4354	03/22/17
		BUILD PERMIT	CONSTRUCTION COSTS			
WHITEJAY	02/02/17	JAY WHITE, ARCHITECT, PLC ARCHITECTURAL SERVICES	47-5-575622.00	10015.39	4356	03/22/17
		INVOICE 2	CONSTRUCTION COSTS			
Report Total				21930.20		

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 \$ ****21,930.20

Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
 Roberta Robinson

TOWN MANAGER: _____
 Dave Ormiston, Interim Town Manager

SELECTBOARD:

 John Langhus Linda Cook Stephen Flanders John Pepper Mary Layton, Chair

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

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

Name: Courtney Dragiff

Address: 48 Route 5 North, Apt 6, Norwich VT 05055

Day phone: (904) 536-9682

Evening phone: Same

E-mail: cjdragiff@gmail.com

Position Applied For: Norwich Conservation Commission Member

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

- 2. Would you be available for evening and/or morning meetings?
Evening: (Yes No) Morning: (Yes No)

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

I have regular monthly meetings for work (generally 8-10 or 3:30-5), but am otherwise very flexible.

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

I've done volunteer trail work for over a decade and am very familiar with many of the trails in Norwich. I'm familiar with the land protection process and have some experience with strategic conservation plans.

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

I don't current serve on any committees other than those which now fall under my supervision at the Hanover Conservancy (Education & Stewardship). I volunteer with the Uppper Valley Land Trust & Upper Valley Trails Alliance, & a current member of the CT River Watershed Council and the ATC.

5. Education and Current Employment

Name of Company: Hanover Conservancy

Location: Hanover, NH

Title: Program Coordinator

Describe your work:

I manage stewardship projects on all fee-owned properties and coordinate work on our easements. I help plan & lead outdoor trips & educational indoor programs in Hanover.

6. Pertinent Education and/or Experience:

BS, Marine Science and Biological Science at the University of Alabama

Outdoor Educator at Hampshire Cooperative Nursery School

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

No). If yes, please explain:

The Hanover Conservancy does not lead trips or work to conserve land outside of the town of Hanover, so I don't believe there will be any conflicts across state lines.

Comments:

I've lived in Norwich for two years and love exploring our trails- I really value the in-town land and connections to other parcels within a few miles. I would love to become more involved with the Conservation Commission to gain experience with conservation in Vermont and be an active volunteer for trail work and stewardship activities.

Signature

Date

Courtney Dragiff (e-signature)

2/21/2017

Miranda Bergmeier

From: Jillian Collins <jillcollins1@comcast.net>
Sent: Friday, March 10, 2017 7:30 PM
To: Miranda Bergmeier
Subject: Rec council

Hi Miranda,

I would love to serve another 3 year term on the rec council. Please let me know if you need any more information.

Thanks,

Jill Collins

Sent from my iPhone

David Ormiston

From: Miranda Bergmeier
Sent: Friday, March 10, 2017 12:13 PM
To: Neil Fulton
Cc: David Ormiston
Subject: RE: Open Positions

Thanks, Neil. I am forwarding this to Dave.

Best regards,
Miranda

Miranda Bergmeier
Assistant to the Town Manager
Town of Norwich
P.O. Box 376
Norwich, VT 05055
802-649-1419 x101

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

From: Neil Fulton [<mailto:nfulton@valley.net>]
Sent: Friday, March 10, 2017 11:50 AM
To: Miranda Bergmeier
Subject: Open Positions

Miranda,

I am interested in continuing to serve as the representative to the GUVSWMD.

Neil

David Ormiston

From: Frank Olmstead <FOlmstead@DOOLaw.com>
Sent: Friday, March 17, 2017 10:30 AM
To: David Ormiston
Subject: Agent to Prosecute

David,

Please inform the Board that I am interested in being re-appointed as Agent to Prosecute for 2017-2018. I just have not gotten around to completing the application this year.

Thanks, Frank

Frank H. Olmstead, Esq.
DesMeules, Olmstead & Ostler
PO Box 1090, 2 Beaver Meadow Rd
Norwich, VT 05055

folmstead@doolaw.com
Phone (802) 649-2001
Fax: (802) 649-2232

RECEIVED
MAR 15 2017
TOWN MANAGER'S OFFICE

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

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

Name: *Thad Goodwin*

Address: *183 Turnpike Rd*

Day phone: *802-299-7659*

Evening phone: *802-299-7659*

E-mail: *GoodwinTreeandTractor@gmail.com*

Position Applied For: *Tree warden*

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

Terms:

Years:

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

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

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

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

I work in the logging & tree industry

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

(over)

5. Education and Current Employment

Name of Company: Goodwin construction LLC Location: Norwich

Title: manager/owner

Describe your work:

All phases of Tree work

6. Pertinent Education and/or Experience:

30 yrs in the field Experience

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

No). If yes, please explain:

Comments:

Look Forward to helping the town with its tree care.

I think its very important to keep unsafe trees out of the roadways, including dead branches over roads + sidewalks.

Signature

Thad Goodwin

Date 3-15-17

Miranda Bergmeier

From: Irv Thomae <irvinvermont@gmail.com>
Sent: Monday, March 13, 2017 7:49 PM
To: Miranda Bergmeier
Cc: Bob Gere
Subject: RE: Notice of open positions - ECFiber
Attachments: AppointmentResolution.pdf

Please forward to the Select Board:

Norwich is a founding member of the East Central Vermont Telecommunications District (aka ECFiber), a Communications Unin District as established by Chapter 82 of VSA Title 30. The District's Governing Board consists of one delegate and one or more alternates from each member municipality. You should recently have received the attached document about appointments to the Governing Board, but I enclose a copy for your convenience. Basically, delegates must be appointed annually (§3059), so this is a position that becomes "open" every year. However, "Any representative or alternate may be reappointed to successive terms without limit." (§3063)

I have represented Norwich on the ECF Governing Board for several years, currently serve as its Chair, and would very much like to be reappointed. Unfortunately, I am scheduled to be out of town from March 21 through March 28th, so I cannot be available for an interview on March 22. Could I meet with the Select Board on some other date prior to the last Monday in April?

Respectfully,

Irv Thomae

528 New Boston Rd.

**A RESOLUTION TO APPOINT REPRESENTATIVES
to the GOVERNING BOARD of the
EAST CENTRAL VERMONT TELECOMMUNICATIONS DISTRICT (ECVTD)**

INSTRUCTIONS

Please use the form on the reverse side to provide Appointments of ECVTD Representatives as required by the legislation (30 V.S.A. Chapter 82) that allows two or more municipalities to form a Communications Union District. Here are the relevant sections:

§ 3059. APPOINTMENT Annually on or before the last Monday in April commencing in the year following the effective date of the district’s creation, the legislative body of each member shall appoint a representative and one or more alternates to the governing board for one-year terms. Appointments of representatives and alternates shall be in writing, signed by the chair of the legislative body of the appointing member, and presented to the clerk of the district. The legislative body of a member, by majority vote, may replace its appointed representative or alternate at any time and shall promptly notify the district clerk of such replacement.

§ 3062. VOTING Each district member’s delegation shall be entitled to cast one vote.

§ 3063. TERM Unless replaced in the manner provided in section 3059 of this chapter, a representative on the governing board shall hold office until his or her successor is duly appointed. Any representative or alternate may be reappointed to successive terms without limit.

§ 3064. VACANCY Any vacancy on the board shall be filled within 30 days after such vacancy occurs by appointment by the authority which appointed the representative or alternate whose position has become vacant. An appointee to a vacancy shall serve until the expiration of the term of the representative or alternate to whose position the appointment was made and may thereafter be reappointed.

We require only the completed, signed and dated RESOLUTION. Copies of meeting minutes or other letters from your office are not necessary.

Subsequent changes or additions to Appointments should be made by submitting a replacement copy of this Resolution that supersedes the prior version and must include all Appointments, whether changed or not, such that the new form stands on its own and identifies all relevant Appointees.

Please scan and email completed forms to the ECVTD Secretary at secretary@ecfiber.net or deliver them to the ECVTD office at 415 Waterman Road, South Royalton, VT 05068.

**A RESOLUTION TO APPOINT REPRESENTATIVES
to the GOVERNING BOARD of the
EAST CENTRAL VERMONT TELECOMMUNICATIONS DISTRICT (ECVTD)**

Whereas the Town or City of _____ is currently a member of the East Central Vermont Telecommunications District

NOW, THEREFORE, BE IT RESOLVED THAT:

The following resident(s) of the Town or City of _____ are hereby appointed to the Governing Board of the East Central Vermont Telecommunications District to serve until the last Monday of April, 20__ unless sooner replaced as provided by law:

Representative: _____
Phone: _____
Email: _____
Mailing Address: _____

First Alternate: _____
Phone: _____
Email: _____
Mailing Address: _____

Second Alternate: _____
Phone: _____
Email: _____
Mailing Address: _____

Adopted at a regular meeting of the Selectboard or City Council of the Town or City of _____, duly held on the ____ day of _____ 20____.

ATTEST:

Selectboard or City Council Chair Date

*Note:
Appointment of a delegate is required.
Appointment of an alternate delegate is desirable.
Appointment of a second alternate delegate is optional, not required.*

Town	Delegate	1 st Alternate	2 nd Alternate
Barnard	Dan Leavitt	Richard Lancaster	
Bethel	Matthew Washburn	Ian Stewart	
Braintree	Jackson Evans	Tim Caulfield	
Brookfield	Dan Childs	Stuart Edson	
Chelsea			
Granville	Richard Poole		
Hancock	Monica Collins		
Hartford	F.X. Flinn	Alan Johnson	
Montpelier	John Bloch	Rob Chapman	
Norwich	Irv Thomae	Bob Gere	
Pittsfield	Marion Abrams	Elizabeth Warner	
Pomfret	Bob Merrill	Alan Graham	
Randolph	Jeff Tolbert	Jerry Ward	CJ Stumpf
Reading	John Malcolm	Carol Boerner	
Rochester	John White		
Royalton	Dan Kinney	Chris Noble	
Sharon	Robert Ferguson		
Stockbridge	Carl Groppe	Steve Farrington	
Strafford	Stephen Willbanks	David Webb	Andy Behrens
Thetford	Jim Masland	Fred Thomas	
Tunbridge	Henry Swayze	Janet Zug	
Vershire	Nate Thames		Jeffrey Howe
W. Windsor	Ken Parrot		
Woodstock	George Sadowsky	Dave Brown	Chris Miller

RECEIVED
MAR 17 2017
TOWN MANAGER'S OFFICE

4

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

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

Name: *Jen Shepherd*

Address: *164 Church Street Norwich*

Day phone: *(603) 369-8929* Evening phone: *same*

E-mail: *jen.shepherd@dartmouth.edu*

Position Applied For: *Recreation Council*

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

Terms: *N/A* Years:

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

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

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

NONE

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

I have endless enthusiasm for the town of Norwich and the recreational programs provided to us. My experience - while not related to Norwich rec. - includes managing special projects in the Office of the President at Dartmouth College; serving as project manager in early stages of wellness at Dartmouth; and also serving on Dartmouth's Sustainability Committee. I have coached soccer →

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

I am not currently serving on any committees, hoping to dedicate my free time to the Norwich Recreation Council. In the past, I served on the Dartmouth Diversity Committee, Dartmouth Alternative Work Arrangement Committee, and the Dartmouth Sustainability Committee. My service includes volunteering for Aging in Place (Norwich); being a Friendship family to a Dartmouth student from Kenya; cooking bi-monthly dinners at The Haven; and being a Welcome Family to new families to Marion Cross.

5. Education and Current Employment

Name of Company: Dartmouth College Location: Hanover, NH
Title: Senior Executive Assistant to the President

Describe your work:
President's liason to senior team; heavy scheduling and travel planning; meeting preparation, including research and briefing materials; President's Office sponsored event planning.

6. Pertinent Education and/ or Experience:
Pertinent experience includes participation and familiarity with all of the offerings from the Norwich Recreation Department, as well as my professional and committee work at Dartmouth (see answers #3 and #4).

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

Comments: As I already stated, I am completely enthusiastic about our town and the gem that is our recreation ~~dept~~ dept. I have been looking for opportunities to give back to our community and had always thought the recreation council would be a good fit for my skills and interests. And now the opportunity presents itself with an opening!

Signature J. Shep

Date MARCH 13, 2017

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

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

Name: Stuart Richards

Address: PO Box 156, 82 Elm Street

Day phone: 617-459-4199

Evening phone: 802-649-3928

E-mail: srichards@globalrescue.com

Position Applied For: Planning Commission

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

Terms: 1

Years: 2

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

Evening: (Yes No Morning: (Yes No

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

Available most evenings and mornings except Mondays

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

Strong background in land planning, environmental issues, construction and development

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

Former Chair of the Affordable Housing Committee

Member Sewer Committee

Member Planning Commission

5. Education and Current Employment

Name of Company: Global Rescue

Location: Lebanon, NH and 6 others wor

Title: Senior Vice President

Describe your work:

Management of Travel Assistance and member crisis including saving lives in medical and security situations including evacuation and bedside advocacy.

6. Pertinent Education and/or Experience:

Dartmouth BA

CUNY 30 credits

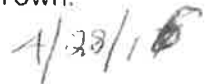
7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes No) If yes, please explain:

Comments:

The Planning Commission is currently evaluating changes in the Zoning and Subdivision Regulations which will potentially have a profound affect on the Town.

I would very much like to be a part of the discussion and evaluation of the proposed changes as they relate to the affects they may have on the Town.

Signature 

Date 4/28/16 

David Ormiston

From: Paul Giuliani <pgiuliani@primmer.com>
Sent: Friday, March 10, 2017 10:23 AM
To: David Ormiston
Cc: Keith Roberts
Subject: Bond Proceeds

Dave –

Upon the completion of the project financed by the Town’s 2013 bond issued through the Vermont Municipal Bond Bank, there remain unexpended proceeds. Although the proceeds are held by the bond Trustee for requisition by the Town in accordance with its Loan Agreement with the Bank, the funds are the property of the Town.

As to the disposition of these proceeds, my recommendation is for the Town to requisition the balance from the Trustee. On receipt, these proceeds need to be tracked and accounted for separate from other Town funds. Commingling is permissible as long as there is in place a tracking system. These unexpended bond proceeds are dedicated for use on the project for which the bonds were issued, unless the voters approve a diversion to another capital project.

Absent the application of unexpended bond proceeds to another capital project or to enhance the project for which the bonds were issued, the proceeds are treated as a sinking fund. Under our statute, sinking funds created out of unexpended bond proceeds are to be used to pay principal on the underlying bonds. Debt service payments made out of the sinking fund are project payments consistent with the dedication which applies to unexpended bond proceeds.

P

J. Paul Giuliani | Attorney
PRIMMER PIPER EGGLESTON & CRAMER PC
100 East State Street, P.O. Box 1309, Montpelier, VT 05601
Tel: 802 223 2102 | Fax: 802 223 2628
pgiuliani@primmer.com | www.primmer.com

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David Ormiston

From: Bob Giroux <bobg@vtbondagency.org>
Sent: Thursday, March 02, 2017 10:54 AM
To: David Ormiston
Cc: J. Paul Giuliani
Subject: 2013 Series 1 Norwich Unspent Loan Proceeds
Attachments: 20170302104945.pdf

Dave:

I have had the opportunity to discuss your unspent 2013-1 loan proceeds with my bond counsel and trustee and here is the process you will need to follow for using the unspent loan proceeds to pay down this loan's debt service:

- Norwich will need to requisition the balance of the unspent proceeds from the trustee and have them transferred to the Town. A copy of Norwich's 2013-1 "Certificate of Project Completion" should be submitted along with the requisition request;
- With the assistance of your bond counsel, the Board will need to set up a segregated sinking fund bank account that can only be used for 2013-1 loan payments;
- The sinking fund account will need to be invested. If the investment return exceeds the bond yield, reports will need to be filed with the IRS and excess earnings rebated. According to my financial advisor, the bond yield that Norwich will be tested against is 3.34058%. I anticipate that it will be extremely unlikely that Norwich will be able to invest the sinking fund account with a return remotely approaching 3.14058%; and
- Loan payments from the sinking fund will need to begin with the May 1, 2017 interest payment of \$2,770.33 and continue until the sinking fund is exhausted. According to the trustee your current balance in the requisition account is \$31,458.18. Even assuming you were able to get a short-term investment at the bond yield, the sinking fund will be exhausted with the 11/1/17 loan payment.

My bond counsel corrected my understanding of the accounting and advised me that amounts in the sinking fund are not segregated into interest and principal balances but are blended together for loan repayment purposes.

I have attached a copy of your 2013-1 Certificate of Project Completion, the loan repayment schedule and a sample investment earnings report for your sinking fund that is based on a 3.34058% return and investments starting 3/10/17. Amounts will vary depending on your actual investment return and investment start date.

I hope you do not mind, but I copied your bond counsel on this email.

Please do not hesitate to contact me if you have any questions.

Thank you.

Bob

Robert W. Giroux
Executive Director
Vermont Municipal Bond Bank
Vermont Educational and Health Buildings Financing Agency
20 Winooski Falls Way
Winooski, VT 05404
802-654-7377
www.vmbb.org
www.vehbfa.org

TOWN OF NORWICH, VERMONT
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2016

NOTE 8 - FUND BALANCE COMPONENTS

At June 30, 2016, the components of fund balance are as follows:

	Nonspendable	Restricted	Committed	Assigned
Governmental Funds				
General Fund				
Conservation Commission	\$ -	\$ -	\$ -	\$ 181,318
Recreation Facilities	-	-	-	32,962
Affordable Housing	-	-	-	45,286
Land Management Council	-	-	-	14,208
Citizen Assistance	-	-	-	2,344
Recreation Scholarship	-	-	-	2,590
Cemetery Fund	-	-	-	55,491
Inventory	21,459	-	-	-
Prepaid items	20,367	-	-	-
Capital Project Fund				
Fire Apparatus Fund	-	-	390,659	-
Highway Equipment Fund	-	-	338,365	-
Highway Garage Fund	-	-	18,556	-
Solid Waste Equipment Fund	-	-	37,996	-
Police Station Fund	-	-	3,985	-
Police Cruiser Fund	-	-	77,220	-
Tracy Hall Fund	-	-	25,993	-
General Administration Fund	-	-	22,038	-
Pool/Dam Fund	-	-	4,447	-
Tennis Court Fund	-	-	14,646	-
Police Special Equipment Fund	-	-	12,300	-
Fire Station Fund	-	-	16,828	-
Fire Equipment Fund	-	-	56,696	-
Sidewalk Fund	-	-	46,704	-
Facility Study Fund	-	-	12,592	-
Bandstand Fund	-	-	1	-
Communication Study Fund	-	-	28,212	-
DPW-Bridge Fund	-	-	152,730	-
DPW-Paving Fund	-	-	134,605	-
DPW-Buildings & Grounds Fund	-	-	11,759	-
Commnications Construction Fund	-	-	31,469	-
Record Restoration Fund	-	-	24,972	-
Generator Fund	-	-	5,007	-
Permanent Funds				
WCTU Fund	-	1,075	-	-
Corridor Tree Fund	-	129	-	-
Alura Grant Fund	-	103	-	-
Main Street Flag Fund	-	1,304	-	-
Perpetual Care Funds/Sale of Cemetery Lots Funds	-	166,963	-	-
Total	\$ 41,826	\$ 169,574	\$ 1,467,780	\$ 334,199

Minutes of the Selectboard Meeting of Wednesday, January 11, 2017 at 6:30 pm

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

There were about 8 people in the audience.

Also participating: Jim Gold, Stuart Richards, Claudette Brochu, Lily Trajman, Abby Friedman (Vermont League of Cities and Towns), John Carroll, and Demo Sofronas

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to proceed with the agenda as drafted.

2. Public Comments (Discussion Item). **Jim Gold** thanked Christopher Ashley for his service to the town. Gold suggested to the Board that they consider addressing the issue of town workers smoking in town vehicles. **Stuart Richards** asked the Board to level-fund the budget because Norwich is becoming unaffordable for some people. **Claudette Brochu** also thanked Christopher Ashley for his service, and stated that the Board should level-fund the budget.

3. Women's Club alcohol policy waiver request (Discussion/Action Item). **Lily Trajman** appeared on behalf of the Women's Club and explained the waiver request was in connection with the club's Spring Gala event. Ashley told Trajman that the club's request contained all of the necessary information sought by the Board. Flanders **moved** (2nd Ashley) to waive the Town ordinance regulating the possession and consumption of alcohol so that the Norwich Women's Club may serve alcohol in Tracy Hall on the evening of March 17, 2017 during its Spring Gala. **Motion passed unanimously.**

4. Town Manager Search – executive session may be needed (Discussion/Action Item)
a. Update (Discussion/Action Item). **Abby Friedman** said that she was prepared to give her report on the Town Manager applicants to the Board in executive session. Ashley **moved** (2nd Flanders) to find that discussing the application materials and 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) of the Vermont Statutes, and to invite Abby Friedman of VLCT into the executive session. **Motion passed unanimously.**

The Selectboard moved into executive session at 6:42 pm.

Flanders **moved** (2nd Ashley) to enter public session. **Motion passed unanimously.** The Selectboard moved into public session at 7:35 pm.

b. Town Manager Evaluation Process (Discussion/Action Item). The Selectboard discussed the question of how often evaluation of the Town Manager (TM) should happen. The Board reached consensus that the TM should receive some form of evaluation twice a year. The Selectboard then discussed what would happen if the Board fails to complete an evaluation at

least once a year – would the TM receive a step increase, or no? Flanders also suggested that if any problems arise with performance, they should be addressed right away. Ashley said that if the Board does not complete a timely evaluation and the TM does not get a step increase, then the Board might be vulnerable to liability. Ashley said that would be an effective incentive for the Board to complete evaluations. Goulet pointed out that the Selectboard must do the evaluation; it is the Board's duty to complete the evaluation.

John Carroll, who had submitted a proposed form for the Selectboard to use for evaluations, was asked to provide his input. Carroll said that it is true the Selectboard has the duty to complete an evaluation. Part of Carroll's proposal is a set of scoring sheets which are compiled without Board discussion and the scores averaged. The other piece of Carroll's evaluation proposal is that each Board member would answer the questions of what has the TM done well, and what needs improvement. These forms will allow the Board to complete its evaluation(s) in an expeditious manner.

c. Draft Provisions of Town Manager Contract (Discussion/Action Item). The Board agreed to move this agenda item to later – Item 9, just before 9(a).

5. Public Hearing on Proposed FY18 Budget (Discussion/Action Item). **Claudette Brochu** said that she has commented previously and now it's up to the Selectboard to decide. Brochu stated that she thinks there is room for changes and reductions in the budget. **Demo Sofronas** said that he has seen about ten years of budget discussions, and he has seen a lot worse years than this one. Sofronas asked what will the per taxpayer increase amount to. Ormiston answered that there would be an increase of \$13 per \$100,000 valuation. Sofronas said that the Board has worked very hard to come up with the best possible budget.

6. The Board discussed what to do with the money that was set aside for purchasing a frontloader for the Public Works Department, now that the FEMA money has been approved for the purchase of that frontloader. After discussion, Cook **moved** (2nd Layton) to take the funds from the frontloader designated fund and apply them toward lowering the town tax rate. Ashley pointed out that some of the designated fund must be spent on the frontloader as a condition of the FEMA grant. **Motion failed 4 to 1** (no – Ashley, Goulet, Layton, Flanders; yes – Cook). Flanders then **moved** (2nd Layton) to reduce the appropriation proposed for the highway equipment fund by \$100,000 and apply \$50,000 to the town garage designated fund and \$50,000 to the highway bridges fund in the FY18 budget. **Motion passed 4 to 1** (yes – Ashley, Goulet, Layton, Flanders; no – Cook).

The Selectboard then discussed whether to use tower bond leftover money to pay down the tower debt. Flanders **moved** (2nd Goulet) to reduce the line item for debt service on the tower bond to \$32,661. **Motion passed unanimously.**

Flanders **moved** (2nd Ashley) to recommend that the Town Meeting approve a gross spending General Town Budget of \$4,462,378. **Motion passed 3 to 2** (yes – Ashley, Layton, Flanders; no – Cook, Goulet)

7. Interim Town Manager Report (Discussion Item). The contract with Jay White, architect for the Public Safety Building project, will be signed; it has been sent to White for his signature. Mary Andes, with the Vermont Department of Public Safety, suggests that the Town ask for an extension for the completion of the FEMA alternative projects past November 1, 2017. The Department of Public Works has hired a temporary worker to cover for an employee who will be out on leave. Interim financing bids went out to banks and Merchants Bank submitted the best rate. The Town will obtain a line of credit for use in case the Town has a cash flow issue with

multiple projects occurring.

8. Correspondence – various items (Discussion/Action Item). Flanders told the Board that his correspondence was erroneously included in the packet. Flanders’s email was merely discussion about agenda setting, and therefore not properly considered correspondence.

Flanders **moved** (2nd Ashley) to receive correspondence from National School Choice Week regarding a requested proclamation; State of Vermont Department of Taxes regarding the 2016 Equalization Study results; Claudette Brochu regarding budget questions, with answers from Interim Town Manager; and John Farrell regarding construction on Turnpike Road. **Motion passed unanimously.**

The Selectboard instructed Ormiston to verify that the building permit questioned by John Farrell was properly granted.

9. Selectboard

a. Finance – Board to sign accounts payable/warrants (Discussion/Action Item). Ashley **moved** (2nd Flanders) to approve Check Warrant Report #17-17 for General Fund in the amount of \$18,199.48. **Motion passed unanimously.**

b. Approval of the Minutes of the 12/7/2016 Selectboard meeting (Action Item). Ashley **moved** (2nd Flanders) to approve the minutes of the December 14, 2016 Selectboard meeting with revisions put forward. **Motion passed (yes- 4; no- Cook).**

c. Review of Next Agendas (Discussion/Possible Action Item). The board agreed to hold a special meeting on January 18, 2017 for the purpose of discussing the Town Manager contract.

For the January 25, 2017 meeting, agenda items will include:

1. VLCT Special Meeting to change bylaws
2. Town Manager evaluation process
3. Pool Committee presentation
4. Approve Town Meeting warning

At this point, Goulet **moved** (2nd Flanders) to adjourn. **Motion passed unanimously.** Meeting adjourned at 10:00 pm.

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on January 25, 2017

Linda Cook, Selectboard Chair

Next Meeting – Special Meeting on January 18, 2017 at 6:30 PM

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

David Ormiston

From: Mary Layton <marydlayton@gmail.com>
Sent: Sunday, March 12, 2017 1:42 PM
To: Miranda Bergmeier; David Ormiston; Miranda Bergmeier

MEMORANDUM

TO: Norwich Select Board
FROM: Mary Layton
SUBJECT: Select Board Goals, March 22 agenda item
DATE: March 12, 2017
CC: David Ormiston, Miranda Bergmeier

I am seeing this coming year as one of transition from management by an Interim Town Manager to that of a long term Town Manager. For that reason my thinking about goals is focused on getting that relationship off to a good start. Two major construction projects will be underway this summer that will require supervision, and the new TM must also start working with the budget starting at the end of June and on into the Fall. He will have to become used to our personalities and may have input into how to prioritize our goals over several years.

With that in mind I would like to suggest these goals:

- 1) Plan how and when to implement the Town Manager evaluation tool that we recently adopted. This can be in accordance with the goals we we want to accomplish.

2) Make a five year Strategic Plan that includes provision for dealing with retirement of department heads.

3) Monitor progress with the help of the TM the construction projects that will be conducted this season.

4) In advance of the renegotiation of the Collective Bargaining Agreement in 2018, conduct a review of the Condrey Report, the grade and step plan, the COLA, and benefits.

Mary Layton

**Town of Norwich
(Flanders) DRAFT Selectboard
Goals and Objectives: March 8, 2017 – March 6, 2018**

Highest Priority

- Review and draft a revision of the town grade and track system to improve financial sustainability.
- Review and draft a revision of the position descriptions of town employees to allow for more flexible hiring.
- Review and develop a proposal for the next negotiated agreement with the bargaining unit to improve financial sustainability and efficient business practices.

Medium Priority

- Complete and adopt a Town Code to update and organize its ordinances.
- Review and revise Town of Norwich Personnel Policies to coordinate with the negotiated agreement.
- Complete community pool feasibility study process and identify possible implementation options.
- Review and update lister and assessor roles to identify the most cost-effective model for Norwich.

Lowest Priority

- Review and revise Selectboard policies for currency and organization.
- Review sidewalk capital plan and shared relationship with Fire District to assure equitable and sustainable maintenance strategy.
- Review Town Manager evaluation process to assure timely and applicable feedback.

**Town of Norwich
(Pepper) DRAFT Selectboard
Goals and Objectives: March 8, 2017 – March 6, 2018**

Highest Priority

- Develop or modify an aspirational, collective “Vision Statement” (or similar) for the Norwich Selectboard (minding the guardrails of statutes of the State of Vermont which are a given)
- Create or review/modify a consistent survey (every quarter) to the residents of Norwich on critical issues so we can measure progress and effectiveness (perceived and actual) of Selectboard and Town Manager and staff.
- Review and draft a revision of the position descriptions of town employees to allow for more flexible hiring and better long-term performance and engagement (*modified SF*).
- Complete community pool feasibility study process and identify possible implementation options as well as viable alternatives to the pool should it not be possible for the town to consider. Determine feasibility and overall desire to get private funding support. (*modified SF*).

Medium Priority

- Complete and adopt a Town Code to update and organize its ordinances. (*adopted from SF*).
- Consider more frequent informal feedback system (360 degrees) for town employees in addition to more formal feedback system that is being utilized.

Lowest Priority

- Institute a less formal Selectboard meeting once a quarter at the Norwich Inn where residents can join, enjoy appetizers and spirits, and we devote entire meeting to open discussion and Q&A.

**AGREEMENT
BETWEEN
THE TOWN OF NORWICH, VT AND WRIGHT CONSTRUCTION COMPANY, INC.**

14th 2017

AGREEMENT made as of the 10th day of March in the year 2017.

BETWEEN the Owner:

Town of Norwich
PO Box 376
Norwich, VT 05055

and the Design-Builder:

Wright Construction Company, Inc.
31 Station Rd
Mount Holly, VT 05758
(802) 259-2094

for the following Project:

Addition to Existing Pubic Works Facility
Norwich, VT
WCC Job #: 2015-131

The Owner and Design-Builder agree as follows.

WORK OF THE DESIGN-PERMIT CONTRACT

The Design-Builder will produce a design including required architectural, structural and civil engineering drawings and prepare and file the necessary Division of Fire Safety Permit documents based on the description of the project in the Wright Construction Proposal dated January 6, 2016 and REVISED January 13, 2016 titled "RFP Response: Design/Build Construction Services, Public Works Facility". This document is attached as Exhibit B. If after the Design and Permitting is complete it is decided to proceed with construction then a separate contract will be written for that scope of work. The design and permitting documents will include the following.

Project Understanding:

To design a 40' x 100' pre-engineered metal building, slab on grade structure to be added onto the east side of the existing Public Work Facility. Prepare necessary plans and file for Division of Fire Safety Permit.

Deliverables:

- Floor plan(s)
- Reflected ceiling plan
- Building elevations
- Building sections
- Foundation plans (Based off of using a Mesco Building Solutions building. It is about \$2,500 to have Mesco produce these drawings separate of ordering the building package, should construction not move forward and the building package not be ordered than this will be an additional charge to the amount of this contract as stated below.)
- Details
- Code reviews on the drawings
- Completed Fire Safety Permit application

Architectural/Structural Services and Code Review:

Measure existing building and provide floor plans and elevations of existing conditions. Develop new floor plans and elevations to level of detail sufficient for Division of Fire Safety permitting. Provide code review and information relative to Vermont Fire and Building Safety Code and Vermont Commercial Energy Standards. Structural engineering for foundation plan only. Building will be a pre-engineered steel building with engineering provided by metal building manufacturer.

Civil Engineering:

Provide site plan showing building addition and grades as required for Division of Fire Safety permitting.

Geotechnical Engineering:

We have not allowed for any Geotechnical engineering at this time.

Permit Application:

Complete necessary forms and file for Division of Fire Safety Permit including permit application fee.

CONTRACT SUM

The Stipulated Sum shall be Twenty One Thousand Three Hundred Fourteen Dollars (\$21,314.00).

PAYMENTS

The period covered by each Application for Payment shall be one calendar month ending on the last day of the month on a percentage completion basis.

The Owner shall make payment to the Design-Builder not later than 30 days after the Owner receives the Application for Payment.

Payments due and unpaid under the Contract shall bear interest from the date payment is due at a rate of Twelve percent (12%) per annum.

OWNERSHIP OF DOCUMENTS

The latest original drawings, specifications and the latest electronic data prepared by the Design-Builder for the Project shall become the property of the Owner.

TIME OF PERFORMANCE

The Design-Builders' work on the Project and the permit application to the Division of Fire Safety shall be completed by May 10th, 2017.

SATISFACTORY COMPLETION

Satisfactory completion of all terms of the Agreement shall include delivery of all items of this Agreement as specified, and permit approval of the Project by the Division of Fire Safety.

AMENDMENT OF CONTRACT

This Agreement, including all Agreement documents, embodies the entire understanding between the parties relating to the subject matter contained herein and merges all prior discussions and contracts between them. No agent or representative of the Design-Builder has the authority to make any representations, statements or agreements not expressed herein. All modifications or amendments, including change orders, of this Agreement must be in writing and must be signed by an authorized representative of each party.

DISPUTES

If a claim or dispute arises out of this Agreement or its performance, the parties agree to endeavor in good faith to resolve it equitably through negotiations, or if that fails, through non-binding mediation, before having recourse to the courts. However, prior to or during negotiation or mediation, either party may initiate litigation that would otherwise become barred by a statute of limitations.

ASSIGNMENT

This Agreement and the duties of the Design-Builder hereunder shall not be assigned or subcontracted without the written approval of the Owner.

APPLICABLE LAW

This Agreement is made and executed in the State of Vermont and shall be construed and interpreted in accordance with the laws of Vermont.

INSURANCE REQUIREMENTS

All contractors and subcontractors are required to maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, the Town shall be furnished with an insurance certificate as proof that coverage is in place.

- a) General Liability \$2,000,000 per occurrence
- b) Property Damage \$2,000,000 per occurrence
- c) Personal Injury \$2,000,000 per occurrence
- d) Automotive Liability \$1,000,000 per occurrence
- e) Worker’s Compensation (Statutory Requirement)

DESIGN PROFESSIONALS AND CONSULTANTS

The Architect, other design professionals and consultants engaged by the Design-Builder shall be persons or entities duly licensed to practice their professions in the jurisdiction where the Project is located and are listed as follows:

ARCHITECT &
STRUCTURAL: NBF Architects P.C.
 24 ½ Center Street
 Rutland, VT 05701

CIVIL
ENGINEER: American Consulting Engineers and Surveyors
 3480 Vermont Route 64
 Williamstown, VT 05679

MISCELLANEOUS PROVISIONS

The Owner’s Designated Representative is indicated below. The Owner’s Designated Representative shall be authorized to act on the Owner’s behalf with respect to the project.

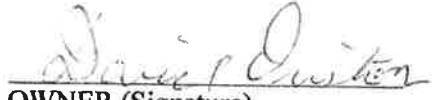
David Ormiston
Town of Norwich
PO Box 376
Norwich, VT 05055
(802) 649-1419
DOrmiston@norwich.vt.us

The Design-Builder’s Designated Representative is indicated below. The Design-Builder’s Designated Representative shall be authorized to act on the Design-Builder’s behalf with respect to the project.

Joseph Poston
Wright Construction Company Inc.
31 Station Rd.
Mount Holly, VT 05758
(802) 259-2094
jposton@wrightconstruction.com

CONTRACT DOCUMENTS

1. The attached Exhibit A "RFP: Design/Build Construction Services, Public Works Facility".
2. The attached Exhibit B "RFP Response: Design/Build Construction Services, Public Works Facility" dated January 13, 2016.
3. This Agreement entered into as of the day and year first written above.


OWNER (Signature)
David Ormiston, Interim Town Manager


DESIGN-BUILDER (Signature)
Joseph Poston, CFO

Addition to Existing Public Works Facility
WCC Job #: 2015-131

Attachment A
RFP: Design/Build Construction Services,
Public Works Facility

**Request for Proposals (RFP)
Design/Build Construction Services
Public Works Facility
Town of Norwich, Vermont**

1. PURPOSE

- 1.1 The Town of Norwich (Town) is seeking Design/Build proposals for the construction of an addition to the existing Public Works facility.
- 1.2 The building is located at 26 New Boston Road in Norwich, Vermont.
- 1.3 A survey of the site is attached.

2. DESIGN/BUILD SERVICES

- 2.1 The proposed project includes the construction of a 40' x 100' pre-engineered steel building addition to the existing building as detailed in the attached outline specification.
- 2.2 The proposals shall include the costs of all components of a complete building addition including, but not limited to, site work, connections to the existing building, foundations, floors, walls, roof, electrical, plumbing and all other necessary work for a complete and functional building.

3. CODES AND STANDARDS

- 3.1 At a minimum the following codes, standards or regulations shall be used for this project:
- 3.1.1 Applicable OSHA Regulations.
- 3.1.2 Vermont Fire & Building Safety Code.
- 3.1.3 2015 Vermont Commercial Building Energy Standards
- 3.1.4 Vermont Agency of Natural Resources Rules.

4. INSURANCE REQUIREMENTS

4.1 All contractors and subcontractors are required to maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, the Town shall be furnished with an insurance certificate as proof that coverage is in place.

- | | |
|--|----------------------------|
| a) General Liability | \$2,000,000 per occurrence |
| b) Property Damage | \$2,000,000 per occurrence |
| c) Personal Injury | \$2,000,000 per occurrence |
| d) Automotive Liability | \$1,000,000 per occurrence |
| e) Worker's Compensation (Statutory Requirement) | |

5. PREPROPOSAL MEETING

A preproposal meeting will be held on December 29, 2015 at 1000 hours at the Public Works facility located at 26 New Boston Road, Norwich, VT. The conference is intended to clarify the proposal requirements and provide an opportunity for questions and answers. If necessary, an addendum to this Request for Proposals will be issued

following the preproposal conference. All questions related to this Request for Proposals and addenda, if needed, shall be in writing and addressed to the Town Manager.

6. PROPOSALS

6.1 All proposals shall include the following:

- 6.1.1 Guaranteed Maximum Cost.
- 6.1.2 Detailed cost breakdown.
- 6.1.3 Project schedule.
- 6.1.4 Plan view of proposed layout.
- 6.1.5 Proposed materials.
- 6.1.6 Examples of similar projects.
- 6.1.7 Contact names and telephone numbers of previous clients.
- 6.1.8 Name and resume of Project Manager.

6.2 The Town of Norwich has the right to reject any or all proposals if doing so is in the best interest of the Town.

6.3 All questions on this RFP should be directed to the Town Manager Neil Fulton at:

- 6.3.1 Email: nfulton@norwich.vt.us.
- 6.3.2 Phone 802-649-1419 X102.

6.4 Proposals as a PDF attachment to an email will be accepted.

6.5 Interested firms shall submit their proposal no later than 1200 hours on January 6, 2016 to:

Neil R. Fulton
Town Manager
Town of Norwich
300 Main Street
Post Office Box 376
Norwich, VT 05055

**Outline Specification
for
Public Works Building Addition
Town of Norwich, Vermont**

1. Addition to the Existing Building

1.1 Meet the applicable building and energy codes.

1.2 Include all permit fees.

1.3 Add a 40' x 100' addition to the back of the existing building. The new roof at the point it attaches to the existing building shall be located at least 2' below the existing roof.

1.4 Install a membrane roof with insulation over the roof of the existing building.

1.5 An engineering report and clarifications (copies attached) of the existing building stated that:

The lateral load resisting elements (braces, moment frames, etc) of the existing building were not visible in the sidewalls and the back wall during the site visit. The only wall where evidence of a lateral load resisting system was noted was the in the front wall, where a moment frame was located in one of the overhead door bays. Code requirements for existing buildings specify that if the loads to the lateral resisting systems of existing buildings increase by more than 10%, the entire lateral system must be upgraded to current code requirements. For this building, we have determined that a net dead load increase of 1.5 PSF is allowable without a full analysis/upgrade of the lateral load resisting systems.

1.5.1 At some time in the past an X brace(s) that was the lateral resisting system was removed from the rear wall of the existing building. Provide a lateral resisting system in the existing rear wall similar to the moment frame at the front of the building, or equivalent, to provide unobstructed access to the addition.

1.6 Add a new insulated overhead door that matches the existing doors in the right bay when facing the front of the building.

1.7 Interior Offices.

1.7.1 Construct interior office, break room and restroom at left rear corner of addition.

1.7.2 The office/break room, restroom area shall have typical interior finishes including commercial grade vinyl floor tiles and base. The interior room walls shall be framed with wooden or metal studs with 5/8" fire code drywall, taped and painted.

1.7.3 The maximum width of the interior offices shall be the truss spacing, estimated at 16'. The maximum depth of the interior offices shall be the depth of the addition. The stairs shall be included within these dimensions.

1.7.4 The desired sizes of the rooms are as follows:

- 200 sq. ft. office with interior and exterior door.
- 250 sq. ft. break/locker room.
- 100 sq. ft. restroom with toilet, urinal and slop sink.

1.7.5 Include a mezzanine over the office area with a stair and live floor load of 150 lb. per sq. ft. plus the load of the solar hot water tank described in another portion of the specification.

Outline Specification – Public Works Building
Page 2 of 2

1.8 The demolition of the existing restroom, storage and mezzanine will be done by the OWNER.

1.9 Electrical

1.9.1 Connect to the existing panel.

1.9.2 Provide outlets as required by the NEC.

1.9.3 Extend the current fire alarm system to the addition.

1.9.4 Lighting

1.9.4.1 High efficiency T5 fixtures or LEDs.

1.10 Heating

1.10.1 Addition to be heated by ventilated propane radiant tube heaters similar to those in the existing building.

1.10.2 Office, restroom and break room heated by propane forced hot air heat. A setback thermostat shall be located in the office.

1.11 Plumbing

1.11.1 Construct new well to be located next to the underground tank with the dry hydrant. See the attached permit and proposal. Owner to excavate ditch for piping, backfill and patch paving. (See attached.)

1.11.2 Move the existing solar hot water tank, system and solar panels from the existing building to the new addition mezzanine over the new office and break room.

1.11.3 Septic - Connect to the existing mound system manhole. Owner to excavate ditch for piping, backfill and patch paving.

1.12 Ventilation

1.12.1 Move existing exhaust fan in existing rear wall to new rear wall.

1.13 Building Finishes

1.13.1 The garage area shall be exposed structural members.

1.13.2 The owner will be responsible for sealing the new concrete floor.

1.14 Windows

1.14.1 All windows shall be dual pane.

1.14.2 The bottom of the windows in new back wall shall be a minimum of 7' from floor to allow use of the wall space.

1.14.3 Windows in office and beak room to be typical heights.

WRAGG BROTHERS OF VT., INC. WELL DRILLING & PUMP SERVICE

"Have a Modern and Up-to-Date Water System"
Complete Pump & Tank Installation

P.O. BOX 110, ROUTE 5 • ASCUTNEY, VERMONT 05030 • 802-674-5890 • 800-255-5890 • FAX 802-674-2958

CONTRACT

This **AGREEMENT** made on 12-21-15 between **WRAGG BROTHERS WELL DRILLING OF VERMONT INC.**
and Town of Norwich PO Box 376 Norwich VT 05055

TELEPHONE #: 802-649-2209

FAX #: _____

Drilling will be charged at \$ 16.00 per foot.

Hydrofracking \$ 2200.00
(If Necessary)

Casing will be charged at \$ 16.00 per foot.

Mudding Charge \$ 500.00
(If Necessary)

Drive shoe will be charged at \$ _____

Grouting \$ 500.00

ESTIMATE

Drilling, Ft	<u>500'</u>	Cost \$	<u>8000.00</u>
Casing, Ft.	<u>100'</u>	Cost \$	<u>1600.00</u>
Drive Shoe	_____	Cost \$	<u>300.00</u>
Pump and Tank Installation	Size <u>CONSTANT PRESSURE</u>	Cost \$	<u>6000.00</u>
(Including all necessary material & up to 75 feet of offset lines)		Total \$	<u>19,100.00</u>

The balance for completed work is due upon receipt of invoice. A finance charge of 2% per month will be assessed on all past due balances. Customer agrees that all collection cost and attorney fees will be the responsibility of the **CUSTOMER**. A \$25.00 fee will be charged for returned checks. All products and services remain the property of **WRAGG BROTHERS OF VT, INC.** until paid in full. If pump installation is not completed within 1 year additional cost can be incurred. **PRICES SUBJECT TO CHANGE AFTER 30 DAYS.** **Wragg Brothers retains the right to enter the property to retrieve any and all products not paid for in full. ALL APPLICABLE STATE TAXES WILL BE ADDED AT THE TIME OF BILLING.**

CUSTOMER is responsible for any required permits. **CUSTOMER** shall inform **CONTRACTOR** of any designated well locations in state or local plans. **The CONTRACTOR will assist but will not be held responsible for the well location. The CUSTOMER may order drilling & stopped at any depth. CONTRACTOR agrees to drill to the normal limits of the CONTRACTOR'S equipment.**

Additional charges may be incurred. Extra fees, such as, wiring or plumbing inside of building, trench from well to building, hydrofracturing, excavation work, equipment extraction or installing run off for an overflowing well etc.. **PROPERTY OWNER** will not hold **CONTRACTOR** responsible for any damages to property due to heavy equipment and debris from drilling operation will be removed by and at the expense of the **CUSTOMER**.

Water well drilling is exploratory. Therefore, **CONTRACTOR is not responsible for water QUALITY or QUANTITY or for NATURALLY OCCURRING FAULTS IN BEDROCK.**

Job location: Dose NOT include Hook up for fire dept to be on the
safe side \$25,000.00 Lot # _____ Tax Map # _____

SALESMAN Doy HOME OWNER/AUTHORIZED AGENT _____
(I fully understand all the information contained in this contract)

Richard S. DeWolfe, PE
President

Christopher J. Temple, PE
Vice President



Nathan M Phillips, PE
David L. Frothingham, PE
Zarabeth M. Duell, PE
John J. Svagzdys, PE
Richard W. McLain, PE
Alicia A. Feiler, PE
Nicole D. Crum, PE

November 11, 2014

Neil Fulton, Town Manager
Town of Norwich, VT
P.O. Box 376
Norwich, VT 05055

**Subject: DPW Building Analysis
New Boston Road, Norwich, VT**

Dear Neil:

As requested, on October 14, 2014, I visited the above referenced site to review the existing roof structure in order to determine the existing load capacity and the structural acceptability of adding new insulated roof panels.

Our analysis and review of the building are based upon the requirements of the 2012 Vermont Fire and Building Safety Code which incorporates the 2012 International Building Code. According to the Vermont Fire Building and Safety Code, the on ground snow load for Norwich, Vermont is 50 pounds per square foot (psf). In our analysis we factored the snow loads to account for exposure, thermal, and importance factors. For computation of importance factors, the building was assigned to Risk Category II as defined in the IBC. These factors produced a design flat roof snow load of 35 psf, however, the State of Vermont requires that all roofs be designed for a minimum snow load of 40 psf. Therefore, we have used the code required 40 psf for roof analysis. The code also requires that gable roofs be analyzed for unbalanced snow load conditions.

The existing DPW building is an approximately 40'-0" wide x 98'-0" long single story steel framed building. The roof is framed with 8" deep, 14 gage zee purlins spaced at 3'-10" +/- on center. The zee purlins are supported by custom fabricated tapered steel plate girders at 16'-0" on center. The tapered steel beams are supported by W8x13 steel columns. The roof deck, roof deck attachment, and composition of the roofing were not visible due to the existing continuous batt insulation.

In the southern-most bay, a wood framed storage mezzanine has been constructed within the steel framed building. A painted sign on the outside face of the interior mezzanine indicates "THE LIVE LOAD CAPACITY OF THIS MEZZANINE IS 55 PSF."

The existing light gage zee purlins are adequate for the typical existing dead loads and code required balanced and unbalanced snow loads. The existing purlins would be adequate for a small increase in dead load due to the addition of new lightweight

- Surveying
- Permitting
- Site Design
- Subdivisions
- Timber Design
- Expert Testimony
- Site Development
- Act 250 Permitting
- Forensic Engineering
- Environmental Permitting
- Transportation Engineering
- Structural Inspection Services
- Commercial Building Design
- Construction Oversight
- Building Assessment
- Pedestrian Bridges
- Stream Alterations
- Sewer Design
- Water Supply
- Storm Water
- Hydrology
- Grading

317 River Street
P.O. Box 1576
Montpelier, VT
05601-1576
phone: 802.223.4727
fax: 802.223.4740
www.dirtsteel.com

Page 2 of 3
Neil Fulton
November 11, 2014

insulated roof panels.

The tapered steel roof beams and the rolled wide flange columns are adequate for the typical existing dead loads and code required balanced and unbalanced snow loads. The existing tapered steel beams would be slightly over-stressed, but within commonly accepted structural engineering limits, for a small increase in dead load due to the addition of new lightweight insulated roof panels.

Based on our calculations, the existing roof purlins and adjacent roof beams are not adequate to support the additional wind and snow drift loads created by the roof mounted solar panels.

For approximately 2/3 of its length, the existing storage mezzanine is framed with 2x12 wooden floor joists at 16" o.c. These joists would be slightly over-stressed, but within commonly accepted structural engineering limits, for the posted live load of 55 psf. Based on the observations made during our site visit, it appears that, at the inner end of the joists, this portion of the existing mezzanine is hung from the light gauge roof purlins with wooden 2x4 "hangers" at each purlin. Each vertical "hanger" is attached to each purlin with (2)-1/2" diameter carriage bolts. The attachment of the hanger to the mezzanine floor structure was not visible. There are numerous structural issues with this method of support. Based on our calculations, the (2)-1/2" diameter carriage bolts attaching the 2x4 hangers to the purlins are adequate for a uniform mezzanine live load of 14.5 psf. Therefore, the bolts would be over-stressed by 165% +/- with the currently posted 55 PSF live load. Second, the existing roof purlins when supporting the hung loads are over-stressed by 11% +/- . Third, the existing tapered steel beam nearest the end of the mezzanine (located approximately 2'-0" from the end of the mezzanine), is already slightly over-stressed due to dead loads and snow loads and would be over-stressed by 26% +/- with the currently posted live load of 55 PSF.

The portion of the mezzanine which is not hung from the roof structure supports mechanical equipment associated with the roof mounted solar hot water system. This equipment includes a 4'-0" deep, 7'-2 1/2" diameter water storage tank. The existing floor framing in this area is 2x6 @ 2'-0" o.c. floor joists spanning approximately 7'-0. Based on our calculations, these members are over-stressed by 200%+. In places, the floor joists are face nailed to face mounted ledgers which do not appear to have the necessary connection strength to resist the 250 +/- PSF load potentially created by a full 4'-0" deep water tank.

The lateral load resisting elements (braces, moment frames, etc) of the existing building were not visible in the sidewalls and the back wall during the site visit. The only wall where evidence of a lateral load resisting system was noted was the in the front wall, where a moment frame was located in one of the overhead door bays. Code requirements for existing buildings specify that if the loads to the lateral resisting systems of existing buildings increase by more than 10%, the entire lateral system must be upgraded to current code requirements. For this building, we have determined that a net dead load increase of 1.5 PSF is allowable without a full analysis/upgrade of the lateral load resisting systems.

On November 7, 2014, I received an email from you indicating that you have determined there is a 4.5" x 12" glulam beam that supports the inside edge of the mezzanine. You also indicated that this glulam beam is supported at both ends by 4.5" x 12" glulam columns that extend down to the concrete floor. We have analyzed this beam, assuming it is made of very high grade material, and have

Page 3 of 3
Neil Fulton
November 11, 2014

determined that it does not have adequate strength or stiffness to support the mezzanine with the currently posted live load.

Based on our calculations, neither the glulam beam, or the hanger system from the roof, are adequate to support the mezzanine for the posted live load by themselves. It is likely that the two systems work together to support a load greater than the calculated capacity of either system acting independently. However, it is difficult to predict the amount of load sharing between systems due to variations in materials and workmanship which can have a large effect on the relative stiffness of each system, which directly affects the amount of load sharing.

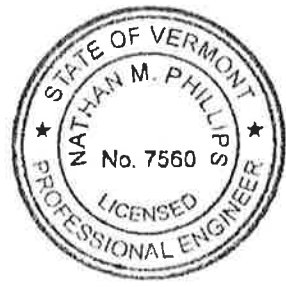
Our recommendations are the following:

- reinforce the roof structure in the area of the solar panels to resist the code required snow drift loads and wind loads
- re-support the main area of the mezzanine so that the mezzanine is not hung from the roof structure. This would typically involve either adding new columns below the existing beam, adding a new beam below the existing beam, or removing and replacing the current beam with a new beam of adequate strength and stiffness.
- re-frame the remainder of the mezzanine, where the mechanical equipment is located, to eliminate ledger connections, provide new deeper members, and provide joist hangers
- additional onsite investigation, including removal of existing finishes as necessary, to determine if structurally reliable lateral load resisting elements exist in the sidewalls and back walls, and if these elements do not exist, to determine acceptable locations and methods to add these elements to the existing structure.
- if a new shed roof addition is added to the back of the structure, we recommend that the new roof be located at least 2'-0" below the existing eave. This will limit the amount of additional snow that the existing roof must support in an unbalanced snow load condition.

Please let me know if you have any questions regarding this report or my findings.

Sincerely,

Nathan M Phillips
Nathan Phillips, P.E.



Neil Fulton

From: Nathan Phillips <Nathan.Phillips@dirtsteel.com>
Sent: Thursday, September 24, 2015 11:16 AM
To: Neil Fulton
Cc: Chris Temple
Subject: RE: Norwich, VT DPW Building Analysis

Neil,

As noted in our November 11, 2014 report, the maximum additional dead load that can be added with the existing roof in place is 1.5 PSF. Removal of the existing metal roofing and fiberglass insulation batts typically would remove a minimum of approximately 1.0 PSF. The total available capacity would then be approximately 2.5 PSF.

Based on the weight limits above, our structural comments regarding your proposed reroofing options are as follows:

NEW MEMBRANE OVER EXISTING ROOF

A new single ply membrane roof that is adhered or mechanically fastened to the existing roof typically would not exceed the 1.5 PSF permissible additional weight and would be structurally acceptable.

REMOVING THE EXISTING ROOF AND INSTALLING INSULATED ROOF PANELS

As noted above, the available load capacity with the existing roof removed is approximately 2.5 PSF. This capacity would typically allow a 3" or 4" insulated panel to be installed and be structurally acceptable. The panel selected would need to be capable of bracing the top flange of the light gage Z purlins.

INSTALLING A NEW METAL ROOF OVER THE EXISTING ROOF

The installation of a new metal roof over the existing roof typically would not add more than the permissible 1.5 PSF and would be structurally acceptable.

However, the change from a heated space to an unheated space would increase the code required snow loads by an additional 2.0 PSF and therefore would not be structurally acceptable. The only way this could be accommodated is if the building use also changed from being normally occupied to being essentially a storage facility that is not normally used in the winter months. If this was the case, the snow load increase due to being unheated would be offset by a snow load decrease allowed the change in use.

We want to reiterate the other important issues addressed in our November 11th report. These issues include significant existing structural deficiencies related to the support of the roof mounted solar array, the support of the storage mezzanine, the support of the solar water storage tank, and others as noted in the report. Page 3 of our earlier report contains a list of recommendations that should be addressed as part of this re-roofing project.

Please call or email if you would our assistance developing structural documents addressing our recommendations or have any other questions.

Sorry it took a while to get back to you!

Nathan Phillips, P.E.
DeWolfe Engineering Associates, Inc.
81 River Street

Montpelier, VT 05602

802-223-4727, Ext. 304
802-613-3005 Direct Line

From: Neil Fulton [<mailto:NFulton@norwich.vt.us>]
Sent: Tuesday, September 08, 2015 10:47 AM
To: Nathan Phillips <Nathan.Phillips@dirsteel.com>
Subject: RE: Norwich, VT DPW Building Analysis

Hi Nathan,

I am getting budget estimates for work on the public works building. Your report includes the following statement:

“The existing light gage zee purlins are adequate for the typical existing dead loads and code required balanced and unbalanced snow loads. The existing purlins would be adequate for a small increase in dead load due to the addition of new lightweight insulated roof panels.”

We are considering one of the following:

- A new membrane roof over the existing roof.
- Removing the existing roof and installing insulated roof panels
- Installing a new metal roof over the existing roof. This would be a single layer and the building would not be heated.

Your thoughts and what is the maximum additional load with the existing roof and the maximum load if we removed the existing roof?

Thanks,

Neil

From: Nathan Phillips [<mailto:Nathan.Phillips@dirsteel.com>]
Sent: Wednesday, November 12, 2014 9:38 AM
To: Neil Fulton
Cc: Chris Temple
Subject: Norwich, VT DPW Building Analysis

Neil,

Attached is our final report for the analysis of the DPW building.

Please call or email if you have any questions.

I apologize for this being late – we are very busy at this time.

Thank you,

Nathan Phillips, P.E.
DeWolfe Engineering Associates, Inc.
81 River Street

Montpelier, VT 05602

802-223-4727, Ext. 304

Addition to Existing Public Works Facility
WCC Job #: 2015-131

Attachment B

RFP Response: Design/Build Construction Services,
Public Works Facility dated January 13, 2016



31 Station Road
Mt. Holly, Vermont 05758
802.259.2094 phone
802.259.2689 fax
www.wrightconstruction.com

RFP Response: Design/Build Construction Services
Public Works Facility
Town of Norwich, VT
WCC Job #: 2015-131
January 6, 2016
REVISED January 13, 2016

The following is a description, by construction division, for design completion and construction of a new 4,000 S.F building addition. Our proposal is based on the RFP by Town of Norwich, Vermont, dated December 21, 2015 along with the description below.

Design completion/ DFS Permitting/General Conditions: WCC will provide Professional Liability Insurance and design services to complete the design for the town garage addition, to include structural design for the building foundation, mechanical and electrical stamped drawings (civil engineering by the Town of Norwich under separate contract). We expect to attend up to three meetings to complete the design. When design is complete we will prepare and submit permit application with fee to the Division of Fire & Safety.

Once the project is ready to move forward to construction we will provide all services related to the general conditions to include on and off site management, storage trailers, jobsite office and communication means, prepare and process submittals, conduct progress meetings, et al. We are prepared to offer Performance & Payment bonds upon Owner's request, cost for these are not currently carried in this proposal but could be added upon request.

\$43,775.00

Sitework/Site Utilities: We will layout site for new building addition as well as implement erosion control. Excavating/backfill for new 40'x100' SF building addition. Slab preparation will consist of 6" stone base and 6 mil poly. Excavation/backfill for sewer line for new bathroom in the foot print of the building. Excavation/backfill and pavement patching for sewer line from building to septic tank will be by the town. Wright Construction Company will provide 4" PVC pipe, labor & miscellaneous fittings. Rough/final grade, seed and mulch disturbed areas. We have included a \$3,500 allowance for the retaining wall and a \$25,000 allowance for new water well including water line to building and controls (by WRAGG Brothers of VT). Excavation/backfill any water line work by the Town of Norwich. All pavement patching to be by Owner.

\$70,825.00

Concrete: Will consist of stamped Engineered drawings for 40'x100' frost wall addition with pads and piers for metal building. 12" tall x 20" wide continuous footings with 5'x5' pads at column location, 8" thick x 5'0" tall walls and reinforced 6" concrete slab. Frost walls will receive 2" rigid insulation on outside of wall with metal flashing protection..

\$49,170.00

Demolition: Remove and dispose of framing/siding in 16' bays to allow trucks to pass through. Remove siding as required for new addition. Saw-cut and remove 1' tall concrete curb located at the 5 bays (approximately 80LF concrete curb will be cut down 6" lower to accept new slab addition). New slab will be pinned to existing slab.

\$7,632.00

Framing: Construct 2x6 wall partitions 8' tall for new bathroom, office & breakroom. Walls and ceilings to have fiberglass insulation. Ceiling will be framed with TSI 230's joist 16" O.C. with 3/4" plywood floor and temporary handrail for future mezzanine. Existing mezzanine to be removed and disposed of by Town of Norwich. Wright Construction Company will construct new 12'x40' mezzanine including 2x6 partitions, TJI 230's joist 16" O.C. with 3/4" plywood floor and 1/2" plywood on walls. New 2x12 stair tread, stringers and wood handrail. Both the mezzanine and office areas to be 12' wide.

\$17,939.00



Insulation: To be metal building insulation per energy code standards.

\$13,415.00

Membrane Roofing: Install new rigid insulation over the existing metal roof into the roof ribs, approximately R-5.7, to the height of the highest rib. Over the infill insulation mechanically fasten a new 1 1/2" R-8.55 Firestone isocyanurate insulation. The total R-value of 14.25. The edges will be built up with wood blocking to the height of the new insulation. The edges will then receive new custom factory baked on Kynar finished metal edge flashings. Over the insulation fully adhere a new Firestone .060 EPDM rubber roofing membrane. All present protrusions will be flashed as per firestone specifications.

\$29,649.00

Doors/Windows: We have included an \$800 material allowance for exterior door, frame and hardware for office exterior door. We have included a \$2,400 material allowance for doors, frames and hardware for 3 interior doors (bathroom, office & breakroom). We have also included an \$800 material allowance for (2) new windows located in office area.

\$8,271.00

Metal Building: Our proposal is for a single slope, pre-engineered, free standing, 40'x100' metal building addition. (Please see attached drawings). Siding and roofing will be exposed fastener. Our metal building budget includes a \$3,500 allowance for any additional bracing that may be needed to be installed in the existing building for bracing when the exterior wall is removed. This includes required engineer fees.

\$64,486.00

Finishes: Office, break room and bathroom will receive (1) layer of drywall with a level 4 finish, (1) coat of primer and (2) coats of finish paint, VCT flooring and 4" vinyl base.

\$9,261.00

Toilet & Bath Accessories: The new bathroom will receive (1) 36" grab bar, (1) 42" grab bar, mirror, toilet tissue dispenser, paper towel dispenser and soap dispenser.

\$276.00

Mechanical/ Plumbing: Consists of roughing and installing of (1) water closet, urinal, 1 lavatory, 1 shower, janitors sink, moving the existing solar hot water panels and tank with piping to the new building, 2 propane fired low intensity radiant heaters in bays, 1 propane fired furnace for office, breakroom, bathroom & mezzanine, ductwork for the furnace, indoor propane piping, toilet exhaust fan with ductwork, wall mounted exhaust fan for the new addition, carbon monoxide monitoring for the new addition, moving the existing sidewall fan, mechanical insulation, temperature controls and commissioning.

\$59,535.00

Electrical: (25) T5 HO fixtures in garage and mezzanine, layout similar to existing, (6) 2x4 3-lamp T8 troffers in office and break areas and (3) exterior LED fixtures, locations TBD. The existing panel has only 2 usable spaces, therefore a 100-amp sub panel will be located in the addition on the same wall by office area. Relocated equipment as described in outline will be reconnected. Relocation of 3, 200 amp outlets used for the welder is included. Adequate outlets will be provided in garage and office areas. There is currently no provision for specialty outlets such as welders, phone lines will be extended to new office. The existing fire alarm panel is outdated, parts are no longer readily available for it. This proposal replaces the existing panel with a new Notifier addressable panel and existing devices with addressable devices. The new panel includes a dialer. The existing horn/strobe will be re-fed by new panel. The addition will be added to the new panel. All current monitoring services will be programmed into new panel.

\$38,735.00

Proposal Amount: \$412,968.00

CONSTRUCTION PROFESSIONALS
SERVING SOUTHERN VERMONT AND NEW HAMPSHIRE
SINCE 1982

31 STATION ROAD • MT. HOLLY, VERMONT 05758 • (802) 259-2094 • FAX (802) 259-2689

Exclusions: Builders Risk Insurance, tax, asbestos testing and abatement, boulder and ledge removal, testing, civil design, trench drain, ACT250 permit, local building permit, winter conditions, relocating Owners items, air piping, surveying, storm drainage, sprinkler, utility company fees, overhead doors, propane tank, outdoor propane piping, water heater, hosebibbs, compressed air piping, well tank, CO monitoring for the existing building, any additional requirements that Division of Fire Safety may have with their plan review. We assume the native soil has adequate bearing capacity.

*Any excluded item can be added upon request

*Soil compaction and concrete testing to be paid for by Owner. Wright Construction will coordinate.

Alternates: The following items can be added to our base bid at the costs indicated.

1. Add air conditioning to areas fed by ductwork including office, breakroom and bathroom. Add: \$5,850
2. Add Payment & Performance Bonds. Add: \$4,130
3. Add pressure tank for well. Add: \$1,225
4. Add fiberglass batt insulation to walls and ceiling of office, breakroom and bathroom. Add: \$1,200
5. Add civil engineering as required, including site plan. The Town is responsible for all plans and permits required for Waste Water and well drilling. Add: \$5,750

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SINCE 1982

31 STATION ROAD • MT. HOLLY, VERMONT 05758 • (802) 259-2094 • FAX (802) 259-2689

Addition to Existing Public Works Facility
WCC Job #: 2015-131

Attachment C
WCC Insurance Certificate



CERTIFICATE OF LIABILITY INSURANCE

WRIGH-1

OP ID: CH 8

DATE (MM/DD/YYYY)

03/10/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kinney Pike/Hartford The Junction Market Place 1011 North Main Street White River Junction, VT 05001 Adam Osha	CONTACT NAME: Adam Osha PHONE (A/C, No., Ext.): 802-295-3329 E-MAIL ADDRESS: aosha@kinneypike.com	FAX (A/C, No.): 802-296-6126
	INSURER(S) AFFORDING COVERAGE	
INSURED Wright Const. Co., Inc. W.C. Holdings, Inc. 31 Station Road Mount Holly, VT 05758-9999	INSURER A: Hanover Insurance Company NAIC # 22292	
	INSURER B: Acadia Insurance 31325	
	INSURER C: Columbia Casualty Company 31127	
	INSURER D:	
	INSURER E:	
	INSURER F:	


COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		X	CPA0311563-17 BINDER	12/31/2016 01/06/2017	01/01/2018 01/06/2018	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 250,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CAA0311565-17	12/31/2016	01/01/2018	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUA0311566-17	12/31/2016	01/01/2018	EACH OCCURRENCE	\$ 2,000,000
							AGGREGATE	\$
								\$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCA0319589-17	01/01/2017	01/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Equipment Floater			IHV-D130143-00	12/31/2016	01/01/2018	ded	1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is named Additional Insured with respect to general liability to the extent required in executed written contract
 RE: Addition to Existing Public Works Facility, WCC Job# 2015-131. Workers Compensation Statutory coverage applies in VT and NH and Brett Wright is an excluded officer.

CERTIFICATE HOLDER TOWNNOR Town of Norwich PO Box 376 Norwich, VT 05055	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

Town of Norwich General Ledger
Expenditure Report - General
Current Year Period 9 Mar

Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-16/17 MTD Pd 9 Mar
TOWN ADMIN. EXPENSE						
SELECTBOARD STIPEND	2,500.00	0.00	1,000.00	40.00%	1,500.00	0.00
TOWN MANAGER WAGE	108,977.00	0.00	54,720.00	50.21%	54,257.00	3,200.00
TM BENEFITS	17,172.00	0.00	0.00	0.00%	17,172.00	0.00
TREASURER STIPEND	1,693.00	0.00	846.50	50.00%	846.50	0.00
ADMIN ASSIST WAGE	49,130.00	0.00	34,438.27	70.10%	14,691.73	1,831.20
ADMIN ASST OT	0.00	0.00	998.61	100.00%	-998.61	0.00
FICA TAX	11,127.00	0.00	5,540.97	49.80%	5,586.03	295.60
MEDI TAX	2,602.00	0.00	1,295.92	49.80%	1,306.08	69.13
HEALTH INSUR	13,209.00	0.00	20,521.43	155.36%	-7,312.43	-241.92
DISABILITY/LIFE INSUR	1,680.00	0.00	784.08	46.67%	895.92	0.00
DENTAL INSURANCE	419.00	0.00	327.58	78.18%	91.42	-15.12
VT RETIREMENT	9,167.00	0.00	1,848.12	20.16%	7,318.88	0.00
PROFESS SERV	35,000.00	0.00	13,307.44	38.02%	21,692.56	0.00
VLCT MEMBERSHIP	4,705.00	0.00	4,705.00	100.00%	0.00	0.00
TOWN REPORT	6,000.00	0.00	1,082.14	18.04%	4,917.86	0.00
ADMIN TELEPHONE	550.00	0.00	348.60	63.38%	201.40	0.00
T MNGR CELL PHONE	650.00	0.00	337.95	51.99%	312.05	0.00
POSTAGE	100.00	0.00	25.59	25.59%	74.41	0.00
ADVERTISING	450.00	0.00	1,004.60	223.24%	-554.60	0.00
MILEAGE	100.00	0.00	0.00	0.00%	100.00	0.00
OFFICE SUPPLIES	1,200.00	0.00	252.81	21.07%	947.19	0.00
OFFICE EQUIP	500.00	0.00	114.19	22.84%	385.81	0.00
DUES/MTS/EDUC	800.00	0.00	440.00	55.00%	360.00	0.00
COMMITTEE	500.00	0.00	26.00	5.20%	474.00	0.00
ENERGY COMMITTEE GRANT	0.00	0.00	2,081.48	100.00%	-2,081.48	0.00
ENERGY COMMITTEE	1,540.00	0.00	30.31	1.97%	1,509.69	0.00
EVCS GRANT	0.00	0.00	10,226.81	100.00%	-10,226.81	0.00
DES FUND-FACILITIES STUDY	17,000.00	0.00	17,000.00	100.00%	0.00	0.00
DESI FUND-CITIZEN ASSISTA	1,000.00	0.00	500.00	50.00%	500.00	0.00
MISCELLANEOUS	750.00	0.00	477.60	63.68%	272.40	0.00
Total TOWN ADMIN. EXPENSE	288,521.00	0.00	174,282.00	60.41%	114,239.00	5,138.89
BCA/BOA EXPENDITURES						
JUSTICES WAGE	600.00	0.00	350.03	58.34%	249.97	0.00
FICA TAX	0.00	0.00	17.09	100.00%	-17.09	0.00
MEDI TAX	0.00	0.00	3.98	100.00%	-3.98	0.00
POSTAGE	225.00	0.00	40.73	18.10%	184.27	0.00
OFFICE SUPPLIES	0.00	0.00	36.03	100.00%	-36.03	0.00
DUES/MTGS/EDUC	300.00	0.00	0.00	0.00%	300.00	0.00
Total BCA/BOA EXPENDITURES	1,125.00	0.00	447.86	39.81%	677.14	0.00
STAT MTGS EXPENDITURES						
POLLWORKERS WAGE	325.00	0.00	393.75	121.15%	-68.75	0.00
FICA TAX	0.00	0.00	19.52	100.00%	-19.52	0.00
MEDI TAX	0.00	0.00	4.59	100.00%	-4.59	0.00
POSTAGE	200.00	0.00	379.22	189.61%	-179.22	0.00
ADVERTISING	150.00	0.00	132.09	88.06%	17.91	0.00

Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-16/17 MTD Pd 9 Mar
PRINTING	1,850.00	0.00	0.00	0.00%	1,850.00	0.00
OFFICE SUPPLIES	125.00	0.00	109.03	87.22%	15.97	0.00
VOTING MACHINE	65.00	0.00	0.00	0.00%	65.00	0.00
VOTING MACH MAINT AGRMT	300.00	0.00	0.00	0.00%	300.00	0.00
VTG MCHN PROGRAMG	4,200.00	0.00	1,191.00	28.36%	3,009.00	0.00
Total STAT MTGS EXPENDITURES	7,215.00	0.00	2,229.20	30.90%	4,985.80	0.00
TOWN CLERK EXPENDITURES						
TOWN CLERK WAGE	61,687.00	0.00	40,460.23	65.59%	21,226.77	2,368.27
ASST CLK WAGE	40,353.00	0.00	26,335.70	65.26%	14,017.30	1,564.01
FICA TAX	6,251.00	0.00	3,929.30	62.86%	2,321.70	231.84
MEDI TAX	1,462.00	0.00	918.99	62.86%	543.01	54.22
HEALTH INS	26,931.00	0.00	20,031.16	74.38%	6,899.84	56.59
DISABILITY/LIFE INS	1,300.00	0.00	914.08	70.31%	385.92	0.00
DENTAL INSURANCE	840.00	0.00	518.08	61.68%	321.92	-30.24
VT RETIREMENT	5,545.00	0.00	3,657.29	65.96%	1,887.71	0.00
DOG/CAT LICENSE	450.00	0.00	261.09	58.02%	188.91	0.00
VITAL STATISTICS	40.00	0.00	0.00	0.00%	40.00	0.00
TELEPHONE	515.00	0.00	258.60	50.21%	256.40	0.00
OFFICE SUPPLIES	2,000.00	0.00	726.91	36.35%	1,273.09	0.00
OFFICE EQUIPMENT	150.00	0.00	0.00	0.00%	150.00	0.00
SOFTWARE	3,265.00	0.00	2,016.68	61.77%	1,248.32	0.00
DUES/MTGS/EDUC	200.00	0.00	40.00	20.00%	160.00	0.00
DES. FUND-RECORD RESTORAT	9,000.00	0.00	4,500.00	50.00%	4,500.00	0.00
Total TOWN CLERK EXPENDITURES	159,989.00	0.00	104,568.11	65.36%	55,420.89	4,244.69
FINANCE DEPARTMENT						
FINL ASSISTANT WAGE	27,921.00	0.00	18,253.41	65.38%	9,667.59	1,078.50
FINANCE OFFICER WAGE	66,235.00	0.00	43,262.33	65.32%	22,972.67	2,562.25
FICA TAX	5,838.00	0.00	3,684.68	63.12%	2,153.32	218.38
MEDI TAX	1,365.00	0.00	861.70	63.13%	503.30	51.07
HEALTH INS	8,127.00	0.00	6,119.95	75.30%	2,007.05	37.18
DISABILITY/LIFE INS	1,183.00	0.00	782.16	66.12%	400.84	0.00
DENTAL INSURANCE	681.00	0.00	402.45	59.10%	278.55	-40.05
VT RETIREMENT	5,074.00	0.00	3,289.43	64.83%	1,784.57	0.00
INDEPENDENT AUDIT	9,600.00	0.00	9,600.00	100.00%	0.00	0.00
TELEPHONE	500.00	0.00	245.07	49.01%	254.93	0.00
ADVERTISING	175.00	0.00	86.00	49.14%	89.00	0.00
PRINTING	75.00	0.00	74.00	98.67%	1.00	0.00
OFFICE SUPPLIES	1,500.00	0.00	933.93	62.26%	566.07	0.00
OFFICE EQUIPMENT	250.00	0.00	0.00	0.00%	250.00	0.00
SOFTWARE	790.00	0.00	0.00	0.00%	790.00	0.00
DUES/MTGS/EDUC	250.00	0.00	25.00	10.00%	225.00	0.00
BANK	600.00	0.00	42.19	7.03%	557.81	0.00
Total FINANCE DEPARTMENT	130,164.00	0.00	87,662.30	67.35%	42,501.70	3,907.33
GEN ADMIN EXPENDITURES						

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TELEPHONE	900.00	0.00	464.89	51.65%	435.11	0.00
POSTAGE METER RENTAL	685.00	0.00	342.42	49.99%	342.58	0.00
POSTAGE	2,700.00	0.00	3,024.86	112.03%	-324.86	0.00
OFFICE SUPPLIES	1,250.00	0.00	429.27	34.34%	820.73	0.00
PHOTOCOPIER	1,256.00	0.00	711.85	56.68%	544.15	0.00
COMPUTER HARDWARE	900.00	0.00	0.00	0.00%	900.00	0.00
WEB SITE SUPPORT	900.00	0.00	240.00	26.67%	660.00	0.00
SERVER MAINTENANCE	4,400.00	0.00	5,034.67	114.42%	-634.67	0.00
DESIGNATED FUND-EQUIP	5,500.00	0.00	2,750.00	50.00%	2,750.00	0.00
Total GEN ADMIN EXPENDITURES	18,491.00	0.00	12,997.96	70.29%	5,493.04	0.00
ASSESSOR/LISTER EXPENDITURE						
LISTER WAGE	4,500.00	0.00	2,250.00	50.00%	2,250.00	0.00
OFFICE ASST WAGE	16,753.00	0.00	10,952.07	65.37%	5,800.93	647.11
FICA TAX	1,317.00	0.00	750.55	56.99%	566.45	36.28
MEDI TAX	308.00	0.00	175.54	56.99%	132.46	8.49
HEALTH INS	4,876.00	0.00	3,671.91	75.31%	1,204.09	22.30
DISABILITY/LIFE INSURANCE	230.00	0.00	156.96	68.24%	73.04	0.00
DENTAL INSURANCE	158.00	0.00	90.84	57.49%	67.16	-14.96
VT RETIREMENT	859.00	0.00	556.97	64.84%	302.03	0.00
PROFESS SERVICES	74,000.00	0.00	44,800.00	60.54%	29,200.00	0.00
SOFTWARE MAINT/UPDATE	6,500.00	0.00	5,300.00	81.54%	1,200.00	0.00
TELEPHONE	600.00	0.00	263.10	43.85%	336.90	0.00
POSTAGE	750.00	0.00	157.06	20.94%	592.94	0.00
ADVERTISING	150.00	0.00	0.00	0.00%	150.00	0.00
PRINTING	150.00	0.00	0.00	0.00%	150.00	0.00
MILEAGE REIMB	50.00	0.00	0.00	0.00%	50.00	0.00
OFFICE SUPPLIES	250.00	0.00	37.62	15.05%	212.38	0.00
OFFICE EQUIPMENT	250.00	0.00	0.00	0.00%	250.00	0.00
DUES/MTGS/EDUC	500.00	0.00	50.00	10.00%	450.00	0.00
Total ASSESSOR/LISTER EXPENDITURE	112,201.00	0.00	69,212.62	61.69%	42,988.38	699.22
PLANNING DEPT EXPENDITURE						
PLAN ADMIN WAGE	65,633.00	0.00	42,955.37	65.45%	22,677.63	2,512.01
OFFICE ASST. WAGE	22,460.00	0.00	14,263.87	63.51%	8,196.13	862.80
FICA TAX	5,462.00	0.00	3,405.78	62.35%	2,056.22	200.21
MEDI TAX	1,277.00	0.00	796.55	62.38%	480.45	46.83
HEALTH INS	13,681.00	0.00	10,229.70	74.77%	3,451.30	-114.78
DISABILITY/LIFE INS	714.00	0.00	501.48	70.24%	212.52	0.00
DENTAL INSURANCE	420.00	0.00	259.04	61.68%	160.96	-15.12
VT RETIREMENT	3,610.00	0.00	2,346.94	65.01%	1,263.06	0.00
PLANNING SERVICES	3,000.00	0.00	1,388.80	46.29%	1,611.20	0.00
TWO RIVER PLANNING COMM.	4,677.00	0.00	4,677.00	100.00%	0.00	0.00
U.V. TRANSPORTATION MGMT	1,063.00	0.00	0.00	0.00%	1,063.00	0.00
MAPPING	2,200.00	0.00	0.00	0.00%	2,200.00	0.00
HISTORIC PRES COMM.	1,500.00	0.00	27.40	1.83%	1,472.60	0.00
HIST PRES GRANT	0.00	0.00	1,425.00	100.00%	-1,425.00	0.00
TELEPHONE	400.00	0.00	260.79	65.20%	139.21	0.00

Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-16/17 MTD Pd 9 Mar
POSTAGE	350.00	0.00	259.92	74.26%	90.08	0.00
ADVERTISING	500.00	0.00	403.47	80.69%	96.53	0.00
PRINTING	150.00	0.00	0.00	0.00%	150.00	0.00
MILEAGE REIMB	450.00	0.00	267.26	59.39%	182.74	0.00
OFFICE SUPPLIES	800.00	0.00	224.96	28.12%	575.04	0.00
OFFICE EQUIPMENT	250.00	0.00	123.19	49.28%	126.81	0.00
DUES/MTGS/EDUC	750.00	0.00	295.00	39.33%	455.00	0.00
Total PLANNING DEPT EXPENDITURE	129,347.00	0.00	84,111.52	65.03%	45,235.48	3,491.95
RECREA DEPT EXPENDITURES						
ADMINISTRATION						
RECREATION DIR WAGE	66,788.00	0.00	43,814.65	65.60%	22,973.35	2,562.25
FICA TAX	4,141.00	0.00	2,716.52	65.60%	1,424.48	158.86
MEDI TAX	968.00	0.00	635.27	65.63%	332.73	37.15
HEALTH INS	7,747.00	0.00	5,716.32	73.79%	2,030.68	48.81
DISABILITY/LIFE INSUR	805.00	0.00	574.48	71.36%	230.52	0.00
DENTAL INSURANCE	419.00	0.00	274.16	65.43%	144.84	0.00
VT RETIREMENT	3,673.00	0.00	2,391.46	65.11%	1,281.54	0.00
TELEPHONE	550.00	0.00	251.48	45.72%	298.52	0.00
POSTAGE	150.00	0.00	25.12	16.75%	124.88	0.00
ADVERTISING	50.00	0.00	0.00	0.00%	50.00	0.00
PRINTING	100.00	0.00	0.00	0.00%	100.00	0.00
DUES/MTGS/EDUC	850.00	0.00	180.00	21.18%	670.00	0.00
OFFICE EQUIPMENT	100.00	0.00	0.00	0.00%	100.00	0.00
MILEAGE REIMBURSEMENT	450.00	0.00	133.00	29.56%	317.00	0.00
OFFICE SUPPLIES	250.00	0.00	3.99	1.60%	246.01	0.00
Total ADMINISTRATION	87,041.00	0.00	56,716.45	65.16%	30,324.55	2,807.07
PROGRAM						
INSTRUCTOR FEE	80,000.00	0.00	62,980.90	78.73%	17,019.10	0.00
COACHING MATERIALS	400.00	0.00	187.05	46.76%	212.95	0.00
TEE SHIRT/HAT	4,500.00	0.00	0.00	0.00%	4,500.00	0.00
EQUIPMENT	3,800.00	0.00	183.98	4.84%	3,616.02	0.00
SUMMER PROG WAGE	14,000.00	0.00	10,380.25	74.14%	3,619.75	0.00
REFERREE/UMPIRE	2,200.00	0.00	1,659.00	75.41%	541.00	0.00
ENTRY FEE	1,120.00	0.00	600.00	53.57%	520.00	0.00
REGISTRATION FEES	7,200.00	0.00	5,792.50	80.45%	1,407.50	0.00
M.CROSS SCHOOL RENTAL FEE	13,500.00	0.00	13,230.00	98.00%	270.00	0.00
SPECIAL EVENTS /SUPPLIES	1,000.00	0.00	747.39	74.74%	252.61	0.00
FICA TAX	868.00	0.00	621.75	71.63%	246.25	0.00
MEDI TAX	203.00	0.00	145.40	71.63%	57.60	0.00
UNIFORMS	300.00	0.00	0.00	0.00%	300.00	0.00
Total PROGRAM	129,091.00	0.00	96,528.22	74.78%	32,562.78	0.00
RECREATION FACILITIES						
REC FIELD CARE	10,000.00	0.00	7,163.25	71.63%	2,836.75	0.00
HNTLY LINE MARKING	3,200.00	0.00	2,011.45	62.86%	1,188.55	0.00

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-16/17 MTD Pd 9 Mar
PORTABLE TOILET	650.00	0.00	235.74	36.27%	414.26	0.00
REPAIRS & MAINT	2,000.00	0.00	282.28	14.11%	1,717.72	0.00
WATER USAGE	350.00	0.00	314.00	89.71%	36.00	0.00
WOMEN'S CLUB GRANT	0.00	0.00	2,033.00	100.00%	-2,033.00	0.00
SITE WORK	250.00	0.00	0.00	0.00%	250.00	0.00
DESIGNATED FUND-T COURTS	4,500.00	0.00	2,250.00	50.00%	2,250.00	0.00
Total RECREATION FACILITIES	20,950.00	0.00	14,289.72	68.21%	6,660.28	0.00
Total RECREA DEPT EXPENDITURES	237,082.00	0.00	167,534.39	70.67%	69,547.61	2,807.07
POLICE STATION EXPENDITURES						
UTILITIES						
WATER USAGE	200.00	0.00	213.00	106.50%	-13.00	0.00
ELECTRICITY	3,250.00	0.00	1,484.84	45.69%	1,765.16	0.00
HEATING	2,250.00	0.00	939.63	41.76%	1,310.37	0.00
ADMIN TELEPHONE	4,500.00	0.00	1,708.47	37.97%	2,791.53	0.00
Total UTILITIES	10,200.00	0.00	4,345.94	42.61%	5,854.06	0.00
REPAIRS & MAINTENANCE						
SUPPLIES	250.00	0.00	64.76	25.90%	185.24	0.00
REPAIRS & MAINT	1,500.00	0.00	503.00	33.53%	997.00	0.00
ALARM MONITORING	210.00	0.00	307.50	146.43%	-97.50	0.00
Total REPAIRS & MAINTENANCE	1,960.00	0.00	875.26	44.66%	1,084.74	0.00
CAPITAL EXPENDITURES						
DESIGNATED FUND-P STATN	3,500.00	0.00	1,750.00	50.00%	1,750.00	0.00
Total CAPITAL EXPENDITURES	3,500.00	0.00	1,750.00	50.00%	1,750.00	0.00
Total POLICE STATION EXPENDITURES	15,660.00	0.00	6,971.20	44.52%	8,688.80	0.00
POLICE DEPT EXPENDITURES						
WAGES & BENEFITS						
POLICE CHIEF WAGE	84,052.00	0.00	54,942.10	65.37%	29,109.90	3,247.97
POLICE OFFICER WAGE	159,600.00	0.00	103,923.03	65.11%	55,676.97	6,163.80
ON-CALL WAGES	4,680.00	0.00	3,912.57	83.60%	767.43	246.39
OVERTIME OFFICER WAGE	20,000.00	0.00	13,129.78	65.65%	6,870.22	1,030.56
ADMINISTRATIVE WAGE	43,850.00	0.00	28,622.15	65.27%	15,227.85	1,676.00
PARTTIME OFFICER WAGE	7,500.00	0.00	1,133.90	15.12%	6,366.10	0.00
CROSSING GUARD WAGE	12,500.00	0.00	8,308.89	66.47%	4,191.11	325.44
GOVERNOR'S HWY SAFETY GRA	0.00	0.00	1,968.87	100.00%	-1,968.87	0.00
SPECIAL DUTY WAGE	0.00	0.00	0.00	0.00%	0.00	-120.00
FICA TAX	20,339.00	0.00	13,063.29	64.23%	7,275.71	764.29
MEDI TAX	4,757.00	0.00	3,055.13	64.22%	1,701.87	178.74
HEALTH INS	80,762.00	0.00	53,950.69	66.80%	26,811.31	-82.82
DISABILITY/LIFE INS	3,500.00	0.00	2,482.24	70.92%	1,017.76	0.00

Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-16/17 MTD Pd 9 Mar
DELTA DENTAL	1,677.00	0.00	1,026.43	61.21%	650.57	-70.13
VT RETIREMENT	21,133.00	0.00	14,187.50	67.13%	6,945.50	0.00
Total WAGES & BENEFITS	464,350.00	0.00	303,706.57	65.40%	160,643.43	13,360.24
COMMUNITY POLICING						
ANIMAL CONT/LEASE LAW	1,500.00	0.00	267.50	17.83%	1,232.50	0.00
COMMUNITY RELATNS	1,000.00	0.00	335.18	33.52%	664.82	0.00
SPEED SIGNS	1,500.00	0.00	734.27	48.95%	765.73	0.00
Total COMMUNITY POLICING	4,000.00	0.00	1,336.95	33.42%	2,663.05	0.00
EQUIPMENT & MAINTENANCE						
RADIO MAINTENANCE	800.00	0.00	1,305.25	163.16%	-505.25	0.00
PETROLEUM PRODUCTS	8,500.00	0.00	4,823.40	56.75%	3,676.60	0.00
CRUISER VIDEO EQUIP	300.00	0.00	395.00	131.67%	-95.00	0.00
CRUISER MAINT	6,500.00	0.00	6,003.85	92.37%	496.15	0.00
CRUISER SUPPLIES	700.00	0.00	0.00	0.00%	700.00	0.00
Total EQUIPMENT & MAINTENANCE	16,800.00	0.00	12,527.50	74.57%	4,272.50	0.00
GRANTS						
Total GRANTS	0.00	0.00	0.00	0.00%	0.00	0.00
SUPPORT						
ADMINISTRATION	4,300.00	0.00	1,910.94	44.44%	2,389.06	0.00
VIBRS	1,200.00	0.00	2,333.95	194.50%	-1,133.95	0.00
DISPATCH SERVICES	48,750.00	0.00	36,723.75	75.33%	12,026.25	0.00
TRAINING	2,500.00	0.00	2,193.30	87.73%	306.70	0.00
TRAINING SUPPLIES	500.00	0.00	411.10	82.22%	88.90	0.00
MILEAGE REIMB	100.00	0.00	29.92	29.92%	70.08	0.00
DUES/MTGS/EDUC	500.00	0.00	585.00	117.00%	-85.00	0.00
UNIFORMS	2,500.00	0.00	695.00	27.80%	1,805.00	0.00
UNIFORMS CLEANING	1,500.00	0.00	608.00	40.53%	892.00	0.00
Total SUPPORT	61,850.00	0.00	45,490.96	73.55%	16,359.04	0.00
CAPITAL EXPENDITURES						
DESIGNATED FUND-SPEC EQUI	2,500.00	0.00	1,250.00	50.00%	1,250.00	0.00
DESIGNATED FUND-CRUISER	10,000.00	0.00	5,000.00	50.00%	5,000.00	0.00
Total CAPITAL EXPENDITURES	12,500.00	0.00	6,250.00	50.00%	6,250.00	0.00
Total POLICE DEPT EXPENDITURES	559,500.00	0.00	369,311.98	66.01%	190,188.02	13,360.24
FIRE/FAST STATION						
CUSTODIAL WAGES						
Total CUSTODIAL WAGES	0.00	0.00	0.00	0.00%	0.00	0.00

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-16/17 MTD Pd 9 Mar
UTILITIES						
WATER USAGE	700.00	0.00	491.90	70.27%	208.10	0.00
ELECTRICITY	1,800.00	0.00	799.48	44.42%	1,000.52	0.00
HEATING	5,000.00	0.00	1,012.06	20.24%	3,987.94	0.00
TELEPHONE & INTERNET	1,975.00	0.00	1,094.24	55.40%	880.76	0.00
ALARM MONITORING	60.00	0.00	0.00	0.00%	60.00	0.00
Total UTILITIES	9,535.00	0.00	3,397.68	35.63%	6,137.32	0.00
REPAIR & MAINTENANCE						
SUPPLIES	500.00	0.00	104.17	20.83%	395.83	0.00
REPAIR & MAINTENANCE EXPN	2,500.00	0.00	582.70	23.31%	1,917.30	0.00
Total REPAIR & MAINTENANCE	3,000.00	0.00	686.87	22.90%	2,313.13	0.00
Total FIRE/FAST STATION	12,535.00	0.00	4,084.55	32.59%	8,450.45	0.00
FIRE/FAST DEPT. EXPENSES						
FIRE WAGES						
FIRE CHIEF WAGES	63,381.00	0.00	42,401.52	66.90%	20,979.48	2,437.16
FIRE OFFICER STIPEND	1,479.00	0.00	739.60	50.01%	739.40	0.00
FIREFIGHTERS WAGE	27,500.00	0.00	16,346.61	59.44%	11,153.39	0.00
FF DRILLS/MTGS WAGE	4,000.00	0.00	1,000.00	25.00%	3,000.00	0.00
FICA TAX	5,975.00	0.00	3,880.03	64.94%	2,094.97	150.89
MEDI TAX	1,397.00	0.00	907.42	64.95%	489.58	35.29
HEALTH INSURANCE	938.00	0.00	0.00	0.00%	938.00	0.00
DISABILITY/LIFE INSURANCE	850.00	0.00	551.28	64.86%	298.72	0.00
VT RETIREMENT	3,169.00	0.00	2,173.66	68.59%	995.34	0.00
DENTAL INSURANCE	420.00	0.00	274.16	65.28%	145.84	0.00
Total FIRE WAGES	109,109.00	0.00	68,274.28	62.57%	40,834.72	2,623.34
EMS WAGES						
EMS WAGE	5,000.00	0.00	1,995.84	39.92%	3,004.16	0.00
EMS DRILL WAGE	2,100.00	0.00	580.00	27.62%	1,520.00	0.00
EMS FICA TAX	440.00	0.00	157.07	35.70%	282.93	0.00
EMS MEDI TAX	103.00	0.00	36.75	35.68%	66.25	0.00
Total EMS WAGES	7,643.00	0.00	2,769.66	36.24%	4,873.34	0.00
EDUCATION & TRAINING						
FIRE EDUC/TRAINING	1,500.00	0.00	213.54	14.24%	1,286.46	0.00
EMS EDUC/TRNG	1,000.00	0.00	500.00	50.00%	500.00	0.00
FIRE DUES/MTGS/EDUC	1,200.00	0.00	570.00	47.50%	630.00	0.00
Total EDUCATION & TRAINING	3,700.00	0.00	1,283.54	34.69%	2,416.46	0.00
TOOLS & EQUIPMENT						

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FIRE TOOLS & EQUIPMENT	5,000.00	0.00	1,474.35	29.49%	3,525.65	0.00
EMS TOOLS/ EQUIP	1,500.00	0.00	217.85	14.52%	1,282.15	0.00
RADIO PURCH/REPAIR	750.00	0.00	0.00	0.00%	750.00	0.00
Total TOOLS & EQUIPMENT	7,250.00	0.00	1,692.20	23.34%	5,557.80	0.00
MAINTENANCE						
FIRE TRK R & M	12,000.00	0.00	5,712.66	47.61%	6,287.34	0.00
EQUIPMENT MAINTENANCE	2,000.00	0.00	89.75	4.49%	1,910.25	0.00
RADIO MAINTENANCE	900.00	0.00	563.64	62.63%	336.36	0.00
SOFTWARE MAINTENANCE	800.00	0.00	774.00	96.75%	26.00	0.00
COMPUTER MAINTENANCE	400.00	0.00	0.00	0.00%	400.00	0.00
PETROLEUM PRODUCTS	3,500.00	0.00	1,552.98	44.37%	1,947.02	0.00
Total MAINTENANCE	19,600.00	0.00	8,693.03	44.35%	10,906.97	0.00
SUPPORT						
RECRUITMENT	100.00	0.00	225.00	225.00%	-125.00	0.00
POSTAGE	75.00	0.00	30.42	40.56%	44.58	0.00
FIRE PREV BOOKS & MATERIA	100.00	0.00	73.40	73.40%	26.60	0.00
FIREFIGHTERS CASUL INS	6,200.00	0.00	4,071.66	65.67%	2,128.34	0.00
OFFICE SUPPLIES	400.00	0.00	302.17	75.54%	97.83	0.00
DISPATCH SERVICE	8,554.00	0.00	9,563.35	111.80%	-1,009.35	0.00
UNIFORM	225.00	0.00	155.25	69.00%	69.75	0.00
HYDRANT RENTAL	11,700.00	0.00	5,850.00	50.00%	5,850.00	0.00
DRY HYDRANT	400.00	0.00	0.00	0.00%	400.00	0.00
OSHA COMPLIANCE	750.00	0.00	834.00	111.20%	-84.00	0.00
Total SUPPORT	28,504.00	0.00	21,105.25	74.04%	7,398.75	0.00
CAPITAL EXPENDITURES						
DESIGNATED FUND-FIRE STAT	4,000.00	0.00	2,000.00	50.00%	2,000.00	0.00
DESIGNATED FUND-APPARATUS	65,975.00	0.00	32,987.50	50.00%	32,987.50	0.00
DESIGNATED FUND-EQUIPMENT	4,000.00	0.00	2,000.00	50.00%	2,000.00	0.00
Total CAPITAL EXPENDITURES	73,975.00	0.00	36,987.50	50.00%	36,987.50	0.00
GRANT EXPENSE						
VLCTPACIF GRANT	0.00	0.00	694.97	100.00%	-694.97	0.00
Total GRANT EXPENSE	0.00	0.00	694.97	100.00%	-694.97	0.00
AMBULANCE SERVICES						
AMBULANCE CONTRACT	97,156.00	0.00	91,714.50	94.40%	5,441.50	0.00
AMBULANCE BILLS	5,000.00	0.00	0.00	0.00%	5,000.00	0.00
Total AMBULANCE SERVICES	102,156.00	0.00	91,714.50	89.78%	10,441.50	0.00
Total FIRE/FAST DEPT. EXPENSES	351,937.00	0.00	233,214.93	66.27%	118,722.07	2,623.34

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EMERGENCY MANAGEMENT						
DEBT SERVICE TOWER PRINCI	60,122.00	0.00	40,243.64	66.94%	19,878.36	0.00
DEBT SERVICE TOWER INTERE	0.00	0.00	3,684.95	100.00%	-3,684.95	0.00
TOWER POWER	600.00	0.00	370.83	61.81%	229.17	0.00
EMERG MAN ADMIN	100.00	0.00	50.00	50.00%	50.00	0.00
EMERG MNGMT SUPPLIES	100.00	0.00	52.45	52.45%	47.55	0.00
GENERATOR FUEL	300.00	0.00	5.00	1.67%	295.00	0.00
EMERG GEN MAINT	5,000.00	0.00	3,046.00	60.92%	1,954.00	0.00
BASE RADIO MAINTENANCE	1,000.00	0.00	0.00	0.00%	1,000.00	0.00
DESIGNATED FUND-GENERATOR	5,000.00	0.00	2,500.00	50.00%	2,500.00	0.00
Total EMERGENCY MANAGEMENT	72,222.00	0.00	49,952.87	69.17%	22,269.13	0.00
CONSERVATION						
DUES/MTGS/EDUC	850.00	0.00	300.00	35.29%	550.00	0.00
SPKRS/PUBLIC INFO	300.00	0.00	200.00	66.67%	100.00	0.00
PUBLICITY	300.00	0.00	0.00	0.00%	300.00	0.00
TRAILS	3,000.00	0.00	2,427.12	80.90%	572.88	0.00
WATER QUAL MONIT	500.00	0.00	0.00	0.00%	500.00	0.00
MILT FRYE NATURE AREA	900.00	0.00	400.00	44.44%	500.00	0.00
NATRL RESRCS INVEN	1,100.00	0.00	0.00	0.00%	1,100.00	0.00
WOMENS CLUB GRANT	0.00	0.00	2,000.00	100.00%	-2,000.00	0.00
Total CONSERVATION	6,950.00	0.00	5,327.12	76.65%	1,622.88	0.00
CEMETERY COMMISSION						
WATER	0.00	0.00	121.00	100.00%	-121.00	0.00
Total CEMETERY COMMISSION	0.00	0.00	121.00	100.00%	-121.00	0.00
PUBLIC WORKS DEPT.						
HIGHWAY DIVISION						
HIGHWAY WAGES & BENEFITS						
DIRECTOR OF PUBLIC WORKS	87,259.00	0.00	61,620.16	70.62%	25,638.84	3,312.93
ROAD CREW WAGES	252,737.00	0.00	176,636.98	69.89%	76,100.02	9,129.35
ROAD CREW OVERTIME	28,750.00	0.00	16,933.68	58.90%	11,816.32	2,954.81
PAGER COMPENSATION	1,650.00	0.00	0.00	0.00%	1,650.00	0.00
FICA	22,965.00	0.00	15,652.21	68.16%	7,312.79	926.36
MEDICARE	5,370.00	0.00	3,660.60	68.17%	1,709.40	216.65
HEALTH INSUR	104,389.00	0.00	76,344.68	73.13%	28,044.32	53.38
DISABILITY/LIFE	4,822.00	0.00	2,977.37	61.75%	1,844.63	0.00
DENTAL INSURANCE	2,530.00	0.00	1,584.42	62.63%	945.58	-60.48
RETIREMENT	20,372.00	0.00	12,732.08	62.50%	7,639.92	0.00
Total HIGHWAY WAGES & BENEFITS	530,844.00	0.00	368,142.18	69.35%	162,701.82	16,533.00
MATERIALS						
SALT & CHEMICALS	119,600.00	0.00	52,909.44	44.24%	66,690.56	0.00
SAND	61,600.00	0.00	48,218.74	78.28%	13,381.26	0.00
DUST CONTROL	20,000.00	0.00	18,006.40	90.03%	1,993.60	0.00

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GRAVEL & STONE	50,000.00	0.00	27,976.51	55.95%	22,023.49	0.00
CULVERTS & ROAD SUPPLIES	12,000.00	0.00	8,350.16	69.58%	3,649.84	0.00
ASPHALT PRODUCTS	7,100.00	0.00	42.68	0.60%	7,057.32	0.00
BRIDGE REPAIR & MAINT.	2,000.00	0.00	2,000.00	100.00%	0.00	0.00
OTHER PROJECTS	5,000.00	0.00	1,130.81	22.62%	3,869.19	0.00
SIGNS	4,500.00	0.00	2,241.23	49.81%	2,258.77	0.00
Total MATERIALS	281,800.00	0.00	160,875.97	57.09%	120,924.03	0.00
CONTRACTED SERVICES						
PLOWING & SANDING	19,000.00	0.00	14,272.10	75.12%	4,727.90	0.00
ROAD SWEEPING	7,150.00	0.00	1,000.00	13.99%	6,150.00	0.00
LEAF REMOVAL	6,000.00	0.00	2,062.50	34.38%	3,937.50	0.00
STREETLIGHTS	10,000.00	0.00	6,503.02	65.03%	3,496.98	0.00
TREE CUTTING & REMOVAL	12,000.00	0.00	12,200.00	101.67%	-200.00	0.00
UNIFORMS	7,638.00	0.00	5,073.39	66.42%	2,564.61	0.00
PAVING	60,000.00	0.00	0.00	0.00%	60,000.00	0.00
OTHER PROJECTS	5,000.00	0.00	12,530.00	250.60%	-7,530.00	0.00
CRACK SEALING	31,250.00	0.00	34,550.00	110.56%	-3,300.00	0.00
PAVEMENT MARKING	20,000.00	0.00	21,240.20	106.20%	-1,240.20	0.00
Total CONTRACTED SERVICES	178,038.00	0.00	109,431.21	61.47%	68,606.79	0.00
EQUIPMENT						
OUTSIDE REPAIRS	37,500.00	0.00	22,352.65	59.61%	15,147.35	0.00
PARTS & SUPPLIES	37,500.00	0.00	27,233.74	72.62%	10,266.26	0.00
PETROLEUM PRODUCTS	50,000.00	0.00	22,998.66	46.00%	27,001.34	0.00
Total EQUIPMENT	125,000.00	0.00	72,585.05	58.07%	52,414.95	0.00
HIGHWAY GARAGE						
ELECTRICITY	3,120.00	0.00	458.62	14.70%	2,661.38	0.00
PROPANE	9,000.00	0.00	3,088.52	34.32%	5,911.48	0.00
TELEPHONE	2,000.00	0.00	1,127.37	56.37%	872.63	0.00
SUPPLIES	1,500.00	0.00	376.43	25.10%	1,123.57	0.00
ALARM MONITORING	250.00	0.00	280.00	112.00%	-30.00	0.00
REPAIRS & MAINTENANCE	5,150.00	0.00	1,523.53	29.58%	3,626.47	0.00
TOOLS	2,500.00	0.00	1,756.60	70.26%	743.40	0.00
ADMINISTRATION	6,850.00	0.00	3,730.72	54.46%	3,119.28	0.00
Total HIGHWAY GARAGE	30,370.00	0.00	12,341.79	40.64%	18,028.21	0.00
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	135,000.00	0.00	67,500.00	50.00%	67,500.00	0.00
DESIGNATED FUND-SIDEWALK	10,000.00	0.00	5,000.00	50.00%	5,000.00	0.00
DESIGNATED FUND-PAVING	275,000.00	0.00	275,000.00	100.00%	0.00	0.00
DESIGNATED FUND-BRIDGES	35,000.00	0.00	17,500.00	50.00%	17,500.00	0.00
DESIGNATED FUND-GARAGE	63,480.00	0.00	31,730.00	49.98%	31,750.00	0.00
Total CAPITAL EXPENDITURES	518,480.00	0.00	396,730.00	76.52%	121,750.00	0.00

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GRANTS						
Total GRANTS	0.00	0.00	0.00	0.00%	0.00	0.00
Total HIGHWAY DIVISION	1,664,532.00	0.00	1,120,106.20	67.29%	544,425.80	16,533.00
BUILDINGS & GROUNDS DIVIS						
B & G WAGES & BENEFITS						
BUILDINGS & GROUNDS WAGES	78,459.00	0.00	50,749.92	64.68%	27,709.08	2,977.60
OT BLDGS & GROUNDS	6,000.00	0.00	2,966.67	49.44%	3,033.33	269.54
PAGER COMPENSATION	550.00	0.00	0.00	0.00%	550.00	0.00
FICA	5,271.00	0.00	3,330.42	63.18%	1,940.58	201.33
MEDICARE	1,232.00	0.00	778.93	63.22%	453.07	47.09
HEALTH INSURANCE	28,104.00	0.00	15,414.01	54.85%	12,689.99	163.22
DISABILITY/LIFE	1,067.00	0.00	732.24	68.63%	334.76	0.00
DENTAL INSURANCE	419.00	0.00	274.10	65.42%	144.90	0.00
RETIREMENT	4,675.00	0.00	2,971.40	63.56%	1,703.60	0.00
Total B & G WAGES & BENEFITS	125,777.00	0.00	77,217.69	61.39%	48,559.31	3,658.78
MATERIALS						
GARDEN SUPPLIES & PLANTS	1,700.00	0.00	1,490.00	87.65%	210.00	0.00
Total MATERIALS	1,700.00	0.00	1,490.00	87.65%	210.00	0.00
CONTRACTED SERVICES						
FOLEY PARK & MEDIANS	4,750.00	0.00	4,693.71	98.81%	56.29	0.00
UNIFORMS	2,100.00	0.00	890.20	42.39%	1,209.80	0.00
Total CONTRACTED SERVICES	6,850.00	0.00	5,583.91	81.52%	1,266.09	0.00
EQUIPMENT						
OUTSIDE REPAIRS	1,300.00	0.00	1,086.27	83.56%	213.73	0.00
PARTS & SUPPLIES	1,800.00	0.00	2,600.22	144.46%	-800.22	0.00
PETROLEUM PRODUCTS	2,800.00	0.00	1,580.42	56.44%	1,219.58	0.00
TOOLS	300.00	0.00	408.31	136.10%	-108.31	0.00
Total EQUIPMENT	6,200.00	0.00	5,675.22	91.54%	524.78	0.00
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	15,000.00	0.00	7,500.00	50.00%	7,500.00	0.00
Total CAPITAL EXPENDITURES	15,000.00	0.00	7,500.00	50.00%	7,500.00	0.00
Total BUILDINGS & GROUNDS DIVIS	155,527.00	0.00	97,466.82	62.67%	58,060.18	3,658.78
SOLID WASTE DIVISION						
SW WAGES & BENEFITS						
TRNSF STATION WAGE	36,937.00	0.00	24,173.23	65.44%	12,763.77	1,478.10

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FICA TAX	2,290.00	0.00	1,498.74	65.45%	791.26	91.64
MEDI TAX	536.00	0.00	350.62	65.41%	185.38	21.44
Total SW WAGES & BENEFITS	39,763.00	0.00	26,022.59	65.44%	13,740.41	1,591.18
CONTRACTED SERVICES						
GUVSWMD ASSESSMENT	44,000.00	0.00	40,968.00	93.11%	3,032.00	0.00
MUNICIPAL SOLID WASTE	51,500.00	0.00	23,080.89	44.82%	28,419.11	0.00
RECYCLING	32,000.00	0.00	25,791.38	80.60%	6,208.62	0.00
HOUSEHOLD HAZARDOUS WASTE	5,000.00	0.00	0.00	0.00%	5,000.00	0.00
UNIFORMS	500.00	0.00	0.00	0.00%	500.00	0.00
Total CONTRACTED SERVICES	133,000.00	0.00	89,840.27	67.55%	43,159.73	0.00
EQUIPMENT						
PARTS & SUPPLIES	1,500.00	0.00	641.57	42.77%	858.43	0.00
REPAIRS & MAINTENANCE	3,000.00	0.00	595.97	19.87%	2,404.03	0.00
SMALL EQUIPMENT	300.00	0.00	0.00	0.00%	300.00	0.00
Total EQUIPMENT	4,800.00	0.00	1,237.54	25.78%	3,562.46	0.00
TRANSFER STATION						
PURCHASED SERVICES	1,170.00	0.00	450.00	38.46%	720.00	0.00
ELECTRICITY	1,500.00	0.00	551.04	36.74%	948.96	0.00
PROPANE	750.00	0.00	201.88	26.92%	548.12	0.00
TELEPHONE	450.00	0.00	216.72	48.16%	233.28	0.00
ADMINISTRATION	2,500.00	0.00	478.17	19.13%	2,021.83	0.00
VERMONT FRANCHISE TAX	2,900.00	0.00	1,017.76	35.10%	1,882.24	0.00
Total TRANSFER STATION	9,270.00	0.00	2,915.57	31.45%	6,354.43	0.00
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	8,000.00	0.00	4,000.00	50.00%	4,000.00	0.00
Total CAPITAL EXPENDITURES	8,000.00	0.00	4,000.00	50.00%	4,000.00	0.00
Total SOLID WASTE DIVISION	194,833.00	0.00	124,015.97	63.65%	70,817.03	1,591.18
TRACY HALL						
BUILDING EXPENSES						
WATER USAGE	450.00	0.00	367.20	81.60%	82.80	0.00
ELECTRICITY	10,000.00	0.00	5,678.71	56.79%	4,321.29	0.00
HEATING	16,500.00	0.00	4,136.36	25.07%	12,363.64	0.00
ALARM MONITORING	250.00	0.00	700.00	280.00%	-450.00	0.00
ELEVATOR MAINTENANCE	3,000.00	0.00	1,664.83	55.49%	1,335.17	0.00
BUILDING SUPPLIES	3,200.00	0.00	2,687.71	83.99%	512.29	0.00
REPAIRS & MAINTENANCE	10,000.00	0.00	3,168.71	31.69%	6,831.29	0.00
BANDSTAND & SIGN ELECTRIC	1,000.00	0.00	590.47	59.05%	409.53	0.00
Total BUILDING EXPENSES	44,400.00	0.00	18,993.99	42.78%	25,406.01	0.00

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Total TRACY HALL	44,400.00	0.00	18,993.99	42.78%	25,406.01	0.00
Total PUBLIC WORKS DEPT.	2,059,292.00	0.00	1,360,582.98	66.07%	698,709.02	21,782.96
DEBT SERVICE EXPENDITURES						
Total DEBT SERVICE EXPENDITURES	0.00	0.00	0.00	0.00%	0.00	0.00
APPROPRIATION EXPENDITURES						
NORWICH PUBLIC LIBRARY	265,000.00	0.00	132,500.00	50.00%	132,500.00	0.00
NORWICH LIONS CLUB	3,000.00	0.00	3,000.00	100.00%	0.00	0.00
NORWICH AMERICAN LEGION	1,500.00	0.00	0.00	0.00%	1,500.00	0.00
NORWICH HISTORICAL SOC.	8,000.00	0.00	4,000.00	50.00%	4,000.00	0.00
NORWICH CEMETERY ASSOCATN	15,000.00	0.00	0.00	0.00%	15,000.00	0.00
NORWICH CHILD CARE SCHOLA	4,348.00	0.00	1,087.00	25.00%	3,261.00	0.00
VSTNG NRS/HSP APPR	15,600.00	0.00	0.00	0.00%	15,600.00	0.00
THE FAMILY PLACE	6,000.00	0.00	3,000.00	50.00%	3,000.00	0.00
ADVANCE TRANSIT	12,860.00	0.00	12,860.00	100.00%	0.00	0.00
HEADREST	2,500.00	0.00	0.00	0.00%	2,500.00	0.00
WINDSOR COUNTY PARTNERS	1,000.00	0.00	0.00	0.00%	1,000.00	0.00
WISE	2,500.00	0.00	1,369.20	54.77%	1,130.80	0.00
RSVP	500.00	0.00	0.00	0.00%	500.00	0.00
SEVCA	3,750.00	0.00	0.00	0.00%	3,750.00	0.00
YOUTH-IN-ACTION	3,000.00	0.00	0.00	0.00%	3,000.00	0.00
WHT RIVR COUN ON AGING	5,300.00	0.00	5,300.00	100.00%	0.00	0.00
U.V. TRAILS ALLIANCE	2,000.00	0.00	1,485.00	74.25%	515.00	0.00
GOOD BEGINNINGS	3,000.00	0.00	762.50	25.42%	2,237.50	0.00
Total APPROPRIATION EXPENDITURES	354,858.00	0.00	165,363.70	46.60%	189,494.30	0.00
TAX EXPENDITURES						
TAX ABATEMENT/ADJUSTMENT	5,000.00	0.00	3,333.45	66.67%	1,666.55	0.00
Total TAX EXPENDITURES	5,000.00	0.00	3,333.45	66.67%	1,666.55	0.00
INSURANCE						
UNEMP INS RATE ASSMT	5,236.00	0.00	3,245.00	61.97%	1,991.00	0.00
PROP & CAS INSURANCE	82,500.00	0.00	85,174.00	103.24%	-2,674.00	0.00
WORKER'S COMP INS	117,026.00	0.00	130,900.00	111.86%	-13,874.00	0.00
Total INSURANCE	204,762.00	0.00	219,319.00	107.11%	-14,557.00	0.00
Total General	4,726,851.00	0.00	3,120,628.74	66.02%	1,606,222.26	58,055.69
Total All Funds	4,726,851.00	0.00	3,120,628.74	66.02%	1,606,222.26	58,055.69

Miranda Bergmeier

From: Calli Guion <calliope54@aol.com>
Sent: Monday, March 06, 2017 3:44 PM
To: Miranda Bergmeier
Subject: Attn: members of the Planning Commission and Selectboard
Attachments: Norwich development..pages

Norwich Rezoning proposal

The Planning Commission (PC) in Norwich has been working on a development plan for affordable housing. I have lived in the middle of this proposal off of Route 5 since 1996, on Hopson Lane, in what was a development built in 1987. The Norwich Condominiums were being built at that time, and when they ran out of money for the project, they sliced off a section of their land creating lots for 6 houses. Today there are 5 houses here with shared septic on an easement from the Condominium project for our leach fields. We are set right in the same Connecticut River watershed as the 350 acre rezoning proposal of Norwich.

The PC starts off their slide show with indicators of population decline in Norwich, and a regional need for affordable housing of 5,000 units. (Page 4 of the PC plan). I am in agreement that we need to settle the inequity in housing costs in our town. We must make it possible for young families, the elderly, and local workers to live here. Do young families want to move here to live in what were described in one PC meeting as five story apartment buildings with commercial enterprises on the ground floor? A neighbor has been polling co workers, with families, who commute 30 minutes for work, to see if they want to live in Norwich. The answer has been no, because they have land and a house at a cost that allows them to have a horse or a safe yard for their family. Apartment buildings on Route 5 will not provide that kind of lifestyle.

“By enrolling more children in the school system, Norwich could reduce per-pupil spending and thus lower (or slow the growth) of school tax rate” (PC slide show pg 7)

The PC asserts that more children in our schools will lower our property taxes. Opening 350 acres up to high density, mixed use and commercial zoning options does not guarantee that any families with elementary school aged children will move here. In fact, our senior housing in town has a waiting list that is double the number of housing units currently provided. Population projections show across the country, that family sizes are smaller, with couples marrying and having children later than in the past, and a large generation of aging boomers on the horizon with the possibility of living longer than ever before. We are more likely to have an influx of retiree’s and the elderly than families.

What is the optimum number of students for our school? There is a relatively small window of growth for the school that would in fact create a difference in taxes. There are tremendous benefits to smaller schools that allow more energy and attention from teachers for students and their interests. Often that is just the quality that brings parents to find a way to pay for a private school. We have a terrific school as it is. Growth here would likely lead to more spending for buildings, staff and faculty, as well as, transport and safe walking to and from school. The biggest asset a school can offer, particularly to younger children is a sense of belonging and being seen within a local school community.

The PC refers to Downtown infrastructure. We have one state Highway- Route 5. When King Arthur

was expanding, a Route 5 study indicated that it could handle any amount of traffic. I am unaware of any study following the expansion, but there is a significant growth in traffic on Route 5 and on Hopson Road. The Ledyard Bridge was rebuilt not too long ago. It is still a two lane bridge and there is considerable traffic at commuting times. Ledyard Bridge is not only access to jobs in Hanover, but the only way for students at Richmond and Hanover High to get to school. What is the projection for a needed expansion of this bridge, if we succeed in bringing in large number of new residents on Route 5?

We on Hopson Lane have spent a good deal of time and money studying and supporting our septic and water systems. Norwich has no municipal septic and the water district is, in fact a separate municipality, referred to as the fire district. The PC suggests that individual developers would be responsible for septic and water systems. Either septic would be provided on site or farmed out to Hanover or Hartford municipalities. Septic in this way, done piecemeal, as projects are proposed and accepted, is not economical or responsible in a significant wetlands environment as is the case on the Route 5 corridor. The condominium and Hopson Lane septic systems were an expensive obstacle when they were developed in 1987.

It is also suggested that the wetlands and topography of the Route 5 corridor would limit development. However, it is legal if you propose development in a parcel with significant wetland restrictions, to put all of the building permitted for the total acreage on the "dry" portion of the parcel, in higher density. With two projects on Hopson Lane alone, additions caused basement flooding in other homes and a collapsed well in another. Wetlands are not superficial obstacles, but work underground in ways that are difficult to predict.

I believe that community grows with equality of belonging among residents and space for housing that is aesthetically designed for the environment it depends on. The town of Norwich has little infrastructure in place for development and that is perhaps part of why we find ourselves struggling with how to move forward in inclusive growth today. A septic study done in 2005, determined that municipal septic was unaffordable to the town of Norwich. If we cannot find a way to have septic infrastructure, how can we support high density affordable growth in Norwich? Beautiful homes on Main Street attract people to Norwich, yet most of these former homes are now used commercially and several of them are poorly maintained.

I have heard there is a capital fund that is part of the town administration. Is it maintained and how is it used? Should we be looking at our current downtown, maintaining it and offering incentives and tax rebates for mixing use in those buildings, stabilizing them for the long term and remodeling for apartments above the commercial ground floor?

I am inspired by the story of Grafton Village, VT. Their foresight and work with The Windham Foundation (<http://www.windham-foundation.org/>) to stabilize historic village buildings and create a diverse economic community downtown and in their school system, has allowed them to benefit from a functional community in a rural setting, that attracts small business and tourism. This seems relative to the development discussion for Norwich's future. I would like to see the PC and Selectboard focus inward to the town center, what makes it vital and viable for the long term with acquisitions and remodeling to allow for mixed use and more housing options in town. Longterm studies indicate that conservation makes communities vital and affordable.

Our town plan warns- do not conflate land use with tax reduction. Incremental, integrated growth, working with infrastructure limitations and close observation of response from the region, seems more responsible than creating an opportunity for unrestricted and unconsidered growth through generalized rezoning for high density and commercial mixed use in a segregated area of town, in

order to keep the majority of the town(95%), uninvolved and protected in their rural designation, is neither inclusive nor conducive to healthy growth for our community.

9a

Calli

Calli Guion
PO Box 1021
Norwich, VT 05055
802 649 9052

Miranda Bergmeier

From: Briset Flores <events@regonline.com>
Sent: Wednesday, March 15, 2017 9:33 AM
To: Miranda Bergmeier
Subject: Register Today for the 2017 Town Officers Education Conferences

If you are having trouble viewing this email, try [viewing it in a browser](#).

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Host your Own Event

2017 Town Officers Education Conference

Register today for the 2017 Town Officers Education Conference(s)!

Hello,

On behalf of the 2017 planning committee, we invite you to join us for the 72nd Town Officers Education Conferences! Whether you are new or a veteran to local government we offer 20 workshops for you to choose from, so you can tailor your experience to your interests and desired knowledge. Enjoy a riveting keynote presentation from the Vermont Council on Rural Development's, Paul Costello. Registration is quickly filling up, don't miss this opportunity to connect with municipal leader from across the state of Vermont.

Click [here](#) for more information and a complete list of workshops offered!

Registration is \$65 until March 27th * price will increase to \$70 on March 28th

Enjoy a light breakfast, hot lunch and afternoon snacks in comfort at one of our two offered locations.

Not sure if you can afford to go?

Check out our partial scholarships (up to half an attendee's fee, typically) to local officials who would otherwise be unable to attend. Sponsored by the Vermont Institute of Government. Priority will go to those from small towns (populations 1,000 and under) who have exhausted all other potential sources of funds. The number of scholarships available are limited. If interested, please contact Pam Lowell (Pamela.Lowell@uvm.edu or 802-773-3349) as soon as possible.

TOEC 2017 Dates and Locations:
April 4 – Lake Morey Resort, Fairlee
April 11 – Capitol Plaza Hotel, Montpelier

Register today!

www.regonline.com/registration/Checkin.aspx?EventId=1945847

Thanks so much and we look forward to seeing you in April!

Briset and the 2017 TOEC Planning Committee

TOEC 2017 Dates and Locations:
April 4 – Lake Morey Resort, Fairlee
April 11 – Capitol Plaza Hotel, Montpelier

TOEC 2017 Dates and Locations:
April 4 – Lake Morey Resort, Fairlee
April 11 – Capitol Plaza Hotel, Montpelier

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9c

RECEIVED
FEB 22 2017
TOWN MANAGER'S OFFICE

Sheldon Houghton
Vice President
Vermont Rail System
One Railway Lane
Burlington, VT 05401

February 14, 2017

Dear Mr. Houghton:

This letter is in response to your February 6 letter and the illegal closure of the rail crossing at the north end of Kendall Station Rd. on February 10 (pursuant to 5 V.S.A. § 3639 crossing are to be closed by mutual consent).

The closure of the north access to Kendall Station by the placement of concrete barriers creates an unnecessary hazard during a flood. Both the north crossing and the southern part of Kendall Station Rd are in the 100 year flood zone (FEMA map # 50027C0263E). However, the southern end of Kendall Station is about 3 feet lower than the northern crossing. During a flood, when the southern end of Kendall Station Rd. is under 3 feet of water and becomes impassable, the northern crossing would have still been passible and provided an escape route. Additionally, the south end of Kendall Station Rd. is also in the river corridor of the Ompompanoosuc River and is at risk when that river floods. (http://floodready.vermont.gov/assessment/vt_floodready_atlas). The north access to Kendall Station Rd. is essential to safety during flood events.

The closure also block access to the school bus stop for students living at the north end of Kendall Station. The bus stop is at that crossing.

There are alternatives to the concrete barriers to make the north crossing safer. They include signage, removal of the routing information from GPS data bases, plowing the crossing, etc. The concrete barriers should be removed immediately.

Additional I would like to make the following requests:

- 1) This summer a culvert was replaced at the north crossing (I believe this was done by VRS). The old culvert was discarded along the side of Route 5. Would you please dispose of the old culvert appropriately?
- 2) Vermont Rail System has stored several hundreds of new railroad ties just north of the north crossing. Storing a large concentration of ties here causes toxic material to leach into the soil at higher than normal concentrations and undoubtedly contaminates neighboring properties. Additionally, if the area is subject to a flood those ties will be carried downstream and become a safety and environmental hazard. The Rail Road may be exempt from using these toxic ties

but the exemption does not extend to their storage. Would you please have those ties removed?

- 3) Vermont Rail System has stored or discarded old rail road ties along this section of Kendall Station (and all along the Connecticut River). For the reasons stated above they create an environmental and safety hazard. Would you please have those ties removed and disposed of properly?

If you have any questions please contact me.

Sincerely,

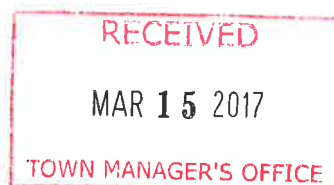


Tim Chow
 164 Kendall Station Rd.
 Norwich, VT 05055
 802 649-2101

- CC:
- Steve Leinoff, Fire Chief
 - Doug Robinson, Police Chief
 - Dave Ormiston, Town Manager
 - Mark Fitzgerald, VT Agency of Transportation
 - Tim Briglin, VT State Representative
 - Jim Masland, VT State Representative
 - John Campbell, VT State Senator
 - Andrew French, manager of USFWS Silvio O. Conte National Fish and Wildlife Refuge

Selden Houghton
Vice President
Vermont Rail System
One Railway Lane
Burlington, VT 05401

March 14, 2017



9c

Dear Mr. Houghton:

The Vermont Railroad has recently increase the speed of their trains though the Kendall Station Rd. neighborhood. The speed has increased from about 10 mph to an estimated 25 mph or more. Because of this speed increase I measured the sight distance (d_T) at the southern Kendall Station crossing (DOT #053547P) which is currently the only crossing available (VRS unilaterally closed the northern crossing, DOT #053548W last month) to Kendall Station and River Edge Lane.

I used the method specified in *Railroad-Highway Grade Crossing Handbook - Revised Second Edition 2007* (Federal Highway Administration: <https://www.fra.dot.gov/Elib/Document/1464>) – page 68, figure 9. When measured for vehicles traveling east on Kendall Station Rd the sight distance (d_T) was 225' to the north and 275' to the south. According to table 32 (page 69, case B) a sight distance of 240' or more is required for a train moving 10 mph for an unprotected crossing. According to the same table to operate a train safely at 25 mph would require a sight distance of at least 600' (interpolated).

Operating trains though this crossing at more than 10 mph does not meet Federal Guidelines for this crossing and is clearly dangerous. Please IMMEDIATELY reduce the speed of the trains to less than 10 mph (or take other precautions as specified in the *Handbook*).

If you have any questions please contact me.

Sincerely,

Tim Chow
164 Kendall Station Rd.
Norwich, VT 05055
tim_chow@hotmail.com

CC: Dave Ormiston, Town Manager
Mark Fitzgerald, VT Agency of Transportation
Tim Briglin, VT State Representative
Jim Masland, VT State Representative
John Campbell, VT State Senator
Norwich Select board
John Zicconi, VT Transportation Board
John Roback



9d

March 17, 2017

To: Select Board Norwich, Vermont

From: Anne Foley/John Farrell

Subject: Norwich Farm

I would like to bring to your attention a problematic situation at Norwich Farm with respect to Vermont Technical College (VTC) and their relationship with Josh and Barbara Swift the farm managers.

Norwich Farm has a fledgling agricultural program which VTC is trying to nurture and grow. A key player in this growth is the farm manager Josh Swift. Josh and his wife Barbara are very hard working dairy farmers who have built up their herd and spent countless hours managing the farm which includes not only managing the dairy herd but caretaking of the farm including mowing the extensive lawn areas, plowing in winter, etc.

VTC is making unreasonable demands and changes to the farm including the possibility of not renewing the Swift's lease which comes up for renewal this spring.

If the Swift's lease is not renewed they will have to sell their herd of dairy cows and move. Josh is a lifelong resident of Norwich whose passion is dairy farming. If they leave it will cause the farm to shut down its dairy operation as well as the adjacent milk production

which is run in conjunction with VTC. This would be a grave setback for all concerned.

The essence of this letter is to ask if the community of Norwich can, in any way, show its support for Josh and Barbara Swift so they can keep their dairy herd and residence at Norwich Farm.

Respectfully,

Anne Foley/John Farrell

Turnpike Rd, Norwich, VT

FYI: Letters have been sent to Lt Governor David Zuckerman, Rep Jim Masland and Upper Valley Land Trust

Norwich Select Board Special Meeting
March 6, 2017

Persons present: Linda Cook, Christopher Ashley, Dan Goulet, Steve Flanders, Mary Layton, Rob Wolfe, Anne Sargent, Cheryl Lindberg, John Carroll, Claudette Brochu, Kris Clement

The public meeting opened at 6:30pm

There were no public comments.

Flanders moved, seconded by Ashley, to authorize the Select Board Chair or Vice Chair to sign the "Norwich Town Manager Employment Agreement" with Herbert A. Durfee III. The vote was 5 Yes.

Flanders moved, seconded by Ashley, to authorize the public release of the document titled "Norwich Appoints Herbert Durfee as new Town Manager." The vote was 5 Yes.

Goulet moved to adjourn, seconded by Ashley. The vote was 5 Yes.

The meeting adjourned at 6:45pm.

Minutes recorded by Mary Layton

DRAFT Minutes of the Selectboard Meeting of Wednesday, March 8, 2017 at 6:30 pm
ORGANIZATIONAL MEETING

Members present: Mary Layton, Chair; John Pepper, Vice Chair; Linda Cook; John Langhus; Stephen Flanders; Dave Ormiston, Interim Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 6 people in the audience.

Also participating: Ann Foley, Claudette Brochu, Cheryl Lindberg, Elaine Waterman.

Ormiston opened the meeting at 6:32 pm.

1. a. Approval of Agenda (Action Item). Selectboard agreed to add agenda items #1a, "Approval of Agenda" and #1b, "Public Comments."

b. Public Comments (Discussion Item). Claudette Brochu offered congratulations to John Langhus and John Pepper and asked them to continue to listen to all constituents, including those who did not vote for them. Ann Foley said that she is concerned about low-income Norwich residents and hopes the new Selectboard will be mindful of those concerns. Cheryl Lindberg asked if the warrants could please be placed earlier on the agenda when they occur.

c. Nominations and Election of Chair (Action Item). Flanders **nominated** Mary Layton for Chair. **Motion passed unanimously.**

2. Nominations and Election of Vice Chair (Action Item). Langhus nominated John Pepper for Vice Chair. **Motion passed unanimously.**

3. Choose Official Town Newspaper (Action Item). Cook **moved** (2nd Flanders) that the Valley News be the official paper of the Town of Norwich. **Motion passed unanimously.**

4. Set Selectboard Regular Meeting Schedule (Action Item). Flanders **moved** (2nd Pepper) to set the Selectboard's regularly scheduled meeting for the 2nd and 4th Wednesdays of the month at 6:30 pm, except as modified by the Selectboard or meeting calendar. **Motion passed unanimously.**

Langhus **moved** (2nd Flanders) to approve the Norwich Selectboard meeting calendar as amended in the Selectboard's discussion to move the November 15, 2017 meeting to 6:30 pm. **Motion passed unanimously.**

5. Open Positions (Discussion/Action Item). Flanders **moved** (2nd Pepper) to approve the advertisements for open positions with the addition of seven Finance Committee positions. **Motion passed unanimously.**

6. Authorize Chair or Vice Chair to Sign Payroll Warrant (Discussion/Action Item). Flanders **moved** (2nd Langhus) to authorize the Chair or Vice Chair to examine and sign the Payroll Warrant. **Motion passed unanimously.**

7. Authorize Chair or Vice Chair to Sign Accounts Payable (Discussion/Action Item). Flanders **moved** (2nd Langhus) to authorize the Chair or Vice Chair to examine and sign warrants against the Town when approval of the warrant is for expenditures that are within the purchasing authority

of the Town Manager and is necessary to be drawn between regular Selectboard meetings or that the time between regular Selectboard meetings exceeds two weeks and that the warrant will be included in the Selectboard packet for the next regular Selectboard meeting. **Motion passed unanimously.**

8. Adopt Procedure for Receipt of Correspondence (Discussion/Action Item). Flanders **moved** (2nd Langhus) that the Norwich Selectboard adopt the Procedure for Receipt of Correspondence as presented. **Motion passed unanimously.**

9. Adopt Rules for Conduct of Regular and Special Selectboard Meetings (Discussion/Action Item). After some discussion, Flanders **moved** (2nd Langhus) to adopt the Rules for Conduct of Regular and Special Meetings as amended. **Motion passed 4 to 1 (no- Cook).**

10. Selectboard Goals for the Year (Discussion/Action Item). The board agreed to defer discussion about yearly goals to a later meeting.

11. Quarterly Treasurer's Report (Discussion/Action Item). Cheryl Lindberg summarized the contents of her quarterly report and said that she would be submitting the next report soon. Flanders **moved** (2nd Langhus) to receive the Treasurer's quarterly report dated 12/31/2016. **Motion passed unanimously.**

12. Interim Town Manager Report (Discussion Item). Ormiston reported that the Town Report has gone out. Regarding the public safety building project, Jay White (architect) will report to the board during its 3/22/2017 meeting. Gile Mountain trail is closed for mud season. The assessors are interested in amending their contract to reduce their office hours. The Safe Routes to School project is underway in its formative stages. Elaine Waterman spoke to the board about her concerns that various properties along the route will sustain damage.

13. VLCT Spring Selectboard Institute 3/18/2017 (Discussion/Action Item). Any members of the board who are interested in attending should let the Town Manager's office know.

14. Selectboard

a. Board to sign accounts payable/warrants (Discussion/Action Item). Flanders **moved** (2nd Layton) to approve Check Warrant Report #17-24 for General Fund in the amount of \$2,054,616.66. **Motion passed unanimously.**

b. Approval of the minutes of the 2/22/2017 and 3/1/2017 Selectboard meetings (Action Item). Flanders **moved** (2nd Layton) to approve the minutes of the February 22, 2017 and March 1, 2017 Selectboard meetings with revisions put forward. **Motion passed (3 yes; 2 abstained – Pepper and Langhus).**

c. Review of next agendas (Discussion/Action Item). The Selectboard listed the following agenda items for 3/22/2017:

Selectboard Goals

Jay White report to Selectboard

Tower Bond Payment Procedures

Modernization of Selectboard Meeting Procedures

Open Positions – Interview Applicants

At this point, Cook **moved** (2nd Langhus) to adjourn. **Motion passed unanimously.**
Meeting adjourned at 8:50 pm.

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on _____.

Mary Layton, Selectboard Chair

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

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

Norwich Select Board
Emergency Meeting
March 11, 2017

Persons present: Linda Cook, Mary Layton, John Pepper, John Langhus (by speaker phone), David Ormiston, Doug Robinson

The public meeting opened at 7:05 pm.

Votes were by roll call.

Pepper moved, seconded by Cook, that the public body has made a specific finding that premature public knowledge would clearly place the Town of Norwich and an employee at a substantial disadvantage under 1 VSA sections 313(4) and 313(5).

Vote: Langhus, Pepper, Layton, Cook each voted Yes.

Pepper moved, seconded by Cook, to enter executive session to discuss a possible personnel issue.

Vote: Langhus, Pepper, Layton, Cook each voted Yes.

The Select Board entered executive session at 7:12pm.

The Select Board reentered public session at 7:25pm.

Pepper moved, seconded by Langhus, that the public body has made a specific finding that premature public knowledge would clearly place the Town of Norwich and an employee at a substantial disadvantage under 1 VSA sections 313(4) and 313(5).

Pepper moved, seconded by Langhus, to enter executive session to discuss a possible personnel issue, and to invite David Ormiston to join the discussion.

Vote: Pepper, Langhus, Layton voted Yes, Cook voted No.

The Selectboard entered executive session at 7:30pm.

The Select Board reentered public session at 8:12pm.

The Select Board waited in public session for Doug Robinson to appear.

At 8:30 pm Select Board asked Doug Robinson to join them in executive session. David Ormiston left the room.

The Select Board moved into public session at 8:56 pm. Doug Robinson left and David Ormiston reappeared.

The Select Board agreed that the Chair would arrange to warn a Special Select Board Meeting for Wednesday, March 15th at 6:30pm to continue to discuss a personnel issue.

Cook moved to adjourn, seconded by Langhus.

Cook, Langhus, Pepper, Layton voted: Yes.

The meeting adjourned at 9 pm.

Minutes taken by Mary Layton

David Ormiston

From: Mary Layton <marydayton@gmail.com>
Sent: Sunday, March 12, 2017 12:25 PM
To: Miranda Bergmeier; David Ormiston; Miranda Bergmeier
Subject: Agenda items for March 22 meeting

MEMORANDUM

TO: Norwich Select Board
FROM: Mary Layton
SUBJECT: Agenda items for March 22
DATE: March 12, 2017
CC: David Ormiston, Miranda Bergmeier

My notes for the organizational meeting show the following agenda items supported by a Yes vote to discuss at the March 22 meeting:

- Meet with Jay White, architect for the PSB
- Select Board Goals
- Clarify Tower Bond Payments action (refer to Feb '17 minutes)
- Review Open Positions
- Modernize SB Meeting attendance

Supported by a “discuss soon” vote are:

Choose a Town Attorney

Safe Sidewalks to School

Pool Committee

Audit Review

I would like to add the agenda item “Town Manager Transition” to the March 22nd agenda.

My thoughts about that are as follows: The ITM contract ends April 1, the new TM starts on May 1 and will be away for three weeks in June. He will have two construction projects to supervise and will have to jump into the budget process over the summer and into the fall. I propose that we discuss the possibility of extending the ITM contract to May 15 to promote a smooth transition and two week overlap with the new TM.

Mary Layton