

**Agenda for the Special Selectboard Meeting Wednesday, June 13, 2018
6:00 PM – 8:30 PM***

***Executive Session @ 6:00, Public Session @ 6:30**

- 1) Call to order – 6:00 PM
- 2) Personnel (Discussion/Action Item) – possible executive session
 - a) Town Manager Evaluation
 - b) Personnel Matter

**** Return to Public Session at Approximately 6:30 PM ****

- 3) Approval of Agenda (Action Item)
- 4) Approval of Minutes: 5/23/2018 Selectboard meeting (Action Item)
- 5) Correspondence (Discussion/Action Item)
 - a) Cheryl Lindberg, Town Treasurer
 - b) Marcia Calloway – 3 items
 - c) Kevin Geiger
 - d) Stuart Richards – 2 items
 - e) Pete Fellows, TRORC
 - f) SEVCA
 - g) Molly Riordan
 - h) Frank Manasek
- 6) Public Comments (Discussion Item)
(strict 3-minute limit per speaker)
- 7) Sign Accounts Payable/Warrants (Discussion/Action Item)
 - a) Authorization for Fire Department Expenditure
- 8) Board of Listers Contract Assessor Selection (Discussion/Action Item)
- 9) Unregistered Dogs (Discussion/Action Item)
- 10) Town Plan Update (Discussion/Action Item)
(any public comment at the end - strict 2-minute limit per speaker)
- 11) Church Street Safe Routes to School (Discussion/Action Item)
- 12) Line of Credit for July 2017 Storm Repairs (Discussion/Action Item)
 - a) Authorize Instituting Mascoma Bank Line of Credit
- 13) Committees (Discussion/Action Item)
 - a) Finance Committee
 - b) Audit Committee
- 14) Financial Reports (Discussion Item)
- 15) Town Manager Report (Discussion Item)
 - a) Appoint TM as Alternate Rep. to TRORC Board
 - b) VTrans Bike-Ped Grant Program
- 16) Review of Next Agendas (Discussion/Action Item)
- 17) End of Meeting Debrief (Discussion Item)
- 18) Adjourn

Next Meeting – June 27, 2018 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.

DRAFT Minutes of the Selectboard Meeting of
Wednesday, May 23, 2018 at 6:30 pm

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Members present: John Pepper, Chair; Claudette Brochu, Vice Chair; Linda Cook; John Langhus; Mary Layton; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 20 people in the audience.

Also participating: Kris Clement, Stuart Richards, Gina des Cognets, Jaci Allen, Marcia Calloway, Susan Brink, Christopher Ashley, Roger Arnold, and Jack Cushman.

John Pepper opened the meeting at 6:33 pm.

1. Approval of Agenda (Action Item). Selectboard (SB) members agreed to proceed with the agenda as drafted.
2. Approval of Minutes (Action Item). Langhus **moved** (2nd Layton) to approve the minutes of the May 9, 2018 Selectboard meeting. **Motion passed unanimously.** SB members agreed to include Ernie Ciccotelli's suggested changes in the final minutes.
3. Correspondence (Discussion/Action Item). Brochu **moved** (2nd Langhus) to receive correspondence from Charlotte Metcalf regarding the Planning Commission; from Don & Lisa McCabe regarding the Town Plan; from Arline Rotman regarding the Town Plan; and from Sue Pitiger regarding the Town Plan. **Motion passed unanimously.**
4. Public Comments (Discussion Item). Kris Clement asked about a \$200,000 loss of Town reimbursement from FEMA, due to there not being an approved Town Plan in place at the time of the July 2017 storm. Durfee said he is looking into the ways to qualify for receiving the additional 5% reimbursement for any future events, but it is not possible to change that loss for the July 2017 storm. Stuart Richards said that Norwich Affordable Housing, Inc. is exploring a possible affordable housing project, but it is not a sure thing. Richards urged the SB to limit town budget expenses to prevent people from having to leave Norwich because they cannot afford to live here. Gina des Cognets encouraged the SB to consider holding meetings at different times, to make it easier for people to attend.
5. Sign Accounts Payable/Warrants (Discussion/Action Item). Layton **moved** (2nd Langhus) to approve check warrant report #18-24 for Fire Apparatus Fund in the amount of \$7,705.77; and for General Fund in the amount of \$322,422.60. After brief discussion, **motion passed (yes-Cook, Langhus, Layton, Pepper; abstain- Brochu).**
6. Town Plan Update (Discussion/Action Item). Pepper acknowledged Cook's and Brochu's work on the Town Plan (TP) and said the deadline for the SB to approve the TP is July 13, 2018. SB members discussed what timeline they should follow to achieve the July 13 deadline and agreed to hold the next public hearing on June 10, 2018 and the final hearing on June 28, 2018. SB members agreed to accept a TP tonight for discussion at the June 10 hearing. Marcia Calloway said that she has conducted research into the TP process requirements and asked the SB to include in their hearing public notice an explanation of what changes have been made to the draft TP. Stuart Richards asked that the SB send out the survey they had discussed at other meetings. Pepper said that the SB will send out the survey. Christopher Ashley said that he supports mixed use housing, and knows that other people do, as well. Jack Cushman said that he especially appreciates the way

sustainable development is addressed in the TP. Langhus **moved** (2nd Brochu) to follow Option #1 in the Town Manager's document "Overview of Town Plan Adoption Process – DRAFT" with the second public hearing on June 10, 2018 and the third and final public hearing on June 28, 2018. **Motion passed unanimously.** After some further discussion about what version of the TP to present to the public for discussion at the next public hearing, Langhus **moved** (2nd Brochu) to accept the Brochu-Cook proposed version of the Town Plan as the version for consideration for the second public hearing on June 10, 2018. **Motion passed unanimously.**

7. Inter-committee Communication & Proposed Selectboard Policy (Discussion/Action Item). Layton said she does not support this version of the policy because she doesn't agree with requiring quarterly reporting. Brochu said she wants simple one-page quarterly reports submitted to the SB, and would not require committees/commissions to send someone to report to the SB in person. Langhus and Pepper both expressed support for this approach. Cook **moved** (2nd Langhus) to adopt the Policy Governing Reporting of Committees, Commissions, Task Forces, or Other Groups/Individuals Appointed by the Selectboard, as presented. **Motion passed unanimously.**

8. Conflict of Interest Policy (Discussion/Action Item). Langhus said he generated the draft policy before the SB tonight by comparing the model VLCT policy with Norwich's existing policy, making some changes, and consulting with Cook. Layton asked about some added language about recusal that she is not comfortable with. The SB discussed whether a recused SB member needs to leave the room during debate from which the member has recused her/himself. Brochu said the VLCT model definition of conflicts is helpful and would like it included in the Norwich policy. Brochu **moved** (2nd Layton) to adopt the Langhus version of the Conflict of Interest Policy, with changes noted in discussion, which were to strike the phrase noted by Layton and substitute the definitions with those provided by VLCT. **Motion failed 4 to 1 (yes-Brochu).** Layton **moved** to adopt the Langhus version of the Town of Norwich Conflict of Interest Policy, removing the Article 2 language about recusal. **Motion passed unanimously.**

9. Town Manager Report (Discussion Item). Durfee said that several serious issues have arisen lately, which demanded his time and did not allow him to produce a written report. He said that roadwork repair (from July 2017 storm) continues, and bids are going out soon to repair Beaver Meadow Road. As his office is receiving updated information, it is being shared with the public via listserv updates. Interviews for the Planning Director have wrapped up and Durfee hopes to make a decision soon. The Town is attempting to get restitution from the person who damaged a guardrail, and the DPW will apply for a road improvement grant for other work. The Town will go out to bid soon for the annual sand supply. Bridge 43 over Elm Street and the bridge on Rte. 132 will be worked on soon. The DPW garage slab has been poured, siding is on, and stormwater is being dealt with. Layton asked about when the Town would need to borrow funds to pay for storm road repair. Durfee said we are at that point now, and the Town is shopping loans.

11. Review of Next Agendas (Discussion/Action Item). The Selectboard agreed to include in their June 13, 2018 agenda the following items:

- Town Manager Evaluation
- Church St. Safe Routes to School
- Town Plan Discussion
- April Financial Reports
- Energy Committee
- Finance Committee

At 10:10 pm, Cook **moved** (2nd Langhus) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 10:10 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____.

John Pepper
Selectboard Chair

Next Meetings – June 13, 2018 – Meeting at 6:30 PM

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

Miranda Bergmeier

From: Mary Layton <marydlayton@gmail.com>
Sent: Friday, May 25, 2018 7:19 PM
To: Miranda Bergmeier
Cc: Claudette Brochu; John Langhus; John Pepper; John Pepper; Linda Cook (lcook2825@gmail.com); Herb Durfee
Subject: Re: Draft Minutes for 5-23-2018

Hi Miranda

On agenda item seven I voted against the committee reporting motion.

On item eight I believe it was article six (recusal), not article two.

I will not be able to attend on June 13th.

Would you please use this email to convey to the SB and the public that these are proposed amendments to the draft minutes.

Thanks

Mary

Sent from my iPhone

On May 25, 2018, at 3:52 PM, Miranda Bergmeier <MBergmeier@norwich.vt.us> wrote:

Dear all,

Please find attached a pdf of the draft minutes. I did my best to accurately record the motions in items 7 & 8, but I welcome your input if I missed something.

Have a lovely holiday weekend.

Best,
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.

<draft minutes 052318.pdf>

Miranda Bergmeier

From: Mary Layton <marydlayton@gmail.com>
Sent: Tuesday, May 29, 2018 7:08 PM
To: Miranda Bergmeier
Cc: Herb Durfee
Subject: Additional correction to the Minutes of May 23rd meeting

Hi Miranda

Would you please submit to the rest of the Select Board for their consideration the following edit of the Minutes of the May 23rd meeting, under the conflict of interest policy agenda item:

Layton **moved** to adopt the Langhus version of the Town of Norwich Conflict of Interest Policy, removing the following language from Article 6, part 2: "though such member may still participate as a member of the public or private party, if applicable". **Motion passed unanimously.**

Thanks

Mary

Handout @ 5/23
SB mtg. (5a)

TOWN OF NORWICH
QUARTERLY INVESTMENT REPORT
3/31/2018

	<u>Rate/APY</u>	<u>03/31/18 Balances</u>	<u>Quarterly Interest</u>
Ledyard National Bank:			
Business Checking (3 accounts) - FDIC Insured up to \$250,000		\$ -	\$ -
Total LNB Cash on Deposit ~ 03/31/2018 - All accounts closed		\$ -	\$ -
Mascoma Savings Bank:			
Government Interest Checking-Operating/Recreation/Fish&Game	1.00%	\$ 3,054,262.36	\$ 14,925.27
Bond Sinking Fund	1.00%	4,002.68	11.13
Total MSB Cash on Deposit ~ 3/31/18		<u>\$ 3,058,265.04</u>	<u>\$ 14,936.40</u>
Less: Outstanding Checks		\$ (132,620.61)	
Cash on Balance Sheet ~ 03/31/2018		<u>\$ 2,925,644.43</u>	

Treasury Bill rates:
26 week - 1.92%
1 year - 2.09%

Wall Street Journal Prime = 4.75%

Cheryl A Lindberg, Treas

Cheryl A. Lindberg, Treasurer

TO: Norwich Select Board
FROM: Marcia Calloway
DATE: May 9, 2018
RE: Ernie Ciccotelli, Candidate for Planning Commission open position

Handout @ 5/9 $\frac{1}{3}$ 5/23
SB Mtg. (56)

At the Select Board meeting on Wednesday, April 25, 2018, the Board considered two applications for an open position on the Planning Commission. One Board member, John Langhus, asked one of the candidates for the position, Ernie Ciccotelli, if he (Ciccotelli) could 'get along with' the other members of the Commission. The Board then tabled the discussion because the incumbent Commission member, Jeff Lubell, was not present.

The question posed by Board member Langhus

- a) is not asked of other candidates for other positions; and,
- b) was at worst discriminatory, or at the very least inappropriate under the Common Benefits Clause of the Vermont Constitution of 1777¹

As analyzed by the Vermont Supreme Court in Baker v. State 170 Vt. 194; 744 A.2d 864 (1999)

“. . . The concept of equality at the core of the Common Benefits Clause was . . . the elimination of artificial governmental preferments and advantages. The Vermont Constitution would ensure that the law uniformly afforded every Vermonter its benefit, protection, and security so that social and political preeminence would reflect differences of capacity, disposition, and virtue, rather than governmental favor and privilege.” (FN9)

“. . . at its core the Common Benefits Clause expressed a vision of government that afforded every Vermonter its benefit and protection and provided no Vermonter particular advantage.” ID.

The suggestion that all members of a politically appointed committee must “get along” is the antithesis of the core principles of our democracy and our Vermont Constitution. We the People should be encouraging and demanding a diversity of opinions and dispositions in elected and appointed positions. It is not only right, but it is protected by our State Constitution, and without such diversity we are deprived of balanced decisions incorporating all views of the community. The Planning Commission **needs** diversity of opinions and experience. Ernie Ciccotelli is qualified by training, experience, long history living in Norwich, and long commitment to service in various capacities to the town (DRB, JP). I ask the Board to appoint Ernie Ciccotelli to the Planning Commission.

¹ The Common Benefits Clause and the Vermont Constitution predates the Equal Protection Clause of the Fourteenth Amendment by nearly a century and its protections are broader. **Article 7. [Government for the people; they may change it]**

“That government is, or ought to be, instituted for the common benefit, protection, and security of the people, nation, or community, and not for the particular emolument or advantage of any single person, family, or set of persons, who are a part only of that community; and that the community hath an indubitable, unalienable, and indefeasible right, to reform or alter government, in such manner as shall be, by that community, judged most conducive to the public weal.”
Original text: “That government is, or ought to be, instituted for the common benefit, protection, and security of the people, nation or community; and not for the particular emolument or advantage of any single man, family or set of men, who are a part only of that community; and that the community hath an indubitable, unalienable and indefeasible right, to reform, alter or abolish government, in such manner as shall be, by that community, judged most conducive to the public weal. Vt. Const. of 1777, ch. I, art. VI.

We request that the Town Clerk's Certificate Checklist as to town plan adoption be used by Norwich as it is a more complete step by step explanation of the statutory requirements.ⁱ That checklist outlines the statutory steps and deadlines to be followed including but not limited to the following requirements:

1. If SB makes changes/amendments, they prepare a new document incorporating those changes/amendments.ⁱⁱ
2. The PC must submit a report thereon to the SB prior to or at the public hearing that analyzes the extent to which the changed proposal is consistent with 24 VSA 4302.ⁱⁱⁱ
3. If the SB changes are "substantial...in the concept, meaning, or extent...it shall warn a new public hearing(s)."^{iv} This means re-starting the SB process.
4. SB adopts a resolution to hold a public hearing on the amended plan.^v
5. SB files a copy of the amended plan with the town clerk, individuals/organizations requesting and copy, and with the PC.^{vi}
6. SB prepares a notice of public hearing.^{vii}
7. SB publishes in a newspapers and posts in three places: the date, place and purpose of hearing "with either the full text of the material **or** a summary, including a statement of purpose, geographic areas affected, table of contents/listing of section headings, and a description of the place within the municipality where the full text and/or maps may be examined" *or* publishing same in a newspaper and in three places the same material and mailing or delivery of the hearing notice with copies of the full text or a summary to each voter on the voter checklist and to each landowner on the grand list.^{viii}

Further to the requirements of publication and notice, we request the SB:

1. Publish a complete 'clean' copy of the SB-changed/amended plan from cover page to maps; and,
2. Publish a complete 'red line' copy which shows the changes made from cover page to maps.

Further to concerns about adequate notice and hearing and full community participation,^{ix} we request that

- I. Map 11 Land Use reflect only the zoning areas in place prior to the 2011 Town Plan. A plan which apparently was NOT approved by the TRORC.^x Map 11 should show the Village Center without any abutting specially-designated area i.e. there has been no approval by the people of Norwich to designate Route 5 South/River Road as distinct from any other part of town.
- II. Language in the Town Plan to specifically address the conflict within the town vis-à-vis development, density, commercial/mixed-use zoning, and state that no changes have been approved by the people of Norwich.
- III. Language in the Town Plan to specifically state that the people of Norwich have not approved any maps or zoning changes which would allow the application, designation or creation of Designated Neighborhood Developments or Priority Housing Developments as more particularly described in Vermont Statutes Annotated 24 VSA 76A Sec. 2793 and 10 VSA 6001(35).

ⁱ Faith Ingulsrud, Planning Coordinator, Vermont Department of Housing & Community Development.

ⁱⁱ 24 VSA 4386(b)

ⁱⁱⁱ 24 VSA 4385(b)

^{iv} 24 VSA 4385(a) with concurrence by Jenny Prosser, General Counsel & Director of Municipal Assistance, Vermont Secretary of State's Office.

^v 24 VSA 4385(a)

^{vi} 24 VSA 4385(b)

^{vii} 24 VSA 4385(a)

^{viii} 24 VSA 4385, 4444

^{ix} "At the outset of the planning process and throughout the process, planning commissions shall solicit the participation of local citizens and organizations by holding informal working sessions that suit the needs of local people." 24 VSA 4384(a)

^x 2013 TRORC Enhanced Review.

from Marcia Calloway

Handout @ 5/23
SB Mtg.

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VERMONT LAND USE

Education & Training Collaborative

Plan and Bylaw Adoption Tools

May, 2005 (updated March 2017)

24 V.S.A Chapter 117
§§ 4384, 4385 and 4441-4447

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B. BYLAW PREPARATION AND ADOPTION TOOLS

- | | |
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CERTIFICATE OF MUNICIPAL PLAN
___ ADOPTION ___ AMENDMENT ___ REPEAL

I, _____, Clerk of the Town/Village/City of _____, in _____ County, State of Vermont, do hereby certify pursuant to 24 VSA, §§ 4384, 4385, 4444, and 4447 that the following actions were taken by the designated parties with the respect to the adoption/amendment/repeal of the proposed municipal plan for the Town of _____, of which the attached is a true copy.

Signed: _____
Date: _____

Attach herewith all documentation, tear sheets, notices, etc. resulting from and confirming this adoption process.

I. PLANNING COMMISSION HEARING(S), SUBMITTALS

A) Transmittal of Proposed Plan/Amendment/Repeal

Deadline for action: 30 days prior to first hearing date (a.k.a. 30 day notice)

Mail by **certified mail, return receipt**, or delivered with proof of receipt copies of each of the following:

- proposed plan/amendment/repeal;
- hearing notice;
- report; and
- solicitation for comments

To:

- Planning Commission chairs of adjoining municipalities (or municipal clerk if no planning commission exists)

- Executive Director, (Name and address of Regional Planning Commission)
- DHCD, *electronic submissions only*. See instructions: <http://accd.vermont.gov/community-development/town-future/plans-bylaws>
- Interested groups who requested notice in writing. (List groups)

Statutory reference(s): §4384(e)

Mailing Date: _____ **Initialed:** _____

On file: copy of proposed plan/amendment/repeal, hearing notice and report as mailed

B) Hearing Notice

Deadline for action: 15 days prior to first hearing date

The planning commission shall hold at least one public hearing on the proposed plan/amendment/repeal, following 15 days notice. All hearings must be warned in accordance with the notice requirements under §§4384 (d) and 4444. *Note: In calculating the warning/notice period, the first day shall not be counted, and the final day shall be counted.*

The planning commission has two options under §4444:

- 1) Publication in a newspaper of general circulation and posting a notice in three places in the municipality one of which must be in or near the clerk's office including date, time, place and purpose of the hearing, with either the full text of the material, or a summary, including a statement of purpose, geographic areas affected, table of contents/listing of section headings, and a description of the place within the municipality where the full text and/or maps may be examined; or
- 2) Publication in a newspaper of general circulation designated by the legislative body and posting a notice in three places in the municipality one of which must be in or near the clerk's office including date, time, place, and purpose of the hearing; and mailing or delivery of the hearing notice with copies of the full text or a summary (as noted above), to each voter on the voter checklist, and to each landowner on the grand list.

Statutory reference(s): §4444

Posting Dates: _____ *Version Warned* _____

Municipality (*2 locations minimum*) _____

Municipal Clerk's Office _____

Newspaper: _____ **Publication Date** _____

AND, either:

1) post the full text or a summary including: a statement of purpose; geographic areas affected; table of contents/listing of section headings; and a description where the full text may be examined;

OR

2) mail/deliver to each voter on the voter checklist and each landowner on the grand list: the hearing notice; a copy of the full text; or summary **Initialed:** _____

On file: copies of posted and published notices, dated copy of proposed plan/amendment/peal as warned, copies of voter checklist and grand list, if applicable

C) Planning Commission Hearing

Deadline for action: 15 days after notice publication

As noted, the planning commission must hold at least one public hearing, following public notice, on the proposed plan/amendment/peal as warned. *Note: No changes may be made between the time the public notice is posted/published and the public hearing.*

Statutory reference(s): §§4384 (d), 4444

Hearing Date/Time: _____ **Location:** _____

On file: board minutes; comments submitted

D) Submittal of proposed plan/amendment/peal to the legislative body and clerk.

Deadline for action: *After planning commission’s changes to the proposed plan/amendment and any written report unless supported by petition or requested by legislative body in which case the planning commission must promptly submit the amendment and only those changes necessary to correct any technical deficiencies along with any recommendations or opinions the planning commission considers appropriate.*

The planning commission may make changes to the proposed plan/amendment and to any written report and thereafter submit them to the legislative body. Simultaneous with its submissions the

planning commission shall file with the clerk of the municipality a copy of the proposed plan/amendment/peal and written reports as submitted to the legislative body, for public review.

Statutory reference(s): §4384 (f)

Filing Date: _____ **Initialed:** _____

On file: dated copy of proposed plan/amendment/peal with revisions, reports as submitted by the planning commission to the legislative body and clerk following final planning commission hearing

II. LEGISLATIVE HEARING(S)

A) Changes to proposed plan/amendment/peal

Deadline for action: 15 days prior to final hearing date

The legislative body may change the proposed plan/amendment/peal, but shall not do so less than 15 days prior to the final public hearing. If substantial changes are made in the concept, meaning, or extent of the proposed plan/amendment/peal, it shall warn a new public hearing(s). If any part of the proposal is changed, the change shall be filed at least 15 days prior to the public hearing with the municipal clerk, anyone requesting a copy in writing, and with the planning commission. The planning commission must submit a report thereon to the legislative body prior to or at the public hearing that analyzes the extent to which the changed proposal is consistent with § 4302.

Statutory reference(s): §4385 (b)

Filing Date: _____ **Initialed:** _____

On file: copy of proposed changes as warned, and filed with clerk and planning commission. Planning commission report if submitted prior to hearing

B) Hearing Notice

Deadline for action: 15 days prior to the first hearing date

Not less than 30 nor more than 120 days after a proposed plan or amendment is submitted to the legislative body of a municipality under §4384 of this title, the legislative body of a municipality with a population of 2,500 persons or less, shall hold the first of one or more public hearings, after public notice. A municipality with a population of more than 2,500 persons shall hold two or more such hearings. All hearings must be warned in accordance with the notice requirements under §4444. The legislative body must make copies of proposal and written report by the planning commission available to the public upon request. *Note: In calculating the warning/notice period, the first day shall not be counted, and the final day shall be counted.*

The legislative body has two options under §4444

- 1) Publication in a newspaper of general circulation and posting a notice in three places in the municipality one of which must be in or near the clerk's office including date, time, place and purpose of the hearing, with either the full text of the material, **or** a summary, including a statement of purpose, geographic areas affected, table of contents/listing of section headings, and a description of the place within the municipality where the full text and/or maps may be examined; *or*

- 2) Publication in a newspaper of general circulation designated by the legislative body and posting a notice in three places in the municipality one of which must be in or near the clerk's office including date, time, place, and purpose of the hearing; and mailing or delivery of the hearing notice with copies of the full text or a summary (as noted above), to each voter on the voter checklist, and to each landowner on the grand list.

Statutory reference(s): §§ 4385, 4444

Posting Dates: _____ Version Warned _____

Municipality (2 locations minimum) _____

Municipal Clerk's Office _____

Newspaper: _____ Publication Date _____

AND, either:

- 1) post the full text or a summary: a statement of purpose; geographic areas affected; table of contents/listing of section headings; and a description where the full text may be examined;

OR

- 2) mail/deliver to each voter on the voter checklist and each landowner on the grand list: the hearing notice; a copy of the full text; or summary **Initialed:** _____

On file: copies of posted and published notices, dates copy of proposed plan/amendment/repeal with planning commission report, as warned, copies of vote checklist and grand list, if applicable

C) Legislative Body Hearing(s)

Deadline for action: *not less than 30 nor more than 120 days following submission by the planning commission (for the first hearing) as warned*

As noted, not less than 30 nor more than 120 days after a proposed plan or amendment is submitted to the legislative body of a municipality, the legislative body of a municipality with a population of 2,500 persons or less, shall hold the first of one or more public hearings, after public notice. A municipality with a population of more than 2,500 persons shall hold two or more such hearings. Also as noted above, if the legislative body makes any substantial changes, it shall warn a new public hearing or hearings and file the proposed changes with the clerk, anyone requesting a copy in writing, and planning commission at least 15 days prior to the final public hearing as warned. *Note failure to hold a hearing within the 120-day period does not invalidate the adoption of the plan and amendment.*

Statutory reference(s): §4385 (a)

Hearing Date/Time: _____

Location: _____

Initialed: _____

On file: record of proceedings, attendance, planning commission report as submitted

III. ADOPTION OF MUNICIPAL PLAN/AMENDMENT/REPEAL

A) Legislative Body

Deadline for action: *within one year of date of final planning commission hearing*
Plans, amendments, and/or repeals, shall be adopted or rejected by a majority of the members of the legislative body at a meeting which is held after final public hearing, and shall be effective immediately.

Statutory reference(s): §4385 (c)
Date of Meeting/Vote: _____
Action: Adopted Rejected **Initialed:** _____
On file: meeting minutes, record of vote, dated copy of proposed plan/amendment/peal as accepted or rejected by legislative body

B) Australian Ballot

Deadline for action: *within one year of date of final planning commission hearing*
A proposed plan, amendment or repeal for a municipality which has elected (in accordance with 24 V.S.A. §4385 (c)) to do so, shall be adopted or rejected by the vote of the municipality by Australian Ballot (17 VSA, §2641) at a regular or special meeting duly warned and held after final public hearing. The adoption or rejection shall be effective immediately. *Note: A public informational hearing is not required for bylaws adopted via Australian ballot; however, if the town would like to hold a public informational hearing it may.*

Vote by Australian Ballot. Questions voted on by Australian Ballot must be warned according to 17 VSA, §2641. The warning must be posted in **two** locations, and in or near the municipal clerk’s office. The warning must also be distributed using one of the following methods:

- published in a newspaper designated by the legislative body; or
- published and distributed as a warned article in the municipal report; or
- otherwise distributed in written form to all town or city postal patrons at least 10 days before the meeting.

Statutory reference(s): Title 17 V.S.A., §§2641 and 2642
Deadlines for action: Posting: not less than 30 nor more than 40 days prior to vote; and Publication, newspaper: at least 5 days prior to vote; or Publication, report: distributed at least 10 days prior to meeting Vote: within one year of date of final planning commission hearing.

Posting Dates:
Municipality (*2 locations minimum*) _____
Municipal Clerk's Office _____

Newspaper: _____ **Publication Date** _____

Meeting/Vote Date: _____

Action: Adopted Rejected **Initialed:** _____
On file: copy of notice as posted, published, meeting minutes, record of vote; dated copy of proposed plan/amendment/peal as accepted or rejected by voters

C) Adopted Plans

Deadline for action: *30 days following adoption*
Plans and amendments shall be effective upon adoption, and shall be provided to the regional planning commission and to the commissioner of Economic Housing & Community Development. Send a copy of:
 adopted plan or repeal

To: Executive Director, (*Name and address of Regional Planning Commission*)
 DHCD, *electronic submissions only. See instructions:*

<http://accd.vermont.gov/community-development/town-future/plans-bylaws>

Statutory reference(s): 4385 (c)

Mailing Date: _____

Initialed: _____

On file: copy and original of adopted plan; this form and all supporting documentation

IV. REGIONAL APPROVAL AND CONFIRMATION

Initialed: _____

A) If a municipality wishes its plan or plan amendment to be eligible for approval under the provisions of §4350 of this title, it shall request approval. The request for approval may be before or after adoption of the plan by the municipality, at the option of the municipality.

Any such requests should be in writing and accompanied by a copy of the adopted or draft plan. The RPC will carry out and conduct all related and necessary reviews, hearings and processes. *This process requires up to 60 days from notification to complete; to meet a shorter timeline or specific deadlines, the RPC will require contact and coordination prior to the planning commission hearing notice.*

Statutory reference(s): §4385(c)

Submitted to RPC: No Yes **Date of submission to RPC:** _____

On file at the RPC: approval and confirmation forms, hearing minutes, staff review

Planning Commission Reporting Form for Municipal Plan Amendments

This report is in accordance with 24 V.S.A. §4384(c) which states:

“When considering an amendment to a plan, the planning commission shall prepare a written report on the proposal. The report shall address the extent to which the plan, as amended, is consistent with the goals established in §4302 of this title.

If the proposal would alter the designation of any land area, the report should cover the following points:

- 1. The probable impact on the surrounding area, including the effect of any resulting increase in traffic, and the probable impact on the overall pattern of land use.*

- 2. The long-term cost or benefit to the municipality, based upon consideration of the probable impact on:*
 - (A) the municipal tax base; and*

 - (B) the need for public facilities;*

- 3. The amount of vacant land which is:*
 - (A) already subject to the proposed new designation; and*

 - (B) actually available for that purpose, and the need for additional land for that purpose.*

- 4. The suitability of the area in question for the proposed purpose, after consideration of:*
 - (A) appropriate alternative locations;*
 - (B) alternative uses for the area under consideration; and*
 - (C) the probable impact of the proposed change on other areas similarly designated*

5. *The appropriateness of the size and boundaries of the area proposed for change, with respect to the area required for the proposed use, land capability and existing development in the area.*”

Please Note:

- ❖ The planning commission must hold at least one public hearing within the municipality after public notice on any proposed plan or amendment.
- ❖ At least **30** days prior to the first hearing, a copy of the proposed plan or amendment and the written report must be delivered with proof of the receipt, or mailed by certified mail, return receipt requested, to each of the following:
 1. the chairperson of the planning commission of each abutting municipality, or in the absence of any planning commission in an abutting municipality, to the clerk of that municipality;
 2. the executive director of the regional planning commission of the area in which the municipality is located;
 3. the Department of Economics, Housing and Community Development within the Agency of Commerce and Community Development; and
 4. business, conservation, low income advocacy and other community or interest groups or organizations that have requested notice in writing prior to the date the hearing is warned.
- ❖ The planning commission may make revisions to the proposed plan or amendment and to any written report, and must thereafter submit the proposed plan or amendment and any written report to the legislative body of the municipality.
- ❖ If the legislative body changes any part of the proposed plan, the planning commission must submit to the legislative body, at or prior to the public hearing, a report that analyzes the extent to which the changed proposal, when taken together with the rest of the plan, is consistent with the legislative goals established in 24 V.S.A. §4302.
- ❖ Simultaneously with the submission, the planning commission must file with the clerk of the municipality a copy of the proposed plan or amendment, and any written report, for public review.

CERTIFICATE OF MUNICIPAL BYLAW
___ ADOPTION ___ AMENDMENT ___ REPEAL

I, _____, Clerk of the Town/Village/City of _____, in _____ County, State of Vermont, do hereby certify pursuant to 24 VSA, §§ 4441, 4442, 4444, and 4447 that the following actions were taken by the designated parties with the respect to the adoption/amendment/repeal of the proposed municipal bylaw for the Town of _____, of which the attached is a true copy.

Signed: _____
Date: _____

Attach herewith all documentation, tear sheets, notices, etc. resulting from and confirming this adoption process.

I PLANNING COMMISSION HEARING(S), SUBMITTALS

A) Transmittal of Proposed Bylaw/Amendment/Repeal

Deadline for action: 15 days prior to first hearing date

Mail by **certified mail, return receipt requested, or delivered with proof of receipt**, copies of each of the following :

- proposed bylaw/amendment/repeal; hearing notice; and
- report;

To:

- Planning commission chairs, of adjoining municipalities (or municipal clerk if no planning commission exists)

- Executive Director, (Name and address of Regional Planning Commission)
- DHCD, *electronic submissions only. See instructions:* <http://accd.vermont.gov/community-development/town-future/plans-bylaws>

Statutory reference(s): §4441

Mailing Date: _____ **Initialed:** _____

On file: copy of proposed bylaw/amendment/repeal, hearing notice and report as mailed

B) Hearing Notice

Deadline for action: 15 days prior to first hearing date

The planning commission shall hold at least one public hearing on the proposed bylaw/amendment/repeal following 15 days notice. All hearings must be warned in accordance with the notice requirements under §§4441(d) and 4444. *Note: In calculating the warning/notice period, the first day shall not be counted, and the final day shall be counted.*

The planning commission has two options under §4444:

1. Publication in a newspaper of general circulation and posting a notice in three places in the municipality one of which must be in or near the clerk's office including date, time, place and purpose of the hearing, with either the full text of the material, **or** a summary, including a statement of purpose, geographic areas affected, table of contents/listing of

section headings, and a description of the place within the municipality where the full text and/or maps may be examined; *or*

- 2. Publication in a newspaper of general circulation designated by the legislative body and posting a notice in three places in the municipality one of which must be in or near the clerk's office including date, time, place, and purpose of the hearing; and mailing or delivery of the hearing notice with copies of the full text or a summary (as noted above), to each voter on the voter checklist, and to each landowner on the grand list.

Statutory reference(s): §4444
Posting Dates: *Version Warned* _____
 Municipality (*2 locations minimum*) _____
 Municipal Clerk's Office _____
Newspaper: _____ **Publication Date** _____

AND, either:

- 1) Post the full text or a summary including: a statement of purpose; geographic areas affected; table of contents/listing of section headings; and a description where the full text may be examined;

OR

- 2) mail/deliver to each voter on the voter checklist and each landowner on the grand list:
 the hearing notice; a copy of the full text; **or** summary **Initialed:** _____

On file: copies of posted and published notices, dated copy of proposed plan/amendment/repeal as warned, copies of voter checklist and grand list, if applicable

C) Planning Commission Hearing

Deadline for action: *15 days after notice publication*

As noted, the planning commission must hold at least one public hearing, following public notice, on the proposed bylaw/amendment/repeal as warned. *Note: No changes may be made between the time the public notice is posted/published and the public hearing.*

Statutory reference(s): §§4441 (d), 4444
Hearing Date: _____
Location: _____

On file: board minutes; comments submitted

D) Submittal of proposed bylaw/amendment/repeal to the legislative body and clerk.

Deadline for action: *After planning commission’s changes to the proposed bylaw/amendment/repeal and any written report unless supported by petition or requested by legislative body in which case the planning commission must promptly submit the amendment and only those changes necessary to correct any technical deficiencies along with any recommendations or opinions the planning commission considers appropriate.*

The planning commission may make changes to the proposed bylaw/amendment/repeal and to any written report and thereafter submit them to the legislative body. Simultaneous with its submissions the planning commission shall file with the clerk of the municipality a copy of the proposed bylaw/amendment/repeal and written reports as submitted to the legislative body, for public review.

Statutory reference(s): §4441(g)

Filing Date: _____

Initialed: _____

On file: dated copy of proposed bylaw/amendment/repeal with revisions, reports as submitted by the planning commission to the legislative body and clerk following final planning commission hearing

II. LEGISLATIVE HEARING(S)

A) Changes to proposed bylaw/amendment/repeal

Deadline for action: 15 days prior to final hearing date

The legislative body may change the proposed bylaw/amendment/repeal, but shall not do so less than 14 days prior to the final public hearing. If substantial changes are made in the concept, meaning, or extent of the proposed bylaw/amendment/repeal, it shall warn a new public hearing(s). If any part of the proposal is changed, the change shall be filed at least 10 days prior to the public hearing with the municipal clerk and with the planning commission. The planning commission shall amend its report to reflect the changes made and submit it thereon to the legislative body prior to or at the public hearing.

Statutory reference(s): §§4442

Filing Date: _____ **Initialed:** _____

On file: copy of proposed changes as warned, and filed with clerk and planning commission. Planning commission report if submitted prior to hearing

B) Hearing Notice

Deadline for action: 15 days prior to the first hearing date

Not less than 15 nor more than 120 days after a proposed bylaw/amendment/repeal is submitted to the legislative body of the municipality, the legislative body shall hold one or more public hearings, following 15 days public notice, on the proposed bylaw/amendment/repeal. All hearings must be warned in accordance with the notice requirements under §4444. The legislative body must make copies of proposal and written report by PC available to the public upon request. *Note: In calculating the warning/notice period, the first day shall not be counted, and the final day shall be counted.*

The legislative body has two options under §4444

- 1) Publication in a newspaper of general circulation and posting a notice in three places in the municipality one of which must be in or near the clerk's office including date, time, place and purpose of the hearing, with either the full text of the material, or a summary, including a statement of purpose, geographic areas affected, table of contents/listing of section headings, and a description of the place within the municipality where the full text and/or maps may be examined; *or*
- 2) Publication in a newspaper of general circulation designated by the legislative body and posting a notice in three places in the municipality one of which must be in or near the clerk's office including date, time, place, and purpose of the hearing; and mailing or delivery of the hearing notice with copies of the full text or a summary (as noted above), to each voter on the voter checklist, and to each landowner on the grand list.

Statutory reference(s): §§4442 and 4444

Posting Dates: _____ *Version Warned* _____

Municipality (2 locations minimum) _____

Municipal Clerk's Office _____

Newspaper: _____ Publication Date _____

AND, either:

- 1) post the full text or a summary including: a statement of purpose; geographic areas affected; table of contents/listing of section headings; and a description where the full text may be examined;

OR

- 2) mail/deliver to each voter on the voter checklist and each landowner on the grand list:
 the hearing notice; a copy of the full text; or summary **Initialed:** _____

On file: copies of posted and published notices, dates copy of proposed plan/amendment/repeal with planning commission report, as warned, copies of vote checklist and grand list, if applicable

C) Legislative Body Hearing(s).

Deadline for action: *not less than 15 nor more than 120 days following submission by the planning commission (for the first hearing); as warned*

As noted, not less than 15 nor more than 120 days after a proposed bylaw/amendment/repeal is submitted to the legislative body, it shall hold the first of one or more public hearings, after public notice on the proposed bylaw/amendment/repeal. Also as noted above, if the legislative body makes any substantial changes, it shall warn a new public hearing or hearings and file the proposed changes with the clerk and planning commission at least 10 days prior to the final public hearing as warned. *Note: Failure to hold a hearing within 120 day period does not invalidate the adoption of the bylaw/amendment/repeal.*

Statutory reference(s): §§4442 and 4444

Hearing Date(s): _____

Locations: _____

Initialed: _____

On file: record of proceedings, attendance, planning commission report as submitted

III. ADOPTION OF MUNICIPAL BYLAW/AMENDMENT/REPEAL

A) Legislative Body Adoption.

Deadline for action: *Within one year of date of final planning commission hearing*

Bylaws, amendments, and/or repeals, unless otherwise noted under subsection III. B and C (Australian ballot options and exceptions to routine adoptions) shall be adopted or rejected by a majority of the member of the legislative body at a meeting which is held after final public hearing, and shall be effective 21 days after adoption, unless petitioned for popular vote (see below).

Statutory reference(s): §4442(c)

Date of Meeting/Vote: _____

Action: Adopted Rejected **Initialed:** _____

On file: meeting minutes, record of vote, dated copy of proposed bylaw/amendment/repeal as accepted or rejected by legislative body

- (1) Petition for Popular Vote. A vote by the legislative body on a bylaw, amendment, or repeal shall not take effect if five percent of the voters of the municipality petition for a meeting

of the municipality to consider the bylaw, amendment, or repeal, and the petition is filed within 20 days of the vote. In that case, a meeting of the municipality shall be duly warned for the purpose of acting by Australian ballot upon the bylaw, amendment, or repeal.

Statutory reference(s): 24 V.S.A., §4442(d)
Deadlines for action: petition filed within 20 days of vote

Date petition filed: _____
Within 20 days: Yes No

Validity confirmed by: _____
Date: _____

Date of Meeting/Vote: _____

Posting Date: _____ NA

Publication Date: _____ NA

Procedures for adoption by Australian Ballot have been certified and are included under separate attachment.

Action: Adopted _____ Rejected _____ **Initialed:** _____

On file: copy of petition; certification of action by Australian Ballot with attached documentation; dated copy of bylaw as adopted/rejected by voters

B) Australian Ballot Options (*legislative body may put the bylaw before the voters for adoption via Australian Ballot, or a rural municipality with a population of less than 2,500 that has previously elected at a special or regular town meeting to require bylaws/ amendments/repeals be adopted by Australian ballot*)

A proposed bylaw, amendment or repeal for a municipality shall be adopted or rejected by the vote of the municipality by Australian Ballot (17 VSA, §2641) at the next regular or special town meeting duly warned and held after final public hearing. The adoption or rejection shall be effective immediately.

Vote by Australian Ballot. Questions voted on by Australian Ballot must be warned according to 17 VSA, §2641. The warning must be posted in **two** locations, and in or near the municipal clerk’s office. The warning must also be distributed using one of the following methods:

- published in a newspaper designated by the legislative body; or
- published and distributed as a warned article in the municipal report; or
- otherwise distributed in written form to all town or city postal patrons at least 10 days before the meeting.

Note: A public informational hearing is not required for bylaws adopted via Australian ballot; however, if the town would like to hold a public informational hearing it may.

Statutory reference(s): Title 17 V.S.A., §§2641 and 2642

Deadlines for action: Posting: not less than 30 nor more than 40 days prior to vote; and
Publication, newspaper: at least 5 days prior to vote; or
Publication, report: distributed at least 10 days prior to meeting
Vote: within one year of date of final planning commission hearing.

Posting Dates:

Municipality (2 locations minimum) _____
Municipal Clerk's Office _____
Newspaper: _____ **Publication Date** _____
Meeting/Vote Date: _____

Action: Adopted Rejected

Initialed: _____

On file: copy of notice as posted, published, meeting minutes, record of vote; dated copy of proposed plan/amendment/repeal as accepted or rejected by voters

D. Exceptions to routine adoptions

Petition for action past one-year deadline

As noted, if a bylaw, amendment or repeal is not approved or rejected by the municipality within one year of the date of the final planning commission hearing, it shall be considered disapproved unless 5 percent of the voters of the municipality petition for a meeting of the municipality to consider the bylaw, amendment or repeal, and the petition is filed within 60 days of the end of that year. In that case, a meeting of the municipality shall be duly warned for the purpose of acting upon the bylaw or amendment by Australian Ballot.

Statutory reference(s): §4442(g)
Deadline for action: filing within 60 days of end of year as defined

Date petition filed: _____
Within 60 days: Yes No

Validity confirmed by: _____
Date: _____

Date of Meeting/Vote: _____
Posting Date: _____ NA
Publication Date: _____ NA

Procedures for adoption by Australian Ballot have been certified and are included under separate attachment.

Action: Adopted Rejected **Initialed:** _____
On file: copy of petition; certification of action by Australian Ballot with attached documentation; dated copy of bylaw/amendment/repeal as adopted/rejected by voters

Planning Commission Reporting Form for Municipal Bylaw Amendments

This report is in accordance with 24 V.S.A. §4441(c) which states:

“When considering an amendment to a bylaw, the planning commission shall prepare and approve a written report on the proposal. A single report may be prepared so as to satisfy the requirements of this subsection concerning bylaw amendments and subsection 4384(c) of this title concerning plan amendments. The report shall provide(:)

(A) brief explanation of the proposed bylaw, amendment, or repeal andinclude a statement of purpose as required for notice under §4444 of this title,

(A)nd shall include findings regarding how the proposal:

- 1. Conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing;*
- 2. Is compatible with the proposed future land uses and densities of the municipal plan;*
- 3. Carries out, as applicable, any specific proposals for any planned community facilities.”*

Please Note:

- ❖ The planning commission shall hold at least one public hearing within the municipality after public notice on any proposed bylaw, amendment or repeal and;
- ❖ At least **15** days prior to the first hearing, a copy of the proposed plan or amendment and the written report shall be delivered with proof of the receipt, or mailed by certified mail, return receipt requested, to each of the following:
 1. the chairperson of the planning commission of each abutting municipality, or in the absence of any planning commission in an abutting municipality, to the clerk of that abutting municipality;
 2. the executive director of the regional planning commission of the area in which the municipality is located;
 3. the Department of Economic, Housing and Community Development within the Agency of Commerce and Community Development.

- ❖ The planning commission may make revisions to the proposed bylaw, amendment, or repeal and to the written report, and shall then submit the proposed bylaw, amendment or repeal and the written report to the legislative body of the municipality. If requested by the legislative body or supported by petition the planning commission shall promptly submit the amendment with changes only to correct technical deficiencies, together with any recommendations.
- ❖ Simultaneously, with the submission, the planning commission shall file with the clerk of the municipality a copy of the proposed bylaw, amendment, or repeal, and the written report for public review.

Herb Durfee

Handout (5c)
at 5/9/18 SB mtg.

From: Kevin Geiger <kgeiger@trorc.org>
Sent: Monday, May 07, 2018 11:17 AM
To: Linda Cook; Herb Durfee
Cc: Peter G. Gregory; Victoria Littlefield
Subject: RE: Town Plan Adoption process

Linda,

I am just following up clarifying the process for adoption. As Tory noted, you have a year to adopt after the PC holds its final hearing.

24 VSA 4385(c) states:

A plan of a municipality or an amendment thereof shall be adopted by a majority of the members of its legislative body at a meeting which is held after the final public hearing. If, however, at a regular or special meeting of the voters duly warned and held as provided in 17 V.S.A. chapter 55, a municipality elects to adopt or amend municipal plans by Australian ballot, that procedure shall then apply unless rescinded by the voters at a regular or special meeting similarly warned and held. If the proposed plan or amendment is not adopted so as to take effect within one year of the date of the final hearing of the planning commission, it shall be considered rejected by the municipality. Plans and amendments shall be effective upon adoption, and shall be provided to the regional planning commission and to the commissioner of housing and community affairs within 30 days of adoption. If a municipality wishes its plan or plan amendment to be eligible for approval under the provisions of section 4350 of this title, it shall request approval. The request for approval may be before or after adoption of the plan by the municipality, at the option of the municipality.

As long as the town has not voted by Australian ballot to adopt plans by vote, then it is just done by the Selectboard, unless the SB wants to send it to a vote. That decision is not binding on future adoptions. I am assuming Phil had you all set on the hearing notices and required report and all that.

Kevin

Kevin W. Geiger, AICP CFM
Senior Planner



Two Rivers-Ottawaquechee Regional Commission
128 King Farm Road, Woodstock, VT 05091
PH 802-457-3188 x 24, FAX 802-457-4728

www.trorc.org

www.ecvermont.org

www.lepc12.org

This email is a public document unless protected by law. Nothing contained herein is a legal opinion.

From: Victoria Littlefield <vlittlefield@trorc.org>
Date: May 3, 2018 at 9:00:28 AM EDT
To: Linda Cook <>
Cc: Herb Durfee <>, "Peter G. Gregory" <pgregory@trorc.org>
Subject: Town Plan Adoption

Hi Linda,

Thanks for reaching out to me yesterday. As promised here is the breakdown of what statute says in regards to Town Plan adoption.

Title 24, Chapter 117, section 4385.

“If the proposed plan or amendment is not adopted so as to take effect within one year of the date of the final hearing of the planning commission, it shall be considered rejected by the municipality.”

This is stating that the Town Plan must be adopted within one year of the last Planning Commission public hearing, or it becomes null and void, meaning the adoption process starts over again.

Since Norwich has held their first Selectboard hearing, you may hold a second hearing at any time between now and July and formally adopt it through town vote before the July deadline.

The Selectboard also has the option at one of their meetings to vote and send it back to the Planning Commission with comments/changes that came about through the public hearing process. Once the PC has gone through the 30 day mailing again and public hearing, the one year timeline will start over again.

So you have three options, adopt before July, send it back to the PC, or go past the July deadline and it goes back to the PC anyway.

Hope this helps,
Tory

Victoria Littlefield



Planner | Two Rivers-Ottawaquechee Regional Commission
128 King Farm Road | Woodstock, Vermont 05091
(802) 457-3188 - phone
vlittlefield@trorc.org | trorc.org | [facebook](#) | [youtube](#)

5d

Miranda Bergmeier

From: Stuart Richards <slrichards50@gmail.com>
Sent: Tuesday, May 22, 2018 10:45 PM
To: Herb Durfee
Cc: Miranda Bergmeier; Claudette; Mary Layton; John Langhus; John Pepper; Linda Cook
Subject: Norwich Affordable Housing Inc. Update

Herb,

Please put the email below in the Select Board's correspondence packet for the next meeting.

Thank you,

Stuart

From: Stuart Richards <slrichards50@gmail.com>
Date: Tuesday, May 22, 2018 at 10:23 PM
To: "norwich@lists.vitalcommunities.org" <norwich@lists.vitalcommunities.org>
Subject: Norwich Affordable Housing Inc. Update

Dear Readers,

Good news! Norwich Affordable Housing Inc. (NAHI) has signed a contingent sales Agreement for a property which has the potential to generate a number of affordable housing units. As in most real estate endeavors there are many challenges to overcome including finding adequate septic, permitting and funding but we're optimistic working closely with Twin Pines Housing Trust we'll succeed.

This evening Twin Pines Housing Trust and NAHI met with the Dresden School Board to explore the possibility of creating affordable housing on Dresden's property off Route 5. This discussion is in its very early stage and will be continued next month.

There are also a number of other possibilities being investigated. In order for these projects to succeed NAHI would much appreciate your support. Please contact me off line if you'd like to help.

All the best,

Stuart

Stuart Richards, Director
Norwich Affordable Housing Inc.

5d

Miranda Bergmeier

From: Stuart Richards <srichards@globalrescue.com>
Sent: Saturday, June 02, 2018 9:16 AM
To: Herb Durfee
Cc: Miranda Bergmeier; Linda Cook; Claudette; John Pepper; John Langhus; Mary Layton
Subject: Norwich Town Plan

Herb,

I'd appreciate it if the email below which appeared on the listserv is in the correspondence file for the next Select Board meeting.

Thank you,

Stuart

From: Stuart Richards <srichards50@gmail.com>
Date: Saturday, June 2, 2018 at 8:59 AM
To: "norwich@lists.vitalcommunities.org" <norwich@lists.vitalcommunities.org>
Subject: Norwich Town Plan

Dear Readers,

The previous Town Plan expired December 14, 2016. The expiration of the Plan has been costly to Norwich. According to Phil Dechert (Retired Zoning and Planning Administrator) not having a Town Plan has cost Norwich between \$100,000 and \$200,000. It's been 6.5 years during which time the Planning Commission (PC) has acknowledged they made a mistake by focusing on Zoning for a year rather than renewing the Town Plan. The reception given to the PC's zoning proposal at a February, 2017 public meeting was extremely negative. The public objected to the mega developments that were being enabled by a 350 acre new zone on Route 5 South with densities up to 8 units per acre which could have resulted in hundreds of new units being built.

Many of the current concerns expressed by the public are in the document entitled Exhibit A Katucki found here:

https://drive.google.com/open?id=1xpHXPIxS7vQmrM-kwsmNOW383KgE_BM. With respect to the item called Citizen Participation, it's been since 2005 when there was a real town wide survey that had 990 respondents. The proposed Town Plan should be a vision of the future as determined by Norwich voters. Without a meaningful survey what we have in the proposed Town Plan is a document written and rewritten by a very few people who supposedly have paid attention to public input. The reason I say supposedly is that it doesn't appear to me that public comment has played the part that it should. For instance a document entitled A Better Town Plan which was authored by a number of people and was a complete rewrite of a draft of the Town Plan appears to have been rejected almost in total.

Other problems with the proposed Town Plan are identified in a letter from Two Rivers-Ottaquechee Regional Planning Commission found here: https://drive.google.com/open?id=1eLI_WvHnu-iJWVGgSQWK7ZQVfWT2sqqV

Without approval from Two Rivers this Town Plan will fail.

When it comes to the size and scale of development and the character of Norwich it appears that mega developments have been rejected by Norwich. But if you're looking for specific words in the proposed plan such as – small scale development that is consistent as to size and scale with existing developments such as Star Lake with 14 units or Senior Housing with 24 units, you won't find it in what's proposed. Instead what you have are vague references to moderate growth.

It's important that there be factual accuracy in the Town Plan. It's extremely misleading for instance to only refer to a \$10,042 per-pupil cost in 2008 when today's per-pupil cost cited in the Town Report is \$18,799. Why in the space of 10 years has the per-pupil cost for our school almost doubled and why aren't easily accessible numbers reflected in the proposed Town Plan?

There are plenty of other issues and concerns but space is limited. Nothing said here is meant to minimize the efforts of volunteers, nor of members of the public who have attempted to provide constructive criticism. The comments here are mine alone as an individual although I am the Director of Norwich Affordable Housing Inc.

Failing a course correction by the Planning Commission and the Select Board it appears that the petition signed by more than 250 people calling for a town wide vote will be activated and voters will have an opportunity to be heard and listened to.

Thanks for reading.

Stuart L. Richards, Director
Norwich Affordable Housing, Inc.
802-649-3928

5e

Herb Durfee

From: Pete Fellows <pfellows@trorc.org>
Sent: Friday, May 25, 2018 8:44 AM
To: Kevin Geiger; Herb Durfee
Cc: Peter G. Gregory
Subject: RE: ERAF

12.5% - eligible communities have adopted four mitigation measures:

1. **National Flood Insurance Program** (participate or have applied);
2. **Town Road and Bridge Standards** (adopt standards that meet or exceed the 2013 template in the current: [VTrans Orange Book: Handbook for Local Officials](#));
3. **Local Emergency Operations Plan** (adopt annually after town meeting and before May 1);
4. **Local Hazard Mitigation Plan** - Adopt a FEMA- approved local plan (valid for five years). Or, a draft plan has been submitted to FEMA Region 1 for review.

17.5% - eligible communities also:

- **Protect River Corridors** from new encroachment; or, protect their flood hazard areas from new encroachments and participate in the FEMA Community Rating System. [ERAF 17.5% Criteria](#)
or
- **Enroll in CRS**

http://floodready.vermont.gov/find_funding/emergency_relief_assistance

Norwich's bylaw is not River Corridor compliant. So they are a 12.5% community.

From: Kevin Geiger
Sent: Thursday, May 24, 2018 8:23 PM
To: Herb Durfee <HDurfee@norwich.vt.us>
Cc: Peter G. Gregory <pgregory@trorc.org>; Pete Fellows <pfellows@trorc.org>
Subject: Re: ERAF

Herb

FEMA disasters usually have a 25% local match and under ERAF if you have the first 4 items you get 12.5% from the state and the town pays 12.5%.

Then, being in CRS or having full river corridor bylaws gets you down to only 7.5% local match and the state does the other 17.5%.

There is no 5%. That was a special Irene thing as the president made that a 90/10 disaster instead of the usual 75/25, and so the state/town split was 5% each then.

See below in your questions.

Sent from my iPhone

On May 24, 2018, at 4:26 PM, Herb Durfee <HDurfee@norwich.vt.us> wrote:

Hey, Kevin. Needs some insight. According to your "suspect" director, to obtain the 5% ERAF for FEMA-qualified disasters the following is required:

1. LEOP
2. Hazard Mitigation Plan
3. Codes/Standards
4. NFIP
5. CRS

Couple of questions:

1. Are the Codes/Standards the same as the "Road & Bridge Standards" that we've adopted, or is it an additional set of standards related to environmental criteria?

Yes

2. If different, what is an acceptable form of adoption (e.g., as part of the Town Plan, separate municipal ordinance, act of the Selectboard similar to the Road/Bridge standards)?
3. Does any of this need to be included in the Town Plan to qualify the Town of the extra 5%?

No

4. What do NFIP and CRS stand for.

National flood insurance program (NFIP) which just means you have flood bylaws, no matter how basic as long as they are FEMA compliant.

Community rating system (CRS) which is a FEMA program and that lowers flood insurance rates if the town takes several steps. The steps are not hard, but getting in the program is as it is a paperwork pile. We have looked at seeing if we could do it on a regional scale and may revisit it again as they are streamlining it.

5. I'm assuming we're ineligible for the 5% related to last year's July 1 storm damage, since, I don't think, we've "adopted" the environmental component standards (but I do know we have the road/bridge standards).

You should have enough for the 12.5 split. I don't know offhand if the town fully regulates river corridors, but Pete can look.

Thanks in advance for clarifying matters. It's appreciated.

Herb

Herbert A. Durfee, III
Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055
802-649-1419 ext. 102
802-698-3000 (cell)
802-649-0123 (fax)



5f

RECEIVED
MAY 31 2018
TOWN MANAGER'S OFFICE

Our mission is to enable people to cope with, and reduce the hardships of poverty, create sustainable self-sufficiency, and reduce the causes and move toward the elimination of poverty.

May 29, 2018

Board of Selectmen
Town of Norwich
P.O. Box 376
Norwich, VT 05055

Dear Selectmen,

We are in receipt of the Town's check in the amount of \$3,750.00. On behalf of Southeastern Vermont Community Action, I would like to thank the residents of the Town of Norwich for their commitment to help their neighbors in need.

This contribution will help SEVCA continue to pursue its mission of reducing the causes of and moving toward the elimination of poverty.

Thank you.

Sincerely,

Stephen Geller
Executive Director

/jr

-
- Serving Windham & Windsor Counties**
- CRISIS INTERVENTION
 - FUEL ASSISTANCE
 - FINANCIAL FITNESS
 - FOOD STAMP OUTREACH
 - HEAD START
 - HOME REPAIR
 - HOMELESSNESS PREVENTION
 - HOUSING ASSISTANCE
 - JOB READINESS
 - MATCHED SAVINGS ACCOUNTS
 - MICRO BUSINESS SUPPORT
 - THRIFT STORES
 - VOLUNTEER INCOME TAX ASSISTANCE
 - WEATHERIZATION
 - WORKFORCE DEVELOPMENT
-

91 Buck Drive
Westminster
Vermont 05158
802.722.4575
800.464.9951
fax 802.722.4509
sevca@sevca.org
www.sevca.org

59

Miranda Bergmeier

From: molly riordan <marymriordan@gmail.com>
Sent: Sunday, June 03, 2018 10:11 PM
To: Miranda Bergmeier
Subject: Union Village Rd speed limit change

Dear Selectboard,

I am very grateful to you for your consideration and support regarding our request for a speed limit change outside our home. We are hopeful that this change will lead to we fewer terrifying moments exiting our driveway, hopping on our bikes for a trip to Dan & Whits or walking to the Inn for dinner. From the comments at the meeting where this was discussed, we know many of you also felt that traffic moved too quickly on this stretch of road.

My family and I were, quite frankly, stunned and elated when we saw the signs had been moved uphill.

From all of us at the Riordan house, thank you!

Sincerely,

Molly Riordan

5h

Miranda Bergmeier

From: manasek@post.harvard.edu
Sent: Wednesday, June 06, 2018 1:53 PM
To: Stuart Richards
Cc: Miranda Bergmeier; Linda Cook; John Pepper; John Lanhus; Mary Layton; Claudette
Subject: Silencing town voices

The following is intended to be part of the Selectboard record.

I would be very disappointed if Herb's emails suggest that we are entering a new phase of obstructionism and disenfranchisement.

Herb is a town employee and it isn't his job to make policy or insert his personal impediments into the democratic process.

On Jun 5, 2018, at 8:26 PM, Office fm <office@fmanasek.com> wrote:

Dear Herb

Stuart's comments and conclusions on this matter are based on input from hundreds of people. Many of us, who are most concerned about our town, are both vocal and signatories; others are simply feeding info to Central. By the way, many are afraid to be identified because they fear retribution from some of the more labile individuals.

We citizens and Norwich residents have every right to express opinions publicly, with names attached, or casually at the PO or D&W and they are meant to be relayed to our elected public servants.

Stuart presents, with our support, these collective inputs to our elected town government and not to town employees.

Please respect that distinction.

Frank Manasek

06/01/18
10:13 am

Town of Norwich Accounts Payable
Check Warrant Report # 18-26 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 05/31/18 To 06/06/18

Copy

7

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ANYTIME	05/15/18	PD & FD-CLNING 119775	01-5-475302.00 REPAIRS & MAINT	180.00	6296	06/06/18
ANYTIME	05/15/18	PD & FD-CLNING 119775	01-5-550330.00 REPAIR & MAINTENANCE EXPN	180.00	6296	06/06/18
ARC	03/31/18	TH--BOILER MAINTENANCE 93252	01-5-706103.00 HEATING	740.00	-----	--/--/--
BERGERON	05/16/18	DPW-MOWING HUNTLY 17793	01-5-425322.00 REC FIELD CARE	340.00	-----	--/--/--
BOUNTREE	05/22/18	FD-CURAPLEX NPA KIT 82873733	01-5-555424.00 EMS TOOLS/ EQUIP	41.44	6297	06/06/18
CASELLA	05/01/18	TS-APRIL ZERO SORT/OCC 0405105	01-5-705308.00 FOOD WASTE DISPOSAL	225.16	-----	--/--/--
CASELLA	05/01/18	TS-APRIL ZERO SORT/OCC 0405105	01-5-705305.00 RECYCLING	2439.29	-----	--/--/--
CASELLA	05/01/18	TS-APRIL ZERO SORT/OCC 0405106	01-5-705306.00 C & D WASTE DISPOSAL	611.56	-----	--/--/--
CASELLA	05/01/18	TS-APRIL ZERO SORT/OCC 0405106	01-5-705303.00 MUNICIPAL SOLID WASTE	3311.73	-----	--/--/--
CHADWICK	04/30/18	DPW-USED DASH HOLDER C06177	01-5-703403.00 PARTS & SUPPLIES	464.33	6298	06/06/18
CHADWICK	04/19/18	DPW-PLUG FOR HOLDER C06694	01-5-703403.00 PARTS & SUPPLIES	16.67	6330	06/06/18
CHILDSUPP	05/29/18	CHILD SUPP PPE 06/02/18 PPE 06/02/18	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	6299	06/06/18
CINTAS	05/16/18	TH-REFILL MED CABINET 5010688180	01-5-706109.00 BUILDING SUPPLIES	40.22	6300	06/06/18
CINTAS	05/16/18	DPW-MEDICAL CABINET REFIL 5010688181	01-5-703515.00 ADMINISTRATION	61.65	6300	06/06/18
COMCAST	05/18/18	FD-CABLE SERVICES FINAL MAY 2018	01-5-550235.00 TELEPHONE & INTERNET	32.66	6301	06/06/18
CRICKET'S	04/11/18	DPW -RTU EXT LIFE GAL 707158	01-5-703403.00 PARTS & SUPPLIES	44.94	6302	06/06/18
CRICKET'S	05/23/18	B & G -OIL 711080	01-5-704405.00 PETROLEUM PRODUCTS	11.98	6302	06/06/18
DAVISAUTO	05/16/18	B&G-PART FOR TRAILER 7575	01-5-704403.00 PARTS & SUPPLIES	7.00	6303	06/06/18
DEADRIVER	05/17/18	TH-220.60 GAL #2 FUEL 20728	01-5-706103.00 HEATING	585.38	6304	06/06/18
DEADRIVER	05/17/18	TH-CREDIT FROM 557038 C557038	01-5-706103.00 HEATING	-355.39	6304	06/06/18
DELTA DEN	05/21/18	JUNE 2018 DENTAL JUNE 2018	01-5-005125.00 DENTAL INSURANCE	116.32	6305	06/06/18
DELTA DEN	05/21/18	JUNE 2018 DENTAL JUNE 2018	01-5-100125.00 DENTAL INSURANCE	131.60	6305	06/06/18
DELTA DEN	05/21/18	JUNE 2018 DENTAL JUNE 2018	01-5-200125.00 DENTAL INSURANCE	65.80	6305	06/06/18
DELTA DEN	05/21/18	JUNE 2018 DENTAL JUNE 2018	01-5-350125.00 DENTAL INSURANCE	65.80	6305	06/06/18
DELTA DEN	05/21/18	JUNE 2018 DENTAL JUNE 2018	01-5-425125.00 DENTAL INSURANCE	34.96	6305	06/06/18

FYI

06/01/18
10:13 am

Town of Norwich Accounts Payable
Check Warrant Report # 18-26 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 05/31/18 To 06/06/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
DELTA DEN	05/21/18	DELTA DENTAL JUNE 2018	01-5-500125.00 DELTA DENTAL	298.16	6305	06/06/18
DELTA DEN	05/21/18	DELTA DENTAL JUNE 2018	01-5-555126.00 DENTAL INSURANCE	34.96	6305	06/06/18
DELTA DEN	05/21/18	DELTA DENTAL JUNE 2018	01-5-704125.00 DENTAL INSURANCE	34.96	6305	06/06/18
DELTA DEN	05/21/18	DELTA DENTAL JUNE 2018	01-5-703125.00 DENTAL INSURANCE	414.48	6305	06/06/18
DIMMICK	05/08/18	DIMMICK SERVICES TS-PORTAPOT RENTAL 3843520	01-5-705500.00 PURCHASED SERVICES	92.70	6306	06/06/18
DURFEE	05/22/18	HERBERT A DURFEE III TADMIN-HOTEL REIMB./TRAIN MAY 2018	01-5-005615.00 DUES/MTS/EDUC	145.86	-----	--/--/--
DURFEE	05/22/18	HERBERT A DURFEE III TADMIN-MILAGE REIMB. MAY-MILAGE18	01-5-005581.00 MILEAGE	36.52	-----	--/--/--
ECONO	05/09/18	ECONO SIGNS, LLC HWY-NO OUTLET 10-944910	01-5-703217.00 SIGNS	73.03	6307	06/06/18
FIRSTLIGH	05/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4133681	01-5-005531.00 ADMIN TELEPHONE	14.88	6308	06/06/18
FIRSTLIGH	05/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4133681	01-5-100531.00 TELEPHONE	2.25	6308	06/06/18
FIRSTLIGH	05/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4133681	01-5-200531.00 TELEPHONE	2.12	6308	06/06/18
FIRSTLIGH	05/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4133681	01-5-275531.00 TELEPHONE	1.02	6308	06/06/18
FIRSTLIGH	05/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4133681	01-5-300531.00 TELEPHONE	7.24	6308	06/06/18
FIRSTLIGH	05/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4133681	01-5-350531.00 TELEPHONE	1.33	6308	06/06/18
FIRSTLIGH	05/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4133681	01-5-425127.00 TELEPHONE	5.99	6308	06/06/18
FIRSTLIGH	05/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4133681	01-5-705505.00 TELEPHONE	0.00	6308	06/06/18
FIRSTLIGH	05/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4133681	01-5-703505.00 TELEPHONE	14.65	6308	06/06/18
GALLS	05/11/18	GALLS, AN ARAMARK COMPANY PD-CAP COVER 009901273	01-5-500582.00 UNIFORMS	74.30	-----	--/--/--
QMPC	05/17/18	GREEN MOUNTAIN POWER CORP DPW-STREETLIGHTS 051192 5/18	01-5-703307.00 STREETLIGHTS	33.85	6309	06/06/18
HARTFORD	05/18/18	TOWN OF HARTFORD PD-MOBIL BRODBND MARCHAPR 9201	01-5-500535.00 VIBRS	249.85	-----	--/--/--
JAYS	05/16/18	BRENTON K. SOUTHWORTH PD/FD--TANK PUMPING 189124	01-5-475302.00 REPAIRS & MAINT	222.50	6310	06/06/18
JAYS	05/16/18	BRENTON K. SOUTHWORTH PD/FD--TANK PUMPING 189124	01-5-550330.00 REPAIR & MAINTENANCE EXPN	222.50	6310	06/06/18
JOESEQUIP	05/24/18	JOE'S EQUIPMENT SEV. INC. B&G-CLAMP AIR FILTER 1-112811	01-5-704403.00 PARTS & SUPPLIES	17.50	-----	--/--/--
JOHNSON	05/15/18	JOHNSON CONTROLS FIRE PRO PD-FIRE EXTINGUISHER TEST 84812534	01-5-475302.00 REPAIRS & MAINT	113.60	6311	06/06/18
KELLY-MA	04/25/18	KELLEY-MACKENZIE AUTO PAR DPW-PAINT 988716	01-5-703403.00 PARTS & SUPPLIES	154.97	6312	06/06/18

FYI

06/01/18
10:13 am

Town of Norwich Accounts Payable
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All Invoices For Check Acct 03(General) 05/31/18 To 06/06/18

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RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
KREMBS	05/29/18	NICK KREMBS CONCOM--TRAIL REIMBURSE MAY 2018	01-5-650630.00 TRAILS	215.00	6313	06/06/18
MAYER	05/30/18	MAYER & MAYER MAY JUDGEMENT ORDER MAY 2018	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	50.00	6314	06/06/18
MIS 2	05/25/18	GEORGE CALVER REC-BOYS LACROSS UMP MAY 2018	01-5-425214.00 REFERREE/UMPIRE	200.00	6315	06/06/18
MIS 3	05/22/18	MARY SELLMANN CONS-CORK BOARD 18-297	01-5-650625.00 PUBLICITY	349.00	6316	06/06/18
MIS 4	05/22/18	SUSAN HARDY TADM-BIKE/WALK SUMMIT 5/4/18	01-5-005701.20 ENERGY COMMITTEE	35.00	6317	06/06/18
MIS 7	05/30/18	ALAN PALMER REC-ART SUPPLIES/FOOD SUMMERCAMP18	01-1-004102.00 PREPAID EXPENSES	250.00	6318	06/06/18
MIS 8	05/15/18	SKI DOOR, INC DPW-CABLES, NEW MOTOR 25542	01-5-703511.00 REPAIRS & MAINTENANCE	956.80	6319	06/06/18
MOMAR	05/18/18	MOMAR, INC. DPW-DRILL KIT/RATCHET EXT 0192641	01-5-703513.00 TOOLS	419.41	-----	---/--/---
NORNURSE	05/14/18	NORTHERN NURSERIES REC-GRUB CONTROL 18547	01-5-425322.00 REC FIELD CARE	1125.00	6320	06/06/18
NORNURSE	05/18/18	NORTHERN NURSERIES B&G-PLANTINGS 18779	01-5-704201.00 GARDEN SUPPLIES & PLANTS	269.00	6320	06/06/18
NORNURSE	05/18/18	NORTHERN NURSERIES B&G-PLANTINGS 18779	01-5-704301.00 FOLEY PARK & MEDIANS	179.90	6320	06/06/18
NORSCHOOL	05/29/18	NORWICH SCHOOL DISTRICT 17-18 SCHOOL TAX 17-18 TAX #8	01-2-001123.00 SCHOOL DISTRICT TAX	288183.00	6321	06/06/18
NORSCHOOL	05/30/18	NORWICH SCHOOL DISTRICT CON COMM-LEAP DONATION 5/30/2018	01-5-650615.00 DUES/MTGS/EDUC	750.00	6321	06/06/18
PAC-VAN	05/21/18	PAC-VAN, INC. DPW-40' STORAGE CONTAINER 8307527	01-5-703511.00 REPAIRS & MAINTENANCE	135.00	6322	06/06/18
PBA	05/30/18	NEW ENGLAND PBA, INC MAY UNION DUES MAY DUES	01-2-001117.00 UNION DUES PAYABLE	368.00	-----	---/--/---
PETWASTE	05/21/18	PET WASTE ELIMINATOR REC--WASTE BAGS 42639752	01-5-425322.00 REC FIELD CARE	150.99	6323	06/06/18
POWESP	05/27/18	SPENCER POWERS, LLC CEM COMM-MOW & TRIM 5/27/18	01-5-675500.00 PURCHASED SERVICE	1666.66	6324	06/06/18
PRUDENTIA	05/30/18	PRUDENTIAL RETIREMENT SER MAY DEFERRED COMPENSATION 940050 MAY	01-2-001116.10 ROTH PLAN 457	1994.54	6325	06/06/18
ROGERSFAB	04/30/18	ROGER'S FABRICARE, LLC PD-UNIFORM CLEANING APRIL 2018	01-5-500583.00 UNIFORMS CLEANING	79.00	-----	---/--/---
SOLAFLECT	05/14/18	SOLAFLECT SOLAR PARK I, L TH & DPW-ELECTRIC MAY 2018	01-5-706101.00 ELECTRICITY	783.60	-----	---/--/---
SOLAFLECT	05/14/18	SOLAFLECT SOLAR PARK I, L TH & DPW-ELECTRIC MAY 2018	01-5-703501.00 ELECTRICITY	64.53	-----	---/--/---
TEXASREFI	05/21/18	TEXAS REFINERY CORP HWY--CROWN/CHASS GREASE 151494	01-5-703405.00 PETROLEUM PRODUCTS	331.00	-----	---/--/---
VMERS	05/30/18	VMERS DB MAY RETIREMENT MAY 2018	01-5-005126.00 VT RETIREMENT	564.96	6326	06/06/18
VMERS	05/30/18	VMERS DB MAY RETIREMENT MAY 2018	01-5-100126.00 VT RETIREMENT	446.10	6326	06/06/18
VMERS	05/30/18	VMERS DB MAY RETIREMENT MAY 2018	01-5-200126.00 VT RETIREMENT	399.61	6326	06/06/18

FYI

06/01/18
10:13 am

Town of Norwich Accounts Payable
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RRobinson

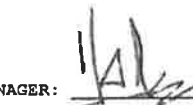
Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
VMERS	05/30/18	MAY RETIREMENT MAY 2018	01-5-300126.00 VT RETIREMENT	68.77	6326	06/06/18
VMERS	05/30/18	MAY RETIREMENT MAY 2018	01-5-350126.00 VT RETIREMENT	798.02	6326	06/06/18
VMERS	05/30/18	MAY RETIREMENT MAY 2018	01-5-425126.00 VT RETIREMENT	290.70	6326	06/06/18
VMERS	05/30/18	MAY RETIREMENT MAY 2018	01-5-500126.00 VT RETIREMENT	190.08	6326	06/06/18
VMERS	05/30/18	MAY RETIREMENT MAY 2018	01-5-703126.00 RETIREMENT	1443.64	6326	06/06/18
VMERS	05/30/18	MAY RETIREMENT MAY 2018	01-5-704126.00 RETIREMENT	354.49	6326	06/06/18
VMERS	05/30/18	MAY RETIREMENT MAY 2018	01-2-001111.00 VEMRS GRP B PAYABLE	4038.57	6326	06/06/18
VMERS	05/30/18	MAY RETIREMENT MAY 2018	01-5-500126.00 VT RETIREMENT	1578.29	6326	06/06/18
VMERS	05/30/18	MAY RETIREMENT MAY 2018	01-2-001113.00 VEMRS GRP C PAYABLE	2176.94	6326	06/06/18
VNA	05/23/18	2ND HALF FY18 APPROPR 1744.19	01-5-800328.00 VSTNG NRS/HSP APPR	7800.00	-----	---/--
VIFRAN	05/31/18	TS-BAL. DUE L1068063744	01-5-705517.00 VERMONT FRANCHISE TAX	55.98	6327	06/06/18
VTWELCOME	05/23/18	PL- BROCHURE DISTRIBUTION 172	01-5-350408.00 HISTORIC PRES COMM.	52.50	6328	06/06/18
VTWELCOME	05/14/18	PL-BROCHURE DISTRIBUTION 172B	01-5-350408.00 HISTORIC PRES COMM.	415.40	6328	06/06/18
WAVECOMM	05/07/18	DPW-PAGING SERVICE 5/7/18	01-5-703515.00 ADMINISTRATION	26.76	6329	06/06/18
Report Total				331163.48		

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 \$ ***331,163.48
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:


Herb Durfee, Town Manager

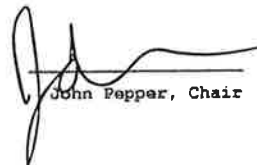
SELECTBOARD:

John Langhus

FYI

Linda Cook

Claudette Brochu


John Pepper, Chair

Mary Layton

7a



Norwich Fire Department

“Helping Our Neighbors Since 1920”

To: Herb Durfee III, Town Manager
From: Matt Swett, Assistant Fire Chief
Subject: Use of Fire Station Designated Funds
Date: June 6, 2018

This is a request to use funds from the Fire Station Designated Fund.

The current balance in the Fire Station Designated Fund is roughly \$19,000. This fund was established before the construction of the new Fire & Police Station with the purpose of paying for expenses associated with the improvement of the apparatus bay or fire station. I would like to request approval for the following expenditures:

1. Purchase 26 units of the Groves Inc., Wall Mounted Gear Storage Red Ready Rack System. This storage system would greatly improve our ability to store all of our gear in an efficient and safe manner, keeping the gear from overflowing into the walking areas of the apparatus bay. The Red Ready Rack System's tubular steel and mesh design makes it extremely strong and durable and allows for maximum air circulation, helping our gear dry faster and last longer. It is easy to install and to



maintain. It is used locally by both Thetford and Hartford Fire Departments. I went to the Thetford Fire Department (see picture above) and inspected it myself. The Thetford Chief was extremely pleased with the system. It would replace aging, homemade gear storage lockers that do not provide any of the above mentioned advantages. The total cost of the units is \$5,997.72.

2. Install light switches at the two new entry doors at the rear of the apparatus bay. Currently there is no way to turn on the three sets of overhead lights in the apparatus bay from the two new entrance doors. When anyone enters the apparatus bay from the two new entrance doors, or from the workshop, they must cross the entire apparatus bay, in the dark, to reach the bank of switches at the original entrance to the building. This construction oversight represents a safety hazard to anyone who enters the apparatus bay at night. The cost of the work by Tilden Electric is \$1,626.63.

3. Replace the overhead fluorescent lighting in the workshop with LED lights. This will save both money and energy in the long term and provide better work space lighting for our members. The cost of the work by Tilden Electric is \$286.12.
4. Purchase a second bookcase for the new Fire Chief's office. A matching bookcase will cost \$396.
5. Purchase five new metal storage cabinets for the Fire Department workshop. We currently store our EMS and Fire Department supplies in several old salvaged cabinets that are falling apart. Replacing them with new metal, lockable cabinets will allow us to better organize and secure our valuable inventory. The cost of the five metal cabinets is \$1,817.67.

Our request is to expend up to \$10,200 from the Fire Station Designated Fund on the above five items. As a whole, these purchases will significantly improve our ability to safely and efficiently perform our duties.

Thank you for your consideration on this request.

Town of Norwich, Vermont



CHARTERED 1761

Listers Office | PO Box 376 | Norwich, Vermont 05055-0376
802-649-1419 ext. 110 | listers@norwich.vt.us

TO: Norwich Selectboard – Pepper, Brochu, Cook, Layton and Langhus
FROM: Norwich Board of Listers – Lindberg, Kaufman and Clement
DATE: June 6, 2018
RE: Assessing Services Recommendation

The Board of Listers recommends Vermont Municipal Assessor for assisting the Listers office with assessing services beginning July 1, 2018.

The Agreement for Assessing Services is included and has been agreed upon by both the Listers and Spencer Potter of Vermont Municipal Assessor.

MEMORANDUM

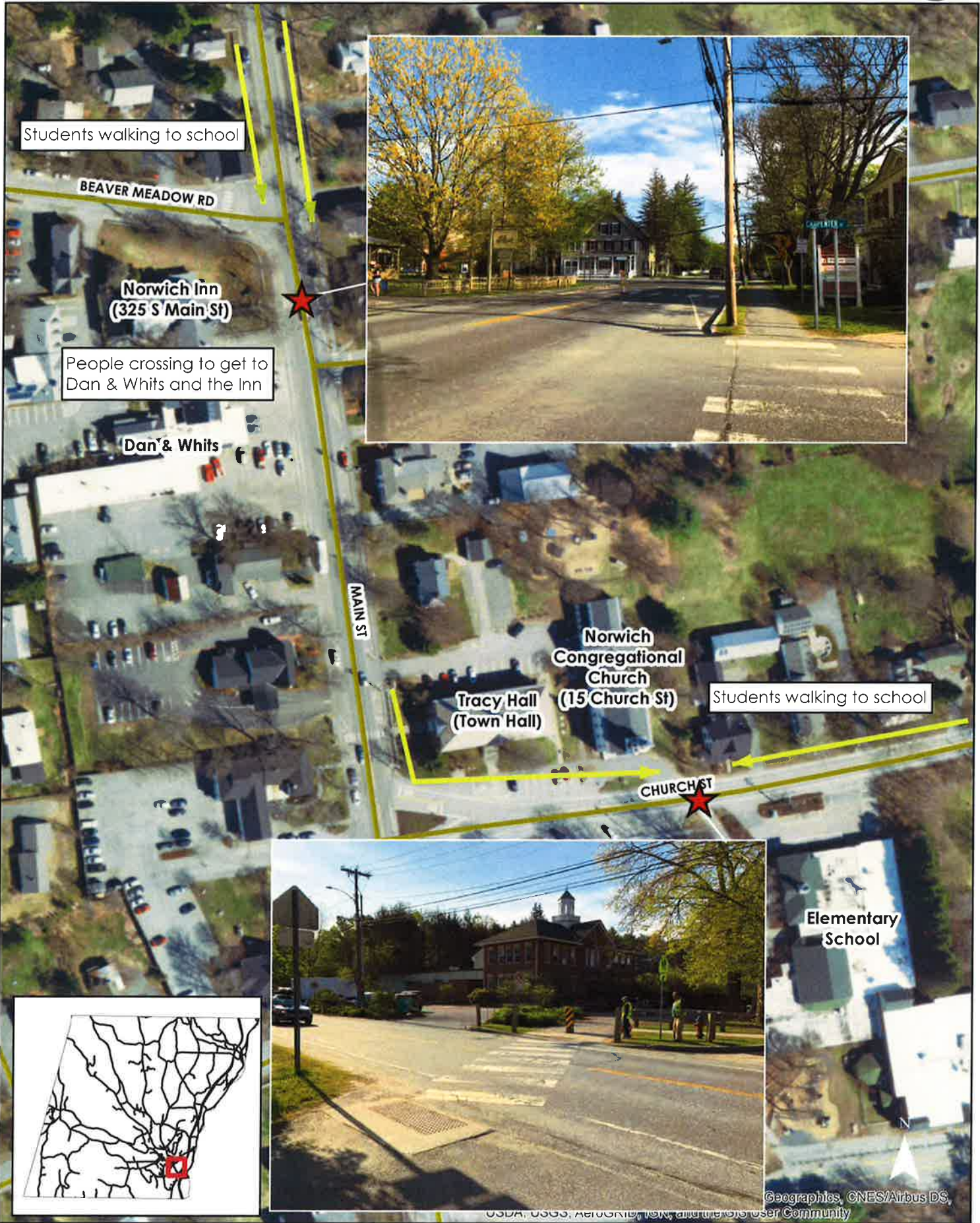
To: Norwich Selectboard, Herb Durfee-Town Manager and Douglas
Robinson - Police Chief
From: Bonnie Munday, Town Clerk
Date: June 1, 2018
Subject: Unlicensed Dogs

As required by statute, 20 V.S.A. §3590 attached is a list of the dog owners who have not yet licensed their dog(s) with the Town of Norwich. Please note that I have placed either a phone call or sent delinquent dog notices to each individual asking them to please come in and license their dogs.

Summary by Owner for all Untagged For a range of Names

Tag	LstYr	Owner	Location	Animal name	Species	Breed	Color	Rabies Exp	Phone
0534		Allen, James	101 Church Street	Nala	FEMALE-CANINE-LABRADOR	MIX-BROWN AN		10/31/19	413-388-1238
0397		BAUM, PEGGY	66 MCKENNA ROAD	BEAR	MALE-CANINE-LABRADOR	RETRIEVER-BLAC		09/08/17	649-7195
0306		CANTLIN, HEATHER	32 CLIFF ST	KOTA	MALE-CANINE-LABRADOR	MIX-BLACK		03/30/19	649-1953
0305		CANTLIN, HEATHER	32 CLIFF STREET	PIPPIN	MALE-CANINE-DACHSHUND	BLACK AND WHI		03/30/19	649-1953
0524		CASTELLON, CARMELITA	467 TURNPIKE ROAD	JAZZY	FEMALE-CANINE-AUST	SHEP MIX-BLUE ME		04/03/19	802-291-1342
0021		CHRISTAKIS, ERICKA	641 PATTRELL RD	RUDY	MALE-CANINE-DACHSHUND	BLACK AND TAN		04/10/19	978-828-4095
0360		CONNOLLY, ANDY	961 NEW BOSTON ROAD	PUMPKIN	FEMALE-CANINE-YORKSHIRE	TERRIER-GRE		10/05/18	649-2622
0359		CONNOLLY, ANDY	961 NEW BOSTON ROAD	SASHA	FEMALE-CANINE-YORKSHIRE	TERRIER-GRE		12/21/19	649-2622
0317		DELL, SANDRA	249 CHAPEL HILL RD	BACKUP	MALE-CANINE-CHIHUAHUA	MIX-RED		10/06/18	649-1728
0316		DELL, SANDRA	249 CHAPEL HILL RD	LEXI	FEMALE-CANINE-LABRADOR	MIX-BLACK AN		01/24/19	
0571		Duncan, Laura	317 Hawk Pine Road	Spud	MALE-CANINE-MINI AMERICAN	SHEP.-BLU		07/27/18	802-299-1198
0489		EILER, REBECCA	1432 UNION VILLAGE R	SALLY	FEMALE-CANINE-LABRADOR	MIX-GOLDEN		06/09/17	649-7152
0407		ENELOW, RICH AND CHER	163 HOPSON RD	ABBY	FEMALE-CANINE-GOLDEN	RETRIEVER-GOLD		05/11/19	649-9036
0434		FRENCH, BECKY & DAN	64 LADEAU RD	TAZ	MALE-CANINE-SIBERIAN	HUSKY-WHITE/BL		04/10/19	649-5427
0353		FRENCH, PHILIP	269 RIVER ROAD	COOPER	MALE-CANINE-LABRADOR	RETR MIX-BLAC		09/11/19	649-1304
0354		FRENCH, PHILIP	269 RIVER ROAD	TUCKER	MALE-CANINE-LABRADOR	RETR MIX-BLAC		09/29/19	649-1304
0452		FRYER, CAROLYN	108 UPPER TURNPIKE R	FRANCES	FEMALE-CANINE-BASSET	AND BEAGLE-TRI		02/28/19	649-3936
0508		HACKER, CHARLES	246 GOODRICH FOUR CR	MELLIE	FEMALE-CANINE-GOLDEN	RETR. MIX-BLAC		04/27/20	802-738-9388
0403		Haeger, Elisabeth	66 Turnpike Road	Zeebo	MALE-CANINE-LABRADOR	RET. MIX-WHITE		09/23/19	603-769-9555
0387		HERMANN, CHERYL	578 CHAPEL HILL RD	KAISER	MALE-CANINE-WEIMARANER	SILVER		03/24/18	649-2926
0398		Hinck, Ken	176 Upper Pasture Ro	Sprig	FEMALE-CANINE-LABRADOR	RETRIEVER-BL		02/15/18	415-320-0434
0399		HINCK, KEN	176 UPPER PASTURE RO	HERSHEY	FEMALE-CANINE-LABRADOR	CHOCOLATE		04/05/19	415-320-0434
0465		HOLLERAN, ALEXA & BRE	55 WALLACE RD.	ATTICUS	MALE-CANINE-GOLDEN	RETRIEVER-GOLD		02/29/20	802-825-8588
0505		LEMS, AMY	171 US ROUTE 5 NORTH	PINK	FEMALE-CANINE-PRESA	CANARIO-BRINDLE		04/30/20	603-667-5438
0438		Mcguiness, Alexis	70 Sun Lion Drive, A	Molly	FEMALE-CANINE-LAB	MIX-TAN		09/23/19	
0245		NOLAN, ANDREA	17 BRAGG HILL ROAD	MAZLO	MALE-CANINE-LABRADOODLE	BLACK		09/17/17	649-8276
0497		O'BRIEN, MICHELLE	24 PENNY LANE	BUTTONS	FEMALE-CANINE-POMERANIAN	MIX-BLACK		01/19/18	502-994-1430
0549		ODELL, NEIL	11 EAGLE LANE	PEARL	FEMALE-CANINE-BOXER	LABRADOR MIX-BL		04/01/19	649-3089
0507		PACHE, TIFFANY	296 DUTTON HILL ROAD	OTTO	MALE-CANINE-BERNESE	MT DOG-BROWN/BL		01/31/20	703-795-5965
0466		PETRELLA, BRENDA	55 WALLACE FARM ROAD	KAYAK	FEMALE-CANINE-LABRADOR	RETRIEVER-BL		12/22/17	
0521		PITIGER, HEATHER	1769 US ROUTE 5 NORT	SCOOTER	MALE-CANINE-SHIH	TZU-WHITE AND BLAC		09/15/17	649-0292
0478		RANDALL, KELLY	1268 NEW BOSTON RD	OSIRIS	FEMALE-CANINE-BOXER	MIX-BRINDLE		02/16/20	649-2896
0550		SCANLON, MARTIN & MEL	11 TRUMBULL LANE	FIONA	FEMALE-CANINE--	BLUE MERLE		05/21/20	649-7099
0343		SPERRY, MARIEKE & DWI	109 BRADLEY HILL ROA	WILLOW	FEMALE-CANINE-LABREDOODLE	BLONDE		03/08/20	649-3989
0341		SPERRY, MARIEKE & DWI	109 BRADLEY HILL RD	CLOVER	FEMALE-CANINE-LABRADOR	MIX-BLACK AN		02/08/18	649-3989
0473		STADLER, CYNTHIA	27 BEAVER MEADOW ROA	MILO	MALE-CANINE-PUG	BLACK		11/17/18	649-3099
0024		STONE, CHRISTINE	524 TURNPIKE ROAD	ADDIE	FEMALE-CANINE-GOLDEN	RETRIEVER-RED		12/14/18	649-5943
0536		STROHBEHN, JUDY	96 ABIGAIL RD	MIA	FEMALE-CANINE-LABRADOR	RETRIEVER-BL		01/28/19	649-1538
0384		SWIFT, JOSH	55 UPPER TURNPIKE RD	GRIZZY	MALE-CANINE-BEAGLE	MIX-BLACK		03/31/18	649-2443
0542		Taylor, Daniele & Joh	536 Chapel Hill Road	Mimzy	FEMALE-CANINE-SHIH	TZU-BLACK		01/06/18	649-1909
0541		TAYLOR, DANIELLE & JO	536 CHAPEL HILL ROAD	ROXY	FEMALE-CANINE-BOXER	CROSS-TAN		08/06/18	649-1909
0494		Town, Lisa	79 Beaver Meadow Roa	Bruce	MALE-CANINE-MIXED	LIGHT BROWN		04/19/20	802-649-2864
0504		VITT, NOELLE	211 BRIGHAM HILL RD	WINSTON	MALE-CANINE-STANDARD	POODLE-BLACK		02/03/18	
0315		Vuyovich, Brett	91 Illsley Rd. Norw	MAZEY	FEMALE-CANINE-GERMAN	WIREHAIRED MK-		05/04/18	
0533		Wilkinson-Ryan, Ivy	101 Church Street	Piper	FEMALE-CANINE-BLUE	TICK COONHOUND-		10/30/19	215-713-4785
0553		Wilson, Rick	79 Huntley Street	Tuukka	MALE-CANINE-GOLDEN	DOODLE-GGOLDEN		07/28/19	649-2346

Total Animals reported:46



**Town of Norwich
Installation of 2 RRFB Signals**

★ Locations of RRFB Installations



11



Ocean State Signal Co.

27 Thurber Blvd
Smithfield, RI 02917

Tel: 401-231-6780 Fax: 401-231-4390

www.oceanstatesignal.com

TO: Andy Hodgdon - DPW

DATE: 5/17/2018

LOCATION: Norwich, VT

FROM: James-Michael Trotta

ITEM NUMBER: Solar RRFB Crosswalk System

DUE DATE: _____

INTERSECTION: Unknown

PROJECT #: _____

Quantity	ITEM/MATERIAL DESCRIPTION	Unit Price	Total Price
2	Solar Powered RRFB Crosswalk System c/o:	\$8,190.00	\$16,380.00
	2 (ea) 14' Aluminum Pedestal w/ Transformer Base		
	2 (ea) 55W Solar Control System w/ Radio		
	4 (ea) RRFB-XL Light Bar w/ Ped Indication		
	2 (ea) Pushbutton w/ 9x12 Frame & R10-25 Sign		
	4 (ea) 30" W11-2 Pedestrian Crossing Sign	FYG	
	2 (ea) 24x12 W16-7L Down Left Arrow Sign	FYG	
	2 (ea) 24x12 W16-7R Down Right Arrow Sign	FYG	
	8 (ea) Sign Mounting Hardware Kit		
	Notes:		
	A) Furnish Only		
	B) Confirm Color of Pedestals & Buttons		
	C) Does Not Include Concrete Foundations or Anchor Bolts		

TERMS AND CONDITIONS:

The above price is NET F.O.B shipping point with shipping included to one destination in Vermont. Terms quoted are Net Thirty and this quote is guaranteed for 30 days.

BEST REGARDS,

James-Michael Trotta



MODEL R920 SERIES

RECTANGULAR RAPID FLASHING BEACON

The R920 is the benchmark for Rectangular Rapid Flashing Beacons (RRFBs):

- Ultra-efficient optical and Energy Management System (EMS)
- Compact design to simplify installation
- Proven technology platform
- Exceeds FHWA standards

Pedestrian-actuated warning system for uncontrolled marked crosswalks

RRFBs have been found to provide vehicle yielding rates between 72 and 96 percent for crosswalk applications, including 4 lane roadways with average daily traffic (ADT) exceeding 12,000*.

Superior Design and Technology

The R920 utilizes a self-contained solar engine integrating the energy management system with an on-board user interface, housed in a compact enclosure together with the batteries and solar panel. In low light conditions, the ambient auto-adjust option provides over-lighting protection and system efficiency, while still meeting MUTCD light intensity requirements.

Easy Installation

With its highly efficient and compact design, installation is quick and uncomplicated, dramatically reducing installation costs. Retro-fitting can be done where existing sign bases are used to enhance existing marked crosswalks in minutes, and new installations can be completed without the cost of larger poles and bases.

Advanced User-Interface

The R920 is the first RRFB with an on-board user interface and display for quick configuration and status monitoring. It allows for simple in-the-field set-up adjustment to flash duration, ambient settings, and night intensity. Settings are broadcasted automatically to all units in the system.

Reliable

Designed with Carmanah's industry leading solar modeling tools to provide dependable year-after-year operation.

Trusted

With thousands of installations in the field, Carmanah solar beacons and solar LED lights have become the benchmark in traffic applications and other transportation applications worldwide.



REPRESENTED IN YOUR REGION BY:



* U.S. Department of Transportation Federal Highways Administration, Publication No. FHWA-HRT-10-043 - "Effects of Yellow Rectangular Rapid-Flashing Beacons on Yielding at Multilane Uncontrolled Crosswalks"

DIMENSIONS

Side View



Bottom View



MOUNTING OPTIONS

2.0" - 2.5" Perforated Square Post Mount

2.38" - 2.88" Diameter Round Post Mount

4.0" - 4.5" Diameter Round Post Mount

Side Post Mount



SYSTEM CONFIGURATION

Uni-directional Configuration



Bi-directional Configuration



IN THE FIELD AIMING



Rotate the lightbar towards the incoming vehicle lane, independent of the wire hole location.

RRFB CAPACITY CALCULATOR

Calculate the performance of our Rectangular Rapid Flashing Beacon in your location with our RRFB Capacity Calculator.



carmanah.com/RRFB-calculator



SPECIFICATIONS SUBJECT TO CHANGE WITHOUT NOTICE.

US Patent No 6,573,559. Other patents pending. "Carmanah" and Carmanah logo are trademarks of Carmanah Technologies Corp.

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Document: SPC_FRAF_R920_REVO

MODEL

R920 SERIES

RECTANGULAR RAPID FLASHING BEACON

On-Board User Interface (OBU)	Adjustable, auto-scrolling LED display
	Field-configurable flash duration to one second increment
	Ambient auto-adjust configuration
	Night dimming configuration
	Wireless update of configurable settings from any unit to all systems
	Channel selection
	System test, status and fault detection
	Activation data reporting
	MUTCD IA-11 compliant flash pattern
	3" x 7" amber LED indications
Optical	Side emitting pedestrian confirmation lights
	Exceeds SAE J595 class 1 Intensity
	Meets SAE J578 chromaticity
	High-power LEDs meets 90% lumen maintenance (L90) based on IES LM-80
Energy Collection	10 watt high-efficiency photovoltaic cell with blocking diodes
	Maximum power point tracking with temperature compensation (MPPT-TC) for optimal energy collection in all solar conditions
	Replaceable, recyclable best in-class 12V dual battery system (sealed, maintenance-free)
Energy Storage	Designed for minimum 5 year battery life
	Lightweight for ease of handling
	Quick connect terminals and strapping for efficient installation
Solar Engine Construction	Weatherproof, vented solar engine enclosure for ambient air transfer (NEMA 3R)
	Hinged access lid for access to on-board user interface and batteries
	Compact, lightweight aluminum housing
	Top of pole mounting to standard 2" sign posts and 4" poles; side of pole mounting to standard 4" poles
	Pre-wired assembly designed to minimize installation time
	Weight: 19.8 lb (9 kg) including batteries, excluding light bars and push button
Lightbar Construction	Premium, UV-resistant polycarbonate lens
	Two-piece mounting bracket to facilitate mounting back-to-back lightbars
	Horizontal rotation adjustment for in-the-field aiming of lightbar
Operating Performance	Dimensions: 24" L x 1.5" W x 4.5" H (61.0 cm L x 3.8 cm W x 11.4 cm H)
	Rated for 300, 20 second activations per day, year-round operation with a minimum of 0.94 sun hours
	Wireless activation within 150 m
Warranty	Wireless range of 500 ft (152 m)
	3-year limited warranty

NORWICH FINANCE COMMITTEE

13a

Finance Committee Charge

The Norwich Finance Committee, appointed by the Norwich Selectboard ~~and, in~~ consultation with the Town Treasurer, comprises three to seven Norwich residents who are ~~neither not~~ employees of the Town, nor have immediate family members that ~~do~~ so are employees of the Town. One such member shall be the Town Treasurer at any time that he or she is willing to so serve. Immediate family members include children, spouses or domestic partners, siblings and parents. Members shall serve staggered, three-year terms, with the initial appointments being for one, two or three years and all subsequent appoints being for three years. Members may be reappointed at the discretion of the Selectboard ~~and the Town Treasurer.~~

The NFC has three primary tasks:

- a. Provide independent advice to the Selectboard on the creation of the annual Town budget during the Selectboard's process for reviewing the budget prior to voter approval;
- b. Provide independent advice to the Selectboard from time to time on Financial Policies; and their amendment, and
- c. Review ~~of the and~~ offer insight to the Selectboard on quarterly financial statements provided by the Town Manager and the Treasurer's Investment Report of the Town Reports.

The NFC shall research annual budgets, policies, contracts, capital decisions and business practices that affect Norwich town and school finances. It will render non-binding advisory recommendations to the Selectboard about costs, benefits, and financial options, based on economic factors and the overriding principles of accountability, frugality, and prioritization.

~~The NFC elects a Chair and Vice chair from among its members. The Selectboard may ask the NFC to review and comment on other financial issues as it deems necessary and appropriate from time to time.~~

~~Vacancies of the NFC are filled by appointment of the Norwich Selectboard. Members of the NFC are subject to and must observe the town's Conflict of Interest Policy. Meetings must be advertised, with agendas and minutes published in accordance with Vermont's Open Meeting Law.~~

It is up to the voters to decide whether a proposed Town budget be adopted. Accordingly, the NFC should provide a statement to voters in advance of Town Meeting on the town budget, providing whatever facts and analysis the Committee deems to be helpful and necessary for voters to evaluate the budget.

The NFC elects a Chair and Vice-Chair (and Secretary if and when the membership exceeds four members), from among its members. Vacancies of the NFC are filled by appointment of the Norwich Selectboard. Members of the NFC are subject to and must

observe the Town's policies, including but not limited to the Conflict of Interest and Code of Ethics policies, as may be amended. Meetings shall be duly noticed and held in accordance with Vermont's Open Meeting Law. In addition, the Committee and its members are subject to Vermont's Public Records Law.

~~The Selectboard may ask the NFC to review and comment on other financial issues as it deems necessary and appropriate from time to time.~~

The table below shows the number of members required for a quorum and the number of votes required to pass a motion as a function of filled positions on the committee:

Number of Filled Positions	Quorum	Votes Required
0 - 2	N/A	N/A
3 - 5	3	3
6 - 7	4	4

Adopted by the Norwich Selectboard on _____, 2018:

John Pepper, Chair

Claudette Brochu, Vice Chair

Linda Cook

Mary Layton

John Langhus

ACKNOWLEDGED AND AGREED/CONCURRED:

Cheryl Lindberg, Town Treasurer

NORWICH AUDIT COMMITTEE

Audit Committee Charge

The Audit Committee of the Town of Norwich shall be comprised of the Town Treasurer, two members of the Selectboard and two Members of the NFC (if possible), and a qualified member of the public at-large appointed by the Selectboard. The Audit Committee shall have the following duties:

- a. To solicit bids for the Town Audit when a current audit contract is up for renewal and to recommend the choice of auditor to the Selectboard and to advise the Selectboard on the contract for audit services;

DRAFT

Comment [HD1]: Not sure the Treasurer should be a member of this committee, like me, as it could be constructed to be an incompatible office. (Note: statutorily, if we had elected auditors, the Treasurer cannot be Treasurer and auditor. Refer to page 225 of the VLCT Handbook for Vermont Selectboards.)

Comment [JL2]: Audit committee person is very different role than an auditor. The obvious exception, though is anything that the Treasurer has done that is itself subject to the audit. On those matters she would have to recuse herself.

Comment [HD3]: Town management's job should be to prepare the solicitation documents, conduct the advertising, etc. (i.e., the administrative capacity related to procurement - the TM's statutory duty). The committee should review the proposals along with the Town Manager and Treasurer to determine and recommend a preferred proposal (auditor) to the Selectboard.

Comment [JL4]: Disagree. Formulation of the charge of the auditor and the rapport set up in the selection process is critical to a healthy relationship between the Audit Committee and the Auditors and reinforces the Auditors independence from the subject of the audit (Town Officials).

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a.

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- b. To review the progress of the annual audit and to receive the audit report from the Town auditors; and

Comment [HD5]: Essentially, in my opinion, this is part of my statutory responsibility related to accounting and procurement (i.e., ensuring a contractor is doing his/her work, on time, with the necessary deliverables, and within budget. However, it would make sense for any committee to review any draft audit submitted by the independent auditor.

Comment [JL6]: Disagree. That is the same logic that was proven faulty in the evisceration of the Listers office authority. The obvious and significant benefits we get in good governance and well-functioning oversight far outweighs any theoretical impairment of the TM's authority as Town purchasing agent. The SB has inherent authority to oversee this part of the budget, specifically because it is an oversight expense and the SB's role is largely one of oversight.

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b.

- c. To report on and recommend ~~adoption~~ acceptance of the final audit to the Selectboard each year.
- e.d. Other?

Comment [HD7]: Note: while I understand what is being attempted here, you really don't have any say as a Town as to the audit and its content, since the work of the auditing firm is independent of the Town. Essentially, you can only accept it, understand its content, and make any necessary changes to your internal financial controls to address any cited deficiencies. I think you would be better served to have the committee recommend to the TM, Treasurer, and Selectboard possible improvements to internal financial controls.

Comment [JL8]: Strongly disagree. The benefit of an independent auditor and audit report can only be realized by someone empowered to talk to and hear from the auditor or read their report, and likewise empowered to act upon the information shared in such interaction.

Comment [HD9]: Do you want the committee carrying out other audit functions besides financial and the controls that affiliate with financial/auditor?

Comment [JL10]: I have nothing else in mind but am happy to discuss if you do. There I would be worried about exceeding our authority and trespassing on yours.

The Audit Committee shall have the authority to direct questions regarding the audit or the underlying financial statements and reports of the Town Manager and the Town Finance Director. Any unresolved questions shall be directed for further investigation to the Selectboard. The Audit Committee shall have the authority to investigate laws and regulations applicable to town audits under Vermont law by directing questions to the Vermont League of Cities and Towns for advice. The Audit Committee shall report to the

Comment [HD11]: I don't believe there is any "authority" in statute for this. Such action would be conducted by the Selectboard, Town Manager, or, sometimes, law enforcement.

Comment [JL12]: "Investigate" was a poor choice of words here and the reference to advice from VLCT is likewise misplaced, as that could entail spending funds which I do not envision them being empowered to do. All I intended here was a direction to study the law and the rules so that they are familiar with the intricacies of these issues. I have revised in the draft.

Selectboard each year on the process and content of the audit, identifying any material points of disagreement between the Town management and the auditor. Such report shall be delivered no later than the first Selectboard meeting in December of each year and shall include a concluding recommendation as to whether the audit should be accepted or not by the Selectboard according to the Selectboard's Policy Governing Reporting of Committees, Commissions, Task Force, or Other Groups/Individuals Appointed by the Selectboard.

The Audit Committee elects a Chair and Vice-chair from among its members. Vacancies of the NFC are filled by appointment of the Norwich Selectboard in the case of Selectboard representatives and by the NFC in the case of NFC representatives. Members of the Audit Committee are subject to and must observe the town's Open Meeting Law (including meeting notices, agendas, and minutes), Public Records Law, Conflict of Interest Policy, and the Policy Governing Reporting of Committees... identified above.

Comment [HD13]: By voting away elected auditors, statutorily, the Town is required to hire a qualified, independent auditing firm. Any significant or material deficiencies identified in their audit/management letter must be addressed. Any disagreement between said auditor and the Town management needs to be worked out to the satisfaction of the independent auditor. If there remain any unresolved issues, then, those matters may need to be elevated to disciplinary action. Disciplinary action is solely a function of the Selectboard balanced with any rights of management.

Comment [JL14]: The issue I think is not one of discipline. Accounting rules are purposefully vague and so open to a broad range of application. A TM could legitimately and in total good faith take a different view on an accounting result than the auditors recommend. The fact of that disagreement is no one's fault. But it is a point of potential interest and so good governance would suggest that it should be brought to the attention of someone beyond the two protagonists.

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Meetings must be advertised, with agendas and minutes published in accordance with Vermont's Open Meeting Law.

The table below shows the number of members required for a quorum and the number of votes required to pass a motion as a function of filled positions on the Audit Committee:

Number of Filled Positions	Quorum	Votes Required
3-5	3	3
6-7	4	4

DRAFT

HerbCommentAuditCommittee6Jun2018 (JL Comments)Audit Committee Charge - 2015-03-28

A quorum and the number of votes necessary to pass a motion shall equal a majority of the full committee membership.

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~~HerbCommentAuditCommittee6Jun2018 (JL Comments)Audit Committee Charge-
2015-03-28~~

Adopted by the Norwich Selectboard on this _____ day of _____, 2018:

John Pepper, Chair

Claudette Brochu, Vice Chair

Linda Cook

Mary Layton

John Langhus

~~ACKNOWLEDGED AND AGREED:~~

~~Cheryl Lindberg, Town Treasurer~~

DRAFT

NORWICH AUDIT COMMITTEE

136

Audit Committee Charge

The Audit Committee of the Town of Norwich shall be comprised of two members of the Selectboard, two Members of the NFC (if willing and available), and one to three qualified members of the public at-large appointed by the Selectboard, with preference going to the Town Treasurer if such person is willing to so serve. The Audit Committee shall have the following duties:

- a. To solicit bids for the Town Audit when a current audit contract is up for renewal and to recommend the choice of auditor to the Selectboard and to advise the Selectboard on the contract for audit services;
- b. To review the progress of the annual audit and to receive the audit report from the Town auditors; and
- c. To report on and recommend acceptance of the final audit to the Selectboard each year.

The Audit Committee may direct questions to the Selectboard regarding the audit or the underlying financial statements and reports of the Town Manager. The Selectboard shall determine, to what extent, such question(s) require further investigation. The Audit Committee shall become familiar with those laws and regulations applicable to town audits under Vermont law. The Audit Committee shall report to the Selectboard each year on the process and content of the audit, identifying any material points of disagreement between the Town management and the auditor. Such report shall be delivered no later than the first Selectboard meeting in December of each year and shall include a concluding recommendation as to whether the audit should be accepted or not by the Selectboard.

The Audit Committee elects a Chair and Vice-chair from among its members. Vacancies are filled by appointment of the Norwich Selectboard. Members of the Audit Committee are subject to and must observe the town's Conflict of Interest Policy, the Open Meeting Law (including meeting notices, agendas, and minutes), Public Records Law, and the Selectboard's Policy Governing Reporting of Committees, Commissions, Task Force, or Other Groups/Individuals Appointed by the Selectboard. Meetings must be advertised, with agendas and minutes published in accordance with Vermont's Open Meeting Law.

A quorum and the number of votes necessary to pass a motion shall equal a majority of the full committee membership.

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Adopted by the Norwich Selectboard on this 13th day of June, 2018:

John Pepper, Chair

Claudette Brochu, Vice Chair

Linda Cook

Mary Layton

John Langhus

ACKNOWLEDGED AND ENDORSED:

Cheryl Lindberg, Town Treasurer

DRAFT

(13)

**NORWICH FINANCE AND AUDIT COMMITTEES
MOTION**

For the Motions Sheet:

Whereas, the Norwich Finance Committee (the “NFC”) as currently constituted was established in 2014 by the Norwich Selectboard in cooperation with the Norwich School Board and pursuant to a Memorandum of Understanding (the “MOU”) between the Norwich Selectboard and the Norwich School Board dated as of January 29, 2014; and

Whereas, the NFC was intended to advise on both Town and School District budgets and other financial planning matters; and

Whereas, the NFC has not functioned for several years due to failure to constitute a quorum of Members; and

Whereas, the Town has never had an independent Audit Committee since the elimination of elected auditors; and

Whereas, the Selectboard believes that a reconstituted NFC, focused exclusively on Town finances and an independent Audit Committee would each be of great and enduring benefit to the Town and people of Norwich;

Therefore, The Selectboard of the Town of Norwich does hereby :

1. Cancel and terminate the MOU with the Norwich School Board with immediate effect. The Chair shall communicate such cancellation to the Chairman of the School Board at his earliest convenience in official Town correspondence;
2. Establish a re-constituted Norwich Finance Committee; and
3. Establish an independent Audit Committee.

Adopted by the Selectboard June 13, 2018

06/07/18

Town of Norwich General Ledger
Revenue Report - General
Current Year Period 11 May

Account	Estimated Revenue	Received To Date	% Budget Received	Uncollected Balance	FY-17/18 MTD Pd 11 May
PROPERTY TAX REVENUES					
TOWN PROPERTY TAX	3634265.00	3646266.94	100.33%	-12001.94	0.00
VT LAND USE TAX	183165.00	177631.00	96.98%	5534.00	0.00
PROP TAX INTEREST	25000.00	27429.36	109.72%	-2429.36	2276.67
PROP TAX COLL FEE	17000.00	18469.31	108.64%	-1469.31	0.00
Total PROPERTY TAX REVENUES	3859430.00	3869796.61	100.27%	-10366.61	2276.67
LICENSE & PERMIT					
LIQUOR LICENSE	555.00	670.00	120.72%	-115.00	0.00
DOG LICENSE	2800.00	2640.00	94.00%	160.00	348.00
HUNT & FISH LICENSE	225.00	196.50	87.33%	28.50	31.50
PEDDLER LICENSE	100.00	50.00	50.00%	50.00	0.00
BLDG/DEVEL PERMIT	9000.00	5806.98	64.52%	3193.02	839.82
LAND POSTING PERMIT	200.00	255.00	127.50%	-55.00	5.00
Total LICENSE & PERMIT	12880.00	9618.48	74.68%	3261.52	1224.32
INTERGOVERNMENTAL					
VT HIWAY GAS TAX	153000.00	152798.63	99.87%	201.37	0.00
VT ACT 60	15257.00	15371.00	100.75%	-114.00	0.00
ST. OF VT. LISTER TRAININ	400.00	0.00	0.00%	400.00	0.00
PILOT	25000.00	32107.40	128.43%	-7107.40	0.00
VT NATURAL RESRCS	3952.00	3212.88	81.30%	739.12	0.00
EDUC TAX RETAINER .225 o	24905.00	26293.80	105.58%	-1388.80	0.00
LATE FEES-REVISED BILLS	250.00	0.00	0.00%	250.00	0.00
Total INTERGOVERNMENTAL	222764.00	229783.71	103.15%	-7019.71	0.00
SERVICE FEE					
RECORDING FEE	28500.00	18342.00	64.36%	10158.00	2079.00
DOCUMENT COPY FEE	2400.00	1960.00	81.67%	440.00	351.00
USE OF RECRDS FEE	300.00	172.00	57.33%	128.00	35.00
VITAL STATISTIC FEE	650.00	910.00	140.00%	-260.00	50.00
MTR VEH REG RNWL FEE	150.00	66.00	44.00%	84.00	3.00
PHOTOCOPYING FEE	25.00	7.34	29.36%	17.66	0.00
EV CHARGING FEES	0.00	430.74	100.00%	-430.74	68.94

TRACY HALL RNTL FEE	7000.00	6097.16	87.10%	902.84	0.00
POLICE RPT FEE	600.00	399.00	66.50%	201.00	0.00
POLICE ALRM RESP FEE	250.00	0.00	0.00%	250.00	0.00
SPECIAL POLICE DUTY FEES	0.00	280.00	100.00%	-280.00	0.00
RECREATION FEES	188000.00	135460.20	72.05%	52539.80	3888.00
TRNSFR STATION STICKERS	24500.00	28610.00	116.78%	-4110.00	5.50
MISC SOLID WASTE	1800.00	2357.75	130.99%	-557.75	288.00
E-WASTE	2000.00	2208.16	110.41%	-208.16	404.24
TRASH COUPON	106000.00	95563.00	90.15%	10437.00	8140.00
RECYCLING REBATES	3000.00	6091.12	203.04%	-3091.12	168.30
C & D WASTE	25000.00	7136.50	28.55%	17863.50	624.00

Total SERVICE FEE	390175.00	306090.97	78.45%	84084.03	16104.98
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GRANT REVENUE

HISTORIC PRESERVATION GRA	0.00	12674.00	100.00%	-12674.00	0.00
DRY HYDRANT GRANT	0.00	5000.00	100.00%	-5000.00	0.00
GOVERNORS HWY SAFETY	0.00	310.94	100.00%	-310.94	0.00
2017 GOVERNORS HWY SAFETY	0.00	5692.81	100.00%	-5692.81	0.00
NORWICH WOMENS CLUB GRANT	0.00	2789.15	100.00%	-2789.15	2489.15
ENERGY COMM GRANT-NEGRASS	0.00	1000.00	100.00%	-1000.00	0.00

Total GRANT REVENUE	0.00	27474.90	100.00%	-27474.90	2497.15
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OTHER TOWN REVENUES

TOWN REPORT	1500.00	1789.59	119.31%	-289.59	0.00
BANK INTEREST	7000.00	19593.89	279.91%	-12593.89	945.56
INSURANCE CLAIMS	0.00	9674.57	100.00%	-9674.57	0.00
FIELD RENTAL	32000.00	14565.50	45.52%	17434.50	100.00

Total OTHER TOWN REVENUES	40500.00	45623.55	112.65%	-5123.55	1045.56
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PUBLIC SAFETY REVENUES

POLICE FINE	10000.00	6938.59	69.39%	3061.41	289.00
PARKING FINE	300.00	280.00	93.33%	20.00	0.00
DOG FINE	0.00	150.00	100.00%	-150.00	0.00

Total PUBLIC SAFETY REVENUES	10300.00	7368.59	71.54%	2931.41	289.00
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MISCELLANEOUS REVENUE

DAILY OVER/SHORT	0.00	99.95	100.00%	-99.95	0.00
AMBULANCE BILLS PAID	0.00	742.34	100.00%	-742.34	50.00
DONATIONS	0.00	100.00	100.00%	-100.00	0.00

TOWN CLRK MISCEL	0.00	14.00	100.00%	-14.00	0.00
TREAS DEPT MISCEL	0.00	3.50	100.00%	-3.50	0.00
PLAN DEPT MISCEL	0.00	197.33	100.00%	-197.33	0.00
POLICE DEPT MISC	0.00	102.96	100.00%	-102.96	0.00
COBRA REIMBURSEMENT	0.00	167.81	100.00%	-167.81	167.81
HIWAY DEPT MISCEL	0.00	107.95	100.00%	-107.95	-4425.80
MISCELLANEOUS	4000.00	330.17	8.25%	3669.83	0.00
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Total MISCELLANEOUS REVENUE	4000.00	1866.01	46.65%	2133.99	-4207.99
Total General	4540049.00	4497614.82	99.07%	42434.18	19217.69

06/07/18

Town of Norwich General Ledger
Expenditure Report - General Fund
Current Year Period 11 May

Account	Budget	Expenditures	% Budget Expended	Unencumbered Balance	FY-17/18 MTD Pd 11 May
TOWN ADMIN. EXPENSE					
SELECTBOARD STIPEND	2500.00	750.00	30.00%	1750.00	0.00
TOWN MANAGER WAGE	90579.00	68813.57	75.97%	21765.43	6494.36
TREASURER STIPEND	1693.00	846.50	50.00%	846.50	0.00
ADMIN ASSIST WAGE	48900.00	43251.06	88.45%	5648.94	3777.60
ADMIN ASST OT	1500.00	90.01	6.00%	1409.99	0.00
FICA TAX	9001.00	6547.54	72.74%	2453.46	582.96
MEDI TAX	2105.00	1531.22	72.74%	573.78	136.34
HEALTH INSUR	39695.00	41354.96	104.18%	-1659.96	3475.24
DISABILITY/LIFE INSUR	1712.00	1485.20	86.75%	226.80	140.21
DENTAL INSURANCE	840.00	384.56	45.78%	455.44	34.96
VT RETIREMENT	7754.00	5819.39	75.05%	1934.61	504.73
TMGR RELOCATION EXPENSE	5000.00	0.00	0.00%	5000.00	0.00
PROFESS SERV	35000.00	29809.70	85.17%	5190.30	479.87
VLCT MEMBERSHIP	4872.00	4872.00	100.00%	0.00	0.00
TOWN REPORT	6000.00	6351.11	105.85%	-351.11	0.00
ADMIN TELEPHONE	500.00	497.56	99.51%	2.44	40.89
T MNGR CELL PHONE	600.00	563.15	93.86%	36.85	56.34
POSTAGE	100.00	24.74	24.74%	75.26	9.40
ADVERTISING	650.00	1222.20	188.03%	-572.20	98.46
MILEAGE	100.00	350.30	350.30%	-250.30	0.00
OFFICE SUPPLIES	1200.00	307.37	25.61%	892.63	0.00
OFFICE EQUIP	500.00	308.98	61.80%	191.02	0.00
DUES/MTS/EDUC	1000.00	1110.00	111.00%	-110.00	0.00
COMMITTEE	500.00	0.00	0.00%	500.00	0.00
ENERGY COMMITTEE GRANT	0.00	1100.00	100.00%	-1100.00	0.00
ENERGY COMMITTEE	1500.00	314.58	20.97%	1185.42	0.00
NEGRASS GRANT	0.00	1000.77	100.00%	-1000.77	0.00
DESI FUND-CITIZEN ASSISTA	1000.00	1000.00	100.00%	0.00	0.00
MISCELLANEOUS	750.00	454.21	60.56%	295.79	0.00

Total TOWN ADMIN. EXPENSE	265551.00	220160.68	82.91%	45390.32	15831.36
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BCA/BOA EXPENDITURES

JUSTICES WAGE	475.00	0.00	0.00%	475.00	0.00
POSTAGE	250.00	192.02	76.81%	57.98	0.00
OFFICE SUPPLIES	0.00	20.00	100.00%	-20.00	0.00
DUES/MTGS/EDUC	300.00	0.00	0.00%	300.00	0.00

Total BCA/BOA EXPENDITURES	1025.00	212.02	20.68%	812.98	0.00
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STAT MTGS EXPENDITURES

POLLWORKERS WAGE	300.00	0.00	0.00%	300.00	0.00
POSTAGE	150.00	15.64	10.43%	134.36	0.00
ADVERTISING	170.00	0.00	0.00%	170.00	0.00
PRINTING	1900.00	1851.60	97.45%	48.40	0.00
OFFICE SUPPLIES	120.00	6.84	5.70%	113.16	0.00
VOTING MACHINE	65.00	0.00	0.00%	65.00	0.00
VOTING MACH MAINT AGRMT	350.00	0.00	0.00%	350.00	0.00
VTG MCHN PROGRAMG	1600.00	1286.00	80.38%	314.00	0.00

Total STAT MTGS EXPENDITURES	4655.00	3160.08	67.89%	1494.92	0.00
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TOWN CLERK EXPENDITURES

TOWN CLERK WAGE	63459.00	56181.87	88.53%	7277.13	4885.38
ASST CLK WAGE	41517.00	36558.24	88.06%	4958.76	3225.60
FICA TAX	6509.00	5411.55	83.14%	1097.45	471.26
MEDI TAX	1522.00	1265.53	83.15%	256.47	110.20
HEALTH INS	28287.00	28032.40	99.10%	254.60	2371.62
DISABILITY/LIFE INS	1403.00	1256.86	89.58%	146.14	114.26
DENTAL INSURANCE	840.00	769.12	91.56%	70.88	69.92
VT RETIREMENT	5774.00	4885.96	84.62%	888.04	447.20
DOG/CAT LICENSE	400.00	204.48	51.12%	195.52	0.00
VITAL STATISTICS	30.00	5.00	16.67%	25.00	0.00
TELEPHONE	515.00	409.36	79.49%	105.64	41.64
ADVERTISING	0.00	141.53	100.00%	-141.53	0.00
OFFICE SUPPLIES	2000.00	1109.10	55.46%	890.90	802.00
OFFICE EQUIPMENT	150.00	0.00	0.00%	150.00	0.00
SOFTWARE	3000.00	3033.82	101.13%	-33.82	241.00
DUES/MTGS/EDUC	150.00	55.00	36.67%	95.00	0.00
DES. FUND-RECORD RESTORAT	9000.00	9000.00	100.00%	0.00	0.00

Total TOWN CLERK EXPENDITURES	164556.00	148319.82	90.13%	16236.18	12780.08
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FINANCE DEPARTMENT

FINL ASSISTANT WAGE	28534.00	18439.55	64.62%	10094.45	1978.10
FINANCE OFFICER WAGE	68128.00	59591.62	87.47%	8536.38	5181.88
FICA TAX	5993.00	4745.81	79.19%	1247.19	442.01
MEDI TAX	1402.00	1109.99	79.17%	292.01	103.38
HEALTH INS	8554.00	4216.48	49.29%	4337.52	0.00
DISABILITY/LIFE INS	1190.00	890.48	74.83%	299.52	65.06
DENTAL INSURANCE	683.00	583.04	85.36%	99.96	34.96
VT RETIREMENT	5209.00	4050.70	77.76%	1158.30	400.34
INDEPENDENT AUDIT	9600.00	9600.00	100.00%	0.00	0.00
TELEPHONE	500.00	407.43	81.49%	92.57	39.65
ADVERTISING	175.00	220.03	125.73%	-45.03	0.00
PRINTING	75.00	61.00	81.33%	14.00	0.00
OFFICE SUPPLIES	1500.00	839.39	55.96%	660.61	0.00
OFFICE EQUIPMENT	250.00	135.49	54.20%	114.51	0.00
SOFTWARE	790.00	850.96	107.72%	-60.96	0.00
DUES/MTGS/EDUC	150.00	25.00	16.67%	125.00	0.00

BANK	600.00	30.00	5.00%	570.00	0.00
Total FINANCE DEPARTMENT	133333.00	105796.97	79.35%	27536.03	8245.38
GEN ADMIN EXPENDITURES					
TELEPHONE	900.00	644.63	71.63%	255.37	68.04
POSTAGE METER RENTAL	700.00	513.63	73.38%	186.37	0.00
POSTAGE	3000.00	3108.22	103.61%	-108.22	-86.20
OFFICE SUPPLIES	1000.00	604.10	60.41%	395.90	0.00
PHOTOCOPIER	1500.00	2035.34	135.69%	-535.34	0.00
COMPUTER SOFTWARE	900.00	0.00	0.00%	900.00	0.00
WEB SITE SUPPORT	900.00	240.00	26.67%	660.00	0.00
SERVER MAINTENANCE	5000.00	6464.11	129.28%	-1464.11	94.95
DESIGNATED FUND-EQUIP	5500.00	5500.00	100.00%	0.00	0.00
Total GEN ADMIN EXPENDITURES	19400.00	19110.03	98.51%	289.97	76.79
ASSESSOR/LISTER EXPENDITURE					
LISTER WAGE	4500.00	1500.00	33.33%	3000.00	0.00
OFFICE ASST WAGE	17120.00	11493.49	67.13%	5626.51	1356.13
FICA TAX	1341.00	757.67	56.50%	583.33	84.07
MEDI TAX	313.00	177.23	56.62%	135.77	19.67
HEALTH INS	5132.00	2529.82	49.30%	2602.18	0.00
DISABILITY/LIFE INSURANCE	230.00	139.16	60.50%	90.84	0.00
DENTAL INSURANCE	158.00	11.28	7.14%	146.72	0.00
VT RETIREMENT	877.00	550.09	62.72%	326.91	69.20
PROFESS SERVICES	69000.00	37200.00	53.91%	31800.00	3500.00
SOFTWARE MAINT/UPDATE	6500.00	6082.48	93.58%	417.52	0.00
TELEPHONE	600.00	408.27	68.05%	191.73	42.55
POSTAGE	750.00	330.31	44.04%	419.69	0.00
ADVERTISING	150.00	188.70	125.80%	-38.70	44.03
PRINTING	150.00	0.00	0.00%	150.00	0.00
MILEAGE REIMB	50.00	94.27	188.54%	-44.27	0.00
OFFICE SUPPLIES	250.00	117.60	47.04%	132.40	0.00
OFFICE EQUIPMENT	250.00	129.95	51.98%	120.05	0.00
DUES/MTGS/EDUC	500.00	50.00	10.00%	450.00	0.00
Total ASSESSOR/LISTER EXPENDITURE	107871.00	61760.32	57.25%	46110.68	5115.65
PLANNING DEPT EXPENDITURE					
PLAN ADMIN WAGE	67507.00	69075.82	102.32%	-1568.82	14509.44
OFFICE ASST. WAGE	23084.00	21020.99	91.06%	2063.01	2169.38
FICA TAX	5617.00	5399.96	96.14%	217.04	1032.92
MEDI TAX	1314.00	1262.97	96.12%	51.03	241.57
HEALTH INS	13917.00	11700.24	84.07%	2216.76	0.00
DISABILITY/LIFE INS	750.00	688.38	91.78%	61.62	62.58
DENTAL INSURANCE	420.00	415.40	98.90%	4.60	65.80
VT RETIREMENT	3713.00	3202.43	86.25%	510.57	348.14
TOWN PLAN	0.00	1020.00	100.00%	-1020.00	0.00

PLANNING SERVICES	3000.00	2173.15	72.44%	826.85	0.00
TWO RIVER PLANNING COMM.	4814.00	4814.00	100.00%	0.00	0.00
U.V. TRANSPORTATION MGMT	1063.00	1063.00	100.00%	0.00	0.00
MAPPING	2000.00	400.00	20.00%	1600.00	400.00
HISTORIC PRES COMM.	1500.00	100.00	6.67%	1400.00	0.00
HIST PRES GRANT	0.00	14190.00	100.00%	-14190.00	840.00
TELEPHONE	450.00	404.97	89.99%	45.03	41.70
POSTAGE	300.00	311.99	104.00%	-11.99	75.83
ADVERTISING	400.00	342.82	85.71%	57.18	62.90
PRINTING	150.00	159.20	106.13%	-9.20	159.20
MILEAGE REIMB	550.00	406.87	73.98%	143.13	0.00
OFFICE SUPPLIES	550.00	153.45	27.90%	396.55	0.00
OFFICE EQUIPMENT	250.00	0.00	0.00%	250.00	0.00
DUES/MTGS/EDUC	750.00	418.90	55.85%	331.10	0.00

Total PLANNING DEPT EXPENDITURE	132099.00	138724.54	105.02%	-6625.54	20009.46
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RECREA DEPT EXPENDITURES

ADMINISTRATION					
RECREATION DIR WAGE	68698.00	61746.23	89.88%	6951.77	5285.52
FICA TAX	4259.00	3768.58	88.49%	490.42	327.70
MEDI TAX	996.00	881.38	88.49%	114.62	76.64
HEALTH INS	8058.00	7996.83	99.24%	61.17	679.96
DISABILITY/LIFE INSUR	862.00	789.91	91.64%	72.09	71.81
DENTAL INSURANCE	420.00	384.56	91.56%	35.44	34.96
VT RETIREMENT	3778.00	3193.30	84.52%	584.70	290.70
TELEPHONE	550.00	439.09	79.83%	110.91	43.16
POSTAGE	150.00	194.36	129.57%	-44.36	0.47
ADVERTISING	50.00	0.00	0.00%	50.00	0.00
PRINTING	100.00	0.00	0.00%	100.00	0.00
DUES/MTGS/EDUC	850.00	346.00	40.71%	504.00	-9.00
OFFICE EQUIPMENT	100.00	0.00	0.00%	100.00	0.00
MILEAGE REIMBURSEMENT	450.00	79.20	17.60%	370.80	0.00
OFFICE SUPPLIES	250.00	66.95	26.78%	183.05	0.00

Total ADMINISTRATION	89571.00	79886.39	89.19%	9684.61	6801.92
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PROGRAM

INSTRUCTOR FEE	88000.00	54757.40	62.22%	33242.60	2846.90
COACHING MATERIALS	400.00	428.69	107.17%	-28.69	0.00
TEE SHIRT/HAT	4500.00	467.34	10.39%	4032.66	0.00
EQUIPMENT	4500.00	3798.88	84.42%	701.12	2454.97
SUMMER PROG WAGE	14000.00	9308.08	66.49%	4691.92	0.00
REFERREE/UMPIRE	4000.00	1832.00	45.80%	2168.00	0.00
ENTRY FEE	1000.00	1235.00	123.50%	-235.00	550.00
REGISTRATION FEES	8500.00	6293.60	74.04%	2206.40	430.96
M.CROSS SCHOOL RENTAL FEE	13500.00	13230.00	98.00%	270.00	0.00
SPECIAL EVENTS /SUPPLIES	1000.00	949.62	94.96%	50.38	0.00
FICA TAX	868.00	522.60	60.21%	345.40	0.00
MEDI TAX	203.00	122.20	60.20%	80.80	0.00

UNIFORMS	300.00	588.00	196.00%	-288.00	0.00
Total PROGRAM	140771.00	93533.41	66.44%	47237.59	6282.83
RECREATION FACILITIES					
REC FIELD CARE	10000.00	7074.53	70.75%	2925.47	0.00
HNTLY LINE MARKING	4300.00	3448.24	80.19%	851.76	41.02
PORTABLE TOILET	650.00	230.00	35.38%	420.00	0.00
REPAIRS & MAINT	2000.00	2099.14	104.96%	-99.14	731.88
WATER USAGE	400.00	396.56	99.14%	3.44	0.00
WOMEN'S CLUB GRANT	0.00	300.00	100.00%	-300.00	0.00
SITE WORK	250.00	0.00	0.00%	250.00	0.00
DESIGNATED FUND-T COURTS	4500.00	4500.00	100.00%	0.00	0.00
Total RECREATION FACILITIES	22100.00	18048.47	81.67%	4051.53	772.90
Total RECREA DEPT EXPENDITURES	252442.00	191468.27	75.85%	60973.73	13857.65
POLICE STATION EXPENDITURE					
UTILITIES					
WATER USAGE	300.00	412.65	137.55%	-112.65	113.45
ELECTRICITY	3250.00	1540.34	47.40%	1709.66	0.00
HEATING	2250.00	364.14	16.18%	1885.86	0.00
ADMIN TELEPHONE	4500.00	3579.79	79.55%	920.21	656.64
Total UTILITIES	10300.00	5896.92	57.25%	4403.08	770.09
REPAIRS & MAINTENANCE					
SUPPLIES	250.00	575.09	230.04%	-325.09	0.00
REPAIRS & MAINT	1500.00	1052.21	70.15%	447.79	602.21
ALARM MONITORING	210.00	596.00	283.81%	-386.00	-324.00
Total REPAIRS & MAINTENANCE	1960.00	2223.30	113.43%	-263.30	278.21
Total POLICE STATION EXPENDITURE	12260.00	8120.22	66.23%	4139.78	1048.30
POLICE DEPT EXPENDITURES					
WAGES & BENEFITS					
POLICE CHIEF WAGE	86460.00	75540.05	87.37%	10919.95	6568.70
POLICE OFFICER WAGE	157250.00	109492.12	69.63%	47757.88	11653.52
ON-CALL WAGES	4680.00	4729.36	101.05%	-49.36	420.21
OVERTIME OFFICER WAGE	22500.00	18820.72	83.65%	3679.28	3155.75
ADMINISTRATIVE WAGE	44844.00	39695.76	88.52%	5148.24	3456.00
PARTTIME OFFICER WAGE	7500.00	2362.52	31.50%	5137.48	454.71
CROSSING GUARD WAGE	15000.00	13514.50	90.10%	1485.50	1604.46
GOVERNOR'S HWY SAFETY GRA	0.00	915.20	100.00%	-915.20	0.00

SPECIAL DUTY WAGE	0.00	280.00	100.00%	-280.00	0.00
FICA TAX	20971.00	15951.99	76.07%	5019.01	1647.95
MEDI TAX	4904.00	3730.78	76.08%	1173.22	385.42
HEALTH INS	82660.00	51955.11	62.85%	30704.89	4251.78
DISABILITY/LIFE INS	3750.00	2773.38	73.96%	976.62	246.31
DELTA DENTAL	1680.00	1643.12	97.80%	36.88	306.40
VT RETIREMENT	22106.00	16372.43	74.06%	5733.57	1668.83
Total WAGES & BENEFITS	474305.00	357777.04	75.43%	116527.96	35820.04
COMMUNITY POLICING					
ANIMAL CONT/LEASH LAW	1000.00	1127.00	112.70%	-127.00	0.00
COMMUNITY RELATNS	1200.00	33.31	2.78%	1166.69	0.00
SPEED SIGNS	1500.00	819.32	54.62%	680.68	0.00
Total COMMUNITY POLICING	3700.00	1979.63	53.50%	1720.37	0.00
EQUIPMENT & MAINTENANCE					
RADIO MAINTENANCE	800.00	131.15	16.39%	668.85	0.00
PETROLEUM PRODUCTS	8500.00	6673.67	78.51%	1826.33	743.13
CRUISER VIDEO EQUIP	500.00	0.00	0.00%	500.00	0.00
CRUISER MAINT	6500.00	5871.17	90.33%	628.83	1635.99
CRUISER SUPPLIES	700.00	418.28	59.75%	281.72	0.00
Total EQUIPMENT & MAINTENANCE	17000.00	13094.27	77.03%	3905.73	2379.12
GRANTS					
FY17 OP/DUI EQUIPMENT GRA	0.00	5692.81	100.00%	-5692.81	0.00
SUPPORT					
ADMINISTRATION	4300.00	6699.93	155.81%	-2399.93	49.05
VIBRS	1500.00	3135.00	209.00%	-1635.00	0.00
DISPATCH SERVICES	50700.00	50434.00	99.48%	266.00	0.00
TRAINING	2500.00	1460.84	58.43%	1039.16	91.39
TRAINING SUPPLIES	500.00	0.00	0.00%	500.00	0.00
MILEAGE REIMB	100.00	258.33	258.33%	-158.33	0.00
DUES/MTGS/EDUC	600.00	635.00	105.83%	-35.00	0.00
UNIFORMS	2500.00	2990.96	119.64%	-490.96	45.00
UNIFORMS CLEANING	1500.00	488.50	32.57%	1011.50	0.00
Total SUPPORT	64200.00	66102.56	102.96%	-1902.56	185.44
CAPITAL EXPENDITURES					
DESIGNATED FUND-SPEC EQUI	2500.00	2500.00	100.00%	0.00	0.00
DESIGNATED FUND-CRUISER	10000.00	10000.00	100.00%	0.00	0.00
Total CAPITAL EXPENDITURES	12500.00	12500.00	100.00%	0.00	0.00

Total POLICE DEPT EXPENDITURES	571705.00	457146.31	79.96%	114558.69	38384.60
FIRE/FAST STATION					
UTILITIES					
WATER USAGE	878.00	276.25	31.46%	601.75	113.45
ELECTRICITY	1800.00	4440.78	246.71%	-2640.78	0.00
HEATING	5000.00	1649.98	33.00%	3350.02	0.00
TELEPHONE & INTERNET	2010.00	2195.40	109.22%	-185.40	479.83
ALARM MONITORING	60.00	92.00	153.33%	-32.00	0.00
Total UTILITIES	9748.00	8654.41	88.78%	1093.59	593.28
REPAIR & MAINTENANCE					
SUPPLIES	500.00	841.48	168.30%	-341.48	0.00
REPAIR & MAINTENANCE EXPN	1000.00	932.17	93.22%	67.83	360.00
Total REPAIR & MAINTENANCE	1500.00	1773.65	118.24%	-273.65	360.00
Total FIRE/FAST STATION	11248.00	10428.06	92.71%	819.94	953.28
FIRE/FAST DEPT. EXPENSES					
FIRE WAGES					
FIRE CHIEF WAGES	65052.00	50592.85	77.77%	14459.15	0.00
FIRE OFFICER STIPEND	1479.00	566.96	38.33%	912.04	0.00
FIREFIGHTERS WAGE	28560.00	30676.32	107.41%	-2116.32	2849.12
FF DRILLS/MTGS WAGE	3500.00	2460.00	70.29%	1040.00	360.00
FICA TAX	6112.00	4716.62	77.17%	1395.38	198.95
MEDI TAX	1430.00	1103.03	77.13%	326.97	46.50
HEALTH INSURANCE	938.00	0.00	0.00%	938.00	0.00
DISABILITY/LIFE INSURANCE	850.00	740.82	87.16%	109.18	63.18
VT RETIREMENT	3297.00	2717.81	82.43%	579.19	0.00
DENTAL INSURANCE	420.00	384.56	91.56%	35.44	34.96
Total FIRE WAGES	111638.00	93958.97	84.16%	17679.03	3552.71
EMS WAGES					
EMS WAGE	5000.00	5422.95	108.46%	-422.95	435.67
EMS DRILL WAGE	2100.00	900.00	42.86%	1200.00	60.00
EMS FICA TAX	440.00	312.39	71.00%	127.61	30.72
EMS MEDI TAX	103.00	73.03	70.90%	29.97	7.19
Total EMS WAGES	7643.00	6708.37	87.77%	934.63	533.58
EDUCATION & TRAINING					

FIRE EDUC/TRAINING	1500.00	216.21	14.41%	1283.79	0.00
EMS EDUC/TRNG	1000.00	850.00	85.00%	150.00	0.00
FIRE DUES/MTGS/EDUC	1200.00	538.00	44.83%	662.00	0.00
Total EDUCATION & TRAINING	3700.00	1604.21	43.36%	2095.79	0.00
TOOLS & EQUIPMENT					
FIRE TOOLS & EQUIPMENT	5000.00	2637.27	52.75%	2362.73	0.00
EMS TOOLS/ EQUIP	1250.00	2291.16	183.29%	-1041.16	901.00
RADIO PURCH/REPAIR	750.00	1910.00	254.67%	-1160.00	0.00
Total TOOLS & EQUIPMENT	7000.00	6838.43	97.69%	161.57	901.00
MAINTENANCE					
FIRE TRK R & M	13000.00	24087.82	185.29%	-11087.82	106.68
EQUIPMENT MAINTENANCE	2000.00	763.71	38.19%	1236.29	3.98
RADIO MAINTENANCE	500.00	1451.25	290.25%	-951.25	0.00
SOFTWARE MAINTENANCE	800.00	99.00	12.38%	701.00	0.00
COMPUTER MAINTENANCE	400.00	93.37	23.34%	306.63	0.00
PETROLEUM PRODUCTS	3500.00	2723.08	77.80%	776.92	214.14
Total MAINTENANCE	20200.00	29218.23	144.64%	-9018.23	324.80
SUPPORT					
RECRUITMENT	100.00	0.00	0.00%	100.00	0.00
FIRETRUCK STORAGE	0.00	1500.00	100.00%	-1500.00	1500.00
POSTAGE	75.00	67.52	90.03%	7.48	0.00
FIRE PREV BOOKS & MATERIA	100.00	95.90	95.90%	4.10	0.00
FIREFIGHTERS CASUL INS	6000.00	4794.72	79.91%	1205.28	0.00
OFFICE SUPPLIES	450.00	224.91	49.98%	225.09	69.22
DISPATCH SERVICE	9558.00	9795.00	102.48%	-237.00	0.00
UNIFORM	225.00	176.62	78.50%	48.38	0.00
HYDRANT RENTAL	11700.00	11700.00	100.00%	0.00	0.00
DRY HYDRANT	400.00	9.58	2.40%	390.42	0.00
OSHA COMPLIANCE	1000.00	1320.00	132.00%	-320.00	484.00
Total SUPPORT	29608.00	29684.25	100.26%	-76.25	2053.22
CAPITAL EXPENDITURES					
DESIGNATED FUND-APPARATUS	63000.00	63000.00	100.00%	0.00	0.00
DESIGNATED FUND-EQUIPMENT	20610.00	20610.00	100.00%	0.00	0.00
Total CAPITAL EXPENDITURES	83610.00	83610.00	100.00%	0.00	0.00
GRANT EXPENSE					
DRY HYDRANT GRANT	0.00	5159.57	100.00%	-5159.57	0.00
FY17 HOMELAND SECURITY	0.00	15711.58	100.00%	-15711.58	0.00

Total GRANT EXPENSE	0.00	20871.15	100.00%	-20871.15	0.00
AMBULANCE SERVICES					
AMBULANCE CONTRACT	130235.00	122426.04	94.00%	7808.96	30301.70
AMBULANCE BILLS	3750.00	6556.58	174.84%	-2806.58	0.00
Total AMBULANCE SERVICES	133985.00	128982.62	96.27%	5002.38	30301.70
Total FIRE/FAST DEPT. EXPENSES	397384.00	401476.23	101.03%	-4092.23	37667.01
EMERGENCY MANAGEMENT					
DEBT SERVICE TOWER PRINCI	32662.00	47052.29	144.06%	-14390.29	0.00
DEBT SERVICE TOWER INTERE	0.00	5371.07	100.00%	-5371.07	0.00
TOWER POWER	600.00	513.40	85.57%	86.60	36.15
EMERG MAN ADMIN	100.00	50.00	50.00%	50.00	0.00
EMERG MNGMT SUPPLIES	100.00	99.83	99.83%	0.17	0.00
GENERATOR FUEL	300.00	99.51	33.17%	200.49	0.00
EMERG GEN MAINT	5000.00	10526.32	210.53%	-5526.32	1251.56
BASE RADIO MAINTENANCE	1000.00	0.00	0.00%	1000.00	0.00
DESIGNATED FUND-GENERATOR	5000.00	5000.00	100.00%	0.00	0.00
Total EMERGENCY MANAGEMENT	44762.00	68712.42	153.51%	-23950.42	1287.71
CONSERVATION					
DUES/MTGS/EDUC	850.00	1032.64	121.49%	-182.64	0.00
SPKRS/PUBLIC INFO	300.00	0.00	0.00%	300.00	0.00
PUBLICITY	300.00	0.00	0.00%	300.00	0.00
TRAILS	3000.00	0.00	0.00%	3000.00	0.00
WATER QUAL MONIT	500.00	0.00	0.00%	500.00	0.00
MILT FRYE NATURE AREA	900.00	1350.00	150.00%	-450.00	0.00
NATRL RESRCS INVEN	1100.00	0.00	0.00%	1100.00	0.00
PROJECT RESTORATION	1000.00	0.00	0.00%	1000.00	0.00
WOMENS CLUB GRANT	0.00	1389.15	100.00%	-1389.15	337.61
Total CONSERVATION	7950.00	3771.79	47.44%	4178.21	337.61
PUBLIC WORKS DEPT. HIGHWAY DIVISION					
HIGHWAY WAGES & BENEFITS					
DIRECTOR OF PUBLIC WORKS	89775.00	77050.69	85.83%	12724.31	6700.06
ROAD CREW WAGES	257789.00	221493.29	85.92%	36295.71	19392.00
ROAD CREW OVERTIME	28750.00	27696.10	96.33%	1053.90	156.01
PAGER COMPENSATION	1650.00	0.00	0.00%	1650.00	0.00
FICA	23435.00	19314.69	82.42%	4120.31	1538.29
MEDICARE	5480.00	4517.11	82.43%	962.89	359.76
HEALTH INSUR	108436.00	100065.12	92.28%	8370.88	8779.36

DISABILITY/LIFE	4540.00	4028.22	88.73%	511.78	370.61
DENTAL INSURANCE	2520.00	2272.40	90.17%	247.60	209.76
RETIREMENT	20788.00	16508.45	79.41%	4279.55	1469.20
Total HIGHWAY WAGES & BENEFITS	543163.00	472946.07	87.07%	70216.93	38975.05
MATERIALS					
SALT & CHEMICALS	123188.00	93641.25	76.01%	29546.75	0.00
SAND	61600.00	11985.11	19.46%	49614.89	122.40
DUST CONTROL	20000.00	7186.40	35.93%	12813.60	0.00
GRAVEL & STONE	50000.00	32584.52	65.17%	17415.48	2630.01
CULVERTS & ROAD SUPPLIES	12000.00	411.28	3.43%	11588.72	0.00
ASPHALT PRODUCTS	10100.00	263.20	2.61%	9836.80	153.44
BRIDGE REPAIR & MAINT.	2000.00	0.00	0.00%	2000.00	0.00
OTHER PROJECTS	5000.00	1459.88	29.20%	3540.12	37.43
SIGNS	4000.00	2739.40	68.49%	1260.60	0.00
Total MATERIALS	287888.00	150271.04	52.20%	137616.96	2943.28
CONTRACTED SERVICES					
PLOWING & SANDING	19000.00	17098.55	89.99%	1901.45	0.00
ROAD SWEEPING	5000.00	255.00	5.10%	4745.00	0.00
LEAF REMOVAL	8000.00	320.00	4.00%	7680.00	0.00
STREETLIGHTS	11000.00	9651.79	87.74%	1348.21	936.42
TREE CUTTING & REMOVAL	12000.00	11340.00	94.50%	660.00	0.00
UNIFORMS	8000.00	7609.45	95.12%	390.55	767.63
PAVING	60000.00	60000.00	100.00%	0.00	0.00
OTHER PROJECTS	7500.00	10394.50	138.59%	-2894.50	7057.00
CRACK SEALING	35000.00	30997.00	88.56%	4003.00	0.00
PAVEMENT MARKING	20000.00	11530.00	57.65%	8470.00	0.00
Total CONTRACTED SERVICES	185500.00	159196.29	85.82%	26303.71	8761.05
EQUIPMENT					
OUTSIDE REPAIRS	37500.00	43872.07	116.99%	-6372.07	9045.18
PARTS & SUPPLIES	38000.00	43111.53	113.45%	-5111.53	12658.45
PETROLEUM PRODUCTS	47000.00	37427.34	79.63%	9572.66	1099.41
Total EQUIPMENT	122500.00	124410.94	101.56%	-1910.94	22803.04
HIGHWAY GARAGE					
ELECTRICITY	3120.00	1472.64	47.20%	1647.36	251.05
PROPANE	9000.00	6896.80	76.63%	2103.20	332.87
TELEPHONE	2000.00	2102.40	105.12%	-102.40	221.34
SUPPLIES	1500.00	1074.65	71.64%	425.35	20.35
ALARM MONITORING	500.00	92.00	18.40%	408.00	0.00
REPAIRS & MAINTENANCE	5150.00	12532.58	243.35%	-7382.58	7631.83
TOOLS	2500.00	2532.93	101.32%	-32.93	472.65

ADMINISTRATION	8000.00	11057.18	138.21%	-3057.18	270.38
Total HIGHWAY GARAGE	31770.00	37761.18	118.86%	-5991.18	9200.47
CAPITAL EXPENDITURES					
DESIGNATED FUND-EQUIPMENT	40000.00	40000.00	100.00%	0.00	0.00
DESIGNATED FUND-SIDEWALK	10000.00	10000.00	100.00%	0.00	0.00
DESIGNATED FUND-PAVING	275000.00	275000.00	100.00%	0.00	0.00
DESIGNATED FUND-BRIDGES	85000.00	85000.00	100.00%	0.00	0.00
DESIGNATED FUND-GARAGE	50000.00	50000.00	100.00%	0.00	0.00
Total CAPITAL EXPENDITURES	460000.00	460000.00	100.00%	0.00	0.00
GRANTS					
FEMA GRANT	0.00	1678362.42	100.00%	-1678362.42	273856.05
TWO RIVERS-BETR BACK ROAD	0.00	3738.35	100.00%	-3738.35	0.00
Total GRANTS	0.00	1682100.77	100.00%	-1682100.77	273856.05
Total HIGHWAY DIVISION	1630821.00	3086686.29	189.27%	-1455865.29	356538.94
Less FEMA Grant		<u>1678362.42</u>			
		1408323.87	86.36%		
BUILDINGS & GROUNDS DIVIS					
B & G WAGES & BENEFITS					
BUILDINGS & GROUNDS WAGES	79930.00	71965.70	90.04%	7964.30	8065.60
OT BLDGS & GROUNDS	3700.00	5721.77	154.64%	-2021.77	179.74
PAGER COMPENSATION	550.00	0.00	0.00%	550.00	0.00
FICA	5219.00	4855.83	93.04%	363.17	510.78
MEDICARE	1221.00	1135.58	93.00%	85.42	119.46
HEALTH INSURANCE	29149.00	20164.15	69.18%	8984.85	1768.51
DISABILITY/LIFE	1187.00	1126.87	94.93%	60.13	94.99
DENTAL INSURANCE	420.00	349.60	83.24%	70.40	34.96
RETIREMENT	4630.00	3984.12	86.05%	645.88	364.25
Total B & G WAGES & BENEFITS	S 126006.00	109303.62	86.74%	16702.38	11138.29
MATERIALS					
GARDEN SUPPLIES & PLANTS	1500.00	1743.08	116.21%	-243.08	169.98
CONTRACTED SERVICES					
FOLEY PARK & MEDIANS	4750.00	1822.13	38.36%	2927.87	0.00
UNIFORMS	2100.00	1363.74	64.94%	736.26	215.93
Total CONTRACTED SERVICES	6850.00	3185.87	46.51%	3664.13	215.93
EQUIPMENT					
OUTSIDE REPAIRS	1500.00	1533.32	102.22%	-33.32	550.49

PARTS & SUPPLIES	1900.00	1980.54	104.24%	-80.54	25.67
PETROLEUM PRODUCTS	2500.00	2165.01	86.60%	334.99	409.86
TOOLS	300.00	603.33	201.11%	-303.33	98.45
Total EQUIPMENT	6200.00	6282.20	101.33%	-82.20	1084.47
CAPITAL EXPENDITURES					
DESIGNATED FUND-EQUIPMENT	7000.00	7000.00	100.00%	0.00	0.00
Total BUILDINGS & GROUNDS DIVIS	147556.00	127514.77	86.42%	20041.23	12608.67
SOLID WASTE DIVISION					
SW WAGES & BENEFITS					
TRNSF STATION WAGE	34637.00	35995.09	103.92%	-1358.09	3163.36
FICA TAX	2147.00	2231.40	103.93%	-84.40	196.12
MEDI TAX	503.00	521.96	103.77%	-18.96	45.88
Total SW WAGES & BENEFITS	37287.00	38748.45	103.92%	-1461.45	3405.36
CONTRACTED SERVICES					
GUVSWMD ASSESSMENT	37554.00	37554.00	100.00%	0.00	0.00
MUNICIPAL SOLID WASTE	50000.00	33671.96	67.34%	16328.04	0.00
RECYCLING	37000.00	29734.89	80.36%	7265.11	0.00
C & D WASTE DISPOSAL	25000.00	5687.54	22.75%	19312.46	738.38
FOOD WASTE DISPOSAL	5000.00	1801.28	36.03%	3198.72	0.00
UNIFORMS	500.00	0.00	0.00%	500.00	0.00
Total CONTRACTED SERVICES	155054.00	108449.67	69.94%	46604.33	738.38
EQUIPMENT					
PARTS & SUPPLIES	1000.00	290.83	29.08%	709.17	-252.63
REPAIRS & MAINTENANCE	3000.00	3036.30	101.21%	-36.30	0.00
SMALL EQUIPMENT	300.00	24.97	8.32%	275.03	0.00
Total EQUIPMENT	4300.00	3352.10	77.96%	947.90	-252.63
TRANSFER STATION					
PURCHASED SERVICES					
ELECTRICITY	1170.00	820.80	70.15%	349.20	0.00
PROPANE	1200.00	778.89	64.91%	421.11	0.00
TELEPHONE	600.00	639.19	106.53%	-39.19	62.68
ADMINISTRATION	450.00	375.10	83.36%	74.90	36.85
VERMONT FRANCHISE TAX	2500.00	1885.17	75.41%	614.83	24.00
	2900.00	1492.54	51.47%	1407.46	440.21
Total TRANSFER STATION	8820.00	5991.69	67.93%	2828.31	563.74
CAPITAL EXPENDITURES					

DESIGNATED FUND-EQUIPMENT	8500.00	8500.00	100.00%	0.00	0.00
Total CAPITAL EXPENDITURES	8500.00	8500.00	100.00%	0.00	0.00
Total SOLID WASTE DIVISION	213961.00	165041.91	77.14%	48919.09	4454.85
TRACY HALL BUILDING EXPENSES					
WATER USAGE	500.00	537.90	107.58%	-37.90	0.00
ELECTRICITY	9700.00	10320.41	106.40%	-620.41	981.68
HEATING	16500.00	10034.07	60.81%	6465.93	0.00
ALARM MONITORING	600.00	92.00	15.33%	508.00	0.00
ELEVATOR MAINTENANCE	3300.00	2726.35	82.62%	573.65	252.96
CUSTODIAN PAGER & MILEAGE	200.00	15.41	7.71%	184.59	0.00
BUILDING SUPPLIES	3900.00	4095.54	105.01%	-195.54	511.28
REPAIRS & MAINTENANCE	15000.00	14107.67	94.05%	892.33	250.00
BANDSTAND & SIGN ELECTRIC	800.00	560.74	70.09%	239.26	27.57
DESIGNATED FUND-TRACY HAL	20000.00	20000.00	100.00%	0.00	0.00
Total BUILDING EXPENSES	70500.00	62490.09	88.64%	8009.91	2023.49
Total PUBLIC WORKS DEPT.	2062838.00	3441733.06	166.84%	-1378895.06	375625.95
DEBT SERVICE EXPENDITURES					
DEBT INTEREST	45000.00	35130.10	78.07%	9869.90	0.00
Total DEBT SERVICE EXPENDITURES	45000.00	35130.10	78.07%	9869.90	0.00
APPROPRIATION EXPENDITURES					
NORWICH PUBLIC LIBRARY	272950.00	272950.00	100.00%	0.00	0.00
NORWICH LIONS CLUB	3000.00	3000.00	100.00%	0.00	0.00
NORWICH AMERICAN LEGION	1500.00	1500.00	100.00%	0.00	1500.00
NORWICH HISTORICAL SOC.	8000.00	6000.00	75.00%	2000.00	2000.00
NORWICH CEMETERY ASSOCATN	15000.00	0.00	0.00%	15000.00	0.00
CHILD CARE CTR IN NORWICH	4348.00	3261.00	75.00%	1087.00	0.00
VSTNG NRS/HSP APPR	15600.00	0.00	0.00%	15600.00	0.00
THE FAMILY PLACE	6000.00	3000.00	50.00%	3000.00	0.00
ADVANCE TRANSIT	13120.00	0.00	0.00%	13120.00	0.00
HEADREST	2500.00	0.00	0.00%	2500.00	0.00
WINDSOR COUNTY PARTNERS	1000.00	0.00	0.00%	1000.00	0.00
WISE	2500.00	0.00	0.00%	2500.00	0.00
RSVP	500.00	500.00	100.00%	0.00	0.00
SEVCA	3750.00	3750.00	100.00%	0.00	3750.00
YOUTH-IN-ACTION	3000.00	0.00	0.00%	3000.00	0.00
WHT RIVR COUN ON AGING	5300.00	5300.00	100.00%	0.00	0.00
U.V. TRAILS ALLIANCE	2000.00	2000.00	100.00%	0.00	0.00
GOOD BEGINNINGS	3000.00	2182.50	72.75%	817.50	0.00
GREEN MTN ECO DEV CORP	1693.00	0.00	0.00%	1693.00	0.00

Total APPROPRIATION EXPENDITURES	URES	364761	303443.50	83.19%	61317.50	7250.00
TAX EXPENDITURES						
TAX ABATEMENT/ADJUSTMENT		5000.00	3349.65	66.99%	1650.35	0.00
INTEREST		0.00	0.03	100.00%	-0.03	0.00
Total TAX EXPENDITURES		5000.00	3349.68	66.99%	1650.32	0.00
INSURANCE						
UNEMP INS RATE ASSMT		5300.00	1598.00	30.15%	3702.00	0.00
PROP & CAS INSURANCE		86000.00	85538.50	99.46%	461.50	0.00
WORKER'S COMP INS		132000.00	130329.00	98.73%	1671.00	0.00
Total INSURANCE		223300.00	217465.50	97.39%	5834.50	0.00
Total General		4827140.00	5839489.60	120.97%	-1012349.60	538470.83
Less FEMA Grant			<u>1678362.42</u>			
			4161127.18	86.20%		

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director 649-1419; Ext. 5 Recreation@norwich.vt.us

May 2018 - Monthly Recreation Report

Recreation Programs & Summer Brochure Update: I observed many of our youth spring teams/programs in action. From "Tiny Tykes" Challenger Soccer program for 3 - 6 year olds, to Lacrosse, "Girls on the Run", Baseball and Mountain Biking, everything was running smoothly and successfully. I have exceptional volunteers providing incredible coaching expertise in all of our Volunteer run Spring Recreation programs. Plans are underway for many summer activities and I worked on the summer brochure and on-line descriptions to post on our website registration site.

Staffing: I have been working on filling a few part-time summer positions. Communications occurred throughout the month with the individuals leading and coordinating our summer offerings. We should have a strong, experienced crew on board.

Facilities: NEW BLEACHERS! - We are thrilled to have a new set of bleachers by Girard Field at Huntley Meadow, compliments of Eagle Scout, Kyle Koehler. We were in dire need of these since a large tree fell on the ancient set that were there before. Thank-you to Kyle, his Dad, Curt and Tom Porter as well as some community members who helped assemble the parts. They are incredibly sturdy and I predict they will be there for generations to come. As the weather turned beautiful, a fair amount of my time was been spent this month on dealing with reservation requests for the Huntley Meadow pavilion, tennis courts, as well as the outdoor oven at Barrett Meadow. Spring is always a popular time of year for resident birthday party celebrations and social gatherings at these facilities. A Huntley Meadow Tennis Court rental agreement was confirmed with the "River Valley Club" once again for this summer.

Meetings: We had a productive Recreation Council meeting on May 1st, with the main focus on current Recreation issues as well as re-visiting our long range plan. I attended the Vermont Recreation & Parks Association (VRPA) Annual meeting at "VINS" on 5/8 which included an overview of past as well as upcoming statewide annual events, awards and plans.

I met with an intern representing the "Connecticut River Conservancy" to show her the Town's riverfront properties on May 18th. She is looking to apply for funding for community river access projects.

Events: On May 2nd I thoroughly enjoyed helping with the spring "Bike to School Day" for which there was an exceptional turn-out on a perfect morning again this year.

We were blessed to have a quintessential Vermont, sunny spring afternoon for our "Touch-A-Truck" Day on May 23rd. I would like to thank all the departments involved, as well as the Recreation Council Volunteers who helped make it such a success. Matt Swett lined up mascots, Sparky the Dalmatian and Smokey the Bear as a key attractions, above and beyond the shiny, impressive vehicles on site. This event could not exist without the supportive cooperation from the Norwich Fire, Police and Public Works Departments as well as Bill Hammond/the Marion Cross School. "King Arthur Flour" donated chocolate chip cookies, Amy of "Moco Cocoa" provided chocolate milk and ice cream and a gift card from the "Hanover Food Coop" allowed me to add some string cheese sticks and grapes for lighter, healthy offerings as well. Everyone's donations and efforts were rewarded by a phenomenal turn-out, making it a really fun day overall.

Respectfully submitted by,

Jill Kearney Niles

Miranda Bergmeier

From: Rita Seto <rseto@trorc.org>
Sent: Wednesday, June 06, 2018 12:12 PM
To: Herb Durfee; Miranda Bergmeier
Subject: Norwich Bike Ped grant application for June 13 SB meeting
Attachments: 2018 Norwich Bike Ped-sm.pdf; Norwich - Solar RRFB Quote2.pdf; SPC_TRAF_R920.pdf

Herb and Miranda

Here are the materials to present to the Selectboard – a map of the location for installing the proposed Rectangular Rapid Flashing Beacons (RRFBs) at 2 crosswalk locations in the village (by Norwich Inn and by the Congregational Church). This is the quote that Andy got from the vendor that was used last year and what the installations look like.

The funding source is the VTrans Bike Ped Grant program – 50/50 split for match. The Town applied and awarded last year for the same RRFBs at the crosswalk in front of Tracy Hall and across from the gazebo on the green.

We need a motion for the Selectboard to approve for the Town to apply for this grant to purchase 2 RRFBs and install them at the proposed crosswalk locations.

I need the draft minutes of the meeting to include in the grant application.

Once I have all the pieces, I'll forward you the complete application for your signature Herb. I can also submit on behalf of you after too.

Thanks
Rita

From: Herb Durfee <HDurfee@norwich.vt.us>
Sent: Wednesday, June 6, 2018 10:08 AM
To: Town Admin Norwich <mbergmeier@norwich.vt.us>
Cc: Rita Seto <rseto@trorc.org>
Subject: FW: VT Municipal Roads Stormwater Permit Application

Miranda,

This needs to go on the Board's agenda for June 13. Thx

(Rita, can you send Miranda a very short blurb of what this is and what motion would need to be approved by the Board? That will give me enough remembrance for the program/meeting, too. Thx)

Herb
Herbert A. Durfee, III
Town Manager
Town of Norwich
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Norwich, VT 05055
802-649-1419 ext. 102