

Agenda for the Selectboard Meeting Wednesday, November 14, 2018 6:30 PM

1. Call to Order
2. Committees – “Interviews” & Appointments (Discussion/Action):
 - a. Audit Committee
 - b. Finance Committee
 - c. Recreation Council (1 Vacancy)
 - d. Planning Commission (1 Vacancy)
3. Approval of Agenda
4. Public Comment
5. Approve Consent Agenda:
 - a. Correspondence:
 - i. Stuart Richards - 10/25/18 Meeting Minutes, Norwich Affordable Housing, Inc.
 - ii. John Farrell, Town Service Officer – 10/22/18 Public Health Council of the Upper Valley Symposium
 - b. Minutes – 11/7/18; 11/1/18; 10/24/18; 10/10/18
 - c. Payroll/Warrants
 - i. Authorize \$1,545.64 from Highways Designated Fund to Wire Highway Garage Septic Pump
 - ii. Accept Treasurer’s Quarterly Investment Report, 9/30/18
 - iii. Hazard Mitigation Plan Update – 25% Match Certification Commitment RE: FEMA Hazard Mitigation Assistance Grant
6. Stipulation of Drake Settlement (Discussion/Action)
7. 2018 EV Supply Equipment (EVSE) Grant Funds:
 - a. Authorize Application for Funds
 - b. Pass Municipal Resolution Required of the Program
8. Affordable Housing Fund Applications Process (Discussion/Action)
9. Town Manager Salary – Authorize Retroactive Step & CPI Adjustment
10. Town Manager Report
 - a. Appoint Counsel for TransCanada Hydro Northeast, Inc. appeal of Norwich BCA – Recommended: Tarrant Gillies & Richardson
 - b. Emerald Ash Borer Management (Discussion)
11. Future Meeting Agenda Items
12. FYE 2020 Budget – Handout 1st Draft
13. End of Meeting Discussion
14. Adjourn

Next Meeting – October 24, 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.

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

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

Name: Garrett Palm

Address: 15 Bramble Lane

Day phone: 617-251-4612

Evening phone: 802-649-7280

E-mail: gpalm@tuck2000.com

Position Applied For: Norwich Finance Committee

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

Terms:

Years:

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

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

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

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

20+ year corporate finance experience including founding Boston Meridian

Partners which provides M&A advisory and capital raising services - including transaction structure and financial due diligence.

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

Before moving to Norwich 5+ years as Treasurer of Narragansett Boat

Club in Providence, RI.

5. Education and Current Employment

Name of Company: Boston Meridian Partner Location: Burlington, MA

Title: Principal (and co-Founder)

Describe your work:

Mergers and acquisition advisory and capital raising for technology companies.

6. Pertinent Education and/or Experience:

Brown University - BA Business Economics and International Relations

Tuck School of Business, Dartmouth College

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

Comments:

Signature

C. Garrett Palm

Date

8/24/18

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

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

Name: *Emmanuel Tesone*

Address: *428 Hawk Pine Rd., Norwich, VT 05055*

Day phone: ~~818~~ *818 745 6774* Evening phone: _____

E-mail: *ETESONE@GMAIL.COM*

Position Applied For: *Finance Committee*

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

Terms: _____ Years: _____

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

Evening: Yes No Morning: Yes No.

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

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

*Extensive experience in finance industry
(Private equity, investment banking) and management*

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

Member of the Norwich Library board.

(over)

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

Name: Ryan Gardner

Address: 80 Four Wheel Drive

Day phone: 802 735 7546

Evening phone:

E-mail: ryan.gardner@gmail.com

Position Applied For: Finance Committee

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

Terms:

Years:

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

Evening: (Yes No Morning: (Yes No

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

Standard working parent child care responsibilities and occasional work travel

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

Corporate counsel for a number of private entities involving venture

capital, budgets, and managing expenses. Experience representing

municipal employees at trial and familiarity with Vermont statutes

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

Recreation Council, 2016-present

5. Education and Current Employment

Name of Company: Gardner & Preston PLLC

Location: Norwich

Title: Partner

Describe your work:

Corporate attorney

6. Pertinent Education and/or Experience:

Licensed attorney in Vermont

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

Comments:

Signature



Date

19 August 2018

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

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

Name: David Barlow

Address: 328 Turnpike RD

Day phone: 603 653-0040

Evening phone: 802 649 7006

E-mail: barlowpt@gmail.com

Position Applied For: Finance Committee

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

Terms:

Years:

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

Evening: (Yes No Morning: (Yes No)

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

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

Small Business Owner - working with budgeting processes

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

5. Education and Current Employment

Name of Company: BEFit Physical Therapy

Location: Hanover NH / WRJ VT

Title: Owenr - Physical Therapist

Describe your work:

Business administration

Clinical work as Physical Therapist

6. Pertinent Education and/or Experience:

Business Degree - admin

Clinical Doctorate - PT

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

Comments:

Looking to become more involved in town management and leadership

Signature

David Barlow

Date

8-10-18

NORWICH RECREATION DEPARTMENT

P.O. Box 1137
Norwich, VT 05055
October 1st, 2018

2c

Dear Select Board Members and Town Manager,

Christy Pearce, who joined the Recreation Council in March, has moved to Hanover. We are sad to see her move across the river but of course, wish her all the best. David Bartlett, a Norwich resident with a sixth grade daughter and twins in second grade, has agreed to complete Christy's term ending in March 2021. The Council unanimously felt that David would do an excellent job and be a strong new representative.

Herb and I have spoken about the new pending appointment and this letter is being written to follow-up officially. I would like to request your approval to have David join the Recreation Council to fill Christy's vacant term. He will complete an application to volunteer on the board and get it to Miranda. Please let me know if there is any further action needed.

Respectfully Submitted,

Jill Kearney Niles

Jill Kearney Niles - Norwich Recreation Director
Phone # 802-649-1419 Ext. 5
E-mail: Recreation@norwich.vt.us

2d

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

Name: Leah Romano

Address: 60 Bradley Hill Road, Norwich, VT 05055

Day phone: 484-883-1786

Evening phone: 484-883-1786

E-mail: leah.romano@gmail.com

Position Applied For: **PLANNING COMMISSION**

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

Terms: N/A

Years: N/A

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

Evening: (Yes No Morning: (Yes No

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

I work M-F from 9am-5pm with some extra night/weekend hours & travel too.

If any restrictions occur, I'm open to discussing workarounds, schedules, etc.

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

Committed to service to our community. Research/Vision/Pitch/Strategy skills.

Confident communicator (esp. listening & asking questions). Organized.

Support discourse, learning, collaboration, engagement. Dedicated. Creative.

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

No current or past service on municipal Boards, etc. Last year, I ran for

Norwich Selectboard. Much of my experience is within the community arts.

Please see Section 6 (below) for more detail. * for current positions.

All other experience is within my professional and volunteering commitments.

5. Education and Current Employment

Name of Company: Aquifer, Inc.

Location: Lebanon, NH

Title: Mgr, Business Development & HR

Describe your work:

Non-profit / healthcare educators who create e-learning content.~Relationship mgmt.

Maintain accts, focus on growth-revenue & new markets. HR recruiting/training/& benefits

6. Pertinent Education and/or Experience:

Emerge VT leadership/politics training, ran for Selectboard, Leadership Upper Valley

*TCS Mgmt. Cmte. & Chair, Parish Players Board, Granite United Way Grant Cmte.

MA Univ. of London- Goldsmiths; BA Ithaca College.

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

No). If yes, please explain:

Comments:

I was encouraged to apply by community members and town leaders. I'm happy to do so.

It was suggested that I complete this document with brief answers and then prepare a

written statement with more detail to present at an interview. I can share my resume too.

I look forward to continuing the conversation with you about my application, schedule, etc.

Signature

Date

Leah C. Romano

11/6/18

NOV 06 2018

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2d

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

Name: Brian Loeb

Address: 50 Willey Hill Rd., Norwich, VT 05055

Day phone: (802) 649-7277

Evening phone: Same

E-mail: loebbrian@gmail.com

Position Applied For: Planning Commission

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

Terms: N/A

Years:

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

Evening: (Yes No Morning: (Yes No

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

None

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

Strategy for affordable housing, including knowledge of funding sources

Public opinion research expertise: survey and focus group design/analysis

Training in mediation: value collaboration & evidence-based decision making

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

Our family is new to Norwich, but I am eager to learn and bring my energy and expertise to help our new home.

Former member of Cambridge (Mass.) Peace Commission

Helped lead re-development of blighted land in Boston into community garden

5. Education and Current Employment

Name of Company: Federal Home Loan Bank Location: New York (work remotely)

Title: Community Investment Consultant

Describe your work:

Develop policy and lead research for \$50m/yr. grant program for affordable housing.

Build relationships with industry experts, developers, and state funding agencies.

6. Pertinent Education and/or Experience:

Previous employment leading consulting projects in developing countries to improve access to financial services for low-income populations. Prior to that worked for a polling firm in Calif., on behalf of candidates, school districts and municipal agencies.

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

Comments:

In our bank's annual strategy document, which I write, I balance sincere ambitions to address deep needs for affordable housing with the constraints of a limited staff and tight regulations. I know that strategy has to be practical to be meaningful. I hope to bring that perspective to the Commission -- to help the town build and realize a shared vision.

Signature



Date

Nov. 6 2018

Town of Norwich

P.O. Box 376

Norwich VT 05055-0376

(802) 649-1419 Ext. 101 or 102

2d

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

Name: ERNIE CICCOTELLI

Address: P.O. Box 562, 49 Tigertown Road, Norwich, Vermont 05055

Day phone: 802 526-4818

Evening phone: 802 356-2035

E-mail: Ernie.Ciccotelli@gmail.com

Position Applied For: Planning Commission

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

Terms:

Years:

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

Evening: (Yes No Morning: (Yes No

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

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

Attorney, incl. litigation, real estate, civil rights, corporate law.

Design engineer for consumer and manufacturing, with some civil engineering

Construction and building experience.

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

Development Review Board, from 2003 to present.

Board of Listers, 2010 to 2105.

Justice of the Peace, Boards of Civil Authority/Abatement, 1994 to present

Marion Cross Facilities Commission, 1992 & 1994; Conservation Commission

5. Education and Current Employment

Name of Company: Ciccotelli Law

Location: Norwich, VT

Title: Attorney

Describe your work:

Foreclosure relief from predatory lenders, incl. extensive litigation of fraud by systemically important institutions; real estate and corporate disputes; family and criminal law.

6. Pertinent Education and/or Experience:

Vermont Law School, JD, 1998, incl. Environmental/Sustainability law. Legislation.

Southeastern Mass. University, Mechanical Engineering.

New England College, BFA, 1979.

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

No). If yes, please explain:

Comments:

Having the privilege of serving on the DRB, Listers, BCA, and Conservation Commission, in combination with my experience in law, engineering, building and development, as well as living in Norwich for over 30 years, provides me with the insights and knowledge to provide Norwich with responsive and professional service on the Planning Commission.

Signature



Date

November 8, 2018

5.a.i.

Herb Durfee

From: Stuart Richards <srichards@globalrescue.com>
Sent: Sunday, November 04, 2018 12:48 PM
To: Herb Durfee; Rod Francis
Cc: Miranda Bergmeier; Pam Mullen
Subject: Norwich Affordable Housing Inc. 10/25/18 Meeting Notes
Attachments: NAHI 10-25-18 Meeting Notes .docx

Please enter the attached in your correspondence file for your next meeting for the Selectboard, Planning Commission and Affordable Housing Subcommittee.

Many thanks,

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

Norwich Affordable Housing Inc. (NAHI)
Advisory Committee Notes of Meeting Held Thursday, October 25th, 7:00 PM
Norwich Police Station Training Room

Advisory Committee Members Present: Stuart Richards (Director), Norman Levy (Energy Committee), George Clark (Conservation Commission), Nancy Dean (Development Review Board), Cheryl Lindberg (Norwich Treasurer), Dan Fraser (Owner, Dan & Whits), Kris Clement (Lister),

Public: John Pepper (Chair, Norwich Selectboard), Jaci Allen (Chair, Norwich Planning Commission), John Farrell, Anne Foley, Anne Garrigue

1. The agenda was approved without modification
2. Goal: Achieve small scale affordable housing consistent in size and scale with what exists in Norwich today such as Senior Housing 24 units and Star Lake 14 units. There has been no new senior housing for 40 years and only 1 new affordable house constructed in 25 years.
3. Norwich Affordable Housing Inc. is a registered nonprofit organization in the State of Vermont, but does not have federal US 501c3 status. All members are volunteers.
4. Re-establishment of a revolving \$45,000 Affordable Housing Reserve fund: A special Town Meeting will occur on November 1 to discuss the re-establishment of a \$45,000 Affordable housing reserve fund for the Town of Norwich. An article proposing the reestablishment of this fund has been placed on the November 6th Town Ballot. <https://tinyurl.com/y8l37mdh>
Attendees all supported the article, and were encouraged by Stuart to express their support at the November 1st meeting, and via listserv and letter writing.
5. Discussion of the Town Survey and in particular the following:
<https://tinyurl.com/yaotlfdh> : The town survey indicated that the majority of Norwich citizens support the creation of additional affordable housing, with a majority supporting projects with sizing of less than 25 units (57%). There was no clear preference as to location, with roughly equal percentages of 30-40% accepting of village residential, village commercial, and mixed use areas. Rural sites were favored by the lowest percentage, 31%. The majority of residents (75%) favored working in partnership with a nonprofit housing trust such as Twin Pines Housing Trust to assure affordability, but would accept private development if a certain percentage of affordable units were included. Tax relief was also supported to encourage the building of units that are deeded to remain perpetually affordable.

6. Current housing efforts

- a. Dresden school district land: Efforts are at a standstill because the Dresden School Board has several projects ongoing, and cannot entertain possible affordable housing on school land until a long term plan for the site is completed.
- b. NAHI 5/21/18 land contract: The contract has run out without satisfying needed contingencies, including a Green Mountain Power right of way impinging on likely septic siting. Twin Pines Housing Trust is continuing to work with the property owner in solving these challenges. The site could possibly support 10 units of affordable housing but still needs considerable work on permitting, both state and local, funding, design and construction. NAHI, having located and started the first affordable housing project in 25 years will continue to support Twin Pines' efforts.
- c. Small Scale opportunities-Doug Wilberding: Doug did not attend.
- d. Norm Levy will pursue learning what Doug might have available.
- e. Norwich Farms-Sarah Reeves: Sarah did not attend.
- f. Additional opportunities were discussed
 - i. Former Agway property: Challenges are current high price for the land, insufficient septic capacity, and uncertainty about absence of contamination from prior oil storage. John Pepper offered to discuss the pricing issue with the property owner.
 - ii. Norwich Meadows: Possible expansion of the Norwich Meadows cluster was discussed. The key question is the septic capacity of the land.

7. The meeting was adjourned at 8:40.

8. Next meeting - TBD

Notes by Norm Levy. Edits by Stuart Richards



5a.ii

October 22, 2018

To: Norwich Town Manager

Norwich Select Board

From: John M Farrell, Town Service Officer

Subject: Public Health Council of the Upper Valley Town Welfare Officer Symposium

On October 17, 2018 I attended a meeting at Alice Peck Day Hospital sponsored by the Public Health Council of the Upper Valley (PHC). Alice Ely, Executive Director was the moderator.

The PHC serves 22 communities in Vermont and is funded by various private and public organizations.

The objective of this symposium was to bring together Town Welfare Officers in both NH and VT to obtain a better understanding as to what drives poverty and underserved families in the Upper Valley.

There were two primary speakers, one of which was a NH lawyer who discussed NH law relating to assisting people in need. The take away from this, from the NH legal point of view, was that ANYONE who was in need of assistance weather they were a resident of a town or not by law MUST be provided assistance. I will find out if this is true in Vermont.

The second speaker, Prudence Pease of Work United, talked about Bridges out of Poverty. While I will not go into detail in this report I will say that poverty is a much nuanced situation having many causes and effects on families and individuals in the Upper Valley.

I will say that this symposium was an eye opener for me. Norwich, at present, has a fund of approximately \$1,000 to be used in an emergency situation. I believe we have not tapped into this fund. Compare this with Lyme, NH which has a fund of \$40,000, Lebanon, NH is funded at \$90,000 and Orford, NH at \$5,500. These figures indicate the serious need to assist individuals and families that are living in day to day poverty.

I have provided a copy of three pieces of literature which will give you an overview of Work United, Public Health Council of the Upper Valley and the agenda of the October 17th symposium.

Respectfully,


John Farrell

What employees are saying
about Work United:

"This is so good!"

"I could hug you!"

"Empowered!"

"Sweet!"

For more information contact:

Prudence Pease or

(603) 361-3429

Angel Hudson

(603) 657-0961

Suzanne Waldren

(603) 391-9006

Granite United Way

1 Court Street, Suite 370

Lebanon, NH 03766

Prudence.Pease@graniteuw.org

Angel.Hudson@graniteuw.org

Suzanne.Waldren@graniteuw.org



Our Partners



Dartmouth

Hypertherm

KENDAL at Hanover
Register, transforming the experience of aging



SIMON PEARCE



"I need to find childcare
that I can afford."

"We have so many unpaid
bills, I don't know where to
start to get out of debt."

"I need to find housing."

"My car breaks down all
the time. How am I going to
get to work?"

"What do I need to know
or do about Medicare and
Social Security?"

Work United Can Help



What is Work United?

There are so many things that have nothing to do with work that can:

- ◆ Keep you from being able to work
- ◆ Keep you from getting to work
- ◆ Keep you from doing your best work

Work United is a 3-way partnership between:

Your workplace

Your local United Way

and YOU

The aim is to help you find ways to fix, or get a better handle on, the things that stress you out.

We're talking about things that have nothing to do with your job.

We're talking about the problems that follow you to work every day.

We're talking about the situations that can affect how well you do your work, or things that may prevent you from getting to work on time, or getting to work at all.

How does Work United Help?

Work United has two parts:

1. The United Way Resource Coordinators

“Embedded” in your workplace at least three hours a week, our RC’s have been trained extensively and have an amazing knowledge of how to make things happen. For instance:

◆ They speak “government-ese”: local, state and federal—and can translate for you into language you can understand.

◆ They know how to get your income taxes done for free.

◆ They can show you how to look up your social security account to see how much income you’ll get depending on what age you retire.

◆ They can help you apply for Food Stamps online.

◆ They can teach you how to use 2-1-1, United Way’s information hotline for all kinds of things.

◆ They can give you a United Way prescription discount card that can really save money on your medicines.

◆ They know how to help you access services to keep you and your family safe from domestic or sexual abuse.


2. Financial Literacy

They have a menu of Financial Literacy options from “Your money. Your goals: A Financial Empowerment toolkit for Workers” helping you figure out your finances and budgeting including:

- How Do I begin to Budget?
- How do I check my credit score
- Is my financial crisis really a legal crisis?
- Setting Goals and planning for larger purchases
- Saving for emergencies, a goals and bills.
- Tracking and Managing income and benefits
- Paying bills and other expenses
- Dealing with debt
- Referrals to CFPB (Consumer Financial Protection Bureau)
- Interested in buying a home? Let’s explore where I can find a homeownership class in New Hampshire and Vermont

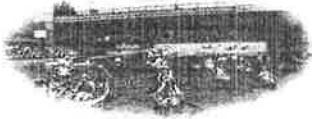


Granite United Way



Public Health Council

of the Upper Valley



About Us: As one of the State of New Hampshire's 13 regional health networks, which also serves 22 communities in Vermont, the Public Health Council of the Upper Valley has quickly become the largest and broadest coalition of advocates on public and population health issues in the greater Upper Valley region. The PHC is a dynamic organization with the flexibility to forge solutions that respond to the needs of its grassroots members with backing from governmental, philanthropic, and health care institutions. Through regular meetings and ongoing initiatives, the PHC empowers organizations, professionals, and citizens, who together make our communities healthier and better places. The Public Health Council operates with funding and support from local towns, private donors, The Jack and Dorothy Byrne Foundation, other local foundations, the State of NH Department of Health and Human Services, and Dartmouth-Hitchcock.

Contact Us:

Alice R. Ely, MPH, Executive Director
Public Health Council of the Upper Valley
One Court Street, #378
Lebanon, NH 03755
603-523-7100
Alice.ely@uvpublichealth.org
www.uvpublichealth.org

2019 PHC Membership Meetings:

Meetings Held in the Auditorium at Hypertherm, 71 Heater Road, Lebanon, From 9:00 am to 11:00 am, unless otherwise noted below.

Friday, January 18, 2019

Friday, March 15, 2019

Friday, May 17, 2019

Friday, June 21, 2019

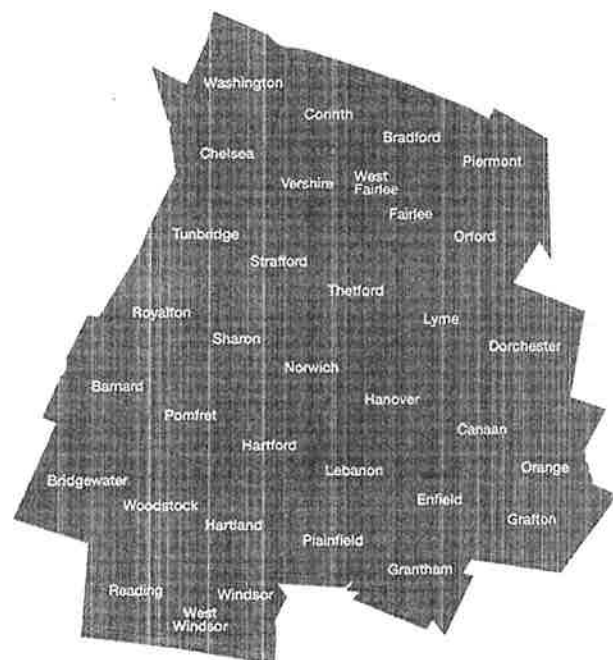
Friday, August 17, 2019

Friday, September 20, 2019

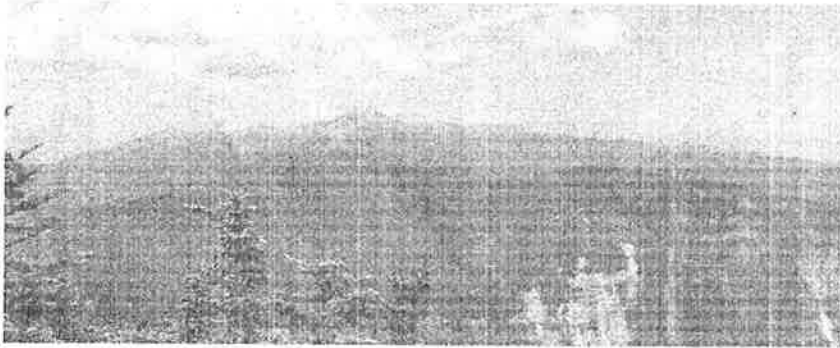
Friday, October 19, 2019

Public Health Council Annual Meeting

Friday, November 15, 2019
8:30 to 11:00 am



UPPER VALLEY TOWN WELFARE OFFICER SYMPOSIUM



OCTOBER 17

11:45 AM TO 3:00 PM

Dwinell Room at Harvest Hill

23 Alice Peck Day Drive
Lebanon, NH 03766

The Public Health Council of the Upper Valley and the Lebanon Area Chamber of Commerce are co-sponsoring an event for Town Welfare Officers, Town Service Officers, and other Municipal leaders to:

- Develop a deeper understanding of "What can we do?" to provide assistance;
- Share ideas to more effectively help residents in need; and



Learn about resources available to municipalities to address poverty.

Cities and town in the Upper Valley are critical partners in meeting the needs of our most vulnerable residents. We hope you will join us.

Agenda Includes:

- 11:45 am Luncheon
12:00 pm Welcoming Remarks
12:20 pm "What Drives Our Town's Responsibility to Care for Residents: Law, Taxpayer Value, or Doing the Right Thing?"
12:50 pm Bridges Out of Poverty Presentation
1:50 pm Town Welfare/Service Officer Panel

To Register:

<https://tinyurl.com/ycc3f48f>

Need more information?

Alice Ely

603-523-7100

alice.ely@uvpublichealth.org

www.uvpublichealth.org



**Public
Health
Council**

of the Upper Valley



Please plan to join us on
October 17th for this
free event.

DRAFT Minutes of the Special Selectboard Meeting of Thursday, November 1, 2018 at 7:30 pm

Members present: John Pepper, Chair; Claudette Brochu, Vice-Chair; Linda Cook; Mary Layton; and, John Langhus (remotely).

Others present: Herb Durfee, Town Manager.

1. **Call to Order.** At 7:31 pm, Chair John Pepper called the meeting to order, and introduced members.
2. **Public Comment.** There was no public comment.
3. **Selectboard Policies:**
 - a. **Fraud Policy.** Mary Layton moved to adopt the Fraud Policy as amended. Seconded by Claudette Brochu. There was general discussion identifying the changes – general corrections; the addition of the footnote; and inclusion of the Treasurer as a signatory. **Motion passed 3-1-0** (Cook)
 - b. **General Policy Update.** Linda Cook and Brochu described the effort they've carried out, to date. They requested that the next meeting packet include the color-coded table of contents from the policy book. (At this time, Langhus remotely joined the meeting.)
 - c. **Personnel Policies.** The Board agreed to continue reviewing the draft policies beginning with the appendices. Overall, there was discussion/acknowledgment of the recommended changes, to date. On the *Sexual Harassment Policy*, the Town Manager acknowledged section 3.1 needs to be rewritten and contacting the Town attorney needs to be included. There was general agreement that once all the policies are updated, staff needs to receive a copy and acknowledge their receipt. On the *Drug-Free Workplace Policy*, the Town Manager agreed to have VLCT re-review the policy for general update and the inclusion of alcohol (including related to the definition of "controlled substance"). On the *Code of Ethics Policy*, it was agreed to reword the section on conflict of interest such that it was a reference to the Conflict of Interest Policy. Also, the Town Manager will ask VLCT on what policy recommendations they might have on social media. On *Policy on Personnel Records*, the Town Manager agreed to look into what protocols may already be in place regarding the policy and/or what protocols may need to be put in place to ensure the policy is adhered to. The Town Manager also agreed to look into what can/cannot be released to other employers should an employee (e.g., with a CDL) apply for a job elsewhere. Lastly, the Town Manager agreed to find out at what point unsuccessful applications can be destroyed. On *Use of Computers/Electronic Messaging Policy*, the Town Manager agreed to ask VLCT for any updated information that might affect this policy's content. The Board agreed they needed to have more discussion on the *Non-Union Compensation Schedule* when they revisit discussion on the other "money" items. On the *Safety Policy Mission Statement*, the Board agreed to have the Safety Committee review for update and to include an annual form of "training" for staff, as applicable. The Town Manager indicated he could speak with VLCT's risk manager to gain some additional insight on training, etc. The Board agreed to delete the *FLSA: Exempt Employees* appendix.
4. **Next Meeting.** The Board agreed to hold a meeting on Wednesday, November 7, 2018 at 6:30 pm, to continue discussion on policies and to "off load" some agenda items that were building related to the 11/14/18 meeting.

**DRAFT Minutes of the Special Selectboard Meeting of
Thursday, November 1, 2018 at 7:30 pm**

5. Adjournment. At 9:07 pm, Brochu moved to adjourn. Seconded by Layton. Motion passed 5-0-0.
Meeting adjourned.

Respectfully submitted,

Herbert A. Durfee, III, Town Manager

APPROVED:

John Pepper, Chair

Date

DRAFT Minutes of the Special Selectboard Meeting of
Wednesday, October 24, 2018 at 6:30 pm

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

There were about 12 people in the audience.

Also participating: Kris Clement, Roger Arnold, Stuart Richards, John Farrell, Demo Sofronas, Tracey Hayes, Jonah Casper, Rod Francis, and Cheryl Lindberg.

1. Approval of Agenda (Action Item). Selectboard (SB) members agreed to postpone agenda items #6 (Town Survey Results) and #7 (BoardDocs.com) to future meetings, and to move the agenda item regarding cannabis to a point earlier in the meeting. The agenda was amended to comport with the way the minutes are recorded.
2. Consent Agenda Items (Action Item). Cook requested that the approval of the 10/10/2018 minutes be removed from the consent agenda, to be discussed separately. SB members agreed to discuss the 10/10/2018 minutes at a point later in the meeting. Layton moved (2nd Langhus) to approve consent agenda, minus approval of 10/10/2018 Selectboard minutes. **Motion passed unanimously.**
3. Public Comments (Discussion Item). Kris Clement asked about how much FEMA work is remaining to be done, and why will it cost 2 million dollars. Clement also asked what will happen after the 3-month trial for Story Kitchen. She asked how will the SB decide whether to continue with the trial/contact and will other methods of communicating with the public be explored. Clement asked if the town should reconvene a communications committee. Layton said that she is listening, and appreciates all the feedback from citizens in general and specifically regarding the Story Kitchen trial. Brochu suggested that the Story Kitchen issue be on a future agenda for discussion. Durfee said that with regard to the FEMA work, the first phase (Contract #1) is very nearly complete; Contract 2 is mostly complete, and Contract 3 has not yet begun. Durfee said that FEMA will pay approximately 75% of the cost, with the State of Vermont paying 12.5% and Norwich paying 12.5%. Roger Arnold said that he attended a leadership conference recently that was very informative. Arnold submitted a report about the conference that is included in this week's SB packet. Arnold talked about a conference session he attended that addressed how to engage people in a variety of ways, and to invite the public into public discourse. Cook said that Norwich used to have a Town Eating Day where people would gather over a meal to discuss Town issues. Stuart Richards said that at 7:00 pm on October 25, 2018, Norwich Affordable Housing, Inc. will have a meeting at the Police Station. John Farrell said that he thinks the money spent by the town on Story Kitchen could be better spent in other ways. He said to go ahead with the 3-month trial period, but he doesn't think it should continue past that. Durfee said that this will be the last meeting taped by Demo Sofronas for CATV, after doing the taping for 14 years. Durfee, on behalf of the SB, thanked Demo for his work and presented with a certificate and a box of chocolates.
4. Selectboard Policies. Selectboard members agreed to postpone discussion on agenda item 4 until a time when Pepper is present.

10. Cannabis Forum follow-up (Discussion Item). SB members agreed to move this item earlier in the meeting, to facilitate public participation. Durfee said that a public forum regarding cannabis was

recently held at the Marion Cross school and attendees discussed thoughts about the recent changes in Vermont's state laws. 2 state senators, a VLCT representative, and a citizen who uses medical cannabis were among the attendees. Durfee said this was a good start to the discussion and now we as a town are in the early stages of figuring out how we want to approach the issue. Langhus asked if the state legislators said they are working on figuring out the rules and regulations around the new cannabis law. Durfee said they have begun work on that, and the legislators wanted to hear what Norwich people were saying about it. Tracey Hayes said that, at the forum it was said that recreational use of cannabis is "on the horizon". Since the forum, Hayes has been polling parents and many have questions about the details of the Vermont cannabis law. Hayes said that Sgt. Frank of the Norwich Police Dept. has offered to conduct an information session for parents on this topic. Durfee said he will continue to work with Hayes on this issue. Langhus thanked Hayes, and said we should avoid an all-or-noting approach to the issue. Jonah Casper said that many of us could use more information about hemp and cannabis. He encouraged everyone to learn more about it. Research is being done about how to best use the hemp plant. Hayes said she would like to figure out how to get broader input. Langhus suggested that she reach out to connect with the pro-cannabis groups of people. Stuart Richards asked about how federal laws interact with state and locals laws. Langhus said that cannabis is still federally illegal.

5. Update from Planning Director re: TRORC (Discussion/Action Item). Planning Director, Rod Francis, said that his memo on this topic was included in the SB's meeting packet. Francis summarized the contents of that memo, including the consequences of not having a TRORC-approved plan. In his memo, Francis offered five options for the SB to consider in moving forward. Francis said that if Norwich amends its town plan, then Norwich would have to go through a new set of public hearings. Langhus asked for more detail about why the TRORC denied approval for the town plan. Francis said that the TRORC gave no specifics – just that the plan was not compatible. Langhus said that a couple of SB members should talk directly to Peter Gregory at TRORC. Cook said that Francis did an excellent job of representing Norwich to the TRORC at its recent meeting. SB members discussed various approaches. Brochu **moved** (2nd Langhus) that the Selectboard appoint Langhus and Layton to meet with TRORC to advocate for the Norwich Town Plan. **Motion passed 3 to 1(no- Cook)**. Layton then **moved** (2nd Langhus) to move forward with option number 2, as outlined in the October 17, 2018 memo to the Selectboard from Rod Francis. **Motion passed 3 to 1(no- Cook)**.

8. Grand List Errors & Omissions (Discussion/Action). Layton **moved** (2nd Langhus) to revise the Grand List as requested by the Board of Listers in its Errors and Omissions memo to the Selectboard, dated October 10, 2018. **Motion passed unanimously**.

9. Police Dept. Bulletproof Vests Grant Authorization (Discussion/Action). Layton **moved** (2nd Langhus) to authorize the Town Manager to apply for a grant to purchase replacement bulletproof vests for the Police Department, and to authorize expenditure of an amount not to exceed \$1,350.00 from the Police Equipment Designated Fund. **Motion passed unanimously**.

11. November Town Meeting Ballot (Discussion/Action). SB members discussed a plan for how to lead the Town Informational meeting on Thursday, November 1, 2018. They agreed that the Town Moderator would lead the meeting, and either Pepper or Brochu would present information about the Affordable Housing question that will be on the ballot.

12. Town Manager's Report (Discussion). TM said the audit is underway. Langhus asked if the SB had received the final FY18 financial yet, and Bruch said they were received in August. Cook requested that the SB receive hardcopies of the auditor's report before the auditor makes a

presentation to the SB, so the SB will have time to review it before the presentation. TM said that is the plan. TM said that he has applied for a culverts grant. TM asked the SB to readopt the Traffic Ordinance in order to re-establish the proper timeline for ordinance adoption. Layton **moved** (2nd Cook) to adopt the Town traffic-related ordinances, as recommended by the NPD, into a single, codified ordinance, pursuant to 24 VSA Section 1971, et seq. **Motion passed unanimously.** SB members then discussed the Story Kitchen postings. SB members talked about ways to make the articles available to members of the public, including possibly posting hardcopies of the articles on a bulletin board. TM said that Chris O'Brien had submitted his resignation from the Planning Commission. Cook **moved** (2nd Layton) to accept, with regrets, Chris Brien's resignation from the Planning Commission, effective October 24, 2018. **Motion passed unanimously.** Cook **moved** (2nd Langhus) to advertise the vacancy on the Planning Commission. **Motion passed unanimously.** SB members decided to move consideration and approval of the 10-10-2018 minutes to the November 1, 2018 meeting.

13. Review of Next Agendas (Discussion/Action Item). SB members listed the following as agenda items for the next meetings:

- Town Survey Update
- BoardDocs.com
- Affordable Housing Fund Process
- Candidates for Open Positions
- Communications Committee
- FEMA Updated Financials
- Selectboard Policies
- Budget Draft Overview
- EV Charging Station Grant
- Hazard Mitigation Plan Grant
- Minutes of 10-10-2018
- Town Eating Day

After additional discussion, SB members agreed to take up Selectboard Policies at a special Selectboard meeting on November 1, 2018 immediately following the informational meeting.

At 9:31 pm, Cook **moved** (2nd Langhus) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:31 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2018

John Pepper
Selectboard Chair

Next Meetings – November 1, 2018 – Meeting at 7:00 PM
November 14, 2018 – Meeting at 6:30 PM

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

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To : Norwich Select Board

From : Linda Cook 

Re : 10/24/2018 minutes

Date : 11/9/2018

Please add after Selectboard from Rod Francis. Langhus said the fall back would be #5. Cook opted for #5 to rewrite the plan.

Miranda Bergmeier

From: claudette brochu <cbrochu30@gmail.com>
Sent: Wednesday, October 31, 2018 9:27 PM
To: John Pepper; John Langhus; Mary Layton; Linda Cook; Herb Durfee; Miranda Bergmeier
Subject: Draft minutes

My proposals for changes to draft minutes from 10-24-18:

Under #4: Near end of para, after "Langhus suggested that she reach out...groups of people." Add: Brochu suggested submitting an article to Norwich Times addressing the issue(s) and educating the public on what is legal, etc."

Under #5: The first motion listed (Brochu motion) was actually the follow-up motion to the motion made by Layton. Just switch the order of the motions. Votes were correctly stated in the minutes.

#12: Typo with my name in second sentence. Change Bruch to Brochu.

#13 Under Next Agenda: Add Brochu asked for a presentation by the Energy Commission on the EV Charging station grant proposal.

I believe Town Eating day was a "parking lot" item and not a "next agenda" item.

Claudette

DRAFT Minutes of the Special Selectboard Meeting of
Wednesday, October 10, 2018 at 6:30 pm

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Members present: John Pepper, Chair (until 7:23 pm); Claudette Brochu, Vice Chair; Linda Cook; John Langhus; Mary Layton; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 8 people in the audience.

Also participating: Jaci Allen, Stuart Richards, Rod Francis, and Demo Sofronas.

1. Approval of Agenda (Action Item). Selectboard (SB) members agreed to move agenda item #5 (BoardDocs.com) to a later point in the meeting, after the Town Manager's report.

2. Consent Agenda Items (Action Item). Cook requested that each of the consent agenda items be discussed separately. Cook presented to the SB her suggestions for edits to the 9-26-2018 draft minutes. SB members agreed to the revisions. Langhus **moved** (2nd Layton) to approve the September 26, 2018 minutes of the Selectboard with revisions put forward by Linda Cook. **Motion passed unanimously.** Langhus **moved** (2nd Layton) to accept correspondence from the Planning Commission consisting of their quarterly report. **Motion passed unanimously.** Cook asked if information about the enhanced energy working group was included in the report, and Jaci Allen said that it was. SB members agreed that a reminder should go out to other committees and commissions that have not yet submitted reports. After some discussion about items on the accounts payable warrants connected to bond payments, Cook **moved** (2nd Pepper) to approve the warrants after removing the five items relating to the Bond payment, and for the SB chair to sign the warrants after the Town Manager relays to the chair and SB members the answers to their questions about the bond payments. **Motion passed unanimously.**

3. Public Comments (Discussion Item). Stuart Richards said that the Honor the Heroes event is happening at the Hanover Inn soon. Richards urged people to support the Semper Fi Fund, which supports good causes in the area. Richards also said that there will be a meeting of the Norwich Affordable Housing, Inc. on October 25, 2018. Demo Sofronas said that he will be retiring from CATV taping as of October 24, 2018. Sofronas thanked the SB for their support and he has enjoyed the work.

4. Family Place – Alcohol Policy Waiver Request (Discussion/Action Item). Langhus **moved** (2nd Pepper) to grant the Family Place's request for a waiver in order to serve alcohol at their event on November 30, 2018 at Tracy Hall. **Motion passed unanimously.** At this point, SB members agreed to take up item #11 (Town Survey Results).

11. Town Survey Results - Update (Discussion/Action Item). Pepper said the 483 responses were received, which is a statistically significant level of response. Pepper is compiling the results, including using some of the area's 12-year-olds to help teach them about municipal government interactions. Pepper will look into how to share survey responses without sharing any identifiable information. Cook said that it would be important to make the complete answers available to the public. Stuart Richards said that a great deal of effort went into the survey. Richards said he doesn't think the question about how much the respondent would be willing to increase taxes should have been left out of the final survey. As the goal of the SB, Pepper said that subsequent shorter surveys will elicit that kind of information. At the conclusion of this discussion, Pepper requested a break and said that he needed to leave the meeting. After the break, the meeting was reconvened by Brochu,

Vice Chair. SB members agreed to postpone the agenda item regarding BoardDocs.com, due to Pepper's need to leave the meeting early.

7. TRORC Decision To Deny Approval of Town Plan (Discussion/Action Item). Layton said that she is in favor of having the Planning Commission (PC) talk with the SB to decide how to proceed. Langhus agreed that it would be good to have the SB meet with the PC to discuss next steps. Langhus asked what would happen if Norwich decided to revise its Town Plan. TM explained that there would be at least 1 public hearing with the PC, and then the SB would have 2 public hearings. Langhus said he was very surprised by TRORC's denial. Brochu wants to know more about why TRORC denied approval. TM agrees it would be good to query the TRORC chair for further explanation. TM said he could have Planning Director, Rod Francis, schedule a meeting with TRORC staff to get more information. Rod Francis spoke about the TRORC meeting, which he attended. The staff at TRORC and Francis were expecting approval. TRORC members discussed various aspects of the Town Plan. Then, one of the commissioners brought up the question of the definition of compatible and what level of compatibility is required by law. Then, discussion ended without an answer to the question, and not one commissioner voted in favor of approving the Town Plan. Francis told the SB that he recommends having discussions with TRORC to find the way forward. SB members agreed with TM's suggestion to have Francis approach TRORC and then report to TM to relay to the SB and PC information regarding next steps. Jaci Allen asked the SB when they expect to get a report back; SB members agreed they would like to hear more at their next meeting on 10-24-2018. SB members then agreed to take up agenda item #13 (Enhanced Energy...).

13. Enhanced Energy – Committee or Working Group? (Discussion/Action). Cook asked what type of entity is the Enhanced Energy entity. TM said he had initially suggested that they function as a working group so they would have open, warned meetings, but have the added flexibility for bringing in additional people into their discussions. The group is currently functioning with just Energy Committee members. Francis said the current work of the Enhanced Energy group is to read the enhanced energy chapter of the Town Plan and decide whether or not to pursue "enhanced" status before the Public Utilities Commission. Brochu asked for the Enhanced Energy group to submit a quarterly report to the SB regarding their activities. At this point, SB members agreed to take up agenda items #8 and #9.

8. Finance Committee Charge (Discussion/Action). Langhus **moved** (2nd Layton) to acknowledge that the Finance Committee Charge as presented in the Board packet for signature is the charge adopted by the Selectboard on June 13, 2018. **Motion passed 3 to 1 (no- Cook)**. Langhus **moved** (2nd Layton) to authorize the TM to advertise openings for the Finance Committee and for candidates to be interviewed and appointed by the Selectboard at their November 14, 2018 meeting. **Motion passed 3 to 1 (abstain- Cook)**.

9. Audit Committee Charge (Discussion/Action). Langhus **moved** (2nd Layton) to acknowledge that the Audit Committee Charge as presented in the Board packet for signature is the charge adopted by the Selectboard on June 13, 2018. **Motion passed 3 to 1 (no- Cook)**. Langhus **moved** (2nd Layton) to authorize the TM to advertise openings for the Audit Committee and for candidates to be interviewed and appointed by the Selectboard at their November 14, 2018 meeting. **Motion passed 3 to 1 (abstain- Cook)**.

10. Fraud Policy (Discussion/Action). Layton suggested that the SB defer this item until a later meeting. SB members agreed to do so.

12. Electric Vehicle Charging Station (Discussion). TM said that he is continuing to investigate applying for a grant for electric vehicle charging station(s). However, they are no longer looking at placing one at the school employee parking lot, because the charging station would need to be freely accessible to members of the public, under the terms of the grant, and this is problematic when school is in session. They continue to look at placing one at Huntley Meadow park & ride. TM is getting an estimate from an electrician. The grant would cover the bulk of the cost of the charging station(s). TM will continue to report to the SB on this matter.

14. Town Manager's Report (Discussion). TM said that he has submitted his written report, and is happy to answer questions, if any.

15. Review of Next Agendas (Discussion/Action Item). SB members listed the following as agenda items for the next meeting on October 24, 2018:

- Personnel Policies - Appendices
- Fraud Policy
- Update from Rod re: TRORC
- General Policy Update
- BoardDocs.com
- Errors & Omissions
- Police Department Bulletproof Vests
- Cannabis Forum follow-up

For November 14, 2018 meeting:

Applicants to Open Positions (Finance & Audit Committees, Recreation Council)

At 9:37 pm, Langhus **moved** (2nd Layton) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:37 pm.

By Miranda Bergmeier

Approved by the Selectboard on October 24, 2018

John Pepper
Selectboard Chair

Next Meetings – October 24, 2018 – Meeting at 6:30 PM

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

TILDEN ELECTRIC, PC
 260 CROSS STREET
 FAIRLEE, VT 05045
 802-333-4678

Invoice #

22549

5.c.i.
 DATE

10/17/18

BILL TO

Town of Norwich
 Highway Dept.
 PO Box 376
 Norwich, VT 05055

PROJECT

P.O. NO.

ACCOUNT ~~015703609~~

AMOUNT \$1545.64

APPROVAL [Signature]

DATE 10/17/18

Date Due
11/16/18

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
THHN10	#10 THHN Stranded Copper	900	0.37967	341.70
THHN14	#14 THHN Stranded Copper	600	0.1648	98.88
THHN12	#12 THHN Stranded Copper	25	0.22	5.50
PVC1290	1/2 90 Elbow PVC	2	0.99	1.98
CPL12	1/2 PVC Coupling	3	0.21	0.63
Clic20 / NM2005	1/2 CLIC Conduit Strap	2	0.63	1.26
2HCLAMP11/4	1-1/4 2-Hole Conduit Clamp	1	0.58578	0.59
TA12	1/2 PVC Male Adapter	2	0.24	0.48
7945K81/LT9LD	1/2 PVC Locknut Conduit Fitting	2	0.45	0.90
321	1/2 Plastic Bushing	2	0.15	0.30
LB1	1 PVC LB Conduit Body	2	4.25908	8.52
Clic32 / NM2025	1 CLIC Conduit Strap	1	2.03	2.03
452	Red Wingnut	4	0.14	0.56
451	Yellow Wingnut	2	0.13	0.26
DS10112	#10x1-1/2 Hex Head Screw 5/16	7	0.14	0.98
1008024	Alert Tank Outdoor 1008024	1	381.07	381.07
	Material Total			845.64
Mechanic	Hourly Mech Rate	5	70.00	350.00
Mechanic	Hourly Mech Rate	5	70.00	350.00
	Labor Total			700.00
	9/20/18 Jeff & Steve- wired highway department septic pump.			

Thank You For Your Business!!
Item Prices Include VT Sales Tax

Total \$1,545.64

A Service Charge of 1-1/2% Per Month Will
 Be Charged On All Past Due Accounts.

E-mail

info@tildenelectric.com

5.c.ii.

TOWN OF NORWICH
QUARTERLY INVESTMENT REPORT
9/30/2018

	<u>Rate/APY</u>	<u>09/30/18 Balances</u>	<u>Quarterly Interest</u>
Mascoma Savings Bank:			
Government Interest Checking-Operating/Recreation/Fish&Game	1.25%	\$ 3,123,731.01	\$ 11,525.94
Total MSB Cash on Deposit ~ 9/30/18		<u>\$ 3,123,731.01</u>	<u>\$ 11,525.94</u>
Less: Outstanding Checks		\$ (115,814.38)	
Payroll ACH		-	
Plus: Deposit in transit		-	
Cash on Balance Sheet ~ 9/30/2018		<u>\$ 3,007,916.63</u>	

Treasury Bill rates:
26 week - 2.06%
1 year - 2.25%

Wall Street Journal Prime = 5.0%

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

5c.iii

25% MATCH CERTIFICATION

<<TOWN/VILLAGE NAME>>, Vermont

Hazard Mitigation Assistance Applicant Funding Certification

It is acknowledged that the applicant, <<TOWN/VILLAGE NAME>>, will be considered for a state matching grant to cover the 25% local match share in connection with proposed project or plan for a FEMA Hazard Mitigation Assistance grant.

In the event the 25% local match share is not provided by the state, the <<TOWN/VILLAGE NAME>>, hereby certifies that we have the capability to meet the financial obligations of the 25% cost share under this Hazard Mitigation Assistance grant.

Project Name or Proposed Mitigated Address:

Authorized Representative:
(City/Town)

Title:

Signature:

Date:

FOR PROPERTY ACQUISITIONS:

Homeowner:

Signature:

Date:

Please fill out a separate 25% Match Certification signed by each landowner on the deed



Electric Vehicle Supply Equipment (EVSE) Grant Program
Vermont Department of Housing & Community Development
2018-2019 Grant Application

Submission

Please submit one electronic copy of the complete application (including "Required Attachments," refer to the Checklist) to accd.cpr@vermont.gov. While electronic submissions are preferred, paper applications may be submitted to:

Division for Community Planning and Revitalization
Department of Housing and Community Development (DHCD)
One National Life Drive, 6th Floor
Montpelier, VT 05620-0501

Applications are due on or before Friday, November 30, 2018, 4:30 pm. Late applications will not be accepted.

Please direct questions to Gary Holloway, Downtown Program Coordinator at gary.holloway@vermont.gov or 802-828-3220.

Applications that package multiple sites, may compile and submit the information below in an Excel spreadsheet format or complete individual forms for consideration as a single package. Multi-site awards receive one payment at closeout and cannot be closed out separately.

Summary Information

Applicant & Primary Contact

Name: HERB DURFEE Organization/Title (if applicable): TOWN OF NORWICH / TOWNMANAGER
Mailing address: PO BOX 376, NORWICH, VT 05055
Email address: HDURFEE@NORWICH.VT.US Phone number: 802-649-1419 X 102

Applicant Status (check all that apply)

- Landowner
- Tenant
- Utility
- Equipment Vendor (landowner will own equipment)
- Other (explain)

Landowner (if same as applicant, skip)

Name:
Mailing address:
Email address: Phone number:

Landowner Description

- Individual
- Partnership
- Common Interest Ownership (example: homeowners' association)
- Corporation
- Municipal Government

- State Government
- Other (explain)

Project Location

(If the site does not have an address, or the lot includes several addressed buildings, describe location.)

Physical Address: 111 TURNPIKE ROAD, NORWICH, VT

Other Description:

Project Site Category

Check here to acknowledge that your project will meet the minimum criteria in the Program Description for the category selected below.

Please select one category that best describes the location:

- CATEGORY 1: STATE-DESIGNATED CENTERS
 - downtown or surrounding ½-mile neighborhood development or planning area
 - village or surrounding ¼-mile neighborhood development or planning area
 - new town center or surrounding ¼-mile neighborhood development or planning area
 - growth center
- CATEGORY 2: HIGHWAY CORRIDORS
 - Located within one-mile of I-89, I-91, or I-93 interstate exit (list all Exits which apply)
 - I-89; Exits: _____
 - I-91; Exits: _____
 - I-93; Exits: _____
 - Located within one-mile of US Routes 2, 4, 7, 9, or 100 (Circle all Routes which apply)
- CATEGORY 3: PUBLIC PARK-AND-RIDES AND INTERMODAL TRANSPORTATION HUBS
 - Park & Ride
 - Municipal or State Airport
 - Passenger Rail Station
 - Public Transit Hub
- CATEGORY 4: MAJOR ATTRACTIONS AND INSTITUTIONS
 - Attraction
 - Ski Resort
 - College or University
 - Hospital
- CATEGORY 5: MULTI-FAMILY HOUSING
 - Number of dwelling units on the site: _____
- CATEGORY 6: WORKPLACES
 - Number of year-round and full-time employees on the site: _____

Proposed Equipment

Check here to acknowledge that your project's equipment will meet the minimum standard provisions described in the program description and complete the table below for equipment on the site.

	Existing EVSE at Location (quantity)	New EVSE in Application (quantity)	Total Connections (quantity)	Publicly Accessible Connections (quantity)	Restricted-Access Connections (quantity)	New Networked EVSE in Application (quantity)
Level 2	0	1	2	2	0	1
DCFC	0	0	0	0	0	0

If any of the equipment has optional lower level capability, describe below:

Application Scoring

Grant funds are competitively allocated. The EVSE Inter-Agency Workgroup will use the Competitive Scoring Criteria below to rank applications. The Workgroup will score all qualified projects and may award less funding than requested. Eligible projects scoring less than 60 points will not be funded. Projects are typically funded in rank order until the funds are exhausted; however, The Workgroup may fund projects at its discretion.

Applications may receive a total of 100 points.

- Up to 60 points will be based on an applicant's responses to the four (4) required Base Criteria below.
- Up to 40 points will be based on an applicant's responses to the five (5) Priority Consideration Criteria below.

Competitive Scoring Criteria

Base Criteria - 60 points total

Projects will be reviewed and scored based on each of the following four (4) Base Criteria:

Clearly and concisely respond to the competitive criteria questions 1, 2 & 3 in the text boxes below.

⁵ Publicly accessible means the equipment is available to the public without restriction year-round, 24 hours of the day, 7 days of the week. A site that is not maintained year-round or restricts access to customers, tenants, employees, or other consumers is not publicly accessible. A site that limits parking except while charging to manage parking dwell time is considered publicly accessible.

1. Well Defined Project and Need – 20 points

Provide a brief description of your project including clear identification of the project scope, purpose, and need. (For public charging locations this includes consideration of the proposed site relative to gaps in existing charging availability and how the project helps to advance the robustness of the statewide EVSE network and promote the adoption of EV's.) Clear description of the need for an EVSE in the proposed location, primary targeted users, and how this project will benefit users, the community, workplaces, housing, or other economic benefits that may result.

The project would install a networked dual-port Level 2 charging station in the parking lot at 111 Turnpike Road in Norwich. This lot is on the Agency of Transportation Atlas and hosts a commuter bus stop for Advance Transit, the regional bus system. The lot also provides parking for actively-used Town playing fields. It is .5 mile from Main Street of Norwich village, and 1.4 mile from Exit 13, Interstate 91. The lot is already lighted, plowed and maintained.

PURPOSE: The EVSE at the proposed location would serve both travelers and local drivers. Its proximity to Exit 13 in Norwich means it will serve travelers to both Norwich and Hanover, NH, including to King Arthur Flour, and the Montshire Museum, two major tourist destinations; Dartmouth College; and Dartmouth-Hitchcock Medical Center. Being adjacent to the town playing fields provides local drivers the ability to charge an EV while participating in recreation department activities.

NEED: The Norwich/Exit 13 area is a very active route and is served now by only four Level 2 ports: two at King Arthur Flour, and two at Dan & Whit's General Store. The general store EVSE is owned by the Town (funded by a previous grant). It began regular operation in November 2016; usage has grown from under 20 users/month in the first year, to about 50/month. As of July 1, 2018, there were 21 all-electric and 29 plug-in hybrid vehicles (total of 50) in the Norwich zip code (05055), a 66% increase over the past year when there were 30 EVs registered in July 2017.

BENEFIT: Placement of the EVSE at the much-used recreation fields makes EV charging infrastructure visible and prominent to hundreds of local families, ensuring that they understand that driving an EV is convenient and thoroughly feasible. An additional networked station close to a busy interstate exit brings the EV infrastructure closer to robust, for travelers.

2. Project Readiness – 15 points

Please explain the readiness of your project. Project readiness demonstrates that a project review sheet has been completed by ANR Permit Specialist, permits identified, in progress or secured, match funding secured, and realistic start-date and installation schedule. Project schedule clearly identifies realistic goals for completing the project within two years.

Project review sheet complete and attached

Permits: Act 250 - no; Wastewater/Potable Water - no; Construction - yes; Local - no

Match funding: estimated at \$2000; expected to be through in-kind work by Town Dept. of Public Works

Project timetable:

January 2019 - Award

February 1 2019 - Town works with VT BGS for equipment purchase

February 1 2019 - Town RFP for installation

February 28 2019 - Town review of installation proposals

March 15 2019 - Town selection of installer
April 15 2019 - start of installation
June 15 2019 - completion of installation

3. Cost-Effective Budget – 15 points

Please justify your budget and provide evidence that it is well-documented, realistic, and appropriate for the project scope. Funding sources identified and secured. Project demonstrates the most cost-effective approach to siting, installation, and equipment that best meets the needs of the intended current and future users of the EVSE. Budget costs are verified and documented and itemized in the application by EVSE supplier, licensed electrician, utility, or other professional with knowledge of EVSE installation.

The attached budget is supported by cost estimates from:

- Tilden Electric
- Green Power Technology
- Green Mountain Power
- Town of Norwich staff

The cost estimate for the charging equipment and software has been reviewed by staff at Building and General Services.

4. Overall quality of application – 10 points

The application is complete, well-written, clearly identifies the project, and is internally consistent. The experience of the applicant team with successful installation of EVSEs, or similar projects for applicants that have not installed EVSE before, will be part of this score.

APPLICANT TEAM: This application has been developed by the Town Manager and the volunteer chair of the Norwich Energy Committee. When he was Town Manager in Fair Haven, the Norwich Town Manager oversaw the 2015 installation of a GMP-sponsored charging station there. The energy committee chair had the lead in applying in 2015 for an ACCD grant for a dual-port, networked charging station, including projections for ongoing operating expenses. The Town was awarded the grant, and the station was operational within 12 months of the award.

Priority Consideration Criteria - 40 points total

Clearly mark ("X") next to each criterion that applies to the project. Applicant MUST provide a written explanation of each additional category in the space provided under the Category to receive points.

1. Multiple Categories – 10 points maximum

Check any additional boxes that apply (do not include the "one category" that was checked as the primary category under "Project Site Category" here.)

Category 1: State-Designated Centers (2 points)

Category 2: Highway Corridors (2 points)

partial: The park-and-ride location is 1.4 miles from Exit 13, interstate 91.

Category 3: Public Park-and-Rides and Intermodal Transportation Hubs (2 points)

Category 4: Major Attractions and Institutions (2 points)

Category 5: Multi-Family Housing (2 points)

Category 6: Workplaces (2 points)

2. All Categories - 10 points maximum

Future Proofing. Applications that evaluate the site's suitability to scale-up EVSE installation in the future without having to install additional conduit or electrical service capacity. (2 points)

The proposed installation will have 225 amp service so that it can potentially expand to a total of 5 charging ports, as each port uses 40 amps. With 225 total, 5 x 40 will use 200, leaving 25 to spare.

Driver Charging Discounts. Applications that commit to subsidizing the cost of charging for at least one (1) year. (2 points)

The Town of Norwich will cover the ongoing costs of the utility meter associated with the charging station, absorbing the non-kWh utility charges rather than increasing the fees charged to drivers. These costs are estimated to be about \$25/month, or \$1500 over the minimum 5-year period of operation required by the grant

Existing High Demand. Sites served by existing EVSE equipment where existing EVSE demand is exceeding supply. (2 points)

Multi-Site Applications. Applications that package multiple sites into one application to save costs. (2 points)

Community Impact. The project addresses and supports local revitalization efforts, as articulated in the municipal plan, capital budget, downtown strategic plan, or other adopted documents. (2 points)

The project supports the Town's clearly stated goals for sustainability, as articulated in 1) its participation in the Vermont Climate Pledge Coalition and 2) in the Town Plan, which specifically encourages the installation of electric-vehicle charging stations.

3. Publicly Accessible EVSE - 6 points maximum

High Profile. EVSE serving high volume roadways or similarly high-visibility and high-profile public locations. (2 points)

The proposed charging station is 1.4 miles from Exit 13, I-91, which handles over 12,000 vehicles daily (2015 VTrans data). As part of large national charging network, it will be identified to most EV drivers, whether local or passing through. The station will have a high local profile, situated adjacent to a bus stop for the regional bus transit system and located at the Town playing fields where many families from Norwich and surrounding towns congregate for games.

Geographic Gaps. EVSE that fill a Level 2 or DCFC equipment system gap where no publicly accessible universal compatibility EVSE (Level 2 J1772 plug or DCFC with both SAE CCS and CHAdeMO plugs) is available within thirty (30) driving miles as shown on the Drive Electric Vermont Public Charging Map. The VTrans 2017 report on DC Fast Charging Corridors includes a map with a snapshot of DCFC gap areas. (2 points)

Multi-Port Applications. Applications to install at least four EVSE connectors on one site to increase availability and meet higher demand. (2 points)

4. Housing & Workplace Categories - 6 points maximum

Need. Multi-family housing with documented electric vehicles users and survey of potential users after installation. (2 points)

Large Housing Developments. Multi-family housing sites with more than twenty (20) dwelling units. (2 points)

Sustainable Workplaces. Evidence of employer's commitment to a sustainable workplace, such as: LEED certification or Vermont's Building Energy Standards Stretch Code Certification; incentives that encourage employees to: carpool, ride transit or telecommute; policies that discourage vehicle idling; sites that offer installed bike racks or covered bike storage. (2 points)

5. Additional Match Above Minimum - 8 points maximum

Do not check more than one box.

- 25%-50% above match minimum (2 points)
- 50%-75% above match minimum (4 points)
- 75%-100% above match minimum (6 points)
- 100% above match minimum or higher (8 points)

Grantee Acknowledgement of Terms

Grantees are subject to the program's terms and conditions.

EVSE Implementation & Operation Terms

- Must be installed by a licensed electrician in accordance with all current National Electric Codes and the Vermont Electrical Safety Rules.
- Must obtain a project review sheet from the Agency of Natural Resources and obtain all necessary State and local permits.
- Must be registered with the National Renewable Energy Lab's Alternative Fuels Data Center database, which syncs with Drive Electric Vermont's Public Charging Map (see Appendix E of application).
- Interoperability standards:
 - o Must operate network open standard protocol to ensure that the hardware is not "locked" to a single service provider in perpetuity.
 - o Must not require payment of a subscription fee or membership to use the EVSE.
 - o Unless donation-based or free to the user, fee-based EVSE must accept credit card, debit card, or other common forms of payment with no additional obligations at payment.
 - o Customer service assistance available by phone 24 hours a day, 7 days a week.
- Must remain in operation for 5 years, unless otherwise approved by the EVSE Inter-Agency Workgroup.
- Should have a minimum one-year warranty, three years recommended.
- Must be operated, maintained, and available year-round (including snow removal). Any necessary repairs should be completed within 72 hours.
- Must operate with a maximum of 10% downtime in any 30-day period.
- Fee-based EVSE must be easy to understand and fully disclosed prior to charging the consumer, including any additional network roaming charges that apply to nonmembers.
- Fee-based EVSE must establish a reasonable rate that covers the operational, maintenance expense associated with the equipment including any expense incurred associated with equipment and installation.
- For networked Level 2 and DCFC EVSE installations, applicant must report usage data to Drive Electric VT; networked installations must provide equipment with a telecommunications connection

Grant Closeout Terms

Grant funds will be disbursed upon completion of the project and submission of all required information identified in the grant payment provisions. The final report must be submitted no later than 60 days after the completion date and include:

- A written narrative demonstrating that each of the project elements described in the project description was completed.

- A detailed budget report listing all income and expenses for project-related activities and demonstrating that the total requested reimbursements do not exceed the approved total project cost.
- Copies of invoices, receipts, and canceled checks for all project expenditures.
- Color photographs of all the completed project elements described in the project description.
- A statement from the Grantee's signatory certifying that the contents of the final report are true and accurate.
- A completed EVSE program survey.
- Proof of site registration with the National Renewable Energy Lab's Alternative Fuels Data Center database.

Acknowledgement

By signing this application, the landowner(s) and applicant(s) described in this application (and their agents, assigns, and successors in interest) hereby apply for a grant to develop the project described in this application and accept the following:

- Applications will not be considered properly filed unless and until all items necessary for review are complete and submitted;
- All submissions are public records available for inspection and copy;
- All representations made in this application and the materials accompanying it are true, accurate, and binding to the best of my knowledge as a party to this application; omission or misstatement of any material fact on this application (which would warrant refusing funding approval) will be grounds for denying or revoking any approval;
- Private agreements (such as permit conditions, covenants, deed restrictions, and easements) may apply; may be more or less restrictive than federal, state, or local regulations; and may affect this project proposal; it is the applicant's responsibility to identify, disclose, and comply with these agreements to ensure a smooth project and responsible investment of public funds;
- Federal and local regulations may apply, may be more or less restrictive than State regulations, and may affect this project; it is the applicant's responsibility to obtain all required local, State, and federal permits; (Call the State's permit specialist at 802-477-2241 with any questions);
- No site alterations or physical project work may commence until receipt of and in accordance with all applicable permits and approvals;
- Projects approved for funding must conform with the EVSE implementation and operation standards and grant closeout requirements shown above and in the grant agreement; it is the applicant's responsibility to ensure compliance;
- If an approved project changes, the applicant must request and receive approval to amend the project through the Department of Housing & Community Development, which will review and respond to the proposed change in consultation with the Workgroup; and
- Grantees must abide by the Standard State Provisions for Contracts and Grants otherwise known as Attachment C of the grant agreement.

Financial Management

Please note that responses to the following questions will not impact the competitiveness of your application and will be used for grant administration purposes only.

Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

Yes No

What type of accounting system does your organization use?

Automated Manual Combination of both

Applicant Signature

Date ____/____/____

Landowner Signature *(if different than applicant)*

Date ____/____/____

Staff Eligibility Check

Complete Application. Application is complete, and the landowner has authorized the application.

Yes No

Financial Standing. Potential grantees are in good standing, not (a) suspended or debarred by the Federal Government; (b) delinquent in submitting their sub-recipient annual reports; and (c) delinquent in submitting their Single Audit Reports (if required). Yes No

Project Site Category Criteria. Application meets category's minimum criteria. Yes No

Project Standard Provisions. Application meets the minimum standard provisions for site and equipment.

Yes No

Required Attachments

Checklist

The complete application must contain the application form with following attachments:

- 1) Municipal Resolution (if applicable)
- 2) Permit Summary and State Project Review Sheet
- 3) Project Site Plan and Photographs
- 4) Technical Equipment Specifications
- 5) Fee/Rate Structure Statement
- 6) Project Schedule
- 7) Budget Worksheet (Appendix A)

1) Municipal Resolution

If applicant or landowner is a municipality, attach a copy of the municipal resolution showing the project and application are authorized by the municipality. (See Appendix D for resolution template.) An authorized municipal official, such as the Town Administrator or Selectboard Chair, may sign the application above.

2) Permit Summary & State Project Review Sheet

Attach completed Agency of Natural Resources Project Review Sheet along with a list of any additional permits that may be necessary. Summarize your approach and the approximate timeline for these permits. The project review sheet must be completed by a permit specialist from your region. (Note: please allow at least 2 weeks to obtain the project review sheet.)

3) Site Plan and Photographs

Attach a project site plan that shows existing and proposed conditions, including aerial map, property boundaries, buildings, and streets – with the location of the project clearly marked. (See Appendix B for sample site plan). Attach labeled, color photographs of the project site and surroundings, especially adjacent or nearby buildings impacted by the project. If the project involves or impacts historic buildings, include photos of elements or materials that will be removed, altered or repaired. Photographs should be labeled with the project name or description, location/address, and the view, such as EV Charging Station at Welcome Center, 50 Main Street. (See Appendix C for sample pictures.)

4) Technical Equipment Specifications

Attach relevant technical specifications for equipment.

5) Fee/Rate Structure

Fee-based EVSE must be easy to understand with fees fully disclosed prior to charging the consumer. Applicants must disclose in the application a fee schedule that accounts for expenses associated with the equipment -- even if the applicant commits to subsidizing the cost of charging for at least one (1) year under priority consideration. Briefly describe what fees and rates users will pay, including any dwell time charges. The schedule should be presented in both a rate per kilowatt hour for charging and in the dollars per gallon fee equivalent.

6) Project Schedule

Attach a project schedule that demonstrates that the project will be completed within two years. Explain how the improvements can be made with minimal disruption to existing utilities or other public infrastructure and describe how the project will be completed within the grant timeline. If part of a larger capital improvement project, please show how this project fits into the overall timeline.

7) Budget Worksheet

Project Review Sheet

 Date Initiated ANR PIN# WW Project# Pre-application Review
Project Information
General Information

PROJECT NAME (if applicable) Norwich Park'n'Ride Electric Vehicle Charging	PROJECT TOWN Norwich
PROJECT LOCATION (911 address if available) 111 Turnpike Rd (the Park'n'Ride)	SPAN(S) (if available)

Contact(s)

CONTACT TYPE Representative	NAME Linda Gray	ORGANIZATION NAME (if applicable) Town of Norwich Energy Committee
ADDRESS	TOWN Norwich	STATE VT
PHONE 802-649-2032	CELL PHONE	ZIP 05055
CONTACT TYPE Landowner	NAME Herb Durfee	ORGANIZATION NAME (if applicable) Town Manager, Town of Norwich
ADDRESS PO Box 376	TOWN Norwich	STATE VT
PHONE 802-649-1419 ext. 102	CELL PHONE	ZIP 05055
		EMAIL HDurfee@norwich.vt.us

Project Description

ENTERED BY John Fay	INFORMATION SOURCE Individual	DATE ENTERED 10/26/2018 4:14 PM
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PROJECT DESCRIPTION
Install one dual-port charging station at the Norwich Park'n'Ride located at 111 Turnpike Rd (the town playing fields parking lot). No new parking spaces will be created; no occupied structures to be constructed, just the equipment for the charging station and the connection to electric at a utility pole.

DEC Prior Permits

PERMIT TYPE	PERMIT NUMBER none known
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*Jurisdictional Opinion(s) for permits that may be needed from the District Environmental Office **PRIOR TO COMMENCEMENT OF CONSTRUCTION***

Act 250 Jurisdictional Opinion

This is a jurisdictional opinion issued pursuant to 10 V.S.A. § 6007(c) and Act 250 Rule 3(A). Reconsideration requests are governed by Act 250 Rule 3(B) and should be directed to the district coordinator at the above address. Effective May 31, 2016, any appeal of this decision must be filed with the Superior Court, Environmental Division (32 Cherry Street, 2nd Floor, Ste. 303, Burlington, VT 05401) within 30 days of the date the decision was issued, pursuant to 10 V.S.A. Chapter 220. The Notice of Appeal must comply with the Vermont Rules for Environmental Court Proceedings (VRECP). The appellant must file with the Notice of Appeal the entry fee required by 32 V.S.A. § 1431, which is \$295.00. The appellant also must serve a copy of the Notice of Appeal on the Natural Resources Board, 10 Baldwin Street, Montpelier, VT 05633-3201, and on other parties in accordance with Rule 5(b)(4)(B) of the Vermont Rules for Environmental Court Proceedings.



PERSON REQUESTING JURISDICTIONAL OPINION Linda Gray	REQUESTOR TYPE Landowner/Agent	ACT 250 PERMIT NUMBER (if any)	HAS THE LANDOWNER SUBDIVIDED BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No
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TYPE OF PROJECT (check all that apply)

Commercial
 Residential
 Agricultural
 Municipal
 State
 Federal

IS AN ACT 250 PERMIT REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COPIES SENT TO STATUTORY PARTIES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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BASIS FOR DECISION
 Construction of improvements physically altering 10 acres or less for municipal purpose does not trigger Act 250. 10 V.S.A. section 6001(3)(A)(v)

DISTRICT COORDINATOR SIGNATURE  2018.10.26 16:33:44 -04'00'	Linda Matteson, Coordinator  [phone] 802-289-0598 [email] linda.matteson@vermont.gov Natural Resources Board District 3 Environmental Commission 100 Mineral Street, Suite 305, Springfield, VT 05156
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Wastewater System & Potable Water Supply Permit Jurisdictional Opinion

IS A WASTEWATER SYSTEM & POTABLE WATER SUPPLY PERMIT/APPROVAL REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> Permit application currently under review <input checked="" type="checkbox"/> No <input type="checkbox"/> Permit issued on _____	PERMIT NOT REQUIRED? <input type="checkbox"/> Boundary Line Adjustment <input type="checkbox"/> Home Occupation <input type="checkbox"/> Clean Slate <input type="checkbox"/> Notice of Permit Requirement
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BASIS FOR DECISION
 No permit trigger.

REGIONAL OFFICE STAFF SIGNATURE  2018.10.29 13:55:54 -04'00'	Terry Shearer, Assistant Regional Engineer  [phone] 802-591-0338 [email] terry.shearer@vermont.gov Department of Environmental Conservation Drinking Water & Groundwater Protection Division - Springfield Regional Office 100 Mineral Street, Suite 303, Springfield, VT 05156
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The following are preliminary, non-binding determinations made by DEC Permit Specialists identifying other permits that may be needed
PRIOR TO COMMENCEMENT OF CONSTRUCTION

Preliminary, Non-binding Determination of the Applicability of Other State Permits


Note: Fact Sheet numbers below refer to permit fact sheets available at: <http://dec.vermont.gov/permits/handbook/info-sheets>

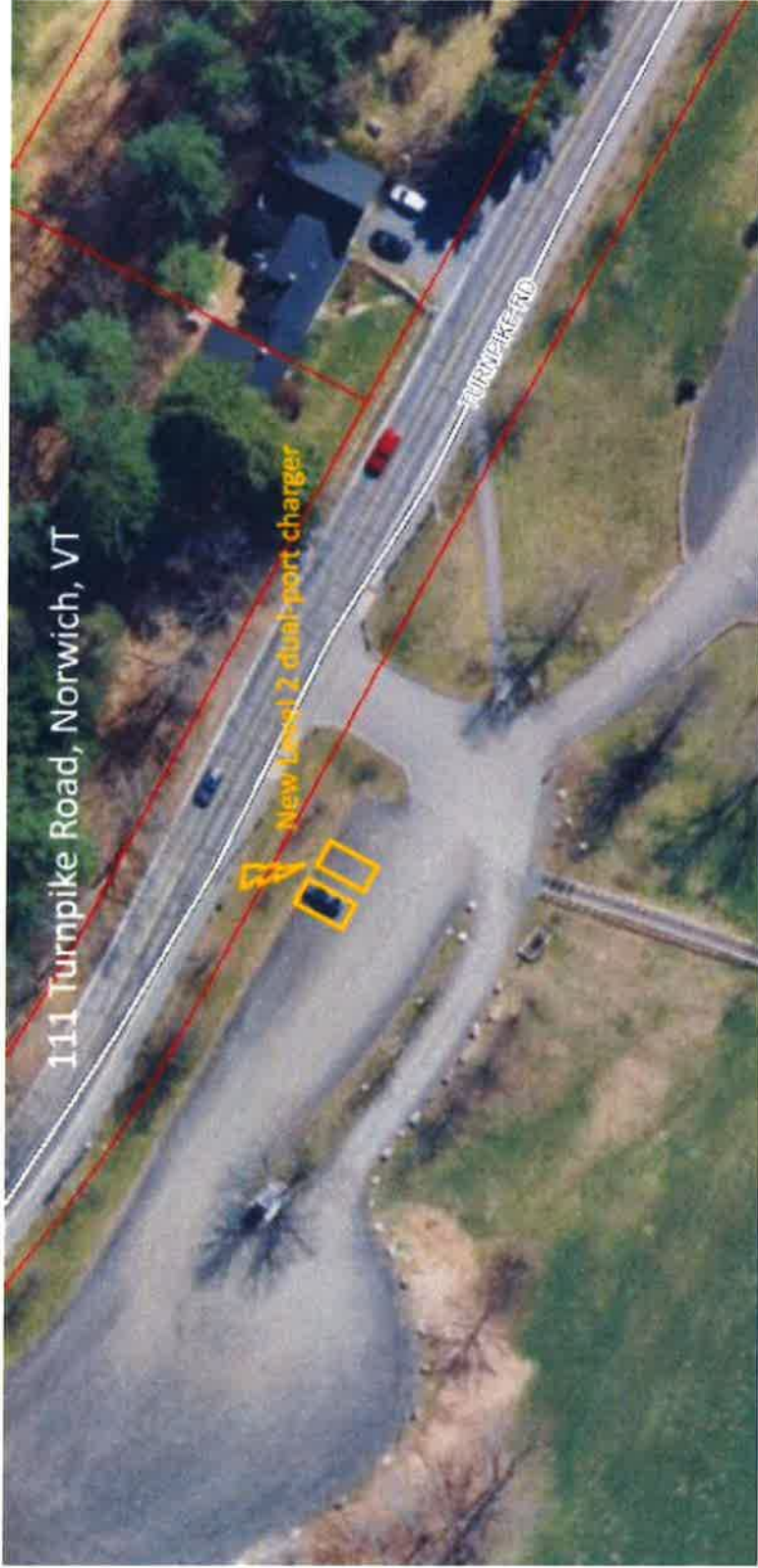
Department of Public Safety

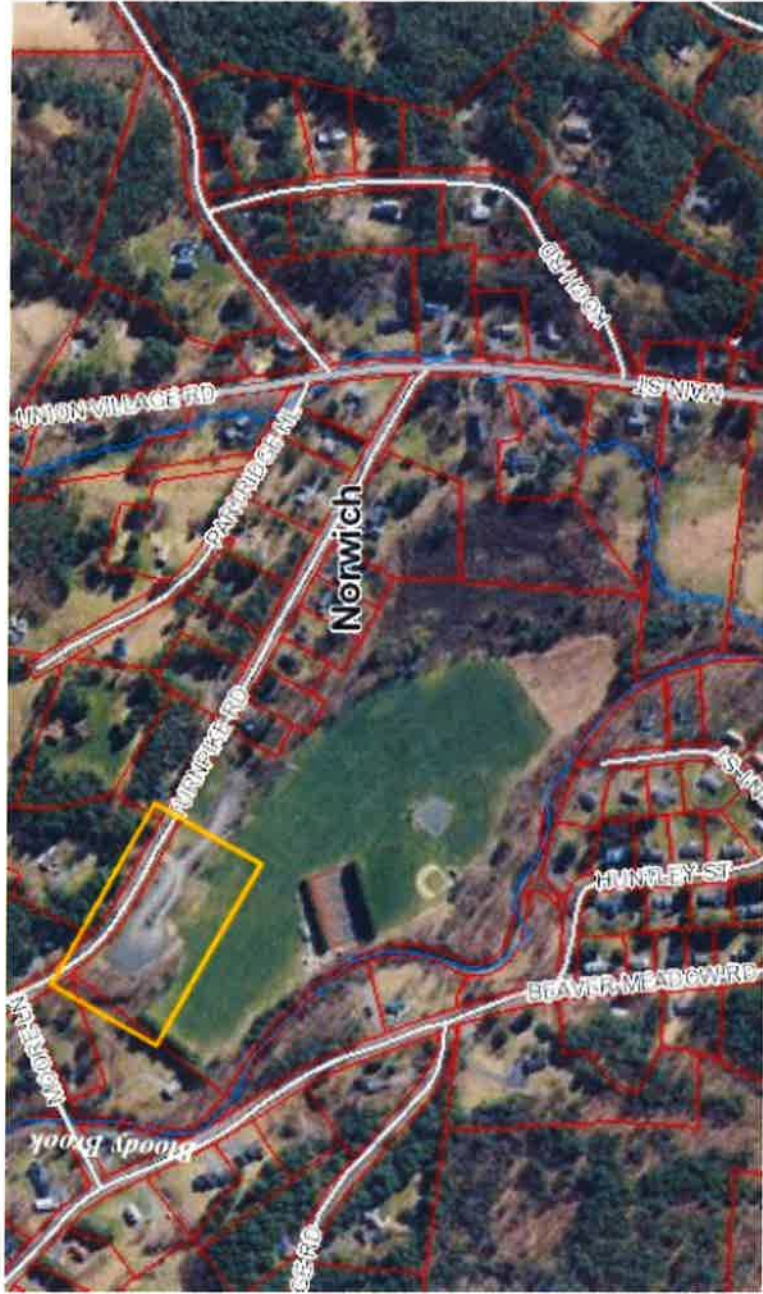
Construction Permit Fire Prevention, Electrical, Plumbing, Accessibility (ADA) [Fact Sheets #49, 50, 50.1, & 50.2]
 Springfield: 802-885-8883

Local Permits

See your Town Clerk, Zoning Administrator, Planning Commission or Public Works

PERMIT SPECIALIST SIGNATURE  2018.10.29 14:07:10 -04'00'	John Fay, Permit Specialist  [phone] 802-279-4747 [email] john.fay@vermont.gov Department of Environmental Conservation Environmental Assistance Office - Springfield Regional Office 100 Mineral Street, Suite 303, Springfield, VT 05156
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Municipal Resolution

Application for EVSE Grant Program, Town of Norwich

RESOLUTION FOR ELECTRICAL VEHICLE SUPPLY EQUIPMENT

WHEREAS, the Municipality of NORWICH is applying for funding as provided for in the FY 2019 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is voting by this resolution to provide local funds for an electric vehicle charging station,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds of 10% of total project cost;
2. That the Norwich Planning Commission recommends applying for said Grant;

Jaci Allen, Chair (Signature)

3. That HERB DURFEE, TOWN MANAGER who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

(Alternate Authorizing Official for redundancy)
 That JOHN PEPPER, SELECTBOARD CHAIR who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

That HERB DURFEE, TOWN MANAGER is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Electric Vehicle Supply Equipment grant activities related to the application, and any subsequent Grant Agreement provisions.

Passed this _____ day of _____, _____.

Norwich Select Board (name) (signature)

Town Manager Monthly Report
October 2018

1. FYE 2020 Budget:
 - a. Department heads submitted their proposed budgets.
 - b. TM started reviewing proposals; and, the Finance Director started pulling them together into the master template, along with preparing other budget-related information (e.g., estimated salary amounts, insurances, etc.)
 - c. Additional preparatory work is anticipated so a first draft of the budget can be handed out at the Board November 14 meeting.
2. DPW:
 - a. Larry Wiggins, PE, started work as the new DPW Director. The TM office has spent considerable time/effort assisting in the transition to the new director.
 - b. Worked to get the DPW Director “fitted” (furniture, computer, phone, Internet connection, etc.)
 - c. Among other procedural changes at DPW, one major update is that related to the Highway Department’s Winter Operations Plan. A procedure has been drafted.
 - d. Encouraging the DPW Director, where possible and applicable, to integrate the “First Responder” insignia on crew clothing/equipment.
3. FEMA:
 - a. July 1, 2017 Storm Event:
 - i. At this point, Contract #1 roadway repair is complete, Contract #2 roadway and streambank/drainage repair is complete, and Contract #3 culvert repair work has been delayed until Spring 2019 due to permitting which impacts the timeframe VT ANR allows work in and along streams.
 - ii. A host of interaction with the FEMA time was carried out to ensure proper documentation is in place related to the 1st “70-hour” repair work and the subsequent “60-day” repair work.
 - iii. Given the most recent interaction with FEMA, and the necessary information, but for one individual project, has been submitted for reimbursement covering the 1st 70-hour and the subsequent 60-day repair work.
 - iv. Helped with preparing and filing US Army Corps permit applications.
 - v. Conducted additional site visits with Todd Menees re: debris cleanup plan and his use of Town info for a statewide presentation.
 - b. Tropical Storm Irene:
 - i. After working with the state designated FEMA official, the final set of information was submitted to FEMA related to the Alternate Projects. The Town is now awaiting close-out approval and final reimbursement.
4. Policies:
 - i. Overall policies. The TM’s office has been working with Board members to continue to examine all Town policies related to their status and

whether or not they remain valid as is, should be amended, or should be repealed. Part of this process includes an administrative re-organization to make it easier to maintain them and to reference them.

- ii. Fraud Policy. A revised draft of a Fraud Policy was provided to the Board for their review and adoption.
- iii. Financial Policies. Three of the Board's financial policies currently are being reviewed for possible update. (#'s 1, 2 & 3)
- iv. Personnel Policies. The TM continues to work with Board members on updating the Personnel Policies.
- v. Codes & Standards for Roadway Related Public Infrastructure. A draft was prepared for review and amendment by the Board to update the DPW Codes & Standards. The updated document accounts for storm events such as Tropical Storm Irene and the July 1, 2017 storm event. (Essentially, it should eliminate the equivalent of two months of "debate" the Town had with VTrans and FEMA over how roadway related damage can be repaired.)

5. Other:

- a. Approached by Story Kitchen to help with crafting DailyUV blog posts on items of interest to help communicate such info to the public at-large, knowing that additional communication was a function of the TM's interview, Board overall goals, Board annual strategic goals, and identified during various Board meetings.
- b. Worked with the American Legion to provide some oversight on the installation of a new memorial monument and flagpole outside Tracy Hall. The dedication ceremony is planned for November 12.
- c. Held an emergency management planning training for department heads.
- d. September Financials were provided to the Board.
- e. With members of the Energy Committee, working to prepare a grant application for the purchase and installation of an EV charging station at the Huntley Meadow park and ride lot.
- f. Scheduled a "Cracker Barrel" session at the Library on Monday, November 19, at 1 pm and 6 pm.
- g. The FYE 2018 audit currently is being conducted by Batchelder Assocs. It will be available later in November.
- h. Worked with NPD on ensuring a codified ordinance of all traffic-related ordinances by the Board. This was critical as it pertained to their use in court proceedings for Windsor County Superior Court.
- i. Held a community forum on marijuana with the idea of being "ahead of the curve" not that the recreational drug has been further decriminalized. An update was provided to the Board during one of its meetings.
- j. Assisted the Town Clerk's office with advertising for the Special Meeting warned related to re-establishing the Affordable Housing Fund.

- k. Great River Hydro, LLC appealed the BCA's decision on water flows. Effort was made to identify Town Counsel for the appeal and to pull together some of the preliminary information together for the attorney.
- l. Work was carried out to prepare for the Drake vs. Town of Norwich appeal on listed values, including the possibility of settling out of court. The hearing is scheduled in November.
- m. It became apparent that the Town's Local Hazard Mitigation Plan requires update. The TM's office is working with the Board to have a state designated consultant help the Town update the Plan. The consultant is funded in part by a grant. The Town would be responsible for 25% of the cost to development the plan update.
- n. The TRORC "disapproved" the adopted 2018 Town Plan. As a result, staff has and is working with the regional commission to better understand why the plan was disapproved when the TRORC staff recommended approval as part of their meeting documentation to regional commissioners.
- o. Work started on the preparation of the annual Town Report.
- p. Provided information to Jim Kenyon leading to a Sunday column in the Valley News, and provided information to Board members that led to a Board member's response to the column.
- q. Continued to provide oversight on a request for information by the Valley News.
- r. Advertised and solicited applications for persons interested in serving on the newly formed Audit Committee and Finance Committee, along with vacancies on the Planning Commission and Recreation Council.
- s. Met with a property owner concerning the former northerly access to Kendall Station Road and its neighborhood.
- t. Collaborated with the Surveyor of Wood & Lumber on the issues presented by the impending arrival of the Emerald Ash Borer. The Conservation Commission and other interested parties heard a presentation from a representative of the VT Urban Forestry Program. It was agreed that at least an inventory of Ash trees needs to be made related to Town-owned property and roadway rights-of-way. Additional discussion with the Board is expected on what to do with the Ash trees in those areas and whether or not voters should be asked to establish a reserve fund to help with any Ash tree removal and proper disposal at the appropriate time.
- u. A grant was approved and submitted for replacement of bulletproof vests for NPD's officers.
- v. Effort is being made to obtain a larger share of solar credits to offset the cost of the EV charging station at Dan & Whit's.
- w. Received \$4,000 from the Dept. of Homeland Security to train 2 officers on terrorist bombing incident response (e.g., schools, hospitals, other larger venues).
- x. Initiated an inspection of the underground fuel tank for Tracy Hall, since the fuel company refused to conduct the scheduled November filling until such inspection was conducted. (On-going in November.)

- y. Attended the VT Rural Development Association's "Making it Happen" summit.
- z. For Board members, clarified their questions (e.g., information related to VT Municipal Bond payment info).
- aa. Prepared certificate of appreciation for Demo related to his "retirement" from taping Board meetings.
- bb. Continued to help individual PC members with Town Plan implementation efforts.
- cc. Continued to work with the Union on items of mutual concern (e.g., contract, call out/pager pay, etc.)
- dd. Made application to the 2018 VTrans Alternative Project grant program to help with upsizing two very large culverts on Tigertown Rd that FEMA will not reimburse the Town for, since the culverts themselves weren't damaged from the July 1, 2017 storm event.
- ee. Continued to reply/answer numerous questions from many individuals, including those individuals that blog on community issues.
- ff. Attended the semi-annual VT manager's conference.
- gg. Helping the Board look into BoardDocs.com or another form of on-line Board agenda/packet software program.
- hh. Attempted to reach out to Dr. Sally Kraft to connect with Dartmouth-Hitchcock and their federal requirements to offer services/"money" for community health improvement.
- ii. Started to help with output on the Board's Town Survey.
- jj. Prepared handouts for Nov 1 public informational meeting related to the Nov 6 vote on re-authorizing the Affordable Housing Fund.

Public Works Department

Monthly Report for October 2018

Public Works Garage (PWG)

The department spent considerable manhours moving equipment, tools, supplies, etc. into the PWG.

Wright Construction worked on punchlist items. The office, breakroom and bathroom received floor tile and cove molding. The remaining painting was also completed.

Projects completed

Winter salt quotes were received and the salt contract was awarded to the lowest quote (Morton Salt) for \$70.35/ton (delivered to PWG). The first delivery was received in late October.

Winter sand was previously contracted and the initial delivery was made to supply operations until the remainder is delivered in November.

Liquid deicer was contracted with last year's supplier.

The Town Manager, Director and Neal Rich met with the school administration to discuss snow storm communications and procedures.

The Director and Neal Rich met with the Police Chief and Fire Chief to coordinate plowing of the Public Safety Facility.

The Director met with the Highway and Buildings & Grounds crew to discuss, revise and coordinate snow plowing, treatment and removal measures to be employed. The Director prepared an outline of the major issues to be addressed.

Gravel roads were graded on an as-needed basis throughout the month.

The Director and Neal Rich met with the Twin Rivers Ottaquechee Planning staff to discuss current grants and Town grant applications.

Per contract, Blaktop, Inc. completed the shim and overlay of Union Village Road (from Goodrich Corners to Rt 132), Montshire Road, a segment of Hawk Pine Road and some remaining paving at the Public Works Garage. Blaktop also completed shoulder gravel placement along the Union Village Road section.

The Director scheduled L&D Striping to complete the previously contracted striping on several roads however the striping had to be delayed due to wet conditions. L&D Striping is scheduled to return in November if better weather is available.

The Director worked on contracting outside contractors to: 1) plow and treat selected remote roads in Norwich 2) pickup and remove leaves from the downtown area and selected roadside areas and 3) undercoat the PWD trucks and heavy equipment.

The Director was informed by Dead River that further heating oil deliveries would not continue until the Town could assure there were no leaks in the Tracy Hall heating oil piping or storage tank. The Director contracted to have the tank tested and on November 2, 2018, the Director informed Dead River the tanks and pipe system passed a tightness test except one location in the vent pipe approximately 2' below ground immediately beside the building. Dead River has agreed to deliver fuel based on that knowledge and contingent upon the Town providing certification of the testing (at a later date). Dead River repaired the vent piping on November 5, 2018.

To help the Director gain familiarity with the Town 's roads, the Director and Neal Rich traveled some of the roads around town. The Director and Neal reviewed all the paved streets and roads in Town to assess condition and to determine the priority for next year's shim and overlay project budgeting.

The Public Works Department worked with the Recreation Department and other volunteers to resurface Girard baseball diamond at Huntley Field.

Public Works Department Operations

Public Works Director Larry Wiggins started October 1, 2018.

The Director established the following procedures for the department:

1. Workorder system for resident/Town repairs/improvements
2. Absence / time card reporting system
3. Mechanic repair documentation and filing

The Director worked with WaveComm to reissue new pagers for all Public Works Department staff. The old pagers did not work.

The Director prepared an initial submittal of the 2019-20 Public Works Department budget. Several items will require further research to complete the department's budget request.

Public Works Garage Issues

The following items were repaired or repair work was initiated:

1. Septic system pump
2. Back up power generator
3. Veeder Root underground fuel storage tank monitoring/alarm system

The Director met with Comcast Inc. regarding installation of internet services at the Public Works Garage.

The Director met with Unifirst Inc. to discuss uniforms, jackets and supplies for the bathroom.

Storm Events

The Highway Department responded to the first winter storm event on October 27, 2018. Trucks were dispatched to address freezing rain on the roads.

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TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376

rrobinson@norwich.vt.us
802-649-1419 ext 105

November 7, 2018

TO: Herb Durfee III, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for October 2018

- Delinquent Tax Collections through October were \$ 267. This makes delinquent taxes due at the end of October \$ 132,351 with penalty and interest the total owed is \$ 170,146. Last year at this time delinquent taxes were \$ 73,938 with penalty and interest \$ 95,005.
- Current year tax collections for 18-19 show \$ 98,100 of the first payment still outstanding at the end of October. Current year tax payments made during October were \$ 26,991..
- Collected and transmitted information requested by the outside audit firm Batchelder Associates.
- Worked on getting budget templates to the department heads for 19-20. Started compiling the first draft of the budget.
- Worked with our new Public Works Director, Larry Wiggins on the ins and outs of finance and how it relates to his department.
- Sent out 17 more revised tax bills pending a transmittal of new State Credits. This brings the total of state credits to the Town of \$ 1,243,075 for 455 parcels.
- Followed up on requests for payment information to Jeff Durrell regarding more FEMA projects that he was compiling to submit to FEMA for review.



From: Alexander Northern JD, MPA
Town of Norwich Fire Chief

To: Town Manager/Town of Norwich Selectboard

Re: Summary of Departmental Activity-October

Date: 11/5/18

In the month of October, I arranged for Vermont Emergency Management (VEM) to present an in-service training for all town department heads. This targeted training addressed the use of the EOC, the roles/responsibilities of various department heads and incorporated a robust Q & A session. The presenter was someone who I met at the previous months' VEM conference in Fairlee. I think all involved found the 2.5 hrs. session to be valuable and cleared up many questions about how an EOC functions and some of the adjunct responsibilities that go along with a large scale emergency. This was the first of such VEM trainings...stay tuned!

I also continued to work closely with NPD Officer Frank to coordinate the MCI drill slated for December 8th. One major change is that the event will be a table-top exercise, rather than a full-scale event. This is in keeping with a VEM recommendation. The agenda for the day has been established and we will be using the EOC and the Fire/Police facility for the trainings and break-out sessions. We will continue to iron-out details for that busy day throughout the month on November.

My travels this month included attending the Vermont Fire Service Training Council quarterly meeting to track the Fire Academics' (VFA) progress with the Rapid Intervention Team (RIT) pilot course roll-out for later in the spring. This is directly related to my efforts within our Mutual Aid Association to establish a RIT protocol. I'm lobbying the VFA for the NFD to host the RIT pilot program targeted at a call/volunteer department. Lastly, I prepared the FY '20 budget and was the first and only department head to meet the TM's submittal deadline!

Respectfully Submitted,
NFD Chief Alexander Northern

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NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 5

Recreation@norwich.vt.us

October 2018 Monthly Report

Recreation Program Update:

Our Adult programs continue, displayed with accompanying participation #'s: Yoga - 9, Fencing - 18, Table Tennis - 8, Kung Fu - 7 and Women's Mountain Biking Clinic - 9 Riders.

Our K, 1st & 2nd Grade Soccer program involved 60 participants and 10 Volunteer Coaches, while 3rd - 6th Grade Soccer had 72 players and a dozen Volunteer Coaches. The new 'Fall Lacrosse for Girls & Parents' was a hit, topping out at 17, while our new Trail Blazers' running program involved 6 participants. Oct. concluded our popular Fall Youth Mt. Biking - 27. Observing all of our K - 6th grade Soccer teams in action was one of my priorities & highlights this month. We were fortunate to have many veteran Coaches return and we were able to recruit a few new parents to help as well. Participants, and Coaches alike, appeared to be having a great time which was substantiated by our recent Soccer Survey. Many thanks to Recreation Council member, Rob Johnson for setting up the survey, and to all those who responded (close to half of all participants!). Our Late Fall brochure was completed and on-line registration set up. Besides Youth Basketball we are also offering late fall Mini & Youth Yoga sessions, for an age range of 3 - 12 year olds.

Meetings:

In addition to our usual monthly Recreation Council meeting, I also met with Katie Cormier, the MC School Counsellor to get this year's updated list of families qualifying for the free school lunch program so we can provide scholarships to Norwich residents where needed.

In lieu of our Department Head meeting we took part in Emergency "EOC" Training so we all feel better prepared to help in any such situation.

I attended the wonderful Annual Vermont Conference on Recreation on Oct. 11th & 12th. Informative sessions I attended included: Generational Diversity, New Paradigm in Recreation Planning, Innovative Recreation Programming, Time Management, Leadership in Today's Parks & Recreation Industry, Designing a Customer Service System and The Power of Positivity in Recreation. I also volunteered to run the Sunrise Walk around Lake Morey and serve as a Session Moderator.

Halloween Event:

I was thrilled to see the amazing turn-out at our annual Halloween Celebration at the Norwich Inn, with over 200 estimated attendees. The Norwich Inn owners, Jill & Joe Lavin were fabulous hosts as usual, providing an unending stream of fresh delicious cookies and hot chocolate for families to enjoy. We also had apple cider to offer and some activities for the kids: a swinging donut hole game, a big leaf pile to jump in, face-painting, and giant bubbles (Thank-you Ken Leslie). We thank our 4 awesome "Youth In Action" volunteers, as well as the staff of the Norwich Inn. Hats off to Sgt. Frank & the Cadets, also! Please open the attached pictures to view some of the costumes. Additionally, photographer Lars Blackmore once again documented this year's event. I will ask Miranda to post the link once he has those photographs set up for viewing.

Facilities:

Huntley Meadow was very busy in October, with soccer being the dominant sport and the Pavilion being used regularly. Using the 'Recreation Field Care' expense funds, we re-surfaced the Girard baseball infield and repaired all the lips and levelled the surface, eliminating safety concerns. Adam Moore was instrumental in this project and his expertise was incredibly helpful. We thanks Larry for supporting the project, Gary for expertly running the backhoe and to Joe and Mike K. for all their help. We couldn't have done it without the dedicated volunteer help from our phenomenal baseball coaches: Rob Snyder, John Lobb and Tony Daigle as well. See attached pictures to view the beautiful job they all did.

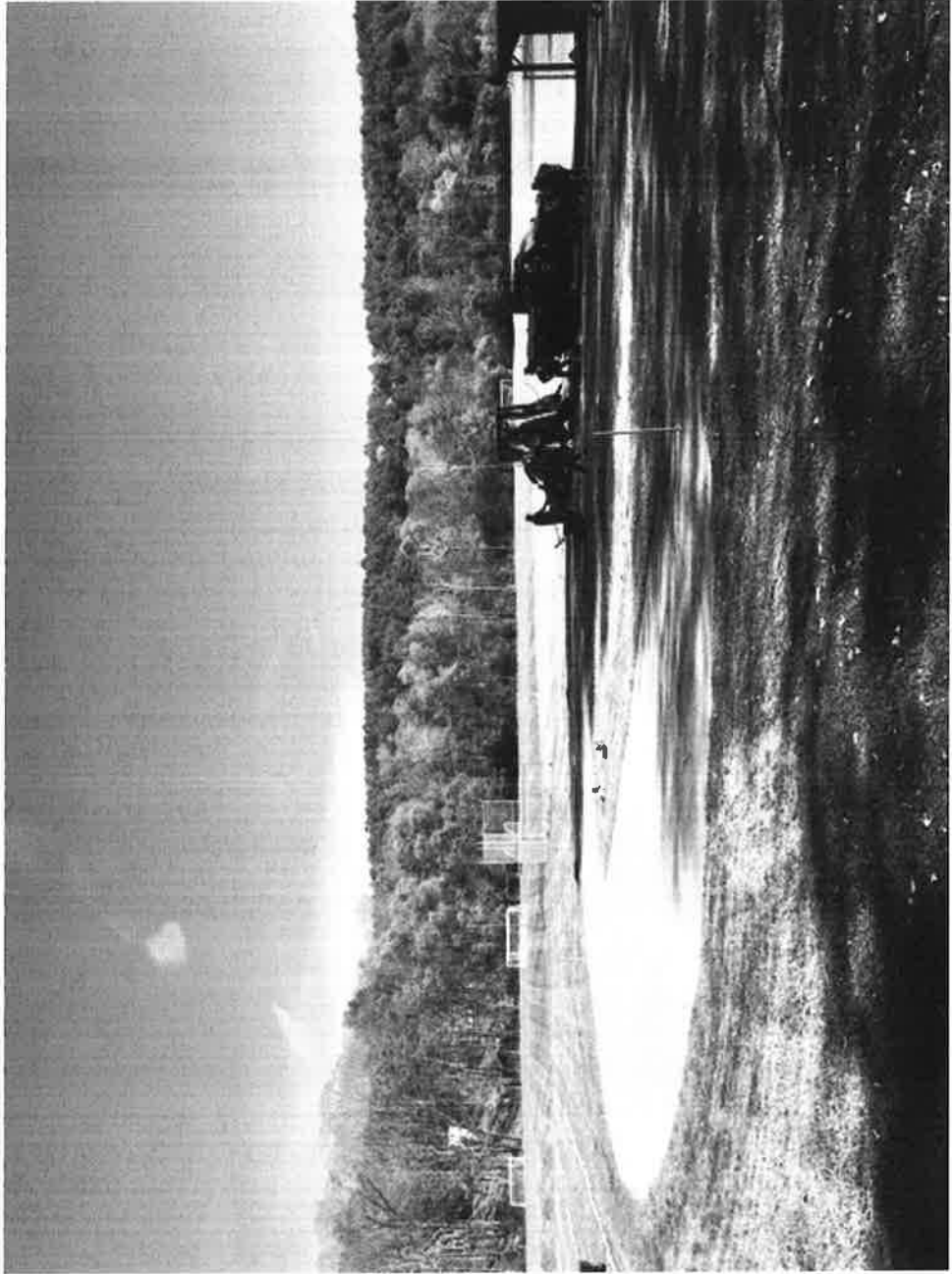
Budget:

I prepared my Recreation budget for the upcoming fiscal year and I hope you will all support it in the months ahead.

Respectfully submitted by, Jill







Town of Norwich General Ledger
Expenditure Report - General
Current Year Period 4 Oct

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 4 Oct
TOWN ADMIN. EXPENSE						
SELECTBOARD STIPEND	2,500.00	0.00	0.00	0.00%	2,500.00	0.00
TOWN MANAGER WAGE	90,017.00	0.00	25,328.00	28.14%	64,689.00	6,494.36
TREASURER STIPEND	1,750.00	0.00	0.00	0.00%	1,750.00	0.00
ADMIN ASSIST WAGE	50,038.00	0.00	15,378.30	30.73%	34,659.70	3,894.40
ADMIN ASST OT	1,500.00	0.00	0.00	0.00%	1,500.00	0.00
FICA TAX	9,040.00	0.00	2,311.09	25.57%	6,728.91	592.38
MEDI TAX	2,114.00	0.00	540.49	25.57%	1,573.51	138.54
HEALTH INSUR	42,971.00	0.00	18,126.76	42.18%	24,844.24	3,475.24
DISABILITY/LIFE INSUR	1,712.00	0.00	560.84	32.76%	1,151.16	0.00
DENTAL INSURANCE	480.00	0.00	143.88	29.98%	336.12	35.97
VT RETIREMENT	7,703.00	0.00	1,673.13	21.72%	6,029.87	784.80
TMGR RELOCATION EXPENSE	5,000.00	0.00	0.00	0.00%	5,000.00	0.00
PROFESS SERV	30,000.00	0.00	5,527.70	18.43%	24,472.30	1,809.70
VLCT MEMBERSHIP	4,977.00	0.00	4,977.00	100.00%	0.00	0.00
TOWN REPORT	7,500.00	0.00	0.00	0.00%	7,500.00	0.00
ADMIN TELEPHONE	625.00	0.00	168.48	26.96%	456.52	50.95
T MNGR CELL PHONE	720.00	0.00	112.52	15.63%	607.48	0.00
POSTAGE	110.00	0.00	4.23	3.85%	105.77	0.47
ADVERTISING	650.00	0.00	0.00	0.00%	650.00	0.00
PRINTING	0.00	0.00	147.00	100.00%	-147.00	0.00
MILEAGE	200.00	0.00	51.78	25.89%	148.22	51.78
OFFICE SUPPLIES	500.00	0.00	144.34	28.87%	355.66	41.83
OFFICE EQUIP	500.00	0.00	0.00	0.00%	500.00	0.00
DUES/MTS/EDUC	1,770.00	0.00	807.45	45.62%	962.55	412.45
COMMITTEE	50.00	0.00	0.00	0.00%	50.00	0.00
ENERGY COMMITTEE	1,500.00	0.00	0.00	0.00%	1,500.00	0.00
DESI FUND-CITIZEN ASSISTA	1,000.00	0.00	0.00	0.00%	1,000.00	0.00
Total TOWN ADMIN. EXPENSE	264,927.00	0.00	76,002.99	28.69%	188,924.01	17,782.87
BCA/BOA EXPENDITURES						
JUSTICES WAGE	450.00	0.00	0.00	0.00%	450.00	0.00
POSTAGE	150.00	0.00	0.00	0.00%	150.00	0.00
DUES/MTGS/EDUC	300.00	0.00	0.00	0.00%	300.00	0.00
Total BCA/BOA EXPENDITURES	900.00	0.00	0.00	0.00%	900.00	0.00
STAT MTGS EXPENDITURES						
POLLWORKERS WAGE	500.00	0.00	0.00	0.00%	500.00	0.00
POSTAGE	250.00	0.00	88.14	35.26%	161.86	77.99
ADVERTISING	175.00	0.00	0.00	0.00%	175.00	0.00
PRINTING	2,100.00	0.00	0.00	0.00%	2,100.00	0.00
OFFICE SUPPLIES	120.00	0.00	72.29	60.24%	47.71	57.30
VOTING MACHINE	65.00	0.00	632.00	972.31%	-567.00	632.00
VOTING MACH MAINT AGRMT	350.00	0.00	0.00	0.00%	350.00	0.00
VTG MCHN PROGRAMG	2,500.00	0.00	1,087.00	43.48%	1,413.00	0.00
Total STAT MTGS EXPENDITURES	6,060.00	0.00	1,879.43	31.01%	4,180.57	767.29

Town of Norwich General Ledger
Expenditure Report - General
Current Year Period 4 Oct

Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 4 Oct
TOWN CLERK EXPENDITURES						
TOWN CLERK WAGE	65,430.00	0.00	20,098.22	30.72%	45,331.78	5,036.90
ASST CLK WAGE	42,817.00	0.00	13,043.20	30.46%	29,773.80	3,260.80
FICA TAX	6,710.00	0.00	1,928.59	28.74%	4,781.41	482.74
MEDI TAX	1,570.00	0.00	451.03	28.73%	1,118.97	112.90
HEALTH INS	29,552.00	0.00	11,839.72	40.06%	17,712.28	2,337.94
DISABILITY/LIFE INS	1,403.00	0.00	457.04	32.58%	945.96	0.00
DENTAL INSURANCE	840.00	0.00	287.76	34.26%	552.24	71.94
VT RETIREMENT	5,954.00	0.00	1,379.86	23.18%	4,574.14	679.74
DOG/CAT LICENSE	300.00	0.00	0.00	0.00%	300.00	0.00
VITAL STATISTICS	25.00	0.00	0.00	0.00%	25.00	0.00
TELEPHONE	515.00	0.00	121.79	23.65%	393.21	40.45
OFFICE SUPPLIES	1,500.00	0.00	385.32	25.69%	1,114.68	380.32
OFFICE EQUIPMENT	1,928.00	0.00	0.00	0.00%	1,928.00	0.00
SOFTWARE	3,120.00	0.00	964.00	30.90%	2,156.00	482.00
DUES/MTGS/EDUC	150.00	0.00	40.00	26.67%	110.00	0.00
DES. FUND-RECORD RESTORAT	9,000.00	0.00	0.00	0.00%	9,000.00	0.00
Total TOWN CLERK EXPENDITURES	170,814.00	0.00	50,996.53	29.86%	119,817.47	12,885.73
FINANCE DEPARTMENT						
FINL ASSISTANT WAGE	29,620.00	0.00	7,992.40	26.98%	21,627.60	1,643.00
FINANCE OFFICER WAGE	69,018.00	0.00	22,631.76	32.79%	46,386.24	5,342.60
FICA TAX	6,116.00	0.00	1,890.84	30.92%	4,225.16	431.14
MEDI TAX	1,430.00	0.00	442.17	30.92%	987.83	100.82
HEALTH INS	9,137.00	0.00	0.00	0.00%	9,137.00	0.00
DISABILITY/LIFE INS	1,190.00	0.00	584.53	49.12%	605.47	0.00
DENTAL INSURANCE	683.00	0.00	143.88	21.07%	539.12	35.97
VT RETIREMENT	5,314.00	0.00	1,307.28	24.60%	4,006.72	603.72
INDEPENDENT AUDIT	9,600.00	0.00	0.00	0.00%	9,600.00	0.00
TELEPHONE	500.00	0.00	121.39	24.28%	378.61	42.96
ADVERTISING	175.00	0.00	88.00	50.29%	87.00	0.00
PRINTING	75.00	0.00	0.00	0.00%	75.00	0.00
OFFICE SUPPLIES	1,500.00	0.00	761.89	50.79%	738.11	0.00
OFFICE EQUIPMENT	250.00	0.00	0.00	0.00%	250.00	0.00
SOFTWARE	850.00	0.00	0.00	0.00%	850.00	0.00
DUES/MTGS/EDUC	250.00	0.00	0.00	0.00%	250.00	0.00
BANK	100.00	0.00	0.00	0.00%	100.00	0.00
Total FINANCE DEPARTMENT	135,808.00	0.00	35,964.14	26.48%	99,843.86	8,200.21
GEN ADMIN EXPENDITURES						
TELEPHONE	900.00	0.00	215.29	23.92%	684.71	72.78
POSTAGE METER RENTAL	700.00	0.00	171.21	24.46%	528.79	0.00
POSTAGE	3,000.00	0.00	2,049.47	68.32%	950.53	-104.72
OFFICE SUPPLIES	1,000.00	0.00	119.96	12.00%	880.04	0.00
PHOTOCOPIER	2,000.00	0.00	639.55	31.98%	1,360.45	639.55
WEB SITE SUPPORT	900.00	0.00	0.00	0.00%	900.00	0.00
SERVER MAINTENANCE	5,000.00	0.00	2,536.97	50.74%	2,463.03	768.32
DESIGNATED FUND-EQUIP	5,500.00	0.00	0.00	0.00%	5,500.00	0.00

Town of Norwich General Ledger
Expenditure Report - General
Current Year Period 4 Oct

Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 4 Oct
Total GEN ADMIN EXPENDITURES	19,000.00	0.00	5,732.45	30.17%	13,267.55	1,375.93
ASSESSOR/LISTER EXPENDITURE						
LISTER WAGE	4,500.00	0.00	0.00	0.00%	4,500.00	0.00
OFFICE ASST WAGE	17,772.00	0.00	5,575.60	31.37%	12,196.40	1,749.00
FICA TAX	1,381.00	0.00	345.68	25.03%	1,035.32	108.44
MEDI TAX	323.00	0.00	80.84	25.03%	242.16	25.36
HEALTH INS	5,482.00	0.00	0.00	0.00%	5,482.00	0.00
DISABILITY/LIFE INSURANCE	230.00	0.00	39.50	17.17%	190.50	0.00
DENTAL INSURANCE	158.00	0.00	0.00	0.00%	158.00	0.00
VT RETIREMENT	911.00	0.00	210.67	23.13%	700.33	103.35
PROFESS SERVICES	42,000.00	0.00	8,769.87	20.88%	33,230.13	2,659.04
SOFTWARE MAINT/UPDATE	6,000.00	0.00	5,318.75	88.65%	681.25	18.75
TELEPHONE	500.00	0.00	120.50	24.10%	379.50	39.82
POSTAGE	3,500.00	0.00	38.45	1.10%	3,461.55	0.00
ADVERTISING	150.00	0.00	0.00	0.00%	150.00	0.00
PRINTING	150.00	0.00	22.00	14.67%	128.00	0.00
MILEAGE REIMB	200.00	0.00	71.07	35.54%	128.93	0.00
OFFICE SUPPLIES	150.00	0.00	0.00	0.00%	150.00	0.00
OFFICE EQUIPMENT	250.00	0.00	0.00	0.00%	250.00	0.00
DUES/MTGS/EDUC	300.00	0.00	19.51	6.50%	280.49	0.00
DESIGNATED FUND-REAPPR	6,400.00	0.00	0.00	0.00%	6,400.00	0.00
Total ASSESSOR/LISTER EXPENDITURE	90,357.00	0.00	20,612.44	22.81%	69,744.56	4,703.76
PLANNING DEPT EXPENDITURE						
PLAN ADMIN WAGE	69,614.00	0.00	19,641.90	28.22%	49,972.10	5,237.84
OFFICE ASST. WAGE	23,919.00	0.00	9,884.38	41.32%	14,034.62	2,305.23
FICA TAX	5,799.00	0.00	1,825.96	31.49%	3,973.04	466.50
MEDI TAX	1,356.00	0.00	427.02	31.49%	928.98	109.10
HEALTH INS	14,961.00	0.00	4,396.40	29.39%	10,564.60	1,099.10
DISABILITY/LIFE INS	751.00	0.00	94.26	12.55%	656.74	0.00
DENTAL INSURANCE	420.00	0.00	-23.69	-5.64%	443.69	35.97
VT RETIREMENT	3,829.00	0.00	1,117.53	29.19%	2,711.47	601.93
PLANNING SERVICES	3,000.00	0.00	0.00	0.00%	3,000.00	0.00
TWO RIVER PLANNING COMM.	4,950.00	0.00	4,950.00	100.00%	0.00	0.00
U.V. TRANSPORTATION MGMT	1,063.00	0.00	0.00	0.00%	1,063.00	0.00
MAPPING	1,500.00	0.00	0.00	0.00%	1,500.00	0.00
HISTORIC PRES COMM.	1,000.00	0.00	300.00	30.00%	700.00	300.00
HIST PRES GRANT	0.00	0.00	10,320.00	100.00%	-10,320.00	8,640.00
TELEPHONE	450.00	0.00	120.50	26.78%	329.50	40.32
POSTAGE	300.00	0.00	136.30	45.43%	163.70	22.97
ADVERTISING	500.00	0.00	113.22	22.64%	386.78	0.00
PRINTING	150.00	0.00	0.00	0.00%	150.00	0.00
MILEAGE REIMB	500.00	0.00	0.00	0.00%	500.00	0.00
OFFICE SUPPLIES	550.00	0.00	307.20	55.85%	242.80	0.00
OFFICE EQUIPMENT	250.00	0.00	20.00	8.00%	230.00	20.00
DUES/MTGS/EDUC	750.00	0.00	0.00	0.00%	750.00	0.00
Total PLANNING DEPT EXPENDITURE	135,612.00	0.00	53,630.98	39.55%	81,981.02	18,878.96

Town of Norwich General Ledger
Expenditure Report - General
Current Year Period 4 Oct

Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 4 Oct
RECREA DEPT EXPENDITURES						
ADMINISTRATION						
RECREATION DIR WAGE	70,843.00	0.00	21,958.56	31.00%	48,884.44	5,449.46
FICA TAX	4,393.00	0.00	1,361.41	30.99%	3,031.59	337.86
MEDI TAX	1,027.00	0.00	318.40	31.00%	708.60	79.02
HEALTH INS	8,414.00	0.00	3,327.20	39.54%	5,086.80	679.96
DISABILITY/LIFE INSUR	862.00	0.00	287.24	33.32%	574.76	0.00
DENTAL INSURANCE	420.00	0.00	143.88	34.26%	276.12	35.97
VT RETIREMENT	3,896.00	0.00	911.94	23.41%	2,984.06	440.10
TELEPHONE	520.00	0.00	126.38	24.30%	393.62	43.99
POSTAGE	130.00	0.00	10.81	8.32%	119.19	3.29
ADVERTISING	50.00	0.00	0.00	0.00%	50.00	0.00
DUES/MTGS/EDUC	850.00	0.00	195.00	22.94%	655.00	0.00
MILEAGE REIMBURSEMENT	400.00	0.00	0.00	0.00%	400.00	0.00
OFFICE SUPPLIES	225.00	0.00	48.01	21.34%	176.99	0.00
Total ADMINISTRATION	92,030.00	0.00	28,688.83	31.17%	63,341.17	7,069.65
PROGRAM						
INSTRUCTOR FEE	86,000.00	0.00	27,051.90	31.46%	58,948.10	999.60
COACHING MATERIALS	400.00	0.00	0.00	0.00%	400.00	0.00
TEE SHIRT/HAT	4,500.00	0.00	0.00	0.00%	4,500.00	0.00
EQUIPMENT	4,500.00	0.00	723.90	16.09%	3,776.10	332.90
SUMMER PROG WAGE	14,000.00	0.00	8,111.65	57.94%	5,888.35	0.00
REFERREE/UMPIRE	4,000.00	0.00	250.00	6.25%	3,750.00	0.00
ENTRY FEE	1,200.00	0.00	210.00	17.50%	990.00	90.00
REGISTRATION FEES	8,500.00	0.00	3,069.66	36.11%	5,430.34	754.50
M.CROSS SCHOOL RENTAL FEE	13,500.00	0.00	0.00	0.00%	13,500.00	0.00
SPECIAL EVENTS /SUPPLIES	1,000.00	0.00	494.65	49.47%	505.35	3.99
FICA TAX	868.00	0.00	480.85	55.40%	387.15	0.00
MEDI TAX	203.00	0.00	112.43	55.38%	90.57	0.00
UNIFORMS	300.00	0.00	0.00	0.00%	300.00	0.00
Total PROGRAM	138,971.00	0.00	40,505.04	29.15%	98,465.96	2,180.99
RECREATION FACILITIES						
REC FIELD CARE	10,500.00	0.00	0.00	0.00%	10,500.00	0.00
HNTLY LINE MARKING	4,300.00	0.00	23.97	0.56%	4,276.03	0.00
PORTABLE TOILET	400.00	0.00	232.50	58.13%	167.50	0.00
REPAIRS & MAINT	2,000.00	0.00	256.45	12.82%	1,743.55	0.00
WATER USAGE	400.00	0.00	204.56	51.14%	195.44	76.60
WOMEN'S CLUB GRANT	0.00	0.00	4,157.83	100.00%	-4,157.83	0.00
SITE WORK	250.00	0.00	0.00	0.00%	250.00	0.00
DESIGNATED FUND-T COURTS	4,500.00	0.00	0.00	0.00%	4,500.00	0.00
Total RECREATION FACILITIES	22,350.00	0.00	4,875.31	21.81%	17,474.69	76.60
Total RECREA DEPT EXPENDITURES	253,351.00	0.00	74,069.18	29.24%	179,281.82	9,327.24

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PUBLIC SAFETY FACILITY						
WATER USAGE	1,150.00	0.00	521.78	45.37%	628.22	243.08
ELECTRICITY	4,850.00	0.00	0.00	0.00%	4,850.00	0.00
HEATING	3,950.00	0.00	0.00	0.00%	3,950.00	0.00
BUILDING SUPPLIES	550.00	0.00	311.70	56.67%	238.30	46.03
REPAIRS & MAINTENANCE	1,750.00	0.00	2,896.75	165.53%	-1,146.75	616.83
ALARM MONITORING	270.00	0.00	360.00	133.33%	-90.00	0.00
Total PUBLIC SAFETY FACILITY	12,520.00	0.00	4,090.23	32.67%	8,429.77	905.94
POLICE DEPT EXPENDITURES						
WAGES & BENEFITS						
POLICE CHIEF WAGE	89,159.00	0.00	28,180.40	31.61%	60,978.60	6,772.42
POLICE OFFICER WAGE	157,250.00	0.00	43,523.88	27.68%	113,726.12	12,372.50
ON-CALL WAGES	6,500.00	0.00	1,675.95	25.78%	4,824.05	509.52
OVERTIME OFFICER WAGE	21,000.00	0.00	7,584.30	36.12%	13,415.70	2,894.08
ADMINISTRATIVE WAGE	46,256.00	0.00	14,173.20	30.64%	32,082.80	3,564.80
PARTTIME OFFICER WAGE	5,000.00	0.00	998.39	19.97%	4,001.61	207.59
CROSSING GUARD WAGE	15,000.00	0.00	2,889.81	19.27%	12,110.19	1,476.09
FICA TAX	21,091.00	0.00	5,956.71	28.24%	15,134.29	1,677.68
MEDI TAX	4,932.00	0.00	1,393.10	28.25%	3,538.90	392.37
HEALTH INS	81,014.00	0.00	27,079.56	33.43%	53,934.44	5,373.82
DISABILITY/LIFE INS	3,750.00	0.00	1,424.28	37.98%	2,325.72	0.00
DELTA DENTAL	1,680.00	0.00	719.40	42.82%	960.60	179.85
VT RETIREMENT	22,402.00	0.00	4,803.69	21.44%	17,598.31	2,181.05
Total WAGES & BENEFITS	475,034.00	0.00	140,402.67	29.56%	334,631.33	37,601.77
COMMUNITY POLICING						
ANIMAL CONT/LEASH LAW	800.00	0.00	594.00	74.25%	206.00	0.00
COMMUNITY RELATNS	1,200.00	0.00	72.22	6.02%	1,127.78	49.98
SPEED SIGNS	1,500.00	0.00	100.00	6.67%	1,400.00	0.00
Total COMMUNITY POLICING	3,500.00	0.00	766.22	21.89%	2,733.78	49.98
EQUIPMENT & MAINTENANCE						
RADIO MAINTENANCE	800.00	0.00	315.00	39.38%	485.00	0.00
PETROLEUM PRODUCTS	8,500.00	0.00	2,701.53	31.78%	5,798.47	748.42
CRUISER VIDEO EQUIP	500.00	0.00	0.00	0.00%	500.00	0.00
CRUISER MAINT	7,500.00	0.00	330.07	4.40%	7,169.93	150.79
CRUISER SUPPLIES	500.00	0.00	-53.60	-10.72%	553.60	0.00
Total EQUIPMENT & MAINTENANCE	17,800.00	0.00	3,293.00	18.50%	14,507.00	899.21
GRANTS						
Total GRANTS	0.00	0.00	0.00	0.00%	0.00	0.00
SUPPORT						

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ADMINISTRATION	7,800.00	0.00	1,974.26	25.31%	5,825.74	368.19
VIBRS	3,500.00	0.00	120.88	3.45%	3,379.12	0.00
DISPATCH SERVICES	57,117.00	0.00	14,013.31	24.53%	43,103.69	0.00
TRAINING	2,500.00	0.00	100.00	4.00%	2,400.00	100.00
TRAINING SUPPLIES	500.00	0.00	0.00	0.00%	500.00	0.00
MILEAGE REIMB	100.00	0.00	123.17	123.17%	-23.17	68.67
DUES/MTGS/EDUC	750.00	0.00	435.00	58.00%	315.00	0.00
UNIFORMS	2,500.00	0.00	0.00	0.00%	2,500.00	0.00
UNIFORMS CLEANING	1,500.00	0.00	228.00	15.20%	1,272.00	0.00
Total SUPPORT	76,267.00	0.00	16,994.62	22.28%	59,272.38	536.86
CAPITAL EXPENDITURES						
DESIGNATED FUND-SPEC EQUI	2,500.00	0.00	0.00	0.00%	2,500.00	0.00
DESIGNATED FUND-CRUISER	10,000.00	0.00	0.00	0.00%	10,000.00	0.00
DESIGNATED FUND-POLICE ST	3,500.00	0.00	0.00	0.00%	3,500.00	0.00
Total CAPITAL EXPENDITURES	16,000.00	0.00	0.00	0.00%	16,000.00	0.00
Total POLICE DEPT EXPENDITURES	598,601.00	0.00	161,456.51	27.43%	427,144.49	39,087.82
FIRE/FAST DEPT. EXPENSES						
FIRE WAGES						
FIRE CHIEF WAGES	67,151.00	0.00	20,051.70	29.86%	47,099.30	4,810.68
FIRE OFFICER STIPEND	1,202.00	0.00	0.00	0.00%	1,202.00	0.00
FIREFIGHTERS WAGE	34,000.00	0.00	11,482.29	33.77%	22,517.71	1,356.08
FF DRILLS/MTGS WAGE	3,000.00	0.00	2,580.00	86.00%	420.00	840.00
FICA TAX	6,532.00	0.00	2,031.82	31.11%	4,500.18	429.73
MEDI TAX	1,528.00	0.00	475.21	31.10%	1,052.79	100.54
HEALTH INSURANCE	938.00	0.00	5,716.15	609.40%	-4,778.15	1,554.08
DISABILITY/LIFE INSURANCE	850.00	0.00	481.38	56.63%	368.62	0.00
VT RETIREMENT	3,441.00	0.00	838.89	24.38%	2,602.11	424.51
DENTAL INSURANCE	420.00	0.00	337.93	80.46%	82.07	62.94
Total FIRE WAGES	119,062.00	0.00	43,995.37	36.95%	75,066.63	9,578.56
EMS WAGES						
EMS WAGE	6,000.00	0.00	1,341.26	22.35%	4,658.74	69.54
EMS DRILL WAGE	1,800.00	0.00	1,180.00	65.56%	620.00	0.00
EMS FICA TAX	484.00	0.00	155.62	32.15%	328.38	4.32
EMS MEDI TAX	113.00	0.00	36.42	32.23%	76.58	1.00
Total EMS WAGES	8,397.00	0.00	2,713.30	32.31%	5,683.70	74.86
EDUCATION & TRAINING						
FIRE EDUC/TRAINING	1,500.00	0.00	0.00	0.00%	1,500.00	0.00
EMS EDUC/TRNG	1,200.00	0.00	700.00	58.33%	500.00	0.00
FIRE DUES/MTGS/EDUC	1,200.00	0.00	0.00	0.00%	1,200.00	0.00
Total EDUCATION & TRAINING	3,900.00	0.00	700.00	17.95%	3,200.00	0.00

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TOOLS & EQUIPMENT						
FIRE TOOLS & EQUIPMENT	4,500.00	0.00	2,430.90	54.02%	2,069.10	137.95
EMS TOOLS/ EQUIP	1,000.00	0.00	362.26	36.23%	637.74	0.00
RADIO PURCH/REPAIR	700.00	0.00	0.00	0.00%	700.00	0.00
Total TOOLS & EQUIPMENT	6,200.00	0.00	2,793.16	45.05%	3,406.84	137.95
MAINTENANCE						
FIRE TRK R & M	14,000.00	0.00	4,263.45	30.45%	9,736.55	903.08
EQUIPMENT MAINTENANCE	2,000.00	0.00	882.26	44.11%	1,117.74	0.00
RADIO MAINTENANCE	500.00	0.00	198.25	39.65%	301.75	0.00
SOFTWARE MAINTENANCE	800.00	0.00	0.00	0.00%	800.00	0.00
COMPUTER MAINTENANCE	450.00	0.00	0.00	0.00%	450.00	0.00
PETROLEUM PRODUCTS	3,250.00	0.00	1,113.34	34.26%	2,136.66	263.32
Total MAINTENANCE	21,000.00	0.00	6,457.30	30.75%	14,542.70	1,166.40
SUPPORT						
RECRUITMEN"	100.00	0.00	0.00	0.00%	100.00	0.00
POSTAGE	75.00	0.00	0.00	0.00%	75.00	0.00
FIRE PREV BOOKS & MATERIA	100.00	0.00	0.00	0.00%	100.00	0.00
FIREFIGHTERS CASUL INS	5,000.00	0.00	4,162.94	83.26%	837.06	0.00
TELEPHONE & INTERNET	1,800.00	0.00	562.62	31.26%	1,237.38	133.50
OFFICE SUPPLIES	400.00	0.00	34.29	8.57%	365.71	20.00
DISPATCH SERVICE	9,800.00	0.00	5,236.66	53.44%	4,563.34	4,924.66
UNIFORM	225.00	0.00	159.00	70.67%	66.00	0.00
HYDRANT RENTAL	18,057.00	0.00	9,028.50	50.00%	9,028.50	0.00
DRY HYDRANT	200.00	0.00	0.00	0.00%	200.00	0.00
OSHA COMPLIANCE	1,100.00	0.00	595.00	54.09%	505.00	595.00
Total SUPPORT	36,857.00	0.00	19,779.01	53.66%	17,077.99	5,673.16
CAPITAL EXPENDITURES						
DESIGNATED FUND-APPARATUS	60,000.00	0.00	0.00	0.00%	60,000.00	0.00
DESIGNATED FUND-EQUIPMENT	20,610.00	0.00	0.00	0.00%	20,610.00	0.00
Total CAPITAL EXPENDITURES	80,610.00	0.00	0.00	0.00%	80,610.00	0.00
GRANT EXPENSE						
Total GRANT EXPENSE	0.00	0.00	0.00	0.00%	0.00	0.00
AMBULANCE SERVICES						
AMBULANCE CONTRACT	122,426.00	0.00	61,213.02	50.00%	61,212.98	30,606.51
AMBULANCE BILLS	12,000.00	0.00	6,805.52	56.71%	5,194.48	0.00
Total AMBULANCE SERVICES	134,426.00	0.00	68,018.54	50.60%	66,407.46	30,606.51
Total FIRE/FAST DEPT. EXPENSES	410,452.00	0.00	144,456.68	35.19%	265,995.32	47,237.44

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EMERGENCY MANAGEMENT						
DEBT SERVICE TOWER PRINCI	28,078.00	0.00	11,174.58	39.80%	16,903.42	11,174.58
DEBT SERVICE TOWER INTERE	0.00	0.00	2,393.41	100.00%	-2,393.41	2,393.41
TOWER POWER	629.00	0.00	178.80	28.43%	450.20	52.29
EMERG MAN ADMIN	100.00	0.00	0.00	0.00%	100.00	0.00
EMERG MNGMT SUPPLIES	50.00	0.00	0.00	0.00%	50.00	0.00
GENERATOR FUEL	300.00	0.00	0.00	0.00%	300.00	0.00
EMERG GEN MAINT	6,200.00	0.00	0.00	0.00%	6,200.00	0.00
BASE RADIO MAINTENANCE	500.00	0.00	0.00	0.00%	500.00	0.00
DESIGNATED FUND-GENERATOR	8,000.00	0.00	0.00	0.00%	8,000.00	0.00
Total EMERGENCY MANAGEMENT	43,857.00	0.00	13,746.79	31.34%	30,110.21	13,620.28
CONSERVATION						
PRINTING	0.00	0.00	47.60	100.00%	-47.60	47.60
DUES/MTGS/EDUC	850.00	0.00	250.00	29.41%	600.00	250.00
SPKRS/PUBLIC INFO	300.00	0.00	0.00	0.00%	300.00	0.00
PUBLICITY	300.00	0.00	0.00	0.00%	300.00	0.00
TRAILS	3,000.00	0.00	0.00	0.00%	3,000.00	0.00
WATER QUAL MONIT	500.00	0.00	0.00	0.00%	500.00	0.00
MILT FRYE NATURE AREA	500.00	0.00	0.00	0.00%	500.00	0.00
NATRL RESRCS INVEN	1,100.00	0.00	0.00	0.00%	1,100.00	0.00
PROJECT RESTORATION	1,000.00	0.00	0.00	0.00%	1,000.00	0.00
Total CONSERVATION	7,550.00	0.00	297.60	3.94%	7,252.40	297.60
CEMETERY COMMISSION						
Total CEMETERY COMMISSION	0.00	0.00	0.00	0.00%	0.00	0.00
PUBLIC WORKS DEPT.						
HIGHWAY DIVISION						
HIGHWAY WAGES & BENEFITS						
DIRECTOR OF PUBLIC WORKS	90,403.00	0.00	4,510.29	4.99%	85,892.71	4,510.29
ROAD CREW WAGES	259,853.00	0.00	82,904.49	31.90%	176,948.51	19,950.80
ROAD CREW OVERTIME	27,966.00	0.00	703.87	2.52%	27,262.13	0.00
PAGER COMPENSATION	2,200.00	0.00	1,100.00	50.00%	1,100.00	1,100.00
FICA	23,586.00	0.00	5,213.40	22.10%	18,372.60	1,503.34
MEDICARE	5,516.00	0.00	1,219.24	22.10%	4,296.76	351.58
HEALTH INSUR	108,373.00	0.00	38,269.27	35.31%	70,103.73	7,551.32
DISABILITY/LIFE	4,540.00	0.00	827.54	18.23%	3,712.46	0.00
DENTAL INSURANCE	2,520.00	0.00	990.24	39.30%	1,529.76	247.56
RETIREMENT	20,923.00	0.00	3,512.28	16.79%	17,410.72	1,740.78
Total HIGHWAY WAGES & BENEFITS	545,880.00	0.00	139,250.62	25.51%	406,629.38	36,955.67
MATERIALS						
SALT & CHEMICALS	120,000.00	0.00	0.00	0.00%	120,000.00	0.00
SAND	61,600.00	0.00	0.00	0.00%	61,600.00	0.00

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DUST CONTROL	20,000.00	0.00	10,315.20	51.58%	9,684.80	0.00
GRAVEL & STONE	50,000.00	0.00	7,159.79	14.32%	42,840.21	271.18
CULVERTS & ROAD SUPPLIES	12,000.00	0.00	132.20	1.10%	11,867.80	102.20
ASPHALT PRODUCTS	10,100.00	0.00	0.00	0.00%	10,100.00	0.00
BRIDGE REPAIR & MAINT.	2,000.00	0.00	0.00	0.00%	2,000.00	0.00
OTHER PROJECTS	5,000.00	0.00	2,522.70	50.45%	2,477.30	61.73
SIGNS	4,000.00	0.00	0.00	0.00%	4,000.00	0.00
Total MATERIALS	284,700.00	0.00	20,129.89	7.07%	264,570.11	435.11
CONTRACTED SERVICES						
PLOWING & SANDING	24,000.00	0.00	0.00	0.00%	24,000.00	0.00
ROAD SWEEPING	4,500.00	0.00	0.00	0.00%	4,500.00	0.00
LEAF REMOVAL	6,000.00	0.00	0.00	0.00%	6,000.00	0.00
STREETLIGHTS	11,500.00	0.00	3,012.96	26.20%	8,487.04	936.42
TREE CUTTING & REMOVAL	12,500.00	0.00	0.00	0.00%	12,500.00	0.00
UNIFORMS	9,000.00	0.00	3,017.99	33.53%	5,982.01	1,003.56
PAVING	60,000.00	0.00	6,059.56	10.10%	53,940.44	0.00
OTHER PROJECTS	7,500.00	0.00	0.00	0.00%	7,500.00	0.00
CRACK SEALING	35,000.00	0.00	30,997.00	88.56%	4,003.00	0.00
PAVEMENT MARKING	21,000.00	0.00	7,200.00	34.29%	13,800.00	2,400.00
Total CONTRACTED SERVICES	191,000.00	0.00	50,287.51	26.33%	140,712.49	4,339.98
EQUIPMENT						
OUTSIDE REPAIRS	40,000.00	0.00	6,384.50	15.96%	33,615.50	1,007.03
PARTS & SUPPLIES	38,000.00	0.00	7,999.18	21.05%	30,000.82	2,161.27
PETROLEUM PRODUCTS	43,000.00	0.00	5,936.38	13.81%	37,063.62	13.98
Total EQUIPMENT	121,000.00	0.00	20,320.06	16.79%	100,679.94	3,182.28
HIGHWAY GARAGE						
ELECTRICITY	2,500.00	0.00	193.59	7.74%	2,306.41	0.00
PROPANE	9,000.00	0.00	2,188.83	24.32%	6,811.17	2,188.83
TELEPHONE	2,500.00	0.00	457.82	18.31%	2,042.18	48.00
SUPPLIES	1,500.00	0.00	470.15	31.34%	1,029.85	444.18
ALARM MONITORING	500.00	0.00	0.00	0.00%	500.00	0.00
REPAIRS & MAINTENANCE	5,000.00	0.00	6,710.19	134.20%	-1,710.19	946.28
TOOLS	2,500.00	0.00	927.22	37.09%	1,572.78	0.00
ADMINISTRATION	5,000.00	0.00	4,617.07	92.34%	382.93	1,276.44
Total HIGHWAY GARAGE	28,500.00	0.00	15,564.87	54.61%	12,935.13	4,903.73
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	85,000.00	0.00	0.00	0.00%	85,000.00	0.00
DESIGNATED FUND-SIDEWALK	14,000.00	0.00	0.00	0.00%	14,000.00	0.00
DESIGNATED FUND-PAVING	275,000.00	0.00	0.00	0.00%	275,000.00	0.00
DESIGNATED FUND-BRIDGES	40,000.00	0.00	0.00	0.00%	40,000.00	0.00
DESIGNATED FUND-GARAGE	25,000.00	0.00	0.00	0.00%	25,000.00	0.00
Total CAPITAL EXPENDITURES	439,000.00	0.00	0.00	0.00%	439,000.00	0.00

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 4 Oct
GRANTS						
FEMA GRANT	0.00	0.00	457,594.36	100.00%	-457,594.36	426,374.05
2017 VTRANS BIKE & PED GR	0.00	0.00	16,380.00	100.00%	-16,380.00	0.00
Total GRANTS	0.00	0.00	473,974.36	100.00%	-473,974.36	426,374.05
Total HIGHWAY DIVISION	1,610,080.00	0.00	719,527.31	44.69%	890,552.69	476,190.82
BUILDINGS & GROUNDS DIVIS						
B & G WAGES & BENEFITS						
BUILDINGS & GROUNDS WAGES	83,851.00	0.00	34,141.20	40.72%	49,709.80	8,673.60
OT BLDGS & GROUNDS	3,700.00	0.00	781.63	21.13%	2,918.37	181.62
PAGER COMPENSATION	550.00	0.00	0.00	0.00%	550.00	0.00
FICA	5,462.00	0.00	2,163.59	39.61%	3,298.41	548.65
MEDICARE	1,277.00	0.00	506.05	39.63%	770.95	128.32
HEALTH INSURANCE	22,657.00	0.00	8,657.61	38.21%	13,999.39	1,768.51
DISABILITY/LIFE	1,187.00	0.00	379.96	32.01%	807.04	0.00
DENTAL INSURANCE	420.00	0.00	143.88	34.26%	276.12	35.97
RETIREMENT	4,846.00	0.00	1,059.23	21.86%	3,786.77	516.25
Total B & G WAGES & BENEFITS	123,950.00	0.00	47,833.15	38.59%	76,116.85	11,852.92
MATERIALS						
GARDEN SUPPLIES & PLANTS	1,600.00	0.00	1,480.00	92.50%	120.00	1,480.00
Total MATERIALS	1,600.00	0.00	1,480.00	92.50%	120.00	1,480.00
CONTRACTED SERVICES						
FOLEY PARK & MEDIANS	4,750.00	0.00	0.00	0.00%	4,750.00	0.00
UNIFORMS	2,100.00	0.00	566.95	27.00%	1,533.05	138.55
Total CONTRACTED SERVICES	6,850.00	0.00	566.95	8.28%	6,283.05	138.55
EQUIPMENT						
OUTSIDE REPAIRS	1,600.00	0.00	0.00	0.00%	1,600.00	0.00
PARTS & SUPPLIES	2,500.00	0.00	361.16	14.45%	2,138.84	85.88
PETROLEUM PRODUCTS	2,500.00	0.00	1,731.68	69.27%	768.32	299.38
TOOLS	500.00	0.00	14.99	3.00%	485.01	0.00
Total EQUIPMENT	7,100.00	0.00	2,107.83	29.69%	4,992.17	385.26
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	7,000.00	0.00	0.00	0.00%	7,000.00	0.00
Total CAPITAL EXPENDITURES	7,000.00	0.00	0.00	0.00%	7,000.00	0.00
Total BUILDINGS & GROUNDS DIVIS	146,500.00	0.00	51,987.93	35.49%	94,512.07	13,856.73
SOLID WASTE DIVISION						

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 4 Oct
SW WAGES & BENEFITS						
TRNSF STATION WAGE	36,958.00	0.00	12,166.28	32.92%	24,791.72	3,053.20
FICA TAX	2,291.00	0.00	754.32	32.93%	1,536.68	189.30
MEDI TAX	536.00	0.00	176.39	32.91%	359.61	44.27
Total SW WAGES & BENEFITS	39,785.00	0.00	13,096.99	32.92%	26,688.01	3,286.77
CONTRACTED SERVICES						
GUVSWMD ASSESSMENT	37,554.00	0.00	37,554.00	100.00%	0.00	0.00
MUNICIPAL SOLID WASTE	49,000.00	0.00	8,083.03	16.50%	40,916.97	0.00
RECYCLING	61,000.00	0.00	5,542.85	9.09%	55,457.15	0.00
C & D WASTE DISPOSAL	10,000.00	0.00	1,786.61	17.87%	8,213.39	0.00
FOOD WASTE DISPOSAL	2,000.00	0.00	675.47	33.77%	1,324.53	0.00
UNIFORMS	500.00	0.00	0.00	0.00%	500.00	0.00
Total CONTRACTED SERVICES	160,054.00	0.00	53,641.96	33.51%	106,412.04	0.00
EQUIPMENT						
PARTS & SUPPLIES	1,000.00	0.00	314.96	31.50%	685.04	0.00
REPAIRS & MAINTENANCE	2,000.00	0.00	382.81	19.14%	1,617.19	262.81
SMALL EQUIPMENT	300.00	0.00	0.00	0.00%	300.00	0.00
Total EQUIPMENT	3,300.00	0.00	697.77	21.14%	2,602.23	262.81
TRANSFER STATION						
PURCHASED SERVICES	1,170.00	0.00	612.70	52.37%	557.30	130.00
ELECTRICITY	1,200.00	0.00	0.00	0.00%	1,200.00	0.00
PROPANE	600.00	0.00	0.00	0.00%	600.00	0.00
TELEPHONE	450.00	0.00	103.79	23.06%	346.21	35.19
ADMINISTRATION	2,500.00	0.00	114.52	4.58%	2,385.48	15.00
VERMONT FRANCHISE TAX	2,900.00	0.00	0.00	0.00%	2,900.00	0.00
Total TRANSFER STATION	8,820.00	0.00	831.01	9.42%	7,988.99	180.19
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	6,500.00	0.00	0.00	0.00%	6,500.00	0.00
Total CAPITAL EXPENDITURES	6,500.00	0.00	0.00	0.00%	6,500.00	0.00
Total SOLID WASTE DIVISION	218,459.00	0.00	68,267.73	31.25%	150,191.27	3,729.77
TRACY HALL						
BUILDING EXPENSES						
WATER USAGE	500.00	0.00	311.70	62.34%	188.30	154.10
ELECTRICITY	10,500.00	0.00	2,350.80	22.39%	8,149.20	0.00
HEATING	13,000.00	0.00	0.00	0.00%	13,000.00	0.00
ALARM MONITORING	600.00	0.00	0.00	0.00%	600.00	0.00
ELEVATOR MAINTENANCE	3,300.00	0.00	1,011.84	30.66%	2,288.16	252.96
CUSTODIAN PAGER & MILEAGE	200.00	0.00	0.00	0.00%	200.00	0.00
BUILDING SUPPLIES	4,200.00	0.00	911.44	21.70%	3,288.56	21.26

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 4 Oct
REPAIRS & MAINTENANCE	10,000.00	0.00	2,670.50	26.71%	7,329.50	0.00
BNDSTND/SIGN/EVCH ELECTRI	900.00	0.00	102.88	11.43%	797.12	48.86
DESIGNATED FUND-TRACY HAL	20,000.00	0.00	0.00	0.00%	20,000.00	0.00
Total BUILDING EXPENSES	63,200.00	0.00	7,359.16	11.64%	55,840.84	477.18
Total TRACY HALL	63,200.00	0.00	7,359.16	11.64%	55,840.84	477.18
Total PUBLIC WORKS DEPT.	2,038,239.00	0.00	847,142.13	41.56%	1,191,096.87	494,254.50
DEBT SERVICE EXPENDITURES						
PUBLIC SAFETY FACILITY BON	47,000.00	0.00	47,000.00	100.00%	0.00	47,000.00
DEBT INTEREST	49,037.00	0.00	24,700.84	50.37%	24,336.16	24,700.84
Total DEBT SERVICE EXPENDITURES	96,037.00	0.00	71,700.84	74.66%	24,336.16	71,700.84
APPROPRIATION EXPENDITURES						
NORWICH PUBLIC LIBRARY	275,000.00	0.00	137,500.00	50.00%	137,500.00	137,500.00
NORWICH LIONS CLUB	3,000.00	0.00	3,000.00	100.00%	0.00	0.00
NORWICH AMERICAN LEGION	1,500.00	0.00	0.00	0.00%	1,500.00	0.00
NORWICH HISTORICAL SOC.	8,000.00	0.00	0.00	0.00%	8,000.00	0.00
NORWICH CEMETERY ASSOCATN	15,000.00	0.00	0.00	0.00%	15,000.00	0.00
CHILD CARE CTR IN NORWICH	4,348.00	0.00	0.00	0.00%	4,348.00	0.00
VSTNG NRS/HSP APPR	15,600.00	0.00	7,800.00	50.00%	7,800.00	0.00
THE FAMILY PLACE	6,000.00	0.00	0.00	0.00%	6,000.00	0.00
ADVANCE TRANSIT	13,120.00	0.00	0.00	0.00%	13,120.00	0.00
HEADREST	2,500.00	0.00	0.00	0.00%	2,500.00	0.00
WINDSOR COUNTY PARTNERS	1,000.00	0.00	0.00	0.00%	1,000.00	0.00
WISE	2,500.00	0.00	0.00	0.00%	2,500.00	0.00
SEVCA	3,750.00	0.00	0.00	0.00%	3,750.00	0.00
YOUTH-IN-ACTION	3,000.00	0.00	0.00	0.00%	3,000.00	0.00
WHT RIVR COUN ON AGING	5,300.00	0.00	0.00	0.00%	5,300.00	0.00
PUBLIC HEALTH COUNC UV	337.00	0.00	0.00	0.00%	337.00	0.00
U.V. TRAILS ALLIANCE	2,000.00	0.00	2,007.00	100.35%	-7.00	1,085.00
GOOD BEGINNINGS	3,000.00	0.00	1,755.00	58.50%	1,245.00	1,755.00
GREEN MTN ECO DEV CORP	1,693.00	0.00	0.00	0.00%	1,693.00	0.00
Total APPROPRIATION EXPENDITURES	366,648.00	0.00	152,062.00	41.47%	214,586.00	140,340.00
TAX EXPENDITURES						
TAX ABATEMENT/ADJUSTMENT	5,000.00	0.00	1,568.96	31.38%	3,431.04	1,565.33
Total TAX EXPENDITURES	5,000.00	0.00	1,568.96	31.38%	3,431.04	1,565.33
INSURANCE						
UNEMP INS RATE ASSMT	5,300.00	0.00	138.00	2.60%	5,162.00	0.00
PROP & CAS INSURANCE	86,000.00	0.00	41,564.50	48.33%	44,435.50	246.00
WORKER'S COMP INS	132,000.00	0.00	75,381.00	57.11%	56,619.00	0.00
Total INSURANCE	223,300.00	0.00	117,083.50	52.43%	106,216.50	246.00

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 4 Oct
Total General	4,869,033.00	0.00	1,832,493.38	37.64%	3,036,539.62	883,177.74
Total All Funds	4,869,033.00	0.00	1,832,493.38	37.64%	3,036,539.62	883,177.74