

Agenda for the Selectboard Meeting Wednesday, November 28, 2018 6:30 PM

1. Approval of Agenda (Action)
2. Public Comment (Discussion)
3. FYE 2020 Budget (Discussion/Action)
 - a. Department Heads – General Summaries & Available to Answer Board Questions
 - b. Board Discussion, including Budget Schedule
4. Recreation Director Position (Discussion/Action)
5. Joann Erenhouse, Executive Director, Senior Solutions - Council on Aging for Southwestern Vermont (Discussion)
6. Consent Agenda (Action)
 - a. Correspondence
 - i. Leah Romano
 - ii. David Bartlett
 - iii. Roger Arnold
 - iv. Windsor County – Preliminary Budget Hearing
 - v. Sharon Racusin
 - vi. Elisabeth Bilar
 - b. Minutes – 11/7/2018 & 11/14/2018
 - c. Warrants/Payables
7. Update on Meeting with Two Rivers Ottauquechee Regional Commission (John Langhus/Mary Layton) (Discussion/Action)
8. Town Manager Salary – Authorize Retroactive Step & CPI Adjustment - possible executive session (Discussion/Action)
9. Town Manager Report (Discussion)
10. Future Meeting Agenda Items
11. End of Meeting Discussion
12. Adjournment

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
FY19 Proposed Expenditure Budget**

	FY17 Final Budget	FY 17 Actual	FY18 Final Budget	FY 18 Actual	FY19 Final Budget	Proposed FY 20 Budget	FY20/FY19 % Change	Line Item Notes
TOWN ADMINISTRATION								
SELECTBOARD STIPEND	\$ 2,500	\$ 1,833	\$ 2,500	\$ 1,500	2,500	2,500	0.00%	Stipend equal to \$500/member for the elected Selectboard.
TOWN MANAGER WAGE	108,977	84,404	90,579	78,555	90,017	89,076	-1.05%	Town Manager's salary. Does not include benefits, withholding, or other forms of compensation
TREASURER STIPEND	1,693	1,693	1,693	1,693	1,750	1,750	0.00%	Stipend for the elected position of Town Treasurer.
ADMIN ASSIST WAGE	49,130	50,985	48,900	48,917	50,038	52,456	4.83%	Assistant to the Town Manager's wage (hourly-based). Does not include benefits, withholding, or other forms of compensation.
ADMIN ASSIST OT	-	1,308	1,500	90	1,500	500	-66.67%	Funds allocated for any OT incurred by the Assistant to the Town Manager. The amount is a "placeholder" amount since, presently, the Assist to TM generally opts for comp time instead of OT.
FICA TAX	11,127	8,376	9,001	7,548	9,040	9,069	0.33%	0.062 of wages - Mandatory federal withholding for Social Security - TM, Assist to TM, and stipends.
MEDI TAX	2,602	1,959	2,105	1,765	2,114	2,121	0.34%	0.0145 of wages - Mandatory federal withholding for Medicare - TM, Assist to TM, and stipends.
HEALTH INSUR	13,209	29,678	39,695	40,604	42,971	42,971	0.00%	Town's portion of health care benefits (premium amounts and eligible plan costs for HRA's and HSA's) - TM and Assist to TM, based on their plan selections.
DISABILITY/LIFE INSURANCE	1,680	1,682	1,712	1,625	1,712	1,721	0.53%	Premium coverage for disability/life insurance policy - TM and Assist to TM
DENTAL INSURANCE	419	480	840	420	480	432	-10.00%	Town's portion of dental care benefit premium - TM and Assist to TM
VT RETIREMENT	9,167	3,394	7,754	7,232	7,703	7,989	3.72%	Town's portion of employee pension plan (VMERS) for TM and Assist to TM. Both positions participate in "Plan B". Currently, employees contribute 5.000% of their gross pay to the plan, and the Town contributes the equivalent of 5.625% of the employee's gross pay to the plan. (Percentages based on VMERS, 7/3/2018.)
PROFESS SERVICES	35,000	19,355	35,000	38,722	30,000	57,607	92.02%	Funds allocated for professional services (\$30,000) throughout the fiscal year (e.g., legal services, consulting or other contractor services, as applicable and warranted). Generally, this line item covers multiple departments, especially those departments without a similar line item. Includes \$21,667 (1/3 of \$65,000 payback to VTtrans for terminating Church St. sidewalk). Also, includes \$5,940 for Story Kitchen - for DISCUSSION PURPOSES.
TELEPHONE	550	624	500	607	625	625	0.00%	Telephone related costs, including long distance charges, for the TM's office.
T MNGR CELL PHONE	650	675	600	676	720	650	-9.72%	Annual cost for the TM's cell phone.
T MNGR RELOCATION EXPENSE	-	-	5,000	-	5,000	-		\$-0- only if \$5,000 can be allocated to a "reserve" fund, since TM house isn't selling
POSTAGE	100	87	100	28	110	100	-9.09%	Postage costs attributed to the TM's office (and Selectboard, as warranted).
ADVERTISING	450	1,005	650	2,087	650	1,000	53.85%	Public notices, legal notices, job postings, and other costs of advertising - TM's office (and Selectboard, as warranted).
MILEAGE	100	190	100	387	200	350	75.00%	Mileage reimbursement (@ federal rate) - TM and Assist to TM.
OFFICE SUPPLIES	1,200	366	1,200	490	500	500	0.00%	Placemark amount allocated to cover office supplies for the TM's office.
OFFICE EQUIP	500	159	500	309	500	500	0.00%	Placemark amount allocated to cover office equipment for the TM's office.
DUES/MTS/EDUC	800	876	1,000	1,316	1,770	1,800	1.69%	Covers semi-annual VTCMA; VLCT Annual Meeting; other in state workshops typically sponsored by VLCT.
COMMITTEE	500	26	500	-	50	50	0.00%	Expenses of Selectboard Committees currently without a line item (i.e., Audit Committee and Finance Committee).
ENERGY COMMITTEE	1,540	1,096	1,500	350	1,500	1,500	0.00%	Budgeted amount available to the Energy Committee for their efforts and Selectboard charge.
ENERGY COMMITTEE GRANT	2,081	2,081	1,100	1,100	-	-		
EVCS GRANT	10,227	10,227	-	-	-	-		
NEGRASS GRANT	-	-	1,001	1,001	-	-		
VLCT MEMBERSHIP	4,705	4,705	4,872	4,872	4,977	-	-100.00%	Annual membership dues to the VT League of Cities & Towns.
TOWN REPORT	6,000	7,002	6,000	6,351	7,500	7,500	0.00%	Estimated Town's portion to produce the annual Town Report. School covers its proportionate share.
DES FUND-FACILITIES STUDY	17,000	17,000	-	-	-	-		No longer a funded line item.
DES FUND-CITIZEN ASSISTANCE	1,000	1,000	1,000	1,000	1,000	1,000	0.00%	Expenses authorized by the Town Service Officer for Norwich residents in need.
MISCELLANEOUS	750	524	750	891	-	500		Historically, helps defray cost of staff holiday lunch and summer picnic.
TOTAL	\$ 283,657	\$ 252,790	\$ 267,652	\$ 250,136	\$ 264,927	284,268	7.30%	
BOARD OF CIVIL AUTHORITY/ABATEMENT								
JUSTICES WAGE	\$ 600	\$ 350	\$ 475		\$ 450	\$ 450	0.00%	"Wage" for Justices physically working as part of an appeal/grievance
FICA TAX	-	17	-		-	-		0.062 of wages - mandatory federal withholding for Social Security (depending on how wage is paid)
MEDI TAX	-	4	-		-	-		0.0145 of wages - mandatory federal withholding for Medicare (depending on how wage is paid)
OFFICE SUPPLIES	-	36	-	20	-	25		Placemark amount allocated to cover office supplies for any Justice's work
DUES/MTS/EDUC	300	240	300		300	\$ 300	0.00%	Placemark amount allocated for the Justices
POSTAGE	225	41	250	192	150	150	0.00%	Postage costs attributed to the BCA/A, as needed

**Town of Norwich
FY19 Proposed Expenditure Budget**

	FY17 Final Budget	FY 17 Actual	FY18 Final Budget	FY 18 Actual	FY19 Final Budget	Proposed FY 20 Budget	FY20/FY19 % Change	Line Item Notes
TOTAL	\$ 1,125	\$ 688	\$ 1,025	\$ 212	\$ 900	925	2.78%	
STATUTORY MEETINGS								
POLLWORKERS WAGE	\$ 325	\$ 779	\$ 300		\$ 500	\$ 400	-20.00%	"Wage" allocated for Pollworkers during elections
FICA TAX	-	33	-		-	-		Mandatory federal withholding for Social Security (depending on how wage is paid)
MEDI TAX	-	8	-		-	-		Mandatory federal withholding for Medicare (depending on how wage is paid)
POSTAGE	200	386	150	18	250	125	-50.00%	Mailing of Absentee Ballots
ADVERTISING	150	132	170		175	180	2.86%	Election notice costs to advertise
PRINTING	1,850	1,656	1,900	1,852	2,100	2,000	-4.76%	Town Meeting Ballots
OFFICE SUPPLIES	125	115	120	7	120	120	0.00%	Placemaker amount allocated to cover office supplies for elections
VOTING MACH EXPENSE	65	-	65		65	70	7.69%	Battery for the machine, ribbons and machine tape
VOTING MACH MAINT AGRMT	300	-	350		350	350	0.00%	Service and use contract for voting machines
VTG MCHN PROGRAMG	4,200	2,381	1,600	1,286	2,500	2,500	0.00%	Programming for Town Meeting
TOTAL	\$ 7,215	\$ 5,489	\$ 4,655	\$ 3,163	\$ 6,060	5,745	-5.20%	
TOWN CLERK								
TOWN CLERK WAGE	\$ 61,687	\$ 61,775	\$ 63,459	\$ 63,510	\$ 65,430	\$ 68,068	4.03%	Town Clerk's salary. Does not include benefits, withholding, or other forms of compensation
ASST CLK WAGE	40,353	39,747	41,517	41,397	42,817	43,646	1.94%	Assistant Town Clerk's wage (hourly-based). Does not include benefits, withholding, or other forms of compensation.
FICA TAX	6,251	5,978	6,509	6,122	6,711	6,926	3.20%	0.062 of wages - Mandatory federal withholding for Social Security - Clerk & Assist.
MEDI TAX	1,462	1,398	1,522	1,432	1,570	1,620	3.20%	0.0145 of wages - Mandatory federal withholding for Medicare - Clerk & Assist.
HEALTH INS	26,931	27,005	28,287	28,026	29,552	29,998	1.51%	Town's portion of health care benefits (premium amounts and eligible plan costs for HRA's and HSA's) - Clerk & Assist., based on their plan selections.
DISABILITY/LIFE INS	1,300	1,371	1,403	1,371	1,403	1,412	0.64%	Premium coverage for disability/life insurance policy - Clerk & Assist.
DENTAL INSURANCE	840	822	840	839	840	864	2.86%	Town's portion of dental care benefit premium - Clerk & Assist.
VT RETIREMENT	5,545	5,573	5,774	6,005	5,954	6,284	5.55%	Town's portion of employee pension plan (VMERS) for Clerk & Assist. Both positions participate in "Plan B". Currently, employees contribute 5.000% of their gross pay to the plan, and the Town contributes the equivalent of 5.625% of the employee's gross pay to the plan. (Percentages based on VMERS, 7/3/2018.)
DOG/CAT LICENSE	450	261	400	204	300	300	0.00%	Dog tags and related license paper
VITAL STATISTICS	40	5	30	5	25	25	0.00%	Certified paper
ADVERTISING				142		150		Valley News notice(s)
TELEPHONE	515	466	515	490	515	515	0.00%	Telephone related costs, including long distance charges, for the Clerk's Office.
OFFICE SUPPLIES	2,000	843	2,000	1,122	1,500	1,500	0.00%	Pens, pencils, general office supplies, etc.
OFFICE EQUIPMENT	150	0	150	60	1,928	175	-90.92%	Office equipment, mainly to replace existing
SOFTWARE	3,265	3,118	3,000	3,275	3,120	3,120	0.00%	NEMRC and COTTS software maintenance agreements and periodic update costs
DUES/MTGS/EDUC	200	100	150	55	150	150	0.00%	Training related costs for the Clerk & Assist.
DES FUND-RECORD RESTORATION	9,000	9,000	9,000	9,000	9,000	9,000	0.00%	Record restoration, on-going and based on previous presentation to the Selectboard.
TOTAL	\$ 159,989	\$ 157,463	\$ 164,556	\$ 163,053	\$ 170,814	173,753	1.72%	
FINANCE DEPARTMENT								
FINANCE OFFICER WAGE	\$ 66,235	\$ 66,323	\$ 68,128	\$ 67,364	\$ 69,018	71,651	3.81%	Finance Director's salary. Does not include benefits, withholding, or other forms of compensation
FINANCE ASSISTANT WAGE	27,921	27,960	28,534	20,883	29,620	28,259	-4.59%	Finance Assistant's wage, hourly, @25 hours per week
FICA TAX	5,838	5,653	5,993	5,377	6,116	6,194	1.29%	0.062 of Wages - mandatory federal withholding for Social Security
MEDI TAX	1,365	1,322	1,402	1,258	1,430	1,449	1.29%	0.0145 of Wages - mandatory federal withholding for Medicare
HEALTH INS	8,127	8,284	8,554	4,216	9,137	-	-100.00%	Town's portion of health care benefits (premium amounts and eligible plan costs for HRA's and HSA's) - Finance Dir and Finance Assist, based on their plan selections.
DISABILITY/LIFE INS	1,183	1,173	1,190	956	1,190	1,170	-1.68%	Premium coverage for disability/life insurance policy - Finance Dir & Finance Assist
DENTAL INSURANCE	681	665	683	618	683	432	-36.75%	Town's portion of dental care benefit premium - Finance Dir & Finance Assist
VT RETIREMENT	5,074	5,055	5,209	5,051	5,314	5,620	5.76%	Town's portion of employee pension plan (VMERS) for Finance Dir & Finance Assist. Both positions participate in "Plan B". Currently, employees contribute 5.000% of their gross pay to the plan, and the Town contributes the equivalent of 5.625% of the employee's gross pay to the plan. (Percentages based on VMERS, 7/3/2018.)
TELEPHONE	500	443	500	489	500	500	0.00%	Telephone related costs, including long distance charges, for the Finance Office.
ADVERTISING	175	174	175	220	175	220	25.71%	Valley News Tax Payment ad twice a year for two days, back page of first section
PRINTING	75	74	75	61	75	75	0.00%	Reminder Post Cards sent in January
OFFICE SUPPLIES	1,500	1,154	1,500	1,164	1,500	1,500	0.00%	Envelopes, checks, deposit books,
OFFICE EQUIPMENT	250	130	250	135	250	250	0.00%	Person desk printers, calculators
SOFTWARE	790	826	790	851	850	850	0.00%	NEMRC Support
DUES/MTGS/EDUC	250	25	150	25	250	250	0.00%	Dues, training

**Town of Norwich
FY19 Proposed Expenditure Budget**

	FY17 Final Budget	FY 17 Actual	FY18 Final Budget	FY 18 Actual	FY19 Final Budget	Proposed FY 20 Budget	FY20/FY19 % Change	Line Item Notes
INDEPENDENT AUDIT	9,600	9,600	9,600	9,600	9,600	10,815	12.66%	Annual Audit
BANK CHARGE	600	10	600	30	100	-	-100.00%	No Fees with Mascoma Bank
TOTAL	\$ 130,164	\$ 128,872	\$ 133,333	\$ 118,297	\$ 135,808	129,235	-4.84%	
GENERAL ADMINISTRATION								
TELEPHONE	\$ 900	\$ 777	\$ 900	\$ 774	\$ 900	\$ 800	-11.11%	Expense covering the fax line and the emergency phone line in the Tracy Hall elevator.
POSTAGE METER RENTAL	685	685	700	685	700	700	0.00%	Covers quarterly postage meter rental.
POSTAGE	2,700	2,161	3,000	2,812	3,000	3,000	0.00%	Anticipated postage cost covering Tracy Hall offices, not listed elsewhere in the budget.
OFFICE SUPPLIES	1,250	762	1,000	827	1,000	1,000	0.00%	Copier paper.
PHOTOCOPIER	1,256	2,132	1,500	3,000	2,000	2,500	25.00%	Fees per page copied @ \$0.0504 for color and @ \$0.0074 for black/white.
COMPUTER SOFTWARE	0	0	900	-	-	-	-	
COMPUTER EQUIPMENT	900	0	-	-	-	-	-	No longer funded as a line item; a Designated Fund was established several years ago.
WEB SITE SUPPORT	900	240	900	240	900	500	-44.44%	Annual fee and web development.
SERVER MAINTENANCE	4,400	8,268	5,000	7,451	5,000	7,000	40.00%	IT services (Tad Richardson).
DESIGNATED FUND EQUIPMENT	5,500	5,500	5,500	5,500	5,500	3,500	-36.36%	Designated Fund for replacement of copiers, computers, printers at Tracy Hall.
TOTAL	\$ 18,491	\$ 20,524	\$ 19,400	\$ 21,289	\$ 19,000	\$ 19,000	0.00%	
ASSESSOR DEPARTMENT								
LISTER WAGE	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%	Stipend for Listers (3 @\$1,500 each)
ASSESSING CLERK WAGE	16,753	16,776	17,120	14,083	17,772	16,955	-4.60%	Current hourly rate x 15 hours/wk x 52 weeks
FICA TAX	1,318	1,218	1,340	1,104	1,381	1,330	-3.67%	0.062 of Wages - mandatory federal withholding for Social Security - Clerk & stipends, as applicable
MEDI TAX	308	285	313	258	323	311	-3.67%	0.0145 of Wages - mandatory federal withholding for Medicare - Clerk & stipends, as applicable
HEALTH INS	4,876	4,970	5,132	2,530	5,482	-	-	At this time, Admin Clerk doesn't use Town's health insurance
DISABILITY/LIFE INS	230	235	230	139	230	230	0.00%	Premium coverage for disability/life insurance policy - Admin Clerk
DENTAL INSURANCE	158	157	158	11	158	-	-	At this time, Admin Clerk doesn't use Town's dental insurance
VT RETIREMENT	859	855	877	723	911	954	4.71%	Gross wages x VMERS rate
PROFESSIONAL ASSESSOR SERVICES	74,000	72,300	69,000	44,200	42,000	45,000	7.14%	Planning for additional services needed for software change
REAPPRAISAL RESERVE FUND	-	-	-	-	6,400	11,500	79.69%	Adding funds to reappraisal fund for potential TW reappraisal
SOFTWARE MAINT/UPDATE	6,500	5,713	6,500	6,082	6,000	6,100	1.67%	AssessPro and NEMRC software maintenance agreements and periodic update costs
TELEPHONE	600	442	600	502	500	530	6.00%	Telephone related costs, including long distance charges, for the Listers' Office.
POSTAGE	750	547	750	451	600	600	0.00%	Postage costs attributed to the Listers' Office.
REAPPRAISAL POSTAGE	-	-	-	-	2,900	-	-	Not needed in FY 2020
ADVERTISING	150	39	150	230	150	150	0.00%	Placemaker amount for notices (Valley News)
PRINTING	150	-	150	21	150	150	0.00%	Placemaker amount for any printing
MILEAGE REIMB	50	-	50	123	200	280	40.00%	Training miles/Lister inspection miles-grievances
OFFICE SUPPLIES	250	73	250	161	150	150	0.00%	Placemaker amount for office supplies
OFFICE EQUIPMENT	250	-	250	130	250	250	0.00%	Placemaker amount for office equipment
DUES/MTGS/EDUC	500	103	500	59	300	300	0.00%	Training related costs for Listers and Admin Clerk
TOTAL	\$ 112,201	\$ 108,214	\$ 107,871	\$ 75,309	\$ 90,357	\$ 89,290	-1.18%	
PLANNING/DRB DEPARTMENT								
PLAN ADMIN WAGE	\$ 65,633	\$ 65,563	\$ 67,507	\$ 69,076	69,614	70,787	1.69%	Planning & Zoning Director's salary. Does not include benefits, withholding, or other forms of compensation.
OFFICE ASST. WAGE	22,460	22,083	23,084	25,148	23,919	24,301	1.60%	Planning Assistant's wage, hourly, @20 hours per week.
FICA TAX	5,462	5,220	5,617	5,655	5,799	5,895	1.66%	0.062 of Wages - mandatory federal withholding for Social Security
MEDI TAX	1,277	1,221	1,314	1,323	1,356	1,379	1.66%	0.0145 of Wages - mandatory federal withholding for Medicare
HEALTH INS	13,681	13,547	13,917	11,700	14,961	14,924	-0.25%	Town's portion of health care benefits (premium amounts and eligible plan costs for HRA's and HSA's) - P/Z Dir.
DISABILITY/LIFE INS	714	752	751	751	751	878	16.91%	Premium coverage for disability/life insurance policy - P/Z Dir and Plan. Assist.
DENTAL INSURANCE	420	411	420	481	420	432	2.86%	Town's portion of dental care benefit premium - P/Z Dir.
VT RETIREMENT	3,610	3,590	3,713	4,000	3,829	3,982	4.00%	Town's portion of employee pension plan (VMERS) for P/Z Dir. Position participates in "Plan B". Currently, employee contributes 5.000% of their gross pay to the plan, and the Town contributes the equivalent of 5.625% of the employee's gross pay to the plan. (Percentages based on VMERS, 7/3/2018.)
TOWN PLAN	-	-	-	1,020	-	1,000	-	Consultant time, participation activities. Assumes modest, limited amendments
PLANNING SERVICES	3,000	3,285	3,000	3,448	3,000	3,500	16.67%	Consultant time and material for planning activities
MAPPING	2,200	3,369	2,000	400	1,500	3,000	100.00%	Increased mapping associated with Zoning Amndments. Possible Town Plan amendments
HISTORIC PRESERVATION COMMISSION	1,500	506	1,500	656	1,000	1,000	0.00%	Stipend allocation for Commission members
HISTORIC PRES CLG GRANT	2,850	2,850	17,190	17,190	-	-	-	Professional services covering the cost of preparing CLG grant applications (?)
TELEPHONE	400	471	450	486	450	450	0.00%	Telephone related costs, including long distance charges, for the Planning/Zoning Office

**Town of Norwich
FY19 Proposed Expenditure Budget**

	FY17 Final Budget	FY 17 Actual	FY18 Final Budget	FY 18 Actual	FY19 Final Budget	Proposed FY 20 Budget	FY20/FY19 % Change	Line Item Notes
POSTAGE	350	427	300	330	300	350	16.67%	Postage attributed to P/Z and any applicable PC/DRB.
ADVERTISING	500	633	400	396	500	600	20.00%	Notices (Valley News); assumes Town Plan amendment warning and possible zoning
PRINTING	150		150	159	150	150	0.00%	Placemaker amount for department related printing costs.
MILEAGE REIMB	450	340	550	407	500	500	0.00%	Reimbursement for site visits, training, etc.
OFFICE SUPPLIES	800	497	550	158	550	350	-36.36%	Just slightly more than the average of the past 2 actuals
OFFICE EQUIPMENT	250	158	250	-	250	250	0.00%	Placemaker amount for office equipment. (Note: the equipment designated fund is anticipated to help with workstation replacement and computer storage.)
DUES/MTGS/EDUC	750	420	750	419	750	2,000	166.67%	Training for GIS upgrade. Historic Preservation Workshop attendance etc
TWO RIVER PLANNING COMM.	4,677	4,677	4,814	4,814	4,950	5,099	3.00%	Membership dues for Two Rivers - Ottauquechee Regional Commission, estimated 3%
U.V. TRANSPORTATION MGMT	1,063	1,063	1,063	1,063	1,063	1,063	0.00%	Assume no change, no info available
TOTAL	\$ 132,197	\$ 131,084	\$ 149,289	\$ 149,082	135,612	141,890	4.63%	
RECREATION DEPARTMENT								
RECREATION ADMINISTRATION								
RECREATION DIR WAGE	\$ 66,788	\$ 65,912	\$ 68,698	\$ 69,675	\$ 70,843	\$ 73,127	3.22%	Rec Director's salary. Does not include benefits, withholding, or other forms of compensation.
FICA TAX	4,141	4,146	4,259	4,260	4,392	4,534	3.22%	0.062 of Wages - mandatory federal withholding for Social Security
MEDI TAX	968	970	996	996	1,027	1,060	3.22%	0.0145 of Wages - mandatory federal withholding for Medicare
HEALTH INS	7,747	7,766	8,058	8,106	8,414	8,550	1.62%	Town's portion of health care benefits (premium amounts and eligible plan costs for HRA's and HSA's) - Rec Dir.
DISABILITY/LIFE INSUR	805	862	862	862	862	862	0.00%	Premium coverage for disability/life insurance policy - Rec Dir.
DENTAL INSURANCE	419	411	420	420	420	432	2.86%	Town's portion of dental care benefit premium - Rec Dir.
VT RETIREMENT	3,673	3,660	3,778	3,920	3,896	4,113	5.57%	Town's portion of employee pension plan (VMERS) for Rec Dir. Position participates in "Plan B". Currently, employee contributes 5.000% of their gross pay to the plan, and the Town contributes the equivalent of 5.625% of the employee's gross pay to the plan. (Percentages based on VMERS, 7/3/2018.)
TELEPHONE	550	471	550	531	520	550	5.77%	Telephone related costs, including long distance charges, for the Recreation Office
POSTAGE	150	114	150	196	130	200	53.85%	Postage attributed to Recreation.
ADVERTISING	50	32	50	-	50	50	0.00%	Based on actual
PRINTING	100	-	100	-	-	50		Placemaker amount for department related printing costs.
DUES/MTGS/EDUC	850	154	850	744	850	850	0.00%	Training and association meetings.
OFFICE EQUIPMENT	100	-	100	-	-	100		Placemaker amount for office equipment
MILEAGE REIMBURSEMENT	450	273	450	79	400	400	0.00%	Reimbursement for trainings, association meetings, etc.
OFFICE SUPPLIES	250	144	250	184	225	225	0.00%	Placemaker amount for supplies attributed to Recreation
TOTAL ADMINISTRATION	\$ 87,041	\$ 84,916	\$ 89,571	\$ 89,972	\$ 92,030	\$ 95,104	3.34%	
RECREATION PROGRAMS								
INSTRUCTOR FEE	\$ 80,000	\$ 82,689	\$ 88,000	\$ 62,470	\$ 86,000	\$ 85,000	-1.16%	"Wages" for various instructors for Recreation programs
COACHING MATERIALS	400	388	400	429	400	450	12.50%	Based on actual; supplies to help coaches carrying out their respective sport/team activities
TEE SHIRT/HAT	4,500	3,517	4,500	636	4,500	4,000	-11.11%	Tee shirts & hats for youth baseball. Amount is reduced based on actual but held back to keep overall budget down in FYE 18 & had decent inventory. Need to replenish stock. Cost offset from T-shirt sales included in Program Revenue.
EQUIPMENT	3,800	3,790	4,500	3,799	4,500	4,250	-5.56%	
SUMMER PROG WAGE	14,000	11,820	14,000	11,003	14,000	13,000	-7.14%	Wages for Summer Program staff.
REFEREE/UMPIRE	2,200	3,561	4,000	3,592	4,000	4,000	0.00%	Based on actual & anticipated higher umpiring fees
ENTRY FEE	1,120	1,130	1,000	1,235	1,200	1,300	8.33%	Based on actual
REGISTRATION & CREDIT CARD FEES	7,200	7,452	8,500	6,517	8,500	8,000	-5.88%	
M.CROSS SCHOOL RENTAL FEE	13,500	13,230	13,500	13,230	13,500	13,500	0.00%	Facility rental fee for programs/activities held at Marion Cross School
SPECIAL EVENTS /SUPPLIES	1,000	974	1,000	1,078	1,000	1,100	10.00%	Based on actual
FICA	868	721	868	605	868	806	-7.14%	0.062 of Wages - mandatory federal withholding for Social Security - Recreation Programs
MEDI	203	169	203	142	203	189	-7.14%	0.0145 of Wages - mandatory federal withholding for Medicare - Recreation Programs
UNIFORM	300	-	300	672	300	700	133.33%	
TOTAL RECREATION PROGRAMS	\$ 129,091	\$ 129,440	\$ 140,771	\$ 105,407	\$ 138,971	\$ 136,295	-1.93%	
RECREATION FACILITIES								
REC FIELD CARE	\$ 10,000	\$ 10,647	\$ 10,000	\$ 8,831	\$ 10,500	\$ 10,750	2.38%	All rec fields care, including Girard Field baseball infield maintenance and upkeep.
HUNTLEY LINE MARKING	3,200	3,052	4,300	3,500	4,300	4,000	-6.98%	Although actual was less we have taken on the initial lining for Lightning Soccer. This will however increase our Field rental revenue.
PORTABLE TOILET	650	311	650	308	400	350	-12.50%	Cost of portable toilets at Huntley Meadow
REPAIRS & MAINT	2,000	1,822	2,000	2,411	2,000	7,750	287.50%	Based on actual of \$ 2500 + \$5250 (\$6800 actual bid-attempt grant for remainder?) for direly needed new cedar shakes for roof of Huntley pavilion-picture provided.
WATER USAGE	350	385	400	397	400	400	0.00%	Water usage cost at Huntley Meadow payable to the Water District

**Town of Norwich
FY19 Proposed Expenditure Budget**

	FY17 Final Budget	FY 17 Actual	FY18 Final Budget	FY 18 Actual	FY19 Final Budget	Proposed FY 20 Budget	FY20/FY19 % Change	Line Item Notes
WOMEN'S CLUB GRANT	2,033	2,033	300	300	-	-	-	Anticipated Women's Club Grant request for \$ 2500. (?)
SITE WORK	250	-	250	-	250	-	-100.00%	(Refer to Rec Field Care above.)
DESIGNATED FUND-T COURTS	4,500	4,500	4,500	4,500	4,500	4,500	0.00%	Annual amount estimated for proper care of the tennis courts at Huntley Meadow
TOTAL RECREATION FACILITIES	\$ 22,983	\$ 22,750	\$ 22,400	\$ 20,246	\$ 22,350	\$ 27,750	24.16%	
TOTAL	\$ 239,115	\$ 237,106	\$ 252,742	\$ 215,625	\$ 253,351	\$ 259,148	2.29%	
PUBLIC SAFETY FACILITY								
WATER USAGE	900	1,050	1,178	689	1,150	1,000	-13.04%	Combined water usage - Police/Fire facility
ELECTRICITY	5,050	4,614	5,050	5,981	4,850	6,250	28.87%	Combined electricity - Police/Fire facility (increased due to heat pumps and larger facility)
HEATING	7,250	2,918	7,250	2,014	3,950	2,500	-36.71%	Combined heating - Police/Fire facility (decreased due to less use of fuel oil)
ADMIN TELEPHONE & INTERNET	6,475	5,160	6,510	6,499	5,800	5,800	0.00%	Combined admin telephone & internet - Police/Fire facility
ALARM MONITORING	270	436	270	688	270	210	-22.22%	Combined alarm monitoring - Police/Fire facility
SUPPLIES	750	289	750	1,951	550	1,000	81.82%	Combined cost of supplies - Police/Fire facility
REPAIRS & MAINTENANCE	4,000	1,305	2,500	6,626	1,750	1,500	-14.29%	Combined cost of repairs & maintenance - Police/Fire Facility, not inc. Apparatus Bay
CLEANING	-	-	-	-	-	9,360	#DIV/0!	Cleaning Public Safety Facility (not including Apparatus Bay), @\$180/week
DESIGNATED FUND - POLICE/FIRE STATION	7,500	7,500	-	-	3500	3500	0.00%	Does not include Apparatus Bay needs
TOTAL PUBLIC SAFETY FACILITY	32,195	23,272	23,508	24,448	21,820	31,120	42.62%	
POLICE STATION								
UTILITIES								
WATER USAGE	\$ 200	\$ 284	\$ 300	\$ 413	\$ -	\$ -		
ELECTRICITY	3,250	3,047	3,250	1,540	-	-		
HEATING	2,250	1,307	2,250	364	-	-		
ADMIN TELEPHONE	4,500	3,332	4,500	3,993	-	-		
TOTAL	\$ 10,200	\$ 7,971	\$ 10,300	\$ 6,310	\$ -	\$ -		
DELETE THESE ROWS								
REPAIRS & MAINT								
ALARM MONITORING	\$ 210	\$ 378	\$ 210	\$ 596	\$ -	\$ -		
SUPPLIES	250	119	250	716	-	-		
REPAIRS & MAINT	1,500	669	1,500	2,501	-	-		
TOTAL	\$ 1,960	\$ 1,166	\$ 1,960	\$ 3,813	\$ -	\$ -		
DESIGNATED FUND-POLICE STATION	3,500	3,500	-	-	-	-		
TOTAL	\$ 15,660	\$ 12,637	\$ 12,260	\$ 10,123	\$ -	\$ -		
POLICE DEPARTMENT								
WAGES & BENEFITS								
POLICE CHIEF WAGE	\$ 84,052	\$ 84,174	\$ 86,460	\$ 85,393	\$ 89,159	\$ 90,928	1.98%	Police Chief's salary. Does not include benefits, withholding, or other forms of compensation.
POLICE OFFICER WAGE	159,600	156,669	157,250	127,327	157,250	162,962	3.63%	Police Officer wages (hourly) - 1 Sgt.; 2 Patrol Officers, adjusted by COLA and evaluations
ON-CALL WAGE	4,680	6,045	4,680	5,456	6,500	6,000	-7.69%	Hourly officers are on call during off hours. Per CBA, they receive a stipend of \$2.64/hr, adjusted based on the CBA.
OVERTIME OFFICER WAGE	20,000	17,299	22,500	22,163	21,000	22,000	4.76%	Over time pay for shift coverage, court, sick leave, vacation, etc.
ADMINISTRATIVE WAGE	43,850	43,769	44,844	44,880	46,256	48,116	4.02%	Administrative Secretary wage (hourly) per CBA, adjusted by COLA and evaluations
PARTTIME OFFICER WAGE	7,500	1,134	7,500	2,521	5,000	5,000	0.00%	Part-time officer wages (hourly). Fill for vacations, outside training, special details, etc.
CROSSING GUARD WAGE	12,500	14,330	15,000	15,284	15,000	15,200	1.33%	Two Crossing Guards, 2 hours/day/guard during school year, and special events (e.g., Halloween, Bike to School, and Christmas Pageant)
SPECIAL DUTY WAGE	-	120	-	600	-	-	#DIV/0!	Wages (hourly) for any special duty coverage
GOVERNOR'S HIGHWAY SAFETY GRANT WAGE	-	2,718	-	982	-	-	#DIV/0!	Wages (hourly) for any special duty coverage for Governor's Highway Safety Grant
FICA TAX	20,339	19,700	20,971	18,333	21,090	21,713	2.95%	0.062 of Wages - mandatory federal withholding for Social Security - NPD salaried/hourly
MEDI TAX	4,757	4,607	4,904	4,288	4,932	5,078	2.95%	0.0145 of Wages - mandatory federal withholding for Medicare - NPD salaried/hourly
HEALTH INS	80,762	71,172	82,660	51,803	81,014	68,437	-15.52%	Town's portion of health care benefits (premium amounts and eligible plan costs for HRA's and HSA's) - Eligible employees inc. Chief, Sgt, 2 Officers, Admin. Sec.
DISABILITY/LIFE INS	3,500	3,723	3,750	3,020	3,750	3,708	-1.12%	Premium coverage for disability/life insurance policy
DELTA DENTAL	1,677	1,645	1,680	1,818	1,680	2,160	28.57%	Town's portion of dental care benefit premium

**Town of Norwich
FY19 Proposed Expenditure Budget**

	FY17 Final Budget	FY 17 Actual	FY18 Final Budget	FY 18 Actual	FY19 Final Budget	Proposed FY 20 Budget	FY20/FY19 % Change	Line Item Notes
VT RETIREMENT	21,133	21,535	22,106	20,756	22,402	23,496	4.88%	Town's portion of employee pension plan (VMERS). Eligible employees participate in "Plan B". Currently, employees contribute 5.000% of their gross pay to the plan, and the Town contributes the equivalent of 5.625% of the employee's gross pay to the plan. (Percentages based on VMERS, 7/3/2018.)
TOTAL	\$ 464,350	\$ 448,638	\$ 474,305	\$ 404,622	\$ 475,034	\$ 474,798	-0.05%	
COMMUNITY POLICING								
ANIMAL CONT/LEASH LAW	\$ 1,500	\$ 550	\$ 1,000	\$ 1,127	\$ 800	\$ 800	0.00%	Contract with River Road Vet for pound services. Also, costs dealing with stray dogs/cats
COMMUNITY RELATNS	1,000	642	1,200	345	1,200	1,200	0.00%	Programs with/for the community (e.g., glow sticks, traffic calming devices, etc.)
SPEED SIGNS	1,500	1,268	1,500	819	1,500	1,500	0.00%	Cost of GMP reading the meters and speed sign electrical usage
NORWICH CADET PROGRAM	-	-	-	-	-	500	#DIV/0!	Placemaker amount to help defray costs to operate the Cadet program
TOTAL	\$ 4,000	\$ 2,461	\$ 3,700	\$ 2,291	\$ 3,500	\$ 4,000	14.29%	
EQUIPMENT & MAINTENANCE								
RADIO MAINTENANCE	\$ 800	\$ 1,305	\$ 800	\$ 946	\$ 800	\$ 800	0.00%	Maintenance of cruiser radios and portables
PETROLEUM PRODUCTS	8,500	7,793	8,500	7,387	8,500	8,000	-5.88%	Fuel and Oil for the operation of four cruisers
CRUISER VIDEO EQUIP	300	395	500	-	500	500	0.00%	Maintenance of In-Car Camera system and replacement as needed
CRUISER MAINT	6,500	7,649	6,500	8,131	7,500	7,500	0.00%	Regular maintenance, oil changes, inspection, brakes muffler maintenance completed by DPW, other then regular maintenance taken to Gateway
CRUISER SUPPLIES	700	28	700	552	500	500	0.00%	Replacement of various cruiser supplies (e.g., first aid kits)
TOTAL	\$ 16,800	\$ 17,170	\$ 17,000	\$ 17,016	\$ 17,800	\$ 17,300	-2.81%	
FY 2017 OP/DUI EQUIPMENT GRANT			\$ 5,693	\$ 5,693				
SUPPORT								
ADMINISTRATION	\$ 4,300	\$ 2,157	\$ 4,300	\$ 7,483	\$ 3,800	\$ 4,300	13.16%	Office Supplies
TRAINING	2,500	2,193	2,500	1,540	2,500	2,500	0.00%	Required 30 hrs minimum training per officer per year
TRAINING SUPPLIES	500	411	500	-	500	500	0.00%	Ammunition and firearms qualification supplies
VIBRS	1,200	2,934	1,500	3,627	3,500	3,500	0.00%	Vermont Incident Based Reporting System
DISPATCH SERVICES	48,750	48,965	50,700	50,434	57,117	62,817	9.98%	\$ 61672.50 (\$56053.25 + 5619.25) Per memo of 6/27/2018
MILEAGE REIMB	100	85	100	408	100	200	100.00%	Occasionally officer use their POV for training
DUES/MTGS/EDUC	500	745	600	635	750	750	0.00%	IACP-net / VACOP / NEACOP/ VPA / Networking
UNIFORM	2,500	1,909	2,500	3,819	2,500	2,500	0.00%	Replacement of worn or broken uniforms and equipment
UNIFORMS CLEANING	1,500	1,067	1,500	634	1,500	1,500	0.00%	Dry Cleaning of Uniforms
TOTAL	\$ 61,850	\$ 60,468	\$ 64,200	\$ 68,580	\$ 72,267	\$ 78,567	8.72%	
DESIGNATED FUNDS								
DESIGNATED FUND-SPECIAL EQUIP	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	Used for extra equipment (e.g., copier replacement, body worn cameras, LPR's, etc.)
DESIGNATED FUND-POLICE STATION							#DIV/0!	DELETE THIS ROW
DESIGNATED FUND-CRUISER	10,000	10,000	10,000	10,000	10,000	10,000	0.00%	Replacement of cruisers as needed (See Replacement Schedule)
TOTAL	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	0.00%	
TOTAL POLICE STATION & POLICE DEPT. HISTORICAL ITEMS (I.E., INC PD-RELATED ITEMS NOW IN PUBLIC SAFETY BUILDING)	559,500	541,237	577,398	510,702	581,101	587,165	1.04%	
TOTAL POLICE STATION & POLICE DEPT. W/O PUBLIC SAFETY BUILDING ITEMS)	\$ 575,160	\$ 553,873	\$ 589,658	\$ 520,826	\$ 581,101	\$ 587,165	1.04%	DELETE THIS ROW
FIRE/FAST STATION								
UTILITIES								
WATER USAGE	\$ 700	\$ 766	\$ 878	\$ 276	\$ -	\$ -		
ELECTRICITY	1,800	1,567	1,800	4,441	-	-		
HEATING	5,000	1,611	5,000	1,650	-	-		
TELEPHONE & INTERNET	1,975	1,828	2,010	2,506	-	-		
ALARM MONITORING	60	58	60	92	-	-		
TOTAL	\$ 9,535	\$ 5,829	\$ 9,748	\$ 8,965	\$ -	\$ -		DELETE THESE ROWS
REPAIR & MAINTENANCE								
SUPPLIES	\$ 500	170	\$ 500	\$ 1,235	\$ -	\$ -		
REPAIR & MAINTENANCE	2,500	636	1,000	4,124	-	-		
DESIGNATED FUND-FIRE STATION	4,000	4,000	-	-	-	-		
TOTAL	\$ 7,000	\$ 4,806	\$ 1,500	\$ 5,359	\$ -	\$ -		

**Town of Norwich
FY19 Proposed Expenditure Budget**

	FY17 Final Budget	FY 17 Actual	FY18 Final Budget	FY 18 Actual	FY19 Final Budget	Proposed FY 20 Budget	FY20/FY19 % Change	Line Item Notes
TOTAL FIRE STATION	\$ 16,535	\$ 10,635	\$ 11,248	\$ 14,325	\$ -			
FIRE/FAST DEPT.								
FIRE WAGES								
FIRE CHIEF WAGES	\$ 63,381	\$ 64,722	\$ 65,052	\$ 63,015	\$ 67,151	\$ 62,230	-7.33%	Fire Chief's salary. Does not include benefits, withholding, or other forms of compensation. This is a 75% position (@30 hrs/wk). Note: Fire Chief receives response call pay at the Firefighter's standard wage, outside of the 30 hour regular work week, and not to exceed 65 response calls in any fiscal year.
FIRE OFFICER STIPEND	1,479	1,202	1,479	567	1,202	1,500	24.79%	Stipend for Chief appointed officers - 5 officers @\$500/officer
FIREFIGHTERS WAGE	27,500	31,372	28,560	35,355	34,000	34,000	0.00%	Total amount allocated for volunteer Firefighter call outs. Note: new active members have been added to the team and there is an improved number of responding members. This is a line item to monitor given the new/renewed membership
FF DRILLS/MTGS WAGE	4,000	2,240	3,500	2,920	3,000	3,000	0.00%	One paid drill each month; \$20 flat rate
FICA TAX	5,974	6,810	6,113	5,805	6,532	6,245	-4.39%	0.062 of Wages - mandatory federal withholding for Social Security
MEDI TAX	1,397	1,593	1,430	1,358	1,528	1,461	-4.39%	0.0145 of Wages - mandatory federal withholding for Medicare
HEALTH INSURANCE	938	-	938	-	938	15,966	1602.13%	Town's portion of health care benefits (premium amounts and eligible plan costs for HRA's and HSA's) - Fire Chief only
DISABILITY/LIFE INSURANCE	850	827	850	804	850	817	-3.88%	Premium coverage for disability/life insurance policy. Note: all firefighters are covered by an additional policy (via VLCT-PACIF - Firefighter Casualty Insurance) given the risk involved with their volunteerism
VT RETIREMENT	3,169	3,318	3,297	3,052	3,441	3,500	1.71%	Town's portion of employee pension plan (VMERS). Eligible employees (Fire Chief only) participate in "Plan B". Currently, employees contribute 5.000% of their gross pay to the plan, and the Town contributes the equivalent of 5.625% of the employee's gross pay to the plan. (Percentages based on VMERS, 7/3/2018.)
DENTAL INSURANCE	420	411	420	420	420	324	-22.86%	Town's portion of dental care benefit premium - Fire Chief
TOTAL	\$ 109,109	\$ 112,494	\$ 111,638	\$ 113,295	\$ 119,062	\$ 129,043	8.38%	
EMS WAGES								
EMS WAGE	\$ 5,000	\$ 4,173	\$ 5,000	\$ 5,973	\$ 6,000	\$ 6,000	0.00%	Total amount allocated for volunteer Fast Squad call outs. There are new members this year resulting in a average higher number of responders/incident. This is another line item to monitor due to improved response.
EMS DRILL WAGE	2,100	1,280	2,100	1,360	1,800	1,800	0.00%	One paid drill/monthly; \$20 flat rate
EMS FICA TAX	440	409	440	375	484	484	0.00%	0.062 of Wages - mandatory federal withholding for Social Security
EMS MEDI TAX	103	96	103	88	113	113	0.00%	0.0145 of Wages - mandatory federal withholding for Medicare
TOTAL	\$ 7,643	\$ 5,958	\$ 7,643	\$ 7,796	\$ 8,397	\$ 8,397	0.00%	
EDUCATION & TRAINING								
FIRE EDUC/TRAINING	\$ 1,500	\$ 718	\$ 1,500	\$ 216	\$ 1,500	\$ 1,000	-33.33%	Used for paid training opportunities with the VT Fire Academy, and other independent trainings
EMS EDUC/TRNG	1,000	775	1,000	850	1,200	1,400	16.67%	EMT class/course @\$700/person
FIRE DUES/MTGS/EDUC	1,200	859	1,200	538	1,200	750	-37.50%	Upper Valley Regional Emergency Services Assoc. Mutual Aid dues and active E911. This line item may increase (based on 11/13/18 meeting); VT State Firefighters' Assoc. death benefits; VT Career Fire Chiefs' Assoc.
TOTAL	\$ 3,700	\$ 2,352	\$ 3,700	\$ 1,604	\$ 3,900	\$ 3,150	-19.23%	
TOOLS & EQUIPMENT								
FIRE TOOLS & EQUIPMENT	\$ 5,000	\$ 2,596	\$ 5,000	\$ 2,943	\$ 4,500	\$ 4,000	-11.11%	For purchase, repair, and replacement of damaged equipment
EMS TOOLS/ EQUIP	1,500	847	1,250	3,932	1,000	1,900	90.00%	For replacement of EMS equipment and supplies
RADIO PURCH/REPAIR	750	394	750	1,910	700	1,000	42.86%	For purchase of radio equipment (e.g., pagers, portable and mobile radios). Most common expense is pager repair
TOTAL	\$ 7,250	\$ 3,837	\$ 7,000	\$ 8,785	\$ 6,200	\$ 6,900	11.29%	
MAINTENANCE								
FIRE TRK R & M	\$ 12,000	\$ 12,419	\$ 13,000	\$ 24,474	\$ 14,000	\$ 14,000	0.00%	Repair/maintenance of NFD fleet; purchase parts/labor
EQUIPMENT MAINTENANCE	2,000	1,518	2,000	1,386	2,000	2,000	0.00%	For any equipment that is not a fire engine; small engine repair
RADIO MAINTENANCE	900	688	500	1,451	500	500	0.00%	Used for repair of pagers, portable, and mobile radios. (? Should be only for invehicle radios, right ?)
SOFTWARE MAINTENANCE	800	774	800	99	800	400	-50.00%	For FD database IT support for firehouse record management software
COMPUTER MAINTENANCE	400	487	400	146	450	450	0.00%	For repair of FD computers, as necessary
VEHICLE FUEL	3,500	2,501	3,500	3,071	3,250	3,000	-7.69%	For NFD apparatus and Car #1
TOTAL	\$ 19,600	\$ 18,388	\$ 20,200	\$ 30,627	\$ 21,000	\$ 20,350	-3.10%	

**Town of Norwich
FY19 Proposed Expenditure Budget**

	FY17 Final Budget	FY 17 Actual	FY18 Final Budget	FY 18 Actual	FY19 Final Budget	Proposed FY 20 Budget	FY20/FY19 % Change	Line Item Notes
SUPPORT								
RECRUITMENT	\$ 100	\$ 225	\$ 100	\$ -	\$ 100	\$ 100	0.00%	For marketing materials (e.g., flyers, advertising for new members, etc.)
VEHICLE ALLOWANCE				250				
FIRETRUCK STORAGE				1,500				Related to storage of historic fire engine in need of restoration for parades, etc. (LINDA?)
TELEPHONE & INTERNET								#DIV/0! DELETE THIS ROW
POSTAGE	75	57	75	91	75	75	0.00%	Relevant correspondence/packages related to NFD
FIRE PREVENTION BOOKS & MATERIALS	100	73	100	96	100	100	0.00%	Fire Prevention Wee banner and posters
FIREFIGHTERS CASUL INS	6,200	4,886	6,000	4,795	5,000	4,900	-2.00%	Additional insurance for firefighters, given the nature of the risk involved with their position
OFFICE SUPPLIES	400	349	450	429	400	400	0.00%	Paper, envelopes, etc.
DISPATCH SERVICE	8,554	9,563	9,558	9,795	9,800	9,800	0.00%	Dispatch service provided by Hanover
UNIFORM	225	155	225	252	225	225	0.00%	Purchase/repair of members' uniforms
HYDRANT RENTAL	11,700	11,700	11,700	11,700	18,057	22,500	24.61%	Cost of water related to fire service outside the Water District. Historical agreement indicates 20% of "budget" amount is rental fee (i.e., 0.20 x ~\$90,000 = \$18,057). Modern standard (AWWA) indicates formula should be 30%. Water District and TM amid discussions. FYE Budget amount, for now, is at 25% of \$90,000 = \$22,500. Note: this line item should factor as a discussion point related to whether or not the Water District should merge into the Town.
DRY HYDRANT	400	0	400	10	200	200	0.00%	For dry hydrant repair & maintenance
OSHA COMPLIANCE	750	1,076	1,000	1,441	1,100	1,100	0.00%	SCBA air testing and new member physicals
TOTAL	\$ 28,504	\$ 28,085	\$ 29,608	\$ 30,358	\$ 35,057	\$ 39,400	12.39%	
AMBULANCE EXPENDITURES								
AMBULANCE CONTRACT	\$ 97,156	\$ 122,286	\$ 130,235	\$ 122,426	\$ 122,426	\$ 130,235	6.38%	Contract agreement with Hanover for ambulance service (Check to make sure isn't \$126,100, which is 3% increase over \$122,426)
AMBULANCE LIAB	5,000	12,439	3,750	6,557	12,000	12,000	0.00%	Budgeted amount to address fees assessed the Town if a patient geographically in Norwich fails to pay Hanover for patient care
TOTAL	\$ 102,156	\$ 134,725	\$ 133,985	\$ 128,983	\$ 134,426	\$ 142,235	5.81%	
GRANT								
VLCT PACIF GRANT	\$ 695	\$ 695	\$ -	\$ -	\$ -	\$ 5,000		- Bi-annual, competitive PACIF Equipment Grant. Town responsible for at least 50% of project or item cost. (For FYE 2018, the failing Tracy Hall Fire Alarm Panel/System was replaced.) Note: this program is not just for NFD; it's available to all Town department/functions.
DRY HYDRANT GRANT			5,160	5,160				Annually, the state offers the Dry Hydrant Grant program (pays 50% of cost?). The program makes it easier for municipalities to ID and construct new dry hydrant systems in remote areas lacking a water supply for firefighting. (ALEX, NEED MORE INSIGHT ON \$) Not anticipated for funding for FYE 2020, at this time.
FY 17 HOMELAND SECURITY			15,712	15,712				
TOTAL			\$ 20,872	\$ 20,872				
DESIGNATED FUNDS								
DESIGNATED FUND-APPARATUS	\$ 65,975	\$ 65,975	\$ 63,000	\$ 63,000	\$ 60,000	\$ 75,250	25.42%	As understood via Board action on Forestry #1, \$12,250 added for next three fiscal years to replace Forestry #1. Overall, this fund relates to vehicle purchases. Once the FYE 2019 allocation is added to the fund, the balance will equal just under \$600,000.
DESIGNATED FUND-EQUIPMENT	4,000	4,000	20,610	20,610	20,610	20,610	0.00%	This fund is established to replace/purchase NFD equipment.
TOTAL	69,975	69,975	83,610	83,610	80,610	95,860	18.92%	
TOTAL FIRE DEPT.	348,631	376,509	418,256	425,929	408,652	445,335	8.98%	
TOTAL FIRE STATION & FIRE DEPT.	\$ 365,166	\$ 387,144	\$ 429,504	\$ 440,254	\$ 408,652	\$ 445,335	8.98%	DELETE THIS ROW
EMERGENCY MANAGEMENT								
DEBT SERVICE ON TOWER BOND	\$ 60,122	\$ 60,142	\$ 32,662	\$ 52,423	\$ 28,078	\$ 32,078	14.25%	Principal and interest payment amount related to the Tower Bond
TOWER POWER	600	629	600	572	629	600	-4.61%	Electrical cost for the Tower
EMERG MAN ADMIN	100	50	100	50	100	100	0.00%	Administrative costs (more a placemaker amount) related to EOC or other emergency management administrative issues.
EMERG MNGMT SUPPLIES	100	52	100	100	50	50	0.00%	General office supplies needed for the EOC or other emergency management related expenses.
GENERATOR FUEL	300	372	300	100	300	300	0.00%	Propane for the radio Tower and fuel for the FD/PD generator (which includes EOC)
EMERG GEN MAINT	5,000	5,155	5,000	10,526	6,200	6,200	0.00%	Annual service contract costs for the generators at Tracy Hall and FD/PD (ROBERTA HIGHER AMOUNT?)
BASE RADIO MAINTENANCE PD & DPW	1,000	-	1,000	-	500	500	0.00%	Placemaker amount to ensure up-keep of base radio equipment at PD/DPW

**Town of Norwich
FY19 Proposed Expenditure Budget**

	FY17 Final Budget	FY 17 Actual	FY18 Final Budget	FY 18 Actual	FY19 Final Budget	Proposed FY 20 Budget	FY20/FY19 % Change	Line Item Notes
DESIGNATED FUND- GENERATORS	5,000	5,000	5,000	5,000	8,000	8,000	0.00%	Due to age of generators, additional funds are asked to be added to address likely need to soon replace the DPW one with Tracy Hall soon thereafter.
TOTAL	\$ 72,222	\$ 71,401	44,762	68,771	43,857	47,828	9.05%	
CONSERVATION COMM.								
DUES/MTGS/EDUC	\$ 850	\$ 850	\$ 850	\$ 1,783	\$ 850	\$ 850	0.00%	Covers association dues, any trainings, etc. for Commission members
SPKRS/PUBLIC INFO	300	200	300	250	300	300	0.00%	Amount allocated to provide public information on relevant topics (e.g., Emerald Ash Borer) and to help offset costs of any speakers.
PUBLICITY	300	-	300	349	300	300	0.00%	Advertising relevant information deemed applicable by the Commission
TRAILS	3,000	2,951	3,000	1,722	3,000	3,000	0.00%	Allocated amount for use by the Trails Committee, at their discretion.
WATER QUAL MONIT	500	-	500	-	500	500	0.00%	Placemaker amount to be used at the discretion of the Commission for water quality monitoring
MILT FRYE NATURE AREA	900	400	900	1,350	500	1,000	100.00%	Amount to be allocated at the discretion of the Commission for the MFNA and its upkeep
NATRL RESRCS INVEN	1,100	-	1,100	-	1,100	1,000	-9.09%	Amount for use by the Commission to inventory items of their choosing (e.g., Ash trees, information for the Town Plan)
PROJECT RESTORATION	-	-	1,000	-	1,000	1,000	0.00%	Designated area(s) identified by the Commission important to restore
WOMAN'S CLUB GRANT	2,000	2,000	1,389	1,389	-	-	-	Commission related projects that are funded at least in part via a Womens' Club Grant
TOTAL	\$ 8,950	\$ 6,401	\$ 9,339	\$ 6,843	\$ 7,550	\$ 7,950	5.30%	
PUBLIC WORKS DEPARTMENT								
HIGHWAY DIVISION								
HIGHWAY-WAGES & BENEFITS								
DIRECTOR OF PUBLIC WORKS	\$ 87,259	\$ 91,437	89,775	99,496	90,403	80,924	-10.49%	DPW Dir salary. Does not include benefits, withholding, or other forms of compensation.
ROAD CREW WAGES	252,737	249,362	257,789	250,746	259,853	264,258	1.70%	add for M. Tibbetts (Water District) hours to plow sidewalks
ROAD CREW OVERTIME	28,750	22,829	28,750	28,194	27,966	29,000	3.70%	Covers OT for 5 employees at OT rate (FYI, 200 hours would translate to \$38,028).
PAGER COMPENSATION	1,650	2,349	1,650	2,200	2,200	2,750	25.00%	5 men @ 550=2750
FICA & MEDICARE	28,335	27,979	28,914	27,866	29,102	28,835	-0.92%	0.062 of Wages - mandatory federal withholding for Social Security; and, 0.0145 of Wages - mandatory federal withholding for Medicare.
HEALTH INSURANCE	104,389	98,383	108,436	99,846	108,373	103,188	-4.78%	Town's portion of health care benefits (premium amounts and eligible plan costs for HRA's and HSA's)
DISABILITY & LIFE INSURANCE	4,822	4,289	4,540	4,399	4,540	4,434	-2.33%	Premium coverage for disability/life insurance policy.
DENTAL INSURANCE	2,530	2,399	2,520	2,482	2,520	2,592	2.86%	Town's portion of dental care benefit premium - Fire Chief
RETIREMENT	20,372	18,600	20,788	20,944	20,923	21,202	1.33%	Town's portion of employee pension plan (VMERS). Eligible employees participate in "Plan B". Currently, employees contribute 5.000% of their gross pay to the plan, and the Town contributes the equivalent of 5.625% of the employee's gross pay to the plan. (Percentages based on VMERS, 7/3/2018.)
TOTAL	\$ 530,844	\$ 517,627	543,163	536,172	545,880	537,183	-1.59%	
MATERIALS								
SALT & CHEMICALS	\$ 119,600	\$ 77,316	\$123,188	\$91,239	\$120,000	\$120,000	0.00%	Salt 1500 ton @ \$70.35 Liquid 4300 gal @\$1.10/gal (liquid for trucks increase gallons)
SAND	61,600	49,210	61,600	6,861	61,600	65,000	5.52%	\$61600 5000 tons at \$13/t =\$65000
DUST CONTROL	20,000	18,006	20,000	10,986	20,000	18,000	-10.00%	historical basis
GRAVEL & STONE	50,000	40,884	50,000	42,022	50,000	50,000	0.00%	propose geotextiles \$5000 but historical expense < 50,000
CULVERTS & OTHER ROAD SUPPLIES	12,000	9,540	12,000	(3,021)	12,000	5,000	-58.33%	propose \$5000 300 culverts in inventory, 18-19 \$494 expended
ASPHALT PRODUCTS	7,100	2,707	10,100	390	10,100	5,000	-50.50%	propose \$5000 18-19 \$390 expended
BRIDGE REPAIR & MAINTENANCE	2,000	2,000	2,000	-	2,000	2,000	0.00%	18-19 \$0 expended
OTHER PROJECTS	5,000	1,302	5,000	3,268	5,000	5,000	0.00%	Project expenditures undefined but keep \$5000 for historical reasons
SIGNS	4,500	3,774	4,000	2,812	4,000	3,000	-25.00%	historical basis
TOTAL	\$ 281,800	\$ 204,739	287,888	\$154,557	\$284,700	\$273,000	-4.11%	
CONTRACTED SERVICES								
PLOWING & SANDING	\$ 19,000	\$ 23,617	\$ 19,000	\$ 17,099	\$ 24,000	\$24,000	0.00%	Town contracts for plowing/sanding for certain remote roads (e.g., Tigertown and Sugar Top)
ROAD SWEEPING	7,150	3,370	5,000	1,365	4,500	3,500	-22.22%	Village area street sweeping as part of spring cleanup
LEAF REMOVAL	6,000	2,063	8,000	320	6,000	6,000	0.00%	Village area fall cleanup and selected hill areas ditches
STREETLIGHTS	10,000	11,265	11,000	11,646	11,500	11,500	0.00%	Electrical cost for powering streetlights. (Why didn't this decrease after LED swap?)
TREE CUTTING & REMOVAL	12,000	12,200	12,000	11,340	12,500	12,500	0.00%	Amount allocated to contract for trees that Highway crew can't address (e.g., too big)
UNIFORMS	7,638	8,796	8,000	9,605	9,000	9,000	0.00%	Cost of uniform service (rental and cleaning)
PAVING	60,000	60,000	60,000	60,000	60,000	40,000	-33.33%	Most paving in Designated Fund - Paving (Historically, this amount is used for helping with winter operations (e.g., patching). Any amount left over has gone toward major paving projects identified from the Designated Fund, miscellaneous ones, and, especially if a Class 2 Paving Grant is awarded by VTrans).

**Town of Norwich
FY19 Proposed Expenditure Budget**

	FY17 Final Budget	FY 17 Actual	FY18 Final Budget	FY 18 Actual	FY19 Final Budget	Proposed FY 20 Budget	FY20/FY19 % Change	Line Item Notes
OTHER PROJECTS	5,000	12,530	7,500	17,029	7,500	7,500	0.00%	Amount to be used for unplanned needs for a contractor that cannot be accomplished by the Highway crew (e.g., replacement of a culvert that requires a large piece of heavy equipment)
CRACK SEALING	31,250	34,550	35,000	30,997	35,000	35,000	0.00%	Annual amount to crack seal paved roadways in Town. Helps with roadway preservation.)
PAVEMENT MARKING	20,000	21,690	20,000	12,051	21,000	21,000	0.00%	Roadway marking (double yellow lines and white lines). Most of these are Class 2 Town roadways. Also, funds markings related to stop bars, handicap spaces, crosswalks, etc.)
BRIDGES								? Anything here, truly, belongs with the Designated Funds - Bridges ? But, probably good to retain the line item for accounting purposes and continue to show \$-0- for funding until it warrants an amount.
TOTAL	\$ 178,038	\$ 190,080	\$ 185,500	\$ 171,451	\$ 191,000	\$170,000	-10.99%	
EQUIPMENT								
OUTSIDE REPAIRS	\$ 37,500	\$ 43,648	\$ 37,500	\$ 48,141	\$ 40,000	\$ 45,000	12.50%	Contracted repairs only, as warranted
PARTS & SUPPLIES	37,500	38,266	38,000	50,378	38,000	42,250	11.18%	historical average of last 2 yrs (as adjusted down by the TM)
PETROLEUM PRODUCTS	50,000	37,722	47,000	43,496	43,000	43,000	0.00%	Amount for various petroleum products related to vehicle/equipment repair/maintenance. Note: this line may increase somewhat since DPW no longer will be using recycled oil.
TOTAL	\$ 125,000	\$ 119,636	\$ 122,500	\$ 142,014	\$ 121,000	\$130,250	7.64%	
HIGHWAY GARAGE								
ELECTRICITY	\$ 3,120	\$ 1,372	\$ 3,120	\$ 1,627	\$ 2,500	\$3,000	20.00%	Cost to power the Highway Garage. The amount is higher given the new addition.
PROPANE	9,000	5,683	9,000	5,944	9,000	10,000	11.11%	Estimated increase due to the garage addition.
TELEPHONE	2,000	2,415	2,000	2,550	2,500	4,000	60.00%	Cost for telephone (two lines) and Internet. Internet service currently not at the garage where the DPW Director's office locates.
SUPPLIES	1,500	727	1,500	1,099	1,500	1,500	0.00%	General office-type related supplies to accommodate DPW Dir office, new bathroom, breakroom
ALARM MONITORING	250	395	500	92	500	500	0.00%	Cost for the building's alarm monitoring system
REPAIRS & MAINTENANCE	5,150	2,336	5,150	17,730	5,000	5,000	0.00%	Amount for repairs/maintenance of the garage building. Despite the addition, the original building is not necessarily in good condition (e.g., steel girders literally have holes in them).
TOOLS	2,500	2,570	2,500	3,651	2,500	11,500	360.00%	Propose hydrostatic compactor and fleet maintenance software, besides usual placemaker amount that addresses replacement/purchase of various smaller tools, as warranted
ADMINISTRATION	6,850	6,988	8,000	11,902	5,000	5,000	0.00%	Covers a multitude of administrative costs, including supplies, computers, advertising, etc.
DESIGNATED FUND-GARAGE	63,460	63,460	50,000	50,000	25,000	50,000	100.00%	Designated fund balance = \$25,000. Condition of the original building warrants the need to increase the annual designated amount back to its original level of \$50,000. There is also need for the AC unit for the Breakroom along with the appliances and cabinets originally planned as part of the garage addition.
TOTAL	\$ 93,830	\$ 85,946	\$ 81,770	\$ 94,595	\$ 53,500	\$90,500	69.16%	
GRANTS								
TWO RIVERS BETTER BACK ROADS GRANT	\$ 6,202	\$ 6,202	\$ 3,738	\$ 3,738	\$ -	\$ -		- "Pass thru" line item specific to funds from the Better Back Roads Grant Program that is intended to address best management practices related to the statewide master permit imposed on Vtrans related to stormwater.
FEMA GRANT			\$ 2,415,450	\$ 2,415,450	\$ -	\$ -		Line item used, simply, to track the repairwork related to the July 1, 2017 storm event, as expended and anticipated to be reimbursed up to 75% by FEMA and up to 12.5% from the VT Emergency Management Division.
TOTAL			\$ 2,419,188	\$ 2,419,188				
CAPITAL EXPENDITURES								
DESIGNATED FUND-EQUIPMENT	\$ 135,000	\$ 135,000	\$ 40,000	\$ 40,000	\$ 85,000	\$ 171,427	101.68%	Proposed replacement: 1. Director's 4x4 pickup; 2. Chipper; 3. 2-Ton Plow Truck, including chassis and wing = \$196,000
DESIGNATED FUND-SIDEWALK	10,000	10,000	10,000	10,000	14,000	14,000	0.00%	Fund for repair/extension of sidewalks, as warranted
DESIGNATED FUND-PAVING	275,000	275,000	275,000	275,000	275,000	275,000	0.00%	Fund for paving: proposed - Beaver Meadow (from Main St to Brigham Hill Rd = 4,002') and Rte 132 (from Union Village to the bridge = 6,495') = about \$275,000
DESIGNATED FUND-BRIDGES	35,000	35,000	85,000	85,000	40,000	40,000	0.00%	Bridges requiring consideration, hopefully, with a VTrans Structures Grant = unnamed bridge on Rte 132 (near Bowen) and Elm St bridge
TOTAL	\$ 455,000	\$ 455,000	\$ 410,000	\$ 410,000	\$ 414,000	\$ 500,427	20.88%	
TOTAL-HIGHWAY DIVISION	\$ 1,670,714	\$ 1,579,230	\$ 4,050,008	\$ 3,927,978	\$ 1,610,080	\$ 1,701,360	5.67%	
BUILDINGS & GROUNDS DIVISION								
BUILDINGS & GROUNDS WAGES & BENEFITS								
BUILDING & GROUND WAGES	\$ 78,459	\$ 77,822	\$ 79,930	\$ 84,807	\$ 83,851	\$ 85,805	2.33%	Covers part-time seasonal B&G employee along with other Highway crew members
OVERTIME WAGES	6,000	4,634	3,700	5,779	3,700	5,000	35.14%	need historical OT hours per man, Adam on plow route not sidewalks = more OT?

**Town of Norwich
FY19 Proposed Expenditure Budget**

	FY17 Final Budget	FY 17 Actual	FY18 Final Budget	FY 18 Actual	FY19 Final Budget	Proposed FY 20 Budget	FY20/FY19 % Change	Line Item Notes
PAGER COMPENSATION	550	1,100	550	550	550	1,100	100.00%	Two men @ \$ 550.
FICA & MEDICARE	6,503	6,392	6,440	7,020	6,740	7,031	4.32%	0.062 of Wages - mandatory federal withholding for Social Security; and, 0.0145 of Wages - mandatory federal withholding for Medicare.
HEALTH INSURANCE	28,104	20,944	29,149	20,442	22,657	22,883	1.00%	Town's portion of health care benefits (premium amounts and eligible plan costs for HRA's and HSA's)
DISABILITY & LIFE INSURANCE	1,067	1,098	1,187	1,222	1,187	1,140	-3.96%	Premium coverage for disability/life insurance policy.
DENTAL INSURANCE	419	411	420	385	420	432	2.86%	Town's portion of dental care benefit premium - Fire Chief
RETIREMENT	4,675	4,574	4,630	4,889	4,846	5,170	6.69%	Town's portion of employee pension plan (VMERS). Eligible employees participate in "Plan B". Currently, employees contribute 5.000% of their gross pay to the plan, and the Town contributes the equivalent of 5.625% of the employee's gross pay to the plan. (Percentages based on VMERS, 7/3/2018.)
TOTAL	\$ 125,777	\$ 116,975	\$ 126,006	\$ 125,093	\$ 123,950	\$ 128,561	3.72%	
MATERIALS								
GARDEN SUPPLIES & PLANTS	\$ 1,700	\$ 1,830	\$ 1,500	\$ 2,110	\$ 1,600	\$ 1,600	0.00%	Expenses related to several planters that the Town maintains throughout Town.
CONTRACTED SERVICES								
FOLEY PARK & MEDIANS	\$ 4,750	\$ 4,899	\$ 4,750	\$ 2,142	\$ 4,750	\$ 4,750	0.00%	For care of Foley Park and the medians (e.g., mulching, bench repairs, etc.)
UNIFORMS	2,100	1,728	2,100	1,869	2,100	2,000	-4.76%	Cost related to rental/cleaning of uniforms for seasonal uniforms
TOTAL	\$ 6,850	\$ 6,627	\$ 6,850	\$ 4,011	\$ 6,850	\$ 6,750	-1.46%	
EQUIPMENT								
OUTSIDE REPAIRS	\$ 1,300	\$ 1,836	\$ 1,500	\$ 1,560	\$ 1,600	\$ 1,600	0.00%	Contracted repairs only, as warranted
PARTS & SUPPLIES	1,800	2,903	1,900	2,498	2,500	2,500	0.00%	Based on actuals
PETROLEUM PRODUCTS	2,800	2,400	2,500	2,795	2,500	2,800	12.00%	Amount for various petroleum products related to vehicle/equipment repair/maintenance. Note: this line may increase somewhat since DPW no longer will be using recycled oil.
TOOLS	300	600	300	603	500	500	0.00%	Placemaker amount for the replacement/purchase of small B&G tools
TOTAL	\$ 6,200	\$ 7,740	\$ 6,200	\$ 7,457	\$ 7,100	\$ 7,400	4.23%	
CAPITAL EXPENDITURES								
DESIGNATED FUND-EQUIPMENT	15,000	15,000	7,000	7,000	7,000	7,000	0.00%	Fund for replacement/purchase of larger B&G equipment. Proposed: replace 1 stand-on mower (Hustler), estimated = \$7,000
TOTAL-BUILDING AND GROUNDS DIVISION	\$ 155,527	\$ 148,172	\$ 147,556	\$ 145,671	\$ 146,500	\$ 151,311	3.28%	
SOLID WASTE DIVISION								
SOLID WASTE WAGES & BENEFITS								
TRANSFER STATION WAGES	\$ 36,937	\$ 36,563	34,637	40,501	36,958	38,838	5.09%	2 men 17 hours each 1786 hours - Lead Attendant man 18 hours per week 936 hours
FICA & MEDICARE	2,826	2,797	2,650	3,098	2,827	2,971	5.09%	0.062 of Wages - mandatory federal withholding for Social Security; and, 0.0145 of Wages - mandatory federal withholding for Medicare.
TOTAL	\$ 39,763	\$ 39,361	37,287	43,599	39,785	41,809	5.09%	
CONTRACTED SERVICES								
GUVSWMD ASSESSMENT	\$ 40,968	\$ 40,968	\$ 37,554	\$ 37,554	\$ 37,554	\$ 37,554	0.00%	Per Town Rep to the District
MUNICIPAL SOLID WASTE	51,500	45,169	50,000	44,745	49,000	46,000	-6.12%	Cost to properly dispose of the Town's household trash. Contracted with Casella.
RECYCLING	32,000	50,258	37,000	39,063	61,000	50,000	-18.03%	Cost to properly dispose of the Town's various recyclables. Contracted with Casella.
C & D WASTE DISPOSAL	-	673	25,000	8,123	10,000	9,000	-10.00%	Cost to properly dispose of the Town's construction/debris waste. Contracted with Casella.
FOOD WASTE DISPOSAL	-	-	5,000	2,477	2,000	2,500	25.00%	Cost to properly dispose of the Town's household food scraps. Contract with Casella.
UNIFORMS	500	-	500	-	500	500	0.00%	3 per diem men.
TOTAL	\$ 133,000	\$ 137,068	\$ 155,054	\$ 131,961	\$ 160,054	\$ 145,554	-9.06%	
EQUIPMENT								
REPAIRS & MAINTENANCE	\$ 3,000	\$ 1,308	\$ 3,000	\$ 4,034	\$ 2,000	\$ 2,000	0.00%	Allocated amount to accommodate general repairs/maintenance of Transfer Station equip.
PARTS & SUPPLIES	1,500	1,143	1,000	311	1,000	1,000	0.00%	Allocated amount to cover cost of parts/supplies related to the Transfer Station.
SMALL EQUIPMENT	300	-	300	25	300	500	66.67%	Proposed: purchase of refurbished laptop to better track collections and carry out reporting
TOTAL	\$ 4,800	\$ 2,451	\$ 4,300	\$ 4,370	\$ 3,300	\$ 3,500	6.06%	
TRANSFER STATION								
PURCHASED SERVICES								
ELECTRICITY	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,006	\$ 1,170	\$ 1,170	0.00%	(Roberta ?)
PROPANE	1,500	1,013	1,200	779	1,200	1,000	-16.67%	Electrical usage at the Transfer Station
TELEPHONE	750	410	600	676	600	650	8.33%	Propane use at the Transfer Station
	450	393	450	451	450	450	0.00%	Telephone service for the Transfer Station

**Town of Norwich
FY19 Proposed Expenditure Budget**

	FY17 Final Budget	FY 17 Actual	FY18 Final Budget	FY 18 Actual	FY19 Final Budget	Proposed FY 20 Budget	FY20/FY19 % Change	Line Item Notes
ADMINISTRATION	2,500	1,331	2,500	2,639	2,500	2,500	0.00%	General administrative costs associated with operating the Transfer Station (Roberta ?)
FRANCHISE TAX TO VERMONT	2,900	1,987	2,900	2,013	2,900	2,100	-27.59%	Usual state extortion
TOTAL	\$ 9,270	\$ 6,303	\$ 8,820	\$ 7,565	\$ 8,820	\$ 7,870	-10.77%	
CAPITAL EXPENDITURES								
DESIGNATED FUND-EQUIPMENT	8,000	8,000	8,500	8,500	6,500	6,500	0.00%	Paul has no equipment budget replacement request. Covers compactors, mostly
TOTAL-TRANSFER STATION DIVISION	\$ 194,833	\$ 193,183	\$ 213,961	\$ 195,995	\$ 218,459	\$ 205,233	-6.05%	
TRACY HALL								
WATER USAGE	\$ 450	\$ 487	\$ 500	\$ 538	\$ 500	\$ 550	10.00%	Water use at Tracy Hall (bathrooms, water fountain, hose)
ELECTRICITY	10,000	10,415	9,700	11,888	10,500	12,000	14.29%	Electrical costs for Tracy Hall
HEATING	16,500	8,753	16,500	10,264	13,000	11,000	-15.38%	Fuel oil (#2)
ALARM MONITORING	250	815	600	92	600	600	0.00%	Alarm panel monitoring for Tracy Hall
ELEVATOR MAINT	3,000	3,081	3,300	2,979	3,300	3,100	-6.06%	As warranted, elevator maintenance, and including periodic Fire Marshall inspection.
BUILDING SUPPLIES	3,000	4,047	3,900	4,468	4,200	4,200	0.00%	Supplies for Tracy Hall not included in specific departmental budgets (e.g., custodial).
REPAIRS & MAINT	10,000	5,992	15,000	16,566	10,000	10,000	0.00%	Propose water fountain replacement to include bottle filler, \$1,100 cost estimate
CUSTODIAN PAGER	100	-	100	-	100	100	0.00%	Custodian's pager cost. (Note: B&G crew pagers are listed under B&G costs.)
MILEAGE REIMB	100	-	100	15	100	-	-100.00%	Propose Ben use PWD truck such that mileage reimbursement would not be necessary.
BANDSTAND & SIGN ELECTR	1,000	846	800	606	900	900	0.00%	Electrical costs related to the Bandstand, Welcome Sign, and EV station.
DESIGNATED FUND-TRACY HALL			20,000	20,000	20,000	20,000	0.00%	Heating fuel UST replacement. Note: Tracy Hall generator replacement consideration is elsewhere in this budget... Emergency Management.
TOTAL TRACY HALL	\$ 44,400	\$ 34,436	\$ 70,500	\$ 67,416	\$ 63,200	\$ 62,450	-1.19%	
TOTAL PUBLIC WORKS DEPARTMENT	\$ 2,065,474	\$ 1,955,020	\$ 4,482,025	\$ 4,337,060	\$ 2,038,240	\$ 2,120,354	4.03%	
DEBT SERVICE EXPENDITURES								
PUBLIC SAFETY FACILITY BOND	\$ -	\$ -	\$ -	\$ -	\$ 47,000	\$ 47,000	0.00%	Bond principal payment for the Public Safety Building (PD/FD)
DEBT INTEREST	-	-	45,000	35,130	49,037	48,269	-1.57%	Bond interest payment for the Public Safety Building (PD/FD)
TOTAL	\$ -	\$ -	\$ 45,000	\$ 35,130	\$ 96,037	\$ 95,269	-0.80%	
TAX EXPENDITURES								
TAX ADJUSTMENTS & ABATEMENT	\$ 5,000	\$ 3,343	\$ 5,000	\$ 3,350	\$ 5,000	\$ 3,500	-30.00%	Adjusted based on last two fiscal years (actuals)
TOTAL	\$ 5,000	\$ 3,343	\$ 5,000	\$ 3,350	\$ 5,000	\$ 3,500	-30.00%	
INSURANCES								
PROP & CAS INSURANCE	\$ 82,500	\$ 85,174	\$ 86,000	\$ 85,579	\$ 86,000	\$ 86,000	0.00%	Property & Casualty Insurance (VLCT-PACIF)
UNEMP INS RATE ASSMT	5,236	3,850	5,300	1,598	5,300	2,000	-62.26%	Unemployment Insurance Rate Assessment
WORKER'S COMP INS	117,026	129,845	132,000	128,934	132,000	132,000	0.00%	Workers Compensation Insurance
TOTAL	\$ 204,762	\$ 218,869	\$ 223,300	\$ 216,111	\$ 223,300	\$ 220,000	-1.48%	
TOTAL TOWN EXPENDITURES	\$ 4,380,889	\$ 4,238,281	\$ 6,929,111	\$ 6,624,509	\$ 4,502,386	\$ 4,661,774	3.54%	
OTHER MONETARY ARTICLES								
ADVANCE TRANSIT	\$ 12,860	\$ 12,860	\$ 13,120	\$ 13,120	\$ 13,120	\$ 13,514	3.00%	
GOOD BEGINNINGS	3,000	3,000	3,000	3,000	3,000	3,000	0.00%	
GREEN MOUNTAIN ECONOMIC DEVELOPMENT CORP			1,693	1,693	1,693	1,677	-0.97%	
HEADREST	2,500	2,500	2,500	2,500	2,500	2,500	0.00%	
NORWICH AMERICAN LEGION	1,500	1,500	1,500	1,500	1,500	1,500	0.00%	Estimate
NORWICH CEMETERY ASSOCATN	15,000	15,000	15,000	15,000	15,000	15,000	0.00%	Estimate
NORWICH CHILD CARE SCHOLARSHIP	4,348	4,348	4,348	4,348	4,348	4,348	0.00%	
NORWICH HISTORICAL SOCIETY	8,000	8,000	8,000	8,000	8,000	8,000	0.00%	
NORWICH LIONS CLUB FIREWORKS	3,000	3,000	3,000	3,000	3,000	3,000	0.00%	Estimate
NORWICH PUBLIC LIBRARY - OPERATING	265,000	265,000	272,950	272,950	275,000	283,000	2.91%	
NORWICH PUBLIC LIBRARY-REPAIRS & CAPITAL MAINT.						50,000		
PUBLIC HEALTH COUNCIL OF THE UPPER VALLEY					337	337	0.00%	
RSVP	500	500	500	500	-	-	#DIV/0!	
SEVCA	3,750	3,750	3,750	3,750	3,750	3,750	0.00%	
SPECIAL NEEDS SUPPORT CENTER						2,000		
THE FAMILY PLACE	6,000	6,000	6,000	6,000	6,000	6,000	0.00%	
UPPER VALLEY TRAILS ALLIANCE	2,000	2,000	2,000	2,000	2,000	2,000	0.00%	
VISITING NURSE ASSOC. & HOSPICE	15,600	15,600	15,600	15,600	15,600	15,600	0.00%	

**Town of Norwich
FY19 Proposed Expenditure Budget**

	FY17 Final Budget	FY 17 Actual	FY18 Final Budget	FY 18 Actual	FY19 Final Budget	Proposed FY 20 Budget	FY20/FY19 % Change	Line Item Notes
WHITE RIVER COUNCIL ON AGING	5,300	5,300	5,300	5,300	5,300	5,300	0.00%	
WINDSOR COUNTY PARTNERS	1,000	1,000	1,000	1,000	1,000	1,000	0.00%	
WISE	2,500	2,500	2,500	2,500	2,500	2,500	0.00%	
YOUTH-IN-ACTION	3,000	3,000	3,000	3,000	3,000	3,000	0.00%	Estimate
TOTAL VOTED MONETARY ARTICLES	354,858	354,858	364,761	364,761	366,648	427,026	16.47%	
TOTAL TOWN EXPENDITURES IF ALL ARTICLES PASS	\$ 4,735,747	\$ 4,593,139	\$ 7,293,872	\$ 6,989,270	\$ 4,869,034	\$ 5,088,800	4.51%	

Miranda Bergmeier

Handout at 10/28/18

lo ai

Subject:

FW: Norwich application- Planning Commission

SB mtg.

From: Leah Romano [<mailto:leah.romano@gmail.com>]

Sent: Wednesday, November 14, 2018 4:17 PM

To: Herb Durfee

Cc: Miranda Bergmeier

Subject: Re: Norwich application- Planning Commission

Dear all,

**Norwich, VT Planning Committee ~ Written Statement from applicant, Leah Romano
For Selectboard ~ November 14, 2018**

Dear all,

Below is a written statement to complement my application for the Planning Committee (PC). When I was made aware of the interview for Nov. 14th, I wrote to Herb Durfee, Miranda Bergmeier, and Jaci Allen letting them know that, unfortunately, I have a conflict on this evening that despite best efforts, cannot be moved. I understand that part of the application is an interview with the Selectboard. Please know that I remain interested in the PC and would be open to finding another time or method to present my background and qualifications to you (e.g. a written statement or rescheduling). I hope this information does not lessen my chances and am confident that the appropriate opportunity for public service will present itself.

Background about me: I'd like to take this time to introduce myself. Some of you may know me from around town or from my recent run for the Selectboard earlier this year. I've lived in the Upper Valley since 2009 and chose Norwich when buying my first home in 2014. My current stats are that I'm a single full-time working homeowner with no children. I work for Aquifer in Lebanon, NH, on a non-profit team committed to innovation in healthcare education. For several years prior, I worked for Dartmouth. I've been active in various local arts organizations as a producer, performer, and board member. While my current job involves relationship management and business development (focusing on growth), I have a background in HR, communications, and international education administration.

My qualifications: There are a lot of important topics to be addressed by the PC and for the Selectboard. I'm committed to expression ~ I put my personal and professional time into endeavors that value relationships (e.g. communications, HR, business development, the arts, community). Much of my experience is rooted in collaborating with people, project management, thoughtful discussion, and creative problem-solving. My work often includes visioning and strategizing. I enjoy building possibility and gathering input. I believe it's important for people to be heard and to connect. While I usually fulfill a facilitator role, I'm aware that, should I join the PC, I may focus more time on listening and asking questions. This will help me learn and also provide a different perspective to the group. (Having studied Journalism, I'm quite at home with research, asking questions, and presenting information). I believe that with a more diverse perspective, comes more diverse solutions that better support a larger base of our community. I bring professional skills, personal interest, curiosity, an open mind, reliability, and a thick skin.

Why I'm interested: I remain interested in public service and community involvement. I was invited to apply to the open position on the PC and had the opportunity to speak with Jaci before submitting

my formal application by the deadline. I understand the mission of the PC as well as the culture and schedule that Jaci intends to manage. I appreciated how Jaci indicated some flexibility in scheduling meetings. This is especially helpful as it allows work to be completed in a timely fashion and meets people where they're at with their life's demands. I care about this town. I'm a do-er at heart and believe I have talents to share and I'm looking for a way to best provide them. Change is happening and I enjoy being a part of it. Engaging with community is a personal commitment.

I'd be happy to continue the conversation. Please feel free to contact me. I'm confident that there will be a fruitful outcome and, as I want what's best for Norwich, will support whatever decision is made.

Truly, Leah Romano

On Fri, Nov 9, 2018 at 4:37 PM Leah Romano <leah.romano@gmail.com> wrote:

Dear Herb, Miranda, and members of the Selectboard,

Thank you for confirming receipt of my application and for informing me of next steps. I wanted to inform you that I have a conflict on the evening of Wednesday, Nov. 14th that unfortunately cannot be moved. I wanted to let you know so we could find a solution.

Please know that I remain interested in the Planning Committee and would be open to finding another time or method to present my background and qualifications to you (e.g. a written statement or rescheduling). I hope this information does not lessen my chances and am confident that the appropriate opportunity for public service will present itself. I look forward to speaking with you.

Please feel free to email or call me.

Truly,
Leah

Leah C. Romano
cell: 484-883-1786

Handout at 10/24/18
SB meeting

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

6a.ii

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

Name: David Bartlett

Address: 292 Tucker Hill Rd Norwich VT

Day phone: 802-356-8050

Evening phone:

E-mail: dvbartlett@gmail.com

Position Applied For: Rec Council

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:

Occasional travel for work

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

Rec soccer coach 2018

Ford Sayre volunteer coach

Youth hockey coach - Hanover

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:

None

5. Education and Current Employment

Name of Company: Winrock Advisors

Location: Hong Kong / Norwich

Title:

Describe your work:

I work in finance, arranging private lending transactions for Asian corporations

6. Pertinent Education and/or Experience:

Non-pertinent: UVM and Tuck

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:

None

Comments:

I was an enthusiastic participant in Norwich Rec programs as a kid. I now have 3 kids who are also active participants in Norwich Rec


Signature

Date

11/11/2018

G.A.III

Miranda Bergmeier

From: Roger D. Arnold <rogerdavid.arnold@gmail.com>
Sent: Thursday, November 15, 2018 10:33 AM
To: Miranda Bergmeier
Subject: Letter to Selectboard, re: engagement
Attachments: Arnold_SelectboardLetter_11092018.pdf

Dear Miranda:

Attached is the letter read during public comments during the November 14 Selectboard meeting. Thank you for including it in correspondence for the November 28 meeting. In summary, the letter is:

- 1) **An expression of concern.** Current Selectboard meeting attendance by the public may implicitly allow for narrow governance. If engagement from Norwich's broad and diverse community is a concern to the Selectboard, they may want to consider agenda items that are set to specifically bring in community members. The Selectboard may also want to address hurdles that restrict a full citizenry from participating in governance, including childcare needs and more varied meeting times.

- 2) **A request for facilitated conversation.** The town survey provides an entry-point into town-wide discussion. I would like to see the Selectboard create opportunities for facilitated dialogue and small-group discussion representative of all kinds of people that live here. I believe it is through discussion that people feel most heard and provides spaces where people may (or may not) be able to rethink their perceptions about town-wide values or opinions that may (or may not) exist.

As I mentioned in my public comment, before moving to Norwich I spent nearly a decade in New York working in museums where audience engagement was paramount to my work. I am happy to speak more about strategies that promote accessibility and communication in whatever capacity is appropriate.

Sincerely,
Roger
655 Route 132

Roger D. Arnold
845-282-0686

Roger Arnold
655 Route 132
Norwich, Vermont 05055

November 14, 2018

Dear Selectboard:

Thank you for your recent public engagement effort through the writing and distribution of a town-wide survey. As a community member, I applaud efforts that allow Norwich citizens to express their opinions, make choices, and affiliate themselves with particular ideas. I believe surveys are a good way for the Selectboard (or any group of people) to collect input and data from the community. From the November 7 Selectboard meeting notes, I was pleased to see that there was a discussion on how best to facilitate conversation and dialogue around the input and data collected from the survey.

Indeed, collecting input and data from the community could be just a first-step in a larger effort to create better citizen engagement in Norwich. During the October 24 meeting I offered impressions from the October 1 Vermont Community Leadership Summit, particularly on the topic of citizen engagement. As I mentioned then, research on engagement suggests that most productive and intensive kinds of engagement allow community members to share hopes and concerns, learn from each other and make decisions or recommendations. In some cases, people also come up with new ideas and work together on initiatives, but in all instances people feel heard and understood.

I believe the town survey presents an opportunity to create meaningful channels for engagement through small-group discussion. I would like to see the Selectboard assemble a large and diverse representation of our town in groups; give participants a chance to share and reflect on the survey; present them with a range of views or policy options if applicable; and encourage action and change to the extent it is merited or needed. It is important to make the data and comments on individual questions available for review, but I believe it is more important to facilitate questions such as "Does anything about these results surprise you?" Through facilitated conversations, citizens may or may not be able to rethink their perceptions about town-wide values or opinions that may or may not exist.

I have attended several Selectboard meetings and I am increasingly concerned that current attendance implicitly allows for narrow governance. It is important for our Selectboard to create opportunities for our community to interact with not only each other, but with the Selectboard. This may be accomplished through Selectboard meeting agendas or through facilitation by other means. Our community has a full range of residents, including newcomers, long-time residents, seniors, young people (including teens and 20-somethings), young families, people of all income levels, people of color, and small-business owners and farmers. It is important that all members of the community are supported and their skills and assets are utilized. Residents have much to contribute and want to be engaged, not only with their input and ideas but with their willingness to solve problems that are known or unknown.

Thank you for reading. I do hope you consider engagement and your role in its facilitation either in the creation of opportunities for small-group discussion or otherwise.

Sincerely,
Roger Arnold

6.a.iv

WARNING FOR WINDSOR COUNTY

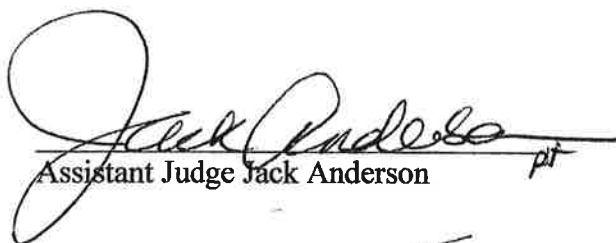
PRELIMINARY BUDGET HEARING

County of Windsor

62 Pleasant Street

Woodstock, Vermont 05091

The legal voters of the County of Windsor, State of Vermont, are hereby warned that a Preliminary Hearing on the proposed budget of the Windsor County aforesaid, for the Fiscal Year July 1, 2019 to June 30, 2020, will be held at the Windsor County Building, 62 Pleasant Street, Woodstock, Vermont in said County on Wednesday, December 12, 2018 at 5:00 P.M.


Assistant Judge Jack Anderson *pt*


Assistant Judge Ellen Terie *pt*

6a.v

Miranda Bergmeier

From: Sharon Racusin <sdracusin@gmail.com>
Sent: Tuesday, November 20, 2018 2:27 PM
To: Miranda Bergmeier
Cc: Roger D. Arnold
Subject: note for TM and SB

Hi Miranda,

In Oct we received a certified letter from the VT Agency of Natural Resources to give us the ability to make a public comment about work near the river. It was not immediately clear what the work was and the project kept disappearing from my radar because I was busy and now that I have time to comment the comment period is over (I missed it by 4 days) so I can no longer appeal.

I am sure the TM knows what is happening. Dartmouth College is building a parking lot at the old train station (more recently known as the pottery studio).

I realize that they own the property but as a good steward of the land and a member of the community, and the desperate morning and afternoon commute, Norwich should be asking the College to:

- NOT pave the lot (make it hard pack)
- Open at least some of it to the public as a park and ride

That is the least they can do while using land that has been a source of contention for decades.

Thank you for listening,
Sharon Racusin
76 Mckenna Rd.
802-649-1496

From: E. Bilar <edbarbie@gmail.com>
Sent: Wednesday, November 21, 2018 11:34 AM
To: norwich@lists.vitalcommunities.org; Miranda Bergmeier; David Ormiston; Miranda Bergmeier
Subject: PLEASE READ RE: RETURNABLES AT THE NORWICH TRANSFER STATION

It has just now come to my attention that the employees of the Norwich Transfer Station are no longer able to collect returnables at that site, due to one (or more?) complaints to a selectman (the board?) that the resulting money was no longer being donated to a non-profit/charity, but instead was being used to fund minor 'perks', if you will, for the employees themselves.

To say that this burns my britches is beyond understatement. I will politely summarize my opinion in the points below:

1) To my knowledge, the transfer station employees (Rodger, Paul and Jed - in case the complainant does not know their names) were clear about the purpose of their collection: to raise a bit of extra money to help with out-of-pocket expenses. Ex., dogbones and lollypops for pets and kids. Maybe coffee & donuts, or cold treats on a hot day for the workers themselves. No town resident was ever misled about the intended use of the funds.

2) To my knowledge, no town resident was ever forced to bring or leave their returnables at the transfer station. It was merely an optional convenience.

3) As stated in official town documents,
"The objectives of the Transfer Station/Recycling Center are to: • Provide a means of disposing of solid waste, including recycling, in the most efficient and cost effective manner. • Encourage recycling of as many materials as possible in order to decrease the percentage of materials being disposed of at the landfill, this reducing our carbon footprint. • Dispose of waste at a minimum cost within industry guidelines. • Ensure waste management practices are in compliance with local, state, and federal regulations."

Returnables not set aside for redemption are instead now added to the zero-sort dumpsters. Please correct me if I'm wrong, but it seems to me that more material = less efficient and cost-effective, not to mention a waste of nickels.

4) On the subject of nickels, we are talking about \$.05 returnables (/maybe/ \$0.10 or \$0.15 for the liquor bottles). Let's say that 500 five-cent cans were collected during one day. That's a whopping \$25, not including the personal time it takes to sort, count, and transport to the actual redemption center.

5) The current budget for transfer station employees is about \$37,000, which is roughly \$17/hr. That's not PER, but TOTAL. It's a part-time (16 hr) position, two days a week, 8am-5pm, with NO BENEFITS. Three people (or more?) are paid from that budget. [This information was obtained from a phone call to the Town Manager's Office Nov 21, 2018]

And here is where I must resort to CAPS, because yes, my britches are that burned:

6) ARE YOU REALLY GOING TO BEGRUDGE A MINIMUM WAGE TOWN EMPLOYEE THE ABILITY TO COLLECT TWENTY FIVE DOLLARS (or - gasp! - a hundred dollars?) BECAUSE... ???? It should go

elsewhere? To the Haven? The food shelf? How do you know anyone there doesn't need those services themselves?!

I think I've made my point.

To the Town Manager and Selectboard: I respectfully request that the transfer station employees be allowed to resume their collection of returnables at their job site, effective immediately.

If the complainant(s) have a compelling argument otherwise, I would be very interested to hear it - please feel free to email me off-list, or share here.

Respectfully,
Elisabeth Bilar

DRAFT Minutes of the Special Selectboard Meeting of
Wednesday, November 7, 2018 at 6:30 pm

(66)

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

There were about 2 people in the audience.

Also participating: Cheryl Lindberg and Jaci Allen.

1. Approval of Agenda (Action Item). Layton **moved** (2nd Brochu) to amend the agenda to include consideration of the stipulation in the Drake court appeal. **Motion passed 3 to 1 (no- Cook).**

2. Public Comment. None.

2.5 Drake Court Appeal Stipulation (Discussion/Action Item). Durfee said that William Drake appealed his property's value. Durfee said that a settle was made and agreement was reached yesterday just before the scheduled court date. Durfee provided the SB members with copies of the Stipulation of Settlement, and asked the SB for authorization for to settle. Cheryl Lindberg said that the next value assessment can be set by the Board of Listers per their usual schedule under this agreement. SB members agreed to bring this issue to the 11-14-2018 meeting for consideration.

3. Correspondence. Layton **moved** (2nd Brochu) to receive correspondence from East Central Vermont Telecommunications District regarding an ECFiber Budget Hearing notice. **Motion passed unanimously.**

4. Warrants/Payables. Cook asked for clarification regarding town solar installations, and asked to see a current balance sheet showing costs and revenue. Layton **moved** (2nd Brochu) to approve check warrant #19-10 for Recreation Facility – John Girard Fund in the amount of \$10,000.00 and for General Fund in the amount of \$241,742.18. **Motion passed unanimously.**

5. Selectboard Policies (Discussion/Action). Layton said that she and Cook have been working on financial policies. They recommend addressing the budget management policy first. Layton said that it is important to keep policies and protocols clear and separate. The SB makes policy; the Town Manager sets protocols. Layton wants to know what SB members want to know and receive in terms of reports. Layton asked about using purchase orders (POs) to keep track of encumbrances. Durfee said that one way to do it is to limit POs at the end of the fiscal year. Brochu likes the idea of time-limited POs. Layton said that she and Cook can revise the budget management draft policy to bring back to the SB. Layton asked if SB should have policy language to address severe storms. Durfee said that is possible, but we still need to have flexibility to take care of things in an emergency situation. Pepper asked what's standard in other towns and what should we do. SB discussed the benefits and cons of designated reserve funds, undesignated, and borrowing on lines of credit. Layton asked if SB should ask voters to establish a storm emergency fund. Durfee recommended keeping a certain amount in the undesignated fund and then put remainder into various designated funds. Cheryl Lindberg asked why move undesignated funds into restricted funds and force limitations on how money is spent. Durfee said that having more restricted funds adds accountability to the money and how it can be spent. SB members agreed to talk about undesignated funds versus restricted funds. SB members agreed that Policy #1 needs work. Policy #2 looks acceptable, except Brochu said she is not sure that it should allow for so wide a range as 10% - 20%. Durfee said that

the auditor can give the town guidance about designating a percentage more specifically. SB agreed that Policy #3 does not need any editing. Layton moved (2nd Brochu) to readopt Financial Policy #3, Grants, Gifts, and Special Funds. **Motion approved unanimously.** After brief discussion, SB members agreed to leave the policy regarding late homestead filings as is, for now. Pepper will look into this issue to bring it back to the SB. Durfee said they can set a lower penalty rate or eliminate it altogether. SB members agreed to move discussion on the personnel policies to the end of the meeting.

6. Selectboard Survey (Discussion/Action). Pepper said that he has released the results of the survey, and asked what the SB wants to do next with the survey. Brochu said that the SB had talked about focusing on specific answers and releasing information about those questions in a series of reports over time. SB members agreed to release all of the raw data to the public in the meantime. Jaci Allen suggested that the town have some kind of public meeting to discuss the survey results and answers. Durfee suggested a town "eat-in" for that purpose (a potluck meal/meeting). Cook said that she is concerned that not all citizens answered the survey. Brochu said that she will generate a document comparing the 2005 and 2018 survey responses. Pepper will compress the raw data file so it can be posted online.

7. BoardDocs.com (Discussion). Pepper said that he attended the SAU 70 Board meeting to see how BoardDocs works. Brochu said she has tried the BoardDocs site to view meeting documents and had no problem with it. Pepper thinks it would be a very good idea for the SB to use BoardDocs. Cook said the SB should move to whatever new system will work. Pepper read from his 10/24/2018 memo regarding BoardDocs. Brochu asked if SAU 70 had looked at other options, and could we ask them what other companies they explored. Brochu asked if the Town Manager could look into options for SB document management systems and website overhaul/redesign. Layton moved (2nd Brochu) to have the Town Manager research the cost plans offered by BoardDocs.com, as well as research costs for website redevelopment. **Motion approved unanimously.**

8. Energy Committee Vacancy (Discussion/Action). Cook moved (2nd Layton) to accept, with regrets, the resignation of Jonathan Teller-Elsberg from the Energy Committee. **Motion approved unanimously.** The vacancy will be advertised.

9. Winter Operations Procedure – Authorization for Per Diem "Employee" for Sidewalks (Discussion/Action). Durfee explained that plow routes are being restructured and shuffled. Adam will plow in a truck, and the Fire District has agreed to allow Mike Tebbetts to plow sidewalks on a part-time per diem basis. He will be paid an hourly rate, with no benefits. Tebbetts will primarily be a Fire District employee and will respond to that employer's emergency calls as a priority. Brochu asked how much this will cost. Durfee said that it will be dependent on the weather, and he will look at past winters to try to get an estimate. Cook said that she hopes we won't need an additional staffer long-term. Cook asked if it will be possible to use the snow blower to be more efficient in snow removal following grader use. SB members asked to have the new DPW director attend a future SB meeting so he can explain new procedures and directly answer questions. Layton moved (2nd Cook) to authorize the Town Manager to engage the services of Mike Tebbetts to operate the sidewalk plow on a per diem basis. **Motion approved unanimously.**

5 e) Selectboard Policies: Personnel Policies – executive session may be needed. At this point, SB members agreed to discuss the personnel policies and further agreed that they should enter executive session to do so. Layton moved (2nd Brochu) that the public body has made a specific finding that premature public knowledge would clearly place the Town of Norwich at a substantial disadvantage under 1 VSA §§313(a)(1)(A) and 313(a)(4). **Motion approved unanimously.** Layton
Norwich Selectboard DRAFT Minutes – 11/07/2018 Mtg

moved (2nd Brochu) to enter executive session, including the Town Manager, to discuss personnel policy items that could affect pending union contract negotiations. **Motion approved unanimously.**

SB moved into executive session at 9:04 pm.

Brochu **moved** (2nd Pepper) to enter public session. **Motion approved unanimously.** SB moved into public session at 9:34 pm.

11. Review of Next Agendas (Discussion/Action Item). SB members agreed to the following as agenda items for the next meeting:
- Committees "Interviews" & Appointments: Audit Committee, Finance Committee, Recreation Council, Planning Commission
 - Highways Designated Fund Authorization for Electrical Work to Highway Garage
 - Treasurer's Quarterly Investment Report, 9/30/18
 - Hazard Mitigation Plan Update
 - 2018 EV Supply Equipment (EVSE) Grant
 - Town Manager Salary – Authorize Retroactive Step & CPI Adjustment
 - Appoint Counsel for TransCanada Hydro Northeast, Inc. appeal of Norwich BCA
 - Emerald Ash Borer Management
 - FYE 2020 Budget – Handout 1st Draft
 - Drake Court Appeal Stipulation

At 9:35 pm, Cook **moved** (2nd Pepper) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:35 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2018

John Pepper
Selectboard Chair

Next Meeting – November 14, 2018 – Meeting at 6:30 PM

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

(66)

DRAFT Minutes of the Special Selectboard Meeting of
Wednesday, November 14, 2018 at 6:30 pm

Members present: Claudette Brochu, Vice Chair; Linda Cook; John Langhus (via telephone until 7:53 pm); Mary Layton; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.
Member absent: John Pepper, Chair.

There were about 15 people in the audience.

Also participating: Garrett Palm, Ryan Gardner, David Barlow, David Bartlett, Brian Loeb, Ernie Ciccotelli, Demo Sofronas, Jim Maguire, Lyle Favreau, Stuart Richards, Cheryl Lindberg, Roger Arnold, and Linda Gray.

1. Call to order. Claudette Brochu opened the meeting at 6:32 pm.

3. Approval of Agenda. Selectboard (SB) members agreed to defer agenda item #9 (Town Manager Salary) to the November 28, 2018 SB meeting.

2. Committees – Interviews and appointments. Note: all applicants' applications are included in the 11-14-2018 SB packet.

a. Audit Committee. There were no applications submitted for this committee.

b. Finance Committee. Garrett Palm spoke about his interest in serving on the Finance Committee and said he would look at the budget to consider what's necessary for the town and what will meet the town's expectations. Ryan Gardner talked about his interest in the Finance Committee and said that he sees the committee's role as helping the SB evaluate the proposed budget. David Barlow spoke about his interest in the Finance Committee, which he sees as a way to give back to Norwich. Barlow said that we need a variety of perspectives expressed on the budget. Emmanuel Tesone was not available to attend the SB meeting, and Demo Sofronas spoke in support of Tesone's application to the Finance Committee. Sofronas said that he has served on the library board with Tesone, and Sofronas thinks that Tesone will be a good addition to the Finance Committee. Cook **moved** (2nd Layton) to appoint Garrett Palm, Emmanuel Tesone, Ryan Gardner, and David Barlow to the Finance Committee with terms to be determined by the committee members. **Motion passed unanimously.**

c. Recreation Council. David Bartlett said that he wants to be on the Recreation Council because he has been involved in the Recreation program as a parent and coach, and would like to continue to contribute. Cook **moved** (2nd Layton) to appoint David Bartlett to the Recreation Council for a 3-year term ending in March 2021. **Motion passed unanimously.**

d. Planning Commission (PC). Brian Loeb said that he is interested in the PC, and his background is in affordable housing, in a variety of settings and sizes. Loeb said that he has expertise in working with data, he builds partnerships, brings a fresh perspective, he listens to find common ground, and he is happy to do the work. Ernie Ciccotelli said that he has lived in Norwich since 1988 and has volunteered for the town in various capacities. Ciccotelli has a background in engineering and the law, and said that he is particularly interested in affordable housing. Leah Romano, another applicant for PC, was not able to attend the meeting. Linda Cook said that she would like to appoint all the applicants to the PC and expand the number of members from 7 to 9. After some discussion, Cook **moved** (2nd Langhus) to expand the Planning Commission from 7 to 9 members and appoint all applicants; Ernie Ciccotelli and Brian Loeb to terms ending in 2022; Leah Romano to the unexpired term ending in 2019. **Motion passed unanimously.**

4. Public Comment. Demo Sofronas, Lyle Favreau, and Jim Maguire thanked the town and its Norwich Selectboard DRAFT Minutes – 11/14/2018 Mtg

staff for their support regarding the VFW monument, which was dedicated on November 12, 2018 and honors post-Vietnam veterans.

At 7:53 pm, John Langhus left the meeting

Stuart Richards said that he spoke with the PC to propose that they express support for Twin Pines Housing's plan for creation of 10 housing units. Richards wanted the PC to write a letter to Twin Pines and the PC said they would not. Richards asked the SB to voice its support for the project, as well. Roger Arnold said that his background in museums means that he is very interested in public engagement. Arnold read aloud from his letter regarding the town survey (the letter will be included in the next SB meeting packet as correspondence).

5. Approve Consent Agenda. Cook asked if her suggestions for edits to the draft minutes are acceptable to other SB members. SB members agreed that they were acceptable. Cook **moved** (2nd Layton) to approve the consent agenda, minus the November 7, 2018 minutes. **Motion passed unanimously.**

6. Stipulation of Drake Settlement. Layton **moved** (2nd Brochu) to authorize the Town Manager to sign the Drake Stipulation of Settlement. **Motion passed unanimously.**

7. 2018 EV Supply Equipment (EVSE) Grant Funds. Linda Gray, Energy Committee Chair, said that they are hoping to apply for a grant for 90% of the cost of an electric vehicle (EV) charging station. The cost to the town would be approximately \$1,942.00. A copy of the application form was in the SB packet. Ongoing costs to the town will be approximately \$25 to \$30, for 5 years, for a total of approximately \$1,500.00. Brochu asked about the possibility of charging the EV users to offset and cover the town's ongoing cost for the EV stations. Gray said that, at this "early adopter" stage of EVs, paying for an EV charging station is one choice the town can make to support its goal increasing energy efficiency. Brochu asked where in the budget the town would get the money for its 10% match. Durfee said that it could come under road signs, professional services, or other lines, depending on what cost is being covered. Cheryl Lindberg said that the EV charging stations should not be an expense to the town. Layton **moved** (2nd Cook) to authorize the Town Manager to apply for funds to support the installation of an electric vehicle charging station at the Park & Ride lot at Huntley Meadow. **Motion passed unanimously.** Layton **moved** (2nd Cook) to pass a municipal resolution entitled, "Resolution For Electrical Vehicle Supply Equipment", regarding a grant application for the installation of an electric vehicle charging station at the Park & Ride lot at Huntley Meadow and also to authorize the Selectboard Vice Chair to sign the municipal resolution on behalf of the Selectboard. **Motion passed unanimously.**

8. Affordable Housing Fund Applications Process. Durfee asked SB members if they have any suggestions or direction they'd like to see on this topic. Brochu said she likes the idea of using the funds in a way that they would be used and then repaid with some interest. Layton also likes the idea of using the money as a revolving loan fund. Brian Loeb said that if the town does any kind of loan, which is repaid, then the net cost to the town could be zero. Cook suggested getting all involved committee members together and then deciding how to administer the fund. Durfee suggested that the SB needs to be ready when someone comes to them asking to use the funds, so SB should decide soon on the criteria. Cook suggested that 2 people from each involved group plus the Town Manager should sit down together to discuss the matter. Cook **moved** (2nd Layton) that two members of the Planning Commission, two members of the Affordable Housing Subcommittee, two members of the SB, and the Town Manager meet to develop criteria for the use of Affordable Housing funds. **Motion passed unanimously.**

9. Town Manager Salary (per earlier discussion, this topic was deferred to 11-28-2018 meeting.)

10. Town Manager Report.

a. Appoint counsel for TransCanada Hydro Northeast appeal. Cook asked Durfee if he knows how much this case will cost the town. Durfee said the attorneys don't know, but he thinks the town needs legal representation in order to defend the appeal. Cheryl Lindberg asked if the Board of Listers or the contract Assessor will need to participate in the litigation, and requested that the Board of Listers be notified if their help is needed. Layton **moved** (2nd Cook) to appoint Tarrant Gillies and Richardson as counsel re: TransCanada Hydro Northeast, Inc.'s appeal of Norwich Board of Civil Authority. **Motion passed unanimously.**

b. Emerald Ash Borer Management. Durfee said that David Hubbard, the Norwich Surveyor of Wood and Lumber, is serving as the town's point person on the issue of the Emerald Ash Borer (EAB). The Conservation Commission is working on identifying ash trees in and near town rights of way. EAB is coming; the only question is how to deal with it. Hubbard recommends having an article on the Town Meeting ballot to establish a fund to deal with EAB.

11. Future Meeting Agenda Items. SB members agreed to the following as agenda items for the next meeting:

Town Manager Salary – Authorize Retroactive Step & CPI Adjustment
FY2020 Budget – Department Heads to attend
Update from Layton and Langhus re: their meeting with TRORC
Financial Policies Update

At 9:26 pm, Cook **moved** (2nd Layton) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:26 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2018

John Pepper
Selectboard Chair

Next Meeting – November 28, 2018 – Meeting at 6:30 PM

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

66

Miranda Bergmeier

From: claudette brochu <cbrochu30@gmail.com>
Sent: Monday, November 19, 2018 8:34 PM
To: Miranda Bergmeier; John Pepper; John Langhus; Mary Layton; Linda Cook; Herb Durfee
Subject: minutes from 11/14/18

One addition to minutes:

Under #7 (EV charging station) add before the comment by Cheryl L. "Linda Gray was willing to use funds from the Energy Committee budget to offset the GMP monthly meter fee."

66

Miranda Bergmeier

Subject: FW: Selectboard Draft Minutes for 11-14-2018

From: Linda Cook [<mailto:lcook2825@gmail.com>]
Sent: Tuesday, November 20, 2018 7:33 AM
To: Miranda Bergmeier
Cc: norwich@lists.vitalcommunities.org
Subject: Re: Selectboard Draft Minutes for 11-14-2018

Please add (Cook and Layton volunteered to be the Select Board representatives)

The added change is under item 8. In the draft minutes.

On Mon, Nov 19, 2018, 4:16 PM Miranda Bergmeier <MBergmeier@norwich.vt.us> wrote:

The Selectboard draft minutes for November 14, 2018 have been posted on the Norwich website at <http://norwich.vt.us/wp-content/uploads/2018/11/draft-minutes-111418.pdf>

Miranda Bergmeier

Assistant to the Town Manager

Town of Norwich

P.O. Box 376

Norwich, VT 05055

802-649-1419 x101

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