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**DRAFT**  
1/15/21

**TOWN OF NORWICH, VERMONT AND  
NORWICH TOWN SCHOOL DISTRICT  
WARNING OF ANNUAL MEETING, MARCH 2, 2021**

The legal voters of the Town of Norwich, Vermont are hereby notified and warned to meet in remote fashion, due to the special circumstances surrounding COVID-19, via a ZOOM™ meeting link: <https://us02web.zoom.us/j/81027615669>, or telephonically (US toll-free 1-888-475-4499) using meeting ID: 81027615669 at 7:00 pm on Monday, March 1, 2021, to transact business not requiring a vote by Australian ballot. Voting for Town Officers and for all articles on the Warning will be by Australian ballot. The polls will be open Tuesday, March 2, 2021 from 7:00 am to 7:00 pm.

NOTE: GIVEN THE EXTENUATING CIRCUMSTANCES SURROUNDING COVID-19, VOTERS ARE STRONGLY ENCOURAGED TO VOTE BY EARLY/ABSENTEE BALLOT. TO OBTAIN A BALLOT, CONTACT THE TOWN CLERK'S OFFICE (802-649-1419 x2).

This meeting is called to determine if the Town will:

**Article 1.** Elect a Moderator of the Town and School District meeting for one year.

**Article 2.** Elect Town and School District Officers for terms starting in 2021.

**Article 3.** Hear and act on the reports of the Officers of the Town and Town School District.

**Article 4.** To authorize the Board of School Directors to borrow money by issuance of bonds or notes not in excess of anticipated revenues for the next fiscal year in accordance with the provisions of 16 VSA §562(9).

**Article 5.** Shall the voters of the Norwich Town School District determine and fix the salaries of the School Board members in the sum of \$500 each per year in accordance with the provisions of 16 VSA §562(5)?

**Article 6.** Shall the voters of the Norwich Town School District approve the School Board to expend \$[TBD], which is the amount the School Board has determined to be necessary for the ensuing 2021-22 fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of \$[TBD] per equalized pupil. (This includes the Dresden assessment for 7-12<sup>th</sup> grade). This projected spending per equalized pupil is [TBD]% higher than spending for the current year.

**Article 7.** To transact any other business that may legally come before the annual meeting of the Norwich Town School District.

**Article 8.** Shall the voters of the Town of Norwich approve a gross spending General Town Budget of \$4,780,866 plus state and federal grants and gifts consistent with budgeted programs for the period July 1, 2021 through June 30, 2022?

**Article 9.** Shall the voters of the Town of Norwich authorize extension of the time period of the already appropriated \$30,669.51 for Norwich's share of a Regional Energy Coordinator position based at the Two Rivers Ottauquechee Regional Commission (TRORC) through June 30, 2022?

**Article 10.** Shall the voters of the Town of Norwich authorize the Selectboard, pursuant to 24 VSA § 2741, to enter into contracts, as application is made, for alternate energy generating plants: by fixing and maintaining the rate of tax applicable to such property, with the intent to ensure, among other things and as applicable, that the municipal tax treatment of off-site solar installations is equal to the municipal tax treatment of on-site solar installations?

**Article 11.** Shall the voters of the Town of Norwich appropriate \$13,514 to Advance Transit to be used to help cover operating costs and providing matching funds for grants, such amount being reasonably necessary for the support of providing public transportation services?

**Article 12.** Shall the voters of the Town of Norwich appropriate \$3,000 to Community Access Television, Inc. (CATV) for video recordings of meetings for local government transparency?

**Article 13.** Shall the voters of the Town of Norwich appropriate \$3,000 to Good Beginnings to be used for those operating expenses that are reasonably necessary for the support of programs?

**Article 14.** Shall the voters of the Town of Norwich appropriate \$1,659 to the Green Mountain Economic Development Corporation to be used to offer support for new, growing and relocating businesses?

**Article 15.** Shall the voters of the Town of Norwich appropriate \$2,500 to Headrest to be used for the operation of a crisis 24/7 hotline?

**Article 16.** Shall the voters of the Town of Norwich appropriate \$1,500 to the Norwich American Legion, to be used for the Legion's Memorial Day observance?

**Article 17.** Shall the voters of the Town of Norwich appropriate \$20,000 to the Cemetery Commission under 18 VSA §5361 to supplement the interest from the Perpetual Care Trust Fund for maintenance of the Town Cemeteries?

**Article 18.** Shall the voters of the Town of Norwich appropriate \$4,348 to The Child Care Center of Norwich to be used for income sensitive scholarships to Norwich children?

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**Article 19.** Shall the voters of the Town of Norwich appropriate \$8,000 to the Norwich Historical Society and Community Center to support those programs that support the celebration of historic events?

**Article 20.** Shall the voters of the Town of Norwich appropriate \$3,500 to the Norwich Lions Club to be used to underwrite the fireworks for the Norwich Fair in celebration of the 260<sup>th</sup> year of the Town's Charter?

**Article 21.** Shall the voters of the Town of Norwich appropriate \$288,660 to the Norwich Public Library Association, to be used for the operating expenses of the Library?

**Article 22.** Shall the voters of the Town of Norwich appropriate \$337 to Public Health Council of the Upper Valley to be used for continuing public health education for Norwich residents particularly in the areas of substance abuse, elder care, oral health, emergency preparedness, and healthy living?

**Article 23.** Shall the voters of the Town of Norwich appropriate \$1,200 to Senior Solutions (an area Agency on Aging) to provide social services benefitting Norwich residents aged 60 and older?

**Article 24.** Shall the voters of the Town of Norwich appropriate \$3,750 to SEVCA (Southeastern Vermont Community Action) to be used for emergency needs, referral to and assistance with accessing needed services, financial counseling and food and nutrition education?

**Article 25.** Shall the voters of the Town of Norwich appropriate \$2,000 to the Special Needs Support Center of the Upper Valley to help children and adults with special needs, and their families, meet their unique challenges through advocacy and program support?

**Article 26.** Shall the voters of the Town of Norwich appropriate \$6,000 to The Family Place to be used for general program support, such amount being reasonably necessary for the support of programs such as direct service through early intervention, child care payment assistance, healthy baby visits, reach up, welcome baby, parent education, playgroups and other services?

**Article 27.** Shall the voters of the Town of Norwich appropriate \$2,000 to the Upper Valley Trails Alliance to be used for trail planning and work?

**Article 28.** Shall the voters of the Town of Norwich appropriate \$18,500 to the Visiting Nurse Association & Hospice of VT and NH to help support the home health, maternal and child health and hospice care provided in patients' homes and in community settings?

**Article 29.** Shall the voters of the Town of Norwich appropriate \$5,300 to the White River Council on Aging to be used for home delivered meals, transport and social services?

**Article 30.** Shall the voters of the Town of Norwich appropriate \$1,000 to Windsor County Mentors to be used for mentoring youth?

**Article 31.** Shall the voters of the Town of Norwich appropriate \$2,500 to WISE (Women's Information Service) to be used to support WISE's crisis intervention and support services and prevention education?

**Article 32.** Shall the voters of the Town of Norwich appropriate \$3,000 to Youth-In-Action to be used for operating expenses that support our community service efforts?

**Article 33.** Shall the voters of the Town of Norwich authorize a five-year extension of the exemption from property taxes previously granted to The University Grange under the provisions of 32 VSA § 3840?

**Article 34.** Shall the voters of the Town of Norwich authorize a five-year extension of the exemption from property taxes previously granted to the Root District Game Club under the provisions of 32 VSA § 3840?

**Article 35.** Shall the voters of the Town of Norwich authorize a five-year extension of the exemption from property taxes previously granted to the Beaver Meadow Union Chapel under the provisions of 32 VSA § 3840?

**Article 36.** Shall the voters of the Town of Norwich authorize the combining of the Town's individual designated funds (totaling about \$2M) into a single designated fund?

**Article 37.** Shall the voters of the Town of Norwich require a separate article annually for the Town Meeting Warning beginning March 2022 to stipulate the anticipated expenditures for the capital budget & program for the upcoming fiscal year along with a funds appropriation request to meet the monetary needs of said plan?

**Article 38.** Shall the voters of the Town of Norwich rescind Article 36 as passed by voters during the March 2019 Town Meeting, and adopt the Global Warming Solutions Act (H.688) passed by the Vermont General Assembly that resolves to reduce greenhouse gas pollution by 26% below 2005 levels by 2025, by 40% below 1990 levels by 2030, and by 80% below the 1990 levels by 2050)?

**Article 39.** Shall the voters of the Town of Norwich authorize expenditure of \$100,000 of the \$651,069.00 undesignated fund balance (as of June 30, 2020) for the purpose of purchasing and installing a rooftop solar array at the Norwich Department of Public Works Highway Garage and Transfer Station?

**Article 40.** Shall the voters of the Town of Norwich authorize expenditure of \$10,000 from the Climate Emergency Designated Fund to convert the Town's five speed limit signs to solar?

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**Article 41.** Shall the voters of the Town of Norwich authorize the appropriation and expenditure of \$10,000 for the installation of speed tables on Beaver Meadow Road between Moore Lane and Huntley Street/Heritage Lane intersection?

**Article 42.** Shall the voters of the Town of Norwich authorize, pursuant to 24 VSA §§ 2741(a) & (c) and 32 VSA § 3832(7), the renewal and extension for five years the property tax exemption agreements between the Town of Norwich and the Norwich Fire District for two parcels of land owned by the Norwich Fire District, parcel #1 being approximately 350 acres lying southwest of Beaver Meadow Road and adjacent to Charles Brown Brook and parcel #2 being approximately 567 acres lying along Beaver Meadow Road and Tucker Hill Road; to exempt these lands from property tax and to keep in place the deeds conveying the development of recreation rights on said lands to the Town of Norwich, under which deeds the Norwich Fire District retained forestry and water rights. These development and recreation rights will revert to the Norwich Fire District if the tax exemptions are revoked, or if they are not extended by renewal when required.

**Article 43.** Shall the voters of the Town of Norwich require that taxes be paid in U.S. funds in two installments? The first installment will be due and accepted at the Town of Norwich Finance Office on or before 6:00 pm August 13, 2021 and the balance will be due at the same location on or before 6:00 pm February 11, 2022. A legible, official United States Post Office postmark/cancellation (not a postage machine date) will determine the payment date for all mailed payments. Interest on overdue taxes will be charged at 1% per month for the first three months and 1½% per month thereafter. All delinquent taxes will be subject to an 8% collection fee in accordance with Vermont Statutes after February 11, 2022.

**Article 44.** To transact any other business that may legally come before the annual Norwich Town Meeting.

**Norwich Selectboard**

Claudette Brochu, Chair  
Roger Arnold, Vice-Chair  
Robert Gere  
John Langhus  
Mary Layton

**Norwich School Board**

Thomas Candon, Chair  
James Mackall, Vice-Chair  
Lauren Morando Rhim, Secretary  
Kelley Hersey  
Neil Odell

**Norwich Selectboard**

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Lauren Morando Rhim, Secretary

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Kelley Hersey

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Neil Odell

**DRAFT**

**Herb Durfee**

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**From:** Bonnie Munday  
**Sent:** Thursday, January 14, 2021 4:35 PM  
**To:** Herb Durfee  
**Subject:** FW: Citizen sponsored Articles for March 2021 Town Meeting  
**Attachments:** Articles for March 2021 Town Meeting.docx

**From:** Pamela Thompson Smith [<mailto:psmith4203@gmail.com>]  
**Sent:** Thursday, January 14, 2021 4:06 PM  
**To:** Bonnie Munday  
**Cc:** Doug Wilberding  
**Subject:** Citizen sponsored Articles for March 2021 Town Meeting

Good afternoon,

Attached you will find five (5) citizen sponsored Articles for the March 2021 Town Meeting.

These articles are co-authored by myself and Doug Wilberding as residents and taxpayers in the Town of Norwich. In keeping with the Selectboard's recent decision to waive the signature requirement, no signatures accompany these articles. However, over the course of several months, we have discussed these articles with residents throughout the Town and feel that there is support for their inclusion on the March 2021 Town Meeting warrant.

Please forward these articles to the Selectboard for their consideration.

Thank you.

Pam Smith, 1445 New Boston Road  
Doug Wilberding, 1329 Turnpike Road





Article - On June 30, 2020, the Town of Norwich had approximately \$2,000,000 spread across multiple Designated Fund accounts for anticipated capital expenditures. Shall the voters of the Town of Norwich approve the combining of these funds into one Capital Budget Designated Fund for a more holistic approach to meeting current and future capital budget needs of the Town of Norwich?

And shall the voters of the Town of Norwich require a separate article for the Town Warrant at every Town Meeting beginning in March 2022 to stipulate the anticipated expenditures for the Capital Plan & Budget for the upcoming fiscal year along with a funds appropriation request to meet the monetary needs of said plan.

Rationale for this Article:

Currently, the Town of Norwich administers approximately twenty-eight (28) designated funds. Some twenty-one (21) funds have been created for anticipated capital purchases.

In its recommendation memorandum to the Norwich Selectboard, the Norwich Finance Committee (NFC) made several recommendations: 1) several defunct funds should be closed through appropriate means; 2) the process of Capital Planning and Budgeting should be separated from the development of the Operational Budget for the Town; 3) the Norwich Selectboard should create a Capital Planning Committee to assist the Selectboard and the Town Manager in the development of a Capital Plan and Budget; and 4) the Capital Planning process needs to begin annually in the Spring so that the Capital Plan development does not bog down the annual Operational Budget process.

This Article goes hand-in-hand with the recommendations of the NFC. This article simplifies the Capital Planning & Budgeting process. By streamlining the multitude of designated funds into one Capital Budget Designated Fund, this is designed to take a more holistic approach to budgeting the capital needs of the Town, as well as make fund management more transparent to the voters and more efficient from a labor perspective.

Article - Shall the voters of the Town of Norwich hereby rescind Article 36, as passed in 2019, and adopt the Global Warming Solutions Act HB 688 approved by the Vermont legislature and endorsed by the Norwich Energy Committee, the Norwich Conservation Commission and acting on the resolution adopted by the Norwich Selectboard on August 26, 2020? By adopting HB688, Norwich would resolve to reduce greenhouse gas pollution by 26% below 2005 levels by 2025, by 40% below 1990 levels by 2030, and by 80% below the 1990 levels by 2050?

Rationale for this Article:

In March 2019, the voters of Norwich approved advisory Article 36 which established a goal of the 100% elimination of fossil-fuel usage in Town operations over the period of twenty (20) years. Specifically, the Article called for the Town to reduce fossil-fuel usage by no less than five (5) percent per year beginning in FY20 (July 1, 2019 – June 30, 2020). While the voters of Norwich are passionate about environmental issues and eager to see a reduction of fossil-fuel usage in the Town, as of the end of FY20, there has been no discernable progress toward this goal.

This Article not only seeks to rescind Article 36 and the 5% annual goal, this Article seeks to adopt the goals established by the Global Warming Solutions Act HB688 passed by the Vermont legislature. HB688 has been endorsed by the Norwich Energy Committee and the Norwich Conservation Commission. In addition, the Norwich Selectboard adopted a resolution on August 26, 2020, in support of HB688.

Therefore, the purpose of this goal is to adopt the more realistically attainable goals of the Global Warming Solutions Act HB688.

Article - Shall the voters of the Town of Norwich approve an expenditure not to exceed \$100,000 from the Undesignated Fund, for the purpose of installing rooftop solar at the Norwich Department of Public Works (DPW) Garage and Transfer Station in keeping with the Norwich Finance Committee recommendation that Undesignated Funds be used to reduce the Town's reliance on fossil fuels? These solar panels will bring a return on investment of approximately 8-10% per year by offsetting a portion of the Town's annual electricity expense.

Rational for this Article:

The purpose of this article is to begin the establishment of a solar field owned by the Town of Norwich. In this way, the Town will realize all of the savings generated through direct ownership of the solar panels. Using the conventional wisdom that solar arrays generate an 8 – 10% return on investment, the breakeven point on owned solar panels is 10 – 12 years, at which point the savings continue after recouping the total cost of investment. Some would argue that the Federal Energy Credit would be forfeited by a Town-owned array because the Town does not file a tax return. The supporters of this Article would argue that the projected savings far outweigh the loss of the Federal Energy Credit over the life of the panels.

In its December 29, 2020 memorandum to the Selectboard, the Norwich Finance Committee recommended that excess funds in the Undesignated Fund could be used to reduce the Town's reliance on fossil fuels. While this would not be considered a direct elimination of fossil-fuel usage, it does align with the green energy goals of the residents of Norwich. And, it would put Norwich on a path toward 100% solar power generation for Town operations. Basing the panels at the Transfer Station and DPW garage would provide a source of electricity that could offset any future "Green Fleet" vehicles.

Article - Shall the voters of Norwich approve the expenditure of up to \$10,000 from the Climate Emergency Designated Fund established in FY20 for the purpose of converting five (5) existing speed limit signs to solar? While generating a return of 8-10% on the \$10,000 investment, these signs will also work toward the fossil fuel reduction goals of the Town of Norwich.

Rationale for this Article:

Currently, the Town of Norwich has five (5) speed limit signs that are powered by electricity. Converting these signs to solar power will take them off the grid thus saving the cost of 50-100 kwh per year to run the speed signs. Solar speed signs retail for approximately \$1,500. \$7,500 for the purchase of five units, plus installation, is expected to total less than \$10,000. These funds can be drawn from the Climate Emergency Designated Fund in FY20. Additionally, the former signs could be sold to area towns who wish to utilize them, lowering the overall cost. Like the solar array article, it is expected that these solar signs will realize an 8-10% return on investment annually.

Article - Shall the voters of the Town of Norwich approve the expenditure of up to \$10,000 for the installation of speed tables on Beaver Meadow Road as a means of traffic calming to allay the concerns recently raised by residents and to ensure the health and safety of the residents of the Town of Norwich?

Rationale for this Article:

Recently, a group of residents from the Beaver Meadow Road area approached the Town Manager regarding their concerns about the safety of residents who walk, jog and ride bicycle on a portion of Beaver Meadow Road between Moore Lane and St. Francis of Assisi Church where there is no sidewalk. These residents have expressed concern about the truck and car traffic that travels this road that makes non-vehicle traffic fear for their safety.

The Town of Norwich engaged the services of Dubois & King to study several options for the extension of the sidewalk from St. Francis to Moore Lane. The results of this study revealed that, if this is a project is to go forward, it would cost approximately \$1,120,000 and the earliest this project could be undertaken would likely be 2025. Two things are abundantly clear: 1) this project may or may not be approved by the voters; and 2) the residents of Beaver Meadow Road will continue to use this section of road for walking, jogging and riding bicycle in what they consider to be unsafe conditions.

Therefore, the supporters of this Article feel that the installation of speed tables in the interim is the most cost-effective solution to ensure the health and safety of these residents. Several years ago, residents on Hopson Road expressed similar concerns. The solution for that road was the installation of three (3) speed tables at a cost of \$7,500. The Hopson Road speed tables have had the desired effect of traffic calming. It is reasonable to extrapolate that the Town could install three or four speed tables for less than \$10,000 and would provide a more immediate remedy for the safety concerns expressed by those residents.



(3) Adopted as part  
of Master Financial  
Policy  
Oct. 9, 2019

## Section 10: Fund Balance Reserve Policy

**Effective:** Upon Adoption

**Purpose:** The purpose of establishing a policy on the undesignated fund balance in the general fund is to provide a guideline for budgeting and tax rate decisions and to ensure that adequate reserves are maintained in the general fund for the following purposes:

To fund operations by providing sufficient working capital for adequate cash-flow, economic downturns, or shortfalls of revenues, imposition of additional costs by other governmental agencies including courts, natural disasters, cutbacks in distributions from the state/federal government, and other unforeseen circumstances.

To reduce the cost of borrowing by maintaining an appropriate level of undesignated general fund balance, which is reviewed as part of the evaluation of a municipality's creditworthiness by bond rating agencies.

**Authority:** 24 VSA §2804(a) grants authority to establish and maintain a reserve fund (an "Undesignated Fund").

**Policy:** The Town will maintain a balance equal to between 12% and 16% of the general fund operating expenditures in the Undesignated Fund. At the end of the fiscal year and after the annual audit, residual funds in excess of 16% will be appropriated by the Selectboard with authorization of the voters at Town Meeting or with a special Town Meeting.

In carrying out this policy's purpose, it is understood that the Town cannot expend surplus from the General Fund that is carried over to the next fiscal year without voter approval. Acceptable voter approval methods to conduct such carry over include: 1) specifically accounting for such use of surplus funds in the coming year's budget, and 2) including a separate article at Town Meeting or a Special Meeting asking for voter approval to allow such carry over (e.g., to apply a specific surplus amount to reduce taxes in the next fiscal year, to expend the amount for a specific project, and/or to transfer an amount to a specific Designated Fund).

### 1. Definitions:

- a. Various, "Undesignated Fund Balance," "Unreserved Fund Balance," "Unrestricted Fund Balance": The portion of the general fund balance that is not reserved or designated for a specific use that exists, and most often is reported at the end of the fiscal year. For the purpose of this policy, this fund will be referred to as the Undesignated Fund.
- b. "Operating Expenditures": All charges included in the Gross Spending General Town Budget.

### 2. Policy Rationale:





## Town of Norwich Master Financial Policy

- a. The National Advisory Council on State and Local Budgeting (NACSLB) encourages local governments to establish a policy on maintaining an appropriate level of Unreserved Fund Balance in the general fund. (Recommended Practice 4.1)
- b. The Government Finance Officers Association (GFOA) recommends, “...*at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures*”.
- c. GFOA also notes that, “*Furthermore, a government’s particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time*”.

### 3. Procedures:

- a. The Town should budget for current year general year revenues including property tax revenues to be sufficient to finance current year expenditures.
- b. Consistent with the recommendations of GFOA, an undesignated general fund balance of between 12-16 percent of general fund operating expenditures should be maintained.
- c. As part of setting the Town tax rate the Selectboard will review and discuss the undesignated fund balance.
- d. If the general fund balance falls outside of the above parameters, budgeted revenues should be either increased or decreased in subsequent years to maintain the general fund balance as described in section 3b.



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**Norwich, VT - Budgeting FYE 2022**  
**Consideration for Use of Undesignated Fund Balance**

FYE 2020 Undesignated Fund Balance (June 30, 2020)	\$ 651,069.00		
FYE 2021 Approved General Fund Budget w/Eng Coord	\$ 4,471,842.51		
Fund Balance Reserve Policy Required Reserve Equals 12-16% of General Fund Operating Expenditures:		Available UFB:	
12%	\$ 536,621.10	\$ 114,447.90	Assumes least reserve amount
13%	\$ 581,339.53	\$ 69,729.47	If you use UFB to help offset budget, you probably want to be in this range of use
14%	\$ 626,057.95	\$ 25,011.05	
15%	\$ 670,776.38	\$ (19,707.38)	UFB not "available" for use with budget
16%	\$ 715,494.80	\$ (64,425.80)	
FYI, 1 month of expense = \$372,653.54, or 8.33%			

Source info:

Section 10: Fund Balance Reserve Policy and 2019  
Town Report.

FYI



**Town of Norwich Master Financial Policy**

FROM  
BALANCED  
BUDGET POLICY  
(3)

The Town of Norwich recognizes that unanticipated expenditures and revenue shortfalls caused by circumstances not foreseen at the time a budget is approved may require transfer of money between or among line items or even deficit spending. The Town Manager will endeavor to administer the Town budget to provide services in a manner in light of actual circumstances that arise during the fiscal year, and will manage the budget to avoid, to the extent reasonably possible, deficit spending or the need to borrow money to pay current operating expenses.

Monies set aside in Designated Funds can only be expended for the specific purpose approved by the voters and cannot be borrowed against to make up a shortfall in the general Town budget. Any spending from a designated fund shall be first approved by the Selectboard.

All purchases of goods and services by the Town shall be made in strict accordance with the Purchasing Policy.

In the event the Town Manager anticipates a deficit, the Town Manager will immediately notify the Selectboard.

- 3. Line Item Transfers:** Line item expenditures, including department budgets, are authorized by the Town Manager, subject to Warrants approved by the Selectboard. The determination for individual line item expenditures, including departmental budgets, rests with the Town Manager, subject to A/P Warrant approval by the Selectboard.

The Town Manager may reallocate funds between departments to cover an emergency expenditure. In making such reallocation, the Town Manager shall indicate the nature of the emergency, describe the impact of the reallocation of funds on the department or functions that will have their pending authority reduced, and, if possible, describe the timelines in which such emergency allocation(s) will need to last for consultation by the Selectboard. Selectboard approval is required for such transfers.

All department expenditures shall be appropriately allocated to a line item in the approved budget. Any spending for an item that is not included in an approved line item shall require approval of the Town Manager. It is expected that respective department heads under the Town Manager's supervision be cognizant of their respective budget and their spending and how it affects the overall voter-approved expenditure budget.

Any transfer of funds from a non-wage item to a wage item shall first be approved by the Selectboard.

Any transfer of funds from a wage item to a purchased service shall first be approved by the Selectboard.

- 4. Reporting:** Financial reporting will be conducted under this policy according to Section 1 – Accounting, Auditing, and Financial Reporting Policy.

EX

