

Agenda Item	Action	Packet Materials	Estimated Start/End
[1] Approval of the agenda	Chair will ask Board to add/remove/reorder agenda items.		6:30 - 6:35 (5 minutes)
[2] Public & Selectboard comment	Public invited to speak to any item not on the agenda		6:35 - 6:40 (to completion)
[3] Consent agenda	Approve consent agenda. Motion required.	Correspondence, A/P warrants, meeting minutes for 2/23 and 3/2/2022	6:40 – 6:45 (5 minutes)
[4] Town Manager Report	Update on significant happenings	Memo	6:45 – 6:55 (10 minutes)
[5] Financials	Inflation Update, Staff response to FY22 Audit.	Supporting documents	6:55 – 7:10 (15 minutes)
[6] Renew Liquor Licenses	Board to convene as Local Control Commissioners (7VSA, §167) to consider renewal of liquor licenses pre (7VSA, §204). Motion(s) required.		7:10 – 7:15 (5 minutes)
[7] Wastewater Feasibility Study Engineering Services Agreement	Board to authorize Town Manager to sign contract for Engineering Services	Memo	7:15 – 7:25 (10 minutes)
BREAK			7:25 – 7:30 (5 minutes)
[8] Rule Requiring Wearing Face Coverings Indoors in Public Spaces	Board to reconsider the rule which expires March 26. Motion required.	Memo	7:30 – 7:40 (10 minutes)
[9] Selectboard Goals. Calendar setting	Board to discuss annual workplan and goals	Memos from Selectboard members	7:40 – 8:15 (35 minutes)
[10] Employee Complaint pursuant to Town Personnel Policies	Possible Executive Session (1VSA §313 (1) (B) and (F). Motion required.		8:15 – 8:45 (30 minutes)
[11] Adjourn	Motion required.		8:45

List of correspondence received before 3:00 pm on Thursday, March 17, 2022: Jay Mead re: Upper Loveland solar project; Melinda Stucker re: Upper Loveland solar project; Norm Levy re: Upper Loveland solar project; Alice Werbel re: Upper Loveland solar project; Lizzie Gray re: Upper Loveland solar project; Erich Rentz re: Upper Loveland solar project; Mary Albert re: Upper Loveland solar project; Nan Carroll re: Upper Loveland solar project; Amy Stringer & Jaan Laaspere re: Upper Loveland solar project; Franny Eanet re: Upper Loveland solar project; Jay Benson re: Upper Loveland solar project; John Carroll re: Town Moderator position; Peter Orner re: Ballot Measure #10; Martha Hafner re: cannabis issues; Open Positions listing; FYI copies of A/P warrants 22-26 and 22-27.

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Miranda Bergmeier

From: Jay Mead <jaywmead@gmail.com>
Sent: Thursday, February 17, 2022 6:39 PM
To: Rod Francis; Miranda Bergmeier
Cc: Jay Mead
Subject: Yes to the Upper Loveland Road Solar Project

To Rod and the Norwich Selectboard,

I would like to ask you to please support The Upper Loveland Road Solar Project, and approve it speedily. We need as many of these solar installations as we can get, and this is a particularly good one as it's well sited. We need it to help us meet our town and state climate goals, and to further develop solar in the town.

With my wife Edie Farwell we installed an acre of solar panels on our land last year. Norwich Technologies did the installation and did an excellent job. We are so pleased to be able to do this for the town and for the climate.

I trust you will do the same for the Upper Loveland Road Solar Project.

Regards,

Jay Mead

645 Turnpike Road
Norwich, VT 05055

jaywmead@gmail.com

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Miranda Bergmeier

From: Melinda Stucker <melindastucker@gmail.com>
Sent: Thursday, February 17, 2022 7:01 PM
To: Rod Francis; Miranda Bergmeier
Subject: Thoughts on solar project

We support the solar project proposed on land near Upper Loveland Rd (the short one off Church St that parallels the interstate).

None of us want to see our beautiful town change, but the reality is, it must.

Richard and I support solar in Norwich. If this has been determined to be a good place - then let's go for it!

Melinda Stucker

70 Pattrell Rd., Norwich VT

February 18, 2022

I am writing this letter in support of Rod Francis' February 7th letter to the Selectboard, explaining the reasons that the Planning Commission, and subsequently the Two Rivers Ottauquechee Regional Commission and the SelectBoard, approved a preferred site status designation for a 40 acre site on Upper Loveland Road that would be used to build a Community Solar array. As Rod Francis explains, the site meets all requirements for such a designation. The developers of the solar array have committed to preserve public access to paths on the property that had been allowed by the current owners on their private land.

Sincerely,
Norm Levy
16 Koch Road, Norwich

I am a member of the Norwich Energy Committee as well as the owner of two Community Solar arrays sited in Norwich that provide reduced cost electricity to the Starlake Housing Cluster and the Good Neighbor Health Clinic in White River Junction, but I am writing this letter as a resident of Norwich.

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Miranda Bergmeier

From: Alice Werbel <alice.werbel@gmail.com>
Sent: Friday, February 18, 2022 9:36 AM
To: Miranda Bergmeier; Rod Francis
Subject: support for solar project off Upper Loveland

Dear Town of Norwich officials,

I want to express my support for the proposed solar project off Upper Loveland.

I viewed the Conservation Commission's zoom in January where I heard the position of the objecters. I have read and support Rod's memo.

I live nearby and for years my family, dog, and I have walked that land in all seasons, crisscrossing established trails and off-trail too. I know the jagged, rocky terrain under power line, I appreciate where homes are located in relation to the site. It's a handy short cut through trails down to 4 Wheel-Drive Rd. I value that the land is accessible for "getting into the woods". I can't imagine there is hunting in those woods, which many folks seem to use and enjoy.

I believe the site is a very-well suited for a solar array. It checks off two important boxes: supports our climate goals through solar development at a site well suited for an array, keeps land open for recreation.

Respectfully,
Alice Werbel
247 Maple Hill Rd
Norwich

Miranda Bergmeier

From: Lizzie Gray <ejgray@gmail.com>
Sent: Friday, February 18, 2022 9:58 AM
To: Rod Francis; Miranda Bergmeier
Subject: Comment on Neighbors' Correspondence from 2/9

Hi,

As a renter at 55 Upper Loveland Rd—not an abutter, but a close neighbor—I wanted to write in support of the Upper Loveland Solar Project. I walk to and around the site fairly regularly, and appreciate the generosity of the parcel's owner in leaving the property accessible. The area is already significantly disturbed by the transmission line, cell tower, and access road; the project, as I understand its scope and location, will be far *less* visible than any of these existing developments already are from any public road or vantage point. In addition, appropriate buffers will remain between the site and the vernal pools in the area, because the permitting process and permit conditions are already protective of existing natural resources.

The project responds directly to the Town Plan objective to "increase the amount of renewable energy being produced in Norwich" without raising forest or wildlife concerns. I am firmly in favor of it, and look forward to being able to walk the area once the project has come to fruition, to see the panels in place and appreciate the investment they represent in Norwich's energy future, and in keeping Norwich green both literally and figuratively.

Thanks,

Lizzie Gray

Miranda Bergmeier

From: Erich Rentz <rentz.erich@gmail.com>
Sent: Friday, February 18, 2022 12:04 PM
To: Rod Francis; Miranda Bergmeier
Cc: Linda Gray
Subject: Comment on Neighbors Correspondence

Hello,

I would like to provide comments on the neighbors' correspondence in the packet for the 2/9 SB meeting regarding the Upper Loveland Solar project.

First, I would like to offer support for Rob's memo. I would especially promote his statement that "The Planning Commission and Selectboard followed the process as established and within the limited authority granted by the state."

Second, I would like to voice that I believe in the process that Norwich has followed in this matter and that I believe in the materials the developer has provided.

Thank you,

Erich Rentz
Doc Hardy Lane

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Miranda Bergmeier

From: Mary R. Albert <Mary.R.Albert@dartmouth.edu>
Sent: Friday, February 18, 2022 12:48 PM
To: Rod Francis; Miranda Bergmeier
Cc: Mary R. Albert
Subject: Proceed to install the solar array

Dear Norwich Selectboard,

I am writing in support of the memo from Rod Francis, then the Interim Town Manager, to the Selectboard on Feb 7, 2022, for the installation of solar generation on the parcel mentioned therein. I understand that the proposed site for installation has been carefully selected; it already has a cell phone tower and a transmission line, and yet the solar panels would not further command attention from someone traveling on a public road. It makes sense to use the site for a solar array.

The extreme urgency of current climate change requires that all of us do whatever we can to transition from fossil fuels to renewables now. This installation has received significant study, it was chosen to adhere to the guidelines at the time of the application, and it is important that this installation of solar generation occur asap.

Please facilitate installation of the solar array asap.

Best regards,
Mary Albert

153 Kerwin Hill Rd
Norwich VT

Miranda Bergmeier

From: Nan Carroll <nan@theclife.com>
Sent: Friday, February 18, 2022 4:30 PM
To: Rod Francis; Miranda Bergmeier
Subject: Support of local Solar project

To the Town Manager and Selectboard,

I am writing in support of the proposed solar project on Upper Loveland Road. I hope the selectboard will continue to support this project. It appears to meet so many goals that our community has set. This project will be a significant step in the right direction in working our way forward toward a more sustainable community.

I urge you to continue your support of this proposal.

Thank you.
Nan Carroll
345 Campbell Flat Road
Norwich

Miranda Bergmeier

From: Amy <vermont6633@gmail.com>
Sent: Tuesday, February 22, 2022 1:24 PM
To: Miranda Bergmeier; Jaci Allen
Subject: Proposed solar project on ridgeline

To the Selectboard and Planning Commission-

We are concerned about this proposed project for several reasons, including concern for the Selectboard's actions relative to our town planning process and this project's potential impact on our own property.

It is our understanding that the Selectboard's role in assessing such a project is to evaluate whether it is in accordance with the 2020 Norwich town plan. If the plan places restrictions on industrial uses on ridgelines, then this project is not a preferred site according to the plan. For the Board to provide a letter of support for a project that does not meet our plan's guidelines could put both the Selectboard and our town plan in legal jeopardy. We would be very interested to hear a legal opinion on this point.

Our second concern is that with the clear cutting of so many acres of trees, the highway noise we hear from our house (which has already increased greatly in our almost 40 years in this house) will worsen considerably.

Increasing our use of renewable energy is essential (and in fact, as strong proponents, we generate all our own electricity with a solar array on our barn.) However, we respectfully ask that you evaluate individual projects carefully and in accordance with the facts and regulations.

Amy Stringer
Jaan Laaspere
95 Upper Pasture Road

Miranda Bergmeier

From: Franny Eanet <franny.eanet@gmail.com>
Sent: Wednesday, February 23, 2022 9:13 PM
To: Rod Francis; Miranda Bergmeier
Subject: Support for proposed solar project on Upper Loveland Road

Dear Town Manager Francis and members of the Selectboard,

I'm writing to voice my support for the solar project proposed for Upper Loveland Road. I understand this has been under discussion at recent SB meetings and that a vocal group of neighbors opposes the project. I see this opposition as shortsighted NIMBYism. The drastic effects of climate change are going to render pointless our concerns about ridgelines and vernal pools.

My comments pertain to the SB packet for the 2/9 meeting including the neighbors' correspondence on page 9, and Rod's memo on page 93 (which I support).

I strongly support the Upper Loveland solar project for several reasons:

- (1) Climate change is real and action is needed at the local level, in order to meet our stated climate goals, and to do what we can as citizens to transition to renewable energy sources
- (2) While a few acres of the proposed parcel would be used for the solar array, the remainder would be preserved as a natural area and, as I understand it, neighbors would continue to be able to use the trails there
- (3) The parcel already has a cell phone tower and access road so is not in a pristine state
- (4) The proposed contractor for the project is local, experienced, and knows the area well

Please enter my comments into the record.

Thank you,

Franny Eanet
New Boston Road
franny.eanet@gmail.com

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Miranda Bergmeier

Subject: FW: Preferred Site Approval and Changing Information

From: Jay Benson <jkbenson3@gmail.com>
Sent: Monday, February 28, 2022 3:28 PM
To: Msbcalloway@gmail.com; Robert Gere <rgere@mac.com>; cbrochu30@gmail.com; rogerarnoldvt@gmail.com; marydlayton@gmail.com; Planner <planner@norwich.vt.us>
Cc: Joy Kenseth <joy.kenseth@dartmouth.edu>; Mary Gorman <mcbgorman@gmail.com>
Subject: Preferred Site Approval and Changing Information

Dear Norwich Selectboard and Town Manager/Planner

Please add this to the Select Board Correspondence.

I am not an abutter to the Upper Loveland Solar Project, yet I do live nearby and have become involved in the effort to understand both the process and the project. I participated in Wednesday's Select Board meeting. Our property has been labeled in many of Norwich Solar Technologies' (NST) maps as it is close to the proposed site.

I'm not sure if you are yet aware that Norwich Solar Technology has written to the PUC to say they have inadvertently failed to notify one of the abutters. (Please see the attached letter). Per Rod's presentation on Wednesday night, this shows that NST's submission was incomplete and certain abutters directly affected by the project were not aware of the project. The town ran its process with an understanding that abutters had been notified, now that the facts are different is the result still valid?

It is also important to note that the NST plan for the site as submitted to the PUC is now very different from the plan shared with some abutters and the town preferred site process. For example, in the letter to abutters, NST describes the clearing as 2-3 acres, the new plan now has a 8 acre clearcut, rises higher on the ridgeline, extends over the lower ridge nearer to Loveland Road, is now constructed on steeper slopes and will have a greater visible exposure to town roads and property. I have attached the variety of maps used for different communications as provided by NST as delivered to some abutters, the town and the PUC. Each successive plan/map shows significant change and potential conflict with zoning regulations mentioned by Rod (2.9) and the Quechee standard. Many of the criteria used to evaluate the project by the town planner, the Planning Commission and the Select Board have changed since the review and approval.

How does the Preferred Site Process work when the plan is changed post the town approval process and/or more complete materials are available? How does the Preferred Site Process work when abutters and the town receive an incomplete and different assessment of the impact from the developer themselves.

I am a proponent of solar. My wife and I have solar on the roof of our house, I drive an electric car and I've led efforts to install solar at Simon Pearce. I understand we are in a climate crisis and I would like to see more solar in Norwich to support offtakers in Norwich.

Yet, I want to protect the beauty of this town and kindly request that similar to NST's offer to the PUC to delay proceedings to allow intervention, should the town relook at the site with the currently available information and re-examine the site vs 2.9 of the Zoning regulations? Can the town ask NST for an updated visual impact and updated

slope analysis? All of the maps used by the Planning Commission and the Selectboard for their approval are outdated including the slope analysis and visual analysis.

Wouldn't this hold true if a developer first sought zoning approval of a 2 bedroom one story house and now wanted to change it to a 2 story four bedroom house?

Is there any criteria around the degree of change that warrants another review?

I'd also like to suggest that based on this experience that the town considers updating their process to ensure that the adjoiner/abutter list is correct and that adjoiners/abutters receive the same information provided to the town personnel, committees and boards that need to approve it.

I am very appreciative of the hard work you are doing to ensure a fair and balanced process. Both the Town and abutters were provided with incomplete (changing plan) and erroneous (all abutters notified) information. How is that rectified?

I am going to try and get some of these maps out into the public as well. I am also cc'ing a few other residents from whom I've sought feedback. This letter reflects my independent views.

With thanks.

Jay Benson 8 Spur LN, Norwich, VT 05055

Miranda Bergmeier

From: John M. C. Carroll <johncarroll.43@gmail.com>
Sent: Sunday, March 06, 2022 4:08 PM
To: Miranda Bergmeier
Subject: characteristics of an effective Moderator

Dear members of the Norwich Selectboard,

I'm writing regarding the unfilled position of Moderator.

As you know, there were no candidates for the office of Moderator. Although there were several write-in votes, no individual received enough votes to meet the threshold prescribed by Vermont statute: "...at least 30 votes or the votes of not less than one percent of the registered voters in the municipality, whichever is less." 17 V.S.A. § 2682a

Statute further specifies: "...if no person is otherwise elected to fill the office, a majority of the legislative body of the municipality may appoint a voter of the municipality to fill the office until the next annual meeting." 17 V.S.A. § 2682 (d)

Presumably, the Selectboard will invite expressions of interest from townspeople in connection with the unfilled office of Moderator.

If I may, I offer the Board these thoughts as you solicit and evaluate individuals wishing to serve as Moderator:

- > The effective Moderator is *moderate* in outlook and demeanor, and dedicated to public participation that is informed and civil.
- > The effective Moderator is -- and is perceived by the townspeople to be -- impartial, objective, and fair.
- > The effective Moderator is knowledgeable in Robert's Rules of Order and the application of the Rules in Annual Meetings and Special Meetings of the Town and the School District.
- > The effective Moderator is familiar with state Open Meeting Law and other state statutes governing municipalities.

I value the opportunity to have served our town and school district as Moderator. If you wish, I'll be happy to share with the new Moderator documents I have accumulated over the years in my service to the Town and the School District.

I thank you for your service to our town, and I wish you well in all your work in the coming months.

kind regards,

JC

345 Campbell Flat Road
Norwich

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Miranda Bergmeier

From: Peter Orner <peterorner@gmail.com>
Sent: Friday, March 11, 2022 8:42 AM
To: Roger Arnold; Elliot Harik; Andy Scherer; Vincent Crow; Cjfox; Shoshana Hort; Mark Laser; Rod Francis; roderick francis; Jaci Allen; Alberto Rdz; Miranda Bergmeier
Subject: Questions regarding ballot measure 10

Dear Rod, Roger, and Jaci,

I've had a number of questions from members of our core group, as well as supporters of closing the loop about next steps. I appreciate all the information provided at the Planning Commission Meeting but rather than attempting to summarize, I hope you don't mind my asking here for some clarification so that our core group understands what's going to happen now the town voted to approve the 50,000 to address Beaver Meadow as well as townwide safety and walkability issues, walking paths, trails, biking, etc:

1. What's the breakdown of the 50,000 in terms of how much of it will go to the phase 2 study?
2. What else is the 50,000 being used for? (I.e., as a member pointed out a volunteer sub-committee doesn't cost the town anything but we assume there might be other possible specific expenditures.)
3. Rod you mentioned that the bid process of the phase 2 study of Beaver Meadow won't begin until July. A member asks, why so long given the town vote? And might this delay for yet another year the possibility, if appropriate, to apply for the 80/20 grant?
4. What's the relationship between the sub-committee of the planning commission and the phase 2 study?
5. What's the specific mandate of the sub-committee?
6. How do members of the public apply to members of the subcommittee? Is there a chair, etc?

Thanks to you all for your time.
With my best,
Peter

Miranda Bergmeier

From: Bonnie Munday
Sent: Friday, March 11, 2022 4:01 PM
To: Miranda Bergmeier
Subject: FW: Summary of the VT physicians presentation at Legislative Committee on Administrative Rules yesterday on VMS cannabis warnings to include psychosis, use disorder, uncontrolled vomiting etc
Attachments: Screen Shot 2022-01-31 at 3.21.56 AM.png; Screen Shot 2022-02-22 at 8.18.37 AM-1.png; A Vermont mother's story. docx.docx

From: Martha Hafner
Sent: Friday, March 11, 2022 11:25 AM
To: barnardto@gmail.com; betheltownclerk@comcast.net; twnbridg@comcast.net; townclerk@westwindsorvt.org; d.mcnamara@comcast.net; deborah.aldrich@chestervt.gov; Clyde Jenne <cjenne@hartlandvt.org>; treasure@ludlow.vt.us; clerk@pomfretvt.us; Bonnie Munday <BMunday@norwich.vt.us>; clerk@plymouthvt.org; readingvermont@comcast.net; rochestertown@comcast.net; royalclerk@bluemoo.net; clerk@sharonvt.net; toscerk@vermontel.net; townofstockbridge@myfairpoint.net; clerk@westonvt.org; loneil@hartford-vt.org; amcmullen@windsorvt.org; clerk@townofwoodstock.org; Carol Larkin <rainbowsoverus@gmail.com>; Gregory Thayer <gmthayer1@aol.com>
Subject: Summary of the VT physicians presentation at Legislative Committee on Administrative Rules yesterday on VMS cannabis warnings to include psychosis, use disorder, uncontrolled vomiting etc

Dear Town Clerks,

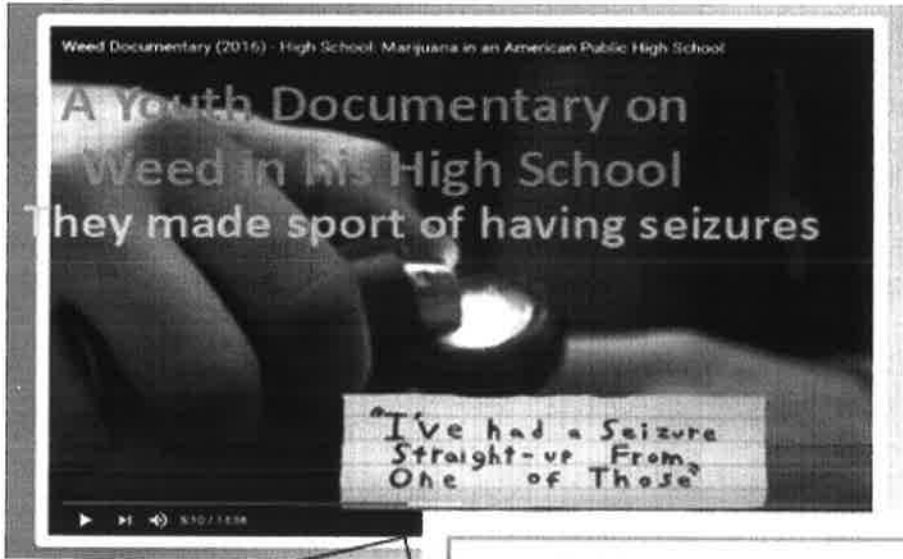
Would you please share my comments and the account of discussions yesterday at the State House with your selectboard and planning commissioners to help protect our youth?

While some towns are preparing to start regulating commercialized cannabis licenses for April 1, others have yet to vote, if Senator Joe Benning's S25 doesn't remove your local say. The state's procedures for licensing is pretty much a rubber stamp of requests.

As a teacher for 30+ years, I ask you to give consideration to the health and safety of your communities - especially the brains of our youth that are still under construction. This was cautioned by doctors that served on the Governor's Marijuana Commission. This is a psychoactive drug, one that the federal government still deems needs medical supervision. PLEASE offer our most precious natural resource your due diligence of protection. High potency marijuana dabs, shatter, butters, waxes, edibles and even the strong joints of today are dangerous.

I know the student who almost died 2 days before Christmas from a first time experience on a Central Vermont HS gym floor. I'm attaching another mother's story of how the stink of a field growing next to her kept her from being able to enjoy her yard and how marijuana impacted her children. Please use due diligence to **protect the youth of your community.**

Martha Hafner
Randolph, VT



With high potency THC products, teens today play with having seizures and can flatline from a little dab.

Is this what we want to call child's play?

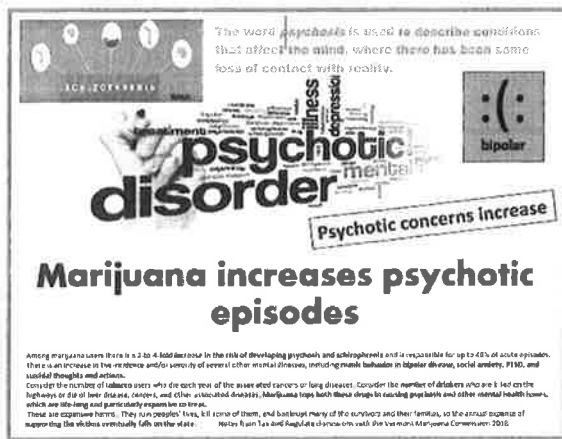
A Little Dab Can Do You

HS gym floor, Dec. 23, in Central VT

In 2017, 34% of high schoolers reported dabbing as the means of marijuana consumption. Dabbing marijuana delivers a far more potent high than smoked marijuana flower (Colorado Department of Public Health and Environment, 2019).

Here is a summary of what happened at the Legislative Committee on Administrative Rules on Thursday, 3.10 You may share this with others.

We effectively presented the health risks the VMS and concerned doctors have been voicing that are not addressed in the VCCB's proposed warning, and how Colorado has responded to the new data they have. We focused on psychosis, because the proposed VCCB warning says nothing about it and Colorado has seen a big increase, resulting in a change in statute in Colorado. The new Colorado statute and the resulting new mandatory warning singles out high potency THC as causing psychosis, hyperemesis, use disorder and other harms. (See below attached the CCB's Warnings and the VMS proposed warnings as well as the Colorado warnings)



The leadership of the committee repeatedly but erroneously stated that their role is only to see if the agency the comments and followed the right procedures, not to second-guess the agency on policy. Actually, that is not the role of this committee. LCAR is a joint committee of both houses. Its role is to see if a proposed rule implements the intent of the legislature when the legislature passed the bill into law that the rule is now poised to implement. **Our argument is that the statute says the Board is supposed to ensure that the cannabis product is safe, and this rule does not do that. This falls squarely within the committee's role.** Sadly our conclusion is that the leadership ducked their responsibility because the issue is either too complicated for them to feel sure about or they don't want to take on the industry, or both.

The committee voted, over one dissenting vote (Mark Higley) to approve of the proposed rule but, **in response to our testimony, the Committee also made a motion, which passed, to write letters to the health, government operations and judiciary committees of the two houses to ask that they consider both the VMS warning and the new information from Colorado with an eye toward amending the existing statute to require the warning you advocated for.**

Although the immediate outcome was disappointing, our appearance (and the materials we submitted) clearly have made an impact. The forthcoming LCAR letter may serve as an opening, next session, to adopt the Colorado approach with regard to warnings. In the meantime, of course, H.548 is working its way through the House. This would eliminate Vermont's cap on THC concentrations. One of the legislators on LCAR will all have to vote on that bill, perhaps later today, in House government operations. Others will have to vote on it later today if Gov Ops votes it onto the floor, and then it would go on to the Senate.

Your support, scientific, personal, and financial, is critical to our work informing Vermonters and our legislators of the impacts and harms of cannabis high THC concentrate use.

Thank you!!

Catherine Antley, MD

(I've included some pictures. More can be found in book 3 of this drop box <https://www.dropbox.com/sh/gkvpc1m8dt8674s/AAD8d1mxUoT59VvkZaCla-ZCa?dl=0> - I also recommend the 6 pictures/posters in Quick Take. Martha Hafner)

Marijuana and Schizophrenia Young person shares her experience - starting at 3:25 - <https://www.youtube.com/watch?v=dIoSbiO5E68>

Marijuana and Schizophrenia

As Your Brain Develops
it goes through "pruning"
which releases unused neuro-connections

Marijuana use
disrupts the "pruning" process

New study on Schizophrenia

shows it occurs from an over pruning

Are you sure you want to risk your developing brain?
Think twice if you are under age 30.

www.oscdoc.com

Studies show
are links between
Marijuana
Schizophrenia

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
BUSINESS PUBLIC AFFAIRS CENTER

MASS ATTACKS IN PUBLIC SPACES - 2017

March 2018

Between January and December 2017, 26 incidents of mass attacks during which three or more persons were harmed, were perpetrated in public places across the United States (see map). These attacks included the killing of the people we work with, our staff, and other individuals and our dogs. The resulting loss of life and the impact on the community are staggering. Each incident is a tragedy. We are committed to identifying the causes of these attacks and preventing them from occurring again. We are working with our partners in the law enforcement, intelligence, and public safety communities to identify the threats for reducing these types of incidents and understand the underlying causes. We are also working with our partners in the intelligence, law enforcement, and public safety communities to identify the threats for reducing these types of incidents and understand the underlying causes. We are also working with our partners in the intelligence, law enforcement, and public safety communities to identify the threats for reducing these types of incidents and understand the underlying causes.

MJ
Psychosis
Links to
Mass
Attacks
In Public
Spaces

Secret Service Report Shows Psychosis a Major Factor in 2017 Mass Attacks

Check out the Mental Health and Substance Use sections- MJ and ETOH are the two substances singled out in 54% of the cases.

Perkins Shooter Confessed Smoking a Lot of Marijuana



Perkins shooter confessed to smoking a lot of marijuana. The shooter was seen with a large amount of marijuana in his possession. The shooter was seen with a large amount of marijuana in his possession. The shooter was seen with a large amount of marijuana in his possession.

WARNING:

Use of Marijuana Concentrate may lead to¹:

1. Psychotic symptoms and/or Psychotic disorder (delusions, hallucinations, or difficulty distinguishing reality);
2. Mental Health Symptoms/Problems;
3. Cannabis Hyperemesis Syndrome (CHS) (uncontrolled and repetitive vomiting);
4. Cannabis use disorder / dependence, including physical and psychological dependence.

Consuming concentrate via inhalation will cause immediate effects.

Marijuana concentrates ARE NOT recommended for inexperienced marijuana users. THC concentration (% THC), amount of concentrate consumed, and frequency of use can result in both short and long-term effects. There is moderate evidence that individuals who use marijuana with THC concentration greater than 10% are more likely than non-users to be diagnosed with a psychotic disorder, such as schizophrenia.

Marijuana concentrate is not approved by the FDA and claims of medical benefits are not supported by the FDA.

Marijuana concentrates ARE NOT recommended for anyone under age 25, except if recommended by a doctor. People under 25 may be at greater risk of potential harm because the brain is not fully developed.

Regulated Marijuana Stores cannot provide medical advice. Any questions related to the health or safety of marijuana concentrates should be discussed with a patient's recommending physician or an adult consumer's primary care physician.

¹ These risks are based on CDPHE evidence statements where there is either moderate or substantial evidence. Where moderate means strong scientific findings that support the outcome, but these findings have some limitations and substantial means robust scientific findings that support the outcome with no credible opposing scientific evidence.

<https://marijuanahealthinfo.colorado.gov/glossary>


FY1 3

02/28/22
01:53 pm

Town of Norwich Accounts Payable
Check Warrant Report # 22-26 Current Prior Next FY Invoices
For checks For Check Acct 03 (General) 02/28/22 To 02/28/22

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
NORSCHOOL NORWICH SCHOOL DISTRICT	FEB PAYMENT	february payment	4768978.00	0.00	4768978.00	11307	02/28/22
Report Total			4,768,978.00	0.00	4,768,978.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *4,768,978.00
Let this be your order for the payments of these amounts.

Finance Director 
Fielding Essensa

Interim Town Manager: 
Rod Francis

SELECTBOARD:

DocuSigned by:

5FF195A79C8A4EE
Roger Arnold
Chair

Mary Layton
Vice Chair

Robert Gere

Marcia Calloway

Claudette Brochu

FYI.

3

03/03/2022

Town of Norwich Accounts Payable

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10:20 am

Check Warrant Report # 22-27 Current Prior Next FY Invoices

lmilligan

For checks For Check Acct 03 (General) 03/09/2022 To 03/09/2022

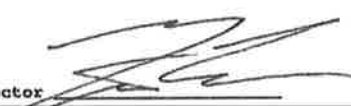
Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ROBERT HA ACCOUNTEMPS	59466358	LMILL WK ENDING: 02/18/2	1390.67	0.00	1390.67	11308	03/09/22
ROBERT HA ACCOUNTEMPS	59492643	LMILL WK ENDING: 02/25/2	1320.49	0.00	1320.49	11308	03/09/22
ACCURA ACCURA PRINTING	76730	CLERK-ENVELOPES VOTING	448.39	0.00	448.39	11309	03/09/22
ANYTIME ANYTIME CARPET CARE & CLEANING	456681	PD-FLOOR CLEANING (X2)	360.00	0.00	360.00	11310	03/09/22
BUSINESS BUSINESS CARD	WG39-JRAP7	DPW-VT DEPT WASTE MNGMNT	100.00	0.00	100.00	11311	03/09/22
CARGILL CARGILL INC-SALT DIVISION	2906909222	DPW-DEICER SALT 64.5K LB	2322.02	0.00	2322.02	11312	03/09/22
CARGILL CARGILL INC-SALT DIVISION	2906913867	DPW-DEICR SLT 131.94K LB	4565.79	0.00	4565.79	11312	03/09/22
CCI CCI MANAGED SERVICES	CW-53438	TH-MICROSOFT SOFTWARE	1316.00	0.00	1316.00	11313	03/09/22
CINTAS CINTAS CORPORATION	5090235531	DPW-MED CABINET/SFTY CK	106.40	0.00	106.40	11314	03/09/22
COMCAST COMCAST	020622THINTR	TH INTERNET	19.95	0.00	19.95	11315	03/09/22
COOP COOP SERVICE CENTER	12310	PD-SPLS, OIL FILTER, OIL	164.36	0.00	164.36	11316	03/09/22
DELTA DEN DELTA DENTAL	MAR 2022	MAR '22 DENTAL	1060.68	0.00	1060.68	11317	03/09/22
EVANSMOTO EVANS GROUP, INC.	0027349-IN	DPW-402GAL	1354.29	0.00	1354.29	11318	03/09/22
FIRSTLIGH FIRSTLIGHT FIBER	10916691	LD PHONE SVCS	26.52	0.00	26.52	11319	03/09/22
FOGGS FOGG'S HARDWARE AND BUILDING S	109304/6	DPW-TARP FOR SANDER	13.99	0.00	13.99	11320	03/09/22
GNOMON GNOMON COPY	61357	TM - NWICH TWN RPT	982.97	0.00	982.97	11321	03/09/22
GMPC GREEN MOUNTAIN POWER CORP	021522ACRDLT	ACDMY RD LTS	41.93	0.00	41.93	11322	03/09/22
GMPC GREEN MOUNTAIN POWER CORP	022222MNSTP7	MN ST P7 SIGN	29.23	0.00	29.23	11322	03/09/22
GMPC GREEN MOUNTAIN POWER CORP	02232211FRHS	11 FIREHOUSE LN	214.88	0.00	214.88	11322	03/09/22
GMPC GREEN MOUNTAIN POWER CORP	022322BMRSS	BMR SPEED SIGN	8.91	0.00	8.91	11322	03/09/22
GMPC GREEN MOUNTAIN POWER CORP	022322CHRSTT	CHURCH ST TAGLET 72249	8.45	0.00	8.45	11322	03/09/22
GMPC GREEN MOUNTAIN POWER CORP	022322MNSTW	MAIN ST TOWER	45.64	0.00	45.64	11322	03/09/22
GMPC GREEN MOUNTAIN POWER CORP	022322MSTBND	300 MAIN ST BANDSTAND	16.72	0.00	16.72	11322	03/09/22
GMPC GREEN MOUNTAIN POWER CORP	022322NBOSRD	24 NEW BOSTON RD	210.63	0.00	210.63	11322	03/09/22
GMPC GREEN MOUNTAIN POWER CORP	022322RTE10A	RTE 10A SPEED SIGN	9.98	0.00	9.98	11322	03/09/22
GMPC GREEN MOUNTAIN POWER CORP	022322TNPKRD	TRNPK RD SPEED SIGN	8.26	0.00	8.26	11322	03/09/22
GMPC GREEN MOUNTAIN POWER CORP	022322UVLGRD	UNION VLG RD INTER SPD S	9.41	0.00	9.41	11322	03/09/22
HOMEDEPOT HOME DEPOT CREDIT SERVICES	4971547	DPW-FRIDGE 4 BRKRM	567.00	0.00	567.00	11323	03/09/22
HOMEDEPOT HOME DEPOT CREDIT SERVICES	5020176	DPW-BUILDING SUPPLIES	294.32	0.00	294.32	11323	03/09/22
HOMEDEPOT HOME DEPOT CREDIT SERVICES	8010595	DPW-HD BALANCE FWD'D	25.97	0.00	25.97	11323	03/09/22
LEBFORD LEBANON FORD	45007669	DPW-TRK 12 BRAKES	144.94	0.00	144.94	11324	03/09/22
LHS LHS ASSOCIATES, INC.	72098	CLERK - BALLOT POSTAGE	4093.00	0.00	4093.00	11340	03/09/22
LUFKIN LUFKIN GRAPHIC DESIGNS	20324	TM - 1/05 TO 02/14	2376.00	0.00	2376.00	11341	03/09/22
MADISON MADISON NATIONAL LIFE	1484931	MARCH '22 INS	879.66	0.00	879.66	11325	03/09/22
MAYER MAYER & MAYER	PR-02/23/22	Payroll Transfer	25.00	0.00	25.00	11326	03/09/22
MCNEIL MCNEIL, LEDDY & SHEAHAN, PC	36100	TM LEGAL SVCS	1942.50	0.00	1942.50	11327	03/09/22
NEMRC NEW ENGLAND MUNI RESOURCE CTR	49962	TM-MAP ANNUAL HOST FEE	750.00	0.00	750.00	11328	03/09/22
NEMRC NEW ENGLAND MUNI RESOURCE CTR	49970	TH-ANNUAL SUPP/LIC AGRMN	5000.00	0.00	5000.00	11328	03/09/22
PBA NEW ENGLAND PBA, INC	31686	MARCH '22 UNION DUES	507.06	0.00	507.06	11329	03/09/22
NRRA NORTHEAST RESOURCE RECOVERY AS	124701	DPW-TS GLASS RECYCLE	172.80	0.00	172.80	11330	03/09/22
NRRA NORTHEAST RESOURCE RECOVERY AS	125874	DPW-GLASS CLEAN #691528	191.70	0.00	191.70	11330	03/09/22
PITNEYPP PITNEY BOWES PURCHASE POWER	3315250430	FEB '22 LEASING CHRGS	159.57	0.00	159.57	11331	03/09/22
SABIL SABIL & SONS INC	93417	DPW-VT INSPCTN-TRK 6	75.00	0.00	75.00	11332	03/09/22
SABIL SABIL & SONS INC	93420	DPW-VT INSPCTN-TRK 7	75.00	0.00	75.00	11332	03/09/22
STANTEC STANTEC CONSULTING SERVICES, I	1882577	DPW-SVCS 12/1/221 - 01/2	1090.21	0.00	1090.21	11333	03/09/22
TS GARAGE TWIN STATE GARAGE DOOR, LLC	16053	PD-GARAGE DOOR REMOTE	430.00	0.00	430.00	11334	03/09/22
UNIFIRST UNIFIRST CORPORATION	1070105454	DPW-UNIFORM WASHINGS	295.13	0.00	295.13	11335	03/09/22
VLCTERB VLCT EMPLOYMENT RESOURCE & BEN	REN033741-Q2	TH - Q2 CONTRIBUTION	741.00	0.00	741.00	11336	03/09/22
VMERS VMERS DB	PR-02/09/22	Payroll Transfer	6288.26	0.00	6288.26	11337	03/09/22
VMERS VMERS DB	PR-02/23/22	Payroll Transfer	5806.40	0.00	5806.40	11337	03/09/22

03/03/22
10:20 am

Town of Norwich Accounts Payable
Check Warrant Report # 22-27 Current Prior Next FY Invoices
For checks For Check Acct 03(General) 03/09/2022 To 03/09/2022

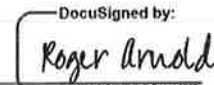
Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
WBMASON	W.B. MASON CO., INC.	227695627	DPW-MAINT TRASH BAGS	183.95	0.00	183.95	11338 03/09/22
WINDSORCL	WINDSOR COUNTY TREASURER	FY22BONDPMT	2022 BOND PMNT	29414.68	0.00	29414.68	11339 03/09/22
Report Total			77,685.71	0.00	77,685.71		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****77,685.71
Let this be your order for the payments of these amounts.

Finance Director: 
Fielding Essensa

Town Manager: 
Rod Francis

SELECTBOARD:

DocuSigned by:

5FF195A79C0A4EE...
Roger Arnold
Chair

Mary Layton
Vice Chair

Robert Gere

Marcia Calloway

Claudette Brochu

OPEN POSITIONS Town Committes & Boards

The Norwich Selectboard seeks applicants for open positions on several Town boards and committees. Descriptions of these positions are available on the Norwich website at <http://norwich.vt.us/wp-content/uploads/2020/06/Website-POSITION-DESCRIPTIONS-2020.pdf>

Interested Norwich residents should submit an application to the Town Manager’s office at manager-assistant @ Norwich.vt.us (remove spaces before emailing). Application deadline is 9:00 AM April 7, 2022. The application is available on the town website at <http://norwich.vt.us/wp-content/uploads/2012/06/NorwichApplicationForm2.pdf>.

Applications due APRIL 7, 2021 (9:00 am):

Lister	1 unexpired term to expire in March 2024
Conservation Commission	2 seats to expire in March 2026
Energy Committee	2 seats to expire in March 2025
Finance Committee	1 – 5 seats, staggered terms, TBD
Recreation Council	6 seats to expire in March 2025
Town Service Officer	1 seat to expire in March 2023
Tree Warden	1 seat to expire in March 2023
Upper Valley Subcommittee – CT River Joint Cmssns.	1 seat, no set term expiration
Advance Transit – Norwich Rep. to Board	1 seat to expire in May 2025
Development Review Board	1 seat to expire in April 2025
EC Fiber Governing Board	1 seat & 1 alternate to expire in April 2023
Finance Committee	2 seats to expire in June 2023
	1 seat to expire in June 2024
Health Officer	1 seat to expire in April 2025
Historic Preservation Commission	3 seats to expire in April 2025
Planning Commission	3 seats to expire in April 2026
Two Rivers-Ottauquechee RC	1 seat & 1 alternate to expire in April 2022

PLEASE NOTE: The Selectboard will consider applications for the above positions at their **APRIL 13, 2021** meeting at approximately 6:45. Applicants are asked to attend the April 13th meeting.

03/18/22 10:32 am

Town of Norwich Accounts Payable

Check Warrant Report # 22-28 Current Prior Next FY Invoices

For checks for Check Acct 03 (General) 03/23/22 To 03/23/22

Vendor	Invoice	Invoice Description	Purchase Amount	Discount	Amount Paid	Check Number	Check Date
ROBERT HA ACCOUNTS	59253430	MAINT - WK ENDING 1/14/2	1425.37	0.00	1425.37	11351	03/23/22
ROBERT HA ACCOUNTS	59273656	MAINT - WK ENDING 1/21/2	248.08	0.00	248.08	11351	03/23/22
ROBERT HA ACCOUNTS	59549242	MAINT - WK ENDING 03/04/2	1352.04	0.00	1352.04	11351	03/23/22
ROBERT HA ACCOUNTS	59589718	MAINT - WK ENDING 03/11/22	1214.17	0.00	1214.17	11351	03/23/22
ADVANCE	205904864	DW - DIESEL ADDITIVE	116.28	0.00	116.28	11352	03/23/22
ADVANCE	206004913	DW-MISC HOSE FITTINGS	44.16	0.00	44.16	11352	03/23/22
ADVANCE	84206987791	DW-WASHER FLUID	66.12	0.00	66.12	11352	03/23/22
ADVANCE	84207361406	DW-MISC HYDRO FITTINGS	32.60	0.00	32.60	11352	03/23/22
ATG	R70100263:1	DW - TRK #4 MAINT/REPAIR	5377.04	0.00	5377.04	11353	03/23/22
ATG	X701015334:1	DW-TRK #8 BRK CMS	156.76	0.00	156.76	11353	03/23/22
Check Total			259.16				
NOTHERN ALEX NORTHERN	AM12699	A. NORTHERN-M95 MASKS	226.93	0.00	226.93	11354	03/23/22
ANYTIME	PD - FEB '22 CLEANING	456687	360.00	0.00	360.00	11355	03/23/22
ANYTIME	ANYTIME CARPET CARE & CLEANING	456691	360.00	0.00	360.00	11355	03/23/22
Check Total			720.00				
ARC	ARC MECHANICAL CONTRACTORS, INC	32304	241.57	0.00	241.57	11356	03/23/22
ATYOUR	AT YOUR HOUSE APPLIANCE SERVICE	543	609.23	0.00	609.23	11357	03/23/22
RESTEPT	RESTEPT BEST SERVICE, LLC	31854	130.00	0.00	130.00	11358	03/23/22
RESTEPT	RESTEPT BEST SERVICE, LLC	32194	130.00	0.00	130.00	11358	03/23/22
Check Total			260.00				
MCBS	BLUE CROSS/BLUE SHIELD OF VERM	138359573	20895.84	0.00	20895.84	11359	03/23/22
MEMBER	ERIE SWENSON	SHAW120M211	77.39	0.00	77.39	11360	03/23/22
BUSINESS CARD	BUSINESS CARD	06522100958	60.00	0.00	60.00	11361	03/23/22
BUSINESS CARD	BUSINESS CARD	503.83	503.83	0.00	503.83	11361	03/23/22
Check Total			563.83				
CARGILL	CARGILL IHC-SALT DIVISION	2906895940	4609.38	0.00	4609.38	11362	03/23/22
CARGILL	CARGILL IHC-SALT DIVISION	2906921683	3035.55	0.00	3035.55	11362	03/23/22
Check Total			7644.93				
CABELLA	CABELLA WASTE SERVICES	0706387	3206.79	0.00	3206.79	11363	03/23/22

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Town of Norwich Accounts Payable
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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
CASELLA	CASELLA WASTE SERVICES	0708710 DFW - TRASH	62.39	0.00	62.39	11363	03/23/22
					Check Total	3269.18	
CCI	CCI MANAGED SERVICES	CW-53517 TR-AGREEMENT "COMPL CARE	3374.26	0.00	3374.26	11364	03/23/22
CRAUFMAN	CHRIS KAUFMAN	031722DPW DFW - WORK PANTS	108.00	0.00	108.00	11365	03/23/22
COMCAST	COMCAST	022022DPW DFW - INTERNET/PHONE	156.55	0.00	156.55	11366	03/23/22
COMCAST	COMCAST	03/01/22PD PD-PHONES/INTERNET	284.23	0.00	284.23	11366	03/23/22
					Check Total	440.78	
COOP	COOP SERVICE CENTER	12393 DFW - TRK #6 OIL/SUPPLS	104.36	0.00	104.36	11367	03/23/22
COTT	COTT SYSTEMS INC	145566 CLERK-MNTHLY RES. SOLUTM	260.00	0.00	260.00	11368	03/23/22
CRYSTAL	CRYSTAL ROCK, LLC	36065 030122 DFW - WATER COOLER	48.00	0.00	48.00	11369	03/23/22
DEADRIVER	DEAD RIVER COMPANY	02/24/22DRCO TR#99436 & FD#94848 OIL	1837.39	0.00	1837.39	11370	03/23/22
DEADRIVER	DEAD RIVER COMPANY	3/10/22*8400 TH - 421.6 GAL	2202.14	0.00	2202.14	11370	03/23/22
DEADRIVER	DEAD RIVER COMPANY	4001 FD - 234.2GAL	764.00	0.00	764.00	11370	03/23/22
					Check Total	4803.53	
DYERS	DYERS WELDING AND UPPER VALLEY	002143 DFW-TRK #6 BEDLINER	665.00	0.00	665.00	11371	03/23/22
DYERS	DYERS WELDING AND UPPER VALLEY	002148 DFW-TRK #7 BEDLINER	668.75	0.00	668.75	11371	03/23/22
DYERS	DYERS WELDING AND UPPER VALLEY	002264 DFW-SANDER CE MAINT	120.00	0.00	120.00	11371	03/23/22
DYERS	DYERS WELDING AND UPPER VALLEY	002318 DFW-TRK #7 HEADLT KIT	390.00	0.00	390.00	11371	03/23/22
					Check Total	1843.75	
EVANSMOTO	EVANS GROUP, INC.	0027678-IN DFW-VT PTRL CLNUP	962.76	0.00	962.76	11372	03/23/22
EVANSMOTO	EVANS GROUP, INC.	0028134-IN DFW-640 GAL OIL	2128.26	0.00	2128.26	11372	03/23/22
EVANSMOTO	EVANS GROUP, INC.	0028230-IN DFW-403 GAL OIL	1505.60	0.00	1505.60	11372	03/23/22
					Check Total	4596.62	
EYEMED	EYEMED/FIDELITY SECURITY LIFE	165174649 FEB '22 EYEMED	128.16	0.00	128.16	11373	03/23/22
FASTENAL	FASTENAL	NHWES93192 DFW-MISC SCREWS/WASHERS	33.53	0.00	33.53	11374	03/23/22
FOGGS	FOGG'S HARDWARE AND BUILDING S	111302/6 DFW- ACE RSTP SPRY	13.98	0.00	13.98	11375	03/23/22
GRAN STGL	GRANITE STATE GLASS	E0038814 DFW- TRK #5 'SAFE EDGES'	15.00	0.00	15.00	11376	03/23/22
GREAT	GREATER GOOD MEDIA	031122WCC NCC ART/NWICH TIMES-WINT	350.00	0.00	350.00	11377	03/23/22
GMPC	GREEN MOUNTAIN POWER CORP	0225228TLTS STREET LIGHTS	1045.06	0.00	1045.06	11378	03/23/22
GMPC	GREEN MOUNTAIN POWER CORP	030322MNETSL MAIN ST - SOLAR	19.89	0.00	19.89	11378	03/23/22

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10:32 am

Town of Norwich Accounts Payable
Check Warrant Report # 22-26 Current Prior Next FY Invoices
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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
GMPG	GREEN MOUNTAIN POWER CORP	2/28TRNPKV 111 TRNPK RD EV CHRG	42.22	0.00	42.22	11378	03/23/22
					Check Total		1107.17
TOSTIN	HANNAH LEE TOSTIN	11/21-02/22 TM/DPW MEETINGS (HELP)	1572.50	0.00	1572.50	11379	03/23/22
HAUM	HAUM WELDING SUPPLY, INC.	W300508 DPW-1 YR CYLINDER LEASE	463.60	0.00	463.60	11380	03/23/22
IRVINGOIL	IRVING ENERGY DISTRIB. & MARK	545265 DPW-559.1 GAL	1192.73	0.00	1192.73	11381	03/23/22
JEELECTRC	JEFF HODGE ELECTRIC LLC	1585 DPW-REWIRING/REPLCMNT	1086.39	0.00	1086.39	11382	03/23/22
JOESEQUIP	JOE'S EQUIPMENT SEV. INC.	40700-01 FD-SVC LABOR	19.50	0.00	19.50	11383	03/23/22
MACKINNON	JOM MACKINNON	6551470 DPW-PROPANE	63.59	0.00	63.59	11384	03/23/22
POWELLJUD	JUDITH POWELL	9707467-0671 FD-STAMPS/POSTAGE/VAC BA	89.96	0.00	89.96	11385	03/23/22
LEAF	LEAF CAPITAL FUNDING, LLC	12842496 4518A COPIER SYST FEB '2	90.20	0.00	90.20	11386	03/23/22
LEAF	LEAF CAPITAL FUNDING, LLC	12958194 4518A COPIER SYSM MAR '2	82.00	0.00	82.00	11386	03/23/22
					Check Total		172.20
LEBFORD	LEBANON FORD	45008182 DPW-TRK #12 LUG REPLMNT	153.28	0.00	153.28	11387	03/23/22
MAINEOXY	MAINE OXY	02124994-00 DPW-COLD FTCE RD REPAIR	72.55	0.00	72.55	11388	03/23/22
MAYER	MAYER & MAYER	PR-03/09/22 Payroll Transfer	25.00	0.00	25.00	11389	03/23/22
MODERN	MODERN CLEANERS & TAILORS	62A35B 2/1 - 2/17 DRY CLEANING	47.25	0.00	47.25	11390	03/23/22
MODERN	MODERN CLEANERS & TAILORS	89D816 FD - DRY CLEANERS	23.50	0.00	23.50	11390	03/23/22
					Check Total		70.75
MOMAR	MOMAR, INC.	PSI433162 DPW-RESTOCK CONNCTRS	121.15	0.00	121.15	11391	03/23/22
NEW HAMP	NEW HAMPSHIRE MUNICIPAL ASSOCI	25736 TR-DPW EQUIP OP AD WEB	150.00	0.00	150.00	11392	03/23/22
NRRA	NORTHEAST RESOURCE RECOVERY AS	126390 DPW-GLASS RECYCLING	204.30	0.00	204.30	11393	03/23/22
NONSCHOOL	NORWICH SCHOOL DISTRICT	031122LEEEP LEEEP - MARCH 11	750.00	0.00	750.00	11394	03/23/22
OTIS	OTIS ELEVATOR COMPANY	100400728349 TR-ELEV MAINT 4/1 - 4/30	270.40	0.00	270.40	11395	03/23/22
SABIL	SABIL & SONS INC	42280 DPW-TRK #8 BRAKE BRACKET	187.25	0.00	187.25	11396	03/23/22
SABIL	SABIL & SONS INC	93464 FD-STATE INSP/BRK REPAIR	351.38	0.00	351.38	11396	03/23/22
SABIL	SABIL & SONS INC	93529 DPW-TRK #12 TOWED	225.00	0.00	225.00	11396	03/23/22
SABIL	SABIL & SONS INC	93952 FD-STATE INSP/BRK REPAIR	165.63	0.00	165.63	11396	03/23/22
					Check Total		929.26

03/18/22
10:32 am

Town of Norwich Accounts Payable
Check Warrant Report # 22-28 Current Prior Next FY Invoices
For checks For Check Acct 03 (General) 03/23/22 To 03/23/22

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lmilligan

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
SPSVCALLC SPENCER POWERS SERVICES, LLC	1546	DPW-LEAF/ST CLEANING	2200.00	0.00	2200.00	11397	03/23/22
STANTEC STANTEC CONSULTING SERVICES, I	1861383	DPW-SVCS 10/9/21 TO 11/1	3636.37	0.00	3636.37	11398	03/23/22
TASCO TASCO SECURITY INC	159552	PD-ALARM MONITORING 22-2	336.00	0.00	336.00	11399	03/23/22
RADIO THE RADIO NORTH GROUP INC	24143854	FD-RADIO MAINT	1617.00	0.00	1617.00	11400	03/23/22
HANOVERTO TOWN OF HANOVER	00892	PD-AMBULANCE SVC CONTRAC	34328.00	0.00	34328.00	11401	03/23/22
HANOVERTO TOWN OF HANOVER	00932	PD-DISPATCHING SVCS	10912.00	0.00	10912.00	11401	03/23/22
Check Total					45240.00		
HARTFORD TOWN OF HARTFORD	12232	FEB '22 VREM BROADBND	115.88	0.00	115.88	11402	03/23/22
TWORIVERS TWO RIVERS - OTTAUQUECHEE	22-137	TR-CONS CLVRT #10-501	4969.52	0.00	4969.52	11403	03/23/22
TWOHIGSVC TWOHIG POLYGRAPH SERVICES LLC	02052022	PD-ROOT EXAM #2022-12 TP	350.00	0.00	350.00	11404	03/23/22
UNIFIRST UNIFIRST CORPORATION	1070109572	DPW-UNIFORM CLEANING	295.13	0.00	295.13	11405	03/23/22
UNIFIRST UNIFIRST CORPORATION	1070111598	DPW - UNIFORM CLEANING	295.13	0.00	295.13	11405	03/23/22
UNIFIRST UNIFIRST CORPORATION	1070113521	DPW - UNIFORM CLEANING	230.07	0.00	230.07	11405	03/23/22
Check Total					820.33		
VALLEYNEW VALLEY NEWS	614335	TR-DDW EMAIL/BASE PKG/PM	70.70	0.00	70.70	11406	03/23/22
VERIEWIRE VERISON WIRELESS	9901071814	TOWN PROMS/IPADS	241.81	0.00	241.81	11407	03/23/22
VTMUNI VERMONT MUNICIPAL ASSESSOR	1325	LISTERS-FEB '22 ASSESSOR	2116.33	0.00	2116.33	11409	03/23/22
VTREC VERMONT RECREATION & PARK ASSO	02062	REC-VRPA MMBRSHIP 21-22	80.00	0.00	80.00	11410	03/23/22
VLCTPACIF VLCT PROP & CASUALTY INTER FUN	REN220455-Q2	TR - Q2 INSTALLMENT	48051.50	0.00	48051.50	11411	03/23/22
VTELEVA VT ELEVATOR INSPECTION SERVICE	33689	TR-INSPECTION/REGIST FEE	225.00	0.00	225.00	11412	03/23/22
WBMASON W.B. MASON CO., INC.	227518813	DPW-BATHRM DISINFECTANT	51.98	0.00	51.98	11413	03/23/22
WBMASON W.B. MASON CO., INC.	228102828	TR/BEN-BATTERY / CLRK PE	40.86	0.00	40.86	11413	03/23/22
Check Total					92.84		

03/18/2022
10:32 am

Town of Norwich Accounts Payable
Check Warrant Report # 22-28 Current Prior Next FY Invoices
For checks For Check Acct 03(General) 03/23/22 To 03/23/22

Page 5 of 5
lmilligan

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			179,339.10	0.00	179,339.10		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***179,339.10
Let this be your order for the payments of these amounts.

Finance Director 
Fielding Essensa

Town Manager: 
Rod Francis

SELECTBOARD:

- Roger Arnold
Chair
- Mary Layton
Vice Chair
- Robert Gere
- Marcia Calloway
- Claudette Brochu

DRAFT Minutes of the Organizational Selectboard Meeting of
Wednesday, March 2, 2022, at 5:30 pm

3

This meeting was conducted via teleconference using ZOOM according to Open Meeting Law requirements. Members present: Roger Arnold, later appointed Chair; Mary Layton, later appointed Vice Chair; Claudette Brochu; Marcia Calloway; Robert Gere; Rod Francis, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

Also participating: Cheryl Lindberg.

1. Nomination for the Election of Chair. Town Manager Rod Francis called the meeting to order and solicited nominations for Selectboard (SB) Chair. Layton **moved** (2nd Gere) to appoint Roger Arnold as Chair. **Motion approved (4- yes; Calloway- abstain).**
2. Nomination and Election of Vice Chair. Francis called for nominations for Vice Chair. After some discussion, Brochu **moved** (2nd Gere) to appoint Mary Layton as Vice Chair. **Motion approved unanimously.**
3. Approval of Agenda. Layton **moved** (2nd Gere) to approve the agenda. **Motion approved unanimously.**
4. Public Comment. No public comment was offered.
5. Choose Official Town Newspaper. Brochu **moved** (2nd Calloway) to designate the Valley News as the official newspaper of the Town of Norwich. **Motion approved unanimously.**
6. Set Regular Selectboard Meeting Schedule. SB members agreed to set their next meeting as March 23, 2022, and not to meet on March 9th. Brochu **moved** (2nd Layton) to set the Selectboard's regularly scheduled meetings for the 2nd and 4th Wednesdays of the month at 6:30 pm except as modified by the Selectboard or meeting calendar. **Motion approved unanimously.**
7. Authorize Chair and/or Vice Chair to Sign Payroll Warrants. Brochu **moved** (2nd Gere) to authorize the Chair or the Vice Chair to examine and sign payroll warrants. **Motion approved unanimously.**
8. Authorize Chair and/or Vice Chair to Sign Accounts Payable. Brochu **moved** (2nd Gere) to authorize the Chair or the Vice Chair to examine and sign warrants against the Town when approval of the warrant is for expenditures that are within the purchasing authority of the Town Manager or are necessary to be drawn between regular Selectboard meetings or when the time between regular Selectboard meetings exceeds two weeks, provided that the warrant will be included in the Selectboard packet for the next regular Selectboard meeting. **Motion approved unanimously.**
9. Adopt Procedure for Receipt of Correspondence. Brochu **moved** (2nd Layton) to adopt the Procedure for Receipt of Correspondence that was approved in March 2021 and presented in the meeting tonight. **Motion approved unanimously.**
10. Adopt Rules for Conduct of Regular and Special Selectboard Meetings. Brochu **moved** (2nd Layton) to adopt the Rules for Conduct of Regular and Special Meetings, as approved in March 2021 and presented in the meeting tonight. **Motion approved unanimously.**

11. Adjourn. Brochu **moved** (2nd Calloway) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 6:31 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2022

Roger Arnold, Selectboard Chair

Next Meeting – March 23, 2022 – Meeting at 6:30

PLEASE NOTE: CATV POSTS RECORDINGS OF ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD

③

DRAFT Minutes of the Selectboard Meeting of
Wednesday, February 23, 2022, at 6:30 pm

This meeting was conducted via teleconference using ZOOM according to Open Meeting Law requirements. Members present: Roger Arnold, Chair; Mary Layton, Vice Chair; Claudette Brochu; Marcia Calloway; Robert Gere; Rod Francis, Interim Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

Also participating: Bonnie Batchelder, Cheryl Lindberg, Rita Seto, Chris Kaufman, Jaci Allen, Mary Albert, Joy Kenseth, Charlotte Metcalf, Harrison Whitecloud, Chris Rimmer, Brooke Dingedine, Doug Wilberding, Jack Cushman, Aaron Lamperti, Will Smith, Neil Fulton, Pam Smith.

1. Approval of Agenda. Layton **moved** (2nd Gere) to approve the agenda. **Motion approved unanimously.**
2. Public Comment. No public comment was offered.
3. Consent Agenda. Layton **moved** (2nd Gere) to approve the consent agenda. **Motion approved unanimously.**
4. Presentation of Audit Report. Bonnie Batchelder, the Town's contracted auditor, appeared to answer questions about the audit she prepared for the Town. Batchelder said that overall, the town is in a very strong financial position. Batchelder said the last couple of years have been very challenging for the Finance Office, in particular. Batchelder said her strongest recommendation is to make sure the Finance Office has the personnel and training they need. She also recommended that the pending taxpayer refunds need to be cleared up. Batchelder said that having strong financial controls is important, as well. Cheryl Lindberg said that the town doesn't have a sweep account; instead, we have collateralized up to \$12 million. Lindberg asked about wages expenses and about the unassigned fund balance. Batchelder said the town does not have an unreasonable amount of unassigned funds.
5. Warrant & Recording Fee Waiver for Woody Adams Conservation Forest & Easement. Arnold **moved** (2nd Layton) to approve a warrant in the amount of \$131,180.17; with \$130,000 coming from the Conservation Designated Fund and the remainder from the general fund for the Town's contribution to the purchase of the Woody Adams Conservation Forest. **Motion approved unanimously.** Arnold **moved** (2nd Gere) to waive the recording fees for the Woody Adams transaction. **Motion approved (4-yes; Calloway-no).**
6. Tigertown Culverts Construction Inspection Services & Contractor Bid and VT132 Contractor Bid Approvals. Rita Seto from TRORC gave background information on the Tigertown culvert project and Rte. 132 project. Seto summarized the process and proposals. Chris Kaufman, DPW Director, offered further details about the projects. Layton **moved** (2nd Brochu) to authorize the Town Manager to sign the DuBois and King contract to conduct Contract Inspection Services for \$79,204. **Motion approved unanimously.** Layton **moved** (2nd Gere) to authorize the Town Manager sign the Notice of Award to Kirk Fenoff & Son Excavating, LLC for construction services for \$414,176.10. **Motion approved unanimously.** Layton **moved** (2nd Brochu) to authorize the Town Manager sign the Notice of Award to Kirk Fenoff & Son Excavating, LLC for construction services \$216,583.74. **Motion approved unanimously.**

7. Review of Preferred Siting for Solar Projects in Norwich. Arnold introduced the topic and summarized the issues at hand. Francis then shared his screen to present a series of slides explaining the town's preferred site policy and review process. Jaci Allen said the vast majority of the land in town is zoned as rural residential. Brochu said the presentations on the Loveland Project before the Planning Commission and Selectboard were very clear about the fact that there will be no undue visual impact of this project. Mary Albert said she found the process of reviewing this project to be very clear and thorough. Joy Kenseth said she is an abutter to the project; she had questions about the site and is very concerned about the possible impact to her property. Charlotte Metcalf expressed concern about cutting down trees. Chris Rimmer, a member of the Conservation Commission, recommended a thorough study of the ecological impact of solar installations such as the Loveland project. Harrison Whitecloud agreed that it is very important to move forward with solar power. Brooke Dingedine, an attorney from Barre, said she is very concerned about the town's process of review. Calloway proposed a motion for the SB to set a future agenda item to more fully discuss the issue of solar siting. No one seconded the motion and it therefore failed. Francis said this project is before the Vermont Public Utilities Commission (PUC) and people can access the PUC website to gather information and become involved. Francis said he can help people access the PUC website if they need help.

8. Presentation from Article 36 Task Force. Rob Gere, as SB liaison to the Article 36 Task Force (TF), introduced the topic and thanked the TF for their work. Jack Cushman talked about the necessity of rapidly reducing the use of greenhouse gas usage. Aaron Lamperti shared his screen and summarized some of the data gathered by the TF. Also, the TF came up with 6 recommendations, listed in the TF's report, which is included in the SB meeting packet. SB members discussed the report and possible actions to address energy usage issues. Will Smith suggested the SB reach out to other towns that have successfully eliminated fossil fuel use. Neil Fulton talked about some options for electric vehicles for the town. Pam Smith said that, since Article 36 was passed, the town has purchased fossil fuel vehicles. She also suggested the town will need to own more solar to produce the electricity we'll need when we switch to using more electricity. SB members thanked the TF for their work.

9. Rule Requiring Wearing Masks in Indoor Public Spaces. Layton said the case rate hasn't come down quite enough yet to suspend the mask rule. Layton **moved** (2nd Brochu) to extend the Rule Requiring Wearing Face Coverings Indoors in Public Spaces for an additional 30 days through March 25, 2022. **Motion approved (4-yes; Calloway- abstain).**

10. Future Agenda Items. SB members discussed a variety of possible future agenda items, including:

ARPA

Childcare issues

Article 36 Task Force

Dog Policies

Working collaboratively with the Town Mgr. to move forward

Timeline for agenda setting with town staff

Discussions about how staff can support the SB

Relationships with town's committees, the SB, and town staff
Digitization and website improvement
Land Management Council discussion
Tracy Hall phone system

SB members agreed to hold the 2022 reorganization meeting the day after Town Meeting; March 2, 2022 at 5:30 pm via Zoom.

11. Adjourn. Brochu **moved** (2nd Layton) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 10:15 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2022

Roger Arnold, Selectboard Chair

Next Meeting – March 2, 2022 – Meeting at 6:30

PLEASE NOTE: CATV POSTS RECORDINGS OF ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD

TO: Selectboard
FROM: Rod Francis, Town Manager
RE: Town Manager Report
DATE: March 16, 2022

Financial Position of Town

The Finance Director and I will be available to discuss the month-end for February 2022 at the March 23rd meeting. February represents about the two third point of progress through the financial year. Acknowledging that there are seasonal variables (for both revenues and expenditures) and many other factors we can still gauge our performance in general terms. Two thirds of the way through the budget year suggests actual expenditures should represent 66% of the total operating budget. As of the end of February actual expenditures represent 61.40% of the FY22 budget.

However, the second half of the monetary articles have not been expensed, nor have the reserve fund allocations been made. Accounting for these commitments shows actual expenditures equal 68.58% of the FY22 budget, or just over the 66% goal. On the other hand, we are now through our most expensive season when we have considerable overtime (snowplowing) and heavy use of materials (fuel, sand and salt). Recent staff changes and warmer weather will likely moderate our monthly expenses.

Given the global security and economic situation we remain vigilant about the impact of inflation on our operating budget for the remainder of FY22 and the upcoming FY23 budget. All our departments have a reliance on gas, diesel and propane to fulfill the town's mission. All services and products we consume (salt, sand, gravel, blacktop, concrete etc.) are directly or indirectly impacted by the dramatic increase in oil prices. It is expected that we will need to monitor operations constantly to ensure we come in on budget for FY22 and start FY23 with realistic expectations about what the budget will fund in light of this unanticipated circumstance.

Casella Service Agreement

We contract with Casella to provide collection, transportation of waste materials, and processing of recyclable materials. This includes the provision of receptacles at the transfer station to receive waste and recyclables. This agreement was extended from April 4, 2021 to April 4, 2022 due to covid-19. Key costs in the contract (such as hauling waste) are expected to increase approximately 11.6%. I am hoping to discuss ways to minimize cost increases with Casella as part of renewing the agreement.

IT

The new on-site server is in place and proprietary software we utilize for lister functions, mapping and other aspects of town activity have been successfully installed by CCI and with some support from individual vendors. We are now in a fairly stable environment where we can make decisions about upgrading internet service to fiber-optic, streamlining our phone vendors (there are multiple) and begin replacing individual workstations and laptops. We have been provided with a comparison of fiberoptic vendors service prices. CCI continue to provide effective support and have worked through some complex email issues and failing machines in the past couple of weeks.

DPW Staffing

In the past three months we have experienced turnover in staff at DPW. Currently two of eight FTE positions are vacant; the half-time office assistant position is also vacant. We continue to spend considerable time recruiting and have made a commitment to training and supporting a skilled team in a respectful workplace. We are eager to recruit a halftime assistant to support the DPW office.

	Title	Filled/Vacant	FTE (%)	Notes
1	Director	F	100	
2	W. Foreman	F	100	
3	Eq. Operator	F	100	
4	Eq. Operator	F	100	(starts 3/21)
5	Eq. Operator	F	100	(starts 3/21)
6	Eq. Operator	V	100	Advertised
7	B&G Technician	V	100	Advertised
8	B&G Maintenance Custodian	F	100	
9	Office Assistant	V	50%F	Advertised
10	Transfer Station Lead Attendant	F	40	
11	Transfer Station Attendant	F	40	
12	Transfer Station Attendant	F	40	

4



From: Alexander Northern JD, MPA
Town of Norwich Fire Chief
Deputy Emergency Management Director

To: Town of Norwich Selectboard
Town Manager

Re: February 2022 Department Report

Date: 3/2/22

African American History Month: A Celebration of Pioneers in the American Fire Service

In celebration of African American History Month (February), I thought it would be most appropriate to look back and remember African Americans who have led the way in making American Fire Service history:

1. The oldest documents identifying government sanctioned African American firefighters were found in New Orleans, Louisiana. A devastating fire in July 1817 led the governing body to organize its people to avoid another conflagration. All ... individual free men of color and slaves were recruited.
2. The first woman firefighter was an African American. Molly Williams worked alongside the men of the Oceanus Volunteer Fire Company No. 1 of New York City in 1818.
3. Patrick H. Raymond was appointed on January 5, 1871 as the first African American Fire Chief in the United States (Cambridge, MA).
4. The International Association of Black Professional Fire Fighters was organized in Hartford, CT in 1970.
5. Robert O. Lowery was the first African American Fire Commissioner of a major U.S. city. He was the Fire Department of New York's 21st Fire Commissioner, serving from January 1, 1966 until September 29, 1973.

6. Toni McIntosh of the Pittsburgh (PA) Bureau of Fire was the first African American woman to become a career firefighter in June of 1976.
7. Cecelia O. Salters (now Cecelia Owens-Cox) was the first woman to be assigned to a New York City truck company in 1984.
8. Black Women in the Fire Service was established as a subcommittee of the International Association of Black Professional Fire Fighters in 1988 to address rising issues related to African American firefighters. The organization became a stand-alone committee in 1996.
9. The first African American United States Fire Administrator, Carrye B. Brown, was appointed in 1994.
10. The first African American woman appointed as Fire Chief for a career fire department was Chief Rosemary Cloud with the East Point (GA) Fire Department in 2002.
11. The second African American United States Fire Administrator, Kelvin J. Cochran, was appointed in 2009.¹

It is important for us all to recognize the accomplishments of these groundbreaking individuals. I, personally, stand on the shoulders of these pioneering people, and can attest to the hardships, racism and exclusion many of them felt. As the only African American Fire Chief in the State of Vermont, I salute every one of them and the countless African Americans in the Fire Service who have gone and will go unrecognized for their committed service.

FIRE CALLS	14
EMS CALLS	8
FIRE MUTUAL AID	5

¹ Dept. of Homeland Security 2/11/2011: <https://www.dhs.gov/blog/2011/02/11/african-american-history-month-celebration-pioneers-american-fire-service>

Recreation Department: February report

The Nordic Trail is popular again, but the inconsistent weather has made grooming difficult with a contractor who needs 24 hour notice. We held a Nordic at Night event February 5th with the Upper Valley Land Trust. Lions fireworks display at the Brookmead Conservation Area on February 19th, and postponed the skiing/snowshoe event, due to the warming conditions

We were approached by Linda Gray to help with the Energy Committee's Earth Day event, which will have an introduction to E-vehicle charging at Huntley Meadows, and then move to the Town Green.

Basketball Season - Our teams finished all games this month. We were pleased to have the opportunity to play against Hanover in a very exciting series of back-to-back games in the Ray School. We began the introduction to 3v3 games, which was met with enthusiasm.

The ice rink was closed due to the warm weather, so our 6th grade skating event was turned into a 6th grade marshmallow-roasting, cupcake decorating, Norwich Farm Creamery cocoa and homemade slime-making event in the Milton Frye Nature Area. Over 20 students were in attendance, and all had a wonderful kick-off to their 2022 graduation events

Foraging in the Fields and Forests of Norwich (with the Conservation Commission and Norwich Historical Society). Conservation and Recreation go hand and hand, so presenting our foraging photos with an assist from Craig Layne was a natural fit. We had 60+ sign up for the presentation, with attendees from as far away as OH and PA. We purposefully stayed away from discussing toxic look-alikes, since ID-via-Zoom could have unfortunate consequences. Overall, the presentation went well, and we received several positive comments in the days afterward. Link to the presentation is here:

<https://norwichhistory.org/foraging-in-the-fields-and-forests-of-norwich/>

The Youth Advisory Council began meeting this month, with an introduction to our municipal structure. The students were really fascinated to hear about the "flow chart" in Tracy Hall; especially how it truly starts and ends with them. There were some great questions about Town Meeting. We went through the Articles so that they wouldn't be as intimidating as they looked. Two of our YAC members planned to watch the Town Meeting and bring their impressions back to us following.

Safe Zone training continues through March 7th now, and will end with all Facilitators being broken into state-level groups. We will work with several Vermont towns to form a Safe Zone committee that will offer to host and facilitate community conversations on difficult and/or controversial issues.

Marisa Lorenzo has applied for appointment to the Council, and is awaiting a date from the Select Board.

Brie Swenson, Recreation Director

FINANCE

4

FEBRUARY

PREPARED BY: FIELDING ESSENSA – DIRECTOR

DATE: MARCH 9TH, 2022

The month of February was a busy month for the Finance Department. Taxes, training, as well as auditing were our main priorities, and I am happy to report all went well. We also are eager for the transition to spring and more long-term projects, notably capital planning, financial policy, and continued training.

The month started off very busy as Finance onboarded not only a new employee but rapidly transitioned from calendar year end initiatives to tax season. The collection process consumed almost all of our time for the first two weeks of the month, with phone requests for tax bills and balance inquiries, as well as the manual process of applying almost 1600 individual tax payments. I am happy to report that the Town has collected over 98% of the overall taxes due for the year, with over 50% of the remaining delinquency having been paid by the end of the month as well.

The month also started with our new assistant from Robert Half, Lacey Millican taking the reins from her predecessor Mary Gavin. Starting the last week of January, she faced a steep learning curve during our busiest time frame of the year and performed admirably. With over 1600 tax payments to process, while also learning the AP process at the same time, I am very happy with not only her ability to absorb and learn a lot of technical information in a short amount of time, but also her exceptional attitude while doing so. Once tax season passed, we continued to train, notably the idiosyncrasies of NEMRC as well as further accounting training.

The remainder of the month was focused on our workers compensation as well as unemployment insurance audits. A great training opportunity for Lacey, it was an excellent exercise for peeking behind the curtain of AP so to speak, as well as set her up with a solid foundation of the vendor management process.

We eagerly anticipate March and beyond as we are able to transition from a heavy day to day workload of receipt processing to a more prolonged period of long term projects, and eagerly anticipate the time to set the Finance Department up for future success.

PUBLIC WORKS DEPARTMENT

FEBRUARY 2022

PREPARED BY: CHRIS KAUFMAN

DATE: MARCH 9, 2022

Highway Department

- The Highway crew plowed and/or treated (slat and sanded) roads for 17 days in February 2022.
- Multiple culvert ice jams were removed on various roads.
- The interior of the public works building is in the process of being organized and cleaned.
- The second floor was cleaned out and organized for use as an equipment and supply storage area.
- Lunchroom cleaned and organized. Purchased new coffee maker and refrigerator as the old ones were not functioning.
- DPW Director's office cleaned and organized.
- The crew pushed down the metal and C&D dumpsters at the Transfer Station at least once per week.
- Dump Truck #4 was brought to Freightliner for repairs to the brakes, rear axle, front axle, electrical controls, and driveline.
- Dump Truck #8 was taken to Freightliner for repairs to the brakes, suspension, engine cooling system, oil leak, and belt wear.
- New Truck #2 was taken to Viking Cives in Williston, Vermont and to Lebanon Ford in Lebanon, New Hampshire to try and determine why the truck is powering down during plowing operations. Currently being investigated.
- Plow blades were welded and repaired. Hydraulic hoses changed on various equipment.
- Various incidents of tree branches removed on roads and ditches.
- As of the end of January the Public Works Dept, Highway Division, is down two to three crew members. The Department is currently advertising to fill the vacancies.

Buildings and Grounds

- The B&G Department assisted the Highway Dept on winter maintenance on roads and sidewalks.
- The custodian performed the usual maintenance at Tracy Hall, Public Safety Building and the Public Works Garage.
- Assisted with skating rink boards, anchorages and liner

Transfer Station

The Transfer Station operated in the usual manner with no noteworthy exceptions.

Miscellaneous Public Works Dept Activities

The Director:

1. Responded to resident's concerns regarding weather issues, snow removal, winter maintenance, trees and drainage in addition to many other items.
2. Attended one Board of Selectmen session (ZOOM meeting).
3. Contracted the following repairs of Public Service Building:
 - Second floor of DPW electrical repair
4. Travelled on various roads to determine areas of repair work.
5. Reviewed applications for equipment operators.

Projects:

1. Tigertown and VT Rte 132 Box Culvert Projects

Bids were received for both projects and the low bidder for both culvert projects was Kirk Fenoff, Inc. An Award Recommendation and Bid Analysis was conducted by Stantec.

2. Bridge Inventory and Priority Repair Program RFP

The Bridge Inventory and Priority Repair Report is in draft form and will be finalized once the DPW Director reviews the report and visits several of the key sites.

Proposed Purchases:

1. New Lockers for Staff

The existing metal lockers that are currently at the DPW garage are in poor shape and rusted (see photos) and are not adequate in size to hold the work clothing. The existing lockers are 12-inch width x 15-inch depth. Quotes for new lockers (either 18-inch or 24-inch width x 24-inch depth) were collected from three vendors:

- 1) School Lockers.com

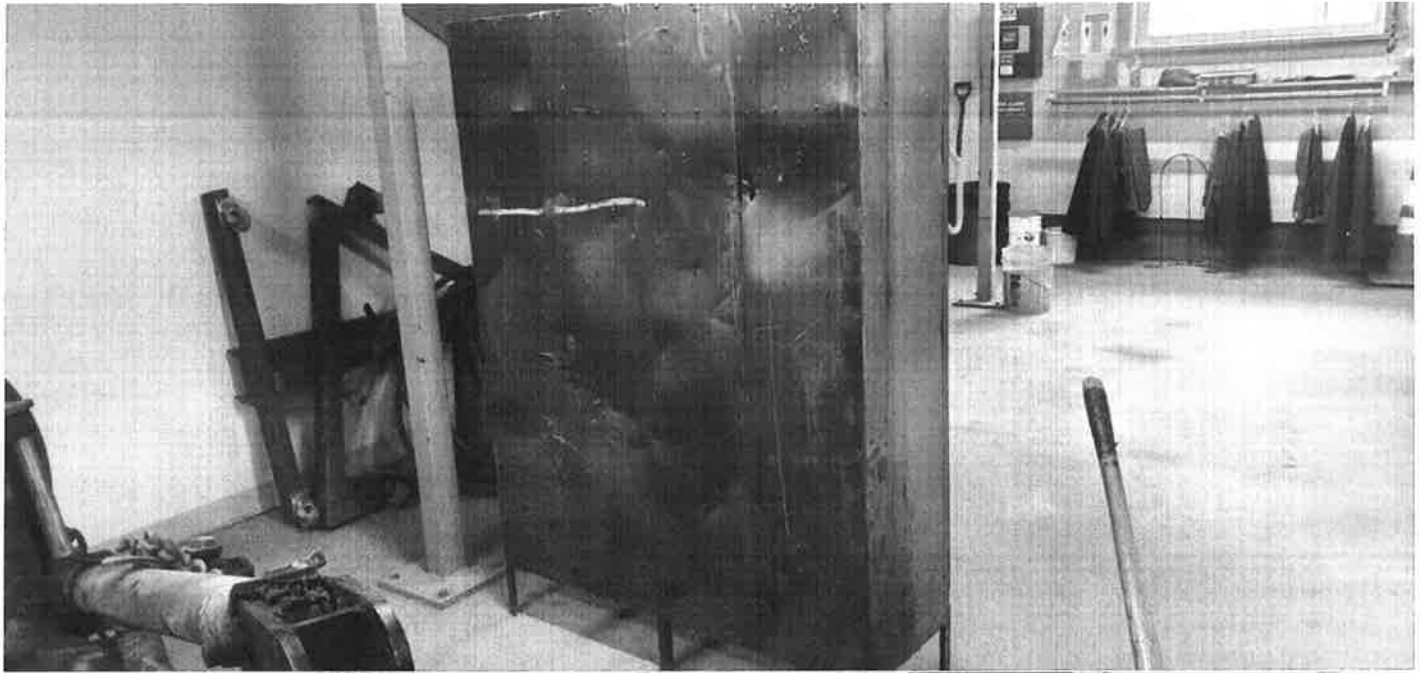
- a. These lockers are \$3,647.70 for 6 lockers (\$607.95/locker) for 18" W x 24" D x 72" H. Also, included in the price is for two (2) metal benches at \$337.45/bench. Shipping is \$1,020.84. Total price is \$5,343.44. Lowest Price.

- 2) Global Industrial

- a. These lockers are \$3,624.00 for 6 lockers (\$604.00/locker) for 24" W x 24" D x 72" H. Also, included in the price is for two (2) metal benches at \$309.95/bench. Shipping is \$1,144.99. Total price is \$5,388.89.

- 3) Salsbury Industries

- a. These lockers are \$5,550.00 for 6 lockers (\$925.00/locker) for 24" W x 24" D x 72" H. Also, included in the price is for two (2) metal benches at \$260.00/bench. Shipping is \$895.10. Total price is \$6,374.30





**Intermunicipal Regional Energy Coordinator Progress Report
Town of Norwich
February 2022**

- *Charging stations:* Updated the pricing at both the Dan & Whit's and Huntley Meadow charging stations to charge users by kWh rather than by the hour, as recommended by the Energy Committee.
- *Article 36 Task Force:* Provided the task force with an updated Green Procurement Policy for inclusion in their final report. Attended the February 24 meeting to discuss next steps.
- *Battery backup for municipal buildings:* Developing a report on the feasibility of using batteries to either replace or offset the generators providing back up power to municipal buildings.
- *IREC Steering Committee:* Met with the IREC Steering Committee on February 3. The committee agreed to a draft of the Regional Climate Action Plan (CAP), which has since been distributed to energy committees for review and feedback.

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director
128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ trorc.org

Town of Norwich FY 22 Revenue

5

	FY 22 BUDGET	FY 22 YTD	FY 22 DEC	FY 22 YTD PERF
PROPERTY TAX REVENUES				
TOWN PROPERTY TAX	\$ 3,888,583	\$ 3,221,789	\$ -	82.85%
PROPERTY TAX FOR OTHER MONETARY ARTICLES	\$ 395,268	\$ 395,268	\$ -	100.00%
VT LAND USE TAX (HOLD HARMLESS PAYMENT)	\$ 187,863	\$ 214,145	\$ -	113.99%
PROPERTY TAX INTEREST	\$ 30,000	\$ 12,964	\$ 4,869	43.21%
PROPERTY TAX COLLECTION FEE	\$ 20,000	\$ 31,515	\$ 31,515	157.57%
TOTAL PROPERTY TAX REVENUE	\$ 4,521,714	\$ 3,875,681	\$ 36,383	85.71%
LICENSE & PERMIT REVENUE				
LIQUOR LICENSE	\$ 670	\$ -	\$ -	0.00%
DOG LICENSE	\$ 2,000	\$ 387	\$ 206	19.33%
HUNTING & FISHING LICENSES	\$ 200	\$ 51	\$ -	25.25%
BUILDING/DEVELOPMENT PERMITS	\$ 4,000	\$ 6,128	\$ 1,656	153.19%
LAND POSTING PERMIT	\$ 200	\$ 200	\$ 10	100.00%
TOTAL LICENSE & PERMIT REVENUE	\$ 7,070	\$ 6,765	\$ 1,872	95.68%
INTERGOVERNMENTAL REVENUE				
VT HIWAY GAS TAX	\$ 156,000	\$ 163,230	\$ -	104.63%
VT ACT 60	\$ 15,300	\$ -	\$ -	0.00%
PILOT PAYMENTS	\$ 10,000	\$ 12,247	\$ -	122.47%
VT NATURAL RESRCS	\$ 2,500	\$ -	\$ -	0.00%
EDUCATION TAX RETAINER	\$ 27,000	\$ -	\$ -	0.00%
TOTAL INTERGOVERNMENTAL REVENUE	\$ 210,800	\$ 175,477	\$ -	83.24%
SERVICE FEE REVENUE				
RECORDING FEE & RESTORATION	\$ 25,000	\$ 29,112	\$ 3,375	116.45%
DOCUMENT COPY FEE	\$ 3,000	\$ 2,336	\$ 288	77.87%
USE OF RECRDS FEE	\$ 300	\$ 403	\$ 84	134.33%
VITAL STATISTIC FEE	\$ 800	\$ 200	\$ 40	25.00%
MOTOR VEHICLE RENEWAL FEE	\$ 50	\$ 12	\$ -	24.00%
PHOTOCOPYING FEE	\$ 50	\$ -	\$ -	0.00%
EV CHARGING FEES	\$ 800	\$ 242	\$ -	30.31%
TRACY HALL RENTAL FEE	\$ 3,500	\$ 1,275	\$ -	36.43%
POLICE REPORT FEE	\$ 500	\$ 187	\$ 36	37.40%
RECREATION PROGRAM FEES	\$ 190,000	\$ 37,534	\$ 2,719	19.75%
TRANSFER STATION STICKERS	\$ 40,000	\$ 24,646	\$ 175	61.62%
RECYCLING SOLID WASTE FEES	\$ 3,000	\$ 7,425	\$ -	247.52%
E-WASTE REVENUE	\$ 2,500	\$ 2,620	\$ 257	104.81%
RECYCLING REBATES	\$ 1,500	\$ 6,545	\$ 2,915	436.30%
C & D WASTE REVENUE	\$ 8,000	\$ 7,984	\$ 655	99.80%
TRASH COUPON	\$ 100,000	\$ 70,360	\$ 9,085	70.36%
TOTAL SERVICE FEE REVENUE	\$ 379,000	\$ 190,970	\$ 19,629	50.39%
GRANT REVENUE				
BETTER BACK ROADS GRANT	\$ -	\$ -	\$ -	0.00%
FEMA	\$ -	\$ 14,795	\$ -	999.00%
HISTORIC PRESERVATION GRANT	\$ -	\$ -	\$ -	0.00%
DRY HYDRANT GRANT	\$ -	\$ -	\$ -	0.00%
VLCT GRANT	\$ -	\$ 4,400	\$ -	999.00%
GRANTS IN AID PROJECT	\$ -	\$ 4,410	\$ -	999.00%
BEAVER MEADOW SIDEWALK SCOPING GRANT	\$ -	\$ -	\$ -	0.00%
GOVERNORS HIGHWAY SAFETY GRANT	\$ -	\$ 719	\$ -	999.00%
PLANNING GRANT	\$ -	\$ -	\$ -	0.00%
MAHHC GRANT	\$ -	\$ -	\$ -	0.00%

Town of Norwich FY 22 Revenue

	FY 22 BUDGET	FY 22 YTD	FY 22 DEC	FY 22 YTD PERF
NORWICH WOMEN'S CLUB GRANTS	\$ -	\$ 9	\$ -	999.00%
RECREATION RESTART GRANT	\$ -	\$ 20,444	\$ -	999.00%
ENERGY COMMITTEE GRANT	\$ -	\$ 51	\$ -	999.00%
COVID 19 GRANT	\$ -	\$ 39,398	\$ -	999.00%
TOTAL GRANT REVENUE	\$ -	\$ 84,226	\$ -	999.00%
OTHER TOWN REVENUES				
TOWN REPORT	\$ 1,350	\$ -	\$ -	0.00%
BANK INTEREST	\$ 20,000	\$ 9,176	\$ 1,722	45.88%
INSURANCE CLAIMS	\$ -	\$ -	\$ -	0.00%
ATHLETIC FIELD RENTAL	\$ 25,000	\$ 21,325	\$ -	85.30%
TOTAL OTHER TOWN REVENUES	\$ 46,350	\$ 30,501	\$ 1,722	65.81%
PUBLIC SAFETY REVENUES				
POLICE FINE	\$ 10,000	\$ 8,203	\$ 304	82.03%
PARKING FINE	\$ 500	\$ 285	\$ 25	57.00%
DOG FINE	\$ 200	\$ 25	\$ -	12.50%
TOTAL PUBLIC SAFETY REVENUES	\$ 10,700	\$ 8,513	\$ 329	151.53%
MISCELLANEOUS REVENUE				
AMBULANCE BILLS PAID	\$ -	\$ 55.25	\$ -	999.00%
TOWN CLERK	\$ -	\$ 76.00	\$ -	999.00%
POLICE DEPT	\$ -	\$ 544.40	\$ 50.00	999.00%
RECREATION DEPT	\$ -	\$ 600.00	\$ 100.00	999.00%
FIRE DEPT	\$ -	\$ -	\$ -	0.00%
HIGHWAY DEPT	\$ -	\$ 596.00	\$ -	999.00%
CONSERVATION COMM.	\$ -	\$ 125.00	\$ -	999.00%
MISCELLANEOUS	\$ 500	\$ 11,660.99	\$ 9,559.02	2332.20%
TOTAL MISCELLANEOUS REVENUE	\$ 500	\$ 13,658	\$ 9,709	2731.53%
TOTAL FEES & SERVICES	\$ 654,420	\$ 510,109	\$ 33,262	77.95%
ALLOWANCE FOR TAX ADJUSTMENTS*	\$ -	\$ -	\$ -	
TOTAL TOWN REVENUES	\$ 5,176,134	\$ 4,385,790	\$ 69,645	84.73%



Town of Norwich
FY22 Expenditure Budget/Actuals

CODE	DESCRIPTION	FY 22 BUDGET	FY 22 YTD	FY 22 FEB	FY 22 PERF
TOWN ADMINISTRATION					
01-5-005110.00	SELECTBOARD STIPEND	\$ 2,500	\$ 1,250	\$ -	50.00%
01-5-005111.00	TOWN MANAGER WAGE	\$ 95,971	\$ 33,397	\$ 10,608	34.80%
01-5-005113.00	TREASURER STIPEND	\$ 1,750	\$ 875	\$ -	50.00%
01-5-005114.00	ADMIN ASSIST WAGE	\$ 55,886	\$ 38,875	\$ 6,513	69.56%
01-5-005114.10	ADMIN ASSIST OT	\$ 500	\$ -	\$ -	0.00%
01-5-005121.00	FICA TAX	\$ 9,415	\$ 6,291	\$ 1,039	66.82%
01-5-005122.00	MEDI TAX	\$ 2,202	\$ 1,033	\$ 243	46.92%
01-5-005123.00	HEALTH INSUR	\$ 45,623	\$ 25,270	\$ 3,565	55.39%
01-5-005124.00	DISABILITY/LIFE INSURANCE	\$ 1,036	\$ 527	\$ 167	50.90%
01-5-005125.00	DENTAL INSURANCE	\$ 462	\$ 283	\$ 102	61.27%
01-5-005126.00	VT RETIREMENT	\$ 8,975	\$ 3,843	\$ 407	42.81%
01-5-005300.00	PROFESSIONAL SERVICES	\$ 51,667	\$ 57,895	\$ 5,033	112.05%
01-5-005300.10	CONTRACTED SERVICES	\$ -	\$ 15,335	\$ -	0.00%
01-5-005305.00	LEGAL	\$ -	\$ -	\$ -	0.00%
01-5-005310.00	VLCT MEMBERSHIP	\$ 5,328	\$ 5,328	\$ -	100.00%
01-5-005310.00	TOWN REPORT	\$ 2,500	\$ 3,454	\$ 3,454	138.17%
01-5-005531.00	TELEPHONE	\$ 850	\$ 365	\$ 47	42.88%
01-5-005532.00	T MNGR CELL PHONE	\$ 600	\$ 323	\$ 40	53.88%
01-5-005250.00	T MNGR RECRUITMENT	\$ -	\$ 9,046	\$ 3,157	999.00%
01-5-005252.00	T MNGR RELOCATION EXPENSE	\$ -	\$ -	\$ -	0.00%
01-5-005538.00	POSTAGE	\$ 100	\$ -	\$ -	0.00%
01-5-005540.00	ADVERTISING	\$ 900	\$ 2,160	\$ 764	239.97%
01-5-005550.00	PRINTING	\$ -	\$ -	\$ -	0.00%
01-5-005581.00	MILEAGE	\$ 200	\$ -	\$ -	0.00%
01-5-005610.00	OFFICE SUPPLIES	\$ 900	\$ 2,120	\$ 519	235.54%
01-5-005615.00	OFFICE EQUIP	\$ 300	\$ 117	\$ -	38.86%
01-5-005615.00	DUES/MTS/EDUC	\$ 1,000	\$ 443	\$ -	44.30%
01-5-005701.00	SB COMMITTEE EXPENSES	\$ 3,000	\$ -	\$ -	0.00%
01-5-005701.20	ENERGY COMMITTEE	\$ 1,460	\$ 214	\$ -	14.68%
01-5-005900.00	MISCELLANEOUS	\$ 500	\$ 898	\$ 39	179.68%
	TOTAL	\$ 293,625	\$ 209,343	\$ 35,697	71.30%
BOARD OF CIVIL AUTHORITY/ABATEMENT					
01-5-010110.00	JUSTICES WAGE	\$ 500	\$ -	\$ -	0.00%
01-5-010121.00	FICA TAX	\$ -	\$ -	\$ -	0.00%
01-5-010122.00	MEDI TAX	\$ -	\$ -	\$ -	0.00%
01-5-010538.00	POSTAGE	\$ 138	\$ -	\$ -	0.00%
01-5-010610.00	OFFICE SUPPLIES	\$ 25	\$ -	\$ -	0.00%
01-5-010615.00	DUES/MTS/EDUC	\$ 140	\$ -	\$ -	0.00%
	TOTAL	\$ 803	\$ -	\$ -	0.00%
STATUTORY MEETINGS					
01-5-050110.00	POLLWORKERS WAGE	\$ 600	\$ -	\$ -	0.00%
01-5-050200.00	CONTRACTED SERVICES	\$ -	\$ -	\$ -	0.00%
01-5-050538.00	POSTAGE	\$ 99	\$ -	\$ -	0.00%
01-5-050540.00	ADVERTISING	\$ 195	\$ -	\$ -	0.00%
01-5-050550.00	PRINTING	\$ 2,068	\$ 2,902	\$ 2,902	140.31%
01-5-050610.00	OFFICE SUPPLIES	\$ 73	\$ -	\$ -	0.00%
01-5-050650.00	VOTING MACH EXPENSE	\$ 56	\$ -	\$ -	0.00%
01-5-050652.00	VOTING MACH MAINT AGRMT	\$ -	\$ -	\$ -	0.00%

Town of Norwich
FY22 Expenditure Budget/Actuals

01-5-050655.00	VTG MCHN PROGRAMING	\$	1,700	\$	1,640	\$	1,640	96.45%
	TOTAL	\$	4,791	\$	4,541	\$	4,541	94.79%
	TOWN CLERK							
01-5-100110.00	TOWN CLERK WAGE	\$	72,490	\$	50,165	\$	8,371	69.20%
01-5-100112.00	ASST CLK WAGE	\$	48,381	\$	33,681	\$	5,832	69.62%
01-5-100121.00	FICA TAX	\$	7,494	\$	4,792	\$	815	63.95%
01-5-100122.00	MEDI TAX	\$	1,753	\$	1,121	\$	191	63.93%
01-5-100123.00	HEALTH INS	\$	31,904	\$	21,269	\$	2,659	66.67%
01-5-100124.00	DISABILITY/LIFE INS	\$	1,036	\$	982	\$	218	94.75%
01-5-100125.00	DENTAL INSURANCE	\$	924	\$	679	\$	176	73.51%
01-5-100126.00	VT RETIREMENT	\$	7,554	\$	5,240	\$	888	69.37%
01-5-100207.00	DOG/CAT LICENSE	\$	236	\$	198	\$	-	83.75%
01-5-100209.00	VITAL STATISTICS	\$	15	\$	-	\$	-	0.00%
01-5-100531.00	TELEPHONE	\$	500	\$	344	\$	47	68.74%
01-5-100610.00	OFFICE SUPPLIES	\$	1,200	\$	456	\$	-	38.01%
01-5-100611.00	OFFICE EQUIPMENT	\$	500	\$	-	\$	-	0.00%
01-5-100613.00	SOFTWARE	\$	3,114	\$	2,580	\$	500	82.85%
01-5-100615.00	DUES/MTGS/EDUC	\$	118	\$	-	\$	-	0.00%
01-5-100760.00	DES FUND-RECORD RESTORATION	\$	5,000	\$	-	\$	-	0.00%
	TOTAL	\$	182,219	\$	121,520	\$	19,696	66.69%
	FINANCE DEPARTMENT							
01-5-200112.00	FINANCE ASSISTANT WAGE	\$	48,599	\$	45,455	\$	6,708	93.53%
01-5-200112.10	FINANCE OFFICER WAGE	\$	81,660	\$	57,855	\$	9,238	70.85%
01-5-200121.00	FICA TAX	\$	8,076	\$	3,597	\$	549	44.54%
01-5-200122.00	MEDI TAX	\$	1,889	\$	841	\$	128	44.53%
01-5-200123.00	HEALTH INS	\$	22,576	\$	14,752	\$	2,082	65.34%
01-5-200124.00	DISABILITY/LIFE INS	\$	1,036	\$	619	\$	137	59.74%
01-5-200125.00	DENTAL INSURANCE	\$	924	\$	447	\$	135	48.33%
01-5-200126.00	VT RETIREMENT	\$	8,141	\$	3,724	\$	577	45.75%
01-5-200320.00	PROFESSIONAL SERVICES	\$	-	\$	616	\$	109	999.00%
01-5-200322.00	INDEPENDENT AUDIT	\$	13,500	\$	11,500	\$	11,500	85.19%
01-5-200531.00	TELEPHONE	\$	650	\$	363	\$	48	55.78%
01-5-200538.00	POSTAGE	\$	-	\$	4	\$	-	999.00%
01-5-200540.00	ADVERTISING	\$	176	\$	-	\$	-	0.00%
01-5-200550.00	PRINTING	\$	74	\$	115	\$	115	155.41%
01-5-200610.00	OFFICE SUPPLIES	\$	1,506	\$	948	\$	-	62.92%
01-5-200611.00	OFFICE EQUIPMENT	\$	250	\$	3,971	\$	2,584	1588.35%
01-5-200613.00	SOFTWARE	\$	925	\$	3,288	\$	3,000	355.42%
01-5-200615.00	DUES/MTGS/EDUC	\$	512	\$	60	\$	-	11.72%
01-5-200711.00	BANK CHARGE	\$	-	\$	-	\$	-	0.00%
	TOTAL	\$	190,494	\$	148,154	\$	36,911	77.77%
	GENERAL ADMINISTRATION							
01-5-275531.00	TELEPHONE	\$	700	\$	323	\$	40	46.10%
01-5-275536.00	POSTAGE METER RENTAL	\$	1,920	\$	479	\$	160	24.93%
01-5-275538.00	POSTAGE	\$	4,000	\$	5,161	\$	1,000	129.04%
01-5-275610.00	OFFICE SUPPLIES	\$	1,000	\$	480	\$	-	48.00%
01-5-275620.00	PHOTOCOPIER	\$	1,600	\$	557	\$	-	34.81%
01-5-275628.00	COMPUTER SOFTWARE	\$	-	\$	-	\$	-	0.00%
01-5-275630.00	COMPUTER EQUIPMENT	\$	-	\$	2,168	\$	-	0.00%

Town of Norwich
FY22 Expenditure Budget/Actuals

01-5-275631.00	WEB SITE SUPPORT	\$	600	\$	-	\$	-	0.00%
01-5-275632.00	SERVER MAINTENANCE	\$	17,568	\$	22,060	\$	4,670	125.57%
01-5-275760.00	DESIGNATED FUND EQUIPMENT	\$	50,878	\$	8,004	\$	8,004	15.73%
	TOTAL	\$	78,266	\$	39,232	\$	13,874	50.13%

BOARD OF LISTERS

01-5-300110.00	LISTER WAGE	\$	4,500	\$	2,250	\$	-	50.00%
01-5-300112.00	ASSESSING CLERK WAGE	\$	17,882	\$	2,012	\$	1,582	11.25%
01-5-300121.00	FICA TAX	\$	1,109	\$	264	\$	98	23.83%
01-5-300122.00	MEDI TAX	\$	259	\$	62	\$	23	23.86%
01-5-300300.00	PROFESSIONAL ASSESSOR SERVICES	\$	35,000	\$	19,506	\$	2,645	55.73%
01-5-300341.00	TAX MAPPING	\$	-	\$	-	\$	-	0.00%
01-5-300360.00	SOFTWARE MAINT/UPDATE	\$	6,000	\$	6,800	\$	4,150	113.33%
01-5-300531.00	TELEPHONE	\$	530	\$	348	\$	56	65.68%
01-5-300538.00	POSTAGE	\$	381	\$	4	\$	-	0.93%
01-5-300540.00	ADVERTISING	\$	-	\$	66	\$	-	999.00%
01-5-300550.00	PRINTING	\$	88	\$	-	\$	-	0.00%
01-5-300580.00	MILEAGE REIMB	\$	100	\$	-	\$	-	0.00%
01-5-300610.00	OFFICE SUPPLIES	\$	125	\$	178	\$	-	142.71%
01-5-300611.00	OFFICE EQUIPMENT	\$	625	\$	75	\$	-	12.00%
01-5-300615.00	DUES/MTGS/EDUC	\$	75	\$	(30)	\$	(30)	-40.00%
01-5-300760.00	DESIGNATED FUND REAPPRAISAL	\$	43,000	\$	-	\$	-	0.00%
	TOTAL	\$	109,674	\$	31,534	\$	8,524	28.75%

PLANNING/DRB DEPARTMENT

01-5-350110.00	PLAN ADMIN WAGE	\$	73,933	\$	47,094	\$	-	63.70%
01-5-350112.00	PLANNING DEPT. WAGES	\$	26,407	\$	18,700	\$	3,139	70.81%
01-5-350121.00	FICA TAX	\$	6,221	\$	3,952	\$	176	63.52%
01-5-350122.00	MEDI TAX	\$	1,455	\$	924	\$	41	63.52%
01-5-350123.00	HEALTH INS	\$	16,073	\$	12,522	\$	-	77.90%
01-5-350124.00	DISABILITY/LIFE INS	\$	518	\$	508	\$	63	98.01%
01-5-350125.00	DENTAL INSURANCE	\$	462	\$	288	\$	36	62.30%
01-5-350126.00	VT RETIREMENT	\$	4,621	\$	3,606	\$	663	78.04%
01-5-350230.00	TOWN PLAN	\$	-	\$	-	\$	-	0.00%
01-5-350320.00	PLANNING SERVICES	\$	3,000	\$	692	\$	692	23.08%
01-5-350321.00	TWO RIVER PLANNING COMM.	\$	5,223	\$	5,223	\$	-	100.00%
01-5-350322.00	U.V. TRANSPORTATION MGMT	\$	1,134	\$	1,134	\$	-	100.00%
01-5-350341.00	MAPPING	\$	1,600	\$	1,500	\$	750	93.75%
01-5-350416.00	HISTORIC PRES CLG GRANT	\$	6,750	\$	1,750	\$	-	25.93%
01-5-350531.00	TELEPHONE	\$	450	\$	350	\$	47	77.80%
01-5-350538.00	POSTAGE	\$	450	\$	-	\$	-	0.00%
01-5-350540.00	ADVERTISING	\$	500	\$	233	\$	-	46.58%
01-5-350550.00	PRINTING	\$	200	\$	148	\$	-	73.75%
01-5-350580.00	MILEAGE REIMB	\$	400	\$	-	\$	-	0.00%
01-5-350610.00	OFFICE SUPPLIES	\$	350	\$	-	\$	-	0.00%
01-5-350611.00	OFFICE EQUIPMENT	\$	250	\$	500	\$	-	199.96%
01-5-350615.00	DUES/MTGS/EDUC	\$	750	\$	-	\$	-	0.00%
	TOTAL	\$	150,747	\$	99,123	\$	5,608	65.75%

RECREATION DEPARTMENT

RECREATION ADMINISTRATION

01-5-425110.00	RECREATION DIR WAGE	\$	70,072	\$	48,519	\$	8,310	69.24%
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Town of Norwich
FY22 Expenditure Budget/Actuals

01-5-425121.00	FICA TAX	\$	4,350	\$	4,180	\$	454	96.10%
01-5-425122.00	MEDI TAX	\$	1,016	\$	978	\$	106	96.23%
01-5-425123.00	HEALTH INS	\$	24,022	\$	23,284	\$	2,479	96.93%
01-5-425124.00	DISABILITY/LIFE INSUR	\$	518	\$	553	\$	123	106.88%
01-5-425125.00	DENTAL INSURANCE	\$	462	\$	366	\$	114	79.14%
01-5-425126.00	VT RETIREMENT	\$	4,380	\$	3,032	\$	519	69.23%
01-5-425127.00	TELEPHONE	\$	525	\$	333	\$	40	63.39%
01-5-425128.00	POSTAGE	\$	175	\$	-	\$	-	0.00%
01-5-425140.00	ADVERTISING	\$	71	\$	-	\$	-	0.00%
01-5-425150.00	PRINTING	\$	25	\$	-	\$	-	0.00%
01-5-425160.00	DUES/MTGS/EDUC	\$	800	\$	-	\$	-	0.00%
01-5-425170.00	OFFICE EQUIPMENT	\$	50	\$	40	\$	-	80.00%
01-5-425180.00	MILEAGE REIMBURSEMENT	\$	263	\$	-	\$	-	0.00%
01-5-425182.00	OFFICE SUPPLIES	\$	225	\$	120	\$	-	53.32%
	TOTAL ADMINISTRATION	\$	106,954	\$	81,405	\$	12,144	76.11%
	RECREATION PROGRAMS							
01-5-425200.00	INSTRUCTOR FEE	\$	65,000	\$	9,663	\$	852	14.87%
01-5-425206.00	COACHING MATERIALS	\$	300	\$	110	\$	-	36.59%
01-5-425208.00	TEE SHIRT/HAT	\$	3,000	\$	1,530	\$	-	51.01%
01-5-425211.00	EQUIPMENT	\$	3,500	\$	12,546	\$	-	358.47%
01-5-425212.00	PROGRAM WAGE	\$	38,000	\$	25,758	\$	-	67.78%
01-5-425214.00	REFEREE/UMPIRE	\$	3,700	\$	150	\$	150	4.05%
01-5-425216.00	TOURNAMENT FEES	\$	2,500	\$	(95)	\$	(85)	-3.80%
01-5-425218.00	REGISTRATION FEES (MYREC)	\$	8,500	\$	3,745	\$	-	44.06%
01-5-425220.00	SPECIAL EVENTS /SUPPLIES	\$	1,500	\$	176	\$	-	11.72%
01-5-425221.00	FICA	\$	2,500	\$	503	\$	-	20.10%
01-5-425222.00	MEDI	\$	600	\$	118	\$	-	19.59%
01-5-425244.00	UNIFORM	\$	700	\$	-	\$	-	0.00%
	TOTAL RECREATION PROGRAMS	\$	129,800	\$	54,203	\$	917	41.76%
	RECREATION FACILITIES							
01-5-425322.00	REC FIELD CARE	\$	7,000	\$	3,615	\$	-	51.64%
01-5-425324.00	HUNTLEY LINE MARKING	\$	2,440	\$	-	\$	-	0.00%
01-5-425326.00	PORTABLE TOILET	\$	1,062	\$	153	\$	-	14.36%
01-5-425328.00	ICE RINK	\$	-	\$	-	\$	-	0.00%
01-5-425330.00	REPAIRS & MAINT	\$	2,519	\$	-	\$	-	0.00%
01-5-425332.00	WATER USAGE	\$	485	\$	222	\$	-	45.81%
01-5-425333.00	WOMEN'S CLJB GRANT	\$	1,875	\$	-	\$	-	0.00%
01-5-425350.00	MAHHC PREVENTION GRANT	\$	-	\$	-	\$	-	0.00%
01-5-425350.10	VT REC RESTART GRANT	\$	-	\$	-	\$	-	0.00%
01-5-425345.00	SITE WORK	\$	-	\$	-	\$	-	0.00%
01-5-425351.00	SUMMER MATTERS FOR ALL GRANT	\$	-	\$	13,009	\$	-	999.00%
01-5-425360.00	DESIGNATED FUND-T COURTS	\$	10,200	\$	-	\$	-	0.00%
	TOTAL RECREATION FACILITIES	\$	25,581	\$	16,999	\$	-	66.45%
	RECREATION TOTAL	\$	262,335	\$	152,607	\$	13,061	58.17%
	PUBLIC SAFETY FACILITY							
01-5-485232.00	WATER USAGE	\$	1,100	\$	490	\$	280	44.57%
01-5-485233.00	ELECTRICITY	\$	7,100	\$	3,401	\$	215	47.90%
01-5-485234.00	HEATING (Inc. Apparatus Bay)	\$	2,875	\$	306	\$	-	10.65%

Town of Norwich
FY22 Expenditure Budget/Actuals

01-5-485238.00	ADMIN TELEPHONE & INTERNET	\$	4,830	\$	4,217	\$	518	87.31%
01-5-485301.00	SUPPLIES	\$	750	\$	588	\$	328	78.40%
01-5-485302.00	REPAIRS & MAINTENANCE	\$	2,000	\$	449	\$	430	22.45%
01-5-485303.00	ALARM MONITORING	\$	325	\$	951	\$	-	292.58%
01-5-485304.00	CLEANING	\$	11,000	\$	5,940	\$	720	54.00%
01-5-485760.00	DESIGNATED FUND - POLICE/FIRE STATION	\$	-	\$	-	\$	-	0.00%
	TOTAL PUBLIC SAFETY FACILITY	\$	29,980	\$	16,342	\$	2,492	54.51%
	POLICE DEPARTMENT							
	WAGES & BENEFITS							
01-5-500110.00	POLICE CHIEF WAGE	\$	87,257	\$	12,808	\$	9,606	14.68%
01-5-500112.00	POLICE OFFICER WAGE	\$	174,617	\$	126,192	\$	17,489	72.27%
01-5-500112.10	ON-CALL WAGE	\$	5,472	\$	3,357	\$	549	61.35%
01-5-500113.00	OVERTIME OFFICER WAGE	\$	19,838	\$	32,308	\$	1,540	162.86%
01-5-500114.00	ADMINISTRATIVE WAGE	\$	51,247	\$	35,639	\$	5,923	69.54%
01-5-500115.00	PARTTIME OFFICER WAGE	\$	3,000	\$	982	\$	120	32.74%
01-5-500116.00	CROSSING GUARD WAGE	\$	16,934	\$	8,923	\$	1,802	52.69%
01-5-500121.00	FICA TAX	\$	20,587	\$	13,082	\$	2,204	63.55%
01-5-500122.00	MEDI TAX	\$	4,815	\$	3,062	\$	515	63.59%
01-5-500123.00	HEALTH INS	\$	72,228	\$	50,929	\$	6,311	70.51%
01-5-500124.00	DISABILITY/LIFE INS	\$	3,708	\$	1,768	\$	420	47.68%
01-5-500125.00	DELTA DENTAL	\$	2,160	\$	1,327	\$	320	61.43%
01-5-500126.00	VT RETIREMENT	\$	24,313	\$	16,203	\$	2,705	66.64%
	TOTAL	\$	486,176	\$	306,579	\$	49,504	63.06%
	COMMUNITY POLICING							
01-5-500201.00	ANIMAL CONTROL	\$	2,131	\$	1,766	\$	-	82.89%
01-5-500202.00	COMMUNITY RELATIONS	\$	653	\$	192	\$	-	29.40%
01-5-500204.00	SPEED SIGNS	\$	1,865	\$	2,741	\$	1,877	146.96%
01-5-500206.00	NORWICH CADET PROGRAM	\$	300	\$	-	\$	-	0.00%
	TOTAL	\$	4,949	\$	4,699	\$	1,877	94.95%
	EQUIPMENT & MAINTENANCE							
01-5-500301.00	RADIO MAINTENANCE	\$	764	\$	-	\$	-	0.00%
01-5-500302.00	PETROLEUM PRODUCTS	\$	6,121	\$	-	\$	-	0.00%
01-5-500304.00	CRUISER VIDEO EQUIP	\$	1,025	\$	-	\$	-	0.00%
01-5-500306.00	CRUISER MAINT	\$	8,396	\$	6,225	\$	299	74.15%
01-5-500308.00	CRUISER SUPPLIES	\$	482	\$	59	\$	33	12.20%
	TOTAL	\$	16,788	\$	6,284	\$	332	37.43%
	SUPPORT							
01-5-500501.00	ADMINISTRATION	\$	4,000	\$	2,406	\$	219	60.15%
01-5-500535.00	VIBRS	\$	2,971	\$	2,113	\$	116	71.13%
01-5-500536.00	DISPATCH SERVICES	\$	72,911	\$	54,683	\$	18,228	75.00%
01-5-500538.00	TRAINING	\$	2,500	\$	1,133	\$	-	45.33%
01-5-500543.00	TRAINING SUPPLIES	\$	1,421	\$	559	\$	-	39.32%
01-5-500580.00	MILEAGE REIMB	\$	217	\$	510	\$	-	234.84%
01-5-500581.00	DUES/MTGS/EDUC	\$	943	\$	280	\$	60	29.69%
01-5-500582.00	UNIFORM	\$	3,026	\$	2,936	\$	468	97.02%
01-5-500584.00	UNIFORMS CLEANING	\$	1,386	\$	209	\$	-	15.10%
	TOTAL	\$	89,375	\$	64,829	\$	19,090	72.54%

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DESIGNATED FUNDS						
01-5-500701.00	DESIGNATED FUND-SPECIAL EQUIP	\$	-	\$	-	0.00%
01-5-500702.00	DESIGNATED FUND-CRUISER	\$	-	\$	-	0.00%
	TOTAL	\$	-	\$	-	0.00%
TOTAL POLICE DEPARTMENT		\$	597,288	\$	382,391	\$ 70,803 64.02%
FIRE/FAST DEPT.						
01-5-555108.00	FIRE CHIEF WAGES	\$	67,782	\$	46,848	\$ 7,678 69.12%
01-5-555110.00	FIRE OFFICER STIPEND	\$	2,100	\$	-	\$ - 0.00%
01-5-555112.00	FIREFIGHTERS WAGE	\$	29,000	\$	17,456	\$ 3,133 60.19%
01-5-555114.00	FF DRILLS/MTGS WAGE	\$	3,000	\$	1,120	\$ - 37.33%
01-5-555119.00	C-19 GRANT	\$	-	\$	9,153	\$ 1,820 0.00%
01-5-555119.10	C-19 MILEAGE REIUMBURSEMENT	\$	-	\$	538	\$ 135 999.00%
01-5-555121.00	FICA TAX	\$	6,322	\$	4,397	\$ 748 69.54%
01-5-555122.00	MEDI TAX	\$	1,479	\$	1,028	\$ 175 69.49%
01-5-555123.00	HEALTH INSURANCE	\$	16,458	\$	16,268	\$ 1,718 98.84%
01-5-555124.00	DISABILITY/LIFE INSURANCE	\$	518	\$	689	\$ 120 133.10%
01-5-555125.00	VT RETIREMENT	\$	4,236	\$	2,928	\$ 480 69.12%
01-5-555126.00	DENTAL INSURANCE	\$	462	\$	340	\$ 88 73.51%
	TOTAL	\$	131,357	\$	100,762	\$ 16,095 76.71%
EMS WAGES						
01-5-555212.00	EMS WAGE	\$	6,000	\$	1,925	\$ 376 32.08%
01-5-555215.00	EMS DRILL WAGE	\$	1,900	\$	760	\$ - 40.00%
01-5-555221.00	EMS FICA TAX	\$	490	\$	130	\$ 17 26.56%
01-5-555222.00	EMS MEDI TAX	\$	115	\$	31	\$ 4 26.74%
	TOTAL	\$	8,505	\$	2,845	\$ 397 33.46%
EDUCATION & TRAINING						
01-5-555338.00	FIRE EDUC/TRAINING	\$	1,000	\$	45	\$ - 4.51%
01-5-555340.00	EMS EDUC/TRNG	\$	1,400	\$	750	\$ - 53.57%
01-5-555342.00	FIRE DUES/MTGS/EDUC	\$	500	\$	-	\$ - 0.00%
	TOTAL	\$	2,900	\$	795	\$ - 27.42%
TOOLS & EQUIPMENT						
01-5-555422.00	FIRE TOOLS & EQUIPMENT	\$	4,000	\$	1,144	\$ - 28.60%
01-5-555424.00	EMS TOOLS/ EQUIP	\$	1,900	\$	1,080	\$ - 56.87%
01-5-555426.00	RADIO PURCH/REPAIR	\$	750	\$	6,574	\$ - 876.55%
	TOTAL	\$	6,650	\$	8,799	\$ - 132.31%
MAINTENANCE						
01-5-555528.00	FIRE TRK R & M	\$	14,500	\$	4,461	\$ 54 30.76%
01-5-555530.00	EQUIPMENT MAINTENANCE & SAFETY TESTING	\$	4,000	\$	4,046	\$ - 101.15%
01-5-555532.00	RADIO MAINTENANCE	\$	531	\$	1,151	\$ - 216.77%
01-5-555534.00	SOFTWARE MAINTENANCE	\$	1,012	\$	-	\$ - 0.00%
01-5-555536.00	COMPUTER MAINTENANCE	\$	291	\$	-	\$ - 0.00%
01-5-555538.00	VEHICLE FUEL	\$	2,715	\$	1,645	\$ 863 60.60%
	TOTAL	\$	23,049	\$	11,303	\$ 917 49.04%
SUPPORT						
01-5-555614.00	RECRUITMENT	\$	100	\$	-	\$ - 0.00%

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01-5-555618.00	POSTAGE	\$	25	\$	-	\$	-	0.00%
01-5-555619.00	FIRE PREVENTION BOOKS & MATERIALS	\$	100	\$	310	\$	-	309.81%
01-5-555620.00	FIREFIGHTERS CASUL INS	\$	8,800	\$	-	\$	-	0.00%
01-5-555625.00	TELEPHONE & INTERNET	\$	-	\$	32	\$	40	999.00%
01-5-555630.00	OFFICE SUPPLIES	\$	400	\$	607	\$	52	151.85%
01-5-555632.00	DISPATCH SERVICE	\$	22,588	\$	351	\$	-	1.55%
01-5-555633.00	UNIFORM	\$	225	\$	238	\$	36	105.90%
01-5-555634.00	HYDRANT RENTAL	\$	33,933	\$	21,434	\$	-	63.16%
01-5-555635.00	DRY HYDRANT	\$	25	\$	-	\$	-	0.00%
01-5-555636.00	OSHA COMPLIANCE	\$	1,000	\$	224	\$	-	22.40%
01-5-555637.00	WATER LINE REPAIR	\$	-	\$	-	\$	-	0.00%
	TOTAL	\$	67,196	\$	23,196	\$	128	34.52%
DESIGNATED FUNDS								
01-5-555758.00	DESIGNATED FUND-APPARATUS	\$	20,000	\$	19,418	\$	-	97.09%
01-5-555760.00	DESIGNATED FUND-EQUIPMENT	\$	20,000	\$	-	\$	-	0.00%
	TOTAL	\$	40,000	\$	19,418	\$	-	48.54%
GRANT								
01-5-555824.00	VLCT PACIF GRANT	\$	-	\$	5,352	\$	5,352	0.00%
01-5-555825.00	FEMA GRANT	\$	-	\$	-	\$	-	0.00%
01-5-555830.00	DRY HYDRANT GRANT	\$	-	\$	-	\$	-	0.00%
01-5-555852.00	FY 17 HOMELAND SECURITY	\$	-	\$	-	\$	-	0.00%
	TOTAL	\$	-	\$	5,352	\$	5,352	0.00%
AMBULANCE EXPENDITURES								
01-5-555901.00	AMBULANCE CONTRACT	\$	146,340	\$	79,568	\$	-	54.37%
01-5-555903.00	AMBULANCE LIAB	\$	14,500	\$	1,743	\$	-	12.02%
	TOTAL	\$	160,840	\$	81,311	\$	-	50.55%
TOTAL FIRE DEPT.			\$440,497		\$253,782		\$22,889	57.61%
EMERGENCY MANAGEMENT								
01-5-575100.00	DEBT SERVICE ON TOWER BOND PRINCIPAL	\$	29,894	\$	27,500	\$	-	91.99%
01-5-575105.00	DEBT SERVICE ON TOWER BOND INTEREST	\$	-	\$	1,345	\$	-	999.00%
01-5-575233.00	TOWER POWER	\$	500	\$	277	\$	104	55.34%
01-5-575600.00	EMERG MAN ADMIN	\$	17	\$	-	\$	-	0.00%
01-5-575610.00	EMERG MNGMT SUPPLIES	\$	33	\$	-	\$	-	0.00%
01-5-575612.00	GENERATOR FUEL	\$	55	\$	-	\$	-	0.00%
01-5-575620.00	EMERG GEN MAINT	\$	2,500	\$	756	\$	-	30.24%
01-5-575740.00	DESIGNATED FUND- GENERATORS	\$	10,000	\$	-	\$	-	0.00%
	TOTAL	\$	42,999	\$	29,878	\$	104	69.48%
GRANTS								
01-5-575800.00	LOCAL HAZARD MITIGATION GRANT	\$	-	\$	-	\$	-	0.00%
	TOTAL	\$	-	\$	-	\$	-	0.00%
CONSERVATION COMM.								
01-5-650615.00	DUES/MTGS/EDUC	\$	300	\$	50	\$	-	16.67%
01-5-650620.00	SPKRS/PUBLIC INFO / GEN'L PUBLIC EDUCATION	\$	83	\$	-	\$	-	0.00%
01-5-650625.00	PUBLICITY / OUTDOOR STUDENT PROGRAMS - LEEEP	\$	366	\$	32	\$	-	8.84%
01-5-650630.00	TRAILS	\$	1,290	\$	96	\$	-	7.44%

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01-5-650632.00	WATER QUAL MONIT	\$	-	\$	-	\$	-	0.00%
01-5-650635.00	MILT FRYE NATURE AREA	\$	1,650	\$	60	\$	-	3.64%
01-5-650700.00	NATRL RESRCS INVEN	\$	-	\$	-	\$	-	0.00%
01-5-650710.00	PROJECT RESTORATION / NATURAL RES. PROJS.	\$	-	\$	-	\$	-	0.00%
01-5-650727.00	WOMAN'S CLUB GRANT	\$	-	\$	198	\$	198	999.00%
	TOTAL	\$	3,689	\$	436	\$	198	11.83%
PUBLIC WORKS DEPARTMENT								
HIGHWAY DIVISION								
01-5-703110.00	DIRECTOR OF PUBLIC WORKS	\$	86,192	\$	21,778	\$	9,994	25.27%
01-5-703111.00	ADMINISTRATIVE ASSISTANT, PART-TIME	\$	21,826	\$	8,506	\$	-	38.97%
01-5-703112.00	ROAD CREW WAGES	\$	282,486	\$	180,212	\$	42,918	63.79%
01-5-703114.00	ROAD CREW OVERTIME	\$	45,000	\$	32,929	\$	12,043	73.18%
01-5-703116.00	PAGER COMPENSATION	\$	4,650	\$	-	\$	-	0.00%
01-5-703121.00	FICA	\$	21,610	\$	14,603	\$	3,908	67.58%
01-5-703122.00	MEDICARE	\$	-	\$	3,269	\$	914	999.00%
01-5-703123.00	HEALTH INSURANCE	\$	73,283	\$	42,846	\$	5,074	58.47%
01-5-703124.00	DISABILITY & LIFE INSURANCE	\$	2,589	\$	1,729	\$	156	66.77%
01-5-703125.00	DENTAL INSURANCE	\$	2,310	\$	1,167	\$	60	50.52%
01-5-703126.00	RETIREMENT	\$	17,655	\$	12,093	\$	2,371	68.50%
	TOTAL	\$	557,601	\$	319,132	\$	77,439	57.23%
MATERIALS								
01-5-703201.00	SALT & CHEMICALS	\$	115,000	\$	66,005	\$	19,734	57.40%
01-5-703203.00	SAND	\$	105,000	\$	76,693	\$	-	73.04%
01-5-703205.00	DUST CONTROL	\$	15,000	\$	3,699	\$	-	24.66%
01-5-703207.00	GRAVEL & STONE	\$	55,000	\$	17,371	\$	-	31.58%
01-5-703209.00	CULVERTS & OTHER ROAD SUPPLIES	\$	12,000	\$	747	\$	-	6.23%
01-5-703211.00	ASPHALT PRODUCTS	\$	2,995	\$	160	\$	-	5.33%
01-5-703213.00	BRIDGE REPAIR & MAINTENANCE	\$	2,000	\$	277	\$	-	13.87%
01-5-703215.00	OTHER PROJECTS	\$	1,783	\$	8,858	\$	-	496.81%
01-5-703217.00	SIGNS	\$	2,256	\$	-	\$	-	0.00%
	TOTAL	\$	311,034	\$	173,810	\$	19,734	55.88%
CONTRACTED SERVICES								
01-5-703301.00	PLOWING & SANDING	\$	22,976	\$	7,271	\$	-	31.64%
01-5-703303.00	ROAD SWEEPING	\$	3,243	\$	-	\$	-	0.00%
01-5-703305.00	LEAF REMOVAL	\$	3,029	\$	-	\$	-	0.00%
01-5-703307.00	STREETLIGHTS	\$	12,595	\$	7,871	\$	1,162	62.50%
01-5-703309.00	TREE CUTTING & REMOVAL	\$	10,516	\$	1,700	\$	-	16.17%
01-5-703311.00	UNIFORMS	\$	12,773	\$	5,770	\$	1,095	45.18%
01-5-703313.00	PAVING	\$	25,000	\$	146,522	\$	-	586.09%
01-5-703315.00	OTHER PROJECTS	\$	66,354	\$	34,674	\$	503	52.26%
01-5-703317.00	CRACK SEALING	\$	15,944	\$	-	\$	-	0.00%
01-5-703319.00	PAVEMENT MARKING	\$	32,000	\$	34,287	\$	-	107.15%
01-5-703321.00	BRIDGES	\$	67,000	\$	26,845	\$	-	40.07%
	TOTAL	\$	271,430	\$	264,940	\$	2,761	97.61%
EQUIPMENT								
01-5-703401.00	OUTSIDE REPAIRS	\$	40,000	\$	26,970	\$	11,711	67.42%
01-5-703403.00	PARTS & SUPPLIES	\$	50,000	\$	23,941	\$	618	47.88%
01-5-703405.00	PETROLEUM PRODUCTS	\$	48,000	\$	33,129	\$	6,429	69.02%

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TOTAL		\$	138,000	\$	84,039	\$	18,757		60.90%
HIGHWAY GARAGE									
01-5-703501.00	ELECTRICITY	\$	3,600	\$	2,103	\$	1,696		58.43%
01-5-703503.00	PROPANE	\$	6,861	\$	4,269	\$	1,540		62.22%
01-5-703505.00	TELEPHONE (Inc. Internet)	\$	3,407	\$	4,508	\$	426		132.30%
01-5-703507.00	SUPPLIES	\$	8,260	\$	5,231	\$	1,292		63.32%
01-5-703509.00	ALARM MONITORING	\$	461	\$	485	\$	-		105.12%
01-5-703511.00	REPAIRS & MAINTENANCE	\$	6,979	\$	11,109	\$	758		159.18%
01-5-703513.00	TOOLS	\$	7,326	\$	6,823	\$	273		93.14%
01-5-703515.00	ADMINISTRATION	\$	5,256	\$	2,162	\$	50		41.14%
01-5-703601.00	DESIGNATED FUND-GARAGE	\$	25,000	\$	-	\$	-		0.00%
	TOTAL	\$	67,150	\$	36,690	\$	6,036		54.64%
CAPITAL EXPENDITURES									
01-5-703601.00	DESIGNATED FUND-EQUIPMENT	\$	40,000	\$	60,562	\$	-		151.40%
01-5-703605.00	DESIGNATED FUND-SIDEWALK	\$	14,000	\$	-	\$	-		0.00%
01-5-703607.00	DESIGNATED FUND-PAVING	\$	60,000	\$	-	\$	-		0.00%
01-5-703609.00	DESIGNATED FUND-BRIDGES	\$	157,000	\$	-	\$	-		0.00%
	TOTAL	\$	271,000	\$	60,562	\$	-		22.35%
GRANTS									
01-5-703701.00	VTRANS - PAVING GRANT	\$	-	\$	-	\$	-		0.00%
01-5-703703.00	FEMA GRANT	\$	-	\$	-	\$	-		0.00%
01-5-703710.10	BETTER ROADS / GRANTS IN AID	\$	5,000	\$	8,016	\$	-		160.32%
01-5-703712.00	VTRANS - BIKE & PED	\$	-	\$	-	\$	-		0.00%
01-5-703714.00	VTRANS - TAP GRANT (Tigertown Culverts - 20% Local)	\$	21,929	\$	15,128	\$	1,090		68.99%
01-5-703715.00	VTRANS - STRUCTURES GRANT (10% Local)	\$	-	\$	-	\$	-		0.00%
	TOTAL	\$	26,929	\$	23,144	\$	1,090		85.95%
TOTAL-HIGHWAY DIVISION		\$	1,643,144	\$	962,316	\$	125,816		58.57%
BUILDINGS & GROUNDS DIVISION									
01-5-704113.00	BUILDING & GROUND WAGES	\$	92,323	\$	64,274	\$	10,735		69.62%
01-5-704114.00	OVERTIME WAGES	\$	5,000	\$	6,049	\$	2,164		120.98%
01-5-704116.00	PAGER COMPENSATION	\$	775	\$	-	\$	-		0.00%
01-5-704121.00	FICA	\$	7,063	\$	4,340	\$	796		61.44%
01-5-704122.00	MEDICARE	\$	-	\$	1,015	\$	186		999.00%
01-5-704123.00	HEALTH INSURANCE	\$	33,545	\$	27,492	\$	2,614		81.96%
01-5-704124.00	DISABILITY & LIFE INSURANCE	\$	1,036	\$	797	\$	177		76.98%
01-5-704125.00	DENTAL INSURANCE	\$	924	\$	663	\$	160		71.80%
01-5-704126.00	RETIREMENT	\$	5,770	\$	4,395	\$	806		76.17%
	TOTAL	\$	146,436	\$	109,026	\$	17,639		74.45%
MATERIALS									
01-5-704201.00	GARDEN SUPPLIES & PLANTS	\$	1,576	\$	766	\$	171		48.58%
	TOTAL	\$	1,576	\$	766	\$	171		48.58%
CONTRACTED SERVICES									
01-5-704311.00	UNIFORMS	\$	4,800	\$	2,436	\$	279		50.76%
	TOTAL	\$	4,800	\$	2,436	\$	279		50.76%

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EQUIPMENT					
01-5-704401.00	OUTSIDE REPAIRS	\$ 1,960	\$ -	\$ -	0.00%
01-5-704403.00	PARTS & SUPPLIES	\$ -	\$ 350	\$ -	999.00%
01-5-704405.00	PETROLEUM PRODUCTS	\$ -	\$ -	\$ -	0.00%
01-5-704413.00	TOOLS	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ 1,960	\$ 350	\$ -	17.88%
CAPITAL EXPENDITURES					
01-5-704601.00	DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ -	\$ -	\$ -	0.00%
TOTAL-BUILDING AND GROUNDS DIVISION		\$ 154,772	\$ 112,579	\$ 18,089	72.74%
SOLID WASTE DIVISION					
01-5-705112.00	TRANSFER STATION WAGES	\$ 42,774	\$ 29,150	\$ 5,004	68.15%
01-5-705121.00	FICA	\$ 3,272	\$ 1,807	\$ 310	55.24%
01-5-705122.00	MEDICARE	\$ -	\$ 423	\$ 73	999.00%
	TOTAL	\$ 46,046	\$ 31,381	\$ 5,387	68.15%
CONTRACTED SERVICES					
01-5-705303.00	GUVSWMD ASSESSMENT	\$ 37,554	\$ 37,554	\$ -	100.00%
01-5-705303.00	MUNICIPAL SOLID WASTE	\$ 48,923	\$ 24,511	\$ 414	50.10%
01-5-705305.00	RECYCLING	\$ 39,297	\$ 20,431	\$ 549	51.99%
01-5-705306.00	C & D WASTE DISPOSAL	\$ 9,641	\$ 5,945	\$ -	61.66%
01-5-705308.00	FOOD WASTE DISPOSAL	\$ 6,850	\$ 11,566	\$ -	168.85%
01-5-705311.00	UNIFORMS	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ 142,265	\$ 100,007	\$ 963	70.30%
EQUIPMENT					
01-5-705403.00	PARTS & SUPPLIES	\$ 1,000	\$ 54	\$ -	5.41%
01-5-705411.00	REPAIRS & MAINTENANCE	\$ 3,000	\$ 31	\$ -	1.05%
01-5-705413.00	SMALL EQUIPMENT	\$ 500	\$ -	\$ -	0.00%
	TOTAL	\$ 4,500	\$ 86	\$ -	1.90%
TRANSFER STATION					
01-5-705500.00	PURCHASED SERVICES	\$ 2,500	\$ 1,498	\$ -	59.92%
01-5-705501.00	ELECTRICITY	\$ 2,000	\$ 1,453	\$ 455	72.65%
01-5-705503.00	PROPANE	\$ 600	\$ 390	\$ 198	65.06%
01-5-705505.00	TELEPHONE	\$ 500	\$ 298	\$ 39	59.62%
01-5-705515.00	ADMINISTRATION	\$ 1,000	\$ 1,249	\$ -	124.88%
01-5-705517.00	FRANCHISE TAX TO VERMONT	\$ 2,000	\$ 417	\$ -	20.87%
	TOTAL	\$ 8,600	\$ 5,306	\$ 691	61.69%
CAPITAL EXPENDITURES					
01-5-705601.00	DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ -	\$ -	\$ -	0.00%
TOTAL-TRANSFER STATION DIVISION		\$ 201,411	\$ 136,779	\$ 7,041	67.91%
TRACY HALL					
01-5-706100.00	WATER USAGE	\$ 875	\$ 294	\$ -	33.61%
01-5-706101.00	ELECTRICITY	\$ 13,500	\$ 4,682	\$ -	34.68%

Town of Norwich
FY22 Expenditure Budget/Actuals

01-5-706103.00	HEATING	\$	11,500	\$	9,069	\$	3,357	78.86%
01-5-706105.00	ALARM MONITORING	\$	200	\$	791	\$	-	395.68%
01-5-706107.00	ELEVATOR MAINT	\$	3,300	\$	3,515	\$	541	106.52%
01-5-706108.00	CUSTODIAN PAGER	\$	775	\$	-	\$	-	0.00%
01-5-706109.00	BUILDING SUPPLIES	\$	4,200	\$	2,845	\$	314	67.75%
01-5-706113.00	REPAIRS & MAINT	\$	10,000	\$	6,252	\$	293	62.52%
01-5-706115.00	BANDSTAND & SIGN ELECTR (Inc Huntley EV Charge)	\$	2,000	\$	1,353	\$	181	67.65%
01-5-706117.00	DESIGNATED FUND-TRACY HALL	\$	-	\$	-	\$	-	0.00%
	TOTAL TRACY HALL	\$	46,350	\$	28,802	\$	4,685	62.14%
	TOTAL PUBLIC WORKS DEPARTMENT	\$	2,045,677	\$	1,240,476	\$	155,632	60.64%
	DEBT SERVICE EXPENDITURES							
01-5-800207.00	PUBLIC SAFETY FACILITY BOND - PRINCIPAL	\$	47,000	\$	47,000	\$	-	100.00%
01-5-800235.00	PUBLIC SAFETY FACILITY - INTEREST	\$	46,474	\$	23,484	\$	-	50.53%
01-5-800236.00	BROWNS SCHOOLHOUSE RD PED. BRIDGE - PRIN/INT	\$	14,040	\$	-	\$	-	0.00%
01-5-800237.00	PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - "OVER."	\$	52,330	\$	-	\$	-	0.00%
01-5-800238.00	PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - INTEREST	\$	-	\$	-	\$	-	0.00%
01-5-800239.00	FEMA LTR OF CREDIT	\$	-	\$	-	\$	-	0.00%
01-5-800240.00	FEMA LTR OF CREDIT - INTEREST PAID TO CLOSEOUT	\$	-	\$	-	\$	-	0.00%
	TOTAL	\$	159,844	\$	70,484	\$	-	44.10%
	TAX EXPENDITURES							
01-5-800408.00	TAX ADJUSTMENTS & ABATEMENT	\$	3,000	\$	-	\$	-	0.00%
	TOTAL	\$	3,000	\$	-	\$	-	0.00%
	INSURANCES							
01-5-800505.00	SOCIAL SECURITY	\$	-	\$	-	\$	-	0.00%
01-5-800506.00	COBRA (Inc. an HRA adjust. In FY20 Actual)	\$	-	\$	-	\$	-	0.00%
01-5-800517.00	UNEMP INS RATE ASSMT	\$	3,156	\$	4,697	\$	741	148.84%
01-5-800518.00	PROP & CAS INSURANCE	\$	87,385	\$	75,503	\$	-	86.40%
01-5-800520.00	WORKER'S COMP INS	\$	94,397	\$	64,762	\$	-	68.61%
	TOTAL	\$	184,938	\$	144,962	\$	741	78.38%
	TOTAL TOWN EXPENDITURES	\$	4,780,866	\$	2,944,803	\$	390,770	61.60%
	OTHER MONETARY ARTICLES							
01-5-800352.00	ADVANCE TRANSIT	\$	13,514	\$	6,757	\$	-	50.00%
01-5-800358.00	CATV	\$	3,000	\$	3,000	\$	-	100.00%
01-5-800390.00	CLIMATE EMERGENCY FUND	\$	-	\$	-	\$	-	0.00%
01-5-800386.00	GOOD BEGINNINGS	\$	3,000	\$	3,000	\$	-	100.00%
01-5-800388.00	GREEN MOUNTAIN ECONOMIC DEVELOPMENT CORP	\$	1,659	\$	1,659	\$	-	100.00%
01-5-800354.00	HEADREST	\$	2,500	\$	2,500	\$	-	100.00%
01-5-800310.00	NORWICH AMERICAN LEGION	\$	1,500	\$	1,500	\$	-	100.00%
01-5-800316.00	NORWICH CEMETERY ASSOCATN	\$	20,000	\$	10,000	\$	-	50.00%
01-5-800324.00	NORWICH CHILD CARE SCHOLARSHIP	\$	4,348	\$	4,348	\$	-	100.00%
01-5-800315.00	NORWICH HISTORICAL SOCIETY	\$	8,000	\$	4,000	\$	-	50.00%
01-5-800306.00	NORWICH LIONS CLUB FIREWORKS	\$	3,500	\$	3,500	\$	-	100.00%
01-5-800302.00	NORWICH PUBLIC LIBRARY - OPERATING	\$	288,660	\$	144,330	\$	-	50.00%
01-5-800375.00	PUBLIC HEALTH COUNCIL OF THE UPPER VALLEY	\$	337	\$	337	\$	-	100.00%
01-5-800392.00	REGIONAL ENERGY COORDINATOR	\$	-	\$	15,335	\$	-	999.00%

Town of Norwich
FY22 Expenditure Budget/Actuals

01-5-800369.00	SENIOR SOLUTIONS	\$	1,200	\$	1,200	\$	-	100.00%
01-5-800366.00	SEVCA	\$	3,750	\$	3,750	\$	-	100.00%
01-5-800389.00	SPECIAL NEEDS SUPPORT CENTER	\$	2,000	\$	2,000	\$	-	100.00%
01-5-800350.00	THE FAMILY PLACE	\$	6,000	\$	3,000	\$	-	50.00%
01-5-800382.00	UPPER VALLEY TRAILS ALLIANCE	\$	2,000	\$	2,000	\$	-	100.00%
01-5-800328.00	VISITING NURSE ASSOC. & HOSPICE	\$	18,500	\$	9,250	\$	-	50.00%
01-5-800372.00	WHITE RIVER COUNCIL ON AG'NG	\$	5,300	\$	5,300	\$	-	100.00%
01-5-800356.00	WINDSOR COUNTY MENTORS	\$	1,000	\$	1,000	\$	-	100.00%
01-5-800362.00	WISE	\$	2,500	\$	2,500	\$	-	100.00%
01-5-800368.00	YOUTH-IN-ACTION	\$	3,000	\$	3,000	\$	-	100.00%
	TOTAL VOTED MONETARY ARTICLES	\$	395,268	\$	233,266	\$	-	59.01%
	TOTAL TOWN EXPENDITURES IF ALL ARTICLES PASS	\$	5,176,134	\$	3,178,069	\$	390,770	61.40%

TOWN OF NORWICH, VERMONT
Journal Entry
06/30/2021

Account	Description	Workpaper Reference	Debit	Credit	Net Income Effect
AJE #11					
Reverse Unapproved Appropriation					
01-4-000202.00	VT ACT 60		0.00	15,390.00	
12-4-000760.00	DESIG. GEN FUND INCOME		15,390.00	0.00	
01-1-090000.00	DUE FROM/TO OTHER FUND		15,390.00	0.00	
12-1-090000.00	DUE FROM/TO OTHER FUND		0.00	15,390.00	
Total			<u>30,780.00</u>	<u>30,780.00</u>	<u>0.00</u>
AJE 1					
To record Prepaid Expenses					
01-1-004102.00	PREPAID EXPENSES		0.00	5,136.02	
01-2-001160.00	Accounts Payable		5,136.02	0.00	
Total			<u>5,136.02</u>	<u>5,136.02</u>	<u>0.00</u>
AJE 10					
To reverse 2020 deferred restart grant					
01-2-004002.00	DEFERRED REV-RECREATION		5,397.31	0.00	
01-4-000412.20	MAHHC Grant		0.00	5,397.31	
Total			<u>5,397.31</u>	<u>5,397.31</u>	<u>5,397.31</u>
AJE 12					
To correct transfer account recording error					
07-4-000760.00	DESIG. GEN. FUND INCOME		13,377.00	0.00	
07-4-00760.50	OTHER INCOME		0.00	13,377.00	
Total			<u>13,377.00</u>	<u>13,377.00</u>	<u>-13,377.00</u>
AJE 2					
To record accrued payroll					
01-2-001101.00	ACCRUED PAYROLL		0.00	21,684.01	
01-5-005111.00	TOWN MANAGER WAGE		1,048.98	0.00	
01-5-005114.00	ADMIN ASSIST WAGE		662.51	0.00	
01-5-100110.00	TOWN CLERK WAGE		820.67	0.00	
01-5-100112.00	ASST CLK WAGE		573.45	0.00	
01-5-200112.00	FINL ASSISTANT WAGE		806.56	0.00	
01-5-350110.00	PLAN ADMIN WAGE		851.04	0.00	
01-5-350112.00	OFFICE ASST. WAGE		299.04	0.00	
01-5-425110.00	RECREATION DIR WAGE		804.19	0.00	
01-5-425212.00	Program Wage		784.05	0.00	
01-5-425351.00	SUMMER MATTERS FOR ALL		144.00	0.00	
01-5-500112.00	POLICE OFFICER WAGE		2,067.88	0.00	
01-5-500112.01	ON-CALL WAGES		47.54	0.00	
01-5-500113.00	OVERTIME OFFICER WAGE		526.53	0.00	
01-5-500514.00	ADMINISTRATIVE WAGE		580.80	0.00	
01-5-500582.00	UNIFORMS		78.00	0.00	
01-5-555108.00	FIRE CHIEF WAGES		774.83	0.00	
01-5-555112.00	FIREFIGHTERS WAGE		494.63	0.00	
01-5-555215.00	EMS DRILL WAGE		36.00	0.00	
01-5-703110.00	DIRECTOR OF PUBLIC WORKS		979.82	0.00	
01-5-703111.00	ADMINISTRATIVE ASSIST		223.73	0.00	
01-5-703112.00	ROAD CREW WAGES		3,041.27	0.00	
01-5-703114.00	ROAD CREW OVERTIME		69.14	0.00	
01-5-704113.00	BUILDINGS & GROUNDS WAGES		1,063.20	0.00	
01-5-705112.00	TRNSF STATION WAGE		504.89	0.00	
01-2-001107.00	FED W/H TAX PAYABLE		1,429.42	0.00	
01-2-001103.00	FICA TAX PAYABLE		2,519.74	0.00	
01-2-001109.00	VT STATE W/H		452.10	0.00	
Total			<u>21,684.01</u>	<u>21,684.01</u>	<u>-17,282.75</u>

TOWN OF NORWICH, VERMONT

Journal Entry

06/30/2021

Account	Description	Workpaper Reference	Debit	Credit	Net Income Effect
AJE 3					
To record Accrued Expenses					
		<u><u>K-1</u></u>			
01-5-005125.00	DENTAL INSURANCE		239.46	0.00	
01-5-100125.00	DENTAL INSURANCE		136.46	0.00	
01-5-200125.00	DENTAL INSURANCE		35.98	0.00	
01-5-350125.00	DENTAL INSURANCE		35.98	0.00	
01-5-425125.00	DENTAL INSURANCE		119.73	0.00	
01-5-500125.00	DELTA DENTAL		207.42	0.00	
01-5-555126.00	DENTAL INSURANCE		67.73	0.00	
01-5-703125.00	DENTAL INSURANCE		381.14	0.00	
01-5-704125.00	DENTAL INSURANCE		103.71	0.00	
01-2-001101.02	ACCRUED EXPENSES		0.00	1,326.61	
Total			<u><u>1,326.61</u></u>	<u><u>1,326.61</u></u>	<u><u>-1,326.61</u></u>
AJE 4					
To record decrease in deferred revenue					
01-2-004001.00	DEFERRED REV-TAXES		140,933.54	0.00	
01-4-000001.00	TOWN PROPERTY TAX		0.00	140,933.54	
Total			<u><u>140,933.54</u></u>	<u><u>140,933.54</u></u>	<u><u>140,933.54</u></u>
AJE 5					
To reverse PY inventory					
01-5-703203.00	SAND		9,796.97	0.00	
01 1 004104.00	INVENTORY		0.00	9,796.97	
Total			<u><u>9,796.97</u></u>	<u><u>9,796.97</u></u>	<u><u>-9,796.97</u></u>
AJE 6					
To adjust prior year's fund balance for General Administration Fund					
14-5-999999.00	Expense (adjustment)		1,781.00	0.00	
14-3-001300.00	FUND BALANCE-GEN ADMIN		0.00	1,781.00	
Total			<u><u>1,781.00</u></u>	<u><u>1,781.00</u></u>	<u><u>0.00</u></u>
AJE 7					
To adjust General Fund previous year Fund Balance					
01-3-001300.00	GENERAL FUND BAL-UNREST		95.00	0.00	
01-5-706113.00	REPAIRS & MAINTENANCE		0.00	95.00	
Total			<u><u>95.00</u></u>	<u><u>95.00</u></u>	<u><u>95.00</u></u>
AJE 8					
To move Payroll Payables to expenses					
01-2-001101.01	FICA TAX DUE TO EMPLOYEE		101.84	0.00	
01-5-005121.00	FICA TAX		0.00	101.84	
01-2-001103.00	FICA TAX PAYABLE		0.00	2,909.57	
01-5-005121.00	FICA TAX		2,909.57	0.00	
01-2-001107.00	FED W/H TAX PAYABLE		0.00	1,819.24	
01-5-005121.00	FICA TAX		1,819.24	0.00	
Total			<u><u>4,830.65</u></u>	<u><u>4,830.65</u></u>	<u><u>-4,626.97</u></u>
AJE 9					
To close tax clearing account					
		<u><u>L-2</u></u>			
01-4-000001.00	TOWN PROPERTY TAX		2,449.18	0.00	
01-2-001149.00	TAX CLEARING ACCOUNT		0.00	2,449.18	
Total			<u><u>2,449.18</u></u>	<u><u>2,449.18</u></u>	<u><u>-2,449.18</u></u>
GRAND TOTAL			<u><u>237,587.29</u></u>	<u><u>237,587.29</u></u>	<u><u>97,566.37</u></u>

TO: Selectboard
FROM: Rod Francis, Town Manager
RE: Wastewater Feasibility Study Engineering Agreement
DATE: March 15, 2022

Background

Previously the selectboard has approved applying for a loan through the Clean Water State Revolving Loan Fund (CWSRF) a program offered through the Vermont Department of Environmental Conservation (DEC) to support a wastewater feasibility study for the village and surrounding areas. As Planning Director in May of 2021, I wrote about the program, the typical cost of such a study and the expected terms of a no-interest loan offered through the CWSRF program.

We have pursued the process of developing an RFQ and selecting a preferred consulting team in accordance with the program guidelines and town procurement policies.

We have been provided with an engineering services agreement, which has been reviewed and approved by DEC staff. We have also been provided with a funding application.

Changes to Total Costs and Terms of Loan

When preparing the application to the CWSRF we were operating on one informed assumption for total cost and a known current offer for the terms of the loan. Both these components have changed.

The expected cost was \$30,000. The engineering services agreement and funding application now under consideration are for \$98,000.

The original terms were 50% forgiveness with a repayment holiday of 5 years with equal payments of \$3,000 per year for five years (with no interest) starting in 2027.

The current terms as contained in the Vermont CWSRF Intended Use Plan are:

file:///C:/Users/rfrancis/Downloads/FFY2021%20IUP%20and%20SFY2022%20Plist%20CWSRF%207_15_21.pdf

The plan now documents 100% loan forgiveness for municipalities applying under the Village Wastewater Initiative Planning/Design (see attached).

Suggested Action

Given the revised terms the town is saving money despite the contract having a higher-than-expected cost. The only cost to the town now involves staff time to support the consultants in doing their work.

Motion 1:

Motion to authorize the Town Manager to sign an Engineering Services Agreement with Dufresne Group for a Village and adjacent area Wastewater Feasibility study.

Motion 2:

Motion to authorize the Town Manager to sign the State Revolving Loan Program Funding Application.

Water Infrastructure

FINANCING PROGRAMS



VERMONT WATER & WASTEWATER REVOLVING LOAN FUNDS

State Revolving Loan Programs

FUNDING APPLICATION

IMPORTANT: Please select the Type of Entity and Loan Type(s) before completing the application. This information is used to set up the rest of the form. This form **MUST** be completed electronically, handwritten applications will not be accepted.

Select the Type of Entity this application is for:

- Municipality, Fire District, or other similar entity
 Homeowners Association, LLC, Proprietorship, 501(c)3 Non-Profit, or other similar entity

LOAN TYPE

This section may be completed by engineer or applicant

Please submit a draft Engineering Services Agreement with this application if applicable

This loan will be used for (select all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Step I Drinking Water Loan (Feasibility & Planning) | <input checked="" type="checkbox"/> Step I Clean Water Loan (Feasibility & Planning) |
| <input type="checkbox"/> Step II Drinking Water Loan (Final Design) | <input type="checkbox"/> Step II Clean Water Loan (Final Design) |
| <input type="checkbox"/> Step III Drinking Water Loan (Construction) | <input type="checkbox"/> Step III Clean Water Loan (Construction) |
| <input type="checkbox"/> Drinking Water Loan Amendment | <input type="checkbox"/> Clean Water Loan Amendment |
| <input type="checkbox"/> Municipal Source Water Protection Loan | <input type="checkbox"/> Pollution Control or ARPA Grant |
| <input type="checkbox"/> Planning Advance (uncommon; requires State legislative approval) | <input type="checkbox"/> CWSRF Interim Financing |

APPLICANT INFORMATION

This section may be completed by engineer or applicant

LOAN APPLICANT

Town of Norwich

DATE OF APPLICATION

Mar 24, 2022

SYSTEM NAME

WSID NUMBER

WASTEWATER PERMIT NUMBER

MAILING ADDRESS

PO Box 376

TOWN

Norwich

STATE

VT

ZIP

05055

PHONE

802-649-1419

CELL PHONE

TAX ID

DUNS NUMBER

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant

CONTACT NAME

Rod Francis

TITLE

Interim Town Manager

MAILING ADDRESS

PO Box 376

TOWN

Norwich

STATE

VT

ZIP

05055

PHONE 802-649-1419 CELL PHONE EMAIL ADDRESS rfrancis@norwich.vt.us

ALTERNATE AUTHORIZED REPRESENTATIVE(S)

This section may be completed by engineer or applicant

AUTHORIZED REPRESENTATIVE NAME TITLE MAILING ADDRESS TOWN STATE ZIP PHONE CELL PHONE EMAIL ADDRESS

Add Alternate Representative

ENGINEERING FIRM & REPRESENTATIVE (or Legal Firm and Attorney's Name if this is a Source Protection Loan)

This section may be completed by engineer or applicant

FIRM NAME CONTACT NAME MAILING ADDRESS TOWN STATE ZIP PHONE CELL PHONE EMAIL ADDRESS

LOAN REQUEST

This section may be completed by engineer or applicant

Project Title: Norwich Wastewater Feasibility Study Total amount requested for this loan: \$ 98,000 Total projected project cost: \$

Please describe the history of the project:

The need for wastewater infrastructure improvements in the Town of Norwich has been under consideration for over 15 years. In 2005, a study was completed by a committee of volunteers at the request of the selectboard to determine if there was a need for a community wastewater disposal area for any of the three more densely developed areas of Norwich. At that time, it was determined that the need was not there. However, with increased demand for residential housing and septic issues at the Marion Cross School the planning commission recommended the Town take up the issue again. This work is also supported by the 2020 Town plan.

Please describe who will benefit from the proposed project:

The residents and business owners in the Norwich Village area will benefit from the project.

Do current and potential customers have alternative sources of water and is the proposed project the best and most cost-effective alternative?

The Village area is served by a municipal water system operated by the Norwich Fire District. This project is to investigate the feasibility of development of a municipal wastewater system.

Please provide a description of the project as it relates to this loan. Include specifications and materials used, water sources, and treatment facilities (attach sheets if necessary):

The project under this loan is for the planning phase to identify the feasibility of a wastewater solution to serve the Village area of Norwich.

Please include estimated or actual project cost summary/estimate of probable project costs.

Is the Applicant interested in sponsoring a Water Infrastructure Sponsorship Program (WISPr) project?

Yes No

LOCAL FUNDING AUTHORIZATION (not applicable to planning-only loans)

This section may be completed by engineer or applicant

Has a legal vote on the authorization to borrow for an SRF loan occurred?

Yes No Enter the date planned for the vote:

Attach a copy of the legal warning and recorded vote or resolution authorizing such debt and attach bond counsel opinion letter. The clerk must certify these as true copies.

SITE INFORMATION

This section may be completed by engineer or applicant

An attorney's legal opinion may be required regarding the site or sites where the project will be located. The Facilities Engineering Division's Construction Section will make this determination for the project.

Do you own all land or possess all the easements or rights-of-ways for project sites?

Yes No Enter the date expected to complete ownership and site information:

Please describe how this site is integral to the project:

N/A

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer

Estimated Project Initiation Date:

Estimated Project Completion Date:

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant

Quarter	Year	Amount
April - June	2022	\$20,000
July - September	2022	\$27,000
October - December	2022	\$31,000
January - March	2023	\$20,000
<input type="button" value="Add Another Quarter"/>		
TOTAL -->		\$98,000

REVENUES

This section should be completed by the applicant

What is the Applicant's fiscal year?

User Rate Revenue Table

	Current FY - 2	Current FY - 1	Current FY (estimated)	Current FY + 1 (estimated)	Current FY + 2 (estimated)
Amount Billed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount Collected	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount Uncollected/Outstanding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated Amount of Commercial Revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does the system use tax revenue to support any utility related activities, including capital projects?

Yes No

Will taxes or fees need to be adjusted based on the proposed project?

Yes No

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant

Current Fiscal Year O&M Costs (exclusive of debt and reserve fund payments): \$0

Post Project Fiscal Year O&M Costs (exclusive of debt and reserve fund payments): \$0

Please attach a copy of your actual YID revenue and expenses, and projected budget.

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant

What is the applicant's total long-term outstanding debt?

What is the applicant's total annual long-term debt payment?

Direct Debt

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4	Current FY + 5
Total Payment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Long-Term Debt Schedule

Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Maturity	\$ Amount Outstanding
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total As of -->		<input type="text"/>	<input type="text"/>

Does the system have any authorized but unissued debt (excluding the debt requested in this application)?

Yes No

Does the Applicant have any future borrowing plans over the next 5 years?

Yes No

Are there other capital projects in the near term (5 years)?

Yes No

Does the Applicant have an annual or cumulative deficit?

Yes No

Does the Applicant intend to increase user's fees/charges to pay for this debt service:

Yes No

Does the Applicant anticipate an increase in revenues as a result of these improvements?

Yes No

Does the Applicant anticipate a reduction in operating expenses as a result of these improvements?

Yes No

What are the economic trends in your service area - jobs, population increases/decreases, housing starts, property values, etc.? For Mobile Home Parks, please provide an occupancy history for the past five (5) years.

List any current or potential connections using greater than 5% of demand or provide a general description of service area.

SYSTEM RESERVE FUNDS

This section should be completed by the applicant

Does the Applicant have any reserve funds?

Yes No

Is the Applicant actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

Yes No

What does the Applicant do with surpluses, if any?

Reserve Funds

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4
Amount Available					

This section should be completed by the applicant

Please submit 3 years audit financial statements, if not available, submit 3 years statement of revenue and expenditure, AND 3 years year-ending cash balance (checking, savings, and investment accounts)

Has anything occurred since the date of your last annual financial report or financial statement that would have a significantly negative effect on your revenues, expenditures, or ability to pay future debt service?

Yes No

Did the Applicant have more than one budget defeat in the last two years?

Yes No

Does the Applicant have any pending litigation in excess of \$10,000 on the system and/or the municipality?

Yes No

Does the Applicant offer a retirement plan to its employees (including VMERS)?

Yes No

If the Applicant has its own retirement plan separate from VMERS, does it have any unfunded pension liabilities?

Yes No

Describe the Applicant's budget control system. Does the Applicant use multi-year forecasting or interim (quarterly or monthly) financial reports to monitor your status?

Are all account records currently maintained for:

Checkbook Yes No Don't Know By Whom:

Comments:

Receipts Yes No Don't Know By Whom:

Comments:

Disbursements Yes No Don't Know By Whom:

Comments:

Deposit Slips Yes No Don't Know By Whom:

Comments:

Are bank statements reconciled on a regular basis?

Yes No Don't Know By Whom:

Comments:

Are bank accounts and ledger balances reconciled on a monthly basis?

Yes No Don't Know By Whom:

Comments:

Are financial records maintained in a computerized system?

Yes No Don't Know By Whom:

Comments:

Are any financial records maintained in manual form?

Yes No Don't Know By Whom:

Comments:

Does the applicant maintain separate reporting for this utility?

Yes No Don't Know By Whom:

Comments:

Does someone other than the treasurer receive unopened bank statements and review bank reconciliations?

Yes No Don't Know By Whom:

Comments:

Does the same individual open the mail and deposit checks?

Yes No Don't Know By Whom:

Comments:

Does the organization receive payments in cash?

Yes No Don't Know By Whom:

Comments:

Does the Applicant have pre-numbered receipt books for cash payments?

Yes No Don't Know By Whom:

Comments:

Are checks always written to specified payees and not to cash?

Yes No Don't Know By Whom:

Comments:

Are pre-numbered checks used for all bank accounts?

Yes No Don't Know By Whom:

Comments:

Are checks written by the same individual who approves payments?

Yes No Don't Know By Whom:

Comments:

Have there been any changes in authorized signatures during the fiscal year?

Yes No Don't Know By Whom:

Comments:

Has a signature stamp ever been used for any account?

Yes No Don't Know By Whom:

Comments:

Is the organization professionally audited by a CPA?

Yes No Don't Know By Whom:

Comments:

Does the Authorized Representative assist in the audit planning process?

Yes No Don't Know By Whom:

Comments:

Is a specific individual responsible for correcting audit findings?

Yes No Don't Know By Whom:

Comments:

Are regular financial reports prepared for the board?

Yes No Don't Know By Whom:

Comments:

Are budget to actual reports prepared for each department?

Yes No Don't Know By Whom:

Comments:

Has the Authorized Representative borrowed money from the utility?

Yes No Don't Know By Whom:

Comments:

Has the organization had a theft, embezzlement or wire fraud in the last 5 years?

Yes No Don't Know By Whom:

Comments:

Has the Treasurer or CFO participated in any business which does business with the system/utility?

Yes No Don't Know By Whom:

Comments:

Does the Applicant loan money to employees?

Yes No Don't Know By Whom:

Comments:

Have board members attended financial trainings?

Yes No Don't Know By Whom:

Comments:

Has the Treasurer/CFO attended trainings on recordkeeping?

Yes No Don't Know By Whom:

Comments:

Does the Applicant have written financial policies and procedures?

Yes No Don't Know By Whom:

Comments:

Does each employee have copies of these policies and procedures?

Yes No Don't Know By Whom:

Comments:

KEY PERSONNEL

Please list the names and qualifications of the following key personnel including areas of expertise, years of experience in similar programmatic work, years at current position, and/or any relevant qualifications.

*Please include all personnel related to the loan, Authorized Rep, Alternative Authorized Rep(s), Clerk, Board Members, Financial Manager, etc.
Failure to include all key personnel will result in the application considered incomplete.*

NAME

POSITION (select from the list or enter another value)

QUALIFICATIONS:

Add Another Key Person

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

Certification

The Applicant certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Authorization Date:

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

Clerk Certification

Clerk Signature Date:

SIGNATURE OF CLERK

PRINT NAME

Authorized Representative Certification

Authorized Representative Signature Date:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

Submit completed application and all attachments via email to:



Tom Brown, CWSRF Project Lead

[phone] 802-622-4205 [email] thomas.brown@vermont.gov

Department of Environmental Conservation
Water Investment Division



- Private Entity 3 Acre (General Permit 3-9050) Stormwater Retrofits: This includes planning, design, engineering feasibility assessments, and permit obtainment. Eligible recipients for this funding are included in the list of 3 Acre Properties.

For CSO and Village Wastewater Initiative, submission of a DEC approved engineering services agreement (ESA), preliminary engineering report (PER), Environmental Information Document (EID) will be required, as applicable. As this opportunity does not fund construction, Davis Bacon, Disadvantaged Business Enterprise, and American Iron and Steel do not apply. However, they may be required if the project later receives construction funding through the CWSRF.

For 3 Acre Stormwater projects, these project reviews will not require the traditional CWSRF approval documents and will mirror the permit application and approval process, with the goal of this funding to be 100% permit obtainment and design. These projects may not include treatment works project elements to maintain project eligibility.

As previously stated, the QBS process will not be required for these projects as the program intends to utilize equivalency. This IUP proposes to continue those offerings of 2019 and 2020 additional subsidization as described above, up to \$2.6M.

Per the FFY21 appropriations language, an amount equal to 10% of the grant must be provided as subsidy, or at least \$777,900. An additional amount equal to 30% of the grant, or \$2,333,700, may also be provided in the form of subsidy in accordance with the 2014 federal WRRDA provisions. In total, the fund may use up to 40% of the federal grant, or \$3,111,600 for additional subsidization. The program intends to utilize up to the maximum allowed additional subsidy in this current IUP. Only municipal applications are eligible for additional subsidy. The table below shows available and non-committed additional subsidy:

Federal Grant Year	Additional Subsidy Maximum	Committed	Uncommitted Additional Subsidy Capacity
2021	3,111,600	-	3,111,600
		Total	3,111,600

For the remaining FFY21 additional subsidy, this IUP proposes to use it toward the categories described below:

Initiatives	Amount
Planning	1,611,600
Thermal TMDL	500,000
Floodplain Restoration	500,000
Lake Champlain TMDL Affordability	500,000
Total	3,111,600

This IUP proposes to use loan forgiveness for the following initiatives:

1. Principal loan forgiveness for planning costs up to \$1,611,600.
2. Principal loan forgiveness to support thermal TMDLs up to \$500,000.
3. Principal loan forgiveness for flood plain restoration projects up to \$500,000.
4. Principal loan forgiveness for Lake Champlain TMDL Affordability Program up to \$500,000.

Additional Subsidy for Planning

Supports Short Term Goal #6: Financing of Planning Activities

This avenue to receive principal loan forgiveness for planning includes feasibility studies, asset management planning, preliminary engineering reports, and final design projects. This IUP proposes to reserve up to \$1,611,600 million in loan subsidy for these activities. Vermont CWSRF has determined this application of additional subsidy is eligible under the Federal Water Pollution Control Act (FWPCA), section 603(i) which states: *In any case in which a State provides assistance to a municipality or intermunicipal, interstate, or State agency under subsection (d), the State may provide additional subsidization, including forgiveness of principal and negative interest loans— (B) to implement a process, material, technique, or technology— (iv) to encourage sustainable project planning, design, and construction.*

Eligible projects may receive forgiveness for 50% of planning costs, up to \$100,000 per project per IUP year, with a limit of no more than \$250,000 for each borrower per IUP year. A single borrower is limited to receiving additional subsidy for planning of \$250,000, which may consist of multiple projects for preliminary engineering or final design. Additionally, all municipalities seeking funding for the following planning type activities will receive 100% forgiveness on their loans, up to \$125,000 per borrower:

- CSO Long-Term Control Plans (LTCPs)
- Hydrologic & Hydraulic (H&H) Modeling necessary for LTCPs as defined in the CSO Rule (Chapter 34 of the EPRs) or for projects to reduce wet weather SSOs.
- Rain gauges for CSO communities that need to comply with the CSO Rule
- Flow metering of CSO discharges for volumetric monitoring and telemetric reporting
- Other means of CSO Rule Monitoring and Compliance as determined by the Secretary.
- Municipally-sponsored 3 Acre Private Entity Design and Permit Obtainment (can be additive to 2019/2020 additional subsidy allowances).
- Village Wastewater Initiative Planning/Design (can be additive to 2019/2020 additional subsidy allowances).

The forgiveness for the above planning activities would not count toward the proposed \$250,000 subsidy cap. A project may only receive planning forgiveness under one category. The CWSRF program will determine which path for loan forgiveness is most financially advantageous.



TO: Selectboard
FROM: Rod Francis, Acting Town Manager
RE: Face Covering Rule extension versus suspension
DATE: March 15, 2022

Recently the Vermont Department of Health and US Centers for Disease Control (CDC) have revised guidance for covid-19 precautions, which has included wearing face coverings in indoor public spaces, retail properties, schools, and public buildings. Broadly, the guidance has relaxed around the need to wear face coverings in these setting based on the experience of the Omicron variant and the lower hospitalization rate (and thus the ability of hospitals to treat patients). Upper Valley towns and school districts have been rescinding or suspending face covering rules and ordinances.

It should be noted that the revised guidance now makes assumptions that covid-19 has entered the 'endemic phase' and will be present in the community for some time to come. The CDC integrated County View which measures level of community transmission still identifies Windsor and Grafton (NH) Counties as 'high' (data period is March 8 through March 14, 2022)

See: https://covid.cdc.gov/covid-data-tracker/index.html#county-view?list_select_state=all_states&list_select_county=all_counties&data-type=Risk&null=Risk

Our face covering rule requires that this measure be at 'moderate' for 10 or more consecutive days before suspending the rule:

The Selectboard may also vote to suspend the ordinance at any time before April 30, 2022, based on the CDC's community transmission data for Windsor County being at or below "moderate" for ten consecutive days or more (as measured by the CDC).

Meanwhile the CDC also has a data page intended to inform people of their community risk:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

For March 17, 2022 this site shows that Winsor County has a medium 'community level' risk. Community level uses different data including hospital beds being used, hospital admissions and the total number of new covid-19 cases in the area. This data tool ahs bee showing 'medium' for more than a week.

In light of the changing systems of measurement and the approaching expiration date for the current rule the board is asked to provide direction on whether the rule is to be suspended or renewed.

TOWN OF NORWICH, VERMONT

RULE REQUIRING WEARING FACE COVERINGS INDOORS IN PUBLIC SPACES

Section 1. Authority

This Rule is adopted by the Selectboard of the Town of Norwich under authority of Act 1 of the 2021 Special Session, “an act relating to temporary municipal rules in response to covid-19.”

Section 2. Purpose

The purpose of this Rule is to require all persons to wear face coverings while indoors at locations that are open to the general public to prevent and mitigate the spread of covid-19 and protect the public health and safety of the Town of Norwich.

Section 3. Definitions

For the purpose of this Rule:

- (1) “Face Covering” means any cloth or tightly woven fabric that can be worn on a person’s face, over their nose and mouth, and that substantially complies with the CDC’s recommended guidance for masks, such as surgical masks, N95 respirators, double-layer cloth gators, or any similar mask that fits snugly around the nose and chin, has multiple layers and/or inner filter pockets, and does not let light through when held up to a light source.
- (2) “Person” means any individual, regardless of their vaccination status, including but not limited to an employee, an owner, a customer, a licensee, an invitee, a visitor, or any other natural person.
- (3) “Public Building” means any building or portion of a building within Town of Norwich that is regularly accessible to the general public. For purposes of this Rule, a Public Building shall not include a private residence or residential unit, a public pre-school or K through 12 school (which remains under the authority of the school board under Act 1 of the 2021 Special Session), a church or other house of worship, or office space where the occupant(s) of offices are physically separated from the general public by doors or enclosed offices.

Section 4. Requirement to Wear Face Coverings

All persons in the Town of Norwich shall wear face coverings while indoors at a Public Building or other locations that are open to the general public.

Section 5. Exemptions

Face coverings are not required for:

- a) Any Person (i) under the age of 2, (ii) with a medical condition that is complicated or irritated by a facial covering, (iii) for whom wearing a mask result in undue difficulties breathing, or (iv) who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

- b) Any Person who is alone in a Public Building, so long as they remain alone (i.e., no other Person is present).
- c) Any Person entering a business, or a portion of a business, located within a Public Building, including but not limited to retail, food and beverage, gym, theater, or similar high-traffic business, which actively screens and limits who may enter its premises to only Persons with established proof of vaccination for the covid-19 virus, but only to the extent that the Person is actually screened and provides proof of vaccination.

Section 6. Other Laws

This Rule is in addition to all other ordinances and rules of the Town of Norwich and all applicable laws of the State of Vermont. All ordinances, rules, or parts of ordinances, rules, resolutions, regulations, or other documents inconsistent with the provisions of this Rule are hereby repealed to the extent of such inconsistency.

Section 7. Severability

If any section or provision of this Rule is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this Rule.

Section 8. Effective Period.

This Rule shall take effect immediately upon the approval by the Selectboard and shall remain in effect for a period not to exceed 45 days following its initial adoption. The Selectboard shall meet during the 45-day period in which this initial Rule is in effect and vote to rescind this Rule or to extend it for an additional 30 days. Thereafter, the Selectboard shall meet at a minimum once every 30 days to reconsider this Rule, at which meeting the Selectboard shall vote to rescind this Rule or to extend it for an additional 30-day period. The filing of a petition under 24 V.S.A. §§ 1972 and 1973, shall not govern the taking effect of this Rule.

The Selectboard may also vote to suspend the ordinance at any time before April 30, 2022, based on the CDC's community transmission data for Windsor County being at or below "moderate" for ten consecutive days or more (as measured by the CDC).

Section 9. Posting Requirements

Each Public Building and each separate business or separate premise within a Public Building must post signage at the entrance and at other appropriate locations stating that Persons entering are required to wear face coverings by order of the Norwich Selectboard unless exempt. Other locations can be alternative entrances (back doors, etc.) or at transaction locations such as registers. Signage requirements will have an effective date of Friday, December 10, 2021.

**ADOPTED by the Selectboard of the Town of Norwich at its meeting
on this 8th day of December, 2021.**

SIGNATURES of Selectboard

Roger Arnold

Claudette Brochu

Mary Layton

Rob Gere

Marcia Calloway

To: Norwich Selectboard, Rod Francis, Miranda Birgmeier

From: Claudette Brochu, Selectboard member

Subject: Board priorities FY 23 and remainder of FY22

Date: March 13, 2022

On March 3, 2022 the newly constituted Selectboard was asked to submit to the Chair and town Manager recommendations on board priorities. Although we did not specifically address the final three months of FY22, I am including the final three months as well as for FY23. Some of the items I am listing are easily remedied but because of new leadership, may have been lost in the shuffle.

For the Remainder of FY22 (and in order or priority):

1. Establish the goals and priorities for our new Town Manager under which he will be held accountable. The goals need to be measurable and not just wishful thinking on the part of the board.
2. Support our Town Manager in filling the open positions in town departments whether this means hiring bonuses, paying for CDL training, etc. Of course, any financial incentives must be presented with a reasoned explanation of the costs and a rationale for why the incentives are necessary.
3. Return to monthly financial reports provided for the second meeting of the month. Especially as we head into the final quarter of the fiscal year, the board needs to be aware of our financial picture. Also important is an analysis by our Finance Officer and Town Manager. At one small point in time, we had been presented with a financial dashboard (similar to what the Hartford Finance Officer presents to the Hartford Board). I would like for us to get back to that dashboard for discussion at our meetings with a more detailed report available in the packet.
4. Move to update the model financial policies that we approved by the Town Meeting Vote.

5. Begin the discussion on how we spend our ARPA funds. Earlier Selectboard meetings had targeted April 2022 for the start of these discussions. We just need to start the discussion(s). The start could be what we as a Selectboard deem as the most important projects and then seek citizen suggestions or start with citizen suggestions. However we choose to start the discussion, we need to start sooner rather than later. What state or federal monies may be leveraged for our projects may not be known but, in my opinion, we need to move forward.
6. Support our TM in upgrading the Tracy Hall Wifi access soonest. The available fiber connections are there-we just need to get it done. If funds are the issue, I would encourage the Town Manager to propose recommendations to the board.
7. Move to fill open positions on Selectboard appointed Committees and Commissions AND appoint board liaisons to each group. Previous attempts via a quarterly report to the board on the work of the committees/commissions have not been successful.

FY23: July 1, 2022 – June 30, 2023 (no specific priority)

1. Update the Town Website as soon as possible and appropriate the necessary funds to get this started.
2. Work on Public Safety issues with the assistance of the Police Chief, Town Manager, and a select committee of residents. The Charge for this group needs to be determined.
3. Move to advance the recommendations of the Childcare Committee and the Article 36 Task Force. Some items are relatively easily attainable-others require a more regional perspective.
4. Move to identify the lines of responsibility of the Regional Energy Coordinator (REC) so that the REC's work is dictated by the Town Manager (as a paid consultant to the town) in collaboration with all Town departments and Town Committees.

5. Finalize ARPA projects incorporating resident recommendations in those viewed by town staff as critical. Hopefully, establish is state funds can be used to leverage our town funds. Submit required RFQ/RFP.
6. Continue work on updating policies (some dating back to the 1990s).
7. Continue to work on the Capital Budget and Plan (or CIP) based on objective data and not on “this is what residents expect” or “this is how we have done it in the past”.
8. Re-write the animal ordinance.
9. Begin preliminary discussions of the merger of the Fire District/Prudential Committee and the Town. Specifically, in the short-term, the board should address the Land Management Council and its Charge as well as the proposal put forward by the Affordable Housing Committee.
10. Work to identify if we have the right people in the right jobs, with the right supports, or do we need to change things?

I am sure there are more issues that I have not identified but this list looks daunting enough. I look forward to hear from my other board members.

Respectfully,

Claudette

Memorandum:

From: Mary Layton

Subject: Proposed Selectboard Goals

To Norwich Selectboard

CC. Rod Francis, Miranda Bergmeier

Date: March 15, 2022

1. **Determine how ARPA funds will be spent** via a motion of the SB. Create a timetable for public input, decisions about projects, documentation milestones etc. Frame the conversation for the public. Is an ARPA administrator needed?
2. **Tracy Hall renovation:** I support using ARPA funds and VT funds (municipal buildings energy efficiency funding) to do a comprehensive renovation of Tracy Hall. My approach would be to hire an architect to first determine the best use of space to support current functions, (including whether vault space could be greatly reduced). This might include locating offices in different areas of the building than at present. Next to determine upgrades for energy efficiency, HVAC, plumbing, wiring, internet access, ADA access. Next a construction timetable and contingencies for temporarily relocating offices during renovations. Determine who will manage this project including signing off on work as completed. Include a prudent contract reviewed by town counsel.
3. **Childcare Committee.** Consider creating a standing committee with a new charge that includes a guide on the website to available resources for childcare, continued research on childcare available for older children and via the Recreation Department and NPL, maintaining a connection to the Marion Cross School via the Norwich School Board, development of communication and advocacy for improved State support. Invite past members to participate and give them priority consideration. A website upgrade would be very helpful to this effort. I would like to be Selectboard liaison to this committee.
4. **Policy:** Follow up on the Auditor's recommendation to develop policies on custodial credit risk, concentration of credit risk, interest risk, foreign currency risk. Describe exposure and limits. I would like to work on this. Also in a related vein I would like to know more from Trustees of Public Funds regarding the "Green Lending Program." How is risk to taxpayer money managed within this program?
5. **Website Redesign:** The website needs to be updated and information integrated across all Town communications.
6. **Fire District Merger:** I am interested in whether it is time to merge TON with the Fire District. Affordable housing, solar installations, sidewalks, bicycle and pedestrian projects all seem like town wide projects that could use a unified approach. I would like to help with this effort.
7. **Other Pressing Needs:** Affordable Housing, Bicycle and Pedestrian, Climate Mitigation.

9

TO: Norwich Selectboard
From: Marcia Calloway, Selectboard member
Re: Board priorities
Date: March 18, 2022

Further to suggestion that board members propose priorities for the remainder of FY 21 and for FY 22, here are the items I would like to address. I present them in order of priority.

Immediately. I see the following issues as a sufficient amount of work for the remainder of FY 21, and critically necessary as we get our 'house' in order.

1. Town Manager accountability, goals, priorities, and metrics. I agree with Claudette that this is the top priority but would add that we should
 - a. direct the Town Manager to immediately advertise to fill
 - i. the vacant Zoning Director position –
 1. zoning bylaws which are, at the least, out of date due to changes in law (e.g. signage) need to be addressed now and
 2. Capital Budget (upper case) as understood in the context of town plan/statutes need to be created because they currently do not exist.
 - ii. the approved Zoning Administrator position.
 - b. require succinct but complete Town Manager reports at each board meeting so that we are fully apprised of issues which come to the Town Manager but which are squarely in the purview of the board. This will help to avoid time consuming and unnecessary issues such as Beaver Meadow Road misinformation and resident confusion.
2. Personnel issues and policies. While the Town Manager is the board's representative for hiring and 'management' of employees, the proverbial buck starts and stops with the board. I do not necessarily agree, without more information, that we need hiring bonuses or other financial incentives. However we do need to
 - a. know more about the existing issues, including but not limited to employee dissatisfaction/disagreements/complaints so that we can identify patterns and eliminate problems;
 - b. ensure that we are in compliance with all applicable state and federal laws pertaining to labor; and,
 - c. review the Personnel Policies – which I cannot find on the town website – to ensure they are up to date, in compliance, and clear for both the town's expectations and practice, as well as for the protection of both the town and employee rights.
3. Computer and website tools. Although there is a new computer system in place, we need to ensure that
 - a. all employees have access to computers (and web access) which can support the work people are required to do – we need an inventory and analysis of hardware and a replacement schedule;
 - b. the town website is overhauled and a dedicated person identified who is responsible for timely updates – people have a right to expect they can find town information as well as critical assistance in times of emergency. This relates to Claudette's FY 23 priority 1, but I think it is more critical to essential functioning and merits being addressed earlier.
4. Cohesion within the work of all employees and elected officials, and all appointed persons.
 - a. Appoint board liaisons to every committee/commission/subset and require regular board updates. The purpose would be to ensure that information is being shared directly with the board and, as appropriate, with other groups so that there is efficient flow of information and effort.
 - b. Complete the board's 'handbook' for such appointed persons/committees/ commissions/subsets.

- c. Require that all web-based information from such appointed committees/commissions/subsets is posted only on the town website with a disclaimer that no other websites are sanctioned by the Town of Norwich.
 - d. Commit to ensuring that appointments to committees/commissions/subsets are welcoming to the community members who volunteer to serve even when appointment of new people would replace willing long-term members. This board should be aware of the phenomenon known as “Groupthink”¹ which can create an ‘us versus them’ mindset, and can produce subpar decisions which ignore critical information, new ideas, or even (unwittingly?) promote personal agendas.
5. Return to monthly financial reports provided for the second meeting of the month. I agree with Claudette’s priority 3.
 6. Implement the approved financial changes as approved by town meeting vote in March 2022. This is in partial agreement with Claudette’s FY 22 priority 4; however I recommend implementation of the financial changes now and completion/update of the Financial Policies in FY 22.
 7. Animal Ordinance review and update. We have an ordinance. I have reviewed and drafted a new one for board review. The change of season means that more people will be out and we need to address this safety issue as soon as possible.

Throughout FY 22.

1. Public Safety. Appoint a committee of residents, Police Chief, all Selectboard members ex officio, and the Town Manager to
 - a. review and discuss the recommendations of the prior report from residents’ work,
 - b. review the funding approved for the police budget and compare it to current positions,
 - c. effectively elicit and crystalize the myriad concerns of town residents, and
 - d. develop new recommendations for Selectboard review.
2. Complete the work on the Financial Policies. This includes incorporation of the approved financial changes which were approved by town meeting vote in March 2022.
3. ARPA Fund discussions. I agree with Claudette that we need to start as soon as possible, and recommend we
 - a. Start by crafting a ‘guide’ of approved uses for these monies;
 - b. Schedule a variety of methods/mediums for discussing and soliciting options from Norwich residents – I would advocate for some new methods of connecting with residents, including the usual survey as well as meetings on the green, in locations nearer to residents e.g. the Root Schoolhouse, Foley Park, etc.
 - c. Invite our representatives (Tim/Jim) to tell us what state initiatives are on the horizon and/or what other towns are doing.
4. Continue work on the (lower case) capital budget. This planning will assist the board for budget decisions and should begin to streamline the process with every year.

¹ “Groupthink is a phenomenon that occurs when a group of well-intentioned people makes irrational or non-optimal decisions spurred by the urge to conform or the belief that dissent is impossible. The problematic or premature consensus that is characteristic of groupthink may be fueled by a particular agenda—or it may be due to group members valuing harmony and coherence above critical thought.”
<https://www.psychologytoday.com/us/basics/groupthink>