

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	6:40 – 6:45 (5 minutes)
[4] Appointment of Town Service Officer	Board to appoint Town Service Officer. Motion required.	Application	6:45 – 6:55 (10 minutes)
[5] Financial Dashboard	Discussion and opportunity to ask questions.	Financial Dashboard	6:55 – 7:00 (5 minutes)
[6] American Rescue Plan Act Funds	Board to authorize “standard allowance provision” and other follow-up from 4/13 TRORC presentation. Motion required.	Supporting documentation	7:00 – 7:15 (15 minutes)
[7] DPW Expenditures	Board to authorize expenditures from reserve fund. Motion required.	Supporting documentation	7:15 – 7:20 (5 minutes)
[8] Contract staffing: Zoning Administrator (ZA)	Board to approve entering into contract with TRORC to provide ZA services until June 24, 2022	Supporting documentation	7:20 – 7:30 (10 minutes)
[9] Renew Liquor License	Board to convene as Liquor Control Commissioners (7 VSA §167) to consider renewal of Norwich Wine & Spirits’s liquor license (7 VSA §204) Motions required.	Supporting documentation to be provided in packet addendum	7:30 – 7:35 (5 minutes)
BREAK			7:35 – 7:40 (5 minutes)
[10] Meeting calendar and goal planning	Board to review calendar / Gannt chart and make preliminary decisions		7:40 – 8:00 (20 minutes)

Agenda Item	Action	Packet Materials	Estimated Start/End
[11] Personnel (possible executive session)	Motion required		8:00
[12] Adjourn	Motion required		No later than 9:00 pm

List of correspondence received before 3:00 pm on Thursday, April 21, 2022: none.

04/21/2022
03:39 pm

Town of Norwich Accounts Payable
Check Warrant Report # 22-30 Current Prior Next FY Invoices
For checks For Check Acct 03(General) 04/27/2022 To 04/27/2022

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ROBERT HA ACCOUNTEMPS	59776832	LMILL-CONTRACT BUYOUT	9460.60	0.00	9460.60	11502	04/27/22
ATG	ADVANTAGE TRUCK GROUP	R701003017:1 DPW-TRK #5 CHECK UP/MAIN	294.84	0.00	294.84	11503	04/27/22
ANYTIME	ANYTIME CARPET CARE & CLEANING	456700 PD-3/30 & 4/6 CLEANING	360.00	0.00	360.00	11504	04/27/22
BESTSEPT	BEST SEPTIC SERVICE, LLC	32572 DPW-PORTABLE TOILET SVCS	130.00	0.00	130.00	11505	04/27/22
BCBS	BLUE CROSS/BLUE SHIELD OF VERM	140000671 TR-HEALTH INS. MAY 2022	23894.30	0.00	23894.30	11506	04/27/22
BUSINESS	BUSINESS CARD	41322HMDEPT DPW-HOME DEPT LNCHRM RPR	205.70	0.00	205.70	11507	04/27/22
BUSINESS	BUSINESS CARD	INV139053454 TR-ZOOM FOR MARCH '22	503.83	0.00	503.83	11507	04/27/22
BUSINESS	BUSINESS CARD	WG39-JRAP7 DPW-VT DEPT WASTE MNGMNT	100.00	0.00	100.00	11507	04/27/22
BUSINESS	BUSINESS CARD	WHTPGSX6 TC-WHTPAGES X6	125.94	0.00	125.94	11507	04/27/22
					Check Total	935.47	
CARGILL	CARGILL INC-SALT DIVISION	2907028613 DPW-126,740 LBS SALT	4385.83	0.00	4385.83	11508	04/27/22
CARGILL	CARGILL INC-SALT DIVISION	2907050195 DPW-66,260 LBS SALT	2292.93	0.00	2292.93	11508	04/27/22
					Check Total	6678.76	
CCI	CCI MANAGED SERVICES	CW-53752 TR-APRIL IT MAINT/SVCS	3374.26	0.00	3374.26	11509	04/27/22
BROWN	CHARLIE BROWN'S	47025 DPW - HUSTLER BLADES	57.96	0.00	57.96	11510	04/27/22
CIVES	CIVES CORPO	4515354 DPW-TRK #1 NEW BLADE	784.50	0.00	784.50	11511	04/27/22
COMCAST	COMCAST	040122PDPH PD-PHONE/INTERNET	422.33	0.00	422.33	11512	04/27/22
COMCAST	COMCAST	040622THPHON TR-APRIL INTERNET FEES	19.95	0.00	19.95	11512	04/27/22
					Check Total	442.28	
COIT	COIT SYSTEMS INC	146633 TC-MO. RES. 3 HOSTED SLT	260.00	0.00	260.00	11513	04/27/22
CRYSTAL	CRYSTAL ROCK, LLC	36065 032922 DPW-H2O FOR H2O COOLER	53.95	0.00	53.95	11514	04/27/22
DEADRIVER	DEAD RIVER COMPANY	041422TROIL TR OIL - TAG#278338	1416.62	0.00	1416.62	11515	04/27/22
DELTA DEN	DELTA DENTAL	MAY 2022 TR-EMPLOYEE DENTAL 05/22	1312.54	0.00	1312.54	11516	04/27/22
EVANSMOTO	EVANS GROUP, INC.	0027959-IN DPW- 350 GAL OF DIESEL	1186.16	0.00	1186.16	11517	04/27/22
EVANSMOTO	EVANS GROUP, INC.	0029389-IN DPW- 730 GAL OF GAS	2812.40	0.00	2812.40	11517	04/27/22
					Check Total	3998.56	
FIRSTLIGHT	FIRSTLIGHT FIBER	11264682 TR - PHONE LINES	30.69	0.00	30.69	11518	04/27/22
FOGGS	FOGG'S HARDWARE AND BUILDING S	117431/6 DPW-TRANS STATION REPAIR	98.91	0.00	98.91	11519	04/27/22
FOGGS	FOGG'S HARDWARE AND BUILDING S	117433/6 DPW-T.S STAIR REPAIR	34.98	0.00	34.98	11519	04/27/22
					Check Total	133.89	

Town of Norwich Accounts Payable
 Check Warrant Report # 22-30 Current Prior Next FY Invoices
 For checks for Check Acct 03 (General) 04/27/2022 to 04/27/2022

Vendor Invoice Invoice Description Purchase Amount Discount Amount Paid Check Number Check Date

PPPTANK	PPH TANK AND INSTALLATION & SE 8513	DW-TANK MAINTENANCE	509.21	0.00	509.21	11520	04/27/22
GPC	GREEN MOUNTAIN POWER CORP	ST LIGHTS - #2422600001	1116.81	0.00	1116.81	11521	04/27/22
GPC	GREEN MOUNTAIN POWER CORP	33122TRPBRD #9299-TRPBR RD EV STATIO	35.51	0.00	35.51	11521	04/27/22
Check Total 1152.32							
CHRELECTRIC	JEFF HODGE ELECTRIC LLC	DW-REPAIRING/REPLCMT	1064.52	0.00	1064.52	11522	04/27/22
JOSEQUIP	JOE'S EQUIPMENT SEV, INC.	DW-TANK MONOR SUPPLIES	108.00	0.00	108.00	11523	04/27/22
KEXCOMM	KEX COMMUNICATIONS INC	DW-PROGRAMMING IN SYST.	97.00	0.00	97.00	11524	04/27/22
LEAF	LEAF CAPITAL FUNDING, LLC	TR-APR. 4518A COPIER MNT	82.00	0.00	82.00	11525	04/27/22
LEAFORD	LEAFORD FUND	DW-TWK 12 PWR STNG PUM	649.84	0.00	649.84	11526	04/27/22
MAYER	MAYER & MAYER	PR-04/20/22 Payroll Transfer	25.00	0.00	25.00	11527	04/27/22
MODERN	MODERN CLEANERS & TAILORS	PD-BURNLY DWX CLEANING	47.00	0.00	47.00	11528	04/27/22
MONTCLAIR	MONTCLAIR CAL MIPREN LEAGUE	PER-BILL DCR-1 & DCR-2	510.00	0.00	510.00	11529	04/27/22
NRPA	NORTHEAST RESOURCE RECOVERY AS	DW-GLASS RECYCLING	209.25	0.00	209.25	11530	04/27/22
NONTRNDI	NONTRNDI FIRE DISTRICT	PD-Q1 WATER BILL	224.95	0.00	224.95	11531	04/27/22
NONTRNDI	NONTRNDI FIRE DISTRICT	TR-Q1 H2O BILL #30070	154.98	0.00	154.98	11531	04/27/22
Check Total 379.93							
OTIS	OTIS ELEVATOR COMPANY	100400761510 TR-ELEV. MAINT 5/1-5/31	270.40	0.00	270.40	11532	04/27/22
SABIT	SABIT & SONS INC	DW-TIRES FOR TRUCK #8	143.50	0.00	143.50	11533	04/27/22
SOLARTEC	SOLARTEC SOLAR PARK I, LLC	TR-MO ALLOCATION FOR SOL	848.13	0.00	848.13	11534	04/27/22
SOLARTEC	SOLARTEC SOLAR PARK IV, LLC	TR-MO NET METER SVC FEE	900.00	0.00	900.00	11535	04/27/22
STATTEC	STATTEC CONSULTING SERVICES, I	DW-TRNGW CULV REPLCMT	1618.91	0.00	1618.91	11536	04/27/22
Check Total 1867.53							
BARTFORD	TOWN OF BARTFORD	PD-JUN 2022 BROADBAND	116.04	0.00	116.04	11538	04/27/22
BARTFORD	TOWN OF BARTFORD	PD-DISPATCH SVCS AP-JUNE	18227.75	0.00	18227.75	11538	04/27/22
BARTFORD	TOWN OF BARTFORD	TR-MRCH 2022 BROADBAND	323.74	0.00	323.74	11538	04/27/22
UNITEST	UNITEST CORPORATION	DW - UNIFORM CLEANING	318.40	0.00	318.40	11539	04/27/22
UNITEST	UNITEST CORPORATION	DW-UNIFORM CLEANING	300.04	0.00	300.04	11539	04/27/22

Town of Norwich Accounts Payable
Check Warrant Report # 22-30 Current Prior Next FY Invoices
For checks For Check Acct 03 (General) 04/27/2022 To 04/27/2022

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
UNIFIRST UNIFIRST CORPORATION	1070121101	DPW-UNIFORM CLEANING	300.04	0.00	300.04	11539	04/27/22
					Check Total	918.48	
VALLEYNEW VALLEY NEWS	631500	PLANNING-ZONING ADMIN AD	177.80	0.00	177.80	11540	04/27/22
VERIZWIRE VERIZON WIRELESS	9903389134	TR: PHONE/IPAD DATA	241.76	0.00	241.76	11541	04/27/22
VLS VERMONT LIFE SAFETY, LC	44239	DPW-FIRE EXT. SERVICED	67.50	0.00	67.50	11542	04/27/22
WEMASON W.B. MASON CO., INC.	228832176	LISTERS-PRONGS FOR PPWRK	18.39	0.00	18.39	11543	04/27/22
EARTHLINK WINDSTREAM	74695452	TR-MARCH LONG DISTANCE	310.86	0.00	310.86	11544	04/27/22
WRIGHTS WRIGHTS SMMILL, INC	041122DPWUD	DPW - WOOD FOR T.STATION	132.91	0.00	132.91	11545	04/27/22
Report Total			86,103.96	0.00	86,103.96		

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 \$ ****86,103.96
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 Bronchu |
|--------------------------------|------------------------------------|----------------------|--------------------------|----------------------------|

DRAFT Minutes of the Selectboard Meeting of
Wednesday, April 13, 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, Town Manager.

Also participating: Linda Cook, Alex Gottlieb, Craig Layne, Irv Thomae, Don McCabe, Charlie Lindner, Brad Wible, Philip Zea, Brian Loeb, Ernie Cicotelli, Jeff Lubell, Jaci Allen

1. Approval of Agenda. Arnold requested that the Board add approval for the purchase of computers to the agenda. Layton **moved** (2nd Gere) to approve the agenda as modified. **Motion approved unanimously.**
2. Public & Selectboard Comment. No public comments
3. Consent agenda. Layton **moved** (2nd Calloway) to approve the consent agenda. Layton acknowledged the letter suggesting towns plan sunflowers in support of Ukraine. Arnold thanked John Carrol for his letter regarding public participation at Selectboard meetings. **Motion approved unanimously.**
4. Committee appointments.

Layton moved (2nd Gere) to appoint Linda Cook to the Solid Waste Committee for a term expiring in April 2023. **Motion approved unanimously.**

Layton moved (2nd Brochu) to appoint Alex Gottlieb and Craig Layne to the Conservation Commission for terms to expire on March 31, 2026. **Motion approved unanimously.**

Irv Thomae provided an update on significant happenings this past year on the EC Fiber Governing Board and took Board Member questions. Gere explained the role of alternate reps. Joshua Bohar, one of the current EC Fiber Alternate Reps, said he would not be seeking reappointment due to a new job and a conflict of interest but said long-term service is an asset. After some discussion, Layton **moved** (2nd Brochu) to appoint Irv Thomae as representative and Robert Gere as alternate representative to the EC Fiber Governing Board for terms to expire on April 30, 2023. **Motion passed 4-0-1 (Yes – Arnold, Brochu, Calloway, Layton; Abstain – Gere)**

Layton **moved** (2nd Gere) to appoint Don McCabe to the Development Review Board for a term to expire on April 30, 2025. **Motion approved unanimously.**

Layton **moved** (2nd Gere) to appoint Charles Lindner and Brad Wible to the Energy Committee for terms to expire on March 31, 2025. **Motion approved unanimously.**

Layton **moved** (2nd Calloway) to appoint Philip Zea to the Historic Preservation Commission for a term to expire on April 30, 2025. **Motion approved unanimously.**

Arnold explained that applicant Vincent Crowe was not able to attend but has provided a recording to support his applicant. Arnold explained that Commissioner Leah Romano resigned

from her seat expiring in April 2023. After some discussion, the Board agreement to make an appointment to the vacant seat this evening.

Layton **moved** (2nd Gere) to appoint Marc Aquila to a vacant Planning Commission term expiring in April 2023. **Motion approved unanimously.**

Layton **moved** (2nd Brochu) to appoint Ernie Ciccotelli, Brian Loeb, and Vincent Crowe to the Planning Commission for terms to expire on April 30, 2026. **Motion approved unanimously.**

Layton **moved** (2nd Calloway) to appoint Marisa Lorenzo to the Rec Council for a term to expire on March 31, 2025. **Motion approved unanimously.**

Layton **moved** (2nd Brochu) to appoint Thad Goodwin as Tree Warden for a term to expire on March 31, 2023. **Motion approved unanimously.**

Layton **moved** (2nd Brochu) to appoint Jeff Lubell as representative and Jacqueline Allen as alternate representative to the Two Rivers-Ottawaquechee Regional Commission for terms to expire on April 30, 2023. **Motion approved unanimously.**

5. Presentation on American Rescue Plan Act Funds. Francis introduced Sarah Wraight from TRORC. Sarah Wraight shared her screen and presented a slideshow. Board Members agreed to have a follow-up discussion at their April 27 meeting.
6. Police Department Expenditure Requests.

Layton **moved** (2nd Brochu) to approve the purchase of body armor replacement for the Police Department from the The Safariland Group in the amount of \$2,979.00, half of which cost will be reimbursed by a regular State of Vermont grant, resulting in a net cost of \$1,489.89? Brochu clarified that this would be coming out of the Police Special Equipment Reserve Fund. Calloway asked if this grant was certain. Francis said yes. **Motion approved unanimously.**

Layton **moved** (2nd Brochu) to approve the expenditure of \$2,985.76 for repairs to the 2013 Ford Police Interceptor sedan, per the quote by Coop Service Center. Arnold noted that this expenditure would come from the Cruiser Reserve Fund. **Motion approved unanimously.**

7. Town Clerk Expenditure Request: Records Digitization.

Layton **moved** (2nd Brochu) to approve the purchase of services from Cott Systems for the scanning and indexing of the Town Clerk's land records and attachments in the amount of \$26,058.00. Arnold clarified that this expenditure is from the Records Restoration Reserve Fund. **Motion approved unanimously.**

[Added Agenda Item] Expenditure Request for Computers. Brochu **moved** (2nd Layton) to approve the purchase of six desktop computers and six laptop computers for a total amount of \$14,625.00 to paid from the general administration reserve fund. **Motion approved unanimously.**

8. Town Manager Report. Arnold asked for an updated on the Reciprocal License Agreement between the Town and the School, a requirement before proceeding to permitting for a Trail in Milt Frye Nature Area. Francis said that we are awaiting comments from the school via legal

counsel and that their work is in process. Francis said a draft was sent by the Town in January and the Town's Counsel followed up in March. Calloway asked about the Zoning Administrator position being advertised considering her memo regarding the position and its statutory roles and reporting. Francis said the memo was with counsel and the position has been advertised in the Valley News and on the town website.

9. Layton (2nd Brochu) **moved** to enter executive session under 1 VSA § 313(a)(3) to discuss a personnel issue and to include the Town Manager. **Motion approved unanimously.**

The Board entered executive session at 9:12 PM.

Layton **moved** (2nd Gere) to enter public session. **Motion approved unanimously.**

The Board entered public session at 10:39 PM.

Calloway said that the Board takes seriously the concerns of all town employees, including the Town Manager, and is committed to ensuring a safe, healthy, and welcoming work environment for all employees. Calloway (2nd Layton) **moved** to authorize the Chair and one other Board member to identify and contract with an HR professional to investigate recent complaints and to work to assist the town in building a positive work environment for all. Brochu volunteered to work with Arnold on this. **Motion approved unanimously.**

Layton **moved** (2nd Calloway) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 10:41 PM.

Draft minutes by Roger Arnold

Next Meeting – April 27 at 6:30 pm

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

4

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

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

Name: Stacy Morig

Address: 73 Huntley St, Norwich

Day phone: 617-504-5521

Evening phone: same

E-mail: stacymorig@gmail.com

Position Applied For: Town Service Officer

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

Terms: 0

Years:

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

Evening: (Yes No Morning: (Yes No

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

I work three days per week, so am only able to attend daytime meetings on my days off.

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

My current role at work includes coordinating services for patients at home.

I work hard to make sure patients are supported and have what they need, des

I am familiar with different agencies in our community and the services they pr

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

n/a

5. Education and Current Employment

Name of Company: Norris Cotton Cancer Center Location: Lebanon, NH

Title: Oncology Dietitian

Describe your work:

I support oncology patients before, during, and after cancer treatment.

6. Pertinent Education and/or Experience:

~~Virginia Tech/BS Human Nutrition, Foods, and Exercise~~

Experience working with many different types of patient populations.

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

Comments:

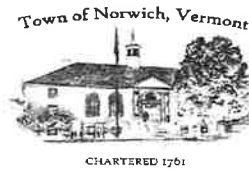
I would love the opportunity give back to the people of Norwich, as it has been so welcoming to my family and I since moving here almost four years ago. I enjoy helping others and doing what I can to make a difference in their lives.

Signature

Stacy Morig

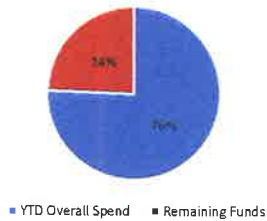
Date

3/12/2022

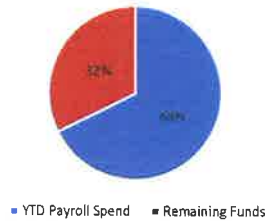


TOWN OF NORWICH FINANCIAL DASHBOARD

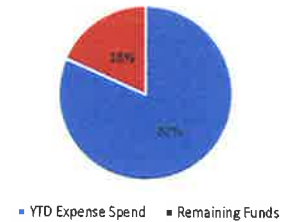
Overall Budget Performance



Payroll Budget Performance



Expense Budget Performance



Revenue Budget Performance



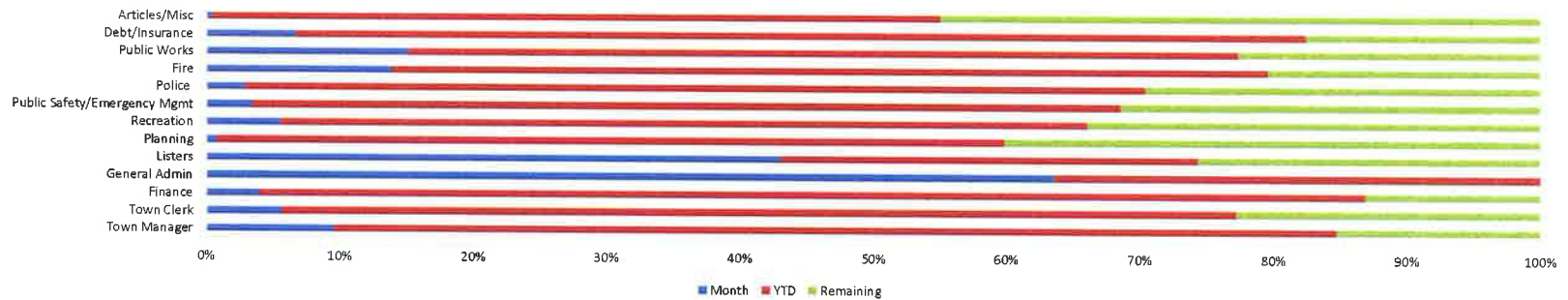
FY22 Overall Budget	\$ 5,176,134
YTD Overall Spend	\$ 3,909,901
Remaining Funds	\$ 1,266,233
FY 22 Performance	75.54%

FY22 Payroll Budget	\$ 2,236,833
YTD Payroll Spend	\$ 1,511,511
Remaining Funds	\$ 725,322
FY22 Performance	67.57%

FY22 Expense Budget	\$ 2,939,301
YTD Expense Spend	\$ 2,398,390
Remaining Funds	\$ 540,911
FY22 Performance	81.60%

FY22 Revenue Budget	\$ 5,176,134
YTD Income	\$ 5,073,328
Remaining to Earn	\$ 102,806
FY 22 Performance	98.01%

Performance by Department



Town of Norwich Revenue Report

	FY 22 BUDGET	FY 22 YTD	FY 22 MARCH	FY 22 YTD PERF
PROPERTY TAX REVENUES				
TOWN PROPERTY TAX	\$ 3,888,583	\$ 3,859,325	\$ 637,536	99.25%
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	\$ 16,339	\$ 1,754	54.46%
PROPERTY TAX COLLECTION FEE	\$ 20,000	\$ 28,933	\$ -	144.67%
TOTAL PROPERTY TAX REVENUE	\$ 4,521,714	\$ 4,514,011	\$ 639,290	99.83%
LICENSE & PERMIT REVENUE				
LIQUOR LICENSE	\$ 670	\$ 485	\$ 485	72.39%
DOG LICENSE	\$ 2,000	\$ 1,845	\$ 186	92.23%
HUNTING & FISHING LICENSES	\$ 200	\$ 39	\$ 9	19.50%
BUILDING/DEVELOPMENT PERMITS	\$ 4,000	\$ 6,128	\$ -	153.19%
LAND POSTING PERMIT	\$ 200	\$ 200	\$ -	100.00%
TOTAL LICENSE & PERMIT REVENUE	\$ 7,070	\$ 8,696	\$ 680	123.00%
INTERGOVERNMENTAL REVENUE				
VT HIWAY GAS TAX	\$ 156,000	\$ 163,230	\$ -	104.63%
VT ACT 60	\$ 15,300	\$ 15,409	\$ 15,409	100.71%
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	\$ 190,886	\$ 15,409	90.55%
SERVICE FEE REVENUE				
RECORDING FEE & RESTORATION	\$ 25,000	\$ 32,355	\$ 604	129.42%
DOCUMENT COPY FEE	\$ 3,000	\$ 2,529	\$ 63	84.30%
USE OF RECRDS FEE	\$ 300	\$ 519	\$ 18	173.00%
VITAL STATISTIC FEE	\$ 800	\$ 210	\$ -	26.25%
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	\$ 226	\$ -	45.20%
RECREATION PROGRAM FEES	\$ 190,000	\$ 52,600	\$ 14,869	27.68%
TRANSFER STATION STICKERS	\$ 40,000	\$ 24,744	\$ 31	61.86%
RECYCLING SOLID WASTE FEES	\$ 3,000	\$ 7,425	\$ -	247.52%
E-WASTE REVENUE	\$ 2,500	\$ 2,815	\$ 80	112.61%
RECYCLING REBATES	\$ 1,500	\$ 7,674	\$ 1,014	511.63%
C & D WASTE REVENUE	\$ 8,000	\$ 8,814	\$ 157	110.18%
TRASH COUPON	\$ 100,000	\$ 78,170	\$ 2,380	78.17%
TOTAL SERVICE FEE REVENUE	\$ 379,000	\$ 219,700	\$ 19,216	57.97%
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%
NORWICH WOMEN'S CLUB GRANTS	\$ -	\$ 9	\$ -	999.00%
RECREATION RESTART GRANT	\$ -	\$ 20,444	\$ -	999.00%
ENERGY COMMITTEE GRANT	\$ -	\$ 51	\$ -	999.00%

Town of Norwich Revenue Report

	FY 22 BUDGET	FY 22 YTD	FY 22 MARCH	FY 22 YTD PERF
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	\$ 10,483	\$ 1,307	52.42%
INSURANCE CLAIMS	\$ -	\$ -	\$ -	0.00%
ATHLETIC FIELD RENTAL	\$ 25,000	\$ 21,325	\$ -	85.30%
TOTAL OTHER TOWN REVENUES	\$ 46,350	\$ 31,808	\$ 1,307	68.63%
PUBLIC SAFETY REVENUES				
POLICE FINE	\$ 10,000	\$ 8,851	\$ 649	88.51%
PARKING FINE	\$ 500	\$ 210	\$ 5	42.00%
DOG FINE	\$ 200	\$ 25	\$ -	12.50%
TOTAL PUBLIC SAFETY REVENUES	\$ 10,700	\$ 9,086	\$ 654	143.01%
MISCELLANEOUS REVENUE				
AMBULANCE BILLS PAID	\$ -	\$ 55.25	\$ -	999.00%
TOWN CLERK	\$ -	\$ 76.50	\$ -	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	\$ 12,917.64	\$ 1,247.65	2583.53%
TOTAL MISCELLANEOUS REVENUE	\$ 500	\$ 14,915	\$ 1,398	2982.96%
TOTAL FEES & SERVICES	\$ 654,420	\$ 559,317	\$ 38,663	85.47%
ALLOWANCE FOR TAX ADJUSTMENTS*	\$ -	\$ -	\$ -	
TOTAL TOWN REVENUES	\$ 5,176,134	\$ 5,073,328	\$ 677,953	98.01%

**Town of Norwich
FY 22 Expenditure Report**

CODE	DESCRIPTION	FY 22 BUDGET	FY 22 YTD	FY 22 MAR	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	\$ 40,752	\$ 3,677	42.46%
01-5-005113.00	TREASURER STIPEND	\$ 1,750	\$ 875	\$ -	50.00%
01-5-005114.00	ADMIN ASSIST WAGE	\$ 55,886	\$ 43,190	\$ 2,158	77.28%
01-5-005114.10	ADMIN ASSIST OT	\$ 500	\$ -	\$ -	0.00%
01-5-005121.00	FICA TAX	\$ 9,415	\$ 6,987	\$ 348	74.21%
01-5-005122.00	MEDI TAX	\$ 2,202	\$ 1,196	\$ 81	54.31%
01-5-005123.00	HEALTH INSUR	\$ 45,623	\$ 28,835	\$ -	63.20%
01-5-005124.00	DISABILITY/LIFE INSURANCE	\$ 1,036	\$ 642	\$ -	62.00%
01-5-005125.00	DENTAL INSURANCE	\$ 462	\$ 323	\$ (58)	69.98%
01-5-005126.00	VT RETIREMENT	\$ 8,975	\$ 4,572	\$ 365	50.94%
01-5-005300.00	PROFESSIONAL SERVICES	\$ 51,667	\$ 78,318	\$ 20,423	151.58%
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	\$ 3,634	\$ 180	145.35%
01-5-005531.00	TELEPHONE	\$ 850	\$ 406	\$ 42	47.78%
01-5-005532.00	T MNGR CELL PHONE	\$ 600	\$ 364	\$ -	60.61%
01-5-005250.00	T MNGR RECRUITMENT	\$ -	\$ 9,046	\$ -	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	\$ 2,490	\$ -	276.68%
01-5-005550.00	PRINTING	\$ -	\$ -	\$ -	0.00%
01-5-005581.00	MILEAGE	\$ 200	\$ -	\$ -	0.00%
01-5-005610.00	OFFICE SUPPLIES	\$ 900	\$ 2,628	\$ -	292.00%
01-5-005615.00	OFFICE EQUIP	\$ 300	\$ 117	\$ -	38.86%
01-5-005615.00	DUES/MTS/EDUC	\$ 1,000	\$ 1,002	\$ 559	100.15%
01-5-005701.00	SB COMMITTEE EXPENSES	\$ 3,000	\$ -	\$ -	0.00%
01-5-005701.20	ENERGY COMMITTEE	\$ 1,460	\$ 514	\$ 300	35.23%
01-5-005900.00	MISCELLANEOUS	\$ 500	\$ 898	\$ -	179.68%
	TOTAL	\$ 293,625	\$ 248,702	\$ 28,074	84.70%
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	\$ -	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
FY 22 Expenditure Report**

01-5-050655.00	VTG MCHN PROGRAMMING	\$	1,700	\$	1,640	\$	-	96.45%
	TOTAL	\$	4,791	\$	4,541	\$	-	94.79%
	TOWN CLERK							
01-5-100110.00	TOWN CLERK WAGE	\$	72,490	\$	55,745	\$	2,790	76.90%
01-5-100112.00	ASST C_LK WAGE	\$	48,381	\$	37,439	\$	1,879	77.38%
01-5-100121.00	FICA TAX	\$	7,494	\$	5,327	\$	268	71.09%
01-5-100122.00	MEDI TAX	\$	1,753	\$	1,246	\$	63	71.07%
01-5-100123.00	HEALTH INS	\$	31,904	\$	23,928	\$	-	75.00%
01-5-100124.00	DISABILITY/LIFE INS	\$	1,036	\$	1,091	\$	218	105.28%
01-5-100125.00	DENTAL INSURANCE	\$	924	\$	751	\$	(32)	81.29%
01-5-100126.00	VT RETIREMENT	\$	7,554	\$	5,824	\$	292	77.10%
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	\$	398	\$	54	79.62%
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	\$	3,100	\$	-	99.55%
01-5-100615.00	DUES/MTGS/EDUC	\$	118	\$	-	\$	-	0.00%
01-5-100760.00	DES FUND-RECORD RESTORATION	\$	5,000	\$	5,000	\$	5,000	100.00%
	TOTAL	\$	182,219	\$	140,516	\$	10,532	77.11%
	FINANCE DEPARTMENT							
01-5-200112.00	FINANCE ASSISTANT WAGE	\$	48,599	\$	53,539	\$	3,844	110.17%
01-5-200112.10	FINANCE OFFICER WAGE	\$	81,660	\$	64,013	\$	3,079	78.39%
01-5-200121.00	FICA TAX	\$	8,076	\$	3,963	\$	183	49.07%
01-5-200122.00	MEDI TAX	\$	1,889	\$	927	\$	43	49.06%
01-5-200123.00	HEALTH INS	\$	22,576	\$	16,834	\$	-	74.57%
01-5-200124.00	DISABILITY/LIFE INS	\$	1,036	\$	687	\$	-	66.34%
01-5-200125.00	DENTAL INSURANCE	\$	924	\$	514	\$	-	55.66%
01-5-200126.00	VT RETIREMENT	\$	8,141	\$	4,109	\$	192	50.48%
01-5-200320.00	PROFESSIONAL SERVICES	\$	-	\$	616	\$	-	999.00%
01-5-200322.00	INDEPENDENT AUDIT	\$	13,500	\$	11,500	\$	-	85.19%
01-5-200531.00	TELEPHONE	\$	650	\$	406	\$	44	62.52%
01-5-200538.00	POSTAGE	\$	-	\$	4	\$	-	999.00%
01-5-200540.00	ADVERTISING	\$	176	\$	-	\$	-	0.00%
01-5-200550.00	PRINTING	\$	74	\$	115	\$	-	155.41%
01-5-200610.00	OFFICE SUPPLIES	\$	1,506	\$	948	\$	-	62.92%
01-5-200611.00	OFFICE EQUIPMENT	\$	250	\$	3,971	\$	-	1588.35%
01-5-200613.00	SOFTWARE	\$	925	\$	3,288	\$	-	355.42%
01-5-200615.00	DUES/MTGS/EDUC	\$	512	\$	30	\$	-	5.86%
01-5-200711.00	BANK CHARGE	\$	-	\$	-	\$	-	0.00%
	TOTAL	\$	190,494	\$	165,465	\$	7,386	86.86%
	GENERAL ADMINISTRATION							
01-5-275531.00	TELEPHONE	\$	700	\$	364	\$	41	52.02%
01-5-275536.00	POSTAGE METER RENTAL	\$	1,920	\$	479	\$	-	24.93%
01-5-275538.00	POSTAGE	\$	4,000	\$	5,163	\$	2	129.08%
01-5-275610.00	OFFICE SUPPLIES	\$	1,000	\$	480	\$	-	48.00%
01-5-275620.00	PHOTOCOPIER	\$	1,600	\$	739	\$	182	46.17%
01-5-275628.00	COMPUTER SOFTWARE	\$	-	\$	-	\$	-	0.00%
01-5-275630.00	COMPUTER EQUIPMENT	\$	-	\$	2,168	\$	-	0.00%

**Town of Norwich
FY 22 Expenditure Report**

01-5-275631.00	WEB SITE SUPPORT	\$	600	\$	-	\$	-	0.00%
01-5-275632.00	SERVER MAINTENANCE	\$	17,568	\$	25,434	\$	3,374	144.77%
01-5-275760.00	DESIGNATED FUND EQUIPMENT	\$	50,878	\$	50,878	\$	50,878	100.00%
	TOTAL	\$	78,266	\$	85,705	\$	54,477	109.50%
BOARD OF LISTERS								
01-5-300110.00	LISTER WAGE	\$	4,500	\$	2,250	\$	-	50.00%
01-5-300112.00	ASSESSING CLERK WAGE	\$	17,882	\$	3,297	\$	686	18.44%
01-5-300121.00	FICA TAX	\$	1,109	\$	344	\$	43	31.01%
01-5-300122.00	MEDI TAX	\$	259	\$	80	\$	10	31.06%
01-5-300300.00	PROFESSIONAL ASSESSOR SERVICES	\$	35,000	\$	24,994	\$	3,371	71.41%
01-5-300341.00	TAX MAPPING	\$	-	\$	-	\$	-	0.00%
01-5-300360.00	SOFTWARE MAINT/UPDATE	\$	6,000	\$	6,800	\$	-	113.33%
01-5-300531.00	TELEPHONE	\$	530	\$	390	\$	42	73.63%
01-5-300538.00	POSTAGE	\$	381	\$	6	\$	2	1.51%
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	\$	229	\$	50	183.05%
01-5-300611.00	OFFICE EQUIPMENT	\$	625	\$	75	\$	-	12.00%
01-5-300615.00	DUES/MTGS/EDUC	\$	75	\$	-	\$	-	0.00%
01-5-300760.00	DESIGNATED FUND REAPPRAISAL	\$	43,000	\$	43,000	\$	43,000	100.00%
	TOTAL	\$	109,674	\$	81,531	\$	47,205	74.34%
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	\$	20,843	\$	1,046	78.93%
01-5-350121.00	FICA TAX	\$	6,221	\$	4,085	\$	65	65.66%
01-5-350122.00	MEDI TAX	\$	1,455	\$	955	\$	15	65.66%
01-5-350123.00	HEALTH INS	\$	16,073	\$	12,522	\$	-	77.90%
01-5-350124.00	DISABILITY/LIFE INS	\$	518	\$	508	\$	-	98.01%
01-5-350125.00	DENTAL INSURANCE	\$	462	\$	288	\$	-	62.30%
01-5-350126.00	VT RETIREMENT	\$	4,621	\$	3,606	\$	-	78.04%
01-5-350230.00	TOWN PLAN	\$	-	\$	-	\$	-	0.00%
01-5-350320.00	PLANNING SERVICES	\$	3,000	\$	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	\$	-	93.75%
01-5-350416.00	HISTORIC PRES CLG GRANT	\$	6,750	\$	1,750	\$	-	25.93%
01-5-350531.00	TELEPHONE	\$	450	\$	399	\$	48	88.57%
01-5-350538.00	POSTAGE	\$	450	\$	-	\$	-	0.00%
01-5-350540.00	ADVERTISING	\$	500	\$	308	\$	-	61.54%
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	\$	101,554	\$	1,175	67.37%
RECREATION DEPARTMENT								
RECREATION ADMINISTRATION								
01-5-425110.00	RECREATION DIR WAGE	\$	70,072	\$	53,880	\$	2,681	76.89%

**Town of Norwich
FY 22 Expenditure Report**

01-5-425121.00	FICA TAX	\$	4,350	\$	4,502	\$	172	103.48%
01-5-425122.00	MEDI TAX	\$	1,016	\$	1,053	\$	40	103.62%
01-5-425123.00	HEALTH INS	\$	24,022	\$	25,762	\$	-	107.24%
01-5-425124.00	DISABILITY/LIFE INSUR	\$	518	\$	615	\$	-	118.75%
01-5-425125.00	DENTAL INSURANCE	\$	462	\$	402	\$	(42)	86.92%
01-5-425126.00	VT RETIREMENT	\$	4,380	\$	3,368	\$	168	76.88%
01-5-425127.00	TELEPHONE	\$	525	\$	374	\$	41	71.26%
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	\$	80	\$	-	10.00%
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	\$	130	\$	10	57.68%
	TOTAL ADMINISTRATION	\$	106,954	\$	90,205	\$	3,070	84.34%
	RECREATION PROGRAMS							
01-5-425200.00	INSTRUCTOR FEE	\$	65,000	\$	9,663	\$	-	14.87%
01-5-425206.00	COACHING MATERIALS	\$	300	\$	110	\$	-	36.59%
01-5-425208.00	TEESHIRT/HAT	\$	3,000	\$	1,530	\$	-	51.01%
01-5-425211.00	EQUIPMENT	\$	3,500	\$	13,022	\$	398	372.05%
01-5-425212.00	PROGRAM WAGE	\$	38,000	\$	26,948	\$	826	70.92%
01-5-425214.00	REFEREE/UMPIRE	\$	3,700	\$	150	\$	-	4.05%
01-5-425216.00	TOURNAMENT FEES	\$	2,500	\$	(95)	\$	-	-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	\$	547	\$	25	21.86%
01-5-425222.00	MEDI	\$	600	\$	128	\$	6	21.31%
01-5-425244.00	UNIFORM	\$	700	\$	-	\$	-	0.00%
	TOTAL RECREATION PROGRAMS	\$	129,800	\$	55,923	\$	1,255	43.08%
	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 CLUB 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	\$	10,200	\$	10,200	100.00%
	TOTAL RECREATION FACILITIES	\$	25,581	\$	27,199	\$	10,200	106.32%
	RECREATION TOTAL	\$	262,335	\$	173,326	\$	14,525	66.07%
	PUBLIC SAFETY FACILITY							
01-5-485232.00	WATER USAGE	\$	1,100	\$	490	\$	-	44.57%
01-5-485233.00	ELECTRICITY	\$	7,100	\$	4,015	\$	614	56.55%
01-5-485234.00	HEATING (Inc. Apparatus Bay)	\$	2,875	\$	306	\$	-	10.65%

**Town of Norwich
FY 22 Expenditure Report**

01-5-485238.00	ADMIN TELEPHONE & INTERNET	\$	4,830	\$	4,501	\$	-	93.19%
01-5-485301.00	SUPPLIES	\$	750	\$	588	\$	-	78.40%
01-5-485302.00	REPAIRS & MAINTENANCE	\$	2,000	\$	956	\$	507	47.80%
01-5-485303.00	ALARM MONITORING	\$	325	\$	1,287	\$	-	395.97%
01-5-485304.00	CLEANING	\$	11,000	\$	7,020	\$	360	63.82%
01-5-485760.00	DESIGNATED FUND - POLICE/FIRE STATION	\$	-	\$	-	\$	-	0.00%
	TOTAL PUBLIC SAFETY FACILITY	\$	29,980	\$	19,164	\$	1,481	63.92%
	POLICE DEPARTMENT							
	WAGES & BENEFITS							
01-5-500110.00	POLICE CHIEF WAGE	\$	87,257	\$	19,212	\$	3,202	22.02%
01-5-500112.00	POLICE OFFICER WAGE	\$	174,617	\$	137,507	\$	5,766	78.75%
01-5-500112.10	ON-CALL WAGE	\$	5,472	\$	3,714	\$	177	67.87%
01-5-500113.00	OVERTIME OFFICER WAGE	\$	19,838	\$	34,364	\$	1,491	173.23%
01-5-500114.00	ADMINISTRATIVE WAGE	\$	51,247	\$	39,588	\$	1,974	77.25%
01-5-500115.00	PARTTIME OFFICER WAGE	\$	3,000	\$	1,142	\$	160	38.08%
01-5-500116.00	CROSSING GUARD WAGE	\$	16,934	\$	10,377	\$	695	61.28%
01-5-500121.00	FICA TAX	\$	20,587	\$	14,614	\$	804	70.99%
01-5-500122.00	MEDI TAX	\$	4,815	\$	3,420	\$	188	71.03%
01-5-500123.00	HEALTH INS	\$	72,228	\$	56,453	\$	108	78.16%
01-5-500124.00	DISABILITY/LIFE INS	\$	3,708	\$	1,978	\$	-	53.34%
01-5-500125.00	DELTA DENTAL	\$	2,160	\$	1,471	\$	(32)	68.09%
01-5-500126.00	VT RETIREMENT	\$	24,313	\$	18,060	\$	974	74.28%
	TOTAL	\$	486,176	\$	341,901	\$	15,508	70.32%
	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	\$	3,665	\$	925	196.54%
01-5-500206.00	NORWICH CADET PROGRAM	\$	300	\$	-	\$	-	0.00%
	TOTAL	\$	4,949	\$	5,624	\$	925	113.64%
	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	\$	6,331	\$	(76)	75.41%
01-5-500308.00	CRUISER SUPPLIES	\$	482	\$	59	\$	-	12.20%
	TOTAL	\$	16,788	\$	6,390	\$	(76)	38.06%
	SUPPORT							
01-5-500501.00	ADMINISTRATION	\$	4,000	\$	3,149	\$	121	78.73%
01-5-500535.00	VIBRS	\$	2,971	\$	2,229	\$	-	75.03%
01-5-500536.00	DISPATCH SERVICES	\$	72,911	\$	54,683	\$	-	75.00%
01-5-500538.00	TRAINING	\$	2,500	\$	1,436	\$	302	57.43%
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	\$	405	\$	125	42.95%
01-5-500582.00	UNIFORM	\$	3,026	\$	3,255	\$	188	107.57%
01-5-500584.00	UNIFORMS CLEANING	\$	1,386	\$	280	\$	-	20.20%
	TOTAL	\$	89,375	\$	66,505	\$	736	74.41%

**Town of Norwich
FY 22 Expenditure Report**

	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	\$	420,420	\$ 17,093 70.39%
	FIRE/FAST DEPT.					
01-5-555108.00	FIRE CHIEF WAGES	\$	67,782	\$	51,966	\$ 2,559 76.67%
01-5-555110.00	FIRE OFFICER STIPEND	\$	2,100	\$	-	0.00%
01-5-555112.00	FIREFIGHTERS WAGE	\$	29,000	\$	18,054	\$ 235 62.26%
01-5-555114.00	FF DRILLS/MTGS WAGE	\$	3,000	\$	1,120	- 37.33%
01-5-555119.00	C-19 GRANT	\$	-	\$	9,153	- 0.00%
01-5-555119.10	C-19 MILEAGE REIMBURSEMENT	\$	-	\$	538	- 999.00%
01-5-555121.00	FICA TAX	\$	6,322	\$	4,725	\$ 161 74.74%
01-5-555122.00	MEDI TAX	\$	1,479	\$	1,105	\$ 38 74.68%
01-5-555123.00	HEALTH INSURANCE	\$	16,458	\$	17,986	- 109.28%
01-5-555124.00	DISABILITY/LIFE INSURANCE	\$	518	\$	749	- 144.66%
01-5-555125.00	VT RETIREMENT	\$	4,236	\$	3,248	\$ 160 76.67%
01-5-555126.00	DENTAL INSURANCE	\$	462	\$	376	\$ (16) 81.29%
	TOTAL	\$	131,357	\$	109,019	\$ 3,137 82.99%
	EMS WAGES					
01-5-555212.00	EMS WAGE	\$	6,000	\$	2,183	\$ 235 36.38%
01-5-555215.00	EMS DRILL WAGE	\$	1,900	\$	760	- 40.00%
01-5-555221.00	EMS FICA TAX	\$	490	\$	145	\$ 13 29.53%
01-5-555222.00	EMS MEDI TAX	\$	115	\$	34	\$ 3 29.70%
	TOTAL	\$	8,505	\$	3,122	\$ 251 36.70%
	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	\$	1,164	- 29.09%
01-5-555424.00	EMS TOOLS/ EQUIP	\$	1,900	\$	1,336	\$ 28 70.30%
01-5-555426.00	RADIO PURCH/REPAIR	\$	750	\$	8,191	- 1092.15%
	TOTAL	\$	6,650	\$	10,690	\$ 28 160.76%
	MAINTENANCE					
01-5-555528.00	FIRE TRK R & M	\$	14,500	\$	6,458	\$ 871 44.54%
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	\$	3,154	- 116.18%
	TOTAL	\$	23,049	\$	14,809	\$ 871 64.25%
	SUPPORT					
01-5-555614.00	RECRUITMENT	\$	100	\$	-	- 0.00%

**Town of Norwich
FY 22 Expenditure Report**

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	\$	4,048	\$	4,048	46.00%
01-5-555625.00	TELEPHONE & INTERNET	\$	-	\$	360	\$	-	999.00%
01-5-555630.00	OFFICE SUPPLIES	\$	400	\$	607	\$	-	151.85%
01-5-555632.00	DISPATCH SERVICE	\$	22,588	\$	11,263	\$	-	49.86%
01-5-555633.00	UNIFORM	\$	225	\$	238	\$	-	105.90%
01-5-555634.00	HYDRANT RENTAL	\$	33,933	\$	33,933	\$	12,500	100.00%
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	\$	50,984	\$	16,548	75.87%
DESIGNATED FUNDS								
01-5-555758.00	DESIGNATED FUND-APPARATUS	\$	20,000	\$	20,000	\$	20,000	100.00%
01-5-555760.00	DESIGNATED FUND-EQUIPMENT	\$	20,000	\$	20,000	\$	20,000	100.00%
	TOTAL	\$	40,000	\$	40,000	\$	40,000	100.00%
GRANT								
01-5-555824.00	VLCT PACIF GRANT	\$	-	\$	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	\$	-	0.00%
AMBULANCE EXPENDITURES								
01-5-555901.00	AMBULANCE CONTRACT	\$	146,340	\$	79,568	\$	-	54.37%
01-5-555903.00	AMBULANCE LIAB	\$	14,500	\$	36,071	\$	-	248.76%
	TOTAL	\$	160,840	\$	115,639	\$	-	71.90%
TOTAL FIRE DEPT.			\$440,497		\$350,409		\$60,834	79.55%
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	\$	-	\$	2,321	\$	976	999.00%
01-5-575233.00	TOWER POWER	\$	500	\$	277	\$	-	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	\$	30,854	\$	976	71.75%
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	\$	1,132	\$	1,100	309.38%
01-5-650630.00	TRAILS	\$	1,290	\$	96	\$	-	7.44%

**Town of Norwich
FY 22 Expenditure Report**

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	\$	1,536	\$	1,298	41.65%
PUBLIC WORKS DEPARTMENT								
HIGHWAY DIVISION								
01-5-703110.00	DIRECTOR OF PUBLIC WORKS	\$	86,192	\$	30,014	\$	3,331	34.82%
01-5-703111.00	ADMINISTRATIVE ASSISTANT, PART-TIME	\$	21,826	\$	8,506	\$	-	38.97%
01-5-703112.00	ROAD CREW WAGES	\$	282,486	\$	191,396	\$	7,506	67.75%
01-5-703114.00	ROAD CREW OVERTIME	\$	45,000	\$	36,546	\$	1,141	81.21%
01-5-703116.00	PAGER COMPENSATION	\$	4,650	\$	-	\$	-	0.00%
01-5-703121.00	FICA	\$	21,610	\$	15,900	\$	726	73.58%
01-5-703122.00	MEDICARE	\$	-	\$	3,572	\$	170	999.00%
01-5-703123.00	HEALTH INSURANCE	\$	73,283	\$	43,909	\$	-	59.92%
01-5-703124.00	DISABILITY & LIFE INSURANCE	\$	2,589	\$	1,665	\$	156	64.33%
01-5-703125.00	DENTAL INSURANCE	\$	2,310	\$	1,514	\$	(48)	65.55%
01-5-703126.00	RETIREMENT	\$	17,655	\$	12,093	\$	-	68.50%
	TOTAL	\$	557,601	\$	345,116	\$	12,983	61.89%
MATERIALS								
01-5-703201.00	SALT & CHEMICALS	\$	115,000	\$	79,422	\$	2,084	69.06%
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	\$	375	\$	-	12.52%
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	\$	187,442	\$	2,084	60.26%
CONTRACTED SERVICES								
01-5-703301.00	PLOWING & SANDING	\$	22,976	\$	18,042	\$	-	78.53%
01-5-703303.00	ROAD SWEEPING	\$	3,243	\$	-	\$	-	0.00%
01-5-703305.00	LEAF REMOVAL	\$	3,029	\$	2,200	\$	-	72.63%
01-5-703307.00	STREETLIGHTS	\$	12,595	\$	8,955	\$	38	71.10%
01-5-703309.00	TREE CUTTING & REMOVAL	\$	10,516	\$	1,700	\$	-	16.17%
01-5-703311.00	UNIFORMS	\$	12,773	\$	6,458	\$	264	50.56%
01-5-703313.00	PAVING	\$	25,000	\$	146,522	\$	-	586.09%
01-5-703315.00	OTHER PROJECTS	\$	66,354	\$	35,890	\$	-	54.09%
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	\$	30,481	\$	-	45.49%
	TOTAL	\$	271,430	\$	284,536	\$	302	104.83%
EQUIPMENT								
01-5-703401.00	OUTSIDE REPAIRS	\$	40,000	\$	44,214	\$	10,084	110.53%
01-5-703403.00	PARTS & SUPPLIES	\$	50,000	\$	27,219	\$	404	54.44%
01-5-703405.00	PETROLEUM PRODUCTS	\$	48,000	\$	39,418	\$	1,692	82.12%

**Town of Norwich
FY 22 Expenditure Report**

TOTAL		\$	138,000	\$	110,850	\$	12,181	80.33%
HIGHWAY GARAGE								
01-5-703501.00	ELECTRICITY	\$	3,600	\$	2,951	\$	848	81.99%
01-5-703503.00	PROPANE	\$	6,861	\$	6,732	\$	1,107	98.12%
01-5-703505.00	TELEPHONE (Inc. Internet)	\$	3,407	\$	5,173	\$	308	151.84%
01-5-703507.00	SUPPLIES	\$	8,260	\$	5,403	\$	-	65.41%
01-5-703509.00	ALARM MONITORING	\$	461	\$	485	\$	-	105.12%
01-5-703511.00	REPAIRS & MAINTENANCE	\$	6,979	\$	11,109	\$	-	159.18%
01-5-703513.00	TOOLS	\$	7,326	\$	6,823	\$	-	93.14%
01-5-703515.00	ADMINISTRATION	\$	5,256	\$	2,337	\$	-	44.47%
01-5-703601.00	DESIGNATED FUND-GARAGE	\$	25,000	\$	-	\$	-	0.00%
	TOTAL	\$	67,150	\$	41,014	\$	2,263	61.08%
CAPITAL EXPENDITURES								
01-5-703601.00	DESIGNATED FUND-EQUIPMENT	\$	40,000	\$	40,000	\$	40,000	100.00%
01-5-703605.00	DESIGNATED FUND-SIDEWALK	\$	14,000	\$	14,000	\$	14,000	100.00%
01-5-703607.00	DESIGNATED FUND-PAVING	\$	60,000	\$	60,000	\$	60,000	100.00%
01-5-703609.00	DESIGNATED FUND-BRIDGES	\$	157,000	\$	157,000	\$	157,000	100.00%
	TOTAL	\$	271,000	\$	271,000	\$	271,000	100.00%
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	\$	20,098	\$	1,090	91.65%
01-5-703715.00	VTRANS - STRUCTURES GRANT (10% Local)	\$	-	\$	2,157	\$	2,157	0.00%
	TOTAL	\$	26,929	\$	30,271	\$	3,248	112.41%
TOTAL-HIGHWAY DIVISION		\$	1,643,144	\$	1,270,230	\$	304,060	77.30%
BUILDINGS & GROUNDS DIVISION								
01-5-704113.00	BUILDING & GROUND WAGES	\$	92,323	\$	71,256	\$	1,825	77.18%
01-5-704114.00	OVERTIME WAGES	\$	5,000	\$	7,829	\$	-	156.59%
01-5-704116.00	PAGER COMPENSATION	\$	775	\$	-	\$	-	0.00%
01-5-704121.00	FICA	\$	7,063	\$	4,881	\$	112	69.10%
01-5-704122.00	MEDICARE	\$	-	\$	1,142	\$	26	999.00%
01-5-704123.00	HEALTH INSURANCE	\$	33,545	\$	29,833	\$	91	88.93%
01-5-704124.00	DISABILITY & LIFE INSURANCE	\$	1,036	\$	844	\$	-	81.44%
01-5-704125.00	DENTAL INSURANCE	\$	924	\$	699	\$	(16)	75.69%
01-5-704126.00	RETIREMENT	\$	5,770	\$	4,943	\$	114	85.66%
	TOTAL	\$	146,436	\$	121,427	\$	2,152	82.92%
MATERIALS								
01-5-704201.00	GARDEN SUPPLIES & PLANTS	\$	1,576	\$	766	\$	-	48.58%
	TOTAL	\$	1,576	\$	766	\$	-	48.58%
CONTRACTED SERVICES								
01-5-704311.00	UNIFORMS	\$	4,800	\$	2,759	\$	65	57.48%
	TOTAL	\$	4,800	\$	2,759	\$	65	57.48%

**Town of Norwich
FY 22 Expenditure Report**

EQUIPMENT					
01-5-704401.00	OUTSIDE REPAIRS	\$ 1,960	\$ -	\$ -	0.00%
01-5-704403.00	PARTS & SUPPLIES	\$ -	\$ 783	\$ 433	999.00%
01-5-704405.00	PETROLEUM PRODUCTS	\$ -	\$ -	\$ -	0.00%
01-5-704413.00	TOOLS	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ 1,960	\$ 783	\$ 433	39.97%
CAPITAL EXPENDITURES					
01-5-704601.00	DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ -	\$ -	\$ -	0.00%
TOTAL-BUILDING AND GROUNDS DIVISION		\$ 154,772	\$ 125,735	\$ 2,650	81.24%
SOLID WASTE DIVISION					
01-5-705112.00	TRANSFER STATION WAGES	\$ 42,774	\$ 32,461	\$ 1,619	75.89%
01-5-705121.00	FICA	\$ 3,272	\$ 2,013	\$ 100	61.51%
01-5-705122.00	MEDICARE	\$ -	\$ 471	\$ 23	999.00%
	TOTAL	\$ 46,046	\$ 34,945	\$ 1,742	75.89%
CONTRACTED SERVICES					
01-5-705303.00	GUVSWMD ASSESSMENT	\$ 37,554	\$ 37,554	\$ -	100.00%
01-5-705303.00	MUNICIPAL SOLID WASTE	\$ 48,923	\$ 29,463	\$ -	60.22%
01-5-705305.00	RECYCLING	\$ 39,297	\$ 25,536	\$ -	64.98%
01-5-705306.00	C & D WASTE DISPOSAL	\$ 9,641	\$ 7,977	\$ -	82.74%
01-5-705308.00	FOOD WASTE DISPOSAL	\$ 6,850	\$ 11,566	\$ -	168.85%
01-5-705311.00	UNIFORMS	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ 142,265	\$ 112,096	\$ -	78.79%
EQUIPMENT					
01-5-705403.00	PARTS & SUPPLIES	\$ 1,000	\$ 89	\$ 32	8.91%
01-5-705411.00	REPAIRS & MAINTENANCE	\$ 3,000	\$ 31	\$ -	1.05%
01-5-705413.00	SMALL EQUIPMENT	\$ 500	\$ -	\$ -	0.00%
	TOTAL	\$ 4,500	\$ 120	\$ 32	2.68%
TRANSFER STATION					
01-5-705500.00	PURCHASED SERVICES	\$ 2,500	\$ 1,628	\$ -	65.12%
01-5-705501.00	ELECTRICITY	\$ 2,000	\$ 1,613	\$ 160	80.63%
01-5-705503.00	PROPANE	\$ 600	\$ 390	\$ -	65.06%
01-5-705505.00	TELEPHONE	\$ 500	\$ 335	\$ 37	67.10%
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	\$ 5,633	\$ 197	65.49%
CAPITAL EXPENDITURES					
01-5-705601.00	DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ -	\$ -	\$ -	0.00%
TOTAL-TRANSFER STATION DIVISION		\$ 201,411	\$ 152,794	\$ 1,971	75.86%
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
FY 22 Expenditure Report**

01-5-706103.00	HEATING	\$	11,500	\$	12,363	\$	-	107.51%
01-5-706105.00	ALARM MONITORING	\$	200	\$	791	\$	-	395.68%
01-5-706107.00	ELEVATOR MAINT	\$	3,300	\$	4,011	\$	-	121.53%
01-5-706108.00	CUSTODIAN PAGER	\$	775	\$	-	\$	-	0.00%
01-5-706109.00	BUILDING SUPPLIES	\$	4,200	\$	2,920	\$	-	69.53%
01-5-706113.00	REPAIRS & MAINT	\$	10,000	\$	6,494	\$	-	64.94%
01-5-706115.00	BANDSTAND & SIGN ELECTR (Inc Huntley EV Charge)	\$	2,000	\$	1,445	\$	30	72.24%
01-5-706117.00	DESIGNATED FUND-TRACY HALL	\$	-	\$	-	\$	-	0.00%
	TOTAL TRACY HALL	\$	46,350	\$	33,000	\$	30	71.20%
	TOTAL PUBLIC WORKS DEPARTMENT	\$	2,045,677	\$	1,581,759	\$	308,711	77.32%
	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	\$	46,474	\$	22,990	100.00%
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	\$	93,474	\$	22,990	58.48%
	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	\$	-	148.84%
01-5-800518.00	PROP & CAS INSURANCE	\$	87,385	\$	102,432	\$	-	117.22%
01-5-800520.00	WORKER'S COMP INS	\$	94,397	\$	85,884	\$	-	90.98%
	TOTAL	\$	184,938	\$	193,013	\$	-	104.37%
	TOTAL TOWN EXPENDITURES	\$	4,780,866	\$	3,691,970	\$	576,756	77.22%
	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%
01-5-800369.00	SENIOR SOLUTIONS	\$	1,200	\$	1,200	\$	-	100.00%

**Town of Norwich
FY 22 Expenditure Report**

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 AGING	\$	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	\$	217,931	\$	-	55.13%
	TOTAL TOWN EXPENDITURES IF ALL ARTICLES PASS	\$	5,176,134	\$	3,909,901	\$	576,756	75.54%

TO: Selectboard
FROM: Rod Francis, Town Manager
RE: ARPA funds Planning and Management
DATE: April 20, 2022

Management

Following presentation from TRORC and reviewing US Treasury guidance staff recommends that the Town take the standard allowance for revenue replacement applied to qualifying budget years. ARPA funds will then be used to pay towards the salary and benefits for qualifying budget years. When preparing budgets for FY24, FY25 and FY26 the Selectboard will need to approve budgets with additional expenditures equal to the total value of our ARPA allocation (\$1, 019, 038.83). Applying this method avoids additional reporting requirements and increases flexibility. The budgeting process would involve obligating funds from the annual operating budget to complete the designated projects.

Staff believes we can identify discrete projects that can be documented, bid, completed and paid for before December 31 2026. We do not believe our ARPA allocation is so large, or potential projects so complex, that we can justify hiring a consultant to manage the funds or projects.

Below staff identifies key projects suitable for ARPA funds. Along with all other communities we are waiting on the outcome of H518 which promises up to \$40,000, 000 for municipalities to replace heating systems with more efficient renewable energy heating systems. The outcome of this piece of legislation is difficult to predict at this time. Some flexibility in our approach will be needed to take advantage of any H518 benefits if/when it materializes.

The prospective list of potential projects below is not exhaustive and the cost estimates are at best indicative. The total exceeds the ARPA allocation, but if H518 passes we could address other needs.

Community Outreach

The Selectboard needs to establish municipal operations priorities, allocate a set an amount for non-municipal operations (community activity) if desired. Future Selectboard agendas could include opportunities for comment on the prioritization of municipal operations and a focused process for soliciting ideas for the allocation of such funds to non-municipal operations.

Recommendations

Staff need a board action directing that we use the revenue replacement for the provision of services traditionally provided by government. Staff recommends that the board move forward with formalizing plans facilitating public input on this work soon.

Suggested Motion:

That Norwich will adopt the standard allowance for revenue loss to document the use of ARPA funds as revenue replacement in qualifying budget years as per the US Treasury State and Local Recovery Funds (SLRF) Final Rule published on May 17, 2021

Potential ARPA Projects for Municipal Operations

#	Project Description	\$ Rough cost estimate
1.	Generators ¹	
a.	Tracy Hall 100Kw	55,000
b.	DPW 35kw (ex- Public Safety) ²	20,000
2	Boilers	
a.	Study to determine life-cycle costs of boilers by fuel type (electric, propane, fuel oil) and sizing of boilers ³	7,000
b.	Tracy Hall replacement boilers	200,000
c.	Highway Garage	70,000
3	Tracy Hall Ventilation Upgrade (excluding boilers) ⁴	500,000
a.	Update study, develop plans	10,000
4.	Building Work	
a.	Tracy Hall Window and door repairs	50,000
b.	DPW Highway Garage Roof Repair	80,000
c.	DPW Highway Garage Steel repair	50,000
5	New Town Web Page	
a.	Redesign, archive, added functionality	100,000
6	Records Digitization	40,000
	TOTAL	1,182,000

Notes:

1. This information is drawn from 2019 research carried out by the DPW Director and TM. No load data is currently available
2. The former Public Safety generator has been relocated to the Highway Garage, it is currently out of service. It produces 3-phase electricity. The highway garage is single phase. Adapters are available. DPW Director is currently working with vendors to assess load and verify if this generator can be used for the Highway Garage. The price quoted here is for a replacement generator
3. We are locating a local vendor through the Regional Energy Coordinator who can analyze the load requirements and provide life-cycle costs per BTU for each fuel source
4. Previous studies have verified that any major upgrades to Tracy Hall HVAC would need to address serious, noncompliant indoor air quality issues, this is a placeholder for advancing work on this project



TO: Rod Francis, Town Manager
FROM: Chris Kaufman, DPW Director
RE: Request for Release of funds from Fund #8: Highway Garage Fund
DATE: April 20, 2022

I am proposing two new projects. The first concerns improving the security of the facility to protect and provide adequate security for our expensive equipment, tools, and supplies. The second is a needed upgrade to the break/training room which serves an important function particularly during winter storms when staff are working long hours.

1. New Keyed Security for the DPW:

Two quotes have been attached from the Gatekeeper Lock and Safe Company for the upgrade of our security locks, keys, and fobs at the DPW. The Town currently has a contract with this company, and they maintain the lock system for several of our facilities. The difference between these two quotes is the addition of software on the DPW Director's computer to determine the date and times of all personnel entering the building. The main security upgrade items are summarized below:

1. Heavy duty gate lock with numbered keys assigned to specific staff;
2. Rekey of interior side doors (lunch and air compressor rooms) with no unlock ability adjustment allowed from inside (storeroom function);
3. KABA keypad lever updates with new key fobs assigned to specific staff; and
4. Director's office re-key and latch upgrades.

Quote Option No. 1: (no software) \$2,403.75.

Quote Option No. 2: (with software) \$3,802.25.

2. Lunchroom Counter and Cabinets:

A quote, rendering, and a photo of existing lunchroom conditions has been attached for the supply and installation of cabinets and a counter in the lunchroom. This quote is from Home Depot in Lebanon, New Hampshire. Currently the staff does not have any place to prepare food. The proposed lunchroom cabinets and countertop with a sink will allow our staff to prepare meals, store food, have a place for meal supplies (plates, silverware, etc.), wash plates, and provide a permanent location for the microwave and coffee maker, etc.

The following is the breakdown of the quote:

1. Provide countertop and cabinets as shown in the quote and rendering as attached. We currently own the refrigerator and microwave. Total price for supply as shown (not including the sink and faucet) is approximately \$2,300.00.
2. Installation of the cabinets by third party (Home Depot vendor) is \$1,200.00. This is recommended as to install these would be challenging with limited staff and our current workload.
3. Countertop supply and installation will be approximately \$1,000.00.
4. Sink and faucet supply will be approximately \$500 (including plumbing supplies). The sink and faucet would be installed by the DPW staff.

Total cost of entire lunchroom upgrade will be approximately \$5,000.00

Gatekeeper Lock & Safe, LLC

103 Hanover Street, Lebanon, NH 03766

603-448-4986

800-863-2333

Creator:	TR
Reviewed:	

ESTIMATE

Name	Norwich DPW	Ship To	Norwich DPW
Address	26 New Boston Rd	Address	26 New Boston Rd
City, State, Zip	Norwich, VT	City, State, Zip	Norwich, VT
Quotation Date	4/13/2022 A	Contact:	Chris Kaufman; 802-649-2209; ckaufman@norwich.vt.us

Quantity	Description	Price	Amount
	This Estimate is for the acquisition and install of:		
	Swing Gate		
2	ABUS padlocks	\$222.75	\$445.50
2	Sargent cylinders	\$22.75	\$45.50
2	Master Rekey	\$25.00	\$50.00
	Exterior Doors. (Air Compressor Room & Lunch Room)		
2	Lever Set, (Storeroom Function)	\$180.00	\$360.00
2	Exchange	\$18.75	\$37.50
2	Sargent cylinders	\$22.75	\$45.50
2	Rekey new change key Under Master System	\$25.00	\$50.00
	KABA Keypad Lever Sets		
2	Sargent cylinders	\$22.75	\$45.50
2	Exchange	\$18.75	\$37.50
2	Rekey new change key Under Master System	\$25.00	\$50.00
	Inner Office		
1	Sargent cylinder	\$22.75	\$22.75
1	Exchange	\$18.75	\$18.75
4	Hinge Shims	\$2.50	\$10.00
1	Latch Protector	\$21.75	\$21.75
1	Rekey new change key Under Master System	\$25.00	\$25.00
1.5	Labor installing Latch protector and adjusting door	\$75.00	\$112.50
	Miscellaneous		
3	code cut	\$16.50	\$49.50
16	Keys with identification stamping (Sargent LA - DND)	\$4.00	\$64.00
10	FOB's	\$11.00	\$110.00
10	Programming FOB's	\$18.75	\$187.50
3	Labor - Revamp present door programs	\$75.00	\$225.00
2	Unanticipated incidental labor **	\$75.00	\$150.00
3	Service Call to accomplish the above	\$80.00	\$240.00
			\$2,403.75
	** Note: Labor amounts are estimates only.		
	Additional keys are \$4.00 each		
170504	This Estimate is valid for 30 days from date.		

Gatekeeper Lock & Safe, LLC

103 Hanover Street, Lebanon, NH 03766

603-448-4986

800-863-2333

Creator:	TR
Reviewed:	

ESTIMATE

Name	Norwich DPW	Ship To	Norwich DPW
Address	26 New Boston Rd	Address	26 New Boston Rd
City, State, Zip	Norwich, VT	City, State, Zip	Norwich, VT
Quotation Date	4/13/2022 B	Contact:	Chris Kaufman; 802-649-2209; ckaufman@norwich.vt.us

Quantity	Description	Price	Amount
	This Estimate is for the acquisition and install of:		
	Swing Gate		
2	ABUS padlocks (83/80)	\$222.75	\$445.50
2	Sargent cylinders	\$22.75	\$45.50
2	Master Rekey	\$25.00	\$50.00
	Exterior Doors. (Air Compressor Room & Lunch Room)		
2	Lever Set, (Storeroom Function)	\$180.00	\$360.00
2	Exchange	\$18.75	\$37.50
2	Sargent cylinders	\$22.75	\$45.50
2	Rekey new change key Under Master System	\$25.00	\$50.00
	KABA Keypad Lever Sets		
2	Sargent cylinders	\$22.75	\$45.50
2	Exchange	\$18.75	\$37.50
2	Rekey new change key Under Master System	\$25.00	\$50.00
	Inner Office		
1	Sargent cylinder	\$22.75	\$22.75
1	Exchange	\$18.75	\$18.75
4	Hinge Shims	\$2.50	\$10.00
1	Latch Protector	\$21.75	\$21.75
1	Rekey new change key Under Master System	\$25.00	\$25.00
1.5	Labor installing Latch protector and adjusting door	\$75.00	\$112.50
	Miscellaneous		
3	code cut	\$16.50	\$49.50
16	Keys with identification stamping (Sargent LA - DND)	\$4.00	\$64.00
10	FOB's	\$11.00	\$110.00
1	Software	\$550.00	\$550.00
1	Gateway / Router	\$536.00	\$536.00
1	Labor -Programming and Set-Up	\$500.00	\$500.00
5	Unanticipated incidental labor **	\$75.00	\$375.00
3	Service Call to accomplish the above	\$80.00	\$240.00
			\$3,802.25
	** Note: Labor amounts are estimates only.		
	Additional keys are \$4.00 each		
170504	This Estimate is valid for 30 days from date.		



Picture of lunchroom before upgrade.



Picture of lunchroom after upgrade.



QUOTE

Store 3406 W LEBANON
296 PLAINFIELD RD
WEST LEBANON, NH 03784

Phone: (603) 298-9540
Salesperson: AXI6243
Reviewer: AXI6243

SOLD TO	Name KAUFMAN CHRIS		Phone 1 (802) 535-1547	
	Address 26 NEW BOSTON RD		Phone 2 (802) 649-2209	
	Company Name			
	City NORWICH		Job Description Kitchen Remodel	
	State VT	Zip 05055	County WINDSOR	

QUOTE

2022-04-17 10:22

Prices Valid Thru: 04/24/2022

VENDOR DIRECT SHIP #1

MERCHANDISE AND SERVICE SUMMARY

We reserve the right to limit the quantities of merchandise sold to customers

TO: CUSTOMER

S/O - MERCHANDISE TO BE SHIPPED:

S/O TVL ELEMENTS

REF # S02

ESTIMATED ARRIVAL DATE: 05/01/2022

REF #	SKU	QTY	UM	DESCRIPTION	PI	TAX	PRICE EACH	EXTENSION
S0202	1005-795-392	1.00	EA	SB36 / SB36 SINK BASE 36 / SB36 FSIDES:B HINGES:B	A	Y	\$322.71	\$322.71
S0203	1005-795-392	1.00	EA	B36 / B36 BASE 36 DRW / B36 FSIDES:B HINGES:L	A	Y	\$410.18	\$410.18
S0204	1005-795-392	1.00	EA	3DB30 / 3DB30 3 DRW BASE 30 / 3DB30 FSIDES:B	A	Y	\$449.38	\$449.38
S0205	1005-795-392	1.00	EA	W3618 / W3618 WALL 36W 18H / W3618 FSIDES:B HINGES:L	A	Y	\$259.38	\$259.38
S0206	1005-795-392	1.00	EA	W3630 / W3630 WALL 36W 30H / W3630 FSIDES:B HINGES:L	A	Y	\$318.94	\$318.94
S0207	1005-795-392	1.00	EA	W3012 / W3012 WALL 30W 12H / W3012 FSIDES:B HINGES:L	A	Y	\$199.81	\$199.81
S0208	1005-795-392	2.00	EA	HINGERESCLIP / HINGERESCLIP HINGE ANGLE RESTRICT CLIP P / HINGERESCLIP	A	Y	\$5.28	\$10.56
S0209	1005-795-392	2.00	EA	SSM8 / SSM8 SMALL SCRIBE MLDG 8 / SSM8	A	Y	\$21.87	\$43.74
S0210	1005-795-392	1.00	EA	TUK / TUK TOUCH UP KIT / TUK	A	Y	\$47.50	\$47.50
S0211	1005-795-392	2.00	EA	WEPS42LAM14 / WEPS42LAM14 WALL END PNL SKIN LAM14 42H / WEPS42LAM14	A	Y	\$48.26	\$96.52
S0212	1005-795-392	10.00	EA	HANDLE/SO6 / HANDLE/SO6 STAINLESS STEEL DOOR PULL (CO / HANDLE/SO6	A	Y	\$0.00	\$0.00
S0213	1005-795-392	8.00	EA	HANDLE/SO6 / HANDLE/SO6 STAINLESS STEEL DRAWER PULL (/ HANDLE/SO6	A	Y	\$0.00	\$0.00
S0214	1005-795-392	2.00	EA	TB8LAM14 / TB8LAM14 TOE BOARD .25 LAM / TB8LAM14	A	Y	\$24.88	\$49.76

*** CONTINUED ON NEXT PAGE ***

NOT VALID FOR MERCHANDISE

VENDOR DIRECT SHIP #1

(Continued)

TO: CUSTOMER

S0215	1005-795-392	2.00	EA	BEPS34.514 / BEPS34.514 BASE END PNL SKIN 34.5 / BEPS34.514	A	Y	\$42.98	\$85.96
VENDOR - SPECIAL INSTRUCTIONS:		LINE: ELEMENTS DSTYLE:SELECTED DOOR STYLE USTYLE:320-COSTP-TRE HDW:HANDLE/SO6 DSGNR:AXI6243						
VENDOR WILL SHIP MDSE TO:		KAUFMAN CHRIS						
ADDRESS: 26 NEW BOSTON RD				CITY: NORWICH				
STATE: VT	ZIP: 05055	COUNTY: WINDSOR		SALES TAX RATE: 6.0		MERCHANDISE TOTAL:		\$2,294.44
PHONE: (802) 5351547		ALTERNATE PHONE:			PAGER:			

END OF VENDOR DIRECT SHIP

INSTALLATION #1

REF # I01

BASIC INSTALLATION LABOR:

SKU	DESCRIPTION	QTY	UM	TAX	PRICE EACH	EXTENSION
1004-567 -811	KITCHEN CABINET ONLY INSTALL-NAT/	0.00		EA N	\$0.01	\$0.00
INSTALLATION SITE NAME: KAUFMAN,CHRIS				INSTALL LABOR CHARGE:		\$0.00
ADDRESS: 26 NEW BOSTON RD				TRIP CHARGE:		\$0.00
CITY: NORWICH		STATE: VT		ZIP: 05055		CREDIT FOR DEPOSIT/MEASURE: \$0.00
COUNTY: WINDSOR		SALES TAX RATE: 6.000		TAX: Merchandise - N		LABOR - N
PHONE: (802) 5351547		ALTERNATE PHONE: (802) 6492209		INSTALL TOTAL DUE:		\$0.00

BASIC INSTALLATION LABOR INCLUDES:

* AN INSTALLER SITE ANALYSIS IS REQUIRED FOR PROPER FIT OF KITCHEN CABINETRY AND OTHER PRODUCTS TO BE INSTALLED. DURING THIS CONSULTATION THE INSTALLER WILL CHECK FOR UNUSUAL SITUATIONS WHICH MAY REQUIRE ADDITIONAL LABOR.

* THE SITE ANALYSIS FEE IS NON-REFUNDABLE
* IF CUSTOMER PURCHASES LABOR FROM THE HOME DEPOT, THE SITE ANALYSIS FEE IS APPLIED TO THE PURCHASE.

* DAILY CLEAN UP OF JOB SITE

UNLESS STATED ABOVE THIS INSTALLATION DOES NOT INCLUDE:

INSTALLING SKYLIGHTS

PLUMBING WORK

*** CONTINUED ON NEXT PAGE ***

INSTALLATION #1

(Continued)

REF #101

STRUCTURAL MODIFICATIONS MUST BE APPROVED BY REGIONAL
MANAGER OR INSTALL MERCHANT SERVICES
ALTERATIONS TO EXTERIOR OF HOME
REMOVAL OF VINYL FLOORING
ELECTRICAL WORK

HVAC WORK
VENT IN WALL
INSTALLATION ON CONCRETE/MASONRY

SPECIAL NOTES:

- * AN ADULT OVER 18 YEARS OF AGE WITH THE AUTHORITY TO MAKE DECISIONS ABOUT YOUR INSTALLATION MUST BE PRESENT DURING THE INSPECTION (WHEN APPLICABLE), DELIVERY AND INSTALLATION
- * NO WORK/DELIVERY TO BE DONE ON SUNDAYS OR HOLIDAYS
- * ALL WORK WILL BE DONE TO LOCAL CODES AND ORDINANCES
- * ALL WATER AND GAS SUPPLY LINES MUST HAVE INDEPENDENT SHUT-OFF VALVES.
- * JOBSITE MUST BE COMPLETELY ENCLOSED WITH ALL WINDOWS, DOORS, INTERIOR WALLS, ROUGH PLUMBING AND ELECTRICAL WORK COMPLETED PRIOR TO THE INSTALLATION
- * THE WORK AREA MUST BE CLEAR AND ALL VALUABLES AND BREAKABLES MUST BE REMOVED FROM THE WORKSITE PRIOR TO WORK BEGINNING
- * CUSTOMER MUST UNDERSTAND THERE WILL BE A PERIOD DURING THE INSTALLATION WHEN THE JOBSITE AREA WILL BE COMPLETELY UNUSABLE.
- * STORE ASSOCIATE WILL SPECIFY AN ESTIMATED TIME FRAME AT THE START OF THE JOB. OTHER ARRANGEMENTS MUST BE MADE BY CUSTOMER DURING THIS TIME FOR ACTIVITIES USUALLY HELD IN THE JOBSITE AREA.
- * THE WORK AREA WILL BE CLEANED UP DAILY, BUT DUST AND CONSTRUCTION RELATED DEBRIS AND NOISE WILL BE INEVITABLE THROUGHOUT THE INSTALLATION.

- * ALL POSSIBLE STEPS WILL BE TAKEN TO MINIMIZE SPREAD OF WORK AREA DUST TO OTHER PARTS OF THE HOME. CUSTOMER SHOULD CHANGE FURNACE FILTER BEFORE, DURING AND AFTER INSTALLATION.
- * WATER, GAS AND SEWER SERVICE MAY BE TEMPORARILY TURNED OFF DURING THE INSTALLATION PROCESS. THE INSTALLER WILL NOTIFY THE CUSTOMER OF AN ESTIMATED LENGTH OF TIME FOR THE SERVICE TO BE UNAVAILABLE.
- * CUSTOMER IS ASKED TO DESIGNATE PARKING, ENTRANCE AND EXIT ACCESS PREFERENCES FOR THE INSTALLER (INCLUDING RESTROOM ACCESS).
- * CUSTOMER IS RESPONSIBLE FOR ANY UNFORESEEN CONDITIONS WHICH MAY ARISE DURING INSTALLATION.
- * NOTE: THE HOME DEPOT DOES NOT PROVIDE THE FOLLOWING SERVICES (AS PART OF KITCHEN OR BATH INSTALLATION PROGRAM)
- * ADJUSTING OPENINGS OR WORK INVOLVING LOAD BEARING WALLS
- * REMOVE, ALTER OR BUILD LOAD BEARING WALLS (OTHER THAN STUD WALL FRAMING).
- * INSTALLING SKYLIGHTS
- * STRUCTURAL ALTERATIONS OR REPAIRS
- * ALTERATIONS TO EXTERIOR OF HOME
- * REMOVAL OF VINYL FLOORING

END OF INSTALL #1

TOTAL CHARGES OF ALL MERCHANDISE & SERVICES

Policy Id (PI):

A: 90 DAYS DEFAULT POLICY;

'The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in stores for details.'

ORDER TOTAL	\$2,294.44
SALES TAX	\$137.67
TOTAL	\$2,432.11
BALANCE DUE	\$2,432.11

END OF ORDER No. H3406-133452

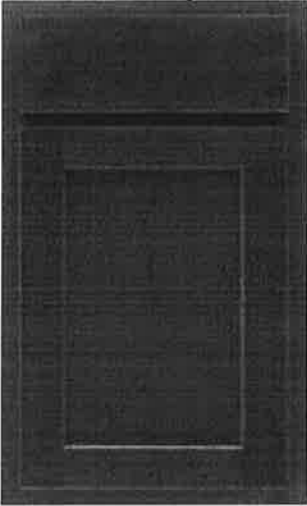


ElementsCollection

Sunday, April 17, 2022

Elements Collection.

Select product offering for quick projects at budget-friendly prices.

NOTE: Images shown here are a representation of your selections, not an exact rendition.

<p>Door Style</p>  <p>320-COSTP-TRE : 320 - Costello PO Hardwood Trestle</p>	<p>Door Pulls</p>  <p>HANDLE/SO6 : Stainless Steel Door Pull (Count Purpose Only)</p>	<p>Drawer Pulls</p>  <p>HANDLE/SO6 : Stainless Steel Drawer Pull (Count Purpose Only)</p>
--	--	--

Customer Signature



TO: Selectboard
FROM: Rod Francis, Town Manager
RE: Short term Zoning Administrator Support
DATE: April 20, 2022

Two weeks ago, I began advertising for a 2 day per week Zoning Administrator (ZA) position. The position has been advertised on Indeed.com, *Valley News*, regional professional organizations virtual job-boards, email listservs and at the Vermont Law School (VLS). To date I have received no inquiries or applications. In discussions with my peers and Two Rivers Ottauquechee Regional Commission (TRORC) I have learnt that several towns in the region are seeking ZAs.

I began discussions with TRORC around short-term contracts because of the ongoing labor market challenges, the need to ensure statutory deadlines and to maintain necessary levels of service. They were able to offer a qualified land use professional for one day a week.

Attached is a draft agreement between the Town and TRORC for the remainder of the budget year (June 24, 2022). The proposal outlined calls for one day of in-office work per week by a ZA to be appointed by the Norwich Selectboard. The ZA would be located in the Planning and Zoning office.

I will be happy to answer any questions you may have.

Recommendation:

Staff recommends that the board enter into a short-term agreement with TRORC to provide municipal zoning services.

Suggested Motion:

That the Selectboard authorize the Town Manager to sign the short-term agreement with TRORC for the provision of municipal zoning services, not to exceed \$7,200.

AGREEMENT

Between the

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION

And the

TOWN OF NORWICH, VERMONT

For

MUNICIPAL ZONING SERVICES

Project # 10-601

April 20, 2022

I. AGREEMENT FOR SERVICES

- a. It is agreed by and between the TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION (hereinafter called the Regional Commission) and the Town of Norwich (hereinafter called the Town) that the Regional Commission shall assist in providing Municipal Zoning Services for the Town in accordance with the steps outlined in Attachment A.
 - b. This Agreement consists of the body and the following attachment which is incorporated herein.
-

Attachment A – Scope of Services

II. GENERAL TERMS AND CONDITIONS

- a. The maximum dollar amount for all services performed under this Agreement shall not exceed **\$7,200**, unless amended.
- b. The period of performance under this Agreement shall commence on **upon signing** and run through **June 24, 2022**, unless amended.
- c. Ownership of all data and materials collected under this Agreement shall remain with the Town and TRORC.
- d. Changes, modifications, or amendments in the terms, conditions and fees of this Agreement shall be written and signed by the duly authorized representatives of the Regional Commission and the Town.
- e. The parties agree that the Regional Commission, and any agents and employees of the Commission, shall act in an independent capacity as a Commission employee in the best interest of the Town.
- f. The Town, by any authorized representative, shall have the right at all reasonable times, to inspect or otherwise evaluate the work performed or being performed under this Agreement.
- g. If, through any cause, the Regional Commission shall fail to fulfill in a timely and proper manner its obligations under this Agreement, the Town shall have the right to terminate this Agreement by giving written notice to the Regional Commission and specifying the effective date thereof, at least thirty days prior to the date of termination shall be reimbursed to the Regional Commission by the Town.
- h. The Town, upon hiring of a Zoning Administrator, may terminate this Agreement by giving written notice to the Regional Commission and by specifying the effective date of termination. The Town shall only be charged fees for services accrued for the duration through the effective date of termination.

- i. The fees charged for services to the Town for the duration of this contract are actual labor, fringe, indirect, and mileage, as necessary. Mileage will be charged at the federal rate. No additional fees will be charged.

III. OBLIGATIONS OF THE REGIONAL COMMISSION

- a. Regional Commission staff will work with, and be responsible to the Town Manager, in providing the services listed in Attachment A.
- b. The Regional Commission shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times during the period of this Agreement.
- c. The Regional Commission shall invoice the Town on a periodic basis (usually monthly) for costs incurred on this project. This contract shall be billed on an hourly basis.
- d. The Regional Commission shall provide to the Town copies of all documents generated under this project.

IV. OBLIGATIONS OF THE TOWN

- a. In consideration of the services to be provided by the Regional Commission, the Town shall pay the Regional Commission after review and approval of invoices submitted in accordance with the provisions of Section III. C.
- b. The Town agrees to participate in meetings with Regional Commission staff, as necessary.
- c. The Town will make available any information, data, reports, plans, maps, or drawings to the Regional Commission to carry out the tasks in this project. All materials belonging to the Town will be returned.
- d. The Town agrees to cooperate with and administratively assist the Regional Commission, without charge, in carrying out its tasks.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this _____ day of _____, _____ at Norwich, Vermont.

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION
Peter G. Gregory, AICP, Executive Director

Town of Norwich – Town Manager

Attachment A

Norwich 2022 Town Zoning Administration

TRORC staff will serve as the Interim Zoning Administrator for the Town of Norwich. These duties shall include:

Manage the Town permitting processes

- Review and process applications for zoning permits, variance requests, and land development plans.
- Enforce the zoning regulations of the Town.

Provide Guidance

- Assist applicants, as needed, in identifying applicable regulations and requirements.
- Refer applicants to the Development Review Board (DRB) as needed for approval.
- If time permits, advise the DRB, applicants, and the public on the applicability of other regional, state, or federal regulations that may apply.
- Determine completeness of applications.
- If time permits, assist the DRB with scheduling hearings/meetings, providing notice to parties, posting and publishing agendas and warnings in accordance with statutory requirements.

Issue Permits

- Review applications and site plans to ensure regulatory compliance.
- Issue permits or make referrals to Boards as necessary.

Prepare Development Review Board Hearings

- If time permits, prepare the hearing packets and findings report for DRB hearings that include the application materials and subsequent materials submitted by interested parties.

This contract will be billed at cost, not to exceed \$7,200. TRORC's hours are expected to be approximately 7.5 hours per week, at \$105 per hour. Time is meant to focus on permit processing, but as time allows, this work will also include attending DRB Hearings when necessary and supporting their review and approval of projects.

If additional meetings/times are needed beyond this scope, they will be mutually agreed upon as change orders prior to work being undertaken and charged for.

2022 LIQUOR LICENSE RENEWAL APPLICATION
SECOND CLASS LICENSE TO SELL MALT AND VINOUS BEVERAGES

3486-001-SECN-001
Page 1

9

License Year Beginning May 1, 2022 ending April 30, 2023

Fee: \$140.00 of which
\$70.00 is paid to town/city
\$70.00 is paid to DIC
Town: 14055 - NORWICH

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS
FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: PLR Enterprises, Incorporated
Doing Business As:
Norwich Wines and Spirits
Elm Street
Norwich VT 05055
Telephone: (802) 649-1970

Licensee # 3486- 1

Mailing Address:
P.O. Box 153
Norwich VT 05055

PLEASE INCLUDE EMAIL ADDRESS: NORWICHWINES@AOL.COM

Description of Premises:

Retail store located on Elm Street with 800 square feet on first floor and 700 square feet in basement all within a two story wood frame building known as the "Burton House" in the town of Norwich, Vermont.

Lessor:

Clifford of Vermont
P.O. Box 51
Bethel Vt 05032

STATE AND MTN ASSOCIATES

Last Enforcement Seminar: 04/04/2020 3/21/2022

Fed. ID Number: 03-0354041 Incorporation Date: 11/06/1996 Valid Charter?: **Yes** State of Charter: Vermont
Majority of Directors are US Citizens: **Yes**

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Corporation	Name	Address	Town/City	State	Zip Code
Director	1. Rutledge, Peter L.	P.O. Box 1233	Norwich	VT	05055
Stockholder	2. Rutledge, Peter L.	P.O. Box 1233	Norwich	VT	05055

Has any director or stockholder been convicted or pleaded guilty to any criminal or motor vehicle offense in any court of law (including traffic tickets by mail) during the last year? Yes No
If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any director or stockholder of the corporation held any elective or appointive state, county, city, village or town office in Vermont (See VSA, T.7, Ch.9, Sec. 223)? Yes No
If yes, please attach the following information: Individual's name, office and jurisdiction

Disclosure of Non-profit Organization?: Yes No

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor and Lottery Control Board may obtain criminal history record information from State and Federal record repositories.

I/We hereby certify, under the pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, Section 3113)

I/We hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or are in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 1378(b), I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

I/We have registered the trade name of these premises with the Secretary of State.

I/We hereby certify that the information in this application is true and complete.

Dated this 22nd day of APRIL, 2022

Signature of authorized agent
of corporation, company, club or association

Signature of individual or partners

[Handwritten Signature]
PRESIDENT

(Title)

Are you making this application for the benefit of any other party? Yes No

2022 LIQUOR LICENSE RENEWAL APPLICATION
SECOND CLASS LICENSE TO SELL MALT AND VINOUS BEVERAGES

3486-001-SECN-001
Page 2

----- LOCAL COMMISSIONER SECTION BELOW -----

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the _____ commissioners will endorse their recommendation on the back of the application and transmit it to the Liquor and Lottery Control Board for suitable action thereon, before any License may be granted. For the information of the Liquor and Lottery Control Board, applications shall carry the signature of each individual commissioner registering either approval or disapproval.

APPROVED

DISAPPROVED

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved by Board of Control Commissioners of the City or Town of _____.

Total Membership _____, _____ members present Attest, _____, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:
DIVISION OF LIQUOR CONTROL
13 GREEN MOUNTAIN DRIVE
MONTPELIER, VT 05602

If application is disapproved, local control commissioners shall notify the applicant by letter.

No formal action taken by any agency or authority of any town board of selectmen or city board of aldermen on a first or second class license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec.312



CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Peter Rutledge

FOR COMPLETING

2nd Class Seller Training Program 2022 (Final Exam)

COMPLETION DATE

March 21, 2022

SCORE

95%