

Norwich Selectboard

Regular Meeting: Wednesday, October 23, 2024 – 6:30 p.m.

Tracy Hall Multi-Purpose Room

This meeting is being held in-person and via ZOOM

ZOOM access information: <https://us02web.zoom.us/j/89116638939> Meeting ID: 891 1663 8939
US Toll-free: 888-475-4499 (Press *9 to raise hand; Press *6 to unmute after being recognized by Chair)

NOTE: To be admitted to Zoom, you must display a First and Last Name

Welcome & Introductions

1. Agenda – Discussion/Motion
2. Chair’s Report
3. Public Comments for Items not on the Agenda – Discussion
4. Appointment of Town Health Officer – Discussion/Motion
5. SB Handbook – Review with Conservation Commission - Discussion
6. SB Handbook – Review with Emerald Ash Borer Management Subcommittee - Discussion
7. **7:30 PM** Personnel Policy Review with Town Counsel – Discussion/Motion
8. Town Clerk MOU Review with Town Counsel – Executive Session – Discussion/Motion
9. Town Manager’s Report - Discussion
10. Animal Control Ordinance Update – First Read – Discussion/Motion
11. Receipt of Correspondence – Review/Discussion – Discussion/Motion
12. Approval of Minutes – October 9, 2024 – Discussion/Motion
13. A/P Warrants – Discussion/Motion(s)
14. Department Head Reports – Discussion
15. Town Manager’s Contract Amendment – Executive Session – Discussion/Motion
16. Adjournment – Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	11/13/2024	Regular: Zoom & JAM	6:30 p.m. Selectboard business	SB Handbook Review Committee Meetings Policy Updates – First Read FY26 Budget?
Wednesday	11/26/2024	Regular: Zoom & JAM	6:30 p.m. Selectboard business	FY26 Budget
Tuesday	12/11/2024	Special: Zoom & JAM	6:30 p.m. Selectboard business	FY26 Budget
Wednesday	12/18/2024??	Regular: Zoom & JAM	6:30 p.m. Selectboard business	FY26 Budget

Ongoing and Future Work

Town Manager’s Office

- Tracy Hall Study with Energy Audit Results
- Fire District – Fire Protection Fee
- Moore Lane Bridge Update
- Hemlock Road Update
- Walkability Corridor Update

Selectboard

- Fill Open Committee & Elected Official Positions
- Personnel Policy Review
- Develop Charge for Green Procurement Team
- Purchasing Policy Review
- Gift Policy Review
- Tracy Hall Planning
- Update & Adopt Capital Plan
- Handbook for Committees, Commissions & Boards
- Committees: coordination with overall town priorities
- FY26 Budget Planning

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: Anthony S Gemignani

Address: 450 New Boston Rd

Day phone: 312-909-0727

Evening phone: 312-909-0727

E-mail: agemignani@gmail.com

Position Applied For: Town Health Officer

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: 0 Years: 0

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:

Meetings that I'd be involved with would have to occur outside of standard work hours - essentially couldn't be between 8 AM-5PM on weekdays. I might be able to make occasional exceptions if given enough advanced warning.

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

I am a physician with extensive training in medicine as well as some additional training in public health. I have worked at both Dartmouth-Hitchcock and the White River Junction VAMC and have served as a teacher at the Geisel School of Medicine. I have lived in town since 2011 and have a reasonable knowledge of both the geography and people of Norwich.

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

No specific municipal or school board, commission or committee experience here in Norwich- that aspect of this work would be a first for me. I do serve on a number of hospital committees including the Institutional Review Board (research) for the White River Junction, Manchester (MH) and Togus (ME) VA Medical Centers, the Health Informatics Steering Committee, and the Medication Use Evaluation (MUE) Committee.

5. Education and Current Employment

Employer: Veterans Affairs Medical Center

Location: White River Junction

Description of work:

I work as a cardiologist at the facility doing a variety of tasks including patient care, imaging study interpretation, research, education and administrative work.

6. Pertinent Education and/or Experience:

Haverford College, BS-Biology (1998); US Peace Corps volunteer, public health and community development, Rep. of Guinea (1998-2000); Georgetown School of Medicine, MD (2004); University of Chicago Hospitals, Internal Medicine (2004-2007), Brown University, Cardiology (2007-2011); Faculty at Geisel School of Medicine (2011-present), Medicine staff at Dartmouth Hitchcock (2011-2014), Medicine staff at WRJ VAMC (2011-present)

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

No conflict of interest.

Comments:

My primary motivation for doing this work would be to give back to the community in which I live employing a skill set in which I have adequate training to be useful with.

Signature:

Digitally signed by
ANTHONY
GEMIGNANI
Date: 2024.10.15
22:13:09 -04'00'

Date:

Town of Norwich
SELECTBOARD HANDBOOK
 [hereinafter referred to as “the Handbook”]
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Introduction

Purpose of this Handbook. A host of Norwich residents volunteer to serve their community in a variety of ways. Some positions or “groups” are elected and have statutory responsibilities, these are generally titled “commissions” or “boards.” Some positions or “groups” are appointed by the Selectboard and may or may not have statutory responsibilities, these are generally titled “committees”. Where no statutory responsibilities exist, a created “committee” will have a charge. Whether elected or appointed, all individuals and “groups” are subject to the laws of the State of Vermont and to applicable Town of Norwich policies as enacted by the Selectboard, the Town’s legislative body, for use in town governance. This Handbook does not supersede Selectboard policies but incorporates them herein by reference. The Handbook is a tool to assist all volunteers of whatever genesis to understand the parameters of their position and the intersection with other “offices.” It is in the best interest of the Town for all individuals to work collaboratively with Town administration and the legislative body to realize expressed town goals. The intended audience for this document includes:

- Elected and appointed members of our community to ensure that they are:
 - (1) working efficiently and effectively toward the fulfillment of our shared and often changing goals,
 - (2) in compliance with laws and charges pertaining to town government, and
 - (3) identified correctly in furtherance of a transparent government.
- Norwich residents to better understand:
 - (1) who is responsible for particular town functions and how they work together,
 - (2) what the various offices and entities are authorized to do, and
 - (3) what opportunities exist for future volunteerism in, and engagement with, the Town of Norwich.

Accessibility of the Handbook, Caveats and Disclaimer. Given the nature of municipal government, this document must be an organic reference source with an on-going Selectboard commitment to keep it up to date and accessible. To that end the Selectboard will publish and maintain this document on the town website. New and existing, appointed and elected, individuals are expected to understand its content as to their particular role(s) and remain in compliance with the statutes, rules, regulations and policies referenced herein. Notwithstanding the above, it is understood that laws, rules and policies are not static, therefore, this document may not be completely up-to-date at any given moment. References to statutes should be checked, e.g.: <https://legislature.vermont.gov/statutes/>. If clarification of statutory responsibilities or municipal charges is required, individuals should contact the Town Manager in the first instance; and if legal assistance/advice is required, it must be requested through the Town Manager.

Individuals and Terms and Budgets. This Handbook does not include information which changes frequently and which is more efficiently and properly maintained by Town staff, specifically:

- Names of individuals elected or appointed to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION.**
- Official and current budgetary information is maintained by the Finance Office. On the Handbook page for each such office/committee, there will be a notation to indicate whether or not a budget exists for that activity. More information should be requested through the Town Manager and Finance Office.

Statutory Authority and Town Policy

Dillon’s Rule. Formulated in 1872 by a local government legal scholar, Judge John Forest Dillon, the so-called Dillon’s Rule is consistently adhered to by Vermont courts.

- Dillon’s Rule holds that a “municipality has only those powers and functions specifically authorized by the legislature, and such additional functions as may be incident, subordinate or necessary to the exercise thereof.” City of Montpelier v. Barnett, 2021 VT 32 ¶ 20, 191 Vt. 441, 49 A.3d 120.
- It “...means that the town and its voters or selectboard have no authority beyond that which is given by statute, or that which is necessarily implied by a statute. Accordingly, municipal officials must check all relevant statutes before acting to ensure that they will comply with the specific requirements of the enabling legislation.” Vermont Office of the Secretary of State, Municipal Law Basics (2014), p. 2.
- Any such body must abide by Dillon’s Rule and applicable laws, including but not limited to the so-called “Open Meeting” law.

Open Meeting Law. The so-called “Open Meeting Law” [or “OML”] is found in Title 1, Chapter 5 of the Vermont Statutes Annotated. The OML requires, among other things, notice of meetings, the right of public access to meetings, and publication of minutes of those meetings, as well as penalties and enforcement thereof, see Appendix “A” (page for the following selections from the OML:

- 1 V.S.A. § 310 Definitions
- 1 V.S.A. § 312 Right to attend meetings of public agencies
- 1 V.S.A. § 314 Penalty and enforcement

Legislative amendments to the OML were signed by the Governor of Vermont on 05/30/2024 and went into effect 07/01/2024, with the exception of 1 V.S.A. § 312(k) which will take effect on 01/01/2025. **At this time,**

- **the OML amendments may be found on the Town website, here:** <http://norwich.vt.us/report-an-open-meeting-law-violation/> which links to
- **the Act itself, found here:** <https://legislature.vermont.gov/Documents/2024/Docs/ACTS/ACT133/ACT133%20As%20Enacted.pdf>

Among other changes, the definition of “public body” was amended and expanded to specifically include the term “subcommittee.” The recent amendment expressly requires that subcommittees follow the OML.

The latest amendments also require OML training for town managers and selectboards. The Secretary of State’s Office will develop such training and make it available to municipalities, and ensure that a town’s public bodies comply with the OML. Upon receipt of the Secretary’s guidance, the Town Manager and Selectboard will determine a process to ensure that all the town’s “public bodies” are well trained regarding the requirements and procedures of the OML as well as any additional Town policies covering open meeting issues.

Conflict of Interest Policy As authorized in the enumeration of powers of a municipality, a conflict-of-interest policy may be established to apply to all elected and appointed officials. See 24 V.S.A. § 2291
Note: As of 02/23/2024 the Vermont House Committee on Government Operations and Military Affairs had drafted a bill which would create new statewide ethics standards and duties for municipal officials. The outcome of that effort could have an effect on the town’s current Conflict of Interest Policy.

Incompatible Offices By statute, 17 V.S.A. §2647, some elected officials and the Town Manager may not be elected to certain other offices. The statute listing those prohibitions is found in Appendix “A”, page 57 of this Handbook.

Statutory Authority and Town Policy Continued

Grants, Contracts, Donations, Gifts, Solicitations, and Norwich Policy. The Selectboard supports and values the many individuals who volunteer to serve on the myriad committees, boards, commissions or other positions which serve our town and make it a vibrant place to live. The willingness of these volunteers to engage deeply with their chosen groups and to investigate ways and means to better fulfill their particular group's charge is commended and encouraged by the Selectboard.

However, the Town of Norwich operates under a Town Manager form of government. It is the Town Manager's office which monitors grants, signs contracts, assesses the need for or adequacy of insurance coverage and ensures that anything like donations, gifts, etc. are in compliance with town policy. Therefore, all committees, subcommittees, boards, commissions, and individuals are required to contact the Town Manager before applying for any grants, soliciting donations of any kind, accepting gifts of whatsoever nature, engaging in activities which might invoke liability, or acting in any manner which could be interpreted to involve or affect the Town financially or otherwise.

Budgets and Reimbursement. In conjunction with the Town Manager, the Selectboard develops budgets for approval by the voters. Elected officials and Town Department Heads work with the Town Manager and the Finance Office to prepare budget requests for Selectboard review and action. Appointed committees, commissions, boards and individuals should contact the Town Manager, and Department Heads in some instances, to request budgetary appropriations; such requests should be made in September each year to be in time for inclusion in the budget work undertaken in the last quarter of the calendar year.

Any requests for reimbursements or to spend monies, budgeted or otherwise, should be directed to the Finance Office and Town Manager. The procedures for those requests are developed by the Finance Office and Town Manager, and may be rooted in policies developed by the Selectboard as appropriate.

Overview of Elected Officials and Appointed Individuals/Groups¹

Elected Officials.

- Under 17 V.S.A. § 2646 at the annual meeting a town shall choose from among its registered voters certain officers including:
 - a moderator, 17 V.S.A. § 2646(1);
 - a town clerk, unless the town has voted to authorize the selectboard to appoint a town clerk pursuant to 17 V.S.A. § 2651e, see 17 V.S.A. § 2646(2);
 - a town treasurer, unless the town has voted to authorize the selectboard to appoint the treasurer as provided in 17V.S.A. § 2651f, see 17 V.S.A. § 2646(3);
 - one selectboard member, 17 V.S.A. § 2646(4);
 - one lister, unless the town has voted to eliminate the office of lister pursuant to 17 V.S.A. § 2651c, see 17 V.S.A. § 2646(5);
 - one auditor, unless the town has voted to eliminate the office auditor pursuant to 24 V.S.A. § 2651b, see 17 V.S.A. § 2646(6);
 - a first constable, and second constable if needed, unless the town has voted to authorize the selectboard to appoint constables as provided in 24 V.S.A. § 2651a, see 17 V.S.A. § 2646(7);
 - a collector of delinquent taxes, 17 V.S.A. § 2646(9) and see 17 V.S.A. § 2651d;
 - a trustee of public funds if the town so votes 17 V.S.A. § 2646(12);
 - a cemetery commission if the town so votes. 17 V.S.A. § 2646(14);
 - one or two road commissioners who shall be elected by ballot if the town so votes, see 17 V.S.A. § 2646(16);
 - three water commissioners, unless the town votes to elect additional selectboard members, see 17 V.S.A. § 2646(17);
 - five members of an advisory budget committee, if the town so votes, see 17 V.S.A. § 2646(18).
- Exceptions
 - **See 17 V.S.A. § 2646a. Town officers; town vote to allow election of nonresidents**
 - (a)(1) Notwithstanding section 2646 of this subchapter, a municipality may propose to allow individuals who are residents of the State, but not residents of the municipality, to be elected or appointed town officers. However, this section shall not apply to members of the legislative body of the municipality or justices of the peace. For the municipality's boards or commissions that are established by State law and are required to be composed of residents, the majority of the members of the boards or commissions shall be residents of the municipality.
 - (2) The proposal must be approved by the voters at any annual or special meeting warned for that purpose.
 - (b) The proposal may be made by the legislative body of the municipality or by petition of five percent of the voters of the municipality. The proposal shall identify the town office that may be filled by a nonresident. (Added 2021, No. 157 (Adj. Sess.), § 3, eff. July 1, 2022.)
 - **See 17 V.S.A. § 2651e(d) Municipal clerk; appointment; removal**, page 18 of this Handbook.
 - **See 17 V.S.A. § 2651c Lack of elected lister; appointment of lister; elimination of office; hiring**, page 13 of this Handbook.

¹ See also Appendix: Vermont Secretary of State's List of Local Office Descriptions and Statutory Authority.

Overview of Elected Officials and Appointed Individuals/Groups Continued

Appointed Committees, Boards, Commissions and Subcommittees. By statute, the Selectboard is authorized or allowed to appoint individuals to fulfill certain town functions. The Selectboard's authorization must be provided either expressly by statute, or be implied in or incident to powers expressly granted, and/or is essential to the accomplishment of the declared objects and purposes of the town, "not simply convenient, but indispensable." See Municipal Law Basics, p. 2 citing Valcour v. Village of Morrisville, 104 Vt. 119, 131-32 (1932).

The Selectboard cannot delegate those granted authorities to another body unless the Legislature specifically permits it to do so. "It contravenes the deep-rooted principle of law that the delegate of power from the sovereign cannot without permission recommit to another agent or agency the trust imposed upon its judgment and discretion." Thompson v. Smith, 119 Vt. 488, 501, 129 A.2d 638 (1957).

Appointments. The appointments required ("shall") or allowed ("may") include:

- **shall** appoint
 - tree warden – 24 V.S.A. § 871(b)
 - deputy tree warden may be appointed under 24 V.S.A. § 2505
 - local health officer – 18 V.S.A. § 601
- **may** appoint
 - town forest fire wardens – 10 V.S.A. § 2641
 - pursuant to 24 V.S.A. § 871(b):
 - poundkeeper for each pound
 - one or more inspectors of lumber, shingles, and wood
 - one or more weighers of coal
 - one town service officer and
 - one grand juror.
 - deputy tree warden – 24 V.S.A. § 2505:
 - planning commission and development review board– see 24 V.S.A. § 4321 and 4323 and 4460
 - including alternates to a planning commission, board of adjustment, or development review board when one or more members of the board are disqualified or are otherwise unable to serve. See 24 V.S.A. § 4460(c)'
 - "Members of a planning commission shall be appointed and any vacancy filled by the legislative body of a municipality. The length of the term of planning commission members shall be determined by the legislative body of a municipality. Any member may be removed at any time by unanimous vote of the legislative body. Any appointment to fill a vacancy shall be for the unexpired term. 24 V.S.A. § 4323(a)
 - "A planning commission shall have not less than three nor more than nine voting members....
"...not more than two elected or appointed officials of an urban municipality who are chosen by the legislative body ...shall be nonvoting ex officio members of a planning commission..."
 - "Notwithstanding subsection (a)...for an appointed planning commission, the legislative body may change the number of members that may be appointed to the commission;..."
See 24 V.S.A. § 4322
 - under 24 V.S.A. § 4501
 - conservation commission – "when a municipality votes to create one, or, if the charter of a municipality permits it, when the legislative body of the municipality votes to create one." Id.

Other committees, commissions, boards, may be established by the Selectboard to the extent there is no statutory prohibition. E.g. the Legislature delegated the Selectboard the authority to create "advisory commissions and committees" to advise the Planning Commission, see 24 V.S.A. § 4433. Appointed

Elected Officials and Appointed Individuals/Groups Continued

committees, commissions, boards may request the Selectboard appoint such “advisory” or “subcommittees” using the Subcommittee Creation form **discussed in the Appendix and available from the Town Manager’s Office**. It is understood that all such groups are “public bodies” and the work of any “advisory” or “subcommittee” will be in furtherance of the appointed committee, commission or board and will also be subject to all Open Meeting Law requirements.

Removal and Dissolution. The power to remove appointments is expressly defined for certain commissions/boards:

- Planning Commission. “Any member [of a planning commission] may be removed at any time by unanimous vote of the legislative body.” See 24 V.S.A. § 4323(a)
- Conservation Commission. “Any member of a conservation commission may be removed at any time for just cause by vote of the legislative body, for reasons given to him or her in writing and after a public hearing thereon if he or she so requests.” See 24 V.S.A. § 4503(a)
- Board of Adjustment or Development Review Board. “Each member of a board of adjustment or a development review board may be removed for cause by the legislative body upon written charges and after public hearing. If a development review board is created, provisions of this subsection regarding removal of members of the board of adjustment shall not apply.” See 24 V.S.A. 4460 (c)

The Selectboard similarly affirms by adoption of this Handbook that appointed individuals may be removed and/or Selectboard-created committees, boards, commissions, may be dissolved by unanimous vote where there is a violation of law or town policy or when the purpose of a specially created group has been fulfilled.

Reports to Selectboard. The Policy Governing Reporting of Committees, Commissions, Task Force, or Other Groups/Individuals Appointed by the Selectboard, approved May 23, 2018, and as subsequently amended on [REDACTED], is hereby incorporated by reference and attached hereto as Appendix “D,” page 63.

Elected Officials

BOARD OF ABATEMENT

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes.

24 V.S.A. § 1533 Town board for the abatement of taxes

(a) The board of civil authority, with the listers and the town treasurer, shall constitute a board for the abatement of town and property taxes and water and sewer charges.

(b) The act of a majority of a quorum at a meeting shall be treated as the act of the board. This quorum requirement need not be met if the town treasurer, a majority of the listers, and a majority of the selectboard are present at the meeting. (Amended 1999, No. 49, § 82, eff. June 2, 1999; 2017, No. 74, § 82; 2017, No. 130 (Adj. Sess.), § 13.)

24 V.S.A. § 1535. Abatement

(a) The board may abate in whole or part taxes, water charges, sewer charges, interest, or collection fees, or any combination of those, other than those arising out of a corrected classification of homestead or nonhomestead property, accruing to the town in the following cases:

- (1) taxes or charges of persons who have died insolvent;
- (2) taxes or charges of persons who have moved from the State;
- (3) taxes or charges of persons who are unable to pay their taxes or charges, interest, and collection fees;
- (4) taxes in which there is manifest error or a mistake of the listers;
- (5) taxes or charges upon real or personal property lost or destroyed during the tax year;
- (6) the exemption amount available under 32 V.S.A. § 3802(11) to persons otherwise eligible for exemption who file a claim on or after May 1 but before October 1 due to the claimant's sickness or disability or other good cause as determined by the board of abatement; but that exemption amount shall be reduced by 20 percent of the total exemption for each month or portion of a month the claim is late filed;
- (7) [Repealed.]
- (8) [Repealed.]
- (9) taxes or charges upon a mobile home moved from the town during the tax year as a result of a change in use of the mobile home park land or parts thereof or closure of the mobile home park in which the mobile home was sited, pursuant to 10 V.S.A. § 6237.

(b) The board's abatement of an amount of tax or charge shall automatically abate any uncollected interest and fees relating to that amount.

(c) The board shall, in any case in which it abates taxes or charges, interest, or collection fees accruing to the town or denies an application for abatement, state in detail in writing the reasons for its decision.

(d)(1) The board may order that any abatement as to an amount or amounts already paid be in the form of a refund or in the form of a credit against the tax or charge for the next ensuing tax year or charge billing cycle and for succeeding tax years or billing cycles if required to use up the amount of the credit.

(2) Whenever a municipality votes to collect interest on overdue taxes pursuant to 32 V.S.A. § 5136, interest in a like amount shall be paid by the municipality to any person for whom an abatement has been ordered.

(3) Interest on taxes or charges paid and subsequently abated shall accrue from the date payment was due or made, whichever is later. However, abatements issued pursuant to subdivision (a)(5) of this section need not include the payment of interest.

(4) When a refund has been ordered, the board shall draw an order on the town treasurer for payment of the refund. (Amended 1975, No. 158 (Adj. Sess.), § 1; 1989, No. 149 (Adj. Sess.), § 1, eff. April 24, 1990; 1991, No. 19; 1995, No. 149 (Adj. Sess.), § 1; 1999, No. 49, § 83, eff. June 2, 1999; 1999, No. 159 (Adj. Sess.), § 24, eff. May 29, 2000; 2001, No. 140 (Adj. Sess.), § 30, eff. June 21, 2002; 2003, No. 76 (Adj. Sess.), § 3, eff. Feb. 17, 2004; 2005, No. 14, §§ 6, 7, eff. May 3, 2005; 2011, No. 155 (Adj. Sess.), § 6; 2017, No. 130 (Adj. Sess.), § 13.)

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Elected Officials Continued

BOARD OF CIVIL AUTHORITY

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes.

- **24 V.S.A. § 801 Composition; meetings**

The town clerk, selectboard members and justices residing in a town shall constitute the board of civil authority of such town. Meetings of the board shall be called by the town clerk, or by one of the selectboard members, on application, by giving written notice to each member, and by posting a notice in two or more public places in the town at least five days previous to the meeting. The board shall choose a chair, and the town clerk shall be its clerk. The act of a majority of the board present at the meeting shall be treated as the act of the board, except that when the board is dealing with election issues, 17 V.S.A. § 2103(5) shall control. (Amended 1979, No. 200 (Adj. Sess.), § 118.)

- **17 V.S.A. § 2451. Board of civil authority**

(a) The board of civil authority shall have charge of the conduct of elections within the political subdivision for which it is elected.

(b) At any time before an election, the board of civil authority may issue guidance for elections officials that assists officials in conducting elections within the political subdivision. Guidance issued by the board shall not conflict with federal or State elections laws.

(c) A quorum of the board of civil authority shall be available at all times when the polls are open, and those members of the board of civil authority present at a polling place shall constitute a quorum for the transaction of business relating to the conduct of the election and the qualification and registration of voters at this polling place. (Added 1977, No. 269 (Adj. Sess.), § 1; amended 1979, No. 200 (Adj. Sess.), § 38; 2003, No. 59, § 16.)

Elected Officials Continued

BOARD OF LISTERS

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: Yes. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes.

- **17 V.S.A. § 2646 Town officers; qualification; election**

“At the annual meeting, a town shall choose from among its registered voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law:

“... (5) One lister for a term of three years who shall be elected by ballot, unless the town has voted to eliminate the office of lister in accordance with the provisions of section 2651c of this chapter.”

- **See also 17 V.S.A. § 2647 Incompatible offices, Addendum “A”, page 57 of this Handbook.**

- **17 V.S.A. § 2651c Lack of elected lister; appointment of lister; elimination of office; hiring assessors**

“(a)(1) Notwithstanding any other provisions of law to the contrary and except as provided in subsection (b) of this section, in the event the board of listers of a town falls below a majority and the selectboard is unable to find a person or persons to appoint as a lister or listers under the provisions of 24 V.S.A. § 963, the selectboard may appoint an assessor to perform the duties of a lister as set forth in Title 32 until the next annual meeting.

(2) The appointed person need not be a resident of the town and shall have the same powers and be subject to the same duties and penalties as a duly elected lister for the town.

(b)(1) A town may vote by ballot at an annual meeting to eliminate the office of lister.

(2)(A) If a town votes to eliminate the office of lister, the selectboard shall notify the Director of Property Valuation and Review within 14 days and employ or contract a professionally qualified assessor, who, prior to conducting any work, shall meet the training requirements established by the Director under 32 V.S.A. § 4052 and need not be a resident of the town.

(B) The assessor shall have the same powers, discharge the same duties, proceed in the discharge thereof in the same manner, and be subject to the same liabilities as are prescribed for listers or the board of listers under the provisions of Title 32.

(3) A vote to eliminate the office of lister shall remain in effect until rescinded by majority vote of the registered voters present and voting at an annual or special meeting warned for that purpose.

(c) The term of office of any lister in office on the date a town votes to eliminate that office shall expire on the 45th day after the vote or on the date upon which the selectboard employs or contracts an assessor under this subsection, whichever occurs first.

Elected Officials Continued

BOARD OF LISTERS Continued

(d) The authority to vote to eliminate the office of lister as provided in this section shall extend to all towns except those towns that have a charter that specifically provides for the election or appointment of the office of lister.

(e) If an assessor is employed or contracted to assist an elected board of listers, the board of listers shall retain the same powers and duties, discharge those powers and duties in the same manner, and be subject to the same liabilities as those imposed on listers or the board of listers under the provisions of Title 32. (Added 2003, No. 125 (Adj. Sess.), § 1; amended 2013, No. 21, § 4; 2017, No. 130 (Adj. Sess.), § 3; 2023, No. 68, § 9, eff. July 1, 2023.)”

- **32 V.S.A. § 3431 Lister’s oath**

“(a) Each lister shall take and subscribe and file in the town clerk’s office, before entering upon the duties of his or her office, the following oath; and the oath as subscribed shall be recorded in the town clerk’s office:

“I, _____, do solemnly swear (or affirm) that I will appraise all the personal and real property subject to taxation in the town (or city) of _____, so far as required by law, at its fair market value, will list the same without discrimination on a proportionate basis of such value for the grand list of such town (or city), will set the same in the grand list of such town (or city) at one per cent of the listed value and will faithfully discharge all the duties imposed upon me by law. So help me God.” (or, “under the pains and penalties of perjury.”)

(b) When the listers violate such oath, they shall each be guilty of perjury and punished accordingly.”

Other related authority

- Assistance:
 - “[W]ith approval of the town selectboard (for release of the funds), may employ assistance as necessary. ... may be in the form of a professional appraiser/assessor who is contracted to complete some or all of the work, a data entry person who does the daily recordings and filing with a professional appraiser being responsible for value updates only, or some other combination.” <https://tax.vermont.gov/sites/tax/files/documents/FS-1149.pdf>
- Homestead penalty:
 - “The Select Board determines whether to assess the Homestead penalty in general. They can take a vote to decide whether to apply a penalty or not. For selective or hardship cases when the penalty has not been voted out, the Listers should pass the issue on to the Board of Civil Authority. It is not the Listers’ responsibility to determine who is responsible for paying the Homestead penalty.” <https://tax.vermont.gov/municipal-officials/listers-and-assessors/faqs#roles>

Elected Officials Continued

CEMETERY COMMISSION

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: **Yes.** Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: **No.**

Statutory requirements: **Yes.**

- **17 V.S.A. § 2646. Town officers; qualification; election**

“At the annual meeting, a town shall choose from among its registered voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law:

“...(14) A cemetery commissioner if the town so votes.”

- **17 V.S.A. § 2647 Incompatible offices**, Addendum “A”, page 57 of this Handbook.

Elected Officials Continued

COLLECTOR OF DELINQUENT TAXES

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes.

- **17 V.S.A. § 2646. Town officers; qualification; election**

At the annual meeting, a town shall choose from among its registered voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law:

“...(9) A collector of delinquent taxes, if the town so votes, for a term of one year unless a town votes that a collector of delinquent taxes shall be elected for a term of three years. When a town votes for a three-year term for the collector of delinquent taxes, that three-year term shall remain in effect until the town rescinds it by the majority vote of the legal voters present and voting at an annual meeting, duly warned for that purpose.”

- **See also 17 V.S.A. § 2647 Incompatible offices**, Addendum “A”, page 57 of this Handbook.

- **17 V.S.A. § 2651d. Collector of delinquent taxes; appointment; removal**

(a)(1) A municipality may vote at an annual or special municipal meeting to authorize the legislative body to appoint a collector of delinquent taxes, who may be the municipal treasurer.

(2) A collector of delinquent taxes so appointed may be removed by the legislative body for just cause after notice and hearing.

(b) When a municipality votes to authorize the legislative body to appoint a collector of delinquent taxes, the legislative body’s authority to make such appointment shall remain in effect until the municipality rescinds that authority by the majority vote of the registered voters present and voting at an annual or special meeting, duly warned for that purpose.

Elected Officials Continued

SELECTBOARD

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes.

- **17 V.S.A. § 2646 Town officers; qualification; election**

“At the annual meeting, a town shall choose from among its registered voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law:

“...(4) One selectboard member for a term of three years who shall be elected by ballot.”

- **See also 17 V.S.A. § 2647 Incompatible offices**, Addendum “A”, page 57 of this Handbook.

- **24 V.S.A. § 872 Selectboard; general powers and duties**

“(a) The selectboard shall have the general supervision of the affairs of the town and shall cause to be performed all duties required of towns and town school districts not committed by law to the care of any particular officer.

(b) The selectboard shall annually, on or before July 31, acknowledge receipt of and review the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11) regarding internal financial controls and which has been completed and provided to the selectboard by the treasurer pursuant to section 1571 of this title.

(c) The selectboard may require any other officer or employee of the town who has the authority to receive or disburse town funds to complete and provide to the selectboard a copy of the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11). The officer or employee shall complete and provide the document to the selectboard within 30 days of the selectboard’s requirement. The selectboard shall acknowledge receipt of and review the completed document within 30 days of receiving it from the officer or employee. (Amended 2011, No. 155 (Adj. Sess.), § 26.)”

- **24 V.S.A. § 963 Duties of selectboard; special meeting**

- (a) When a vacancy occurs in any town office, the selectboard forthwith by appointment in writing shall fill such vacancy until an election is had; except that in the event of vacancies in a majority of the selectboard at the same time, such vacancies shall be filled by a special town meeting called for that purpose.

Elected Officials Continued

SELECTBOARD Continued

- (b) The selectboard shall file an appointment made under this section in the office of the town clerk and the town clerk shall duly record it in the book of town records.
- (c) If there are no selectboard members in office, the Secretary of State shall call a special election to fill any vacancies and for that interim shall appoint and authorize the town clerk or another qualified person to draw orders for payment of continuing obligations and necessary expenses until the vacancies are filled. (Amended 1981, No. 239 (Adj. Sess.), § 28; 1993, No. 115 (Adj. Sess.), § 2, eff. March 30, 1994; 2017, No. 50, § 60.)

Selectboard interaction with town staff:

- The Selectboard has one employee, the Town Manager.
- The Selectboard acts as one voice and no single Selectboard member supervises or directs the fully appointed Town Manager.
 - **“Board members may not act on their own.** Officials who are elected or appointed to serve on a local board have authority to take action only as part of the board. The law provides, “when joint authority is given to three or more, the concurrence of a majority of such number shall be sufficient and shall be required in its exercise.” 1 V.S.A. § 172. This means, unless a board authorizes an individual board member to negotiate a contract or make a public statement about the board’s policy or position, an individual member of the board does not have power to negotiate or speak for the board. *Goslant v. Town of Calais*, 90 Vt. 114 (1916).” Vermont Office Of the Secretary of State, Municipal Law Basics 2014, page 7.
- The Selectboard’s authority, when the town has voted for a Town Manager form of government, is limited by the statute providing General authority to the Town Manager, see 24 V.S.A. § 1235, below.

Abuse of Power:

- **“Selectboard may not regulate how another official performs his/her duties.** The Vermont Supreme Court has long held that, “there is no authority in the selectmen to prescribe the method by which [another elected official] performs his duties, nor any power to prevent his carrying out of his official responsibilities by the imposition by them of arbitrary restrictions.” *Couture v. Selectmen of Berkshire*, 121 Vt. 359 (1960).” Municipal Law Basics 2014, page 4.
“...Insofar as the [selectboard members] interject themselves into duties for which they have no responsibility and for whose performance the petitioner has full responsibility, their actions amount to an arbitrary abuse of their powers as selectmen.” *Couture v. Selectmen of Berkshire*, 121 Vt. 359, 363-64 (1960). Id., page 5.

TOWN MANAGER

Budget: Yes. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes.

- See also 17 V.S.A. § 2647 Incompatible offices, Addendum “A”, page 57 of this Handbook.

- **24 V.S.A. § 1235. General authority**

“Subject to the requirements of this chapter, he or she shall have general supervision of the affairs of the town, be the administrative head of all departments of the town government, and shall be responsible for the efficient administration thereof.”

- **24 V.S.A. § 1236. Powers and duties in particular**

“The manager shall have authority and it shall be his or her duty:

(1) To cause duties required of towns and town school districts and not committed to the care of any particular officer, to be duly performed and executed.

(2) To perform all duties now conferred by law upon the selectboard, except that he or she shall not prepare tax bills, sign orders on the general fund of the town, call special or annual town meetings, lay out highways, establish and lay out public parks, make assessments, award damages, act as member of the board of civil authority, nor make appointments to fill vacancies which the selectboard is now authorized by law to fill; but he or she shall, in all matters herein excepted, render the selectboard such assistance as it shall require.

(3) To be the general purchasing agent of the town and purchase all supplies for every department thereof; but purchases of supplies for departments over which such manager is not given control, and of the town school district, shall be made according to requisition therefor by such departments or school directors.

(4) To have charge and supervision of all public town buildings and repairs thereon, and all building undertaken by the town, unless otherwise provided for by the selectboard, shall be done under his or her charge and supervision.

(5) To perform all the duties now conferred by law upon the road commissioner of the town, including the signing of orders; provided, however, that when an incorporated village lies within the territorial limits of a town which is operating under a town manager, and such village fails to pay to such town for expenditure on the roads of the town outside the village, at least 15 percent of the last highway tax levied in such village, the legal voters residing in such town, outside such village, may elect one or two road commissioners who shall have and exercise all powers of road commissioner within that part of such town as lies outside such village.

(6) [Repealed.]

(7) To do all the accounting for all of the departments of the town and of the town school districts when the board of school directors so request.

(8) To supervise and expend all special appropriations of the town, as if the same were a separate department of the town, unless otherwise provided for by the selectboard.

(9) To have charge, control, and supervision of the following matters:

(A) the police department, if any, and shall appoint and may remove the officers thereof and shall fix their salaries;

(B) the fire department, if any, and shall appoint, fix the compensation of, and may remove all officers and employees thereof;

(C) the system of licenses, if any, not otherwise regulated by law;

(D) the system of sewers and drainage, if any, except the making of assessments therefor;

(E) the lighting of streets, highways, and bridges;

(F) the sprinkling of streets and highways and laying of dust, except the making of assessments therefor;

(G) the maintenance of parks and playgrounds.

Elected Officials Continued

SELECTBOARD: TOWN MANAGER Continued

(10) To collect all taxes due the town and to perform all the duties now conferred by law upon the collector of taxes, if the town so votes. Such manager shall continue so to do until the town votes otherwise at a meeting duly warned for the purpose of voting on such question. For the collection of taxes, a town manager may charge and collect the same fees as a collector of taxes, and the fees so collected shall be paid into the treasury of the town.”

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Elected Officials Continued

TOWN CLERK

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: Yes. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes.

- **17 V.S.A. § 2646 Town officers; qualification; election**

At the annual meeting, a town shall choose from among its registered voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law: ...

“(2) A town clerk, unless the town has voted to authorize the selectboard to appoint the town clerk as provided in section 2651e of this chapter. The term of office for a town clerk shall be for one year, unless a town votes that the clerk shall be elected for a term of three years. When a town votes for a three-year term for the office of town clerk, that three-year term shall remain in effect until the town rescinds it by the majority vote of the legal voters present and voting at an annual meeting, duly warned for that purpose. ...”

- **See also 17 V.S.A. § 2647 Incompatible offices**, Addendum “A”, page 57 of this Handbook.
- **17 V.S.A. § 2651e Municipal clerk; appointment; removal**

“(a)(1) A municipality may vote at an annual meeting to authorize the legislative body to appoint the municipal clerk.

(2) A municipal clerk so appointed may be removed by the legislative body for just cause after notice and hearing.

(b) A vote to authorize the legislative body to appoint the municipal clerk shall remain in effect until rescinded by the majority vote of the registered voters present and voting at an annual or special meeting, duly warned for that purpose.

© The term of office of a municipal clerk in office on the date a municipality votes to allow the legislative body to appoint a municipal clerk shall expire 45 calendar days after the vote or on the date upon which the legislative body appoints a municipal clerk under this section, whichever occurs first, unless a petition for reconsideration or rescission is filed in accordance with section 2661 of this title.

(d) The authority to authorize the legislative body to appoint the municipal clerk as provided in this section shall extend to all municipalities except those that have a charter that specifically provides for the election or appointment of the office of municipal clerk. (Added 2017, No. 27, § 2, eff. May 10, 2017; amended 2017, No. 130 (Adj. Sess.), § 5.)”

Elected Officials Continued

TOWN MODERATOR

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes.

- **17 V.S.A. § 2646 Town officers; qualification; election**

“At the annual meeting, a town shall choose from among its registered voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law:

- (1) A moderator.”

Elected Officials Continued

TOWN TREASURER

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes.

- **17 V.S.A. § 2646 Town officers; qualification; election**

“At the annual meeting, a town shall choose from among its registered voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law:

“...(3) A town treasurer, unless the town has voted to authorize the selectboard to appoint the treasurer as provided in section 2651f of this chapter. The term of office of a town treasurer shall be for one year, unless a town votes that a town treasurer shall be elected for a term of three years. When a town votes for a three-year term for the office of town treasurer, that three-year term shall remain in effect until the town rescinds it by the majority vote of the legal voters present and voting at an annual meeting, duly warned for that purpose.”

- **17 V.S.A. § 2651f. Municipal treasurer; appointment; removal**

“(a)(1) A municipality may vote at an annual meeting to authorize the legislative body to appoint the municipal treasurer.

(2) A treasurer so appointed may be removed by the legislative body for just cause after notice and hearing.

(b) A vote to authorize the legislative body to appoint the treasurer shall remain in effect until rescinded by the majority vote of the registered voters present and voting at an annual or special meeting, duly warned for that purpose.

(c) The term of office of a treasurer in office on the date a municipality votes to allow the legislative body to appoint a treasurer shall expire 45 calendar days after the vote or on the date upon which the legislative body appoints a treasurer under this section, whichever occurs first, unless a petition for reconsideration or rescission is filed in accordance with section 2661 of this title.

(d) The authority to authorize the legislative body to appoint the treasurer as provided in this section shall extend to all municipalities except those that have a charter that specifically provides for the election or appointment of the office of municipal treasurer. (Added 2017, No. 27, § 3, eff. May 10, amended 2017; 2017, No. 130 (Adj. Sess.), § 6.)”

Elected Officials Continued

TRUSTEE OF PUBLIC FUNDS

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes.

- **24 V.S.A. § 2431 Trustees of public funds**

“Real and personal estate, except U.S. public money, held by a town in trust for any purpose, including cemetery trust funds, unless the person giving the same otherwise directs, shall be under the charge and management of three trustees, elected by the town when the town so votes. At the meeting when such trustees are first elected, they shall be elected for the following terms: one for one year, one for two years, and one for three years. Their successors shall be elected for the term of three years, but a person chosen to fill a vacancy caused by death, resignation, or otherwise shall serve only for the remainder of the unexpired term.”

- **17 V.S.A. § 2646. Town officers; qualification; election**

“At the annual meeting, a town shall choose from among its registered voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law:

“...(12) A trustee of public funds if the town so votes.”

Appointed Standing Committees, Boards, Commissions, Positions

CONSERVATION COMMISSION

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: **Yes?** Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: **Yes.** **[The following is a composite of the Cons. Comm. language & statutory language.]**

Pursuant to the powers and duties of conservation commissions enumerated in 24 V.S.A. § 4505, the Norwich Conservation Commission works to preserve the town's natural heritage through planning, promoting, and implementing conservation strategies consistent with approved Town funding and initiatives; make inventories and conduct studies as indicated by statute and including natural heritage components (e.g., vernal pools, wetlands, waterways, wildlife, wildlife corridors, natural communities, intact forest ecosystems, scenic resources), educational and public services (e.g., workshops, seminars, displays). To that end, it will advise and assist the Select Board, Town Manager, Town Planner and other commissions and boards such as Planning Commission, Development Review Board, and others. It will receive and administer conservation grant funding, as allowed by said statute.

Statutory requirements: **Yes.**

- **24 V.S.A. § 4502. Membership; appointment; terms**

“(a) A conservation commission shall have not less than three nor more than nine members. All members shall serve without compensation, but may be reimbursed by the municipality for necessary and reasonable expenses. All members shall be residents of the municipality.

(b) Members of the conservation commission shall be appointed, and any vacancy filled, by the legislative body of the municipality. The term of each member shall be for four years, except for those first appointed, whose terms shall be varied in length so that in the future the number whose terms expire in each successive year shall be minimized.”
- **24 V.S.A. § 4504. Rules**

(a) At its organizational meeting a conservation commission shall adopt by majority vote of those present and voting such rules as it deems necessary and appropriate for the performance of its functions. It shall annually elect a chair, a treasurer, and a clerk.

(b) Times and places of meetings of a conservation commission shall be publicly posted in the municipality, and its meetings shall be open to the public.

(c) A conservation commission shall keep a record of its transactions, which shall be filed with the town clerk as a public record of the municipality.
- **24 V.S.A. § 4505. Powers and duties of conservation commissions**

Any conservation commission created under this chapter may:

 - (1) make an inventory and conduct continuing studies of the natural resources of the municipality including:

- (A) air, surface and ground waters, and pollution thereof;
 - (B) soils and their capabilities;
 - (C) mineral and other earth resources;
 - (D) streams, lakes, ponds, wetlands, and floodplains;
 - (E) unique or fragile biologic sites;
 - (F) scenic and recreational resources;
 - (G) plant and animal life, especially the rare and endangered species;
 - (H) prime agricultural and forest land, and other open lands;
- (2) make and maintain an inventory of lands within the municipality which have historic, educational, cultural, scientific, architectural, or archaeological values in which the public has an interest;
- (3) recommend to the legislative body of the municipality the purchase or the receipt of gifts of land or rights thereto, or other property, for the purposes of this chapter;
- (4) receive appropriations for operating expenses including clerical help by appropriation through the budget of the legislative body;
- (5) receive money, grants, or private gifts from any source, for the purposes of this chapter. Grants and gifts received by the trustee of public funds shall be carried in a conservation fund from year to year to be expended only for purposes of this chapter;
- (6) receive gifts of land or other property for the purposes of this chapter, by consent of the legislative body or by the affirmative vote of the municipality;
- (7) administer the lands, properties, and other rights which have been acquired by the municipality for the purposes of this chapter;
- (8) assist the local planning commission or zoning board of adjustment or the District Environmental Commission, by providing advisory environmental evaluations where pertinent to applications made to those bodies, for permits for development;
- (9) cooperate with the local legislative body, planning commission, zoning board of adjustment, road committee, or other municipal or private organizations on matters affecting the local environment or the natural resources of the municipality;
- (10) prepare, collect, publish, advertise, and distribute relevant books, maps, and other documents and maintain communication with similar organizations; and encourage through educational activities the public understanding of local natural resources and conservation needs;
- (11) make a brief annual report to the municipality of its finances and transactions for the year just passed, and its plans and prospects for the ensuing year.

Appointed Standing Committees, Boards, Commissions, Positions Continued

CONSERVATION COMMISSION SUBCOMMITTEE:

EMERALD ASH BORER MANAGEMENT SUBCOMMITTEE

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: **Yes².** Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: **Yes.** **[Cons. Comm. language with suggested amendments.]**

Under the umbrella of the Conservation Commission duties, it is the charge of the Emerald Ash Borer (“EAB”) Management Subcommittee to advise the Conservation Commission, Selectboard and Town Manager about EAB. Propose an EAB Management Plan. Advise acquisition requirements and use of management funding. Assist the town with evaluating the progress of management. Inventory public lands and roadside ash. Work with helpful state agencies (e.g. Urban & Community Forest Program). Take a lead in community outreach and education about EAB.

Statutory requirements: **No.**

² There is an Emerald Ash Borer Reserve Fund access to which may be made by application to the Selectboard.

Appointed Standing Committees, Boards, Commissions, Positions Continued

CONSERVATION COMMISSION SUBCOMMITTEE:

MILTON FRYE NATURE AREA SUBCOMMITTEE:

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: Yes. **[Cons. Comm. language with suggested amendments.]**

Under the umbrella of the Conservation Commission duties, it is the charge of the Milton Frye Nature Area (“MFNA”) Subcommittee to monitor the condition and ecological integrity of Nature Area features, and advise the Conservation Commission and Town Manager of management recommendations as outlined in the _____ Management Plan. In conjunction with Town Manager approval, implement and/or facilitate management when needed. In conjunction with the Town Manager, interact with the easement holder (ULVT) regarding adherence to the _____ Management Plan. Work with Recreation Director and Marion Cross School regarding their activities in the Nature Area.

Statutory requirements: No.

Appointed Standing Committees, Boards, Commissions, Positions Continued

CONSERVATION COMMISSION SUBCOMMITTEE:

TRAILS SUBCOMMITTEE

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: **No?** Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: **Yes.** **[Cons. Comm. language with suggested amendments.]**

Under the umbrella of the Conservation Commission duties, and in conjunction with Town Manager approval as necessary, it is the charge of the Trails Subcommittee to maintain and repair town trails and public-access trails on private land, with landowner permission recorded to the satisfaction of the Town Manager. To that end, the Trails Subcommittee will clear existing trails of fallen trees and other natural obstructions, using the Town's Financial Policies to request any necessary funds. With Conservation Commission funds, the Trails Subcommittee will update and publish trail maps and signage, to be posted as allowed by law or recorded landowner agreement. As needed, the Trails Subcommittee will advise the Conservation Commission of the need to consider and implement beneficial trail reroutes as needed, and will coordinate and oversee work of trail volunteers for approved trail work.

Statutory requirements: **No.**

Appointed Standing Committees, Boards, Commissions, Positions Continued

CONSERVATION COMMISSION SUBCOMMITTEE:

NEW COMMITTEE TO BE PROPOSED

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: Yes. **[Cons. Comm. language to be forthcoming]**

Under the umbrella of the Conservation Commission duties, and in conjunction with Town Manager approval as necessary, it is the charge of the Trails _____ committee to _____.

Statutory requirements: No.

DRAFT

Appointed Standing Committees, Boards, Commissions, Positions Continued

DEVELOPMENT REVIEW BOARD

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes.

- **24 V.S.A. § 4460 Appropriate municipal panels**

(a) If a municipality establishes a development review board and appoints members to that board, the development review board in that municipality, until its existence is terminated by act of the legislative body, shall exercise all of the functions otherwise exercised under this chapter by the board of adjustment. It also shall exercise the specified development review functions otherwise exercised under this chapter by the planning commission. In municipalities that have created development review boards, the planning commission shall continue to exercise its planning and bylaw development functions and other duties established under this chapter. In situations where this chapter refers to functions that may be performed by a development review board or a planning commission or functions that may be performed by a development review board or a board of adjustment, it is intended that the function in question shall be performed by the development review board if one exists and by the other specified body if a development review board does not exist.

(b) The board of adjustment or the development review board for a rural town or an urban municipality may consist of the members of the planning commission of that town or may include one or more members of the planning commission. The board of adjustment for a rural town or an urban municipality shall consist of not fewer than three nor more than nine persons, as the legislative body of the municipality determines, appointed by the legislative body of the municipality promptly after the first adoption of a bylaw by the municipality. If the legislative body of a municipality creates a development review board to perform all development review functions under this chapter, that board shall consist of not fewer than five nor more than nine persons, as the legislative body of the municipality determines, appointed by the legislative body of the municipality. A municipality may not have a board of adjustment and a development review board at the same time. Upon creation of a development review board, the existence of any board of adjustment shall terminate.

(c) In the case of an urban municipality or of a rural town where the planning commission does not serve as the board of adjustment or the development review board, members of the board of adjustment or the development review board shall be appointed by the legislative body, the number and terms of office of which shall be determined by the legislative body subject to the provisions of subsection (b) of this section. The municipal legislative body may appoint alternates to a planning commission, a board of adjustment, or a development review board for a term to be determined by the legislative body. Alternates may be assigned by the legislative body to serve on the planning commission, the board of adjustment, or the development review board in situations when one or more members of the board are disqualified or are otherwise unable to serve. Vacancies shall be filled by the legislative body for the unexpired terms and upon the expiration of such terms. Each member of a board of adjustment or a

Appointed Standing Committees, Boards, Commissions, Positions Continued

DEVELOPMENT REVIEW BOARD Continued

development review board may be removed for cause by the legislative body upon written charges and after public hearing. If a development review board is created, provisions of this subsection regarding removal of members of the board of adjustment shall not apply.

(d) A joint board of adjustment or development review board may be created upon the act of each legislative body of those municipalities having joint planning commissions as provided in section 4327 of this title. The joint board of adjustment or development review board for these participating municipalities shall consist of persons who would have been the members of the board of adjustment or development review board of each of those municipalities. Joint entities created under this subsection may include a board of adjustment and a development review board, if those different entities exist in the participating municipalities.

(e) The following review functions shall be performed by the appropriate municipal panel authorized by a municipality as specified in the municipal bylaws and in accordance with this chapter, whether a zoning board of adjustment, planning commission, or development review board. Unless the matter is an appeal from the decision of the administrative officer, the matter shall come before the panel by referral from the administrative officer. Any such referral decision shall be appealable as a decision of the administrative officer.

(1) review of right-of-way or easement for land development without frontage as authorized in subdivision 4412(3) of this title;

(2) review of land development or use within an historic district or with respect to historic landmarks as authorized in subdivision 4414(1)(F) of this title;

(3) review of land development or use within a design control district as authorized in subdivision 4414(1)(E) of this title;

(4) review of proposed conditional uses as authorized in subdivision 4414(3) of this title;

(5) review of planned unit developments as authorized in section 4417 of this title;

(6) review of requests for waivers as authorized in subdivision 4414(9) of this title;

(7) site plan review as authorized in section 4416 of this title;

(8) review of proposed subdivisions as authorized in section 4418 of this title;

(9) review of wireless telecommunications facilities as authorized in subdivision 4414(12) of this title;

(10) appeals from a decision of the administrative officer pursuant to section 4465 of this title;

(11) review of requests for variances pursuant to section 4469 of this title;

(12) any other reviews required by the bylaws.

(f) Notwithstanding subsections (b) and (c) of this section, a municipality may vote at an annual or special meeting to change the number of members that may be appointed to a board of adjustment or development review board.

(1) The proposal to change the number of members serving on a board may be brought by the legislative body or by petition of five percent of the voters of the municipality.

(2) If the number of members on a board is reduced, the members with the nearest expiration of their term of office shall serve until the expiration of that term and then the office shall terminate.

(Added 2003, No. 115 (Adj. Sess.), § 103; amended 2013, No. 162 (Adj. Sess.), § 9; 2021, No. 157 (Adj. Sess.), § 5, eff. July 1, 2022.)

• **24 V.S.A. § 4461 Development review procedures**

(a) Meetings. An appropriate municipal panel shall elect its own officers and adopt rules of procedure, subject to this section and other applicable State statutes, and shall adopt rules of ethics with respect to

conflicts of interest. Meetings of any appropriate municipal panel shall be held at the call of the chairperson and at such times as the panel may determine. The officers of the panel may administer oaths and compel the attendance of witnesses and the production of material germane to any issue under review. All meetings of the panel, except for deliberative and executive sessions, shall be open to the public. The panel shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating this, and shall keep records of its examinations and other official actions, all of which shall be filed immediately in the office of the clerk of the municipality as a public record. For the conduct of any hearing and the taking of any action, a quorum shall be not less than a majority of the members of the panel, and any action of the panel shall be taken by the concurrence of a majority of the panel.

(b) Information gathering and record of participation by interested persons. An appropriate municipal panel in connection with any proceeding under this chapter may examine or cause to be examined any property, maps, books, or records bearing upon the matters concerned in that proceeding, may require the attendance of any person having knowledge in the premises, may take testimony and require proof material for its information, and may administer oaths or take acknowledgment in respect of those matters. Any of the powers granted to an appropriate municipal panel by this subsection may be delegated by it to a specifically authorized agent or representative, except in situations where the Municipal Administrative Procedure Act applies. In any hearing, there shall be an opportunity for each person wishing to achieve status as an interested person under subsection 4465(b) of this title to demonstrate that the criteria set forth in that subsection are met, and the panel shall keep a written record of the name, address, and participation of each of these persons.

(c) Expenditures for service. An appropriate municipal panel may employ or contract for secretaries, clerks, legal counsel, consultants, and other technical and clerical services. All members of an appropriate municipal panel may be compensated for the performance of their duties and may be reimbursed by their municipality for necessary and reasonable expenses. (Added 2003, No. 115 (Adj. Sess.), § 104.)

- **24 V.S.A. § 4462 Combined review**

If more than one type of review is required for a project, the reviews, to the extent feasible, shall be conducted concurrently. A process defining the sequence of review and issuance of decisions shall be defined in the bylaw. (Added 2003, No. 115 (Adj. Sess.), § 104.)

- **24 V.S.A. § 4463 Subdivision review**

(a) Approval of plats. Before a plat for a major subdivision is approved, a public hearing on the plat shall be held by the appropriate municipal panel after public notice. A bylaw may provide for the administrative officer to approve minor subdivisions. A copy of the notice shall be sent to the clerk of an adjacent municipality, in the case of a plat located within 500 feet of a municipal boundary, at least 15 days prior to the public hearing.

(b) Plat; record. The approval of the appropriate municipal panel or administrative officer, if the bylaws provide for their approval of minor subdivisions, shall expire 180 days from that approval or certification unless, within that 180-day period, that plat shall have been duly filed or recorded in the office of the clerk of the municipality. After an approved plat or certification by the clerk is filed, no expiration of that approval or certification shall be applicable.

(1) The bylaw may allow the administrative officer to extend the date for filing the plat by an additional 90 days if final local or State permits or approvals are still pending.

(2) No plat showing a new street or highway may be filed or recorded in the office of the clerk of the municipality until it has been approved by the appropriate municipal panel, or administrative officer if allowed under the bylaws, pursuant to subsection (a) of this section, and that approval is endorsed in writing on the plat, or the certificate of the clerk of the municipality showing the failure of the appropriate municipal panel to take action within the 45-day period is attached to the plat and filed or recorded with the plat. After that filing or recording, the plat shall be a part of the official map of the municipality.

(c) Acceptance of streets; improvements. Every street or highway shown on a plat filed or recorded as provided in this chapter shall be deemed to be a private street or highway until it has been formally accepted by the municipality as a public street or highway by ordinance or resolution of the legislative body of the municipality. No public municipal street, utility, or improvement may be constructed by the municipality in or on any street or highway until it has become a public street or highway as provided in this section. The legislative body shall have authority after a public hearing on the subject to name and rename all public streets and to number and renumber lots so as to provide for existing as well as future structures.

(d) Beginning October 1, 2010, any application for an approval and any approval issued under this section shall include a statement, in content and form approved by the Secretary of Natural Resources, that State permits may be required and that the permittee should contact State agencies to determine what permits must be obtained before any construction may commence.

(e) Whenever a proposed subdivision is adjacent to a State highway, the application for subdivision approval shall include a letter from the Agency of Transportation confirming that the Agency has reviewed the proposed subdivision and determined whether a permit is required under 19 V.S.A. § 1111. If the Agency determines that a permit for the proposed subdivision is required under 19 V.S.A. § 1111, then the letter from the Agency shall set out any conditions that the Agency proposes to attach to the permit required under 19 V.S.A. § 1111. (Added 2003, No. 115 (Adj. Sess.), § 104; amended 2009, No. 146 (Adj. Sess.), § F28; 2021, No. 55, § 37; 2023, No. 47, § 7, eff. July 1, 2023.)

• **24 V.S.A. § 4464 Hearing and notice requirements; decisions and conditions; administrative review; role of advisory commissions in development review**

(a) Notice procedures. All development review applications before an appropriate municipal panel under procedures set forth in this chapter shall require notice as follows.

(1) A warned public hearing shall be required for conditional use review, variances, administrative officer appeals, and final plat review for subdivisions. Any public notice for a warned public hearing shall be given not less than 15 days prior to the date of the public hearing by all the following:

(A) Publication of the date, place, and purpose of the hearing in a newspaper of general circulation in the municipality affected.

(B) Posting of the same information in three or more public places within the municipality in conformance with location requirements of 1 V.S.A. § 312(c)(2), including posting within view from the public right-of-way most nearly adjacent to the property for which an application is made.

(C) Written notification to the applicant and to owners of all properties adjoining the property subject to development, including the owners of properties which would be contiguous to the property subject to development but for the interposition of a highway or other public

right-of-way and, in any situation in which a variance is sought regarding setbacks from a State highway, also including written notification to the Secretary of Transportation. The notification shall include a description of the proposed project and shall be accompanied by information that clearly informs the recipient where additional information may be obtained, and that participation in the local proceeding is a prerequisite to the right to take any subsequent appeal.

(2) Public notice for hearings on all other types of development review, including site plan review, shall be given not less than seven days prior to the date of the public hearing, and shall include at a minimum all the following:

(A) Posting of the date, place, and purpose of the hearing in three or more public places within the municipality in conformance with the time and location requirements of 1 V.S.A. § 312(c)(2).

(B) Written notification to the applicant and to the owners of all properties adjoining the property subject to development, including the owners of properties which would be contiguous to the property subject to development but for the interposition of a highway or other public right-of-way and, in any situation in which a variance is sought regarding setbacks from a State highway, also including written notification to the Secretary of Transportation. The notification shall include a description of the proposed project and shall be accompanied by information that clearly informs the recipient where additional information may be obtained, and that participation in the local proceeding is a prerequisite to the right to take any subsequent appeal.

(3) The applicant may be required to bear the cost of the public warning and the cost and responsibility of notification of adjoining landowners. The applicant may be required to demonstrate proof of delivery to adjoining landowners either by certified mail, return receipt requested, or by written notice hand delivered or mailed to the last known address supported by a sworn certificate of service.

(4) The bylaw may also require public notice through other effective means such as a notice board on a municipal website.

(5) No defect in the form or substance of any requirements in subdivision (1) or (2) of this subsection shall invalidate the action of the appropriate municipal panel where reasonable efforts are made to provide adequate posting and notice. However, the action shall be invalid when the defective posting or notice was materially misleading in content. If an action is ruled to be invalid by the Environmental Division or by the applicable municipal panel itself, the action shall be remanded to the applicable municipal panel to provide new posting and notice, hold a new hearing, and take a new action.

(b) Decisions.

(1) The appropriate municipal panel may recess the proceedings on any application pending submission of additional information. The panel should close the evidence promptly after all parties have submitted the requested information. The panel shall adjourn the hearing and issue a decision within 45 days after the adjournment of the hearing, and failure of the panel to issue a decision within this period shall be deemed approval and shall be effective on the 46th day. Decisions shall be issued in writing and shall include a statement of the factual bases on which the appropriate municipal panel has made its conclusions and a statement of the conclusions. The minutes of the meeting may suffice, provided the factual bases and conclusions relating to the review standards are provided in conformance with this subsection.

(2) In rendering a decision in favor of the applicant, the panel may attach additional reasonable conditions and safeguards as it deems necessary to implement the purposes of this chapter and the pertinent bylaws and the municipal plan then in effect. A bylaw may provide for the conditioning of permit issuance on the submission of a bond, escrow account, or other surety in a form acceptable to the legislative body of the municipality to assure one or more of the following: the completion of the project, adequate stabilization, or protection of public facilities that may be affected by a project.

(3) Any decision shall be sent by certified mail within the period set forth in subdivision (1) of this subsection to the applicant and the appellant in matters on appeal. Copies of the decision shall also be mailed to every person or body appearing and having been heard at the hearing and a copy of the decision shall be filed with the administrative officer and the clerk of the municipality as a part of the public records of the municipality.

(4) Conditions may require that no zoning permit, except for any permits that may be required for infrastructure construction, may be issued for an approved development unless the streets and other required public improvements have been satisfactorily installed in accordance with the approval decision and pertinent bylaws. In lieu of the completion of the required public improvements, the appropriate municipal panel may require from the owner for the benefit of the municipality a performance bond issued either by a bonding or surety company approved by the legislative body or by the owner with security acceptable to the legislative body in an amount sufficient to cover the full cost of those new streets and required improvements on or in those streets or highways and their maintenance for a period of two years after completion as is estimated by the appropriate municipal panel or such municipal departments or officials as the panel may designate. This bond or other security shall provide for, and secure to the public, the completion of any improvements that may be required within the period fixed in the subdivision bylaws for that completion and for the maintenance of those improvements for a period of two years after completion.

(5) The legislative body may enter into an agreement governing any combination of the timing, financing, and coordination of private or public facilities and improvements in accordance with the terms and conditions of a municipal land use permit, provided that agreement is in compliance with all applicable bylaws in effect.

(6) The performance bond required by this subsection shall run for a term to be fixed by the appropriate municipal panel, but in no case for a longer term than three years. However, with the consent of the owner, the term of that bond may be extended for an additional period not to exceed three years. If any required improvements have not been installed or maintained as provided within the term of the performance bond, the bond shall be forfeited to the municipality and upon receipt of the proceeds of the bond, the municipality shall install or maintain such improvements as are covered by the performance bond.

(7)(A) A decision rendered by the appropriate municipal panel for a housing development or the housing portion of a mixed-use development shall not:

- (i) require a larger lot size than the minimum as determined in the municipal bylaws;
- (ii) require more parking spaces than the minimum as determined in the municipal bylaws and in section 4414 of this title;
- (iii) limit the building size to less than that allowed in the municipal bylaws, including reducing the building footprint or height;
- (iv) limit the density of dwelling units to below that allowed in the municipal bylaws; and
- (v) otherwise disallow a development to abide by the minimum or maximum applicable municipal standards.

(B) However, a decision may require adjustments to the applicable municipal standards listed in subdivision (A) of this subdivision (7) if the panel or officer issues a written finding stating:

(i) why the modification is necessary to comply with a prerequisite State or federal permit, municipal permit, or a nondiscretionary standard in a bylaw or ordinance, including requirements related to wetlands, setbacks, and flood hazard areas and river corridors; and

(ii) how the identified restrictions do not result in an unequal treatment of housing or an unreasonable exclusion of housing development otherwise allowed by the bylaws.

(b) Administrative review. In addition to the delegation of powers authorized under this chapter, any bylaws adopted under this chapter may establish procedures under which the administrative officer may review and approve new development and amendments to previously approved development that would otherwise require review by an appropriate municipal panel. If administrative review is authorized, the bylaws shall clearly specify the thresholds and conditions under which the administrative officer classifies an application as eligible for administrative review. The thresholds and conditions shall be structured such that no new development shall be approved that results in a substantial impact under any of the standards set forth in the bylaws. No amendment issued as an administrative review shall have the effect of substantively altering any of the findings of fact of the most recent approval. Any decision by an administrative officer under this subsection may be appealed as provided in section 4465 of this title.

(d) Role of advisory commissions in development review. An advisory commission that has been established through section 4433 or chapter 118 of this title and that has been granted authority under the bylaws, by ordinance, or by resolution of the legislative body to advise the appropriate municipal panel or panels, applicants, and interested parties should perform the advisory function in the following manner:

(1) The administrative officer shall provide a copy or copies of applications subject to review by the advisory commission and all supporting information to the advisory commission upon determination that the application is complete.

(2) The advisory commission may review the application and prepare recommendations on each of the review standards within the commission's purview for consideration by the appropriate municipal panel at the public hearing on the application. The commission or individual members of the commission may meet with the applicant, interested parties, or both, conduct site visits, and perform other fact-finding that will enable the preparation of recommendations.

(3) Meetings by the advisory commission on the application shall comply with the Open Meeting Law, 1 V.S.A. chapter 5, subchapter 2, and the requirements of the commission's rules of procedure, but shall not be conducted as public hearings before a quasi-judicial body.

(4) The advisory commission's recommendations may be presented in writing at or before the public hearing of the appropriate municipal panel on the application, or may be presented orally at the public hearing.

(5) If the advisory commission finds that an application fails to comply with one or more of the review standards, it shall make every effort to inform the applicant of the negative recommendations before the public hearing, giving the applicant an opportunity to withdraw the application or otherwise prepare a response to the advisory committee's recommendations at the public hearing. Advisory commissions may also suggest remedies to correct the deficiencies that resulted in the negative recommendations. (Added 2003, No. 115 (Adj. Sess.), § 104; amended 2007, No. 75, § 29; 2009, No. 154 (Adj. Sess.), § 236; 2023, No. 47, § 10, eff. July 1, 2023.)

Appointed Standing Committees, Boards, Commissions, Positions Continued

ENERGY COMMITTEE

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: Yes.

Norwich Energy Committee Charge: The Norwich Energy Committee advises the Planning Commission on energy-related matters that pertain to the Town Plan and the Selectboard and Town Manager on energy-related matters that affect Town policy.

The Committee identifies opportunities and makes recommendations to the appropriate Town officials and committees-regarding energy conservation and efficiency, nonfossil energy sources and pollution reduction that address the environmental and fiscal benefits to the Town's government, residents and businesses. The Committee educates the citizens and property owners of the Town about energy conservation, alternative energy sources and other energy sustainability measures, and increase public awareness of energy issues and builds public support for energy efficiency and sustainable energy policies. It devises and implements programs in support of those measures with the assistance of other volunteers.

Statutory requirements: No.

Note: The 6/27/2018 SB minutes approved an Energy Comm. charge submitted with edits for that meeting. It includes

- *Membership: “at least five members...Norwich residents or property owners”*
- *Programs: “may ...obtain grant money and donations in support of its programs...”*

Appointed Standing Committees, Boards, Commissions, Positions Continued

FIRE WARDEN

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements:

- **10 V.S.A. § 2641 Town forest fire wardens; appointment and removal**

“(a) Upon approval by the selectboard and acceptance by the appointee, the Commissioner shall appoint a town forest fire warden for a term of five years or until a successor is appointed. A town forest fire warden may be reappointed for successive five-year terms by the Commissioner or until a successor is approved by the selectboard and appointed by the Commissioner. The warden may be removed for cause at any time by the Commissioner with the approval of the selectboard. A warden shall comply with training requirements established by the Commissioner.

(b) The Commissioner may appoint a forest fire warden for an unorganized town or gore, who shall serve for a term of five years or until a successor is appointed. An appointed forest fire warden for an unorganized town or gore may be reappointed for successive five-year terms by the Commissioner until the Commissioner appoints and the unorganized town or gore approves a successor. The warden may be removed for cause at any time by the Commissioner with the approval of the unorganized town or gore. The forest fire warden of an unorganized town or gore shall have the same powers and duties as town forest fire wardens and shall be subject to the requirements of this subchapter.

(c) When there are woodlands within the limits of a city, the chief of the fire department of such city shall act as the city forest fire warden with all the powers and duties of town forest fire wardens.

(d) When the Commissioner deems it difficult in any municipality for one warden to take charge of protecting the entire municipality from forest fires, he or she may appoint one or more deputy forest fire wardens. Such wardens under the direction of the fire warden shall have the same powers, duties, and pay and make the same reports through the fire warden to the Commissioner as forest fire wardens.

(e) The Commissioner may appoint special forest fire wardens who shall hold office during the pleasure of the Commissioner. Such fire wardens shall have the same powers and duties throughout the State as town forest fire wardens, except that all expenses and charges incurred on account of their official acts shall be paid from the appropriations for the Department. (Added 1977, No. 253 (Adj. Sess.), § 1; amended 1987, No. 107, § 1; 2015, No. 171 (Adj. Sess.), § 11.)”

- **10 V.S.A. § 2644 Duties and powers of fire warden**

“(a) When a forest fire or fire threatening a forest is discovered in his or her town, the town forest fire warden shall enter upon any premises and take measures for its prompt control, suppression, and extinguishment. The town forest fire warden may call upon any person for assistance. The town forest fire warden may choose to share or delegate command authority to a chief engineer of a responding fire department or, in the chief’s absence, the highest ranking assistant firefighter present during the fire.

Appointed Standing Committees, Boards, Commissions, Positions Continued

FIRE WARDEN Continued

(b) A town forest fire warden shall keep a record of his or her acts, the number of fires and causes, the areas burned over, and the character and amount of damages done in the warden's jurisdiction. Within two weeks after the extinguishment of a fire, the town forest fire warden shall report the fire to the Commissioner, but the making of a report under this subsection shall not be a charge against the town. ...”

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Appointed Standing Committees, Boards, Commissions, Positions Continued

FINANCE COMMITTEE/AUDIT COMMITTEE

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: Yes.

Finance Committee Charge: Advisory oversight responsibilities in the creation of annual budgets for the Town of Norwich, Marion Cross Elementary, and together with the Hanover Finance Committee, the Dresden School District. Provides research into financial matters as requested by the Norwich Town Selectboard and renders non-binding advisory recommendations for action or non-action by the Selectboard. See <http://norwich.vt.us/wp-content/uploads/2018/10/Finance-Cmtee-Charge.pdf>

Audit Committee Charge: <http://norwich.vt.us/wp-content/uploads/2018/10/Audit-Committee-Charge.pdf>

Statutory requirements:

- See also **17 V.S.A. § 2647 Incompatible offices**, Addendum “A”, page 57 of this Handbook.
- **17 V.S.A. § 2646 Town officers; qualification; election**

“At the annual meeting, a town shall choose from among its registered voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law:

“...(6) One auditor for the term of three years who shall be elected by ballot, unless the town has voted to eliminate the office of auditor in accordance with the provisions of section 2651b of this chapter.”

- **17 V.S.A. § 2651b Elimination of office of auditor; appointment of public accountant**

“(a)(1) A town may vote by ballot at an annual meeting to eliminate the office of town auditor.

(2)(A) If a town votes to eliminate the office of town auditor, the selectboard shall contract with a public accountant licensed in this State to perform an annual financial audit of all funds of the town except the funds audited pursuant to 16 V.S.A. § 323.

(B) Unless otherwise provided by law, the selectboard shall provide for all other auditor’s duties to be performed.

(3) A vote to eliminate the office of town auditor shall remain in effect until rescinded by majority vote of the registered voters present and voting, by ballot, at an annual meeting duly warned for that purpose.

Appointed Standing Committees, Boards, Commissions, Positions Continued
FINANCE COMMITTEE/AUDIT COMMITTEE Continued

(b) The term of office of any auditor in office on the date a town votes to eliminate that office shall expire on the 45th day after such vote or on the date upon which the selectboard enters into a contract with a public accountant under this section, whichever occurs first.

(c) The authority to vote to eliminate the office of town auditor as provided in this section shall extend to all towns except those towns that have a charter that specifically provides for the election or appointment of the office of town auditor. (Added 1997, No. 83 (Adj. Sess.), § 2; amended 2011, No. 129 (Adj. Sess.), § 28, eff. July 1, 2013; amended 2013, No. 21, § 3a; 2017, No. 130 (Adj. Sess.), § 2.)”

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Appointed Standing Committees, Boards, Commissions, Positions Continued

HISTORIC PRESERVATION COMMISSION

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: Yes.

Regulatory requirements: Yes.

Norwich Historic Preservation Commission Charge: The Norwich Historic Preservation Commission (NHPC) is a municipal commission that seeks to raise appreciation of the Town's historic landscapes, sites, structures, and people from all cultures. The NHPC champions the preservation and restoration of their places, which are essential to our community's character and sense of place.

- Although there are no statutory requirements, the NHPC considers the following necessary expertise must be met for it to continue to serve as a certified local government. The NHPC had its last review with the State of Vermont in 2024 and was found to be in compliance:
 - All members **of the Norwich Historic Preservation Commission** shall have a demonstrated interest, competence, or knowledge in historic preservation; of special interest are professionals from the disciplines of history, archaeology, architectural history, architecture, and historical architecture, and related disciplines such as urban planning, American Studies, American civilization, cultural geography, or cultural anthropology, and lay members are encouraged.
- The NHPC believes that:
 - Norwich's iconic village center is the focal point for its rural character and scenic resources. Our town center reflects 250 years of town settlement and features surviving evidence of our native Abenaki presence important to understanding the depth of culture in our town, as well as distinctive homes, public buildings, places of worship and commercial buildings.
 - Long-time residents have protected these qualities while more recent residents have chosen to live in Norwich, in part, because of its sense of place and character. These qualities contribute to Norwich's vigorous town center and strong property values.
 - Good stewardship supports our local and regional economy through the use of local products and services in maintaining historic properties.
 - Using and re-using historic buildings with appropriate retrofitting saves energy and contributes to sustainability.
 - Preserving historic structures is a natural complement to land conservation and essential to protecting our rural character.

Regulatory Requirements:

- 54 U.S.C. 300101 et seq.
 - " It is the policy of the Federal Government, in cooperation with other nations and in partnership with States, local governments, Indian tribes, Native Hawaiian organizations, and private organizations and individuals, to—

- (1) use measures, including financial and technical assistance, to foster conditions under which our modern society and our historic property can exist in productive harmony and fulfill the social, economic, and other requirements of present and future generations;
- (2) provide leadership in the preservation of the historic property of the United States and of the international community of nations and in the administration of the national preservation program;
- (3) administer federally owned, administered, or controlled historic property in a spirit of stewardship for the inspiration and benefit of present and future generations;
- (4) contribute to the preservation of nonfederally owned historic property and give maximum encouragement to organizations and individuals undertaking preservation by private means;
- (5) encourage the public and private preservation and utilization of all usable elements of the Nation's historic built environment; and
- (6) assist State and local governments, Indian tribes and Native Hawaiian organizations, and the National Trust to expand and accelerate their historic preservation programs and activities.”

- See also: “Regulations for the Vermont Certified Local Government Program as approved by the National Park Service in 2001, and incorporated into the Vermont Historic Preservation Act Rules as Rule 3, here: https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/HP/HP-Grants/CLG_Grants/Rule_3_Regulations_for_VT_CLG_Program.pdf?_gl=1*_1xeugch*_ga*MTMxNTU3MDEyOS4xNzE1Nzk2Nzcz*_ga_V9WQH77KLW*MTcyOTE2Nzg2Ny4xMy4xLjE3MjkxNjc4NjUuMC4wLjA.”

Appointed Standing Committees, Boards, Commissions, Positions Continued

LAND MANAGEMENT COUNCIL

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: **Yes.** Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: **Yes.**

Statutory requirements: **No.**

Norwich Land Management Council Charge: “The charge of the Management Council shall be to develop and administer a plan for the recreational and educational uses of the land as well as the necessary maintenance and management of the land....” See: Amended Restate Land Management Council Agreement dated June 2001.

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Appointed Standing Committees, Boards, Commissions, Positions Continued

PLANNING COMMISSION

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: **No.** Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: **Yes.**

Norwich Planning Commission Charge: With regard to long-term planning, the Planning Commission prepares the town plan for adoption by the Selectboard. Implements the town plan through zoning and subdivision regulations based on the recommendations in the town plan. Staff support provided by the Town Planner.

Statutory requirements: **Yes.**

- **24 V.S.A. § 4325. Powers and duties of planning commissions**

“Any planning commission created under this chapter may:

- (1) Prepare a plan and amendments thereof for consideration by the legislative body and to review any amendments thereof initiated by others as set forth in subchapter 5 of this chapter.
- (2) Prepare and present to the legislative body proposed bylaws and make recommendations to the legislative body on proposed amendments to such bylaws as set forth in subchapter 6 of this chapter.
- (3) Administer bylaws adopted under this chapter, except to the extent that those functions are performed by a development review board.
- (4) Undertake capacity studies and make recommendations on matters of land development, urban renewal, transportation, economic and social development, urban beautification and design improvements, historic and scenic preservation, the conservation of energy and the development of renewable energy resources, and wetland protection. Data gathered by the planning commission that is relevant to the geographic information system established under 3 V.S.A. § 20 shall be compatible with, useful to, and shared with that system.
- (5) Prepare and present to the legislative body recommended building, plumbing, fire, electrical, housing, and related codes and enforcement procedures, and construction specifications for streets and related public improvements.
- (6) Prepare and present a recommended capital budget and program for a period of five years, as set forth in section 4440 of this title, for action by the legislative body, as set forth under section 4443 of this title.
- (7) Hold public meetings.
- (8) Require from other departments and agencies of the municipality such available information as relates to the work of the planning commission.
- (9) In the performance of its functions, enter upon land to make examinations and surveys.
- (10) Participate in a regional planning program.
- (11) Retain staff and consultant assistance in carrying out its duties and powers.
- (12) Undertake comprehensive planning, including related preliminary planning and engineering studies.

Appointed Standing Committees, Boards, Commissions, Positions Continued

PLANNING COMMISSION Continued

(13) Perform such other acts or functions as it may deem necessary or appropriate to fulfill the duties and obligations imposed by, and the intent and purposes of, this chapter. (Added 1967, No. 334 (Adj. Sess.), § 1, eff. March 23, 1968; amended 1979, No. 174 (Adj. Sess.), § 4; 1985, No. 188 (Adj. Sess.), § 7; 1987, No. 200 (Adj. Sess.), § 18, eff. July 1, 1989; 1993, No. 232 (Adj. Sess.), § 45, eff. March 15, 1995; 2003, No. 115 (Adj. Sess.), § 85.):

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Appointed Standing Committees, Boards, Commissions, Positions Continued

Planning Commission Subcommittee:

Affordable Housing Subcommittee

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: Required.

Norwich Planning Commission, Affordable Housing Subcommittee Charge: **TO BE INSERTED**

Statutory requirements: No.

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Appointed Standing Committees, Boards, Commissions, Positions Continued

Planning Commission Subcommittee:

Solar Siting Subcommittee

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: Required.

Norwich Planning Commission, Solar Siting Subcommittee Charge: **TO BE INSERTED**

Statutory requirements: No.

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Appointed Standing Committees, Boards, Commissions, Positions Continued

RECREATION COUNCIL

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: Yes.

Statutory requirements: No.

Norwich Recreation Council Charge: The Norwich Recreation Council meets monthly to advise and aide the Recreation Director; help with seasonal in-person registrations, special community events, occasional special projects, and offering suggestions for recruiting volunteer team coaches.

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Appointed Standing Committees, Boards, Commissions, Positions Continued

SOLID WASTE COMMITTEE

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: Yes.

Statutory requirements: No.

Norwich Solid Waste Committee Charge: The Solid Waste Committee assists with implementation and maintenance of a solid waste disposal plan in conjunction with the Town Manager, Director of Public Works, and Selectboard. Investigate current practices at the Transfer Station with an emphasis on reducing the volume of material sent to the landfill and research alternatives to current practices. Will review the current fee schedule and make recommendations to the Selectboard and Town Manager for changes to that fee schedule.

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Appointed Standing Committees, Boards, Commissions, Positions Continued

TOWN SERVICE OFFICER

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: **Yes.** Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: **Yes.**

Statutory requirements: **No.**

Norwich Town Service Officer Charge: The Town Service Officer assists individuals within the town who require emergency food, fuel or shelter assistance. Works in collaboration with the Town Manager to provide assistance when possible and appropriate.

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Appointed Standing Committees, Boards, Commissions, Positions Continued

TREE WARDEN

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes.

- **24 V.S.A. § 871(b) Organization of selectboard; appointments**

“(b) The selectboard shall appoint a tree warden, who need not be a resident of the municipality, and may appoint from among the registered voters the following officers who shall serve until their successors are appointed and qualified and shall certify the appointments to the town clerk who shall record the same:....”

- **24 V.S.A. § 2505**

“The legislative body of the municipality may appoint deputy tree wardens who shall serve under the direction of the tree warden and shall have the same duties and authority as the tree warden. The legislative body of the municipality may dismiss a deputy tree warden at its pleasure. (Amended 2019, No. 171 (Adj. Sess.), § 2, eff. Nov. 1, 2020.)”

Appointed Representatives to Non-Norwich Committees/Commissions

CONNECTICUT RIVER JOINT COMMISSIONS

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes

Description: New Hampshire's Connecticut River Valley Resource Commission, created by the legislature in 1987, and Vermont's Connecticut River Watershed Advisory Commission, similarly created in 1988, were directed to cooperate with each other to preserve and protect the resources of the Connecticut River Valley, and to guide its growth and development. They have met together as the Joint Commissions since 1989.

Both Commissions are advisory and have no regulatory powers, preferring instead to advocate and ensure public involvement in decisions which affect their river and their valley. See <https://crjc.org/about-crjc/>

The Connecticut River Joint Commissions (CRJC) is a quasi-governmental organization composed of Governor-appointed and designated Commissioners from Vermont and New Hampshire, and the parent organization to five Local River Subcommittees. They may represent different interests, but are united in a shared regard of the Connecticut River, the surrounding landscape, and the ecosystem as a whole. Together, they identify and pursue collaborative efforts that safeguard the Valley.

CRJC facilitates the cooperation of Vermont and New Hampshire to guide development in a manner that conserves the visual, ecological and agricultural resources of the Connecticut River Valley. The CRJC informs policy decisions, links local action to state and federal initiatives, and convenes partners in a common effort to protect the Valley's resources. (You can read more here: <https://www.crjc.org/about-crjc/>.)

- **10 V.S.A. § 1191 et seq Connecticut River Watershed Advisory Commission**
- **RSA 227-E et seq Connecticut River Valley Resource Commission**

Appointed Representatives to Non-Norwich Committees/Commissions Continued

EC FIBER

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes

Description: To build and operate a universal, open access, fiber-to-the premises network, bringing state-of-the-art connectivity to every home, business and civic institution in all member towns. See <https://www.ecfiber.net/mission/>

- **See Title 30, Chapter 91A Vermont Community Broadband Board, 30 V.S.A. § 8081 et seq**

Appointed Representatives to Non-Norwich Committees/Commissions Continued

GREATER UPPER VALLEY SOLID WASTE MANAGEMENT DISTRICT

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: **No.** Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: **No.**

Statutory requirements: **Yes.**

Description: GUVSWMD is a union municipal district dedicated to providing solid waste management authority, services, and planning to its member towns. See <https://www.guvswwmd.org/>

- **See Title 10, Chapter 159 Waste Management, 10 V.S.A. § 6601 et seq**

Appointed Representatives to Non-Norwich Committees/Commissions Continued

HEALTH OFFICER

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: No.

Statutory requirements: Yes. See Title 18, Chapter 11 Local Health Officials, 18 V.S.A. § 601 et seq

- **18 V.S.A. § 601. Local health officials**

“(a) The Commissioner shall appoint, upon recommendation of the selectboard, a local health officer for each town or city, and the Commissioner shall give such officer a certificate of appointment. The Commissioner may appoint one or more deputy local health officers for a town or city upon written request of the local board of health. In case the selectboard neglect or refuse to recommend to the Commissioner a local health officer, the Commissioner after 30 days’ notice in writing to the selectboard shall appoint a local health officer.”

- **18 V.S.A. § 602 Compensation of health officers**

“(a) All compensation for services rendered by local health officers appointed under section 601 of this title shall be provided by and under the control of the selectboard.

(b)The selectboard may reimburse local health officers appointed under section 601 of this title for all reasonable expenses incurred by such local health officers in the execution of their duties. (Amended 1985, No. 267 (Adj. Sess.), § 18.)”

- **18 V.S.A. § 602a Duties of local health officers**

“(a) A local health officer, within the local health officer’s jurisdiction, shall:

(1) upon receipt of information regarding a condition that may be a public health hazard, conduct an investigation;

(2) enforce the provisions of this title, the rules adopted, and permits issued pursuant to this title;

(3) prevent, remove, or destroy any public health hazard or mitigate any significant public health risk in accordance with the provisions of this title;

(4) in consultation with the Department, take the steps necessary to enforce all orders issued pursuant to chapter 3 of this title; and

(5) have the authority to assist the Department of Public Safety in inspecting rental housing pursuant to 20 V.S.A. chapter 172, provided that if the local health officer inspects a rental property without an inspector from the Division, the officer shall issue an inspection report in compliance with 20 V.S.A § 2677(b)(2).

(b) Upon discovery of violation or a public health hazard or public health risk that involves a public water system, a food or lodging establishment, or any other matter regulated by Department rule, the local health officer shall immediately notify the Division of Environmental Health. Upon discovery of any other violation, public health hazard, or public health risk, the local health officer shall notify the Division of Environmental Health within 48 hours of discovery of such violation or hazard and of any action taken by the officer. (Added 1985, No. 267 (Adj. Sess.), § 19; amended 2017, No. 188 (Adj. Sess.), § 4; 2021, No. 181 (Adj. Sess.), § 3, eff. July 1, 2022; 2023, No. 6, § 103, eff. July 1, 2023.)”

Appointed Representatives to Non-Norwich Committees/Commissions Continued

INTERMUNICIPAL REGIONAL ENERGY COORDINATOR

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: **Yes**³. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: **No.**

Statutory requirements:

Description: Two Rivers-Ottawquechee Regional Commission (“TRORC”) employs a Shared Energy Coordinator for a program funded by six towns, including Norwich. The program was founded under the name of Intermunicipal Regional Energy Coordinator (“IREC”). A Selectboard-appointed representative attends IREC meetings. See <https://www.trorc.org/programs/energy/sec/>

³ Norwich budgets a contribution for the IREC Coordinator expenses.

Temporary Committees

ARTICLE 36 Task Force

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or active committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: Yes.

Statutory requirements: No.

Active: No.

Charge: To initiate work to achieve an aggressive and comprehensive work plan for the elimination of direct fossil fuels in the Town of Norwich pursuant to passage of Warrant Article 36, approved by voters on March 2019 directing town officials to “take immediate and sustained efforts to gradually and continually reduce the Town’s direct use of fossil fuels, beginning at a rate of no less than 5% per year starting in the 2019-20 and continuing until they are eliminated entirely.”

See http://norwich.vt.us/wp-content/uploads/2021/04/Article36TaskForce-Charge_Final.pdf

Temporary Committees Continued

CHILDCARE COMMITTEE

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or active committees, and their terms of appointment, may be found on the Town website, here: **INSERT CITATION OR LOCATION**

Budget: No. Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: Yes.

Statutory requirements: No.

Active: No.

Charge: The Town of Norwich Childcare Committee (“the Committee”) was appointed and charged with gathering and presenting information the Norwich Selectboard could use to evaluate whether childcare should be part of the core municipal funded activities, as well as developing opportunities or strategies for Selectboard engagement in childcare. See Final Report, <http://norwich.vt.us/wp-content/uploads/2022/02/Town-of-Norwich-Childcare-Committee-Final-Report-2.2.22.pdf>

Appendix and Forms

Appendix “A”

1 V.S.A. § 310 Definitions

Effective: July 1, 2024

As used in this subchapter:

- (1) “Advisory body” means a public body that does not have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters.
- (2) “Business of the public body” means the public body's governmental functions, including any matter over which the public body has supervision, control, jurisdiction, or advisory power.
- (3) “Deliberations” means weighing, examining, and discussing the reasons for and against an act or decision, but expressly excludes the taking of evidence and the arguments of parties.
- (4) “Hybrid meeting” means a meeting that includes both a designated physical meeting location and a designated electronic meeting platform.
- (5)(A) “Meeting” means a gathering of a quorum of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action.
 - (B) “Meeting” shall not mean any communication, including in person or through e-mail, telephone, or teleconferencing, between members of a public body for the purpose of scheduling a meeting, organizing an agenda, or distributing materials to discuss at a meeting, provided that:
 - (i) no other business of the public body is discussed or conducted; and
 - (ii) such a communication that results in written or recorded information shall be available for inspection and copying under the Public Records Act as set forth in chapter 5, subchapter 3 of this title.
 - (C) “Meeting” shall not mean occasions when a quorum of a public body attends social gatherings, conventions, conferences, training programs, press conferences, media events, or otherwise gathers, provided that the public body does not discuss specific business of the public body that, at the time of the exchange, the participating members expect to be business of the public body at a later time.
 - (D) “Meeting” shall not mean a gathering of a quorum of a public body at a duly warned meeting of another public body, provided that the attending public body does not take action on its business.
- (6) “Public body” means any board, council, or commission of the State or one or more of its political subdivisions, any board, council, or commission of any agency, authority, or instrumentality of the State or one or more of its political subdivisions, or any committee or subcommittee of any of the foregoing boards, councils, or commissions, except that “public body” does not include councils or similar groups established by the Governor for the sole purpose of advising the Governor with respect to policy.
- (7) “Publicly announced” means that notice is given to an editor, publisher, or news director of a newspaper or radio station serving the area of the State in which the public body has jurisdiction, and to any person who has requested under subdivision 312(c)(5) of this title to be notified of special meetings.
- (8) “Quasi-judicial proceeding” means a proceeding that is:
 - (A) a contested case under the Vermont Administrative Procedure Act; or

Appendix and Forms Continued

Appendix “A” Continued

1 V.S.A. § 310 Definitions Continued

(B) a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunity to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, and the result of which is appealable by a party to a higher authority.

(9) “Undue hardship” means an action required to achieve compliance would require significant difficulty or expense in light of factors including the overall size of the entity, sufficient personnel and staffing availability, the entity's budget, and the costs associated with compliance.

1987, Adj. Sess., No. 256, § 1; [2013, Adj. Sess., No. 143](#), § 1, eff. July 1, 2014; [2017, Adj. Sess., No. 166](#), § 1, eff. July 1, 2018; [2023, Adj. Sess., No. 133](#), § 2, eff. July 1, 2024.

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1 V.S.A. § 312 Right to attend meetings of public agencies

(a)(1) All meetings of a public body are declared to be open to the public at all times, except as provided in [section 313](#) of this title. No resolution, rule, regulation, appointment, or formal action shall be considered binding except as taken or made at such open meeting, except as provided under subdivision 313(a)(2) of this title. A meeting of a public body is subject to the public accommodation requirements of 9 V.S.A. chapter 139. A public body shall electronically record all public hearings held to provide a forum for public comment on a proposed rule, pursuant to [3 V.S.A. § 840](#). The public shall have access to copies of such electronic recordings as described in [section 316](#) of this title.

(2) Participation in meetings through electronic or other means.

(A) As long as the requirements of this subchapter are met, one or more of the members of a public body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location.

(B) If one or more members attend a meeting by electronic or other means, such members may fully participate in discussing the business of the public body and voting to take an action, but any vote of the public body that is not unanimous shall be taken by roll call.

(C) Each member who attends a meeting without being physically present at a designated meeting location shall:

(i) identify himself or herself when the meeting is convened; and

(ii) be able to hear the conduct of the meeting and be heard throughout the meeting.

(D) If a quorum or more of the members of a public body attend a meeting without being physically present at a designated meeting location, the agenda required under subsection (d) of this section shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the public body, or at least one staff or designee of the public body, shall be physically present at each designated meeting location. The requirements of this subdivision (D) shall not apply to advisory bodies.

(3) State nonadvisory public bodies; hybrid meeting requirement. Any public body of the State, except advisory bodies, shall:

(A) hold all regular and special meetings in a hybrid fashion, which shall include both a designated physical meeting location and a designated electronic meeting platform;

(B) electronically record all meetings; and

(C) for a minimum of 30 days following the approval and posting of the official minutes for a meeting, retain the audiovisual recording and post the recording in a designated electronic location.

(4) State and local advisory bodies; electronic meetings without a physical meeting location. A quorum or more of the members of an advisory body may attend any meeting of the advisory body by electronic or other means without being physically present at or staffing a designated meeting location. A quorum or more of the members of any public body may attend an emergency meeting of the body by electronic or other means without being physically present at or staffing a designated meeting location.

1 V.S.A. § 312 Right to attend meetings of public agencies Continued

(5) State nonadvisory public bodies; State and local advisory bodies; designating electronic platforms. State nonadvisory public bodies meeting in a hybrid fashion pursuant to subdivision (3) of this subsection and State and local advisory bodies meeting without a physical meeting location pursuant to subdivision (4) of this subsection shall designate and use an electronic platform that allows the direct access, attendance, and participation of the public, including access by telephone. The public body shall post information that enables the public to directly access the designated electronic platform and include this information in the published agenda or public notice for the meeting.

(6) Local nonadvisory public bodies; meeting recordings.

(A) A public body of a municipality or political subdivision, except advisory bodies, shall record, in audio or video form, any meeting of the public body and post a copy of the recording in a designated electronic location for a minimum of 30 days following the approval and posting of the official minutes for a meeting.

(B) A municipality is exempt from subdivision (A) of this subdivision (6) if compliance would impose an undue hardship on the municipality.

(C) A municipality shall have the burden of proving that compliance under this section would impose an undue hardship on the municipality.

(b)(1) Minutes shall be taken of all meetings of public bodies. The minutes shall cover all topics and motions that arise at the meeting and give a true indication of the business of the meeting. Minutes shall include at least the following minimal information:

(A) all members of the public body present;

(B) all other active participants in the meeting;

(C) all motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same; and

(D) the results of any votes, with a record of the individual vote of each member if a roll call is taken.

(2) Minutes of all public meetings shall be matters of public record, shall be kept by the clerk or secretary of the public body, and shall be available for inspection by any person and for purchase of copies at cost upon request after five calendar days from the date of any meeting. Meeting minutes shall be posted no later than five calendar days from the date of the meeting to a website, if one exists, that the public body maintains or has designated as the official website of the body. Except for draft minutes that have been substituted with updated minutes, posted minutes shall not be removed from the website sooner than one year from the date of the meeting for which the minutes were taken.

(c)(1) The time and place of all regular meetings subject to this section shall be clearly designated by statute, charter, regulation, ordinance, bylaw, resolution, or other determining authority of the public body, and this information shall be available to any person upon request. The time and place of all public hearings and meetings scheduled by all Executive Branch State agencies, departments, boards, or commissions shall be available to the public as required under [3 V.S.A. § 2222\(c\)](#).

1 V.S.A. § 312 Right to attend meetings of public agencies Continued

(2) The time, place, and purpose of a special meeting subject to this section shall be publicly announced at least 24 hours before the meeting. Municipal public bodies shall post notices of special meetings in or near the municipal clerk's office and in at least two other designated public places in the municipality, at least 24 hours before the meeting. In addition, notice shall be given, either orally or in writing, to each member of the public body at least 24 hours before the meeting, except that a member may waive notice of a special meeting.

(3) Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.

(4) Any adjourned meeting shall be considered a new meeting, unless the time and place for the adjourned meeting is announced before the meeting adjourns.

(5) A person may request in writing that a public body notify the person of special meetings of the public body. The request shall apply only to the calendar year in which it is made, unless made in December, in which case it shall apply also to the following year.

(d)(1) At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be:

(A) posted to a website, if one exists, that the public body maintains or designates as the official website of the body; and

(B) in the case of a municipal public body, posted in or near the municipal office and in at least two other designated public places in the municipality.

(2) A meeting agenda shall be made available to a person prior to the meeting upon specific request.

(3)(A) Any addition to or deletion from the agenda shall be made as the first act of business at the meeting.

(B) Any other adjustment to the agenda may be made at any time during the meeting.

(e) Nothing in this section or in [section 313](#) of this title shall be construed as extending to the Judicial Branch of the Government of Vermont or of any part of the same or to the Public Utility Commission; nor shall it extend to the deliberations of any public body in connection with a quasi-judicial proceeding; nor shall anything in this section be construed to require the making public of any proceedings, records, or acts which are specifically made confidential by the laws of the United States of America or of this State.

(f) A written decision issued by a public body in connection with a quasi-judicial proceeding need not be adopted at an open meeting if the decision will be a public record.

(g) The provisions of this subchapter shall not apply to site inspections for the purpose of assessing damage or making tax assessments or abatements, clerical work, or work assignments of staff or other personnel. Routine, day-to-day administrative matters that do not require action by the public body may be conducted outside a duly warned meeting, provided that no money is appropriated, expended, or encumbered.

1 V.S.A. § 312 Right to attend meetings of public agencies Continued

(h) At an open meeting, the public shall be given a reasonable opportunity to express its opinion on matters considered by the public body during the meeting, as long as order is maintained. Public comment shall be subject to reasonable rules established by the chairperson. This subsection shall not apply to quasi-judicial proceedings.

(i) Nothing in this section shall be construed to prohibit the Parole Board from meeting at correctional facilities, with attendance at the meeting subject to rules regarding access and security established by the superintendent of the facility.

(j) Request for access.

(1) A resident of the geographic area in which the public body has jurisdiction, a member of a public body, or a member of the press may request that a public body designate a physical meeting location or provide electronic or telephonic access to a regular meeting, but not to a series of regular meetings, special meetings, emergency meetings, or field visits.

(2) The request shall be made in writing, as specified by the public body, not less than two business days before the date of the meeting. The public body shall not require the requestor to provide a basis for the request.

(3) The public body shall grant the request unless:

(A) there is an all-hazards event as defined in [20 V.S.A. § 2](#) or a state of emergency declared pursuant to [20 V.S.A. §§ 9](#) and [11](#);

(B) there is a local incident as defined in [section 312a](#) of this subchapter; or

(C) compliance would impose an undue hardship on the municipality.

(4) A public body shall have the burden of proving that compliance under subdivision (3) of this subsection would impose an undue hardship on the public body.

<Text of subsec. (k) effective Jan. 1, 2025.>

(k) Training.

(1) Annually, the following officers shall participate in a professional training that addresses the procedures and requirements of this subchapter:

(A) for municipalities and political subdivisions, the chair of the legislative body, town manager, and mayor; and

(B) for the State, the chair of any public body that is not an advisory body.

(2) The Secretary of State shall develop the training required by subdivision (1) of this subsection and make the training available to municipalities and political subdivisions and public bodies. The training may be in person, online, and synchronous or asynchronous.

1973, No. 78, § 1; 1979, Adj. Sess., No. 151, [§ 2](#); 1987, Adj. Sess., No. 281, [§ 2](#); [1997, Adj. Sess., No. 148](#), § 64; [1999, Adj. Sess., No. 146](#), § 7; [2013, Adj. Sess., No. 143](#), [§ 2](#), eff. July 1, 2014; [2015, Adj. Sess., No. 129](#), § 1, eff. May 24, 2016; [2017, No. 53](#), § 12, eff. July 1, 2017; [2023, Adj. Sess., No. 133](#), §§ 3, 5, eff. July 1, 2024, and Jan. 1, 2025.

Appendix and Forms Continued

Appendix “A” Continued

1 V.S.A. § 314 Penalty and enforcement Effective: July 1, 2024

(a) A person who is a member of a public body and who knowingly and intentionally violates the provisions of this subchapter, a person who knowingly and intentionally violates the provisions of this subchapter on behalf or at the behest of a public body, or a person who knowingly and intentionally participates in the wrongful exclusion of any person or persons from any meeting subject to this subchapter shall be guilty of a misdemeanor and shall be fined not more than \$500.00.

(b)(1) Prior to instituting an action under subsection (c) of this section, the Attorney General or any person aggrieved by a violation of the provisions of this subchapter shall provide the public body written notice that alleges a specific violation of this subchapter and requests a specific cure of such violation. The public body will not be liable for attorney's fees and litigation costs under subsection (d) of this section if it cures in fact a violation of this subchapter in accordance with the requirements of this subsection.

(2) Upon receipt of the written notice of alleged violation, the public body shall respond publicly to the alleged violation within 10 calendar days by:

(A) acknowledging the violation of this subchapter and stating an intent to cure the violation within 14 calendar days; or

(B) stating that the public body has determined that no violation has occurred and that no cure is necessary.

(3) Failure of a public body to respond to a written notice of alleged violation within 10 calendar days shall be treated as a denial of the violation for purposes of enforcement of the requirements of this subchapter.

(4) Within 14 calendar days after a public body acknowledges a violation under subdivision (2)(A) of this subsection, the public body shall cure the violation at an open meeting by:

(A) either ratifying, or declaring as void, any action taken at or resulting from:

(i) a meeting that was not noticed in accordance with subsection 312(c) of this title; or

(ii) a meeting that a person or the public was wrongfully excluded from attending; or

(iii) an executive session or portion thereof not authorized under subdivisions 313(a)(1)-(10) of this title; and

(B) adopting specific measures that actually prevent future violations.

(c) Following an acknowledgment or denial of a violation and, if applicable, following expiration of the 14-calendar-day cure period for public bodies acknowledging a violation, the Attorney General or any person aggrieved by a violation of the provisions of this subchapter may bring an action in the Civil Division of the Superior Court in the county in which the violation has taken place for appropriate injunctive relief or for a declaratory judgment. An action may be brought under this section no later than one year after the meeting at which the alleged violation occurred or to which the alleged violation relates. Except as to cases the court considers of greater importance, proceedings before the Civil Division of the Superior Court, as authorized by this section and appeals therefrom, take precedence on the docket over all cases and shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

Appendix and Forms Continued

Appendix “A” Continued

1 V.S.A. § 314 Penalty and enforcement Continued

(d) The court shall assess against a public body found to have violated the requirements of this subchapter reasonable attorney's fees and other litigation costs reasonably incurred in any case under this subchapter in which the complainant has substantially prevailed, unless the court finds that:

(1)(A) the public body had a reasonable basis in fact and law for its position; and

(B) the public body acted in good faith. In determining whether a public body acted in good faith, the court shall consider, among other factors, whether the public body responded to a notice of an alleged violation of this subchapter in a timely manner under subsection (b) of this section; or

(2) the public body cured the violation in accordance with subsection (b) of this section.

(e) A municipality shall post on its website, if it maintains one:

(1) an explanation of the procedures for submitting notice of an Open Meeting Law violation to the public body or the Attorney General; and

(2) a copy of the text of this section.

1979, Adj. Sess., No. 151, § 4; 1987, Adj. Sess., No. 256, § 5; [2013, Adj. Sess., No. 143](#), § 4, eff. July 1, 2014; [2015, Adj. Sess., No. 129](#), § 2, eff. May 24, 2016; [2017, Adj. Sess., No. 113](#), § 1, eff. July 1, 2018; [2023, Adj. Sess., No. 133](#), § 7, eff. July 1, 2024.

Appendix and Forms Continued

Appendix “B”

17 V.S.A. § 2647 Incompatible offices

(a)(1) An auditor shall not be town clerk, town treasurer, selectboard member, first constable, collector of current or delinquent taxes, trustee of public funds, town manager, road commissioner, water commissioner, sewage system commissioner, sewage disposal commissioner, cemetery commissioner, or town school district director; nor shall a spouse of or any person assisting any of these officers in the discharge of official duties be eligible to hold office as auditor.

(2)(A) A selectboard member or school director shall not be first constable, collector of taxes, town treasurer, assistant town treasurer, auditor, or town agent.

(B) A selectboard member shall not be lister or assessor.

(3) A cemetery commissioner or library trustee shall not be town treasurer, assistant town treasurer, or auditor.

(4) A town manager shall not hold any elective office in that town or town school district.

(5) Election officers at local elections shall be disqualified as provided in section 2456 of this title.

(b) Notwithstanding subsection (a) of this section, if a school district prepares and reports its budget independently from the budget of the town and the school district is audited by an independent public accountant, a school director or spouse of a school director shall be eligible to hold office as auditor, town treasurer, or assistant town treasurer. (Added 1977, No. 269 (Adj. Sess.), § 1; amended 1985, No. 196 (Adj. Sess.), § 6; 1993, No. 91, § 2; 2009, No. 44, § 5, eff. May 21, 2009; 2013, No. 21, § 2; 2013, No. 162 (Adj. Sess.), § 7; 2017, No. 130 (Adj. Sess.), § 7; 2019, No. 14, § 47, eff. April 30, 2019; 2019, No. 67, § 19, eff. June 17, 2019; 2019, No. 117 (Adj. Sess.), § 1, eff. June 23, 2020.)

Appendix and Forms Continued

Appendix “C”

Vermont Secretary of State’s List of Local Office Descriptions and Statutory Authority

(<https://sos.vermont.gov/elections/election-info-resources/candidates/local-office-descriptions/>)

Agent to Convey Real Estate (appointed). Executes the deeds on behalf of the town. [24 V.S.A. § 1061](#)

Auditor (elected or appointed). Review and audit all town accounts and prepare the annual town report. Should be very detail oriented. Good writing skills are a plus. [17 V.S.A. § 2649](#); [2651b](#)

Building Inspector and Deputy Inspector (appointed). Appointed only in towns that have adopted a building code. Performs inspections and enforces the local building code. [24 V.S.A. § 3102, 3103, 3108](#)

Cemetery Commissioner (elected). Responsible for the care and management of the town’s cemeteries. If no cemetery commissioners are elected, the selectboard fulfills this role. [18 V.S.A. § 5373](#)

Collector of Current Taxes. A town must vote to have the Town Manager or Town Treasurer to collect current taxes. If the town fails to vote, then the Town Constable becomes the collector of current taxes. [24 V.S.A. § 1529](#)

Collector of Delinquent Taxes. A town must vote to authorize the selectboard to appoint a collector of delinquent taxes, who may be the Town Manager or Town Treasurer. [17 V.S.A. § 2651d](#) If a town fails to vote, then the Town Constable becomes the collector of delinquent taxes.

Constable (elected or appointed). In some towns the constable is the town’s local law enforcement officer, with all powers of search, seizure, and arrest within the town. In other towns, the constable only has the power to serve civil process, assist the health officer in the discharge of his or her duties, destroy unlicensed dogs, kill injured deer, remove disorderly people from town meeting, and, if the first constable, to collect taxes, if no tax collector is elected. Should be good at de-escalating and resolving conflicts. [17 V.S.A. § 2646\(7\)](#); [2651a](#)

Conservation Commission Members (appointed). Inventory the natural resources of a community and purchase and administer municipal lands for the purpose of conservation. [24 V.S.A. § 4502](#)

Emergency Management Director (appointed). Responsible for the organization, administration, and operation of the local committee that is formed for emergency management in the town or city. The emergency management chairperson is under the direct control of the selectboard but may coordinate his or her emergency management efforts with neighboring towns and cities, and with the state emergency management division and the federal government. [20 V.S.A. § 6](#)

Fence Viewers (appointed). Three viewers are appointed by the selectboard each year. When called upon, they examine fences and other boundaries within the town. [24 V.S.A. § 871](#)

Health Officer (appointed). Appointed by the commissioner of health to a three-year term after recommendation by the town selectboard. Enforces the rules and regulations for the prevention and abatement of public health hazards. [18 V.S.A. § 601](#)

Inspectors of Lumber (appointed). Appointed, upon request, to examine, measure, and classify the quality of lumber, shingles, and wood sold within the town. [24 V.S.A. § 871](#)

Inspector of Wiring (appointed). Inspects electrical wiring in buildings on request of the selectboard. [24 V.S.A. § 1033](#)

Justices of the Peace (elected). For more information, see our [Justice of the Peace Guide](#). The duties of justices of the peace can fall into five categories of responsibilities:

1. Elections; Justices of the peace are members of the board of civil authority (BCA). Members of the BCA serve as election officials at town elections by Australian ballot and statewide elections. Justices also are responsible for delivering absentee ballots to voters at election time.
2. Tax.Abatement.and.Appeals; Justices of the peace sit as members of the town board for abatement of taxes to determine whether a taxpayer’s tax obligation should be forgiven under certain circumstances. Justices of the peace also serve an important role in the town’s tax appeal process. As a member of the board of civil authority, justices sit to hear and decide appeals when citizens do not agree with the final decision of the listers.
3. Marriages; Justices of the peace may also solemnize marriages in Vermont.
4. Oaths.and.Notary; Justices of the peace may also administer oaths in all cases where an oath is required, unless a specific law makes a different provision. A justice of the peace is a notary public ex officio and has all the acknowledgment powers of a notary public. However, the justice of the peace must file with the county clerk in order to act as a notary public (but the fee is waived).
5. Magistrate; Justices of the peace may also serve as a magistrate when so commissioned by the Supreme Court.

Listers (elected or appointment of an assessor). Appraise property within the town for the purpose of property tax assessment. Should be able to be polite, yet firm, and not be oversensitive to criticism. [17 V.S.A. § 2646\(5\)](#); [2651c](#)

Moderator (elected). Runs the annual and special town/school meeting. Should have a good sense of humor, be good at group process, and have experience following Roberts Rules of Order. [17 V.S.A. § 2646\(1\)](#)

Municipal Manager (appointed). If the manager system has been adopted by the electorate, the town manager is the official administrator of local government and has general supervisor of the affairs of the town. [24 V.S.A. § 1232](#)

Patrol Officer (elected). Patrols town highways under the direction of the selectboard — if the town so orders. (Generally not an active position.) [17 V.S.A. 2646\(15\)](#)

Planning Commissioners (appointed or elected). Appointed unless town votes to elect. Duties include preparing a municipal plan; making recommendations on matters of land development, conservation, and preservation; and participating in a regional planning program. Makes site plan and subdivision permit decisions unless there is a development review board in town. Should have a good working knowledge of all aspects of the town and be able to listen to many sides of an issue. [24 V.S.A. § 4323](#)

Poundkeeper (appointed). Cares for the animals that are impounded within the town. [24 V.S.A. § 871](#)

Regional Planning Commission Representative (appointed). Helps develop the regional plan and assess municipal land use plans. [24 V.S.A. § 4341 et seq.](#)

Road Commissioners (elected or appointed). Can be elected or appointed. Has no independent authority, but can assist the selectboard in overseeing town highways at the request of the board. Should have experience with town highways and be a good communicator. [17 V.S.A. § 2646\(16\)](#); [17 V.S.A. § 2651](#)

Selectboard Members (elected). General supervision and control over town; enacts ordinances, regulations, and policies for town; oversees town property and personnel; prepares, presents and manages budget; and oversees roads, including laying out, discontinuing, and reclassifying roads. Sits as local board of health, liquor control commission, and sewer commission. Should know the town well, be able to understand all sides of complex issues, and have very thick skin. [17 V.S.A. § 2646\(4\)](#); [17 V.S.A. § 2649](#)

Town Administrator (appointed). Hired by the selectboard, the town administrator, sometimes called the administrative assistant to the selectboard, assists the selectboard in managing the business of the town. The town administrator has no independent statutory authority. The scope of his or her duties is determined by the selectboard.

Town Clerk (elected or appointed). Records, preserves, and certifies the public records of the town. Issues dog, marriage, and hunting and fishing licenses; as well as motor vehicle renewals. Runs the local elections, serves as clerk of the board of civil authority, and hears tax abatement requests and tax appeals. Should have the patience of a saint and be a good ambassador for the town. [17 V.S.A. § 2646\(2\)](#); [2651e](#)

Town Energy Coordinator (appointed). Responsible for developing the town energy plan and conducting the town energy audit. [24 V.S.A. § 1131](#)

Town Forest Fire Warden (appointed). Appointed by the fire commissioner with the approval of the selectboard. Prevents forest fires in the town by enforcing the laws designed to prevent forest fires. [10 V.S.A. § 2641](#)

Town Services Officer (appointed). Appointed on or before April 15th of each year. Assists individuals within the town who require emergency food, fuel, or shelter assistance when the Vermont Department of Social Welfare is not available. [33 V.S.A. § 2102 et seq.](#)

Town Treasurer (elected or appointed). Keeps the town and school’s accounts (unless a separate school treasurer is elected), invests money (with the approval of the legislative body), keeps a record of the taxes voted, and pays orders drawn on him or her. Should be very precise, detail oriented and good at math. [17 V.S.A. § 2646\(3\)](#); [2651f](#)

Town Tree Warden (appointed). Plans and implements a shade tree preservation program for the purpose of shading and beautifying public places. Removes diseased, dying, or dead trees; which create a hazard to public safety or threaten the effectiveness of disease or insect control programs. [24 V.S.A. § 871](#)

Trustee of Public Funds (elected). Manages, invests, and reports on real and personal property held in trust by the town. This includes cemetery trust funds. Should like investing money. [17 V.S.A. § 2646\(12\)](#); [24 V.S.A. § 2431 et seq.](#)

Appendix and Forms Continued

Appendix “B” Continued

Trustee of Public Money (elected). Oversees “United States Public Money” received under the Act of 1836 held by the town. (It is unlikely any Vermont town still has these funds.) [17 V.S.A. § 2646\(13\)](#)

Water Commissioners (elected or appointed). Water commissioners supervise the town’s water department by establishing water rates, and all the rules and regulations for the control and operation of the department. Should be a good manager and detail oriented. [17 V.S.A. § 2646\(17\)](#); [17 V.S.A. § 2652](#)

Weighers of Coal (appointed). Serves as a referee over weights of contested loads of coal. [24 V.S.A. § 871](#)

Zoning Administrator (appointed). Appointed by the planning commission with the approval of the selectboard. Approves or denies applications for zoning permits. Administers the municipal bylaws literally. Enforces regulations pertaining to the zoning ordinance. [24 V.S.A. § 4448](#)

Zoning Board of Adjustment or Development Review Board Members (appointed). Holds hearings and makes decisions on land use permit applications and appeals from decisions of the zoning administrator. [24 V.S.A. § 4460](#)

DRAFT

**Town of Norwich
Conflict of Interest Policy**

- See: <http://norwich.vt.us/wp-content/uploads/2020/10/ConflictOfInterestSigned27Feb2019.pdf>

DRAFT

**Town of Norwich
“Policy Governing Reporting of Committees, Commissions, Task Force, or Other
Groups/Individuals Appointed by the Selectboard.”**

- See: <https://norwich.vt.us/wp-content/uploads/2020/12/PolicyGoverningCommitteeReportingSIGNED23May2018.pdf>

DRAFT

Subcommittee Request Form

Committees wishing to create a subcommittee may obtain a Subcommittee Request Form from the Town Manager's Office. The purpose of this form is to:

1. Provide the name of the subcommittee, the purpose of the subcommittee, the names of the subcommittee members, and their terms. This information will be maintained by the Town Manager's Office and published on the Town Manager's website for full transparency available to the public and other interested parties.
2. Request the Selectboard to appoint to the subcommittee any non-committee members requested by the committee.

DRAFT

DRAFT PERSONNEL POLICY (edits pursuant to Selectboard input are in **blue**; attorney-suggested edit in section 34 in **yellow**)

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TOWN OF NORWICH, VERMONT

Section 1: TITLE AND AUTHORITY

This Policy shall be known as the Town of Norwich Personnel Policy. It has been adopted by the Town of Norwich (hereinafter “Town”) Selectboard pursuant to 24 V.S.A. §§ 1121 and 1122 on _____, 2024.

This Policy will be in effect until superseded, but should be reviewed on a regular basis by the Town Manager and the Selectboard, with a formal review being completed no later than once every three years. However, this Personnel Policy will not be negated for lack of review within the specified schedule.

Should any provision of this Policy be held to violate a Federal or State law, only those specific provisions shall be invalid, and all other provisions shall remain in full force.

Where a conflict exists between this Policy and any individual employment contract, the latter will control. Certain sections of the Personnel Policy may apply to employees covered by a collective bargaining agreement to the extent agreed by the applicable Union and the Town.

This Personnel Policy will be administered by the Town Manager.

Section 2: PURPOSE

It is the purpose of this Policy to establish procedures, which will serve as a guide to administrative action concerning the personnel activities and transactions of the Town. The Policy is intended to set forward the customary and most reasonable method of fulfilling the objectives of personnel administration. The Policy is also adopted as the mechanism by which to inform the employees of the Town of conditions of employment within the Town.

This manual and the provisions contained herein do not constitute a contract to employment in whole or in part. The Town reserves the right to add, amend or delete any benefit or policy stated herein at any time, except as otherwise committed to by formal contract agreements.

Section 3: PERSONS COVERED

This Personnel Policy applies to all employees of the Town. Appointed officials and volunteers are covered by the rules and prohibitions stated in this Policy’s sections on equal employment, conflicts of interest, drug and alcohol use, tobacco use, use of Town equipment, use of Town computer systems, public records, harassment and discrimination, and sexual harassment. Persons who provide the Town with services on a contract basis shall be required to observe the

prohibitions stated in this Policy’s sections on drug and alcohol use, tobacco use, use of Town equipment, use of Town computer systems, public records, harassment and discrimination, and sexual harassment. Elected officials shall be covered by this Policy only to the extent set forth in a separate written agreement or resolution.

For purposes of this Policy, a full-time employee is an employee who works at least 40 hours per week on a regular and continuing basis. A part-time employee is an employee who works fewer than 40 hours per week on a regular and continuing basis. Seasonal employees and paid volunteer fire fighters are employees under this Policy but are not full-time or part-time employees.

Employee Type	Number of hours/week	Eligible for Insurance?	Receives Paid Time Off (sick, vacation, holiday, personal)?
Full-time	40 or more hours/week	Yes	Yes
Part-time	32-39 hours/week	Yes - Prorated according to number of hours worked	Yes – prorated according to number of hours worked
Part-time	18-31 hours/week	No	Yes – prorated according to number of hours worked
Part-time	1-17 hours/week	No	No

See also Section 20, page 12, *infra*.

For employees subject to a collective bargaining agreement, this Policy applies only as to provisions which do not constitute mandatory subjects of bargaining and which do not conflict with such agreement. For employees subject to an individual employment contract, this Policy applies only to the extent it does not conflict with such contract.

Section 4: EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Town to provide equal opportunity to all employees and applicants without regard to race, color, religion, ancestry, sex, sexual orientation, gender identity, age, national origin, place of birth, marital status, disability, veteran’s status, HIV status, pregnancy, health coverage status, genetic information, crime victim status, or any other category of person protected under state or federal law.

Section 5: PROBATIONARY PERIOD

All new employees will be required to complete a twelve-month probationary period. The purpose of this probationary period is to determine whether the employee is suited for the job. During the probationary period, an employee may be terminated at any time at the sole discretion

of the Town Manager. Notwithstanding any other provision of this Policy, an employee terminated during the probationary period will have no right to appeal such termination.

Section 6: CONDUCT OF EMPLOYEES

All employees are considered representatives of the Town and as such are expected to conduct themselves in a courteous, helpful, and respectful manner in all their interactions with the public, other employees, and town officials.

All employees are expected to faithfully execute the duties and responsibilities of their office to the best of their ability.

Should an employee object to an action or decision taken by their supervisor, the employee should notify the Town Manager directly.

Section 7: CONFLICTS OF INTEREST

A conflict of interest means a direct or indirect personal or financial interest of an employee or a person or group closely tied with the employee including a close relative, household member, business associate, or employer or employee. A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law and sibling-in-law.

Every employee of the Town shall carry out their job in a way that avoids conflicts of interest so that the public trust will be preserved. All decisions made by Town employees shall be made based on the best interest of the community at large rather than the interests of any particular individual or employee.

An employee shall not participate in any official action if the employee has a conflict of interest in the matter under consideration. An employee shall not personally, or through any member of their household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the Town.

An employee shall not use resources not available to the general public, including but not limited to Town staff time, equipment, supplies, or facilities for private gain or personal purposes.

An employee may accept a nominal gift or gratuity in connection with an action associated with their official duties on behalf of the Town with an estimated monetary value not exceeding twenty dollars (\$20.00) once per calendar year, with the understanding that employees may not directly or indirectly ask, demand, exact, solicit, accept or receive any gift, gratuity, act or promise beneficial to that individual, or another, which could influence any action or inaction associated with their official duties on behalf of the Town, or create the appearance of impropriety in connection with any actions or inactions associated with their official duties on behalf of the Town. Nor shall any employee authorized to procure or to recommend procurement

of materials, supplies or services, directly or indirectly, ask, demand, exact, solicit, seek, accept, receive or agree to receive for the employee or another person, any benefit or benefits from the person providing or soliciting the provision of such materials, supplies or services with the exception of items of a de minimus nature valued \$20.00 or less (such as vendor booth “freebies”). An employee may attend a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of Town business or where official attendance is appropriate. An employee may accept an award publicly presented in recognition of public service.

Section 8: HOURS OF SERVICE

Regular work hours for persons employed shall be determined by the employee’s supervisor.

Regular work hours may be changed, and employees may be expected to work additional hours that may exceed forty hours in a given week, as circumstances require. All Town employees are required to be available for work in the case of an emergency, weather-related or otherwise.

All employees are expected to be in attendance during regular work hours. Remote work may be allowed, as appropriate, subject to the supervisor’s approval and discretion and are subject to potential withdrawal or alteration of prior granted permission.

Employees who will be absent from work are expected to notify their supervisor in advance whenever possible. Employees who are calling in sick are expected to notify their supervisor as soon as possible.

Section 9: OUTSIDE EMPLOYMENT

The primary occupation of all full-time employees shall be with the Town. Employees may not engage in any outside business activities during their paid working hours. Employees are prohibited from undertaking outside employment that interferes with their job performance or constitutes a conflict of interest, as defined in Section 7 of this Policy.

In all instances a Town of Norwich employee or elected official’s priority will be to serve the best interests of the Town. As such, Town employees and elected officials will not hold other jobs, roles, or titles which may represent competing interests to those of the Town or take public positions on behalf of another entity that are deemed counter to the best interest of the Town.

Prior to accepting any outside employment, employees will disclose their intent to do so in writing and obtain prior clearance from the employee’s supervisor that such employment does not constitute a conflict of interest.

Section 10: POLITICAL ACTIVITY

No employee may use their official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office, or demand or solicit from any individual direct or indirect participation in any political party, political organization, or support of any political candidate. Employees are prohibited from using Town facilities, equipment, or resources for political purposes and from pursuing political activities while working.

This Personnel Policy is not to be construed to prevent employees from becoming or continuing to be members of any political party or organization, from attending political party or organization meetings or events, or from expressing their views on political matters, so long as: 1) these views are clearly articulated as being those of the individual and not of the Town, 2) these activities do not interfere with the individual's ability to effectively perform their duties, and 3) these activities take place or are expressed during non-working hours. This Personnel Policy is not to be construed as prohibiting, restraining, or in any manner limiting an individual's right to vote with complete freedom in any election.

Section 11: NEPOTISM

The Town – in recognition of the potential for a conflict of interest to occur in the workplace – prohibits the hiring or transferring of relatives, when doing so will result in a close relative supervising or evaluating another close relative, or a close relative supervising or evaluating the immediate supervisor of another close relative.

A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law and sibling-in-law.

Seasonal or temporary employees may be excluded from this restriction, based on Town Manager approval.

Section 12: DRUG AND ALCOHOL USE

The Town intends to maintain a drug-free workplace and workforce. The use of alcohol or illegal drugs and the abuse of prescription drugs are not tolerated in the workplace or at work-related events.

As a Town employee, you are prohibited from working, or presenting yourself for work, while under the influence, or severe aftereffects, of illegal drugs, controlled substances, and/or alcohol. This Policy is designed to promote our goal of providing a safe, healthy and productive work environment. This Policy covers all employees, including drivers and other employees who are also subject to drug testing programs performed in accordance with Federal Department of Transportation (DOT) requirements.

It is the policy of the Town to prohibit the manufacture, distribution, transfer, display, transportation, sale, dispensation, possession, consumption, or use of illegal drugs, controlled substances, and/or alcohol by Town employees at the workplace and/or during work hours. Prohibited behavior includes manufacturing, distributing, transferring, displaying, transporting, selling, dispensing, possessing, consuming, using, or being under the influence of illegal drugs, controlled substances, and/or alcohol during work hours, on work premises, while engaged in work activities away from work premises, and/or during work-related events.

For the purposes of this Policy, the term “illegal drug” includes both: (a) all state and/or federally controlled substances, including look-alike and designer drugs, and drug paraphernalia, and (b) prescription medications that have not been prescribed for current use by an authorized medical practitioner or that are being used contrary to the prescribing medical practitioner’s instructions. Controlled substances include but are not limited to the following substances: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), barbiturates, benzodiazepine, methadone, methaqualone, and propoxyphene.

Violations of this Policy may subject employees to disciplinary action, up to and including termination of employment and referral for prosecution. The Town also may provide information and recommendation to participate in an appropriate drug assistance or rehabilitation program.

Prohibited Conduct:

The following actions are prohibited in the workplace, on municipal property, while using municipal equipment, or during any time period in which you are on municipality business:

- Possessing, consuming, or using illegal or controlled substances, as defined by federal, state, and local statutes. (Controlled substances may be taken pursuant to a properly issued prescription, provided the controlled substance is taken as, and in the amount, prescribed and so long as the medication does not adversely affect the employee’s ability to perform the essential functions of their job).
- Distributing, transferring, displaying, transporting, selling, or possessing with the intent to distribute illegal or controlled substances.
- Possessing or using drug paraphernalia except when used for legal substances and in a legally prescribed manner.
- Being under the influence of illegal or controlled substances as demonstrated by actions and/or other evidence.
- Growing and/or manufacturing any illegal drug or controlled substance.
- Possessing or using alcohol.
- Being under the influence of alcohol.

An employee must notify the employee’s supervisor in writing if they are convicted of a violation of a criminal drug statute occurring in the workplace and must do so no more than five (5) calendar days after the conviction.

The limited, responsible consumption of alcohol on or off municipality premises at a Town-sponsored business or social function is permitted, but only if it has been authorized in writing

and in advance by the employee's supervisor. The Town expects all attendees at such a function to behave in a professional manner and in accordance with Town policies.

The Town reserves the right to search and inspect all areas of the workplace and its premises for the purpose of maintaining a safe and healthy workplace.

The illegal use of prescription drugs is prohibited. If an employee is legally taking prescription drugs that affect the employee's ability to safely perform any of the essential functions of their job, their supervisor or the Town Manager will determine whether the employee should continue to perform their functions until concerns regarding safety can be addressed. Medical certification may be required.

Employees may be disciplined, up to and including termination, for violations of this Policy.

In addition to this Policy, employees who operate commercial motor vehicles (CMVs) for the Town are also subject to the provisions of the Town's CMV Drug and Alcohol Policy, attached here as Addendum C.

Section 13: TOBACCO USE

In recognition of the hazards that tobacco poses to the health of employees, and in accordance with 18 V.S.A. §§ 1421 et seq. and §§ 1741 et seq., the Town hereby prohibits employees' use of tobacco in any form, including electronic cigarettes, in all publicly owned buildings, offices and enclosed areas, designated smoke-free areas of Town property, and in all Town vehicles.

Section 14: PERFORMANCE EVALUATIONS

Employees will be provided with written job performance evaluations at least once annually on or before the anniversary of the employee's date of hire such times and in such manner as the Town Manager or authorized designee deems reasonable. The results of such evaluations will be provided by the supervisor and reviewed and discussed with the employee. The employee will have the opportunity to respond in writing to the evaluation. The evaluation and any written employee response will become a part of the employee's personnel file.

Section 15: PERSONNEL RECORDS

Personnel records will be maintained for each employee of the Town. Any employee or the employee's designated representative may inspect or copy their personnel file at a mutually agreeable time during regular office hours. Access by a designated representative must include a signed authorization from the employee. The Town reserves the right to have its representative present at the time its files are examined or copied.

Section 16: USE OF TOWN EQUIPMENT

Except as provided in Section 16, the use of Town equipment or property for personal use is strictly prohibited. Employees should have no expectation of privacy regarding anything stored in or on Town-owned property or Town-owned equipment, including but not limited to desks, filing cabinets, lockers, and vehicles. Employees should expect that such areas may be searched at any time to retrieve work-related materials or to investigate suspected violations of workplace rules.

Section 17: USE OF TOWN COMPUTER SYSTEM

For purposes of this Policy, "computer system" means all computers and devices and any related hardware, equipment, components, or software, including, but not limited to, host computers, file servers, workstation terminals, laptops, tablets, smartphones, internal or external communication networks, the world wide web (www), the Internet, commercial online services, bulletin board systems, backup systems, and the internal and external e-mail systems accessed via the Town's computer equipment.

All electronic communications regarding Town business should be, to the furthest extent possible, conducted via official Town computer systems. A Town employee should avoid conducting Town business using their personal computer, device, or account unless authorized by the Town. The Town computer system is to be used by employees for the purpose of conducting Town business. Occasional, brief, and appropriate personal use of the Town computer system is permitted, provided it is consistent with this Policy and does not interfere with an employee's job duties and responsibilities.

Employees should have no expectation of privacy or confidentiality regarding anything created, sent, or received on the Town computer system. The Town may monitor at any time its computer system without warning or any specific notice to employees, including any and all computer transactions, communications, and transmissions for any reason including, but not limited to, ensuring compliance with this Policy and evaluating the use of its computer system. All files, documents, data, and other electronic messages created, received, or stored on the Town computer system are open to review and regulation by the Town and may be subject to the provisions of Vermont's Public Records Law.

Employees may not introduce software from any outside source on the Town's computer system without prior, written authorization from their supervisor. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town computer system.

Employees who have a confidential password to access the Town's computer system should be aware that this does not mean the computer system is for personal confidential communication, nor does it suggest that the computer system is the property of that person. Additionally, employees who have a confidential password to access the Town's computer system, or to

access any Town-sponsored computer networks, or software-as-a-service, shall provide access to the employee's supervisor upon request.

Transmission of electronic messages on the Town computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of prohibited uses of the Town computer system:

- Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening;
- Communications of sexually explicit images or messages;
- Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non-job-related solicitations during or after work hours;
- Access to Internet resources, including websites and news groups, that are inappropriate in a business setting;
- Unauthorized disclosures. Unauthorized disclosures include disclosures of non-public information, unless the disclosure is authorized by law; and the dissemination of confidential, proprietary, or privileged information.
- Any other use that may compromise the integrity of the Town and its business in any way.

Nothing in this section, nor any other provision of this Policy, will be interpreted or applied in a manner that interferes with employee rights to organize, form, join, or assist labor organizations, to bargain collectively through representatives of their choosing to the extent allowed by law, or to engage in other concerted activities for the purpose of addressing the terms and conditions of employment.

Section 18: PERSONAL USE OF SOCIAL MEDIA

This section applies to employees using social media in their personal, non-official capacity. Personal or non-official use of social media means day-to-day use of social media by employees that is unrelated to their official work duties. Employees' personal or non-official use of social media may occur during work or off-duty hours. Consistent with Section 17, occasional, brief, and appropriate personal use of social media is permitted during work hours provided it is consistent with this Policy, does not interfere with an employee's job duties and responsibilities, and does not have a detrimental effect on employee productivity or the Town's operations.

Employees using social media in their personal capacity are expected to be truthful, courteous, and respectful toward supervisors, co-workers, residents, customers, and other persons or entities associated with or doing business with the Town.

When posting content or commenting on town business in their personal capacity, employees must use a disclaimer which establishes that their posted content or comments represent their own opinions and do not represent those of the Town. Employees must not attribute personal statements or opinions to the Town when engaging in the use of social media and if, through

their identification or posts, any confusion as to whether their statements might be attributable to the Town arises, they must clarify that their posts are their own and not those of the Town.

Personal use of social media should not be tied to the Town's business and employees must not use their town email account or password in conjunction with a personal social media platform.

Personal use of social media that adversely or negatively affects or impacts the workplace is prohibited. The following is a non-exhaustive list of examples, situations, or activity when personal use of social media may adversely or negatively affect an employee's duties or the workplace:

- Name calling and personal attacks or other such demeaning behavior;
- Friendships, dating or romance between co-workers;
- Cyber-bulling, stalking, or harassment;
- Release of private or confidential data;
- Unlawful activities;
- Misuse of town social media;
- Inappropriate use of the Town's name, logo, or the employee's position or title;
- Using town-owned computer systems or equipment for extensive personal social media use; or
- Violating federal, state, or local law.

Section 19: PUBLIC RECORDS

Any written or recorded information that is produced or acquired by a Town employee in the course of Town business is a public record, is subject to Vermont's Public Records Law, and may be covered by the State of Vermont's retention rules and disposition schedules for municipal records. Although the Town discourages the use of personal computers, devices, or accounts to conduct Town business (see Section 16, above), the use of a personal computer, device, or account does not prevent an otherwise public record from being subject to public inspection and copying. In the uncommon event that an employee uses their personal computer, device, or account to conduct Town business, the record created, sent, or received should be forwarded by the employee to the employee's Town computer system, or otherwise captured and retained as a Town record. All employees are required to respond in the manner prescribed by Vermont's Public Records Law regardless of where a Town public record may be stored. All employees must provide any Town public records stored in their personal computers, devices, or accounts that are responsive to a public records request.

Section 20: ELIGIBILITY FOR BENEFITS

The Town offers group insurance and other insurance benefit programs to its eligible full and part-time employees and elected officials. Details about those benefits, as they exist on the date of hire, can be obtained from the Town Manager's office.

Part-time employees who are regularly scheduled to work at least 32 hours a week are eligible to receive the above benefits on a prorated basis, subject to the eligibility requirements of the insurance carrier.

The Town reserves the right to change insurance carriers or to add, delete, or amend insurance or other benefit programs in its sole discretion. The Town also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance program. Employees will be provided with advance notice of any change in the contribution rate. Workers’ compensation insurance applies to all employees. Employees may be covered by workers’ compensation insurance if their injury arises out of and is in the course of employment. Questions should be posed to the Town Manager.

Employee Type	Number of hours/week	Eligible for Insurance?	Receives Paid Time Off (sick, vacation, holiday, etc.)?
Full-time	40 or more hours/week	Yes	Yes
Part-time	32-39 hours/week	Yes - Prorated according to number of hours worked	Yes – prorated according to number of hours worked
Part-time	18-31 hours/week	No	Yes – prorated according to number of hours worked
Part-time	1-17 hours/week	No	No

See also Section 3, page 3, *supra*.

Section 21: HOLIDAY LEAVE

Full- and eligible part-time employees will receive the following paid holiday leave:

- New Year’s Day (January 1)
- Martin Luther King, Jr.’s Birthday (3rd Monday in January)
- Presidents’ Day (3rd Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth National Independence Day (June 19)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Indigenous Peoples’ Day (second Monday in October)
- Veterans’ Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Day after Thanksgiving
- Christmas Day (December 25)

Full-time employees will receive holiday leave pay for the number of hours in the employee's typical workday on which the holiday falls, at the employee's regular rate of pay. Eligible part-time employees will receive prorated holiday leave pay based on the number of hours the employee is regularly scheduled to work. Holiday leave that is not actually worked by an employee will not be included in calculating overtime for that employee.

Holidays falling on a Saturday will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

Holidays that fall during an employee's vacation leave will not be charged as vacation leave.

Section 22: VACATION LEAVE

Full-time employees will accrue vacation time at the following rates based on length of service or an approved accrual rate:

Years of Service	Annual Accrual Rate	Monthly Accrual Rate
0-3 years	10 days	6.667 hours
4-9 years	15 days	10.000 hours
10-19 years	20 days	13.334 hours
20+ years	25 days	16.667 hours

Part-time employees who work at least twenty (20) hours per week will accrue a pro-rated amount of vacation based on their normal work schedule.

Vacation leave accrual begins on the date of hire on a monthly basis. However, an employee may take vacation during the employee's probationary period. An increase in the annual rate of accrual of vacation time will occur on the anniversary of the date of hire.

Full-time employees will receive vacation leave pay at the employee's regular rate of pay. Part-time employees will receive vacation leave pay based on the number of hours the employee is regularly scheduled to work in a week. Vacation leave must be taken in a minimum of one-hour increments.

Employees are strongly encouraged to utilize earned vacation time. Requests for vacation should be submitted to the employee's supervisor as soon as possible. Vacation requests for less than two consecutive days must be made in writing not less than 48 hours in advance of the requested time off. Vacation requests for more than two consecutive days must be made in writing not less than two weeks in advance of the requested time off. This notice may be waived at the discretion of the employee's supervisor.

An employee can accumulate up to a maximum of twice their annual accrual. Unused vacation hours up to the employee’s maximum accumulation will be paid in cash in the event of separation from the Town, provided that the employee has given at least two weeks’ written notice of termination or intent to retire. Any employee who terminates during their probationary period will not be entitled to compensation for any accrued vacation time.

Maximum accumulation of vacation time:

Annual Accrual	Maximum Accumulation (days)	Maximum Accumulation (hours)
10 days	20 days	160 hours
15 days	30 days	240 hours
20 days	40 days	320 hours
25 days	50 days	400 hours

Section 23: PERSONAL LEAVE

Full-time employees shall receive 16 hours of personal leave in each fiscal year. Eligible part-time employees will receive personal leave pay based on the number of hours the employee is regularly scheduled to work in a week. Personal leave will be added to the employee record on July 1 of each year and may be taken as days or hours at any time during the year with the approval of the employee’s supervisor. Unused personal leave cannot be carried forward from year to year.

Section 24: SICK LEAVE

Definition

For the purposes of this Section of the Policy, the following definition shall apply: “eligible employee” means an employee or an elected official of the Town who: (a) is age 18 or older; (b) works an average of 18 or more hours per week during the year; and (c) is expected to work more than 20 weeks in a 12-month period. This definition includes newly hired employees and those who are still in their probationary period of employment. This definition does not include an individual who: (i) works on a per diem or intermittent basis; (ii) works only when he or she indicates that he or she is available to work; (iii) is under no obligation to work for the Town; and (iv) has no expectation of continuing employment with the Town.

Earned Sick Leave

Eligible full-time employees will earn eight (8) hours of paid sick leave for every calendar month worked by that employee.

Eligible part-time employees will accrue a pro-rated amount of sick leave based on their normal work schedule.

Accrual Limit

Eligible full-time employees can accumulate up to a maximum of 288 hours. Unused sick leave may be carried forward from year to year but cannot exceed the limit of 288 hours.

Eligible part-time employees will accumulate a pro-rated maximum amount of sick leave based on their normal work schedule.

Use of Sick Leave

Eligible employees may use paid sick leave in increments no smaller than one hour.

An employee may use sick leave for the purposes below:

- The employee is ill or injured.
- The employee obtains professional diagnostic, preventive, routine, or therapeutic health care.
- The employee cares for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying the employee's parent, grandparent, spouse, or parent-in-law to an appointment related to their long-term care.
- The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or for the employee's parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking. As used in this section, "domestic violence," "sexual assault," and "stalking" shall have the same meanings as in 15 V.S.A. § 1151.
- The employee cares for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where that individual is normally located during the employee's workday is closed for public health or safety reasons.

Employees must provide notice as soon as practicable of the intent to use earned sick time and the expected duration of the employee's absence. Employees must make reasonable efforts to avoid scheduling routine or preventive health care or other appointments during regular work hours.

Compensation for use of paid leave will be at the employee's regular rate of pay.

Use of this paid leave does not diminish the rights that an employee may have under the Vermont Parental Family Leave Act.

At the sole discretion of the Town Manager and/or a supervisor, an employee using leave for illness may be required to produce reasonable proof that an absence from work is for one of the purposes for which paid sick leave may be used.

Compensation at Time of Separation from Employment

The Town will not compensate eligible employees for unused, accrued sick leave at the time of separation from employment.

Section 25: BEREAVEMENT LEAVE

Full-time employees may be provided with up to three (3) paid bereavement leave days (pro-rated for part-time employees) related to the death of a close family member, domestic partner or member of an employee's household. The exact amount of time off depends upon the circumstances and is subject to supervisor approval. Eligible part-time employees will receive bereavement leave pay based on the number of hours the employee is regularly scheduled to work in a week. For purposes of this Policy, "close family member" is defined as the following: spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt, uncle, niece, nephew, parent-in-law, or sibling-in-law.

If additional time off is needed, or if time off is needed for the funeral of a friend or a relative who is not included above, the employee's supervisor may grant, on a case-by-case basis, the use of a reasonable amount of accrued sick leave, if available, or unpaid leave, if unavailable. The amount of such time off, if approved, will depend upon the individual circumstances such as the distance to be traveled, closeness of the employee's relationship with the person who died or the employee's family, and the employee's level of responsibility in making funeral or other arrangements.

Paid bereavement leave does not accrue and thus, when not used, is not carried forward into the next year nor compensated upon separation from employment.

Section 26: PARENTAL AND FAMILY LEAVE

Eligible employees* may receive leave as described in the Vermont Parental and Family Leave Act (VPFLA). This State law will determine employee eligibility, the qualifying reasons for such leave, and the length of leave.

The Town reserves the right to designate any qualifying leave of absence granted under this Policy as leave under FMLA or the VPFLA. A request for leave must be made to the employee's supervisor. Where an employee's leave request is covered by the VPFLA and the FMLA, the Town will adhere to the law that provides the most benefits to the employee. If an employee is entitled to leave under both the VPFLA and FMLA, the leave periods will run concurrently.

For the purposes of determining the 12-month period in which an employee may be entitled to VPFLA and/or FMLA leave, the Town will use a rolling 12-month period measured backward from the date an employee uses such leave.

**eligible employees are defined in the referenced statute (VPFLA, 21 V.S.A. §470 et seq.)*

Section 27: SHORT TERM FAMILY LEAVE

In accordance with 21 V.S.A. § 472a, eligible employees* may be entitled to take unpaid leave not to exceed four hours in any 30-day period and not to exceed 24 hours in any 12-month period for the following purposes:

- To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child, or ward who lives with the employee, such as a parent-teacher conference;
- To attend or accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being; or
- To respond to a medical emergency of the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law.

The Town may require that leave (including accrued paid leave) be taken in a minimum of two-hour segments. At the option of the employee, accrued paid leave may be used. Before taking leave under this section an employee shall make a reasonable attempt to schedule appointments outside of regular work hours. An employee shall provide the Town with the earliest possible notice of the intent to take short term family leave, but in no case later than seven days before leave is to be taken, except in an emergency where the required seven-day notice could have a significant adverse impact on the family member of the employee.

**eligible employees are defined in the referenced statute (VPFLA, 21 V.S.A. § 470 et seq.)*

Section 28: CRIME VICTIM LEAVE

In accordance with 21 V.S.A. § 472c, eligible employees who are crime victims may be entitled to take unpaid leave for the purpose of attending a deposition or court proceeding related to:

- a criminal proceeding when the employee has a legal right or obligation to appear at the proceeding;
- a relief from abuse, neglect, or exploitation hearing when the employee is the plaintiff; or
- hearings concerning an order against stalking or sexual assault, when the employee seeks the order as plaintiff.

A "crime victim" is a person who has:

- obtained a relief from abuse order against a family or household member;
- obtained a court order against stalking or sexual assault;
- obtained a court order against abuse of a vulnerable adult; or
- sustained physical, emotional or financial injury as the direct result of the commission or attempted commission of a crime or act of delinquency and is identified as

a crime victim in an affidavit filed by law enforcement official with a prosecuting attorney. This includes the victim's child, foster child, parent, spouse, stepchild or ward of the victim who lives with the victim, or a parent of the victim's spouse, provided that the individual is not identified in the affidavit as the defendant.

At the option of the employee, accrued sick leave, vacation leave, or any other accrued paid leave may be used.

Section 29: LEAVE OF ABSENCE WITHOUT PAY

A request to take unpaid leave from employment for the purpose of attending town meeting must be made at least seven days prior to the date of the town meeting. Such leave will be granted provided that it does not cause an interruption of the essential operation of town government.

Other requests for leaves of absence without pay for any reason other than those covered by federal or state law must be submitted in writing to the employee's supervisor and must set forth the purpose for which the leave is requested. All leave requests must be for a definite period of time and include a specified date of return. All such requests are subject to discretion of the Town.

If a leave of absence without pay is granted, the employee may, at the Town's sole discretion, continue the employee's group health plan coverage by paying the required premium in accordance with the payment schedule established by the Town. Other employee benefits (e.g., sick leave, vacation, seniority, etc.) will not accrue during an unpaid leave period that exceeds thirty (30) consecutive days.

Section 30: MILITARY LEAVE

The Town will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4303 et seq., and 21 V.S.A. §§ 491 et seq. Employees who take military leave subject to the provisions of these laws will be granted leave without pay. At the option of the employee, any paid leave accrued prior to the commencement of the leave may be used.

Section 31: JURY LEAVE

The Town will compensate employees for their service as jurors or witnesses when unrelated to their status as a Town employee. Employees serving on jury duty shall receive from the Town the difference in pay between what is received for jury duty and the amount of the employee's normal pay. In accordance with 21 V.S.A. § 499, employees will otherwise be considered in the service of the Town for purposes of determining seniority, benefits, credit towards vacations, sick leave, and other rights, privileges, and benefits of employment.

When Town employees are called to serve as a witness in a court proceeding due to their status as an employee of the Town, the Town will compensate the employee for the difference between their regular rate of pay and their compensation as a witness. The Town will pay the difference only when the employees' regular rate of pay exceeds their compensation as a witness.

Section 32: OVERTIME AND COMPENSATORY TIME OFF

In accordance with the federal Fair Labor Standards Act (FLSA), the Town compensates nonexempt* employees at the rate of one and one-half hours for each hour actually worked in excess of forty hours in any workweek. Holidays, sick time, and vacation days do not count as hours worked for purposes of calculating either overtime or compensatory time eligibility.

In place of overtime pay, the Town in its discretion may provide nonexempt employees with compensatory time off ("comp time"), subject to the following conditions:

- Comp time is earned at a rate of one- and one-half hours for each hour worked in excess of forty hours actually worked in any workweek.
- An employee may accrue a maximum of 100 hours of comp time. An employee who has accrued 100 hours of comp time will be paid overtime compensation for additional overtime hours of work.
- The Town may, at its sole discretion and at any time, pay the employee for time worked in lieu of providing comp time. Additionally, the Town may "buy down" the employee's accrued comp time balance, partially or entirely, by paying the employee a sum commensurate with the number of hours being eliminated from the employee's accrued comp time balance.
- An employee receiving payment for accrued comp time will be paid at the regular rate of pay earned by the employee at the time the employee receives such payment.
- Upon termination from employment, an employee will be paid for unused comp time at a rate not less than the average regular rate of pay received by the employee during the last three years of employment or the employee's final regular rate of pay, whichever is higher.

An employee who has accrued comp time and requests use of comp time will be permitted to use such time off within a reasonable period after making the request if such use does not unduly disrupt the Town's operations. Requests for use of comp time must be submitted to the employee's supervisor.

*"Exempt" and "nonexempt" are defined by 29 CFR part 541.

Section 33: EMPLOYMENT HARASSMENT AND DISCRIMINATION

The Town is committed in all areas to providing a work environment that is free from unlawful harassment and discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, any other category of person protected under federal or state law, or against a qualified individual with a disability with

respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is unlawful to retaliate against employees or applicants who have alleged employment discrimination.

“Harassment” means to engage in unwelcome conduct based on an employee’s race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, crime victim status, or physical or mental condition that interferes with the employee’s work or creates a work environment that is intimidating, hostile, or offensive. Examples of harassment may include the following when based on an employee’s protected category: insulting comments or references; aggressive bullying behaviors; inappropriate physical contact or gestures; or physical assaults or contact. Conduct may constitute harassment regardless of whether the complaining employee is the individual being harassed, the complaining employee acquiesced or otherwise submitted to or participated in the conduct, the conduct is also experienced by others outside the protected class involved in the conduct, the complaining employee was able to continue carrying out the employee’s job duties and responsibilities despite the conduct, the conduct resulted in a physical or psychological injury, or the conduct occurred outside the workplace. Harassment and discrimination need not be severe or pervasive to constitute a violation of this section. Behavior that a reasonable employee with the same protected characteristic would consider to be a petty slight or trivial inconvenience shall not constitute unlawful harassment or discrimination pursuant to this section.

The Town will not tolerate unlawful harassment based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Town will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment.

All employees, including supervisors and other management personnel, are expected and required to abide by this Policy. Employees who are found to have engaged in harassment may face disciplinary action up to and including termination. Any employee who believes that they have been the target of this type of harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Any employee who wishes to report harassment should file a complaint with:

Brennan Duffy, Town Manager; bduffy@norwich.vt.us; 802-649-419 x117
Miranda Bergmeier, Asst. Town Manager; mbergmeier@norwich.vt.us; 802-649-1419 x101

A prompt, thorough, and impartial investigation will be conducted, and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment.

Complaints of harassment or retaliation may also be filed with the following agencies:

Civil Rights Unit
Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001
Tel: (802) 828-3657 (voice)
(888) 745-9195 (Toll Free VT)
(802) 828-3665 (TTY)
Fax: (802) 828-2154
Email: ago.civilrights@vermont.gov
Online: <http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>

Equal Employment Opportunity Commission
JFK Federal Building
475 Government Center
Boston, MA 02203
Tel: 1 (800) 669-4000 (voice)
1 (800) 669-6820 (TTY)
1 (844) 234-5122 (ASL Video)
Fax: 617-565-3196
Email: info@eeoc.gov
Online: www.eeoc.gov

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe unlawful harassment occurred, they may take a case to court.

Section 34: SEXUAL HARASSMENT

Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town is committed to providing a workplace free from this unlawful conduct. All employees, and all other persons engaged to perform work or services, have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their sex, sexual orientation, or gender identity. It is against the policies of the Town for any individual, male or female, to sexually harass another individual in the workplace. In accordance with 21 V.S.A. §§ 495 and 495h, the Town has adopted the following sexual harassment policy. All employees are required to read this policy before signing the employee acknowledgement form.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to that conduct is made either explicitly or implicitly a term or condition of employment;

- submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Harassment and discrimination need not be severe or pervasive to constitute a violation of this section. Examples of sexual harassment include, but are not limited to, the following, when such instances or behavior come within one of the above definitions:

- explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an individual's body;
- touching or grabbing any part of an individual's body after that party has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask an individual to socialize on- or off-duty when that person has indicated they are not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- retaliating in any way for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- making derogatory or provoking remarks about or relating to an employee's sex, sexual orientation, or gender identity;
- directing harassing acts or behavior against a person on the basis of their sex, sexual orientation, or gender identity;
- any off-duty conduct which falls within the above definition and affects the work environment.

Any employee or other person who believes that they have been the target of sexual harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Employees who are found to have engaged in sexual harassment may face disciplinary action up to and including termination.

Any employee who wishes to report sexual harassment should file a complaint with:

Brennan Duffy, Town Manager; bduffy@norwich.vt.us; 802-649-419 x117

Miranda Bergmeier, Asst. Town Manager; mbergmeier@norwich.vt.us; 802-649-1419 x101

A prompt, thorough, and impartial investigation will be conducted, and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment.

Complaints of sexual harassment or retaliation may also be filed with the following agencies:

Civil Rights Unit
Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001
Tel: (802) 828-3657 (voice)
(888) 745-9195 (Toll Free VT)
(802) 828-3665 (TTY)
Fax: (802) 828-2154
Email: ago.civilrights@vermont.gov
Online: <http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>

Equal Employment Opportunity Commission
JFK Federal Building
475 Government Center
Boston, MA 02203
Tel: 1 (800) 669-4000 (voice)
1 (800) 669-6820 (TTY)
1 (844) 234-5122 (ASL Video)
Fax: 617-565-3196
Email: info@eeoc.gov
Online: www.eeoc.gov

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may take a case to court.

Section 35: EMPLOYEE DISCIPLINE

The Town will determine, in its sole discretion, when employee conduct must be addressed by discipline. Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, discipline may be issued for conduct that falls outside of these identified areas. The Town also reserves the right to impose discipline for off-duty conduct that adversely impacts the legitimate interests of the Town.

The Town will normally adhere to the following progressive disciplinary process: (1) verbal warning; (2) written warning; (3) suspension; and (4) termination. In connection with issuing discipline, the Town may consider prior disciplinary action, regardless whether the prior discipline was for the same or similar employee conduct. Additionally, the Town may bypass one or more steps of progressive discipline when it determines circumstances warrant, most often based on unusually or extremely serious conduct. Bypassing progressive discipline may also be warranted, for example, when employee conduct irretrievably damages credibility or destroys the confidence of supervisors or management in the employee's ability to continue effectively in the position.

Employees are prohibited from engaging in conduct listed below and may receive discipline, up to and including termination, for doing so. This list has been established to provide examples of behavior that could warrant a range of disciplinary sanctions. This list is not exhaustive.

- Engaging in any illegal activity.
- Refusing to do assigned work.
- Being inattentive to duty, including sleeping on the job.
- Falsifying a time card or other record or giving false information to anyone whose duty is to make such record.
- Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason or leaving one's work assignment without appropriate authorization.
- Conducting oneself in any manner that is offensive, abusive or contrary to reasonable community standards and expectations of public employees.
- Engaging in any form of unlawful retaliation or discrimination, including sexual harassment.
- Misusing, misappropriating, or willfully neglecting Town property, funds, materials, equipment or supplies.
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty.
- Fighting, engaging in horseplay or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.
- Stealing or possessing without authority any equipment, tools, materials or other property of the Town or attempting to remove them from the premises without approval or permission from the appropriate authority.
- Marking or defacing walls, fixtures, equipment, tools, materials or other Town property, or willfully damaging or destroying property in any way.
- Failure to search for or disclose public records upon request.
- Willful violation of Town rules or policies.

Section 36: EMPLOYEE TERMINATION PROCESS

The Town has adopted an employment termination process.

Probationary employees are not subject to the Town's termination process. Notwithstanding any other provision of this Policy, an employee terminated during the probationary period will have no right to these procedures including no right to appeal such termination.

An employee being considered for termination will be provided with written notice. The notice will contain a brief statement of the reasons termination is being considered and the date, time and place of a pre-termination meeting with Town representatives. At the pre-termination meeting, the employee will be afforded an opportunity to present the employee’s response to the reason(s) termination is being considered. If the employee declines to attend the pre-termination meeting, the employee may submit a written response to the pre-termination notice not later than the scheduled date of the meeting.

Within seven calendar days of the date of the meeting, which time period may be extended if necessary, the Town will provide the employee with a written notice informing the employee whether they have been terminated. If the employee has been terminated, the notice will provide the general reasons therefore and will also inform the employee of the opportunity to request a post-termination hearing before the selectboard by giving written notice to the indicated Town representative within seven calendar days. The employee will be informed that the employee’s failure to make a timely request for a post-termination hearing will result in such hearing being waived.

If a request for a post-termination hearing is made, the Selectboard will provide the employee with a notice informing the employee of the date, time, and place of the post-termination hearing before the selectboard. The notice will inform the employee of their right to be represented by counsel and of the hearing process described below.

The Selectboard may hold the post-termination hearing in executive session, but the employee can elect for the hearing to be held in open session. A Town representative will present the evidence and grounds supporting termination, and the employee or their attorney may cross-examine witnesses presented by the Town. The employee or their counsel may then present the employee’s witnesses and evidence, subject to cross-examination by the Town. Opening and/or closing statements will be accepted. The selectboard will decide any evidentiary objections or disputes. After the hearing and Selectboard meeting are adjourned, the Selectboard, under the authority granted by 1 V.S.A. § 312(e), will deliberate over matters presented in the hearing.

The Selectboard will render a written decision within fourteen calendar days after close of the hearing, which time period may be extended if necessary.

The Town also retains the right to unilaterally eliminate a position and thus terminate employment or reduce the work hours for some or all employees due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, and/or reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons. In such cases, this termination process does not apply.

ADOPTED this ____ day of _____, 20__.

SIGNATURES of SELECTBOARD:

ADDENDUM A: Personnel Acknowledgement

I, _____, acknowledge that:

- A. I received a copy of the Town's Personnel Policy on _____ and it is my responsibility to familiarize myself with its contents;
- B. I understand that it is my responsibility to ask questions if there is anything in the Policy that I do not understand;
- C. I understand that the language used in this Personnel Policy is not intended to create, nor should it be construed to create, a contract or agreement for employment between myself and the Town;
- D. I understand that this Policy replaces any and all prior versions and that the Town reserves the right to add, amend, or discontinue any of the provisions of this Policy for any reason or none at all, in whole or in part, at any time, with or without notice.

Employee's Signature

Date

ADDENDUM B: Agreement by Independently Elected Officer to be Bound by Personnel Policy

This is an agreement between the Town of the Norwich and [_____ *insert name and title of independently elected officer*] (hereafter “Elected Town Official”) collectively referred to as "parties."

Elected Town Official agrees to be bound, in connection with their own workplace conduct, by the provisions of the Town of Norwich Personnel Policy regarding equal employment opportunity, conduct of employees, conflicts of interest, outside employment, drug and alcohol use, tobacco use, use of Town equipment, use of Town computer systems, public records, harassment and discrimination, and sexual harassment. Elected Town Official further agrees to adhere to the Personnel Policy in connection with their appointment, management, supervision, and discipline of employees appointed by Elected Town Official, and that such appointed employees shall be subject to the Policy and shall be provided the benefits set forth in the Policy to the extent of such persons’ eligibility. In consideration of the provisions set forth herein, the Selectboard agrees that it or its designees shall make available or facilitate payroll, benefits, and personnel records keeping services for Elected Town Official and employees appointed by Elected Town Official, as well as other services as the parties may agree.

Elected Town Official agrees and acknowledges:

- They have received a copy of the Town’s Personnel Policy and understand it is their responsibility to become familiar with its contents;
- They have been given an opportunity to ask questions about said Policy and have been provided with satisfactory information in response to those questions;
- The Selectboard may amend any of the provisions of the Personnel Policy for any reason, at any time, with or without notice;
- They understand the Town’s Personnel Policy and agrees to comply with its provisions to the extent described above; and
- They shall provide a copy of this Policy to appointed employees and shall secure a signed acknowledgement form from all such persons.

The parties agree that this agreement shall not constitute a contract for employment.

If any term of this agreement, the provisions of the Personnel Policy, or the application hereof of either to any person or a circumstance(s) is held invalid, this invalidity does not affect other provisions or applications of the agreement’s terms, which can be given effect without the invalid term(s) or application(s). For this purpose, this agreement is severable.

Entered into this _____ day of _____, 20____

BY: Elected Official:

For the Selectboard:

ADDENDUM C: Policy for Drug and Alcohol Testing for Commercial Driver's License Holders

Drug and Alcohol Testing for Commercial Driver's License-Qualified Employees

Drug and Alcohol testing for Town employees is conducted in accordance with regulations issued by the Federal Department of Transportation and other Federal and State Laws and regulations. These regulations require controlled substance and alcohol use testing for all drivers that are required to have a Commercial Driver's License (CDL).

The purpose of this policy is to provide safer roads and highways for members of the community. Commercial drivers are selected for drug and alcohol testing procedures in these regulations because of their frequent use of the roads and highways while operating commercial motor vehicles.

Drug and alcohol testing is required for all Town employees who are required to hold a CDL (CDL Qualified employees). Drug and alcohol testing will be performed under the following circumstances:

Pre-employment drug testing will be conducted for all CDL Qualified applicants who receive a conditional offer of employment from the Town. Employment will begin upon receipt by the Town of a negative test result from the pre-employment drug test.

Reasonable suspicion testing for alcohol and/or drugs will be conducted when a CDL Qualified employee's appearance or conduct are indicative of use of alcohol and/or drugs. The actions or observations of the driver must occur while the driver is on duty or just preceding the work period, or just after the period of the workday. The conduct, appearance, or actions of the driver must be observed by a supervisor or Town official trained in detection of probable alcohol and/or drug use.

Random testing for alcohol and drugs will be conducted in accordance with Federal and State regulations.

Post Accident testing for alcohol and drugs will be conducted in accidents in which a fatality occurs or in an accident which results in a citation issued to the driver by a law enforcement authority for a moving violation or in accidents where reasonable suspicion indicates misuse of alcohol or drugs.

Return-to-Duty and Follow-Up Testing are required when a driver who has violated the prohibited alcohol conduct standards (as outlined in articles #1 through #8 below) or has tested positive for drugs, returns to performing safety-sensitive duties. These tests will be conducted in accordance with Federal and State regulations.

Drug testing will consist of urine sampling and alcohol testing will use breath sampling. The testing program followed by the Town will be done in conjunction with the Vermont League of Cities and Towns Property and Casualty Inter-municipal Fund (VLCT-PACIF) consortium for CDL Qualified employees of the cities and towns of Vermont. The testing procedures will be conducted through a contractual arrangement between VLCT-PACIF and Medical Testing Services (MTS), using a laboratory designated by the Department of Health. All

testing procedures will follow the drug and alcohol testing procedures as outlined in the Federal and State Regulations.

The testing program for drugs will be limited to the five following drug types:

- marijuana,
- cocaine,
- opiates,
- amphetamines, and
- phencyclidine (PCP).

A record of the type of test (e.g., pre-employment, random, reasonable suspicion, post accident return-to-duty or follow-up), date of collection, location of collection, entity performing the collection, name of the laboratory, name of the Medical Review Officer, and the test results will be kept in each CDL Qualified employee's confidential personnel file.

If a CDL Qualified employee refuses to submit to alcohol or drug testing, he or she shall not be permitted to perform or continue to perform safety sensitive functions in the workplace and shall be subject to the disciplinary actions for a First Offense or Second Offense for Alcohol and/or Drugs as outlined below.

As per the federal regulations, refusal to sign the certification in part 2 of the U.S. Department of Transportation Breath Alcohol Testing form shall be regarded as a refusal to take a test. Not providing an adequate amount of breath may also be regarded as a refusal to take a test.

In drug testing, intentional failure to provide sufficient urine may constitute a refusal.

In addition to the restrictions and prohibitions of alcohol and drug use outlined in Section 904, the following conditions shall be required of all CDL Qualified employees (drivers):

1. A driver shall not use alcohol when performing safety sensitive functions nor perform safety sensitive functions within four hours of using alcohol.
2. A driver shall not report for duty or remain on-duty when his or her job requires performing safety sensitive functions if he or she has been using drugs or has tested positive for drug use.
3. A driver is performing a safety sensitive function when:
 - a. waiting at a terminal facility, or other property to be dispatched, unless the driver has been relieved from duty by the Town;
 - b. performing pre-trip inspections or servicing the motor vehicle;
 - c. driving the motor vehicle;
 - d. on the vehicle;
 - e. loading or unloading the vehicle, supervising the loading or unloading, giving receipts for the load, or remaining in readiness to operate the motor vehicle;
 - f. performing duties and services at an accident scene; or
 - g. repairing, obtaining assistance, or remaining in attendance of a disabled vehicle.

4. A driver shall not report for or remain on duty performing a safety sensitive function while having a blood alcohol concentration of 0.04 or greater;
5. A driver shall not abuse controlled substances;
6. A driver shall not be on duty or operate a commercial motor vehicle while possessing alcohol unless the alcohol is manifested and transported as part of a shipment;
7. A driver shall not use alcohol for eight hours following an accident unless the driver has been given a post-accident test; and
8. A driver shall not refuse to submit to a required alcohol and/or drug test involving post-accident, random reasonable suspicion or follow-up testing.

In addition, under the Federal regulations, drivers that report to work on a particular day and are not operating motor vehicles that day are still subject to the testing requirements of the regulation.

Any CDL Qualified employee who violates any part of this policy will be subject to disciplinary action, up to and including termination of employment. The specific consequences for a positive alcohol or drug test are:

FIRST OFFENSE - ALCOHOL

If a CDL Qualified employee who tests 0.04 BAC or above in the alcohol test and this is his/her first offense of this policy, he/she:

1. shall not be permitted to perform in a safety sensitive position;
2. shall be advised of available resources for solving drug and alcohol problems;
3. shall be evaluated by a Substance Abuse Professional (SAP);
4. shall comply with the treatment recommendation by the SAP;
5. shall make weekly progress reports to the Town during the treatment period;
6. shall undergo a Return-to-Duty breath test with negative test results; and
7. shall be subject to unannounced follow-up breath tests for up to five years depending on the evaluation of the SAP.

In addition, if a CDL Qualified employee tests 0.04 or above in the alcohol test, he/she shall be suspended without pay until conditions #2 through #6 outlined in the above paragraph are met. If the CDL Qualified employee does not make a good faith effort, in a timely manner (as so determined by the Town), to meet the above described conditions, he or she may be terminated.

If a CDL Qualified employee tests over 0.02 BAC but less than 0.04 BAC in the alcohol test, he/she shall not be permitted to perform safety sensitive functions until the start of the employee's next scheduled duty period, but not less than twenty-four hours following the test. Any work hours lost as a result of this condition shall be considered time lost without pay.

SECOND OFFENSE – ALCOHOL

If a CDL Qualified employee tests 0.02 BAC or above and this is his/her second offense of this policy, the employee will be terminated immediately.

FIRST OFFENSE – DRUGS

If a CDL Qualified employee tests positive for drugs and this is his/her first offense of this policy, he/she:

1. shall not be permitted to perform in a safety sensitive position;
2. shall be advised of available resources for solving drug and alcohol problems;
3. shall be evaluated by a Substance Abuse Professional (SAP);
4. shall comply with the treatment recommendation by the SAP;
5. shall make weekly progress reports to the Town during the treatment period;
6. shall undergo a Return- to-Duty drug test with negative test results; and
7. shall be subject to unannounced follow-up drug tests for up to five years depending on the evaluation of the SAP.

In addition, if a CDL Qualified employee tests positive for drugs; he/she shall be suspended without pay until conditions #2 through #6 outlined in the above paragraph are met. If the CDL Qualified employee does not make good faith effort, in a timely manners (as so determined by the Town), to meet the above described conditions, he or she may be terminated.

SECOND OFFENSE – DRUGS

If a CDL Qualified employee tests positive for drugs and this is his/her second offense of this policy, the employee will be terminated immediately.

The Medical Review Officer (MRO) for the Town will be the MRQ so designated by the VLCT-PACIF consortium.

The Substance Abuse Professional (SAP) for the Town will be the SAP so designated by the VLCT-PACIF consortium or any other Federally certified SAP so designated by the Town.

The Person Identified to answer questions about the controlled substance and alcohol testing policies and programs of the Town is the Business Manager/Personnel Director. Additional information about programs regarding the effect of alcohol and drugs on health, work and personal life, and available drug and alcohol counseling and rehabilitation programs are available through the Town's Employee Assistance Program (Section 310.), or through the Town's Business Manager/Personnel Director, or through the VLCT-PACIF Loss Prevention Program.

Town of Norwich, Vermont



CHARTERED 1761

October 1, 2024

To: Brennan Duffy, Miranda Bergmeier, Norwich Selectboard
From: Lily Trajman, Town Clerk
Re: MOU Revision

In response to some of the issues raised by the MOU discussion at the last Selectboard Meeting on September 25th, I have updated the MOU to include the provenance of specific sections and add a clause outlining clerk duties as it appeared in Bonnie's 2018 MOU. Hopefully this will clear up much of the confusion that was expressed at the last meeting.

In this packet you will find:

1. Edited MOU with notes on the provenance of specific sentences and sections.
2. Minutes of the January 27, 2016 Selectboard meeting - see item 10 for the motion on the Clerk's yearly COLA and step increases.
3. 24 VSA § 1170 regarding the appointment of assistant clerks.
4. Bonnie's 2018 MOU.

Provenance of each underlined section, color coded.

ADDENDUM: Agreement Between the Town of Norwich and the Town Clerk

Added per what appears in Bonnie's MOU.

This is an agreement between the Town of the Norwich and Lily Trajman, Town Clerk, collectively referred to as "parties." In return for the compensation listed below, Lily Trajman agrees to perform the duties and responsibilities of Town Clerk for the Town of Norwich, pursuant to Vermont Statutes Annotated and in adherence to the policies of the Town as specified below.

Verbatim from Miranda's Draft Addendum B of the Norwich Personnel Policy.

The Town Clerk agrees to be bound, in connection with their own workplace conduct, by the provisions of the Town of Norwich Personnel Policy regarding equal employment opportunity, conflicts of interest, drug and alcohol use, tobacco use, use of Town equipment, use of Town computer systems, public records, harassment and discrimination, and sexual harassment. The Town of Norwich will pay the Town Clerk's yearly salary as approved by voters at Town Meeting in 26 installments according to the town's payroll process, with a yearly step increase on Town Meeting Day (the first Tuesday in March) and a yearly CPI increase on July 1, as approved at the January 27, 2016 Selectboard meeting. Additional budgeted step increases will follow each Statewide, Regional or National certification attained by the Town Clerk.

Bonnie's MOU with dates updated to reflect 2016 SB motion.

Added to reflect the date the SB approved COLA and step increases.

The Town shall also provide health, dental and vision insurance, contribute to VMERS Plan B, and provide life and short- and long-term disability insurance in the same manner as it would for a full-time non-union employee of the Town.

From Bonnie's MOU, although she got union benefits, which I'd be happy to switch to.

VLCT Personnel Policy Template, verbatim.

In addition, the Town Clerk's statutory assistant(s) shall be subject to the Town's Personnel Policy, except for the provisions on performance evaluations, discipline, and termination process, which do not apply to them. Statutory assistant(s) shall be provided the benefits set forth in the Policy to the extent of such persons' eligibility. Furthermore, in accordance with Title 24 Chapter 35 § 1170 the Clerk maintains complete discretion in the appointment and revocation of appointment of assistants.

Verbatim from the Woodstock Town Clerk's MOU. Statute: "After his or her election, a town clerk shall forthwith appoint one or more assistant clerks, for whose official acts

he or she shall be responsible, who shall hold office during his or her term of office, or until such appointment is revoked by him or her. Such appointments and revocation shall be recorded in the office of the town clerk.”

Verbatim from
Miranda’s draft
Addendum B of the
Norwich Personnel
Policy.

In consideration of the provisions set forth herein, the Selectboard agrees that it or its designees shall make available or facilitate payroll, benefits, and personnel records keeping services for the Town Clerk and their statutory assistant(s), as well as other services as the parties may agree.

The Town Clerk agrees and acknowledges:

- They have received a copy of the Town’s Personnel Policy and understand it is their responsibility to become familiar with its contents.
- They have been given an opportunity to ask questions about said Policy and have been provided with satisfactory information in response to those questions;
- The selectboard may amend any of the provisions of the Personnel Policy for any reason, at any time, with or without notice;
- They understand the Town’s Personnel Policy and agree to comply with its provisions to the extent described above; and
- They shall provide a copy of this Policy to appointed assistants and shall secure a signed acknowledgement form from all such persons.

The parties agree that this shall not constitute a contract for employment.

If any term of this agreement, the provisions of the Personnel Policy, or the application of either to any person or a circumstance(s) is held invalid, this invalidity does not affect other provisions or applications of the agreement’s terms, which can be given effect without the invalid term(s) or application(s). For this purpose, this agreement is severable. The parties acknowledge that should a conflict arise between the Vermont State Statutes and the Personnel Policy, statute shall prevail.

This agreement is effective through the elected three-year term ending Tuesday, March 3, 2026.

Mutually agreed upon this _____ day of _____, 2024.

Minutes of the Selectboard Meeting of Wednesday, January 27, 2016 at 6:15 PM

Members present: Linda Cook, Chair; Christopher Ashley; Steve Flanders; Dan Goulet (by phone); Mary Layton, Vice-Chair; Neil Fulton, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 20 people in the audience.

Also participating: April Andrews, Linda Danilek, Phil Dechert, Oscar Guerra, Andy Hodgdon, Dana Ireland, Sue Kaufman, Richard Kenney, Peg Merrens, Bonnie Munday, Bill Pierce, Roberta Robinson, Jennifer Roby, Demo Sofronas, Brett Vuyovich, Elaine Waterman, Richard Wright.

Cook opened the meeting at 6:15 pm.

1. Litigation (Executive Session May be Required) (Action Anticipated). Flanders **moved** (2nd Ashley) to find that premature general public knowledge of the pending or probable civil litigation or a prosecution, to which the public body is or may be a party would clearly place the municipality at a substantial disadvantage, because the Selectboard risks disclosing its negotiation strategy if it discusses the litigation in public. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Pursuant to Title 1 VSA § 313(a)(1)(E), Flanders **moved** (2nd Ashley) to enter into Executive Session for the purpose of discussing the possible litigation having found that premature general public knowledge would clearly place the Selectboard at a substantial disadvantage and to invite Neil Fulton and Attorney Frank Olmstead to join the Session. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). The Selectboard moved into Executive Session at 6:17 pm. At 6:34 pm Flanders **moved** (2nd Ashley) to move into public session. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Cook **moved** (2nd Flanders) to authorize the Town Manager to enter into a settlement agreement with Christopher and Margaret Katucki. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).
2. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda as is.
3. Public Comments. No actions taken.
4. Town Manager's Report (Discussion). No actions taken.
5. Finance – Board to Sign Accounts Payable/Warrants (Action Item). Ashley **moved** (2nd Flanders) to approve Check Warrant Report #16-17 for General Fund in the amount of \$85,590.09 for the period from 1/20/16 to 1/27/16. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).
6. SRTS – Church Street Sidewalk Project (Discussion/Possible Action Item). Dechert reviewed the history of the project. Several Church Street residents spoke about their concerns with the project. After discussion, Fulton said he would continue meeting with the property owners and would let the Selectboard weigh in before proceeding with the project.

7. Norwich Conservation Commission Request to Spend \$3,635 from the Conservation Commission Reserve Fund to Pay an Invoice from Excavations Unlimited for Materials to be Used for Gile Mountain Trail (Discussion/Possible Action Item). Pierce, for the Trails Committee, spoke to the project. Afterwards, Ashley **moved** (2nd Flanders) to approve the Conservation Commissions' request to spend \$3,635 from the Conservation Commission Reserve Fund to pay an invoice from Excavations Unlimited for materials to be used for Gile Mountain Trail. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

8. Norwich Conservation Commission Request to Spend \$30,000 from the Conservation Commission Reserve Fund to assist in the Proposed Conservation Easement on the Sullivan Farmland (Discussion/Possible Action Item). Merrens read a letter of support from Nancy LaRowe. After very little discussion, Flanders **moved** (2nd Ashley) to approve the Conservation Commission's request to spend \$30,000 from the Conservation Commission Reserve Fund to assist in the proposed Conservation Easement on the Sullivan Farmland. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

9. Illsley Road Bridge (Discussion). Fulton distributed pictures of the temporary bridge. VAST will assume liability for the permanent bridge. Fulton said the Town is not required to maintain culverts and bridges on class four roads. The temporary bridge has a weight limit of 8,000 pounds and the permanent bridge will have a weight limit of 12,000 pounds. Fulton has given written approval for the temporary bridge. No actions taken.

10. Town Clerk's Compensation (Discussion/Possible Action Item). Fulton reviewed the compensation process stating that COLA raises are given to all employees as of July 1 and the step is given after an employee's satisfactory evaluation on their anniversary. After discussion, Cook **moved** (2nd Ashley) that the Town Clerk be given a retroactive step increase effective March 3, 2015 (Town Meeting Day) and that in the future a step increase on Town Meeting day and a COLA increase the same as other employees on July 1 of each year. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

11. FY17 Budget (Discussion/Action Item). Fulton reviewed his Tax Rate Calculation and Alternate Projects sheets. Cook said she is not supporting the budget due to its not being level funded. After some further discussion, Ashley **moved** (2nd Flanders) to recommend that Town Meeting approve a gross spending General Town Budget of \$4,327,993. **Motion passed 3 to 2** (yes – Ashley, Flanders and Layton; no – Cook and Goulet).

12. Town Meeting Warning (Discussion/Action Item). Fulton reviewed the articles that had changed. Cook said she hopes the public will support Articles 5, 6 and 7 so that the Town can move forward with the capital facilities projects. Afterwards, Flanders **moved** (2nd Ashley) to approve the Town portion of the 2016 Town Meeting Warning. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

13. Capital Facilities (Discussion/Possible Action Item). After Selectboard discussion, Cook **moved** (2nd Flanders) that the Town retain Jay White, Architect for public safety facility architectural/engineering services contingent upon passage of Article 5 at Town Meeting. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

14. Review of Banner Policy (Discussion/Possible Action Item). After Selectboard discussion and public input, Flanders **moved** (2nd Ashley) to remove items # 1. and 9. and change 12 to 6 banners in item # 13. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

15. Correspondence (Please go to www.norwich.vt.us, click on Boards & Committees from the blue banner, click on Selectboard and click on Recent Selectboard Correspondence in the middle section to view resident correspondence):

a) Resident –

- 1) #15 a). Memo from Nate Stearns Re: Norwich Pool Dam, Stream Alteration Permit Application Post Mortem. Ashley **moved** (2nd Flanders) to receive a memo from Nate Stearns re: Norwich Pool Dam, Stream Alteration Permit Application post mortem. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton).

16. Selectboard

- a) Approval of the Minutes of the 1/6/16 Selectboard Meeting (Action Item). After some discussion, approval of the minutes was postponed until the February 10th meeting.
- b) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for February 10th will include: public hearing on Fire District boundaries, FY15 audit report, outside auditor engagement letter, capital facilities and Selectboard Town Meeting presentation. Layton is traveling February 24th.

Goulet **moved** (2nd Flanders) to adjourn. **Motion passed 5 to 0** (yes – Ashley, Cook, Flanders, Goulet and Layton). Meeting adjourned at 9:21 pm.

Approved by the Selectboard on March 9, 2016.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – February 10, 2016 at 6:00 PM

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

The Vermont Statutes Online

The Vermont Statutes Online does not include the actions of the 2024 session of the General Assembly. We expect them to be updated by November 1st.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

Title 24 : Municipal and County Government

Chapter 035 : Town Clerks

(Cite as: 24 V.S.A. § 1170)

§ 1170. Appointment of assistant clerk

After his or her election, a town clerk shall forthwith appoint one or more assistant clerks, for whose official acts he or she shall be responsible, who shall hold office during his or her term of office, or until such appointment is revoked by him or her. Such appointments and revocation shall be recorded in the office of the town clerk. (Amended 2017, No. 74, § 70.)



Memorandum of Understanding

Bonnie Munday agrees to perform the duties and responsibilities of Town Clerk for the Town of Norwich, pursuant to Vermont Statutes Annotated and in adherence to the Policies of the Town duly adopted by the Selectboard.

This agreement shall be effective through the elected 3-year term ending Tuesday, March 3, 2020.

According to the Town's pay schedule, the Town of Norwich agrees to pay the Town Clerk an annual amount of \$65,479.72, effective July 13, 2018, in installments according to the Town's payroll process for the balance of FYE 2019. Thereafter, annual amounts shall occur according to the method in place for Department Heads (i.e., the CPI amount effective on July 1 and Step increase on July 13 – the Town Clerk's original "date of hire"). Notwithstanding the calculation for annual amounts, such amounts shall be subject to the respective budget approved by the Town of Norwich's voters during the annual March Town Meeting.


The Town of Norwich agrees to offer the benefit of health, dental, and vision insurance according to the terms outlined in the mutual agreement of record titled, "Agreement between Town of Norwich and New England Police Benevolent Association (PBA)."

The Town of Norwich agrees to contribute to Plan B of the Vermont Municipal Retirement System.


The Town of Norwich agrees to offer the benefits of life insurance and short- and long-term disability according to the matching contract provisions mutually agreed between the Town of Norwich and the PBA and its successor contract (a.k.a., the "Union Contract").

Mutually agreed this 12 day of October 2018 by:

Town of Norwich Selectboard:

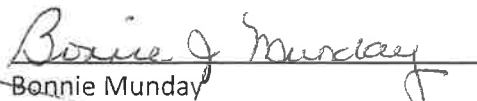

John Pepper, Chair


Claudette Brochu, Vice-Chair


Linda Cook


John Langhus


Mary Layton


Bonnie Munday
Town Clerk

The Vermont Statutes Online

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NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

Title 24: Municipal and County Government

Chapter 35: Town Clerks

§ 1151. Certificate of election; oath

A town clerk shall file with the county clerk a certificate of his or her election or appointment and a copy of his or her official oath on or before six days after election or appointment. The moderator shall sign the certificate if the clerk is elected at an open town meeting. The chair of the board of civil authority shall sign the certificate if the clerk is elected by Australian ballot. The selectboard members shall sign the certificate if the clerk is appointed. (Amended 1989, No. 200 (Adj. Sess.), § 6.)

§ 1152. Record of proceedings of meetings

The clerk shall record all proceedings of all town meetings and his or her record shall be deemed to be the true and official record of all action taken at that meeting provided it has been approved and attested by any two of the following town officers present at the meeting: moderator, selectboard members, and justices of the peace. The clerk shall request approval within seven days after each meeting and his or her request shall be given prompt consideration. Nothing in this section shall be construed to prohibit use of tape recorders or other recording devices or stenographic service. (Amended 1969, No. 168 (Adj. Sess.).)

§ 1153. Card indices

All general indices required by law to be kept by a town or city clerk may be kept by the card index system, with the consent and approval of the selectboard or board of aldermen. When so kept, such card index shall provide as full and complete information as is now required by law for the keeping of general indices by a town clerk.

§ 1154. Records; copies

(a) A town clerk shall record in the land records, at length or by accurate, legible copy, in books to be furnished by the town:

- (1) deeds;
- (2) instruments or evidences respecting real estate;

(3) writs of execution, other writs or the substance thereof, and the returns thereon;

(4) hazardous waste site information and hazardous waste storage, treatment, and disposal certifications established under 10 V.S.A. chapter 159;

(5) underground storage tank information under 10 V.S.A. chapter 59;

(6) municipal land use permits (as defined in section 4303 of this title) or notices of municipal land use permits as provided for in subsection (c) of this section, notices of violation of ordinances or bylaws relating to municipal land use, and notices of violation of municipal land use permits;

(7) denials of municipal land use permits;

(8) permits, design certifications, installation certifications, and other documents required to be filed by the provisions of 10 V.S.A. chapter 64 and the rules adopted under that chapter;

(9) other instruments delivered to the town clerk for recording.

(b) A temporary permit (if defined by the bylaws of the municipality) is not required to be recorded.

(c) A notice of a municipal land use permit or a notice of violation specified in subdivision (a)(6) of this section may be recorded, and if such notice is recorded, it shall list:

(1) as grantor, the owner of record title to the property at the time the municipal land use permit or notice of violation is issued;

(2) as grantee, the municipality issuing the permit, certificate, or notice;

(3) the municipal or village office where the original, or a true, legible copy of the municipal land use permit may be examined;

(4) whether an appeal of such permit, certificate, or notice has been taken;

(5) tax map lot number or other description identifying the lot.

(d) The town clerk shall keep in each book of record an index of reference to the instruments or records in that book. (Amended 1983, No. 148 (Adj. Sess.), § 13; 1985, No. 66, § 2; 1997, No. 125 (Adj. Sess.), § 1; 1999, No. 46, § 2, eff. May 26, 1999; 2001, No. 133 (Adj. Sess.), § 8; 2003, No. 138 (Adj. Sess.), § 1.)

§ 1154a. Records; return postage

Whenever an instrument listed in section 1154 of this chapter is filed or left for record with the town clerk, the town shall bear the costs of returning the original copy of the instrument to the person who filed or left the instrument for record. (Added 2019, No. 38, § 7.)

§ 1155. Record of trust mortgage

Trust mortgages may be recorded by furnishing the clerk with a printed copy thereof on not smaller than 8 1/4 by 10 3/4 nor larger than 10 1/2 by 16 ledger paper of good quality with good cloth binding which volume after being duly compared with the original mortgage shall be filed, attested by him or her and kept in his or her office as a trust mortgage record. The clerk shall also certify on a blank page of the then current mortgage record book the recording of such mortgage under the provisions of this section and index the same as provided in section 1154 of this title.

§ 1156. Chattel mortgages; conditional sales; discharge of lien

Within 15 days after a chattel mortgage, a sufficient memorandum of a conditional vendor's lien, or a memorandum of a discharge of such mortgage or lien has been delivered to a town clerk for recording, accompanied by the recording fee provided in 32 V.S.A. § 1671, such clerk shall record such mortgage, lien, or discharge and return the original to the person entitled thereto. (Amended 2019, No. 38, § 8.)

§ 1157. Duties of town clerk as to chattel mortgages

A town clerk shall procure and keep a book of records for mortgages of personal property and shall keep an alphabetical index of mortgagors and mortgagees. The record and index shall be open to public inspection. The clerk shall record in the book any mortgage, transfer, discharge, or officer's return of sale upon any mortgage. Reference to the volume and page of the record of the mortgage shall be made by the clerk upon the margin of the record of the return, as well as reference on the margin of the record of the mortgage to the volume and page of the record of the return. When requested, the clerk shall give a certified copy thereof on payment of his or her fees as provided in 32 V.S.A. § 1671 and shall certify the time when the same is received and recorded. Mortgages or deeds of trust conveying both real and personal property shall be recorded only as real estate mortgages, but town clerks shall include in their indices of mortgages of personal property a reference to the record thereof. A copy of the personal mortgage, certified as a true and correct copy by the recording clerk, may be pasted or otherwise permanently attached in the record books, provided that space on the back of the sheet to be pasted is allowed for pasting, and when so done the same shall be deemed to be legally recorded, or if a person leaving the mortgage for record so desires, it shall be copied into the records at length by the town clerk. (Amended 1969, No. 40, § 2, eff. April 4, 1969.)

§ 1158. Assignment or discharge of mortgage or judgment lien

An assignment or discharge of a mortgage or judgment lien shall be duly recorded in the records of the town. A mortgage or judgment lien may be discharged by the mortgagee, judgment creditor, or assignee of such mortgage or judgment lien in writing on the margin of the mortgage record or judgment lien notice. A satisfaction or assignment of the mortgage or judgment lien recorded elsewhere shall bear a marginal notation of the book and page of the mortgage or judgment lien record and a corresponding cross-reference shall be made on the margin of the mortgage or judgment lien notice record. (Amended 1979, No. 67, § 4.)

§ 1159. Indorsement of time of receiving instruments

(a) An instrument shall be deemed recorded when the town clerk:

(1) receives the instrument, the recording fee provided in 32 V.S.A. § 1671, and all supporting documents required by statute; and

(2) indorses a certificate of the date and time of reception on the instrument.

(b) Within three days following the date an instrument is indorsed, the clerk shall enter the name or names of the parties, the type of instrument, the date of the instrument, and the date and time of recording in a day book, printed index, or digital index that is open to public inspection. A town clerk may extend the time for entering the information for good cause shown, including reasons related to illness or absence of the clerk. (Amended 2019, No. 38, § 9.)

§ 1160. Acknowledgements; oath

(a) A town clerk, commissioned as a notary public pursuant to 26 V.S.A. chapter 103, may take acknowledgements of deeds and other instruments throughout his or her county.

(b) In his or her county, he or she may administer oaths in all cases where an oath is required, without being commissioned as a notary public pursuant to 26 V.S.A. chapter 103.

(c)(1) Each town clerk may designate from among the members of his or her staff at least one notary public to be available to perform notarial acts for the public in the town clerk’s office during normal business hours free of charge.

(2) Each individual designated by the town clerk under this subsection shall be commissioned as a notary public pursuant to 26 V.S.A. chapter 103 and shall be exempt from the notary public application fee under that chapter. (Amended 2019, No. 30, § 26.)

§ 1161. General index

(a)(1) A town clerk shall keep a general index of transactions affecting the title to real estate wherein he or she shall enter in one column, in alphabetical order, the name of the grantor to the grantee and, in a parallel column, the name of the grantee from the grantor, of every deed, conveyance, mortgage, lease, or other instrument affecting the title to real estate, and each writ of attachment, notice of lien, or other instrument evidencing or giving notice of an encumbrance on real estate which is filed or recorded in the town clerk’s office, with the name of the book, volume, or other manner of recording and the page of record in the following form:

Book	Grantor	Page	Book	Grantee	Page
	to			from	
	Grantee			Grantor	
1	A. to B.	1	1	B. from A.	1

(2) If the instrument is executed on behalf of or to convey the interest of another party, the same shall be indexed in the name of the other party as grantor. In case the instrument is executed by more than one grantor and to more than one grantee, the name of each grantor and each grantee shall be indexed. When the party is a natural person the name shall be indexed under the first letter of such person's surname, and when the party is a corporation the name shall be indexed under the first letter of the first word of its name disregarding articles and initials. For purposes of this section, a defendant against whose property a writ of attachment is filed or a person against whose property a lien is asserted shall be considered a grantor, and a plaintiff filing a writ or a person asserting a lien shall be considered a grantee. The general index may be kept electronically.

(b) For the purposes of this section, "transactions affecting title to real estate" shall include the instruments described in subsections 1154(a) and (b) of this title. Each owner of record title to the property at the time such an instrument is issued shall be listed as the grantor. The State of Vermont shall be listed as the grantee for instruments described in subdivisions 1154(a)(4), (5), and (8) of this title. The municipality issuing the instrument shall be listed as the grantee for instruments described in subdivision 1154(a)(6) of this title. (Amended 1969, No. 235 (Adj. Sess.), § 1; 1997, No. 125 (Adj. Sess.), § 2; 1999, No. 46, § 3, eff. May 26, 1999; 2001, No. 133 (Adj. Sess.), § 9; 2007, No. 96 (Adj. Sess.), § 11; 2009, No. 91 (Adj. Sess.), § 15, eff. May 6, 2010.)

§ 1162. Indices; liability of clerk and town

A town clerk who neglects to keep in his or her office the indices required by law to be kept by him or her shall be fined \$20.00 for each six months' neglect. A town which, upon such neglect of its town clerk, delays for six months to cause such an index to be completed and kept, shall be fined \$50.00 for each six months it so neglects.

§ 1163. Index of attachments

A town clerk shall keep a book in which shall be alphabetically indexed all attachments of personal property lodged in his or her office. Such index shall show the names of the parties to the action in which the attachment is made, the court and date of the court to which the attachment is returnable, and the amount of debt or damages claimed in the writ.

§ 1164. Certified copies; form

(a) A town clerk shall furnish certified copies of any instrument on record in his or her office, or any instrument or paper filed in his or her office pursuant to law, on the tender of fees therefor, and his or her attestation shall be a sufficient authentication of the copies, except that the town clerk shall redact the word "illegitimate" from any copy of a birth certificate he or she furnishes.

(b) A town clerk shall furnish a certified copy of a vital event certificate only if authorized and as prescribed under 18 V.S.A. chapter 101. (Amended 1959, No. 329 (Adj. Sess.), § 27, eff. March, 1, 1961; 1975, No. 8, § 1; 1979, No. 142 (Adj. Sess.), § 18; 2017, No. 46, § 60, eff. July 1, 2019.)

§ 1165. Files and records available; when

The files and records in the office of the clerk shall be available for inspection upon proper request at all reasonable hours.

§ 1166. Return of name of town treasurer to State Treasurer

Annually, on or before July 1, a town clerk shall transmit to the State Treasurer the name of the town treasurer.

§ 1167. Certification of votes

When at an annual or special meeting a town votes to raise a tax, to borrow money, or to make any appropriation of money, the clerk of such town, within five days thereafter, shall certify such vote to the treasurer of the town and to the chair of the selectboard.

§ 1168. Return of names of listers to Director of the Division of Property Valuation and Review

After each annual meeting, a town clerk shall report forthwith electronically to the Director of the Division of Property Valuation and Review the name of each lister in the town, his or her post office address, and the length of his or her term of office. In like manner, a town clerk shall notify the Director of the Division of Property Valuation and Review of any lister appointed to fill a vacancy. (Amended 1977, No. 105, § 14(b); 2017, No. 73, § 2, eff. June 13, 2017; 2017, No. 113 (Adj. Sess.), § 155.)

§ 1169. Name and address of first constable to county clerk

After each annual meeting, a town clerk shall certify forthwith to the county clerk the name and post office address of the person elected first constable at such meeting.

§ 1170. Appointment of assistant clerk

After his or her election, a town clerk shall forthwith appoint one or more assistant clerks, for whose official acts he or she shall be responsible, who shall hold office during his or her term of office, or until such appointment is revoked by him or her. Such appointments and revocation shall be recorded in the office of the town clerk. (Amended 2017, No. 74, § 70.)

§ 1171. Duties of assistant clerk

(a) The assistant clerk shall be sworn and is authorized to perform the recording and filing duties of the town clerk, to issue licenses and certified copies of records, and, in the absence, death, or disability of the town clerk, is further authorized to perform all other duties of the clerk.

(b) If there is a vacancy in the office of town clerk, the authority of the assistant town clerk to perform the duties of the town clerk shall continue until a successor is appointed by the selectboard under section 963 of this title. (Amended 1967, No. 107, eff. April 14, 1967; 2017, No. 74, § 71; 2017, No. 130 (Adj. Sess.), § 11.)

§ 1172. Assistant clerk; record to county clerk

Such assistant clerk shall deposit with the county clerk a copy of the record of his or her appointment, duly certified by the town clerk making such appointment, and shall also deposit a copy of his or her official oath signed by himself or herself, with a certificate of the magistrate administering the same that he or she has taken such oath. (Amended 2017, No. 74, § 72.)

§ 1173. Town or village reports

The clerk of a municipality shall supply annually each library in such municipality with two copies of the municipal report, upon its publication. The clerk shall also send to the Vermont State Archives and Records Administration one copy thereof in a manner prescribed by the State Archivist. Officers making these reports shall supply the clerk of the municipality with the copies necessary for him or her to comply with the provisions of this section and section 1174 of this title. (Amended 1959, No. 329 (Adj. Sess.), § 27, eff. March 1, 1961; 1999, No. 147 (Adj. Sess.), § 4; 2005, No. 174 (Adj. Sess.), § 55; 2009, No. 123 (Adj. Sess.), § 32; 2009, No. 156 (Adj. Sess.), § 1.30; 2011, No. 153 (Adj. Sess.), § 37, eff. May 16, 2012; 2013, No. 108 (Adj. Sess.), § 4, eff. April 22, 2014; 2015, No. 23, § 148; 2017, No. 50, § 61.)

§ 1174. Town file

Such clerk shall keep on file in his or her office two or more sets of the annual report of the auditors, which at suitable intervals he or she shall bind in book form.

§ 1175. Permanent service records

Town clerks shall record the honorable discharges or certificates of service of all members of the Armed Forces of the United States, by photographic copy or on forms approved by the Adjutant General of a size and with a margin to permit binding. Upon making such record, the town clerk shall forthwith forward a certified copy thereof to the office of the Adjutant General. Such records shall be arranged or indexed alphabetically, bound, and made a permanent record. Town clerks shall receive a fee of 50 cents for so recording each honorable discharge or certificate of service, as hereinbefore provided, to be paid by the town.

§ 1176. Manuscripts

All books and manuscripts belonging to a town or a town school district, except town histories, published under the authority of a town, shall be kept in the office of the town clerk, unless otherwise provided and shall not be sold or disposed of. (Amended 1969, No. 289 (Adj. Sess.), § 9.)

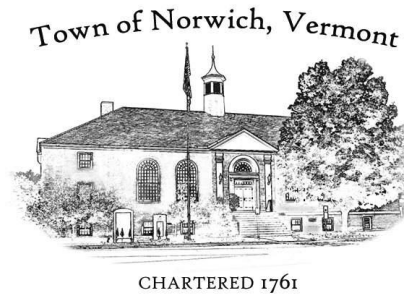
§ 1177. Repealed. 1969, No. 289 (Adj. Sess.), § 10.

§ 1178. Safes; vaults

A town not already provided with a fireproof safe or vault of a sufficient size for the effectual preservation of the files and records now in the office of the town clerk, or that may hereafter accumulate there, shall forthwith procure such safe or vault.

§ 1179. Reporting of fees received

Within 30 days after the completion of a town's fiscal year, each town clerk shall disclose to the public the total amount of fees received as part of his or her compensation during the fiscal year immediately preceding. (Added 1979, No. 161 (Adj. Sess.), § 15.)



Town Manager Report for October 23, 2024

Department Updates

Finance Department:

Auditor's in-house review has been completed.

Working with Dept. Heads on the FY '26 budget.

Planning Department:

The new Planning Director and Zoning Administrator is scheduled to begin work on 10/21. A transition period with Kyle Katz is envisioned and the statutory ZA title will need to be transferred by the SB in the near future.

Police Department:

The new Administrative Assistant, Michelle Illich-Daubas, has begun work at the PD.

See the October PD Report for additional department information.

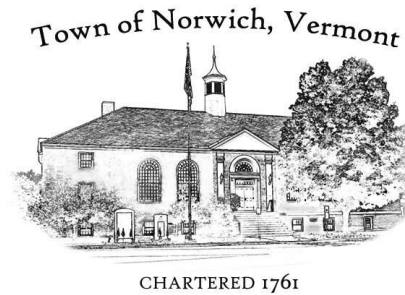
DPW:

Required easement deed work with Town Counsel continues with property owner outreach forthcoming.

FEMA has officially obligated funding for the Hemlock Road mitigation work and next steps will include issuing an RFP for work to begin in 2025.

TM and DPW Director met with an engineering consultant to further discuss proposed ROW work along Rte. 132.

Planning and equipment preparation for the Winter season is underway.



Fire Department:

See the October FD Report for department information.

Recreation Department:

Planning for Halloween activity is underway.

See the October Rec Department Report for additional department information.

Town Clerk:

Preparing for the upcoming November 5th election.

Town Manager's office:

Moore Lane Bridge update – Agreement with Stantec for the approved Contaminant Management Alternatives initiative has been completed. Awaiting their scheduling confirmation for the next steps on an options report and public engagement meeting.

Personnel Policy update – Updated draft of the Personnel Policy document included in the packet.

Tracy Hall/Energy Audit update – Reengagement with Studio-Nexus Architects has occurred following the release of the Energy Assessment. Awaiting their response and scheduling for next steps. The MERP implementation grant awards should be announced by the end of October.

Budget work for FY'26 is underway.

Solicitation for open positions continues.

General/Miscellaneous:

**NORWICH ANIMAL CONTROL ORDINANCE
2005**

1. AUTHORITY

This ordinance is adopted under the provisions of VSA T20, §3549.

2. CIVIL ORDINANCE

Any infraction of this ordinance will be considered a civil matter.

3. DEFINITIONS

“Animals”: shall include dogs and wolf-hybrids.

“At Large”: shall mean off the premises of the owner, and not under the control of the owner, a member of his immediate family or an agent of the owner either by leash, cord, chain or otherwise within the control of such person, so that at all times the animal can be prevented from causing any damage, disturbance, or annoyance.

“Restraint”: shall mean physical restriction of the animal by chaining, leashing, use of electronic fencing, placing in a fenced or enclosed area, or other similar action.

“Confinement”: shall mean being kept in a closed space from which the animal shall not be allowed to leave. The inside of a house or closed garage or kennel is such a place. Note that an outdoor wire pen is not sufficient to confine a bitch in heat.

“Impoundment”: shall mean the taking of an animal into physical custody by the Animal Control Officer and transport to the nearest available animal shelter. The owner will be required to pay all expenses incurred during the period that an animal is impounded.

“Sustained Period”: shall mean a period of 20 minutes or longer of continuous or frequent occurrence.

“Repeatedly”: shall mean more than twice within a seven day period.

4. GENERAL PROVISIONS

- A. Each person owning and/or keeping an animal or animals within the Town of Norwich shall bear sole responsibility for the actions of his or her animal(s). The owner or keeper shall be held responsible for preventing his or her animal(s) from becoming a nuisance, as defined below, and shall be responsible for payment of all damages and expenses caused by his or her animal(s), including impoundment fees.
- B. Under this section, an animal is causing a nuisance, or is a menace to persons or property, under any of the following conditions:
 - 1. If it runs at large off the premises of the owner on any public or private property.
 - 2. If it barks or howls continuously for sustained periods of time, causing annoyance to persons.
 - 3. If the dog damages or destroys property, spreads garbage, defecates on private property or maintained public areas and the person responsible refuses to remove fecal matter, or if it chases vehicles, game, domestic animals, or humans.
 - 4. While it runs at large, it bites, attacks or otherwise menaces persons using the streets or sidewalks.
 - 5. If a bitch is unconfined while in heat.

- C. Any person who considers an animal to be a menace, or in any way to be a threat to persons or property may complain to the Norwich Police Department, who will cause the complaint to be investigated promptly.

5. LICENSING OF ANIMALS

Note: This section refers only to dogs, and wolf hybrids.

- A. All dogs and wolf hybrids kept within the Town of Norwich must be licensed by the Town Clerk, in accordance with the provisions and fee schedule described in VSA T20, §3581. All animals will be licensed by April 1 each year. A penalty of 50% of the license fee will be added after April 1.

New dogs and wolf hybrids, not yet six months old on April 1, and dogs and wolf hybrids that have moved into Norwich with their owners are exempt from the 50% penalty.

All animals when they reach the age of six months must be licensed within 30 days. Newly acquired animals older than 6 months must be licensed immediately.

When an animal has been registered for the current year (4/1 to 3/31) in another town in Vermont, and the owner then moves to Norwich, a current Norwich tag will be issued for \$1.00 on presentation of the other town's license (T20, §3591). No reciprocity is provided with any other State's license.

- B. By April 15, the Town Clerk will prepare a list of licenses issued during the current year and a list of those animals licensed in the previous year that have not yet been licensed in the current year (T20, §3590). The Town Clerk will notify each owner of an animal thus identified that the animal is unlicensed and will explain the penalties involved. This notice may be in writing or by telephone.
- C. When a designated animal control officer or Norwich Police find an animal that is unlicensed for the current period, they will inform the owner of the need to license and the penalties that will be collected.

6. ANIMAL BITES (PROTECTION FROM RABIES)

Note: These regulations are based on the recommendations of the Vermont Department of Health.

- A. When a complaint is received that an animal has bitten a human, the Animal Control Officer, or Police Officer shall identify the animal, if it has a license tag, and will order the owner to confine the animal for 10 days. If no facilities exist for confining the animal at the owner's home, the animal will be placed in the care of a Veterinarian for 10 days and all expenses thus incurred will be the responsibility of the owner.

If the animal has a current tag, but the owner can not be found, the animal will be delivered to a veterinarian for the 10 day observation period.

In the event the animal has no identification and the owner can not be found, the animal will be delivered to a veterinarian for observation.

If any animal appears ill during the 10 day confinement this animal must be evaluated by a Veterinarian. No animal may be destroyed during the 10 day observation period, except on the order of a Veterinarian and after an attempt has been made to contact the owner.

- B. The Norwich Health Officer or Deputy will be informed of the bite and he will ensure that the person bitten received medical attention.

The Health Officer will determine that the period of confinement is carried out. At the end of 10 days the Health Officer will contact the animal owner and determine if the animal is healthy. The Health Officer may decide that a veterinarian should examine the animal and issue a certificate of freedom from rabies; the cost of such an examination will be paid by the animal's owner.

If there is any doubt about the animal's health at the end of the confinement the animal will remain confined and advice will be obtained from the Department of Health.

The Health Officer will file an Animal Bite Report Form with the Vermont Department of Health.

- C. Should rabies be confirmed in the confined animal the matter shall be handled as directed by the Board of Health with the advice of the Department of Health and after an attempt has been made to contact the owner.

7. DOGS CAUSING INJURY OR DEATH OF DOMESTIC/FARM ANIMALS

When the animal control officer or Norwich Police Officer receives a complaint that animal(s) have harassed, injured or killed any domestic/farm animals, the officer shall investigate the complaint and submit a copy of the report to the Chief of Police. The Chief of Police will provide the Town Manager with the investigative report describing the incident and extent of injury inflicted, along with an estimated dollar value. The Town Manager will consider the facts, information and circumstances surrounding the incident and may request that the owner(s) of the animals causing the injury or death pay fair compensation to the owner of the injured or killed domestic/farm animals. The Town Manager may also initiate additional actions as may be provided by statute to prevent the reoccurrence of a similar incident.

8. ENFORCEMENT OF THIS ORDINANCE

- A. The Town Manager may appoint an Animal Control Officer to carry out and enforce the provisions of this ordinance. The appointment will detail the duties of the officer. The Animal Control Officer will be paid an agreed hourly rate.

In the event that the position of Animal Control Officer is vacant, all complaints will be handled by the Norwich Police Department who are authorized to employ temporary qualified staff to catch or restrain animals, to transport and/or impound animals or to cause animals to be destroyed, which actions shall be in compliance with the provisions of this ordinance. References to the Animal Control Officer shall include the Police Officers when they are acting as Animal Control Officers.

- B. The Animal Control Officer or the Norwich Police shall have one or more of the following administrative alternatives at their disposal:
 - 1. A verbal warning.
 - 2.(a) A written warning, to alert an owner that his/her animal is in violation of a provision(s) of this ordinance.
 - (b) After written warning. A citation for violation shall be \$50.00. A second violation and subsequent citations up to a \$100 fine. (See appendix A for guidelines for the Police.)
 - 3. An order to restrain the animal. Such order shall be in writing and a copy shall be delivered to the Town Manager.
 - 4. Temporary impoundment of the animal, until such time as its owner can be located. This will result in a \$50.00 charge if the Animal Control Officer or Norwich Police Officer goes out to collect the animal.
 - 5. An Order of Confinement for biting animals or bitches in heat.
 - 6. Such other action as the Town Manager shall determine.

9. APPEALS

Any person receiving a citation (and fine), an order to restrain or an order to confine an animal may appeal that action in writing to the Town Manager, within twenty-one days of receipt of the notice of violation. Upon receiving such an appeal, the Town Manager will schedule a hearing for the appeal within fourteen days. The owner of the animal, the Animal Control Officer/Norwich Police Officer and the person making the complaint about the animal will be notified to attend the hearing. The Town Manager will hear the merits of the case and shall affirm, reduce or eliminate the penalty as justice may require. The decision may be delivered to the respondent immediately following the hearing or shall be delivered no later than five days following the hearing.

If the person making the original complaint about an animal declines to attend the hearing and the Animal Control Officer or Norwich Police Officer affirms the action taken by him was solely upon the information of the complainant and not corroborated by his personal observation, the fine or order shall be dismissed by the Town Manager.

10. PAYMENT OF FINES, WAIVER FOR NON-CONTESTED VIOLATIONS AND COLLECTION BY THE TRAFFIC & MUNICIPAL COURT

All fines must be paid within 35 days of issuing of a citation. A waiver of one half of the fine will be made if the fine is paid to the Treasurer, Town of Norwich within 21 days from mailing or receipt of the citation. If the fine has not been paid after 35 days, a Traffic and Municipal Court Citation will be issued for collection of the full fine.

11. EFFECTIVE DATE

This ordinance will become effective 60 days after adoption.

12. SEVERABILITY

Any part or provision of this ordinance shall be considered severable, and the invalidity of any part or section will not be held to invalidate any other part or provision of this ordinance.

13. REPLACEMENT

This ordinance supersedes all existing Norwich animal control ordinances.

**APPENDIX A
GUIDELINES FOR THE POLICE OR
ANIMAL CONTROL OFFICER**

1. When an animal is running at large but causing no other nuisance, the owner should receive a warning for the first offense and a \$50.00 fine for a second offense and fines up to \$100 for subsequent violations. This procedure will apply to these situations:
 - the animal is brought to the police station
 - the police find and pick up the wandering animal; for example: an animal wandering in traffic
 - the police find a dog running at large and take the animal to a shelter.
2. When a first citation is issued for an animal biting, attacking or being a physical threat, the owner should consider appropriate restraint of the animal both to protect the public from injury and the owner from civil action.

A second citation for the same reason must result in restraint of the animal, which may be verified by the police.
3. A restraining order shall remain in effect for one year. After this period the owner may relax the restraint if he/she is convinced the animal no longer poses a threat. However, a further citation will result in a full fine and re-imposition of the restraining order.

**APPENDIX B
ADDITIONAL PROVISIONS**

Norwich residents should be aware of the following additional restraining provisions. The owner or keeper of an animal shall be held responsible for restraining his or her dog(s) in the following situations.

1. All dogs kept within the Norwich Fire District must be restrained to the confines of their owner's or keeper's property lines, or under the direct control of their owners or keepers when away from that property. Dogs found running at large in the Fire District will be subject to impoundment and a fine of \$50.00. The fine will increase up to \$100 for subsequent violations.
2. No dogs will be allowed on the premises of the Norwich Swimming Pool during supervised hours. After supervised hours dogs are only allowed when they are under the immediate control of their owners or keepers.

Signed:

Alison M. May, Chair

Date Adopted: 10/12/2005

John C. Candon

Ben Ptashnik

Edwin S. Childs

Gerard Chapdelaine

Date Effective:

ADOPTION HISTORY:

1. Agenda item at regular Selectboard meeting held on September 28, 2005.
2. Read and approved at regular Selectboard meeting on October 12, 2005 and entered in the minutes of that meeting which were approved on _____.
3. Posted in public places on _____.
4. Notice of adoption published in the Valley News newspaper on _____ with a notice of the right to petition.
5. Other actions [petitions, etc.]

Ash Trees

From Toni Luff <toniluff@gmail.com>

Date Sun 10/6/2024 17:37

To Select Board <selectboard@norwich.vt.us>

Cc Brennan Duffy <BDuffy@norwich.vt.us>

Dear Norwich Selectboard Members,

My name is Toni Luff and I live at 2 Four Wheel Drive in Norwich. This past week a dead ash tree located on my neighbor's property fell across Four Wheel Drive and into my yard. It was neither windy nor rainy so it came as a big surprise (although, per the literature produced by the EAB Management Team I see now that it should not have come as a surprise). The bulk of it landed on power lines running up Four Wheel Drive causing me to call the fire department for assistance. This is the third tree to fall down on this lower section of the road in the past year. Additionally, there are four more dead ash trees quite close to the one that fell, making me fearful that it will happen again at any moment. While I do not know the landowner personally, her trees seem to be within 25' feet of the centerline of Four Wheel Drive. I had asked the town department of public works a couple of years ago for their assistance with this but it did not come to fruition. I'm quite sure the town is very busy with this and many other tasks, however, if there is any assistance or advice you might be able to offer in this matter it would be greatly appreciated.

Thank you,

Toni Luff

508-843-0561

cc: Brennan Duffy, Town Manager

Sent from my iPhone

Radar Speed Feedback Signs

From Will Smith <willcycle1445@gmail.com>

Date Wed 10/9/2024 09:32

To norwich@lists.vitalcommunities.org <norwich@lists.vitalcommunities.org>; matthew.s.romei@vermont.gov <matthew.s.romei@vermont.gov>; Select Board <selectboard@norwich.vt.us>

Great job Chief Romei and kudos to all who obey the speed limits.

On another safety topic: I have been concerned, and have voiced those concerns before about the street crossing next to the Norwich Inn. First, the crossing is not obvious, even on a sunny day but on an overcast day, early evening and night in particular, the crossing is practically invisible and pedestrians are hard to see or cannot be seen at all. And add to this, some pedestrians simply walk into the street crossing without a thought of looking at traffic that might be bearing down on them. To those people, I say you need to do defensive walking when crossing the street at any crossing but particularly the Norwich Inn street crossing. Let me put it this way: It's just a matter of time before someone is injured or killed at that crossing. If there is any street crossing in Norwich that needs a flashing crosswalk sign, it's the crossing at the Norwich Inn.

Again, let me emphasize the danger to anyone who simply crosses the street without looking in either direction. True, traffic is supposed to give you the right of way, however, that rule does not put a protective shield around you! For any number of reasons, some drivers do not or cannot see you or are distracted. Yes, you have the right of way, but to cross without at least taking a quick look in both directions - you could be dead right. One day I saw a young mom with a newborn baby walking down the sidewalk quickly turn and cross the street without any concern for traffic. That, in my opinion, is risky behavior.

Years ago, I pointed out to the Town Manager at that time, the green street striping in Lincoln, New Hampshire. He wrote down notes of my recommendation and I emailed links to online views of the Lincoln green street striping, but nothing was ever done in Norwich. Now we now have examples of *green reflective striping* much closer to home in White River Junction, part of a massive VTrans repaving and restriping project. I urge Norwich residents to take notice and request restriping of all Norwich street crossings with highly visible *green reflective striping*. Lives could depend on it!

Will Smith

Email: WillCycle1445@gmail.com

Landline: 802-649-7008

Cell: 802-281-8556

1445 New Boston Road, Norwich, VT 05055

Ash tree

From Donald Bartlett Jr. <Donald.Bartlett.Jr@dartmouth.edu>

Date Wed 10/9/2024 15:51

To Select Board <selectboard@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>

Cc Rimmer Chris <cgrimmer@gmail.com>

Dear Selectboard and Town Manager Duffy,

I'm writing at Chris Rimmer's suggestion to express my concerns about the risks posed by the very unhealthy ash tree adjacent to my 17 Elm Street property. As you may know, this tree was one of the first to be identified in Norwich as infested by the Emerald Ash Borer, and the infestation is very advanced. At my request, Katie Stoddard approached someone in town government recently and learned that the tree is in the Elm Street right-of-way and therefore within the Town's jurisdiction and responsibility. The Norwich Tree Warden has marked the tree with diagonal slashes, indicating that it is in the highest category of hazardous ash trees.

In addition to the risk that this tree poses to infestation of other nearby ash trees, there is some risk to pedestrians on this heavily traveled street. It is likely that large sections, or possibly the entire tree will come down in the near future. Thus it should be dealt with (removed) without delay.

Thanks for your early attention.

Sincerely,

Don Bartlett
17 Elm Street

Sent from my iPad

From: [River Road Veterinary Clinic](#)
To: priscillavincent.sb@gmail.com; pamsmith.sb@gmail.com; rogerarnoldvt@gmail.com; [Mary Layton](#); msbcalloway@gmail.com; [Brennan Duffy](#); [Miranda Bergmeier](#)
Subject: Stray & Surrendered Animals - Town Pound
Date: Wednesday, October 16, 2024 3:29:11 PM

To the members of the Norwich SB,

I was very disappointed to receive a letter (see below) from our current Police Chief Matthew Romei refusing to pay an invoice because it dealt specifically with cats. I was further dismayed when he stated that: "The Norwich Police will not instruct anyone to bring an animal to you on our behalf. Any animal we impound will be impounded by a Norwich Police Officer."

I have been the official designated Town Pound for over 40 years, and the issue of cats is not new. At the May 22, 2019 SB meeting we went through lengthy discussions on this matter, and it was my understanding that these issues had been resolved. It is most unfortunate that Town officials have neglected to update the local Animal Control Ordinance to reflect impoundment services, abandonment, and general care of all animals including cats, dogs, and large animals as discussed nearly 5 years ago.

I acknowledge that the Town has budgetary concerns, but I am first and foremost committed to the care and protection of animals. I would appreciate it if the members of the SB can reopen this discussion and solve it once and for all.

Sincerely,
Dr. Christine Pinello


Good news to share - please include in the next Selectboard packet

From Cheryl Lindberg <CLindberg@norwich.vt.us>

Date Wed 10/16/2024 14:05

To Select Board <selectboard@norwich.vt.us>

Cc Miranda Bergmeier <MBergmeier@norwich.vt.us>; Heidi Classon <hclasson@norwich.vt.us>; Listers <Listers@norwich.vt.us>

 3 attachments (353 KB)

Beaulieu2024-Certificate.pdf; VTPropertyAssessorProgram.pdf; Lindberg2024-Certificate.pdf;

Congratulations and good news to share !

Please see the attached Certificate of Designation issued to Amanda who works with the Board of Listers. She now has the designation of Vermont Property Assessor, Level 1. Several courses were required to achieve this designation, and she is working on her Level 2 designation next. Also see attached information sheet on the Program.

Also included is a recent Certificate received by me for New & Seasoned Lister Training.

Cheryl

Cheryl A. Lindberg, Chair
Norwich Board of Listers

Please note that this email message, along with any response or reply, is considered a public record, and thus is subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320).

CERTIFICATE OF DESIGNATION

June 11, 2024

Amanda Beaulieu

HAS SATISFIED ALL OF THE NECESSARY REQUIREMENTS ASSOCIATED WITH
AND IS HEREBY AWARDED THE DESIGNATION OF

Vermont Property Assessor, Level 1

THIS CERTIFICATION WAS ISSUED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF
THE VERMONT LISTERS EDUCATION PROGRAM, SPONSORED BY
THE VERMONT DEPARTMENT OF TAXES, DIVISION OF PROPERTY VALUATION AND REVIEW



Jill Remick
Director, Property Valuation and Review



Vermont Property Assessor Certification Program for Listers and Assessors

SEPTEMBER 2024

Listers and assessors perform the vital functions of receiving, collecting, and analyzing data to estimate the value of property within a given municipality for property tax purposes. Your job is to ensure that valuations are comparable across properties, resulting in a fair and equitable assessment which is important to the property owners, municipality, and the state. To assist with this important function, the Division of Property Valuation and Review of the Vermont Department of Taxes (PVR) administers and certifies the Vermont Property Assessor Certification Program (VPACP) for Listers and Assessors. This handbook will help you understand and navigate the program requirements and the application process to become certified.

If you have questions, contact the Division of Property Valuation and Review at tax.listered@vermont.gov, or call (802) 828-5860.

Program Mission Statement

The mission of the Vermont Property Assessor Certification Program (VCACP) is to encourage, promote, and provide educational opportunity and advancement for listers and assessors throughout the state. PVR accomplishes this mission by the following guidelines and steps for advancement:

- seeking and promoting new and relevant educational opportunities
- developing cooperative relationships with assessment education entities
- clearly communicating with Vermont officials and the public
- applying fair and equitable standards

VCACP strives to provide a structure that will improve appraisal skills and administrative practices for the Vermont Assessment community.

Program Overview

Required Courses

VPACP creates four levels of achievement. Each level has prerequisites and requirements, including levels of work experience and training. The following is an overview of the educational course work required for each level:

Level 1: Vermont Property Assessor I (VPA I)

***Complete all course requirements for Level I:**

- **IAAO 100 Real Estate Property Appraisal Workshop**
- **PVR/State-Sponsored Lister Training Workshop**

Level 2: Vermont Property Assessor II (VPA II)

Must have two years of experience as a VPA I or equivalent

***Complete all course requirements for Level II:**

- **IAAO 101 Fundamentals of Real Property Appraisal**
- **IAAO 102 Fundamentals of the Income Approach to Valuation**
- **IAAO 171 Standards of Professional Practice & Ethics**
- **PVR/State-Sponsored Data Collection Course (four-day course)**

Level 3: Vermont Property Assessor III (VPA III)

Must have three years of experience as a VPA II or equivalent

***Complete all course requirements for Level III:**

- **IAAO 300 Fundamentals of Mass Appraisal**
- **IAAO 155 Depreciation Workshop**
- **PVR/State-Sponsored Land Appraisal Workshop**
- **PVR/State-Sponsored Statutes and Rules in Property Assessment**

Level 4: Vermont Master Property Assessor (VMPA)

Must have three years of experience as a VPA III or equivalent

***Complete all course requirements for master level:**

- **IAAO 112 The Income Approach to Valuation II**
- **IAAO 311 Residential Modeling**

* **Complete** means you have passed any required exams and received a successful completion certificate, if applicable.

Beyond the requirements listed, all applicants must currently be elected listers, working in the field of assessment, or hired or appointed assessors, and must submit a completed application with all supporting documents. These include copies of all courses, certifications, and experience in related fields that meet the program requirements. All applicants must be in good standing with the Vermont Department of Taxes (<https://tax.vermont.gov>).

Some courses not outlined above, such as real estate appraisal courses, may be substituted as equivalents. Please explain your equivalent education and experience to the Division of Property Valuation and Review in your application. It is the responsibility of the applicant to demonstrate that a course or experience requested as a substitution is equivalent, which must be reviewed and approved by PVR. The final decision rests with PVR and is not subject to further appeal.

How to Apply

If you meet the requirements of the level of certification you wish to pursue, then complete and submit the following:

- [Application Form AC-304, Vermont Property Certification Program Application \(<https://tax.vermont.gov>\)](https://tax.vermont.gov)
- Résumé listing relevant work experience
- Copies of course completion certificates
- Copies of current designation certificates, licenses, etc., if applicable

Applications are processed as received. Once processed and if approved, the Department will mail you a certificate with your designation. The final decision rests with PVR and is not subject to further appeal.

Mail the completed application, along with supporting documents to:

**Vermont Department of Taxes
Division of Property Valuation and Review
133 State Street
Montpelier, VT 05633**

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SEPTEMBER 2024

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***Complete all course requirements for master level:**

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* **Complete** means you have passed any required exams and received a successful completion certificate, if applicable.

Beyond the requirements listed, all applicants must currently be elected listers, working in the field of assessment, or hired or appointed assessors, and must submit a completed application with all supporting documents. These include copies of all courses, certifications, and experience in related fields that meet the program requirements. All applicants must be in good standing with the Vermont Department of Taxes (<https://tax.vermont.gov>).

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- Copies of course completion certificates
- Copies of current designation certificates, licenses, etc., if applicable

Applications are processed as received. Once processed and if approved, the Department will mail you a certificate with your designation. The final decision rests with PVR and is not subject to further appeal.

Mail the completed application, along with supporting documents to:

**Vermont Department of Taxes
Division of Property Valuation and Review
133 State Street
Montpelier, VT 05633**



VERMONT

DEPARTMENT OF TAXES

THIS CERTIFIES THAT

Cheryl A. Lindberg

HAS ATTENDED AND COMPLETED THE ONLINE CLASS for

New & Seasoned Lister Training

March 26 & 28, April 2 & 4, 2024

Sponsored by: PROPERTY VALUATION AND REVIEW

Instructors: PVR District Advisors



Jill Remick

Jill Remick, Director
Property Valuation & Review

Low Cost Traffic Calming Infrastructure for Rural Vermont and How to Fund It

From Andy Scherer <andyscherer@gmail.com>

Date Thu 10/17/2024 08:27

To Roger Arnold <rogerarnoldvt@gmail.com>; Marcia Calloway <msbcalloway@gmail.com>; Brennan Duffy <BDuffy@norwich.vt.us>; Mary Layton <marydlayton@gmail.com>; Priscilla Vincent <priscilla.e.vincent@gmail.com>; Pamela Thompson Smith <psmith4203@gmail.com>; Select Board <selectboard@norwich.vt.us>

Cc Miranda Bergmeier <MBergmeier@norwich.vt.us>

Dear selectboard members and Town Manager Duffy,

I am writing to you during budget season in hopes that I can plant a seed that will fruit in years to come. The following information was provided by the Vermont based non-profit, Local Motion. Among other things, Local Motion, "...collaborates with towns, regional planning commissions, and consultants to develop high-quality walk-bike master plans." Additionally, they provide educational resources and technical assistance to towns of all sizes throughout the state who are wanting to make their communities safer for its residents.

Last winter they hosted several webinars in a series, two of which I am making available to you here. I hope that you will each take the time to watch both of the short presentations - one on traffic calming infrastructure for rural Vermont and one covering the different types of grants available to fund these types of projects.

It is not my intention that the projects and techniques presented here would be implemented this coming fiscal year. However, what I would like to see is that the Selectboard and the Town Manager **create a place in the budget where money can be reserved for future projects** involving sidewalks, traffic calming, and walkability, bikeability, rollability in the years to come. The grants and many cost sharing opportunities/funding sources are available to any town in Vermont - including Norwich. Many grants are for specific situations and many of these grants require matching funds - so having the money already in a reserve brings the town one step closer to quality, affordable infrastructure.

Thank you for considering what I've presented. Please feel free to reach out if you have questions.
Many thanks,
Andy

P.s. Miranda, will you please include this in the packet for correspondence? Thank you!

https://www.localmotion.org/complete_streets_technical_assistance

Webinar: Low-Cost Traffic Calming Techniques and Walk/Bike Solutions for Rural Vermont
https://www.localmotion.org/webinar_traffic_calming_rural_vt

Webinar: Funding Walk/Bike/Roll Infrastructure in Vermont

https://www.localmotion.org/webinar_funding_infrastructure_vermont

**DRAFT Minutes of the Norwich Selectboard Meeting of
Wednesday, October 9, 2024**

This regular meeting was held by in person in Tracy Hall and via Zoom with JAM broadcasting on You-Tube.

All members of the public body present in Tracy Hall¹: Pam Smith, Chair; Mary Layton, Vice Chair; Priscilla Vincent; Marcia Calloway

All members of the public body present via Zoom: Roger Arnold.

All other active participants in the meeting²: Brennan T.M. Duffy, Town Manager; Jaan Laaspere; Russell North; Matthew Hall; Matt Swett.

Meeting was called to order by Smith at 6:30 p.m.

Item 1 Agenda.

- Layton moved to approve the agenda as amended to include the motion to appoint tree deputy wardens. Second by Vincent. Yes: Arnold, Layton, Smith, Vincent: No: Calloway, as to Item #2. **Motion Passed.**

Item 2 Chair Report.

Smith reported she talked with the Town Manager and Town Counsel.

Item 3 Public Comments for Items not on the Agenda

Jaan Laaspere re MERP grant application and specific choices listed therein.

Item 4 Committee Appointments

- Russell North application for Finance Committee. Discussion included the need to update the committee charge to comply with statutory duties of the Selectboard; the need to re-examine what the Finance Committee should do; and confusion about whether there are other existing appointments. Agreement to review as part of The Handbook process.
 - Layton moved to appoint Russell North to the Finance Committee for a 3-year term ending June 30, 2025. Second Vincent. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**
- Tree Warden Matthew Hall requested to appoint two Deputy Tree Wardens. Discussion included the scope of work presented by the Emerald Ash Borer threat to public safety, and the need for more information about trees in the highway right-of-way.
 - Layton moved to appoint Chris Rimmer as Deputy Tree Warden for a term ending March 2025. Second Vincent. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**
 - Layton moved to appoint Doug Hardy as Deputy Tree Warden for a term ending March 2025. Second Vincent. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**

Item 5 Fire Department Request to Transfer Funds

- Vincent moved to authorize the transfer of \$45,000 from the sale of Engine #2 from the General Fund to Fund #6 Fire Apparatus Fund. Second Layton. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**

¹ 1 V.S.A. § 312(b)(1)(A)

² 1 V.S.A. § 312(b)(1)(B)

Item 6 Recreation Department Request to Spend Scholarship Funds

Discussion involved the need for a new process to request Reserve Fund spending with minimal disclosure of case-specific details, the goal being to protect the privacy of applicants and still comply with funding authorization requirements.

- Vincent moved to authorize the expenditure of \$495.00 from Fund #40 Recreation Scholarship to pay a child's registration fees as requested in the September 19, 2024 memo from the Recreation Director. Second Layton. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**

Item 7 Dept. of Public Works FY25 Salt Bids

Discussion included whether the Selectboard is over-budgeting on some items.

- Layton moved to accept the bid from American Rock Salt Company of \$86.10 per ton, including delivery. Second Vincent. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**

Item 8 Town Manager Annual Performance Review

- Layton moved to enter Executive Session under 1 V.S.A. § 313(a)(3) to discuss the evaluation of any employee, it being the Town Manager's Annual Performance Review, and to invite the Town Manager as appropriate. Second Calloway. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.** **Time entered Executive Session: 7:12 p.m.**
- Layton moved to enter public session. Second Vincent. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.** **Time entered Public Session: 7:30 p.m.**

Item 9 Town Manager Contract Amendment

- Layton moved to find that premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage pursuant to 1 V.S.A. § 313(a)(1). Second Vincent. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**
- Layton moved to enter Executive Session under 1 V.S.A. § 313(a)(1)(A) to discuss the Town Manager's Contract and to invite Town Counsel and the Town Manager as may be necessary. Second Vincent. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.** **Time entered Executive Session: 7:31 p.m.**
- Layton moved to enter public session. Second Vincent. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.** **Time entered Public Session: 8:17 p.m.**
- Calloway moved to direct Town Counsel to provide the Town Manager with the draft of "Amendment #1 to that certain Employment Agreement for the Town Manager," as provided in Executive Session. Second Layton. Yes: Arnold, Calloway, Layton, Vincent; No: Smith. **Motion Passed.**

Item 10 FY26 Budget Guidance

Town Manager Duffy reviewed the estimated expenses for other than "operational" costs including

- \$166,000 being the Town's 12.5 percent required share for the approximately \$1.3 million cost for Hemlock Road;
- \$160,000 being the approximate cost of the Town's share of three large culvert projects;
- \$250,000 to \$300,000 possible cost for the Tracy Hall ADA-compliant elevator which is at end of life;

- as yet unknown estimate for Moore Lane bridge mitigation;
- as yet unknown estimate to plan ahead for mitigation of infested ash trees;
- as yet unknown expenses for Tracy Hall repairs.

Duffy indicated that a 7 to 8 percent increase in the budget would be lean but possible to cover operational costs. Finance Director Rosalinda prepared a memo explaining the potential FY24 Budget Surplus. Discussion included the amount and sources of surplus, concerns about “over budgeting,” acknowledgement that some budgeted positions are still unfilled, recognition of the ways surplus is returned to the next budget, the amount of increase individual Selectboard members believe could be required, and the reality that services would be affected or eliminated if budgeting was too low. Matt Swett spoke to the savings, expenses and return on certificate of deposit, and concluded it is reasonable to ask for a percentage bump considering the cost of things go up.

- Vincent moved to set a target increase of zero percent in the FY26 operational budget. Second Smith. Yes: Smith, Vincent; No: Arnold, Calloway, Layton. **Motion Failed.**
- Calloway moved to set a maximum increase of 6 percent in the FY26 operational budget. Second Layton. Yes: Arnold, Calloway, Layton; No: Smith, Vincent. **Motion Passed.**

Item 11 Selectboard Handbook Update

Calloway referenced the 10/03/2024 memorandum in the packet explaining among other things: the need for a naming convention for groups; and, the Town Manager’s Office needs to know the terms and membership of groups in order to maintain their internal list of vacant and filled positions and expiration of terms, as well as for an extracted report for the Town website. Accordingly, the Town Manager’s Office amended the form which all groups will be required to submit, in the packet and titled “Subcommittee Creation/Appointments.” Calloway noted the organic nature of The Handbook, that more updates are ready to be added, that Planning Commission information has not been received, but the Selectboard might consider scheduling meetings with the groups which are ready for review prioritizing those with budgetary needs. Selectboard consensus was to schedule Conservation Commission and Emerald Ash Borer Subcommittee for the 10/23/2024 agenda; and, Energy Commission and Solid Waste Committee for the 11/13/2024 agenda. Discussion involved how budgets for committees should be administered.

- Layton moved to have the word “Subcommittee” in the name of all current and future Subcommittees. Second Vincent. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**

Item 12 Receipt of Correspondence

- Peter Orner, two emails, re speeding on Turnpike/in town, pedestrian safety and walkability;
- MERP Implementation Grant Application by TRORC IREC coordinator Harry Falconer;
- Matthew Hall re appointment of two Deputy Tree Wardens;
- Linda Mulley, Tracey Kawecki, Lee Steppacher (separate emails) re concerns about the Town budget/tax burden;
- Barry Rotman re cell phone reception, suggesting a Verizon panel on the cell tower. The Town Manager’s Office has looked for old documentation and will review in the new year;
- John Farrell re cutting fireworks display costs from the Town budget;
- Kris Clement re her call to VOSHA about the Norwich Transfer Station;
- Fire District Chair re Lister approval of tax-exempt status and request to dissolve the Land Management Council and terminate the Town’s deeded development and recreation rights. The Selectboard will invite the Prudential Committee to a future Selectboard meeting, and Town Counsel may be consulted;

- Chris Katucki re the 2024 Draft Personnel Policy;
- Lily Trajman re Town Clerk’s proposed MOU Revision. The Selectboard will schedule this for the 10/23/2024 agenda with Town Counsel available for that meeting to discuss both the MOU/Draft Personnel Policy Exhibit “B” and the need for a separate sexual harassment policy apart from that contained in the Draft Personnel Policy, which the Selectboard has not yet approved.
 - Layton moved to accept all correspondence. Second by Calloway. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**

Item 13 Approval of September 25, 2024 Minutes

Smith offered a minor correction under budget guidance, mid-paragraph, page 4 should say “... surplus of the FY24 budget.”

- Layton moved to approve the September 25, 2024 minutes as amended. Second Calloway. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**

Item 14 A/P Warrants

- Layton moved to approve AP Warrant #1186 in the amount of \$411,257.99 to be paid from the General Fund. Second Vincent. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**
- Layton moved to approve AP Warrant #1188 in the amount of \$45.00 to be paid from the General Fund. Second Vincent. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**

Item 15 Great River Hydro Wilder Dam Relicensing

Town Manager Duffy spoke to the joint comment by the Towns of Hartford, Norwich, Hanover, and the City of Lebanon, and suggested that the proposed expenditure be authorized up to \$3,000.00 in the event additional issues arise.

- Layton moved to authorize the Town Manager to sign the “Engagement Agreement for Legal Services for FERC Relicensing of Wilder Dam and Great River Hydro Projects,” as proposed by Monaghan Safar, PLLC, and to commit to the expenditure of up to \$3,000.00 as the Town of Norwich share of the legal fees. Second Vincent. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**

Item 16 Adjournment

- Layton moved to adjourn the meeting. Second Calloway. Yes: Arnold, Calloway, Layton, Smith, Vincent. **Motion Passed.**

Meeting adjourned at 9:31 p.m.

Respectfully submitted,

Marcia S. Calloway, Selectboard

10/17/24
02:57 pm

Town of Norwich Accounts Payable
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For Check Acct 03(General) All check #s 10/10/24 To 10/23/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
OCS	10/18/24	OFFICE OF CHILD SUPPORT Payroll Transfer PR-10/18/24	01-2-001115.00 CHILD SUPPORT PAYABLE	323.10	15340	10/18/24
ADVANCE	08/09/24	ADVANCE AUTO PARTS DPW-YELLOW & GREEN PAINT 084422218208	01-5-703403.00 PARTS & SUPPLIES	19.87	15341	10/23/24
ADVANCE	08/15/24	ADVANCE AUTO PARTS DPW-BATTERIES 084422801407	01-5-703403.00 PARTS & SUPPLIES	300.68	15341	10/23/24
ADVANCE	08/22/24	ADVANCE AUTO PARTS DPW-OIL & FILTER 084423568979	01-5-703403.00 PARTS & SUPPLIES	91.14	15341	10/23/24
ADVANCE	08/26/24	ADVANCE AUTO PARTS DPW-STARTERS 084423901981	01-5-703403.00 PARTS & SUPPLIES	196.87	15341	10/23/24
Check Total				608.56		
ATG	10/01/24	ADVANTAGE TRUCK GROUP DPW-FRGHTLNR #4 REPAIRS 701008019:02	01-5-703403.00 PARTS & SUPPLIES	3050.07	15342	10/23/24
ATG	10/01/24	ADVANTAGE TRUCK GROUP DPW-FRGHTLNR #4 REPAIRS 701008019:02	01-5-703401.00 OUTSIDE REPAIRS	3795.00	15342	10/23/24
Check Total				6845.07		
ANYTIME	10/11/24	ANYTIME CARPET CARE & CLE PD-STATION CLEANING 003284	01-5-485304.00 CLEANING	410.00	15343	10/23/24
ARC	10/07/24	ARC MECHANICAL CONTRACTOR FD-CLOGGED DRAIN 104264	01-5-485302.00 REPAIRS & MAINTENANCE	145.00	15344	10/23/24
BESTSEPT	10/01/24	BEST SEPTIC SERVICE, LLC DPW-PORTA TOILET RENTAL 49183	01-5-705500.00 PURCHASED SERVICES	160.00	15345	10/23/24
BLAKTOP	10/04/24	BLAKTOP INC DPW-COLD PATCH 33298	01-5-703211.00 ASPHALT PRODUCTS	367.08	15346	10/23/24
BOUDREAU	10/02/24	BOUDREAU TIRE SERVICE OF DPW-JD 264 & MOWER REPAIR 15288	01-5-703401.00 OUTSIDE REPAIRS	752.00	15347	10/23/24
VTPOWER	10/07/24	BROOK FIELD SERVICE DPW-'25 GENERTR MAINTN '25DPWCONT	01-5-703511.00 REPAIRS & MAINTENANCE	712.00	15348	10/23/24
VTPOWER	10/15/24	BROOK FIELD SERVICE TH-'25 GENERATOR CONTRACT 101524THGEN	01-5-706113.00 REPAIRS & MAINTENANCE	1263.00	15348	10/23/24
VTPOWER	10/17/24	BROOK FIELD SERVICE EM-'25 GENERATOR MAINT 101724COMGEN	01-5-575620.00 EMERG GEN MAINT	693.00	15348	10/23/24
VTPOWER	10/17/24	BROOK FIELD SERVICE PSF-'25 GENERATOR MAINT 101724PSFGEN	01-5-485302.00 REPAIRS & MAINTENANCE	1007.00	15348	10/23/24
Check Total				3675.00		
BUSINESS	10/04/24	BUSINESS CARD DPW-CHRIS MONTHLY ADOBE 2892371007	01-5-703515.00 ADMINISTRATION	19.99	15349	10/23/24
BUSINESS	10/15/24	BUSINESS CARD P&Z-PAM ANNUAL ADOBE 2902575424	01-5-350611.00 OFFICE EQUIPMENT	179.88	15349	10/23/24
BUSINESS	10/01/24	BUSINESS CARD ANNUAL WEBSITE HOSTING 3328664334	01-5-005300.10 CONTRACTED SERVICES	299.88	15349	10/23/24
BUSINESS	10/01/24	BUSINESS CARD P&R-SIGN 3405802	01-5-425328.00 ICE RINK	16.49	15349	10/23/24
BUSINESS	10/02/24	BUSINESS CARD DPW-WIRELESS MOUSE & FILE 5193017	01-5-703507.00 SUPPLIES	45.67	15349	10/23/24

10/17/24
02:57 pm

Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
BUSINESS	10/02/24	BUSINESS CARD DPW-WIRELESS MOUSE & FILE 5193017	01-5-703507.00 SUPPLIES	27.71	15349	10/23/24
BUSINESS	10/06/24	BUSINESS CARD TH-OCT '24 INTEREST OCT24INTERST	01-5-005900.00 MISCELLANEOUS	13.33	15349	10/23/24
Check Total				602.95		
CANON	09/29/24	CANON SOLUTIONS AMERICA, TH-COPIER MAINTENANCE 6009438878	01-5-275620.00 PHOTOCOPIER	1080.89	15350	10/23/24
CASELLA	10/01/24	CASELLA WASTE SERVICES DPW-SEPT '24 RECYCLE 0971701	01-5-705305.00 RECYCLING	3191.28	15351	10/23/24
CASELLA	10/01/24	CASELLA WASTE SERVICES DPW-SEPT '24 RECYCLE 0971701	01-5-705308.00 FOOD WASTE DISPOSAL	1561.83	15351	10/23/24
CASELLA	10/01/24	CASELLA WASTE SERVICES DPW-SEPT '24 TRASH 0971702	01-5-705303.00 MUNICIPAL SOLID WASTE	3985.17	15351	10/23/24
CASELLA	10/01/24	CASELLA WASTE SERVICES DPW-SEPT '24 TRASH 0971702	01-5-705306.00 C & D WASTE DISPOSAL	2726.81	15351	10/23/24
Check Total				11465.09		
CCI	10/01/24	CCI MANAGED SERVICES TH-OCT '24 TCK SUPPORT CW-60190	01-5-275632.00 SERVER MAINTENANCE	2951.96	15352	10/23/24
CCI	10/10/24	CCI MANAGED SERVICES TC-NEW LAPTOP CW-60279	01-5-050610.00 OFFICE SUPPLIES	1328.00	15352	10/23/24
Check Total				4279.96		
COMCAST	10/06/24	COMCAST TH-NOV '24 INTERNET 100624THINT	01-5-275632.00 SERVER MAINTENANCE	24.95	15353	10/23/24
COMCAST	10/01/24	COMCAST PD-OCT '24 INTERNET OCT25PDINT	01-5-485238.00 PHONE & INTERNET	449.33	15353	10/23/24
Check Total				474.28		
CONCOMM	09/30/24	CONSOLIDATED COMMUNICATIO TH-OCT '24 PHONES SPT24PHONE	01-5-705505.00 TELEPHONE	89.67	15354	10/23/24
CONCOMM	09/30/24	CONSOLIDATED COMMUNICATIO TH-OCT '24 PHONES SPT24PHONE	01-5-275531.00 TELEPHONE	89.29	15354	10/23/24
CONCOMM	09/30/24	CONSOLIDATED COMMUNICATIO TH-OCT '24 PHONES SPT24PHONE	01-5-275531.00 TELEPHONE	89.29	15354	10/23/24
Check Total				268.25		
COOP	10/15/24	COOP SERVICE CENTER FD-HEADLIGHT BULB 24854	01-5-555528.00 FIRE TRK R & M	342.80	15355	10/23/24
CRYSTAL	10/08/24	CRYSTAL ROCK, LLC DPW-WATER COOLER 736065100824	01-5-703507.00 SUPPLIES	27.98	15356	10/23/24
D&W	10/01/24	DAN & WHIT'S GENERAL STOR PD-GAS APRIL-SEPT 006316	01-5-500302.00 PETROLEUM PRODUCTS	51.40	15357	10/23/24
DANAHER	09/27/24	DANAHER FLOOR RESTORATION TH-GYM FLOOR TREATMENT 1645	01-5-706113.00 REPAIRS & MAINTENANCE	4100.00	15358	10/23/24

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DEADRIVER	09/30/24	DEAD RIVER COMPANY FD-HEATING OIL 322.6 GALS 85147	01-5-555538.00 PETROLEUM PRODUCTS	942.36	15359	10/23/24
HARDDO	10/11/24	DOUG HARDY NCC-DOUG REIMBURSEMENT OCT24REIMB1	01-5-650700.00 NATRL RESRCS INVEN	296.40	15360	10/23/24
EVANSMOTO	10/09/24	EVANS GROUP, INC. DPW-REG GAS 370 GALS 0069513-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1092.26	15361	10/23/24
EVANSMOTO	10/10/24	EVANS GROUP, INC. DPW-DIESEL 500 GALS 0069538-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1286.83	15361	10/23/24
Check Total				2379.09		
HAMENGINE	10/14/24	EVERETT HAMMOND DPW-ILLSLEY ROAD FEMA 378	01-5-703703.01 FEMA GRANT KateWallace	660.00	15362	10/23/24
HAMENGINE	10/14/24	EVERETT HAMMOND DPW-NORFORD LAKE FEMA 379	01-5-703703.02 FEMA GRANT Norford Lake	1870.00	15362	10/23/24
Check Total				2530.00		
EYEMED	09/22/24	EYEMED/FIDELITY SECURITY TH-OCT '24 VISION INS 166487436	01-2-001126.00 VISION SERV PLAN-PAYROLL	161.06	15363	10/23/24
FERGUSON	09/25/24	FERGUSON WATERWORKS DPW-PARTS 1249050	01-5-703209.00 CULVERTS & ROAD SUPPLIES	182.00	15364	10/23/24
FRANKLINE	09/20/24	FRANKS LINE STRIPING DPW-ROAD LINE STRIPING 1514	01-5-703319.00 PAVEMENT MARKING	2845.00	15365	10/23/24
GMPC	09/30/24	GREEN MOUNTAIN POWER CORP 319 MN ST SLR 48815990790 SPT24MNSTSLR	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	24.57	15366	10/23/24
GMPC	09/27/24	GREEN MOUNTAIN POWER CORP STRT LGHTS 24926000001 SPT24STRLTS	01-5-703307.00 STREETLIGHTS	1184.82	15366	10/23/24
GMPC	09/30/24	GREEN MOUNTAIN POWER CORP 111 TRNPK RD 38951919299 SPT24TRNPKRD	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	162.42	15366	10/23/24
Check Total				1371.81		
HOMEDEPOT	07/12/24	HOME DEPOT CREDIT SERVICE P&R-SHED FOR ICE RINK WJ59740340	01-5-425328.00 ICE RINK	2499.00	15367	10/23/24
INCLUSION	09/26/24	INCLUSION SOLUTIONS LLC TC-CTCC GRANT 151292	01-5-050610.00 OFFICE SUPPLIES	292.00	15368	10/23/24
INCLUSION	09/26/24	INCLUSION SOLUTIONS LLC TC-CTCC GRANT 151292	01-5-050612.00 VOTING BOOTHS	1271.77	15368	10/23/24
Check Total				1563.77		
INTER REF	10/05/24	INTERSTATE REFRIGERANT RE DPW-CFC RECOVERY 4255	01-5-705305.00 RECYCLING	405.00	15369	10/23/24
JOESEQUIP	10/09/24	JOE'S EQUIPMENT SEV. INC. FD-FUEL 10-100065	01-5-555538.00 PETROLEUM PRODUCTS	33.81	15370	10/23/24
K&R	10/01/24	K & R PORTABLE RESTROOM S P&R-PORTA TOILET RENTAL 27756	01-5-425326.00 PORTABLE TOILET	750.00	15371	10/23/24
LEOPOLD&	10/18/24	LEOPOLD & ASSOCIATES, PLL Payroll Transfer PR-10/18/24	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	15372	10/23/24

10/17/24
02:57 pm

Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
TRAJLI LILY TRAJMAN	10/15/24	TC-REIMB BROCHURES	01-5-100610.00	122.64	15373	10/23/24
		OCT24REIMB1	OFFICE SUPPLIES			
MINUTEMAN MINUTEMAN SECURITY TECHNO	10/09/24	DPW-FIRE ALARM PANEL	01-5-703511.00	3817.88	15374	10/23/24
		127308	REPAIRS & MAINTENANCE			
NEMRC NEW ENGLAND MUNI RESOURCE	10/11/24	TH-ANNUAL RECOVERY AGREEMN	01-5-275632.00	879.01	15375	10/23/24
		55737	SERVER MAINTENANCE			
NORFIREDI NFD-WATER DEPT	10/04/24	P&R-WATER USAGE JULY-OCT	01-5-425332.00	91.38	15376	10/23/24
		100424TRNWTR	WATER USAGE			
NORFIREDI NFD-WATER DEPT	10/04/24	TH-WATER USAGE JULY-OCT	01-5-706100.00	188.07	15376	10/23/24
		OCT24THWTR	WATER USAGE			
NORFIREDI NFD-WATER DEPT	10/04/24	PD-WATER METER 7/2-10/4	01-5-485232.00	212.90	15376	10/23/24
		OCT25PDWTR	WATER USAGE			
Check Total				492.35		
SABIL SABIL & SONS INC	10/07/24	FD-TRUCK INSPECT & REPAIR	01-5-555528.00	1795.22	15377	10/23/24
		13179	FIRE TRK R & M			
SKIDOOR SKI DOOR INC	08/29/24	DPW-DOOR REPAIRS	01-5-703511.00	144.00	15378	10/23/24
		32617	REPAIRS & MAINTENANCE			
SOUTHWORT SOUTHWORTH-MILTON, INC.	09/23/24	DPW-GRADER 143H REPAIRS	01-5-703401.00	2717.00	15379	10/23/24
		SCINV849376	OUTSIDE REPAIRS			
SOUTHWORT SOUTHWORTH-MILTON, INC.	09/23/24	DPW-GRADER 143H REPAIRS	01-5-703403.00	3204.82	15379	10/23/24
		SCINV849376	PARTS & SUPPLIES			
SOUTHWORT SOUTHWORTH-MILTON, INC.	09/27/24	DPW-BACKHOE REPAIRS	01-5-703403.00	1397.12	15379	10/23/24
		SCINV851767	PARTS & SUPPLIES			
SOUTHWORT SOUTHWORTH-MILTON, INC.	09/27/24	DPW-BACKHOE REPAIRS	01-5-703401.00	2652.50	15379	10/23/24
		SCINV851767	OUTSIDE REPAIRS			
Check Total				9971.44		
STITZEL SP&F ATTORNEYS, P.C.	10/04/24	TH-AUG '24 LEGAL	01-5-005305.00	3058.65	15380	10/23/24
		87249	LEGAL			
STANTEC STANTEC CONSULTING SERVIC	09/27/24	DPW-HEMLOCK RD CUT	01-5-703703.00	2936.92	15381	10/23/24
		2290713	FEMA GRANT - Hemlock Rd			
HARTFORD TOWN OF HARTFORD	09/30/24	PD-SEPT '24 VERIZON	01-5-500536.00	147.83	15382	10/23/24
		14411	DISPATCH SERVICES			
TLOGIX TRAFFIC LOGIX	09/19/24	PD-SPEED SIGNS	01-5-500204.00	6971.00	15383	10/23/24
		SIN26733	SPEED SIGNS			
VTTREASUR TREASURY OPERATIONS DIVIS	10/04/24	TC-MARRG LCENSE JUL-SPT	01-2-001124.00	390.00	15384	10/23/24
		OCT24MRGLCNS	DUE TO VT-VITAL RECORDS			
TWORIVERS TWO RIVERS - OTTAUQUECHEE	10/04/24	P&Z-KYLE AUG & SEPT '24	01-5-350580.00	64.32	15385	10/23/24
		#25-51	MILEAGE REIMB			
TWORIVERS TWO RIVERS - OTTAUQUECHEE	10/04/24	P&Z-KYLE AUG & SEPT '24	01-5-350110.00	6129.79	15385	10/23/24
		#25-51	PLAN ADMIN WAGE			
Check Total				6194.11		
UNIFIRST UNIFIRST CORPORATION	10/07/24	DPW-UNIFORM CLEANING	01-5-704311.00	80.00	15386	10/23/24
		1070362169	UNIFORMS			
UNIFIRST UNIFIRST CORPORATION	10/07/24	DPW-UNIFORM CLEANING	01-5-703311.00	281.65	15386	10/23/24
		1070362169	UNIFORMS			
Check Total				361.65		

10/17/24
02:57 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1192 Current Prior Next FY Invoices
For Check Acct 03(General) All check #s 10/10/24 To 10/23/24

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
UNITED AG	09/03/24	UNITED AG & TURF NE, LLC DPW-JD 6415 MOWER PARTS 10766476	01-5-703403.00 PARTS & SUPPLIES	2995.45	15387	10/23/24
UNITEDREN	09/21/24	UNITED RENTALS (NORTH AME DPW-MINI EXCAVATOR RENTAL 237334450002	01-5-703406.00 Capital Equipment Lease E	2728.00	15388	10/23/24
COTT	09/20/24	VALSOFT TC-MONTHLY RESOLUTION INV-269706	01-5-100613.00 SOFTWARE	290.00	15389	10/23/24
VERIZWIRE	10/04/24	VERIZON WIRELESS TH-SEPT '24 CELL PHONES 9975503132	01-5-500501.00 ADMINISTRATION	282.11	15390	10/23/24
VERIZWIRE	10/04/24	VERIZON WIRELESS TH-SEPT '24 CELL PHONES 9975503132	01-5-555625.00 TELEPHONE & INTERNET	80.45	15390	10/23/24
VERIZWIRE	10/04/24	VERIZON WIRELESS TH-SEPT '24 CELL PHONES 9975503132	01-5-425127.00 TELEPHONE	40.44	15390	10/23/24
VERIZWIRE	10/04/24	VERIZON WIRELESS TH-SEPT '24 CELL PHONES 9975503132	01-5-005532.00 T MNGR CELL PHONE	40.44	15390	10/23/24
Check Total				443.44		
VMCTA	10/08/24	VMCTA TR-FY25 MEMBERSHIP CHERYL 2000	01-5-005616.00 Treasurer Conf. & Dues Ex	45.00	15391	10/23/24
VMCTA	10/08/24	VMCTA TC-FY25 MEMBERSHIP LILY 2001	01-5-100615.00 DUES/MTGS/EDUC	45.00	15391	10/23/24
VMCTA	10/17/24	VMCTA TC-'25 MEMBERSHIP JUDY 2026	01-5-100615.00 DUES/MTGS/EDUC	45.00	15391	10/23/24
Check Total				135.00		
VTGFOA	10/11/24	VTGFOA TRSR-FALL WORKSHOP OCT24-022	01-5-005616.00 Treasurer Conf. & Dues Ex	60.00	15392	10/23/24
HEALTHEQ	10/02/24	WAGeworks, INC TH-SEPT '24 COBRA ADMIN 0924TR112178	01-5-005123.00 HEALTH INSUR	40.00	15393	10/23/24
WINDSORCL	02/06/24	WINDSOR COUNTY TREASURER TH-FY25 BOND PAYMENT #2 FY25PMNT#2	01-5-800211.00 Windsor County Equalizati	26309.14	15394	10/23/24
IRS	10/18/24	INTERNAL REVENUE SERVICE Payroll Transfer PR-10/18/24	01-2-001103.00 FICA TAX PAYABLE	8847.78 B	252	10/22/24
IRS	10/18/24	INTERNAL REVENUE SERVICE Payroll Transfer PR-10/18/24	01-2-001107.00 FED W/H TAX PAYABLE	5140.63 B	252	10/22/24
Check Total				13988.41		
VTWTH	10/18/24	VERMONT DEPARTMENT OF TAX Payroll Transfer PR-10/18/24	01-2-001109.00 VT W/H TAX PAYABLE	1939.13 B	253	10/22/24
FRANTAX	10/23/24	VERMONT DEPARTMENT OF TAX TH-FRANCHISE TAX JUL-SPT 1713075456	01-5-705517.00 VERMONT FRANCHISE TAX	390.39 F	1	10/23/24

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Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				138565.37		

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 \$ ***138,565.37
Let this be your order for the payments of these amounts.

Finance Director: 
Barrie Rosalinda

Town Manager: 
Brennan Duffy

SELECTBOARD:

Pam Smith
Chair

Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Marcia Calloway

10/17/24
02:57 pm


Town of Norwich Accounts Payable
Check Warrant Report # 1193 Current Prior Next FY Invoices
For Check Acct 09(General) All check #s 10/10/24 To 10/23/24

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ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
MYMONEY HEALTHEQUITY, INC.	10/16/24	TH-HRA DISTRIBUTION 41159374	01-5-800501.00 HRA REIMBURSEMENT EXPENSE	185.00 H	5	10/23/24
Report Total				185.00		

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 \$ *****185.00
Let this be your order for the payments of these amounts.

Finance Director: 
Barrie Rosalinda

Town Manager: 
Brennan Duffy

SELECTBOARD:

- _____
Pam Smith
Chair
- _____
Mary Layton
Vice Chair
- _____
Priscilla Vincent
- _____
Roger Arnold
- _____
Marcia Calloway

General

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-4-0000 PROPERTY TAX REVENUES				
01-4-000001.00 TOWN PROPERTY TAX	4,572,216.00	6,617,433.03	-2,045,217.03	144.73%
01-4-000002.00 PROPERTY TAX OTHER MONETA	642,168.00	647,072.00	-4,904.00	100.76%
01-4-000003.00 Windsor County Tax	61,444.00	52,618.29	8,825.71	85.64%
01-4-000010.00 VT LAND USE TAX	218,178.00	2,015.00	216,163.00	0.92%
01-4-000014.00 PROP TAX INTEREST	30,000.00	12,094.85	17,905.15	40.32%
01-4-000015.00 PROP TAX COLL FEE	20,000.00	0.00	20,000.00	0.00%
Total PROPERTY TAX REVENUES	5,544,006.00	7,331,233.17	-1,787,227.17	132.24%
01-4-0001 LICENSE & PERMIT				
01-4-000101.00 LIQUOR LICENSE	600.00	70.00	530.00	11.67%
01-4-000103.00 DOG LICENSE	2,700.00	125.00	2,575.00	4.63%
01-4-000107.00 HUNT & FISH LICENSE	75.00	0.00	75.00	0.00%
01-4-000109.00 PEDDLER LICENSE	0.00	25.00	-25.00	100.00%
01-4-000120.00 BLDG/DEVEL PERMIT	10,000.00	1,607.50	8,392.50	16.08%
01-4-000130.00 LAND POSTING PERMIT	200.00	50.00	150.00	25.00%
Total LICENSE & PERMIT	13,575.00	1,877.50	11,697.50	13.83%
01-4-0002 INTERGOVERNMENTAL				
01-4-000201.00 VT HIWAY GAS TAX	160,000.00	223,215.01	-63,215.01	139.51%
01-4-000202.00 VT ACT 60	15,495.00	0.00	15,495.00	0.00%
01-4-000208.00 PILOT	10,000.00	0.00	10,000.00	0.00%
01-4-000210.00 VT NATURAL RESRCS	2,500.00	0.00	2,500.00	0.00%
01-4-000214.00 EDUC TAX RETAINER .225 o	27,000.00	0.00	27,000.00	0.00%
Total INTERGOVERNMENTAL	214,995.00	223,215.01	-8,220.01	103.82%
01-4-0003 SERVICE FEE				
01-4-000301.00 RECORDING FEE	25,000.00	4,268.00	20,732.00	17.07%
01-4-000303.00 DOCUMENT COPY FEE	2,100.00	633.00	1,467.00	30.14%
01-4-000305.00 USE OF RECRDS FEE	500.00	74.00	426.00	14.80%
01-4-000307.00 VITAL STATISTIC FEE	1,500.00	140.00	1,360.00	9.33%
01-4-000311.00 PHOTOCOPYING FEE	50.00	0.00	50.00	0.00%
01-4-000320.00 TRACY HALL RNTL FEE	4,000.00	795.00	3,205.00	19.88%
01-4-000321.00 TH Rental Fee for Rec.Dep	0.00	812.50	-812.50	100.00%
01-4-000325.00 POLICE RPT FEE	500.00	24.00	476.00	4.80%
01-4-000355.00 RECREATION FEES	115,000.00	58,009.50	56,990.50	50.44%
01-4-000360.00 TRNSFR STATION STICKERS	40,000.00	41,876.00	-1,876.00	104.69%
01-4-000362.00 MISC SOLID WASTE	3,500.00	0.00	3,500.00	0.00%
01-4-000363.00 E-WASTE	3,500.00	825.00	2,675.00	23.57%
01-4-000364.00 TRASH COUPON	105,000.00	28,435.00	76,565.00	27.08%
01-4-000365.00 RECYCLING REBATES	6,500.00	4,321.12	2,178.88	66.48%
01-4-000366.00 C & D WASTE	10,000.00	4,784.00	5,216.00	47.84%
Total SERVICE FEE	317,150.00	144,997.12	172,152.88	45.72%
01-4-0004 GRANT REVENUE				
01-4-000404.00 GRANTS IN AID PROJECT	0.00	27,500.00	-27,500.00	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-4-000406.00 BETTER BACK ROADS GRANT	0.00	20,000.00	-20,000.00	100.00%
01-4-000410.00 PLANNING GRANT	7,500.00	0.00	7,500.00	0.00%
01-4-000424.00 US JUSTICE DPT.VEST GRANT	0.00	2,385.00	-2,385.00	100.00%
01-4-000444.00 NORWICH WOMENS CLUB GRANT	0.00	1,469.11	-1,469.11	100.00%
01-4-000481.00 Town Clerk Grants	0.00	5,000.00	-5,000.00	100.00%
Total GRANT REVENUE	7,500.00	56,354.11	-48,854.11	751.39%
01-4-0008 OTHER TOWN REVENUES				
01-4-000810.00 BANK INTEREST	20,000.00	47,432.47	-27,432.47	237.16%
01-4-000814.00 FIELD RENTAL	32,000.00	11,250.00	20,750.00	35.16%
01-4-000817.00 SALE OF TOWN ASSETS	0.00	45,000.00	-45,000.00	100.00%
Total OTHER TOWN REVENUES	52,000.00	103,682.47	-51,682.47	199.39%
01-4-001 PUBLIC SAFETY REVENUES				
01-4-001005.00 POLICE FINE	10,000.00	318.00	9,682.00	3.18%
01-4-001007.00 PARKING FINE	500.00	0.00	500.00	0.00%
01-4-001008.00 DOG FINE	125.00	0.00	125.00	0.00%
Total PUBLIC SAFETY REVENUES	10,625.00	318.00	10,307.00	2.99%
01-4-009 MISCELLANEOUS REVENUE				
01-4-009001.00 DAILY OVER/SHORT	0.00	30.00	-30.00	100.00%
01-4-009005.00 AMBULANCE BILLS PAID	0.00	14,593.08	-14,593.08	100.00%
01-4-009100.00 TOWN CLRK MISCEL	50.00	20.00	30.00	40.00%
01-4-009500.00 POLICE DEPT MISC	0.00	17,651.14	-17,651.14	100.00%
01-4-009900.00 MISCELLANEOUS	500.00	5,147.96	-4,647.96	1,029.59%
01-4-009901.00 Opioid Settlement Revenue	3,000.00	14,733.20	-11,733.20	491.11%
Total MISCELLANEOUS REVENUE	3,550.00	52,175.38	-48,625.38	1,469.73%
Total Revenues	6,163,401.00	7,913,852.76	-1,750,451.76	128.40%
Total General	6,163,401.00	7,913,852.76	-1,750,451.76	
04-4-000810.00 BANK INTEREST	0.00	10.37	-10.37	100.00%
Total Revenues	0.00	10.37	-10.37	100.00%
Total CONSERVATION COMM FUND	0.00	10.37	-10.37	
05-4-000760.00 Desig.Gen. Fund Income	0.00	15,000.00	-15,000.00	100.00%
05-4-000800.00 J GIRARD DONATIONS	0.00	500.00	-500.00	100.00%
05-4-000810.00 BANK INTEREST	0.00	209.70	-209.70	100.00%
Total Revenues	0.00	15,709.70	-15,709.70	100.00%
Total RECREATION FACILITY & IMP	0.00	15,709.70	-15,709.70	

Town of Norwich General Ledger
 Current Yr Pd: 3 - Budget Status Report
 RECREATION FACILITY & IMP

Account	Budget	Actual	Budget Balance	Actual % of Budget
06-4-000760.00 DESIG. GEN. FUND CONTRIB	0.00	420,000.00	-420,000.00	100.00%
06-4-000810.00 BANK INTEREST REVENUE	0.00	2,668.33	-2,668.33	100.00%
Total Revenues	0.00	422,668.33	-422,668.33	100.00%
Total FIRE APPARATUS FUND	0.00	422,668.33	-422,668.33	
07-4-000760.00 DESIG. GEN. FUND INCOME	0.00	250,000.00	-250,000.00	100.00%
07-4-000810.00 BANK INTEREST	0.00	1,398.02	-1,398.02	100.00%
Total Revenues	0.00	251,398.02	-251,398.02	100.00%
Total HIGHWAY EQUIPMENT FUND	0.00	251,398.02	-251,398.02	
08-4-000760.00 DESIG. GEN. FUND	0.00	230,500.00	-230,500.00	100.00%
08-4-000810.00 BANK INTEREST	0.00	1,561.27	-1,561.27	100.00%
Total Revenues	0.00	232,061.27	-232,061.27	100.00%
Total HIGHWAY GARAGE FUND	0.00	232,061.27	-232,061.27	
09-4-000760.00 DESIG. GEN. FUND INCOME	0.00	2,000.00	-2,000.00	100.00%
09-4-000810.00 BANK INTEREST	0.00	196.30	-196.30	100.00%
Total Revenues	0.00	2,196.30	-2,196.30	100.00%
Total SOLID WASTE EQUIP FUND	0.00	2,196.30	-2,196.30	
Total Revenues	0.00	0.00	0.00	0.00%
Total POLICE STATION FUND	0.00	0.00	0.00	
11-4-000760.00 DESIG. GEN. FUND INCOME	0.00	35,000.00	-35,000.00	100.00%
11-4-000810.00 BANK INTEREST	0.00	355.34	-355.34	100.00%
Total Revenues	0.00	35,355.34	-35,355.34	100.00%
Total POLICE CRUISER	0.00	35,355.34	-35,355.34	
12-4-000760.00 DESIG. GEN FUND INCOME	0.00	40,000.00	-40,000.00	100.00%
12-4-000810.00 BANK INTEREST	0.00	619.18	-619.18	100.00%
Total Revenues	0.00	40,619.18	-40,619.18	100.00%
Total TOWN REAPPRAISAL FUND	0.00	40,619.18	-40,619.18	
13-4-000760.00 DESIG. GEN. FUND INCOME	0.00	500,000.00	-500,000.00	100.00%
13-4-000810.00 BANK INTEREST	0.00	2,628.49	-2,628.49	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Revenues	0.00	502,628.49	-502,628.49	100.00%
Total TRACY HALL FUND	0.00	502,628.49	-502,628.49	
14-4-000810.00 BANK INTEREST	0.00	566.76	-566.76	100.00%
Total Revenues	0.00	566.76	-566.76	100.00%
Total GENERAL ADMIN. FUND	0.00	566.76	-566.76	
15-4-000810.00 BANK INTEREST	0.00	0.05	-0.05	100.00%
Total Revenues	0.00	0.05	-0.05	100.00%
Total Granite bench with crysta	0.00	0.05	-0.05	
Total Revenues	0.00	0.00	0.00	0.00%
Total RECREATION FUND-DAM	0.00	0.00	0.00	
17-4-000760.00 DESIG. GEN FUND INCOME	0.00	75,000.00	-75,000.00	100.00%
17-4-000810.00 BANK INTEREST	0.00	553.49	-553.49	100.00%
Total Revenues	0.00	75,553.49	-75,553.49	100.00%
Total RECREATION FUND-TENNIS CO	0.00	75,553.49	-75,553.49	
19-4-000760.00 DESIG. GEN FUND INCOME	0.00	20,000.00	-20,000.00	100.00%
19-4-000810.00 BANK INTEREST	0.00	92.56	-92.56	100.00%
Total Revenues	0.00	20,092.56	-20,092.56	100.00%
Total TOWN CLERK EQUIP FUND	0.00	20,092.56	-20,092.56	
21-4-000760.00 DESIG. GEN. FUND INCOME	0.00	30,000.00	-30,000.00	100.00%
21-4-000810.00 BANK INTEREST	0.00	117.17	-117.17	100.00%
Total Revenues	0.00	30,117.17	-30,117.17	100.00%
Total POLICE SPEC EQUIP FUND	0.00	30,117.17	-30,117.17	
Total Revenues	0.00	0.00	0.00	0.00%
Total KIDS & COPS FUND	0.00	0.00	0.00	
23-4-000810.00 BANK INTEREST	0.00	222.23	-222.23	100.00%
Total Revenues	0.00	222.23	-222.23	100.00%

Town of Norwich General Ledger
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 AFFORDABLE HOUSING FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total AFFORDABLE HOUSING FUND	0.00	222.23	-222.23	
24-4-000810.00 BANK INTEREST	0.00	59.10	-59.10	100.00%
Total Revenues	0.00	59.10	-59.10	100.00%
Total LAND MANAGEMENT COUNCIL F	0.00	59.10	-59.10	
25-4-000810.00 BANK INTEREST	0.00	24.15	-24.15	100.00%
Total Revenues	0.00	24.15	-24.15	100.00%
Total FIRE DEPT.APPARATUS BAY	0.00	24.15	-24.15	
26-4-000760.00 DESIG. GEN FUND INCOME	0.00	30,000.00	-30,000.00	100.00%
26-4-000810.00 BANK INTEREST	0.00	392.98	-392.98	100.00%
Total Revenues	0.00	30,392.98	-30,392.98	100.00%
Total FIRE EQUIPMENT FUND	0.00	30,392.98	-30,392.98	
27-4-000810.00 BANK INTEREST	0.00	550.38	-550.38	100.00%
Total Revenues	0.00	550.38	-550.38	100.00%
Total SIDEWALK FUND	0.00	550.38	-550.38	
Total Revenues	0.00	0.00	0.00	0.00%
Total LONG TERM FACILITY STUDY	0.00	0.00	0.00	
Total Revenues	0.00	0.00	0.00	0.00%
Total TOWN MANAGER VEHICLE FUND	0.00	0.00	0.00	
Total Revenues	0.00	0.00	0.00	0.00%
Total BANDSTAND RENOVATION FUND	0.00	0.00	0.00	
Total Revenues	0.00	0.00	0.00	0.00%
Total COMMUNICATIONS STUDY FUND	0.00	0.00	0.00	
33-4-000810.00 INTEREST	0.00	34.01	-34.01	100.00%
Total Revenues	0.00	34.01	-34.01	100.00%

Town of Norwich General Ledger
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 CITIZEN ASSISTANCE FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total CITIZEN ASSISTANCE FUND	0.00	34.01	-34.01	
Total Revenues	0.00	0.00	0.00	0.00%
Total WCTU FOUNTAIN	0.00	0.00	0.00	
Total Revenues	0.00	0.00	0.00	0.00%
Total CORRIDOR TREE	0.00	0.00	0.00	
Total Revenues	0.00	0.00	0.00	0.00%
Total ALURA GRANT	0.00	0.00	0.00	
37-4-000760.00 Desig.Gen. Fund Income	0.00	500.00	-500.00	100.00%
37-4-000810.00 INTEREST	0.00	2.31	-2.31	100.00%
Total Revenues	0.00	502.31	-502.31	100.00%
Total MAIN STREET FLAGS	0.00	502.31	-502.31	
Total Revenues	0.00	0.00	0.00	0.00%
Total SCHOOL LEASELAND	0.00	0.00	0.00	
Total Revenues	0.00	0.00	0.00	0.00%
Total GOSPEL LEASELAND	0.00	0.00	0.00	
40-4-000810.00 BANK INTEREST	0.00	2.13	-2.13	100.00%
40-4-009008.00 SCHOLARSHIP DONATIONS	0.00	600.00	-600.00	100.00%
Total Revenues	0.00	602.13	-602.13	100.00%
Total RECREATION SCHOLARSHIPS	0.00	602.13	-602.13	
41-4-000760.00 DESIG. GEN FUND INCOME	0.00	150,000.00	-150,000.00	100.00%
41-4-000810.00 BANK INTEREST	0.00	3,298.71	-3,298.71	100.00%
Total Revenues	0.00	153,298.71	-153,298.71	100.00%
Total DPW-BRIDGE FUND	0.00	153,298.71	-153,298.71	
42-4-000760.00 DESIG. GEN. FUND CONTRIB	0.00	75,000.00	-75,000.00	100.00%

Town of Norwich General Ledger
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 DPW-PAVING FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
42-4-000810.00 INTEREST	0.00	1,593.87	-1,593.87	100.00%
Total Revenues	0.00	76,593.87	-76,593.87	100.00%
Total DPW-PAVING FUND	0.00	76,593.87	-76,593.87	
43-4-000760.00 DESIGNATED FUND CONTRIB	0.00	2,000.00	-2,000.00	100.00%
43-4-000810.00 INTEREST	0.00	171.11	-171.11	100.00%
Total Revenues	0.00	2,171.11	-2,171.11	100.00%
Total BUILDINGS & GROUNDS	0.00	2,171.11	-2,171.11	
Total Revenues	0.00	0.00	0.00	0.00%
Total COMMUNICATIONS CONSTRUCTI	0.00	0.00	0.00	
45-4-000302.00 RESTORATION REVENUE	0.00	1,432.00	-1,432.00	100.00%
45-4-000760.00 DESIG. GEN. FUND INCOME	0.00	5,000.00	-5,000.00	100.00%
45-4-000810.00 INTEREST	0.00	227.60	-227.60	100.00%
Total Revenues	0.00	6,659.60	-6,659.60	100.00%
Total RECORDS RESTORATION	0.00	6,659.60	-6,659.60	
46-4-000760.00 DESIG. GEN FUND INCOME	0.00	15,000.00	-15,000.00	100.00%
46-4-000810.00 INTEREST	0.00	148.35	-148.35	100.00%
Total Revenues	0.00	15,148.35	-15,148.35	100.00%
Total GENERATOR FUND	0.00	15,148.35	-15,148.35	
47-4-000810.00 INTEREST US BANK	0.00	56.92	-56.92	100.00%
Total Revenues	0.00	56.92	-56.92	100.00%
Total PUBLIC SAFETY FACILITY	0.00	56.92	-56.92	
48-4-000810.00 ClimateEmergency-Interest	0.00	192.00	-192.00	100.00%
Total Revenues	0.00	192.00	-192.00	100.00%
Total Climate Emergency	0.00	192.00	-192.00	
Total Revenues	0.00	0.00	0.00	0.00%
Total ARPA (American Rescue Pla	0.00	0.00	0.00	

Town of Norwich General Ledger
 Current Yr Pd: 3 - Budget Status Report
 Expense/Emergency Reserve

Account	Budget	Actual	Budget Balance	Actual % of Budget
50-4-000810.00 Interest	0.00	3,567.66	-3,567.66	100.00%
Total Revenues	0.00	3,567.66	-3,567.66	100.00%
Total Expense/Emergency Reserve	0.00	3,567.66	-3,567.66	
51-4-000810.00 Interest	0.00	401.53	-401.53	100.00%
Total Revenues	0.00	401.53	-401.53	100.00%
Total Operational Perf & Develo	0.00	401.53	-401.53	
52-4-000810.00 Interest	0.00	56.62	-56.62	100.00%
Total Revenues	0.00	56.62	-56.62	100.00%
Total Emerald Ash Borer Respons	0.00	56.62	-56.62	
53-4-000810.00 Interest	0.00	29.55	-29.55	100.00%
Total Revenues	0.00	29.55	-29.55	100.00%
Total Kids Bridge-Huntley Mdw	0.00	29.55	-29.55	
54-4-000760.00 General Fund Contribution	0.00	150,000.00	-150,000.00	100.00%
54-4-000810.00 Interest Earned	0.00	297.32	-297.32	100.00%
Total Revenues	0.00	150,297.32	-150,297.32	100.00%
Total Culvert Fund	0.00	150,297.32	-150,297.32	
55-4-000760.00 General Fund Contribution	0.00	10,000.00	-10,000.00	100.00%
55-4-000810.00 Interest Earned	0.00	46.26	-46.26	100.00%
Total Revenues	0.00	10,046.26	-10,046.26	100.00%
Total Roadway Safety Fund	0.00	10,046.26	-10,046.26	
Total All Funds	6,163,401.00	9,993,736.58	-3,830,335.58	

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-005 TOWN ADMIN. EXPENSE				
01-5-005110.00 SELECTBOARD STIPEND	2,500.00	0.00	2,500.00	0.00%
01-5-005111.00 TOWN MANAGER WAGE	144,800.00	34,468.35	110,331.65	23.80%
01-5-005112.00 Asst. Town Mngr.Wage	69,339.00	14,665.23	54,673.77	21.15%
01-5-005113.00 TREASURER STIPEND	1,800.00	0.00	1,800.00	0.00%
01-5-005114.00 ADMIN ASSIST WAGE	23,459.00	5,875.45	17,583.55	25.05%
01-5-005120.00 CCC Tax	0.00	225.81	-225.81	100.00%
01-5-005121.00 FICA TAX	14,998.00	3,234.33	11,763.67	21.57%
01-5-005122.00 MEDI TAX	3,508.00	756.41	2,751.59	21.56%
01-5-005123.00 HEALTH INSUR	58,292.00	20,890.33	37,401.67	35.84%
01-5-005124.00 DISABILITY/LIFE INSUR	1,824.00	721.35	1,102.65	39.55%
01-5-005125.00 DENTAL INSURANCE	1,147.00	536.12	610.88	46.74%
01-5-005126.00 VT RETIREMENT	16,632.00	4,478.15	12,153.85	26.92%
01-5-005252.00 TMGR RELOCATION EXPENSE	10,000.00	0.00	10,000.00	0.00%
01-5-005300.00 PROFESS SERV	10,000.00	250.00	9,750.00	2.50%
01-5-005302.00 VLCT MEMBERSHIP	6,088.00	6,042.00	46.00	99.24%
01-5-005305.00 LEGAL	100,000.00	3,705.00	96,295.00	3.71%
01-5-005310.00 TOWN REPORT	4,154.00	0.00	4,154.00	0.00%
01-5-005531.00 ADMIN TELEPHONE	831.00	134.24	696.76	16.15%
01-5-005532.00 T MNGR CELL PHONE	1,558.00	80.83	1,477.17	5.19%
01-5-005538.00 POSTAGE	104.00	3.42	100.58	3.29%
01-5-005540.00 ADVERTISING	3,115.00	0.00	3,115.00	0.00%
01-5-005581.00 MILEAGE	208.00	0.00	208.00	0.00%
01-5-005610.00 OFFICE SUPPLIES	2,077.00	371.47	1,705.53	17.88%
01-5-005611.00 OFFICE EQUIP	1,038.00	178.97	859.03	17.24%
01-5-005615.00 DUES/MTS/EDUC	4,000.00	889.00	3,111.00	22.23%
01-5-005616.00 Treasurer Conf. & Dues Ex	1,000.00	35.00	965.00	3.50%
01-5-005701.00 COMMITTEE	519.00	0.00	519.00	0.00%
01-5-005701.20 ENERGY COMMITTEE	1,828.00	0.00	1,828.00	0.00%
01-5-005704.00 Reg Energy Coordinator	31,848.00	15,335.00	16,513.00	48.15%
01-5-005816.00 Des.Fund - Main St Flags	500.00	500.00	0.00	100.00%
01-5-005900.00 MISCELLANEOUS	519.00	52.88	466.12	10.19%
Total TOWN ADMIN. EXPENSE	517,686.00	113,429.34	404,256.66	21.91%
01-5-010 BCA/BOA EXPENDITURES				
01-5-010110.00 JUSTICE STIPEND	500.00	0.00	500.00	0.00%
01-5-010121.00 FICA TAX	31.00	0.00	31.00	0.00%
01-5-010122.00 MEDI TAX	7.00	0.00	7.00	0.00%
01-5-010538.00 POSTAGE	300.00	0.00	300.00	0.00%
01-5-010610.00 OFFICE SUPPLIES	25.00	0.00	25.00	0.00%
01-5-010615.00 DUES/MTGS/EDUC	300.00	0.00	300.00	0.00%
Total BCA/BOA EXPENDITURES	1,163.00	0.00	1,163.00	0.00%
01-5-050 STAT MTGS EXPENDITURES				
01-5-050110.00 POLLWORKER STIPEND	500.00	78.21	421.79	15.64%
01-5-050121.00 FICA TAX	31.00	0.00	31.00	0.00%
01-5-050122.00 MEDI TAX	7.00	0.00	7.00	0.00%
01-5-050200.00 CONTRACTED SERVICES	1,000.00	0.00	1,000.00	0.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-050538.00 POSTAGE	1,200.00	367.20	832.80	30.60%
01-5-050540.00 ADVERTISING	250.00	0.00	250.00	0.00%
01-5-050550.00 PRINTING	3,000.00	0.00	3,000.00	0.00%
01-5-050610.00 OFFICE SUPPLIES	400.00	44.97	355.03	11.24%
01-5-050650.00 VOTING MACHINE	100.00	0.00	100.00	0.00%
01-5-050652.00 VOTING MACH MAINT AGRMT	450.00	0.00	450.00	0.00%
01-5-050655.00 VTG MCHN PROGRAMG	3,500.00	0.00	3,500.00	0.00%
Total STAT MTGS EXPENDITURES	10,438.00	490.38	9,947.62	4.70%
01-5-100 TOWN CLERK EXPENDITURES				
01-5-100110.00 TOWN CLERK WAGE	74,299.00	17,258.47	57,040.53	23.23%
01-5-100112.00 ASST CLK WAGE	55,428.00	13,154.52	42,273.48	23.73%
01-5-100120.00 CCC Tax	0.00	114.14	-114.14	100.00%
01-5-100121.00 FICA TAX	8,043.00	1,728.26	6,314.74	21.49%
01-5-100122.00 MEDI TAX	1,881.00	404.18	1,476.82	21.49%
01-5-100123.00 HEALTH INS	43,357.00	14,510.92	28,846.08	33.47%
01-5-100124.00 DISABILITY/LIFE INS	1,416.00	483.28	932.72	34.13%
01-5-100125.00 DENTAL INSURANCE	918.00	438.81	479.19	47.80%
01-5-100126.00 VT RETIREMENT	9,081.00	2,128.94	6,952.06	23.44%
01-5-100207.00 DOG/CAT LICENSE	300.00	0.00	300.00	0.00%
01-5-100209.00 VITAL STATISTICS	50.00	0.00	50.00	0.00%
01-5-100531.00 TELEPHONE	600.00	134.24	465.76	22.37%
01-5-100538.00 POSTAGE	350.00	0.00	350.00	0.00%
01-5-100540.00 ADVERTISING	200.00	0.00	200.00	0.00%
01-5-100610.00 OFFICE SUPPLIES	1,340.00	114.25	1,225.75	8.53%
01-5-100611.00 OFFICE EQUIPMENT	500.00	0.00	500.00	0.00%
01-5-100613.00 SOFTWARE	4,100.00	580.00	3,520.00	14.15%
01-5-100615.00 DUES/MTGS/EDUC	5,365.00	1,760.60	3,604.40	32.82%
01-5-100758.00 DES. FUND-RECORD RESTORAT	5,000.00	5,000.00	0.00	100.00%
01-5-100760.00 DESIGNATED FUND- EQUIP	20,000.00	20,000.00	0.00	100.00%
Total TOWN CLERK EXPENDITURES	232,228.00	77,810.61	154,417.39	33.51%
01-5-200 FINANCE DEPARTMENT				
01-5-200112.00 FINL ASSISTANT WAGE	58,129.00	13,486.41	44,642.59	23.20%
01-5-200112.10 FINANCE OFFICER WAGE	95,275.00	21,882.04	73,392.96	22.97%
01-5-200120.00 CCC Tax	0.00	141.11	-141.11	100.00%
01-5-200121.00 FICA TAX	9,511.00	2,128.23	7,382.77	22.38%
01-5-200122.00 MEDI TAX	2,224.00	497.73	1,726.27	22.38%
01-5-200123.00 HEALTH INS	21,129.00	7,131.06	13,997.94	33.75%
01-5-200124.00 DISABILITY/LIFE INS	1,512.00	755.17	756.83	49.95%
01-5-200125.00 DENTAL INSURANCE	918.00	302.96	615.04	33.00%
01-5-200126.00 VT RETIREMENT	10,738.00	2,475.81	8,262.19	23.06%
01-5-200320.00 PROFESS SERVICES	3,000.00	0.00	3,000.00	0.00%
01-5-200322.00 INDEPENDENT AUDIT	40,000.00	631.00	39,369.00	1.58%
01-5-200531.00 TELEPHONE	1,000.00	134.24	865.76	13.42%
01-5-200538.00 POSTAGE	10.00	0.00	10.00	0.00%
01-5-200540.00 ADVERTISING	175.00	0.00	175.00	0.00%
01-5-200550.00 PRINTING	125.00	0.00	125.00	0.00%

General

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-200610.00 OFFICE SUPPLIES	1,100.00	217.35	882.65	19.76%
01-5-200611.00 OFFICE EQUIPMENT	750.00	0.00	750.00	0.00%
01-5-200613.00 SOFTWARE	4,800.00	0.00	4,800.00	0.00%
01-5-200615.00 DUES/MTGS/EDUC	2,500.00	10.00	2,490.00	0.40%
01-5-200711.00 BANK	1,000.00	151.08	848.92	15.11%
Total FINANCE DEPARTMENT	253,896.00	49,944.19	203,951.81	19.67%
01-5-275 GEN ADMIN EXPENDITURES				
01-5-275531.00 TELEPHONE	675.00	472.53	202.47	70.00%
01-5-275536.00 POSTAGE METER RENTAL	779.00	159.57	619.43	20.48%
01-5-275538.00 POSTAGE	4,465.00	3,064.47	1,400.53	68.63%
01-5-275610.00 OFFICE SUPPLIES	1,350.00	111.92	1,238.08	8.29%
01-5-275620.00 PHOTOCOPIER	1,765.00	0.00	1,765.00	0.00%
01-5-275627.00 Remote Meeting Services	6,500.00	1,075.62	5,424.38	16.55%
01-5-275628.00 COMPUTER SOFTWARE	0.00	239.88	-239.88	100.00%
01-5-275630.00 COMPUTER HARDWARE	5,000.00	0.00	5,000.00	0.00%
01-5-275631.00 WEB SITE SUPPORT	623.00	0.00	623.00	0.00%
01-5-275632.00 SERVER MAINTENANCE	45,000.00	14,028.18	30,971.82	31.17%
Total GEN ADMIN EXPENDITURES	66,157.00	19,152.17	47,004.83	28.95%
01-5-300 LISTER/ASSESSOR EXPENDITURE				
01-5-300110.00 LISTER STIPEND	4,500.00	0.00	4,500.00	0.00%
01-5-300112.00 OFFICE ASST WAGE	27,000.00	3,379.35	23,620.65	12.52%
01-5-300115.00 Lister Office Wages	0.00	1,218.97	-1,218.97	100.00%
01-5-300120.00 CCC Tax	0.00	20.24	-20.24	100.00%
01-5-300121.00 FICA TAX	1,953.00	285.10	1,667.90	14.60%
01-5-300122.00 MEDI TAX	457.00	66.67	390.33	14.59%
01-5-300300.00 Contracted Services	25,000.00	1,710.00	23,290.00	6.84%
01-5-300360.00 SOFTWARE MAINT/UPDATE	6,230.00	0.00	6,230.00	0.00%
01-5-300531.00 TELEPHONE	623.00	134.24	488.76	21.55%
01-5-300538.00 POSTAGE	200.00	290.62	-90.62	145.31%
01-5-300540.00 ADVERTISING	200.00	0.00	200.00	0.00%
01-5-300550.00 PRINTING	200.00	54.50	145.50	27.25%
01-5-300580.00 MILEAGE REIMB	200.00	23.85	176.15	11.93%
01-5-300610.00 OFFICE SUPPLIES	200.00	0.00	200.00	0.00%
01-5-300611.00 OFFICE EQUIPMENT	200.00	0.00	200.00	0.00%
01-5-300615.00 DUES/MTGS/EDUC	350.00	125.00	225.00	35.71%
01-5-300760.00 DESIGNATED FUND-REAPPR	40,000.00	40,000.00	0.00	100.00%
Total LISTER/ASSESSOR EXPENDITURE	107,313.00	47,308.54	60,004.46	44.08%
01-5-350 PLANNING DEPT EXPENDITURE				
01-5-350110.00 PLAN ADMIN WAGE	95,000.00	2,849.40	92,150.60	3.00%
01-5-350112.00 OFFICE ASST. WAGE	29,112.00	10,622.10	18,489.90	36.49%
01-5-350120.00 CCC Tax	0.00	46.73	-46.73	100.00%
01-5-350121.00 FICA TAX	7,695.00	658.57	7,036.43	8.56%
01-5-350122.00 MEDI TAX	1,800.00	154.01	1,645.99	8.56%
01-5-350123.00 HEALTH INS	26,382.00	0.00	26,382.00	0.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-350124.00 DISABILITY/LIFE INS	809.00	0.00	809.00	0.00%
01-5-350125.00 DENTAL INSURANCE	459.00	0.00	459.00	0.00%
01-5-350126.00 VT RETIREMENT	6,650.00	0.00	6,650.00	0.00%
01-5-350320.00 PLANNING SERVICES	3,000.00	0.00	3,000.00	0.00%
01-5-350321.00 TWO RIVER PLANNING COMM.	6,068.00	6,068.00	0.00	100.00%
01-5-350322.00 U.V. TRANSPORTATION MGMT	1,150.00	0.00	1,150.00	0.00%
01-5-350341.00 MAPPING	2,200.00	0.00	2,200.00	0.00%
01-5-350416.00 HIST PRES GRANT	6,500.00	0.00	6,500.00	0.00%
01-5-350531.00 TELEPHONE	1,000.00	134.24	865.76	13.42%
01-5-350538.00 POSTAGE	520.00	58.12	461.88	11.18%
01-5-350540.00 ADVERTISING	550.00	739.05	-189.05	134.37%
01-5-350550.00 PRINTING	200.00	0.00	200.00	0.00%
01-5-350580.00 MILEAGE REIMB	400.00	42.88	357.12	10.72%
01-5-350610.00 OFFICE SUPPLIES	400.00	0.00	400.00	0.00%
01-5-350611.00 OFFICE EQUIPMENT	275.00	0.00	275.00	0.00%
01-5-350612.00 Sotware Expense	500.00	0.00	500.00	0.00%
01-5-350615.00 DUES/MTGS/EDUC	2,000.00	0.00	2,000.00	0.00%
Total PLANNING DEPT EXPENDITURE	192,670.00	21,373.10	171,296.90	11.09%
01-5-425 RECREA DEPT EXPENDITURES				
01-5-4251 ADMINISTRATION				
01-5-425110.00 RECREATION DIR WAGE	74,555.00	18,676.11	55,878.89	25.05%
01-5-425120.00 CCC Tax	0.00	80.89	-80.89	100.00%
01-5-425121.00 FICA TAX	4,622.00	1,571.64	3,050.36	34.00%
01-5-425122.00 MEDI TAX	1,081.00	367.56	713.44	34.00%
01-5-425124.00 DISABILITY/LIFE INSUR	800.00	276.57	523.43	34.57%
01-5-425126.00 VT RETIREMENT	5,219.00	1,307.33	3,911.67	25.05%
01-5-425127.00 TELEPHONE	1,116.00	215.06	900.94	19.27%
01-5-425128.00 POSTAGE	52.00	0.00	52.00	0.00%
01-5-425140.00 ADVERTISING	254.00	0.00	254.00	0.00%
01-5-425150.00 PRINTING	83.00	0.00	83.00	0.00%
01-5-425160.00 DUES/MTGS/EDUC	1,454.00	100.00	1,354.00	6.88%
01-5-425170.00 OFFICE EQUIPMENT	57.00	0.00	57.00	0.00%
01-5-425180.00 MILEAGE REIMBURSEMENT	286.00	21.84	264.16	7.64%
01-5-425182.00 OFFICE SUPPLIES	234.00	116.99	117.01	50.00%
Total ADMINISTRATION	89,813.00	22,733.99	67,079.01	25.31%
01-5-4252 PROGRAM				
01-5-425200.00 Instructor/Contractor Fee	20,000.00	2,350.00	17,650.00	11.75%
01-5-425206.00 COACHING MATERIALS	831.00	194.22	636.78	23.37%
01-5-425208.00 TEE SHIRT/HAT	3,115.00	0.00	3,115.00	0.00%
01-5-425211.00 EQUIPMENT	6,750.00	2,082.69	4,667.31	30.85%
01-5-425212.00 Program Wage	42,000.00	24,699.01	17,300.99	58.81%
01-5-425214.00 REFERREE/UMPIRE	7,000.00	0.00	7,000.00	0.00%
01-5-425216.00 ENTRY FEE	1,500.00	0.00	1,500.00	0.00%
01-5-425218.00 REGISTRATION FEES	6,230.00	0.00	6,230.00	0.00%
01-5-425219.00 Facilitly Rental Fee Expe	18,500.00	2,100.00	16,400.00	11.35%
01-5-425220.00 SPECIAL EVENTS /SUPPLIES	2,000.00	1,008.11	991.89	50.41%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-425221.00 FICA TAX	5,004.00	1,117.67	3,886.33	22.34%
01-5-425222.00 MEDI TAX	1,170.00	261.43	908.57	22.34%
01-5-425223.00 CCC Tax	0.00	104.76	-104.76	100.00%
01-5-425244.00 UNIFORMS	1,558.00	0.00	1,558.00	0.00%
Total PROGRAM	115,658.00	33,917.89	81,740.11	29.33%
01-5-4253 RECREATION FACILITIES				
01-5-425322.00 REC FIELD CARE	7,200.00	0.00	7,200.00	0.00%
01-5-425324.00 HNTLY LINE MARKING	5,500.00	542.64	4,957.36	9.87%
01-5-425326.00 PORTABLE TOILET	3,500.00	2,250.00	1,250.00	64.29%
01-5-425328.00 ICE RINK	800.00	0.00	800.00	0.00%
01-5-425330.00 REPAIRS & MAINT	2,500.00	576.35	1,923.65	23.05%
01-5-425332.00 WATER USAGE	467.00	0.00	467.00	0.00%
01-5-425333.00 WOMEN'S CLUB GRANT	5,500.00	0.00	5,500.00	0.00%
01-5-425345.00 SITE WORK	260.00	0.00	260.00	0.00%
01-5-425360.00 DESIGNATED FUND-T COURTS	75,000.00	75,000.00	0.00	100.00%
01-5-425362.00 Desig.Rec.Facility(Fund 0	15,000.00	15,000.00	0.00	100.00%
Total RECREATION FACILITIES	115,727.00	93,368.99	22,358.01	80.68%
Total RECREA DEPT EXPENDITURES	321,198.00	150,020.87	171,177.13	46.71%
01-5-485 PUBLIC SAFETY FACILITY				
01-5-485232.00 WATER USAGE	1,246.00	0.00	1,246.00	0.00%
01-5-485233.00 ELECTRICITY	8,307.00	2,096.58	6,210.42	25.24%
01-5-485234.00 HEATING	3,582.00	0.00	3,582.00	0.00%
01-5-485238.00 PHONE & INTERNET	5,703.00	1,490.46	4,212.54	26.13%
01-5-485301.00 BUILDING SUPPLIES	727.00	90.00	637.00	12.38%
01-5-485302.00 REPAIRS & MAINTENANCE	5,192.00	973.06	4,218.94	18.74%
01-5-485303.00 ALARM MONITORING	1,558.00	0.00	1,558.00	0.00%
01-5-485304.00 CLEANING	11,132.00	2,460.00	8,672.00	22.10%
Total PUBLIC SAFETY FACILITY	37,447.00	7,110.10	30,336.90	18.99%
01-5-500 POLICE DEPT EXPENDITURES				
01-5-5001 WAGES & BENEFITS				
01-5-500110.00 POLICE CHIEF WAGE	100,726.00	23,671.67	77,054.33	23.50%
01-5-500112.00 POLICE OFFICER WAGE	218,331.00	23,428.64	194,902.36	10.73%
01-5-500112.10 ON-CALL WAGES	5,310.00	0.00	5,310.00	0.00%
01-5-500113.00 OVERTIME OFFICER WAGE	9,069.00	1,705.20	7,363.80	18.80%
01-5-500114.00 ADMINISTRATIVE WAGE	59,382.00	4,731.60	54,650.40	7.97%
01-5-500115.00 PARTTIME OFFICER WAGE	3,250.00	-300.00	3,550.00	-9.23%
01-5-500116.00 CROSSING GUARD WAGE	23,681.00	928.98	22,752.02	3.92%
01-5-500120.10 CCC Tax	0.00	215.64	-215.64	100.00%
01-5-500121.00 FICA TAX	26,024.00	3,361.25	22,662.75	12.92%
01-5-500122.00 MEDI TAX	6,086.00	786.12	5,299.88	12.92%
01-5-500123.00 HEALTH INS	120,227.00	3,988.78	116,238.22	3.32%
01-5-500124.00 DISABILITY/LIFE INS	4,466.00	805.60	3,660.40	18.04%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-500125.00 DELTA DENTAL	2,754.00	374.25	2,379.75	13.59%
01-5-500126.00 VT RETIREMENT	27,497.00	4,311.87	23,185.13	15.68%
Total WAGES & BENEFITS	606,803.00	68,009.60	538,793.40	11.21%
01-5-5002 COMMUNITY POLICING				
01-5-500201.00 ANIMAL CONT/LEASH LAW	3,000.00	0.00	3,000.00	0.00%
01-5-500202.00 COMMUNITY RELATNS	500.00	0.00	500.00	0.00%
01-5-500204.00 SPEED SIGNS	9,000.00	1,297.12	7,702.88	14.41%
Total COMMUNITY POLICING	12,500.00	1,297.12	11,202.88	10.38%
01-5-5003 EQUIPMENT & MAINTENANCE				
01-5-500301.00 RADIO MAINTENANCE	850.00	5,607.95	-4,757.95	659.76%
01-5-500302.00 PETROLEUM PRODUCTS	10,000.00	1,590.01	8,409.99	15.90%
01-5-500306.00 CRUISER MAINT	8,800.00	1,763.76	7,036.24	20.04%
01-5-500308.00 CRUISER SUPPLIES	519.00	0.00	519.00	0.00%
01-5-500309.00 Capital Lease Equip. Expe	27,000.00	0.00	27,000.00	0.00%
Total EQUIPMENT & MAINTENANCE	47,169.00	8,961.72	38,207.28	19.00%
01-5-5004 GRANTS				
Total GRANTS	0.00	0.00	0.00	0.00%
01-5-5005 SUPPORT				
01-5-500501.00 ADMINISTRATION	10,000.00	1,224.17	8,775.83	12.24%
01-5-500535.00 VIBRS	5,000.00	100.00	4,900.00	2.00%
01-5-500536.00 DISPATCH SERVICES	99,479.00	16,406.69	83,072.31	16.49%
01-5-500538.00 TRAINING	3,634.00	0.00	3,634.00	0.00%
01-5-500543.00 TRAINING SUPPLIES	8,000.00	0.00	8,000.00	0.00%
01-5-500581.00 DUES/MTGS/EDUC	1,000.00	0.00	1,000.00	0.00%
01-5-500582.00 UNIFORMS	5,000.00	909.40	4,090.60	18.19%
01-5-500583.00 UNIFORMS CLEANING	1,670.00	0.00	1,670.00	0.00%
Total SUPPORT	133,783.00	18,640.26	115,142.74	13.93%
01-5-5007 CAPITAL EXPENDITURES				
01-5-500701.00 DESIGNATED FUND-SPEC EQUI	30,000.00	30,000.00	0.00	100.00%
01-5-500702.00 DESIGNATED FUND-CRUISER	35,000.00	35,000.00	0.00	100.00%
Total CAPITAL EXPENDITURES	65,000.00	65,000.00	0.00	100.00%
Total POLICE DEPT EXPENDITURES	865,255.00	161,908.70	703,346.30	18.71%
01-5-555 FIRE/FAST DEPT. EXPENSES				
01-5-5551 FIRE WAGES				
01-5-555108.00 FIRE CHIEF WAGES	79,295.00	18,588.78	60,706.22	23.44%
01-5-555110.00 FIRE OFFICER STIPEND	2,100.00	0.00	2,100.00	0.00%
01-5-555112.00 FIREFIGHTERS WAGE	31,125.00	4,956.40	26,168.60	15.92%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-555114.00 FF DRILLS/MTGS WAGE	2,500.00	240.00	2,260.00	9.60%
01-5-555120.00 CCC Tax	0.00	102.55	-102.55	100.00%
01-5-555121.00 FICA TAX	7,131.00	1,379.67	5,751.33	19.35%
01-5-555122.00 MEDI TAX	1,668.00	327.25	1,340.75	19.62%
01-5-555123.00 HEALTH INSURANCE	18,438.00	6,579.87	11,858.13	35.69%
01-5-555124.00 DISABILITY/LIFE INSURANCE	800.00	250.92	549.08	31.37%
01-5-555125.00 VT RETIREMENT	5,551.00	1,301.21	4,249.79	23.44%
01-5-555126.00 DENTAL INSURANCE	459.00	184.90	274.10	40.28%
Total FIRE WAGES	149,067.00	33,911.55	115,155.45	22.75%
01-5-5552 EMS WAGES				
01-5-555212.00 EMS WAGE	5,000.00	2,556.38	2,443.62	51.13%
01-5-555215.00 EMS DRILL WAGE	1,900.00	260.00	1,640.00	13.68%
01-5-555221.00 EMS FICA TAX	428.00	138.08	289.92	32.26%
01-5-555222.00 EMS MEDI TAX	100.00	27.78	72.22	27.78%
Total EMS WAGES	7,428.00	2,982.24	4,445.76	40.15%
01-5-5553 EDUCATION & TRAINING				
01-5-555338.00 FIRE EDUC/TRAINING	750.00	500.00	250.00	66.67%
01-5-555340.00 EMS EDUC/TRNG	1,200.00	0.00	1,200.00	0.00%
01-5-555342.00 FIRE DUES/MTGS/EDUC	500.00	0.00	500.00	0.00%
Total EDUCATION & TRAINING	2,450.00	500.00	1,950.00	20.41%
01-5-5554 TOOLS & EQUIPMENT				
01-5-555422.00 FIRE TOOLS & EQUIPMENT	4,200.00	681.96	3,518.04	16.24%
01-5-555424.00 EMS TOOLS/ EQUIP	2,000.00	364.57	1,635.43	18.23%
01-5-555426.00 RADIO PURCH/REPAIR	800.00	0.00	800.00	0.00%
Total TOOLS & EQUIPMENT	7,000.00	1,046.53	5,953.47	14.95%
01-5-5555 MAINTENANCE				
01-5-555528.00 FIRE TRK R & M	15,500.00	1,152.71	14,347.29	7.44%
01-5-555530.00 EQUIPMENT MAINTENANCE	4,154.00	3,159.83	994.17	76.07%
01-5-555532.00 RADIO MAINTENANCE	500.00	0.00	500.00	0.00%
01-5-555538.00 PETROLEUM PRODUCTS	4,673.00	589.48	4,083.52	12.61%
Total MAINTENANCE	24,827.00	4,902.02	19,924.98	19.74%
01-5-5556 SUPPORT				
01-5-555614.00 RECRUITMENT	100.00	-161.00	261.00	-161.00%
01-5-555618.00 POSTAGE	25.00	0.00	25.00	0.00%
01-5-555619.00 FIRE PREV BOOKS & MATERIA	100.00	0.00	100.00	0.00%
01-5-555620.00 FIREFIGHTERS CASUL INS	5,800.00	0.00	5,800.00	0.00%
01-5-555625.00 TELEPHONE & INTERNET	1,000.00	388.85	611.15	38.89%
01-5-555630.00 OFFICE SUPPLIES	700.00	64.00	636.00	9.14%
01-5-555632.00 DISPATCH SERVICE	30,193.00	14,315.32	15,877.68	47.41%
01-5-555633.00 UNIFORM	260.00	0.00	260.00	0.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-555634.00 HYDRANT RENTAL	34,000.00	0.00	34,000.00	0.00%
01-5-555635.00 DRY HYDRANT	500.00	0.00	500.00	0.00%
01-5-555636.00 OSHA COMPLIANCE	1,000.00	161.00	839.00	16.10%
Total SUPPORT	73,678.00	14,768.17	58,909.83	20.04%
01-5-5557 CAPITAL EXPENDITURES				
01-5-555758.00 DESIGNATED FUND-APPARATUS	120,000.00	120,000.00	0.00	100.00%
01-5-555760.00 DESIGNATED FUND-EQUIPMENT	30,000.00	30,000.00	0.00	100.00%
Total CAPITAL EXPENDITURES	150,000.00	150,000.00	0.00	100.00%
01-5-5558 GRANT EXPENSE				
Total GRANT EXPENSE	0.00	0.00	0.00	0.00%
01-5-5559 AMBULANCE SERVICES				
01-5-555901.00 AMBULANCE CONTRACT	168,604.00	41,245.53	127,358.47	24.46%
01-5-555903.00 AMBULANCE BILLS	5,711.00	1,694.19	4,016.81	29.67%
Total AMBULANCE SERVICES	174,315.00	42,939.72	131,375.28	24.63%
Total FIRE/FAST DEPT. EXPENSES	588,765.00	251,050.23	337,714.77	42.64%
01-5-575 EMERGENCY MANAGEMENT				
01-5-575100.00 DEBT SERVICE TOWER PRINCI	27,500.00	0.00	27,500.00	0.00%
01-5-575105.00 DEBT SERVICE TOWER INTERE	750.00	0.00	750.00	0.00%
01-5-575233.00 TOWER POWER	450.00	273.21	176.79	60.71%
01-5-575600.00 EMERG MAN ADMIN	30.00	0.00	30.00	0.00%
01-5-575610.00 EMERG MNGMT SUPPLIES	50.00	0.00	50.00	0.00%
01-5-575612.00 GENERATOR FUEL	200.00	170.43	29.57	85.22%
01-5-575620.00 EMERG GEN MAINT	2,600.00	0.00	2,600.00	0.00%
01-5-575740.00 DESIGNATED FUND-GENERATOR	15,000.00	15,000.00	0.00	100.00%
Total EMERGENCY MANAGEMENT	46,580.00	15,443.64	31,136.36	33.16%
01-5-650 CONSERVATION				
01-5-650615.00 DUES/MTGS/EDUC	200.00	0.00	200.00	0.00%
01-5-650620.00 SPKRS/PUBLIC INFO	1,250.00	532.34	717.66	42.59%
01-5-650625.00 PUBLICITY	750.00	0.00	750.00	0.00%
01-5-650630.00 TRAILS	1,800.00	0.00	1,800.00	0.00%
01-5-650635.00 MILT FRYE NATURE AREA	1,500.00	0.00	1,500.00	0.00%
01-5-650700.00 NATRL RESRCS INVEN	1,000.00	0.00	1,000.00	0.00%
01-5-650710.00 PROJECT RESTORATION	2,000.00	489.78	1,510.22	24.49%
Total CONSERVATION	8,500.00	1,022.12	7,477.88	12.02%
01-5-675 CEMETERY COMMISSION				
Total CEMETERY COMMISSION	0.00	0.00	0.00	0.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-70 PUBLIC WORKS DEPT.				
01-5-703 HIGHWAY DIVISION				
01-5-7031 HIGHWAY WAGES & BENEFITS				
01-5-703110.00 DIRECTOR OF PUBLIC WORKS	100,230.00	24,511.43	75,718.57	24.46%
01-5-703111.00 ADMINISTRATIVE ASSIST	23,459.00	4,651.32	18,807.68	19.83%
01-5-703112.00 ROAD CREW WAGES	331,013.00	61,421.25	269,591.75	18.56%
01-5-703114.00 ROAD CREW OVERTIME	40,000.00	472.50	39,527.50	1.18%
01-5-703116.00 PAGER COMPENSATION	5,612.00	487.83	5,124.17	8.69%
01-5-703120.00 CCC Tax	0.00	340.46	-340.46	100.00%
01-5-703121.00 FICA	31,019.00	5,439.04	25,579.96	17.53%
01-5-703122.00 MEDICARE	7,255.00	1,272.05	5,982.95	17.53%
01-5-703123.00 HEALTH INSUR	91,482.00	28,292.09	63,189.91	30.93%
01-5-703124.00 DISABILITY/LIFE	4,616.00	1,425.68	3,190.32	30.89%
01-5-703125.00 DENTAL INSURANCE	2,983.00	872.68	2,110.32	29.26%
01-5-703126.00 RETIREMENT	35,022.00	6,383.76	28,638.24	18.23%
Total HIGHWAY WAGES & BENEFITS	672,691.00	135,570.09	537,120.91	20.15%
01-5-7032 MATERIALS				
01-5-703201.00 SALT & CHEMICALS	125,000.00	0.00	125,000.00	0.00%
01-5-703203.00 SAND	130,331.00	0.00	130,331.00	0.00%
01-5-703205.00 DUST CONTROL	25,046.00	0.00	25,046.00	0.00%
01-5-703207.00 GRAVEL & STONE	70,000.00	0.00	70,000.00	0.00%
01-5-703209.00 CULVERTS & ROAD SUPPLIES	20,768.00	0.00	20,768.00	0.00%
01-5-703211.00 ASPHALT PRODUCTS	3,219.00	200.83	3,018.17	6.24%
01-5-703213.00 BRIDGE REPAIR & MAINT.	5,000.00	0.00	5,000.00	0.00%
01-5-703215.00 OTHER PROJECTS	5,000.00	7,455.00	-2,455.00	149.10%
01-5-703217.00 SIGNS	2,500.00	211.74	2,288.26	8.47%
Total MATERIALS	386,864.00	7,867.57	378,996.43	2.03%
01-5-7033 CONTRACTED SERVICES				
01-5-703301.00 PLOWING & SANDING	65,000.00	0.00	65,000.00	0.00%
01-5-703303.00 ROAD SWEEPING	2,500.00	0.00	2,500.00	0.00%
01-5-703305.00 LEAF REMOVAL	3,000.00	0.00	3,000.00	0.00%
01-5-703307.00 STREETLIGHTS	14,000.00	2,530.97	11,469.03	18.08%
01-5-703309.00 TREE CUTTING & REMOVAL	12,000.00	0.00	12,000.00	0.00%
01-5-703311.00 UNIFORMS	14,000.00	2,767.60	11,232.40	19.77%
01-5-703313.00 PAVING	10,000.00	0.00	10,000.00	0.00%
01-5-703315.00 OTHER PROJECTS	16,000.00	0.00	16,000.00	0.00%
01-5-703317.00 CRACK SEALING	18,691.00	0.00	18,691.00	0.00%
01-5-703319.00 PAVEMENT MARKING	20,000.00	0.00	20,000.00	0.00%
01-5-703321.00 BRIDGES	55,000.00	6,123.11	48,876.89	11.13%
01-5-703322.00 Culverts	10,000.00	0.00	10,000.00	0.00%
Total CONTRACTED SERVICES	240,191.00	11,421.68	228,769.32	4.76%
01-5-7034 EQUIPMENT				
01-5-703401.00 OUTSIDE REPAIRS	55,000.00	6,704.86	48,295.14	12.19%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-703403.00 PARTS & SUPPLIES	65,000.00	10,331.96	54,668.04	15.90%
01-5-703405.00 PETROLEUM PRODUCTS	50,000.00	8,987.57	41,012.43	17.98%
01-5-703406.00 Capital Equipment Lease E	8,100.00	3,066.14	5,033.86	37.85%
Total EQUIPMENT	178,100.00	29,090.53	149,009.47	16.33%
01-5-7035 HIGHWAY GARAGE				
01-5-703501.00 ELECTRICITY	8,000.00	0.00	8,000.00	0.00%
01-5-703503.00 PROPANE	9,000.00	0.00	9,000.00	0.00%
01-5-703505.00 TELEPHONE	7,217.00	832.32	6,384.68	11.53%
01-5-703507.00 SUPPLIES	9,138.00	818.44	8,319.56	8.96%
01-5-703509.00 ALARM MONITORING	1,038.00	0.00	1,038.00	0.00%
01-5-703511.00 REPAIRS & MAINTENANCE	8,619.00	1,968.61	6,650.39	22.84%
01-5-703513.00 TOOLS	8,074.00	0.00	8,074.00	0.00%
01-5-703515.00 ADMINISTRATION	5,504.00	107.49	5,396.51	1.95%
Total HIGHWAY GARAGE	56,590.00	3,726.86	52,863.14	6.59%
01-5-7036 CAPITAL EXPENDITURES				
01-5-703601.00 DESIGNATED FUND-EQUIPMENT	250,000.00	250,000.00	0.00	100.00%
01-5-703605.00 DESIGNATED FUND-PAVING	75,000.00	75,000.00	0.00	100.00%
01-5-703607.00 DESIGNATED FUND-BRIDGES	150,000.00	150,000.00	0.00	100.00%
01-5-703609.00 DESIGNATED FUND-GARAGE	30,500.00	30,500.00	0.00	100.00%
Total CAPITAL EXPENDITURES	505,500.00	505,500.00	0.00	100.00%
01-5-7037 GRANTS				
01-5-703703.01 FEMA GRANT KateWallace	0.00	11,539.93	-11,539.93	100.00%
01-5-703703.02 FEMA GRANT Norford Lake	0.00	8,768.68	-8,768.68	100.00%
01-5-703703.03 FEMA Grant Podunk/Illsley	0.00	11,914.66	-11,914.66	100.00%
01-5-703710.10 Grants in Aid Project	0.00	1,500.00	-1,500.00	100.00%
Total GRANTS	0.00	33,723.27	-33,723.27	100.00%
Total HIGHWAY DIVISION	2,039,936.00	726,900.00	1,313,036.00	35.63%
01-5-704 BUILDINGS & GROUNDS DIVIS				
01-5-7041 B & G WAGES & BENEFITS				
01-5-704113.00 BUILDINGS & GROUNDS WAGES	108,106.00	14,616.34	93,489.66	13.52%
01-5-704114.00 OT BLDGS & GROUNDS	2,398.00	0.00	2,398.00	0.00%
01-5-704116.00 PAGER COMPENSATION	1,589.00	0.00	1,589.00	0.00%
01-5-704120.00 CCC Tax	0.00	59.92	-59.92	100.00%
01-5-704121.00 FICA	6,950.00	900.16	6,049.84	12.95%
01-5-704122.00 MEDICARE	1,625.00	210.50	1,414.50	12.95%
01-5-704123.00 HEALTH INSURANCE	26,654.00	8,865.75	17,788.25	33.26%
01-5-704124.00 DISABILITY/LIFE	1,203.00	431.36	771.64	35.86%
01-5-704125.00 DENTAL INSURANCE	918.00	337.50	580.50	36.76%
01-5-704126.00 RETIREMENT	7,735.00	1,023.15	6,711.85	13.23%
Total B & G WAGES & BENEFITS	157,178.00	26,444.68	130,733.32	16.82%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-7042 MATERIALS				
01-5-704201.00 GARDEN SUPPLIES & PLANTS	1,635.00	0.00	1,635.00	0.00%
Total MATERIALS	1,635.00	0.00	1,635.00	0.00%
01-5-7043 CONTRACTED SERVICES				
01-5-704311.00 UNIFORMS	5,296.00	912.50	4,383.50	17.23%
Total CONTRACTED SERVICES	5,296.00	912.50	4,383.50	17.23%
01-5-7044 EQUIPMENT				
01-5-704401.00 OUTSIDE REPAIRS	2,181.00	0.00	2,181.00	0.00%
01-5-704403.00 PARTS & SUPPLIES	2,700.00	44.21	2,655.79	1.64%
01-5-704405.00 PETROLEUM PRODUCTS	3,201.00	531.22	2,669.78	16.60%
01-5-704413.00 TOOLS	571.00	0.00	571.00	0.00%
Total EQUIPMENT	8,653.00	575.43	8,077.57	6.65%
01-5-7046 CAPITAL EXPENDITURES				
01-5-704601.00 DESIGNATED FUND-EQUIPMENT	2,000.00	2,000.00	0.00	100.00%
Total CAPITAL EXPENDITURES	2,000.00	2,000.00	0.00	100.00%
Total BUILDINGS & GROUNDS DIVIS	174,762.00	29,932.61	144,829.39	17.13%
01-5-705 SOLID WASTE DIVISION				
01-5-7051 SW WAGES & BENEFITS				
01-5-705112.00 TRNSF STATION WAGE	47,897.00	12,293.66	35,603.34	25.67%
01-5-705120.00 CCC Tax	0.00	54.11	-54.11	100.00%
01-5-705121.00 FICA TAX	2,970.00	762.20	2,207.80	25.66%
01-5-705122.00 MEDI TAX	694.00	178.27	515.73	25.69%
Total SW WAGES & BENEFITS	51,561.00	13,288.24	38,272.76	25.77%
01-5-7053 CONTRACTED SERVICES				
01-5-705301.00 GUVSWMD ASSESSMENT	37,000.00	32,508.00	4,492.00	87.86%
01-5-705303.00 MUNICIPAL SOLID WASTE	54,672.00	4,536.15	50,135.85	8.30%
01-5-705305.00 RECYCLING	47,040.00	5,141.89	41,898.11	10.93%
01-5-705306.00 C & D WASTE DISPOSAL	16,199.00	711.25	15,487.75	4.39%
01-5-705308.00 FOOD WASTE DISPOSAL	25,000.00	1,542.06	23,457.94	6.17%
Total CONTRACTED SERVICES	179,911.00	44,439.35	135,471.65	24.70%
01-5-7054 EQUIPMENT				
01-5-705403.00 PARTS & SUPPLIES	1,116.00	179.64	936.36	16.10%
01-5-705411.00 REPAIRS & MAINTENANCE	6,000.00	199.99	5,800.01	3.33%
01-5-705413.00 SMALL EQUIPMENT	524.00	0.00	524.00	0.00%
Total EQUIPMENT	7,640.00	379.63	7,260.37	4.97%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-7055 TRANSFER STATION				
01-5-705500.00 PURCHASED SERVICES	4,154.00	320.00	3,834.00	7.70%
01-5-705501.00 ELECTRICITY	2,388.00	967.17	1,420.83	40.50%
01-5-705503.00 PROPANE	899.00	0.00	899.00	0.00%
01-5-705505.00 TELEPHONE	545.00	127.13	417.87	23.33%
01-5-705515.00 ADMINISTRATION	1,038.00	0.00	1,038.00	0.00%
01-5-705517.00 VERMONT FRANCHISE TAX	2,233.00	372.49	1,860.51	16.68%
Total TRANSFER STATION	11,257.00	1,786.79	9,470.21	15.87%
01-5-7056 CAPITAL EXPENDITURES				
01-5-705601.00 DESIGNATED FUND-EQUIPMENT	2,000.00	2,000.00	0.00	100.00%
Total CAPITAL EXPENDITURES	2,000.00	2,000.00	0.00	100.00%
Total SOLID WASTE DIVISION	252,369.00	61,894.01	190,474.99	24.53%
01-5-706 TRACY HALL				
01-5-7061 BUILDING EXPENSES				
01-5-706100.00 WATER USAGE	935.00	0.00	935.00	0.00%
01-5-706101.00 ELECTRICITY	18,891.00	1,844.23	17,046.77	9.76%
01-5-706103.00 HEATING	19,470.00	0.00	19,470.00	0.00%
01-5-706105.00 ALARM MONITORING	1,350.00	0.00	1,350.00	0.00%
01-5-706107.00 ELEVATOR MAINTENANCE	3,427.00	2,500.04	926.96	72.95%
01-5-706108.00 CUSTODIAN PAGER & MILEAGE	779.00	0.00	779.00	0.00%
01-5-706109.00 BUILDING SUPPLIES	4,465.00	1,468.76	2,996.24	32.89%
01-5-706113.00 REPAIRS & MAINTENANCE	13,500.00	4,571.93	8,928.07	33.87%
01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	2,596.00	362.59	2,233.41	13.97%
Total BUILDING EXPENSES	65,413.00	10,747.55	54,665.45	16.43%
Total TRACY HALL	65,413.00	10,747.55	54,665.45	16.43%
Total PUBLIC WORKS DEPT.	2,532,480.00	829,474.17	1,703,005.83	32.75%
01-5-8002 DEBT SERVICE EXPENDITURES				
01-5-800207.00 PUBLIC SAFTY FACILITY BON	47,000.00	0.00	47,000.00	0.00%
01-5-800208.00 Browns SH Rd Bridge-Princ	14,043.00	13,140.00	903.00	93.57%
01-5-800209.00 Browns SH Rd Bridge Inter	0.00	614.29	-614.29	100.00%
01-5-800210.00 Windsor County Bond	61,444.00	0.00	61,444.00	0.00%
01-5-800211.00 Windsor County Equalizati	0.00	52,618.29	-52,618.29	100.00%
01-5-800235.00 DEBT INTEREST	42,366.00	0.00	42,366.00	0.00%
01-5-800237.00 PRIN PMT-PUB SFTY/GARAGE	48,000.00	48,000.00	0.00	100.00%
01-5-800238.00 INTEREST-PUB SFTY/GARAGE	2,890.00	1,470.32	1,419.68	50.88%
Total DEBT SERVICE EXPENDITURES	215,743.00	115,842.90	99,900.10	53.69%
01-5-8003 APPROPRIATION EXPENDITURES				
01-5-800302.00 NORWICH PUBLIC LIBRARY	365,000.00	365,000.00	0.00	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-800306.00 NORWICH LIONS CLUB	3,500.00	3,500.00	0.00	100.00%
01-5-800310.00 NORWICH AMERICAN LEGION	1,500.00	1,500.00	0.00	100.00%
01-5-800311.00 Norwich Community Nurse	10,000.00	10,000.00	0.00	100.00%
01-5-800315.00 NORWICH HISTORICAL SOC.	8,000.00	8,000.00	0.00	100.00%
01-5-800316.00 NORWICH CEMETERY ASSOCATN	20,000.00	20,000.00	0.00	100.00%
01-5-800324.00 CHILD CARE CTR IN NORWICH	4,348.00	4,348.00	0.00	100.00%
01-5-800328.00 VSTNG NRS/HSP APPR	18,500.00	18,500.00	0.00	100.00%
01-5-800350.00 THE FAMILY PLACE	6,000.00	6,000.00	0.00	100.00%
01-5-800352.00 ADVANCE TRANSIT	15,947.00	15,947.00	0.00	100.00%
01-5-800354.00 HEADREST	2,500.00	2,500.00	0.00	100.00%
01-5-800356.00 WINDSOR COUNTY MENTORS	2,500.00	2,500.00	0.00	100.00%
01-5-800358.00 JAM (formerly CATV)	3,000.00	3,000.00	0.00	100.00%
01-5-800362.00 WISE	2,500.00	2,500.00	0.00	100.00%
01-5-800366.00 SEVCA	3,750.00	3,750.00	0.00	100.00%
01-5-800368.00 YOUTH-IN-ACTION	3,000.00	3,000.00	0.00	100.00%
01-5-800369.00 SENIOR SOLUTIONS	1,200.00	1,200.00	0.00	100.00%
01-5-800372.00 WHT RIVR COUN ON AGING	5,300.00	5,300.00	0.00	100.00%
01-5-800375.00 PUBLIC HEALTH COUNC UV	1,822.00	1,822.00	0.00	100.00%
01-5-800382.00 U.V. TRAILS ALLIANCE	2,000.00	2,000.00	0.00	100.00%
01-5-800386.00 GOOD BEGINNINGS	3,000.00	3,000.00	0.00	100.00%
01-5-800388.00 GREEN MTN ECO DEV CORP	1,704.50	1,704.50	0.00	100.00%
01-5-800389.00 SPECIAL NEEDS SUPPORT CEN	2,000.00	2,000.00	0.00	100.00%
01-5-800391.00 Culvert Fund #54	150,000.00	150,000.00	0.00	100.00%
01-5-800392.00 Roadway & Ped.Safety Fund	10,000.00	10,000.00	0.00	100.00%
Total APPROPRIATION EXPENDITURES	647,071.50	647,071.50	0.00	100.00%
01-5-8004 TAX EXPENDITURES				
01-5-800400.00 Transfer Out (GF Surplus)	0.00	1,000,000.00	-1,000,000.00	100.00%
01-5-800401.00 Transfer Out (Earned Inte	0.00	22,360.96	-22,360.96	100.00%
01-5-800408.00 TAX ABATEMENT/ADJUSTMENT	21,298.00	0.00	21,298.00	0.00%
01-5-800410.00 INTEREST	2.00	0.00	2.00	0.00%
Total TAX EXPENDITURES	21,300.00	1,022,360.96	-1,001,060.96	4,799.82%
01-5-8005 INSURANCE				
01-5-800501.00 HRA REIMBURSEMENT EXPENSE	0.00	2,476.46	-2,476.46	100.00%
01-5-800517.00 UNEMP INS RATE ASSMT	6,160.00	1,515.00	4,645.00	24.59%
01-5-800518.00 PROP & CAS INSURANCE	95,533.00	29,321.25	66,211.75	30.69%
01-5-800520.00 WORKER'S COMP INS	100,725.00	14,928.00	85,797.00	14.82%
Total INSURANCE	202,418.00	48,240.71	154,177.29	23.83%
Total Expenditures	6,868,308.50	3,579,054.23	3,289,254.27	52.11%
Total General	-6,868,308.50	-3,579,054.23	-3,289,254.27	
04-5-650640.00 GILE MTN. EXPENSE	0.00	1,469.11	-1,469.11	100.00%
Total Expenditures	0.00	1,469.11	-1,469.11	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total CONSERVATION COMM FUND	0.00	-1,469.11	1,469.11	
Total Expenditures	0.00	0.00	0.00	0.00%
Total RECREATION FACILITY & IMP	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total FIRE APPARATUS FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total HIGHWAY EQUIPMENT FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total HIGHWAY GARAGE FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total SOLID WASTE EQUIP FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total POLICE STATION FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total POLICE CRUISER	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total TOWN REAPPRAISAL FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total TRACY HALL FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total GENERAL ADMIN. FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Granite bench with crista	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total RECREATION FUND-DAM	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total RECREATION FUND-TENNIS CO	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total TOWN CLERK EQUIP FUND	0.00	0.00	0.00	
21-5-500612.00 SPEC EQUIP CAPITAL	0.00	3,982.40	-3,982.40	100.00%
Total Expenditures	0.00	3,982.40	-3,982.40	100.00%
Total POLICE SPEC EQUIP FUND	0.00	-3,982.40	3,982.40	
Total Expenditures	0.00	0.00	0.00	0.00%
Total KIDS & COPS FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total AFFORDABLE HOUSING FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total LAND MANAGEMENT COUNCIL F	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total FIRE DEPT.APPARATUS BAY	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total FIRE EQUIPMENT FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total SIDEWALK FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total LONG TERM FACILITY STUDY	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total BANDSTAND RENOVATION FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total COMMUNICATIONS STUDY FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total CITIZEN ASSISTANCE FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total CORRIDOR TREE	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total MAIN STREET FLAGS	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total SCHOOL LEASELAND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total GOSPEL LEASELAND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total RECREATION SCHOLARSHIPS	0.00	0.00	0.00	
41-5-700675.00 BRIDGE REHAB	0.00	58,000.00	-58,000.00	100.00%
Total Expenditures	0.00	58,000.00	-58,000.00	100.00%
Total DPW-BRIDGE FUND	0.00	-58,000.00	58,000.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total DPW-PAVING FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total BUILDINGS & GROUNDS	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total COMMUNICATIONS CONSTRUCTI	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total RECORDS RESTORATION	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total GENERATOR FUND	0.00	0.00	0.00	
47-5-485322.00 Public Safety Equip Purch	0.00	2,947.60	-2,947.60	100.00%
Total Expenditures	0.00	2,947.60	-2,947.60	100.00%
Total PUBLIC SAFETY FACILITY	0.00	-2,947.60	2,947.60	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Expense/Emergency Reserve	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Operational Perf & Develo	0.00	0.00	0.00	

Town of Norwich General Ledger
 Current Yr Pd: 3 - Budget Status Report
 Emerald Ash Borer Respons

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Expenditures	0.00	0.00	0.00	0.00%
Total Emerald Ash Borer Respons	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Kids Bridge-Huntley Mdw	0.00	0.00	0.00	
54-5-703322.00 Culvert Expense	0.00	85,750.00	-85,750.00	100.00%
Total Expenditures	0.00	85,750.00	-85,750.00	100.00%
Total Culvert Fund	0.00	-85,750.00	85,750.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Roadway Safety Fund	0.00	0.00	0.00	
Total All Funds	-6,868,308.50	-3,731,203.34	-3,137,105.16	

Account	Curr Yr Pd	3 Sep Actual
ASSET		
01-1-001 CASH		
01-1-001004.00 PETTY CASH-TRANS STATION		200.00
01-1-001005.00 PETTY CASH-TOWN CLERK		50.00
01-1-001100.00 CASH-MASCOMA GENL FUND		6,503,786.34
01-1-001102.00 CASH-MASCOMA RECREATION		104.93
01-1-001104.00 CASH-MASCOMA FISH & GAME		199.78
01-1-001106.00 HRA Bank Account		4,617.23
Total CASH		6,508,958.28
01-1-002 INVESTMENTS		
01-1-002200.00 CD Mascoma Saving Bank		2,125,891.64
Total INVESTMENTS		2,125,891.64
01-1-003 RECEIVABLES		
01-1-0030 ACCOUNTS RECEIVABLE		
01-1-003026.00 Accounts Receivable		13,600.39
Total ACCOUNTS RECEIVABLE		13,600.39
01-1-0031 GRANT RECEIVABLE		
Total GRANT RECEIVABLE		0.00
01-1-0032 NOTES RECEIVABLE		
Total NOTES RECEIVABLE		0.00
01-1-0034 TAXES RECEIVABLE		
01-1-003401.00 CURRENT TAX RECVBLE		10,533,624.35
01-1-003402.00 DEL PROP TAXES RECEIVABLE		124,203.75
01-1-003403.00 TAX INTEREST RECV		23,066.11
01-1-003404.00 PENALTY RECEIVABLE		5,602.78
Total TAXES RECEIVABLE		10,686,496.99
Total RECEIVABLES		10,700,097.38
01-1-004 OTHER ASSETS		
01-1-004102.00 PREPAID EXPENSES		160.60
01-1-004104.00 INVENTORY-Materials		62,465.34
01-1-004105.00 Inventory-DPW Fueling Sta		10,735.40
Total OTHER ASSETS		73,361.34
01-1-090000.00 DUE FROM/TO OTHER FUND		-4,853,078.12
Total Asset		14,555,230.52

Account	Curr Yr Pd 3 Sep Actual
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LIABILITY

01-2-001 ACCOUNTS PAYABLE

01-2-001101.00 ACCRUED PAYROLL PAYABLE	32,676.85
01-2-001111.00 VMERS GRP B PAYABLE	708.03
01-2-001113.00 VMERS GRP C PAYABLE	-814.35
01-2-001114.00 HRA LIABILITY	3,839.93
01-2-001117.00 UNION DUES PAYABLE	-36.07
01-2-001121.00 VT ANIMAL RETURN	409.00
01-2-001122.00 DUE TO VT-FISH & GAME	110.70
01-2-001122.01 VT FISH & GAME GIFT CERTI	97.00
01-2-001123.00 SCHOOL DISTRICT TAX	7,225,317.50
01-2-001124.00 DUE TO VT-VITAL RECORDS	3,330.00
01-2-001125.00 DUE TO GUVSWMD-COUPONS	-1,102.70
01-2-001125.10 DUE TO GUVSWMD-STICKERS	724.00
01-2-001126.00 VISION SERV PLAN-PAYROLL	-74.13
01-2-001148.00 TAX OVERPAYMENTS	1,248.70
01-2-001150.00 VENDORS PAYABLE	518,364.53
01-2-001166.00 Tracy Hall Rental Deposit	100.00

Total ACCOUNTS PAYABLE	7,784,898.99
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01-2-002 GRANT LIABILITY

Total GRANT LIABILITY	0.00
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01-2-003 OTHER LIABILITIES

Total OTHER LIABILITIES	0.00
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01-2-004 DEFERRED REVENUES

Total DEFERRED REVENUES	0.00
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Total Liability	7,784,898.99
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FUND BALANCE

01-3-0011 RESERVE-FUND BALANCE

Total RESERVE-FUND BALANCE	0.00
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01-3-0013 UNRESTRICTED FUNDS

01-3-001300.00 GENERAL FUND BAL-UNREST	735,533.00
01-3-001301.01 FireApparatusFund6	300,000.00
01-3-001301.02 HWGarage8	200,000.00
01-3-001301.03 TracyHall13	500,000.00

Town of Norwich General Ledger
Balance Sheet Current Year - Period 3 Sep
General

Account	Curr Yr Pd 3 Sep Actual
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01-3-001301.04 Tax Rate Buy Down	700,000.00
Total UNRESTRICTED FUNDS	2,435,533.00
Total Prior Years Fund Balance	2,435,533.00
Fund Balance Current Year	4,334,798.53
Total Fund Balance	6,770,331.53
Total Liability, Reserves, Fund Balance	14,555,230.52
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Account Number	Account Description	Account Balance
01-1-090000.00	General DUE FROM/TO OTHER FUND	-4,853,078.12
04-1-090000.00	CONSERVATION COMM FUND DUE FROM/TO OTHER FUND	3,351.74
05-1-090000.00	RECREATION FACILITY & IMP DUE FROM/TO OTHER FUND	45,620.23
06-1-090000.00	FIRE APPARATUS FUND DUE FROM/TO OTHER FUND	579,292.74
07-1-090000.00	HIGHWAY EQUIPMENT FUND DUE FROM/TO OTHER FUND	303,509.64
08-1-090000.00	HIGHWAY GARAGE FUND DUE FROM/TO OTHER FUND	338,950.93
09-1-090000.00	SOLID WASTE EQUIP FUND DUE FROM/TO OTHER FUND	42,615.54
10-1-090000.00	POLICE STATION FUND DUE FROM/TO OTHER FUND	0.00
11-1-090000.00	POLICE CRUISER DUE FROM/TO OTHER FUNDS	77,142.66
12-1-090000.00	TOWN REAPPRAISAL FUND DUE FROM/TO OTHER FUND	134,424.04
13-1-090000.00	TRACY HALL FUND DUE FROM/TO OTHER FUND	570,642.37
14-1-090000.00	GENERAL ADMIN. FUND DUE FROM/TO OTHER FUNDS	123,043.39
15-1-090000.00	Granite bench with crysta DUE FROM/TO OTHER FUND	10.04
16-1-090000.00	RECREATION FUND-DAM DUE FROM/TO OTHER FUNDS	0.00
17-1-090000.00	RECREATION FUND-TENNIS CO DUE FROM/TO OTHER FUND	120,161.53
19-1-090000.00	TOWN CLERK EQUIP FUND DUE FROM/TO OTHER FUND	20,092.56
21-1-090000.00	POLICE SPEC EQUIP FUND DUE FROM/TO OTHER FUNDS	24,690.46
22-1-090000.00	KIDS & COPS FUND DUE FROM/TO OTHER FUND	0.00
23-1-090000.00	AFFORDABLE HOUSING FUND DUE/FROM TO OTHER FUND	48,246.97
24-1-090000.00	LAND MANAGEMENT COUNCIL F DUE FROM/TO OTHER FUNDS	12,832.15
25-1-090000.00	FIRE DEPT.APPARATUS BAY DUE/FROM TO OTHER FUND	5,244.14
26-1-090000.00	FIRE EQUIPMENT FUND DUE FROM/TO OTHER FUND	85,315.34
27-1-090000.00	SIDEWALK FUND DUE FROM/TO OTHER FUND	119,486.54
28-1-090000.00	LONG TERM FACILITY STUDY DUE FROM/TO OTHER FUND	2.30
29-1-090000.00	TOWN MANAGER VEHICLE FUND DUE FROM/TO OTHER FUND	0.00
30-1-090000.00	BANDSTAND RENOVATION FUND DUE FROM/TO OTHER FUND	0.00
31-1-090000.00	COMMUNICATIONS STUDY FUND DUE FROM/TO OTHER FUNDS	0.00
33-1-090000.00	CITIZEN ASSISTANCE FUND DUE FROM/TO OTHER FUND	7,384.10
34-1-090000.00	WCTU FOUNTAIN DUE FROM/TO OTHER FUND	0.00
35-1-090000.00	CORRIDOR TREE DUE FROM/TO OTHER FUND	0.00
36-1-090000.00	ALURA GRANT DUE FROM/TO OTHER FUND	0.00
37-1-090000.00	MAIN STREET FLAGS DUE FROM/TO OTHER FUND	502.31
38-1-090000.00	SCHOOL LEASELAND DUE FROM/TO OTHER FUND	0.00
39-1-090000.00	GOSPEL LEASELAND DUE FROM/TO OTHER FUND	0.00
40-1-090000.00	RECREATION SCHOLARSHIPS DUE FROM/TO OTHER FUND	740.91
41-1-090000.00	DPW-BRIDGE FUND DUE FROM/TO OTHER FUND	716,146.08
42-1-090000.00	DPW-PAVING FUND DUE FROM/TO OTHER FUND	346,029.23
43-1-090000.00	BUILDINGS & GROUNDS DUE FROM/TO OTHER FUND	37,148.09
44-1-090000.00	COMMUNICATIONS CONSTRUCTI DUE FROM/TO OTHER FUND	0.00
45-1-090000.00	RECORDS RESTORATION DUE FROM/TO OTHER FUND	49,751.39
46-1-090000.00	GENERATOR FUND DUE FROM/TO OTHER FUND	32,206.57
47-1-090000.00	PUBLIC SAFETY FACILITY DUE FROM/TO OTHER FUND	11,805.07
48-1-090000.00	Climate Emergency DUE FROM/TO OTHER FUND	41,683.26
49-1-090000.00	ARPA (American Rescue Pla DUE FROM/TO OTHER FUND	0.00
50-1-090000.00	Expense/Emergency Reserve DUE FROM/TO OTHER FUND	774,534.59
51-1-090000.00	Operational Perf & Develo DUE FROM/TO OTHER FUND	87,170.41
52-1-090000.00	Emerald Ash Borer Respons DUE FROM/TO OTHER FUND	12,292.68
53-1-090000.00	Kids Bridge-Huntley Mdw DUE FROM/TO OTHER FUND	6,414.54
54-1-090000.00	Culvert Fund DUE FROM/TO OTHER FUND	64,547.32
55-1-090000.00	Roadway Safety Fund DUE FROM/TO OTHER FUND	10,046.26
**** TOTALS FOR DUE/TO DUE/FROM ACCOUNTS		0.00

NORWICH FIRE DEPARTMENT OCTOBER SB REPORT



PREPARED BY: CHIEF ALEX NORTHERN

DATE: 10/16/24

Fire Department

- The NFD once again partnered with the Division of Fire Safety (DFS) to provide essential and important fire prevention week activities for our town schools. Fire prevention week commemorates the great Chicago Fire of 1871. We delivered programming for the Childcare Center of Norwich, the Marion Cross School (MCS) and the Norwich Nursery School.

Our most fruitful day was at the MCS where we used the Fire Prevention Trailer from DFS to simulate a kitchen and bedroom environment allowing us to focus our fire prevention messaging to 150 pre-k through second grade students.

- We were granted permission from a homeowner on Goodrich Four Corners Rd. for the use of a home that was to be demolished. We used the structure for four consecutive Mondays to practice various fireground skills including hose management, search & rescue, ventilation, scene lighting, pump operations and removal of a victim from a building.

We also invited the City of Lebanon Fire Department to join us for our last evening. They provided specialized Rapid Intervention Crew (RIC) training. The NFD and Lebanon Fire share a mutual aid agreement to provide RIC assistance for structure fires in our respective towns.

- The NFD has partnered, again, with the DFS and joined the Fire Safe 802 program (you may have seen this advertised on the Listserv). This program offers home fire safety inspections and offers free smoke & CO detectors to replace old ones at no cost to the homeowner.

EMS Division

- The EMS Divisions involvement was integral in the drills at the donated house. They set up a rehab station for two nights following the Emergency Incident FF Rehab and Medical Monitoring Protocol. They were also involved with an earlier drill that focused on wilderness response and low-angle rescue.

Emergency Management

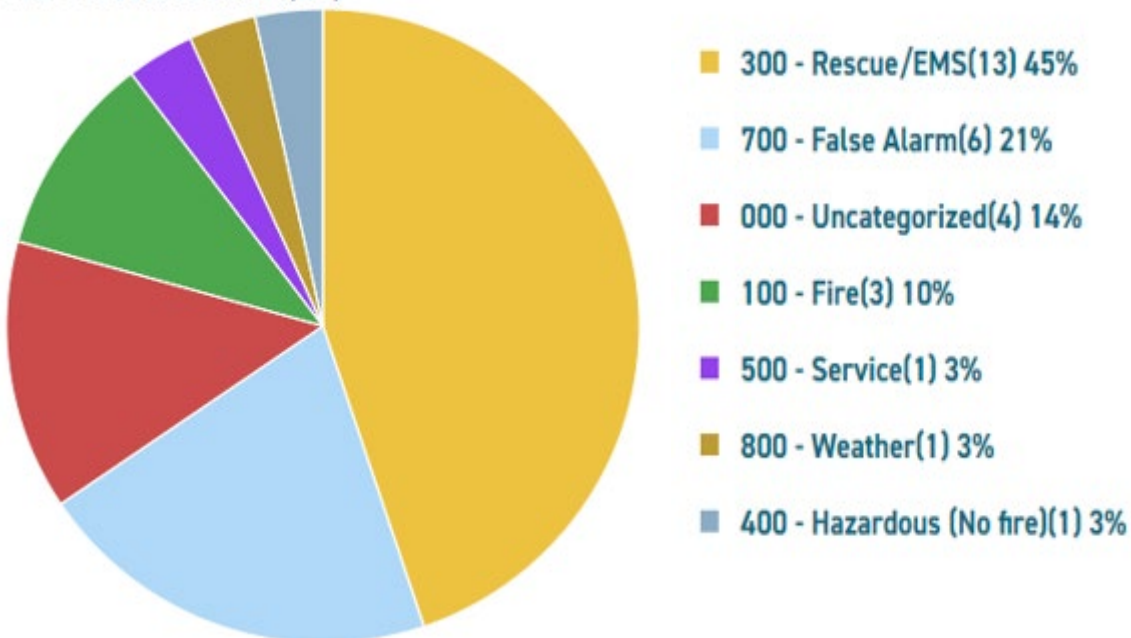
- The NFD partnered with the NPD and TRORC in a “next-step” exercise that built upon the first pre-pandemic table-top exercise. Known as a functional exercise, this three-hour exercise focused on the response to two separate emergency scenarios in Norwich at the same time. Both incidents played out in areas of the town with spotty communication coverage by design. The exercise involved actual movement of vehicles and communications, but no response actions.

The exercise was designed to test NFD’s capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

SEPTEMBER FIRE CALLS	19
SEPTEMBER EMS CALLS	17
SEPTEMBER FIRE MUTUAL AID	4

Alerts by type, past 30 days.

Broad Classifications (29)





NORWICH POLICE DEPARTMENT



CHIEF OF POLICE

MATTHEW S. ROMEI

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775
email: matthew.s.romei@vermont.gov

Monthly Report - October 2024

PREPARED BY: Matthew Romei
Chief of Police

DATE: October 16th, 2024

Activity:

The Norwich Police Department received 59 calls for service during the month of August. VSP responded to nine calls when no Norwich Officer was on duty. Two motor vehicle citations and three warnings were issued during the month of August.

Crime:

In general, we are not seeing a ton of crime, but this doesn't mean it's totally non-existent. We have seen a bit of a bump in animal problems this summer, specifically dealing with uncontrolled dogs resulting in minor dog bite incidents. A reminder that dogs must be under the owner's control at all times. We are working with other Town Departments to look at our Animal Control Ordinance to see if some refreshes are needed.

Just a reminder: There is **NEVER** a time where a Law Enforcement Agency, or legitimate tech support firm will ask you to put money on gift cards or in a bitcoin ATM for **anything**.

Items of Note:

We welcome Michele Ilich-Daubas to the Norwich PD team! Please drop by and say hello as she gets things figured out.

Our new Radar Speed Feedback Sign has gone up on Union Village Road, replacing the old sign near the intersection of Partridge Hill. We are still getting it set up electronically, but we are already seeing data that the sign is working in slowing the speeds. Next year we will likely replace the last sign on Turnpike Road, budget depending. Look for a more detailed report on our data collection soon.

Do you know of a police officer that's looking for their next adventure? What about someone wanting to get into the career field? We are hiring!

~Chief~

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
911 Hangup	0	2	1	2	1	1	2	0	0	2	2	3	1
Agency Assist	9	4	4	4	10	10	7	1	4	0	5	2	5
Animal Problem	4	3	0	0	2	1	2	4	6	4	2	7	2
Assault			1	1	0	0		1	0	0	2	0	1
Burglary	0	0	1	0	0	0		0	0	0	1	1	0
Burglary Alarm	4	2	4	3	1	6	5	0	4	2	3	3	0
Citizen Assist	7	4	3	5	0	2	4	2	1	6	3	3	5
Citizen Dispute	0	1	1	0	0	0	0	1	1	0	2	0	2
Directed Patrol	14	15	3	6	5	2	13	17	14	7	9	3	5
Crash - Damage	6	2	8	3	4	1	2	0	0	2	2	2	0
Crash - Injury	1	0	2	0	0	0	0	1	0	0	0	0	1
Death Investigation	1	0	0	1	0	0		0	0	0	0	0	0
Drug Possession	0	0	0	0	0	0	0	0	0	0	1	0	0
Foot Patrol	8	4	1	0	0	0		1	0	0	0	0	0
Misc	9	5	0	8	0	2	6	4	5	7	4	5	7
Found Property	0	1	2	2	0	0	1	1	1	0	1	1	0
Fraud	0	2	2	1	0	0	2	1	1	2	0	0	2
Intoxication	0	0	0	0	0	0		0	0	0	0	0	0
Juvenile Issue	0	0	0	3	0	0	1	2	1	0	0	0	1
Lockout	0	1	1	0	0	0		0	0	0	0	0	0
Mental Health			1	3	2	3	1	1	0	0	2	0	0
Missing Person	0	1	0	0	0	2		0	1	2	1	3	0
MV Complaint	3	6	3	10	3	4	6	1	12	2	5	2	3
Noise	0	2	0	1	0	0		0	0	2	0	1	0
Overdose	1	0	0	0	0	0	1	0	0	0	0	0	1
Panic Alarm	1	0	0	0	0	0		2	0	0	0	0	3
Parking Problem	0	2	0	0	0	0	3	0	1	0	0	1	0
Suspicious	3	4	6	13	5	1	6	7	12	5	5	6	6
Special Detail/ Public Speaking		7	1	1	1	1	1	0	2	0	0	0	2
Theft	0	3	2	3	2	1		0	1	2	2	2	2
Threats	0	0	2	0	3	1		0	1	0	1	0	1
Traffic Hazard	4	1	1	0	2	0	1	0	1	1	1	0	3
Trespassing	2	0	1	0	3	2		0	1	1	1	0	1
Vandalism	1	1	0	0	0	1		2	1	2	5	2	2
Welfare Check	5	2	1	4	5	3	1	2	0	2	2	2	3
Total Calls	83	80	53	78	49	44	64	51	71	51	62	49	59



NORWICH POLICE DEPARTMENT



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email: matthew.s.romei@vermont.gov

Notes on Radar Speed Feedback Signs and Speed Tracker

For several years, the Town of Norwich has had Radar Speed Feedback Signs in several locations around town. These are the signs that display the speed of an approaching vehicle and may use different colors, strobes, or messages to advise drivers to slow down or to give positive feedback. Last year the signs on Church Street at Four Wheel Drive, Main Street near I-91, and Beaver Meadow Road at Brigham Hill were replaced with new signs. This year, the sign at Union Village Road and Partridge Hill was replaced. As budgets allow, next year the sign on Turnpike at Moore Lane will be replaced.

Additionally, these signs collect data on the number of vehicles and vehicle speed approaching the sign. This data is accessible by the Police Department and can be used to guide efforts around enforcement. However, the data and reports have to be read with an understanding of the underlying science behind speed measurement. There are a number of errors that may arise when performing speed measurements, and police officers are trained in their RADAR and LIDAR courses to recognize these errors and rule them out. When looking at data provided by these signs, there is not a trained operator watching the traffic all the time. So, as you read some of this data, if there is something that strikes you as exceptional, it is likely a spurious reading. Professionally, we use this data to see trends, not individual readings.

This year we added a Speed Tracker to our inventory. This device records speed (in both directions), direction of travel, and size of vehicle. This device is much smaller, and can be fairly easily moved around from place to place. We have a running list of study locations, and will place the tracker for about two weeks at a time in each place. In between the studies we pull the device to recharge the batteries.

I have attached a couple of reports from our signs that I think reflect a broad-based view of traffic. Keep an eye on our webpage and Facebook page (listed below), as well as our public data page through TrafficLogix. As we develop more data, we will share it out there.

<https://norwich.vt.us/norwich-police-department/>

<https://logixoncloud.com/public/NorwichTrafficData>

<https://www.facebook.com/profile.php?id=61557448804675>

Sincerely,

A handwritten signature in black ink, appearing to read "M. Romei".

Matthew Romei
Chief of Police

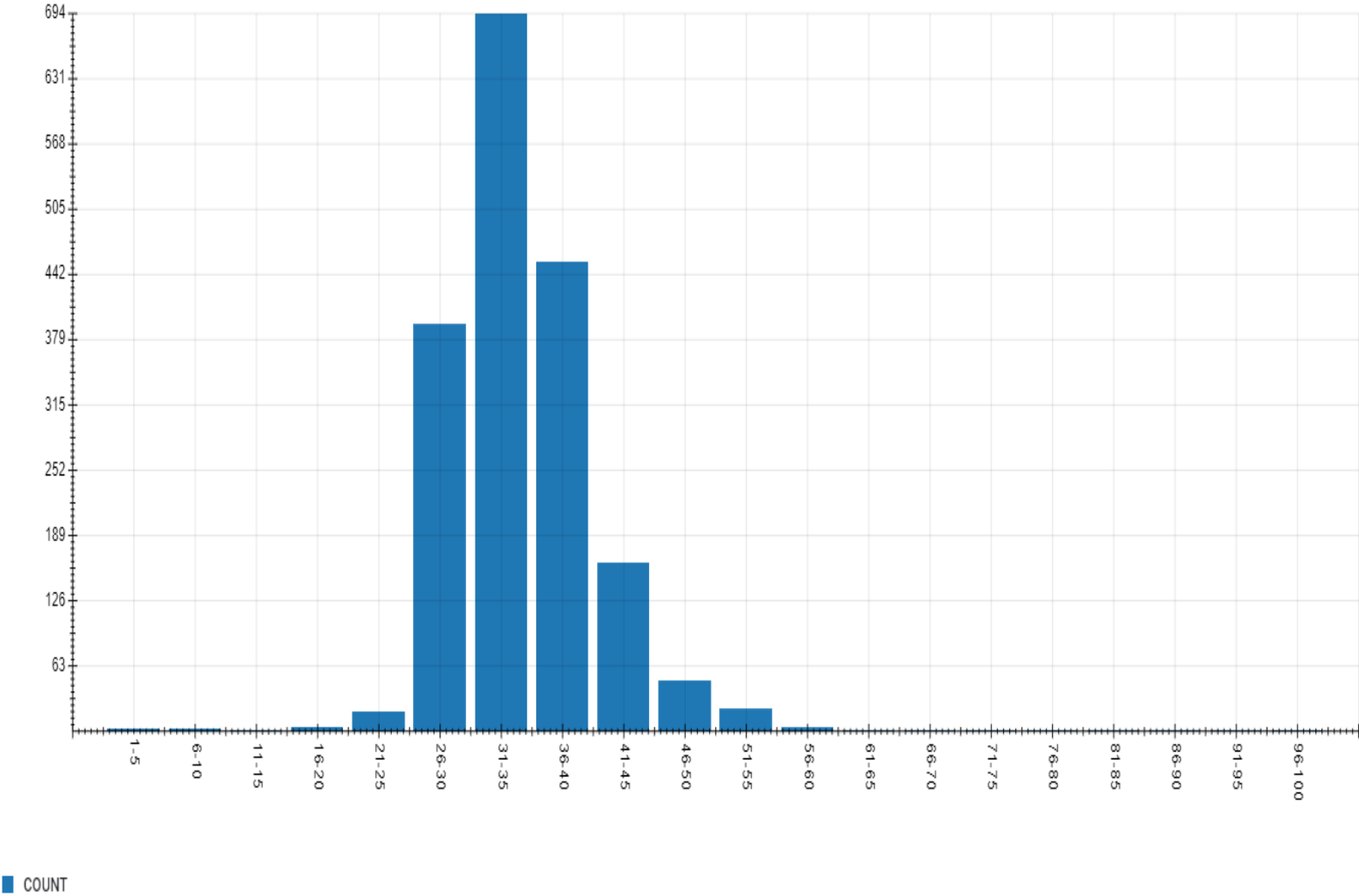
Count by Speed Range Report

Location: Union Village

Report period: 2024-10-08 to 2024-10-17

Address: Union Village Rd/Willey Hill, Norwich, Vermont, 05663

Speed (mph)	Count
1-5	2
6-10	2
11-15	1
16-20	4
21-25	19
26-30	393
31-35	694
36-40	454
41-45	163
46-50	49
51-55	21
56-60	3
61-65	0
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	1805



Count by Speed Range Report

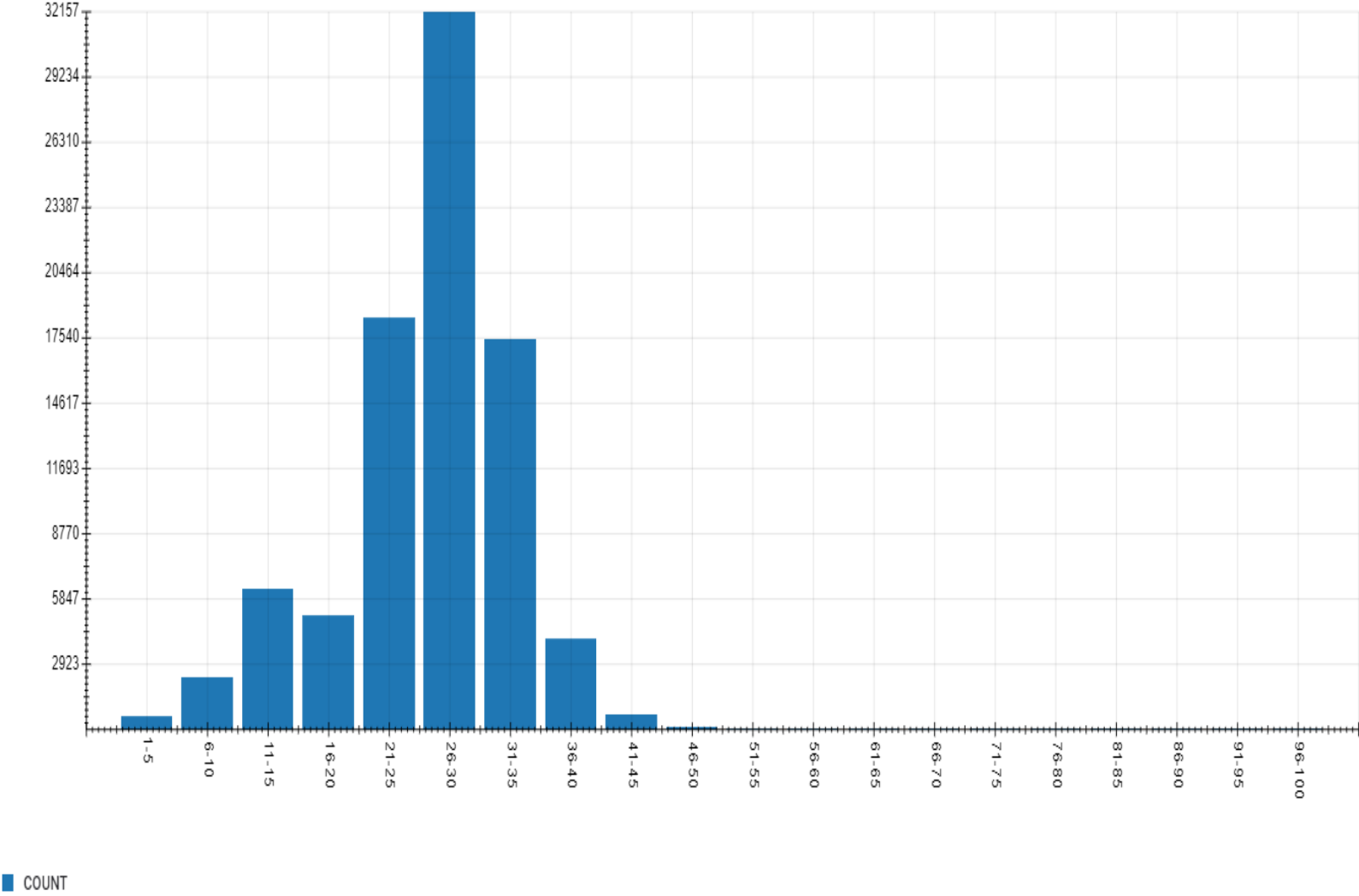
Location: Main Street / 91

Address: Main Street

Report period: 2024-09-24 to 2024-10-17

Count By Speed Range

Speed (mph)	Count
1-5	550
6-10	2315
11-15	6275
16-20	5085
21-25	18409
26-30	32157
31-35	17461
36-40	4013
41-45	647
46-50	85
51-55	14
56-60	4
61-65	0
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	87015



Count by Speed Range Report

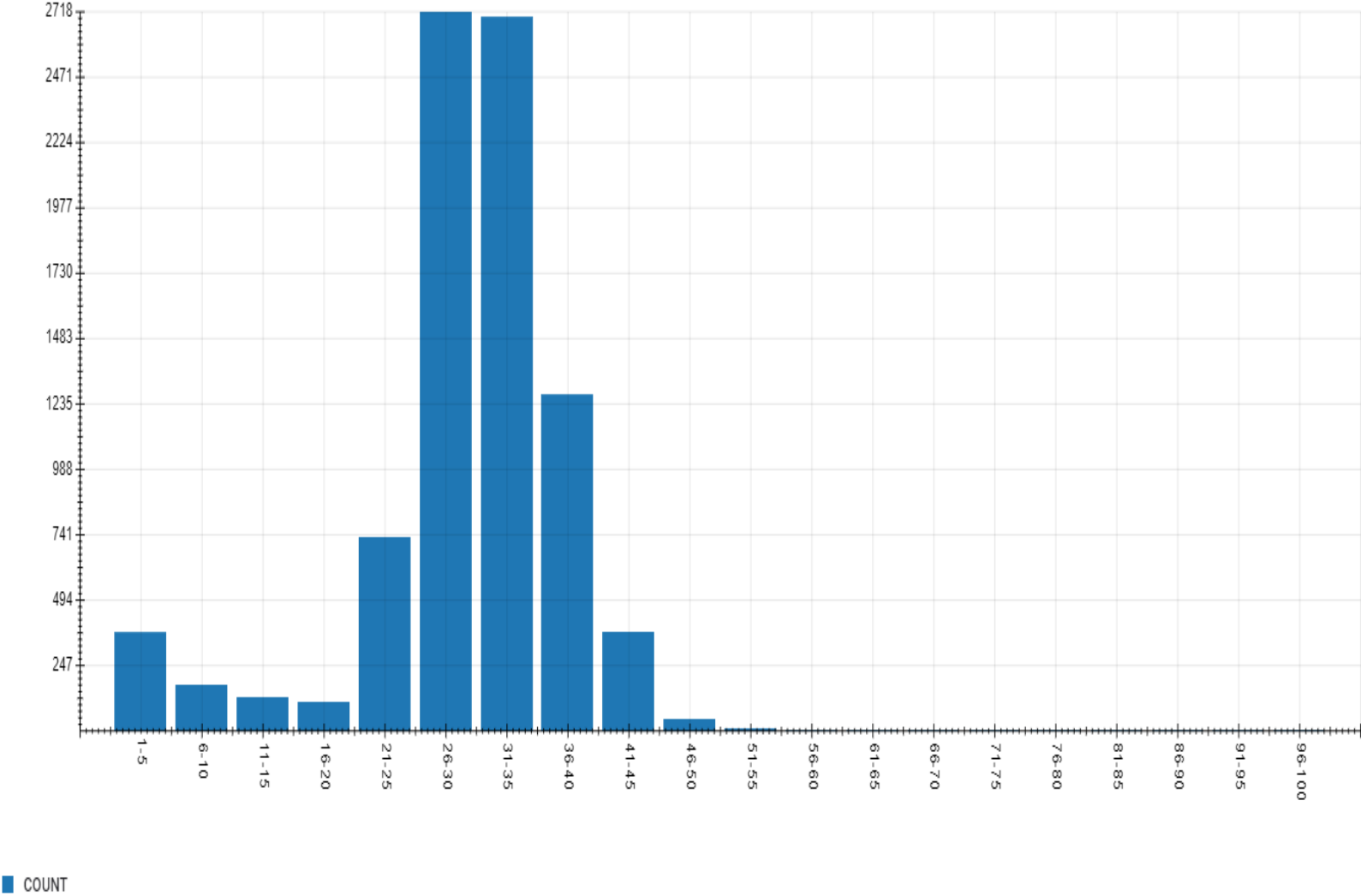
Location: Church Street

Address: Church Street

Report period: 2024-09-24 to 2024-10-17

Count By Speed Range

Speed (mph)	Count
1-5	371
6-10	174
11-15	125
16-20	108
21-25	731
26-30	2718
31-35	2695
36-40	1269
41-45	374
46-50	43
51-55	6
56-60	1
61-65	1
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	8616



Count by Speed Range Report

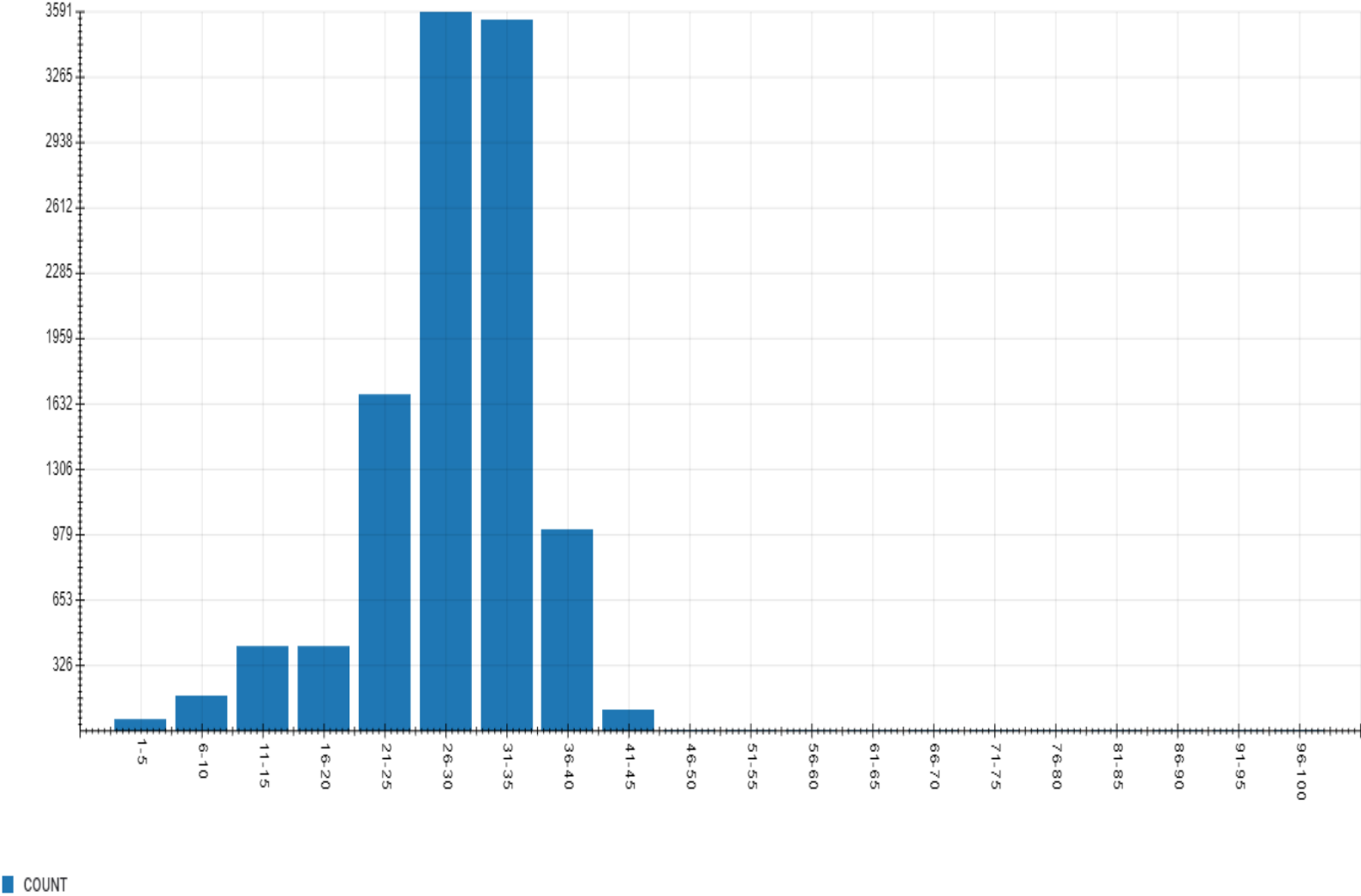
Location: Beaver Meadow Road

Address: 319, Beaver Meadow Road

Report period: 2024-09-24 to 2024-10-17

Count By Speed Range

Speed (mph)	Count
1-5	54
6-10	176
11-15	420
16-20	418
21-25	1678
26-30	3591
31-35	3549
36-40	1004
41-45	104
46-50	4
51-55	0
56-60	0
61-65	0
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	10998



Traffic Analysis Report

Location name: Data Collector

Address: 300 Block Beaver Meadow Road, Norwich, VT 05663

Traffic Analysis Report

Report period: 2024-09-24 to 2024-10-08

Violation Threshold: 10

Times: 00:00:00-23:59:59

Speed

Speed Limit	25 mph
85th Percentile Speed	34 mph
50th Percentile Speed	31 mph
Average Speed	31.0 mph
Pace Speed Range (10 mph)	26 - 36 mph
Max Speed	76.0 mph
Min Speed	0.0 mph

Vehicles

Total Vehicles	17255 counts
85th Percentile Vehicles	15159 counts

Volumes

	Time	5 Day (Mon-Fri)	7 Day (Sun-Sat)
ADT		1188	1150
AM Peak	7:00 - 8:00	113	90
PM Peak	16:00 - 17:00	117	111
	Over Threshold	% Violators	Average Violator
Sunday	195	10.5	38.0
Monday	232	9.6	38.0
Tuesday	229	9.2	38.0
Wednesday	275	10.2	38.0
Thursday	236	8.8	39.0
Friday	298	10.7	38.0
Saturday	242	10.4	39.0

Traffic Analysis Report

Location name: Data Collector

Address: 300 Block Beaver Meadow Road, Norwich, VT 05663

Traffic Analysis Report

Report period: 2024-09-24 to 2024-10-08

Violation Threshold: 10

Times: 00:00:00-23:59:59

Class Counts

	Number	%
Small	2757	16.0
Medium	14206	82.3
Large	292	1.7

PREPARED BY: BRIE SWENSON, RECREATION DIRECTOR

DATE: OCTOBER 7, 2024

The Labor Day Road Race ended our summer programs. Two entire middle school cross country teams joined this year, and the Hanover High School cross country team did a commendable job running our finish line and results.

The September potluck at the Kearney Niles pavilion was well-attended by the Norwich Baseball Association families, and many other residents. It was so well-attended, that we ran out of food for the first time ever!

After meeting with representatives from Dan & Whits and the Norwich Business Association, the decision was made to join forces for the NorWitchy and pumpkin carving this year. We will co-host pumpkin carving outside of Tracy Hall on October 26th and the NorWitchy will be on October 27th.

On September 21st, we hosted a table at the Community Resources Fair. The event was held at the Norwich Historical Society again. Unfortunately, the turnout was fairly light. Still, the organizations had a great time connecting with each other.

Fall sports began games and meets this month. Huntley Meadows does not have an employee to line the soccer fields or maintain the baseball fields, due to short staffing.