

Norwich Selectboard

Regular Meeting: Wednesday, September 24, 2025 – 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. Town Clerk Spending Request: Records Restoration Fund – Discussion/Possible Motion (5 mins)
5. Huntley Meadow Tennis Courts Resurfacing Bid Recommendation – Discussion/Possible Motion (5 mins)
6. Hopson Road Culvert – Discussion/Possible Motion (5 mins)
7. DPW Snowplowing Assistance Bid Recommendation – Discussion/Possible Motion (5 mins)
8. TM Gift Recommendation from Trails Committee – Discussion/Possible Motion (5 mins)
9. Listers Memos: Errors and Omissions Requests – Discussion/Possible Motion (5 mins)
10. Listers Memo: Errors and Omissions Request – Disabled Veteran Tax Exemption
– Discussion/Possible Motion (5 mins)
11. Opioid Settlement Funds Plan – Discussion/Possible Motion (10 mins)
12. Purchasing Policy (First Read) – Discussion/Possible Motion (5 mins)
13. Finance Committee/Schoolboard MOU – Discussion/Possible Motion (15 mins)
14. Town Manager Report – Discussion (10 mins)
15. Department Reports – Discussion (5 mins)
16. Town Manager Evaluation – Discussion/Possible Motion, possible executive session
17. Approve Minutes – September 10, 2025 – Discussion/Possible Motion (5 mins)
18. AP Warrants – Discussion/Possible Motion (5 mins)
19. Receipt of Correspondence – Discussion/Possible Motion (5 mins)
20. Adjournment – Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	10/8/2025	Regular: Zoom & JAM	6:30 p.m. Selectboard business	<ul style="list-style-type: none">• Studio Nexus• Purchasing Policy• Finance Committee MOU
Wednesday	10/22/2025	Regular: Zoom & JAM	6:30 p.m. Selectboard business	

Ongoing and Future Work

Town Manager's Office

- Tracy Hall Improvement Project
- Cellular Service Initiative
- Moore Lane Bridge
- Hemlock Road FEMA Reimbursement
- Annual Audit

Selectboard

- Purchasing Policy Review
- Tracy Hall Planning
- Conflict of Interest Policy
- Website Policy & Issues
- Planning Commission Capital Plan
- Communication
- Finance Committee Task and Budget Research Format
- Selectboard Budget Calendar and Planning



REQUEST TO SPEND FROM FUND 45: RESTORATION AND PRESERVATION FUND

Date: 9/11/2025

Department: Town Clerk

Request by: Lily Trajman, Town Clerk

What is being requested: V.S.A. § 1174 states “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.” We have 35 years of un-bound Town Reports that need to be put into book form. Holzer Bindery in Hinesburg has been recommended by other Vermont clerks as a reputable bindery that can work with the variety of sizes and conditions of Town Reports.

Has this request been budgeted by the Selectboard: Yes.

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc.: Binding each set of five Town Reports into a book costs \$225. The total will be \$1575.00

Which fund will be used to pay for this request: Fund 45 — Restoration

How much is in the above-named fund on this date: \$43,005.24 as of 9/11/25

List other items/costs that are expected to be paid from the above-named fund: This is a state-mandated fund, used to preserve and maintain the contents of the vault. We will spend as necessary to do so.

Request for Quotes required: No

Expected Date of purchase, if known: 10/1/25

Other information: 32 VSA §1671 says “The legislative body shall create a Restoration and Preservation Reserve Fund of not less than \$4.00 per page from the per page recording fees established under this section. The Restoration and Preservation Reserve Fund shall be used solely for restoration, preservation, digitization, storage and conservation of municipal records.” In addition to the revenue from recordings, the Town usually adds an additional \$5,000 to Fund 45 each year.

Signature of Requestor:

Action by Selectboard: (Approved) (Denied) (Tabled) Date:

Concerns of Selectboard:

Purchase: Date purchased Date Received

TO: Brennan Duffy, Town Manager
FROM: Brie Swenson, Recreation Director
RE: Huntley Meadow Tennis Courts Paving Project
DATE: 9/15/25

Background

The tennis courts at Huntley Meadows have deteriorated over their 40 years of public use and require extensive rehabilitation. Our VCLT safety representative previously closed the courts when the surface began peeling and became hazardous. The Selectboard approved an appropriation of \$75,000 in FY25 for the repair of the courts.

Update

The Tennis Court Fund is a designated fund created to “maintain and improve the public tennis courts and the surrounding grounds used for recreation programs conducted by the Town of Norwich”. The fund currently holds a balance of \$136,306.35. An RFP was issued for the repaving of the courts and received three qualified bids for this work.

Proposal

After reviewing the bids, and speaking with representatives from each company, I am recommending that we hire Blaktop Paving to complete the paving of the Huntley tennis courts. This recommendation is based on proposed cost, timeline and approach to the project. The three bids are attached to this memo in the packet.

Town of Norwich
Departmental Request for Spending

Date: September 15th, 2025 Department: Recreation
Request by (name): Brie Swenson Title: Recreation Director
Town Manager Approval Date: 9/15/25 For Selectboard Meeting Date: 9/24/2025
What is being requested: Funding for the excavation and paving of the tennis courts at 111 Turnpike Road.

Has this request been budgeted by the Selectboard: ☐ no ☒ yes If yes, fiscal year: FY2026

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc.:
\$ 119,117.00 explain: _____

Which fund(s) will be used to pay for this request:


Fund name: Designated Fund - T Courts Fund #: 01-5-425360.00 Amt. requested: \$ 119,117.00
Fund balance \$ 136,306.35 as of (date): 09/15/2025 Balance verified by Finance Director? ☒ yes ☐ no
Fund name: _____ Fund #: _____ Amt. requested: \$ _____
Fund balance \$ _____ as of (date): _____ Balance verified by Finance Director? ☐ yes ☐ no

List other items/costs that are expected to be paid from the above-named fund in 2026 (Fiscal Year):
Surfacing and lining the tennis courts

Request for bids/quotes required: ☒ yes ☐ no If yes, will bids be sent out by Town Manager: ☒ yes ☐ no

Expected Date of purchase, if known: _____

Other information: _____

Signature of Requestor:  Date: 9/15/2025

Signature of Town Manager:  Date: 9/15/25

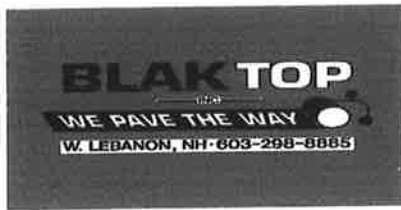
Action by Selectboard: ☐ Approved ☐ Denied ☐ Tabled Date: _____

Concerns of Selectboard: _____

Bids/Quotes Date sent out: _____ Due date: _____

Date selection made: _____ Date quotes given to Selectboard: _____

Purchase Date purchased: _____ Date Received: _____



Blaktop Inc.
73 Elm Street West
West Lebanon, NH 03784
(800) 894-8886

Contact
Tom Ashley
tom@blaktop.com
(603) 252-1973

Proposal

Estimate ID
KC Proposal
-0810-010-000

Bid date
Aug 1, 2025

Expires
Aug 30, 2025

Attention
Brie Swenson

Town of Norwich, VT. Public Works
P.O. Box 376
Norwich, VT 05055

bswenson@norwich.vt.us
(802) 535-1547

Project name
Huntley Meadows Tennis Courts

Project address
79 Turnpike Rd
Norwich, VT 05055

Estimate name
Huntley Meadows Tennis Courts

Payment Terms
NET 30

Bid Items

Item #1

Remove section of fence, excavate and remove existing asphalt, fine grade and compact the subbase then pave a base and top course

Line item total
\$119,117.00

- Remove a section of fencing to allow for equipment and paving to be completed.
- Excavate and remove approximately 2,756 SY. of existing asphalt in the tennis courts.
- Fine grade and compact the existing subbase on approximately 2,756 SY.
- Pave a 2" compacted depth base course using 3/4" hot mix on approximately 2,756 SY.
- Pave a 1" compacted depth top course using 3/8" GRAVEL STONE TENNIS COURT mix on the same 2,756 SY.
- Replace the fencing once paving has been completed.

Bid Total:
\$119,117.00

Conditions

Liquid

Prices quoted reflect " _RACK_____ Liquid"

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined in the terms above. This proposal becomes invalid and may be withdrawn or changed if not signed within 15 days.

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified.

Payment will be made as outlined in the terms above. We accept cash, check, Visa, MasterCard, American Express.

Certificate of Insurance

If accepted Blaktop Inc. will provide a Certificate of Insurance to homeowner for Vermont jobs over \$10,000.

Changes

This estimate is subject to change based on market conditions at the time of project execution, and therefore are provided for budget purposes only. This estimate will be updated prior to the execution of the project.

Notes: Property/residential

owners are responsible for obtaining all required permits & approvals. State DOTs require permits for work that abuts their roadways. Vermont sales tax will be applied to materials delivered to the State of VT unless a VT sales tax exemption certificate is provided before start of work.

Vermont – Asphalt cement escalation

Paving prices contained in this proposal will be adjusted, if necessary, in relation to changes in asphalt cement costs at the time paving is performed. The paving prices contained in this proposal are based on the current month for liquid asphalt of \$_____626.00_____ (monthly asphalt prices can be found at the state department of transportation for the state in which the work is performed.) This adjustment will be calculated based on the liquid content of the asphalt mix incorporated into the project.

Vermont – Fuel Price Adjustment:

Fuel Price Adjustment: Blaktop Inc. reserves the right to adjust the pricing herein upwards or downwards based on the applicable state standards for Fuel Adjustment. This adjustment will apply to fuel price variances equal to or exceeding 5% of the fixed based fuel price of \$_____4.01_____ /gallon and a usage rate of 2.827 gal/ton in effect at the time of this proposal. Notes: VT publishes the fuel prices on or about the first of every month, Tracks NYDOT which usually comes out the last week of the month. VT usage rates can currently be found in GSP-1814, and the posted rate at the VAOT website.

Project Completion Date

Project Completion Date November 1, 2025

Signatures

Accepted By

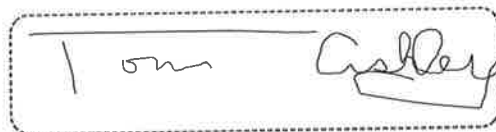
Town of Norwich, VT. Public Works
bswenson@norwich.vt.us
(802) 535-1547



Brie Swenson

Submitted By

Tom Ashley
tom@blaktop.com
(603) 252-1973



Tom Ashley
9/16/25, 5:14 AM

Huntley Meadows Tennis Court Project

Approach to the project:

All of the equipment is to be brought in at the southeast ramp at the lower lot and cross the grass vacant field.

We would need to remove a section of the existing fence to be able to bring equipment in and out as well as provide a better surface by being able to pave through the end of the tennis court, so we do not have to do the work by hand at the end of each pass.

When the job is completed, the fence will be put back.

Proposed start and completion dates for all work would be by the end of October and take approximately a week to complete.

Other similar work includes fine grading and compacting the subbase, paving a base and top course on new tennis court projects.

Two references with contact information:

- 1) Cape and Island Tennis and Track
East Wheelock Street
Hanover, NH. 03755
Bob Whyte
(774) 392-6221

bwhyte@tennisandtrack.com

- 2) Newmont Farms
161 Mallory Road
Bradford, VT. 05033
Walter Gladstone
(802) 522-6004

gladstone@newmontfarm.com

(111 Turnpike Road, Norwich, Vermont)

<u>ITEM #</u>	<u>ITEM</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
	Landscaping (material-asphalt, drainage material)				
	CY	1		\$ <u>180.94</u>	\$ <u>87,217</u>
	Unit Price in Words: <u>One hundred Eighty dollars and Ninety four cents</u>				
	Site Work				
	LS	1		\$ <u>11.57</u>	\$ <u>31900</u>
	Unit Price in Words: <u>Eleven dollars and fifty seven cents</u>				

Total Bid (Total of above)

\$ 119,117

The lowest responsive and responsible bidder will be determined by the Total Base Bid. The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for on the drawings and specifications.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Contractor: Blaktop
 By: Thomas Ashley
 Title: Sales / Estimator
 Business Address: 13 Elm Street West
 City, State: West Lebanon, NH. 03784
 Phone Number: 603-298-8885
 Email Address: tom@blaktop.com
 Date: 8/22/2025

ATTEST (Signature) Thomas Ashley

LS = lump sum LU = lump unit

EA = each CY = cubic yard

SY = square yard LF = linear foot

SF = square feet TON = ton

CWT = hundredweight MGAL = thousand gallons

GAL = gallon LB = pound

HR = hour



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 45 Constitution Ave P.O. Box 511 Suite 100 Concord NH 03301 License#: 0D69293 BLAKINC-01	CONTACT NAME: Christine H. Holman PHONE (A/C, No, Ext): 800-238-3840 FAX (A/C, No): 603-224-8012 E-MAIL: christine_holman@ajg.com ADDRESS: christine_holman@ajg.com														
INSURED Blaktop, Inc. PO Box 5243 Elm Street West West Lebanon NH 03784	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A : Acadia Insurance Company</td><td>31325</td></tr><tr><td>INSURER B : Firemens Insurance Company of WA, D.C.</td><td>21784</td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Acadia Insurance Company	31325	INSURER B : Firemens Insurance Company of WA, D.C.	21784	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER F :															

COVERAGES**CERTIFICATE NUMBER: 1809464476****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			CPA1500068-43	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CAA1500067-43	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUA1500070-41	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 P/CO Aggregate \$ 2,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N N/A			WPA1500069-41	7/1/2025	7/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER 3A: NH, VT E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased/Rented			CIM0062501-38	7/1/2025	7/1/2026	Limit 250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

30 day cancellation provided when required by written contract

THE TOWN OF NORWICH IS LISTED AS AN ADDITIONAL INSURED WITH REGARD TO LIABILITY AS THEIR INTEREST MAY APPEAR PER WRITTEN CONTRACT.

CERTIFICATE HOLDER**CANCELLATION**

The Town of Norwich
P.O. Box 376
Norwich VT 05055
USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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J.A. McDONALD INC.

46 Three Mile Bridge Road • Middlesex, VT 05602 P: 802-223-5288

Brie

I am attaching 5 different options for you to examine. Please note that on all these our bids have the town of Norwich would be building a temporary road out to the courts, the town is removing the fabric and cleaning the courts and the trees being pruned. You will note that I have itemized each option.

If it is decided that we must clean court and / or build road

Strip Fabric and clean court: \$12,000 includes disposal of fabric, this assumes 2 days

Build temp road \$18,000 gravel

\$7,000 fabric

\$10000 install

\$12,000 clean up

\$ 6,000 top soil and seed

These are quick budget numbers.

We would propose to start this project in Late August/ early September. How the project would progress, and finish would depend on which option you choose.

References:

Jeff Zengla Vermont Tennis Court Surfacing 802-535-7458

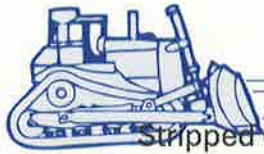
Dan Rich Destination Resorts Stowe VT 802-760-9848

Similar Projects:

Tyler Place, Highgate Vermont

Install pave prep membrane and overlay

Town of Bridport, VT



J.A. McDONALD INC.

Stripped old court and repave. Combo tennis and Basketball - Bridport Vt
46 Three Mile Bridge Road • Middlesex, VT 05602 P: 802-223-5288

David Bronson 802-758-2546

Spruce Peak Realty, Stowe, VT

2 courts for Grand Slam tennis tours, US Open specs

Built 1 court then they turned court into parking , built another and they did the same thing.

1 tennis court with pickle ball court right beside it built in 2023

Total of 3 courts over 5 years

Dan Rich 802-760-9848

Topnotch Resort, Stowe VT

US open spec Tennis court – now used as wedding venue

Camp Takumta

Camp Dudley

Isle la Motte Pickleball Court

Contractor: J.A. McDonald Inc

By: Paul Lawson J.A. McDonald Paving Division Manager

Title: Manager

Business address: 46 Three Mile Bridge Road, Middlesex VT 05602

Phone: 802-793-0676

Email: Paul@Stpaving.com

Date: 7/14/2025

J.A. McDonald, Inc.

46 Three Mile Bridge Road

Middlesex, Vt 05602

Phone: (802) 244-7861

Fax: (802) 244-1354

St Paving is the asphalt division of JA McDonald

Proposal Submitted To: Town Of Norwich

Phone# 802-649-1419

Date: 7/11/ 2025

Attention: Brie Henson

Street: Post Office Box 376

Job Name: Tennis Court renovation

City Norwich, Vermont 05055

Job Location: Norwich, VT

J.A. McDonald, Inc is pleased to submit the following for your consideration

OPTION 1

Overlay

Remove mesh from front of fence \$ 11,000.00

Overlay existing court with 1 1/2" of type IV virgin asphalt \$ 44,200.00

Coat with Municipal sports surfacing \$ 44,000.00

Town determines colors

Re-install mesh \$ 10,000.00

topsoil and seed around court \$ 1,500.00

Conditions:

\$110,700.00

- 1) Town to has cleaned and removed fabric off existing courts
- 2) Town has built a temporary road to the court
- 3) Town will pay towing fee if truck or equipment get stuck on temp road
- 4) Town will prune trees as needed
- 5) All work will be completed during the daytime and on the weekday
- 6) J.A. McDonald reserves the right to adjust price if quantities change
- 7) NO WARRANTY

PLEASE NOTE: S.T. Paving reserves the right to adjust paving prices to reflect asphalt prices at the time the work is performed. Price adjustment will be based on the current average posted price for asphalt as reported by VAOT and the adjusted price, if any, will be calculated and communicated prior to the work being performed. Price in this proposal is based on July 2025 of \$646

AS STATED ABOVE

Payment to be made as follows:

TERMS: NET DUE UPON COMPLETION

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra over and above the estimate. All agreement's contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen=s Compensation Insurance. Customer agrees to pay 1-1/2% per month (or 8% per annum) interest on sums overdue by 30 days or more and agrees to pay costs of collection and reasonable attorney fees.

AUTHORIZED SIGNATURE Paul Lawson

Note: This proposal may be withdrawn by us if not accepted within 10 days

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE _____ DATE OF ACCEPTANCE _____

J.A. McDonald, Inc.

46 Three Mile Bridge Road

Middlesex, Vt 05602

Phone: (802) 244-7861

Fax: (802) 244-1354

St Paving is the asphalt division of JA McDonald

Proposal Submitted To: Town Of Norwich

Phone# 802-649-1419

Date: 7/11/ 2025

Attention: Brie Henson

Street: Post Office Box 376

Job Name: Tennis court renovation

City Norwich, Vermont 05055

Job Location: Waterbury VT

J.A. McDonald, Inc is pleased to submit the following for your consideration:

OPTION 3

Reclaim and pave

Remove entire fence & mesh	\$11,000.00
Either give to town or properly dispose of fence/mesh	
Remove net posts	\$8000.00
Reclaim court twice	\$20,000.00
Laser grade and compact	\$6000.00
Pave with 2" of virgin type II and 1 1/2" of virgin type IV	\$97,500.00
Install new net posts and supply nets	\$22,000.00
Coat with Municipal sports surfacing	\$44,000.00
Town determines colors	
Install new fence and mesh	\$45,000.00
Black Poly clad mesh and post	
Topsoil and seed around exterior	<u>\$3500.00</u>
	\$ 257,000.00

Conditions:

- 1) Town to has cleaned and removed fabric off existing courts
- 2) Town has built a temporary road to the court
- 3) Town will pay towing fee if truck or equipment get stuck on temp road
- 4) Town will prune trees as needed
- 5) All work will be completed during the daytime and on the weekday
- 6) J.A. McDonald reserves the right to adjust price if quantities change

PLEASE NOTE: S.T. Paving reserves the right to adjust paving prices to reflect asphalt prices at the time the work is performed. Price adjustment will be based on the current average posted price for asphalt as reported by VAOT and the adjusted price, if any, will be calculated and communicated prior to the work being performed. Price in this proposal is based on July 2025 of \$646

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AUTHORIZED SIGNATURE Paul Lawson

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J.A. McDonald, Inc.

46 Three Mile Bridge Road
Middlesex, Vt 05602

Phone: (802) 244-7861

Fax: (802) 244-1354

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Proposal Submitted To: Town Of Norwich

Phone# 802-649-1419

Date: 7/11/ 2025

Attention: Brie Henson

Street: Post Office Box 376

Job Name: Tennis court renovation

City Norwich, Vermont 05055

Job Location: Norwich, VT

J.A. McDonald, Inc is pleased to submit the following for your consideration

OPTION 2

Overlay with pave prep fabric

Remove mesh from front of fence \$ 11,000.00

Install pave prep fabric on cracks \$ 15,000.00

We have about 200 linear feet 18" wide this may
not be enough

Overlay existing court with 1 1/2" of type IV virgin asphalt \$ 44,200.00

Coat with Municipal sports surfacing \$ 44,000.00

Town determines colors

Re-install mesh \$ 10,000.00

topsoil and seed around court \$ 1,500.00

\$ 124,200.00

Conditions:

- 1) Town to has cleaned and removed fabric off existing courts
- 2) Town has built a temporary road to the court
- 3) Town will pay towing fee if truck or equipment get stuck on temp road
- 4) Town will prune trees as needed
- 5) All work will be completed during the daytime and on the weekday
- 6) J.A. McDonald reserves the right to adjust price if quantities change

PLEASE NOTE: S.T. Paving reserves the right to adjust paving prices to reflect asphalt prices at the time the work is performed. Price adjustment will be based on the current average posted price for asphalt as reported by VAOT and the adjusted price, if any, will be calculated and communicated prior to the work being performed. Price in this proposal is based on July 2025 of \$646

AS STATED ABOVE

Payment to be made as follows:

TERMS: NET DUE UPON COMPLETION

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra over and above the estimate. All agreement's contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen=s Compensation Insurance. Customer agrees to pay 1-1/2% per month (or 8% per annum) interest on sums overdue by 30 days or more and agrees to pay costs of collection and reasonable attorney fees.

AUTHORIZED SIGNATURE Paul Lawson

Note: This proposal may be withdrawn by us if not accepted within 10 days

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE _____ DATE OF ACCEPTANCE _____

J.A. McDonald, Inc.

46 Three Mile Bridge Road

Middlesex, Vt 05602

Phone: (802) 244-7861

Fax: (802) 244-1354

St Paving is the asphalt division of JA McDonald

Proposal Submitted To: Town Of Norwich

Phone# 802-649-1419

Date: 7/11/ 2025

Attention: Brie Henson

Street: Post Office Box 376

Job Name: Tennis court renovation

City Norwich, Vermont 05055

Job Location: Waterbury VT

J.A. McDonald, Inc is pleased to submit the following for your consideration:

OPTION 4

Reclaim, then add gravel and pave

Remove entire fence and mesh	\$11,000.00
Either give to town or properly dispose of fence/mesh	
Remove net posts	\$8,000.00
Reclaim courts	\$20,000.00
add 10" of dense grade gravel and 2' of gravel fines	\$35,000.00
Laser grade and compact	\$7,000.00
Supply and Install new net post and nets	\$22,000.00
Pave with 2" of virgin type II and 1 1/2" of virgin type IV	\$97,500.00
Coat with Municipal sports surfacing	\$44,000.00
Town determines colors	
Install new fence and mesh	\$45,000.00
Black Poly clad mesh and post	
Topsoil and seed around exterior	<u>\$6,000.00</u>
	\$295,500.00

Conditions:

- 1) Town to has cleaned and removed fabric off existing courts
- 2) Town has built a temporary road to the court
- 3) Town will pay towing fee if truck or equipment get stuck on temp road
- 4) Town will prune trees as needed
- 5) All work will be completed during the daytime and on the weekday
- 6) J.A. McDonald reserves the right to adjust price if quantities change

PLEASE NOTE: S.T. Paving reserves the right to adjust paving prices to reflect asphalt prices at the time the work is performed. Price adjustment will be based on the current average posted price for asphalt as reported by VAOT and the adjusted price, if any, will be calculated and communicated prior to the work being performed. Price in this proposal is based on July 2025 of \$646

AS STATED ABOVE

Payment to be made as follows:

TERMS: NET DUE UPON COMPLETION

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra over and above the estimate. All agreement's contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen=s Compensation Insurance. Customer agrees to pay 1-1/2% per month (or 8% per annum) interest on sums overdue by 30 days or more and agrees to pay costs of collection and reasonable attorney fees.

AUTHORIZED SIGNATURE Paul Lawson

Note: This proposal may be withdrawn by us if not accepted within 10 days

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

J.A. McDonald, Inc.

46 Three Mile Bridge Road

Middlesex, Vt 05602

Phone: (802) 244-7861

Fax: (802) 244-1354

St Paving is the asphalt division of JA McDonald

Proposal Submitted To: Town Of Norwich

Phone# 802-649-1419

Date: 7/11/ 2025

Attention: Brie Henson

Street: Post Office Box 376

Job Name: Tennis court renovation

City Norwich, Vermont 05055

Job Location: Waterbury VT

J.A. McDonald, Inc is pleased to submit the following for your consideration:

OPTION 5

Reclaim, then add gravel and post tensioned concrete

Remove entire fence and mesh \$ 11,000.00

Either give to town or properly dispose of fence/mesh

Remove net posts \$ 8,000.00

Reclaim courts \$ 20,000.00

add 10" of dense grade gravel an 2' of gravel fines \$ 35,000.00

Laser grade and compact \$ 7,000.00

Install post tension concrete tennis courts \$ 550,000.00

includes fencing

Surfacing \$ 44,000.00

Topsoil and seed around exterior \$ 6,000.00

\$ 681,000.00

Conditions:

- 1) Town to has cleaned and removed fabric off existing courts
- 2) Town has built a temporary road to the court
- 3) Town will pay towing fee if truck or equipment get stuck on temp road
- 4) Town will prune trees as needed
- 5) All work will be completed during the daytime and on the weekday
- 6) J.A. McDonald reserves the right to adjust price if quantities change

PLEASE NOTE: S.T. Paving reserves the right to adjust paving prices to reflect asphalt prices at the time the work is performed. Price adjustment will be based on the current average posted price for asphalt as reported by VAOT and the adjusted price, if any, will be calculated and communicated prior to the work being performed. Price in this proposal is based on July 2025 of \$646

AS STATED ABOVE

Payment to be made as follows:

TERMS: NET DUE UPON COMPLETION

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra over and above the estimate. All agreement's contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen=s Compensation Insurance. Customer agrees to pay 1-1/2% per month (or 8% per annum) interest on sums overdue by 30 days or more and agrees to pay costs of collection and reasonable attorney fees.

AUTHORIZED SIGNATURE Paul Lawson

Note: This proposal may be withdrawn by us if not accepted within 10 days

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE _____ DATE OF ACCEPTANCE _____



PROPOSAL

Vermont Recreational Surfacing & Fencing, Inc.
13 Tammy's Way
Monroe, NH 03771
www.vt-recreational.com

Toll Free: (800) 639-8071
Phone: (603) 638-2738
Fax: (603) 638-4458
Email: vtrecnh@gmail.com

Date: 8/25/2025

Submitted to: Brie Swenson

Town of Norwich
PO Box 376
Norwich, VT 05055

Direct:
Cell:
Email: bswenson@norwich.vt.us

Proposal #: 2025-375
Job: Huntley Meadows
Norwich, VT

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Paving

- > Remove fence as needed for access
- > Clean total surface with compressed air
- > Tack coat entire surface
- > Fill all hairline cracks with acrylic crack filler prior to paving
No Guarantee Cracks won't reappear
- > Paving entire surface with 1-1/2" overlay
- > Reinstall Fence

PRICE:

\$76,411

Coating

- > Clean total surface with compressed air
- > Total area to receive two (2) coats of black acrylic resurfacer
- > Total area to receive two (2) coats of *Plexipave material (1 Standard Color)
**Manufactured by California Products Corp. Cambridge MA 02139. Texture coat to contain the proper amount of sand to provide a tough wearing base. Top coat to contain proper amount of pigment to provide a long lasting and attractive surface.*
- > Supply and install white textured court lines

ADDITIONAL PRICE: **\$23,200.00**

NO RETAINAGE

PRICES ARE GOOD FOR TEN (10) DAYS FROM THE DATE OF THIS PROPOSAL

The above pricing is per spec using California Products.

Vermont Recreational highly recommends on newly paved courts that Plexibond coating be applied to assure no sprawling cracks

Price does not include any shimming of low spots or bad paving seams, unless noted above

All coating projects require adequate water access, supplied by the customer.

Respectfully Submitted: _____

Stephen Shattuck

The above prices, specifications and conditions are hereby accepted.

You are authorized to do the work as specified.

Acceptance of Proposal

Signature: _____

Date: _____

**Payments must be made within 30 days from invoice date.*

***An annual finance charge of 18% will be charged on all invoices over 30 days.*

****You will also be responsible for any collection fees that may occur should the account become delinquent, including but not limited to court filings, experts, consultants, service of process, and attorney fees*

<u>ITEM #</u>	<u>ITEM</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
	Landscaping (material-asphalt, drainage material)				
	CY	1		\$ _____	\$ _____
	Unit Price in Words: _____				
	Site Work				
	LS	1		\$ _____	\$ _____
	Unit Price in Words: _____				
	See attached				

Total Bid (Total of above)

\$ 76,411.00

The lowest responsive and responsible bidder will be determined by the Total Base Bid. The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for on the drawings and specifications.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Contractor: Vermont Recreational Surfacing & Fencing, Inc.

By;



Title: President

Business Address: 13 Tammy's Way

City, State: Monroe, NH 03771

Phone Number: 603-638-2738

Email Address: vtrecnh@gmail.com

Date: 08/25/2025

ATTEST (Signature)



LS = lump sum LU = lump unit

EA = each CY = cubic yard

SY = square yard LF = linear foot

SF = square feet TON = ton

CWT = hundredweight MGAL = thousand gallons

GAL = gallon LB = pound

HR = hour

BID FORM
HUNTLEY MEADOWS TENNIS COURT PAVING PROJECT

(111 Turnpike Road, Norwich, Vermont)

Proposal of Vermont Recreational Surfacing & Fencing, Inc. (hereinafter called Bidder)
organized and existing under the laws of the State of Vermont doing business as
Corporation (a corporation, a partnership, of an individual)

To the Town of Norwich, Vermont (hereinafter called Owner)

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

The undersigned bidder proposed and agreed, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is Negotiable.

Bidder acknowledges receipt of the following Addenda:

NA

The Bidder agrees to perform all the Work described in the Contract Documents for the following schedule of prices. Material, labor, or construction operations not otherwise specified, are to be included in the bid item most appropriate to the work involved and otherwise considered incidental to the Contract. Unqualified bids will not be accepted.

Vermont Recreational is a fully insured and bonded general contractor operating out of Monroe, NH. We can support both commercial and residential projects from planning through execution and completion. Since starting our journey, we have built a commitment of trust between our customers, our team, and our subcontractors. This commitment of trust has allowed us to build great relationships and Tennis, Basketball, and Pickleball Courts for more than 30 years.

Stephen Shattuck, President, oversees the company's projects from start to finish, giving him the advantage in ensuring his customers are getting exactly what they anticipate through the construction process. His expertise in coordination with plans and specs during the estimating process and providing detailed timelines to the engineers and owners helps him assess and complete the project in a timely manner, and he can if needed, respond promptly to work delays and on-site emergencies, guaranteeing the project stays on schedule as planned. Along with himself, he brings along a very well-rounded and respectful team of 15-25 members, including two that have been employed with him for the entire time he has been in business. Tony specializes in the framing and stretching of the chain link fence as well as helping Ken, if needed, with the completion of the color coating. The finished product is one of the most important parts of the project and the two of them, along with their skilled laborers, take pride in following the proper and strategic process in making sure the courts follow all guidelines the United States Tennis Association (USTA) sets forth.

However, before a finished product can be established, Steve and his team, including site managers, equipment operators and skilled laborers, mobilize all necessary equipment to the designated job site, including a laser grader to make sure the foundation for all courts is 1% side to side. Steve along with appointed foremen, such as Rubin Call or Tom Villeneuve, work together to make sure the day-to-day process runs as smoothly as can be. In conclusion, other than our own team who is onsite daily, we sub-contract only the paving portion of the project. Steve and his team finalize the finished grades and hire only paving contractors that he has worked with for more than 30 years to come in and place the binder and topcoat. We follow our demand of great service by making sure a foreman or Steve, himself, is on site during all paving.

Vermont Recreational has worked throughout New England on numerous new and reconstructed tennis court projects; from residential to municipalities and schools; courts have ranged in size from single battery all the way up to batteries of 12 and 15 courts. Every project is different right from the beginning. Some customers have hired engineers, others have Town appointed engineers, and then some customers call us and we walk them through the entire process and help in the coordination of planning and completion. References are attached. Most of these projects are similar in respect to the outcome. They are completed tennis and/or basketball courts with chain link fence, the proper standard sporting equipment installed and a color coating surface that meets all USTA and sport regulations. To summarize general details in relevance to the above referenced projects, we have completed tasks such as the removal of existing asphalt courts, equipment and fencing; properly disposing of all material at off-site locations. We have hauled, placed, and compacted gravel to ensure an efficient base, as well as laser graded the area to the proper pitch which ensured our finished asphalt had no heaving and/or cracking, as well as guaranteeing courts to be birdbath free. In all

aspects, we worked closely with the customers and saw through the finished project was what they had envisioned.

Through the last couple of decades our finished project list has grown with many appreciated clients, as asked we are including clients, we feel will help in answering all questions **Town of Norwich, VT** may have about Vermont Recreational, Steve, and his team regarding the work that is being proposed. If you would like us to provide you with any other clients, please feel free to reach out.

The following projects listed are some projects similar to yours, on which we were the general contractor. Please feel free to contact our customers with any questions you may have.

1. Town of Derby, VT
124 Main Street
Derby, VT 05829
Contact: Bob Kelley – 802-766-2017
Basketball Court, Tennis Court, and 4 Pickleball court Construction – 2024
Bid Amount: 317,123.00, Actual Cost: 342,013.00
Catamount Engineers, PO Box 65067, Burlington, VT 05406
2. City of Concord, NH
Parks and Recreation
14 Canterbury Road
Concord, NH 03301
Contact: David Gill 603-230-3785
Email: DGill@concordnh.gov
Five Tennis Court Rebuild
3. Keene High School
193 Maple Avenue
Keene, NH 03431
Contact: Timothy Ruehr. 603-357-9008
Demo and reconstruction of 4 tennis courts, including fence and windscreen. Completed June 2023.
Bid Amount: 461,790.00, Actual Cost: 467,972.50
Gale Associates, 163 Libbey Parkway, Weymouth, MA 02189
4. Frontier Regional School
113 North main Street
South Deerfield, MA 01373
Contact: Darius Modestow 413-665-1115
Demo and rebuild of 4 tennis courts. Completed October 2023
Bid Amount: 302,217.00, Actual Cost: 302,142.40
The Berkshire Design Group, 4 Allen Place, Northampton, MA 01060

5. City of Medford, MA
85 Geo P. Hassett Drive
Medford, MA
Contact: Ugo Fiorenzio 617-293-5419
Email: ufiorenzio@medford-ma.gov
Brief Description – Repairs and resurfacing to multiple tennis and basketball courts throughout the City of Medford, MA
Rebuilding of courts throughout the city – currently redoing Tufts Park and Capen Park
6. City of Burlington, VT
Parks & Recreation
645 Pine Street, Suite B
Burlington, VT 05401
Contact: Max Madalinski, 802-881-4000
Email: mmadalinski@burlingtonvt.gov
Two Tennis and One Basketball Court Rebuild
Three Tennis Court Rebuild 2020

If you would like any additional information other than what I have provided, please feel free to contact me at any time.

Sincerely,
Michelle Reagan
Office Administrator

TO: Brennan Duffy, Town Manager
FROM: Chris Kaufman, DPW Director
RE: Estimate Results for the Norwich DPW Culvert Replacement Project – Hopson Road
DATE: September 17, 2025

Norwich DPW solicited estimates for replacement of a culvert on Hopson Road near the intersection of Elm Street. This 18-inch stone culvert has been failing, and the edge of roadway is falling away creating an unsafe condition that could worsen if left unrepaired over the winter. Due to the depth of the culvert, it will require a contractor with larger excavation equipment. We now anticipate replacing this culvert with a 24-inch diameter dual-wall HDPE stormwater pipe.

Results of the Bid Process

Due to seasonal busiest of contractors, the Town of Norwich DPW received only two estimates. The bids were as follows:

1. Chase Site Services, Inc. - \$13,500 + 3,800 (paving) = \$17,300.00
2. Waters Excavation, Inc. (using a 30-inch HDPE pipe including paving) = \$23,585.00

Based on a review of the estimates, we are recommending the award of the contract to Chase Site Services, Inc. for \$17,300.00. They are able to start the work in early October 2025 and finish by the end of the month.

Funding

Funding for this work is proposed to be used from the Designated Culvert Fund #54 (which has approximately \$315,000.00 currently in the fund).

Final Recommendation

My recommendation is that the Town Manager and Selectboard approve the culvert work with Chase Site Services, Inc. for up to \$20,000.00 to address any unknowns.

Town of Norwich
Departmental Request for Spending

Date: 9/18/25 Department: DPW

Request by (name): Chris Kaufman Title: DPW Director

Town Manager Approval Date: 9/18/25 For Selectboard Meeting Date: 9/24/25

What is being requested: Approval of funding for Hopson Road Culvert Replacement Project with Chase Site Services

Has this request been budgeted by the Selectboard: ☒ no ☐ yes If yes, fiscal year: _____

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc.:

\$ 20,000 explain: please see attached memo

Which fund(s) will be used to pay for this request:

Fund name: Designated Culvert Fund Fund #: 54 Amt. requested: \$ 20,000

Fund balance \$ 315,000 as of (date): 9/18/25 Balance verified by Finance Director? ☒ yes ☐ no

Fund name: _____ Fund #: _____ Amt. requested: \$ _____

Fund balance \$ _____ as of (date): _____ Balance verified by Finance Director? ☐ yes ☐ no

List other items/costs that are expected to be paid from the above-named fund in _____ (Fiscal Year):

Request for bids/quotes required: ☒ yes ☐ no If yes, will bids be sent out by Town Manager: ☐ yes ☐ no

Expected Date of purchase, if known: _____

Other information: _____

Signature of Requestor: Chris Kaufman Date: 9/18/25

Signature of Town Manager: [Signature] Date: 9/18/25

Action by Selectboard: ☐ Approved ☐ Denied ☐ Tabled Date: _____

Concerns of Selectboard: _____

Bids/Quotes Date sent out: _____ Due date: _____

Date selection made: _____ Date quotes given to Selectboard: _____

Purchase Date purchased: _____ Date Received: _____

Chase Site Services, Inc.

P.O Box 153
Sharon, VT 05065

Estimate

Date	Estimate #
9/8/2025	1757

Name / Address

Town of Norwich - Highway Department
New Boston Rd
Norwich, VT 05055

Description	Estimated Cost
Hopson Rd. -Provide labor, equipment and materials to replace existing 18" culvert with new 24" culvert -Paving not included in as part of this estimate	13,500.00

**** Labor and equipment costs are estimated unless otherwise noted and are billed based on actual time spent at an hourly rate.**

Agreed to by: _____
Date: _____
Signature: _____

Respectfully submitted,
Eric Chase

Web Site

chasesiteservices.com

Chase Site Services, Inc.

P.O Box 153
Sharon, VT 05065

Estimate

Date	Estimate #
9/16/2025	1767

Name / Address

Town of Norwich - Highway Department
New Boston Rd
Norwich, VT 05055

Description	Estimated Cost
Hopson Road Culvert -Coordinate asphalt trench patch by Blaktop inc.	3,800.00

**** Labor and equipment costs are estimated unless otherwise noted and are billed based on actual time spent at an hourly rate.**

Agreed to by: _____
Date: _____
Signature: _____

Respectfully submitted,
Eric Chase

Web Site

chasesiteservices.com

TO: Brennan Duffy, Town Manager
FROM: Chris Kaufman, DPW Director
RE: Snowplow Assistance FY26
DATE: September 17, 2025

Description of Snowplow Assistance Issue

Norwich DPW released an RFP for snowplowing assistance for the FY26 Winter Season on August 13, 2025. The reason for this request is to provide Norwich DPW with snow plowing assistance as our equipment operator staff continues grow and gain experience. Our current staff consists of four equipment operators and one person serving dual roles of building and grounds technician/equipment operator until we have a full-time building and grounds technician hired. All of our equipment operators have CDL licenses. Due to an increase in equipment operator staffing this year, we are reducing our snowplow assistance routes as stated in our recommendation last year. We anticipate reducing this support even further next year to the far western edges of town as had been done in years past.

Norwich DPW received two bids for snowplow assistance. Bids were received from Chase Site Services, Inc., who performed this work for the Town for the past three years, and from Kurtzhalz Excavation LLC.

Proposal

The results of the proposal are as follows (see attached bids):

1. Chase Site Services, Inc. - \$71,255.00
2. Kurtzhalz Excavation, LLC. - \$45,000.00

The price includes providing unlimited snowplow assistance from November 17, 2025, through April 10, 2026. Based on a review of these bids, I am recommending that the Town of Norwich agree to enter into a one-year contract with Kurtzhalz Excavation, LLC. for Fiscal Year FY26.

This recommendation on the following:

1. Lower pricing
2. References and snowplow assistance experience with the Town of Hartford, Vermont and the Town of Woodstock, Vermont
3. Experience and knowledge of snowplowing requirements
4. Equipment and experienced staff

The FY26 DPW operational budget for snowplowing assistance is \$108,000.00 and therefore, the current price is under half of our current operational budget item for plowing and sanding contracted services.

Recommendation

My recommendation is that the Selectboard elect to award the attached snowplow proposal to Kurtzhalz Excavation, LLC. for an amount not to exceed \$45,000.00. A contract will be developed (similar to last year) and ready for signature upon approval.

BID FORM
Snowplowing Assistance, Town of Norwich

Proposal of CHASE SITE SERVICES, INC. (hereinafter called Bidder),
organized and existing under the laws of the State of
VERMONT doing business as
A CORPORATION
(a corporation, a partnership, of an individual)

To the Town of Norwich, Vermont (hereinafter called Owner)

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

The undersigned bidder proposed and agreed, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is 4/10/26.

Bidder acknowledges receipt of the following Addenda:

NONE

The Bidder agrees to perform all the Work described in the Contract Documents for the following schedule of prices. Material, labor, or construction operations not otherwise specified, are to be included in the bid item most appropriate to the work involved and otherwise considered incidental to the Contract. Unqualified bids will not be accepted.

	Item	Unit	Price FY26
1	Area 1 Plowing and Sanding	LS	\$ <u>36,495</u>
	FY26 Price in Words		<u>THIRTY SIX THOUSAND, FOUR HUNDRED, NINETY FIVE DOLLARS</u>
2	Area 2 Plowing, Salting and Sanding	LS	\$ <u>34,760</u>
	FY26 Price in Words		<u>71,255 THIRTY FOUR THOUSAND, SEVEN HUNDRED SIXTY DOLLARS</u>
Total Bid FY2026 (Total of Item No. 1 and 2 above)			
			\$ <u>71,255</u>

The lowest responsive and responsible bidder will be determined by the Total Bid(s).

The Town reserves the right to select any bid for any reason, and to reject any or all bids.

The Town also reserves the right to award any portion of the work, and the contract length as listed in the Project Description and Bid Form.

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for on the drawings and specifications.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

CHASE SITE SERVICES, INC.
Contractor

ERIC CHASE
By

PRESIDENT
Title

PO Box 153
Business Address

SHAMON VT 05065
City State

802-763-2900
Phone Number

EXCAVATION@CHASESITE SERVICES.COM
Email Address

9/9/25
Date

ATTEST  (Signature)

Chase Site Services, Inc

Description of proposed approach to the project;

Chase Site Services, Inc. (Chase) will provide the equipment and manpower necessary to remove snow and sand the roads listed in the Request for Bids document. Chase will have point of contacts that can communicate with Norwich DPW personnel to coordinate any snow plowing and sanding activities.

Similar work performed;

Chase has performed snow removal and sanding for the Town of Norwich in the past 2 seasons.

Chase removes snow and sands the roads for the Town of Sharon, VT and its schools for the past several years.

Chase has numerous business and residential clients for snow removal.

References;

ALAN WHITE

~~Frank Rogers~~ – Town of Sharon - Road Foreman - 802-763-7194.

David Meredith – VINS – Facilities Director - 802.359.5000

BID FORM
Snowplowing Assistance, Town of Norwich

Proposal of Hurtzhalz Excavation LLC (hereinafter called Bidder),
organized and existing under the laws of the State of
Vermont
Limited Liability doing business as

(a corporation, a partnership, of an individual)

To the Town of Norwich, Vermont (hereinafter called Owner)

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

The undersigned bidder proposed and agreed, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is _____.

Bidder acknowledges receipt of the following Addenda:

The Bidder agrees to perform all the Work described in the Contract Documents for the following schedule of prices. Material, labor, or construction operations not otherwise specified, are to be included in the bid item most appropriate to the work involved and otherwise considered incidental to the Contract. Unqualified bids will not be accepted.

	Item	Unit	Price FY26
1	Area 1 Plowing and Sanding	LS	\$ <u>21,500.00</u>
	FY26 Price in Words		<u>twenty one thousand five hundred</u>
2	Area 2 Plowing, Salting and Sanding	LS	\$ <u>23,500.00</u>
	FY26 Price in Words		<u>twenty three thousand five hundred</u>

Total Bid FY2026 (Total of Item No. 1 and 2 above)

\$ 45,000.00

The lowest responsive and responsible bidder will be determined by the Total Bid(s).

The Town reserves the right to select any bid for any reason, and to reject any or all bids.

The Town also reserves the right to award any portion of the work, and the contract length as listed in the Project Description and Bid Form.

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for on the drawings and specifications.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Kurtzhalz Excavation LLC

Contractor

Kristian Kurtzhalz

By

Owner

Title

458 Blood Hill Rd

Business Address

West Windsor

City

Vermont

State

802-241-4074

Phone Number

KKurtzhalz802@gmail.com

Email Address

9/11/2025

Date

ATTEST Kristian Kurtzhalz (Signature)

KURTZHALZ EXCAVATION LLC

Kristian Kurtzhalz

802-291-4074

Kkurtzhalz802@gmail.com

www.kurtzhalzllc.com



Snowplowing Assistance

Norwich Vermont

Project Approach;

-Kurtzhalz Excavation will furnish 2 trucks to perform the route. Truck 1 and 2 will go to the Highway Department to preload at the beginning of the storm, one with sand, and one with salt.

- Truck #1 and operator will head to the “in town route” with the preloaded salt to pretreat and or scrape the route until the storm’s commencement.

-Truck #2 and operator will head to the “outer route” with the preloaded sand to scrape and clear the roads on their route. Sand will be applied as needed but usually once the final cleanup has been completed

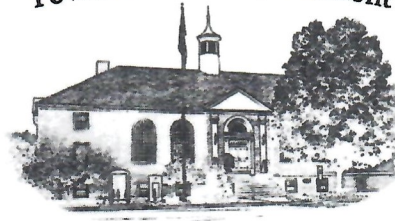
Similar Projects;

1)Town of Woodstock Village plowing- Over the past 2 seasons we have had a truck on full time to assist the Woodstock DPW with their Village route plowing due to staffing shortages they’ve been experiencing. We have also furnished labor and equipment to aid in their in-town snow cleanups throughout those years as well.

Nate Marcott- (802) 369-5533

2)Town of Hartford- Over the past 3 seasons we have been on contract with the Hartford DPW for the Snow removal and salting/sanding of their municipal parking lots. During

Town of Norwich, Vermont



CHARTERED 1761

MEMO

To: Norwich Selectboard
From: Brennan Duffy, Town Manager
Date: September 15, 2025
Re: Recommendation to accept a \$600 donation for a Trails Subcommittee bridge project

In accordance with the Town's Gift Policy, I have met with representatives of the Norwich Trails Subcommittee and reviewed a request to accept a \$600 donation.

The monetary donation would offset much of the total cost of an upcoming project to construct a pedestrian bridge on the Ballard Trail.

I recommend to the Selectboard that this monetary donation be accepted by the Town.

Thank you for your consideration of this topic.

Brennan Duffy

From: Nick Krembs <nick.krembs@gmail.com>
Sent: Monday, September 15, 2025 10:01 AM
To: Brennan Duffy; Miranda Bergmeier
Subject: Memo for Ballard Bridge donation

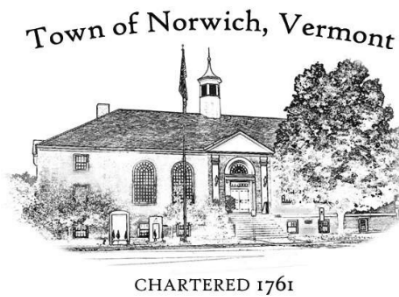
Memo to: Norwich Town Manager
From: Norwich Trails Subcommittee

On June 6th the western part of Norwich suffered a dramatic downpour. Mitchell Brook Road was washed out and our trail watchers reported the disappearance of a side brook crossing near the upper end of Ballard Trail. At our next Trails Subcommittee meeting we agreed on a plan to construct a bridge at that site. One of those trail watchers (who wishes to remain anonymous) made the very kind offer to cover much of the expense of materials for that bridge. Members have since drawn up plans and cost estimates which have met with the approval of our parent committee, landowners, and town management.

We would like to present this offer of a \$600 donation to the Town Manager for his consideration. Under the town gift policy it could then be brought before the Selectboard for its approval. Town acceptance of this donation would provide the funds for approximately 85% of the necessary materials. The Conservation Commision has assured us of the availability of adequate funds for the balance of the \$702 total cost estimate from its annual budget under the line for Trails Maintenance. A balance of about \$1000 would remain in that account, even if the donation is found not acceptable to town leaders; Commision members passed a contingency allowance of \$800 for this project.

This gift would not necessitate any future town expense. It should be considered restricted in the sense that the donor has this particular project in mind. The Trails Subcommittee is pleased to supply the labor for its construction. We hope the town will look favorably on this offer.

Nick Krembs, Norwich Trails Subcommittee Facilitator



TO: Norwich Selectboard: Layton, Griggs, Calloway, Vincent and Swett

FROM: Board of Listers: Lindberg, Ciccotelli and Smith

DATE: September 11, 2025

RE: Errors & Omissions request – Assessment errors

The Norwich Board of Listers has determined that the following parcels need revision in the 2025 grand list. Changes to the 2025 grand list cannot be made without prior approval of the Selectboard. Accordingly, the Listers request approval to correct the following errors:

Parcel #16-032.000 Econopouly and Meiloch-Blinn 75 Cliff Street

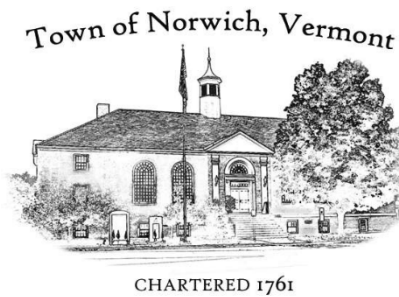
2025 Grand List Assessment:	\$500,500
2025 Grand List correction	<u>301,600</u>
Corrected 2025 Grand List	<u>\$802,100</u>

The correction is due to an error by KRT Appraisal that changed the dwelling type from a Cape to a Rustic Camp during the 2025 reappraisal.

Parcel #09-022.200 Offner 295 Tucker Hill Road

2025 Grand List Assessment	\$879,100
2025 Grand List correction	<u>(36,900)</u>
Corrected 2025 Grand List	<u>\$842,200</u>

The correction is due to an error by KRT Appraisal in not recalculating the dwelling assessment after sketch changes were made from the Listers' grievance decision.



TO: Norwich Selectboard: Layton, Griggs, Calloway, Vincent and Swett

FROM: Board of Listers: Lindberg, Ciccotelli and Smith

DATE: September 12, 2025

RE: Errors & Omissions request – Assessment errors

The Norwich Board of Listers has determined that the following parcels need revision in the 2025 grand list. Changes to the 2025 grand list cannot be made without prior approval of the Selectboard. Accordingly, the Listers request approval to correct the following errors:

Parcel #05-115.200 Owen 550 Kerwin Hill Road

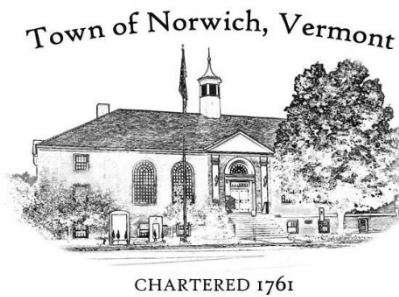
2025 Grand List Assessment:	\$430,100
2025 Grand List correction	<u>- 430,100</u>
Corrected 2025 Grand List	<u>\$ 0</u>

The correction is due to a consolidation deed with Parcel #05-115.300

Parcel #05-115.300 Owen 529 Kerwin Hill Road

2025 Grand List Assessment	\$2,252,400
2025 Grand List correction	<u>164,900</u>
Corrected 2025 Grand List	<u>\$2,517,600</u>

The correction is due to a consolidation deed with Parcel #05-115.200.



TO: Norwich Selectboard: Layton, Griggs, Calloway, Vincent and Swett

FROM: Board of Listers: Lindberg, Ciccotelli and Smith

DATE: September 17, 2025

RE: Errors & Omissions – Ownership Error

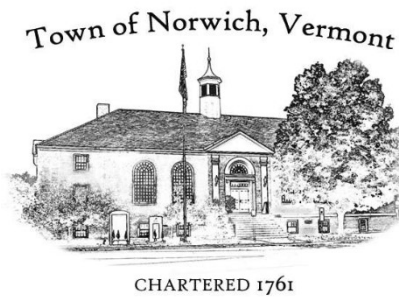
The Norwich Board of Listers has determined that the following parcel needs revision in the 2025 Grand List. Changes to the 2025 Grand List cannot be made without the prior approval of the Selectboard. Accordingly, the Listers request approval to correct the following error:

Parcel #20-031.100 Micalizio 82 Hopson Road

Property sold in December 2024. Seller's name was not removed.

Parcel #20-031.100 Nugent/Watson 82 Hopson Road

Property sold in December 2024. Buyer's name was not added.



TO: Norwich Selectboard: Layton, Griggs, Calloway, Vincent and Swett

FROM: Board of Listers: Lindberg, Ciccotelli and Smith

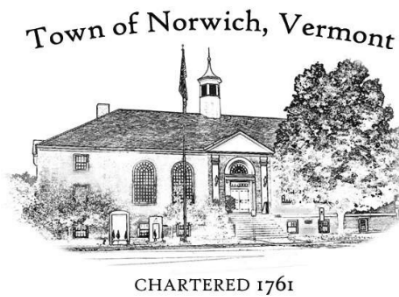
DATE: September 18, 2025

RE: Errors & Omissions -- Correction on Acreage under Easement

The Norwich Board of Listers has determined that the following parcel needs revision in the 2025 Grand List. Changes to the 2025 Grand List cannot be made without the prior approval of the Selectboard. Accordingly, the Listers request approval to correct the following error:

Parcel #14-025.000 Wiggin 592 Sugartop Road

The conservation easement deed stipulates that 60 acres are under this covenant. KRT has assigned a 70% reduction for the conservation easement on 83.6 acres. We need to deduct 23.6 acres from the 70% conservation easement and move them to excess acres under Current Use.



TO: Norwich Selectboard: Layton, Griggs, Calloway, Vincent and Swett

FROM: Board of Listers: Lindberg, Ciccotelli and Smith

DATE: September 11, 2025

RE: Errors & Omissions – Disabled Veteran Tax Exemption

32 V.S.A. § 4261 - When real or personal estate is omitted from the grand list by mistake or an obvious error is found, the listers, with the approval of the selectboard, on or before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the selectboard.

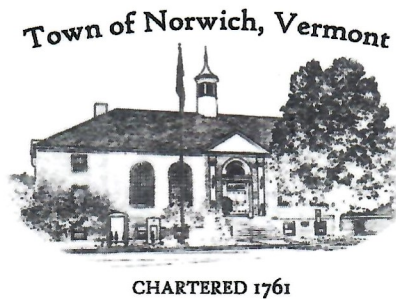
The Norwich Board of Listers has determined that the following parcels need revision in the 2025 Grand List. Changes to the 2025 Grand List cannot be made without the prior approval of the Selectboard. Accordingly, the Listers request approval to correct the following errors:

Parcel #10-013.000 Sofronas 82 Glen Ridge Road

Add Veterans Exemption deduction of \$40,000 to lower the assessment. This is a new Veteran exemption approved in 2025.

Parcel #20-207.000 Gensheimer 352 Main Street

Removal of Veterans Exemption of \$40,000. This exemption was not renewed in 2025 by the Vermont Office of Veterans Affairs.



MEMO

To: Norwich Selectboard
From: Brennan Duffy, Town Manager
Date: September 18, 2025
Re: Review of a draft Procurement Policy based on VLCT Model

As you are aware, updating the Town of Norwich's 2019 Purchasing Policy has been a work in progress for some time. In July 2025 VLCT updated their Model Procurement Policy fairly significantly which created some additional delay as we then revised an almost completed draft to adhere to the current VLCT template.

Attached in the meeting packet is a draft of the VLCT model policy which shows some specific Norwich modification in red font. Also attached is the current 2019 Purchasing Policy, which will allow Selectboard members to compare the two documents.

The purpose of this "first read" review is to get guidance from the Selectboard about moving from the Town's existing Purchasing Policy to the current VLCT Model Procurement Policy template.

Thank you for your consideration of this topic.

Town of Norwich, Vermont



CHARTERED 1761

Town of Norwich Master Financial Policy

Adopted: October 9, 2019

Town of Norwich Master Financial Policy

Section 2: Purchasing Policy

Effective: Upon Adoption

Purpose: This policy intends to obtain the highest quality goods and services for the Town of Norwich at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for public confidence in the procedures established and overseen by the Town Manager related to public purchasing and the Policy contained herein.

Policy: In order to exercise financial control over the purchasing of goods and services, Town employees and applicable appointed/elected officials will adhere in all ways to the procedures outlined below.

Authority: 24 VSA §1236(3) further provides that the Town Manager shall, “...*be the general purchasing agent of the Town and purchase all supplies for every department thereof; but purchases of supplies for departments over which the manager is not given control, and of the town school district shall be made according to requisition therefore by such departments or school directors*”.

Procedures:

1. **Affirmative Action and Local Preference:** Whenever possible, qualified small, minority and/or women-owned, and labor surplus businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and/or women owned and labor surplus businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The Town may exercise a preference for local businesses for purchases funded exclusively by the Town but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or part with federal funding the Town may not exercise a preference for local businesses.
2. **Code of Conduct:**
 - a. Employees, officers, and agents of the Town who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer, or agent of the Town shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent; any member of his/her immediate family, his/her partner, or an organization which employs him or her, or is about to employ any of the above; has a financial or personal interest in the firm/vendor for award.
 - b. An employee, officer, or agent of the Town who is involved in the procurement and selection of a bid or purchase shall adhere to the Town’s adopted Conflict of Interest Policy. If said employee, officer or agent has a real or apparent conflict of interest, that person must disclose that conflict of interest within the context of a duly-warned

Town of Norwich Master Financial Policy

Selectboard meeting that occurs before the bid selection or purchase takes place. Such disclosure must be documented in the minutes for that meeting which shall be retained as part of the official record surrounding the bid or purchase. Officers, employees, and agents of the Town will not solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Officers, employees and agents who fail to follow the above code of conduct or any other provisions of the Town's Code of Ethics Policy may be sanctioned or disciplined, to the extent permitted by law, for violations of the above policies.

3. **Documentation:** For purchases utilizing federal funds, records documenting the procurement process for any purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or negotiation, audit, or other action involving the other records, whichever is longer. Otherwise, records shall be maintained by the Town in accordance with the retention and disposition schedules as set by 1 VSA §317a. (Refer to <https://www.sec.state.vt.us/archives-records/records-management.aspx>)
4. **Purchasing Authority:**
 - a. The Town Manager is the **Purchasing Agent** for the Town. The Town Manager is responsible for ensuring that the best possible price and quality are obtained with each purchase and shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies, and services. The Town Manager shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.
 - b. **Use of Designated and Special Purpose Funds:** In all cases, approval of the Selectboard is required for the use of any Designated and Special Purpose Funds related to any expenditure.
 - c. **Incidental Purchases:** Department Heads, under the supervision of the Town Manager, may make purchases of up to \$2,500 for budgeted items, without prior approval, provided those purchases are limited to the amount of the budget authorized by the Town. Prior to making such purchase, obtaining three (3) bids, while not required, is preferred.
 - d. **Minor Purchases:** Department Heads, under the supervision of the Town Manager, may make purchases with a value between \$2,500 and \$10,000 but only with prior approval of the Town Manager via a Purchase Order. Such purchases are limited to the amount of the budget authorized by the Town. Prior to making any such purchase, at least three (3) competitive bids shall be obtained and included as part of the Purchase Order submitted to the Town Manager for approval.
 - e. **Major Purchases**
 - i. All purchases between \$10,000 and \$25,000 require prior approval of the Selectboard, approval of a Purchase Order by the Town Manager, and at least three (3) competitive bids. An item or service will be selected based on cost, the quality of

Town of Norwich Master Financial Policy

- the goods/services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Town, as applicable.
- ii. The Town Manager shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies, and services. The Town Manager shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.
 - iii. If federal funding is used for purchases between \$3,000 (or \$2,000 in the case of construction projects subject to Davis-Bacon requirements) and \$150,000, price or rate quotes must be obtained from three or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.
 - iv. **Large purchase or simplified acquisition threshold under federal regulations:** Large purchases with a value greater than \$25,000 but less than \$150,000 must follow a sealed bid process as outlined below.
 - v. Purchases at or exceeding \$150,000, or construction projects of any value that are funded with federal dollars, must follow a sealed bid process as outlined below and also follow any procurement guidelines as outlined in the grant agreement (e.g. 2015 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). In addition, a pricing analysis must be completed by the Town Manager or a qualified consultant prior to issuing the request for proposal (RFP) to ensure that there is a reasonable estimate against which to compare bid proposal pricing.
5. **Sealed Bid Process:** The sealed bid process shall be initiated by the issuance of a Request for Bids/Proposals (RFB/RFP) prepared by the respective Department Head under the supervision of the Town Manager, along with an approved Purchase Order. Notice of the RFB/RFP shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the Town, advertisement placed in a newspaper of general circulation in the region, and advertisement placed on the Town's webpage. The Town Manager may reasonably opt to use other advertising methods (e.g. Norwich Listserve), known state/national associations with bid listing capabilities, and other bid notice locations) to help ensure the most competitive process possible, taking into account the cost and likely benefit of such additional advertising.
6. **Bid Specifications:** For any RFB/RFP, a list of bid specifications shall be prepared for each purchase equal to \$2,500 or greater and shall be available for inspection at the Town Offices, at the respective department's office involved in the bid process, and on the Town's webpage (www.norwich.vt.us). Bid specifications shall include:
- a. Bid name
 - b. Bid submission deadline
 - c. Date, location, and time of bid opening
 - d. Specifications for the project or services including quantity, design, and performance features
 - e. Bond and/or insurance requirements

Town of Norwich Master Financial Policy

- f. A copy of the proposed contract
- g. Any special requirements unique to the project or purchase
- h. Delivery or completion date, and required deliverables specific to each milestone date and completion date.
- i. For construction projects, language that sets a requirement for a bid Guarantee in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant funded, the bidders must also include costs for Davis-Bacon compliance if that is a requirement of the federal agency providing the funding.
- j. For construction projects over \$2,000, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at: <http://www.wdol.gov/dba.aspx>) and must comply with the Davis-Bacon Act.
- k. In some cases, the Town will require disclosure of the bidder's indirect overhead rate.
- l. Language that reserves for the Town the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award that in its sole and absolute judgement will best serve the Town's interest. The Town reserves the right to investigate the financial condition of any bidder to determine his/her ability to assure service throughout the term of the contract.

7. Bid Submission:

- a. All bids must be submitted in sealed envelopes, addressed to the Town in care of the Town Manager, and plainly marked with the name of the bid. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt by the Town. Any bid may be withdrawn in writing prior to the scheduled time for the opening of the bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened. For some bids, technical proposals will need to be submitted in a separately sealed envelope from the sealed cost proposal. This occurs when the technical proposals will be reviewed and ranked according to the criteria for bid selection, regardless of cost, before opening the cost proposals.
- b. Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid was made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

8. **Bid Opening:** Every bid received prior to the bid submission deadline will be publicly opened and read aloud and recorded by the Town Manager and the respective Department Head. When the Selectboard is involved, the Town Manager shall prepare a summary of the bid opening and report to the Selectboard at a duly warned meeting so the Selectboard can make its decision. The bid opening will include the name and address of bidder, for lump sum contracts, the lump sum base and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the amount of security furnished with each bid, if required.

9. **Criteria for Bid Selection:** In evaluating bids, the Town will consider the following criteria:

Town of Norwich Master Financial Policy

- a. Price.
 - b. Bidder's ability to perform within the specified time limits.
 - c. Bidder's experience and reputation, including past performance for the Town.
 - d. Quality of the materials and services specified in the bid.
 - e. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
 - f. Bidder's financial responsibility.
 - g. Bidder's availability to provide future service, maintenance, and support.
 - h. Nature and size of bidder.
 - i. Contract provisions that are acceptable to the Town.
 - j. For construction projects over \$2,000, contractor's indication of acceptance of wages in the current wage determination provided as part of the RFB/RFP.
 - k. Bidder is not on any debarment list related to the goods and services the bidder provides.
 - l. Any other factors that the Town determines relevant and appropriate in connection with given project or service.
 - m. Federal contracts require that there will be no preference exercised for local contractors or suppliers.
 - n. Federal contracts require that minority and women-owned businesses and labor surplus businesses must be included in the solicitation list for the RFB/RFP.
 - o. Federal contracts require that the Selectboard not select a bidder who is listed on the Excluded Parties List System website (<https://www.sam.gov>).
10. **Change Orders:** If specification changes are made prior to the close of the bid process, the RFB/RFP will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated, unless a mandatory pre-bid meeting is included as part of the bid process. In the instance of a mandatory pre-bid meeting, a new bid process does not have to be initiated. Instead, the bidders attending the pre-bid meeting will be notified and provided with any relevant change order documentation with sufficient time to meet the deadline requirement or notification by the Town that the deadline has been amended. Once a bid has been accepted, if changes to the specifications become necessary, the Town Manager will prepare a change order specifying the scope of the change. Once approved, the contractor and the Town Manager must sign the change order.
11. **Exceptions:** The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions.
- a. **Competitive Proposals:** If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a RFB/RFP or Request for Qualifications (RFQ) prepared by the Selectboard or its designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least three vendors) to ensure that the Town has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed. If architectural or engineering services are being solicited, this should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above

Town of Norwich Master Financial Policy

- steps in the sealed bid process should be followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.
- b. **Sole Source Purchases:** If, the Town Manager for Minor Purchases and the Selectboard for Major Purchases, determines in writing that there is only one source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source. If federal funds are involved, sole source purchases are only permitted subject to such allowance by the respective federal (or state) agency administering such funds.
 - c. **Recurring Purchases:** If the total value of a recurring purchase of a good or service is anticipated to exceed \$10,000 during any fiscal year, the bid process shall be used and specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Selectboard votes to initiate a new bid process. It is recommended that such recurring expenses not exceed 3-5 years without initiating a new bid process.
 - d. **Emergency Purchases:** The Town Manager may award contracts and make purchases totaling up to \$25,000 for meeting the needs of a public emergency without complying with the bid process. Usually within 70 hours of such public emergency, emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services. Any additional emergency purchasing exceeding the \$25,000 threshold must be approved by the Selectboard at a duly warned meeting (whether a regular, special, or emergency meeting of the Board). The Selectboard may authorize additional emergency expenditures or authorize the Town Manager to make additional purchases without complying with the bid process, but only up to that time that adherence to the normal bid process can be carried out.
 - e. **Professional Services:** The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services with a value of up to \$25,000. Federally funded, non-competitive purchases for \$150,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

Town of Norwich Master Financial Policy

Section 3: Cash Receipts, Petty Cash, and Returned Check Policy

Effective: Upon adoption.

Purpose: The purpose of this policy is to ensure proper management practices by the Town of Norwich employees are in effect and adhered to when their assigned duties require the processing of cash, checks, and other receipts. The management practices are designed to instill public confidence in Town operations and to provide accurate, reliable, and timely information upon which financial decisions can be made.

Policy: The Town Manager will be responsible for the preparation and implementation of internal financial controls (procedures) necessary to carry out this policy's purpose. Controls/procedures prepared by the Town Manager will be in written format and strictly adhered to by the below named *Authorized Personnel*. Said controls/procedures prepared by the Town Manager shall adhere to the minimum requirements herein.

Authorized Personnel: For internal control purposes, only the following individuals are authorized to receive funds on behalf of the Town of Norwich: Town Manager, Finance Director, Finance Assistant, Town Clerk, Assistant Town Clerk, Police Administrative Secretary/Dispatcher and police officers (only for Police Department functions), and Transfer Station Head Attendant or stand-in related to vacations or other forms of leave (only for Transfer Station related functions).

Proper Payee: All checks, money orders, and credit card payments, regardless of function, must be made payable to the *Town of Norwich, Vermont*. No instruments may be made payable to a Town officer, employee, volunteer, department, committee, board, or group.

Receipts: Persons authorized to receive funds on behalf of the Town must issue a fully completed collection receipt for any cash received. The original completed receipt must be issued to the person from whom the cash is received. A copy of the receipt (including notation identifying the budgetary line item to which it's allocated) must be delivered to the Finance Director/Town Clerk along with the cash. As applicable, a separate copy of the receipt must be retained by the person authorized to receive funds for audit and/or filing purposes. For non-cash related payments, payees requesting a receipt shall be provided one by the respective Authorized Personnel, preferably by the Finance Office.

Safeguarding Funds: Safeguarding funds prior to deposit with the Finance Office is the responsibility of authorized personnel receiving the funds. All coins, currency, checks, credit card information, and money orders must be retained in a secure place until deposited with the Finance Office in accordance with the section *Preparing and Depositing Funds* below.

Preparing and Depositing Funds: Funds collected by authorized persons must be deposited with the Finance Office according to the following:

- Town Clerk/Assistant Town Clerk – no later than the close of business the day funds are received, unless otherwise enabled by statute.

Town of Norwich Master Financial Policy

- **Transfer Station Head Attendant** – no later than the close of business the day funds are received, except they must be deposited at the Town bank's overnight deposit box (whereby they are picked up from the bank by the Finance Office on the next business day).
- **Police Administrative Secretary/Dispatcher or police officers** – no later than the close of business the following business day funds are received.
- **All Other Authorized Personnel** – no later than the close of business the day funds are received.

Each person depositing funds with the Finance Office must submit a report from the Town's computer software or a spreadsheet or adding machine tape with each deposit. The Finance Office will count and verify the amount deposited in the presence of the person depositing the funds. All deposits made to the Finance Office will be issued a receipt or other written acknowledgement. Each applicable department will receive from the Finance Office a monthly list of deposits that have been verified through the bank statement. Any discrepancies shall be reported to the Finance Director and the Town Manager immediately.

Petty Cash: Beginning October 1, 2019, petty cash no longer will be permissible. Respective Town employees and officers are expected to plan accordingly.

Returned Checks: A check returned by the bank will be recorded in the accounting system against the revenue in which it was originally posted unless the check is replaced. First-time returned checks will be re-deposited. Upon second receipt of a returned check, the Finance Office will notify the check writer and inform him/her that his/her check did not clear and advise that there is a \$35.00 return check fee due. Thereafter, full payment, including the return check fee, must be in the form of cash, money order, or bank certified check.

VLCT MODEL PROCUREMENT POLICY

Town of Norwich PROCUREMENT POLICY

Adopted [INSERT Date]

PURPOSE

The purpose of this Procurement Policy is to obtain the highest quality goods and services for the Town of Norwich at the lowest possible price, to exercise financial control over the procurement process, to clearly define authority for the procurement function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the transparent procedures followed in public procurement.

POLICY ORGANIZATION

This policy is organized into three sections:

1. General procurement requirements applicable to all purchases.
2. Procurement requirements for when the Municipality expends **solely its own funds**.
3. Procurement requirements for when the Municipality expends **State or Federal funds**, regardless of whether the procurement action includes municipal funds. State and Federal funds have specific requirements the Municipality must meet, and those requirements extend to municipal funds if they are used as match/cost share or as supplemental project funding.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

- **Conflict of Interest.** A conflict of interest occurs when the employee, officer, agent, or board member of the Municipality, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract.
- **Emergency.** A situation in which there is a threat to life, public health or safety, or improved property, or some other form of dangerous situation that requires immediate action to alleviate the threat. Emergency conditions are generally more short-lived than exigency circumstances.
- **Exigency.** A situation in which there is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement proposals would prevent the urgent action required to address the situation.
- **Non-Employee Agent.** A consultant, advisor, service provider, or other person that is not an

employee of the Municipality and has been designated an Agent for the purposes of this Procurement Policy.

- **Officer.** An elected or appointed official of the Municipality acting within the scope of their duties.
- **Pre-Positioned Contracts.** Pre-position contracts are contracts awarded in advance of potential work being performed. These contracts are also referred to as advance or standby contracts. A pre-positioned contract may only be awarded if it was originally procured in compliance with the Municipality's procurement requirements, the scope of work was adequate to cover the work to be performed, the work performed was eligible, and the contract terms cover time when work was performed. ([FEMA Public Assistance and Policy Guide, Version 5](#))
- **Pre-Qualified Contractors.** Pre-qualified contractors have been evaluated and determined to be qualified to perform work based on capabilities, prior experience, past performance, and availability. A prequalified contractor is not entitled to a pre-positioned or "standby" contract. The Municipality cannot exclude potential bidders or offerors from qualifying during the solicitation period, even if they were not on the prequalified list. ([2 CFR § 200.319\(e\)](#))

GENERAL PROCUREMENT REQUIREMENTS

All purchases of the Municipality must adhere to the following general standards:

- **Contract Administration.** The Municipality shall maintain a contract administration system that ensures vendors perform in accordance with the terms, conditions, and specifications of their contracts and purchase orders.
- **Municipal Code of Ethics.** All municipal officers, as defined by [24 VSA § 1991\(12\)](#), are required to follow the Vermont [Municipal Code of Ethics](#). Additionally, all officers and employees of the Municipality are required to follow any additional ordinances, rules, and personnel policies regarding ethics that have been adopted by the Municipality and are not in conflict with the Municipal Code of Ethics. For purchases made using any amount of Federal funds, please refer to the section titled, *Procurement Using State Or Federal Funds In Whole Or In Part*.
- **Geographic Preference.** The Municipality may exercise a geographic preference when evaluating bids or proposals if the preference does not result in unreasonable prices or rates due to a lack of competition. When purchasing with Federal funds, the Municipality should confirm with its funder whether geographic preference is allowable before using it as some federal programs have geographic preference limitations.
- **Procurement Agents.** The following individuals or positions are designated to act as Procurement Agents for the Municipality:

The Town Manager will function as the primary Procurement Agent for the Municipality. Department Heads will have limited purchasing authority with ability to make Incidental Purchases at their discretion and Minor Purchases with the prior authorization of the Town Manager.

Procurement Agents are responsible for ensuring that the best possible price and quality are obtained with each purchase. Procurement Agents must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. Procurement Agents also must ensure that competition is not restricted with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

If any provisions of this procurement policy conflict with provisions of Federal or State statute or regulations, the most stringent must be applied.

PROCUREMENT USING SOLELY MUNICIPAL FUNDS

Purchases made using solely municipal funds must adhere to the following general standards:

- **Pre-Positioned Vendors and Contractors.** Vendors or contractors pre-positioned for municipal work may not work on projects using Federal funds (ex. FEMA Public Assistance or Federally funded transportation grants) unless procurement requirements outlined in *Procurement Using State Or Federal Funds In Whole Or In Part* were followed.
- **Documentation.** Documentation must include the reason for the specific procurement method chosen, the basis for the selection of the award, and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process.
- **Records Retention.** The Municipality must maintain records in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

PROCUREMENT CATEGORIES AND REQUIREMENTS.

Incidental Purchases. Employees designated as Procurement Agents may make purchases of up to \$3,000 without prior approval, provided those purchases remain within the scope and limits of the approved municipal budget.

Minor Purchases. Employees who have been designated to act as Procurement Agents may make purchases with a value between \$3,001 and \$12,000 only with prior approval of the Town Manager and are limited to the amount of the budget authorized by the Municipality. Although not required, competitive quotes from at least two vendors should be obtained whenever possible and documented.

Major Purchases. All purchases over \$12,001 require prior approval of the Selectboard. The Selectboard must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Selectboard must also ensure that competition is not restricted

with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors or contractors to be selected who have engaged in noncompetitive pricing practices.

The Municipality **does not require** the use of a sealed bid process for **all major purchases but may choose to accept only sealed bids for specific projects, such as construction projects, or when a sealed bid submission is deemed to be warranted.**

Recurring Purchases. If the total value of a recurring purchase of a good or service is anticipated to exceed **\$12,000** during any fiscal year, the bid process must be utilized and must specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases must be made from that bidder without necessity of additional bids, until such time as the **Selectboard** votes to initiate a new bid process.

Emergency Purchases. The **Town Manager** may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency purchases may include immediate repair or maintenance of municipal property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of essential municipal services.

Professional Services. The bid process may be waived for the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services with a value of up to **\$100,000**. If the Municipality wishes to use the professional services contractor in the future for a purchase made with Federal funds, the service must be purchased competitively following Federal requirements.

Sole Source Purchases. If the **Town Manager** determines that there is only one source for a proposed purchase, it may waive the bid/proposal process and authorize the purchase from the sole source. Documentation and record retention requirements apply.

PROCUREMENT USING STATE OR FEDERAL FUNDS IN WHOLE OR IN PART

GENERAL FEDERAL PROCUREMENT REQUIREMENTS.

Purchases made using Federal funds must adhere to the following general standards:

- **Open and Competitive Bidding.** All purchases must be made using procedures that promote open and competitive bidding to the greatest extent possible, as outlined in [2 CFR § 200.319](#). All procurement must incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured, identify additional requirements that must be fulfilled, and include factors that will be used for evaluation. Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids must be excluded from competing on those purchases.

- **Non-Discrimination.** There must be no discrimination in procurement practices based on race, color, national origin, sex, disability, or age in accordance with [§ 200.300\(a-b\)](#).
- **Conflict of Interest.** See Definitions section. Any employee, officer, or agent of the Municipality who participates in the procurement process must make reasonable efforts to avoid real or apparent conflicts of interest, must disclose any potential conflicts of interest in writing, must refrain from participating in procurement decisions where such conflicts exist, and must comply with other requirements of [2 CFR § 200.318\(c\)](#). If the municipality has an affiliate or subsidiary organization that is not a State, local government, or Indian Tribe, the Municipality also must maintain written standards of conduct covering organizational conflicts of interest. Any actual or potential conflict of interest must be disclosed to the funder. If a conflict exists between the Federal requirements and the Municipality's requirements, the most restrictive requirement must be used. Disciplinary actions shall be the enforcement actions in the Municipality's adopted investigation and enforcement ordinance, personnel policy, or rule. Disciplinary actions of Appointed Officers shall apply to non-employee agents.
- **Gifts.** An employee, officer, and agent of the Municipality may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. ([§ 200.318\(c\)\(1\)](#))
- **Small and Socio-Economic Business Procurement.** Whenever possible, qualified small, minority, and veteran-owned businesses, women's business enterprises, and labor surplus area firms must be considered for procurement and documentation retained demonstrating how the six actions outlined in [§ 200.321](#) were considered.
- **Maximizing Resources.** The Municipality must:
 - avoid the [acquisition of unnecessary or duplicative items](#).
 - use [strategic sourcing](#) when appropriate.
 - use [excess and surplus Federal property](#) when feasible and to achieve cost reductions, use recovered materials when individual or aggregate yearly purchases exceed \$10,000 or as otherwise described in [§ 200.323](#).
 - use [value engineering clauses](#) for construction projects when practical.
 - provide a preference for the purchase, acquisition, or use of goods, products, or materials [produced in the United States](#) to the greatest extent practicable and consistent with the law.
 - implement the Buy America preferences set forth in [2 CFR part 184](#) for projects related to the construction, alteration, maintenance, or repair of [infrastructure](#).
- **Contract Cost and Price.** The Municipality must perform a cost or price analysis for purchases, including contract modifications, in excess of \$250,000, in accordance with [§ 200.324](#). Evidence of the analysis must be documented.
- **Cost Allowability.** The Municipality will determine cost allowability using [Federal Cost](#)

[Principles](#), reviewing the notice of funding award, and reviewing its funding agreement. Costs must be allowable, reasonable, and allocable to the funding ([2 CFR Part 200 Subpart E](#)). (INSTRUCTIONS The Municipality may reference its own cost principles if they comply with Federal Cost Principles.)

- **Funding Agency Review.** The Municipality must submit the technical specifications of a proposed purchase and/or procurement documents for review if a funding agency has requested to review them, in accordance with [2 CFR § 200.325](#).
- **Bonding Requirements.** The Municipality must comply with bid and bond requirements of [2 CFR § 200.326](#) unless the Municipality has a bonding policy and requirements for construction or facility improvement contracts or subcontracts, and those requirements exceed \$250,000. When the Municipality has its own bonding policy and requirements, the Municipality must have the documents reviewed and approved by either the Federal agency or the pass-through entity to determine that the Federal interest is adequately protected. ([2 CFR § 200.326](#))
- **Federal Pass-Through Requirements.** The Municipality must include specific federal compliance requirements, such as Davis Bacon Labor Standards, Section 3 Reporting Requirements, and Build America, Buy America (BABA) for example, in the procurement documents to alert prospective bidders to those requirements. ([§200.319\(d\)\(3\)](#)) The Municipality should confirm any federal pass-through requirements with the funding agency.
- **Pre-Positioned Vendors and Contractors.** The Municipality may pre-position contracts by awarding contracts for the potential performance of work. When pre-positioning contracts, the Municipality will request proposals from vendors and/or contractors in accordance with procurement categories and their requirements and develop a scope of work adequate to cover the anticipated work to be performed. The list will be updated at least every three years with the option of extending the contract for a one-year term (no more than four years total). Each pre-positioned vendor or contractor must be issued a master contract defining the specific services that are covered by the contract, the contract term, and additional items identified by the Municipality. Task Order assignments will be made by the Municipality following a review of the task order complexity, experience of the firm and its staff, capacity to complete the work within the desired timeframe, availability of contractor staff, and other factors applicable the Municipality deems important to the work to be performed.
- **Documentation.** The Municipality must maintain documentation and records sufficient to detail the history of each procurement transaction in accordance with [2 CFR § 200.318\(i\)](#). At minimum, these records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price plus other documentation required by these procurement requirements. Additional documentation may be required based on the requirements of specific procurement categories.

In the case of purchases made using Federal funds, if state law or the Municipality's supplemental policies conflict with Federal requirements, the stricter of the two must be applied.

PROCUREMENT CATEGORIES AND REQUIREMENTS.

Micro-Purchases. Purchases of up to **\$12,000** in aggregate value, and, in the case of construction projects subject to Federal Davis Bacon requirements, purchases below \$2,000. Soliciting competitive price or rate quotations is not required if the Procurement Agent considers the price reasonable based on research, experience, purchase history, or other information; and maintains documentation to support their conclusion. To the extent practicable, the Municipality should distribute micro-purchases equitably among qualified suppliers. ([§ 200.320\(a\)\(1\)](#))

Simplified Acquisition (Small Purchases). Purchases with an aggregate total value between **\$12,001** and **\$100,000**, including any future contract amendments or change orders. Price or rate quotes must be obtained from **an adequate number of qualified sources** following the Small and Socio-Economic Business Procurement provision of this policy and all provisions regarding fair and unrestricted competition. ([§ 200.320\(a\)\(2\)](#))

Large Purchases by Competitive Proposals. Purchases with an aggregate total value of **\$100,001** or more, including any future contract amendments or change orders. Construction projects must use the sealed bid process discussed in the next section. ([§ 200.320\(b\)\(2\)](#))

A Request for Proposals (RFP) must be used, except for architectural/engineering (A/E) professional services for which a Request for Qualifications (RFQ) process may be used. If the project is funded in whole or in part by the Federal Highways Administration, a Request for Qualifications process must be used for A/E services. All evaluation factors and their relative importance must be identified in the RFP/RFQ. For RFPs, price and other factors may be considered as a selection factor. For RFQs, price may not be used as a selection factor. All RFP/RFQs will describe the process for evaluating proposals and how a contract awardee will be selected.

Public notice is required with **no less than two weeks** allowed for responses. Proposals must be solicited from **multiple qualified entities**. When a contract is awarded, it must be awarded to the responsible offeror whose proposal is most advantageous to the Municipality. When issuing a contract, the Municipality must consider a contractor's integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, [29 U.S.C. 201](#), chapter 8), past performance record, and financial and technical resources. Either a fixed price or cost-reimbursement contract may be used.

Procurement by Sealed Bid. Purchases with an aggregate total value of **\$100,00** or more, including any future contract amendments or change orders. Federally funded construction projects of more than \$2,000 must use the sealed bid process. The sealed bid purchase process is used primarily for construction projects. ([§ 200.320\(b\)\(1\)](#))

Noncompetitive (Sole Source) Procurement. If one of the following specific circumstances apply, the Municipality may use a noncompetitive procurement method ([§ 200.320\(c\)](#)):

- **Single Source.** The purchase only can be filled by a single source.

- **Emergency.** A threat to life, public health or safety, or improved property, or some other form of dangerous situation or public emergency will not permit a delay resulting from providing public notice of a competitive solicitation. Emergency conditions generally are short term.
- **Exigency.** There is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement would prevent the urgent action required to address the situation. Exigency conditions may be short term or exist for weeks or months.
- **Written Permission.** The Municipality submits a written request with justification for noncompetitive procurement and its funder approves the request in writing.
- **Inadequate Competition.** After soliciting several sources, competition is determined to be inadequate.

Documentation is required to justify noncompetitive procurement. Documentation must follow the requirements of the funding agency. Noncompetitive purchases still must comply with other requirements of procurement, such as maximizing resources, domestic preferences, contract cost and price, competition requirements, and documentation. Written contracts with required contract clauses are required.

CONTRACTS.

- “Cost plus a percentage of cost” and “percentage of construction costs” methods of contracting must not be used. ([§ 200.324\(c\)](#))
- The Municipality may use a time-and-materials type contract only after making a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to the Municipality is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general, and administrative expenses, and profit. When using this type of contract, the Municipality must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- Written contracts must be used, except for Micro-purchases. The Municipality may use pro-forma contracts and agreements provided by State and/or Federal agencies for contractual compliance with State and Federal requirements.
- Written contracts must contain required Federal contract provisions specified in [2 CFR Appendix II](#) as applicable to the project unless a State or Federal funder requires specific language to meet Appendix II requirements. The Municipality must include additional required contract provisions specific to the source of funds if required by its funding agreement. ([§ 200.327](#))

- When funding is provided through the State of Vermont, the Municipality must include the required State contract provisions outlined in Attachment C – Standard State Provisions for Contracts and Grants, which is included as part of the State’s funding agreement document. The Municipality also must include any other required contract provisions required by the Municipality’s agreement with the State.

The foregoing Policy is hereby adopted by the **Selectboard** of the **Town of Norwich**, Vermont, this [INSERT date] day of [INSERT year] and is effective as of this date until amended or repealed.

SIGNATURES.

Chair:

Legislative Body Members:

MEMORANDUM OF UNDERSTANDING
Norwich Selectboard and Norwich School Board
Regarding the Norwich and Dresden Finance Committee

This Memorandum of Understanding [hereinafter referred to as the “MOU”] is entered into by and between the Selectboard of the Town of Norwich, Vermont [hereinafter referred to as the “Selectboard”] and the Norwich, Vermont, School Board [hereinafter referred to as the “School Board”] and collectively hereinafter referred to as the “Boards.” This MOU will be effective on the date it is executed by both Boards, and will be time limited for a period ending January 14, 2026.

WHEREAS, the 12/7/2002 “Articles of Agreement between Hanover and Norwich in Accordance with the NH-VT Interstate School Compact” remains in effect and establishes “the Dresden Finance Committee which shall consist of the members of the Hanover Finance Committee and the Norwich Finance Committee, and shall have the same duties and responsibilities with respect to the budget of the Dresden School District as the Hanover and Norwich Finance Committees have with respect to the budgets of their respective towns and school districts.” Dresden Policy Manual, Policy AA.

WHEREAS, previous iterations of MOUs regarding the Norwich and Dresden Finance Committees have acknowledged the importance of School Board involvement in the appointment of Norwich Finance Committee members, and the need for a clear charge, the Boards hereby reiterate those critical parameters to ensure alignment between the Hanover Finance Committee and the Norwich Finance Committee.

THEREFORE, the Boards do hereby agree as follows:

1. The Selectboard will amend the membership of the Norwich Finance Committee to specify five (5) members as specified in the 2020 MOU.
2. The School Board will meet with the Norwich Finance Committee members to perform an interview, and will notify the Selectboard forthwith of any issues. Approved Norwich Finance Committee members will be appointed to membership in the Dresden Finance Committee.
3. The Norwich Finance Committee will only utilize the same financial materials that are provided to the Boards for their warned meetings, including but not limited to Budget Committee and Regular or Special Meetings. Any additional materials or analysis from the Administration of the Town or School District will be requested through the respective Board.

Adopted by the Norwich Selectboard on this _____ day of September, 2025.

Mary Layton, Chair

Kimo Griggs, Vice Chair

Marcia Calloway

Matthew Swett

Priscilla Vincent

Adopted by the Norwich School Board on this _____ day of September, 2025.

Garrett Palm, Chair

Michael Costa, Vice Chair

Gina des Cognets, Secretary

Neil Odell

Lisa Christie

Memorandum

TO: Norwich Selectboard and Town Manager Brennan Duffy
FROM: Marcia Calloway, Selectboard
DATE: September 18, 2025
RE: Chronology of Norwich Finance Committee vis-à-vis Dresden School District

1. The Dresden School District was authorized in 1961 and is found in both NH and VT statute.ⁱ
2. On 12/7/2002 “Articles of Agreement between Hanover and Norwich in Accordance with the NH-VT Interstate School Compact” was executed and is still in effect.ⁱⁱ It states inter alia “(5) There is hereby established the Dresden Finance Committee which shall consist of the members of the Hanover Finance Committee and the Norwich Finance Committee. The Dresden Finance Committee shall have the same duties and responsibilities with respect to the budget of the Dresden School District as the Hanover and Norwich Finance Committees have with respect to the budgets of their respective towns and school districts.” See Dresden Policy Manual, Policy AA: Articles of Agreementⁱⁱⁱ
3. The 3/14/2018 Norwich Selectboard meeting includes an Exhibit A titled “Norwich Finance Committee” which shows the Norwich Selectboard and School Board jointly appoint the Norwich Finance Committee [hereinafter referred to as “NFC”].
 - The documents suggest this agreement was based on an MOU from January 2014.
Note: SB website materials start in 2015.
4. The 4/11/2018 Norwich Selectboard packet includes “Norwich Finance and Audit Committees Motion” which includes inter alia the following provisions:
 - the NFC (the "NFC") as currently constituted was established in 2014 by the Norwich Selectboard in cooperation with the Norwich School Board and pursuant to a Memorandum of Understanding (the 'MoU') between the Norwich Selectboard and the Norwich School Board dated as of January 29, 2014; and
 - the NFC was intended to advise on both Town and School District budgets and other financial planning matters.... has not functioned for several years due to failure to constitute a quorum of Members; and...the Selectboard believes a reconstituted NFC focused exclusively on town finances would be of great benefit.
 - Hereby cancel and terminate the MOU with the Norwich School Board with immediate effect...and establish a reconstituted Norwich FC
5. 4/25/2018 Norwich Selectboard minutes, Item #6, show discussion about abolishing the NFC and Tom Candon’s concern that the new NFC could be formed without School Board involvement – the existing Finance Committee then was created with School Board collaboration. The discussion was tabled, no motion was recorded.
6. A 2020 draft MOU^{iv} between the Norwich Selectboard and Norwich School Board regarding the Norwich and Dresden Finance Committees mentions that the prior MOU was terminated.
 - The 6/10/2020 Norwich Selectboard meeting, Item #13, shows that the MOU was tabled. “...Langhus said the big changes proposed under the MOU would be for the FC to look also at the school budget and that the Norwich School Board will have responsibility to approve Dresden FC members, which is comprised of members from the Norwich FC and the Hanover FC.”
 - The motion to approve the MOU was TABLED.

- The 2020 draft MOU included the following provisions:
 - Norwich School Board and Selectboard jointly appoint up to 5 members
 - Norwich FC joins Hanover FC to become Dresden FC with staggered terms to ensure continuity.
 - SB and School Bd each appoint one of their members as a non-voting liaison to the NFC each year.
 - Norwich FC have
 - 3 members for 3 years
 - 2 members for 2 years
 - NFC members are subject to all Town of Norwich policies applicable to “Town Officials” as well as to School Board policies applicable to members of committees thereof.
 - Selectboard and School Board each appoint one of their members as a non-voting liaison to the committee each year.
 - Effective date is the date the MOU is when ratified by both boards.
 - 10/7/2020 Norwich School Board minutes^v show they voted to approve the MOU:
 - Page 4: “Action: G. Approve Finance Committee MOU
Move to approve the Memorandum of Understanding for the Norwich Finance Committee for the period of one year, ending June 30, 2021.
Motion by Kelley A Hersey, second by Lisa Christie.
Final Resolution: Motion Carries
Yea: Kelley A Hersey, Neil P Odell, Thomas K Candon, Garrett Palm, Lisa Christie
 - 10/14/2020 Norwich Selectboard approved the MOU, “such MOU to be revisited by the Selectboard prior to the end of the current fiscal year.”
<https://norwich.vt.us/wp-content/uploads/2021/03/Final-minutes-101420.pdf>
 - No copy of the duly executed MOU can be found.
7. 1/12/2021 NFC minutes show they reviewed the budget. <https://norwich.vt.us/wp-content/uploads/2021/01/DRAFT-011221-nfc-minutes.pdf>
 8. 1/19/2021 NFC voted to dissolve. <https://norwich.vt.us/wp-content/uploads/2021/01/Draft-NFC-meeting-notes-011921.pdf>
 9. The March 2024 NH/VT Interstate School Compact does not speak to finance committees.^{vi}

ⁱ The Dresden School District (a.k.a. Hanover-Horwich Interstate School District) authorized by NH Laws of 1961, Chapter 116, and by the State of Vermont Title 16.

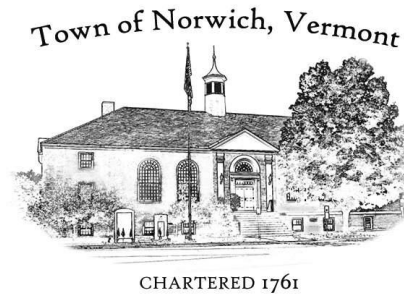
ⁱⁱ Articles of Agreement between Hanover and Norwich in Accordance with the NH-VT Interstate School Compact (NH R.S.A. Chapter 200-B; VT V.S.A. Title 16 Education, Chapter 15 New Hampshire-Vermont Interstate School Compact)

ⁱⁱⁱ Articles of Agreement between Hanover and Norwich in Accordance with the NH-VT Interstate School Compact, here <https://simbli.eboardsolutions.com/Search/ShowSearchResults.aspx?S=36031855>

^{iv} 2020 draft MOU, here https://drive.google.com/file/d/1I_iHopnMqwhNYBbJZ8UI63Up90VavHb_/view?ts=68c71607

^v <https://mail.google.com/mail/u/0/#trash/FMfcgzQcpnPWqnVwhgrCZJCsDJmDWhR?projector=1&messagePartId=0.1.1>

^{vi} NH-VT Interstate School Compact, here <https://compacts.csg.org/wp-content/uploads/2024/03/New-Hampshire-Vermont-Interstate-School-Compact.pdf>



Town Manager Report for September 24, 2025

Department Updates

Finance Department:

Collection of tax payments is underway with a deadline of October 1st for the first installment.

Audit work is underway with a site visit from the auditors scheduled for October 2-3.

FY'27 preliminary budget work is underway.

Planning Department:

Updated by-laws went into effect on September 4th with new forms and web site updates accompanying these changes.

Planning Commission working on an Energy Plan update and a Utilities and Facilities plan which could be incorporated into the 2020 Norwich Town Plan.

Police Department:

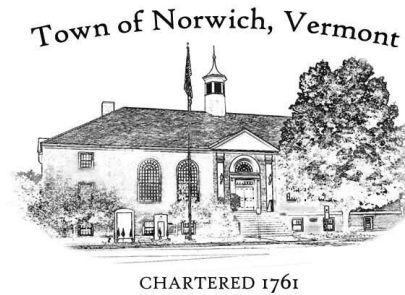
See the September PD Report for department information.

DPW:

The three FEMA culvert projects are now substantially completed.

No responses to the Moore Lane Bridge RFP were received by the 9/17 deadline. The project will be re-bid in January for Spring 2026 work to occur.

FEMA reimbursement for approximately \$337,000 has been submitted to the State.

**Fire Department:**

See the September FD Report for department information.

Recreation Department:

A Lego First robotics team of 6-8 graders has formed and is using Tracy Hall for meetings.

After School Recreation (ARC) program is underway.

Youth soccer games at Huntley Meadow have begun.

Halloween events are being planned including a Norwichy Woods Walk on Sunday October 26th from 2-4pm.

See the September Rec Department Report for additional department information.

Town Clerk:

20 Property Tax assessment appeals are being heard by the BCA. Hearings are scheduled through October 14th and the appeals process should be completed by Thanksgiving.

Town Manager's office:

The Tracy Hall Boiler Replacement Project work is well underway. The removal of the oil tank received a clean soil report with no issues found.

Studio Nexus Architects has confirmed ability to attend the 10/8 SB meeting.

Town Report documents are being solicited from department heads and officials.

Further review and discussion on the 9/10 Burgin request for ROW access for a buried power line to serve an existing home has occurred.

General/Miscellaneous:

PREPARED BY: BRIE SWENSON, RECREATION DIRECTOR

DATE: SEPTEMBER 10, 2025

Our August potluck took place on the 3rd after the Chiropractic Classic softball game (hosted by the Norwich Baseball Association).

Summer camps ended on August 8th, with the Girard Olympics concluding on the 7th. The winning Girard Olympics team won bracelets to the Norwich Fair. All other teams received Dan & Whits ice cream tickets, again provided by a Norwich family.

Another Barrett oven training was held on Friday the 8th. The high school and middle school runners joined us again, running up Dutton Hill and Bragg Hill before helping to make pizzas.

Our rugby camp with Montana State University's women's team was held at Huntley Meadows from August 11th - 15th. We had over 20 participants, and ended with a family barbecue to thank the women's team.

Resident Buck Child organized a visit from Dan Healey, the Windsor County Forester, on August 17th. We explored Huntley Meadows, identifying invasive plants and talking about strategies for managing their growth. A light breakfast followed.

Our After School Recreation program opened on August 27th. We set up two rooms in the Congregational Church for them, the Norwich Nursery School has graciously agreed to allow them to use their playground, and we expect that they will begin using the Tracy Hall gym to run around on rainy days.

NORWICH FIRE DEPARTMENT

SEPTEMBER SB REPORT



PREPARED BY: FIRE CHIEF ALEX NORTHERN

DATE: 9/15/25

Fire Department

Six new recruits have begun their fire service educational journey with the Vermont Fire Academy. This recruit school, located at the Thetford Fire Department, aims to introduce new firefighters to the history and technical skills required to serve as interior firefighters. The course is quite demanding; many thanks go out to our new recruits for donating some weeknights and weekends from now 'till December in service to our community.

Training in August consisted of continuing to test our dry hydrants. August can be a slow training month due to many members away on vacation.

EMS Division

The EMS Division hosted guest speakers from VLCT and a contracted mental health professional. They were invited to speak about what VLCT can offer first responders regarding incident stress debriefing and other support services offered.

Emergency Management

I will be attending a Threat and Hazard Identification and Risk Assessment/Stakeholder Preparedness Review. This course introduces the six-step THIRA/SPR process which includes identifying threats and hazards that stress a community's capabilities, giving context to those threats and hazards and identifying associated impacts consistent with specific factors, identifying community-specific capability targets, assessing current levels of capability in comparison to those targets, identifying capability gaps and subsequent strategies to close those gaps using the POETE (Planning, Organization, Equipment, Training, and Exercises) areas, and assessing and describing the impact of funding sources on building or sustaining capabilities in a community.

August FIRE CALLS	27
August EMS CALLS	20
August FIRE MUTUAL AID	2



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 – September 2025

Activity:

The Norwich Police Department received 54 calls for service during the month of August. VSP were notified of seven calls when no Norwich Officer was on duty. 5 traffic stops were conducted, resulting in written warnings and citations being issued during the month of June.

NPD Officers continue assisting in the Summer Governor's Highway Safety Program traffic blitz.

Crime and Traffic:

We are getting an increasing number of calls concerning the unhoused and encampments in our area. We are bound by some very specific rules and laws governing these situations. The only consistency is that these things take time, and cannot, hardly ever, be resolved immediately. We work toward the best solution for each individual case, and ask that you be patient as we work through the process.

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. As bad as I hate to admit it, we have zero ability to assist a victim once the money is sent, and the problem is so bad, that our Federal "big brothers" can't even look at a case until it has reached \$500,000 in loss.

Items of Note:

Y'all have been fairly decent in our school zones. However, we still run into a few problems every now and then. Very few things in this world are non-negotiable, however, no warnings are given for passing a school bus with its lights flashing. Zero. Zilch. Nada. Please slow down, allow plenty of time to reach your destination so you aren't rushed, watch out for the littles as they make their way to school.

Did you know? Bicyclists are required to follow the same rules of the road as vehicles when it comes to stop signs, crosswalks and so forth!

I suspect our Foliage Season this year is going to be....weird. With the 30 Year Record Drought in progress, all bets are off concerning how the season will progress. I suspect we will have some of the usual parking issues in the usual places. Make no mistake – a vehicle blocking the road will be removed at the vehicle owner's expense. And it's not cheap.

While we are talking drought – our Town Fire Warden is currently prohibiting burning. We will support him in enforcing this order.

Do you know of a police officer that's looking for their next adventure? We are hiring!

~Chief~

	2024	FY 2025											FY 2026	
	Total	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	August
911 Hangup	14	3	1	7	2	3	2	3	6	7	1	2	9	3
Agency Assist	65	2	5	10	6	3	8	3	8	6	4	4	9	12
Animal Problem	32	7	2	5	7	1	0	2	7	7	11	7	3	4
Assault	5	0	1	3	0	0	0	0	2	1	0	4	6	2
Burglary	4	1	0	0	0	0	1	0	0	1	1	0	0	0
Burglary Alarm	40	3	0	6	4	4	1	4	3	5	1	4	3	1
Citizen Assist	45	3	5	2	2	5	4	2	3	5	5	2	4	3
Citizen Dispute	7	0	2	0	1	3	0	1	0	0	0	2	0	1
Directed Patrol	115	3	5	7	7	5	9	5	7	3	5	1	3	2
Crash - Damage	33	2	0	3	4	3	6	4	3	1	3	4	4	4
Crash - Injury	5	0	1	0	0	0	0	0	0	1	1	0	1	0
Death Investigation	3	0	0	0	0	1	0	0	0	1	1	0	0	0
Drug Possession	1	0	0	0	0	0	0	0	0	2	0	0	0	0
Foot Patrol	17	0	0	2	0	1	1	1	0	0	0	0	0	1
Misc	56	5	7	3	3	5	3	4	2	0	1	4	3	3
Found Property	10	1	0	3	1	1	0	1	1	0	0	0	0	1
Fraud	17	0	2	0	0	0	1	1	1	0	2	1	0	1
Intoxication	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Juvenile Issue	8	0	1	0	1	0	1	0	1	1	0	0	0	0
Lockout	3	0	0	0	0	0	0	0	0	2	0	2	1	0
Mental Health	13	0	0	0	3	2	0	1	0	1	0	1	0	0
Missing Person	7	3	0	1	0	0	0	0	3	0	1	0	1	0
MV Complaint	65	2	3	2	1	1	1	5	0	2	2	6	1	1
Noise	6	1	0	1	0	0	0	0	0	0	1	0	2	1
Overdose	2	0	1	0	0	0	0	0	0	0	0	0	0	0
Panic Alarm	3	0	3	0	0	0	0	0	1	0	0	2	1	0
Parking Problem	6	1	0	2	0	0	0	1	0	0	0	0	0	0
Suspicious	74	6	6	6	3	5	1	1	3	2	9	7	4	8
Special Detail/ Public Speaking	14	0	2	0	0	1	0	0	0	2	4	0	0	0
Theft	18	2	2	1	1	0	0	2	0	1	0	0	1	0
Threats	9	0	1	3	3	2	0	0	0	0	2	0	0	0
Traffic Hazard	13	0	3	2	1	0	0	2	4	0	4	2	4	3
Trespassing	15	0	1	0	1	0	2	0	1	2	0	1	0	0
Vandalism	15	2	2	0	2	0	0	3	1	1	0	2	2	0
Welfare Check	28	2	3	2	0	1	1	2	3	2	4	2	1	3
Traffic Stops	76	3	1	2	5	4	3	0	7	22	18*	9	8	5
Total Calls	783	49	59	71	53	47	42	48	60	56	63	60	71	54

Finance Office Overview

Notice the budget-to-actual expenditure report is broken into two reports for ease of reading: (1) an expenditure report for the General Fund (01); and (2) an expenditure report for the reserve funds (04-55).

August 2025:

At the end of August, the Town is 2 months into its fiscal year or 16.66% of its budget. To gain an understanding of where expenditures are over/under budget, it is best to review the “% of Budget” column versus the overall total. Keep in mind it is early in the fiscal year and those expenses over the 16.66% are explainable and often due to timing.

Having the tax payments starting to flow into the Town has helped to reduce immediate cash flow concerns.

Items to be aware of:

- The Town will pay the State of Vermont in excess of one million dollars in October for school taxes.
- The Town will begin its payment plan to SAU70 in September for school taxes collected.
- FEMA reimbursements are expected in October.

Account	Budget	Actual	% of Budget
01-4-0000 PROPERTY TAX REVENUES			
01-4-000001.00 TOWN PROPERTY TAX	5,692,492.00	4,981,182.15	87.50%
01-4-000002.00 PROPERTY TAX OTHER MONETA	507,772.00	504,272.00	99.31%
01-4-000003.00 Windsor County Tax	60,000.00	57,970.14	96.62%
01-4-000010.00 Current Use Tax - LUCT	15,500.00	0.00	0.00%
01-4-000014.00 PROP TAX INTEREST	30,000.00	5,927.21	19.76%
01-4-000015.00 PROP TAX COLL FEE	20,000.00	0.00	0.00%
Total PROPERTY TAX REVENUES	6,325,764.00	5,549,351.50	87.73%
01-4-0001 LICENSE & PERMIT			
01-4-000101.00 LIQUOR LICENSE	600.00	70.00	11.67%
01-4-000103.00 DOG LICENSE	2,800.00	64.00	2.29%
01-4-000107.00 HUNT & FISH LICENSE	75.00	4.50	6.00%
01-4-000120.00 BLDG/DEVEL PERMIT	10,000.00	1,226.40	12.26%
01-4-000130.00 LAND POSTING PERMIT	200.00	15.00	7.50%
01-4-000140.00 Punch Card - Hartford	0.00	360.50	100.00%
Total LICENSE & PERMIT	13,675.00	1,740.40	12.73%
01-4-0002 INTERGOVERNMENTAL			
01-4-000201.00 VT HIWAY GAS TAX	168,000.00	44,590.10	26.54%
01-4-000202.00 Hold Harmless State Reven	220,000.00	0.00	0.00%
01-4-000208.00 PILOT	10,000.00	0.00	0.00%
01-4-000209.00 DOI PILT Act	6,500.00	0.00	0.00%
01-4-000210.00 VT NATURAL RESRCS	2,500.00	0.00	0.00%
01-4-000214.00 EDUC TAX RETAINER .225 o	30,000.00	0.00	0.00%
Total INTERGOVERNMENTAL	437,000.00	44,590.10	10.20%
01-4-0003 SERVICE FEE			
01-4-000301.00 RECORDING FEE	25,000.00	5,260.00	21.04%
01-4-000303.00 DOCUMENT COPY FEE	2,100.00	544.00	25.90%
01-4-000305.00 USE OF RECRDS FEE	600.00	54.00	9.00%
01-4-000307.00 VITAL STATISTIC FEE	1,500.00	495.00	33.00%
01-4-000311.00 PHOTOCOPYING FEE	50.00	0.00	0.00%
01-4-000320.00 TRACY HALL RNTL FEE	5,600.00	0.00	0.00%
01-4-000325.00 POLICE RPT FEE	500.00	91.00	18.20%
01-4-000355.00 RECREATION FEES	115,000.00	48,974.00	42.59%
01-4-000355.01 Registration Fee Refunds	0.00	-330.00	100.00%
01-4-000360.00 TRNSFR STATION STICKERS	40,000.00	41,007.00	102.52%
01-4-000362.00 MISC SOLID WASTE	3,500.00	0.00	0.00%
01-4-000363.00 E-WASTE	3,800.00	542.00	14.26%
01-4-000364.00 TRASH COUPON	105,000.00	18,170.00	17.30%
01-4-000365.00 RECYCLING REBATES	14,000.00	1,618.87	11.56%
01-4-000366.00 C & D WASTE	15,000.00	3,193.00	21.29%
Total SERVICE FEE	331,650.00	119,618.87	36.07%
01-4-0004 GRANT REVENUE			

Account	Budget	Actual	% of Budget
01-4-000415.00 CONSERV COMM GRANT	0.00	695.95	100.00%
01-4-000417.00 DRY HYDRANT GRANT	7,700.00	0.00	0.00%
01-4-000436.00 OP/DUI (GHSP)	1,200.00	0.00	0.00%
01-4-000481.00 Town Clerk Grants	0.00	5,190.00	100.00%
Total GRANT REVENUE	8,900.00	5,885.95	66.13%
01-4-0008 OTHER TOWN REVENUES			
01-4-000810.00 BANK INTEREST	50,000.00	19,774.18	39.55%
01-4-000814.00 FIELD RENTAL	32,000.00	1,040.00	3.25%
Total OTHER TOWN REVENUES	82,000.00	20,814.18	25.38%
01-4-001 PUBLIC SAFETY REVENUES			
01-4-001005.00 POLICE FINE	10,000.00	328.00	3.28%
01-4-001007.00 PARKING FINE	500.00	0.00	0.00%
01-4-001008.00 DOG FINE	125.00	0.00	0.00%
Total PUBLIC SAFETY REVENUES	10,625.00	328.00	3.09%
01-4-009 MISCELLANEOUS REVENUE			
01-4-009001.00 DAILY OVER/SHORT	0.00	-4.00	100.00%
01-4-009100.00 TOWN CLRK MISCEL	50.00	43.00	86.00%
01-4-009700.00 HIWAY DEPT MISCEL	0.00	150.00	100.00%
01-4-009900.00 MISCELLANEOUS	10,000.00	4,365.75	43.66%
01-4-009901.00 Opioid Settlement Revenue	12,000.00	4,289.65	35.75%
Total MISCELLANEOUS REVENUE	22,050.00	8,844.40	40.11%
Total Revenues	7,231,664.00	5,751,173.40	79.53%
Total General	7,231,664.00	5,751,173.40	
Total All Funds	7,231,664.00	5,751,173.40	

Account	Budget	Actual	% of Budget
01-5-005 TOWN ADMIN. EXPENSE			
01-5-005110.00 SELECTBOARD STIPEND	2,500.00	0.00	0.00%
01-5-005111.00 TOWN MANAGER WAGE	158,062.00	20,696.48	13.09%
01-5-005112.00 Asst. Town Mngr.Wage	72,921.00	9,579.87	13.14%
01-5-005113.00 TREASURER STIPEND	1,800.00	0.00	0.00%
01-5-005114.00 ADMIN ASSIST WAGE	29,134.00	7,705.76	26.45%
01-5-005120.00 CCC Tax	1,060.00	191.30	18.05%
01-5-005121.00 FICA TAX	16,467.00	2,232.02	13.55%
01-5-005122.00 MEDI TAX	3,762.00	521.99	13.88%
01-5-005123.00 HEALTH INSUR	79,567.00	19,358.13	24.33%
01-5-005124.00 DISABILITY/LIFE INSUR	2,157.00	534.09	24.76%
01-5-005125.00 DENTAL INSURANCE	1,175.00	483.66	41.16%
01-5-005126.00 VT RETIREMENT	21,262.00	3,646.63	17.15%
01-5-005252.00 TMGR RELOCATION EXPENSE	10,000.00	0.00	0.00%
01-5-005300.00 PROFESS SERV	10,000.00	30.00	0.30%
01-5-005300.10 CONTRACTED SERVICES	0.00	362.50	100.00%
01-5-005302.00 VLCT MEMBERSHIP	6,300.00	6,176.00	98.03%
01-5-005305.00 LEGAL	80,000.00	0.00	0.00%
01-5-005310.00 TOWN REPORT	4,500.00	0.00	0.00%
01-5-005531.00 ADMIN TELEPHONE	700.00	43.07	6.15%
01-5-005532.00 T MNGR CELL PHONE	600.00	37.42	6.24%
01-5-005538.00 POSTAGE	100.00	0.69	0.69%
01-5-005540.00 ADVERTISING	1,500.00	194.40	12.96%
01-5-005581.00 MILEAGE	200.00	0.00	0.00%
01-5-005610.00 OFFICE SUPPLIES	2,000.00	224.14	11.21%
01-5-005611.00 OFFICE EQUIP	500.00	0.00	0.00%
01-5-005615.00 DUES/MTS/EDUC	4,000.00	175.00	4.38%
01-5-005616.00 Treasurer Conf. & Dues Ex	1,000.00	995.64	99.56%
01-5-005704.00 Reg Energy Coordinator	32,500.00	15,795.00	48.60%
01-5-005816.00 Des.Fund - Main St Flags	250.00	250.00	100.00%
01-5-005900.00 MISCELLANEOUS	1,000.00	0.00	0.00%
Total TOWN ADMIN. EXPENSE	545,017.00	89,233.79	16.37%
01-5-010 BCA/BOA EXPENDITURES			
01-5-010538.00 POSTAGE	160.00	0.00	0.00%
01-5-010610.00 OFFICE SUPPLIES	25.00	0.00	0.00%
01-5-010615.00 DUES/MTGS/EDUC	50.00	0.00	0.00%
Total BCA/BOA EXPENDITURES	235.00	0.00	0.00%
01-5-050 STAT MTGS EXPENDITURES			
01-5-050110.00 POLLWORKER STIPEND	400.00	0.00	0.00%
01-5-050121.00 FICA TAX	25.00	0.00	0.00%
01-5-050122.00 MEDI TAX	6.00	0.00	0.00%
01-5-050123.00 CCC Tax	2.00	0.00	0.00%
01-5-050200.00 CONTRACTED SERVICES	1,000.00	0.00	0.00%
01-5-050538.00 POSTAGE	600.00	74.51	12.42%
01-5-050540.00 ADVERTISING	200.00	0.00	0.00%
01-5-050550.00 PRINTING	3,200.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-5-050610.00 OFFICE SUPPLIES	400.00	0.00	0.00%
01-5-050650.00 VOTING MACHINE	100.00	0.00	0.00%
01-5-050652.00 VOTING MACH MAINT AGRMT	400.00	0.00	0.00%
01-5-050655.00 VTG MCHN PROGRAMM	2,000.00	0.00	0.00%
Total STAT MTGS EXPENDITURES	8,333.00	74.51	0.89%
01-5-100 TOWN CLERK EXPENDITURES			
01-5-100110.00 TOWN CLERK WAGE	78,107.00	10,363.20	13.27%
01-5-100112.00 ASST CLK WAGE	58,271.00	12,373.22	21.23%
01-5-100120.00 CCC Tax	600.00	89.69	14.95%
01-5-100121.00 FICA TAX	8,455.00	1,345.17	15.91%
01-5-100122.00 MEDI TAX	1,977.00	314.59	15.91%
01-5-100123.00 HEALTH INS	56,971.00	8,889.49	15.60%
01-5-100124.00 DISABILITY/LIFE INS	1,378.00	192.66	13.98%
01-5-100125.00 DENTAL INSURANCE	940.00	211.98	22.55%
01-5-100126.00 VT RETIREMENT	9,887.00	1,435.53	14.52%
01-5-100207.00 DOG/CAT LICENSE	350.00	0.00	0.00%
01-5-100209.00 VITAL STATISTICS	50.00	0.00	0.00%
01-5-100531.00 TELEPHONE	600.00	43.07	7.18%
01-5-100538.00 POSTAGE	150.00	0.00	0.00%
01-5-100550.00 PRINTING	200.00	36.75	18.38%
01-5-100610.00 OFFICE SUPPLIES	1,200.00	654.38	54.53%
01-5-100611.00 OFFICE EQUIPMENT	500.00	199.98	40.00%
01-5-100613.00 SOFTWARE	5,600.00	1,315.97	23.50%
01-5-100615.00 DUES/MTGS/EDUC	3,300.00	2,460.00	74.55%
01-5-100758.00 DES. FUND-RECORD RESTORAT	5,000.00	5,000.00	100.00%
01-5-100760.00 DESIGNATED FUND- EQUIP	8,650.00	8,650.00	100.00%
Total TOWN CLERK EXPENDITURES	242,186.00	53,575.68	22.12%
01-5-200 FINANCE DEPARTMENT			
01-5-200112.00 FINL ASSISTANT WAGE	62,346.00	8,018.56	12.86%
01-5-200112.10 FINANCE OFFICER WAGE	100,182.00	13,140.32	13.12%
01-5-200120.00 CCC Tax	650.00	85.74	13.19%
01-5-200121.00 FICA TAX	10,077.00	1,310.17	13.00%
01-5-200122.00 MEDI TAX	2,308.00	306.41	13.28%
01-5-200123.00 HEALTH INS	24,038.00	7,178.66	29.86%
01-5-200124.00 DISABILITY/LIFE INS	1,484.00	373.32	25.16%
01-5-200125.00 DENTAL INSURANCE	940.00	119.37	12.70%
01-5-200126.00 VT RETIREMENT	11,783.00	1,795.29	15.24%
01-5-200320.00 PROFESS SERVICES	4,000.00	1,152.90	28.82%
01-5-200322.00 INDEPENDENT AUDIT	40,000.00	0.00	0.00%
01-5-200531.00 TELEPHONE	600.00	43.07	7.18%
01-5-200550.00 PRINTING	160.00	0.00	0.00%
01-5-200610.00 OFFICE SUPPLIES	1,300.00	471.32	36.26%
01-5-200613.00 SOFTWARE	4,800.00	3,825.75	79.70%
01-5-200615.00 DUES/MTGS/EDUC	1,000.00	99.00	9.90%
01-5-200711.00 BANK	625.00	0.00	0.00%
Total FINANCE DEPARTMENT	266,293.00	37,919.88	14.24%

General

Account	Budget	Actual	% of Budget
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01-5-275 GEN ADMIN EXPENDITURES			
01-5-275531.00 TELEPHONE	800.00	180.94	22.62%
01-5-275536.00 POSTAGE METER RENTAL	750.00	0.00	0.00%
01-5-275538.00 POSTAGE	3,700.00	-156.72	-4.24%
01-5-275610.00 OFFICE SUPPLIES	1,000.00	302.45	30.25%
01-5-275620.00 PHOTOCOPIER	1,700.00	0.00	0.00%
01-5-275627.00 Remote Meeting Services	6,500.00	537.81	8.27%
01-5-275628.00 COMPUTER SOFTWARE	500.00	0.00	0.00%
01-5-275630.00 COMPUTER HARDWARE	4,000.00	0.00	0.00%
01-5-275631.00 WEB SITE SUPPORT	400.00	0.00	0.00%
01-5-275632.00 SERVER MAINTENANCE	45,000.00	11,144.16	24.76%
01-5-275760.00 DESIGNATED FUND-EQUIP	5,000.00	5,000.00	100.00%
01-5-275762.00 Designated Fund - 51	50,000.00	50,000.00	100.00%
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Total GEN ADMIN EXPENDITURES	119,350.00	67,008.64	56.14%
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01-5-300 LISTER EXPENDITURES			
01-5-300115.00 Lister Office Wages	31,500.00	26,169.37	83.08%
01-5-300120.00 CCC Tax	139.00	63.83	45.92%
01-5-300121.00 FICA TAX	1,953.00	1,622.52	83.08%
01-5-300122.00 MEDI TAX	457.00	379.45	83.03%
01-5-300300.00 Prof.Assessor Srvc.	25,000.00	1,824.00	7.30%
01-5-300360.00 SOFTWARE MAINT/UPDATE	16,250.00	6,564.91	40.40%
01-5-300531.00 TELEPHONE	600.00	43.07	7.18%
01-5-300538.00 POSTAGE	300.00	214.40	71.47%
01-5-300540.00 ADVERTISING	200.00	0.00	0.00%
01-5-300550.00 PRINTING	100.00	6.00	6.00%
01-5-300580.00 MILEAGE REIMB	200.00	59.36	29.68%
01-5-300610.00 OFFICE SUPPLIES	200.00	43.75	21.88%
01-5-300611.00 OFFICE EQUIPMENT	200.00	0.00	0.00%
01-5-300615.00 DUES/MTGS/EDUC	300.00	298.00	99.33%
01-5-300760.00 DESIGNATED FUND-REAPPR	40,000.00	40,000.00	100.00%
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Total LISTER EXPENDITURES	117,399.00	77,288.66	65.83%
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01-5-350 PLANNING DEPT EXPENDITURE			
01-5-350110.00 P&Z Director Wage	92,098.00	11,900.00	12.92%
01-5-350112.00 OFFICE ASST. WAGE	35,735.00	5,957.66	16.67%
01-5-350120.00 CCC Tax	562.00	74.44	13.25%
01-5-350121.00 FICA TAX	7,926.00	1,106.33	13.96%
01-5-350122.00 MEDI TAX	1,854.00	258.74	13.96%
01-5-350123.00 HEALTH INS	12,019.00	2,387.01	19.86%
01-5-350124.00 DISABILITY/LIFE INS	788.00	217.02	27.54%
01-5-350125.00 DENTAL INSURANCE	940.00	119.37	12.70%
01-5-350126.00 VT RETIREMENT	9,268.00	1,009.71	10.89%
01-5-350320.00 PLANNING SERVICES	5,000.00	0.00	0.00%
01-5-350321.00 TWO RIVER PLANNING COMM.	6,250.00	6,249.00	99.98%
01-5-350322.00 U.V. TRANSPORTATION MGMT	1,150.00	0.00	0.00%
01-5-350341.00 MAPPING	2,000.00	0.00	0.00%

General

Account	Budget	Actual	% of Budget
01-5-350419.00 PLANNING GRANT	5,000.00	0.00	0.00%
01-5-350531.00 TELEPHONE	600.00	43.06	7.18%
01-5-350538.00 POSTAGE	500.00	72.30	14.46%
01-5-350540.00 ADVERTISING	600.00	228.60	38.10%
01-5-350550.00 PRINTING	200.00	0.00	0.00%
01-5-350580.00 MILEAGE REIMB	400.00	0.00	0.00%
01-5-350610.00 OFFICE SUPPLIES	750.00	0.00	0.00%
01-5-350611.00 OFFICE EQUIPMENT	2,000.00	0.00	0.00%
01-5-350612.00 Software Expense	500.00	0.00	0.00%
01-5-350615.00 DUES/MTGS/EDUC	500.00	0.00	0.00%
Total PLANNING DEPT EXPENDITURE	186,640.00	29,623.24	15.87%
01-5-425 RECREA DEPT EXPENDITURES			
01-5-4251 ADMINISTRATION			
01-5-425110.00 RECREATION DIR WAGE	84,385.00	11,214.56	13.29%
01-5-425120.00 CCC Tax	371.00	45.51	12.27%
01-5-425121.00 FICA TAX	5,232.00	1,270.12	24.28%
01-5-425122.00 MEDI TAX	1,224.00	297.06	24.27%
01-5-425124.00 DISABILITY/LIFE INSUR	813.00	202.77	24.94%
01-5-425125.00 DENTAL INSURANCE	470.00	0.00	0.00%
01-5-425126.00 VT RETIREMENT	6,118.00	951.55	15.55%
01-5-425127.00 TELEPHONE	1,116.00	80.49	7.21%
01-5-425128.00 POSTAGE	52.00	0.00	0.00%
01-5-425140.00 ADVERTISING	200.00	0.00	0.00%
01-5-425150.00 PRINTING	80.00	0.00	0.00%
01-5-425160.00 DUES/MTGS/EDUC	1,000.00	515.00	51.50%
01-5-425170.00 OFFICE EQUIPMENT	57.00	0.00	0.00%
01-5-425180.00 MILEAGE REIMBURSEMENT	275.00	0.00	0.00%
01-5-425182.00 OFFICE SUPPLIES	200.00	0.00	0.00%
Total ADMINISTRATION	101,593.00	14,577.06	14.35%
01-5-4252 PROGRAM			
01-5-425200.00 Instructor/Contractor Fee	20,000.00	2,430.00	12.15%
01-5-425206.00 COACHING EXPENSES	831.00	0.00	0.00%
01-5-425208.00 Uniforms	3,115.00	0.00	0.00%
01-5-425211.00 EQUIP.& SUPPLIES	6,500.00	1,749.36	26.91%
01-5-425212.00 Program Wage	42,000.00	27,469.50	65.40%
01-5-425214.00 REFERREE/UMPIRE	7,000.00	0.00	0.00%
01-5-425216.00 ENTRY FEE -Tournament	1,500.00	0.00	0.00%
01-5-425218.00 REGISTRATION	6,000.00	0.00	0.00%
01-5-425219.00 Facility Rental Fee Expe	19,000.00	680.00	3.58%
01-5-425220.00 SPECIAL EVENTS /SUPPLIES	2,200.00	202.33	9.20%
01-5-425221.00 FICA TAX	2,604.00	1,155.02	44.36%
01-5-425222.00 MEDI TAX	609.00	171.63	28.18%
01-5-425223.00 CCC Tax	185.00	80.63	43.58%
01-5-425244.00 UNIFORMS	1,500.00	0.00	0.00%
Total PROGRAM	113,044.00	33,938.47	30.02%

General

Account	Budget	Actual	% of Budget
01-5-4253 RECREATION FACILITIES			
01-5-425322.00 REC FIELD CARE	7,200.00	-2,409.03	-33.46%
01-5-425324.00 HNTLY LINE MARKING	5,500.00	0.00	0.00%
01-5-425326.00 PORTABLE TOILET	4,250.00	1,162.50	27.35%
01-5-425328.00 ICE RINK	3,500.00	0.00	0.00%
01-5-425330.00 REPAIRS,MAINT&Site Wrk	3,000.00	42.79	1.43%
01-5-425332.00 WATER USAGE	467.00	0.00	0.00%
01-5-425345.00 SITE WORK	250.00	0.00	0.00%
01-5-425360.00 DESIGNATED FUND-T COURTS	10,000.00	10,000.00	100.00%
01-5-425362.00 Desig.Rec.Facility(Fund 0	15,000.00	15,000.00	100.00%
Total RECREATION FACILITIES	49,167.00	23,796.26	48.40%
Total RECREA DEPT EXPENDITURES			
	263,804.00	72,311.79	27.41%
01-5-485 PUBLIC SAFETY FACILITY			
01-5-485232.00 WATER USAGE	1,500.00	0.00	0.00%
01-5-485233.00 ELECTRICITY	10,000.00	1,397.72	13.98%
01-5-485234.00 HEATING	4,800.00	0.00	0.00%
01-5-485238.00 PHONE & INTERNET	6,500.00	1,192.49	18.35%
01-5-485301.00 BUILDING SUPPLIES	1,500.00	169.98	11.33%
01-5-485302.00 REPAIRS & MAINTENANCE	7,500.00	0.00	0.00%
01-5-485303.00 ALARM MONITORING	1,750.00	0.00	0.00%
01-5-485304.00 CLEANING	12,000.00	751.33	6.26%
01-5-485760.00 DESIGNATED FUND-POLICE ST	15,000.00	15,000.00	100.00%
Total PUBLIC SAFETY FACILITY	60,550.00	18,511.52	30.57%
01-5-500 POLICE DEPT EXPENDITURES			
01-5-5001 WAGES & BENEFITS			
01-5-500110.00 POLICE CHIEF WAGE	108,374.00	14,144.91	13.05%
01-5-500112.00 POLICE OFFICER WAGE	216,085.00	25,435.88	11.77%
01-5-500112.10 ON-CALL WAGES	3,648.00	0.00	0.00%
01-5-500113.00 OVERTIME OFFICER WAGE	18,475.00	439.20	2.38%
01-5-500114.00 ADMINISTRATIVE WAGE	64,599.00	7,803.68	12.08%
01-5-500115.00 PARTTIME OFFICER WAGE	5,000.00	0.00	0.00%
01-5-500116.00 CROSSING GUARD WAGE	20,000.00	0.00	0.00%
01-5-500117.00 GOVERNOR'S HWY SAFETY GRA	0.00	461.76	100.00%
01-5-500120.10 CCC Tax	1,919.00	186.16	9.70%
01-5-500121.00 FICA TAX	27,043.00	2,980.54	11.02%
01-5-500122.00 MEDI TAX	6,325.00	697.04	11.02%
01-5-500123.00 HEALTH INS	103,606.00	8,567.14	8.27%
01-5-500124.00 DISABILITY/LIFE INS	3,258.00	786.60	24.14%
01-5-500125.00 DELTA DENTAL	1,881.00	675.42	35.91%
01-5-500126.00 VT RETIREMENT	31,192.00	4,616.90	14.80%
Total WAGES & BENEFITS	611,405.00	66,795.23	10.92%

Account	Budget	Actual	% of Budget
01-5-5002 COMMUNITY POLICING			
01-5-500201.00 ANIMAL CONT/LEASH LAW	3,000.00	0.00	0.00%
01-5-500202.00 COMMUNITY RELATNS	1,500.00	49.17	3.28%
01-5-500204.00 SPEED SIGNS	5,000.00	169.37	3.39%
Total COMMUNITY POLICING	9,500.00	218.54	2.30%
01-5-5003 EQUIPMENT & MAINTENANCE			
01-5-500301.00 RADIO MAINTENANCE	500.00	0.00	0.00%
01-5-500302.00 PETROLEUM PRODUCTS	12,500.00	1,713.69	13.71%
01-5-500304.00 CRUISER VIDEO EQUIP	13,371.00	0.00	0.00%
01-5-500306.00 CRUISER MAINT	10,000.00	20.00	0.20%
01-5-500308.00 CRUISER SUPPLIES	1,000.00	224.15	22.42%
01-5-500309.00 Capital Lease Equip. Expe	35,000.00	0.00	0.00%
Total EQUIPMENT & MAINTENANCE	72,371.00	1,957.84	2.71%
01-5-5004 GRANTS			
Total GRANTS	0.00	0.00	0.00%
01-5-5005 SUPPORT			
01-5-500501.00 ADMINISTRATION	10,000.00	1,786.00	17.86%
01-5-500535.00 VIBRS	6,000.00	0.00	0.00%
01-5-500536.00 DISPATCH SERVICES	100,000.00	13,036.22	13.04%
01-5-500537.00 IT SUPPORT	11,500.00	1,857.20	16.15%
01-5-500538.00 TRAINING	7,500.00	0.00	0.00%
01-5-500543.00 TRAINING SUPPLIES	10,000.00	2,234.08	22.34%
01-5-500580.00 MILEAGE REIMB	250.00	0.00	0.00%
01-5-500581.00 DUES/MTGS/EDUC	2,500.00	0.00	0.00%
01-5-500582.00 UNIFORMS	7,500.00	-262.75	-3.50%
01-5-500583.00 UNIFORMS CLEANING	2,000.00	0.00	0.00%
01-5-500584.00 BULLET PROOF VESTS	3,000.00	0.00	0.00%
Total SUPPORT	160,250.00	18,650.75	11.64%
01-5-5007 CAPITAL EXPENDITURES			
01-5-500701.00 DESIGNATED FUND-SPEC EQUI	11,000.00	11,000.00	100.00%
01-5-500702.00 DESIGNATED FUND-CRUISER	35,000.00	35,000.00	100.00%
Total CAPITAL EXPENDITURES	46,000.00	46,000.00	100.00%
Total POLICE DEPT EXPENDITURES	899,526.00	133,622.36	14.85%
01-5-555 FIRE/FAST DEPT. EXPENSES			
01-5-5551 FIRE WAGES			
01-5-555108.00 FIRE CHIEF WAGES	83,298.00	11,073.84	13.29%
01-5-555110.00 FIRE OFFICER STIPEND	2,100.00	0.00	0.00%
01-5-555112.00 FIREFIGHTERS WAGE	32,000.00	3,374.48	10.55%
01-5-555114.00 FF DRILLS/MTGS WAGE	2,000.00	380.00	19.00%

Account	Budget	Actual	% of Budget
01-5-555120.00 CCC Tax	525.00	63.46	12.09%
01-5-555121.00 FICA TAX	7,403.00	933.67	12.61%
01-5-555122.00 MEDI TAX	1,731.00	222.74	12.87%
01-5-555123.00 HEALTH INSURANCE	9,014.00	2,440.20	27.07%
01-5-555124.00 DISABILITY/LIFE INSURANCE	779.00	188.19	24.16%
01-5-555125.00 VT RETIREMENT	6,039.00	937.21	15.52%
01-5-555126.00 DENTAL INSURANCE	470.00	119.37	25.40%
Total FIRE WAGES	145,359.00	19,733.16	13.58%
01-5-5552 EMS WAGES			
01-5-555212.00 EMS WAGE	8,500.00	1,636.08	19.25%
01-5-555215.00 EMS DRILL WAGE	1,500.00	140.00	9.33%
01-5-555221.00 EMS FICA TAX	620.00	71.85	11.59%
01-5-555222.00 EMS MEDI TAX	145.00	12.45	8.59%
01-5-555223.00 CCC Tax	44.00	0.83	1.89%
Total EMS WAGES	10,809.00	1,861.21	17.22%
01-5-5553 EDUCATION & TRAINING			
01-5-555338.00 FIRE EDUC/TRAINING	900.00	0.00	0.00%
01-5-555340.00 EMS EDUC/TRNG	1,200.00	0.00	0.00%
01-5-555342.00 FIRE DUES/MTGS/EDUC	500.00	0.00	0.00%
Total EDUCATION & TRAINING	2,600.00	0.00	0.00%
01-5-5554 TOOLS & EQUIPMENT			
01-5-555422.00 FIRE TOOLS & EQUIPMENT	4,500.00	680.03	15.11%
01-5-555424.00 EMS TOOLS/ EQUIP	2,200.00	116.00	5.27%
01-5-555426.00 RADIO PURCH/REPAIR	800.00	0.00	0.00%
Total TOOLS & EQUIPMENT	7,500.00	796.03	10.61%
01-5-5555 MAINTENANCE			
01-5-555528.00 FIRE TRK R & M	18,500.00	0.00	0.00%
01-5-555528.07 R&M 7 Tanker	0.00	4,409.50	100.00%
01-5-555528.12 R&M 19 F550	0.00	322.03	100.00%
01-5-555528.16 R&M Engine 1	0.00	599.14	100.00%
01-5-555530.00 EQUIPMENT MAINTENANCE	4,000.00	0.00	0.00%
01-5-555532.00 RADIO MAINTENANCE	500.00	0.00	0.00%
01-5-555534.00 SOFTWARE MAINTENANCE	3,200.00	3,003.93	93.87%
01-5-555538.00 PETROLEUM PRODUCTS	4,600.00	382.74	8.32%
Total MAINTENANCE	30,800.00	8,717.34	28.30%
01-5-5556 SUPPORT			
01-5-555614.00 RECRUITMENT	100.00	0.00	0.00%
01-5-555618.00 POSTAGE	25.00	0.00	0.00%
01-5-555619.00 FIRE PREV BOOKS & MATERIA	100.00	0.00	0.00%
01-5-555620.00 FIREFIGHTERS CASUL INS	4,500.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-5-555625.00 TELEPHONE & INTERNET	2,000.00	229.43	11.47%
01-5-555630.00 OFFICE SUPPLIES	700.00	111.98	16.00%
01-5-555632.00 DISPATCH SERVICE	31,702.00	488.13	1.54%
01-5-555633.00 UNIFORM	260.00	0.00	0.00%
01-5-555634.00 HYDRANT RENTAL	36,000.00	614.94	1.71%
01-5-555635.00 DRY HYDRANT	500.00	0.00	0.00%
01-5-555636.00 OSHA COMPLIANCE	600.00	0.00	0.00%
Total SUPPORT	76,487.00	1,444.48	1.89%
01-5-5557 CAPITAL EXPENDITURES			
01-5-555758.00 DESIGNATED FUND-APPARATUS	126,000.00	126,000.00	100.00%
01-5-555760.00 DESIGNATED FUND-EQUIPMENT	33,075.00	33,075.00	100.00%
Total CAPITAL EXPENDITURES	159,075.00	159,075.00	100.00%
01-5-5558 GRANT EXPENSE			
Total GRANT EXPENSE	0.00	0.00	0.00%
01-5-5559 AMBULANCE SERVICES			
01-5-555901.00 AMBULANCE CONTRACT	170,664.00	44,100.65	25.84%
01-5-555903.00 AMBULANCE BILLS	5,000.00	0.00	0.00%
Total AMBULANCE SERVICES	175,664.00	44,100.65	25.11%
Total FIRE/FAST DEPT. EXPENSES	608,294.00	235,727.87	38.75%
01-5-575 EMERGENCY MANAGEMENT			
01-5-575233.00 TOWER POWER	1,900.00	158.29	8.33%
01-5-575610.00 EMERG MNGMT SUPPLIES	180.00	33.97	18.87%
01-5-575612.00 GENERATOR FUEL	250.00	221.52	88.61%
01-5-575622.00 EMERG GEN INSTALL	200.00	0.00	0.00%
01-5-575630.00 BASE RADIO MAINTENANCE	2,600.00	0.00	0.00%
01-5-575740.00 DESIGNATED FUND-GENERATOR	30,000.00	30,000.00	100.00%
Total EMERGENCY MANAGEMENT	35,130.00	30,413.78	86.57%
01-5-650 CONSERVATION			
01-5-650615.00 DUES/MTGS/EDUC	200.00	0.00	0.00%
01-5-650620.00 SPKRS/PUBLIC INFO	1,250.00	0.00	0.00%
01-5-650625.00 PUBLICITY	750.00	0.00	0.00%
01-5-650630.00 TRAILS	1,800.00	0.00	0.00%
01-5-650635.00 MILT FRYE NATURE AREA	1,500.00	0.00	0.00%
01-5-650700.00 NATRL RESRCS INVEN	1,000.00	0.00	0.00%
01-5-650710.00 PROJECT RESTORATION	2,000.00	179.99	9.00%
01-5-650727.00 WOMENS CLUB GRANT	0.00	695.95	100.00%
Total CONSERVATION	8,500.00	875.94	10.31%

General

Account	Budget	Actual	% of Budget
01-5-651 Solid Waste Committee			
01-5-651550.00 Printng	250.00	0.00	0.00%
01-5-651610.00 Software License	600.00	0.00	0.00%
01-5-651620.00 Information/Signs/Sand.Bo	1,500.00	0.00	0.00%
Total Solid Waste Committee	2,350.00	0.00	0.00%
01-5-652 Energy Committee			
01-5-652610.00 Supplies	1,800.00	0.00	0.00%
Total Energy Committee	1,800.00	0.00	0.00%
01-5-675 CEMETERY COMMISSION			
Total CEMETERY COMMISSION	0.00	0.00	0.00%
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	107,487.00	14,214.72	13.22%
01-5-703111.00 ADMINISTRATIVE ASSIST	29,134.00	0.00	0.00%
01-5-703112.00 ROAD CREW WAGES	336,556.00	34,296.49	10.19%
01-5-703114.00 ROAD CREW OVERTIME	56,238.00	346.95	0.62%
01-5-703116.00 PAGER COMPENSATION	5,743.00	897.00	15.62%
01-5-703120.00 CCC Tax	2,355.00	154.22	6.55%
01-5-703121.00 FICA	33,253.00	2,832.16	8.52%
01-5-703122.00 MEDICARE	7,687.00	662.36	8.62%
01-5-703123.00 HEALTH INSUR	141,105.00	22,275.23	15.79%
01-5-703124.00 DISABILITY/LIFE	4,531.00	839.10	18.52%
01-5-703125.00 DENTAL INSURANCE	3,056.00	585.28	19.15%
01-5-703126.00 RETIREMENT	38,436.00	4,077.73	10.61%
Total HIGHWAY WAGES & BENEFITS	765,581.00	81,181.24	10.60%
01-5-7032 MATERIALS			
01-5-703201.00 SALT & CHEMICALS	125,000.00	0.00	0.00%
01-5-703203.00 SAND	130,000.00	16,131.52	12.41%
01-5-703205.00 DUST CONTROL	25,000.00	10,290.81	41.16%
01-5-703207.00 GRAVEL & STONE	65,000.00	27,439.37	42.21%
01-5-703209.00 CULVERTS & ROAD SUPPLIES	25,000.00	38.30	0.15%
01-5-703211.00 ASPHALT PRODUCTS	3,500.00	0.00	0.00%
01-5-703213.00 BRIDGE REPAIR & MAINT.	5,000.00	0.00	0.00%
01-5-703215.00 OTHER PROJECTS	8,000.00	4,105.93	51.32%
01-5-703217.00 SIGNS	2,500.00	0.00	0.00%
Total MATERIALS	389,000.00	58,005.93	14.91%
01-5-7033 CONTRACTED SERVICES			
01-5-703301.00 PLOWING & SANDING	108,000.00	0.00	0.00%
01-5-703303.00 ROAD SWEEPING	2,700.00	0.00	0.00%

General

Account	Budget	Actual	% of Budget
01-5-703305.00 LEAF REMOVAL	3,000.00	0.00	0.00%
01-5-703307.00 STREETLIGHTS	15,600.00	1,269.66	8.14%
01-5-703309.00 TREE CUTTING & REMOVAL	12,000.00	0.00	0.00%
01-5-703311.00 UNIFORMS	15,000.00	2,022.43	13.48%
01-5-703313.00 PAVING	10,000.00	0.00	0.00%
01-5-703315.00 OTHER PROJECTS	16,000.00	245.00	1.53%
01-5-703317.00 CRACK SEALING	19,000.00	0.00	0.00%
01-5-703319.00 PAVEMENT MARKING	20,000.00	0.00	0.00%
01-5-703321.00 BRIDGES	55,000.00	0.00	0.00%
01-5-703322.00 Culverts	10,000.00	1,838.00	18.38%
01-5-703323.00 Roadway&Ped.Safety Exp	3,000.00	0.00	0.00%
Total CONTRACTED SERVICES	289,300.00	5,375.09	1.86%
01-5-7034 EQUIPMENT			
01-5-703401.00 OUTSIDE REPAIRS	58,500.00	0.00	0.00%
01-5-703403.00 PARTS & SUPPLIES	69,000.00	1,281.76	1.86%
01-5-703405.00 PETROLEUM PRODUCTS	50,000.00	5,565.18	11.13%
01-5-703407.00 Equipment Rental	8,000.00	0.00	0.00%
Total EQUIPMENT	185,500.00	6,846.94	3.69%
01-5-7035 HIGHWAY GARAGE			
01-5-703501.00 ELECTRICITY	2,600.00	140.42	5.40%
01-5-703503.00 PROPANE	6,500.00	0.00	0.00%
01-5-703505.00 TELEPHONE	4,000.00	719.30	17.98%
01-5-703507.00 SUPPLIES	7,000.00	1,876.30	26.80%
01-5-703509.00 ALARM MONITORING	3,300.00	0.00	0.00%
01-5-703511.00 REPAIRS & MAINTENANCE	12,000.00	400.50	3.34%
01-5-703513.00 TOOLS	8,000.00	0.00	0.00%
01-5-703515.00 ADMINISTRATION	5,500.00	39.98	0.73%
Total HIGHWAY GARAGE	48,900.00	3,176.50	6.50%
01-5-7036 CAPITAL EXPENDITURES			
01-5-703601.00 DESIGNATED FUND-EQUIPMENT	250,000.00	250,000.00	100.00%
01-5-703605.00 DESIGNATED FUND-PAVING	100,000.00	100,000.00	100.00%
01-5-703607.00 DESIGNATED FUND-BRIDGES	150,000.00	150,000.00	100.00%
01-5-703609.00 DESIGNATED FUND-GARAGE	50,000.00	50,000.00	100.00%
01-5-703610.00 Desinated Fund - Culverts	200,000.00	200,000.00	100.00%
01-5-703611.00 Desig.Road&Ped.Safety	10,000.00	10,000.00	100.00%
Total CAPITAL EXPENDITURES	760,000.00	760,000.00	100.00%
01-5-7037 GRANTS			
01-5-703703.00 FEMA GRANT - Hemlock Rd	0.00	188,324.55	100.00%
01-5-703703.01 FEMA GRANT KateWallace	0.00	199,326.89	100.00%
01-5-703716.00 VT State Emergency Grant	0.00	13,585.30	100.00%
Total GRANTS	0.00	401,236.74	100.00%

Account	Budget	Actual	% of Budget
Total HIGHWAY DIVISION	2,438,281.00	1,315,822.44	53.97%
01-5-704 BUILDINGS & GROUNDS DIVIS			
01-5-7041 B & G WAGES & BENEFITS			
01-5-704113.00 BUILDINGS & GROUNDS WAGES	113,273.00	8,451.28	7.46%
01-5-704114.00 OT BLDGS & GROUNDS	6,796.00	0.00	0.00%
01-5-704116.00 PAGER COMPENSATION	1,644.00	850.31	51.72%
01-5-704120.00 CCC Tax	536.00	75.90	14.16%
01-5-704121.00 FICA	7,546.00	693.61	9.19%
01-5-704122.00 MEDICARE	1,765.00	162.21	9.19%
01-5-704123.00 HEALTH INSURANCE	57,812.00	12,714.90	21.99%
01-5-704124.00 DISABILITY/LIFE	1,171.00	301.38	25.74%
01-5-704125.00 DENTAL INSURANCE	940.00	273.88	29.14%
01-5-704126.00 RETIREMENT	8,824.00	922.68	10.46%
Total B & G WAGES & BENEFITS	200,307.00	24,446.15	12.20%
01-5-7042 MATERIALS			
01-5-704201.00 GARDEN SUPPLIES & PLANTS	1,635.00	0.00	0.00%
Total MATERIALS	1,635.00	0.00	0.00%
01-5-7043 CONTRACTED SERVICES			
01-5-704311.00 UNIFORMS	5,500.00	650.00	11.82%
Total CONTRACTED SERVICES	5,500.00	650.00	11.82%
01-5-7044 EQUIPMENT			
01-5-704401.00 OUTSIDE REPAIRS	2,100.00	0.00	0.00%
01-5-704403.00 PARTS & SUPPLIES	2,600.00	385.86	14.84%
01-5-704405.00 PETROLEUM PRODUCTS	2,000.00	407.44	20.37%
01-5-704413.00 TOOLS	575.00	0.00	0.00%
Total EQUIPMENT	7,275.00	793.30	10.90%
01-5-7046 CAPITAL EXPENDITURES			
01-5-704601.00 DESIGNATED FUND-EQUIPMENT	5,000.00	5,000.00	100.00%
Total CAPITAL EXPENDITURES	5,000.00	5,000.00	100.00%
Total BUILDINGS & GROUNDS DIVIS	219,717.00	30,889.45	14.06%
01-5-705 SOLID WASTE DIVISION			
01-5-7051 SW WAGES & BENEFITS			
01-5-705112.00 TRNSF STATION WAGE	51,674.00	7,514.18	14.54%
01-5-705120.00 CCC Tax	227.00	33.09	14.58%
01-5-705121.00 FICA TAX	3,204.00	465.88	14.54%
01-5-705122.00 MEDI TAX	749.00	108.95	14.55%
Total SW WAGES & BENEFITS	55,854.00	8,122.10	14.54%

General

Account	Budget	Actual	% of Budget
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01-5-7053 CONTRACTED SERVICES			
01-5-705301.00 GUVSWMD ASSESSMENT	35,000.00	32,508.00	92.88%
01-5-705303.00 MUNICIPAL SOLID WASTE	56,000.00	6,367.30	11.37%
01-5-705305.00 RECYCLING	48,000.00	4,786.52	9.97%
01-5-705306.00 C & D WASTE DISPOSAL	18,000.00	2,009.78	11.17%
01-5-705308.00 FOOD WASTE DISPOSAL	23,000.00	825.93	3.59%
Total CONTRACTED SERVICES	180,000.00	46,497.53	25.83%
<hr/>			
01-5-7054 EQUIPMENT			
01-5-705403.00 PARTS & SUPPLIES	1,550.00	51.95	3.35%
01-5-705411.00 REPAIRS & MAINTENANCE	6,000.00	0.00	0.00%
01-5-705413.00 SMALL EQUIPMENT	525.00	0.00	0.00%
Total EQUIPMENT	8,075.00	51.95	0.64%
<hr/>			
01-5-7055 TRANSFER STATION			
01-5-705500.00 PURCHASED SERVICES	4,000.00	1,285.00	32.13%
01-5-705501.00 ELECTRICITY	4,500.00	639.30	14.21%
01-5-705503.00 PROPANE	900.00	0.00	0.00%
01-5-705505.00 TELEPHONE	545.00	90.47	16.60%
01-5-705515.00 ADMINISTRATION	700.00	0.00	0.00%
01-5-705517.00 VERMONT FRANCHISE TAX	1,600.00	0.00	0.00%
Total TRANSFER STATION	12,245.00	2,014.77	16.45%
<hr/>			
01-5-7056 CAPITAL EXPENDITURES			
01-5-705601.00 DESIGNATED FUND-EQUIPMENT	5,000.00	5,000.00	100.00%
Total CAPITAL EXPENDITURES	5,000.00	5,000.00	100.00%
<hr/>			
Total SOLID WASTE DIVISION	261,174.00	61,686.35	23.62%
<hr/>			
01-5-706 TRACY HALL			
01-5-7061 BUILDING EXPENSES			
01-5-706100.00 WATER USAGE	935.00	0.00	0.00%
01-5-706101.00 ELECTRICITY	15,000.00	1,642.68	10.95%
01-5-706103.00 HEATING	19,500.00	0.00	0.00%
01-5-706105.00 ALARM MONITORING	1,350.00	0.00	0.00%
01-5-706107.00 ELEVATOR MAINTENANCE	5,000.00	999.99	20.00%
01-5-706108.00 CUSTODIAN PAGER & MILEAGE	779.00	0.00	0.00%
01-5-706109.00 BUILDING SUPPLIES	4,800.00	467.27	9.73%
01-5-706113.00 REPAIRS & MAINTENANCE	17,500.00	585.25	3.34%
01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	2,000.00	324.09	16.20%
Total BUILDING EXPENSES	66,864.00	4,019.28	6.01%
<hr/>			
Total TRACY HALL	66,864.00	4,019.28	6.01%
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Total PUBLIC WORKS DEPT.	2,986,036.00	1,412,417.52	47.30%

General

Account	Budget	Actual	% of Budget
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01-5-8002 DEBT SERVICE EXPENDITURES			
01-5-800207.00 PUBLIC SAFTY FACILITY BON	47,000.00	0.00	0.00%
01-5-800208.00 Browns SH Rd Bridge-Princ	14,000.00	13,140.00	93.86%
01-5-800209.00 Browns SH Rd Bridge Inter	350.00	291.55	83.30%
01-5-800211.00 Windsor County Equalizati	60,000.00	57,970.14	96.62%
01-5-800235.00 DEBT INTEREST	42,000.00	0.00	0.00%
	<hr/>		
Total DEBT SERVICE EXPENDITURES	163,350.00	71,401.69	43.71%
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01-5-8003 APPROPRIATION EXPENDITURES			
01-5-800302.00 NORWICH PUBLIC LIBRARY	376,700.00	376,700.00	100.00%
01-5-800310.00 NORWICH AMERICAN LEGION	1,500.00	1,500.00	100.00%
01-5-800311.00 Norwich Community Nurse	10,000.00	10,000.00	100.00%
01-5-800315.00 NORWICH HISTORICAL SOC.	12,000.00	12,000.00	100.00%
01-5-800316.00 NORWICH CEMETERY ASSOCATN	25,000.00	25,000.00	100.00%
01-5-800324.00 CHILD CARE CTR IN NORWICH	4,348.00	4,348.00	100.00%
01-5-800328.00 VSTNG NRS/HSP APPR	18,500.00	18,500.00	100.00%
01-5-800350.00 THE FAMILY PLACE	6,000.00	6,000.00	100.00%
01-5-800352.00 ADVANCE TRANSIT	15,947.00	15,947.00	100.00%
01-5-800354.00 HEADREST	2,500.00	2,500.00	100.00%
01-5-800356.00 WINDSOR COUNTY MENTORS	2,500.00	2,500.00	100.00%
01-5-800358.00 JAM (formerly CATV)	3,000.00	3,000.00	100.00%
01-5-800362.00 WISE	2,500.00	2,500.00	100.00%
01-5-800366.00 SEVCA	3,750.00	3,750.00	100.00%
01-5-800368.00 YOUTH-IN-ACTION	3,000.00	3,000.00	100.00%
01-5-800369.00 SENIOR SOLUTIONS	1,200.00	1,200.00	100.00%
01-5-800372.00 WHT RIVR COUN ON AGING	5,300.00	5,300.00	100.00%
01-5-800375.00 PUBLIC HEALTH COUNC UV	1,822.00	1,822.00	100.00%
01-5-800382.00 U.V. TRAILS ALLIANCE	2,000.00	2,000.00	100.00%
01-5-800386.00 GOOD BEGINNINGS	3,000.00	3,000.00	100.00%
01-5-800388.00 GREEN MTN ECO DEV CORP	1,705.00	1,705.00	100.00%
01-5-800389.00 SPECIAL NEEDS SUPPORT CEN	2,000.00	2,000.00	100.00%
	<hr/>		
Total APPROPRIATION EXPENDITURES	504,272.00	504,272.00	100.00%
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01-5-8004 TAX EXPENDITURES			
01-5-800400.00 Transfer Out (GF Surplus)	0.00	591,000.00	100.00%
01-5-800401.00 Transfer Out (Earned Inte	0.00	13,406.56	100.00%
01-5-800408.00 TAX ABATEMENT/ADJUSTMENT	21,000.00	0.00	0.00%
	<hr/>		
Total TAX EXPENDITURES	21,000.00	604,406.56	2,878.13%
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01-5-8005 INSURANCE			
01-5-800501.00 HRA REIMBURSEMENT EXPENSE	0.00	3,040.73	100.00%
01-5-800505.00 SOCIAL SECURITY TAX	0.00	45.47	100.00%
01-5-800517.00 UNEMP INS RATE ASSMT	6,100.00	2,844.00	46.62%
01-5-800518.00 PROP & CAS INSURANCE	120,000.00	29,281.83	24.40%
01-5-800520.00 WORKER'S COMP INS	62,000.00	41,643.44	67.17%
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Total INSURANCE	188,100.00	76,855.47	40.86%

General

Account	Budget	Actual	% of Budget
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Total Expenditures	7,228,165.00	3,515,540.90	48.64%
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Total General	-7,228,165.00	-3,515,540.90	
	=====	=====	=====
Total All Funds	-7,228,165.00	-3,515,540.90	
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Account	Budget	Actual	% of Budget
Total Expenditures	0.00	0.00	0.00%
Total CONSERVATION COMM FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total RECREATION FACILITY & IMP	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total FIRE APPARATUS FUND	0.00	0.00	
07-5-700322.00 HIGHWAY EQUIP. PURCHASES	0.00	24,550.00	100.00%
Total Expenditures	0.00	24,550.00	100.00%
Total HIGHWAY EQUIPMENT FUND	0.00	-24,550.00	
Total Expenditures	0.00	0.00	0.00%
Total HIGHWAY GARAGE FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total SOLID WASTE EQUIP FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total POLICE STATION FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total POLICE CRUISER	0.00	0.00	
12-5-300322.00 REAPPRAISAL	0.00	1,205.57	100.00%
Total Expenditures	0.00	1,205.57	100.00%
Total TOWN REAPPRAISAL FUND	0.00	-1,205.57	
13-5-450322.00 TRACY HALL BUILDING	0.00	329.00	100.00%
Total Expenditures	0.00	329.00	100.00%

Account	Budget	Actual	% of Budget
Total TRACY HALL FUND	0.00	-329.00	
Total Expenditures	0.00	0.00	0.00%
Total GENERAL ADMIN. FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total Granite bench with crista	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total RECREATION FUND-DAM	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total RECREATION FUND-TENNIS CO	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total TOWN CLERK EQUIP FUND	0.00	0.00	
21-5-500612.00 SPEC EQUIP CAPITAL	0.00	10,994.28	100.00%
Total Expenditures	0.00	10,994.28	100.00%
Total POLICE SPEC EQUIP FUND	0.00	-10,994.28	
Total Expenditures	0.00	0.00	0.00%
Total KIDS & COPS FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total AFFORDABLE HOUSING FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total LAND MANAGEMENT COUNCIL F	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%

Account	Budget	Actual	% of Budget
Total FIRE DEPT.APPARATUS BAY	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total FIRE EQUIPMENT FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total SIDEWALK FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total LONG TERM FACILITY STUDY	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total BANDSTAND RENOVATION FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total COMMUNICATIONS STUDY FUND	0.00	0.00	
33-5-005702.00 CITIZEN ASSISTANCE	0.00	200.00	100.00%
Total Expenditures	0.00	200.00	100.00%
Total CITIZEN ASSISTANCE FUND	0.00	-200.00	
Total Expenditures	0.00	0.00	0.00%
Total CORRIDOR TREE	0.00	0.00	
37-5-375610.00 SUPPLIES	0.00	489.89	100.00%
Total Expenditures	0.00	489.89	100.00%
Total MAIN STREET FLAGS	0.00	-489.89	
Total Expenditures	0.00	0.00	0.00%
Total SCHOOL LEASELAND	0.00	0.00	

Account	Budget	Actual	% of Budget
Total Expenditures	0.00	0.00	0.00%
Total GOSPEL LEASELAND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total RECREATION SCHOLARSHIPS	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total DPW-BRIDGE FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total DPW-PAVING FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total BUILDINGS & GROUNDS	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total COMMUNICATIONS CONSTRUCTI	0.00	0.00	
45-5-100341.00 RESTORATION EXPENSE	0.00	1,405.00	100.00%
Total Expenditures	0.00	1,405.00	100.00%
Total RECORDS RESTORATION	0.00	-1,405.00	
Total Expenditures	0.00	0.00	0.00%
Total GENERATOR FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total PUBLIC SAFETY FACILITY	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total Expense/Emergency Reserve	0.00	0.00	

Account	Budget	Actual	% of Budget
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Total Expenditures	0.00	0.00	0.00%
	-----	-----	-----
Total Operational Perf & Develo	0.00	0.00	
	=====	=====	=====
	-----	-----	-----
Total Expenditures	0.00	0.00	0.00%
	-----	-----	-----
Total Emerald Ash Borer Respons	0.00	0.00	
	=====	=====	=====
	-----	-----	-----
Total Expenditures	0.00	0.00	0.00%
	-----	-----	-----
Total Kids Bridge-Huntley Mdw	0.00	0.00	
	=====	=====	=====
	-----	-----	-----
Total Expenditures	0.00	0.00	0.00%
	-----	-----	-----
Total Culvert Fund	0.00	0.00	
	=====	=====	=====
	-----	-----	-----
Total Expenditures	0.00	0.00	0.00%
	-----	-----	-----
Total Roadway Safety Fund	0.00	0.00	
	=====	=====	=====
Total All Funds	0.00	-39,173.74	
	=====	=====	=====

09/21/25

Town of Norwich General Ledger

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Balance Sheet Current Year - Period 2 Aug

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General

Account	Curr Yr Pd 2 Aug Encumbrances	Curr Yr Pd 2 Aug Actual
ASSET		
01-1-001 CASH		
01-1-001004.00 PETTY CASH-TRANS STATION	0.00	200.00
01-1-001005.00 PETTY CASH-TOWN CLERK	0.00	50.00
01-1-001100.00 CASH-MASCOMA GENL FUND	0.00	4,392,690.83
01-1-001102.00 CASH-MASCOMA EFTs	0.00	106.39
01-1-001104.00 CASH-MASCOMA FISH & GAME	0.00	273.83
01-1-001106.00 HRA Bank Account	0.00	7,052.37
Total CASH	0.00	4,400,373.42
01-1-002 INVESTMENTS		
01-1-002200.09 CD - 9 month	0.00	1,018,218.07
Total INVESTMENTS	0.00	1,018,218.07
01-1-003 RECEIVABLES		
01-1-0030 ACCOUNTS RECEIVABLE		
01-1-003026.00 Accounts Receivable	0.00	15,982.98
Total ACCOUNTS RECEIVABLE	0.00	15,982.98
01-1-0031 GRANT RECEIVABLE		
01-1-003108.00 GRANT REC-HIGHWAY DEPT	0.00	54,759.67
01-1-003112.00 GRANT REC-FEMA & VT ERAF	0.00	20,924.95
Total GRANT RECEIVABLE	0.00	75,684.62
01-1-0032 NOTES RECEIVABLE		
Total NOTES RECEIVABLE	0.00	0.00
01-1-0034 TAXES RECEIVABLE		
01-1-003401.00 CURRENT TAX RECVBLE	0.00	22,274,796.20
01-1-003402.00 DEL PROP TAXES RECEIVABLE	0.00	196,908.04
01-1-003403.00 TAX INTEREST RECV	0.00	33,289.81
01-1-003404.00 PENALTY RECEIVABLE	0.00	8,299.63
Total TAXES RECEIVABLE	0.00	22,513,293.68
Total RECEIVABLES	0.00	22,604,961.28
01-1-004 OTHER ASSETS		
01-1-004099.00 HTFD RECY COUPON INVENTORY	0.00	1,500.00
01-1-004104.00 INVENTORY-Materials	0.00	116,027.21
01-1-004105.00 Inventory-DPW Fueling Sta	0.00	7,776.60
Total OTHER ASSETS	0.00	125,303.81

Account	Curr Yr Pd 2 Aug Encumbrances	Curr Yr Pd 2 Aug Actual
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-6,637,776.25
Total Asset	0.00	21,511,080.33
LIABILITY		
01-2-001 ACCOUNTS PAYABLE		
01-2-001111.00 VMERS GRP B PAYABLE	0.00	10,490.58
01-2-001113.00 VMERS GRP C PAYABLE	0.00	5,244.17
01-2-001114.00 HRA LIABILITY	0.00	14,539.62
01-2-001117.00 UNION DUES PAYABLE	0.00	-34.72
01-2-001121.00 VT ANIMAL RETURN	0.00	1,106.00
01-2-001122.00 DUE TO VT-FISH & GAME	0.00	113.70
01-2-001122.01 VT FISH & GAME GIFT CERTI	0.00	97.00
01-2-001123.00 SCHOOL DISTRICT TAX	0.00	16,782,579.23
01-2-001124.00 DUE TO VT-VITAL RECORDS	0.00	3,980.00
01-2-001125.10 DUE TO GUVSWMD-STICKERS	0.00	1,905.00
01-2-001148.00 TAX OVERPAYMENTS	0.00	10,614.27
01-2-001150.00 VENDORS PAYABLE	0.00	548,959.83
Total ACCOUNTS PAYABLE	0.00	17,379,594.68
01-2-002 GRANT LIABILITY		
Total GRANT LIABILITY	0.00	0.00
01-2-003 OTHER LIABILITIES		
Total OTHER LIABILITIES	0.00	0.00
01-2-004 DEFERRED REVENUES		
01-2-004001.00 DEFERRED REV-TAXES	0.00	196,908.04
01-2-004004.00 DEFERRED REV-GRANTS	0.00	75,684.62
Total DEFERRED REVENUES	0.00	272,592.66
Total Liability	0.00	17,652,187.34
FUND BALANCE		
01-3-0011 RESERVE-FUND BALANCE		
Total RESERVE-FUND BALANCE	0.00	0.00
01-3-0013 UNRESTRICTED FUNDS		
01-3-001300.00 GENERAL FUND BAL-UNREST	0.00	987,052.64
01-3-001301.03 TracyHall113	0.00	291,000.00
01-3-001301.05 DPW Bridge#41	0.00	200,000.00

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Town of Norwich General Ledger

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Balance Sheet Current Year - Period 2 Aug

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General

Account	Curr Yr Pd 2 Aug Encumbrances	Curr Yr Pd 2 Aug Actual
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01-3-001301.06 EAB #52	0.00	100,000.00
01-3-001301.07 Replenish Fund 50	0.00	45,207.85
-----	-----	-----
Total UNRESTRICTED FUNDS	0.00	1,623,260.49
-----	-----	-----
Total Prior Years Fund Balance	0.00	1,623,260.49
-----	-----	-----
Fund Balance Current Year	0.00	2,235,632.50
-----	-----	-----
Total Fund Balance	0.00	3,858,892.99
-----	-----	-----
Total Liability,Reserves,Fund Balance	0.00	21,511,080.33
=====	=====	=====

09/21/25

Town of Norwich General Ledger

Page 1 of 1

07:24 am

General Ledger Due/To Due/From Summary Report

brosalinda

Current Yr: Period 2

Account Number	Account Description	Account Balance
01-1-090000.00	General DUE FROM/TO OTHER FUND	-6,637,776.25
04-1-090000.00	CONSERVATION COMM FUND DUE FROM/TO OTHER FUND	3,522.73
05-1-090000.00	RECREATION FACILITY & IMP DUE FROM/TO OTHER FUND	64,250.42
06-1-090000.00	FIRE APPARATUS FUND DUE FROM/TO OTHER FUND	782,367.12
07-1-090000.00	HIGHWAY EQUIPMENT FUND DUE FROM/TO OTHER FUND	544,909.93
08-1-090000.00	HIGHWAY GARAGE FUND DUE FROM/TO OTHER FUND	406,328.14
09-1-090000.00	SOLID WASTE EQUIP FUND DUE FROM/TO OTHER FUND	49,797.75
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	106,748.30
12-1-090000.00	TOWN REAPPRAISAL FUND DUE FROM/TO OTHER FUND	137,929.25
13-1-090000.00	TRACY HALL FUND DUE FROM/TO OTHER FUND	891,202.90
14-1-090000.00	GENERAL ADMIN. FUND DUE FROM/TO OTHER FUNDS	134,107.57
15-1-090000.00	Granite bench with crista DUE FROM/TO OTHER FUND	10.53
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	136,306.35
19-1-090000.00	TOWN CLERK EQUIP FUND DUE FROM/TO OTHER FUND	9,653.82
21-1-090000.00	POLICE SPEC EQUIP FUND DUE FROM/TO OTHER FUNDS	21,326.55
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	50,706.13
24-1-090000.00	LAND MANAGEMENT COUNCIL F DUE FROM/TO OTHER FUNDS	13,486.22
25-1-090000.00	FIRE DEPT.APPARATUS BAY DUE/FROM TO OTHER FUND	0.00
26-1-090000.00	FIRE EQUIPMENT FUND DUE FROM/TO OTHER FUND	100,586.06
27-1-090000.00	SIDEWALK FUND DUE FROM/TO OTHER FUND	89,948.48
28-1-090000.00	LONG TERM FACILITY STUDY DUE FROM/TO OTHER FUND	2.39
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	9,303.04
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	240.90
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	995.06
41-1-090000.00	DPW-BRIDGE FUND DUE FROM/TO OTHER FUND	1,103,353.74
42-1-090000.00	DPW-PAVING FUND DUE FROM/TO OTHER FUND	463,868.02
43-1-090000.00	BUILDINGS & GROUNDS DUE FROM/TO OTHER FUND	44,051.62
44-1-090000.00	COMMUNICATIONS CONSTRUCTI DUE FROM/TO OTHER FUND	0.00
45-1-090000.00	RECORDS RESTORATION DUE FROM/TO OTHER FUND	43,005.24
46-1-090000.00	GENERATOR FUND DUE FROM/TO OTHER FUND	63,908.61
47-1-090000.00	PUBLIC SAFETY FACILITY DUE FROM/TO OTHER FUND	16,155.37
48-1-090000.00	Climate Emergency DUE FROM/TO OTHER FUND	43,807.87
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	728,570.58
51-1-090000.00	Operational Perf & Develo DUE FROM/TO OTHER FUND	141,714.29
52-1-090000.00	Emerald Ash Borer Respons DUE FROM/TO OTHER FUND	113,120.82
53-1-090000.00	Kids Bridge-Huntley Mdw DUE FROM/TO OTHER FUND	6,741.49
54-1-090000.00	Culvert Fund DUE FROM/TO OTHER FUND	295,170.47
55-1-090000.00	Roadway Safety Fund DUE FROM/TO OTHER FUND	20,578.49
**** TOTALS FOR DUE/TO DUE/FROM ACCOUNTS		0.00

Town of Norwich, Vermont
Minutes of the Selectboard Meeting
Wednesday, September 10, 2025

Active Participants at Tracy Hall: Mary Layton (SB Chair), Priscilla Vincent (SB member), Marcia Calloway (SB member), Kimo Griggs (SB Vice Chair), Matt Swett (SB member), Brennan Duffy (Town Manager), Lily Trajman (Town Clerk), Megan Anderson (Assistant Town Clerk), Chris Burgin (Town member), Mara Child (Town member)

Active Participants on Zoom: Matthew Romei (Police Chief)

Key: *Motions noted in italics.*
[Public comment noted in blue.](#)

The meeting was called to order by Chair Mary Layton at 6:30 pm.

YouTube Timestamp: 39:04

1. Agenda

Timestamp: 39:25

I move to approve the agenda as presented. – Swett moved (2nd Calloway) Vote: yes (unanimous)

2. Chair's Report

Timestamp: 40:12

The Chair (1) met to create the agenda, (2) met with the Norwich School Board Chair Garrett Palm and Norwich Treasurer Cheryl Lindberg, and (3) expressed interest in the correspondence from Chris Katucki regarding the opioid fund.

Vincent highlighted a comment from Steven Hepburn during a recent Finance Committee meeting referencing a correspondence between him and the Selectboard Chair. Vincent shared that she thought it would be of interest to the Selectboard. The Chair stated that she was not prepared to talk about the matter that night but that she could forward it to the Selectboard, along with her communication with Palm.

3. Public Comments for Items not on the Agenda

Timestamp: 42:35

Lily Trajman introduced Megan Anderson, the Assistant Town Clerk who joined in July, to the Selectboard. Trajman shared that Anderson had digitized and indexed all recorded surveys in the vault. Trajman added that the Town Clerk Office would be closed the following Monday and Tuesday for a conference.

Chris Burgin explained that his family had purchased a home on Ladeau Road in 2022 that is currently off the grid and at the end of a class four road. Burgin shared that he is hoping to cross 45 feet of town right-of-way to bring power to his family's house, which would require a utility easement.

Selectboard members, the Town Manager, and Burgin discussed precedent for putting utility lines under roads, drawbacks of utility lines under roads, and the status of the Burgin request.

4. Solid Waste Committee Appointment

Timestamp: 54:07

Mara Child spoke to her application for the Solid Waste Committee.

I move to appoint Mara Child to the Solid Waste Committee for a term ending April 30, 2028. – Griggs moved (2nd Calloway) Vote: yes (unanimous)

5. Spending Request: Fire Alarm for Public Safety Building

Timestamp: 57:48

Police Chief Matt Romei explained that there have been challenges with the fire alarm system following a period of telephone issues a few years ago.

The Police Chief responded to Selectboard questions on potential needs for tech updates, the possible need for an outside antenna, and an associated monitoring contract.

I move to approve the purchase of a public safety building fire alarm radio communicator in the amount of \$2,500.00 from Fund 47, the public safety facility fund. – Calloway moved (2nd Vincent) Vote: yes (unanimous)

6. Spending Request: Police Dept. Mobile Data Terminals

Timestamp: 1:05:07

The Police Chief explained that the Police Department's current Panasonic Toughbook units are over five years old, and that the Department's IT firm recommended replacing

them ahead of a mandatory Windows 11 upgrade. He added that the best of the old machines would be upgraded to Windows 11 for backup, noted a reduction in fleet from eight to five new computers, and shared the plan for wiping old units.

I move to approve the Police Department computer replacement request in the amount of \$19,289.05 from line item 1-5-500536. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

7. Environmental Court Appeal of DRB No. 25DE25: Authorize Town Attorney to Enter Appearance
Timestamp: 1:11:56

The Town Manager shared that a DRB decision had been appealed to the Environmental Division of the Superior Court. He explained that the process for defending it would be to authorize the Town's attorney to enter a notice of appearance for the Town and then defend the Town.

I move 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). – Griggs moved (2nd Calloway) Vote: yes (unanimous)

I move to enter Executive Session under 1 V.S.A. § 313(a)(1)(E) to receive information regarding pending civil litigation to which the public body is a party, and to invite the Town Manager. – Griggs moved (2nd Vincent) Vote: yes (unanimous)

Time entered Executive Session: 7:06

I move to enter Public Session – Griggs moved (2nd Swett) Vote: yes (unanimous)

Time entered Public Session: 7:15

I move to authorize the Town attorney to enter an appearance in the Environmental Division of the Superior Court on behalf of the Town to defend against the appeal of the Development Review Board's Decision on Application No. 25DE25. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

8. Trails Committee memorial bench donation proposal
Timestamp: 1:24:46

The Town Manager referenced his memo in the Selectboard packet and shared that the proposed gift appeared to align with the Town's new gift policy. The Town Manager recommended accepting the bench.

Griggs asked whether there was any standard for furnishings and signage on trails and who would be responsible for setting standards if there were to be any.

I move to accept the donation of a memorial bench to be placed along the Gile Mountain Trail. – Griggs moved (2nd Swett) Vote: yes (unanimous)

9. Tracy Hall Visioning

Timestamp: 1:28:26

Swett asked whether the Selectboard was considering the Tracy Hall feasibility study and moving forward with it or trying to come up with something new.

The Chair responded that the study involved likely the least amount of change and contemplated the scope of the project.

Calloway shared that she did not find anything wrong with the Studio Nexus proposals and that the Selectboard would move forward with them.

Griggs suggested engaging Studio Nexus in more conversations with a broader scope and eye towards longer-term design planning. He shared his vision for engaging the community in the design planning like was done for the Norwich Grange Hall. Griggs alternatively suggested asking architects in town for their ideas.

Selectboard members discussed the logistics of renovating Tracy Hall, the eventual need to figure out associated costs, and the use of elevators versus ramps in buildings.

Vincent suggested engaging the Energy Committee in the discussion.

The Selectboard asked the Town Manager to contact Studio Nexus to participate in an extended visioning for Tracy Hall at the October 8th Selectboard meeting for 30 minutes.

10. Town Manager employment evaluation

Timestamp: 1:47:10

I move to enter Executive Session under 1 V.S.A. § 313(a)(3) to discuss the evaluation of the Town Manager and to invite the Town Manager. – Griggs moved (2nd Calloway) Vote: yes (unanimous)

Time entered Executive Session: 7:39

I move to enter Public Session – Calloway moved (2nd Griggs) Vote: yes (unanimous)

Time entered Public Session: 9:10

11. Approve Minutes

Timestamp: 3:19:34

Vincent noted a typo in the Chair's Report agenda item; the minutes stated *moral* instead of *morale*.

Vincent noted that the celebration for Michele Ilich-Daubas was to celebrate her retirement and contributions to the Police Department.

I move to approve the minutes for August 27th as amended. – Swett moved (2nd Vincent) Vote: yes (unanimous)

12. AP Warrants

Timestamp: 3:21:21

I move to approve AP Warrant #1392 in the amount of \$1,174.28 to be paid from the Police Special Equipment Fund; AP Warrant #1391 in the amount of \$45,162.00 to be paid from the Tracy Hall Fund; AP Warrant #1390 in the amount of \$135.10 to be paid from the Town Reappraisal Fund; AP Warrant #1388 in the amount of \$85.65 to be paid from the General Fund; and AP Warrant #1389 in the amount of \$70,640.49 to be paid from the General Fund. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

13. Receipt of Correspondence

Timestamp: 3:22:58

Selectboard members discussed the speed limit on Maple Hill Road and the possible process for adjusting a local speed limit. The Selectboard asked that the Town Manager investigate the process for adjusting a speed limit.

Swett asked that the opioid fund be added to the next agenda.

I move to receive all correspondence. – Griggs moved (2nd Calloway) Vote: yes (unanimous)

14. Adjournment

Timestamp: 3:28:35

I move to adjourn the meeting. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

Meeting adjourned at 9:20.

Minutes taken by Jenny Tolman.

09/22/25

02:19 pm

Town of Norwich Accounts Payable

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Check Warrant Report # 1399 Current Prior Next FY Invoices For Fund (General)
 For Check Acct 03(General) All check #s 09/24/25 To 09/24/25

patienceb

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10022	ADVANCE AUTO PARTS	09/12/25	power steering fluid 2023	01-5-703403.00 PARTS & SUPPLIES	17.64	16782	09/24/25
10022	ADVANCE AUTO PARTS	09/11/25	oil, brakepads, rotors, etc. 5877	01-5-703403.00 PARTS & SUPPLIES	498.17	16782	09/24/25
10066	AMAZON CAPITAL SERVICES,	09/10/25	helmet bag/monitor stand IDDJRXJDW9CK	01-5-500543.00 TRAINING SUPPLIES	16.99	16783	09/24/25
10066	AMAZON CAPITAL SERVICES,	09/10/25	helmet bag/monitor stand IDDJRXJDW9CK	01-5-500501.00 ADMINISTRATION	49.49	16783	09/24/25
20023	BEST SEPTIC SERVICE, LLC	09/01/25	transfer station portalet 54458	01-5-705500.00 PURCHASED SERVICES	180.00	16784	09/24/25
20026	BETHEL MILLS	09/04/25	gloves 368036/6	01-5-703507.00 SUPPLIES	16.99	16785	09/24/25
20026	BETHEL MILLS	09/08/25	post hole digger 368821/6	01-5-704413.00 TOOLS	49.99	16785	09/24/25
20026	BETHEL MILLS	09/11/25	cable ties/tape 369725/6	01-5-555422.00 FIRE TOOLS & EQUIPMENT	9.58	16785	09/24/25
20026	BETHEL MILLS	09/11/25	rope 369762/6	01-5-703507.00 SUPPLIES	16.99	16785	09/24/25
20026	BETHEL MILLS	09/12/25	oil, air hose 370035/6	01-5-555422.00 FIRE TOOLS & EQUIPMENT	73.97	16785	09/24/25
20026	BETHEL MILLS	09/15/25	key, tape, dual air chuck 370686/6	01-5-555422.00 FIRE TOOLS & EQUIPMENT	39.95	16785	09/24/25
20035	BLAKTOP INC	09/03/25	cold patch 34559	01-5-703211.00 ASPHALT PRODUCTS	329.82	16786	09/24/25
20039	BLUE CROSS/BLUE SHIELD OF	09/02/25	October health insurance 211297243	01-5-703123.00 HEALTH INSUR	8981.71	16787	09/24/25
20039	BLUE CROSS/BLUE SHIELD OF	09/02/25	October health insurance 211297243	01-5-555123.00 HEALTH INSURANCE	937.80	16787	09/24/25
20039	BLUE CROSS/BLUE SHIELD OF	09/02/25	October health insurance 211297243	01-5-703123.00 HEALTH INSUR	1136.15	16787	09/24/25
20039	BLUE CROSS/BLUE SHIELD OF	09/02/25	October health insurance 211297243	01-5-500123.00 HEALTH INS	1639.33	16787	09/24/25
20039	BLUE CROSS/BLUE SHIELD OF	09/02/25	October health insurance 211297243	01-5-704123.00 HEALTH INSURANCE	4238.30	16787	09/24/25
20039	BLUE CROSS/BLUE SHIELD OF	09/02/25	October health insurance 211297243	01-5-100123.00 HEALTH INS	3198.29	16787	09/24/25
20039	BLUE CROSS/BLUE SHIELD OF	09/02/25	October health insurance 211297243	01-5-500123.00 HEALTH INS	4150.09	16787	09/24/25
20039	BLUE CROSS/BLUE SHIELD OF	09/02/25	October health insurance 211297243	01-5-005123.00 HEALTH INSUR	6865.15	16787	09/24/25
20039	BLUE CROSS/BLUE SHIELD OF	09/02/25	October health insurance 211297243	01-5-200123.00 HEALTH INS	1655.28	16787	09/24/25
20039	BLUE CROSS/BLUE SHIELD OF	09/02/25	October health insurance 211297243	01-5-350123.00 HEALTH INS	795.67	16787	09/24/25
30026	CASELLA WASTE SERVICES	09/01/25	August:compost&recycling 1073047	01-5-705305.00 RECYCLING	3903.33	16788	09/24/25
30026	CASELLA WASTE SERVICES	09/01/25	August:compost&recycling 1073047	01-5-705308.00 FOOD WASTE DISPOSAL	1153.74	16788	09/24/25
30026	CASELLA WASTE SERVICES	09/01/25	August services 1073048	01-5-705303.00 MUNICIPAL SOLID WASTE	4908.06	16788	09/24/25

09/22/25

02:19 pm

Town of Norwich Accounts Payable

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Check Warrant Report # 1399 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 09/24/25 To 09/24/25

patienceb

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
30026	09/01/25	CASELLA WASTE SERVICES August services 1073048	01-5-705306.00 C & D WASTE DISPOSAL	1632.06	16788	09/24/25
30031	09/01/25	CCI MANAGED SERVICES September billing CW-62508	01-5-275632.00 SERVER MAINTENANCE	3067.91	16789	09/24/25
30093	08/20/25	COMCAST 8-27 to 9-26 2025 09192025	01-5-275632.00 SERVER MAINTENANCE	0.00	16790	09/24/25
30093	08/20/25	COMCAST 8-27 to 9-26 2025 09192025	01-5-703505.00 TELEPHONE	333.91	16790	09/24/25
30093	08/20/25	COMCAST 8-27 to 9-26 2025 09192025	01-5-485238.00 PHONE & INTERNET	0.00	16790	09/24/25
30102	08/30/25	CONSOLIDATED COMMUNICATIO July 30 to August 29 08302025	01-5-705505.00 TELEPHONE	90.48	16791	09/24/25
30102	08/30/25	CONSOLIDATED COMMUNICATIO July 30 to August 29 08302025	01-5-275531.00 TELEPHONE	90.47	16791	09/24/25
30102	08/30/25	CONSOLIDATED COMMUNICATIO July 30 to August 29 08302025	01-5-275531.00 TELEPHONE	90.47	16791	09/24/25
40007	09/05/25	DANAHER FLOOR RESTORATION gym floor 1777	01-5-706113.00 REPAIRS & MAINTENANCE	3850.00	16792	09/24/25
40019	07/08/25	DARTMOUTH-HITCHCOCK Hadden 08092025	01-5-555636.00 OSHA COMPLIANCE	161.00	16793	09/24/25
40019	07/01/25	DARTMOUTH-HITCHCOCK Kalafatas 08092025A	01-5-555636.00 OSHA COMPLIANCE	161.00	16793	09/24/25
40019	06/30/26	DARTMOUTH-HITCHCOCK Zielinski 08092025B	01-5-555636.00 OSHA COMPLIANCE	161.00	16793	09/24/25
50060	07/02/25	EAGLE POINT GUN/TJ MORRIS ammo 121256	01-5-500543.00 TRAINING SUPPLIES	2480.00	16794	09/24/25
50060	09/10/25	EAGLE POINT GUN/TJ MORRIS ammo 159325	01-5-500543.00 TRAINING SUPPLIES	722.00	16794	09/24/25
50047	09/09/25	EVANS GROUP, INC. Gas 600 gal 0077551-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1778.07	16795	09/24/25
50047	09/10/25	EVANS GROUP, INC. Diesel - 350 gal 0077570-IN	01-1-004105.00 Inventory-DPW Fueling Sta	920.07	16795	09/24/25
50049	09/09/25	EVERETT HAMMOND July- August Kate Wallace 426	01-5-703703.01 FEMA GRANT KateWallace	1485.00	16796	09/24/25
50049	09/09/25	EVERETT HAMMOND July-August Illsley 427	01-5-703703.03 FEMA Grant Podunk/Illsley	3465.00	16796	09/24/25
50049	09/09/25	EVERETT HAMMOND July-August Norford 428	01-5-703703.02 FEMA GRANT Norford Lake	440.00	16796	09/24/25
70067	08/29/25	GMP 7-31 to 8-29-25 usage 08292025	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	147.76	16797	09/24/25
90007	09/05/25	INNOVATIVE MUNICIPAL PROD proguard mag-glenmont PS-IN010478	01-5-703205.00 DUST CONTROL	5550.00	16798	09/24/25
90019	09/06/25	INTERSTATE REFRIGERANT RE CFC Recover-Trans.Station 6233	01-5-705305.00 RECYCLING	639.00	16799	09/24/25
90025	09/08/25	IRVING ENERGY HWGarage-405.6 Gallons 653226	01-5-703503.00 PROPANE	498.69	16800	09/24/25
100071	07/15/25	JORDAN EQUIPMENT CO. Parts P81038	01-5-703403.00 PARTS & SUPPLIES	323.87	16801	09/24/25
10118	09/17/25	Megan Anderson mileage to conference 09172025	01-5-100615.00 DUES/MTGS/EDUC	94.64	16802	09/24/25

09/22/25

02:19 pm

Town of Norwich Accounts Payable

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Check Warrant Report # 1399 Current Prior Next FY Invoices For Fund (General)

patienceb

For Check Acct 03(General) All check #s 09/24/25 To 09/24/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
140075	NORTHWOODS EXCAVATING, IN	09/15/25	7-28 to 8-21 Illsley 738591-#1	01-5-703703.03 FEMA Grant Podunk/Illsley	121229.78	16803	09/24/25
160042	PITNEY BOWES	08/30/25	June 30 to Sept 29 lease 3321224195	01-5-275536.00 POSTAGE METER RENTAL	230.64	16804	09/24/25
190073	STANTEC CONSULTING SERVIC	08/08/25	Moore Lane Bridge 2446556	01-5-703321.00 BRIDGES	9082.22	16805	09/24/25
20060	SWENSON, BRIE	09/05/25	reimbursements 09052025	01-5-425211.00 EQUIP. & SUPPLIES	119.33	16806	09/24/25
20060	SWENSON, BRIE	09/05/25	reimbursements 09052025	01-5-425211.00 EQUIP. & SUPPLIES	234.55	16806	09/24/25
20060	SWENSON, BRIE	09/05/25	reimbursements 09052025	01-5-425211.00 EQUIP. & SUPPLIES	88.68	16806	09/24/25
20060	SWENSON, BRIE	09/05/25	reimbursements 09052025	01-5-425330.00 REPAIRS, MAINT&Site Wrk	15.98	16806	09/24/25
200100	TWIN STATE SAND AND GRAV	09/18/25	screened sand TICKET363628	01-5-703207.00 GRAVEL & STONE	441.88	16807	09/24/25
100091	Tolman, Jennifer	08/27/25	August SB Mtgs 08272025	01-5-005300.10 CONTRACTED SERVICES	237.50	16808	09/24/25
210004	UNIFIRST CORPORATION	09/15/25	uniforms 1070449591	01-5-703311.00 UNIFORMS	352.23	16809	09/24/25
210004	UNIFIRST CORPORATION	09/15/25	uniforms 1070449591	01-5-704311.00 UNIFORMS	80.00	16809	09/24/25
210004	UNIFIRST CORPORATION	09/08/25	unforms 107447861	01-5-703311.00 UNIFORMS	304.79	16809	09/24/25
210004	UNIFIRST CORPORATION	09/08/25	unforms 107447861	01-5-704311.00 UNIFORMS	80.00	16809	09/24/25
210006	UNITED AG and TURF NE, LL	09/03/25	hydraulic repair JD6415 3000921	01-5-703401.00 OUTSIDE REPAIRS	2296.95	16810	09/24/25
210006	UNITED AG and TURF NE, LL	09/03/25	hydraulic repair JD6415 3000921	01-5-703403.00 PARTS & SUPPLIES	1019.88	16810	09/24/25
220013	VERMONT CAREER FIRE CHEIF	09/16/25	annual membership 09162025	01-5-555342.00 FIRE DUES/MTGS/EDUC	25.00	16811	09/24/25
220062	VMERS DB	09/05/25	Payroll Transfer PR-09/05/25	01-2-001111.00 VMERS GRP B PAYABLE	6518.38	16812	09/24/25
220062	VMERS DB	09/05/25	Payroll Transfer PR-09/05/25	01-2-001113.00 VMERS GRP C PAYABLE	3535.50	16812	09/24/25
220062	VMERS DB	09/19/25	Payroll Transfer PR-09/19/25	01-2-001113.00 VMERS GRP C PAYABLE	3558.60	16812	09/24/25
220062	VMERS DB	09/19/25	Payroll Transfer PR-09/19/25	01-2-001111.00 VMERS GRP B PAYABLE	6652.66	16812	09/24/25
220072	VT GOVERNMENT FINANCE OFF	09/05/25	membership fee 2026-038	01-5-005616.00 Treasurer Conf. & Dues Ex	40.00	16813	09/24/25
230003	WAGeworks, INC	09/01/25	8-1 to 8-31-25 0825TR112178	01-5-005123.00 HEALTH INSUR	40.00	16814	09/24/25
10003	AAA POLICE SUPPLY	08/12/25	Credit 13639	01-5-500582.00 UNIFORMS	-262.75	16815	09/24/25
10003	AAA POLICE SUPPLY	08/04/25	PD-Supplies 63867	01-5-500543.00 TRAINING SUPPLIES	173.85	16815	09/24/25
10003	AAA POLICE SUPPLY	08/28/25	PD-Uniforms 64899	01-5-500582.00 UNIFORMS	541.74	16815	09/24/25

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10003	08/28/25	AAA POLICE SUPPLY PD-Uniforms 64901	01-5-500582.00 UNIFORMS	866.31	16815	09/24/25
10045	09/10/25	ALEX NORTHERN REIMB-NHDES Application REIMB091025	01-5-555635.00 DRY HYDRANT	10.48	16816	09/24/25
10066	09/16/25	AMAZON CAPITAL SERVICES, P&R-Printer Drum 119VTFPJ3N7X	01-5-425182.00 OFFICE SUPPLIES	54.99	16817	09/24/25
10066	09/10/25	AMAZON CAPITAL SERVICES, P&R-HexPave System 17XYLD6FRDPT	01-5-425322.00 REC FIELD CARE	302.00	16817	09/24/25
10066	09/21/25	AMAZON CAPITAL SERVICES, P&R-HexPave CM 1RMLFDHNQKK4	01-5-425322.00 REC FIELD CARE	-151.00	16817	09/24/25
10066	09/18/25	AMAZON CAPITAL SERVICES, P&R-Trash Signs 1V1T47FJ4RY3	01-5-425330.00 REPAIRS,MAINT&Site Wrk	18.62	16817	09/24/25
20026	09/03/25	BETHEL MILLS P&R-Huntley Railing Scrws 367872/6	01-5-425330.00 REPAIRS,MAINT&Site Wrk	10.00	16818	09/24/25
20026	09/04/25	BETHEL MILLS P&R Padlock,Bolts 368085/6	01-5-425330.00 REPAIRS,MAINT&Site Wrk	53.75	16818	09/24/25
20026	09/05/25	BETHEL MILLS P&R-Trash Cans 368509/6	01-5-425330.00 REPAIRS,MAINT&Site Wrk	63.98	16818	09/24/25
20026	09/08/25	BETHEL MILLS PD-Shovel 368867/6	01-5-500308.00 CRUISER SUPPLIES	53.98	16818	09/24/25
20026	09/16/25	BETHEL MILLS P&R-Chain & Padlock 370807/6	01-5-425330.00 REPAIRS,MAINT&Site Wrk	27.17	16818	09/24/25
30031	09/01/25	CCI MANAGED SERVICES PD Sept '25 Monthly Bill CW-62534	01-5-500537.00 IT SUPPORT	944.60	16819	09/24/25
30093	09/01/25	COMCAST PD 9/8 - 10/07/25 PD09012025	01-5-485238.00 PHONE & INTERNET	598.18	16820	09/24/25
30093	09/06/25	COMCAST TH 9/15-10/14/25 TH09062025	01-5-275632.00 SERVER MAINTENANCE	24.95	16820	09/24/25
30124	09/04/25	Cott Systems Hosted Solution-9/2025 INV-469500	01-5-100613.00 SOFTWARE	319.00	16821	09/24/25
40004	09/01/25	DAN and WHIT'S GENERAL ST PD-Batteries,Coffee,Cream 010476	01-5-485301.00 BUILDING SUPPLIES	41.16	16822	09/24/25
50010	09/20/25	ECFIBER 9/01/2025 Billing 25090414920	01-5-555625.00 TELEPHONE & INTERNET	76.00	16823	09/24/25
50012	09/15/25	ELAN FINANCIAL SERVICES PD - Starlink 9/13/25 REF#1029PD	01-5-500536.00 DISPATCH SERVICES	195.00	16824	09/24/25
50012	09/15/25	ELAN FINANCIAL SERVICES TC-Notary Reg 8/15/25 REF#3280	01-5-100615.00 DUES/MTGS/EDUC	45.00	16824	09/24/25
50012	09/15/25	ELAN FINANCIAL SERVICES GEN-FY26TXBills 8/27/25 REF#4022	01-5-275538.00 POSTAGE	995.58	16824	09/24/25
50012	09/15/25	ELAN FINANCIAL SERVICES TM-CEcD Recert 8/27/25 REF#4366	01-5-005615.00 DUES/MTS/EDUC	570.00	16824	09/24/25
50012	09/15/25	ELAN FINANCIAL SERVICES FD-PB ANR Day 8/14/25 REF#6377	01-5-200615.00 DUES/MTGS/EDUC	35.00	16824	09/24/25
50012	09/15/25	ELAN FINANCIAL SERVICES FD-Staples 8/21/25 REF#6690	01-5-555424.00 EMS TOOLS/ EQUIP	226.60	16824	09/24/25
50012	09/15/25	ELAN FINANCIAL SERVICES TC-Adobe Anl 9/11/25 REF#7026TC	01-5-100613.00 SOFTWARE	254.27	16824	09/24/25
50012	09/15/25	ELAN FINANCIAL SERVICES DPW-Adobe License 9/4/25 REF#7057	01-5-703515.00 ADMINISTRATION	19.99	16824	09/24/25

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50012	09/15/25	ELAN FINANCIAL SERVICES ADMIN-Zoom 8/20/25 REF#7318	01-5-275627.00 Remote Meeting Services	537.81	16824	09/24/25
50012	09/15/25	ELAN FINANCIAL SERVICES DPW-TanksPCF 9/3/25 REF#8094	01-5-706103.00 HEATING	50.00	16824	09/24/25
50012	09/15/25	ELAN FINANCIAL SERVICES DPW-TanksPCF 9/3/25 REF#8094	01-5-703515.00 ADMINISTRATION	50.00	16824	09/24/25
60053	09/05/25	FRANKS LINE STRIPING DPW-ROAD LINE STRIPING 1660	01-5-703319.00 PAVEMENT MARKING	4174.00	16825	09/24/25
250001	09/16/25	Frimerman, Yaroslav REIMB DMV Tank Endorsemnt REIMB091625	01-5-703515.00 ADMINISTRATION	10.00	16826	09/24/25
70073	09/15/25	GMP Academy 9/15/2025 05119 9/2025	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	47.15	16827	09/24/25
200067	08/27/25	HANOVER, TOWN OF Dispatch July-Dec 25 02671	01-5-555632.00 DISPATCH SERVICE	15168.30	16828	09/24/25
110001	09/01/25	K AND R PORTABLE RESTROOM P&R-PortaToilet 8/14-9/14 30105	01-5-425326.00 PORTABLE TOILET	775.00	16829	09/24/25
110027	09/18/25	KEY COMMUNICATIONS INC PD-Work Req 9/10/2025 59377	01-5-500501.00 ADMINISTRATION	429.99	16830	09/24/25
110051	09/08/25	KU, MIN Refund 5/6 Soccer Grace K 831119	01-4-000355.01 Registration Fee Refunds	55.00	16831	09/24/25
130048	09/19/25	MATT ROMEI REIMB-Fuel for PD vehicle REIMB091925	01-5-500302.00 PETROLEUM PRODUCTS	64.28	16832	09/24/25
40042	09/15/25	NORTHEAST DELTA DENTAL October 2025 Coverage 09152025	01-5-704125.00 DENTAL INSURANCE	114.69	16833	09/24/25
40042	09/15/25	NORTHEAST DELTA DENTAL October 2025 Coverage 09152025	01-5-703125.00 DENTAL INSURANCE	346.56	16833	09/24/25
40042	09/15/25	NORTHEAST DELTA DENTAL October 2025 Coverage 09152025	01-5-100125.00 DENTAL INSURANCE	39.79	16833	09/24/25
40042	09/15/25	NORTHEAST DELTA DENTAL October 2025 Coverage 09152025	01-5-500125.00 DELTA DENTAL	39.79	16833	09/24/25
40042	09/15/25	NORTHEAST DELTA DENTAL October 2025 Coverage 09152025	01-5-703125.00 DENTAL INSURANCE	39.79	16833	09/24/25
40042	09/15/25	NORTHEAST DELTA DENTAL October 2025 Coverage 09152025	01-5-555126.00 DENTAL INSURANCE	39.79	16833	09/24/25
40042	09/15/25	NORTHEAST DELTA DENTAL October 2025 Coverage 09152025	01-5-100125.00 DENTAL INSURANCE	172.19	16833	09/24/25
40042	09/15/25	NORTHEAST DELTA DENTAL October 2025 Coverage 09152025	01-5-500125.00 DELTA DENTAL	251.77	16833	09/24/25
40042	09/15/25	NORTHEAST DELTA DENTAL October 2025 Coverage 09152025	01-5-005125.00 DENTAL INSURANCE	284.70	16833	09/24/25
40042	09/15/25	NORTHEAST DELTA DENTAL October 2025 Coverage 09152025	01-5-350125.00 DENTAL INSURANCE	39.79	16833	09/24/25
40042	09/15/25	NORTHEAST DELTA DENTAL October 2025 Coverage 09152025	01-5-200125.00 DENTAL INSURANCE	39.79	16833	09/24/25
140075	09/18/25	NORTHWOODS EXCAVATING, IN FEMA Norford Lake Culvert 738591 9/15	01-5-703703.02 FEMA GRANT Norford Lake	274578.07	16834	09/24/25
140089	09/19/25	NORWICH SCHOOL DISTRICT FY26 Tax Pymnt Partial 09192025	01-2-001123.00 SCHOOL DISTRICT TAX	300000.00	16835	09/24/25
150014	09/15/25	OTIS ELEVATOR COMPANY M&S October 2025 100402081787	01-5-706107.00 ELEVATOR MAINTENANCE	333.33	16836	09/24/25

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
160054	09/09/25	POSTMASTER Form 3547 Address Update 3547-DALIFI	01-5-275538.00 POSTAGE	0.93	16837	09/24/25
160074	08/29/25	Performance Janitorial Se PDClean-5,12,19,26/25 273457	01-5-485304.00 CLEANING	751.33	16838	09/24/25
130053	09/08/25	ROJANSKY, MATTHEW REIMB-FireSchoolClass REIMB090825	01-5-555338.00 FIRE EDUC/TRAINING	120.00	16839	09/24/25
180075	09/10/25	ROYALS ATHLETIC BOOSTERS, P&R-3&4 Jamboree Reg 3&4GRD25JAMB	01-5-425216.00 ENTRY FEE -Tournament	300.00	16840	09/24/25
190054	09/15/25	SOLAFLECT SOLAR PARK I, L Monthly Solar SEPT 2025	01-5-706101.00 ELECTRICITY	609.09	16841	09/24/25
190054	09/15/25	SOLAFLECT SOLAR PARK I, L Monthly Solar SEPT 2025	01-5-705501.00 ELECTRICITY	239.04	16841	09/24/25
190055	09/15/25	SOLAFLECT SOLAR PARK IV, Monthly Solar 2509_01	01-5-485233.00 ELECTRICITY	698.86	16842	09/24/25
190055	09/15/25	SOLAFLECT SOLAR PARK IV, Monthly Solar 2509_01	01-5-705501.00 ELECTRICITY	76.77	16842	09/24/25
190055	09/15/25	SOLAFLECT SOLAR PARK IV, Monthly Solar 2509_01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	17.60	16842	09/24/25
190055	09/15/25	SOLAFLECT SOLAR PARK IV, Monthly Solar 2509_01	01-5-575233.00 TOWER POWER	22.36	16842	09/24/25
190055	09/15/25	SOLAFLECT SOLAR PARK IV, Monthly Solar 2509_01	01-5-500204.00 SPEED SIGNS	84.41	16842	09/24/25
190064	09/15/25	SP and F ATTORNEYS, P.C. Service Through 7/31/25 94133	01-5-005305.00 LEGAL	1602.00	16843	09/24/25
190084	09/08/25	STATELINE SPORTS, LLC P&R Soccer Nets 7590	01-5-425330.00 REPAIRS,MAINT&Site Wrk	300.00	16844	09/24/25
190084	09/19/25	STATELINE SPORTS, LLC P&R-BB&Scr Supplies 7621	01-5-425211.00 EQUIP.& SUPPLIES	80.00	16844	09/24/25
190084	09/19/25	STATELINE SPORTS, LLC P&R-BB&Scr Supplies 7621	01-5-425206.00 COACHING EXPENSES	36.00	16844	09/24/25
200083	09/04/25	TREASURY OPERATIONS DIVIS 5/1/25 to 8/31/25 Dog ALRET5-8/25	01-2-001121.00 VT ANIMAL RETURN	777.00	16845	09/24/25
220008	09/04/25	VERIZON WIRELESS Cell Phones 8/5-9/4/25 6122709078	01-5-555625.00 TELEPHONE & INTERNET	77.45	16846	09/24/25
220008	09/04/25	VERIZON WIRELESS Cell Phones 8/5-9/4/25 6122709078	01-5-005532.00 T MNGR CELL PHONE	37.44	16846	09/24/25
220008	09/04/25	VERIZON WIRELESS Cell Phones 8/5-9/4/25 6122709078	01-5-500501.00 ADMINISTRATION	309.94	16846	09/24/25
220008	09/04/25	VERIZON WIRELESS Cell Phones 8/5-9/4/25 6122709078	01-5-425127.00 TELEPHONE	37.44	16846	09/24/25
220054	08/29/25	VISUAL EDGE IT, INC. PD-MAINTENANCE AGREEMENT 24AR2936493	01-5-500501.00 ADMINISTRATION	699.52	16847	09/24/25
220062	08/29/25	VMERS DB PB Corr-NEMRC Error ERPBFIX 8/25	01-5-200126.00 VT RETIREMENT	341.96	16848	09/24/25
230052	09/18/25	WATERS EXCAVATION, INC. FEMA Hemlock Road PROJ930731-4	01-5-703703.00 FEMA GRANT - Hemlock Rd	122030.00	16849	09/24/25
230041	08/06/25	WITMER PUBLIC SAFETY GROU FD-Gloves INV727952	01-5-555422.00 FIRE TOOLS & EQUIPMENT	1417.19	16850	09/24/25

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	Invoice	Invoice	Description		Amount	Check	Check
Vendor	Date	Invoice	Number	Account	Paid	Number	Date
Report Total					963685.79		

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 \$ ***963,685.79
Let this be your order for the payments of these amounts.

Finance Assistant


Patience Bearse

Town Manager:


Brennan Duffy

SELECTBOARD:

Mary Layton
Chair

Kimo Griggs
Vice Chair

Priscilla Vincent

Matthew Swett

Marcia Calloway

09/22/25

Town of Norwich Accounts Payable

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02:11 pm

Check Warrant Report # 1397 Current Prior Next FY Invoices For Fund (General)
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
220017	09/19/25	VERMONT DEPARTMENT OF FIS Hunting/Fishing Licenses 09192025	01-2-001122.00 DUE TO VT-FISH & GAME	69.50 B	319	09/19/25
Report Total				69.50		

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 \$ *****69.50
 Let this be your order for the payments of these amounts.

Finance Assistant


 Patience Bearse

Town Manager:


 Brennan Duffy

SELECTBOARD:

 Mary Layton
 Chair

 Kimo Griggs
 Vice Chair

 Priscilla Vincent

 Matthew Swett

 Marcia Calloway

09/22/25

02:11 pm

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80031	09/18/25	HRA 41390664	01-5-800501.00 HRA REIMBURSEMENT EXPENSE	185.00 B	320	09/17/25
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 Assistant


 Patience Barse

Town Manager:


 Brennan Duffy

SELECTBOARD:

 Mary Layton
 Chair

 Kimo Griggs
 Vice Chair

Priscilla Vincent

Matthew Swett

Marcia Calloway

MEMORANDUM

TO: Norwich Selectboard

FR: Matt Swett

DA: 09.21.25

RE: Opioid Settlement Discussion Materials

In advance this week's Selectboard meeting, I wanted to include the draft of a charge for an Opioid Settlement Advisory Committee. This draft is only meant to support our discussions moving forward with how to best expend the Opioid Settlement funds received by the Town of Norwich. This charge is the result of dialog that I have had with Chris Katucki. I wanted to publicly thank him for keeping this topic in the front of our minds and for his collaboration on the charge itself.

Norwich Opioid Settlement Advisory Committee Charge

The Norwich Opioid Settlement Advisory Committee (“Opioid SAC”) is an advisory committee created by and reporting to the Norwich Selectboard.

Purpose

Norwich received funds from national opioid settlements in 2024 and 2025 in the aggregate amount of approximately \$28,000. Further information about the Opioid Settlements is available at the website of the Office of the Vermont Attorney General at: <https://ago.vermont.gov/attorney-generals-office-divisions-and-unit/consumer-protection/health-and-product-safety/opioid-settlements>

The charge of the Opioid SAC is to make recommendations to the Selectboard on how best to expend the Opioid Settlement funds. In addition to uses specific to Norwich, recommendations may include, if appropriate: issuing grants to organizations serving the Upper Valley region, pooling resources with other municipalities and school districts, or making contributions to the Vermont Abatement Fund.

All recommendations must comply with the terms outlined in the Opioid Settlements.ⁱ The Opioid SAC may consult with the Attorney General’s Office and the Town Manager for advice on allowed uses. The Town Manager is responsible for determining whether the final recommendations of the Committee are in accord with those terms and otherwise permitted by law.

Deadline for Recommendations

The deadline for the Opioid SAC to submit final recommendations to the Selectboard is December 4, 2025.

Membership

The advisory committee shall consist of 3 to 5 members appointed by the Selectboard.

To ensure strong community connection and representation, committee members must live or work in Norwich.

Ideal candidates include individuals with personal or familial experience with addiction issues; professionals with expertise in addiction prevention and treatment, such as healthcare providers and drug counselors; first responders with overdose response experience; and members of the public interested in the opioid crisis.

Members of the Opioid SAC are expected to actively participate in meetings, propose initiatives and solutions for consideration, and contribute to informed decision-making regarding opioid settlement funds.

Miscellaneous

- The Opioid SAC shall automatically dissolve on December 31, 2025, unless its dissolution date is specifically extended by a vote of the Selectboard.
- The Committee may appoint a Chair and other officers and establish procedures, although such actions are not required.
- The Opioid SAC is subject to the Vermont Open Meeting Law (OML). The Committee should contact the Town Manager's office for advice and logistical support to ensure compliance with the OML.
- The Opioid SAC is encouraged to seek public input on how best to expend the Opioid Settlement funds.

ⁱ See generally, IV. Other Mechanics for Distribution of Monies in “Vermont Attorney General’s Executive Summary of Opioid Distributors and J&J Settlements,” dated September 14, 2021. <https://ago.vermont.gov/sites/ago/files/wp-content/uploads/2021/09/9-13-21-Executive-Summary-final.pdf>



FW: Info on Speed Limit setting

From: Brennan Duffy

Sent: Thursday, September 11, 2025 11:45 AM

To: Mary Layton <marydlayton@gmail.com>; Kimo Griggs SB <kimogriggsnorwichselect@gmail.com>; Marcia Calloway <msbcalloway@gmail.com>; Priscilla Vincent <priscillavincentsb@gmail.com>; Matt Swett SB <mswettselectboard@gmail.com>

Subject: Info on Speed Limit setting

Hi All,

At last night's SB meeting I was asked to investigate the process of changing speed limits on Town roads. I asked Chief Romei for his experience, and he sent the following synopsis straight from VLCT.

VLCT Sums the process up nicely:

Speed limits setting – Currently, speed limits must be set based on an engineering study. The 85th-percentile speed is no longer the sole consideration for setting speed limits. The new standard recommends weighing six factors when setting speed limits: the roadway environment, roadway characteristics, geographic context, crash experience, speed distribution, and an analysis of speed trends.

Under 23 V.S.A. § 1007, the lowest you can go without an engineering study is 35 on a dirt road.

Thanks,

Brennan Duffy, CEcD
Town of Norwich
Town Manager
(802) 649-1419 x117

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

Re: Playground gates and other safety issues

From Valerie Rooney <varooneysmc@gmail.com>

Date Mon 9/15/2025 3:20 PM

To Brie Swenson <BSwenson@norwich.vt.us>

Cc Select Board <selectboard@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>

Some people who received this message don't often get email from varooneysmc@gmail.com. [Learn why this is important](#)

Thank you so much for the quick response Brie! I really appreciate it.

I am a bit puzzled about why you should have to use anything other than the gate mechanism to close the gate, rather than zip ties. Surely there is an easy solution to fixing these so that they are functional? Please let me know if there's anything I can do to facilitate the repairs.

Take care,
Valerie

Valerie A Rooney

On Sun, Sep 14, 2025 at 11:12 AM Brie Swenson <BSwenson@norwich.vt.us> wrote:

Valerie,

Thank you for your email. Ben (from the DPW Buildings & Grounds crew) ordered a new handrail about a week ago, so that is already in the works! As for the gates, I completely agree. I zip tied the large gates this summer and just recently someone cut them. I will put a new chain on Ben's list. The smaller gate needs more work, so I will talk with Chris Kaufman (the DPW Director) about a timeframe for that repair.

Thanks again,

Brie

From: Valerie Rooney <varooneysmc@gmail.com>

Sent: Saturday, September 13, 2025 3:29 PM

To: Brie Swenson <BSwenson@norwich.vt.us>

Cc: Select Board <selectboard@norwich.vt.us>

Subject: Playground gates and other safety issues

You don't often get email from varooneysmc@gmail.com. [Learn why this is important](#)

Hi,

We bought property in Norwich just before the pandemic started in late 2019. We finished building our house in 2022, more or less. We have not been that involved in town issues, other than following minutes of various committees, especially recently, related to dogs. I did send a letter in that regard trying to find a happy middle ground.

The other day, I visited the playground at Huntley Meadows with a friend who is a long time Norwich resident. We were appalled to find that none of the gates to the playground worked. We also were concerned about the loose and broken handrails along the stairs from the fields to the parking area. These are serious safety issues. What would it take to get these things to get fixed? It can't cost very much money, and these are clearly serious safety issues. How can I help?

Sincerely,

Valerie A Rooney

New Boston Road

Greater Upper Valley Solid Waste Management District

From neil@nafulton.net <neil@nafulton.net>

Date Wed 9/17/2025 8:05 AM

To Select Board <selectboard@norwich.vt.us>

Cc Brennan Duffy <BDuffy@norwich.vt.us>; Miranda Bergmeier <MBergmeier@norwich.vt.us>

Good morning Marsha,

As I mentioned last spring, when I was reappointed to the Board of Supervisors, this would be my last two year term expiring in March 2026. I have stepped down as Chair and have significantly reduced my involvement in District activities

I suggest that the SB appoint an alternate member who could become Norwich's member in March 2026 so there is continuity of participation in the District.

Neil Fulton