Norwich Selectboard

Regular Meeting: Wednesday, October 22, 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. Winter Road Salt Purchase – Discussion/Possible Motion (5 mins)
5. Opioid Settlement Funds Plan Memos – Discussion/Possible Motion (30 mins)
6. Hemlock Ridge Encampment Complaint – Discussion/Possible Motion (15 mins)
7. Webster License for Waterline – Discussion/Possible Motion (5 mins)
8. Planning Grant for Master Plan Approval – Discussion/Possible Motion (10 mins)
9. FY27 Budget Process and Schedule – Discussion/Possible Motion (15 mins)
10. Finance Committee/Task Report Out – Discussion/Possible Motion (10 mins)
11. Finance Committee/School Board MOU – Discussion/Possible Motion (10 mins)
12. Town Manager Report – Discussion (10 mins)
13. Department Reports – Discussion (5 mins)
14. Town Manager Contract Extension – Discussion/Possible Motion, Possible Executive Session
15. Approve Minutes – October 8, 2025 – Discussion/Possible Motion (5 mins)
16. AP Warrants – Discussion/Possible Motion (5 mins)
17. Receipt of Correspondence – Discussion/Possible Motion (5 mins)
18. Adjournment – Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	11/12/2025	Regular: Zoom & JAM	6:30 p.m. Selectboard business	• FY27 Budget
Wednesday	11/19/2025	Regular: Zoom & JAM	6:30 p.m. Selectboard business	• FY27 Budget

Ongoing and Future Work

Town Manager's Office

- Tracy Hall Improvement Project
- Cellular Service Initiative
- Moore Lane Bridge
- Annual Audit

Selectboard

- 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
- Opioid Settlement Funds Plan
- Budget Communications Study

TO: Brennan Duffy, Town Manager
FROM: Chris Kaufman, DPW Director
RE: Results of FY26 Winter Road Salt Pricing
DATE: October 14, 2025

Results of the FY26 Winter Road Salt Bids

The Norwich Department of Public Works requested pricing for the supply and delivery of winter road salt for this upcoming winter season (FY26). The results of the prices received were as follows:

1. American Rock Salt Company - $90.00/ton including delivery.
2. Cargill Inc. - $98.25/ton including delivery.

Discussion

Last year, the Town of Norwich used American Rock Salt Company as their winter road salt provider as they had the lower overall price per ton. Unfortunately, American Rock Salt Company was unable to provide enough salt to meet their contract obligations, and the Town of Norwich had to purchase salt from a neighboring town and also do without road salt for multiple weeks. Based on our experiences last year, it would be more prudent to purchase salt from a supplier that is more consistent in their supply.

Final Recommendation

Based on a review of the attached price quotes, the recommendation is to award the contract to Cargill, Inc. for FY26.

Cargill

Salt, Road Safety
24950 Country Club Blvd, Suite 450
North Olmsted, OH 44070

INFORMAL QUOTE LETTER

Tuesday, October 14, 2025

Billing Information		Shipping Information	*Contact Information	
Account Number	1500023203		Attn:	VALUED CUSTOMER
Name	Norwich, VT	Norwich, VT	Title	
Address 1	300 MAIN ST	26 New Boston Rd.	Phone	
City State Zip	Norwich, VT 05055	Norwich, VT 05055	Mobile	
County	Windser	Windser	e-mail	
PLEASE VERIFY THAT ALL CONTACT INFORMATION IS CORRECT. IF CHANGES ARE REQUIRED PLEASE NOTE THEM ON THE NEXT PAGE.				

Cargill, Incorporated Deicing Technology Business Unit ("Cargill") is pleased to submit the following quote for your DEICING SALT needs for the 2025/2026 season.

Price Basis Per Ton

Product	DELIVERY	Estimated Tons	Terminal
100011135 - Bulk Deicing Salt	$98.25	1500	Shelburne
THE PRODUCT QUOTED IN THIS AGREEMENT IS INTENDED FOR BULK DEICING USE ONLY.			

PLEASE SIGN AND RETURN THIS QUOTE LETTER TO OUR ATTENTION WITHIN FIVE (5) BUSINESS DAYS FROM DATE OF LETTER. WE CANNOT UPDATE YOUR ACCOUNT FOR THIS YEAR WITHOUT THE SIGNED QUOTE LETTER. THIS PRICE QUOTE LETTER DOES NOT CONSTITUTE AN ORDER. ORDERS MUST BE PLACED BY CALLING CUSTOMER SERVICE AT 800-600-SALT (7258). ORDERS BEING PLACED FOR PICKUP MAY NOT BE AVAILABLE FOR 24 HOURS FROM THE TIME THE ORDER IS PLACED.

TERMS AND CONDITIONS –

- Provided this Price Quote Letter is signed and returned within five () business days from the Date, Cargill agrees to hold the quoted prices firm from October 14, 2025 through May 31, 2026. Notwithstanding the foregoing, the prices contained in this Price Quote Letter are contingent on Customers adherence to these Terms and Conditions and the attached Terms and Conditions of Sale, including, but not limited to, Customer's compliance with the Customer account's payment and credit terms stated below.
- If purchase is not made by December 31, 2025, Cargill reserves the right to revoke the pricing provided in this Price Quote Letter.
- The Estimated Tons figure is an estimate of the total quantity of each Product(s) to be purchased by Customer under this Price Quote Letter. Customer is not obligated to purchase a minimum percentage of the Estimated Tons. Cargill is not obligated to sell Customer any quantity of the Estimated Tons.
- Cargill's obligation to sell Product(s) is SUBJECT TO PRODUCT AVAILABILITY. Cargill has the right to (i.) decline, or suspend shipments of, any Customer order placed under this Price Quote letter or (ii) terminate this Price Quote Letter if, at any time, Cargill encounters Product shortages due to commitments to other customers. In addition, Cargill reserves the right to decline, or suspend shipments of, any Customer order placed under this Price Quote Letter for any reason(s) relating to: Conditions at any Cargill terminal/production facility, weather conditions, or any other reason that may affect Cargill's ability to accept orders.
- Estimated delivery time three to seven business days after release of an order. This quote assumes that Product will be delivered from or picked up at the terminal set forth above. Sourcing of products from another Cargill facility is subject to availability and additional fees that may be applied to your account. Cargill's sale of Product is expressly conditional upon these Terms and Conditions and Customer's acceptance of the attached Terms and Conditions of Sale. Any terms which may exist on the Customer's standard purchase order (or similar forms) and which alter or are inconsistent with the terms and conditions will be of no legal force or effect and will not govern the transaction contemplated by this Price Quote Letter.
- By accepting, Customer agrees that this Price Quote Letter (including the Terms and Conditions and the attached Terms and Conditions of Sale) constitutes the entire understanding between Cargill and Customer and supersedes all other prior agreements or quotations, whether written or oral, between Cargill and Customer with respect to the Product(s). Any individual signing this Price Quote on behalf of Customer represents and warrants that they have full authority to do so, and that the transaction described herein is consistent with any applicable procurement regulations.

Payment Terms	NET 30	Credit Limit	N/A

Payment terms & credit limits are subject to change.

Thank you for the opportunity to be of service. We are looking forward to supplying your salt needs.

Cargill, Incorporated **Salt, Road Safety**	***Accepted***
	Signature:
Adam Donegan Strategic Account Manager	Name:
Adam_Donegan@cargill.com	Title:
607-542-6038	e-mail:

Cargill

Deicing Technology Business
24950 Country Club Blvd, Suite 450
North Olmsted, OH 44070

Please notify us of any required changes to your account information. Any incorrect information will delay your account setup.

	Billing Information			***Shipping Information***	
Name:					
DBA (if applicable)					
Address 1					
Address 2					
City State Zip					
County					
Attn:					
Phone		***Fax***		***e-mail:***	

TERMS AND CONDITIONS OF GOVERNMENT ROAD SALT SALES

1. TERMS TO GOVERN. The terms and conditions set forth herein shall constitute the sole terms and conditions of sale for this quotation (the "Quote") and any orders placed thereunder. No other terms or conditions, whether contained in Buyer's purchase order or elsewhere, shall be binding on Seller unless agreed to in writing by Seller.

2. TITLE/RISK OF LOSS. Title and risk of loss shall pass to Buyer at the time the goods are delivered to or picked up by Buyer.

3. PAYMENT AND CREDIT TERMS. Failure of the Buyer to pay on the due date for products shipped shall give Seller the right, but not the obligation, to suspend further shipment, without notice to the Buyer, until all previous shipments are paid, or to terminate this agreement and seek all available remedies from Buyer. Interest at the maximum rate permitted by law will accrue on all invoices unpaid as of the net due date. All payments by Buyer shall be final 180 days after shipment of the goods and Buyer shall have no right to audit payments or deduct future payments after such date. Notwithstanding anything else herein contained, Seller reserves the right to modify payment terms or to allow no credit whatsoever to Buyer if Seller determines that it cannot grant Buyer the credit terms which are specified herein or Buyer's credit changes. Buyer understands that this reservation is necessary to allow Seller's credit department to have adequate time to review Buyer's credit status.

4. WARRANTY AND LIMITATION OF LIABILITY. Seller warrants that it has the right to convey good title to the goods and that the goods will be delivered free of all liens and encumbrances. EXCEPT FOR THE WARRANTIES SPECIFICALLY SET FORTH ABOVE, SELLER DISCLAIMS ALL OTHER EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCTS, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL SELLER BE LIABLE FOR TO BUYER, OR TO ANY THIRD PARTY, FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES OF WHATSOEVER NATURE (INCLUDING, BUT NOT LIMITED TO, LOST BUSINESS, LOST PROFITS, DAMAGE TO GOODWILL OR REPUTATION AND/OR DEGRADATION IN VALUE OF BRANDS, TRADEMARKS, TRADENAMES, SERVICE NAMES OR SERVICE MARKS) WHETHER ARISING OUT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE, FAILURE TO WARN, OR STRICT LIABILITY) OR OTHERWISE.

5. EXCLUSIVE REMEDY. If upon delivery to Buyer the goods appear not to meet the above warranty, Buyer shall immediately notify Seller who shall have a right to inspect them. Buyer shall not return, repair or dispose of any goods that fail to meet the above warranty without Seller's written consent. In the event Seller breaches the above warranty, Buyer's sole and exclusive remedy and Seller's sole and exclusive liability shall be limited to, at Seller's option, replacement of non-conforming goods with conforming goods or return of the purchase price.

6. FORCE MAJEURE. Seller shall be excused for failure to deliver or delay occasioned by conditions beyond Seller's reasonable control, including, but not limited to, Acts of God, fire flood, windstorm, acts of governmental authorities, strikes shortage of raw materials, breakdown, shortage or non-availability of transportation facilities or equipment or any similar event not within Seller's control. In the event Seller is unable to supply the total requirements of its customers, Seller may allocate its available supply among its customers in a manner deemed by Seller to be fair and equitable. If Seller declares force majeure hereunder, Seller may cancel any unperformed portion hereof upon ten (10) days written notice to Buyer.

7. INCREASES. Any advance in applicable freight rates or taxes taking effect before the fulfillment of orders placed under this Quote shall be for Buyer's account. All demurrage or detention charges shall be for Buyer's account. Seller reserves the right to add energy and/or transportation related surcharges for Buyer's account. In addition, if Seller is unable, for any reason, to supply the goods from its plant closest to Buyer's facility, then Seller may, but is not required to, supply the goods from another plant, to the extent it is available, subject to Buyer's payment of all increased freight costs.

8. DELIVERY. Buyer shall furnish complete shipping instructions in sufficient time to enable Seller to perform its obligations hereunder. Seller shall not be obligated to make shipment in absence thereof. If more than one delivery is called for, each delivery is to be considered a separate contract for purposes of furnishing complete shipping instructions by Buyer. Unless otherwise provided for herein, if the Quote provides for deliveries over a period exceeding one month, Seller shall not be obligated to deliver in any thirty day period more than approximately equal monthly quantities, in relation to the total amount. The destination routing of shipments will be at Seller's option.

9. TERMINATION. If either party breaches any of its obligations under this Quote or any order thereunder, the non-breaching party may give ten (10) day notice of termination, and if the breach has not been cured during the said 30-day period, this Quote shall terminate. In the event Buyer files a voluntary petition in bankruptcy, makes an assignment for the benefit of creditors; is adjudicated as bankrupt; and/or becomes insolvent, Seller may terminate this Agreement effective immediately. Termination, pursuant to this Section, while being in itself a remedy for breach, shall not preclude any other legal or equitable remedy which is available to the terminating party.

10. TAXES. Buyer shall be liable for any taxes or other exactions levied by Federal, State or local authorities upon the sale, delivery, storage, consumption or transportation of the goods or services, and if any such items are paid or required to be paid by Seller, the amount shall be added to and become part of the price payable to Seller for such goods or services.

11. ASSIGNMENT. The rights and obligations under this Quote are not assignable by Buyer unless in writing and signed by Seller.

12. FORWARD CONTRACT. The Parties agree that the transactions hereunder constitute a "forward contract" within the meaning of the United States Bankruptcy Code and that each Party is a "forward contract merchant" within the meaning of the United States Bankruptcy Code.

13. CONTRACT AMBIGUITIES. The Parties acknowledge that they have had the opportunity to consult with legal counsel of their own choosing. As a result, the rule of construction that provides that ambiguities in a contract shall be construed against the drafter shall not apply to these terms and conditions and the Parties waive any such defense to the terms of these terms and conditions.

Attn: Chris Kaufman
Town of Norwich
PO Box 376
Norwich, VT 05055

September 4, 2025
Customer #: 008211-000
County: Windsor
Email : ckaufman@norwich.vt.us

2025-2026 Quotation for BULK ICE CONTROL ROCK SALT

Source of Supply	Price/Ton (USD)
West Lebanon, NH	$90.00/ton delivered

- **Please note the rock salt we furnish is produced in the United States with American labor and is treated with anti-caking agent.**
- **Delivered Pricing is based on full truckload quantity for delivery, normally 22-25 tons (22 ton minimum) and/or weight dependent on local regulations.**
- **Normal delivery is 3 to 5 working days after reciept of order and is subject to availability.**
- **Payment Terms are NET 30 days from shipment date after which interest will accrue at 2% per month. No orders will be accepted until account is brought up to date.**
- **This Quotation is limited to your 2025-2026 Estimated Tonnage as listed below through 05/31/26 and is subject to availability.**
- **This quote must be accepted and acknowledged within 30 days from the date of this proposal. Quote will not be accepted and will be considered invalid after that date.**
- **Orders may be placed by calling our toll-free number (888) 762-7258. Normal hours of operation are from 8:00am to 4:00pm. American Rock Salt has made available a website for placing orders on-line, call for details!**

Thank you for the opportunity to submit our quotation. We look forward to doing business with you during the 2025-2026 season.

Sincerely,

Jamie A. McClain

Jamie A. McClain
Marketing Manager
(888) 762-7258

ACKNOWLEDGEMENT: PLEASE COMPLETE THE INFORMATION BELOW AND FAX TO (585) 243-7676. YOU MAY ALSO E-MAIL YOUR RESPONSE TO CUSTOMERSERVICE@AMERICANROCKSALT.COM. **THIS INFORMATION MUST BE FILLED OUT AND RETURNED BACK BEFORE WE CAN PLACE AN ORDER FOR YOU.**

2025-2026 Estimated Tonnage: 1800 **TONS**	**Name:**
Signature:	**Title:**
Phone:	**Date:**
Fax:	**Mobile #:**
Email Address:	

Outlook

Re: Soliciting ideas for the use of TON Opioid Settlement Funds

From Norwich Community Nurse <norwichnursevt@gmail.com>
Date Tue 9/30/2025 1:04 PM
To Brennan Duffy <BDuffy@norwich.vt.us>
Cc Brita Vallens <bvallens@norwich.vt.us

Hi all,

The Norwich Nurse board thinks these funds are best suited for the police and fire departments. I am happy to help with any projects that you come up with.

Thanks you for reaching out.

Mary
Mary Stevens, APRN
Norwich Community Nurse

Outlook

Opioid Remediation Ideas

From Matt Herbert <matt2vt@gmail.com>
Date Tue 10/7/2025 2:48 PM
To Brita Vallens <bvallens@norwich.vt.us>

You don't often get email from matt2vt@gmail.com. Learn why this is important

Good afternoon, Brita,
I'm writing to you at the invitation of Brennan Duffy regarding ideas for the use of funds for opioid remediation. My name is Matt Herbert and I am the EMS Head of Services for the Norwich Fire Department (NFD). I've served with the NFD for 22 years as a firefighter and advanced EMT and am currently the longest serving member on the department. Additionally, I'm a licensed nurse and have worked as such in Vermont and New Hampshire for the past 28 years. I recently spent 2 years working as a drug treatment nurse for an outpatient addiction center in the Upper Valley where we saw upwards of 300 patients daily. We provided a range of services including Medication Assisted Treatment (MAT), counseling, testing and providing free naloxone (Narcan). I've also served as the vice-chair (7 years) on the Board of Advisors for All Together, a coalition based at Dartmouth Hitchcock which serves to reduce the harms of Substance Use and Suicide in the community.
I believe that my experience as a nurse on the front lines of drug treatment and my decades of experience as a First Responder position me to be a valuable voice in how to best utilize the funds that Norwich now has for opioid use remediation. I have three areas that I feel funds would be best used.

1. Upper Valley Turning Point: Located right on the Hartford-Norwich border on Route 5 South, Turning Point provides the following free services to the community; drop-in center for substance use disorder (SUD) patients, support meetings, navigation of treatment, education and support resources, free naloxone distribution and outreach. Additionally, Turning Point works closely with the Hartford Police Dept, HCRS and the Vermont courts to assist people dealing with SUD, and Turning Point is even officially partnered with Mt. Ascutney Hospital in developing a MAT program.
2. Good Neighbor Health Clinic: The GNHC is in downtown White River Junction and serves both the VT and NH members of the Upper Valley. The population of people dealing with SUD are very often unhoused, and their living situation fluctuates back and forth over the VT/NH border. GNHC has for many years helped patients with SUD, and they recently opened their 24-hour free vending machine outside their clinic which provides naloxone, nutritious snacks, warm items of clothing and more. GNHC also provides referrals to over a dozen services for SUD patients.
3. Norwich Fire and Police Departments: The smallest 'ask' would be for these two 911 agencies. Because the EMS and Police encounter SUD people in crisis the most, it is sensible to develop and provide a "leave behind" kit for people who may be in crisis. The heat of the moment (when 911 services show up) is not always the best time to deal with SUD issues, but a prepared packet of information that lists resources, options, 24-hour phone numbers and even a supportive message would be an effective (and inexpensive) method for connecting SUD citizens with valuable resources. Providing such resources to people has been shown to reduce the strain on 911 resources which may result in savings for taxpayers.

I appreciate the opportunity to weigh in on this issue, and I hope that I may be allowed to contribute more to the discussion.
Sincerely,
Matt Herbert

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

Memorandum

To: Brennan Duffy
Town Manager

From: Matthew Romei
Chief of Police

Re: Opioid Settlement Funding

Date: 15 October 2025

Based on our current operations, call history, and near-term future expectations, I suggest the Town consider sending our Opioid Settlement Funding to Health Care and Rehabilitative Services. They are our designated mental health agency, and have been of great assistance in any overdose and related calls for service we have had.

Town of Norwich, Vermont

CHARTERED 1761

MEMO

To: Norwich Selectboard
From: Brennan Duffy, Town Manager

Date: October 16, 2025
Re: License Agreement - 37 Goodrich Four Corners Rd. underground water line

Several weeks ago, the owner of 37 Goodrich Four Corners Road contacted the Norwich DPW Director, alerting him that due to the recent drought conditions their property's well had run dry. The owner requested assistance from the Town, specifically the permission to utilize the ROW on Goodrich Four Corners Road to connect with the existing Norwich Fire District Water System.

The proposed project requires utilizing the Town's ROW for approximately 475 feet to install this new private water line connected to the Norwich Fire District's main line from Route 5 to the property.

After discussing several options, it was determined that the current proposal of using a directional drilling technique along the Town's ROW was the least invasive and most feasible option available.

The Town's legal counsel was engaged and has crafted a License Agreement that would allow for this project to occur in accordance with 19 VSA Section 1111. This License Agreement document and a map submitted by Mr. Webster on September 25th (Exhibit A) are included in the board packet for review.

If the Selectboard chooses to approve this request, then a motion to approve the Town Manager to execute the License Agreement would be appropriate.

Thank you for your consideration of this topic.

LICENSE AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS THAT the **TOWN OF NORWICH**, a municipal corporation situated in the County of Windsor and State of Vermont, Grantor, acting pursuant to the provisions of 19 V.S.A. Section 1111 does hereby grant and convey to **GRAHAM T. WEBSTER** and **JANE S. LEMASURIER**, husband and wife as tenants by the entirety, residents of the Town of Norwich, Vermont, Grantees, and their heirs and assigns, a license for the purpose of installing underground water line, as more particularly described herein, within and along the town highway right-of-way for Goodrich Four Corners Road (f/k/a River Road) in the Town of Norwich, in the County of Windsor and State of Vermont, being more particularly described as follows:

> A license to install, repair, maintain, or replace an underground water service line, and appurtenances thereto to be directionally drilled along the westerly side of Goodrich Four Corners Road (Town Highway #24) to provide service to Grantees' property at 37 Goodrich Four Corners Road, being a portion of the lands and premises conveyed to Grantees by Quitclaim Deed of Graham T. Webster, dated June 11, 2012, and recorded in Book 206, Page 667, with reference to a Warranty Deed of Allen H. Britton, Jr. and Barbara H. Britton to Graham T. Webster, dated January 14, 2000, and recorded in Book 134, Page 652, all of the Town of Norwich Land Records, as shown on a plan entitled, "Services Plan," Sheet 1 of 2, prepared by Hogg Hill Design, LLC, dated September 25, 2025, and attached hereto as "Exhibit A" (the "License").
>
> Said proposed underground water service will begin on the northwesterly side of the right-of-way for U.S. Route 5 and will extend 475 feet, more or less, in northerly or northeasterly direction along the westerly side of the right-of-way for Goodrich Four Corners Road to serve Grantees' lands and premises westerly thereof. Should Grantees not install said water line by directional drilling, this license shall be null and void, and the Grantor shall exercise all rights and remedies available to it pursuant to 19 V.S.A. § 1111.
>
> Said underground water line license area is a strip of land ten feet (10') wide and 475 feet in length, more or less, which runs along the westerly side of the

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171 BATTERY STREET
P.O. BOX 1507
BURLINGTON, VERMONT
05402-1507

right-of-way for Goodrich Four Corners Road and is centered on the as-built location of the underground water line. Said License shall run with the land as long as Grantees, their heirs and assigns, remain in compliance with the terms and conditions of said License as stated herein.

Reference is hereby made to the aforementioned instruments and records therein referred to, all in further aid of this description.

In addition to the foregoing, said License is granted and conveyed subject to the following conditions:

1. Grantees shall comply with all state and local rules, ordinances and regulations relating to highways and land use.

2. Grantees, their heirs and assigns, shall install, repair, maintain and replace, if necessary, the underground water line at their sole cost and expense and keep the same in good order and repair.

3. Installation of the underground water line shall be conducted so that the line shall be no less than six (6) feet below the roadway surface and no less than four (4) below the bottom of road-side ditches within Grantor's town highway right-of-way. Boring pits shall be located at least twenty-five (25) feet from the centerline of the roadway. The water line shall include a "tracer wire" to allow for it to be found by "Dig Safe" or others using a metal detector.

4. If ledge or other obstacles prevent burying the water line at these depths, shallower depths may be allowed with approval by the Road Commissioner. Irrespective of the approval of the Road Commissioner, Grantees, and their agents, employees, contractors, subcontractors, heirs and assigns, shall indemnify and hold harmless Grantor, its elected and appointed officials, board members, managers, officers, attorneys, agents, employees, successors and assigns, from any damage, loss, injury or otherwise (including without limitation personal injury or death to any person and damage to property of the Grantees or third persons) which may occur in whole or in part because of Grantor's, and its employees', agents' and contractors', work, maintenance, repair, replacement, repaving or improvement activities within the town highway right-of-way.

5. Grantees shall notify the Road Commissioner by telephone at least two (2) business days in advance of the installation, reconstruction, maintenance repair or replacement of the underground water line.

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6. Any construction, reconstruction, maintenance, repair, or replacement of the underground water line shall be conducted in such a way as to avoid unnecessary disturbance to the highway, and after any such work, the premises shall be returned to their original condition as soon as reasonably practicable by the Grantees.

7. Grantees acknowledges that the surface area above the underground water lines license area location is utilized as a public road of the Town. They agree that the road shall, during any construction, reconstruction, repair or replacement of the underground water lines and associated improvements, be kept open to the general circulation of vehicles at all times at least one lane of traffic of sufficient width and of adequate surface for vehicles to proceed above the area of construction in a reasonably convenient manner. Grantees agree that they shall at all times during construction activities, at their sole expense, adequately control motor vehicle and pedestrian traffic on and over the traveled portion of the town highway.

8. All excavation and backfilling shall be performed under the supervision of the Grantor, unless Grantor expressly waives this supervision requirement.

9. Failure of Grantees to perform the work or to restore the highways in a satisfactory and timely manner may result in the Grantor completing the work at the expense of the Grantees; provided, however, Grantor shall give timely notice to the Grantees of any defects, and Grantees upon receipt of such notice, shall have a reasonable time in which to repair the defects to the satisfaction of the Grantor.

10. Grantees shall promptly reimburse the Town of Norwich for all actual costs that the Town of Norwich may incur as a result of Grantees not performing, observing, and complying with the conditions of this License as herein stated.

11. By the acceptance of this License Agreement, Grantees, for themselves and their heirs and assigns, agrees that they shall be responsible for the removal or relocation of the underground water line if such relocation or removal is made necessary by work performed by Grantor for the maintenance or improvement of the town highway or public utilities within the town highway right of way.

12. Grantees shall be solely responsible for protecting the general public from all risks of damage, loss, injury or otherwise (including without limitation personal injury or death to any person and damage to property of the Grantor or third persons) which may occur in whole or

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in part because of the use, repair, maintenance, installation, relocation and replacement of said underground water line. Grantees expressly covenant and agree for themselves and their heirs and assigns to indemnify, defend and hold harmless Grantor, its elected and appointed officials, board members, managers, officers, attorneys, agents, employees, successors and assigns, from and against all claims, liabilities, obligations, suits, liens, judgments, damages, penalties, causes of action, losses and expenses, including reasonable attorneys' fees and litigation costs, arising in whole or in part, and in any manner from the actions or inactions of the Grantee and its agents, employees, contractors, subcontractors, successors and assigns. Grantees further covenant and agree that any damage to the property of the Grantor or a third person caused by or resulting from the exercise and use of the underground water line and associated rights by Grantees and their heirs and assigns shall be promptly repaired and restored, as nearly as practicable to the condition existing prior to such damage, at the sole cost of Grantees or their heirs and assigns.

13. All conditions as hereinabove stated shall be binding upon Grantees, their heirs and assigns, and the property benefitted by this license.

14. In addition to any other enforcement powers that may be provided for by law, Grantor may suspend said license by providing written notice to the Grantees by first class mail sent to 37 Goodrich Four Corners Road, Norwich, Vermont 05055. Such suspension shall last until compliance with the terms and conditions of this License Agreement is obtained.

TO HAVE AND TO HOLD said granted and conveyed license, with all the privileges and appurtenances thereof, to the said Grantees, **GRAHAM T. WEBSTER** and **JANE S. LEMASURIER**, and their heirs and assigns, to its own use and behoof. Grantor may revoke this License Agreement if an alternative location for utility lines becomes available to Grantees, their heirs and assigns as provided in 19 V.S.A. § 1111.

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171 BATTERY STREET
P.O. BOX 1507
BURLINGTON, VERMONT
05402-1507

IN WITNESS WHEREOF, **Graham T. Webster** and **Jane S. Lemasurier** hereunto set their hands and seals this ____ day of October, 2025.

GRANTEES

_________________________ _________________________

Graham T. Webster **Jane S. Lemasurier**

STATE OF VERMONT
WINDSOR COUNTY, SS.

At _________________, in said County and State, this ____ day of October, 2025, **Graham T. Webster** and **Jane S. Lemasurier** personally appeared, and they acknowledged this instrument, by them sealed and subscribed to be their free act and deed.

____
Notary Public
My Commission Expires:
My Commission #:

IN WITNESS WHEREOF, the TOWN OF NORWICH has hereunto set its hand and seal this ____ day of October, 2025

TOWN OF NORWICH

By: _________________________
Brennan Duffy, Town Manager and
Its Duly Authorized Agent

STATE OF VERMONT
COUNTY OF WINDSOR SS.

At Norwich, in said County and State, on this ____ day of October, 2025, **Brennan Duffy**, Town Manager and Duly Authorized Agent of the **Town of Norwich** personally appeared, and he acknowledged this instrument by him sealed and subscribed, to be his free act and deed as such Duly Authorized Agent and the free act and deed of the **Town of Norwich.**

____
Notary Public
My Commission Expires:
My Commission #:

SP&F ATTORNEYS, P.C.
171 BATTERY STREET
P.O. BOX 1507
BURLINGTON, VERMONT
05402-1507

EXHIBIT A TO LICENSE AGREEMENT WITH TOWN OF NORWICH

CONSTRUCTION INSPECTION

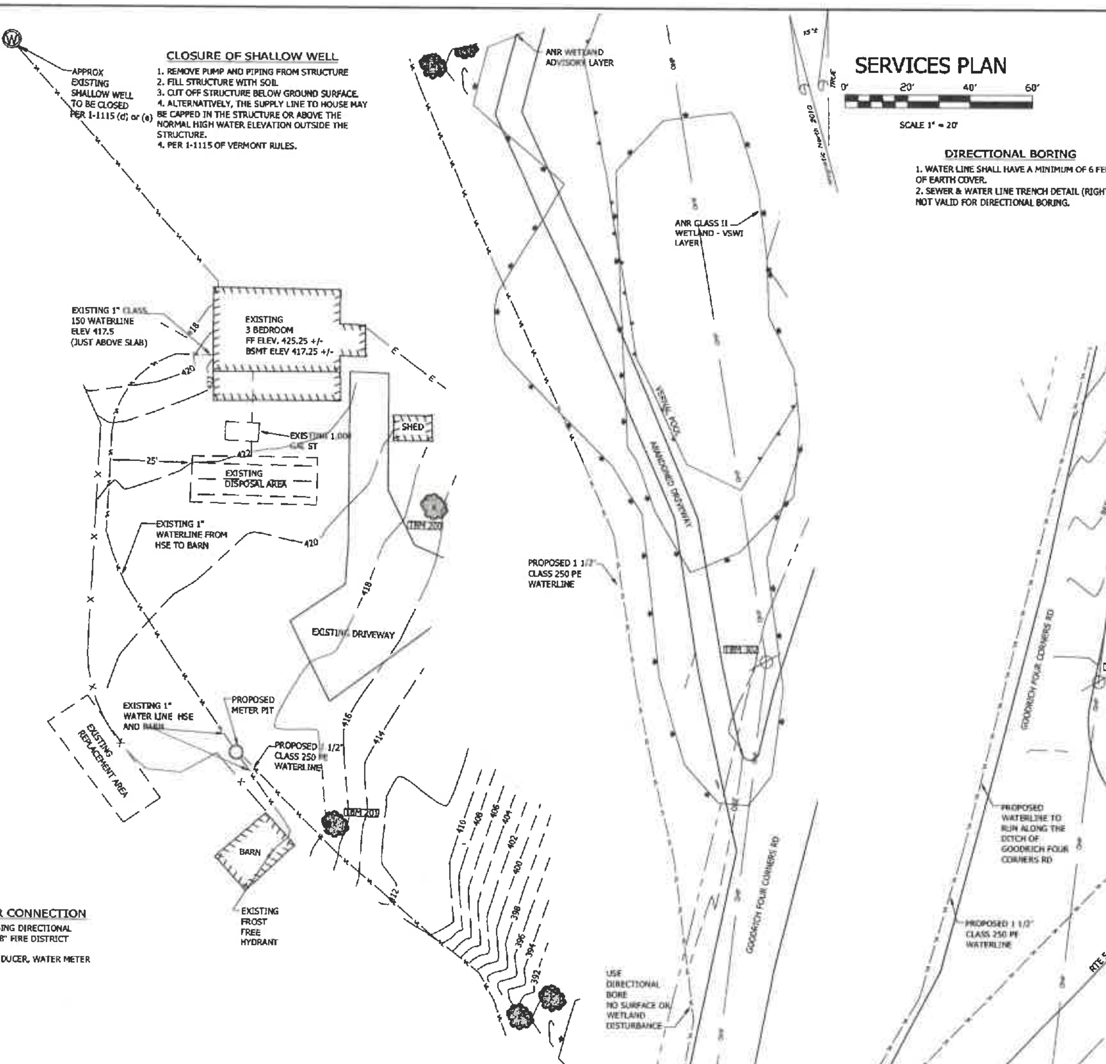
CONSTRUCTION OF WATER SHALL BE INSPECTED AT IMPORTANT POINTS BY DESIGNER. THE FOLLOWING INSPECTIONS ARE REQUIRED:
1. WATER LINE BEFORE BURIAL. AT THAT TIME, A LEAKAGE TEST SHALL BE PERFORMED.

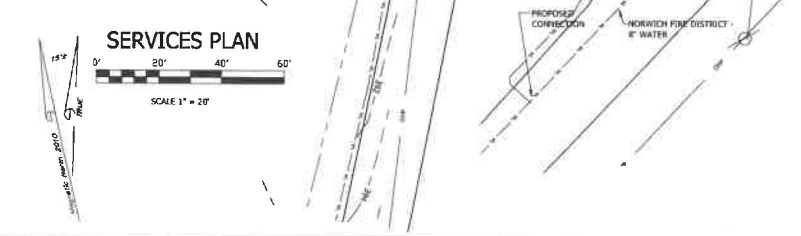
DESIGNER TO PROVIDE CERTIFICATION LETTER TO OWNER, FOR RECORDING, UPON COMPLETION OF TESTING AND INSPECTION, PER PERMIT CONDITIONS.

SURVEY CONTROL POINTS		
TBM #	DESCRIPTION	ELEVATION
200	16" HEMLOCK	416.46
201	22" HEMLOCK	417.77
302	UP #73229	390.3
309	UP #73298	402.5

CLOSURE OF SHALLOW WELL

1. REMOVE PUMP AND PIPING FROM STRUCTURE
2. FILL STRUCTURE WITH SOIL
3. CUT OFF STRUCTURE BELOW GROUND SURFACE.
4. ALTERNATIVELY, THE SUPPLY LINE TO HOUSE MAY BE CAPPED IN THE STRUCTURE OR ABOVE THE NORMAL HIGH WATER ELEVATION OUTSIDE THE STRUCTURE.
4. PER 1-1115 OF VERMONT RULES.





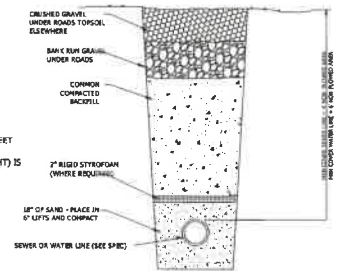
SERVICES PLAN

0' 20' 40' 60'

SCALE 1" = 20'

DIRECTIONAL BORING

1. WATER LINE SHALL HAVE A MINIMUM OF 6 FEET OF EARTH COVER.
2. SEWER & WATER LINE TRENCH DETAIL (RIGHT) IS NOT VALID FOR DIRECTIONAL BORING.



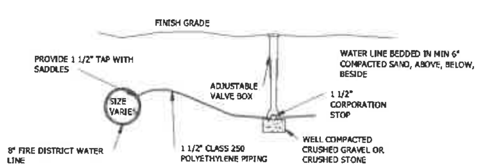
SEWER LINE & WATER LINE TRENCH DETAIL

N.T.S.

WATER SUPPLY PRESSURE/LEAKAGE TESTING AND DISINFECTION REQUIRED OF THIS NEW WATER SUPPLY AND DISTRIBUTION SYSTEM :
WATER LINE TO BE TESTED AT 160 PSI FOR MINIMUM OF 16 MINUTES.
WATER SYSTEM TO BE DISINFECTED WITH A 100 MG/L CHLORINE SOLUTION FOR 24 HOURS, THEN FLUSHED FOR 1 HOUR BEFORE PLACING IN SERVICE.
DISPOSE OF USED CHORINE SOLUTION TO THE GROUND SURFACE, NOT INTO THE WASTE WATER DISPOSAL SYSTEM.
WATER TESTING TO BE COMPLIANT WITH VERMONT PLUMBING RULES.
DISINFECTION TO BE COMPLIANT WITH AWWA STANDARD C652.
SEE RULES 1-1209 AND 1-1210, CHAPTER 1, VERMONT SYSTEM AND POTABLE WATER SUPPLY RULES DATE 11-6-2023

PROPOSED FIRE DISTRICT WATER CONNECTION

1. NEW 1 1/2" WATER LINE TO BE INSTALLED USING DIRECTIONAL BORE FROM THE PROPOSED METER PIT TO THE 8" FIRE DISTRICT WATER MAIN
2. NEW METER PIT TO INCLUDE A PRESSURE REDUCER, WATER METER AND VALVES ON ALL LINES
3. METER PIT TO BE WATER TIGHT



MUNICIPAL WATER LINE CONNECTION

NOT TO SCALE

SERVICES PLAN

0' 20' 40' 60'

SCALE 1" = 20'

SERVICES PLAN

0' 20' 40' 60'

SCALE 1" = 20'

LEGEND

Property Line	
Existing	
Building	
Existing Contour	86
New Contour	86
Open drainage	
Water Line	
Disposal Area	
Sewer (gravity)	S
Road	
Overhead Power	
Underground Power	E
Utility Pole	
Culvert	
Fence	X
Wetland limit	
Vernal Pool	

GENERAL NOTES:
1. THIS PLAN IS NOT A BOUNDARY SURVEY. PROPERTY BOUNDARIES ARE AS DEPICTED BY OWNER AND ENVIRONMENTAL INTEREST LOCATOR. DO NOT USE THIS PLAN FOR BOUNDARY LOCATION/INFORMATION.
2. ELEVATION DATUM ASSUMED ON SITE. ELEVATIONS ARE NOT USGS DATUM.
3. WATER SERVICES, AND DISPOSAL AREA SHOWN ON THIS PLAN ARE BOTH PROPOSED AND EXISTING.
4. THIS PLAN IS FOR THE PURPOSE OF WATER AND WASTE WATER PERMITTING. USE OF THE PLAN FOR ANY OTHER PURPOSE IS NOT INTENDED OR ADVISED. IT IS IMPORTANT THAT ADDITIONAL DESIGN BE COORDINATED WITH PROVISIONS OF THE WATER-WASTE WATER PERMIT TO INSURE COMPLIANCE WITH THAT PERMIT.
5. EROSION CONTROL PROCEDURES TO BE IMPLEMENTED IN CONFORMANCE WITH THE VERMONT HANDBOOK FOR SOIL EROSION AND SEDIMENT CONTROL. VEGETATION TO BE RE-ESTABLISHED IN ALL DISTURBED AREAS AS SOON AS POSSIBLE.
6. CONTRACTOR IS RESPONSIBLE FOR LOCATION OF ALL UNDERGROUND UTILITIES IN AREAS OF EXCAVATION BEFORE DIGGING. UTILITIES SHOWN ON THIS PLAN ARE FOR DIAGRAMATIC PROPOSES ONLY, ARE NOT CERTIFIED LOCATION OF SUCH UTILITIES. ALWAYS USE DIG SAFE AND CONTACT LOCAL UTILITIES AS REQUIRED BY LAW, BEFORE DIGGING. CONTACT TOWN OF NORWICH, OWNER OF WATER LINES.

DESIGN CRITERIA

PERMIT EXISTING RESIDENCE - 3 BEDROOM
REFERENCE PLAN:
NORWICH PERMIT #29CS01 9-25-2001
DAILY FLOW - (3 X 140) = 420 GPD
BED AREA 600 SQ/FT

FAILED WATER SUPPLY
PERMIT TO CONNECT TO TOWN WATER

CONSTRUCTION CERTIFICATION

1-311 (b) SUBSEQUENT TO THE SUBSTANTIAL COMPLETION OF A POTABLE WATER AND WASTEWATER DISPOSAL SYSTEM AND PRIOR TO THE USE AND OPERATION.. INSTALLER OR DESIGNER.... TO SUBMIT A SIGNED DATED INSTALLATION CERTIFICATE STATING:
"I HEREBY CERTIFY THAT IN THE EXERCISE OF MY REASONABLE PROFESSIONAL JUDGEMENT THE INSTALLATION-RELATED INFORMATION SUBMITTED IS TRUE AND CORRECT AND THAT THE POTABLE WATER SUPPLY AND WASTEWATER SYSTEM WERE INSTALLED IN ACCORDANCE WITH THE PERMITTED DESIGN (OR RECORD DRAWINGS) AND ALL PERMIT CONDITIONS........."
(f) SEE PERMIT FOR INSPECTION REQUIRED - BY DESIGNER OR INSTALLER. DESIGNER REQUIRED IF RECORD DRAWINGS ARE NEEEDED.
SEE "CONSTRUCTION INSPECTION" SECTION, THIS SHEET. PROGRESS INSPECTIONS REQUIRED, BY PERMIT.

NOTES:

1. SEWER AND WATER CONNECTIONS ARE BOTH EXISTING AND PROPOSED. SEE PLAN.

CONSTRUCTION NOTES

AS BUILT CHANGES TO THIS PLAN MUST BE APPROVED BY DESIGNER

DESIGN CERTIFICATION

PLAN PREPARED BY:

CHRISTOPHER C. LEISTER LIC #554 — 09-25-25 DATE

LOCUS

OWNERS: GRAHAM T. WEBSTER & JANE S. LEMASURIER

TAX ID# 11-093.200 BOOK/PAGE XX/XX
ADDRESS: 37 GOODRICH FOUR CORNERS RD
CITY: NORWICH
DATE: SEPTEMBER 25 2025

REVISIONS:
1.
2.
3.
4.
5.

PLAN & DETAILS SHEET 1 OF 2

NEW HAMPSHIRE DESIGNERS LICENSE #1674

HOGG HILL DESIGN, L.L.C.
PO BOX 525
BETHEL, VT 05032
chris@hogghilldesign.com 802-431-0502

VERMONT DESIGNERS LICENSE#152.0125468

Town of Norwich, Vermont

CHARTERED 1761

October 16, 2025

MEMO RE: MUNICIPAL RESOLUTION

Dear Select Board Members,

As part of the Planning Commission's application for a Municipal Planning Grant, the Planning Commission needs a resolution to *'enter into and agree to the requirements and obligations of this grant program including a commitment to match funds'* as outlined in the attached form to apply for this FY26 grant. We request you sign this form.

The estimated budget is $22,000 to $28,000. The funds will primarily go to a consultant who will work with the Town and Planning Commission during the project's lifespan. The grant will be administered by the planning department. The planning department will cover the 10% match out of its own budget.

Grant Synopsis

Title: 2026 Norwich Village Master Plan

Study Area:
The historic village of Norwich, and approximately northwards to Huntley Meadow and Moore Lane Bridge and outwards along Union Village Road, eastward to River Road and the historical Lewiston neighborhood and south along US Route 5 to the Town line. The plan will encompass the Grange, Jones Circle, Tracy Hall, and the Norwich Farmers' market as thematic points of interest.

Purpose:
Norwich will undertake a robust, inclusive planning process to develop a Village Master Plan. The project will be led by the Norwich Planning Commission in partnership with the Two Rivers-Ottauquechee Regional Commission and conducted through the formation of a steering committee. A professional planning consultant will be hired to facilitate public engagement, analyze existing conditions, and draft the plan. The process will include:

- Community surveys and public forums to gather input from residents, businesses, and stakeholders.
- Focus groups targeting underrepresented populations to ensure broad participation.

- Data collection and mapping of current land use, infrastructure, housing, and environmental assets.
- Review of best practices and model plans from similar Vermont towns.
- Iterative plan development with multiple opportunities for public feedback.

Project Deliverables

- A comprehensive Norwich Village Master Plan, including actionable strategies for land use, housing, transportation, infrastructure, natural resource protection, and climate resilience.
- Public engagement summary documenting outreach efforts and community input.
- GIS-based maps illustrating current conditions and future scenarios.
- Recommendations for zoning updates and capital improvements.
- Identification of funding sources and implementation steps for priority projects.

Sincerely,

Jaan Laaspere, Chair
Members of the Planning Commission
    Jeff Goodrich, Vice Chair
    Mary Gorman
    Vincent Crow
    Robert Pape
    Christian Spalding
    Ernie Ciccocelli
Staff: Steven True

FY26 Municipal Resolution for Municipal Planning Grant

WHEREAS, the Municipality of Norwich is applying for funding as provided for in the FY26 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.

2. That the Municipal Planning Commission recommends ~~applying~~ for said Grant;

Jaan Laaspere ______________________

(Name of Planning Commission Chair) *(Signature)*

3a. That (Name) Brennan Duffy Title Town Manager

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3b. (Alternate Authorizing Official for redundancy)

That (Name)______________________Title______________________

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3c. That (Name) Steven True Title Director Planning & Zoning

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this __________ day of __________, _____.

☐ **(For rural towns or consortia only)** The regional planning commission will serve as agent for the municipality or consortium. *(Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)*

LEGISLATIVE BODY

(name)	*(signature)*

INSTRUCTIONS FOR RESOLUTION FORM

A. The Legislative Body of the Municipality must adopt this resolution. This Form requires filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Municipal/ Authorizing Official(s) (M/AOs); and the Grant Administrator.

B. Following formal adoption, a majority of the legislative body must sign the Resolution. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.

C. This form must be either uploaded to the online application or grant, or in the event the form cannot be uploaded, it may be emailed to:

Jennifer.lavoie@vermont.gov

D. If emailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.

E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also register for an account in the online grants management system, if they have not done so already, before the application can be considered complete.

CONSORTIUM APPLICATIONS: For a consortium, each municipality must complete a separate Resolution form. All municipalities in a consortium must designate the same Municipal/Authorizing Official(s) and grant Administrator.

To: Norwich Selectboard
From: Norwich Finance Committee
Date: 10/15/2025
Subject: Comparable Towns Shortlist – Progress Update

At its most recent meeting, the Finance Committee was scheduled to continue work on the comparable towns analysis as directed by the Selectboard's approved motion:

"I move to invite the Finance Committee to propose five comparable towns for Selectboard approval and then to engage in the work described in their memo of 08/13/2025."

(*Selectboard-Minutes-Aug-27-2025-FINAL.pdf*)

A quorum was not present, so a final selection of five towns could not be approved. However, the Committee has gathered data and has developed a **shortlist** of potential comparison towns for Selectboard review: **Woodstock**, **Hartland**, **Waterbury**, **Chester**, **Thetford**, **Sharon,** and **Newbury**. The shortlist was derived from:

- a past GovHR report the town used for salary benchmarking which ranked towns by their similarity to Norwich
- Selectboard Member suggestions
- Finance Committee recommendations.

Summary of Measures of Comparability

To assess comparability, the Committee has compiled and reviewed data on:

- **Population and household count** – to gauge municipal service scale.
- **FY 2026 budget (total, per capita, per household)** – to benchmark spending levels.
- **Form of government** – Town Manager vs. Municipal Manager vs. Selectboard structure.
- **Road mileage and surface type** – an indicator of highway maintenance workload.
- **Income levels** – to contextualize local tax capacity.

Together, these measures help identify which towns operate at a similar fiscal and service scale to Norwich. See details in **Table 1** below.

Additional Discussion Points

- **Woodstock** was noted as having a much more **commercial and tourism-oriented tax base** than Norwich, which likely drives its higher per-capita spending and broader service scope.
- **Sharon** has been referenced in recent **Selectboard discussions** for comparison of **road grading and maintenance practices**, making it a useful local operational reference even though its overall scale is smaller.

Next Steps

The Finance Committee will confirm a final list of five comparable towns at its next meeting and update the Selectboard before proceeding with deeper financial and service-level benchmarking.

If the Selectboard would like to comment on the shortlist, the Finance Committee would welcome that input.

Table 1 - Comparable Towns Data

Town	Reason for Inclusion	FY25/26 Budget	Budget Per Capita	Form of Government	Population	Total Road Mileage	Paved % / Dirt %	Per Capita Income	Household Income
Norwich	Baseline	$6,723,893	$1,853	Town Manager	3,628	113	44 / 56	$72,064	$140,139
Woodstock	>80 Score in 2024 GovHR Compensation Study; suggested by Selectboard member	$10,500,000	$3,471	Municipal Manager	3,025	112	30 / 70	$67,733	$123,735
Hartland	>80 Score in 2024 GovHR Compensation Study	$3,850,000	$1,112	Town Manager	3,462	104	39 / 61	$49,262	$97,526
Waterbury	>80 Score in 2024 GovHR Compensation Study	$5,789,251	$1,076	Municipal Manager	5,381	61	51 / 49	$61,331	$109,022
Chester	>80 Score in 2024 GovHR Compensation Study	$5,790,870	$1,932	Town Manager	2,998	114	25 / 75	$40,246	$67,031
Thetford	Suggested by Selectboard member	$3,605,708	$1,287	Town Manager	2,802	99	47 / 53	$50,793	$87,330
Sharon	Suggested at Finance Committee meeting	$2,890,000	$1,904	Selectboard	1,518	69	39 / 61	$37,889	$72,750
Newbury	Suggested at Finance Committee meeting	$1,649,000	$ 792	Selectboard	2,081	107	30 / 70	$37,218	$61,250

MEMORANDUM

TO: Norwich Selectboard

FROM: Marcia Calloway, Selectboard

DATE: October 16, 2025

RE: Draft MOU Norwich Selectboard and Norwich School Board with Norwich School Board Comments

Subsequent to the first read of the Draft MOU, I spoke with Garrett Palm, Chair of the Norwich School Board, to discuss

- The genesis of the Draft MOU which went to the Norwich Selectboard for a first read;
- The comments and concerns expressed at the Norwich Selectboard meeting; and,
- The School Board's requirements for the "Norwich Finance Committee."

Garrett thought the MOU was acceptable as written other than the lack of a specific charge for the work the Norwich Finance Committee would do as part of the Dresden Finance Committee. To that end, he added language from the original "Charge" that the School Board approved in October 2010. Accordingly, there is a new paragraph number 3 stipulating the "three primary tasks" of the Norwich Finance Committee.

Once the Norwich Selectboard has reviewed the MOU, Garrett will take it to the School Board's next meeting, which is on the first Wednesday in November.

Attached a "clean copy" incorporating the School Board changes, and a copy showing the changes in color markup.

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 March 1, 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 have three primary tasks:
    a. Provide independent advice to the School Board on the annual school budgets during the School Board's process for reviewing the budget prior to voter approval.
    b. Provide independent advice to the School Board from time to time on Financial Policies and their amendment.
    c. Review and offer insight to the School Board on quarterly financial statements provided by the SAU70 Business Administrator.
4. 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 October, 2025.

Mary Layton, Chair | Kimo Griggs, Vice Chair | Marcia Calloway

Matthew Swett | Priscilla Vincent

Adopted by the Norwich School Board on this ______ day of October, 2025.

Garrett Palm, Chair | Michael Costa, Vice Chair | Gina des Cognets, Secretary

Neil Odell | Lisa Christie

MEMORANDUM OF UNDERSTANDING
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    b. Provide independent advice to the School Board from time to time on Financial Policies and their amendment.
    ~~2.~~c. Review and offer insight to the School Board on quarterly financial statements provided by the SAU70 Business Administrator.

~~3.~~4. 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.

Formatted

Adopted by the Norwich Selectboard on this _______ day of October~~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 October, 2025.

______________________ ______________________ ______________________
Garrett Palm, Chair Michael Costa, Vice Chair Gina des Cognets, Secretary

______________________ ______________________
Neil Odell Lisa Christie

Town of Norwich, Vermont

CHARTERED 1761

Town Manager Report for October 22, 2025

Department Updates

Finance Department:

Tax bill administration is underway following the October 1st deadline for the first installment. SAU 70 has received the full amount due from this initial installment.

The FY'25 audit process is well underway with a site visit from the Sullivan, Powers and Co., audit team occurring on October 2-3.

FY'27 preliminary budget work is underway with several preliminary meetings with Dept. Heads completed. Budget presentation schedule to be determined.

End of month close out for September is underway.

Planning Department:

The PC is submitting a request to apply for a planning grant to undertake a Master Plan initiative for the Town.

Police Department:

Norwich PD is engaging with a Hartford-Woodstock "Situational Table" comprising social service and legal resources to help deal with complex issues in the community.

Officers are wrapping up annual training programs.

A formal Drug Take Back Day is scheduled for October 25th from 10am – 2pm at the PD.

See the October PD Report for additional department information.

Town of Norwich, Vermont

CHARTERED 1761

DPW:

DPW is wrapping up remaining Fall projects and starting to prepare for the Winter season.

Limited road paving of the recently replaced culvert on Hopson Street is imminent.

An equipment operator has recently announced their resignation, and the open position has been reposted. Currently interviewing for the Building and Grounds Technician position.

Fire Department:

Five Norwich firefighters are currently enrolled in Fire Fighter One training being held in Thetford.

Permitting process for a new dry hydrant from the Connecticut River is underway.

Planning for annual Halloween festivities hosted by the NFD are underway.

See the October FD Report for additional department information.

Recreation Department:

The final pizza oven training and softball game/dinner have occurred for the season.

Brie attended the annual Vermont Recreation and Parks Association conference held in Killington.

Huntley Meadow tennis court demolition has begun with the repaving now likely to occur next Spring.

Approved Animal Control Ordinance signage has been posted at Huntley Meadow with the new kiosks ordered and on the way.

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

See the October Rec Department Report for additional department information.

Town of Norwich, Vermont

CHARTERED 1761

Town Clerk:

All BCA hearings have been completed with a 11/20 deadline for decisions to be rendered.

Town Manager's office:

The Tracy Hall Boiler Replacement Project work has now been substantially completed. Fine tuning of the new system, user training, and a final engineers inspection/report are being planned.   Special thank you to the DPW crew for site work installing the new propane tank.

FY '27 budget work is underway.

Annual Town report documents and outside appropriations requests are being solicited.

General/Miscellaneous:

RECREATION DEPARTMENT SEPTEMBER 2025

PREPARED BY: BRIE SWENSON, RECREATION DIRECTOR

DATE: OCTOBER 2ND, 2025

The annual Labor Day fun run was attended by both the Lebanon and Hanover middle school cross country teams, as well as many residents of the Upper Valley. Almost 200 runners completed the 2.2 or 10k course. A huge 'thanks' goes out to the Hanover High School cross country team, who managed the finish line, results and much of the road safety areas for the race. They use this event as a fundraiser for the team, and this year, they had over $650 in on-site donations to the program.

Our September community potluck took place during the Norwich Baseball Association's 'Chiropractic Classic' softball game. The games ran longer than expected, which affected the turnout for the potluck. We will rethink timing for next year.

Fall sports were up and running by the beginning of September. Games began the third week of the month. Adult programming was allowed to resume in the same week. A resident has offered to coach Norwich's first LEGO Robotics team, and the program opened on September 8th. This year's theme is Archaeology.

Winter basketball is already staffed for 2nd-6th grades. Uniforms will be ordered in October. Games will be scheduled at the next Upper Valley Recreation Association meeting.

We did not host a Barrett oven training this month. The next one will be held on October 3rd.

Our tennis court RFP was answered by 3 companies. Blaktop Paving was chosen to excavate the courts this fall, and pave them in the spring. A new RFP will go out for the overlay and lining of the courts.

The NorWitchy Woods Walk will take place on Sunday, October 26th in the Milton Frye Nature Area. The event is now also advertised as one of the Historical Society's 'Walktober' events. Halloween in Norwich was also featured in the 'Here in Hanover' magazine. The increase in advertising has the NorWitchy registrations at over 100 participants as of September 30th. Other Halloween events will be pumpkin carving with Dan & Whits and the Norwich Business Association on October 25th, and several October 31st events throughout town. These events include stops at the Norwich Inn, the Children's Art Studio, the Norwich Bookstore, the Grange, the Norwich Fire department and the Norwich Congregational Church. Tracy Hall will also be open until 7:00pm for water and bathrooms. Event schedules and Halloween maps are available in Tracy Hall at the lower level Recreation table.

NORWICH POLICE DEPARTMENT

CHIEF OF POLICE
MATTHEW S. ROMEI
P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775
email: matthew.s.romei@vermont.gov

Monthly Report – October 2025

Activity:
It was a busy month! The Norwich Police Department received 75 calls for service during the month of September. VSP were notified of twelve calls when no Norwich Officer was on duty.

It seems like we just started the fiscal year (it was actually July 1st) and we are already starting to work on FY-27's budget. We are striving to make every penny squeal, but as I am sure you are aware – things are getting wicked expensive!

One of our crossing guards, Brendan Claussen was naturalized as a United States Citizen in September! Be sure to congratulate him when you see him!!

Norwich personnel continue to work hard and train hard. This month two officers participated in the Situation Table Training, which guides us in a process to bring a "whole community" approach to assisting individuals and families. This assistance is targeted toward 'situations' that tend to be complex and tough to resolve. Early indications are that this may be the solution to helping some of our 'high utilizers' make tangible, effective change to their lives.

We also sent personnel to some advanced training put on by Texas A&M Engineering Extension Service, also known as TEEX (sounds like 'cheeks' but with a 'T'). TEEX has a large presence in emergency services training, and these classes were all about Critical Infrastructure and Community Lifelines. Word has it Chief's head was spinning after the courses, but hopefully he's got that fixed.

Crime and Traffic:
I'm sure most of you remember the marathon involved in revising the Animal Control Ordinance. Just for information, the waiting period has passed, and the new ordinance is in effect. Our stance hasn't changed, though – we still want our Canine Citizens to be good ones, and we will approach that from an education standpoint whenever possible. That, however, should not embolden anyone to test the limits, please! The new ordinance may be found on the Town Website.

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:
Our Town Fire Warden is still 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 Total	FY 2025 Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	August	FY 2026 Sep
911 Hangup	14	1	7	2	3	2	3	6	7	1	2	9	3	7
Agency Assist	65	5	10	6	3	8	3	8	6	4	4	9	12	7
Animal Problem	32	2	5	7	1	0	2	7	7	11	7	3	4	9
Assault	5	1	3	0	0	0	0	2	1	0	4	6	2	1
Burglary	4	0	0	0	0	1	0	0	1	1	0	0	0	1
Burglary Alarm	40	0	6	4	4	1	4	3	5	1	4	3	1	5
Citizen Assist	45	5	2	2	5	4	2	3	5	5	2	4	3	6
Citizen Dispute	7	2	0	1	3	0	1	0	0	0	2	0	1	0
Directed Patrol	115	5	7	7	5	9	5	7	3	5	1	3	2	3
Crash - Damage	33	0	3	4	3	6	4	3	1	3	4	4	4	4
Crash - Injury	5	1	0	0	0	0	0	0	1	1	0	1	0	0
Death Investigation	3	0	0	0	1	0	0	0	1	1	0	0	0	0
Drug Possession	1	0	0	0	0	0	0	0	2	0	0	0	0	0
Foot Patrol	17	0	2	0	1	1	1	0	0	0	0	0	1	0
Misc	56	7	3	3	5	3	4	2	0	1	4	3	3	5
Found Property	10	0	3	1	1	0	1	1	0	0	0	0	1	0
Fraud	17	2	0	0	0	1	1	1	0	2	1	0	1	1
Intoxication	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Juvenile Issue	8	1	0	1	0	1	0	1	1	0	0	0	0	0
Lockout	3	0	0	0	0	0	0	0	2	0	2	1	0	0
Mental Health	13	0	0	3	2	0	1	0	1	0	1	0	0	0
Missing Person	7	0	1	0	0	0	0	3	0	1	0	1	0	0
MV Complaint	65	3	2	1	1	1	5	0	2	2	6	1	1	2
Noise	6	0	1	0	0	0	0	0	0	1	0	2	1	0
Overdose	2	1	0	0	0	0	0	0	0	0	0	0	0	0
Panic Alarm	3	3	0	0	0	0	0	1	0	0	2	1	0	0
Parking Problem	6	0	2	0	0	0	1	0	0	0	0	0	0	0
Suspicious	74	6	6	3	5	1	1	3	2	9	7	4	8	11
Special Detail/ Public Speaking	14	2	0	0	1	0	0	0	2	4	0	0	0	0
Theft	18	2	1	1	0	0	2	0	1	0	0	1	0	3
Threats	9	1	3	3	2	0	0	0	0	2	0	0	0	1
Traffic Hazard	13	3	2	1	0	0	2	4	0	4	2	4	3	2
Trespassing	15	1	0	1	0	2	0	1	2	0	1	0	0	4
Vandalism	15	2	0	2	0	0	3	1	1	0	2	2	0	0
Welfare Check	28	3	2	0	1	1	2	3	2	4	2	1	3	3
Traffic Stops	76	1	2	5	4	3	0	7	22	18*	9	8	5	5
Total Calls	783	59	71	53	47	42	48	60	56	63	60	71	54	75

NORWICH FIRE DEPARTMENT
OCTOBER SB REPORT

PREPARED BY: FIRE CHIEF ALEX NORTHERN

DATE: 10/15/25

Fire Department

The second week of September is Fire Prevention Week. We once again provided programing for the Childcare Center of Norwich and the Norwich Nursery School. Unfortunately, we were not able to bring our usual programming with the fire prevention trailer to MCS. Hopefully, next year the state will have placed into service the latest trailer that was promised for this year.

Training in August consisted of continuing to test our dry hydrants. Our five Firefighter I candidates are well into their course of study. On 10/18, they will be a challenged by a tractor-trailer designed obstacle course/maze which tests breathing apparatus use and working through a tight, confined space.

EMS Division

For this month’s drill, the EMS Division recertified those with expired CPR cards, a mandatory certification for the NFD.

Emergency Management

I attended the THIRA/SPR (Threat and Hazard Identification and Risk Assessment/Stakeholder Preparedness Review) training in Williston. This two-day course introduced 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.

September FIRE CALLS	17
September EMS CALLS	12
September FIRE MUTUAL AID	1

Finance Office Overview

Be reminded 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).

September 2025:

At the end of September, the Town is 3 months into its fiscal year or 25% 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.

All submitted reports are unaudited. Please understand the pending journal entries resulting from the FY25 audit will affect the FY26 reports (balance sheet primarily). In the meantime, have faith and confidence that the daily record keeping is accurate and reliable.

Property Tax 25-26:

- Immediately after the October 1,2025 due date deadline, there was approximately $500,000 worth of taxes not yet paid. Since then, approximately 40% of those unpaid taxes have been satisfied.
- SAU70 was paid its share of school tax collected in October (so not reflected in the September financial reports).

General

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-4-0000 PROPERTY TAX REVENUES				
01-4-000001.00 TOWN PROPERTY TAX	5,692,492.00	4,961,740.41	730,751.59	87.16%
01-4-000002.00 PROPERTY TAX OTHER MONETA	507,772.00	504,272.00	3,500.00	99.31%
01-4-000003.00 Windsor County Tax	60,000.00	57,970.14	2,029.86	96.62%
01-4-000010.00 Current Use Tax - LUCT	15,500.00	0.00	15,500.00	0.00%
01-4-000014.00 PROP TAX INTEREST	30,000.00	8,811.12	21,188.88	29.37%
01-4-000015.00 PROP TAX COLL FEE	20,000.00	0.00	20,000.00	0.00%
Total PROPERTY TAX REVENUES	**6,325,764.00**	**5,532,793.67**	**792,970.33**	**87.46%**
01-4-0001 LICENSE & PERMIT				
01-4-000101.00 LIQUOR LICENSE	600.00	70.00	530.00	11.67%
01-4-000103.00 DOG LICENSE	2,800.00	72.00	2,728.00	2.57%
01-4-000107.00 HUNT & FISH LICENSE	75.00	9.00	66.00	12.00%
01-4-000120.00 BLDG/DEVEL PERMIT	10,000.00	3,578.20	6,421.80	35.78%
01-4-000130.00 LAND POSTING PERMIT	200.00	45.00	155.00	22.50%
01-4-000140.00 Punch Card - Hartford	0.00	463.50	-463.50	100.00%
Total LICENSE & PERMIT	**13,675.00**	**4,237.70**	**9,437.30**	**30.99%**
01-4-0002 INTERGOVERNMENTAL				
01-4-000201.00 VT HIWAY GAS TAX	168,000.00	44,590.10	123,409.90	26.54%
01-4-000202.00 Hold Harmless State Reven	220,000.00	0.00	220,000.00	0.00%
01-4-000208.00 PILOT	10,000.00	0.00	10,000.00	0.00%
01-4-000209.00 DOI PILT Act	6,500.00	0.00	6,500.00	0.00%
01-4-000210.00 VT NATURAL RESRCS	2,500.00	0.00	2,500.00	0.00%
01-4-000214.00 EDUC TAX RETAINER .225 o	30,000.00	36,157.28	-6,157.28	120.52%
Total INTERGOVERNMENTAL	**437,000.00**	**80,747.38**	**356,252.62**	**18.48%**
01-4-0003 SERVICE FEE				
01-4-000301.00 RECORDING FEE	25,000.00	7,360.00	17,640.00	29.44%
01-4-000303.00 DOCUMENT COPY FEE	2,100.00	838.00	1,262.00	39.90%
01-4-000305.00 USE OF RECRDS FEE	600.00	73.00	527.00	12.17%
01-4-000307.00 VITAL STATISTIC FEE	1,500.00	720.00	780.00	48.00%
01-4-000311.00 PHOTOCOPYING FEE	50.00	0.00	50.00	0.00%
01-4-000320.00 TRACY HALL RNTL FEE	5,600.00	125.00	5,475.00	2.23%
01-4-000325.00 POLICE RPT FEE	500.00	139.00	361.00	27.80%
01-4-000355.00 RECREATION FEES	115,000.00	54,708.00	60,292.00	47.57%
01-4-000355.01 Registration Fee Refunds	0.00	-385.00	385.00	100.00%
01-4-000360.00 TRNSFR STATION STICKERS	40,000.00	42,609.00	-2,609.00	106.52%
01-4-000362.00 MISC SOLID WASTE	3,500.00	0.00	3,500.00	0.00%
01-4-000363.00 E-WASTE	3,800.00	812.00	2,988.00	21.37%
01-4-000364.00 TRASH COUPON	105,000.00	25,630.00	79,370.00	24.41%
01-4-000365.00 RECYCLING REBATES	14,000.00	2,671.69	11,328.31	19.08%
01-4-000366.00 C & D WASTE	15,000.00	5,089.00	9,911.00	33.93%
Total SERVICE FEE	**331,650.00**	**140,389.69**	**191,260.31**	**42.33%**
01-4-0004 GRANT REVENUE				

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-4-000405.00 FEMA GRANT	0.00	337,049.56	-337,049.56	100.00%
01-4-000415.00 CONSERV COMM GRANT	0.00	695.95	-695.95	100.00%
01-4-000417.00 DRY HYDRANT GRANT	7,700.00	0.00	7,700.00	0.00%
01-4-000436.00 OP/DUI (GHSP)	1,200.00	0.00	1,200.00	0.00%
01-4-000481.00 Town Clerk Grants	0.00	5,190.00	-5,190.00	100.00%
Total GRANT REVENUE	**8,900.00**	**342,935.51**	**-334,035.51**	**3,853.21%**
01-4-0008 OTHER TOWN REVENUES				
01-4-000810.00 BANK INTEREST	50,000.00	6,684.54	43,315.46	13.37%
01-4-000813.00 INSURANCE CLAIMS	0.00	1,030.00	-1,030.00	100.00%
01-4-000814.00 FIELD RENTAL	32,000.00	1,040.00	30,960.00	3.25%
Total OTHER TOWN REVENUES	**82,000.00**	**8,754.54**	**73,245.46**	**10.68%**
01-4-001 PUBLIC SAFETY REVENUES				
01-4-001005.00 POLICE FINE	10,000.00	1,915.79	8,084.21	19.16%
01-4-001007.00 PARKING FINE	500.00	0.00	500.00	0.00%
01-4-001008.00 DOG FINE	125.00	0.00	125.00	0.00%
Total PUBLIC SAFETY REVENUES	**10,625.00**	**1,915.79**	**8,709.21**	**18.03%**
01-4-009 MISCELLANEOUS REVENUE				
01-4-009001.00 DAILY OVER/SHORT	0.00	1.00	-1.00	100.00%
01-4-009100.00 TOWN CLRK MISCEL	50.00	58.00	-8.00	116.00%
01-4-009200.00 FIN DEPT MISCEL	0.00	35.00	-35.00	100.00%
01-4-009700.00 HIWAY DEPT MISCEL	0.00	230.00	-230.00	100.00%
01-4-009900.00 MISCELLANEOUS	10,000.00	3,705.75	6,294.25	37.06%
01-4-009901.00 Opioid Settlement Revenue	12,000.00	4,289.65	7,710.35	35.75%
Total MISCELLANEOUS REVENUE	**22,050.00**	**8,319.40**	**13,730.60**	**37.73%**
Total Revenues	**7,231,664.00**	**6,120,093.68**	**1,111,570.32**	**84.63%**
Total General	**7,231,664.00**	**6,120,093.68**	**1,111,570.32**	
Total All Funds	**7,231,664.00**	**6,120,093.68**	**1,111,570.32**	

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-005 TOWN ADMIN. EXPENSE				
01-5-005110.00 SELECTBOARD STIPEND	2,500.00	0.00	2,500.00	0.00%
01-5-005111.00 TOWN MANAGER WAGE	158,062.00	32,870.88	125,191.12	20.80%
01-5-005112.00 Asst. Town Mngr.Wage	72,921.00	15,215.09	57,705.91	20.87%
01-5-005113.00 TREASURER STIPEND	1,800.00	0.00	1,800.00	0.00%
01-5-005114.00 ADMIN ASSIST WAGE	29,134.00	6,119.29	23,014.71	21.00%
01-5-005120.00 CCC Tax	1,060.00	260.15	799.85	24.54%
01-5-005121.00 FICA TAX	16,467.00	3,135.74	13,331.26	19.04%
01-5-005122.00 MEDI TAX	3,762.00	733.34	3,028.66	19.49%
01-5-005123.00 HEALTH INSUR	79,567.00	25,431.24	54,135.76	31.96%
01-5-005124.00 DISABILITY/LIFE INSUR	2,157.00	454.14	1,702.86	21.05%
01-5-005125.00 DENTAL INSURANCE	1,175.00	523.45	651.55	44.55%
01-5-005126.00 VT RETIREMENT	21,262.00	4,988.30	16,273.70	23.46%
01-5-005252.00 TMGR RELOCATION EXPENSE	10,000.00	0.00	10,000.00	0.00%
01-5-005300.00 PROFESS SERV	10,000.00	420.00	9,580.00	4.20%
01-5-005300.10 CONTRACTED SERVICES	0.00	600.00	-600.00	100.00%
01-5-005302.00 VLCT MEMBERSHIP	6,300.00	6,176.00	124.00	98.03%
01-5-005305.00 LEGAL	80,000.00	1,602.00	78,398.00	2.00%
01-5-005310.00 TOWN REPORT	4,500.00	0.00	4,500.00	0.00%
01-5-005531.00 ADMIN TELEPHONE	700.00	64.61	635.39	9.23%
01-5-005532.00 T MNGR CELL PHONE	600.00	74.86	525.14	12.48%
01-5-005538.00 POSTAGE	100.00	0.69	99.31	0.69%
01-5-005540.00 ADVERTISING	1,500.00	194.40	1,305.60	12.96%
01-5-005581.00 MILEAGE	200.00	0.00	200.00	0.00%
01-5-005610.00 OFFICE SUPPLIES	2,000.00	224.14	1,775.86	11.21%
01-5-005611.00 OFFICE EQUIP	500.00	0.00	500.00	0.00%
01-5-005615.00 DUES/MTS/EDUC	4,000.00	795.00	3,205.00	19.88%
01-5-005616.00 Treasurer Conf. & Dues Ex	1,000.00	1,035.64	-35.64	103.56%
01-5-005704.00 Reg Energy Coordinator	32,500.00	15,795.00	16,705.00	48.60%
01-5-005816.00 Des.Fund - Main St Flags	250.00	250.00	0.00	100.00%
01-5-005900.00 MISCELLANEOUS	1,000.00	39.18	960.82	3.92%
Total TOWN ADMIN. EXPENSE	**545,017.00**	**117,003.14**	**428,013.86**	**21.47%**
01-5-010 BCA/BOA EXPENDITURES				
01-5-010538.00 POSTAGE	160.00	25.33	134.67	15.83%
01-5-010610.00 OFFICE SUPPLIES	25.00	0.00	25.00	0.00%
01-5-010615.00 DUES/MTGS/EDUC	50.00	0.00	50.00	0.00%
Total BCA/BOA EXPENDITURES	**235.00**	**25.33**	**209.67**	**10.78%**
01-5-050 STAT MTGS EXPENDITURES				
01-5-050110.00 POLLWORKER STIPEND	400.00	0.00	400.00	0.00%
01-5-050121.00 FICA TAX	25.00	0.00	25.00	0.00%
01-5-050122.00 MEDI TAX	6.00	0.00	6.00	0.00%
01-5-050123.00 CCC Tax	2.00	0.00	2.00	0.00%
01-5-050200.00 CONTRACTED SERVICES	1,000.00	0.00	1,000.00	0.00%
01-5-050538.00 POSTAGE	600.00	90.05	509.95	15.01%
01-5-050540.00 ADVERTISING	200.00	0.00	200.00	0.00%
01-5-050550.00 PRINTING	3,200.00	0.00	3,200.00	0.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-050610.00 OFFICE SUPPLIES	400.00	0.00	400.00	0.00%
01-5-050650.00 VOTING MACHINE	100.00	0.00	100.00	0.00%
01-5-050652.00 VOTING MACH MAINT AGRMT	400.00	0.00	400.00	0.00%
01-5-050655.00 VTG MCHN PROGRAMG	2,000.00	0.00	2,000.00	0.00%
Total STAT MTGS EXPENDITURES	**8,333.00**	**90.05**	**8,242.95**	**1.08%**
01-5-100 TOWN CLERK EXPENDITURES				
01-5-100110.00 TOWN CLERK WAGE	78,107.00	16,459.20	61,647.80	21.07%
01-5-100112.00 ASST CLK WAGE	58,271.00	15,569.91	42,701.09	26.72%
01-5-100120.00 CCC Tax	600.00	126.06	473.94	21.01%
01-5-100121.00 FICA TAX	8,455.00	1,890.42	6,564.58	22.36%
01-5-100122.00 MEDI TAX	1,977.00	442.11	1,534.89	22.36%
01-5-100123.00 HEALTH INS	56,971.00	11,703.99	45,267.01	20.54%
01-5-100124.00 DISABILITY/LIFE INS	1,378.00	192.66	1,185.34	13.98%
01-5-100125.00 DENTAL INSURANCE	940.00	331.35	608.65	35.25%
01-5-100126.00 VT RETIREMENT	9,887.00	2,011.33	7,875.67	20.34%
01-5-100207.00 DOG/CAT LICENSE	350.00	0.00	350.00	0.00%
01-5-100209.00 VITAL STATISTICS	50.00	0.00	50.00	0.00%
01-5-100531.00 TELEPHONE	600.00	64.61	535.39	10.77%
01-5-100538.00 POSTAGE	150.00	0.00	150.00	0.00%
01-5-100550.00 PRINTING	200.00	168.75	31.25	84.38%
01-5-100610.00 OFFICE SUPPLIES	1,200.00	654.38	545.62	54.53%
01-5-100611.00 OFFICE EQUIPMENT	500.00	199.98	300.02	40.00%
01-5-100613.00 SOFTWARE	5,600.00	1,889.24	3,710.76	33.74%
01-5-100615.00 DUES/MTGS/EDUC	3,300.00	3,190.15	109.85	96.67%
01-5-100758.00 DES. FUND-RECORD RESTORAT	5,000.00	5,000.00	0.00	100.00%
01-5-100760.00 DESIGNATED FUND- EQUIP	8,650.00	8,650.00	0.00	100.00%
Total TOWN CLERK EXPENDITURES	**242,186.00**	**68,544.14**	**173,641.86**	**28.30%**
01-5-200 FINANCE DEPARTMENT				
01-5-200112.00 FINL ASSISTANT WAGE	62,346.00	12,735.36	49,610.64	20.43%
01-5-200112.10 FINANCE OFFICER WAGE	100,182.00	20,946.72	79,235.28	20.91%
01-5-200120.00 CCC Tax	650.00	137.12	512.88	21.10%
01-5-200121.00 FICA TAX	10,077.00	2,085.77	7,991.23	20.70%
01-5-200122.00 MEDI TAX	2,308.00	487.80	1,820.20	21.14%
01-5-200123.00 HEALTH INS	24,038.00	9,181.87	14,856.13	38.20%
01-5-200124.00 DISABILITY/LIFE INS	1,484.00	373.32	1,110.68	25.16%
01-5-200125.00 DENTAL INSURANCE	940.00	159.16	780.84	16.93%
01-5-200126.00 VT RETIREMENT	11,783.00	3,045.18	8,737.82	25.84%
01-5-200320.00 PROFESS SERVICES	4,000.00	1,152.90	2,847.10	28.82%
01-5-200322.00 INDEPENDENT AUDIT	40,000.00	0.00	40,000.00	0.00%
01-5-200531.00 TELEPHONE	600.00	64.61	535.39	10.77%
01-5-200550.00 PRINTING	160.00	0.00	160.00	0.00%
01-5-200610.00 OFFICE SUPPLIES	1,300.00	471.32	828.68	36.26%
01-5-200613.00 SOFTWARE	4,800.00	3,825.75	974.25	79.70%
01-5-200615.00 DUES/MTGS/EDUC	1,000.00	134.00	866.00	13.40%
01-5-200711.00 BANK	625.00	165.17	459.83	26.43%
Total FINANCE DEPARTMENT	**266,293.00**	**54,966.05**	**211,326.95**	**20.64%**

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-275 GEN ADMIN EXPENDITURES				
01-5-275531.00 TELEPHONE	800.00	361.88	438.12	45.24%
01-5-275536.00 POSTAGE METER RENTAL	750.00	230.64	519.36	30.75%
01-5-275538.00 POSTAGE	3,700.00	786.84	2,913.16	21.27%
01-5-275610.00 OFFICE SUPPLIES	1,000.00	421.73	578.27	42.17%
01-5-275620.00 PHOTOCOPIER	1,700.00	0.00	1,700.00	0.00%
01-5-275627.00 Remote Meeting Services	6,500.00	1,075.62	5,424.38	16.55%
01-5-275628.00 COMPUTER SOFTWARE	500.00	0.00	500.00	0.00%
01-5-275630.00 COMPUTER HARDWARE	4,000.00	0.00	4,000.00	0.00%
01-5-275631.00 WEB SITE SUPPORT	400.00	0.00	400.00	0.00%
01-5-275632.00 SERVER MAINTENANCE	45,000.00	14,237.02	30,762.98	31.64%
01-5-275760.00 DESIGNATED FUND-EQUIP	5,000.00	5,000.00	0.00	100.00%
01-5-275762.00 Designated Fund - 51	50,000.00	50,000.00	0.00	100.00%
Total GEN ADMIN EXPENDITURES	**119,350.00**	**72,113.73**	**47,236.27**	**60.42%**
01-5-300 LISTER EXPENDITURES				
01-5-300115.00 Lister Office Wages	31,500.00	32,334.03	-834.03	102.65%
01-5-300120.00 CCC Tax	139.00	77.00	62.00	55.40%
01-5-300121.00 FICA TAX	1,953.00	2,004.73	-51.73	102.65%
01-5-300122.00 MEDI TAX	457.00	468.84	-11.84	102.59%
01-5-300300.00 Prof.Assessor Srvcs.	25,000.00	1,824.00	23,176.00	7.30%
01-5-300360.00 SOFTWARE MAINT/UPDATE	16,250.00	6,564.91	9,685.09	40.40%
01-5-300531.00 TELEPHONE	600.00	64.61	535.39	10.77%
01-5-300538.00 POSTAGE	300.00	220.32	79.68	73.44%
01-5-300540.00 ADVERTISING	200.00	0.00	200.00	0.00%
01-5-300550.00 PRINTING	100.00	6.00	94.00	6.00%
01-5-300580.00 MILEAGE REIMB	200.00	59.36	140.64	29.68%
01-5-300610.00 OFFICE SUPPLIES	200.00	43.75	156.25	21.88%
01-5-300611.00 OFFICE EQUIPMENT	200.00	0.00	200.00	0.00%
01-5-300615.00 DUES/MTGS/EDUC	300.00	298.00	2.00	99.33%
01-5-300760.00 DESIGNATED FUND-REAPPR	40,000.00	40,000.00	0.00	100.00%
Total LISTER EXPENDITURES	**117,399.00**	**83,965.55**	**33,433.45**	**71.52%**
01-5-350 PLANNING DEPT EXPENDITURE				
01-5-350110.00 P&Z Director Wage	92,098.00	18,900.00	73,198.00	20.52%
01-5-350112.00 OFFICE ASST. WAGE	35,735.00	9,492.30	26,242.70	26.56%
01-5-350120.00 CCC Tax	562.00	118.72	443.28	21.12%
01-5-350121.00 FICA TAX	7,926.00	1,759.05	6,166.95	22.19%
01-5-350122.00 MEDI TAX	1,854.00	411.39	1,442.61	22.19%
01-5-350123.00 HEALTH INS	12,019.00	3,182.68	8,836.32	26.48%
01-5-350124.00 DISABILITY/LIFE INS	788.00	217.02	570.98	27.54%
01-5-350125.00 DENTAL INSURANCE	940.00	159.16	780.84	16.93%
01-5-350126.00 VT RETIREMENT	9,268.00	1,517.21	7,750.79	16.37%
01-5-350320.00 PLANNING SERVICES	5,000.00	0.00	5,000.00	0.00%
01-5-350321.00 TWO RIVER PLANNING COMM.	6,250.00	6,249.00	1.00	99.98%
01-5-350322.00 U.V. TRANSPORTATION MGMT	1,150.00	0.00	1,150.00	0.00%
01-5-350341.00 MAPPING	2,000.00	0.00	2,000.00	0.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-350419.00 PLANNING GRANT	5,000.00	0.00	5,000.00	0.00%
01-5-350531.00 TELEPHONE	600.00	64.60	535.40	10.77%
01-5-350538.00 POSTAGE	500.00	78.46	421.54	15.69%
01-5-350540.00 ADVERTISING	600.00	228.60	371.40	38.10%
01-5-350550.00 PRINTING	200.00	0.00	200.00	0.00%
01-5-350580.00 MILEAGE REIMB	400.00	0.00	400.00	0.00%
01-5-350610.00 OFFICE SUPPLIES	750.00	0.00	750.00	0.00%
01-5-350611.00 OFFICE EQUIPMENT	2,000.00	0.00	2,000.00	0.00%
01-5-350612.00 Sotware Expense	500.00	0.00	500.00	0.00%
01-5-350615.00 DUES/MTGS/EDUC	500.00	0.00	500.00	0.00%
Total PLANNING DEPT EXPENDITURE	**186,640.00**	**42,378.19**	**144,261.81**	**22.71%**
01-5-425 RECREA DEPT EXPENDITURES				
01-5-4251 ADMINISTRATION				
01-5-425110.00 RECREATION DIR WAGE	84,385.00	17,811.36	66,573.64	21.11%
01-5-425120.00 CCC Tax	371.00	72.61	298.39	19.57%
01-5-425121.00 FICA TAX	5,232.00	1,679.12	3,552.88	32.09%
01-5-425122.00 MEDI TAX	1,224.00	392.72	831.28	32.08%
01-5-425124.00 DISABILITY/LIFE INSUR	813.00	202.77	610.23	24.94%
01-5-425125.00 DENTAL INSURANCE	470.00	0.00	470.00	0.00%
01-5-425126.00 VT RETIREMENT	6,118.00	1,429.81	4,688.19	23.37%
01-5-425127.00 TELEPHONE	1,116.00	139.48	976.52	12.50%
01-5-425128.00 POSTAGE	52.00	0.00	52.00	0.00%
01-5-425140.00 ADVERTISING	200.00	0.00	200.00	0.00%
01-5-425150.00 PRINTING	80.00	0.00	80.00	0.00%
01-5-425160.00 DUES/MTGS/EDUC	1,000.00	440.00	560.00	44.00%
01-5-425170.00 OFFICE EQUIPMENT	57.00	0.00	57.00	0.00%
01-5-425180.00 MILEAGE REIMBURSEMENT	275.00	0.00	275.00	0.00%
01-5-425182.00 OFFICE SUPPLIES	200.00	54.99	145.01	27.50%
Total ADMINISTRATION	**101,593.00**	**22,222.86**	**79,370.14**	**21.87%**
01-5-4252 PROGRAM				
01-5-425200.00 Instructor/Contractor Fee	20,000.00	4,850.50	15,149.50	24.25%
01-5-425206.00 COACHING EXPENSES	831.00	109.70	721.30	13.20%
01-5-425208.00 HATS/T-SHIRTS	3,115.00	0.00	3,115.00	0.00%
01-5-425211.00 EQUIP.& SUPPLIES	6,500.00	3,010.51	3,489.49	46.32%
01-5-425212.00 Program Wage	42,000.00	30,384.50	11,615.50	72.34%
01-5-425214.00 REFERREE/UMPIRE	7,000.00	0.00	7,000.00	0.00%
01-5-425216.00 ENTRY FEE -Tournament	1,500.00	300.00	1,200.00	20.00%
01-5-425218.00 REGISTRATION	6,000.00	0.00	6,000.00	0.00%
01-5-425219.00 Facilitly Rental Fee Expe	19,000.00	680.00	18,320.00	3.58%
01-5-425220.00 SPECIAL EVENTS /SUPPLIES	2,200.00	401.33	1,798.67	18.24%
01-5-425221.00 FICA TAX	2,604.00	1,335.75	1,268.25	51.30%
01-5-425222.00 MEDI TAX	609.00	213.91	395.09	35.12%
01-5-425223.00 CCC Tax	185.00	93.10	91.90	50.32%
01-5-425244.00 UNIFORMS	1,500.00	0.00	1,500.00	0.00%
Total PROGRAM	**113,044.00**	**41,379.30**	**71,664.70**	**36.60%**

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-4253 RECREATION FACILITIES				
01-5-425322.00 REC FIELD CARE	7,200.00	-258.03	7,458.03	-3.58%
01-5-425324.00 HNTLY LINE MARKING	5,500.00	0.00	5,500.00	0.00%
01-5-425326.00 PORTABLE TOILET	4,250.00	1,937.50	2,312.50	45.59%
01-5-425328.00 ICE RINK	3,500.00	0.00	3,500.00	0.00%
01-5-425330.00 REPAIRS,MAINT&Site Wrk	3,000.00	551.21	2,448.79	18.37%
01-5-425332.00 WATER USAGE	467.00	0.00	467.00	0.00%
01-5-425345.00 SITE WORK	250.00	0.00	250.00	0.00%
01-5-425360.00 DESIGNATED FUND-T COURTS	10,000.00	10,000.00	0.00	100.00%
01-5-425362.00 Desig.Rec.Facility(Fund 0	15,000.00	15,000.00	0.00	100.00%
Total RECREATION FACILITIES	**49,167.00**	**27,230.68**	**21,936.32**	**55.38%**
Total RECREA DEPT EXPENDITURES	**263,804.00**	**90,832.84**	**172,971.16**	**34.43%**
01-5-485 PUBLIC SAFETY FACILITY				
01-5-485232.00 WATER USAGE	1,500.00	0.00	1,500.00	0.00%
01-5-485233.00 ELECTRICITY	10,000.00	2,096.58	7,903.42	20.97%
01-5-485234.00 HEATING	4,800.00	0.00	4,800.00	0.00%
01-5-485238.00 PHONE & INTERNET	6,500.00	1,790.67	4,709.33	27.55%
01-5-485301.00 BUILDING SUPPLIES	1,500.00	211.14	1,288.86	14.08%
01-5-485302.00 REPAIRS & MAINTENANCE	7,500.00	0.00	7,500.00	0.00%
01-5-485303.00 ALARM MONITORING	1,750.00	0.00	1,750.00	0.00%
01-5-485304.00 CLEANING	12,000.00	1,502.66	10,497.34	12.52%
01-5-485760.00 DESIGNATED FUND-POLICE ST	15,000.00	15,000.00	0.00	100.00%
Total PUBLIC SAFETY FACILITY	**60,550.00**	**20,601.05**	**39,948.95**	**34.02%**
01-5-500 POLICE DEPT EXPENDITURES				
01-5-5001 WAGES & BENEFITS				
01-5-500110.00 POLICE CHIEF WAGE	108,374.00	22,506.51	85,867.49	20.77%
01-5-500112.00 POLICE OFFICER WAGE	216,085.00	39,195.68	176,889.32	18.14%
01-5-500112.10 ON-CALL WAGES	3,648.00	0.00	3,648.00	0.00%
01-5-500113.00 OVERTIME OFFICER WAGE	18,475.00	1,312.16	17,162.84	7.10%
01-5-500114.00 ADMINISTRATIVE WAGE	64,599.00	14,569.32	50,029.68	22.55%
01-5-500115.00 PARTTIME OFFICER WAGE	5,000.00	0.00	5,000.00	0.00%
01-5-500116.00 CROSSING GUARD WAGE	20,000.00	1,159.96	18,840.04	5.80%
01-5-500117.00 GOVERNOR'S HWY SAFETY GRA	0.00	461.76	-461.76	100.00%
01-5-500120.10 CCC Tax	1,919.00	306.91	1,612.09	15.99%
01-5-500121.00 FICA TAX	27,043.00	4,869.97	22,173.03	18.01%
01-5-500122.00 MEDI TAX	6,325.00	1,138.91	5,186.09	18.01%
01-5-500123.00 HEALTH INS	103,606.00	14,085.26	89,520.74	13.60%
01-5-500124.00 DISABILITY/LIFE INS	3,258.00	786.60	2,471.40	24.14%
01-5-500125.00 DELTA DENTAL	1,881.00	874.37	1,006.63	46.48%
01-5-500126.00 VT RETIREMENT	31,192.00	7,088.67	24,103.33	22.73%
Total WAGES & BENEFITS	**611,405.00**	**108,356.08**	**503,048.92**	**17.72%**

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-5002 COMMUNITY POLICING				
01-5-500201.00 ANIMAL CONT/LEASH LAW	3,000.00	0.00	3,000.00	0.00%
01-5-500202.00 COMMUNITY RELATNS	1,500.00	49.17	1,450.83	3.28%
01-5-500204.00 SPEED SIGNS	5,000.00	262.10	4,737.90	5.24%
Total COMMUNITY POLICING	**9,500.00**	**311.27**	**9,188.73**	**3.28%**
01-5-5003 EQUIPMENT & MAINTENANCE				
01-5-500301.00 RADIO MAINTENANCE	500.00	0.00	500.00	0.00%
01-5-500302.00 PETROLEUM PRODUCTS	12,500.00	2,487.93	10,012.07	19.90%
01-5-500304.00 CRUISER VIDEO EQUIP	13,371.00	0.00	13,371.00	0.00%
01-5-500306.00 CRUISER MAINT	10,000.00	20.00	9,980.00	0.20%
01-5-500308.00 CRUISER SUPPLIES	1,000.00	278.13	721.87	27.81%
01-5-500309.00 Capital Lease Equip. Expe	35,000.00	0.00	35,000.00	0.00%
Total EQUIPMENT & MAINTENANCE	**72,371.00**	**2,786.06**	**69,584.94**	**3.85%**
01-5-5004 GRANTS				
Total GRANTS	**0.00**	**0.00**	**0.00**	**0.00%**
01-5-5005 SUPPORT				
01-5-500501.00 ADMINISTRATION	10,000.00	3,356.94	6,643.06	33.57%
01-5-500535.00 VIBRS	6,000.00	0.00	6,000.00	0.00%
01-5-500536.00 DISPATCH SERVICES	100,000.00	13,231.22	86,768.78	13.23%
01-5-500537.00 IT SUPPORT	11,500.00	2,801.80	8,698.20	24.36%
01-5-500538.00 TRAINING	7,500.00	0.00	7,500.00	0.00%
01-5-500543.00 TRAINING SUPPLIES	10,000.00	5,453.07	4,546.93	54.53%
01-5-500580.00 MILEAGE REIMB	250.00	0.00	250.00	0.00%
01-5-500581.00 DUES/MTGS/EDUC	2,500.00	0.00	2,500.00	0.00%
01-5-500582.00 UNIFORMS	7,500.00	1,145.30	6,354.70	15.27%
01-5-500583.00 UNIFORMS CLEANING	2,000.00	0.00	2,000.00	0.00%
01-5-500584.00 BULLET PROOF VESTS	3,000.00	0.00	3,000.00	0.00%
Total SUPPORT	**160,250.00**	**25,988.33**	**134,261.67**	**16.22%**
01-5-5007 CAPITAL EXPENDITURES				
01-5-500701.00 DESIGNATED FUND-SPEC EQUI	11,000.00	11,000.00	0.00	100.00%
01-5-500702.00 DESIGNATED FUND-CRUISER	35,000.00	35,000.00	0.00	100.00%
Total CAPITAL EXPENDITURES	**46,000.00**	**46,000.00**	**0.00**	**100.00%**
Total POLICE DEPT EXPENDITURES	**899,526.00**	**183,441.74**	**716,084.26**	**20.39%**
01-5-555 FIRE/FAST DEPT. EXPENSES				
01-5-5551 FIRE WAGES				
01-5-555108.00 FIRE CHIEF WAGES	83,298.00	17,643.06	65,654.94	21.18%
01-5-555110.00 FIRE OFFICER STIPEND	2,100.00	0.00	2,100.00	0.00%
01-5-555112.00 FIREFIGHTERS WAGE	32,000.00	5,804.58	26,195.42	18.14%
01-5-555114.00 FF DRILLS/MTGS WAGE	2,000.00	480.00	1,520.00	24.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-555120.00 CCC Tax	525.00	102.54	422.46	19.53%
01-5-555121.00 FICA TAX	7,403.00	1,496.03	5,906.97	20.21%
01-5-555122.00 MEDI TAX	1,731.00	354.28	1,376.72	20.47%
01-5-555123.00 HEALTH INSURANCE	9,014.00	3,191.40	5,822.60	35.40%
01-5-555124.00 DISABILITY/LIFE INSURANCE	779.00	188.19	590.81	24.16%
01-5-555125.00 VT RETIREMENT	6,039.00	1,413.48	4,625.52	23.41%
01-5-555126.00 DENTAL INSURANCE	470.00	159.16	310.84	33.86%
Total FIRE WAGES	**145,359.00**	**30,832.72**	**114,526.28**	**21.21%**
01-5-5552 EMS WAGES				
01-5-555212.00 EMS WAGE	8,500.00	2,141.34	6,358.66	25.19%
01-5-555215.00 EMS DRILL WAGE	1,500.00	260.00	1,240.00	17.33%
01-5-555221.00 EMS FICA TAX	620.00	100.43	519.57	16.20%
01-5-555222.00 EMS MEDI TAX	145.00	19.15	125.85	13.21%
01-5-555223.00 CCC Tax	44.00	0.92	43.08	2.09%
Total EMS WAGES	**10,809.00**	**2,521.84**	**8,287.16**	**23.33%**
01-5-5553 EDUCATION & TRAINING				
01-5-555338.00 FIRE EDUC/TRAINING	900.00	120.00	780.00	13.33%
01-5-555340.00 EMS EDUC/TRNG	1,200.00	0.00	1,200.00	0.00%
01-5-555342.00 FIRE DUES/MTGS/EDUC	500.00	25.00	475.00	5.00%
Total EDUCATION & TRAINING	**2,600.00**	**145.00**	**2,455.00**	**5.58%**
01-5-5554 TOOLS & EQUIPMENT				
01-5-555422.00 FIRE TOOLS & EQUIPMENT	4,500.00	2,220.72	2,279.28	49.35%
01-5-555424.00 EMS TOOLS/ EQUIP	2,200.00	342.60	1,857.40	15.57%
01-5-555426.00 RADIO PURCH/REPAIR	800.00	0.00	800.00	0.00%
Total TOOLS & EQUIPMENT	**7,500.00**	**2,563.32**	**4,936.68**	**34.18%**
01-5-5555 MAINTENANCE				
01-5-555528.00 FIRE TRK R & M	18,500.00	0.00	18,500.00	0.00%
01-5-555528.07 R&M 7 Tanker	0.00	2,930.00	-2,930.00	100.00%
01-5-555528.12 R&M 19 F550	0.00	322.03	-322.03	100.00%
01-5-555528.16 R&M Engine 1	0.00	599.14	-599.14	100.00%
01-5-555530.00 EQUIPMENT MAINTENANCE	4,000.00	0.00	4,000.00	0.00%
01-5-555532.00 RADIO MAINTENANCE	500.00	0.00	500.00	0.00%
01-5-555534.00 SOFTWARE MAINTENANCE	3,200.00	3,003.93	196.07	93.87%
01-5-555538.00 PETROLEUM PRODUCTS	4,600.00	572.17	4,027.83	12.44%
Total MAINTENANCE	**30,800.00**	**7,427.27**	**23,372.73**	**24.11%**
01-5-5556 SUPPORT				
01-5-555614.00 RECRUITMENT	100.00	0.00	100.00	0.00%
01-5-555618.00 POSTAGE	25.00	0.00	25.00	0.00%
01-5-555619.00 FIRE PREV BOOKS & MATERIA	100.00	0.00	100.00	0.00%
01-5-555620.00 FIREFIGHTERS CASUL INS	4,500.00	0.00	4,500.00	0.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-555625.00 TELEPHONE & INTERNET	2,000.00	382.88	1,617.12	19.14%
01-5-555630.00 OFFICE SUPPLIES	700.00	111.98	588.02	16.00%
01-5-555632.00 DISPATCH SERVICE	31,702.00	15,656.43	16,045.57	49.39%
01-5-555633.00 UNIFORM	260.00	0.00	260.00	0.00%
01-5-555634.00 HYDRANT RENTAL	36,000.00	614.94	35,385.06	1.71%
01-5-555635.00 DRY HYDRANT	500.00	10.48	489.52	2.10%
01-5-555636.00 OSHA COMPLIANCE	600.00	483.00	117.00	80.50%
Total SUPPORT	**76,487.00**	**17,259.71**	**59,227.29**	**22.57%**
01-5-5557 CAPITAL EXPENDITURES				
01-5-555758.00 DESIGNATED FUND-APPARATUS	126,000.00	126,000.00	0.00	100.00%
01-5-555760.00 DESIGNATED FUND-EQUIPMENT	33,075.00	33,075.00	0.00	100.00%
Total CAPITAL EXPENDITURES	**159,075.00**	**159,075.00**	**0.00**	**100.00%**
01-5-5558 GRANT EXPENSE				
Total GRANT EXPENSE	**0.00**	**0.00**	**0.00**	**0.00%**
01-5-5559 AMBULANCE SERVICES				
01-5-555901.00 AMBULANCE CONTRACT	170,664.00	44,100.65	126,563.35	25.84%
01-5-555903.00 AMBULANCE BILLS	5,000.00	0.00	5,000.00	0.00%
Total AMBULANCE SERVICES	**175,664.00**	**44,100.65**	**131,563.35**	**25.11%**
Total FIRE/FAST DEPT. EXPENSES	**608,294.00**	**263,925.51**	**344,368.49**	**43.39%**
01-5-575 EMERGENCY MANAGEMENT				
01-5-575233.00 TOWER POWER	1,900.00	294.10	1,605.90	15.48%
01-5-575610.00 EMERG MNGMT SUPPLIES	180.00	33.97	146.03	18.87%
01-5-575612.00 GENERATOR FUEL	250.00	221.52	28.48	88.61%
01-5-575622.00 EMERG GEN INSTALL	200.00	0.00	200.00	0.00%
01-5-575630.00 BASE RADIO MAINTENANCE	2,600.00	0.00	2,600.00	0.00%
01-5-575740.00 DESIGNATED FUND-GENERATOR	30,000.00	30,000.00	0.00	100.00%
Total EMERGENCY MANAGEMENT	**35,130.00**	**30,549.59**	**4,580.41**	**86.96%**
01-5-650 CONSERVATION				
01-5-650615.00 DUES/MTGS/EDUC	200.00	0.00	200.00	0.00%
01-5-650620.00 SPKRS/PUBLIC INFO	1,250.00	0.00	1,250.00	0.00%
01-5-650625.00 PUBLICITY	750.00	0.00	750.00	0.00%
01-5-650630.00 TRAILS	1,800.00	0.00	1,800.00	0.00%
01-5-650635.00 MILT FRYE NATURE AREA	1,500.00	0.00	1,500.00	0.00%
01-5-650700.00 NATRL RESRCS INVEN	1,000.00	0.00	1,000.00	0.00%
01-5-650710.00 PROJECT RESTORATION	2,000.00	179.99	1,820.01	9.00%
01-5-650727.00 WOMENS CLUB GRANT	0.00	695.95	-695.95	100.00%
Total CONSERVATION	**8,500.00**	**875.94**	**7,624.06**	**10.31%**

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-651 Solid Waste Committee				
01-5-651550.00 Printng	250.00	0.00	250.00	0.00%
01-5-651610.00 Software License	600.00	0.00	600.00	0.00%
01-5-651620.00 Information/Signs/Sand.Bo	1,500.00	0.00	1,500.00	0.00%
Total Solid Waste Committee	**2,350.00**	**0.00**	**2,350.00**	**0.00%**
01-5-652 Energy Committee				
01-5-652610.00 Supplies	1,800.00	0.00	1,800.00	0.00%
Total Energy Committee	**1,800.00**	**0.00**	**1,800.00**	**0.00%**
01-5-675 CEMETERY COMMISSION				
Total CEMETERY COMMISSION	**0.00**	**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	22,576.32	84,910.68	21.00%
01-5-703111.00 ADMINISTRATIVE ASSIST	29,134.00	6,119.28	23,014.72	21.00%
01-5-703112.00 ROAD CREW WAGES	336,556.00	57,979.29	278,576.71	17.23%
01-5-703114.00 ROAD CREW OVERTIME	56,238.00	346.95	55,891.05	0.62%
01-5-703116.00 PAGER COMPENSATION	5,743.00	1,072.52	4,670.48	18.68%
01-5-703120.00 CCC Tax	2,355.00	312.41	2,042.59	13.27%
01-5-703121.00 FICA	33,253.00	5,194.67	28,058.33	15.62%
01-5-703122.00 MEDICARE	7,687.00	1,214.87	6,472.13	15.80%
01-5-703123.00 HEALTH INSUR	141,105.00	31,641.81	109,463.19	22.42%
01-5-703124.00 DISABILITY/LIFE	4,531.00	919.05	3,611.95	20.28%
01-5-703125.00 DENTAL INSURANCE	3,056.00	846.25	2,209.75	27.69%
01-5-703126.00 RETIREMENT	38,436.00	6,926.41	31,509.59	18.02%
Total HIGHWAY WAGES & BENEFITS	**765,581.00**	**135,149.83**	**630,431.17**	**17.65%**
01-5-7032 MATERIALS				
01-5-703201.00 SALT & CHEMICALS	125,000.00	0.00	125,000.00	0.00%
01-5-703203.00 SAND	130,000.00	16,590.41	113,409.59	12.76%
01-5-703205.00 DUST CONTROL	25,000.00	21,381.93	3,618.07	85.53%
01-5-703207.00 GRAVEL & STONE	65,000.00	27,881.25	37,118.75	42.89%
01-5-703209.00 CULVERTS & ROAD SUPPLIES	25,000.00	38.30	24,961.70	0.15%
01-5-703211.00 ASPHALT PRODUCTS	3,500.00	329.82	3,170.18	9.42%
01-5-703213.00 BRIDGE REPAIR & MAINT.	5,000.00	0.00	5,000.00	0.00%
01-5-703215.00 OTHER PROJECTS	8,000.00	4,105.93	3,894.07	51.32%
01-5-703217.00 SIGNS	2,500.00	0.00	2,500.00	0.00%
Total MATERIALS	**389,000.00**	**70,327.64**	**318,672.36**	**18.08%**
01-5-7033 CONTRACTED SERVICES				
01-5-703301.00 PLOWING & SANDING	108,000.00	0.00	108,000.00	0.00%
01-5-703303.00 ROAD SWEEPING	2,700.00	0.00	2,700.00	0.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-703305.00 LEAF REMOVAL	3,000.00	0.00	3,000.00	0.00%
01-5-703307.00 STREETLIGHTS	15,600.00	2,498.38	13,101.62	16.02%
01-5-703309.00 TREE CUTTING & REMOVAL	12,000.00	0.00	12,000.00	0.00%
01-5-703311.00 UNIFORMS	15,000.00	3,585.98	11,414.02	23.91%
01-5-703313.00 PAVING	10,000.00	0.00	10,000.00	0.00%
01-5-703315.00 OTHER PROJECTS	16,000.00	245.00	15,755.00	1.53%
01-5-703317.00 CRACK SEALING	19,000.00	0.00	19,000.00	0.00%
01-5-703319.00 PAVEMENT MARKING	20,000.00	4,174.00	15,826.00	20.87%
01-5-703321.00 BRIDGES	55,000.00	17,680.08	37,319.92	32.15%
01-5-703322.00 Culverts	10,000.00	1,838.00	8,162.00	18.38%
01-5-703323.00 Roadway&Ped.Safety Exp	3,000.00	0.00	3,000.00	0.00%
Total CONTRACTED SERVICES	**289,300.00**	**30,021.44**	**259,278.56**	**10.38%**
01-5-7034 EQUIPMENT				
01-5-703401.00 OUTSIDE REPAIRS	58,500.00	4,023.40	54,476.60	6.88%
01-5-703403.00 PARTS & SUPPLIES	69,000.00	3,989.58	65,010.42	5.78%
01-5-703405.00 PETROLEUM PRODUCTS	50,000.00	8,592.49	41,407.51	17.18%
01-5-703407.00 Equipment Rental	8,000.00	0.00	8,000.00	0.00%
Total EQUIPMENT	**185,500.00**	**16,605.47**	**168,894.53**	**8.95%**
01-5-7035 HIGHWAY GARAGE				
01-5-703501.00 ELECTRICITY	2,600.00	297.21	2,302.79	11.43%
01-5-703503.00 PROPANE	6,500.00	498.69	6,001.31	7.67%
01-5-703505.00 TELEPHONE	4,000.00	1,093.21	2,906.79	27.33%
01-5-703507.00 SUPPLIES	7,000.00	2,119.76	4,880.24	30.28%
01-5-703509.00 ALARM MONITORING	3,300.00	0.00	3,300.00	0.00%
01-5-703511.00 REPAIRS & MAINTENANCE	12,000.00	400.50	11,599.50	3.34%
01-5-703513.00 TOOLS	8,000.00	0.00	8,000.00	0.00%
01-5-703515.00 ADMINISTRATION	5,500.00	119.97	5,380.03	2.18%
Total HIGHWAY GARAGE	**48,900.00**	**4,529.34**	**44,370.66**	**9.26%**
01-5-7036 CAPITAL EXPENDITURES				
01-5-703601.00 DESIGNATED FUND-EQUIPMENT	250,000.00	250,000.00	0.00	100.00%
01-5-703605.00 DESIGNATED FUND-PAVING	100,000.00	100,000.00	0.00	100.00%
01-5-703607.00 DESIGNATED FUND-BRIDGES	150,000.00	150,000.00	0.00	100.00%
01-5-703609.00 DESIGNATED FUND-GARAGE	50,000.00	50,000.00	0.00	100.00%
01-5-703610.00 Desinated Fund - Culverts	200,000.00	200,000.00	0.00	100.00%
01-5-703611.00 Desig.Road&Ped.Safety	10,000.00	10,000.00	0.00	100.00%
Total CAPITAL EXPENDITURES	**760,000.00**	**760,000.00**	**0.00**	**100.00%**
01-5-7037 GRANTS				
01-5-703703.00 FEMA GRANT - Hemlock Rd	0.00	310,354.55	-310,354.55	100.00%
01-5-703703.01 FEMA GRANT KateWallace	0.00	208,346.06	-208,346.06	100.00%
01-5-703703.02 FEMA GRANT Norford Lake	0.00	275,018.07	-275,018.07	100.00%
01-5-703703.03 FEMA Grant Podunk/Illsley	0.00	124,694.78	-124,694.78	100.00%
01-5-703716.00 VT State Emergency Grant	0.00	13,585.30	-13,585.30	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total GRANTS	**0.00**	**931,998.76**	**-931,998.76**	**100.00%**
Total HIGHWAY DIVISION	**2,438,281.00**	**1,948,632.48**	**489,648.52**	**79.92%**
01-5-704 BUILDINGS & GROUNDS DIVIS				
01-5-7041 B & G WAGES & BENEFITS				
01-5-704113.00 BUILDINGS & GROUNDS WAGES	113,273.00	13,296.08	99,976.92	11.74%
01-5-704114.00 OT BLDGS & GROUNDS	6,796.00	0.00	6,796.00	0.00%
01-5-704116.00 PAGER COMPENSATION	1,644.00	850.31	793.69	51.72%
01-5-704120.00 CCC Tax	536.00	95.66	440.34	17.85%
01-5-704121.00 FICA	7,546.00	1,005.05	6,540.95	13.32%
01-5-704122.00 MEDICARE	1,765.00	235.04	1,529.96	13.32%
01-5-704123.00 HEALTH INSURANCE	57,812.00	16,953.20	40,858.80	29.32%
01-5-704124.00 DISABILITY/LIFE	1,171.00	301.38	869.62	25.74%
01-5-704125.00 DENTAL INSURANCE	940.00	353.47	586.53	37.60%
01-5-704126.00 RETIREMENT	8,824.00	1,273.92	7,550.08	14.44%
Total B & G WAGES & BENEFITS	**200,307.00**	**34,364.11**	**165,942.89**	**17.16%**
01-5-7042 MATERIALS				
01-5-704201.00 GARDEN SUPPLIES & PLANTS	1,635.00	0.00	1,635.00	0.00%
Total MATERIALS	**1,635.00**	**0.00**	**1,635.00**	**0.00%**
01-5-7043 CONTRACTED SERVICES				
01-5-704311.00 UNIFORMS	5,500.00	970.00	4,530.00	17.64%
Total CONTRACTED SERVICES	**5,500.00**	**970.00**	**4,530.00**	**17.64%**
01-5-7044 EQUIPMENT				
01-5-704401.00 OUTSIDE REPAIRS	2,100.00	0.00	2,100.00	0.00%
01-5-704403.00 PARTS & SUPPLIES	2,600.00	385.86	2,214.14	14.84%
01-5-704405.00 PETROLEUM PRODUCTS	2,000.00	440.23	1,559.77	22.01%
01-5-704413.00 TOOLS	575.00	49.99	525.01	8.69%
Total EQUIPMENT	**7,275.00**	**876.08**	**6,398.92**	**12.04%**
01-5-7046 CAPITAL EXPENDITURES				
01-5-704601.00 DESIGNATED FUND-EQUIPMENT	5,000.00	5,000.00	0.00	100.00%
Total CAPITAL EXPENDITURES	**5,000.00**	**5,000.00**	**0.00**	**100.00%**
Total BUILDINGS & GROUNDS DIVIS	**219,717.00**	**41,210.19**	**178,506.81**	**18.76%**
01-5-705 SOLID WASTE DIVISION				
01-5-7051 SW WAGES & BENEFITS				
01-5-705112.00 TRNSF STATION WAGE	51,674.00	11,782.24	39,891.76	22.80%
01-5-705120.00 CCC Tax	227.00	51.87	175.13	22.85%
01-5-705121.00 FICA TAX	3,204.00	717.27	2,486.73	22.39%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-705122.00 MEDI TAX	749.00	167.74	581.26	22.40%
Total SW WAGES & BENEFITS	**55,854.00**	**12,719.12**	**43,134.88**	**22.77%**
01-5-7053 CONTRACTED SERVICES				
01-5-705301.00 GUVSWMD ASSESSMENT	35,000.00	32,508.00	2,492.00	92.88%
01-5-705303.00 MUNICIPAL SOLID WASTE	56,000.00	11,275.36	44,724.64	20.13%
01-5-705305.00 RECYCLING	48,000.00	9,553.35	38,446.65	19.90%
01-5-705306.00 C & D WASTE DISPOSAL	18,000.00	3,641.84	14,358.16	20.23%
01-5-705308.00 FOOD WASTE DISPOSAL	23,000.00	1,979.67	21,020.33	8.61%
Total CONTRACTED SERVICES	**180,000.00**	**58,958.22**	**121,041.78**	**32.75%**
01-5-7054 EQUIPMENT				
01-5-705403.00 PARTS & SUPPLIES	1,550.00	51.95	1,498.05	3.35%
01-5-705411.00 REPAIRS & MAINTENANCE	6,000.00	0.00	6,000.00	0.00%
01-5-705413.00 SMALL EQUIPMENT	525.00	0.00	525.00	0.00%
Total EQUIPMENT	**8,075.00**	**51.95**	**8,023.05**	**0.64%**
01-5-7055 TRANSFER STATION				
01-5-705500.00 PURCHASED SERVICES	4,000.00	1,465.00	2,535.00	36.63%
01-5-705501.00 ELECTRICITY	4,500.00	955.11	3,544.89	21.22%
01-5-705503.00 PROPANE	900.00	0.00	900.00	0.00%
01-5-705505.00 TELEPHONE	545.00	180.95	364.05	33.20%
01-5-705515.00 ADMINISTRATION	700.00	0.00	700.00	0.00%
01-5-705517.00 VERMONT FRANCHISE TAX	1,600.00	0.00	1,600.00	0.00%
Total TRANSFER STATION	**12,245.00**	**2,601.06**	**9,643.94**	**21.24%**
01-5-7056 CAPITAL EXPENDITURES				
01-5-705601.00 DESIGNATED FUND-EQUIPMENT	5,000.00	5,000.00	0.00	100.00%
Total CAPITAL EXPENDITURES	**5,000.00**	**5,000.00**	**0.00**	**100.00%**
Total SOLID WASTE DIVISION	**261,174.00**	**79,330.35**	**181,843.65**	**30.37%**
01-5-706 TRACY HALL				
01-5-7061 BUILDING EXPENSES				
01-5-706100.00 WATER USAGE	935.00	0.00	935.00	0.00%
01-5-706101.00 ELECTRICITY	15,000.00	2,490.13	12,509.87	16.60%
01-5-706103.00 HEATING	19,500.00	50.00	19,450.00	0.26%
01-5-706105.00 ALARM MONITORING	1,350.00	0.00	1,350.00	0.00%
01-5-706107.00 ELEVATOR MAINTENANCE	5,000.00	1,333.32	3,666.68	26.67%
01-5-706108.00 CUSTODIAN PAGER & MILEAGE	779.00	0.00	779.00	0.00%
01-5-706109.00 BUILDING SUPPLIES	4,800.00	505.25	4,294.75	10.53%
01-5-706113.00 REPAIRS & MAINTENANCE	17,500.00	4,435.25	13,064.75	25.34%
01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	2,000.00	562.63	1,437.37	28.13%
Total BUILDING EXPENSES	**66,864.00**	**9,376.58**	**57,487.42**	**14.02%**

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total TRACY HALL	**66,864.00**	**9,376.58**	**57,487.42**	**14.02%**
Total PUBLIC WORKS DEPT.	**2,986,036.00**	**2,078,549.60**	**907,486.40**	**69.61%**
01-5-8002 DEBT SERVICE EXPENDITURES				
01-5-800207.00 PUBLIC SAFTY FACILITY BON	47,000.00	0.00	47,000.00	0.00%
01-5-800208.00 Browns SH Rd Bridge-Princ	14,000.00	13,140.00	860.00	93.86%
01-5-800209.00 Browns SH Rd Bridge Inter	350.00	291.55	58.45	83.30%
01-5-800211.00 Windsor County Equalizati	60,000.00	57,970.14	2,029.86	96.62%
01-5-800235.00 DEBT INTEREST	42,000.00	0.00	42,000.00	0.00%
Total DEBT SERVICE EXPENDITURES	**163,350.00**	**71,401.69**	**91,948.31**	**43.71%**
01-5-8003 APPROPRIATION EXPENDTURES				
01-5-800302.00 NORWICH PUBLIC LIBRARY	376,700.00	376,700.00	0.00	100.00%
01-5-800310.00 NORWICH AMERICAN LEGION	1,500.00	1,500.00	0.00	100.00%
01-5-800311.00 Norwich Communuty Nurse	10,000.00	10,000.00	0.00	100.00%
01-5-800315.00 NORWICH HISTORICAL SOC.	12,000.00	12,000.00	0.00	100.00%
01-5-800316.00 NORWICH CEMETERY ASSOCATN	25,000.00	25,000.00	0.00	100.00%
01-5-800324.00 CHILD CARE CTR IN NORWICH	4,348.00	4,348.00	0.00	100.00%
01-5-800328.00 VSTNG NRS/HSP APPR	18,500.00	18,500.00	0.00	100.00%
01-5-800350.00 THE FAMILY PLACE	6,000.00	6,000.00	0.00	100.00%
01-5-800352.00 ADVANCE TRANSIT	15,947.00	15,947.00	0.00	100.00%
01-5-800354.00 HEADREST	2,500.00	2,500.00	0.00	100.00%
01-5-800356.00 WINDSOR COUNTY MENTORS	2,500.00	2,500.00	0.00	100.00%
01-5-800358.00 JAM (formerly CATV)	3,000.00	3,000.00	0.00	100.00%
01-5-800362.00 WISE	2,500.00	2,500.00	0.00	100.00%
01-5-800366.00 SEVCA	3,750.00	3,750.00	0.00	100.00%
01-5-800368.00 YOUTH-IN-ACTION	3,000.00	3,000.00	0.00	100.00%
01-5-800369.00 SENIOR SOLUTIONS	1,200.00	1,200.00	0.00	100.00%
01-5-800372.00 WHT RIVR COUN ON AGING	5,300.00	5,300.00	0.00	100.00%
01-5-800375.00 PUBLIC HEALTH COUNC UV	1,822.00	1,822.00	0.00	100.00%
01-5-800382.00 U.V. TRAILS ALLIANCE	2,000.00	2,000.00	0.00	100.00%
01-5-800386.00 GOOD BEGINNINGS	3,000.00	3,000.00	0.00	100.00%
01-5-800388.00 GREEN MTN ECO DEV CORP	1,705.00	1,705.00	0.00	100.00%
01-5-800389.00 SPECIAL NEEDS SUPPORT CEN	2,000.00	2,000.00	0.00	100.00%
Total APPROPRIATION EXPENDTURES	**504,272.00**	**504,272.00**	**0.00**	**100.00%**
01-5-8004 TAX EXPENDITURES				
01-5-800400.00 Transfer Out (GF Surplus)	0.00	591,000.00	-591,000.00	100.00%
01-5-800408.00 TAX ABATEMENT/ADJUSTMENT	21,000.00	0.00	21,000.00	0.00%
Total TAX EXPENDITURES	**21,000.00**	**591,000.00**	**-570,000.00**	**2,814.29%**
01-5-8005 INSURANCE				
01-5-800501.00 HRA REIMBURSEMENT EXPENSE	0.00	3,167.28	-3,167.28	100.00%
01-5-800505.00 SOCIAL SECURITY TAX	0.00	46.68	-46.68	100.00%
01-5-800517.00 UNEMP INS RATE ASSMT	6,100.00	2,844.00	3,256.00	46.62%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-800518.00 PROP & CAS INSURANCE	120,000.00	29,281.83	90,718.17	24.40%
01-5-800520.00 WORKER'S COMP INS	62,000.00	41,643.44	20,356.56	67.17%
Total INSURANCE	**188,100.00**	**76,983.23**	**111,116.77**	**40.93%**
Total Expenditures	**7,228,165.00**	**4,351,519.37**	**2,876,645.63**	**60.20%**
Total General	**-7,228,165.00**	**-4,351,519.37**	**-2,876,645.63**	
Total All Funds	**-7,228,165.00**	**-4,351,519.37**	**-2,876,645.63**	

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total CONSERVATION COMM FUND	**0.00**	**0.00**	**0.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total RECREATION FACILITY & IMP	**0.00**	**0.00**	**0.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total FIRE APPARATUS FUND	**0.00**	**0.00**	**0.00**	
07-5-700322.00 HIGHWAY EQUIP. PURCHASES	0.00	24,550.00	-24,550.00	100.00%
Total Expenditures	**0.00**	**24,550.00**	**-24,550.00**	**100.00%**
Total HIGHWAY EQUIPMENT FUND	**0.00**	**-24,550.00**	**24,550.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total HIGHWAY GARAGE FUND	**0.00**	**0.00**	**0.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total SOLID WASTE EQUIP FUND	**0.00**	**0.00**	**0.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total POLICE STATION FUND	**0.00**	**0.00**	**0.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total POLICE CRUISER	**0.00**	**0.00**	**0.00**	
12-5-300322.00 REAPPRAISAL	0.00	1,340.67	-1,340.67	100.00%
Total Expenditures	**0.00**	**1,340.67**	**-1,340.67**	**100.00%**
Total TOWN REAPPRAISAL FUND	**0.00**	**-1,340.67**	**1,340.67**	
13-5-450322.00 TRACY HALL BUILDING	0.00	45,491.00	-45,491.00	100.00%
Total Expenditures	**0.00**	**45,491.00**	**-45,491.00**	**100.00%**

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total TRACY HALL FUND	**0.00**	**-45,491.00**	**45,491.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total GENERAL ADMIN. FUND	**0.00**	**0.00**	**0.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total Granite bench with crysta	**0.00**	**0.00**	**0.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total RECREATION FUND-DAM	**0.00**	**0.00**	**0.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total RECREATION FUND-TENNIS CO	**0.00**	**0.00**	**0.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total TOWN CLERK EQUIP FUND	**0.00**	**0.00**	**0.00**	
21-5-500612.00 SPEC EQUIP CAPITAL	0.00	10,994.28	-10,994.28	100.00%
Total Expenditures	**0.00**	**10,994.28**	**-10,994.28**	**100.00%**
Total POLICE SPEC EQUIP FUND	**0.00**	**-10,994.28**	**10,994.28**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total KIDS & COPS FUND	**0.00**	**0.00**	**0.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total AFFORDABLE HOUSING FUND	**0.00**	**0.00**	**0.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**
Total LAND MANAGEMENT COUNCIL F	**0.00**	**0.00**	**0.00**	
Total Expenditures	**0.00**	**0.00**	**0.00**	**0.00%**

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

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

Expense/Emergency Reserve

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Expenditures	0.00	0.00	0.00	0.00%
Total Operational Perf & Develo	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Emerald Ash Borer Respons	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Kids Bridge-Huntley Mdw	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Culvert Fund	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Roadway Safety Fund	0.00	0.00	0.00	
Total All Funds	0.00	-84,470.84	84,470.84	

Account	Curr Yr Pd 3 Sep Actual
ASSET	
01-1-001 CASH	
01-1-001004.00 PETTY CASH-TRANS STATTION	200.00
01-1-001005.00 PETTY CASH-TOWN CLERK	50.00
01-1-001100.00 CASH-MASCOMA GENL FUND	10,776,716.47
01-1-001102.00 CASH-MASCOMA EFTs	244.60
01-1-001104.00 CASH-MASCOMA FISH & GAME	278.69
01-1-001106.00 HRA Bank Account	6,792.99
Total CASH	**10,784,282.75**
01-1-002 INVESTMENTS	
01-1-002200.09 CD - 9 month	1,018,526.20
Total INVESTMENTS	**1,018,526.20**
01-1-003 RECEIVABLES	
01-1-0030 ACCOUNTS RECEIVABLE	
01-1-003026.00 Accounts Receivable	15,982.98
Total ACCOUNTS RECEIVABLE	**15,982.98**
01-1-0031 GRANT RECEIVABLE	
01-1-003108.00 GRANT REC-HIGHWAY DEPT	54,759.67
01-1-003112.00 GRANT REC-FEMA & VT ERAF	20,924.95
Total GRANT RECEIVABLE	**75,684.62**
01-1-0032 NOTES RECEIVABLE	
Total NOTES RECEIVABLE	**0.00**
01-1-0034 TAXES RECEIVABLE	
01-1-003401.00 CURRENT TAX RECVBLE	13,712,307.50
01-1-003402.00 DEL PROP TAXES RECEIVABLE	192,260.75
01-1-003403.00 TAX INTEREST RECV	35,657.63
01-1-003404.00 PENALTY RECEIVABLE	8,113.73
Total TAXES RECEIVABLE	**13,948,339.61**
Total RECEIVABLES	**14,040,007.21**
01-1-004 OTHER ASSETS	
01-1-004099.00 HTFD RECY COUPON INVENTRY	1,500.00
01-1-004104.00 INVENTORY-Materials	116,027.21
01-1-004105.00 Inventory-DPW Fueling Sta	7,238.95
Total OTHER ASSETS	**124,766.16**

Account	Curr Yr Pd 3 Sep Actual
01-1-090000.00 DUE FROM/TO OTHER FUND	-6,601,726.12
Total Asset	**19,365,856.20**
LIABILITY	
01-2-001 ACCOUNTS PAYABLE	
01-2-001103.00 FICA TAX PAYABLE	-11,193.34
01-2-001107.00 FED W/H TAX PAYABLE	-5,920.49
01-2-001109.00 VT W/H TAX PAYABLE	-2,389.51
01-2-001111.00 VMERS GRP B PAYABLE	3,826.89
01-2-001113.00 VMERS GRP C PAYABLE	1,780.99
01-2-001114.00 HRA LIABILITY	14,398.57
01-2-001115.00 CHILD SUPPORT PAYABLE	-323.10
01-2-001117.00 UNION DUES PAYABLE	-52.08
01-2-001121.00 VT ANIMAL RETURN	343.00
01-2-001122.00 DUE TO VT-FISH & GAME	113.70
01-2-001122.01 VT FISH & GAME GIFT CERTI	97.00
01-2-001123.00 SCHOOL DISTRICT TAX	15,138,946.75
01-2-001123.10 Due to State Education	-1,159,810.77
01-2-001124.00 DUE TO VT-VITAL RECORDS	4,305.00
01-2-001125.10 DUE TO GUVSWMD-STICKERS	1,965.00
01-2-001126.00 VISION SERV PLAN-PAYROLL	6.74
01-2-001148.00 TAX OVERPAYMENTS	12,139.68
01-2-001150.00 VENDORS PAYABLE	1,703,194.71
Total ACCOUNTS PAYABLE	**15,701,428.74**
01-2-002 GRANT LIABILITY	
Total GRANT LIABILITY	**0.00**
01-2-003 OTHER LIABILITIES	
Total OTHER LIABILITIES	**0.00**
01-2-004 DEFERRED REVENUES	
01-2-004001.00 DEFERRED REV-TAXES	196,908.04
01-2-004004.00 DEFERRED REV-GRANTS	75,684.62
Total DEFERRED REVENUES	**272,592.66**
Total Liability	**15,974,021.40**
FUND BALANCE	
01-3-0011 RESERVE-FUND BALANCE	
Total RESERVE-FUND BALANCE	**0.00**

Account	Curr Yr Pd 3 Sep Actual
01-3-0013 UNRESTRICTED FUNDS	
01-3-001300.00 GENERAL FUND BAL-UNREST	987,052.64
01-3-001301.03 TracyHall13	291,000.00
01-3-001301.05 DPW Bridge#41	200,000.00
01-3-001301.06 EAB #52	100,000.00
01-3-001301.07 Replenish Fund 50	45,207.85
Total UNRESTRICTED FUNDS	**1,623,260.49**
Total Prior Years Fund Balance	**1,623,260.49**
Fund Balance Current Year	1,768,574.31
Total Fund Balance	**3,391,834.80**
Total Liability,Reserves,Fund Balance	**19,365,856.20**

CONSERVATION COMM FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
04-1-090000.00 DUE FROM/TO OTHER FUND	3,527.26
Total Asset	**3,527.26**
LIABILITY	
Total Liability	**0.00**
FUND BALANCE	
04-3-001300.00 FUND BALANCE-CONS COMM	3,515.65
Total Prior Years Fund Balance	**3,515.65**
Fund Balance Current Year	11.61
Total Fund Balance	**3,527.26**
Total Liability,Reserves,Fund Balance	**3,527.26**

RECREATION FACILITY & IMP

Account	Curr Yr Pd 3 Sep Actual
ASSET	
05-1-090000.00 DUE FROM/TO OTHER FUND	64,333.12
Total Asset	**64,333.12**
LIABILITY	
Total Liability	**0.00**
FUND BALANCE	
05-3-001300.00 FUND BALANCE-RECREATION	49,121.18
Total Prior Years Fund Balance	**49,121.18**
Fund Balance Current Year	15,211.94
Total Fund Balance	**64,333.12**
Total Liability,Reserves,Fund Balance	**64,333.12**

FIRE APPARATUS FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
06-1-090000.00 DUE FROM/TO OTHER FUND	783,374.20
Total Asset	**783,374.20**
LIABILITY	
Total Liability	**0.00**
FUND BALANCE	
06-3-001300.00 FUND BALANCE-FIRE EQUIP	654,793.36
Total Prior Years Fund Balance	**654,793.36**
Fund Balance Current Year	128,580.84
Total Fund Balance	**783,374.20**
Total Liability,Reserves,Fund Balance	**783,374.20**

HIGHWAY EQUIPMENT FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
07-1-090000.00 DUE FROM/TO OTHER FUND	545,611.35
Total Asset	**545,611.35**
LIABILITY	
Total Liability	**0.00**
FUND BALANCE	
07-3-001300.00 FUND BALANCE-HWY EQUIP	318,338.00
Total Prior Years Fund Balance	**318,338.00**
Fund Balance Current Year	227,273.35
Total Fund Balance	**545,611.35**
Total Liability,Reserves,Fund Balance	**545,611.35**

HIGHWAY GARAGE FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
08-1-090000.00 DUE FROM/TO OTHER FUND	406,851.17
Total Asset	**406,851.17**
LIABILITY	
Total Liability	**0.00**
FUND BALANCE	
08-3-001300.00 FUND BALANCE-HWY GARAGE	355,510.79
Total Prior Years Fund Balance	**355,510.79**
Fund Balance Current Year	51,340.38
Total Fund Balance	**406,851.17**
Total Liability,Reserves,Fund Balance	**406,851.17**

SOLID WASTE EQUIP FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
09-1-090000.00 DUE FROM/TO OTHER FUND	49,861.85
Total Asset	**49,861.85**
LIABILITY	
Total Liability	**0.00**
FUND BALANCE	
09-3-001300.00 FUND BALANCE-SOLID WASTE	44,697.58
Total Prior Years Fund Balance	**44,697.58**
Fund Balance Current Year	5,164.27
Total Fund Balance	**49,861.85**
Total Liability,Reserves,Fund Balance	**49,861.85**

POLICE STATION FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	**0.00**
LIABILITY	
Total Liability	**0.00**
FUND BALANCE	
Total Prior Years Fund Balance	**0.00**
Fund Balance Current Year	0.00
Total Fund Balance	**0.00**
Total Liability,Reserves,Fund Balance	**0.00**

POLICE CRUISER

Account	Curr Yr Pd 3 Sep Actual
ASSET	
11-1-090000.00 DUE FROM/TO OTHER FUNDS	106,885.71
Total Asset	**106,885.71**
LIABILITY	
Total Liability	**0.00**
FUND BALANCE	
11-3-001300.00 FUND BALANCE- POLICE CRUI	71,533.57
Total Prior Years Fund Balance	**71,533.57**
Fund Balance Current Year	35,352.14
Total Fund Balance	**106,885.71**
Total Liability,Reserves,Fund Balance	**106,885.71**

TOWN REAPPRAISAL FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
12-1-090000.00 DUE FROM/TO OTHER FUND	137,971.52
Total Asset	**137,971.52**
LIABILITY	
Total Liability	**0.00**
FUND BALANCE	
12-3-001300.00 FUND BALANCE-REAPPRAISAL	98,857.22
Total Prior Years Fund Balance	**98,857.22**
Fund Balance Current Year	39,114.30
Total Fund Balance	**137,971.52**
Total Liability,Reserves,Fund Balance	**137,971.52**

TRACY HALL FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
13-1-090000.00 DUE FROM/TO OTHER FUND	847,129.94
Total Asset	847,129.94
LIABILITY	
Total Liability	0.00
FUND BALANCE	
13-3-001300.00 FUND BALANCE-TRACY HALL	598,738.86
Total Prior Years Fund Balance	598,738.86
Fund Balance Current Year	248,391.08
Total Fund Balance	847,129.94
Total Liability,Reserves,Fund Balance	847,129.94

GENERAL ADMIN. FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
14-1-090000.00 DUE FROM/TO OTHER FUNDS	134,280.20
Total Asset	134,280.20
LIABILITY	
Total Liability	0.00
FUND BALANCE	
14-3-001300.00 FUND BALANCE-GEN ADMIN	128,837.81
Total Prior Years Fund Balance	128,837.81
Fund Balance Current Year	5,442.39
Total Fund Balance	134,280.20
Total Liability,Reserves,Fund Balance	134,280.20

Account	Curr Yr Pd 3 Sep Actual
ASSET	
15-1-090000.00 DUE FROM/TO OTHER FUND	10.54
Total Asset	10.54
LIABILITY	
Total Liability	0.00
FUND BALANCE	
15-3-001300.00 GENERAL FUND BAL-UNREST	10.51
Total Prior Years Fund Balance	10.51
Fund Balance Current Year	0.03
Total Fund Balance	10.54
Total Liability,Reserves,Fund Balance	10.54

RECREATION FUND-DAM

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	0.00
LIABILITY	
Total Liability	0.00
FUND BALANCE	
Total Prior Years Fund Balance	0.00
Fund Balance Current Year	0.00
Total Fund Balance	0.00
Total Liability,Reserves,Fund Balance	0.00

RECREATION FUND-TENNIS CO

Account	Curr Yr Pd 3 Sep Actual
ASSET	
17-1-090000.00 DUE FROM/TO OTHER FUND	136,481.81
Total Asset	136,481.81
LIABILITY	
Total Liability	0.00
FUND BALANCE	
17-3-001300.00 FUND BALANCE-TENNIS COURT	126,032.17
Total Prior Years Fund Balance	126,032.17
Fund Balance Current Year	10,449.64
Total Fund Balance	136,481.81
Total Liability,Reserves,Fund Balance	136,481.81

TOWN CLERK EQUIP FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
19-1-090000.00 DUE FROM/TO OTHER FUND	9,666.25
Total Asset	9,666.25
LIABILITY	
Total Liability	0.00
FUND BALANCE	
19-3-001300.00 FUND BALANCE-TWN CLK EQUI	984.40
Total Prior Years Fund Balance	984.40
Fund Balance Current Year	8,681.85
Total Fund Balance	9,666.25
Total Liability,Reserves,Fund Balance	9,666.25

Account	Curr Yr Pd 3 Sep Actual
ASSET	
21-1-090000.00 DUE FROM/TO OTHER FUNDS	21,354.00
Total Asset	21,354.00
LIABILITY	
Total Liability	0.00
FUND BALANCE	
21-3-001300.00 FUND BALANCE-POLICE SPEC	21,276.69
Total Prior Years Fund Balance	21,276.69
Fund Balance Current Year	77.31
Total Fund Balance	21,354.00
Total Liability,Reserves,Fund Balance	21,354.00

KIDS & COPS FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	0.00
FUND BALANCE	
Total Prior Years Fund Balance	0.00
Fund Balance Current Year	0.00
Total Fund Balance	0.00
Total Liability,Reserves,Fund Balance	0.00

AFFORDABLE HOUSING FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
23-1-090000.00 DUE/FROM TO OTHER FUND	50,771.40
Total Asset	50,771.40
FUND BALANCE	
23-3-001300.00 FUND BALANCE-AFFORDABLE H	50,604.13
Total Prior Years Fund Balance	50,604.13
Fund Balance Current Year	167.27
Total Fund Balance	50,771.40
Total Liability,Reserves,Fund Balance	50,771.40

LAND MANAGEMENT COUNCIL F

Account	Curr Yr Pd 3 Sep Actual
ASSET	
24-1-090000.00 DUE FROM/TO OTHER FUNDS	13,503.58
Total Asset	13,503.58
FUND BALANCE	
24-3-001300.00 FUND BALANCE-LAND MGMT CO	13,459.09
Total Prior Years Fund Balance	13,459.09
Fund Balance Current Year	44.49
Total Fund Balance	13,503.58
Total Liability,Reserves,Fund Balance	13,503.58

FIRE DEPT.APPARATUS BAY

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	0.00
LIABILITY	
Total Liability	0.00
FUND BALANCE	
Total Prior Years Fund Balance	0.00
Fund Balance Current Year	0.00
Total Fund Balance	0.00
Total Liability,Reserves,Fund Balance	0.00

FIRE EQUIPMENT FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
26-1-090000.00 DUE FROM/TO OTHER FUND	100,715.54
Total Asset	100,715.54
FUND BALANCE	
26-3-001300.00 FUND BALANCE-FIRE EQUIPME	67,300.34
Total Prior Years Fund Balance	67,300.34
Fund Balance Current Year	33,415.20
Total Fund Balance	100,715.54
Total Liability,Reserves,Fund Balance	100,715.54

SIDEWALK FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
27-1-090000.00 DUE FROM/TO OTHER FUND	90,064.26
Total Asset	90,064.26
FUND BALANCE	
27-3-001300.00 FUND BALANCE-SIDEWALK FUN	89,767.54
Total Prior Years Fund Balance	89,767.54
Fund Balance Current Year	296.72
Total Fund Balance	90,064.26
Total Liability,Reserves,Fund Balance	90,064.26

LONG TERM FACILITY STUDY

Account	Curr Yr Pd 3 Sep Actual
ASSET	
28-1-090000.00 DUE FROM/TO OTHER FUND	2.39
Total Asset	2.39
LIABILITY	
Total Liability	0.00
FUND BALANCE	
28-3-001300.00 FUND BALANCE-FACILITY STU	2.39
Total Prior Years Fund Balance	2.39
Fund Balance Current Year	0.00
Total Fund Balance	2.39
Total Liability,Reserves,Fund Balance	2.39

TOWN MANAGER VEHICLE FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	0.00
FUND BALANCE	
Total Prior Years Fund Balance	0.00
Fund Balance Current Year	0.00
Total Fund Balance	0.00
Total Liability,Reserves,Fund Balance	0.00

BANDSTAND RENOVATION FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	0.00
LIABILITY	
Total Liability	0.00
FUND BALANCE	
Total Prior Years Fund Balance	0.00
Fund Balance Current Year	0.00
Total Fund Balance	0.00
Total Liability,Reserves,Fund Balance	0.00

COMMUNICATIONS STUDY FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	0.00
FUND BALANCE	
Total Prior Years Fund Balance	0.00
Fund Balance Current Year	0.00
Total Fund Balance	0.00
Total Liability,Reserves,Fund Balance	0.00

CITIZEN ASSISTANCE FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
33-1-090000.00 DUE FROM/TO OTHER FUND	9,315.02
Total Asset	9,315.02
FUND BALANCE	
33-3-001300.00 FUND BAL-RESTRICT	7,960.00
Total Prior Years Fund Balance	7,960.00
Fund Balance Current Year	1,355.02
Total Fund Balance	9,315.02
Total Liability,Reserves,Fund Balance	9,315.02

WCTU FOUNTAIN

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	0.00
FUND BALANCE	
Total Prior Years Fund Balance	0.00
Fund Balance Current Year	0.00
Total Fund Balance	0.00
Total Liability,Reserves,Fund Balance	0.00

CORRIDOR TREE

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	0.00
FUND BALANCE	
Total Prior Years Fund Balance	0.00
Fund Balance Current Year	0.00
Total Fund Balance	0.00
Total Liability,Reserves,Fund Balance	0.00

ALURA GRANT

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	0.00
FUND BALANCE	
Total Prior Years Fund Balance	0.00
Fund Balance Current Year	0.00
Total Fund Balance	0.00
Total Liability,Reserves,Fund Balance	0.00

MAIN STREET FLAGS

Account	Curr Yr Pd 3 Sep Actual
ASSET	
37-1-090000.00 DUE FROM/TO OTHER FUND	241.21
Total Asset	241.21
LIABILITY	
Total Liability	0.00
FUND BALANCE	
37-3-001300.00 FUND BALANCE	479.79
Total Prior Years Fund Balance	479.79
Fund Balance Current Year	-238.58
Total Fund Balance	241.21
Total Liability,Reserves,Fund Balance	241.21

SCHOOL LEASELAND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	0.00
FUND BALANCE	
Total Prior Years Fund Balance	0.00
Fund Balance Current Year	0.00
Total Fund Balance	0.00
Total Liability,Reserves,Fund Balance	0.00

GOSPEL LEASELAND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	0.00
FUND BALANCE	
Total Prior Years Fund Balance	0.00
Fund Balance Current Year	0.00
Total Fund Balance	0.00
Total Liability,Reserves,Fund Balance	0.00

RECREATION SCHOLARSHIPS

Account	Curr Yr Pd 3 Sep Actual
ASSET	
40-1-090000.00 DUE FROM/TO OTHER FUND	996.34
Total Asset	996.34
FUND BALANCE	
40-3-001300.00 FUND BAL-Restricted	928.12
Total Prior Years Fund Balance	928.12
Fund Balance Current Year	68.22
Total Fund Balance	996.34
Total Liability,Reserves,Fund Balance	996.34

DPW-BRIDGE FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
41-1-090000.00 DUE FROM/TO OTHER FUND	1,104,774.00
Total Asset	1,104,774.00
LIABILITY	
Total Liability	0.00
FUND BALANCE	
41-3-001300.00 GENERAL FUND BAL-UNREST	751,134.32
Total Prior Years Fund Balance	751,134.32
Fund Balance Current Year	353,639.68
Total Fund Balance	1,104,774.00
Total Liability,Reserves,Fund Balance	1,104,774.00

DPW-PAVING FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
42-1-090000.00 DUE FROM/TO OTHER FUND	464,465.12
Total Asset	464,465.12
LIABILITY	
Total Liability	0.00
FUND BALANCE	
42-3-001300.00 GENERAL FUND BAL-UNREST	362,934.93
Total Prior Years Fund Balance	362,934.93
Fund Balance Current Year	101,530.19
Total Fund Balance	464,465.12
Total Liability,Reserves,Fund Balance	464,465.12

BUILDINGS & GROUNDS

Account	Curr Yr Pd 3 Sep Actual
ASSET	
43-1-090000.00 DUE FROM/TO OTHER FUND	44,108.32
Total Asset	44,108.32
FUND BALANCE	
43-3-001300.00 GENERAL FUND BAL-UNREST	38,963.01
Total Prior Years Fund Balance	38,963.01
Fund Balance Current Year	5,145.31
Total Fund Balance	44,108.32
Total Liability,Reserves,Fund Balance	44,108.32

COMMUNICATIONS CONSTRUCTI

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	0.00
LIABILITY	
Total Liability	0.00
FUND BALANCE	
Total Prior Years Fund Balance	0.00
Fund Balance Current Year	0.00
Total Fund Balance	0.00
Total Liability,Reserves,Fund Balance	0.00

RECORDS RESTORATION

Account	Curr Yr Pd 3 Sep Actual
ASSET	
45-1-090000.00 DUE FROM/TO OTHER FUND	43,821.58
Total Asset	43,821.58
FUND BALANCE	
45-3-001300.00 GENERAL FUND BAL-UNREST	37,407.83
Total Prior Years Fund Balance	37,407.83
Fund Balance Current Year	6,413.75
Total Fund Balance	43,821.58
Total Liability,Reserves,Fund Balance	43,821.58

GENERATOR FUND

Account	Curr Yr Pd 3 Sep Actual
ASSET	
46-1-090000.00 DUE FROM/TO OTHER FUND	63,990.87
Total Asset	63,990.87
FUND BALANCE	
46-3-001300.00 FUND BALANCE	33,780.06
Total Prior Years Fund Balance	33,780.06
Fund Balance Current Year	30,210.81
Total Fund Balance	63,990.87
Total Liability,Reserves,Fund Balance	63,990.87

PUBLIC SAFETY FACILITY

Account	Curr Yr Pd 3 Sep Actual
ASSET	
47-1-090000.00 DUE FROM/TO OTHER FUND	16,176.17
Total Asset	16,176.17
LIABILITY	
Total Liability	0.00
FUND BALANCE	
47-3-001300.00 GENERAL FUND BAL-UNREST	1,122.87
Total Prior Years Fund Balance	1,122.87
Fund Balance Current Year	15,053.30
Total Fund Balance	16,176.17
Total Liability,Reserves,Fund Balance	16,176.17

Climate Emergency

Account	Curr Yr Pd 3 Sep Actual
ASSET	
48-1-090000.00 DUE FROM/TO OTHER FUND	43,864.26
Total Asset	43,864.26
FUND BALANCE	
48-3-001300.00 GENERAL FUND BAL-UNREST	43,719.75
Total Prior Years Fund Balance	43,719.75
Fund Balance Current Year	144.51
Total Fund Balance	43,864.26
Total Liability,Reserves,Fund Balance	43,864.26

ARPA (American Rescue Pla

Account	Curr Yr Pd 3 Sep Actual
ASSET	
Total Asset	0.00
FUND BALANCE	
Total Prior Years Fund Balance	0.00
Fund Balance Current Year	0.00
Total Fund Balance	0.00
Total Liability,Reserves,Fund Balance	0.00

Expense/Emergency Reserve

Account	Curr Yr Pd 3 Sep Actual
ASSET	
50-1-090000.00 DUE FROM/TO OTHER FUND	729,508.41
Total Asset	729,508.41
LIABILITY	
Total Liability	0.00
FUND BALANCE	
50-3-001300.00 FUND BAL-Exp&Emerg Reserv	727,105.03
Total Prior Years Fund Balance	727,105.03
Fund Balance Current Year	2,403.38
Total Fund Balance	729,508.41
Total Liability,Reserves,Fund Balance	729,508.41

Operational Perf & Develo

Account	Curr Yr Pd 3 Sep Actual
ASSET	
51-1-090000.00 DUE FROM/TO OTHER FUND	141,896.71
Total Asset	141,896.71
LIABILITY	
Total Liability	0.00
FUND BALANCE	
51-3-001300.00 FUND Bal-Op Perfom & Deve	91,429.22
Total Prior Years Fund Balance	91,429.22
Fund Balance Current Year	50,467.49
Total Fund Balance	141,896.71
Total Liability,Reserves,Fund Balance	141,896.71

Emerald Ash Borer Respons

Account	Curr Yr Pd 3 Sep Actual
ASSET	
52-1-090000.00 DUE FROM/TO OTHER FUND	113,266.43
Total Asset	113,266.43
LIABILITY	
Total Liability	0.00
FUND BALANCE	
52-3-001300.00 Fund Bal-EmeraldAshBorer	12,893.27
Total Prior Years Fund Balance	12,893.27
Fund Balance Current Year	100,373.16
Total Fund Balance	113,266.43
Total Liability,Reserves,Fund Balance	113,266.43

Kids Bridge-Huntley Mdw

Account	Curr Yr Pd 3 Sep Actual
ASSET	
53-1-090000.00 DUE FROM/TO OTHER FUND	6,750.17
Total Asset	6,750.17
LIABILITY	
Total Liability	0.00
FUND BALANCE	
53-3-001300.00 FUND BAL-RESTR-KIDS BRDG	6,727.93
Total Prior Years Fund Balance	6,727.93
Fund Balance Current Year	22.24
Total Fund Balance	6,750.17
Total Liability,Reserves,Fund Balance	6,750.17

Culvert Fund

Account	Curr Yr Pd 3 Sep Actual
ASSET	
54-1-090000.00 DUE FROM/TO OTHER FUND	295,550.42
Total Asset	295,550.42
LIABILITY	
Total Liability	0.00
FUND BALANCE	
54-3-001300.00 GENERAL FUND BAL-UNREST	94,558.19
Total Prior Years Fund Balance	94,558.19
Fund Balance Current Year	200,992.23
Total Fund Balance	295,550.42
Total Liability,Reserves,Fund Balance	295,550.42

Roadway Safety Fund

Account	Curr Yr Pd 3 Sep Actual
ASSET	
55-1-090000.00 DUE FROM/TO OTHER FUND	20,605.00
Total Asset	20,605.00
FUND BALANCE	
55-3-001300.00 GENERAL FUND BAL-UNREST	10,537.11
Total Prior Years Fund Balance	10,537.11
Fund Balance Current Year	10,067.89
Total Fund Balance	20,605.00
Total Liability,Reserves,Fund Balance	20,605.00

Account Number	Account Description	Account Balance
01-1-090000.00	General DUE FROM/TO OTHER FUND	-6,601,726.12
04-1-090000.00	CONSERVATION COMM FUND DUE FROM/TO OTHER FUND	3,527.26
05-1-090000.00	RECREATION FACILITY & IMP DUE FROM/TO OTHER FUND	64,333.12
06-1-090000.00	FIRE APPARATUS FUND DUE FROM/TO OTHER FUND	783,374.20
07-1-090000.00	HIGHWAY EQUIPMENT FUND DUE FROM/TO OTHER FUND	545,611.35
08-1-090000.00	HIGHWAY GARAGE FUND DUE FROM/TO OTHER FUND	406,851.17
09-1-090000.00	SOLID WASTE EQUIP FUND DUE FROM/TO OTHER FUND	49,861.85
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	106,885.71
12-1-090000.00	TOWN REAPPRAISAL FUND DUE FROM/TO OTHER FUND	137,971.52
13-1-090000.00	TRACY HALL FUND DUE FROM/TO OTHER FUND	847,129.94
14-1-090000.00	GENERAL ADMIN. FUND DUE FROM/TO OTHER FUNDS	134,280.20
15-1-090000.00	Granite bench with crysta DUE FROM/TO OTHER FUND	10.54
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	136,481.81
19-1-090000.00	TOWN CLERK EQUIP FUND DUE FROM/TO OTHER FUND	9,666.25
21-1-090000.00	POLICE SPEC EQUIP FUND DUE FROM/TO OTHER FUNDS	21,354.00
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	50,771.40
24-1-090000.00	LAND MANAGEMENT COUNCIL F DUE FROM/TO OTHER FUNDS	13,503.58
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	100,715.54
27-1-090000.00	SIDEWALK FUND DUE FROM/TO OTHER FUND	90,064.26
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	9,315.02
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	241.21
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	996.34
41-1-090000.00	DPW-BRIDGE FUND DUE FROM/TO OTHER FUND	1,104,774.00
42-1-090000.00	DPW-PAVING FUND DUE FROM/TO OTHER FUND	464,465.12
43-1-090000.00	BUILDINGS & GROUNDS DUE FROM/TO OTHER FUND	44,108.32
44-1-090000.00	COMMUNICATIONS CONSTRUCTI DUE FROM/TO OTHER FUND	0.00
45-1-090000.00	RECORDS RESTORATION DUE FROM/TO OTHER FUND	43,821.58
46-1-090000.00	GENERATOR FUND DUE FROM/TO OTHER FUND	63,990.87
47-1-090000.00	PUBLIC SAFETY FACILITY DUE FROM/TO OTHER FUND	16,176.17
48-1-090000.00	Climate Emergency DUE FROM/TO OTHER FUND	43,864.26
49-1-090000.00	ARPA (American Rescue Pla DUE FROM/TO OTHER FUND	0.00
50-1-090000.00	Expense/Emergency Reserve DUE FROM/TO OTHER FUND	729,508.41
51-1-090000.00	Operational Perf & Develo DUE FROM/TO OTHER FUND	141,896.71
52-1-090000.00	Emerald Ash Borer Respons DUE FROM/TO OTHER FUND	113,266.43
53-1-090000.00	Kids Bridge-Huntley Mdw DUE FROM/TO OTHER FUND	6,750.17
54-1-090000.00	Culvert Fund DUE FROM/TO OTHER FUND	295,550.42
55-1-090000.00	Roadway Safety Fund DUE FROM/TO OTHER FUND	20,605.00
	**** TOTALS FOR DUE/TO DUE/FROM ACCOUNTS	0.00

Town of Norwich, Vermont
Minutes of the Selectboard Meeting
Wednesday, October 8th, 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), Doug Sonsalla (Studio Nexus Architects), Steven True (Planning Director and Zoning Administrator), Marga Rahmann (Hemlock Ridge Board), Carolyn Andrews (Hemlock Ridge Board), Cheryl Lindberg (Lister and Town Treasurer), Mary Erdei (Hartford resident)

Active Participants on Zoom: Kit Burgin (Town resident)

Key: *Motions noted in italics.*
Public comment noted in blue.

The meeting was called to order by Chair Mary Layton at 6:31 pm.

YouTube **Timestamp: 35:38**

1. **Agenda**
   Timestamp: 35:36

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

2. **Chair's Report**
   Timestamp: 36:31

   The Chair (1) met to work on the agenda and (2) wrote up a synopsis of the Town Manager's evaluation materials.

3. **Public Comments for Items not on the Agenda**
   Timestamp: 37:07

   Vincent shared her appreciation for the Police Chief, who arranged the gifting of an American flag to the Town's crossing guard on the date he gained US citizenship.

   The Town Manager shared that the Town Clerk had received the designation of Certified Municipal Clerk, awarded by the International Institute of Municipal Clerks.

4. **Tracy Hall Visioning/Studio Nexus**
Timestamp: 38:26

Doug Sonsalla reviewed his past engagement with the Selectboard, including the three stages presented at a February Selectboard meeting. These included (1) immediate action items for utilities and the site, including heating system improvements, (2) building envelope updates, (3) and mechanical, electrical, and plumbing system upgrades.

The Town Manager shared that some bids had come in for the chimney and roof projects. He highlighted that a functioning chimney is not needed for exhaust, which could influence next steps for that project.

The Town Manager shared that the estimate to modernize the elevator is approximately $150,000 but is likely a critical update.

Selectboard members and the Town Manager discussed repair longevity and the evolution of Tracy Hall's use.

Sonsalla described option one short-term improvements, which would include the existing building in its current configuration, option two improvements to meet energy code and programming requirements, and option three improvements to reach net zero and long-term programmatic needs.

Sonsalla suggested the possibility of a programming exercise to understand the needs of the Town, understand who is using the space, and inform space layout, all of which could create a baseline for the updates.

When asked about the cost of the exercise, Sonsalla stated that he would speak with the Town Manager to develop a list of a la carte activity options but would also need more information about what the Selectboard wants.

Steven True shared that they were in the early stages of applying for a municipal planning grant for Town of Norwich Master Plan. True added that the location of Tracy Hall would mean that it would be included in the master plan concept.

Sonsalla shared that looking at site planning or master planning would likely require a civil engineer for permitting, depending on how granular the Selectboard would like the conversation to be.

True and Sonsalla responded to Selectboard questions about the possible planning exercises.

Selectboard members debated next steps for the project, whose input to prioritize, and possible meeting spaces beyond Tracy Hall. The group agreed that the next step would be for Sonsalla to compile a list of options for the Town Manager to review and distribute to the Selectboard.

The Selectboard agreed to allow public comment on the Hemlock Ridge matter ahead of the agenda item on correspondence.

Marga Rahmann and Carolyn Andrews, both on the Leadership Boards of Hemlock Ridge, explained the letter included in the Selectboard packet about the encampment near the Hemlock Ridge community. Rahmann specifically noted that the landowners of the property on which the encampment sits had not responded to the community's concerns.

The Chair noted that the topic could not be an agenda item that night but voiced appreciation for bringing the concern to the Selectboard.

Rahmann noted her hope that the letter would spark internal discussion about the Town's response, specifically given multiple rebuffs by the Norwich Police Department.

Calloway pondered the legal components of the issue, specifically the inability to legislate against homelessness and the various statutes within the criminal code for assault and fires.

Swett raised that it could be helpful to have a future agenda item for the Police Chief to briefly explain jurisdiction for handling fires on different forms of property.

True shared that there might be a zoning remedy to the matter.

5. **DPW Gravel/Ledge and Winter Sand Bid Recommendations**
   Timestamp: 1:28:56

I move to approve a contract with Twin State Sand and Gravel to supply and deliver gravel/ledge product for fiscal year 2026. – Griggs moved (2nd Calloway) Vote: yes (unanimous)

I move to approve a contract with Pike Industries to supply and deliver winter sand for fiscal year 2026. – Griggs moved (2nd Calloway) Vote: yes (unanimous)

6. **Burgin Powerline Request**
   Timestamp: 1:30:31

   The Town Manager outlined the documents in the packet relating to the request.

   Kit Burgin shared that he had no comments or concerns.

   Calloway wondered whether this decision would create a precedent, to which the Town Manager responded that requests are evaluated on a case-by-case basis.

   I move to authorize the Town Manager to execute the License Agreement, as included in the Selectboard meeting packet. – Griggs moved (2nd Vincent) Vote: yes (unanimous)

7. **DRB Memo re: Updates to the Town's Codified Ordinances**
   Timestamp: 1:33:38

   True distributed a memo with greater detail of the requests.

   True noted that in reviewing the Town of Norwich codified ordinance document, the section referenced in the memo referred to the Planning Commission as the judicial body but should have been the Development Review Board.

   True further noted that part two of the codified ordinance document contained the land use regulations and requested to update that section with the newly adopted regulations.

   I move to authorize the Planning Director to make changes to correct mechanical deficiencies in the Codified Ordinance and to update Part II of the Codified Ordinance with the updated regulations, as requested by the Development Review Board and the Planning Director. – Griggs moved (2nd Swett) Vote: yes (unanimous)

8. **Purchasing Policy (2nd Read)**
   Timestamp: 1:36:00

   The Town Manager shared that the document was reviewed at the last meeting and that he had made a few changes based on comments from the discussion, specifically the descriptions of designated and reserve fund purview. He noted the distinction between a designated fund and a reserve fund and his interest in working with the Finance Director to review fund types and update accordingly in reporting.

The Town Manager offered to clean up the draft one more time and bring it back for a final review at the next meeting or adopt at this meeting.

Swett highlighted the language that gives the Town Manager unlimited purchasing power in emergency situations, revised from the 2019 version that gave the ability to purchase up to $25,000.

Griggs questioned the instructive language under general procurement requirements for purchasing with federal funds.

The Town Manager explained that this was model VLCT language.

Calloway spoke in favor of retaining the model VLCT language and highlighted that emergency situations would be for a short-term, immediate matter as opposed to an exigent matter.

Cheryl Lindberg asked for confirmation that when department heads are discussed in the policy, the Listers are included in the designation. Lindberg added that the Listers seem in limbo as to whether they are a department of the town or not, and that they are elected officials while department heads are employees of the Town Manager.

Selectboard members discussed and agreed that the Listers would be included under the Policy.

I move to adopt the Town of Norwich Procurement Policy as presented. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

9. Town Manager Employment Evaluation
Timestamp: 1:49:26

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

Time entered executive session: 7:45

I move to enter public session. – *Vincent moved (2nd Griggs) Vote: yes (unanimous)*

Time entered public session: 8:33

At the request of the Selectboard, the Chair shared a statement that the Town Manager had a very positive evaluation from all Selectboard members and very strong support from all department heads.

10. Approve Minutes
Timestamp: 2:39:01

Vincent requested increased specificity on the MOU referenced in the Chair's report, specifically that it was regarding the Finance Committee.

I move to approve the minutes for September 24, 2025 as amended. – Vincent moved (2nd Swett) Vote: yes (unanimous)

11. AP Warrants
Timestamp: 2:41:07

Vincent wondered whether special appropriations were being paid in installments when above a certain amount. The Town Manager responded that he would look into the matter.

Griggs asked about the payment timeline to the school. The Town Manager shared that there would be an upcoming off-cycle payment in the next week to make them whole for the first installment.

I move to approve AP Warrant #1403 in the amount of $45.55 to be paid from the General Fund; AP Warrant #1404 in the amount of $1,566,914.76 to be paid from the General Fund. – Griggs moved (2nd Vincent) Vote: yes (unanimous)

12. Receipt of Correspondence
Timestamp: 2:45:34

Mary Erdei spoke to her engagement with and observations of the individuals in the encampment by Hemlock Ridge. Erdei highlighted yelling, unsafe driving, and various forms of debris left behind.

Calloway noted that Chris Katucki's correspondence suggested a vote at Town Meeting might be needed to put money into a fund from the opioid settlement, which Calloway thought might be incorrect. The Town Manager suggested discussing the matter further at the next meeting.

Swett shared that he thought it might be beneficial to publicize the opioid fund discussion on the Listserv. The Town Manager countered that it would be an unprecedented decision.

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

13. Adjournment
Timestamp: 2:57:59

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

Meeting adjourned at 8:53 pm.

Minutes taken by Jenny Tolman.

Check Warrant Report # 1408 Current Prior Next FY Invoices For Fund (PUBLIC SAFETY FACILITY) patienceb

For Check Acct 03(General) All check #s 10/11/25 To 10/22/25 & Fund 47

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
220033	VERMONT LIFE SAFETY, LC	09/16/25	PS-Service Call & Install 55176	47-5-485322.00 Public Safety Equip Purch	2500.00	16980	10/22/25
	Report Total				2500.00		

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 $ *****2,500.00
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda

Town Manager: Brennan Duffy

SELECTBOARD:

Mary Layton Chair	Kimo Griggs Vice Chair	Priscilla Vincent	Matthew Swett	Marcia Calloway

For Check Acct 02(General) All check #s 10/10/25 To 10/22/25

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
220017	VERMONT DEPARTMENT OF FIS	10/10/25	Hunting/Fishing Licenses 10102025	01-2-001122.00 DUE TO VT-FISH & GAME	342.50 B	327	10/10/25
	Report Total				342.50		

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 $ *******342.50
Let this be your order for the payments of these amounts.

Finance Director: Barrie Rosalinda

Town Manager: Brennan Duffy

SELECTBOARD:

Mary Layton, Chair	Kimo Griggs, Vice Chair	Priscilla Vincent	Matthew Swett	Marcia Calloway

Check Warrant Report # 1410 Current Prior Next FY Invoices For Fund (General) patienceb

For Check Acct 09(General) All check #s 10/09/25 To 10/22/25

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
80031	HEALTHEQUITY, INC.	10/09/25	HRA 41399297	01-2-001114.00 HRA LIABILITY	31.13 B	328	10/09/25
80031	HEALTHEQUITY, INC.	10/09/25	HRA 41399297	01-2-001114.00 HRA LIABILITY	27.91 B	328	10/09/25
80031	HEALTHEQUITY, INC.	10/15/25	HRA 41403069	01-2-001114.00 HRA LIABILITY	16.30 B	329	10/16/25
80031	HEALTHEQUITY, INC.	10/15/25	HRA 41403069	01-2-001114.00 HRA LIABILITY	90.99 B	329	10/16/25
80031	HEALTHEQUITY, INC.	10/15/25	HRA 41403069	01-2-001114.00 HRA LIABILITY	5.97 B	329	10/16/25
	Report Total				172.30		

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 $ *******172.30
Let this be your order for the payments of these amounts.

Finance Director: Barrie Rosalinda

Town Manager: Brennan Duffy

SELECTBOARD:

Mary Layton Chair	Kimo Griggs Vice Chair	Priscilla Vincent	Matthew Swett	Marcia Calloway

Check Warrant Report # 1407 Current Prior Next FY Invoices For Fund (TRACY HALL FUND) patienceb

For Check Acct 03(General) All check #s 10/11/25 To 10/22/25 & Fund 13

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
10093	ARC MECHANICAL CONTRACTOR	09/30/25	TH Boiler Project 14995	13-5-450322.00 TRACY HALL BUILDING	124182.18	16931	10/22/25
	Report Total				124182.18		

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 $ ***124,182.18
Let this be your order for the payments of these amounts.

Finance Director: Barr Rosalinda
Barrie Rosalinda

Town Manager:
Brennan Duffy

SELECTBOARD:

Mary Layton Chair	Kimo Griggs Vice Chair	Priscilla Vincent	Matthew Swett	Marcia Calloway

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
150004	OFFICE OF CHILD SUPPORT	10/17/25	Payroll Transfer PR-10/17/25	01-2-001115.00 CHILD SUPPORT PAYABLE	323.10	16927	10/17/25
10022	ADVANCE AUTO PARTS	10/08/25	DPW-Tools 084528103281	01-5-703513.00 TOOLS	282.79	16928	10/22/25
10066	AMAZON CAPITAL SERVICES,	10/10/25	P&R-Hexpave Return 11KC73QG3WDY	01-5-425211.00 EQUIP.& SUPPLIES	-151.00	16929	10/22/25
10066	AMAZON CAPITAL SERVICES,	10/07/25	P&R-VEVOR Tiles Return 11M3PC313CF3	01-5-425211.00 EQUIP.& SUPPLIES	-83.33	16929	10/22/25
10066	AMAZON CAPITAL SERVICES,	09/29/25	PD-Halloween Items 1DF71H6Y4TGL	01-5-500202.00 COMMUNITY RELATNS	153.36	16929	10/22/25
10066	AMAZON CAPITAL SERVICES,	09/29/25	PD-Office Supplies 1FRTLMFN1LYV	01-5-500501.00 ADMINISTRATION	66.18	16929	10/22/25
10066	AMAZON CAPITAL SERVICES,	07/25/25	PD-Trailer Hitch 1G9F7FCYHL49	01-5-500308.00 CRUISER SUPPLIES	56.76	16929	10/22/25
10066	AMAZON CAPITAL SERVICES,	09/29/25	PS-Batteries 1NGQD17Y4F1L	01-5-485301.00 BUILDING SUPPLIES	73.64	16929	10/22/25
10066	AMAZON CAPITAL SERVICES,	10/06/25	TM-Flag,Markers 1QCYXVKP3R4H	01-5-005610.00 OFFICE SUPPLIES	36.08	16929	10/22/25
10066	AMAZON CAPITAL SERVICES,	10/06/25	Listers-FoldersFasterners 1R3VTXYD3HJ6	01-5-300610.00 OFFICE SUPPLIES	38.96	16929	10/22/25
10066	AMAZON CAPITAL SERVICES,	07/01/25	PD-RAM Mounts 1WPTKY3Y3VX6	01-5-500308.00 CRUISER SUPPLIES	46.24	16929	10/22/25
10066	AMAZON CAPITAL SERVICES,	10/07/25	P&R-VEVOR Tiles Return 1XVW3H1W3F4L	01-5-425211.00 EQUIP.& SUPPLIES	-83.33	16929	10/22/25
10089	ANTHEM SPORTS, LLC	10/03/25	TM-VINYL FLOOR TAPE 443593	01-5-706109.00 BUILDING SUPPLIES	477.08	16930	10/22/25
20080	BELSON OUTDOORS LLC	09/11/25	DPW-42 Gal Trash Cans 362660	01-5-704403.00 PARTS & SUPPLIES	631.60	16932	10/22/25
20023	BEST SEPTIC SERVICE, LLC	10/16/25	DPW-October 25 Rental 55084	01-5-705500.00 PURCHASED SERVICES	180.00	16933	10/22/25
20026	BETHEL MILLS	09/30/25	P&R-Padlocks 374310/6	01-5-425330.00 REPAIRS,MAINT&Site Wrk	39.98	16934	10/22/25
20026	BETHEL MILLS	10/06/25	DPW-Tape&Pant 375645/6	01-5-705403.00 PARTS & SUPPLIES	28.57	16934	10/22/25
20026	BETHEL MILLS	10/08/25	DPW-Inkzall,Duct Tape 376151/6	01-5-703507.00 SUPPLIES	13.58	16934	10/22/25
20026	BETHEL MILLS	10/10/25	DPW-Shop Towels D75673/6	01-5-705403.00 PARTS & SUPPLIES	71.96	16934	10/22/25
20039	BLUE CROSS/BLUE SHIELD OF	10/02/25	November 2025 Premiums 212991674	01-5-500123.00 HEALTH INS	-3751.20	16935	10/22/25
20039	BLUE CROSS/BLUE SHIELD OF	10/02/25	November 2025 Premiums 212991674	01-5-704123.00 HEALTH INSURANCE	1633.82	16935	10/22/25
20039	BLUE CROSS/BLUE SHIELD OF	10/02/25	November 2025 Premiums 212991674	01-5-500123.00 HEALTH INS	2274.49	16935	10/22/25
20039	BLUE CROSS/BLUE SHIELD OF	10/02/25	November 2025 Premiums 212991674	01-5-703123.00 HEALTH INSUR	11586.19	16935	10/22/25
20039	BLUE CROSS/BLUE SHIELD OF	10/02/25	November 2025 Premiums 212991674	01-5-555123.00 HEALTH INSURANCE	937.80	16935	10/22/25
20039	BLUE CROSS/BLUE SHIELD OF	10/02/25	November 2025 Premiums 212991674	01-5-005123.00 HEALTH INSUR	6865.15	16935	10/22/25

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
20039	BLUE CROSS/BLUE SHIELD OF	10/02/25	November 2025 Premiums 212991674	01-5-200123.00 HEALTH INS	1655.28	16935	10/22/25
20039	BLUE CROSS/BLUE SHIELD OF	10/02/25	November 2025 Premiums 212991674	01-5-100123.00 HEALTH INS	3198.29	16935	10/22/25
20039	BLUE CROSS/BLUE SHIELD OF	10/02/25	November 2025 Premiums 212991674	01-5-350123.00 HEALTH INS	795.67	16935	10/22/25
30012	CANON SOLUTIONS AMERICA,	09/29/25	Copier Mnt 3/29-6/28/25 6013395991	01-5-275620.00 PHOTOCOPIER	1653.90	16936	10/22/25
30026	CASELLA WASTE SERVICES	10/01/25	Compost & Recycling 1082073	01-5-705305.00 RECYCLING	4393.17	16937	10/22/25
30026	CASELLA WASTE SERVICES	10/01/25	Compost & Recycling 1082073	01-5-705308.00 FOOD WASTE DISPOSAL	1166.79	16937	10/22/25
30026	CASELLA WASTE SERVICES	10/01/25	C&D & MSW 1082074	01-5-705303.00 MUNICIPAL SOLID WASTE	4655.09	16937	10/22/25
30026	CASELLA WASTE SERVICES	10/01/25	C&D & MSW 1082074	01-5-705306.00 C & D WASTE DISPOSAL	1988.45	16937	10/22/25
30026	CASELLA WASTE SERVICES	10/01/25	8 Yard Front Load 1083760	01-5-705303.00 MUNICIPAL SOLID WASTE	82.58	16937	10/22/25
30031	CCI MANAGED SERVICES	08/12/25	PD-Complete Care Agrmnt CW-62405	01-5-500501.00 ADMINISTRATION	1003.00	16938	10/22/25
30031	CCI MANAGED SERVICES	10/01/25	TH October '25 Billing CW-62698	01-5-275632.00 SERVER MAINTENANCE	2898.91	16938	10/22/25
30031	CCI MANAGED SERVICES	10/01/25	PD Oct '25 Monthly Bill CW-62724	01-5-500537.00 IT SUPPORT	1113.60	16938	10/22/25
30093	COMCAST	09/20/25	DPW 9/27 - 10/26/25 DPW09202025	01-5-703505.00 TELEPHONE	334.28	16939	10/22/25
30093	COMCAST	10/01/25	PD 10/8 - 11/07/25 PD10012025	01-5-485238.00 PHONE & INTERNET	597.88	16939	10/22/25
30102	CONSOLIDATED COMMUNICATIO	09/30/25	Alarm Panel & TS 9/2025 09302025	01-5-275531.00 TELEPHONE	90.47	16940	10/22/25
30102	CONSOLIDATED COMMUNICATIO	09/30/25	Alarm Panel & TS 9/2025 09302025	01-5-705505.00 TELEPHONE	90.46	16940	10/22/25
30102	CONSOLIDATED COMMUNICATIO	09/30/25	Alarm Panel & TS 9/2025 09302025	01-5-275531.00 TELEPHONE	90.47	16940	10/22/25
30124	Cott Systems	10/08/25	Hosted Solution-10/2025 INV-488584	01-5-100613.00 SOFTWARE	319.00	16941	10/22/25
40080	DUBOIS and KING, INC.	09/30/25	FEMA-Hemlock Slope/Culvrt 925328	01-5-703703.00 FEMA GRANT - Hemlock Rd	24828.60	16942	10/22/25
40080	DUBOIS and KING, INC.	09/30/25	FEMA-Illsley 925329	01-5-703703.03 FEMA Grant Podunk/Illsley	19094.41	16942	10/22/25
40080	DUBOIS and KING, INC.	09/30/25	FEMA-Kate Wallace 925330	01-5-703703.01 FEMA GRANT KateWallace	22662.35	16942	10/22/25
40080	DUBOIS and KING, INC.	09/30/25	FEMA-Norford Lake Rd 925331	01-5-703703.02 FEMA GRANT Norford Lake	13881.65	16942	10/22/25
50010	ECFIBER	10/20/25	10/1/2025 Billing 25100425063	01-5-555625.00 TELEPHONE & INTERNET	76.00	16943	10/22/25
50047	EVANS GROUP, INC.	10/07/25	DPW- Gas - 500 Gallons 0078190-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1469.93	16944	10/22/25
50047	EVANS GROUP, INC.	10/08/25	DPW- Gas - 375 Gallons 0078224-IN	01-1-004105.00 Inventory-DPW Fueling Sta	967.60	16944	10/22/25

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70067	GMP	09/30/25	111 Turnpike EV 9/30/25 38951 9/2025	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	162.35	16945	10/22/25
70068	GMP	09/29/25	300 Main 9/29/2025 3496 9/2025	01-5-706101.00 ELECTRICITY	112.55	16946	10/22/25
70069	GMP	09/29/25	319 Solar 9/29/25 4881 9/2025	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	26.03	16947	10/22/25
70070	GMP	09/29/25	26 New Boston 9/29/25 0469 9/2025	01-5-703501.00 ELECTRICITY	144.71	16948	10/22/25
70071	GMP	09/26/25	Street Lights 9/2025 24926 9/2025	01-5-703307.00 STREETLIGHTS	1228.72	16949	10/22/25
200067	HANOVER, TOWN OF	10/02/25	Qtrly Contract 10-12/25 02702	01-5-555901.00 AMBULANCE CONTRACT	44100.65	16950	10/22/25
200069	HARTFORD, TOWN OF	10/01/25	Oct - Dec 25 Dispatch 15522	01-5-500536.00 DISPATCH SERVICES	12491.44	16951	10/22/25
200069	HARTFORD, TOWN OF	08/31/25	August 2025 Broadband 15567	01-5-500535.00 VIBRS	154.78	16951	10/22/25
200069	HARTFORD, TOWN OF	08/31/25	Netmotion Licenses (7) 15570	01-5-500535.00 VIBRS	728.00	16951	10/22/25
90007	INNOVATIVE SURFACE SOLUTI	10/07/25	DPW-Dust Control PS-INV010808	01-5-703205.00 DUST CONTROL	5544.45	16952	10/22/25
90025	IRVING ENERGY DISTRIBUTIO	09/25/25	TH-Propane Project 14772	01-5-706103.00 HEATING	315.00	16953	10/22/25
90025	IRVING ENERGY DISTRIBUTIO	10/04/25	TH-Propane 769.1 270854	01-5-706103.00 HEATING	940.84	16953	10/22/25
100026	JAY'S SEPTIC TANK CLEANIN	09/24/25	TANK PUMP 201096	01-5-485302.00 REPAIRS & MAINTENANCE	995.00	16954	10/22/25
110001	K AND R PORTABLE RESTROOM	10/13/25	P&R-PortaToilet9/14-10/25 30401	01-5-425326.00 PORTABLE TOILET	775.00	16955	10/22/25
110027	KEY COMMUNICATIONS INC	10/01/25	10/1-11/1/25 Phones 755779	01-5-425127.00 TELEPHONE	21.64	16956	10/22/25
110027	KEY COMMUNICATIONS INC	10/01/25	10/1-11/1/25 Phones 755779	01-5-350531.00 TELEPHONE	21.64	16956	10/22/25
110027	KEY COMMUNICATIONS INC	10/01/25	10/1-11/1/25 Phones 755779	01-5-200531.00 TELEPHONE	21.65	16956	10/22/25
110027	KEY COMMUNICATIONS INC	10/01/25	10/1-11/1/25 Phones 755779	01-5-005531.00 ADMIN TELEPHONE	21.65	16956	10/22/25
110027	KEY COMMUNICATIONS INC	10/01/25	10/1-11/1/25 Phones 755779	01-5-100531.00 TELEPHONE	21.65	16956	10/22/25
110027	KEY COMMUNICATIONS INC	10/01/25	10/1-11/1/25 Phones 755779	01-5-300531.00 TELEPHONE	21.65	16956	10/22/25
120027	LEAF CAPITAL FUNDING, LLC	09/30/25	ToshibaCopier 10/2025 19112123	01-5-500501.00 ADMINISTRATION	82.00	16957	10/22/25
140030	NEW ENGLAND MUNI RESOURCE	10/01/25	Annual Disaster Recovery 57875	01-5-275632.00 SERVER MAINTENANCE	905.58	16958	10/22/25
140033	NEW ENGLAND PBA, INC	10/01/25	Union dues 9101/25 41332	01-2-001117.00 UNION DUES PAYABLE	225.36	16959	10/22/25
140069	NORTHERN NURSERIES	10/03/25	TH-Propane Project 267754	01-5-706103.00 HEATING	195.00	16960	10/22/25
140075	NORTHWOODS EXCAVATING, IN	10/06/25	FEMA Illsley Rd Culvert 738591 #2	01-5-703703.03 FEMA Grant Podunk/Illsley	63836.48	16961	10/22/25

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140075	NORTHWOODS EXCAVATING, IN	10/15/25	FEMA Norford Lake Culvert 738591 10/15	01-5-703703.02 FEMA GRANT Norford Lake	41398.06	16961	10/22/25
140099	Norwich Fire District	10/06/25	TH 6/30-10/03/25 30070 6-1025	01-5-706100.00 WATER USAGE	227.27	16962	10/22/25
140099	Norwich Fire District	10/06/25	10 Hazen 7/1-10/3/2025 44015 7-1025	01-5-485232.00 WATER USAGE	232.53	16962	10/22/25
140099	Norwich Fire District	10/06/25	111 TPK 6/30-10/06/2025 51160 6-1025	01-5-485232.00 WATER USAGE	91.38	16962	10/22/25
150014	OTIS ELEVATOR COMPANY	10/13/25	M&S November 2025 100402113479	01-5-706107.00 ELEVATOR MAINTENANCE	333.33	16963	10/22/25
160003	PAM SMITH	10/08/25	Town Fair 25-180 miles MILES1082025	01-5-300580.00 MILEAGE REIMB	126.00	16964	10/22/25
160035	PIKE INDUSTRIES INC	09/29/25	TH-Propane Project 1347330	01-5-706103.00 HEATING	1048.04	16965	10/22/25
160035	PIKE INDUSTRIES INC	10/03/25	DPW-Crushed Stone Base 1348298	01-5-703207.00 GRAVEL & STONE	2894.39	16965	10/22/25
160035	PIKE INDUSTRIES INC	10/07/25	DPW-Crushed Stone Base 1348687	01-5-703207.00 GRAVEL & STONE	2054.99	16965	10/22/25
160038	PIONEER ATHLETICS	09/30/25	P&R-PVIP ARCTIC WHITE INV-272080	01-5-425324.00 HNTLY LINE MARKING	2037.36	16966	10/22/25
160074	Performance Janitorial Se	09/30/25	PDClean-2,9,16,23,30/25 273580	01-5-485304.00 CLEANING	751.33	16967	10/22/25
130048	ROMEI, MATT	10/09/25	REIMB-Fuel for PD vehicle REIMB100925	01-5-500302.00 PETROLEUM PRODUCTS	67.99	16968	10/22/25
190006	SABIL and SONS INC	08/19/25	FD- '13 Explorer Repairs 16482	01-5-555528.13 R&M 13 Ford	3378.44	16969	10/22/25
190006	SABIL and SONS INC	10/09/25	DPW-'17 F550 Green 16954	01-5-703401.00 OUTSIDE REPAIRS	375.00	16969	10/22/25
190006	SABIL and SONS INC	10/09/25	DPW-'17 F550 Green 16954	01-5-703403.00 PARTS & SUPPLIES	1859.47	16969	10/22/25
190054	SOLAFLECT SOLAR PARK I, L	10/15/25	Monthly Solar OCT 2025	01-5-705501.00 ELECTRICITY	239.04	16970	10/22/25
190054	SOLAFLECT SOLAR PARK I, L	10/15/25	Monthly Solar OCT 2025	01-5-706101.00 ELECTRICITY	609.09	16970	10/22/25
190055	SOLAFLECT SOLAR PARK IV,	10/15/25	Monthly Solar 2510_01	01-5-485233.00 ELECTRICITY	698.86	16971	10/22/25
190055	SOLAFLECT SOLAR PARK IV,	10/15/25	Monthly Solar 2510_01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	17.60	16971	10/22/25
190055	SOLAFLECT SOLAR PARK IV,	10/15/25	Monthly Solar 2510_01	01-5-500204.00 SPEED SIGNS	84.41	16971	10/22/25
190055	SOLAFLECT SOLAR PARK IV,	10/15/25	Monthly Solar 2510_01	01-5-575233.00 TOWER POWER	22.36	16971	10/22/25
190055	SOLAFLECT SOLAR PARK IV,	10/15/25	Monthly Solar 2510_01	01-5-705501.00 ELECTRICITY	76.77	16971	10/22/25
20060	SWENSON, BRIE	10/14/25	MILES VRPA Conference MILES10/8/25	01-5-425180.00 MILEAGE REIMBURSEMENT	52.50	16972	10/22/25
20060	SWENSON, BRIE	10/07/25	FieldSply,ASR,Softball REIMB100725	01-5-425211.00 EQUIP.& SUPPLIES	25.95	16972	10/22/25
20060	SWENSON, BRIE	10/07/25	FieldSply,ASR,Softball REIMB100725	01-5-425322.00 REC FIELD CARE	106.00	16972	10/22/25

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20060	SWENSON, BRIE	10/07/25	FieldSply,ASR,Softball REIMB100725	01-5-425211.00 EQUIP.& SUPPLIES	42.43	16972	10/22/25
20060	SWENSON, BRIE	10/07/25	FieldSply,ASR,Softball REIMB100725	01-5-425211.00 EQUIP.& SUPPLIES	32.06	16972	10/22/25
20060	SWENSON, BRIE	10/07/25	FieldSply,ASR,Softball REIMB100725	01-5-425211.00 EQUIP.& SUPPLIES	31.18	16972	10/22/25
120045	TRAJMAN, LILY	10/14/25	NEACTC Conference REIMB101425	01-5-100615.00 DUES/MTGS/EDUC	375.00	16973	10/22/25
200083	TREASURY OPERATIONS DIVIS	10/03/25	7/1/25-9/30/25 Marriage MARLRT7-9/25	01-2-001124.00 DUE TO VT-VITAL RECORDS	975.00	16974	10/22/25
210004	UNIFIRST CORPORATION	10/06/25	Uniforms 1070454619	01-5-704311.00 UNIFORMS	90.00	16975	10/22/25
210004	UNIFIRST CORPORATION	10/06/25	Uniforms 1070454619	01-5-703311.00 UNIFORMS	335.13	16975	10/22/25
210004	UNIFIRST CORPORATION	10/13/25	Uniforms 1070456435	01-5-704311.00 UNIFORMS	90.00	16975	10/22/25
210004	UNIFIRST CORPORATION	10/13/25	Uniforms 1070456435	01-5-703311.00 UNIFORMS	372.96	16975	10/22/25
210011	UNITED RENTALS (NORTH AME	10/07/25	DPW-Mini Excavator Rental 252117451002	01-5-703406.00 Capital Equipment Lease E	2728.00	16976	10/22/25
220003	VALLEY NEWS	10/04/25	Ad# 4449252 1197791	01-5-350540.00 ADVERTISING	135.00	16977	10/22/25
220008	VERIZON WIRELESS	10/04/25	Cell Phones 9/5-10/4/25 6125192693	01-5-425127.00 TELEPHONE	37.45	16978	10/22/25
220008	VERIZON WIRELESS	10/04/25	Cell Phones 9/5 10/4/25 6125192693	01-5-555625.00 TELEPHONE & INTERNET	77.46	16978	10/22/25
220008	VERIZON WIRELESS	10/04/25	Cell Phones 9/5-10/4/25 6125192693	01-5-500501.00 ADMINISTRATION	309.94	16978	10/22/25
220008	VERIZON WIRELESS	10/04/25	Cell Phones 9/5-10/4/25 6125192693	01-5-005532.00 T MNGR CELL PHONE	37.45	16978	10/22/25
220010	VERMONT ASSOCIATION OF CO	09/30/25	FD-ASSRTD SUPPLES 093025NWCHVT	01-5-555635.00 DRY HYDRANT	290.00	16979	10/22/25
220033	VERMONT LIFE SAFETY, LC	09/10/25	DPW&PD-InspectRepairMaint 55118	01-5-703511.00 REPAIRS & MAINTENANCE	303.80	16980	10/22/25
220033	VERMONT LIFE SAFETY, LC	09/10/25	DPW&PD-InspectRepairMaint 55118	01-5-555422.00 FIRE TOOLS & EQUIPMENT	159.15	16980	10/22/25
220033	VERMONT LIFE SAFETY, LC	09/10/25	DPW&PD-InspectRepairMaint 55118	01-5-706113.00 REPAIRS & MAINTENANCE	202.60	16980	10/22/25
220061	VMCTA	10/03/25	TC-FY26 MEMBERSHIP LILY 3406	01-5-100615.00 DUES/MTGS/EDUC	45.00	16981	10/22/25
220061	VMCTA	10/15/25	TC-FY26 MEMBERSHIP MEGHAN 3628	01-5-100615.00 DUES/MTGS/EDUC	45.00	16981	10/22/25
230000	W.B. MASON CO., INC.	09/25/25	PD-Calendar 257120203	01-5-500501.00 ADMINISTRATION	14.99	16982	10/22/25
230000	W.B. MASON CO., INC.	10/02/25	PD-Ink Cartridges 257279990	01-5-500501.00 ADMINISTRATION	83.82	16982	10/22/25
230000	W.B. MASON CO., INC.	10/03/25	GenAd-Paper 257300373	01-5-275610.00 OFFICE SUPPLIES	286.00	16982	10/22/25
230000	W.B. MASON CO., INC.	10/08/25	PD-Pens 257404512	01-5-500501.00 ADMINISTRATION	23.58	16982	10/22/25

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230000	W.B. MASON CO., INC.	10/09/25	PD-Tape Cartridge, Labels 257430288	01-5-500501.00 ADMINISTRATION	23.97	16982	10/22/25
230003	WAGEWORKS, INC	10/01/25	September 2025 0925TR112178	01-5-005123.00 HEALTH INSUR	40.00	16983	10/22/25
230020	WHITE RIVER CAR WASH	09/30/25	Car Wash - 9/12/25 09302025	01-5-500306.00 CRUISER MAINT	22.00	16984	10/22/25
220021	VERMONT DEPARTMENT OF TAX	10/17/25	Payroll Transfer PR-10/17/25	01-2-001109.00 VT W/H TAX PAYABLE	2445.37 B	325	10/17/25
90009	INTERNAL REVENUE SERVICE	10/17/25	Payroll Transfer PR-10/17/25	01-2-001103.00 FICA TAX PAYABLE	11477.90 B	326	10/17/25
90009	INTERNAL REVENUE SERVICE	10/17/25	Payroll Transfer PR-10/17/25	01-2-001107.00 FED W/H TAX PAYABLE	6253.58 B	326	10/17/25
			Report Total		350144.10		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating $ ***350,144.10
Let this be your order for the payments of these amounts.

Finance Director: Barrie Rosalinda

Town Manager: Brennan Duffy

SELECTBOARD:

Mary Layton, Chair

Kimo Griggs, Vice Chair

Priscilla Vincent

Matthew Swett

Marcia Calloway

FYI

Check Warrant Report # 1405 Current Prior Next FY Invoices For Fund (General) patienceb
For Check Acct 03(General) All check #s 10/10/25 To 10/10/25

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
140089	NORWICH SCHOOL DISTRICT	10/08/25	FY26 1st Install 10082025	01-2-001123.00 SCHOOL DISTRICT TAX	5793333.52	16917	10/10/25
220082	VERMONT BOND BANK	09/11/25	Loan 619 20251100158	01-5-800207.00 PUBLIC SAFTY FACILITY BON	47000.00	16918	10/10/25
220082	VERMONT BOND BANK	09/11/25	Loan 619 20251100158	01-5-800235.00 DEBT INTEREST	21182.90	16918	10/10/25
220062	VMERS DB	10/07/25	Reconciliation RECON10/7/25	01-2-001111.00 VMERS GRP B PAYABLE	19.86	16919	10/10/25
220062	VMERS DB	10/07/25	Reconciliation RECON10/7/25	01-5-200126.00 VT RETIREMENT	191.88	16919	10/10/25
230036	WINDSOR COUNTY TREASURER	10/05/25	TH-FY26 EQLZTN PAYMENT #2 FY26PMNT#2	01-5-800211.00 Windsor County Equalizati	28985.07	16920	10/10/25
	Report Total				5890713.23		

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 $ *5,890,713.23
Let this be your order for the payments of these amounts.

Finance Assistant: Patience Bearse

Town Manager: DocuSigned by: Brennan Duffy D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

Signed by: E2F8D12BFFEF4BA...

Mary Layton Chair	Kimo Griggs Vice Chair	Priscilla Vincent	Matthew Swett	Marcia Calloway

Outlook

Speeding on Beaver Meadow Road

From Victoria Herzberg <vhrzbrg@outlook.com>
Date Mon 10/6/2025 4:41 PM
To Select Board <selectboard@norwich.vt.us>

Some people who received this message don't often get email from vhrzbrg@outlook.com. Learn why this is important

I frequently walk along Beaver Meadow Road close to town and I'd like to report that many vehicles ignore the speed limit and some even seem to be traveling at highway speed.
Several cross walks along this road leave pedestrians in a vulnerable position so enforcing the speed limit should be addressed for safety concerns.
Thank you for your consideration about enforcing the speed limit on Beaver Meadow Road.
Victoria Herzberg
31 Heritage Lane
Norwich, VT

FYI

Town of Norwich, Verm

October 8, 2025

MEMO TO SELECBOARD REGARDING CORRECTIONS TO THE TOWNS CODIFIED ORDINANCE DOCUMENT

Firstly, at (E)(2), (E)(3) and (E)(4) of the Private Road Specifications found beginning at Section 81-38 on page 31 the codified document refers to the 'Commission' or Planning Commission or. This should be the Development Review Board.

Secondly, the whole of Part II: Land Use Legislation concerning Subdivision of Land and Zoning Regulations is now out-of-date and could be removed and replaced with the current adopted versions.

I would like your authorization to make these changes and re-publish the document as corrected.

Thank you,

Steven True

P.O. Box 376, Norwich, VT 05055 planner@norwich.vt.us (802) 649-1419 ext. 4

Outlook

Policy inconsistency on underground power lines

From Chris Katucki <ckatucki@outlook.com>
Date Wed 10/15/2025 6:14 PM
To Select Board <selectboard@norwich.vt.us>; Jaan Laaspere <laaspere.planning@gmail.com>
Cc Miranda Bergmeier <MBergmeier@norwich.vt.us>; Planner <planner@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>; Pam Mullen <PMullen@norwich.vt.us>; Mary Layton <marydlayton@gmail.com>

Dear Selectboard and Planning Commission members:

I'm writing about an apparent inconsistency between town policy and practice on underground electrical lines.

Our land use regulations concerning site plan review by the DRB clearly state that new utility systems "shall be located underground, unless doing this is deemed unreasonable and prohibitively expensive... due to site conditions." This shows the town's policy preference for underground utilities.

However, in other situations, the current practice appears to undermine this policy, with a default position against underground lines, favoring stringing lines on utility poles.

The recent Burgin powerline request illustrates this inconsistency. The Town apparently rejected the initial request to bury the power lines. It took several site visits and public comment by the landowner at the September 10 Selectboard meeting to convince the Town to allow underground installation under the Town's ROW.

When I asked the Town Manager about this policy, he indicated the town's approach is to "limit extensive private investment/intrusion within the ROW" and evaluate projects individually. This suggests a default position against underground lines - the opposite of what our regulations require of the DRB in site plan review. I followed up with specific questions about this policy, but received no response. See the end note below.

This matters because our land use regulations support underground utilities, as do the DPW standards of other Vermont towns like Hartford and Charleston. Property owners in Norwich seeking to install underground utilities shouldn't face additional roadblocks from town staff when the town's own regulations show a preference for underground installation.

I would appreciate the Selectboard clarifying whether the current practice reflects your intended policy, and the Planning Commission considering this policy inconsistency in future planning efforts.

Thank you in advance for considering my comments.

Sincerely,

Christopher Katucki

—

End Note.

When I contacted the Town Manager about this issue, he replied: "In general, projects would be evaluated individually and objectively ... Currently the Town would seek to limit extensive private investment/intrusion within the ROW. This is to limit the Town's future liability should a roadway problem arise in an easement area and to minimize complexity related to potential future roadway repair or expansion.”

I followed up noting the reply left me "with the impression that the default position is to say no to burying power lines in the municipal ROW.” I also asked some follow-up questions.

"I was hoping you could clarify a few points:

- You mentioned “private investment/intrusion” in the ROW. How does that apply to a public utility with a statutory right to use the ROW?
- On liability, what kinds of risks does the Town foresee? Doesn’t GMP bear the cost of excavation if an underground line needs repair?
- For "roadway repair or expansion,” how do underground lines compare with poles, which can also conflict with repairs and expansion? And does it make a difference whether lines are placed under the pavement or outside the paved travel lane?
- Regarding individual review of projects, in light of the concerns you mentioned, under what circumstances would the Town support burying power lines instead of using poles? Are there any examples under the current standards? (The power lines on my road are underground, but that occurred in the 1960s.)”

I received no response to these follow-up questions.

Outlook

RE: Policy inconsistency on underground power lines

From Brennan Duffy <BDuffy@norwich.vt.us>
Date Fri 10/17/2025 7:27 AM
To Chris Katucki <ckatucki@outlook.com>; Select Board <selectboard@norwich.vt.us>; Jaan Laaspere <laaspere.planning@gmail.com>
Cc Miranda Bergmeier <MBergmeier@norwich.vt.us>; Planner <planner@norwich.vt.us>; Pam Mullen <PMullen@norwich.vt.us>; Mary Layton <marydlayton@gmail.com>; Steven True <strue@norwich.vt.us>

Dear Mr. Katucki,

As some, but not all, of our past correspondence on this matter is referenced in your email to the Selectboard I would like to respond. In this most recent email, I believe you are confusing the Development Review Board's Site Plan Review process with Town Policy related to utility lines and public Right of Ways (ROW). As verified with our Zoning Administrator, the Site Plan Review process only applies to private land and only to projects that require Site Plan review. The Town's authority over highway ROW and allowing or disallowing private utility lines is granted via State Statute in 19 VSA §1111. As I had mentioned in our previous correspondence, projects requesting access to the Town's ROW are evaluated individually and objectively.

Sincerely,

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.

Tracy Hall Renovations
Notes from Norwich Historical Society Seminar 10/15/25
Mary Layton

With planning for impending Tracy Hall renovations in mind, I attended the Norwich Historical Society seminar on Zoom regarding energy saving retrofits of historic properties entitled "Improving Energy Efficiency in Historic Buildings". This meeting was produced by a joint effort of the Norwich Historical Society and the Norwich Energy Committee. Three experts spoke: Elizabeth Peebles, State Architectural Historian, Vermont Division for Historic Preservation. Steve Spatz, Trade Ally Training Manager, Efficiency Vermont. Nate Gusakov, Green Mountain Enclosure Consulting, LLC.

My takeaway from the seminar takes a few forms.

One is that a durable older building is inherently more energy efficient than a new one because the carbon expenditure and capture has already happened during the original construction phase.

Make reversible changes.

Integrate upgrades with the historic characteristics so that the building can "tell its story."

Preserve windows. Work with exterior and interior storm windows to retain heat. Double pane windows need to be replaced every 20 years to maintain their efficiency. Restoration and maintenance of historic windows may be the best energy saving initiative over time.

Be extremely diligent in setting up air exchange and moisture control systems. One expert said that improperly installed systems that do not control moisture can "rot out a building within five years." Moisture damage can be on surfaces, such as mold and mildew, and also can cause rot of structural elements.

There was discussion of "distributed" heat systems and "space heaters." Tracy Hall at present to my knowledge has a distributed system of heat via the propane hydronic boilers. The air conditioning units might be understood as "space heaters."

HVAC contractors rely on an industrial manual to design heating and cooling systems. It is best to find a contractor familiar with the manual who is able to envision the building needs as a whole rather than take a piecemeal approach.

It is helpful to think about these concepts as the Selectboard moves forward with planning for Tracy Hall renovations in partnership with and with guidance from Studio Nexus.

9 October 2025

Harry Falconer
Shared Energy Coordinator (SEC)
hfalconer@trorc.org
802-457-3188 x3013

Re: SEC Quarterly Report FY26 Q1 – Town of Norwich

Hours billed to Norwich this quarter: 55.5
Hours remaining on FY26 contract: 308.5

- **Privately Funded DC Fast Charging Station**
  - The project funder has now put down a deposit for the electric vehicle fast charger to be located at Dan & Whit's Store, and Next Level Electric, the project electrician, has placed orders with Green Mountain Power and the charging equipment manufacturer. Work is expected to take place in late fall. The total project cost is $126,112.
  - Background: During Q3, the Norwich Energy Committee was approached by a local funder who was interested in building an electric vehicle fast charging station somewhere in Norwich Village. SEC offered to assist the funder in finding a feasible site host and equipment installer. SEC first approached the Town of Norwich and the Norwich Public Library to explore publicly owned sites. Both options were ruled out due to physical constraints and infrastructure feasibility challenges. After approaching several privately-owned sites, the funder decided to move forward with Dan & Whit's.
- **ChargeVermont Grant for Norwich Senior Housing**
  - SEC applied for and won a grant of $25,040 for Norwich Senior Housing and coordinated with Norwich Technologies to conduct the work. The equipment was installed in late July and is now in operation.
  - The total project cost was $30,956. The state's contribution, coupled with a $1,500 incentive rebate from Green Mountain Power, brought the out-of-pocket cost down to just $4,416 for Norwich Senior Housing.
- **Public Safety Building Solar Array**
  - During Q4 of FY25, SEC was approached by Chief Romei to explore the possibility of installing a solar array at the Norwich Public Safety building. SEC sized a system based on the building's electric usage and roof area and provided the figures in an email to Chief Romei during Q1. SEC also provided an estimated cost for the system and gave recommendations for financing.
- **Pedestrian and Bike Counters**
  - The Norwich Main Street corridor across the Ledyard Bridge into Hanover is one of the highest potential bike and pedestrian commuting corridors in the TRORC region given the proximity of jobs to the dense residential cluster of Norwich Village. SEC plans to deploy TRORC's traffic counters on Route 10A in Norwich to generate data on pedestrian and bicycle traffic. This data will be useful for future grant applications aimed at enhancing the corridor's bike-ped facilities.

SEC currently plans to install the counters this fall, pending a Section 1111 permit from VTRANS to place equipment in the state right-of-way.