

Norwich Selectboard

Special Meeting: Wednesday, December 17, 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. Meeting with Town Counsel Regarding Possible Litigation – Discussion/Possible Motion; Possible Executive Session (30 mins)
5. FY27 Budget – Discussion/Possible Motion
6. FY26 Listers’ Wages - Discussion/Possible Motion (10 mins)
7. Listers’ Multi-year Software Agreement – AssessPro Upgrade – Discussion/Possible Motion (5 mins)
8. Listers’ Memo: Errors & Omissions Request – Discussion/Possible Motion (5 mins)
9. DPW Spending Request: Equipment and Undercoating for New Freightliner – Discussion/Possible Motion (5 mins)
10. Approve Minutes – December 10, 2025 – Discussion/Possible Motion (5 mins)
11. Receipt of Correspondence – Discussion/Possible Motion (5 mins)
12. Adjournment – Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	1/14/2026	Regular: Zoom & JAM	6:30 p.m. Selectboard business	• FY27 Budget
Wednesday	1/28/2026	Regular: Zoom & JAM	6:30 p.m. Selectboard business	

Ongoing and Future Work

Town Manager's Office

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

Fiscal Year 2027 Draft Budget Summary Update: 12-17-2025

Below is a list of changes to the draft budget since it was last presented on Wednesday, December 10, 2025.

1. The Listers' budget has been updated with the budget presented on the 10th.
2. The Town Clerk's salary has been updated to reflect a 2-step increase beginning in March 2027. Note: All associated payroll items have also been updated accordingly.
3. The above changes result in the following overall percentage changes:
 - a. Revenue & Expenses
 - i. Reduced from 7,381,513 (2.07% increase) to 7,380,430 (2.06% increase)

Town of Norwich Revenues - DRAFT 12-13-2025		FY24 Budget	FY24 Actual	% Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	% Change Actual/Budget	FY26 Budget	FY27 Budget Request	FY27/26 Budget % change
01-4-0000 .	PROPERTY TAX REVENUES									
01-4-000001.00	TOWN PROPERTY TAX	4,621,999	4,620,863	(0.02%)	4,572,216	4,595,624	0.51%	5,692,492	5,791,113	1.73%
01-4-000002.00	PROPERTY TAX OTHER MONETA	450,560	450,560	0.00%	642,168	647,072	0.76%	507,772	530,107	4.40%
01-4-000003.00	Windsor County Tax	61,444	61,444	0.00%	61,444	52,618	(14.36%)	60,000	60,000	0.00%
01-4-000010.00	VT LAND USE TAX (ACT 60)	205,000	221,900	8.24%	15,495	2,015	(87.00%)	15,500	15,500	0.00%
01-4-000014.00	PROP TAX INTEREST	30,000	37,549	25.16%	30,000	30,829	2.76%	30,000	30,000	0.00%
01-4-000015.00	PROP TAX COLL FEE	20,000	20,830	4.15%	20,000	19,611	(1.94%)	20,000	20,000	0.00%
	Total PROPERTY TAX REVENUES	5,389,003	5,413,146	0.45%	5,341,323	5,347,769	0.12%	6,325,764	6,446,720	1.91%
01-4-0001 .	LICENSE & PERMIT									
01-4-000101.00	LIQUOR LICENSE	600	555	(7.50%)	600	555	(7.50%)	600	555	(7.50%)
01-4-000103.00	DOG LICENSE	1,750	2,830	61.71%	2,700	2,989	10.70%	2,800	2,600	(7.14%)
01-4-000107.00	HUNT & FISH LICENSE	200	57	(71.50%)	75	63	(16.00%)	75	75	0.00%
01-4-000109.00	PEDDLER LICENSE		25			100				
01-4-000120.00	BLDG/DEVEL PERMIT	9,000	6,581	(26.88%)	10,000	8,625	(13.75%)	10,000	10,000	0.00%
01-4-000130.00	LAND POSTING PERMIT	200	270	35.00%	200	250	25.00%	200	200	0.00%
01-4-000140.00	Hartford Punch Card Revenue					52			600	
	Total LICENSE & PERMIT	11,750	10,318	(12.19%)	13,575	12,633	(6.94%)	13,675	13,430	(1.79%)
01-4-0002 .	INTERGOVERNMENTAL									
01-4-000201.00	VT HIWAY GAS TAX	160,000	218,134	36.33%	160,000	173,215	8.26%	168,000	165,000	(1.79%)
01-4-000202.00	Hold Harmless State Reven	15,000	15,552	3.68%	218,178	248,577	13.93%	220,000	220,000	0.00%
01-4-000208.00	PILOT	10,000	6,950	(30.50%)	10,000	2,427	(75.73%)	10,000	10,000	0.00%
01-4-000209.00	DOI PILT Act					4,671		6,500	6,500	0.00%
01-4-000210.00	VT NATURAL RESRCS	2,500	156	(93.76%)	2,500	-	(100.00%)	2,500	2,500	0.00%
01-4-000214.00	EDUC TAX RETAINER .225 o	27,000	32,184	19.20%	27,000	37,052	37.23%	30,000	30,000	0.00%
01-4-000217.00	REAPPRAISAL/GL MAINTENANCE					13,949				
	Total INTERGOVERNMENTAL	214,500	272,976	27.26%	417,678	479,890	14.89%	437,000	434,000	(0.69%)
01-4-0003 .	SERVICE FEE									
01-4-000301.00	RECORDING FEE	25,000	19,494	(22.02%)	25,000	23,214	(7.14%)	25,000	25,000	0.00%
01-4-000302.00	RESTORATION					-			9,000	
01-4-000303.00	DOCUMENT COPY FEE	2,100	1,860	(11.43%)	2,100	2,137	1.76%	2,100	2,200	4.76%
01-4-000305.00	USE OF RECRDS FEE	250	372	48.80%	500	286	(42.80%)	600	300	(50.00%)
01-4-000307.00	VITAL STATISTIC FEE	800	945	18.13%	1,500	735	(51.00%)	1,500	500	(66.67%)
	MOTOR VEHICLE RENEWAL FEE	50	9	(82.00%)						
01-4-000311.00	PHOTOCOPYING FEE	50	-	(100.00%)	50	1	(98.80%)	50	50	0.00%
01-4-000317.00	EV CHARGING FEES									
01-4-000320.00	TRACY HALL RNTL FEE	3,500	6,380	82.29%	4,000	9,495	137.38%	5,600	5,600	0.00%
01-4-000321.00	TH Rental Fee for Rec.Dep					2,270			2,000	
01-4-000325.00	POLICE RPT FEE	500	282	(43.60%)	500	132	(73.60%)	500	500	0.00%
01-4-000355.00	RECREATION FEES	155,000	101,450	(34.55%)	115,000	130,316	13.32%	115,000	155,000	34.78%
01-4-000355.01	Registration Fee Refunds					(1,305)				
01-4-000360.00	TRNSFR STATION STICKERS	40,000	36,811	(7.97%)	40,000	46,560	16.40%	40,000	40,000	0.00%
01-4-000362.00	MISC SOLID WASTE	3,500	-	(100.00%)	3,500	-	(100.00%)	3,500	3,500	0.00%
01-4-000363.00	E-WASTE	3,500	3,814	8.97%	3,500	3,219	(8.03%)	3,800	3,500	(7.89%)
01-4-000364.00	TRASH COUPON	105,000	103,460	(1.47%)	105,000	103,760	(1.18%)	105,000	105,000	0.00%
01-4-000365.00	RECYCLING REBATES	6,500	13,948	114.58%	6,500	11,634	78.98%	14,000	12,000	(14.29%)
01-4-000366.00	C & D WASTE	10,000	16,625	66.25%	10,000	17,362	73.62%	15,000	12,800	(14.67%)
	Total SERVICE FEE	355,750	305,450	(14.14%)	317,150	349,815	10.30%	331,650	376,950	13.66%
01-4-0004 .	GRANT REVENUE									
	FEMA MITIGATION GRANT		7,613							
	BETTER BACK ROADS GRANT		19,300							
01-4-000402.01`	FEMA - TIGERTOWN					5,404				
01-4-000404.00	GRANTS IN AID PROJECT		39,500			19,316				
01-4-000405.00	FEMA GRANT		32,343			383,493				
01-4-000410.11	Historic Grant/Jones Circ				7,500	7,500	0.00%			
01-4-000417.00	DRY HYDRANT GRANT		7,766					7,700	7,700	0.00%
01-4-000424.00	US JUSTICE DEPT VEST GRANT					2,385				
01-4-000436.00	OP/DUI (GHSP)		1,334					1,200		(100.00%)
01-4-000444.00	NORWICH WOMENS CLUB GRANT					1,469				
01-4-000481.00	TOWN CLERK GRANTS					11,490				
	Total GRANT REVENUE	-	107,856		7,500	431,058	5647.44%	8,900	7,700	(13.48%)
01-4-0008 .	OTHER TOWN REVENUES									
01-4-000810.00	BANK INTEREST	20,000	94,359	371.80%	20,000	107,440	437.20%	50,000	50,000	0.00%
	TRANSFER FROM SCHOLARSHIP FUND		770							
01-4-000814.00	FIELD RENTAL	32,000	25,872	(19.15%)	32,000	26,240	(18.00%)	32,000	27,000	(15.63%)
01-4-000817.00	SALE OF TOWN ASSETS		2,325			(2,325)				
	Total OTHER TOWN REVENUES	52,000	123,326	137.17%	52,000	131,355	152.61%	82,000	77,000	(6.10%)
01-4-001 .	PUBLIC SAFETY REVENUES									
01-4-001005.00	POLICE FINE	10,000	2,615	(73.85%)	10,000	525	(94.75%)	10,000	6,500	(35.00%)
01-4-001007.00	PARKING FINE	500	30	(94.00%)	500	30	(94.00%)	500	380	(24.00%)
01-4-001008.00	DOG FINE	125		(100.00%)	125	-	(100.00%)	125	200	60.00%
	Total PUBLIC SAFETY REVENUES	10,625	2,645	(75.11%)	10,625	555	(94.78%)	10,625	7,080	(33.36%)
01-4-009 .	MISCELLANEOUS REVENUE									
	COBRA REIMBURSEMENTS		142							
01-4-009001.00	DAILY OVER/SHORT		(6)			81				
01-4-009005.00	AMBULANCE BILLS PAID					5,020				
01-4-009100.00	TOWN CLRK MISCEL		13		50	139	177.94%	50	50	0.00%
01-4-009200.00	FIN DEPT MISCEL		70			210				
01-4-009425.00	RECRE DEPT MISCEL					1,007				
01-4-009500.00	POLICE DEPT MISCEL					545				
01-4-009555.00	FIRE DEPT MISCEL					368				
01-4-009700.00	HIWAY DEPT MISCEL					157				
01-4-009900.00	MISCELLANEOUS	500	12,299	2359.80%	500	16,883	3276.61%	10,000	5,500	(45.00%)
01-4-009901.00	Opioid Settlement Revenue		13,229			3,000	(100.00%)	12,000	12,000	0.00%
	Surplus Infusion					700,000	(100.00%)			
	Total MISCELLANEOUS REVENUE	500	25,747	5049.40%	703,550	24,410	(96.53%)	22,050	17,550	(20.41%)
	TOTAL REVENUE	6,034,128	6,261,464	3.77%	6,863,401	6,777,485	(1.25%)	7,231,664	7,380,430	2.06%

Town of Norwich FY27 Proposed Budget Request DRAFT -12-13-2025

		FY24 Budget	FY24 Actual	% Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	% Change Actual/Budget	FY26 Budget	FY27 Budget Request	FY27/26 Budget % change
01-5-005	TOWN ADMIN. EXPENSE									
01-5-005110.00	SELECTBOARD STIPEND	2,500	2,500	0.00%	2,500	2,500	0.00%	2,500	2,500	0.00%
01-5-005111.00	TOWN MANAGER WAGE	103,997	149,847	44.09%	144,800	152,637	5.41%	158,062	169,032	6.94%
01-5-005112.00	Asst. Town Mngr. Wage	66,461	77,839	17.12%	69,339	70,473	1.63%	72,921	78,627	7.82%
01-5-005113.00	TREASURER STIPEND	1,750	1,750	0.00%	1,800	1,800	0.00%	1,800	1,800	0.00%
01-5-005114.00	ADMIN ASSISTANT WAGE	22,823		(100.00%)	23,459	20,124	(14.22%)	29,134	31,312	7.48%
01-5-005120.00	CCC Tax				-	1,025		1,060	1,246	17.55%
01-5-005121.00	FICA TAX	12,247	13,247	8.17%	14,998	14,950	(0.32%)	16,467	17,563	6.66%
01-5-005122.00	MEDI TAX	2,864	3,157	10.23%	3,508	3,496	(0.33%)	3,762	4,107	9.17%
01-5-005123.00	HEALTH INSUR	43,087	52,514	21.88%	58,292	65,973	13.18%	79,567	80,363	1.00%
01-5-005124.00	DISABILITY/LIFE INSUR	1,857	1,710	(7.92%)	1,824	1,790	(1.85%)	2,157	2,161	0.20%
01-5-005125.00	DENTAL INSURANCE	1,105	989	(10.50%)	1,147	1,060		1,175	1,181	0.50%
01-5-005126.00	VT RETIREMENT	13,046	17,915	37.32%	16,632	18,751	12.74%	21,262	23,881	12.32%
	TM RECRUITMENT	30,000		(100.00%)						
01-5-005252.00	TMGR RELOCATION EXPENSE				10,000	-	(100.00%)	10,000	10,000	0.00%
01-5-005300.00	PROFESS SERV	18,000	5,007	(72.18%)	10,000	15,312	53.12%	10,000	10,000	0.00%
01-5-005300.10	CONTRACTED SERVICES					900				
01-5-005302.00	VLCT MEMBERSHIP	5,863	5,863	0.00%	6,088	6,042	(0.76%)	6,300	6,300	0.00%
01-5-005305.00	LEGAL	95,000	85,619	(9.87%)	100,000	27,050	(72.95%)	80,000	80,000	0.00%
01-5-005310.00	TOWN REPORT	4,000	4,419	10.48%	4,154	4,104	(1.20%)	4,500	4,500	0.00%
01-5-005531.00	ADMIN TELEPHONE	800	596	(25.50%)	831	335	(59.65%)	700	700	0.00%
01-5-005532.00	T MNGR CELL PHONE	1,500	486	(67.60%)	1,558	485	(68.86%)	600	600	0.00%
01-5-005538.00	POSTAGE	100	7	(93.00%)	104	71	(31.75%)	100	100	0.00%
01-5-005540.00	ADVERTISING	3,000	1,388	(53.73%)	3,115	139	(95.55%)	1,500	1,000	-33.33%
01-5-005550.00	PRINTING					83				
01-5-005581.00	MILEAGE	200		(100.00%)	208	115	(44.64%)	200	200	0.00%
01-5-005610.00	OFFICE SUPPLIES	2,000	1,901	(4.95%)	2,077	1,116	(46.25%)	2,000	2,000	0.00%
01-5-005611.00	OFFICE EQUIP	1,000	56	(94.40%)	1,038	179	(82.76%)	500	500	0.00%
01-5-005615.00	DUES/MTS/EDUC	3,000	2,473	(17.57%)	4,000	1,039	(74.02%)	4,000	4,000	0.00%
01-5-005616.00	Treasurer Conf. & Dues Ex				1,000	563	(43.72%)	1,000	1,000	0.00%
01-5-005701.00	COMMITTEE	500		(100.00%)	519	10	(98.07%)	-	-	
01-5-005701.20	ENERGY COMMITTEE	1,760	133	(92.44%)	1,828	682	(62.67%)			
01-5-005704.00	Reg Energy Coordinator	30,670	30,670	0.00%	31,848	30,670	(3.70%)	32,500	32,500	0.00%
01-5-005810.00	DES FUND-FACILITIES STUDY					500	0.00%	250	500	100.00%
01-5-005814.00	DESI FUND-CITIZEN ASSISTA									
01-5-005816.00	Des. Fund - Main St Flags									
01-5-005900.00	MISCELLANEOUS	500	1,254	150.80%	519	4,176	704.54%	1,000	1,000	0.00%
	Total Expenditures	469,630	461,340	(1.77%)	517,686	448,152	(13.43%)	545,017	568,673	4.34%
01-5-010	BCA/BOA EXPENDITURES									
01-5-010110.00	JUSTICE STIPEND	500		(100.00%)	500		(100.00%)	-		
01-5-010121.00	FICA TAX				32		(100.00%)			
01-5-010122.00	MEDI TAX				7		(100.00%)	-		
01-5-010538.00	POSTAGE	160	8	(95.00%)	300	214	(28.65%)	160	150	-6.25%
01-5-010610.00	OFFICE SUPPLIES	25		(100.00%)	25		(100.00%)	25	25	0.00%
01-5-010615.00	DUES/MTGS/EDUC	300		(100.00%)	300	30	(90.00%)	50	100	100.00%
	Total Expenditures	985	8	(99.19%)	1,164	244	(79.03%)	235	275	17.02%
01-5-050	STAT MTGS EXPENDITURES									
01-5-050110.00	POLLWORKER STIPEND	500		(100.00%)	500	438	(12.32%)	400		-100.00%
01-5-050121.00	FICA TAX				31		(100.00%)	25		-100.00%
01-5-050122.00	MEDI TAX				7		(100.00%)	6		-100.00%
01-5-050123.00	CCC Tax							2		-100.00%
01-5-010537.00	ELECTION DAY EXPENSES	1000	171	(82.90%)	1,000		(100.00%)	1,000	1,500	
01-5-050538.00	POSTAGE	400	1,028	157.00%	1,200	971	(19.10%)	600	1,700	183.33%
01-5-050540.00	ADVERTISING	225		(100.00%)	250		(100.00%)	200	100	-50.00%
01-5-050550.00	PRINTING	3000	3,121	4.03%	3,000	2,854	(4.88%)	3,200	3,400	6.25%
01-5-050610.00	OFFICE SUPPLIES	450		(100.00%)	400	54	(86.59%)	400	400	0.00%
01-5-050650.00	VOTING MACHINE	100		(100.00%)	100	0	(99.93%)	100		-100.00%
01-5-050652.00	VOTING MACH MAINT AGRMT	400		(100.00%)	450		(100.00%)	400		-100.00%
01-5-050655.00	VTG MCHN PROGRAMG	3500	1,552	(55.66%)	3,500	1,304	(62.74%)	2,000	2,600	30.00%
	Total Expenditures	9575	5872	(38.67%)	10,438	5,620	(46.15%)	8,333	9,700	16.40%
01-5-100	TOWN CLERK EXPENDITURES									
01-5-100110.00	TOWN CLERK WAGE	78472	71,511	(8.87%)	74,299	75,774	1.98%	78,107	84,791	8.56%
01-5-100112.00	ASST CLK WAGE	52316	54,108	3.43%	55,428	56,286	1.55%	58,271	54,000	-7.33%
01-5-100120.00	CCC Tax					515		600	611	1.78%
01-5-100121.00	FICA TAX	8109	7,121	(12.18%)	8,043	7,781	(3.26%)	8,455	8,605	1.77%
01-5-100122.00	MEDI TAX	1896	1,666	(12.13%)	1,881	1,820	(3.26%)	1,977	2,012	1.79%
01-5-100123.00	HEALTH INS	33113	40,434	22.11%	43,357	49,363	13.85%	56,971	74,000	29.89%
01-5-100124.00	DISABILITY/LIFE INS	1340	1,348	0.60%	1,416	1,407	(0.64%)	1,378	1,400	1.60%
01-5-100125.00	DENTAL INSURANCE	884	796	(9.95%)	918	852	(7.20%)	940	950	1.06%
01-5-100126.00	VT RETIREMENT	8828	8,339	(5.54%)	9,081	9,291	2.31%	9,887	10,409	5.28%
01-5-100207.00	DOG/CAT LICENSE	300	302	0.67%	300	322	7.35%	350	400	14.29%
01-5-100209.00	VITAL STATISTICS	50		(100.00%)	50		(100.00%)	50	100	100.00%
01-5-100343.00	Hartford Punch Card Expense					2,575				
01-5-100341.00	RECORD RESTORATION					777				
01-5-100531.00	TELEPHONE	600	603	0.50%	600	335	(44.12%)	600	600	0.00%
01-5-100538.00	POSTAGE		113		350	150	(57.14%)	150	150	0.00%
01-5-100540.00	ADVERTISING	200		(100.00%)	200		(100.00%)			
01-5-100550.00	PRINTING		130			288		200	300	50.00%
01-5-100610.00	OFFICE SUPPLIES	1290	808	(37.36%)	1,340	945	(29.47%)	1,200	1,200	0.00%
01-5-100611.00	OFFICE EQUIPMENT	500	404	(19.20%)	500	500	0.00%	500	500	0.00%
01-5-100613.00	SOFTWARE	3480	3,690	6.03%	4,100	3,616	(11.81%)	5,600	5,500	-1.79%
01-5-100615.00	DUES/MTGS/EDUC	350	3,313	846.57%	5,365	4,538	(15.42%)	3,300	6,600	100.00%
01-5-100758.00	DES. FUND-RECORD RESTORAT	5000	5,000	0.00%	5,000	5,000	0.00%	5,000	5,000	0.00%
01-5-100759.00	Town Clerk Grant Expenses					11,580				
01-5-100760.00	DESIGNATED FUND- EQUIP				20,000	20,000	0.00%	8,650	3,000	-65.32%
	Total Expenditures	196,728	199,686	1.50%	232,228	253,712	9.25%	242,186	260,129	7.41%
		FY24 Budget	FY24 Actual	% Change	FY25 Budget	FY25 Actual	% Change	FY26 Budget	FY27 Budget	FY27/26 Budget

01-5-200 FINANCE DEPARTMENT			Actual/Budget	Reviewed	Actual/Budget	Request	% change				
01-5-200112.00	FINL ASSISTANT WAGE	55,389	56,365	1.76%	58,129	50,794	(12.62%)	62,346	64,950	4.18%	
01-5-200112.10	FINANCE OFFICER WAGE	91,054	161,426	77.29%	95,275	97,055	1.87%	100,182	108,027	7.83%	
01-5-200120.00	CCC Tax					615			761	17.08%	
01-5-200121.00	FICA TAX	9,079	8,583	(5.46%)	9,511	9,169	(3.60%)	10,077	10,725	6.43%	
01-5-200122.00	MEDI TAX	2,123	2,007	(5.46%)	2,224	2,146	(3.52%)	2,308	2,508	8.67%	
01-5-200123.00	HEALTH INS	27,400	18,197	(33.59%)	21,129	18,904	(10.53%)	24,038	26,500	10.24%	
01-5-200124.00	DISABILITY/LIFE INS	1,445	1,336	(7.54%)	1,512	1,640	8.45%	1,484	1,700	14.56%	
01-5-200125.00	DENTAL INSURANCE	884	792	(10.41%)	918	757	(17.49%)	940	940	0.00%	
01-5-200126.00	VT RETIREMENT	9,885	8,861	(10.36%)	10,738	10,296	(4.11%)	11,783	12,973	10.10%	
01-5-200320.00	PROFESS SERVICES	3,000	4,242	41.40%	3,000	2,454	(18.21%)	4,000	4,000	0.00%	
01-5-200322.00	INDEPENDENT AUDIT	28,600	35,283	23.37%	40,000	29,100	(27.25%)	40,000	40,000	0.00%	
01-5-200531.00	TELEPHONE	1,000	598	(40.20%)	1,000	335	(66.47%)	600	600	0.00%	
01-5-200538.00	POSTAGE				10		(100.00%)				
01-5-200540.00	ADVERTISING	175		(100.00%)	175	145	(17.43%)	-			
01-5-200550.00	PRINTING	100	155	55.00%	125	612	389.60%	160	-	-100.00%	
01-5-200580.00	MILEAGE REIMBURSEMENT								100		
01-5-200610.00	OFFICE SUPPLIES	1,750	1,202	(31.31%)	1,100	898	(18.35%)	1,300	1,000	-23.08%	
01-5-200611.00	OFFICE EQUIPMENT	750	1,587	111.60%	750	442	(41.07%)		800		
01-5-200613.00	SOFTWARE	1,425	4,757	233.82%	4,800	1,065	(77.81%)	4,800	5,000	4.17%	
01-5-200615.00	DUES/MTGS/EDUC	525	1,043	98.67%	2,500	360	(85.60%)	1,000	1,000	0.00%	
01-5-200711.00	BANK	1,000	141	(85.90%)	1,000	509	(49.09%)	625	600	-4.00%	
Total Expenditures		235,584	306,575	30.13%	253,896	227,296	(10.48%)	266,293	282,184	5.97%	
01-5-275 GEN ADMIN EXPENDITURES			FY24 Budget	FY24 Actual	% Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	% Change Actual/Budget	FY26 Budget	FY27 Budget Request	FY27/26 Budget % change
01-5-275531.00	TELEPHONE	650	832	28.00%	675	2,322	244.05%	800	2,200	175.00%	
01-5-275536.00	POSTAGE METER RENTAL	750	638	(14.93%)	779	479	(38.55%)	750	750	0.00%	
01-5-275538.00	POSTAGE	4,300	5,606	30.37%	4,465	5,936	32.95%	3,700	5,500	48.65%	
01-5-275610.00	OFFICE SUPPLIES	1,300	189	(85.46%)	1,350	1,070	(20.77%)	1,000	1,300	30.00%	
01-5-275620.00	PHOTOCOPIER	1,700	2,030	19.41%	1,765	3,576	102.61%	1,700	3,800	123.53%	
01-5-275627.00	Remote Meeting Services		6,284		6,500	6,454	(0.71%)	6,500	6,500	0.00%	
01-5-275628.00	COMPUTER SOFTWARE		240		-	240		500	250	-50.00%	
01-5-275630.00	COMPUTER HARDWARE	1,500	1,751	16.73%	5,000		(100.00%)	4,000	4,000	0.00%	
01-5-275631.00	WEB SITE SUPPORT	600	300	(50.00%)	623	300	(51.87%)	400	400	0.00%	
01-5-275632.00	SERVER MAINTENANCE	40,000	42,001	5.00%	45,000	43,696	(2.90%)	45,000	45,000	0.00%	
01-5-275633.00	EV Chargers Expenses					2,851		-	-		
01-5-275760.00	DESIGNATED FUND-EQUIP- 14	15,000	15,000	0.00%				5,000	5,000	0.00%	
01-5-275761.00	Designated Fund - 50								21,550		
01-5-275762.00	Designated Fund - 51							50,000	50,000	0.00%	
Total Expenditures		65,800	74,871	13.79%	66,157	66,924	1.16%	119,350	146,250	22.54%	
01-5-300 LISTERS EXPENDITURES			FY24 Budget	FY24 Actual	% Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	% Change Actual/Budget	FY 26 Budget	FY27 Budget	FY27/26 Budget % change
01-5-300110.00	LISTERS STIPEND	4,500	4,464	(0.80%)	4,500		(100.00%)				
01-5-300112.00	OFFICE ASST WAGE				27,000	2,452	(90.92%)				
01-5-300115.00	LISTER OFFICE WAGES					27,388		31,500	58,200	84.76%	
01-5-300120.00	ASSESSING CLERK WAGE	27,000	13,061	(51.63%)							
01-5-300120.00	CCC Tax				-	109		139	256	84.76%	
01-5-300121.00	FICA TAX	1,953	1,029	(47.31%)	1,953	1,908	(2.32%)	1,953	3,608	84.76%	
01-5-300122.00	MEDI TAX	457	241	(47.26%)	457	446	(2.37%)	457	844	84.76%	
01-5-300300.00	PROFESSIONAL ASSESSOR SERVICES	36,000	12,036	(66.57%)							
01-5-300300.00	CONTRACTED SERVICES				25,000	9,056	(63.78%)	25,000	4,000	-84.00%	
01-5-300360.00	SOFTWARE MAINT/UPDATE	6,000	5,695	(5.08%)	6,230	6,588	5.75%	16,250	12,265	-24.52%	
01-5-300531.00	TELEPHONE	600	568	(5.33%)	623	335	(46.18%)	600	360	-40.00%	
01-5-300538.00	POSTAGE	180	27	(85.00%)	200	291	45.66%	300	360	20.00%	
01-5-300540.00	ADVERTISING	180		(100.00%)	200		(100.00%)	200	180	-10.00%	
01-5-300550.00	PRINTING	180	24	(86.67%)	200	342	71.00%	100	360	260.00%	
01-5-300580.00	MILEAGE REIMB	180	78	(56.67%)	200	52	(74.08%)	200	750	275.00%	
01-5-300610.00	OFFICE SUPPLIES	180	97	(46.11%)	200	106	(46.90%)	200	300	50.00%	
01-5-300611.00	OFFICE EQUIPMENT	180		(100.00%)	200	379	89.50%	200	300	50.00%	
01-5-300615.00	DUES/MTGS/EDUC	300	125	(58.33%)	350	125	(64.29%)	300	900	200.00%	
01-5-300760.00	DESIGNATED FUND-REAPPR	35,000	35,000	0.00%	40,000	40,000	0.00%	40,000	40,000	0.00%	
Total Expenditures		112,890	72,445	(35.83%)	107,313	89,578	(16.53%)	117,398	122,683	4.50%	
01-5-350 PLANNING DEPT EXPENDITURE			FY24 Budget	FY24 Actual	% Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	% Change Actual/Budget	FY26 Budget	FY27 Budget Request	FY27/26 Budget % change
01-5-350110.00	Planning Director Wage	88,803	31,224	(64.84%)	95,000	72,001	(24.21%)	92,098	97,519	5.89%	
01-5-350112.00	OFFICE ASST. WAGE	28,601	43,298	51.39%	29,112	43,729	50.21%	35,735	45,000	25.93%	
01-5-350120.00	CCC Tax					449		562	627	11.57%	
01-5-350121.00	FICA TAX	7,279	2,632	(63.84%)	7,695	6,566	(14.68%)	7,926	8,836	11.48%	
01-5-350122.00	MEDI TAX	1,702	615	(63.87%)	1,800	1,535	(14.70%)	1,854	2,067	11.49%	
01-5-350123.00	HEALTH INS	9,671		(100.00%)	26,382	6,076	(76.97%)	12,019	10,505	-12.60%	
01-5-350124.00	DISABILITY/LIFE INS	779		(100.00%)	809	579	(28.46%)	788	875	11.04%	
01-5-350125.00	DENTAL INSURANCE	442		(100.00%)	459	303	(34.00%)	940	500	-46.81%	
01-5-350126.00	VT RETIREMENT	5,994		(100.00%)	6,650	4,139	(37.76%)	9,268	7,314	-21.08%	
01-5-350320.00	PLANNING SERVICES	3,000	50	(98.33%)	3,000		(100.00%)	5,000	5,000	0.00%	
01-5-350321.00	TWO RIVER PLANNING COMM.	5,600	5,888	5.14%	6,068	6,068	0.00%	6,250	6,450	3.20%	
01-5-350322.00	U.V. TRANSPORTATION MGMT	1,225	1,134	(7.43%)	1,150	1,134	(1.39%)	1,150	1,150	0.00%	
01-5-350341.00	MAPPING	2,144	855	(60.12%)	2,200	3,379	53.59%	2,000	2,200	10.00%	
01-5-350416.00	HIST PRES GRANT	1,000	5,660	466.00%	6,500		(100.00%)	-	-		
01-5-350419.00	PLANNING GRANT		1,840					5,000	3,000	-40.00%	
01-5-350531.00	TELEPHONE	1,000	602	(39.80%)	1,000	335	(66.47%)	600	400	-33.33%	
01-5-350538.00	POSTAGE	500	119	(76.20%)	520	285	(45.22%)	500	400	-20.00%	
01-5-350540.00	ADVERTISING	540	586	8.52%	550	1,355	146.30%	600	1,500	150.00%	
01-5-350550.00	PRINTING	200		(100.00%)	200		(100.00%)	200	200	0.00%	
01-5-350580.00	MILEAGE REIMB	400	307	(23.25%)	400	129	(67.84%)	400	160	-60.00%	
01-5-350610.00	OFFICE SUPPLIES	375	578	54.13%	400	419	4.75%	750	400	-46.67%	
01-5-350611.00	OFFICE EQUIPMENT	275	390	41.82%	275	279	1.45%	2,000	400	-80.00%	
01-5-350612.00	Software Expense				500	180	(64.02%)	500	500	0.00%	
01-5-350615.00	DUES/MTGS/EDUC	800	80	(90.00%)	2,000	571	(71.44%)	500	2,000	300.00%	
Total Expenditures		160,330	95,858	(40.21%)	192,670	149,511	(22.40%)	186,640	197,003	5.55%	
01-5-425 REC DEPT EXPENDITURES			FY24 Budget	FY24 Actual	% Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	% Change Actual/Budget	FY26 Budget	FY27 Budget Request	FY27/26 Budget % change
01-5-425110.00	RECREATION DIR WAGE	74,280	77,789	4.72%	74,555	81,875	9.82%	84,385	90,988	7.82%	
01-5-425110.00	RECREATION ADMIN ASST	41,714		(100.00%)							

01-5-425120.00	CCC Tax				348		371	400	7.82%	
01-5-425121.00	FICA TAX	7,192	5,171	(28.10%)	4,622	5,589	20.92%	5,232	5,641	7.82%
01-5-425122.00	MEDI TAX	1,682	1,209	(28.12%)	1,081	1,307	20.92%	1,224	1,319	7.76%
01-5-425123.00	HEALTH INS	17,729		(100.00%)	-			-		
01-5-425124.00	DISABILITY/LIFE INSUR	1,511	798	(47.19%)	800	817	2.16%	813	813	0.00%
01-5-425125.00	DENTAL INSURANCE	884		(100.00%)				470	470	0.00%
01-5-425126.00	VT RETIREMENT	7,830	5,185	(33.78%)	5,219	5,703	9.28%	6,118	6,824	11.54%
01-5-425127.00	TELEPHONE	1,075	1,091	1.49%	1,116	821	(26.48%)	1,116	1,116	0.00%
01-5-425128.00	POSTAGE	50		(100.00%)	52	43	(18.15%)	52	52	0.00%
01-5-425140.00	ADVERTISING	245	112	(54.29%)	254		(100.00%)	200	200	0.00%
01-5-425150.00	PRINTING	80		(100.00%)	83		(100.00%)	80	80	0.00%
01-5-425160.00	DUES/MTGS/EDUC	1,400	180	(87.14%)	1,454	100	(93.12%)	1,000	1,000	0.00%
01-5-425170.00	OFFICE EQUIPMENT	55		(100.00%)	57	40	(29.84%)	57	57	0.00%
01-5-425180.00	MILEAGE REIMBURSEMENT	275	109	(60.36%)	286	22	(92.36%)	275	275	0.00%
01-5-425182.00	OFFICE SUPPLIES	225	10	(95.56%)	234	117	(50.00%)	200	200	0.00%
01-5-425183.00	POS Software (myRec)					3,680		3,845		
Subtotal		156,227	91,654	(41.33%)	89,813	100,461	11.86%	101,593	113,280	11.50%
01-5-4252 PROGRAM										
01-5-425200.00	Instructor/Contractor Fee	25,000	15,520	(37.92%)	20,000	9,866	(50.67%)	20,000	20,000	0.00%
01-5-425206.00	COACHING EXPENSES	800	8	(99.00%)	831	511	(38.48%)	831	831	0.00%
01-5-425208.00	HATS/T-SHIRTS	3,000	3,569	18.97%	3,115	1,006	(67.72%)	3,115		-100.00%
01-5-425211.00	EQUIPMENT & Supplies	6,500	5,965	(8.23%)	6,750	6,613	(2.03%)	6,500	8,500	30.77%
01-5-425212.00	Program Wage	60,000	35,687	(40.52%)	42,000	28,553	(32.02%)	42,000	42,000	0.00%
01-5-425214.00	REFERREE/UMPIRE	5,500	4,290	(22.00%)	7,000	4,980	(28.86%)	7,000	7,000	0.00%
01-5-425216.00	ENTRY FEE - Tournament	2,500	140	(94.40%)	1,500	650	(56.67%)	1,500	1,500	0.00%
01-5-425218.00	REGISTRATION	6,000	4,580	(23.67%)	6,230		(100.00%)	6,000	2,500	-58.33%
01-5-425219.00	Facility Rental Fee Expe	17,500	16,780	(4.11%)	18,500	16,089	(13.03%)	19,000	25,000	31.58%
01-5-425220.00	SPECIAL EVENTS /SUPPLIES	2,500	2,020	(19.20%)	2,000	2,307	15.34%	2,200	2,200	0.00%
01-5-425221.00	FICA TAX	5,270	1,624	(69.18%)	5,004	1,533	(69.37%)	2,604	2,604	0.00%
01-5-425222.00	MEDI TAX	1,233	380	(69.18%)	1,170	457	(60.93%)	609	609	0.00%
01-5-425223.00	CCC Tax					135		185		-0.11%
01-5-425244.00	UNIFORMS	1,500		(100.00%)	1,558	1,110	(28.75%)	1,500	4,500	200.00%
Subtotal		137,303	90,563	(34.04%)	115,658	73,809	(36.18%)	113,044	117,429	3.88%
01-5-4253 RECREATION FACILITIES										
01-5-425322.00	REC FIELD CARE	11,256	6,383	(43.29%)	7,200	2,499	(65.29%)	7,200	5,000	-30.56%
01-5-425324.00	HNTLY LINE MARKING	5,500	2,793	(49.22%)	5,500	3,684	(33.02%)	5,500	5,500	0.00%
01-5-425326.00	PORTABLE TOILET	3,200	4,630	44.69%	3,500	5,237	49.64%	4,250	5,500	29.41%
01-5-425328.00	ICE RINK	3,500	254	(92.74%)	800	3,133	291.57%	3,500	500	-85.71%
01-5-425330.00	REPAIRS, MAINT & Site Work	2,680	2,826	5.45%	2,500	983	(60.68%)	3,000	3,250	8.33%
01-5-425332.00	WATER USAGE	450	418	(7.11%)	467	324	(30.59%)	467	800	71.31%
01-5-425333.00	WOMEN'S CLUB GRANT	5,500		(100.00%)	5,500		(100.00%)	-	-	
01-5-425345.00	SITE WORK	250		(100.00%)	260		(100.00%)	250	-	-100.00%
01-5-425360.00	DESIGNATED FUND-T COURTS	10,000	10,000	0.00%	75,000	75,000	0.00%	10,000	10,000	0.00%
01-5-425362.00	Desig.Rec.Facility(Fund 0				15,000	15,000	0.00%	15,000	15,000	0.00%
Subtotal		42,336	27,304	(35.51%)	115,727	105,860	(8.53%)	49,167	45,550	-7.36%
Total Expenditures		335,866	209,521	(37.62%)	321,198	280,130	(12.79%)	263,804	276,259	4.72%
		FY24 Budget	FY24 Actual	% Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	% Change Actual/Budget	FY26 Budget	FY27 Budget Request	FY27/26 Budget % change
01-5-485 PUBLIC SAFETY FACILITY										
01-5-485232.00	WATER USAGE	1,200	925	(22.92%)	1,246	1,116	(10.46%)	1,500	1,000	-33.33%
01-5-485233.00	ELECTRICITY/Heating	8,000	10,747	34.34%	8,307	12,263	47.63%	10,000	13,500	35.00%
01-5-485234.00	HEATING/Apparatus Bay Fuel	3,450	591	(82.87%)	3,582	2,707	(24.42%)	4,800	4,800	0.00%
01-5-485238.00	PHONE & INTERNET	5,492	5,582	1.64%	5,703	6,367	11.65%	6,500	6,500	0.00%
01-5-485301.00	BUILDING SUPPLIES	700	1,248	78.29%	727	923	26.92%	1,500	1,500	0.00%
01-5-485302.00	REPAIRS & MAINTENANCE	5,000	3,712	(25.76%)	5,192	4,784	(7.85%)	7,500	15,000	100.00%
01-5-485303.00	ALARM MONITORING	1,500	1,139	(24.07%)	1,558	1,237	(20.59%)	1,750	1,750	0.00%
01-5-485304.00	CLEANING	10,720	10,660	(0.56%)	11,132	9,132	(17.96%)	12,000	12,000	0.00%
01-5-485760.00	DESIGNATED FUND-POLICE ST							15,000	25,000	66.67%
Total Expenditures		36,062	34,604	(4.04%)	37,447	38,530	2.89%	60,550	81,050	33.86%
		FY24 Budget	FY24 Actual	% Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	% Change Actual/Budget	FY26 Budget	FY27 Budget Request	FY27/26 Budget % change
01-5-500 POLICE DEPT EXPENDITURES										
01-5-5001 WAGES & BENEFITS										
01-5-500110.00	POLICE CHIEF WAGE	96,998	107,661	10.99%	100,726	104,158	3.41%	108,374	116,859	7.83%
01-5-500112.00	POLICE OFFICER WAGE	197,539	137,664	(30.31%)	218,331	142,336	(34.81%)	216,085	252,530	16.87%
01-5-500112.10	ON-CALL WAGES	5,500	328	(94.04%)	5,310		(100.00%)	3,648	8,500	133.00%
01-5-500113.00	OVERTIME OFFICER WAGE	24,000	17,860	(25.58%)	9,069	4,850	(46.52%)	18,475	5,000	-72.94%
01-5-500114.00	ADMINISTRATIVE WAGE	58,346	60,287	3.33%	59,382	44,820	(24.52%)	64,599	62,282	-3.59%
01-5-500115.00	PARTTIME OFFICER WAGE	3,250	2,815	(13.38%)	3,250		(100.00%)	5,000	24,034	380.68%
01-5-500116.00	CROSSING GUARD WAGE	22,804	8,937	(60.81%)	23,681	13,208	(44.22%)	20,000	27,500	37.50%
01-5-500118.00	SPECIAL DUTY WAGE		160			160				
01-5-500120.10	CCC Tax					1,253		1,919	2,186	13.91%
01-5-500121.00	FICA TAX	25,323	19,269	(23.91%)	26,024	19,462	(25.21%)	27,043	30,796	13.88%
01-5-500122.00	MEDI TAX	5,922	4,506	(23.91%)	6,086	4,552	(25.21%)	6,325	7,202	13.87%
01-5-500123.00	HEALTH INS	88,947	30,527	(65.68%)	120,227	27,385	(77.22%)	103,606	70,000	-32.44%
01-5-500124.00	DISABILITY/LIFE INS	3,305	1,985	(39.94%)	4,466	2,653	(40.61%)	3,258	3,500	7.43%
01-5-500125.00	DELTA DENTAL	2,209	1,291	(41.56%)	2,754	1,787	(35.10%)	1,881	2,000	6.33%
01-5-500126.00	VT RETIREMENT	26,030	25,724	(1.18%)	27,497	23,396	(14.91%)	31,192	40,088	28.52%
Subtotal		560,173	419,014	(25.20%)	606,803	390,020	(35.73%)	611,405	652,477	6.72%
01-5-5002 COMMUNITY POLICING										
01-5-500201.00	ANIMAL CONT/LEASH LAW	2,950	450	(84.75%)	3,000	1,370	(54.34%)	3,000	3,000	0.00%
01-5-500202.00	COMMUNITY RELATNS	700	1,043	49.00%	500	345	(30.99%)	1,500	2,000	33.33%
01-5-500204.00	SPEED SIGNS	2,150	1,297	(39.67%)	9,000	10,737	19.30%	5,000	25,000	400.00%
Subtotal		5,800	2,790	(51.90%)	12,500	12,452	(0.39%)	9,500	30,000	215.79%
01-5-5003 EQUIPMENT & MAINTENANCE										
01-5-500301.00	RADIO MAINTENANCE	800	62,763	7745.38%	850	7,380	768.27%	500	1,500	200.00%
01-5-500302.00	PETROLEUM PRODUCTS	9,063	6,128	(32.38%)	10,000	8,436	(15.64%)	12,500	13,500	8.00%
01-5-500304.00	CRUISER VIDEO EQUIP	4,300	30,850	617.44%		13,731		13,371	15,500	15.92%
01-5-500306.00	CRUISER MAINT	8,800	8,985	2.10%	8,800	9,275	5.40%	10,000	12,000	20.00%
01-5-500308.00	CRUISER SUPPLIES	500	626	25.20%	519	1,216	134.36%	1,000	1,250	25.00%
01-5-500309.00	Capital Lease Equip. Expe				27,000	27,000	0.00%	35,000	33,967	-2.95%
Subtotal		23,463	109,352	366.06%	47,169	67,039	42.12%	72,371	77,717	7.39%
01-5-5005 SUPPORT										
01-5-500501.00	ADMINISTRATION	4,250	7,317	72.16%	10,000	13,594	35.94%	10,000	15,000	50.00%
01-5-500535.00	VIBRS	3,000	1,855	(38.17%)	5,000	3,365	(32.71%)	6,000	6,000	0.00%
01-5-500536.00	DISPATCH SERVICES	95,800	83,253	(13.10%)	99,479	78,520	(21.07%)	100,000	70,000	-30.00%
01-5-500537.00										
01-5-500537.00	IT SUPPORT					11,500		11,500	12,500	8.70%
01-5-500538.00	TRAINING	3,500	1,809	(48.31%)	3,634	1,682	(53.71%)	7,500	10,000	33.33%
01-5-500543.00	TRAINING SUPPLIES &EQUIPMENT	4,500	7,189	59.76%	8,000	8,541	6.77%	10,000	10,000	0.00%

01-5-500580.00	MILEAGE REIMB	250	491	96.40%		515		250		-100.00%
01-5-500581.00	DUES/MTGS/EDUC	1,000	719	(28.10%)	1,000	1,079	7.88%	2,500	3,000	20.00%
01-5-500582.00	UNIFORMS	3,000	3,090	3.00%	5,000	9,659	93.17%	7,500	10,000	33.33%
01-5-500583.00	UNIFORMS CLEANING	1,608	1,506	(6.34%)	1,670	60	(96.41%)	2,000	2,000	0.00%
01-5-500584.00	BULLET PROOF VESTS					1,485		3,000	3,000	0.00%
Subtotal		116,908	107,229	(8.28%)	133,783	118,499	(11.42%)	160,250	141,500	-11.70%
01-5-5007 CAPITAL EXPENDITURES										
01-5-500701.00	DESIGNATED FUND-SPEC EQUI - fund 21	5,000	5,000	0.00%	30,000	30,000	0.00%	11,000	5,000	-54.55%
01-5-500702.00	DESIGNATED FUND-CRUISER - fund 11	35,000	35,000	0.00%	35,000	35,000	0.00%	35,000	60,000	71.43%
01-5-500703.00	DESIGNATED FUND-POLICE ST									
Subtotal		40,000	40,000	0.00%	65,000	65,000	0.00%	46,000	65,000	41.30%
Total Expenditures		746,344	678,385	(9.11%)	865,255	653,010	(24.53%)	899,526	966,694	7.47%
01-5-555 FIRE/FAST DEPT. EXPENSES										
01-5-5551 FIRE WAGES		FY24 Budget	FY24 Actual	% Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	% Change Actual/Budget	FY26 Budget	FY27 Budget Request	FY27/26 Budget % change
01-5-555108.00	FIRE CHIEF WAGES	73,168	76,093	4.00%	79,295	81,220	2.43%	83,298	88,138	5.81%
01-5-555110.00	FIRE OFFICER STIPEND	2,100	2,100	0.00%	2,100	1,680	(20.00%)	2,100	2,100	0.00%
01-5-555112.00	FIREFIGHTERS WAGE	31,125	30,063	(3.41%)	31,125	24,870	(20.10%)	32,000	32,000	0.00%
01-5-555114.00	FF DRILLS/MTGS WAGE	2,500	1,840	(26.40%)	2,500	1,080	(56.80%)	2,000	2,000	0.00%
01-5-555120.00	CCC Tax					488		525	547	4.19%
01-5-555121.00	FICA TAX	6,751	6,372	(5.61%)	7,131	6,723	(5.72%)	7,403	7,703	4.05%
01-5-555122.00	MEDI TAX	1,579	1,494	(5.38%)	1,668	1,585	(4.99%)	1,731	1,801	4.04%
01-5-555123.00	HEALTH INSURANCE	15,102	17,158	13.61%	18,438	9,058	(50.87%)	9,014	9,915	10.00%
01-5-555124.00	DISABILITY/LIFE INSURANCE	736	787	6.93%	800	753	(5.91%)	779	780	0.13%
01-5-555125.00	VT RETIREMENT	5,081	5,072	(0.18%)	5,551	5,661	1.98%	6,039	6,610	9.46%
01-5-555126.00	DENTAL INSURANCE	442	432	(2.26%)	459	438	(4.63%)	470	480	2.13%
Subtotal		138,584	141,411	2.04%	149,067	133,556	(10.41%)	145,359	152,074	4.62%
01-5-5552 EMS WAGES										
01-5-555212.00	EMS WAGE	5,000	9,131	82.62%	5,000	7,038	40.75%	8,500	8,500	0.00%
01-5-555215.00	EMS DRILL WAGE	1,900	1,140	(40.00%)	1,900	1,640	(13.68%)	1,500	1,800	20.00%
01-5-555223.00						1		44	50	13.64%
01-5-555221.00	EMS FICA TAX	444	502	13.06%	428	466	8.98%	620	650	4.84%
01-5-555222.00	EMS MEDI TAX	104	114	9.62%	100	99	(1.20%)	145	150	3.45%
Subtotal		7,448	10,887	46.17%	7,428	9,244	24.44%	10,809	11,150	3.15%
01-5-5553 EDUCATION & TRAINING										
01-5-555338.00	FIRE EDUC/TRAINING	750	200	(73.33%)	750	720	(4.00%)	900	900	0.00%
01-5-555340.00	EMS EDUC/TRNG	1,200	885	(26.25%)	1,200	525	(56.25%)	1,200	1,200	0.00%
01-5-555342.00	FIRE DUES/MTGS/EDUC	500	635	27.00%	500	331	(33.75%)	500	500	0.00%
Subtotal		2,450	1,720	(29.80%)	2,450	1,576	(35.66%)	2,600	2,600	0.00%
01-5-5554 TOOLS & EQUIPMENT										
01-5-555422.00	FIRE TOOLS & EQUIPMENT	4,200	4,200	0.00%	4,200	4,016	(4.38%)	4,500	5,000	11.11%
01-5-555424.00	EMS TOOLS/ EQUIP	2,000	2,120	6.00%	2,000	1,753	(12.33%)	2,200	2,200	0.00%
01-5-555426.00	RADIO PURCH/REPAIR	800	597	(25.38%)	800		(100.00%)	800	800	0.00%
Subtotal		7,000	6,917	(1.19%)	7,000	5,769	(17.58%)	7,500	8,000	6.67%
01-5-5555 MAINTENANCE										
01-5-555528.00	FIRE TRK R & M	14,500	19,856	36.94%	15,500	16,925	9.19%	18,500	19,000	2.70%
01-5-555530.00	EQUIPMENT MAINTENANCE	4,000	5,637	40.93%	4,154	4,372	5.24%	4,000	4,000	0.00%
01-5-555532.00	RADIO MAINTENANCE	500	589	17.80%	500		(100.00%)	500	500	0.00%
01-5-555534.00	SOFTWARE MAINTENANCE							3,200	3,200	0.00%
01-5-555536.00	COMPUTER MAINTENANCE									
01-5-555538.00	PETROLEUM PRODUCTS	4,500	7,727	71.71%	4,673	3,848	(17.65%)	4,600	4,600	0.00%
Subtotal		23,500	33,809	43.87%	24,827	25,145	1.28%	30,800	31,300	1.62%
01-5-5556 SUPPORT										
01-5-555614.00	RECRUITMENT	100		(100.00%)	100		(100.00%)	100	100	0.00%
01-5-555618.00	POSTAGE	25		(100.00%)	25		(100.00%)	25	25	0.00%
01-5-555619.00	FIRE PREV BOOKS & MATERIA	100		(100.00%)	100		(100.00%)	100	100	0.00%
01-5-555620.00	FIREFIGHTERS CASUL INS	5,800	3,610	(37.76%)	5,800	3,430	(40.86%)	4,500	4,500	0.00%
01-5-555625.00	TELEPHONE & INTERNET		3,099		1,000	1,987	98.74%	2,000	2,200	10.00%
01-5-555630.00	OFFICE SUPPLIES	650	992	52.62%	700	129	(81.51%)	700	500	-28.57%
01-5-555632.00	DISPATCH SERVICE	28,755	28,512	(0.85%)	30,193	29,865	(1.09%)	31,702	33,288	5.00%
01-5-555633.00	UNIFORM	250	370	48.00%	260		(100.00%)	260	275	5.77%
01-5-555634.00	HYDRANT RENTAL	34,000	30,000	(11.76%)	34,000		(100.00%)	36,000	-	-100.00%
01-5-555635.00	DRY HYDRANT	500	590	18.00%	500		(100.00%)	500	500	0.00%
01-5-555636.00	OSHA COMPLIANCE	1,000	161	(83.90%)	1,000	799	(20.10%)	600	800	33.33%
Subtotal		71,180	67,334	(5.40%)	73,678	36,211	(50.85%)	76,487	42,288	-44.71%
01-5-5557 CAPITAL EXPENDITURES										
01-5-555756.00	DESIGNATED FUND-FIRE STAT (fund 6)	80,000	80,000	0.00%	120,000	120,000	0.00%	126,000	135,000	7.14%
01-5-555758.00	DESIGNATED FUND-APPARATUS (fund 25)									
01-5-555760.00	DESIGNATED FUND-EQUIPMENT(fund 26)	30,000	30,000	0.00%	30,000	30,000	0.00%	33,075	60,000	81.41%
Subtotal		110,000	110,000	0.00%	150,000	150,000	0.00%	159,075	195,000	22.58%
GRANT										
DRY HYDRANT GRANT		9,300								
Subtotal		9,300								
01-5-5559 AMBULANCE SERVICES										
01-5-555901.00	AMBULANCE CONTRACT	160,575	156,689	(2.42%)	168,604	164,982	(2.15%)	170,664	188,783	10.62%
01-5-555903.00	AMBULANCE BILLS	5,500	13,076	137.75%	5,711	6,904	20.89%	5,000	8,000	60.00%
Subtotal		166,075	169,765	2.22%	174,315	171,886	(1.39%)	175,664	196,783	12.02%
Total Expenditures		526,237	551,143	4.73%	588,765	533,387	(9.41%)	608,294	639,195	5.08%
01-5-575 EMERGENCY MANAGEMENT										
01-5-575100.00		FY24 Budget	FY24 Actual	% Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	% Change Actual/Budget	FY26 Budget	FY27 Budget Request	FY27/26 Budget % change
01-5-575100.00	DEBT SERVICE TOWER PRINCI	26,775	27,709	3.49%	27,500		(100.00%)	-	-	
01-5-575105.00	DEBT SERVICE TOWER INTERE	3,025	470	(84.46%)	750		(100.00%)	-	-	
01-5-575233.00	TOWER POWER	430	1,829	325.35%	450	1,946	332.37%	1,900	1,900	0.00%
01-5-575600.00	EMERG MAN ADMIN	30		(100.00%)	30		(100.00%)	-	-	0.00%
01-5-575610.00	EMERG MNGMT SUPPLIES	50	177	254.00%	50		(100.00%)	180	5,000	2677.78%
01-5-575612.00	GENERATOR FUEL	100	248	148.00%	200	170	(14.79%)	250	250	0.00%
01-5-575620.00	EMERG GEN MAINT	2,500	1,219	(51.24%)	2,600	1,971	(24.19%)	-	-	
01-5-575622.00	EMERG GEN INSTALL							200	200	0.00%
01-5-575630.00	BASE RADIO MAINTENANCE							2,600	2,600	0.00%
01-5-575740.00	DESIGNATED FUND-GENERATOR	15,000	15,000	0.00%	15,000	15,000	0.00%	30,000	15,000	-50.00%
Total Expenditures		47,910	46,652	(2.63%)	46,580	19,087	(59.02%)	35,130	24,950	-28.98%
01-5-650 CONSERVATION										
PRINTING		57								
DONATIONS										
01-5-650605.00										

01-5-650615.00	DUES/MTGS/EDUC	200	32	(84.00%)	200	50	(75.00%)	200	200	0.00%
01-5-650620.00	SPKRS/PUBLIC INFO	1,250		(100.00%)	1,250	1,499	19.91%	1,250	1,250	0.00%
01-5-650625.00	PUBLICITY	750	1,000	33.33%	750	750	0.00%	750	750	0.00%
01-5-650630.00	TRAILS	1,800	1,758	(2.33%)	1,800	96	(94.67%)	1,800	1,800	0.00%
01-5-650635.00	MILT FRYE NATURE AREA	1,500	640	(57.33%)	1,500	773	(48.49%)	1,500	1,500	0.00%
01-5-650700.00	NATRL RESRCS INVEN	1,000	1,166	16.60%	1,000	296	(70.36%)	1,000	1,000	0.00%
01-5-650710.00	PROJECT RESTORATION	2,000		(100.00%)	2,000	1,787	(10.63%)	2,000	2,000	0.00%
Total Expenditures		8,500	4,653	(45.26%)	8,500	5,251	(38.22%)	8,500	8,500	0.00%
		FY24 Budget	FY24 Actual	%Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	%Change Actual/Budget	FY26 Budget	FY27 Budget Request	FY27/26 Budget % Change
01-5-651 Solid Waste Committee										
01-5-651550.00	Printing							250	250	0.00%
01-5-651610.00	Software License							600	1,500	150.00%
01-5-651620.00	Information/Signs/Sand.Bo							1,500	600	-60.00%
Total Expenditures								2,350	2,350	0.00%
		FY24 Budget	FY24 Actual	%Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	%Change Actual/Budget	FY26 Budget	FY27 Budget Request	FY27/26 Budget % change
01-5-652 Energy Committee										
01-5-652610.00	Supplies							1,800	1,800	0.00%
Total Expenditures								1,800	1,800	0.00%
		FY24 Budget	FY24 Actual	%Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	%Change Actual/Budget	FY26 Budget	FY27 Budget Request	FY27/26 Budget % change
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	96,520	97,893	1.42%	100,230	104,177	3.94%	107,487	115,903	7.83%
01-5-703111.00	ADMINISTRATIVE ASSIST	22,823	10,784	(52.75%)	23,459	20,124	(14.22%)	29,134	31,312	7.48%
01-5-703112.00	ROAD CREW WAGES	316,182	264,372	(16.39%)	331,013	259,849	(21.50%)	336,556	329,862	-1.99%
01-5-703114.00	ROAD CREW OVERTIME	47,881	31,826	(33.53%)	40,000	22,311	(44.22%)	56,238	60,000	6.69%
01-5-703116.00	On Call Compensation	4,650	4,574	(1.63%)	5,612	2,094	(62.69%)	5,743	6,590	14.75%
01-5-703120.00	CCC Tax					1,609		2,355	2,396	1.74%
01-5-703121.00	FICA	30,259	23,965	(20.80%)	31,019	24,803	(20.04%)	33,253	33,764	1.54%
01-5-703122.00	MEDICARE	7,077	5,605	(20.80%)	7,255	5,801	(20.05%)	7,687	7,896	2.72%
01-5-703123.00	HEALTH INSUR	76,438	70,607	(7.63%)	91,482	89,147	(2.55%)	141,105	155,200	9.99%
01-5-703124.00	DISABILITY/LIFE	4,176	3,968	(4.98%)	4,616	4,522	(2.04%)	4,531	4,700	3.73%
01-5-703125.00	DENTAL INSURANCE	2,872	2,213	(22.95%)	2,983	2,264	(24.11%)	3,056	3,200	4.71%
01-5-703126.00	RETIREMENT	31,403	26,473	(15.70%)	35,022	29,302	(16.33%)	38,436	40,844	6.26%
Subtotal		640,281	542,280	(15.31%)	672,691	566,002	(15.86%)	765,561	791,667	3.41%
01-5-7032 MATERIALS										
01-5-703201.00	SALT & CHEMICALS	119,626	90,770	(24.12%)	125,000	101,287	(18.97%)	125,000	128,000	2.40%
01-5-703203.00	SAND	125,511	47,379	(62.25%)	130,331	95,837	(26.47%)	130,000	120,000	-7.69%
01-5-703205.00	DUST CONTROL	24,120	4,030	(83.29%)	25,046	4,214	(83.17%)	25,000	26,000	4.00%
01-5-703207.00	GRAVEL & STONE	58,960	34,946	(40.73%)	70,000	32,225	(53.96%)	65,000	68,000	4.62%
01-5-703209.00	CULVERTS & ROAD SUPPLIES	20,000	22,199	11.00%	20,768	614	(97.04%)	25,000	25,000	0.00%
01-5-703211.00	ASPHALT PRODUCTS	3,100	2,647	(14.61%)	3,219	2,624	(18.47%)	3,500	3,500	0.00%
01-5-703213.00	BRIDGE REPAIR & MAINT.	2,000	16	(99.20%)	5,000	52	(98.95%)	5,000	5,300	6.00%
01-5-703215.00	OTHER PROJECTS	1,900	8,631	354.26%	5,000	9,871	97.42%	8,000	8,500	6.25%
01-5-703217.00	SIGNS	2,400	1,677	(30.13%)	2,500	1,946	(22.17%)	2,500	3,000	20.00%
Subtotal		357,617	212,295	(40.64%)	386,864	248,671	(35.72%)	389,000	387,300	-0.44%
01-5-7033 CONTRACTED SERVICES										
01-5-703301.00	PLOWING & SANDING	25,683	95,575	272.13%	65,000	105,303	62.00%	108,000	70,000	-35.19%
01-5-703303.00	ROAD SWEEPING	2,325	2,310	(0.65%)	2,500		(100.00%)	2,700	3,000	11.11%
01-5-703305.00	LEAF REMOVAL	3,220		(100.00%)	3,000	205	(93.17%)	3,000	3,200	6.67%
01-5-703307.00	STREETLIGHTS	13,900	14,754	6.14%	14,000	15,155	8.25%	15,600	15,600	0.00%
01-5-703309.00	TREE CUTTING & REMOVAL	10,275	900	(91.24%)	12,000	3,300	(72.50%)	12,000	12,000	0.00%
01-5-703311.00	UNIFORMS	12,325	14,129	14.64%	14,000	13,797	(1.45%)	15,000	16,000	6.67%
01-5-703313.00	PAVING	30,000	30,040	0.13%	10,000	208	(97.92%)	10,000	10,000	0.00%
01-5-703315.00	OTHER PROJECTS	16,000	12,605	(21.22%)	16,000	4,885	(69.47%)	16,000	16,000	0.00%
01-5-703317.00	CRACK SEALING	18,000	10,314	(42.70%)	18,691		(100.00%)	19,000	19,000	0.00%
01-5-703319.00	PAVEMENT MARKING	39,000	21,824	(44.04%)	20,000	2,845	(85.78%)	20,000	20,000	0.00%
01-5-703321.00	BRIDGES	51,375	11,560	(77.50%)	55,000	34,413	(37.43%)	55,000	55,000	0.00%
01-5-703322.00	Culverts				10,000	10,500	5.00%	10,000	10,000	0.00%
01-5-703323.00	Roadway&Ped.Safety Exp							3,000	3,000	0.00%
Subtotal		222,103	214,011	(3.64%)	240,191	190,611	(20.64%)	289,300	252,800	-12.62%
01-5-7034 EQUIPMENT										
01-5-703401.00	OUTSIDE REPAIRS	45,000	36,887	(18.03%)	55,000	59,830	8.78%	58,500	63,000	7.69%
01-5-703403.00	PARTS & SUPPLIES	55,000	53,911	(1.98%)	65,000	73,851	13.62%	69,000	75,000	8.70%
01-5-703405.00	PETROLEUM PRODUCTS	77,070	49,096	(36.30%)	50,000	38,160	(23.68%)	50,000	50,000	0.00%
01-5-703406.00	Capital Equipment Lease E				8,100	5,912	(27.01%)			
01-5-703407.00	Equipment Rental							8,000	8,000	0.00%
Subtotal		177,070	139,894	(21.00%)	178,100	177,753	(0.20%)	185,500	196,000	5.66%
01-5-7035 HIGHWAY GARAGE										
01-5-703501.00	ELECTRICITY	6,000	2,261	(62.32%)	8,000	2,576	(67.80%)	2,600	2,600	0.00%
01-5-703503.00	PROPANE	10,395	5,878	(43.45%)	9,000	6,989	(22.35%)	6,500	7,000	7.69%
01-5-703505.00	TELEPHONE	6,950	3,299	(52.53%)	7,217	4,186	(42.00%)	4,000	4,200	5.00%
01-5-703507.00	SUPPLIES	8,800	5,864	(33.36%)	9,138	9,065	(0.80%)	7,000	10,500	50.00%
01-5-703509.00	ALARM MONITORING	1,000	3,073	207.30%	1,038	1,148	10.62%	3,300	3,300	0.00%
01-5-703511.00	REPAIRS & MAINTENANCE	8,300	11,404	37.40%	8,619	9,533	10.61%	12,000	12,000	0.00%
01-5-703513.00	TOOLS	7,775	6,377	(17.98%)	8,074	4,081	(49.46%)	8,000	8,000	0.00%
01-5-703515.00	ADMINISTRATION	5,300	2,033	(61.64%)	5,504	10,666	93.79%	5,500	6,000	9.09%
Subtotal		54,520	40,189	(26.29%)	56,590	48,244	(14.75%)	48,900	53,600	9.61%
01-5-7036 CAPITAL EXPENDITURES										
01-5-703601.00	DESIGNATED FUND-EQUIPMENT(fund 7)	75,000	75,000	0.00%	250,000	250,000	0.00%	250,000	250,000	0.00%
01-5-703603.00	DESIGNATED FUND-SIDEWALK (fund 27)	10,000	10,000	0.00%	-			-	-	
01-5-703605.00	DESIGNATED FUND-PAVING (fund 42)	75,000	75,000	0.00%	75,000	75,000	0.00%	100,000	100,000	0.00%
01-5-703607.00	DESIGNATED FUND-BRIDGES (fund 41)	100,000	100,000	0.00%	150,000	150,000	0.00%	150,000	150,000	0.00%
01-5-703609.00	DESIGNATED FUND-GARAGE (fund 8)	27,000	27,000	0.00%	30,500	30,500	0.00%	50,000	50,000	0.00%
01-5-703610.00	Desinated Fund - Culverts							200,000	50,000	-75.00%
01-5-703611.00	Desig.Road&Ped.Safety							10,000	5,250	-47.50%
Subtotal		287,000	287,000	0.00%	505,500	505,500	0.00%	760,000	605,250	-20.36%
01-5-7037 GRANTS										
	FEMA GRANT		123,196							
	VTRANS TAP GRANT		5,142							
01-5-703702.00	CULVERT GRANT					1,500				
01-5-703703.00	FEMA GRANT - HEMLOCK					339,486				
01-5-703703.01	FEMA GRANT - KATE WALLACE					15,191				
01-5-703703.02	FEMA GRANT - NORFORD LAKE					20,656				
01-5-703703.03	FEMA GRANT - PODUNK/ILLSLEY					12,882				
01-5-703703.04	FEMA GRANT - NEW BOSTON					10				

01-5-703710.10	GRANTS IN AID PROJECT	982			1,500					
01-5-703716.00	VT STATE EMERGENCY GRANT				48,247					
	Subtotal	129,320			439,472					
	Total Expenditures	1,738,591	1,564,989	(9.99%)	2,039,936	2,176,252	6.68%	2,438,281	2,286,617	-6.22%
01-5-704 BUILDINGS & GROUNDS DIVIS										
01-5-7041 B & G WAGES & BENEFITS										
01-5-704113.00	BUILDINGS & GROUNDS WAGES	105,475	103,615	(1.76%)	108,106	83,256	(22.99%)	113,273	115,025	1.55%
01-5-704114.00	OT BLDGS & GROUNDS	6,000	5,023	(16.28%)	2,398	3,197	33.31%	6,796	5,000	-26.43%
01-5-704116.00	On Call Compensation	750	1,644	119.20%	1,589		(100.00%)	1,644	912	-44.53%
01-5-704120.00	CCC Tax					363		536	526	-1.87%
01-5-704121.00	FICA	6,958	6,796	(2.33%)	6,950	5,464	(21.38%)	7,546	7,405	-1.87%
01-5-704122.00	MEDICARE	1,627	1,589	(2.34%)	1,625	1,278	(21.37%)	1,765	1,732	-1.87%
01-5-704123.00	HEALTH INSURANCE	24,570	26,960	9.73%	26,654	35,355	32.64%	57,812	63,600	10.01%
01-5-704124.00	DISABILITY/LIFE	1,088	1,143	5.06%	1,203	1,143	(5.03%)	1,171	1,200	2.48%
01-5-704125.00	DENTAL INSURANCE	884	863	(2.38%)	918	759	(17.37%)	940	1,820	93.62%
01-5-704126.00	RETIREMENT	7,525	7,376	(1.98%)	7,735	6,104	(21.09%)	8,824	8,960	1.54%
	Subtotal	154,877	155,009	0.09%	157,178	136,918	(12.89%)	200,307	206,180	2.93%
01-5-7042 MATERIALS										
01-5-704201.00	GARDEN SUPPLIES & PLANTS	1,575	110	(93.02%)	1,635	132	(91.93%)	1,635	1,635	0.00%
	Subtotal	1,575	110	(93.02%)	1,635	132	(91.93%)	1,635	1,635	0.00%
01-5-7043 CONTRACTED SERVICES										
01-5-704311.00	UNIFORMS	5,100	3,360	(34.12%)	5,296	5,007	(5.45%)	5,500	5,500	0.00%
	Subtotal	5,100	3,360	(34.12%)	5,296	5,007	(5.45%)	5,500	5,500	0.00%
01-5-7044 EQUIPMENT										
01-5-704401.00	OUTSIDE REPAIRS	2,100	1,338	(36.29%)	2,181		(100.00%)	2,100	2,100	0.00%
01-5-704403.00	PARTS & SUPPLIES	2,600	1,980	(23.85%)	2,700	1,664	(38.37%)	2,600	2,600	0.00%
01-5-704405.00	PETROLEUM PRODUCTS	3,083	1,496	(51.48%)	3,201	1,671	(47.80%)	2,000	2,000	0.00%
01-5-704413.00	TOOLS	550		(100.00%)	571		(100.00%)	575	600	4.35%
	Subtotal	8,333	4,814	(42.23%)	8,653	3,335	(61.46%)	7,275	7,300	0.34%
01-5-7046 CAPITAL EXPENDITURES										
01-5-704601.00	DESIGNATED FUND-EQUIPMENT				2,000	2,000	0.00%	5,000	10,000	100.00%
	Subtotal				2,000	2,000	0.00%	5,000	10,000	100.00%
	Total Expenditures	169,885	163,293	(3.88%)	174,762	147,392	(15.66%)	219,717	230,615	4.96%
01-5-705 SOLID WASTE DIVISION										
01-5-7051 SW WAGES & BENEFITS										
01-5-705112.00	TRNSF STATION WAGE	45,482	48,417	6.45%	47,897	53,346	11.38%	51,674	55,440	7.29%
01-5-705120.00	CCC Tax					240		227	245	7.93%
01-5-705121.00	FICA Tax	2,820	2,955	4.79%	2,970	3,322	11.85%	3,204	3,437	7.27%
01-5-705122.00	MEDI TAX	659	691	4.86%	694	777	11.95%	749	804	7.34%
	Subtotal	48,961	52,063	6.34%	51,561	57,684	11.88%	55,854	59,926	7.29%
01-5-7053 CONTRACTED SERVICES										
01-5-705301.00	GUVSWMD ASSESSMENT	32,508	32,508	0.00%	37,000	32,508	(12.14%)	35,000	35,000	0.00%
01-5-705303.00	MUNICIPAL SOLID WASTE	52,650	53,116	0.89%	54,672	54,993	0.59%	56,000	56,000	0.00%
01-5-705305.00	RECYCLING	45,300	40,032	(11.63%)	47,040	52,298	11.18%	48,000	49,000	2.08%
01-5-705306.00	C & D WASTE DISPOSAL	15,600	17,940	15.00%	16,199	17,553	8.36%	18,000	18,000	0.00%
01-5-705308.00	FOOD WASTE DISPOSAL	22,780	19,755	(13.28%)	25,000	16,048	(35.81%)	23,000	23,000	0.00%
	Subtotal	168,838	163,351	(3.25%)	179,911	173,400	(3.62%)	180,000	181,000	0.56%
01-5-7054 EQUIPMENT										
01-5-705403.00	PARTS & SUPPLIES	1,075	1,520	41.40%	1,116	977	(12.47%)	1,550	1,550	0.00%
01-5-705411.00	REPAIRS & MAINTENANCE	3,000	2,925	(2.50%)	6,000	228	(96.20%)	6,000	6,000	0.00%
01-5-705413.00	SMALL EQUIPMENT	500		(100.00%)	524	398	(24.09%)	525	525	0.00%
	Subtotal	4,575	4,445	(2.84%)	7,640	1,602	(79.03%)	8,075	8,075	0.00%
01-5-7055 TRANSFER STATION										
01-5-705500.00	PURCHASED SERVICES	4,000	2,690	(32.75%)	4,154	1,980	(52.34%)	4,000	4,000	0.00%
01-5-705501.00	ELECTRICITY	2,300	4,756	106.78%	2,388	5,216	118.42%	4,500	4,500	0.00%
01-5-705503.00	PROPANE	866	229	(73.56%)	899	349	(61.15%)	900	900	0.00%
01-5-705505.00	TELEPHONE	525	486	(7.43%)	545	1,053	93.29%	545	1,100	101.83%
01-5-705515.00	ADMINISTRATION	1,000	338	(66.20%)	1,038	442	(57.41%)	700	700	0.00%
01-5-705517.00	VERMONT FRANCHISE TAX	2,150	1,475	(31.40%)	2,233	1,845	(17.38%)	1,600	1,600	0.00%
	Subtotal	10,841	9,974	(8.00%)	11,257	10,885	(3.30%)	12,245	12,800	4.53%
01-5-7056 CAPITAL EXPENDITURES										
01-5-705601.00	DESIGNATED FUND-EQUIPMENT (Fund 9)	5,000	5,000	0.00%	2,000	2,000	0.00%	5,000	7,000	40.00%
	Subtotal	5,000	5,000	0.00%	2,000	2,000	0.00%	5,000	7,000	40.00%
	Total Expenditures	238,215	234,833	(1.42%)	252,369	245,572	(2.69%)	261,174	268,801	2.92%
	Total DPW Expenditures	2,146,691	1,963,115	(8.55%)	2,467,067	2,569,216	4.14%	2,919,172	2,786,033	-4.56%
01-5-706 TRACY HALL										
01-5-7061 BUILDING EXPENSES										
01-5-706100.00	WATER USAGE	900	755	(16.11%)	935	823	(12.00%)	935	935	0.00%
01-5-706101.00	ELECTRICITY	18,192	11,684	(35.77%)	18,891	13,324	(29.47%)	15,000	15,000	0.00%
01-5-706103.00	HEATING	18,750	17,219	(8.17%)	19,470	17,965	(7.73%)	19,500	20,000	2.56%
01-5-706105.00	ALARM MONITORING	1,300	1,142	(12.15%)	1,350	500	(62.96%)	1,350	1,350	0.00%
01-5-706107.00	ELEVATOR MAINTENANCE	3,300	4,834	46.48%	3,427	6,014	75.48%	5,000	6,000	20.00%
01-5-706108.00	CUSTODIAN PAGER & MILEAGE	750		(100.00%)	779		(100.00%)	779	825	5.91%
01-5-706109.00	BUILDING SUPPLIES	4,300	4,554	5.91%	4,465	5,139	15.09%	4,800	5,000	4.17%
01-5-706113.00	REPAIRS & MAINTENANCE	10,300	16,634	61.50%	13,500	21,743	61.06%	17,500	17,500	0.00%
01-5-706115.10	EV Chg St @ Huntley Meado	2,500	1,741	(30.36%)	2,596	2,584	(0.48%)	2,000	2,000	0.00%
01-5-706117.00	DESIGNATED FUND-TRACY HAL									
	Total Expenditures	60,292	58,563	(2.87%)	65,413	68,091	4.09%	66,864	68,610	2.61%
01-5-8002 DEBT SERVICE EXPENDITURES										
01-5-800207.00	PUBLIC SAFETY FACILITY BON	47,000	47,000	0.00%	47,000	47,000	0.00%	47,000	47,000	0.00%
01-5-800208.00	Browns SH Rd Bridge-Princ	14,400	26,280	82.50%	14,043	13,140	(6.43%)	14,000		-100.00%
01-5-800209.00	Browns SH Rd Bridge Inter		1,517			292		350		-100.00%
01-5-800211.00	Windsor County Equalizati		62,070		61,444	52,618	(14.36%)	60,000	60,000	0.00%
01-5-800235.00	DEBT INTEREST	49,500	44,286	(10.53%)	42,366	43,021	1.55%	42,000	40,250	-4.17%
01-5-800237.00	PRIN PMT-PUB SFTY/GARAGE	49,000	48,000	(2.04%)	48,000	48,000	0.00%			
01-5-800238.00	INTEREST-PUB SFTY/GARAGE	7,500	2,890	(61.47%)	2,890	1,470	(49.12%)			
	Total Expenditures	167,400	232,043	38.62%	215,743	205,542	(4.73%)	163,350	147,250	-9.86%

	FY24 Budget	FY24 Actual	%Change Actual/Budget	FY25 Budget	FY25 Actual Reviewed	%Change Actual/Budget	FY26 Budget	FY27 Budget Request	FY27/26 Budget % change
01-5-8003 APPROPRIATION EXPENDITURES									
01-5-800302.00 NORWICH PUBLIC LIBRARY	337,000	337,000		365,000	365,000		376,700	395,535	5.00%
01-5-800306.00 NORWICH LIONS CLUB	3,500	3,500		3,500	3,500		3,500	-	-100.00%
01-5-800310.00 NORWICH AMERICAN LEGION	1,500	1,500		1,500	1,500		1,500	1,500	0.00%
01-5-800311.00 Norwich Community Nurse	5,000	5,000		5,000	5,000		10,000	10,000	0.00%
01-5-800315.00 NORWICH HISTORICAL SOC.	8,000	8,000		8,000	8,000		12,000	12,000	0.00%
01-5-800316.00 NORWICH CEMETERY ASSOCATN	20,000	20,000		20,000	20,000		25,000	32,000	28.00%
01-5-800324.00 Treehouse Children's School (Child Care Ctr)	4,348	4,348		4,348	4,348		4,348	4,348	0.00%
01-5-800328.00 VSTNG NRS/HSP APPR	18,500	18,500		18,500	18,500		18,500	18,500	0.00%
01-5-800350.00 THE FAMILY PLACE	6,000	6,000		6,000	6,000		6,000	6,000	0.00%
01-5-800352.00 ADVANCE TRANSIT	13,920	13,920		15,947	15,947		15,947	15,947	0.00%
01-5-800354.00 HEADREST	2,500	2,500		2,500	2,500		2,500	2,500	0.00%
01-5-800356.00 WINDSOR COUNTY MENTORS	2,500	2,500		2,500	2,500		2,500	2,500	0.00%
01-5-800358.00 JAM (formerly CATV)	3,000	3,000		3,000	3,000		3,000	3,000	0.00%
01-5-800362.00 WISE	2,500	2,500		2,500	2,500		2,500	2,500	0.00%
01-5-800366.00 SEVCA	3,750	3,750		3,750	3,750		3,750	3,750	0.00%
01-5-800368.00 YOUTH-IN-ACTION	3,000	3,000		3,000	3,000		3,000	3,000	0.00%
01-5-800369.00 SENIOR SOLUTIONS	1,200	1,200		1,200	1,200		1,200	1,200	0.00%
01-5-800372.00 WHT RIVR COUN ON AGING	5,300	5,300		5,300	5,300		5,300	5,300	0.00%
01-5-800375.00 PUBLIC HEALTH COUNC UV	337	337		1,800	1,800		1,822	1,822	0.00%
01-5-800382.00 U.V. TRAILS ALLIANCE	2,000	2,000		2,000	2,000		2,000	2,000	0.00%
01-5-800386.00 GOOD BEGINNINGS	3,000	3,000		3,000	3,000		3,000	3,000	0.00%
01-5-800388.00 GREEN MTN ECO DEV CORP	1,705	1,705		1,823	1,823		1,705	1,705	0.00%
01-5-800389.00 SPECIAL NEEDS SUPPORT CEN	2,000	2,000		2,000	2,000		2,000	2,000	0.00%
01-5-800391.00 Culvert Fund #54				150,000	150,000			-	
01-5-800392.00 Roadway & Ped.Safety Fund				10,000	10,000			-	
Total	450,560	450,560		642,168	642,168		507,772	530,107	4.40%
01-5-8004 TAX EXPENDITURES									
01-5-800400.00 Transfer Out (GF Surplus)					1,000,000				
01-5-800401.00 Transfer Out (Earned Interest)					196,306				
01-5-800408.00 TAX ABATEMENT/ADJUSTMENT	3,000	6,815	127.17%	21,298	4,590	(78.45%)	21,000	21,000	0.00%
01-5-800410.00 INTEREST				2		(100.00%)			
Total Expenditures	3,000	6,815	127.17%	21,300	1,200,896		21,000	21,000	0.00%
01-5-8005 INSURANCE									
01-5-800501.00 HRA REIMBURSEMENT EXPENSE		4,068			18,389			31,635	
01-5-800517.00 UNEMP INS RATE ASSMT	3,300	5,712	73.09%	6,160	4,459	(27.61%)	6,100	6,100	0.00%
01-5-800518.00 PROP & CAS INSURANCE	92,000	112,817	22.63%	95,533	109,994	15.14%	120,000	120,000	0.00%
01-5-800520.00 WORKER'S COMP INS	97,000	71,720	-26.06%	100,725	50,678	(49.69%)	62,000	82,000	32.26%
Total Expenditures	192,300	194,317	1.05%	202,418	183,519	(9.34%)	188,100	239,735	27.45%
Total Expenditures	5,972,684	5,647,026	-5.45%	6,863,406	7,639,865	11.31%	7,231,664	7,380,430	2.06%

Town of Norwich, Vermont



CHARTERED 1761

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

FROM: Board of Listers – Lindberg, Smith and Ciccotelli

DATE: December 11, 2025

RE: Additional Information – FY27 Budget discussion

The Board of Listers are attaching a letter from the Director of Property Valuation and Review and the Vermont Lister and Assessor Certification brochure.

Also included is a 10-year budget spreadsheet reflecting the TOTAL amounts for staffing the Listers Office by fiscal year. The 10-year average is \$72,979 highlighted on the spreadsheet. The FY26 and FY27 budget amounts bring the 12-year average down to \$70,707.

We hope you find this additional information helpful in your budget discussions.



**State of Vermont
Department of Taxes**

133 State Street
Montpelier, VT 05633-1401
www.tax.vermont.gov

[phone] 802-828-2505
[fax] 802-828-2701

Agency of Administration

To: Municipal Officials

From: Jill Remick, Director, Property Valuation and Review

Date: September 5, 2025

Re: Requirements for Lister and Assessor Certification

Requirement for Lister/Assessor Certification

Act 73 of 2025 set training and certification requirements for listers and assessors through the Vermont Department of Taxes' Division of Property Valuation and Review (PVR).

These certification requirements will be implemented as of January 1, 2026, and current listers and assessors will have one year from that date to meet them.

Certification Levels

PVR's [Vermont Property Assessor \(VPA\) Program](#) is now organized into levels. On January 1, 2026:

- Listers will be required to meet Level 1 Certification.
- Assessors will be required to meet Level 2 Certification.

PVR estimates that a lister's Level 1 certification will include 48 hours of class time. An assessor's Level 2 certification will include an additional 96 hours of class time. This does not include driving time for classes that require in-person attendance (most courses are available online, but not all).

Previously completed coursework will be accepted towards certification requirements with an attendance certificate and/or record of successful exam completion if applicable.

Considerations for Town Officials

Please begin planning now to ensure your listers and assessors are working towards their required certification level and will be able to fully meet certification requirements by January 1, 2027.



Many fees for the required coursework are covered or can be reimbursed through [Grant Funding for Listers and Assessors](#), administered by PVR. To meet grant program requirements, towns should budget for any fees not included, driving time, mileage, payroll, and lister and assessor office expenses above existing expectations required to complete the certification.

If you will be onboarding a new lister or assessor after January 1, 2026, please keep in mind that new listers will have one year from their start date to meet the Level 1 Certification requirements. After January 1, 2026, new assessors should have their Level 2 Certification completed before assuming the role.

As you are likely aware, the job of listers and assessors has become increasingly complex over the past decade. PVR's goal is to provide easy and free access to training for listers and assessors. We hope the new training and certification requirements will increase the knowledge, professionalism, and overall quality of property assessment throughout the State of Vermont.

For more information on required coursework, please visit the [Vermont Property Assessor Certification Program for Listers and Assessor](#) webpage.



Per 32 V.S.A. § 4052 (b), as amended by Act 68 (2023), listers and assessors must be certified as determined by the Director of Property Valuation and Review.

Listers are locally elected assessment officials tasked with administering statutory processes and maintaining the town Grand List between reappraisals but may have minimal assessment knowledge prior to being elected.

Assessors may supplement the role of the elected listers or may replace the board of listers in the event the office is eliminated by vote at a town meeting. If a board of listers has been eliminated, the assessor is subject to all the same rules and responsibilities as the office of lister. They are presumed to be proficient in their knowledge of valuation, assessment and statutory requirements with the ability to utilize local and state programs at the time of employment.

Neither of these roles are to be confused with that of an appraiser, as defined within Rule 86-P65, or an independent fee appraiser. Certification as any other type of appraiser does not meet certification requirements for Listers or Assessors.

Resources

PVR Lister & Assessor Education

tax.vermont.gov/lister-assessor

International Association of Assessing Officials

www.iaao.org

Vermont Association of Listers and Assessors

www.valavt.org

Vermont Lister and Assessor Certification

An excerpt of the Vermont Property Assessor Certification Program for Listers and Assessors

**Vermont Department of Taxes
Property Valuation and Review Division
133 State Street
Montpelier VT 05633-1401
802-828-5860 (ext. 2)
tax.pvr@vermont.gov**



Lister Certification Requirements

Vermont Property Assessor I (VPA I)

Applicant must successfully complete the following courses:

- IAAO Workshop 100 – Real Estate Property Appraisal Workshop* (15 hours)
- Anti-Bias Training for Listers and Assessors (2 Hours)
- PVR-Taught Courses:
 - Lister Training (14 hours)
 - Sales Validation (3 hours)
 - Current Use (8 hours)
 - Statutes and Rules in Property (6 hours)

*The Division of Property Valuation and Review may consider substitutions or equivalent courses on a case-by-case basis.

Applicant must be in good standing with the Vermont Department of Taxes.

Per **32 V.S.A. § 4052 (b)**, and effective January 1, 2026, any elected lister who is not certified at the time of election will have one year to comply with these requirements.

Please note that all courses within this requirement are offered every year and online to ensure that this certification is reasonably attainable within one year of election as Lister.

Assessor Certification Requirements

Vermont Property Assessor II (VPA II)

In addition to all VPA I requirements, applicant must successfully complete the following courses:

- IAAO Course 101 – Fundamentals of Real Property Appraisal* (33 hours with exam)
- IAAO Course 102 – Fundamentals of the Income Approach to Valuation* (33 hours with exam)
- IAAO Workshop 171 – IAAO Code of Ethics and Standards of Professional Conduct* (2 hours)
- PVR-Taught Courses:
 - Data Collection (28 hours)

*The Division of Property Valuation and Review may consider substitutions or equivalent courses on a case-by-case basis.

Applicant must be in good standing with the Vermont Department of Taxes.

Applicant must be an elected Lister or appointed assessor prior to January 1, 2026, an Appraiser or Project Manager as defined by Rule 86-P65 or actively pursuing employment as an assessment professional.

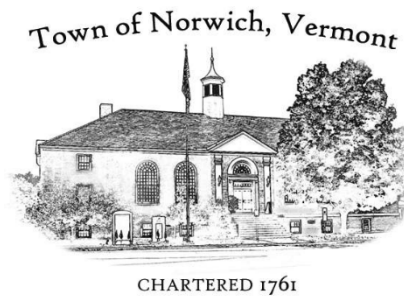
Applicant must provide a current resume that demonstrates a **minimum of two years of experience in a real estate mass appraisal field, as a lister, or related field.**

Lister Wage Budgets - FY16 to Present

Fiscal Year	Lister Stipend/Wages	Lister Clerk Wages	Assessor Wages	Total Wage Expense
FY16	4,500	16,057	82,000	102,557
FY17	4,500	16,753	74,000	95,253
FY18	4,500	17,120	69,000	90,620
FY19	4,500	17,772	42,000	64,272
FY20	4,500	16,955	45,000	66,455
FY21	4,500	17,700	45,000	67,200
FY22	4,500	17,882	35,000	57,382
FY23	4,500	22,547	35,000	62,047
FY24	4,500	27,000	36,000	67,500
FY25	4,500	27,000	25,000	56,500
10-Year Total	45,000	196,786	488,000	729,786
10-Year Avg.	4,500	19,679	48,800	72,979

Proposed Lister Wages FY26 & FY27

FY26	31,500	-	25,000	56,500
FY27	58,200	-	4,000	62,200
12-Year Total				848,486
12-Year Avg.				70,707



TO: Selectboard members: Layton, Griggs, Calloway, Swett and Vincent
FROM: Board of Listers: Lindberg, Smith and Ciccotelli
DATE: 12/11/2025
RE: Multi-year software agreement – AssessPro upgrade

In connection with the Board of Listers' request for the FY2026 budget, which was discussed and recommended to the voters as part of the FY26 budget, the Board of Listers are now ready to move forward with the software upgrade in January 2026. Catalis has provided the Listers with an order form reflecting the Software subscription fees for 4 years totaling \$36,932.31. In addition to those fees, there is a one-time professional service fee of \$6,000, making the overall commitment \$42,932.31. The future amounts will be included in the Listers' budget each year.

Also please note that there are two links – one to the Master Software Subscription and Services Agreement and the other to the SaaS Service Level Agreement and Support Terms for your review.

The Town Manager has requested that this come before the Selectboard for approval and we request an agenda item for the December 17, 2025 Selectboard meeting in order to move this upgrade forward in January 2026.



ORDER FORM

CUSTOMER INFORMATION

Customer:	Norwich, VT	Phone:	(802) 649-1419 x6
Primary Contact:	Cheryl A. Lindberg CLindberg@norwich.vt.us	Address:	300 Main Street PO Box 376 Norwich, VT 05055
System Administrator:	Cheryl A. Lindberg CLindberg@norwich.vt.us		
Billing Contact:	Same as Above	ACH:	<input type="checkbox"/>
Billing Email:		PO Required:	<input type="checkbox"/> PO No.: [PO No.]
Billing Phone:	(802) 649-1419 x6	Tax Exempt:	<input checked="" type="checkbox"/>

Catalis Representative: Jeff Leone, jeff.leone@catalisgov.com, (781) 476-2035

TERM

Subscription Start Date: 1/1/2026

The Subscription Start Date is the date the Software will be provisioned to the System Administrator. The Initial Term of the Subscription shall begin on the Subscription Start Date and will continue for four (4) years ("Initial Term"). Upon completion of the Initial Term, the Order Form shall automatically be renewed for a subsequent annual twelve (12) month term(s).

BILLING SUMMARY

1. Software Year 1 Software Subscription Fee increase of \$4,685.00 (\$10,250.00 minus the prepaid amount of \$5,565.00) for the AP5 Upgrade shall be billed upon the Subscription Start Date and prorated to align with your current AssessPro annual invoicing date of 7/1/2026.
2. One-time Professional Services Fees shall be billed monthly for work incurred in the preceding month.
3. Invoices shall be due and payable within thirty (30) calendar days following invoice by Catalis.
4. Any Recurring Fees will increase annually by the greater six percent (6%) or by the increase in the Consumer Price Index ("CPI") for the prior calendar year.

Special Invoicing Notes:

The annual Software Subscription Fee shall change from AssessPro Classic to AssessPro AP5 on the Subscription Start Date.

PRICING

Pricing below is valid through 1/1/2026 Pricing is subject to change if signed after this date.

1. Software Subscription Fees

	Year 1	Year 2	Year 3	Year 4
CAMA – SAAS AP5 Annual License & Support & AP5 Cloud Hosting. Yr. 1 Includes the (credit, if paid) for the Classic renewal fee invoiced on 7/1/2025 and shall be prorated to align with the current billing date of 7/1.	\$2,342.50 (Prorated) 1/1/26- 6/30/26	\$10,865.00	\$11,516.90	\$12,207.91
Total Subscription Fees	\$2,342.50	\$10,865.00	\$11,516.90	\$12,207.91

2. One-Time Professional Services Fees

Description			Amount
CAMA – Data Conversion Data Conversion, up to (12) Years of Data			\$4,500.00
CAMA – Training AP5 Basic CAMA User Training (8-hours remote Training)			\$1,500.00
Total Services Fees			\$6,000.00

If Catalis anticipates any aspect of the One-Time Professional Services to exceed the above estimate(s) by ten percent (10%) or more, Catalis will advise Customer, and secure a written agreement to proceed with said overage. Customer agrees to pay Catalis for any overage hours at the same rate(s) quoted and according to the terms of this Work Order.

TERMS AND CONDITIONS

The Agreement contains the following, listed in order of appearance:

This Order Form

The Master Software Subscription and Services Agreement

<https://catalisgov.com/master-software-subscription-and-services-agreement/>

The Service Level Agreement and Support Terms

<https://catalisgov.com/saas-service-level-agreement-and-support-terms/>

Schedule A: Software Description and Scope of Use

Schedule B: One-Time Professional Services Scope of Work, if applicable

Schedule C: Recurring Professional Services Scope of Work, if applicable

In the occurrence of a conflict between any of the above with one another, this Order Form shall control.

General Notes:

1. Capitalized terms used herein but not defined in this Order Form have the meanings given to them in the Master Software Subscription and Services Agreement.
2. The Parties agree to keep all aspects of this agreement confidential to the extent permitted by law.
3. Order Form line items represent estimates based upon initial evaluation of project complexity and duration. The actual time to complete the scope of work may vary. The Pricing listed above is estimated based on the information available to Catalis at the time of the making of this Order Form.
4. Following adoption of this Order Form, changes to the Statement of Work must be memorialized with a written Amendment or Work Order, without regard to whether the change affects costs, and must be approved in writing by Catalis and the Customer. If the changes impact cost, an estimate of the cost impact shall be included. Any cost for future Professional Services, customizations, modifications, or integrations shall be provided at the Catalis standard calendar-year hourly services rate (\$225 for 2025). The Statement of Work shall be subject to the terms of this Agreement.

ACCEPTANCE

By signing below, signatories represent that they are validly authorized to enter into this Order Form and accept their terms and conditions. The Order Form is dated effective and shall be considered binding upon execution ("Effective Date") by and between both parties.

NORWICH, VT:

CATALIS TAX & CAMA INC.:

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

SCHEDULE A: SOFTWARE DESCRIPTION AND SCOPE OF USE

This section provides a description of the Software Services being offered.

AssessPro 5.0 (AP5) CAMA Software (AP5 Cloud Hosted)

The purpose of this project is to convert / Upgrade the AssessPro Computer-Assisted Mass Appraisal ("CAMA") System from ("AssessPro Classic" to "AssessPro 5.0") on behalf of **Norwich, VT**. The latest released version of the AP5 application will allow Customer to modernize and improve existing administrative processes using tools designed with industry best practices. The project Scope of Services includes all deliverables and associated professional services described in each section and subsection.

In support of this strategy, Licensor shall furnish all staffing and materials to accomplish the work in a timely manner in accordance with the scope of work. The licensor shall also ensure strict conformity with all applicable Federal, State and local laws, each of which is incorporated by reference, and shall be responsible for obtaining all necessary approvals required for the performance of such work. Customer shall provide remote and onsite access to necessary servers and data and shall provide working facilities to Licensor employees when on site work is required. This accommodation shall include desk or meeting space and access to printing and telecommunications.

Module Name	Description of Software
AssessPro 5.0 (AP5)	AssessPro 5.0 CAMA Software (Hosted)
Real Estate	Real Estate Module
WebPro AP5	WebPro – Hosted Online Property Search
GISPRO (Desktop)	Existing GIS Viewer (transfer existing Esri License)

Project Assumptions:

- Approximately (1,800) Parcels, up to (12) years of data
- Real Estate, WebPro Property Search and GISPRO (Desktop) Customer must provide a working Esri license.
- AP5 Cloud Option (1 fully remote User) Plus Site-license users
- The current CAMA system is AssessPro Classic.
- The conversion estimate is based on the current CAMA vendor providing a copy of the Town's existing CAMA database and Sketch files for the conversion to AssessPro 5.0 (AP5). (All files must be delivered in a readable / unencrypted format) Conversion of all electronically stored sketches to SketchPro format.



SCHEDULE B: ONE-TIME PROFESSIONAL SERVICES SCOPE OF WORK

Description of Services

AssessPro 5.0 (AP5) Conversion, Implementation and Training

- Convert all Real Property data from the current (AssessPro Classic) system to the AssessPro 5.0 (AP5) CAMA System.
- Adjust any observed discrepancies in the database conversion from the existing AssessPro Classic system to AssessPro 5.0 (AP5).
- Install/Set-up the converted database and proposed appraisal system on to our hosted solution powered by Amazon (AWS) / (AP5 Cloud Option)
- Licensor shall provide Customer with the latest released version of AssessPRO 5.0 (AP5) CAMA system for Real Estate, as of the date of the execution of this Agreement.
- Provide user manuals and training documentation (printed or electronic format).
- The implementation of AP5 by the Licensor will include all core modules including Sketch, Analysis, Reports, Report Viewer, Vermont reports and extracts and Standard Valuation Modules.

AP5 Cloud Option – Annual Price Includes (1) Remote Access User. Additional Remote Access Users will be \$1,000.00 each – Discounts are available for Read-Only users, if all users are licensed for Remote Access

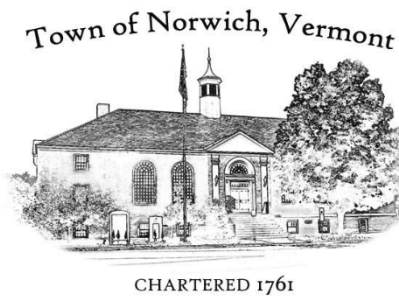
The AP5 Cloud Option moves the database out of the on-premises environment and into our hosted solution powered by Amazon Web Services (AWS) co-located in two data centers in Virginia. The software can run locally with your existing site-license or fully remote with Remote Access Licenses.

Site-license requirement: To ensure valid user authentication, Cloud Hosting REQUIRES the computer running AssessPro 5.0 to be joined to a valid centrally managed domain. Currently Microsoft Entra AD Services are not supported. If the jurisdiction does not have a Domain Controller, all AP5 users will need to be Remote Access Users and are not covered by the Site-License. The software also requires a location that can share a folder used to host the software installation files. This server requires minimal resources as it is only used for installs and updates and is typically placed on your existing file server. With this option, the location is whitelisted and as such access is only provided from the office and not remote locations.

Remote User requirement: Each Remote User is a named individual with permission to access the database from their browser anywhere in the world. This access will work from the office, from their house, and any other location that has internet access. Authentication is done via e-mail using our identity server and access can be removed at any time if required. Additional users can be added or removed by AssessPro administrators and costs will be assessed annually based on how many users have been authorized.

Backups: All Backups are included for no additional charge. The AWS servers and SQL Instances are clustered in an Availability Group to ensure that the loss of a single server or data center results in no downtime. Databases are backed up off the server in full nightly and log backups occur every 5 minutes. In a disaster recovery scenario, the hosted/cloud server can be restored within hours of the AWS region coming back online.

Note: The AP5 Cloud Option is an additional fee that will be added to your existing account. This option does not take the place of your current annual AssessPro Maintenance & Support fees.



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

FROM: Board of Listers: Lindberg, Ciccotelli and Smith

DATE: December 17, 2025

RE: Errors & Omissions request – Assessment error

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

Parcel #20-256.002 Manny Trust 22 Simpson Road

2025 Grand List Assessment:	\$635,300
2025 Grand List correction	<u>84,000</u>
Corrected 2025 Grand List	<u>\$ 719,300</u>

The correction is the result of an error by KRT in omitting the view code on the land which has been applied since 2013.

TO: Brennan Duffy, Town Manager
FROM: Chris Kaufman, DPW Director
RE: Highway Equipment Fund #7 Expenditure Request
DATE: December 9, 2025

Description of Request

The DPW's new Freightliner truck arrived in early December. The purchase of this truck, for an amount of \$218,934 from Highway Equipment Fund #7, was approved at the August 14, 2024 Selectboard meeting. An additional cost of \$2,020 was incurred for the purchase of equipment and undercoating for the new vehicle from Viking Cives USA. I respectfully request that the Selectboard please approve the expenditure of \$2,020 from Highway Equipment Fund #7.

Town of Norwich
Departmental Request for Spending

Date: 12/9/2025 Department: DPW

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

Town Manager Approval Date: 12/10/25 For Selectboard Meeting Date: 12/17/25

What is being requested: Approval of expenditure for equipment/undercoating for new Freightliner truck from Viking Cives.

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

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

\$ 2,020 explain: please see attached memo

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

Fund name: Designated Equipment Fund Fund #: 7 Amt. requested: \$ 2,020

Fund balance \$ 328,334.51 as of (date): 12/15/25 Balance verified by Finance Director? ☒ yes ☐ no

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

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

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

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

Expected Date of purchase, if known: _____

Other information: _____

Signature of Requestor: Chris Kaufman Date: 12/9/2025

Signature of Town Manager: [Signature] Date: 12/15/25

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

Concerns of Selectboard: _____

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

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

Purchase Date purchased: _____ Date Received: _____

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

Active Participants at Tracy Hall: Mary Layton (SB Chair), Priscilla Vincent (SB member), Marcia Calloway (SB member), Kimo Griggs (SB Vice Chair), Matt Swett (SB member), Brennan Duffy (Town Manager), Cheryl Lindberg (Lister and Treasurer), Lily Trajman (Town Clerk)

Active Participants on Zoom: Jaan Laaspere (Town member), Pam Smith (Lister), Barrie Rosalinda (Finance Director), Tricia Spellman (Finance Committee)

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

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

YouTube Timestamp: 44:14

1. Agenda

Timestamp: 44:33

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

2. Chair's Report

Timestamp: 45:04

The Chair met with the Town administrators and online with the Selectboard to set the agenda.

3. Public Comments for Items not on the Agenda

Timestamp: 45:19

[Jaan Laaspere reminded the Selectboard that he had spoken a few meetings ago on speeding in town and highlighted that in the time since, several townspeople had independently spoken up with similar concerns. Laaspere asked the Selectboard how townspeople should go about trying to influence police priorities and their approach to the issue of speeding.](#)

The Town Manager responded that he thought the Police Chief had heard the concern, that there are some temporary signs collecting data on speeding to verify the perception of excessive speeding, and that he thought it would be possible to increase focus on speeding tickets but that the Police Chief has not necessarily heard it as a mandate. The Town Manager thought it could make sense to have a future agenda item after the budget is finalized to hear the strategy from the Police Chief on combatting speeding.

Calloway shared that she would be in support of the agenda item and that she would like the Town to investigate camera ticketing.

Swett and Vincent voiced their support for discussing the matter.

Cheryl Lindberg urged the replacement of the bulletin board in front of Tracy Hall as it is “in rough shape.”

Griggs suggested discussing the general space around the bulletin board further to make it a more inviting space.

4. FY26 Listers’ Wages

Timestamp: 51:50

Vincent stated that she found the memo from the Listers to be very clear.

Swett thanked the Listers for their work and acknowledged that the work ballooned over the course of the reappraisal. Swett noted that it looked as though there was \$16,000 underspent in contract services in the 2025 budget and asked why it was underspent.

Lister Cheryl Lindberg responded that during the time of the reappraisal, they did not feel the need to have an additional professional individual in the office and that any time there were any questions, KRT was the “go-to.”

Swett highlighted that the Listers had to do a lot of the grievance inspections because KRT refused to do them. Swett asked if KRT was contracted to do that and refused or if it was not in their contract.

Lindberg responded that the contract stated that KRT would defend all values through the grievance process and to any appeals to the BCA. As part of the grievance process when a property had not been inspected, Lindberg continued, the Listers are reluctant to make a decision without an inspection. Lindberg stated that KRT chose the position that they are not required for a grievance to have an inspection and they therefore “stepped aside”

from inspecting any properties that they had not been to during the reappraisal. Lindberg added that sometimes a property owner grieving asked for an inspection, and the Listers did not deny those requests. Lindberg stated that KRT did not attend any of the inspections during the BCA process either.

Swett highlighted one of the suggestions from the Listers that one way to remedy the payroll issue would be a distribution from the reappraisal fund to cover certain parts. Swett asked for confirmation that the fund had sufficient money in it to make the distribution.

Lindberg responded that the Listers had engaged over email with the Finance Director to confirm the accuracy of the numbers for the reappraisal fund and projections going forward. Lindberg shared that the rough calculation of the projected reappraisal fund in 2031 when the next reappraisal takes place would be \$266,915, unless the Town's numbers fall to a point where the State will mandate another reappraisal sooner.

Swett asked if using \$26,170 from what is currently in the fund would be okay. Lindberg stated that the current fund balance is \$102,584, and that if the amount is deducted and the reappraisal is approved by the State, leading to the Town to owe \$9,500 more to KRT, that would bring the fund to \$66,915 at the end of this fiscal year, and then to \$266,915 if the Town contributes the projected \$40,000 annually.

The Chair asked what the proposed hourly rate of compensation was based on. Lindberg explained that they moved the Listers to the same grade as the other elected official and then determined the steps by the approval from the article in the August 24 Town Meeting. Lindberg continued that they reviewed experience levels and Chair designation, which helped determine which step to pick, and that she believed they were in the ballpark of where they should be relative to the State range.

The Chair asked about the wage relative to that of an assessor, to which Lindberg explained that there is very little that she does not know at this point compared to an assessor. She added that an assessor is not an elected individual, unless they do it for their town, and are typically trained with additional areas that may be useful for commercial buildings. Lindberg noted that the Listers handled the grievances for commercial grievances without additional support from KRT and felt they were successful at getting the assessments in line. Lindberg noted that there are three software packages that need to be managed and that the Listers are capable of successfully using the packages. Lindberg highlighted that beginning on January 1st, they will be required to take a training to continue to serve as a Lister.

Lister Pam Smith stated that she found the proposed Lister wages to be fair.

Griggs asked if the additional required training was due to difficulty finding professional assessors in VT towns.

Lindberg explained that Listers feel diminished by poor pay despite having developed significant skills, and that assessors are not that much more knowledgeable than Listers.

The Chair asked about the future trajectory of Listers given Act 73 and the possible shift to a countywide reassessment.

Lindberg noted that a portion of work always comes back to the Town and explained that from the discussions she recalled, they will want the Listers to handle grievances even though the Listers would not determine assessments.

Swett asked what the previous lister wage was, to which Smith shared that it was in the range of \$27 to \$28.

Smith added that the State does not know how the appraisal system will play out.

Swett asked how many, if any, Lister positions are currently open. Lindberg responded that there were three positions in total, that one person will fulfill the final year of a three-year term, and that there are two positions opening up.

Calloway stated that the Listers are elected officials, not employees, and that “we don’t have any jurisdiction to negotiate well over and above what the voters have approved for compensation.”

Calloway stated that the matter should go on the March warrant, which would be transparent and within the jurisdiction that is allowed by statute and case law. Calloway highlights that there were no requirements before January 1st, 2026 for Listers, but there will be moving forward.

Griggs shared that the staff attorney claims that the Selectboard has the budget discretion to supplement additional paid hours and asked Calloway how she squares the two matters.

Calloway stated that they could give bonuses but that there are guardrails.

Griggs pondered what the best thing for Norwich would be, and shared that he thought the best thing would be to pay the Listers for the extra work.

Vincent highlighted the retirement of the previous Town Clerk, when the Selectboard at the time voted to pay out her vacation despite it not being in the budget.

Swett quoted a communication with the VLCT in a memo from Calloway on the ability of the Selectboard to reallocate funds and noted that he interpreted the language to state that the Selectboard does have authority to reallocate while simultaneously having the responsibility to the taxpayers to use their money frugally and appropriately.

The Chair shared that she thought there were three choices, including to do nothing, to decide on the reallocation and pay raise, or to put it on the warrant for the voters.

Griggs asked if the listers would be paid in the meantime if the Selectboard decides to put the issue to the voters, to which the Chair stated that they probably would not be paid until July 1st.

Griggs asked if it would be possible to have two votes, one to put the matter to the voters and one to pay the Listers in the meantime, to which the Chair stated that it's "either us or them."

Vincent highlighted that there is money in the current budget, she believes the Selectboard has the authority to make the decision, and that she is prepared to make a motion.

The Town Manager noted that the agenda item was added as discussion only; Selectboard members pointed out an inconsistency between the agenda and motion sheet on the option to move.

The Town Manager highlighted that two cases have been appealed to the Superior Court and that he did not think there was further thought as to how the defense would be paid for, but that he thought there were two line items that could be directly applicable to paying legal costs to defend the reappraisal.

He shared that it is "generally a difficult position," as the work that happened at the end of FY25 and through the first two months of FY26 had exceeded the amount that was budgeted for the entire year. He further noted that he had made comments in May about work timelines relating to tax bills. The Town Manager highlighted that some of the work

that KRT was contracted to do ended up being taken on by the Listers, leading to more hours incurred by the Listers.

Vincent shared that she found it unfair to suggest that the Listers did not try to push forward to accomplish their work as fast as possible. Vincent noted that she believed the Town Manager was in charge of managing the contract with KRT.

Lindberg pointed out that the Selectboard took the authority in the past to pay an elected official above the wage line item. Lindberg stated that one could have an article on the warning for every wage line item, and that there was no separate article in the last Town warning to pay the Listers a maximum amount. She highlighted that in an open meeting law webinar from VLCT that day, a question was asked about motions being on the agenda and they recommended not doing so as it was unnecessary to comply with open meeting law.

Town Clerk Lily Trajman stated that there have been instances of things being on the ballot that have requested allocation of monies in that fiscal year immediately effective after the vote in March.

Smith reiterated that the Town votes a total budget, not line items, and quoted statute on compensation that could be interpreted as dictating that no Town employees should be paid more than what is in the budget for their position, despite it having happened “many, many times.”

Griggs voiced frustration that had he not seen that a possible motion was listed, he would have asked to have a motion added to the agenda item when developing the agenda.

5. FY27 Budget – Discussion/Possible Motion

Timestamp: 1:41:48

The Town Manager shared that FY24 numbers had been added to the current draft of the budget, as well as FY25 pre-audit numbers that have been reviewed by the auditor. He suggested talking about immediate thoughts or changes that the Selectboard would like to have for the next week’s meeting. He stated that he did not have a definitive date on when they will have the completed audit, but that he thinks it will be before January 1st, and that a special meeting might be needed for the budget and warrants to be ready for January 21st.

Finance Director Barrie Rosalinda explained that FY25 ended with a deficit, meaning that revenues for the year were less than expenses, and that the biggest contributing factor

was the decision made last year to reduce the amount of property tax that would be collected by \$700,000, using surplus monies from a prior year to balance the budget, meaning that the year started with \$700,000 less in revenue. Rosalinda continued that the opioid money that was moved further reduced revenue, along with two CDs that closed, which was money recorded as revenue in a prior year.

Rosalinda explained that the deficit was not due to department heads overspending their budgets, and that a deficit only needs to be built into future tax bills when it is a deficit for the whole fund balance, but Norwich only has a deficit for the year, and a positive fund balance.

Rosalinda explained guidance from VLCT that informed the movement of the opioid settlement money.

Tricia Spellman asked for clarification on the classification of the \$700,000 in the budget.

Rosalinda explained that it was put in the budget as a surplus infusion to demonstrate a balanced budget, but that she did not personally do it.

Spellman asked about the policy for moving interest from CDs.

Rosalinda responded that it is percentage of the whole and that it is all earned interest.

Rosalinda and Lindberg discussed the classification of the opioid funds.

Rosalinda highlighted that the removal of FEMA expenses and CD interest would bring the increase to 2.04%. Rosalinda further noted a mispost that was made to a wrong account and caused the deficit not to show in the reports.

Trajman explained that there are three separate budgets for her office. For the Board of Civil Authority/Board of Abatement budget, Trajman noted that she had removed the justice stipend and associate taxes, reduced postage slightly, and increased the dues, meetings, and education line.

Trajman explained that Statutory Meetings are for elections and that it is a cyclical budget. She noted that she removed the poll worker stipend, added an election day expenses line for food for poll workers, and removed the voting machine and voting machine maintenance as the State now pays for it.

Rosalinda explained that “election day expenses” is new language for an account that existed.

Trajman asked for a two-step wage increase for the next year, as she will have achieved her certified municipal clerk designation and certified Vermont Clerk designation. If the Selectboard agreed, Trajman continued, it would go into effect in March 2027 and have four months in that budget cycle at that level and be under \$500.

Trajman noted that the only other major increase in the Town Clerk Expenditures is in training, as her new assistant wants to be a member of clerk associations and attend trainings.

Swett asked if the wage increase was reflected in the FY27 request, to which Trajman said it was not.

Swett noted that the health insurance had increased significantly. Trajman explained that she did not have insight into the number. Rosalinda stated that the number is informed by current cost and increased based on information from Blue Cross Blue Shield, but that it can shift based on unfilled positions and unknown insurance selections.

Calloway asked the Town Manager to explain how the cost of living adjustment works in the budget. He explained that there is a COLA adjustment annually on July 1st that is based on a rolling average of the consumer price index and that the wage chart that is used for employees is what the wage scales seen in the budget have been built on.

Spellman asked for clarification on the healthcare costs and whether it was for premium costs, as well as whether it was specific to those individuals.

Rosalinda confirmed that it is the premium cost to the Town and specific to those individuals.

Trajman shared that she needs to buy a new map cabinet and will need a new set of rolling shelves in the next ten years or so.

Trajman asked if she could get consensus on whether she can ask for an increased step.

The Chair shared that it would probably be at a future budget meeting but that she did not foresee significant resistance.

Lindberg explained that based on the agenda item earlier, the Listers had developed a new budget document, which was included in the packet. She shared that the wage line item changed, along with the associated wage item taxes, from what was in the original columns, but that the remaining items have only small changes.

Smith highlighted that the original request showed an increase of 5.99% while the revised budget requests a 4.5% increase over last year.

Calloway noted “massive jumps” in the budget and pointed out that that there would not be a reassessment in the coming year.

Lindberg explained that the \$58,200 would go towards getting a grand list prepared for another year, processing property transfers, processing current use, and handling three software packages.

The Chair, Calloway, Lindberg, and Smith debated Lister pay and roles.

Swett reflected that he thought the group was “fumbling through transitioning a Lister’s office from being an inappropriately low stipend to trying to figure out what is good compensation for this work.”

Swett asked how the listers planned to charge hours for the coming year given that it will not be a reassessment year and suggested the possibility that they could come in under budget on the wage item.

Lindberg highlighted that there is a small level of disturbance following this past year’s assessment, that “we don’t know what we don’t know,” and that it is possible to have unanticipated grievances.

Swett asked about the software maintenance line item fluctuation, which Lindberg explained included a one-time transition fee and training in FY26, followed by a new cloud service in FY27.

Calloway asked for guidance from the Town Manager on the legal services line item for the Listers budget, to which he shared that he could not predict any as he thought the reappraisal court cases would be settled by that point.

Smith noted that legal services had been taken out of all departments and put under administration at one point, which included any challenges that went to the superior court

or the BCA, and shared that she thought they would follow the tradition and stay with the legal services line in the Town Manager's budget for those expenses.

The Town Manager noted that there would be a condensed timeline for getting updates into another draft of the budget for the December 17th meeting. He noted that both the Listers and the Town Clerk requested changes and asked the Selectboard how they would like to proceed.

Calloway noted that Trajman was still in the process of getting her certification. Calloway added that she was not very comfortable with the process.

Calloway asked if tasers should be added to the draft budget. The Town Manager shared that he did not think there was a definitive budget number for them.

The Selectboard agreed to include the Town Clerk's salary and the Listers' updated budget in the December 17th draft budget.

Calloway asked if it would be possible to include speed sign ticketing in the budget. The Town Manager suggested asking the Police Chief if they are legal in VT.

Griggs asked if the Tracy Hall designated fund was in the budget. Rosalinda explained that an article has funded that fund for the past couple of years.

6. Opioid Fund – Uses of Funds

Timestamp: 2:54:17

The Town Manager explained that a new fund has been created and the money collected in FY25 and so far in FY26 has been moved into the fund.

I move to transfer from the general fund to the new designated opioid fund via a journal entry the FY24 revenue estimated to be \$13,229.36 – Calloway moved (2nd Griggs) Vote: yes (unanimous)

The Chair suggested reaching out to potential fund recipients to understand how the money would be used.

Calloway suggested contributing money to an organization that the Town regularly sends people to, specifically somewhere in Springfield.

Selectboard members and the Town Manager discussed next steps.

7. Town Manager Report

Timestamp: 3:03:48

The Town Manager shared that (1) the master plan grant was submitted and awarded, (2) the winter season has begun for DPW with a young crew, (3) there is a triage of roads to be cleared following a storm, (4) the Freightliner plow truck has been received, (5) the Buildings and Grounds Technician began working in early November, (6) the Equipment Operator who left has returned, (7) the FEMA grant closeout documents have been submitted, (8) the VTrans fund grant has been awarded, (9) budget work will continue for about a month, (10) there have been meetings with the Emerald Ash Borer Subcommittee and they have decided to push back tree removal to April, (11) the grant request to assist with the Great River Hydro reappraisal appeal has been accepted, and (12) requested an executive session at the next Selectboard meeting.

Griggs asked if the crosswalk intersections with the sidewalks could be plowed.

Griggs thanked the Town Manager for clarifying the process and requirements for private work projects in town right of ways.

Rosalinda shared that “quite a bit” of delinquent taxes have been collected in the last year.

8. Department Reports

Timestamp: x

9. Approve Minutes

Timestamp: 3:17:39

Item four on CD approval involved Town Treasurer Cheryl Lindberg. The minutes did not include her title.

Item five on the FY27 budget misspelled lien, in reference to a tax lien.

I move to approve the minutes for November 12th, 2025 as amended. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

10. AP Warrants

Timestamp: 3:19:30

I move to approve AP Warrant #1425 in the amount of \$59,058.21 to be paid from the General Fund; AP Warrant #1426 in the amount of \$218,933.00 to be paid from the Highway Equipment Fund; AP Warrant #1427 in the amount of \$1,575.00 to be paid from the Records Restoration Fund; AP Warrant #1428 in the amount of \$165.50 to be paid from the General Fund; AP Warrant #1429 in the amount of \$391.42 to be paid from the General Fund; AP Warrant #1430 in the amount of \$441.52 to be paid from the General Fund; and AP Warrant #1431 in the amount of \$19,792.53 to be paid from the General Fund. – Calloway moved (2nd Swett) Vote: yes (unanimous)

Lindberg expressed surprise at the expense of \$638.77 for Halloween candy.

11. Receipt of Correspondence

Timestamp: 3:23:10

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

12. Plan Agenda for December 17, 2025 Meeting

Timestamp: 3:24:04

Selectboard members discussed agenda items for the next meeting.

Lindberg asked if the Selectboard required any further materials from the Listers. Selectboard members said they did not. Lindberg added that there might be a discussion about a software contract.

13. Adjournment

Timestamp: 3:26:09

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

Meeting adjourned at 9:13.

Minutes taken by Jenny Tolman.

Ongoing and Increasing Speeding Concerns on Union Village Road

From Brian Riordan <brian.riordan@gmail.com>

Date Mon 12/8/2025 9:42 AM

To Miranda Bergmeier <MBergmeier@norwich.vt.us>; Brita Vallens <bvallens@norwich.vt.us>; Select Board <selectboard@norwich.vt.us>; norwich@lists.vitalcommunities.org <norwich@lists.vitalcommunities.org>

Cc Gered Dunne <gereddunne@gmail.com>; Molly Riordan <marymriordan@gmail.com>

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

Since the speed-ticket sting in May, we've unfortunately watched vehicle speeds climb right back up as drivers come down the hill. As I'm writing this, a vehicle just passed our house at what had to be at least 70 mph—and it was a business vehicle. There is simply no deterrent, and no ongoing reason for people *not* to speed in Norwich.

The current speed-limit sign at the bottom of the hill is not effective. It only works intermittently, it is too small to read at speed, and its placement—*after* the point where drivers are already accelerating downhill—provides no meaningful warning or opportunity to slow down.

It is imperative that the sign be moved farther up the hill and replaced with a more modern, highly visible sign that alerts drivers *before* they reach the steep descent, not during it.

Equally important is the need for consistent, ongoing enforcement. I can't recall the last time I saw anyone pulled over for speeding in town. When there is no visible enforcement and no perception that the town takes speeding seriously, people will simply continue to speed. Norwich currently has no reputation for pulling people over—and drivers behave accordingly.

Please add this ongoing concern to the Selectboard agenda and forward it to the Police Chief and Selectboard members. We must address this. We must get speeding under control. This is not an unsolvable problem. Towns like Woodstock have proven that when speeding is treated seriously, it stops being an issue. Please create a plan:

- Sustainable
- Consistent
- Ongoing
- Actionable
- Data-driven

All the things that we need it to be to be successful and to keep Norwich safe and to create the right level of atmosphere that this town desires.

Thank you for your attention to this matter.

Brian Riordan

Re: Ongoing and Increasing Speeding Concerns on Union Village Road

From Gered Dunne <gereddunne@gmail.com>

Date Mon 12/8/2025 9:45 AM

To Brian Riordan <brian.riordan@gmail.com>

Cc Miranda Bergmeier <MBergmeier@norwich.vt.us>; Brita Vallens <bvallens@norwich.vt.us>; Select Board <selectboard@norwich.vt.us>; norwich@lists.vitalcommunities.org <norwich@lists.vitalcommunities.org>; Molly Riordan <marymriordan@gmail.com>

i agree with this and support all further high-speed abatement efforts in town, thank you for your help! just the other day i got the double middle finger out a sunroof from a driver coming down hill at 55 mph according to the speed sign.

On Mon, Dec 8, 2025 at 9:42 AM Brian Riordan <brian.riordan@gmail.com> wrote:

Since the speed-ticket sting in May, we've unfortunately watched vehicle speeds climb right back up as drivers come down the hill. As I'm writing this, a vehicle just passed our house at what had to be at least 70 mph—and it was a business vehicle. There is simply no deterrent, and no ongoing reason for people *not* to speed in Norwich.

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Thank you for your attention to this matter.

Brian Riordan

Re: Ongoing and Increasing Speeding Concerns on Union Village Road

From Jen Shepherd <jshepz@hotmail.com>

Date Mon 12/8/2025 10:52 AM

To Miranda Bergmeier <MBergmeier@norwich.vt.us>; Brita Vallens <bvallens@norwich.vt.us>; Select Board <selectboard@norwich.vt.us>; norwich@lists.vitalcommunities.org <norwich@lists.vitalcommunities.org>

Please add Church Street residents to this plea. We have the same situation with the electric sign. I have never seen it register with a number lower than 45 (the speed limit is 25 mph) - it typically flashes at 50 mph. Some drivers, when they see it, do indeed slow down. Bravo! But most do not.

There was an officer stationed at Willing Hands - once! - and he told us he does not pull people over unless they are driving 40+ mph. How is that logical when the speed limit is 25 mph? When people are not held accountable, then what is the point of having laws and rules?

Jen Shepherd
Church Street

From: Brian Riordan via norwich list <norwich@lists.vitalcommunities.org>

Sent: Monday, December 8, 2025 9:41 AM

To: Miranda Bergmeier <MBergmeier@norwich.vt.us>; bvallens@norwich.vt.us <bvallens@norwich.vt.us>; selectboard@norwich.vt.us <selectboard@norwich.vt.us>; norwich@lists.vitalcommunities.org <norwich@lists.vitalcommunities.org>

Cc: Gered Dunne <gereddunne@gmail.com>; Molly Riordan <marymriordan@gmail.com>

Subject: Ongoing and Increasing Speeding Concerns on Union Village Road

Since the speed-ticket sting in May, we've unfortunately watched vehicle speeds climb right back up as drivers come down the hill. As I'm writing this, a vehicle just passed our house at what had to be at least 70 mph—and it was a business vehicle. There is simply no deterrent, and no ongoing reason for people *not* to speed in Norwich.

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- Ongoing
- Actionable
- Data-driven

All the things that we need it to be to be successful and to keep Norwich safe and to create the right level of atmosphere that this town desires.

Thank you for your attention to this matter.

Brian Riordan

You received this message as a subscriber on the norwich@lists.vitalcommunities.org discussion list. This list is brought to you free of charge by Vital Communities. Support the work of Vital Communities at <https://vitalcommunities.org/donate>

To post to the list send an email message to norwich@lists.vitalcommunities.org . Please include a clear "Subject" line. Your message will be automatically sent to the list and added to the daily digest.

To reach the list administrators please email norwich-request@lists.vitalcommunities.org . Please DO NOT send help requests to the general list.

Remember to sign your posts, and to post only items that are relevant to Norwich specifically. A post about a local ordinance is encouraged. A post about a state or federal law is not. Anyone is allowed to subscribe, but only people who live or work in Norwich should post, unless the post is about an event happening in town.

To reach more broadly to the Upper Valley posts should be sent ONLY to one of the Upper Valley-wide lists listed below, and should not be sent to individual town lists:

* events-uv@lists.vitalcommunities.org is for posts about any Upper Valley event, one-time or recurring, free or for a cost

* goods-uv@lists.vitalcommunities.org for Upper Valley GOODS OR THINGS for sale, wanted, or free

* servicesplus-uv@lists.vitalcommunities.org for Upper Valley SERVICES for sale, wanted, or free, plus any items that don't fit under EVENTS or GOODS

Anyone can subscribe to this group by sending a blank message to

norwich-subscribe@lists.vitalcommunities.org

To be removed from this list, send a blank message to

norwich-unsubscribe@lists.vitalcommunities.org

For the list homepage with posting guidelines and instructions for changing your subscription options, visit <http://lists.vitalcommunities.org/lists/info/norwich> The archives with all previous messages posted to this list can be found at <http://lists.vitalcommunities.org/lists/arc/norwich>

Have questions or concerns about this or other Vital Communities discussion lists? Email discussionlists@vitalcommunities.org.

* Sent to you at: jshepz@hotmail.com

Annual Norwich Town Meeting - Norwich School Board

From Starkey, Janice <janicestarkey@hanovernorwichschools.org>

Date Tue 12/9/2025 2:59 PM

To Brennan Duffy <BDuffy@norwich.vt.us>

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

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

Hi Brennan and copy to the Selectboard,

I am the new Assistant Business Administrator at SAU70 and am working on the Norwich School District annual audit for Fiscal Year 2025. One of the requests is to have minutes of the Norwich Town Annual Meeting for 2024 and 2025.

My understanding is that the School Board and SAU70 Business Administrator present at the Town of Norwich's budget process the Monday night before voting day and that you may possibly have minutes to these meetings?

If so, is this something you could forward to me so that I could include it with the audit documents requested? If you need additional details, please let me know.

--

Warmly,

Janice Starkey

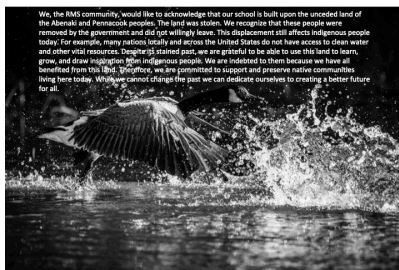
(she/her) Why?

Working on Abenaki land. Where?

Assistant Business Administrator

SAU 70

(603) 643-6050 x.4034



Amendment to Selectboard Handbook

From Marcia Calloway <msbcalloway@gmail.com>

Date Thu 12/11/2025 9:04 AM

To Brita Vallens <bvallens@norwich.vt.us>; Miranda Bergmeier <MBergmeier@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>

Cc Mary Layton <marydlayton.selectboard@gmail.com>

 1 attachment (20 KB)

1st amendment to the organic SB Handbook 12-11-2025.docx;

Good morning,

The enclosed is an amendment to the Selectboard Handbook, "An organic reference document approved by the Norwich Selectboard on August 13, 2025." As indicated on page 5 of the Handbook, the Selectboard acknowledged

- that this organic reference source would be kept up to date and accessible; and,
- "The Handbook is a tool to assist all volunteers of whatever genesis to understand the parameters of their position and the intersection with other "offices."

Based on questions raised about how elected officials can get more compensation for themselves than approved by the voters, the law pertaining to that issue has been added to the Handbook. The changes appear in the Table of Contents and on page 11 of the Handbook. Those two pages are enclosed. Please include these pages in the Selectboard packet for 12/14/2025.

Marcia

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Overview of Elected Officials and Appointed Individuals/Groups Continued

- **Compensation**
 - 24 V.S.A. § 932: “A town may vote to compensate any or all town officers for their official services. Such town in annual meeting may fix the compensation of such officers and of town employees.”
 - **See also: Barnes v. Town of Bakersfield**, 57 Vt. 375 (1885), “A lister can recover only such compensation for his services as the town votes him, in a case where long usage is not an element.... The right of town officers to recover pay for official services is regulated by statute.”

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

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

Appointments and Creation. The appointments required (“shall”) or allowed (“may”) include:

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


TRORC SEC Program Renewal Offer FY27

From Harry Falconer <hfalconer@trorc.org>

Date Tue 12/9/2025 11:13 AM

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

Cc Peter G. Gregory <pgregory@trorc.org>; linda.c.gray@gmail.com <linda.c.gray@gmail.com>; Erich Rentz <rentz.erich@gmail.com>

 1 attachment (89 KB)

SEC Program FY27 - Town of Norwich.pdf;

Dear Brennan,

Please find attached our renewal offer for the Shared Energy Coordinator program for FY27. Please let me know if you'd like any further engagement with the Selectboard from myself or Peter as you continue with the budget process.

We thank you for your support and hope you choose to continue funding the program for FY27.

Best regards,
Harry

Harry Falconer | Shared Energy Coordinator | [What is SEC?](#)



Two Rivers-Ottawaquechee Regional Commission

128 King Farm Road, Woodstock, VT 05091

hfalconer@trorc.org | Tel: 802.457.3188 x3013

[Facebook](#) | [Instagram](#) | [LinkedIn](#)

This email is not a legal opinion and is part of the public domain.

December 8, 2025

Town of Norwich
300 Main Street
Norwich, VT 05055

Dear Mr. Duffy,

Thank you for your continued participation in the Shared Energy Coordinator (SEC) program with the Two Rivers-Ottawaquechee Regional Commission. We are pleased by Norwich's progress towards its energy goals – this year, SEC secured a State grant of \$24,165 to install an EV charger at Norwich Senior Housing and saw the project through to completion; he also facilitated a private investment of \$126,000 to install an EV fast charging station at Dan & Whit's store (construction is currently underway).

TRORC is excited to continue the SEC program in 2026 - 2027, and we hope that Norwich will renew its participation. Norwich's contribution to the SEC program for July 1, 2026 – June 30, 2027 would be \$31,590, representing no increase from FY26. A significant portion of the program's costs will be covered by TRORC reserves.

Thank you for your consideration. Please let me know if you have any questions or would like us to participate in budget discussions.

Sincerely,

A handwritten signature in black ink that reads "Peter G. Gregory". The signature is written in a cursive, flowing style.

Peter G. Gregory, AICP
Executive Director

(cc: Mary Layton, Select Board Chair; Linda Gray, SEC Steering Committee; Harry Falconer, SEC)