

# Norwich Selectboard

**Regular Meeting: Wednesday, February 11, 2026 – 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. FY25 Review with Auditor – Discussion/Possible Motion (30 mins)
5. Town Clerk Spending Request – Discussion/Possible Motion (5 mins)
6. Recreation Department Spending Request – Discussion/Possible Motion (5 mins)
7. UVAA Request for Letter of Support for Northern Border Regional Commission Catalyst Grant – Discussion/Possible Motion (5 mins)
8. Local Hazard Mitigation Plan Committee Creation – Discussion/Possible Motion (5 mins)
9. Planning for 2026 Public Informational Hearing – Discussion/Possible Motion (15 mins)
10. Proposal of Formation of Working Groups for:
  - Change of date for 2027 Public Informational Meeting – Discussion/Possible Motion (10 mins)
  - Development of Selectboard Process for Property Tax Exemptions on Warrant – Discussion/Possible Motion (10 mins)
11. Tracy Hall Roof Repair – Discussion/Possible Motion (10 mins)
12. Approve Minutes – January 28, 2026 – Discussion/Possible Motion (5 mins)
13. AP Warrants – Discussion/Possible Motion (5 mins)
14. Receipt of Correspondence – Discussion/Possible Motion (5 mins)
15. Adjournment – Motion

## Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	2/25/2026	Regular: Zoom & JAM	6:30 p.m. Selectboard business	<ul style="list-style-type: none"> <li>• Speeding</li> <li>• Emerald Ash Borer Management Group Presentation</li> <li>• Act 250/Tier 1B Presentation</li> </ul>
Wednesday	3/11/2026	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

# Sullivan, Powers & Co., P.C.

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January 28, 2026

Selectboard  
Town of Norwich, Vermont  
300 Main Street  
P.O. Box 376  
Norwich, VT 05055

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Norwich, Vermont for the year ended June 30, 2025 and have issued our report thereon dated January 28, 2026. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and "Government Auditing Standards", as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated June 1, 2025. Professional standards also require that we communicate to you the following information related to our audit.

## Our Responsibilities under U.S. Generally Accepted Auditing Standards and "Government Auditing Standards"

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared, or approved, by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the system of internal control of the Town of Norwich, Vermont. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we also performed tests of the Town of Norwich, Vermont's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions was not an objective of our audit.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

### Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter.

### Significant Audit Matters

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Norwich, Vermont are described in Note I to the financial statements. The Town of Norwich, Vermont adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 101 "Compensated Absences". No other new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Town of Norwich, Vermont during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

We did not audit the solid waste revenues because of inadequacies in the Town's controls over solid waste receipts during the year. We were unable to obtain sufficient appropriate audit evidence about the completeness of the solid waste revenues in the Statement of Activities and Statement of Revenues, Expenditures and Changes in Fund Balances – General Fund (stated at \$182,535) by other auditing procedures.

Management has omitted Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were the allowance for uncollectible accounts, the useful lives of property, plant and equipment used to compute depreciation, and the net pension liability and related deferred outflows and inflows of resources related to the Town's participation in VMERS.

Management's estimate of the allowance for uncollectible accounts and the useful lives of property, plant and equipment used to compute depreciation are based on an analysis of the aging of accounts and the nature of the items to be depreciated. The estimate of the net pension liability and related deferred outflows and inflows of resources related to the Town's participation in VMERS is based on information received from the State of Vermont. We evaluated the key factors and assumptions used to develop the allowance for uncollectible accounts, the useful lives of property, plant and equipment used to compute depreciation and the net pension liability and related deferred outflows and inflows of resources related to the Town's participation in VMERS in determining that they are reasonable in relation to the financial statements taken as a whole.

#### *Difficulties Encountered in Performing the Audit*

We encountered no difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We proposed adjustments that in our judgment, either individually or in the aggregate, had a significant effect on the financial reporting process. These audit adjustments related to receivables, accounts payable, deferred inflows of resources, revenues, expenditures/expenses. These audit adjustments were caused by not reconciling the supporting documentation to the general ledger. These corrections were considered significant in relation to the governmental activities, the General Fund and the aggregate remaining fund information. These adjustments were all posted by management.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated January 28, 2026.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Town of Norwich, Vermont’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of Norwich, Vermont’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Budgetary Basis for the General Fund, the Schedule of Proportionate Share of the Net Pension Liability and the Schedule of Contributions which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the combining fund financial statements, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of the Selectboard and management of the Town of Norwich, Vermont and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully submitted,

*Sullivan, Powers & Co.*

SULLIVAN, POWERS & CO.  
Certified Public Accountants

**TOWN OF NORWICH, VERMONT**

**AUDIT REPORT**

**JUNE 30, 2025**

**TOWN OF NORWICH, VERMONT**  
**AUDIT REPORT**  
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**TOWN OF NORWICH, VERMONT**  
**AUDIT REPORT**  
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## Independent Auditor's Report

Selectboard  
Town of Norwich, Vermont  
300 Main Street  
P.O. Box 376  
Norwich, VT 05055

## **Report on the Audit of the Financial Statements**

### *Qualified and Unmodified Opinions*

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Norwich, Vermont, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Town of Norwich, Vermont's basic financial statements as listed in the Table of Contents.

#### *Summary of Opinions*

<u>Opinion Unit</u>	<u>Type of Opinion</u>
Governmental Activities	Qualified
General Fund	Qualified
Aggregate Remaining Fund Information	Unmodified

#### *Qualified Opinions on Governmental Activities and General Fund*

In our opinion, except for the possible effects of the matter discussed in the Basis for Qualified and Unmodified Opinions section of our report, the financial statements referred to previously present fairly, in all material respects, the financial position of the governmental activities and the General Fund of the Town of Norwich, Vermont, as of June 30, 2025, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Unmodified Opinion on Aggregate Remaining Fund Information*

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the aggregate remaining fund information of the Town of Norwich, Vermont, as of June 30, 2025, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Basis for Qualified and Unmodified Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in “Government Auditing Standards”, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Norwich, Vermont and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified and unmodified audit opinions.

### ***Matter Giving Rise to the Qualified Opinions on the Governmental Activities and the General Fund***

We did not audit the solid waste revenues because of inadequacies in the Town’s controls over solid waste receipts during the year. We were unable to obtain sufficient appropriate audit evidence about the completeness of the solid waste revenues in the accompanying Statement of Activities and Statement of Revenues, Expenditures and Changes in Fund Balances – General Fund (stated at \$182,535) by other auditing procedures.

### ***Change in Accounting Principle***

As described in Note I.F. to the financial statements, in 2025, the Town adopted new accounting guidance, GASB Statement No. 101, “Compensated Absences”. Our opinion is not modified with respect to this matter.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Norwich, Vermont’s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and "Government Auditing Standards" will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and "Government Auditing Standards", we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Norwich, Vermont's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Norwich, Vermont's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Management has omitted Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on Schedule 1, the Schedule of Proportionate Share of the Net Pension Liability on Schedule 2 and the Schedule of Contributions on Schedule 3 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Norwich, Vermont's basic financial statements. The combining fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. These schedules have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion or provide any assurance on them.

#### **Other Reporting Required by “Government Auditing Standards”**

In accordance with “Government Auditing Standards”, we have also issued our report dated January 28, 2026, on our consideration of the Town of Norwich, Vermont's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Norwich, Vermont's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with “Government Auditing Standards” in considering the Town of Norwich, Vermont's internal control over financial reporting and compliance.

*Sullivan, Powers & Co.*

January 28, 2026  
Montpelier, Vermont  
VT Lic. #92-000180

TOWN OF NORWICH, VERMONT  
STATEMENT OF NET POSITION  
JUNE 30, 2025

	Governmental Activities
<b><u>ASSETS</u></b>	
Cash	\$ 5,677,471
Investments	1,256,569
Receivables	946,639
Prepaid Expenses	126,998
Inventory	127,480
Capital Assets:	
Land	653,559
Art	11,140
Other Capital Assets, (Net of Accumulated Depreciation)	<u>7,164,407</u>
 Total Assets	 <u>15,964,263</u>
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>	
Deferred Outflows of Resources Related to the Town's Participation in VMERS	<u>287,341</u>
 Total Deferred Outflows of Resources	 <u>287,341</u>
<b><u>LIABILITIES</u></b>	
Accounts Payable	727,101
Accrued Payroll and Benefits Payable	90,516
Unearned Revenue	25,384
Due to Others	9,268
Due to Fiduciary Fund	7,974
Accrued Interest Payable	7,264
Noncurrent Liabilities:	
Due within One Year	104,518
Due in More than One Year	<u>2,320,515</u>
 Total Liabilities	 <u>3,292,540</u>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>	
Prepaid Property Taxes	4,242
Deferred Inflows of Resources Related to the Town's Participation in VMERS	<u>61,602</u>
 Total Deferred Inflows of Resources	 <u>65,844</u>
<b><u>NET POSITION</u></b>	
Net Investment in Capital Assets	6,636,820
Restricted:	
Non-Expendable:	
Trustees of Public Funds	163,464
Expendable:	
Trustees of Public Funds	78,106
Other	103,074
Unrestricted	<u>5,911,756</u>
 Total Net Position	 <u>\$ 12,893,220</u>

The accompanying notes are an integral part of this financial statement.

**TOWN OF NORWICH, VERMONT**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2025**

	Program Revenues				Net (Expense) Revenue and Change in Net Position	
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	
<b>Functions/Programs:</b>						
<b>Primary Government:</b>						
Governmental Activities:						
General Government	\$ 1,892,665	\$ 96,117	\$ 36,049	\$ 0	\$ 0	(1,760,499)
Public Safety	1,245,490	687	2,385	0	0	(1,242,418)
Highways and Streets	2,168,770	0	711,932	18,116		(1,438,722)
Culture and Recreation	562,582	155,251	1,255	1,737		(404,339)
Community Development	0	0	15,220	0		15,220
Solid Waste	247,806	182,535	0	0		(65,271)
Cemetery	45,045	25,546	0	0		(19,499)
Interest on Long-term Debt	45,350	0	0	0		(45,350)
Total Primary Government	\$ 6,207,708	\$ 460,136	\$ 766,841	\$ 19,853		(4,960,878)
<b>General Revenues:</b>						
Property Taxes						5,388,816
Penalties and Interest on Delinquent Taxes						50,440
General State Grants						256,049
Unrestricted Investment Earnings						193,707
Gain on Sale of Vehicles						22,325
Other Revenues						13,058
Total General Revenues						\$ 5,924,395
Change in Net Position						963,517
Net Position - July 1, 2024						\$ 11,929,703
Net Position - June 30, 2025						\$ 12,893,220

The accompanying notes are an integral part of this financial statement.

**TOWN OF NORWICH, VERMONT**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**JUNE 30, 2025**

	General Fund	Non-Major Governmental Funds	Total Governmental Funds
<b>ASSETS</b>			
Cash	\$ 5,618,832	\$ 58,639	\$ 5,677,471
Investments	1,011,871	244,698	1,256,569
Receivables	928,523	18,116	946,639
Due from Other Funds	0	3,895,782	3,895,782
Prepaid Items	126,998	0	126,998
Inventory	127,480	0	127,480
<b>Total Assets</b>	<b>\$ 7,813,704</b>	<b>\$ 4,217,235</b>	<b>\$ 12,030,939</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 719,741	\$ 7,360	\$ 727,101
Accrued Payroll and Benefits Payable	90,516	0	90,516
Due to Other Funds	3,903,756	0	3,903,756
Unearned Revenue	25,384	0	25,384
Due to Others	9,268	0	9,268
<b>Total Liabilities</b>	<b>4,748,665</b>	<b>7,360</b>	<b>4,756,025</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Prepaid Property Taxes	4,242	0	4,242
Unavailable Property Taxes, Penalties and Interest	236,000	0	236,000
Unavailable Grants	280,620	0	280,620
<b>Total Deferred Inflows of Resources</b>	<b>520,862</b>	<b>0</b>	<b>520,862</b>
<b>FUND BALANCES</b>			
Nonspendable	254,478	163,464	417,942
Restricted	0	181,180	181,180
Committed	900,148	3,865,231	4,765,379
Unassigned	1,389,551	0	1,389,551
<b>Total Fund Balances</b>	<b>2,544,177</b>	<b>4,209,875</b>	<b>6,754,052</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances</b>	<b>\$ 7,813,704</b>	<b>\$ 4,217,235</b>	
Amounts Reported for Governmental Activities in the Statement of Net Position are Different Because:			
Capital Assets Used in Governmental Activities are not Financial Resources and, Therefore, are not Reported in the Funds.			7,829,106
Other Assets are not Available to Pay for Current-Period Expenditures, and, Therefore, are Deferred in the Funds.			516,620
Long-term and Accrued Liabilities, Including Bonds Payable and the Net Pension Liability, are not Due or Payable in the Current Period and, Therefore, are not Reported in the Funds.			(2,432,297)
Deferred Outflows and Inflows of Resources related to the Town's Participation in VMERS are applicable to Future Periods and, Therefore, are not Reported in the Funds.			225,739
<b>Net Position of Governmental Activities</b>	<b>\$ 12,893,220</b>		

The accompanying notes are an integral part of this financial statement.

**TOWN OF NORWICH, VERMONT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2025**

	General Fund	Non-Major Governmental Funds	Total Governmental Funds
<b>Revenues:</b>			
Property Taxes	\$ 5,295,316	\$ 0	\$ 5,295,316
Penalties and Interest on Delinquent Taxes	50,440	0	50,440
Intergovernmental	856,326	67,085	923,411
Charges for Services	386,602	25,546	412,148
Permits, Licenses and Fees	39,137	8,296	47,433
Fines and Forfeits	555	0	555
Investment Income	50,344	143,363	193,707
Donations	0	2,992	2,992
Opioids Settlement	0	15,220	15,220
Other	<u>12,558</u>	<u>500</u>	<u>13,058</u>
<b>Total Revenues</b>	<b><u>6,691,278</u></b>	<b><u>263,002</u></b>	<b><u>6,954,280</u></b>
<b>Expenditures:</b>			
General Government	1,786,595	2,869	1,789,464
Public Safety	987,013	54,725	1,041,738
Highways and Streets	1,769,111	35,507	1,804,618
Culture and Recreation	552,633	495	553,128
Solid Waste	243,573	0	243,573
Cemetery	0	45,045	45,045
Capital Outlay:			
General Government	150	40,250	40,400
Public Safety	0	145,252	145,252
Highways and Streets	0	93,582	93,582
Debt Service:			
Principal	135,140	6,966	142,106
Interest	<u>44,783</u>	<u>0</u>	<u>44,783</u>
<b>Total Expenditures</b>	<b><u>5,518,998</u></b>	<b><u>424,691</u></b>	<b><u>5,943,689</u></b>
<b>Excess/(Deficiency) of Revenues</b>			
<b>Over Expenditures</b>	<b><u>1,172,280</u></b>	<b><u>(161,689)</u></b>	<b><u>1,010,591</u></b>
<b>Other Financing Sources/(Uses):</b>			
Issuance of Long-term Debt	0	145,252	145,252
Proceeds from Sale of Vehicles	0	47,325	47,325
Transfers In	0	2,107,731	2,107,731
Transfers Out	<u>(2,102,746)</u>	<u>(4,985)</u>	<u>(2,107,731)</u>
<b>Total Other Financing Sources/(Uses)</b>	<b><u>(2,102,746)</u></b>	<b><u>2,295,323</u></b>	<b><u>192,577</u></b>
<b>Net Change in Fund Balances</b>	<b><u>(930,466)</u></b>	<b><u>2,133,634</u></b>	<b><u>1,203,168</u></b>
<b>Fund Balances - July 1, 2024</b>	<b><u>3,474,643</u></b>	<b><u>2,076,241</u></b>	<b><u>5,550,884</u></b>
<b>Fund Balances - June 30, 2025</b>	<b><u>\$ 2,544,177</u></b>	<b><u>\$ 4,209,875</u></b>	<b><u>\$ 6,754,052</u></b>

The accompanying notes are an integral part of this financial statement.

**TOWN OF NORWICH, VERMONT**  
**RECONCILIATION OF THE STATEMENT OF REVENUES,**  
**EXPENDITURES AND CHANGES IN FUND BALANCES OF**  
**GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2025**

Amounts reported for governmental activities in the statement of activities (Exhibit B) are different because:

Net change in fund balances - total government funds (Exhibit D)	\$ 1,203,168
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets (\$279,234) is allocated over their estimated useful lives and reported as depreciation expense (\$515,439). This is the amount by which depreciation exceeded capital outlays in the current period.	(236,205)
The net effect of various transactions involving capital assets (i.e., sales and losses on disposal of assets) is to reduce net position.	(25,000)
The issuance of long-term debt (\$145,252) (e.g., bonds, notes, financed purchases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt (\$142,106) consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. This amount is the net effect of these differences in the treatment of long-term debt and related items.	(3,146)
Governmental funds report employer pension contributions as expenditures (\$112,643). However, in the statement of activities, the cost of pension benefits earned net of employee contributions (\$185,533) is reported as pension expense. This amount is the net effect of the differences in the treatment of pension expense.	(72,890)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This amount is the net difference in the treatment of these items from the previous year.	194,620
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. This amount is the net difference in the treatment of these items from the previous year.	<u>(97,030)</u>
Change in net position of governmental activities (Exhibit B)	<u>\$ 963,517</u>

The accompanying notes are an integral part of this financial statement.

**TOWN OF NORWICH, VERMONT**  
**STATEMENT OF FIDUCIARY NET POSITION**  
**FIDUCIARY FUNDS**  
**JUNE 30, 2025**

	<b>Private-Purpose Trust Fund</b>	
	<b>Citizen Assistance Fund</b>	<b>Custodial Fund Education Tax Fund</b>
<b><u>ASSETS</u></b>		
Due from Other Funds	\$ <u>7,974</u>	\$ <u>0</u>
Total Assets	<u>7,974</u>	<u>0</u>
<b><u>LIABILITIES</u></b>		
Total Liabilities	<u>0</u>	<u>0</u>
<b><u>NET POSITION</u></b>		
Restricted	<u>7,974</u>	<u>0</u>
Total Net Position	<u>\$ 7,974</u>	<u>\$ 0</u>

The accompanying notes are an integral part of this financial statement.

**TOWN OF NORWICH, VERMONT**  
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**  
**FIDUCIARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2025**

	Private-Purpose Trust Fund		Custodial Fund
	Citizen Assistance Fund	Education Tax Fund	
<b>Additions:</b>			
Investment Income	\$ 332	\$ 0	
Other	2,758	0	
Education Taxes Collected for Other Governments	0	<u>16,430,559</u>	
 Total Additions	3,090	<u>16,430,559</u>	
 <b>Deductions:</b>			
Miscellaneous	2,466	0	
Education Taxes Distributed to Other Governments	0	<u>16,430,559</u>	
 Total Deductions	2,466	<u>16,430,559</u>	
 Change in Net Position	624	0	
 Net Position - July 1, 2024	7,350	0	
 Net Position - June 30, 2025	\$ 7,974	\$ 0	

The accompanying notes are an integral part of this financial statement.

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2025**

The Town of Norwich, Vermont, (herein the "Town") operates under a Manager/Selectboard form of government and provides the following services: public safety, highways and streets, culture and recreation, waste disposal, community/economic development, health and social services, public improvements, planning and zoning and general administrative services.

## **I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies adopted by the Town of Norwich, Vermont (the "Town") conform to generally accepted accounting principles (GAAP) as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing accounting and financial reporting principles. The following is a summary of the more significant accounting policies employed in the preparation of these financial statements.

### **A. The Financial Reporting Entity**

This report includes all of the activity of the Town of Norwich, Vermont. The financial reporting entity consists of the primary government; organizations for which the primary government is financially accountable; and other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the primary government. The primary government is financially accountable if an organization is fiscally dependent on and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the primary government regardless of whether the organization has a separately elected governing board; a governing board appointed by a higher level of government; or a jointly appointed board. Based on these criteria, there are no other entities that should be combined with the financial statements of the Town.

### **B. Basis of Presentation**

The accounts of the Town are organized and operated on the basis of fund accounting. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts which comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are spent and the means by which spending activities are controlled.

The basic financial statements of the Town include both government-wide statements and fund financial statements. The focus of the government-wide statements is on reporting the operating results and financial position of the Town as a whole and present a longer-term view of the Town's finances. The focus of the fund financial statements is on reporting on the operating results and financial position of the most significant funds of the Town and present a shorter-term view of how operations were financed and what remains available for future spending.

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2025**

**Government-wide Statements:** The statement of net position and the statement of activities display information about the primary government, the Town. These statements include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double counting of activities between funds. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Town's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular program or function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

**Fund Financial Statements:** The fund financial statements provide information about the Town's funds, including fiduciary funds. Separate statements for each fund category – governmental and fiduciary – are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

The Town reports on the following major governmental fund:

General Fund – This is the Town's main operating fund. It accounts for all financial resources of the Town except those accounted for in another fund.

Additionally, the Town reports the following fund types:

Private-Purpose Trust Fund – This fund is used to report trust arrangements under which resources are to be used for the benefit of individuals and organizations. All investment earnings, and in some cases, the principal of these funds may be used to support these activities.

Custodial Fund – This fund is used to report resources held by the Town in a purely custodial capacity for other governments, private organizations or individuals.

### **C. Measurement Focus**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Government-wide and fiduciary fund financial statements are reported using the economic resources measurement focus. This means that all assets, deferred outflows of resources, liabilities and deferred inflows of resources associated with the operation of these funds (whether current or noncurrent) are included on the balance sheet (or statement of net position). Equity (i.e., total net position) is segregated into net investment in capital assets; restricted net position; and unrestricted net position. Operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in total net position.

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2025**

Governmental fund financial statements are reported using the current financial resources measurement focus. This means that only current assets, deferred outflows of resources, current liabilities and deferred inflows of resources are generally reported on their balance sheets. Their reported fund balances (net current position) are considered a measure of available spendable resources, and are segregated into nonspendable; restricted; committed; assigned and unassigned amounts. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current position. Accordingly, they are said to present a summary of sources and uses of available spendable resources during a period.

#### **D. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide and fiduciary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when they are earned and expenses are recorded at the time the liabilities are incurred, regardless of when the related cash flow takes place. Nonexchange transactions, in which the Town gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. On the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental funds are reported using the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. "Measurable" means the amount of the transaction can be determined, and "available" means the amount is collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Town considers all revenues reported in governmental funds to be available if the revenues are collected within sixty (60) days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, certain compensated absences and other long-term liabilities which are recognized when the obligations are expected to be liquidated or are funded with expendable available financial resources.

General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt, acquisitions under financed purchases and sales of capital assets are reported as other financing sources.

Under the terms of grant agreements, the Town funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net position available to finance the program. It is the Town's policy to first apply cost-reimbursement grant resources to such programs, followed by general revenues. Expenditure driven grants are recognized as revenue when the qualifying expenditures have been incurred and other grant requirements have been met.

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2025**

Recognition of revenues on funds received in connection with loan programs are recognized when loans are awarded and expenses incurred in excess of current grants and program income. An offsetting deferred inflows of resources is recognized for all loans receivable. Loan repayment revenue is recognized as the loans are repaid.

**E. Use of Estimates**

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows and inflows of resources and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**F. New Pronouncement – Compensated Absences**

Effective June 30, 2025, the Town implemented GASB Statement No. 101, “Compensated Absences”. GASB Statement No. 101 is intended to improve consistency and enhance the accounting and financial reporting for compensated absences. It establishes a unified model for recognizing liabilities related to both unused and used-but-unpaid leave, based on updated recognition and measurement guidance. In addition, this statement provides clearer definitions and requirements for when and how compensated absences should be reported. The implementation of this Standard did not affect net position/fund balances as of July 1, 2024.

**G. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Equity**

**1. Cash**

Cash balances of Town funds are deposited with and invested by the Town Treasurer. The Town considers all short-term investments less than ninety (90) days to be cash equivalents.

Excess cash of individual funds are shown as due from other funds and excess cash withdrawals are shown as due to other funds. Interest income is allocated based on the due from/to other fund balances.

**2. Investments**

The Town invests in investments as allowed by State statutes. Investments with readily determinable fair values are reported at fair value. Unrealized gains and losses are included in revenue.

**3. Receivables**

Receivables are shown net of an allowance for uncollectible accounts for the estimated losses that will be incurred in the collection of the receivables. The estimated losses are based on the judgment of management and a review of the current status of existing receivables.

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2025**

**4. Internal Balances**

Activity between funds that are representative of lending/borrowing arrangement that are outstanding at the end of the fiscal year are referred to as “advances to/from other funds.” All other outstanding balances between funds are reported as “due from/to other funds.”

**5. Inventories and Prepaid Expenses/Items**

Inventory quantities are determined by physical count and are valued at the lower of cost or market.

Certain payments to vendors reflect costs that are applicable to future accounting periods and are recorded as prepaid expenses/items.

Reported inventories and prepaid items of governmental funds in the fund financial statements are offset by a nonspendable fund balance as they are not in spendable form.

**6. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statements element, “deferred outflows of resources”, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditures) until then. These amounts are deferred and recognized as an outflow of resources in the future periods to which the outflows are related.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, “deferred inflows of resources”, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. These amounts are deferred and recognized as an inflow of resources in the future periods to which the inflows are related or when the amounts become available.

**7. Capital Assets**

Capital assets are reported at actual cost or estimated historical cost based on appraisals or deflated current replacement cost if purchased or constructed. Contributed assets are recorded at their estimated acquisition value at the time received. Major outlays for capital assets and improvements are capitalized as constructed. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets’ lives are not capitalized. Infrastructure assets are reported starting with the fiscal year ended June 30, 2004. The Town has elected to not report major general infrastructure assets retroactively.

Capital assets reported in the government-wide financial statements are depreciated in order that the cost of these assets will be charged to expenses over their estimated service lives, generally using the straight-line method of calculating depreciation.

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2025**

Capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts) and estimated useful lives of capital assets are as follows:

	<u>Capitalization Threshold</u>	<u>Estimated Service Life</u>
Land	\$ 5,000	Not Depreciated
Art	\$ 5,000	Not Depreciated
Buildings and Building Improvements	\$ 5,000	10-50 Years
Vehicles, Machinery, Equipment and Furniture	\$ 5,000	5-20 Years
Infrastructure	\$ 25,000	7-50 Years

Capital assets are not reported in the governmental fund financial statements. Capital outlays in these funds are recorded as expenditures in the year they are incurred.

## **8. Pensions**

For purposes of measuring the proportionate share of the net pension liability and the related deferred outflows/inflows of resources and pension expense, information about the fiduciary net position of the Vermont Municipal Employees' Retirement System (VMERS) plan and additions to/deductions from the VMERS' fiduciary net position have been determined on the same basis as they are reported by VMERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

## **9. Compensated Absences**

It is the Town's policy to permit employees to accumulate earned but unused leave time. The accrual for unused compensated absences time, based on current pay rates, is recorded in the government-wide financial statements. The liability for unused compensated absences is not reported in the governmental fund financial statements. Payments for unused compensated absences are recorded as expenditures in the year they are paid.

## **10. Long-term Liabilities**

Long-term liabilities include bonds and payable, financed purchases and other obligations such as compensated absences and the Town's net pension liability. Long-term liabilities are reported in the government-wide financial statements. Governmental fund financial statements do not include any long-term liabilities as those statements use the current financial resources measurement focus and only include current liabilities on their balance sheets.

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2025**

## **11. Fund Equity**

Fund equity is classified based upon any restrictions that have been placed on those balances or any tentative plans management may have made for those balances. Restrictions of net position in the government-wide financial statements represent amounts that cannot be appropriated or are legally restricted for a specific purpose by a grant, contract, or other binding agreement. Fund balances of governmental fund financial statements are classified as nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors, or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Selectboard's intended use of the resources); and unassigned.

## **II. EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND AND GOVERNMENT-WIDE STATEMENTS**

Governmental fund financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting, whereas government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. These differences in the measurement focus and basis of accounting lead to differences between the governmental fund financial statements and the government-wide financial statements as follows:

Long-term revenue differences arise because governmental funds report revenues only when they are considered "available", whereas government-wide statements report revenues when they are earned. Long-term expense differences arise because governmental funds report expenditures (including interest) using the modified accrual basis of accounting, whereas government-wide statements report expenses using the accrual basis of accounting.

Capital-related differences arise because governmental funds report capital outlays as current period expenditures, whereas government-wide statements report depreciation as an expense. Further, governmental funds report the proceeds from the sale of capital assets as other financing sources, whereas government-wide statements report the gain or loss from the sale of capital assets as revenue or expense.

Long-term debt transaction differences arise because governmental funds report proceeds of long-term debt as other financing sources and principal payments as an expenditures, whereas government-wide statements report those transactions as increases and decreases in liabilities, respectively.

Pension-related differences arise because governmental funds report the current year's required employer contributions as current period expenditures, whereas government-wide statements report those transactions as deferred outflows of resources. In addition, the accrual for the Town's proportionate share of the net pension liability is recorded in the government-wide financial statements along with the related deferred inflows and outflows of resources.

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2025**

### **III. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

#### **A. Budgetary Information**

The General Fund budget is approved at the annual Town Meeting in March. Any budget changes require voter approval. There were no budget amendments during the year. The budget presented herein is for the Town's "General Fund" only and does not include the Town Reappraisal Fund, the Affordable Housing Fund, the Climate Emergency Fund, the Unanticipated Expenses and Emergency Reserve Fund, the Operational Performance and Development Fund, the Emerald Ash Borer Response Fund, the Main Street Flags Fund and the Roadway Safety Fund activity that is included with the General Fund and unbudgeted transfers.

#### **B. Budgeted Deficit**

The Town budgeted a current year's deficiency of revenues over expenditures in the General Fund in the amount of \$654,672 in order to utilize a portion of the previous year's surplus. This is reflected as a budgeted deficiency of revenues over expenditures on Schedule 1.

### **IV. DETAILED NOTES ON ALL FUNDS**

#### **A. Cash and Investments**

The Town's cash and investments as of June 30, 2025 consisted of the following:

Cash:

Deposits with Financial Institutions	\$5,677,021
Cash on Hand	<u>450</u>
 Total Cash	 5,677,471

Investments:

Certificates of Deposit	<u>1,256,569</u>
 Total Cash and Investments	 <u>\$6,934,040</u>

The Town has five (5) certificates of deposit at Mascoma Bank ranging from \$5,623 to \$1,011,871 with interest rates ranging from 3.68% to 4.40%. All certificates of deposit mature during fiscal year 2026.

TOWN OF NORWICH, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

### **Custodial Credit Risk**

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of failure of the counter-party (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investments or collateral securities that are in possession of another party. In accordance with the Town's investment policy, collateralization using obligations fully guaranteed by the full faith and credit of the State of Vermont and/or the United States Government or an Irrevocable Stand-by Letter of Credit issued by the Federal Home Loan Bank in the Town's name is required. The following table shows the custodial credit risk of the Town's cash and certificates of deposit.

	<u>Book Balance</u>	<u>Bank Balance</u>
Insured by FDIC	\$ 500,000	\$ 500,000
Insured by Irrevocable Stand-by Letter of Credit Issued by Federal Home Loan Bank of Boston	<u>6,433,590</u>	<u>6,571,634</u>
Total	<u>\$6,933,590</u>	<u>\$7,071,634</u>

The difference between the book balance and bank balance is due to reconciling items such as deposits in transit and outstanding checks.

The book balance is comprised of the following:

Cash – Deposits with Financial Institutions	\$5,677,021
Investments – Certificates of Deposit	<u>1,256,569</u>
Total	<u>\$6,933,590</u>

### **Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. In accordance with the Town's investment policy, interest rate risk will be minimized by investing operating funds primarily in shorter term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the Town's investment portfolio. The Town's certificates of deposit are not subject to interest rate risk disclosure.

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2025**

**Credit Risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. In accordance with the Town's investment policy, credit risk will be minimized by diversifying the Town's investment portfolio so that the impact of potential losses from any one type of investment will be minimized. The Town's certificates of deposit are not subject to credit risk disclosure.

**Concentration of Credit Risk**

Concentration of credit risk is the risk that a large percentage of the Town's investments are held within one security. The Town does not have any limitations on the amount that can be invested in any one issuer. The Town has no investments subject to concentration of credit risk disclosure.

**B. Receivables**

Receivables as of June 30, 2025, as reported in the statement of net position, net of applicable allowances for uncollectible accounts, are as follows:

	<u>Governmental Activities</u>
Delinquent Taxes Receivable	\$ 215,228
Penalties and Interest Receivable	40,349
Grants Receivable	688,620
Ambulance Receivable	18,142
Accounts Receivable	300
Allowance for Doubtful Accounts - Ambulance	<u>(16,000)</u>
 Total	 <u>\$ 946,639</u>

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2025**

**C. Capital Assets**

Capital asset activity for the year ended June 30, 2025 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities</b>				
Capital Assets, Not Being Depreciated:				
Land	\$ 653,559	\$ 0	\$ 0	\$ 653,559
Art	11,140	0	0	11,140
Construction in Progress	73,313	12,937	86,250	0
Total Capital Assets, Not Being Depreciated	<u>738,012</u>	<u>12,937</u>	<u>86,250</u>	<u>664,699</u>
Capital Assets, Being Depreciated:				
Buildings and Building Improvements	4,268,709	0	0	4,268,709
Vehicles, Machinery, Equipment and Furniture	4,520,920	185,652	123,625	4,582,947
Infrastructure	5,549,546	166,895	0	5,716,441
Totals	<u>14,339,175</u>	<u>352,547</u>	<u>123,625</u>	<u>14,568,097</u>
Less Accumulated Depreciation for:				
Buildings and Building Improvements	1,553,470	89,771	0	1,643,241
Vehicles, Machinery, Equipment and Furniture	2,458,568	222,865	98,625	2,582,808
Infrastructure	2,974,838	202,803	0	3,177,641
Totals	<u>6,986,876</u>	<u>515,439</u>	<u>98,625</u>	<u>7,403,690</u>
Total Capital Assets, Being Depreciated	<u>7,352,299</u>	<u>(162,892)</u>	<u>25,000</u>	<u>7,164,407</u>
Governmental Activities Capital Assets, Net	<u>\$ 8,090,311</u>	<u>\$ (149,955)</u>	<u>\$ 111,250</u>	<u>\$ 7,829,106</u>

Depreciation was charged as follows:

Governmental Activities:			
General Government		\$ 25,092	
Public Safety		155,364	
Highways and Streets		321,296	
Culture and Recreation		9,454	
Solid Waste		<u>4,233</u>	
Total Depreciation Expense - Governmental Activities		<u>\$ 515,439</u>	

**D. Interfund Balances and Activity**

The composition of interfund balances as of June 30, 2025 are as follows:

Fund	Due from Other Funds	Due to Other Funds
General Fund	\$ 0	\$ 3,903,756
Non-Major Governmental Funds	3,895,782	0
Private-Purpose Trust Fund -		
Citizen Assistance Fund	<u>7,974</u>	<u>0</u>
Total	<u>\$ 3,903,756</u>	<u>\$ 3,903,756</u>

**TOWN OF NORWICH, VERMONT**  
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Interfund transfers during the year ended June 30, 2025 were as follows:

Transfer From	Transfer To	Amount	Purpose
General Fund	Town Reappraisal Fund	\$ 40,000	* Appropriation
General Fund	Town Reappraisal Fund	2,568	* Transfer Prior Year Interest Earnings
General Fund	Affordable Housing Fund	987	* Transfer Prior Year Interest Earnings
General Fund	Climate Emergency Fund	853	* Transfer Prior Year Interest Earnings
General Fund	Unanticipated Expenses and Emergency Reserve Fund	15,843	* Transfer Prior Year Interest Earnings
General Fund	Operational Performance and Development Fund	1,783	* Transfer Prior Year Interest Earnings
General Fund	Emerald Ash Borer Response Fund	251	* Transfer Prior Year Interest Earnings
General Fund	Main Street Flags Fund	500	* Appropriation
General Fund	Main Street Flags Fund	10	* Transfer Prior Year Interest Earnings
General Fund	Roadway Safety Fund	10,000	* Appropriation
General Fund	Roadway Safety Fund	205	* Transfer Prior Year Interest Earnings
General Fund	Conservation Commission Fund	69	Transfer Prior Year Interest Earnings
General Fund	Land Management Council Fund	262	Transfer Prior Year Interest Earnings
General Fund	Recreation Scholarships Fund	11	Transfer Prior Year Interest Earnings
General Fund	Records Restoration Fund	5,000	Appropriation
General Fund	Records Restoration Fund	1,073	Transfer Prior Year Interest Earnings
General Fund	Cemetery Commission Fund	20,000	Appropriation
General Fund	Highway Equipment Fund	250,000	Appropriation
General Fund	Highway Equipment Fund	6,208	Transfer Prior Year Interest Earnings
General Fund	Highway Garage Fund	30,500	Appropriation
General Fund	Highway Garage Fund	200,000	Transfer Prior Year Surplus
General Fund	Highway Garage Fund	6,933	Transfer Prior Year Interest Earnings
General Fund	Solid Waste Equipment Fund	2,000	Appropriation
General Fund	Solid Waste Equipment Fund	872	Transfer Prior Year Interest Earnings
General Fund	Public Safety Facility Fund	102	Transfer Prior Year Interest Earnings
General Fund	Police Cruiser Fund	35,000	Appropriation
General Fund	Police Cruiser Fund	1,576	Transfer Prior Year Interest Earnings
General Fund	Tracy Hall Fund	500,000	Transfer Prior Year Surplus
General Fund	Tracy Hall Fund	11,672	Transfer Prior Year Interest Earnings
General Fund	General Administration Equipment Fund	2,517	Transfer Prior Year Interest Earnings
General Fund	Recreation Facility and Improvements Fund	15,000	Appropriation
General Fund	Recreation Facility and Improvements Fund	948	Transfer Prior Year Interest Earnings
General Fund	Tennis Courts Fund	75,000	Appropriation
General Fund	Tennis Courts Fund	2,458	Transfer Prior Year Interest Earnings
General Fund	Police Special Equipment Fund	30,000	Appropriation
General Fund	Police Special Equipment Fund	505	Transfer Prior Year Interest Earnings
General Fund	Fire Department Apparatus Bay Fund	107	Transfer Prior Year Interest Earnings
General Fund	Fire Equipment Fund	30,000	Appropriation
General Fund	Fire Equipment Fund	1,745	Transfer Prior Year Interest Earnings
General Fund	Fire Apparatus Fund	120,000	Appropriation
General Fund	Fire Apparatus Fund	300,000	Transfer Prior Year Surplus
General Fund	Fire Apparatus Fund	12,770	Transfer Prior Year Interest Earnings
General Fund	Sidewalk Fund	2,444	Transfer Prior Year Interest Earnings
General Fund	DPW Bridge Fund	150,000	Appropriation
General Fund	DPW Bridge Fund	14,649	Transfer Prior Year Interest Earnings
General Fund	DPW Paving Fund	75,000	Appropriation
General Fund	DPW Paving Fund	7,078	Transfer Prior Year Interest Earnings
General Fund	Buildings & Grounds Fund	2,000	Appropriation
General Fund	Buildings & Grounds Fund	760	Transfer Prior Year Interest Earnings
General Fund	Generator Fund	15,000	Appropriation
General Fund	Generator Fund	659	Transfer Prior Year Interest Earnings
General Fund	Huntley Meadow Kid's Bridge Fund	131	Transfer Prior Year Interest Earnings
General Fund	Culverts Fund	150,000	Appropriation
General Fund	Culverts Fund	2,286	Transfer Prior Year Interest Earnings
General Fund	Town Clerk Equipment Fund	20,000	Appropriation
General Fund	Town Clerk Equipment Fund	411	Transfer Prior Year Interest Earnings
Trustees of Public Funds Fund	Cemetery Commission Fund	4,985	Fund Cemetery Expenses
Total		\$ 2,180,731	

\* The transfers from the General Fund to the Town Reappraisal Fund, the Affordable Housing Fund, the Climate Emergency Fund, the Unanticipated Expenses and Emergency Reserve Fund, the Operational Performance and Development Fund, the Emerald Ash Borer Response Fund, the Main Street Flags Fund and the Roadway Safety Fund are netted within the General Fund as these funds are consolidated within the General Fund in order to comply with GASB Statement No. 54.

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**E. Deferred Outflows of Resources**

Deferred outflows of resources in the governmental activities consists of \$174,698 related to the Town's participation in the Vermont Municipal Employee's Retirement System (VMERS) and \$112,643 of required employer pension contributions made subsequent to the measurement date. Total deferred outflows of resources in the governmental activities is \$287,341.

**F. Unearned Revenue**

Unearned revenue in the governmental activities and General Fund consists of \$7,624 of recreation fees and \$17,760 of transfer station sticker permits received in advance. Total unearned revenue in the governmental activities and General Fund is \$25,384.

**G. Deferred Inflows of Resources**

Deferred inflows of resources in the governmental activities consists of \$61,602 related to the Town's participation in the Vermont Municipal Employee's Retirement System (VMERS). It also includes \$4,242 of prepaid property taxes. Total deferred inflows of resources in the governmental activities is \$65,844.

Deferred inflows of resources in the General Fund consists of \$236,000 of delinquent property taxes, penalties and interest on those taxes and \$280,620 of grant revenues not collected within sixty (60) days after year-end as these would not be available to liquidate current liabilities. It also includes \$4,242 of prepaid property taxes. Total deferred inflows of resources in the General Fund is \$520,862.

**H. Long-term Liabilities**

The Town issues general obligation bonds through the Vermont Bond Bank to provide resources for the acquisition and construction of major capital facilities and to refund prior issues. General obligation bonds are direct obligations and pledge the full faith and credit of the Town. New bonds generally are issued as 10 to 20 year bonds.

The Town had notes payable to finance various capital projects through local banks.

The Town enters into lease agreements as the lessee for the purpose of financing the acquisition of major pieces of equipment. These lease agreements qualify as financed purchases for accounting purposes (even though they may include clauses that allow for cancellation of the lease in the event the Town does not appropriate funds in future years) and, therefore, have been recorded at the present value of the future minimum lease payments as of the inception date of the leases.

The net pension liability is the difference between the total pension liability (the present value of projected benefit payments to employees based on their past service) and the assets (mostly investments reported at fair value) set aside to pay current employees, retirees, and beneficiaries. The accrual for the Town's share of the net pension liability is recorded in the government-wide financial statements.

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It is the policy of the Town to permit employees to accumulate earned but unused benefits. The accrual for unused compensated absences time, based on current pay rates, is recorded in the government-wide financial statements.

Long-term liabilities outstanding as of June 30, 2025 were as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Bond Payable, Vermont Municipal Bond Bank, Public Safety Facility, Principal Payments of \$47,000 Payable on November 15 Annually, Interest at 3.99% Payable on May 15 and November 15, Due November, 2047	\$1,128,000	\$ 0	\$ 47,000	\$1,081,000
Note Payable, Mascoma Bank, Town Garage and Public Safety Building, Principal Payments of \$48,000 Plus Interest Payable on August 15 Annually, Interest at 2.95%, Due and Paid August, 2024	48,000	0	48,000	0
Note Payable, Northfield Savings Bank, Bridge Construction, Principal Payments of \$13,140 Plus Interest Payable on July 1 Annually, Interest at 2.25%, Due July, 2025. The Town Made the Final July 1, 2025 Payment in June, 2025.	13,140	0	13,140	0
Financed Purchase, Ford Motor Credit, 2024 Ford F-150 Police Responder, Principal and Interest Payments of \$15,688 Payable on April 14 Annually, Interest at 8.49%, Due April, 2029	0	67,088	15,688	51,400
Financed Purchase, Ford Motor Credit, 2024 Ford F-150 Police Responder, Principal and Interest Payments of \$18,278 Payable on April 14 Annually, Interest at 8.49%, Due April, 2029	0	78,164	18,278	59,886
<b>Total</b>	<b><u>\$1,189,140</u></b>	<b><u>\$145,252</u></b>	<b><u>\$142,106</u></b>	<b><u>\$1,192,286</u></b>

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Changes in long-term liabilities during the year were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<b>Governmental Activities</b>					
General Obligation Bonds Payable	\$ 1,128,000	\$ 0	\$ 47,000	\$ 1,081,000	\$ 47,000
Notes Payable	61,140	0	61,140	0	0
Financed Purchases	0	145,252	33,966	111,286	24,518
Compensated Absences Payable	66,358	96,463	0	162,821	33,000
Net Pension Liability	<u>1,006,122</u>	<u>63,804</u>	<u>0</u>	<u>1,069,926</u>	<u>0</u>
 Total Governmental Activities	 <u>\$ 2,261,620</u>	 <u>\$ 305,519</u>	 <u>\$ 142,106</u>	 <u>\$ 2,425,033</u>	 <u>\$ 104,518</u>
Long-term Liabilities					

Compensated absences and required contributions to the pension plans are paid by the applicable fund where the employee is charged.

The additions/reductions to the compensated absences liability represents the net change in the liability from the previous year.

The change in the net pension liability is allocated to the function where the employee is charged.

Debt service requirements to maturity are as follows:

Year Ending June 30	Governmental Activities	
	Principal	Interest
2026	\$ 71,518	\$ 51,116
2027	73,600	47,610
2028	75,859	43,873
2029	78,309	39,895
2030	47,000	35,666
2031-2035	235,000	153,902
2036-2040	235,000	109,563
2041-2045	235,000	58,165
2046-2048	<u>141,000</u>	<u>9,519</u>
 Total	 <u>\$ 1,192,286</u>	 <u>\$ 549,309</u>

## **I. Fund Balances**

GASB Statement No. 34, as amended by GASB Statement No. 54, requires fund balances reported on the governmental fund balance sheet to be classified using a hierarchy based primarily on the extent to which a government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Governmental fund balances are to be classified as: nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Selectboard's intended use of the resources); and unassigned.

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Special revenue funds are created only to report a revenue source (or sources) that is restricted or committed to a specified purpose, and that the revenue source should constitute a substantial portion of the resources reported in that fund. Special revenue funds cannot be used to accumulate funds that are not restricted or committed. These amounts will have to be reflected in the General Fund.

Amounts constrained to stabilization (rainy-day funds) will be reported as restricted or committed fund balance in the General Fund if they meet the other criteria for those classifications. However, stabilization is regarded as a specified purpose only if the circumstances or conditions that signal the need for stabilization (a) are identified in sufficient detail and (b) are not expected to occur routinely. The Town does not have any stabilization arrangements.

Some governments create stabilization-like arrangements by establishing formal minimum fund balance policies. The Town does not have any minimum fund balance policies.

When expenditures are incurred for purposes for which both restricted and unrestricted amounts are available, it is the Town's policy to first consider restricted amounts to have been spent, followed by committed, assigned, and finally unassigned amounts.

The purpose for each major special revenue fund, including which specific revenues and other resources are authorized to be reported in each, are described in the following section.

The fund balances in the following funds are nonspendable as follows:

**Major Funds**

General Fund:

Nonspendable Prepaid Items	\$126,998
Nonspendable Inventories	<u>127,480</u>
Total General Fund	<u>254,478</u>

**Non-Major Funds**

Permanent Fund:

Nonspendable for Perpetual Care	<u>163,464</u>
Total Nonspendable Fund Balances	<u>\$417,942</u>

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The fund balances in the following funds are restricted as follows:

Non-Major Funds

Special Revenue Funds:

Restricted for Conservation Commission Expenses by Donations (Source of Revenue is Donations)	\$ 4,992
Restricted for Land Management Council Expenses by Agreement (Source of Revenue is Timber Sales)	13,485
Restricted for Recreation Scholarship Expenses by Donations (Source of Revenue is Donations)	930
Restricted for Granite Bench Expenses by Donations (Source of Revenue is Donations)	11
Restricted for Records Restoration Expenses by Statute (Source of Revenue is Recording Fees)	27,479
Restricted for Opioids Crisis Abatement Expenses by Settlement Agreements (Source of Revenue is Opioids Settlement Funds)	<u>15,220</u>
 Total Special Revenue Funds	 <u>62,117</u>

Capital Projects Funds:

Restricted for Recreation Facility and Improvements Expenditures by Donations (Source of Revenue is Donations)	34,216
Restricted for Kids Bridge Projects by Donations (Source of Revenue is Donations)	<u>6,741</u>
 Total Capital Projects Funds	 <u>40,957</u>

Permanent Fund:

Restricted for Trustees of Public Funds Fund Expenses by Sale of Lots and Donations (Source of Revenue is Cemetery Lot Sales and Donations)	<u>78,106</u>
 Total Restricted Fund Balances	 <u>\$181,180</u>

**TOWN OF NORWICH, VERMONT**  
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The fund balances in the following funds are committed as follows:

**Major Funds**

General Fund:

Committed for Transfer to Tracy Hall Fund by the Voters	\$291,000
Committed for Transfer to DPW Bridge Fund by the Voters	200,000
Committed for Transfer to Emerald Ash Borer Response Fund by the Voters	100,000
Committed for Town Reappraisal Fund Expenses by the Voters	99,080
Committed for Affordable Housing Fund Expenses by the Voters	50,702
Committed for Climate Emergency Fund Expenses by the Voters	43,804
Committed for Operational Performance and Development Fund Expenses by the Voters	91,606
Committed for Emerald Ash Borer Response Fund Expenses by the Voters	12,918
Committed for Main Street Flags Fund Expenses by the Voters	481
Committed for Roadway Safety Fund Expenses by the Voters	<u>10,557</u>
 Total General Fund	 <u>900,148</u>

**Non-Major Funds**

Special Revenue Funds:

Committed for Records Restoration Expenses by the Voters	10,000
Committed for Cemetery Commission Expenses by the Voters	<u>54,407</u>
 Total Special Revenue Funds	 <u>64,407</u>

Capital Projects Funds:

Committed for Highway Equipment Expenditures by the Voters	318,953
Committed for Highway Garage Expenditures by the Voters	356,198
Committed for Solid Waste Equipment Expenditures by the Voters	44,784
Committed for Public Safety Facility Expenditures by the Voters	1,125
Committed for Police Cruiser Expenditures by the Voters	71,672
Committed for Tracy Hall Expenditures by the Voters	599,896
Committed for General Administration Equipment Expenditures by the Voters	129,087
Committed for Recreation Facility and Improvements Expenditures by the Voters	15,000
Committed for Tennis Courts Expenditures by the Voters	126,276
Committed for Police Special Equipment Expenditures by the Voters	21,318
Committed for Fire Equipment Expenditures by the Voters	67,452
Committed for Fire Apparatus Expenditures by the Voters	656,059

TOWN OF NORWICH, VERMONT  
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Capital Projects Funds/(Cont'd):

Committed for Sidewalk Expenditures by the Voters	\$ 90,010
Committed for Long-term Facility Study Expenditures by the Voters	2
Committed for DPW Bridge Expenditures by the Voters	752,586
Committed for DPW Paving Expenditures by the Voters	363,636
Committed for Buildings & Grounds Expenditures by the Voters	39,038
Committed for Generator Expenditures by the Voters	33,845
Committed for Culverts Expenditures by the Voters	112,901
Committed for Town Clerk Equipment Expenditures by the Voters	<u>986</u>
 Total Capital Projects Funds	 <u>3,800,824</u>
 Total Non-Major Funds	 <u>3,865,231</u>
 Total Committed Fund Balances	 <u>\$4,765,379</u>

The General Fund unassigned fund balance includes \$728,675 for unanticipated expenses and emergency reserves as approved by the voters.

**J. Restricted Net Position**

The restricted net position of the Town as of June 30, 2025 consisted of the following:

Governmental Activities:

Restricted for Conservation Commission Expenses by Donations	\$ 4,992
Restricted for Land Management Council Expenses by Agreement	13,485
Restricted for Recreation Scholarship Expenses by Donations	930
Restricted for Granite Bench Expenses by Donations	11
Restricted for Records Restoration Expenses by Statute	27,479
Restricted for Opioids Crisis Abatement Expenses by Settlement Agreements	15,220
Restricted for Recreation Facility and Improvements Expenditures by Donations	34,216
Restricted for Kids Bridge Projects by Donations	6,741
Restricted for Trustees of Public Funds Fund Expenses by Sale of Lots and Donations	<u>241,570</u>
 Total Governmental Activities	 <u>\$344,644</u>

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## **V. OTHER INFORMATION**

### **A. Pension Plan**

#### **Defined Benefit Plan**

##### **The Vermont Municipal Employees' Retirement System (VMERS)**

###### **Plan Description**

The Vermont Municipal Employees' Retirement System (VMERS) is a cost-sharing, multiple-employer defined benefit pension plan that is administered by the State Treasurer and its Board of Trustees. It is designed for municipal and school district employees that work on a regular basis and also includes employees of museums and libraries if at least half of that institution's operating expenses are met by municipal funds. An employee of any employer that becomes affiliated with the system may join at that time or at any time thereafter. Any employee hired subsequent to the effective participation date of their employer who meets the minimum hourly requirements is required to join the system. As of June 30, 2024, the measurement date selected by the State of Vermont, the retirement system consisted of 362 participating employers.

The plan was established effective July 1, 1975, and is governed by Title 24, V.S.A. Chapter 125.

The general administration and responsibility for formulating administrative policy and procedures of the retirement system for its members and their beneficiaries is vested in the Board of Trustees consisting of five members. They are the State Treasurer, two employee representatives elected by the membership of the system, and two employer representatives-one elected by the governing bodies of participating employers of the system, and one selected by the Governor from a list of four nominees. The list of four nominees is jointly submitted by the Vermont League of Cities and Towns and the Vermont School Boards Association.

All assets are held in a single trust and are available to pay retirement benefits to all members. Benefits available to each group are based on average final compensation (AFC) and years of creditable service.

#### **Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources**

As of June 30, 2024, the measurement date selected by the State of Vermont, VMERS was funded at 75.22% and had a plan fiduciary net position of \$1,008,504,817 and a total pension liability of \$1,340,652,483 resulting in a net position liability of \$332,147,666. The Town's proportionate share of this was 0.3221% resulting in a net pension liability of \$1,069,926. The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2023. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating municipalities, actuarially determined. The Town's proportion of 0.3221% was an increase of 0.0080 from its proportion measured as of the prior year.

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For the year ended June 30, 2025, the Town recognized pension expense of \$185,533.

As of June 30, 2025, the Town reported deferred outflows of resources and deferred inflows of resources from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 115,876	\$ 0
Net difference between projected and actual investment earnings on pension plan investments	26,392	0
Changes in assumptions	5,766	0
Changes in proportion and differences between employer contributions and proportionate share of contributions	26,664	61,602
Town's required employer contributions made subsequent to the measurement date	<u>112,643</u>	<u>0</u>
	<u>\$ 287,341</u>	<u>\$ 61,602</u>

The deferred outflows of resources resulting from the Town's required employer contributions made subsequent to the measurement date in the amount of \$112,643 will be recognized as a reduction of the net pension liability in the year ended June 30, 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year Ending	
<u>June 30</u>	
2026	\$ 27,234
2027	91,282
2028	11,890
2029	<u>(17,310)</u>
Total	<u>\$113,096</u>

#### **Summary of Plan Provisions**

Membership – Full time employees of participating municipalities. Municipalities can elect coverage under Groups A, B, C or D provisions. The Town elected coverage under Groups B and C.

Creditable Service – Service as a member plus purchased service.

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Average Final Compensation (AFC) – Group A – Average annual compensation during highest five (5) consecutive years. Groups B and C – Average annual compensation during highest three (3) consecutive years. Group D – Average annual compensation during highest two (2) consecutive years.

Normal Retirement Eligibility – Group A – Earlier of age 65 with five (5) years of service or age 55 with thirty-five (35) years of service. Group B – Earlier of age 62 with five (5) years of service or age 55 with thirty (30) years of service. Groups C and D – Age 55 with five (5) years of service.

Normal Retirement Amount – Group A – 1.4% of AFC times service. Group B – 1.7% of AFC times service as a Group B member plus percentage earned as a Group A member times AFC. Group C – 2.5% of AFC times service as a Group C member plus percentage earned as a Group A or B member times AFC. Group D – 2.5% of AFC times service as a Group D member plus percentage earned as a Group A, B or C member times AFC. Maximum benefit is 60% of AFC for Groups A and B and 50% of AFC for Groups C and D. The previous amounts include the portion of the allowance provided by member contributions.

Early Retirement Eligibility – Groups A and B – Age 55 with five (5) years of service. Group D – Age 50 with twenty (20) years of service.

Early Retirement Amount – Normal retirement allowance based on service and AFC at early retirement, reduced by 6% for each year commencement precedes Normal Retirement Age for Groups A and B members; payable without reduction to Group D members.

Vesting – All Groups – Five (5) years of service. Allowance beginning at Normal Retirement Age based on AFC and service at termination. The AFC is to be adjusted annually by one-half of the percentage change in the Consumer Price Index, subject to the limits on “Post-Retirement Adjustments”.

Disability Retirement Eligibility – All Groups – Five (5) years of service and disability as determined by Retirement Board.

Disability Retirement Amount – All Groups – Immediate allowance based on AFC and service to date of disability. Children’s benefit of 10% of AFC payable to up to three minor children (or children up to age 23 if enrolled in full-time studies) of a disabled Group D member.

Death Benefit Eligibility – All Groups – Death after five (5) years of service.

Death Benefit Amount – Groups A, B and C – Reduced early retirement allowance under 100% survivor option commencing immediately or, if greater, survivor’s benefit under disability allowance computed as of date of death. Group D – 70% of the unreduced accrued benefit, plus children’s benefit.

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Post-Retirement Adjustments – Group A – Allowances in pay status for at least one (1) year increased on each January 1 by one-half of the percentage increase in Consumer Price Index, but not more than 2%. If receiving an Early Retirement benefit, no increases until after attaining Normal Retirement eligibility. If receiving a Disability Retirement benefit, no increases until after attaining age 62. Groups B, C and D – Allowances in payment for at least one (1) year increased on each January 1 by one-half of the percentage increase in Consumer Price Index, but not more than 3%. If receiving an Early Retirement benefit, no increases until after attaining Normal Retirement eligibility. If receiving a Disability Retirement benefit, no increases until after attaining age 62 (age 55 for Group C).

Retirement Stipend – \$25 per month payable at the option of the Retirement Board.

Optional Benefit and Death after Retirement – Groups A, B and C – A lifetime allowance or actuarially equivalent 50% or 100% joint and survivor allowance with refund of contribution guarantee. Group D – A lifetime allowance or 70% contingent annuitant option with no reduction.

Refund of Contributions – Upon termination, if the member so elects, or if no other benefit is payable, the member's accumulated contributions with interest are refunded.

Member Contribution Rates:

<u>Effective</u>	<u>Group A</u>	<u>Group B</u>	<u>Group C</u>	<u>Group D</u>
July 1, 2024	4.00%	6.375%	11.50%	12.85%
July 1, 2025	4.25%	6.625%	11.75%	13.10%
July 1, 2026	4.50%	6.875%	12.00%	13.35%
July 1, 2027	4.75%	7.125%	12.25%	13.60%
July 1, 2028	5.00%	7.375%	12.50%	13.85%
July 1, 2029	5.25%	7.625%	12.75%	14.10%

Employer Contribution Rates:

<u>Effective</u>	<u>Group A</u>	<u>Group B</u>	<u>Group C</u>	<u>Group D</u>
July 1, 2024	5.50%	7.00%	8.75%	11.35%
July 1, 2025	5.75%	7.25%	9.00%	11.60%
July 1, 2026	6.00%	7.50%	9.25%	11.85%
July 1, 2027	6.25%	7.75%	9.50%	12.10%
July 1, 2028	6.50%	8.00%	9.75%	12.35%
July 1, 2029	6.75%	8.25%	10.00%	12.60%

**Significant Actuarial Assumptions and Methods**

Inflation Rate – 2.30% per year.

Investment Rate of Return – 7.00%, net of pension plan investment expenses, including inflation.

Salary Increases – Ranging from 4.07% to 6.21% based on service.

**TOWN OF NORWICH, VERMONT**  
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Cost-of-Living Adjustments (COLA) – Assumed to occur on January 1 following one (1) year of retirement at the rate of 1.10% per annum for Group A members and 1.20% per annum for Groups B, C and D members (beginning at Normal Retirement eligibility age for members who elect reduced early retirement, at age 62 for members of Groups A, B and D who receive a disability retirement benefit, and at age 55 for members of Group C who receive a disability retirement benefit). The January 1, 2025 COLA is expected to be 1.90% for all groups. The January 1, 2024 COLA was 1.10% for all groups.

Mortality:

Pre-Retirement Participants – Groups A and B – 60% PubG-2010 General Employee Amount-Weighted Below Median and 40% of PubG-2010 General Employee Amount-Weighted, with generational projection using scale MP-2021. Group C – PubG-2010 General Employee Amount-Weighted, with generational projection using scale MP-2021. Group D – PubS-2010 Public Safety Employee Amount-Weighted Below Median, with generational projection using scale MP-2021.

Healthy Post-Retirement – Retirees – Groups A and B – PubG-2010 General Healthy Retiree Amount-Weighted Below Median Table with credibility adjustments of 90% and 87% for the Male and Female tables, respectively, with generational projection using scale MP-2021. Group C – PubG-2010 General Healthy Retiree Amount-Weighted Table, with generational projection using scale MP-2021. Group D – PubS-2010 Public Safety Retiree Amount-Weighted Below Median Table, with generational projection using scale MP-2021.

Healthy Post-Retirement – Beneficiaries – All Groups – Pub-2010 Contingent Survivor Amount-Weighted Below Median Table, with generational projection using scale MP-2021.

Disabled Post-Retirement – Groups A, B and C – PubNS-2010 Non-Safety Disabled Retiree Amount-Weighted Table, with generational projection using scale MP-2021. Group D – PubS-2010 Safety Disabled Retiree Amount-Weighted Table, with generational projection using scale MP-2021.

Age of Spouse – Females three (3) years younger than males.

Actuarial Cost Method – Entry Age Actuarial Cost Method. Entry Age is the age at date of employment or, if date is unknown, current age minus years of service. Normal Cost and Actuarial Accrued Liability are calculated on an individual basis and are allocated by salary, with Normal Cost determined using the plan of benefits applicable to each participant.

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**Determination of Discount Rate and Investment Rates of Return**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of inflation) are developed for each major asset class. These returns are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and adding expected inflation. The target allocation and projected arithmetic real rates of return for each major asset class, after deducting inflation, but before investment expenses, used in the derivation of the long-term expected investment rate of return assumption are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
US Agg Fixed Income	19%	1.70%
TIPS	2%	1.70%
Large/Mid Cap US Equity	4%	4.20%
Small Cap US Equity	3%	4.70%
Developed Large/Mid Cap International Equity	5%	5.95%
Global Equity	32%	5.25%
Core Real Estate	3%	3.45%
Non-Core Real Estate	4%	5.70%
Private Credit	11%	5.70%
Private Equity	11%	7.45%
Private Core Infrastructure	4%	4.95%
Agriculture/Farmland	2%	3.95%

**Discount Rate** – The long-term expected rate of return on pension plan investments is 7.00%. The high quality tax-exempt general obligation municipal bond rate (20-Bond GO Index) as of the closest date prior to the valuation date of June 30, 2024, is 3.93%, as published by The Bond Buyer.

The discount rate used to measure the Total Pension Liability was 7.00% as of June 30, 2024. The projection of cash flows used to determine the discount rate assumed plan member and employer contributions will be made at rates set by the Board (employers) and statute (members). For this purpose, only employer contributions that are intended to fund benefits of current plan members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs of future plan members and their beneficiaries, as well as projected contributions from future plan members, are not included. Based on those assumptions, the pension plans' Fiduciary Net Position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability as of June 30, 2024.

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### **Discount Rate Sensitivity**

Sensitivity of the Net Pension Liability to Changes in the Discount Rate – The following presents the Town's proportionate share of the net pension liability as of June 30, 2024, calculated using the discount rate of 7.00%, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

<u>1% Decrease (6.00%)</u>	<u>Current Discount Rate (7.00%)</u>	<u>1% Increase (8.00%)</u>
\$1,635,759	\$1,069,926	\$605,504

### **Additional Information**

Additional information regarding the State of Vermont Municipal Employees' Retirement System, including the details of the Fiduciary Net Position, is available upon request from the State of Vermont.

### **B. Risk Management**

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town maintains insurance coverage through the Vermont League of Cities and Towns Property and Casualty Intermunicipal Fund, Inc. covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Town. Settled claims have not exceeded this coverage in any of the past three fiscal years. The Town must remain a member for a minimum of one year and may withdraw from the Fund after that time by giving sixty days notice. Fund underwriting and ratesetting policies have been established after consultation with actuaries. Fund members are subject to a supplemental assessment in the event of deficiencies. If the assets of the Fund were to be exhausted, members would be responsible for the Fund's liabilities.

The Town is also a member of the Vermont League of Cities and Towns Employment Resource and Benefits Trust. The Trust is a nonprofit corporation formed to provide unemployment coverage and other employment benefits for Vermont municipalities and is owned by the participating members. The agreement does not permit the Trust to make additional assessments to its members. The Town has only elected unemployment coverage with the Trust.

### **C. Property Taxes**

The Town is responsible for assessing and collecting its own property taxes, as well as education taxes for the State of Vermont. Property taxes are assessed based on property valuations as of April 1, the voter approved budgets and the State education property tax liability. Property taxes are collected two (2) times per year. During the tax year ended June 30, 2025, property taxes became due and payable on August 30, 2024 and February 10, 2025. The penalty rate is four percent (4%) after the February payment. Interest is charged at one percent (1%) per month for the first three months and one and a half percent (1-1/2%) per month for each month thereafter. The tax rates for 2025 were as follows:

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	<u>Homestead</u>	<u>Non-Homestead</u>
Town	.6780	.6780
County Tax	.0068	.0068
Voted Exemptions	.0016	.0016
Education	<u>2.3268</u>	<u>2.0586</u>
 Total	 <u>3.0132</u>	 <u>2.7450</u>

**D. Commitments and Contingencies**

The Town participates in a number of federally assisted and state grant programs that are subject to audits by the grantors or their representatives. Accordingly, compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

The Town has an agreement with the Norwich School District to use a portion the Marion Cross School property for their recreation department. The agreement has a term of ten (10) years and will automatically renew for two consecutive five (5) year terms unless terminated by either party. The initial term expires on June 30, 2032. The agreement requires annual payments of \$15,730 for the first five (5) years for the added costs to the School District for the custodial, maintenance and security services incurred as a result of the extensive access provided to the Town. The Town and School District will mutually agree on an annual payment for the following five (5) years using the same cost methodology used to determine the payment for the initial period.

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	<b>Original and Final Budget</b>	<b>Actual</b>	<b>Variance Favorable/ (Unfavorable)</b>
<b>Revenues:</b>			
Property Tax Revenues:			
Property Taxes	\$ 4,626,370	\$ 4,595,626	\$ (30,744)
Windsor County Tax	52,618	52,618	0
Property Taxes for Other Monetary Articles	647,072	647,072	0
VT Land Use Tax (Hold Harmless Payment)	218,178	248,951	30,773
Property Tax Interest	30,000	30,829	829
Property Tax Collection Fee	20,000	19,611	(389)
	<hr/>	<hr/>	<hr/>
Total Property Tax Revenues	<hr/> <u>5,594,238</u>	<hr/> <u>5,594,707</u>	<hr/> <u>469</u>
License & Permit Revenue:			
Liquor License	600	555	(45)
Dog License	2,700	2,989	289
Hunting & Fishing Licenses	75	63	(12)
Peddler License	0	100	100
Building/Development Permits	10,000	8,625	(1,375)
Land Posting Permit	200	250	50
Miscellaneous	0	51	51
	<hr/>	<hr/>	<hr/>
Total License & Permit Revenue	<hr/> <u>13,575</u>	<hr/> <u>12,633</u>	<hr/> <u>(942)</u>
Intergovernmental Revenue:			
VT Highway Gas Tax	160,000	173,215	13,215
VT Act 60	15,495	15,590	95
PILOT Payments	10,000	4,671	(5,329)
VT Natural Resources	2,500	2,427	(73)
Education Tax Retainer	27,000	37,052	10,052
	<hr/>	<hr/>	<hr/>
Total Intergovernmental Revenue	<hr/> <u>214,995</u>	<hr/> <u>232,955</u>	<hr/> <u>17,960</u>
Service Fee Revenue:			
Recording Fee & Restoration	25,000	23,214	(1,786)
Document Copy Fee	2,100	2,137	37
Use of Records Fee	500	286	(214)
Vital Statistics Fee	1,500	735	(765)
Photocopying Fee	50	0	(50)
Tracy Hall Rental Fee	4,000	11,764	7,764
Police Report Fee	500	132	(368)
Recreation Program Fees	115,000	129,011	14,011
Transfer Station Stickers	40,000	46,560	6,560
Recycling Solid Waste Fees	3,500	0	(3,500)
E-Waste Revenue	3,500	3,219	(281)
Recycling Rebates	6,500	11,634	5,134
C&D Waste Revenue	10,000	17,362	7,362
Trash Coupon	105,000	103,760	(1,240)
	<hr/>	<hr/>	<hr/>
Total Service Fee Revenue	<hr/> <u>317,150</u>	<hr/> <u>349,814</u>	<hr/> <u>32,664</u>

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	Original and Final Budget	Actual	Variance Favorable/ (Unfavorable)
<b>Grant Revenue:</b>			
Grants-in-Aid Grant Income	\$ 0	\$ 1,200	\$ 1,200
FEMA Grant Income	0	388,897	388,897
Planning Grant Income	7,500	7,500	0
Police Department Grant Income	0	2,385	2,385
Town Clerk Grant Income	0	11,490	11,490
 Total Grant Revenue	 7,500	 411,472	 403,972
<b>Other Town Revenues:</b>			
Bank Interest	20,000	11,881	(8,119)
Athletic Field Rental	32,000	26,240	(5,760)
 Total Other Town Revenues	 52,000	 38,121	 (13,879)
<b>Public Safety Revenues:</b>			
Police Fine	10,000	525	(9,475)
Parking Fine	500	30	(470)
Dog Fine	125	0	(125)
 Total Public Safety Revenues	 10,625	 555	 (10,070)
<b>Miscellaneous Revenue:</b>			
Town Clerk	50	139	89
Opioids Settlement Income	3,000	0	(3,000)
Miscellaneous	500	12,419	11,919
 Total Miscellaneous Revenue	 3,550	 12,558	 9,008
 Total Revenues	 6,213,633	 6,652,815	 439,182

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	<b>Original and Final Budget</b>	<b>Actual</b>	<b>Variance Favorable/ (Unfavorable)</b>
<b>Expenditures:</b>			
<b>Town Administration:</b>			
Selectboard Stipend	\$ 2,500	\$ 2,500	\$ 0
Town Manager Wages	144,800	152,637	(7,837)
Assistant Town Manager Wages	69,339	70,473	(1,134)
Treasurer Stipend	1,800	1,800	0
Administration Assistant Wages	23,459	20,124	3,335
Childcare Tax	0	1,025	(1,025)
FICA Tax	14,997	14,950	47
MEDI Tax	3,507	3,496	11
Health Insurance	58,292	65,973	(7,681)
Disability/Life Insurance	1,824	1,790	34
Dental Insurance	1,147	1,060	87
VT Retirement	16,632	18,751	(2,119)
Professional Services	10,000	15,312	(5,312)
Contracted Services	0	900	(900)
Legal	100,000	27,050	72,950
VLCT Membership	6,088	6,042	46
Town Report	4,154	4,104	50
Telephone	831	335	496
Town Manager Cell Phone	1,558	485	1,073
Town Manager Relocation	10,000	0	10,000
Postage	104	71	33
Advertising	3,115	139	2,976
Printing	0	83	(83)
Mileage	208	115	93
Office Supplies	2,077	1,116	961
Office Equipment	1,038	179	859
Dues/Meetings/Education	4,000	1,039	2,961
Treasurer's Training/Dues/Conferences	1,000	563	437
Selectboard Committee Expenses	519	10	509
Energy Committee Expenses	1,828	682	1,146
Regional Energy Coordinator	31,848	30,670	1,178
Main Street Flags Fund	500	500	0
Miscellaneous	519	4,175	(3,656)
 Total Town Administration	 517,684	 448,149	 69,535
 <b>Board of Civil Authority/Abatement:</b>			
Justice Stipend	500	0	500
FICA Tax	31	0	31
MEDI Tax	7	0	7
Postage	300	214	86
Office Supplies	25	0	25
Dues/Meetings/Education	300	30	270
 Total Board of Civil Authority/Abatement	 1,163	 244	 919

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	Original and Final Budget	Actual	Variance Favorable/ (Unfavorable)
<b>Statutory Meetings:</b>			
Poll Workers Stipend	\$ 500	\$ 438	\$ 62
FICA Tax	31	0	31
MEDI Tax	7	0	7
Contracted Services	1,000	0	1,000
Postage	1,200	971	229
Advertising	250	0	250
Printing	3,000	2,854	146
Office Supplies	400	54	346
Voting Machine Expenses	100	0	100
Voting Machine Maintenance	450	0	450
Voting Machine Programming	<u>3,500</u>	<u>1,304</u>	<u>2,196</u>
<b>Total Statutory Meetings</b>	<b><u>10,438</u></b>	<b><u>5,621</u></b>	<b><u>4,817</u></b>
<b>Town Clerk:</b>			
Town Clerk Wages	74,299	75,774	(1,475)
Assistant Town Clerk Wages	55,428	56,286	(858)
Childcare Tax	0	515	(515)
FICA Tax	8,042	7,781	261
MEDI Tax	1,881	1,820	61
Health Insurance	43,357	49,363	(6,006)
Disability/Life Insurance	1,416	1,407	9
Dental Insurance	918	852	66
VT Retirement	9,081	9,291	(210)
Dog/Cat License	300	322	(22)
Vital Statistics	50	0	50
Advertising	200	0	200
Telephone	600	335	265
Postage	350	150	200
Printing	0	288	(288)
Office Supplies	1,340	945	395
Office Equipment	500	500	0
Software	4,100	3,616	484
Dues/Meetings/Education	5,365	4,538	827
Miscellaneous	0	3,350	(3,350)
Town Clerk Grant Expenses	0	11,580	(11,580)
Records Restoration Fund	5,000	5,000	0
Town Clerk Equipment Fund	<u>20,000</u>	<u>20,000</u>	<u>0</u>
<b>Total Town Clerk</b>	<b><u>232,227</u></b>	<b><u>253,713</u></b>	<b><u>(21,486)</u></b>

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<b>Finance Department:</b>			
Finance Assistant Wages	\$ 58,129	\$ 50,794	\$ 7,335
Finance Officer Wages	95,275	97,055	(1,780)
Childcare Tax	0	615	(615)
FICA Tax	9,511	9,169	342
MEDI Tax	2,224	2,146	78
Health Insurance	21,129	18,904	2,225
Disability/Life Insurance	1,512	1,640	(128)
Dental Insurance	918	757	161
VT Retirement	10,738	10,296	442
Professional Services	3,000	2,454	546
Independent Audit	40,000	29,100	10,900
Telephone	1,000	335	665
Postage	10	0	10
Advertising	175	145	30
Printing	125	612	(487)
Office Supplies	1,100	898	202
Office Equipment	750	442	308
Software	4,800	1,065	3,735
Dues/Meetings/Education	2,500	360	2,140
Bank Charge	1,000	508	492
 Total Finance Department	 253,896	 227,295	 26,601
 <b>General Administration:</b>			
Telephone	675	2,322	(1,647)
Postage Meter Rental	779	479	300
Postage	4,465	5,936	(1,471)
Office Supplies	1,350	1,070	280
Photocopier	1,765	3,576	(1,811)
Remote Meeting Services	6,500	6,454	46
Computer Software	0	240	(240)
Computer Equipment	5,000	0	5,000
Website Support	623	300	323
Server Maintenance	45,000	43,693	1,307
EV Chargers	0	2,850	(2,850)
 Total General Administration	 66,157	 66,920	 (763)

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	Original and Final Budget	Actual	Variance Favorable/ (Unfavorable)
<b>Board of Listers:</b>			
Lister Stipend	\$ 4,500	\$ 0	\$ 4,500
Assessing Clerk Wages	27,000	2,452	24,548
Lister Office Wages	0	27,388	(27,388)
Childcare Tax	0	109	(109)
FICA Tax	1,953	1,908	45
MEDI Tax	457	446	11
Professional Assessor Services	25,000	9,056	15,944
Software Maintenance/Update	6,230	6,587	(357)
Telephone	623	335	288
Postage	200	291	(91)
Advertising	200	0	200
Printing	200	342	(142)
Mileage Reimbursement	200	52	148
Office Supplies	200	106	94
Office Equipment	200	379	(179)
Dues/Meetings/Education	350	125	225
Town Reappraisal Fund	40,000	40,000	0
 Total Board of Listers	 107,313	 89,576	 17,737
 <b>Planning/DRB Department:</b>			
Planning Director Wages	95,000	72,001	22,999
Planning Admin Wages	29,112	43,729	(14,617)
Childcare Tax	0	449	(449)
FICA Tax	7,695	6,566	1,129
MEDI Tax	1,800	1,535	265
Health Insurance	26,382	6,076	20,306
Disability/Life Insurance	809	579	230
Dental Insurance	459	303	156
VT Retirement	6,650	4,139	2,511
Planning Services	3,000	0	3,000
Two Rivers Planning Commission	6,068	6,068	0
U.V. Transportation Management	1,150	1,134	16
Mapping	2,200	3,378	(1,178)
Historic Preservation Grant Expenses	6,500	0	6,500
Telephone	1,000	335	665
Postage	520	285	235
Advertising	550	1,355	(805)
Printing	200	0	200
Mileage Reimbursement	400	129	271
Office Supplies	400	419	(19)
Office Equipment	275	279	(4)
Software	500	180	320
Dues/Meetings/Education	2,000	571	1,429
 Total Planning/DRB Department	 192,670	 149,510	 43,160

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<b>Recreation Department:</b>			
Recreation Administration:			
Recreation Director Wages	\$ 74,555	\$ 81,875	\$ (7,320)
Childcare Tax	0	348	(348)
FICA Tax	4,623	5,589	(966)
MEDI Tax	1,081	1,307	(226)
Disability/Life Insurance	800	817	(17)
VT Retirement	5,219	5,703	(484)
Telephone	1,116	821	295
Postage	52	43	9
Advertising	254	0	254
Printing	83	0	83
Dues/Meetings/Education	1,454	100	1,354
Office Equipment	57	40	17
Mileage Reimbursement	286	22	264
Office Supplies	234	117	117
Software	0	3,680	(3,680)
 Total Recreation Administration	 89,814	 100,462	 (10,648)
Recreation Programs:			
Instructor Fee	20,000	9,866	10,134
Coaching Materials	831	511	320
Tee-shirt/Hat	3,115	1,006	2,109
Equipment	6,750	6,613	137
Program Wages	42,000	28,553	13,447
Referee/Umpire	7,000	4,980	2,020
Tournament Fees	1,500	650	850
Registration Fees	6,230	0	6,230
M. Cross School Rental Fee	18,500	16,089	2,411
Special Events/Supplies	2,000	2,307	(307)
Childcare Tax	0	135	(135)
FICA Tax	5,004	1,533	3,471
MEDI Tax	1,170	457	713
Uniform	1,558	1,110	448
 Total Recreation Programs	 115,658	 73,810	 41,848

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	<b>Original and Final Budget</b>	<b>Actual</b>	<b>Variance Favorable/ (Unfavorable)</b>
<b>Recreation Facilities:</b>			
Recreation Field Care	\$ 7,200	\$ 0	\$ 7,200
Huntley Line Marking	5,500	3,684	1,816
Portable Toilet	3,500	5,237	(1,737)
Ice Rink	800	3,133	(2,333)
Repairs & Maintenance	2,500	983	1,517
Water Usage	467	324	143
Norwich Women's Club Grant Expenses	5,500	0	5,500
Site Work	260	0	260
Recreation Facility and Improvements Fund	15,000	15,000	0
Tennis Courts Fund	<u>75,000</u>	<u>75,000</u>	<u>0</u>
<b>Total Recreation Facilities</b>	<b><u>115,727</u></b>	<b><u>103,361</u></b>	<b><u>12,366</u></b>
<b>Total Recreation Department</b>	<b><u>321,199</u></b>	<b><u>277,633</u></b>	<b><u>43,566</u></b>
<b>Public Safety Facility:</b>			
Water Usage	1,246	1,116	130
Electricity	8,307	12,263	(3,956)
Heating	3,582	605	2,977
Apparatus Bay Fuel	0	2,103	(2,103)
Administration Telephone & Internet	5,703	6,367	(664)
Supplies	727	923	(196)
Repairs & Maintenance	5,192	4,784	408
Alarm Monitoring	1,558	1,237	321
Cleaning	<u>11,132</u>	<u>9,132</u>	<u>2,000</u>
<b>Total Public Safety Facility</b>	<b><u>37,447</u></b>	<b><u>38,530</u></b>	<b><u>(1,083)</u></b>
<b>Police Department:</b>			
<b>Wages &amp; Benefits:</b>			
Police Chief Wages	100,726	104,158	(3,432)
Police Officer Wages	218,331	142,336	75,995
On-call Wages	5,310	0	5,310
Overtime Officer Wages	9,069	4,850	4,219
Administrative Wages	59,382	44,820	14,562
Part-time Officer Wages	3,250	0	3,250
Crossing Guard Wages	23,681	13,208	10,473
Special Duty Wages	0	160	(160)
Childcare Tax	0	1,253	(1,253)
FICA Tax	26,024	19,462	6,562
MEDI Tax	6,086	4,552	1,534
Health Insurance	120,227	27,385	92,842
Disability/Life Insurance	4,466	2,653	1,813
Dental Insurance	2,754	1,787	967
VT Retirement	<u>27,497</u>	<u>23,396</u>	<u>4,101</u>
<b>Total Wages &amp; Benefits</b>	<b><u>606,803</u></b>	<b><u>390,020</u></b>	<b><u>216,783</u></b>

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	Original and Final Budget	Actual	Variance Favorable/ (Unfavorable)
<b>Community Policing:</b>			
Animal Control	\$ 3,000	\$ 1,370	\$ 1,630
Community Relations	500	345	155
Speed Signs	<u>9,000</u>	<u>10,737</u>	<u>(1,737)</u>
<b>Total Community Policing</b>	<b><u>12,500</u></b>	<b><u>12,452</u></b>	<b><u>48</u></b>
<b>Equipment &amp; Maintenance:</b>			
Radio Maintenance	850	7,380	(6,530)
Petroleum Products	10,000	8,436	1,564
Cruiser Video Equipment	0	13,731	(13,731)
Cruiser Maintenance	8,800	9,275	(475)
Cruiser Supplies	519	1,216	(697)
Capital Equipment Lease	<u>27,000</u>	<u>27,000</u>	<u>0</u>
<b>Total Equipment &amp; Maintenance</b>	<b><u>47,169</u></b>	<b><u>67,038</u></b>	<b><u>(19,869)</u></b>
<b>Support:</b>			
Administration	10,000	13,594	(3,594)
VIBRS	5,000	3,365	1,635
Dispatch Services	99,479	78,520	20,959
Training	3,634	1,682	1,952
Training Supplies	8,000	8,541	(541)
Mileage Reimbursement	0	515	(515)
Dues/Meetings/Education	1,000	1,079	(79)
Uniforms	5,000	9,659	(4,659)
Uniforms Cleaning	1,670	60	1,610
Police Department Grant Expenses	<u>0</u>	<u>1,485</u>	<u>(1,485)</u>
<b>Total Support</b>	<b><u>133,783</u></b>	<b><u>118,500</u></b>	<b><u>15,283</u></b>
<b>Designated Funds:</b>			
Police Special Equipment Fund	30,000	30,000	0
Police Cruiser Fund	<u>35,000</u>	<u>35,000</u>	<u>0</u>
<b>Total Designated Funds</b>	<b><u>65,000</u></b>	<b><u>65,000</u></b>	<b><u>0</u></b>
<b>Total Police Department</b>	<b><u>865,255</u></b>	<b><u>653,010</u></b>	<b><u>212,245</u></b>

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	Original and Final Budget	Actual	Variance Favorable/ (Unfavorable)
<b>Fire/Fast Department:</b>			
Fire Wages & Benefits:			
Fire Chief Wages	\$ 79,295	\$ 81,220	\$ (1,925)
Fire Officer Stipend	2,100	1,680	420
Firefighters Wages	31,125	24,870	6,255
Full-time Drills/Meetings Wages	2,500	1,080	1,420
Childcare Tax	0	488	(488)
FICA Tax	7,131	6,723	408
MEDI Tax	1,668	1,585	83
Health Insurance	18,438	9,058	9,380
Disability/Life Insurance	800	753	47
VT Retirement	5,551	5,661	(110)
Dental Insurance	459	438	21
	<hr/>	<hr/>	<hr/>
Total Fire Wages & Benefits	<hr/> <u>149,067</u>	<hr/> <u>133,556</u>	<hr/> <u>15,511</u>
EMS Wages:			
Wages	5,000	7,038	(2,038)
Drill Wages	1,900	1,640	260
FICA Tax	428	466	(38)
MEDI Tax	100	100	0
	<hr/>	<hr/>	<hr/>
Total EMS Wages	<hr/> <u>7,428</u>	<hr/> <u>9,244</u>	<hr/> <u>(1,816)</u>
Education & Training:			
Fire Education/Training	750	720	30
EMS Education/Training	1,200	525	675
Fire Dues/Meetings/Education	500	331	169
	<hr/>	<hr/>	<hr/>
Total Education & Training	<hr/> <u>2,450</u>	<hr/> <u>1,576</u>	<hr/> <u>874</u>
Tools & Equipment:			
Fire Tools & Equipment	4,200	4,016	184
EMS Tools & Equipment	2,000	1,753	247
Radio Purchases/Repairs	800	0	800
	<hr/>	<hr/>	<hr/>
Total Tools & Equipment	<hr/> <u>7,000</u>	<hr/> <u>5,769</u>	<hr/> <u>1,231</u>
Maintenance:			
Fire Truck Repairs & Maintenance	15,500	16,925	(1,425)
Equipment Maintenance & Safety	4,154	4,372	(218)
Radio Maintenance	500	0	500
Vehicle Fuel	4,673	3,848	825
	<hr/>	<hr/>	<hr/>
Total Maintenance	<hr/> <u>24,827</u>	<hr/> <u>25,145</u>	<hr/> <u>(318)</u>

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	Original and Final Budget	Actual	Variance Favorable/ (Unfavorable)
<b>Support:</b>			
Recruitment	\$ 100	\$ 0	\$ 100
Postage	25	0	25
Fire Prevention Books & Materials	100	0	100
Firefighters Casualty Insurance	5,800	3,430	2,370
Telephone & Internet	1,000	1,987	(987)
Office Supplies	700	129	571
Dispatch Service	30,193	29,865	328
Uniforms	260	0	260
Hydrant Rental	34,000	0	34,000
Dry Hydrant	500	0	500
OSHA Compliance	1,000	799	201
<b>Total Support</b>	<b>73,678</b>	<b>36,210</b>	<b>37,468</b>
<b>Designated Funds:</b>			
Fire Apparatus Fund	120,000	120,000	0
Fire Equipment Fund	30,000	30,000	0
<b>Total Designated Funds</b>	<b>150,000</b>	<b>150,000</b>	<b>0</b>
<b>Ambulance Expenditures:</b>			
Ambulance Contract	168,604	164,982	3,622
Ambulance Liability Insurance	5,711	6,904	(1,193)
<b>Total Ambulance Expenditures</b>	<b>174,315</b>	<b>171,886</b>	<b>2,429</b>
<b>Total Fire/Fast Department</b>	<b>588,765</b>	<b>533,386</b>	<b>55,379</b>
<b>Emergency Management:</b>			
Debt Service on Tower Bond Principal	27,500	0	27,500
Debt Service on Tower Bond Interest	750	0	750
Tower Power	450	1,946	(1,496)
Emergency Management Administration	30	0	30
Emergency Management Supplies	50	0	50
Generator Fuel	200	170	30
Emergency Generator Maintenance	2,600	1,971	629
Generator Fund	15,000	15,000	0
<b>Total Emergency Management</b>	<b>46,580</b>	<b>19,087</b>	<b>27,493</b>

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	Original and Final Budget	Actual	Variance Favorable/ (Unfavorable)
<b>Conservation Commission:</b>			
Dues/Meetings/Education	\$ 200	\$ 50	\$ 150
Speakers/Public Information	1,250	1,499	(249)
Publicity/Outdoor Student Programs	750	750	0
Trails	1,800	96	1,704
Milton Frye Nature Area	1,500	773	727
Natural Resources Inventory	1,000	296	704
Project Restoration	<u>2,000</u>	<u>1,787</u>	<u>213</u>
<b>Total Conservation Commission</b>	<b><u>8,500</u></b>	<b><u>5,251</u></b>	<b><u>3,249</u></b>
<b>Public Works Department:</b>			
<b>Highway Division:</b>			
<b>Wages &amp; Benefits:</b>			
Director of Public Works	100,230	104,177	(3,947)
Administrative Assistant, Part-time	23,459	20,124	3,335
Road Crew Wages	331,013	259,849	71,164
Road Crew Overtime	40,000	22,311	17,689
Pager Compensation	5,612	2,094	3,518
Childcare Tax	0	1,609	(1,609)
FICA Tax	31,018	24,803	6,215
MEDI Tax	7,255	5,801	1,454
Health Insurance	91,482	89,147	2,335
Disability/Life Insurance	4,616	4,522	94
Dental Insurance	2,983	2,264	719
VT Retirement	<u>35,022</u>	<u>29,302</u>	<u>5,720</u>
<b>Total Wages &amp; Benefits</b>	<b><u>672,690</u></b>	<b><u>566,003</u></b>	<b><u>106,687</u></b>
<b>Materials:</b>			
Salt & Chemicals	125,000	101,287	23,713
Sand	130,331	95,837	34,494
Dust Control	25,046	4,214	20,832
Gravel & Stone	70,000	32,225	37,775
Culverts & Other Road Supplies	20,768	614	20,154
Asphalt Products	3,219	2,624	595
Bridge Repair & Maintenance	5,000	52	4,948
Other Projects	5,000	9,871	(4,871)
Signs	<u>2,500</u>	<u>1,946</u>	<u>554</u>
<b>Total Materials</b>	<b><u>386,864</u></b>	<b><u>248,670</u></b>	<b><u>138,194</u></b>

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	Original and Final Budget	Actual	Variance Favorable/ (Unfavorable)
<b>Contracted Services:</b>			
Plowing & Sanding	\$ 65,000	\$ 105,303	\$ (40,303)
Road Sweeping	2,500	0	2,500
Leaf Removal	3,000	205	2,795
Streetlights	14,000	15,155	(1,155)
Tree Cutting & Removal	12,000	3,300	8,700
Uniforms	14,000	13,797	203
Paving	10,000	208	9,792
Other Projects	16,000	4,885	11,115
Crack Sealing	18,691	0	18,691
Pavement Marking	20,000	2,845	17,155
Bridges	55,000	34,413	20,587
Culverts	10,000	10,500	(500)
<b>Total Contracted Services</b>	<b>240,191</b>	<b>190,611</b>	<b>49,580</b>
<b>Equipment:</b>			
Outside Repairs	55,000	59,830	(4,830)
Parts & Supplies	65,000	73,851	(8,851)
Petroleum Products	50,000	38,160	11,840
Capital Equipment Lease	8,100	5,912	2,188
<b>Total Equipment</b>	<b>178,100</b>	<b>177,753</b>	<b>347</b>
<b>Highway Garage:</b>			
Electricity	8,000	2,576	5,424
Propane	9,000	6,989	2,011
Telephone	7,217	4,186	3,031
Supplies	9,138	9,065	73
Alarm Monitoring	1,038	1,148	(110)
Repairs & Maintenance	8,619	9,533	(914)
Tools	8,073	4,081	3,992
Administration	5,504	10,666	(5,162)
<b>Total Highway Garage</b>	<b>56,589</b>	<b>48,244</b>	<b>8,345</b>
<b>Capital Expenditures:</b>			
Highway Equipment Fund	250,000	250,000	0
Highway Garage Fund	30,500	30,500	0
DPW Paving Fund	75,000	75,000	0
DPW Bridge Fund	150,000	150,000	0
Roadway Safety Fund	10,000	10,000	0
Culverts Fund	150,000	150,000	0
<b>Total Capital Expenditures</b>	<b>665,500</b>	<b>665,500</b>	<b>0</b>

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	<b>Original and Final Budget</b>	<b>Actual</b>	<b>Variance Favorable/ (Unfavorable)</b>
<b>Grants:</b>			
Culvert Grant Expenses	\$ 0	\$ 1,500	\$ (1,500)
FEMA Grant Expenses	0	388,225	(388,225)
Grants-in-Aid Grant Expenses	0	1,500	(1,500)
VT State Emergency Grant Expenses	<u>0</u>	<u>61,397</u>	<u>(61,397)</u>
 Total Grants	 <u>0</u>	 <u>452,622</u>	 <u>(452,622)</u>
 Total Highway Division	 <u>2,199,934</u>	 <u>2,349,403</u>	 <u>(149,469)</u>
 <b>Buildings &amp; Grounds Division:</b>			
<b>Wages &amp; Benefits:</b>			
Buildings & Grounds Wages	108,106	83,254	24,852
Overtime Wages	2,398	3,197	(799)
Pager Compensation	1,589	0	1,589
Childcare Tax	0	363	(363)
FICA Tax	6,950	5,464	1,486
MEDI Tax	1,625	1,278	347
Health Insurance	26,654	35,355	(8,701)
Disability/Life Insurance	1,203	1,143	60
Dental Insurance	918	759	159
VT Retirement	<u>7,735</u>	<u>6,104</u>	<u>1,631</u>
 Total Wages & Benefits	 <u>157,178</u>	 <u>136,917</u>	 <u>20,261</u>
 <b>Materials:</b>			
Garden Supplies & Plants	<u>1,635</u>	<u>132</u>	<u>1,503</u>
 Total Materials	 <u>1,635</u>	 <u>132</u>	 <u>1,503</u>
 <b>Contracted Services:</b>			
Uniforms	<u>5,296</u>	<u>5,007</u>	<u>289</u>
 Total Contracted Services	 <u>5,296</u>	 <u>5,007</u>	 <u>289</u>
 <b>Equipment:</b>			
Outside Repairs	2,181	0	2,181
Parts & Supplies	2,700	1,664	1,036
Petroleum Products	3,201	1,671	1,530
Tools	<u>571</u>	<u>0</u>	<u>571</u>
 Total Equipment	 <u>8,653</u>	 <u>3,335</u>	 <u>5,318</u>
 <b>Capital Expenditures:</b>			
Buildings & Grounds Fund	<u>2,000</u>	<u>2,000</u>	<u>0</u>
 Total Capital Expenditures	 <u>2,000</u>	 <u>2,000</u>	 <u>0</u>
 Total Buildings & Grounds Division	 <u>174,762</u>	 <u>147,391</u>	 <u>27,371</u>

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	Original and Final Budget	Actual	Variance Favorable/ (Unfavorable)
<b>Solid Waste Division:</b>			
Wages & Benefits:			
Transfer Station Wages	\$ 47,897	\$ 53,346	\$ (5,449)
Childcare Tax	0	240	(240)
FICA Tax	2,970	3,322	(352)
MEDI Tax	694	777	(83)
<b>Total Wages &amp; Benefits</b>	<b>51,561</b>	<b>57,685</b>	<b>(6,124)</b>
Contracted Services:			
GUVSWMD Assessment	37,000	32,508	4,492
Municipal Solid Waste	54,672	54,993	(321)
Recycling	47,040	52,298	(5,258)
C&D Waste Disposal	16,199	17,553	(1,354)
Food Waste Disposal	25,000	16,048	8,952
<b>Total Contracted Services</b>	<b>179,911</b>	<b>173,400</b>	<b>6,511</b>
Equipment:			
Parts & Supplies	1,116	977	139
Repairs & Maintenance	6,000	228	5,772
Small Equipment	524	398	126
<b>Total Equipment</b>	<b>7,640</b>	<b>1,603</b>	<b>6,037</b>
Transfer Station:			
Purchased Services	4,154	1,980	2,174
Electricity	2,388	5,216	(2,828)
Propane	899	349	550
Telephone	545	1,053	(508)
Administration	1,038	442	596
Franchise Tax to Vermont	2,233	1,845	388
<b>Total Transfer Station</b>	<b>11,257</b>	<b>10,885</b>	<b>372</b>
Capital Expenditures:			
Solid Waste Equipment Fund	2,000	2,000	0
<b>Total Capital Expenditures</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
<b>Total Solid Waste Division</b>	<b>252,369</b>	<b>245,573</b>	<b>6,796</b>

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	Original and Final Budget	Actual	Variance Favorable/ (Unfavorable)
<b>Tracy Hall:</b>			
Water Usage	\$ 935	\$ 823	\$ 112
Electricity	18,891	13,324	5,567
Heating	19,470	17,965	1,505
Alarm Monitoring	1,350	500	850
Elevator Maintenance	3,427	6,014	(2,587)
Custodian Pager	779	0	779
Building Supplies	4,465	5,139	(674)
Repairs & Maintenance	13,500	21,743	(8,243)
Bandstand & Sign Electricity	<u>2,596</u>	<u>2,584</u>	<u>12</u>
<b>Total Tracy Hall</b>	<b><u>65,413</u></b>	<b><u>68,092</u></b>	<b><u>(2,679)</u></b>
<b>Total Public Works Department</b>	<b><u>2,692,478</u></b>	<b><u>2,810,459</u></b>	<b><u>(117,981)</u></b>
<b>Debt Service Expenditures:</b>			
Public Safety Facility Bond Principal	47,000	47,000	0
Public Safety Facility Bond Interest	42,366	43,021	(655)
Windsor County Tax	61,444	52,618	8,826
Browns Schoolhouse Road Pedestrian Bridge	14,043	13,432	611
Public Safety Building/Highway Garage Bond Principal	48,000	48,000	0
Public Safety Building/Highway Garage Bond Interest	<u>2,890</u>	<u>1,470</u>	<u>1,420</u>
<b>Total Debt Service Expenditures</b>	<b><u>215,743</u></b>	<b><u>205,541</u></b>	<b><u>10,202</u></b>
<b>Tax Expenditures:</b>			
Tax Adjustments & Abatements	21,298	4,590	16,708
Interest Expense	<u>2</u>	<u>0</u>	<u>2</u>
<b>Tax Adjustments &amp; Abatements</b>	<b><u>21,300</u></b>	<b><u>4,590</u></b>	<b><u>16,710</u></b>
<b>Insurances:</b>			
HRA Reimbursement Expenses	0	10,288	(10,288)
Unemployment Insurance	6,160	4,459	1,701
Property & Casualty Insurance	95,533	105,231	(9,698)
Workers Compensation Insurance	<u>100,725</u>	<u>71,499</u>	<u>29,226</u>
<b>Total Insurances</b>	<b><u>202,418</u></b>	<b><u>191,477</u></b>	<b><u>10,941</u></b>

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	Original and Final Budget	Actual	Variance Favorable/ (Unfavorable)
<b>Appropriations:</b>			
Advance Transit	\$ 15,947	\$ 15,947	\$ 0
CATV	3,000	3,000	0
Good Beginnings	3,000	3,000	0
Green Mountain Economic Development Corp.	1,705	1,705	0
Headrest	2,500	2,500	0
Norwich American Legion	1,500	1,500	0
Norwich Cemetery Association	20,000	20,000	0
Norwich Child Care Scholarship	4,348	4,348	0
Norwich Community Nurse, Inc.	10,000	10,000	0
Norwich Historical Society	8,000	8,000	0
Norwich Lions Club Fireworks	3,500	3,500	0
Norwich Public Library	365,000	365,000	0
Public Health Council of the Upper Valley	1,822	1,822	0
Senior Solutions	1,200	1,200	0
SEVCA	3,750	3,750	0
Special Needs Support Center	2,000	2,000	0
The Family Place	6,000	6,000	0
Upper Valley Trails Alliance	2,000	2,000	0
Visiting Nurse Association & Hospice	18,500	18,500	0
White River Council on Aging	5,300	5,300	0
Windsor County Mentors	2,500	2,500	0
WISE	2,500	2,500	0
Youth-in-Action	3,000	3,000	0
 Total Appropriations	 487,072	 487,072	 0
 Total Expenditures	 6,868,305	 6,467,064	 401,241
 Excess/(Deficiency) of Revenues Over Expenditures	 \$ (654,672)	 185,751	 \$ 840,423

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	Actual
Adjustments to Reconcile from the Budgetary Basis of Accounting to the Modified Accrual Basis of Accounting:	
Town Reappraisal Fund Income	\$ 4,386
Town Reappraisal Fund Expenses	(41,679)
Town Reappraisal Fund Transfer In	42,568
Affordable Housing Fund Income	1,690
Affordable Housing Fund Transfer In	987
Climate Emergency Fund Income	1,460
Climate Emergency Fund Transfer In	853
Unanticipated Expenses and Emergency Reserve Fund Income	27,073
Unanticipated Expenses and Emergency Reserve Fund Expenses	(85,208)
Unanticipated Expenses and Emergency Reserve Fund Transfer In	15,843
Operational Performance and Development Fund Income	3,054
Operational Performance and Development Fund Transfer In	1,783
Emerald Ash Borer Response Fund Income	430
Emerald Ash Borer Response Fund Transfer In	251
Main Street Flags Fund Income	18
Main Street Flags Fund Expenses	(47)
Main Street Flags Fund Transfer In	510
Roadway Safety Fund Income	352
Roadway Safety Fund Transfer In	10,205
Unbudgeted Transfers Out	<u>(1,100,746)</u>
Net Change in Fund Balance	(930,466)
Fund Balance - July 1, 2024	<u>3,474,643</u>
Fund Balance - June 30, 2025	<u>\$ 2,544,177</u>

The reconciling items are due to combining eight (8) funds, the Town Reappraisal Fund, the Affordable Housing Fund, the Climate Emergency Fund, the Unanticipated Expenses and Emergency Reserve Fund, the Operational Performance and Development Fund, the Emerald Ash Borer Response Fund, the Main Street Flags Fund and the Roadway Safety Fund with the General Fund in order to comply with GASB Statement No. 54 and unbudgeted transfers.

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TOWN OF NORWICH, VERMONT  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY  
VMERS DEFINED BENEFIT PLAN  
JUNE 30, 2025

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Total Plan Net Pension Liability	\$ 332,147,666	\$ 320,293,753	\$ 303,371,956	\$ 147,184,198	\$ 252,974,064	\$ 173,491,807	\$ 140,675,892	\$ 121,155,552	\$ 128,696,167	\$ 77,095,810
Town's Proportion of the Net Pension Liability	0.3221%	0.3141%	0.3219%	0.3945%	0.3613%	0.4225%	0.4146%	0.3957%	0.4003%	0.4098%
Town's Proportionate Share of the Net Pension Liability	\$ 1,069,926	\$ 1,006,122	\$ 976,498	\$ 580,629	\$ 914,042	\$ 732,989	\$ 583,172	\$ 479,378	\$ 515,194	\$ 315,943
Town's Covered Employee Payroll	\$ 1,538,913	\$ 1,320,055	\$ 1,217,837	\$ 1,380,911	\$ 1,225,087	\$ 1,357,896	\$ 1,240,363	\$ 1,090,845	\$ 1,024,685	\$ 996,414
Town's Proportionate Share of the Net Pension Liability as a Percentage of Town's Covered Employee Payroll	69.5248%	76.2182%	80.1830%	42.0468%	74.6104%	53.9798%	47.0162%	43.9456%	50.2783%	31.7080%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	75.22%	74.01%	73.60%	86.29%	74.52%	80.35%	82.60%	83.64%	80.95%	87.42%

**Notes to Schedule**Benefit Changes: None.Changes in Assumptions and Methods: None.

Changes in Plan Provisions: At the May, 2024 Board meeting, the Board voted unanimously to authorize employer contribution rate increases of 0.25% each year for a period of four years, beginning July 1, 2026. Also in May, 2024, the Legislature passed H.883, which included an increase in the member rate of 0.25% for each group for four years, beginning July 1, 2026.

TOWN OF NORWICH, VERMONT  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF CONTRIBUTIONS  
 VMERS DEFINED BENEFIT PLAN  
 FOR THE YEAR ENDED JUNE 30, 2025

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Contractually Required Contribution (Actuarially Determined)	\$ 112,643	\$ 110,441	\$ 88,330	\$ 80,534	\$ 87,709	\$ 74,885	\$ 81,175	\$ 72,611	\$ 60,842	\$ 57,825
Contributions in Relation to the Actuarially Determined Contributions	<u>112,643</u>	<u>110,441</u>	<u>88,330</u>	<u>80,534</u>	<u>87,709</u>	<u>74,885</u>	<u>81,175</u>	<u>72,611</u>	<u>60,842</u>	<u>57,825</u>
Contribution Excess/(Deficiency)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Town's Covered Employee Payroll	\$ 1,513,302	\$ 1,538,913	\$ 1,320,055	\$ 1,217,837	\$ 1,380,911	\$ 1,225,087	\$ 1,357,896	\$ 1,240,363	\$ 1,090,845	\$ 1,024,685
Contributions as a Percentage of Town's Covered Employee Payroll	7.444%	7.177%	6.691%	6.613%	6.352%	6.113%	5.978%	5.854%	5.578%	5.643%

**Notes to Schedule**

Valuation Date: June 30, 2024

TOWN OF NORWICH, VERMONT  
COMBINING BALANCE SHEET  
NON-MAJOR GOVERNMENTAL FUNDS  
JUNE 30, 2025

	Special Revenue Funds	Capital Projects Funds	Permanent Fund Trustees of Public Funds Fund	Total
<b><u>ASSETS</u></b>				
Cash	\$ 41,733	\$ 0	\$ 16,906	\$ 58,639
Investments	20,034	0	224,664	244,698
Receivables	0	18,116	0	18,116
Due from Other Funds	<u>72,117</u>	<u>3,823,665</u>	0	3,895,782
<b>Total Assets</b>	<b><u>\$ 133,884</u></b>	<b><u>\$ 3,841,781</u></b>	<b><u>\$ 241,570</u></b>	<b><u>\$ 4,217,235</u></b>
<b><u>LIABILITIES AND FUND BALANCES</u></b>				
Liabilities:				
Accounts Payable	\$ 7,360	\$ 0	\$ 0	\$ 7,360
<b>Total Liabilities</b>	<b><u>7,360</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>7,360</u></b>
Fund Balances:				
Nonspendable	0	0	163,464	163,464
Restricted	62,117	40,957	78,106	181,180
Committed	<u>64,407</u>	<u>3,800,824</u>	0	3,865,231
<b>Total Fund Balances</b>	<b><u>126,524</u></b>	<b><u>3,841,781</u></b>	<b><u>241,570</u></b>	<b><u>4,209,875</u></b>
<b>Total Liabilities and Fund Balances</b>	<b><u>\$ 133,884</u></b>	<b><u>\$ 3,841,781</u></b>	<b><u>\$ 241,570</u></b>	<b><u>\$ 4,217,235</u></b>

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**TOWN OF NORWICH, VERMONT**  
**COMBINING SCHEDULE OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCES**  
**NON-MAJOR GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2025**

	Special Revenue Funds	Capital Projects Funds	Permanent Fund Trustees of Public Funds Fund	Total
<b>Revenues:</b>				
Intergovernmental	\$ 1,469	\$ 65,616	\$ 0	\$ 67,085
Charges for Services	8,846	0	16,700	25,546
Permits, Licenses and Fees	8,296	0	0	8,296
Investment Income	3,094	130,489	9,780	143,363
Donations	1,255	1,737	0	2,992
Opioids Settlement	15,220	0	0	15,220
Other	0	500	0	500
<b>Total Revenues</b>	<b>38,180</b>	<b>198,342</b>	<b>26,480</b>	<b>263,002</b>
<b>Expenditures:</b>				
General Government	2,869	0	0	2,869
Public Safety	0	54,725	0	54,725
Highways and Streets	0	35,507	0	35,507
Culture and Recreation	495	0	0	495
Cemetery	45,045	0	0	45,045
<b>Capital Outlay:</b>				
General Government	20,250	20,000	0	40,250
Public Safety	0	145,252	0	145,252
Highways and Streets	0	93,582	0	93,582
<b>Debt Service:</b>				
Principal	0	6,966	0	6,966
<b>Total Expenditures</b>	<b>68,659</b>	<b>356,032</b>	<b>0</b>	<b>424,691</b>
<b>Excess/(Deficiency) of Revenues</b>				
Over Expenditures	<u>(30,479)</u>	<u>(157,690)</u>	<u>26,480</u>	<u>(161,689)</u>
<b>Other Financing Sources/(Uses):</b>				
Issuance of Long-term Debt	0	145,252	0	145,252
Proceeds from Sale of Vehicles	0	47,325	0	47,325
Transfers In	31,400	2,076,331	0	2,107,731
Transfers Out	0	0	(4,985)	(4,985)
<b>Total Other Financing Sources/(Uses)</b>	<b>31,400</b>	<b>2,268,908</b>	<b>(4,985)</b>	<b>2,295,323</b>
<b>Net Change in Fund Balances</b>	<b>921</b>	<b>2,111,218</b>	<b>21,495</b>	<b>2,133,634</b>
<b>Fund Balances - July 1, 2024</b>	<b>125,603</b>	<b>1,730,563</b>	<b>220,075</b>	<b>2,076,241</b>
<b>Fund Balances - June 30, 2025</b>	<b>\$ 126,524</b>	<b>\$ 3,841,781</b>	<b>\$ 241,570</b>	<b>\$ 4,209,875</b>

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TOWN OF NORWICH, VERMONT  
COMBINING BALANCE SHEET  
NON-MAJOR SPECIAL REVENUE FUNDS  
JUNE 30, 2025

	Conservation Commission Fund	Land Management Council Fund	Recreation Scholarships Fund	Granite Bench Fund	Records Restoration Fund	Cemetery Commission Fund	Opioids Settlement Fund	Total
<b>ASSETS</b>								
Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 41,733	\$ 0	\$ 41,733
Investments	0	0	0	0	0	20,034	0	20,034
Due from Other Funds	<u>4,992</u>	<u>13,485</u>	<u>930</u>	<u>11</u>	<u>37,479</u>	<u>0</u>	<u>15,220</u>	<u>72,117</u>
<b>Total Assets</b>	<b><u>\$ 4,992</u></b>	<b><u>\$ 13,485</u></b>	<b><u>\$ 930</u></b>	<b><u>\$ 11</u></b>	<b><u>\$ 37,479</u></b>	<b><u>\$ 61,767</u></b>	<b><u>\$ 15,220</u></b>	<b><u>\$ 133,884</u></b>
<b>LIABILITIES AND FUND BALANCES</b>								
Liabilities:								
Accounts Payable	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 7,360	\$ 0	\$ 7,360
<b>Total Liabilities</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>7,360</u></b>	<b><u>0</u></b>	<b><u>7,360</u></b>
Fund Balances:								
Restricted	4,992	13,485	930	11	27,479	0	15,220	62,117
Committed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>54,407</u>	<u>0</u>	<u>64,407</u>
<b>Total Fund Balances</b>	<b><u>4,992</u></b>	<b><u>13,485</u></b>	<b><u>930</u></b>	<b><u>11</u></b>	<b><u>37,479</u></b>	<b><u>54,407</u></b>	<b><u>15,220</u></b>	<b><u>126,524</u></b>
<b>Total Liabilities and Fund Balances</b>	<b><u>\$ 4,992</u></b>	<b><u>\$ 13,485</u></b>	<b><u>\$ 930</u></b>	<b><u>\$ 11</u></b>	<b><u>\$ 37,479</u></b>	<b><u>\$ 61,767</u></b>	<b><u>\$ 15,220</u></b>	<b><u>\$ 133,884</u></b>

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**TOWN OF NORWICH, VERMONT**  
**COMBINING SCHEDULE OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCES**  
**NON-MAJOR SPECIAL REVENUE FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2025**

	Conservation Commission Fund	Land Management Council Fund	Recreation Scholarships Fund	Granite Bench Fund	Records Restoration Fund	Cemetery Commission Fund	Opioids Settlement Fund	Total
<b>Revenues:</b>								
Intergovernmental	\$ 1,469	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,469
Charges for Services	0	0	0	0	0	8,846	0	8,846
Permits, Licenses and Fees	0	0	0	0	8,296	0	0	8,296
Investment Income	113	450	20	1	1,668	842	0	3,094
Donations	0	0	1,255	0	0	0	0	1,255
Opioids Settlement	0	0	0	0	0	0	15,220	15,220
<b>Total Revenues</b>	<b>1,582</b>	<b>450</b>	<b>1,275</b>	<b>1</b>	<b>9,964</b>	<b>9,688</b>	<b>15,220</b>	<b>38,180</b>
<b>Expenditures:</b>								
General Government	1,469	0	0	0	1,400	0	0	2,869
Culture and Recreation	0	0	495	0	0	0	0	495
Cemetery	0	0	0	0	0	45,045	0	45,045
Capital Outlay:								
General Government	0	0	0	0	20,250	0	0	20,250
<b>Total Expenditures</b>	<b>1,469</b>	<b>0</b>	<b>495</b>	<b>0</b>	<b>21,650</b>	<b>45,045</b>	<b>0</b>	<b>68,659</b>
<b>Excess/(Deficiency) of Revenues</b>								
Over Expenditures	113	450	780	1	(11,686)	(35,357)	15,220	(30,479)
<b>Other Financing Sources:</b>								
Transfers In	69	262	11	0	6,073	24,985	0	31,400
<b>Total Other Financing Sources</b>	<b>69</b>	<b>262</b>	<b>11</b>	<b>0</b>	<b>6,073</b>	<b>24,985</b>	<b>0</b>	<b>31,400</b>
Net Change in Fund Balances	182	712	791	1	(5,613)	(10,372)	15,220	921
Fund Balances - July 1, 2024	4,810	12,773	139	10	43,092	64,779	0	125,603
Fund Balances - June 30, 2025	<b>\$ 4,992</b>	<b>\$ 13,485</b>	<b>\$ 930</b>	<b>\$ 11</b>	<b>\$ 37,479</b>	<b>\$ 54,407</b>	<b>\$ 15,220</b>	<b>\$ 126,524</b>

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TOWN OF NORWICH, VERMONT  
COMBINING BALANCE SHEET  
NON-MAJOR CAPITAL PROJECTS FUNDS  
JUNE 30, 2025

	Highway Equipment Fund	Highway Garage Fund	Solid Waste Equipment Fund	Public Safety Facility Fund	Police Cruiser Fund	Tracy Hall Fund	General Administration Equipment Fund	Recreation Facility and Improvements Fund	Tennis Courts Fund	Police Special Equipment Fund	Fire Department Apparatus Bay Fund	Fire Equipment Fund
<b>ASSETS</b>												
Receivables	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Due from Other Funds	<u>318,953</u>	<u>356,198</u>	<u>44,784</u>	<u>1,125</u>	<u>71,672</u>	<u>599,896</u>	<u>129,087</u>	<u>49,216</u>	<u>126,276</u>	<u>21,318</u>	<u>0</u>	<u>67,452</u>
<b>Total Assets</b>	<b>\$ 318,953</b>	<b>\$ 356,198</b>	<b>\$ 44,784</b>	<b>\$ 1,125</b>	<b>\$ 71,672</b>	<b>\$ 599,896</b>	<b>\$ 129,087</b>	<b>\$ 49,216</b>	<b>\$ 126,276</b>	<b>\$ 21,318</b>	<b>\$ 0</b>	<b>\$ 67,452</b>
<b>LIABILITIES AND FUND BALANCES</b>												
Liabilities:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Fund Balances:												
Restricted	0	0	0	0	0	0	34,216	0	0	0	0	0
Committed	<u>318,953</u>	<u>356,198</u>	<u>44,784</u>	<u>1,125</u>	<u>71,672</u>	<u>599,896</u>	<u>129,087</u>	<u>15,000</u>	<u>126,276</u>	<u>21,318</u>	<u>0</u>	<u>67,452</u>
<b>Total Fund Balances</b>	<b><u>318,953</u></b>	<b><u>356,198</u></b>	<b><u>44,784</u></b>	<b><u>1,125</u></b>	<b><u>71,672</u></b>	<b><u>599,896</u></b>	<b><u>129,087</u></b>	<b><u>49,216</u></b>	<b><u>126,276</u></b>	<b><u>21,318</u></b>	<b><u>0</u></b>	<b><u>67,452</u></b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 318,953</b>	<b>\$ 356,198</b>	<b>\$ 44,784</b>	<b>\$ 1,125</b>	<b>\$ 71,672</b>	<b>\$ 599,896</b>	<b>\$ 129,087</b>	<b>\$ 49,216</b>	<b>\$ 126,276</b>	<b>\$ 21,318</b>	<b>\$ 0</b>	<b>\$ 67,452</b>

TOWN OF NORWICH, VERMONT  
COMBINING BALANCE SHEET  
NON-MAJOR CAPITAL PROJECTS FUNDS  
JUNE 30, 2025

	Fire Apparatus Fund	Sidewalk Fund	Long-term Facility Study Fund	DPW Bridge Fund	DPW Paving Fund	Buildings & Grounds Fund	Generator Fund	Huntley Meadow Kid's Bridge Fund	Culverts Fund	Town Clerk Equipment Fund	Total
<b>ASSETS</b>											
Receivables	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 18,116	\$ 0	\$ 18,116
Due from Other Funds	<u>656,059</u>	<u>90,010</u>	<u>2</u>	<u>752,586</u>	<u>363,636</u>	<u>39,038</u>	<u>33,845</u>	<u>6,741</u>	<u>94,785</u>	<u>986</u>	<u>3,823,665</u>
<b>Total Assets</b>	<b>\$ 656,059</b>	<b>\$ 90,010</b>	<b>\$ 2</b>	<b>\$ 752,586</b>	<b>\$ 363,636</b>	<b>\$ 39,038</b>	<b>\$ 33,845</b>	<b>\$ 6,741</b>	<b>\$ 112,901</b>	<b>\$ 986</b>	<b>\$ 3,841,781</b>
<b>LIABILITIES AND FUND BALANCES</b>											
Liabilities:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Fund Balances:											
Restricted	0	0	0	0	0	0	0	6,741	0	0	40,957
Committed	<u>656,059</u>	<u>90,010</u>	<u>2</u>	<u>752,586</u>	<u>363,636</u>	<u>39,038</u>	<u>33,845</u>	<u>0</u>	<u>112,901</u>	<u>986</u>	<u>3,800,824</u>
<b>Total Fund Balances</b>	<b><u>656,059</u></b>	<b><u>90,010</u></b>	<b><u>2</u></b>	<b><u>752,586</u></b>	<b><u>363,636</u></b>	<b><u>39,038</u></b>	<b><u>33,845</u></b>	<b><u>6,741</u></b>	<b><u>112,901</u></b>	<b><u>986</u></b>	<b><u>3,841,781</u></b>
<b>Total Liabilities and Fund Balances</b>	<b><u>\$ 656,059</u></b>	<b><u>\$ 90,010</u></b>	<b><u>\$ 2</u></b>	<b><u>\$ 752,586</u></b>	<b><u>\$ 363,636</u></b>	<b><u>\$ 39,038</u></b>	<b><u>\$ 33,845</u></b>	<b><u>\$ 6,741</u></b>	<b><u>\$ 112,901</u></b>	<b><u>\$ 986</u></b>	<b><u>\$ 3,841,781</u></b>

TOWN OF NORWICH, VERMONT  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
NON-MAJOR CAPITAL PROJECTS FUNDS  
FOR THE YEAR ENDED JUNE 30, 2025

	Highway Equipment Fund	Highway Garage Fund	Solid Waste Equipment Fund	Public Safety Facility Fund	Police Cruiser Fund	Tracy Hall Fund	General Administration Equipment Fund	Recreation Facility and Improvements Fund	Tennis Courts Fund	Police Special Equipment Fund	Fire Department Apparatus Bay Fund	Fire Equipment Fund
Revenues:												
Intergovernmental	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Investment Income	10,633	11,875	1,493	196	2,629	20,210	4,093	1,620	4,210	839	139	2,914
Donations	0	0	0	0	0	0	0	1,737	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total Revenues	<u>10,633</u>	<u>11,875</u>	<u>1,493</u>	<u>196</u>	<u>2,629</u>	<u>20,210</u>	<u>4,093</u>	<u>3,357</u>	<u>4,210</u>	<u>839</u>	<u>139</u>	<u>2,914</u>
Expenditures:												
Public Safety	0	0	0	13,869	4,679	0	0	0	0	8,582	5,466	22,129
Highways and Streets	0	0	0	0	0	0	0	0	0	0	0	0
Capital Outlay:												
General Government	0	0	0	0	0	0	0	0	0	0	0	0
Public Safety	0	0	0	0	145,252	0	0	0	0	0	0	0
Highways and Streets	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service:												
Principal	0	0	0	0	6,966	0	0	0	0	0	0	0
Total Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,869</u>	<u>156,897</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,582</u>	<u>5,466</u>	<u>22,129</u>
Excess/(Deficiency) of Revenues Over Expenditures	<u>10,633</u>	<u>11,875</u>	<u>1,493</u>	<u>(13,673)</u>	<u>(154,268)</u>	<u>20,210</u>	<u>4,093</u>	<u>3,357</u>	<u>4,210</u>	<u>(7,743)</u>	<u>(5,327)</u>	<u>(19,215)</u>
Other Financing Sources:												
Issuance of Long-term Debt	0	0	0	0	145,252	0	0	0	0	0	0	0
Proceeds from Sale of Vehicles	0	0	0	0	2,325	0	0	0	0	0	0	0
Transfers In	<u>256,208</u>	<u>237,433</u>	<u>2,872</u>	<u>102</u>	<u>36,576</u>	<u>511,672</u>	<u>2,517</u>	<u>15,948</u>	<u>77,458</u>	<u>30,505</u>	<u>107</u>	<u>31,745</u>
Total Other Financing Sources	<u>256,208</u>	<u>237,433</u>	<u>2,872</u>	<u>102</u>	<u>184,153</u>	<u>511,672</u>	<u>2,517</u>	<u>15,948</u>	<u>77,458</u>	<u>30,505</u>	<u>107</u>	<u>31,745</u>
Net Change in Fund Balances	266,841	249,308	4,365	(13,571)	29,885	531,882	6,610	19,305	81,668	22,762	(5,220)	12,530
Fund Balances/(Deficit) - July 1, 2024	<u>52,112</u>	<u>106,890</u>	<u>40,419</u>	<u>14,696</u>	<u>41,787</u>	<u>68,014</u>	<u>122,477</u>	<u>29,911</u>	<u>44,608</u>	<u>(1,444)</u>	<u>5,220</u>	<u>54,922</u>
Fund Balances - June 30, 2025	<u>\$ 318,953</u>	<u>\$ 356,198</u>	<u>\$ 44,784</u>	<u>\$ 1,125</u>	<u>\$ 71,672</u>	<u>\$ 599,896</u>	<u>\$ 129,087</u>	<u>\$ 49,216</u>	<u>\$ 126,276</u>	<u>\$ 21,318</u>	<u>\$ 0</u>	<u>\$ 67,452</u>

TOWN OF NORWICH, VERMONT  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
NON-MAJOR CAPITAL PROJECTS FUNDS  
FOR THE YEAR ENDED JUNE 30, 2025

	Fire Apparatus Fund	Sidewalk Fund	Long-term Facility Study Fund	DPW Bridge Fund	DPW Paving Fund	Buildings & Grounds Fund	Generator Fund	Hunley Meadow Kid's Bridge Fund	Culverts Fund	Town Clerk Equipment Fund	Total
Revenues:											
Intergovernmental	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 65,616	\$ 0	\$ 65,616
Investment Income	21,665	4,137	0	25,090	12,123	1,301	1,128	225	3,394	575	130,489
Donations	0	0	0	0	0	0	0	0	0	0	1,737
Other	0	0	0	0	0	0	0	0	500	0	500
Total Revenues	<u>21,665</u>	<u>4,137</u>	<u>0</u>	<u>25,090</u>	<u>12,123</u>	<u>1,301</u>	<u>1,128</u>	<u>225</u>	<u>69,510</u>	<u>575</u>	<u>198,342</u>
Expenditures:											
Public Safety	0	0	0	0	0	0	0	0	0	0	54,725
Highways and Streets	0	35,507	0	0	0	0	0	0	0	0	35,507
Capital Outlay:											
General Government	0	0	0	0	0	0	0	0	0	20,000	20,000
Public Safety	0	0	0	0	0	0	0	0	0	0	145,252
Highways and Streets	0	0	0	58,000	0	0	0	0	35,582	0	93,582
Debt Service:											
Principal	0	0	0	0	0	0	0	0	0	0	6,966
Total Expenditures	<u>0</u>	<u>35,507</u>	<u>0</u>	<u>58,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>35,582</u>	<u>20,000</u>	<u>356,032</u>
Excess/(Deficiency) of Revenues Over Expenditures	<u>21,665</u>	<u>(31,370)</u>	<u>0</u>	<u>(32,910)</u>	<u>12,123</u>	<u>1,301</u>	<u>1,128</u>	<u>225</u>	<u>33,928</u>	<u>(19,425)</u>	<u>(157,690)</u>
Other Financing Sources:											
Issuance of Long-term Debt	0	0	0	0	0	0	0	0	0	0	145,252
Proceeds from Sale of Vehicles	45,000	0	0	0	0	0	0	0	0	0	47,325
Transfers In	<u>432,770</u>	<u>2,444</u>	<u>0</u>	<u>164,649</u>	<u>82,078</u>	<u>2,760</u>	<u>15,659</u>	<u>131</u>	<u>152,286</u>	<u>20,411</u>	<u>2,076,331</u>
Total Other Financing Sources	<u>477,770</u>	<u>2,444</u>	<u>0</u>	<u>164,649</u>	<u>82,078</u>	<u>2,760</u>	<u>15,659</u>	<u>131</u>	<u>152,286</u>	<u>20,411</u>	<u>2,268,908</u>
Net Change in Fund Balances	<u>499,435</u>	<u>(28,926)</u>	<u>0</u>	<u>131,739</u>	<u>94,201</u>	<u>4,061</u>	<u>16,787</u>	<u>356</u>	<u>186,214</u>	<u>986</u>	<u>2,111,218</u>
Fund Balances/(Deficit) - July 1, 2024	<u>156,624</u>	<u>118,936</u>	<u>2</u>	<u>620,847</u>	<u>269,435</u>	<u>34,977</u>	<u>17,058</u>	<u>6,385</u>	<u>(73,313)</u>	<u>0</u>	<u>1,730,563</u>
Fund Balances - June 30, 2025	<u>\$ 656,059</u>	<u>\$ 90,010</u>	<u>\$ 2</u>	<u>\$ 752,586</u>	<u>\$ 363,636</u>	<u>\$ 39,038</u>	<u>\$ 33,845</u>	<u>\$ 6,741</u>	<u>\$ 112,901</u>	<u>\$ 986</u>	<u>\$ 3,841,781</u>

# Sullivan, Powers & Co., P.C.

Certified Public Accountants

77 Barre Street  
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Montpelier, VT 05601  
802/223-2352  
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Richard J. Brigham, CPA  
Chad A. Hewitt, CPA  
Jordon M. Plummer, CPA  
VT Lic. #92-000180

## Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with "Government Auditing Standards"

Selectboard  
Town of Norwich, Vermont  
300 Main Street  
P.O. Box 376  
Norwich, VT 05055

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards" issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Norwich, Vermont, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Town of Norwich, Vermont's basic financial statements and have issued our report thereon dated January 28, 2026. Our opinion on the governmental activities and the General Fund was qualified because of the inadequacies in the Town's controls over solid waste receipts.

### **Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town of Norwich, Vermont's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Norwich, Vermont's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Norwich, Vermont's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Deficiencies in Internal Control, we identified certain deficiencies in internal control that we consider to be material weaknesses and another that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings and Deficiencies in Internal Control as Items 2025-001 through 2025-003 to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying Schedule of Findings and Deficiencies in Internal Control as Item 2025-004 to be a significant deficiency.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Norwich, Vermont's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under "Government Auditing Standards".

### **Town of Norwich, Vermont's Response to Findings**

"Government Auditing Standards" requires the auditor to perform limited procedures on the Town of Norwich, Vermont's response to the findings identified in our audit and included with the accompanying Schedule of Findings and Deficiencies in Internal Control. The Town of Norwich, Vermont's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with "Government Auditing Standards" in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Sullivan, Powers & Co.*

January 28, 2026  
Montpelier, Vermont  
VT Lic. #92-000180

TOWN OF NORWICH, VERMONT  
SCHEDULE OF FINDINGS AND DEFICIENCIES IN INTERNAL CONTROL  
JUNE 30, 2025

Deficiencies in Internal Control:

Material Weaknesses:

2025-001 Transfer Station Revenues

*Criteria:*

Internal controls over transfer station revenues should be in place so that no individual can both perpetrate and conceal errors or irregularities.

*Condition:*

The Town does not have adequate internal controls in place over transfer station revenues. Therefore, the Town cannot be sure that all of the cash collected is being handed over to them by the transfer station employees.

*Cause:*

Unknown.

*Effect:*

The collections at the transfer station are subject to misappropriation.

*Recommendation:*

Our primary recommendation is that the Town consider selling transfer station coupons off-site at the Town Treasurer's office and/or at local businesses. If sales take place at the transfer station, we recommend that the Town implement controls to ensure that all of the cash collected is being handed over to them by the transfer station employees.

2025-002 Grants Receivable/Deferred Inflows of Resources

*Criteria:*

Internal controls should be in place to ensure that the grants receivable and related deferred inflows of resources balances are recorded properly at year end.

*Condition:*

Internal controls were not in place to ensure that the grants receivable and related deferred inflows of resources accounts are recorded properly at year end.

**TOWN OF NORWICH, VERMONT**  
**SCHEDULE OF FINDINGS AND DEFICIENCIES IN INTERNAL CONTROL**  
**JUNE 30, 2025**

*Cause:*

Unknown.

*Effect:*

The Town's grants receivable and related deferred inflows of resources balances were incorrect which resulted in various adjustments.

*Recommendation:*

We recommend that the Town implement internal controls to ensure that the grants receivable and related deferred inflows of resources accounts are recorded properly at year end.

**2025-003 Reconciliation of Accounts Payable**

*Criteria:*

Internal controls should be in place to ensure that the accounts payable balance is reconciled to supporting documentation on a monthly basis in order to detect and correct errors in account balances.

*Condition:*

Internal controls were not in place to ensure that the accounts payable account is reconciled to supporting documentation on a monthly basis in order to detect and correct errors in account balances.

*Cause:*

Unknown.

*Effect:*

The Town's account payable balance was not completely reconciled at year end which resulted in various adjustments.

*Recommendation:*

We recommend that the Town implement internal controls to ensure that the accounts payable account is reconciled to supporting documentation on a monthly basis in order to detect and correct errors in account balances.

TOWN OF NORWICH, VERMONT  
SCHEDULE OF FINDINGS AND DEFICIENCIES IN INTERNAL CONTROL  
JUNE 30, 2025

Significant Deficiencies:

2025-004 Authorization of General Journal Entries

*Criteria:*

Internal controls should be in place that requires appropriate officials to authorize and review all adjustments to the books of original entry.

*Condition:*

The Town does not have a procedure in place to require authorization or review of adjustments to the books of original entry.

*Cause:*

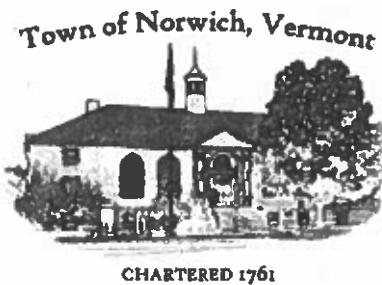
Unknown.

*Effect:*

This deficiency in the internal control structure could allow other working control policies to be circumvented.

*Recommendation:*

We recommend that the Town enact a procedure that requires appropriate officials to authorize and review all general journal entries so as not to circumvent the original approval process.



January 26, 2026

**Sullivan Powers & Co.**  
77 Barre Street  
Montpelier, VT 05602

**RE: FY25 Audit Response**

Dear Mr. Brigham:

Please accept this letter as response to the findings identified in the fiscal audit completed by Sullivan Powers & Co. for the Town of Norwich's fiscal year ending June 30, 2025.

**FY2025 Deficiencies in Internal Control:**

**Material Weaknesses:**

**2025-001: Transfer Station Revenues**

*Recommendation:*

Our primary recommendation is that the Town consider selling transfer station coupons off-site at the Town Treasurer's office and/or at local businesses. If sales take place at the transfer station, we recommend that the Town implement controls to ensure that all of the cash collected is being handed over to them by the transfer station employees.

**Response (2024):** Sales take place at the transfer station. Existing controls include:

- **Window Stickers:**
  - The transfer station maintains a sales log for each window sticker sold.
  - If a window sticker is lost and needs to be replaced, the transfer station can refer to its sales log to ensure a sticker was purchased prior to selling a \$1.00 replacement.
  - At the beginning and end of the fiscal year, the Finance Office visits the transfer station to inventory the stickers.
    - The sticker inventory is matched to the invoice from the vendor.
    - Window sticker sales are reconciled with each transfer station deposit.
    - A different sticker color is used each year yet the same numbering sequence is used each year.
- **Cards and Tickets:**
  - The Finance Office orders cards and tickets from the printer.
  - All cards and tickets have a unique printed number.
  - All cards and tickets are housed in the Finance Office's vault.

- Cards and tickets are replenished by the Finance Office as needed when the transfer stations deposits are made.
- Cash on Hand:
  - The transfer station has cash on hand of \$200. The \$200 is used in the course of daily business and is not held at the transfer station. The monies accompany every deposit submitted to the Finance Office.
  - During hours of operation, the \$200 is kept in a locked cash drawer in a locked building.
  - Each sale is recorded manually on a sales sheet.
    - The Finance Office reviews the data submitted from the transfer station.
    - All sales are reconciled with the cash in the bag and recorded in the accounting system and deposited at the bank.
    - Window Stickers, Tickets and Cards are reconciled according to the data submitted on the sales sheet and supported by the pre-numbering on the items.

**Response (2025):** Effective July 1, 2025, a cash register was put in place at the Transfer Station. Although the transfer station continues to record sales manually as well as in the cash register, the sales sheet is compared to the cash register tape for each day's sale with further reconciling to the cash/checks submitted for deposit.

- A sign is posted requesting each patron take a receipt.
- Global totals, including a voided transaction report, shall be reconciled back to NEMRC at least annually.

#### **2025-002: Grants Receivable/Deferred Inflows of Resources**

*Recommendation:*

We recommend that the Town implement internal controls to ensure that the grants receivable and related deferred inflows of resources accounts are recorded properly at year end.

**Response (2024):** Grant tracking is a work in progress.

- The Accounts Receivable module in NEMRC has been added to aid with grant tracking.
- Coordination and communication continues amongst all departments in how to create a grant tracking system.

**Response (2025):**

- Integrate a grants management system including:
  - The use of a software program like Amplifund, Fluxx, Euna Grants or Submittable
  - Develop grant onboarding documents to ensure grant information is complete and accurate
  - Hold regularly scheduled grant administration meetings
  - Ensure General Ledger accounts are established to track associated grant revenues and expenses.

#### **2025-003: Reconciliation of Accounts Payable**

*Recommendation:*

*We recommend that the Town implement controls to ensure that the accounts payable account is reconciled to supporting documentation on a monthly basis in order to detect and correct errors in account balances.*

Warrants are created from supporting documentation. After each warrant, "an invoice edit" report is generated from Accounts Payable in NEMRC and compared to the "Vendors Payable" account on the balance sheet. Should the amounts not equal, the Finance Office researches why and based on their findings determines next steps. With that said, more often than not, the report balances to the liability account.

## **Significant Deficiencies**

### **2025-004: Authorization of General Journal Entries**

#### *Recommendation:*

*We recommend that the Town enact a policy that requires appropriate officials to authorize and review all general journal entries so as not to circumvent the original approval process.*

In response to the material weakness, the Finance Office adopted the below policy on 12-23-2024.

#### **Finance Office Journal Entry Review Policy**

Through the use of the NEMRC Accounting Software System, journal entries are an automated process from the various modules within NEMRC. The data entry generating the automated entries is performed by the Staff Accountant. Those entries are approved by the Finance Director upon review of supporting documentation; and when applicable, review of online banking. To indicate approval: (1) the transaction is accepted into the General Ledger including report generation; and (2) the electronic supporting document files are initialed by the Finance Director once approved and posted.

At times, journal entries are required to be made directly into the General Ledger. All effort is made to avoid direct entry into the General Ledger. All direct entries are reviewed at each period close and shared with the Town Manager. The Town Manager initials the entries indicating approval.

#### *Response (2025):*

- The Finance Office has a “Journal Entry” form in place which is used to capture needs as they occur.
- NEMRC allows for one individual to make an entry and a second to approve the entry thus creating opportunity for review and discussion.
- Generating a before and after report when posting journal entries ensures what occurred is what was anticipated.
- Along with monthly financial reports, a General Ledger batch report is included for the Town Manager’s review.

Respectfully submitted,



Barrie L. Rosalinda  
Finance Director

## Town of Norwich

## Departmental Request for Spending

Date: 1/23/2026Department: Town ClerkRequest by: Lily Trajman (Name) Town Clerk (Title)Town Manager Approval Date: 2/5/26 For Selectboard Meeting Date: 2/11/26What is being requested: Archival paper on which to copyTown Reports from 1860 - 1900. These are too fragile to handle.Has this request been budgeted by the Selectboard:        (No)        (Yes)        (Fiscal Year)

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

explain: \$110 - \$85 for paper, \$25 shipping (est.)Which fund will be used to pay for this request: Fund 45 (Number of Fund)Restoration (Name of Fund)How much is in the above-named fund on this date: \$44,911.08List other items/costs that are expected to be paid from the above-named fund in 2026 (Fiscal Year)Binding of Town reports 1940 - 1987 ≈ \$2,250Conservation of Town Reports 1860 - 1939 -requested quote from Kofile.Request for Quotes required:        (Yes) X (No) To be sent out by Town Manager:        (Yes)        (No)Expected Date of purchase, if known: AsAPOther information: Statute requires binding of Town Reports.These old reports are too fragile.Signature of Requestor: Lily Trajman Date: 1/23/26Signature of Town Manager: B - S Date: 2/5/26Action by Selectboard:        (Approved)        (Denied)        (Tabled) Date:       Concerns of Selectboard:       Quotes: Date sent out        Due date        Date selection made       Date quotes given to selectboard       Purchase: Date purchased        Date Received

---

TO: Brennan Duffy, Town Manager  
FROM: Brie Swenson, Recreation Director  
RE: Scholarship Funds Request  
DATE: 2/5/2026

---

### **Background**

The Scholarship Fund (#40) was established to assist residents who request financial aid in paying for recreational programs. The fund currently holds \$1,131.51.

### **Update**

We received requests from two families for assistance in paying \$150 each in recreational program fees.

### **Proposal**

We would like to apply \$300 in Scholarship funds to the MyRec accounts of the families requesting assistance.

Town of Norwich  
Departmental Request for Spending

Date: 2/3/2026 Department: Recreation

Request by (name): Brie Swenson Title: Director

Town Manager Approval Date: 2/5/26 For Selectboard Meeting Date: 2/11/26

What is being requested: Payment for two participants's fees from the Scholarship fund

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.:

\$ 300.00 explain: the amount pays for two scholarship applicant's fees.

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

Fund name: Scholarship Fund #: 40 Amt. requested: \$ 300.00

Fund balance \$ 1,131.50 as of (date): \_\_\_\_\_ 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: Brie Swenson Date: 2/3/2026

Signature of Town Manager: \_\_\_\_\_ Date: 2/5/26

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: \_\_\_\_\_

Memorandum

To: The Norwich Selectboard

Fr: Peggy Allen, president, Upper Valley Agricultural Association

Re: Request for a Letter of Support

Dt: February 2, 2026

---

The Upper Valley Agricultural Association is seeking a letter of support to accompany their application for a Northern Border Regionals Commission Catalyst Grant.

A draft letter has been submitted along with this memo.

February 2, 2026

Northern Border Regional Commission  
James Cleveland Federal Building  
53 Pleasant Street  
Concord, NH 03301

**RE: Letter of Support for the Upper Valley Agricultural Association (UVAA)**

Dear Northern Border Regional Commission Executives,

On behalf of the Norwich Selectboard, I would like to express our heartfelt gratitude for your ongoing support and commitment to enhancing our local communities. Your efforts, highlighted through the Catalyst Grant initiative, have significantly contributed to the vitality and sustainability of our agricultural economy and community well-being.

The Norwich Farmers' Market has long been a cherished institution in our town, and for the entire Upper Valley, by providing residents and visitors with access to fresh, locally sourced produce and products. It fosters a sense of community, promotes local businesses, and serves as a gathering place for friendship and connection. However, the necessity for a permanent market space has become increasingly evident, particularly as we strive to better serve our residents year-round.

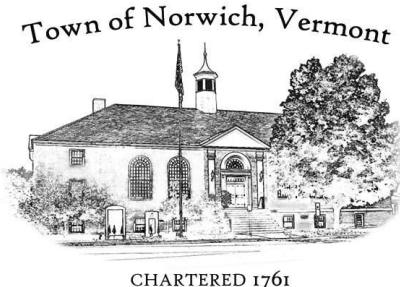
The proposed permanent home for our summer and winter markets will not only enhance the farmers market experience but also provide a versatile venue for community events, workshops, and educational programs. This initiative aligns with our vision of bolstering local agriculture, supporting small businesses, and enhancing the overall quality of life for our residents.

We commend the Northern Border Regional Commission for recognizing the importance of projects like this and for your tireless efforts in advocating for rural communities. Your support enables us to envision a more sustainable future where local agriculture thrives and where our community can gather in a space designed to foster growth—both for our farmers and for our residents.

Thank you once again for your dedication to our community and for your support of the Norwich Farmers' Market.

Warmest regards,

[Your Name]  
[Your Title]  
Norwich Selectboard



## MEMO

**To:** Norwich Selectboard  
**From:** Brennan Duffy, Town Manager  
**Date:** February 4, 2026  
**Re:** Local Hazard Mitigation Plan update

As I mentioned at the January 28<sup>th</sup> Selectboard meeting TRORC has notified the Town that our current Local Hazard Mitigation Plan (LHMP), adopted in 2021, is now due for renewal. See link <https://norwich.vt.us/wp-content/uploads/2022/04/2021-Norwich-LHMP-Final-1.pdf> to view the existing document.

While TRORC served as the Town's consultants during the 2021 process they will be unavailable for this current update. Planning Director, Steven True, has volunteered to help lead this process and a steering committee of Town stakeholders should be appointed by the Selectboard to assist in this process.

The purpose of a Local Hazard Mitigation Plan is to identify and rank hazards facing Norwich and develop mitigation strategies to reduce risks. It is an update to the 2015 plan, aligns with the State Hazard Mitigation Plan, and ensures future FEMA funding. It is a collaborative planning process that involves reviewing prior plans, integrating data, and engaging the public.

A steering committee composed of town officials, including the Town Manager, Planning Director, Fire and Police Chiefs, Health Officer, and the Public Works Director, will author and shepherd the plan through the State and Federal FEMA review process. Once this process has occurred the draft plan will be submitted to the Selectboard for adoption.

Once adopted, the LHMP will inform future planning documents, including the 2028 Town Plan, land use regulations, and emergency response management practices, and will serve as a baseline hazard mitigation framework for the Town of Norwich.

If the Selectboard chooses to act on this request, then a motion to appoint a Steering Committee to update the Norwich LHMP consisting of the Town Manager, Planning Director, Fire Chief, Police Chief, DPW Director, and Norwich Health Officer could be appropriate. Thank you for your consideration of this topic.

Memorandum

To: Norwich Selectboard

From: Mary Layton

Date: 2/4/2026

Subject: Working Group to Research Change of Date of Informational Meeting 2027

CC: Brennan Duffy, Miranda Bergmeier

I would like to ask for support from the current Selectboard to create a working group to find out if it is possible to coordinate schedules of stakeholders to change the date of the Town of Norwich Informational Meeting to the Saturday or Sunday before Town Meeting Day. The members of the working group would be myself, the Town Manager, the Town Clerk, JAM, School District Representatives, the Recreation Department, and others essential to the presentation of the Town and School budgets and Warrant Articles. If there is a suitable time I would like to find out if it is possible to have a Potluck supper afterwards.

Memorandum

To: Norwich Selectboard

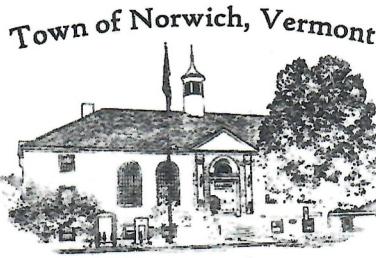
From: Mary Layton

Date: 2/4/2026

Subject: Working Group to Research Policy for Property Tax Exemption

CC: Brennan Duffy, Miranda Bergmeier

I would like to ask for support from the current Selectboard to create a working group to write a draft policy document to establish a protocol for the Selectboard to approve warrant articles that ask for tax exemption for certain properties. The document would include a notification process for properties that are due for a five year renewal, the list of types of properties that are eligible under statute, what types of documentation are needed, and alternatives via petition through the Town Clerk's Office or through the Lister's Office. The working group would be myself, the Town Clerk, the Listers, and the Town Manager.



## MEMO

**To:** Norwich Selectboard  
**From:** Brennan Duffy, Town Manager  
  
**Date:** February 5, 2026  
**Re:** Tracy Hall slate roof repair recommendation

As you are aware, there has been ongoing discussion over several months about timely projects related to Tracy Hall. In late summer I began the initiative of soliciting vendor quotes for potential roof repair. We have now received three opinions following on-site inspection by the vendors. One opinion was that the roof was currently in "pretty good shape", and no immediate action was recommended. A second quote suggested a more comprehensive approach in the range of \$80,000 and annual maintenance plans of approximately \$11,000 per annum. A third, and most recently received quote, recommends a more limited scope of work to address up to eleven (11) slates noted in the inspection as potentially problematic. The cost for this third option is \$3,236.

I would recommend that we proceed with the third quote (attached) which would appear to be a relatively inexpensive option and would repair/replace specific slates on the roof identified as immediately problematic. Taking this proactive approach may save the Town a larger expense in roof repairs in the future.

If the Selectboard chooses to approve this request, then a motion to approve the expenditure of up to \$3,500 from the Tracy Hall Fund (13) for roof repair could be appropriate.

Thank you for your consideration of this topic.

Town of Norwich  
Departmental Request for Spending

Date: 2/2/26 Department: Town Mgr

Request by (name): Brennan Duffy Title: Town Mgr

Town Manager Approval Date: 2/2/26 For Selectboard Meeting Date: 2/11/26

What is being requested: Designated funds for TH roof repair

Has this request been budgeted by the Selectboard:  no  yes If yes, fiscal year: 26

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

\$ 3,500 explain: Up to \$3,500 for TH roof repair

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

Fund name: Tracy Hall Fund #: 13 Amt. requested: \$ 3,500

Fund balance \$ 687,565.53 as of (date): 2/2/26 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 Quotes required:  Yes  No If yes, will bids be sent out by Town Manager:  Yes  No

Expected Date of purchase, if known: Spring, 2026

Other information: \_\_\_\_\_

Signature of Requestor:  Date: 2/2/26

Signature of Town Manager:  Date: 2/2/26

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: \_\_\_\_\_



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**Roofing**

Asphalt Shingle  
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Standing Seam

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LP DiamondKote  
**STONEfaçade**  
Vinyl  
Wood Clapboard

**Windows & Doors**

New Construction  
Replacement

**Gutters**

**Insulation**

**Renovations &  
Remodeling**



# SLATE PROPOSAL

**PREPARED FOR:**

Town Hall of Norwich (Brennan Duffy)  
P.O. Box 376  
Norwich VT 05055

**JOB LOCATION:**

300 Main Street  
Norwich VT 05055



**PREPARED BY:**

Camden Dunbar  
Project Consultant  
Jancewicz & Son  
[www.RoofsPlus.com](http://www.RoofsPlus.com)



Top 500  
Remodelers

Dear Brennan Duffy,

Thank you for taking the time to meet with me & discuss ideas for your home improvement. I would briefly like to tell you about Jancewicz & Son & why you will want to choose us for your home improvement project.

Jancewicz & Son provides **\$1,000,000.00** of liability insurance per occurrence. All our employees are covered by Workers Compensation Insurance so you will not be exposed to any liability should any of our employees be injured while on your job. We are registered with the States of Vermont, New Hampshire, & Massachusetts for your protection.

- We are members of Better Business Bureau (BBB)
- We are members of Certified Contractors Network (CCN)
- We are members of the National Association of Home Builders (NAHB)
- We are members of National Roofing Contractors Association (NRCA)

As a legitimate & dependable home improvement company, we maintain these affiliations & credentials to provide you with the highest level of confidence & customer service. We are approved, licensed, & registered with many manufacturers for the installations of premium home improvement products.

- Our installers are certified by Englert, Inc., The Cedar Shake & Shingle Bureau, CertainTeed, among others.

With **92 years** in the home improvement industry, we take pride in our quality workmanship & the specialty services offered to our clients.

We thank you for giving us the opportunity to help you meet your home improvement needs & look forward to helping you achieve 100% customer satisfaction.

Very Truly Yours,

*Camden Dunbar*

Camden Dunbar  
Project Consultant  
Jancewicz & Son

**To Be Proposed (Slate):** This proposal includes the repair &/or replacement of up to Eleven (11) slates.



**To Be Proposed (Slate):** Continued... This proposal includes the repair &/or replacement of up to Eleven (11) slates.



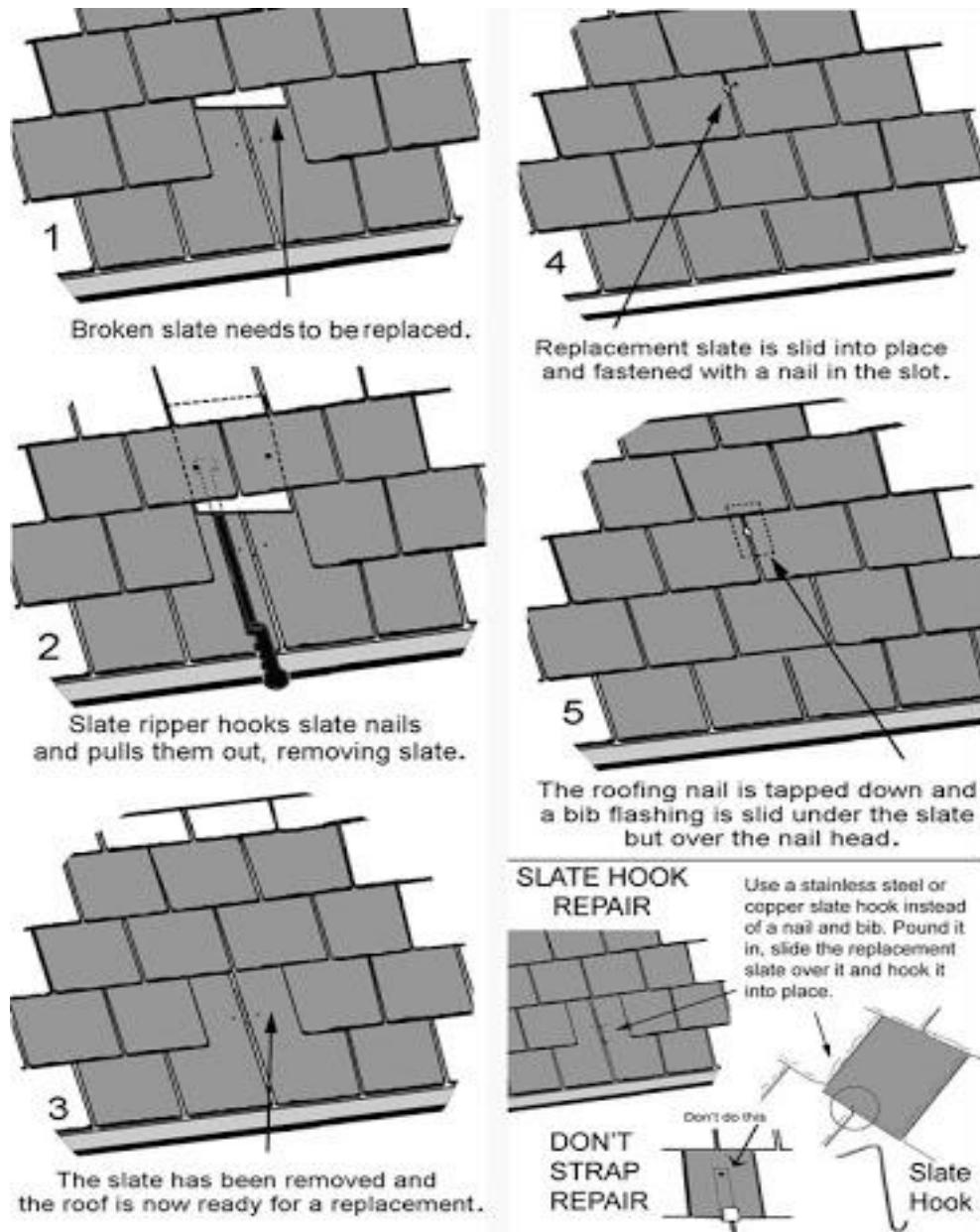
**To Be Proposed (Slate):** Continued... This proposal includes the repair &/or replacement of up to Eleven (11) slates.



**Slate (Quality & Durability):** While most assume slate roofs “last forever”, like all building materials they have a shelf life. The American Standards of Testing & Materials (ASTM) c406-00 provides the standards for roofing slate, by distinguishing between S1, S2 & S3 grade slate. Typically, S1 slate rates a service life of more than 75 years, S2 is rated for 40-75 years, while S3 typically lasts 20-40 years. Each grade has different structural densities, water absorption capacities, & softening depths which determine its longevity. Typically, slate quarried in Vermont or New York have an absorption rate of .13% (after 48 hours of immersion in water) vs. Pennsylvania slate which can range from .28-.38% so slate origin can play a critical role in how long your slate roof may last. Though the testing system is not perfect & relies heavily on the eye of the beholder, the real test is in the site evaluation.

### **Slates Are To Be Addressed With Two Separate Methods**

- **Slate Repair:** Slates that have “slid” or are no longer securely fastened resulting in a future failure will have the slate removed & re-nailed.
- **Slate Replacement:** Slates that are either missing completely or have cracked &/or broken edges that run the risk of allowing water to enter the lap of the slate course below shall be replaced. Replacement slate will be sourced to match the required width, head-lap, & color of the existing slate.
- ❖ **Fastening Method:** Slates will be nailed with (1-2) nails using the fastener & bib method, however, at times, will require the usage of a hook method instead.



**To Be Proposed (Classification Examples):** Below are various classifications that would constitute slate maintenance.



*This project has been specified in accordance with local building codes, industry standards and manufacturer specification requirements. All work will be installed by certified craftsmen to assure qualification for the long-term roofing warranty.*

We at Jancewicz & Son understand that for most people this may be your first experience with a major home improvement project. With that in mind, we want to offer you this list of “*what to expect*” during your home improvement project. We hope this will help to avoid any confusion or problems before, during and after we arrive to complete your project.

### **Slate Maintenance Scope of Work to be Performed:**

- **Setup Proper Safety Protection Per OSHA Regulations.**
- **Repair &/or Replace Up To Eleven (11) Slates.**

**NOTE: If Additional Slate Is Required, An Additional Work Order Will Be Discussed With & Presented To The Client. No Additional Work Will Be Executed Without An Authorized Work Order.**

### **Disclaimer Section:**

- **Slate Condition:** This Proposal Targets The Above Specified Scope Of Work For Slate Maintenance. Although Jancewicz & Son Does Their Best To Produce The Most Accurate Proposals, The Condition Of The Slate Is Never Truly Known For The Entire Roof. With That Said, A Minor Amount Of Additional Slate Is Automatically Authorized As Stated, However, There Are Rare Situations That Do Occur Where The Amount Of Slate Is Needed To Be Substantially Increased Due To The Brittleness Thus Resulting In An Additional Work Order.
- **Target Start Date:** Jancewicz & Son Shall Attempt To Execute All Slate Repairs From Now Until April But Only If Our Schedule, Weather, & Ground Access Permits; **So Always Be Prepared For Worst Case Scenario Of A Spring Repair!**

### **General Specifications:**

1. Each day, the working area will be made watertight to protect the building from ***normal*** weather conditions.
2. The work area will be cleaned of all roofing debris during & broom cleaned after job completion.
3. The work area will be magnetically swept to pick-up any leftover nails after job completion.
4. All work performed or managed by Jancewicz & Son will be in accordance with manufacturer's recommendations & guidelines set by the National Roofing Contractors Association (NRCA) & the local building codes.
5. Jancewicz & Son extends to its customer's a ***(5) Year Workmanship Warranty***, supplemental to any applicable manufacturer's warranty programs. The workmanship warranty is null & void in the event another contractor conducts work in, on, or around the warranted area unless prior approval by Jancewicz & Son is obtained.

### **Deck Preparation:**

The roof deck is the structural surface over which the roofing materials are applied. The roof deck should be a smooth, solid surface, which will permit the roofing to be securely fastened. The roof deck should be at least 1/2" thick plywood or nominal 1" thick wood deck, not more than 6" wide. The deck must be strong enough to:

- Support the roofing materials and our workers, safely resist impact loads, such as a bundle of shingles, hold uniform loads, such as heavy snow, provide resistance to wind force, & anchor the nails.

*If you apply new roofing over a deck surface that is unacceptable to the manufacturer, & damage results, the warranty may not be honored. The manufacturer will not take the responsibility for:*

- Poor deck design that causes damage to the roofing system or other parts of the house, Defects or damage caused by the materials used as a roofing base, over which the roofing is applied, Damage to the roofing caused by settlement, distortion, failure, or cracking of the roof deck, Defects, damage, or failure caused by the application of the roofing not in strict adherence within written instructions of the manufacturer, Application over wood that is not dry, or which has hard projections, such as partially driven nails, which can cause damage to the roofing or underlayment applied above.

1. **Inspect entire roof deck before installation, re-nail protruding roof nails, & clean the roof deck to allow for a smooth surface for the installation of the new roofing.**
2. **If any roof deck is determined to be deteriorated, repair or replacement will be calculated at an additional cost. No Additional Work Will Be Executed Without An Authorized Work Order.**

## TERMS AND CONDITIONS

1. **Agreement:** This Agreement is between Jancewicz & Son (the "Company") and the homeowner (the "Owner") and/or their agents. The Company agrees to do the work (the "Work") contained herein for the Owner. ***The Cost of the Work included in the agreement shall not include testimony in court for any reason.***
2. **Payment of Funds and Deposit:** Owner hereby agrees to pay Company for the Work in cash equivalents, unless otherwise agreed upon in writing. Owner agrees to pay Company a deposit of 33% at the time of the execution of this Agreement, 33% due at half completion with the balance due upon either the Completion Date as defined herein or upon Substantial Completion as defined herein. Substantial Completion shall mean if only certain minor items of Work are incomplete; the cost of those items may be withheld from the final payment at the Owner's option until such items are completed. No jobs will be scheduled or started without a deposit without management approval. All payments made pursuant to this Agreement shall only be made to Company.
3. **Late Payment / Service Charge:** Any funds owed greater than 30 days beyond the Completion Date are subject to a service charge of one and one-half percent (1½ %) per month on the unpaid balance. **NEW HAMPSHIRE: MECHANIC'S LIEN NOTICE PER RSA 447:5.** This shall be sufficient written notice, per RSA 447:5, before performing the requested labor or furnishing the materials to the owner or to the person having charge of the subject property, for the benefit of the subject property, that Jancewicz & Son may place a Mechanic's Lien against the property should Client fail to render payment for services and materials due, within 30 days of being invoiced for said materials and services.
4. **Work Schedule:** All details of job (shingle style & color, aluminum colors, etc.) must be finalized **prior** to being placed on our schedule. Company agrees to perform the Work in a good and workmanlike manner with reasonable dispatch in accordance with the specifications contained herein. Company shall commence Work approximately within 30 days of delivery of materials, allowing time for reasonable delays of which Company is not responsible. The Company is responsible for establishing scheduling and sequencing of the Work to be performed. Reasonable delays include, but are not limited to, weather, non-delivery, discontinuance, default in shipment by a supplier in whole or in part, loss in transit, strikes, lockouts or other causes beyond Company's control.
5. **Measurements:** All specified measurements within the body of the contract are to be considered as approximate and are subject to change based on coverage, building design requirements, and/or limitations. Measurements do not include required overlapping of material for proper protection.
6. **Materials:** Company shall provide necessary labor, materials, and sales tax on materials to complete the Work as specified. Company shall not be responsible for an exact match of any materials, including but not limited to, roofing, siding, metal work, and shingle shading. All materials shall remain the property and title of the Company until fully paid by Owner. All surplus materials shall remain the property of the Company unless, at Company's option, turned over to the Owner upon the completion of the Work. Company is not responsible for replacement of any lumber, sheathing, trim or rotted wood, or replacement parts more than the agreed amount unless specified in this Agreement. Any change or substitution of materials specified in this agreement must be agreed upon by Company and Owner, in writing, and must match form, fit, function to the originally specified materials and meet manufacturer warranty requirements. If determined by Company, during the performance of the Work, that additional labor and materials are required beyond what is specified in this Agreement in order to complete the Work, the cost for the additional labor and materials will be borne by Owner.
7. **Utilities:** Rooftop equipment such as satellite dishes, solar panels, or antennas may need to be temporarily removed during roof replacement. It is the homeowner's responsibility to arrange with their appropriate service provider to temporarily disconnect, remove, and then replace the equipment. Company shall not be held liable if any equipment is required to be moved, disconnected, or reconnected by a Company employee. Prior to project commencement, all utility lines including power masts must be wrapped by utility providers per OSHA guidelines. The homeowner is required to contact their utility company and have utilities wrapped prior to work commencement. Failure to complete this prior to project commencement may result in delays and to the project. The homeowner shall be responsible for all associated costs to the delay of the project.
8. **Contract:** This contract is based on information gathered at the time of site inspection or contributed to by the building owner. The Company should be informed by the Owner of any additional known factors such as condensation, ventilation issues, or any other situation that affects the performance of the building and building components by the Owner or any other party prior to the commencement of work, so Company and the Owner can develop an appropriate scope of work. The Company will not be held liable for condensation related issues not disclosed by owner.
9. **Changes in Contract:** The Owner hereby expressly authorizes any of his joint signatories, if there be any, or any of his agents, servants, employees, attorneys-in-fact, or personal representatives to execute and deliver to the Company any written additional change order (hereinafter the "Change Order") and any other documents necessary to consummate this Agreement, which shall be binding and conclusive on said Owner. Owner hereby acknowledges that any Change Orders, requested by Owner and approved by Company pursuant to this section of this Agreement, shall be paid as per the terms of the Company's Change Order policy. Any changes made to this Agreement as required by regulatory agencies will be at additional cost to the Owner unless such changes or additions are cited in this Agreement. Furthermore, by signing below, Owner acknowledges that no change has been made to this Agreement by any salesperson or other agent of Company on behalf of Owner.
10. **Owner Responsibilities:** Owner warrants to Company that he is the legal owner of the Property. Owner agrees to provide to Company at no charge, electric power, and water for construction purposes. Owner acknowledges that the removal of permanently attached building materials often disturbs and vibrates the existing Property. The debris generated from this Work and related procedures may cause inconvenience or discomfort which is normal construction wear and tear conditions, and not Company negligence and may include, but is not limited to, interior wall cracks, flaking of wall paint, drywall nail pops, debris falling into an attic, disturbance to shrubbery and lawns, divots in the driveway from equipment such as roll-off trash containers and dump truck. The Company shall not be held liable for any damage to the interior of the building. As a precaution, Owner shall remove from walls or ceilings, items such as, but not limited to, chandeliers, paintings, and plates. Owner shall lock away or secure other items of value in or on the Property. Owner shall make himself available during construction for clarification of specifications, approval of additional Work and to provide adequate access to the Property as may be required. The Owner shall make the Company aware of any existing hazardous material such as asbestos or lead based paint. Any testing or abatement required would result in additional costs. Should hazardous materials be discovered before or during the construction process, all cost associated with delays or a shutdown of the project will be the Owner's responsibility.
11. **Cancellation of Agreement:** Should Owner cancel this Agreement for any reason prior to the Rescission Date of this Agreement, Company shall return to Owner all payments made under this Agreement within ten (10) days of receipt of the Notice of Cancellation of this Agreement which is incorporated herein and made a part hereof. If the Agreement is breached thereafter without consent of the Company, liquidated damages of 20% of the cash price of the Work, plus a proportionate share of all Work already performed will be due the Company. To cancel this Agreement, mail or deliver a signed and dated copy of the Cancellation Notice or other written notice to the Company at its address noted on this Agreement no later than midnight of the third business day from the date of this Agreement.
12. **Default:** Owner shall be in default of this Agreement at any time if he does not tender payments as listed in section 2 & 6 of this Agreement.  
Initials: \_\_\_\_\_

Upon Owner's default, the Company may immediately discontinue Work and the entire balance shall be immediately due and payable. Waiver or indulgence of any default shall not operate as a waiver of any other default on future occasions.

13. **Attorneys' Fees:** In the event that legal proceedings are instituted for the recovery of the unpaid Agreement price and any additional charges due, the Owner agrees to reimburse all actual costs, expenses and attorneys' fees incurred by the Company.

14. **Company Warranty:** In order for any warranty to be effective against Company or any other party, Owner must: (1) have paid all sums owed to Company under this Agreement and any applicable Change Orders; (2) provide written notice, by certified mail, to Company within 10 days of discovering any defect or failure of the Work performed and; (3) not allow any third party to, in any way, alter or repair any of the Work performed by Company prior to providing the Company an opportunity to inspect the damage. Company shall provide Owner with a warranty against defects in workmanship for a period contained herein from the Completion Date. Material warranty shall be limited to manufacturer's warranty of materials. Company does not warranty the material or labor of items such as, but not limited to, caulking materials, sealant, reflective coatings, painted surfaces, metal materials, or the possible failure of these items. Company's warranty is only effective if gutters are properly cleaned and maintained at least twice a year. Normal maintenance and care of Work installed is the Owner's responsibility. If damage occurs to roof or interior of house, which is a result of clogged gutters, then any warranty stated herein is void. Company's warranties as stated in this section of this Agreement shall be null and void for any water ponding beyond forty-eight (48) hours, except as set forth in this Agreement.

15. **Ice and Water:** The ice and water shield membrane is usually effective in preventing leaks caused by winter ice back-ups (ice dams). However, we cannot provide a warranty promising 100% performance. In harsh winters, the combination of deep snow and extended sub-freezing weather can cause severe ice formations. Gaps in roof boarding, building movement, and pitch resins in the boards can sometimes compromise the membrane and allow leaks to develop. In severe winter conditions homeowners are advised to be vigilant of the icing conditions on their homes and take preemptive action to remove snow and ice buildup.

16. **Company Not Liable:** Owner acknowledges that at no time shall Company's liability exceed the total amount charged for the Work performed under this Agreement. Company shall not be liable for any defects which are characteristic to the materials such as cracks, splits, and shrinkage or warping of wood or lumber etc. Due to the nature of the Work, damages to the property sometimes occur. Therefore, the Company is not responsible for nail pops, cracks to walls or ceilings of existing structures. Company assumes no liability for damages, including but not limited to, existing landscaping, trees, or shrubs. Company is not liable for common occurrence weather related problems such as ice dam, gutter back up or "Acts of God". Company is not liable for any ponding of water or improper drainage due to incorrect sloping of existing roof structure or roof structure problems that could cause sagging or unevenness in existing roof deck. Company will not be held liable for any "Act of God" to include but not limited to effects of ice damming, condensation, mold, fungus, regardless of the cost, event, material, product or component that contributed to said act of nature. Additionally, Company will not be held liable for any existing mold, mildew, or fungus due to existing conditions or water infiltration. Company shall not be held liable for any damages related to bodily harm, personal injury, or damage due to mold, fungus, or mildew. Chimneys, unless otherwise specified directly in the contract, shall be excluded from any expressed or implied workmanship warranty. Brick, block, or masonry substrates are prone to water absorption and expulsion. The Company shall not be liable for any defects, leaking, or any other issues related to mortar, brick, stone veneers, open flues, double wall pipe, or chimney chase.

17. **Notice Requirement:** Owner acknowledges that the Company is only responsible for damages to the property and the contents therein under Company's liability insurance, if Company, or its employees or servants are held or found to be negligent and, if Owner notified Company within forty-eight (48) hours of the occurrence. In the event of an issue related to water intrusion, damage requiring an insurance claim, or any implied issue related to a workmanship or material warranty the Owner is required to notify Company within 48 hours. Failure to notify within this 48-hour period will release the Company of any current or future liability.

18. **Insurance:** Owner agrees to carry homeowner's insurance covering fire, theft, storm, and damage to the property including, but not limited to, landscaping, trees, shrubs, driveways and walkways in sufficient amounts to cover the Work and materials under construction by the Company and agrees to compensate the Company for losses sustained by these conditions. Company shall, in amounts and with carriers subject to Company's sole discretion, provide workers' compensation, public liability and property damage for the Work, unless a general contractor, sub-contractor, or Owner, in whole or in part, supplies such insurance. The Company's maximum liability is limited to the coverage provided.

19. **Outside Financing:** If the Work is financed through an outside lending agency, the Owner agrees to execute and deliver necessary finance papers, mortgage, or other forms required by the lending agency in advance of commencement of the Work. Upon notice of Substantial Completion of the Work, the Owner will execute a certificate of completion, if required.

20. **Binding Contract:** This Agreement is subject to change or revocation by Company without notice until approved by Company. Upon approval by Company, this Agreement shall constitute a binding agreement between the Company and the Owner. In the event such approval is not granted within thirty (30) days of the date of this Agreement, the deposit paid by the Owner will be refunded without interest and this Agreement shall be deemed not approved and neither the Company nor the Owner shall be liable to each other for costs or damages. Notwithstanding anything contained herein to the contrary, Company reserves the right to reject or cancel all or part of this Agreement due to unacceptable payment performance or credit rating of the Owner. Any change approved by Company shall be communicated to Owner and be subject to acceptance within ten (10) days. If such change is not accepted in writing by Owner within such time, the deposit shall be refunded without interest to Owner in full termination of this Agreement.

21. **Service Calls:** Service calls requested by the Owner shall be included in the written workmanship warranty only if the call for service is a warranted service call. On service calls where it is deemed by the Company to be a non-warranted item, the Owner will be charged for the service call or work performed at Company's established rates.

22. **Entire Agreement:** This Agreement constitutes the entire agreement between the Parties. Company is not liable for nor bound in any manner by any statements, representations, warranties, collateral or otherwise, or promises made by any person representing or proposing to represent Company unless such statements, representations, or promises are set forth in this Agreement. Any modification of this Agreement must be in writing and signed by both parties.

23. **Severability:** If any provisions, paragraphs, or sub-paragraphs of this Agreement are adjudged by any court to be void or unenforceable in whole or in part, this adjudication shall not affect the validity of the remainder of this Agreement. Each provision of this Agreement is severable from every other provision and constitutes a separate and distinct covenant.

24. **No Waiver:** The Company may accept late payments or partial payment checks, bank drafts, or money orders marked "Paid in Full" without waiving any of its rights related to this Agreement.

25. **Gender:** Wherever in this Agreement reference is made to the masculine gender; it shall be construed to include the feminine gender and vice versa unless the context clearly indicates otherwise.

26. **Copy of Contract:** By signing the contract, Owner acknowledges receipt of a copy of this Agreement which has been signed by the Company.

Initials: \_\_\_\_\_

**NOTE: IN THE EVENT A CREDIT CARD IS USED FOR PAYMENT A 3% CONVENIENCE FEE WILL BE ADDED TO THE CHARGE.**

<b>OPTIONS &amp; ACCESSORIES</b>		<b>INVESTMENT</b>	
<b>Slate Maintenance:</b> Eleven (11) Total			\$3,236.00
<b>TERMS</b>		<b>TOTAL</b>	<b>\$3,236.00</b>
<b>50% Deposit Due Upon Acceptance</b>		<b>50% Deposit</b>	<b>\$1,618.00</b>
<b>Remaining Balance Due At Completion</b>		<b>Balance Due</b>	<b>\$1,618.00</b>

**YOU, THE OWNER MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE *NOTICE OF CANCELLATION CLAUSE* BELOW FOR AN EXPLANATION OF THIS RIGHT.**

**ACCEPTED & AGREED:** The Terms & Conditions, Prices, & Specifications contained herein this Agreement are satisfactory & hereby accepted. You are authorized to perform the work as specified & the terms & conditions have been provided. Jancewicz & Son will not conduct any additional work without written specifications agreed to by signature or written authorization from the client. Verbal authorization shall not be deemed authorized.

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Agreement Is Not Fully Executed Until Signed By A Licensed Project Consultant That Is Currently Employed By Jancewicz & Son.*

\_\_\_\_\_  
*Camden Dunbar* \_\_\_\_\_ *Jancewicz & Son* \_\_\_\_\_ DATE: \_\_\_\_\_

We at Jancewicz & Son would like to thank you in advance for this opportunity to review & prepare this proposal for your home. We are committed to providing **“100% Customer Satisfaction”** before, during, & after your project. We have taken pains to make sure this proposal is suited to meet your needs for now & in the future. Please contact me at your convenience if you have any questions at all. We look forward to working with you.

➤ **Target Start Date: Jancewicz & Son Shall Attempt To Execute All Slate Repairs From Now Until April But Only If Our Schedule, Weather, & Ground Access Permits; So Always Be Prepared For Worst Case Scenario Of A Spring Repair!**

This Proposal is based upon current material & labor cost. This Proposal may be withdrawn if not accepted within ten (10) days.

## NOTICE OF CANCELLATION

The Owner and Company have the option to renegotiate or cancel this Agreement at any time for any reason within three (3) business days from the date of this Agreement. If the Agreement is cancelled within this time, any deposits will be returned to you without penalty following receipt by the Company of the Cancellation Notice. If the Agreement is breached thereafter without consent of the Company, liquidated damages of 20% of the cash price of the Work, plus a proportionate share of all Work already performed will be due the Company. To cancel this Agreement, mail or deliver a signed and dated copy of this Cancellation Notice or other written notice to the Company at its address noted on this Agreement no later than midnight of the third business day from the date of this Agreement.

I hereby cancel: \_\_\_\_\_ (Date)

x \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Printed Name)

x \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Printed Name)

**Town of Norwich, Vermont**  
**Minutes of the Selectboard Meeting**  
**Wednesday, Jan 28, 2026**

**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)

**Active Participants on Zoom:** Jaan Laaspere (Planning Commission)

**Key:** *Motions noted in italics.*

**Public comment noted in blue.**

**The meeting was called to order by Chair Mary Layton at 6:34 pm.**

**YouTube Timestamp: 29:38**

**1. Agenda**

**Timestamp: 30:00**

Vincent requested that the executive sessions for item six (Fire District Tax Exemption Agreement) and item eight (Draft Audit Process Question) be removed.

The Chair responded that the language on the agenda would give the Selectboard the possibility of an executive session but that they did not have to take it.

Vincent commented that there was only five minutes for department reports and wanted to acknowledge the work done by the Finance Department.

*I move to approve the agenda as presented. – Calloway moved (2<sup>nd</sup> Griggs) Vote: yes (Calloway, Griggs, Swett, Layton), no (Vincent)*

**2. Chair's Report**

**Timestamp: 32:04**

The Chair put together the agenda.

**3. Public Comments for Items not on the Agenda**

**Timestamp: 32:14**

Vincent thanked Brita Vallens for responsiveness relating to an unplowed downtown sidewalk.

Laaspere shared that the Planning Commission had had a meeting on Monday to discuss the possible proposal for the Selectboard to request the village center or village center and village area be designated Tier 1B. Laaspere noted that there would be a letter from Two Rivers in the packet for the February 11<sup>th</sup> meeting, that the Planning Commission would discuss the matter at their Feb. 10<sup>th</sup> meeting, and that the Commission would be ready to discuss with the Selectboard on Feb. 11<sup>th</sup>.

Calloway stated that she would like to know exactly what is being proposed in reference to the village center versus village area. Calloway further shared concern about environmental damage and the possibility of the suggested designation triggering the need for a sewer system for the town.

Laaspere referenced the letter from Kevin Geiger to the Selectboard and the accompanying map, and shared that the Tier 1B ask was in relation to the village center and village area as drawn on the draft Two Rivers future land use maps. Laaspere noted that the town could ask to move lines in the next few months.

Relating to septic, Laaspere highlighted that every project would still have to go through local zoning, subdivision, and permitting processes. Laaspere clarified that it would be “more than ten units on less than ten acres” that would be exempt from Act 250 review, which would be very few parcels in Norwich.

Laaspere suggested that additional questions be submitted to Steven True so that background information could be included in the Selectboard packet for Feb. 11<sup>th</sup>.

Laaspere highlighted a correspondence to the Selectboard relating to the Energy Plan Working Group that the Planning Commission set up and noted that it was specifically set up as a working group, not a subcommittee, and had members chosen from established town groups so that there would not be anyone in the group who had not been appointed by the Selectboard. Laaspere added that it was a “temporary, task-based working group assisting the Planning Commission.”

Calloway pointed out that “this is what triggered Katucki in the first place” and shared that the Selectboard would need to get something from whatever group wanted to create a subgroup, which the Selectboard would then pass to the Town Manager’s office to ensure transparency. Calloway stated that the Katucki settlement agreement made clear that any

group like that would be a public body that would need to have minutes, but that she did not see any minutes from this group.

Laaspere shared that the group should be following open meeting law and that he would check on the matter. He offered to submit the charter to the Town Manager's office.

Calloway stated that the group should also be added to the Selectboard Handbook.

**4. Approval of 2026 Highway Mileage Certificate**

**Timestamp: 43:17**

The Town Manager explained that this was an annual mandatory report that would be submitted to VTrans on the number of miles of road by class in Norwich.

*I move to approve the 2026 Highway Mileage Certificate as presented. – Calloway moved (2<sup>nd</sup> Vincent) Vote: yes (unanimous)*

**5. Upper Valley Agricultural Association Request for Letter of Support**

**Timestamp: 44:33**

The Town Manager explained that it was a grant support letter for a REDI grant for the Norwich's Farmers' Market, which would be a precursor to a larger grant.

The Chair asked for Selectboard reactions to the letter; members responded that it looked fine and straightforward.

*I move to approve the draft letter in support of the Norwich Farmers' Market REDI grant application and authorize Chair Mary Layton to sign said letter. – Calloway moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

**6. Fire District Tax Exemption Agreement**

**Timestamp: 46:45**

The Chair stated that she would welcome the chance to discuss the letter in executive session due to legal questions.

Vincent shared confusion at the interest in entering executive session, as the letter just laid out a sequence of events that had happened and it seemed as though it was settled.

The Chair responded that it was a transition and a difference historically in the relationship between the fire district and the town.

Calloway stated that there were no approved Lister minutes, only draft minutes, and the draft minutes from April 10<sup>th</sup>, 2024 and June 19<sup>th</sup> 2025 referenced a deliberative session on PVR 317. Calloway explained that she wondered how the final decision was arrived at and whether the Listers got advice of counsel on PVR 317. Calloway noted seven properties listed on Patriot Properties that were “exempt oth” for the fire district. She added that it would be helpful for a future meeting to have the results of the deliberative session minutes and the PVRs filed by the district, and that the rest of the matter should be discussed in executive session.

*I move to find that premature public knowledge of potential litigation would place the Selectboard at a substantial disadvantage, including by potentially disclosing confidential information. – Calloway moved (2<sup>nd</sup> Griggs) Vote: yes (Calloway, Griggs, Swett, Layton), no (Vincent)*

*Under 1 V.S.A. §§313(a)(1)(E), I move to enter executive session with the Town Manager. – Calloway moved (2<sup>nd</sup> Griggs) Vote: yes (Calloway, Griggs, Swett, Layton), no (Vincent)*

**Time entered executive session: 6:56 pm**

*I move to enter public session. – Calloway moved (2<sup>nd</sup> Griggs) Vote: yes (unanimous)*

**Time entered public session: 7:41 pm**

The Chair shared that the Selectboard would like counsel to review the decision for tax exemption of the fire district to explore the issues brought up in the letter sent to the Selectboard. The Chair further stated that the Selectboard would like to obtain a copy of the PVR 317 application form, to know whether there were any deliberative sessions on it, and that she would contact the Listers’ Office with a memo to request the items.

## **7. Selectboard Handbook Amendment Process, Amendments, Additions**

**Timestamp: 1:37:37**

Calloway shared that the Selectboard Handbook was assembled as a reference document to find relevant laws. Calloway highlighted that it was a tool that would need to be amended as changes take place, and she explained the five areas of future change that she had listed in her memo.

Vincent asked who served as the custodian of public records.

Calloway explained that the custodian overall was the Town Manager but could be a Lister or the Town Clerk in different circumstances. She noted that a public records request would go through the Town Manager.

The Town Manager explained to Vincent that open meeting law is followed and that the approach to the response depends on the complexity of the request. He noted that requests to other town employees would normally be referred to him given his role as the custodian of public records for the town.

Calloway explained that the handbook should be a “springboard” and that updates might come from the Town Manager, VLCT, the town’s lawyers, or others.

The Chair thanked Calloway for her work on assembling the handbook.

*I move to approve amendments to the Selectboard Handbook, as detailed in the January 21, 2026 memo from Marcia Calloway and further to include the new energy plan working group information. – Calloway moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

Griggs expressed concern that people would take this document to be the law for Norwich and wanted to emphasize that it is a reference document, not the law.

Selectboard members discussed the wording and presentation of the handbook.

## **8. Draft Audit Process Question**

**Timestamp: 1:52:32**

The Chair explained that there was a question about confidentiality in the draft audit review process and that she would like an executive session to understand the matter.

*Under 1 V.S.A. §313(a)(4), I move to enter executive session to discuss the draft audit process and invite the Town Manager. – Calloway moved (2<sup>nd</sup> Swett) Vote: yes (Calloway, Griggs, Swett, Layton), no (Vincent)*

**Time entered executive session: 7:58**

*I move to enter public session. – Calloway moved (2<sup>nd</sup> Griggs) Vote: yes (unanimous)*

**Time entered public session: 8:58**

The Chair shared that the Selectboard listened to concerns that the Town Manager had with the process of releasing the draft audit to officials. She noted that they were not considering any action at the time.

## **9. Town Manager Report**

**Timestamp: 2:53:34**

The Town Manager highlighted that (1) the audit had been completed and time had been scheduled with the head auditor to review the audit at the Feb. 11<sup>th</sup> Selectboard meeting, (2) a future RFP for auditing services would likely be issued with the hope and expectation that Sullivan Powers would be one of the responders, (3) the Finance Director is transferring FY25 numbers into the Town Report, (4) Jonathan DeLaBruere started in the Finance Assistant role, (5) Pam Mullen resigned due to a move, (6) Officer Rebentisch completed his requirements to become a certified VT Level Three officer, (7) there is a road salt shortage, which is why DPW has been putting down sand on roads, (8) the Moore Lane bridge project solicitation had been reissued with the hope of starting construction once weather allows, (9) the Recreation Department has potluck dinners at Tracy Hall scheduled for Feb. 8th, Mar. 8<sup>th</sup>, and Apr. 5<sup>th</sup>, (10) planning is underway for the upcoming local election, (11) the Town Manager's Office is compiling the Town Report, (12) the Emerald Ash Borer Subcommittee is interested in attending a Feb. Selectboard meeting, (13) the local hazard mitigation plan is due to expire, Steven True has offered to take on the lead role for the process, and there will be a memo for the next meeting with a list of possible members for a steering committee, and (14) there was a third quote for the Tracy Hall slate roof that the Town Manager would like to move forward with.

The Chair shared that she thought it would be good to move forward on the roof and that the building likely did not need to retain the chimney. She suggested possibly taking the chimney down below the roofline.

Selectboard members and the Town Manager discussed the status of the Tracy Hall roof. The Chair highlighted the need to figure out the Selectboard's level of engagement with the Tracy Hall renovations.

## **10. Department Reports**

**Timestamp: 3:07:49**

Griggs highlighted an increase in assaults listed in the police report. The Town Manager suggested asking the Police Chief about the increase.

Vincent thanked DPW Director Chris Kaufman for his work on getting the town FEMA funds.

Vincent thanked Finance Director Barrie Rosalinda for the finance overview.

Swett thanked Rosalinda for including her explanations in a written format.

## **11. Approve Minutes**

**Timestamp: 3:11:30**

*I move to approve the minutes for January 14<sup>th</sup> and 21<sup>st</sup>, 2026 as presented. – Griggs moved (2<sup>nd</sup> Calloway) Vote: yes (unanimous)*

## **12. AP Warrants**

**Timestamp: 3:12:07**

*I move to approve AP Warrant #1447 in the amount of \$160,068.23 to be paid from the General Fund. – Calloway moved (2<sup>nd</sup> Griggs) Vote: yes (unanimous)*

## **13. Receipt of Correspondence**

**Timestamp: 4:14:01**

A memo asked why the DPW budget was being cut; the Chair explained that she understood it as them managing to be very efficient and frugal. Vincent added that less money was going to be spent on outside contractors because the town has more CDL employees.

A memo asked why the Police Department requested tasers; the Chair suggested referring to the Selectboard meeting when the matter was discussed.

Swett shared that he hoped the Selectboard would take up the Finance Committee's suggestions; the Chair said she put it in the agenda "parking lot."

The Chair raised that different towns had been spending their opioid settlement funds and that the Selectboard should decide how to spend Norwich's funds.

*I move to receive all correspondence. – Griggs moved (2<sup>nd</sup> Calloway) Vote: yes (unanimous)*

**14. Adjournment**

**Timestamp: 3:18:07**

*I move to adjourn the meeting. – Calloway moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

Meeting adjourned at 9:23.

Minutes taken by Jenny Tolman.

02/06/26

01:22 pm

Town of Norwich Accounts Payable  
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Vendor		Invoice	Invoice Description	Account	Amount	Check	Check
		Date	Invoice Number		Paid	Number	Date
10014	ACTIVE911, INC	02/03/26	ActiveAlert License 665002	01-5-555632.00 DISPATCH SERVICE	10.49	17350	02/11/26
10022	ADVANCE AUTO PARTS	01/16/26	Air Filter 608460160801	01-5-703403.00 PARTS & SUPPLIES	39.38	17351	02/11/26
10022	ADVANCE AUTO PARTS	01/20/26	Gates 608460206088	01-5-703403.00 PARTS & SUPPLIES	32.12	17351	02/11/26
10022	ADVANCE AUTO PARTS	01/21/26	Coupling 608460216091	01-5-703403.00 PARTS & SUPPLIES	17.78	17351	02/11/26
10022	ADVANCE AUTO PARTS	01/22/26	Couplings 608460220832	01-5-703403.00 PARTS & SUPPLIES	144.44	17351	02/11/26
10022	ADVANCE AUTO PARTS	01/23/26	Oil, Winshield Fluid 608460230841	01-5-703405.00 PETROLEUM PRODUCTS	119.52	17351	02/11/26
10022	ADVANCE AUTO PARTS	01/23/26	Oil Filter 608460230845	01-5-703403.00 PARTS & SUPPLIES	34.55	17351	02/11/26
10022	ADVANCE AUTO PARTS	01/29/26	Coupling, Gates 608460296114	01-5-703403.00 PARTS & SUPPLIES	53.00	17351	02/11/26
10022	ADVANCE AUTO PARTS	02/02/26	Lift Support, Oil Dry 608460336125	01-5-703507.00 SUPPLIES	115.99	17351	02/11/26
10022	ADVANCE AUTO PARTS	02/03/26	Hose Clamp, Tail Light 608460340890	01-5-703403.00 PARTS & SUPPLIES	38.89	17351	02/11/26
10066	AMAZON CAPITAL SERVICES,	01/21/26	Labor Law Posters 119JHLM11WPD	01-5-005610.00 OFFICE SUPPLIES	34.19	17352	02/11/26
10066	AMAZON CAPITAL SERVICES,	01/21/26	Labor Law Poster 17TKLK4766LC	01-5-500501.00 ADMINISTRATION	19.24	17352	02/11/26
10066	AMAZON CAPITAL SERVICES,	01/17/26	Docking, Monitors, Stamp 1J97KVVVT7HV	01-5-200611.00 OFFICE EQUIPMENT	99.99	17352	02/11/26
10066	AMAZON CAPITAL SERVICES,	01/17/26	Docking, Monitors, Stamp 1J97KVVVT7HV	01-5-005611.00 OFFICE EQUIP	46.00	17352	02/11/26
10066	AMAZON CAPITAL SERVICES,	01/17/26	Docking, Monitors, Stamp 1J97KVVVT7HV	01-5-005611.00 OFFICE EQUIP	46.00	17352	02/11/26
10066	AMAZON CAPITAL SERVICES,	01/17/26	Docking, Monitors, Stamp 1J97KVVVT7HV	01-5-200611.00 OFFICE EQUIPMENT	119.99	17352	02/11/26
10066	AMAZON CAPITAL SERVICES,	01/17/26	Docking, Monitors, Stamp 1J97KVVVT7HV	01-5-555630.00 OFFICE SUPPLIES	18.00	17352	02/11/26
10066	AMAZON CAPITAL SERVICES,	01/17/26	Docking, Monitors, Stamp 1J97KVVVT7HV	01-5-200611.00 OFFICE EQUIPMENT	37.99	17352	02/11/26
10066	AMAZON CAPITAL SERVICES,	01/17/26	Dog Waste Bags 1J97KVVVT9GW	01-5-704403.00 PARTS & SUPPLIES	269.98	17352	02/11/26
10066	AMAZON CAPITAL SERVICES,	01/26/26	Webcam 1MKW17N6MXNK	01-5-100610.00 OFFICE SUPPLIES	49.98	17352	02/11/26
10066	AMAZON CAPITAL SERVICES,	01/21/26	American Flag 1P4DVRR7CJCC	01-5-706109.00 BUILDING SUPPLIES	39.98	17352	02/11/26
20023	BEST SEPTIC SERVICE, LLC	02/01/26	Portable Toilet 56695	01-5-705500.00 PURCHASED SERVICES	195.00	17353	02/11/26
20026	BETHEL MILLS	01/21/26	Sponge 397967/6	01-5-703403.00 PARTS & SUPPLIES	18.36	17354	02/11/26
20026	BETHEL MILLS	01/26/26	Snow Shovel 398833/6	01-5-555422.00 FIRE TOOLS & EQUIPMENT	33.99	17354	02/11/26
20026	BETHEL MILLS	01/28/26	Bar & Chain Oil 399263/6	01-5-555422.00 FIRE TOOLS & EQUIPMENT	11.99	17354	02/11/26

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01:22 pm

Town of Norwich Accounts Payable  
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Vendor		Invoice	Invoice Description	Amount Paid	Check	Check
		Date	Invoice Number		Number	Date
20026	BETHEL MILLS	02/03/26	Sponge 400111/6	01-5-703507.00 SUPPLIES	10.77	17354 02/11/26
20065	BROOK FIELD SERVICE	01/23/26	TH 2026 Contract 9443A	01-5-706113.00 REPAIRS & MAINTENANCE	798.00	17355 02/11/26
20065	BROOK FIELD SERVICE	01/23/26	DPW 2026 Contract 9443B	01-5-703511.00 REPAIRS & MAINTENANCE	733.00	17355 02/11/26
20065	BROOK FIELD SERVICE	01/23/26	Comms Tower 2026 Contract 9443C	01-5-575620.00 EMERG GEN MAINT	714.00	17355 02/11/26
20065	BROOK FIELD SERVICE	01/23/26	Pub Safety 2026 Contract 9443D	01-5-485302.00 REPAIRS & MAINTENANCE	1037.00	17355 02/11/26
30031	CCI MANAGED SERVICES	01/21/26	Complete Care 1 Device CW-63410	01-5-275632.00 SERVER MAINTENANCE	122.00	17356 02/11/26
30093	COMCAST	01/20/26	DPW 01/27/26 - 02/26/26 01202026	01-5-703505.00 TELEPHONE	338.14	17357 02/11/26
30093	COMCAST	11/21/25	DPW 11/27/25 - 12/26/25 11212025	01-5-703505.00 TELEPHONE	338.29	17357 02/11/26
30093	COMCAST	12/21/25	DPW 12/27/25 - 01/26/26 12212025	01-5-703505.00 TELEPHONE	338.29	17357 02/11/26
30103	COOP SERVICE CENTER	01/26/26	Test & Replace Battery 5617	01-5-555528.13 R&M 13 Ford	341.91	17358 02/11/26
40004	DAN and WHIT'S GENERAL ST	01/23/26	Antifreeze 012251	01-5-500308.00 CRUISER SUPPLIES	11.96	17359 02/11/26
50047	EVANS GROUP, INC.	01/14/26	Diesel Fuel 0080614-IN	01-1-004105.00 Inventory-DPW Fueling Sta	3287.75	17360 02/11/26
50055	EYEMED/FIDELITY SECURITY	01/22/26	Vision - February 2026 167200448	01-2-001126.00 VISION SERV PLAN-PAYROLL	175.20	17361 02/11/26
60013	FERGUSON WATERWORKS	01/12/26	Cold Patch 1314395	01-5-703211.00 ASPHALT PRODUCTS	148.02	17362 02/11/26
60013	FERGUSON WATERWORKS	01/16/26	Asphalt Top Mix 1314901	01-5-703211.00 ASPHALT PRODUCTS	71.28	17362 02/11/26
60024	FIRE TECH and SAFETY OF N	01/16/26	SCBA Repair Parts IN019276	01-5-555422.00 FIRE TOOLS & EQUIPMENT	120.00	17363 02/11/26
60024	FIRE TECH and SAFETY OF N	01/22/26	Helmet IN019591	01-5-555422.00 FIRE TOOLS & EQUIPMENT	465.00	17363 02/11/26
70063	GMP	01/21/26	Fire Station Electricity 01212026	01-5-485233.00 ELECTRICITY	2138.19	17364 02/11/26
70071	GMP	01/26/26	Streetlights Electricity 01262026	01-5-703307.00 STREETLIGHTS	1360.70	17365 02/11/26
70073	GMP	01/14/26	Academy Electricity 01142026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	47.70	17366 02/11/26
70030	GNOMON COPY	01/27/26	Trash Cards & Tickets 72104	01-5-705403.00 PARTS & SUPPLIES	116.00	17367 02/11/26
50049	HAMMOND ENGINEERING	01/19/26	Rte 132 Culvert Project 444	01-5-703321.00 BRIDGES	14451.00	17368 02/11/26
90012	IACP	12/22/25	2026 Dues 0457605	01-5-500581.00 DUES/MTGS/EDUC	220.00	17369 02/11/26
90025	IRVING ENERGY DISTRIBUTIO	01/21/26	Transfer Station Propane 135335	01-5-705503.00 PROPANE	72.75	17370 02/11/26
90025	IRVING ENERGY DISTRIBUTIO	01/21/26	Transfer Station Propane 135601	01-5-705503.00 PROPANE	27.63	17370 02/11/26

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01:22 pm

Town of Norwich Accounts Payable  
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Vendor		Invoice Date	Invoice Description	Amount Paid	Check Number	Check Date
			Invoice Number	Account		
90025	IRVING ENERGY DISTRIBUTIO	01/28/26	Town Hall Propane 843829	01-5-706103.00 HEATING	777.57	17370 02/11/26
110052	KURTZHALZ EXCAVATION LLC	02/02/26	Monthly Contract 1158	01-5-703301.00 PLOWING & SANDING	9000.00	17371 02/11/26
110052	KURTZHALZ EXCAVATION LLC	02/02/26	Monthly Contract 1159	01-5-703301.00 PLOWING & SANDING	9000.00	17371 02/11/26
130006	MADISON NATIONAL LIFE	01/15/26	February 26 Premiums 1747076	01-5-500124.00 DISABILITY/LIFE INS	263.62	17372 02/11/26
130006	MADISON NATIONAL LIFE	01/15/26	February 26 Premiums 1747076	01-5-555124.00 DISABILITY/LIFE INSURANCE	62.73	17372 02/11/26
130006	MADISON NATIONAL LIFE	01/15/26	February 26 Premiums 1747076	01-5-704124.00 DISABILITY/LIFE	103.63	17372 02/11/26
130006	MADISON NATIONAL LIFE	01/15/26	February 26 Premiums 1747076	01-5-703124.00 DISABILITY/LIFE	386.17	17372 02/11/26
130006	MADISON NATIONAL LIFE	01/15/26	February 26 Premiums 1747076	01-5-425124.00 DISABILITY/LIFE	67.59	17372 02/11/26
130006	MADISON NATIONAL LIFE	01/15/26	February 26 Premiums 1747076	01-5-350124.00 DISABILITY/LIFE INS	72.34	17372 02/11/26
130006	MADISON NATIONAL LIFE	01/15/26	February 26 Premiums 1747076	01-5-005124.00 DISABILITY/LIFE INSUR	178.03	17372 02/11/26
130006	MADISON NATIONAL LIFE	01/15/26	February 26 Premiums 1747076	01-5-100124.00 DISABILITY/LIFE INS	97.77	17372 02/11/26
130006	MADISON NATIONAL LIFE	01/15/26	February 26 Premiums 1747076	01-5-200124.00 DISABILITY/LIFE INS	131.23	17372 02/11/26
130104	MIRANDA BERGMIEIER	01/15/26	Cake for Pam Mullen 01222026	01-5-005900.00 MISCELLANEOUS	46.00	17373 02/11/26
140024	NEW ENGLAND ASSOC CHIEFS	01/26/26	2026 Annual Dues 5373-26	01-5-500581.00 DUES/MTGS/EDUC	125.00	17374 02/11/26
140030	NEW ENGLAND MUNI RESOURCE	02/01/26	W2, 1099 58784	01-5-200320.00 PROFESS SERVICES	1667.74	17375 02/11/26
140101	NH RECYCLES	01/14/26	Class Release 721336 146271	01-5-705305.00 RECYCLING	193.50	17376 02/11/26
140103	NORTH COUNTRY HYDRAULICS,	02/04/26	Plow Cylinder, Seal Kit 12503	01-5-703403.00 PARTS & SUPPLIES	1671.84	17377 02/11/26
150014	OTIS ELEVATOR COMPANY	01/12/26	M&S February 2026 100402212543	01-5-706107.00 ELEVATOR MAINTENANCE	344.83	17378 02/11/26
160077	PACIF	01/23/26	2026 P&C, WC Insurance 14547	01-5-555620.00 FIREFIGHTERS CASUL INS	2007.00	17379 02/11/26
160077	PACIF	01/23/26	2026 P&C, WC Insurance 14547	01-5-800518.00 PROP & CAS INSURANCE	22265.62	17379 02/11/26
160077	PACIF	01/23/26	2026 P&C, WC Insurance 14547	01-5-800520.00 WORKER'S COMP INS	-184.90	17379 02/11/26
160077	PACIF	01/23/26	2026 P&C, WC Insurance 14547	01-5-800520.00 WORKER'S COMP INS	26917.09	17379 02/11/26
160074	Performance Janitorial Se	01/30/26	PD Cleaning Service 274229	01-5-485304.00 CLEANING	751.33	17380 02/11/26
130048	ROMEI, MATT	01/23/26	Fuel, Fuel Additive 01272026	01-5-500302.00 PETROLEUM PRODUCTS	57.57	17381 02/11/26
130048	ROMEI, MATT	01/23/26	Fuel, Fuel Additive 01272026	01-5-500302.00 PETROLEUM PRODUCTS	4.27	17381 02/11/26

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Vendor		Invoice Date	Invoice Description	Amount	Check Paid	Check Number	Check Date
190006	SABIL and SONS INC	01/21/26	Trans & Air System Repair 01-5-703401.00 17645 OUTSIDE REPAIRS	1275.00	17382	02/11/26	
190006	SABIL and SONS INC	01/21/26	Trans & Air System Repair 01-5-703403.00 17645 PARTS & SUPPLIES	515.91	17382	02/11/26	
190006	SABIL and SONS INC	01/28/26	Heavy Recovery Service 01-5-703401.00 18028 OUTSIDE REPAIRS	700.00	17382	02/11/26	
190006	SABIL and SONS INC	01/27/26	4" Step Clamp 01-5-703403.00 49338 PARTS & SUPPLIES	28.10	17382	02/11/26	
190006	SABIL and SONS INC	02/03/26	Bolt, Nut 01-5-703403.00 49380 PARTS & SUPPLIES	53.24	17382	02/11/26	
190054	SOLAFLECT SOLAR PARK I, L	01/15/26	Monthly Solar 01-5-706101.00 JAN 2026 ELECTRICITY	609.09	17383	02/11/26	
190054	SOLAFLECT SOLAR PARK I, L	01/15/26	Monthly Solar 01-5-705501.00 JAN 2026 ELECTRICITY	239.04	17383	02/11/26	
190055	SOLAFLECT SOLAR PARK IV,	01/15/26	Monthly Solar 01-5-485233.00 2601_01 ELECTRICITY	698.86	17386	02/11/26	
190055	SOLAFLECT SOLAR PARK IV,	01/15/26	Monthly Solar 01-5-705501.00 2601_01 ELECTRICITY	76.77	17386	02/11/26	
190055	SOLAFLECT SOLAR PARK IV,	01/15/26	Monthly Solar 01-5-575233.00 2601_01 TOWER POWER	22.36	17386	02/11/26	
190055	SOLAFLECT SOLAR PARK IV,	01/15/26	Monthly Solar 01-5-706115.00 2601_01 BNDSTND/SIGN/EVCH ELECTRI	17.60	17386	02/11/26	
190055	SOLAFLECT SOLAR PARK IV,	01/15/26	Monthly Solar 01-5-500204.00 2601_01 SPEED SIGNS	84.41	17386	02/11/26	
190064	SP and F ATTORNEYS, P.C.	01/26/26	Legal Services 01-5-005305.00 98888 LEGAL	1768.40	17384	02/11/26	
20060	SWENSON, BRIE	01/20/26	After School Food 01-5-425211.00 01292026 EQUIP. & SUPPLIES	47.66	17385	02/11/26	
20060	SWENSON, BRIE	02/02/26	After School, Skating 01-5-425211.00 02022026 EQUIP. & SUPPLIES	79.93	17385	02/11/26	
20060	SWENSON, BRIE	02/02/26	After School, Skating 01-5-425211.00 02022026 EQUIP. & SUPPLIES	18.36	17385	02/11/26	
20060	SWENSON, BRIE	02/02/26	After School, Skating 01-5-425220.00 02022026 SPECIAL EVENTS /SUPPLIES	40.91	17385	02/11/26	
20060	SWENSON, BRIE	02/02/26	After School, Skating 01-5-425220.00 02022026 SPECIAL EVENTS /SUPPLIES	6.79	17385	02/11/26	
20060	SWENSON, BRIE	02/02/26	After School, Skating 01-5-425211.00 02022026 EQUIP. & SUPPLIES	22.46	17385	02/11/26	
210004	UNIFIRST CORPORATION	01/26/26	Uniforms 01-5-703311.00 1070482815 UNIFORMS	394.68	17387	02/11/26	
210004	UNIFIRST CORPORATION	01/26/26	Uniforms 01-5-704311.00 1070482815 UNIFORMS	100.00	17387	02/11/26	
210004	UNIFIRST CORPORATION	02/02/26	Uniforms 01-5-703311.00 1070484415 UNIFORMS	394.68	17387	02/11/26	
210004	UNIFIRST CORPORATION	02/02/26	Uniforms 01-5-704311.00 1070484415 UNIFORMS	100.00	17387	02/11/26	
220003	VALLEY NEWS	02/02/26	DRB Notice 01-5-350540.00 4452061 ADVERTISING	106.00	17388	02/11/26	
220008	VERIZON WIRELESS	01/04/26	Cell Phone Bill 01-5-005532.00 6132705142 T MNGR CELL PHONE	37.45	17389	02/11/26	

02/06/26  
01:22 pmTown of Norwich Accounts Payable  
Check Warrant Report # 1452 Current Prior Next FY Invoices For Fund (General)  
For Check Acct 03(General) All check #s 02/11/26 To 02/11/26Page 5 of 5  
jdelabruere

Vendor		Invoice	Invoice Description	Account	Amount	Check	Check
		Date	Invoice Number		Paid	Number	Date
220008	VERIZON WIRELESS	01/04/26	Cell Phone Bill 6132705142	01-5-425127.00 TELEPHONE	37.45	17389	02/11/26
220008	VERIZON WIRELESS	01/04/26	Cell Phone Bill 6132705142	01-5-555625.00 TELEPHONE & INTERNET	77.46	17389	02/11/26
220008	VERIZON WIRELESS	01/04/26	Cell Phone Bill 6132705142	01-5-500501.00 ADMINISTRATION	309.86	17389	02/11/26
220042	VERMONT TOWN AND CITY MGM	01/21/26	2026 Membership Dues 2026-01	01-5-005615.00 DUES/MTS/EDUC	100.00	17390	02/11/26
230020	WHITE RIVER CAR WASH	01/31/26	Car Wash 01312026	01-5-500306.00 CRUISER MAINT	20.00	17391	02/11/26
230041	WITMER PUBLIC SAFETY GROU	11/11/25	Structural FF Gloves INV778817	01-5-555422.00 FIRE TOOLS & EQUIPMENT	429.26	17392	02/11/26
<hr/>							
Report Total						113550.72	
<hr/>						=====	

To the Treasurer of Town of Norwich, We hereby certify  
that there is due to the several persons whose names are  
listed hereon the sum against each name and that there  
are good and sufficient vouchers supporting the payments  
aggregating \$ \*\*\*113,550.72  
Let this be your order for the payments of these amounts.

Finance Director

*Barrie Rosalinda*

Barrie Rosalinda

Town Manager:

DocuSigned by:  
*Brennan Duffy*  
D4520EC72DA7484...  
Brennan Duffy

SELECTBOARD:

Mary Layton  
ChairKimo Griggs  
Vice Chair

Priscilla Vincent

Matthew Swett

Marcia Calloway

02/06/26

01:22 pm

Town of Norwich Accounts Payable  
 Check Warrant Report # 1452 Current Prior Next FY Invoices For Fund (RECORDS RESTORATION)  
 For Check Acct 03(General) All check #s 02/11/26 To 02/11/26

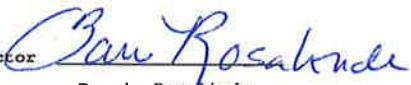
Page 1 of 1

jdelabruere

Vendor	Invoice	Invoice Description	Account	Amount	Check	Check
	Date	Invoice Number		Paid	Number	Date
10066 AMAZON CAPITAL SERVICES,	01/30/26	Storage Cabinet, Binder 1LMWGGCGQCHQL	45-5-100341.00 RESTORATION EXPENSE	511.83	17352	02/11/26
Report Total				511.83	=====	

To the Treasurer of Town of Norwich, We hereby certify  
 that there is due to the several persons whose names are  
 listed hereon the sum against each name and that there  
 are good and sufficient vouchers supporting the payments  
 aggregating \$ \*\*\*\*\*511.83  
 Let this be your order for the payments of these amounts.

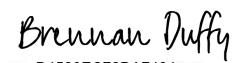
Finance Director



Barrie Rosalinda

Town Manager:

DocuSigned by:



Brennan Duffy

D4520EC72DA7484...

Brennan Duffy

SELECTBOARD:

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 Mary Layton  
 Chair

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 Kimo Griggs  
 Vice Chair

---

 Priscilla Vincent

---

 Matthew Swett

---

 Marcia Calloway

---

## Decision on Act 250 and housing in Norwich

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**From** Kevin Geiger <kgeiger@trorc.org>

**Date** Tue 1/27/2026 12:03 PM

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

**Cc** Kyle Katz <kkatz@trorc.org>; Steven True <strue@norwich.vt.us>; Jaan Laaspere <laaspere.planning@gmail.com>; Brian Loeb <loebbrian@gmail.com>; Peter G. Gregory <pgregory@trorc.org>; Brennan Duffy <BDuffy@norwich.vt.us>

 2 attachments (368 KB)

Possible Norwich Tier 1B area.pdf; Tier letter Norwich.pdf;

Dear Selectboard Chair,

We would like to meet with the Selectboard in February. Please see the attached memo and map regarding important information particular to Norwich and the current in-process revisions to our Regional Plan.

Please contact Kyle or me with any questions.

Sincerely,  
Kevin

**Kevin Geiger, AICP CFM**  
**Chief Planner**  
**Two Rivers-Ottauquechee Regional Commission**  
802-457-3188 ext. 3003  
[www.trorc.org](http://www.trorc.org)

*This email is a public record. It is not intended as legal advice.*

January 26, 2026

Dear Selectboard,

The legislature passed Act 181 to help address the ongoing housing crisis our communities, including yours, face. One of the ways the Act does this is through the temporary removal of Act 250 permitting for housing developments of 50 units or less in certain areas in your community. This exemption is currently in place through 2026 around the main village in Norwich. You can see this current exemption area on the state map [here](#).

After 2026, this exempt area will expire, and such an exemption will only continue in new 'Tier 1B' areas that are in the process of being established.

**Four things have to be in place for a Tier 1B area to be created:**

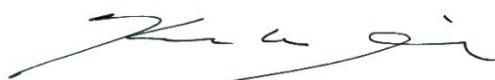
- The area must meet the [statutory requirements](#) (which we feel it does).
- The area must be mapped in the draft Regional Plan. In Norwich, these are lands we are proposing as Village Center and Village Area. You can find the digital Future Land Use map [here](#), and attached. You could request the Village Center, the Village Area, or both.
- **The Selectboard has to request Tier 1B as part of our Regional Plan.**
- The State [Land Use Review Board](#) must approve the area when approving the Regional Plan (in late 2026).

What would a Tier 1B approval mean? Only that in 2027 and later, Act 250 would no longer apply to housing developments of 50 units or less on parcels of 10 acres or less within that area. This is not limited to affordable housing, and it is not necessarily big buildings. Importantly, your zoning and subdivision rules would not change and would still apply. Various other things like wastewater and water supply permits would still apply as well.

We have reviewed this process with your Planning Commission and Planning Director who are discussing the matter and will likely be in touch with you soon. As the Tier 1B request has to come from the town's Selectboard, TRORC staff would like to come to a Selectboard meeting in February to answer any questions as you consider whether to request Tier 1B.

Please email Kyle Katz and me if you would like us to come to a meeting and when. Thank you.

Sincerely,



Kevin Geiger, AICP CFM  
Chief Planner

Cc Kyle Katz, Peter Gregory, Norwich TRORC Commissioner, Town Manager, PC chair, Planning Director

William B. Emmons, III, Chair ~ Peter G. Gregory, AICP, Executive Director  
**128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ [trorc.org](#)**



## DRAFT Regional Future Land Use

<https://trorc.org/regional-chapters-draft/>

comments:

[regionalplan@trorc.org](mailto:regionalplan@trorc.org)

**For use when projects trigger Act 250;  
Does not change zoning.**

### Downtown/Village Center- 1% of Region

Dense centers with a mix of residential, business, and civic uses. Will become Designated Center under State Designation and eligible for locally-requested Act 250 exemption (Tier 1A/B)

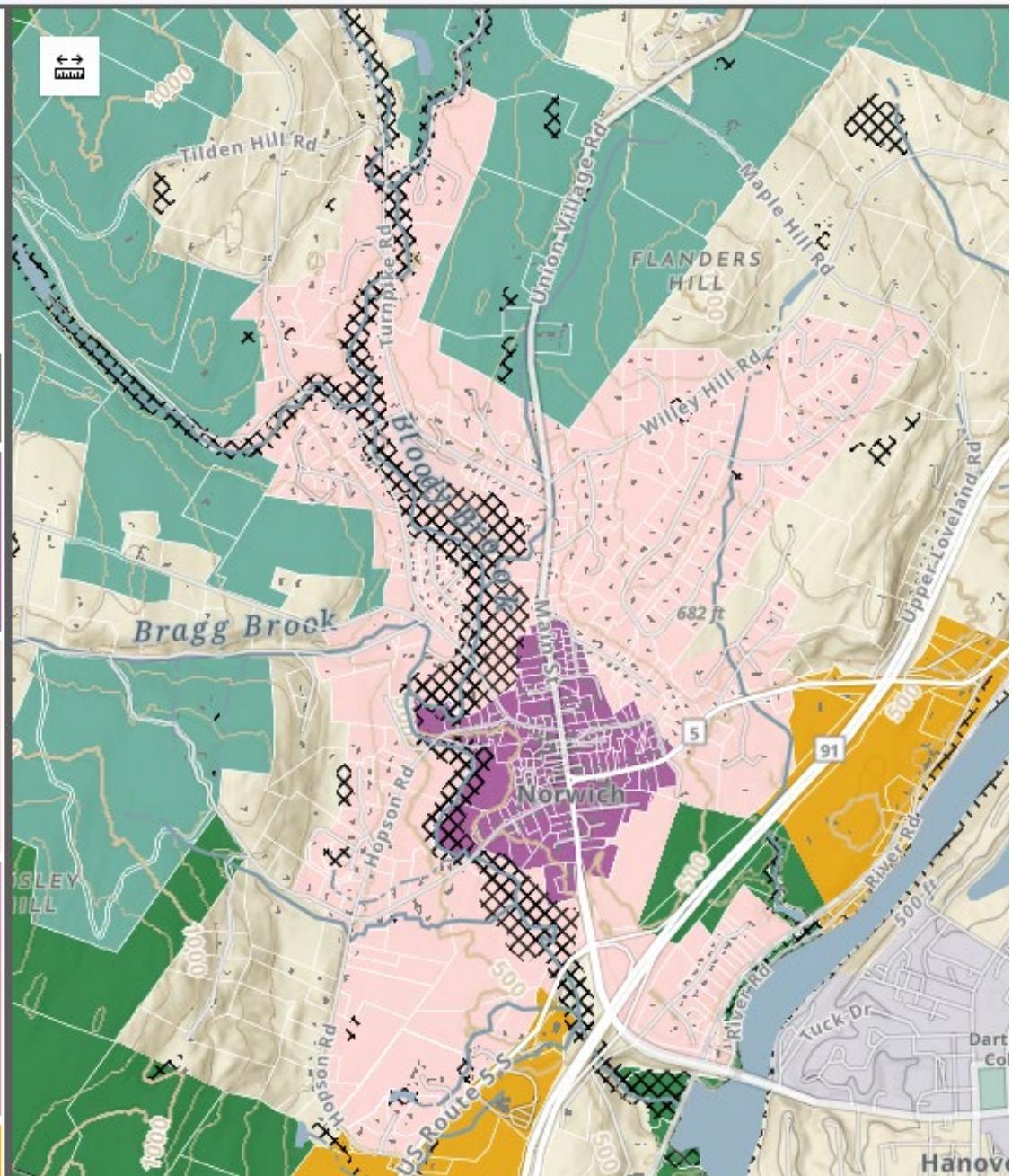
### Village Area- 0.5% of Region

Existing neighborhoods adjacent to Centers with planning and zoning that support residential and mixed-use. Will become Designated Neighborhood under State Designation and eligible for locally-requested Act 250 exemption (Tier 1A/B)

### Planned Growth Area- 0.3% of Region

Existing mixed-use neighborhoods and undeveloped lands near Centers that have planning, zoning, subdivision bylaws and infrastructure to support substantial growth. Will become Designated Neighborhood under State Designation and eligible for locally-requested Act 250 exemption (Tier 1A/B)

### Transition Area- 0.3% of Region



**From:** [Matt Swett](#)  
**To:** [Mary Layton](#); [Kimo Griggs](#); [Priscilla Vincent](#); [Marcia Calloway](#); [Brennan Duffy](#)  
**Cc:** [Select Board](#)  
**Subject:** Opioid Settlement Article  
**Date:** Wednesday, January 28, 2026 11:00:22 AM

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Selectboard Members,

As we move on to figuring out how to use our Opioid Settlement Funds, I thought this article was informative.

[https://www.vermontpublic.org/local-news/2026-01-27/vermont-millions-opioid-settlements-where-s-money-going?\\_bhlid=ae31e96556f8b952edf13b195e9ff28ec3834e04](https://www.vermontpublic.org/local-news/2026-01-27/vermont-millions-opioid-settlements-where-s-money-going?_bhlid=ae31e96556f8b952edf13b195e9ff28ec3834e04)

Take care,  
Matt




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**RE: A couple of questions for tonight's meeting**


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**From** Brennan Duffy <BDuffy@norwich.vt.us>

**Date** Wed 1/28/2026 2:33 PM

**To** Priscilla Vincent <priscillavincentsb@gmail.com>; Barrie Rosalinda <brosalinda@norwich.vt.us>

**Cc** Mary Layton <marydlayton@gmail.com>; Kimo Griggs SB <kimogriggsnorwichselect@gmail.com>; Marcia Calloway <msbcalloway@gmail.com>; Matt Swett SB <mswettselectboard@gmail.com>; Select Board <selectboard@norwich.vt.us>

Hi Priscilla, et al,

I am including the entire SB on this response per our historic policy related to answering individual financial questions. This response is for information only.

In answer to your first question. From our understanding, at some point in the past the Cemetery Commission began maintaining their own financial records. That said, the Norwich Finance Dept. does not oversee the Cemetery Commission's financials, as they have chosen to be treated as a separate entity.

Barrie has compiled the following information in response to question two.

The Town voted in Articles 8, 9, and 10 at last year's town meeting to use surplus funds in a particular way.

The voted upon amount was "transferred out" of the General Fund to the designated funds.

1. Transfer out is a debit thus reducing the fund balance – each designated fund is credited thus increasing their revenue/balance for the year.

View the budget status report for revenue of funds 4-56 actual column.

13-4-000760.00 DESIG. GEN. FUND INCOME	0.00	291,000.00	-291,000.00	100.00%
41-4-000760.00 DESIG. GEN FUND INCOME	0.00	350,000.00	-350,000.00	100.00%
52-4-000760.00 Designated Fund Income	0.00	100,000.00	-100,000.00	100.00%

Note: Fund 41 also had \$150,000 dedicated to it via the budget

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

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

---

**From:** Priscilla Vincent <priscillavincentsb@gmail.com>

**Sent:** Wednesday, January 28, 2026 11:08 AM

**To:** Barrie Rosalinda <brosalinda@norwich.vt.us>  
**Cc:** Brennan Duffy <BDuffy@norwich.vt.us>  
**Subject:** A couple of questions for tonight's meeting

I don't think these are big deals, but maybe I don't have to take up meeting time if I ask in advance.

The general ledger budget status report has a line for Cemetery Commission, but there are only zeros in it. Of course, there have been budgeted funds for the Commission - \$20,000 in FY25; \$25,000 in FY26; and a warrant article for \$32,000 in FY27. I realize that the request, in a separate warrant article, separates this money out of the overall municipal budget, but it looks as though at one time perhaps the accounting and the check writing was done through the town finance office. And it does seem like a good idea to have these Cemetery Commission funds parked somewhere within the town, so that we can keep proper track of them. No aspersions on the members of the Cemetery Commission, but the money might be better handled by the town's finance office. Should we do something to work with the CC to move those funds?

Second question. I know "surplus" has become a fraught word, and you know that I have brought it up numerous times, both the \$700,000 from over a year ago, and what appeared to be \$270,000 from last year's budget. This is not a new topic for me. I see that on page 13 of the general ledger, current year period 6, budget status report there is an entry for "Transfer Out (GF Surplus)" in the amount of \$591,000 under tax expenditures. Is this simply a reflection of current cash flow, or is this an accumulating surplus?

See you tonight.

Priscilla



NORWICH TOWN MANAGER  
FEB 5 2026  
RECEIVED

**State of Vermont**  
**Department of Taxes**  
133 State Street  
Montpelier, VT 05633-1401

*Agency of Administration*

January 30, 2026

Norwich Municipal Officials  
PO Box 376  
Norwich, VT 05055

### **2025 Reappraisal Evaluation**

*Note from Director Remick: A sincere apology for the delay in getting these results to you. This is due to implementation challenges in the VTPIE system. Due to the delay, we will not be taking any action on unsatisfactory outcomes. However, we still recommend that you review your reappraisal data and request that you reach out with your District Advisor to explain why the unsatisfactory result may not accurately reflect your appraisal practices.*

Enclosed are the results of the Vermont Department of Taxes, Property Valuation and Review (PVR) Division's evaluation of your 2025 reappraisal for Norwich. The evaluation checks your town's new listed values with two equity measures described in the document *Reappraisal Activity Evaluation for the Equalization Study* found at <http://tax.vermont.gov/municipal-officials/listers-and-assessors/reappraisals>.

The results of the reappraisal evaluation are as follows:

<b>Equity Measure</b>	<b>Desired Result</b>	<b>Result</b>
1. Properties subject to revaluation show changed list values.	At least 95 percent of all parcels show a change in listed value.	<b>Satisfactory</b>
2. Equal treatment of (recently) sold and unsold properties.	The percentage change in the listed value is approximately equal for both sold and unsold properties.	<b>Satisfactory</b>

Information and details on equity measures and results are included in the enclosed document entitled *Norwich 2025 Reappraisal Evaluation Results*.

Sincerely,

Jill Remick, Director  
Property Valuation and Review  
Vermont Department of Taxes

Enclosure: Norwich 2025 Reappraisal Evaluation Results



### **Norwich 2025 Reappraisal Evaluation Results**

The following are your municipality's results based on the three evaluation measures. The data for this analysis includes the valid sales identified in the 2025 sales review, the final 2024 NEMRC Grand List and the preliminary NEMRC Grand List (from the August 15<sup>th</sup> submissions).

#### Test 1: Reappraisal coverage (percent of parcels with changed value).

Criterion for full reappraisals and statistical updates, at least 95 percent of all parcels show a change in listed value. No test of statistical significance is required for this measure.

Total taxable parcels	1,641
Taxable parcels changed	1,633
Percent parcels changed (%)	99.51

Difference from 100 percent parcel change is: 0.49%

Is the resulting measure satisfactory? Satisfactory

#### Test 2: Equal treatment of sold and unsold properties.

Criterion is no more than a ten-percentage point difference between the average change in value of the two groups. This is based on the difference between the median values of the two groups. Measurement of the difference must also be statistically significant<sup>1</sup>. *Note: the total of sold and unsold parcels may be lower than the total count of taxable parcels due to trimming of outliers for this statistical test. A parcel would be considered an outlier if the change from the prior listed value to the new/current listed value was extremely unusual.*

	Sold	Unsold
Number of Parcels	118	1,506
Median Change (%)	65.18	58.05

Absolute difference sold and unsold is: 7.13%

Is the difference statistically significant? Yes, 0.002

Is the resulting measure satisfactory? Satisfactory

### **Overall Evaluation: Satisfactory**

*If the overall evaluation above states that your results are satisfactory, then the evaluation of your reappraisal is finished, the reappraisal appears to have met a reasonable standard in terms of the equity measures subject to the evaluation. This does not mean that the results of the reappraisal are necessarily satisfactory in regard to other legal and statutory issues. For example, a satisfactory result on this evaluation does not mean that a coefficient of dispersion (COD) of more than 20% will not result in a reappraisal order.*

*If the overall evaluation states that the results are unsatisfactory (i.e., unsatisfactory to any of the measures), PVR staff need to understand why there appears to be a lack of equity in your reappraisal. Please provide an explanation as soon as possible to your District Advisor in writing, explaining why the unsatisfactory results do not represent your assessment practices. Your District Advisor can provide you with sales used in the evaluation so you can produce an evidence-based explanation.*

<sup>1</sup> Statistical significance is the probability that the measure is a true indication of your entire grand list. For more information on the significance calculation, please refer to Appendix 3 (Statistical Notes) in *Reappraisal Activity Evaluation for the Equalization Study*.

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## Select Board 1/28/26 Meeting Notes --> Summarized

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**From** Will Smith <willcycle1445@gmail.com>

**Date** Thu 2/5/2026 11:01 AM

**To** norwich@lists.vitalcommunities.org <norwich@lists.vitalcommunities.org>

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

Some people who received this message don't often get email from willcycle1445@gmail.com. [Learn why this is important](#)

Thank you Brian for stepping up and making people think.

Now, does anybody want to hear my theory concerning inflated egos? How about a rigged hiring of our current Town Manager?

One former Select Board member, previously a meek and mild mannered individual, after gaining some authority by becoming a member of the Board, morphed into an authoritarian wannabe and wreaked havoc on our Police Department, the Department of Public Works, wasted enormous amounts of tax dollars fighting lawsuits, and yes, had disdained for the democratic process itself. When questioned, he replied with statements like "I don't need to hear from the people", "I don't care that I'm authoritarian", etc.

This same individual worked hand-in-hand with an authoritarian wannabe Town Manager to cause all of the turmoil and destruction mentioned above. However, that authoritarian TM wasn't around long and the details of his departure are hidden to this day. Also hidden is a study done by a company called HR Happens (<https://www.hrhappens.com/>) out of Burlington. When the study was completed, I believe it was intercepted by a board member and possibly destroyed because it possibly implicated that same SB member. I contacted HR Happens a while ago and was told their report could not be released without Select Board permission. So, I am sharing this post with the current Select Board and per the Freedom of Information Act, requesting a copy of the HR Happens report (unredacted).

The following will please take notice of my request:

**Marcia Calloway**, term expires March 2026

**Kimo Griggs**, Vice Chair, term expires March 2028

**Mary Layton**, Chair, term expires March 2027

**Matt Swett**, term expires March 2027

**Priscilla Vincent**, term expires March 2026

Now, let's talk about the hiring of Brennon Duffy for Town Manager while Marcia Calloway was Select Board Chair, plus, after she was no longer SB Chair. Let's talk about her refusal to advertise the TM position prior to Mr. Duffy's hiring as Interim TM, and again prior to his first full time contract. There was talk among Select Board members about advertising the job prior to Mr. Duffy's rehiring for his second full time contract, as it should have been from the beginning, but that was quashed in a maneuver to renew his contract one year before his first full term contract had ended. A flimsy excuse

for this was offered along the lines of "We have to do this now in case the Select Board decides not to renew Mr. Duffy's contract. That way the SB will have time to conduct a full search for a new TM before next year". Really?

Basically, I am suggesting that Brennon Duffy's initial hiring as interim was rigged, and his hiring for his two full contract terms were rigged as well in a two-way conspiracy to get him job, pay him an exorbitant amount and ignore his lack of experience and the skills needed for the job. Mr. Duffy has no previous Town Manager experience.

Finally, I initially encouraged, supported and voted for Marcia Calloway for Select Board. At first she appeared to be the lone voice of reason on the old Select Board. However, it was not long after she was reelected and became SB Chair that I began to see the polar opposite of what I voted for, and in my view, this behavior continues to this day.

Will

Will Smith