

Norwich Selectboard

Regular Meeting: Wednesday, February 25, 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. Act 250/Tier 1B Presentation – Discussion/Possible Motion (20 mins)
5. Discussion of Concerns Regarding Speeding – Discussion/Possible Motion (30 mins)
6. Emerald Ash Borer Management Subcommittee Update – Discussion/Possible Motion (10 mins)
7. Library Request for Letter of Support – Discussion/Possible Motion (5 mins)
8. Town Clerk Spending Request – Discussion/Possible Motion (5 mins)
9. DPW Bid Recommendation for Moore Lane Bridge Membrane, Paving and Guardrail Project – Discussion/Possible Motion (5 mins)
10. DPW Bid Recommendation for Mitchell Brook Rd. Culvert No. 9 Replacement Project – Discussion/Possible Motion (5 mins)
11. Request for Funds from Citizen Assistance Fund – Discussion/Possible Motion (5 mins)
12. Informational Meeting Presentation Review – Discussion/Possible Motion (10 mins)
13. Town Manager Report – Discussion (10 mins)
14. Department Reports – Discussion (5 mins)
15. Approve Minutes – February 11, 2026 – Discussion/Possible Motion (5 mins)
16. AP Warrants – Discussion/Possible Motion (5 mins)
17. Receipt of Correspondence – Discussion/Possible Motion (5 mins)
18. Set Organizational Meeting – Discussion/Possible Motion (5 mins)
19. Adjournment – Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Monday	3/2/2026	Public Informational: YouTube via JAM	7:00 p.m. Discussion of Warrant Articles on 2026 Town Meeting Warning	
Wednesday	3/4/2026	Special: Zoom & JAM	6:30 p.m. Organizational Meeting	
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



Board of Trustees

Emily Myers
President

Marc Aquila
Vice President

Tricia Spellman
Treasurer

Marisa Lorenzo
Secretary

Richard Adams
Jennifer Ankner-Edelstein
Julia Lau
Jon Protas
Joyce Rollor
Todd Thompson
Megan Tompkins
Christina Aquila
(ex officio)

Library Staff

Lucinda H. Walker
Director

Lisa Milchman
Assistant Director

Lauren Whittlesey
Youth Services Librarian

Julia Greider
Technical Services Librarian

Isaac Lorton
*Community Engagement
Coordinator*

Patti Files Rodriguez
Youth Services Assistant

Phyllis Whitney
Circulation Assistant

Norwich Selectboard
Town of Norwich
PO Box 376
Norwich, VT 05055

February 17, 2026

Dear members of the Norwich Selectboard,

The Norwich Public Library is applying for a US Department of Housing & Urban Development (HUD) Public Facilities Preservation Initiative Grant for Small, Rural Public Libraries, administered by the Vermont Department of Libraries. The grant application requires a letter of support from the library's municipality, hence this letter.

The grant is to fund critical public library infrastructure needs. Our boiler is at end of life and requires replacement, along with its associated controls. As part of this project, we will also replace the current boiler-fired hot water heater with an electric unit, eliminating the need to run the entire system year-round. Additionally, two leaking skylights in our 1999 renovated space will be replaced.

A draft letter of support is attached for your review. I hope this request can be placed on the agenda for the Wednesday, February 25, 2025, Selectboard meeting and I would be happy to attend to answer any questions.

Thank you for your consideration.

Sincerely,

Lucinda H. Walker
Lucinda H. Walker
Director

One Library, Many Stories. What's Yours?

P.O. Box 290 • 368 Main Street • Norwich • Vermont • 05055 • 802-649-1184 (ph) • 802-649-3470 (f) •
www.norwichlibrary.org

Catherine Delneo
Commissioner and State Librarian
Vermont Department of Libraries
Vermont Department of Libraries
60 Washington Street, Suite 2
Barre, VT 05641

Re: Letter of support for the US Department of Housing & Urban Development (HUD) Public Facilities Preservation Initiative Grant for Small, Rural Public Libraries

Dear Commissioner Delneo,

The Town of Norwich (and/or Norwich Selectboard) is pleased to offer its strong support for the Norwich Public Library's application for HUD funding to address critical library infrastructure needs.

The library is a vital resource for our community and an essential gathering place for people of all ages. In addition to providing access to information, educational programming, technology and cultural enrichment, the library serves as one of the town's designated warming centers during the winter months. In a year thus far marked by especially cold temperatures, this role has been more important than ever.

The proposed project will replace the library's aging boiler, which has reached the end of its useful life, and update associated electrical systems and controls to ensure safe, efficient, and reliable operation. The project also includes the installation of a new electric hot water heater, allowing NPL to avoid running the boiler year-round solely for hot water. In addition, the grant funding will support essential chimney repairs to maintain safe venting for the heating systems and replace two skylights that have leaked for many years, protecting the building and interior from further damage.

As an incorporated library, NPL receives a portion of its operating expenses from local tax support, but these capital replacements and repairs exceed what the library can fund through its annual operating resources. Securing HUD funding will ensure the continued safe operation of this essential community facility while alleviating a significant financial burden that would otherwise fall on local donors and taxpayers.

The Norwich Selectboard fully supports this application and thanks you for your consideration.

Sincerely,

[Your Name]

[Your Title]

Norwich Selectboard OR Town Manager

Town of Norwich

Departmental Request for Spending

Date: 2/5/26 Department: Town Clerk

Request by: Lily Trajman (Name) Town Clerk (Title)

Town Manager Approval Date: _____ For Selectboard Meeting Date: _____

What is being requested: Archival storage boxes

Has this request been budgeted by the Selectboard: _____ (No) (Yes) 2026 (Fiscal Year)

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc., explain: \$135.60

Which fund will be used to pay for this request: 45 (Number of Fund)

Restoration (Name of Fund)

How much is in the above-named fund on this date: \$44,911.08

List other items/costs that are expected to be paid from the above-named fund in 2026 (Fiscal Year)

Other archival preservation items cost TBD

Request for Quotes required: _____ (Yes) (No) To be sent out by Town Manager: _____ (Yes) _____ (No)

Expected Date of purchase, if known: ASAP

Other information: _____

Signature of Requestor: Lily Trajman Date: 2/5/26

Signature of Town Manager: _____ Date: _____

Action 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: Chris Kaufman
RE: Bid Results for the Moore Lane Bridge - Membrane, Paving and Guardrail Repair Project
DATE: February 17, 2026

Based on Section 2 of the Town's Financial Policy, which requires a sealed bid process for purchases above \$25,000, the DPW advertised the Moore Lane Bridge Membrane, Paving and Guardrail Project on January 12, 2026, in the following public forums: 1) Town Website, 2) State of Vermont Bid Registry, and 3) reaching out directly to various companies via email.

This bid is for the repair of the Moore Lane Bridge including wooden sidewalk removal, pavement removal, tar emulsion removal on the upper side of the timbers, adding a liner membrane, re-paving, and repairing the existing guardrail. This repair concept was approved by the Selectboard last year with the purpose of eliminating or greatly reducing the amount of emulsion that is leaking from the underside of the bridge. The engineer's cost estimate for this Alternate 4.2A was approximately \$125,000.00.

Due to the uncertainties of the amount of emulsion that can possibly be removed, a placeholder amount of \$35,000.00 was used in the bid to allow reasonable comparison of the bid results. During construction, since there may be more emulsion to be removed, it is anticipated there may be at least one change order dealing with this uncertainty.

Results of the Bid Process

On January 11, 2026, upon closure of the bid date, the Town of Norwich DPW received two bids. The bids were as follows:

1. Waters Excavation, Inc. - \$128,064.50
2. Neil H. Daniels, Inc. - \$221,475.00

Waters Excavation, Inc. was found to be the lowest responsive bidder. Based on a review of their bid and experience working with them on other projects, we recommend the award of the contract to Waters Excavation, Inc. for \$128,064.50. They are able to start the work on May 4, 2026, and finish by June 12, 2026, weather dependent.

Funding

Funding for this work is proposed to be used from the Bridge Fund #41 (which has approximately \$1,110,000.00 currently in the fund).

Final Recommendation

My recommendation is that the Selectboard approves the culvert work with Waters Excavation, Inc. for an amount not to exceed \$150,000.00.

Town of Norwich
Departmental Request for Spending

Date: 2/17/2026 Department: DPW

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

Town Manager Approval Date: _____ For Selectboard Meeting Date: 2/25/26

What is being requested: Funding for Membrane, Paving, and Guardrail Repair for Moore Lane Bridge

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.:

\$ 150,000 explain: _____

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

Fund name: Bridge Fund Fund #: 41 Amt. requested: \$ 150,000

Fund balance \$ 1,112,630.58 as of (date): 2/17/26 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 bids/quotes required: yes no If yes, will bids be sent out by Town Manager: yes no

Expected Date of purchase, if known: _____

Other information: _____

Signature of Requestor: Chris Kaufman Date: 2/17/26

Signature of Town Manager: [Signature] Date: 2/17/26

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: _____

TO: Brennan Duffy, Town Manager
FROM: Chris Kaufman
RE: Bid Results for the Norwich DPW Mitchell Brook Culvert #9 Replacement Project
DATE: February 17, 2026

Based on Section 2 of the Town's Financial Policy, which requires a sealed bid process for purchases above \$25,000, the DPW advertised the Mitchell Brook Culvert #9 Replacement Project on January 14, 2026, in the following public forums: 1) Town Website, 2) State of Vermont Bid Registry, and 3) reaching out directly to various companies via email.

This bid is for the replacement of Culvert #9, located on Mitchell Brook Road near the intersection of Tigertown Road. This culvert was damaged by a micro-burst rainstorm event that occurred last July 2025. The culvert was temporarily replaced until a hydraulic study was completed and bids were received for the work. The hydraulic study separated the roadside flow from the intermittent stream flow and will require two culverts.

Results of the Bid Process

On January 11, 2026, upon closure of the bid date, the Town of Norwich DPW received eight bids. The bids were as follows:

1. Thompson Site Services - \$48,220.00
2. C Griffin Properties, LLC - \$60,830.38
3. Kurtzhalz Excavation - \$59,178.00
4. Chase Site Services, Inc. - \$35,400.00
5. Alliance Consulting and Excavation - \$59,400.00
6. MSI Trucking and Sitework - \$66,382.00
7. Neil H. Daniels, Inc. - \$68,500.00
8. Waters Excavation - \$82,000.00

Chase Site Services, Inc., was found to be the lowest responsive bidder. Based on a review of their bid and experience working with them on other culvert projects, we recommend the award of the contract to Chase Site Services, Inc. for \$35,400.00. They are able to start the work on May 4, 2026, and finish by June 1, 2026, weather dependent.

Funding

Funding for this work is proposed to be used from the Designated Culvert Fund #54 (which has approximately \$282,000.00 currently in the fund). This culvert work will be funded through the 2026 VTrans Emergency Grant at 90% of the cost and therefore, the Town will be reimbursed for approximately \$31,860.00 with a cost to the Town of approximately \$3,540.00.

Final Recommendation

My recommendation is that the Selectboard approves the culvert work with Chase Site Services, Inc. for an amount not to exceed \$40,000.00.

Town of Norwich
Departmental Request for Spending

Date: 2/17/2026 Department: DPW

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

Town Manager Approval Date: 2/17/26 For Selectboard Meeting Date: 2/25/26

What is being requested: Funding for replacement of Culvert #9 on Mitchell Brook Road

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.:

\$ 40,000 explain: _____

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

Fund name: Designated Culvert Fund Fund #: 54 Amt. requested: \$ 40,000

Fund balance \$ 282,747.19 as of (date): 2/17/26 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 bids/quotes required: yes no If yes, will bids be sent out by Town Manager: yes no

Expected Date of purchase, if known: _____

Other information: _____

Signature of Requestor: Chris Kaufman Date: 2/17/26

Signature of Town Manager: [Signature] Date: 2/17/26

Action by Selectboard: Approved Denied Tabled Date: _____

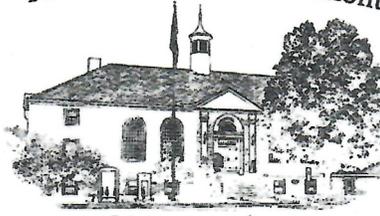
Concerns of Selectboard: _____

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

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

Purchase Date purchased: _____ Date Received: _____

Town of Norwich, Vermont



CHARTERED 1761

MEMO

To: Norwich Selectboard
From: Brennan Duffy, Town Manager
Date: February 23, 2026
Re: Request for assistance from the Citizen Assistance Fund

The Town, via the Town Service Officer, has received a request from a Norwich resident for financial assistance from the Citizen Assistance Fund. The financial assistance requested would pay to fill an empty oil tank for the home's heating system.

The Citizen Assistance Fund balance is currently \$12,330.12.

The Town Manager recommends approving up to \$800.00 to help the applicant.

If approved, the payment/s will be made directly to the vendor on behalf of the applicant.

Thank you for your consideration of this topic.

Town of Norwich
Departmental Request for Spending

Date: 2/23/26 Department: Town Manager

Request by (name): Breunan Daffy Title: Town Manager

Town Manager Approval Date: 2/23/26 For Selectboard Meeting Date: 2/25/26

What is being requested: \$800 from Citizens Assistance 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.:

\$ 800.00 explain: _____

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

Fund name: Citizen Assistance Fund #: 33 Amt. requested: \$ 800.00

Fund balance \$ 12,330.12 as of (date): 2/19/26 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 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: [Signature] Date: 2/23/26

Signature of Town Manager: [Signature] Date: 2/23/26

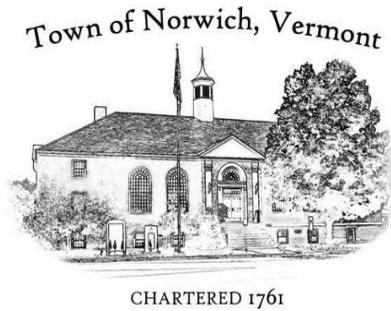
Action by Selectboard: Approved Denied Tabled Date: _____

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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Norwich Annual Informational Meeting March 2, 2026

DRAFT

Selectboard members:

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

Town Manager: Brennan Duffy

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Town of Norwich Current Staffing

- **Town Manager's Office:**
 - Town Manager, Brennan Duffy
 - Assistant Town Manager, Miranda Bergmeier
 - TM/DPW Administrative Assistant: Brita Vallens (3/25)
- **Finance Office:**
 - Finance Director, Barrie Rosalinda
 - Finance Assistant, Jonathan DeLaBruere (1/26)
- **Planning Department:**
 - Planning Director: Steven True
 - Planning Assistant, Megan Anderson (PT) (2/26)
- **Recreation Department:**
 - Director, Brie Swenson

Current Staff Town Departments

- **Fire Department:**
 - Chief, Alex Northern; Deputy Chief, Matt Swett; 20 Volunteers
- **Police Department:**
 - Chief, Matt Romej; Sergeant, Stuart Rogers; Officers, Michael Rebentisch
 - One Full-Time Open position; Part-Time Officer, Spencer Foucher
 - Administrative Assistant; Franny Willette (9/25)
 - Crossing Guard, Brendan Classon, Kimo Griggs/Abigail Crossen
- **Public Works Department:**
 - Director, Chris Kaufman; Working Foreman, Jon McKinnon; Admin. Assistant: Brita Vallens
 - 4 Equipment Operators; Keith Waterman, Slava Frimerman, Derrick Waterbury (6/25), Dylan Leonard (8/25)
 - 2 Building & Grounds Technicians; Ben Trussell - Building Maintenance, David Furman (11/25)
 - 3 Transfer Station Operators; Paul Albee – Lead, Roger Fremont, Jed Smith

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Current Elected Officials & Staff in Tracy Hall

- Town Clerk, Lily Trajman
 - Assistant Clerk, Megan Anderson (6/25)
- Treasurer, Cheryl Lindberg
 - 2 Assistant Treasurers; Marie Elise Young, Pam Smith, Lily Trajman,
- Listers Office
 - Listers: Cheryl Lindberg, Ernie Ciccotelli, Pam Smith

Fiscal Year 2027 Budget Goals & Challenges

- Selectboard Goal: Generate a budget not to exceed a 6% increase over the current year in operational expenses.
- Challenges:
 - Continual obligation to update and appropriately fund the Capital Budget.
 - Maintain the Town's current level of services.
- Outcome:
 - Total Budget Increase (If all monetary articles pass) is 2.96%.
 - Total Municipal Operating & Capital Budget Increase (before the inclusion of the monetary articles) is 1.95%.

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Budget Summary

Percent Changes

	FY25 Budget	FY25 Actual	FY26 Budget	FY27 Budget Request	FY27/FY26 % Change
Total Town Expenditures	\$6,221,237	\$6,920,852	\$6,723,892	\$6,855,322	1.95%
Total Other Monetary Articles	\$647,072	\$647,072	\$507,772	\$590,107	16.21%
Total Town Expenditures If All Monetary Articles Pass	\$6,868,309	\$7,567,924	\$7,231,664	\$7,445,429	2.96%

Municipal Tax Rate Calculation

Basic Tax Rate Calculation:

1. When calculating the tax rate, the approved expenditures and approved monetary articles are added together (other than voter exemptions and County tax).
2. From that total, other anticipated revenues are subtracted.
3. The end result is then divided by the Grand List value resulting in a proposed "tax rate".

Once the Grand List is lodged, a tax rate is calculated and presented to the Selectboard for a vote. Calculating a tax rate today, would be based on last year's grand list causing the calculation to be subject to change.

Tax Rate Estimate (For Example Only)

Rates	FY26		FY27	
	Percent/Amount to be Raised		Percent/Amount to be Raised	
Municipal	0.5002	(\$6,198,766)	0.5153	(\$6,386,219*)
Voted Exempt	0.0017	(\$20,286)	0.0017	(\$20,286**)
County Tax	0.0047	(\$57,970)	0.0048	(60,000*)
Total Tax Rate	0.5066		0.5218	

The denominator in the calculation is the grand list value used in FY26 (12,392,009).

* Number taken from FY27 budget.

** Number uses last year's amount.

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Completed initiatives and on-going work of Selectboard, Town Manager and Staff

- Progress has continued over the past year to recruit and retain qualified staff into a fulfilling working environment
- Tracy Hall Improvements initiative - Ongoing planning discussion with Studio Nexus Architects is underway
- An updated Procurement Policy was adopted in October 2025
- A Selectboard Handbook, a reference guide to VT statutes and Town governance, was adopted in August 2025
- An “Opioid Fund” to collect and distribute Town funds from the National Opioid Settlement Fund was established

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Completed Initiatives and on-going Work of Selectboard, Town Manager and Staff, cont..

- A roadway project on Beaver Meadow Road to widen the shoulders and improve safety for pedestrians and bicycles was completed during summer 2025.
- Mitigation planning and action related to Moore Lane Bridge has seen progress with construction planned for Spring 2026
- Ongoing planning for EAB mitigation initiative
- The FEMA funded mitigation work related to the the July 2023 weather event has now been completed and closed out. This included Hemlock Road Slope Failure mitigation and three Major Culvert Replacements.

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Animal Control Ordinance

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Completed Initiatives and on-going Work of Selectboard, Town Manager and Staff, cont..

- An updated Animal Control Ordinance was adopted by the Selectboard in July 2025
- This process consisted of extensive dialog over eight meeting in the spring and summer of 2025

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Huntley Meadow Park Images

Huntley Meadow Kiosk



ACO ordinance rules



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Tracy Hall Heating System Conversion initiative

- In Spring of 2025 the Selectboard approved a plan to replace Tracy Hall's antiquated oil burning system with a more modern and efficient propane system.
- Project included Studio Nexus Architects, Engineering Services of Vermont , and ARC Mechanical
- The Project was substantially completed in October before the winter heating season began.

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Tracy Hall Heating System Images

Old System



New System



15

Images of Interior continued

Mixing Tank Old



Mixing Tank New



16

Images of Interior continued

North Wall New



North Wall new



17

Images continued

Tank Install



Tank being buried



18

Images Continued

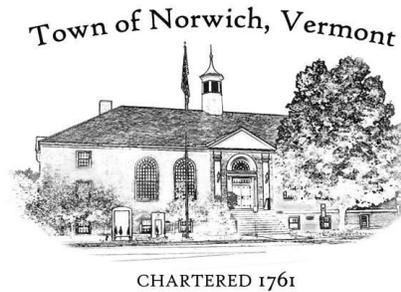
Tank covered



Final Product



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Town Manager Report for February 25, 2026

Department Updates

Finance Department:

Annual audit work is completed. The FY'25 Audit Report was presented by Rick Brigham of Sullivan, Powers & Co., at the 2/11 SB meeting.

Work to transfer applicable financial information into the upcoming Town Report has now been completed.

The second installment of property tax payments deadline was 2/13 and the Finance Dept. is currently working on finalizing the collection process.

Planning Department:

Steven True is working on FEMA/USGS pre-preliminary work on updating floodplain maps.

The Department of Housing and Community Development has announced the award of a Municipal Planning Grant to support the 2026 Norwich Village Master Plan initiative.

A Short-term Rental Interim bylaw adoption will require a public meeting of the Selectboard in the near future.

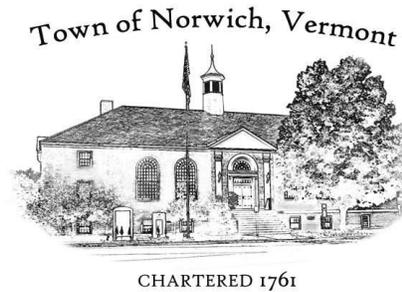
Police Department:

See the February PD Report for department information.

DPW:

The winter season operations are ongoing for snow removal and roadway management.

Bid recommendations for the Moore Land Bridge project and Mitchel Brook Rd. Culvert project have been received, reviewed and recommendations submitted to the SB.



Fire Department:

See the February FD Report for department information.

Recreation Department:

Tracy Hall pot-luck dinners scheduled for 3/8 and 4/5.

Youth basketball season is winding down with Mud season sports beginning 3/3 and registration for Spring sports and summer camps underway.

See the February Rec Department Report for additional department information.

Town Clerk:

Planning for the upcoming March election/vote is underway.

Town Manager's office:

Work on compiling the annual Town Report has been completed and hard copy reports are now available at TH and NPL and on the Town website.

Continuing work with the EABMS on developing an RFP for tree removal this spring.

Preparation for the 3/2 Informational Meeting is underway.

TM has been dealing with multiple PRA requests over the past month.

General/Miscellaneous:

NORWICH FIRE DEPARTMENT JANUARY SB REPORT



PREPARED BY: FIRE CHIEF ALEX NORTHERN

DATE: 1/15/26

Fire Department

December of '25 brought much cheer to the NFD. After long last, we had our annual Fire Company Dinner followed by an awards ceremony. All of our new officers were "pinned." This entails a presentation of new collar brass which reflects the new officer designation. We also gave out years of service awards. Our top winner was Linda Cook, who has amassed roughly 40 years of service to the NFD. Fun was had by all!

On January 3, our five members attending the state firefighter one class had their final exam. All passed!

EMS Division

We welcomed a new recruit, Maddie Davis, who comes to us via Dartmouth, by way of Montana. We look forward to her contributions to the health and well-being of our citizenry.

Emergency Management

I have included another variation on a theme. Please be prepared. See attached.

December FIRE CALLS	21
December EMS CALLS	17
December FIRE MUTUAL AID	3



Emergency Preparedness and Response

Emergency systems often spring into existence when disaster strikes and not a moment sooner. Prepare your community by doing emergency planning work when the sun is shining. Equipping your neighborhood, town, and region to be ready in emergencies also builds baseline resilience.

1.1 Emergency preparedness kits

Folder with resources and templates: [1.1 Emergency preparedness kits](#)

Systems	Stuff
Household emergency supplies	
<p>Households can prepare emergency plans and emergency kits, as well as storing backup food and water supplies.</p> <p>Food and water will need to be refreshed on a regular basis</p>	<p><u>Emergency Kit</u>: keep this in your home</p> <ul style="list-style-type: none"> <input type="checkbox"/> Several days of water and non-perishable food, can opener <input type="checkbox"/> Extra cell phone battery or charger <input type="checkbox"/> Battery-powered or hand crank radio with NOAA weather tone alerts <input type="checkbox"/> Flashlight and extra batteries <input type="checkbox"/> First aid kit <input type="checkbox"/> Whistle to signal for help <input type="checkbox"/> Dust mask, to help filter contaminated air and plastic <input type="checkbox"/> Sheeting and duct tape to shelter-in-place <input type="checkbox"/> Personal sanitation supplies (incl. moist towelettes, garbage bags and plastic ties) <input type="checkbox"/> Non-sparking wrench or pliers to turn off utilities <input type="checkbox"/> Local paper maps
Individual emergency supplies	
<p>Individuals in a household can prepare 'go bags,' which are easy to grab in case you need to leave quickly.</p>	<p><u>Go Bag</u>: Choose a sturdy and easy to carry bag.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medications <input type="checkbox"/> 3 days of non-perishable food and cutlery <input type="checkbox"/> Important documents (ID, insurance, copy of lease/deed, car registration) <input type="checkbox"/> First aid kit <input type="checkbox"/> Backup chargers and batteries <input type="checkbox"/> Battery-powered/hand crank flashlight and radio <input type="checkbox"/> Personal health items (toothbrush, glasses, cane, menstrual products) <input type="checkbox"/> Physical map of area with exit routes marked <input type="checkbox"/> Physical list of emergency contacts and addresses <input type="checkbox"/> High quality respirator masks <input type="checkbox"/> Cash in small bills <input type="checkbox"/> Permanent marker <input type="checkbox"/> Water bottles <input type="checkbox"/> Space blanket





NORWICH POLICE DEPARTMENT



CHIEF OF POLICE

MATTHEW S. ROMEI

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775

email: matthew.s.romei@vermont.gov

Monthly Report – February 2026

Happy New Year!!

Activity:

The Norwich Police Department received 43 calls for service during the month of January. VSP were notified of four calls when no Norwich Officer was on duty, additionally, VSP responded once to assist Norwich Officers.

Crime and Traffic:

While it was (as usual) a bit slower in call volume last month, the universe made up for it in complexity of casework. We are working a number of complex property crimes, frauds and (believe it or not) traffic accidents. The days are getting longer, though, and we long for the creemee stand “Open” flag to fly again outside Dan & Whits.

Reminder:

There is NEVER a time where a Law Enforcement Agency, or legitimate tech support firm will ask you to put money on gift cards or in a bitcoin ATM for anything. As bad as I hate to admit it, we have zero ability to assist a victim once the money is sent, and the problem is so bad, that our Federal “big brothers” can’t even look at a case until it has reached \$100,000 in loss.

Items of Note:

A friendly reminder to wear bright, contrasting clothing when you’re out walking or riding. Also – reflective striping and lights are important. If you are on a bike, you have to have a white lamp to the front and a red reflector or light to the back from a half-hour after sunset till a half-hour before sunrise. And, remember that bicycles must obey all traffic laws, such as stop signs and traffic lights!

Are you a winter hiker? Don’t forget to take the right precautions before hitting the trails.

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

~Chief~

	FY	FY 2025						FY	FY 2026						CAL	Jan
	2024	Jan	Feb	Mar	Apr	May	June	2025	July	August	Sep	Oct	Nov	Dec	2025	
911 Hangup	14	2	3	6	7	1	2	39	9	3	7	4	3	1	48	6
Agency Assist	65	8	3	8	6	4	4	64	9	12	7	8	3	3	75	5
Animal Problem	32	0	2	7	7	11	7	58	3	4	9	9	1	0	60	1
Assault	5	0	0	2	1	0	4	13	6	2	1	1	3	6	26	1
Burglary	4	1	0	0	1	1	0	5	0	0	1	2	0	0	6	0
Burglary Alarm	40	1	4	3	5	1	4	38	3	1	5	8	2	4	41	1
Citizen Assist	45	4	2	3	5	5	2	41	4	3	6	4	1	2	41	2
Citizen Dispute	7	0	1	0	0	0	2	11	0	1	0	2	0	0	6	1
Directed Patrol	115	9	5	7	3	5	1	66	3	2	3	3	3	1	45	2
Crash - Damage	33	6	4	3	1	3	4	35	4	4	4	3	7	10	53	6
Crash - Injury	5	0	0	0	1	1	0	3	1	0	0	1	3	3	10	0
Death	3	0	0	0	1	1	0	3	0	0	0	0	0	1	3	0
Investigation	1	0	0	0	2	0	0	3	0	0	0	0	0	0	2	0
Drug Possession	17	1	1	0	0	0	0	5	0	1	0	0	0	0	3	0
Foot Patrol	56	3	4	2	0	1	4	41	3	3	5	7	6	2	40	5
Misc	10	0	1	1	0	0	0	9	0	1	0	0	1	0	4	2
Found Property	17	1	1	1	0	2	1	8	0	1	1	0	1	1	10	0
Fraud	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intoxication	8	1	0	1	1	0	0	5	0	0	0	1	0	0	4	0
Juvenile Issue	3	0	0	0	2	0	2	4	1	0	0	0	2	1	8	0
Lockout	13	0	1	0	1	0	1	10	0	0	0	0	1	4	8	1
Mental Health	7	0	0	3	0	1	0	9	1	0	0	3	2	1	11	0
Missing Person	65	1	5	0	2	2	6	30	1	1	2	6	0	3	29	5
MV Complaint	6	0	0	0	0	1	0	3	2	1	0	0	0	1	5	1
Noise	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Overdose	3	0	0	1	0	0	2	6	1	0	0	0	0	0	4	0
Panic Alarm	6	0	1	0	0	0	0	4	0	0	0	0	0	0	1	0
Parking Problem	74	1	1	3	2	9	7	54	4	8	11	3	5	3	57	3
Suspicious	14	0	0	0	2	4	0	9	0	0	0	3	0	1	10	0
Special Detail/ Public Speaking	18	0	2	0	1	0	0	11	1	0	3	1	0	2	10	0
Theft	9	0	0	0	0	2	0	12	0	0	1	0	0	0	3	0
Threats	13	0	2	4	0	4	2	19	4	3	2	1	3	0	25	0
Traffic Hazard	15	2	0	1	2	0	1	9	0	0	4	1	2	0	13	0
Trespassing	15	0	3	1	1	0	2	18	2	0	0	1	0	0	10	0
Vandalism	28	1	2	3	2	4	2	24	1	3	3	2	4	3	30	1
Welfare Check																
Total Calls	783	42	48	60	56	63	60	670	71	54	75	74	53	53	709	43

PREPARED BY: BRIE SWENSON, RECREATION DIRECTOR

DATE: FEBRUARY 6, 2026

The Town rink was finally set up and ready to go. Thank you to the Hosers and the Water and Fire departments for making it happen!

All basketball programs are in their second month of games. All home games have been monitored this year, given some disruptions during the last two basketball seasons. We have, like all of the UVRA towns, had a few instances of crowd and coach rowdiness, but our status as a zero tolerance gym seems to have helped to deescalate situations quickly.

Registration for Good Life Camp, Sports, R&R and Norwich Naturalists opened on January 31st. We plan to open a basketball camp in February. Mud Season sports also opened. Softball, baseball, lacrosse and basketball will run from March 2nd through April 17th. We will run a volleyball session with Hanover high school in March.

Parcel 5, Brookmead Conservation Area and Huntley Meadows all both groomed for nordic skiing this month. We have been out to all trails, and they seem to be getting heavy use. Signs were put out at the start of Parcel 5 and Brookmead trails, reminding users to walk/snowshoe on the right and ski on the left.

We opened a new adult program in Tracy hall, thanks to a request from residents. On Thursday mid-mornings, pickleballers have been happily playing in the gym. All of our other adult programs are successful. The Early Morning Risers Instructor has reported a record number of attendees. It is wonderful to see more of our community staying active!

Finance Office Overview

Be reminded the budget-to-actual expenditure and revenue reports are broken into two reports for ease of reading: (1) an expenditure and revenue report for the General Fund (01); and (2) an expenditure and revenue report for the reserve funds (04-56).

January 2026:

At the end of January, the Town is 7 months into its fiscal year or 58% of its budget. To gain an understanding of where expenditures and revenues are over/under budget, it is best to review the “% of Budget” column for each line item versus the overall total.

All submitted reports are unaudited.

Second Property Tax Installment:

With the second property tax installment due date behind us, work continues on processing tax payments the Finance Office continues to receive. The hope is to close the tax year next week which then allows for the reporting and processing of delinquent tax payments.

Prior Question:

- Understanding the property tax status:
 - Look at the balance sheet
 - Look at the 01-1-0034 Taxes Receivable section:
 - Example as of 2/12/2026 – the current tax due was \$3,056,853.78
 - The Current Tax Receivable is the current tax amount unpaid at the time the report was generated.

01-1-0034 TAXES RECEIVABLE

01-1-003401.00 CURRENT TAX RECVBLE	0.00	3,056,853.78
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- The Town collects both school and town tax dollars. The amount the Town needs to pay the school is reflected in the Liability section of the Balance Sheet as School District Tax (01-2-001123.00).

01-2-001123.00 SCHOOL DISTRICT TAX	0.00	7,473,123.28
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Note: you will find a check payable to the school district in the AP Warrant.

AP Warrant Question from Last Selectboard Meeting

Because the check for the Fund 45 expense was payable to Amazon, the invoice was included in a check paying 6 other Amazon invoices. As a result, only one AP Warrant was produced and separated by Fund; hence the reason both signature pages held the same warrant number. As decided by the Selectboard, the warrant was sent to the Chair for approval as an off-cycle warrant. In the future under similar circumstances, the Finance Office will generate a separate check to the vendor to enable a separate AP warrant to be produced with a unique warrant number when “special” funds are involved.

Question from December Meeting

When the Town votes on the use of surplus funds, two accounting processes occur: (1) the amounts approved are displayed temporarily on the Balance Sheet to remind the Town that some of the surplus has been spoken for. The overall fund balance does not change, only the manner in which it is displayed. Prior to the close of the fiscal year the fund balance is collapsed by removing the temporary items; and (2) Journal entries are made July 1 to move the funds from the General Fund to the specified funds.

When the fund balance was collapsed a miss-post occurred and was subsequently corrected. In other words, the original transaction posted to a wrong account (miss-post) and was later corrected.

General

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-4-0000 PROPERTY TAX REVENUES				
01-4-000001.00 TOWN PROPERTY TAX	5,692,492.00	5,616,926.77	75,565.23	98.67%
01-4-000002.00 PROPERTY TAX OTHER MONETA	507,772.00	504,272.00	3,500.00	99.31%
01-4-000003.00 Windsor County Tax	60,000.00	57,970.14	2,029.86	96.62%
01-4-000010.00 Current Use Tax - LUCT	15,500.00	0.00	15,500.00	0.00%
01-4-000014.00 PROP TAX INTEREST	30,000.00	24,100.91	5,899.09	80.34%
01-4-000015.00 PROP TAX COLL FEE	20,000.00	0.00	20,000.00	0.00%
Total PROPERTY TAX REVENUES	6,325,764.00	6,203,269.82	122,494.18	98.06%
01-4-0001 LICENSE & PERMIT				
01-4-000101.00 LIQUOR LICENSE	600.00	70.00	530.00	11.67%
01-4-000103.00 DOG LICENSE	2,800.00	262.00	2,538.00	9.36%
01-4-000107.00 HUNT & FISH LICENSE	75.00	36.00	39.00	48.00%
01-4-000120.00 BLDG/DEVEL PERMIT	10,000.00	6,600.55	3,399.45	66.01%
01-4-000130.00 LAND POSTING PERMIT	200.00	210.00	-10.00	105.00%
01-4-000140.00 Punch Card - Hartford	0.00	772.50	-772.50	100.00%
Total LICENSE & PERMIT	13,675.00	7,951.05	5,723.95	58.14%
01-4-0002 INTERGOVERNMENTAL				
01-4-000201.00 VT HIWAY GAS TAX	168,000.00	133,770.22	34,229.78	79.63%
01-4-000202.00 Hold Harmless State Reven	220,000.00	256,453.00	-36,453.00	116.57%
01-4-000208.00 PILOT	10,000.00	2,426.71	7,573.29	24.27%
01-4-000209.00 DOI PILT Act	6,500.00	0.00	6,500.00	0.00%
01-4-000210.00 VT NATURAL RESRCS	2,500.00	0.00	2,500.00	0.00%
01-4-000214.00 EDUC TAX RETAINER .225 o	30,000.00	36,157.28	-6,157.28	120.52%
Total INTERGOVERNMENTAL	437,000.00	428,807.21	8,192.79	98.13%
01-4-0003 SERVICE FEE				
01-4-000301.00 RECORDING FEE	25,000.00	14,615.00	10,385.00	58.46%
01-4-000303.00 DOCUMENT COPY FEE	2,100.00	1,754.00	346.00	83.52%
01-4-000305.00 USE OF RECRDS FEE	600.00	123.00	477.00	20.50%
01-4-000307.00 VITAL STATISTIC FEE	1,500.00	970.00	530.00	64.67%
01-4-000311.00 PHOTOCOPYING FEE	50.00	0.00	50.00	0.00%
01-4-000320.00 TRACY HALL RNTL FEE	5,600.00	2,600.00	3,000.00	46.43%
01-4-000321.00 TH Rental Fee for Rec.Dep	0.00	1,119.00	-1,119.00	100.00%
01-4-000325.00 POLICE RPT FEE	500.00	282.00	218.00	56.40%
01-4-000355.00 RECREATION FEES	115,000.00	67,599.00	47,401.00	58.78%
01-4-000355.01 Registration Fee Refunds	0.00	-385.00	385.00	100.00%
01-4-000360.00 TRNSFR STATION STICKERS	40,000.00	45,043.00	-5,043.00	112.61%
01-4-000362.00 MISC SOLID WASTE	3,500.00	0.00	3,500.00	0.00%
01-4-000363.00 E-WASTE	3,800.00	1,675.00	2,125.00	44.08%
01-4-000364.00 TRASH COUPON	105,000.00	56,195.00	48,805.00	53.52%
01-4-000365.00 RECYCLING REBATES	14,000.00	4,680.72	9,319.28	33.43%
01-4-000366.00 C & D WASTE	15,000.00	9,388.00	5,612.00	62.59%
Total SERVICE FEE	331,650.00	205,658.72	125,991.28	62.01%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-4-0004 GRANT REVENUE				
01-4-000405.00 FEMA GRANT	0.00	337,049.56	-337,049.56	100.00%
01-4-000415.00 CONSERV COMM GRANT	0.00	695.95	-695.95	100.00%
01-4-000417.00 DRY HYDRANT GRANT	7,700.00	0.00	7,700.00	0.00%
01-4-000436.00 OP/DUI (GHSP)	1,200.00	0.00	1,200.00	0.00%
01-4-000481.00 Town Clerk Grants	0.00	5,190.00	-5,190.00	100.00%
Total GRANT REVENUE	8,900.00	342,935.51	-334,035.51	3,853.21%
01-4-0008 OTHER TOWN REVENUES				
01-4-000810.00 BANK INTEREST	50,000.00	18,955.35	31,044.65	37.91%
01-4-000813.00 INSURANCE CLAIMS	0.00	1,030.00	-1,030.00	100.00%
01-4-000814.00 FIELD RENTAL	32,000.00	15,540.00	16,460.00	48.56%
Total OTHER TOWN REVENUES	82,000.00	35,525.35	46,474.65	43.32%
01-4-001 PUBLIC SAFETY REVENUES				
01-4-001005.00 POLICE FINE	10,000.00	1,915.79	8,084.21	19.16%
01-4-001007.00 PARKING FINE	500.00	0.00	500.00	0.00%
01-4-001008.00 DOG FINE	125.00	0.00	125.00	0.00%
Total PUBLIC SAFETY REVENUES	10,625.00	1,915.79	8,709.21	18.03%
01-4-009 MISCELLANEOUS REVENUE				
01-4-009001.00 DAILY OVER/SHORT	0.00	118.00	-118.00	100.00%
01-4-009005.00 AMBULANCE BILLS PAID	0.00	881.67	-881.67	100.00%
01-4-009007.00 DONATIONS	0.00	600.00	-600.00	100.00%
01-4-009100.00 TOWN CLRK MISCEL	50.00	115.40	-65.40	230.80%
01-4-009200.00 FIN DEPT MISCEL	0.00	175.00	-175.00	100.00%
01-4-009700.00 HIWAY DEPT MISCEL	0.00	230.00	-230.00	100.00%
01-4-009900.00 MISCELLANEOUS	10,000.00	4,870.75	5,129.25	48.71%
01-4-009901.00 Opioid Settlement Revenue	12,000.00	-13,229.36	25,229.36	-110.24%
01-4-009902.00 Transfer from Fund 12	0.00	26,000.00	-26,000.00	100.00%
01-4-009903.00 Cannabis Control Board Re	0.00	200.00	-200.00	100.00%
Total MISCELLANEOUS REVENUE	22,050.00	19,961.46	2,088.54	90.53%
Total Revenues	7,231,664.00	7,246,024.91	-14,360.91	100.20%
Total General	7,231,664.00	7,246,024.91	-14,360.91	
Total All Funds	7,231,664.00	7,246,024.91	-14,360.91	

Account	Budget	Actual	Budget Balance	Actual % of Budget
04-4-000810.00 BANK INTEREST	0.00	35.93	-35.93	100.00%
Total Revenues	0.00	35.93	-35.93	100.00%
Total CONSERVATION COMM FUND	0.00	35.93	-35.93	
05-4-000760.00 Desig.Gen. Fund Income	0.00	15,000.00	-15,000.00	100.00%
05-4-000810.00 BANK INTEREST	0.00	584.96	-584.96	100.00%
Total Revenues	0.00	15,584.96	-15,584.96	100.00%
Total RECREATION FACILITY & IMP	0.00	15,584.96	-15,584.96	
06-4-000760.00 DESIG. GEN. FUND CONTRIB	0.00	126,000.00	-126,000.00	100.00%
06-4-000810.00 BANK INTEREST REVENUE	0.00	7,123.47	-7,123.47	100.00%
Total Revenues	0.00	133,123.47	-133,123.47	100.00%
Total FIRE APPARATUS FUND	0.00	133,123.47	-133,123.47	
07-4-000760.00 DESIG. GEN. FUND INCOME	0.00	250,000.00	-250,000.00	100.00%
07-4-000810.00 BANK INTEREST	0.00	4,410.57	-4,410.57	100.00%
Total Revenues	0.00	254,410.57	-254,410.57	100.00%
Total HIGHWAY EQUIPMENT FUND	0.00	254,410.57	-254,410.57	
08-4-000760.00 DESIG. GEN. FUND	0.00	50,000.00	-50,000.00	100.00%
08-4-000810.00 BANK INTEREST	0.00	3,699.75	-3,699.75	100.00%
Total Revenues	0.00	53,699.75	-53,699.75	100.00%
Total HIGHWAY GARAGE FUND	0.00	53,699.75	-53,699.75	
09-4-000760.00 DESIG. GEN. FUND INCOME	0.00	5,000.00	-5,000.00	100.00%
09-4-000810.00 BANK INTEREST	0.00	453.42	-453.42	100.00%
Total Revenues	0.00	5,453.42	-5,453.42	100.00%
Total SOLID WASTE EQUIP FUND	0.00	5,453.42	-5,453.42	
Total Revenues	0.00	0.00	0.00	0.00%
Total POLICE STATION FUND	0.00	0.00	0.00	
11-4-000760.00 DESIG. GEN. FUND INCOME	0.00	35,000.00	-35,000.00	100.00%
11-4-000810.00 BANK INTEREST	0.00	971.81	-971.81	100.00%
Total Revenues	0.00	35,971.81	-35,971.81	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total POLICE CRUISER	0.00	35,971.81	-35,971.81	
12-4-000760.00 DESIG. GEN FUND INCOME	0.00	40,000.00	-40,000.00	100.00%
12-4-000810.00 BANK INTEREST	0.00	1,047.91	-1,047.91	100.00%
Total Revenues	0.00	41,047.91	-41,047.91	100.00%
Total TOWN REAPPRAISAL FUND	0.00	41,047.91	-41,047.91	
13-4-000760.00 DESIG. GEN. FUND INCOME	0.00	291,000.00	-291,000.00	100.00%
13-4-000810.00 BANK INTEREST	0.00	6,920.48	-6,920.48	100.00%
Total Revenues	0.00	297,920.48	-297,920.48	100.00%
Total TRACY HALL FUND	0.00	297,920.48	-297,920.48	
14-4-000760.00 DESIG. GEN FUND INCOME	0.00	5,000.00	-5,000.00	100.00%
14-4-000810.00 BANK INTEREST	0.00	1,221.19	-1,221.19	100.00%
Total Revenues	0.00	6,221.19	-6,221.19	100.00%
Total GENERAL ADMIN. FUND	0.00	6,221.19	-6,221.19	
15-4-000810.00 BANK INTEREST	0.00	0.08	-0.08	100.00%
Total Revenues	0.00	0.08	-0.08	100.00%
Total Granite bench with crista	0.00	0.08	-0.08	
Total Revenues	0.00	0.00	0.00	0.00%
Total RECREATION FUND-DAM	0.00	0.00	0.00	
17-4-000760.00 DESIG. GEN FUND INCOME	0.00	10,000.00	-10,000.00	100.00%
17-4-000810.00 BANK INTEREST	0.00	1,241.16	-1,241.16	100.00%
Total Revenues	0.00	11,241.16	-11,241.16	100.00%
Total RECREATION FUND-TENNIS CO	0.00	11,241.16	-11,241.16	
19-4-000760.00 DESIG. GEN FUND INCOME	0.00	8,650.00	-8,650.00	100.00%
19-4-000810.00 BANK INTEREST	0.00	87.84	-87.84	100.00%
Total Revenues	0.00	8,737.84	-8,737.84	100.00%
Total TOWN CLERK EQUIP FUND	0.00	8,737.84	-8,737.84	
21-4-000760.00 DESIG. GEN. FUND INCOME	0.00	11,000.00	-11,000.00	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
21-4-000810.00 BANK INTEREST	0.00	183.38	-183.38	100.00%
Total Revenues	0.00	11,183.38	-11,183.38	100.00%
Total POLICE SPEC EQUIP FUND	0.00	11,183.38	-11,183.38	
Total Revenues	0.00	0.00	0.00	0.00%
Total KIDS & COPS FUND	0.00	0.00	0.00	
23-4-000810.00 BANK INTEREST	0.00	461.75	-461.75	100.00%
Total Revenues	0.00	461.75	-461.75	100.00%
Total AFFORDABLE HOUSING FUND	0.00	461.75	-461.75	
24-4-000810.00 BANK INTEREST	0.00	122.81	-122.81	100.00%
Total Revenues	0.00	122.81	-122.81	100.00%
Total LAND MANAGEMENT COUNCIL F	0.00	122.81	-122.81	
Total Revenues	0.00	0.00	0.00	0.00%
Total FIRE DEPT. APPARATUS BAY	0.00	0.00	0.00	
26-4-000760.00 DESIG. GEN FUND INCOME	0.00	33,075.00	-33,075.00	100.00%
26-4-000810.00 BANK INTEREST	0.00	924.18	-924.18	100.00%
Total Revenues	0.00	33,999.18	-33,999.18	100.00%
Total FIRE EQUIPMENT FUND	0.00	33,999.18	-33,999.18	
27-4-000810.00 BANK INTEREST	0.00	819.36	-819.36	100.00%
Total Revenues	0.00	819.36	-819.36	100.00%
Total SIDEWALK FUND	0.00	819.36	-819.36	
Total Revenues	0.00	0.00	0.00	0.00%
Total LONG TERM FACILITY STUDY	0.00	0.00	0.00	
Total Revenues	0.00	0.00	0.00	0.00%
Total TOWN MANAGER VEHICLE FUND	0.00	0.00	0.00	

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Revenues	0.00	0.00	0.00	0.00%
Total BANDSTAND RENOVATION FUND	0.00	0.00	0.00	
Total Revenues	0.00	0.00	0.00	0.00%
Total COMMUNICATIONS STUDY FUND	0.00	0.00	0.00	
33-4-000809.00 Returnable Bottles Revenu	0.00	4,461.96	-4,461.96	100.00%
33-4-000810.00 INTEREST	0.00	94.30	-94.30	100.00%
Total Revenues	0.00	4,556.26	-4,556.26	100.00%
Total CITIZEN ASSISTANCE FUND	0.00	4,556.26	-4,556.26	
Total Revenues	0.00	0.00	0.00	0.00%
Total WCTU FOUNTAIN	0.00	0.00	0.00	
Total Revenues	0.00	0.00	0.00	0.00%
Total CORRIDOR TREE	0.00	0.00	0.00	
Total Revenues	0.00	0.00	0.00	0.00%
Total ALURA GRANT	0.00	0.00	0.00	
37-4-000760.00 Desig.Gen. Fund Income	0.00	250.00	-250.00	100.00%
37-4-000810.00 INTEREST	0.00	2.71	-2.71	100.00%
Total Revenues	0.00	252.71	-252.71	100.00%
Total MAIN STREET FLAGS	0.00	252.71	-252.71	
Total Revenues	0.00	0.00	0.00	0.00%
Total SCHOOL LEASELAND	0.00	0.00	0.00	
Total Revenues	0.00	0.00	0.00	0.00%
Total GOSPEL LEASELAND	0.00	0.00	0.00	

Account	Budget	Actual	Budget Balance	Actual % of Budget
40-4-000810.00 BANK INTEREST	0.00	9.56	-9.56	100.00%
40-4-009008.00 SCHOLARSHIP DONATIONS	0.00	195.00	-195.00	100.00%
Total Revenues	0.00	204.56	-204.56	100.00%
Total RECREATION SCHOLARSHIPS	0.00	204.56	-204.56	
41-4-000760.00 DESIG. GEN FUND INCOME	0.00	350,000.00	-350,000.00	100.00%
41-4-000810.00 BANK INTEREST	0.00	10,044.76	-10,044.76	100.00%
Total Revenues	0.00	360,044.76	-360,044.76	100.00%
Total DPW-BRIDGE FUND	0.00	360,044.76	-360,044.76	
42-4-000760.00 DESIG. GEN. FUND CONTRIB	0.00	100,000.00	-100,000.00	100.00%
42-4-000810.00 INTEREST	0.00	4,223.34	-4,223.34	100.00%
Total Revenues	0.00	104,223.34	-104,223.34	100.00%
Total DPW-PAVING FUND	0.00	104,223.34	-104,223.34	
43-4-000760.00 DESIGNATED FUND CONTRIB	0.00	5,000.00	-5,000.00	100.00%
43-4-000810.00 INTEREST	0.00	401.11	-401.11	100.00%
Total Revenues	0.00	5,401.11	-5,401.11	100.00%
Total BUILDINGS & GROUNDS	0.00	5,401.11	-5,401.11	
Total Revenues	0.00	0.00	0.00	0.00%
Total COMMUNICATIONS CONSTRUCTI	0.00	0.00	0.00	
45-4-000302.00 RESTORATION REVENUE	0.00	5,295.00	-5,295.00	100.00%
45-4-000760.00 DESIG. GEN. FUND INCOME	0.00	5,000.00	-5,000.00	100.00%
45-4-000810.00 INTEREST	0.00	400.64	-400.64	100.00%
Total Revenues	0.00	10,695.64	-10,695.64	100.00%
Total RECORDS RESTORATION	0.00	10,695.64	-10,695.64	
46-4-000760.00 DESIG. GEN FUND INCOME	0.00	30,000.00	-30,000.00	100.00%
46-4-000810.00 INTEREST	0.00	581.73	-581.73	100.00%
Total Revenues	0.00	30,581.73	-30,581.73	100.00%
Total GENERATOR FUND	0.00	30,581.73	-30,581.73	
47-4-000810.00 INTEREST US BANK	0.00	132.52	-132.52	100.00%
47-4-000820.00 Designated Fund Income	0.00	15,000.00	-15,000.00	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Revenues	0.00	15,132.52	-15,132.52	100.00%
Total PUBLIC SAFETY FACILITY	0.00	15,132.52	-15,132.52	
48-4-000810.00 ClimateEmergency-Interest	0.00	398.92	-398.92	100.00%
Total Revenues	0.00	398.92	-398.92	100.00%
Total Climate Emergency	0.00	398.92	-398.92	
Total Revenues	0.00	0.00	0.00	0.00%
Total ARPA (American Rescue Pla	0.00	0.00	0.00	
50-4-000810.00 Interest	0.00	6,635.17	-6,635.17	100.00%
Total Revenues	0.00	6,635.17	-6,635.17	100.00%
Total Expense/Emergency Reserve	0.00	6,635.17	-6,635.17	
51-4-000760.00 Trfr in Op Perf & Develop	0.00	50,000.00	-50,000.00	100.00%
51-4-000810.00 Interest	0.00	1,290.12	-1,290.12	100.00%
Total Revenues	0.00	51,290.12	-51,290.12	100.00%
Total Operational Perf & Develo	0.00	51,290.12	-51,290.12	
52-4-000760.00 Designated Fund Income	0.00	100,000.00	-100,000.00	100.00%
52-4-000810.00 Interest	0.00	1,029.35	-1,029.35	100.00%
Total Revenues	0.00	101,029.35	-101,029.35	100.00%
Total Emerald Ash Borer Respons	0.00	101,029.35	-101,029.35	
53-4-000810.00 Interest	0.00	61.39	-61.39	100.00%
Total Revenues	0.00	61.39	-61.39	100.00%
Total Kids Bridge-Huntley Mdw	0.00	61.39	-61.39	
54-4-000760.00 General Fund Contribution	0.00	200,000.00	-200,000.00	100.00%
54-4-000810.00 Interest Earned	0.00	2,648.16	-2,648.16	100.00%
Total Revenues	0.00	202,648.16	-202,648.16	100.00%
Total Culvert Fund	0.00	202,648.16	-202,648.16	
55-4-000760.00 General Fund Contribution	0.00	10,000.00	-10,000.00	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
55-4-000810.00 Interest Earned	0.00	187.32	-187.32	100.00%
Total Revenues	0.00	10,187.32	-10,187.32	100.00%
Total Roadway Safety Fund	0.00	10,187.32	-10,187.32	
56-4-000809.00 Opioid Settlement Revenue	0.00	17,519.01	-17,519.01	100.00%
56-4-000810.00 Bank Interest Revenue	0.00	110.30	-110.30	100.00%
Total Revenues	0.00	17,629.31	-17,629.31	100.00%
Total Opioid Settlement Fund	0.00	17,629.31	-17,629.31	
Total All Funds	0.00	1,831,007.42	-1,831,007.42	

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-005 TOWN ADMIN. EXPENSE				
01-5-005110.00 SELECTBOARD STIPEND	2,500.00	1,250.00	1,250.00	50.00%
01-5-005111.00 TOWN MANAGER WAGE	158,062.00	88,643.62	69,418.38	56.08%
01-5-005112.00 Asst. Town Mngr.Wage	72,921.00	41,082.57	31,838.43	56.34%
01-5-005113.00 TREASURER STIPEND	1,800.00	900.00	900.00	50.00%
01-5-005114.00 ADMIN ASSIST WAGE	29,134.00	16,889.22	12,244.78	57.97%
01-5-005120.00 CCC Tax	1,060.00	640.46	419.54	60.42%
01-5-005121.00 FICA TAX	16,467.00	9,282.95	7,184.05	56.37%
01-5-005122.00 MEDI TAX	3,762.00	2,039.53	1,722.47	54.21%
01-5-005123.00 HEALTH INSUR	79,567.00	52,401.95	27,165.05	65.86%
01-5-005124.00 DISABILITY/LIFE INSUR	2,157.00	1,246.21	910.79	57.78%
01-5-005125.00 DENTAL INSURANCE	1,175.00	981.06	193.94	83.49%
01-5-005126.00 VT RETIREMENT	21,262.00	12,727.44	8,534.56	59.86%
01-5-005252.00 TMGR RELOCATION EXPENSE	10,000.00	0.00	10,000.00	0.00%
01-5-005300.00 PROFESS SERV	10,000.00	1,730.00	8,270.00	17.30%
01-5-005300.10 CONTRACTED SERVICES	0.00	1,462.50	-1,462.50	100.00%
01-5-005302.00 VLCT MEMBERSHIP	6,300.00	6,176.00	124.00	98.03%
01-5-005305.00 LEGAL	80,000.00	5,042.65	74,957.35	6.30%
01-5-005310.00 TOWN REPORT	4,500.00	0.00	4,500.00	0.00%
01-5-005531.00 ADMIN TELEPHONE	700.00	151.18	548.82	21.60%
01-5-005532.00 T MNGR CELL PHONE	600.00	187.19	412.81	31.20%
01-5-005538.00 POSTAGE	100.00	1.43	98.57	1.43%
01-5-005540.00 ADVERTISING	1,500.00	194.40	1,305.60	12.96%
01-5-005581.00 MILEAGE	200.00	0.00	200.00	0.00%
01-5-005610.00 OFFICE SUPPLIES	2,000.00	559.32	1,440.68	27.97%
01-5-005611.00 OFFICE EQUIP	500.00	0.00	500.00	0.00%
01-5-005615.00 DUES/MTS/EDUC	4,000.00	795.00	3,205.00	19.88%
01-5-005616.00 Treasurer Conf. & Dues Ex	1,000.00	1,035.64	-35.64	103.56%
01-5-005704.00 Reg Energy Coordinator	32,500.00	31,590.00	910.00	97.20%
01-5-005816.00 Des.Fund - Main St Flags	250.00	250.00	0.00	100.00%
01-5-005900.00 MISCELLANEOUS	1,000.00	368.15	631.85	36.82%
Total TOWN ADMIN. EXPENSE	545,017.00	277,628.47	267,388.53	50.94%
01-5-010 BCA/BOA EXPENDITURES				
01-5-010538.00 POSTAGE	160.00	150.98	9.02	94.36%
01-5-010610.00 OFFICE SUPPLIES	25.00	0.00	25.00	0.00%
01-5-010615.00 DUES/MTGS/EDUC	50.00	0.00	50.00	0.00%
Total BCA/BOA EXPENDITURES	235.00	150.98	84.02	64.25%
01-5-050 STAT MTGS EXPENDITURES				
01-5-050110.00 POLLWORKER STIPEND	400.00	0.00	400.00	0.00%
01-5-050121.00 FICA TAX	25.00	0.00	25.00	0.00%
01-5-050122.00 MEDI TAX	6.00	0.00	6.00	0.00%
01-5-050123.00 CCC Tax	2.00	0.00	2.00	0.00%
01-5-050200.00 CONTRACTED SERVICES	1,000.00	0.00	1,000.00	0.00%
01-5-050538.00 POSTAGE	600.00	160.41	439.59	26.74%
01-5-050540.00 ADVERTISING	200.00	0.00	200.00	0.00%
01-5-050550.00 PRINTING	3,200.00	0.00	3,200.00	0.00%

General

Account	Budget	Actual	Budget Balance % of Budget	Actual
01-5-050610.00 OFFICE SUPPLIES	400.00	0.00	400.00	0.00%
01-5-050650.00 VOTING MACHINE	100.00	0.00	100.00	0.00%
01-5-050652.00 VOTING MACH MAINT AGRMT	400.00	0.00	400.00	0.00%
01-5-050655.00 VTG MCHN PROGRAMG	2,000.00	0.00	2,000.00	0.00%
Total STAT MTGS EXPENDITURES	8,333.00	160.41	8,172.59	1.92%
01-5-100 TOWN CLERK EXPENDITURES				
01-5-100110.00 TOWN CLERK WAGE	78,107.00	43,891.20	34,215.80	56.19%
01-5-100112.00 ASST CLK WAGE	58,271.00	31,988.10	26,282.90	54.90%
01-5-100120.00 CCC Tax	600.00	297.53	302.47	49.59%
01-5-100121.00 FICA TAX	8,455.00	4,440.12	4,014.88	52.51%
01-5-100122.00 MEDI TAX	1,977.00	1,038.44	938.56	52.53%
01-5-100123.00 HEALTH INS	56,971.00	24,652.00	32,319.00	43.27%
01-5-100124.00 DISABILITY/LIFE INS	1,378.00	583.74	794.26	42.36%
01-5-100125.00 DENTAL INSURANCE	940.00	649.67	290.33	69.11%
01-5-100126.00 VT RETIREMENT	9,887.00	5,190.47	4,696.53	52.50%
01-5-100207.00 DOG/CAT LICENSE	350.00	382.73	-32.73	109.35%
01-5-100209.00 VITAL STATISTICS	50.00	0.00	50.00	0.00%
01-5-100531.00 TELEPHONE	600.00	151.18	448.82	25.20%
01-5-100538.00 POSTAGE	150.00	0.00	150.00	0.00%
01-5-100550.00 PRINTING	200.00	168.75	31.25	84.38%
01-5-100610.00 OFFICE SUPPLIES	1,200.00	717.24	482.76	59.77%
01-5-100611.00 OFFICE EQUIPMENT	500.00	199.98	300.02	40.00%
01-5-100613.00 SOFTWARE	5,600.00	3,165.24	2,434.76	56.52%
01-5-100615.00 DUES/MTGS/EDUC	3,300.00	4,967.03	-1,667.03	150.52%
01-5-100758.00 DES. FUND-RECORD RESTORAT	5,000.00	5,000.00	0.00	100.00%
01-5-100760.00 DESIGNATED FUND- EQUIP	8,650.00	8,650.00	0.00	100.00%
Total TOWN CLERK EXPENDITURES	242,186.00	136,133.42	106,052.58	56.21%
01-5-200 FINANCE DEPARTMENT				
01-5-200112.00 FINL ASSISTANT WAGE	62,346.00	32,216.92	30,129.08	51.67%
01-5-200112.10 FINANCE OFFICER WAGE	100,182.00	56,421.12	43,760.88	56.32%
01-5-200120.00 CCC Tax	650.00	352.98	297.02	54.30%
01-5-200121.00 FICA TAX	10,077.00	5,343.88	4,733.12	53.03%
01-5-200122.00 MEDI TAX	2,308.00	1,249.76	1,058.24	54.15%
01-5-200123.00 HEALTH INS	24,038.00	15,399.71	8,638.29	64.06%
01-5-200124.00 DISABILITY/LIFE INS	1,484.00	842.74	641.26	56.79%
01-5-200125.00 DENTAL INSURANCE	940.00	358.09	581.91	38.09%
01-5-200126.00 VT RETIREMENT	11,783.00	7,221.37	4,561.63	61.29%
01-5-200320.00 PROFESS SERVICES	4,000.00	1,515.40	2,484.60	37.89%
01-5-200322.00 INDEPENDENT AUDIT	40,000.00	17,326.00	22,674.00	43.32%
01-5-200531.00 TELEPHONE	600.00	151.18	448.82	25.20%
01-5-200550.00 PRINTING	160.00	0.00	160.00	0.00%
01-5-200580.00 MILEAGE REIMBURSEMENT	0.00	230.86	-230.86	100.00%
01-5-200610.00 OFFICE SUPPLIES	1,300.00	857.44	442.56	65.96%
01-5-200613.00 SOFTWARE	4,800.00	4,125.75	674.25	85.95%
01-5-200615.00 DUES/MTGS/EDUC	1,000.00	309.00	691.00	30.90%
01-5-200711.00 BANK	625.00	165.17	459.83	26.43%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total FINANCE DEPARTMENT	266,293.00	144,087.37	122,205.63	54.11%
01-5-275 GEN ADMIN EXPENDITURES				
01-5-275531.00 TELEPHONE	800.00	1,173.28	-373.28	146.66%
01-5-275536.00 POSTAGE METER RENTAL	750.00	461.28	288.72	61.50%
01-5-275538.00 POSTAGE	3,700.00	2,467.32	1,232.68	66.68%
01-5-275610.00 OFFICE SUPPLIES	1,000.00	725.33	274.67	72.53%
01-5-275620.00 PHOTOCOPIER	1,700.00	2,261.30	-561.30	133.02%
01-5-275627.00 Remote Meeting Services	6,500.00	3,226.86	3,273.14	49.64%
01-5-275628.00 COMPUTER SOFTWARE	500.00	0.00	500.00	0.00%
01-5-275630.00 COMPUTER HARDWARE	4,000.00	71.66	3,928.34	1.79%
01-5-275631.00 WEB SITE SUPPORT	400.00	367.92	32.08	91.98%
01-5-275632.00 SERVER MAINTENANCE	45,000.00	27,478.19	17,521.81	61.06%
01-5-275760.00 DESIGNATED FUND-EQUIP	5,000.00	5,000.00	0.00	100.00%
01-5-275762.00 Designated Fund - 51	50,000.00	50,000.00	0.00	100.00%
Total GEN ADMIN EXPENDITURES	119,350.00	93,233.14	26,116.86	78.12%
01-5-300 LISTER EXPENDITURES				
01-5-300115.00 Lister Office Wages	53,500.00	44,102.04	9,397.96	82.43%
01-5-300120.00 CCC Tax	139.00	104.31	34.69	75.04%
01-5-300121.00 FICA TAX	1,953.00	2,790.15	-837.15	142.86%
01-5-300122.00 MEDI TAX	457.00	652.53	-195.53	142.79%
01-5-300300.00 Prof.Assessor Srvc.	3,000.00	2,878.50	121.50	95.95%
01-5-300360.00 SOFTWARE MAINT/UPDATE	16,250.00	6,564.91	9,685.09	40.40%
01-5-300531.00 TELEPHONE	600.00	151.18	448.82	25.20%
01-5-300538.00 POSTAGE	300.00	121.92	178.08	40.64%
01-5-300540.00 ADVERTISING	200.00	0.00	200.00	0.00%
01-5-300550.00 PRINTING	100.00	6.00	94.00	6.00%
01-5-300580.00 MILEAGE REIMB	200.00	316.96	-116.96	158.48%
01-5-300610.00 OFFICE SUPPLIES	200.00	82.71	117.29	41.36%
01-5-300611.00 OFFICE EQUIPMENT	200.00	238.99	-38.99	119.50%
01-5-300615.00 DUES/MTGS/EDUC	300.00	534.77	-234.77	178.26%
01-5-300760.00 DESIGNATED FUND-REAPPR	40,000.00	40,000.00	0.00	100.00%
Total LISTER EXPENDITURES	117,399.00	98,544.97	18,854.03	83.94%
01-5-350 PLANNING DEPT EXPENDITURE				
01-5-350110.00 P&Z Director Wage	92,098.00	50,857.60	41,240.40	55.22%
01-5-350112.00 OFFICE ASST. WAGE	35,735.00	25,132.30	10,602.70	70.33%
01-5-350120.00 CCC Tax	562.00	318.69	243.31	56.71%
01-5-350121.00 FICA TAX	7,926.00	4,708.44	3,217.56	59.40%
01-5-350122.00 MEDI TAX	1,854.00	1,101.14	752.86	59.39%
01-5-350123.00 HEALTH INS	12,019.00	6,428.00	5,591.00	53.48%
01-5-350124.00 DISABILITY/LIFE INS	788.00	506.38	281.62	64.26%
01-5-350125.00 DENTAL INSURANCE	940.00	318.32	621.68	33.86%
01-5-350126.00 VT RETIREMENT	9,268.00	3,834.11	5,433.89	41.37%
01-5-350320.00 PLANNING SERVICES	5,000.00	0.00	5,000.00	0.00%
01-5-350321.00 TWO RIVER PLANNING COMM.	6,250.00	6,249.00	1.00	99.98%

General

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-350322.00 U.V. TRANSPORTATION MGMT	1,150.00	0.00	1,150.00	0.00%
01-5-350341.00 MAPPING	2,000.00	0.00	2,000.00	0.00%
01-5-350419.00 PLANNING GRANT	5,000.00	0.00	5,000.00	0.00%
01-5-350531.00 TELEPHONE	600.00	151.14	448.86	25.19%
01-5-350538.00 POSTAGE	500.00	304.49	195.51	60.90%
01-5-350540.00 ADVERTISING	600.00	532.80	67.20	88.80%
01-5-350550.00 PRINTING	200.00	0.00	200.00	0.00%
01-5-350580.00 MILEAGE REIMB	400.00	231.70	168.30	57.93%
01-5-350610.00 OFFICE SUPPLIES	750.00	520.75	229.25	69.43%
01-5-350611.00 OFFICE EQUIPMENT	2,000.00	0.00	2,000.00	0.00%
01-5-350612.00 Software Expense	500.00	239.88	260.12	47.98%
01-5-350615.00 DUES/MTGS/EDUC	500.00	428.74	71.26	85.75%
Total PLANNING DEPT EXPENDITURE	186,640.00	101,863.48	84,776.52	54.58%
01-5-425 RECREA DEPT EXPENDITURES				
01-5-4251 ADMINISTRATION				
01-5-425110.00 RECREATION DIR WAGE	84,385.00	47,496.96	36,888.04	56.29%
01-5-425120.00 CCC Tax	371.00	194.56	176.44	52.44%
01-5-425121.00 FICA TAX	5,232.00	3,545.35	1,686.65	67.76%
01-5-425122.00 MEDI TAX	1,224.00	829.20	394.80	67.75%
01-5-425124.00 DISABILITY/LIFE INSUR	813.00	473.13	339.87	58.20%
01-5-425125.00 DENTAL INSURANCE	470.00	0.00	470.00	0.00%
01-5-425126.00 VT RETIREMENT	6,118.00	3,581.98	2,536.02	58.55%
01-5-425127.00 TELEPHONE	1,116.00	338.35	777.65	30.32%
01-5-425128.00 POSTAGE	52.00	68.07	-16.07	130.90%
01-5-425140.00 ADVERTISING	200.00	0.00	200.00	0.00%
01-5-425150.00 PRINTING	80.00	33.05	46.95	41.31%
01-5-425160.00 DUES/MTGS/EDUC	1,000.00	440.00	560.00	44.00%
01-5-425170.00 OFFICE EQUIPMENT	57.00	0.00	57.00	0.00%
01-5-425180.00 MILEAGE REIMBURSEMENT	275.00	52.50	222.50	19.09%
01-5-425182.00 OFFICE SUPPLIES	200.00	54.99	145.01	27.50%
01-5-425183.00 POS Software (myRec)	0.00	3,845.00	-3,845.00	100.00%
Total ADMINISTRATION	101,593.00	60,953.14	40,639.86	60.00%
01-5-4252 PROGRAM				
01-5-425200.00 Instructor/Contractor Fee	20,000.00	6,160.90	13,839.10	30.80%
01-5-425206.00 COACHING EXPENSES	831.00	511.49	319.51	61.55%
01-5-425208.00 HATS/T-SHIRTS	3,115.00	0.00	3,115.00	0.00%
01-5-425211.00 EQUIP.& SUPPLIES	6,500.00	5,250.19	1,249.81	80.77%
01-5-425212.00 Program Wage	42,000.00	45,258.50	-3,258.50	107.76%
01-5-425214.00 REFERREE/UMPIRE	7,000.00	390.00	6,610.00	5.57%
01-5-425216.00 ENTRY FEE -Tournament	1,500.00	700.00	800.00	46.67%
01-5-425218.00 REGISTRATION	6,000.00	0.00	6,000.00	0.00%
01-5-425219.00 Facilitly Rental Fee Expe	19,000.00	3,570.00	15,430.00	18.79%
01-5-425220.00 SPECIAL EVENTS /SUPPLIES	2,200.00	788.76	1,411.24	35.85%
01-5-425221.00 FICA TAX	2,604.00	2,238.74	365.26	85.97%
01-5-425222.00 MEDI TAX	609.00	425.17	183.83	69.81%
01-5-425223.00 CCC Tax	185.00	155.53	29.47	84.07%

General

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-425244.00 UNIFORMS	1,500.00	1,044.21	455.79	69.61%
Total PROGRAM	113,044.00	66,493.49	46,550.51	58.82%
01-5-4253 RECREATION FACILITIES				
01-5-425322.00 REC FIELD CARE	7,200.00	4,147.93	3,052.07	57.61%
01-5-425324.00 HNTLY LINE MARKING	5,500.00	2,037.36	3,462.64	37.04%
01-5-425326.00 PORTABLE TOILET	4,250.00	3,151.44	1,098.56	74.15%
01-5-425328.00 ICE RINK	3,500.00	2,490.69	1,009.31	71.16%
01-5-425330.00 REPAIRS,MAINT&Site Wrk	3,000.00	960.39	2,039.61	32.01%
01-5-425332.00 WATER USAGE	467.00	141.38	325.62	30.27%
01-5-425345.00 SITE WORK	250.00	0.00	250.00	0.00%
01-5-425360.00 DESIGNATED FUND-T COURTS	10,000.00	10,000.00	0.00	100.00%
01-5-425362.00 Desig.Rec.Facility(Fund 0	15,000.00	15,000.00	0.00	100.00%
Total RECREATION FACILITIES	49,167.00	37,929.19	11,237.81	77.14%
Total RECREA DEPT EXPENDITURES	263,804.00	165,375.82	98,428.18	62.69%
01-5-485 PUBLIC SAFETY FACILITY				
01-5-485232.00 WATER USAGE	1,500.00	582.27	917.73	38.82%
01-5-485233.00 ELECTRICITY	10,000.00	4,193.16	5,806.84	41.93%
01-5-485234.00 HEATING	4,800.00	0.00	4,800.00	0.00%
01-5-485238.00 PHONE & INTERNET	6,500.00	3,840.01	2,659.99	59.08%
01-5-485301.00 BUILDING SUPPLIES	1,500.00	526.15	973.85	35.08%
01-5-485302.00 REPAIRS & MAINTENANCE	7,500.00	4,927.72	2,572.28	65.70%
01-5-485303.00 ALARM MONITORING	1,750.00	0.00	1,750.00	0.00%
01-5-485304.00 CLEANING	12,000.00	4,507.98	7,492.02	37.57%
01-5-485760.00 DESIGNATED FUND-POLICE ST	15,000.00	15,000.00	0.00	100.00%
Total PUBLIC SAFETY FACILITY	60,550.00	33,577.29	26,972.71	55.45%
01-5-500 POLICE DEPT EXPENDITURES				
01-5-5001 WAGES & BENEFITS				
01-5-500110.00 POLICE CHIEF WAGE	108,374.00	60,133.71	48,240.29	55.49%
01-5-500112.00 POLICE OFFICER WAGE	216,085.00	103,283.96	112,801.04	47.80%
01-5-500112.10 ON-CALL WAGES	3,648.00	0.00	3,648.00	0.00%
01-5-500113.00 OVERTIME OFFICER WAGE	18,475.00	3,237.68	15,237.32	17.52%
01-5-500114.00 ADMINISTRATIVE WAGE	64,599.00	34,882.47	29,716.53	54.00%
01-5-500115.00 PARTTIME OFFICER WAGE	5,000.00	0.00	5,000.00	0.00%
01-5-500116.00 CROSSING GUARD WAGE	20,000.00	7,724.84	12,275.16	38.62%
01-5-500117.00 GOVERNOR'S HWY SAFETY GRA	0.00	461.76	-461.76	100.00%
01-5-500120.10 CCC Tax	1,919.00	818.83	1,100.17	42.67%
01-5-500121.00 FICA TAX	27,043.00	12,874.41	14,168.59	47.61%
01-5-500122.00 MEDI TAX	6,325.00	3,010.89	3,314.11	47.60%
01-5-500123.00 HEALTH INS	103,606.00	18,505.66	85,100.34	17.86%
01-5-500124.00 DISABILITY/LIFE INS	3,258.00	1,842.50	1,415.50	56.55%
01-5-500125.00 DELTA DENTAL	1,881.00	1,511.01	369.99	80.33%
01-5-500126.00 VT RETIREMENT	31,192.00	17,502.42	13,689.58	56.11%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total WAGES & BENEFITS	611,405.00	265,790.14	345,614.86	43.47%
01-5-5002 COMMUNITY POLICING				
01-5-500201.00 ANIMAL CONT/LEASH LAW	3,000.00	0.00	3,000.00	0.00%
01-5-500202.00 COMMUNITY RELATNS	1,500.00	841.30	658.70	56.09%
01-5-500204.00 SPEED SIGNS	5,000.00	2,773.80	2,226.20	55.48%
Total COMMUNITY POLICING	9,500.00	3,615.10	5,884.90	38.05%
01-5-5003 EQUIPMENT & MAINTENANCE				
01-5-500301.00 RADIO MAINTENANCE	500.00	324.50	175.50	64.90%
01-5-500302.00 PETROLEUM PRODUCTS	12,500.00	6,038.84	6,461.16	48.31%
01-5-500304.00 CRUISER VIDEO EQUIP	13,371.00	0.00	13,371.00	0.00%
01-5-500306.00 CRUISER MAINT	10,000.00	3,105.82	6,894.18	31.06%
01-5-500308.00 CRUISER SUPPLIES	1,000.00	1,450.10	-450.10	145.01%
01-5-500309.00 Capital Lease Equip. Expe	35,000.00	0.00	35,000.00	0.00%
Total EQUIPMENT & MAINTENANCE	72,371.00	10,919.26	61,451.74	15.09%
01-5-5004 GRANTS				
Total GRANTS	0.00	0.00	0.00	0.00%
01-5-5005 SUPPORT				
01-5-500501.00 ADMINISTRATION	10,000.00	6,526.61	3,473.39	65.27%
01-5-500535.00 VIBRS	6,000.00	973.78	5,026.22	16.23%
01-5-500536.00 DISPATCH SERVICES	100,000.00	58,593.09	41,406.91	58.59%
01-5-500537.00 IT SUPPORT	11,500.00	7,584.00	3,916.00	65.95%
01-5-500538.00 TRAINING	7,500.00	2,145.25	5,354.75	28.60%
01-5-500543.00 TRAINING SUPPLIES & EQUIP	10,000.00	8,858.65	1,141.35	88.59%
01-5-500580.00 MILEAGE REIMB	250.00	56.00	194.00	22.40%
01-5-500581.00 DUES/MTGS/EDUC	2,500.00	175.00	2,325.00	7.00%
01-5-500582.00 UNIFORMS	7,500.00	2,254.09	5,245.91	30.05%
01-5-500583.00 UNIFORMS CLEANING	2,000.00	0.00	2,000.00	0.00%
01-5-500584.00 BULLET PROOF VESTS	3,000.00	0.00	3,000.00	0.00%
Total SUPPORT	160,250.00	87,166.47	73,083.53	54.39%
01-5-5007 CAPITAL EXPENDITURES				
01-5-500701.00 DESIGNATED FUND-SPEC EQUI	11,000.00	11,000.00	0.00	100.00%
01-5-500702.00 DESIGNATED FUND-CRUISER	35,000.00	35,000.00	0.00	100.00%
Total CAPITAL EXPENDITURES	46,000.00	46,000.00	0.00	100.00%
Total POLICE DEPT EXPENDITURES	899,526.00	413,490.97	486,035.03	45.97%
01-5-555 FIRE/FAST DEPT. EXPENSES				
01-5-5551 FIRE WAGES				
01-5-555108.00 FIRE CHIEF WAGES	83,298.00	46,879.74	36,418.26	56.28%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-555110.00 FIRE OFFICER STIPEND	2,100.00	0.00	2,100.00	0.00%
01-5-555112.00 FIREFIGHTERS WAGE	32,000.00	15,705.35	16,294.65	49.08%
01-5-555114.00 FF DRILLS/MTGS WAGE	2,000.00	2,140.00	-140.00	107.00%
01-5-555120.00 CCC Tax	525.00	278.15	246.85	52.98%
01-5-555121.00 FICA TAX	7,403.00	4,013.35	3,389.65	54.21%
01-5-555122.00 MEDI TAX	1,731.00	943.74	787.26	54.52%
01-5-555123.00 HEALTH INSURANCE	9,014.00	6,278.81	2,735.19	69.66%
01-5-555124.00 DISABILITY/LIFE INSURANCE	779.00	439.11	339.89	56.37%
01-5-555125.00 VT RETIREMENT	6,039.00	3,533.13	2,505.87	58.51%
01-5-555126.00 DENTAL INSURANCE	470.00	318.32	151.68	67.73%
Total FIRE WAGES	145,359.00	80,529.70	64,829.30	55.40%
01-5-5552 EMS WAGES				
01-5-555212.00 EMS WAGE	8,500.00	3,795.47	4,704.53	44.65%
01-5-555215.00 EMS DRILL WAGE	1,500.00	680.00	820.00	45.33%
01-5-555221.00 EMS FICA TAX	620.00	192.99	427.01	31.13%
01-5-555222.00 EMS MEDI TAX	145.00	40.13	104.87	27.68%
01-5-555223.00 CCC Tax	44.00	1.40	42.60	3.18%
Total EMS WAGES	10,809.00	4,709.99	6,099.01	43.57%
01-5-5553 EDUCATION & TRAINING				
01-5-555338.00 FIRE EDUC/TRAINING	900.00	342.20	557.80	38.02%
01-5-555340.00 EMS EDUC/TRNG	1,200.00	285.00	915.00	23.75%
01-5-555342.00 FIRE DUES/MTGS/EDUC	500.00	280.00	220.00	56.00%
Total EDUCATION & TRAINING	2,600.00	907.20	1,692.80	34.89%
01-5-5554 TOOLS & EQUIPMENT				
01-5-555422.00 FIRE TOOLS & EQUIPMENT	4,500.00	2,646.24	1,853.76	58.81%
01-5-555424.00 EMS TOOLS/ EQUIP	2,200.00	540.96	1,659.04	24.59%
01-5-555426.00 RADIO PURCH/REPAIR	800.00	0.00	800.00	0.00%
Total TOOLS & EQUIPMENT	7,500.00	3,187.20	4,312.80	42.50%
01-5-5555 MAINTENANCE				
01-5-555528.00 FIRE TRK R & M	18,500.00	27.99	18,472.01	0.15%
01-5-555528.07 R&M 7 Tanker	0.00	2,930.00	-2,930.00	100.00%
01-5-555528.12 R&M 19 F550	0.00	1,959.77	-1,959.77	100.00%
01-5-555528.13 R&M 13 Ford	0.00	3,378.44	-3,378.44	100.00%
01-5-555528.16 R&M Engine 1	0.00	599.14	-599.14	100.00%
01-5-555528.21 R&M 21 Spartan Ladder	0.00	2,239.48	-2,239.48	100.00%
01-5-555528.23 R&M Engine 3	0.00	150.00	-150.00	100.00%
01-5-555530.00 EQUIPMENT MAINTENANCE	4,000.00	803.98	3,196.02	20.10%
01-5-555532.00 RADIO MAINTENANCE	500.00	0.00	500.00	0.00%
01-5-555534.00 SOFTWARE MAINTENANCE	3,200.00	3,003.93	196.07	93.87%
01-5-555538.00 PETROLEUM PRODUCTS	4,600.00	3,989.70	610.30	86.73%
Total MAINTENANCE	30,800.00	19,082.43	11,717.57	61.96%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-5556 SUPPORT				
01-5-555614.00 RECRUITMENT	100.00	81.07	18.93	81.07%
01-5-555618.00 POSTAGE	25.00	0.00	25.00	0.00%
01-5-555619.00 FIRE PREV BOOKS & MATERIA	100.00	0.00	100.00	0.00%
01-5-555620.00 FIREFIGHTERS CASUL INS	4,500.00	2,448.00	2,052.00	54.40%
01-5-555625.00 TELEPHONE & INTERNET	2,000.00	919.24	1,080.76	45.96%
01-5-555630.00 OFFICE SUPPLIES	700.00	244.23	455.77	34.89%
01-5-555632.00 DISPATCH SERVICE	31,702.00	30,824.73	877.27	97.23%
01-5-555633.00 UNIFORM	260.00	0.00	260.00	0.00%
01-5-555634.00 HYDRANT RENTAL	36,000.00	614.94	35,385.06	1.71%
01-5-555635.00 DRY HYDRANT	500.00	300.48	199.52	60.10%
01-5-555636.00 OSHA COMPLIANCE	600.00	483.00	117.00	80.50%
Total SUPPORT	76,487.00	35,915.69	40,571.31	46.96%
01-5-5557 CAPITAL EXPENDITURES				
01-5-555758.00 DESIGNATED FUND-APPARATUS	126,000.00	126,000.00	0.00	100.00%
01-5-555760.00 DESIGNATED FUND-EQUIPMENT	33,075.00	33,075.00	0.00	100.00%
Total CAPITAL EXPENDITURES	159,075.00	159,075.00	0.00	100.00%
01-5-5558 GRANT EXPENSE				
Total GRANT EXPENSE	0.00	0.00	0.00	0.00%
01-5-5559 AMBULANCE SERVICES				
01-5-555901.00 AMBULANCE CONTRACT	170,664.00	132,301.95	38,362.05	77.52%
01-5-555903.00 AMBULANCE BILLS	5,000.00	881.67	4,118.33	17.63%
Total AMBULANCE SERVICES	175,664.00	133,183.62	42,480.38	75.82%
Total FIRE/FAST DEPT. EXPENSES	608,294.00	436,590.83	171,703.17	71.77%
01-5-575 EMERGENCY MANAGEMENT				
01-5-575233.00 TOWER POWER	1,900.00	1,062.05	837.95	55.90%
01-5-575610.00 EMERG MNGMT SUPPLIES	180.00	33.97	146.03	18.87%
01-5-575612.00 GENERATOR FUEL	250.00	221.52	28.48	88.61%
01-5-575622.00 EMERG GEN INSTALL	200.00	0.00	200.00	0.00%
01-5-575630.00 BASE RADIO MAINTENANCE	2,600.00	0.00	2,600.00	0.00%
01-5-575740.00 DESIGNATED FUND-GENERATOR	30,000.00	30,000.00	0.00	100.00%
Total EMERGENCY MANAGEMENT	35,130.00	31,317.54	3,812.46	89.15%
01-5-650 CONSERVATION				
01-5-650615.00 DUES/MTGS/EDUC	200.00	0.00	200.00	0.00%
01-5-650620.00 SPKRS/PUBLIC INFO	1,250.00	532.38	717.62	42.59%
01-5-650625.00 PUBLICITY	750.00	0.00	750.00	0.00%
01-5-650630.00 TRAILS	1,800.00	1,012.22	787.78	56.23%
01-5-650635.00 MILT FRYE NATURE AREA	1,500.00	879.10	620.90	58.61%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-650700.00 NATRL RESRCS INVEN	1,000.00	270.37	729.63	27.04%
01-5-650710.00 PROJECT RESTORATION	2,000.00	582.39	1,417.61	29.12%
01-5-650727.00 WOMENS CLUB GRANT	0.00	695.95	-695.95	100.00%
Total CONSERVATION	8,500.00	3,972.41	4,527.59	46.73%
01-5-651 Solid Waste Committee				
01-5-651550.00 Printng	250.00	0.00	250.00	0.00%
01-5-651610.00 Software License	600.00	1,500.00	-900.00	250.00%
01-5-651620.00 Information/Signs/Sand.Bo	1,500.00	0.00	1,500.00	0.00%
Total Solid Waste Committee	2,350.00	1,500.00	850.00	63.83%
01-5-652 Energy Committee				
01-5-652610.00 Supplies	1,800.00	0.00	1,800.00	0.00%
Total Energy Committee	1,800.00	0.00	1,800.00	0.00%
01-5-675 CEMETERY COMMISSION				
Total CEMETERY COMMISSION	0.00	0.00	0.00	0.00%
01-5-70 PUBLIC WORKS DEPT.				
01-5-703 HIGHWAY DIVISION				
01-5-7031 HIGHWAY WAGES & BENEFITS				
01-5-703110.00 DIRECTOR OF PUBLIC WORKS	107,487.00	60,203.52	47,283.48	56.01%
01-5-703111.00 ADMINISTRATIVE ASSIST	29,134.00	15,184.90	13,949.10	52.12%
01-5-703112.00 ROAD CREW WAGES	336,556.00	165,252.57	171,303.43	49.10%
01-5-703114.00 ROAD CREW OVERTIME	56,238.00	15,692.00	40,546.00	27.90%
01-5-703116.00 On Call Compensation	5,743.00	1,489.38	4,253.62	25.93%
01-5-703120.00 CCC Tax	2,355.00	991.36	1,363.64	42.10%
01-5-703121.00 FICA	33,253.00	15,411.12	17,841.88	46.35%
01-5-703122.00 MEDICARE	7,687.00	3,604.14	4,082.86	46.89%
01-5-703123.00 HEALTH INSUR	141,105.00	89,392.97	51,712.03	63.35%
01-5-703124.00 DISABILITY/LIFE	4,531.00	2,263.31	2,267.69	49.95%
01-5-703125.00 DENTAL INSURANCE	3,056.00	1,652.54	1,403.46	54.08%
01-5-703126.00 RETIREMENT	38,436.00	19,222.45	19,213.55	50.01%
Total HIGHWAY WAGES & BENEFITS	765,581.00	390,360.26	375,220.74	50.99%
01-5-7032 MATERIALS				
01-5-703201.00 SALT & CHEMICALS	125,000.00	81,096.60	43,903.40	64.88%
01-5-703203.00 SAND	130,000.00	16,659.39	113,340.61	12.81%
01-5-703205.00 DUST CONTROL	25,000.00	32,471.94	-7,471.94	129.89%
01-5-703207.00 GRAVEL & STONE	65,000.00	33,730.63	31,269.37	51.89%
01-5-703209.00 CULVERTS & ROAD SUPPLIES	25,000.00	98.30	24,901.70	0.39%
01-5-703211.00 ASPHALT PRODUCTS	3,500.00	513.74	2,986.26	14.68%
01-5-703213.00 BRIDGE REPAIR & MAINT.	5,000.00	0.00	5,000.00	0.00%
01-5-703215.00 OTHER PROJECTS	8,000.00	6,895.05	1,104.95	86.19%
01-5-703217.00 SIGNS	2,500.00	1,145.45	1,354.55	45.82%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total MATERIALS	389,000.00	172,611.10	216,388.90	44.37%
01-5-7033 CONTRACTED SERVICES				
01-5-703301.00 PLOWING & SANDING	108,000.00	9,000.00	99,000.00	8.33%
01-5-703303.00 ROAD SWEEPING	2,700.00	0.00	2,700.00	0.00%
01-5-703305.00 LEAF REMOVAL	3,000.00	0.00	3,000.00	0.00%
01-5-703307.00 STREETLIGHTS	15,600.00	7,733.21	7,866.79	49.57%
01-5-703309.00 TREE CUTTING & REMOVAL	12,000.00	0.00	12,000.00	0.00%
01-5-703311.00 UNIFORMS	15,000.00	9,556.90	5,443.10	63.71%
01-5-703313.00 PAVING	10,000.00	0.00	10,000.00	0.00%
01-5-703315.00 OTHER PROJECTS	16,000.00	245.00	15,755.00	1.53%
01-5-703317.00 CRACK SEALING	19,000.00	0.00	19,000.00	0.00%
01-5-703319.00 PAVEMENT MARKING	20,000.00	7,174.00	12,826.00	35.87%
01-5-703321.00 BRIDGES	55,000.00	19,320.72	35,679.28	35.13%
01-5-703322.00 Culverts	10,000.00	1,838.00	8,162.00	18.38%
01-5-703323.00 Roadway&Ped. Safety Exp	3,000.00	2,890.80	109.20	96.36%
Total CONTRACTED SERVICES	289,300.00	57,758.63	231,541.37	19.96%
01-5-7034 EQUIPMENT				
01-5-703401.00 OUTSIDE REPAIRS	58,500.00	15,869.76	42,630.24	27.13%
01-5-703403.00 PARTS & SUPPLIES	69,000.00	29,827.60	39,172.40	43.23%
01-5-703405.00 PETROLEUM PRODUCTS	50,000.00	27,511.07	22,488.93	55.02%
01-5-703406.00 Capital Equipment Lease E	0.00	5,802.52	-5,802.52	100.00%
01-5-703407.00 Equipment Rental	8,000.00	0.00	8,000.00	0.00%
Total EQUIPMENT	185,500.00	79,010.95	106,489.05	42.59%
01-5-7035 HIGHWAY GARAGE				
01-5-703501.00 ELECTRICITY	2,600.00	1,717.92	882.08	66.07%
01-5-703503.00 PROPANE	6,500.00	3,549.45	2,950.55	54.61%
01-5-703505.00 TELEPHONE	4,000.00	2,174.41	1,825.59	54.36%
01-5-703507.00 SUPPLIES	7,000.00	5,734.40	1,265.60	81.92%
01-5-703509.00 ALARM MONITORING	3,300.00	375.00	2,925.00	11.36%
01-5-703511.00 REPAIRS & MAINTENANCE	12,000.00	1,540.62	10,459.38	12.84%
01-5-703513.00 TOOLS	8,000.00	1,860.18	6,139.82	23.25%
01-5-703515.00 ADMINISTRATION	5,500.00	710.41	4,789.59	12.92%
Total HIGHWAY GARAGE	48,900.00	17,662.39	31,237.61	36.12%
01-5-7036 CAPITAL EXPENDITURES				
01-5-703601.00 DESIGNATED FUND-EQUIPMENT	250,000.00	250,000.00	0.00	100.00%
01-5-703605.00 DESIGNATED FUND-PAVING	100,000.00	100,000.00	0.00	100.00%
01-5-703607.00 DESIGNATED FUND-BRIDGES	150,000.00	150,000.00	0.00	100.00%
01-5-703609.00 DESIGNATED FUND-GARAGE	50,000.00	50,000.00	0.00	100.00%
01-5-703610.00 Desinated Fund - Culverts	200,000.00	200,000.00	0.00	100.00%
01-5-703611.00 Desig. Road&Ped. Safety	10,000.00	10,000.00	0.00	100.00%
Total CAPITAL EXPENDITURES	760,000.00	760,000.00	0.00	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-7037 GRANTS				
01-5-703703.00 FEMA GRANT - Hemlock Rd	0.00	363,648.22	-363,648.22	100.00%
01-5-703703.01 FEMA GRANT KateWallace	0.00	240,915.71	-240,915.71	100.00%
01-5-703703.02 FEMA GRANT Norford Lake	0.00	350,297.72	-350,297.72	100.00%
01-5-703703.03 FEMA Grant Podunk/Illsley	0.00	221,490.42	-221,490.42	100.00%
01-5-703716.00 VT State Emergency Grant	0.00	435.00	-435.00	100.00%
Total GRANTS	0.00	1,176,787.07	-1,176,787.07	100.00%
Total HIGHWAY DIVISION	2,438,281.00	2,654,190.40	-215,909.40	108.85%
01-5-704 BUILDINGS & GROUNDS DIVIS				
01-5-7041 B & G WAGES & BENEFITS				
01-5-704113.00 BUILDINGS & GROUNDS WAGES	113,273.00	46,282.48	66,990.52	40.86%
01-5-704114.00 OT BLDGS & GROUNDS	6,796.00	3,285.51	3,510.49	48.34%
01-5-704116.00 On Call Compensation	1,644.00	850.31	793.69	51.72%
01-5-704120.00 CCC Tax	536.00	187.50	348.50	34.98%
01-5-704121.00 FICA	7,546.00	3,246.95	4,299.05	43.03%
01-5-704122.00 MEDICARE	1,765.00	759.36	1,005.64	43.02%
01-5-704123.00 HEALTH INSURANCE	57,812.00	16,680.88	41,131.12	28.85%
01-5-704124.00 DISABILITY/LIFE	1,171.00	662.20	508.80	56.55%
01-5-704125.00 DENTAL INSURANCE	940.00	632.04	307.96	67.24%
01-5-704126.00 RETIREMENT	8,824.00	3,903.61	4,920.39	44.24%
Total B & G WAGES & BENEFITS	200,307.00	76,490.84	123,816.16	38.19%
01-5-7042 MATERIALS				
01-5-704201.00 GARDEN SUPPLIES & PLANTS	1,635.00	0.00	1,635.00	0.00%
Total MATERIALS	1,635.00	0.00	1,635.00	0.00%
01-5-7043 CONTRACTED SERVICES				
01-5-704311.00 UNIFORMS	5,500.00	2,590.45	2,909.55	47.10%
Total CONTRACTED SERVICES	5,500.00	2,590.45	2,909.55	47.10%
01-5-7044 EQUIPMENT				
01-5-704401.00 OUTSIDE REPAIRS	2,100.00	0.00	2,100.00	0.00%
01-5-704403.00 PARTS & SUPPLIES	2,600.00	1,868.18	731.82	71.85%
01-5-704405.00 PETROLEUM PRODUCTS	2,000.00	1,113.50	886.50	55.68%
01-5-704413.00 TOOLS	575.00	49.99	525.01	8.69%
Total EQUIPMENT	7,275.00	3,031.67	4,243.33	41.67%
01-5-7046 CAPITAL EXPENDITURES				
01-5-704601.00 DESIGNATED FUND-EQUIPMENT	5,000.00	5,000.00	0.00	100.00%
Total CAPITAL EXPENDITURES	5,000.00	5,000.00	0.00	100.00%
Total BUILDINGS & GROUNDS DIVIS	219,717.00	87,112.96	132,604.04	39.65%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-705 SOLID WASTE DIVISION				
01-5-7051 SW WAGES & BENEFITS				
01-5-705112.00 TRNSF STATION WAGE	51,674.00	30,727.26	20,946.74	59.46%
01-5-705120.00 CCC Tax	227.00	135.27	91.73	59.59%
01-5-705121.00 FICA TAX	3,204.00	1,888.90	1,315.10	58.95%
01-5-705122.00 MEDI TAX	749.00	441.74	307.26	58.98%
Total SW WAGES & BENEFITS	55,854.00	33,193.17	22,660.83	59.43%
01-5-7053 CONTRACTED SERVICES				
01-5-705301.00 GUVSWMD ASSESSMENT	35,000.00	32,508.00	2,492.00	92.88%
01-5-705303.00 MUNICIPAL SOLID WASTE	56,000.00	32,031.31	23,968.69	57.20%
01-5-705305.00 RECYCLING	48,000.00	30,948.32	17,051.68	64.48%
01-5-705306.00 C & D WASTE DISPOSAL	18,000.00	9,687.34	8,312.66	53.82%
01-5-705308.00 FOOD WASTE DISPOSAL	23,000.00	6,423.96	16,576.04	27.93%
Total CONTRACTED SERVICES	180,000.00	111,598.93	68,401.07	62.00%
01-5-7054 EQUIPMENT				
01-5-705403.00 PARTS & SUPPLIES	1,550.00	218.52	1,331.48	14.10%
01-5-705411.00 REPAIRS & MAINTENANCE	6,000.00	0.00	6,000.00	0.00%
01-5-705413.00 SMALL EQUIPMENT	525.00	0.00	525.00	0.00%
Total EQUIPMENT	8,075.00	218.52	7,856.48	2.71%
01-5-7055 TRANSFER STATION				
01-5-705500.00 PURCHASED SERVICES	4,000.00	2,185.00	1,815.00	54.63%
01-5-705501.00 ELECTRICITY	4,500.00	2,003.06	2,496.94	44.51%
01-5-705503.00 PROPANE	900.00	151.34	748.66	16.82%
01-5-705505.00 TELEPHONE	545.00	586.64	-41.64	107.64%
01-5-705515.00 ADMINISTRATION	700.00	57.00	643.00	8.14%
01-5-705517.00 VERMONT FRANCHISE TAX	1,600.00	753.83	846.17	47.11%
Total TRANSFER STATION	12,245.00	5,736.87	6,508.13	46.85%
01-5-7056 CAPITAL EXPENDITURES				
01-5-705601.00 DESIGNATED FUND-EQUIPMENT	5,000.00	5,000.00	0.00	100.00%
Total CAPITAL EXPENDITURES	5,000.00	5,000.00	0.00	100.00%
Total SOLID WASTE DIVISION	261,174.00	155,747.49	105,426.51	59.63%
01-5-706 TRACY HALL				
01-5-7061 BUILDING EXPENSES				
01-5-706100.00 WATER USAGE	935.00	422.47	512.53	45.18%
01-5-706101.00 ELECTRICITY	15,000.00	6,094.88	8,905.12	40.63%
01-5-706103.00 HEATING	19,500.00	6,642.99	12,857.01	34.07%
01-5-706105.00 ALARM MONITORING	1,350.00	0.00	1,350.00	0.00%
01-5-706107.00 ELEVATOR MAINTENANCE	5,000.00	3,833.31	1,166.69	76.67%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-706108.00 CUSTODIAN PAGER & MILEAGE	779.00	0.00	779.00	0.00%
01-5-706109.00 BUILDING SUPPLIES	4,800.00	2,339.96	2,460.04	48.75%
01-5-706113.00 REPAIRS & MAINTENANCE	17,500.00	11,887.78	5,612.22	67.93%
01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	2,000.00	1,408.54	591.46	70.43%
Total BUILDING EXPENSES	66,864.00	32,629.93	34,234.07	48.80%
Total TRACY HALL	66,864.00	32,629.93	34,234.07	48.80%
Total PUBLIC WORKS DEPT.	2,986,036.00	2,929,680.78	56,355.22	98.11%
01-5-8002 DEBT SERVICE EXPENDITURES				
01-5-800207.00 PUBLIC SAFTY FACILITY BON	47,000.00	47,000.00	0.00	100.00%
01-5-800208.00 Browns SH Rd Bridge-Princ	14,000.00	0.00	14,000.00	0.00%
01-5-800209.00 Browns SH Rd Bridge Inter	350.00	0.00	350.00	0.00%
01-5-800211.00 Windsor County Equalizati	60,000.00	57,970.14	2,029.86	96.62%
01-5-800235.00 DEBT INTEREST	42,000.00	21,182.90	20,817.10	50.44%
Total DEBT SERVICE EXPENDITURES	163,350.00	126,153.04	37,196.96	77.23%
01-5-8003 APPROPRIATION EXPENDTURES				
01-5-800302.00 NORWICH PUBLIC LIBRARY	376,700.00	376,700.00	0.00	100.00%
01-5-800310.00 NORWICH AMERICAN LEGION	1,500.00	1,500.00	0.00	100.00%
01-5-800311.00 Norwich Community Nurse	10,000.00	10,000.00	0.00	100.00%
01-5-800315.00 NORWICH HISTORICAL SOC.	12,000.00	12,000.00	0.00	100.00%
01-5-800316.00 NORWICH CEMETERY ASSOCATN	25,000.00	25,000.00	0.00	100.00%
01-5-800324.00 CHILD CARE CTR IN NORWICH	4,348.00	4,348.00	0.00	100.00%
01-5-800328.00 VSTNG NRS/HSP APPR	18,500.00	18,500.00	0.00	100.00%
01-5-800350.00 THE FAMILY PLACE	6,000.00	6,000.00	0.00	100.00%
01-5-800352.00 ADVANCE TRANSIT	15,947.00	15,947.00	0.00	100.00%
01-5-800354.00 HEADREST	2,500.00	2,500.00	0.00	100.00%
01-5-800356.00 WINDSOR COUNTY MENTORS	2,500.00	2,500.00	0.00	100.00%
01-5-800358.00 JAM (formerly CATV)	3,000.00	3,000.00	0.00	100.00%
01-5-800362.00 WISE	2,500.00	2,500.00	0.00	100.00%
01-5-800366.00 SEVCA	3,750.00	3,750.00	0.00	100.00%
01-5-800368.00 YOUTH-IN-ACTION	3,000.00	3,000.00	0.00	100.00%
01-5-800369.00 SENIOR SOLUTIONS	1,200.00	1,200.00	0.00	100.00%
01-5-800372.00 WHT RIVR COUN ON AGING	5,300.00	5,300.00	0.00	100.00%
01-5-800375.00 PUBLIC HEALTH COUNC UV	1,822.00	1,822.00	0.00	100.00%
01-5-800382.00 U.V. TRAILS ALLIANCE	2,000.00	2,000.00	0.00	100.00%
01-5-800386.00 GOOD BEGINNINGS	3,000.00	3,000.00	0.00	100.00%
01-5-800388.00 GREEN MTN ECO DEV CORP	1,705.00	1,705.00	0.00	100.00%
01-5-800389.00 SPECIAL NEEDS SUPPORT CEN	2,000.00	2,000.00	0.00	100.00%
Total APPROPRIATION EXPENDTURES	504,272.00	504,272.00	0.00	100.00%
01-5-8004 TAX EXPENDITURES				
01-5-800400.00 Transfer Out (GF Surplus)	0.00	591,000.00	-591,000.00	100.00%
01-5-800408.00 TAX ABATEMENT/ADJUSTMENT	21,000.00	0.00	21,000.00	0.00%
Total TAX EXPENDITURES	21,000.00	591,000.00	-570,000.00	2,814.29%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-8005 INSURANCE				
01-5-800501.00 HRA REIMBURSEMENT EXPENSE	0.00	7,229.56	-7,229.56	100.00%
01-5-800505.00 SOCIAL SECURITY TAX	0.00	369.87	-369.87	100.00%
01-5-800507.00 MEDICARE TAX	0.00	58.12	-58.12	100.00%
01-5-800517.00 UNEMP INS RATE ASSMT	6,100.00	4,149.00	1,951.00	68.02%
01-5-800518.00 PROP & CAS INSURANCE	120,000.00	57,102.31	62,897.69	47.59%
01-5-800520.00 WORKER'S COMP INS	62,000.00	45,943.05	16,056.95	74.10%
Total INSURANCE	188,100.00	114,851.91	73,248.09	61.06%
Total Expenditures	7,228,165.00	6,203,584.83	1,024,580.17	85.83%
Total General	-7,228,165.00	-6,203,584.83	-1,024,580.17	
Total All Funds	-7,228,165.00	-6,203,584.83	-1,024,580.17	

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Expenditures	0.00	0.00	0.00	0.00%
Total CONSERVATION COMM FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total RECREATION FACILITY & IMP	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total FIRE APPARATUS FUND	0.00	0.00	0.00	
07-5-700322.00 HIGHWAY EQUIP. PURCHASES	0.00	245,503.00	-245,503.00	100.00%
Total Expenditures	0.00	245,503.00	-245,503.00	100.00%
Total HIGHWAY EQUIPMENT FUND	0.00	-245,503.00	245,503.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total HIGHWAY GARAGE FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total SOLID WASTE EQUIP FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total POLICE STATION FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total POLICE CRUISER	0.00	0.00	0.00	
12-5-300322.00 REAPPRAISAL	0.00	37,213.67	-37,213.67	100.00%
12-5-300323.00 Transfer to Gen.Fund	0.00	26,000.00	-26,000.00	100.00%
Total Expenditures	0.00	63,213.67	-63,213.67	100.00%
Total TOWN REAPPRAISAL FUND	0.00	-63,213.67	63,213.67	
13-5-450322.00 TRACY HALL BUILDING	0.00	209,339.59	-209,339.59	100.00%
Total Expenditures	0.00	209,339.59	-209,339.59	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total TRACY HALL FUND	0.00	-209,339.59	209,339.59	
Total Expenditures	0.00	0.00	0.00	0.00%
Total GENERAL ADMIN. FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Granite bench with crista	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total RECREATION FUND-DAM	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total RECREATION FUND-TENNIS CO	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total TOWN CLERK EQUIP FUND	0.00	0.00	0.00	
21-5-500612.00 SPEC EQUIP CAPITAL	0.00	14,106.99	-14,106.99	100.00%
Total Expenditures	0.00	14,106.99	-14,106.99	100.00%
Total POLICE SPEC EQUIP FUND	0.00	-14,106.99	14,106.99	
Total Expenditures	0.00	0.00	0.00	0.00%
Total KIDS & COPS FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total AFFORDABLE HOUSING FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total LAND MANAGEMENT COUNCIL F	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%

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

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Expenditures	0.00	0.00	0.00	0.00%
Total GOSPEL LEASELAND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total RECREATION SCHOLARSHIPS	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total DPW-BRIDGE FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total DPW-PAVING FUND	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total BUILDINGS & GROUNDS	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total COMMUNICATIONS CONSTRUCTI	0.00	0.00	0.00	
45-5-100341.00 RESTORATION EXPENSE	0.00	2,980.00	-2,980.00	100.00%
Total Expenditures	0.00	2,980.00	-2,980.00	100.00%
Total RECORDS RESTORATION	0.00	-2,980.00	2,980.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total GENERATOR FUND	0.00	0.00	0.00	
47-5-485322.00 Public Safety Equip Purch	0.00	2,500.00	-2,500.00	100.00%
Total Expenditures	0.00	2,500.00	-2,500.00	100.00%
Total PUBLIC SAFETY FACILITY	0.00	-2,500.00	2,500.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Expense/Emergency Reserve	0.00	0.00	0.00	

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Expenditures	0.00	0.00	0.00	0.00%
Total Operational Perf & Develo	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Emerald Ash Borer Respons	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Kids Bridge-Huntley Mdw	0.00	0.00	0.00	
54-5-703322.00 Culvert Expense	0.00	14,685.71	-14,685.71	100.00%
Total Expenditures	0.00	14,685.71	-14,685.71	100.00%
Total Culvert Fund	0.00	-14,685.71	14,685.71	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Roadway Safety Fund	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	0.00	0.00%
Total Opioid Settlement Fund	0.00	0.00	0.00	
Total All Funds	0.00	-553,018.85	553,018.85	

General

Account	Curr Yr Pd 7 Jan Encumbrances	Curr Yr Pd 7 Jan Actual
ASSET		
01-1-001 CASH		
01-1-001001.00 PETTY CASH-RECEIPTS DRWR	0.00	0.00
01-1-001002.00 PETTY CASH-POLICE DEPT	0.00	0.00
01-1-001003.00 PETTY CASH-RECREATION	0.00	0.00
01-1-001004.00 PETTY CASH-TRANS STATION	0.00	200.00
01-1-001005.00 PETTY CASH-TOWN CLERK	0.00	50.00
01-1-001100.00 CASH-MASCOMA GENL FUND	0.00	6,843,367.34
01-1-001102.00 CASH-MASCOMA EFTs	0.00	840.59
01-1-001104.00 CASH-MASCOMA FISH & GAME	0.00	366.29
01-1-001106.00 HRA Bank Account	0.00	2,167.17
Total CASH	0.00	6,846,991.39
01-1-002 INVESTMENTS		
01-1-002200.00 CD Mascoma Saving Bank	0.00	0.00
01-1-002200.03 CD - 3 month	0.00	0.00
01-1-002200.09 CD - 9 month	0.00	1,030,766.83
Total INVESTMENTS	0.00	1,030,766.83
01-1-003 RECEIVABLES		
01-1-0030 ACCOUNTS RECEIVABLE		
01-1-003001.00 ACCTS REC-POST OFFICE	0.00	0.00
01-1-003002.00 ACCTS REC-NORW FIRE DIST	0.00	0.00
01-1-003004.00 ACCTS REC-HISTORICAL SOC	0.00	0.00
01-1-003005.00 ACCOUNTS REC-TRACY HALL R	0.00	0.00
01-1-003006.00 ACCTS REC-LIBRARY	0.00	-4,763.43
01-1-003007.00 ACCTS REC-TOWN CLERK	0.00	0.00
01-1-003008.00 ACCTS REC-POLICE DEPT	0.00	0.00
01-1-003009.00 ACCTS REC-RECREATION	0.00	0.00
01-1-003010.00 ACCTS REC-SOLID WASTE	0.00	0.00
01-1-003011.00 ACCTS REC-SCHOOL DISTRICT	0.00	0.00
01-1-003012.00 ACCTS REC-PLANNING	0.00	0.00
01-1-003013.00 ACCTS REC-FIRE	0.00	0.00
01-1-003014.00 ACCTS REC-HIGHWAY	0.00	0.00
01-1-003015.00 ACCTS REC-CEMETERY COMM	0.00	0.00
01-1-003016.00 ACCTS REC-STATE OF VT	0.00	0.00
01-1-003017.00 ACCTS REC-LISTERS	0.00	0.00
01-1-003018.00 ACCTS REC- RETIREMENT	0.00	0.00
01-1-003019.00 A/R ADMINISTRATION	0.00	0.00
01-1-003020.00 A/R HEALTH INSURANCE	0.00	0.00
01-1-003021.00 A/R WORKERS COMPENSATION	0.00	0.00
01-1-003022.00 A/R COBRA	0.00	0.00
01-1-003023.00 A/R IRS	0.00	0.00
01-1-003024.00 VLCT - INSURANCE CLAIMS	0.00	0.00
01-1-003025.00 A/R - VT WITHOLDING TAX	0.00	0.00
01-1-003026.00 Accounts Receivable	0.00	22,054.65
01-1-003026.01 Allowance for Bad Debts	0.00	-16,000.00

General

Account	Curr Yr Pd 7 Jan Encumbrances	Curr Yr Pd 7 Jan Actual
Total ACCOUNTS RECEIVABLE	0.00	1,291.22
01-1-0031 GRANT RECEIVABLE		
01-1-003102.00 GRANT REC-SOLID WASTE	0.00	0.00
01-1-003103.00 GRANT REC-ENERGY COMM.	0.00	0.00
01-1-003104.00 GRANT REC-CONSERV COMM	0.00	0.00
01-1-003105.00 GRANT RECEIV-FIRE DEPT	0.00	0.00
01-1-003106.00 GRANT REC-POLICE DEPT	0.00	0.00
01-1-003108.00 GRANT REC-HIGHWAY DEPT	0.00	-3,675.01
01-1-003110.00 GRANT REC-PLANNING DEPT.	0.00	0.00
01-1-003112.00 GRANT REC-FEMA & VT ERAF	0.00	225,362.74
01-1-003114.00 GRANT RECEIVABLE-RECREATI	0.00	0.00
01-1-003115.00 Grant Rec - Town Clerk	0.00	0.00
Total GRANT RECEIVABLE	0.00	221,687.73
01-1-0032 NOTES RECEIVABLE		
Total NOTES RECEIVABLE	0.00	0.00
01-1-0034 TAXES RECEIVABLE		
01-1-003401.00 CURRENT TAX RECVBLE	0.00	9,236,525.29
01-1-003402.00 DEL PROP TAXES RECEIVABLE	0.00	104,639.80
01-1-003403.00 TAX INTEREST RECV	0.00	23,937.71
01-1-003404.00 PENALTY RECEIVABLE	0.00	4,157.37
01-1-003405.00 FEDERAL PILOT PAYMENT REC	0.00	0.00
Total TAXES RECEIVABLE	0.00	9,369,260.17
Total RECEIVABLES	0.00	9,592,239.12
01-1-004 OTHER ASSETS		
01-1-004099.00 HTFD RECY COUPON INVENTORY	0.00	1,500.00
01-1-004102.00 PREPAID EXPENSES	0.00	0.00
01-1-004104.00 INVENTORY-Materials	0.00	120,000.00
01-1-004105.00 Inventory-DPW Fueling Sta	0.00	2,355.78
01-1-004201.00 Equipment Deposits	0.00	0.00
Total OTHER ASSETS	0.00	123,855.78
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-6,219,567.10
Total Asset	0.00	11,374,286.02
LIABILITY		
01-2-001 ACCOUNTS PAYABLE		
01-2-001101.00 ACCRUED PAYROLL PAYABLE	0.00	0.00

General

Account	Curr Yr Pd 7 Jan Encumbrances	Curr Yr Pd 7 Jan Actual
01-2-001101.01 FICA TAX DUE TO EMPLOYEE	0.00	0.00
01-2-001102.00 Healthy Insurance	0.00	0.00
01-2-001103.00 FICA TAX PAYABLE	0.00	0.00
01-2-001105.00 MEDICARE TAX PAYABLE	0.00	0.00
01-2-001107.00 FED W/H TAX PAYABLE	0.00	0.00
01-2-001109.00 VT W/H TAX PAYABLE	0.00	0.00
01-2-001111.00 VMERS GRP B PAYABLE	0.00	494.10
01-2-001112.00 VMERS DEF CONTRB PAY	0.00	0.00
01-2-001113.00 VMERS GRP C PAYABLE	0.00	0.00
01-2-001114.00 HRA LIABILITY	0.00	5,708.84
01-2-001115.00 CHILD SUPPORT PAYABLE	0.00	0.00
01-2-001116.00 DEFERRED COMPENSATION	0.00	0.00
01-2-001116.10 ROTH PLAN 457	0.00	0.00
01-2-001117.00 UNION DUES PAYABLE	0.00	129.84
01-2-001118.00 DUE TO IRS	0.00	0.00
01-2-001119.00 DUE TO TOWN OF HARTFORD	0.00	0.00
01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	0.00	0.00
01-2-001121.00 VT ANIMAL RETURN	0.00	658.00
01-2-001122.00 DUE TO VT-FISH & GAME	0.00	113.70
01-2-001122.01 VT FISH & GAME GIFT CERTI	0.00	97.00
01-2-001123.00 SCHOOL DISTRICT TAX	0.00	7,473,123.28
01-2-001123.10 Due to State Education	0.00	579,905.77
01-2-001124.00 DUE TO VT-VITAL RECORDS	0.00	3,525.00
01-2-001125.00 DUE TO GUVSWMD-COUPONS	0.00	0.00
01-2-001125.10 DUE TO GUVSWMD-STICKERS	0.00	2,145.00
01-2-001126.00 VISION SERV PLAN-PAYROLL	0.00	6.74
01-2-001127.00 DELTA DENTAL-PAYROLL	0.00	0.00
01-2-001128.00 DUE TO WINDSOR COUNTY	0.00	0.00
01-2-001147.00 DUE TO TAXPAYER FROM STAT	0.00	145.00
01-2-001148.00 TAX OVERPAYMENTS	0.00	13,178.59
01-2-001148.10 AR Overpayments	0.00	0.00
01-2-001149.00 TAX CLEARING ACCOUNT	0.00	0.00
01-2-001149.10 AR Clearing Account	0.00	0.00
01-2-001150.00 VENDORS PAYABLE	0.00	229,641.63
01-2-001160.00 ACCOUNTS PAY. YEAR END	0.00	0.00
01-2-001165.00 ENCUMBRANCES	0.00	0.00
01-2-001166.00 Tracy Hall Rental Deposit	0.00	0.00
Total ACCOUNTS PAYABLE	0.00	8,308,872.49
01-2-002 GRANT LIABILITY		
01-2-002104.00 PLANNING GRANT-LIABILITY	0.00	0.00
01-2-002106.00 FEMA GRANT LIABILITY	0.00	0.00
01-2-002108.00 ENERGY COMM. GRANT LIABI	0.00	0.00
Total GRANT LIABILITY	0.00	0.00
01-2-003 OTHER LIABILITIES		
01-2-003009.00 INTERACCOUNT TRANSFERS	0.00	0.00
01-2-003010.00 PREPAID TAXES	0.00	0.00

General

Account	Curr Yr Pd 7 Jan Encumbrances	Curr Yr Pd 7 Jan Actual
01-2-003010.20 PREPAID TAXES- NONCURRENT	0.00	0.00
01-2-003011.00 TAX SALE/REDEMPTIONS	0.00	0.00
01-2-003012.00 PREPAID RECREATION FEES	0.00	0.00
01-2-003013.00 STORR'S POND FEES	0.00	0.00
01-2-003014.00 PREPAID STICKER PERMIT	0.00	0.00
01-2-003015.00 PROP TAX APPEAL LIABILITY	0.00	0.00
01-2-003016.00 MSB-FEMA LINE OF CREDIT	0.00	0.00
01-2-003017.00 MSB 5 YEAR LOAN	0.00	0.00
01-2-003018.00 Northfield Savings Bk	0.00	0.00
Total OTHER LIABILITIES	0.00	0.00
01-2-004 DEFERRED REVENUES		
01-2-004001.00 DEFERRED REV-TAXES	0.00	236,000.00
01-2-004002.00 DEFERRED REV-RECREATION	0.00	0.00
01-2-004003.00 DEFERRED REVENUE-T HALL	0.00	0.00
01-2-004004.00 DEFERRED REV-GRANTS	0.00	280,620.27
Total DEFERRED REVENUES	0.00	516,620.27
Total Liability	0.00	8,825,492.76
FUND BALANCE		
01-3-0011 RESERVE-FUND BALANCE		
01-3-001105.00 RESERVE-RECREATION DPT	0.00	0.00
01-3-001107.00 RESERVE-FIRE DEPT	0.00	0.00
01-3-001109.00 RESERVE-POLICE DEPT	0.00	0.00
01-3-001111.00 RESERVE-TOWN CLERK	0.00	0.00
01-3-001113.00 RESERVE-HIGHWAY DEPT	0.00	0.00
01-3-001115.00 RESERVE-SOLID WASTE DEPT	0.00	0.00
01-3-001117.00 RESERVE-PLANNING COMM.	0.00	0.00
01-3-001119.00 RESERVE-BANDSTAND	0.00	0.00
01-3-001122.00 RESERVE-CONSERVATION COMM	0.00	0.00
Total RESERVE-FUND BALANCE	0.00	0.00
01-3-0013 UNRESTRICTED FUNDS		
01-3-001300.00 GENERAL FUND BAL-UNREST	0.00	870,145.33
01-3-001301.00 FUND BALANCES-ENCUMB	0.00	0.00
01-3-001301.01 FireApparatusFund6	0.00	0.00
01-3-001301.02 HWGarage8	0.00	0.00
01-3-001301.03 TracyHall13	0.00	291,000.00
01-3-001301.04 Tax Rate Buy Down	0.00	0.00
01-3-001301.05 DPW Bridge#41	0.00	200,000.00
01-3-001301.06 EAB #52	0.00	100,000.00
01-3-001301.07 Replenish Fund 50	0.00	45,207.85
Total UNRESTRICTED FUNDS	0.00	1,506,353.18

Account	Curr Yr Pd 7 Jan Encumbrances	Curr Yr Pd 7 Jan Actual
Total Prior Years Fund Balance	0.00	1,506,353.18
Fund Balance Current Year	0.00	1,042,440.08
Total Fund Balance	0.00	2,548,793.26
Total Liability, Reserves, Fund Balance	0.00	11,374,286.02

Account Number	Account Description	Account Balance
01-1-090000.00	General DUE FROM/TO OTHER FUND	-6,219,567.10
04-1-090000.00	CONSERVATION COMM FUND DUE FROM/TO OTHER FUND	5,027.49
05-1-090000.00	RECREATION FACILITY & IMP DUE FROM/TO OTHER FUND	64,801.06
06-1-090000.00	FIRE APPARATUS FUND DUE FROM/TO OTHER FUND	789,182.16
07-1-090000.00	HIGHWAY EQUIPMENT FUND DUE FROM/TO OTHER FUND	327,860.73
08-1-090000.00	HIGHWAY GARAGE FUND DUE FROM/TO OTHER FUND	409,897.52
09-1-090000.00	SOLID WASTE EQUIP FUND DUE FROM/TO OTHER FUND	50,237.37
10-1-090000.00	POLICE STATION FUND DUE FROM/TO OTHER FUND	0.00
11-1-090000.00	POLICE CRUISER DUE FROM/TO OTHER FUNDS	107,643.61
12-1-090000.00	TOWN REAPPRAISAL FUND DUE FROM/TO OTHER FUND	76,914.42
13-1-090000.00	TRACY HALL FUND DUE FROM/TO OTHER FUND	688,476.76
14-1-090000.00	GENERAL ADMIN. FUND DUE FROM/TO OTHER FUNDS	135,307.96
15-1-090000.00	Granite bench with crista DUE FROM/TO OTHER FUND	10.61
16-1-090000.00	RECREATION FUND-DAM DUE FROM/TO OTHER FUNDS	0.00
17-1-090000.00	RECREATION FUND-TENNIS CO DUE FROM/TO OTHER FUND	137,516.89
19-1-090000.00	TOWN CLERK EQUIP FUND DUE FROM/TO OTHER FUND	9,724.14
21-1-090000.00	POLICE SPEC EQUIP FUND DUE FROM/TO OTHER FUNDS	18,394.20
22-1-090000.00	KIDS & COPS FUND DUE FROM/TO OTHER FUND	0.00
23-1-090000.00	AFFORDABLE HOUSING FUND DUE/FROM TO OTHER FUND	51,163.67
24-1-090000.00	LAND MANAGEMENT COUNCIL F DUE FROM/TO OTHER FUNDS	13,607.91
25-1-090000.00	FIRE DEPT.APPARATUS BAY DUE/FROM TO OTHER FUND	0.01
26-1-090000.00	FIRE EQUIPMENT FUND DUE FROM/TO OTHER FUND	101,451.02
27-1-090000.00	SIDEWALK FUND DUE FROM/TO OTHER FUND	90,829.08
28-1-090000.00	LONG TERM FACILITY STUDY DUE FROM/TO OTHER FUND	2.39
29-1-090000.00	TOWN MANAGER VEHICLE FUND DUE FROM/TO OTHER FUND	0.00
30-1-090000.00	BANDSTAND RENOVATION FUND DUE FROM/TO OTHER FUND	0.00
31-1-090000.00	COMMUNICATIONS STUDY FUND DUE FROM/TO OTHER FUNDS	0.00
33-1-090000.00	CITIZEN ASSISTANCE FUND DUE FROM/TO OTHER FUND	12,330.12
34-1-090000.00	WCTU FOUNTAIN DUE FROM/TO OTHER FUND	0.00
35-1-090000.00	CORRIDOR TREE DUE FROM/TO OTHER FUND	0.00
36-1-090000.00	ALURA GRANT DUE FROM/TO OTHER FUND	0.00
37-1-090000.00	MAIN STREET FLAGS DUE FROM/TO OTHER FUND	243.63
38-1-090000.00	SCHOOL LEASELAND DUE FROM/TO OTHER FUND	0.00
39-1-090000.00	GOSPEL LEASELAND DUE FROM/TO OTHER FUND	0.00
40-1-090000.00	RECREATION SCHOLARSHIPS DUE FROM/TO OTHER FUND	1,134.47
41-1-090000.00	DPW-BRIDGE FUND DUE FROM/TO OTHER FUND	1,112,630.58
42-1-090000.00	DPW-PAVING FUND DUE FROM/TO OTHER FUND	467,859.61
43-1-090000.00	BUILDINGS & GROUNDS DUE FROM/TO OTHER FUND	44,439.42
44-1-090000.00	COMMUNICATIONS CONSTRUCTI DUE FROM/TO OTHER FUND	0.00
45-1-090000.00	RECORDS RESTORATION DUE FROM/TO OTHER FUND	45,194.90
46-1-090000.00	GENERATOR FUND DUE FROM/TO OTHER FUND	64,427.07
47-1-090000.00	PUBLIC SAFETY FACILITY DUE FROM/TO OTHER FUND	13,757.56
48-1-090000.00	Climate Emergency DUE FROM/TO OTHER FUND	44,203.15
49-1-090000.00	ARPA (American Rescue Pla DUE FROM/TO OTHER FUND	0.00
50-1-090000.00	Expense/Emergency Reserve DUE FROM/TO OTHER FUND	735,310.05
51-1-090000.00	Operational Perf & Develo DUE FROM/TO OTHER FUND	142,896.02
52-1-090000.00	Emerald Ash Borer Respons DUE FROM/TO OTHER FUND	113,947.53
53-1-090000.00	Kids Bridge-Huntley Mdw DUE FROM/TO OTHER FUND	6,802.32
54-1-090000.00	Culvert Fund DUE FROM/TO OTHER FUND	282,747.19
55-1-090000.00	Roadway Safety Fund DUE FROM/TO OTHER FUND	20,744.76
56-1-090000.00	Opioid Settlement Fund DUE FROM/TO OTHER FUND	32,849.72

Account Number	Account Description	Account Balance
**** TOTALS FOR DUE/TO DUE/FROM ACCOUNTS		0.00

Town of Norwich, Vermont
Minutes of the Selectboard Meeting
Wednesday, February 11th, 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), Robert Gere (Town resident), Jenny Tolman (Town resident)

Active Participants on Zoom: Jaan Laaspere (Planning Commission), Pam Smith (Town resident), Lily Trajman (Town Clerk), Rick Brigham (Sullivan Powers & Co.), Tricia Spellman (Finance Committee), Steven True (Planning Director and Zoning Administrator)

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

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

YouTube Timestamp: N/A (sound issues)

1. Agenda

Timestamp: N/A (sound issues)

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

2. Chair's Report

Timestamp: 8:21

The Chair (1) put the Tier 1B discussion on the Selectboard agenda for February 25th in coordination with the Town Manager and Planning Director, (2) suggested awarding money from the opioid settlement after Town Meeting, (3) wrote an article for the spring edition of the Norwich Times, (4) asked the Selectboard to review the board's "parking lot" of outstanding topics and received the following suggestions: Article 36, energy strategies for the town, communications, website infrastructure improvement, goals for the Town Manager, development of a town charter, draft Selectboard policies for tax exempt properties, Finance request for studying the surplus and deficit, Tracy Hall renovation scope and timeline, examination of next year's informational town meeting date, and (5) highlighted a correspondence from Will Smith to the Selectboard that he and his wife both then asked the Chair to remove.

Calloway asked about the status of PVR317 and handed the Chair a physical document that she explained was discussed in executive session.

The Chair asked if she should be sent out again because she did not ask questions based on the document being shared.

Vincent asked why the item was being discussed because it was not on the agenda.

Calloway explained that they had talked with the Chair about doing a request and that she would like an update.

Griggs shared that he was lost and that it needs to be on the agenda to be discussed.

The Town Manager clarified that the document might include separate properties that possibly went through the process.

3. Public Comments for Items not on the Agenda

Timestamp: 18:51

Robert Gere announced that he is running for the open Selectboard position to be vacated by Vincent. Gere thanked Vincent and Calloway for their work on the Selectboard.

Laaspere reported that the Planning Commission had confirmed that Kyle of Two Rivers would attend the Selectboard meeting on February 25th. Laaspere additionally shared that the Commission approved the motion to recommend to the Selectboard to ask for Tier 1B designation.

Pam Smith suggested that the first meeting of the new Selectboard, the organizational meeting, be included on the agendas.

Town Clerk Lily Trajman shared that absentee ballots had been sent out and early voting had started.

Griggs thanked Sandy Anderson for providing cookies for the meeting.

4. FY25 Review with Auditor

Timestamp: 22:47

Rick Brigham, the town's lead auditor from Sullivan Powers & Co., gave an overview of the audit report. Brigham highlighted page seven, the balance sheet of Norwich on June 30, 2025, which gave a snapshot in time of assets and liabilities. Brigham noted the unassigned fund balance of \$1,389,551, which he noted was fairly in line with last year's balance.

Brigham shared that he had heard about some confusion regarding the town having a deficit or a surplus, and that page eight should provide clarity. He noted the net change in fund balance under the general fund of negative \$930,466, representing the deficit for the year. Much of the deficit, he stated, was planned, with some transfers out of the general fund into specific funds based on article votes.

Brigham highlighted that some changes to policies and procedures had been made to the transfer station during the year that would hopefully allow future audits to look at completeness of revenue at the transfer station moving forward.

Brigham suggested reviewing pages 12-38 of the audit for a deeper dive on anything in the financial statements. He explained that pages 39-55 provided budget actuals, pages 59-64 provided capital projects and special revenue funds, and page 69 included communications to the Selectboard on material weaknesses and significant deficiencies.

Brigham noted no difficulties or disagreements in dealing with staff or management, no consultations with other auditors, and that all entries his team proposed were posted by management.

The Chair asked if cash interactions at the transfer station would need to be eliminated in order to ensure adequate internal control.

Brigham shared that other clients went cashless at their transfer stations but that the primary objective was to minimize risk through ensuring customers take receipts, monitoring voided transactions, and reconciling between revenues generated in the cash register and revenues posted to the NEMRC system.

The Chair shared her confusion about the surplus that was described and the description of diverting funds as a deficit.

Brigham encouraged people to view the general fund as its own pot of money and the movement of money to other funds like the fire apparatus fund or highway garage fund as income for the other funds but expense and deficit for the general fund. Brigham added that page eight showed the revenues and expenses of the general fund and highlighted the

section “Other Financing Sources,” which included budgeted transfers and appropriations to send to reserves, as well as special articles.

The Chair asked how the audit and general fund would be affected if voters had voted the articles down.

Brigham explained that if the three items that totaled approximately \$1M had been voted down, the general fund would be almost a break-even instead of a \$930,000 deficit. He noted that when the money is spent from a reserve fund, it would affect the bottom line of the reserve fund but would not affect the bottom line of the general fund.

Griggs highlighted that the contract signed with the auditors described the product as being sent to the Selectboard, including the draft.

Brigham stated that drafts were not usually sent to the Selectboard but instead to the Finance Department and Management. Brigham stated that the Finance Department and Management need to be able to take full responsibility for a draft, and that the finalized version goes to the Selectboard.

Griggs stated that the language in the contract suggests that the auditors would issue the draft to the Selectboard and that he had expected to see the draft.

Brigham explained that he did not want the Selectboard to get bogged down in the initial drafts but rather involve the Selectboard at an upper level with the final product, though he could issue or present a draft to the Selectboard.

Griggs stated that the Finance Department was being audited and that providing them with an audit before the audit comes out struck him as a potential liability.

The Chair shared that she viewed it more as a research project to ensure that the resulting audit was accurate. She noted that she did not think it would be productive for the Selectboard to receive a draft and review all of the technical aspects of it.

Brigham offered to change the wording next year to provide a draft to the Finance Department and the Manager for review prior to being finalized at the Selectboard level.

Calloway stated that it would not serve a purpose for the Selectboard to get preliminary information that they have been receiving all along when it is put into the draft of an audit, as they are a “higher level body.” Calloway stated that it is not the Selectboard’s job to check what cells money is put into but to see the bottom line.

Tricia Spellman of the Finance Committee shared that it would be useful for the Finance Committee or an Audit Committee to review the audit before it goes to the Selectboard. Spellman pointed out that Finance Director Barrie Rosalinda referenced a million dollar mispost in a December 2025 Selectboard meeting that she did not see reflected in the audit.

Brigham responded that he did not know what mispost was being discussed.

The Town Manager suggested that Rosalinda provide an answer to Spellman's question in the next packet.

Spellman highlighted that capital items were mixed in with operating items, which made it difficult to understand the operating budget. Spellman asked if Brigham had suggestions for making the budget clearer.

Brigham shared that he had seen towns do an operating budget and then capital subcategory for each department, or something at the end for all capital-related items to not bog down the normal operational budget. Brigham added that he thought it would be a great idea to put the Treasurer and Finance Committee together with Rosalinda to explore a way to restructure the budget to make it more understandable to the layman.

[Pam Smith asked about the \\$700,000 surplus infusion that was in the budget for the fiscal year and how it plays into the audit.](#)

Brigham explained that the town was already planning on having a negative \$700,000 deficit "even walking in the door." Brigham referred Pam Smith to page 55 and the \$654,672 being budgeted to lose because of the \$700,000; he noted that there were additional "little bits and pieces" related to some revenues that might have changed that would account for the remaining difference.

Pam Smith and Brigham discussed pages five and six of the report and the transfer of the \$700,000 between funds.

5. Town Clerk Spending Request

Timestamp: 57:08

I move to approve the expenditure of up to \$110 from the Restoration Fund #45 for the purchase of archival paper. – Griggs moved (2nd Vincent) Vote: yes (unanimous)

6. Recreation Department Spending Request

Timestamp: 57:45

I move to approve the expenditure of \$300 from the Scholarship Fund #40 to offset recreation program fees for two families. – Griggs moved (2nd Vincent) Vote: yes (unanimous)

7. UVAA Request for Letter of Support for Northern Border Regional Commission Catalyst Grant

Timestamp: 58:16

The Town Manager shared that the letter of support in this agenda item would be for the significant grant, whereas the previous letter of support was for help with writing the grant application.

Vincent questioned the verb tense of the letter of support.

Selectboard members discussed the relation of this grant to the grant discussed at the previous meeting and the language of the letter of support.

Planning Director and Zoning Administrator Steven True clarified that the REDI grant that was discussed at a prior meeting was for an assistance grant to write material for the Catalyst grant.

Jenny Tolman stated that she interpreted the first paragraph of the letter as thanking the Commission for its support to the community in general, as opposed to preemptively expecting to receive the funds.

I move to approve the draft letter in support of the Upper Valley Agricultural Association's application for a Northern Border Regional Commission Catalyst grant and authorize the Chair of the Norwich Selectboard to sign on behalf of the town. – Griggs moved (2nd Swett) Vote: yes (unanimous)

8. Local Hazard Mitigation Plan Committee Creation

Timestamp: 1:07:14

The Town Manager explained that this agenda item was for the approval of the creation of a steering committee that would likely take at least several months to complete.

The Chair questioned whether it would be a working group as it seemed to be all internal employees.

The Town Manager responded that all of the meetings would be public and warned and additionally questioned how working groups would be documented in the Selectboard Handbook.

Calloway responded that it would be good historical knowledge to have in the Handbook.

Calloway asked if it would need to be approved by the state.

True stated that it would go through the state FEMA representation and then to federal FEMA representation for review of the application.

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

9. Planning for 2026 Public Informational Hearing

Timestamp: 1:12:00

The Town Manager shared that last year's slide deck included (1) an update on staffing, (2) current elected officials and staff, (3) budget goals and challenges, (4) a budget summary, (5) an exploration of the tax rate and \$700,000 buy-down, (6) an overview of Tracy Hall, DPW, and Emerald Ash Borer funds, and (7) completed initiatives and ongoing work of the Selectboard, Town Manager, and staff.

The Town Manager suggested including photos of the heating system upgrade in this year's slide deck.

The Town Manager offered to put together updated slides for the next Selectboard packet and finalize the material in the February 25th meeting ahead of the March 2nd informational hearing.

10. Proposal of Formation of Working Groups for (1) Change of date for 2027 Public Informational Hearing; (2) Development of SB Process for Property Tax Exemptions on Warrant

Timestamp: 1:18:52

The Chair explained that she wanted to explore the timelines and permissions involved with holding an informational meeting on a weekend. She asked whether the Selectboard thought it would be worth pursuing and whether the endeavor would be considered a query or a working group.

Calloway and Griggs stated that it sounded like a query. Selectboard members voiced support for the endeavor.

I move to authorize the current Selectboard Chair to explore changing the date of the 2027 Town of Norwich Informational Meeting. She will consult with the Town Manager, the Town Clerk, and others deemed essential to the presentation of the town and school budgets and warrant articles and bring that information back to the Selectboard for a decision. – Calloway moved (2nd Vincent) Vote: yes (unanimous)

The Chair shared that she did not remember the different materials being requested the last time the schoolhouses were put on the ballot. The Chair explained that she wanted to compile the list of information that voters would want to know about, like whether the schoolhouses' organizations were in good standing with the Secretary of State.

Calloway stated that much of tax exemption was statutory and suggested discussing the matter with counsel.

The Chair clarified that she was thinking more of the routine requirements for getting a property on the ballot, such as the required number of days for giving notice to the Selectboard.

Calloway suggested developing a template with a checklist. Calloway highlighted an upcoming change in law that could affect existing municipal exemptions and those going forward. She further suggested understanding what happens to the PVR 317, how it gets approved by the state, and whether it should be approved by counsel due to the loss of tax dollars upon approval.

Swett highlighted that the PVR 317 form that he sent outlined a number of relevant statutes and guardrails. Swett stated that this was a great idea.

Griggs asked if the Selectboard should review a broader focus that includes other entities beyond the Chair's area of focus to avoid the perception of a conflict of interest.

The Chair shared that the process "seemed ragged" and appeared overwhelming to the Root District Schoolhouse representatives, which led to her desire to ease the process.

I move to authorize the current Selectboard Chair to draft a policy governing both Selectboard approval of warrant articles requesting property tax exemption for particular properties and the property tax exemption options and effects in general. – Calloway moved (2nd Swett) Vote: yes (unanimous)

11. Tracy Hall Roof Repair (10 mins)

Timestamp: 1:34:21

The Town Manager explained that the town had begun exploring the repair at the end of the summer and received quotes from three companies. The final quote made the most sense to the Town Manager given the specification of slates to repair and the estimated costs.

The Chair noted the variation in absorption rates across types of slate and wondered what type of slate this company would use.

Griggs quoted the 2024 feasibility study and noted that there was not a specification for bidding and there was a wide range of bids. Griggs further advocated for engaging Studio Nexus before moving forward with building, especially given a lack of roof leaks, and combining roof work with chimney work.

The Chair shared that she thought the Selectboard was “drifting” and advocated for refining the scope and timeline of the Tracy Hall project while simultaneously moving forward with the roof repair due to potential leaks.

Calloway stated that faulty tiles could cause leaks or harm and viewed this expenditure as a “stitch in time.”

Vincent voiced concern at the wide range in quotes for roof repair. She shared ongoing frustration at the lack of a sense of urgency on the Selectboard for updating the building.

Swett shared concern at the pace of work on items that need repair. He suggested that work like painting the building could be viewed as building maintenance projects that have been kicked forward in an effort to incorporate them into a larger plan for the building.

Griggs shared that there is time to get a consultant to put together a bid package and get bids on the same scope for the roof well before springtime.

The Town Manager reminded Selectboard of the discussion last summer of projects to fast-track, followed by another discussion to return to scoping and visioning. The Town Manager emphasized that there had not been action but that it was not for lack of trying.

The Town Manager stated that hiring a consultant to bid a \$3,500 contract would lead to more money being spent on the consultant than the contract and shared that he had gotten recommendations from Doug Sonsalla of Studio Nexus on how to go about the roof repairs and had reached out to the companies that Sonsalla had suggested. The Town Manager added that it was difficult to be told things were not moving fast enough when he brought things in only to be told to move back to visioning.

The Chair suggested that the roof repair could be viewed as a preventative maintenance project whereas the larger-scale roof work could be considered separately. She suggested the Selectboard “wake up” and start dealing with the building updates after the new board is in place. The Chair wondered if it would make sense to have three or four architectural firms create an idea for a renovation and then have the Selectboard pick one.

Calloway shared that she was not surprised by the roof repair quote from Jancewicz & Son as she had grown up in the same town and she never heard any negative feedback.

Griggs reminded the Selectboard that he had written to the Chair in May 2025 asking to be assigned to head up a working group on the upgrade of Tracy Hall and recommended in October that an advisory committee be formed. Griggs voiced frustration at not being allowed to lead a group focused on Tracy Hall upgrades.

Swett advocated for prioritizing Tracy Hall upgrades in future agendas and considering what Griggs had offered to do.

I move to approve the expenditure of up to \$3,500 from the Tracy Hall Fund #13 for the Tracy Hall roof repair. – Calloway moved (2nd Swett) Vote: yes (Calloway, Vincent, Swett, Calloway), no (Griggs)

12. Approve Minutes - January 28, 2026

Timestamp: 1:54:20

Calloway stated that the last thing she had said under item seven in the meeting was that “it is the law.” She explained that she copy-and-pasted the statutes of Vermont into the Selectboard Handbook.

Selectboard members discussed the penultimate sentence of agenda item seven in the minutes:

“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.”

Calloway suggested removing the sentence about Griggs’ concern or adding that Calloway “clarified that it is the law and that Norwich is, the Norwich Selectboard, is subject to the law.”

Griggs objected to removing the sentence that reflected his concern.

Swett shared that he understood what Griggs was saying about it being a reference document that refers to multiple things, including statute, and that the minutes are a record of what was said, not necessarily the accuracy of the statements.

Vincent shared that it seemed inappropriate that the discussion was happening again and that if they want to have another discussion, they should warn it and have the discussion.

I move to approve the minutes for January 28th, 2026 as amended. – Calloway moved (2nd Swett) Vote: yes (unanimous)

Item seven of the minutes for January 28th did not include Calloway’s clarification that the Selectboard Handbook is the law and that the Norwich Selectboard is subject to the law.

13. AP Warrants

Timestamp: 2:02:57

Selectboard members noted a typo in the number of the second warrant being presented for approval.

I move to approve AP Warrant #1452 in the amount of \$113,550.72 to be paid from the General Fund. – Griggs moved (2nd Calloway) Vote: yes (unanimous)

[Pam Smith noted that the Chair is authorized to sign for any off-cycle payments.](#)

The Chair and Calloway responded that it would be clearer to have a motion.

*I move to authorize the Selectboard chair to sign the AP Warrant in the amount of \$511.83 to be paid from the Records Restoration Fund. – Calloway moved (2nd Griggs)
Vote: yes (unanimous)*

14. Receipt of Correspondence

Timestamp: 2:12:02

The Town Manager voiced his surprise at Pam Smith asking the Chair to remove Will Smith's letter from the packet. The Town Manager and the Chair asked if Pam Smith would like to speak to that request.

[Pam Smith responded that she thought she had spoken to that request in her text to the Chair.](#)

The Chair read the text sent on February 10th at 7:49 am:

“Please ask the TM’s office to remove pages 128 and 129 from the 2/11/26 packet. This was a misunderstanding of how the Vermont Public Record Act works. If I had known in advance this was being sent, this error would have been avoided. Thanks for your help with this.”

The Chair shared that she was unsure how to “sort it out,” so she texted back:

“Thanks for your message.”

The Town Manager stated that he was still curious as to why Pam Smith would write to the Chair asking to remove her husband’s message. The Town Manager reflected that it was disheartening to be “the target of this most recent defamation and potentially libelous attack from Mr. Smith.” He noted recurrent allegations of incompetence, overpay, improper hiring, and residence outside of Norwich by a “very small group of people” regularly throughout his time as Town Manager.

The Town Manager read the definitions of “libel” and “rigged” from the Merriam-Webster dictionary.

The Town Manager highlighted Will Smith’s claims that the Town Manager’s position had not been advertised. The Town Manager stated that he learned about the job opportunity through the Vermont League of Cities and Towns website, he submitted a resume and cover letter, was interviewed through a formal process, was hired in an interim capacity for approximately a year, and was then hired to take on the full-time

role. He shared that both of his performance evaluations were positive and satisfactory and that he had been supported by three different Selectboards over the three years he had served the town.

The Town Manager shared that he thought the letter was “somehow motivated with Pam Smith announcing that she was going to be a write-in candidate for the Selectboard a day before this thing gets published into a written packet and posted on the ListServ.”

The Town Manager stated that this sort of treatment trickles down to attacks on department heads. He gave the example of a meeting on March 27th, 2024, during which Will Smith made “false and derogatory statements” about Chris Kaufman’s performance as DPW Director, and Pam Smith in her role as Selectboard Chair allowed him to make those statements but did not give Kaufman the opportunity to refute them.

The Town Manager shared that instances like those referenced above make it difficult to change the Town’s culture and reputation and that moving forward will require the election of thoughtful and ethical individuals looking to serve the town without “bias and personal alliances and personal agendas.”

Calloway stated that Will Smith has “a history of this type of inflammatory behavior and emails, which does nothing to encourage, as Brennan was saying, people to serve Norwich in any capacity.” Calloway emphasized that the law does not authorize Selectboard members to act on their own and that the Selectboard must authorize anything that is done by an individual board member. Calloway highlighted there was no conspiracy in the hiring and retention of the Town Manager, only decisions by a majority of the Selectboard carried out in a confidential executive session, as required for personnel matters.

The Chair noted concern about the post by Will Smith but stated that it should not reflect so heavily on Pam Smith. The Chair stated that Pam Smith has served the town in many capacities and is a qualified candidate for the Selectboard.

Pam Smith shared that Will Smith thought he was doing a records request for an HR Happens document. She noted that if she had not been elsewhere at the time, she might have been able to prevent it from being sent or softened the tone. Pam Smith stated that they have “had many discussions on this since this happened” and that they “will just move forward as a couple.” Pam Smith noted that she does not always agree with Will Smith’s opinions but that he is his own person.

Pam Smith stated that she would like to continue serving the town and would continue on with her write-in campaign.

The Chair read the email that Will Smith sent her on February 7th:

“Greetings Mary, Please remove my correspondence from the current Selectboard packet. It was not my intent to have my ListServ posts included as correspondence. I will submit a formal public records request, per PRA, at a later date. Thank you in advance for your willingness to help me correct the situation, Will Smith.”

Pam Smith stated that she would like to apologize to the Town Manager “if he feels that he has been defamed or those comments are libelous.” She stated that she does not share her husband’s viewpoints and that she hopes she and the Town Manager can have a good working relationship going forward.

Calloway stated that she thought the Chair made the correct decision in keeping the letter in the Selectboard packet since the letter was sent to the Selectboard.

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

15. Adjournment

Timestamp: 2:34:52

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

Meeting adjourned at 8:59.

Minutes taken by Jenny Tolman.

02/20/26
10:32 am

Town of Norwich Accounts Payable
Check Warrant Report # 1458 Current FY Invoices
For Check Acct 03(General) All check #s 02/25/26 To 02/25/26

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jdelabrue

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10021	01/29/26	ADKINS PRINTING CO., INC. Land Records Paper 14078	45-5-100341.00 RESTORATION EXPENSE	100.05	17402	02/25/26
Report Total				100.05		

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 \$ *****100.05
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda
Barrie Rosalinda

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

SELECTBOARD:

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

02/20/26
10:44 am

Town of Norwich Accounts Payable
Check Warrant Report # 1459 Current FY Invoices
For Check Acct 03(General) 17403 To 17452 02/25/26 To 02/25/26

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10003	12/19/25	Boots 70017	01-5-500582.00 UNIFORMS	231.95	17403	02/25/26
10022	02/05/26	Coupling, Brake Cleaner 608460360902	01-5-703403.00 PARTS & SUPPLIES	68.74	17404	02/25/26
10022	02/17/26	Cable Stop Clamp 608460481572	01-5-703403.00 PARTS & SUPPLIES	5.36	17404	02/25/26
10059	01/14/26	Rec Trail Grooming 697	01-5-425200.00 Instructor/Contractor Fee	1055.00	17405	02/25/26
10059	02/12/26	Rec Trail Grooming 698	01-5-425200.00 Instructor/Contractor Fee	767.50	17405	02/25/26
10066	02/03/26	Comp Door Gas Struts 1GTMT7HH6KC6	01-5-555528.21 R&M 21 Spartan Ladder	34.55	17406	02/25/26
10066	02/17/26	Pasta Making Supplies 1NQHNCNHR1D6	01-5-425211.00 EQUIP.& SUPPLIES	62.71	17406	02/25/26
10089	02/09/26	Gymguard Floor Tape 455611	01-5-706109.00 BUILDING SUPPLIES	560.40	17407	02/25/26
20083	01/30/26	Salt 153429	01-5-703201.00 SALT & CHEMICALS	3902.40	17408	02/25/26
20026	02/05/26	Screwdriver, Washer, Screw 400667/6	01-5-703403.00 PARTS & SUPPLIES	36.17	17409	02/25/26
20026	02/09/26	Mailbox 401206/6	01-5-703403.00 PARTS & SUPPLIES	51.58	17409	02/25/26
20026	02/17/26	Cable 402603/6	01-5-703403.00 PARTS & SUPPLIES	7.96	17409	02/25/26
20039	02/02/26	Health Insurance 219869444	01-5-555123.00 HEALTH INSURANCE	980.80	17410	02/25/26
20039	02/02/26	Health Insurance 219869444	01-5-200123.00 HEALTH INS	2223.70	17410	02/25/26
20039	02/02/26	Health Insurance 219869444	01-5-703123.00 HEALTH INSUR	14213.02	17410	02/25/26
20039	02/02/26	Health Insurance 219869444	01-5-704123.00 HEALTH INSURANCE	3438.98	17410	02/25/26
20039	02/02/26	Health Insurance 219869444	01-5-500123.00 HEALTH INS	2373.08	17410	02/25/26
20039	02/02/26	Health Insurance 219869444	01-5-005123.00 HEALTH INSUR	7328.72	17410	02/25/26
20039	02/02/26	Health Insurance 219869444	01-5-100123.00 HEALTH INS	3896.39	17410	02/25/26
20039	02/02/26	Health Insurance 219869444	01-5-350123.00 HEALTH INS	826.99	17410	02/25/26
20039	02/02/26	Health Insurance 219869444	01-5-200123.00 HEALTH INS	2064.67	17410	02/25/26
30026	02/01/26	Compost & Recycling 1117875	01-5-705305.00 RECYCLING	5042.30	17411	02/25/26
30026	02/01/26	Compost & Recycling 1117875	01-5-705308.00 FOOD WASTE DISPOSAL	1127.46	17411	02/25/26
30026	02/01/26	C&D & MSW 1117876	01-5-705306.00 C & D WASTE DISPOSAL	1121.12	17411	02/25/26
30026	02/01/26	C&D & MSW 1117876	01-5-705303.00 MUNICIPAL SOLID WASTE	6263.85	17411	02/25/26

02/20/26
10:44 am

Town of Norwich Accounts Payable
Check Warrant Report # 1459 Current FY Invoices
For Check Acct 03 (General) 17403 To 17452 02/25/26 To 02/25/26

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
30026	02/01/26	CASELLA WASTE SERVICES 8 Yard Front Load 1119488	01-5-705305.00 RECYCLING	3.00	17411	02/25/26
30031	02/01/26	CCI MANAGED SERVICES TH February 2026 Service CW-63466	01-5-275632.00 SERVER MAINTENANCE	3082.71	17412	02/25/26
30031	02/01/26	CCI MANAGED SERVICES PD February 2026 Service CW-63491	01-5-500537.00 IT SUPPORT	1186.00	17412	02/25/26
30131	01/22/26	CHRIS RIMMER EAB Mailing - Cons Comm 01222026	01-5-650700.00 NATRL RESRCS INVEN	14.95	17413	02/25/26
30131	01/22/26	CHRIS RIMMER EAB Mailing - Cons Comm 01222026	01-5-650700.00 NATRL RESRCS INVEN	140.40	17413	02/25/26
30075	02/06/26	CINTAS CORPORATION DPW-Stock & Check 5317064507	01-5-703507.00 SUPPLIES	56.60	17414	02/25/26
30093	02/01/26	COMCAST PD - 02/08/26 - 03/07/26 02012026	01-5-485238.00 PHONE & INTERNET	682.60	17415	02/25/26
30102	01/30/26	CONSOLIDATED COMMUNICATIO Alarm Panel & TS 01/2026 01302026	01-5-275531.00 TELEPHONE	284.58	17416	02/25/26
30102	01/30/26	CONSOLIDATED COMMUNICATIO Alarm Panel & TS 01/2026 01302026	01-5-705505.00 TELEPHONE	142.28	17416	02/25/26
30103	09/02/25	COOP SERVICE CENTER Lube, Oil, Filter Service 3070	01-5-500306.00 CRUISER MAINT	137.45	17417	02/25/26
30124	02/04/26	Cott Systems February 2026 Service INV-561080	01-5-100613.00 SOFTWARE	319.00	17418	02/25/26
40034	02/02/26	DEAD RIVER COMPANY FD Heating Oil 64529	01-5-555538.00 PETROLEUM PRODUCTS	1807.07	17419	02/25/26
50047	01/27/26	EVANS GROUP, INC. Regular Gas 0080804-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1195.16	17420	02/25/26
50047	01/28/26	EVANS GROUP, INC. Diesel Fuel 0080845-IN	01-1-004105.00 Inventory-DPW Fueling Sta	3794.17	17420	02/25/26
70061	01/21/26	GMP 24 New Boston Rd 01/21/26 1469 01/2026	01-5-705501.00 ELECTRICITY	288.22	17421	02/25/26
70061	11/24/25	GMP 24 New Boston Rd 11/24/25 1469 11/2025	01-5-705501.00 ELECTRICITY	214.66	17421	02/25/26
70061	12/23/25	GMP 24 New Boston Rd 12/23/25 1469 12/2025	01-5-705501.00 ELECTRICITY	296.22	17421	02/25/26
70066	01/21/26	GMP 300 Main Bandstand 01/26 9572 01/2026	01-5-500204.00 SPEED SIGNS	50.99	17422	02/25/26
70066	11/24/25	GMP 300 Main Bandstand 11/25 9572 11/2025	01-5-500204.00 SPEED SIGNS	18.26	17422	02/25/26
70066	12/23/25	GMP 300 Main Bandstand 12/25 9572 12/2025	01-5-500204.00 SPEED SIGNS	82.96	17422	02/25/26
70067	01/28/26	GMP 111 Turnpike Rd 01/26 3895 01/2026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	115.39	17423	02/25/26
70068	01/27/26	GMP 300 Main Street 01/27/26 3496 01/2026	01-5-706101.00 ELECTRICITY	710.02	17424	02/25/26
70069	01/27/26	GMP 319 Main Solar 01/27/26 4881 01/2026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	28.62	17425	02/25/26
70070	01/27/26	GMP 26 New Boston 01/27/26 0469 01/2026	01-5-703501.00 ELECTRICITY	603.42	17426	02/25/26
70073	02/13/26	GMP Academy 02/13/26 0511 02/2026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	47.69	17427	02/25/26

02/20/26
10:44 am

Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
70030	02/11/26	GNOMON COPY Envelopes 72243	01-5-200610.00 OFFICE SUPPLIES	35.00	17428	02/25/26
80024	02/01/26	HAUN WELDING SUPPLY, INC. Cylinder Lease Renewal 0000718023	01-5-703507.00 SUPPLIES	367.92	17429	02/25/26
90025	02/05/26	IRVING ENERGY DISTRIBUTIO Highway Garage Propane 636824	01-5-703503.00 PROPANE	1508.68	17430	02/25/26
90025	02/08/26	IRVING ENERGY DISTRIBUTIO Town Hall Propane 945225	01-5-706103.00 HEATING	736.25	17430	02/25/26
110027	02/01/26	KEY COMMUNICATIONS INC Phones 2/1/26-3/1/26 802646	01-5-425127.00 TELEPHONE	21.62	17431	02/25/26
110027	02/01/26	KEY COMMUNICATIONS INC Phones 2/1/26-3/1/26 802646	01-5-300531.00 TELEPHONE	21.62	17431	02/25/26
110027	02/01/26	KEY COMMUNICATIONS INC Phones 2/1/26-3/1/26 802646	01-5-350531.00 TELEPHONE	21.62	17431	02/25/26
110027	02/01/26	KEY COMMUNICATIONS INC Phones 2/1/26-3/1/26 802646	01-5-200531.00 TELEPHONE	21.62	17431	02/25/26
110027	02/01/26	KEY COMMUNICATIONS INC Phones 2/1/26-3/1/26 802646	01-5-005531.00 ADMIN TELEPHONE	21.62	17431	02/25/26
110027	02/01/26	KEY COMMUNICATIONS INC Phones 2/1/26-3/1/26 802646	01-5-100531.00 TELEPHONE	21.62	17431	02/25/26
120027	01/31/26	LEAF CAPITAL FUNDING, LLC Toshiba Copier 02/2026 19740660	01-5-500501.00 ADMINISTRATION	82.00	17432	02/25/26
120043	02/17/26	LHS ASSOCIATES, INC. TC Ballot Printing 86227	01-5-050655.00 VTG MCHN PROGRAMG	1373.00	17433	02/25/26
120043	02/17/26	LHS ASSOCIATES, INC. TC Ballot Printing 86227	01-5-050550.00 PRINTING	1736.24	17433	02/25/26
190062	11/10/25	MILTON CAT Backhoe Repair SINV0080537_	01-5-703401.00 OUTSIDE REPAIRS	1000.00	17434	02/25/26
190062	11/10/25	MILTON CAT Backhoe Repair SINV0080537_	01-5-703403.00 PARTS & SUPPLIES	2013.76	17434	02/25/26
140079	02/06/26	NORWICH CONGREGATIONAL CH After School - March 1848	01-5-425219.00 Facilitly Rental Fee Expe	680.00	17435	02/25/26
140089	02/19/26	NORWICH SCHOOL DISTRICT FY26 2nd Tax Installment 02192026	01-2-001123.00 SCHOOL DISTRICT TAX	7473123.28	17436	02/25/26
150014	02/16/26	OTIS ELEVATOR COMPANY M&S March 2026 100402243967	01-5-706107.00 ELEVATOR MAINTENANCE	344.83	17437	02/25/26
160014	02/08/26	PC AUTO AND TRUCK REPAIR E3 Pump Drain Repair 221	01-5-555528.23 R&M Engine 3	1030.00	17438	02/25/26
190006	02/16/26	SABIL and SONS INC DEF & Battery Repair 17831	01-5-703403.00 PARTS & SUPPLIES	4205.37	17439	02/25/26
190006	02/16/26	SABIL and SONS INC DEF & Battery Repair 17831	01-5-703401.00 OUTSIDE REPAIRS	2250.00	17439	02/25/26
190006	02/16/26	SABIL and SONS INC Tires, Mount & Balance 18202	01-5-703403.00 PARTS & SUPPLIES	1291.30	17439	02/25/26
190006	02/13/26	SABIL and SONS INC Heavy Recovery Service 18244	01-5-703401.00 OUTSIDE REPAIRS	300.00	17439	02/25/26
190006	02/09/26	SABIL and SONS INC Lock Nut, Bolt 49413	01-5-703403.00 PARTS & SUPPLIES	29.74	17439	02/25/26
190054	02/15/26	SOLAFLECT SOLAR PARK I, L Monthly Solar FEB 2026	01-5-705501.00 ELECTRICITY	239.04	17440	02/25/26

02/20/26
10:44 am

Town of Norwich Accounts Payable
Check Warrant Report # 1459 Current FY Invoices
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
190054	02/15/26	SOLAFLECT SOLAR PARK I, L Monthly Solar FEB 2026	01-5-706101.00 ELECTRICITY	609.09	17440	02/25/26
190055	02/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2602_01	01-5-485233.00 ELECTRICITY	698.86	17441	02/25/26
190055	02/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2602_01	01-5-705501.00 ELECTRICITY	76.77	17441	02/25/26
190055	02/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2602_01	01-5-575233.00 TOWER POWER	22.36	17441	02/25/26
190055	02/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2602_01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	17.60	17441	02/25/26
190055	02/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2602_01	01-5-500204.00 SPEED SIGNS	84.41	17441	02/25/26
190084	02/03/26	STATELINE SPORTS, LLC Ice Packs, Whistles 7734	01-5-425211.00 EQUIP.& SUPPLIES	40.00	17442	02/25/26
190084	02/03/26	STATELINE SPORTS, LLC Ice Packs, Whistles 7734	01-5-425206.00 COACHING EXPENSES	18.00	17442	02/25/26
190107	12/31/25	SULLIVAN POWERS and COMPA FY25 Audit Progress 135509	01-5-200322.00 INDEPENDENT AUDIT	14474.00	17443	02/25/26
20060	02/03/26	SWENSON, BRIE Culinary Kids & AS 02032026	01-5-425211.00 EQUIP.& SUPPLIES	96.88	17444	02/25/26
20060	02/09/26	SWENSON, BRIE Recreation Supplies 02092026	01-5-425330.00 REPAIRS,MAINT&Site Wrk	15.00	17444	02/25/26
20060	02/09/26	SWENSON, BRIE Recreation Supplies 02092026	01-5-425211.00 EQUIP.& SUPPLIES	12.35	17444	02/25/26
20060	02/09/26	SWENSON, BRIE Recreation Supplies 02092026	01-5-425211.00 EQUIP.& SUPPLIES	250.55	17444	02/25/26
20060	02/09/26	SWENSON, BRIE Recreation Supplies 02092026	01-5-425211.00 EQUIP.& SUPPLIES	47.88	17444	02/25/26
20060	02/09/26	SWENSON, BRIE Recreation Supplies 02092026	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	30.99	17444	02/25/26
20060	02/12/26	SWENSON, BRIE Skating Party w/ PTO 02122026	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	37.51	17444	02/25/26
210004	02/16/26	UNIFIRST CORPORATION Uniforms 1070488244	01-5-703311.00 UNIFORMS	429.38	17445	02/25/26
210004	02/16/26	UNIFIRST CORPORATION Uniforms 1070488244	01-5-704311.00 UNIFORMS	100.00	17445	02/25/26
210024	02/11/26	UPPER VALLEY REGIONL EMER 2026 Member Dues 601	01-5-555342.00 FIRE DUES/MTGS/EDUC	200.00	17446	02/25/26
220003	02/07/26	VALLEY NEWS DRB Notice 1250923	01-5-350540.00 ADVERTISING	106.00	17447	02/25/26
220008	02/04/26	VERIZON WIRELESS Cell Phone 1/5/26-2/4/26 6135207772	01-5-005532.00 T MNGR CELL PHONE	37.45	17448	02/25/26
220008	02/04/26	VERIZON WIRELESS Cell Phone 1/5/26-2/4/26 6135207772	01-5-425127.00 TELEPHONE	37.45	17448	02/25/26
220008	02/04/26	VERIZON WIRELESS Cell Phone 1/5/26-2/4/26 6135207772	01-5-555625.00 TELEPHONE & INTERNET	77.46	17448	02/25/26
220008	02/04/26	VERIZON WIRELESS Cell Phone 1/5/26-2/4/26 6135207772	01-5-500501.00 ADMINISTRATION	309.88	17448	02/25/26
220019	01/19/26	VERMONT DEPARTMENT OF MOT AAx955 1-Year Renewal L0004107280	01-5-705515.00 ADMINISTRATION	211.00	17449	02/25/26

02/20/26
10:44 am

Town of Norwich Accounts Payable
Check Warrant Report # 1459 Current FY Invoices
For Check Acct 03 (General) 17403 To 17452 02/25/26 To 02/25/26

Page 5 of 5
jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
220033	11/18/25	VERMONT LIFE SAFETY, LC Install Propane Detector 55785	01-5-706113.00 REPAIRS & MAINTENANCE	893.80	17450	02/25/26
230000	01/30/26	W.B. MASON CO., INC. Office Supplies 259755079	01-5-200610.00 OFFICE SUPPLIES	80.40	17451	02/25/26
230003	02/01/26	WAGEWORKS, INC January 2026 0126TR112178	01-5-005123.00 HEALTH INSUR	40.00	17452	02/25/26
Report Total				7584519.02		

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 \$ *7,584,519.02
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda
Barrie Rosalinda

DocuSigned by:
Town Manager: Brennan Duffy
Brennan Duffy

SELECTBOARD:

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

Re: Town Forest Fire Warden Appointment

From Alexander Hoehn <alexander.k.hoehn@gmail.com>
Date Mon 2/9/2026 2:01 PM
To Zaengle, Kelsey <Kelsey.Zaengle@vermont.gov>
Cc Matt Swett <matt@swett.net>; Select Board <selectboard@norwich.vt.us>

 1 attachment (161 KB)
ResignationForm.pdf;

Hi Kelsey,

It was a pleasure working with you as well. This position has given me such a great opportunity to learn and grow, and I will take away lessons that will serve me well in many future endeavors.

I have attached the filled-out resignation form.

Also, I have been in touch with our Fire Chief about taking on the role. It seems my part in the transition has been taken care of, and I hope for a smooth handover to my successor.

Thanks again!

Best,
Alex H.

On Mon, Feb 9, 2026 at 11:11 AM Zaengle, Kelsey <Kelsey.Zaengle@vermont.gov> wrote:

Hi Alex,

We are sorry to see you go! You were an excellent warden to work with.

I've attached a resignation letter that you will need to sign. That's all that will be required from you. I've looped in the Selectboard, as the next steps will be from them.

The Forest Fire Warden position is an appointment by the Commissioner of Forests and Parks, on the recommendation from the town. The town will recommend someone, likely decided at an upcoming selectboard meeting. Once I receive the information on the Town's recommendation (see attached forms), I will meet with the candidate to make sure they are aware of the duties of Fire Warden. After meeting with the new warden candidate, I will approve the appointment if I am satisfied that they will be a successful Fire Warden. While it is not in statute that the Fire Warden is a member of the town fire department, it is our policy and best practice to have a fire warden who is active on the fire department. It is even more preferred that the Fire Warden be the Fire Chief, as it eliminates some conflicting duties that exist between fire chief and fire warden statues.

I'm happy to have more discussions if anyone has any questions.

Please send the completed forms to me as soon as possible. The forms can be emailed and are acceptable with electronic signatures if that is easier.

Thank you!

Kelsey

Kelsey Zaengle | Wildland Fire Specialist
Vermont Department of Forests, Parks & Recreation
271 N. Main St, Suite 215 | Rutland, VT 05701
802-917-2241
fpr.vermont.gov

From: Alexander Hoehn <alexander.k.hoehn@gmail.com>

Sent: Wednesday, February 4, 2026 10:38 AM

To: Zaengle, Kelsey <Kelsey.Zaengle@vermont.gov>

Cc: Matt Swett <matt@swett.net>

Subject: Moving.

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Kelsey,

My wife and I will be moving out to Wisconsin in a couple of weeks, so I will have to hand my Fire Wardenship on to another awesome member of the Norwich Fire Department. I was wondering if you could help guide me through this process? What needs to happen at the town level, and what should I complete at the state level? I have three individuals who have volunteered to take on this role, "by committee". They understand that there must be one warden, but will share the responsibilities among the warden and two deputies. I have copied the Norwich Deputy Fire Chief in on this email, who will assist me in this process as well.

Thank you for your guidance!

Best,
Alex H.

FIRE WARDEN RESIGNATION FORM

Date: 02/09/2026

I hereby submit my resignation as the Deputy Warden for the town of

Norwich in Windsor County,

effective 02/18/2026.
(date)

Thank you,



Signature of Deputy Forest Fire Warden

Alexander K. Hoehn

Printed Full Name

TOWN FOREST FIRE WARDEN PERSONNEL RECORD

DEPARTMENT OF FORESTS, PARKS & RECREATION
271 North Main Street, Suite 215
Rutland, Vermont 05701

(Please print clearly)

Date: _____

1. Full name: _____

2. Mailing Address: _____

3. E-mail Address: _____ @ _____

4. Telephone Number(s): Home: _____ Business: _____

Cell: _____

5. Are you 18 years of age or older? Yes No

6. Can you be reached readily at your home or place of business for calls to fires?
 Yes No

7. Are you able to take personal charge of a fire? Yes No

8. Will you be able to arrange for the issuing of burning permits when you are unavailable?
 Yes No

9. Present type of employment: _____

10. Are you eligible to hold town office? Yes No

11. Are you an active member of a fire department? Yes No

If so, in what capacity? _____

How long? _____

12. Do you hold a valid Vermont driver's license? Yes No

13. Are you willing to effectively enforce the Vermont Forest Fire Laws which may require issuing fire prevention tickets? Yes No

If no, why? _____

Signed: _____

Vermont Town Forest Fire Warden

Appointment Form



Mail to: Kelsey Zaengle
Agency of Natural Resources
VT Dept. of Forests, Parks, and Recreation
271 North Main Street, Suite 215
Rutland, VT 05701

I hereby accept the appointment to the position of TOWN FOREST FIRE WARDEN for the town of Norwich, Vermont in Windsor County for a term to commence on February 15, 2026, and terminate on June 30, 2028, or until I resign or am removed for causes. I will discharge the duties of the office in accordance with the Vermont Statutes to the best of my ability.

Yours very truly,

Signed:

Norwich Town Forest Fire Warden

Printed Full Name of Warden

Home Phone

Mailing Address

Cell Phone

Mailing Town / State / Zip

Work Phone

Physical Address

Which Is Your Primary Phone?

Physical Town / State / Zip

Email Address

Approved:

Chair - Selectboard

Member - Selectboard

Member - Selectboard

Member - Selectboard

Member - Selectboard

Date

Town Forest Fire Warden

Date

Commissioner of Dept. of Forests, Parks and Recreation or Designee

Date

"My Outrage" Post by Priscilla Vincent

From pontduvin <vincent@pontduvin.net>
Date Tue 2/17/2026 10:14 AM
To Brita Vallens <bvallens@norwich.vt.us>

You don't often get email from vincent@pontduvin.net. [Learn why this is important](#)

Brita, Please include this email in the packet for next week's Select Board meeting. Thank you.

To the Select Board:

Select Board member Priscilla Vincent wrote in a Norwich Digest post, Tues, 17 Feb 2026, about a recent event during a select board meeting. Of interest in her post was the following written observation:

Briefly, an unfortunate and hot-headed email was sent to both the Listserv and the Selectboard. Upon reflection, the writer asked that his email be withdrawn from the packet. His wife subsequently reiterated his request. The email stayed in the packet.

Why was the request of the "hot-headed" email writer, that his email be removed, not honored?

Who, or what group of individuals, made the decision to make public an email the original writer clearly did not want to be made public? I find that decision disturbing, even outrageous, and unwarranted.

What justification was given for it to remain in the packet? Was it done intentionally to embarrass the wife of the email writer?

I think this needs to be resolved and given that the original email writer's request to have his email removed was denied, I see no reason why the individual, or individuals, who decided to make the email public, against the wishes of the author, should remain anonymous.

I thank Priscilla Vincent for bringing this issue to the attention of the citizens of Norwich.

Sincerely,

John Vincent
80 Blood Hill Rd, Norwich

Future Land Use Maps and Tier 1B status

From Marsha Price <marshaprice@gmail.com>

Date Tue 2/17/2026 1:14 PM

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

Cc Miranda Bergmeier <MBergmeier@norwich.vt.us>; Karen Lubell <karenlubell@yahoo.com>; Susan Barrett <sjbarrett924@gmail.com>; Brian Loeb <loebbrian@gmail.com>; Barbara Landau <landaubkl@gmail.com>; linda.c.gray@gmail.com <linda.c.gray@gmail.com>; Jeff Lubell <jefflubell@gmail.com>; Marsha Price <marshaprice@gmail.com>

 1 attachment (95 KB)

Future Land Use Maps and Tier 1B Status_final_2026_02_15.pdf;

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

To the Norwich Selectboard,

Attached please find an analysis that the nonprofit Homes for Norwich has prepared of the Future Land Use Maps and Tier 1B status issues scheduled for discussion at the Feb. 25 Selectboard meeting. We would be grateful if you would include it in the Selectboard packet for the Feb. 25 meeting as correspondence.

We hope the analysis is helpful and look forward to discussing the topic with you at the meeting.

Sincerely,

Marsha Price
President
Homes for Norwich



Future Land Use Maps and Tier 1B Status

This policy brief provides background on two parallel processes set in motion by Vermont’s passage of Act 181 in 2024: Future Land Use Maps and Tier 1B status.

The regional planning commission that covers Norwich – the Two Rivers-Ottawaquechee Regional Commission (TRORC) – has developed a draft future land use map and is in the process of asking towns to make decisions on Tier 1B status. Tier 1B status is scheduled to be debated by the Norwich Selectboard in February 2026.

This brief first explains the two processes and then provides Homes for Norwich’s analysis.

Future Land Use Map

Under Act 181, regional planning commissions are required to develop a “future land use map” that divides land into 11 land categories: downtowns, village centers, planned growth area, village areas, transition or infill areas, resource-based recreation areas, enterprise areas, hamlets, and these rural categories: rural general, rural agricultural and forestry, and rural conservation.

Areas designated in the regional future land use map as downtowns, village centers, planned growth areas, or village areas are eligible to receive priority for a range of state benefits to facilitate planning for future development, including planning grants and grants for affordable housing. They are also the locations where Vermont state policy calls for most (but not all) new development to take place.¹ Areas tagged as rural conservation, by contrast, will be subject to processes that make development more difficult.

The future land use map does not affect local zoning. Localities with zoning bylaws (like Norwich) will continue to set their own rules that determine how much development to allow in which locations. While local zoning rules in Vermont must comply with state law (for example, localities must allow accessory dwelling units and duplexes on all parcels), those state rules are independent of the future land use process. The limited availability of

¹ At the same time that regional planning commissions are developing future land use maps, they are developing housing targets for each municipality that reflect aspirational goals for future housing development to meet Vermont’s needs. Norwich will be asked to describe how it will strive to meet these aspirational goals.

water and wastewater infrastructure places a further limitation on new development, notwithstanding any signals in the future land use map about future development.

The current TRORC future land use map reflects input from the Norwich Planning Commission and the Norwich Affordable Housing Subcommittee as well as other public input.

Tier 1B Status

Under Act 181, localities must decide whether or not to request Tier 1B status for areas designated as a downtown, village center, planned growth area, or village area. Tier 1B provides a limited exemption from Act 250, which is a state regulatory process that layers state land use review on top of local land use regulation (the town's regulations, as applied by the Zoning Administrator and Development Review Board). The limited exemption means that residential developments of 50 units or fewer that are proposed on 10 or fewer acres will be subject to local land use regulation only and not the additional review through the state's Act 250 process. Since most projects with fewer than 10 units do not trigger Act 250 even under current rules, the main impact of the exemption would be to exempt development of 10 to 50 units on 10 or fewer acres from the Act 250 process.

As with the future land use maps, Tier 1B status does not affect local zoning. Towns with zoning bylaws (like Norwich) will continue to have the power to regulate how much development they want and where it will take place through their zoning rules, irrespective of Tier 1B status.

The Norwich Planning Commission discussed Tier 1B status on Tuesday, Feb. 10, 2026 and adopted a recommendation to the Selectboard to request Tier 1B status for both the village center and the surrounding village area. TRORC is scheduled to make a presentation on Tier 1B status to the Norwich Selectboard on Feb. 25, 2026.

Homes for Norwich Analysis

Homes for Norwich offers the following analysis of these issues:

Future Land Use Map. The current draft (as of early February 2026) of TRORC's Future Land Use Map makes sense and will benefit Norwich. The map shows most of Norwich in one of the rural categories and a small area in and around the Village Center as a village area.² While it would have been desirable to make more of the land on Route 5 South and River Road eligible for state benefits like planning and affordable housing grants, TRORC

² The map does not include any planned growth areas in Norwich because those areas must have publicly available water or wastewater and the areas within Norwich with a public water supply area are already designated as a village area. Norwich does not currently have a public wastewater system.

reports that it could not do so given the designation criteria in state law. All in all, the Future Land Use Map seems fair and ensures that Norwich will have access to the state funds applicable to designated places in many close-in parts of town.

Tier 1B Status. There are very few parcels of 10 or fewer acres where developments of 10 or more units are permissible under Norwich’s current zoning rules, which use a complex formula to assign a number of units per acre. For this reason, requesting Tier 1B status will have very little immediate impact on Norwich. The main advantage of requesting Tier 1B status is flexibility. By requesting Tier 1B status, Norwich retains flexibility to facilitate development if it decides to change its zoning in the future to accommodate the development of affordable or workforce housing. Requesting Tier 1B status will also send a signal to state leaders, neighboring towns, and developers of affordable and workforce housing that Norwich would like to see such development in the future and can be a partner.

Act 250 can be very helpful for identifying places where proposed land uses are not appropriate. This is particularly important in communities that have no zoning or have very loose zoning rules. In contrast, Norwich has detailed (and often restrictive) local zoning rules. Norwich is more than capable of determining where development should be encouraged and how many units are appropriate in those areas. Requesting Tier 1B status is an act of affirmation that we trust that Norwich is capable of and will make sensible land use decisions.

Whatever its merits in other cases, Act 250 can be a very burdensome process in some instances. In Woodstock, for example, neighbors used Act 250 to delay by 8 years the development of an affordable housing project located across from the town’s high school called Safford Commons.³ This greatly delayed and increased the costs of a proposed development that was sorely needed.

Norwich needs more housing options to meet the needs of people across the income spectrum who cannot afford the high prices of housing in Norwich. Requesting Tier 1B status will preserve Norwich’s flexibility to make future zoning changes to accommodate this development.

About Homes for Norwich

Homes for Norwich is a nonprofit organization based in Norwich, VT that seeks to increase housing options and affordability in Norwich through education and outreach. To learn more, visit <https://www.homesfornorwich.org/>.

³ See this [article in Seven Days](#).

Norwich VT Comparable Towns 2026 Report

From Steven Hepburn <stevenjhepburn@gmail.com>

Date Tue 2/17/2026 7:03 PM

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

Cc Miranda Bergmeier <MBergmeier@norwich.vt.us>; Brita Vallens <bvallens@norwich.vt.us>; Mary Layton <marydlayton@gmail.com>; Priscilla Vincent <priscilla.e.vincent@gmail.com>; Marcia Calloway <msbcalloway@gmail.com>; Christie James <christiedjames@gmail.com>; mswettselectboard@gmail.com <mswettselectboard@gmail.com>; kimogriggsnorwichselect@gmail.com <kimogriggsnorwichselect@gmail.com>

 1 attachment (132 KB)

Norwich VT Comparable Towns 2026 Report.pdf;

Hi Miranda,

Please can you include this Report in the next Selectboard packet?

Brita - please can you post the report on the Finance Committee page?

Selectboard Members - we hope you find this report informative!

Thank you,

Steven

**Town of Norwich, Vermont
Finance Committee**

**Comparable Peer Town Budget and Service Review
Context for Municipal Budget Considerations**

Prepared for the
Norwich Selectboard

February 2026

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Introduction and Scope

The Norwich Finance Committee was tasked by the Norwich Selectboard with identifying a set of comparable peer Vermont towns to provide context for Norwich's short- and long-term budget considerations. To date, the Committee's analysis has focused on overall municipal budgets, the use of supplemental warrant articles, police services, administration, and solid waste disposal, as these areas represent significant and recurring cost drivers across towns. This framework is intended to support informed discussion rather than prescribe outcomes, and the analysis may be extended in the future to additional service areas or financial topics as requested by the Selectboard.

The towns selected for comparison were Chester, Hartland, Manchester, Thetford, Waterbury, and Woodstock. These towns were selected based on population size, governance structure, service mix, and relevance to Norwich's fiscal and regional context.

Comparative Service and Budget Analysis

General Town Budgets

Town	FY22/23 Budget	FY25/26 Budget	FY26/27 Proposed Budget	% change 26 to 27	% change 22 to 27
Chester	\$3.4m	\$4.2m	\$4.5m	7%	32%
Hartland	\$3.2m	\$3.8m	\$4.3m	13%	34%
Manchester	\$6.3m	\$6.9m	\$8.2m	18%	30%
Norwich	\$5m	\$6.7m	\$6.9m	2%	38%
Thetford	\$3.5m	\$4m	\$4.4m	10%	26%
Waterbury		\$7m	\$7.5m	7%	n/a
Woodstock	\$8.2m	\$10.6m	\$10.5m	-1%	28%

General fund budgets among the peer towns vary widely, with larger year-over-year increases often driven by specific structural changes rather than across-the-board growth. For example, Manchester’s increase this year reflects the addition of the town library to the general fund, significantly raising the reported budget without a comparable expansion of core municipal services. Other towns’ increases may be influenced by staffing changes, capital funding, or catch-up on deferred costs. Compared to these peers, Norwich’s general fund budget is relatively large in absolute terms for a town of its population size, but its year-over-year increase from FY26 to FY27 is modest. However, when viewed over the longer period from FY22/23 to the proposed FY26/27 budget, Norwich shows one of the larger cumulative increases among the peer towns at approximately 38 percent. This suggests that while recent annual growth has moderated, a significant portion of Norwich’s budget expansion occurred between FY22/23 and FY25/26 relative to several comparable communities.

Other Town Warrant Articles for Funding

Town	FY25/26 Budget	FY26/27 Budget
Chester	\$37k	\$42k
Hartland	\$219k	
Manchester	\$423k	\$117k
Norwich	\$508k	\$590k
Thetford	\$555k	
Waterbury	\$31k	\$51k
Woodstock		\$212k

Other town warrant articles for funding vary significantly across the peer towns and are often used to address discrete or episodic needs such as capital projects, special programs, or one-time expenditures. The scale of these articles reflects different budgeting philosophies, with some towns funding a larger share of costs outside the general fund through targeted votes, while others incorporate more expenditures directly into their base budgets. Norwich's use of separate warrant articles is toward the higher end of the peer group in both absolute dollars and relative reliance on voter-approved supplemental funding, indicating a greater reliance on voter-approved, purpose-specific funding rather than embedding all costs within the general fund, which can increase transparency but also contribute to year-to-year variability.

Police Departments

Town	Services/Staffing
Chester	Town Municipal Police Department – 5 full-time, 1 part-time, 1 secretary
Hartland	Town Constable, plus 40 hours contracted with Sheriff’s Department & State Police
Manchester	Town Municipal Police Department – 8 full-time, 4 full-time dispatch, plus part time officers and dispatch
Norwich	Town Municipal Police Department - 4 full-time budgeted position plus 1 administrative assistant, with a stated goal of expanding to 5 full-time and 2 part-time positions plus 1 administrative assistant
Thetford	Town Municipal Police Department – 3 full time
Waterbury	2 full-time state troopers
Woodstock	Town Municipal Police Department – 8 full-time, 1 part-time, 6 full-time dispatch, 1 full-time admin

Police services across the peer towns are delivered through a range of models, from contracted or State-provided coverage to fully staffed municipal departments. Some towns such as Hartland and Waterbury rely primarily on Sheriff or State Police services, while Manchester and Woodstock maintain larger municipal departments with dedicated dispatch functions. Norwich currently budgets for four full-time officers, with an expressed goal of moving toward five full-time officers supplemented by two part-time positions. This places Norwich in the middle of the peer group and reflects a policy choice to maintain local control over policing while incrementally expanding capacity in response to service demands, recognizing the higher fixed costs associated with operating and growing an independent municipal police department.

Solid Waste Disposal

Town	Services/Staffing
Chester	<ul style="list-style-type: none"> <li data-bbox="521 308 1433 384">• Chester-Springfield Recycling Center and Transfer Station open 2.5 days
Hartland	<ul style="list-style-type: none"> <li data-bbox="521 392 1406 426">• A.B.L.E. Waste Fast Trash Program – Saturday morning pickup <li data-bbox="521 426 1406 468">• Hartford Recycling & Waste Management Center open 5 days
Manchester	<ul style="list-style-type: none"> <li data-bbox="521 476 1422 552">• Casella Transfer Stations in Dorset and Sunderland open up to 6.5 days (2pm close)
Norwich	<ul style="list-style-type: none"> <li data-bbox="521 560 1032 594">• Town Transfer Station open 2 days <li data-bbox="521 594 1406 636">• Hartford Recycling & Waste Management Center open 5 days
Thetford	<ul style="list-style-type: none"> <li data-bbox="521 644 1057 678">• Town Transfer Station open 0.5 days <li data-bbox="521 678 1406 720">• Hartford Recycling & Waste Management Center open 5 days
Waterbury	<ul style="list-style-type: none"> <li data-bbox="521 728 1057 762">• Private Transfer Station open 4 days
Woodstock	<ul style="list-style-type: none"> <li data-bbox="521 770 1211 804">• A.B.L.E. Waste Fast Trash Program – 2 half days <li data-bbox="521 804 1406 846">• Hartford Recycling & Waste Management Center open 5 days

Solid waste services vary widely across the peer towns, reflecting different approaches to access, convenience, and cost control. Some towns rely primarily on regional or private facilities with broader hours, while others maintain limited-hour town transfer stations supplemented by access to regional centers. Norwich’s model - operating a town transfer station with limited hours while providing access to the Hartford Recycling & Waste Management Center - is shared by several peers and represents a hybrid approach that balances local service with regional infrastructure. Compared to towns with very limited local access or those relying entirely on private providers, Norwich’s system offers moderate convenience while keeping operating costs constrained through shared regional services.

Administration

Town	Services/Staffing
Chester	<ul style="list-style-type: none"> • Town Manager • Finance Director
Hartland	<ul style="list-style-type: none"> • Town Manager • Finance Administrator • Finance Assistant
Manchester	<ul style="list-style-type: none"> • Town Manager • Director of Accounting & Finance • Finance Administrator • Human Resources & Operations Administrator
Norwich	<ul style="list-style-type: none"> • Town Manager • Assistant Town Manager • Administrative Assistant • Finance Director • Finance Assistant
Thetford	<ul style="list-style-type: none"> • Town Manager • Town Accountant
Waterbury	<ul style="list-style-type: none"> • Town Manager • Administrative Coordinator (Part time, role also encompasses Assistant Town Clerk/Treasurer)
Woodstock	<ul style="list-style-type: none"> • Town Manager • Chief of Staff • Finance Director • Accounts Receivable, Taxes, Billing Assistant • Accounts Payable, Payroll Assistant • Administrative Coordinator • Economic Development Manager

Administrative structures across the peer towns vary in size and complexity, reflecting differences in service scope, organizational maturity, and operational demands. Some towns such as Chester, Hartland, and Thetford maintain relatively lean administrative teams centered on a town or municipal manager and limited finance staff, while larger or more complex municipalities such as Manchester and Woodstock support broader administrative functions, including dedicated human resources, finance, and economic development roles. Relative to several peer towns of similar size, Norwich maintains a comparatively robust administrative structure, with both a town manager and assistant town manager, along with dedicated administrative and finance staff. This reflects a policy choice to emphasize professional management and internal capacity, supporting financial

oversight and operational continuity, while also representing a higher fixed cost within the municipal budget.

Limitations and Data Constraints

This analysis is subject to several limitations that affect both the depth and precision of the comparisons. The Committee has not been able to engage directly with Norwich department heads, limiting the ability to validate assumptions or clarify service-level differences. In some cases, publicly available information is not fully up to date - for example, descriptions of police department staffing on the Norwich town website do not reflect current budgeted positions or planned changes. In addition, previously requested financial and staffing information specific to Norwich has not yet been provided, constraining the ability to normalize comparisons.

Finally, peer towns employ different budgeting practices and reporting structures, and the availability and level of detail of public information varies considerably across municipalities, making direct comparisons at times approximate rather than exact.

Conclusion and Next Steps

Overall, this peer town comparison provides useful contextual insight into how Norwich's municipal budget and service levels align with similarly situated Vermont communities. While differences in tax base, service delivery models, and budgeting practices limit the ability to draw direct one-to-one comparisons, the analysis highlights where Norwich is broadly consistent with peers and where policy choices - such as maintaining local policing and using warrant articles for specific funding needs - carry distinct fiscal implications. This work is intended to inform discussion and support transparent decision-making by the Selectboard, and it can serve as a foundation for deeper or more targeted analysis as future budget questions arise.

Appendix I: Peer Town Profiles

Chester

Chester is a small Vermont town with a traditional town meeting form of government and population size within the same general range as Norwich. It has a defined village center, a largely residential tax base, and a mix of local services typical of a rural Vermont municipality. Like Norwich, Chester must balance municipal services, infrastructure maintenance, and school-related costs with limited commercial development.

Hartland

Hartland is comparable to Norwich in population, rural character, and governance structure. Both towns are primarily residential, have limited commercial and industrial tax base, and rely heavily on property taxes to fund municipal services. Hartland's proximity to Interstate 91 and reliance on neighboring towns for employment and services mirrors Norwich's relationship with the Upper Valley and Dartmouth-Hanover area.

Manchester

Manchester is larger than Norwich and has a substantially stronger commercial and retail tax base. Manchester's tourism-driven economy offer a useful reference point for understanding how differences in tax base composition affect municipal spending capacity, staffing levels, and capital investment.

Thetford

Thetford is one of the most directly comparable towns to Norwich in terms of population size, rural-residential character, and limited commercial development. Both towns serve as bedroom communities within the Upper Valley and face similar cost drivers related to schools, roads, and municipal services. Thetford's budget structure and service profile closely resemble Norwich's, making it a particularly relevant comparator.

Waterbury

Waterbury differs from Norwich in that it hosts significant State of Vermont facilities and regional infrastructure, but it remains a useful peer. Like Norwich, Waterbury provides a full range of municipal services and must plan for long-term capital needs and infrastructure maintenance. Its inclusion helps illustrate how the presence of major non-residential property affects municipal finances within the same statewide policy environment.

Woodstock

Woodstock is comparable to Norwich as a small Vermont town with a well-defined village center and a strong residential character, though it has a larger tourism sector. Woodstock operates under similar municipal funding structures and provides a comparable range of town services.

February 2026

To: Norwich Selectboard

From: Concerned citizens along the beginning of Beaver Meadow Road

RE: Speeding discussion on the 1/25/26 meeting agenda

We are adding our voices to those concerned about the persistent, dangerous vehicle speeds in downtown Norwich. This new "normal" has the majority of cars and heavy trucks accelerating to excessive rates of speed from the junction of Main Street and Beaver Meadow Road to Hopson Road. Conversely, traffic coming from the other direction (Beaver Meadow Road into town) is also speeding as it approaches the intersection with the Main Street and the Norwich Inn. Vehicles going both directions rarely stop for pedestrians in the crosswalk at the bend in the road just before Hopson Road.

We are asking for a plan to address in-town speeding with improved assessment and enforcement before someone is injured. This plan could take many forms and would best be undertaken in a quality improvement model with iterative changes as the situation evolves.

Name:

Address:

Henry W. Parker	22 Beaver Meadow Rd.
Mary-Margaret Andrews	22 Beaver Meadow Rd
Sydney Thompson	21 BEAVER MEADOW RD.
Jesslyn Meier	27 Beaver Meadow Rd.
Nir Jacoby	27 Beaver Meadow Rd
Ruthie Murray	17 Beaver Meadow Rd
David Mackinon	17 Beaver Meadow Rd
Tom Hattis	965 Brass Hill Rd
BRIAN STANER	53 BIRCH, NORWICH 05055



- HOME
- SEARCH
- SUMMARY
- INTERIOR
- EXTERIOR
- SALES
- ABOUT

Parcel	Building type	thru	Lot size	thru	Total value	thru
Owner	Norwich fire	Year built	Fin size	thru	Sale price	thru
Street name	Beds	thru	NHood	desc	Sale date	thru
Street num	Baths	thru	LUC	desc	Book	Page

Include

Non-Arms Length Sales

Clear form

Print page 1 of 1

**Click on the Column Headings to sort accordingly.
Click on the Parcel ID to view the parcel detail.**

Parcel ID	Location	Owner	Built Type	Total Value	Beds Baths	Lot size Fin area	LUC Description	NHood	Sale date Sale price	Book Page
09-036-100	BEAVER MEADOW RD	NORWICH FIRE DISTRICT		\$30,000		0	96 EXMPT-OTH	RG		
09-036-000	1266 BEAVER MEADOW RD	NORWICH FIRE DISTRICT		\$2,411,400		36,429,228	96 EXMPT-OTH	RG		
10-024-000	417 BEAVER MEADOW RD	NORWICH FIRE DISTRICT	1950 GARAGE	\$133,000	0	39,640	96 EXMPT-OTH	CA		
20-067-000	108 DUTTON HILL	NORWICH FIRE DISTRICT		\$79,100	0	74,488	96 EXMPT-OTH	CA		
09-029-000	TUCKER HILL RD	NORWICH FIRE DISTRICT		\$714,900		3,457,357	96 EXMPT-OTH	RG		
09-029-100	TUCKER HILL RD	NORWICH FIRE DISTRICT		\$10,000		0	96 EXMPT-OTH	RG		
11-104-000	635 US ROUTE 5 NORTH	NORWICH FIRE DISTRICT	1980 UTIL BLDG	\$261,000	0	1,202,256	96 EXMPT-OTH	N1	12/22/2011	204-312

Print page 1 of 1

Random Parting Thoughts and Reflections

From Priscilla Vincent <priscillavincent@sb@gmail.com>

Date Thu 2/19/2026 9:46 AM

To Mary Layton <marydayton@gmail.com>; Kimo Griggs <kimogriggsnorwichselect@gmail.com>; Marcia Calloway <msbcalloway@gmail.com>; Matt Swett <mswettselectboard@gmail.com>; Brennan Duffy <BDuffy@norwich.vt.us>; Brita Vallens <bvallens@norwich.vt.us>

This is my last regular meeting of the Selectboard, after three years. I wanted to share some random thoughts and reflections. As my yoga teacher would say, if these words are helpful to you, take them in; if not, let them go.

Executive Sessions

Enough already! They should be safe, legal, and rare. The last two such sessions could have been public discussions; and had we talked openly with the other parties involved, we might have made more progress.

The To Do List (aka, Parking Lot)

Why is the Selectboard's list so much longer than the Town Manager's list? We are volunteers who meet twice a month. The Town Manager's office has 2.5 full time equivalents. Perhaps we should rethink how the work is apportioned. For instance, should we ask the Town Manager to focus on long term projects, while the Assistant Town Manager takes care of the routine, day to day housekeeping? And there is a very capable half-time Assistant to help both individuals.

Stewardship of Taxpayer Dollars

This is our number one responsibility. Our financial office provides excellent information to us on a regular basis. These financial reports should have a place on every agenda - but usually they are neither included nor discussed. As for warrant articles: PLEASE review every single line in them. I still do not understand why we approved \$160 for wildflower seed in January. It should not be a problem for the Town Manager or the Finance Director to answer a question based on anything in the warrant articles. Presumably they reviewed every invoice before signing the warrant articles themselves.

Last Reflections, Part 2

From Priscilla Vincent <priscillavincentsb@gmail.com>

Date Thu 2/19/2026 10:15 AM

To Mary Layton <marydayton@gmail.com>; Kimo Griggs <kimogriggsnorwichselect@gmail.com>; Marcia Calloway <msbcalloway@gmail.com>; Matt Swett <mswettselectboard@gmail.com>; Brennan Duffy <BDuffy@norwich.vt.us>; Brita Vallens <bvallens@norwich.vt.us>

With my excellent computer skills, I hit send before I had finished writing. So I continue.

Relations with the Listers Office

This has been inexcusable. Disrespect has been shown to the Listers personally as well as to their office. Selectboard members are not "superior" to any other elected town officials, and we do not have jurisdiction over how they conduct themselves or manage their office. Further, why are the Listers not included under Departmental Reports in the monthly Town Manager's Report? The Town Clerk's office is included. The Town Clerk, like the Listers, is an elected official who does not report directly to the Town Manager. To add insult to injury, the Listers are not invited to "office parties" held at Tracy Hall for town employees, although they all work in the same building. This is not subtle or conducive to good relations.

How About A Retreat?

I think it would be very beneficial for the Selectboard to have an annual retreat, where the agenda is not day to day business, but an opportunity to reflect on the path ahead. Ideally there would be a whole day devoted to this, and it would be off-site. (The Norwich Inn is a fine place to do this.). It would include the Selectboard and the Town Manager. Each of the department heads would be invited to come in to discuss their long-term outlook, needs, hopes. We would confer over coffee, muffins, lunch. Food has a way of softening encounters, building relationships, and seeing each other as people instead of roles. We would be together in a less fraught setting than the unwelcoming basement of Tracy Hall with the terrible table arrangement.

The Slings and Arrows of Outrageous Fortune

Actually, there haven't been any. Some have expressed their regret that being a public official means one becomes a target for disaffected townspeople. This has not been my experience. I have relished and enjoyed every conversation, email, text, and chance encounter with residents of the town who have wanted to talk about town business or local concerns. My sense of this town has expanded. I am hugely impressed by the number of dedicated and skilled people who have stepped up to serve on town boards and committees. Their work is not as well publicized as the Selectboard's, but they are my unsung heroes. Thank you to all of you. It takes a village to make a great little town. Thank you, thank you.

Priscilla Vincent

Brita: would you please include both parts of this fractured email in the packet for next week's meeting.

218 Dutton Hill Road

Norwich, Vt

05055

Selectboard
Town of Norwich, VT

19 February 2026

To the Board:

This letter is written in appreciation of the service of my Selectboard colleagues Marcia and Priscilla who will be shortly leaving The Board. As a “newby” this year I have appreciated your collegiality, support, advice, mentorship, and patience as I have adjusted to the Selectboard environment. Thank you for being generous.

Having grown up in Norwich, I am familiar and comfortable with the mix of joy, anxiety, steadiness, sheer cussedness, generosity and care the citizens of the towns exhibit, well-earned character traits that should be for sale at Dan & Whits to Norwich residents (or perhaps they already are?). I have been impressed with how you have cared deeply, thought differently, come to your own conclusions, and never criticized the choice of cookies I offered during our meetings. Thank you for those things. Quite seriously, Thank you for a most interesting year.

I was excited to run for membership on the Selectboard and am very glad to be on it. I look forward to carrying forward the lessons I’ve learned alongside you.

With great appreciation and respect,

Kimo Griggs
Norwich, Vermont

Selectboard Handbook as amended

From Marcia Calloway <msbcalloway@gmail.com>

Date Thu 2/19/2026 10:35 AM

To Brita Vallens <bvallens@norwich.vt.us>; Miranda Bergmeier <MBergmeier@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>; Mary Layton <marydlayton.selectboard@gmail.com>

Cc Jaan Laaspere <laaspere.planning@gmail.com>

 1 attachment (142 KB)

SB Handbook approved 8-13-2025 & as amended 1-28-2026.docx;

Good morning,

Enclosed please find the amended Selectboard Handbook for inclusion in the Selectboard packet for February 25, 2026. Changes include:

- Amendments as approved by the Selectboard on January 28, 2026;
- Two new, temporary, active groups
 - the "Local Hazard Plan Mitigation Steering Committee" as appointed by the Selectboard on February 11, 2026.
 - the "Energy Plan Working Group" as discussed by the Selectboard on January 28, 2026.
 - Given no further information has been forthcoming about this group's charge, it is recorded as

**Charge: TO BE SUBMITTED BY THE PLANNING COMMISSION
AND PLANNING DEPARTMENT.**

Jaan is copied so that he is aware the latter charge is missing.

Thank you,

Marcia

Town of Norwich

SELECTBOARD HANDBOOK

[hereinafter referred to as “the Handbook”]

An organic reference document
approved by the Norwich Selectboard on August 13, 2025
and as amended by the Norwich Selectboard on January 28, 2026

User Outline

Organization of the Handbook

- Pages 3-4 Table of Contents
- Pages 5-9 Introduction, Statutory Authority and Town Policy
- Pages 10-12 The Differences between Elected people and Appointed people
- Pages 13-27 Elected people and the various offices they hold
- Pages 28-55 Appointed people and the committees, boards, commissions they work on
- Pages 56-61 Appointed representatives to non-Norwich committees/commissions
- Pages 62-65 Temporary committees created by the Selectboard for a limited purpose and time
- Pages 66-90 Appendices with statutes, town and state policies, reporting requirements, and
 - an FAQ Sheet for committees, boards, commissions and
 - Forms for requesting creation of a subcommittee

Structure of the pages for elected and appointed people/groups

NAME OF THE OFFICE OR GROUP

Number of Members, Current Members and Term Lengths: Refers the reader to the Official Website of the Town of Norwich, Vermont to find information about the number of members for the office or group, names of current members, and their term lengths.

Budget: Yes or No. The Finance Office is the official source of budgetary information. The reader is reminded that

- Town budgets are developed by the Town Manager with the Departments and Finance Office, approved by Selectboard to be presented to the voters, and voted by the voters at town meeting.
- The Town Manager should be contacted if any funding issues arise.
- Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office through their supervisor, the Town Manager.

Charge: Yes or No. There may be a charge developed by the Selectboard, or just statutory duties. If there is a charge, it appears here.

Statutory (Regulatory) requirements: Yes or No.

- If there are statutes pertaining to the elected office or appointed person(s) or group, they are copied and pasted in this section.
- Where federal regulatory requirements exist they are noted, e.g. Historic Preservation Commission.

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Introduction

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

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

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

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

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

Statutory Authority and Town Policy

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

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

Open Meeting Law. Title 1, Chapter 5, Subchapter 2: Public Information may be known and cited as the Vermont Open Meeting Law. See 1 V.S.A. § 311(b). Referred to generally as “the OML” it requires, among other things, notice of meetings, the right of public access to meetings, and publication of minutes of those meetings, as well as penalties and enforcement thereof. See Appendix “A” for the following selections from the OML:

- 1 V.S.A. § 310 Definitions
- 1 V.S.A. § 312 Right to attend meetings of public agencies
- 1 V.S.A. § 312a. Meetings of public bodies; state of emergency
- 1 V.S.A. § 313 Executive Sessions
- 1 V.S.A. § 314 Penalty and enforcement

Effective Dates: “In Act 133 (2024) and Act 51 (2025), the Legislature made permanent changes to the Open Meeting Law.” <https://www.vlct.org/topics-all/vermonts-open-meeting-law> Legislative amendments to the OML were signed by the Governor of Vermont on 05/30/2024 and went into effect 07/01/2024, with the exception of 1 V.S.A. § 312(k) which took effect on 01/01/2025. See ACT133 As Enacted.pdf On 06/09/2025 Act 51 (2025) changes took effect.

OML applies to “public bodies”: Among other changes, the definition of “public body” was amended and expanded to specifically include the term “subcommittee.” See 1 V.S.A. § 310(6). As a public body, subcommittees must comply with the OML:

“The law applies to every “public body” of a municipality. A public body is any board, council, commission, committee, or subcommittee of a municipality. 1 V.S.A. § 310(4). This includes bodies that are specifically mentioned in state statute and municipal charter such as selectboards, prudential committees, planning commissions, conservation commissions, cemetery commissions, development review boards, boards of civil authority, boards of health, zoning boards of adjustment, etc. It also includes committees and subcommittees of those groups...” <https://www.vlct.org/resource/open-meeting-law-faqs>

Meetings and Quorums:

“The requirements of the law are triggered whenever a “quorum” of the body is “meeting.” A quorum is a majority of the total members of the body. Quorum is determined based on the number of positions on the body, not the number of persons occupying those positions.

“Therefore, quorum does not change when there is a recusal or a vacancy. "Meeting" is defined as a gathering of a quorum of the members of a public body for the purpose of discussing the business of the body or for the purpose of taking any action. 1 V.S.A. § 310(3)(A). “Business of the public body” is

defined as the public body’s governmental functions, including any matter over which it has supervision, control, jurisdiction, or advisory power. 1 V.S.A. § 310(1).

“The Law applies regardless of the physical location of the members; the members don’t all have to be in the same room at the same time for it to be considered a "meeting" under the Law. Therefore, a phone conversation between a quorum of the members is a "meeting" for purposes of the law. Furthermore, time likely is also not a factor. If a conversation occurs over a period of time (for instance in a string of emails) that conversation may still amount to a "meeting" under the Law. This is why public bodies should generally avoid the use of group emails.” See <https://www.vlct.org/resource/open-meeting-law-faqs>

Public bodies attending meetings of other public bodies:

“A gathering of a quorum of a public body at a duly warned meeting of another public body is not considered to be a “meeting,” provided that the attending public body does not take action on its own business. 1 V.S.A. § 310(3)(D).” See <https://www.vlct.org/resource/open-meeting-law-faqs>

VLCT summary of the OML requirements --See <https://www.vlct.org/resource/open-meeting-law-faqs> -- include:

1. Provide advance notice of meetings. 1 V.S.A. §§ 312(c), 310(5)
2. Create and post an agenda for all regular and special meetings. 1 V.S.A. § 312(d)
3. Conduct all business in an open meeting (unless an exemption applies). 1 V.S.A. §§ 312(a); 313(a)
4. Vote by roll call when there is electronic participation. 1 V.S.A. § 312(a)(2)(B)
5. Allow public comment at meetings. 1 V.S.A. § 312(h)
6. Take and post minutes. 1 V.S.A. § 312(b)
7. Record, in audio or video form, all meetings of non-advisory bodies.
8. Post copies of recordings of non-advisory body meetings in a designated electronic location for a minimum of 30 days following the posting of the meeting minutes.
9. Respond to complaints of violation. 1 V.S.A. § 314(b)(2).
10. Provide electronic/telephonic or in-person meeting access to a local resident, member of the public body, or member of the press to a regularly scheduled meeting, upon request, unless:
 1. there is an all-hazards event or state of emergency;
 2. there is a “local incident;” and
 3. compliance would impose an “undue hardship.”
11. Post on its website (if it maintains one):
 1. an explanation of the procedures for submitting notice of an Open Meeting Law violation to the public body or the Attorney General; and
 2. a copy of the text of 1 V.S.A. § 314.

“Advisory” versus “Non-Advisory” Public Bodies:

“Advisory body

“The law defines an “advisory body” as a “public body that does not have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters.” 1 V.S.A. § 310(1). An advisory body, by its very name, advises, which means that it lacks final statutory decision-making authority. If a public body has final decision-making authority over any legislative, quasi-judicial, tax, or budgetary matter then it is categorically not an advisory body, which makes it, in turn, a decision-making body.” See <https://www.vlct.org/resource/open-meeting-law-faqs>

“Non-advisory (“decision-making”) body

“Though not explicitly defined by the law, a “non-advisory body” is a decision-making body, one that

does have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters. Making the call here will likely necessitate a short, fact-based determination. For example, a planning commission that hears applications for development review would be considered a decision-making body because it exercises control over some quasi-judicial matters, even though most of its time may be spent advising the selectboard on the adoption, amendment, or repeal of the town plan and zoning regulations. Some other examples of decision-making public bodies include the legislative bodies (selectboard, school board, city council, village trustees, prudential committee, and alderman), cemetery commission, library trustees, board of listers, board of civil authority, board of abatement, water and sewer commission, and local board of health.” See <https://www.vlct.org/resource/open-meeting-law-faqs>

Questions about “advisory” versus “non-advisory” status should be addressed to town counsel via the Town Manager. Public bodies can always follow the stricter requirements for “non-advisory” bodies. See <https://www.vlct.org/resource/open-meeting-law-faqs>

Training: The OML requires annual professional training for chairs of legislative bodies and the Town Managers. “The Secretary of State’s office has developed the training and has made it available to municipalities, subdivisions, and public bodies. The training may be in person or on-line, live or recorded. Find the training on the [Secretary of State’s Open Meetings page](#).” See <https://www.vlct.org/resource/open-meeting-law-faqs>

Town of Norwich website: More OML information is on the Town website, here: [Open Meeting Law \(OML\) Information | Official Website of the Town of Norwich, Vermont](#).

Conflict of Interest Policy. As authorized in the enumeration of powers of a municipality, a conflict-of-interest policy may be established to apply to all elected and appointed officials. See 24 V.S.A. § 2291

Note: As of 02/23/2024 the Vermont House Committee on Government Operations and Military Affairs had drafted a bill which would create new statewide ethics standards and duties for municipal officials. The outcome of that effort could have an effect on the town’s current Conflict of Interest Policy.

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

Legal counsel. For questions of interpretation of statute or Town policy, the Town Manager will notified of the issue. If necessary, the Town Manager may authorize use of Town counsel, and the expense of same.

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

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

Statutory Authority and Town Policy Continued

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

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

Housekeeping “guardrails” including insurance, websites, etc. The activities of a municipality invariably involve risk and/or risky activities. Everything from meetings to maintenance of roads and trails, recreational programs, energy-related initiatives, property tax decisions, etc., can expose the municipality to legal action or claims. To that end, all elected officials, hired staff, and appointed individuals to the various boards/committees/commissions or subcommittees must adhere to the statutes, laws, regulations pertaining to their work. In addition,

- **“Programs”** or other initiatives offered by any of those groups in furtherance of their charge shall be carefully vetted by the Town Manager to determine the need for any additional insurance coverage or to otherwise identify potential exposure for the town.
- **Websites**, especially sites outside the official Town website, can imply that the content is approved by the Town of Norwich, which may or may not be factual. For non-Town as well as Town-maintained websites, the Selectboard will draft guidelines for content in consultation with the Town Manager and counsel if required. For items on the Town website, the Town Manager will develop guidelines for who is authorized to add, amend, delete content.
 - **Groups with websites include:**
 - Conservation Commission – <https://norwichconservation.org>
 - Energy Committee -- [Norwich Energy Committee - Home](#)
- **Zoom** accounts, access for Town-related meetings, and Town protocol will be managed by the Town Manager’s office and guidance will be provided to all groups.
- **Management of “group” information** is maintained by the Town Manager’s office. Information about all appointed boards/commissions/committees/subcommittees will provided to the Town Manager’s office when either appointed by the Selectboard and/or subcommittees are formed by the “parent” group. The Town Manager’s office will use this information to (a) advise the Selectboard when vacancies occur and (b) post an extract of groups/members/terms on the Town website so that anyone in the public can view the information to know who is serving what purpose and what opportunities exist to volunteer for service.

Overview of Elected Officials and Appointed Individuals/Groups¹

Elected Officials.

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

Overview of Elected Officials and Appointed Individuals/Groups Continued

¹ See also Appendix "C", page 77-80: Vermont Secretary of State's List of Local Office Descriptions and Statutory Authority.

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

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

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

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

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

Overview of Elected Officials and Appointed Individuals/Groups Continued

- under 24 V.S.A. § 4501

- conservation commission – “when a municipality votes to create one, or, if the charter of a municipality permits it, when the legislative body of the municipality votes to create one.” Id.

Other committees, commissions, boards, may be established by the Selectboard to the extent there is no statutory prohibition. E.g. the Legislature delegated the Selectboard the authority to create “advisory commissions and committees” to advise the Planning Commission, see 24 V.S.A. § 4433. Appointed committees, commissions, boards may request the Selectboard appoint such “advisory” or “subcommittees” using the Subcommittee Creation form discussed in the Appendix and available from the Town Manager’s Office. It is understood that all such groups are “public bodies” and the work of any “advisory” or “subcommittee” will be in furtherance of the appointed committee, commission or board and will also be subject to all Open Meeting Law requirements.

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

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

Reports to Selectboard. The Policy Governing Reporting of Committees, Commissions, Task Force, or Other Groups/Individuals Appointed by the Selectboard, approved May 23, 2018, was rescinded by vote of the Selectboard on July 9, 2025.

Elected Officials

BOARD OF ABATEMENT

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: No.

Statutory requirements: Yes.

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

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

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

24 V.S.A. § 1535. Abatement

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

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

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

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

Elected Officials Continued

BOARD OF ABATEMENT Continued

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

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

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

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

Elected Officials Continued

BOARD OF CIVIL AUTHORITY

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: No.

Statutory requirements: Yes.

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

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

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

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

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

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

Elected Officials Continued

BOARD OF LISTERS

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: **No.**

Statutory requirements: **Yes.**

- **17 V.S.A. § 2646 Town officers; qualification; election**
“At the annual meeting, a town shall choose from among its registered voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law:
“... (5) One lister for a term of three years who shall be elected by ballot, unless the town has voted to eliminate the office of lister in accordance with the provisions of section 2651c of this chapter.”
- **See also 17 V.S.A. § 2647 Incompatible offices**, Addendum “B”, page 76 of this Handbook.
- **17 V.S.A. § 2651c Lack of elected lister; appointment of lister; elimination of office; hiring assessors**
“(a)(1) Notwithstanding any other provisions of law to the contrary and except as provided in subsection (b) of this section, in the event the board of listers of a town falls below a majority and the selectboard is unable to find a person or persons to appoint as a lister or listers under the provisions of 24 V.S.A. § 963, the selectboard may appoint an assessor to perform the duties of a lister as set forth in Title 32 until the next annual meeting.
(2) The appointed person need not be a resident of the town and shall have the same powers and be subject to the same duties and penalties as a duly elected lister for the town.
(b)(1) A town may vote by ballot at an annual meeting to eliminate the office of lister.
(2)(A) If a town votes to eliminate the office of lister, the selectboard shall notify the Director of Property Valuation and Review within 14 days and employ or contract a professionally qualified assessor, who, prior to conducting any work, shall meet the training requirements established by the Director under 32 V.S.A. § 4052 and need not be a resident of the town.
(B) The assessor shall have the same powers, discharge the same duties, proceed in the discharge thereof in the same manner, and be subject to the same liabilities as are prescribed for listers or the board of listers under the provisions of Title 32.
(3) A vote to eliminate the office of lister shall remain in effect until rescinded by majority vote of the registered voters present and voting at an annual or special meeting warned for that purpose.
(c) The term of office of any lister in office on the date a town votes to eliminate that office shall expire on the 45th day after the vote or on the date upon which the selectboard employs or contracts an assessor under this subsection, whichever occurs first.
(d) The authority to vote to eliminate the office of lister as provided in this section shall extend to all towns except those towns that have a charter that specifically provides for the election or appointment of the office of lister.
(e) If an assessor is employed or contracted to assist an elected board of listers, the board of listers shall retain the same powers and duties, discharge those powers and duties in the same manner, and be subject to the same liabilities as those imposed on listers or the board of listers under the provisions of Title 32. (Added 2003, No. 125 (Adj. Sess.), § 1; amended 2013, No. 21, § 4; 2017, No. 130 (Adj. Sess.), § 3; 2023, No. 68, § 9, eff. July 1, 2023.)”

- **32 V.S.A. § 3431 Lister’s oath**
“(a) Each lister shall take and subscribe and file in the town clerk’s office, before entering upon the duties of his or her office, the following oath; and the oath as subscribed shall be recorded in the town clerk’s office:
“I, _____, do solemnly swear (or affirm) that I will appraise all the personal and real property subject to taxation in the town (or city) of _____, so far as required by law, at its fair market value, will list the same without discrimination on a proportionate basis of such value for the grand list of such town (or city), will set the same in the grand list of such town (or city) at one per cent of the listed value and will faithfully discharge all the duties imposed upon me by law. So help me God.” (or, “under the pains and penalties of perjury.”)
“(b) When the listers violate such oath, they shall each be guilty of perjury and punished accordingly.”
- **32 V.S.A. § 4052. Contract appraisals; assessor and lister qualifications [Effective January 1, 2026...]**
“(a) No municipality shall employ or contract a person, firm, or corporation to perform and no elected lister or board of listers shall perform appraisals of real property for the purpose of property taxation unless approved by the Director of Property Valuation and Review as qualified under this section.
“(b) No person shall conduct the work of an elected lister, board of listers, or assessor employed or contracted by a municipality pursuant to 17 V.S.A. § 2651c(b) unless the person meets the training requirements established by the Director of Property Valuation and Review under this section. An elected lister or board of listers who does not meet the training requirements of this section at the time of election shall have one year after entering into the duties of the office of lister to comply with this section.
“(c) The Director shall establish by rule reasonable qualifications for approval and training requirements, which shall include successful completion of educational and training courses approved by the Director and, in the case of an appraiser hired to do a townwide reappraisal, at least one year’s experience with an appraiser who has satisfactorily completed townwide reappraisals.
“(d) [Repealed.] (Added 1985, No. 264 (Adj. Sess.), § 1; amended 1987, No. 101; 1989, No. 264 (Adj. Sess.), § 5; 1995, No. 169 (Adj. Sess.), § 8, eff. May 15, 1996; 2023, No. 68, § 7, eff. July 1, 2023; 2023, No. 68, § 8, eff. January 1, 2026.)”
- “The Vermont Property Assessor Certification program is for municipal employees and elected officials ONLY. It is not to be confused with the list of Approved Appraisers conducting reappraisals, or Appraisers licensed under the Secretary of State’s office. These are three distinct certifications with distinct purposes and roles.” <https://tax.vermont.gov/municipal-officials/education/vpacp>

Other related authority

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

Elected Officials Continued

CEMETERY COMMISSION

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.ut.us>

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

Charge: No.

Statutory requirements: Yes.

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

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

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

- **17 V.S.A. § 2647 Incompatible offices**, Addendum “B”, page 76 of this Handbook.

Elected Officials Continued

COLLECTOR OF DELINQUENT TAXES

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: No.

Statutory requirements: Yes.

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

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

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

- See also 17 V.S.A. § 2647 **Incompatible offices**, Addendum “B”, page 76 of this Handbook.
- **17 V.S.A. § 2651d. Collector of delinquent taxes; appointment; removal**

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

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

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

Elected Officials Continued

SELECTBOARD

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: No.

Statutory requirements: Yes.

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

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

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

- **See also 17 V.S.A. § 2647 Incompatible offices**, Addendum “B”, page 76 of this Handbook.

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

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

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

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

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

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

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

Selectboard interaction with town staff:

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

Interference in duties not within Selectboard statutory responsibility:

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

TOWN MANAGER

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

Charge: **No.**

Statutory requirements: **Yes.**

- See also **17 V.S.A. § 2647 Incompatible offices**, Addendum “B”, page 76 of this Handbook.

- **24 V.S.A. § 1233 Qualifications; authority of selectboard**

“Such a manager shall be selected with special reference to his or her education, training, and experience to perform the duties of such office and without reference to his or her political belief. In all matters he or she shall be subject to the direction and supervision and shall hold office at the will of such selectboard, who, by majority vote, may remove him or her at any time for cause.”

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

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

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

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

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

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

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

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

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

(6) [Repealed.]

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

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

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

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

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

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

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

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

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

(G) the maintenance of parks and playgrounds.

(10) To collect all taxes due the town and to perform all the duties now conferred by law upon the collector of taxes, if the town so votes. Such manager shall continue so to do until the town votes

otherwise at a meeting duly warned for the purpose of voting on such question. For the collection of taxes, a town manager may charge and collect the same fees as a collector of taxes, and the fees so collected shall be paid into the treasury of the town.”

Elected Officials Continued

TOWN CLERK

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: No.

Statutory requirements: Yes.

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

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

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

- **See also 17 V.S.A. § 2647 Incompatible offices**, Addendum “B”, page 76 of this Handbook.
- **17 V.S.A. § 2651e Municipal clerk; appointment; removal**

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

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

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

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

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

Elected Officials Continued

TOWN MODERATOR

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: No.

Statutory requirements: Yes.

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

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

(1) A moderator.”

Elected Officials Continued

TOWN TREASURER

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: No.

Statutory requirements: Yes.

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

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

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

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

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

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

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

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

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

Elected Officials Continued

TRUSTEE OF PUBLIC FUNDS

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: No.

Statutory requirements: Yes.

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

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

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

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

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

Appointed Standing Committees, Boards, Commissions, Positions

CONSERVATION COMMISSION

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.ut.us>

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

Charge: **Yes.**

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

Statutory requirements: **Yes.**

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

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

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

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

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

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

Any conservation commission created under this chapter may:

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

Appointed Standing Committees, Boards, Commissions, Positions Continued

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

Appointed Standing Committees, Boards, Commissions, Positions Continued

CONSERVATION COMMISSION SUBCOMMITTEE:

EMERALD ASH BORER MANAGEMENT SUBCOMMITTEE

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: **Yes.**

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

Statutory requirements:

- See generally Conservation Commission requirements; and,
- See also applicable Tree Warden statutes, here:
<https://vtcommunityforestry.org/sites/default/files/2022-10/tree-warden-and-tree-statutes.pdf>

Appointed Standing Committees, Boards, Commissions, Positions Continued

CONSERVATION COMMISSION SUBCOMMITTEE:

MILTON FRYE NATURE AREA SUBCOMMITTEE:

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: Yes.

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

Statutory requirements: No.

Appointed Standing Committees, Boards, Commissions, Positions Continued

CONSERVATION COMMISSION SUBCOMMITTEE:

TRAILS SUBCOMMITTEE

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: Yes.

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

Statutory requirements: No.

Appointed Standing Committees, Boards, Commissions, Positions Continued

DEVELOPMENT REVIEW BOARD

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: No.

Statutory requirements: Yes.

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

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

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

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

Appointed Standing Committees, Boards, Commissions, Positions Continued

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

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

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

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

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

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

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

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

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

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

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

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

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

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

 (12) any other reviews required by the bylaws.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appointed Standing Committees, Boards, Commissions, Positions Continued

DEVELOPMENT REVIEW BOARD Continued

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

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

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

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

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

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

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

(b) Decisions.

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

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

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

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

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

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

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

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

Appointed Standing Committees, Boards, Commissions, Positions Continued

DEVELOPMENT REVIEW BOARD Continued

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

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

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

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

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

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

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

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

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

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

Appointed Standing Committees, Boards, Commissions, Positions Continued

ENERGY COMMITTEE

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: Yes.

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

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

Statutory requirements: No.

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

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

Appointed Standing Committees, Boards, Commissions, Positions Continued

FIRE WARDEN

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: **No.**

Statutory requirements:

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

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

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

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

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

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

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

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

Appointed Standing Committees, Boards, Commissions, Positions Continued

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

Clarifying Information

For additional information about appointments made by "the Commissioner," and approved or rejected by the Selectboard, contact the District Fire Supervisor at the Vermont Department of Forests, Parks & Recreation, Springfield, Vermont. www.fpr.vermont.gov

Appointed Standing Committees, Boards, Commissions, Positions Continued

FINANCE COMMITTEE

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: **Yes.**

Finance Committee Charge:

As requested by the Norwich Town Selectboard the Finance Committee is authorized to advise on the creation of annual budgets for the Town of Norwich, Norwich School District and, together with the Hanover Finance Committee, on the Dresden School District budget. Provides research into financial matters related to the budget as requested by the Norwich Town Selectboard and renders non-binding advisory recommendations for action or non-action by the Norwich Town Selectboard.

Statutory requirements: **No.**

Appointed Standing Committees, Boards, Commissions, Positions Continued

HISTORIC PRESERVATION COMMISSION

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: Yes.

Regulatory requirements: Yes.

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

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

Regulatory Requirements:

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

Appointed Standing Committees, Boards, Commissions, Positions Continued
HISTORIC PRESERVATION COMMISSION Continued

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

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

Appointed Standing Committees, Boards, Commissions, Positions Continued

LAND MANAGEMENT COUNCIL

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.ut.us>

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

Charge: Yes.

Statutory requirements: No.

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

Explanatory Notes:

- The Land Management Council is included in this Handbook because the Selectboard appoints two members of the three-member Land Management Council [“LMC”]. The LMC function is to administer the “public use of the land” as referred to in an agreement between the Town of Norwich Selectboard and the Norwich Fire District, “Amended and Restated Charles Brown Brook Watershed Land Management Agreement,” dated June 21, 2001.
 - Of the three LMC members, two members are appointed by the Selectboard, “one of whom must reside in the Fire District, and one appointment by the Prudential Committee.” See the aforementioned “Amended and Restated Charles Brown Brook Watershed Land Management Agreement,” dated June 21, 2001, page 1 “Agreement.”
- A Fire District is a statutorily-allowed municipal entity, which may be established by a selectboard, with specific and limited powers which can include:
 - “It may vote a tax upon the taxable estate for the protection of property in the district from damage by fire; for the acquisition, construction, and maintenance of sewers and sewage treatment works; sidewalks; public parks; water works, water companies, and equipment and real estate used in connection therewith, including reservoirs and dams; for lighting; and for other lawful purposes.” See 20 V.S.A. § 2601
- For more information about Fire Districts, see Vermont Statutes Annotated, Title 20: Internal Security and Public Safety, Chapter 171: Fire Districts.

Appointed Standing Committees, Boards, Commissions, Positions Continued

PLANNING COMMISSION

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: **Yes.**

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

Statutory requirements: **Yes.**

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

“Any planning commission created under this chapter may:

(1) Prepare a plan and amendments thereof for consideration by the legislative body and to review any amendments thereof initiated by others as set forth in subchapter 5 of this chapter.

(2) Prepare and present to the legislative body proposed bylaws and make recommendations to the legislative body on proposed amendments to such bylaws as set forth in subchapter 6 of this chapter.

(3) Administer bylaws adopted under this chapter, except to the extent that those functions are performed by a development review board.

(4) Undertake capacity studies and make recommendations on matters of land development, urban renewal, transportation, economic and social development, urban beautification and design improvements, historic and scenic preservation, the conservation of energy and the development of renewable energy resources, and wetland protection. Data gathered by the planning commission that is relevant to the geographic information system established under 3 V.S.A. § 20 shall be compatible with, useful to, and shared with that system.

(5) Prepare and present to the legislative body recommended building, plumbing, fire, electrical, housing, and related codes and enforcement procedures, and construction specifications for streets and related public improvements.

(6) Prepare and present a recommended capital budget and program for a period of five years, as set forth in section 4440 of this title, for action by the legislative body, as set forth under section 4443 of this title.

(7) Hold public meetings.

(8) Require from other departments and agencies of the municipality such available information as relates to the work of the planning commission.

(9) In the performance of its functions, enter upon land to make examinations and surveys.

(10) Participate in a regional planning program.

(11) Retain staff and consultant assistance in carrying out its duties and powers.

(12) Undertake comprehensive planning, including related preliminary planning and engineering studies.

Appointed Standing Committees, Boards, Commissions, Positions Continued

PLANNING COMMISSION Continued

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

Appointed Standing Committees, Boards, Commissions, Positions Continued

Planning Commission Subcommittee:

Affordable Housing Subcommittee

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: Required.

Norwich Planning Commission, Affordable Housing Subcommittee Charge:

Under the umbrella of the Planning Commission's statutory duties, it is the charge of the Affordable Housing Subcommittee to provide recommendations and guidance to, and work with, the Planning Commission, Town Planner, Selectboard, and Town Manager on issues related to affordable housing in Norwich.

Charge approved by the Planning Commission August 12, 2025.

Statutory requirements: No.

Appointed Standing Committees, Boards, Commissions, Positions Continued

Planning Commission Subcommittee:

Solar Siting Subcommittee

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: Yes.

Norwich Planning Commission, Solar Siting Subcommittee Charge: Under the umbrella of the Planning Commission's statutory duties, this subcommittee will work to:

- Ensure that the Town Plan provides clear, accurate guidance regarding the development of solar energy projects in the Town of Norwich. Guided by the laws of the State of Vermont, bearing in mind the town's character, topography, location of critical utilities, and desires of all of its residents, the Solar Siting Subcommittee will define in the Town Plan clear criteria for any solar project requiring Public Utility Commission (Section 248 Process) review.
- The Solar Siting Subcommittee will engage with other town groups such as the Energy Committee, the Conservation Committee, and will continue to welcome input during its meetings to hear feedback from members of the public.
- The Solar Siting Subcommittee will provide input to the efforts of the Planning Commission to develop an Enhanced Energy Plan for the Town of Norwich.

Charge approved by the Planning Commission August 12, 2025.

Statutory requirements: See Planning Commission in general.

Appointed Standing Committees, Boards, Commissions, Positions Continued

RECREATION COUNCIL

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: Yes.

Statutory requirements: No.

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

Appointed Standing Committees, Boards, Commissions, Positions Continued

SOLID WASTE COMMITTEE

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: Yes.

Statutory requirements: Yes.

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

- **10 V.S.A. § 6621a Landfill disposal requirements**

(a) In accordance with the following schedule, no person shall knowingly dispose of the following materials in solid waste or in landfills:

(1) Lead-acid batteries, after July 1, 1990.

(2) Waste oil, after July 1, 1990.

(3) White goods, after January 1, 1991. "White goods" include discarded refrigerators, washing machines, clothes dryers, ranges, water heaters, dishwashers, and freezers. Other similar domestic and commercial large appliances may be added, as identified by rule of the Secretary.

(4) Tires, after January 1, 1992.

(5) Paint (whether water based or oil based), paint thinner, paint remover, stains, and varnishes. This prohibition shall not apply to solidified water-based paint in quantities of less than one gallon, nor shall this prohibition apply to solidified water-based paint in quantities greater than one gallon if those larger quantities are from a waste stream that has been subject to an effective paint reuse program, as determined by the Secretary.

(6) Nickel-cadmium batteries, small sealed lead acid batteries, nonconsumer mercuric oxide batteries, and any other battery added by the Secretary by rule.

(7)(A) Labeled mercury-added products on or before July 1, 2007.

(B) Mercury-added products, as defined in chapter 164 of this title, after July 1, 2007, except as other effective dates are established in that chapter.

(8) Banned electronic devices. After January 1, 2011, computers; peripherals; computer monitors; cathode ray tubes; televisions; printers; personal electronics such as personal digital assistants and personal music players; electronic game consoles; printers; fax machines; wireless telephones; telephones; answering machines; videocassette recorders; digital versatile disc players; digital converter boxes; stereo equipment; and power supply cords (as used to charge electronic devices).

(9) Mandated recyclable materials after July 1, 2015.

(10) Leaf and yard residuals and wood waste after July 1, 2016.

(11) Food residuals after July 1, 2020.

(12) Covered household hazardous products after July 1, 2025.

(b) This section shall not prohibit the designation and use of separate areas at landfills for the storage or processing, or both, of material specified in this section.

Appointed Standing Committees, Boards, Commissions, Positions Continued

SOLID WASTE COMMITTEE Continued

(c) Insofar as it applies to the operator of a solid waste management facility, the Secretary may suspend the application of this section to material specified in subdivision (a)(2), (3), (4), (5), or (6) of this section, or any combination of these, upon finding that insufficient markets exist and adequate uses are not reasonably available to serve as an alternative to disposal.

(d) The landfill disposal ban under subdivisions (a)(9)-(11) of this section shall not apply to mandated recyclables, leaf and yard residuals, or food residuals collected as part of a litter collection event operated or administered by a nonprofit organization or municipality. (Added 1989, No. 286 (Adj. Sess.), § 2; amended 1991, No. 75, § 2; 1991, No. 95, § 3; 1993, No. 221 (Adj. Sess.), § 4a; 1995, No. 189 (Adj. Sess.), § 9; 1997, No. 151 (Adj. Sess.), § 3; 2005, No. 13, § 2, eff. July 1, 2005; 2009, No. 79 (Adj. Sess.), § 4; 2011, No. 148 (Adj. Sess.), § 10; 2015, No. 95 (Adj. Sess.), § 3, eff. May 10, 2016; 2023, No. 58, § 4, eff. June 12, 2023.)

Appointed Standing Committees, Boards, Commissions, Positions Continued

TOWN SERVICE OFFICER

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: **Yes.**

Statutory requirements: **No.**

Norwich Town Service Officer Charge:

The town service officer is charged with assisting individuals within the town who require emergency food, fuel or shelter assistance. This official works in collaboration with the Town Manager to provide assistance when possible and appropriate.

Appointed Standing Committees, Boards, Commissions, Positions Continued

TREE WARDEN

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: **No.**

Statutory requirements: **Yes.**

- **See all applicable statutes here:**
<https://vtcommunityforestry.org/sites/default/files/2022-10/tree-warden-and-tree-statutes.pdf>
- **24 V.S.A. § 871(b) Organization of selectboard; appointments**

“...(b) The selectboard shall appoint a tree warden, who need not be a resident of the municipality, and may appoint from among the registered voters the following officers who shall serve until their successors are appointed and qualified and shall certify the appointments to the town clerk who shall record the same:....”
- **24 V.S.A. § 2505**

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

Appointed Representatives to Non-Norwich Committees/Commissions

CONNECTICUT RIVER JOINT COMMISSIONS

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.ut.us>

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

Charge: No.

Statutory requirements: Yes

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

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

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

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

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

Appointed Representatives to Non-Norwich Committees/Commissions Continued

EC FIBER

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: No.

Statutory requirements: Yes

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

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

Appointed Representatives to Non-Norwich Committees/Commissions Continued

GREATER UPPER VALLEY SOLID WASTE MANAGEMENT DISTRICT

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: No.

Statutory requirements: Yes.

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

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

Appointed Representatives to Non-Norwich Committees/Commissions Continued

HEALTH OFFICER

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.ut.us>

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

Charge: No.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appointed Representatives to Non-Norwich Committees/Commissions Continued

Health Officer Continued

- **18 V.S.A. § 107(b) Life and health of inhabitants; inspections; investigations**

“A health officer may conduct inspections, review records, and take samples, photographs, and other evidence to detect violations of any State or local health statute, rule, ordinance, or permit, or any public health hazard or public health risk. Inspections shall be conducted at a reasonable time and in a reasonable manner. The health officer may, upon presentation of credentials, seek permission to inspect any premises not open to the public. If permission is refused, the health officer may, pursuant to section 121 of this title, seek a search warrant authorizing the inspection of such premises.”

Appointed Representatives to Non-Norwich Committees/Commissions Continued

TRORC Shared Energy Coordinator (“SEC”) Program

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

Budget: **Yes**². Town budgets are developed by the Selectboard and approved by the voters. The Town Manager should be contacted if any funding issue arises. Questions about existing budget lines and/or reserved fund levels should be directed to the Finance Office and their supervisor, the Town Manager.

Charge: **No.**

Statutory requirements:

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

² Norwich budgets a contribution for the SEC Coordinator expenses.

Temporary Committees

ARTICLE 36 Task Force

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: Yes.

Statutory requirements: No.

Active: No.

Charge: To initiate work to achieve an aggressive and comprehensive work plan for the elimination of direct fossil fuels in the Town of Norwich pursuant to passage of Warrant Article 36, approved by voters on March 2019 directing town officials to “take immediate and sustained efforts to gradually and continually reduce the Town’s direct use of fossil fuels, beginning at a rate of no less than 5% per year starting in the 2019-20 and continuing until they are eliminated entirely.”
See the Final Report of the Article 36 Task Force, here: http://norwich.vt.us/wp-content/uploads/2021/04/Article36TaskForce-Charge_Final.pdf

Temporary Committees Continued

CHILDCARE COMMITTEE

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: Yes.

Statutory requirements: No.

Active: No.

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

Temporary Committees Continued

ENERGY PLAN WORKING GROUP

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: Yes.

Statutory requirements: No.

Active: Yes.

Charge: **TO BE SUBMITTED BY THE PLANNING COMMISSION AND PLANNING DEPARTMENT.**

Temporary Committees Continued

LOCAL HAZARD MITIGATION PLAN STEERING COMMITTEE

Number of Members, Current Members and Term Lengths: Names of individuals elected by voters, or appointed by the Selectboard to the various offices or committees, and their terms of appointment, may be found on the Town website, here: <https://norwich.vt.us>

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

Charge: Yes.

Statutory requirements: No.

Active: Yes.

Charge: As appointed by the Selectboard on February 11, 2026, the Town Manager, Planning Director, Fire Chief, Police Chief, DPW Director, and Norwich Health Officer will develop a Local Hazard Mitigation Plan.

Appendix and Forms

Appendix “A” -- “Open Meeting Law” Selections

1 V.S.A. § 310 Definitions

Effective: July 1, 2024

As used in this subchapter:

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

Appendix and Forms Continued

Appendix “A” Continued

1 V.S.A. § 310 Definitions Continued

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(B) electronically record all meetings; and

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

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

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

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

(6) Local nonadvisory public bodies; meeting recordings.

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

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

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

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

(A) all members of the public body present;

(B) all other active participants in the meeting;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(j) Request for access.

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

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

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

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

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

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

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

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

(k) Training.

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

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

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

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

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

1 V.S.A. § 312a. Meetings of public bodies; state of emergency

(a) As used in this section:

(1) "Affected public body" means a public body:

(A) whose regular meeting location is located in an area affected by a hazard or local incident;
and

(B) that cannot meet in a designated physical meeting location due to a declared state of emergency pursuant to 20 V.S.A. chapter 1 or local incident.

(2) "Directly impedes" means interferes or obstructs in a manner that makes it infeasible for a public body to meet either at a designated physical location or through electronic means.

(3) "Hazard" means an "all-hazards" as defined in 20 V.S.A. § 2(1).

(4) "Local incident" means a weather event, loss of power or telecommunication services, public health emergency, public safety threat, received threat that a member of the public body believes may place the member or another person in reasonable apprehension of death or serious bodily injury, or other event that directly impedes the ability of a public body to hold a meeting electronically or in a designated physical location.

(b) Notwithstanding subdivisions 312(a)(2)(D), (a)(3), and (c)(2) of this title, during a local incident or declared state of emergency under 20 V.S.A. chapter 1:

(1) A quorum or more of an affected public body may attend a regular, special, or emergency meeting by electronic or other means without designating a physical meeting location where the public may attend.

(2) The members and staff of an affected public body shall not be required to be physically present at a designated meeting location.

(3) An affected public body of a municipality may post any meeting agenda or notice of a special meeting in two publicly accessible designated electronic locations in lieu of the two designated public places in the municipality, or in a combination of a designated electronic location and a designated public place.

(c) Before a public body may meet under the authority provided in this section for meetings held during a local incident, the highest ranking elected or appointed officer of the public body shall make a formal written finding and announcement of the local incident, including the basis for the finding.

(d) Notwithstanding subdivision 312(a)(3) of this title, during a local incident that impedes an affected public body's ability to hold a meeting by electronic means, the affected public body may hold a meeting exclusively at a designated physical meeting location.

(e) When an affected public body meets electronically under subsection (b) of this section, the affected public body shall:

(1) use technology that permits the attendance and participation of the public through electronic or other means;

(2) allow the public to access the meeting by telephone;

(3) post information that enables the public to directly access and participate in meetings electronically and shall include this information in the published agenda for each meeting; and

(4) if applicable, publicly announce and post a notice that the meeting will not be held in a hybrid fashion and will be held either in a designated physical meeting location or through electronic means.

(f) Unless unusual circumstances make it impossible for them to do so, the legislative body of each municipality and each school board shall record any meetings held pursuant to this section.

1 V.S.A. § 312a. Meetings of public bodies; state of emergency Continued

(g) An affected public body of a municipality shall continue to post notices and agendas in or near the municipal clerk's office pursuant to subdivision 312(c)(2) of this title and shall provide a copy of each notice or agenda to the newspapers of general circulation for the municipality. (Added 2021, No. 157 (Adj. Sess.), § 8, eff. July 1, 2022; amended 2023, No. 133 (Adj. Sess.), § 6, eff. July 1, 2024.

1 V.S.A. 313 Executive sessions

(a) No public body may hold an executive session from which the public is excluded, except by the affirmative vote of two-thirds of its members present in the case of any public body of State government or of a majority of its members present in the case of any public body of a municipality or other political subdivision. A motion to go into executive session shall indicate the nature of the business of the executive session, and no other matter may be considered in the executive session. Such vote shall be taken in the course of an open meeting and the result of the vote recorded in the minutes. No formal or binding action shall be taken in executive session except for actions relating to the securing of real estate options under subdivision (2) of this subsection. Minutes of an executive session need not be taken, but if they are, the minutes shall, notwithstanding subsection 312(b) of this title, be exempt from public copying and inspection under the Public Records Act. A public body may not hold an executive session except to consider one or more of the following:

(1) after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage:

(A) contracts;

(B) labor relations agreements with employees;

(C) arbitration or mediation;

(D) grievances, other than tax grievances;

(E) pending or probable civil litigation or a prosecution, to which the public body is or may be a party;

(F) confidential attorney-client communications made for the purpose of providing professional legal services to the body;

(2) the negotiating or securing of real estate purchase or lease options;

(3) the appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting;

(4) a disciplinary or dismissal action against a public officer or employee; but nothing in this subsection shall be construed to impair the right of such officer or employee to a public hearing if formal charges are brought;

(5) a clear and imminent peril to the public safety;

(6) records exempt from the access to public records provisions of section 316 of this title; provided, however, that discussion of the exempt record shall not itself permit an extension of the executive session to the general subject to which the record pertains;

(7) the academic records or suspension or discipline of students;

(8) testimony from a person in a parole proceeding conducted by the Parole Board if public disclosure of the identity of the person could result in physical or other harm to the person;

(9) information relating to a pharmaceutical rebate or to supplemental rebate agreements, which is protected from disclosure by federal law or the terms and conditions required by the Centers for Medicare and Medicaid Services as a condition of rebate authorization under the Medicaid program, considered pursuant to 33 V.S.A. §§ 1998(f)(2) and 2002(c);

(10) security or emergency response measures, the disclosure of which could jeopardize public safety.

(b) Attendance in executive session shall be limited to members of the public body, and, in the discretion of the public body, its staff, clerical assistants and legal counsel, and persons who are subjects of the discussion or whose information is needed.

(c) The Senate and House of Representatives, in exercising the power to make their own rules conferred by Chapter II of the Vermont Constitution, shall be governed by the provisions of this section in regulating the admission of the public as provided in Chapter II, § 8 of the Constitution. (Amended 1973, No. 78, § 2, eff. April 23, 1973; 1979, No. 151 (Adj. Sess.), § 3, eff. April 24, 1980; 1987, No. 256 (Adj. Sess.), §§ 3, 4; 1997, No. 148 (Adj. Sess.), § 65, eff. April 29, 1998; 2005, No. 71, § 308a, eff. June 21, 2005; 2011, No. 59, § 7; 2013, No. 143 (Adj. Sess.), § 3; 2015, No. 23, § 1; 2017, No. 95 (Adj. Sess.), § 1, eff. April 11, 2018.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix and Forms Continued

Appendix “B”

17 V.S.A. § 2647 Incompatible offices

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

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

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

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

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

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

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

Appendix and Forms Continued

Appendix “C”

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix and Forms Continued

Appendix "C" Continued

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

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

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

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

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

Appendix and Forms Continued

Appendix “D”

Town of Norwich Conflict of Interest Policy And State of Vermont Code of Ethics – Conflicts of Interest

Norwich Policy:

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

State of Vermont Code of Ethics, Conflicts of Interest:

24 V.S.A. § 1992. Conflicts of interest

(a) Duty to avoid conflicts of interest. In the municipal officer’s official capacity, the officer shall avoid any conflict of interest or the appearance of a conflict of interest. The appearance of a conflict shall be determined from the perspective of a reasonable individual with knowledge of the relevant facts.

(b) Recusal.

(1) If a municipal officer is confronted with a conflict of interest or the appearance of one, the officer shall immediately recuse themselves from the matter, except as otherwise provided in subdivisions (2) and (5) of this subsection, and not take further action on the matter or participate in any way or act to influence a decision regarding the matter. After recusal, an officer may still take action on the matter if the officer is a party, as defined by section 1201 of this title, in a contested hearing or litigation and acts only in the officer’s capacity as a member of the public. The officer shall make a public statement explaining the officer’s recusal.

(2)(A) Notwithstanding subdivision (1) of this subsection (b), an officer may continue to act in a matter involving the officer’s conflict of interest or appearance of a conflict of interest if the officer first:

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(i) determines there is good cause for the officer to proceed, meaning:

(I) the conflict is amorphous, intangible, or otherwise speculative;

(II) the officer cannot legally or practically delegate the matter; or

(III) the action to be taken by the officer is purely ministerial and does not involve substantive decision-making; and

(ii) the officer submits a written nonrecusal statement to the legislative body of the municipality regarding the nature of the conflict that shall:

(I) include a description of the matter requiring action;

(II) include a description of the nature of the potential conflict or actual conflict of interest;

(III) include an explanation of why good cause exists so that the municipal officer can take action in the matter fairly, objectively, and in the public interest;

(IV) be written in plain language and with sufficient detail so that the matter may be understood by the public; and

(V) be signed by the municipal officer.

(B) Notwithstanding subsection (A) of this subdivision (2), a municipal officer that would benefit from any contract entered into by the municipality and the officer, the officer's immediate family, or an associated business of the officer or the officer's immediate family, and whose official duties include execution of that contract, shall recuse themselves from any decision-making process involved in the awarding of that contract.

(C) Notwithstanding subsection (A) of this subdivision (2), a municipal officer shall not continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if authority granted to another official or public body elsewhere under law is exercised to preclude the municipal officer from continuing to act in the matter.

(3) If an officer's conflict of interest or the appearance of a conflict of interest concerns an official act or actions that take place outside a public meeting, the officer's nonrecusal statement shall be filed with the clerk of the municipality and be available to the public for the duration of the officer's service plus a minimum of five years.

(4) If an officer's conflict of interest is related to an official municipal act or actions considered at a public meeting, the officer's nonrecusal statement shall be filed as part of the minutes of the meeting of the public body in which the municipal officer serves.

(5) If, at a meeting of a public body, an officer becomes aware of a conflict of interest or the appearance of a conflict of interest for the officer and the officer determines there is good cause to proceed, the officer may proceed with the matter after announcing and fully stating the conflict on the record. The officer shall submit a written nonrecusal statement pursuant to subdivision (2) of this subsection within five business days after the meeting. The meeting minutes shall be subsequently amended to reflect the submitted written nonrecusal statement.

(c) Authority to inquire about conflicts of interest. If a municipal officer is a member of a public body, the other members of that body shall have the authority to inquire of the officer about any possible conflict of interest or any appearance of a conflict of interest and to recommend that the member recuse themselves from the matter.

(d) Confidential information. Nothing in this section shall require a municipal officer to disclose confidential information or information that is otherwise privileged under law. (Added 2023, No. 171 (Adj. Sess.), § 22, eff. January 1, 2025.)

Appendix and Forms Continued

APPENDIX “E”

Committee/Board/Commission FAQ Sheet

Appointments

See page 11

- The Selectboard appoints all committee, subcommittee, board, and commission members.
- The Town Manager’s office maintains the list of all groups, members of groups, and their terms.
- As vacancies arise, the Town Manager’s office advertises positions.
- Applications are submitted by candidates, and scheduled for a Selectboard meeting for review and appointment.

Budgets

See page 9

- Budgets must be requested of the Town Manager, presented to and approved by the Selectboard, and then voted at Town Meeting as part of the complete Town budget.
- Requests for expenditures go to the Town Manager in the first instance, and may or may not be presented to the Selectboard for approval.

Creation and Removal/Dissolution

See page 11-12

- The Selectboard may create or dissolve a group.

Grants, Contracts, Gifts

See page 8 and Appendix “G” pages 86-87

- Consult with the Town Manager before applying for any grants, or considering any contracts.
- Review the Norwich Gift Policy to understand the limitations on gifts and solicitations.

Insurance

See pages 8-9

- Programs created by committees, subcommittees, boards, and commissions in furtherance of their charge may involve activities which could expose the Town to liability or other action.
- All programs shall be vetted by the Town Manager in advance to ensure the Town has proper insurance coverage for the proposed activity.

Legal Counsel

See page 9

- For questions of statutory or town policy interpretation, contact the Town Manager in the first instance.

OML Requirements

See pages 6-8 and Appendix “A” pages 64-75

- Committees, subcommittees, boards, commissions are “public bodies” subject to the OML.
- All meetings of a public body are open to the public except as provided in 1 V.S.A. § 313 (Executive Sessions). 1 V.S.A. § 312(a)(1)
 - Agendas must be posted at least 48 hours prior to a regular meeting or at least 24 hours prior to a special meeting. 1 V.S.A. § 312 (d)(1)
 - Minutes shall be taken, shall cover all topics and motions, and give a true indication of the business of the meeting. Minutes shall include at least all members of the public body present; all other active participants in the meeting; all motion; proposals; resolutions made, offered, and considered; and what disposition is made; and the results of any votes with a record of the individual vote of each member if a roll call is taken. 1 V.S.A. § 312 (b)(1)
- “Advisory body” means a public body that does **not** have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters. 1 V.S.A. § 310(1)
 - Advisory bodies may hold remote-only meetings as long as remote public participation is provided. 1 V.S.A. § 312
- “Non-Advisory bodies” do have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters.

Appendix and Forms Continued

APPENDIX “E”

Committee/Board/Commission FAQ Sheet Continued

- Non-Advisory bodies are required to hold hybrid meetings with a recording which is maintained for 30 days following the approval and posting of the official minutes of the meeting. 1 V.S.A. § 312(a)(6)(A)
- See the Town Manager if there is any question about whether a group is an Advisory body or a Non-Advisory body.

Reimbursement

See page 9

- Authorized expenses may be reimbursed by the Town by following the procedures

Representations or Warranties

See page 9

- No representation shall be made on any website or in any other fashion which implies that any individuals or groups are speaking for the Town of Norwich. Nor shall they state or imply that any action or product or any thing whatsoever is approved by the Town of Norwich.

Websites

See page 9

- Individual committee, subcommittee, board, commission websites are of concern to the Selectboard.
- The Selectboard will draft guidelines for content in consultation with the Town Manager and counsel, if required.
- The Selectboard and Town Manager will work on ideas and budgeting for a more robust Town website which can accommodate all “official” committee, subcommittee, board, and commission website pages.
- The Town Manager will develop guidelines for who will be authorized to add, amend, delete content.

Zoom accounts

See page 9

- The Town maintains sufficient Zoom license(s) for Town-related meetings.
- The Town Manager’s office should be contacted about access.
- Zoom protocol will be managed by the Town Manager’s office and guidance will be provided to all groups.

Appendix and Forms Continued

APPENDIX “F”

Gift Policy

Effective: 5/28/2025

Purpose: To provide uniform criteria, procedures, and guidelines for accepting gifts and donations to the Town in a responsible, transparent, and accountable manner; and, to acknowledge the requirements of the Statewide Municipal Code of Ethics.

Policy: The Town of Norwich will ensure that gifts and donations are subject to consistent criteria and procedures, have adequate resources for their administration, and have appropriate acknowledgement of the generosity of the donor; and, that municipal officers comply with State and Municipal Code of Ethics requirements.

Authority:

- 3 V.S.A. § 1203g. Gifts** – see Title 3: Executive, Chapter 031 Government Ethics, Subchapter 001: General Provisions; State Code of Ethics.
- 17 V.S.A. § 2664. Budget** – see Title 17 : Elections, Chapter 055: Local Elections, Subchapter 002: Town Meetings and Local Elections in General.
- 24 V.S.A. § 1235. General Authority** – see Title 24: Municipal and County Government, Chapter 037: Town, City, or Village Managers.
- 24 V.S.A. § 1991. Definitions** – see Title 24: Municipal and County Government, Chapter 060: Municipal Code of Ethics [Effective January 1, 2025].
- 24 V.S.A. § 1993(f). Gifts** – see Title 24: Municipal and County Government, Chapter 060: Municipal Code of Ethics [Effective January 1, 2025].
- 24 V.S.A. § 4440. Administration** ; finance – see Title 24: Municipal and County Government, Chapter 117: Municipal and Regional Planning and Development, Subchapter 009: Adoption, Administration, and Enforcement.

Definitions:

- “Donor” means any person or entity offering a “gift” or “donation” to the Town or a Municipal officer.
- “Gift” to the Town shall mean any monetary contribution, endowments, bequests, personal property, real property, in-kind goods or services, or anything of value offered to the Town without any consideration or compensation. For purposes of this Policy, the terms “donation” and “gift” shall be synonymous.
- “Prohibited Gifts” to a Town officer or employee are as delineated in 24 V.S.A. § 1993(f); and to a “Public Servant” as described in 3 V.S.A. § 1203g and 24 V.S.A. § 1993(f)
- “Municipal officer” is defined in 24 V.S.A. § 1991(12) et seq.
- “Town” means the municipality as defined in 24 V.S.A. § 1991(13).
- “Restricted Donation” shall mean any gift or donation designated at donor request for a particular Town department, location, or purpose.
- “Unrestricted Donation” shall mean any gift or donation to the Town without any limitations being placed upon its use.

Procedures:

A. Gifts to the Town

1. Selectboard approval is required for gifts or donations to the Town.
 - a. The Town has no obligation to accept any proposed gift or donation of whatever kind.
 - b. On behalf of the Selectboard, the Town Manager shall evaluate any proposed gift or donation to determine whether acceptance is in the best interests of the Town and is

consistent with all applicable Town policies, ordinances, and resolutions. Criteria for evaluation shall include but not necessarily be limited to the following:

- i. Whether any initial and/or future expenditure of Town funds, and/or use of Town resources of any nature whatever, will be required in connection with acceptance of the gift or donation;
 - ii. Whether the gift or donation is restricted or unrestricted and the Town's ability or willingness to use it;
 - iii. The nature and burden of appropriate accounting for any gift or donation;
 - iv. For real property, whether any environmental issues could exist and/or exposure for liability or other negative consequences of acceptance, including but not limited to any restrictions or caveats running with the land; and, the costs of investigation and transfer.
- c. Upon receipt of the Town Manager's report of evaluation, and recommendation to accept or refuse the gift or donation, the Selectboard will vote to accept or not.
2. No gift or donation will be accepted until the Selectboard has voted to accept the same.
 - a. For purposes of municipal planning, as more fully described in 24 V.S.A. § 4440(a), a municipality may accept gifts and grants of money and services from private sources and from the State and federal governments. See Id.
 3. The Selectboard may accept gifts above those that are approved in the town budget but must include in its annual report a description of all gifts accepted during the year and associated expenditures. See 17 V.S.A. § 2664.
 4. The Town will not provide legal, accounting, tax or other advice to donors about any aspect of their proposed gift or donation.
 5. Upon acceptance, the Town Manager will acknowledge acceptance on behalf of the Town.

B. Solicitation of gifts or donations

1. Solicitation of gifts or donations, other than for Recreation Department scholarships and programming, is expressly prohibited unless duly authorized by majority vote of the Selectboard.
2. With the limited exception for the Recreation Department (paragraph B.1.) and the Statutory exception for municipal planning (paragraph A.2.a.), boards, commissions, committees, subcommittees, departments, employees, officers, volunteers, groups, or any other actor or entity are not authorized to represent themselves as "the Town" and may not accept or solicit gifts or donations of any nature or kind whatsoever.

C. Gifts to Municipal officers and employees

1. This policy incorporates by reference the applicable requirements and prohibitions of the State Code of Ethics [see Title 3, Chapter 31, Subchapter 1], and the Municipal Code of Ethics [see Title 24, Chapter 60 and particularly 24 V.S.A. § 1993(f). Gifts].
 - a. Pursuant to 24 V.S.A. § 1996 all municipal officers will have notice and/or a copy of the Municipal Code of Ethics which includes the prohibitions and limitations on gifts.

Appendix and Forms Continued

APPENDIX “G”

Subcommittee Request Form

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

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

Appendix and Forms Continued

APPENDIX “H”

Management of and Access to Public Records

Records must be systematically managed and by a custodian.

1 V.S.A. § 317a Management of public records

“(a)(1) Public records in general and archival records in particular should be systematically managed to provide ready access to vital information, to promote the efficient and economical operation of government, and to preserve their legal, administrative, and informational value. ...

“(b) A custodian of public records shall not destroy, give away, sell, discard, or damage any record or records in his or her charge, unless specifically authorized by law or under a record schedule, as defined in 3 V.S.A. § 117(a)(6), that has been approved by the State Archivist. (Added 2007, No. 96 (Adj. Sess.), § 1; amended 2017, No. 100 (Adj. Sess.), § 2.) “

Release of records by a custodian.

1 V.S.A. § 318(b) Procedure

“Upon request, the custodian of a public record shall promptly produce the record for inspection or a copy of the record...”

24 V.S.A. § 1236. Powers and duties in particular (Town Manager)

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

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

Vermont Office Of the Secretary of State, Municipal Law Basics 2014, page 7.

“**Board members may not act on their own.** Officials who are elected or appointed to serve on a local board have authority to take action only as part of the board. The law provides, “when joint authority is given to three or more, the concurrence of a majority of such number shall be sufficient and shall be required in its exercise.” 1 V.S.A. § 172. This means, unless a board authorizes an individual board member to negotiate a contract or make a public statement about the board’s policy or position, an individual member of the board does not have power to negotiate or speak for the board. *Goslant v. Town of Calais*, 90 Vt. 114 (1916).” Vermont Office Of the Secretary of State, Municipal Law Basics 2014, page 7.

Re: Select Board 1/28/26 Meeting Notes --> Summarized

From Will Smith <willcycle1445@gmail.com>

Date Thu 2/5/2026 12:14 PM

To Brita Vallens <bvallens@norwich.vt.us>

Thank you Bit!

Will Smith

On Thu, Feb 5, 2026 at 11:25 AM Brita Vallens <bvallens@norwich.vt.us> wrote:

Good morning, Will,

Thank you for your email, which will be included as correspondence in the February 11th Selectboard meeting packet.

Best regards,
Brita

Brita Vallens
Administrative Assistant
Office of the Town Manager & DPW
Town of Norwich
300 Main Street
P.O. Box 376
Norwich, VT 05055
802-649-1419 x102

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: Will Smith <willcycle1445@gmail.com>

Sent: Thursday, February 5, 2026 11:00 AM

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

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

Subject: Select Board 1/28/26 Meeting Notes --> Summarized

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?



Mary Layton <marydlayton@gmail.com>

My email in the packet

3 messages

Will Smith <willcycle1445@gmail.com>
To: Mary Layton <marydlayton@gmail.com>

Sat, Feb 7, 2026 at 7:58 AM

Greetings Mary,

Please remove my correspondence from the current Select Board Packet. It was not my intent to have my Listsev post included as correspondence. I will submit a formal public records request per PRA at a later date.

Thank you in advance for your willingness to help me correct this situation.

Will

Will Smith

Mary Layton <marydlayton@gmail.com>
To: Will Smith <willcycle1445@gmail.com>

Sat, Feb 7, 2026 at 9:45 AM

Thanks Will I will look into this.
Sent from my iPhone

On Feb 7, 2026, at 7:59 AM, Will Smith <willcycle1445@gmail.com> wrote:

[Quoted text hidden]

Will Smith <willcycle1445@gmail.com>
To: Mary Layton <marydlayton@gmail.com>

Tue, Feb 10, 2026 at 7:44 AM

Mary,

I see my Listserv post is still in the packet. I will appreciate it if you will take care of this.

Thanks,
Will

Will Smith

[Quoted text hidden]

you will make sure the SB
doesn't violate the OML.

5:49



PS be careful.
Pam for your message.



Tue, Feb 10 at 7:49 AM

Please ask the TM's office to remove pages 128 and 129 from the 2/11/26 packet. This was a misunderstanding of how the Vermont PRA works. If I had known in advance this was being sent, this error would have been avoided. Thanks for your help with this.

Thanks for your message.

Wed, Feb 11 at 10:57 PM

I truly appreciated your recognition of my service tonight. Thank you, again.

Thu, Feb 12 at 5:38 AM

You are welcome.

Read 2/12/26

+ Text Message • RCS

A Public Apology

While I am still a member of the Selectboard, I would like to make a public apology to Pam Smith for my inaction during the meeting on Wednesday, February 11, 2026. The meeting ended on an ugly and tawdry note. The issue was a piece of correspondence that her husband had submitted to the Selectboard, and then asked to have withdrawn. Pam herself subsequently asked for the piece to be withdrawn. The email was hot-headed and harsh, and had also been sent to the town Listserv. So it was already public. It was not withdrawn from the packet.

The Town Manager and one member of the Selectboard were specifically mentioned in the email. They were understandably aggrieved and made lengthy statements. However, their response and rebuttal veered sideways into an attack on Pam Smith and her actions during her tenure as Chair of the Selectboard last year. Pam was present via zoom. She was scolded for her husband's actions. She responded with dignity and integrity, and without anger. She had not been in agreement with her husband on this piece of correspondence, and had in fact been working in the Listers Office on the day he wrote and sent the email. They had not discussed this in advance, although they did discuss it after the fact.

Mary Layton spoke up to remind us that Pam and her husband are two separate and independent people. Pam has been a member of the Selectboard, a Lister, and a Trustee of Public Funds. Mary thanked her for her service to the town. And then the accusations continued.

My grief is that I did not speak up to support Pam, even if it had been to reiterate what Mary had said. I sat in stunned silence, feeling sick at the unwarranted attack on a former colleague, an innocent citizen, and my dear friend. With my silence I appeared to acquiesce to what I was witnessing. I cannot forgive myself for this. I hope Pam can.

Priscilla Vincent
Selectboard Member

Good For Norwich

A Response to Selectboard Meeting of February 11, 2026

218 Dutton Hill Road, Norwich VT

To the Town of Norwich, I'm writing to express my dismay and disappointment at the response of some members of the Selectboard and our Town Manager to a letter included in the packet for the January 28, 2026 Selectboard meeting, and to distance myself from those responses. I chose to say nothing during the Selectboard meeting to negate any chance of lengthening the discussion but feel it is important to comment.

A letter was sent by a citizen to selectboard@norwich.vt.us. This email address is found on the Town website page that lists the members of the selectboard (it does not include the email addresses of individual members), where there is no mention that messages sent to that address will be seen by anyone other than members of the Selectboard, appear in the selectboard package or be part of the public record (I suggest an adjacent link to our policies be added so others don't make the same mistake). The letter also appeared in public on the Norwich listserv so the writer did intend it to be widely read.

But the writer apparently made a mistake, hoping to simply make a Public Records Request by writing to the Selectboard. Once the error was recognized, I understand the writer contacted the chair of the Selectboard (and perhaps others) requesting that the letter be removed from the selectboard packet. It was not removed. The writer's wife also contacted the chair of the selectboard to ask that it be removed. I was not aware and was not asked to weigh in on the matter. I have no idea who was.

The letter used language that could be described as inflammatory and insulting (or worse), and a response was appropriate – I would have counseled asking the Chair of the Selectboard or Town Manager to first contact the writer to ask for a conversation in person.

My primary issue, and the reason I am distancing myself is the use of a public meeting to shame a citizen of the town. Our Selectboard chair explained that they had chosen to not remove the letter from the packet as repeatedly requested (a copy would still have remained on file in the town office as required by law) and explained that they thought "we" should not pull the message out, and "the fact the letter landed here at least gives us a chance to say how we feel about the message...so I thought it might have some value there". The Town Manager read a prepared statement that included definitions of the words, "Libel" and "Rigged", and inappropriately stated that he felt it was no coincidence that the letter appeared within days of the announcement of a write-in campaign by the writer's wife for a position on the selectboard. The Town Manager criticized the writer's wife before another member of the Selectboard who had been treated unfairly in the letter read their own statement. The chair of the Selectboard quickly came to the defense of the writer's wife, stating clearly that she had worked hard for the town in several critical positions, and was not responsible for the letter.

The Selectboard packet has contained many letters that were not complimentary to the Board or other members of town government during the last year. It is usual to note their acceptance, but not to denigrate the writer and if further discussion is warranted, we typically agree the matter can become a future agenda item. The positions we are elected to, and hired to fill are subject to being praised and criticized by the citizens of our town – our friends and neighbors as

Good For Norwich

A Response to Selectboard Meeting of February 11, 2026

well as those we do not know. It is our job to listen, to acknowledge, and to govern in a fashion that is **Good for Norwich**. While I fully support both our Selectboard chair and our Town Manager, I can't condone the way this was handled. We did not come up to the mark on February 11. It is an abuse of our position to denigrate anyone in our community. It is not **Good for Norwich**.

I don't in any way condone the language or insinuations contained in the letter – it was not a pretty piece of writing - but I was ashamed by our response and want to be clear that I was not aware in advance that any responses were being written, or any effort at saying how we felt was planned. I wish I had had the presence of mind to say something pithy and meaningful during the discussion but I was not prepared and did not want to lengthen a very painful experience.

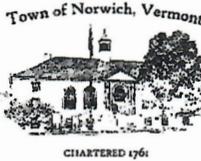
Respectfully, Kimo Griggs
Vice Chair, Norwich Selectboard

Notes:

1 As of October 12, 2011, it is the policy of the Norwich Selectboard that a copy of all email received by a Selectboard member and all email sent by a Selectboard member that relates to business of the Town of Norwich will be sent to the Assistant to the Town Manager who will maintain an archive file for compliance with the Vermont Public Records Act. Thus, any email sent to or by a Selectboard member regarding Town business may be made public.

2 From Town of Norwich Selectboard Procedure for Receipt of Resident Correspondence: The Selectboard respects all correspondence received from Norwich citizens as important statements of concern for the Town. The correspondence will be included in each regular meeting packet. It is the responsibility of each Selectboard member to consider three criteria for acceptance:

1. Informational needing no response;
2. Information needing a delegated response; or,
3. Information which should be incorporated into an existing agenda item or a future agenda item or action.



Town of Norwich Selectboard Procedure for Receipt of Resident Correspondence

Resident correspondence is defined as letters, memos, emails and other documents sent to the Board by Norwich townspeople. Such information should be sent to the Selectboard email address: selectboard@norwich.vt.us

All correspondence to be received at a Selectboard meeting must be received in the Town Offices before 12:00 pm of the Thursday preceding a regular Wednesday meeting. Late submissions will be held for the next regularly scheduled Selectboard meeting.

The Selectboard respects all correspondence received from Norwich citizens as important statements of concern for the Town. The correspondence will be included in each regular meeting packet. It is the responsibility of each Selectboard member to consider three criteria for acceptance:

1. Informational needing no response;
2. Information needing a delegated response; or,
3. Information which should be incorporated into an existing agenda item or a future agenda item or action.

The Selectboard as a whole will respond accordingly at the meeting for which the packet was prepared, unless otherwise delegated by the Board to one or more Board members for future reply. The Selectboard notes that full responses to correspondence are not always immediately possible, especially where the issue would benefit from more information so that the Selectboard may make the best decision for the Town; however, that need for more information can be conveyed to the person raising the issue.

When correspondence is received in the Town Offices, a letter or email will be sent to the sender to acknowledge the Board's receipt of same. The acknowledgement of receipt will indicate at what Selectboard meeting the correspondence will formally be received.

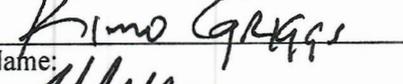
The entire content of correspondence will not be read during Selectboard meetings in order to conserve time; however, writers may attend the meeting and ask to read excerpts of their correspondence into the record.

Adopted by the Norwich Selectboard on March 5, 2025

Signed,


Name: _____


Name: _____


Name: _____


Name: _____

Name: _____