

Norwich Selectboard

Regular Meeting: Wednesday, March 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. Studio Nexus Architects – Discussion/Possible Motion (30 mins)
5. Presentation by John Carroll on Open Meeting Law (30 mins)
6. Review of Applications to Boards/Commissions and Appointments – Discussion/Possible Motion (30 mins)
7. DPW Recommendation for Route 132 Culvert No. 18 Replacement Project – Discussion/Possible Motion (5 mins)
8. Sweetland Farm Licensing Agreement – Discussion/Possible Motion (5 mins)
9. Discussion Regarding the Formation of Working Groups – Discussion/Possible Motion (5 mins)
10. Discussion of Selectboard Goals – Discussion/Possible Motion (10 mins)
11. Discussion of Goals for the Town Manager – Discussion/Possible Motion (10 mins)
12. Town Manager Report – Discussion (10 mins)
13. Department Reports – Discussion (5 mins)
14. Board of Listers’ Request: Closure of Past Grand Lists – Discussion/Possible Motion (5 mins)
15. Green Visions Liquor License Renewals – Discussion/Possible Motion (5 mins)
16. King Arthur Baking Company Liquor License Renewals – Discussion/Possible Motion (5 mins)
17. Approve Minutes – March 3, 2026 and March 11, 2026 – Discussion/Possible Motion (5 mins)
18. AP Warrants – Discussion/Possible Motion (5 mins)
19. Receipt of Correspondence – Discussion/Possible Motion (5 mins)
20. Adjournment – Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	4/8/2026	Regular: Zoom & JAM	6:30 p.m. Selectboard business	• Working Group Proposals
Wednesday	4/22/2026	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

OPEN POSITIONS **Town Committees & Boards**

The Norwich Selectboard seeks applicants for open positions on several Town boards and committees. Descriptions of these positions are available on the Norwich website at <http://norwich.vt.us/wp-content/uploads/2020/06/Website-POSITION-DESCRIPTIONS-2020.pdf>

Interested Norwich residents should submit an application to the Town Manager's office at manager-assistant@Norwich.vt.us.

Application deadline is 12:00 NOON Wednesday, March 18, 2026. The application is available on the town website at <https://norwich.vt.us/wp-content/uploads/2025/04/ApplicationForm-BdsCmtees-NEW.pdf> .

<u>OPENINGS</u>	<u>TERM</u>
Board of Listers	1 interim appointment to expire March 2, 2027
Conservation Commission	3 seats to expire March 31, 2030
Emerald Ash Borer Management Group	3 seats to expire March 31, 2029
Energy Committee	2 seats to expire March 31, 2029
Greater Upper Valley Solid Waste Mngmt. Dist.	1 alternate seat to expire March 31, 2028
Recreation Council	3 seats to expire Mar. 31, 2029
Town Service Officer	1 seat to expire Mar. 31, 2027
Trails Subcommittee	2 seats to expire March 31, 2029
Tree Warden	1 seat to expire March 31, 2027
Trustees of Public Funds	1 interim appointment to expire March 2, 2027
Land Management Council	1 Village Rep. seat (expiry TBD) 1 At Large Rep. seat (expiry TBD)

PLEASE NOTE: The Selectboard will consider applications for the above positions at their March 25, 2026 meeting. Applicants are asked to attend that meeting.

Town of Norwich
P.O. Box 376
Norwich VT 05055-0376
(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Alex Gottlieb

Address: 1645 Beaver Meadow Rd

Day phone: 412-215-4410

Evening phone: 802-727-7124

E-mail: agottlieb18@gmail.com

Position Applied For: Norwich Conservation Commission

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: 1 Years: 4

2. Would you be available for evening and/or morning meetings?

Evening: Yes No Morning: Yes No

Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

My main project during my 4 years on the commission has been focused on the ecosystem impacts of deer overpopulation. I organized a public talk at the library by the VT State Deer Biologist and the creation of 5 "exclosure" plots on public trails around town to demonstrate the effects of deer browse on the forest understory. I've also served on the Emerald Ash Borer Management Subcommittee since its inception and helped with many other commission projects, such as riparian plantings along Bloody Brook. I have a PhD in climate science and do my best to bring a data- and research-driven perspective to issues before the commission.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

Board member, Beaver Meadow Schoolhouse Association (2022-present)

5. Education and Current Employment

Employer: Dartmouth College

Location: Hanover, NH

Description of work:

I am a postdoctoral scholar in the Climate Modeling and Impacts Group in the Department of Geography. My research focuses on understanding the drivers and costs of historical climate extremes, with a current focus on flooding.

6. Pertinent Education and/or Experience:

4 years on Norwich Conservation Commission

Education:

PhD, Ecology, Evolution, Environment and Society, Dartmouth College

BA, Politics, Princeton University

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes No If yes, please explain:

Comments:

Signature: *Alexander Gottlieb*

Date: 24 February, 2026

Town of Norwich
P.O. Box 376
Norwich VT 05055-0376
(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Andy Torkelson
Address: 148 Mary Hill Rd, Norwich, VT
Day phone: 802-299-5792 Evening phone: same
E-mail: andrewttorkelson@gmail.com
Position Applied For: Conservation Comm.

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: 1 Years:

2. Would you be available for evening and/or morning meetings?
Evening: Yes No Morning: Yes No
Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

BS Chemistry
MS
A lifetime interest in the environment

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

5. Education and Current Employment

Employer: Retired cardiologist emer
Description of work: 2025

Location:

6. Pertinent Education and/or Experience:

7. Do you feel there could be any conflict of interest with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes No If yes, please explain:

Comments: I have enjoyed my work on the conservative commission

Signature: 

Date: 2/25/26

Town of Norwich
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APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Alex Gottlieb

Address: 1645 Beaver Meadow Rd

Day phone: 412-215-4410

Evening phone: 802-727-7124

E-mail: agottlieb18@gmail.com

Position Applied For: Emerald Ash Borer Management Group

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: 1 Years: 2

2. Would you be available for evening and/or morning meetings?
Evening: Yes No Morning: Yes No
Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

- Served on sub-committee since inception
- Attended state-led trainings for assessing and cataloging hazard trees
- Helped craft subcommittee plans for identifying priority trees for removal and communication with landowners

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

Norwich Conservation Commission (2022-present)
Board member, Beaver Meadow Schoolhouse Association (2022-present)

5. Education and Current Employment

Employer: Dartmouth College

Location: Hanover, NH

Description of work:

I am a postdoctoral scholar in the Climate Modeling and Impacts Group in the Department of Geography. My research focuses on understanding the drivers and costs of historical climate extremes, with a current focus on flooding.

6. Pertinent Education and/or Experience:

4 years on Norwich Conservation Commission, 2 on EAB subcommittee

Education:

PhD, Ecology, Evolution, Environment and Society, Dartmouth College

BA, Politics, Princeton University

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes No If yes, please explain:

Comments:

Signature: Alexander Gottlieb

Date: 3/18/26

Town of Norwich
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APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Jonathan Frishtick

Address: 1249 New Boston Rd., Norwich, VT 05055

Day phone: 8022910914

Evening phone: Same

E-mail: j.frish@gmail.com

Position Applied For: Member of the Emerald Ash Borer Management Subcommittee

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: NA Years: NA

2. Would you be available for evening and/or morning meetings?
Evening: Yes No Morning: Yes No
Are there other restrictions on your availability? If so, please describe:

No restrictions

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

B.A., Buffalo State College, SUNY, Geoscience major; Vermont Law School, JD, 1988; Office of General Counsel, Massachusetts Department of Environmental Protection, 1988-1994; Stay at Home Dad;

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

Norwich Special Places, Norwich Conservation Commission (1995- ?), Norwich Trails Committee, (1995-), Upper Valley Trails Alliance, Board Member; Volunteer, Upper Valley Land Trust, various roles and committess; Member, Board of Supervisors, White River Natural Resources Conservation District.

5. Education and Current Employment

Employer: Retired

Location: Norwich, Vermont

Description of work:

King Arthur Baking Company, Baking School Instructor. 2013-2025

6. Pertinent Education and/or Experience:

See above.

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes No If yes, please explain:

None.

Comments:

Signature:

Date: 3/16/26

Town of Norwich
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(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Peg Merrens

Address: PO Box 1217 - 96 Meetinghouse Road

Day phone: 802-289-4109

Evening phone:

E-mail: pmerrens@gmail.com

Position Applied For: Emerald Ash Borer Management Group

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: 1 Years: 2

2. Would you be available for evening and/or morning meetings?

Evening: Yes No Morning: Yes No

Are there other restrictions on your availability? If so, please describe:

I work during day hours but can make adjustments to my schedule (and have) with advance notice.

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

Two years past experience on this same committee, knowledge of and capacity to identify local tree species.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

I'm currently serving on the Norwich Conservation Commission.

5. Education and Current Employment

Employer: Upper Valley Land Trust

Location: Upper Valley

Description of work:

Assisting landowners, towns, and states protect ecologically important land and natural resources; grant writing and fundraising for land conservation efforts; outreach to town Conservation Commissions.

6. Pertinent Education and/or Experience:

Dartmouth College BA, Geography and Environmental Studies

Vermont Law School, JD and Masters in Environmental Law

Forest ecology work which took place in the time between the above schooling.

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes No If yes, please explain:

Comments:

I look forward to continuing my work with this team as we move towards initiating the removal of the first wave of dangerous trees along town roadways and identifying the next round(s) in the coming year(s).

Signature:


Peter Merrens

Date:

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Town of Norwich
P.O. Box 376
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(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Robert Gere

Address: 1399 Union Village Rd.

Day phone: (802) 280-5192

Evening phone: 802-649-5267

E-mail: rgere@mac.com

Position Applied For: ECFiber Governing Board (alternate)

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms: Several

Years: 8 (+/-)

2. Would you be available for evening and/or morning meetings?

Evening: (Yes No Morning: (Yes No

Are there other restrictions on your availability? If so, please describe:

Yes for evenings and mornings

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

I have worked in the technology fields for over 20 years doing computer

Consulting and Tech support.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

Currently serving on the Selectboard.

Past service on the Norwich Finance Committee, Development Review

Board, Justice of the Peace, CATV (now JAM) Board of Directors.

5. Education and Current Employment

Name of Company: Semi-Retired

Location: Self employed

Title:

Describe your work:

part time computer technical support

6. Pertinent Education and/or Experience:

Previous participation on boards and committees

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes

No). If yes, please explain:

No Conflict.

Comments:

I have served as the Norwich Alternate to the ECFiber Governing Board for several years and my familiarity with its mission and operation gives me the capacity to fill in (or replace) the Board member (Irv Thomae) if needed. ECFiber is a complex multi-million dollar governmental organization that benefits from having an experienced board.

Signature

Date



3/9/2026

Town of Norwich
P.O. Box 376
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(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Mary R. Albert

Address: 153 Kerwin Hill Rd, Norwich VT 05055

Day phone: 802-522-9022 (cell)

Evening phone: 802-522-9022

E-mail: mary.r.albert@dartmouth.edu

Position Applied For: Norwich Energy Committee

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: _____ Years: n/a

2. Would you be available for evening and/or morning meetings?

Evening: Yes No Morning: Yes No

Are there other restrictions on your availability? If so, please describe:

I can be available either in morning or evening for meetings that are scheduled well in advance.

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

As Professor of Engineering at the Thayer School of Engineering, my research and teaching has centered on climate impacts and climate adaptation including energy, in communities in the U.S. and also in Greenland. I have been a homeowner in Norwich for 47 years and both of our children attended public school in Norwich and Hanover, so I know the community well from the viewpoint of a long-time citizen. Now that my children are grown and I am semi-retired, I would like to give back to the community of Norwich by working with the town on energy-related issues.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

I have not officially worked on any Norwich Boards, Commissions, or Committees, however as a citizen I participated in a number of solar siting committee meetings. Outside of Norwich, I was the founder and first president of the Board of Directors of Cradle and Crayon, Inc, the nonprofit that provides child care for employees of CRREL. In the past I have served on the Board of Advisors to the Office of Polar Programs at the National Science Foundation, an invited position.

5. Education and Current Employment

Employer: Thayer School of Engineering at Dartmouth Location: Hanover NH
Description of work:

As Professor of Engineering, I have taught classes in heat & mass transfer, climate change, and thermodynamics at the undergraduate and graduate levels. My research at Thayer has been funded by a long string of grants that I have been awarded from the National Science Foundation for research in Greenland and Antarctica on issues of glaciology, interpretation of ice cores for climate science, and adaptation to climate change for small communities in Greenland.

6. Pertinent Education and/or Experience:

Ph.D. 1991, University of California San Diego, Engineering Sciences
M.S. 1983, Dartmouth College Thayer School of Engineering, Engineering Sciences
B.S. 1975, Penn State University, Mathematics
1984-2009: Research Engineer at the Cold Regions Research & Engineering Lab (CRREL) in Hanover NH.

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes No If yes, please explain:

No conflicts of interest.

Comments:

For more info:
<https://engineering.dartmouth.edu/community/faculty/mary-albert#>

Signature: *Mary Albert*

Date: 17 March 2026

Town of Norwich
P.O. Box 376
Norwich VT 05055-0376
(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: JOHN M. FARRELL
Address: 748 TURNPIKE RD NORWICH, VT 05055
Day phone: 802-299-9975 cell Evening phone: _____
E-mail: jtwister@comcast.com
Position Applied For: TOWN SERVICE OFFICER

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: 3 Years: 3

2. Would you be available for evening and/or morning meetings?
Evening: Yes No Morning: Yes No
Are there other restrictions on your availability? If so, please describe:

NO

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

PREVIOUS TSO

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

NONE

5. Education and Current Employment

Employer:
Description of work:

Location:

N/A

6. Pertinent Education and/or Experience:

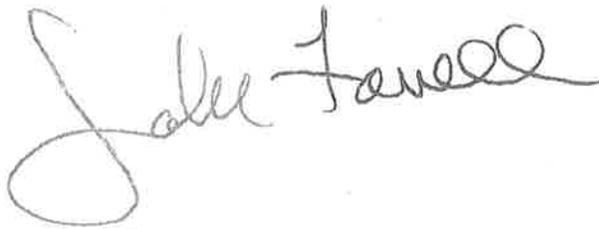
N/A

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes No If yes, please explain:

Comments:

GLAD TO HELP PEOPLE IN NEED

Signature:



Date: 3/11/2026

Town of Norwich
P.O. Box 376
Norwich VT 05055-0376
(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Jim Faughnan

Address: 47 Huntley St

Day phone: 802-238-0696

Evening phone:

E-mail: jimfaughnan74@gmail.com

Position Applied For: Trails Sub Committee

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: 1 Years: 2

2. Would you be available for evening and/or morning meetings?

Evening: Yes No Morning: Yes No

Are there other restrictions on your availability? If so, please describe:

Evening preferred but can attend morning too

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

Thorough knowledge of trails in Norwich with 15 years volunteering and previous experience on committee. Trail clean up, creation, construction projects including bridges.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

N/A

5. Education and Current Employment

Employer: NA

Description of work:

Location:

6. Pertinent Education and/or Experience:

N/A

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes No If yes, please explain:

Comments:

Signature:

A handwritten signature in black ink, appearing to read "D. J. [unclear]".

Date: March 11, 2026

Town of Norwich
P.O. Box 376
Norwich VT 05055-0376
(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Nick Krembs

Address: 1396 New Boston Rd

Day phone: 802-338-5851

Evening phone: same

E-mail: nick.krembs@gmail.com

Position Applied For: Norwich Trails Committee - 3 yr term

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: NA Years: 30 yrs

2. Would you be available for evening and/or morning meetings?

Evening: Yes No Morning: Yes No

Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
see #6 for response

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

NA

5. Education and Current Employment

Employer: Retired
Description of work:
NA

Location:

6. Pertinent Education and/or Experience:

Have been learning about and doing trail work and design for 30+ yrs. I've had training from the Appalachian Mtn Conservancy, the Green Mtn Club and the Student Conservation Association. I have lead the Norwich Trail crews for many years. The crew members seem content with me as the facilitator. Together we are enthusiastic, productive and dedicated to providing good trail opportunities in Norwich.

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes No If yes, please explain:

Comments:

Signature: r.nick krembs

Date: 03/10/2026

Town of Norwich
P.O. Box 376
Norwich VT 05055-0376
(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Chris Rimmer

Address: 91 Spring Pond Road, Norwich, VT

Day phone: 802-922-8495

Evening phone: 802-922-8495

E-mail: ccrimmer@gmail.com

Position Applied For: Tree Warden

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: _____ Years: _____

2. Would you be available for evening and/or morning meetings?
Evening: Yes No Morning: Yes No
Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

I am a career conservation ecologist, specializing in birds, but with a sound knowledge of trees and general landscape ecology. I have served two separate stints on the Norwich Conservation Commission over many years, and am chair of the Emerald Ash Borer Management Subcommittee. I have been a Deputy Tree Warden for the past two years.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

Norwich Conservation Commission (current)
Norwich Emerald Ash Borer Management Subcommittee (chair, current)
Warner Meadows Association (president)

5. Education and Current Employment

Employer: retired

Location:

Description of work:

Director Emeritus of Vermont Center for Ecostudies in Norwich

6. Pertinent Education and/or Experience:

BSc in Wildlife Biology, UVM 1978

MSc in Ecology and Behavioral Biology, U. Minnesota, 1986

Director of Conservation Biology, Vermont Institute of Natural Science, 1986-2007

Founding Executive Director, Vermont Center for Ecostudies, 2007-2022

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes No If yes, please explain:

Comments:

This work is in many respects a natural extension of my ongoing involvement with the Norwich EAB Management Subcommittee.

Signature:

Date: 15 March 2026

Town of Norwich
P.O. Box 376
Norwich VT 05055-0376
(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Megan Anderson

Address: 34 Starlake Lane, Norwich, VT 05055

Day phone: 802-649-1419 x 103

Evening phone: 802-999-9121

E-mail: megmeg3409@gmail.com

Position Applied For: Trustee of Public Funds

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: **N/A** Years:

2. Would you be available for evening and/or morning meetings?
Evening: Yes No Morning: Yes No
Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

I have experience in Human Resources and retirement funds, along with an extensive background in the legal field. I am able to read and understand tax law and have undertaken recordkeeping for financials with most of my past employers.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

Norwich Nursery School- Treasurer- past
Marion Cross School PTO- Treasurer-past
VMCTA Scholarship Committee- current
VMCTA Awards Committee- current
NEACTC Fundraising Committee -*Current*

5. Education and Current Employment

Employer: Town of Norwich

Location: Norwich, VT

Description of work:

I work 32 hours a week as the Assistant Town Clerk and 8 hours as the Zoning Assistant. My positions require professionalism and organization along with legal knowledge.

6. Pertinent Education and/or Experience:

Duties as Treasurer for Norwich Nursery School & Marion Cross School PTO
Retirement account fund investing from my HR background
Law Office Study program through Vermont

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes No If yes, please explain:

Comments:

Signature:



Date: 3/12/26

TO: Brennan Duffy, Town Manager
FROM: Chris Kaufman
RE: Bid Results for the Norwich DPW Rte. 132 Culvert 18 Replacement Project
DATE: March 19, 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 Rte. 132 Culvert 18 Replacement Project on February 18, 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 #18, located on Route 132 near 511 Rte. 132. This culvert needs to be replaced due to its age and rapidly deteriorating concrete structure. A hydraulic study was completed by Stantec in 2025, and Hammond Engineering completed the final design in 2026. The concrete culvert will be replaced with an aluminized metal pipe and galvanized metal headwalls. Replacement of this structure will require Rte. 132 to be closed for at least month with traffic routed around on Rte. 5 and Union Village Rd. Closure will occur after school is closed on June 12 and ends before the school re-opens in the fall. Re-routing of traffic will be posted onsite ahead of the closure.

Results of the Bid Process

On March 16, 2026, upon closure of the bid date, the Town of Norwich DPW received eight bids. The bids were as follows:

Waters Excavation, Inc.	\$178,743
Mathews Excavating	\$193,845
Saladino Property Maint. LLC	\$193,867
Michelle Baillargeon Con.	\$207,214
Neil H Daniels	\$223,684
Lewco, LLC	\$227,000
All States Construction, Inc	\$241,344
United Construction, Inc.	\$255,130

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 recent projects, we recommend the award of the contract to Waters Excavation, Inc. for \$178,743.00 Work will not begin in earnest until June 12, 2026, and finish no later than August 2026 (before school resumes).

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 Structures Grant at 90% of the cost and therefore, the Town will be reimbursed approximately \$160,868.70 with a cost to the Town of approximately \$17,874.30.

Final Recommendation

My recommendation is that the Selectboard approves the culvert work with Waters Excavation, Inc. for an amount not to exceed \$200,000.00.

Town of Norwich
Departmental Request for Spending

Date: _____ Department: _____

Request by (name): _____ Title: _____

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

What is being requested: _____

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.:

\$ _____ explain: _____

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

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

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

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

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

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

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

Expected Date of purchase, if known: _____

Other information: _____

Signature of Requestor: Chris Kaufman Date: _____

Signature of Town Manager: Brennan Duffy Date: 3/19/26

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: March 19, 2026
Re: License Agreement – Sweetland Farm underground water line

The owners of Sweetland Farm on VT Rte. 132 have contacted the Town Manager requesting the installation of a 4” water line, directionally drilled under the roadway be allowed. The purpose of this waterline would be irrigation of the farming operation.

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

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

Thank you for your consideration of this topic.

LICENSE AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS THAT the TOWN OF NORWICH, a municipal corporation situated in the County of Windsor and State of Vermont, Grantor, acting pursuant to the provisions of 19 V.S.A. Section 1111 does hereby grant and convey to **NORAH S. LAKE** and **CHRISTOPHER M. POLASHENSKI**, residents of the Town of Norwich, Vermont, as tenants in common, Grantees, and their heirs and assigns, a license for the purpose of installing and underground water line, as more particularly described herein, within and under the town highway right-of-way for Vermont Route 132 in the Town of Norwich, in the County of Windsor and State of Vermont, being more particularly described as follows:

Being a license to install, repair, maintain, or replace a four inch (4") underground water service line, and appurtenances thereto to be directionally drilled under Vermont Route 132 at a perpendicular angle in an easterly to westerly orientation in order to provide water service for irrigation purposes to Grantees' real property on the westerly side of Vermont Route 132. Said water line is shown on a plan entitled, "Irrigation Line Bore," dated November 13, 2025 and attached hereto as "Exhibit A" (the "License").

Said underground water line license area is a strip of land ten feet (10') wide and extends the entire width of the right-of-way for Vermont Route 132 and is centered on the as-built location of the underground water line. Said License shall run with the land as long as Grantees, their heirs and assigns, remain in compliance with the terms and conditions of said License as stated herein, but shall expire if said water line is not installed by November 1, 2026. Should Grantees not install said water line by directional drilling, this license shall be null and void, and the Grantor shall exercise all rights and remedies available to it pursuant to 19 V.S.A. § 1111.

Being a portion of the lands and premises conveyed to Grantees by Warranty Deed of Vermont Land Trust, Inc., dated July 16, 2012, and recorded in Book 207, Page 274 of the Land Records of the Town of Norwich.

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

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

1. Grantees shall comply with all state and local rules, ordinances and regulations relating to highways and land use.
2. Grantees, their heirs and assigns, shall install, repair, maintain and replace, if necessary, the underground water line at their sole cost and expense and keep the same in good order and repair.
3. Installation of the underground water line shall be conducted so that the line shall be no less than six (6) feet below the roadway surface and no less than four (4) feet below the bottom of road-side ditches within Grantor's town highway right-of-way. Boring pits shall be located at least twenty-five (25) feet from the centerline of the roadway. The water line shall include a "tracer wire" to allow for it to be found by "Dig Safe" or others using a metal detector.
4. If ledge or other obstacles prevent burying the water line at the depths required by Paragraph 3 (immediately above), shallower depths may be allowed by written approval of the Road Commissioner. Irrespective of the approval of the Road Commissioner, Grantees, and their agents, employees, contractors, subcontractors, heirs and assigns, shall indemnify and hold harmless Grantor, its elected and appointed officials, board members, managers, officers, attorneys, agents, employees, successors and assigns, from any damage, loss, injury or otherwise (including without limitation personal injury or death to any person and damage to property of the Grantees or third persons) which may occur in whole or in part because of Grantor's, and its employees', agents' and contractors', work, maintenance, repair, replacement, repaving or improvement activities within the town highway right-of-way.
5. Grantees shall notify the Road Commissioner by telephone at least two (2) business days in advance of the installation, reconstruction, maintenance repair or replacement of the underground water line.
6. Any construction, reconstruction, maintenance, repair, or replacement of the underground water line shall be conducted in such a way as to avoid unnecessary disturbance to the town highway right-of-way, and

after any such work, the premises shall be returned to their original condition as soon as reasonably practicable by the Grantees.

7. Grantees acknowledge that the surface area above the underground water line's license area location is utilized as a public road of the Town. They agree that the road shall, during any construction, reconstruction, maintenance, repair or replacement of the underground water line and associated improvements, be kept open to the general circulation of vehicles at all times with at least one lane of traffic of sufficient width and of adequate surface for vehicles to proceed above the area of construction in a reasonably convenient manner. Grantees agree that they shall at all times during construction activities, at their sole expense, adequately control motor vehicle and pedestrian traffic on and over the traveled portion of the town highway.
8. All excavation and backfilling shall be performed under the supervision of the Grantor unless Grantor expressly waives this supervision requirement.
9. Failure of Grantees to perform the work or to restore the highways in a satisfactory and timely manner may result in the Grantor completing the work at the expense of the Grantees; provided, however, Grantor shall give timely notice to the Grantees of any defects, and Grantees upon receipt of such notice, shall have a reasonable time in which to repair the defects to the satisfaction of the Grantor.
10. Grantees shall promptly reimburse the Town of Norwich for all actual costs that the Town of Norwich may incur as a result of Grantees not performing, observing, and/or complying with the conditions of this License as herein stated.
11. By the acceptance of this License Agreement, Grantees, for themselves and their heirs and assigns, agree that they shall be responsible for the removal or relocation of the underground water line if such relocation or removal is made necessary by work performed by Grantor for the maintenance or improvement of the town highway right-of-way or public utilities within the town highway right-of-way.
12. Grantees shall be solely responsible for protecting the general public from all risks of damage, loss, injury or otherwise (including without limitation, personal injury or death to any person and damage to property of the Grantor or third persons) which may occur in whole or in part because of the use, repair, maintenance, installation, relocation and replacement of said underground water line. Grantees expressly

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

13. All conditions as hereinabove stated shall be binding upon Grantees, their heirs and assigns, and the property benefitted by this License.
14. In addition to any other enforcement powers that may be provided for by law, Grantor may suspend said License by providing written notice to the Grantees by first class mail sent to 97 Kerwin Hill Road, Norwich, Vermont 05055. Such suspension shall last until compliance with the terms and conditions of this License Agreement is obtained.

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

IN WITNESS WHEREOF, Grantees hereunto set their hands and seals this ____ day of _____, 2026.

GRANTEES

Norah S. Lake

Christopher M. Polashenski

STATE OF VERMONT
WINDSOR COUNTY, SS.

At _____, in said County and State, this ____ day of _____, 2026, **Norah S. Lake** and **Christopher M. Polashenski** personally appeared, and they acknowledged this instrument, by them sealed and subscribed to be their free act and deed.

Notary Public
My Commission Expires: 1/31/2027
My Commission #:

IN WITNESS WHEREOF, Grantor has hereunto set its hand and seal this ____ day of _____, 2026

TOWN OF NORWICH

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

STATE OF VERMONT
COUNTY OF WINDSOR SS.

At Norwich, in said County and State, on this ____ day of _____, 2026, **Brennan Duffy**, Town Manager and Duly Authorized Agent of the **Town of Norwich** personally appeared, and he acknowledged this instrument by him sealed and subscribed, to be his free act and deed as such Duly Authorized Agent and the free act and deed of the **Town of Norwich**.

Notary Public
My Commission Expires: 1/31/27
My Commission #:

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

Irrigation Line Bore

Nov 13 2025

742 Route 132
Norwich VT 05055
Parcel ID 05-095-300

EXHIBIT A

Legend

-  Sweetland Farm
-  Untitled Path



Working Group Proposal

From Kimo Griggs <kimogriggsnorwichselect@gmail.com>

Date Thu 3/19/2026 11:48 AM

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

 1 attachment (115 KB)

WorkingGroupProposal.pdf;

Please include this email and its attachment in the Selectboard packet for the March 25 2026 meeting.

I will ask for discussion and a possible vote on Wednesday, March 25 to allow the formation of Working Groups that report directly to the Selectboard. The goal of a Working Group will be to focus attention on a defined subject that has come before the Selectboard, or that reflects a particular interest a member of the selectboard would like to explore for the Town.

Once approved as a concept, each working group will require that a charge be written and the actual formation of the specific group be proposed to and approved by the Selectboard during a future meeting.

Working groups are intended to work quickly over a period of two months or less to produce a written report for the Selectboard to consider, and to possibly act on. Citizens will make up the bulk of each Group, and access to town employees is intended for information, guidance and feedback.

A Proposal is attached to this email.

Thank you, Kimo Griggs

Norwich Selectboard Working Groups Template

Proposal:

The Selectboard may elect to form an advisory Working Group to focus quickly and intensively on a particular issue or project to provide written feedback to the Selectboard for possible action. Each Working Group shall be chaired by one member of the Selectboard and shall include citizenry of the town (other members of the Selectboard may join) as well as other advisors if desired. Working groups must have a defined charge and follow the Vermont State Open Meeting Law.

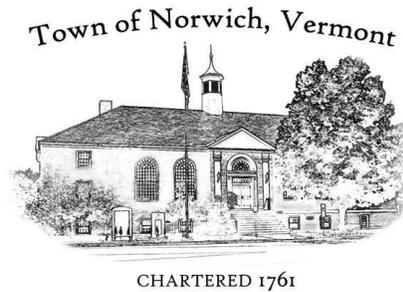
Forming a Working Group:

- A member, or members of the Selectboard may form a Working Group through submission of a written proposal to the Selectboard that appears in the selectboard packet in advance of a regular meeting of The Selectboard. The proposal shall include a possible charge, proposed end product and proposed membership (to be adjusted as necessary). The Selectboard may place an item on the agenda once a written proposal has been included in the selectboard packet.
- The Selectboard will discuss the proposal during a regular meeting of The Selectboard, possibly voting to allow the formation of the Working Group.
- The leader(s) shall form the group by advertising it, with its charge, and scheduling an initial meeting. The initial meeting and all subsequent meetings shall be warned as required by law, providing an agenda in advance.
- During the initial meeting of the Working Group a secretary will be appointed. The secretary will be responsible for taking notes and providing them to the leader of the Working Group in a timely fashion for review and publishing as per Open Meeting Law requirements.
- The leader(s) shall be responsible for ensuring the meetings are properly warned, notes are published, and all other requirements of the Open Meeting Law have been satisfied, as they apply to an *advisory public body*. While there is no requirement that meetings be recorded, they may be held remotely (online, without a physical meeting location) or in a hybrid format (physical location with online access).

Once a Working Group has completed its work and issued a written report for review and possible action by the Selectboard, the Selectboard may act for the group to be dissolved or absorbed into one of the standing committees of the Town in some form.

Respectfully submitted,

Kimo Griggs
March 15, 2026



Town Manager Report for March 25, 2026

Department Updates

Finance Department:

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

Annual Workers Compensation audit is underway.

Quarterly reports being compiled for end of March.

Planning Department:

Steven True is working on developing a plan and timeline for the LHMP update.

Planning Commission is working on potential participants for a Steering Committee focused on the 2026 Norwich Village Master Plan initiative.

The Short-term Rental Interim by-law adoption will require a public meeting of the Selectboard, likely at the second meeting in April if that is convenient.

Police Department:

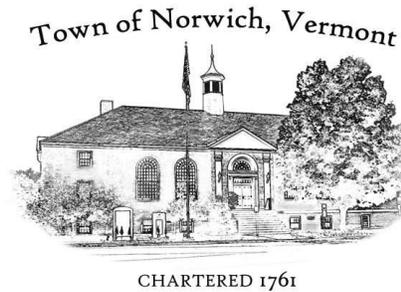
The new Tahoe police vehicle has arrived.

Internal discussion around the "Speeding" issue and potential actions is ongoing.

See the March PD Report for additional department information.

DPW:

Late winter seasonal operations are ongoing and roads have been posted for annual mud-season restrictions.



Bid recommendations for the Rte. 132 Culvert #18 project have been received, reviewed and recommendations submitted to the SB.

Fire Department:

Alex Northern has been appointed as the new Town Fire Warden and updates to contact info have been made.

Work on the annual LEMP is underway.

See the March FD Report for additional department information.

Recreation Department:

The next Tracy Hall pot-luck dinners is scheduled for 4/19.

Discussion on baseball field maintenance is underway.

Mud-Season sports programs are underway. Registration for Spring sports is open.

See the February Rec Department Report for additional department information.

Town Clerk:

Dog Licenses due 4/1.

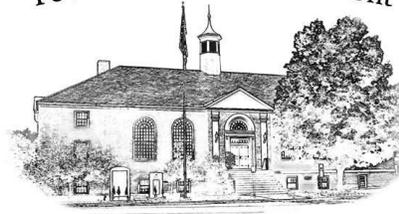
Town Manager's office:

An RFP for the hazard roadside Ash tree removal project has been issued with responses due 4/29.

Contracts for the Moore Lane Bridge Membrane, Paving & Guardrail project and the Mitchell Brook Rd. Culvert #9 Replacement project have been executed.

TM's office has created and distributed lists of committee appointment openings for March and April and is facilitating applicant responses.

Town of Norwich, Vermont



CHARTERED 1761

The Tracy Hall improvement initiative continues with the roof repair work being scheduled and re-engagement with Doug Sonsalla of Studio Nexus Architects to discuss direction and next steps for the initiative on the agenda for 3/25.

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

General/Miscellaneous:

PREPARED BY: BRIE SWENSON, RECREATION DIRECTOR

DATE: MARCH 9TH, 2026

Our annual Rec/PTO Skating Party was held on February 13th. We ended up going through 2 ½ urns of cocoa and several full rounds of freshly-popped popcorn. The weather was cold and the atmosphere festive.

All basketball programs ended either before the February academic break, or with the Tenney tournament. Our 2nd grade girls ended their season with a raucous parents v. kids game and pizza.

Mud season sports will begin running in the first week of March.

The first 2026 Culinary Kids session and potluck were both held on February 8th. Our participants made baked macaroni and cheese, tortillas, éclair cake and taco fillings. Our potluck hosted Advance Transit, who received great feedback on the Hanover/Norwich Brown line.

NORWICH FIRE DEPARTMENT MARCH SB REPORT



PREPARED BY: CHIEF ALEX NORTHERN

DATE: 3/15/25

Fire Department

- This month, the NFD drilled on ladder and tanker operations. That is to say, using the tanker and the ladder truck as an engine company for fire suppression operations. This scenario might play out if our surrounding communities are stripped of fire defense resources (including Norwich), while operating at a multiple alarm mutual aid fire.

Our Tanker carries 2000 gallons of water and is equipped with two attack hose lines which are supplied with a 500 GPM pump. If necessary, we can also supply our ladder truck with the initial 2000 gallons of water on the tanker.

- We also said goodbye to a valued member of our department. The sendoff was fun with good food and humor. As always, Deputy Chief Swett provided an entertaining slide show which encapsulated Lt. Hoehns service to the town.

EMS Division

- The EMS Division participated in the annual Blood-borne Pathogen training.

Emergency Management

- I participated in the quarterly Regional Emergency Management Committee. This committee coordinates the regional response to emergency management issues

FEBRUARY FIRE CALLS	11
FEBRUARY EMS CALLS	8
FEBRUARY FIRE MUTUAL AID	1



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 – March 2026

Activity:

The Norwich Police Department received 44 calls for service during the month of February. VSP were notified of five calls when no Norwich Officer was on duty.

Crime and Traffic:

February is typically one of our slower months – mainly because it's often just flat out miserable. In usual form, it was pretty brutal around here – we had a number of snow and ice events, and a long string of ridiculously cold weather. HOWEVER, you can almost smell spring around the corner, right? By no means should you take the winter sneakers off the wagons yet, nor should you send the snowplows off for end of the season maintenance – as I write this Mid-March there are a couple of “plowable events” on the horizon. *Sigh*. If I ever run across that groundhog, we are going to have words.

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:

The US Secret Service is going to be around town the next couple of weeks helping businesses learn about “Skimming” devices – things that criminals attach to things like gas pumps and ATMs to steal your card information. I'm glad they are coming – my card info was taken this way while I was in Maine for training back in January. As we go into Spring, we are back in the annual training cycle – our Officers seem to train continually, and that's a good thing. This job is changing every day and we are working hard to keep up.

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! We are looking at the weather and will put our Crosswalk Signs back out, likely around the first of April.

Please Note – you have less than a month to register your dog! Please see our Town Clerk to get it done!

Are you a winter hiker? Don't forget to take the right precautions before hitting the trails. It's still cold at night!

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		
	2024	Jan	Feb	Mar	Apr	May	June	2025	July	August	Sep	Oct	Nov	Dec	2025	Jan	Feb
911 Hangup	14	2	3	6	7	1	2	39	9	3	7	4	3	1	48	6	7
Agency Assist	65	8	3	8	6	4	4	64	9	12	7	8	3	3	75	5	2
Animal Problem	32	0	2	7	7	11	7	58	3	4	9	9	1	0	60	1	2
Assault	5	0	0	2	1	0	4	13	6	2	1	1	3	6	26	1	0
Burglary	4	1	0	0	1	1	0	5	0	0	1	2	0	0	6	0	0
Burglary Alarm	40	1	4	3	5	1	4	38	3	1	5	8	2	4	41	1	0
Citizen Assist	45	4	2	3	5	5	2	41	4	3	6	4	1	2	41	2	3
Citizen Dispute	7	0	1	0	0	0	2	11	0	1	0	2	0	0	6	1	3
Directed Patrol	115	9	5	7	3	5	1	66	3	2	3	3	3	1	45	2	2
Crash - Damage	33	6	4	3	1	3	4	35	4	4	4	3	7	10	53	6	1
Crash - Injury	5	0	0	0	1	1	0	3	1	0	0	1	3	3	10	0	2
Death Investigation	3	0	0	0	1	1	0	3	0	0	0	0	0	1	3	0	1
Drug Possession	1	0	0	0	2	0	0	3	0	0	0	0	0	0	2	0	0
Foot Patrol	17	1	1	0	0	0	0	5	0	1	0	0	0	0	3	0	0
Misc	56	3	4	2	0	1	4	41	3	3	5	7	6	2	40	5	5
Found Property	10	0	1	1	0	0	0	9	0	1	0	0	1	0	4	2	0
Fraud	17	1	1	1	0	2	1	8	0	1	1	0	1	1	10	0	2
Intoxication	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Juvenile Issue	8	1	0	1	1	0	0	5	0	0	0	1	0	0	4	0	0
Lockout	3	0	0	0	2	0	2	4	1	0	0	0	2	1	8	0	1
Mental Health	13	0	1	0	1	0	1	10	0	0	0	0	1	4	8	1	1
Missing Person	7	0	0	3	0	1	0	9	1	0	0	3	2	1	11	0	0
MV Complaint	65	1	5	0	2	2	6	30	1	1	2	6	0	3	29	5	2
Noise	6	0	0	0	0	1	0	3	2	1	0	0	0	1	5	1	0
Overdose	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Panic Alarm	3	0	0	1	0	0	2	6	1	0	0	0	0	0	4	0	0
Parking Problem	6	0	1	0	0	0	0	4	0	0	0	0	0	0	1	0	0
Suspicious	74	1	1	3	2	9	7	54	4	8	11	3	5	3	57	3	4
Special Detail/ Public Speaking	14	0	0	0	2	4	0	9	0	0	0	3	0	1	10	0	0
Theft	18	0	2	0	1	0	0	11	1	0	3	1	0	2	10	0	0
Threats	9	0	0	0	0	2	0	12	0	0	1	0	0	0	3	0	0
Traffic Hazard	13	0	2	4	0	4	2	19	4	3	2	1	3	0	25	0	5
Trespassing	15	2	0	1	2	0	1	9	0	0	4	1	2	0	13	0	0
Vandalism	15	0	3	1	1	0	2	18	2	0	0	1	0	0	10	0	0
Welfare Check	28	1	2	3	2	4	2	24	1	3	3	2	4	3	30	1	1
Total Calls	783	42	48	60	56	63	60	670	71	54	75	74	53	53	709	43	44

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).

February 2026:

At the end of February, the Town is 8 months into its fiscal year or 67% 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.

Delinquent Taxes:

Tax Year	Payment 1	Payment 2	Interest	Penalty	Other	Total
22-23	121.62	121.62	144.44	19.46	0.00	407.14
23-24	14334.10	20843.24	8367.59	1407.09	0.00	44,952.02
24-25	18343.46	33841.07	10526.46	2087.37	0.00	64,798.36
25-26	58702.72	237616.39	5000.16	11829.61	0.00	313,148.88
TOTALS	91501.90	292422.32	24038.65	15343.53	0.00	423,306.40

Accounts Payable:

The NEMRC accounting software used by the Town is a period software. As a result, it can sometimes be challenging to capture the desired detail in reports. Moving forward, the Finance Office will produce AP Warrants as follows:

- To include voided checks
- To include manual direct pays (payments made that do not require a physical check to be produced; for example, HRA payments)
- For the General Fund (bank account #3); for the HRA (bank account #9); and for the Fish & Wildlife (bank account#2)
- Separate AP warrants for special fund expenditures
- Each AP Warrant will have a unique number

- To use date sequences
 - Historically, AP warrants were produced using the Selectboard meeting date for both dates (view the title of warrant #1465 and you can see the dates displayed)
 - Going forward, the AP warrants will be generated using a date sequence. For the next meeting you will see dates starting with March 26th and ending with April 8th. The meeting after that will show a starting date of April 9th and an end date of April 22nd.
 - Adopting a date sequence ensures nothing is missed when reporting allowing for more timely and consistent reporting as well.
 - In this packet you will notice warrant #1466 includes past dates; and warrant#1467 does as well.

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	35,418.97	-5,418.97	118.06%
01-4-000015.00 PROP TAX COLL FEE	20,000.00	37,349.73	-17,349.73	186.75%
Total PROPERTY TAX REVENUES	6,325,764.00	6,251,937.61	73,826.39	98.83%
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	442.00	2,358.00	15.79%
01-4-000107.00 HUNT & FISH LICENSE	75.00	42.00	33.00	56.00%
01-4-000120.00 BLDG/DEVEL PERMIT	10,000.00	8,100.55	1,899.45	81.01%
01-4-000130.00 LAND POSTING PERMIT	200.00	220.00	-20.00	110.00%
01-4-000140.00 Punch Card - Hartford	0.00	772.50	-772.50	100.00%
Total LICENSE & PERMIT	13,675.00	9,647.05	4,027.95	70.55%
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	15,802.00	9,198.00	63.21%
01-4-000303.00 DOCUMENT COPY FEE	2,100.00	1,950.00	150.00	92.86%
01-4-000305.00 USE OF RECRDS FEE	600.00	135.00	465.00	22.50%
01-4-000307.00 VITAL STATISTIC FEE	1,500.00	995.00	505.00	66.33%
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	3,275.00	2,325.00	58.48%
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	104,862.00	10,138.00	91.18%
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	45,366.00	-5,366.00	113.42%
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	1,775.00	2,025.00	46.71%
01-4-000364.00 TRASH COUPON	105,000.00	63,400.00	41,600.00	60.38%
01-4-000365.00 RECYCLING REBATES	14,000.00	5,155.98	8,844.02	36.83%
01-4-000366.00 C & D WASTE	15,000.00	10,002.00	4,998.00	66.68%
Total SERVICE FEE	331,650.00	253,733.98	77,916.02	76.51%

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	18,958.09	31,041.91	37.92%
01-4-000813.00 INSURANCE CLAIMS	0.00	10,065.79	-10,065.79	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	44,563.88	37,436.12	54.35%
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	315.00	-315.00	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	4,948.75	5,051.25	49.49%
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	20,179.46	1,870.54	91.52%
Total Revenues	7,231,664.00	7,353,720.49	-122,056.49	101.69%
Total General	7,231,664.00	7,353,720.49	-122,056.49	
Total All Funds	7,231,664.00	7,353,720.49	-122,056.49	

Account	Budget	Actual	Budget Balance	Actual % of Budget
04-4-000810.00 BANK INTEREST	0.00	47.08	-47.08	100.00%
Total Revenues	0.00	47.08	-47.08	100.00%
Total CONSERVATION COMM FUND	0.00	47.08	-47.08	
05-4-000760.00 Desig.Gen. Fund Income	0.00	15,000.00	-15,000.00	100.00%
05-4-000800.00 J GIRARD DONATIONS	0.00	675.31	-675.31	100.00%
05-4-000810.00 BANK INTEREST	0.00	730.12	-730.12	100.00%
Total Revenues	0.00	16,405.43	-16,405.43	100.00%
Total RECREATION FACILITY & IMP	0.00	16,405.43	-16,405.43	
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	8,873.09	-8,873.09	100.00%
Total Revenues	0.00	134,873.09	-134,873.09	100.00%
Total FIRE APPARATUS FUND	0.00	134,873.09	-134,873.09	
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	5,137.44	-5,137.44	100.00%
Total Revenues	0.00	255,137.44	-255,137.44	100.00%
Total HIGHWAY EQUIPMENT FUND	0.00	255,137.44	-255,137.44	
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	4,608.49	-4,608.49	100.00%
Total Revenues	0.00	54,608.49	-54,608.49	100.00%
Total HIGHWAY GARAGE FUND	0.00	54,608.49	-54,608.49	
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	564.80	-564.80	100.00%
Total Revenues	0.00	5,564.80	-5,564.80	100.00%
Total SOLID WASTE EQUIP FUND	0.00	5,564.80	-5,564.80	
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	1,210.46	-1,210.46	100.00%
Total Revenues	0.00	36,210.46	-36,210.46	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total POLICE CRUISER	0.00	36,210.46	-36,210.46	
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	1,218.43	-1,218.43	100.00%
Total Revenues	0.00	41,218.43	-41,218.43	100.00%
Total TOWN REAPPRAISAL FUND	0.00	41,218.43	-41,218.43	
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	8,446.84	-8,446.84	100.00%
Total Revenues	0.00	299,446.84	-299,446.84	100.00%
Total TRACY HALL FUND	0.00	299,446.84	-299,446.84	
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	1,521.17	-1,521.17	100.00%
Total Revenues	0.00	6,521.17	-6,521.17	100.00%
Total GENERAL ADMIN. FUND	0.00	6,521.17	-6,521.17	
15-4-000810.00 BANK INTEREST	0.00	0.10	-0.10	100.00%
Total Revenues	0.00	0.10	-0.10	100.00%
Total Granite bench with crista	0.00	0.10	-0.10	
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	1,546.04	-1,546.04	100.00%
Total Revenues	0.00	11,546.04	-11,546.04	100.00%
Total RECREATION FUND-TENNIS CO	0.00	11,546.04	-11,546.04	
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	109.40	-109.40	100.00%
Total Revenues	0.00	8,759.40	-8,759.40	100.00%
Total TOWN CLERK EQUIP FUND	0.00	8,759.40	-8,759.40	
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	224.16	-224.16	100.00%
Total Revenues	0.00	11,224.16	-11,224.16	100.00%
Total POLICE SPEC EQUIP FUND	0.00	11,224.16	-11,224.16	
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	575.18	-575.18	100.00%
Total Revenues	0.00	575.18	-575.18	100.00%
Total AFFORDABLE HOUSING FUND	0.00	575.18	-575.18	
24-4-000810.00 BANK INTEREST	0.00	152.98	-152.98	100.00%
Total Revenues	0.00	152.98	-152.98	100.00%
Total LAND MANAGEMENT COUNCIL F	0.00	152.98	-152.98	
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	1,149.10	-1,149.10	100.00%
Total Revenues	0.00	34,224.10	-34,224.10	100.00%
Total FIRE EQUIPMENT FUND	0.00	34,224.10	-34,224.10	
27-4-000810.00 BANK INTEREST	0.00	1,020.73	-1,020.73	100.00%
Total Revenues	0.00	1,020.73	-1,020.73	100.00%
Total SIDEWALK FUND	0.00	1,020.73	-1,020.73	
28-4-000810.00 BANK INTEREST	0.00	0.01	-0.01	100.00%
Total Revenues	0.00	0.01	-0.01	100.00%
Total LONG TERM FACILITY STUDY	0.00	0.01	-0.01	
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	121.64	-121.64	100.00%
Total Revenues	0.00	4,583.60	-4,583.60	100.00%
Total CITIZEN ASSISTANCE FUND	0.00	4,583.60	-4,583.60	
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	3.25	-3.25	100.00%
Total Revenues	0.00	253.25	-253.25	100.00%
Total MAIN STREET FLAGS	0.00	253.25	-253.25	
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	11.48	-11.48	100.00%
40-4-009008.00 SCHOLARSHIP DONATIONS	0.00	225.00	-225.00	100.00%
Total Revenues	0.00	236.48	-236.48	100.00%
Total RECREATION SCHOLARSHIPS	0.00	236.48	-236.48	
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	12,511.47	-12,511.47	100.00%
Total Revenues	0.00	362,511.47	-362,511.47	100.00%
Total DPW-BRIDGE FUND	0.00	362,511.47	-362,511.47	
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	5,260.59	-5,260.59	100.00%
Total Revenues	0.00	105,260.59	-105,260.59	100.00%
Total DPW-PAVING FUND	0.00	105,260.59	-105,260.59	
43-4-000760.00 DESIGNATED FUND CONTRIB	0.00	5,000.00	-5,000.00	100.00%
43-4-000810.00 INTEREST	0.00	499.63	-499.63	100.00%
Total Revenues	0.00	5,499.63	-5,499.63	100.00%
Total BUILDINGS & GROUNDS	0.00	5,499.63	-5,499.63	
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	5,723.00	-5,723.00	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	500.43	-500.43	100.00%
Total Revenues	0.00	11,223.43	-11,223.43	100.00%
Total RECORDS RESTORATION	0.00	11,223.43	-11,223.43	
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	724.57	-724.57	100.00%
Total Revenues	0.00	30,724.57	-30,724.57	100.00%
Total GENERATOR FUND	0.00	30,724.57	-30,724.57	
47-4-000810.00 INTEREST US BANK	0.00	163.02	-163.02	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	15,163.02	-15,163.02	100.00%
Total PUBLIC SAFETY FACILITY	0.00	15,163.02	-15,163.02	
48-4-000810.00 ClimateEmergency-Interest	0.00	496.92	-496.92	100.00%
Total Revenues	0.00	496.92	-496.92	100.00%
Total Climate Emergency	0.00	496.92	-496.92	
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	8,265.36	-8,265.36	100.00%
Total Revenues	0.00	8,265.36	-8,265.36	100.00%
Total Expense/Emergency Reserve	0.00	8,265.36	-8,265.36	
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	1,606.92	-1,606.92	100.00%
Total Revenues	0.00	51,606.92	-51,606.92	100.00%
Total Operational Perf & Develo	0.00	51,606.92	-51,606.92	
52-4-000760.00 Designated Fund Income	0.00	100,000.00	-100,000.00	100.00%
52-4-000810.00 Interest	0.00	1,281.97	-1,281.97	100.00%
Total Revenues	0.00	101,281.97	-101,281.97	100.00%
Total Emerald Ash Borer Respons	0.00	101,281.97	-101,281.97	
53-4-000810.00 Interest	0.00	76.47	-76.47	100.00%
Total Revenues	0.00	76.47	-76.47	100.00%
Total Kids Bridge-Huntley Mdw	0.00	76.47	-76.47	
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	3,275.01	-3,275.01	100.00%
Total Revenues	0.00	203,275.01	-203,275.01	100.00%
Total Culvert Fund	0.00	203,275.01	-203,275.01	
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	233.31	-233.31	100.00%
Total Revenues	0.00	10,233.31	-10,233.31	100.00%
Total Roadway Safety Fund	0.00	10,233.31	-10,233.31	
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	183.09	-183.09	100.00%
Total Revenues	0.00	17,702.10	-17,702.10	100.00%
Total Opioid Settlement Fund	0.00	17,702.10	-17,702.10	
Total All Funds	0.00	1,845,930.03	-1,845,930.03	

General

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	101,062.82	56,999.18	63.94%
01-5-005112.00 Asst. Town Mngr.Wage	72,921.00	46,829.77	26,091.23	64.22%
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	21,422.04	7,711.96	73.53%
01-5-005120.00 CCC Tax	1,060.00	730.80	329.20	68.94%
01-5-005121.00 FICA TAX	16,467.00	10,617.95	5,849.05	64.48%
01-5-005122.00 MEDI TAX	3,762.00	2,351.73	1,410.27	62.51%
01-5-005123.00 HEALTH INSUR	79,567.00	59,183.75	20,383.25	74.38%
01-5-005124.00 DISABILITY/LIFE INSUR	2,157.00	1,424.24	732.76	66.03%
01-5-005125.00 DENTAL INSURANCE	1,175.00	795.84	379.16	67.73%
01-5-005126.00 VT RETIREMENT	21,262.00	14,590.46	6,671.54	68.62%
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	6,811.05	73,188.95	8.51%
01-5-005310.00 TOWN REPORT	4,500.00	0.00	4,500.00	0.00%
01-5-005531.00 ADMIN TELEPHONE	700.00	172.80	527.20	24.69%
01-5-005532.00 T MNGR CELL PHONE	600.00	262.09	337.91	43.68%
01-5-005538.00 POSTAGE	100.00	2.17	97.83	2.17%
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	593.51	1,406.49	29.68%
01-5-005611.00 OFFICE EQUIP	500.00	92.00	408.00	18.40%
01-5-005615.00 DUES/MTS/EDUC	4,000.00	895.00	3,105.00	22.38%
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	312,794.71	232,222.29	57.39%
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	303.80	296.20	50.63%
01-5-050540.00 ADVERTISING	200.00	0.00	200.00	0.00%
01-5-050550.00 PRINTING	3,200.00	1,736.24	1,463.76	54.26%

General

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-050610.00 OFFICE SUPPLIES	400.00	0.00	400.00	0.00%
01-5-050650.00 VOTING MACHINE	100.00	0.00	100.00	0.00%
01-5-050652.00 VOTING MACH MAINT AGRMT	400.00	0.00	400.00	0.00%
01-5-050655.00 VTG MCHN PROGRAMG	2,000.00	1,373.00	627.00	68.65%
Total STAT MTGS EXPENDITURES	8,333.00	3,413.04	4,919.96	40.96%
01-5-100 TOWN CLERK EXPENDITURES				
01-5-100110.00 TOWN CLERK WAGE	78,107.00	49,987.20	28,119.80	64.00%
01-5-100112.00 ASST CLK WAGE	58,271.00	35,686.02	22,584.98	61.24%
01-5-100120.00 CCC Tax	600.00	336.59	263.41	56.10%
01-5-100121.00 FICA TAX	8,455.00	4,989.47	3,465.53	59.01%
01-5-100122.00 MEDI TAX	1,977.00	1,166.92	810.08	59.02%
01-5-100123.00 HEALTH INS	56,971.00	28,436.55	28,534.45	49.91%
01-5-100124.00 DISABILITY/LIFE INS	1,378.00	681.51	696.49	49.46%
01-5-100125.00 DENTAL INSURANCE	940.00	557.06	382.94	59.26%
01-5-100126.00 VT RETIREMENT	9,887.00	5,917.29	3,969.71	59.85%
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	172.80	427.20	28.80%
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	767.22	432.78	63.94%
01-5-100611.00 OFFICE EQUIPMENT	500.00	199.98	300.02	40.00%
01-5-100613.00 SOFTWARE	5,600.00	3,484.24	2,115.76	62.22%
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	151,551.36	90,634.64	62.58%
01-5-200 FINANCE DEPARTMENT				
01-5-200112.00 FINL ASSISTANT WAGE	62,346.00	37,198.32	25,147.68	59.66%
01-5-200112.10 FINANCE OFFICER WAGE	100,182.00	64,304.32	35,877.68	64.19%
01-5-200120.00 CCC Tax	650.00	385.34	264.66	59.28%
01-5-200121.00 FICA TAX	10,077.00	5,832.22	4,244.78	57.88%
01-5-200122.00 MEDI TAX	2,308.00	1,363.96	944.04	59.10%
01-5-200123.00 HEALTH INS	24,038.00	19,732.23	4,305.77	82.09%
01-5-200124.00 DISABILITY/LIFE INS	1,484.00	973.97	510.03	65.63%
01-5-200125.00 DENTAL INSURANCE	940.00	358.09	581.91	38.09%
01-5-200126.00 VT RETIREMENT	11,783.00	8,197.34	3,585.66	69.57%
01-5-200320.00 PROFESS SERVICES	4,000.00	3,183.14	816.86	79.58%
01-5-200322.00 INDEPENDENT AUDIT	40,000.00	31,800.00	8,200.00	79.50%
01-5-200531.00 TELEPHONE	600.00	172.80	427.20	28.80%
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	972.84	327.16	74.83%
01-5-200611.00 OFFICE EQUIPMENT	0.00	257.97	-257.97	100.00%
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%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-200711.00 BANK	625.00	165.17	459.83	26.43%
Total FINANCE DEPARTMENT	266,293.00	179,563.32	86,729.68	67.43%
01-5-275 GEN ADMIN EXPENDITURES				
01-5-275531.00 TELEPHONE	800.00	1,457.86	-657.86	182.23%
01-5-275536.00 POSTAGE METER RENTAL	750.00	461.28	288.72	61.50%
01-5-275538.00 POSTAGE	3,700.00	2,299.15	1,400.85	62.14%
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	30,682.90	14,317.10	68.18%
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	96,554.26	22,795.74	80.90%
01-5-300 LISTER EXPENDITURES				
01-5-300115.00 Lister Office Wages	53,500.00	46,273.20	7,226.80	86.49%
01-5-300120.00 CCC Tax	139.00	108.87	30.13	78.32%
01-5-300121.00 FICA TAX	1,953.00	2,924.76	-971.76	149.76%
01-5-300122.00 MEDI TAX	457.00	684.02	-227.02	149.68%
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	172.80	427.20	28.80%
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	100,908.41	16,490.59	85.95%
01-5-350 PLANNING DEPT EXPENDITURE				
01-5-350110.00 P&Z Director Wage	92,098.00	57,998.40	34,099.60	62.97%
01-5-350112.00 OFFICE ASST. WAGE	35,735.00	30,762.66	4,972.34	86.09%
01-5-350120.00 CCC Tax	562.00	371.75	190.25	66.15%
01-5-350121.00 FICA TAX	7,926.00	5,498.48	2,427.52	69.37%
01-5-350122.00 MEDI TAX	1,854.00	1,285.90	568.10	69.36%
01-5-350123.00 HEALTH INS	12,019.00	7,254.99	4,764.01	60.36%
01-5-350124.00 DISABILITY/LIFE INS	788.00	578.72	209.28	73.44%
01-5-350125.00 DENTAL INSURANCE	940.00	318.32	621.68	33.86%
01-5-350126.00 VT RETIREMENT	9,268.00	4,351.81	4,916.19	46.96%
01-5-350320.00 PLANNING SERVICES	5,000.00	0.00	5,000.00	0.00%

General

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-350321.00 TWO RIVER PLANNING COMM.	6,250.00	6,249.00	1.00	99.98%
01-5-350322.00 U.V. TRANSPORTATION MGMT	1,150.00	0.00	1,150.00	0.00%
01-5-350341.00 MAPPING	2,000.00	0.00	2,000.00	0.00%
01-5-350419.00 MUNI. PLANNING GRANT	5,000.00	0.00	5,000.00	0.00%
01-5-350531.00 TELEPHONE	600.00	172.76	427.24	28.79%
01-5-350538.00 POSTAGE	500.00	328.53	171.47	65.71%
01-5-350540.00 ADVERTISING	600.00	744.80	-144.80	124.13%
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 Sotware 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	117,337.19	69,302.81	62.87%
01-5-425 RECREA DEPT EXPENDITURES				
01-5-4251 ADMINISTRATION				
01-5-425110.00 RECREATION DIR WAGE	84,385.00	54,093.76	30,291.24	64.10%
01-5-425120.00 CCC Tax	371.00	221.66	149.34	59.75%
01-5-425121.00 FICA TAX	5,232.00	3,954.35	1,277.65	75.58%
01-5-425122.00 MEDI TAX	1,224.00	924.86	299.14	75.56%
01-5-425124.00 DISABILITY/LIFE INSUR	813.00	540.72	272.28	66.51%
01-5-425125.00 DENTAL INSURANCE	470.00	0.00	470.00	0.00%
01-5-425126.00 VT RETIREMENT	6,118.00	4,060.24	2,057.76	66.37%
01-5-425127.00 TELEPHONE	1,116.00	434.87	681.13	38.97%
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	68,724.07	32,868.93	67.65%
01-5-4252 PROGRAM				
01-5-425200.00 Instructor/Contractor Fee	20,000.00	7,983.40	12,016.60	39.92%
01-5-425206.00 COACHING EXPENSES	831.00	529.49	301.51	63.72%
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	5,928.97	571.03	91.21%
01-5-425212.00 Program Wage	42,000.00	48,723.50	-6,723.50	116.01%
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	4,250.00	14,750.00	22.37%
01-5-425220.00 SPECIAL EVENTS /SUPPLIES	2,200.00	904.96	1,295.04	41.13%
01-5-425221.00 FICA TAX	2,604.00	2,453.58	150.42	94.22%
01-5-425222.00 MEDI TAX	609.00	475.45	133.55	78.07%

General

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-425223.00 CCC Tax	185.00	168.36	16.64	91.01%
01-5-425244.00 UNIFORMS	1,500.00	1,044.21	455.79	69.61%
Total PROGRAM	113,044.00	73,551.92	39,492.08	65.06%
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	975.39	2,024.61	32.51%
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	37,944.19	11,222.81	77.17%
Total RECREA DEPT EXPENDITURES	263,804.00	180,220.18	83,583.82	68.32%
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	7,729.07	2,270.93	77.29%
01-5-485234.00 HEATING	4,800.00	0.00	4,800.00	0.00%
01-5-485238.00 PHONE & INTERNET	6,500.00	4,522.61	1,977.39	69.58%
01-5-485301.00 BUILDING SUPPLIES	1,500.00	526.15	973.85	35.08%
01-5-485302.00 REPAIRS & MAINTENANCE	7,500.00	5,964.72	1,535.28	79.53%
01-5-485303.00 ALARM MONITORING	1,750.00	0.00	1,750.00	0.00%
01-5-485304.00 CLEANING	12,000.00	5,259.31	6,740.69	43.83%
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	39,584.13	20,965.87	65.37%
01-5-500 POLICE DEPT EXPENDITURES				
01-5-5001 WAGES & BENEFITS				
01-5-500110.00 POLICE CHIEF WAGE	108,374.00	68,545.23	39,828.77	63.25%
01-5-500112.00 POLICE OFFICER WAGE	216,085.00	117,540.52	98,544.48	54.40%
01-5-500112.10 ON-CALL WAGES	3,648.00	42.42	3,605.58	1.16%
01-5-500113.00 OVERTIME OFFICER WAGE	18,475.00	3,374.21	15,100.79	18.26%
01-5-500114.00 ADMINISTRATIVE WAGE	64,599.00	39,428.08	25,170.92	61.04%
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	9,501.80	10,498.20	47.51%
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	932.37	986.63	48.59%
01-5-500121.00 FICA TAX	27,043.00	14,653.13	12,389.87	54.18%
01-5-500122.00 MEDI TAX	6,325.00	3,426.89	2,898.11	54.18%
01-5-500123.00 HEALTH INS	103,606.00	20,705.24	82,900.76	19.98%
01-5-500124.00 DISABILITY/LIFE INS	3,258.00	2,106.12	1,151.88	64.64%
01-5-500125.00 DELTA DENTAL	1,881.00	1,418.40	462.60	75.41%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-500126.00 VT RETIREMENT	31,192.00	19,809.79	11,382.21	63.51%
Total WAGES & BENEFITS	611,405.00	301,945.96	309,459.04	49.39%
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	3,094.83	1,905.17	61.90%
Total COMMUNITY POLICING	9,500.00	3,936.13	5,563.87	41.43%
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	6,676.90	5,823.10	53.42%
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	3,263.27	6,736.73	32.63%
01-5-500308.00 CRUISER SUPPLIES	1,000.00	1,462.06	-462.06	146.21%
01-5-500309.00 Capital Lease Equip. Expe	35,000.00	0.00	35,000.00	0.00%
Total EQUIPMENT & MAINTENANCE	72,371.00	11,726.73	60,644.27	16.20%
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	7,247.59	2,752.41	72.48%
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	8,770.00	2,730.00	76.26%
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	520.00	1,980.00	20.80%
01-5-500582.00 UNIFORMS	7,500.00	2,486.04	5,013.96	33.15%
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	89,650.40	70,599.60	55.94%
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	453,259.22	446,266.78	50.39%
01-5-555 FIRE/FAST DEPT. EXPENSES				
01-5-5551 FIRE WAGES				

General

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-555108.00 FIRE CHIEF WAGES	83,298.00	53,551.22	29,746.78	64.29%
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	18,750.51	13,249.49	58.60%
01-5-555114.00 FF DRILLS/MTGS WAGE	2,000.00	2,700.00	-700.00	135.00%
01-5-555120.00 CCC Tax	525.00	318.71	206.29	60.71%
01-5-555121.00 FICA TAX	7,403.00	4,605.76	2,797.24	62.21%
01-5-555122.00 MEDI TAX	1,731.00	1,082.66	648.34	62.55%
01-5-555123.00 HEALTH INSURANCE	9,014.00	7,069.62	1,944.38	78.43%
01-5-555124.00 DISABILITY/LIFE INSURANCE	779.00	501.84	277.16	64.42%
01-5-555125.00 VT RETIREMENT	6,039.00	4,016.81	2,022.19	66.51%
01-5-555126.00 DENTAL INSURANCE	470.00	318.32	151.68	67.73%
Total FIRE WAGES	145,359.00	92,915.45	52,443.55	63.92%
01-5-5552 EMS WAGES				
01-5-555212.00 EMS WAGE	8,500.00	4,162.39	4,337.61	48.97%
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	211.26	408.74	34.07%
01-5-555222.00 EMS MEDI TAX	145.00	44.06	100.94	30.39%
01-5-555223.00 CCC Tax	44.00	1.51	42.49	3.43%
Total EMS WAGES	10,809.00	5,099.22	5,709.78	47.18%
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	480.00	20.00	96.00%
Total EDUCATION & TRAINING	2,600.00	1,107.20	1,492.80	42.58%
01-5-5554 TOOLS & EQUIPMENT				
01-5-555422.00 FIRE TOOLS & EQUIPMENT	4,500.00	3,706.48	793.52	82.37%
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	4,247.44	3,252.56	56.63%
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	3,720.35	-3,720.35	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	2,274.03	-2,274.03	100.00%
01-5-555528.23 R&M Engine 3	0.00	1,180.00	-1,180.00	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 Apparatus Fuel	4,600.00	6,002.73	-1,402.73	130.49%
Total MAINTENANCE	30,800.00	22,501.92	8,298.08	73.06%

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	4,455.00	45.00	99.00%
01-5-555625.00 TELEPHONE & INTERNET	2,000.00	1,074.16	925.84	53.71%
01-5-555630.00 OFFICE SUPPLIES	700.00	262.23	437.77	37.46%
01-5-555632.00 DISPATCH SERVICE	31,702.00	30,835.22	866.78	97.27%
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	38,106.10	38,380.90	49.82%
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	456,235.95	152,058.05	75.00%
01-5-575 EMERGENCY MANAGEMENT				
01-5-575233.00 TOWER POWER	1,900.00	1,106.77	793.23	58.25%
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%
01-5-575620.00 EMERG GEN MAINT	0.00	714.00	-714.00	100.00%
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	32,076.26	3,053.74	91.31%
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%

General

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-650635.00 MILT FRYE NATURE AREA	1,500.00	879.10	620.90	58.61%
01-5-650700.00 NATRL RESRCS INVEN	1,000.00	425.72	574.28	42.57%
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	4,127.76	4,372.24	48.56%
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	68,714.88	38,772.12	63.93%
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	190,286.17	146,269.83	56.54%
01-5-703114.00 ROAD CREW OVERTIME	56,238.00	21,286.00	34,952.00	37.85%
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	1,145.98	1,209.02	48.66%
01-5-703121.00 FICA	33,253.00	17,747.34	15,505.66	53.37%
01-5-703122.00 MEDICARE	7,687.00	4,150.51	3,536.49	53.99%
01-5-703123.00 HEALTH INSUR	141,105.00	102,821.11	38,283.89	72.87%
01-5-703124.00 DISABILITY/LIFE	4,531.00	2,649.48	1,881.52	58.47%
01-5-703125.00 DENTAL INSURANCE	3,056.00	1,449.91	1,606.09	47.44%
01-5-703126.00 RETIREMENT	38,436.00	22,060.02	16,375.98	57.39%
Total HIGHWAY WAGES & BENEFITS	765,581.00	448,985.68	316,595.32	58.65%
01-5-7032 MATERIALS				
01-5-703201.00 SALT & CHEMICALS	125,000.00	84,999.00	40,001.00	68.00%
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	733.04	2,766.96	20.94%
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%

Account	Budget	Actual	Budget Balance	Actual % of Budget
01-5-703217.00 SIGNS	2,500.00	1,145.45	1,354.55	45.82%
Total MATERIALS	389,000.00	176,732.80	212,267.20	45.43%
01-5-7033 CONTRACTED SERVICES				
01-5-703301.00 PLOWING & SANDING	108,000.00	27,000.00	81,000.00	25.00%
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	9,093.91	6,506.09	58.29%
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	10,775.64	4,224.36	71.84%
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	33,771.72	21,228.28	61.40%
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	92,789.07	196,510.93	32.07%
01-5-7034 EQUIPMENT				
01-5-703401.00 OUTSIDE REPAIRS	58,500.00	21,394.76	37,105.24	36.57%
01-5-703403.00 PARTS & SUPPLIES	69,000.00	40,145.81	28,854.19	58.18%
01-5-703405.00 PETROLEUM PRODUCTS	50,000.00	32,216.07	17,783.93	64.43%
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	99,559.16	85,940.84	53.67%
01-5-7035 HIGHWAY GARAGE				
01-5-703501.00 ELECTRICITY	2,600.00	2,321.34	278.66	89.28%
01-5-703503.00 PROPANE	6,500.00	5,058.13	1,441.87	77.82%
01-5-703505.00 TELEPHONE	4,000.00	3,229.13	770.87	80.73%
01-5-703507.00 SUPPLIES	7,000.00	6,285.68	714.32	89.80%
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	2,273.62	9,726.38	18.95%
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	22,113.49	26,786.51	45.22%
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%

General

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	2,776,967.27	-338,686.27	113.89%
01-5-704 BUILDINGS & GROUNDS DIVIS				
01-5-7041 B & G WAGES & BENEFITS				
01-5-704113.00 BUILDINGS & GROUNDS WAGES	113,273.00	55,194.48	58,078.52	48.73%
01-5-704114.00 OT BLDGS & GROUNDS	6,796.00	4,432.22	2,363.78	65.22%
01-5-704116.00 On Call Compensation	1,644.00	850.31	793.69	51.72%
01-5-704120.00 CCC Tax	536.00	207.82	328.18	38.77%
01-5-704121.00 FICA	7,546.00	3,868.03	3,677.97	51.26%
01-5-704122.00 MEDICARE	1,765.00	904.61	860.39	51.25%
01-5-704123.00 HEALTH INSURANCE	57,812.00	20,119.86	37,692.14	34.80%
01-5-704124.00 DISABILITY/LIFE	1,171.00	765.83	405.17	65.40%
01-5-704125.00 DENTAL INSURANCE	940.00	596.94	343.06	63.50%
01-5-704126.00 RETIREMENT	8,824.00	4,632.86	4,191.14	52.50%
Total B & G WAGES & BENEFITS	200,307.00	91,572.96	108,734.04	45.72%
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	2,890.45	2,609.55	52.55%
Total CONTRACTED SERVICES	5,500.00	2,890.45	2,609.55	52.55%
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	2,138.16	461.84	82.24%
01-5-704405.00 PETROLEUM PRODUCTS	2,000.00	1,769.31	230.69	88.47%
01-5-704413.00 TOOLS	575.00	49.99	525.01	8.69%
Total EQUIPMENT	7,275.00	3,957.46	3,317.54	54.40%
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	103,420.87	116,296.13	47.07%

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	35,071.84	16,602.16	67.87%
01-5-705120.00 CCC Tax	227.00	154.40	72.60	68.02%
01-5-705121.00 FICA TAX	3,204.00	2,158.27	1,045.73	67.36%
01-5-705122.00 MEDI TAX	749.00	504.74	244.26	67.39%
Total SW WAGES & BENEFITS	55,854.00	37,889.25	17,964.75	67.84%
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	38,295.16	17,704.84	68.38%
01-5-705305.00 RECYCLING	48,000.00	36,187.12	11,812.88	75.39%
01-5-705306.00 C & D WASTE DISPOSAL	18,000.00	10,808.46	7,191.54	60.05%
01-5-705308.00 FOOD WASTE DISPOSAL	23,000.00	7,551.42	15,448.58	32.83%
Total CONTRACTED SERVICES	180,000.00	125,350.16	54,649.84	69.64%
01-5-7054 EQUIPMENT				
01-5-705403.00 PARTS & SUPPLIES	1,550.00	334.52	1,215.48	21.58%
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	334.52	7,740.48	4.14%
01-5-7055 TRANSFER STATION				
01-5-705500.00 PURCHASED SERVICES	4,000.00	2,380.00	1,620.00	59.50%
01-5-705501.00 ELECTRICITY	4,500.00	3,433.78	1,066.22	76.31%
01-5-705503.00 PROPANE	900.00	251.72	648.28	27.97%
01-5-705505.00 TELEPHONE	545.00	728.92	-183.92	133.75%
01-5-705515.00 ADMINISTRATION	700.00	268.00	432.00	38.29%
01-5-705517.00 VERMONT FRANCHISE TAX	1,600.00	753.83	846.17	47.11%
Total TRANSFER STATION	12,245.00	7,816.25	4,428.75	63.83%
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	176,390.18	84,783.82	67.54%
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	8,023.08	6,976.92	53.49%
01-5-706103.00 HEATING	19,500.00	8,156.81	11,343.19	41.83%
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	4,522.97	477.03	90.46%

General

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	2,940.34	1,859.66	61.26%
01-5-706113.00 REPAIRS & MAINTENANCE	17,500.00	13,579.58	3,920.42	77.60%
01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	2,000.00	1,683.14	316.86	84.16%
Total BUILDING EXPENSES	66,864.00	39,328.39	27,535.61	58.82%
Total TRACY HALL	66,864.00	39,328.39	27,535.61	58.82%
Total PUBLIC WORKS DEPT.	2,986,036.00	3,096,106.71	-110,070.71	103.69%
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	8,352.46	-8,352.46	100.00%
01-5-800505.00 SOCIAL SECURITY TAX	0.00	810.61	-810.61	100.00%
01-5-800507.00 MEDICARE TAX	0.00	150.00	-150.00	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	79,367.93	40,632.07	66.14%
01-5-800520.00 WORKER'S COMP INS	62,000.00	72,675.24	-10,675.24	117.22%
Total INSURANCE	188,100.00	165,505.24	22,594.76	87.99%
Total Expenditures	7,228,165.00	6,612,313.76	615,851.24	91.48%
Total General	-7,228,165.00	-6,612,313.76	-615,851.24	
Total All Funds	-7,228,165.00	-6,612,313.76	-615,851.24	

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	
40-5-425248.00 SCHOLARSHIPS	0.00	300.00	-300.00	100.00%
Total Expenditures	0.00	300.00	-300.00	100.00%
Total RECREATION SCHOLARSHIPS	0.00	-300.00	300.00	
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	3,591.88	-3,591.88	100.00%
Total Expenditures	0.00	3,591.88	-3,591.88	100.00%
Total RECORDS RESTORATION	0.00	-3,591.88	3,591.88	
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%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Expense/Emergency Reserve	0.00	0.00	0.00	
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	-553,930.73	553,930.73	

Account Curr Yr Pd 8 Feb
Actual

ASSET

01-1-001 CASH

01-1-001004.00	PETTY CASH-TRANS STATION	200.00
01-1-001005.00	PETTY CASH-TOWN CLERK	50.00
01-1-001100.00	CASH-MASCOMA GENL FUND	7,619,016.48
01-1-001102.00	CASH-MASCOMA EFTs	938.61
01-1-001104.00	CASH-MASCOMA FISH & GAME	314.15
01-1-001106.00	HRA Bank Account	787.85

Total CASH -----
7,621,307.09

01-1-002 INVESTMENTS

01-1-002200.09	CD - 9 month	1,030,766.83
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Total INVESTMENTS -----
1,030,766.83

01-1-003 RECEIVABLES

01-1-0030 ACCOUNTS RECEIVABLE

01-1-003006.00	ACCTS REC-LIBRARY	-4,763.43
01-1-003026.00	Accounts Receivable	21,754.65
01-1-003026.01	Allowance for Bad Debts	-16,000.00

Total ACCOUNTS RECEIVABLE -----
991.22

01-1-0031 GRANT RECEIVABLE

01-1-003108.00	GRANT REC-HIGHWAY DEPT	-3,675.01
01-1-003112.00	GRANT REC-FEMA & VT ERAF	225,362.74

Total GRANT RECEIVABLE -----
221,687.73

01-1-0032 NOTES RECEIVABLE

Total NOTES RECEIVABLE -----
0.00

01-1-0034 TAXES RECEIVABLE

01-1-003402.00	DEL PROP TAXES RECEIVABLE	814,595.65
01-1-003403.00	TAX INTEREST RECV	29,470.63
01-1-003404.00	PENALTY RECEIVABLE	32,555.58

Total TAXES RECEIVABLE -----
876,621.86

Total RECEIVABLES -----
1,099,300.81

01-1-004 OTHER ASSETS

01-1-004099.00	HTFD RECY COUPON INVENTORY	1,500.00
01-1-004104.00	INVENTORY-Materials	120,000.00
01-1-004105.00	Inventory-DPW Fueling Sta	4,547.55

Total OTHER ASSETS -----
126,047.55

Account	Curr Yr Pd 8 Feb Actual

01-1-090000.00 DUE FROM/TO OTHER FUND	-6,233,577.83
Total Asset	3,643,844.45
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LIABILITY	
01-2-001 ACCOUNTS PAYABLE	
01-2-001111.00 VMERS GRP B PAYABLE	494.10
01-2-001114.00 HRA LIABILITY	5,451.06
01-2-001117.00 UNION DUES PAYABLE	337.84
01-2-001121.00 VT ANIMAL RETURN	952.00
01-2-001122.00 DUE TO VT-FISH & GAME	113.70
01-2-001122.01 VT FISH & GAME GIFT CERTI	97.00
01-2-001123.10 Due to State Education	579,905.77
01-2-001124.00 DUE TO VT-VITAL RECORDS	3,590.00
01-2-001125.10 DUE TO GUVSWMD-STICKERS	2,145.00
01-2-001126.00 VISION SERV PLAN-PAYROLL	16.12
01-2-001147.00 DUE TO TAXPAYER FROM STAT	145.00
01-2-001148.00 TAX OVERPAYMENTS	34,781.25
01-2-001150.00 VENDORS PAYABLE	251,184.18
Total ACCOUNTS PAYABLE	879,213.02

01-2-002 GRANT LIABILITY	
Total GRANT LIABILITY	0.00

01-2-003 OTHER LIABILITIES	
Total OTHER LIABILITIES	0.00

01-2-004 DEFERRED REVENUES	
01-2-004001.00 DEFERRED REV-TAXES	236,000.00
01-2-004004.00 DEFERRED REV-GRANTS	280,620.27
Total DEFERRED REVENUES	516,620.27

Total Liability	1,395,833.29

FUND BALANCE	
01-3-0011 RESERVE-FUND BALANCE	
Total RESERVE-FUND BALANCE	0.00

01-3-0013 UNRESTRICTED FUNDS	
01-3-001300.00 GENERAL FUND BAL-UNREST	870,396.58

Town of Norwich General Ledger
Balance Sheet Current Year - Period 8 Feb
General

Account	Curr Yr Pd 8 Feb Actual
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01-3-001301.03 TracyHall13	291,000.00
01-3-001301.05 DPW Bridge#41	200,000.00
01-3-001301.06 EAB #52	100,000.00
01-3-001301.07 Replenish Fund 50	45,207.85

Total UNRESTRICTED FUNDS	1,506,604.43

Total Prior Years Fund Balance	1,506,604.43

Fund Balance Current Year	741,406.73

Total Fund Balance	2,248,011.16

Total Liability, Reserves, Fund Balance	3,643,844.45
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Account Number	Account Description	Account Balance
01-1-090000.00	General DUE FROM/TO OTHER FUND	-6,233,577.83
04-1-090000.00	CONSERVATION COMM FUND DUE FROM/TO OTHER FUND	5,038.64
05-1-090000.00	RECREATION FACILITY & IMP DUE FROM/TO OTHER FUND	65,621.53
06-1-090000.00	FIRE APPARATUS FUND DUE FROM/TO OTHER FUND	790,931.78
07-1-090000.00	HIGHWAY EQUIPMENT FUND DUE FROM/TO OTHER FUND	328,587.60
08-1-090000.00	HIGHWAY GARAGE FUND DUE FROM/TO OTHER FUND	410,806.26
09-1-090000.00	SOLID WASTE EQUIP FUND DUE FROM/TO OTHER FUND	50,348.75
10-1-090000.00	POLICE STATION FUND DUE FROM/TO OTHER FUND	0.00
11-1-090000.00	POLICE CRUISER DUE FROM/TO OTHER FUNDS	107,882.26
12-1-090000.00	TOWN REAPPRAISAL FUND DUE FROM/TO OTHER FUND	77,084.94
13-1-090000.00	TRACY HALL FUND DUE FROM/TO OTHER FUND	690,003.12
14-1-090000.00	GENERAL ADMIN. FUND DUE FROM/TO OTHER FUNDS	135,607.94
15-1-090000.00	Granite bench with crista DUE FROM/TO OTHER FUND	10.63
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	137,821.77
19-1-090000.00	TOWN CLERK EQUIP FUND DUE FROM/TO OTHER FUND	9,745.70
21-1-090000.00	POLICE SPEC EQUIP FUND DUE FROM/TO OTHER FUNDS	18,434.98
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	51,277.10
24-1-090000.00	LAND MANAGEMENT COUNCIL F DUE FROM/TO OTHER FUNDS	13,638.08
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	101,675.94
27-1-090000.00	SIDEWALK FUND DUE FROM/TO OTHER FUND	91,030.45
28-1-090000.00	LONG TERM FACILITY STUDY DUE FROM/TO OTHER FUND	2.40
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	12,357.46
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	244.17
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	866.39
41-1-090000.00	DPW-BRIDGE FUND DUE FROM/TO OTHER FUND	1,115,097.29
42-1-090000.00	DPW-PAVING FUND DUE FROM/TO OTHER FUND	468,896.86
43-1-090000.00	BUILDINGS & GROUNDS DUE FROM/TO OTHER FUND	44,537.94
44-1-090000.00	COMMUNICATIONS CONSTRUCTI DUE FROM/TO OTHER FUND	0.00
45-1-090000.00	RECORDS RESTORATION DUE FROM/TO OTHER FUND	45,110.81
46-1-090000.00	GENERATOR FUND DUE FROM/TO OTHER FUND	64,569.91
47-1-090000.00	PUBLIC SAFETY FACILITY DUE FROM/TO OTHER FUND	13,788.06
48-1-090000.00	Climate Emergency DUE FROM/TO OTHER FUND	44,301.15
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	736,940.24
51-1-090000.00	Operational Perf & Develo DUE FROM/TO OTHER FUND	143,212.82
52-1-090000.00	Emerald Ash Borer Respons DUE FROM/TO OTHER FUND	114,200.15
53-1-090000.00	Kids Bridge-Huntley Mdw DUE FROM/TO OTHER FUND	6,817.40
54-1-090000.00	Culvert Fund DUE FROM/TO OTHER FUND	283,374.04
55-1-090000.00	Roadway Safety Fund DUE FROM/TO OTHER FUND	20,790.75
56-1-090000.00	Opioid Settlement Fund DUE FROM/TO OTHER FUND	32,922.51

Town of Norwich General Ledger
General Ledger Due/To Due/From Summary Report
Current Yr: Period 8

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

Town of Norwich, Vermont



CHARTERED 1761

TO: Norwich Selectboard – Griggs, Classon, Swett, Layton and Gere
FROM: Board of Listers – Lindberg and Ciccotelli
DATE: March 16, 2026
RE: Closing prior Grand Lists – Certification of No Appeals

This memo is to request the signature of the current Selectboard members to assist the Board of Listers in a housekeeping matter to close prior year grand lists. Please make this an agenda item at your next meeting so the Listers can answer any questions.

In the February 2026 Property Valuation & Review Newsletter there was a reminder to Town Listers to close the 2025 grand list. In order to close a grand list, the Listers and Selectboard certify the grand list as the valid, legal grand list for the Town and that there is no outstanding statutory appeal or suit pending. Currently, we cannot close the 2025 grand list because we have three outstanding appeals. The newsletter further stated:

If you have older grand lists in your vault that have not been formally closed with this form you may also close them at this time. You do not have to have been Listers or Selectboard members at the time, as all you are attesting is that there are no outstanding appeals affecting that year's grand list.

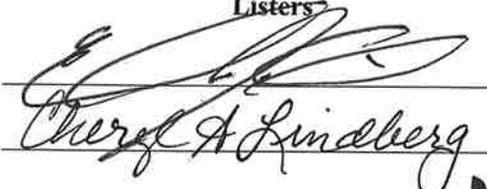
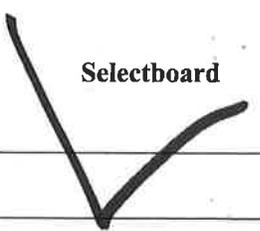
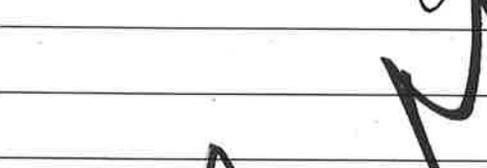
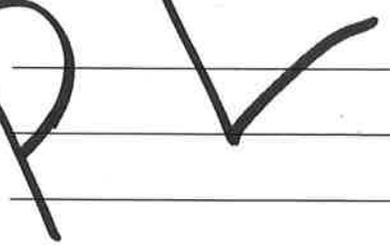
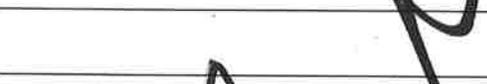
To complete the closing of several prior year grand lists, the Listers reviewed all the prior grand lists in the vault with the Town Clerk and have prepared and signed eleven Form PVR-4155s which will be available at your meeting on the 25th or at the Town Clerk's office for your signature after your 3/25/26 meeting. See a sample Form PVR-4155 enclosed with this memo.

Thank you for your cooperation in getting this done.

Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2011 grand list of NORWICH, Vermont.

Given under our hands at NORWICH in the County of WINDSOR State of Vermont,
this 25th day of MARCH, 2026.

Listers	Selectboard
	
	
	

Attested this _____ day of _____,



_____, Town Clerk

Attach to final grand list lodged with the town clerk.

32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

32 V.S.A. § 4156. After appeal and suit determined

When any such appeal or suit is then pending, such certificate shall be made as soon as such appeal or suit has been finally determined.

32 V.S.A. § 4157. Effect of such certificate

From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

Application ID: DLL - Application - 71810
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Green Visions, LLC
Business ID: 0016211
Business Address: P.O. Box 908,
 Norwich, Vermont 05055
Entity Type: Limited Liability Corporation
Management Type if LLC:
Phone: 802-649-1143
Email: dave@norwichinn.com

People Information

• **Person:**
 David Burtonbush

Business Role: Registered Agent
Email: dave@norwichinn.com
Business Address: ,
 ,
US Citizen?
Political Position
Name: David Burtonbush
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name: Do you lease this Premises:

Norwich Inn, The

Location Address:

325 Main Street,
Norwich, Vermont 05055

Local Jurisdiction/ Town Clerk:

Norwich

Health License:

Food:
Lodging:

Vermont Tax Department:

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-015327

Licensee Name:

Norwich Inn, The

License Status:

License issued-renewed application

Licensee Address:

325 Main Street ,
Norwich, Vermont 05055

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-03305	Other	LN-017727
D-03305	Other	LN-017727

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date of Submission:

2026-03-08 21:24:47

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false

Application ID: DLL - Application - 71807
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Green Visions, LLC
Business ID: 0016211
Business Address: P.O. Box 908,
 Norwich, Vermont 05055
Entity Type: Limited Liability Corporation
Management Type if LLC:
Phone: 802-649-1143
Email: dave@norwichinn.com

People Information

• **Person:**
 David Burtonbush

Business Role: Registered Agent
Email: dave@norwichinn.com
Business Address: ,
 ,
US Citizen?
Political Position
Name: David Burtonbush
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name: Do you lease this Premises:

Norwich Inn, The

Location Address:

325 Main Street,
Norwich, Vermont 05055

Local Jurisdiction/ Town Clerk:

Norwich

Health License:

Food:2675
Lodging:2786

Vermont Tax Department:

Education Details

Student Name:

David Burtonbush

Training Completion Date:

Thu Mar 05 00:00:00 GMT 2026

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-015324

Licensee Name:

Norwich Inn, The

License Status:

License issued-renewed application

Licensee Address:

325 Main Street ,
Norwich, Vermont 05055

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-03305	Other	LN-017727
D-03305	Other	LN-017727

Payment and Acknowledgement

Signed by:

Dave Burtonbush

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2026-03-08 20:55:33

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false

Local Application Fee:

115

Application ID: DLL - Application - 71808
Application for: Second Class License
Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name: Green Visions, LLC
Business ID: 0016211
Business Address: P.O. Box 908,
 Norwich, Vermont 05055
Entity Type: Limited Liability Corporation
Management Type if LLC:
Phone: 802-649-1143
Email: dave@norwichinn.com

People Information

• **Person:**
 David Burtonbush

Business Role: Registered Agent
Email: dave@norwichinn.com
Business Address: ,
 ,
US Citizen?
Political Position
Name: David Burtonbush
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name: Do you lease this Premises:

Norwich Inn, The

Location Address:

325 Main Street,
Norwich, Vermont 05055

Local Jurisdiction/ Town Clerk:

Norwich

Health License:

Food:2675
Lodging:2786

Vermont Tax Department:

430204927413F01

Education Details

Student Name:

David Burtonbush

Training Completion Date:

Thu Mar 05 00:00:00 GMT 2026

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Second Class

License Number:

LP-015329

Licensee Name:

Norwich Inn, The

License Status:

License issued-renewed application

Licensee Address:

325 Main Street P.O. Box 908,
Norwich, Vermont 05055

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-03305	Other	LN-017727
D-03305	Other	LN-017727

Payment and Acknowledgement

Signed by:

Dave Burtonbush

State of Vermont / DLL Application Fee:

70.00

Date of Submission:

2026-03-08 21:00:41

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false

Local Application Fee:

70

Application ID: DLL - Application - 71813
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Green Visions, LLC
Business ID: 0016211
Business Address: P.O. Box 908,
 Norwich, Vermont 05055
Entity Type: Limited Liability Corporation
Management Type if LLC:
Phone: 802-649-1143
Email: dave@norwichinn.com

People Information

• **Person:**
 David Burtonbush

Business Role: Registered Agent
Email: dave@norwichinn.com
Business Address: ,
 ,
US Citizen?
Political Position
Name: David Burtonbush
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name: Do you lease this Premises:

Norwich Inn, The

Location Address:

325 Main Street,
Norwich, Vermont 05055

Local Jurisdiction/ Town Clerk:

Norwich

Health License:

Food:2675
Lodging:2786

Vermont Tax Department:

430204927413F01

Education Details

Student Name:

David Burtonbush

Training Completion Date:

Thu Mar 05 00:00:00 GMT 2026

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-015325

Licensee Name:

Norwich Inn, The

License Status:

License issued-renewed application

Licensee Address:

325 Main Street ,
Norwich, Vermont 05055

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-03305	Other	LN-017727
D-03305	Other	LN-017727

Payment and Acknowledgement

Signed by:

Dave Burtonbush

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2026-03-08 21:29:52

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false

Local Application Fee:

0



Application ID: DLL - Application - 72268
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: King Arthur Baking Company Inc
Business ID: 0094929
Business Address: 58 Billings Farm Rd,
White River Jct, Vermont 05001
Entity Type: Business Corporation
Phone: 802-299-2240
Management Type if LLC:
Email: amy.cohn@kingarthurbaking.com

People Information

• **Person:**
Amanda Ochoa

Business Role: Business Principal
Business Address: 62 Fogg Farm Road,
White River Junction, Vermont, 05001
Phone: 6366990975
Email: amanda.ochoa@kingarthurbaking.com
US Citizen?
Political Position
Name: Amanda Ochoa
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**
Amy Cohn

Business Role: **Email:**

Business Principal

amy.cohn@kingarthurbaking.com

Business Address:

US Citizen?

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,

Political Position

Phone:

Name: Amy Cohn

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Karen Colberg

Business Role:

Business Principal

Email:

karen.colberg@kingarthurbaking.com

Business Address:

US Citizen?

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Political Position

Phone:

Name: Karen Colberg

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Robin Beane

Business Role:

Registered Agent

Email:

robin.beane@kingarthurbaking.com

Business Address:

US Citizen?

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Political Position

Phone:

Name: Robin Beane

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

The King Arthur Flour Company

Location Address:

135 VT Route 5 South,
Norwich, Vermont 05055

Local Jurisdiction/ Town Clerk:

Norwich

Do you lease this Premises:**Health License:**

Food:
Lodging:

Vermont Tax Department:

Education Details

Student Name:

Amy Cohn

Training Completion Date:

Fri Aug 22 00:00:00 GMT 2025

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-018270

Licensee Name:

The King Arthur Flour Company

License Status:

License issued-renewed application

Licensee Address:

135 Route 5 South ,
Norwich, Vermont 05055

License Start Date:**License End Date:**

Documents Attached

Name	Document Type	Assosicated With
D-17999	Other	King Arthur Baking Company Inc
D-18644	Other	King Arthur Baking Company Inc
D-25724	Other	King Arthur Baking Company Inc
D-28070	Other	King Arthur Baking Company Inc
D-29552	Proof of Worker Compensation Insurance	King Arthur Baking Company Inc
D-30511	Other	King Arthur Baking Company Inc

Payment and Acknowledgement

Signed by:

Amy Cohn

State of Vermont / DLL Application Fee:

115.00

Date of Submission:
2026-03-12 12:14:21

State of Vermont / DLL Payment Status:

Local Application Fee:
115

Local Control Payment Status:
false



Application ID: DLL - Application - 72271
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: King Arthur Baking Company Inc
Business ID: 0094929
Business Address: 58 Billings Farm Rd,
 White River Jct, Vermont 05001
Entity Type: Business Corporation
Management Type if LLC:
Phone: 802-299-2240
Email: amy.cohn@kingarthurbaking.com

People Information

• **Person:**
 Amanda Ochoa

Business Role: Business Principal
Email: amanda.ochoa@kingarthurbaking.com
Business Address: 62 Fogg Farm Road,
 White River Junction, Vermont, 05001
US Citizen?
Political Position
Name: Amanda Ochoa
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**
 Amy Cohn

Business Role: **Email:**

Business Principal

amy.cohn@kingarthurbaking.com

Business Address:

US Citizen?

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Political Position

Phone:

Name: Amy Cohn

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Karen Colberg

Business Role:

Business Principal

Email:

karen.colberg@kingarthurbaking.com

Business Address:

,
,

US Citizen?

Political Position

Phone:

Name: Karen Colberg

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Robin Beane

Business Role:

Registered Agent

Email:

robin.beane@kingarthurbaking.com

Business Address:

,
,

US Citizen?

Political Position

Phone:

Name: Robin Beane

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

The King Arthur Flour Company

Location Address:

135 VT Route 5 South,
Norwich, Vermont 05055

Local Jurisdiction/ Town Clerk:

Norwich

Do you lease this Premises:**Health License:**

Food:
Lodging:

Vermont Tax Department:

Education Details

Student Name:**Training Completion Date:****Mode of Training:****Type of Training:**

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-018271

Licensee Name:

The King Arthur Flour Company

License Status:

License issued-renewed application

Licensee Address:

135 Route 5 South ,
Norwich, Vermont 05055

License Start Date:**License End Date:**

Documents Attached

Name	Document Type	Associated With
D-17999	Other	King Arthur Baking Company Inc
D-18644	Other	King Arthur Baking Company Inc
D-25724	Other	King Arthur Baking Company Inc
D-28070	Other	King Arthur Baking Company Inc
D-29552	Proof of Worker Compensation Insurance	King Arthur Baking Company Inc
D-30511	Other	King Arthur Baking Company Inc

Payment and Acknowledgement

Signed by:**State of Vermont / DLL Application Fee:****Date of Submission:**

2026-03-12 12:20:03

20.00

State of Vermont / DLL Payment Status:**Local Application Fee:**

Local Control Payment Status:
false



Application ID: DLL - Application - 72272
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: King Arthur Baking Company Inc
Business ID: 0094929
Business Address: 58 Billings Farm Rd,
 White River Jct, Vermont 05001
Entity Type: Business Corporation
Management Type if LLC:
Phone: 802-299-2240
Email: amy.cohn@kingarthurbaking.com

People Information

• **Person:**
 Amanda Ochoa

Business Role: Business Principal
Email: amanda.ochoa@kingarthurbaking.com
Business Address: 62 Fogg Farm Road,
 White River Junction, Vermont, 05001
US Citizen?
Political Position
Name: Amanda Ochoa
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**
 Amy Cohn

Business Role: **Email:**

Business Principal

amy.cohn@kingarthurbaking.com

Business Address:

US Citizen?

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Political Position

Phone:

Name: Amy Cohn

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Karen Colberg

Business Role:

Business Principal

Email:

karen.colberg@kingarthurbaking.com

Business Address:

,
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US Citizen?

Political Position

Phone:

Name: Karen Colberg

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Robin Beane

Business Role:

Registered Agent

Email:

robin.beane@kingarthurbaking.com

Business Address:

,
,

US Citizen?

Political Position

Phone:

Name: Robin Beane

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

The King Arthur Flour Company

Location Address:

135 VT Route 5 South,
Norwich, Vermont 05055

Local Jurisdiction/ Town Clerk:

Norwich

Do you lease this Premises:**Health License:**

Food:
Lodging:

Vermont Tax Department:

Education Details

Student Name:**Training Completion Date:****Mode of Training:****Type of Training:**

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-018272

Licensee Name:

The King Arthur Flour Company

License Status:

License issued-renewed application

Licensee Address:

135 Route 5 South ,
Norwich, Vermont 05055

License Start Date:**License End Date:**

Documents Attached

Name	Document Type	Associated With
D-17999	Other	King Arthur Baking Company Inc
D-18644	Other	King Arthur Baking Company Inc
D-25724	Other	King Arthur Baking Company Inc
D-28070	Other	King Arthur Baking Company Inc
D-29552	Proof of Worker Compensation Insurance	King Arthur Baking Company Inc
D-30511	Other	King Arthur Baking Company Inc

Payment and Acknowledgement

Signed by:**State of Vermont / DLL Application Fee:**

Date of Submission:
2026-03-12 12:20:53

20.00

Local Application Fee:**State of Vermont / DLL Payment Status:**

Local Control Payment Status:
false



Town of Norwich, Vermont
Minutes of the Organizational Meeting of the Selectboard
Wednesday, March 4th, 2026

Active Participants at Tracy Hall: Kimo Griggs (SB Chair), Brendan Classon (SB Vice Chair) Matt Swett (SB member), Mary Layton (SB member), Rob Gere (SB member) Brennan Duffy (Town Manager), Cheryl Lindberg (Treasurer), Lily Trajman (Town Clerk)

Active Participants on Zoom: x

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

The meeting was called to order by Town Manager Brennan Duffy at 6:30 pm.

YouTube Timestamp: 0:10

1. Election of the Chair
Timestamp: 0:10

Duffy called for nominations for Selectboard Chair for the next year.

Gere nominated Layton, explaining that she had strong past performance and that her reappointment would allow for continuity; Layton accepted the nomination.

Swett nominated Griggs; Griggs accepted the nomination.

Layton shared that she enjoyed serving as Chair over the past year and would be happy to continue.

Griggs shared that he had enjoyed serving as Vice Chair and would look forward to taking on more responsibility and offering a fresh perspective.

I move to nominate Mary Layton as Chair. – Gere moved, Vote: yes (Gere, Layton), no (Griggs, Classon, Swett)

I move to nominate Kimo Griggs as Chair. – Swett moved, Vote: yes (unanimous)

Swett shared that he appreciated Layton's time as Selectboard Chair, he thought she had done an exceptional job, and that casting his vote for Griggs was not a referendum on her

leadership. Swett stated that he found it valuable to frequently turn over the chair role and that he looked forward to working with the current board.

Duffy turned over the meeting leadership to Griggs.

2. Election of the Vice-Chair

Timestamp: 7:04

Griggs called for nominations for Vice-Chair.

Layton nominated Classon; Classon accepted the nomination.

I move to nominate Classon as Vice-Chair. – Layton moved, Vote: yes (unanimous)

3. Agenda Review

Timestamp: 8:20

Layton asked if the Selectboard would like to consider continuing the Chair’s Report during agenda item 11.

Duffy highlighted Addendum B that elected officials had been asked to sign in the past, which he explained held them responsible for adhering to the personnel policy, and requested it be added to agenda item 11.

Swett shared that agenda item 11 “Other Organizational Business, if any – Possible Motion(s)” might be too ambiguous and not give the public sufficient warning of topics discussed. Swett asked that the Selectboard discuss the two items at the beginning of the next meeting and warn that they would discuss them.

I move to approve the agenda as amended to strike item number 11. – Swett moved (2nd Layton) Vote: yes (unanimous)

4. Public Comments for Items not on the Agenda

Timestamp: 13:41

No comments.

5. Selection of Official Town Newspaper

Timestamp: 14:55

I move to select the Valley News as the official Town newspaper. – Layton moved (2nd Swett) Vote: yes (unanimous)

6. Set Selectboard Regular Meeting Schedule, Time, Participation
Timestamp: 15:33

I move to set the Selectboard Regular Meeting Schedule to the 2nd and 4th Wednesdays of each month at 6:30pm with the following two exceptions: the 2nd and 3rd Wednesdays of November and December. – Gere moved (2nd Layton) Vote: yes (unanimous)

7. Authorize Chair and/or Vice-Chair to Sign Payroll Warrants
Timestamp: 16:34

Layton emphasized the importance of having two people in place to sign payroll warrants.

Treasurer Cheryl Lindberg highlighted that the rest of the Selectboard does not review payroll warrants, noted that the payroll is not a confidential document, and asked that the Selectboard discuss at a future meeting possibly including the payroll warrants in the packet.

Layton shared that she did not see the value in including the payroll warrants in the packet but that she thought any Selectboard member could look at them.

Classon asked if there was a method for broader distribution without putting it in the packet.

Duffy explained that payroll is typically processed on Tuesday, he signs it, the Finance Director signs it, and then the Selectboard Chair or Vice Chair signs it. Duffy stated that it is a public document but that it had not historically been published for review.

Swett asked to see the document before voting.

Lindberg shared that payroll warrants were previously reviewed by all Selectboard members and approved, and that the off-cycle AP warrants are handled with “special care” but are still included in a subsequent packet.

Gere shared that he was not opposed to seeing pay as an aggregate, but that individual payment was “kind of a private thing.”

Duffy noted that payroll would typically come through on Monday, though occasionally be pushed to Tuesday due to a holiday, and that it was a tight process. Duffy advocated for the Chair to sign it and stated that he did not think it would be efficient to have every Selectboard member view and sign it. He shared that he could share a copy of the payroll warrant with anyone interested after it was signed.

Lindberg highlighted that all of the wages are public.

I move to authorize the Chair and/or Vice-Chair to sign payroll warrants. – Swett moved (2nd Layton) Vote: yes (Unanimous)

8. Authorize Chair and/or Vice-Chair to Sign Off-cycle AP Warrants

Timestamp: 25:04

I move to authorize the Chair and/or Vice-Chair to sign off-cycle AP warrants. – Swett moved (2nd Layton) Vote: yes (Unanimous)

9. Adopt Procedure for Receipt of Correspondence

Timestamp: 25:54

Griggs explained that the current receipt of correspondence process is for people to email the Selectboard email, which goes to the Town Office, and then have the correspondence included in the Selectboard packet, at which point the Selectboard reads it.

Layton spoke in favor of the current process, specifically that it consolidates the information, but noted that greater communication about the process might be helpful. Layton noted the Thursday packet deadline was bureaucratic but good and thought that the “triage” of correspondence with no immediate response, delegating a response, or warned agenda item worked well.

Swett shared his agreement with Layton’s points and stated that he felt uncomfortable with how it was handled previously, since people would email the inbox, assume Selectboard members received the email immediately, and then take offense when the sender saw him the next day and he did not know about the email. Swett suggested that the existing response template from the town be updated to include individual Selectboard email addresses. Swett explained that he had created a Gmail account solely for Selectboard correspondence for himself.

Classon wondered whether it would be helpful to have standardized town email addresses for Selectboard members.

Swett responded that the idea had been raised previously but that it was cumbersome for the town to handle members coming in and out of the Selectboard.

Griggs suggested the communications working group develop a report covering this topic.

Selectboard members discussed the inclusion of language on the town website explaining that the Selectboard email address goes to the Town Office, not just the Selectboard.

Duffy explained the current procedure in which a town staff member responds to emails thanking them for their correspondence and sharing the packet inclusion details. Duffy noted that if there is a correspondence topic that is considered timely, it has historically been sent out individually to the Selectboard members before the meeting.

Griggs asked how the Selectboard should handle a situation in which someone realizes they made a mistake in emailing, as the current language does not make clear the destination of the email.

Selectboard members spoke in favor of leaving correspondence in the packet while also making the process clearer.

Lindberg shared that the policy refers to “resident correspondence” and asked if the language should be updated since correspondence is broader than that from just residents. Lindberg asked if in situations of a delegated response to a correspondence, whether that would be included in a subsequent packet.

Selectboard members discussed the language and timeframe of the delegated response procedure, as well as the potential designation of a response as an agenda item in a meeting.

Duffy explained that the term “resident” was added when the inbox was overwhelmed by national news-focused matters in an effort to limit correspondence to those from individuals with a vested interest in the town.

Griggs highlighted that the language does not say that non-residents cannot send communications to the email address, and that it does not necessarily limit receipt.

I move to adopt the procedure for the receipt of correspondence as presented. – Layton moved (2nd Swett) Vote: yes (unanimous)

10. Adopt Rules of Procedure

Timestamp: 51:58

I move to adopt the Rules of Procedure as presented – Swett moved (2nd Layton) Vote: yes (unanimous)

11. Other Organizational Business

Agenda item removed.

12. Town Meeting Results

Timestamp: 53:10

Griggs invited Town Clerk Lily Trajman to share the town meeting results.

Trajman shared that 954 votes were cast, representing 30% of registered voters in Norwich, and that she thought the voting process ran smoothly. Trajman shared that 134 of those ballots were absentee ballots cast prior to the informational hearing, with an additional approx. 50 absentee ballots received on Tuesday. Trajman highlighted that there were 651 write-in votes for the Selectboard race.

Layton and Trajman thanked election volunteers for their work.

Swett pointed out that the budget passed, and that this year's process ran more smoothly. Swett thanked town staff for tightening the process.

Duffy commended the Finance Director, Finance staff, and others who worked on the budget. Duffy reflected that it was one of the “more efficient and collegial discussions” with the Selectboard about the budget in his tenure.

Griggs asked how many positions remained to be filled.

Trajman shared that the two-year Lister position and three-year Trustee of Public Funds position would need to be filled.

Lidberg explained that the appointments of the roles would be for one year and advocated for their prompt advertisement.

Trajman voiced her willingness to help move next year's town meeting if the Selectboard decides to do so.

Duffy suggested soliciting applicants and approve people en masse at the last meeting in March given the number of open positions and highlighted that the topic was on the agenda for the next meeting.

I move to direct the Town Manager to add the unfilled elected positions to the list of town volunteer positions being advertised to be advertised immediately. – Gere moved (2nd Classon) Vote: yes (unanimous)

13. Adjournment

Timestamp: 1:06:18

Griggs asked Selectboard members to think about setting goals.

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

Meeting adjourned at 7:37.

Minutes taken by Jenny Tolman.

**Town of Norwich, Vermont
Minutes of the Selectboard Meeting
Wednesday, March 11, 2026**

Active Participants at Tracy Hall: Kimo Griggs (SB Chair), Brendan Classon (SB Vice Chair) Matt Swett (SB member), Mary Layton (SB member), Rob Gere (SB member), Brennan Duffy (Town Manager), Cheryl Lindberg (Treasurer and Lister), Pam Smith (Lister), Lily Trajman (Town Clerk), Aaron Lamperti (Town member), Jack Cushman (Town member), Lynnwood Andrews (Town member), Steven Hepburn (Finance Committee)

Active Participants on Zoom: Linda Gray (Town member), Brian Riordan (Town member), Chris Kaufman (Public Works Director), Alex Northern (Fire Chief)

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

The meeting was called to order by Chair Kimo Griggs at 6:34 pm.

YouTube Timestamp: 0:29

1. Agenda

Timestamp: 0:29

Layton highlighted that item five had to do with the Public Records Act and suggested a future agenda item on the adoption of a policy to deal with public records requests.

Layton suggested a policy template from the VLCT as a jumping off point.

Swett suggested covering items seven and 13 back-to-back to streamline the Fire Chief's time.

Griggs shared that six had been moved ahead of five at the request of counsel.

Cheryl Lindberg highlighted an email in the packet from Pam Smith requesting consideration for the Lister role. She wondered if it would be discussed that night.

Classon noted he had seen a partial email but not an actual application in the packet.

Pam Smith said she sent the application.

Duffy recounted that there was a directive at the last Selectboard meeting to advertise all of the March appointments, which was sent out on Monday. Duffy shared that Smith

submitted an application on Thursday, and there was another application for an appointment submitted before the organizational meeting. Duffy voiced confusion about the timing of the Lister appointment given his understanding that the Selectboard had agreed to hold all appointments until the meeting on March 25th and advertise those positions with a deadline of March 18th.

Selectboard members and Duffy discussed the timeline of the appointments and plan for that night's agenda item on committee and subcommittee appointments.

Smith explained that she had submitted her application last Thursday, there would be new software deployed shortly, and training would begin very soon. Smith noted multiple other upcoming trainings through the VLCT and Property Valuation Review that could only be attended by Listers, which prompted her request for expedited consideration.

Gere and Layton voiced support for adhering to the March 18th deadline to be consistent.

Griggs stated that he remembered that the roles would be advertised at the same time but not that necessarily filled at the same time. Griggs shared that he had learned through the VLCT that there were no statutes governing committee appointments and elections.

Swett asked to discuss the matter further at the dedicated agenda item.

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

2. Chair's Report

Timestamp: 14:53

The Chair (1) met to discuss the agenda, (2) intends to take most meetings with Duffy to foster trust and transparency, (3) was present at the Town Manager's Office during a public records review by Pam Smith, (4) was in touch with citizens, (5) met with Matt Swett and Steven Hepburn on the role of the Finance Committee, (6) met with Rob Gere, (7) attended a potluck at Tracy Hall, and (8) responded to an email from John Carroll offering to brief the Selectboard on various subjects.

3. Public Comments for Items not on the Agenda

Timestamp: 16:06

[Aaron Lamperti spoke to a letter in the packet reminding the Selectboard that the town overwhelmingly voted for Article 36 in 2019, advising the Selectboard that they wished](#)

to eliminate fossil fuel use in town operations over approximately 20 years. Lamperti shared that he did not see any evidence of progress towards the goal and encouraged the Selectboard to take the concern seriously.

Lister Lindberg gave an update that the AP5 upgrade was underway, the data had been pulled from the server, and the data review process was ongoing. Lindberg noted delays in the process with Catalyst, highlighted the approaching April 1st grand list deadline, and noted that they would continue work on the list until the June 4th abstract is filed. Lindberg shared that owners in the grand list freeze on April 1st and any sales after April 1st would be reflected in the next grand list.

Gere asked if the current software could be used in the same manner as previous years.

Lindberg explained that the database was frozen in the process of updating the software to cloud-based, and they therefore have not been able to work since early February.

Jack Cushman spoke in support of Lamperti's recommendations. Cushman shared that he and others are ready and eager to support the Selectboard.

Swett suggested an agenda item on Article 36 for a future meeting.

Gere requested it be added to the March 25th agenda.

Lynnwood Andrews suggested the Selectboard consider having goals in town employee contracts outlining progress on reducing fossil fuels in town. Andrews shared that she thought it would be difficult for the DPW and Police Department to move to all-electric vehicles if they do not have level three charging stations in place.

Linda Gray echoed the comments from Lamperti, Cushman, and Andrews.

Brian Riordan shared that he had emailed the Police Chief multiple times requesting speed reader and infraction data but had received no response, highlighted that there was supposed to be follow-up on the pedestrian-friendly community discussion, and shared that a traffic engineering survey had been completed in 2018, which informed the reduction in speed limit on Union Village Road.

4. DPW Director Requests **Timestamp: 2:29:37**

Public Works Director Chris Kaufman explained that these motions would enable the town to get grants and fulfil state requirements.

Kaufman highlighted that there were new town bridge standards and that the state now recommends that cross culverts have a minimum diameter of 18 inches.

I move to approve the Annual Financial Plan – Town Highways, as included in the Selectboard meeting packet. – Swett moved (2nd Layton) Vote: yes (unanimous)

I move to approve the Certification of Compliance for Town Road and Bridge Standards and Network Inventory, as included in the Selectboard meeting packet. – Swett moved (2nd Layton) Vote: yes (unanimous)

I move to adopt the Town Road and Bridge Standards, as updated by the DPW Director. – Swett moved (2nd Layton) Vote: yes (unanimous)

5. Public Records Act Accommodation Review

Timestamp: 1:16:23

I move to find that premature public knowledge of attorney-client communications would place the Selectboard at a substantial disadvantage, including by potentially waiving attorney-client privilege and disclosing confidential information. – Layton moved (2nd Swett) Vote: yes (Layton, Gere, Swett, Griggs), no (Classon)

Classon voiced concern about direct or inferred potential conflict between public records and executive sessions.

Griggs explained that he understood it to be that the Selectboard would like to provide public records but that it was complicated due to the conditions of the person asking and their inability to view them in-person.

Classon asked what types of transmission the open meeting law allows, the longevity of the issue, and whether there was any history of Selectboard discussion.

Layton explained that there were questions on how the Selectboard would navigate special accommodation.

Lindberg asked the Selectboard where the public records request policy was located, for which an accommodation would be made.

Layton referenced her earlier comments that there had not been a policy but that she had requested an upcoming agenda item to develop one.

Selectboard members discussed possible request and accommodation procedures.

Under 1 V.S.A. §313(a)(1)(F), I move to enter executive session for attorney-client communications, and to invite legal counsel and the Town Manager. – Layton moved (2nd Swett) Vote: yes (unanimous)

Time entered executive session: 7:58

I move to enter public session. – Layton moved (2nd Swett) Vote: yes (unanimous)

Time entered public session: 9:03

Griggs shared that the Selectboard received legal advice from counsel on how to respond to a specific public records request.

6. Review Pending Litigation with Legal Counsel

Timestamp: 28:53

I move to find that premature public knowledge of attorney-client communications would place the Selectboard at a substantial disadvantage, including by potentially waiving attorney-client privilege and disclosing confidential information. – Layton moved (2nd Swett) Vote: yes (unanimous)

Under 1 V.S.A. §313(a)(1)(E) and (F), I move to enter executive session for attorney-client communications regarding litigation, and to invite legal counsel and the Town Manager. – Layton moved (2nd Swett) Vote: yes (unanimous)

Time entered executive session: 7:05

I move to enter public session. – Swett moved (2nd Layton) Vote: yes (unanimous)

Time entered public session: 7:49

Griggs shared that the Selectboard had received guidance regarding a potential lawsuit, work is ongoing, and no decision was made.

7. Fire Department Spending Request: Fire Equipment Fund

Timestamp: 2:35:20

I move to authorize the expenditure of an amount not to exceed \$9,800 from Fire Equipment Fund #26 for the purchase of new fire helmets and shields. – Layton moved (2nd Gere) Vote: yes (unanimous)

8. TM Recommendation to Support Trails Committee Trail Improvement Project

Timestamp: 2:38:58

The Town Manager explained that they would need to submit and receive a grant, in which case the town would pay for the money up-front and then be reimbursed through the grant.

I move to approve the Trails Committee request to solicit a grant for \$2,575 from the Norwich Women's Club for the purpose of repairing stone steps on the Ballard Trail. – Layton moved (2nd Gere) Vote: yes (unanimous)

9. Discussion of Organizational Meeting Topics

Timestamp: 2:40:24

Layton, Gere, and Swett spoke in favor of the Chair's report.

Duffy explained that Addendum B of the Personnel Policy was put in place when the policy was updated in October 2024 as a way for elected officials to agree to adhere to many of the provisions in the policy that are applicable to the employees of the town. Duffy noted that it is not a requirement to sign it but that if Selectboard members do not, they should explain why not.

Griggs explained that he did not sign it last year because the VLCT stopped recommending the form and that he was told the form might protect the town from certain types of lawsuits but that he did not find the explanation convincing. Griggs shared that he found it a potential conflict of interest to be able to amend provisions of a policy that he is subject to. Griggs highlighted that the policy would be administered by the Town Manager, who is under his guidance, which could be an additional conflict of interest, and reflected that treatment of town staff did not vary noticeably between those who did and those who did not sign the policy.

Layton emphasized a positive framing of the discussion and addendum, specifically that signing the addendum shows that one has endorsed the document. Layton noted that signing the agreement does not constitute a contract of employment.

Swett shared that he viewed signing it as acknowledging an established set of rules for conduct.

Gere explained that the policy and addendum were in line with his view of the responsible chain of command in management.

Classon reflected on the oath of office taken to serve as a Selectboard member, which transcends other considerations. Classon highlighted that the Section 10 line on prohibiting political activity during work was incongruous with Selectboard roles. Classon shared that he would “elect not to take any further, personally” the document.

Griggs wondered if it was worth reworking the document.

10. Planning for Selectboard & Town Manager Goals

Timestamp: 2:51:55

Griggs explained that he would send an email to Selectboard members requesting goals for the Selectboard and Town Manager.

Selectboard members discussed the timeline and expectations for setting Town Manager goals. Griggs shared that he did not think the Selectboard had established goals that they would review in September or October.

Duffy shared that over the last two years, there had not been time or bandwidth to set annual goals closer to the anniversary date, and the goal-setting conversations in the past two years had taken place in May. Duffy asked that the goals be completed in October ahead of the start of budget season in November.

Griggs suggested holding a discussion in two weeks about what goals would be appropriate for the Town Manager.

Swett suggested discussing Selectboard goals first, which could cascade down to the Town Manager goals.

Selectboard members discussed the Selectboard goal setting and measurement process. Members agreed to each submit a memo to the next Selectboard packet.

Griggs expressed particular interest in the individual Selectboard member goals, from which working groups could develop. Griggs additionally requested potential goals for the Town Manager in a separate memo.

Duffy spoke in favor of separating the two discussions and bringing in the Town Manager goals second.

Classon highlighted that setting Town Manager goals in May and evaluating them in September would only give four months for the goals to be realized.

11. SB Chair/Vice Chair Request to Form Working Groups

Timestamp: 3:05:50

Griggs requested the Selectboard's permission to form working groups in which Selectboard members could meet with members of the public and town employees and ultimately move forward efficiently on topics. Griggs highlighted that these would be public, warned meetings, and that he would present a template for these meetings at the next meeting. Griggs gave the example of public safety and Tracy Hall renovations as possible topics.

Layton reflected that the idea sounded reasonable but that it should be used judiciously and cautioned that there would be additional administrative time for each additional working group. Layton emphasized that it was important to assign a charge and timeline. Layton suggested that some topics were limited enough to be conducted as queries.

Classon spoke in favor of Grigg's plan since it could foster town engagement.

12. Selectboard Tasks for the Finance Committee

Timestamp: 3:11:09

Griggs shared that he and Swett had met with Steven Hepburn and that he would like to find opportunities for the Finance Committee to contribute to the town more actively.

Swett explained that the current charge prevented the Finance Committee from talking to anyone in the town government without the Selectboard's tasking, and that beginning to engage the Committee in a positive way would help set it up for long-term success. Swett suggested starting with a dialogue between the Finance Committee Chair, the Finance Director, and Town Manager to explore how a Finance Committee might be able to support the town. Swett additionally highlighted the need for the Finance Committee to interact with the Norwich Schoolboard.

Layton spoke in favor of the effort, specifically that it would be just the Finance Committee Chair to ensure a “more low-key entry.” Layton advocated for beginning the relationship building now, as opposed to at the start of budget season. Layton suggested having someone on the Finance Committee who is familiar with NEMRC due to translation challenges between NEMRC and Excel.

Classon wondered whether the Town Treasurer should be included in the group.

Swett suggested beginning with the initial three people suggested.

Classon discouraged the assignment of busywork to the Committee.

Selectboard members discussed the town comparison project tasked to the Finance Committee.

I move to task the Finance Committee Chair to discuss with the Finance Director and the Town Manager how the three of them can work together collaboratively over the coming year. – Swett moved (2nd Layton) Vote: yes (unanimous)

Steven Hepburn shared that he is looking forward to having conversations to see how the Committee can work with Town Management and the Schoolboard. Hepburn clarified that there would be a reorganizational meeting next month, after which he may or may not be the Committee Chair.

I move to task the Finance Committee Chair to discuss with the Norwich Schoolboard Chair how they can work together collaboratively over the coming year and agree to a framework to be memorialized in a memorandum of understanding between the Norwich Schoolboard and Norwich Selectboard. – Swett moved (2nd Layton) Vote: yes (unanimous)

13. Fire Warden Application & Appointment Discussion

Timestamp: 2:36:49

I move to approve the appointment of Alex Northern to the position of Town Forest Fire Warden for a term ending on June 30, 2028. – Gere moved (2nd Layton) Vote: yes (unanimous)

Lindberg asked if the position was advertised to the public.

Swett explained that it was advertised to the Fire Department and that the state has a policy that only a member of the Fire Department can occupy the role.

14. Plan for Committee and Subcommittee Appointments 2026

Timestamp: 3:22:38

Griggs shared that when the Selectboard discussed the topic the last time, he was under the impression that they were required to advertise the position and wait, and that he did not believe it would be decided at the same time, only advertised at the same time, as the other positions.

Griggs wondered why the Selectboard would not appoint a Lister, despite a qualified person having applied and the Selectboard not being bound by guidelines.

Layton explained that she understood the title of the agenda item to be the planning for appointments and that it was important to maintain the process.

Swett reflected that the State assumed that the Listers had already been elected and scheduled their educational programs with that assumption. Swett wondered if would be possible for Smith to sit in on the trainings without being appointed yet as a Lister.

Lister Cheryl Lindberg explained that they cannot work on anything until the cloud software AP5 is available and that they are working on a tight timeline.

Classon emphasized that no one petitioned for or won a majority for the Lister position in the election and that having the open position on the ballot could be considered having had it in the public domain.

Gere stated that “if we want to play favorites, then we can say yes, let’s go ahead and do it.”

Selectboard members debated adhering to publicized deadlines versus past opportunities to run for the Lister position.

Duffy shared that there was currently one applicant, Smith, and that one other person had inquired about the application process. Duffy stated that it was “very strange” they would not give other people the ability to apply for an open position “for the sake of two weeks.”

Selectboard members and Duffy debated the legitimacy of appointing Smith to the Lister position that night versus at the next meeting with the other appointed positions, as well as whether there were other ways to enable Smith to attend the required trainings.

Lindberg reiterated Griggs's earlier statements about the lack of guidance from the VLCT to advertise an elected position and that Selectboard statute for a vacancy is to appoint forthwith. Lindberg reminded the Selectboard that they had appointed a Recreation Council member on January 14th for a position that was not advertised with the applicant not present, showing inconsistent adherence to procedure.

Selectboard members discussed the lack of a warning on the agenda, the omission of Smith's application from the packet, and the future application deadline for the Lister role.

Griggs quoted communication from the VLCT that "only the notice must be posted" and that it can go out "even after someone is appointed to notify voters so they can petition for election if they choose."

Griggs spoke against breaking tradition again because they made a past mistake, in reference to the appointment of a youth member of a commission.

Duffy stated that "the optics around this are crazy bad right now" and quoted a ListServ post by Lindberg encouraging Lister applicants.

Lindberg explained that delays do not help with meeting the statutory deadlines of getting the grand list filed and lodged. Lindberg explained a range of ongoing Lister tasks and the possible ripple effects of not appointing someone efficiently.

Selectboard members discussed holding a special meeting the following Thursday for the Lister appointment.

15. Approve Minutes

Timestamp: 3:46:00

I move to approve the minutes for February 25, 2026 as presented. – Gere moved (2nd Layton) Vote: yes (unanimous)

16. AP Warrants

Timestamp: 3:46:35

I move to approve AP Warrant #1461 in the amount of \$94,788.02 to be paid from the General Fund; AP Warrant #1462 in the amount of \$2,808.22 to be paid from the Police Cruiser Fund; AP Warrant #1463 in the amount of \$9,500 from the Town Reappraisal Fund; and AP Warrant #1464 in the amount of \$700.50 from the Citizen Assistance Fund. – Layton moved (2nd Classon) Vote: yes (unanimous)

17. Receipt of Correspondence

Timestamp: 3:48:17

Griggs highlighted multiple correspondence on energy and speeding, which he thought could be working group topics.

Layton shared that there was typically a note about the people who submitted correspondence and the topics raised.

Griggs shared that he would do that in the future.

Swett reiterated that Act 36 would be a good future agenda item and spoke in favor of circling back on the speeding discussion.

Griggs noted that Smith had mentioned that her Lister application had been left off correspondence.

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

18. Adjournment

Timestamp: 3:50:27

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

Meeting adjourned at 10:24.

Minutes taken by Jenny Tolman.

Town of Norwich, Vermont
Minutes of the Selectboard Meeting
Wednesday, March 18th, 2026

Active Participants at Tracy Hall: Kimo Griggs (SB Chair), Brendan Classon (SB Vice Chair), Matt Swett (SB member), Mary Layton (SB member), Rob Gere (SB member)

Active Participants on Zoom: Brennan Duffy (Town Manager)

Key: *Motions noted in italics.*

Public comment noted in blue.

The meeting was called to order by Chair Kimo Griggs at 6:30 pm.

YouTube Timestamp: N/A (JAM was not in attendance)

1. Agenda

Timestamp: N/A

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

2. Chair's Report

Timestamp: N/A

The Chair deferred the report until the next meeting.

3. Public Comments for Items not on the Agenda

Timestamp: N/A

No comments.

4. Review of Board of Listers Applications and Appointment

Timestamp: N/A

Duffy explained that there was only one application for the Lister role, which was submitted by Pam Smith. Duffy noted the deadline was 12 pm that day.

Layton stated that Smith was qualified and had significant experience.

Classon stated that Smith was qualified but that the Selectboard's decision to advertise the role was a refreshing shift towards transparency.

Layton responded that she would not accept Classon's comment.

*I move to appoint Pam Smith to the vacant position of Lister. – Swett moved (2nd Gere)
Vote: yes (unanimous)*

5. Adjournment

Timestamp: N/A

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

Meeting adjourned at 6:35.

Minutes taken by Jenny Tolman.

03/20/26
08:46 am

Town of Norwich Accounts Payable
Check Warrant Report # 1465 Current FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 03/25/26 To 03/25/26 & Fund 01

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10014	03/09/26	ACTIVE911, INC ActiveAlert License 670380	01-5-555632.00 DISPATCH SERVICE	9.90	17540	03/25/26
10022	02/13/26	ADVANCE AUTO PARTS Fuel Filter 608460440940	01-5-703403.00 PARTS & SUPPLIES	66.12	17541	03/25/26
10022	03/04/26	ADVANCE AUTO PARTS Fry Bar 608460630025	01-5-703403.00 PARTS & SUPPLIES	232.50	17541	03/25/26
10022	03/05/26	ADVANCE AUTO PARTS Fuel Cap 608460646234	01-5-703403.00 PARTS & SUPPLIES	15.31	17541	03/25/26
10022	03/06/26	ADVANCE AUTO PARTS Tail Light 608460650045	01-5-703403.00 PARTS & SUPPLIES	20.99	17541	03/25/26
10027	03/06/26	ADVANTAGE TRUCK GROUP Parts E70101421601	01-5-555528.16 R&M Engine 1	3827.40	17542	03/25/26
10027	03/10/26	ADVANTAGE TRUCK GROUP Mounting Gasket X70105895601	01-5-555528.16 R&M Engine 1	6.05	17542	03/25/26
10066	03/11/26	AMAZON CAPITAL SERVICES, Stickers 1LHRNGLL7L6H	01-5-425150.00 PRINTING	35.00	17543	03/25/26
10066	03/03/26	AMAZON CAPITAL SERVICES, Postage Ink Cartridge 1PPTJ7RD4VDP	01-5-275610.00 OFFICE SUPPLIES	97.99	17543	03/25/26
20083	02/17/26	BARRETT TRUCKING CO., INC Salt 153867	01-5-703201.00 SALT & CHEMICALS	2842.80	17544	03/25/26
20083	03/02/26	BARRETT TRUCKING CO., INC Salt 154136	01-5-703201.00 SALT & CHEMICALS	2868.00	17544	03/25/26
20026	02/24/26	BETHEL MILLS Antislip Tape 333583/7	01-5-706113.00 REPAIRS & MAINTENANCE	59.99	17545	03/25/26
20026	02/03/26	BETHEL MILLS Batteries, Screws 400256/6	01-5-706113.00 REPAIRS & MAINTENANCE	37.99	17545	03/25/26
20026	02/24/26	BETHEL MILLS Antislip Tape 403886/6	01-5-706113.00 REPAIRS & MAINTENANCE	63.25	17545	03/25/26
20026	03/03/26	BETHEL MILLS Road Posting Parts 404940/6	01-5-703403.00 PARTS & SUPPLIES	31.17	17545	03/25/26
20026	03/03/26	BETHEL MILLS Padlock & Key 404999/6	01-5-705403.00 PARTS & SUPPLIES	50.97	17545	03/25/26
20026	03/05/26	BETHEL MILLS Storage Box 405453/6	01-5-703403.00 PARTS & SUPPLIES	16.99	17545	03/25/26
20026	03/09/26	BETHEL MILLS Rock Salt 406056/6	01-5-705403.00 PARTS & SUPPLIES	53.95	17545	03/25/26
20026	03/11/26	BETHEL MILLS Tape, Batteries 406623/6	01-5-555422.00 FIRE TOOLS & EQUIPMENT	75.54	17545	03/25/26
20026	03/12/26	BETHEL MILLS Tape, Trash Bags, Funnel 406970/6	01-5-555422.00 FIRE TOOLS & EQUIPMENT	43.96	17545	03/25/26
20039	03/02/26	BLUE CROSS/BLUE SHIELD OF Health Insurance 221547742	01-5-005123.00 HEALTH INSUR	7328.72	17546	03/25/26
20039	03/02/26	BLUE CROSS/BLUE SHIELD OF Health Insurance 221547742	01-5-100123.00 HEALTH INS	3896.39	17546	03/25/26
20039	03/02/26	BLUE CROSS/BLUE SHIELD OF Health Insurance 221547742	01-5-200123.00 HEALTH INS	2064.67	17546	03/25/26
20039	03/02/26	BLUE CROSS/BLUE SHIELD OF Health Insurance 221547742	01-5-350123.00 HEALTH INS	826.99	17546	03/25/26
20039	03/02/26	BLUE CROSS/BLUE SHIELD OF Health Insurance 221547742	01-5-500123.00 HEALTH INS	2373.08	17546	03/25/26

03/20/26
08:46 am

Town of Norwich Accounts Payable
Check Warrant Report # 1465 Current FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 03/25/26 To 03/25/26 & Fund 01

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jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
20039	03/02/26	Health Insurance 221547742	01-5-555123.00 HEALTH INSURANCE	980.80	17546	03/25/26
20039	03/02/26	Health Insurance 221547742	01-5-703123.00 HEALTH INSUR	14213.02	17546	03/25/26
20039	03/02/26	Health Insurance 221547742	01-5-704123.00 HEALTH INSURANCE	3438.98	17546	03/25/26
20082	03/02/26	DEF BLN26-2662	01-5-703405.00 PETROLEUM PRODUCTS	268.60	17547	03/25/26
20082	03/02/26	DEF BLN26-2662	01-5-703405.00 PETROLEUM PRODUCTS	-20.00	17547	03/25/26
30013	03/11/26	Salt 2912165570	01-5-703201.00 SALT & CHEMICALS	3164.63	17548	03/25/26
30026	03/01/26	Compost & Recycling 1126156	01-5-705308.00 FOOD WASTE DISPOSAL	1022.58	17549	03/25/26
30026	03/01/26	Compost & Recycling 1126156	01-5-705305.00 RECYCLING	4121.75	17549	03/25/26
30026	03/01/26	C&D & MSW 1126157	01-5-705303.00 MUNICIPAL SOLID WASTE	4531.38	17549	03/25/26
30031	12/03/25	PD - MS Office Licenses CW-63175	01-5-500536.00 DISPATCH SERVICES	2475.00	17550	03/25/26
30031	03/01/26	TH March 2026 Service CW-63642	01-5-275632.00 SERVER MAINTENANCE	3022.46	17550	03/25/26
30031	03/01/26	PD - March 2026 Service CW-63667	01-5-500537.00 IT SUPPORT	1229.20	17550	03/25/26
30031	03/03/26	PD - M365 Licenses CW-63731	01-5-500536.00 DISPATCH SERVICES	1728.00	17550	03/25/26
30075	03/10/26	DPW-Stock & Check 5322698312	01-5-703507.00 SUPPLIES	189.10	17551	03/25/26
30093	01/06/26	TH - 01/15/26 - 02/14/26 01062026	01-5-275632.00 SERVER MAINTENANCE	24.95	17552	03/25/26
30093	02/06/26	TH - 02/15/26 - 03/14/26 02062026	01-5-275632.00 SERVER MAINTENANCE	24.95	17552	03/25/26
30093	02/20/26	DPW - 02/27/26 - 03/26/26 02202026	01-5-703505.00 TELEPHONE	338.14	17552	03/25/26
30093	03/01/26	PD - 03/08/26 - 04/07/26 03012026	01-5-485238.00 PHONE & INTERNET	682.60	17552	03/25/26
30093	03/06/26	TH - 03/15/26 - 04/14/26 03062026	01-5-275632.00 SERVER MAINTENANCE	24.95	17552	03/25/26
30102	02/28/26	Alarm Panel & TS 02/2026 02282026	01-5-275531.00 TELEPHONE	364.20	17553	03/25/26
30102	02/28/26	Alarm Panel & TS 02/2026 02282026	01-5-705505.00 TELEPHONE	182.10	17553	03/25/26
30110	03/19/26	NCC - 2026 Annual Dues 03192026	01-5-650615.00 DUES/MTGS/EDUC	50.00	17554	03/25/26
40019	02/09/26	Waterman 02092026_DPW	01-5-703515.00 ADMINISTRATION	38.00	17555	03/25/26
40019	02/09/26	Davis 02092026_FD	01-5-555636.00 OSHA COMPLIANCE	161.00	17555	03/25/26
40019	11/09/25	Lathrop 11092025_FD	01-5-555636.00 OSHA COMPLIANCE	161.00	17555	03/25/26

03/20/26
08:46 am

Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
60013	02/27/26	FERGUSON WATERWORKS Asphalt Top Mix 1317091	01-5-703211.00 ASPHALT PRODUCTS	237.60	17556	03/25/26
60013	03/02/26	FERGUSON WATERWORKS Asphalt Top Mix 1317226	01-5-703211.00 ASPHALT PRODUCTS	118.80	17556	03/25/26
70045	03/02/26	GREATER GOOD MEDIA NT Civic Org Sponsored 2026-0144	01-5-650620.00 SPKRS/PUBLIC INFO	250.00	17557	03/25/26
90025	03/11/26	IRVING ENERGY DISTRIBUTIO Highway Garage Propane 37742	01-5-703503.00 PROPANE	1329.59	17558	03/25/26
90025	02/27/26	IRVING ENERGY DISTRIBUTIO Town Hall Propane 833505	01-5-706103.00 HEATING	943.12	17558	03/25/26
90025	02/27/26	IRVING ENERGY DISTRIBUTIO Transfer Station Propane 845003	01-5-705503.00 PROPANE	87.47	17558	03/25/26
90025	02/27/26	IRVING ENERGY DISTRIBUTIO Transfer Station Propane 845317	01-5-705503.00 PROPANE	33.77	17558	03/25/26
110052	03/03/26	KURTZHALZ EXCAVATION LLC Monthly Contract 1162	01-5-703301.00 PLOWING & SANDING	9000.00	17559	03/25/26
140030	03/05/26	NEW ENGLAND MUNI RESOURCE Mapviewer Hosting Fee 59067	01-5-300360.00 SOFTWARE MAINT/UPDATE	907.64	17560	03/25/26
140030	03/09/26	NEW ENGLAND MUNI RESOURCE NEMRC Payroll Fixes 59076	01-5-200320.00 PROFESS SERVICES	3625.00	17560	03/25/26
140061	12/26/25	NORTH AMERICAN RESCUE HOL Bleeding Control Kit IN949295	01-5-500543.00 TRAINING SUPPLIES & EQUIP	1738.60	17561	03/25/26
40042	03/16/26	NORTHEAST DELTA DENTAL April 2026 Coverage 03162026	01-5-005125.00 DENTAL INSURANCE	284.70	17562	03/25/26
40042	03/16/26	NORTHEAST DELTA DENTAL April 2026 Coverage 03162026	01-5-100125.00 DENTAL INSURANCE	172.19	17562	03/25/26
40042	03/16/26	NORTHEAST DELTA DENTAL April 2026 Coverage 03162026	01-5-200125.00 DENTAL INSURANCE	79.58	17562	03/25/26
40042	03/16/26	NORTHEAST DELTA DENTAL April 2026 Coverage 03162026	01-5-350125.00 DENTAL INSURANCE	39.79	17562	03/25/26
40042	03/16/26	NORTHEAST DELTA DENTAL April 2026 Coverage 03162026	01-5-500125.00 DELTA DENTAL	251.77	17562	03/25/26
40042	03/16/26	NORTHEAST DELTA DENTAL April 2026 Coverage 03162026	01-5-555126.00 DENTAL INSURANCE	39.79	17562	03/25/26
40042	03/16/26	NORTHEAST DELTA DENTAL April 2026 Coverage 03162026	01-5-703125.00 DENTAL INSURANCE	421.46	17562	03/25/26
40042	03/16/26	NORTHEAST DELTA DENTAL April 2026 Coverage 03162026	01-5-704125.00 DENTAL INSURANCE	114.69	17562	03/25/26
140079	03/05/26	NORWICH CONGREGATIONAL CH After School - April 1853	01-5-425219.00 Facilitly Rental Fee Expe	510.00	17563	03/25/26
160042	02/27/26	PITNEY BOWES Lease 12/30/25 - 03/29/26 3322142311	01-5-275536.00 POSTAGE METER RENTAL	230.64	17564	03/25/26
190006	03/10/26	SABIL and SONS INC Heavy Recovery Service 18522	01-5-703401.00 OUTSIDE REPAIRS	712.50	17565	03/25/26
190050	03/12/26	SIRCHIE ACQUISITION COMPA Evidence Bags 0734129-IN	01-5-500543.00 TRAINING SUPPLIES & EQUIP	32.45	17566	03/25/26
190054	03/15/26	SOLAFLECT SOLAR PARK I, L Monthly Solar MAR 2026	01-5-705501.00 ELECTRICITY	239.04	17567	03/25/26
190054	03/15/26	SOLAFLECT SOLAR PARK I, L Monthly Solar MAR 2026	01-5-706101.00 ELECTRICITY	609.09	17567	03/25/26

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Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
190055	03/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2603_01	01-5-500204.00 SPEED SIGNS	84.41	17568	03/25/26
190055	03/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2603_01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	17.60	17568	03/25/26
190055	03/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2603_01	01-5-575233.00 TOWER POWER	22.36	17568	03/25/26
190055	03/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2603_01	01-5-705501.00 ELECTRICITY	76.77	17568	03/25/26
190055	03/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2603_01	01-5-485233.00 ELECTRICITY	698.86	17568	03/25/26
190064	02/24/26	SP and F ATTORNEYS, P.C. Service Through 12/31/25 101074	01-5-005305.00 LEGAL	2019.00	17569	03/25/26
20060	03/16/26	SWENSON, BRIE After School, Printer Ink 03162026	01-5-425211.00 EQUIP.& SUPPLIES	17.55	17570	03/25/26
20060	03/16/26	SWENSON, BRIE After School, Printer Ink 03162026	01-5-425182.00 OFFICE SUPPLIES	99.99	17570	03/25/26
20060	03/16/26	SWENSON, BRIE After School, Culinary Kid 03162026_2	01-5-425211.00 EQUIP.& SUPPLIES	15.00	17570	03/25/26
20060	03/16/26	SWENSON, BRIE After School, Culinary Kid 03162026_2	01-5-425211.00 EQUIP.& SUPPLIES	21.95	17570	03/25/26
20060	03/16/26	SWENSON, BRIE After School, Culinary Kid 03162026_2	01-5-425211.00 EQUIP.& SUPPLIES	18.87	17570	03/25/26
20060	03/16/26	SWENSON, BRIE After School, Culinary Kid 03162026_2	01-5-425211.00 EQUIP.& SUPPLIES	36.66	17570	03/25/26
20060	03/16/26	SWENSON, BRIE After School, Culinary Kid 03162026_2	01-5-425211.00 EQUIP.& SUPPLIES	19.46	17570	03/25/26
20060	03/16/26	SWENSON, BRIE After School, Culinary Kid 03162026_2	01-5-425211.00 EQUIP.& SUPPLIES	29.23	17570	03/25/26
20060	03/16/26	SWENSON, BRIE After School, Culinary Kid 03162026_2	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	47.59	17570	03/25/26
120045	03/16/26	TRAJMAN, LILY Election Worker Food 03162026	01-5-050200.00 CONTRACTED SERVICES	57.00	17571	03/25/26
120045	03/16/26	TRAJMAN, LILY Election Worker Food 03162026	01-5-050200.00 CONTRACTED SERVICES	109.00	17571	03/25/26
120045	03/16/26	TRAJMAN, LILY Election Worker Food 03162026	01-5-050200.00 CONTRACTED SERVICES	237.03	17571	03/25/26
220008	03/04/26	VERIZON WIRELESS Cell Phone 2/5/26-3/4/26 6137718198	01-5-555625.00 TELEPHONE & INTERNET	77.46	17572	03/25/26
220008	03/04/26	VERIZON WIRELESS Cell Phone 2/5/26-3/4/26 6137718198	01-5-500501.00 ADMINISTRATION	309.88	17572	03/25/26
220008	03/04/26	VERIZON WIRELESS Cell Phone 2/5/26-3/4/26 6137718198	01-5-425127.00 TELEPHONE	37.45	17572	03/25/26
220008	03/04/26	VERIZON WIRELESS Cell Phone 2/5/26-3/4/26 6137718198	01-5-005532.00 T MNGR CELL PHONE	37.45	17572	03/25/26
220082	03/10/26	VERMONT BOND BANK Loan 619 202605-00172	01-5-800235.00 DEBT INTEREST	20484.95	17573	03/25/26
220026	03/07/26	VERMONT EMS DISTRICT #9 Cont Ed Refresher Class 2026-5	01-5-555340.00 EMS EDUC/TRNG	75.00	17574	03/25/26
30077	03/04/26	VIKING-CIVES USA Finish add-on for Truck 8 4551196	01-5-703401.00 OUTSIDE REPAIRS	2800.00	17575	03/25/26

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
220062	03/06/26	Payroll Transfer PR-03/06/26	01-2-001111.00 VMERS GRP B PAYABLE	7569.18	17576	03/25/26
220062	03/06/26	Payroll Transfer PR-03/06/26	01-2-001113.00 VMERS GRP C PAYABLE	3704.80	17576	03/25/26
220062	03/20/26	Payroll Transfer PR-03/20/26	01-2-001111.00 VMERS GRP B PAYABLE	7889.97	17576	03/25/26
220062	03/20/26	Payroll Transfer PR-03/20/26	01-2-001113.00 VMERS GRP C PAYABLE	3603.78	17576	03/25/26
220062	03/20/26	Payroll Transfer PR-03/20/26A	01-2-001111.00 VMERS GRP B PAYABLE	-495.40	17576	03/25/26
230000	02/06/26	Bleach 259924188	01-5-706109.00 BUILDING SUPPLIES	69.33	17577	03/25/26
230000	02/06/26	Paper Towels 259924490	01-5-706109.00 BUILDING SUPPLIES	112.90	17577	03/25/26
230000	02/10/26	Urinal Screen 259980748	01-5-706109.00 BUILDING SUPPLIES	115.47	17577	03/25/26
230000	03/03/26	Bottled Water 260416852	01-5-705403.00 PARTS & SUPPLIES	110.88	17577	03/25/26
230000	03/04/26	Spoons, Plates, Tissues 260453323	01-5-485301.00 BUILDING SUPPLIES	51.56	17577	03/25/26
230000	03/12/26	Page Flags, Phone Book 260625920	01-5-200610.00 OFFICE SUPPLIES	18.80	17577	03/25/26
230000	03/12/26	Bath Tissue 260628292	01-5-485301.00 BUILDING SUPPLIES	55.99	17577	03/25/26
230000	03/12/26	Receipt Book 260629277	01-5-200610.00 OFFICE SUPPLIES	24.58	17577	03/25/26
230000	03/12/26	Copier Paper 260637851	01-5-275610.00 OFFICE SUPPLIES	173.97	17577	03/25/26
230003	03/01/26	February 2026 0226TR112178	01-5-005123.00 HEALTH INSUR	40.00	17578	03/25/26
230047	03/09/26	Street Sign 39567	01-5-703217.00 SIGNS	121.73	17579	03/25/26

03/20/26
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Town of Norwich Accounts Payable
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For Check Acct 03(General) All check #s 03/25/26 To 03/25/26 & Fund 01

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jdelabrueze

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				141990.45		

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 \$ ***141,990.45
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda
Barrie Rosalinda

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

Kimo Griggs
Chair

Brendan Classon
Vice Chair

Mary Layton

Matthew Swett

Robert Gere

03/20/26
08:48 am

Town of Norwich Accounts Payable
Check Warrant Report # 1466 Current FY Invoices For Fund (General)
For Check Acct 02(General) All check #s 01/01/26 To 03/25/26

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jdelabrueere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
220017	01/23/26	Hunting/Fishing Licenses 01282026	01-2-001122.00 DUE TO VT-FISH & GAME	58.50 B	366	01/23/26
220017	02/06/26	Hunting/Fishing Licenses 02042026	01-2-001122.00 DUE TO VT-FISH & GAME	63.00 B	371	02/06/26
Report Total				----- 121.50 -----		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****121.50
Let this be your order for the payments of these amounts.

Finance Director 
Barrie Rosalinda

DocuSigned by:

Town Manager: 
Brennan Duffy

SELECTBOARD:

- _____
Kimo Griggs
Chair
- _____
Brendan Classon
Vice Chair
- _____
Mary Layton
- _____
Matthew Swett
- _____
Robert Gere

03/20/26
08:54 am

Town of Norwich Accounts Payable
Check Warrant Report # 1467 Current FY Invoices For Fund (General)
For Check Acct 09(General) All check #s 01/15/26 To 03/25/26

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
80031	01/30/26	HRA MZP17YE	01-2-001114.00 HRA LIABILITY	43.10 B	370	01/30/26
80031	02/06/26	HRA 3Q3VSR6	01-2-001114.00 HRA LIABILITY	892.59 B	372	02/06/26
80031	02/20/26	HRA ETOKR99	01-2-001114.00 HRA LIABILITY	444.99 B	375	02/20/26
80031	03/02/26	HRA 242CZH4	01-2-001114.00 HRA LIABILITY	135.61 B	378	03/02/26
80031	03/13/26	HRA OBP6RS6	01-2-001114.00 HRA LIABILITY	63.00 B	379	03/06/26
80031	03/06/26	HRA MTS1V8B	01-2-001114.00 HRA LIABILITY	2219.80 B	380	03/13/26
Report Total				3799.09		

To the Treasurer of Town of Norwich, We heraby 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 \$ *****3,799.09
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda
Barrie Rosalinda

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

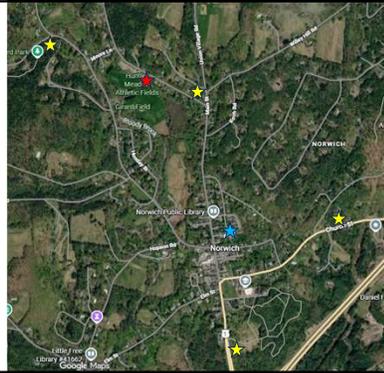
SELECTBOARD:

Kimo Griggs Brendan Classon Mary Layton Matthew Swett Robert Gere
Chair Vice Chair

FYI

Speed/Traffic Discussion

February 25th, 2026
Chief Matthew Romei
Norwich Police Department



Burning Questions

Burning Questions

- How often are the readers out of service?
 - Occasionally, mostly for brief periods of time
- To what degree might bike or pedestrian activity be influencing average speeds?
 - Pedestrian – None
 - Bicycles - Limited
- What patterns emerge by time of day, day of week, or season?
 - Know any statisticians?
- How do peak travel periods compare to quieter windows?
 - About what you would expect for volume, speed is generally slower.

Data Collector Parameters

- Placed on Union Village Road at Partridge Hill
- 20 Day Stretch
- January 15 – February 5
- Both Directions Captured
- 64,899 Vehicles Captured



Vehicles

Total Vehicles	65518 counts
85th Percentile Vehicles	55779 counts

FYI

Volumes

	Time	5 Day (Mon-Fri)	7 Day (Sun-Sat)
ADT		3233	2983
AM Peak	7:00 - 8:00	322	247
PM Peak	15:00 - 16:00	314	281
	Over Threshold	% Violators	Average Violator
Sunday	2781	45.7	40.0
Monday	3093	39.7	40.0
Tuesday	3933	36.5	39.0
Wednesday	4144	36.2	39.0
Thursday	2448	28.1	39.0
Friday	4682	36.3	40.0
Saturday	3287	42.2	39.0

Volumes

	Time	5 Day (Mon-Fri)	7 Day (Sun-Sat)
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Wednesday	4144	36.2	39.0
Thursday	2448	28.1	39.0
Friday	4682	36.3	40.0
Saturday	3287	42.2	39.0

Speed

Speed Limit	25 mph
85th Percentile Speed	39 mph
50th Percentile Speed	33 mph
Average Speed	33.0 mph
Pace Speed Range (10 mph)	29 - 39 mph
Max Speed	67.0 mph
Min Speed	10.0 mph

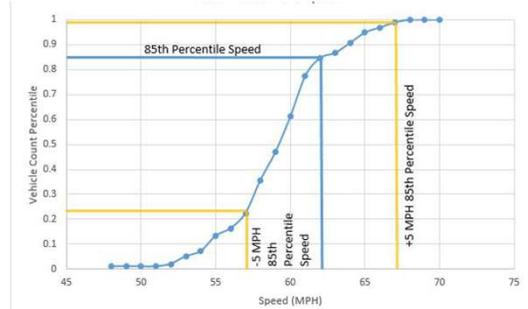
Speed

Speed Limit	25 mph
85th Percentile Speed	39 mph
50th Percentile Speed	33 mph
Average Speed	33.0 mph
Pace Speed Range (10 mph)	29 - 39 mph
Max Speed	67.0 mph
Min Speed	10.0 mph

FYI

85th Percentile Speed (mph)

The 85th percentile speed is the speed at or below which 85 percent of the drivers travel on a road segment. Motorists traveling above the 85th percentile speed are considered to be exceeding the safe and reasonable speed for road and traffic conditions. The 85th percentile speed should be taken from speed data collected during a 24-hour weekday period. Typically the data are collected with commercially available roadside units which sort and present the results in text as well as graphical format.



<http://www.mikeontraffic.com/85th-percentile-speed-explained/>
via www.ite.org

- The FHWA Manual on Uniform Traffic Control Devices (MUTCD) recommends that speed studies be done when a road design changes, when traffic volumes fluctuate, or when there is an identified safety problem. The current MUTCD states that the speed limit should be within 5 miles per hours (mph) plus or minus of the 85th percentile speed – but only on “freeway, expressway, or rural highway (outside urbanized locations or conditions)”.
- Rural Highway—a type of roadway normally characterized by lower volumes, higher speeds, fewer turning conflicts, and less conflict with pedestrians

https://mutcd.fhwa.dot.gov/kno_11th_Edition.htm

- Standard:**
- 06 Speed zones (other than statutory speed limits) shall only be established on the basis of an engineering study that has been performed in accordance with traffic engineering practices. The engineering study shall consider the roadway context.
- Guidance:**
- 07 Among the factors that should be considered when conducting an engineering study for establishing or reevaluating speed limits within speed zones are the following:
- A. Roadway environment (such as roadside development, number and frequency of driveways and access points, and land use, functional classification, public transit volume and location or frequency of stops, parking practices, and pedestrian and bicycle facilities and activity);
 - B. Roadway characteristics (such as lane widths, shoulder condition, grade, alignment, median type, and sight distance);
 - C. Geographic context (such as an urban district, rural town center, non-urbanized rural area, or suburban area), and multi-modal trip generation;
 - D. Reported crash experience for at least a 12-month period;
 - E. Speed distribution of free-flowing vehicles including the pace, median (50th-percentile), and 85th-percentile speeds; and
 - F. A review of past speed studies to identify any trends in operating speeds.
- 08 When the 85th-percentile speed is appreciably greater than the posted speed limit, and the roadway context does not support setting a higher speed limit, the engineering study should consider whether changes to geometric features, enforcement, and/or other speed-reduction countermeasures might improve compliance with the posted speed limit. A similar approach should be used if the results of past speed studies indicate that the 85th-percentile speed has consistently increased.
- 09 On urban and suburban arterials, and on rural arterials that serve as main streets through developed areas of communities, the 85th-percentile speed should not be used to set speed limits without consideration of all factors described in Paragraph 7 of this Section.

- Standard:**
- 06 Speed zones (other than statutory speed limits) shall only be established on the basis of an engineering study that has been performed in accordance with traffic engineering practices. The engineering study shall consider the roadway context.
- Guidance:**
- 07 Among the factors that should be considered when conducting an engineering study for establishing or reevaluating speed limits within speed zones are the following:
- A. Roadway environment (such as roadside development, number and frequency of driveways and access points, and land use, functional classification, public transit volume and location or frequency of stops, parking practices, and pedestrian and bicycle facilities and activity);
 - B. Roadway characteristics (such as lane widths, shoulder condition, grade, alignment, median type, and sight distance);
 - C. Geographic context (such as an urban district, rural town center, non-urbanized rural area, or suburban area), and multi-modal trip generation;
 - D. Reported crash experience for at least a 12-month period;
 - E. Speed distribution of free-flowing vehicles including the pace, median (50th-percentile), and 85th-percentile speeds; and
 - F. A review of past speed studies to identify any trends in operating speeds.
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- 09 On urban and suburban arterials, and on rural arterials that serve as main streets through developed areas of communities, the 85th-percentile speed should not be used to set speed limits without consideration of all factors described in Paragraph 7 of this Section.

FYI

Standards:

06. Speed zones (other than statutory speed limits) shall only be established on the basis of an engineering study that has been performed in accordance with traffic engineering practices. The engineering study shall consider the roadway context.

Guidance:

07. Among the factors that should be considered when conducting an engineering study or establishing or reevaluating speed limits within speed zones are the following:

- A. Roadway environment (such as roadside development, number and frequency of driveways and access points, and land use), functional classification, public transit volume and location or frequency of stops, parking practices, and pedestrian and bicycle facilities and activity;
- B. Roadway characteristics (such as lane widths, shoulder condition, grade, alignment, median type, and sight distance);
- C. Geographic context (such as an urban district, rural town center, non-urbanized rural area, or suburban area), and multi-modal trip generation;
- D. Reported crash experience for at least a 12-month period;
- E. Speed distribution of free-flowing vehicles including the pace, median (50th-percentile), and 85th-percentile speeds; and
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Speed

Speed Limit	25 mph
85th Percentile Speed	39 mph
50th Percentile Speed	33 mph
Average Speed	33.0 mph
Pace Speed Range (10 mph)	29 - 39 mph
Max Speed	67.0 mph
Min Speed	10.0 mph

Speed

Speed Limit	25 mph
85th Percentile Speed	39 mph
50th Percentile Speed	33 mph
Average Speed	33.0 mph
Pace Speed Range (10 mph)	29 - 39 mph
Max Speed	67.0 mph !!
Min Speed	10.0 mph

Vehicles

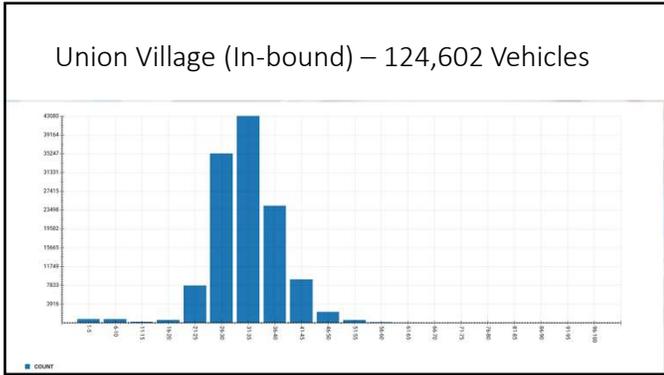
Total Vehicles	65518 counts
85th Percentile Vehicles	55779 counts

Greater than 60	13	13	0.0198%
Greater than 50	442	429	0.6548%
Greater than 40	9739	9310	14.2098%
Greater than 30	46146	36836	56.2227%
Greater than 25	58660	21824	33.3099%
Less than 25*	6238*	6238*	9.5210%*

Class Counts

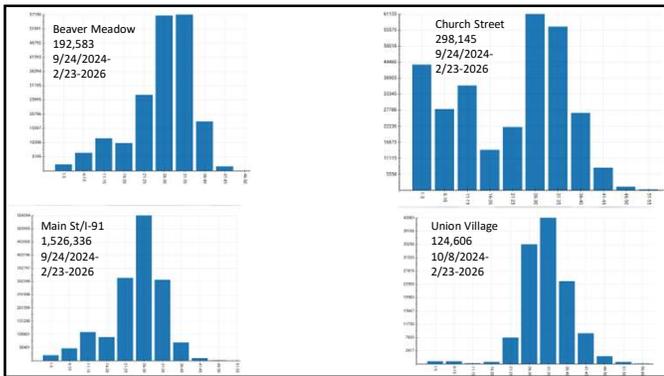
	Number	%
Small	21458	32.7
Medium	42967	65.5
Large	1215	1.9

FYI



Count By Speed Range

Speed (mph)	Count
1-5	783
6-10	720
11-15	158
16-20	403
21-25	7709
26-30	35209
31-35	43080
36-40	24386
41-45	9016
46-50	2245
51-55	539
56-60	66
61-65	5
66-70	1
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	124602



From: [Pam Smith](#)
To: [Select Board](#)
Cc: kimogrignorwichselect@gmail.com; [Listers](#)
Subject: One-Year Appointment to the Board of Listers
Date: Thursday, March 5, 2026 9:05:16 AM
Attachments: [Lister Appointment Request - March 2026.pdf](#)

Dear Selectboard Members,

Attached you will find my application for a one-year appointment to the Norwich Board of Listers. I am requesting that my application be added to your March 11, 2026, Selectboard agenda. The Selectboard's willingness to fill this vacancy immediately will greatly reduce the possibility that the Board of Listers will need to request an extension of the deadline to lodge the 2026 Grand List, as was the case in 2024 and 2025.

Your prompt attention to this appointment request is requested.

Respectfully,

Pam Smith

Town of Norwich
P.O. Box 376
Norwich VT 05055-0376
(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Pamela Smith

Address: 1445 New Boston Rd, Norwich VT

Day phone: 802-649-7008

Evening phone: 802-649-7008

E-mail: psmith.lister@gmail.com

Position Applied For: Lister - one year appointment (March 2026 - March 2027)

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: 2 Years: 5

2. Would you be available for evening and/or morning meetings?

Evening: Yes No Morning: Yes No

Are there other restrictions on your availability? If so, please describe:

No restrictions.

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

Lister -- 5 years

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

Selectboard -- 2 years
Trustee of Public Funds -- 2 years

5. Education and Current Employment

Employer: Retired
Description of work:

Location:

6. Pertinent Education and/or Experience:

See #3 and #4 above.

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes No If yes, please explain:

Comments:

Signature:



Date:

3/5/2026

Certification of Compliance for Town Road and Bridge Standards and Network Inventory

We, the Legislative Body of the Municipality of Norwich, Vermont _____ certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on March 11 _____, 2026 .

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the January 21, 2026 State-approved template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways.

_____ Date: _____

(Duly Authorized Administrator)

For a summary of your community's road and bridge information please visit: tinyurl.com/rdsinfo

ARPA update - Closeout process

From Sarah Wraight <swraight@trorc.org>

Date Thu 3/5/2026 5:56 PM

To Sarah Wraight <swraight@trorc.org>

Hi everyone,

I hope this finds you all well. In the most recent required annual report for your municipality's ARPA award (submitted in April 2025), you were asked to report whether your municipality had expended all of your ARPA funds as of March 31, 2025. If you **did not** expend all your funds before 3/31/25, then you will need to submit another annual report this year, which will be due April 30th. You will get further instructions from Treasury when we get closer. As a reminder, all monies were required to have been obligated by December 31, 2024. They must be expended by December 31, 2026.

If your municipality **did** expend all of your ARPA funds before 3/31/25, then you might be eligible for early grant closeout. Treasury is reviewing everyone's annual reports and issuing email invitations to those municipalities that have been officially cleared for closeout. If you have received such an email invitation, you are required to initiate a formal closeout request in the reporting portal.

Here are some tips for navigating the early closeout process:

1. Before you start the closeout process, double check that you've completed everything on this checklist: <https://home.treasury.gov/system/files/136/slfrf-award-early-closeout-preparation-checklist-sept-2025.pdf>
 - a. Note that the "award terms and conditions agreement" should be uploaded to the portal under "0-NEU Agreements and Supporting Docs" (located on the "Compliance Reports" webpage). If it is not uploaded or if it dropped off (we all know how buggy the portal can be), you must upload it before you begin closeout. Please reach out with any questions about this.
2. Link to Treasury's portal: <https://portal.treasury.gov/compliance/s>
3. Follow the instructions in this closeout guide: <https://home.treasury.gov/system/files/136/closeout-how-to-guide-sept-2025.pdf>
4. After completing the closeout request, you should receive email confirmation from Treasury that closeout is in progress.
5. If Treasury needs additional information from you, they will email you requests to do further work in the portal. If Treasury approves your municipality for closeout, you will receive a Notice of Final Closeout by email. Please keep copies of all such correspondence for your grant file.
6. Remember that after closeout, municipalities must continue to comply with the applicable laws and regulations in their Award Terms and Conditions Agreement, including but not limited to records retention and documentation, compliance with federal civil rights statutes and regulations, and audit requirements.

If you have any questions or would like help navigating through the portal, please don't hesitate to reach out to me (swraight@trorc.org, 802.457.3188 x3007), and I'd be happy to help troubleshoot.

If you need technical assistance from Treasury directly, you can reach them at SLFRF@Treasury.gov.

Many thanks,

Sarah

Sarah Wraight | Senior Planner, AICP



Two Rivers-Ottauquechee Regional Commission

128 King Farm Road, Woodstock, VT 05091

swraight@trorc.org | 802.457.3188 x3007

Pronouns: she/her

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

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

Lister vacancy-please apply

From Cheryl Lindberg <CLindberg@norwich.vt.us>

Date Fri 3/6/2026 9:14 PM

To Norwich Listserv <norwich@lists.vitalcommunities.org>

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

The Norwich Board of Listers are letting the public know that there is a vacancy for a Lister position. Anyone interested in applying for the Lister position should complete the application on the Town website and submit it to the Norwich Selectboard as soon as possible. The Selectboard will make an appointment until the next Special or Regular Town meeting.

We look forward to hearing from interested applicants.

Cheryl A Lindberg, Lister
Town of Norwich

Any response to this email is subject to the Vermont Public Records request.

From: [Pam Smith](#)
To: kimogrignorwichselect@gmail.com; bjclasson@gmail.com; mswettselectboard@gmail.com; [Mary Layton](#); [Robert Gere](#)
Cc: [Listers](#); [Select Board](#)
Subject: Fwd: [Comp60-I] District Advisor Newsletter - March 2026
Date: Friday, March 6, 2026 5:53:06 PM
Attachments: [image001.png](#)
[Lister Appointment Request - March 2026.pdf](#)

To all Selectboard members,

I am writing to you in response to the email from Marcia Calloway in the SB packet for March 11, 2025, (Page 78). At the bottom of this email, you will find the full March 2026 newsletter from Property Valuation & Review. Because the newsletter is rather lengthy, I have also included an excerpt regarding "Education" with text that I have highlighted that answers in unambiguous terms the question raised by Marcia Calloway. I see no need for the Selectboard to waste valuable time and money consulting the Town's attorney when Property Valuation and Review has made it abundantly clear that, to be compliant with Act 68 of 2023, all current Listers must reach the minimum certification requirement of VPA I no later than January 1, 2027. Going forward, all newly-elected or newly-appointed Listers have one year from the date of election or appointment to achieve their VPA I certification according to Act 68. If you have any questions regarding this, you can reach out to Jill Remick, Director of Property Valuation and Review, who developed the training curriculum and oversees the certification process.

I would also note that my cover email in the packet for March 11, 2026, (Page 79) states that my application for a one-year Lister appointment is attached. However, my application is not in the packet. I am requesting that the packet be amended to include my application no later than 5:00pm on Monday, March 9, 2026. A copy of my application is attached for your convenience,

Respectfully,

Pam Smith, Applicant
Norwich Board of Listers

Education

Vermont Property Assessor Certification Program for Listers and Assessors

Effective January 2026, all listers and assessors are required to meet certification requirements. This means you should begin by January 2026, not complete. Please visit [Vermont Property Assessor Certification Program for Listers and Assessors](#) for detailed information on requirements, Program Overview, How to Apply, FAQs and the printable [Vermont Lister and Assessor Certification Course Brochure](#). PVR trainings continue to be offered free of charge and most are offered virtually. IAAO courses hosted by VALA have the course tuition paid for by PVR, any associated registration fees charged by VALA are the responsibility of the student and are not eligible for reimbursement by the PVR Grant Fund, although mileage and lodging may be if criteria is met.

If you are not currently certified (list of current certified individuals is on our website available [here](#)), you should work to attend the necessary courses and submit your certification application before January 1, 2027: [Vermont Property Assessor Certification Program for Listers and Assessors | Department of Taxes](#).



What's new for March 2026

Welcome new and returning Listers!

The first official duty as a new, or re-elected lister is to take the Lister's Oath and be sworn in by the Town Clerk [32 V.S.A. § 3431](#). March is also the time when Lister boards traditionally hold board reorganization meetings to elect their officers, set their hours and generally develop a game plan for the upcoming Lister season.

The now required New & Seasoned Lister Training Webinar will be held Wednesday, April 8 and Thursday, April 9, 8:30 – 4:30 each day. We do anticipate offering an in-person version of this course in Northern/Central Vermont in August of 2026.

The training is designed to provide an in-depth overview of the job duties of a lister. It covers the various responsibilities of the office, including lodging a grand list and downloading homestead declarations. Special attention is given to schedules, exemptions, current use calculation, and office administration. It also covers the basics and provides helpful tips for new and seasoned listers. We will demonstrate lister work in the VTPIE program and includes a demo from the statewide mapping program by the Vermont Center for Geographic Information (VCGI). The training itself is required (either via the March webinar or the anticipated August in-person) for [Vermont Property Assessor \(VPA\) Certification](#) and attendance both days is required. Registration is available at [Training & Certification | PVR Courses](#).

Municipal Officers Contact Info

After elections and your board's reorganization, please make sure to update the *Municipal Officer Information in VTPIE* (when the module is available for 2026), upload your Reorganization meeting minutes and answer the 23 mostly Y/N questions there as well (VTPIE-> municipal information -> Organization ->). Note: You will see that the Municipal Information Status is initially set to "Drafting". This status indicates that the evaluation is being filled out by the Municipality and has not yet been submitted. Once the official's information has been entered and the questions answered, be sure to click 'submit'.

Please note: Municipalities are required to let PVR know if they have appointed an assessor to conduct the work of the lister or have eliminated the board of listers per [17 V.S.A. § 2651c](#). Please email tax.pvr@vermont.gov to submit this information.

Homestead Declarations file release & training

The training webinar will be held Monday, March 16, from 9:00 - 11:00. Registration is available at [Training & Certification | PVR Courses](#)

This webinar guides listers and assessors through the process of reviewing homesteads filed by taxpayers, updating town records to reflect the filings received, and responding to Taxpayer Services with errors, updates, or additional information about filing. The training demonstrates how the process is completed in the Vermont Property Information Exchange (VTPIE).

We will continue to use the VTPIE/NEMRC hybrid exchange model for 2026. We encourage you to follow these steps when processing your homestead and current use files:

1. Upload your CAMA data to VTPIE – you want to import all the changes, including ownership, from the working grand list in NEMRC or directly from your CAMA software if the function is available.
2. Process your Homesteads in VTPIE. Make any value adjustments for business/rental use in your CAMA. Submit any Lister Responses for incorrect spans, etc. Mark declarations as complete when finished.
3. Review Current Use, re-allocating values, if necessary, when a homestead has been filed.
4. Load Current Use back to NEMRC – using the 'download to billing' function in VTPIE.
5. Download the homestead file in NEMRC (#7 on Main Menu)

Repeat this process each week or each time that is reasonable with your office schedule.

Current Use training & anticipated file release

The training webinar will be held Thursday, March 26, from 8:30 – 4:30. This training is required for VPA I Certification as well as for new or recertified VPA II. Registration is available at [Training & Certification | PVR Courses](#)

This training session covers how listers should calculate excluded land for allocation, calculate the Fair Market Value for Land Use Change Tax (LUCT) purposes, and review their duties as a

lister. This is a must for both new and seasoned listers and assessors. This course incorporates all functions performed in myVTax, and those implemented in VTPIE. It also explains the differences between the software platforms.

Communications Property – new for 2026 GL

“Communications property” is defined as tangible personal property used to enable the real-time, two-way, electromagnetic transmission of information, such as audio, video, and data. To be considered communications property, tangible personal property must be fitted and attached in such a way as to become part of a local, state, national, or international communications network, such as telephone, cable television systems, and broadband facilities. Communications property includes wires, cables, conduit, pipes, antennas, poles, and wireless towers.

Please see our new webpage focused on the [Act 145 \(H.657\) of 2024](#) legislative change at [Communications Property Valuation | Vermont Department of Taxes](#)

2026 Legislative Session

Some helpful links:

- State of Vermont
[State of Vermont Legislature homepage](#)
- Vermont League of Cities & Towns
[Advocacy - Weekly Legislative Reports & more](#)
[VLCT Municipal Legislative Priorities for 2026](#)

On the Calendar

March 3, Tuesday: Town Meeting Day (State Offices Closed)

A meeting of the legal voters of each town shall be held annually on the first Tuesday in March for the election of officers and the transaction of other business. . . [1 VSA 371\(a\)](#) & [17 VSA 2640 \(a\), \(b\)](#)

After Election: Lister Oath and Swearing in ([32 VSA 3431](#))

On or about March 15: Current Use files made available ([32 VSA 3756\(h\)](#))

See Education section for training info.

2026 Reappraisal Towns

Contact Subsidized Housing projects for their Independently Audited Income & Expense Statements

* * * *

Current Use File Exchange

We anticipate the first Current Use file exchange to be available in mid-March. Although initial review and validation is not required by statute to be completed until July 5, we

strongly encourage you review your files for changes (ownership, acreage, parcel ID and span), add comments, and validate/save each parcel to Current Use *at your earliest convenience*. A one-day, certification required, training webinar is scheduled for Thursday, March 26.

Revaluing Subsidized Housing at time of Reappraisal

Residential rental property whose rent is subject to a housing subsidy covenant or other legal restriction imposed by a governmental, quasi-governmental, or public purpose entity shall be determined by using the income approach to determine fair market value as outlined in [32 VSA 3481 \(1\)\(B\)\(i-iv\)](#)

The following elements must be used in that approach:

- Market rents with utility allowance adjustments for the geographic area in which the property is located, as determined by the federal office of Housing and Urban Development
- Actual expenses incurred with respect to the property as provided by the property owner and certified by an independent third party
- A vacancy rate that is 50% of the market vacancy rate as determined by the United States Census Bureau with local review by the Vermont Housing Finance Agency (VHFA)
- A capitalization rate that is typical for the geographic area - determined and published annually prior to April 1 by the division of Property Valuation & Review after consultation with the Vermont Housing Finance Agency

The Valuation of Subsidized Housing Worksheet is updated annually and can be used to facilitate appraisals of subsidized housing, which are revalued during a reappraisal.

See our [Guide to Valuation of Subsidized Housing Worksheet](#) for instructions. You may contact VHFA with questions about a property’s qualification status or [visit their website](#) for data specific to the town’s units.

News You Can Use

- [Lister Certificate HSD-315](#) Certificate for entire parcel (2025 GL Value)
- [Lister Certificate HSD-316](#) Certificate for SUBDIVIDED parcel (portion of 2025 GL value)
- [2026 Lister Calendar](#)
- [VALA 2026 IAAO Course Schedule and Registration](#)
- [District Advisor & Current Use Specialist Assignment Map](#) *recently updated*
Additional Helpful Links are located at the end of this newsletter
- [Vermont Property Assessor Certification Program for Listers & Assessors](#)

File availability for Listers

<i>Task</i>	<i>Where</i>	<i>Anticipated date of availability</i>
Grand List 2026 & Exemptions	VTPIE	GL now *
Homestead Declarations	VTPIE	Available
Current Use for town review	VTPIE	*

Sales review/equalization	VTPIE	*
Veterans list for exemption	VTPIE	Available - initial file from VOVA

*Please stay tuned to COMP60 for notification of release/ availability

Local Option Tax

Local option tax (LOT) is a way for municipalities in Vermont to raise additional revenue. A municipality may vote to levy the following 1% local option taxes in addition to state business taxes. Please note: Local option tax does not apply to the sale or rental of motor vehicles which are subject to the motor vehicle purchase and use tax.

Vermont law at [24 VSA138](#) allows municipalities to adopt one or more of three types of local option taxes (LOT). [This guide \(GB-1198\)](#) explains what local option taxes are, how to adopt and repeal them, and the role of the Vermont Department of Taxes in administering them.

Act 144 of 2024 changed the process by which municipalities may adopt a LOT. A local charter change and approval of the charter change by the Vermont legislature are no longer required.

[Local Option Tax | Vermont Department of Taxes](#)

Education Tax Rates

Vermont Education Tax Rates are calculated each year, with most towns voting on their budgets on Town Meeting Day in March. Tax rates are released in the summer, close to July 1. The Agency of Education provides a printable flowchart on the process of how Vermont education tax rates are calculated, available [here](#). A list version is available [here](#).

Education

Vermont Property Assessor Certification Program for Listers and Assessors

Effective January 2026, all listers and assessors are required to meet certification requirements. This means you should begin by January 2026, not complete. Please visit [Vermont Property Assessor Certification Program for Listers and Assessors](#) for detailed information on requirements, Program Overview, How to Apply, FAQs and the printable [Vermont Lister and Assessor Certification Course Brochure](#). PVR trainings continue to be offered free of charge and most are offered virtually. IAAO courses hosted by VALA have the course tuition paid for by PVR, any associated registration fees charged by VALA are the responsibility of the student and are not eligible for reimbursement by the PVR Grant Fund, although mileage and lodging may be if criteria is met.

If you are not currently certified (list of current certified individuals is on our website available [here](#)), you should work to attend the necessary courses and submit your certification application before January 1, 2027: [Vermont Property Assessor Certification Program for Listers and Assessors | Department of Taxes](#).

FAQ with respect to PVR's Certification Trainings

- VPA I is required for elected and appointed listers.

- VPA II is required for assessors hired by municipalities.
- PVR began making available dates for required certification training in January. Please stay tuned to your Comp60/LISTSERV email account and this newsletter for updates to TBD listings for exact dates and times of those we are currently finalizing. The tentative schedule of trainings is listed below, including known and to-be-determined dates/times.
- Required VPA I trainings will be webinars held in real-time – they are not classes that you can take at any time, or watch proctored recordings of, apart from the Anti-Bias training.
- Attendance requirements include all days of the training and for the full class – meaning if it’s a two-day class both days must be attended. If the training is both morning and afternoon, both are required. Attendance will be monitored, and 90% attendance is required for certification.
- We will be following up with new ways to achieve Anti-Bias training required for Lister certification/VPA 1.

FAQ with respect to Certification

- Applicants must currently be elected listers, those working in the field of assessment, or hired or appointed assessors, and must submit a *completed [application with all supporting documents](#)*. These documents include copies of all courses, certifications, and experience in related fields that meet the program requirements. Be aware that PVR is not able to locate certificates for historically taken classes.
- If you have already taken a PVR class on the list within the past five years and have a certificate for that class, you do not need to retake it. If you are new or have no certificate, you will need to take the class. If it is one of our (PVR) classes such as sales/equalization, current use etc., it is advisable to retake it if it’s been a long time (as things change and there are updates) but it is not absolutely required. Retaking existing PVR classes (even if you have the certificate) would count towards recertification CE credits.
- Some courses not outlined below, such as real estate appraisal courses, may be substituted as equivalents. Please explain your equivalent education and experience to PVR in your application. It is the responsibility of the applicant to demonstrate that a course or experience requested as a substitution is equivalent, which must be reviewed and approved by PVR. The final decision rests with PVR and is not subject to further appeal.
- All applicants must be in good standing with the Vermont Department of Taxes.
- Other IAAO classes needed for Assessor Certification/VPA II can be found on the VALA website valavt.org.

Recertification

- Recertification is required every three (3) years. To recertify, you must complete any new or additional classes/ requirements. Please see [AC-305 Recertification](#) and the [FAQs](#)

PVR instructed courses required for VPA I & VPA II Certification

Registration is now open [here](#)

VPA 1	February 19	Webinar	Equalization & Sales Study
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	March 16	Webinar 9:00 - 11:00	Processing Homesteads
VPA 1	March 26	Webinar w/lunch break 8:30 – 4:30	Current Use
	April 8 and 9*	Webinar w/lunch break	New & Seasoned Lister Training <i>*Both days required for certification</i>
	April – TBD	Webinar	Utility Valuation
VPA 1	July 15 and 16	Webinar 1:00 – 4:00	Vermont State Statutes & Real Estate Law w/ Atty Jim Knapp
VPA 1	August 19 and 20	Webinar	IAAO 100
VPA 1	August – POTENTIAL – Week of Aug 4 – two full days – 8:30 to 4:30	In person Northern/Central VT	New & Seasoned Lister Training <i>Either April webinar or in-person – both not required</i>
VPA 2	September 2, 3, 9, 10 (4 day)* <i>*All 4 days required for certification</i>	In person Middlebury	Data Collection
	October 14	Webinar 1:00 – 4:00	Deed Reading w/ Atty Jim Knapp
VPA 1	Anti-Bias Training	Available any time	New ways to achieve this coming soon

VALA 2026 IAAO Schedule

Level II			
IAAO 102	Income Approach to Valuation	January 26-29	Webinar
IAAO 101	Fundamentals of Real Property Appraisal	Nov. 9-13, 2026	Webinar
IAAO 171	Standards of Professional Practice & Ethics	Self-Study	online
Level III			
IAAO 300	Fundamentals of Mass Appraisal	January 5-8	Webinar
IAAO 155	Workshop: Depreciation	Oct. 26-27, 2026	Webinar
VPMA			
IAAO 311	Real Property Modeling Concepts	February 9-12	Webinar
IAAO 158	Workshop: Highest & Best Use – REVISED DATES	February 23-24	Webinar
IAAO 112	Income Approach to Valuation II	March 9-12	Webinar

- PVR offers training at no charge to listers and assessors. A complete list of PVR, VALA (IAAO) and VLCT offerings can be found [here](#).
- Registration for PVR classes is available [here](#). While it is preferable to register and watch training(s) on separate computers and register with separate emails, if you absolutely cannot please register separately, using the email you will be using to access the class. If more than one lister will be attending a class and sharing a computer, please register each lister using the same email and let your DA know via email on the day of the class

who is with you at that location. We will confirm.

- Please be aware that for each lister to receive credit for certification, individual registration is required for each attendee.
- Please register using the following link for each course you plan to attend. We will send a link to the online courses via the email you enter on the form for the class when the course is closer. You must register separately for each class and each participant.
- [VALA](#) hosted IAAO courses require pre-registration, registration information is available on their website at the following link [VALA Training](#).

On-Demand PVR Webinars & Training materials

Recordings of our webinars, as well as course materials from our classes, are available at <https://tax.vermont.gov/municipal-officials/certification-education-programs/materials>. Please keep in mind that these recordings are meant for reference only, actual event attendance is required for VPA certification.

Grant Funding/Reimbursement for Travel and Assessment Training – Preapproval Required

PVR classes continue to be of no charge to listers including select NEMRC webinars and VALA hosted IAAO classes. Please be aware the VALA registration fees for these IAAO courses are not reimbursable through the PVR grant. Grant money is also available for pre-approved mileage (over 50 miles one-way) and lodging expenses as well as certain independently taken, non-PVR sponsored, assessment-related courses, including those taken online (pre-approval required as well).

[Edu Grant application](#)

[Assistance](#) or (802) 828-5860

[Grant Funding Fact Sheet](#)

Current Use

2026 Current Use Advisory Board per acre values

Land Type	2026 Value	2025 Value
Agricultural Land	\$537/acre	\$510/acre
Forest Land	\$208/acre	\$203/acre
Forest Land greater than 1 mile from a Class 1, 2 or 3 road	\$156/acre	\$152/acre

Use value per acre is the per acre value that enrolled land is assessed at. Taxes to be paid on enrolled land is determined by the use value - which is calculated by the number of acres enrolled x annual CU Board set per acre value x the town's CLA and then multiplied by the town's tax rate. A reappraisal town's CLA is set to 1.0.

Outline of the Annual Current Use Process

- The Current Use Advisory Board establishes the use value per acre of enrolled land at their annual meeting in February. These values are then made available and will be found at [Current Use | VT Department of Taxes](#).

These per-acre values are also placed in / inserted into VTPIE along with the municipality's 2025 Equalization Study resulting CLA. Reappraisal towns anticipating completion for 2026 will have a CLA of 1.00

- PVR's annual Current Use training will be offered online via Teams, Thursday, March 26. This training is a requirement for VPA I certification as well as an excellent refresher and *highly recommended* for all listers and assessors. Attendance qualifies towards CE credit.
- Current Use files will be made available to municipalities for review in VTPIE on or before March 15.

In addition to reviewing and verifying/saving in VTPIE ([see How to Review and Manage Current Use Allocations in VTPIE GB-1322 for instructions](#)), this is the time to let current use know of any changes in ownership (including addition or removal of owners, life estates, property put into trust, etc.), lot line changes, and development. It is important these changes be included and conveyed to current use specialist in your initial review.

- All municipal files to be reviewed and verified on or before July 5.

It is important to understand and stay on top of Lister work queue in VTPIE. Properties with new enrollment, changed ownership, changed acreage all require further review by your current use specialist. They may also require new maps and application(s) – this takes time and often explains why files may appear back in your work queue in the fall. The sooner towns do their part, the sooner the process can be completed and the parcel either enrolled or denied.

[Title 32 |Chapter 124 Agricultural Lands & Forestlands](#) [32 VSA 3756](#)

Management guidance

VTPIE process [How to Review & Manage CU Allocations in VTPIE GB-1322](#)

myVTax process [myVTax Guide: LV-314 Return Navigation for Listers](#)

[Land Use Change Lien Release](#)

Valuation [How to Value Land Excluded or Withdrawn From CU](#)

[Land Developed or Withdrawn from Current Use](#)

Withdrawals/ Discontinuances/ LUCT

Current Use withdrawals are ongoing and are processed in the myVTax application. You will be

alerted via email when you have LUCT (Land Use Change Tax/Penalty - Form LV-314) value request. We also recommend listers make it a practice to log into their myVTax accounts monthly to check for new requests. You will be asked to determine the value as a stand-alone parcel for the land being removed as well as the most recent cu application recording information. Once Fair Market Values are submitted (if the withdrawal affects this year's allocation), PVR will modify the current use enrollment, and the file will be made available to you for updates. Please be mindful that by statute, listers/assessors have thirty (30) days to submit the completed form to the Director [32 VSA 3757\(b\)](#).

Being prompt with this ask helps move along in a timely manner any current use changes that will be processed for a property owner's parcel on the upcoming 2026 grand list year.

myVTax

Town Clerks

- Please check your account on a regular basis for applications that have been approved and are awaiting recording.
- When recorded, an invoice is automatically generated for your recording invoice, and payment will be noticed via your VISION account on a quarterly basis.
- Current use applications are now recorded by clerks through myVTax. A recording of the January 28, 2006 training and accompanying slide deck is available at [VT Department Taxes | Webinars and Training Materials](#).

Listers

For a limited time eCuse remains available as 'read only'. *This information is as of November 3, 2025 and will not be updated to show any changes in status or applications received after that date.*

Need sign in assistance with myVTax? Please reach out to Teri Gildersleeve (802) 855-3917 or your DA.

District Advisor & CU Specialist Contact Information

[District Advisors & their territories interactive map](#)

District Advisors / PVR

Barb Schlesinger barbara.schlesinger@vermont.gov	(802) 369-9081	Deanna Robitaille deanna.robitaille@vermont.gov	(802) 323-3411
Benton Mitchell benton.mitchell@vermont.gov	(802) 233-4255	Jen Myers Jennifer.myers@vermont.gov	(802) 522-0199
Beth Miller Beth.Miller@vermont.gov	(802) 522-5320	Teri Gildersleeve teri.gildersleeve@vermont.gov	(802) 855-3917
Christie Wright christie.wright@vermont.gov	(802) 855-3897	Theresa Gile theresa.gile@vermont.gov	(802) 522-7425
Nancy Anderson / Edu Coord (PT) nancy.anderson@vermont.gov	(802) 828- 5860 ext. 6680	Nahoami Shannon / PVR Assist nahoami.shannon@vermont.gov	(802) 828- 5860 ext. 6867

Note: Calling individuals with extensions requires callers to select option 3 from main number (802) 828 – 5860 and then enter the party they would like to speak with extension.

Current Use Specialists

General Inquiries		802-828-5860	tax.currentuse@vermont.gov
Town	Staff	Extension	Email
Addison - Derby	Carrie Potter	802-828-5860 ext. 6633	carrie.potter@vermont.gov
Dorset - Middlebury	Katie Emerson	802-828-5860 ext. 6637	katelin.emerson@vermont.gov
Middlesex - Shoreham	Ken Brown	802-828-5860 ext. 6636	kenneth.brown@vermont.gov
Shrewsbury - Worcester	Nick Zimny-Shea	802-828-5860 ext. 6608	nicholas.zimny-shea@vermont.gov
Current Use Section Chief	Michael Ramsey	802-828-5860 ext. 6634	michael.ramsey@vermont.gov

Help Desks

PVR (802) 828-5860

Tax Forms	press 1	Monday thru Friday
Current Use, Municipal Officials & all PVR related questions	press 2	Mon, Tues, Thurs, Fri (Daily for Municipal Officials)

Please leave a message for your District Advisor at their number. However, if you need immediate assistance and are unable to wait for a return call please call (802) 828-5860, option 2 and ask to speak to the on-call district advisor.

VPIE Catalis (Axiomatic) Support 1-888-508-8179 select option 1, then option 3

Email: TaxCAMASupport@catalisgov.com

Or click: [Catalis Customer Support Portal](#) (VPIE> [Help](#)> Creating support Tickets)

Online Resources

The following resources and many more aids & forms are available on our website. Please follow these breadcrumbs to see what is available for Municipal Officials:

- [VT Dept of Taxes > Municipal Officials > Forms & Publications](#)
 - > [Property Assessment](#)
 - > [Listers and Assessors](#)
 - > [Training & Certification](#)
 - > [Municipalities](#)
 - > [VPIE Project](#)

Municipal Basics

Municipal Resources (SoS)	Municipal Laws & Regulations	Forms & publications
Municipal Resources (PVR)	Open Meeting Law – VLCT	Interactive DA map
Public Records - VLCT	Tax Bill tools	myVTax Username & PW Reset
Public Records - Sec. of State	Prop Tax Credit Confidentiality	

Lister Aids & Forms

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Listers and Assessors Lister Responsibilities checklist	Lister/ Assessor handbook Lister Calendar (2026)	E&O - Value Change E&O- Homestead Status Change
VT Property Assessor Certification	Reappraisals	Lister Certificate – HSD-315
PVR Courses & Registration	RA-308	Lister Cert (subdivision) - HSD-316
Lister Education Grant	RA-308P	Homestead Declarations
Lister and/or Assessor Options	Approved Appraisers	About Abatement

Property Assessment - Grand Lists

Assessment Toolbox	Solar plants - valuing w/ PV Value	Conservation Easements
eCuse	Assessing CU Property	CU Withdrawal - FMV
Property Ownership & Deeds		

Exemptions

Exemptions	Public, Pious & Charitable PVR-317	32 VSA 3802 – Statutory Exemptions
Valuation of Tax-Exempt Properties	Insurance Value Reporting form CR-001 for Exempt Properties	32 VSA 3832 – Restricted Exemptions
Veterans Exemption	Subsidized Housing for 2026	Covenant Restricted (NEMRC)

Appeals

Grievance Letter Template	Sec of State Tax Appeal Handbook	VLCT Property Tax Appeals
Appeals to Director Guide	Guide to Best Practices	List Value Adjustment Request

VCGI Mapping

Vermont Parcel Program Overview	Parcel Program Frequently Asked Questions
Vermont Parcel Viewer	Parcel Program Town Data Status
Vermont Parcel Program GIS Data	Example Uses of Parcel Program GIS Data
Vermont Land Survey Library	Digital Parcel Mapping Guidelines and Contract Guidance
For Map Vendors: Guidance in working with VCGI	For Mappers: How to submit municipal parcel data updates

A request from Norwich Baseball Association

From Chet Clem <chetpsclm@gmail.com>

Date Fri 3/6/2026 12:51 PM

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

Cc Brennan Duffy <BDuffy@norwich.vt.us>; Brie Swenson <BSwenson@norwich.vt.us>; Chris Kaufman <ckaufman@norwich.vt.us>

 1 attachment (968 KB)

20260306 NBA letter to Selectboard .pdf;

[Some people who received this message don't often get email from chetpsclm@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hello!

Please find the attached letter on behalf of Norwich Baseball Association regarding Girard Field. We request to be added to the agenda for the Selectboard's regularly scheduled March 25, 2026 meeting.

I grew up playing Norwich Baseball under Mr. G. I am passionate about seeing the field that bears his name (and the softball field) taken care of and improved for Norwich youth.

Thank you for your consideration.

Respectfully,

Chet Clem



March 6, 2026

Norwich Selectboard
Tracy Hall
300 Main Street
Norwich, VT 05055

Re: Girard Field at Huntley Meadows: Field Restoration, Maintenance, and Storage

Members of the Norwich Selectboard,

The Norwich Baseball Association (NBA) continues to grow as a strong, independent 501(c)3 organization serving Norwich families. In 2025, **61 Norwich youth** competed at the 10U and 12U levels, and our teams reached 3 of 4 Upper Valley League Championship games against bigger cities and towns. We're attracting more players and fielding more teams as we strive to make the sport fun, safe, and accessible for Norwich kids. Baseball remains very popular in Norwich!

Over the course of the 2025 Spring, Summer, and Fall NBA programs, **12 youth baseball teams** called Girard Field home. The field is used 6-7 days a week during the season, which runs from April to October. NBA programs are projected to continue to grow in participation for 2026, and Mud Season baseball is already underway in the MCS gym.

Additionally, the NBA organized an Adult Summer Softball Series with the Norwich Rec. Dept., culminating in the 2nd Annual Chiropractor Classic softball game and fundraiser on Labor Day with **> 40 adult softball players** participating on Girard Field and the Softball Field. That program will return in 2026.

Baseball remains vibrant in our small town, and **Girard Field** is the heart of it. But that heart needs serious attention.

Girard Field has not received its scheduled and budgeted Annual Repair (opening and preparing the field for the season) since the field was expanded to accommodate the league-required change to 50/70 in the Spring of 2023.

The town's maintenance during the season has been limited to the mowing of the field along with the rest of Huntley Meadows.

Neither reflect the reality of maintaining a baseball field, especially one that sees as much use as Girard Field.

The result is an infield that is overgrown and uneven, causing bad hops that are scary and dangerous for players and challenging for coaches. The mound needs to be built-up, and the



Photo 1: Grass encroaching the Girard infield. Absent annual maintenance and replenishment, the dirt turns rock-hard and grass and hornets take over.



pitcher's rubber is worn to its bolts. Basepaths are concave and flood during rain. Infield dirt is rock-hard, making sliding (as required by league rules) painful and increasing injury risk. Grass is left to grow around fencing until it is knee-high and full of ticks. **We had ground-nesting hornets in the infield causing delay of games last season!**

These conditions create safety concerns, undermine player confidence, are taxing to our coaches and parents, and present an unwelcoming environment for visiting teams. It does not reflect well on Norwich, nor is it befitting of the legacy of John Girard after whom the field is named.

For years and into his retirement it was John Girard himself who maintained the field, often himself, and coordinating with the Rec Dept. and DPW. That no one can fill Mr. G's shoes should come as no surprise!

Often, our volunteer coaches must arrive well before practices and games with personal lawnmowers in tow to ensure the field is in playable condition. Our coaches, players, and families do as much field maintenance as possible without expertise or equipment.

The NBA spends \$100s on bags of Field Conditioner and Quick-Dry dirt, but it's no replacement for the professional annual work and the regular maintenance demanded by any baseball field.

With Spring right around the corner, we come to the Selectboard in hopes of addressing overdue field restoration and ensuring improved maintenance for 2026. **There are existing, approved funds available in the town's annual budget for this work. It simply isn't getting done.** This is a matter of youth safety.

We recognize and appreciate municipal staffing challenges and the limited availability of contractors in the Upper Valley. The delineation of responsibilities between the Rec Department, DPW, and third-party contractors is beyond our purview. As coaches, parents, and taxpayers we are looking for actionable solutions for solvable problems.

We respectfully request that the Selectboard endorse this 3-part Restoration and Maintenance plan and direct the Town Manager to ensure that this work is prioritized and completed this Spring.



Photo 2: Rain runs down the basepaths and pools around home plate. Lack of re-grading means water ponds in the dirt and turns to mud.



Photo 3: Coaches use personal equipment to try and make the field playable for youth games.

Norwich Baseball Association

10U and 12U Cal Ripken Baseball



40 Sundback Lane, Norwich, VT 05055
A registered Vt. 501(c)3 organization

Finally, we would be remiss to not include that the Norwich Softball program is up and running again under the guidance of experienced and passionate coaches, and worthy of similar support from the Town of Norwich.

The Norwich Softball Field is in dire need of similar attention to Girard Field if it is to be usable this coming season for youth softball and adult softball. The Softball Field has also not received attention for the past 3 seasons (at least), and required hours of volunteer work to even be usable last season.

The need for significant improvements to that field (e.g. dugouts/benches), and consideration of re-orienting the softball field, are larger conversations that need not preempt or prevent basic annual maintenance.

We request that this matter be include on the agenda for the March 25, 2026 regularly scheduled Selectboard meeting. That allows a few weeks for advance coordination by all parties to get to a “yes-able” proposition to the Selectboard that evening.

We thank the Selectboard for its attention to this matter, we look forward to another great season of baseball and softball in Norwich.

Sincerely,

A handwritten signature in black ink that reads "Chet Clem".

Chet Clem

Norwich Baseball Association Board Member & 10U Coach

Cc:

Brennan Duffy, Town Manager – Norwich, VT

Brie Swenson, Director - Norwich Recreation Dept.

Chris Kaufman, Director - Norwich Dept. of Public Works

Norwich Baseball Association

Norwich Softball Association



Photo 4: Our "warning track" includes warning for ticks.



Proposal for Field Repair & Maintenance

1. ANNUAL FIELD REPAIR

The Annual Repair work is not an enormous undertaking, but it is not something parents/coaches can be expected to do, nor do we have access to the necessary equipment. This is a town maintenance issue, and funds are available.

In the past, this has required the Town contracting to a 3rd Party for baseball field maintenance. The availability of that 3rd Party has been an issue. Establishing a reliable working relationship with a capable contractor is paramount to success.

The last significant work done to the field was in 2023– three seasons ago. The Annual Repair Work did not happen in 2024 or 2025. Years of overdue maintenance have resulted in a field in need of immediate attention and restoration this season.

The requisite Annual Repair work includes:

- Edging the basepaths and infield.
- Removing the “lip” where the grass meets the dirt.
- Turning over the infield dirt and replenishing it with extra material as needed, so it does not allow grass to grow or harden to the point that insects nest in it.
- Leveling of the field when extra material is added to ensure lips do not form.
- Maintenance of the pitching mound.
- Ensuring proper grading and drainage in dugouts so they do not turn to swamps.

The NBA holds an annual spring kick-off day to install the batting cage nets, organize equipment, and make repairs where possible. We would be happy to coordinate with the Town to ensure all needs are met.

2. IN-SEASON MAINTENANCE

Baseball starts in mud season, kicks off with gusto in the Spring, and runs into the Summer and Fall. It means we start the season with snow on the ground, manage our way through April showers, and by the end of the season are dealing with brown grass and cement-like dirt. That’s baseball in New England!

Baseball grass needs more attention than the rest of the grass at Huntley, that’s the reality of the game. We’re not expecting Fenway Park groundskeeping by any means, but we can’t continue to show up to practices and games to find an unsafe or unplayable field.



Ensuring that the grass is cut short enough for playing baseball, but without risk of scorching the grass, is a balancing act. If NBA knows the mowing schedule, we can supplement as needed. But waiting until the grass is over ankle-height, and then cutting it and leaving heavy clippings in the field isn't suitable.

NBA Coaches and families remain committed to doing the supplemental work necessary for maintaining a baseball field, in addition to the basic town maintenance. This includes:

- Raking and dragging the field before/after all practices/games.
- Covering the mound, homeplate, and bases with tarps (purchased by NBA) to protect against rain.
- Removing rainwater and mud from the field as needed.
- Purchasing and applying Quick-Dry dirt and conditioner as needed throughout the year.
- Lining the foul lines and batters boxes before games.
- Supplemental mowing/trimming as needed.

Little League Baseball provides numerous field care resources, including these "7 Tips for Maintaining Your Local Field" that are a good starting point

<https://www.littleleague.org/university/articles/maintaining-your-local-fields-7-tips/>

- 1. Increase the mowing frequency for the field, as often as two or three times per week. Mowing more often has two benefits – less of the actual grass blade is removed from the top and grass clippings are reduced, both of which make for a healthier turf bed. If available, a zero-turn mower works best.**

We request that the DPW cut the grass shorter, eliminating the heavy grass clippings from the field. NBA can supplement the mowing if a machine is made available.

When asked to cut the field shorter, the DPW team has been fantastic to work with! It's just a coordination challenge that the NBA isn't suited for, and it is a Town function.

The fence lines, outfield fence, and batting cage requires regular string-trimming. By mid-season we are losing balls in overgrown grass.

- 2. Use and apply a very simple fertilizer to combat crab grass, which affects the field and can creep into the infield cutout. A slow-relief fertilizer with dimension herbicide is suggested, and you should follow application instructions on the product, suited to proper timing based on the local climate.**
- 3. If irrigation is available, set up a watering schedule that allows for regular, deep watering. This pushes the grass roots down as the roots seek water. In turn, it builds a deep root structure that lasts throughout the season, even as weather gets drier in the late summer months. Also, applying water to the infield skin with regular frequency**



and before games maintains a tighter surface that reduces dust and prevents the infield from breaking apart.

A baseball field can not be properly maintained without water. There is no water source for Girard field maintenance. Without water, baseball field maintenance can only go so far. The grass gets dry, and dirt becomes a dust bowl without it.

- 4. Repair the pitching mound and home plate areas after each use. Using a watering can and hand tamp to fill and repair holes provides for the best and safest playing surface. Frequency of maintenance minimizes damage that can easily accumulate over the course of the season.**

The field loses more dirt to gameplay and rain than the NBA can restore with 50lb bags. When the annual repair work is completed, creating a pile of suitable dirt that can be covered with a tarp and pulled from throughout the season would be helpful.

- 5. Be sure to periodically edge the borders where the grass meets the infield skin. This is especially important along the baselines to prevent the grass from encroaching into the dirt areas. The back arc of the infield is another area that should receive regular edging maintenance.**

This is overdue, but will be manageable and easier to maintain once the professional annual repair work is done.

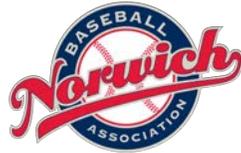
- 6. Additionally, in the edges where grass meets the infield skin, use a soft-bristle broom to push dirt from the grass back onto the infield to minimize the creation of a severe, and possibly dangerous lip. If higher lips have built up over time, a hose can be used to directionally blast water through those higher lips and knock them down back into the infield skin.**

This is part of NBA's daily/weekly maintenance work.

- 7. Frequently over-seed heavily trafficked areas such as the front of the pitching mound and locations where defenders and umpires regularly stand. Spreading some seed in these small areas and working it into the location with a rake a few times throughout the year builds a better seed bank and limits spots of visible wear.**

This requires a water source to be effective, but high-traffic areas are worn down and could be re-seeded. Dugouts and gate areas need supplemental dirt.

3. ON-SITE STORAGE



The NBA is greatly appreciative of Huntley Meadows and Girard Field, and the facilities that our residents and players can take advantage of. The batting cage was a significant addition in 2023, and continues to assist player growth, development, and fun!

The current 4x6 shed behind home plate is property of the Town of Norwich, and the NBA has made use of it, but there is insufficient space for equipment (bats, helmets, nets, tees, bases, etc.) required by the sport and maintenance of the field. We also hope to share this space with the Softball program, but there's simply no room!

We propose a shed that is suitably sized for baseball/softball equipment, *and* field maintenance equipment. The ability to store a mower for supplemental mowing, and regular "dragging" of the field, would be a significant improvement.

There is some concern that, given the shed's size, the permitting necessary to move it over-the-road to Huntley Meadows would be cost prohibitive. Whether it is this shed, or another, we have reviewed the possible location with the Rec Department, and understand the permitting required.



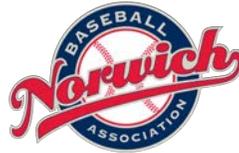
The shed fits logically between the batting cage and the bleachers, and the footprint has been staked out. It does not obstruct the path running behind it, nor does it obstruct sight-lines from the stands. The natural wood siding is aged to patina and blends in with the bleachers and surroundings. The windows allow for natural lighting, and will be secured from the inside to prevent against theft without compromising the exterior aesthetic.



12' sounds high at first, but that is to the peak of the Gambrel roof, it is less imposing from the front and rear. For perspective, the shed is shorter than the batting cage frame immediately next to it.

Accepting this generous donation and locating the shed at Girard Field enables improved field maintenance, and will allow the NBA space for:

- Riding lawnmower for mowing and dragging infield dirt, as necessary/supplemental.
- Storage for maintenance tools: weed-wacker, field liner, rake, etc.
- Storage for pitching machine, hitting nets, safety equipment, etc.
- Maintain a stock of NBA equipment (helmets, bats, gloves) to make the game accessible to all, re-use equipment, and reduce annual waste.
- A secure Coaches-only storage area for game balls and other equipment.



Funds Available

There are funds available in the approved 2026 Norwich Budget for Rec Field Care, and additional funds are available in the Recreation Facility Improvement Fund. This means work can commence this Spring without waiting for fundraising or an appropriation!

There was \$7,200 in the 2025 Norwich budget for Rec Field Care, of which \$0 was spent last year. There is \$7,200 in the 2026 budget, but it is slated to drop 30% for 2027! This does not reflect the demand for field improvements for Norwich youth sports!

There is an additional \$2,500 budgeted for Repairs, Maintenance, and Site Work, only \$983 was spent in 2025.

The Recreation Facility Improvement Fund (Fund 5) had \$49,216 in it at the end of FY25, of which \$15,000 was appropriated for FY26. Those donor-supplied funds are specifically earmarked for this type of work.

Norwich Baseball Association is happy to participate in additional fundraising efforts necessary to supplement these funds, once permission is granted and a plan is in motion.

Town of Norwich Expenditure Budget Report					
	FY25 Budget	FY25 Actual	FY26 Budget	FY27 Budget Request	FY27/26 Budget % change
SPECIAL EVENTS /SUPPLIES	2,000	2,307	2,200	2,200	0.00%
FICA TAX	5,004	1,533	2,604	2,604	0.00%
MEDI TAX	1,170	457	609	609	0.00%
CCC Tax		135	185	185	-0.11%
UNIFORMS	1,558	1,110	1,500	4,500	200.00%
Subtotal	115,658	73,809	113,044	117,429	3.88%
RECREATION FACILITIES					
REC FIELD CARE	7,200	-	7,200	5,000	-30.56%
HNTLY LINE MARKING	5,500	3,684	5,500	5,500	0.00%
PORTABLE TOILET	3,500	5,237	4,250	5,500	29.41%
ICE RINK	800	3,133	3,500	500	-85.71%
REPAIRS,MAINT&Site Work	2,500	983	3,000	3,250	8.33%
WATER USAGE	467	324	467	800	71.31%
WOMEN'S CLUB GRANT	5,500	-	-	-	
SITE WORK	260	-	250	-	-100.00%
DESIGNATED FUND-T COURTS	75,000	75,000	10,000	10,000	0.00%
Desig.Rec.Facility(Fund 0)	15,000	15,000	15,000	15,000	0.00%
Subtotal	115,727	103,361	49,167	45,550	-7.36%
Total Expenditures	321,198	277,631	263,804	276,259	4.72%

Figure 1: Norwich Annual Report, Page I-15

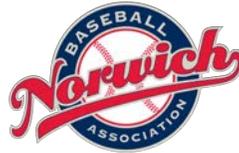


Designated & Special Purpose Funds							
Fund #	Fund Description	FY26				FY27	
		Ending Balance FY25	Appropriation (includes surplus and income)	FY26 Projected Expenses	FY26 Projected Balance	FY26 Interest Estimate	FY27 Appropriations & Income
4	Conservation Comm Fund	4,992			4,992	35	5,027
5	Recreation Facility & Imp	49,216	15,000		64,216	493	79,709
6	Fire Apparatus	656,059	126,000		782,059	6,574	923,633
7	Highway Equipment	318,953	250,000	218,934	350,019	3,196	603,215
8	Highway Garage	356,198	50,000	50,000	356,198	3,569	409,767
9	Solid Waste Equipment	44,784	5,000	5,000	44,784	449	52,233
10	Police Station Fund	-			-		-
11	Police Cruiser Fund	71,672	35,000	90,000	16,672	718	77,390
12	Town Re-Appraisal Fund	99,080	40,000		139,080	1,158	180,239
13	Tracy Hall Fund	599,896	291,000		890,896	6,011	896,907
14	General Admin Fund	129,087	5,000		134,087	1,294	140,380
15	Granite Bench w/ Crysta	11			11	0	11
16	Recreation Fund- Dam	-			-		-
17	Recreation Fund-Tennis Courts	126,276	10,000	100,000	36,276	1,265	47,541
19	Town Clerk Equipment	986	8,650		9,636	10	12,646
21	Police Special Equip	21,318	11,000	30,000	2,318	214	7,531
22	Kids & Cops Fund	-			-		-
23	Affordable housing Fund	50,702			50,702	508	51,210
24	Land Management Council	13,485			13,485	135	13,620
25	Fire Station Fund	0			0		0
26	Fire Equipment fund	67,452	33,075	25,100	75,427	756	136,183
27	Sidewalk	90,010			90,010	901	90,911
28	Long Term Facility Study	2			2	0	2
29	Town Manager Vehicle Fund	-			-		-
30	Bank Stand Renovation Fund	-			-		-
31	Communications Study Fund	-			-		-
33	Citizens Assistance fund	7,974	4,462		12,436	80	21,016
34	WCTU Fountain	-			-		-
35	Corridor Tree	-			-		-
36	Alura Grant	-			-		-
37	Main St Flags	481	250		731	5	1,236
38	School Leaseland	-			-		-
39	Gospel Leaseland	-			-		-
40	Recreation Scholarships	930			930	9	939
41	DPW- Bridge	725,586	350,000		1,075,586	7,542	1,233,127
42	DPW - Paving	363,636	100,000		463,636	3,644	567,280
43	Building & Grounds Equipment	39,038	5,000		44,038	391	54,430
44	Communications Construction	-			-		-

Figure 2: Norwich Annual Report, Page I-23

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

Figure 3: Norwich Annual Report, Page I-56



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

Figure 4: Norwich Annual Report, Page I-57

From: [Pam Smith](#)
To: [Select Board](#)
Subject: Fwd: Certification for Newly-Appointed Listers
Date: Sunday, March 8, 2026 9:07:12 AM

----- Forwarded message -----

From: **Pam Smith** <psmith.lister@gmail.com>
Date: Sat, Mar 7, 2026, 2:19 PM
Subject: Re: Certification for Newly-Appointed Listers
To: Remick, Jill <Jill.Remick@vermont.gov>
Cc: Listers <Listers@norwich.vt.us>

Jill,

Thank you for the prompt response and for confirming what I believed to be accurate.

Pam

On Sat, Mar 7, 2026 at 2:16 PM Remick, Jill <Jill.Remick@vermont.gov> wrote:

Hi Pam,

Thank you for your service. The [statutory authority](#) provides individuals one year to achieve certification, "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."

So I see no reason to delay your appointment.

Thank you,

Jill

From: Pam Smith <psmith.lister@gmail.com>
Sent: Saturday, March 7, 2026 11:17 AM
To: Remick, Jill <Jill.Remick@vermont.gov>
Cc: Listers <Listers@norwich.vt.us>
Subject: Certification for Newly-Appointed Listers

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

Good morning,

In March 2025, I was appointed by the Selectboard to the Norwich Board of Listers for a one-year term. I did not submit a petition for Lister on the March 3, 2026, ballot because I chose to run for a 2-year seat on the Selectboard instead. My opponent was successful in

securing that open seat.

I have now submitted my request for another one-year appointment to the Norwich Board of Listers, which has prompted a question from a former Selectboard member. The question raised is whether someone can be appointed to the position of Lister after January 1, 2026, if they have not achieved a minimum certification level of VPA I.

In order to avoid any unnecessary delay in my appointment, could you please clarify how the certification process works for all current and any newly-appointed Listers?

Your prompt response would be greatly appreciated.

Respectfully

Pam Smith

From: [Kris Clement](#)
To: [Select Board](#); [Kimo Griggs](#); [Matt Swett](#); bjclasson@gmail.com; rgere@mac.com; [Mary Layton](#); [Miranda Bergmeier](#)
Subject: Public Records Policy - VLCT Model Policy
Date: Sunday, March 8, 2026 1:49:16 PM
Attachments: [model-public-records-policy_0.pdf](#)

To the members of the Norwich Selectboard,

It has come to my attention that the Town of Norwich either does not have a Public Records policy in place, or it is not listed on the SB policy page.

In 2018, with the help of Stitzel, Page, & Fletcher, VLCT developed a 'model' policy for Vermont municipalities (see enclosed).

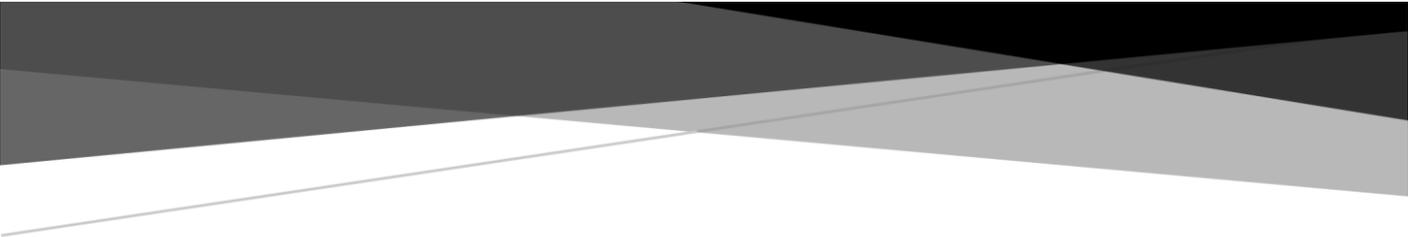
It is my hope that the members of the SB will adopt a Public Records Inspection, Copying, and Transmission policy.

The Agenda for March 11, 2026 SB meeting includes: "5. **Public Records Act Accommodation Review** - 7 p.m. start time – Discussion/Possible Motion, Possible Executive Session (30 mins)" (emphasis added)

Thank you for your attention to this matter.

Kris Clement

Miranda: please include this correspondence, and the enclosed material in the next SB packet.



VLCT Model Public Records Policy with Guidance

Introduction

The Vermont Public Records Act, 1 V.S.A. §§ 315-320, attempts to balance the constitutional requirements for government accountability with competing needs to protect certain private and personal information. The principal requirement of the Act is that any person is authorized to inspect or copy an existing “public record” of a “public agency.” A “public agency” is defined as “any agency, board, committee, department, branch, instrumentality, commission, or authority of any political subdivision of the State.” 1 V.S.A. § 317(a)(2) (emphasis added). A “public agency” at the municipal level would necessarily include the office of the municipal clerk and treasurer; planning commission; municipal library; police and fire department; and all other sub-entities of municipal government.

The definition of a “public record” is similarly broad and includes “any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.” 1 V.S.A. § 317(b). Under this definition, any paper document, email, computer database, or other digital document, image or recording produced or acquired by a municipality or a municipal officer in the course of business would likely qualify as a public record.

The Public Records Act requires that municipal public agencies make their public records accessible to the public “promptly” for copying and inspection during “customary business hours” (e.g. the hours that the municipal public agency is open to provide services to the public). “Promptly” is defined by the Act to mean “immediately, with little or no delay, and, unless otherwise provided...not more than three business days from receipt of a request...” 1 V.S.A. § 318(a)(1). The Act does not require the creation of a public record nor does the Act require transmission of a record by any means (including U.S. mail, email, fax, etc.). Nevertheless, municipal officials may choose to create and/or transmit a public record upon request.

Access to a public record must be provided unless that record is exempt under one of the 42 general exemptions listed in 1 V.S.A. § 317(c). One of the § 317(c) exemptions from public inspection is for records “designated by law as confidential.” There are at least 201 public records designated by statute as confidential or otherwise exempt, bringing the total number of possible exemptions to 243. While there are a large number of possible exemptions, the Vermont Supreme Court has made clear any doubt as to whether an exemption applies must be resolved in favor of disclosure. A list of the public records exemptions can also be found online at the Vermont Secretary of State’s Right to Know Database, <https://www.sec.state.vt.us/archives-records/records-management/legal-requirements/right-to-know/right-to-know-database.aspx>.

There are some records for which disclosure is prohibited by law. For most records, however, it is up to the custodian to decide whether to disclose records that are declared exempt by statute. In other words, and in most instances, just because a public record *can* be withheld from disclosure, does not

mean that it *must* be withheld. For the purposes of achieving administrative consistency in the processing of public records requests across all departments, this policy presumes that all records deemed “exempt” under the Act will be withheld. Please note, however, that a public record may not be withheld in its entirety merely because it contains information that is exempt from disclosure. Instead, the exempt information must be redacted (covered or crossed out) and the remainder of the record disclosed.

The Act imposes obligations on the “custodian” of a public record. The “custodian” of a public record is the person within the municipality that has charge or custody of that record. Municipalities will have at least one “custodian” and will likely have multiple custodians, one for each sub-entity or department/board/commission of the municipality.

The denial of access to a public record by its custodian may be appealed to the head of the custodian’s “agency” (department, committee, commission, instrumentality, etc.). The Act fails to account for the actual structure of municipal government where some “custodians” of public records are also the heads of their “agencies.” For instance, the municipal clerk is the custodian of certain public records and is also the head of his/her “agency.” To account for this oversight, and to avoid the appearance of impropriety that may arise when a municipal official sits in appeal of his or her own decision, this policy has been developed to allow all independently elected municipal officials to delegate appeals of their initial public records determinations to the municipal manager, administrator, or legislative body chairperson as applicable.

For the sake of consistency in the processing of all public records requests, it would be in the best interests of the municipality for all independently elected municipal officials, to sign off on the same policy. In order to avoid the potential complexity and confusion resulting from one municipality having multiple public records policies and appeals to multiple heads of agencies, a municipality’s legislative body should sign this policy, direct all appointed or employee agency heads (e.g. fire/police/highway department heads/chiefs; municipal library directors; zoning administrators/planning and zoning directors; chairpersons of appointed committees, boards, and commissions) to adhere to it and educate them as to its administration.

Your municipality is responsible for editing this policy to reflect the actual practices of your municipality in conformance with the Public Records Act. Opportunities for editing this policy are marked with “guidance” and are accompanied by bolded text and the option to choose whether the Custodian “will” or “will not” be required to ascribe to a particular course of conduct. This guidance language must either be deleted if the Custodian is not to undertake the particular duty or replaced with the language in italics reflecting how the municipality will respond in these given circumstances. **Please note that the time frames outlined in this policy are based on deadlines that are imposed by the Act and as such, should not be extended without consultation from an attorney.**

Finally, a municipality is authorized under 1 V.S.A. § 316(j) of the Act to adopt and enforce reasonable rules to prevent disruption of operations in responding to records requests, to preserve the security of public records, and to protect public records from damage. Note that the Act provides that 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 approved by the state archivist pursuant to 3 V.S.A. § 117(a)(5). For information and guidance as to the management, retention, and disposition of public records under the Act, please contact the Vermont State Archives and Records Administration Division of Records Management at (802) 828-3897.

This model policy has been developed for illustrative purposes only. VLCT makes no express or implied endorsement or recommendation of any policy, nor does it make any express or implied guarantee of legal enforceability or legal compliance, nor does VLCT represent that any policy is appropriate for any particular municipality. Your legal counsel should review any proposed public records policy before adoption. Contact the Municipal Assistance Center for information about our legal review service at 1-800-649-7915 or info@vlct.org.

VLCT thanks the attorneys at Stitzel, Page & Fletcher, PC for their assistance with this model policy.

Model Public Records Inspection, Copying, and Transmission Policy

Town of _____, Vermont
Public Record Inspection, Copying and Transmission Policy

PURPOSE. The Vermont Public Records Act, 1 V.S.A. §§ 315-320, provides access to a town’s public records for inspection and copying unless the records are exempt by law from public access. The Town is authorized under section 316(j) of the Public Records Act to adopt and enforce reasonable rules to prevent disruption of operations in responding to records requests, to preserve the security of public records, and to protect public records from damage. This policy is intended to provide for timely action on requests for public records without unreasonable interruption of operations and to protect the integrity of the Town’s public records.

APPLICABILITY. A public record is defined as any written or recorded information, regardless of physical form or characteristic, which is produced or acquired in the course of Town business. Public records, regardless of format, are available for inspection and copying unless there is a specific statute exempting the record from public disclosure. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c).

This policy applies only to requests for public records in the custody of the Custodian of the office of [*insert title of office of independently-elected official*]. Other public records may be in the custody of other officers or employees of the Town.

DEFINITIONS. For purposes of this policy, the following words and/or phrases shall apply:

1. “Agency” means an agency, board, committee, department, branch, instrumentality, commission, or authority of any town.
2. “Custodian” means the person that has charge or custody of a public record.
3. “Promptly” means immediately, with little or no delay, and not more than three business days.

PUBLIC RECORD REQUEST FORMS. Not every public record request will necessitate the use of a written request form. However, when a request is made for a public record that is not readily accessible, may be exempt from public access, or may not exist, the requestor will be asked to complete, but is not required to do so except as stated below, a Public Records Request Form designated by the Custodian. If the requestor declines to complete the Public Records Request Form, the Custodian may complete such form. Where a request is likely to result in charges for copying or staff time, the requestor is required to submit a completed Request Form. The Custodian shall retain the original copy of all requests and written responses (if applicable).

INSPECTION OF PUBLIC RECORDS. In responding to a request to inspect or copy a record, the Custodian will consult with the requestor if necessary in order to clarify the request or to obtain additional information that will assist the Custodian in responding to the request and in facilitating production of the requested record for inspection or copying. When a requestor seeks a voluminous amount of separate and distinct records, the Custodian may ask the requestor to narrow the scope of the public records request.

Upon receipt of a request to inspect a public record, the Custodian will promptly produce the record for inspection except that:

1. The Custodian will inform the requestor in writing if the record does not exist under the name given by the requestor or by any other name known to the Custodian.
2. If the Custodian withholds the record as exempt from public access, the Custodian will promptly certify this fact in writing to the requestor. The Custodian will identify the record or portion of record withheld, the statutory basis for withholding the record, a brief statement of the reasons and supporting facts for denial, and provide the names and titles or positions of each person responsible for denial of the request. The Custodian will also inform the requestor of the right to appeal this determination to the [*insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable*]. It is the policy of the Town that all exempt records will be withheld from disclosure.
3. If the record is in active use or in storage and therefore not readily available at the time of the request, the Custodian will promptly certify this fact in writing to the requestor and set a date and hour within one calendar week of the request when the record will be available for inspection.

For the purpose of this policy, a "business day" means a day that the Custodian's office is open to provide services.

The time limits described above may be extended in writing up to ten business days from receipt of the records request based on:

- a. The need to search for and collect requested records from field facilities or other establishments that are separate from the Town Office; or
- b. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request; or
- c. The need for consultation with the Town attorney or other Town officers or departments having a substantial interest in the determination of the request.

If the time limits described above are extended, the Custodian will inform the requestor of such fact in writing, setting forth the reasons for the extension and specifying the date upon which the Custodian will respond to the request.

The Custodian will not withhold any record in its entirety on the basis that it contains some exempt content if the record is otherwise subject to disclosure; instead, the Custodian will redact the information he or she considers to be exempt and produce the record accompanied by an explanation of the basis for denial of the redacted information.

PROTECTION OF PUBLIC RECORDS REQUESTED FOR INSPECTION. In order that all public records in the custody of the Custodian may be protected from damage or loss, such records may only be inspected in locations in the Town Office designated by the Custodian. No public record may be removed from a designated location, marked, altered, defaced, torn, damaged, destroyed, disassembled, or removed from its proper location or order. The Custodian or other staff person may be present during the inspection of a public record. No person shall be allowed to copy a public record using copying equipment other than that owned by the Town unless approved by the Custodian.

When inspection of an electronic record is requested and the inspection of the original electronic record would create a disruption in operations of the Town or would jeopardize the security or condition of the original record, the Custodian will provide an electronic copy of the original record in the format in which the record is maintained, less any exempt information redacted from the record, at no cost to the requestor.

COPIES OF PUBLIC RECORDS. Upon receipt of a request to make a copy of a public record, the Custodian will make and produce a copy subject to the following:

1. **Charges.** Except where otherwise provided by law, the Custodian will charge and collect the following costs for making a copy of a public record:
 - a. The actual cost charge for a copy of a public record as determined by the Selectboard under 1 V.S.A. § 316(e) or the uniform schedule of charges established by the Secretary of State if the Selectboard fails to establish a uniform schedule of charges; and
 - b. The cost of staff time associated with complying with a request for a copy of a public record when the time exceeds 30 minutes as that cost is determined by the Selectboard under 1 V.S.A. § 316(e) or the uniform schedule of charges established by the Secretary of State if the Selectboard fails to establish a uniform schedule of charges.

All charges for copies and staff time must be paid in full prior to delivery of the requested copies. Upon request, the Custodian will provide an estimate of the cost of making a copy of a public record prior to complying with the request.

2. **Standard formats.** The Custodian will make a copy of a public record in the following standard format:
 - a. For any public record maintained by the Custodian in paper form, the Custodian will make a paper copy of the record;
 - b. For any public record maintained by Custodian in electronic form, the Custodian will make either a paper printout of the record or an electronic copy of the record in the format in which the record is maintained, as directed by the requestor.

A request for a copy in a format other than those mentioned above is “non-standard.” The Custodian [*insert “will” or “will not”*] provide a copy of a public record in a non-standard format (e.g., conversion of a paper public record to electronic format). [**Guidance: Only include the following if the Custodian decides that it will be the policy of his or her office to provide copies of public records in non-standard format:** *The requestor will be charged the time involved in producing the record in a non-standard format when the time exceeds 30 minutes as such costs are determined by the Selectboard under 1 V.S.A. § 316(e) or the uniform schedule of charges established by the Secretary of State if the Selectboard fails to establish a uniform schedule of charges.*]

CREATION OF PUBLIC RECORDS. The Custodian [*insert “will” or “will not”*] create a public record that does not exist. [**Guidance: Only include the following if the Custodian decides that it will be the policy of his/her office to create a public record that does not exist:** *The Custodian will charge the requestor the cost associated with creating the record. Requests for creating a record must be made in writing and all charges must be paid prior to delivery of the record. Upon request, the Custodian will provide an estimate of the cost of creating a public record prior to complying with the request.*]

TRANSMISSION OF PUBLIC RECORDS. The Custodian [*insert “will” or “will not”*] transmit a public record. [**Guidance: Only include the following if the Custodian decides that it will be the policy of his/her office to transmit public records:** *Custodian will charge the requestor the costs associated with doing so. Requests for transmission of a record must be made in writing and all charges must be paid prior to delivery of the record. Upon request, the Custodian will provide an estimate of the cost of transmitting a public record prior to complying with the request.*]

DENIAL OF A PUBLIC RECORD REQUEST. If the Custodian denies a public record request in whole or in part, the denial may be appealed to the [*insert “Town Manager,” “Town*

Administrator," or "Selectboard Chair" as applicable]. In accordance with 1 V.S.A. § 318(c)(1), the [insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable] will make a written determination on the appeal within five business days after receipt of the appeal. A decision of the [insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable] may be reviewable by the Vermont Superior Court pursuant to 1 V.S.A. § 319.

The foregoing Policy is hereby adopted by the [insert title of office of independently-elected official] of the Town of _____, Vermont, this ___ day of _____ [for town officials other than the selectboard, add the following: "as the Head of that Agency and in delegation of all appeal authority to the [insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable] otherwise conferred upon my office."]

This Policy is effective as of this date until amended or repealed.

Office of [insert title of office]
Town of _____, Vermont

Date signed _____.



MODEL REQUEST FOR INSPECTION OR COPYING

Town of _____, Vermont
Request for Inspection or Copying of Public Record(s)

Date _____

Dear Custodian:

Pursuant to the Vermont Public Record Act, 1 V.S.A. §§ 315-320, I hereby request to inspect the following public record(s):

- a. _____
- b. _____
- c. _____

(If applicable) I hereby request a copy of the above record(s) in the following format:

_____. I agree to pay reasonable and customary costs for these copies.

(Complete this section if you have a disability requiring an accommodation): I request the following accommodation(s) in order to access the public record(s) I seek:

If you have questions about this request, please call me at _____.

Thank you for your help.

Signature

Printed Name

The Custodian for the Office of *[insert title of office]* shall retain the original of this form for record keeping purposes and provide the requestor with its copy.

MODEL CERTIFICATION OF DENIAL OF ACCESS

Town of _____, Vermont
Certification of Denial of Access to Public Record(s)
1 V.S.A. § 318(b)(2)

On _____, the Custodian for the Office of *[insert title of office]* of the Town of _____, Vermont, received a request from _____ for access to public record(s). Certain records determined to be subject to the request have been withheld in whole or in part as exempt from disclosure under 1 V.S.A. § 317. Such withheld records are as follows:

Title or Other Description of Public Record Withheld	All or Partial	Reasons for Withholding and Supporting Facts	Statutory Exemption(s)	Name and Title of Person Responsible for Denial

You may appeal any or all of the withholding of these public records to the Town of _____ *[insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable]*. In accordance with 1 V.S.A. § 318(c)(1), the *[insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable]* will make a written determination on the appeal within five business days after receipt of the appeal. A decision of the *[insert "Town Manager," "Town*



Administrator," or "Selectboard Chair" as applicable] may be reviewable by Vermont Superior Court under 1 V.S.A. § 319.

Custodian for the Office of [office]

Town of _____, Vermont

Date signed _____.

The Custodian for the Office of [insert title of office] shall retain the original of this form for record keeping purposes and provide the requestor with its copy.

MODEL RESPONSES TO REQUEST FOR PUBLIC RECORDS

Town of _____, Vermont
Response to Request for Public Record(s)
1 V.S.A. § 318

On _____, the Custodian for the Office of *[insert title of office]* of the Town of _____, Vermont, received a request from _____ for access to public record(s).

In response to this request (check all that apply):

- The Custodian is not producing some or all of the record(s) requested for inspection because:
- the record(s) do not exist under the name given by the requestor or by any other name known to the Custodian. 1 V.S.A. § 318(a)(4);
 - the Town is not required to provide copies of public records in their non-standard format. 1 V.S.A. § 316(i);
 - the record(s) does not already exist and the Town is not required to create a public record(s). 1 V.S.A. § 316(i);
 - the Town is not required to convert paper public record(s) to electronic format. 1 V.S.A. § 316(i).

Record(s) requested: _____

- The record(s) requested below are in active use or in storage and therefore not available for use at the time of this request. The record(s) requested will be available for examination within one calendar week of the request on _____ (date) at _____ (hour). 1 V.S.A. § 318(b)(1).

Record(s) requested: _____

- The following “unusual circumstances,” as that term is defined by 1 V.S.A. § 318(b)(5), exist with respect to the record(s) requested below:
- the need to search for and collect the requested record(s) from field facilities or other establishments that are separate from the office processing the request;
 - the need to search for, collect, and appropriately examine a voluminous amount of separate and distinct record(s) which are demanded in a single request;
 - the need for consultation with the Town’s attorney or with other Town officers or departments having a substantial interest in the determination of the request.

Record(s) requested: _____

The non-exempt record(s) requested will be available for examination not more than ten business days from receipt of this request on _____ (date). 1 V.S.A. § 318(b)(5).

- The record(s) requested below are subject to one or more of the following staff time charges:
- charges for the time directly involved in complying with the request that exceeds 30 minutes;
- charges incurred because the Town agreed to create a public record(s) that did not already exist;
- charges incurred because the Town agreed to provide the public record(s) in a non-standard format and the time directly involved in complying with the request exceeds 30 minutes.

Record(s) requested: _____

Because this request is subject to staff time charges, the Custodian hereby requires that the request be made in writing and that all charges be paid [in whole/in part] prior to delivery of the copies. Upon request, the Town will provide an estimate of the charge.

This denial of access, whether temporary or permanent, may be appealed to the Town of _____ [*insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable*]. In accordance with 1 V.S.A. § 318(c)(1), the [*insert "Town Manager," "Town Administrator," or "Selectboard Chair" as applicable*] will make written determination on the appeal within five business days after receipt of the appeal. A decision of the (*Town Manager/Town Administrator/Selectboard Chair*) may be reviewable by Vermont Superior Court under 1 V.S.A. § 319.

Custodian for the Office of [*office*]

Town of _____, Vermont

Date signed _____.

The Custodian for the Office of [*insert title of office*] shall retain the original of this form for record keeping purposes and provide the requestor with its copy.

Re: Access to Raw Speed Reader Data

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

Date Mon 3/9/2026 8:14 AM

To Romei, Matthew S <matthew.s.romei@vermont.gov>

Cc Select Board <selectboard@norwich.vt.us>; Gered Dunne <gereddunne@gmail.com>

Good morning Chief Romei,

I wanted to reach out again to request access to the speed reader data for the four monitoring sites around Norwich, going back as far as the records allow. My understanding is that the current readers have only been in place for about two years, so having roughly two years of data would be extremely helpful as we begin deeper analysis.

With the upcoming follow-up meeting on speeding concerns in the community, having access to that dataset would allow us to better understand patterns and trends rather than relying on anecdotal observations.

I was also somewhat surprised that there wasn't more discussion about the speed survey conducted in 2018, which served as the basis for lowering the speed limit to 25 mph. Reviewing that analysis could help ground the current conversation, particularly in light of the comments at the last Selectboard meeting suggesting the speed limit may be "artificially low."

In addition, I would be very interested in reviewing the traffic citation data held at the police department. Ideally, I'd like to analyze citation records from 2018 to the present to better understand their spatial distribution, timing, and frequency. That type of analysis could help clarify whether we are seeing relatively few citations—or significantly more—and how enforcement activity has evolved over time.

Thanks very much for your help, and I appreciate any support you can provide in accessing the data.

Best regards,
Brian

On Tue, Mar 3, 2026 at 12:43 PM Brian Riordan <brian.riordan@gmail.com> wrote:

Hi Chief Romei -

I thought I would ping you again on this topic. There are a number of Data Scientists across the community that are eager to dive in here.

Another note, I did look back across my emails and as I thought we did do an engineering study back in 2018 with the police chief at the time. The findings were then presented to the select board at the time and it was voted and approved to reduce the speed to 25mph on Union Village Road

below were the Village Boundary is located. I just want us to be careful of redoing what the Town has already done.

Thanks
Brian

On Fri, Feb 27, 2026 at 6:02 AM Brian Riordan <brian.riordan@gmail.com> wrote:

Good morning Chief Romei,

I wanted to follow up and reiterate my willingness to help support your team around the traffic data work.

By background, I have deep experience in data science and statistical analysis, particularly working with large amounts of messy, real-world data. I've spent years leading technical teams that specialize in cleaning, structuring, and extracting meaningful narratives from complex datasets. I also bring over 20 years of experience in mapping and spatial analysis, which allows me to correlate traffic data with geographic patterns, seasonal shifts, and time-of-day trends in a meaningful way.

You may not know that I helped create Strava Metro, a global bike and pedestrian analytics platform. Strava was originally founded in Hanover by a Norwich resident Davis Kitchell, and together we built tools that translated anonymous movement data into actionable insights for cities around the world. For nearly two years, I worked internationally with transportation departments and planners — from Florida to Portland to Brisbane — helping them interpret bike and pedestrian patterns and use that data to inform safer, more walkable communities.

A consistent theme across that work was understanding speed — particularly 85th percentile speed metrics and Origin/Destination mapping — and how they influence behavior, safety perception, and community culture. I've seen firsthand in places like Copenhagen and London how thoughtful traffic calming and pedestrian-forward design can transform how a town feels and functions.

For me, this ultimately comes down to a broader question:

What do we want Norwich to feel like?

If we want it to feel distinct from Lebanon, Claremont, or Concord — especially within the village center — then data can help us understand what adjustments may support that vision while maintaining safety and fairness.

If it would be helpful, I would genuinely enjoy sitting down with you to:

- Review the raw data in more depth
- Break trends into seasonal and time-of-day patterns
- Filter anomalies (e.g., pedestrian interference, power gaps)
- Build a clean, objective narrative that supports informed decision-making

My goal isn't advocacy for its own sake — it's clarity. Strong data allows everyone to operate from a shared understanding of reality.

I'd be glad to volunteer some time to support this effort and build a constructive working relationship around it.

Thanks again for your consideration.

Cheers,
Brian

Access to Public Records for Persons with Disabilities

From Kris Clement <kclemwp6@gmail.com>

Date Mon 3/9/2026 9:51 AM

To Prosser, Jenny <jenny.prosser@vermont.gov>

Cc Select Board <selectboard@norwich.vt.us>; Kimo Griggs <kimo@kimogriggs.com>; Matt Swett <mswettselectboard@gmail.com>; bjclasson@gmail.com <bjclasson@gmail.com>; rgere@mac.com <rgere@mac.com>; Mary Layton <marydlayton@gmail.com>; Miranda Bergmeier <MBergmeier@norwich.vt.us>

Good morning Jenny,

The Norwich Selectboard has an agenda item for their Wednesday, March 11, 2026 meeting:
#5) Public Records Act Accommodation Review - 7 p.m. start time – Discussion/Possible Motion, Possible Executive Session (30 mins)

This agenda item is very concerning since the subject matter may, or may not be covered in any Vermont Statute, and unfortunately, Norwich does not have a Public Records policy in place.

I will also be curious as to what statutory authority would allow them to enter an Executive Session. Even if the board cites "(F) confidential attorney-client communications made for the purpose of providing professional legal services to the body" what related topic could qualify for an Executive Session?

In other words: "To enter into executive session for the reasons noted in 1 V.S.A. §§ 313(a)(1) you [selectboard] must make a finding that premature general public knowledge would place the public body or a person involved at a substantial disadvantage... It is important that the minutes show that there was a careful analysis of the need to enter into executive session before the first motion was made... Trombley v. Bellows Falls Union High SchoolDist. No. 27, 160 Vt. 101, (1993)... Given the Court's opinion in Trombley, the first motion described above should only be made after a discussion (careful analysis) in general terms (otherwise the purpose of entering executive session would be defeated) of why "premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage." (VLCT) emphasis added

I have searched extensively through Vermont Statutes and have not found any statutory authority that ensures access to public records for persons with disabilities. If one currently exists, could you please point me in that direction.

Thank you,

Kris Clement
Norwich, VT

Miranda: please include this correspondence in the next Selectboard packet.

Process concerns regarding executive session

From Chris Katucki <ckatucki@outlook.com>

Date Tue 3/10/2026 2:23 PM

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

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

Dear Selectboard members:

I noticed that the agenda for tomorrow evening's Selectboard meeting lists "possible" executive session for items 5 and 6. I want to raise two Open Meeting Law concerns about the Norwich Selectboard's past practices regarding executive sessions.

First, in my view, the Selectboard needs to do more than recite the text of the statute before taking a vote to enter into executive session. There should be a brief discussion in public session of the underlying facts supporting the need for executive session, to the extent feasible without undermining the protected purpose of the executive session. Under 1V.S.A. § 313(a), the motion to go into executive session "shall indicate the nature of the business of the executive session." See also 1 V.S.A. § 312(d)(3) (agenda item involving executive session "list the agenda item as 'proposed executive session' and indicate the nature of the business of the executive session").

Vermont case law emphasizes the need for a careful case-by-case analysis. The Vermont Supreme Court in [Trombley v. Bellows Falls Union High School](#) said:

It is not unworkable for a public body to make a careful analysis of need before deciding to go into executive session. In fact, in the absence of a case-by-case determination, the legislative policy of openness would be frustrated by the impossibility of describing in categorical terms, without being overinclusive, the permissible subjects of executive sessions. The exercise of judgment is inevitable.

I understand that last year the Attorney General's office provided guidance on this topic to the Selectboard Chair in response to an Open Meeting Law complaint.

Second, votes of the Selectboard on matters discussed in executive session should be taken in public session. Section 313(a) provides that no formal or binding action shall occur in executive session (except actions related to real estate options). Therefore, if the board is making a decision, it should return to open session, make a motion, and vote there. Recently, following an executive session, the Board Chair stated in public session the decision of the Selectboard. Although this advises the public of its conclusion, it is not the same as a public vote.

I will be glad to discuss these issues further.

Thank you for your attention to these process issues and for your service to the Town.

Sincerely,

Christopher Katucki

From: [Cheryl A Lindberg](#)
To: [Miranda Bergmeier](#)
Cc: [Select Board](#); pcchair@norwichfiredistrict.org; [Kimo Griggs](#); pcone@norwichfiredistrict.org; pctwo@norwichfiredistrict.org
Subject: Town of Norwich Open Positions - Boards
Date: Tuesday, March 10, 2026 8:44:31 AM

Miranda, Selectboard members and Prudential Committee,

I notice that the list of open positions includes appointments to the Land Management Council. The Prudential Committee has provided a memo to the Selectboard from their legal counsel to proceed with the dissolution of the LMC. This memo was included in a recent Selectboard packet. Based upon this memo, it is my understanding that these positions are no longer necessary.

Cheryl A Lindberg
Resident & Elected Official

From: [Colin Osborne](#)
To: [Select Board](#)
Subject: I'm counting on you to chart our community's path to becoming monarch champions
Date: Tuesday, March 10, 2026 1:02:07 PM

Please be a hero for our beloved monarch butterfly—an iconic species among thousands of pollinators in peril.

Mayors and other heads of local and tribal government—like town and county managers, council members, village and borough presidents, county commissioners, and supervisors—can be champions for monarchs through the National Wildlife Federation's Mayors' Monarch Pledge. I am writing to ask you to join a coalition of local leaders across North America working to protect the monarch butterfly for generations to come.

The Mayors' Monarch Pledge is currently accepting pledges until March 31, and I hope our community will join this crucial initiative. Since 2015, more than 2,400 pledges have been taken, and these signatories have engaged more than 16 million people and restored or enhanced more than 12,100 acres of habitat.

With our nation's migratory monarch butterfly populations dwindling, leaders like yourself hold the key to rallying our community around critical conservation efforts that can help this imperiled pollinator. The Mayors' Monarch Pledge provides a proven framework intended to support efforts to create and expand habitat for monarchs and other wildlife, where people live, work, learn, play, and worship.

Implementing the Mayors' Monarch Pledge in our community involves three main steps:

1. Take the online pledge by March 31 each year and select at least 3 action items out of 30 that our community will work on related to monarch conservation: <https://mayorsmonarchportal.nwf.org/>
2. Initiate the specified actions our community selected throughout the year.
3. Track and report our progress by submitting an annual report by December 1.

Learn more about the pledge and how you can chart our community's path to becoming monarch champions by visiting www.nwf.org/mayorsmonarchpledge.

Thank you for helping to save monarch butterflies!

Sincerely,
Colin Osborne

From: [W Alexander](#)
To: [Select Board](#)
Cc: [Brennan Duffy](#); [Miranda Bergmeier](#)
Subject: Questioning Memorandum in Selectboard Packet for Wednesday, March 11
Date: Wednesday, March 11, 2026 1:21:15 PM

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

To the Selectboard -

I'm writing in response to Marcia Calloway's March 5th "Memorandum" included in tonight's meeting packet at page 78.

I'm puzzled by Calloway's memorandum and question the need to engage legal counsel to make sense of the new statute (32 VSA 4052) she references.

The new statute, while not exhaustive, is hardly ambiguous. It imposes a training and certification requirement on listers, presumably, to improve the quality and consistency of lister decisions across the state.

Specifically, 32 VSA 4052(b) states "**No person shall conduct the work of an elected lister**... unless the person meets the training requirements established" by PV&R (*my emphasis*).

It then states, "An elected lister or board of listers who does not meet the training requirements... at time of election **shall have one year after entering into the duties of the office of lister to comply with this section.**" (My emphasis)

A natural reading of this section would suggest that anyone "conduct[ing] the work of an elected lister" or "entering into the duties of the office of lister" have a year after starting as a lister to get trained and certified.

Calloway suggests 32 VSA 4052 applies "only to elected listers..." (Calloway's emphasis) and raises a question whether a lister "can be appointed to a vacant position" under the new law.

This is a forced reading of the statute and I urge the Selectboard to forego the time and expense of engaging legal counsel to fathom it.

As Calloway's memorandum notes, 24 VSA 963(a) gives a Selectboard broad authority to fill vacancies in elected offices pending the next election.

32 VSA 4052 is plainly and explicitly concerned with the training and certification of those doing "the work of an elected lister" or "entering into the duties of the office of lister" and not how they got into the position of doing so.

The inference that a statute concerning the training and certification of listers somehow negates the Selectboard's broad authority to fill lister office vacancies under 24 VSA 963(a) simply doesn't fly.

The further inference that potential appointees might need to be pre-certified before being considered to fill a vacancy ignores the one year grace period, explicit in the statute, for new listers to get trained and certified.

Indeed, by this manner of statutory interpretation, one might as plausibly suggest that only elected listers need to be certified while those appointed to fill vacancies have no certification requirement at all because appointees are not explicitly identified in the statute. That's just not how canons of statutory interpretation work.

A natural reading of the new training and certification law, respecting the Selectboard's appointment power in 24 VSA 963(a), suggests all new listers — elected or appointed — need to undergo training and certification within one year of taking up their office.

Watt Alexander

From: [Cheryl Lindberg](#)
To: [Select Board](#); [Kimo Griggs](#)
Cc: [Listers](#); [Brennan Duffy](#)
Subject: Lister request for an agenda item on 3/25/26
Date: Monday, March 16, 2026 11:26:44 AM
Attachments: [Closing Prior Grant Lists Memo - 03162026.pdf](#)

Kimo,

The Board of Listers request a “brief” agenda item for the next Selectboard meeting as detailed in the attached memo and sample document.

Thank you,
Cheryl

Cheryl A. Lindberg, Chair
Norwich Board of Listers

Please note that this email message, along with any response or reply, is considered a public record, and thus is subject to disclosure under the Vermont Public Records Law ([1 V.S.A. §§ 315-320](#)).

RE: TRORC Tier 1 B Resolution Form

From Kyle Katz <kkatz@trorc.org>

Date Mon 3/16/2026 6:53 PM

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

Cc Steven True <strue@norwich.vt.us>; Jaan Laaspehere <laaspere.planning@gmail.com>; Brian Loeb <loebbrian@gmail.com>; Kevin Geiger <kgeiger@trorc.org>; Brennan Duffy <BDuffy@norwich.vt.us>; Peter G. Gregory <pgregory@trorc.org>

Mary,

I'm sending a quick follow-up on the Tier 1 B resolution form. For Tier 1 B, the town can choose to opt in to specific areas (Village Area, Village Center). The form lists several areas that the town can opt in to. Of the areas listed, Norwich has only Village Center and Village Area, so please disregard the others listed, as these areas are not present in town (Planned Growth Area, Downtown Center). However, one item to note is that there is a tiny Village Center located at Union Village and that crosses into Thetford (See screenshot below). Since this area is technically eligible for Tier 1 B, I wanted to make sure you were aware of it.

The town can choose whether to opt in to this area as well. Please be sure on the resolution form to specify which areas you are opting in on.

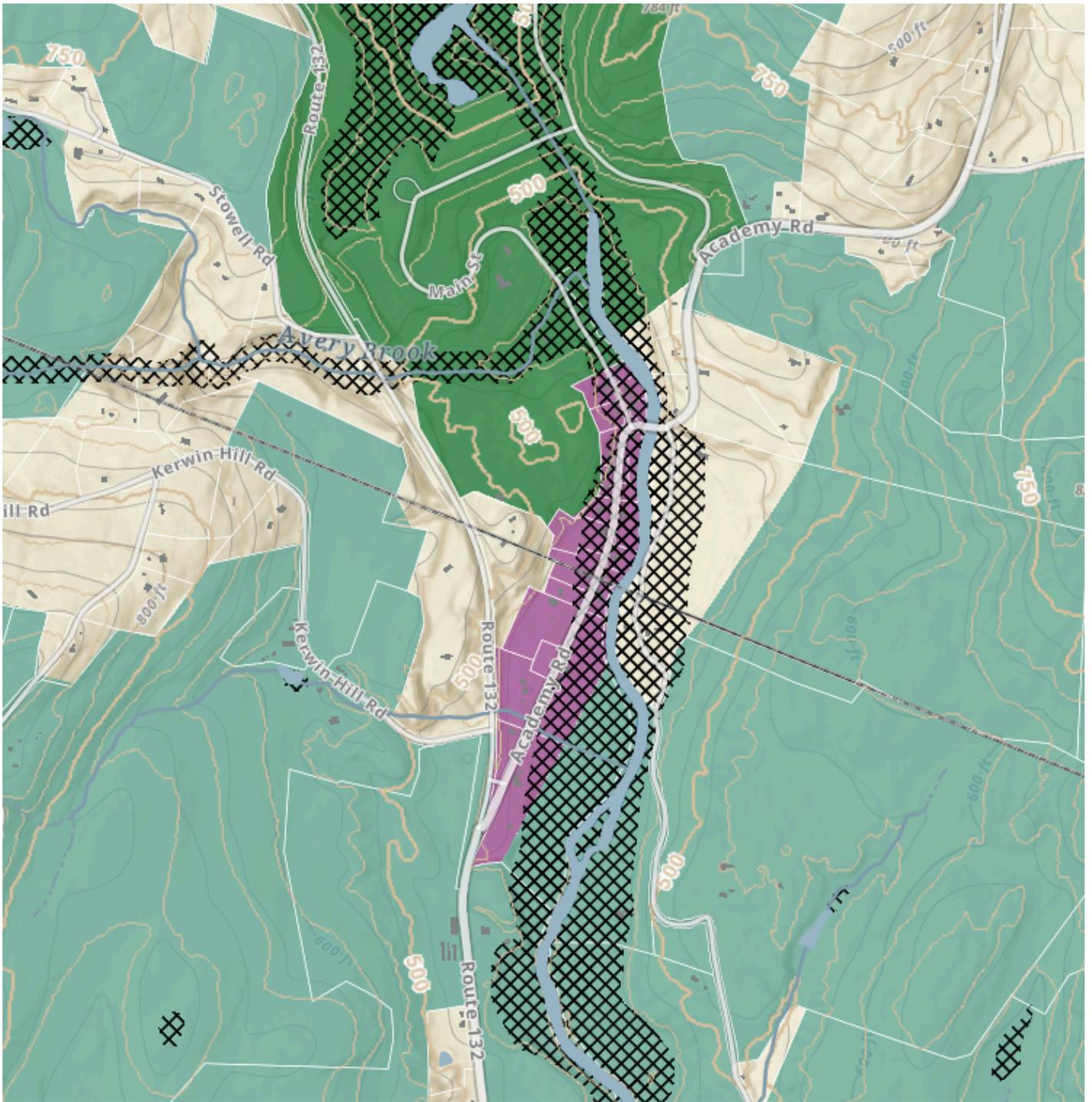
Currently in Norwich there are three areas for which the Town can opt in:

1. Norwich Village Center
2. Norwich Village Area
3. Union Village Center

Please reach out to me if you have any questions.

All best,

Kyle



From: Kyle Katz
Sent: Thursday, February 26, 2026 8:10 AM
To: Mary Layton <selectboard@norwich.vt.us>
Cc: Steven True <strue@norwich.vt.us>; Jaan Laaspehere <laaspere.planning@gmail.com>; Brian Loeb <loebbrian@gmail.com>; Kevin Geiger <kgeiger@trorc.org>; Brennan Duffy <bduffy@norwich.vt.us>; Peter G. Gregory <pgregory@trorc.org>
Subject: TRORC Tier 1 B Resolution Form

Mary,

I want to thank the Selectboard for giving me some time to outline the process and answer questions on Tier 1 B at the meeting last night. I am forwarding the resolution form I had mentioned at the

meeting. This will need to be completed and sent back to us by the end of March. It's a short one pager, so shouldn't take much time.

Please let me know if you have any questions.

All best,

Kyle

Kyle Katz | Regional Planner, CFM



Two Rivers-Ottawaquechee Regional Commission

128 King Farm Road, Woodstock, VT 05091

kkatz@trorc.org | Tel: 802.457.3188 x3005

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

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

Re: Access to Raw Speed Reader Data

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

Date Wed 3/18/2026 7:15 AM

To Romei, Matthew S <matthew.s.romei@vermont.gov>

Cc Select Board <selectboard@norwich.vt.us>; Gered Dunne <gereddunne@gmail.com>; Brennan Duffy <BDuffy@norwich.vt.us>

Good morning Chief Romei,

I attended the Select Board meeting last week and appreciated the continued discussion around the culture of speeding in Norwich.

I wanted to follow up on my request from the meeting five weeks ago regarding access to the speed reader data so that I can conduct a more comprehensive statistical analysis. At the same time, I had also requested access to citation location data for the past two years to better understand trends and rates of traffic violations across the community. I'm still looking forward to learning more about when this data might be available and what the process is for accessing it.

In addition, I am working to gather and provide the materials from the traffic engineering study conducted in 2018–2019 under the previous police chief, which ultimately informed the Select Board's decision to change the speed limit on Union Village Road. I believe it is important that this information is included in the upcoming Select Board packet so that we can build on prior work rather than duplicate it.

From an action standpoint, I would love to begin testing a few practical steps:

- Relocating the speed reader sign further up the hill so that it sits approximately 25 yards beyond the posted speed limit sign. Based on my research, this placement would be more effective.
- Exploring the addition of a higher-visibility speed reader sign (potentially with improved readability or calming visual elements) to increase driver awareness.
- Implementing more continuous speed monitoring on the hill. If staffing constraints make this difficult, I would appreciate understanding whether this could be reflected in future budgeting to support dedicated enforcement.
- Applying similar approaches to other entry points into town.
- Supporting the relocation of the Beaver Meadow speed reader from the hairpin turn to the downhill straightaway, which seems like a more logical and effective placement.

There are many small, actionable steps we can take to begin shifting behavior. While there may not be a single solution, consistent effort is the only way we will meaningfully influence the culture around speeding.

I look forward to continuing to collaborate on this.

Thank you,
Brian

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Thanks very much for your help, and I appreciate any support you can provide in accessing the data.

Best regards,
Brian

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Hi Chief Romei -

I thought I would ping you again on this topic. There are a number of Data Scientists across the community that are eager to dive in here.

Another note, I did look back across my emails and as I thought we did do an engineering study back in 2018 with the police chief at the time. The findings were then presented to the select board at the time and it was voted and approved to reduce the speed to 25mph on Union Village Road below where the Village Boundary is located. I just want us to be careful of redoing what the Town has already done.

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For me, this ultimately comes down to a broader question:

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If it would be helpful, I would genuinely enjoy sitting down with you to:

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My goal isn't advocacy for its own sake — it's clarity. Strong data allows everyone to operate from a shared understanding of reality.

I'd be glad to volunteer some time to support this effort and build a constructive working relationship around it.

Thanks again for your consideration.

||| Cheers,
Brian

Proposed Town Goals for Calendar Year 2026

From Chris Katucki <ckatucki@outlook.com>

Date Wed 3/18/2026 9:26 PM

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

Cc Miranda Bergmeier <MBergmeier@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>; Kimo Griggs <kimogrignorwichselect@gmail.com>

 1 attachment (959 KB)

10-year Capital Fund Allocation Projections By Funds.pdf;

March 19, 2026

Dear Selectboard,

I greatly appreciated the discussion at the March 11 meeting regarding goal setting for the Selectboard and Town Manager. As this topic is set for discussion at the next meeting, I offer four proposed Town goals without assigning responsibility to the Selectboard or Town Manager. My focus is on identifying clear priorities, with the expectation that the Selectboard, Town Manager, or a working group could develop implementation steps, with clear milestones to measure progress.

I suggest the following four goals for calendar year 2026:

1. **Project Plan for DPW Garage.** The DPW garage may be in greater need of repair and improvement than Tracy Hall. There has also been longstanding discussion about the need for additional covered storage so that DPW equipment is no longer left outside and exposed to the weather. While the Highway Garage Fund (Fund 08) is projected to exceed \$400,000 by FY27 (beginning July 1, 2026), no project plan has been discussed publicly with the Selectboard.

2. **Storm and Flood Resilience Strategy for Roads, Bridges, and Culverts.** The DPW has replaced and upsized culverts in connection with repairs to road damage from storms and flooding, much of it covered by FEMA grants. However, that source of funding is no longer assured, and 100-year storms are becoming more common. The Selectboard's recent adoption of updated Town Road and Bridge Standards, including a new minimum culvert diameter, is a welcome step. However, the Town has over \$1.7 million in designated funds for bridges, culverts, and paving as of FY27, yet no publicly available resilience strategy appears to exist. A resilience plan could identify the most vulnerable infrastructure and prioritize needed improvements, providing a basis for informed decisions by the Selectboard and the public.

3. **Capital Spending Plan Transparency.** The Town is several years into its capital funding plan. The attached 10-year Capital Fund Allocation Projections (FY25–FY35) show future annual allocations across more than twenty funds, ranging from roughly \$850,000 to \$1,000,000 per year. Notably, the Tracy Hall Fund shows zero dollars allocated across all ten years, yet renovations to Tracy Hall are under active discussion. What is missing, however, is a capital spending plan. What are we saving this money for and why? How do we know if we are on or off target? Do requests to use designated funds line up with the planned uses? Are revisions appropriate? Without a plain-language capital plan,

no one can meaningfully answer those questions. Budget season is not the optimal time to introduce or evaluate a capital plan.

4. **Update Town Website.** The Town's website is outdated and lacks a search function. Some committees and departments maintain independent sites. The need for a refresh has been talked about for years. Rather than ask a busy Town Manager to present options, perhaps a doable first step is to create a task force of residents and at least one Town staff member that would survey the websites of other Vermont and Upper Valley municipalities and report back with recommendations.

I would be glad to discuss any of these proposals at your convenience.

Respectfully submitted,

Christopher Katucki

(

10-year Capital Fund Allocation Projections By Funds

FY25 through FY35

Fund # & Name	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
05-Recreation Facility & Impr-Voters	\$15,000	\$15,000	\$15,000	\$15,000	\$12,000	\$12,500	\$13,000	\$13,500	\$14,000	\$14,500	\$15,000
06-Fire Apparatus Fund	\$420,000	\$126,000	\$132,300	\$138,915	\$150,000	\$175,000	\$200,000	\$200,000	\$200,000	\$186,159	\$195,467
07-Highway Equipment Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 300,000	\$ 350,000	\$ 250,000	\$ 250,000	\$ 200,000	\$ 200,000
08-Highway Garage Fund	\$ 30,500	\$ 32,000	\$ 32,675	\$ 33,800	\$ 38,200	\$ 36,200	\$ 37,500	\$ 37,501	\$ 37,502	\$ 37,503	\$ 37,504
09-Solid Waste Equip Fund	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
10-Police Station Fund											
11-Police Cruiser	\$ 35,000	\$ 35,000	\$ 35,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
13-Tracy Hall Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14-General Admin. Equipment Fund	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
16-Recreation Fund-Dam											
17-Recreation Fund-Tennis Co	\$ 75,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
19-Town Clerk Equipment Fund	\$ 20,000	\$ 8,650	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -
21-Police Spec Equip Fund	\$ 30,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
25-Fire Station Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26-Fire Equipment Fund	\$ 30,000	\$ 33,075	\$ 34,729	\$ 36,465	\$ 38,288	\$ 40,203	\$ 42,213	\$ 44,324	\$ 46,540	\$ 48,867	\$ 51,310
27-Sidewalk Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28-Long Term Facility Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41-DPW-Bridge Fund	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
42-DPW-Paving Fund	\$ 75,000	\$ 75,000	\$ 75,000	\$ 100,000	\$ 100,000	\$ 125,000	\$ 125,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
43-Buildings & Grounds	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
46-Generator Fund	\$ 15,000	\$ 10,000	\$ 3,000	\$ 3,100	\$ 3,200	\$ 3,300	\$ 3,400	\$ 3,500	\$ 3,600	\$ 3,700	\$ 3,800
47-Public Safety Facility	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
TBD-Culvert Projects Fund	\$ 150,000	\$ 50,000	\$ 51,500	\$ 53,045	\$ 54,636	\$ 56,275	\$ 57,964	\$ 59,703	\$ 61,494	\$ 63,339	\$ 65,239
TBD- Roadway & Pedestrian Safety	\$ 10,000	\$ 5,000	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078	\$ 6,381	\$ 6,700	\$ 7,036	\$ 7,387	\$ 7,757
Total Allocations	\$ 1,309,500	\$ 818,725	\$ 816,454	\$ 877,838	\$ 844,112	\$ 946,556	\$ 1,027,458	\$ 957,228	\$ 962,171	\$ 900,455	\$ 915,076