Norwich Selectboard

Regular Meeting: Wednesday, August 12, 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. Approve Minutes – July 8, 2026, July 15, 2026, and July 22, 2026 – Discussion/Possible Motion (5 mins)
5. NPD Spending Request #1: Public Safety Building Request from Fund #47 – Discussion/Possible Motion (5 mins)
6. NPD Spending Request #2: Public Safety Building Request from Fund #47 – Discussion/Possible Motion (5 mins)
7. NPD Spending Request #3: Special Equipment Fund #21 – Discussion/Possible Motion (5 mins)
8. Town Manager Proposal for Directory in Tracy Hall and on Website – Discussion/Possible Motion (10 mins)
9. Updated Correspondence Policy Draft – Discussion only (10 mins)
10. Listers Wage Proposal – Discussion/Possible Motion (10 mins)
11. Treasurer's Investment Request – Discussion/Possible Motion (5 mins)
12. Updated Sullivan, Powers & Co., P.C. Engagement Letter to Include Single Audit – Discussion/Possible Motion (5 mins)
13. Tracy Hall Elevator Modernization Proposal – Discussion/Possible Motion (10 mins)
14. AP Warrants – Discussion/Possible Motion (5 mins)
15. Receipt of Correspondence – Discussion/Possible Motion (5 mins)
16. Discussion of August 26, 2026 Selectboard Agenda – Discussion/Possible Motion (10 mins)
17. Adjournment – Motion

Future Meeting Dates

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	8/26/2026	Regular: Zoom & JAM	6:30 p.m. Selectboard business	
Wednesday	9/9/2026	Regular: Zoom & JAM	6:30 p.m. Selectboard business	

Town of Norwich, Vermont

Minutes of the Selectboard Meeting

Wednesday, July 8th, 2026

Selectboard Members Present: Kimo Griggs (Chair), Brendan Classon (Vice Chair), Mary Layton, Rob Gere

Other Active Participants: Brennan Duffy (Town Manager), Jaan Laaspere, Cheryl Lindberg, John Carroll, Lily Trajman, Priscilla Vincent, Kris Clement

The meeting was called to order by Kimo Griggs @ 6:31 p.m.

1. Motion to **Approve Amended Agenda** moved by Gere, and Layton 2nd the motion regarding Item #13 (Katucki Case) being limited to discussion only as it stands. Gere (yes), Classon (no), Layton (yes), Griggs (no). Amendment of Agenda not approved.

   Classon moved, and Layton 2nd the motion to accept the Agenda as presented. Gere (no), Classon (yes), Layton (yes), Griggs (yes). Approval of Agenda accepted.

   Timestamp: 24:29 minutes.

2. **Chair's Report**

   Griggs reported that many things had happened since the last meeting such as examining the work at Moore Lane Bridge, overseeing special meetings of the Tracy Hall Working Group, assisting with the maintenance at Girard Field and exploring the possible donation of a large equipment shed there.

   Timestamp: @ 2:48 minutes

3. **Public Comments (PC) for Items not on the Agenda**

   PC: Kris Clement expressed concern regarding the health and safety of workers at the Transfer Station. SB members said they were going to address the concern.

PC: Lily Trajman reminded the SB that they have until July 17 to submit any local articles to added to the November ballot.

PC: Cheryl Lindberg-Lister (Treasurer and Town member) gave an update to the SB regarding the Solar Project and the grievances schedule, as well as additional details about the progress of the project.

She also addressed the education tax rates and let the SB know that the new homestead rate was $1.3901 cents and the non-homestead rate was $1.529. As a comparison, the rates last year were about .10 cents higher.

Timestamp: @ 33:01 minutes.

4. Approved Minutes – June 24, 2026

Classon moved, and Gere 2nd the motion to approve the minutes for June 24, 2026, as presented. **Motion passed unanimously.**

Timestamp: 41:34 minutes.

5. Committee Appointments

Recreation Council (3 seats, exp. 3-31-2027, 3-31-2028 & 3-31-2029)

Layton moved, and Gere 2nd the motion to appoint Elena Kennedy to a seat on the Recreation Council for a term expiring March 31, 2029. **Motion passed unanimously.**

Timestamp: 44:00 minutes.

6. Town Clerk Spending Request

Timestamp: 47:00 minutes.

Layton moved, and Gere 2nd the motion to authorize the expenditure of $350.00 for the purchase and shipping of a new Marriage Binder, to be paid from the Restoration Fund 45. **Motion passed unanimously.**

7. Review of Forest Fire and Fire Prevention Statute Changes

The Town of Norwich has stated that the fire chief, Alex Northern, will also be the Fire Warden. The chief will soon appoint a deputy Warden in the case of his absence at times due to vacation, etc.

Timestamp: 47:00 minutes.

8. Tracy Hall Outdoor Faucet

Layton moved, and Classon 2nd the motion to purchase a hose reel for the Norwich Garden Women's Club. **Motion passed unanimously.**

Griggs moved, and Classon 2nd the motion to commission a plumber to explore the potential of getting an outdoor faucet or new hose bib at Tracy Hall. Gere wondered if there should be a spending limit in exploring this option. **Griggs (yes), Classon (yes), Gere (no), Layton (no). The motion did not pass.**

Timestamp: 1:01:00 hours/minutes.

9. Town Expense and Reimbursement Policy

There were some public comments regarding concern about the policies and procedures. The SB will review, get feedback, and circle back to this issue and is aiming for the first meeting in August to revisit this.

Timestamp: 1:05:45 hours/minutes.

10. Opioid Fund Uses

Layton moved, and Griggs 2nd the motion to authorize the Town Manager to distribute two payments of $16,000.00 to Second Wind Foundation/Upper Valley Turning Point and Good Neighbors Health Clinic from the Opioid Settlement Fund 56. **Motion passed unanimously.**

Timestamp: 1:30:51 hours/minutes.

11. TRORC Energy Efficiency Initiative

Harry Falconer, of the TRORC, spoke at the meeting to update the SB members on the current progress of the initiative. He said he hoped to have an inventory short list within the next few months.

Timestamp: 1:40:56 hours/minutes.

12. Communications –

Proposal A should include access to all items as soon as an item is received, in pdf format and placed in a folder for the next selectboard meeting (unless a request has been made to put it in a future packet). Proposal B should include the same access but allow selectboard members and our citizens to request a notification when items are placed in the folder. Proposal C could include the same access, the potential for automatic notification and the ability to attach notes related to an item.

Classon moved, and Gere 2nd the motion to request that the Town Manager produce proposals allowing real-time access to the SB and the public simultaneously to documents that will be included in SB packets. **Motion passed unanimously.**

After some discussion about signage in Tracy Hall, Griggs moved, and Classon 2nd the motion to request the Town Manager produce a proposal for what information might be provided on signage in Tracy Hall and on our website that we can then design a solution around. The proposal will be presented back to the Selectboard by August. **Motion passed unanimously.**

Timestamp: 1:42:00 hours/minutes.

13. Update on Katucki Case

After a lengthy and varied discussion including the SB and the public, Classon moved, and Griggs 2nd the motion to instruct the SB chair Briggs to instruct Town Council to cease all legal action regarding all aspects of the Katucki notification of OML violation and the PRA lawsuit filed with Windsor Superior Court on the 4th of May 2026. **The Chair declared "no quorum"; Motion Failed.**

Timestamp: 2:45:35 hours/minutes.

Griggs moved, and Classon 2nd the motion to instruct the Town Council to file with the court a motion for summary judgment wherein the court disallows elements of Mr. Katucki's May 2026 complaint of Katucki vs Town of Norwich. **The Chair declared "no quorum"; Motion Failed.**

Timestamp: 2:53:57 hours/minutes.

Griggs moved, and Classon 2nd the motion to authorize Town Council to engage with the plaintiff to seek a negotiated settlement of OML violation filed by Mr. Katucki on the 9th of April 2026. **The Chair declared "no quorum"; Motion Failed.**

Timestamp: 2:58:07

14. AP Warrants

Gere moved, and Layton 2nd the motion to approve AP warrant #1497 in the amount of $235,961.52 to be paid from the general fund, and the AP warrant #1498 in the amount of $4423.36 to be paid from the fire equipment fund #26, and the AP warrant #1499 in the amount of $150,000 to be paid from the DPW Bridge fund #41, and the AP warrant #1500 in the amount of $2552.82 to be paid from the general fund. **Motion passed unanimously.**

Timestamp: 3:14:21 hours/minutes.

15. Receipt of Correspondence

Griggs shared that he received an invitation from Ari Lattanzi from Two Rivers Regional Commission. He said he planned to attend and invited other members to also attend.

He also shared that Ari Lattanzia sent a letter thanking the SB for all that they do and making them aware of a number of resources related to grants.

John Carroll also sent a letter with his thoughts about the lawsuit against the town and how the SB might act.

Layton moved, and Gere 2nd the motion to receive the correspondence. **Motion passed unanimously.**

Timestamp: 3:15:00 hours/minutes.

16. Discussion of July 22, 2026, Selectboard Agenda

There will be a Public Hearing at that time. Steven True is going to provide Griggs with some verbiage to use to introduce the hearing.

Timestamp: 3:16:02 hours/minutes.

17. Adjournment

Gere moved, and Layton 2nd the motion to adjourn the meeting. **Motion passed unanimously.**

Timestamp: 9:48 p.m.

Minutes taken by *Zelda Brooks*

Next Meeting–July 22nd, 2026–Meeting at 6:30

Town of Norwich
Minutes for the Special Selectboard Meeting
Wednesday, July 15, 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), John Carroll, and Cheryl Lindberg.

Active Participants on Zoom: Beriah C. Smith, Sofia Langlois, Pamela Smith, John Klesch, Nan Carroll, and Kris Clement.

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

The meeting was called to order by Chair Kimo Griggs at 5:31pm.

YouTube Timestamp: 0:00

1. **Agenda**
   Timestamp: 2:20

   Before the agenda was moved, Layton requested clarification regarding an Executive Session and the agenda in general, which was resolved quickly.

   Swett moved to approve the agenda as presented by the Chair.
   - *Classon 2nd*
   - *Vote: Yes (unanimous)*

2. **Public Comments for Items not on the Agenda**
   Timestamp: 2:45

   Kris Clement briefly requested that the Transfer Station issue be added to the next meeting's agenda with an update included.

3. **Proposed responses to Katucki notification of OML violation with TON 6th of April 2026 and PRA suit (26-CV-02624): filed Windsor Superior Court 4th of May 2026).**
   Timestamp: 4:30

   No public responses occurred.

   Classon posited a historical overview of the Selectboard process that was established with the Katucki notification and the decisions to either approve a legal request for public documents or to deny such a right. With that decision, he asked how it might align with the Selectboard members obligations as representatives of the Town.

Layton mentioned reflecting on whether or not decisions would have been made with better clarity if directional policies were in place that presented clearer guidelines for responding to Mr. Katucki's request. She also proposed the notion of required fees for the work that a records request entails due to the overarching seriousness of the Katucki request in general, and the possibility of similar requests transpiring in the future.

Swett added that the current litigation experience has provided a silver lining leading to a better sense of direction with Executive Session operations, which, moving forward, might include providing more transparency and reasoning for the public and details that are of interest.

Gere responded in alignment with previous sentiments while additionally stating that regardless of an implementation of recalibrated processes that include guiding principles for transparency and related practices, the procedures still must strongly comply with the law.

Cheryl Lindberg commented on the Open Meeting Law and offered previous examples of lawsuits in the Town while also stating that the Open Meeting Law had been made a mockery due to violations of the law in regard to the reoccurrence of Executive Sessions. She additionally asked if authority for the sessions was legally allowed, which she then proceeded to specify that it was not.

Pam Smith added further comments involving the accusation that happened in January of 2026, which she believed was unfounded, suggesting a policy be put in place that investigates unfounded accusations.

Gere countered by asserting that one of the primary reasons for Executive Sessions is to enable the ability to privately discuss such accusations in order to determine if validity exists.

Pam Smith disagreed with Gere's explanation, suggesting that more damage was done to the reputation of the two accused individuals.

Layton responded with asking how then to proceed with exercising good judgment as Selectboard members, which Classon then added a detailed reiteration of the question in general while additionally taking issue with the assumed overreach of the Selectboard actions.

John Carroll offered a collection of thoughts revolving around the origins of the Katucki request and the irony of previous conversations being that the Town's resources are vastly greater than Mr. Katucki's. He then proceeded to posit specific examples that included payment for attorney fees and related costs, while adding further comments concerning the Selectboard members obligations and the use of Executive Sessions in general, with the proposed session to be utilized for making a concrete decision.

Kris Clement dovetailing with the previous comment, stated that Executive Sessions are supposed to be used sparingly and with specific intent.

Layton responded in order to clarify that she was not suggesting that Mr. Katucki had exhibited bullying behavior for filing a public records request or for asking for any type of documentation. But rather, some elements of court actions have made it very expensive for the Town.

Swett suggested moving forward on how to proceed with seeking a resolution regarding the broad topic, which Griggs and Classon expanded upon with a reminder that the work of the Selectboard can be quite difficult, especially when the processes are hinged upon dialogue that primarily only occurs in a public forum. Thus, adding that the intent for the proposed Executive Session was an opportunity to fully discuss everything all at once, such as the five counts to further examine.

John Carroll reverted back to the fee suggestion by stating that a roadmap for such a procedure exists within the Secretary of State's Fee Schedule, which is a method of legal reliance.

Layton and Griggs responded with intentions of establishing a new directive policy following the completion of the litigation matter at hand, with Gere adding that, in particular, Mr. Katucki was dissatisfied with the breadth of the Selectboard members responses and actions.

Layton moved that the Selectboard find premature public knowledge regarding communications between the Selectboard and the Town Attorneys for the purposes of receiving professional legal services and discussing the OML violation filed with TON April 6, 2026, and pending litigation brought May 4, 2026, by Mr. Katucki (26-CV-02624, filed May 4th 2026) against the Town would clearly put the Town at a substantial disadvantage by disclosing privileged attorney-client communications, and disclosing litigation and negotiation strategy to the opposing party, which would make the litigation and any negotiation of any favorable settlement protecting the Town's interests substantially more difficult.

- *Swett 2nd*
- *Vote: Layton, Gere, Swett – Yes; Classon, Griggs – No*

John Carroll commented by reiterating preceding statements while also stating that the previous motion had failed to justify the current findings that the Selectboard had made.

Classon and Swett responded by further juxtaposing the litigation process at hand, with the question of it being further examined in either a public setting or a private setting during an Executive Session.

Clayton advanced an inquiry regarding the proposed section motion asking for clarification on why the Town Manager would be excluded from the Executive Session practices with the Town attorneys, but to then be invited to join the Selectboard following the closing of the session. Griggs then condensed the reasoning down to giving the members an option to consider the litigation materials with just themselves.

Classon moved to enter Executive Session for the purposes of receiving confidential attorney-client communications made for the purpose of providing professional legal services to the Town in relation to discussing the OML violation filed with TON April 6, 2026, and pending civil litigation against the Town brought May 4, 2026, by Mr. Katucki (26-CV-02624, filed May 4th, 2026) from the Town attorneys pursuant to 1 V.S.A. 313(a)(1)(E) and (F), and invite the Town attorneys into Executive Session and, after an initial discussion with only the Town attorneys, invite the Town Manager to join the Executive Session.
- *Swett 2nd*
- *Vote: Yes (unanimous)*

Time entered Executive Session: 7:03pm.

Layton moved to enter public session.
- *Gere 2nd*
- *Vote: Yes (unanimous)*

Time entered public session: 8:48pm.

Griggs stated that no action was taken in the Executive Session and asked if there were any action that the Selectboard wished to now take in the open.

Griggs moved to authorize Town Council to provide the requested documents unredacted at no costs without restrictions to pursue a settlement of a lawsuit and to defend the lawsuit to the extent necessary relative to the Katucki case.

Before a vote could occur, John Carroll sought an explanation for why the motion solely included the Town Council and not the Town Manager as well.

Griggs then rescinded and moved to authorize the Town Manager and Town Council to provide the requested documents unredacted at no costs without restrictions to pursue a settlement of a lawsuit and to defend the lawsuit to the extent necessary relative to the Katucki case.
- *Swett 2nd*
- *Vote: Yes (unanimous)*

Following closing remarks, John Carroll sought clarification on the outcome of the Executive Session and the agreement afforded to Mr. Katucki. He then proceeded to suggest that an unspoken matter was in existence pertaining to the Town Manager's decisions to redact and withhold documents.

Griggs responded with making it known that the Town Manager possesses the authority to respond to public records requests without having to interact with the Selectboard, and that moving forward, the process might include more of a collaborative operation.

Swett decided to focus further on the reference to the large amount of Executive Sessions over the previous five years, highlighting union negotiations and other examples that were considered normal uses, even if the sessions occurred at a high frequency.

Cheryl Lindberg responded with an inquiry for understanding by reiterating her belief that there was no justification for entering an Executive Session based on the allowable reasons for entering such a session.

4. **Adjournment**
   Timestamp: 3:44:25

Layton moved to adjourn the meeting.
- Gere 2nd
- *Vote: Yes (unanimous)*

Meeting adjourned at 9:17pm.

Minutes taken by Steve Schlauch.

Town of Norwich
Minutes of the Selectboard Meeting
Wednesday, July, 22, 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); Steven William True; Cheryl Lindberg; Carol Loveland; Sue Pitiger; Steve Long; and Priscilla Vincent.

Active Participants on Zoom: Brennan Duffy (Town Manager); Jaan Laaspere; Lori McDonald; Lily Trajman; Chris Kaufman; Kris Clement; and Pam Smith.

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

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

YouTube Timestamp: 8:21

1. **Public Hearing to Solicit Testimony on the Proposed Interim Bylaw to Regulate Short-Term Rentals in the Town of Norwich**
   Timestamp: 8:42

   Jaan Laaspere, Chair of the Planning Commission, provided opening remarks entailing an overview of proposed bylaw adjustments pertaining to fire safety ordinance language; owner-occupied ordinance definition; and the status of short-term rentals.

   Steven William True, Planning Director for the Town, expanded upon the legality of pre-existing nonconforming uses, clarifying that short-term rentals were never legal in Norwich, with regulations not existing for short-term rentals currently or in the past. Thus, in adherence with Town regulations, reiterating that if a use is not listed, then it is prohibited.

   Layton posited a question regarding examples of other towns experiencing similar short-term rental situations, allowing for the Planning Director to further elaborate on the proactive nature of the proposed bylaw.

   Cheryl Lindberg sought clarification on how the public will be made aware of the short-term rental information, such as a formal update from the Town. The Planning Director stated that it will first be relied upon by word of mouth, and then possibly be publicized by the Planning Commission, per Jaan Laaspere.

Gere moved to adopt the interim bylaw as submitted, which shall be limited in duration to two years, and is effective immediately.

- *Layton 2nd*
- *Vote: Unanimous*

2. Agenda
Timestamp: 31:05

Layton moved to approve the agenda as amended.

- *Swett 2nd*
- *Vote: Unanimous*

3. Chair's Report
Timestamp: 34:32

The Chair (1) met to set the agenda; (2) affirmed that the case involving Mr. Katucki remains open; (3) responded to a public records request made by a former Selectboard member, Marcia Calloway; (4) addressed a hose bib issue regarding Tracy Hall and the Triangle Garden; (5) attended an event for the Thunder Korns; and (6) received correspondence concerning a New Boston Road safety hazard, sign removal, water supply for the Triangle Garden, and an updated request for credit card processing procedures for the Town.

4. Public Comments for Items not on the Agenda
Timestamp: 37:51

Lily Trajman posited a reminder that absentee ballots can be requested up until noon on Monday, August 10th, which are available in-person or can be mailed out.

Cheryl Lindberg as a lister provided an update on getting a grand list lodged, along with information regarding grievances.

5. Outdoor Water Supply to Serve the Triangle Garden
Timestamp: 40:56

Carol Loveland, a volunteer for the Triangle Garden and the Norwich Women's Club, elaborated on a faucet that had been inoperable for nearly thirty years, leading to a discussion pertaining to a pipe under the garden, and a continuation of further exploring hose replacement efforts.

Layton reiterated the Town's appreciation of Carol's persistent efforts for establishing a viable solution, with the Town Manager providing an update regarding the solicitation of two plumbers to visit Tracy Hall.

Classon added a consideration concerning possible hose tripping hazards for individuals entering Tracy Hall or walking on the side of the street, and how such hazards might be a personal liability for the Town, leading to a discussion on other potential solutions.

6. Approve Minutes of July 8, 2026, Regular Selectboard Meeting
Timestamp: 56:30

Cheryl Lindberg provided comments pertaining to errors existing in the Minutes language, which propelled a further discussion on correction of the Minutes in general and the appropriate process for adjusting the errors.

Thus, it was decided that the item would be tabled for further discussion.

7. Committee Appointments, Deputy Tree Warden
Timestamp: 01:04:32

Steve Long was afforded the opportunity to elucidate upon his credentials and, specifically, what the role of a Tree Warden is comprised of.

Layton moved to appoint Stephen Long to the position of Deputy Tree Warden for a one-year term.

- *Gere 2nd*
- *Vote: Unanimous*

8. DPW Recommendation for Turnpike Road Culvert Replacement and Stormwater Ditching Project
Timestamp: 01:08:55

Per Board inquiries, Chris Kaufman, Direction of Public Works, was able to offer further clarity on the project, which included grant confirmation, a culvert replacement plan, and project contingencies.

Swett moved to accept the bid from Thompson Site Services and approve the expenditure of up to $50,000 from the culvert fund #54 to carry out the work required to replace five undersized culverts and improve stormwater ditching on Turnpike Road as described in the July 15, 2026, Bid Results documents submitted by Chris Kaufman, Director of the Department of Public Works.

- *Layton 2nd*
- *Vote: Unanimous*

9. Spending Request: Main Street Flag Fund
Timestamp: 01:14:58

Layton moved to approve the expenditure of up to $180.00 for the purchase of two flags with poles, the amount to be withdrawn from Fund #37, Main Street Flags Fund.

- *Gere 2nd*
- *Vote: Unanimous*

10. Employee Conditions at Transfer Station
Timestamp: 01:16:00

Per a letter of concern from Kris Clement, Griggs asked if the discussion should be continued following the Town Manager's report; however, the Town Manager was able to posit an update on an investigation into the Transfer Station conditions and what the normal protocol of the waste drop-off process involves, along with ascertaining employee perceptions on working conditions, which was supported by Chris Kaufman.

Based on personal experiences, Griggs added thoughts on potentially enhancing the conditions of the station, if needed, leading to a dovetailed conversation postulated by Layton regarding the management of the station in general.

Kris Clement countered with an explanation on the contents of the letter that was submitted, which stemmed from the overarching reality of the Transfer Station conditions and concern for the well-being of employees and the possible hesitancy displayed when asked to offer honest perspectives due to previous occurrences with management staff.

11. Internal Control Checklist Requirement (a)
Timestamp: 01:38:28

Treasurer Lindberg provided an explanation for the implementation of a checklist for supplementing the existing process. Details on the current tasks were delivered, along with clarification pertaining to the deletion of access to passwords for prior employees. Suggestions were made for the Finance Department to oversee the process.

The Town Manager followed with questions relating to the proposed checklist and if a similar procedure had existed with the Town in the last three years.

Treasurer Lindberg acknowledged that a checklist had not existed in the last three years; however, it was made known that they had been completed in the past, allowing for further elucidation by Lindberg on processes that had occurred prior.

Layton moved to acknowledge receipt of the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11) regarding Internal Financial

Controls and further acknowledge the Checklist for Municipalities – Cities and Towns document referenced in 24 V.S.A. § 1571(d), has been reviewed.

- *Swett 2nd*
- *Vote: Unanimous*

Approval of Town Expenditures (b)
Timestamp: 02:07:06

Treasurer Lindberg explained the authority of approving payments, which granted the Treasurer allowance for signing checks and approving payments; however, it was made clear that the process is currently not adhering to Vermont statue. This concerned credit card and electronic payment procedures needing an off-cycle warrant prepared with a signature from an authorized Board member before a payment is made.

Layton moved to authorize the Chair and Vice Chair to sign an off-cycle warrant to ensure timely payment of the Town credit card invoice.

- *Swett 2nd*
- *Vote: Unanimous*

12. Town Manager Goals and Evaluation
Timestamp: 02:23:42

Griggs began a discussion on the draft for the 2026 Town Manager Goals and Annual Performance Evaluation, with Layton adding thoughts on how it reflects current projects and general requirements of the position.

The document was initially crafted by Board member Swett, which was clarified by the Town Manager, leading to further clarifications being added by Swett.

13. Town Manager Proposal for Implementation of Real-Time Access to Correspondence
Timestamp: 02:41:31

Layton and Griggs initiated a discussion regarding public submissions to the Selectboard via the Town website and the process that occurs with staff following the receiving of submissions, and then what is added to an agenda.

The Town Manager delivered clarifications on the process of submitting and retracting submissions in general by reiterating information that had been previously shared.

Layton moved to accept the Proposal for Implementation of Real-Time Access to Correspondence outlined by the Town Manager's office as presented in the 7/22 packet.

- *Classon 2nd*
- *Vote: Unanimous*

14. Town Manager Report
Timestamp: 03:22:24

The Town Manager briefly acknowledged employee departures, promotions, and new hires. Tree removal process was additionally highlighted along with a water line relocation project and the approval of a loan for the affordable housing revolving fund with Twin Pine Housing. Lastly, outreach had been established with the opioid fund donation recipients, which included the Good Neighbor Health Clinic.

15. Department Reports
Timestamp: 03:22:24

The Selectboard did not address this agenda item. Department reports were included in the Selectboard packet.

16. AP Warrants
Timestamp: 03:27:03

Swett posited recognition of the FEMA grants awarded to the Town in the last fiscal year.

Treasurer Lindberg posited a clarification on specific warrants and the status of payment for each specified warrant.

Gere moved to approve AP Warrant #1503 in the amount of $275.50 to be paid from the General Fund; AP Warrant #1504 in the amount of $1792.20 to be paid from the General Fund, AP Warrant #1505 in the amount of $178,992.95 to be paid from the General Fund, and AP Warrant #1506 in the amount of $5,950 to be paid from the Fire Equipment Fund #26.

- *Layton 2nd*
- *Vote: Unanimous*

17. Receipt of Correspondence
Timestamp: 03:35:30

Griggs provided an overview of correspondence included in the Selectboard packet.

Swett moved to receive correspondence.

- *Gere 2nd*
- *Vote: Unanimous*

18. Discussion of August 12, 2026 Selectboard Agenda
Timestamp: 03:38:10

Griggs mentioned drafting an updated correspondence policy for the Selectboard, while Layton reminded the Board of a public records act policy draft sent by the Town Manager, suggesting a first read of the draft be done by the Board members for review.

The Town Manager requested that the expense reimbursement policy discussion be rescheduled for the second meeting in August.

19. Adjournment
Timestamp: 03:41:46

Layton moved to adjourn the meeting.
- *Swett 2nd*
- *Vote: Unanimous*

Meeting adjourned at 10:04pm.

Minutes taken by Steve Schlauch.

NORWICH POLICE DEPARTMENT

CHIEF OF POLICE

MATTHEW S. ROMEI

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

email: matthew.s.romei@vermont.gov

Memorandum

To: Norwich Select Board
Via the Town Manager's Office

From: Matthew Romei
Police Chief

Re: Designated Fund Expenditure

Date: 27 July 2026

BLUF: NPD Seeks to spend not to exceed $15,000 from Fund #47 – Public Safety Facility for HVAC Mini-Split replacement by ARC Mechanical.

I write today to request to expend funds from Fund #47 – Public Safety Facility to replace a failed Mini-Split Heat Pump System in the Police Department. Earlier this summer, we became aware that a Mini-Split that served part of the Police Department side of the Public Safety Facility had failed. We summoned ARC Mechanical for an evaluation and repair if possible. They determined that the "Head Unit" of the Mini-Split had failed in such a way that it was not repairable. The cost of that service visit was $1,323.60 and was paid out of operational funds in FY2026.

Subsequently, we sought quotations from any place that would give us one to replace the Mini-Split. It was difficult to get quotes as the number of businesses that will do that type of work is fairly limited, and the wait time for quotes is lengthy. We did receive two quotes, and a promise of a third. However, that third quote will not be available until the second half of August. Of the two quotes received, I believe "Option 1" provided by ARC Mechanical is the appropriate option, given the warranty offered and the equipment specified.

The total expected purchase amount for this request is $13,800, however, given the uncertainty of such projects, I would ask you to approve a "Not to Exceed" amount of $15,000. This will be drawn from Fund #47 – Public Safety Facility, which has $38,880.61 as of the date of this memo. An unrelated request for $12,600 is pending for this fund.

Town of Norwich
Departmental Request for Spending

Date: 27 July 2026 Department: Police

Request by (name): Matthew Romei Title: Chief of Police

Town Manager Approval Date: ______ For Selectboard Meeting Date: 12 August 2026

What is being requested: Replacement of broken Mini-Split

Has this request been budgeted by the Selectboard: ☑ no ☐ yes If yes, fiscal year: 2027

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

$ 15,000 explain: (Not to Exceed) - See attached Memo

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

Fund name: Public Safety Facility Fund #: 47 Amt. requested: $ NTE 15,000

Fund balance $ $38,880.61 as of (date): 27JUL26 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 2027 (Fiscal Year):

Unknown

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: Upon Approval

Other information: ______

Quotes Attached

Signature of Requestor: [signature] Date: 27 July 2026

Signature of Town Manager: [signature] Date: 8/5/26

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

Concerns of Selectboard: ______

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

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

Purchase Date purchased: ______ Date Received: ______

ARC MECHANICAL CONTRACTORS
229 Depot Street, PO Box 724, Bradford, Vermont 05033

Corporate Headquarters
802-222-9255 Bradford
802-222-5481 Fax
www.arcmech.com

Satellite Locations
603-444-3440 Littleton/St. Johnsbury
603-443-6111 Lebanon/White River Jct.
603-256-8533 Keene/Brattleboro

Scott Nichols
Estimator
snichols@arcmech.com
802-522-5370 cell
603-298-5847 office

July 22, 2026

Proposal # 26-638
Job Name
Norwich Police Department HVAC
10 Hazen St.
Norwich, VT 05055

Franny Willette
Norwich Police Department
10 Hazen St.
Norwich, VT 05055
802-649-1460, frances.willette@vt.gov

Specifications

ARC shall furnish and install a Mitsubishi Electric R454B refrigerant, Hyper-Heat, mini-split heat pump to replace a 12,000 BTU/hr Fujitsu ASU9RLS3Y indoor unit and AOU9RLS3H outdoor unit as follows:

Option 1
Two-zone, 20,000 BTU/hr outdoor unit (MXZ-2D20NLHZ) with a 12,000 BTU/hr indoor wall unit (MSZ-GX12NL) in the garage and a new 6,000 BTU/hr indoor wall unit (MSZ-GX06NL) in the office.

Option 2
Single-zone, 12,000 BTU/hr outdoor unit (MUZ-GX12NL) with a 12,000 BTU/hr indoor wall unit (MSZ-GX12NL) in the garage.

Scope for Options 1 and 2:
- Pump down, capture R410A refrigerant, and remove and properly dispose of the existing indoor and outdoor units.
- Option 1 only: Run new refrigerant piping with UV resistant insulation between the new 6,000 BTU/hr indoor unit and the outdoor unit.
- Flush and reuse refrigeration tubing and the control wire installed for the existing Fujitsu unit.
- Option 1 only: Plumb the condensate drain for the new office unit in 3/4" schedule 40 PVC, through the wall into the garage. Follow the garage wall eastward to drain outside.
- Mount the outdoor unit on the existing wall bracket.
- Run all communication/power wiring between the outdoor and indoor units, reusing the existing control wire for the garage unit.
- Install a surge suppressor on the outdoor unit.
- Install a wireless, programmable thermostat for each indoor unit.
- Pressure test, charge, balance, commission, and demonstrate the new systems.

Factory-rated Performance
Option 1
Heating: Up to 25,500 BTU/hr at 47°F, 22,000 BTU/hr at 17°F, 22,000 BTU/hr at 5°F, and 19,200 BTU/hr at -13°F.
Cooling: 20,000 BTU/hr at 95°F.

Option 2
Heating: Up to 19,100 BTU/hr at 47°F, 16,000 BTU/hr at 17°F, 12,300 BTU/hr at 5°F, 8,160 BTU/hr at -10°F, and 4,020 BTU/hr at -22°F.
Cooling: 14,000 BTU/hr at 95°F.

Notes
- ARC recommends that the customer consult with a licensed electrician about the electrical needs for the proposed equipment. Line voltage electrical installation and field materials are not included in the quoted price. An electrician can be provided at an additional cost to the customer upon request. Options 1 and 2 require a 20 amp breaker. I understand a 30 amp circuit breaker and 10 gauge wire is currently wired to the failing outdoor unit. If true, only the circuit breaker will need to be replaced to a 20 amp version.

Warranty

- Register new Mitsubishi Electric equipment for the Elite Diamond Contractor 12-year parts and compressor warranty.

Incentives

- Each proposed heat pump system qualifies for a $375.00 Efficiency Vermont discount. The discount has not been applied.

For the Sum of: PLEASE SEE BELOW

Alternates/Options/Notes

Option 1, Dual-zone unit	$ 13,800.00	Y/N
Option 2, Single-zone unit	$ 6,850.00	Y/N

Respectfully Submitted by
ARC Mechanical Contractors, Inc.

Scott Nichols, Estimator

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Accepted
The specifications, terms and conditions outlined are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined below.

Signature **Date**

Exclusions

- Cutting, patching, core drilling, painting
- Line voltage electrical wiring and loose disconnects
- Permits and permit fees
- Premium time labor
- Repairs & modifications to systems beyond this scope of work
- Temporary heat and cooling

Limited Warranty

All products provided and installed by ARC Mechanical Contractors, Inc. are warranted to be free from defects in material and workmanship for a period of one year from the original installation unless otherwise noted and unless a product manufacturer's warranty is less than one year in which case the Limited Warranty given herein shall extend only for that period of time covered by the applicable manufacturer's warranty. This Limited Warranty is limited to parts and labor for repair or replacement of defective parts only. This Limited Warranty does not cover consequential damages, including but not limited to loss of income or profits and ARC Mechanical Contractors, Inc. shall not be responsible for any such consequential damages. To the extent that a warranty issued by a product manufacturer in some cases may extend beyond the one-year period, this Limited Warranty shall extend for the full period of the manufacturer's warranty on the applicable piece of equipment. Except as stated herein, THERE ARE NO OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED.

Payment Terms

- Deposit of 50% required upon acceptance of this agreement; invoices to be submitted by the 25th of each month based on work completed and materials purchased.
- Due upon receipt – 1% finance charge (allowed by law) on all invoices 30 days past due.
- In the event that ARC Mechanical Contractors, Inc. takes any collection action to collect on any balance due which is 30 days or older, the Customer shall pay all costs and attorney fees associated with any such collection effort.
- We accept Mastercard, Visa, American Express and Discover.

SimpleEnergy
FRIENDLY HOMETOWN HEATING OIL

162 North Main Street
West Lebanon, NH 03784
603-298-7200

Sales Agreement

Date:	7/23/26	**Account #:**	New
Customer:	Norwich Police Dept	**Email:**	Matthew.romei@vermont.gov
Street:	10 Hazen ST	**Phone:**	802-649-1460
City, State:	Norwich VT 05055	**Other Phone:**	

Hello Matthew,

Simple Energy is pleased to submit the following proposal for your consideration:

Our technicians will remove the existing outdoor condenser, indoor high-wall unit, and existing line sets.

We will then install a new GE 9,000 BTU outdoor condenser on a wall-mounted bracket. Inside the garage, we will install a new GE 9,000 BTU high-wall indoor unit.

New refrigerant line sets will be installed between the indoor and outdoor units and routed through the drop ceiling for a clean, professional installation.

Our in-house electrician will install all required communication and electrical wiring, running it from the outdoor unit to the building's electrical panel. All equipment will be properly connected, tested, and commissioned to ensure safe and reliable operation.

- GE Endure Series (9,000BTU) Outdoor Condenser
- GE Endure Series (9,000BTU) Indoor Highwall
- HVAC Material and Labor
- Electrical Material and Labor
- Disposal Fee
- VT Sales Tax

Total Installed Price	$ 11,955.16
Down Payment	$ 5,977.58
Efficiency Rebate	$ - 375.00
Balance Due	$ 5,602.58
Total After Rebate	$ 11,580.16

Warm Regards,

Travis Brackett
Simple Energy Partners LLC.
162 N. Main St.
West Lebanon, NH 03784
Cell: 603-359-5595

General Terms and Conditions:

- The proposed price includes all required parts and labor for this installation described above.
- Additional parts and/or labor for any work beyond the scope of this proposal will be billed at current rates.
- Unless specified otherwise, this price includes removal and disposal of any related demolition and construction waste.
- All work is to be performed in a professional manner according to applicable State and Local Codes
- All proposals will be performed on Weekdays during Normal working hours. Overtime and Premium Time for Nights, Weekends and/or Holidays MUST be requested in advance.
- Cancellation charges shall apply for Orders Cancelled after Placement and Acceptance by Simple Energy Partners, LLC. All costs for equipment, fabrication, freight and all other expenses incurred will be used to calculate the Total Cancellation Fee.
- Charges shall apply for Order Changes after Placement and Acceptance by Simple Energy Partners, LLC. All costs for equipment, fabrication, freight and all other expenses incurred will be used to calculate the Total Order Change Fee. Lead times will be affected as well
- Simple Energy Partners, LLC is not responsible for the discovery or removal of asbestos. Simple Energy Partners, LLC employees, are not permitted to work in an environment where asbestos is present. The building owner is responsible for the removal and disposal of any asbestos discovered at the job site.
- Simple Energy will provide a 12-month customer satisfaction guarantee which covers all parts and labor related to the quality of workmanship of the original installation. In addition to the original equipment manufacturers' warranty, Simple Energy will repair or replace, at our option, any parts which might prove defective at no charge during the first 12 months from installation.
- 50% downpayment required and the remaining 50% due upon completion.

Payment Options: ☐ Cash ☐ Check# ☐ Master Card ☐ Visa

Card# ______________________________ Exp:____/____/______ CVV #:______

Name as it appears on Credit Card:____

The above prices, specifications and conditions are satisfactory and hereby accepted. Simple Energy is authorized to complete the work as described. Payment will be submitted as outlined above.

Customer Signature: ____Date: ____________

Accepted by: ____Date: ____________

NORWICH POLICE DEPARTMENT

CHIEF OF POLICE

MATTHEW S. ROMEI

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

Memorandum

To: Norwich Select Board
Via the Town Manager's Office

From: Matthew Romei
Police Chief

Re: Designated Fund Expenditure

Date: 27 July 2026

BLUF: NPD Seeks to spend not to exceed $13,500 from Fund #47 – Public Safety Facility for lock replacement by Gatekeeper Security.

I write today to request to expend funds from Fund #47 – Public Safety Facility to replace 18 locks within the Public Safety Facility. Earlier this year we made the decision to replace a number of locks on the Police side of the Public Safety Facility. This was done to improve our security status for NCIC/VCIC compliance, property and evidence room security, and to make public access to the building and training room easier. Currently, if we add or lose an employee, we have to manually program 34 individual locksets. Additionally, the entire fire department uses one code for access to that side of the building, which is not great from a security standpoint. As the first phase of this project directly affected our compliance audit, we elected to expend operational funds to get the project moving more quickly.

This "second phase" of the project involves mostly the Fire Department side of the building. Our intent is to make it easier to onboard/offboard personnel as that happens, increase accessibility to the public areas and training room, and to provide an audit trail of certain secure areas of the building. Gatekeeper Security is a regular service provider in this space for the Town of Norwich. Additionally, they provided not only the lowest price, but included installation and service for the system:

Gatekeeper - $700/door
Locksmith/Keyless - $778.52/door
UHS Hardware - $786.38/door

The total expected purchase amount for this request is $12,600, however, given the uncertainty of such projects, I would ask you to approve a "Not to Exceed" amount of $13,000. This will be drawn from Fund #47 – Public Safety Facility, which has $38,880.61 as of the date of this memo. An unrelated request for $13,800 is pending for this fund.

Town of Norwich
Departmental Request for Spending

Date: 27 July 2026 Department: Police

Request by (name): Matthew Romei Title: Chief of Police

Town Manager Approval Date: ______ For Selectboard Meeting Date: 12 August 2026

What is being requested: Replacement/Update of 18 Locks at Public Safety Building

Has this request been budgeted by the Selectboard: ☑ no ☐ yes If yes, fiscal year: 2027

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

$ 13,500 explain: (Not to Exceed) - See attached Memo

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

Fund name: Public Safety Facility Fund #: 47 Amt. requested: $ NTE 13,500

Fund balance $ $38,880.61 as of (date): 27JUL26 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 2027 (Fiscal Year):

Unknown

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: Upon Approval

Other information: ______

Information Attached

Signature of Requestor: [signature] Date: 27 July 2026

Signature of Town Manager: [signature] Date: 8/5/26

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

Concerns of Selectboard: ______

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

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

Purchase Date purchased: ______ Date Received: ______

Form revised 10/08/2024

NORWICH POLICE DEPARTMENT

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

Memorandum

To: Norwich Select Board
Via the Town Manager's Office

From: Matthew Romei
Police Chief

Re: Designated Fund Purchase

Date: 28 July 2026

BLUF: NPD Seeks to spend not to exceed $14,000 from Fund 21 – Police Special Equipment Fund for Less Lethal Equipment.

I write today to request to expend funds from Fund #21 – Police Special Equipment Fund. For the last couple of years, we have been setting aside money in this fund to purchase less-lethal equipment. We continue striving to comply with the State-Wide Use of Force Policy, which says in part "Agencies shall provide officers with a range of force options…" and continues on to provide examples such as the equipment we seek to purchase here. This purchase is for 40mm Less-Lethal Launchers. This system provides a longer stand-off distance than our current options.

This type system is fairly common throughout the State, and we are directly matching systems from departments that we routinely work closely with for interoperability. About a third of this purchase is a longer-term investment in equipment that will last several years. Additionally, Sergeant Rogers is a Manufacturer-Certified Instructor.

The total expected purchase amount for this request is $12,847.85, however, shipping is an unknown until the day the items ship, and hazardous materials shipping is fairly expensive, so I would ask you to approve a "Not to Exceed" amount of $14,000. This will be drawn from Fund #21 - Police Special Equipment Fund, which has $23,588.72 as of the date of this memo.

Town of Norwich

Departmental Request for Spending

Date: 27 July 2026 Department: Police

Request by (name): Matthew Romei Title: Chief of Police

Town Manager Approval Date: ____________ For Selectboard Meeting Date: 12 August 2026

What is being requested: Less-Lethal System for Police Department

Has this request been budgeted by the Selectboard: ☐ no ☑ yes If yes, fiscal year: 2027

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

$ 14,000 explain: $12,847.85 + Unknown Shipping - See attached Memos

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

Fund name: Police Special Equipment Fund #: 21 Amt. requested: $ NTE 14,000

Fund balance $ 23,588.72 as of (date): 27JUL26 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 2027 (Fiscal Year):

Unknown

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: Upon Approval

Other information: ____________

Signature of Requestor: [signature] Date: 28 July 2026

Signature of Town Manager: [signature] Date: 8/5/26

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

Concerns of Selectboard: ____________

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

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

Purchase Date purchased: ____________ Date Received: ____________

Form revised 10/08/2024

NORWICH POLICE DEPARTMENT

SERGEANT

STUART P. ROGERS II

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775 ~ E-MAIL stuart.rogers@vermont.gov

Memo

TO: Chief Romei

FROM: Sergeant Stuart Rogers

DATE: 7/27/2026

SUBJECT: Less Lethal Impact Munitions (LLIM)

Chief Romei,

Please find below a summary of the attached quotes for implementing a 40MM Less Lethal Impact Munition (LLIM) program.

As you know, the Vermont statewide Use of Force policy mandates that *"Agencies shall provide officers with a range of force options and appropriate training or certification on these tools or techniques."* [Section 3: Less Lethal Force – Statewide Policy on Police Use of Force]

While the statewide policy does not mandate specific items, it does provide a breakdown of common tools. Those specifically detailed in the policy include: Aerosol Agents, Conducted Energy Weapon (CEW), Police Batons, Police Canines (K-9) and Less Letham Impact Munitions (LLIM).

A limiting factor with many less lethal options is distance. For example, the MK-3 size Oleoresin Capsicum (OC) Aerosol Agent provides a maximum effective range of 10 – 12 feet. The Taser 10 CEW provides a maximum range of 45 feet. The Monadnock expandable baton is limited to an approximate 12-inch distance beyond arms reach.

Alternatively, the 40MM LLIM provides a significant increase in effective range, improving officer and public safety. The Defense Technology eXact impact 40MM LLIM standard sponge round provides a maximum effective range of 131 feet. The extended range variant provides a maximum effective range of 230 feet. This platform provides over five times the effective range of our current fielded less lethal tools.

Neighboring, agencies such as the Hartford Police Department, Thetford Police Department, as well as numerous other Vermont agencies have fielded this platform for years with great success.

I am a current certified Defense Technology instructor, providing Norwich PD in-house training ability.

Less Lethal Impact Proposal			
ITEM	**Price (each)**	**Quantity**	**Total**
LMT Def-Tec 1425 Single Launcher	$ 1,300.65	3	$ 3,901.95
50 Round Training Kit	$ 320.00	2	$ 640.00
DEF 6325 Sponge eXact Impact	$ 33.45	50	$ 1,672.50
DEF 6320 Impact OC	$ 38.75	30	$ 1,162.50
DEF 2292 CS Ferret Barricade	$ 36.45	30	$ 1,093.50
DEF 6325-A eXact Impact Adjustable	$ 50.50	30	$ 1,515.00
Tuff Stock Saddle	$ 50.40	3	$ 151.20
Tuff Case	$ 59.60	3	$ 178.80
Aimpoint PRO optic (T&E promo)	$ 308.40	2	$ 616.80
Aimpoint PRO optic	$ 451.00	1	$ 451.00
Blue Force UDC Sling	$ 81.95	3	$ 245.85
ModLite PDW350 PLHv3 Light	$ 262.65	3	$ 787.95
DEF 1017 - Hand deploy Smoke	$35.90	12	$ 430.80
GRAND TOTAL			**$ 12,847.85**

Notes:
VCJC LLIM Qualification requires officers fire a minimum of three (3) rounds of each type of munition carried.

Please let me know if you have any questions,

Sergeant Stuart Rogers

DEFENSE TECHNOLOGY

QUOTATION ONLY

Physical:	**Remit to:**
Defense Technology, LLC	**Defense Technology, LLC**
1855 South Loop	**13386 International Parkway**
Casper, WY 82601	**Jacksonville, FL 32218**

Ph: (800) 347-1200 option 3 & 4
Fax: (307) 237-5398

Customer Name:
Norwich Police Department
10 Hazen St
Norwich, VT 05055

Attn: Sgt. Stuart Rogers
Ph: 802.649.1460

Date	Quotation #
7.27.26	Norwich PD 7.27.26

ORDERS MUST BE SUBMITTED VIA SEPARATE EMAIL ON PURCHASE ORDER OR AGENCY LETTERHEAD REFERENCING QUOTE # ABOVE

customercare.wy@defense-technology.com

Issued by:	Ship Via	Payment Terms	Freight Payment	Valid For
Tabby Piper	Truck	Net30	Free Freight	90 Days

Line #	Part #	Quantity		Part ID	Unit Price	Ext.Price
1	1425	3	40MM TACTICAL SINGLE LAUNCHER EXPANDABLE	1182330	$1,300.65	$3,901.95
2	6530-50	2	40MM XM DI 50 SHOT TRAINING KIT	1013475	$320.00	$640.00
3	6325	50	40MM EXACT IMPACT SPONGE SMOKELESS	1012225	$33.45	$1,672.50
4	6320	30	40MM OC DIRECT IMPACT SMOKELESS	1012834	$38.75	$1,162.50
5	2292	30	40MM CS FERRET POWDER BARRICADE	1304417	$36.45	$1,093.50
6	6325-A	30	40MM EXACT IMPACT ADJUSTABLE RANGE	1185412	$50.50	$1,515.00
7	1017	12	TACTICAL GRENADE SMOKE	1012303	$35.90	$430.80
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Freight Amount	$0.00
Total Amount	**$10,416.25**

Notes: ATF products require Distraction Device Certificate and ORI#
DT orders over $2500 qualify for free freight in CONUS
Sales Tax and/or 11% FET will be added to order if applicable at time of order placement

OFFICIAL SIGNATURE: Tabby Piper
Customer Service Representative

Rogers, Stuart

From: API Professional Sales <professional.sales@aimpoint.us>
Sent: Tuesday, June 23, 2026 4:23 PM
To: Rogers, Stuart
Subject: Re: Agency quote request

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

Sgt. Rogers,

It's great to hear from you again, and sorry for the delay in getting back to you. I've been out of town for a couple of weeks. The Duty RDS is priced at $451.00 each for departments and delivery time is around 90 days right now. We do still offer the T&E purchase program, and the price for those two would be $308.40 each. Let me know when you're ready, and I can get that going.

Thanks,
Cole
(571)619-8203

On Thu, Jun 11, 2026 at 4:29 PM, Rogers, Stuart <stuart.rogers@vermont.gov> wrote:

Good evening,

I was hoping to get an agency quote for a few optics. I recall that previously there was an option for agencies to purchase 2 T&E units, is that something that is still offered?

We would be looking for:

3 – Aimpoint Duty RDS (item 200759)

Thank you in advance,

Stuart

SERGEANT STUART ROGERS

Norwich Police Department

10 Hazen Street / PO Box 311

Norwich, Vermont 05055

1-802-649-1460 Phone

1-802-649-1775 Fax

E-mail: stuart.rogers@vermont.gov

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

Rogers, Stuart

From:	Nanci Stevens <nanci@tuffproducts.com>
Sent:	Thursday, July 23, 2026 4:59 PM
To:	Rogers, Stuart
Subject:	Re: stuart.rogers@vermont.gov submitted the form from your First Responder Form page

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

Your best pricing will be to order online. Use code Blue20 at check out. It will save you a lot in shipping as well.

Nanci Stevens
TUFF PRODUCTS
VP SALES & MARKETING
714-655-0055 cel
877-883-3776 office.

From: TUFF Products <donotreply@bigcommerce.com>
Sent: Thursday, 23 July 2026 15:49:20
To: Nanci Stevens <nanci@tuffproducts.com>
Subject: stuart.rogers@vermont.gov submitted the form from your First Responder Form page

TUFF
TUFF PRODUCTS.COM

Contact form submission

A user has submitted the contact form on TUFF Products

Details

Full Name:	**Stuart Rogers**
Email Address:	**stuart.rogers@vermont.gov**

Company name: **Norwich Police Department**

Phone number: **8026491460**

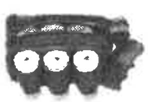
Comments / questions:

Looking for agency pricing on:
3 - Butt Stock Check Rest for LMT 40mm Launcher (4014) - right hand
3 - 4081 Tuff 40mm Launcher case

Open store

Home Your Cart

YOUR CART (6 ITEMS)



BUTT STOCK CHEEK REST DESIGNED FOR LMT TACTICAL SINGLE LAUNCHER EXPANDABLE STOCK

4014 - Draw Hand: Right Hand

Change

Price	Quantity:	Total	
$63.00	3	**$189.00**	×

4081 TUFF 40MM LAUNCHER CASE

Price	Quantity:	Total	
$74.50	3	**$223.50**	×

Subtotal:	$412.50
Shipping:	$7.00
Coupon (Blue20) Remove	-$82.50
Grand total:	**$337.00**

MODLITE SYSTEMS

Quote #D24380
Jul 23, 2026

SHIPPING ADDRESS

Stuart Rogers
Norwich Police Department
10 Hazen Street
PO Box 311
Norwich VT 05055
United States

CUSTOMER

Stuart Rogers
Norwich Police Department
10 Hazen Street
PO Box 311
Norwich VT 05055
United States

PAYMENT

Pay online

SHIPPING METHOD

USPS

ITEMS		PRICE	QTY	ITEM TOTAL
	Modlite PDW350 Light Package PLH V3 / Black / No charger SKU: PLHV3-350-PDW-BLK-NC	~~$309.00~~ $262.65	3	$787.95

Subtotal	$787.95
Shipping	$16.00
TOTAL (USD)	**$803.95**

Thank you for shopping with us!

Modlite Systems
24165 IH 10 W Ste 217-707, San Antonio, TX, 78257, United States
support@modlite.com
modlite.com

MidwayUSA.com
1-800-243-3220
10100 W. Hwy 40
Columbia, MO 65202

Midway USA

Shopping Cart

Begin Checkout

As low as $61.47 /month with credova

Order

Product Total	$245.85
Est. Shipping	Free
Tax	Calculated in Checkout
Total	**$245.85**

Sign up and Earn **243 Points**

Promo Code

Enter Code Apply

Accepted Payment Forms

VISA
Pay
DISCOVER
Pay

Why isn't PayPal available?

My Cart 3 items

3 $245.85 ($81.95 each)

Product # 380344 | Shipping Weight: 1.004 lbs
Blue Force Gear UDC Single Point Rifle Sling with Hook Nylon Black

SHIPS FREE

Remove

Suggested Products

Blue Force Gear UDC Single Point Rifle Sling with QD Swivel Nylon Black

$92.95

GrovTec MOLLE Balance Point Rifle Sling with QD Swivel Nylon Black

1 Review

$91.99

GrovTec Balance Point Rifle Sling with Swivel Nylon Black

$85.99

Helpful Information

Shipping Charges
Curbside Order Pickup
Return Policy
Backorder Policy
Sales Tax
Help Center

NOTE

Pricing may change at any time. Available inventory is only reserved for you after you click the "Place Order" button at the end of the Checkout process. Adding items to your cart or saving for later does not reserve inventory.

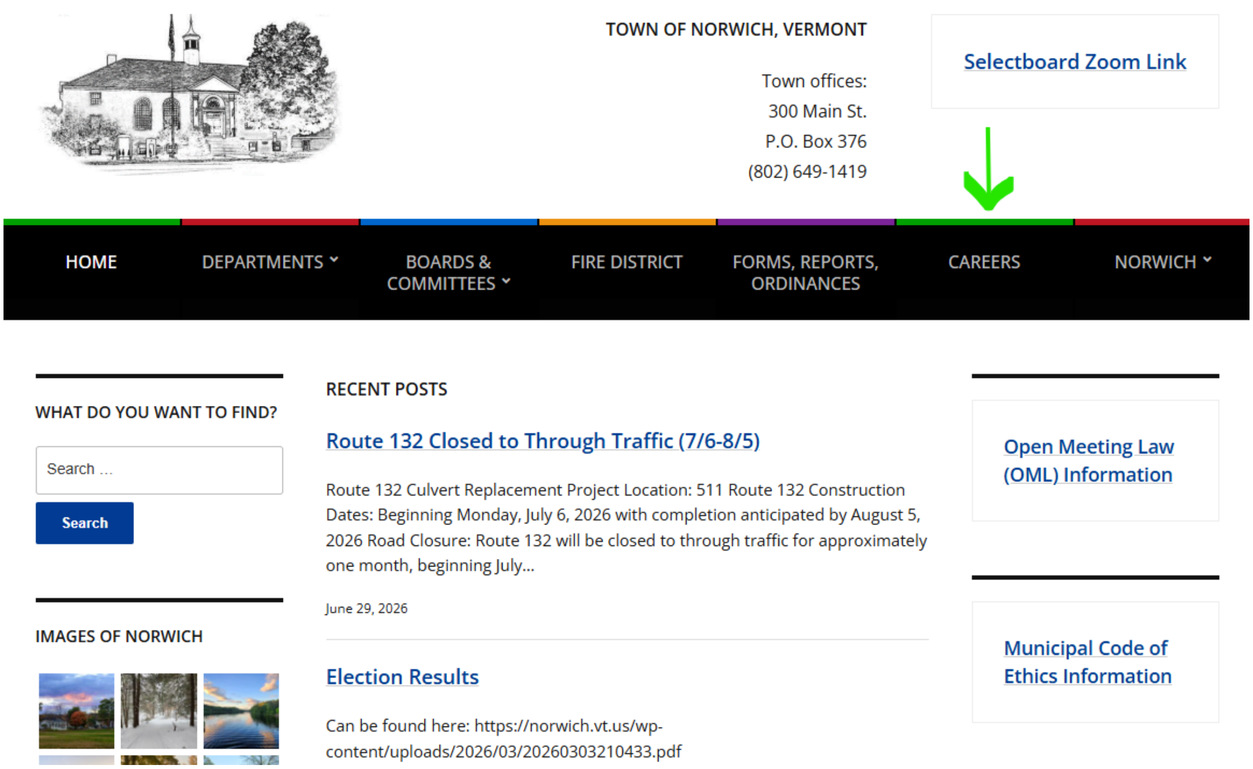
Also of Interest **Buy 9mm Luger Ammo Online in Bulk** **Reloading Brass in Bulk for Sale** **Shop 6.5 Creedmoor Ammo at Affordable Prices**

TO: Selectboard Members – Griggs, Classon, Layton, Swett and Gere
FROM: Town Manager's Office
DATE: August 3, 2026
RE: Directory in Tracy Hall and on Town Website

The Town Manager's Office has prepared a directory for posting in Tracy Hall and on the Town website. Please find the proposed directory document attached.

Location on the Town website:

The proposed directory would appear on its own page of the Town website, accessible by clicking the new CONTACT tab on the front page of the site. This tab is currently titled CAREERS. Employment opportunities will be moved to a page under the NORWICH tab. The new location for the contact directory will be prominent and easy for visitors to navigate to.

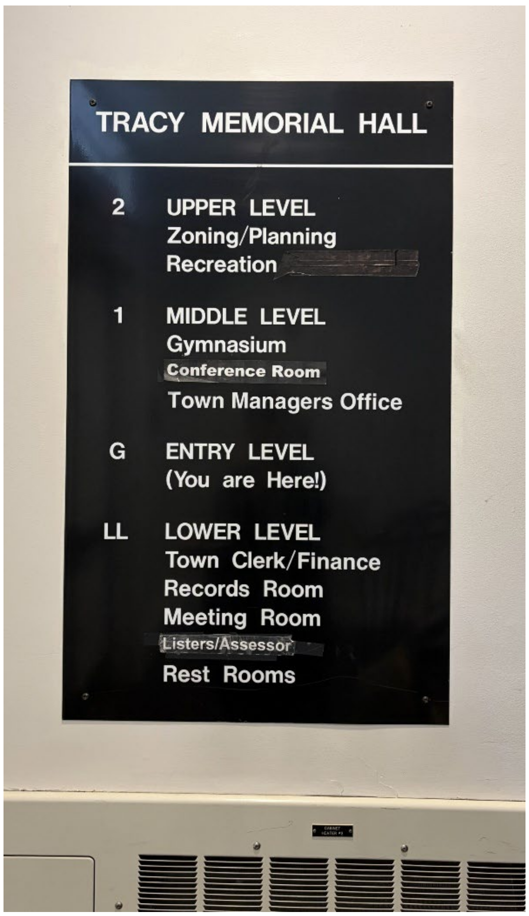


Location in Tracy Hall:

The Town Manager proposes purchasing an enclosed cork board with aluminum frame to replace the sign currently in the entranceway area of Tracy Hall.

A large, poster-sized, hard copy of the Tracy Hall contact directory will be posted inside the enclosed board. This format will allow the directory to be easily updated and replaced as needed to reflect changes to staff, office hours, and other information.

The directory includes office and staff contact information for Tracy Hall, the DPW, Transfer Station, Selectboard members, Public Safety Building, Police Department, and Fire Department. The Tracy Hall version will also include general information regarding public access to Wi-Fi, drinking water, and restrooms.



Current Sign in Tracy Hall Entranceway

Proposed Enclosed Cork Board with Aluminum Frame

Tracy Hall
300 Main Street
P.O. Box 376
Norwich, VT 05055
(802) 649-1419
www.norwich.vt.us

General information for inclusion on directory in TH:
[insert QR code for easy access to website on directory in TH]
Public Wi-Fi is available via the TON-Public network
Public Bathrooms and a water fountain are available on the ground floor of Tracy Hall in the hall beyond the Town Clerk's Office.

General Town Office Hours: Monday – Friday, 8:30 AM – 4:30 PM unless otherwise noted

UPPER LEVEL

Recreation
2nd floor, office to the left at the top of the staircase.

Brie Swenson, Recreation Director bswenson@norwich.vt.us / (802) 649-1419 Ext: 109

Planning and Zoning
2nd floor, office to the right at the top of the staircase.
Office Hours: 10 AM to 4:30 PM

Steven True, Planning Director and Zoning Administrator strue@norwich.vt.us / (802) 649-1419 Ext: 107

MIDDLE LEVEL

Town Manager's Office
1st floor, office to the left of the gym doors.

Brennan Duffy, Town Manager	bduffy@norwich.vt.us / (802) 649-1419 Ext: 117
Miranda Bergmeier, Assistant Town Manager	mbergmeier@norwich.vt.us / (802) 649-1419 Ext: 101
Brita Vallens, Administrative Assistant	bvallens@norwich.vt.us / (802) 649-1419 Ext: 102

LOWER LEVEL

Finance
Ground floor. Office immediately to the right at the bottom of the stairs.

The Norwich Finance Office is open to the public on Mondays, Thursdays and Fridays, 9 AM to 3 PM. Outside those times, please email the office with questions.

finance@norwich.vt.us
(802) 649-1419, option 3

Jonathan DeLaBruere, Finance Director	jdelabruere@norwich.vt.us / (802) 649-1419 Ext: 105
Tyler Roden, Finance Assistant	troden@norwich.vt.us / (802) 649-1419 Ext: 106

Town Clerk
Ground Floor through the double doors.
(802) 649-1419, option 2

Hours: Monday to Friday, 8:30 AM to 4:30 PM
Appointments are required for research and marriage licenses.

Lily Trajman, Town Clerk clerk@norwich.vt.us
Megan Anderson, Assistant Town Clerk clerk2@norwich.vt.us

Board of Listers
Ground floor, office beyond the Multi-Purpose Room. Enter the Listers' office via the doorway at the back right corner of the Multi-Purpose room.

(802) 649-1419, option 6
listers@norwich.vt.us

Cheryl A. Lindberg, Chair
Pamela Smith, Lister
Ernie Cicotelli, Lister

Town Treasurer
Cheryl A. Lindberg, Treasurer treasurer@norwich.vt.us

Department of Public Works
26 New Boston Road
DPW@norwich.vt.us
(802) 649-2209

Chris Kaufman, Director ckaufman@norwich.vt.us / (802) 649-2209
Brita Vallens, Administrative Assistant bvallens@norwich.vt.us / (802) 649-1419 Ext: 102

Public Works Staff:
Jon MacKinnon, Foreman
Keith Waterman
Yaroslav Frimerman

Dylan Leonard
Derrick Waterbury

Custodian/Building and Grounds Staff:
Ben Trussell
David Furman

Transfer Station
24 New Boston Road
Open Wednesdays and Saturdays, 8:00 AM - 4:45 PM
(802) 649-0161

Transfer Station Staff:
Paul Albee
Jedediah Smith
Roger Fremont

Public Safety Building
10 Hazen Street
Norwich, VT 05055
802-649-1460

Norwich Police Department
10 Hazen Street
P.O. Box 311
Norwich, VT 05055
802-649-1460

Office Hours: Monday – Friday, 8 AM – 4 PM
24-hour Phone: (802) 469-1460
Fax: (802) 649-1775

Matthew S. Romei, Chief of Police	matthew.s.romei@vermont.gov
Franny Willette, Administrative Assistant	frances.willette@vermont.gov
Stuart Rogers, Sergeant	stuart.rogers@vermont.gov
Michael Rebentisch, Sergeant	michael.rebentisch@vermont.gov
Spencer Foucher, Part-Time Officer:	spencer.foucher@vermont.gov

Norwich Fire Department
11 Firehouse Lane
Norwich, VT 05055
(802) 649-1133
http://norwichfire.com

Alex Northern, Fire Chief	anorthern@norwich.vt.us
Matt Swett, Deputy Chief	matt@swett.net

Please visit the *Permits & Codes* section of the Fire Department website for information regarding burn permits.

Norwich Selectboard Members

Kimo Griggs, Chair	kimogriggsnorwichselect@gmail.com
Brendan Classon, Vice Chair	bjclasson.norwichsb@gmail.com
Mary Layton	marydlayton.selectboard@gmail.com
Matt Swett	mswettselectboard@gmail.com
Robert Gere	robert.gere.norwich@zohomail.com

To send an email to the Selectboard for inclusion in an upcoming Selectboard meeting packet, send a message to: selectboard@norwich.vt.us

Memo to: Selectboard

From: Brennan Duffy, Miranda Bergmeier, Brita Vallens

Date: August 6, 2026

Re: Proposal for Immediate Selectboard Access to Resident Correspondence

On July 22, 2026, the Selectboard passed the following motion:

> *Layton moved to accept the Proposal for Implementation of Real-Time Access to Correspondence outlined by the Town Manager's office as presented in the 7/22 packet.*
>
> - *Classon 2nd*
> - *Vote: Unanimous*

The proposal referenced in that motion was drafted under the presumption that any documents provided to Selectboard members had to be simultaneously provided to the public at large. We have now been informed by the Selectboard Chair that that is not the case.

In light of this new understanding, we would like to implement a more efficient process than the one previously suggested, which will impose far less burden upon Town Manager Office staff while accomplishing the goal of providing real-time access to Selectboard members.

According to current practice, when Town Manager's Office staff receives correspondence sent to the selectboard@norwich.vt.us email address, we respond to the sender to acknowledge receipt and tell them in which meeting packet their email will be included as correspondence.

We propose to provide Selectboard members immediate access to such correspondence by cc'ing them on our reply to the email sender, making sure to include any attachments included by the sender. This will require minimal added effort and time, and will not place an undue burden on on staff.

Kimo Griggs
Memo: Proposed modifications to Correspondence Policy August 7, 2026

To the Selectboard,

During the Selectboard meeting of March 4, 2026 the Selectboard adopted a Procedure for Receipt of Resident Correspondence. The procedure requires that, to ensure inclusion in a packet for a meeting of the Selectboard, correspondence should be sent to the Selectboard email address (selectboard@norwich.vt.us). Submissions arriving by noon of the Thursday preceding a regular Wednesday meeting will be automatically considered for inclusion. Submissions sent after that time will be considered for a future packet.

Agenda-setting has been occurring on the Wednesday prior to the meeting when the Chair and Vice-Chair of the Selectboard meet with the Town Manager's office. A list of items required by the TM to be on the agenda in order for the TON to be properly managed is accompanied by a supporting document listing which items have supporting documentation. The documentation itself is not visible to the Chair or Vice-Chair. The correspondence received is also not listed or visible. As the person responsible for setting meeting agendas I have found the lack of insight into what will in the packet while setting the agenda to be detrimental.

To date, correspondence sent for inclusion in a packet has only been visible to members of the Selectboard at the same time it is visible to the public, on the Friday prior to a regular Wedesday meeting of the Selectboard. This is two days AFTER the agenda has been set.

We have voted to require the TM to find a method that will allow both members of the Selectboard and the public to view correspondence as it is accepted for the packet. That method has yet to be defined, but it seemed to be understood that OML requires that documents must be accessible to the public at the same time they are available to the Selectboard. Since the date of our decision my research has found that there is NO REQUIREMENT for documents to be viewed by the public at the same time they are visible to the Selectboard, and in fact there is no legal need to produce a packet at all. The OML DOES require that documents be accessible to the public if asked for, but it is clear that our current method of producing packets is a courtesy to our citizens rather than a legal requirement. I encourage retaining that courtesy, and making minor changes to allow us to be more responsive. One such change will occur when the Selectboard can view received correspondence in real time. Another recommended change is to move the agenda-setting meeting to a time that is after the deadline for receipt of correspondence so that we have an opportunity to include all correspondence in our decision-making process while setting the agenda.

A request to move the agenda-setting meeting to Thursday afternoon was not considered a good idea by the TM as it might require more work in a short period of time, thus putting stress on town employees. The TM suggested that the deadline for receipt of correspondence be moved forward to Wednesday at noon so that all correspondence qualified to be included in a meeting packet for the following week can be viewed in advance of an agenda-setting meeting on Wednesday afternoon.

The adjusted overall schedule would include a new noon-on-the-Wednesday-prior-to-a-regular-selectboard-meeting, a Wednesday-prior-to-a-regular-selectboard-agenda-setting-meeting, sending a draft agenda to the Chair and Vice-Chair of the Selectboard on Wednesday afternoon or Thursday morning for approval to be sent to the entire Selectboard for approval by Thursday evening at 9pm, then final assembly of the packet to be sent with the final agenda on Friday morning.

The only minor change being considered now is to change the deadline for inclusion in a packet from Thursday at noon to Wednesday at noon. The TM feels this is preferable to moving the agenda-setting meeting to Thursday afternoon (my first suggestion).

The main advantage of this proposed change might be to allow an immediate response to concerns expressed in correspondence through the ability to see all correspondence prior to setting an agenda.

Thank you for your consideration, Kimo Griggs

I have included the full wording of our current policy below for convenience:

Procedure for Receipt of Resident Correspondence

Resident correspondence is defined as letters, memos, emails and other documents sent to the Board by Norwich townspeople. Such information should be sent to the Selectboard email address: selectboard@norwich.vt.us All correspondence to be received at a Selectboard meeting must be received in the Town Offices before 12:00 pm of the Thursday preceding a regular Wednesday meeting. Late submissions will be held for the next regularly scheduled Selectboard meeting. The Selectboard respects all correspondence received from Norwich citizens as important statements of concern for the Town. The correspondence will be included in each regular meeting packet. It is the responsibility of each Selectboard member to consider three criteria for acceptance: 1. Informational needing no response: 2. Information needing a delegated response; or, 3. Information which should be incorporated into an existing agenda item or a future agenda item or action. The Selectboard as a whole will respond accordingly at the meeting for which the packet was prepared, unless otherwise delegated by the Board to one or more Board members for future reply. The Selectboard notes that full responses to correspondence are not always immediately possible, especially where the issue would benefit from more information so that the Selectboard may make the best decision for the Town; however, that need for more information can be conveyed to the person raising the issue. When correspondence is received in the Town Offices, a letter or email will be sent to the sender to acknowledge the Board's receipt of same. The acknowledgement of receipt will indicate at what Selectboard meeting the correspondence will formally be received. The entire content of correspondence will not be read during Selectboard meetings in order to conserve time: however, writers may attend the meeting and ask to read excerpts of their correspondence into the record. Adopted by the Norwich Selectboard on March 4 2026

Town of Norwich, Vermont

CHARTERED 1761

August 6, 2026

Certificate of Deposit Rates:

3-month term – 3.25% APR/ 3.30% APY

6-month term – 3.39% APR/ 3.45% APY

9-month term – 3.39% APR/ 3.45% APY

12-month term – 3.44% APR/ 3.50% APY

The proposal is to invest $3,000,000.00 and my recommendation is to place the funds into the 6-month term at 3.45% APY.

Cheryl A. Lindberg Treasurer

Cheryl A. Lindberg, Treasurer
Town of Norwich

P.O. Box 376, Norwich, VT 05055 (802) 649-1419 ext. 6

Sullivan, Powers & Co., P.C.

Certified Public Accountants

77 Barre Street
P.O. Box 947
Montpelier, VT 05601
802/223-2352
www.sullivanpowers.com

Richard J. Brigham, CPA
Chad A. Hewitt, CPA
Jordon M. Plummer, CPA
VT Lic. #92-000180

NORWICH TOWN MANAGER
AUG 0 3 2026
RECEIVED

July 28, 2026

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

This letter is to confirm our understanding of the terms and objectives of our engagement.

AUDIT SCOPE AND OBJECTIVES

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information and the disclosures, which collectively comprise the basic financial statements of the Town of Norwich as of and for the year ended June 30, 2026.

Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Norwich's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Norwich's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Budgetary Basis – General Fund.
2. Schedule of Proportionate Share of the Net Pension Liability – VMERS Defined Benefit Plan.
3. Schedule of Contributions – VMERS Defined Benefit Plan.

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Norwich's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

1. Schedule of Expenditures of Federal Awards.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1. Combining Balance Sheet – Non-Major Governmental Funds.
2. Combining Schedule of Revenues, Expenditures and Changes in Fund Balances – Non-Major Governmental Funds.
3. Combining Balance Sheet – Non-Major Special Revenue Funds.
4. Combining Schedule of Revenues, Expenditures and Changes in Fund Balances – Non-Major Special Revenue Funds.
5. Combining Balance Sheet – Non-Major Capital Projects Funds.
6. Combining Schedule of Revenues, Expenditures and Changes in Fund Balances – Non-Major Capital Projects Funds.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and "Government Auditing Standards" will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with "Government Auditing Standards".

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)."

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS AND SINGLE AUDIT

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in "Government Auditing Standards" issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and "Government Auditing Standards", we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, "Government Auditing Standards" do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and "Government Auditing Standards". In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, if material, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representation from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls.

Our audit of the financial statements does not relieve you of your responsibilities.

AUDIT PROCEDURES – INTERNAL CONTROL

We will obtain an understanding of the government and its environment, including the system of internal control sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to "Government Auditing Standards".

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, "Government Auditing Standards", and the Uniform Guidance.

AUDIT PROCEDURES – COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the government's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to "Government Auditing Standards".

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Town of Norwich's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Town of Norwich's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

OTHER SERVICES

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Town of Norwich in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under "Government Auditing Standards" and such services will not be conducted in accordance with "Government Auditing Standards". We will perform the services in accordance applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

RESPONSIBILITIES OF MANGEMENT FOR THE FINANCIAL STATEMENTS AND SINGLE AUDIT

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America and for compliance with applicable laws and regulations (including federal statutes), rules and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements, and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with the provisions of laws, regulations, contracts and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review when we begin the audit.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience, evaluate the adequacy and results of those services; and accept responsibility for them.

REPORTING

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Selectboard. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The "Government Auditing Standards" report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Norwich's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with "Government Auditing Standards" in considering the Town of Norwich's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

AUDIT ADMINISTRATION

Richard Brigham, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town of Norwich; however, management is responsible for the distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is our property and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of our personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.

To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform us before entering into any substantive employment discussions with any of our personnel.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

This engagement letter is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

FEE ARRANGEMENTS

Based upon our knowledge of your accounting system and our understanding of the requirements, we have determined that the audit of the financial statements can be performed for a fee of $30,900 provided that the books are closed and reconciled and our to-do list is completed prior to our commencing fieldwork.

Our fee for the single audit will be $8,000 for one (1) major program and $5,000 for each additional major program.

Fees for any other accounting services we provide will be billed based on the time of the individuals performing these services at our standard hourly rates plus out-of-pocket expenses.

Our procedure is to bill on a monthly progress basis for work performed to date. Accounts are due and payable upon receipt. A finance charge of one percent (1%) per month will be charged on balances over thirty (30) days.

GENERAL CONDITIONS

We are prepared to commence work as soon as formally engaged. A draft of the audit report will be submitted for your review prior to its issuance. We will issue the final reports within one (1) week of your approval of the draft report.

The audit documentation for this engagement will be retained for a minimum of five (5) years after the report release date or for any additional period requested by a federal awarding agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

If the terms are acceptable to you and the services are in accordance with your requirements, please sign in the space provided and return an executed copy of this letter to us.

Respectfully submitted,

Sullivan, Powers & Co.

SULLIVAN, POWERS & CO.
Certified Public Accountant

We understand that the purpose of this is to clarify the services to be performed by you and the fee arrangements. We hereby confirm to you that we agree to the contents of this letter.

____

____

____

Dated:_________________________

Town of Norwich, Vermont

CHARTERED 1761

MEMO

To: Norwich Selectboard
From: Brennan Duffy, Town Manager

Date: August 6, 2026
Re: Tracy Hall elevator modernization initiative

As you are aware, roughly a year ago there was discussion at the Selectboard level about timely Tracy Hall improvements and repairs. This was generated by the Tracy Hall boiler conversion project and included concerns about the existing exterior chimney structure, slate roof condition, and antiquated elevator system. Following that discussion the Town Manager was directed to research options and costs associated with repairs and improvements to the building. As part of this initiative an initial quote to modernize the Tracy Hall elevator system was provided by Otis Elevator Company and discussed, but no action was taken. Otis is the service provider for the existing Tracy Hall system which, according to our research, appears to have been initially installed in 1994. According to the Otis materials provided the useful life for an elevator is on average 15-20 years.

Recently I have requested that Otis Elevator Company provide the Town with an updated proposal for modernization of the elevator system and have also identified a letter, submitted last year, related to the end-of-life determination for the Dover DMC microprocessor controller. This critical component is no longer being manufactured, and subsequently replacement parts for repair are potentially unavailable. These two documents are attached as supplements to this memo.

My concern is that should a failure of the existing elevator system occur the Town would be without an elevator for an indefinite period, due to lack of available parts, and would potentially not be able to comply with ADA accessibility requirements for our primary public building. I believe taking a pro-active approach to modernizing the elevator system before a future failure occurs is prudent at this time.

There is currently $674,218 available in the Tracy Hall #13 fund.

With that as background, I would recommend to the Selectboard moving forward with the Otis Elevator quote dated 8/6/26 where they state “We propose to furnish labor and material to provide a microprocessor based HydroFit MOD control system. It is a digital closed-loop microprocessor-based control system specifically designed to meet the particular needs of modernizing hydraulic elevators.” for a base amount of $156,000.

Town of Norwich, Vermont

CHARTERED 1761

The quote includes and additional “Alternate #1 – New Cab Interior” for an additional $30,000. This could be considered as well, but the base quote would seem to accommodate the immediate need of the Town for a functional and reliable elevator to rely on in the future.

If the Selectboard chooses to approve this recommendation, then a motion to approve the expenditure of up to $156,000 from the Tracy Hall Fund (13) for Tracy Hall Elevator modernization work with Otis Elevator Company and direct the Town Manager to sign the proposal agreement, could be appropriate.

Thank you for your consideration of this topic.

Town of Norwich
Departmental Request for Spending

Date: 8/6/26 Department: Town Manager

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

Town Manager Approval Date: 8/6/26 For Selectboard Meeting Date: 8/12/26

What is being requested: Designated funds for a TH Elevator modernization project.

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

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

$ 156,000 explain: Base amount of quote

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

Fund name: Tracy Hall Fund #: 13 Amt. requested: $ 156,000

Fund balance $ 674,217.80 as of (date): 8/6/26 Balance verified by Finance Director? ☒ yes ☐ no

Fund name: ______ Fund #: ______ Amt. requested: $ ______

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

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

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

Expected Date of purchase, if known: ______

Other information: ______

Signature of Requestor: [signature] Date: 8/6/26

Signature of Town Manager: [signature] Date: 8/6/26

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: ______

Form revised 10/08/2024

Samantha Kowalczyk

Modernization Specialist- Western MA & VT

Signature Service

RE: THE DMC CONTROLLER END OF PRODUCT LIFE

Dear Customer,

Due to the obsolescence of the Dover DMC product, Otis recommends modernizing the current controller at your location. This is due to components no longer being manufactured and available to make necessary repairs. To avoid long future downtimes in the event of a failure, we highly recommend moving forward with this upgrade. Below is some additional information on why to modernize and documentation sent directly from TK Elevator, the company that purchased Dover and has made the decision to seize production of components.

End of Life

The DMC was a microprocessor controller manufactured by TK Elevator when the company was known as Dover Elevator. This control system was once recognized as an innovative and reliable marvel of engineering, but it is now over 35 years old and should be upgraded.

TK Elevator has discontinued manufacturing it due to an inability to source critical parts.

If you know that you have a DMC system, contact your local maintenance company to find out more about how to ensure that it is modernized as soon as possible.

Why Modernize?

Proactive Plans for the Future

As new, rapidly changing technology is increasingly being used in the manufacturing of elevators, component life cycle is becoming a greater issue. As technology progresses, many of the parts or sub-components are no longer in production or available for repair or replacement.

At Otis Elevator, we have made it our priority to engineer solutions for component obsolescence.

An elevator life span is, on average 15-20 years, which can be impacted by usage, vintage, type of elevator, and parts availability.

Modernizing your elevator equipment will improve your elevator safety, ride quality, and overall reliability.

HydroFit™ MOD

OTIS

Otis HydroFit™ MOD Hydraulic Control System

8/6/2026

CUSTOMER NAME
NORWICH, TOWN OF

Otis Elevator Company
275 Silver Street
Agawam, MA 01001

PROJECT LOCATION
TRACY HALL
300 MAIN ST
Norwich, Vermont, 05055

PROPOSAL NUMBER
F7SD9273/01

We propose to furnish labor and material to provide a microprocessor based HydroFit MOD control system. It is a digital closed-loop microprocessor-based control system specifically designed to meet the particular needs of modernizing hydraulic elevators.

OTIS

Section 1

UNITS

DUTY
The present capacity and speed of the elevators will be retained.

MACHINE #	STATE ID#	CAPACITY (Pounds)	SPEED (Feet per Minute)
B03131	VTEL-3039	2100	100

TRAVEL, STOPS & OPENINGS
The present travel, stops and openings of the elevators will be retained.

Section 2

OPERATION

NEW AUTOMATIC SELF-LEVELING
The elevator shall be provided with automatic self-leveling that shall typically bring the elevator car level with the floor landings + ¼" regardless of direction of travel. The automatic self-leveling shall correct for over travel or under travel and rope stretch.

NEW SPECIAL EMERGENCY SERVICE
Special Emergency Service operation shall be provided in compliance with the latest applicable revision of the ASME/ANSI A17.1 Code.

Special Emergency Service Phase I to return the elevator(s) non-stop to a designated floor shall be initiated by an elevator smoke detector system or a keyswitch provided in a lobby fixture.

The smoke detector system, if required, is to be furnished by others. The elevator contractor shall provide contacts on the elevator controller to receive signals from the smoke detector system.

A keyswitch in the car shall be provided for in-car control of each elevator when on Phase II of Special Emergency Service.

If an elevator is on independent service when the elevators are recalled on Phase I operation, a buzzer shall sound in the car and a jewel shall be illuminated, subject to applicable codes.

NEW INDEPENDENT SERVICE
When the Independent Service switch in the car operating panel is actuated; it shall cancel previously registered car calls, disconnect the elevator from the hall buttons, and allow operation from the car buttons only. Door operation shall occur only after actuation of the "DOOR CLOSE" button.

NEW INSPECTION OPERATION
For inspection purposes, an enabling keyswitch shall be provided in the car operating panel to permit operation of the elevator from on top of the car and to make car and hall buttons inoperative.

HOISTWAY ACCESS SWITCHES
An enabling keyswitch shall be provided in the car operating panel to render all car and hall buttons inoperative and to permit operation of the elevator by means of an access keyswitch adjacent to the hoistway entrance at the access landing.

OTIS ONE PLATFORM
Otis ONE is an internet of things (IoT) platform that enables advanced monitoring, big data analytics, and predictive maintenance to address potential issues before they occur, increasing elevator uptime and reducing service disruptions. Activation of these features is subject to execution of a separate Otis ONE

license and subscription agreement and additional annual subscription fee, which is not included in this Contract. Further, the Otis One hardware / equipment shall remain the property of Otis.

Optional Otis ONE Subscription

Otis ONE Prime Subscription Features
- IoT connection with continuous elevator data collection
- Monitoring by mechanics and OTISLINE
- Automated performance diagnostics and data analytics
- Over-the-air IoT software updates
- Otis Customer Portal access
- Real-time elevator status
- Performance & usage dashboards
- Service activity detail

Section 3

MACHINE ROOM EQUIPMENT

POWER SUPPLY
The power supply of 208V_60HZ, alternating current will be retained with the new equipment arranged for this power supply.

NEW CONTROLLER
A microprocessor based HydroFit MOD control system shall be provided to perform all the functions of safe elevator motion and elevator door control. This shall include all the hardware required to connect, transfer and interrupt power, and protect the motor against overloading. The system shall also perform group operational control.

NEW SOFT STARTER
A new solid-state starter will be provided. It will be of the same power requirement and starting configuration as presently exists.

NEW PUMP MOTOR
The existing motor will be replaced with a motor that is of the same power characteristics and starting configuration as presently exists.

POWER UNIT

NEW SUBMERSIBLE
The existing power unit will be replaced with a new power unit. The new power unit consists of a positive displacement pump, motor, integral 4-coil control valve, oil tank and muffler. The pump

and motor are submerged and are mounted to the tank with rubber isolators to reduce vibration and noise.

NEW VALVE
A new integral 4-coil control valve will be installed to replace the existing valve. The valve consists of up, up leveling, down and down leveling controls along with manual lowering and a pressure relief valve.

NEW AUT-O-SAFE®
We propose to furnish and install an Emergency Return Unit (ERU) providing auxiliary power to your hydraulic elevator. In the event of a primary power failure or a single-phase condition, the ERU is designed to automatically return the elevator to its lowest landing at normal speed and allow all passengers to exit safely.

Section 4

DOOR EQUIPMENT

NEW CLOSED LOOP DOOR OPERATOR
Install a new closed loop door operator. Car and hoist way doors shall be power operated by means of a closed loop door operator mounted on top of the car designed to give consistent door performance with changes in temperature, wind or minor obstruction in the door track. The system continually monitors door speed and position and adjusts it accordingly to match the pre-determined profile.

NEW DOOR-PROTECTION DEVICE
Install a new solid state, infrared passenger protection device on the car door. Elevator doors shall be provided with a reopening device that will stop and reopen the car door(s) and hoistway door(s) automatically should the door(s) become obstructed by an object or person.

RETAIN INTERLOCKS
The present interlocks will be retained. A thorough examination will be made of the interlocks. All replacement components will be the original manufacture replacement parts or equal.

RETAIN AND REFURBISH CAR DOOR TRACKS AND HANGERS
The present car door tracks and hangers shall be retained, refurbished as necessary and inspected for proper alignment. Any adjustment required will be accomplished. The existing car doors shall be retained.

RETAIN HOISTWAY ENTRANCES
The present hoistway entrances will be retained.

OTIS

RETAIN AND REFURBISH HOISTWAY DOOR TRACKS AND HANGERS
The present hoistway door tracks and hangers shall be retained and refurbished as necessary. The existing hoistway doors shall be retained.

RETAIN HOISTWAY DOOR RESTRICTORS
The present hoistway door restrictors shall be retained and reused.

Section 5

HOISTWAY EQUIPMENT

RETAIN HOISTWAY OPERATING DEVICES
The existing hoistway operating devices shall be retained.

RETAIN CAR GUIDES
The existing car guides shall be retained.

RETAIN CAR INTERIOR
The present car interior shall be retained.

RETAIN FLOORING
The present flooring will be retained.

NEW PIT SWITCH
An emergency stop switch shall be located in the pit accessible from the pit access door.

RETAIN SPRING BUFFERS
The existing spring buffers shall be retained.

NEW ACCESS ALERT HOISTWAY SAFETY DEVICE
We will furnish and install all the necessary components, circuitry and wiring for a new Access Alert system, which will operate on the elevator car top and pit.

Access Alert will be installed so the elevator can be controlled in a safe manner when an authorized person accesses the elevator hoistway. The Access Alert system meets all applicable safety codes.

This groundbreaking new product, Access Alert, is specifically designed to:

- Prevent work on top of the elevator without the top of car inspection station engaged properly.
- Prevents moving the elevator on inspection while personnel are in a potentially unsafe position.

- Prevent working in the elevator pit, while the pit stop switch is not engaged properly.
- Meet applicable building and elevator codes.

Similar to the seatbelt alarm in your car, Access Alert provides a constant, noticeable reminder to anyone accessing the hoistway that they need to engage the stop switch before starting work. We believe the simplicity, ease of installation, and cost-effectiveness of this product will be an important way for you to invest in improving safety inside your facility.

Section 6

CAR FIXTURES

NEW APPLIED CAR OPERATING PANEL

An applied car operating panel shall be furnished. The panel shall contain a bank of mechanical illuminated buttons marked to correspond with the landings served, an emergency call button, emergency stop button, door open and door close buttons and a light switch. All buttons, when applicable, to be long life LED illumination. This panel shall be equipped with a button that shall initiate two-way communication between the car and a location inside the building, switching over to another location if call is unanswered.

NEW EMERGENCY CAR LIGHTING

An emergency power unit employing a 6-volt sealed rechargeable battery and totally static circuit shall be provided. The power unit shall illuminate the elevator car and provide current to the alarm bell in the event of normal power failure. The equipment shall comply with the requirements of the latest applicable revision of the ASME/ANSI A17.1 Code.

NEW CAR POSITION INDICATOR

A car position indicator shall be installed. The position of the car in the hoistway shall be shown by illumination of the indication corresponding to the landing at which the car is stopped or passing.

NEW AUDIBLE SIGNAL (INDICATES PASSING OR STOPPING AT A LANDING)

An audible signal shall sound in the car to tell passengers that the car is either stopping or passing a landing served by the elevator.

NEW AUDIBLE SIGNAL

Equipment shall be furnished to allow an audible announcement in each car of the name of the next selected landing at which the elevator will stop and the committed direction of travel. Several advisory messages shall also be available to indicate the need for elevator on special service or passenger delay of elevator.

NEW "IN-CAR" DIRECTION LANTERNS

Direction lantern(s) shall be mounted in car entrance jamb(s), visible from the corridor, which when the car stops and the doors are opening shall indicate the direction the car is traveling. A chime shall also be furnished on the car that will sound once for the "UP" direction and twice for the "DOWN" direction as the doors are opening.

Section 7

HALL FIXTURES

NEW HALL BUTTONS

New hall buttons shall be installed at each landing. An up button and a down button at each intermediate landing and a single button at each terminal landing shall be installed. All buttons, when applicable, shall be long-life LED illumination.

Section 8

HEALTH PRODUCTS

No Health Products Specified

Section 9

WORK BY OTHERS – NOT IN CONTRACT

The following items must be performed by others and you agree to provide this work in accordance with the applicable codes and enforcing authorities:

WORK BY OTHERS SCHEDULING

All "Work by Others" must either be completed prior to our manning the job or be properly scheduled as to not obstruct the progress of the project.

AIR CONDITIONING

Provide suitable ventilation and cooling equipment, if required, to maintain the machine-room temperature between 60°F and 100°F. The relative humidity should not exceed 95 percent non-condensing.

BUILDING POWER

Provide electrical power for light, tools, hoists, etc. during installation as well as electric current for starting, testing, and adjusting the elevator. Power of permanent characteristics to be provided to properly operate all the elevators concurrently scheduled to be modernized. Power must be a 3-phase 4 wire system with ground and bonded disconnects. Grounded leg delta systems are not acceptable.

SMOKE AND HEAT SYSTEM

Provide elevator lobby, machine room and hoistway smoke detecting devices located as required and wired from the fire control center to a controller in the machine room. Hoistway devices are required to be made accessible from outside the elevator hoistway. Coordinate signal connections and necessary testing with the Elevator Contractor. Provide the following zones and locate signal circuits in a properly labeled junction box in the machine room:

Main Floor Recall: Provide one set of normally closed contacts that will open when any smoke sensor related to the elevators at the designated main landing senses smoke. This excludes other devices located in the machine room, hoistway or main egress floor.

Alternate Floor Recall: Provide one set of normally closed contacts that will open when the smoke sensor at the main egress floor senses smoke.

Machine Room/Hoistway Recall: Provide one set of normally closed contacts that will open when any smoke sensor located in the machine room or hoistway/pit senses smoke.

SPRINKLERS

Provide code compliant sprinkler system, as required, in the hoistway, pit and machine room. If sprinklers are being installed or altered in the hoistway(s), pit or the machine rooms, a means must be provided to disconnect three-phase power before water is applied. This is usually accomplished with a shunt trip breaker that must be located outside the elevator machine room. The shunt trip breaker may be activated by heat detectors located within 24" of the sprinkler heads and arranged to trip at a lower temperature than the sprinkler heads. A heat detector is not required in the pit if the sprinkler head is within 24" of the pit floor. Heat and smoke devices in elevator hoistways must be installed with UL rated and lockable panels that are accessible for servicing from outside the hoistway. The panel interiors are to be guarded using a minimum 13 gauge metal with a pattern of maximum ¾ inch holes.

CUTTING AND PATCHING

Do any cutting, (including cutouts to accommodate hall signal fixtures, entrances and/or machine room access) patching and painting of walls, floors or partitions.

MAIN DISCONNECT

Provide a fused lockable disconnect switch or circuit breaker for each elevator per the National Electrical Code with feeder or branch wiring to the transformer. Size to suit elevator contractor. Provide a SHUNT TRIP disconnect, as required, if sprinklers are being provided. Provide suitable connections from the main disconnect to the elevator control equipment.

Electrical Feeder system to limit available short circuit to not more than 10k amps at the load side of the elevator main line disconnect.

GROUND WIRE

Provide a properly sized ground wire from the elevator controller(s) to the primary building ground.

EMERGENCY COMMUNICATIONS – Phone Only

Provide a continuously monitored phone line terminating at Otis controller.

GFCI OUTLETS

Provide 120volt GFCI type convenience outlets in the machine room and in each pit. . Provide additional non-GFCI outlet in each pit for use by sump pump. Pits subject to sprinklers shall have NEMA 4 rated fixtures if located below 48" above pit floor.

CAR LIGHT POWER SUPPLY AND DISCONNECT

For each car provide a 120 volt AC, 15 amp, single-phase power supply with fused disconnect switch (or circuit breaker) capable of being locked in the open (off) position with feeder wiring to each controller located in the machine room.

VIDEO DISPLAY POWER SUPPLY AND DISCONNECT

For each car provide a 120 volt AC, 15 amp, single-phase power supply with fused disconnect switch (or circuit breaker) capable of being locked in the open (off) position and with GFCI outlet located in the machine room.

REMOTE PANELS

Provide required conduit, with adequate pull boxes and ells from the elevator hoistway(s) to the location or locations required to facilitate the installation of Lobby Panels, Fire Control Room Panels or Elevator Monitoring Systems. Size and number as specified by Otis. Leave a measured pull tape in the conduit. Otis to furnish and pull required conductors.

EMERGENCY (STANDBY) POWER

If emergency power is available, verify and provide the following:

a. Power that meets the load characteristic requirements of the new control system. Power that is capable of operating and providing sufficient power to non-linear elevator loads and that is capable of absorbing regenerated power resulting from running elevators with overhauling loads.

b. Two conductors to the machine room from a normally closed auxiliary contact on the Owner's EP transfer switch. Contacts to open when power transfers to the emergency source.

c. Two additional conductors to the machine room from an adjustable timed relay on the Owner's EP transfer switch to indicate "request to transfer" from standby to normal power.

d. Power for 115VAC circuits that supply elevator cab lights, cab fan, communication means, EMS, Lobby Panels, and Compass dispatching systems (if applicable).

e. Power for machine room lighting, ventilation and cooling means.

ROOF LIGHTING
Lighting is required to illuminate machine room access paths on the roof.

LIGHTING
Provide sufficient lighting in the buildings common areas to facilitate a safe working environment. Provide new or modify machine room lighting to provide a minimum of 19 ft. candles of illumination and new pit lighting to provide a minimum of 10ft. candles of illumination. The machine room light switch shall be located within 18" of the lock-set side of the entry door. Pit light switches shall be adjacent to the pit ladder and a minimum of 24" above the threshold level. Lighting must have code compliant guards of either grounded metal, plastic or comparable. Pits subject to sprinklers shall have NEMA 4 rated fixtures.

PROJECT BEING "DRIED-IN"
Work, as required, to keep the elevator lobbies, hoistway, machine room and storage area "dried-in" for the entire length of the project.

MACHINE ROOM ACCESS
Provide a self-locking and self-closing door for the elevator machine room. Access door to be adequately sized to accept our equipment. Modify machine room access, as required, to comply with code and facilitate safe egress of all equipment.

FIRE EXTINGUISHER
Provide fire extinguisher in elevator machine room.

NON-ELEVATOR MATERIAL IN HOISTWAY
Remove or encapsulate, as required, any non-elevator related pipes or wiring located in the elevator machine room or hoistway.

HOISTWAY VENTILATION
Provide code compliant hoistway ventilation. Code requires a means to prevent the accumulation of hot air and gasses at the top of the hoistway. Pressurizing the hoistways, or providing vents from the top of the hoistway to the outside of the building usually accomplishes this. Vents shall not be less than 3 1/2% of the area of the hoistway nor less than 3 sq. ft. for each elevator car, whichever is greater. You may not vent the hoistway to the machine room. If the hoistway vents must run through the machine room, they must be enclosed in a fire rated structure and not violate clearances around our equipment.

HOISTWAY LEDGES
Provide a 75o angle constructed of a non-combustible material on all ledges that are 2"
greater in the hoistway, excluding multi-hatch divider beams.

SUMP HOLE GRATING
Provide a flush grating over the sump hole located in the elevator pit.

STORAGE
Provide dry, protected and secure storage space adjacent to the hoistway(s). Otis shall be compensated for material delivered that is stolen or removed from the jobsite.

DISPOSAL

The disposal of removed elevator components; machines, controllers, ropes, hydraulic fluid, oils, buffers and packing materials from the new equipment and any and all related materials shall be the sole responsibility of the Customer or owner. If a dumpster is provided on site, we will deposit waste materials in the dumpster or at an agreed upon on-site location for removal by the Customer or owner.

PIT LADDERS

Provide a pit ladder, as required, in each pit that does not have walk-in access doors. Ladder shall extend 48" above first landing access door.

OPERATING ELEVATORS FOR OTHER TRADES

If we are required to operate an elevator to facilitate the work of other trades (e.g., sprinklers, smoke sensors, ledges, etc.) then we shall be compensated for this lost time and the project schedule shall also be modified.

ADDITIONAL STOPS/OPENINGS

Extend the existing hoistways and add additional landing(s) and new machine room. Hoistway and machine room shall be constructed in accordance with applicable building codes and ANSI A17.1.

- Ledges over 2" wide shall have a 75° bevel on top. (Except separator beams) Hoistway shall be fire rated and may require patching of holes. No other pipes or electrical conduit not associated with the elevator equipment are allowed in the hoistway. Power feeders may not run up the hoistway, except by special permission of the governing authority, and shall not contain splices or junction boxes in the hoistway.
- Provide crane to bring new material and removal of the machine room equipment to new machine room.
- Provide temporary roof as required to provide continuously dry hoistways and machine rooms.
- Perform all demolition of old machine room slab and structure. Protect existing elevator cars and equipment from demolition damage, dust and debris.
- Supply new machine beams and beam supports per reactions supplied by Otis.
- Provide new machine room slab to suit reactions. Remove any construction forms, scaffold or decking from hoistway not placed by Otis. Cut and patch hoistways as required to provide a legal hoistway.
- Provide, maintain and remove any temporary barricades per OSHA or local authority requirements and furnish barricades to protect the public from access to construction areas.
- Supply and install adequate support for guide rail fastening, including separator beams where required.
- Provide adequate fastening for hoistway entrances and sills.
- Provide finished floor elevation reference height at time of installation of new entrance sills.
- Provide legal access to new machine room (and temporary access per OSHA requirements during construction).
- Grout or finish blocking of new entrances to provide a fire rated enclosure.
- Provide hoist beams over each elevator hoistway in machine room rated to hoist elevator machines.

OTIS

- Finish painting of new hoistway entrances shall be by others, if prime entrances are selected.

EMERGENCY RETURN UNIT (ERU)

If an ERU battery-operated lowering device is being provided with your hydraulic elevator modernization than others are to provide an auxiliary contact in either the existing lockable disconnect (if currently code compliant) or in a new code compliant lockable disconnect.

ASBESTOS

Should any asbestos be found to be present in the building which is related to any of our work, it shall be the responsibility of others to monitor, abate, contain or prepare the workplace as safe for our employees to work within or about. Otis will not be responsible for working with asbestos which may be disturbed or uncontained. Otis will not be responsible for any costs associated with delay of the job should asbestos be detected or require addressing by others for us to proceed. This includes but is not limited to re-mobilization charges which may be applied.

HAZARDOUS MATERIALS

You agree to notify Otis if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis' personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous material from the building, you agree to be responsible for such abatement, encapsulation or removal, and any governmental reporting, and in such event Otis shall be entitled to (i) delay its work until it is determined to Otis' satisfaction that no hazard exists and (ii) compensation for delays encountered.

MATERIAL RESPONSIBILITY

Otis maintains no responsibility for material delivered to the jobsite. The Customer is financially responsible for all cost to replace any damaged, stolen or missing material or equipment. Otis will not be responsible for deductibles on "Builder's Risk" insurance policies. Otis will provide a change order, police report and affidavits as needed to substantiate the claim. Otis will not procure replacement equipment until a signed change order is received.

LOCKOUT TAG OUT

In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by (1) clicking on "The Americas" tab on the left side of the website; (2) choosing "US/English" to take you to the "USA" web page; (3) clicking on the "Otis Safety" link on the left side of the page; and (4) downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0,", or the then most current version, both of which are in .pdf format on the right side of the website page. Customer agrees that it will disseminate these procedures throughout its organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at Customer's facility.

CONFINED SPACES

The machine room, hoistway, pit and mezzanine ("Elevator Spaces") may be considered Permit- Required Confined Spaces as defined by the Occupational Safety and Health Organization ("OSHA"), 29 C.F.R. § 1910.146(b) and § 1926 Subpart AA. Otis has a documented process to control or eliminate hazards and classify such Elevator Spaces as non-permit required confined spaces. In the event that the Customer, others, or unique site conditions or hazards (such as chemical manufacturing sites) require Otis to handle such Elevator Spaces as Permit-Required Confined Spaces, the Customer or owner will be responsible for supplying, at its expense, all resources, including monitoring, permitting, attendants and rescue planning associated with handling such Elevator Spaces as Permit-Required Confined Spaces. The Customer or owner is required to inform Otis of all known or potential hazards related to Elevator Spaces that Otis may be required to access prior to Otis performing any work in such spaces. Further, the Customer or owner is required to communicate any changes in the conditions associated with such Elevator Spaces or activities in or around such spaces that could introduce a hazard into such spaces.

Section 10

GENERAL REQUIREMENTS

EXAMINATION OF EQUIPMENT

Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this Contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.

RE-MOBILIZATION

You agree to pursue and schedule the work by other trades in a timely manner so as to not interrupt our work. Should our crew(s) have to suspend work on the job to await the conclusion of work by others not party to this contract, we shall be entitled to a re-mobilization charge of **two thousand ($2,000) dollars**. We shall also extend the stated durations to the extent that we are delayed.

INSURANCE

OTIS

Otis agrees to maintain General Liability coverage in the amount of $1,000,000 per occurrence and $2,000,000 in the aggregate, Automobile Liability in the amount of $1,000,000 Combined Single Limit for Bodily Injury and Property Damage, Worker's Compensation in statutory limits. Employer's Liability in the amount of $1,000,000 for Each Accident, Each Employee – Disease. We shall maintain worker's compensation and employers' liability insurance covering our liability for injury or death sustained by our employees, and comprehensive general liability insurance.

CUSTOMER

You shall insure that all risk insurance upon the full value of the Work and material delivered to the job site is maintained at no cost to us.

CERTIFICATES

If either party so requires, in writing, the other party shall furnish a copy of the certificates of insurance evidencing the above insurance coverages.

PRE-EXISTING CONDITIONS HYDRAULIC

We have not included for any additional costs associated with identifying or correcting car weights previously increased or decreased more than the ASME code allowance of 5% of original design.

PAYMENT AND SCHEDULE OF VALUES

You agree to be bound and pay in accordance with the supplied schedule of values. We shall be paid for our material delivery invoice prior to starting installation work. We shall be paid in full for all change orders and the base Contract amount **(no less than 95%)** prior to scheduling an inspection and/or turnover of the elevators to you for use. Otis reserves the right at its absolute discretion to discontinue work or not turn over elevators unless payments are current.

- Our quoted price is based on the "Initial Payment" equaling **fifty percent (50%)** of Contract award. This amount PLUS a fully executed subcontract must be received prior to releasing equipment for manufacturing or scheduling any other work. Refer to the "Schedule of Values" below.
- Otis will mobilize after the "Material Delivery Payment" is received. See "Schedule of Values" below.
- If Otis is directed by you to furnish any labor, service, or material that is outside of the mutually agreed upon scope of work of this Contract("Out of Scope Work"), Otis may agree to perform such Out of Scope Work (1) subject to receipt of a written notice to proceed prior to commencement of any such Out of Scope Work; and (2) contingent upon receipt of a mutually agreed upon and executed change order within thirty (30) calendar days of such written notice to proceed. If the parties are unable to agree to terms that lead to the issuance of a mutually agreed upon and executed change order within such thirty (30) day period, Otis may suspend the Out of Scope Work. Notwithstanding any other provision, language, term or condition to the contrary, Otis shall not be liable for any project delays and/or damages, including but not limited to liquidated damages, associated with a delay in the issuance of a mutually agreed upon and executed change order.

SUBSTANTIAL COMPLETION/"LABOR PROGRESS PAYMENTS"

- This payment is due upon substantial completion of each modernized elevator. The "Labor Progress Payment" amount shown on the SOV is divided by the total number of elevators being modernized as a part of this Contract. Substantial completion is defined as a functional elevator that is acceptable by the authority having jurisdiction as useable for temporary or general use. Any agreed upon punch-list items will be corrected within a mutually agreeable timeframe. This payment, however, is still due upon substantial completion of each elevator.
- Final retention payment shall be due within thirty (30) days after acceptance of each elevator installation. Otherwise, warranties shall be suspended or terminated at Otis' absolute discretion.
- All change orders must be executed and paid prior to scheduling a final inspection and turnover of each elevator to customer.
- Otis will not agree to any language referencing or implying "pay when paid." This Contract is between Otis Elevator and referenced entity. The attached payment schedule ("Schedule of Values") is not contingent upon said entity's ability to be paid by others or any other factor or event not described above.
- A processing fee will be applied to credit card payments.

SCHEDULE OF VALUES:

SCHEDULE OF VALUES			
Base Contract Amount: **$156,000**			
DUE DATE	**DESCRIPTION**	**%**	**VALUE**
Due within 30 days from date of invoice or prior to release of factory orders, whichever occurs first.	Engineering/Drawings/Mobilization "Initial Payment"	**50%**	**$78,000**
Due within 30 days from date of invoice or prior to installation, whichever occurs first. Installation will not commence until this material payment is made.	Materials for project "Material Delivery Payment"	**25%**	**$39,000**
Due within 30 Days from substantial completion of each elevator.	Installation labor "Labor Progress Payments"	**25%**	**$39,000**

LEAD TIME AND DURATION

We anticipate approximately a twelve-to-fourteen-week manufacturing time from receipt of approvals and down payment.

We anticipate a twelve-to-fourteen-week lead time for material manufacturing from the time the order is placed to the time material is received. This is subject to adjustment based on alternatives selected and current market conditions.

Thereafter, we expect the modernization to take approximately five weeks per car. All work will be performed during our regular working hours of our regular working days.

SCHEDULE

Our proposal is based on a delivery date of August 1, 2027. If the delivery date is delayed 90 calendar days or greater, customer agrees to pay applicable factory material price increases. A fully executed change order and full payment of the price increase, in addition to full payment of the required down payment by Customer is required prior to the factory material being ordered and released. Additionally, if your project schedule changes and extends installation or completion of labor into a future year or year(s), Customer agrees to pay applicable labor escalation price increases. A fully executed change order regarding the labor escalation price increase must be executed prior to mobilization and the start of any work.

Due to current market conditions the availability of elevator installation labor is limited. If this proposal is not accepted within 30 days, prior to acceptance of any award Otis reserves the unilateral right to decline the award based on a review of the project schedule and our labor availability/commitments.

CODE CLARIFICATIONS

ASME A17.1 / CSA B44 (2016 or earlier): It is our understanding the International Building Code (IBC), 2018 Edition is NOT applicable to this project. Otis has included an emergency communication system that conforms to ASME A17.1 / CSA B44 (2016 or earlier), Requirement 2.27.1.1. It should be noted that at the present time there is a potential conflict concerning the emergency communication system requirements between IBC 2018 and ASME A17.1 / CSA B44 (Safety Code for Elevators and Escalators) and you agree to to hold Otis harmless for any claim, loss, cost, or damage in connection with any such conflict.

Work By Others

Customer or owner will provide one (1) dedicated outside telephone line to the elevator machine room as described in the "Work by Others" section.

Section 11

ALTERNATES

ALTERNATE # 1 – NEW CAB INTERIOR

Otis shall provide a new cab interior that consists of new cab interior panels, ceiling and handrails from a pre-selected option. Options will be provided upon acceptance of this alternate. If a selection is made outside the base selections presented that fit within this budget, a change order with an updated cost of the cab interior will be provided.

Added installation time to modernization: Three (3) days

ADD: Thirty Thousand and 00/100 Dollars ($30,000)

Please indicate your intention to choose this option by initialing here: ______

The extent of the work to be performed is either described above or in the attached specification which is incorporated into and made a part of this document.

PRICE	**$156,000** Cost w/o Tax
	One Hundred, Fifty-Six Thousand and 0/100 Dollars

This price is based on a **fifty percent (50%)** downpayment in the amount of **$78,000**

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract, and us when accepted by you and our authorized representative through execution of this proposal; or by your authorizing us to perform work for the project and our commencing such work. The purchase price in the Contract is subject to increase caused by any reason beyond Otis' reasonable control including but not limited to commodity, fuel, tariff, and/or shipping transportation cost increases. This quotation is valid for thirty (30) days from the date of submission unless changed by us prior to a fully executed contract.

Accepted in Duplicated

Submitted by: ____________________
Thomas Longhi

CUSTOMER

Approved by Authorized Representative

Date: ____________________

Signed: X ____________________

Print Name: ____________________

Title: ____________________

Name of Company: ____________________

OTIS ELEVATOR COMPANY

Approved by Authorized Representative

Date: ____________________

Signed: X ____________________

Print Name: ____________________

Title: ____________________

OTIS

TERMS AND CONDITIONS

This Contract constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Contract shall not be binding upon either party unless agreed to in writing by an authorized representative of each party. Both parties agree that any form issued by you that contains any terms that are inconsistent with those contained herein shall not modify this Contract, nor shall it constitute an acceptance of any additional terms.

The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.

This quotation is subject to change or withdrawal by us prior to written acceptance.

We warrant to you that the work performed by us hereunder shall be free from defects, not inherent in the quality required or permitted, in material and workmanship for one (1) year from the date of substantial completion. Our duty and your remedy under this warranty are limited to our correcting any such defect you report to us within the warranty period by, at our opinion, repair or replacement, provided all payments due under the terms of this Contract have been made in full. All parts used for repair or replacement under this warranty shall be good quality and furnished on an exchange basis. Printed circuit boards used for replacement parts under this warranty may be refurbished boards. Exchanged parts become our property. This warranty excludes any damage due to ordinary wear and tear and any damage due to any reason beyond our reasonable control including but not limited to vandalism, abuse, misuse, neglect, modifications not performed by us, or improper or insufficient maintenance by others. THE EXPRESS WARRANTIES SET FORTH IN THIS CONTRACT ARE THE EXCLUSIVE WARRANTIES GIVEN: WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS CONTRACT ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.

We shall perform the work during our regular working hours of our regular working days unless otherwise agreed in writing. You shall be responsible for providing suitable storage space at the site for our material.

You shall obtain title to the equipment furnished hereunder when final payment for such equipment is received by us. In addition, you shall be granted a license to use software incorporated into such equipment solely for operating such equipment and in accordance with the terms regarding licensing further below. Further, Customer shall not have the right to take title or possession of any of Otis' tools or machinery used by Otis in providing its services or work.

Any drawings, illustrations or descriptive matter furnished with the proposal are submitted only to show the general style, arrangement and dimensions of the equipment.

Payments shall be made pursuant to the payment schedule above and on the following terms: If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered, if any, and labor performed through the end of the month less the agreed upon retainage and the aggregate of previous payments. We shall be paid in full for all change orders and no less than the percentage base contract amount stated above prior to scheduling an inspection and/or turnover of the elevators to you for use. The retainage shall be paid when the work is completed. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.

Any material removed by us in the performance of the work shall become our property.

Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with adequate electrical power at no cost to us with a safe place in which to work, and we reserve the right to discontinue our work in the building whenever in our opinion working conditions are unsafe. If overtime work is mutually agreed upon and performed, an additional charge thereof, at our usual rates for such work, shall be added to the Contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our current labor rates. We disclaim any responsibility for claims or damages associated with elevator service interruptions caused by or resulting from work performed by you or others retained by you to perform work.

We shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Contract may be used by us as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC-1 form or any other document reasonably requested by us for that purpose.

Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this Contract and assume no responsibility for any part of your equipment except that upon which work has been done under this Contract.

We do not agree under our warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any cause beyond our control.

We shall conduct, at our own expense, the defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall at our option, (i) procure for you the right use of the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage or obsolescence.

Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages or losses of any kind including, but not limited to, loss of revenues, loss of profits, loss of rents, loss of good will, loss to business opportunity, or harm to business reputation, in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. We will use commercially reasonable efforts to complete the work set forth herein with minimal disruption to elevator service for you and your tenants (as applicable). Notwithstanding the foregoing, the parties acknowledge that delays and disruptions in service are a normal result of the type of work described herein, and notwithstanding any other representations, warranties or indemnity obligations hereunder, we will have no liability for any direct or indirect damages resulting from interruptions in elevator service during the performance of our obligations. Neither party's liability to the other for any reason arising from this Contract shall exceed the value of the Contract

Otis shall not be liable for any loss, damage, or delay nor be found to be in default or breach due to any cause beyond it's reasonable control including, but not limited to acts of God or nature: fire: explosion; theft; floods; water; weather; traffic conditions; epidemic, pandemic, quarantine or other local, state, or federal government action in response thereto; sabotage; national emergency; act of terrorism; earthquake; riot; civil commotion; war; vandalism; national or local labor strikes, lockouts, other labor disputes; misuse, abuse, neglect, mischief, or work by others (collectively "Causes Beyond Otis' Reasonable Control"). Otis shall be allowed a reasonable amount of additional time for the performance of the Work due to Causes Beyond Otis' Reasonable Control. Otis' ability to maintain scheduled job progress is further conditioned upon the timely furnishing to Otis by Customer of completed and code compliant hoistway(s) (wellway) and machine rooms, necessary approvals and power of proper characteristics for Otis' uninterrupted use.

The products and/or services being provided may result in the collection of Personal Information. The Parties will comply with applicable Data Privacy Laws as they pertain to personal information processed in connection with activity under this Contract. "Personal Information" shall mean information and data exchanged under this Contract related to an identifiable natural person. "Processing" of Personal Information shall mean the operation or set of operations whether automated or not, performed on Personal Information such as collecting, recording, organizing, structuring, storing, adapting, altering, retrieving, consulting, using, disclosing, sharing or erasing. "Controller" shall mean the party that determines the purposes and means of processing Personal Information. With respect to any Personal Information provided by you to Otis, you shall be the Controller and you warrant that you have the legal right to share such Personal Information with Otis and you shall be responsible for all obligations relating to that data, including without limitation providing notice or obtaining consent as may be required by law. Once you have lawfully provided Personal Information to Otis, you and Otis shall become co-Controllers. Otis may share such Personal Information internally, across borders and with service providers in accordance with applicable Data Privacy Laws. Otis transfers information subject to the corporate rules of its parent company. Otis may store Personal Information provided by you on servers located and accessible globally by Otis and its parent and their services providers. The parties agree to cooperate and to take reasonable commercial and legal steps to protect Personal Information against undue disclosure. In this regard each party shall notify the other in the event of a data breach, which shall include the actual or unauthorized access to or possession of, or the loss or destruction of, Personal Information, whether intentional or accidental. The party whose system was compromised in the data breach incident shall be responsible for any notifications and associated costs. Should either party receive in any form, (i) a complaint or allegation indicating a violation of applicable data privacy law, (ii) a request seeking access to correct or delete Personal Information or (iii) an inquiry or complaint related to the processing of personal information, said party shall take reasonable commercial steps to immediately notify the other party.

Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort, in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment furnished hereunder is periodically inspected.

By accepting delivery of parts incorporating software you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.

Our work shall not include the identification, detection, abatement, encapsulation or removal of asbestos, polychlorinated biphenyl (PCB), or products or materials containing asbestos, PCB's or other hazardous substances. In the event we encounter any such product or materials in the course of performing work, we shall have the right to discontinue our work and remove our employees from the project until you have taken the appropriate action to abate, encapsulate or remove such products or materials, and any hazards connected therewith, or until it is determined that no hazard exists (as the case may require). We shall receive an extension of time to complete the work hereunder and compensation for delays encountered as a result of such situation.

This Contract constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Contract shall not be binding upon either party unless agreed to in writing by an authorized representative of each party. Both parties agree that any form issued by you that contains any terms that are inconsistent with those contained herein shall not modify this Contract, nor shall it constitute an acceptance of any additional terms.

Town of Norwich Accounts Payable
Check Warrant Report # 1509 Current FY Invoices For Fund (General)
For Check Acct 02(General) All check #s 07/01/26 To 07/31/26 & Fund 01

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid		Check Number	Check Date
220017	VERMONT DEPARTMENT OF FIS	07/03/26	Hunting/Fishing Licenses 07032026	01-2-001122.00 DUE TO VT-FISH & GAME	98.00	E	270002	07/03/26
220017	VERMONT DEPARTMENT OF FIS	07/10/26	Hunting/Fishing Licenses 07102026	01-2-001122.00 DUE TO VT-FISH & GAME	58.50	E	270004	07/10/26
		Report Total			156.50			

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 $ *******156.50
Let this be your order for the payments of these amounts.

Finance Director Jonathan DeLaBruere
Jonathan DeLaBruere

Town Manager:
Brennan Duffy

SELECTBOARD:

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

Town of Norwich Accounts Payable
Check Warrant Report # 1510 Current FY Invoices For Fund (General)
For Check Acct 09(General) All check #s 07/01/26 To 07/31/26 & Fund 01

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid		Check Number	Check Date
80031	HEALTHEQUITY, INC.	07/03/26	HRA PS8OXKK	01-2-001114.00 HRA LIABILITY	82.90	E	270003	07/03/26
80031	HEALTHEQUITY, INC.	07/10/26	HRA VH0E6YK	01-2-001114.00 HRA LIABILITY	50.00	E	270005	07/10/26
80031	HEALTHEQUITY, INC.	07/17/26	HRA OJOUU7I	01-2-001114.00 HRA LIABILITY	229.89	E	270006	07/17/26
80031	HEALTHEQUITY, INC.	07/24/26	HRA 6M8MCGK	01-2-001114.00 HRA LIABILITY	400.00	E	270009	07/24/26
80031	HEALTHEQUITY, INC.	07/31/26	HRA U7KK9ZY	01-2-001114.00 HRA LIABILITY	126.47	E	270010	07/31/26
	Report Total				889.26			

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 $ *******889.26
Let this be your order for the payments of these amounts.

Finance Director Jonathan DeLaBruere
Jonathan DeLaBruere

Town Manager:
Brennan Duffy

SELECTBOARD:

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

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
REC270002	ABIGAIL CAMPFIELD	06/15/26	Softball Umpire 06152026	01-5-425214.00 REFERREE/UMPIRE	130.00	18156	08/12/26
10022	ADVANCE AUTO PARTS	07/15/26	Lawn/garden Battery 6877	01-5-704403.00 PARTS & SUPPLIES	41.11	18157	08/12/26
10022	ADVANCE AUTO PARTS	07/27/26	Antifreeze 7058	01-5-703403.00 PARTS & SUPPLIES	63.92	18157	08/12/26
10066	AMAZON CAPITAL SERVICES,	06/30/26	Table, Tie Downs, Outlet 11MPG16KD1GD	01-5-500501.00 ADMINISTRATION	423.94	18158	08/12/26
10066	AMAZON CAPITAL SERVICES,	07/24/26	TVs for PD 16CKNVP1WX4K	01-5-500536.00 DISPATCH SERVICES	339.98	18158	08/12/26
10066	AMAZON CAPITAL SERVICES,	07/29/26	Fabric, Zippers, Needles 1DTXQH79R7WC	01-5-425211.00 EQUIP.& SUPPLIES	105.16	18158	08/12/26
10066	AMAZON CAPITAL SERVICES,	07/27/26	Stamp 1LWX47PJ6KF7	01-5-200610.00 OFFICE SUPPLIES	18.04	18158	08/12/26
10066	AMAZON CAPITAL SERVICES,	07/27/26	Monitors, Wall Mounts 1LWX47PJNVRX	01-5-500536.00 DISPATCH SERVICES	1550.20	18158	08/12/26
10066	AMAZON CAPITAL SERVICES,	07/15/26	Pizza Boxes 1W4XLFT1GXM4	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	64.40	18158	08/12/26
10066	AMAZON CAPITAL SERVICES,	07/06/26	Folding Table 1X4DCPLQHTDH	01-5-485301.00 BUILDING SUPPLIES	41.68	18158	08/12/26
10093	ARC MECHANICAL CONTRACTOR	06/25/26	PD Heat Pump Maintenance 114198	01-5-485302.00 REPAIRS & MAINTENANCE	1323.60	18159	08/12/26
10120	AUTOAGENT DATA SOLUTIONS	06/04/26	CLOVER COMPACT EMV11807954	01-5-100611.00 OFFICE EQUIPMENT	225.00	18160	08/12/26
10120	AUTOAGENT DATA SOLUTIONS	05/29/26	CLOVER COMPACT EMV11814587	01-5-100611.00 OFFICE EQUIPMENT	225.00	18160	08/12/26
10121	AXON ENTERPRISE INC	07/08/26	Taser Certification Plan INUS463009	01-5-500543.00 Law Enforcement Equip.	4998.56	18161	08/12/26
20023	BEST SEPTIC SERVICE, LLC	07/01/26	Portable Toilet 58790	01-5-705500.00 PURCHASED SERVICES	195.00	18163	08/12/26
20023	BEST SEPTIC SERVICE, LLC	08/01/26	Portable Toilet 59301	01-5-705500.00 PURCHASED SERVICES	195.00	18163	08/12/26
20026	BETHEL MILLS	06/30/26	Paint/Stain 432929/6	01-5-425330.00 REPAIRS,MAINT&Site Wrk	67.34	18164	08/12/26
20026	BETHEL MILLS	07/10/26	Spackling 435289/6	01-5-485301.00 BUILDING SUPPLIES	17.18	18164	08/12/26
20026	BETHEL MILLS	07/10/26	Spackling 435289/6	01-5-485301.00 BUILDING SUPPLIES	-8.59	18164	08/12/26
20026	BETHEL MILLS	07/10/26	Marking Paint 435306/6	01-5-705403.00 PARTS & SUPPLIES	36.96	18164	08/12/26
20026	BETHEL MILLS	07/10/26	Utility Knife 435331/6	01-5-500538.00 TRAINING	2.99	18164	08/12/26
20026	BETHEL MILLS	07/14/26	Paint, Tray, Brush 436299/6	01-5-485302.00 REPAIRS & MAINTENANCE	189.66	18164	08/12/26
20026	BETHEL MILLS	07/14/26	Distilled Water, Kerosene 436368/6	01-5-705403.00 PARTS & SUPPLIES	36.58	18164	08/12/26
20026	BETHEL MILLS	07/16/26	Lumber, Screws 436777/6	01-5-705403.00 PARTS & SUPPLIES	68.00	18164	08/12/26
20026	BETHEL MILLS	07/16/26	Hornet Spray 436935/6	01-5-705403.00 PARTS & SUPPLIES	12.00	18164	08/12/26

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
20026	BETHEL MILLS	07/17/26	Cleaning Solution,Smart S 437189/6	01-5-706109.00 BUILDING SUPPLIES	21.57	18164	08/12/26
20026	BETHEL MILLS	07/17/26	Paint, Brush 437289/6	01-5-485302.00 REPAIRS & MAINTENANCE	88.93	18164	08/12/26
20026	BETHEL MILLS	07/22/26	Threadlock, bolts 438356/6	01-5-500543.00 Law Enforcement Equip.	25.36	18164	08/12/26
20026	BETHEL MILLS	07/22/26	Fiberglass Patch 438405/6	01-5-485302.00 REPAIRS & MAINTENANCE	2.79	18164	08/12/26
20026	BETHEL MILLS	07/23/26	Screws, Screw Bit 438614/6	01-5-500543.00 Law Enforcement Equip.	73.99	18164	08/12/26
20026	BETHEL MILLS	07/23/26	Screws, Torx Bit 438773/6	01-5-705403.00 PARTS & SUPPLIES	40.05	18164	08/12/26
20026	BETHEL MILLS	07/25/26	Lock 439119/6	01-5-555422.00 FIRE TOOLS & EQUIPMENT	26.99	18164	08/12/26
20026	BETHEL MILLS	07/27/26	Wiring Supplies 439354/6	01-5-555422.00 FIRE TOOLS & EQUIPMENT	85.95	18164	08/12/26
20026	BETHEL MILLS	07/28/26	Mount/ Screws 439809/6	01-5-500543.00 Law Enforcement Equip.	21.49	18164	08/12/26
20026	BETHEL MILLS	07/28/26	Plywood, 2x4's 439818/6	01-5-500543.00 Law Enforcement Equip.	90.55	18164	08/12/26
20026	BETHEL MILLS	07/31/26	Screws 440543/6	01-5-500543.00 Law Enforcement Equip.	21.26	18164	08/12/26
20026	BETHEL MILLS	08/04/26	Caulk, Caulk Gun 441300/6	01-5-500543.00 Law Enforcement Equip.	83.96	18164	08/12/26
20039	BLUE CROSS/BLUE SHIELD OF	08/03/26	Health Insurance 229112136	01-5-005123.00 HEALTH INSUR	7328.72	18166	08/12/26
20039	BLUE CROSS/BLUE SHIELD OF	08/03/26	Health Insurance 229112136	01-5-703123.00 HEALTH INSUR	14922.69	18166	08/12/26
20039	BLUE CROSS/BLUE SHIELD OF	08/03/26	Health Insurance 229112136	01-5-100123.00 HEALTH INS	3896.39	18166	08/12/26
20039	BLUE CROSS/BLUE SHIELD OF	08/03/26	Health Insurance 229112136	01-5-350123.00 HEALTH INS	826.99	18166	08/12/26
20039	BLUE CROSS/BLUE SHIELD OF	08/03/26	Health Insurance 229112136	01-5-200123.00 HEALTH INS	2064.67	18166	08/12/26
20039	BLUE CROSS/BLUE SHIELD OF	08/03/26	Health Insurance 229112136	01-5-555123.00 HEALTH INSURANCE	980.80	18166	08/12/26
20039	BLUE CROSS/BLUE SHIELD OF	08/03/26	Health Insurance 229112136	01-5-500123.00 HEALTH INS	2373.08	18166	08/12/26
20039	BLUE CROSS/BLUE SHIELD OF	08/03/26	Health Insurance 229112136	01-5-200123.00 HEALTH INS	339.15	18166	08/12/26
20039	BLUE CROSS/BLUE SHIELD OF	08/03/26	Health Insurance 229112136	01-5-704123.00 HEALTH INSURANCE	3438.98	18166	08/12/26
20039	BLUE CROSS/BLUE SHIELD OF	08/03/26	Health Insurance 229112136	01-5-200123.00 HEALTH INS	876.14	18166	08/12/26
20086	BROOKS EDITORIAL	07/15/26	Selectboard Minutes 07152026	01-5-005300.10 CONTRACTED SERVICES	187.50	18167	08/12/26
30026	CASELLA WASTE SERVICES	07/01/26	Compost & Recycling 1161527	01-5-705308.00 FOOD WASTE DISPOSAL	1088.13	18168	08/12/26
30026	CASELLA WASTE SERVICES	07/01/26	Compost & Recycling 1161527	01-5-705305.00 RECYCLING	3993.15	18168	08/12/26

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
30026	CASELLA WASTE SERVICES	07/01/26	C&D & MSW 1161528	01-5-705303.00 MUNICIPAL SOLID WASTE	6706.16	18168	08/12/26
30026	CASELLA WASTE SERVICES	07/01/26	Waste Removal 1163109	01-5-705303.00 MUNICIPAL SOLID WASTE	82.58	18168	08/12/26
30031	CCI MANAGED SERVICES	08/03/26	TH- August 2026 Service CW- 64662	01-5-275632.00 SERVER MAINTENANCE	3028.26	18169	08/12/26
30031	CCI MANAGED SERVICES	08/03/26	PD- August 2026 Service CW-64700	01-5-500537.00 IT SUPPORT	1123.60	18169	08/12/26
30075	CINTAS CORPORATION	06/30/26	DPW Stock & Check 5344732201	01-5-703507.00 SUPPLIES	167.32	18170	08/12/26
30075	CINTAS CORPORATION	07/23/26	First Aid Supplies 5349417503	01-5-703507.00 SUPPLIES	205.23	18170	08/12/26
30103	COOP SERVICE CENTER	07/15/26	Inspection, Oil Change 8684	01-5-500306.00 CRUISER MAINT	162.96	18171	08/12/26
40004	DAN and WHIT'S GENERAL ST	06/02/26	Grocery Manual, Sponge 9G6Z	01-5-425330.00 REPAIRS,MAINT&Site Wrk	12.60	18172	08/12/26
40004	DAN and WHIT'S GENERAL ST	04/19/26	Eggs, Flour, Cream, Milk DTUB	01-5-425211.00 EQUIP.& SUPPLIES	60.89	18172	08/12/26
40004	DAN and WHIT'S GENERAL ST	05/26/26	Ice H99G	01-5-425211.00 EQUIP.& SUPPLIES	4.98	18172	08/12/26
40004	DAN and WHIT'S GENERAL ST	05/22/26	Firewood HOK4	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	16.00	18172	08/12/26
40004	DAN and WHIT'S GENERAL ST	06/07/26	Ice, Lighter Fluid, Plate I2MX	01-5-425211.00 EQUIP.& SUPPLIES	32.55	18172	08/12/26
40004	DAN and WHIT'S GENERAL ST	06/02/26	Raid Hornet Spray L5MB	01-5-425330.00 REPAIRS,MAINT&Site Wrk	19.98	18172	08/12/26
40004	DAN and WHIT'S GENERAL ST	05/17/26	Ice, Cowboy Briquets PAI8	01-5-425211.00 EQUIP.& SUPPLIES	24.97	18172	08/12/26
40004	DAN and WHIT'S GENERAL ST	05/08/26	Cleaning Solution, Starch PL68	01-5-425211.00 EQUIP.& SUPPLIES	20.23	18172	08/12/26
40004	DAN and WHIT'S GENERAL ST	06/07/26	Reynolds Foil ZPEO	01-5-425211.00 EQUIP.& SUPPLIES	21.69	18172	08/12/26
40019	DARTMOUTH-HITCHCOCK	07/09/26	Hynes 07092026	01-5-555636.00 OSHA COMPLIANCE	161.00	18173	08/12/26
50060	EAGLE POINT GUN/TJ MORRIS	07/28/26	Ammo 158313	01-5-500543.00 Law Enforcement Equip.	2020.00	18174	08/12/26
50010	ECFIBER	08/01/26	Internet Circuit 2608-0530890	01-5-555625.00 TELEPHONE & INTERNET	76.00	18175	08/12/26
50047	EVANS GROUP, INC.	07/01/26	Diesel Fuel 0084456-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1812.05	18176	08/12/26
50047	EVANS GROUP, INC.	07/14/26	Regular Fuel 0084757-IN	01-1-004105.00 Inventory-DPW Fueling Sta	2273.63	18176	08/12/26
50047	EVANS GROUP, INC.	07/15/26	Diesel Fuel 0084798-IN	01-1-004105.00 Inventory-DPW Fueling Sta	2608.91	18176	08/12/26
50055	EYEMED/FIDELITY SECURITY	07/22/26	Vision August 2026 167465057	01-2-001126.00 VISION SERV PLAN-PAYROLL	181.21	18177	08/12/26
180087	FAST TRACK SIGN & GRAPHIC	06/04/26	Vinyl Lettering Cab Side 06082026	01-5-703401.00 OUTSIDE REPAIRS	423.26	18178	08/12/26
180087	FAST TRACK SIGN & GRAPHIC	06/08/26	Trucks 1,2,4,10 Lettering 06242026	01-5-703401.00 OUTSIDE REPAIRS	1348.13	18178	08/12/26

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
70061	GMP	07/24/26	24 New Boston Rd 07/24/26 1469 07/2026	01-5-705501.00 ELECTRICITY	0.28	18179	08/12/26
70062	GMP	07/24/26	Main St Tower 07/24/2026 3506 07/2026	01-5-575233.00 TOWER POWER	120.30	18180	08/12/26
70067	GMP	07/31/26	111 Turnpike EV 07/31/26 3895 07/31/2	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	121.53	18181	08/12/26
70068	GMP	07/30/26	300 Main St 07/30/2026 3496 07/2026	01-5-706101.00 ELECTRICITY	536.65	18182	08/12/26
70069	GMP	07/30/26	Main Solar 07/30/2026 4881 07/2026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	28.44	18183	08/12/26
70070	GMP	07/30/26	26 New Boston 07/30/2026 0469 07/2026	01-5-703501.00 ELECTRICITY	164.64	18184	08/12/26
70071	GMP	07/29/26	Streetlights 07/29/2026 2492 07/2026	01-5-703307.00 STREETLIGHTS	1316.46	18185	08/12/26
70073	GMP	07/17/26	Academy 07/17/2026 0511 07/2026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	47.68	18186	08/12/26
200067	HANOVER, TOWN OF	07/29/26	Ambulance July-Sept 2026 03131	01-5-555901.00 AMBULANCE CONTRACT	49164.41	18188	08/12/26
200069	HARTFORD, TOWN OF	06/30/26	June 2026 Broadband 16327	01-5-500536.00 DISPATCH SERVICES	154.94	18189	08/12/26
130052	HERBERT, MATTHEW	06/30/26	Mileage 06302026	01-5-555212.00 EMS WAGE	88.45	18190	08/12/26
90009	INTERNAL REVENUE SERVICE	07/24/26	Payroll Transfer PR-07/24/26	01-2-001107.00 FED W/H TAX PAYABLE	7903.82 E	270008	07/24/26
90009	INTERNAL REVENUE SERVICE	07/24/26	Payroll Transfer PR-07/24/26	01-2-001103.00 FICA TAX PAYABLE	13507.12 E	270008	07/24/26
90009	INTERNAL REVENUE SERVICE	08/07/26	Payroll Transfer PR-08/07/26	01-2-001107.00 FED W/H TAX PAYABLE	7294.71 E	270013	08/07/26
90009	INTERNAL REVENUE SERVICE	08/07/26	Payroll Transfer PR-08/07/26	01-2-001103.00 FICA TAX PAYABLE	13745.26 E	270013	08/07/26
90014	INTERNATIONAL INSTITUTE O	07/24/26	MA- RENEWAL 2026 MARENEW	01-5-100615.00 DUES/MTGS/EDUC	135.00	18191	08/12/26
90019	INTERSTATE REFRIGERANT RE	07/02/26	CFC Recovery 8038	01-5-705305.00 RECYCLING	117.00	18192	08/12/26
90019	INTERSTATE REFRIGERANT RE	07/27/26	CFC Recovery 8216	01-5-705305.00 RECYCLING	225.00	18192	08/12/26
90025	IRVING ENERGY US LLC	07/17/26	Town Hall Propane 877814	01-5-703503.00 PROPANE	318.04	18193	08/12/26
100048	JOE'S EQUIPMENT SEV. INC.	07/15/26	Weed Trimmer Heads BM-101256	01-5-704403.00 PARTS & SUPPLIES	68.54	18194	08/12/26
100048	JOE'S EQUIPMENT SEV. INC.	07/20/26	Deck Belt NM-100266	01-5-704403.00 PARTS & SUPPLIES	162.99	18194	08/12/26
110001	K AND R PORTABLE RESTROOM	07/07/26	Portable Toilet 31880	01-5-425326.00 PORTABLE TOILET	800.00	18195	08/12/26
110049	KEY CHEVROLET OF WHITE RI	07/09/26	Diagnostics, Starter 61247	01-5-703403.00 PARTS & SUPPLIES	274.09	18196	08/12/26
110049	KEY CHEVROLET OF WHITE RI	07/09/26	Diagnostics, Starter 61247	01-5-703401.00 OUTSIDE REPAIRS	599.85	18196	08/12/26
110027	KEY COMMUNICATIONS INC	07/01/26	Phones 07/01/26-08/01/26 861342	01-5-300531.00 TELEPHONE	21.68	18197	08/12/26

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
110027	KEY COMMUNICATIONS INC	07/01/26	Phones 07/01/26-08/01/26 861342	01-5-100531.00 TELEPHONE	21.68	18197	08/12/26
110027	KEY COMMUNICATIONS INC	07/01/26	Phones 07/01/26-08/01/26 861342	01-5-005531.00 ADMIN TELEPHONE	21.68	18197	08/12/26
110027	KEY COMMUNICATIONS INC	07/01/26	Phones 07/01/26-08/01/26 861342	01-5-350531.00 TELEPHONE	21.68	18197	08/12/26
110027	KEY COMMUNICATIONS INC	07/01/26	Phones 07/01/26-08/01/26 861342	01-5-200531.00 TELEPHONE	21.68	18197	08/12/26
110027	KEY COMMUNICATIONS INC	07/01/26	Phones 07/01/26-08/01/26 861342	01-5-425127.00 TELEPHONE	21.68	18197	08/12/26
110027	KEY COMMUNICATIONS INC	08/01/26	Phones 08/01/26- 09/01/26 873201	01-5-005531.00 ADMIN TELEPHONE	21.70	18197	08/12/26
110027	KEY COMMUNICATIONS INC	08/01/26	Phones 08/01/26- 09/01/26 873201	01-5-100531.00 TELEPHONE	21.70	18197	08/12/26
110027	KEY COMMUNICATIONS INC	08/01/26	Phones 08/01/26- 09/01/26 873201	01-5-350531.00 TELEPHONE	21.70	18197	08/12/26
110027	KEY COMMUNICATIONS INC	08/01/26	Phones 08/01/26- 09/01/26 873201	01-5-200531.00 TELEPHONE	21.70	18197	08/12/26
110027	KEY COMMUNICATIONS INC	08/01/26	Phones 08/01/26- 09/01/26 873201	01-5-300531.00 TELEPHONE	21.70	18197	08/12/26
110027	KEY COMMUNICATIONS INC	08/01/26	Phones 08/01/26- 09/01/26 873201	01-5-425127.00 TELEPHONE	21.71	18197	08/12/26
120027	LEAF CAPITAL FUNDING, LLC	07/31/26	Toshiba Copier 08/2026 20689136	01-5-500501.00 ADMINISTRATION	82.00	18198	08/12/26
30056	LINDBERG, CHERYL A	08/04/26	Lister Reimbursment 08042026	01-5-300538.00 POSTAGE	2.45	18199	08/12/26
30056	LINDBERG, CHERYL A	08/04/26	Lister Reimbursment 08042026	01-5-300538.00 POSTAGE	1.93	18199	08/12/26
30056	LINDBERG, CHERYL A	08/04/26	Lister Reimbursment 08042026	01-5-300550.00 PRINTING	5.59	18199	08/12/26
30056	LINDBERG, CHERYL A	08/04/26	Lister Reimbursment 08042026	01-5-300538.00 POSTAGE	13.08	18199	08/12/26
30056	LINDBERG, CHERYL A	08/04/26	Lister Reimbursment 08042026	01-5-300538.00 POSTAGE	5.58	18199	08/12/26
30056	LINDBERG, CHERYL A	08/04/26	Lister Reimbursment 08042026	01-5-300538.00 POSTAGE	14.00	18199	08/12/26
30056	LINDBERG, CHERYL A	08/04/26	Lister Reimbursment 08042026	01-5-300538.00 POSTAGE	3.50	18199	08/12/26
30056	LINDBERG, CHERYL A	08/04/26	Lister Reimbursment 08042026	01-5-300538.00 POSTAGE	2.45	18199	08/12/26
30056	LINDBERG, CHERYL A	08/04/26	Lister Reimbursment 08042026	01-5-100550.00 PRINTING	16.77	18199	08/12/26
130006	MADISON NATIONAL LIFE	07/22/26	August 26 Premiums 1785192	01-5-555124.00 DISABILITY/LIFE INSURANCE	89.31	18200	08/12/26
130006	MADISON NATIONAL LIFE	07/22/26	August 26 Premiums 1785192	01-5-500124.00 DISABILITY/LIFE INS	388.27	18200	08/12/26
130006	MADISON NATIONAL LIFE	07/22/26	August 26 Premiums 1785192	01-5-703124.00 DISABILITY/LIFE	588.01	18200	08/12/26
130006	MADISON NATIONAL LIFE	07/22/26	August 26 Premiums 1785192	01-5-350124.00 DISABILITY/LIFE INS	97.44	18200	08/12/26

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
130006	MADISON NATIONAL LIFE	07/22/26	August 26 Premiums 1785192	01-5-200124.00 DISABILITY/LIFE INS	180.88	18200	08/12/26
130006	MADISON NATIONAL LIFE	07/22/26	August 26 Premiums 1785192	01-5-100124.00 DISABILITY/LIFE INS	226.59	18200	08/12/26
130006	MADISON NATIONAL LIFE	07/22/26	August 26 Premiums 1785192	01-5-005124.00 DISABILITY/LIFE INSUR	250.12	18200	08/12/26
130006	MADISON NATIONAL LIFE	07/22/26	August 26 Premiums 1785192	01-5-704124.00 DISABILITY/LIFE	136.21	18200	08/12/26
130006	MADISON NATIONAL LIFE	07/22/26	August 26 Premiums 1785192	01-5-425124.00 DISABILITY/LIFE INSUR	85.87	18200	08/12/26
130138	MISSION LOCK SECURITY LLC	06/25/26	TH Main Door Maintinence 252606-1	01-5-706113.00 REPAIRS & MAINTENANCE	165.00	18201	08/12/26
130109	MODERN CLEANERS and TAILO	08/01/26	PD- Uniform Cleaning 1977	01-5-500583.00 UNIFORMS CLEANING	758.00	18202	08/12/26
140033	NEW ENGLAND PBA, INC	08/01/26	Union Dues 08/01/2026 43514	01-2-001117.00 UNION DUES PAYABLE	225.36	18203	08/12/26
140101	NH RECYCLES	06/29/26	Glass Recycling 148482	01-5-705305.00 RECYCLING	226.00	18204	08/12/26
40042	NORTHEAST DELTA DENTAL	07/15/26	August 2026 Coverage 07152026	01-5-500125.00 DELTA DENTAL	258.28	18205	08/12/26
40042	NORTHEAST DELTA DENTAL	07/15/26	August 2026 Coverage 07152026	01-5-704125.00 DENTAL INSURANCE	117.65	18205	08/12/26
40042	NORTHEAST DELTA DENTAL	07/15/26	August 2026 Coverage 07152026	01-5-555126.00 DENTAL INSURANCE	40.82	18205	08/12/26
40042	NORTHEAST DELTA DENTAL	07/15/26	August 2026 Coverage 07152026	01-5-703125.00 DENTAL INSURANCE	432.35	18205	08/12/26
40042	NORTHEAST DELTA DENTAL	07/15/26	August 2026 Coverage 07152026	01-5-350125.00 DENTAL INSURANCE	40.82	18205	08/12/26
40042	NORTHEAST DELTA DENTAL	07/15/26	August 2026 Coverage 07152026	01-5-005125.00 DENTAL INSURANCE	292.05	18205	08/12/26
40042	NORTHEAST DELTA DENTAL	07/15/26	August 2026 Coverage 07152026	01-5-100125.00 DENTAL INSURANCE	176.64	18205	08/12/26
40042	NORTHEAST DELTA DENTAL	07/15/26	August 2026 Coverage 07152026	01-5-200125.00 DENTAL INSURANCE	40.82	18205	08/12/26
150004	OFFICE OF CHILD SUPPORT	07/24/26	Payroll Transfer PR-07/24/26	01-2-001115.00 CHILD SUPPORT PAYABLE	323.10	18087	07/24/26
150004	OFFICE OF CHILD SUPPORT	08/07/26	Payroll Transfer PR-08/07/26	01-2-001115.00 CHILD SUPPORT PAYABLE	323.10	18150	08/07/26
160074	PERFORMANCE JANITORIAL SE	07/31/26	Cleaning 276003	01-5-485304.00 CLEANING	813.93	18206	08/12/26
160035	PIKE INDUSTRIES INC	06/26/26	Cold Patch 1382436	01-5-703211.00 ASPHALT PRODUCTS	261.69	18207	08/12/26
160079	PRIMO BRANDS BLUE TRITON	07/22/26	DPW- Water 06G873005375	01-5-703507.00 SUPPLIES	224.84	18208	08/12/26
160081	PROCOM SERVICES	06/30/26	Vehicle Docking Station 4774-6	01-5-500536.00 DISPATCH SERVICES	2142.00	18209	08/12/26
REC270001	REGAN, SUZANNE	07/17/26	5 Softball Ref Games 07172026	01-5-425214.00 REFERREE/UMPIRE	325.00	18210	08/12/26
180088	RODEN, TYLER	07/30/26	Mileage Reimbursment 07302026	01-5-200580.00 MILEAGE REIMBURSEMENT	2.90	18211	08/12/26

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
190006	SABIL and SONS INC	07/28/26	Highway Truck Maintenence 19313	01-5-703401.00 OUTSIDE REPAIRS	868.75	18212	08/12/26
190006	SABIL and SONS INC	07/28/26	Highway Truck Maintenence 19313	01-5-703403.00 PARTS & SUPPLIES	153.74	18212	08/12/26
190006	SABIL and SONS INC	07/08/26	Highway Truck Maintenence 19689	01-5-703403.00 PARTS & SUPPLIES	5134.38	18212	08/12/26
190006	SABIL and SONS INC	07/08/26	Highway Truck Maintenence 19689	01-5-703401.00 OUTSIDE REPAIRS	3225.00	18212	08/12/26
190006	SABIL and SONS INC	07/31/26	Forestry Truck #1 Inspect 19893	01-5-555528.12 R&M 19 F550	150.00	18212	08/12/26
190190	SECURSHRED	06/11/26	PD and TH Shred 533576	01-5-005300.00 PROFESS SERV	1008.00	18213	08/12/26
160003	SMITH, PAM	07/20/26	Mileage 07202026	01-5-300580.00 MILEAGE REIMB	62.32	18214	08/12/26
190055	SOLAFLECT SOLAR PARK IV,	06/30/26	True up 2026 06302026	01-5-500204.00 SPEED SIGNS	27.07	18215	08/12/26
190055	SOLAFLECT SOLAR PARK IV,	06/30/26	True up 2026 06302026	01-5-485233.00 ELECTRICITY/Heating	224.08	18215	08/12/26
190055	SOLAFLECT SOLAR PARK IV,	06/30/26	True up 2026 06302026	01-5-575233.00 TOWER POWER	7.17	18215	08/12/26
190055	SOLAFLECT SOLAR PARK IV,	06/30/26	True up 2026 06302026	01-5-705501.00 ELECTRICITY	24.62	18215	08/12/26
190055	SOLAFLECT SOLAR PARK IV,	06/30/26	True up 2026 06302026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	5.64	18215	08/12/26
190055	SOLAFLECT SOLAR PARK IV,	07/15/26	Monthly Solar 2607_01	01-5-500204.00 SPEED SIGNS	84.41	18215	08/12/26
190055	SOLAFLECT SOLAR PARK IV,	07/15/26	Monthly Solar 2607_01	01-5-705501.00 ELECTRICITY	76.77	18215	08/12/26
190055	SOLAFLECT SOLAR PARK IV,	07/15/26	Monthly Solar 2607_01	01-5-575233.00 TOWER POWER	22.36	18215	08/12/26
190055	SOLAFLECT SOLAR PARK IV,	07/15/26	Monthly Solar 2607_01	01-5-485233.00 ELECTRICITY/Heating	698.86	18215	08/12/26
190055	SOLAFLECT SOLAR PARK IV,	07/15/26	Monthly Solar 2607_01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	17.60	18215	08/12/26
190064	SP and F ATTORNEYS, P.C.	07/10/26	Service Through 05/31/26 106556	01-5-005305.00 LEGAL	3478.50	18216	08/12/26
20060	SWENSON, BRIE	07/17/26	Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP.& SUPPLIES	73.99	18217	08/12/26
20060	SWENSON, BRIE	07/17/26	Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP.& SUPPLIES	74.99	18217	08/12/26
20060	SWENSON, BRIE	07/17/26	Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP.& SUPPLIES	33.66	18217	08/12/26
20060	SWENSON, BRIE	07/17/26	Camps, Softball, Pizza 07172026	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	37.38	18217	08/12/26
20060	SWENSON, BRIE	07/17/26	Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP.& SUPPLIES	99.13	18217	08/12/26
20060	SWENSON, BRIE	07/17/26	Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP.& SUPPLIES	141.90	18217	08/12/26
20060	SWENSON, BRIE	07/17/26	Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP.& SUPPLIES	24.45	18217	08/12/26

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
20060	SWENSON, BRIE	07/17/26	Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP.& SUPPLIES	40.75	18217	08/12/26
20060	SWENSON, BRIE	07/17/26	Camps, Softball, Pizza 07172026	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	16.01	18217	08/12/26
20060	SWENSON, BRIE	07/17/26	Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP.& SUPPLIES	57.98	18217	08/12/26
20060	SWENSON, BRIE	07/17/26	Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP.& SUPPLIES	30.75	18217	08/12/26
20060	SWENSON, BRIE	07/20/26	Camps 07202026	01-5-425211.00 EQUIP.& SUPPLIES	179.12	18217	08/12/26
20060	SWENSON, BRIE	07/20/26	Camps 07202026	01-5-425330.00 REPAIRS,MAINT&Site Wrk	69.99	18217	08/12/26
20060	SWENSON, BRIE	08/03/26	Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP.& SUPPLIES	92.50	18217	08/12/26
20060	SWENSON, BRIE	08/03/26	Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP.& SUPPLIES	58.29	18217	08/12/26
20060	SWENSON, BRIE	08/03/26	Sports Camp, Afterschool 08032026	01-5-425330.00 REPAIRS,MAINT&Site Wrk	52.00	18217	08/12/26
20060	SWENSON, BRIE	08/03/26	Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP.& SUPPLIES	60.99	18217	08/12/26
20060	SWENSON, BRIE	08/03/26	Sports Camp, Afterschool 08032026	01-5-425330.00 REPAIRS,MAINT&Site Wrk	3.25	18217	08/12/26
20060	SWENSON, BRIE	08/03/26	Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP.& SUPPLIES	16.50	18217	08/12/26
20060	SWENSON, BRIE	08/03/26	Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP.& SUPPLIES	47.79	18217	08/12/26
20060	SWENSON, BRIE	08/03/26	Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP.& SUPPLIES	33.48	18217	08/12/26
20060	SWENSON, BRIE	08/03/26	Sports Camp, Afterschool 08032026	01-5-425216.00 ENTRY FEE -Tournament	244.00	18217	08/12/26
20060	SWENSON, BRIE	08/03/26	Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP.& SUPPLIES	37.04	18217	08/12/26
20060	SWENSON, BRIE	08/03/26	Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP.& SUPPLIES	98.40	18217	08/12/26
20060	SWENSON, BRIE	04/17/26	Rec Field Rental Refund 832316	01-4-000355.01 Registration Fee Refunds	2000.00	18217	08/12/26
200062	TOP STITCH EMBROIDERY, IN	07/28/26	Shirt Embroidery 417356	01-5-500582.00 UNIFORMS	831.20	18218	08/12/26
120045	TRAJMAN, LILY	07/20/26	Mileage 07202026	01-5-100615.00 DUES/MTGS/EDUC	247.76	18219	08/12/26
200103	TWO RIVERS - OTTAUQUECHEE	07/01/26	FY27 Shared Energy Coor 27-003	01-5-005704.00 Reg Energy Coordinator	15795.00	18220	08/12/26
210004	UNIFIRST CORPORATION	07/13/26	Uniforms 1070527263	01-5-704311.00 UNIFORMS	100.00	18221	08/12/26
210004	UNIFIRST CORPORATION	07/13/26	Uniforms 1070527263	01-5-703311.00 UNIFORMS	444.36	18221	08/12/26
210004	UNIFIRST CORPORATION	07/20/26	Uniforms 1070528891	01-5-703311.00 UNIFORMS	444.36	18221	08/12/26
210004	UNIFIRST CORPORATION	07/20/26	Uniforms 1070528891	01-5-704311.00 UNIFORMS	100.00	18221	08/12/26

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid		Check Number	Check Date
210004	UNIFIRST CORPORATION	07/27/26	Uniforms 1070530770	01-5-704311.00 UNIFORMS	100.00		18221	08/12/26
210004	UNIFIRST CORPORATION	07/27/26	Uniforms 1070530770	01-5-703311.00 UNIFORMS	444.36		18221	08/12/26
210009	UNITED CONSTRUCTION and F	07/27/26	Spindle 11742910	01-5-703403.00 PARTS & SUPPLIES	196.14		18222	08/12/26
180083	UPPER VALLEY FENCING CLUB	07/17/26	Fencing 07172026	01-5-425200.00 Instructor/Contractor Fee	566.00		18223	08/12/26
220010	VERMONT ASSOCIATION OF CO	07/01/26	Long Handle Adapter 072026NORWIC	01-5-555635.00 DRY HYDRANT	450.00		18224	08/12/26
220021	VERMONT DEPARTMENT OF TAX	07/10/26	Payroll Transfer PR-07/10/26A	01-2-001109.00 VT W/H TAX PAYABLE	-24.26	E	270012	08/07/26
220021	VERMONT DEPARTMENT OF TAX	07/24/26	Payroll Transfer PR-07/24/26	01-2-001109.00 VT W/H TAX PAYABLE	3168.59	E	270007	07/24/26
220021	VERMONT DEPARTMENT OF TAX	08/07/26	Payroll Transfer PR-08/07/26	01-2-001109.00 VT W/H TAX PAYABLE	3028.41	E	270012	08/07/26
220033	VERMONT LIFE SAFETY, LC	07/08/26	TH Fire Alarm Maintinence 57966	01-5-706113.00 REPAIRS & MAINTENANCE	2855.00		18225	08/12/26
220061	VMCTA	07/24/26	TC- MEMBER CONFERENCE 07242026	01-5-100615.00 DUES/MTGS/EDUC	200.00		18226	08/12/26
220062	VMERS DB	07/10/26	Payroll Transfer PR-07/10/26	01-2-001111.00 VMERS GRP B PAYABLE	7576.62		18227	08/12/26
220062	VMERS DB	07/10/26	Payroll Transfer PR-07/10/26	01-2-001113.00 VMERS GRP C PAYABLE	3737.58		18227	08/12/26
220062	VMERS DB	07/24/26	Payroll Transfer PR-07/24/26	01-2-001111.00 VMERS GRP B PAYABLE	8213.08		18227	08/12/26
220062	VMERS DB	07/24/26	Payroll Transfer PR-07/24/26	01-2-001113.00 VMERS GRP C PAYABLE	3900.73		18227	08/12/26
220072	VT GOVERNMENT FINANCE OFF	07/23/26	Treasurer membership 2027-019	01-5-005616.00 Treasurer Conf. & Dues Ex	40.00		18228	08/12/26
230000	W.B. MASON CO., INC.	06/25/26	Tape, Label Maker 262826673	01-5-500501.00 ADMINISTRATION	98.23		18229	08/12/26
230000	W.B. MASON CO., INC.	06/30/26	Disinfecting Wipes 262874100	01-5-485301.00 BUILDING SUPPLIES	37.74		18229	08/12/26
230000	W.B. MASON CO., INC.	07/07/26	Envelopes, labels,battery 263009447	01-5-500501.00 ADMINISTRATION	133.89		18229	08/12/26
230000	W.B. MASON CO., INC.	07/08/26	Labels 263031017	01-5-500501.00 ADMINISTRATION	62.86		18229	08/12/26
230000	W.B. MASON CO., INC.	07/09/26	Shipping Label 263055144	01-5-500501.00 ADMINISTRATION	56.57		18229	08/12/26
230000	W.B. MASON CO., INC.	07/14/26	Binders 263142696	01-5-500501.00 ADMINISTRATION	45.33		18229	08/12/26
230000	W.B. MASON CO., INC.	07/14/26	Paper, Binder 263154997	01-5-500501.00 ADMINISTRATION	89.27		18229	08/12/26
230000	W.B. MASON CO., INC.	07/20/26	Air Dusters 263256501	01-5-500501.00 ADMINISTRATION	23.99		18229	08/12/26
230000	W.B. MASON CO., INC.	07/20/26	Envelopes, Pens 263261206	01-5-200610.00 OFFICE SUPPLIES	277.08		18229	08/12/26
230000	W.B. MASON CO., INC.	07/21/26	Storage Boxes 263293326	01-5-200610.00 OFFICE SUPPLIES	58.84		18229	08/12/26

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
230000	W.B. MASON CO., INC.	07/21/26	Organizers 263298512	01-5-500501.00 ADMINISTRATION	91.07	18229	08/12/26
230000	W.B. MASON CO., INC.	07/22/26	Binders 263316128	01-5-500501.00 ADMINISTRATION	52.19	18229	08/12/26
230000	W.B. MASON CO., INC.	07/21/26	Paper 263327174	01-5-275610.00 OFFICE SUPPLIES	475.92	18229	08/12/26
230000	W.B. MASON CO., INC.	07/22/26	Binders 263352368	01-5-200610.00 OFFICE SUPPLIES	9.95	18229	08/12/26
230000	W.B. MASON CO., INC.	07/23/26	Book 263356815	01-5-500501.00 ADMINISTRATION	42.99	18229	08/12/26
230000	W.B. MASON CO., INC.	07/28/26	Dry Erase Boards 263421997	01-5-500501.00 ADMINISTRATION	800.33	18229	08/12/26
230000	W.B. MASON CO., INC.	07/29/26	Binders 263458506	01-5-500501.00 ADMINISTRATION	64.70	18229	08/12/26
230000	W.B. MASON CO., INC.	07/29/26	Command Strips, Hangars 263465463	01-5-500501.00 ADMINISTRATION	15.56	18229	08/12/26
230000	W.B. MASON CO., INC.	07/29/26	Printer Ink 263468576	01-5-005610.00 OFFICE SUPPLIES	83.00	18229	08/12/26
230057	WARNER, ALEX	07/20/26	RIT Class Reimb 07202026	01-5-555338.00 FIRE EDUC/TRAINING	100.00	18231	08/12/26
260004	ZERO9 HOLSTERS	05/20/26	Portable Radio Cases 13091-B2B	01-5-500501.00 ADMINISTRATION	492.55	18234	08/12/26
		Report Total			256812.67		

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 $ ***256,812.67
Let this be your order for the payments of these amounts.

Finance Director Jonathan DeLaBruere
Jonathan DeLaBruere

Town Manager:
Brennan Duffy

SELECTBOARD:

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

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
20020	BERGERON PROTECTIVE CLOTH	06/30/26	Boots 251692	26-5-555322.00 FIRE EQUIPMENT	685.00	18162	08/12/26
	Report Total				685.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating $ *******685.00
Let this be your order for the payments of these amounts.

Finance Director Jonathan DeLaBruere
Jonathan DeLaBruere

Town Manager:
Brennan Duffy

SELECTBOARD:

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

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
230056	WILCOX TREE SERVICE LLC	07/14/26	Tree removal 7339	52-5-000300.00 Emerald Ash Borer Expense	52783.00	18233	08/12/26
	Report Total				52783.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating $ ****52,783.00
Let this be your order for the payments of these amounts.

Finance Director *Jonathan DeLaBruere* Town Manager:
Jonathan DeLaBruere Brennan Duffy

SELECTBOARD:

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

Town of Norwich Accounts Payable
Check Warrant Report # 1514 Current Prior FY Invoices For Fund (Culvert Fund)
For Check Acct 03(General) All check #s 07/23/26 To 08/12/26 & Fund 54

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
230052	WATERS EXCAVATION, INC.	07/28/26	Rte. 132 Culvert 900018	54-5-703322.00 Culvert Expense	157450.30	18235	08/12/26
	Report Total				157450.30		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating $ ***157,450.30
Let this be your order for the payments of these amounts.

Finance Director Jonathan DeLaBruere
Jonathan DeLaBruere

Town Manager:
Brennan Duffy

SELECTBOARD:

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

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
70077	GOOD NEIGHBOR HEALTH CLIN	07/15/26	Opioid Settlement Expense 07152026	56-5-000001.00 Opioid Settlement Expense	16000.00	18187	08/12/26
	Report Total				16000.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating $ ****16,000.00
Let this be your order for the payments of these amounts.

Finance Director Jonathan DeLaBruere
Jonathan DeLaBruere

Town Manager:
Brennan Duffy

SELECTBOARD:

Kimo Griggs
Chair

Brendan Classon
Vice Chair

Mary Layton

Matthew Swett

Robert Gere

08/03/26 Town of Norwich Accounts Payable Page 1 of 1
02:36 pm Check Warrant Report # 1507 Current Prior FY Invoices For Fund (General) TRoden
For Check Acct 04(General) All check #s 07/02/26 To 07/02/26 & Fund 01

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
50012	ELAN FINANCIAL SERVICES	06/08/26	Helmets REF#2080	01-5-500584.00 BULLET PROOF VESTS	3000.00 E	270001	07/02/26
50012	ELAN FINANCIAL SERVICES	06/08/26	Helmets REF#2080	01-5-500583.00 UNIFORMS CLEANING	829.29 E	270001	07/02/26
50012	ELAN FINANCIAL SERVICES	06/05/26	Village Master Plan Map REF#2384	01-5-350550.00 PRINTING	170.00 E	270001	07/02/26
50012	ELAN FINANCIAL SERVICES	06/04/26	Adobe REF#6382	01-5-703515.00 ADMINISTRATION	19.99 E	270001	07/02/26
50012	ELAN FINANCIAL SERVICES	05/20/26	Zoom REF#7037	01-5-275627.00 REMOTE MEETING SERVICES	537.81 E	270001	07/02/26
50012	ELAN FINANCIAL SERVICES	06/09/26	Starlink REF#8079	01-5-500535.00 VIBRS	338.14 E	270001	07/02/26
		Report Total			4895.23		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating $ *****4,895.23
Let this be your order for the payments of these amounts.

Finance Director Jonathan DeLaBruere Town Manager:
Jonathan DeLaBruere Brennan Duffy

SELECTBOARD:

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

FYI

Unpaid Invoices For Check Acct 04(General) From 08/10/26 To 08/10/26 & Fund 01

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
50012	ELAN FINANCIAL SERVICES	06/17/26	Background Check REF# 1919	01-5-005300.00 PROFESS SERV	30.00	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	07/07/26	Desk REF# 2528	01-5-500501.00 ADMINISTRATION	359.98	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	06/20/26	Zoom REF# 3707	01-5-275627.00 REMOTE MEETING SERVICES	537.81	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	07/13/26	Starlink REF# 5073	01-5-500536.00 DISPATCH SERVICES	220.00	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	07/04/26	Adobe REF# 5232	01-5-703515.00 ADMINISTRATION	19.99	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	07/07/26	File Cabinet REF# 5987	01-5-500501.00 ADMINISTRATION	390.46	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	07/06/26	Port Replicator REF# 6423	01-5-500536.00 DISPATCH SERVICES	501.99	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	07/09/26	Hose and Reel REF# 7601	01-5-485304.00 CLEANING	171.92	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	07/07/26	Futon Sofa Bed REF# 7909	01-5-500501.00 ADMINISTRATION	379.96	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	06/17/26	Starlink REF# 8074	01-5-500536.00 DISPATCH SERVICES	46.20	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	06/23/26	Nonethanol Fuel REF# 8255	01-5-555528.00 FIRE TRK R & M	25.90	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	07/07/26	Office Chair REF# 8598	01-5-500501.00 ADMINISTRATION	465.48	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	06/16/26	Adobe REF# 8962	01-5-703515.00 ADMINISTRATION	239.88	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	06/26/26	Uniform Dry Cleaning REF# 9271	01-5-500501.00 ADMINISTRATION	138.50	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	07/07/26	Deluxe Subscripton REF# 9605	01-5-275631.00 WEB SITE SUPPORT	99.99	--------	--/--/--
50012	ELAN FINANCIAL SERVICES	06/13/26	Starlink REF#2076	01-5-500536.00 DISPATCH SERVICES	190.00	--------	--/--/--

FYI

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				3818.06		

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 $ *****3,818.06

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

Finance Director Jonathan DeLaBruere
Jonathan DeLaBruere

Town Manager:
Brennan Duffy

SELECTBOARD:

Kimo Griggs
Chair

Brendan Classon
Vice Chair

Mary Layton

Matthew Swett

Robert Gere

From: Dianne Griggs
To: Chris Kaufman
Cc: Brennan Duffy; Select Board
Subject: Re: Dutton Hill Road East condition
Date: Monday, July 20, 2026 5:54:59 PM

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

Many thanks to the road crew for coming up to Dutton Hill Road today.

It's greatly appreciated.

Thank You,
Dianne Griggs

On Mon, Jul 20, 2026 at 6:10 AM Chris Kaufman <ckaufman@norwich.vt.us> wrote:

> Diane, Dutton Hill Rd is a very challenging road due to its being narrow, steep, and the road elevation lower than the sides of the roadway. Also, the intensity and duration of storm events exacerbates the problems even more. We will be up today to work on it again today likely.
>
> Thanks, Chris
>
> Get Outlook for Android
>
> ---
>
> **From:** Dianne Griggs <dianne.griggs@gmail.com>
> **Sent:** Friday, 17 July 2026 13:02:37
> **To:** Chris Kaufman <ckaufman@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>; Select Board <selectboard@norwich.vt.us>
> **Subject:** Dutton Hill Road East condition
>
> You don't often get email from dianne.griggs@gmail.com. Learn why this is important
>
> I spoke with the Fed EX driver who serves our road today. She took me aside and wanted to know if the town was planning on improving the condition of the road.
> She said that the steep section at the bottom of the hill is narrow enough that she can barely get up the hill with her truck. She added that the road erosion is also increasingly problematic between 151 and 216 properties. She has a large and smaller truck and both are challenged by the road.
>
> Thank you for your attention to this matter. One more hard rain and it quite possibly will not be passable for many of us on the hill.
>
> Dianne M. Griggs
> 198 Dutton Hill Road

From:	Kris Clement
To:	Select Board; Kimo Griggs; Brendan Classon; Matt Swett; Mary Layton; rgere@mac.com; Brennan Duffy; Miranda Bergmeier
Subject:	Act 148
Date:	Thursday, July 23, 2026 9:26:35 AM

To the members of the Selectboard,

First off, your meetings are getting better, so congratulations. Deliberating on a variety of subjects is what it is all about, and you guys are deliberating.

I wanted to follow up on a comment I made last night, and did not want anyone walking away with misinformation.

Act 148, Vermont's Universal Recycling Law, is very much intact. Keeping unnecessary items out of already overcrowded landfills was the objective. The Act covers the recycling to (1) food scraps and food residuals, (2) leaf/yard debris and clean wood, and (3) “Blue Bin” recyclables.

Enforcement became the issue. So, for example, not using the food bins is not a 'criminal offence' or a lot of us would already be in jail. There are no 'garbage can police.' The State was not prepared to inspect every trash bag to see if compliance was met. Instead, municipalities are mandated to provide recycling systems, and it is up to the consumer to comply to the best of their ability.

Much like our landfills, the courts are already overwhelmed with criminal activities. It's really up to us as individuals and communities to be aware of, and follow laws.

Historically speaking, Norwich has been ahead of the curve with a recycling program. For those who remember the 'purple trash bag' affair, this Town went bezerk. It was perhaps the last time there was a full blown Listserv blast.

The Town does have a Solid Waste Committee, and like most of this Town's committees, I believe it is underutilized. Depending on the 'charge' of the committee, they could easily provide you all with some helpful information.

Thanks,

Kris

Miranda: please include this correspondence in the next packet.

From: Gered Dunne
To: Miranda Bergmeier; Listers; Select Board
Subject: issue at listers office
Date: Wednesday, July 29, 2026 4:34:49 PM

hi brendan,

i received my letter denying our appeal regarding the listers redesignation of our home to the 'in town walkable' category - the letter comes with no indication of reason for denial.

i visited their office this afternoon and asked for clarification here and found them unable to produce any criteria by which this determination was made.

i am asking that you add to the next selectboard meeting an agenda item whereby they are required to produce the criteria used in these recent redesignations. if they cannot do so, i ask that the selectboard overturn all of the neighborhood redesignations they have made. anyone who is skilled in the craft of assessing relies on a known set of criteria - this is what sets professionals apart from amateurs and hobbyists. our listers have made a subjective determination and this is inequitable and probably illegal.

gered dunne

From: Paul D. Manganiello
To: Select Board
Cc: peterorner@gmail.com
Subject: Public Safety
Date: Thursday, July 30, 2026 3:47:57 PM

Dear Selectboard:

Paul Manganiello
224 Turnpike Rd.
paul.d.manganiello@dartmouth.edu
802-390-3828
July 30, 2026

[Norwich Selectboard
300 Main St., P.O. Box 376
Norwich, VT 05055]

Subject: Traffic safety:

I am writing because of the blatant disregard for public safety experienced this past week. This has not been my first letter on this topic, and I am afraid it will not be my last. Nor do I hope the need for a letter bemoaning a fatal or near fatal accident.

I do have to respectfully disagree with Peter. I feel this is a public safety issue and thus a police enforcement issue.

It would help if the Police Department on a scheduled basis posted [widely!!] the rules of the road for drivers and cyclists, on a regular basis.

Drivers:

1. Need to give cyclists 4 FEET of clearance before passing
2. Cross the solid yellow line ONLY WHEN THE ON COMING LANE IS CLEAR
3. DO NOT TURN RIGHT IN FRONT OF A CYCLIST; WHEN TURNING L, MUST YIELD TO THE CYCLIST
4. CHECK FOR APPROACHING CYCIST BEFORE OPENING THE VEHICLE'S DOOR

Cyclists:

1. Ride with the traffic
2. RIDE SINGLE FILE
3. FOLLOW ALL STANDARD ROAD SIGNS
4. USE APPROAPRIATE SIGNALS WHEN TURNING OR STOPPING
5. USE PROPER LIGHTS AND REFLECTORS
6. DON'T USE EAR OR HEAD PHONES

I am not sure of the cost, but I doubt that it would involve a major line item in the Norwich Police Department budget. It is time for the town to use speed cameras on Beaver Meadow, Turnpike and Union Village roads coming into town where the speed limit is reduced to 25 miles per hour

Thank you considering my concerns.

Sincerely yours, Paul

[Today's Road Closure/ Summer Speeding
From: Peter Orner <peterorner@gmail.com>
Date: Mon, 27 Jul 2026 17:58:25 -0400

We've already had a summer of routine excessive speeding on all the main residential streets in town with no let up in sight -- but today was way over the top.

There doesn't seem to have been any consideration of the impact of today's Main Street road closure on pedestrians walking/ jogging/ biking the Loop. Simply rerouting traffic with a couple of signs very obviously isn't enough. Now that drivers have become so accustomed to barreling through town on Main Street, today's minor inconvenience was an apparent invitation to really step on it. Speeding has been constant on Beaver Meadow and Turnpike throughout the day. And on tiny Moore Lane we had cars pushing forty and in one case (silver Porsche SUV) closer to fifty. Nice wheels, but I'm not impressed. At 5:50 it continues to be treacherous out there for walkers and bikers.

It's yet another wake up call for Norwich. After years of so many people bringing this to the attention of town leadership, we need to finally implement effective traffic calming measures. I've long argued that this isn't a police enforcement issue, though of course it helps. We need creative calming solutions. So many other communities in New England have implemented them, it's time for Norwich to step up and act. Peter

From: Paul D. Manganiello <Paul.D.Manganiello@dartmouth.edu>
Date: Tuesday, July 28, 2026 at 10:56
To: peterorner@gmail.com <peterorner@gmail.com>
Cc: wendy.manganiello@gmail.com <wendy.manganiello@gmail.com>
Subject: Re: Today's Road Closure/ Summer Speeding

On Tue, Jul 28, 2026 at 8:07 AM Paul D. Manganiello <Paul.D.Manganiello@dartmouth.edu> wrote:
Thanks Peter, I am banned from posting, but thanks for the post. My wife and I were biking yesterday and went the Moore Lane route. We had to get off at your house and

walk to Turnpike with our bikes before continuing up Turnpike. It was pretty scary. People weren’t even paying attention to hand signals to slow down around curves or blind spots. Any advice?
Paul]

Outlook

Master Financial Policy and Separation of Duties

From Steven Hepburn <stevenjhepburn@gmail.com>
Date Thu 7/23/2026 2:07 PM
To Select Board <selectboard@norwich.vt.us>
Cc marydlayton.selectboard@gmail.com <marydlayton.selectboard@gmail.com>; mswettselectboard@gmail.com <mswettselectboard@gmail.com>; robert.gere.norwich@zohomail.com <robert.gere.norwich@zohomail.com>; Kimo Griggs <kimogriggsnorwichselect@gmail.com>; bjclasson.norwichsb@gmail.com <bjclasson.norwichsb@gmail.com>; Finance <finance@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>

Dear Selectboard Members,

I listened with interest to the discussion at the July 22 Selectboard meeting regarding the municipal internal-controls checklist and the responsibilities established under 24 V.S.A. § 1571.

I believe the discussion highlighted significant gaps in the Town's separation of financial duties, as well as inadequacies in the current Master Financial Policy. The policy does not appear to clearly define how the statutory responsibilities of the Treasurer, the administrative responsibilities of the Town Manager and Finance Office, and the oversight responsibilities of the Selectboard should work together.

When a gap of this nature is identified, I believe the Selectboard should prioritize updating the relevant policy. Once the policy has been adopted, the Town Manager should be responsible for establishing and implementing the procedures necessary to ensure compliance.

This is particularly timely given the appointment of a new Finance Director. I would expect the Master Financial Policy and the Town's other adopted financial policies to be the starting point as the Finance Director takes up their new responsibilities. Those policies should clearly establish the Town's expectations, responsibilities, controls, reporting requirements, and separation of duties, rather than requiring a new employee to rely primarily on inherited or informal practices.

This should not be treated only as an annual checklist exercise. Clear separation of duties, documented responsibilities, regular reporting, and effective internal controls are fundamental to protecting the Town and maintaining public confidence in its financial management.

The Finance Committee could support this work by reviewing the relevant statutes and existing policies, identifying gaps, and providing recommendations to the Selectboard. However, responsibility for adopting an adequate policy rests with the Selectboard, and responsibility for implementing it rests with the Town Manager.

I encourage the Selectboard to place a review and update of the Master Financial Policy on an upcoming agenda and establish a clear process and timeline for completing that work.

Sincerely,

Steven Hepburn
Chair, Norwich Finance Committee

Outlook

Forwarding Selectboard Correspondence

From Steven Hepburn <stevenjhepburn@gmail.com>
Date Fri 7/24/2026 11:00 AM
To Select Board <selectboard@norwich.vt.us>
Cc marydlayton.selectboard@gmail.com <marydlayton.selectboard@gmail.com>; Kimo Griggs <kimogriggsnorwichselect@gmail.com>; mswettselectboard@gmail.com <mswettselectboard@gmail.com>; bjclasson.norwichsb@gmail.com <bjclasson.norwichsb@gmail.com>; Brennan Duffy <BDuffy@norwich.vt.us>; robert.gere.norwich@zohomail.com <robert.gere.norwich@zohomail.com>

Dear Selectboard Members,

I wanted to follow up on the discussion about correspondence submitted for Selectboard packets.

Matt's suggestion of forwarding submissions to all Selectboard members as they are received seems entirely reasonable. Vermont law permits the distribution of materials to board members in advance of a meeting, provided members do not use email to deliberate or conduct other Selectboard business.

The mechanism for implementing this would be for the Selectboard to update its correspondence policy. The policy could state that correspondence is forwarded promptly to all Selectboard members when received, while still being retained and included in the appropriate public packet.

It seems like there is an opinion that items must be disclosed to the public at the same time as the selectboard. I do not believe Vermont law requires correspondence to be publicly posted at the exact moment it is forwarded to selectboard members. It would, however, generally become a public record once received by the Town and would be subject to disclosure upon request, unless a specific exemption applies. If there is another interpretation of the law in this matter, it would be a worthwhile discussion and again, should then be referenced in the policy.

That remains the case if someone sends correspondence inadvertently or later asks to retract it. Retraction may affect whether the correspondence is included in a future packet, but it does not ordinarily erase the public record already created or remove it from the requirements of the Public Records Act.

This approach would allow members to review correspondence in a timely manner while preserving an appropriate public-record and packet process.

Thank you,
Steven

Outlook

Safety on Beaver Meadow by Hopson

From Jenny Barba <jennyhbarba@gmail.com>
Date Tue 7/28/2026 9:10 AM
To Brennan Duffy <BDuffy@norwich.vt.us>; Kimo Griggs <kimo@kimogriggs.com>; bjclasson@gmail.com <bjclasson@gmail.com>; Select Board <selectboard@norwich.vt.us>

Hi Brennan and the Norwich Select Board,

I frequently walk on Beaver Meadow to Hopson and there is a very dangerous part of the road that needs to be fixed for safety of walkers and bikers. It is the short area between the crosswalk and Hopson Rd across from the cemetary. The shoulder is washed out and the driving lane is narrow. There is a steep drop off and I have to walk into the road with my dog. This is right in a location where the road curves and cars haven't slowed down yet as they are approaching town. In addition to safety concerns from cars, I also worry about twisting an ankle or tripping down the ditch on the hill.

Would you like to meet and I can show you the spot?

Best,
Jenny

Jenny H. Barba
cell: 415.215.3558
email: jennyhbarba@gmail.com

Town of Norwich, Vermont

CHARTERED 1761

TO: Selectboard Members – Griggs, Clausson, Layton, Swett and Gere
FROM: Board of Listers – Lindberg, Smith and Ciccotelli
DATE: July 30, 2026
RE: Lodging of 2026 Grand List

The Board of Listers have lodged the 2026 Grand List with the Town Clerk today. It is available for the Selectboard to use to set a Municipal Tax Rate for the Fiscal year 2027 at an upcoming meeting – Special meetings have typically been chosen. The Municipal Grand List total is $1,264,606,200 and when divided by 100, the taxable municipal grand list is $12,646,062. The lodged Municipal Grand List total resulted in a greater taxable base than the 2026 Abstract Grand List reflected.

As previously shared with you, the FY2027 Education tax rates have been set and distributed by the State for Norwich as follows:

Homestead tax rate - $1.3109

Non-Homestead tax rate - $1.2513

The Municipal tax rate that you set will be added to each of the Education tax rates above to arrive at the total tax rate used to bill the Norwich property owners.

Let us know if you have any questions.

P.O. Box 376, Norwich, VT 05055 (802) 649-1419 ext. 6

MEMORANDUM

TO: Selectboard Packet and Town Manager Duffy
FROM: Marcia Calloway
DATE: August 5, 2026
RE: Listers second vote to raise their grade/step/wage

Current issue. The Listers' held a Special Meeting on July 30, 2026 at 11:00 a.m. and again voted themselves an increase in wages.

> "Item 5 Lister hourly wage -- Lindberg referenced the FY27 budget the Listers submitted to the Selectboard last fall which reflected an increase in the Lister Office Wages line item which included an increase for the Listers to go from Grade 15 to Grade 18 with an annual Step increase. Each year, the Listers anticipate going up one Step to reflect another year of service and experience. The Listers discussion with the SB during the budget process last December centered on the Listers staying with their budgetary limits as approved by the voters. The increased budget, which included the new Grade & Step, was approved by the SB. It was also approved by the voters at the March 3, 2026 Town Meeting.
> "Motion by Smith (2nd Ciccotelli) to increase the Listers Grade on the Town of Norwich Step and Grade Wage Scale from Grade 15 to Grade 18, the same as the Town Clerk, as of July 1, 2026 and to approve an annual step increase on July 1 of each year. Listers Ciccotelli & Smith will move to Grade 18 Step F at $34.47 per hour and Lindberg to Grade 18 Step H at $35.86 per hour in FY27. The vote was unanimous."

This is the second time the Listers have voted themselves a wage increase. In addition to being contrary to law, Item 5 "Lister hourly wage" contains an unsubstantiated leap which suggests that they now have the authority to give themselves another raise outside of the voter-approved budget.

Case law and statute: Voters, not elected officials, decide the compensation amount for elected officials. See attached memorandum dated 11/6/2025 citing case law from 1885 and current statute.

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

Whether the Town pays an elected official a wage or a stipend, the amount that is paid is determined by the voters.

Norwich budget: In Norwich, the budget is voted at the annual Town meeting in March; it used to include a stipend for elected Listers and a wage for an employee Assessor. However when the last Assessor resigned, the Listers determined not to hire another Assessor but instead sought to transfer the Assessor wage to themselves. See 11/29/2023 Selectboard packet pp 41-43. Upon legal advice, the question of hourly versus stipend payment was to go to the voters. Accordingly, a special town meeting as warned for 8/13/2024 with the following warrant article:

> "Shall the voters of the Town of Norwich approve an immediate change in the method of compensating the Norwich Listers from stipend to an hourly wage, not to exceed the amount budgeted."

Voters approved the warrant article. Significantly, the article was only a change in the method of payment because the amount budgeted for fiscal years 2024 and 2025 had already been voted at annual meetings. Thus in August 2024, the budget amount approved by the voters was $4,500, and the next budget vote would be at the annual town meeting in March 2025 for the fiscal year 2026 budget.

At the March 2025 annual meeting, the voters approved Lister wages of $31,500 for fiscal year 2026. However, three (3) months later, at their June 19, 2025 Special Meeting, the Listers voted themselves an increase:

> "FY26 Wage Step & Grade Scale…Motion by Ciccotelli (2nd Smith) to increase the Listers Grade on the Town of Norwich Step and Grade Wage Scale from Grade 15 to Grade 18, the same as the Town Clerk, as of July 1, 2025 and to approve an annual step increase on Town Meeting Day of each year. The motion passed unanimously."

By October 17, 2025, the Listers actual compensation which had been submitted on timesheets and paid was $32,334.03; they had exceeded the budgeted amount which voters approved by $834.03.

Thus in the fall of 2025 multiple Selectboard agendas included items concerning the Listers' demands for more money. There were multiple protracted discussions about how to cover the amounts Listers had already billed the Town, and had been paid, in excess of what voters had approved in the existing budget.

On December 17, 2025, Matt Swett made the following motion:

> "I move to authorize the use of $26,000 of the reappraisal fund to cover the Listers' wages for the reappraisal work done from July 1st, 2025 through August 15th, 2025. I also move to reallocate $22,000 from the professional assessor services line to the Lister Office wages line item. I also set the pay rate for the Listers at grade 15 step E for Pam and Ernie and grade 15 step G for Cheryl based on the FY26 scale going forward from November 8th, 2025. – Swett moved (2nd Vincent) Vote: yes (Swett, Vincent, Layton, Griggs), no (Calloway)"

Rather than approve an annual, automatic increase, the majority of the Selectboard voted to simply move monies from one account to another and approved the grade (15) and steps (E and G) which the Listers noted in their June 19, 2025 Special Meeting. The Selectboard did not approve an increase to grade 18.

Nonetheless, on July 30, 2026, the Listers again voted themselves an increase to grade 18, again without voter approval of a new budget with more funding. Unlike the Town Clerk, the Listers are not salaried employees with benefits; the Listers are elected officials who the town has recently voted to compensate on an hourly basis by apportioning the monies the voters approve in the budget.

<u>Questions raised by the Listers second attempt to vote themselves an increase in grade/step/wages:</u>

- Will the Selectboard follow the law and hold elected Listers to the amounts budgeted and voted by the Town?
- If not, what is their legal rationale for avoiding the law?
- Does the Selectboard intend to set a precedent of meeting demands for more money notwithstanding what voters have agreed to pay?
- Is it time to petition for another warrant article to replace Listers with a professional Assessor as many other Vermont towns have done? <u>See</u> https://tax.vermont.gov/lister-assessor/options-for-towns

Marcia Calloway

MEMORANDUM

TO: Selectboard and Town Manager Duffy
FROM: Marcia Calloway, Selectboard
DATE: November 6, 2025
RE: Budget issues vis-à-vis elected officials

Case law and statute

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

VLCT staff attorney October 28, 2025

"Barnes is pretty clear that elected officials are only required to be compensated for the amount approved by the voters - this applies to all elected officials, not only the listers. That said, if there are funds in the budget that could reasonably be reallocated to the lister, the selectboard has authority to do so but would not be required. Let me get to your specific questions below:

1. *Are listers allowed to vote themselves a wage increase using the town wage Grade and Step chart?* No, elected officials are not employees in the traditional sense, instead they are public officials compensated by the voters. 24 V.S.A. § 932, "A town may vote to compensate any or all town officers for their official services. Such town in annual meeting may fix the compensation of such officers and of town employees." If the lister believes they deserve more pay, and the selectboard agrees, they can adjust the wage in the budget or standalone article at the next town meeting.
2. *Is the town required to pay wage demands which exceed the amount of the budgeted wage?* No, the voters set the compensation of elected officials. They receive that wage regardless of how many hours they work and we don't believe Vermont's minimum wage laws apply (there is some disagreement about whether the minimum wage law applies currently, but we are working with the DOL to amend the law this session to make it explicit that minimum wage laws do not apply to elected officials).
3. *Given Barnes, should future lister wages be a separate warrant article, or would it suffice to include the lister wages within the overall proposed town budget warrant article?* This is a practical question, and I believe towns do it both ways. Of course, if there is a separate article on the compensation for any elected official it will be more transparent to the voters because they won't have to sift through the budget to understand what the lister is paid. But it is also acceptable to include the wage as part of the department compensation in the budget, and it might provide more protection to the wage request becasue voters will consider it only as a portion of the overall budget. Also, if you vote from the floor and it is included in the budget rather than a standalone article, the voters are empowered to amend the compensation rather than just providing an up or down vote.

History for reference

- **11/29/2023** – Selectboard packet, pages 41-43, Listers' office budget presentation. Listers request their $4,500 total stipend amount be changed to $36,510 to be paid out as wages at the hourly rate of $22.02; and, $25,000 for Professional Assessor Services.
    - Selectboard sought legal advice which culminated in the decision to include an Article for town vote.
- **August 13, 2024** Special Town Meeting Article 2 -- Passed:

  "Shall the voters of the Town of Norwich approve an immediate change in the method of compensating the Norwich Listers from stipend to an hourly wage, not to exceed the amount budgeted."
- **Budgets**[1]
    - Fiscal Year 2024 Lister Stipend $4,500
    - Fiscal Year 2025 Lister Stipend $4,500
    - Fiscal Year 2026 Budget Request Lister Wages $31,500 (for new pay structure)[2]
- **June 19, 2025**
    - Listers' Special Meeting[3]:

      "FY26 Wage Step & Grade Scale…Motion by Ciccotelli (2nd Smith) to increase the Listers Grade on the Town of Norwich Step and Grade Wage Scale from Grade 15 to Grade 18, the same as the Town Clerk, as of July 1, 2025 and to approve an annual step increase on Town Meeting Day of each year. The motion passed unanimously."
- **October 17, 2025**
    - Budget Status Report for the current fiscal year[4],
        - Budgeted $31,500.00
        - Actual (spent) $32,334.03
        - Budget Balance (after 3 months) - $834.03

---

[1] See: https://norwich.vt.us/wp-content/uploads/2025/03/2024-Town-Report-for-WEBSITE-new.pdf -- Town Report Fiscal Year 2024 – Lister Office Wages (page I-14).
[2] March 4, 2025 budget passed.
[3] NOTE: The records of past Lister meeting agendas, packets, minutes are not on the town website.
[4] See: https://norwich.vt.us/wp-content/uploads/2025/10/00-SB-Packet-10222025-INDEXED.pdf -- Selectboard packet 10/17/2025, Finance Department report, page 42.

Outlook

Financial Policies Procedures Breakdown of Responsibilities

From Marcia Calloway <msbcalloway@gmail.com>
Date Wed 8/5/2026 12:39 PM
To Brita Vallens <bvallens@norwich.vt.us>; Miranda Bergmeier <MBergmeier@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>

1 attachment (31 KB)

Financial Policies Procedures Breakdown of Responsibilities.docx;

Good afternoon,

Please place this email and the enclosed document in the next Selectboard packet.

The minutes of recent Selectboard meetings indicate there have been some questions about responsibilities for financial controls.

Subsequent to a history of disagreements about the roles and responsibilities vis-a-vis financial record keeping and reporting, a meeting and review was conducted in 2023 using the VLCT Internal Financial Controls Checklist. See Minutes of Norwich Selectboard Special Working Group Meeting April 5, 2023, in which:

- Statutory requirements and VLCT guidance concerning Selectboard, Town Manager, Finance Office, and Treasurer were reviewed.
- Current Finance Officer duties in the Town of Norwich were identified.
- Areas of responsibility were delineated and agreed.

The summary is enclosed for your reference.

Marcia Calloway

MEMORANDUM

TO: Norwich Selectboard
FROM: Marcia Calloway, Selectboard Chair
DATE: May 10, 2023
RE: Review of VLCT Checklist and Norwich Financial Practices, Policies and Procedures

Using the VLCT Internal Financial Controls Checklist, two members of the Selectboard (Priscilla Vincent and Marcia Calloway), the Interim Town Manager Brennan Duffy, the Treasurer Cheryl Lindberg, and the Interim Finance Director Joyce Hasbrouck met to review Norwich's practices. The goal was to understand and clarify how Norwich meets, or should meet, its obligations for financial recordkeeping and reporting where statutes are not always helpful and offices' duties often overlap. The first documentation of that effort was an 8-page review of the various authority, statutes, etc., and a record of each of the "controls" the group discussed. Members were given the opportunity to review the document and responses were color coded to show particular additions or questions.

The following represents a distillation of the first document. Included here is a summary of (1) the Statutory requirements and VLCT guidance for the positions of Selectboard, Town Manager, Finance Office, and Treasurer; (2) the current Finance Officer duties; and, (3) the delineated and agreed areas of responsibility which resulted from the meeting. Much work needs to be done or is in process of being done, to document policies and procedures. It is understood that the office which is responsible for a particular task will develop the policies and procedures to implement and document their work. All parties understand that cooperation and collaboration are the keys to meeting our fiduciary obligations, and to hiring and retaining qualified personnel.

Statutory requirements and VLCT guidance: Selectboard; Town Manager; Finance Office; and, Treasurer

Selectboard

- Has general supervision of the town[1]
- Keeps records of orders drawn[2]
- By July 31 acknowledges receipt and review of the internal financial controls provided by the auditor/ treasurer[3]
- Authority to adopt financial controls that apply to municipal officials who are appointed or hired by the selectboard[4]

Town Manager

- Has general supervision of the affairs of the town, is administrative head of all departments, responsible for efficient administration[5]
- Collector of town taxes by vote
- Legally independent from the selectboard and the treasurer and have the authority to adopt their own financial controls and to dictate the use of same by their statutorily appointed assistants[6]
- Must proceed forthwith to collect delinquent taxes upon receipt of the warrant against delinquents from the treasurer[7]

Finance Office

[1] 24 VSA § 872
[2] 24 VSA § 1622
[3] 24 VSA § 872
[4] VLCT Internal Financial Controls Checklist, November 2017, page 4.
[5] 24 VSA § 1235
[6] VLCT Internal Financial Controls Checklist, November 2017, page 4
[7] 24 VSA § 4793

- Keep records of orders drawn & submit annually to auditors[8]

Treasurer

- Keeps an account of monies, debts paid/delivered, monies paid out, etc., at all times available for inspection; invests monies with approval of the selectboard; files quarterly reports with the selectboard re her actions; annually before June 30 completes and provides to the selectboard a copy of the document made available to the auditor pursuant to internal financial controls[9]
- Pays order drawn on her by officials authorized by law to draw such orders and keep a record of such orders in a book; forthwith notify the selectboard and the officer drawing an order when there are insufficient funds on hand for the payment of such order[10]
- May appoint an assistant and record in the office of the town clerk, and revoke such appointment at any time; selectboard may appoint if treasurer fails to do so; assistant performs the duties of the treasurer in her absence[11]
- Within 15 days after the expiration date for payment of taxes, shall issue a warrant against delinquent taxpayers for the amount of taxes remaining unpaid, and shall deliver such warrant, together with a rate bill of such delinquent taxes, to the collector of town taxes[12]
- Legally independent from the Selectboard and tax collector.[13]

Current Finance Officer duties in the Town of Norwich

- Prepare/review ledger entries and reconciliations
- Maintain the general ledger system
- Maintain the workbooks developed by the prior Finance Director
- Prepare monthly, quarterly and annual financial statements
- Assist with regulatory reporting
- Research accounting issues for compliance with GAAP[14]
- Hire Finance Office staff, with the Town Manager, training and supervise accounting staff
- Reconcile sub-ledger to general ledger account balances
- Prepare financial statements
- With the Selectboard, Town Manager and Treasurer, assess internal controls, including risk assessments/reviews
- Assist Town Manager with budget preparation
- Prepare monthly budget variance analyses
- Maintain and reconcile fixed asset schedules
- With the Selectboard, Town Manager and Treasurer, assist with initial internal control evaluations
- Bill and collect tax payments
- Manage grants and designated fund accounts
- Work with outside auditor for fiscal, insurance, and grant compliance

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[8] 24 VSA § 1622
[9] 24 VSA § 1571
[10] 24 VSA § 1576
[11] 24 VSA § 1573
[12] 24 VSA § 4793
[13] VLCT Internal Financial Controls Checklist, November 2017, page 4.
[14] "GAAP" means Generally Accepted Accounting Principles.

Delineated and Agreed Areas of Responsibility

On April 5, 2023, two representatives of the Selectboard met with the Interim Town Manager, the Interim Finance Director, and Treasurer to review the VLCT Internal Financial Controls Checklist, and specifically the following "control" topics: General; Financial Records; Cash; Accounts Receivable and Collections; Purchasing and Disbursements; Payroll; Grand List and Tax Records; Municipal Property; and Information Systems. Based on that review, the following areas of responsibility were identified and agreed. Each office will develop appropriate policies and procedures to implement their agreed roles. All such policies will be in accord with the Town's Financial Policies, which must be reviewed by the Selectboard in conjunction with the Town Manager and with appropriate input from Finance Office and Treasurer as indicated.

- Selectboard
  - Reviews monthly reports prepared by the Finance Office and makes appropriate enquiries.
  - TO DO:
    - Review personnel policy to ensure it addresses benefits and accumulation and use of leave time, how and when accurate leave balances of employees are being recorded, and how those balances are being communicated to employees.
    - With the Town Manager and Finance Office, investigate how employee leave time is being calculated and reported in NEMRC.
    - With the Town Manager, develop a policy for controls over municipal property.
- Town Manager
  - Distributes policies to new hires.
  - Maintains policy library on the Town website for reference.
  - Sends AP and other warrants to Selectboard for approval.
  - Provides checks to Treasurer for signature.
  - TO DO:
    - Develop a policy as to cash receipts, reporting, and deposit processes for departments collecting funds.
    - Develop a process for cross training Finance Office staff.
    - Investigate all types of fees, who charges them (e.g. grants, insurance claims, transfer station, police, planning/zoning activities etc.), for what purpose or service. Use this information to develop policies for receipt of cash payments.
    - Review and update the policy for collection of delinquent taxes in consultation with the Finance Office (which bills and collects tax payments) and the Treasurer (who is responsible for executing a delinquent tax warrant for the Town Manager/collector of delinquent taxes).
    - Develop a clear policy for how delinquent tax payments will be processed.
    - Develop a clear and written policy for access to financial information so that it is accessible only to those who specifically require access and use this information in the creation and updating of job descriptions.
    - Develop a clear policy, with assistance from the Assistant Town Manager and Finance Director, for software administration to ensure there is an administrator for software including but not limited to NEMRC with procedures for on- and off-boarding employees, provision and removal of access as appropriate to employment, and requirements for password changes to ensure security of systems.
- Finance Office
  - Prepares monthly reports of actual revenue/expenses versus budgeted revenue/expenses.
  - Prepares balance sheet reconciliations which are shared with Treasurer, Selectboard, Town Manager.

  - Prepares quarterly reports of fund and grant account spending.
  - Enters transactions in NEMRC database account modules.
  - Provides data and AP and Payroll and other Warrants to the Town Manager for review and approval.
  - Sends electronic Payroll Warrants for signature to the Selectboard chair.
  - Prepares checks to be signed by Treasurer.
  - Executes a month-end process which has been documented as of March 2023.
  - Uses subsidiary ledgers for funds and grants.
  - Reconciles subsidiary ledgers to the general ledger on a regular basis.
  - Uses Excel workbooks as necessary to record and report data to the Town Manager and Selectboard where NEMRC reports are insufficient for the work of the Town Manager and/or Selectboard.
  - Provides account reconciliations which are reviewed by the Town Manager.
  - Deposits monies delivered to Finance Office.
  - Reviews banks statements promptly upon receipt from the Treasurer and reconciles them.
  - Prints tax bills which are generated from the Grand List Module in NEMRC.
  - TO BE DONE and/or IS IN PROCESS:
    - Enter budget revenue in NEMRC in future.
    - Produce documentation for Finance Office staff day-to-day operations, especially cash reports and receipts, to be housed in the Finance Office and provided to new staff.
    - Develop a descriptive chart of accounts with names and purposes of each, to be shared with the Selectboard.
    - Cross train for coverage in the event of vacations, illness, etc.
    - Build more reports.
    - Record accounts receivables in the general ledger.
    - Develop written policies and procedures for the tax bill process and tax payment receipts process.
- Treasurer
  - Appoints one or more assistant treasurers, per 24 V.S.A. § 1573, to ensure duties are performed.
  - Highlights concerns to the Selectboard about monthly and quarterly reports.
  - Signs checks delivered by Town Manager after Selectboard approval of warrants.
  - Receives bank statements, reviews promptly, and promptly delivers to Finance Office.
  - Uses Finance Office balance sheets for making quarterly reports to the Selectboard.
  - TO BE DONE:
    - Develop written procedures for banking, to be housed in the Treasurer's office for security.