

Norwich Selectboard

Regular Meeting: Wednesday, August 26 – 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, August 6, 2026 Special Meeting - Discussion\Possible Motion
5. Selectboard Guiding Principles - Discussion
6. Listers Wage– Discussion/Possible Motion
7. Review/Approval of VTel agreements for Communications Valuation - Discussion/Possible Motion
8. NPD: Closure of Roadways for Halloween - Discussion/Motion
9. Road Closure Policy/Emergency Response Planning - Discussion
10. Updated Correspondence/packet Policy draft - Discussion/Possible Motion
11. Policies: Reimbursement & Expense draft - Discussion
 Public Records Act Policy draft – Discussion
 Master Financial Policy draft - Discussion
12. Town Manager Report
13. Department Reports
14. A/P Warrants – Discussion/Motion
15. Correspondence – Discussion/Possible Motion
16. September 9, 2026 Meeting Agenda - Discussion
17. Adjournment – Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday		Special: Zoom & JAM	6:30 p.m. Selectboard business	
Wednesday		Regular: Zoom & JAM	6:30 p.m. Selectboard business	
Wednesday		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.**

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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.**

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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.**

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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

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Timestamp: 9:48 p.m.

Minutes taken by *Zelda Brooks*

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

Town of Norwich
Minutes for Special Selectboard Meeting
Thursday, August 6, 2026

Active Participants at Tracy Hall: Kimo Griggs (SB Chair), Brendan Classon (SB Vice Chair), Matt Swett (SB member), Mary Layton (SB member), Rob Gere (SB member), Brennan Duffy (Town Manager), Cheryl Lindberg (Treasurer), and Jonathan DeLaBruere (Finance Director).

Active Participants on Zoom:

Key: *Motions noted in italics.*

The meeting was called to order by Chair Griggs at 12:01pm.

YouTube Timestamp: (Not Available)

1. Agenda

Timestamp: (Not Available)

Layton moved to approve the agenda as presented by the Chair.

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

2. Public Comments for Items not on the Agenda

Timestamp: (Not Available)

There were no public comments.

3. Set FY'27 Tax Rate

Timestamp: (Not Available)

Finance Director, Jonathan DeLaBruere, explained the process for setting a municipal tax rate and the steps that had occurred to reach the proposed rate.

Treasurer, Cheryl Lindberg, offered additional clarity on related tax rate items.

Swett moved to set the municipal tax rate of 0.5002 for Fiscal Year 2027.

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

4. Adjournment

Timestamp: (Not Available)

Layton moved to adjourn the meeting.

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

Meeting adjourned at 12:20pm.

Minutes taken by Steve Schlauch.

Town of Norwich
Minutes for Special Selectboard Meeting
Thursday, August 6, 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), and Cheryl Lindberg (Treasurer).

Active Participants on Zoom:

Key: *Motions noted in italics.*

The meeting was called to order by Chair Griggs at 1:34pm.

YouTube Timestamp: (Not Available)

1. Agenda

Timestamp: (Not Available)

Layton moved to approve the agenda as presented by the Chair.

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

2. Public Comments for Items not on the Agenda

Timestamp: (Not Available)

There were no public comments.

3. Proposed response(s) to Katucki appeal of the March 16, 2026 email response by TM to Katucki's March 1, 2026 requests for public records under the Public Records Act

Timestamp: (Not Available)

No preliminary public comments were posited.

Layton moved that the Selectboard find that premature public knowledge regarding communications between the Selectboard and the Town Attorneys for the purposes of receiving professional legal services and discussing proposed responses(s) to the Katucki appeal of the March 16, 2026 email response by the Norwich Town Manager to Katucki's March 1, 2026 requests for public records under the Public Records Act would clearly put the Town at a substantial disadvantage by disclosing privileged attorney-client communications, and disclosing negotiation strategy to the opposing party, which would make negotiation of any favorable settlement protecting the Town's interests substantially more difficult.

- Swett 2nd
- Vote: Unanimous.

Gere 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 Katucki appeal of the March 16, 2026 email response by the Norwich Town Manager to Katucki's March 1, 2026 requests for public records under the Public Records Act 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.

- Classon 2nd
- Vote: Classon (Yes); Layton (No); Gere (No); Swett (No); Griggs (Yes) – Did not pass.

Before the vote was cast, Layton stated that she did not see any harm in having the Town Manager be present for the entire session. Whereas Classon mentioned that the structure for the last executive session was extremely productive.

The Town Manager explained how the two sessions differ in detail, with the current session being based on an appeal that was made to the Town Manager, which the Selectboard was then made aware of. Thus, the Town Manager acts as the exclusive decision maker regarding the appeal, allowing also for a collaborative discussion with the Selectboard and Town attorney that might enable an agreed upon direction moving forward.

Griggs then offered further explanation on the proposed motion strategy.

Gere 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 Katucki appeal of the March 16, 2026 email response by the Norwich Town Manager to Katucki's March 1, 2026 requests for public records under the Public Records Act and invite the Town attorneys and the Town Manager to join the executive session.

- Layton 2nd
- Vote: Classon (No); Layton (Yes); Gere (Yes); Swett (Yes); Griggs (Yes) – Passed.

Time entered: 1:50pm.

Layton moved to enter public session at 2:22pm.

- Gere 2nd
- Vote: Unanimous.

No action was taken in the executive session.

Griggs moved to allow the Town Manager to proceed with the Katucki appeal of March 16, 2026 at their discretion.

- Gere 2nd
- Vote: Unanimous.

4. Adjournment

Timestamp: (Not Available)

Gere moved to adjourn the meeting.

- Classon 2nd
- Vote: Unanimous.

Meeting adjourned at 2:45pm.

Minutes taken by Steve Schlauch.

Town of Norwich
Minutes for the Selectboard Meeting
Wednesday, August 12, 2026

Active Participants at Tracy Hall: Kimo Griggs (SB Chair), Brendan Classon (SB Vice Chair), Matthew Romei (Chief of Police), Carol Loveland, Sue Pitiger, and Pam Smith.

Active Participants on Zoom: Mary Layton (SB member), Matt Swett (SB member), Brennan Duffy (Town Manager), Lily Trajman (Town Clerk), Kris Clement, and Cheryl Lindberg (Town Treasurer).

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

The meeting was called to order by Chair Griggs at 6:31pm.

YouTube Timestamp: 00:37:00

1. Agenda

Timestamp: 00:38:50

Classon moved to approve the agenda as presented by the Chair.

- *Layton 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*

2. Chair's Report

Timestamp: 00:39:29

Chair Griggs provided a summary of occurrences that happened since the last meeting that included meeting with a regional planning commission; joining a softball game and co-hosting the community potluck; assisting with the Norwich Fair; overseeing meetings with the Tracy Hall Working Group; volunteering at the voting booths, and other related material.

3. Public Comments for Items not on the Agenda

Timestamp: 00:42:26

[Carol Loveland, member of the Norwich Women's Club and Town garden volunteer, requested an update on estimates for the garden and posited a reminder that the process had begun in late May. Sue Pitiger then followed with additional comments of concern.](#)

Chief of Police, Matthew Romei, recommended glancing at the Police Department's Facebook page, which introduced the activation of two new widgets at the Public

Safety Building offering an updated method for the public to receive help whether the staff are in the building or not.

Town Clerk, Lily Trajman, provided an elections update comparing current and previous data, while also thanking and discussing further volunteer opportunities, as well as voter address information.

Town Treasurer, Cheryl Lindberg, pitched a suggestion for replacing the bulletin board in Tracy Hall.

4. Approve Minutes of July 8 2026 Regular Selectboard Meeting, July 15 2026 Special Meeting and July 22 2026 Regular Meeting

Timestamp: 00:54:49

Classon moved to approve the Minutes of the July 22, 2026 Regular Selectboard Meeting as presented, table the Minutes of the July 8, 2026 Regular Selectboard Meeting, and approve the Minutes of the July 15, 2026 Special Selectboard Meeting as amended to correct the typo on page 11 changing Clayton, paragraph 3, to Layton.

- *Layton 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*
- *The first motion and 2nd were rescinded by Classon and Layton.*

5. NPD Spending Request #1: Public Safety Building Request from Fund #47

Timestamp: 01:04:55

Chief of Police, Matthew Romei, discussed details pertaining to possible building repairs and the need for replacements, with a failed heat pump being the primary focus. This allowed for questions of clarification to be posited and responded to by the Chief.

Layton moved to approve the NPD Spending Request #1, not to exceed \$15,000 from the Public Safety Facility Fund #47 for the replacement of a failed mini-split heat pump system in the Police Department.

- *Classon 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*

6. NPD Spending Request #2: Public Safety Building Request from Fund #47

Timestamp: 01:18:52

Chief of Police, Matthew Romei, continued to expand upon the building requests by explaining federal regulation audits that the Police Department fall under, and that the lack of audit trails on the locks of the building must be addressed. Thus, the Chief then elaborated on the need for purchasing updated locks.

Classon moved to approve the NPD Spending Request #2 in an amount not to exceed \$13,500 from the Public Safety Facility Fund #47 for the replacement and update of 18 locks at the Public Safety Building.

- Layton 2nd
- Vote: Unanimous (Gere was not present for the vote).

7. NPD Spending Request #3: Special Equipment Fund
Timestamp: 01:28:24

Based on the Vermont Use of Force Policy, Chief of Police, Matthew Romei, explained the contents of a mandate regarding equipping of officers with a variety of less than lethal options for use of force. Therefore, the Chief offered reasoning for the implementation of a 40mm Less Lethal Impact Munition Program. This was then met with a concerned, in-depth discussion between the Board members and the Chief.

Due to the nature and optics of what the implementation entailed, the item was set for further discussion and will be included in the August 26th agenda.

8. Town Manager Proposal for Directory in Tracy Hall and on Website
Timestamp: 02:02:22

Town Manager, Brennan Duffy, elaborated on the basis of the proposal, which included an updated method of directional assistance for when a member of the public enters Tracy Hall and requires guidance for how to properly contact Town staff and related inquiries. The insertion of a QR code for public use was highlighted.

Classon moved to approve the proposal for placing a directory in Tracy Hall and on the Town Website as advised and illustrated in the packet.

- Layton 2nd
- Vote: Unanimous (Gere was not present for the vote).

9. Updated Correspondence Policy Draft
Timestamp: 02:16:23

Chair Griggs touched upon a memo that he crafted regarding a statute not requiring the public to see documents at the same time that the Board members have access to them, and that the Board is not required to provide documents at all. He then discussed his preferred process for cataloging documents, then allowing for other Board members to chime in with comments.

10. Listers Wage Proposal
Timestamp: 02:29:08

Chair Griggs allowed for a discussion to occur pertaining to a pay increase for the Town Listers and how the Selectboard possessed the ability to set the Listers pay rate for voters to vote on; however, the Selectboard did not choose such an option, deciding to set a budget instead. Layton then elaborated on the budgeting process while also stating that the framing of the Listers proposal was not appropriately timed nor framed due to the Town Manager not having the ability to approve such wages.

Town Manager, Brennan Duffy, posited an agreement with Layton while also recognizing the importance of how the budget for the Listers is a specific finite amount and suggesting that the item be placed on a ballot, allowing the voters to decide the pay rate outcome.

The discussion continued with comments and elaborations offered from differing Board members, certain employed Listers of the Town, and a member of the public. Consequently, it was agreed upon that the item be moved to the August 26th agenda, allowing for further research and discussion.

11. Treasurer's Investment Request

Timestamp: 03:33:52

Stemming from a request by Chair Griggs, the Town Treasurer, Cheryl Lindberg, further explained the details of a balance sheet for the Town's financials and suggestions for possible investments to be implemented.

Classon moved to accept the Town Treasurer's recommendation that the Town invest \$3,000,000.00 in a 6-month Certificate of Deposit at a rate of 3.5% APY.

- *Layton 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*

12. Updated Sullivan, Powers & Co., P.C. Engagement Letter to Include Single Audit

Timestamp: 03:37:00

Layton moved to accept and execute the agreement in the updated Sullivan, Powers & Co., P.C. Engagement Letter to include Single Audit dated July 28 2026 and Received August 3 2026.

- *Classon 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*
- *The first motion and 2nd were rescinded by Layton and Classon.*

13. Tracy Hall Elevator Modernization Proposal

Timestamp: 03:39:47

Chair Griggs requested an explanation from the Town Manager, Brennan Duffy, which was then provided to include the status of the elevator and research that was conducted by contacting two elevator companies. Chair Griggs then stated his discomfort with spending the proposed amount before obtaining further information from additional elevator companies.

Following further discussion, it was unanimously voted in an informal straw poll that the item be tabled for further examination.

14. AP Warrants

Timestamp: 03:51:30

Classon requested information on the Shared Energy Coordinator role, in which the Town Manager, Brennan Duffy, shared information on the coordinator and what was budgeted for the position.

Classon moved to approve AP Warrant #1509 in the amount of \$156.50 to be paid from the General Fund; AP Warrant #1510 in the amount of \$889.26 to be paid from the General Fund, AP Warrant #1511 in the amount of \$256,812.67 to be paid from the General Fund, AP Warrant #1512 in the amount of \$685.00 to be paid from the Fire Equipment Fund #26, AP Warrant #1513 in the amount of \$52,783.00 to be paid from the Emerald Ash Borer Fund #52, AP Warrant #1514 in the amount of \$157,450.30 to be paid from the Culvert Fund #54, and Warrant #1515 in the amount of \$16,000.00 to be paid from the Opioid Settlement Fund #56.

- *Layton 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*

15. Receipt of Correspondence

Timestamp: 03:56:01

Chair Griggs provided a summary of correspondences received.

Layton moved to accept all correspondence.

- *Classon 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*

16. Discussion of August 26, 2026 Selectboard Agenda

Timestamp: 03:59:35

Chair Griggs provided an agenda list including spending request #3; Listers wage proposal; elevator proposal; requests for adding a master financial policy and travel and expense policy to the agenda; and a Public Records Act policy draft.

17. Adjournment

Timestamp: 04:07:13

Classon moved to adjourn the meeting.

- *Layton 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*

Meeting adjourned at 10:01pm.

Minutes taken by Steve Schlauch.

**Town of Norwich
Minutes for the Selectboard Meeting
Wednesday, August 12, 2026**

Active Participants at Tracy Hall: Kimo Griggs (SB Chair), Brendan Classon (SB Vice Chair), Matthew Romei (Chief of Police), Carol Loveland, Sue Pitiger, and Pam Smith.

Active Participants on Zoom: Mary Layton (SB member), Matt Swett (SB member), Brennan Duffy (Town Manager), Lily Trajman (Town Clerk), Kris Clement, and Cheryl Lindberg (Town Treasurer *and Lister*)

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

The meeting was called to order by Chair Griggs at 6:31pm.

YouTube Timestamp: 00:37:00

1. Agenda

Timestamp: 00:38:50

Classon moved to approve the agenda as presented by the Chair.

- *Layton 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*

2. Chair's Report

Timestamp: 00:39:29

Chair Griggs provided a summary of occurrences that happened since the last meeting that included meeting with a regional planning commission; joining a softball game and co-hosting the community potluck; assisting with the Norwich Fair; overseeing meetings with the Tracy Hall Working Group; volunteering at the voting booths, and other related material.

3. Public Comments for Items not on the Agenda

Timestamp: 00:42:26

Carol Loveland, member of the Norwich Women's Club and Town garden volunteer, requested an update on estimates for the garden and posited a reminder that the process had begun in late May. Sue Pitiger then followed with additional comments of concern.

Chief of Police, Matthew Romei, recommended glancing at the Police Department's Facebook page, which introduced the activation of two new widgets at the Public

Safety Building offering an updated method for the public to receive help whether the staff are in the building or not.

Town Clerk, Lily Trajman, provided an elections update comparing current and previous data, while also thanking and discussing further volunteer opportunities, as well as voter address information.

~~Town Treasurer~~ ^{resident}, Cheryl Lindberg, pitched a suggestion for replacing the bulletin board ^{outside of} Tracy Hall.

4. Approve Minutes of July 8 2026 Regular Selectboard Meeting, July 15 2026 Special Meeting and July 22 2026 Regular Meeting

Timestamp: 00:54:49

Classon moved to approve the Minutes of the July 22, 2026 Regular Selectboard Meeting as presented, table the Minutes of the July 8, 2026 Regular Selectboard Meeting, and approve the Minutes of the July 15, 2026 Special Selectboard Meeting as amended to correct the typo on page 11 changing Clayton, paragraph 3, to Layton.

- Layton 2nd
- Vote: Unanimous (Gere was not present for the vote).
- The first motion and 2nd were rescinded by Classon and Layton.

5. NPD Spending Request #1: Public Safety Building Request from Fund #47

Timestamp: 01:04:55

Chief of Police, Matthew Romei, discussed details pertaining to possible building repairs and the need for replacements, with a failed heat pump being the primary focus. This allowed for questions of clarification to be posited and responded to by the Chief.

Layton moved to approve the NPD Spending Request #1, not to exceed \$15,000 from the Public Safety Facility Fund #47 for the replacement of a failed mini-split heat pump system in the Police Department.

- Classon 2nd
- Vote: Unanimous (Gere was not present for the vote).

6. NPD Spending Request #2: Public Safety Building Request from Fund #47

Timestamp: 01:18:52

Chief of Police, Matthew Romei, continued to expand upon the building requests by explaining federal regulation audits that the Police Department fall under, and that the lack of audit trails on the locks of the building must be addressed. Thus, the Chief then elaborated on the need for purchasing updated locks.

Classon moved to approve the NPD Spending Request #2 in an amount not to exceed \$13,500 from the Public Safety Facility Fund #47 for the replacement and update of 18 locks at the Public Safety Building.

- Layton 2nd
- Vote: Unanimous (Gere was not present for the vote).

7. NPD Spending Request #3: Special Equipment Fund

Timestamp: 01:28:24

Based on the Vermont Use of Force Policy, Chief of Police, Matthew Romei, explained the contents of a mandate regarding equipping of officers with a variety of less than lethal options for use of force. Therefore, the Chief offered reasoning for the implementation of a 40mm Less Lethal Impact Munition Program. This was then met with a concerned, in-depth discussion between the Board members and the Chief.

Due to the nature and optics of what the implementation entailed, the item was set for further discussion and will be included in the August 26th agenda.

8. Town Manager Proposal for Directory in Tracy Hall and on Website

Timestamp: 02:02:22

Town Manager, Brennan Duffy, elaborated on the basis of the proposal, which included an updated method of directional assistance for when a member of the public enters Tracy Hall and requires guidance for how to properly contact Town staff and related inquiries. The insertion of a QR code for public use was highlighted.

Classon moved to approve the proposal for placing a directory in Tracy Hall and on the Town Website as advised and illustrated in the packet.

- Layton 2nd
- Vote: Unanimous (Gere was not present for the vote).

9. Updated Correspondence Policy Draft

Timestamp: 02:16:23

Chair Griggs touched upon a memo that he crafted regarding a statute not requiring the public to see documents at the same time that the Board members have access to them, and that the Board is not required to provide documents at all. He then discussed his preferred process for cataloging documents, then allowing for other Board members to chime in with comments.

10. Listers Wage Proposal

Timestamp: 02:29:08

Chair Griggs allowed for a discussion to occur pertaining to a pay increase for the Town Listers and how the Selectboard possessed the ability to set the Listers pay rate for voters to vote on; however, the Selectboard did not choose such an option, deciding to set a budget instead. Layton then elaborated on the budgeting process while also stating that the framing of the Listers proposal was not appropriately timed nor framed due to the Town Manager not having the ability to approve such wages.

Town Manager, Brennan Duffy, posited an agreement with Layton while also recognizing the importance of how the budget for the Listers is a specific finite amount and suggesting that the item be placed on a ballot, allowing the voters to decide the pay rate outcome.

The discussion continued with comments and elaborations offered from differing Board members, ^{Cheryl Lindberg and Pam Smith, Listers} certain employed Listers of the Town, and a member of the public, K Clement. ~~Consequently, it~~ was agreed upon that the item be moved to the August 26th agenda, allowing for further research and discussion.

11. Treasurer's Investment Request

Timestamp: 03:33:52

^{asked} Stemming from a request by Chair Griggs, the Town Treasurer, Cheryl Lindberg, to further explain ~~the details of a balance sheet for the Town's financials and~~ ^{her recommendation} suggestions for possible investments to be implemented. ~~investing \$3,000,000 of Town funds.~~

Classon moved to accept the Town Treasurer's recommendation that the Town invest \$3,000,000.00 in a 6-month Certificate of Deposit at a rate of 3.5% APY.

- Layton 2nd
- Vote: Unanimous (Gere was not present for the vote).

12. Updated Sullivan, Powers & Co., P.C. Engagement Letter to Include Single Audit

Timestamp: 03:37:00

Layton moved to accept and execute the agreement in the updated Sullivan, Powers & Co., P.C. Engagement Letter to include Single Audit dated July 28 2026 and Received August 3 2026.

- Classon 2nd
- Vote: Unanimous (Gere was not present for the vote).
- The first motion and 2nd were rescinded by Layton and Classon.

13. Tracy Hall Elevator Modernization Proposal

Timestamp: 03:39:47

Chair Griggs requested an explanation from the Town Manager, Brennan Duffy, which was then provided to include the status of the elevator and research that was conducted by contacting two elevator companies. Chair Griggs then stated his discomfort with spending the proposed amount before obtaining further information from additional elevator companies.

Following further discussion, it was unanimously voted in an informal straw poll that the item be tabled for further examination.

14. AP Warrants

Timestamp: 03:51:30

Classon requested information on the Shared Energy Coordinator role, in which the Town Manager, Brennan Duffy, shared information on the coordinator and what was budgeted for the position.

Classon moved to approve AP Warrant #1509 in the amount of \$156.50 to be paid from the General Fund; AP Warrant #1510 in the amount of \$889.26 to be paid from the General Fund, AP Warrant #1511 in the amount of \$256,812.67 to be paid from the General Fund, AP Warrant #1512 in the amount of \$685.00 to be paid from the Fire Equipment Fund #26, AP Warrant #1513 in the amount of \$52,783.00 to be paid from the Emerald Ash Borer Fund #52, AP Warrant #1514 in the amount of \$157,450.30 to be paid from the Culvert Fund #54, and Warrant #1515 in the amount of \$16,000.00 to be paid from the Opioid Settlement Fund #56.

- *Layton 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*

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Timestamp: 03:56:01

Chair Griggs provided a summary of correspondences received.

Layton moved to accept all correspondence.

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- *Vote: Unanimous (Gere was not present for the vote).*

16. Discussion of August 26, 2026 Selectboard Agenda

Timestamp: 03:59:35

Chair Griggs provided an agenda list including spending request #3; Listers wage proposal; elevator proposal; requests for adding a master financial policy and travel and expense policy to the agenda; and a Public Records Act policy draft.

17. Adjournment

Timestamp: 04:07:13

Classon moved to adjourn the meeting.

- *Layton 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*

Meeting adjourned at 10:01pm.

Minutes taken by Steve Schlauch.

For inclusion in the August 26th Selectboard Packet Plz

From Matt Swett <mswettselectboard@gmail.com>

Date Thu 7/30/2026 11:01 AM

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

Cc Kimo Griggs <kimogriggsnorwichselect@gmail.com>; Robert Gere <Robert.gere.norwich@zohomail.com>; Mary Layton <marydayton.selectboard@gmail.com>; Brendan Classon <bjclasson.norwichsb@gmail.com>; Miranda Bergmeier <MBergmeier@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>

 1 attachment (152 KB)

2017-Vision-and-Guiding-Principles.pdf;

Hi Brita & Miranda,

Could you please include this email and the attached document in the packet for AUGUST 26th. I would like it in the packet to support a brief discussion on guiding principles for the board and for everyone participating in our town governance. I'm asking for inclusion in the August 26th packet because I will have to Zoom into our August 12th meeting and I would prefer to lead this discussion in person.

As we continue to discuss challenging topics, I think it is important for all parties involved to pause and reflect on our ideals for how we conduct our work and relate to each other.

This document was adopted in 2017 and it is also available on our town website.

As the agenda is created for our August 26th meeting, I would like to request an item be added to discuss our Selectboard guiding principles.

Thanks,
Matt

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Please note that this email message, along with any response or reply, is considered a public record, and thus is subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320).

Town of Norwich, Vermont



CHARTERED 1761

NORWICH SELECTBOARD

adopted May 24, 2017

VISION

A model of well-functioning, cohesive small town government in which our thoughtful actions on complex issues and respectful treatment of others bring out the best in ourselves and inspire confidence in the residents of Norwich to become active and engaged participants in the town.

GUIDING PRINCIPLES:

- The long-term health and best interests of Norwich and its residents come first always.
"We go overboard to listen and integrate the ideas of all neighbors in making decisions for the town"
- Respect and civility in the face of disagreement and contention. Assume good will in all interactions.
"Why can't we all get along?"
- Begin with open minds and fresh perspective.
"Bags don't fly free; leave them at home"
- Incremental improvement versus startling disruption.
"Norwich is not trying to disrupt how we view Vermont villages"
- Disciplined time keeping.
"Volunteers don't get paid by the hour"
- Collective experience and knowledge is critical. Preparation for meetings.
"We can't all master every subject, but we can be prepared to thoroughly handle all issues when we collaborate, communicate, capitalize on each others' strengths as one body."
- Frequent reference to Town Plan and Statutes of Vermont.
"There are always non-negotiables – we work as a team but we are always a legislative body"

Town of Norwich, Vermont



CHARTERED 1761

TO: Selectboard Members – Griggs, Classon, Layton, Swett and Gere
FROM: Board of Listers – Lindberg, Smith and Ciccotelli
DATE: August 20, 2026
RE: FY27 Lister Wage Documentation

The Listers have compiled the documentation we believe will assist Selectboard members in understanding the overall wage request made during the FY27 budget process.

At the December 10, 2025 Selectboard meeting, the Listers presented a budget that included a line item of "Lister Office Wages" in the amount of \$58,200. Based on the attached FY27 Budget with Explanations, this amount was calculated using 1,650 hours (3 Listers at 550 hours each) at an average hourly rate of \$35.25. We used the FY26 Grade and Step chart as a basis for this hourly rate and added a 3.5% COLA increase to estimate the FY27 rates. We have included the FY27 Grade and Step chart that was subsequently issued. The 550 hours for each Lister include 48 hours for the mandated Lister training for VPA1 certification, the regular hours anticipated to lodge the 2027 Grand List rounded up to allow for unanticipated hours – Superior Court cases and Public Records requests.

It should also be noted that the Listers are only paid for those hours that are actually worked. We do NOT enjoy any paid benefits listed below, averaging 30% of all wages paid (see FY27 Wages & Benefits Summary included).

- Health insurance,
- Dental insurance
- VT retirement
- Paid Time Off (Vacation, Sick & Holiday)

The Position & Grade chart from the 2012 Condrey Report is included. This report was the genesis of the Grade & Step system that is currently utilized by the Town of Norwich. The FY27 Listers budgeted wages were based on Grade 18, the same Grade as the other elected official, the Town Clerk. We believe the move to Grade 18 places the Listers in a Grade that gives fair and equitable compensation for the work the Listers do.

Lastly, the email to the Selectboard from Steven Hepburn, Chair of the Norwich Finance Committee, is included because the Listers believe his email succinctly recaps the Listers' understanding of the process from last December.

We appreciate the time that each Selectboard member has given to considering this request. We believe this discussion has brought about a greater understanding of the important work that the Listers do each and every year to produce a Grand List, which is used by the Selectboard to determine the municipal tax rate and the property tax bills.

To bring this to closure, we respectfully request that the Selectboard vote to confirm a change in compensation for the Listers to Grade 18, as recommended to the voters by the Selectboard during the FY27 budget presentation in January 2026 and approved by the voters at the March 2026 Town Meeting. We further request that the Selectboard Chair be authorized to sign each Lister Payroll Change Form for this change in compensation to be paid retroactively with the start of the new fiscal year on July 1, 2026.

LISTERS FY27 BUDGET

Account		FY2025 Budget	FY25 Actual	FY2026 Budget	FY2027 Budget	
01-5-300110.00	LISTER STIPEND	\$ 4,500.00		\$ -	\$ -	
01-5-300112.00	OFFICE ASST WAGE	27,000.00	2,452.28	-	\$ -	
01-5-300114.00	ASSESSOR WAGE	-		-	\$ -	
01-5-300115.00	LISTER OFFICE WAGES	-	27,387.94	31,500.00	\$ 58,200.00	* 1,650 hrs x \$35.25/hr (est. Grade 18 with Step increase)
01-5-300120.00	CCC Tax	-	108.87	138.60	\$ 256.08	0.44%
01-5-300121.00	FICA TAX	1,953.00	1,907.61	1,953.00	\$ 3,608.40	6.20%
01-5-300122.00	MEDI TAX	457.00	446.15	456.75	\$ 843.90	1.45%
01-5-300123.00	HEALTH INS	-		-		
01-5-300124.00	DISABILITY/LIFE INSURANCE	-		-		
01-5-300125.00	DENTAL INSURANCE	-		-		
01-5-300126.00	VT RETIREMENT	-		-		
01-5-300300.00	CONTRACTED SERVICES	25,000.00	9,056.25	25,000.00	\$ 4,000.00	Consulting 40 hrs @ \$100/hr
01-5-300320.00	LEGAL SERVICES	-		-		
01-5-300341.00	TAX MAPPING	-		-		
01-5-300360.00	SOFTWARE MAINT/UPDATE	6,230.00	6,588.09	16,250.00	\$ 12,265.00	AP5 License & Support + NEMRC Support
01-5-300531.00	TELEPHONE	623.00	335.31	600.00	\$ 360.00	Reduced based on FY25 actual
01-5-300538.00	POSTAGE	200.00	291.31	300.00	\$ 360.00	COA letters, CU Letters, ROG Letters, Cert. of Mailing
01-5-300540.00	ADVERTISING	200.00		200.00	\$ 180.00	Reduced based on FY25 actual
01-5-300550.00	PRINTING	200.00	342.00	100.00	\$ 360.00	Increased based on FY25 actual
01-5-300580.00	MILEAGE REIMB	200.00	51.85	200.00	\$ 750.00	\$.75 x 1000 mi for permit work & conferences
01-5-300610.00	OFFICE SUPPLIES	200.00	106.21	200.00	\$ 300.00	Increased based on needed supplies
01-5-300611.00	OFFICE EQUIPMENT	200.00	378.99	200.00	\$ 300.00	Increased based on FY25 actual
01-5-300615.00	DUES/MTGS/EDUC	350.00	125.00	300.00	\$ 900.00	VALA Dues, VLCT Town Fair, Training Fees
01-5-300760.00	DESIGNATED FUND-REAPPR	40,000.00	40,000.00	40,000.00	\$ 40,000.00	
Total LISTER EXPENDITURES		\$ 107,313.00	\$ 89,577.86	\$ 117,398.35	\$ 122,683.38	\$ 5,285.03 Increase Year over Year 4.50% Increase Year over Year

* These hours also allow for 48 hours of Lister Training required by PV&R for the 3 Listers

These are accounts that are no longer used

Town of Norwich Wage Scale - FY 26

FY26 COLA

1.0206

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	12.79	13.04	13.30	13.57	13.84	14.12	14.40	14.69	14.98	15.28	15.59	15.90	16.22	16.54	16.87	17.21	17.55	17.91	18.26	18.63
2	13.43	13.69	13.97	14.25	14.53	14.82	15.12	15.42	15.73	16.05	16.37	16.69	17.03	17.37	17.72	18.07	18.43	18.80	19.18	19.56
3	14.11	14.39	14.68	14.97	15.27	15.58	15.89	16.21	16.53	16.86	17.20	17.54	17.89	18.25	18.62	18.99	19.37	19.76	20.15	20.55
4	14.83	15.12	15.42	15.73	16.05	16.37	16.70	17.03	17.37	17.72	18.07	18.43	18.80	19.18	19.56	19.95	20.35	20.76	21.17	21.60
5	15.58	15.89	16.21	16.53	16.86	17.20	17.54	17.89	18.25	18.61	18.99	19.37	19.75	20.15	20.55	20.96	21.38	21.81	22.25	22.69
6	16.36	16.69	17.02	17.36	17.71	18.06	18.42	18.79	19.17	19.55	19.94	20.34	20.75	21.16	21.59	22.02	22.46	22.91	23.37	23.83
7	17.19	17.53	17.88	18.24	18.61	18.98	19.36	19.74	20.14	20.54	20.95	21.37	21.80	22.23	22.68	23.13	23.60	24.07	24.55	25.04
8	18.06	18.42	18.79	19.17	19.55	19.94	20.34	20.75	21.16	21.59	22.02	22.46	22.91	23.36	23.83	24.31	24.79	25.29	25.80	26.31
9	18.98	19.36	19.75	20.14	20.54	20.96	21.37	21.80	22.24	22.68	23.14	23.60	24.07	24.55	25.04	25.54	26.06	26.58	27.11	27.65
10	19.94	20.34	20.75	21.16	21.59	22.02	22.46	22.91	23.37	23.83	24.31	24.80	25.29	25.80	26.31	26.84	27.38	27.92	28.48	29.05
11	20.95	21.37	21.80	22.23	22.68	23.13	23.59	24.07	24.55	25.04	25.54	26.05	26.57	27.10	27.64	28.20	28.76	29.34	29.92	30.52
12	22.00	22.44	22.89	23.35	23.82	24.29	24.78	25.27	25.78	26.30	26.82	27.36	27.91	28.46	29.03	29.61	30.21	30.81	31.43	32.05
13	23.12	23.59	24.06	24.54	25.03	25.53	26.04	26.56	27.09	27.63	28.19	28.75	29.33	29.91	30.51	31.12	31.74	32.38	33.03	33.69
14	24.30	24.78	25.28	25.79	26.30	26.83	27.36	27.91	28.47	29.04	29.62	30.21	30.82	31.43	32.06	32.70	33.36	34.02	34.70	35.40
15	25.52	26.03	26.55	27.08	27.62	28.18	28.74	29.31	29.90	30.50	31.11	31.73	32.36	33.01	33.67	34.35	35.03	35.73	36.45	37.18
16	26.82	27.35	27.90	28.46	29.03	29.61	30.20	30.81	31.42	32.05	32.69	33.35	34.01	34.69	35.39	36.09	36.82	37.55	38.30	39.07
17	28.17	28.74	29.31	29.90	30.50	31.11	31.73	32.36	33.01	33.67	34.34	35.03	35.73	36.44	37.17	37.92	38.68	39.45	40.24	41.04
18	29.60	30.19	30.79	31.41	32.03	32.68	33.33	34.00	34.68	35.37	36.08	36.80	37.53	38.28	39.05	39.83	40.63	41.44	42.27	43.11
19	31.10	31.72	32.35	33.00	33.66	34.33	35.02	35.72	36.43	37.16	37.91	38.66	39.44	40.23	41.03	41.85	42.69	43.54	44.41	45.30
20	32.67	33.33	33.99	34.67	35.37	36.08	36.80	37.53	38.28	39.05	39.83	40.63	41.44	42.27	43.11	43.98	44.86	45.75	46.67	47.60
21	36.07	36.79	37.52	38.28	39.04	39.82	40.62	41.43	42.26	43.10	43.97	44.85	45.74	46.66	47.59	48.54	49.51	50.50	51.51	52.54
22	39.81	40.60	41.42	42.24	43.09	43.95	44.83	45.73	46.64	47.57	48.53	49.50	50.49	51.50	52.53	53.58	54.65	55.74	56.85	57.99
23	43.94	44.82	45.71	46.63	47.56	48.51	49.48	50.47	51.48	52.51	53.56	54.63	55.73	56.84	57.98	59.14	60.32	61.53	62.76	64.01
24	48.50	49.47	50.46	51.47	52.49	53.54	54.62	55.71	56.82	57.96	59.12	60.30	61.51	62.74	63.99	65.27	66.58	67.91	69.27	70.65
25	53.54	54.61	55.70	56.81	57.95	59.11	60.29	61.50	62.73	63.98	65.26	66.56	67.90	69.25	70.64	72.05	73.49	74.96	76.46	77.99

The hourly rates include the COLA increase of 2.06% effective July 1, 2025.

Town of Norwich Wage Scale - FY 27

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	13.49	13.76	14.04	14.32	14.60	14.89	15.19	15.49	15.81	16.12	16.44	16.77	17.11	17.45	17.80	18.15	18.52	18.89	19.27	19.65	20.04	20.45
2	14.16	14.44	14.74	15.03	15.33	15.64	15.95	16.26	16.60	16.93	17.26	17.61	17.96	18.32	18.68	19.06	19.44	19.83	20.22	20.63	21.04	21.46
3	14.88	15.18	15.48	15.80	16.11	16.43	16.76	17.09	17.44	17.79	18.14	18.51	18.87	19.26	19.64	20.04	20.43	20.84	21.26	21.68	22.11	22.55
4	15.64	15.95	16.27	16.60	16.93	17.27	17.61	17.97	18.32	18.70	19.07	19.44	19.84	20.23	20.64	21.04	21.47	21.90	22.33	22.78	23.23	23.70
5	16.43	16.76	17.09	17.44	17.78	18.14	18.51	18.87	19.25	19.64	20.03	20.43	20.84	21.25	21.68	22.11	22.55	23.01	23.47	23.93	24.41	24.90
6	17.26	17.60	17.96	18.31	18.68	19.05	19.43	19.83	20.22	20.63	21.03	21.46	21.89	22.32	22.77	23.23	23.69	24.16	24.65	25.14	25.64	26.15
7	18.13	18.50	18.86	19.25	19.63	20.01	20.42	20.83	21.24	21.67	22.10	22.54	23.00	23.45	23.92	24.40	24.89	25.39	25.90	26.42	26.94	27.48
8	19.05	19.43	19.82	20.22	20.63	21.03	21.46	21.89	22.32	22.77	23.23	23.69	24.16	24.65	25.14	25.65	26.16	26.68	27.22	27.76	28.31	28.88
9	20.03	20.42	20.83	21.25	21.67	22.10	22.55	23.00	23.45	23.93	24.41	24.90	25.39	25.90	26.42	26.95	27.49	28.04	28.60	29.17	29.75	30.35
10	21.03	21.46	21.89	22.32	22.77	23.23	23.69	24.16	24.65	25.14	25.65	26.16	26.68	27.22	27.76	28.32	28.88	29.46	30.04	30.65	31.26	31.88
11	22.10	22.54	23.00	23.45	23.92	24.40	24.89	25.39	25.90	26.42	26.94	27.48	28.03	28.59	29.16	29.74	30.33	30.95	31.56	32.19	32.84	33.50
12	23.22	23.67	24.15	24.63	25.13	25.63	26.14	26.67	27.20	27.74	28.30	28.86	29.44	30.02	30.63	31.24	31.86	32.50	33.15	33.82	34.49	35.18
13	24.39	24.88	25.38	25.89	26.41	26.93	27.47	28.02	28.58	29.15	29.73	30.32	30.94	31.55	32.18	32.83	33.48	34.16	34.83	35.53	36.24	36.97
14	25.64	26.15	26.67	27.21	27.75	28.30	28.87	29.44	30.03	30.64	31.25	31.87	32.51	33.16	33.83	34.50	35.19	35.89	36.61	37.34	38.09	38.85
15	26.92	27.46	28.01	28.57	29.14	29.72	30.31	30.93	31.54	32.17	32.82	33.47	34.14	34.82	35.52	36.23	36.95	37.69	38.45	39.22	40.00	40.80
16	28.29	28.86	29.43	30.02	30.63	31.24	31.86	32.50	33.15	33.81	34.48	35.18	35.88	36.60	37.33	38.08	38.83	39.61	40.40	41.21	42.04	42.88
17	29.72	30.31	30.92	31.54	32.17	32.81	33.47	34.14	34.82	35.52	36.23	36.95	37.69	38.44	39.21	40.00	40.80	41.61	42.45	43.29	44.16	45.04
18	31.22	31.84	32.49	33.13	33.79	34.47	35.16	35.86	36.58	37.31	38.06	38.81	39.59	40.38	41.19	42.01	42.86	43.72	44.59	45.49	46.40	47.32
19	32.80	33.46	34.13	34.81	35.51	36.22	36.94	37.68	38.43	39.20	39.99	40.79	41.60	42.43	43.28	44.15	45.03	45.93	46.85	47.78	48.74	49.71
20	34.47	35.16	35.86	36.58	37.31	38.06	38.81	39.59	40.38	41.19	42.01	42.86	43.71	44.59	45.48	46.39	47.31	48.26	49.23	50.21	51.22	52.24
21	38.05	38.80	39.58	40.37	41.18	42.00	42.85	43.71	44.58	45.47	46.38	47.30	48.25	49.22	50.20	51.20	52.23	53.28	54.34	55.43	56.54	57.67
22	41.99	42.84	43.69	44.56	45.45	46.36	47.29	48.24	49.20	50.18	51.19	52.21	53.26	54.32	55.41	56.51	57.64	58.80	59.97	61.18	62.40	63.65
23	46.35	47.27	48.22	49.19	50.17	51.17	52.20	53.24	54.31	55.39	56.50	57.63	58.79	59.96	61.16	62.38	63.63	64.90	66.20	67.53	68.88	70.26
24	51.16	52.18	53.23	54.29	55.38	56.48	57.61	58.77	59.94	61.14	62.36	63.61	64.88	66.18	67.51	68.86	70.23	71.63	73.07	74.53	76.02	77.54
25	56.47	57.60	58.76	59.93	61.13	62.35	63.60	64.87	66.17	67.50	68.84	70.22	71.62	73.06	74.52	76.01	77.52	79.07	80.66	82.27	83.92	85.60

The hourly rates include the COLA increase of 3.92% effective July 1, 2026.

FY27 COLA 3.92%

FY27 Wages & Benefits Summary

	Wages	Benefits	% of Wages
Town Admin	\$ 278,971.00	\$ 107,586.00	39%
Town Clerk	138,791	86,759	63%
Finance	172,977	42,113	32%
Listers	58,200	-	0%
Planning	142,519	19,194	13%
Recreation	90,988	8,107	9%
Police	496,705	115,588	23%
Fire	124,238	17,785	14%
Public Works			
Admin	543,667	203,944	38%
Buildings & Grounds	120,937	75,580	62%
Transfer Station	55,440	-	0%
Totals	\$ 2,223,433	\$ 676,656	30%

Appendix B
Position/Grade Analysis by Grade
Town of Norwich Personnel Project

DEPT	POSITION	GRADE
TM/1	Town Manager	25
PD/1	Police Chief	23
PW/1	Public Works Director	23
FIN/1	Finance Director	21
FD/1	Fire Chief	21
PZ/1	Planning and Zoning Director	21
REC/1	Recreation Director	21
TC/1	Town Clerk	18
TM/2	Assistant to the Town Manager	16
FIN/2	Finance Assistant	14
PZ/2	Planning Assistant	14
PD/2	Police Officer	14
PD/3	Administrative Assistant	12
AO/1	Assessing Clerk	12
PW/2	Heavy Equipment Operator	12
TC/2	Town Clerk Assistant	12
PW/3	Building and Grounds Technician	11
SW/1	Lead Transfer Station Attendant	10
PW/4	Building Maintenance Custodian	9
PD/4	School Crossing Guard	7
SW/2	Transfer Station Attendant	6

FY27 Lister Compensation

1 message

Steven Hepburn <stevenjhepburn@gmail.com>

Wed, Aug 12, 2026 at 11:56 PM

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

Cc: Brennan Duffy <bduffy@norwich.vt.us>, Kimo Griggs <kimogrignorwichselect@gmail.com>, Brendan Classon

<bjclasson.norwichsb@gmail.com>, mswettselectboard@gmail.com, robert.gere.norwich@zohomail.com,

marydlayton.selectboard@gmail.com, Cheryl Lindberg <CLindberg@norwich.vt.us>, Pamela Thompson Smith <psmith4203@gmail.com>

I appreciate that there are several legitimate questions around Lister compensation - appropriate pay levels, elected versus employee status, use of the Town wage scale, budget transparency, and the history of the issue. It is understandable that people want to examine all of those angles, but doing so risks muddying what is now a fairly narrow question.

For FY27, the Selectboard included **\$58,200 for Lister wages**, calculated using the proposed higher Grade 18 rates, in the budget presented to voters. Voters subsequently approved that budget. The Listers now expect those rates to be implemented.

The narrow question for the Selectboard or VLCT or Town Counsel, if needed, should therefore be:

Did voter approval of the FY27 budget, where the \$58,200 Lister wage appropriation was calculated using the proposed Grade 18 rates and steps, constitute approval of those compensation rates under 24 V.S.A. §§ 932-933?

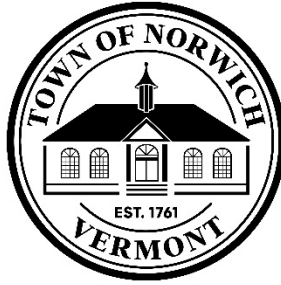
Importantly, this question appears largely answered by the VLCT advice already included in Marcia Calloway's November 6 memo. VLCT advised that Listers cannot independently vote themselves a wage increase, but that if the Selectboard agrees with a proposed increase, it may include that compensation in the budget submitted to voters, and that inclusion in the overall budget is an acceptable means of obtaining voter approval.

If that interpretation applies here, I believe the Listers' July vote is essentially moot. As VLCT advised, the Listers do not themselves have authority to vote themselves a wage increase beyond what has been approved. The relevant question is whether the Selectboard's inclusion of compensation calculated at those rates, followed by voter approval of the budget, supplied the necessary authorization.

I suggest obtaining a short written confirmation of that point and resolving the FY27 payroll issue promptly. If VLCT confirms its previous advice applies here, the Listers should be paid the approved increased rates, effective and backdated to July 1.

Separately, I suggest the FY28 budget process should make elected-official compensation more explicit by showing the actual hourly rate, estimated hours, and total proposed compensation.

Steven Hepburn
Finance Committee Chair



MEMORANDUM

TO: Norwich Selectboard

FROM: Lily Trajman, Town Clerk

DATE: August 12, 2026

SUBJECT: VTel and VTel Wireless Stipulation Agreements for Communications Valuation Appeals

Purpose The purpose of this memo is to request the Selectboard's review and the Chair's signature on two stipulation agreements submitted by VTel and VTel Wireless. These agreements pertain to the companies' appeals of their recent property tax assessments.

Background on Telecom Assessments This year marks the first time the Vermont Department of Taxes has taken over the valuation of communications properties. Under state law, municipalities are now required to use the assessed values provided directly by the state. Norwich has no mechanism or authority at the local level to alter these state-mandated assessments.

The Stipulation Agreement & BCA Process Because the town did not set these property values, we have no duty to defend them. Normally, a taxpayer appealing an assessment would require a hearing before the Board of Civil Authority (BCA) before moving their appeal on to the State. However, since the BCA has no power to change state-set values, holding a formal hearing would be an inefficient use of the board's time. Indeed, performing the required inspection on these properties is well beyond the board's abilities.

The Vermont Department of Property Valuation and Review (PVR) has provided these stipulation agreements as a mutual, voluntary way to expedite the appeal process. By signing the agreement, the town and the appellant create a *de facto* BCA decision. This effectively bypasses the need for a BCA hearing while legally allowing the utility companies to move forward with their appeals at the state level.

Next Steps The Department of Taxes recommends that the Chair of the Selectboard sign the stipulation agreements on behalf of the town. Stipulation agreements for VTel and VTel Wireless are attached, already signed by their representative. They are identical to the stipulation agreement sent out by PVR.

Once signed, the appellants (VTel and VTel Wireless) will have 30 days to formally submit their notice of appeal to the Town Clerk's office. Depending on their chosen route of appeal, my office will then forward the signed stipulations, the notices of appeal, and any required fees to either PVR or the Superior Court.

Recommendation I recommend that the Chair sign both stipulation agreements to streamline this new state-mandated process, save administrative resources, and avoid holding BCA hearings for tax assessments the town cannot change.

Attached:

1. Appeals by VTel and VTel Wireless with stipulation agreements included.
2. FAQ put out by the Vermont Department of Taxes.

Source: <https://tax.vermont.gov/communications-property-faq>

What is communications property?

As defined in 32 V.S.A. § 3602b, “communications property” means tangible personal property used to enable the real-time, two-way, electromagnetic transmission of information, such as audio, video, and data, that is so fitted and attached as to be part of a local, state, national, or international communications network. Facilities that are part of a cable television system as defined in 30 V.S.A. § 501(2) are included as well. The term includes wires, cables, conduit, pipes, antennas, poles, and wireless towers.

Why are we treating this property differently now?

Under Act 145 of 2024, new legislation was written stating that all communications property shall be set in the Grand List as real estate. Prior to the enacting of this law some property may have been subject to income tax, assessed as business personal property on the Municipal Grand List, or not assessed at all.

Who is responsible for appraising communications property?

The State of Vermont has contracted with Sansoucy Associates to identify and appraise all communications property statewide. PVR will furnish final values to all municipalities for inclusion in the Grand List.

How does the new legislation affect cable television property?

The property of cable television providers was formerly classified as business personal property (coded as PP-CABLE) and included in the statewide Education Grand List. It was only included in the Municipal Grand List if a town had elected to levy a tax on personal property.

With this change in legislation cable property is now classified as **real property** and will be included in all Municipal and Education Grand Lists statewide. It will no longer be treated as personal property and will not receive a municipal exemption.

You may continue to use an existing Parcel ID for cable property. To do so, first you must toggle the parcel from “Personal” to “Real” in the upper section of the Parcel tab within

Parcel Maintenance in NEMRC. This will then allow you to select the category code (TC) and TC Type(s). Please make sure to clear the exemption amount entered in the Contract field in the Value/Exempt tab as this property is now taxable on the Municipal and Education Grand Lists. Please contact your District Advisor with questions.

We know of a freestanding cell tower present in our municipality. Who is responsible for the valuation of this and how should it be listed in the Grand List?

Please see the document [Treatment of Property at a Wireless Tower Installation](#).

What about communications equipment that is installed on land or a structure (silo, building, etc.) owned by another person or entity?

The value of the equipment owned by the telecommunication company will be developed using the state's methodology and provided to municipalities to be entered into the Grand List as a separate parcel.

The methodology developed by the state's contractor will require reporting of the lease amount that is paid to the underlying land owner. If lease amounts are not disclosed, a market rate lease figure will be provided instead. This figure may be used by the municipality to derive an income-based contributory value of the lease which would be added to the assessment of the parcel on which the equipment is installed. A [site value calculator](#) has been developed to assist in this valuation.

Why must the land and equipment be listed on different parcels?

The value of communications equipment must be kept together under one Grand List category for reporting and equalization purposes. We do not want the value of any underlying land to be included in this category for it would skew any subsequent calculations or reporting. Utility Electric property is treated in the same fashion for this reason.

What if our municipality taxes personal property?

Some assets previously reported to you as personal property will now fall under the definition of communications property and will be included in the valuation provided to you. Items of business personal property that do not fall under the definition of

communications property can still be assessed on the Municipal Grand List (i.e., office equipment, furniture, inventories of goods for sale, etc.)

What if our municipality does not tax personal property?

This legislation declares that assets meeting the definition of communications property are now to be set in the Grand List as real estate where previously they may not have been subject to taxation.

What about the land and buildings owned by a Communication Service Provider? Will this be included in the assessment provided to us by the contractor?

No. Land and buildings should be categorized in the Grand List in the applicable category according to Highest and Best Use and the assessment is done at the municipal level.

Any small shelter/structure/cabinet whose sole purpose is to house communications equipment will be included in the value provided by the contractor.

What about property in a Communications Union District (CUD)?

Communications property owned by or leased to a CUD will remain tax exempt. A value will be provided for property owned by a CUD for entry in the Grand List but does not affect their exemption status.

How do we list this new parcel information in the Grand List?

PVR will be providing all necessary parcel information to each municipality including owner name and address, location (if applicable) and assessed value.

Please keep in mind that all property under the ownership of a single entity may be listed together on a single parcel. This assessment could encompass the value of multiple property and/or technology types. (i.e. the value of cellular communications equipment, cable television equipment and broadband internet equipment may be included under one total value.)

Can the municipality use a different value than the one provided?

No; per statute, the “valuations provided to the listers pursuant to this section shall be used by the listers in determining and fixing the valuations of communications property for the purposes of property taxation.”

Can the Communications Service Provider appeal the assessment?

Yes, the process for a property owner to appeal their valuation follows the process stipulated in 32 V.S.A. § 4404, beginning with an appeal to the local listing official. Appeals beyond that go to the Board of Civil Authority, then to either the Director of Property Valuation and Review or Superior Court, then finally to the Vermont Supreme Court.

How can the town defend values they did not generate?

Because of the statutory requirement, the values provided regarding communications property must be used by the lister or assessor. The Department of Taxes will assist in defending valuations during appeals beyond the BCA. For more information please see the document [Communications Property Grand List Treatment for 2026](#).

At the town's request, state attorneys and contractors would defend the valuation and would incur the cost of those appeals. Towns may incur incidental expenses such as printing and time spent as witnesses or parties to the appeal. In addition, the extent to which a town wants their own counsel involved in the matter is entirely up to the town, and in those cases, there would be a cost.

What about communications equipment installed on or mounted to a tax-exempt parcel (i.e., church steeple or municipally owned building)?

The communications equipment will be taxable and assessed on the Grand List as a separate parcel to the equipment owner. The exemption status of the underlying building or land would only be affected if there was sufficient equipment present to change that parcel's primary use.

What about communications property located in a TIF district?

Communications property located in a TIF district must be added to the TIF district so it can be included in the current taxable value of the district. There will be no base value associated with the new communications property because it was not taxable grand list

property at the time the TIF district was created. This process is the same as it would be for other forms of new construction or development within the district.

Why is the CLA applied to these values?

Per a Vermont Supreme Court decision, the assessment must be adjusted by the Common Level of Appraisal (CLA), except in the case of a full or statistical reappraisal as of April 1, 2026. In a reappraisal year, the full value of the property will be used.

The Grand List value indicated in the table is adjusted by your CLA. These are the figures that should be entered into the Grand List.

What is a stipulation agreement between towns and appellants?

A Stipulation Agreement is a voluntary, mutual agreement between the town and the appellant to expedite the BCA appeal process (avoiding a formal BCA hearing). The Department has offered a Stipulation Agreement template for towns and appellants to use if they wish. The rationale is because this is the first year of the communications valuation by the Tax Department, we expected significant appeal volume. In addition, the statute requires the municipalities to use the values provided by tax, so the municipality has no duty to defend values they did not set.

The Stipulation Agreement is a de facto BCA decision. So the process from that point forward is the same as a standard appeal of the BCA decision. The signed stipulation must be submitted by the appellant just like any other BCA appeal, within 30 days of the stipulation date to the Town Clerk of the specific town per 32 V.S.A. § 4461(a).

In that appeal, the appellant must indicate if they wish to appeal to PVR or to Superior Court. Due to the high volume of appeals, the \$70 fee to Department of Taxes can be waived, so please send along timely appeals to PVR without waiting for the fee. If they wish to appeal to Superior Court, they must include the \$295 fee.

What are the steps for the taxpayer?

Sending a notice of appeal to the Town Clerk:

- The notice of appeal should indicate whether the appeal is, per 32 V.S.A. § 4461, to PVR or to Superior Court.
- If the taxpayer wishes to appeal to Superior Court, a \$295 fee payable to Superior Court is required. This is a court requirement; we cannot waive it.

- If the taxpayer wishes to appeal to PVR, PVR will collect a single \$70 fee per taxpayer. We (PVR) will coordinate with the taxpayer on this. The taxpayer can forego sending the \$70 to the town.

What are the steps for the town?

Upon receipt of the above notice of appeal from the taxpayer:

- If the notice says the taxpayer is appealing to PVR, the Town Clerk should forward a copy of the notice of appeal and of the stipulation to PVR.
- If the notice says the taxpayer is appealing to Superior Court, the Town Clerk should forward a copy of the notice of appeal and of the stipulation to the Civil Division of the town's Superior Court county unit, with the taxpayer's \$295 check. We do ask that that the Town Clerk please send us a courtesy copy, just so that we become aware of the court appeal.

Who signs the stipulation agreement for the town?

The statute is not clear, but our recommendation is that the Chair of the Selectboard or City Council sign the agreement on behalf of the town.

We were only provided one total value for the communications property town wide.

What do we do about allocating value to village or other sub-municipal districts?

In the initial year of this communications property valuation process we were unable to get uniform and accurate reporting of assets from all companies at the level of detail required to break down lists of property within the various sub-municipal districts of any particular municipality. We will be working with the companies in future years to increase the level of detail in submitted inventories and will develop an equitable metric for pro-rating assets when actual reporting cannot be furnished.

For this year we ask you to take the indicated Grand List value (total value after CLA adjustment) for each communications company and apply the same percentage allocation you employ for electric utility property to prorate the communications property. For example - If the electric utility has a 70% / 30% split between the town and the village district, please employ the same 70% / 30% split for the communications property as this ensures equitable treatment of parties in the Grand List.

Note: This does not apply to any asset with one single fixed location such as a wireless communications tower.



VTel Wireless

July 27, 2026:

Dear Members of the Board of Civil Authority

We are in receipt of the Town's denial of our appeal regarding our communications property in your town. Please accept this letter as our formal notice of appeal of the tax valuation of that property.

I can be reached via email at ceuchre@vermontel.com or 802-885-7746. Thank you for your time and consideration. I look forward to hearing from you.

Catherine G. Euchre – SVP Operations

VTel Wireless, Inc.
354 River Street
Springfield, VT 05156

TOWN OF NORWICH
RESULT OF GRIEVANCE DAY APPEAL

DATE OF NOTICE: JULY 23, 2026

TO: VTEL WIRELESS INC
354 RIVER STREET
SPRINGFIELD VT 05156

You are hereby notified of the following disposition of the appeal in regards to the value of your property identified in the grand list book as follows:

Parcel ID: 70-021.000 SPAN: 450-142-13492
Property Description:

CELL PHONE / OTHER
TOWNWIDE

[X] Appeal denied.

Fair Market Value remains \$18,500

Remarks: GRIEVANCE DECISION

Pursuant to Title 32, Vermont Statutes Annotated, Section 4404, a person aggrieved by the final decision of the board of listers/assessors after grievance day may appeal to the board of civil authority of the town. The APPEAL MUST BE MADE WITHIN FOURTEEN(14) DAYS OF THE TIME THIS NOTICE WAS MAILED by the Listers or Assessor. The APPEAL MUST BE MADE IN WRITING AND DELIVERED TO THE TOWN CLERK and it must briefly set forth the grounds upon which the appeal is based.

Board of Listers/Assessor
Cheryl A Lindberg, Ernie Ciccotelli
Pamela T Smith

07/17/2026
01:45 pm

Town of Norwich Grand List
Parcel Report
For Parcel: 70-021.000 VTEL WIRELESS INC

Page 1 of 1
clindberg

Name VTEL WIRELESS INC
354 RIVER STREET
SPRINGFIELD VT 05156

Location

911 TOWNWIDE

Desc. CELL PHONE / OTHER

Codes: (1) (Category)TC (Equipment) (Owner)C

	Wood	Crop	Pasture	Other	Site	Total
Acres:	0.00	0.00	0.00	0.00	0.00	0.00

	Real	Land	Building	Equipment	Inventory
Values:	18,500	0	18,500	0	0

	Homestead	Veterans	Farm Stab.	L.U. Acres	Land Use
	0	0.00	0.00	0.00	0.00

	Contract	Lease	Prev. Eqpm	Land Use Amt	Prev. Real
	0	0.00	0	0.00	0

	Housesite	Special Exmp	Grand List
	0.00	0.00	185.00

Misc: Status: T Updated: 06/23/2026

Grievance Info: Flag: Y Remarks: (1) VERMONT ACT 145

Misc Fields: (0): FIRE

SPAN: 450-142-13492

STIPULATION REGARDING APPEAL TO BOARD OF CIVIL AUTHORITY

VTel Wireless, Inc. (“Taxpayer”) and the Town/City of Norwich set agree as set forth in this Stipulation regarding Taxpayer’s appeal of the tax assessment grievance decision regarding Taxpayer’s property (the “Property”) identified on the following Form(s) 3602b for Tax Year 2026:

Cable, Internet, Broadband, and Telephone Inventory and Valuation

RECITALS

A. The Vermont Department of Taxes Division of Property Valuation and Review (“PVR”) has furnished the municipality’s listers or assessors with the valuation of the Property and, pursuant to 32 V.S.A. §§ 3602b and/or 4452(d), the listers or assessors must consider and/or use the valuations for purposes of property taxation and the grand list.

B. Taxpayer has now appealed to the Board of Civil Authority (“BCA”) a grievance determination of the listers/assessors regarding valuation of the Property.

C. Taxpayer appealed the valuation and the grievance determination to the BCA to preserve its rights to appeal, pursuant to 32 V.S.A. § 4461, to the Director of PVR or to Superior Court.

D. In light of the provisions of 32 V.S.A. §§ 3602b and 4452(d), the parties presume that the BCA would affirm the valuation determined by PVR and by the grievance and that Taxpayer would appeal the BCA decision to the Director of PVR or to Superior Court.

E. The parties therefore wish to avoid unnecessary expenditure of public and private resources and wish to allow appeal of the valuation and of the grievance to proceed efficiently to the Director of PVR or to Superior Court.

WHEREFORE, the parties STIPULATE as follows:

1. The parties waive the procedural requirements of 32 V.S.A. § 4404.

2. Taxpayer waives the procedural protections provided in 32 V.S.A. § 4404 and waives any remedies to which Taxpayer would otherwise be entitled based on the BCA's failure to follow the procedures 32 V.S.A. § 4404 specifies.

3. The valuation of the Property by the BCA, for purposes of further appeal by the Taxpayer, is the valuation PVR has previously furnished to the municipality's listers or assessors.

4. Taxpayer has elected to seek a decision on the merits from the Director of PVR or Superior Court with respect to any decision by the BCA on an appeal by the Taxpayer regarding valuation of the Property.

5. The parties agree that Taxpayer has exhausted its administrative remedies under 32V.S.A. § 4404.

6. This Stipulation shall be considered a "decision of the board of civil authority" under 32 V.S.A. § 4461(a) and shall be the BCA decision from which Taxpayer appeals to the Director of PVR or to Superior Court under that section.

7. The date of this Stipulation shall be deemed "the date of entry of the board's decision" for purposes of determining the time for Taxpayer to file its notice of appeal under 32V.S.A. § 4461(a).

8. Nothing in this Stipulation constitutes admission by either party as to the value of the Property or an admission by Taxpayer that the Property is subject to the provisions of 32 V.S.A. §§ 3602a, 3602b, and/or 4452 and Taxpayer reserves all rights to contest, at PVR or in Superior Court, the applicability of such provisions to the Property.

Dated _____

TOWN/CITY OF NORWICH

By: _____

Print Name: _____

Title: _____

Dated: July 27, 2026

VTEL WIRELESS, INC.

By: 

Print Name: Catherine G. Euchre

Title: SVP Operations



VTel

July 27, 2026:

Dear Members of the Board of Civil Authority

We are in receipt of the Town's denial of our appeal regarding our communications property in your town. Please accept this letter as our formal notice of appeal of the tax valuation of that property.

I can be reached via email at ceuchre@vermontel.com or 802-885-7746. Thank you for your time and consideration. I look forward to hearing from you.

Catherine G. Euchre – SVP Operations

Vermont Telephone Company, Inc.
354 River Street
Springfield, VT 05156

TOWN OF NORWICH
RESULT OF GRIEVANCE DAY APPEAL

DATE OF NOTICE: JULY 23, 2026

TO: VERMONT TELEPHONE COMPANY
VTELAP
354 RIVER STREET
SPRINGFIELD VT 05156

You are hereby notified of the following disposition of the appeal in regards to the value of your property identified in the grand list book as follows:

Parcel ID: 70-020.000 SPAN: 450-142-13491
Property Description:

LAND LINE / OTHER
TOWNWIDE

[X] Appeal denied.

Fair Market Value remains \$23,900

Remarks: GRIEVANCE DECISION

Pursuant to Title 32, Vermont Statutes Annotated, Section 4404, a person aggrieved by the final decision of the board of listers/assessors after grievance day may appeal to the board of civil authority of the town. The APPEAL MUST BE MADE WITHIN FOURTEEN(14) DAYS OF THE TIME THIS NOTICE WAS MAILED by the Listers or Assessor. The APPEAL MUST BE MADE IN WRITING AND DELIVERED TO THE TOWN CLERK and it must briefly set forth the grounds upon which the appeal is based.

Board of Listers/Assessor
Cheryl A Lindberg, Ernie Ciccotelli
Pamela T Smith

07/17/2026
01:43 pm

Town of Norwich Grand List
Parcel Report
For Parcel: 70-020.000 VERMONT TELEPHONE COMPANY

Page 1 of 1
clindberg

Name VERMONT TELEPHONE COMPANY
VTELAP
354 RIVER STREET
SPRINGFIELD VT 05156

Location

911 TOWNWIDE

Desc. LAND LINE / OTHER

Codes: (1) (Category) TC (Equipment) (Owner) C

	Wood	Crop	Pasture	Other	Site	Total
Acres:	0.00	0.00	0.00	0.00	0.00	0.00

	Real	Land	Building	Equipment	Inventory
Values:	23,900	0	23,900	0	0

	Homestead	Veterans	Farm Stab.	L.U. Acres	Land Use
	0	0.00	0.00	0.00	0.00

	Contract	Lease	Prev. Eqpm	Land Use Amt	Prev. Real
	0	0.00	0	0.00	0

	Housesite	Special Exmp	Grand List
	0.00	0.00	239.00

Misc: Status: T Updated: 06/23/2026

Grievance Info: Flag: Y Remarks: (1) VERMONT ACT 145

Misc Fields: (0): FIRE

SPAN: 450-142-13491

STIPULATION REGARDING APPEAL TO BOARD OF CIVIL AUTHORITY

Vermont Telephone Company, Inc. (“Taxpayer”) and the Town/City of Norwich agree as set forth in this Stipulation regarding Taxpayer’s appeal of the tax assessment grievance decision regarding Taxpayer’s property (the “Property”) identified on the following Form(s) 3602b for Tax Year 2026:

Cable, Internet, Broadband, and Telephone Inventory and Valuation

RECITALS

A. The Vermont Department of Taxes Division of Property Valuation and Review (“PVR”) has furnished the municipality’s listers or assessors with the valuation of the Property and, pursuant to 32 V.S.A. §§ 3602b and/or 4452(d), the listers or assessors must consider and/or use the valuations for purposes of property taxation and the grand list.

B. Taxpayer has now appealed to the Board of Civil Authority (“BCA”) a grievance determination of the listers/assessors regarding valuation of the Property.

C. Taxpayer appealed the valuation and the grievance determination to the BCA to preserve its rights to appeal, pursuant to 32 V.S.A. § 4461, to the Director of PVR or to Superior Court.

D. In light of the provisions of 32 V.S.A. §§ 3602b and 4452(d), the parties presume that the BCA would affirm the valuation determined by PVR and by the grievance and that Taxpayer would appeal the BCA decision to the Director of PVR or to Superior Court.

E. The parties therefore wish to avoid unnecessary expenditure of public and private resources and wish to allow appeal of the valuation and of the grievance to proceed efficiently to the Director of PVR or to Superior Court.

WHEREFORE, the parties STIPULATE as follows:

1. The parties waive the procedural requirements of 32 V.S.A. § 4404.

2. Taxpayer waives the procedural protections provided in 32 V.S.A. § 4404 and waives any remedies to which Taxpayer would otherwise be entitled based on the BCA's failure to follow the procedures 32 V.S.A. § 4404 specifies.

3. The valuation of the Property by the BCA, for purposes of further appeal by the Taxpayer, is the valuation PVR has previously furnished to the municipality's listers or assessors.

4. Taxpayer has elected to seek a decision on the merits from the Director of PVR or Superior Court with respect to any decision by the BCA on an appeal by the Taxpayer regarding valuation of the Property.

5. The parties agree that Taxpayer has exhausted its administrative remedies under 32V.S.A. § 4404.

6. This Stipulation shall be considered a "decision of the board of civil authority" under 32 V.S.A. § 4461(a) and shall be the BCA decision from which Taxpayer appeals to the Director of PVR or to Superior Court under that section.

7. The date of this Stipulation shall be deemed "the date of entry of the board's decision" for purposes of determining the time for Taxpayer to file its notice of appeal under 32V.S.A. § 4461(a).

8. Nothing in this Stipulation constitutes admission by either party as to the value of the Property or an admission by Taxpayer that the Property is subject to the provisions of 32 V.S.A. §§ 3602a, 3602b, and/or 4452 and Taxpayer reserves all rights to contest, at PVR or in Superior Court, the applicability of such provisions to the Property.

Dated

TOWN/CITY OF NORWICH

By: _____

Print Name: _____

Title: _____

Dated: July 27, 2026.

VERMONT TELEPHONE CO., INC

By: 

Print Name: Catherine G. Euchre

Title: SVP Operations



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: Town of Norwich Select Board
Through the Town Manager

From: Matthew Romei
Chief of Police

Date: August 17th 2026
For the August 26th Select Board Meeting

Re: Closure of Roadways for Halloween

I write today to ask the Select Board to consider exercising your authority under 24 V.S.A. § 2291 and 19 V.S.A. § 304 and direct the closure of certain Municipal Roadways to facilitate the safety of pedestrians during Trick or Treating activity on Halloween, October 31st, 2026. The last couple of years has been moderately terrifying with open vehicular traffic through town, even traffic moving at a snail's pace. It is my opinion, shared by other others, that the best pathway forward is through a temporary closure of the streets most affected. I propose to close Main Street from the intersection with Church Street Northerly through the intersection with Koch Road. A detour route will be set from Main Street and Turnpike Road. I further propose to close Carpenter Street from Main Street to Church Street. I would prefer to have it closed to all vehicles, but I will understand if you choose to allow local traffic to continue during the closure.

If this closure is authorized, we will begin a targeted notification campaign to the affected residents and businesses immediately, with a central point of contact for outreach if anyone has concerns. We will also plan to deploy our Variable Message Boards and other signage, as well as work with Public Transit and other affected entities in advance of the day of closure. Thank you in advance for your consideration.

Possible Motion: *I move to direct the Town Manager, through the Police Department and Department of Public Works to close a portion of Main Street and the entirety of Carpenter Street on October 31st, 2026, during a time period to be determined by the Chief of Police in consultation with other Town Departments.*

OVERVIEW

The policy of the Town of Norwich (the Town) is to enforce all regulations pertaining to claims for reimbursement of expenses. Expense reimbursement is allowable for the Town business-related purposes only. In addition to following the regulations and guidelines prescribed herein, employees are expected to exercise good judgement when making purchases pertaining to reimbursement claims.

Section 1 GENERAL

A. Financing Business Expenses

1. Eligible Employees

(i) All full-time and part-time employees of the Town are eligible for expense reimbursement under this policy.

(ii) Elected Town officials and their statutory appointees are eligible for expense reimbursement provided they are being reimbursed for budgeted expenses.

2. Expense Reimbursement - All claims for reimbursement of expenses must be fully justified and, unless otherwise provided, supported by paid receipts. All claims for reimbursement of expenses must be submitted on the Town of Norwich Expense Reimbursement Form (attached)

3. Direct Payment - costs of registration and lodging fees may be billed directly to the Town by the provider.

4. Advance for other Travel Expenses – there is no provision for advance payment of travel expenses other than outlined in Section 1 A(3) above.

B. Explanation and Justification

Claimants must state the purpose of activities which give rise to claims and the times and the locations at which these activities occurred.

C. Reimbursable Claims

To the limits set forth by law and contractual agreements, only actual and necessary expenses which are incurred in the conduct of the Town's business by persons acting for the Town shall be reimbursed. Costs incurred for the sole benefit of the claimant are not reimbursable.

D. Avoiding Unnecessary Claims

All activities which require submission of claims should be conducted in the most economical and prudent manner possible, considering direct and indirect costs to the Town and the health and safety of all claimants.

E. Individual Submission of Claims

Town employees shall not request reimbursement for claims which include expenses incurred on behalf of other Town employees or family members.

F. Legibility and Permanence of Expense Claims

All claim forms for expenses must be either typewritten or handwritten in ink. In either case the form must be completed in full and legible.

G. Frequency of Claims

All claimants who incur expenses for travel should file a request for reimbursement of expenses to his/her supervisor/approver, cognizant that employee expense claims are to be processed expeditiously and submitted for approval and submission to the Finance Department to meet the earliest possible payment cycle.

H. Approval of Expense Claims

All personal expense claims submitted must have the full, legible signature in ink of both the claimant and the supervisor/approver. Supervisor denotes the person who normally assigns, supervises and has knowledge of the claimant's work activities (e.g. Department Heads). In any case, the person approving a particular claim should be the supervisory person who has the best knowledge as to the validity of the claim(s) being made and should adhere to the following authority and oversight:

Claimant	Supervisor/Approver
Department Employee	Head of Department
Head of Department	Town Manager
Town Manager	Selectboard Chair
Elected Town Official	Treasurer (or Finance Director)

I. Payment of Expense Claims

Reimbursement of claims must be charged against an appropriation of the department to which the employee is regularly employed or in which an elected official works. Subsequent expenditure transfers to other appropriations or departments may be made to allocate expenses.

Section 2 TRANSPORTATION - GENERAL

A. Reimbursement for Mileage

Town employees are entitled to be reimbursed for the use of a privately owned vehicle at a rate per mile as set by the [IRS Business Standard Mileage Rate](#) (for 2026: \$0.725/mile). Such rate shall be the same regardless of type of vehicle. Reimbursement shall be based on all miles actually and necessarily travelled in the performance of official duties, except that miles travelled between a claimant's home and office, or a portion thereof, shall not be reimbursed. Expense mileage claims are to be entered on the separate Town of Norwich Mileage Reimbursement Form (attached) and submitted together with the corresponding Town of Norwich Expense Reimbursement Form.

B. Travel Routing

Travel should be by the most direct or economical route except in instances where the use of a particular route may be impossible or unduly hazardous.

C. Extended Trips - Special Claims

In the case of inclement weather conditions where travel is hazardous or inadvisable, reasonable and receipted claims for lodging may be allowed.

D Insurance Is Claimant's Responsibility

A privately owned vehicle must have adequate insurance coverage prior to the use for Town business

E. Vehicle Supplies, Parts and Services Not Reimbursable

Reimbursement of charges for gasoline, accessories, damages, repairs, depreciation, anti-freeze, towage, insurance and other similar expenditures is not allowed on personal vehicles. The standard reimbursement rate per mile includes all expenses for the use of the privately owned automobile.

F. Parking and Tolls

Actual and necessary expenditures for tolls and parking may be claimed. Whenever possible, receipts must be submitted.

G. Traffic Violations

Fines for traffic or parking violations will not be reimbursed.

H. Ride Share and Taxi Fares

Fares for Ride Share services (e.g. Uber, Lyft) and Taxi services are authorized for travel between lodging locations and conference or business sites.

I. Car Rental

When private or public transportation is not available, the supervisor/approver may pre-authorize the use of rented vehicles for employees. The actual receipted costs of rentals will be reimbursed, but a full explanation and the pre-approval of the department head will be required for all such rentals. Rentals made for the convenience of the employee will be reimbursed at the contractually authorized mileage rate.

J. Trips - Starting and Ending Points

Expense claims must show the starting and ending point (city/town) for each trip on a claim for reimbursement of mileage. A Google Maps screen shot or Uber/Lyft trip planning graphic showing origin and destinations is required.

Section 3 OUT-OF-STATE TRANSPORTATION

A. Approval

All out-of-state travel for full-time and part-time employees requiring overnight stays regardless of whether any cost is incurred must be pre-approved by the Town Manager. A pre-approval letter or email copy must be attached to all claims requesting expense reimbursement for out-of-state expenses. Out-of-state travel for elected officials does not require pre-approval, but must be strictly within budgeted limits.

B. Limits on Reimbursement

Reimbursement for transportation will be limited to the most economical method available, considering alternative transportation codes and the value of the employee's time.

C. Mode of Travel

Any normal mode of approved travel is eligible for expense reimbursement.

D. Documentation of Costs

Receipts, cancelled ticket stubs, or any other type of documentation which proves actual expenditures must be provided for costs of public conveyance other than local taxi, limousine or bus service.

E. Travel at Extra Cost

If the mode of transportation does not conflict with the needs of the department, the employee may use any form of transportation but can only be reimbursed for the amount which would have been paid had the least expensive mode been selected. In any such case, the cost of both modes of transportation must be shown on the expense account claim form.

F. Indirect Routes, Interrupted Travel

Any extra expense which is a result of an employee travelling by an indirect route or caused by interrupting travel for the employee's own convenience shall not be submitted for reimbursement.

G. Air Travel

Employee air travel must be pre-approved by the Town Manager. Flight tickets must be attached to claims for trips involving air travel whether the cost of the ticket is part of the claim, to justify the claimant's itinerary and related expenses.

Section 4 LODGING

A. Claims

Claims for lodging must be limited to charges which are both reasonable and necessary.

B. Documentation of Claims

Receipts for lodging must be on a receipt of the lodging establishment and must show either proof of payment or incurrence of a debt by credit card. Handwritten receipts from small lodging establishments are acceptable. If a personal credit card is used for payment, the credit card slip must be submitted with the expense claim. Hotel vouchers must show date, cost of room, name of claimant and number of occupants in the room.

C. Lodging Rate Limits

Reimbursement is limited to the rate charge of a single room. Double rooms offered at a single room rate shall be considered single rooms. Use of lodging facilities other than standard single room rates must be pre-approved by the Town Manager.

D. Claimant Liable for Unnecessary Charges

Charges for a claimant's failure to observe check out time or to cancel a guaranteed hotel reservation shall be considered an unnecessary expense and ineligible for reimbursement.

E. In-state Lodging

1. After considering all costs (meals and lodging versus mileage and travel time), if it is less expensive for an employee to stay overnight, the Town Manager may approve overnight in-state lodging.
2. If an employee is required to be away from his/her official duty station and is also required to work at least 5 hours, including travel, beyond his/her normal workday, lodging expense will be allowed provided the workplace is at least 40 miles from the employee's home.
3. Lodging may be allowed if hazardous travel conditions, inclement weather or health/safety conditions exist and are fully explained on the expense claim.
4. Any exceptions to the above must have the prior approval of the Town Manager

Section 5 MEALS

A. General Provision

1. All Town employees when on official duty while away from home shall be reimbursed for the actual cost of meals taken subject to the following maximums:

- Breakfast: \$25.00
- Lunch: \$35.00
- Evening Meal: \$55.00

All claims for meals must include the location and time the meal was procured.

2. The supervisor's approval should be based on, in addition to the employee being on official duty, the fact the meal could not have been reasonably taken at the employee's home or office or the activity planned for a different time. Being away from home or office during the normal mealtime will not necessarily entitle the employee for reimbursement, e.g. returning to the office at 1:00 p.m. from a morning meeting.

4. Breakfast will only be reimbursed on the morning following a reimbursable overnight stay or, where reasonable, in extraordinary situations which are fully explained (for example, departing home before 5:30 a.m. for a meeting).

5. Dinner may be reimbursed when the claimant is eligible to claim lodging or, when fully explained, is required to work beyond the normal dinner hour (for example, after 6:30 p.m. and is away from home or office).

B. Special Provisions

1. Town employees participating in seminars, conventions, training or conference sessions may claim reimbursement for meal expenses incurred without regard to location of the meal or meal maximum provided the meal is part of a prearranged or programmed meeting in which all participants are served from a single preselected menu with no control over the cost of the meal. This must be fully explained and include the approval of the department head when requesting reimbursement.
2. Town employees required to attend a meeting, at which a meal is part of the program with no single preselected menu, in the town of their residence or duty station during their normal mealtime, may be reimbursed for the meal within the maximums permitted by Section 5 A(1).
3. Employees required to attend a business meeting after normal working hours and the time between the meeting and their quitting time is so short that it is not reasonable for them to travel to their residence for a meal, may request and receive reimbursement for their meal
4. No reimbursement will be allowed for the cost of alcoholic beverages.
5. The maximum allowable reimbursement amount for meals includes meal, tax and gratuity.

SECTION 6: ELECTED OFFICIALS

Elected officials are to submit reimbursement claims for budgeted items in the manner outlined above for full-time and part-time employees. Town Manager approval or pre-approval is not required for elected officials. The Town Treasurer (or Finance Director) shall countersign all reimbursement claims.

Reference: The State of Vermont, Agency of Administration

[Bulletin No. 3.4 Employee Travel and Expense Policy](#)



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

From: Matthew Romei
Chief of Police

Re: Draft Reimbursement Policy Comments

Date: 09 July 2026

This memorandum is provided along with a “Commented” copy of the Reimbursement Policy as published in the Packet for the 08 July 2026 Select Board Meeting.

I want to begin by saying that reimbursements should really be a rare and minimal thing. It is inappropriate for me to ask a subordinate to expend their own money in anticipation of a reimbursement. This is exacerbated by the extended cycle of bill payment that town governments are subject to. This can be extremely challenging when trying to book bigger travel. For instance, I am working on attending the IACP Conference in October, for which travel, lodging and meals will run about \$3,500. Should I be expected to front this cost to attend? As I look to our daily operations, most places we utilize we can direct bill the Town. However, that is not always the case. We routinely send personnel to multiple day training classes out of town. This results in personnel fueling town vehicles and submitting for reimbursement.

A simpler approach to these issues, as well as one that brings greater accountability, is to change our Town Credit Card program. Many other towns provide “department” cards or issue cards to department heads. There are guardrails around the use of the cards, for sure. But to be fair – we already have guardrails around the expenditure of Town Funds anyway. How would my using a Town Credit Card to purchase a widget from Foggs functionally differ from me putting it on the Town Account there? The Town still pays the bill and I am still held accountable if I am not spending in accordance with my budget and the Town Purchasing Policy. Moving to a Department or Department Head card would likely simplify record keeping in Finance, and would certainly be functionally easier for day-to-day operations. When I was with the General Assembly, each of my officers (as did I) had purchasing cards from the State. This made record-keeping and accountability easy.

To specifically address the fueling issue, adding Wex Cards for Fueling would provide another pathway for departments to fuel vehicles while out of town, as well as in the event that our Town Pumps malfunction. Many towns use this as a primary or secondary fueling option. It also provides a

pathway for emergency repairs while on the road, such as replacing a blown tire. Wex Cards also provide a discounted rate and significant individual accountability and record keeping. What a Wex Card program does not allow, is late payments. A process to pay this bill on receipt would have to be developed. I'm confident that it can be.

Further, our current credit card operation is cumbersome and unreliable. We only have one card, any use has to be approved by the Town Manager, and then you have to find out if there is enough credit available. The number and complexity of hoops you jumped through recently to authorize electronic payment of the Town Credit Card was shocking. In January, with all appropriate approvals, I attended a professional development class that required overnight travel to Southern Maine. I checked out the card, made a reservation at a reasonable hotel, and upon checking in, our Town Credit Card was summarily rejected. Fortunately, I was liquid enough to cover the costs, or I would have been sleeping in my truck! I submitted my reimbursement on January 21st, the Select Board met on January 28th and once the check went through the wheels of government, I was reimbursed on February 3rd. That was an exceptionally fast cycle, by the way. I am confident when I say that it doesn't have to be that way. There are plenty of examples around us.

Also, the idea that our town only has one credit card, and that our Town Manager has his name and personal credit on the line for a Town Credit Card is consummately ridiculous. A quick check with colleagues in other towns finds that no one else has a situation that runs like that but to be fair, I didn't call every town in the state. If that was required by our banking provider, maybe it's time to reconsider with whom we bank.

In summation, I believe the best pathway for reimbursements is to make them almost non-existent. Move to a Town Credit Card that offers Department-Level cards (with no name attached). Put the trust (with verification) into the Department Heads to spend in compliance with the Town Purchasing Policy. Make the day-to-day operations easy.

OVERVIEW

The policy of the Town of Norwich (the Town) is to enforce all regulations pertaining to claims for reimbursement of expenses. Expense reimbursement is allowable for the Town business-related purposes only. In addition to following the regulations and guidelines prescribed herein, employees are expected to exercise good judgement when making expenses pertaining to reimbursement claims.

Section 1 GENERAL

A. Financing Business Expenses

1. Eligible Employees – all full-time and part-time employees of the Town are eligible for expense reimbursement under this policy. Elected Town officials are not eligible for expense reimbursement, but in specific circumstances, they may seek pre-approval from the Town Manager for expenditures for Town business-related purposes only, within mutually agreed prescribed limits and conditions.
2. Expense Reimbursement - All employee claims for reimbursement of expenses must be fully justified and, unless otherwise provided, supported by paid receipts. All claims for reimbursement of expenses must be submitted on the Town of Norwich Expense Reimbursement Form (attached)
3. Direct Payment - costs of registration and lodging fees may be billed directly to the Town by the provider.
4. Advance for other Travel Expenses – there is no provision for advance payment of travel expenses other than outlined in Section 1 A(2) above.

B. Explanation and Justification

Claimants must state the purpose of activities which give rise to claims and the times and the locations at which these activities occurred.

C. Reimbursable Claims

To the limits set forth by law and contractual agreements, only actual and necessary expenses which are incurred in the conduct of the Town's business by persons acting for the Town shall be reimbursed. Costs incurred for the sole benefit of the claimant are not reimbursable.

D. Avoiding Unnecessary Claims

Summary of Comments on Pages from Romei Reimbursement Comments.pdf

Page: 1



Number: 1

Author: Matthew Romei

Subject: Highlight

Date: 7/9/2026 10:43:26 AM

I think this part needs clarity. There is anticipated travel that would be very burdensome to finance personally, especially with the extended timeline for reimbursement.

All activities which require submission of claims should be conducted in the most economical and prudent manner possible, considering direct and indirect costs to the Town and the health and safety of all claimants.

E. Individual Submission of Claims

¹ Town employees shall not request reimbursement for claims which include expenses incurred on behalf of other Town employees or family members.

F. Legibility and Permanence of Expense Claims

All claim forms for expenses must be either typewritten or handwritten in ink. In either case the form must be completed in full and legible.

G. Frequency of Claims

All claimants who incur expenses for travel should file a request for reimbursement of expenses to his/her supervisor ² every two weeks. Each department must remain cognizant of the policy that employee expense claims are to be processed expeditiously and submitted for approval and submission to the Finance Department to meet the earliest possible payment cycle.

H. Approval of Expense Claims

All personal expense claims submitted must have the full, ³ legible signature in ink of both the claimant and the immediate supervisor. Immediate supervisor means the person who normally assigns, supervises and has knowledge of the claimant's work activities (e.g. Department Heads). In any case, the person approving a particular claim should be the supervisory person who has the best knowledge as to the validity of the claim(s) being made and should adhere to the following:

Claimant	Supervisor/Approver
Department Employee	Head of Department
Head of Department	Town Manager
Town Manager	Selectboard Chair
Elected Town Official	Town Manager

Page: 2

 Number: 1	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:44:54 AM
I can see where this may be a convenience problem, especially during travel.			
 Number: 2	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:45:35 AM
Recommend a monthly cycle.			
 Number: 3	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:46:02 AM
Consider electronic signature acceptable.			

I. Payment of Expense Claims

Reimbursement of employee claims must be charged against an appropriation of the department to which the employee is regularly employed. Subsequent expenditure transfers to other appropriations or departments may be made to allocate expenses.

Section 2 TRANSPORTATION - GENERAL

A. ¹Reimbursement for Mileage

Town employees are entitled to be reimbursed for the use of a privately owned vehicle at a rate per mile as set by the [IRS Business](#) ²[Standard Mileage Rate](#) (for 2026: \$0.725/mile). Such rate shall be the same regardless of type of vehicle. Reimbursement shall be based on all miles actually and necessarily travelled in the performance of official duties, except that miles travelled between an employees' home and office, or a portion thereof, shall not be reimbursed. Expense mileage claims are to be entered on the separate Town of Norwich Mileage Reimbursement Form (attached) and submitted together with the corresponding Town of Norwich Expense Reimbursement Form.

B. Travel Routing

Travel should be by the most direct or economical route except in instances where the use of a particular route may be impossible or unduly hazardous.

C. ³Extended Trips - Special Claims

In the case of inclement weather conditions where travel is hazardous or inadvisable, reasonable and receipted claims for lodging may be allowed.

D. ⁴Insurance Is Claimant's Responsibility

A privately owned vehicle must have adequate insurance coverage prior to the use for Town business

E. Vehicle Supplies, Parts and Services Not Reimbursable

Reimbursement of charges for gasoline, accessories, damages, repairs, depreciation, anti-freeze, towage, insurance and other similar expenditures is not allowed on personal vehicles. The standard reimbursement rate per mile includes all expenses for the use of the privately owned automobile.

F. Parking and Tolls

Actual and necessary expenditures for tolls and parking may be claimed. Whenever possible, receipts must be submitted.

Page: 3

	Number: 1	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:47:55 AM
Include a line about Rental Car and Fuel - so either a per-mile, or if you are renting a vehicle, then the vehicle rental and fuel (with receipts).				
	Number: 2	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:46:34 AM
Typo				
	Number: 3	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:49:21 AM
Would this be triggered by severe weather locally? i.e. if an employee comes and stays in town due to inclement weather or an extended duty day?				
	Number: 4	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:49:48 AM
Guidance for rental vehicles?				

G. Traffic Violations

Fines for traffic or parking violations will not be reimbursed.

H. Ride Share and Taxi Fares

Fares for Ride Share services (e.g. uBer, Lyft) and Taxi services are authorized for travel between lodging locations and conference or business sites.

I. Car Rental

When private or public transportation is not available, the department head may pre-authorize the use of rented vehicles. The actual receipted costs of rentals will be reimbursed, but a full explanation and the pre-approval of the department head will be required for all such rentals. ¹ Rentals made for the convenience of the employee will be reimbursed at the contractually authorized mileage rate.

J. Trips - Starting and Ending Points

Expense claims must show the starting and ending point (city/town) for each trip on a claim for reimbursement of mileage. ² A Google Maps screen shot or uBer/Lyft trip planning graphic showing origin and destinations is required.

Section 3 OUT-OF-STATE TRANSPORTATION

A. Approval

All out-of-state travel requiring overnight stays regardless of whether any cost is incurred must be pre-approved by the Town Manager. A pre-approval letter or email copy must be attached to all claims requesting expense reimbursement for out-of-state expenses.

B. Limits on Reimbursement

Reimbursement for transportation will be limited to the most economical method available, taking into account alternative transportation codes and the value of the employee's time.

C. Mode of Travel

Any ³normal mode of approved travel is eligible for expense reimbursement.

D. Documentation of Costs

Receipts, cancelled ticket stubs, or any other type of documentation which proves actual expenditures must be provided for costs of public conveyance other than local taxi, limousine or bus service.

⁴ E. Travel at Extra Cost

Page: 4

 Number: 1	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:52:53 AM
See above commentary			
 Number: 2	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:54:10 AM
Seems excessively arduous.			
 Number: 3	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:54:45 AM
What IS normal, after all?			
 Number: 4	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:56:39 AM
This should have some language for "fudge factor" or "reasonableness" - i.e. not selecting a train because it's \$20 cheaper, but takes 8 hours longer than a plane.			

If the mode of transportation does not conflict with the needs of the department, the employee may use any form of transportation but can only be reimbursed for the amount which would have been paid had the least expensive mode been selected. In any such case, the cost of both modes of transportation must be shown on the expense account claim form.

F. Indirect Routes, Interrupted Travel

Any extra expense which is a result of an individual travelling by an indirect route or caused by interrupting travel for the individuals own convenience shall not be submitted for reimbursement.

G. Air Travel

Air travel must be pre-approved by the Town Manager. Flight tickets must be attached to claims for trips involving air travel whether the cost of the ticket is part of the claim, in order to justify the claimant's itinerary and related expenses.

Section 4 LODGING

A. Claims

Claims for lodging must be limited to charges which are both reasonable and necessary.

B. Documentation of Claims

Receipts for lodging must be on a receipt of the lodging establishment and must show either proof of payment or incurrence of a debt by credit card. Handwritten receipts from small lodging establishments are acceptable. If a ¹personal credit card is used for payment, the credit card slip must be submitted with the expense claim. Hotel vouchers must show date, cost of room, name of claimant and number of occupants in the room.

C. Lodging Rate Limits

Reimbursement is limited to the rate charge of a ²single room. Double rooms offered at a single room rate shall be considered single rooms. Use of lodging facilities other than standard single room rates must be pre-approved by the Town Manager.

D. Employee Liable for ³Unnecessary Charges

Charges for a claimant's failure to observe check out time or to cancel a guaranteed hotel reservation shall be considered an unnecessary expense and ineligible for reimbursement.

Page: 5

 Number: 1	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:58:22 AM
See attached memo for commentary about this.			
 Number: 2	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:57:51 AM
This feels like it has opportunity for chaos if not applied "reasonably".			
 Number: 3	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:59:00 AM
Revise to "Unreasonable"?			

E. In-state Lodging

1. After considering all costs (meals and lodging versus mileage and travel time), if it is less expensive for an employee to stay overnight, the Town Manager may approve overnight in-state lodging.
2. If an employee is required to be away from his/her official duty station and is also required to work at least 5 hours, including travel, beyond his/her normal workday, lodging expense will be allowed provided the work place is at least 40 miles from the employee's home.
3. ¹ Lodging may be allowed if hazardous travel conditions, inclement weather or health/safety conditions exist and are fully explained on the expense claim.
4. Any exceptions to the above must have the prior approval of the Town Manager

Section 5 MEALS

A. General Provision

1. Upon the approval by the immediate supervisor, all ² state employees when on official duty while away from home and official duty station shall be reimbursed for the actual cost of meals taken subject to the following maximums:
 - ³ Breakfast: \$25.00
 - Lunch: \$35.00
 - Evening Meal: \$55.00

All claims for meals must include the location and time the meal was procured.

2. The supervisor's approval should be based on, in addition to the employee being on official duty, the fact the meal could not have been reasonably taken at the employee's home or office or the activity planned for a different time. Being away from home or office during the normal mealtime will not necessarily entitle the employee for reimbursement, e.g. returning to the office at 1:00 p.m. from a morning meeting.

4. Breakfast will only be reimbursed on the morning following a reimbursable overnight stay or, where reasonable, in extraordinary situations which are fully explained (for example, departing home before 5:30 a.m. for a meeting).

5. Dinner may be reimbursed when the claimant is eligible to claim lodging or, when fully explained, is required to work beyond the

Page: 6

 Number: 1 Who authorizes this?	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 10:59:42 AM
 Number: 2 "town"	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 11:00:05 AM
 Number: 3 Revise to use GSA Per Diem Rates	Author: Matthew Romei	Subject: Comment on Text	Date: 7/9/2026 11:01:27 AM

normal dinner hour (for example, after 6:30 p.m. and is away from home or office).

B. Special Provisions

1. ¹State employees participating in seminars, conventions, training or conference sessions may claim reimbursement for meal expenses incurred without regard to location of the meal or meal maximum provided the meal is part of a prearranged or programmed meeting in which all participants are served from a single preselected menu with no control over the cost of the meal. This must be fully explained and include the approval of the department head when requesting reimbursement.
2. Town employees required to attend a meeting, at which a meal is part of the program with no single preselected menu, in the town of their residence or duty station during their normal meal time, may be reimbursed for the meal within the maximums permitted by Section 5 A(1).
3. Employees required to attend a business meeting after normal working hours and the time between the meeting and their quitting time is so short that it is not reasonable for them to travel to their residence for a meal, may request and receive reimbursement for their meal
4. No reimbursement will be allowed for the cost of alcoholic beverages unless obtained by a law enforcement official as evidence.
5. The maximum allowable reimbursement amount for meals includes meal, tax and gratuity.

TOWN OF NORWICH
2026 Mileage Reimbursement Form

Employee Name: _____

Reason for Travel: _____

Date: _____

[illegible]

TOTAL MILES	0	X \$.725 =	0
-------------	---	-------------	---

Town employees who use their personal vehicle for employment related travel may request mileage reimbursement. Please obtain department approval, and submit to the Finance Office.

Employee Signature _____

Date: _____

Department Approval _____

Department Account _____

Date: _____



The Town of Norwich

Expense Reimbursement Form

Name: _____ Department: _____

Home Address: _____

Receipts for all expenses must accompany this form. Expenses must be allocated to the appropriate departmental account (i.e. Budget line/Account #). The completed form must be approved and signed by the Supervisor/Approver prior to submission to the Finance Department.

Budget Line/Account #	Description/Purpose	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

TOTAL \$ _____

OVERVIEW

The policy of the Town of Norwich (the Town) is to enforce all regulations pertaining to claims for reimbursement of expenses. Expense reimbursement is allowable for ~~the~~ Town business-related purposes only. In addition to following the regulations and guidelines prescribed herein, employees are expected to exercise good judgement when making purchases pertaining to reimbursement claims.

Section 1 GENERAL

A. Financing Business Expenses

1. Eligible Employees

(i) All full-time and part-time employees of the Town are eligible for expense reimbursement under this policy.

(ii) Elected Town officials and their statutory appointees are eligible for expense reimbursement provided they are being reimbursed for budgeted expenses.

2. Expense Reimbursement - All claims for reimbursement of expenses must be fully justified and, unless otherwise provided, supported by paid receipts. All claims for reimbursement of expenses must be submitted on the Town of Norwich Expense Reimbursement Form (attached)

3. Direct Payment - costs of registration and lodging fees may be billed directly to the Town by the provider.

4. Advance for other Travel Expenses – there is no provision for advance payment of travel expenses other than outlined in Section 1 A(3) above.

B. Explanation and Justification

Claimants must state the purpose of activities which give rise to claims and the times and the locations at which these activities occurred.

Commented [BD1]: This seems strangely worded?

C. Reimbursable Claims

To the limits set forth by law and contractual agreements, only actual and necessary expenses which are incurred in the conduct of the Town's business by persons acting for the Town shall be reimbursed. Costs incurred for the sole benefit of the claimant are not reimbursable.

D. Avoiding Unnecessary Claims

All activities which require submission of claims should be conducted in the most economical and prudent manner possible, considering direct and indirect costs to the Town and the health and safety of all claimants.

E. Individual Submission of Claims

Town employees shall not request reimbursement for claims which include expenses incurred on behalf of other Town employees or family members.

Commented [BD2]: Is this actually necessary to state?

F. Legibility and Permanence of Expense Claims

All claim forms for expenses must be either typewritten or handwritten in ink. In either case the form must be completed in full and legible.

G. Frequency of Claims

All claimants who incur expenses for travel should file a request for reimbursement of expenses to his/her supervisor/approver, cognizant that employee expense claims are to be processed expeditiously and submitted for approval and submission to the Finance Department to meet the earliest possible payment cycle.

Commented [BD3]: Strange word?

H. Approval of Expense Claims

All personal expense claims submitted must have the full, legible signature in ink of both the claimant and the supervisor/approver. Supervisor denotes the person who normally assigns, supervises and has knowledge of the claimant's work activities (e.g. Department Heads). In any case, the person approving a particular claim should be the supervisory person who has the best knowledge as to the validity of the claim(s) being made and should adhere to the following authority and oversight:

Claimant	Supervisor/Approver
Department Employee	Head of Department
Head of Department	Town Manager
Town Manager	Selectboard Chair
Elected Town Official	Treasurer (or Finance Director)

Commented [BD4]: If this new policy is intended to provide checks and balances for all reimbursement requests then this should probably be the TM as an impartial non-elected official.

I. Payment of Expense Claims

Reimbursement of claims must be charged against an appropriation of the department to which the employee is regularly employed or in which an elected official works. Subsequent expenditure transfers to other appropriations or departments may be made to allocate expenses.

Section 2 TRANSPORTATION - GENERAL

A. Reimbursement for Mileage

Town employees are entitled to be reimbursed for the use of a privately owned vehicle at a rate per mile as set by the [IRS Business Standard Mileage Rate](#) (for 2026: \$0.725/mile). Such rate shall be the same regardless of type of vehicle. Reimbursement shall be based on all miles actually and necessarily travelled in the performance of official duties, except that miles travelled between a claimant's home and office, or a portion thereof, shall not be reimbursed. Expense mileage claims are to be entered on the separate Town of Norwich Mileage Reimbursement Form (attached) and submitted together with the corresponding Town of Norwich Expense Reimbursement Form.

Commented [BD5]: This amount is no longer correct

Commented [BD6]: Could the author please explain what this means?

B. Travel Routing

Travel should be by the most direct or economical route except in instances where the use of a particular route may be impossible or unduly hazardous.

C. Extended Trips - Special Claims

In the case of inclement weather conditions where travel is hazardous or inadvisable, reasonable and receipted claims for lodging may be allowed.

D Insurance Is Claimant's Responsibility

A privately owned vehicle must have adequate insurance coverage prior to the use for Town business

E. Vehicle Supplies, Parts and Services Not Reimbursable

Reimbursement of charges for gasoline, accessories, damages, repairs, depreciation, anti-freeze, towage, insurance and other similar expenditures is not allowed on personal vehicles. The standard reimbursement rate per mile includes all expenses for the use of the privately owned automobile.

F. Parking and Tolls

Actual and necessary expenditures for tolls and parking may be claimed. Whenever possible, receipts must be submitted.

G. Traffic Violations

Fines for traffic or parking violations will not be reimbursed.

H. Ride Share and Taxi Fares

Fares for Ride Share services (e.g. Uber, Lyft) and Taxi services are authorized for travel between lodging locations and conference or business sites.

I. Car Rental

When private or public transportation is not available, the supervisor/approver may pre-authorize the use of rented vehicles for employees. The actual receipted costs of rentals will be reimbursed, but a full explanation and the pre-approval of the department head will be required for all such rentals. Rentals made for the convenience of the employee will be reimbursed at the contractually authorized mileage rate.

J. Trips - Starting and Ending Points

Expense claims must show the starting and ending point (city/town) for each trip on a claim for reimbursement of mileage. A Google Maps screen shot or Uber/Lyft trip planning graphic showing origin and destinations is required.

Commented [BD7]: This "graphic" requirement is not currently required and seems unnecessary and excessive. A start and finish address would suffice.

Section 3 OUT-OF-STATE TRANSPORTATION

A. Approval

All out-of-state travel for full-time and part-time employees requiring overnight stays regardless of whether any cost is incurred must be pre-approved by the Town Manager. A pre-approval letter or email copy must be attached to all claims requesting expense reimbursement for out-of-state expenses. Out-of-state travel for elected officials does not require pre-approval, but must be strictly within budgeted limits.

Commented [BD8]: Could the author explain why this requirement would be different than for employees?

B. Limits on Reimbursement

Reimbursement for transportation will be limited to the most economical method available, considering alternative transportation codes and the value of the employee's time.

Commented [BD9]: Could the author explain what does this mean?

C. Mode of Travel

Any normal mode of approved travel is eligible for expense reimbursement.

D. Documentation of Costs

Receipts, cancelled ticket stubs, or any other type of documentation which proves actual expenditures must be provided for costs of public conveyance other than local taxi, limousine or bus service.

Commented [BD10]: Could the author explain why there is a difference?

E. Travel at Extra Cost

If the mode of transportation does not conflict with the needs of the department, the employee may use any form of transportation but can only be reimbursed for the amount which would have been paid had the least expensive mode been selected. In any such case, the cost of both modes of transportation must be shown on the expense account claim form.

Commented [BD11]: Could the author please explain this?

F. Indirect Routes, Interrupted Travel

Any extra expense which is a result of an employee travelling by an indirect route or caused by interrupting travel for the employee's own convenience shall not be submitted for reimbursement.

G. Air Travel

Employee air travel must be pre-approved by the Town Manager. Flight tickets must be attached to claims for trips involving air travel whether the cost of the ticket is part of the claim, to justify the claimant's itinerary and related expenses.

Section 4 LODGING

A. Claims

Claims for lodging must be limited to charges which are both reasonable and necessary.

B. Documentation of Claims

Receipts for lodging must be on a receipt of the lodging establishment and must show either proof of payment or incurrence of a debt by credit card. Handwritten receipts from small lodging establishments are acceptable. If a personal credit card is used for payment, the credit card slip must be submitted with the expense claim. Hotel vouchers must show date, cost of room, name of claimant and number of occupants in the room.

Commented [BD12]: Could the author explain this requirement. How many are allowed, are family members to be allowed?

C. Lodging Rate Limits

Reimbursement is limited to the rate charge of a single room. Double rooms offered at a single room rate shall be considered single rooms. Use of lodging facilities other than standard single room rates must be pre-approved by the Town Manager.

D. Claimant Liable for Unnecessary Charges

Charges for a claimant's failure to observe check out time or to cancel a guaranteed hotel reservation shall be considered an unnecessary expense and ineligible for reimbursement.

E. In-state Lodging

1. After considering all costs (meals and lodging versus mileage and travel time), if it is less expensive for an employee to stay overnight, the Town Manager may approve overnight in-state lodging.
2. If an employee is required to be away from his/her official duty station and is also required to work at least 5 hours, including travel,

beyond his/her normal workday, lodging expense will be allowed provided the workplace is at least 40 miles from the employee's home.

3. Lodging may be allowed if hazardous travel conditions, inclement weather or health/safety conditions exist and are fully explained on the expense claim.
4. Any exceptions to the above must have the prior approval of the Town Manager

Section 5 MEALS

A. General Provision

1. All Town employees when on official duty while away from home shall be reimbursed for the actual cost of meals taken subject to the following maximums:

- Breakfast: \$25.00
- Lunch: \$35.00
- Evening Meal: \$55.00

All claims for meals must include the location and time the meal was procured.

2. The supervisor's approval should be based on, in addition to the employee being on official duty, the fact the meal could not have been reasonably taken at the employee's home or office or the activity planned for a different time. Being away from home or office during the normal mealtime will not necessarily entitle the employee for reimbursement, e.g. returning to the office at 1:00 p.m. from a morning meeting.

4. Breakfast will only be reimbursed on the morning following a reimbursable overnight stay or, where reasonable, in extraordinary situations which are fully explained (for example, departing home before 5:30 a.m. for a meeting).

5. Dinner may be reimbursed when the claimant is eligible to claim lodging or, when fully explained, is required to work beyond the normal dinner hour (for example, after 6:30 p.m. and is away from home or office).

B. Special Provisions

1. Town employees participating in seminars, conventions, training or conference sessions may claim reimbursement for meal expenses incurred without regard to location of the meal or meal maximum provided the meal is part of a prearranged or programmed meeting in which all participants are served from a single preselected menu with

no control over the cost of the meal. This must be fully explained and include the approval of the department head when requesting reimbursement.

2. Town employees required to attend a meeting, at which a meal is part of the program with no single preselected menu, in the town of their residence or duty station during their normal mealtime, may be reimbursed for the meal within the maximums permitted by Section 5 A(1).

3. Employees required to attend a business meeting after normal working hours and the time between the meeting and their quitting time is so short that it is not reasonable for them to travel to their residence for a meal, may request and receive reimbursement for their meal

4. No reimbursement will be allowed for the cost of alcoholic beverages.

5. The maximum allowable reimbursement amount for meals includes meal, tax and gratuity.

SECTION 6: ELECTED OFFICIALS

Elected officials are to submit reimbursement claims for budgeted items in the manner outlined above for full-time and part-time employees. Town Manager approval or pre-approval is not required for elected officials. The Town Treasurer (or Finance Director) shall countersign all reimbursement claims.

Reference: The State of Vermont, Agency of Administration

[Bulletin No. 3.4 Employee Travel and Expense Policy](#)

Commented [BD13]: Why would the TM not fulfill this role?

Commented [BD14]: This should be removed

Public Record Inspection, Copying and Transmission Policy

The Town of Norwich, Vermont

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

APPLICABILITY. A public record is defined as any written or recorded information, regardless of physical form or characteristic, which is produced or acquired in the course of Town business. Public records, regardless of format, are available for inspection and copying unless there is a specific statute exempting the record from public disclosure. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c). The Town of Norwich adopts a policy of preferred disclosure and provides for exceptions only in unusual or extenuating circumstances. If there is any doubt regarding applicability of statutory exemptions under 1 V.S.A. § 317(c), the decision shall be made in favor of disclosure. This policy applies only to requests for public records in the custody of the Custodians of (i) the office of The Town Manager and (ii) the Office of the Selectboard. Other public records may be in the custody of other elected officials or employees of the Town.

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

1. "Agency" means an agency, board, committee, department, branch, instrumentality, commission, or authority of any town.
2. "Custodian" or "Custodians" means the person or people that has/have charge or custody of a public record. Under VLCT guidelines, municipalities often have multiple custodians and The Town of Norwich has instituted three (3) custodians of public records: the first from the Department of the Town Manager (The Town Manager), a second from the Office of the Selectboard (The Selectboard Chair) and a third, The Town Clerk. Wherever possible, all three custodians will be responsible for their immediate areas of administrative jurisdiction (e.g. The Town Clerk for property records), but all three will endeavor to act jointly and cooperatively to review and respond to all public records requests.

3. “Promptly” means immediately, with little or no delay, and not more than three business days.

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

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

1. The Custodian(s) will inform the requestor in writing if the record does not exist under the name given by the requestor or by any other name known to the Custodian(s).
2. If the Custodian(s) withholds the record as exempt from public access, the Custodian(s) will promptly certify this fact in writing to the requestor. The Custodian(s) will identify the record or portion of record withheld, the statutory basis for withholding the record, a brief statement of the reasons and supporting facts for denial and provide the names and titles or positions of each person responsible for denial of the request. The Custodian(s) will also inform the requestor of the right to appeal this determination to the Selectboard Chair as applicable. It is the policy of the Town that all exempt records will be withheld from disclosure.
3. If the record is in active use or in storage and therefore not readily available at the time of the request, the Custodian(s) will promptly certify this fact in writing to the requestor and set a date and hour within one calendar week of the request when the record will be available for inspection. For the purpose of this policy, a “business day” means a day that the Custodian(s)’s office is open to provide services. The time limits described above may

be extended in writing up to ten business days from receipt of the records request based on:

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

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

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

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

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

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

1. Charges. Except where otherwise provided by law, the Custodian(s) will charge and collect the following costs for making a copy of a public record:

- a. The actual cost charge for a copy of a public record as determined by the Selectboard under 1 V.S.A. § 316(e) or the uniform schedule of charges established by the Secretary of State if the Selectboard fails to establish a uniform schedule of charges; and
- b. The cost of staff time associated with complying with a request for a copy of a public record when the time exceeds 30 minutes as that cost is determined by the Selectboard under 1 V.S.A. § 316(e) or the uniform schedule of charges established by the Secretary of State if the Selectboard fails to establish a uniform schedule of charges.

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

2. Standard formats. The Custodian(s) will make a copy of a public record in the following standard format:

- a. For any public record maintained by the Custodian(s) in paper form, the Custodian(s) will make a paper copy of the record;
- b. For any public record maintained by Custodian(s) in electronic form, the Custodian(s) will make either a paper printout of the record or an electronic copy of the record in the format in which the record is maintained, as directed by the requestor.

A request for a copy in a format other than those mentioned above is “non-standard.” The Custodian(s) will provide a copy of a public record in a non-standard format (e.g., conversion of a paper public record to electronic format). The requestor will be charged the time involved in producing the record in a non-standard format when the time exceeds 30 minutes as such costs are determined by the Selectboard under 1 V.S.A. § 316(e) or the uniform schedule of charges established by the Secretary of State if the Selectboard fails to establish a uniform schedule of charges.

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

TRANSMISSION OF PUBLIC RECORDS. The Custodian(s) will transmit a public record. Custodian(s) will charge the requestor the costs associated with doing so. Requests for transmission of a record must be made in writing, and all charges must be paid prior to delivery of the record. Upon request, the Custodian(s) will provide an estimate of the cost of transmitting a public record prior to complying with the request.

DENIAL OF A PUBLIC RECORD REQUEST. If the Custodian for the Department of The Town Manager or the Custodian for the Office of Town Clerk denies a public record request in whole or in part, the denial may be appealed to the Selectboard Chair. In accordance with 1 V.S.A. § 318(c)(1), the Selectboard Chair will make a written determination on the appeal within five business days after receipt of the appeal. A decision of the Selectboard Chair may be reviewable by the Vermont Superior Court pursuant to 1 V.S.A. § 319. If the Custodian for the Office of The Selectboard (The Selectboard Chair) denies a public record request in whole or in part, the denial may be appealed to the Vermont Superior Court pursuant to 1 V.S.A. § 319.

The foregoing Policy is hereby adopted by the Selectboard Chair of the Town of Norwich, Vermont, this __ day of _____.

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

Office of Selectboard Chair

Town of Norwich, Vermont

Date _____.

Primary Source document: [VLCT](#)

MEMO

Date: Wednesday August 19th, 2026

To: The Town of Norwich Selectboard

From: Brendan Classon, Vice Chair, The Town of Norwich Selectboard

Subject: Town of Norwich Master Financial Policy

Dear Selectboard Members—

Further to my memo of May 10th 2026 (shown below for reference), I am following up on the proposed updating of our Town's Master Financial Policy. After my previous memo, it has come to my attention that there are two different versions of The Town of Norwich Master Financial Policy posted for public access on our Town website:

- (i) On the Finance Department [website](#), there is a file entitled “Master Financial Policy-signed 11-18-2020-w-amended-Fund-Bal-Policy” (originally adopted on Oct 19th 2019).
- (ii) On the Selectboard Policies [website](#), an updated file entitled “Master Financial Policy-signed-w-new-Procurmt Policy”, also originally adopted Oct 19th, 2019, but in which “Section 2 - Purchasing” has since been replaced with: “Section 2 - Procurement Policy”. This replacement consists of eight pages which was itself adopted on Oct 8th, 2025. The posted document contains a duplication of these additional eight pages.

Please use the attached hyperlinks provided to access pdf versions of these documents.

I am happy to help consolidate and harmonize these two versions, including contiguous page numbering, version control and updated signature pages.

However, considering my limited exposure to municipal finance, a thorough review of the content would benefit substantially from the additional assistance of the town finance department and experienced members of the public. I propose to seek the services of Jonathan DeLaBruere (Finance Manager), Steven Hepburn (Finance Committee) and possibly others at the suggestion of the Selectboard to facilitate review of this document.

I look forward to discussing this at our next meeting on Wednesday 26th August next.

Thanks,

Brendan, Vice Chair, the Town of Norwich Selectboard



Brendan Classon <bjclasson.norwichsb@gmail.com>

Master Financial Policy and Separation of Duties

Steven Hepburn <stevenjhepburn@gmail.com>

Thu, Jul 23, 2026 at 2:07 PM

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

Cc: marydayton.selectboard@gmail.com, mswettselectboard@gmail.com, robert.gere.norwich@zohomail.com, Kimo Griggs <kimogrignorwichselect@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.

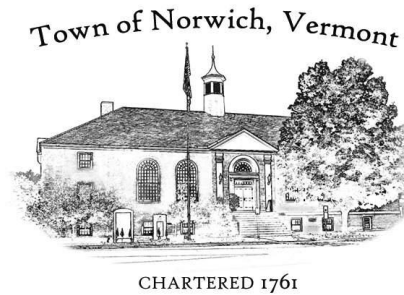
This should not be treated only as an annual checklist exercise. Clear separation of duties, documented responsibilities, regular reporting, and effective internal controls are fundamental to protecting the Town and maintaining public confidence in its financial management.

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



Town Manager Report for August 26, 2026

Department Updates

Finance Department:

Tax bills have been mailed on August 19th with a due date for the first installment of September 24, 2026.

Beginning to prepare for the FY'28 budget work with Department Heads.

The Sullivan Powers auditors made their first visit in July and will return in early October for additional on-site work.

Planning Department:

The Planning office has seen an uptick in short-term rental registration.

An RFP for a consultant to lead the Village Master Plan initiative has been issued and responses are due August 28th.

Police Department:

The two roadside message boards have arrived and will be deployed for the first day of school.

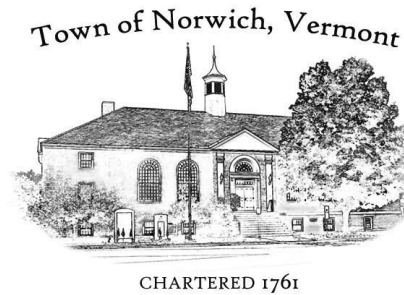
A "coffee with the cops" event is scheduled for 10am on Tuesday, August 25th.

See the August PD Report for additional department information.

DPW:

Work on the Rte. 132 culvert project is now substantially completed.

Director Kaufman is currently taking a medical leave of absence. The TM is filling this role as appropriate to maintain projects and process.



Work on the five Turnpike Rd. culvers is slated to begin August 31st and be completed by September 30th. No complete roadway closures are planned but traffic delays should be expected during the actual culvert replacement work.

Fire Department:

See the August FD Report for department information.

Recreation Department:

Summer Camps are now completed.

See the July Rec Department Report for additional department information.

Town Clerk:

The August 11 State Primary election was successful with a 33% voter turnout.

10 BCA appeals are currently underway.

Town Manager's office:

Several Requests for Bids, Proposal, and Qualifications have been issued in the past two weeks. These include soliciting for a new Tracy Hall generator, Tracy Hall elevator modernization work, DPW facility improvement initiative, and Winter snowplowing assistance.

In response to the NWC Triangle Garden volunteers request for an operational hose bib on the south side of Tracy Hall the TM has solicited bids from plumbers and is awaiting quotes for the proposed work.

General/Miscellaneous:

PREPARED BY: BRIE SWENSON, RECREATION DIRECTOR

DATE: AUGUST 9, 2026

June

Sunday Night Softball was held on June 7th at Girard field, with a potluck following at the Kearney Niles pavilion

The June Barrett oven training was lively, with many oven attendees and visitors to the new gaga pit equipment at the park.

We began planning for a joint Huntley Meadow garden project with the Conservation Commission. The far meadow of the facility is slated to receive additional bat houses and a blueberry patch. Once the plan is solidified, community members will be sought to install and maintain the blueberry bushes.

Norwich Naturalists was our first summer camp to open. They began on June 22nd. The SAU70 facilities team gave us our room assignments the week prior, but the Naturalists primarily used the tent behind St. Barnabas for their 'home base'. Naturalists assisted with the upkeep of the Marion Cross School gardens, and delivered several pounds of washed and bagged lettuce to Willing Hands as part of their community service.

The Good Life camp opened the following week, on June 29th. Meghan Kelliher is our lead Instructor again this year, with a strong staff of CITs and Counselors.

July

Sunday Night Softball was held on July 5th this month, with a potluck to follow.

All camps were running in the first week of July. We ran Sports camp, Camp R&R, Mountain Biking camp, Good Life Camp, Basketball camp and added in After Camp. It was a wonderfully busy week, with very few hiccups. All classroom assignments were adequate. We did end up having to purchase a vacuum and cleaning equipment, partway through the week, since the facilities team did not have any to lend this year.

Our July Barrett pizza oven training was held on July 10th. This time around, we also offered pizzas for a \$5 donation to the Scholarship fund. This proved successful, bringing in over \$120 for scholarships. We plan to offer pizzas again as part of Girard Week.

On July 28th, we were informed that we needed our camps to vacate the building by end of day, August 3rd. This late notice caused quite a disruption to our Girard Olympics plans. However the Congregational Church was able to open our rental contract early, and Tracy Hall was able to accommodate Camp R&R and Sports camp for our final two weeks. There will be an election on August 10th & 11th, so we will need to find alternate spaces for those days.

The tennis court paving has been stalled by BlakTop's job scheduling. We are contacting them on a weekly basis for updates.

NORWICH FIRE DEPARTMENT

AUGUST SB REPORT



PREPARED BY: FIRE CHIEF ALEX NORTHERN

DATE: 8/15/26

Fire Department

During the month of July, the NFD drilled on firefighting basics at the Montshire Museum. We use this venue because the museums built environment supports the kind of physical activity required for our focus. We also continued to test our dry hydrants.

I've included a picture of us testing our newest dry hydrant located on the Ct. River. We test our complement of 10-15 dry hydrants yearly to ensure that they are free of debris and are in good working order. This also gives us an opportunity to identify any hydrants that require maintenance or replacement parts.

EMS Division

For EMS drill, the focus was on the review of medications that basic EMTs are required to administer according to the state EMS protocols. We also distributed new/used AEDs to the FAST Squad.

Emergency Management

JULY FIRE CALLS	21
JULY EMS CALLS	10
JULY FIRE MUTUAL AID	0





NORWICH POLICE DEPARTMENT



CHIEF OF POLICE

MATTHEW S. ROMEI

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

email: matthew.s.romei@vermont.gov

Monthly Report – August 2026

Activity:

The Norwich Police Department received 67 calls for service during the month of July.

Crime and Traffic:

Our summertime usuals are in for their yearly visits. We have seen jumps in our calls for animal issues (including one bite!), loose dogs and cows, motor vehicle complaints and crashes. Coupled with vacations and such this makes for a busy month.

We have also seen an uptick regionally in scams and fraud. Please slow down anytime you feel like you are being pressured to do something. Don't hesitate to ask for help sorting things out.

Reminder:

There is NEVER a time where a Law Enforcement Agency, or legitimate tech support firm will ask you to put money on gift cards or in a bitcoin ATM for anything. As bad as I hate to admit it, we have zero ability to assist a victim once the money is sent, and the problem is so bad, that our Federal "big brothers" can't even look at a case until it has reached \$100,000 in loss. Please, please, PLEASE reach out to us, and/or your bank, if you are asked to send money/gold/crypto for anything that you did not initiate.

Items of Note:

School starts back August 26th. A friendly reminder that there are zero warnings given for passing a school bus with the lights on. You'll also see a wee bit more aggressive traffic enforcement for a bit while everyone gets settled in to the school year.

You should see our Variable Message Boards hitting the road soon. They arrived the week of August 17th and we will take some time getting them set up and oriented to them. They will help us in data collection about traffic habits and can serve as Radar Speed Feedback Signs.

We are hosting our next Coffee with a Cop on August 25th at the Public Safety Building – come on by and chat for a while about whatever is on your mind!

As always, we are hiring – if you know anyone interested, send them our way.

~Chief~

	FY	CAL	FY	FY 2026							CAL	FY 2026						FY	FY 2027
	2024	2024	2025	July	August	Sep	Oct	Nov	Dec	2025	Jan	Feb	Mar	Apr	May	June	2026	July	
911 Hangup	14	24	39	9	3	7	4	3	1	48	6	7	4	5	5	12	66	2	
Agency Assist	65	63	64	9	12	7	8	3	3	75	5	2	2	3	2	8	64	8	
Animal Problem	32	43	58	3	4	9	9	1	0	60	1	2	1	3	1	8	42	3	
Assault	5	7	13	6	2	1	1	3	6	26	1	0	0	1	0	0	21	1	
Burglary	4	2	5	0	0	1	2	0	0	6	0	0	0	0	0	0	3	0	
Burglary Alarm	40	38	38	3	1	5	8	2	4	41	1	0	3	2	6	4	39	6	
Citizen Assist	45	35	41	4	3	6	4	1	2	41	2	3	1	5	3	3	37	2	
Citizen Dispute	7	10	11	0	1	0	2	0	0	6	1	3	1	0	0	0	8	1	
Directed Patrol	115	94	66	3	2	3	3	3	1	45	2	2	1	0	0	1	21	2	
Crash - Damage	33	23	35	4	4	4	3	7	10	53	6	1	3	0	2	6	50	3	
Crash - Injury	5	2	3	1	0	0	1	3	3	10	0	2	0	1	0	1	12	2	
Death Investigation	3	1	3	0	0	0	0	0	1	3	0	1	0	0	1	0	3	0	
Drug Possession	1	1	3	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	
Foot Patrol	17	4	5	0	1	0	0	0	0	3	0	0	0	0	0	0	1	0	
Misc	56	51	41	3	3	5	7	6	2	40	5	5	6	4	0	3	49	4	
Found Property	10	10	9	0	1	0	0	1	0	4	2	0	0	1	2	0	7	1	
Fraud	17	8	8	0	1	1	0	1	1	10	0	2	1	2	0	0	9	3	
Intoxication	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Juvenile Issue	8	6	5	0	0	0	1	0	0	4	0	0	0	0	1	1	3	0	
Lockout	3	0	4	1	0	0	0	2	1	8	0	1	0	0	0	1	6	0	
Mental Health	13	14	10	0	0	0	0	1	4	8	1	1	0	0	2	0	9	1	
Missing Person	7	10	9	1	0	0	3	2	1	11	0	0	0	0	0	0	7	0	
MV Complaint	65	42	30	1	1	2	6	0	3	29	5	2	3	4	5	2	34	6	
Noise	6	4	3	2	1	0	0	0	1	5	1	0	1	0	0	0	6	2	
Overdose	2	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Panic Alarm	3	5	6	1	0	0	0	0	0	4	0	0	0	0	0	0	1	0	
Parking Problem	6	7	4	0	0	0	0	0	0	1	0	0	0	0	0	2	2	0	
Suspicious	74	67	54	4	8	11	3	5	3	57	3	4	6	4	2	4	57	6	
Special Detail/ Public Speaking	14	8	9	0	0	0	3	0	1	10	0	0	0	0	1	0	5	2	
Theft	18	14	11	1	0	3	1	0	2	10	0	0	1	2	0	0	10	1	
Threats	9	15	12	0	0	1	0	0	0	3	0	0	0	0	0	1	2	1	
Traffic Hazard	13	12	19	4	3	2	1	3	0	25	0	5	0	0	5	7	30	4	
Trespassing	15	10	9	0	0	4	1	2	0	13	0	0	0	2	0	2	11	1	
Vandalism	15	17	18	2	0	0	1	0	0	10	0	0	1	0	0	2	6	1	
Welfare Check	28	23	24	1	3	3	2	4	3	30	1	1	3	2	2	3	28	4	
Traffic Stops	76	23	105	8	5	5	1	1	3	82	1	4	26	17	11	6	88	9	
																	0		
Total Calls	783	671	670	71	54	75	75	54	56	714	44	48	38	41	40	71	667	67	

Finance Office Overview

Be reminded the budget-to-actual expenditure and revenue reports are broken into two reports for ease of reading: (1) an expenditure and revenue report for the General Fund (01); and (2) an expenditure and revenue report for the reserve funds (04-57).

July 2026:

At the end of July, the Town completed the first month of its new fiscal year at 5.93% of its expenditure budget. Our target, based on completing 1 out of the 12 months, was 8.33%. To gain an understanding of where expenditures and revenues are over/under budget, it is best to review the “% of Budget” column for each line item versus the overall total.

Tax bills went in the mail on Wednesday, August 19, 2026, with a 1st installment due date of September 24, 2026, by 4:30 PM. The 2nd installment remains unchanged with a due date of February 18, 2027, by 4:30 PM.

All submitted reports are unaudited.

Town of Norwich General Ledger
Current Yr Pd: 1 - Budget Status Report
General

Account	Budget	Actual	% of Budget
01-4-0000 PROPERTY TAX REVENUES			
01-4-000001.00 TOWN PROPERTY TAX	5,664,692.83	102,862.66	1.82%
01-4-000002.00 PROPERTY TAX OTHER MONETA	590,107.00	0.00	0.00%
01-4-000003.00 Windsor County Tax	56,816.17	0.00	0.00%
01-4-000014.00 PROP TAX INTEREST	30,000.00	3,072.87	10.24%
01-4-000015.00 PROP TAX COLL FEE	20,000.00	0.00	0.00%
Total PROPERTY TAX REVENUES	6,361,616.00	105,935.53	1.67%
01-4-0001 LICENSE & PERMIT			
01-4-000101.00 LIQUOR LICENSE	555.00	0.00	0.00%
01-4-000103.00 DOG LICENSE	2,600.00	140.00	5.38%
01-4-000107.00 HUNT & FISH LICENSE	75.00	1.50	2.00%
01-4-000120.00 BLDG/DEVEL PERMIT	10,000.00	896.00	8.96%
01-4-000130.00 LAND POSTING PERMIT	200.00	5.00	2.50%
01-4-000140.00 Punch Card - Hartford	0.00	154.50	100.00%
Total LICENSE & PERMIT	13,430.00	1,197.00	8.91%
01-4-0002 INTERGOVERNMENTAL			
01-4-000201.00 VT HIWAY GAS TAX	165,000.00	0.00	0.00%
01-4-000202.00 Hold Harmless State Reven	354,603.00	0.00	0.00%
01-4-000202.02 Current Use Tax - LUCT	15,500.00	0.00	0.00%
01-4-000208.00 PILOT	10,000.00	0.00	0.00%
01-4-000209.00 DOI PILT Act	6,500.00	0.00	0.00%
01-4-000210.00 VT NATURAL RESRCS	2,500.00	0.00	0.00%
01-4-000214.00 EDUC TAX RETAINER .225 o	30,000.00	0.00	0.00%
01-4-000217.00 Reappraisal/GL Maintenanc	0.00	76.00	100.00%
Total INTERGOVERNMENTAL	584,103.00	76.00	0.01%
01-4-0003 SERVICE FEE			
01-4-000301.00 RECORDING FEE	25,000.00	2,618.00	10.47%
01-4-000302.00 RESTORATION	9,000.00	0.00	0.00%
01-4-000303.00 DOCUMENT COPY FEE	2,200.00	364.00	16.55%
01-4-000305.00 USE OF RECRDS FEE	300.00	43.00	14.33%
01-4-000307.00 VITAL STATISTIC FEE	500.00	275.00	55.00%
01-4-000311.00 PHOTOCOPYING FEE	50.00	0.00	0.00%
01-4-000320.00 TRACY HALL RNTL FEE	5,600.00	125.00	2.23%
01-4-000321.00 TH Rental Fee for Rec.Dep	2,000.00	0.00	0.00%
01-4-000325.00 POLICE RPT FEE	500.00	0.00	0.00%
01-4-000355.00 RECREATION FEES	155,000.00	15,166.00	9.78%
01-4-000355.01 Registration Fee Refunds	0.00	-2,000.00	100.00%
01-4-000360.00 TRNSFR STATION STICKERS	40,000.00	16,742.00	41.86%
01-4-000362.00 MISC SOLID WASTE	3,500.00	0.00	0.00%
01-4-000363.00 E-WASTE	3,500.00	247.00	7.06%
01-4-000364.00 TRASH COUPON	105,000.00	10,135.00	9.65%
01-4-000365.00 RECYCLING REBATES	12,000.00	1,334.97	11.12%
01-4-000366.00 C & D WASTE	12,800.00	2,094.00	16.36%
Total SERVICE FEE	376,950.00	47,143.97	12.51%

Account	Budget	Actual	% of Budget
01-4-0004 GRANT REVENUE			
01-4-000417.00 DRY HYDRANT GRANT	7,700.00	0.00	0.00%
Total GRANT REVENUE	7,700.00	0.00	0.00%
01-4-0008 OTHER TOWN REVENUES			
01-4-000810.00 BANK INTEREST	50,000.00	27.32	0.05%
01-4-000814.00 FIELD RENTAL	27,000.00	250.00	0.93%
Total OTHER TOWN REVENUES	77,000.00	277.32	0.36%
01-4-001 PUBLIC SAFETY REVENUES			
01-4-001005.00 POLICE FINE	6,500.00	0.00	0.00%
01-4-001007.00 PARKING FINE	380.00	0.00	0.00%
01-4-001008.00 DOG FINE	200.00	0.00	0.00%
Total PUBLIC SAFETY REVENUES	7,080.00	0.00	0.00%
01-4-009 MISCELLANEOUS REVENUE			
01-4-009001.00 DAILY OVER/SHORT	0.00	119.00	100.00%
01-4-009100.00 TOWN CLRK MISCEL	50.00	32.00	64.00%
01-4-009900.00 MISCELLANEOUS	5,500.00	3,784.81	68.81%
01-4-009901.00 Opioid Settlement Revenue	12,000.00	0.00	0.00%
Total MISCELLANEOUS REVENUE	17,550.00	3,935.81	22.43%
Total Revenues	7,445,429.00	158,565.63	2.13%
Total General	7,445,429.00	158,565.63	
Total All Funds	7,445,429.00	158,565.63	

Town of Norwich General Ledger
Current Yr Pd: 1 - Budget Status Report
CONSERVATION COMM FUND

Account	Budget	Actual	% of Budget
04-4-000810.00 BANK INTEREST	0.00	8.80	100.00%
Total Revenues	0.00	8.80	100.00%
Total CONSERVATION COMM FUND	0.00	8.80	
05-4-000810.00 BANK INTEREST	0.00	115.45	100.00%
Total Revenues	0.00	115.45	100.00%
Total RECREATION FACILITY & IMP	0.00	115.45	
06-4-000810.00 BANK INTEREST REVENUE	0.00	1,381.02	100.00%
Total Revenues	0.00	1,381.02	100.00%
Total FIRE APPARATUS FUND	0.00	1,381.02	
07-4-000810.00 BANK INTEREST	0.00	573.73	100.00%
Total Revenues	0.00	573.73	100.00%
Total HIGHWAY EQUIPMENT FUND	0.00	573.73	
08-4-000810.00 BANK INTEREST	0.00	717.29	100.00%
Total Revenues	0.00	717.29	100.00%
Total HIGHWAY GARAGE FUND	0.00	717.29	
09-4-000810.00 BANK INTEREST	0.00	87.91	100.00%
Total Revenues	0.00	87.91	100.00%
Total SOLID WASTE EQUIP FUND	0.00	87.91	
Total Revenues	0.00	0.00	0.00%
Total POLICE STATION FUND	0.00	0.00	
11-4-000810.00 BANK INTEREST	0.00	20.71	100.00%
Total Revenues	0.00	20.71	100.00%
Total POLICE CRUISER	0.00	20.71	
12-4-000810.00 BANK INTEREST	0.00	118.01	100.00%
Total Revenues	0.00	118.01	100.00%

Town of Norwich General Ledger
Current Yr Pd: 1 - Budget Status Report
TOWN REAPPRAISAL FUND

Account	Budget	Actual	% of Budget
Total TOWN REAPPRAISAL FUND	0.00	118.01	
13-4-000810.00 BANK INTEREST	0.00	1,167.35	100.00%
Total Revenues	0.00	1,167.35	100.00%
Total TRACY HALL FUND	0.00	1,167.35	
14-4-000810.00 BANK INTEREST	0.00	236.78	100.00%
Total Revenues	0.00	236.78	100.00%
Total GENERAL ADMIN. FUND	0.00	236.78	
15-4-000810.00 BANK INTEREST	0.00	0.02	100.00%
Total Revenues	0.00	0.02	100.00%
Total Granite bench with crista	0.00	0.02	
Total Revenues	0.00	0.00	0.00%
Total RECREATION FUND-DAM	0.00	0.00	
17-4-000810.00 BANK INTEREST	0.00	240.65	100.00%
Total Revenues	0.00	240.65	100.00%
Total RECREATION FUND-TENNIS CO	0.00	240.65	
19-4-000810.00 BANK INTEREST	0.00	17.02	100.00%
Total Revenues	0.00	17.02	100.00%
Total TOWN CLERK EQUIP FUND	0.00	17.02	
21-4-000810.00 BANK INTEREST	0.00	32.19	100.00%
Total Revenues	0.00	32.19	100.00%
Total POLICE SPEC EQUIP FUND	0.00	32.19	
Total Revenues	0.00	0.00	0.00%
Total KIDS & COPS FUND	0.00	0.00	
23-4-000810.00 BANK INTEREST	0.00	89.53	100.00%

Town of Norwich General Ledger
Current Yr Pd: 1 - Budget Status Report
AFFORDABLE HOUSING FUND

Account	Budget	Actual	% of Budget
Total Revenues	0.00	89.53	100.00%
Total AFFORDABLE HOUSING FUND	0.00	89.53	
=====	=====	=====	=====
24-4-000810.00 BANK INTEREST	0.00	23.81	100.00%
Total Revenues	0.00	23.81	100.00%
Total LAND MANAGEMENT COUNCIL F	0.00	23.81	
=====	=====	=====	=====
Total Revenues	0.00	0.00	0.00%
Total FIRE DEPT. APPARATUS BAY	0.00	0.00	
=====	=====	=====	=====
26-4-000810.00 BANK INTEREST	0.00	147.19	100.00%
Total Revenues	0.00	147.19	100.00%
Total FIRE EQUIPMENT FUND	0.00	147.19	
=====	=====	=====	=====
27-4-000810.00 BANK INTEREST	0.00	158.94	100.00%
Total Revenues	0.00	158.94	100.00%
Total SIDEWALK FUND	0.00	158.94	
=====	=====	=====	=====
Total Revenues	0.00	0.00	0.00%
Total LONG TERM FACILITY STUDY	0.00	0.00	
=====	=====	=====	=====
Total Revenues	0.00	0.00	0.00%
Total TOWN MANAGER VEHICLE FUND	0.00	0.00	
=====	=====	=====	=====
Total Revenues	0.00	0.00	0.00%
Total BANDSTAND RENOVATION FUND	0.00	0.00	
=====	=====	=====	=====
Total Revenues	0.00	0.00	0.00%
Total COMMUNICATIONS STUDY FUND	0.00	0.00	
=====	=====	=====	=====
33-4-000809.00 Returnable Bottles Revenu	0.00	755.52	100.00%
33-4-000810.00 INTEREST	0.00	24.94	100.00%

Town of Norwich General Ledger
Current Yr Pd: 1 - Budget Status Report
CITIZEN ASSISTANCE FUND

Account	Budget	Actual	% of Budget
Total Revenues	0.00	780.46	100.00%
Total CITIZEN ASSISTANCE FUND	0.00	780.46	
Total Revenues	0.00	0.00	0.00%
Total WCTU FOUNTAIN	0.00	0.00	
Total Revenues	0.00	0.00	0.00%
Total CORRIDOR TREE	0.00	0.00	
Total Revenues	0.00	0.00	0.00%
Total ALURA GRANT	0.00	0.00	
37-4-000810.00 INTEREST	0.00	0.43	100.00%
Total Revenues	0.00	0.43	100.00%
Total MAIN STREET FLAGS	0.00	0.43	
Total Revenues	0.00	0.00	0.00%
Total SCHOOL LEASELAND	0.00	0.00	
Total Revenues	0.00	0.00	0.00%
Total GOSPEL LEASELAND	0.00	0.00	
40-4-000810.00 BANK INTEREST	0.00	1.80	100.00%
40-4-009008.00 SCHOLARSHIP DONATIONS	0.00	122.00	100.00%
Total Revenues	0.00	123.80	100.00%
Total RECREATION SCHOLARSHIPS	0.00	123.80	
41-4-000810.00 BANK INTEREST	0.00	1,686.45	100.00%
Total Revenues	0.00	1,686.45	100.00%
Total DPW-BRIDGE FUND	0.00	1,686.45	
42-4-000810.00 INTEREST	0.00	818.72	100.00%

Account	Budget	Actual	% of Budget
Total Revenues	0.00	818.72	100.00%
Total DPW-PAVING FUND	0.00	818.72	
43-4-000810.00 INTEREST	0.00	77.77	100.00%
Total Revenues	0.00	77.77	100.00%
Total BUILDINGS & GROUNDS	0.00	77.77	
Total Revenues	0.00	0.00	0.00%
Total COMMUNICATIONS CONSTRUCTI	0.00	0.00	
45-4-000302.00 RESTORATION REVENUE	0.00	876.00	100.00%
45-4-000810.00 INTEREST	0.00	85.61	100.00%
Total Revenues	0.00	961.61	100.00%
Total RECORDS RESTORATION	0.00	961.61	
46-4-000810.00 INTEREST	0.00	112.74	100.00%
Total Revenues	0.00	112.74	100.00%
Total GENERATOR FUND	0.00	112.74	
47-4-000810.00 INTEREST US BANK	0.00	24.07	100.00%
Total Revenues	0.00	24.07	100.00%
Total PUBLIC SAFETY FACILITY	0.00	24.07	
48-4-000810.00 ClimateEmergency-Interest	0.00	77.35	100.00%
Total Revenues	0.00	77.35	100.00%
Total Climate Emergency	0.00	77.35	
Total Revenues	0.00	0.00	0.00%
Total ARPA (American Rescue Pla	0.00	0.00	
50-4-000810.00 Interest	0.00	1,286.74	100.00%
Total Revenues	0.00	1,286.74	100.00%
Total Expense/Emergency Reserve	0.00	1,286.74	

Account	Budget	Actual	% of Budget
51-4-000810.00 Interest	0.00	250.06	100.00%
Total Revenues	0.00	250.06	100.00%
Total Operational Perf & Develo	0.00	250.06	
52-4-000810.00 Interest	0.00	1.51	100.00%
Total Revenues	0.00	1.51	100.00%
Total Emerald Ash Borer Respons	0.00	1.51	
53-4-000810.00 Interest	0.00	11.90	100.00%
Total Revenues	0.00	11.90	100.00%
Total Kids Bridge-Huntley Mdw	0.00	11.90	
54-4-000810.00 Interest Earned	0.00	484.62	100.00%
Total Revenues	0.00	484.62	100.00%
Total Culvert Fund	0.00	484.62	
55-4-000810.00 Interest Earned	0.00	36.30	100.00%
Total Revenues	0.00	36.30	100.00%
Total Roadway Safety Fund	0.00	36.30	
56-4-000809.00 Opioid Settlement Revenue	0.00	3,723.62	100.00%
56-4-000810.00 Bank Interest Revenue	0.00	37.62	100.00%
Total Revenues	0.00	3,761.24	100.00%
Total Opioid Settlement Fund	0.00	3,761.24	
Total Revenues	0.00	0.00	0.00%
Total Cemetery Commission	0.00	0.00	
Total All Funds	0.00	15,632.17	

Account	Budget	Actual	% of Budget
01-5-005 TOWN ADMIN. EXPENSE			
01-5-005110.00 SELECTBOARD STIPEND	2,500.00	0.00	0.00%
01-5-005111.00 TOWN MANAGER WAGE	169,032.00	12,735.36	7.53%
01-5-005112.00 Asst. Town Mngr.Wage	78,627.00	5,893.84	7.50%
01-5-005113.00 TREASURER STIPEND	1,800.00	0.00	0.00%
01-5-005114.00 ADMIN ASSIST WAGE	31,312.00	4,739.92	15.14%
01-5-005120.00 CCC Tax	1,246.00	87.74	7.04%
01-5-005121.00 FICA TAX	17,563.00	1,376.24	7.84%
01-5-005122.00 MEDI TAX	4,107.00	321.86	7.84%
01-5-005123.00 HEALTH INSUR	80,363.00	14,070.52	17.51%
01-5-005124.00 DISABILITY/LIFE INSUR	2,161.00	428.15	19.81%
01-5-005125.00 DENTAL INSURANCE	1,181.00	394.10	33.37%
01-5-005126.00 VT RETIREMENT	23,881.00	1,975.55	8.27%
01-5-005252.00 TMGR RELOCATION EXPENSE	10,000.00	0.00	0.00%
01-5-005300.00 PROFESS SERV	10,000.00	0.00	0.00%
01-5-005300.10 CONTRACTED SERVICES	0.00	187.50	100.00%
01-5-005302.00 VLCT MEMBERSHIP	6,300.00	6,355.00	100.87%
01-5-005305.00 LEGAL	80,000.00	0.00	0.00%
01-5-005310.00 TOWN REPORT	4,500.00	0.00	0.00%
01-5-005531.00 ADMIN TELEPHONE	700.00	21.68	3.10%
01-5-005532.00 T MNGR CELL PHONE	600.00	0.00	0.00%
01-5-005538.00 POSTAGE	100.00	0.00	0.00%
01-5-005540.00 ADVERTISING	1,000.00	0.00	0.00%
01-5-005581.00 MILEAGE	200.00	12.16	6.08%
01-5-005610.00 OFFICE SUPPLIES	2,000.00	0.00	0.00%
01-5-005611.00 OFFICE EQUIP	500.00	0.00	0.00%
01-5-005615.00 DUES/MTS/EDUC	4,000.00	0.00	0.00%
01-5-005616.00 Treasurer Conf. & Dues Ex	1,000.00	40.00	4.00%
01-5-005704.00 Reg Energy Coordinator	32,500.00	15,795.00	48.60%
01-5-005816.00 Des.Fund - Main St Flags	500.00	0.00	0.00%
01-5-005900.00 MISCELLANEOUS	1,000.00	0.00	0.00%
Total TOWN ADMIN. EXPENSE	568,673.00	64,434.62	11.33%
01-5-010 BCA/BOA EXPENDITURES			
01-5-010538.00 POSTAGE	150.00	0.00	0.00%
01-5-010610.00 OFFICE SUPPLIES	25.00	0.00	0.00%
01-5-010615.00 DUES/MTGS/EDUC	100.00	0.00	0.00%
Total BCA/BOA EXPENDITURES	275.00	0.00	0.00%
01-5-050 STAT MTGS EXPENDITURES			
01-5-050537.00 Election Day Expenses	1,500.00	0.00	0.00%
01-5-050538.00 POSTAGE	1,700.00	85.23	5.01%
01-5-050540.00 ADVERTISING	100.00	0.00	0.00%
01-5-050550.00 PRINTING	3,400.00	0.00	0.00%
01-5-050610.00 OFFICE SUPPLIES	400.00	0.00	0.00%
01-5-050655.00 VTG MCHN PROGRAMG	2,600.00	0.00	0.00%
Total STAT MTGS EXPENDITURES	9,700.00	85.23	0.88%

Account	Budget	Actual	% of Budget
01-5-100 TOWN CLERK EXPENDITURES			
01-5-100110.00 TOWN CLERK WAGE	84,791.00	6,375.68	7.52%
01-5-100112.00 ASST CLK WAGE	54,000.00	3,837.12	7.11%
01-5-100120.00 CCC Tax	611.00	44.05	7.21%
01-5-100121.00 FICA TAX	8,605.00	604.39	7.02%
01-5-100122.00 MEDI TAX	2,012.00	141.35	7.03%
01-5-100123.00 HEALTH INS	74,000.00	7,779.56	10.51%
01-5-100124.00 DISABILITY/LIFE INS	1,400.00	324.36	23.17%
01-5-100125.00 DENTAL INSURANCE	950.00	258.28	27.19%
01-5-100126.00 VT RETIREMENT	10,409.00	837.34	8.04%
01-5-100207.00 DOG/CAT LICENSE	400.00	0.00	0.00%
01-5-100209.00 VITAL STATISTICS	100.00	0.00	0.00%
01-5-100531.00 TELEPHONE	600.00	21.68	3.61%
01-5-100538.00 POSTAGE	150.00	0.00	0.00%
01-5-100550.00 PRINTING	300.00	0.00	0.00%
01-5-100610.00 OFFICE SUPPLIES	1,200.00	0.00	0.00%
01-5-100611.00 OFFICE EQUIPMENT	500.00	0.00	0.00%
01-5-100613.00 SOFTWARE	5,500.00	319.00	5.80%
01-5-100615.00 DUES/MTGS/EDUC	6,600.00	1,952.05	29.58%
01-5-100758.00 DES. FUND-RECORD RESTORAT	5,000.00	0.00	0.00%
01-5-100760.00 DESIGNATED FUND- EQUIP	3,000.00	0.00	0.00%
Total TOWN CLERK EXPENDITURES	260,128.00	22,494.86	8.65%
01-5-200 FINANCE DEPARTMENT			
01-5-200112.00 FINANCE ASSISTANT WAGE	64,950.00	0.00	0.00%
01-5-200112.10 FINANCE DIRECTOR WAGE	108,027.00	17,823.44	16.50%
01-5-200120.00 CCC Tax	761.00	72.79	9.57%
01-5-200121.00 FICA TAX	10,725.00	1,096.43	10.22%
01-5-200122.00 MEDI TAX	2,508.00	256.42	10.22%
01-5-200123.00 HEALTH INS	26,500.00	2,242.94	8.46%
01-5-200124.00 DISABILITY/LIFE INS	1,700.00	312.11	18.36%
01-5-200125.00 DENTAL INSURANCE	940.00	122.46	13.03%
01-5-200126.00 VT RETIREMENT	12,973.00	1,343.67	10.36%
01-5-200320.00 PROFESS SERVICES	4,000.00	0.00	0.00%
01-5-200322.00 INDEPENDENT AUDIT	40,000.00	0.00	0.00%
01-5-200531.00 TELEPHONE	600.00	21.68	3.61%
01-5-200580.00 MILEAGE REIMBURSEMENT	100.00	2.90	2.90%
01-5-200610.00 OFFICE SUPPLIES	1,000.00	363.91	36.39%
01-5-200611.00 OFFICE EQUIPMENT	800.00	0.00	0.00%
01-5-200613.00 SOFTWARE	5,000.00	0.00	0.00%
01-5-200615.00 DUES/MTGS/EDUC	1,000.00	0.00	0.00%
01-5-200711.00 BANK	600.00	0.00	0.00%
Total FINANCE DEPARTMENT	282,184.00	23,658.75	8.38%
01-5-275 GEN ADMIN EXPENDITURES			
01-5-275531.00 TELEPHONE	2,200.00	0.00	0.00%
01-5-275536.00 POSTAGE METER RENTAL	750.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-5-275538.00 POSTAGE	5,500.00	-128.22	-2.33%
01-5-275610.00 OFFICE SUPPLIES	1,300.00	475.92	36.61%
01-5-275620.00 PHOTOCOPIER	3,800.00	0.00	0.00%
01-5-275627.00 REMOTE MEETING SERVICES	6,500.00	0.00	0.00%
01-5-275628.00 COMPUTER SOFTWARE	250.00	0.00	0.00%
01-5-275630.00 COMPUTER HARDWARE	4,000.00	0.00	0.00%
01-5-275631.00 WEB SITE SUPPORT	400.00	99.99	25.00%
01-5-275632.00 SERVER MAINTENANCE	45,000.00	6,359.86	14.13%
01-5-275760.00 DESIGNATED FUND-EQUIP	5,000.00	0.00	0.00%
01-5-275761.00 Assigned Fund # 50	21,550.00	0.00	0.00%
01-5-275762.00 Reserve Fund #51	50,000.00	0.00	0.00%
Total GEN ADMIN EXPENDITURES	146,250.00	6,807.55	4.65%
01-5-300 LISTER EXPENDITURES			
01-5-300110.00 LISTER STIPEND	0.00	1,341.82	100.00%
01-5-300115.00 LISTER WAGES	58,200.00	8,015.24	13.77%
01-5-300120.00 CCC Tax	256.00	41.18	16.09%
01-5-300121.00 FICA TAX	3,608.00	580.13	16.08%
01-5-300122.00 MEDI TAX	844.00	135.68	16.08%
01-5-300300.00 Prof.Assessor Srvcs.	4,000.00	0.00	0.00%
01-5-300360.00 SOFTWARE MAINT/UPDATE	12,265.00	0.00	0.00%
01-5-300531.00 TELEPHONE	360.00	21.68	6.02%
01-5-300538.00 POSTAGE	360.00	42.99	11.94%
01-5-300540.00 ADVERTISING	180.00	0.00	0.00%
01-5-300550.00 PRINTING	360.00	0.00	0.00%
01-5-300580.00 MILEAGE REIMB	750.00	62.32	8.31%
01-5-300610.00 OFFICE SUPPLIES	300.00	0.00	0.00%
01-5-300611.00 OFFICE EQUIPMENT	300.00	0.00	0.00%
01-5-300615.00 DUES/MTGS/EDUC	900.00	50.00	5.56%
01-5-300760.00 RESERVE FUND-Reappraise#1	40,000.00	0.00	0.00%
Total LISTER EXPENDITURES	122,683.00	10,291.04	8.39%
01-5-350 PLANNING DEPT EXPENDITURE			
01-5-350110.00 P&Z DIRECTOR WAGE	97,519.00	7,322.80	7.51%
01-5-350112.00 OFFICE ASST. WAGE	45,000.00	951.60	2.11%
01-5-350120.00 CCC Tax	627.00	29.98	4.78%
01-5-350121.00 FICA TAX	8,836.00	509.22	5.76%
01-5-350122.00 MEDI TAX	2,067.00	119.09	5.76%
01-5-350123.00 HEALTH INS	10,505.00	1,653.98	15.74%
01-5-350124.00 DISABILITY/LIFE INS	875.00	169.78	19.40%
01-5-350125.00 DENTAL INSURANCE	500.00	81.64	16.33%
01-5-350126.00 VT RETIREMENT	7,314.00	549.21	7.51%
01-5-350320.00 PLANNING SERVICES	5,000.00	0.00	0.00%
01-5-350321.00 TWO RIVER PLAN DUES.	6,450.00	0.00	0.00%
01-5-350322.00 UV TRANSP.MGMT DUES	1,150.00	0.00	0.00%
01-5-350341.00 Tax Map Update	2,200.00	0.00	0.00%
01-5-350419.00 Matching Grant Funds	3,000.00	0.00	0.00%
01-5-350531.00 TELEPHONE	400.00	21.68	5.42%

Account	Budget	Actual	% of Budget
01-5-350538.00 POSTAGE	400.00	0.00	0.00%
01-5-350540.00 ADVERTISING	1,500.00	0.00	0.00%
01-5-350550.00 PRINTING	200.00	0.00	0.00%
01-5-350580.00 MILEAGE REIMB	160.00	0.00	0.00%
01-5-350610.00 OFFICE SUPPLIES	400.00	0.00	0.00%
01-5-350611.00 OFFICE EQUIPMENT	400.00	0.00	0.00%
01-5-350612.00 Software Expense	500.00	0.00	0.00%
01-5-350615.00 Training	2,000.00	0.00	0.00%
Total PLANNING DEPT EXPENDITURE	197,003.00	11,408.98	5.79%
01-5-425 RECREA DEPT EXPENDITURES			
01-5-4251 ADMINISTRATION			
01-5-425110.00 REC DIRECTOR WAGE	90,988.00	6,901.20	7.58%
01-5-425120.00 CCC Tax	400.00	32.71	8.18%
01-5-425121.00 FICA TAX	5,641.00	473.01	8.39%
01-5-425122.00 MEDI TAX	1,319.00	110.62	8.39%
01-5-425124.00 DISABILITY/LIFE INSUR	813.00	153.46	18.88%
01-5-425125.00 DENTAL INSURANCE	470.00	0.00	0.00%
01-5-425126.00 VT RETIREMENT	6,824.00	517.59	7.58%
01-5-425127.00 TELEPHONE	1,116.00	21.68	1.94%
01-5-425128.00 POSTAGE	52.00	0.00	0.00%
01-5-425140.00 ADVERTISING	200.00	0.00	0.00%
01-5-425150.00 PRINTING	80.00	0.00	0.00%
01-5-425160.00 DUES/MTGS/EDUC	1,000.00	0.00	0.00%
01-5-425170.00 OFFICE EQUIPMENT	57.00	0.00	0.00%
01-5-425180.00 MILEAGE REIMBURSEMENT	275.00	0.00	0.00%
01-5-425182.00 OFFICE SUPPLIES	200.00	0.00	0.00%
01-5-425183.00 POS Software (myRec)	3,845.00	0.00	0.00%
Total ADMINISTRATION	113,280.00	8,210.27	7.25%
01-5-4252 PROGRAM			
01-5-425200.00 Instructor/Contractor Fee	20,000.00	566.00	2.83%
01-5-425206.00 COACHING EXPENSES	831.00	0.00	0.00%
01-5-425211.00 EQUIP.& SUPPLIES	8,500.00	577.60	6.80%
01-5-425212.00 Program Wage	42,000.00	8,156.00	19.42%
01-5-425214.00 REFERREE/UMPIRE	7,000.00	455.00	6.50%
01-5-425216.00 ENTRY FEE -Tournament	1,500.00	0.00	0.00%
01-5-425218.00 REGISTRATION	2,500.00	0.00	0.00%
01-5-425219.00 Facility Rental Fee Expe	25,000.00	0.00	0.00%
01-5-425220.00 SPECIAL EVENTS /SUPPLIES	2,200.00	117.79	5.35%
01-5-425221.00 FICA TAX	2,604.00	460.54	17.69%
01-5-425222.00 MEDI TAX	609.00	107.72	17.69%
01-5-425223.00 CCC Tax	185.00	17.19	9.29%
01-5-425244.00 UNIFORMS	4,500.00	0.00	0.00%
Total PROGRAM	117,429.00	10,457.84	8.91%

01-5-4253 RECREATION FACILITIES

Account	Budget	Actual	% of Budget
01-5-425322.00 REC FIELD CARE	5,000.00	0.00	0.00%
01-5-425324.00 HNTLY LINE MARKING	5,500.00	0.00	0.00%
01-5-425326.00 PORTABLE TOILET	5,500.00	0.00	0.00%
01-5-425328.00 ICE RINK	500.00	0.00	0.00%
01-5-425330.00 REPAIRS,MAINT&Site Wrk	3,250.00	0.00	0.00%
01-5-425332.00 WATER USAGE	800.00	0.00	0.00%
01-5-425360.00 DESIGNATED FUND-T COURTS	10,000.00	0.00	0.00%
01-5-425362.00 Desig.Rec.Facility(Fund 0	15,000.00	0.00	0.00%
Total RECREATION FACILITIES	45,550.00	0.00	0.00%
Total RECREA DEPT EXPENDITURES	276,259.00	18,668.11	6.76%
01-5-485 PUBLIC SAFETY FACILITY			
01-5-485232.00 WATER USAGE	1,000.00	0.00	0.00%
01-5-485233.00 ELECTRICITY/Heating	13,500.00	0.00	0.00%
01-5-485234.00 Apparatus Bay Fuel	4,800.00	0.00	0.00%
01-5-485238.00 PHONE & INTERNET	6,500.00	0.00	0.00%
01-5-485301.00 BUILDING SUPPLIES	1,500.00	50.27	3.35%
01-5-485302.00 REPAIRS & MAINTENANCE	15,000.00	309.34	2.06%
01-5-485303.00 ALARM MONITORING	1,750.00	0.00	0.00%
01-5-485304.00 CLEANING	12,000.00	171.92	1.43%
01-5-485760.00 DESIGNATED FUND-POLICE ST	25,000.00	0.00	0.00%
Total PUBLIC SAFETY FACILITY	81,050.00	531.53	0.66%
01-5-500 POLICE DEPT EXPENDITURES			
01-5-5001 WAGES & BENEFITS			
01-5-500110.00 POLICE CHIEF WAGE	116,859.00	8,745.33	7.48%
01-5-500112.00 POLICE OFFICER WAGE	252,530.00	14,672.47	5.81%
01-5-500112.10 ON-CALL WAGES	8,500.00	0.00	0.00%
01-5-500113.00 OVERTIME OFFICER WAGE	5,000.00	292.56	5.85%
01-5-500114.00 ADMINISTRATIVE WAGE	62,282.00	4,661.04	7.48%
01-5-500115.00 PARTTIME OFFICER WAGE	24,034.00	0.00	0.00%
01-5-500116.00 CROSSING GUARD WAGE	27,500.00	0.00	0.00%
01-5-500120.10 CCC Tax	2,186.00	108.99	4.99%
01-5-500121.00 FICA TAX	30,796.00	1,728.30	5.61%
01-5-500122.00 MEDI TAX	7,202.00	404.20	5.61%
01-5-500123.00 HEALTH INS	70,000.00	4,481.90	6.40%
01-5-500124.00 DISABILITY/LIFE INS	3,500.00	651.89	18.63%
01-5-500125.00 DELTA DENTAL	2,000.00	421.56	21.08%
01-5-500126.00 VT RETIREMENT	40,088.00	2,496.48	6.23%
Total WAGES & BENEFITS	652,477.00	38,664.72	5.93%
01-5-5002 COMMUNITY POLICING			
01-5-500201.00 ANIMAL CONT/LEASH LAW	3,000.00	0.00	0.00%
01-5-500202.00 COMMUNITY RELATNS	2,000.00	0.00	0.00%
01-5-500204.00 SPEED SIGNS	25,000.00	0.00	0.00%

Account	Budget	Actual	% of Budget
Total COMMUNITY POLICING	30,000.00	0.00	0.00%
01-5-5003 EQUIPMENT & MAINTENANCE			
01-5-500301.00 RADIO MAINTENANCE	1,500.00	650.24	43.35%
01-5-500302.00 PETROLEUM PRODUCTS	13,500.00	0.00	0.00%
01-5-500304.00 CRUISER VIDEO EQUIP	15,500.00	0.00	0.00%
01-5-500306.00 CRUISER MAINT	12,000.00	0.00	0.00%
01-5-500308.00 CRUISER SUPPLIES	1,250.00	0.00	0.00%
01-5-500309.00 Capital Lease Equip. Expe	33,967.00	0.00	0.00%
Total EQUIPMENT & MAINTENANCE	77,717.00	650.24	0.84%
01-5-5004 GRANTS			
Total GRANTS	0.00	0.00	0.00%
01-5-5005 SUPPORT			
01-5-500501.00 ADMINISTRATION	15,000.00	2,444.04	16.29%
01-5-500535.00 VIBRS	6,000.00	0.00	0.00%
01-5-500536.00 DISPATCH SERVICES	70,000.00	1,061.97	1.52%
01-5-500537.00 IT SUPPORT	12,500.00	1,123.60	8.99%
01-5-500538.00 TRAINING	10,000.00	2.99	0.03%
01-5-500543.00 Law Enforcement Equip.	15,000.00	7,229.95	48.20%
01-5-500581.00 DUES/MTGS/EDUC	3,000.00	0.00	0.00%
01-5-500582.00 UNIFORMS	10,000.00	1,237.48	12.37%
01-5-500583.00 UNIFORMS CLEANING	2,000.00	0.00	0.00%
01-5-500584.00 BULLET PROOF VESTS	3,000.00	0.00	0.00%
Total SUPPORT	146,500.00	13,100.03	8.94%
01-5-5007 CAPITAL EXPENDITURES			
01-5-500701.00 DESIGNATED FUND-SPEC EQUI	5,000.00	0.00	0.00%
01-5-500702.00 DESIGNATED FUND-CRUISER	60,000.00	0.00	0.00%
Total CAPITAL EXPENDITURES	65,000.00	0.00	0.00%
Total POLICE DEPT EXPENDITURES	971,694.00	52,414.99	5.39%
01-5-555 FIRE/FAST DEPT. EXPENSES			
01-5-5551 FIRE WAGES			
01-5-555108.00 FIRE CHIEF WAGES	88,138.00	6,695.39	7.60%
01-5-555110.00 FIRE OFFICER STIPEND	2,100.00	0.00	0.00%
01-5-555112.00 FIREFIGHTERS WAGE	32,000.00	1,830.57	5.72%
01-5-555114.00 FF DRILLS/MTGS WAGE	2,000.00	60.00	3.00%
01-5-555120.00 CCC Tax	547.00	35.05	6.41%
01-5-555121.00 FICA TAX	7,703.00	520.04	6.75%
01-5-555122.00 MEDI TAX	1,801.00	121.99	6.77%
01-5-555123.00 HEALTH INSURANCE	9,915.00	1,771.61	17.87%
01-5-555124.00 DISABILITY/LIFE INSURANCE	780.00	152.04	19.49%

Account	Budget	Actual	% of Budget
01-5-555125.00 VT RETIREMENT	6,610.00	502.15	7.60%
01-5-555126.00 DENTAL INSURANCE	480.00	81.64	17.01%
Total FIRE WAGES	152,074.00	11,770.48	7.74%
01-5-5552 EMS WAGES			
01-5-555212.00 EMS WAGE	8,500.00	144.36	1.70%
01-5-555215.00 EMS DRILL WAGE	1,800.00	0.00	0.00%
01-5-555221.00 EMS FICA TAX	650.00	8.95	1.38%
01-5-555222.00 EMS MEDI TAX	150.00	1.75	1.17%
01-5-555223.00 CCC Tax	50.00	0.11	0.22%
Total EMS WAGES	11,150.00	155.17	1.39%
01-5-5553 EDUCATION & TRAINING			
01-5-555338.00 FIRE EDUC/TRAINING	900.00	100.00	11.11%
01-5-555340.00 EMS EDUC/TRNG	1,200.00	0.00	0.00%
01-5-555342.00 FIRE DUES/MTGS/EDUC	500.00	0.00	0.00%
Total EDUCATION & TRAINING	2,600.00	100.00	3.85%
01-5-5554 TOOLS & EQUIPMENT			
01-5-555422.00 FIRE TOOLS & EQUIPMENT	5,000.00	26.99	0.54%
01-5-555424.00 EMS TOOLS/ EQUIP	2,200.00	0.00	0.00%
01-5-555426.00 RADIO PURCH/REPAIR	800.00	0.00	0.00%
Total TOOLS & EQUIPMENT	8,000.00	26.99	0.34%
01-5-5555 MAINTENANCE			
01-5-555528.00 FIRE TRK R & M	19,000.00	0.00	0.00%
01-5-555530.00 EQUIPMENT MAINTENANCE	4,000.00	0.00	0.00%
01-5-555532.00 RADIO MAINTENANCE	500.00	266.78	53.36%
01-5-555534.00 SOFTWARE MAINTENANCE	3,200.00	3,000.00	93.75%
01-5-555538.00 APPARATUS FUEL	4,600.00	0.00	0.00%
Total MAINTENANCE	31,300.00	3,266.78	10.44%
01-5-5556 SUPPORT			
01-5-555614.00 RECRUITMENT	100.00	0.00	0.00%
01-5-555618.00 POSTAGE	25.00	0.00	0.00%
01-5-555619.00 FIRE PREV BOOKS & MATERIA	100.00	0.00	0.00%
01-5-555620.00 FIREFIGHTERS CASUL INS	4,500.00	-4,274.00	-94.98%
01-5-555625.00 TELEPHONE & INTERNET	2,200.00	76.00	3.45%
01-5-555630.00 OFFICE SUPPLIES	500.00	0.00	0.00%
01-5-555632.00 DISPATCH SERVICE	33,288.00	599.40	1.80%
01-5-555633.00 UNIFORM	275.00	0.00	0.00%
01-5-555635.00 DRY HYDRANT	500.00	0.00	0.00%
01-5-555636.00 OSHA COMPLIANCE	800.00	0.00	0.00%
Total SUPPORT	42,288.00	-3,598.60	-8.51%

Account	Budget	Actual	% of Budget
01-5-5557 CAPITAL EXPENDITURES			
01-5-555756.00 DESIGNATED FUND-FIRE STAT	135,000.00	0.00	0.00%
01-5-555760.00 DESIGNATED FUND-EQUIPMENT	60,000.00	0.00	0.00%
Total CAPITAL EXPENDITURES	195,000.00	0.00	0.00%
01-5-5558 GRANT EXPENSE			
Total GRANT EXPENSE	0.00	0.00	0.00%
01-5-5559 AMBULANCE SERVICES			
01-5-555901.00 AMBULANCE CONTRACT	188,783.00	0.00	0.00%
01-5-555903.00 AMBULANCE BILLS	8,000.00	0.00	0.00%
Total AMBULANCE SERVICES	196,783.00	0.00	0.00%
Total FIRE/FAST DEPT. EXPENSES	639,195.00	11,720.82	1.83%
01-5-575 EMERGENCY MANAGEMENT			
01-5-575233.00 TOWER POWER	1,900.00	0.00	0.00%
01-5-575610.00 EMERG MNGMT SUPPLIES	5,000.00	0.00	0.00%
01-5-575612.00 GENERATOR FUEL	250.00	0.00	0.00%
01-5-575622.00 EMERG GEN INSTALL	200.00	0.00	0.00%
01-5-575630.00 BASE RADIO MAINTENANCE	2,600.00	0.00	0.00%
01-5-575740.00 DESIGNATED FUND-GENERATOR	15,000.00	0.00	0.00%
Total EMERGENCY MANAGEMENT	24,950.00	0.00	0.00%
01-5-650 CONSERVATION			
01-5-650615.00 DUES/MTGS/EDUC	200.00	0.00	0.00%
01-5-650620.00 SPKRS/PUBLIC INFO	1,250.00	0.00	0.00%
01-5-650625.00 PUBLICITY	750.00	0.00	0.00%
01-5-650630.00 TRAILS	1,800.00	0.00	0.00%
01-5-650635.00 MILT FRYE NATURE AREA	1,500.00	0.00	0.00%
01-5-650700.00 NATRL RESRCS INVEN	1,000.00	0.00	0.00%
01-5-650710.00 PROJECT RESTORATION	2,000.00	0.00	0.00%
Total CONSERVATION	8,500.00	0.00	0.00%
01-5-651 Solid Waste Committee			
01-5-651550.00 Printng	250.00	0.00	0.00%
01-5-651610.00 Software License	1,500.00	0.00	0.00%
01-5-651620.00 Information/Signs/Sand.Bo	600.00	0.00	0.00%
Total Solid Waste Committee	2,350.00	0.00	0.00%
01-5-652 Energy Committee			
01-5-652610.00 Supplies	1,800.00	0.00	0.00%
Total Energy Committee	1,800.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-5-675 CEMETERY COMMISSION			
Total CEMETERY COMMISSION	0.00	0.00	0.00%
01-5-70 PUBLIC WORKS DEPT.			
01-5-703 HIGHWAY DIVISION			
01-5-7031 HIGHWAY WAGES & BENEFITS			
01-5-703110.00 DIRECTOR OF PUBLIC WORKS	115,903.00	8,745.36	7.55%
01-5-703111.00 ADMINISTRATIVE ASSIST	31,312.00	0.00	0.00%
01-5-703112.00 ROAD CREW WAGES	329,862.00	25,867.97	7.84%
01-5-703114.00 ROAD CREW OVERTIME	60,000.00	519.22	0.87%
01-5-703116.00 On Call Compensation	6,590.00	90.92	1.38%
01-5-703120.00 CCC Tax	2,396.00	139.24	5.81%
01-5-703121.00 FICA	33,764.00	2,109.23	6.25%
01-5-703122.00 MEDICARE	7,896.00	493.27	6.25%
01-5-703123.00 HEALTH INSUR	155,200.00	29,796.29	19.20%
01-5-703124.00 DISABILITY/LIFE	4,700.00	974.18	20.73%
01-5-703125.00 DENTAL INSURANCE	3,200.00	661.70	20.68%
01-5-703126.00 RETIREMENT	40,844.00	2,641.75	6.47%
Total HIGHWAY WAGES & BENEFITS	791,667.00	72,039.13	9.10%
01-5-7032 MATERIALS			
01-5-703201.00 SALT & CHEMICALS	128,000.00	0.00	0.00%
01-5-703203.00 SAND	120,000.00	0.00	0.00%
01-5-703205.00 DUST CONTROL	26,000.00	0.00	0.00%
01-5-703207.00 GRAVEL & STONE	68,000.00	0.00	0.00%
01-5-703209.00 CULVERTS & ROAD SUPPLIES	25,000.00	0.00	0.00%
01-5-703211.00 ASPHALT PRODUCTS	3,500.00	0.00	0.00%
01-5-703213.00 BRIDGE REPAIR & MAINT.	5,300.00	0.00	0.00%
01-5-703215.00 OTHER PROJECTS	8,500.00	0.00	0.00%
01-5-703217.00 SIGNS	3,000.00	0.00	0.00%
Total MATERIALS	387,300.00	0.00	0.00%
01-5-7033 CONTRACTED SERVICES			
01-5-703301.00 PLOWING & SANDING	70,000.00	0.00	0.00%
01-5-703303.00 ROAD SWEEP/LEAF REMOVAL	3,000.00	0.00	0.00%
01-5-703305.00 LEAF REMOVAL	3,200.00	0.00	0.00%
01-5-703307.00 STREETLIGHTS	15,600.00	0.00	0.00%
01-5-703309.00 TREE CUTTING & REMOVAL	12,000.00	0.00	0.00%
01-5-703311.00 UNIFORMS	16,000.00	888.72	5.55%
01-5-703313.00 PAVING	10,000.00	0.00	0.00%
01-5-703315.00 OTHER PROJECTS	16,000.00	0.00	0.00%
01-5-703317.00 CRACK SEALING	19,000.00	0.00	0.00%
01-5-703319.00 PAVEMENT MARKING	20,000.00	0.00	0.00%
01-5-703321.00 BRIDGES	55,000.00	0.00	0.00%
01-5-703322.00 Culverts	10,000.00	0.00	0.00%
01-5-703323.00 Roadway&Ped.Safety Exp	3,000.00	0.00	0.00%

Account	Budget	Actual	% of Budget
Total CONTRACTED SERVICES	252,800.00	888.72	0.35%
01-5-7034 EQUIPMENT			
01-5-703401.00 OUTSIDE REPAIRS	63,000.00	5,362.35	8.51%
01-5-703403.00 PARTS & SUPPLIES	75,000.00	1,710.50	2.28%
01-5-703405.00 PETROLEUM PRODUCTS	50,000.00	0.00	0.00%
01-5-703407.00 Equipment Rental	8,000.00	0.00	0.00%
Total EQUIPMENT	196,000.00	7,072.85	3.61%
01-5-7035 HIGHWAY GARAGE			
01-5-703501.00 ELECTRICITY	2,600.00	0.00	0.00%
01-5-703503.00 PROPANE	7,000.00	0.00	0.00%
01-5-703505.00 TELEPHONE	4,200.00	377.99	9.00%
01-5-703507.00 SUPPLIES	10,500.00	0.00	0.00%
01-5-703509.00 ALARM MONITORING	3,300.00	0.00	0.00%
01-5-703511.00 REPAIRS & MAINTENANCE	12,000.00	0.00	0.00%
01-5-703513.00 TOOLS	8,000.00	0.00	0.00%
01-5-703515.00 ADMINISTRATION	6,000.00	19.99	0.33%
Total HIGHWAY GARAGE	53,600.00	397.98	0.74%
01-5-7036 CAPITAL EXPENDITURES			
01-5-703601.00 DESIGNATED FUND-EQUIPMENT	250,000.00	0.00	0.00%
01-5-703605.00 RESERVE FUND-PAVING#42	100,000.00	0.00	0.00%
01-5-703607.00 DESIGNATED FUND-BRIDGES	150,000.00	0.00	0.00%
01-5-703609.00 RESERVE FUND-GARAGE#8	50,000.00	0.00	0.00%
01-5-703610.00 Desinated Fund - Culverts	50,000.00	0.00	0.00%
01-5-703611.00 Desig.Road&Ped.Safety	5,250.00	0.00	0.00%
Total CAPITAL EXPENDITURES	605,250.00	0.00	0.00%
01-5-7037 GRANTS			
Total GRANTS	0.00	0.00	0.00%
Total HIGHWAY DIVISION	2,286,617.00	80,398.68	3.52%
01-5-704 BUILDINGS & GROUNDS DIVIS			
01-5-7041 B & G WAGES & BENEFITS			
01-5-704113.00 BUILDINGS & GROUNDS WAGES	115,025.00	9,237.84	8.03%
01-5-704114.00 OT BLDGS & GROUNDS	5,000.00	0.00	0.00%
01-5-704116.00 On Call Compensation	912.00	22.73	2.49%
01-5-704120.00 CCC Tax	526.00	39.40	7.49%
01-5-704121.00 FICA	7,405.00	592.31	8.00%
01-5-704122.00 MEDICARE	1,732.00	138.53	8.00%
01-5-704123.00 HEALTH INSURANCE	63,600.00	6,877.96	10.81%
01-5-704124.00 DISABILITY/LIFE	1,200.00	239.84	19.99%
01-5-704125.00 DENTAL INSURANCE	1,820.00	199.30	10.95%

Account	Budget	Actual	% of Budget
01-5-704126.00 RETIREMENT	8,960.00	699.27	7.80%
Total B & G WAGES & BENEFITS	206,180.00	18,047.18	8.75%
01-5-7042 MATERIALS			
01-5-704201.00 GARDEN SUPPLIES & PLANTS	1,635.00	0.00	0.00%
Total MATERIALS	1,635.00	0.00	0.00%
01-5-7043 CONTRACTED SERVICES			
01-5-704311.00 UNIFORMS	5,500.00	263.01	4.78%
Total CONTRACTED SERVICES	5,500.00	263.01	4.78%
01-5-7044 EQUIPMENT			
01-5-704401.00 OUTSIDE REPAIRS	2,100.00	0.00	0.00%
01-5-704403.00 PARTS & SUPPLIES	2,600.00	109.65	4.22%
01-5-704405.00 PETROLEUM PRODUCTS	2,000.00	0.00	0.00%
01-5-704413.00 TOOLS & EQUIPMENT	600.00	0.00	0.00%
Total EQUIPMENT	7,300.00	109.65	1.50%
01-5-7046 CAPITAL EXPENDITURES			
01-5-704601.00 DESIGNATED FUND-EQUIPMENT	10,000.00	0.00	0.00%
Total CAPITAL EXPENDITURES	10,000.00	0.00	0.00%
Total BUILDINGS & GROUNDS DIVIS	230,615.00	18,419.84	7.99%
01-5-705 SOLID WASTE DIVISION			
01-5-7051 SW WAGES & BENEFITS			
01-5-705112.00 TRNSF STATION WAGE	55,440.00	4,708.71	8.49%
01-5-705120.00 CCC Tax	245.00	20.73	8.46%
01-5-705121.00 FICA TAX	3,437.00	277.92	8.09%
01-5-705122.00 MEDI TAX	804.00	64.99	8.08%
Total SW WAGES & BENEFITS	59,926.00	5,072.35	8.46%
01-5-7053 CONTRACTED SERVICES			
01-5-705301.00 GUVSWMD ASSESSMENT	35,000.00	32,508.00	92.88%
01-5-705303.00 MUNICIPAL SOLID WASTE	56,000.00	0.00	0.00%
01-5-705305.00 RECYCLING	49,000.00	0.00	0.00%
01-5-705306.00 C & D WASTE DISPOSAL	18,000.00	0.00	0.00%
01-5-705308.00 FOOD WASTE DISPOSAL	23,000.00	0.00	0.00%
Total CONTRACTED SERVICES	181,000.00	32,508.00	17.96%
01-5-7054 EQUIPMENT			
01-5-705403.00 PARTS & SUPPLIES	1,550.00	119.99	7.74%
01-5-705411.00 REPAIRS & MAINTENANCE	6,000.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-5-705413.00 SMALL EQUIPMENT	525.00	0.00	0.00%
Total EQUIPMENT	8,075.00	119.99	1.49%
01-5-7055 TRANSFER STATION			
01-5-705500.00 PURCHASED SERVICES	4,000.00	0.00	0.00%
01-5-705501.00 ELECTRICITY	4,500.00	0.00	0.00%
01-5-705503.00 PROPANE	900.00	0.00	0.00%
01-5-705505.00 TELEPHONE	1,100.00	0.00	0.00%
01-5-705515.00 ADMINISTRATION	700.00	0.00	0.00%
01-5-705517.00 VERMONT FRANCHISE TAX	1,600.00	0.00	0.00%
Total TRANSFER STATION	12,800.00	0.00	0.00%
01-5-7056 CAPITAL EXPENDITURES			
01-5-705601.00 DESIGNATED FUND-EQUIPMENT	7,000.00	0.00	0.00%
Total CAPITAL EXPENDITURES	7,000.00	0.00	0.00%
Total SOLID WASTE DIVISION	268,801.00	37,700.34	14.03%
01-5-706 TRACY HALL			
01-5-7061 BUILDING EXPENSES			
01-5-706100.00 WATER USAGE	935.00	0.00	0.00%
01-5-706101.00 ELECTRICITY	15,000.00	0.00	0.00%
01-5-706103.00 HEATING-PROPANE	20,000.00	0.00	0.00%
01-5-706105.00 ALARM MONITORING	1,350.00	0.00	0.00%
01-5-706107.00 ELEVATOR MAINTENANCE	6,000.00	689.66	11.49%
01-5-706108.00 CUSTODIAN PAGER & MILEAGE	825.00	0.00	0.00%
01-5-706109.00 BUILDING SUPPLIES	5,000.00	21.57	0.43%
01-5-706113.00 REPAIRS & MAINTENANCE	17,500.00	2,855.00	16.31%
01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	2,000.00	47.68	2.38%
Total BUILDING EXPENSES	68,610.00	3,613.91	5.27%
Total TRACY HALL	68,610.00	3,613.91	5.27%
Total PUBLIC WORKS DEPT.	2,854,643.00	140,132.77	4.91%
01-5-8002 DEBT SERVICE EXPENDITURES			
01-5-800207.00 PUBLIC SAFTY FACILITY BON	47,000.00	0.00	0.00%
01-5-800211.00 Windsor County Equalizati	60,000.00	28,408.08	47.35%
01-5-800235.00 DEBT INTEREST	40,250.00	0.00	0.00%
Total DEBT SERVICE EXPENDITURES	147,250.00	28,408.08	19.29%
01-5-8003 APPROPRIATION EXPENDITURES			
01-5-800302.00 NORWICH PUBLIC LIBRARY	395,535.00	0.00	0.00%
01-5-800310.00 NORWICH AMERICAN LEGION	1,500.00	0.00	0.00%
01-5-800311.00 Norwich Community Nurse	10,000.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-5-800315.00 NORWICH HISTORICAL SOC.	12,000.00	0.00	0.00%
01-5-800316.00 NORWICH CEMETERY ASSOCATN	32,000.00	0.00	0.00%
01-5-800324.00 CHILD CARE CTR IN NORWICH	4,348.00	0.00	0.00%
01-5-800328.00 VSTNG NRS/HSP APPR	18,500.00	0.00	0.00%
01-5-800350.00 THE FAMILY PLACE	6,000.00	0.00	0.00%
01-5-800352.00 ADVANCE TRANSIT	15,947.00	0.00	0.00%
01-5-800354.00 HEADREST	2,500.00	0.00	0.00%
01-5-800356.00 WINDSOR COUNTY MENTORS	2,500.00	0.00	0.00%
01-5-800358.00 JAM (formerly CATV)	3,000.00	0.00	0.00%
01-5-800362.00 WISE	2,500.00	0.00	0.00%
01-5-800366.00 SEVCA	3,750.00	0.00	0.00%
01-5-800368.00 YOUTH-IN-ACTION	3,000.00	0.00	0.00%
01-5-800369.00 SENIOR SOLUTIONS	1,200.00	0.00	0.00%
01-5-800372.00 WHT RIVR COUN ON AGING	5,300.00	0.00	0.00%
01-5-800375.00 PUBLIC HEALTH COUNC UV	1,822.00	0.00	0.00%
01-5-800382.00 U.V. TRAILS ALLIANCE	2,000.00	0.00	0.00%
01-5-800386.00 GOOD BEGINNINGS	3,000.00	0.00	0.00%
01-5-800388.00 GREEN MTN ECO DEV CORP	1,705.00	0.00	0.00%
01-5-800389.00 SPECIAL NEEDS SUPPORT CEN	2,000.00	0.00	0.00%
01-5-800395.00 RESERVE FUND EAB#52	60,000.00	0.00	0.00%
Total APPROPRIATION EXPENDITURES	590,107.00	0.00	0.00%
01-5-8004 TAX EXPENDITURES			
01-5-800408.00 TAX ABATEMENT/ADJUSTMENT	21,000.00	0.00	0.00%
Total TAX EXPENDITURES	21,000.00	0.00	0.00%
01-5-8005 INSURANCE			
01-5-800501.00 HRA REIMBURSEMENT EXPENSE	31,635.00	1,122.90	3.55%
01-5-800505.00 SOCIAL SECURITY TAX	0.00	41.81	100.00%
01-5-800507.00 MEDICARE TAX	0.00	6.44	100.00%
01-5-800517.00 UNEMP INS RATE ASSMT	6,100.00	0.00	0.00%
01-5-800518.00 PROP & CAS INSURANCE	120,000.00	22,080.73	18.40%
01-5-800520.00 WORKER'S COMP INS	82,000.00	26,917.10	32.83%
Total INSURANCE	239,735.00	50,168.98	20.93%
Total Expenditures	7,445,429.00	441,226.31	5.93%
Total General	-7,445,429.00	-441,226.31	
Total All Funds	-7,445,429.00	-441,226.31	

Town of Norwich General Ledger
Current Yr Pd: 1 - Budget Status Report
CONSERVATION COMM FUND

Account	Budget	Actual	% of Budget
Total Expenditures	0.00	0.00	0.00%
Total CONSERVATION COMM FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total RECREATION FACILITY & IMP	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total FIRE APPARATUS FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total HIGHWAY EQUIPMENT FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total HIGHWAY GARAGE FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total SOLID WASTE EQUIP FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total POLICE STATION FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total POLICE CRUISER	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total TOWN REAPPRAISAL FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total TRACY HALL FUND	0.00	0.00	

Account	Budget	Actual	% of Budget
Total Expenditures	0.00	0.00	0.00%
Total GENERAL ADMIN. FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total Granite bench with crista	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total RECREATION FUND-DAM	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total RECREATION FUND-TENNIS CO	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total TOWN CLERK EQUIP FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total POLICE SPEC EQUIP FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total KIDS & COPS FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total AFFORDABLE HOUSING FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total LAND MANAGEMENT COUNCIL F	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total FIRE DEPT. APPARATUS BAY	0.00	0.00	

Town of Norwich General Ledger
Current Yr Pd: 1 - Budget Status Report
FIRE EQUIPMENT FUND

Account	Budget	Actual	% of Budget
Total Expenditures	0.00	0.00	0.00%
Total FIRE EQUIPMENT FUND	0.00	0.00	
=====			
Total Expenditures	0.00	0.00	0.00%
Total SIDEWALK FUND	0.00	0.00	
=====			
Total Expenditures	0.00	0.00	0.00%
Total LONG TERM FACILITY STUDY	0.00	0.00	
=====			
Total Expenditures	0.00	0.00	0.00%
Total BANDSTAND RENOVATION FUND	0.00	0.00	
=====			
Total Expenditures	0.00	0.00	0.00%
Total COMMUNICATIONS STUDY FUND	0.00	0.00	
=====			
Total Expenditures	0.00	0.00	0.00%
Total CITIZEN ASSISTANCE FUND	0.00	0.00	
=====			
Total Expenditures	0.00	0.00	0.00%
Total CORRIDOR TREE	0.00	0.00	
=====			
Total Expenditures	0.00	0.00	0.00%
Total MAIN STREET FLAGS	0.00	0.00	
=====			
Total Expenditures	0.00	0.00	0.00%
Total SCHOOL LEASELAND	0.00	0.00	
=====			
Total Expenditures	0.00	0.00	0.00%
Total GOSPEL LEASELAND	0.00	0.00	
=====			

Town of Norwich General Ledger
Current Yr Pd: 1 - Budget Status Report
RECREATION SCHOLARSHIPS

Account	Budget	Actual	% of Budget
Total Expenditures	0.00	0.00	0.00%
Total RECREATION SCHOLARSHIPS	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total DPW-BRIDGE FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total DPW-PAVING FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total BUILDINGS & GROUNDS	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total COMMUNICATIONS CONSTRUCTI	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total RECORDS RESTORATION	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total GENERATOR FUND	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total PUBLIC SAFETY FACILITY	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total Expense/Emergency Reserve	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total Operational Perf & Develo	0.00	0.00	

Account	Budget	Actual	% of Budget
52-5-000300.00 Emerald Ash Borer Expense	0.00	52,783.00	100.00%
Total Expenditures	0.00	52,783.00	100.00%
Total Emerald Ash Borer Respons	0.00	-52,783.00	
Total Expenditures	0.00	0.00	0.00%
Total Kids Bridge-Huntley Mdw	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total Culvert Fund	0.00	0.00	
Total Expenditures	0.00	0.00	0.00%
Total Roadway Safety Fund	0.00	0.00	
56-5-000001.00 Opioid Settlement Expense	0.00	16,000.00	100.00%
Total Expenditures	0.00	16,000.00	100.00%
Total Opioid Settlement Fund	0.00	-16,000.00	
Total Expenditures	0.00	0.00	0.00%
Total Cemetery Commission	0.00	0.00	
Total All Funds	0.00	-68,783.00	

08/10/26

12:19 pm

Town of Norwich General Ledger
Balance Sheet Current Year - Period 1 Jul
General

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jdelabruere

Account	Curr Yr Pd 1 Jul Encumbrances	Curr Yr Pd 1 Jul Actual
ASSET		
01-1-001 CASH		
01-1-001004.00 PETTY CASH-TRANS STATION	0.00	400.00
01-1-001005.00 PETTY CASH-TOWN CLERK	0.00	50.00
01-1-001100.00 CASH-MASCOMA GENL FUND	0.00	7,150,575.02
01-1-001102.00 CASH-MASCOMA EFTs	0.00	11,201.01
01-1-001104.00 CASH-MASCOMA FISH & GAME	0.00	347.91
01-1-001106.00 HRA Bank Account	0.00	8,138.29
Total CASH	0.00	7,170,712.23
01-1-002 INVESTMENTS		
Total INVESTMENTS	0.00	0.00
01-1-003 RECEIVABLES		
01-1-0030 ACCOUNTS RECEIVABLE		
01-1-003006.00 ACCTS REC-LIBRARY	0.00	-4,763.43
01-1-003026.00 Accounts Receivable	0.00	28,614.43
01-1-003026.01 Allowance for Bad Debts	0.00	-15,766.58
Total ACCOUNTS RECEIVABLE	0.00	8,084.42
01-1-0031 GRANT RECEIVABLE		
01-1-003108.00 GRANT REC-HIGHWAY DEPT	0.00	37,141.31
01-1-003112.00 GRANT REC-FEMA & VT ERAF	0.00	225,362.74
Total GRANT RECEIVABLE	0.00	262,504.05
01-1-0032 NOTES RECEIVABLE		
Total NOTES RECEIVABLE	0.00	0.00
01-1-0034 TAXES RECEIVABLE		
01-1-003402.00 DEL PROP TAXES RECEIVABLE	0.00	204,857.35
01-1-003403.00 TAX INTEREST RECV	0.00	34,743.81
01-1-003404.00 PENALTY RECEIVABLE	0.00	8,204.01
Total TAXES RECEIVABLE	0.00	247,805.17
Total RECEIVABLES	0.00	518,393.64
01-1-004 OTHER ASSETS		
01-1-004099.00 HTFD RECY COUPON INVENTORY	0.00	1,500.00
01-1-004104.00 INVENTORY-Materials	0.00	120,000.00
01-1-004105.00 Inventory-DPW Fueling Sta	0.00	9,720.96
Total OTHER ASSETS	0.00	131,220.96

General

Account	Curr Yr Pd 1 Jul Encumbrances	Curr Yr Pd 1 Jul Actual
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-5,865,158.08
Total Asset	0.00	1,955,168.75
	=====	=====
LIABILITY		
01-2-001 ACCOUNTS PAYABLE		
01-2-001111.00 VMERS GRP B PAYABLE	0.00	494.10
01-2-001114.00 HRA LIABILITY	0.00	4,822.69
01-2-001117.00 UNION DUES PAYABLE	0.00	-671.94
01-2-001121.00 VT ANIMAL RETURN	0.00	686.00
01-2-001122.00 DUE TO VT-FISH & GAME	0.00	113.70
01-2-001122.01 VT FISH & GAME GIFT CERTI	0.00	97.00
01-2-001124.00 DUE TO VT-VITAL RECORDS	0.00	3,525.00
01-2-001125.00 DUE TO GUVSWMD-COUPONS	0.00	-645.00
01-2-001125.10 DUE TO GUVSWMD-STICKERS	0.00	2,505.00
01-2-001126.00 VISION SERV PLAN-PAYROLL	0.00	60.38
01-2-001147.00 DUE TO TAXPAYER FROM STAT	0.00	145.00
01-2-001148.00 TAX OVERPAYMENTS	0.00	2,676.14
01-2-001150.00 VENDORS PAYABLE	0.00	149,383.40
Total ACCOUNTS PAYABLE	0.00	163,191.47
01-2-002 GRANT LIABILITY		
Total GRANT LIABILITY	0.00	0.00
01-2-003 OTHER LIABILITIES		
Total OTHER LIABILITIES	0.00	0.00
01-2-004 DEFERRED REVENUES		
01-2-004001.00 DEFERRED REV-TAXES	0.00	236,000.00
01-2-004004.00 DEFERRED REV-GRANTS	0.00	280,620.27
Total DEFERRED REVENUES	0.00	516,620.27
Total Liability	0.00	679,811.74
	=====	=====
FUND BALANCE		
01-3-0011 RESERVE-FUND BALANCE		
Total RESERVE-FUND BALANCE	0.00	0.00
01-3-0013 UNRESTRICTED FUNDS		
01-3-001300.00 GENERAL FUND BAL-UNREST	0.00	1,558,017.69
Total UNRESTRICTED FUNDS	0.00	1,558,017.69

Town of Norwich General Ledger
Balance Sheet Current Year - Period 1 Jul
General

Account	Curr Yr Pd 1 Jul Encumbrances	Curr Yr Pd 1 Jul Actual

Total Prior Years Fund Balance	0.00	1,558,017.69

Fund Balance Current Year	0.00	-282,660.68

Total Fund Balance	0.00	1,275,357.01

Total Liability,Reserves,Fund Balance	0.00	1,955,168.75
=====		

Account Number	Account Description	Account Balance
01-1-090000.00	General DUE FROM/TO OTHER FUND	-5,865,158.08
04-1-090000.00	CONSERVATION COMM FUND DUE FROM/TO OTHER FUND	5,081.25
05-1-090000.00	RECREATION FACILITY & IMP DUE FROM/TO OTHER FUND	66,679.94
06-1-090000.00	FIRE APPARATUS FUND DUE FROM/TO OTHER FUND	797,621.92
07-1-090000.00	HIGHWAY EQUIPMENT FUND DUE FROM/TO OTHER FUND	331,366.96
08-1-090000.00	HIGHWAY GARAGE FUND DUE FROM/TO OTHER FUND	414,281.08
09-1-090000.00	SOLID WASTE EQUIP FUND DUE FROM/TO OTHER FUND	50,774.62
10-1-090000.00	POLICE STATION FUND DUE FROM/TO OTHER FUND	0.00
11-1-090000.00	POLICE CRUISER DUE FROM/TO OTHER FUNDS	11,961.02
12-1-090000.00	TOWN REAPPRAISAL FUND DUE FROM/TO OTHER FUND	68,156.61
13-1-090000.00	TRACY HALL FUND DUE FROM/TO OTHER FUND	674,217.80
14-1-090000.00	GENERAL ADMIN. FUND DUE FROM/TO OTHER FUNDS	136,754.98
15-1-090000.00	Granite bench with crista DUE FROM/TO OTHER FUND	10.71
16-1-090000.00	RECREATION FUND-DAM DUE FROM/TO OTHER FUNDS	0.00
17-1-090000.00	RECREATION FUND-TENNIS CO DUE FROM/TO OTHER FUND	138,987.55
19-1-090000.00	TOWN CLERK EQUIP FUND DUE FROM/TO OTHER FUND	9,828.14
21-1-090000.00	POLICE SPEC EQUIP FUND DUE FROM/TO OTHER FUNDS	18,590.91
22-1-090000.00	KIDS & COPS FUND DUE FROM/TO OTHER FUND	0.00
23-1-090000.00	AFFORDABLE HOUSING FUND DUE/FROM TO OTHER FUND	51,710.83
24-1-090000.00	LAND MANAGEMENT COUNCIL F DUE FROM/TO OTHER FUNDS	13,753.43
25-1-090000.00	FIRE DEPT.APPARATUS BAY DUE/FROM TO OTHER FUND	0.01
26-1-090000.00	FIRE EQUIPMENT FUND DUE FROM/TO OTHER FUND	84,998.53
27-1-090000.00	SIDEWALK FUND DUE FROM/TO OTHER FUND	91,800.44
28-1-090000.00	LONG TERM FACILITY STUDY DUE FROM/TO OTHER FUND	2.40
29-1-090000.00	TOWN MANAGER VEHICLE FUND DUE FROM/TO OTHER FUND	0.00
30-1-090000.00	BANDSTAND RENOVATION FUND DUE FROM/TO OTHER FUND	0.00
31-1-090000.00	COMMUNICATIONS STUDY FUND DUE FROM/TO OTHER FUNDS	0.00
33-1-090000.00	CITIZEN ASSISTANCE FUND DUE FROM/TO OTHER FUND	14,404.78
34-1-090000.00	WCTU FOUNTAIN DUE FROM/TO OTHER FUND	0.00
35-1-090000.00	CORRIDOR TREE DUE FROM/TO OTHER FUND	0.00
36-1-090000.00	ALURA GRANT DUE FROM/TO OTHER FUND	0.00
37-1-090000.00	MAIN STREET FLAGS DUE FROM/TO OTHER FUND	246.25
38-1-090000.00	SCHOOL LEASELAND DUE FROM/TO OTHER FUND	0.00
39-1-090000.00	GOSPEL LEASELAND DUE FROM/TO OTHER FUND	0.00
40-1-090000.00	RECREATION SCHOLARSHIPS DUE FROM/TO OTHER FUND	1,041.23
41-1-090000.00	DPW-BRIDGE FUND DUE FROM/TO OTHER FUND	974,031.80
42-1-090000.00	DPW-PAVING FUND DUE FROM/TO OTHER FUND	472,863.03
43-1-090000.00	BUILDINGS & GROUNDS DUE FROM/TO OTHER FUND	44,914.67
44-1-090000.00	COMMUNICATIONS CONSTRUCTI DUE FROM/TO OTHER FUND	0.00
45-1-090000.00	RECORDS RESTORATION DUE FROM/TO OTHER FUND	49,444.53
46-1-090000.00	GENERATOR FUND DUE FROM/TO OTHER FUND	65,116.08
47-1-090000.00	PUBLIC SAFETY FACILITY DUE FROM/TO OTHER FUND	13,904.68
48-1-090000.00	Climate Emergency DUE FROM/TO OTHER FUND	44,675.87
49-1-090000.00	ARPA (American Rescue Pla DUE FROM/TO OTHER FUND	0.00
50-1-090000.00	Expense/Emergency Reserve DUE FROM/TO OTHER FUND	743,173.68
51-1-090000.00	Operational Perf & Develo DUE FROM/TO OTHER FUND	144,424.19
52-1-090000.00	Emerald Ash Borer Respons DUE FROM/TO OTHER FUND	871.50
53-1-090000.00	Kids Bridge-Huntley Mdw DUE FROM/TO OTHER FUND	6,875.07
54-1-090000.00	Culvert Fund DUE FROM/TO OTHER FUND	279,897.05
55-1-090000.00	Roadway Safety Fund DUE FROM/TO OTHER FUND	20,966.61
56-1-090000.00	Opioid Settlement Fund DUE FROM/TO OTHER FUND	21,727.93

08/10/26

12:25 pm

Town of Norwich General Ledger
General Ledger Due/To Due/From Summary Report
Current Yr: Period 1

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jdelabruere

Account Number	Account Description	Account Balance
57-1-090000.00	Cemetery Commission DUE FROM/TO OTHER FUND	0.00
**** TOTALS FOR DUE/TO DUE/FROM ACCOUNTS		0.00

08/20/26

12:12 pm

Town of Norwich Accounts Payable

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Check Warrant Report # 1516 Current Prior FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 08/13/26 To 08/26/26 & Fund 01

TRoden

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10003	AAA POLICE SUPPLY	06/23/26 Sergeant Badges 78819	01-5-500501.00 ADMINISTRATION	588.50	18249	08/26/26
10003	AAA POLICE SUPPLY	06/23/26 Name Bars 78823	01-5-500501.00 ADMINISTRATION	288.95	18249	08/26/26
10066	AMAZON CAPITAL SERVICES,	08/06/26 Folding Table 11H6N39914RJ	01-5-500501.00 ADMINISTRATION	150.17	18250	08/26/26
10066	AMAZON CAPITAL SERVICES,	08/03/26 Strobe Kit, Light Bar 16WH4KHT7N3F	01-5-500306.00 CRUISER MAINT	626.58	18250	08/26/26
10066	AMAZON CAPITAL SERVICES,	08/06/26 T-Shirts 1K1VHKL344KW	01-5-425211.00 EQUIP. & SUPPLIES	46.25	18250	08/26/26
10066	AMAZON CAPITAL SERVICES,	08/19/26 Projecting Sign 1KL3LLT4TXHM	01-5-500501.00 ADMINISTRATION	25.80	18250	08/26/26
10066	AMAZON CAPITAL SERVICES,	08/14/26 Sonic Cleaner, Degreaser 1QD7RJG7HRY	01-5-500543.00 Law Enforcement Equip.	354.92	18250	08/26/26
10066	AMAZON CAPITAL SERVICES,	06/02/26 Ink Cartridge 1TDD97LLJDF9	01-5-500501.00 ADMINISTRATION	91.19	18250	08/26/26
10066	AMAZON CAPITAL SERVICES,	05/08/26 Phone Case 1TLJMMVVLPC1	01-5-500501.00 ADMINISTRATION	15.53	18250	08/26/26
20026	BETHEL MILLS	07/28/26 Lysol, Light Bulbs 439759/6	01-5-706113.00 REPAIRS & MAINTENANCE	47.96	18251	08/26/26
20026	BETHEL MILLS	07/30/26 Auger Bit 440272/6	01-5-705403.00 PARTS & SUPPLIES	31.99	18251	08/26/26
20026	BETHEL MILLS	08/05/26 Padlock 441840/6	01-5-703403.00 PARTS & SUPPLIES	11.98	18251	08/26/26
20026	BETHEL MILLS	08/10/26 Rope, Ratchet Strap 442771/6	01-5-704403.00 PARTS & SUPPLIES	50.98	18251	08/26/26
20026	BETHEL MILLS	08/11/26 Polish, Brush 443095/6	01-5-706113.00 REPAIRS & MAINTENANCE	14.97	18251	08/26/26
20026	BETHEL MILLS	08/12/26 Safety Glasses, Ear Plugs 443570/6	01-5-500543.00 Law Enforcement Equip.	24.98	18251	08/26/26
20026	BETHEL MILLS	08/13/26 Batteries, Safety Glasses 443682/6	01-5-704403.00 PARTS & SUPPLIES	102.95	18251	08/26/26
20026	BETHEL MILLS	08/14/26 Grease, Tire Plug 443994/6	01-5-704403.00 PARTS & SUPPLIES	13.98	18251	08/26/26
30026	CASELLA WASTE SERVICES	08/01/26 Compost & Recycling 1170705	01-5-705305.00 RECYCLING	5564.24	18252	08/26/26
30026	CASELLA WASTE SERVICES	08/01/26 Compost & Recycling 1170705	01-5-705308.00 FOOD WASTE DISPOSAL	983.25	18252	08/26/26
30026	CASELLA WASTE SERVICES	08/01/26 C&D & MSW 1170706	01-5-705303.00 MUNICIPAL SOLID WASTE	10269.98	18252	08/26/26
30026	CASELLA WASTE SERVICES	08/01/26 8 Yard Front Load 1172274	01-5-705303.00 MUNICIPAL SOLID WASTE	85.58	18252	08/26/26
30054	CHASE SITE SERVICES, INC.	07/22/26 Turnpike Emergency Slope 20496	01-5-703315.00 OTHER PROJECTS	4049.31	18253	08/26/26
30054	CHASE SITE SERVICES, INC.	07/27/26 Main St Storm Repair 20506	01-5-703315.00 OTHER PROJECTS	2440.73	18253	08/26/26
30093	COMCAST	06/01/26 PD- 06/08/26 - 07/07/26 06012026	01-5-485238.00 PHONE & INTERNET	682.38	18254	08/26/26
30093	COMCAST	07/01/26 PD- 07/08/26 - 08/07/26 07012026	01-5-485238.00 PHONE & INTERNET	684.12	18254	08/26/26

08/20/26

12:12 pm

Town of Norwich Accounts Payable

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Check Warrant Report # 1516 Current Prior FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 08/13/26 To 08/26/26 & Fund 01

TRoden

Vendor		Invoice	Invoice Description	Account	Amount	Check	Check
		Date	Invoice Number		Paid	Number	Date
30093	COMCAST	07/20/26	DPW-07/27/26 - 08/26/2026	01-5-703505.00	338.89	18254	08/26/26
			07202026	TELEPHONE			
30093	COMCAST	08/01/26	PD- 08/08/26 - 09/07/26	01-5-485238.00	684.14	18254	08/26/26
			08012026	PHONE & INTERNET			
30093	COMCAST	08/06/26	TH- 08/15/26 - 09/14/26	01-5-275632.00	24.95	18254	08/26/26
			08062026	SERVER MAINTENANCE			
30103	COOP SERVICE CENTER	08/04/26	VT Inspection	01-5-500306.00	60.00	18255	08/26/26
			9040	CRUISER MAINT			
30124	COTT SYSTEMS	08/06/26	August 2026 Service	01-5-100613.00	319.00	18256	08/26/26
			INV-688275	SOFTWARE			
40004	DAN and WHIT'S GENERAL ST	08/04/26	All Purpose Flour	01-5-425211.00	3.89	18257	08/26/26
			7TTY	EQUIP.& SUPPLIES			
40004	DAN and WHIT'S GENERAL ST	07/14/26	Hardware Manual	01-5-425211.00	5.00	18257	08/26/26
			HBSX	EQUIP.& SUPPLIES			
40004	DAN and WHIT'S GENERAL ST	07/10/26	Cheese,Marinara,Pepperoni	01-5-425220.00	60.19	18257	08/26/26
			IGM1	SPECIAL EVENTS /SUPPLIES			
40004	DAN and WHIT'S GENERAL ST	07/31/26	Cleaning Solution	01-5-425211.00	6.98	18257	08/26/26
			LQEB	EQUIP.& SUPPLIES			
40004	DAN and WHIT'S GENERAL ST	07/02/26	Frosting, Pan, Cake Mix	01-5-425211.00	12.16	18257	08/26/26
			PT1J	EQUIP.& SUPPLIES			
40004	DAN and WHIT'S GENERAL ST	08/07/26	Butter	01-5-425211.00	5.39	18257	08/26/26
			RGYI	EQUIP.& SUPPLIES			
40004	DAN and WHIT'S GENERAL ST	07/10/26	Firewood	01-5-425220.00	8.00	18257	08/26/26
			RWGJ	SPECIAL EVENTS /SUPPLIES			
40004	DAN and WHIT'S GENERAL ST	07/01/26	Garden Hose, Nozzle	01-5-425211.00	56.98	18257	08/26/26
			X42J	EQUIP.& SUPPLIES			
40004	DAN and WHIT'S GENERAL ST	07/08/26	Salt, Butter	01-5-425211.00	13.16	18257	08/26/26
			XZQW	EQUIP.& SUPPLIES			
40093	DELABRUERE, JONATHAN	08/07/26	Mileage	01-5-200580.00	3.04	18258	08/26/26
			08072026	MILEAGE REIMBURSEMENT			
50060	EAGLE POINT GUN/TJ MORRIS	08/14/26	Ammo	01-5-500543.00	1496.00	18259	08/26/26
			159198	Law Enforcement Equip.			
50047	EVANS GROUP, INC.	07/29/26	Diesel Fuel	01-1-004105.00	2234.35	18260	08/26/26
			0085133-IN	Inventory-DPW Fueling Sta			
50047	EVANS GROUP, INC.	08/11/26	Regular Fuel	01-1-004105.00	2326.13	18260	08/26/26
			0085429-IN	Inventory-DPW Fueling Sta			
50047	EVANS GROUP, INC.	08/12/26	Diesel Fuel	01-1-004105.00	1831.88	18260	08/26/26
			0085476-IN	Inventory-DPW Fueling Sta			
70073	GMP	08/17/26	Academy 08/17/2026	01-5-706115.00	49.28	18261	08/26/26
			0511 08/2026	BNDSTND/SIGN/EVCH ELECTRI			
70045	GREATER GOOD MEDIA	08/15/26	NT Civic Org Sponsored	01-5-005300.00	250.00	18262	08/26/26
			2026-0537	PROFESS SERV			
90009	INTERNAL REVENUE SERVICE	08/21/26	Payroll Transfer	01-2-001107.00	6775.88 E	270019	08/21/26
			PR-08/21/26	FED W/H TAX PAYABLE			
90009	INTERNAL REVENUE SERVICE	08/21/26	Payroll Transfer	01-2-001103.00	12910.26 E	270019	08/21/26
			PR-08/21/26	FICA TAX PAYABLE			
90025	IRVING ENERGY US LLC	07/21/26	Public Safety Propane	01-5-575612.00	272.93	18263	08/26/26
			240379	GENERATOR FUEL			
90025	IRVING ENERGY US LLC	05/05/26	Town Hall Propane	01-5-706103.00	345.02	18263	08/26/26
			528514	HEATING-PROPANE			

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Check Warrant Report # 1516 Current Prior FY Invoices For Fund (General)
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100048	JOE'S EQUIPMENT SEV. INC.	05/29/26 Blower Maintenance 53456	01-5-703403.00 PARTS & SUPPLIES	157.93	18264	08/26/26
100066	JON MACKINNON	07/08/26 Mileage Reimbursment 07082026	01-5-703515.00 ADMINISTRATION	102.60	18265	08/26/26
110001	K AND R PORTABLE RESTROOM	08/08/26 Portable Toilet 32133	01-5-425326.00 PORTABLE TOILET	800.00	18266	08/26/26
110027	KEY COMMUNICATIONS INC	02/20/26 DPW Phone Maintenance 59880	01-5-703511.00 REPAIRS & MAINTENANCE	90.00	18267	08/26/26
110027	KEY COMMUNICATIONS INC	08/11/26 PD Phone Maintenance 62031	01-5-485238.00 PHONE & INTERNET	567.53	18267	08/26/26
140101	NH RECYCLES	08/11/26 Glass Release 725019 149057	01-5-705305.00 RECYCLING	273.90	18269	08/26/26
40042	NORTHEAST DELTA DENTAL	08/17/26 September 2026 Coverage 08072026	01-5-005125.00 DENTAL INSURANCE	292.05	18270	08/26/26
40042	NORTHEAST DELTA DENTAL	08/17/26 September 2026 Coverage 08072026	01-5-100125.00 DENTAL INSURANCE	176.64	18270	08/26/26
40042	NORTHEAST DELTA DENTAL	08/17/26 September 2026 Coverage 08072026	01-5-200125.00 DENTAL INSURANCE	81.64	18270	08/26/26
40042	NORTHEAST DELTA DENTAL	08/17/26 September 2026 Coverage 08072026	01-5-350125.00 DENTAL INSURANCE	40.82	18270	08/26/26
40042	NORTHEAST DELTA DENTAL	08/17/26 September 2026 Coverage 08072026	01-5-500125.00 DELTA DENTAL	258.28	18270	08/26/26
40042	NORTHEAST DELTA DENTAL	08/17/26 September 2026 Coverage 08072026	01-5-555126.00 DENTAL INSURANCE	40.82	18270	08/26/26
40042	NORTHEAST DELTA DENTAL	08/17/26 September 2026 Coverage 08072026	01-5-703125.00 DENTAL INSURANCE	432.35	18270	08/26/26
40042	NORTHEAST DELTA DENTAL	08/17/26 September 2026 Coverage 08072026	01-5-704125.00 DENTAL INSURANCE	117.65	18270	08/26/26
40042	NORTHEAST DELTA DENTAL	08/17/26 September 2026 Coverage 08072026	01-5-200125.00 DENTAL INSURANCE	40.82	18270	08/26/26
40042	NORTHEAST DELTA DENTAL	08/17/26 September 2026 Coverage 08072026	01-5-200125.00 DENTAL INSURANCE	81.64	18270	08/26/26
150004	OFFICE OF CHILD SUPPORT	08/21/26 Payroll Transfer PR-08/21/26	01-2-001115.00 CHILD SUPPORT PAYABLE	323.10	18248	08/21/26
150014	OTIS ELEVATOR COMPANY	08/17/26 M&S September 2026 100402436854	01-5-706107.00 ELEVATOR MAINTENANCE	344.83	18271	08/26/26
160014	PC AUTO AND TRUCK REPAIR	08/09/26 Engine 1 Pump Repair 245	01-5-555528.00 FIRE TRK R & M	279.00	18272	08/26/26
160035	PIKE INDUSTRIES INC	07/31/26 1.5" Stone 1391406	01-5-703207.00 GRAVEL & STONE	1673.93	18273	08/26/26
160035	PIKE INDUSTRIES INC	07/31/26 1.5" Stone 1391637	01-5-703207.00 GRAVEL & STONE	543.51	18273	08/26/26
130048	ROMEI, MATT	08/19/26 Fuel Reimbursment 08192026	01-5-500302.00 PETROLEUM PRODUCTS	107.33	18274	08/26/26
190006	SABIL and SONS INC	08/06/26 Tanker 1 Tire Replacement 19945	01-5-555528.00 FIRE TRK R & M	4037.29	18275	08/26/26
190006	SABIL and SONS INC	08/12/26 Ladder 1 State Inspection 20002	01-5-555528.00 FIRE TRK R & M	150.00	18275	08/26/26
190006	SABIL and SONS INC	08/12/26 Engine 1 Tire Replacement 20005	01-5-555528.00 FIRE TRK R & M	1055.57	18275	08/26/26

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Town of Norwich Accounts Payable

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Check Warrant Report # 1516 Current Prior FY Invoices For Fund (General)
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
190131	08/12/26	SCHLAUCH, STEVE Minutes 07/15/26-08/12/26 08122026	01-5-005300.10 CONTRACTED SERVICES	518.75	18277	08/26/26
190055	08/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2608_001	01-5-500204.00 SPEED SIGNS	84.41	18278	08/26/26
190055	08/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2608_001	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	17.60	18278	08/26/26
190055	08/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2608_001	01-5-575233.00 TOWER POWER	22.36	18278	08/26/26
190055	08/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2608_001	01-5-705501.00 ELECTRICITY	76.77	18278	08/26/26
190055	08/15/26	SOLAFLECT SOLAR PARK IV, Monthly Solar 2608_001	01-5-485233.00 ELECTRICITY/Heating	698.86	18278	08/26/26
190064	08/14/26	SP and F ATTORNEYS, P.C. Service Through 06/30/26 107739	01-5-005305.00 LEGAL	4844.15	18279	08/26/26
190107	06/30/26	SULLIVAN POWERS and COMPA FY 26 Audit Progress 135797	01-5-200322.00 INDEPENDENT AUDIT	2012.00	18280	08/26/26
20060	07/17/26	SWENSON, BRIE Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP. & SUPPLIES	141.90	18281	08/26/26
20060	07/17/26	SWENSON, BRIE Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP. & SUPPLIES	57.98	18281	08/26/26
20060	07/17/26	SWENSON, BRIE Camps, Softball, Pizza 07172026	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	16.01	18281	08/26/26
20060	07/17/26	SWENSON, BRIE Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP. & SUPPLIES	40.75	18281	08/26/26
20060	07/17/26	SWENSON, BRIE Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP. & SUPPLIES	99.13	18281	08/26/26
20060	07/17/26	SWENSON, BRIE Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP. & SUPPLIES	30.75	18281	08/26/26
20060	07/17/26	SWENSON, BRIE Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP. & SUPPLIES	33.66	18281	08/26/26
20060	07/17/26	SWENSON, BRIE Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP. & SUPPLIES	24.45	18281	08/26/26
20060	07/17/26	SWENSON, BRIE Camps, Softball, Pizza 07172026	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	37.38	18281	08/26/26
20060	07/17/26	SWENSON, BRIE Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP. & SUPPLIES	74.99	18281	08/26/26
20060	07/17/26	SWENSON, BRIE Camps, Softball, Pizza 07172026	01-5-425211.00 EQUIP. & SUPPLIES	73.99	18281	08/26/26
20060	07/20/26	SWENSON, BRIE Camps 07202026	01-5-425330.00 REPAIRS, MAINT&Site Wrk	69.99	18281	08/26/26
20060	07/20/26	SWENSON, BRIE Camps 07202026	01-5-425211.00 EQUIP. & SUPPLIES	179.12	18281	08/26/26
20060	08/03/26	SWENSON, BRIE Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP. & SUPPLIES	16.50	18281	08/26/26
20060	08/03/26	SWENSON, BRIE Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP. & SUPPLIES	37.04	18281	08/26/26
20060	08/03/26	SWENSON, BRIE Sports Camp, Afterschool 08032026	01-5-425330.00 REPAIRS, MAINT&Site Wrk	3.25	18281	08/26/26
20060	08/03/26	SWENSON, BRIE Sports Camp, Afterschool 08032026	01-5-425330.00 REPAIRS, MAINT&Site Wrk	52.00	18281	08/26/26

08/20/26

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Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
20060	SWENSON, BRIE	08/03/26 Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP. & SUPPLIES	60.99	18281	08/26/26
20060	SWENSON, BRIE	08/03/26 Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP. & SUPPLIES	58.29	18281	08/26/26
20060	SWENSON, BRIE	08/03/26 Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP. & SUPPLIES	92.50	18281	08/26/26
20060	SWENSON, BRIE	08/03/26 Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP. & SUPPLIES	33.48	18281	08/26/26
20060	SWENSON, BRIE	08/03/26 Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP. & SUPPLIES	47.79	18281	08/26/26
20060	SWENSON, BRIE	08/03/26 Sports Camp, Afterschool 08032026	01-5-425216.00 ENTRY FEE -Tournament	244.00	18281	08/26/26
20060	SWENSON, BRIE	08/03/26 Sports Camp, Afterschool 08032026	01-5-425211.00 EQUIP. & SUPPLIES	98.40	18281	08/26/26
20060	SWENSON, BRIE	08/17/26 Camps 08172026	01-5-425211.00 EQUIP. & SUPPLIES	127.43	18281	08/26/26
20060	SWENSON, BRIE	08/17/26 Camps 08172026	01-5-425211.00 EQUIP. & SUPPLIES	5.59	18281	08/26/26
20060	SWENSON, BRIE	08/17/26 Camps 08172026	01-5-425211.00 EQUIP. & SUPPLIES	52.39	18281	08/26/26
20060	SWENSON, BRIE	08/17/26 Camps 08172026	01-5-425211.00 EQUIP. & SUPPLIES	36.05	18281	08/26/26
20060	SWENSON, BRIE	08/17/26 Camps 08172026	01-5-425211.00 EQUIP. & SUPPLIES	11.97	18281	08/26/26
20060	SWENSON, BRIE	08/17/26 Camps 08172026	01-5-425211.00 EQUIP. & SUPPLIES	5.99	18281	08/26/26
20060	SWENSON, BRIE	08/17/26 Camps 08172026	01-5-425211.00 EQUIP. & SUPPLIES	6.08	18281	08/26/26
120045	TRAJMAN, LILY	08/19/26 Election Worker Food 08192026	01-5-050537.00 Election Day Expenses	65.55	18282	08/26/26
120045	TRAJMAN, LILY	08/19/26 Election Worker Food 08192026	01-5-050537.00 Election Day Expenses	130.44	18282	08/26/26
120045	TRAJMAN, LILY	08/19/26 Election Worker Food 08192026	01-5-050537.00 Election Day Expenses	203.87	18282	08/26/26
120045	TRAJMAN, LILY	08/19/26 Election Worker Food 08192026	01-5-050537.00 Election Day Expenses	14.58	18282	08/26/26
120045	TRAJMAN, LILY	08/19/26 Election Worker Food 08192026	01-5-050537.00 Election Day Expenses	71.81	18282	08/26/26
210004	UNIFIRST CORPORATION	08/03/26 Uniforms 1070532535	01-5-703311.00 UNIFORMS	444.36	18283	08/26/26
210004	UNIFIRST CORPORATION	08/03/26 Uniforms 1070532535	01-5-704311.00 UNIFORMS	100.00	18283	08/26/26
210004	UNIFIRST CORPORATION	08/10/26 Uniforms 1070534226	01-5-703311.00 UNIFORMS	495.25	18283	08/26/26
210004	UNIFIRST CORPORATION	08/10/26 Uniforms 1070534226	01-5-704311.00 UNIFORMS	100.00	18283	08/26/26
220003	VALLEY NEWS	07/31/26 Selectboard Legal Notices 1329857	01-5-005540.00 ADVERTISING	170.00	18284	08/26/26
220008	VERIZON WIRELESS	08/04/26 Cell Phone 7/5/26-8/4/26 6150286526	01-5-500501.00 ADMINISTRATION	37.45	18285	08/26/26

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Town of Norwich Accounts Payable

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
220008	VERIZON WIRELESS	08/04/26 Cell Phone 7/5/26-8/4/26 6150286526	01-5-555625.00 TELEPHONE & INTERNET	40.01	18285	08/26/26
220008	VERIZON WIRELESS	08/04/26 Cell Phone 7/5/26-8/4/26 6150286526	01-5-500501.00 ADMINISTRATION	40.01	18285	08/26/26
220008	VERIZON WIRELESS	08/04/26 Cell Phone 7/5/26-8/4/26 6150286526	01-5-500501.00 ADMINISTRATION	40.01	18285	08/26/26
220008	VERIZON WIRELESS	08/04/26 Cell Phone 7/5/26-8/4/26 6150286526	01-5-500501.00 ADMINISTRATION	37.45	18285	08/26/26
220008	VERIZON WIRELESS	08/04/26 Cell Phone 7/5/26-8/4/26 6150286526	01-5-500501.00 ADMINISTRATION	37.45	18285	08/26/26
220008	VERIZON WIRELESS	08/04/26 Cell Phone 7/5/26-8/4/26 6150286526	01-5-500501.00 ADMINISTRATION	37.45	18285	08/26/26
220008	VERIZON WIRELESS	08/04/26 Cell Phone 7/5/26-8/4/26 6150286526	01-5-555625.00 TELEPHONE & INTERNET	37.45	18285	08/26/26
220008	VERIZON WIRELESS	08/04/26 Cell Phone 7/5/26-8/4/26 6150286526	01-5-425127.00 TELEPHONE	37.45	18285	08/26/26
220008	VERIZON WIRELESS	08/04/26 Cell Phone 7/5/26-8/4/26 6150286526	01-5-500501.00 ADMINISTRATION	40.01	18285	08/26/26
220008	VERIZON WIRELESS	08/04/26 Cell Phone 7/5/26-8/4/26 6150286526	01-5-500501.00 ADMINISTRATION	40.01	18285	08/26/26
220008	VERIZON WIRELESS	08/04/26 Cell Phone 7/5/26-8/4/26 6150286526	01-5-005532.00 T MNGR CELL PHONE	37.45	18285	08/26/26
220008	VERIZON WIRELESS	08/04/26 Cell Phone 7/5/26-8/4/26 6150286526	01-5-200531.00 TELEPHONE	37.45	18285	08/26/26
220021	VERMONT DEPARTMENT OF TAX	08/21/26 Payroll Transfer PR-08/21/26	01-2-001109.00 VT W/H TAX PAYABLE	2847.10	E 270018	08/21/26
220062	VMERS DB	08/07/26 Payroll Transfer PR-08/07/26	01-2-001111.00 VMERS GRP B PAYABLE	7535.57	18286	08/26/26
220062	VMERS DB	08/07/26 Payroll Transfer PR-08/07/26	01-2-001113.00 VMERS GRP C PAYABLE	3989.87	18286	08/26/26
220062	VMERS DB	08/21/26 Payroll Transfer PR-08/21/26	01-2-001111.00 VMERS GRP B PAYABLE	7045.53	18286	08/26/26
220062	VMERS DB	08/21/26 Payroll Transfer PR-08/21/26	01-2-001113.00 VMERS GRP C PAYABLE	4188.64	18286	08/26/26
230000	W.B. MASON CO., INC.	08/03/26 Toilet Paper, Paper Towel 263553289	01-5-706109.00 BUILDING SUPPLIES	1306.06	18287	08/26/26
230000	W.B. MASON CO., INC.	08/04/26 Water 263580270	01-5-706109.00 BUILDING SUPPLIES	98.00	18287	08/26/26
230000	W.B. MASON CO., INC.	08/07/26 Water, Printer Ink 263674586	01-5-705403.00 PARTS & SUPPLIES	159.51	18287	08/26/26
230000	W.B. MASON CO., INC.	08/10/26 Desk Pad 263703256	01-5-500501.00 ADMINISTRATION	9.22	18287	08/26/26
230000	W.B. MASON CO., INC.	08/11/26 Staples 263733399	01-5-200610.00 OFFICE SUPPLIES	12.78	18287	08/26/26
230020	WHITE RIVER CAR WASH	07/31/26 Car Wash 07312026	01-5-500306.00 CRUISER MAINT	48.00	18288	08/26/26

08/20/26

12:12 pm

Town of Norwich Accounts Payable

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

109090.53

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 \$ ***109,090.53

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

Finance Director

Jonathan DeLaBruere
Jonathan DeLaBruere

Town Manager:

Brennan Duffy
Brennan Duffy

SELECTBOARD:

Kimo Griggs
Chair

Brendan Classon
Vice Chair

Mary Layton

Matthew Swett

Robert Gere

08/20/26

12:14 pm

Town of Norwich Accounts Payable

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Check Warrant Report # 1517 Current Prior FY Invoices For Fund (CITIZEN ASSISTANCE FUND)

TRoden

For Check Acct 03 (General) All check #s 08/13/26 To 08/26/26 & Fund 33

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
190132 SANTANDER CONSUMER USA	08/13/26	Citizen Assistance Fund 08132026	33-5-005702.00 CITIZEN ASSISTANCE	1200.00	18276	08/26/26
Report Total				1200.00		

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 \$ *****1,200.00
Let this be your order for the payments of these amounts.

Finance Director

Jonathan DeLaBruere
Jonathan DeLaBruere

Town Manager:

Brennan Duffy
Brennan Duffy

SELECTBOARD:

Kimo Griggs
Chair

Brendan Classon
Vice Chair

Mary Layton

Matthew Swett

Robert Gere

08/20/26
12:16 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1518 Current Prior FY Invoices For Fund (RECORDS RESTORATION)
For Check Acct 03 (General) All check #s 08/13/26 To 08/26/26 & Fund 45

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
110038 KOFIL TECHNOLOGIES	08/12/26	TC- Marriage Binder KT-026084	45-5-100341.00 RESTORATION EXPENSE	337.10	18268	08/26/26
Report Total				337.10		

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 \$ *****337.10
Let this be your order for the payments of these amounts.

Finance Director

Jonathan DeLaBruere
Jonathan DeLaBruere

Town Manager:

Brennan Duffy
Brennan Duffy

SELECTBOARD:

Kimo Griggs
Chair

Brendan Classon
Vice Chair

Mary Layton

Matthew Swett

Robert Gere

public records request - insufficient response

From Gered Dunne <gereddunne@gmail.com>

Date Fri 8/7/2026 3:00 PM

To Miranda Bergmeier <MBergmeier@norwich.vt.us>; Listers <Listers@norwich.vt.us>; Select Board <selectboard@norwich.vt.us>

hi brennan, selectboard,

i've reviewed the public records request response from the listers and find it insufficient at answering any of the requests made. they did not provide any criteria used to determine reclassifications, they did not provide any records showing how those criteria were used to reclassify our property, they did not provide examples of other houses where the same criteria were applied evenly, and did not provide any explanation on how fire district boundaries were established and if those boundaries were set with walkability in mind.

i'd like to appeal this insufficient response from the listers, asking that they answer the requests as outlined.

i ask that the selectboard take up the issue as further example of the professional incompetence of our town listers, and consider determine a process to remove these elected officials from their posts.

if this requires a public petition, please let me know how to start this process officially.

selectboard, please add this to the upcoming selectboard agenda.

thank you
gered dunne

Request to purchase Non-lethal force system

From Rachel Waters <rachel.e.waters@gmail.com>

Date Sat 8/8/2026 6:37 AM

To matthew.s.romei@vermont.gov <matthew.s.romei@vermont.gov>; Select Board <selectboard@norwich.vt.us>

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

Chief Romei,

I saw in the most recent select board packet that you are requesting \$14k for a non-lethal force weapons system to increase your "stand off distance". These weapons systems are associated with riot and crowd control and, although marketed as non-lethal, can actually cause substantial harm, and even death, when deployed in those scenarios. Could you provide more information about why you are seeking to expend funds on this system? Has Norwich ever experienced a riot that would require such force? I can understand the desire to make sure our police force is properly equipped and sufficiently modernized but I would need, and I hope the select board would request, a lot more information before approving what I view as a shocking request.

Rachel

Re: Police Department Special Equipment Fund Request

From Steven Hepburn <stevenjhepburn@gmail.com>

Date Sat 8/8/2026 3:22 PM

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

Cc Kimo Griggs <kimogriggsnorwichselect@gmail.com>; mswettselectboard@gmail.com <mswettselectboard@gmail.com>; Brendan Classon <bjclasson.norwichsb@gmail.com>; robert.gere.norwich@zohomail.com <robert.gere.norwich@zohomail.com>; marydayton.selectboard@gmail.com <marydayton.selectboard@gmail.com>; Brennan Duffy <BDuffy@norwich.vt.us>; Romei, Matthew S <matthew.s.romei@vermont.gov>

Outside of financial policy concerns, I also had a few questions about the proposed 40mm system itself.

I can understand the rationale for having a longer-range less-lethal option, particularly where the alternative may be closing distance with a subject or moving more quickly toward lethal force. The packet also notes that Hartford and Thetford have used this platform for years.

Before approving the purchase, however, I think it would be useful to understand:

- whether Hartford and Thetford use the same launcher and proposed munitions, and how often they have actually deployed them operationally;
- what types of incidents locally have demonstrated a need for this capability;
- why Norwich proposes to carry the particular mix of impact, OC and CS Ferret rounds included in the request;
- what policy will govern deployment of the OC and CS rounds, particularly the CS Ferret rounds intended for use against barricaded subjects; and
- the expected ongoing cost of training, qualification and replacement of consumable munitions.

The last point also relates back to the Fund 21 discussion. This is not simply the purchase of three durable launchers; a substantial portion of the initial purchase is ammunition and training material that will be consumed and subsequently need to be replenished. It would be helpful to understand what the anticipated annual operating cost of maintaining this capability will be and whether those future consumable costs are expected to come from Fund 21 or the Police operating budget.

I am not necessarily opposed to the capability, but I think the Board should understand both the operational need and the ongoing obligations created by the purchase before approving it.

Regards,

Steven Hepburn

On Sat, Aug 8, 2026 at 3:18 PM Steven Hepburn <stevenjhepburn@gmail.com> wrote:

Selectboard,

The FY22–27 Capital Plan identified specific uses for the Police Special Equipment Fund, including ballistic vests, firearms, radios, computers/MDTs, PBT meters, RADAR/LIDAR and speed signs, with expected replacement years and annual amounts to be set aside.

Since then, the normal budget contribution to Fund 21 appears to have been \$5,000 per year, presumably supporting these recurring equipment needs. There have been two significant exceptions:

- **FY25 - \$30,000:** specifically associated with \$18,000 for cameras and \$12,000 for EQ4 equipment.
- **FY26 - \$11,000:** \$5,000 was the planned contribution, with the additional \$6,000 specifically requested for another radio.

Since FY22, Fund 21 seems to have actually been used for long guns, soft restraints, body-camera modems, ballistic vests, AEDs/bleed kits, tire-deflation equipment, an enclosed trailer and other public-safety/forcible-entry equipment.

Some of those purchases correspond to items anticipated in the capital plan, particularly firearms, ballistic vests, radios and camera-related equipment. Others, including soft restraints, AEDs/bleed kits, tire-deflation equipment and the trailer, appear to have arisen as separate Selectboard spending requests during the fiscal year rather than as identified capital-plan projects during the budgeting cycle.

The current fund request also raises a related question about the intended scope of the fund. A significant portion of the proposed purchase consists of training kits, munitions and other consumable items that will require replenishment. It would be helpful to establish whether Fund 21 is intended to fund these ongoing costs or whether they should normally form part of the Police operating budget.

This is why the current answer in the spending request of “**Unknown**” to the question asking what other Fund 21 expenditures are expected in FY27 is concerning. Fund 21 appears to have shifted from a fund supported by an identifiable replacement schedule into a more general equipment reserve, with a standard annual contribution, ad-hoc additional contributions and additional purchases arising during the year.

I suggest that the Selectboard should consider requiring, for Fund 21 and other designated capital/reserve funds, a simple annual schedule showing:

- the purpose of the fund;
- current balance and planned annual contribution;
- known assets or liabilities the fund is intended to cover;
- expected replacement dates and estimated costs;
- anticipated expenditures over at least the next five years; and
- a target or minimum appropriate fund balance.

That schedule should be reviewed as part of the annual budget and updated when significant new needs arise. Individual purchases could still come to the Selectboard during the year, but the Board would then be able to judge them against the fund's known future obligations rather than simply asking whether sufficient cash happens to be available today.

For Fund 21 specifically, I would be reluctant to approve spending roughly \$14,000 from a \$23,588 balance while the answer to what else the fund may need to pay for in FY27 is "Unknown." Before acting, I would ask for an updated Police equipment replacement schedule showing the anticipated demands on Fund 21 over the next several years.

Regards,

Steven Hepburn

Finance Committee Chair

Re: public records request - insufficient response

From Gered Dunne <gereddunne@gmail.com>

Date Wed 8/12/2026 3:07 PM

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

Cc Listers <Listers@norwich.vt.us>

i again submit a public record request asking the listers to provide their valuation criteria, how it was applied to our property, and examples of how it was fairly applied to 5 other homes in town to demonstrate equity and professionalism. if these cant be provided i ask that the selectboard take up the issue and resolve this gross negligence by stripping the listers of their duties and hiring qualified professionals. please add this to the upcoming selectboard agenda.

Sent from my iPhone

On Aug 12, 2026, at 2:49 PM, Brennan Duffy <bduffy@norwich.vt.us> wrote:

Dear Mr. Dunne,

I am responding to what I believe is a PRA appeal directed to me, as the Town's custodian of public records, sent by you to the Assistant Town Manager on 8/7/26.

After a review of the records provided by the Listers and a confirmation from the Norwich Lister Chairperson, the Listers have provided the non-exempt responsive records.

The deliberative materials regarding valuation of your property are exempt from copying inspection under the public records act pursuant to 1 V.S.A. 317(c)(17) and 1 V.S.A. 317(c)(4). Those communications are privileged deliberations made prior to a final decision.

You may appeal this decision to the Superior Court pursuant to 1 V.S.A. 319.

Sincerely,

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

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

From: Miranda Bergmeier <MBergmeier@norwich.vt.us>
Sent: Friday, August 7, 2026 3:16 PM
To: Brennan Duffy <BDuffy@norwich.vt.us>
Cc: Brita Vallens <bvallens@norwich.vt.us>
Subject: FW: public records request - insufficient response

Hi, Brennan,

Please see the following from Gered Dunne. I have responded to him with our standard acknowledgement for emails sent to selectboard@norwich...

Thanks,
Miranda

Miranda H. Bergmeier
Assistant Town Manager
Town of Norwich
300 Main Street
P.O. Box 376
Norwich, VT 05055
802-649-1419 x101

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

From: Gered Dunne <gereddunne@gmail.com>
Sent: Friday, August 7, 2026 3:00 PM
To: Miranda Bergmeier <MBergmeier@norwich.vt.us>; Listers <Listers@norwich.vt.us>; Select Board <selectboard@norwich.vt.us>
Subject: public records request - insufficient response

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selectboard, please add this to the upcoming selectboard agenda.

thank you

gered dunne

FY27 Lister Compensation

From Steven Hepburn <stevenjhepburn@gmail.com>

Date Wed 8/12/2026 11:56 PM

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

Cc Brennan Duffy <BDuffy@norwich.vt.us>; Kimo Griggs <kimogrignorwichselect@gmail.com>; Brendan Classon <bjclasson.norwichsb@gmail.com>; mswettselectboard@gmail.com <mswettselectboard@gmail.com>; robert.gere.norwich@zohomail.com <robert.gere.norwich@zohomail.com>; marydlayton.selectboard@gmail.com <marydlayton.selectboard@gmail.com>; Cheryl Lindberg <CLindberg@norwich.vt.us>; Pamela Thompson Smith <psmith4203@gmail.com>

I appreciate that there are several legitimate questions around Lister compensation - appropriate pay levels, elected versus employee status, use of the Town wage scale, budget transparency, and the history of the issue. It is understandable that people want to examine all of those angles, but doing so risks muddying what is now a fairly narrow question.

For FY27, the Selectboard included **\$58,200 for Lister wages**, calculated using the proposed higher Grade 18 rates, in the budget presented to voters. Voters subsequently approved that budget. The Listers now expect those rates to be implemented.

The narrow question for the Selectboard or VLCT or Town Counsel, if needed, should therefore be:

Did voter approval of the FY27 budget, where the \$58,200 Lister wage appropriation was calculated using the proposed Grade 18 rates and steps, constitute approval of those compensation rates under 24 V.S.A. §§ 932–933?

Importantly, this question appears largely answered by the VLCT advice already included in Marcia Calloway's November 6 memo. VLCT advised that Listers cannot independently vote themselves a wage increase, but that if the Selectboard agrees with a proposed increase, it may include that compensation in the budget submitted to voters, and that inclusion in the overall budget is an acceptable means of obtaining voter approval.

If that interpretation applies here, I believe the Listers' July vote is essentially moot. As VLCT advised, the Listers do not themselves have authority to vote themselves a wage increase beyond what has been approved. The relevant question is whether the Selectboard's inclusion of compensation calculated at those rates, followed by voter approval of the budget, supplied the necessary authorization.

I suggest obtaining a short written confirmation of that point and resolving the FY27 payroll issue promptly. If VLCT confirms its previous advice applies here, the Listers should be paid the approved increased rates, effective and backdated to July 1.

Separately, I suggest the FY28 budget process should make elected-official compensation more explicit by showing the actual hourly rate, estimated hours, and total proposed compensation.

Steven Hepburn
Finance Committee Chair

Triangle Garden

From Carol Loveland <carol_loveland@outlook.com>

Date Fri 8/14/2026 12:09 PM

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

Cc suepitiger@gmail.com <suepitiger@gmail.com>; liz Guest <liz.guest@wavecomm.com>

Brennan:

I am writing once again to get an update on the triangle garden watering question. There was no update given at the Select Board Meeting on the 12th after I spoke or while I was in attendance.

I am getting inquiries and comments from residents and visitors. Some are suggesting that a request be made directly to a plumbing company by the NWC for an estimate. My response is that I have gone thru the proper channels with the Town Manager and the Select Board and I continue to wait for a response from you so that we can move this process along. Moving toward a solution is not possible without knowing the reasons the old faucet cannot be reactivated OR understanding the process to move a faucet closer to the triangle garden and away from the entrances to Tracy Hall.

I am not the only resident who does not understand why this simple question still does not have an answer. If I can be of assistance in contacting the plumbers you had give you an estimate, please email their contact information and I will proceed to get the information that you and I both need.

I shall be at the next Select Board meeting on August 26 and I am requesting to be an item on the Agenda.

Carol Loveland

802-299-6542

carol_loveland@outlook.com

RE: Triangle Garden

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

Date Mon 8/17/2026 10:04 AM

To Carol Loveland <carol_loveland@outlook.com>; Select Board <selectboard@norwich.vt.us>

Cc suepitiger@gmail.com <suepitiger@gmail.com>; liz Guest <liz.guest@wavecomm.com>

Hi Carol, et al,

I am happy to provide an update. As you are aware, at the request of the Women's Club, I reached out to multiple plumbing companies regarding the inoperable Tracy Hall hose bib on the south side of the building which the garden volunteer group requested be investigate for potential reinstallation. It was understood by all that this exterior water outlet would allow for a watering hose closer to the garden and be more convenient for the garden club volunteers.

After making a number of calls I was able to get confirmation from two plumbers who agreed to make a site visit/inspection at no cost and then provide a price quote for the expected work required to get the hose bib working again. While the inspections occurred on July 15th and 20th, I have not yet received the expected quotes. I did follow up last week and spoke with one entity and left an in-person message for the other requesting that these quotes be provided. I had expected to have these by the end of last week but as of today I have not received anything. I will again attempt to contact the entities to request that a price quote be provided.

I am a bit concerned about some negative public comments and an apparent narrative beginning to spread out of this initiative that I am not supporting this investigation and/or that the Women's Club is being "stonewalled" somehow. Please be aware that I have invested much time trying to assist here but recognize that I have no ability to compel a plumber to provide a price quote.

From the Town side I will continue to try and facilitate the Tracy Hall hose bib investigation and when price quotes are received, I will share these with you immediately. As we discussed previously, I would also recommend you working with the Fire District Water Department as a second option in getting more direct water supply to the garden.

Sincerely,

Brennan Duffy, CEcD

Town of Norwich

Town Manager

(802) 649-1419 x117

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

From: Carol Loveland <carol_loveland@outlook.com>

Sent: Friday, August 14, 2026 12:09 PM

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

Cc: suepitiger@gmail.com; liz Guest <liz.guest@wavecomm.com>

Subject: Triangle Garden

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Carol Loveland

802-299-6542

carol_loveland@outlook.com

From: [Jaan Laaspere](#)
To: [Matt Swett](#); [Kimo Griggs SB](#); [Rob Gere](#); [Mary Layton](#); [Select Board](#); [Brendan Classon SB](#)
Subject: Listers wage budget
Date: Tuesday, August 18, 2026 12:23:10 PM

Please include in the packet for the August 26, 2026 Selectboard meeting.

The Norwich Listers do important work for our town and they do it competently and efficiently. Recent Town Manager actions and Selectboard correspondence and discussion have unnecessarily complicated and questioned this good work.

This is not confusing - it is really quite simple.

I attended the Selectboard meetings this past winter where the budget for the upcoming fiscal year, which started on July 1, 2026, was discussed. The Listers' proposed budget included a wage line item which was calculated using new hourly rates and an estimate of necessary hours.

The expenditure of these funds was then approved by the voters at town meeting in March.

At a recent meeting the Listers did not vote to give themselves a raise, rather they voted to implement a decision that had been made earlier in the year by the Selectboard and approved by the voters on town meeting day.

I hope the Selectboard on Aug 26 will simply restate its decision to approve this budget item. There is no need to revisit the topic and indeed, to do so would go against the voted wishes of the residents.

For next year we can make sure the details of all budget elements are given the clarity, specificity and discussion they deserve.

We have a number of problems in this town that warrant attention and competent action, from fixing baseball fields, hose spigots and sidewalks to evaluating our Town Manager and setting up clear Selectboard policies. These tasks should get our attention while we leave the Listers to continue doing their job admirably.

Sincerely,

Jaan Laaspere

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[Please note that this email message, along with any response or reply, is considered a public record, and thus subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320) This is not intended to be a legal document]