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06/19/20
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Town of Norwich General Ledger
Current Yr Pd: 11 - Budget Status Report
General

SEE PAGES
2015

Account	Budget	Actual	Actual % of Budget
01-4-0000 PROPERTY TAX REVENUES			
01-4-000001.00 TOWN PROPERTY TAX	3,397,291.00	3,388,031.05	99.73%
01-4-000002.00 PROPERTY TAX OTHER MONETA	436,226.00	436,226.00	100.00%
01-4-000010.00 VT LAND USE TAX	180,196.00	187,862.50	104.25%
01-4-000014.00 PROP TAX INTEREST	25,000.00	35,684.01	142.74%
01-4-000015.00 PROP TAX COLL FEE	17,000.00	25,298.11	148.81%
Total PROPERTY TAX REVENUES	4,055,713.00	4,073,101.67	100.43%
01-4-0001 LICENSE & PERMIT			
01-4-000101.00 LIQUOR LICENSE	670.00	485.00	72.39%
01-4-000103.00 DOG LICENSE	2,750.00	1,237.00	44.98%
01-4-000107.00 HUNT & FISH LICENSE	220.00	-61.00	-27.73%
01-4-000109.00 PEDDLER LICENSE	100.00	0.00	0.00%
01-4-000120.00 BLDG/DEVEL PERMIT	8,000.00	3,823.84	47.80%
01-4-000130.00 LAND POSTING PERMIT	350.00	190.00	54.29%
Total LICENSE & PERMIT	12,090.00	5,674.84	46.94%
01-4-0002 INTERGOVERNMENTAL			
01-4-000201.00 VT HIWAY GAS TAX	153,000.00	156,798.07	102.48%
01-4-000202.00 VT ACT 60	15,300.00	15,342.50	100.28%
01-4-000208.00 PILOT	12,500.00	9,445.00	75.56%
01-4-000210.00 VT NATURAL RESRCS	3,200.00	2,395.80	74.87%
01-4-000214.00 EDUC TAX RETAINER .225 o	25,000.00	27,298.49	109.19%
Total INTERGOVERNMENTAL	209,000.00	211,279.86	101.09%
01-4-0003 SERVICE FEE			
01-4-000301.00 RECORDING FEE	23,000.00	26,712.00	116.14%
01-4-000302.00 RESTORATION	0.00	15.00	100.00%
01-4-000303.00 DOCUMENT COPY FEE	2,200.00	2,305.50	104.80%
01-4-000305.00 USE OF RECRDS FEE	225.00	418.00	185.78%
01-4-000307.00 VITAL STATISTIC FEE	800.00	810.00	101.25%
01-4-000309.00 MTR VEH REG RNWL FEE	80.00	42.00	52.50%
01-4-000311.00 PHOTOCOPYING FEE	10.00	109.32	1,093.20%
01-4-000317.00 EV CHARGING FEES	600.00	918.23	153.04%
01-4-000320.00 TRACY HALL RNTL FEE	7,000.00	5,239.92	74.86%
01-4-000325.00 POLICE RPT FEE	500.00	727.55	145.51%
01-4-000326.00 POLICE ALRM RESP FEE	150.00	0.00	0.00%
01-4-000327.00 SPECIAL POLICE DUTY FEES	0.00	160.00	100.00%
01-4-000350.00 PLNG DOC COPY FEE	0.00	803.00	100.00%
01-4-000355.00 RECREATION FEES	171,300.00	168,446.35	98.33%
01-4-000360.00 TRNSFR STATION STICKERS	28,000.00	30,614.50	109.34%
01-4-000362.00 MISC SOLID WASTE	2,500.00	2,804.23	112.17%
01-4-000363.00 E-WASTE	2,400.00	2,690.00	112.08%
01-4-000364.00 TRASH COUPON	110,000.00	80,709.00	73.37%
01-4-000365.00 RECYCLING REBATES	5,000.00	1,066.35	21.33%
01-4-000366.00 C & D WASTE	9,000.00	8,052.80	89.48%
Total SERVICE FEE	362,765.00	332,643.75	91.70%

Account	Budget	Actual	% of Budget
01-4-0004 GRANT REVENUE			
01-4-000405.00 FEMA GRANT	0.00	2,426,059.10	100.00%
01-4-000407.00 VT Trans TAP Grant (Tiger	0.00	18,123.48	100.00%
01-4-000410.10 HISTORIC PRESERVATION GRA	0.00	7,500.00	100.00%
01-4-000417.00 DRY HYDRANT GRANT	0.00	2,818.00	100.00%
01-4-000436.00 OP/DUI (GHSP)	0.00	47.13	100.00%
01-4-000441.00 VLCT PACIF GRANT	0.00	2,849.94	100.00%
01-4-000444.00 NORWICH WOMENS CLUB GRANT	0.00	650.00	100.00%
01-4-000444.20 NWC Grant - Recreation	0.00	1,529.31	100.00%
Total GRANT REVENUE	0.00	2,439,876.96	100.00%
01-4-0008 OTHER TOWN REVENUES			
01-4-000808.00 TOWN REPORT	2,000.00	0.00	0.00%
01-4-000810.00 BANK INTEREST	20,000.00	42,759.49	213.80%
01-4-000813.00 INSURANCE CLAIMS	0.00	248,720.00	100.00%
01-4-000814.00 FIELD RENTAL	32,000.00	23,710.00	74.09%
Total OTHER TOWN REVENUES	54,000.00	315,189.49	583.68%
01-4-001 PUBLIC SAFETY REVENUES			
01-4-001005.00 POLICE FINE	10,000.00	9,340.99	93.41%
01-4-001007.00 PARKING FINE	300.00	525.00	175.00%
01-4-001008.00 DOG FINE	150.00	325.00	216.67%
Total PUBLIC SAFETY REVENUES	10,450.00	10,190.99	97.52%
01-4-009 MISCELLANEOUS REVENUE			
01-4-009001.00 DAILY OVER/SHORT	0.00	-60.11	100.00%
01-4-009007.00 DONATIONS	0.00	50.00	100.00%
01-4-009100.00 TOWN CLRK MISCEL	0.00	126.00	100.00%
01-4-009200.00 FIN DEPT MISCEL	0.00	0.75	100.00%
01-4-009425.00 RECRE DEPT MISCEL	0.00	2.00	100.00%
01-4-009500.00 POLICE DEPT MISC	0.00	69.95	100.00%
01-4-009555.00 FIRE DEPT. MISCEL	0.00	732.29	100.00%
01-4-009600.00 COBRA REIMBURSEMENT	0.00	491.68	100.00%
01-4-009700.00 HIWAY DEPT MISCEL	0.00	-2,080.00	100.00%
01-4-009800.00 CONSERVATION COMM.	0.00	117.00	100.00%
01-4-009900.00 MISCELLANEOUS	4,000.00	8,769.92	219.25%
Total MISCELLANEOUS REVENUE	4,000.00	8,219.48	205.49%
Total Revenues	4,708,018.00	7,415,877.04	157.52%
01-5-005 TOWN ADMIN. EXPENSE			
01-5-005110.00 SELECTBOARD STIPEND	2,500.00	750.00	30.00%
01-5-005111.00 TOWN MANAGER WAGE	89,076.00	80,771.69	90.68%
01-5-005113.00 TREASURER STIPEND	1,750.00	875.00	50.00%

7,415,877.04
- 2,426,059.10 FEMA
248,720.00 BEL

4,741,097.94
= 100.70% OF BUDGET

Account	Budget	Actual	Actual % of Budget
01-5-005114.00 ADMIN ASSIST WAGE	52,456.00	46,061.88	87.81%
01-5-005114.10 ADMIN ASST OT	500.00	0.00	0.00%
01-5-005121.00 FICA TAX	9,069.00	7,742.83	85.38%
01-5-005122.00 MEDI TAX	2,121.00	1,834.74	86.50%
01-5-005123.00 HEALTH INSUR	42,971.00	39,792.54	92.60%
01-5-005124.00 DISABILITY/LIFE INSUR	1,721.00	1,224.10	71.13%
01-5-005125.00 DENTAL INSURANCE	432.00	286.76	66.38%
01-5-005126.00 VT RETIREMENT	7,989.00	7,603.48	95.17%
01-5-005126.01 VT RETIREMENT ADJUSTMENT	0.00	-6,420.59	100.00%
01-5-005300.00 PROFESS SERV	51,667.00	59,523.70	115.21%
01-5-005301.00 PROF SERVICES-DAM LITIGAT	0.00	250.00	100.00%
01-5-005302.00 VLCT MEMBERSHIP	5,117.00	5,117.00	100.00%
01-5-005310.00 TOWN REPORT	5,000.00	3,105.75	62.12%
01-5-005531.00 ADMIN TELEPHONE	625.00	723.56	115.77%
01-5-005532.00 T MNGR CELL PHONE	650.00	494.94	76.14%
01-5-005538.00 POSTAGE	100.00	234.31	234.31%
01-5-005540.00 ADVERTISING	1,000.00	474.59	47.46%
01-5-005581.00 MILEAGE	350.00	201.95	57.70%
01-5-005610.00 OFFICE SUPPLIES	500.00	747.44	149.49%
01-5-005611.00 OFFICE EQUIP	300.00	369.99	123.33%
01-5-005615.00 DUES/MTS/EDUC	1,800.00	778.00	43.22%
01-5-005701.00 COMMITTEE	50.00	0.00	0.00%
01-5-005701.20 ENERGY COMMITTEE	1,500.00	18,347.45	1,223.16%
01-5-005900.00 MISCELLANEOUS	500.00	1,994.58	398.92%
01-5-005900.01 BEC Payments	0.00	249,720.00	100.00%
Total TOWN ADMIN. EXPENSE	279,744.00	522,605.69	186.82%
01-5-010 RCA/BOA EXPENDITURES			
01-5-010110.00 JUSTICES WAGE	450.00	0.00	0.00%
01-5-010538.00 POSTAGE	150.00	6.85	4.57%
01-5-010610.00 OFFICE SUPPLIES	25.00	0.00	0.00%
01-5-010615.00 DUES/MTGS/EDUC	300.00	0.00	0.00%
Total RCA/BOA EXPENDITURES	925.00	6.85	0.74%
01-5-050 STAT MTGS EXPENDITURES			
01-5-050110.00 POLLWORKERS WAGE	400.00	0.00	0.00%
01-5-050538.00 POSTAGE	125.00	0.00	0.00%
01-5-050540.00 ADVERTISING	180.00	207.63	115.35%
01-5-050550.00 PRINTING	2,000.00	2,053.63	102.68%
01-5-050610.00 OFFICE SUPPLIES	120.00	39.89	33.24%
01-5-050650.00 VOTING MACHINE	70.00	0.00	0.00%
01-5-050652.00 VOTING MACH MAINT AGRMT	350.00	0.00	0.00%
01-5-050655.00 VTG MCHN PROGRAMG	2,500.00	1,197.67	47.91%
Total STAT MTGS EXPENDITURES	5,745.00	3,498.82	60.90%
01-5-100 TOWN CLERK EXPENDITURES			
01-5-100110.00 TOWN CLERK WAGE	68,068.00	59,827.37	87.89%

Account	Budget	Actual	Actual % of Budget
01-5-100112.00 ASST CLK WAGE	43,646.00	39,852.87	91.31%
01-5-100121.00 FICA TAX	6,926.00	6,054.40	87.42%
01-5-100122.00 MEDI TAX	1,620.00	1,415.93	87.40%
01-5-100123.00 HEALTH INS	29,998.00	24,025.27	80.09%
01-5-100124.00 DISABILITY/LIFE INS	1,412.00	994.99	70.47%
01-5-100125.00 DENTAL INSURANCE	864.00	679.24	78.62%
01-5-100126.00 VT RETIREMENT	6,284.00	6,644.19	105.73%
01-5-100207.00 DOG/CAT LICENSE	300.00	253.03	84.34%
01-5-100209.00 VITAL STATISTICS	25.00	0.00	0.00%
01-5-100342.00 Permit/license refund	0.00	30.00	100.00%
01-5-100531.00 TELEPHONE	515.00	401.82	78.02%
01-5-100540.00 ADVERTISING	150.00	0.00	0.00%
01-5-100610.00 OFFICE SUPPLIES	1,500.00	109.19	7.28%
01-5-100611.00 OFFICE EQUIPMENT	175.00	129.99	74.28%
01-5-100613.00 SOFTWARE	3,120.00	2,490.46	79.82%
01-5-100615.00 DUES/MTGS/EDUC	150.00	210.00	140.00%
Total TOWN CLERK EXPENDITURES	164,793.00	143,118.75	86.87%
01-5-200 FINANCE DEPARTMENT			
01-5-200112.00 FINL ASSISTANT WAGE	28,259.00	56,832.15	201.11%
01-5-200112.10 FINANCE OFFICER WAGE	71,651.00	38,473.27	53.70%
01-5-200121.00 FICA TAX	6,194.00	2,613.79	42.20%
01-5-200122.00 MEDI TAX	1,449.00	567.97	39.20%
01-5-200123.00 HEALTH INS	45,000.00	0.00	0.00%
01-5-200124.00 DISABILITY/LIFE INS	1,170.00	351.23	30.02%
01-5-200125.00 DENTAL INSURANCE	432.00	869.30	201.23%
01-5-200126.00 VT RETIREMENT	5,620.00	2,813.11	50.06%
01-5-200322.00 INDEPENDENT AUDIT	10,815.00	11,740.00	108.55%
01-5-200531.00 TELEPHONE	500.00	404.93	80.99%
01-5-200540.00 ADVERTISING	220.00	0.00	0.00%
01-5-200550.00 PRINTING	75.00	78.25	104.33%
01-5-200610.00 OFFICE SUPPLIES	1,500.00	1,721.08	114.74%
01-5-200611.00 OFFICE EQUIPMENT	250.00	0.00	0.00%
01-5-200613.00 SOFTWARE	850.00	902.79	106.21%
01-5-200615.00 DUES/MTGS/EDUC	250.00	90.00	36.00%
Total FINANCE DEPARTMENT	174,235.00	117,497.87	67.41%
01-5-275 GEN ADMIN EXPENDITURES			
01-5-275531.00 TELEPHONE	800.00	472.97	59.12%
01-5-275536.00 POSTAGE METER RENTAL	700.00	1,089.82	155.69%
01-5-275538.00 POSTAGE	3,000.00	3,093.18	103.11%
01-5-275610.00 OFFICE SUPPLIES	1,000.00	807.08	80.71%
01-5-275620.00 PHOTOCOPIER	2,500.00	1,371.17	54.85%
01-5-275628.00 COMPUTER SOFTWARE	0.00	47.50	100.00%
01-5-275630.00 COMPUTER HARDWARE	0.00	1,399.31	100.00%
01-5-275631.00 WEB SITE SUPPORT	500.00	600.00	120.00%
01-5-275632.00 SERVER MAINTENANCE	7,000.00	4,676.88	66.81%
Total GEN ADMIN EXPENDITURES	15,900.00	13,587.91	87.47%

Account	Budget	Actual	% of Budget
01-5-300 LISTER/ASSESSOR EXPENDITU			
01-5-300110.00 LISTER WAGE	4,500.00	2,250.00	50.00%
01-5-300112.00 OFFICE ASST WAGE	16,955.00	14,595.84	86.09%
01-5-300121.00 FICA TAX	1,330.00	1,086.46	81.69%
01-5-300122.00 MEDI TAX	311.00	254.12	81.71%
01-5-300124.00 DISABILITY/LIFE INSURANCE	230.00	0.00	0.00%
01-5-300126.00 VT RETIREMENT	954.00	0.00	0.00%
01-5-300300.00 PROFESS SERVICES	45,000.00	22,043.38	48.99%
01-5-300360.00 SOFTWARE MAINT/UPDATE	6,100.00	5,751.39	94.29%
01-5-300531.00 TELEPHONE	530.00	387.03	73.02%
01-5-300538.00 POSTAGE	600.00	33.55	5.59%
01-5-300540.00 ADVERTISING	150.00	0.00	0.00%
01-5-300550.00 PRINTING	150.00	16.50	11.00%
01-5-300580.00 MILEAGE REIMB	280.00	0.00	0.00%
01-5-300610.00 OFFICE SUPPLIES	150.00	27.07	18.05%
01-5-300611.00 OFFICE EQUIPMENT	250.00	0.00	0.00%
01-5-300615.00 DUES/MTGS/EDUC	300.00	0.00	0.00%
01-5-300760.00 DESIGNATED FUND-REAPPR	21,700.00	21,700.00	100.00%
Total LISTER/ASSESSOR EXPENDITU	99,490.00	68,145.34	68.49%
01-5-350 PLANNING DEPT EXPENDITURE			
01-5-350110.00 PLAN ADMIN WAGE	70,787.00	61,481.76	86.85%
01-5-350112.00 OFFICE ASST. WAGE	24,301.00	22,314.13	91.82%
01-5-350121.00 FICA TAX	5,895.00	5,377.40	91.22%
01-5-350122.00 MEDI TAX	1,379.00	1,257.63	91.20%
01-5-350123.00 HEALTH INS	14,924.00	14,599.56	97.83%
01-5-350124.00 DISABILITY/LIFE INS	878.00	638.29	72.70%
01-5-350125.00 DENTAL INSURANCE	432.00	371.90	86.09%
01-5-350126.00 VT RETIREMENT	3,982.00	3,920.17	98.45%
01-5-350230.00 TOWN PLAN	5,000.00	512.69	10.25%
01-5-350320.00 PLANNING SERVICES	3,500.00	0.00	0.00%
01-5-350321.00 TWO RIVER PLANNING COMM.	5,087.00	5,087.00	100.00%
01-5-350322.00 U.V. TRANSPORTATION MGMT	1,063.00	1,063.00	100.00%
01-5-350341.00 MAPPING	3,000.00	400.00	13.33%
01-5-350408.00 HISTORIC PRES COMM.	1,000.00	0.00	0.00%
01-5-350416.00 HIST PRES GRANT	0.00	8,840.00	100.00%
01-5-350531.00 TELEPHONE	450.00	420.08	93.35%
01-5-350538.00 POSTAGE	350.00	573.80	163.94%
01-5-350540.00 ADVERTISING	600.00	71.40	11.90%
01-5-350550.00 PRINTING	150.00	11.25	7.50%
01-5-350580.00 MILEAGE REIMB	500.00	188.50	37.70%
01-5-350610.00 OFFICE SUPPLIES	350.00	260.57	74.45%
01-5-350611.00 OFFICE EQUIPMENT	250.00	635.95	254.38%
01-5-350615.00 DUES/MTGS/EDUC	2,000.00	45.00	2.25%
Total PLANNING DEPT EXPENDITURE	145,878.00	128,070.08	87.79%
01-5-425 RECREA DEPT EXPENDITURES			

General

Account	Budget	Actual	% of Budget
01-5-4251 ADMINISTRATION			
01-5-425110.00 RECREATION DIR WAGE	64,165.00	56,883.93	88.65%
01-5-425121.00 FICA TAX	3,978.00	3,811.07	95.80%
01-5-425122.00 MEDI TAX	930.00	891.35	95.84%
01-5-425123.00 HEALTH INS	21,441.00	20,449.67	95.38%
01-5-425124.00 DISABILITY/LIFE INSUR	862.00	697.13	80.87%
01-5-425125.00 DENTAL INSURANCE	432.00	286.76	66.38%
01-5-425126.00 VT RETIREMENT	3,609.00	4,258.28	117.99%
01-5-425127.00 TELEPHONE	550.00	422.42	76.80%
01-5-425128.00 POSTAGE	200.00	13.00	6.50%
01-5-425140.00 ADVERTISING	50.00	0.00	0.00%
01-5-425150.00 PRINTING	50.00	0.00	0.00%
01-5-425160.00 DUES/MTGS/EDUC	850.00	325.00	38.24%
01-5-425170.00 OFFICE EQUIPMENT	100.00	68.82	68.82%
01-5-425180.00 MILEAGE REIMBURSEMENT	400.00	0.00	0.00%
01-5-425182.00 OFFICE SUPPLIES	225.00	321.61	142.94%
Total ADMINISTRATION	97,842.00	88,429.04	90.38%
01-5-4252 PROGRAM			
01-5-425200.00 INSTRUCTOR FEE	85,000.00	29,608.48	34.83%
01-5-425206.00 COACHING MATERIALS	450.00	250.78	55.73%
01-5-425208.00 TEE SHIRT/HAT	4,000.00	1,290.25	32.26%
01-5-425211.00 EQUIPMENT	4,000.00	795.15	19.88%
01-5-425212.00 PROGRAM WAGE	13,000.00	33,680.88	259.08%
01-5-425214.00 REFERREE/UMPIRE	4,000.00	3,160.00	79.00%
01-5-425216.00 ENTRY FEE	1,300.00	3,464.00	266.46%
01-5-425218.00 REGISTRATION FEES	8,000.00	10,823.34	135.29%
01-5-425219.00 M.CROSS SCHOOL RENTAL FEE	13,500.00	6,615.00	49.00%
01-5-425220.00 SPECIAL EVENTS /SUPPLIES	1,100.00	420.49	38.23%
01-5-425221.00 FICA TAX	806.00	2,492.56	309.25%
01-5-425222.00 MEDI TAX	189.00	583.08	308.51%
01-5-425224.00 UV RAPIDS	0.00	1,249.00	100.00%
01-5-425244.00 UNIFORMS	700.00	789.90	112.84%
Total PROGRAM	136,045.00	95,222.91	69.99%
01-5-4253 RECREATION FACILITIES			
01-5-425322.00 REC FIELD CARE	10,750.00	2,488.48	23.15%
01-5-425324.00 HNTLY LINE MARKING	4,000.00	916.66	22.92%
01-5-425326.00 PORTABLE TOILET	350.00	1,138.03	325.15%
01-5-425330.00 REPAIRS & MAINT	2,000.00	158.47	7.92%
01-5-425332.00 WATER USAGE	400.00	348.34	87.09%
01-5-425333.00 WOMEN'S CLUB GRANT	0.00	170.00	100.00%
01-5-425350.00 MAHHC Prevention Grant	0.00	9,223.67	100.00%
Total RECREATION FACILITIES	17,500.00	14,443.65	82.54%
Total RECREA DEPT EXPENDITURES	251,387.00	198,095.60	78.80%

Account	Budget	Actual	% of Budget
01-5-485 PUBLIC SAFETY FACILITY			
01-5-485232.00 WATER USAGE	1,000.00	620.23	62.02%
01-5-485233.00 ELECTRICITY	6,250.00	9,612.37	153.80%
01-5-485234.00 HEATING	2,500.00	-534.61	-21.38%
01-5-485234.10 Apparatus Bay FD	0.00	1,646.01	100.00%
01-5-485238.00 PHONE & INTERNET	0.00	3,065.82	100.00%
01-5-485301.00 BUILDING SUPPLIES	1,000.00	186.53	18.65%
01-5-485302.00 REPAIRS & MAINTENANCE	1,500.00	2,462.02	164.13%
01-5-485302.10 Apparatus (NFD)	0.00	2,637.53	100.00%
01-5-485303.00 ALARM MONITORING	210.00	118.75	56.55%
01-5-485304.00 CLEANING	9,360.00	8,917.00	95.27%
Total PUBLIC SAFETY FACILITY	21,820.00	28,731.65	131.68%
01-5-500 POLICE DEPT EXPENDITURES			
01-5-5001 WAGES & BENEFITS			
01-5-500110.00 POLICE CHIEF WAGE	81,000.00	71,790.79	88.63%
01-5-500112.00 POLICE OFFICER WAGE	162,962.00	142,962.08	87.73%
01-5-500112.10 ON-CALL WAGES	6,000.00	5,105.11	85.09%
01-5-500113.00 OVERTIME OFFICER WAGE	22,000.00	17,901.85	81.37%
01-5-500114.00 ADMINISTRATIVE WAGE	48,116.00	41,953.72	87.19%
01-5-500115.00 PARTTIME OFFICER WAGE	5,000.00	565.75	11.32%
01-5-500116.00 CROSSING GUARD WAGE	15,200.00	12,977.33	85.38%
01-5-500117.00 GOVERNOR'S HWY SAFETY GRA	0.00	462.40	100.00%
01-5-500118.00 SPECIAL DUTY WAGE	0.00	160.00	100.00%
01-5-500121.00 FICA TAX	21,097.00	18,636.44	88.34%
01-5-500122.00 MEDI TAX	4,934.00	4,358.46	88.34%
01-5-500123.00 HEALTH INS	68,437.00	54,377.99	79.46%
01-5-500124.00 DISABILITY/LIFE INS	3,708.00	2,460.06	66.34%
01-5-500125.00 DELTA DENTAL	2,160.00	1,979.82	91.66%
01-5-500126.00 VT RETIREMENT	22,764.00	25,233.45	110.85%
Total WAGES & BENEFITS	463,378.00	400,925.25	86.52%
01-5-5002 COMMUNITY POLICING			
01-5-500201.00 ANIMAL CONT/LEASH LAW	800.00	1,623.36	202.92%
01-5-500201.10 Dog fine refund	0.00	50.00	100.00%
01-5-500202.00 COMMUNITY RELATNS	1,200.00	399.44	33.29%
01-5-500204.00 SPEED SIGNS	1,200.00	2,719.61	226.63%
01-5-500206.00 NORWICH CADET PROGRAM	500.00	0.00	0.00%
Total COMMUNITY POLICING	3,700.00	4,792.41	129.52%
01-5-5003 EQUIPMENT & MAINTENANCE			
01-5-500301.00 RADIO MAINTENANCE	800.00	315.00	39.38%
01-5-500302.00 PETROLEUM PRODUCTS	8,000.00	2,180.84	27.26%
01-5-500304.00 CRUISER VIDEO EQUIP	500.00	15.99	3.20%
01-5-500306.00 CRUISER MAINT	7,500.00	4,550.25	60.67%
01-5-500308.00 CRUISER SUPPLIES	500.00	186.21	37.24%

Account	Budget	Actual	% of Budget
Total EQUIPMENT & MAINTENANCE	17,300.00	7,248.29	41.90%
01-5-5004 GRANTS			
01-5-500432.00 NORWICH WOMENS CLUB GRANT	0.00	649.24	100.00%
Total GRANTS	0.00	649.24	100.00%
01-5-5005 SUPPORT			
01-5-500501.00 ADMINISTRATION	7,000.00	3,612.26	51.60%
01-5-500535.00 VIBRS	3,500.00	1,740.43	49.73%
01-5-500536.00 DISPATCH SERVICES	62,817.00	61,672.50	98.18%
01-5-500538.00 TRAINING	2,500.00	-311.50	-12.46%
01-5-500543.00 TRAINING SUPPLIES	500.00	377.98	75.60%
01-5-500580.00 MILEAGE REIMB	200.00	74.24	37.12%
01-5-500581.00 DUES/MTGS/EDUC	750.00	714.14	95.22%
01-5-500582.00 UNIFORMS	2,500.00	2,376.29	95.05%
01-5-500583.00 UNIFORMS CLEANING	1,500.00	1,215.20	81.01%
Total SUPPORT	81,267.00	71,471.54	87.95%
01-5-5007 CAPITAL EXPENDITURES			
01-5-500701.00 DESIGNATED FUND-SPEC EQUI	2,500.00	2,885.45	115.42%
01-5-500702.00 DESIGNATED FUND-CRUISER	10,000.00	10,000.00	100.00%
Total CAPITAL EXPENDITURES	12,500.00	12,885.45	103.08%
Total POLICE DEPT EXPENDITURES	578,145.00	497,972.18	86.13%
01-5-555 FIRE/TAST DEPT. EXPENSES			
01-5-5551 FIRE WAGES			
01-5-555108.00 FIRE CHIEF WAGES	62,230.00	57,618.67	92.59%
01-5-555110.00 FIRE OFFICER STIPEND	1,500.00	0.00	0.00%
01-5-555112.00 FIREFIGHTERS WAGE	34,000.00	22,944.42	67.48%
01-5-555114.00 FF DRILLS/MTGS WAGE	3,000.00	1,700.00	56.67%
01-5-555121.00 FICA TAX	6,245.00	5,025.39	80.47%
01-5-555122.00 MEDI TAX	1,461.00	1,174.56	80.39%
01-5-555123.00 HEALTH INSURANCE	15,966.00	14,453.35	90.53%
01-5-555124.00 DISABILITY/LIFE INSURANCE	817.00	593.45	72.64%
01-5-555125.00 VT RETIREMENT	3,500.00	3,989.28	113.98%
01-5-555126.00 DENTAL INSURANCE	324.00	251.96	77.77%
Total FIRE WAGES	129,043.00	107,751.08	83.50%
01-5-5552 EMS WAGES			
01-5-555212.00 EMS WAGE	6,000.00	6,216.88	103.61%
01-5-555215.00 EMS DRILL WAGE	1,800.00	1,660.00	92.22%
01-5-555221.00 EMS FICA TAX	484.00	483.96	99.99%
01-5-555222.00 EMS MEDI TAX	113.00	113.76	100.67%
Total EMS WAGES	8,397.00	8,474.60	100.92%

Account	Budget	Actual	% of Budget
01-5-5553 EDUCATION & TRAINING			
01-5-555338.00 FIRE EDUC/TRAINING	1,000.00	481.82	48.18%
01-5-555340.00 EMS EDUC/TRNG	1,400.00	520.00	37.14%
01-5-555342.00 FIRE DOES/MTGS/EDUC	750.00	205.00	27.33%
Total EDUCATION & TRAINING	3,150.00	1,206.82	38.31%
01-5-5554 TOOLS & EQUIPMENT			
01-5-555422.00 FIRE TOOLS & EQUIPMENT	4,000.00	2,729.55	68.24%
01-5-555424.00 EMS TOOLS/ EQUIP	1,900.00	1,582.06	83.27%
01-5-555426.00 RADIO PURCH/REPAIR	1,000.00	0.00	0.00%
Total TOOLS & EQUIPMENT	6,900.00	4,311.61	62.49%
01-5-5555 MAINTENANCE			
01-5-555528.00 FIRE TRK R & M	14,000.00	12,967.50	92.63%
01-5-555530.00 EQUIPMENT MAINTENANCE	2,000.00	1,275.51	63.78%
01-5-555532.00 RADIO MAINTENANCE	500.00	0.00	0.00%
01-5-555534.00 SOFTWARE MAINTENANCE	400.00	119.88	29.97%
01-5-555536.00 COMPUTER MAINTENANCE	450.00	0.00	0.00%
01-5-555538.00 PETROLEUM PRODUCTS	3,000.00	1,836.45	61.22%
Total MAINTENANCE	20,350.00	16,199.34	79.60%
01-5-5556 SUPPORT			
01-5-555614.00 RECRUITMENT	100.00	0.00	0.00%
01-5-555618.00 POSTAGE	75.00	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	4,900.00	8,745.84	178.49%
01-5-555625.00 TELEPHONE & INTERNET	1,800.00	607.11	33.73%
01-5-555630.00 OFFICE SUPPLIES	400.00	267.67	66.92%
01-5-555632.00 DISPATCH SERVICE	20,985.00	20,985.00	100.00%
01-5-555633.00 UNIFORM	225.00	0.00	0.00%
01-5-555634.00 HYDRANT RENTAL	22,500.00	22,499.00	100.00%
01-5-555635.00 DRY HYDRANT	200.00	4.99	2.50%
01-5-555636.00 OSHA COMPLIANCE	1,100.00	0.00	0.00%
Total SUPPORT	52,385.00	53,109.61	101.38%
01-5-5557 CAPITAL EXPENDITURES			
01-5-555758.00 DESIGNATED FUND-APPARATUS	30,000.00	30,000.00	100.00%
01-5-555760.00 DESIGNATED FUND-EQUIPMENT	20,610.00	20,610.00	100.00%
Total CAPITAL EXPENDITURES	50,610.00	50,610.00	100.00%
01-5-5558 GRANT EXPENSE			
01-5-555830.00 DRY HYDRANT GRANT	0.00	2,585.00	100.00%
Total GRANT EXPENSE	0.00	2,585.00	100.00%

Account	Budget	Actual	% of Budget
01-5-5559 AMBULANCE SERVICES			
01-5-555901.00 AMBULANCE CONTRACT	130,235.00	126,113.00	96.83%
01-5-555903.00 AMBULANCE BILLS	12,000.00	2,888.30	24.07%
Total AMBULANCE SERVICES	142,235.00	129,001.30	90.70%
Total FIRE/FAST DEPT. EXPENSES			
	413,070.00	373,249.36	90.36%
01-5-575 EMERGENCY MANAGEMENT			
01-5-575100.00 DEBT SERVICE TOWER PRINCI	32,078.00	27,500.00	85.73%
01-5-575105.00 DEBT SERVICE TOWER INTERE	0.00	3,909.82	100.00%
01-5-575233.00 TOWER POWER	600.00	310.38	51.73%
01-5-575600.00 EMERG MAN ADMIN	100.00	0.00	0.00%
01-5-575610.00 EMERG MNGMT SUPPLIES	50.00	0.00	0.00%
01-5-575612.00 GENERATOR FUEL	300.00	66.42	22.14%
01-5-575620.00 EMERG GEN MAINT	6,200.00	1,125.85	18.16%
01-5-575630.00 BASE RADIO MAINTENANCE	500.00	0.00	0.00%
01-5-575740.00 DESIGNATED FUND-GENERATOR	25,000.00	25,000.00	100.00%
Total EMERGENCY MANAGEMENT	64,828.00	57,912.47	89.33%
01-5-650 CONSERVATION			
01-5-650615.00 DUES/MTGS/EDUC	850.00	50.00	5.88%
01-5-650620.00 SPKRS/PUBLIC INFO	300.00	0.00	0.00%
01-5-650625.00 PUBLICITY	300.00	0.00	0.00%
01-5-650630.00 TRAILS	3,000.00	96.00	3.20%
01-5-650632.00 WATER QUAL MONIT	500.00	0.00	0.00%
01-5-650635.00 MILT FRYE NATURE AREA	1,000.00	0.00	0.00%
01-5-650700.00 NATRL RESRCS INVEN	1,000.00	0.00	0.00%
01-5-650710.00 PROJECT RESTORATION	1,000.00	0.00	0.00%
Total CONSERVATION	7,950.00	146.00	1.84%
01-5-675 CEMETERY COMMISSION			
01-5-675232.00 WATER	0.00	-82.30	100.00%
01-5-675500.00 PURCHASED SERVICE	0.00	-1,666.66	100.00%
01-5-675612.00 CAPITAL IMPROVEMENTS	0.00	-1,870.00	100.00%
Total CEMETERY COMMISSION	0.00	-3,618.96	100.00%
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	80,924.00	72,951.97	90.15%
01-5-703112.00 ROAD CREW WAGES	264,258.00	227,390.35	86.05%
01-5-703114.00 ROAD CREW OVERTIME	29,000.00	44,831.40	154.59%
01-5-703116.00 PAGER COMPENSATION	2,750.00	550.00	20.00%
01-5-703121.00 FICA	23,319.00	21,200.81	90.92%
01-5-703122.00 MEDICARE	5,517.00	4,979.95	90.27%

Account	Budget	Actual	% of Budget
01-5-703123.00 HEALTH INSUR	103,856.00	72,660.26	69.96%
01-5-703124.00 DISABILITY/LIFE	4,434.00	4,367.35	98.50%
01-5-703125.00 DENTAL INSURANCE	2,592.00	2,274.58	87.75%
01-5-703126.00 RETIREMENT	21,202.00	24,352.24	114.86%
Total HIGHWAY WAGES & BENEFITS	337,832.00	475,558.91	88.42%
01-5-7032 MATERIALS			
01-5-703201.00 SALT & CHEMICALS	120,000.00	102,574.38	85.48%
01-5-703203.00 SAND	65,000.00	101,909.98	156.78%
01-5-703205.00 DUST CONTROL	18,000.00	14,232.84	79.07%
01-5-703207.00 GRAVEL & STONE	50,000.00	47,199.73	94.40%
01-5-703209.00 CULVERTS & ROAD SUPPLIES	5,000.00	5,734.11	114.68%
01-5-703211.00 ASPHALT PRODUCTS	5,000.00	1,464.00	29.28%
01-5-703213.00 BRIDGE REPAIR & MAINT.	2,000.00	0.00	0.00%
01-5-703215.00 OTHER PROJECTS	5,000.00	645.27	12.91%
01-5-703217.00 SIGNS	3,000.00	493.67	16.46%
Total MATERIALS	273,000.00	274,253.98	100.46%
01-5-7033 CONTRACTED SERVICES			
01-5-703301.00 PLOWING & SANDING	24,000.00	7,145.20	29.77%
01-5-703303.00 ROAD SWEEPING	3,500.00	0.00	0.00%
01-5-703305.00 LEAF REMOVAL	6,000.00	2,250.00	37.50%
01-5-703307.00 STREETLIGHTS	11,500.00	9,576.11	83.27%
01-5-703309.00 TREE CUTTING & REMOVAL	12,500.00	4,450.00	35.60%
01-5-703311.00 UNIFORMS	9,000.00	9,730.39	108.12%
01-5-703313.00 PAVING	30,000.00	6,300.00	21.00%
01-5-703315.00 OTHER PROJECTS	7,500.00	5,340.00	71.20%
01-5-703317.00 CRACK SEALING	35,000.00	0.00	0.00%
01-5-703319.00 PAVEMENT MARKING	21,000.00	19,651.74	93.58%
Total CONTRACTED SERVICES	160,000.00	64,443.44	40.28%
01-5-7034 EQUIPMENT			
01-5-703401.00 OUTSIDE REPAIRS	45,000.00	29,029.56	64.51%
01-5-703403.00 PARTS & SUPPLIES	42,250.00	43,181.05	102.20%
01-5-703405.00 PETROLEUM PRODUCTS	43,000.00	40,894.78	95.10%
Total EQUIPMENT	130,250.00	113,105.39	86.84%
01-5-7035 HIGHWAY GARAGE			
01-5-703501.00 ELECTRICITY	3,000.00	4,059.04	135.30%
01-5-703503.00 PROPANE	10,000.00	4,511.79	45.12%
01-5-703505.00 TELEPHONE	4,000.00	2,439.47	60.99%
01-5-703507.00 SUPPLIES	1,500.00	7,586.64	505.78%
01-5-703509.00 ALARM MONITORING	500.00	118.75	23.75%
01-5-703511.00 REPAIRS & MAINTENANCE	5,000.00	5,258.09	105.16%
01-5-703513.00 TOOLS	11,500.00	7,043.64	61.25%
01-5-703515.00 ADMINISTRATION	5,000.00	2,035.30	40.71%

Account	Budget	Actual	% of Budget
Total HIGHWAY GARAGE	40,500.00	33,052.72	81.61%
01-5-7036 CAPITAL EXPENDITURES			
01-5-703601.00 DESIGNATED FUND-EQUIPMENT	40,000.00	43,753.61	109.38%
01-5-703607.00 DESIGNATED FUND-BRIDGES	88,000.00	88,000.00	100.00%
01-5-703609.00 DESIGNATED FUND-GARAGE	35,000.00	35,000.00	100.00%
Total CAPITAL EXPENDITURES	163,000.00	166,753.61	102.30%
01-5-7037 GRANTS			
01-5-703703.00 FEMA GRANT	0.00	98,024.29	100.00%
01-5-703713.00 2017 VTRANS BIKE & PED GR	0.00	524.00	100.00%
01-5-703714.00 VT Trans - TAP Grant (Tig	0.00	27,338.10	100.00%
Total GRANTS	0.00	125,886.39	100.00%
Total HIGHWAY DIVISION	1,304,602.00	1,253,054.44	96.09%
01-5-704 BUILDINGS & GROUNDS DIVIS			
01-5-7041 B & G WAGES & BENEFITS			
01-5-704113.00 BUILDINGS & GROUNDS WAGES	85,805.00	74,070.69	86.32%
01-5-704114.00 OT BLDGS & GROUNDS	5,000.00	3,225.41	64.51%
01-5-704116.00 PAGER COMPENSATION	1,100.00	0.00	0.00%
01-5-704121.00 FICA	5,531.00	4,965.91	89.78%
01-5-704122.00 MEDICARE	1,500.00	1,161.37	77.42%
01-5-704123.00 HEALTH INSURANCE	29,340.00	29,455.81	100.39%
01-5-704124.00 DISABILITY/LIFE	1,140.00	738.96	64.82%
01-5-704125.00 DENTAL INSURANCE	432.00	711.52	164.70%
01-5-704126.00 RETIREMENT	5,170.00	6,104.08	118.07%
Total B & G WAGES & BENEFITS	135,018.00	120,433.75	89.20%
01-5-7042 MATERIALS			
01-5-704201.00 GARDEN SUPPLIES & PLANTS	1,600.00	417.58	26.10%
Total MATERIALS	1,600.00	417.58	26.10%
01-5-7043 CONTRACTED SERVICES			
01-5-704301.00 FOLEY PARK & MEDIANS	4,750.00	0.00	0.00%
01-5-704311.00 UNIFORMS	2,000.00	3,450.27	172.51%
Total CONTRACTED SERVICES	6,750.00	3,450.27	51.12%
01-5-7044 EQUIPMENT			
01-5-704401.00 OUTSIDE REPAIRS	1,600.00	1,891.50	118.22%
01-5-704403.00 PARTS & SUPPLIES	2,500.00	2,989.55	119.58%
01-5-704405.00 PETROLEUM PRODUCTS	2,800.00	1,109.88	39.64%
01-5-704413.00 TOOLS	500.00	52.94	10.59%
Total EQUIPMENT	7,400.00	6,043.87	81.67%

Account	Budget	Actual	% of Budget
01-5-7046 CAPITAL EXPENDITURES			
Total CAPITAL EXPENDITURES	0.00	0.00	0.00%
Total BUILDINGS & GROUNDS DIVIS	150,768.00	130,345.47	86.45%
01-5-705 SOLID WASTE DIVISION			
01-5-7051 SW WAGES & BENEFITS			
01-5-705112.00 TRNSF STATION WAGE	38,838.00	35,098.02	90.37%
01-5-705121.00 FICA TAX	2,421.00	2,268.81	93.71%
01-5-705122.00 MEDI TAX	550.00	530.64	96.48%
Total SW WAGES & BENEFITS	41,809.00	37,897.47	90.64%
01-5-7053 CONTRACTED SERVICES			
01-5-705301.00 GUVSWMD ASSESSMENT	37,554.00	37,554.00	100.00%
01-5-705303.00 MUNICIPAL SOLID WASTE	46,000.00	33,836.63	73.56%
01-5-705305.00 RECYCLING	45,000.00	29,827.08	66.28%
01-5-705306.00 C & D WASTE DISPOSAL	9,000.00	9,032.20	100.36%
01-5-705308.00 FOOD WASTE DISPOSAL	2,500.00	4,902.09	196.08%
01-5-705311.00 UNIFORMS	500.00	0.00	0.00%
Total CONTRACTED SERVICES	140,554.00	115,152.00	81.93%
01-5-7054 EQUIPMENT			
01-5-705403.00 PARTS & SUPPLIES	1,000.00	392.38	39.24%
01-5-705411.00 REPAIRS & MAINTENANCE	2,000.00	1,841.41	92.07%
01-5-705413.00 SMALL EQUIPMENT	500.00	828.99	165.80%
Total EQUIPMENT	3,500.00	3,062.78	87.51%
01-5-7055 TRANSFER STATION			
01-5-705500.00 PURCHASED SERVICES	1,170.00	1,952.65	166.89%
01-5-705501.00 ELECTRICITY	1,000.00	2,809.05	280.91%
01-5-705503.00 PROPANE	650.00	370.50	57.00%
01-5-705505.00 TELEPHONE	450.00	365.00	81.11%
01-5-705515.00 ADMINISTRATION	2,500.00	207.56	8.30%
01-5-705517.00 VERMONT FRANCHISE TAX	2,100.00	1,361.79	64.85%
Total TRANSFER STATION	7,870.00	7,066.55	89.79%
01-5-7056 CAPITAL EXPENDITURES			
Total CAPITAL EXPENDITURES	0.00	0.00	0.00%
Total SOLID WASTE DIVISION	193,739.00	163,178.80	84.23%
01-5-706 TRACY HALL			
01-5-7061 BUILDING EXPENSES			

Account	Budget	Actual	% of Budget
01-5-706100.00 WATER USAGE	550.00	559.89	101.80%
01-5-706101.00 ELECTRICITY	12,000.00	12,870.19	107.25%
01-5-706103.00 HEATING	11,000.00	9,915.87	90.14%
01-5-706105.00 ALARM MONITORING	600.00	118.75	19.79%
01-5-706107.00 ELEVATOR MAINTENANCE	3,100.00	2,865.02	92.42%
01-5-706108.00 CUSTODIAN PAGER & MILEAGE	100.00	0.00	0.00%
01-5-706109.00 BUILDING SUPPLIES	4,200.00	2,271.85	54.09%
01-5-706113.00 REPAIRS & MAINTENANCE	10,000.00	8,652.97	86.53%
01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	900.00	2,620.74	291.19%
01-5-706115.10 EV Chg St @ Huntley Meado	0.00	119.14	100.00%
01-5-706117.00 DESIGNATED FUND-TRACY HAL	20,000.00	20,000.00	100.00%
Total BUILDING EXPENSES	62,450.00	59,994.42	96.07%
Total TRACY HALL	62,450.00	59,994.42	96.07%
Total PUBLIC WORKS DEPT.	1,711,559.00	1,606,573.13	93.87%
01-5-8002 DEBT SERVICE EXPENDITURES			
01-5-800207.00 PUBLIC SAFTY FACILITY BON	47,000.00	47,000.00	100.00%
01-5-800235.00 DEBT INTEREST	48,269.00	48,269.00	100.00%
01-5-800236.00 DEBT INTEREST (FEMA)	18,000.00	0.00	0.00%
01-5-800237.00 LOC Principal Pmt	0.00	1,400,000.00	100.00%
01-5-800238.00 LOC Interest	0.00	9,838.36	100.00%
Total DEBT SERVICE EXPENDITURES	113,269.00	1,505,107.36	1,328.79%
01-5-8003 APPROPRIATION EXPENDITURES			
01-5-800302.00 NORWICH PUBLIC LIBRARY	283,000.00	283,000.00	100.00%
01-5-800303.00 NORWICH PUBLIC LIBRARY RE	50,000.00	50,000.00	100.00%
01-5-800306.00 NORWICH LIONS CLUB	3,000.00	3,000.00	100.00%
01-5-800310.00 NORWICH AMERICAN LEGION	1,500.00	1,500.00	100.00%
01-5-800315.00 NORWICH HISTORICAL SOC.	8,000.00	8,000.00	100.00%
01-5-800316.00 NORWICH CEMETERY ASSOCATN	20,000.00	20,000.00	100.00%
01-5-800324.00 CHILD CARE CTR IN NORWICH	4,348.00	4,348.00	100.00%
01-5-800328.00 VSTNG NRS/HSP APPR	15,600.00	15,600.00	100.00%
01-5-800350.00 THE FAMILY PLACE	6,000.00	6,000.00	100.00%
01-5-800352.00 ADVANCE TRANSIT	13,514.00	13,514.00	100.00%
01-5-800354.00 HEADREST	2,500.00	2,500.00	100.00%
01-5-800356.00 WINDSOR COUNTY PARTNERS	1,000.00	1,000.00	100.00%
01-5-800358.00 CATV/6 APPROP	3,000.00	3,000.00	100.00%
01-5-800362.00 WISE	2,500.00	2,500.00	100.00%
01-5-800366.00 SEVCA	3,750.00	3,750.00	100.00%
01-5-800368.00 YOUTH-IN-ACTION	3,000.00	3,000.00	100.00%
01-5-800369.00 SENIOR SOLUTIONS	1,200.00	1,200.00	100.00%
01-5-800372.00 WBT RIVR COUN ON AGING	5,300.00	5,300.00	100.00%
01-5-800375.00 PUBLIC HEALTH COUNC UV	337.00	337.00	100.00%
01-5-800382.00 U.V. TRAILS ALLIANCE	2,000.00	2,000.00	100.00%
01-5-800386.00 GOOD BEGINNINGS	3,000.00	3,000.00	100.00%
01-5-800388.00 GREEN MTN ECO DEV CORP	1,677.00	1,677.00	100.00%

Account	Budget	Actual	% of Budget
01-5-800389.00 SPECIAL NEEDS SUPPORT CEN	2,000.00	2,000.00	100.00%
Total APPROPRIATION EXPENDITURES	436,226.00	436,226.00	100.00%
01-5-8004 TAX EXPENDITURES			
01-5-800408.00 TAX ABATEMENT/ADJUSTMENT	3,500.00	1.86	0.05%
Total TAX EXPENDITURES	3,500.00	1.86	0.05%
01-5-8005 INSURANCE			
01-5-800502.00 HEALTH REIMBURSEMENT ACCO	0.00	-26.50	100.00%
01-5-800506.00 COBRA	0.00	391.61	100.00%
01-5-800517.00 UNEMP INS RATE ASSMT	2,000.00	2,526.00	126.30%
01-5-800518.00 PROP & CAS INSURANCE	86,000.00	72,432.00	84.22%
01-5-800520.00 WORKER'S COMP INS	132,000.00	124,295.00	94.16%
Total INSURANCE	220,000.00	199,618.11	90.74%
Total Expenditures	4,708,018.00	5,896,476.07	125.24%
Total General	0.00	1,519,400.97	
04-4-000810.00 BANK INTEREST	0.00	528.92	100.00%
Total Revenues	0.00	528.92	100.00%
04-5-650700.00 LAND CONSERVATION	0.00	20,000.00	100.00%
Total Expenditures	0.00	20,000.00	100.00%
Total CONSERVATION COMM FUND	0.00	-19,471.08	
05-4-000800.00 J GIRARD FUND DONATIONS	0.00	1,753.77	100.00%
05-4-000801.10 Huntley Mdw Bridge Fund D	0.00	10,925.00	100.00%
05-4-000802.00 ICE RINK DONATIONS	0.00	-400.00	100.00%
05-4-000802.20 Brown Schoolhouse Bridge	0.00	12,401.00	100.00%
05-4-000808.00 GRANTS	0.00	500.00	100.00%
05-4-000810.00 BANK INTEREST	0.00	185.63	100.00%
Total Revenues	0.00	25,365.40	100.00%
05-5-425424.00 GRANT	0.00	500.00	100.00%
Total Expenditures	0.00	500.00	100.00%
Total RECREATION FACILITY & IMP	0.00	24,865.40	

5,896,476.07
 - 249,720.00 BEC
 - 1,400,000.00 LOC
 - 93,024.29 FEMA

 4,143,731.78
 = 83.19% OF BUDGET

Account	Budget	Actual	% of Budget
06-4-000760.00 DESIG. GEN. FUND CONTRIB	0.00	30,000.00	100.00%
06-4-000810.00 BANK INTEREST REVENUE	0.00	1,886.96	100.00%
Total Revenues	0.00	31,886.96	100.00%
06-5-555322.00 FIRE EQUIPMENT PURCHASES	0.00	1,295.35	100.00%
Total Expenditures	0.00	1,295.35	100.00%
Total FIRE APPARATUS FUND	0.00	30,591.61	
07-4-000760.00 DESIG. GEN. FUND INCOME	0.00	40,000.00	100.00%
07-4-000810.00 BANK INTEREST	0.00	592.76	100.00%
07-4-000817.00 EQUIPMENT SALES	0.00	7.00	100.00%
Total Revenues	0.00	40,599.76	100.00%
07-5-700322.00 HIGHWAY EQUIP. PURCHASES	0.00	24,189.22	100.00%
Total Expenditures	0.00	24,189.22	100.00%
Total HIGHWAY EQUIPMENT FUND	0.00	16,410.54	
08-4-000760.00 DESIG. GEN. FUND	0.00	35,000.00	100.00%
08-4-000810.00 BANK INTEREST	0.00	23.80	100.00%
08-4-000824.00 LOAN PROCEEDS	0.00	132,784.00	100.00%
08-4-009900.00 MISC REVENUES	0.00	3.00	100.00%
Total Revenues	0.00	167,810.80	100.00%
08-5-702692.00 FEMA ALTERNATIVE PROJECTS	0.00	7,000.00	100.00%
Total Expenditures	0.00	7,000.00	100.00%
Total HIGHWAY GARAGE FUND	0.00	160,810.80	
09-4-000810.00 BANK INTEREST	0.00	116.85	100.00%
Total Revenues	0.00	116.85	100.00%
Total Expenditures	0.00	0.00	0.00%
Total SOLID WASTE EQUIP FUND	0.00	116.85	
10-4-000810.00 BANK INTEREST	0.00	36.61	100.00%

Account	Budget	Actual	% of Budget
Total Revenues	0.00	36.61	100.00%
Total Expenditures	0.00	0.00	0.00%
Total POLICE STATION FUND	0.00	36.61	
11-4-000760.00 DESIG. GEN. FUND INCOME	0.00	10,000.00	100.00%
11-4-000810.00 BANK INTEREST	0.00	278.09	100.00%
Total Revenues	0.00	10,278.09	100.00%
Total Expenditures	0.00	0.00	0.00%
Total POLICE CRUISER	0.00	10,278.09	
12-4-000760.00 DESIG. GEN FUND INCOME	0.00	21,700.00	100.00%
12-4-000810.00 BANK INTEREST	0.00	22.13	100.00%
Total Revenues	0.00	21,722.13	100.00%
Total Expenditures	0.00	0.00	0.00%
Total TOWN REAPPRAISAL FUND	0.00	21,722.13	
13-4-000760.00 DESIG. GEN. FUND INCOME	0.00	20,000.00	100.00%
13-4-000810.00 BANK INTEREST	0.00	157.67	100.00%
Total Revenues	0.00	20,157.67	100.00%
Total Expenditures	0.00	0.00	0.00%
Total TRACY HALL FUND	0.00	20,157.67	
14-4-000810.00 BANK INTEREST	0.00	128.49	100.00%
Total Revenues	0.00	128.49	100.00%
14-5-100611.00 GEN ADMIN EQUIP	0.00	2,608.90	100.00%
Total Expenditures	0.00	2,608.90	100.00%

Account	Budget	Actual	% of Budget
Total GENERAL ADMIN. FUND	0.00	-2,480.41	
15-4-000800.00 DONATION GRANITE BENCH	0.00	1,525.00	100.00%
15-4-000810.00 BANK INTEREST	0.00	3.45	100.00%
Total Revenues	0.00	1,528.45	100.00%
Total Expenditures	0.00	0.00	0.00%
Total Granite bench with crystals	0.00	1,528.45	
16-4-000810.00 BANK INTEREST	0.00	5.88	100.00%
Total Revenues	0.00	5.88	100.00%
16-5-425346.00 DAM IMPROVEMENT	0.00	600.19	100.00%
Total Expenditures	0.00	600.19	100.00%
Total RECREATION FUND-DAM	0.00	-594.31	
17-4-000810.00 BANK INTEREST	0.00	21.99	100.00%
Total Revenues	0.00	21.99	100.00%
Total Expenditures	0.00	0.00	0.00%
Total RECREATION FUND-TENNIS CO	0.00	21.99	
Total Revenues	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00%
Total TOWN CLERK EQUIP FUND	0.00	0.00	
21-4-000760.00 DESIG. GEN. FUND INCOME	0.00	2,500.00	100.00%
21-4-000810.00 BANK INTEREST	0.00	39.29	100.00%
21-4-000818.00 BULLET PROOF VEST	0.00	431.50	100.00%
Total Revenues	0.00	2,970.79	100.00%

Account	Budget	Actual	% of Budget
21-5-500612.00 SPEC EQUIP CAPITAL	0.00	9,857.20	100.00%
Total Expenditures	0.00	9,857.20	100.00%
Total POLICE SPEC EQUIP FUND	0.00	-6,886.41	
Total Revenues	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00%
Total KIDS & COPS FUND	0.00	0.00	
23-4-000810.00 BANK INTEREST	0.00	122.89	100.00%
Total Revenues	0.00	122.89	100.00%
Total Expenditures	0.00	0.00	0.00%
Total AFFORDABLE HOUSING FUND	0.00	122.89	
24-4-000808.00 GRANT INCOME	0.00	845.04	100.00%
24-4-000810.00 BANK INTEREST	0.00	70.55	100.00%
Total Revenues	0.00	915.59	100.00%
24-5-580150.00 LAND MGMT COUNCIL	0.00	178.08	100.00%
24-5-580170.00 Women's Club Grant Expens	0.00	1,743.58	100.00%
Total Expenditures	0.00	1,921.66	100.00%
Total LAND MANAGEMENT COUNCIL F	0.00	-1,006.07	
25-4-000810.00 BANK INTEREST	0.00	36.11	100.00%
Total Revenues	0.00	36.11	100.00%
25-5-555322.00 FIRE STATION	0.00	4,697.39	100.00%
Total Expenditures	0.00	4,697.39	100.00%
Total FIRE STATION FUND	0.00	-4,661.28	
26-4-000760.00 DESIG. GEN FUND INCOME	0.00	20,610.00	100.00%

FIRE EQUIPMENT FUND

Account	Budget	Actual	% of Budget
26-4-000810.00 BANK INTEREST	0.00	228.90	100.00%
Total Revenues	0.00	20,838.90	100.00%
Total Expenditures	0.00	0.00	0.00%
Total FIRE EQUIPMENT FUND	0.00	20,838.90	
27-4-000810.00 BANK INTEREST	0.00	284.06	100.00%
Total Revenues	0.00	284.06	100.00%
Total Expenditures	0.00	0.00	0.00%
Total SIDEWALK FUND	0.00	284.06	
28-4-000810.00 BANK INTEREST	0.00	83.60	100.00%
Total Revenues	0.00	83.60	100.00%
Total Expenditures	0.00	0.00	0.00%
Total LONG TERM FACILITY STUDY	0.00	83.60	
Total Revenues	0.00	0.00	0.00%
Total TOWN MANAGER VEHICLE FUND	0.00	0.00	
30-4-000810.00 BANK INTEREST	0.00	3.67	100.00%
Total Revenues	0.00	3.67	100.00%
Total Expenditures	0.00	0.00	0.00%
Total BANDSTAND RENOVATION FUND	0.00	3.67	
Total Revenues	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00%

Account	Budget	Actual	% of Budget
Total COMMUNICATIONS STUDY FUND	0.00	0.00	
33-4-000808.00 TRANSFER FROM GENERAL FUN	0.00	6,489.44	100.00%
33-4-000810.00 INTEREST	0.00	2.12	100.00%
Total Revenues	0.00	6,491.56	100.00%
33-5-005702.00 CITIZEN ASSISTANCE	0.00	600.00	100.00%
Total Expenditures	0.00	600.00	100.00%
Total CITIZEN ASSISTANCE FUND	0.00	5,891.56	
34-4-000810.00 INTEREST	0.00	4.91	100.00%
Total Revenues	0.00	4.91	100.00%
Total WCTU FOUNTAIN	0.00	4.91	
Total Revenues	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00%
Total CORRIDOR TREE	0.00	0.00	
36-4-000810.00 INTEREST	0.00	1.37	100.00%
Total Revenues	0.00	1.37	100.00%
Total ALURA GRANT	0.00	1.37	
37-4-000810.00 INTEREST	0.00	3.33	100.00%
Total Revenues	0.00	3.33	100.00%
Total Expenditures	0.00	0.00	0.00%
Total MAIN STREET FLAGS	0.00	3.33	
Total Revenues	0.00	0.00	0.00%

Account	Budget	Actual	% of Budget
Total Expenditures	0.00	0.00	0.00%
Total SCHOOL LEASELAND	0.00	0.00	
Total Revenues	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00%
Total GOSPEL LEASELAND	0.00	0.00	
40-4-000810.00 BANK INTEREST	0.00	13.66	100.00%
40-4-009008.00 SCHOLARSHIP DONATIONS	0.00	20.00	100.00%
Total Revenues	0.00	33.66	100.00%
40-5-425248.00 SCHOLARSHIPS	0.00	67.00	100.00%
Total Expenditures	0.00	67.00	100.00%
Total RECREATION SCHOLARSHIPS	0.00	-33.34	
41-4-000760.00 DESIG. GEN FUND INCOME	0.00	88,000.00	100.00%
41-4-000810.00 BANK INTEREST	0.00	609.33	100.00%
Total Revenues	0.00	88,609.33	100.00%
Total Expenditures	0.00	0.00	0.00%
Total DPW-BRIDGE FUND	0.00	88,609.33	
42-4-000810.00 INTEREST	0.00	784.30	100.00%
Total Revenues	0.00	784.30	100.00%
42-5-700565.00 PAVING	0.00	48,691.53	100.00%
Total Expenditures	0.00	48,691.53	100.00%
Total DPW-PAVING FUND	0.00	-47,907.23	
43-4-000810.00 INTEREST	0.00	306.87	100.00%
Total Revenues	0.00	306.87	100.00%

Account	Budget	Actual	% of Budget
Total Expenditures	0.00	0.00	0.00%
Total BUILDINGS & GROUNDS	0.00	306.87	
44-4-000810.00 INTEREST	0.00	34.20	100.00%
Total Revenues	0.00	34.20	100.00%
Total Expenditures	0.00	0.00	0.00%
Total COMMUNICATIONS CONSTRUCTI	0.00	34.20	
45-4-000302.00 RESTORATION REVENUE	0.00	9,553.50	100.00%
45-4-000810.00 INTEREST	0.00	40.66	100.00%
Total Revenues	0.00	9,594.16	100.00%
Total Expenditures	0.00	0.00	0.00%
Total RECORDS RESTORATION	0.00	9,594.16	
46-4-000760.00 DESIG. GEN FUND INCOME	0.00	25,000.00	100.00%
46-4-000810.00 INTEREST	0.00	73.03	100.00%
Total Revenues	0.00	25,073.03	100.00%
Total GENERATOR FUND	0.00	25,073.03	
47-4-000819.00 BOND /LOAN PROCEEDS	0.00	107,216.00	100.00%
Total Revenues	0.00	107,216.00	100.00%
Total Expenditures	0.00	0.00	0.00%
Total PUBLIC SAFETY FACILITY	0.00	107,216.00	
Total All Funds	0.00	1,980,968.86	

8
FYI
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TOWN OF NORWICH POLICY DECISION MAKING PROCESS

STEPS

1

Citizen, Advisory Committee
Staff or Selectboard Member
Request New or Amended Policy

Selectboard
Places Policy on
Agenda

2

Discuss/First Hearing
Consider New Policy or
Amended Policy

Define Scope and
Assign to
Commissions,
Committees or Staff

No Further
Consideration

3

Defer
Action

Analysis of
Alternatives

Adopt Policy
Or
Amendment

4

Selectboard
Recommends

5

Policy Decision
Or
Amendment Recorded

4/4/2006

Town of Norwich
Request for Policy Consideration

Introduced By:

Selectboard Meeting Date/First Hearing:

Problem/Issue/Idea: Name:

Description of Problem/Issue/Idea (Need for Policy):

Selectboard Direction

No Further Action

Refer to:

Staff (Name)

Commission

Board

Committee

Due Date:



Stantec Consulting Services Inc.
55 Green Mountain Drive, South Burlington VT 05403-7824

8' MRPT
FYI

June 18, 2020
File: 195399000

Attention: Larry Wiggins, Public Works Director

Town of Norwich
Department of Public Works
P.O. Box 376
300 Main St
Norwich, VT 05055

Dear Larry,

Reference: Route 132 Culvert Replacement

We have developed the following scope of work and staff hour estimate to develop bid plans, specifications and cost estimates to replace the existing 5'x5' box culvert that carries an unnamed tributary to the Ompompanoosuc River under Route 132.

The project is being funded by the Town. Since federal funding is not being used, the project will not be subject to federal oversight. Additionally, since the route 132 is a town owned state route the project will not be subject to VTrans oversight.

SCOPE OF WORK

In general, the scope of this project will generally follow the project development process used by VTrans' Municipal Assistance Bureau (MAB). The process has been scaled back to reduce the schedule:

- ⇒ Project kick-off (completed)
- ⇒ Development of Preliminary Plans
- ⇒ Develop Contract Plans, technical specifications, final engineer's estimate and bid documents and assist with the bidding process
- ⇒ Limited engineering assistance during construction

PHASE A- PROJECT DEFINITION

TASK 1: PROJECT KICKOFF

Stantec met with Larry Wiggins onsite June 17th inspect the site and to discuss the goals and objectives of the Town.

Reference: Route 132 Culvert Replacement

PHASE B - PROJECT DESIGN

TASK 4 – PRELIMINARY DESIGN

Stantec will prepare Preliminary Plans and a conceptual construction cost estimate for the improvements. The Conceptual Plans will indicate the existing topography and other base information and illustrate the proposed work. The design will be in accordance with the 2018 VTrans Standard Specifications for Construction. Identified rights-of-ways, utilities, and other features affecting the design will be indicated on the plans. The basis for project pay items will be the 2018 VTrans Standard Specifications for Construction.

a. Plan Development

The Preliminary Plans will contain:

- Title Sheet (1)
- Quantity Sheets (1)
- Typical Sections (Approach, and Culvert)(1)
- Layout Sheet showing proposed grading and existing and proposed features (includes culverts, existing right of way, construction limits)(1)
- Roadway Profile (1)
- Culvert Elevation (1)
- Cross Sections (assume not required, grading information will be shown on layout sheet)
- Erosion Prevention Measures Plans and Detail Sheets (assume note required project will disturb less than 1ac and not require an EPSC plan)
- Signs and Pavement Markings Sheets (assume not required, information will be shown on Layout Plan)
- Traffic Control Plans (1)(Assume short term road closure for construction)
- Utility Relocation Sheets (assume not required)

Stantec will provide electronic (PDF) copies of the Preliminary Plans and construction cost estimate to the Town. The Preliminary cost estimate will be prepared in the standard Trans*Port Estimator format and will be submitted as both an Estimator file (.est) and in .pdf format. Stantec will develop the construction cost estimate utilizing individual items and unit prices.

b. Utility Conflicts

As previously noted, it is not anticipated that there will be utility conflicts.

TASK 5 – RIGHT OF WAY PLANS AND ACQUISITION PROCESS

It is assumed that project can be constructed within the existing right of way limits and no easements will be required. We have not included any effort associated with ROW easements or acquisitions.

TASK 6 – FINAL DESIGN/BIDDING

Stantec will prepare the final design of the project upon approval of Preliminary Plans by the Town.

Reference: Route 132 Culvert Replacement

drawings. If more shop drawings require review, the Town can anticipate that this work will take approximately two (2) hours of engineering time per shop drawing to complete. It is anticipated that three (3) visits to the project site during construction will be required. If site visits are requested by the Town, the Town can anticipate that this work will take approximately six (6) hours of Project Engineer time per site visit.

PROJECT TEAM

The project team will consist of the following individuals:

George Bogue, PE – Principal
Israel Maynard, PE – Project Manager
Erik Alling, PE – Project Engineer
Jared Grigas, PE – Structural Engineer
Polly Harris – Permit Specialist

Other technical support staff may be brought on depending on the technical skill required for specific tasks.

PROJECT SCHEDULE

1. Notice of Award: July 2, 2020
2. Start Work: July 6, 2020
3. Preliminary Plans: July 15, 2020
4. Submit Permit Applications: July 15, 2020
5. Preliminary Plans Approved: July 24, 2020*
6. Submit Permit Applications: July 24, 2020
7. **Permitting Complete: September 15, 2020*
8. Contract Plans submitted: September 15, 2020
9. Advertise: September 18, 2020*
10. Construction Bids Due: October 1, 2020*
11. Construction Completion: November 27, 2020*

*Schedule item not controlled by Stantec. These items are on the critical path for project completion and any delays could potentially impact subsequent milestones.

**Permitting complete is based on an assumed 3 month duration for an individual wetlands permit review. Depending on the amount of wetland impact this may change to a Stream Crossing general permit that would greatly reduce this timeframe. This will not be known until the preliminary plans are developed.

One strategy for the Town to consider in reducing the construction schedule would be to order culvert components with significant lead times ahead of bidding. The contractors would then bid on installation of those items and not procurement.



TASK-LABOR HOUR SCHEDULE

Route 132 Culvert Replacement

Town of Norwich, Vermont

June 19, 2020

TASK	Principal	Project Manager	Structural Engineer	Project Eng. / Permit Spec.	Tech.	TOTAL
Phase A - Project Definition						
1 Project Kickoff meeting						
1a Project Kickoff Meeting						
Assume not required						
2 Topographic Survey and Basemapping						
2a Right of Way and Deed Information added to basemap		2			4	6
2b Limited Ground Survey				6	8	14
2c Orthophotos, Lidar, Parcel Data		0.5			4	4.5
2c Soils Investigation						
Assume not required						
3 Permitting and Investigations						
3a Wetland Permit						
3a.1 Delineation (Prep, Travel, forms)				16		16
3a.2 Delineation Verifications site visit with ANR Staff				6		6
3a.3 Individual Wetland Permit Application				18		18
3b Stream Alterations Permit						
3b.2 Stream Alterations Permit application				10		10
3b.3 Hydrology and Hydraulics Analysis		0.5		6		6.5
3c 3b.1 Army Corps of Engineers Permit Application				20		20
Phase B - Project Design						
4 Preliminary Design						
4a Plan Development (60% Plans)						
4a.1 Title Page				1	2	3
4a.2 Layout Sheets (assume 1 required)		1	2	4	4	11
4a.3 Culvert Elevation			1	2	4	7
4a.4 Typical Sections and Details (Assume 1 sheet)		1	2	2	6	11
4a.5 Cross-Sections						
Assume not required, Grading information shown on layout						
4a.6 Traffic Control Plans and Notes Assume 1 sheet)		1		4	4	9
4a.7 Utility Coordination						
Assume not required						
4a.8 Cost Estimate		1		2	4	7
4a.9 Quality Assurance/Quality Control	1	1	1	1	2	6
4a.10 Submission to Town					1	1
4a.11 Respond to Town Comments		1				1
4b Utility Conflicts						
Assume not required						
5 Right of Way Plans and Acquisition						
Assume not required						
6 Final Design and Bidding						
6a Final Plans (85%)						
Assume not required						
6b Contract Plans/Specifications/Estimate						
5.b.1 Contract (100%) Plans		2	2	16	16	36
5.b.2 Construction Bid Package	1	2	1	8	4	16
6 Construction						
5.a Invitation to Bid						
5.a.1 Advertise Bid						
To be completed by Town						
5.a.2 Pre-Bid Meeting						
Assume not required						
5.a.3 Issue Addendum						
Assume not required						
5.a.4 Bid Opening						
To be completed by Town						
5.a.5 Tabulate Bids						
Assume not required						
5.b Bid Analysis						
Assume not required						
9.3.6 Analyze Bids						
Assume not required						
9.3.7 Award Recommendation						
Assume not required						
9.3.8 Contract Award						
To be completed by Town						
Phase C - Construction Design Services						
# Construction Services						
10.1 Shop Drawings (assume 1 shop drawing (Culvert))			2			2
10.2 Questions (assume 1 hour/week for 4 weeks)				4		4
10.3 Site Visits (assume 3 visits 6 hours each)				18		18
TOTAL STANTEC HOURS	2	13	11	144	63	233



DIRECT EXPENSES
Route 132 Culvert Replacement
Town of Norwich, Vermont
 June 19, 2020

1. Vehicle Mileage					
a. To and from project site (186 miles round trip x 6 trips = 1,116)	1116	miles	x	\$0.575 / mile	= \$642
TOTAL Vehicle Mileage					= \$642
<hr/>					
2. Subsurface Investigation					
a. Exploratory excavation					= \$0
b. Borings					= \$0
c. Infiltration test materials		16			= \$0
TOTAL Subsu					18 = \$0
<hr/>					
3. Lodging and Meals					
Lodging	0		days x	\$70.00	20 = \$0
Meals	0		days x	\$30.00 / day	= \$0
TOTAL Lodging and Meals					= \$0
<hr/>					
4. Printing and Reproduction					
Conceptual Plans	Assume submitted electronically				
Full Size				\$0.73 / sheet	= \$0
Half Size				\$0.54 / sheet	= \$0
Preliminary Plans	Assume submitted electronically				
Full Size				\$0.73 / sheet	= \$0
Half Size				\$0.54 / sheet	= \$0
Final Plans	Assume submitted electronically				
Full Size				\$0.73 / sheet	= \$0
Half Size				\$0.54 / sheet	= \$0
Contract Plans	Assume submitted electronically				
Full Size				\$0.73 / sheet	= \$0
Half Size				\$0.54 / sheet	= \$0
Right-of-Way Plans	Assume submitted electronically				
Full Size				\$0.73 / sheet	= \$0
Half Size				\$0.54 / sheet	= \$0
Misc Printing (Estimated)					= \$0
TOTAL Printing					= \$0
<hr/>					
TOTAL Direct Expenses					= \$642

Note: While the Federal vehicle mileage reimbursement rate is used for budgeting purposes, Stantec will only bill the rate as approved by the Town.

Town of Norwich, Vermont



CHARTERED 1761

(10)
SOME BACKGROUND
ON A RECLASS. OF
CHURCH ST + RTE 10A/
MAINST. THAT
MAY BE USEFUL FOR

Neil R. Fulton
Town Manager

RTE 132

December 19, 2013

Tammy Ellis
District 4 Transportation Administrator
221 Beswick Drive
White River Junction, VT 05001

Dear Ms. Ellis:

This letter is to confirm previous emails regarding the possible conversion of segments of state roads in Norwich to Class 1 Town Highways. My email to you dated October 10, 2013 made the following statement:

"The Selectboard last night discussed the possible reclassification of Church Street and Route 10A/Main Street from State Highways to Class 1 Town Highways. The Selectboard asked that I convey to you that they are interested and support Church Street becoming a Class 1 Town Highway but are not supportive of Route 10A/Main Street becoming a Class 1 Town Highway. They are concerned with the complexity of that section, the street lights, traffic signals, Interstate intersection, railroad bridge, etc. and felt that is beyond the ability of Norwich to properly maintain it as a Class 1 Town Highway. They recognize that, as a result of the project agreements for the Ledyard Bridge and Enhancement Project, Norwich is already responsible for plowing of the sidewalks and parking lanes as well as the striping of the bike lanes, mowing of the ROW and maintenance of the medians and similar features and that will continue."

I asked in that email if we should meet to discuss the next steps.

In an email to you dated November 12, 2013 I asked if the MOU that was being prepared by AOT for the reclassification was going to be limited to only Church Street. I have not received a response.

Please confirm that the MOU being prepared will apply only to Church Street.

OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: RECLASSIFICATION OF CHURCH STREET AND A PORTION OF
MAIN STREET/ROUTE 10A TO A CLASS 1 TOWN HIGHWAY
DATE: OCTOBER 3, 2013

The Agency of Transportation (AOT) has conducted a survey of the above road sections in preparation for developing a Memorandum of Understanding to transfer the responsibilities for maintaining Church Street and a portion of Main Street/Route 10A to the Town of Norwich. Attached is the following information to facilitate discussion of the reclassification.

- Background Information that includes actions of previous Selectboards, the Vermont Legislature, excerpts from the Vermont Statutes, and information on the change in responsibilities of AOT and Norwich and other information pertaining to the reclassification.
- Memoranda from Andy Hodgdon dated August 18, 2013, March 24, 2010 and January 23, 2010.
- Memorandum from Chuck Wise of TRORC dated March 7, 2009.
- Memorandum from R. Chamberlin of RSG dated March 11, 2009.
- Draft of a letter from David Scott of AOT in regards to the Enhancement Project.

The reclassification was supported by the 2009 and 2010 Selectboards and Representatives Masland and Cheney. In addition, AOT has spent monies surveying the ROW in preparation for the reclassification.

Street) to its intersection with the Norwich State Highway at approximately U.S. Route 5 mile marker 2.448.

(b) Control of the highways but not ownership of the lands or easements within the highway right-of-way shall be relinquished to the town of Norwich. The town of Norwich shall not sell or abandon any portion of the relinquishment areas or allow any encroachments within the relinquishment areas without written permission of the agency of transportation.

19 VSA § 306. Appropriation; state aid for town highways

(a) General state aid to town highways. An annual appropriation to class 1, 2 and 3 town highways shall be made. This appropriation shall increase or decrease over the previous year's appropriation by the same percentage as any increase or decrease in the transportation agency's total appropriations funded by transportation fund revenues, excluding the town highway appropriations for that year. The funds appropriated shall be distributed to towns as follows:

- (1) six percent of the state's annual town highway appropriation shall be apportioned to class 1 town highways. The apportionment for each town shall be that town's percentage of class 1 town highways of the total class 1 town highway mileage in the state;
- (2) forty-four percent of the state's annual town highway appropriation shall be apportioned to class 2 town highways. The apportionment for each town shall be that town's percentage of class 2 town highways of the total class 2 town highway mileage in the state;
- (3) fifty percent of the state's annual town highway appropriation shall be apportioned to class 3 town highways. The apportionment for each town shall be that town's percentage of class 3 town highways of the total class 3 town highway mileage in the state;
- (4) moneys apportioned under subdivisions (1), (2), and (3) shall be distributed to each town in quarterly payments beginning July 15 in each year;
- (5) each town shall use the monies apportioned to it solely for town highway construction, improvement, and maintenance purposes or as the nonfederal share for public transit assistance. These funds may also be used for the establishment and maintenance of bicycle routes. The members of the selectboard shall be personally liable to the state, in a civil action brought by the attorney general, for making any unauthorized expenditures from money apportioned to the town under this section.

19 VSA § 306a. Class 1 town highways; agency responsibility for scheduled surface maintenance

(a) Unless otherwise directed by the legislative body of a municipality, the agency shall assume direct responsibility for scheduled surface maintenance of all class 1 town highways, at no expense to the municipality. The class 1 town highways shall be included in the agency's pavement management system and analyzed for resurfacing needs and considered for programming of available federal and state funds on the same basis as state highways.

(b) The provisions of this section shall not affect any legislative body's jurisdiction over class 1 town highways or any municipality's responsibility for general maintenance of class 1 town highways, including, but not limited to, spot patching, traffic control devices, curbs, sidewalks, drainage, and snow removal.

(c) Notwithstanding the provisions of this section, major reconstruction of class 1 town highways, beyond the usual scope of resurfacing, shall continue to be a municipal responsibility, subject to availability of federal and state aid under chapter 15 of this title and payment of the uniform local

23 VSA § 1394. Designation of class 1 town highways

The class 1 town highways connecting the state highways through cities, villages, or municipalities shall be designated by the state transportation board and marked by the state secretary of transportation. The state secretary of transportation shall have signs erected on each road which leads off the state highway system stating the legal load of the highway leading from the state highway system. (Amended 1975, No. 7, eff. Feb. 14, 1975.)

Speed Limits

The criteria for setting speed limits is the same for AOT and Norwich.

Weight Limits

Any change in weight limits requires the approval of the Secretary of Transportation.

Safe Routes to School Project

The construction of the sidewalk on Church Street from the Congregational Church to Carpenter Street requires a 19 VSA §1111 from AOT if Church Street is a State Highway. If Church Street was a Class 1 Town Highway there probably would be more flexibility with the design. RSG is proceeding based on Church Street staying a State Highway so we can build the project during the next construction season.

State Highway Aid

	Milage			State Aid	
	Current	With Class 1	\$/Mile	Current	W/Class 1
Class 1	0.00	1.75	11,213.23	-	19,623.15
Class 2	14.55	14.55	4,119.96	59,945.42	59,945.42
Class 3	61.22	61.22	1,521.72	93,159.86	93,159.86
				153,105.28	172,728.43

There should be supplement aid in addition to the above for that portion of Route 10A that has more than two lanes.



TOWN OF NORWICH
DEPARTMENT OF PUBLIC WORKS
26 New Boston Road
Norwich, VT 05055
802-649-2209 Fax: 802-296-0060
Norwich_highway@earthlink.net

To: Neil Fulton, Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Class 1 Town Highway Conversion
Date: August 18, 2013

The following is the information that you asked me to provide you concerning the cost of the Class 1 Town Highway conversion:

Streetlights:

I obtained the following information from Steve Blood, customer service representative from Green Mountain Power. He provided me with copies of the most recent power bills for the Class 1 roadway.

- The 34 streetlights are rented from Green Mountain Power
- The monthly cost for these streetlights is currently \$777.00
- They can be converted to LED's, which would bring the cost down to \$441 per month. This would save \$336 per month or \$4,032 per year.
- As soon as the conversion is completed, Green Mountain Power is prepared to do the conversion to LED lights
- There are three sets of traffic lights that are already LED. Their cost is broken down as \$29.04 per month for the traffic lights at the intersection of Ledyard Bridge and River Road, \$40.53 per month for the traffic lights on the south side of Route 10A, and \$40.68 per month for the traffic lights and the intersection of I 91 and US Route 5.

Paving Markings and Sweeping:

As indicated in my budget explanations for fiscal year 2013/2014, the yearly cost for pavement markings would be \$6,000 per year and the cost of sweeping would be \$900 per year.



TOWN OF NORWICH
DEPARTMENT OF PUBLIC WORKS
26 New Boston Road
Norwich, VT 05055
802-649-2209 Fax: 802-296-0060
Norwich_highway@earthlink.net

To: Peter Webster, Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Segments #1 and #3 of Class 1 Reclassification-Cost vs Revenue
Date: March 24, 2010

In my previous cost estimate and combined the cost of maintaining Segments #1 and #2. The following is a cost estimate of maintaining Segment #1 only, if it is decided not to pursue the reclassification of Segment #2. Segment #3 was done separately.

Costs of Maintaining Segment #1-

Segment #1 goes from the River Road/Route 5 intersection proceeding southward along Route 5 South (Church Street) to the intersection of Route 5/10A. The length of this segment is 1.422 miles.

Plowing:

1 hour @ \$75.00 per hour. We plow an average of 25 times per year $25 \times \$75.00 = \$1,875$.

Treating the Pavement:

The average salt application would be 400 lbs. of salt per mile $\times 1.422$ miles = 569 lbs. of salt per application (.2845 tons).

We salt an average of 35 times per year. The price of salt for the 2009/2010 winter season was \$65.44 per ton.

The cost this year for 569 lbs. of salt would be \$18.61.

$\$18.61 \times 35$ applications = \$651.35 per year.

Cost of truck and operator for salt application would be $\frac{1}{2}$ hour per application at \$75.00 per hour-- $\$37.50 \times 35 = \$1,312.50$

Segment 1 snow removal = \$1,500

Salt to bare off pavement after snow removal: \$187.50

Total Cost to maintain Segment #3: \$9,559.90

State funding for Class 1 Highway on this section: \$5,786.04

State funding is based on \$11,127 per mile per year.

Total cost of maintaining Segments #1 and #3 combined per year:
\$15,602.75

Total state funding for Segments #1 and #3 combined (1.942 miles):
\$21,608.63

Even with the streetlight expense on Route 10, revenues outweigh expenses
by \$6,005.88.

hour with equipment and manpower would be approximately the same-\$150 per hour- 2hours x \$150= \$300 per snow removal. We remove snow an average of 5 times per year- \$300 x 5= \$1,500. After each snow removal, we need to apply salt to the area to bring it back to bare pavement. Approximately 350 lbs. of salt would be used each time for this purpose. At \$65.44 per ton, it would cost \$0.033 per pound. 350 lbs. x \$0.033 x 5 times per year= \$57.75. ½ hour with a town truck each salt application is needed at \$75.00 / hour: \$37.50 x 5 = \$187.50.

- Spring Cleanup: Sweeping is done in the spring to clean up debris. The cost of this now would be \$400 per year.
- Fall Cleanup: The cost of fall cleaning of leaves and debris from the tops of the DI's would remain the same at \$304.

Total Cost Per Year of Maintaining the Proposed Class 1 Conversion:
Approximately \$6,781.95.

This cost update is for the proposed Class 1 conversion, which includes two segments:

- **Segment 1:** From the intersection of River Road and Route 10 (1.26mm) proceeding northward along Route 5 North (Church Street) to the intersection of Route 5 and River Road (2.448mm). The length of this segment is 1.422 miles.
- **Segment 2:** From the US Route 5 / River Road intersection to the intersection of River Road and Route 10A. The length of this segment is 1.150 miles.

I have recently been informed by VT AOT-District 4 office that we could now reclassify Route 10A as a Class 1 Highway as well. This segment- Segment 3- is 2,756 feet long or .52 miles. The following is a cost estimate for maintaining Section 3:

- Plowing: It would take an average of ½ hour to plow this. During the daytime it might take a little bit longer due to traffic, but most of our plowing is done at night, so I have based it on ½ hour. At \$75.00 per hour for truck and driver, this would mean a cost of \$37.50 for each plowing for an average of 25 times per year. \$37.50 x 25 = \$937.50.
- Treating the pavement: The average salt application would be 400 lbs. of salt per mile. Because part of this road is two lanes and is

4. The Class 1 payment from the State to the Town will be \$11,127 per mile. For all three segments this would total \$34,404.68. It would only cost approximately \$9,333.85 per year to maintain these roads.
5. The proposed sidewalk project along Church Street from the Marion Cross School eastward would be much easier to accomplish if it is a Class 1 highway.
6. We are already maintaining the sidewalks, doing snow removal on some sections, and doing the sweeping and debris cleanup. Why not get compensated for it?

Disadvantages:

1. There would be an increased workload for the Public Works Department.

(Disadvantages #2 and #3 from my original memo no longer apply.)

8. ? Inlet is mostly blocked with debris. Could not assess condition.
9. Steel Acceptable condition
(VT AOT does not maintain driveway culverts. They consider these to be the homeowner's responsibility.)

1-23-10

Culvert Inventory-Route 10A

Road Culverts: None

Driveway Culverts: None

Drop Inlets: There are 17 drop-inlets. They are all in excellent condition, as they all were rehabbed during the summer of 2009.

January 24, 2010

In 2007, Mr. Masland and Ms. Cheney introduced House Bill 295 that proposed reclassification. H.295 helped motivate the Town, Regional Commission, and VTrans to more formally investigate reclassification impacts. The local impacts, best summarized by Andy Hodgdon's October 2007 memo (Attachment #1), suggested a net benefit for reclassifying these roads. However, the Selectboard voted to table the Class 1 discussion until after the VTrans roadway project¹ was complete.

It should be noted that many of the design elements that started this reclassification discussion are not present in the current enhancement work that will be completed as part of the larger roadway project. However, it is conceivable that many of these streetscaping improvements could happen at a later date.

The February 20th draft transportation bill (Attachment #2) has language for reclassifying roads in Essex Junction and Norwich. VTrans consulted the Regional Commission and we quickly brought the Town into the discussion. Because of staff turnover, VTrans does not have a clear idea how the language got included into the transportation bill. After that initial feedback, it was considered more constructive to just accept the fact without further investigation.

Currently the Legislature is on a two week break, discussions with staff indicate that once they return on March 16th this Bill will be promptly addressed by the House. This affords us little time to indicate whether the current Bill language should remain, be amended, or be removed.

What does Class 1 mean? This is a legal designation for a public highway that confers certain rights and privileges to the State and Town. Here are the general rules:

1. Class 1 Town highways are subject to the concurrent responsibility and jurisdiction between VTrans and the Town.
2. VTrans is responsible for scheduled surface maintenance or resurfacing (19 V.S.A. Section 306(a)) while Towns are responsible for general summer/winter maintenance.
3. VTrans does center line pavement markings (19 V.S.A. Section 311), while the Town maintains sidewalks, crosswalks, and on-street parking markings.
4. There is joint authority on highway protection matters such as obstructing travel, marking of hazards, injuring the highway, installing utilities (19 V.S.A. Chapter 11).

Vermont Law outlines an active partnership between State and Town while in practice the State defers to the Town's management practices. In many instances, the day-to-day interpretation of this partnership depends on the particular issue and the staff

¹ Hartford/Norwich transportation project – Project is for resurfacing US5 in Hartford and Norwich, starting at the terminus of the current Hartford Tafts Flat project and extending north until Norwich US 5 / River Road intersection. Project also includes Bugbee Street (Hartford), VT 10a (Norwich), and River Road (Norwich).

Selectboard Action Items: The Selectboard should provide Town and Regional Commission staff guidance on how to proceed with the proposed Class 1 reclassification.

- (1) Reaffirm Selectboard's earlier decision to table the Class 1 reclassification which will require Staff to request the proposed reclassification language be removed from the Transportation Bill.
- (2) Accept reclassification as presented or amended in the Transportation Bill.
- (3) Accept reclassification with the stipulation that the language in the Transportation Bill be removed and a new Cheney/Masland bill sponsored.
- (4) Reject reclassification.

As staff, my recommendation would be action item (3). I believe our Representatives will be best able to serve Norwich while working with VTrans staff. Furthermore, this Bill could be implemented in a more suitable timeframe.

Several maintenance items move directly to the Town's responsibility under Class 1 designation. These include: pavement patching/sealing/pothole filling; culvert maintenance and replacement; stormwater facility maintenance; and sign maintenance.

Based on discussions with others at VTrans and in municipalities, there is the potential for some sharing of responsibility for the following maintenance items: sign installation, guardrail maintenance, and striping. These items are typically upgraded as part of any scheduled paving project. The Town may have additional needs for signing and striping that go beyond those necessary to ensure MUTCD compliance. In such cases, the Town would be responsible for the additional signing and striping costs.

Andy Hodgdon reports that his department currently conducts routine maintenance along the segment of US 5 from the Marion Cross School to the Simpson Gateway Development. These tasks include maintaining stormwater drop inlets (DIs) every fall, sweeping the road area once per year, and removing snow (approx. 5 times per year). Total annual cost for these tasks is estimated to be \$4,022.75. These costs would, of course, continue to be borne by the Town under Class 1 designation.

2.0 Costs Associated with Class 1 Designation

Andy Hodgdon's analysis indicates that the 2.5 mile of highway under consideration for Class 1 designation would cost the town \$8,081 per year to maintain (inclusive of the routine maintenance costs the Town is currently bearing, \$4,022.75, cited above). This additional expenditure is compared to a payment of \$27,818 per year from VTrans (\$11,127 per mile) for assuming maintenance responsibility.

Given the parameters of this analysis, it would appear that assuming jurisdiction over the 2.5 mile segment would create a \$19,737 annual revenue flow to the town (\$27,818-\$8,081).

This analysis is based on average costs for labor and equipment (e.g. \$75/hour for plowing). To the extent that the additional maintenance responsibilities lead to the need to hire more people or purchase a new piece of equipment, the average costs won't accurately reflect the costs of assuming jurisdiction over these roadway segments.

Other marginal costs, which the Town should assume will occur, should be considered as well. For example, under its current classification, if a culvert under US 5 fails, VTrans is notified of the failure and responds to fix the problem at its cost. Under Class 1 designation, this responsibility lies with the Town. Similarly, a damaged sign is, under current designation, VTrans's responsibility; under Class 1 designation fixing the sign is the Town's responsibility. These types of special costs would be the Town's responsibility under Class 1 designation.

In our discussions with other towns having Class 1 highways there was universal agreement that the VTrans payments did not cover the additional costs borne by the Town. None of the interviewees did a precise accounting for costs and revenues. Given these uncertainties I would recommend that the town assume that Class 1 designation is revenue neutral.

3.0 Advantages of Class 1 Designation

The major advantages of Class 1 designation have been outlined by others, but two important ones, and their implications, are summarized here:

1. **Control over the design elements of the roadway** (lane widths, pavement treatments, ancillary facilities such as sidewalks, pathways, street furniture). This advantage was perhaps most compelling with regard to the Norwich Enhancement project, where several disagreements between the design team, the Town, and VTrans resulted in difficult and prolonged decision making, delaying the progress of the project.

It is fair to assume that this current opportunity for Class 1 designation emerged as a solution to those design disagreements. To my knowledge most of these design issues have been ironed out, so the need for Class 1 designation is no longer urgent. However, it is reasonable to expect that



Dear Sirs;

It was good to meet with you on November 5, 2004 with regards to your proposed improvements to VT10A in the town of Norwich.

One of the major issues we discussed during our visit was the possibility of the town receiving jurisdiction of the portion of US 5 beginning at the VT 10A and US Route 5 intersection and extending northerly for approximately 2475 feet, (0.47 mile), ending at the entrance to the school located in Norwich village.

The procedure for changing designation, (reclassification) is contained in 19 Vermont Statutes Annotated Section 708 and following Sections and is briefly outlined below:

- 1) Petition to the governing body, signed by at least 5 percent of the voters or landowners, is received. The governing body may act on its own without a petition.
- 2) Hold a hearing, giving 30 days notice to petitioners and the Town Planning Commission. View the highway in question. Receive testimony from interested parties. Generally board members should refrain from carrying on a discussion with the parties, except to clarify facts and issues.
- 3) Render a written decision, giving the public good, necessity and convenience of the inhabitant's proper consideration. The decision should be set out the reason or logic behind the action taken. The action should occur at a duly called meeting of the governing body, and within 60 days after the hearing.
- 4) A person not satisfied with the decision may appeal to the district court (19 V.S.A. Section 706) or the superior court (19 V.S.A. Section 740).

The town should also be reminded that Class 1 Town highways are subject to concurrent responsibility and jurisdiction between the Municipality and Vtrans on several matters. Vtrans is responsible for scheduled surface maintenance or resurfacing (19 V.S.A. Section 306(a) while municipalities are responsible for pot hole patching, crack filling, etc; Vtrans is responsible for center line pavement markings (19 V.S.A. Section 311), while the municipalities are responsible for sidewalks, crosswalks and parking; and there is joint (concurrent) authority on highway protection matters such as obstructing travel, marking of hazards, injuring the highway, installing utilities, etc, (19 V.S.A. Chapter 11). Vtrans has exclusive authority to designate Class 1 Highways.

The town of Norwich would also receive an increase from the Town Highway Grant Program for the section of highway to be taken under their jurisdiction. The

*12000 State
roadway!*
STJ
info for
File
ref.
only

State of Vermont
Department of Liquor and Lottery
Division of Liquor Control
13 Green Mountain Drive
Montpelier, VT 05620-4501
liquorcontrol.vermont.gov

[phone] 802-828-2345
[fax] 802-828-1031

Patrick Delaney, Commissioner

FYI

COVID-19 Update as it Impacts the Liquor License Renewal

June 17, 2020

COVID-19 Update as it Impacts the Liquor License Renewal Process and Outside Consumption Permits

Outside Consumption Permits

On June 15, 2020, Governor Scott extended the Executive Order 01-20 relating to COVID-19. In this Amended and restated Executive Order the Governor has extended the timeline on provisions for outside consumption. The date for these modifications have been extended to allow for continued use of the provisional Outside Consumption Permit.

Provisional OCPs will now be valid until July 15, 2020. The provisional OCP is designed to allow valid licensees to serve alcohol in defined outside areas upon submission. The online form can be found [here](#). The applicant also needs to apply for a regular OCP through the application process with the municipality. The OCP application can be found [here](#). The fee for an OCP has been waived at this time. The Municipality will then review the application and forward it to Department of Liquor & Lottery, Division of Liquor Control (DLL) with recommendations. DLL will then process the application.

Any provisional OCPs that were issued and not yet replaced with a regular OCP will automatically be extended to July 15, 2020.

License renewals

License renewal process procedures have also been extended by DLL. Any licensee that has not already done so, but wishes to initiate the renewal process, may fill out the "intent to renew" form found [here](#) and also immediately submit their renewal to the municipal clerk with the appropriate fees attached. Renewals were sent to the



licensees early in the year. If licensees do not have their renewals, they may contact the municipal clerk to obtain a copy.

Please note: These amendments and provisions are designed to help licensees re-open and operate immediately without the delay of traditional processing times. It is incumbent on the licensee to complete the process by following the guidelines provided. Failure to follow through with the process will result in the licenses and permits becoming invalid upon modification or expiration of the executive order. Any questions may be directed to the Licensing division at 802-828-2339 or DLC.EnfLic@vermont.gov.

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2020 LIQUOR LICENSE RENEWAL APPLICATION
OUTSIDE CONSUMPTION PERMIT

6238-001-OUTC-001

Page 1
Fee: \$20.00
Paid to DLC

License Year Beginning May 1, 2020 ending April 30, 2021

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: L'Elephant Vert, LLC
Doing Business As:

Licensee # 6238- 1

Carpenter and Main Restaurant
326 Main Street
Norwich VT 05055
Telephone: (802) 649-2922

Mailing Address:
PO Box 1623
Norwich VT 05055

PLEASE INCLUDE EMAIL ADDRESS: bvce@vermont.com

Description of the delineated area is as follows:
Front patio being 13'x25' in size, three steps up from surrounding garden with seating 12 people.
June 1st through October 15th
5:30 p.m. to 10:00 p.m.

I/We hereby certify, under the pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, Section 3113)

I/We hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or are in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 1378(b), I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

I/We hereby certify that the information in this application is true and complete.

Dated this 14 day of February, 2020

Signature of authorized agent of corporation, company, club or association

Signature of individual or partners

[Signature]
MANAGE-MEMBER
(Title)

Are you making this application for the benefit of any other party? Yes No

MAKE CHECKS PAYABLE TO AND MAIL TO: VERMONT DIVISION OF LIQUOR CONTROL
13 GREEN MOUNTAIN DRIVE
MONTPELIER, VT 05602

LOCAL COMMISSIONER SECTION BELOW

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the commissioners will endorse their recommendation on the back of the application and transmit it to the Liquor and Lottery Control Board for suitable action thereon, before any License may be granted. For the information of the Liquor and Lottery Control Board, applications shall carry the signature of each individual commissioner registering either approval or disapproval.

APPROVED

DISAPPROVED

Approved by Board of Control Commissioners of the City or Town of _____.

Total Membership _____, _____ members present Attest, _____, Town Clerk

2020 LIQUOR LICENSE RENEWAL APPLICATION

THIRD CLASS RESTAURANT/BAR LICENSE TO SELL SPIRITUOUS LIQUORS

6238-001-3RST-001

Page 1

Fee: \$1,095.00

Paid to DLC

Seasonal Fee: \$550.00

Town: 14055 - NORWICH

License Year Beginning May 1, 2020 ending April 30, 2021

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: L'Elephant Vert, LLC

Licensee # 6238- 1

Doing Business As:

Carpenter and Main Restaurant
326 Main Street
Norwich VT 05055
Telephone: (802) 649-2922

Mailing Address:
PO Box 1623
Norwich VT 05055

PLEASE INCLUDE EMAIL ADDRESS: bruce.macleod@1961@yahoo.com

Description of Premises:

Premises: XX Owned Leased

Restaurant located on the first floor and basement of a two story wood frame building located at 326 Main Street at intersection of Carpenter Street, in the town of Norwich, Vermont

Last Enforcement Seminar: 02/18/2019

This Club is: An unincorporated Association? Yes XX No
A Limited Liability Company? XX Yes No
A Vermont Corporation? Yes XX No

Majority of Members are US Citizens: Yes

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Limited Liability

Table with 6 columns: Company, Name, Address, Town/City, State, Zip Code. Lists members: MacLeod, Bruce D.; Huston Snow, Dawn Ellen; Anderson, Errik Brian; Anderson, Emily Stein.

Has any person been convicted or pleaded guilty to any criminal or motor vehicle offense in any court of law (including traffic tickets by mail) during the last year? Yes X No

If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any person held any elective or appointive state, county, city, village or town office in Vermont (See VSA, T.7, Ch.9, Sec. 223)? Yes X No

If yes, please attach the following information: Individual's name, office and jurisdiction

Vt. Dept. of Health Food License No.: 3131

Vt. Dept. of Health Lodging No.:

Vt. Tax Dept. Meals & Rooms Cert./Acct. No.:

Disclosure of Non-profit Organization?: Yes XX No

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands that he/she must maintain a list of the names and residences of paid up members, a list of club officers, and a list of employees of the club and their annual salaries. These lists must remain on the licensed premises and be available for inspection upon request.

The applicant understands and agrees that the Liquor and Lottery Control Board may obtain criminal history record information from State and Federal record repositories.

I/We hereby certify, under the pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, Section 3113)

I/We hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or are in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 1378(b), I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page

2020 LIQUOR LICENSE RENEWAL APPLICATION
THIRD CLASS RESTAURANT/BAR LICENSE TO SELL SPIRITUOUS LIQUORS

6238-001-3RST-001
Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 2nd day of April, 2020

Signature of authorized agent
of corporation, company, club or association

Signature of individual or partners

[Handwritten Signature]

Manager/Member
(Title)

Are you making this application for the benefit of any other party? Yes No

**MAKE CHECKS PAYABLE TO: VERMONT DIVISION OF LIQUOR CONTROL
13 GREEN MOUNTAIN DRIVE
MONTPELIER, VT 05602**

MAIL CHECK WITH COMPLETED FORMS TO THE TOWN OR CITY CLERK

----- LOCAL COMMISSIONER SECTION BELOW -----

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the _____ commissioners will endorse their recommendation on the back of the application and transmit it to the Liquor and Lottery Control Board for suitable action thereon, before any License may be granted. For the information of the Liquor and Lottery Control Board, applications shall carry the signature of each individual commissioner registering either approval or disapproval.

APPROVED

DISAPPROVED

Approved by Board of Control Commissioners of the City or Town of _____.

Total Membership _____, _____ members present Attest, _____, Town Clerk

The seasonal fee applies to establishments open for six continuous months or less of the license year.

**TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:
DIVISION OF LIQUOR CONTROL
13 GREEN MOUNTAIN DRIVE
MONTPELIER, VT 05602**

If application is disapproved, local control commissioners shall notify the applicant by letter.

No formal action taken by any agency or authority of any town board of selectmen or city board of aldermen on a first or second class license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec.312

2020 LIQUOR LICENSE RENEWAL APPLICATION
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

6238-001-1RST-002

Page 1

License Year Beginning May 1, 2020 ending April 30, 2021

Fee: \$230.00 of which
\$115.00 is paid to town/city
\$115.00 is paid to DLC
Town: 14055 - NORWICH

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS
FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: L'Elephant Vert, LLC

Licensee # 6238- 1

Doing Business As:

Carpenter and Main Restaurant

Mailing Address:

326 Main Street

PO Box 1623

Norwich VT 05055

Norwich VT 05055

Telephone: (802) 649-2922

PLEASE INCLUDE EMAIL ADDRESS: bruce.macleod1961@yq.haw.com

Description of Premises:

Restaurant located on the first floor and basement of a two story wood frame building located at 326 Main Street at intersection of Carpenter Street, in the town of Norwich, Vermont

Premises: Owned Leased

Last Enforcement Seminar: 02/18/2019

Filed Articles of Organization: **Yes**

Date Filed: 03/29/2007

Federal ID Number: 20-8714375

Majority of Members are US Citizens: **Yes**

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Limited Liability

Company	Name	Address	Town/City	State	Zip Code
Member	1. MacLeod, Bruce D.	89 Hazen Street	White River Junction	VT	05001
Member	2. Huston Snow, Dawn Ellen	89 Hazen Street	White River Junction	VT	05001
Member	3. Anderson, Errik Brian	76 Colonial Drive #21	Wilder	VT	05088
Member	4. Anderson, Emily Stein	76 Colonial Drive #21	Wilder	VT	05088

Has any person been convicted or pleaded guilty to any criminal or motor vehicle offense in any court of law (including traffic tickets by mail) during the last year? Yes No

If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any person held any elective or appointive state, county, city, village or town office in Vermont (See VSA, T.7, Ch.9, Sec. 223)? Yes No

If yes, please attach the following information: Individual's name, office and jurisdiction

Vt. Dept. of Health Food License No.: 838

Vt. Dept. of Health Lodging No.:

Vt. Tax Dept. Meals & Rooms Cert./Acct. No.: 440208714402f01

Disclosure of Non-profit Organization?: Yes No

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor and Lottery Control Board may obtain criminal history record information from State and Federal record repositories.

I/We hereby certify, under the pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, Section 3113)

I/We hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or are in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 1378(b), I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page

2020 LIQUOR LICENSE RENEWAL APPLICATION
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

6238-001-1RST-002
Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 10 day of February, 2020

Signature of authorized agent
of corporation, company, club or association

Signature of individual or partners

[Signature]
Manager
(Title)

Are you making this application for the benefit of any other party? Yes No

----- LOCAL COMMISSIONER SECTION BELOW -----

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the commissioners will endorse their recommendation on the back of the application and transmit it to the Liquor and Lottery Control Board for suitable action thereon, before any License may be granted. For the information of the Liquor and Lottery Control Board, applications shall carry the signature of each individual commissioner registering either approval or disapproval.

APPROVED

DISAPPROVED

Approved by Board of Control Commissioners of the City or Town of _____.

Total Membership _____, _____ members present Attest, _____, Town Clerk

**TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:
DIVISION OF LIQUOR CONTROL
13 GREEN MOUNTAIN DRIVE
MONTPELIER, VT 05602**

If application is disapproved, local control commissioners shall notify the applicant by letter.

No formal action taken by any agency or authority of any town board of selectmen or city board of aldermen on a first or second class license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312

2020 LIQUOR LICENSE RENEWAL APPLICATION
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

9675-001-1RST-001

Page 1

License Year Beginning May 1, 2020 ending April 30, 2021

Fee: \$230.00 of which
\$115.00 is paid to town/city
\$115.00 is paid to DLC
Town: 14055 - NORWICH

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Blue Sparrow Kitchen Co.

Licensee # 9675- 1

Doing Business As:

Blue Sparrow Kitchen

Mailing Address:

289 Main Street

P.O. Box 1333

Norwich VT 05055

Norwich VT 05055

Telephone: (802) 649-7033

PLEASE INCLUDE EMAIL ADDRESS: amberebluesparrowkitchen.com

Description of Premises:

1st class license in the S.W. end of a single story complex consisting of a kitchen and dining area with an entrance on the north side of the building. Located on Main St. on the N.W. corner of the intersection of Elm St. designated as #289 Main St. in the Town of Norwich, Vermont

Lessor:

Norwich Square Prop, Ltd.

P.O. Box 27

Windsor VT 05089

Last Enforcement Seminar: 03/21/2018

Fed. ID Number: 82-3734296 Incorporation Date: 12/20/2017 Valid Charter?: Yes State of Charter: Vermont

Majority of Directors are US Citizens: Yes

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Corporation	Name	Address	Town/City	State	Zip Code
Director	1. Boland, Amber	2 Shoestrap Road	Lyme	NH	03768
Director	2. Boland, Kurt	2 Shoestrap Road	Lyme	NH	03768

Has any director or stockholder been convicted or pleaded guilty to any criminal or motor vehicle offense in any court of law (including traffic tickets by mail) during the last year? Yes No

If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any director or stockholder of the corporation held any elective or appointive state, county, city, village or town office in Vermont (See VSA, T.7, Ch.9, Sec. 223)? Yes No

If yes, please attach the following information: Individual's name, office and jurisdiction

Vt. Dept. of Health Food License No.: 9567

Vt. Dept. of Health Lodging No.:

Vt. Tax Dept. Meals & Rooms Cert./Acct. No.: Mrt-10909768

Disclosure of Non-profit Organization?: Yes No

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I/We hereby certify, under the pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, Section 3113)

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Continued on next page

2020 LIQUOR LICENSE RENEWAL APPLICATION
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

9675-001-1RST-001
Page 2

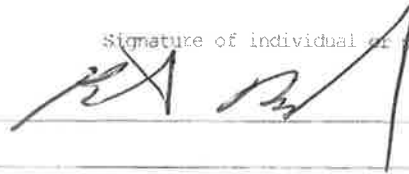
I/We hereby certify that the information in this application is true and complete.

Dated this 23 day of June, 2020

Signature of authorized agent
of corporation, company, club or association

Amber Boland, Director

Signature of individual or partners



(Title)

Are you making this application for the benefit of any other party? Yes No

----- LOCAL COMMISSIONER SECTION BELOW -----

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Total Membership _____, _____ members present Attest, _____, Town Clerk

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13 GREEN MOUNTAIN DRIVE
MONTPELIER, VT 05602**

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