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08/13/2019

Town of Norwich Accounts Payable

11:47 am

Check Warrant Report # 20-03 Current FY Invoices

DFlies

For checks For Check Acct 03(General) 08/14/2019 To 08/14/2019

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ANYTIME	ANYTIME CARPET CARE & CLEANING 964792	TH BATHROOM CLEAN	180.00	0.00	180.00	7946	08/14/19
ANYTIME	ANYTIME CARPET CARE & CLEANING 964794	PD CLEANING	360.00	0.00	360.00	7946	08/14/19
BOUNDTREE	BOUND TREE MEDICAL LLC 83287864	FD GLUCOSE	65.57	0.00	65.57	7947	08/14/19
CHILDSUPP	OFFICE OF CHILD SUPPORT PPE 08 10 19	PD CHILD SUPPORT	244.92	0.00	244.92	7963	08/14/19
COMCAST	COMCAST 0028756 08/1	DPW-TRIPLE PLAY	107.43	0.00	107.43	7949	08/14/19
DATAMANN	DATAMANN, INC 41899	PLAN MEMORY INSTALL	47.50	0.00	47.50	7950	08/14/19
EASTERNME	EASTERN METAL SIGNS AND SAFETY 36712	DPW CONSTRUCTION SIGNS	3753.61	0.00	3753.61	7951	08/14/19
EYEMED	COMBINED INSURANCE CO OF AMERI 163979906	VISION INSURANCE-july	193.23	0.00	193.23	7948	08/14/19
FOGGS	FOGG'S HARDWARE AND BUILDING S 859560	DPW ELM PROJECT	7.44	0.00	7.44	7952	08/14/19
FOGGS	FOGG'S HARDWARE AND BUILDING S 859655	DPW AIR FITTING	7.98	0.00	7.98	7952	08/14/19
FOGGS	FOGG'S HARDWARE AND BUILDING S 859613	TH CLEANING SUPPLIES	28.97	0.00	28.97	7952	08/14/19
GMPC	GREEN MOUNTAIN POWER CORP 05119JULY	DPW-STREET LIGHTS	34.29	0.00	34.29	7954	08/14/19
GMPC	GREEN MOUNTAIN POWER CORP 24926JULY	DPW- STREET LIGHTS	1004.87	0.00	1004.87	7954	08/14/19
GMPC	GREEN MOUNTAIN POWER CORP 35066JULY	EMERG-TOWER POWER	21.06	0.00	21.06	7954	08/14/19
GMPC	GREEN MOUNTAIN POWER CORP 48815 JULY	TH-EVCS JULY	20.38	0.00	20.38	7954	08/14/19
GMPC	GREEN MOUNTAIN POWER CORP 92150 JULY	TH-EVCS JULY	4.74	0.00	4.74	7954	08/14/19
GMPC	GREEN MOUNTAIN POWER CORP 95726 JULY	TH-BANDSTAND	3.12	0.00	3.12	7954	08/14/19
GOODPOINT	GOOD POINT RECYCLING 75675	TS RECYCLING	162.45	0.00	162.45	7953	08/14/19
HANOVER	HANOVER NH AMBULANCE SERVICE H19-445	FD AMBULANCE	87.54	0.00	87.54	7955	08/14/19
HANOVER	HANOVER NH AMBULANCE SERVICE H19-486	FD AMBULANCE	373.80	0.00	373.80	7955	08/14/19
HANOVER	HANOVER NH AMBULANCE SERVICE H19-533	FD AMBULANCE	1018.00	0.00	1018.00	7955	08/14/19
IACP	INTERNATIONAL ASSOCIATION OF 34660	19-20 IACP NET SERVICE	275.00	0.00	275.00	7956	08/14/19
KEYCDJR	KEY CDJR OF LEBANON 36285	DPW RAD DRAIN	10.07	0.00	10.07	7957	08/14/19
MIS 3	ALAN PALMER 07252019	REC SUPPLIES	43.24	0.00	43.24	7945	08/14/19
MIS 4	NORWICH PUBLIC LIBRARY 07012019	REC BIKE REPAIR STATION	1198.90	0.00	1198.90	7961	08/14/19
NORFIREDI	NORWICH FIRE DISTRICT 08122019	PUBSFTY-WATER 2 ND QTR 1	200.06	0.00	200.06	7960	08/14/19
NORFIREDI	NORWICH FIRE DISTRICT TH 08122019	TH-7100 GAL. WATER BILL	154.25	0.00	154.25	7960	08/14/19
NORNURSE	NORTHERN NURSERIES 27111	DPW DRAINAGE	94.00	0.00	94.00	7959	08/14/19
NORSCHOOL	NORWICH SCHOOL DISTRICT #1 19-20 TAX	19-20 SCHOOL TAX	2000000.00	0.00	2000000.00	7962	08/14/19
PAPAZIAN	LYSSA PAPAZIAN 06/29/19	PLAN PRESERVATION	2750.00	0.00	2750.00	7958	08/14/19
SAFETYKLE	SAFETY-KLEEN SYSTEMS, INC 1903288331	DPW EQUIP CLEAN	325.00	0.00	325.00	7964	08/14/19
TARRANT	TARRANT, GILLIES & RICHARDSON 12759	JULY 19 PROF SERVICES	312.50	0.00	312.50	7965	08/14/19
TSSAND	TWIN STATE SAND & GRAVEL 90022	DPW SCREENED LOAM	543.83	0.00	543.83	7966	08/14/19
ULINE	ULINE 110207521	DPW SORBENT DRUM	93.97	0.00	93.97	7967	08/14/19
VMCTA	VT MUNICIPAL CLERKS & TREAS AS 09122019	FG ASSISTANT TRAINING	80.00	0.00	80.00	7970	08/14/19
VMCTA	VT MUNICIPAL CLERKS & TREAS AS 19-20 NORWIC	19-20 membership renewal	75.00	0.00	75.00	7971	08/14/19
VMERS	VMERS DB JULY 2019	JULY RETIREMENT	18945.46	0.00	18945.46	7969	08/14/19
VTCAREER	VERMONT CAREER FIRE CHIEFS ASS 5	FD ANNUAL DUES	25.00	0.00	25.00	7968	08/14/19

Town of Norwich Accounts Payable
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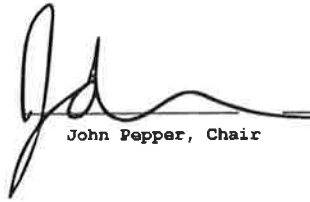

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			2,032,853.18	0.00	2,032,853.18		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *2,032,853.18
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Donna Flies

TOWN MANAGER: 
Herb Durfee Town Manager

SELECTBOARD:

 John Langhus  Roger Arnold  Claudette Brochu  John Pepper, Chair  Mary Layton

4c

07/16/19
11:33 am

Town of Norwich Accounts Payable
Check Warrant Report # 20-02 Current Prior Next FY Invoices
For checks For Check Acct 03(General) 07/17/19 To 07/17/19

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	4915415282 DPW FARM TRUCK BATTERY	185.78	0.00	185.78	7818	07/17/19
ADVANCE	ADVANCE AUTO PARTS	4916873837 DPW REAR BRAKE JOB	212.93	0.00	212.93	7818	07/17/19
ADVANCE	ADVANCE AUTO PARTS	4916873838 DPW REAR BRAKE CALIPER	204.88	0.00	204.88	7818	07/17/19
ADVANCE	ADVANCE AUTO PARTS	4916873849 DPW SPECIAL AXEL TOOL	136.31	0.00	136.31	7818	07/17/19
ADVANCE	ADVANCE AUTO PARTS	4917200897 DPW RETURNED CORES	-428.69	0.00	-428.69	7818	07/17/19
ADVANCE	ADVANCE AUTO PARTS	4917200898 DPW BRAZING ROD	3.84	0.00	3.84	7818	07/17/19
ADVANCE	ADVANCE AUTO PARTS	4917701122 DPW BREAK DUST SHIELD	169.49	0.00	169.49	7818	07/17/19
ADVANCE	ADVANCE AUTO PARTS	4917887346 DPW HUB ASSEMBLY	426.58	0.00	426.58	7818	07/17/19
ADVANCE	ADVANCE AUTO PARTS	4918301333 DPW U JOINT REPLACEMENT	115.04	0.00	115.04	7818	07/17/19

					Check Total	1026.16	
ADVANTAGE	ADVANTAGE TENNIS INC	333	810.00	0.00	810.00	7819	07/17/19
MIS 3	ALAN PALMER	07022019 REC REIMBURSEMENT	82.29	0.00	82.29	7820	07/17/19
MIS 8	ANNA INGRAHAM	06262019 PD REIMBURSEMENT	173.83	0.00	173.83	7821	07/17/19
ANYTIME	ANYTIME CARPET CARE & CLEANING	964770 PD-WEEKLY CLEANING	360.00	0.00	360.00	7822	07/17/19
ANYTIME	ANYTIME CARPET CARE & CLEANING	964779 PD CLEANING	360.00	0.00	360.00	7822	07/17/19

					Check Total	720.00	
ATLANTICT	ATLANTIC TACTICAL	SI-80671843 PD COMPUTER LIGHTS	181.92	0.00	181.92	7823	07/17/19
MIS 5	BENNINGTON MARAUDERS	07102019 REC SWIM MEET	55.00	0.00	55.00	7824	07/17/19
MIS 1	BETHEL MILLS	746433/1 REC-MATERIALS PAVILION R	4769.97	0.00	4769.97	7825	07/17/19
CANON	CANON SOLUTIONS AMERICA, INC.	4029696147 TA COPIER MAINTENANCE	451.13	0.00	451.13	7826	07/17/19
MIS 4	CHRISTINA WILD	07102019 REC SUPPLIES	32.50	0.00	32.50	7827	07/17/19
CONNCH	CHRISTOPHER CONNER	07082019 DPW CDL LIC RENEWAL	90.00	0.00	90.00	7828	07/17/19
CINTAS	CINTAS CORPORATION	5013807056 DPW INSPECTION	26.50	0.00	26.50	7829	07/17/19
CINTAS	CINTAS CORPORATION	5014155208	47.74	0.00	47.74	7829	07/17/19

					Check Total	74.24	
COMCAST	COMCAST	0028756 07/0 DPW-TRIPLE PLAY	107.09	0.00	107.09	7830	07/17/19
CRICKET'S	CRICKET'S PAINT & AUTO PARTS	745978 DPW HOSE CLAMP	23.70	0.00	23.70	7831	07/17/19
CVC	CVC PAGING	7/2-6491460 PD-PAGERS 19-20	315.00	0.00	315.00	7832	07/17/19
DATAMANN	DATAMANN, INC	10980-01 GEN AD COMPUTER REPLACEM	755.25	0.00	755.25	7833	07/17/19
DELTA DEN	DELTA DENTAL	JULY19 DENTA JULY DELTA DENTAL	1471.70	0.00	1471.70	7834	07/17/19

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Town of Norwich Accounts Payable
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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ECONO	ECONO SIGNS, LLC	10-953132 DPW CUSTOM SIGNS	126.47	0.00	126.47	7835	07/17/19
ECONO	ECONO SIGNS, LLC	10-953437 TS CUSTOM SIGNS	838.18	0.00	838.18	7835	07/17/19

					Check Total	964.65	
FOGGS	FOGG'S HARDWARE AND BUILDING S	855922 REC-JIM LUMBER/HARDWARE	26.78	0.00	26.78	7836	07/17/19
FOGGS	FOGG'S HARDWARE AND BUILDING S	857857 B&G HEADSET RADIOS	17.99	0.00	17.99	7836	07/17/19
FOGGS	FOGG'S HARDWARE AND BUILDING S	858221 DPW UNDERPASS SPRAY PAINT	15.96	0.00	15.96	7836	07/17/19
FOGGS	FOGG'S HARDWARE AND BUILDING S	858320 DPW CLAMP HOSE	13.52	0.00	13.52	7836	07/17/19
FOGGS	FOGG'S HARDWARE AND BUILDING S	859068 TW LMC WOMANS GRANT	845.04	0.00	845.04	7836	07/17/19

					Check Total	919.29	
FREIGHTLNH	FREIGHTLINER OF NEW HAMPSHIRE, LP	291268 DPW SWITCH	25.33	0.00	25.33	7837	07/17/19
MIS 3	GEORGE CALVER	06/26/19 REC-LACROSSE OFFICIAL	200.00	0.00	200.00	7838	07/17/19
GNOMON	GNOMON COPY	55454 LIST GRAND LIST BUILDING	16.50	0.00	16.50	7839	07/17/19
GNOMON	GNOMON COPY	55463 PLAN POST CARDS	79.00	0.00	79.00	7839	07/17/19

					Check Total	95.50	
GMPC	GREEN MOUNTAIN POWER CORP	04695JUNE19 DPW-STREET LIGHTS	69.32	0.00	69.32	7840	07/17/19
GUVSWMD	GRTR UPPR VLLY SOLID WASTE MGT ASMT	70119-2 FY20-GUVSMD ASSESSMENT	37554.00	0.00	37554.00	7841	07/17/19
HOMEDEPOT	HOME DEPOT CREDIT SERVICES	5023565 REC-PLAY SAND	71.25	0.00	71.25	7842	07/17/19
LEMASURIE	JANE LEMASURIER	SPRING 2019 REC-SPRING BIKE CASS	1817.20	0.00	1817.20	7843	07/17/19
MIS 7	LEBANON YOUTH BASEBALL ASSOC	00010 REC 19-20 UMPIRE FEES	1919.99	0.00	1919.99	7844	07/17/19
MIS 1	MATTHEW FREEMAN	06.30.19 TH TAX OVERPAYMENT	99.72	0.00	99.72	7845	07/17/19
MCNEIL	MCNEIL, LEDDY & SHEAHAN, PC	32346 TA LEGAL SERVICES	227.50	0.00	227.50	7846	07/17/19
MIS 6	NEW ENGLAND CHAPTER APWA	2457 DPW MECHANIC WORKSHOP	65.00	0.00	65.00	7847	07/17/19
PATRIOT	PATRIOT PROPERTIES INC.	15040 LIST SOFTWARE LICENSE	5300.00	0.00	5300.00	7848	07/17/19
HOOPRE	REBECCA HOOPER	YOGA 6/3/19 REC- JUNE YOGA	171.50	0.00	171.50	7849	07/17/19
SABIL	SABIL & SONS INC	85162 B&G STATE INSPECTION	75.00	0.00	75.00	7850	07/17/19
MIS 2	SIMON KEELING	06.27.19 PD KEELING BELT ADJUSTME	20.00	0.00	20.00	7851	07/17/19
POWESP	SPENCER POWERS, LLC	1152 CEM LAWN CARE	1666.66	0.00	1666.66	7852	07/17/19
TARRANT	TARRANT, GILLIES & RICHARDSON	12644 TA PROFESSIONAL SERVICES	507.33	0.00	507.33	7853	07/17/19

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Town of Norwich Accounts Payable
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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
TREND	TREND BUSINESS SOLUTIONS	50223	FIN-TAX BILL PAPER	123.14	0.00	123.14	7854 07/17/19
TWORIVERS	TWO RIVERS - OTTAUQUECHEE	06.28.19	19-20 DUES	5087.00	0.00	5087.00	7855 07/17/19
VALLEYNEW	VALLEY NEWS	143156	TA ADVERTISING	140.00	0.00	140.00	7856 07/17/19
VALLEYNEW	VALLEY NEWS	143807	TA ADVERTISING	28.31	0.00	28.31	7856 07/17/19
					Check Total	168.31	
VLCT	VERMONT LEAGUE OF CITIES & TOW 20-RD141	TH-FY20 REG DUES	5117.00	0.00	5117.00	7857 07/17/19	
VLCT	VERMONT LEAGUE OF CITIES & TOW 29509	TH-2018 FINAL AUDIT	502.00	0.00	502.00	7857 07/17/19	
					Check Total	5619.00	
VTTREASUR	VERMONT STATE TREASURER	1ST QTR 2019 TC-LICENSE 1ST QTR	50.00	0.00	50.00	7858 07/17/19	
WRIGHTS	WRIGHTS SAWMILL, INC	06242019	B&G TRIANGLE MULCH	45.00	0.00	45.00	7859 07/17/19
Report Total			74,001.47	0.00	74,001.47		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****74,001.47
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Donna Flies

TOWN MANAGER: 
Herb Durfee, Town Manager

SELECTBOARD:

John Langhus

Roger Arnold

Claudette Brochu

John Pepper, Chair

Mary Layton

8/23/19

Town of Norwich
General Fund-Fund Balance Analysis

07/01/18 Fund Balance		\$ 1,228,378.00
07/01/18 Fund Balance Restated		<u>\$ 1,228,378.00</u> taken as the balance ending of 2017
18/19 Revenue	6,861,507.93	
Less 18/19 Expenses	<u>(6,096,438.37)</u>	
Fund Balance for fiscal year, June 30, 2019	765,069.56	
Addition to Fund Balance for fiscal year ending June 30, 2019		\$ 765,069.56
Total Fund Balance, June 30, 2019		<u>\$ 1,993,447.56</u>
Increased due to entry required for audit regarding FEMA grant revenues		\$ (2,264,970.07)
Less- Reserve Fund Balance for- Prepaid and Inventory		\$ (264,899.71)
add- Taxes received in 19/20 but pertaining to 18/19		<u>\$ 229,904.49</u>
Projected 6/30/2019 Unassigned Fund Balance		<u><u>\$ (306,517.73)</u></u>

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Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
01-1-001 CASH		
01-1-001001.00 PETTY CASH-RECEIPTS DRWR	0.00	50.00
01-1-001002.00 PETTY CASH-POLICE DEPT	0.00	100.00
01-1-001003.00 PETTY CASH-RECREATION	0.00	100.00
01-1-001004.00 PETTY CASH-SOLID WASTE	0.00	100.00
01-1-001005.00 PETTY CASH-TOWN CLERK	0.00	100.00
01-1-001100.00 CASH-MASCOMA GENL FUND	0.00	1,610,042.58
01-1-001102.00 CASH-MASCOMA RECREATION	0.00	19,062.62
01-1-001104.00 CASH-MASCOMA FISH & GAME	0.00	83.34
Total CASH	0.00	1,629,638.54
01-1-002 INVESTMENTS		
Total INVESTMENTS	0.00	0.00
01-1-003 RECEIVABLES		
01-1-0030 ACCOUNTS RECEIVABLE		
01-1-003001.00 ACCTS REC-POST OFFICE	0.00	0.00
01-1-003002.00 ACCTS REC-NORW FIRE DIST	0.00	0.00
01-1-003004.00 ACCTS REC-HISTORICAL SOC	0.00	0.00
01-1-003005.00 ACCOUNTS REC-TRACY HALL R	0.00	0.00
01-1-003006.00 ACCTS REC-LIBRARY	0.00	0.00
01-1-003007.00 ACCTS REC-TOWN CLERK	0.00	0.00
01-1-003008.00 ACCTS REC-POLICE DEPT	0.00	0.00
01-1-003009.00 ACCTS REC-RECREATION	0.00	0.00
01-1-003010.00 ACCTS REC-SOLID WASTE	0.00	0.00
01-1-003011.00 ACCTS REC-SCHOOL DISTRICT	0.00	0.00
01-1-003012.00 ACCTS REC-PLANNING	0.00	0.00
01-1-003013.00 ACCTS REC-FIRE	0.00	0.00
01-1-003014.00 ACCTS REC-HIGHWAY	0.00	0.00
01-1-003015.00 ACCTS REC-CEMETERY COMM	0.00	3,441.77
01-1-003016.00 ACCTS REC-STATE OF VT	0.00	0.00
01-1-003017.00 ACCTS REC-LISTERS	0.00	0.00
01-1-003018.00 ACCTS REC- RETIREMENT	0.00	0.00
01-1-003019.00 A/R ADMINISTRATION	0.00	0.00
01-1-003020.00 A/R HEALTH INSURANCE	0.00	0.00
01-1-003021.00 A/R WORKERS COMPENSATION	0.00	0.00
01-1-003022.00 A/R COBRA	0.00	0.00
Total ACCOUNTS RECEIVABLE	0.00	3,441.77
01-1-0031 GRANT RECEIVABLE		
01-1-003102.00 GRANT REC-SOLID WASTE	0.00	0.00
01-1-003103.00 GRANT REC-ENERGY COMM.	0.00	0.00
01-1-003104.00 GRANT REC-CONSERV COMM	0.00	0.00
01-1-003105.00 GRANT RECEIV-FIRE DEPT	0.00	0.00
01-1-003106.00 GRANT REC-POLICE DEPT	0.00	0.00

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
01-1-003108.00 GRANT REC-HIGHWAY DEPT	0.00	1,000.00
01-1-003110.00 GRANT REC-PLANNING DEPT.	0.00	5,590.00
01-1-003112.00 GRANT REC-FEMA & VT ERAF	0.00	2,264,970.07
01-1-003114.00 GRANT RECEIVABLE-RECREATI	0.00	0.00
Total GRANT RECEIVABLE	0.00	2,271,560.07
01-1-0032 NOTES RECEIVABLE		
Total NOTES RECEIVABLE	0.00	0.00
01-1-0034 TAXES RECEIVABLE		
01-1-003401.00 CURRENT TAX RECVBLE	0.00	0.00
01-1-003402.00 DEL PROP TAXES RECEIVABLE	0.00	180,397.48
01-1-003403.00 TAX INTEREST RECV	0.00	35,075.17
01-1-003404.00 PENALTY RECEIVABLE	0.00	14,431.84
01-1-003405.00 FEDERAL PILOT PAYMENT REC	0.00	0.00
Total TAXES RECEIVABLE	0.00	229,904.49
Total RECEIVABLES	0.00	2,504,906.33
01-1-004 OTHER ASSETS		
01-1-004099.00 HTFD RECY COUPON INVENTORY	0.00	0.00
01-1-004102.00 PREPAID EXPENSES	0.00	15,004.42
01-1-004104.00 INVENTORY	0.00	36,804.23
Total OTHER ASSETS	0.00	51,808.65
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-1,725,613.04
Total Asset	0.00	2,460,740.48

LIABILITY

01-2-001 ACCOUNTS PAYABLE

01-2-001101.00 ACCRUED PAYROLL PAYABLE	0.00	72,897.17
01-2-001103.00 FICA TAX PAYABLE	0.00	16,848.62
01-2-001105.00 MEDICARE TAX PAYABLE	0.00	0.00
01-2-001107.00 FED W/H TAX PAYABLE	0.00	9,513.00
01-2-001109.00 VT W/H TAX PAYABLE	0.00	0.00
01-2-001111.00 VEMRS GRP B PAYABLE	0.00	4,130.45
01-2-001112.00 VMERS DEF CONTRB PAY	0.00	0.00
01-2-001113.00 VEMRS GRP C PAYABLE	0.00	1,674.93
01-2-001114.00 HSA LIABILITY	0.00	0.00
01-2-001115.00 CHILD SUPPORT PAYABLE	0.00	0.00
01-2-001116.00 DEFERRED COMPENSATION	0.00	0.00
01-2-001116.10 ROTH PLAN 457	0.00	0.00
01-2-001117.00 UNION DUES PAYABLE	0.00	414.00

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
01-2-001118.00 DUE TO IRS	0.00	0.00
01-2-001119.00 DUE TO TOWN OF HARTFORD	0.00	0.00
01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	0.00	50.00
01-2-001121.00 VT ANIMAL RETURN	0.00	747.00
01-2-001122.00 DUE TO VT-FISH & GAME	0.00	138.16
01-2-001122.01 VT FISH & GAME GIFT CERTI	0.00	97.00
01-2-001123.00 SCHOOL DISTRICT TAX	0.00	0.00
01-2-001124.00 DUE TO VT-VITAL RECORDS	0.00	1,500.00
01-2-001125.00 DUE TO GUVSWMD-COUPONS	0.00	-3,607.70
01-2-001125.10 DUE TO GUVSWMD-STICKERS	0.00	284.00
01-2-001126.00 VISION SERV PLAN-PAYROLL	0.00	-151.41
01-2-001127.00 DELTA DENTAL-PAYROLL	0.00	0.00
01-2-001128.00 DUE TO WINDSOR COUNTY	0.00	0.00
01-2-001147.00 DUE TO TAXPAYER FROM STAT	0.00	0.00
01-2-001148.00 TAX OVERPAYMENTS	0.00	-91.90
01-2-001149.00 TAX CLEARING ACCOUNT	0.00	-19,790.12
01-2-001150.00 VENDORS PAYABLE	0.00	0.00
01-2-001160.00 ACCOUNTS PAY. YEAR END	0.00	129,848.18
01-2-001165.00 ENCUMBRANCES	0.00	0.00
Total ACCOUNTS PAYABLE	0.00	214,501.38
01-2-002 GRANT LIABILITY		
01-2-002104.00 PLANNING GRANT-LIABILITY	0.00	0.00
01-2-002106.00 FEMA GRANT LIABILITY	0.00	0.00
01-2-002108.00 ENERGY COMM. GRANT LIABI	0.00	0.00
Total GRANT LIABILITY	0.00	0.00
01-2-003 OTHER LIABILITIES		
01-2-003009.00 INTERACCOUNT TRANSFERS	0.00	0.00
01-2-003010.00 PREPAID TAXES	0.00	7,889.77
01-2-003010.20 PREPAID TAXES- NONCURRENT	0.00	0.00
01-2-003011.00 TAX SALE/REDEMPTIONS	0.00	0.00
01-2-003012.00 PREPAID RECREATION FEES	0.00	34,561.00
01-2-003013.00 STORR'S POND FEES	0.00	0.00
01-2-003014.00 PREPAID STICKER PERMIT	0.00	4,461.00
01-2-003015.00 PROP TAX APPEAL LIABILITY	0.00	0.00
01-2-003016.00 MSB-FEMA LINE OF CREDIT	0.00	0.00
01-2-003017.00 MSB 5 YEAR LOAN	0.00	500,000.00
Total OTHER LIABILITIES	0.00	546,911.77
01-2-004 DEFERRED REVENUES		
01-2-004001.00 DEFERRED REV-TAXES	0.00	166,179.29
01-2-004002.00 DEFERRED REV-RECREATION	0.00	0.00
01-2-004003.00 DEFERRED REVENUE-T HALL	0.00	0.00
01-2-004004.00 DEFERRED REV-GRANTS	0.00	2,113,528.00
Total DEFERRED REVENUES	0.00	2,279,707.29

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
Total Liability	0.00	3,041,120.44
FUND BALANCE		
01-3-0011 RESERVE-FUND BALANCE		
01-3-001105.00 RESERVE-RECREATION DPT	0.00	0.00
01-3-001107.00 RESERVE-FIRE DEPT	0.00	0.00
01-3-001109.00 RESERVE-POLICE DEPT	0.00	0.00
01-3-001111.00 RESERVE-TOWN CLERK	0.00	0.00
01-3-001113.00 RESERVE-HIGHWAY DEPT	0.00	0.00
01-3-001115.00 RESERVE-SOLID WASTE DEPT	0.00	0.00
01-3-001117.00 RESERVE-PLANNING COMM.	0.00	0.00
01-3-001119.00 RESERVE-BANDSTAND	0.00	0.00
01-3-001122.00 RESERVE-CONSERVATION COMM	0.00	0.00
Total RESERVE-FUND BALANCE	0.00	0.00
01-3-0013 UNRESTRICTED FUNDS		
01-3-001300.00 GENERAL FUND BAL-UNREST	0.00	-1,233,212.70
01-3-001301.00 FUND BALANCES-ENCUMB	0.00	0.00
Total UNRESTRICTED FUNDS	0.00	-1,233,212.70
Total Prior Years Fund Balance	0.00	-1,233,212.70
Fund Balance Current Year	0.00	652,832.74
Total Fund Balance	0.00	-580,379.96
Total Liability, Reserves, Fund Balance	0.00	2,460,740.48

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Account/Description	Budget	Encumbrance	Balance
01-1-001 CASH			
01-1-001001.00 PETTY CASH-RECEIPTS DRWR	0.00	0.00	50.00
01-1-001002.00 PETTY CASH-POLICE DEPT	0.00	0.00	100.00
01-1-001003.00 PETTY CASH-RECREATION	0.00	0.00	100.00
01-1-001004.00 PETTY CASH-SOLID WASTE	0.00	0.00	100.00
01-1-001005.00 PETTY CASH-TOWN CLERK	0.00	0.00	100.00
01-1-001100.00 CASH-MASCOMA GENL FUND	0.00	0.00	969,332.50
01-1-001102.00 CASH-MASCOMA RECREATION	0.00	0.00	2,323.64
01-1-001104.00 CASH-MASCOMA FISH & GAME	0.00	0.00	69.28
Total CASH	0.00	0.00	972,175.42
01-1-002 INVESTMENTS			
Total INVESTMENTS	0.00	0.00	0.00
01-1-003 RECEIVABLES			
01-1-0030 ACCOUNTS RECEIVABLE			
01-1-003001.00 ACCTS REC-POST OFFICE	0.00	0.00	0.00
01-1-003002.00 ACCTS REC-NORW FIRE DIST	0.00	0.00	135.70
01-1-003004.00 ACCTS REC-HISTORICAL SOC	0.00	0.00	0.00
01-1-003005.00 ACCOUNTS REC-TRACY HALL R	0.00	0.00	300.00
01-1-003006.00 ACCTS REC-LIBRARY	0.00	0.00	0.00
01-1-003007.00 ACCTS REC-TOWN CLERK	0.00	0.00	95.00
01-1-003008.00 ACCTS REC-POLICE DEPT	0.00	0.00	818.00
01-1-003009.00 ACCTS REC-RECREATION	0.00	0.00	1,580.00
01-1-003010.00 ACCTS REC-SOLID WASTE	0.00	0.00	3,286.68
01-1-003011.00 ACCTS REC-SCHOOL DISTRICT	0.00	0.00	0.00
01-1-003012.00 ACCTS REC-PLANNING	0.00	0.00	0.00
01-1-003013.00 ACCTS REC-FIRE	0.00	0.00	0.00
01-1-003014.00 ACCTS REC-HIGHWAY	0.00	0.00	2,205.47
01-1-003015.00 ACCTS REC-CEMETERY COMM	0.00	0.00	4,999.98
01-1-003016.00 ACCTS REC-STATE OF VT	0.00	0.00	0.00
01-1-003017.00 ACCTS REC-LISTERS	0.00	0.00	0.00
01-1-003018.00 ACCTS REC- RETIREMENT	0.00	0.00	0.00
01-1-003019.00 A/R ADMINISTRATION	0.00	0.00	67.86
01-1-003020.00 A/R HEALTH INSURANCE	0.00	0.00	0.00
01-1-003021.00 A/R WORKERS COMPENSATION	0.00	0.00	0.00
01-1-003022.00 A/R COBRA	0.00	0.00	0.00
Total ACCOUNTS RECEIVABLE	0.00	0.00	13,488.69
01-1-0031 GRANT RECEIVABLE			
01-1-003102.00 GRANT REC-SOLID WASTE	0.00	0.00	0.00
01-1-003103.00 GRANT REC-ENERGY COMM.	0.00	0.00	0.00
01-1-003104.00 GRANT REC-CONSERV COMM	0.00	0.00	0.00
01-1-003105.00 GRANT RECEIV-FIRE DEPT	0.00	0.00	15,207.58
01-1-003106.00 GRANT REC-POLICE DEPT	0.00	0.00	0.00
01-1-003108.00 GRANT REC-HIGHWAY DEPT	0.00	0.00	9,940.48
01-1-003110.00 GRANT REC-PLANNING DEPT.	0.00	0.00	4,840.00
01-1-003112.00 GRANT REC-FEMA & VT ERAF	0.00	0.00	2,113,518.00

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Town of Norwich General Ledger
Trial Balance - General
FY-2018 Year - Period 12 Jun

Account/Description	Budget	Encumbrance	Balance
01-1-003114.00 GRANT RECEIVABLE-RECREATI	0.00	0.00	0.00
Total GRANT RECEIVABLE	0.00	0.00	2,143,506.06
01-1-0032 NOTES RECEIVABLE			
Total NOTES RECEIVABLE	0.00	0.00	0.00
01-1-0034 TAXES RECEIVABLE			
01-1-003401.00 CURRENT TAX RECVBLE	0.00	0.00	0.00
01-1-003402.00 DEL PROP TAXES RECEIVABLE	0.00	0.00	143,083.96
01-1-003403.00 TAX INTEREST RECV	0.00	0.00	21,224.93
01-1-003404.00 PENALTY RECEIVABLE	0.00	0.00	11,446.74
01-1-003405.00 FEDERAL PILOT PAYMENT REC	0.00	0.00	0.00
Total TAXES RECEIVABLE	0.00	0.00	175,755.63
Total RECEIVABLES	0.00	0.00	2,332,750.38
01-1-004 OTHER ASSETS			
01-1-004099.00 HTFD RECY COUPON INVENTORY	0.00	0.00	0.00
01-1-004102.00 PREPAID EXPENSES	0.00	0.00	20,767.88
01-1-004104.00 INVENTORY	0.00	0.00	36,804.23
Total OTHER ASSETS	0.00	0.00	57,572.11
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	0.00	-1,622,189.81
Total Asset	0.00	0.00	1,740,308.10
01-2-001 ACCOUNTS PAYABLE			
01-2-001101.00 ACCRUED PAYROLL PAYABLE	0.00	0.00	57,928.52
01-2-001103.00 FICA TAX PAYABLE	0.00	0.00	0.00
01-2-001105.00 MEDICARE TAX PAYABLE	0.00	0.00	0.00
01-2-001107.00 FED W/H TAX PAYABLE	0.00	0.00	0.00
01-2-001109.00 VT W/H TAX PAYABLE	0.00	0.00	-6,091.50
01-2-001111.00 VEMRS GRP B PAYABLE	0.00	0.00	6,046.23
01-2-001112.00 VMERS DEF CONTRB PAY	0.00	0.00	0.00
01-2-001113.00 VEMRS GRP C PAYABLE	0.00	0.00	3,213.41
01-2-001114.00 HSA LIABILITY	0.00	0.00	0.00
01-2-001115.00 CHILD SUPPORT PAYABLE	0.00	0.00	0.00
01-2-001116.00 DEFERRED COMPENSATION	0.00	0.00	0.00
01-2-001116.10 ROTH PLAN 457	0.00	0.00	2,991.81
01-2-001117.00 UNION DUES PAYABLE	0.00	0.00	552.00
01-2-001118.00 DUE TO IRS	0.00	0.00	0.00
01-2-001119.00 DUE TO TOWN OF HARTFORD	0.00	0.00	0.00
01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	0.00	0.00	75.00
01-2-001121.00 VT ANIMAL RETURN	0.00	0.00	597.00
01-2-001122.00 DUE TO VT-FISH & GAME	0.00	0.00	58.50
01-2-001122.01 VT FISH & GAME GIFT CERTI	0.00	0.00	97.00

Account/Description	Budget	Encumbrance	Balance
01-2-001123.00 SCHOOL DISTRICT TAX	0.00	0.00	0.00
01-2-001124.00 DUE TO VT-VITAL RECORDS	0.00	0.00	350.00
01-2-001125.00 DUE TO GUVSWMD-COUPONS	0.00	0.00	-1,371.70
01-2-001125.10 DUE TO GUVSWMD-STICKERS	0.00	0.00	168.00
01-2-001126.00 VISION SERV PLAN-PAYROLL	0.00	0.00	0.00
01-2-001127.00 DELTA DENTAL-PAYROLL	0.00	0.00	0.00
01-2-001128.00 DUE TO WINDSOR COUNTY	0.00	0.00	0.00
01-2-001147.00 DUE TO TAXPAYER FROM STAT	0.00	0.00	0.00
01-2-001148.00 TAX OVERPAYMENTS	0.00	0.00	0.00
01-2-001149.00 TAX CLEARING ACCOUNT	0.00	0.00	0.00
01-2-001150.00 VENDORS PAYABLE	0.00	0.00	0.00
01-2-001160.00 ACCOUNTS PAY. YEAR END	0.00	0.00	427,907.03
01-2-001165.00 ENCUMBRANCES	0.00	0.00	0.00
Total ACCOUNTS PAYABLE	0.00	0.00	492,521.30
01-2-002 GRANT LIABILITY			
01-2-002104.00 PLANNING GRANT-LIABILITY	0.00	0.00	0.00
01-2-002106.00 FEMA GRANT LIABILITY	0.00	0.00	0.00
01-2-002108.00 ENERGY COMM. GRANT LIABI	0.00	0.00	0.00
Total GRANT LIABILITY	0.00	0.00	0.00
01-2-003 OTHER LIABILITIES			
01-2-003009.00 INTERACCOUNT TRANSFERS	0.00	0.00	0.00
01-2-003010.00 PREPAID TAXES	0.00	0.00	157,149.73
01-2-003010.20 PREPAID TAXES- NONCURRENT	0.00	0.00	0.00
01-2-003011.00 TAX SALE/REDEMPTIONS	0.00	0.00	0.00
01-2-003012.00 PREPAID RECREATION FEES	0.00	0.00	26,122.00
01-2-003013.00 STORR'S POND FEES	0.00	0.00	382.00
01-2-003014.00 PREPAID STICKER PERMIT	0.00	0.00	2,868.00
01-2-003015.00 PROP TAX APPEAL LIABILITY	0.00	0.00	0.00
01-2-003016.00 MSB-FEMA LINE OF CREDIT	0.00	0.00	0.00
01-2-003017.00 MSB 5 YEAR LOAN	0.00	0.00	0.00
Total OTHER LIABILITIES	0.00	0.00	186,521.73
01-2-004 DEFERRED REVENUES			
01-2-004001.00 DEFERRED REV-TAXES	0.00	0.00	166,179.29
01-2-004002.00 DEFERRED REV-RECREATION	0.00	0.00	0.00
01-2-004003.00 DEFERRED REVENUE-T HALL	0.00	0.00	0.00
01-2-004004.00 DEFERRED REV-GRANTS	0.00	0.00	2,128,298.48
Total DEFERRED REVENUES	0.00	0.00	2,294,477.77
Total Liability	0.00	0.00	2,973,520.80
01-3-0011 RESERVE-FUND BALANCE			
01-3-001105.00 RESERVE-RECREATION DPT	0.00	0.00	0.00
01-3-001107.00 RESERVE-FIRE DEPT	0.00	0.00	0.00

Account/Description	Budget	Encumbrance	Balance
01-3-001109.00 RESERVE-POLICE DEPT	0.00	0.00	0.00
01-3-001111.00 RESERVE-TOWN CLERK	0.00	0.00	0.00
01-3-001113.00 RESERVE-HIGHWAY DEPT	0.00	0.00	0.00
01-3-001115.00 RESERVE-SOLID WASTE DEPT	0.00	0.00	0.00
01-3-001117.00 RESERVE-PLANNING COMM.	0.00	0.00	0.00
01-3-001119.00 RESERVE-BANDSTAND	0.00	0.00	0.00
01-3-001122.00 RESERVE-CONSERVATION COMM	0.00	0.00	0.00
Total RESERVE-FUND BALANCE	0.00	0.00	0.00
01-3-0013 UNRESTRICTED FUNDS			
01-3-001300.00 GENERAL FUND BAL-UNREST	588,879.00	0.00	1,228,378.00
01-3-001301.00 FUND BALANCES-ENCUMB	0.00	0.00	0.00
Total UNRESTRICTED FUNDS	588,879.00	0.00	1,228,378.00
Total Fund Balance	588,879.00	0.00	1,228,378.00

End balance
2018
Beginning balance
2019

4/d

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-18/19 MTD Pd 12 Jun
01-4-0000 PROPERTY TAX REVENUES					
01-4-000001.00 TOWN PROPERTY TAX	3,761,423.00	0.00	3,727,112.77	34,310.23	0.00
01-4-000002.00 PROPERTY TAX OTHER MONETA	0.00	0.00	0.00	0.00	0.00
01-4-000005.00 RAILROAD TAX	0.00	0.00	0.00	0.00	0.00
01-4-000010.00 VT LAND USE TAX	178,000.00	0.00	180,196.00	-2,196.00	0.00
01-4-000014.00 PROP TAX INTEREST	25,000.00	0.00	38,970.09	-13,970.09	2,814.29
01-4-000015.00 PROP TAX COLL FEE	17,000.00	0.00	29,594.83	-12,594.83	0.00
Total PROPERTY TAX REVENUES	3,981,423.00	0.00	3,975,873.69	5,549.31	2,814.29
01-4-0001 LICENSE & PERMIT					
01-4-000101.00 LIQUOR LICENSE	555.00	0.00	670.00	-115.00	0.00
01-4-000103.00 DOG LICENSE	2,800.00	0.00	2,728.00	72.00	128.00
01-4-000107.00 HUNT & FISH LICENSE	200.00	0.00	184.50	15.50	41.00
01-4-000109.00 PEDDLER LICENSE	50.00	0.00	25.00	25.00	0.00
01-4-000120.00 BLDG/DEVEL PERMIT	8,000.00	0.00	3,840.22	4,159.78	619.36
01-4-000130.00 LAND POSTING PERMIT	200.00	0.00	175.00	25.00	0.00
Total LICENSE & PERMIT	11,805.00	0.00	7,622.72	4,182.28	788.36
01-4-0002 INTERGOVERNMENTAL					
01-4-000201.00 VT HIWAY GAS TAX	153,000.00	0.00	152,794.56	205.44	0.00
01-4-000202.00 VT ACT 60	15,300.00	0.00	15,342.50	-42.50	0.00
01-4-000206.00 ST. OF VT. LISTER TRAININ	0.00	0.00	0.00	0.00	0.00
01-4-000208.00 PILOT	33,000.00	0.00	35,993.00	-2,993.00	3,739.00
01-4-000210.00 VT NATURAL RESRCS	3,582.00	0.00	2,843.34	738.66	0.00
01-4-000211.00 EDUCATION TAX REFUND-2010	0.00	0.00	0.00	0.00	0.00
01-4-000212.00 VT EDUC FUND .5% FEE	0.00	0.00	0.00	0.00	0.00
01-4-000214.00 EDUC TAX RETAINER .225 o	25,000.00	0.00	27,650.82	-2,650.82	0.00
01-4-000216.00 LATE FEES-REVISED BILLS	250.00	0.00	0.00	250.00	0.00
Total INTERGOVERNMENTAL	230,132.00	0.00	234,624.22	-4,492.22	3,739.00
01-4-0003 SERVICE FEE					
01-4-000301.00 RECORDING FEE	28,500.00	0.00	20,626.50	7,873.50	1,647.00
01-4-000302.00 RESTORATION	0.00	0.00	0.00	0.00	0.00
01-4-000303.00 DOCUMENT COPY FEE	2,400.00	0.00	2,039.20	360.80	311.00
01-4-000305.00 USE OF RECRDS FEE	200.00	0.00	236.00	-36.00	37.00
01-4-000307.00 VITAL STATISTIC FEE	500.00	0.00	1,000.00	-500.00	50.00
01-4-000309.00 MTR VEH REG RNWL FEE	100.00	0.00	96.00	4.00	3.00
01-4-000311.00 PHOTOCOPYING FEE	10.00	0.00	2.00	8.00	1.00
01-4-000315.00 PASSPORT	0.00	0.00	0.00	0.00	0.00
01-4-000317.00 EV CHARGING FEES	0.00	0.00	864.10	-864.10	0.00
01-4-000320.00 TRACY HALL RNTL FEE	7,000.00	0.00	6,627.16	372.84	50.00
01-4-000325.00 POLICE RPT FEE	400.00	0.00	385.00	15.00	66.00
01-4-000326.00 POLICE ALRM RESP FEE	150.00	0.00	0.00	150.00	0.00
01-4-000327.00 SPECIAL POLICE DUTY FEES	0.00	0.00	240.00	-240.00	0.00
01-4-000350.00 PLNG DOC COPY FEE	0.00	0.00	125.28	-125.28	60.28
01-4-000352.00 PLANNING MAPS	0.00	0.00	81.00	-81.00	0.00
01-4-000355.00 RECREATION FEES	170,000.00	0.00	119,368.25	50,631.75	5,399.00

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-18/19 MTD Pd 12 Jun
01-4-000360.00 TRNSFR STATION STICKERS	27,500.00	0.00	26,415.00	1,085.00	33.00
01-4-000362.00 MISC SOLID WASTE	2,000.00	0.00	3,623.00	-1,623.00	420.00
01-4-000363.00 E-WASTE	2,000.00	0.00	3,380.24	-1,380.24	379.00
01-4-000364.00 TRASH COUPON	110,000.00	0.00	99,762.75	10,237.25	9,103.00
01-4-000365.00 RECYCLING REBATES	3,000.00	0.00	6,825.71	-3,825.71	1,197.82
01-4-000366.00 C & D WASTE	10,000.00	0.00	7,908.50	2,091.50	1,029.00
Total SERVICE FEE	363,760.00	0.00	299,605.69	64,154.31	19,786.10
01-4-0004 GRANT REVENUE					
01-4-000401.00 HIWAY PAVING GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000402.00 HIWAY BRIDGE GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000403.00 FEMA MITIGATION GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000403.10 USDA NRCS-DEBRIS REMOVAL	0.00	0.00	0.00	0.00	0.00
01-4-000404.00 RC&D LOCAL ROADS GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000405.00 FEMA GRANT	586,713.19	0.00	586,713.19	0.00	-1,918,737.30
01-4-000406.00 BETTER BACK ROADS GRANT	8,000.00	0.00	8,000.00	0.00	0.00
01-4-000410.00 PLANNING GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000410.10 HISTORIC PRESERVATION GRA	20,390.00	0.00	20,390.00	0.00	5,590.00
01-4-000411.00 ST OF VT-BIKE & PEDE GRAN	0.00	0.00	0.00	0.00	0.00
01-4-000412.00 RECREATION DPT. GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000415.00 CONSERV COMM GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000416.00 CON COMM-KEEPING TRACK	0.00	0.00	0.00	0.00	0.00
01-4-000417.00 DRY HYDRANT GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000418.00 ENERGY GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000419.00 EVCS GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000420.00 LOCAL LAW ENF GRNT	0.00	0.00	0.00	0.00	0.00
01-4-000422.00 COPS GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000424.00 US JUSTICE DPT.VEST GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000426.00 VT COMM ENFORCEMENT GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000430.17 FY17 HOMELAND SEC #1731	0.00	0.00	0.00	0.00	0.00
01-4-000435.17 FY17 HOMELAND SEC #1731	0.00	0.00	0.00	0.00	0.00
01-4-000436.00 GOVERNORS HWY SAFETY	0.00	0.00	0.00	0.00	0.00
01-4-000437.00 HIGH RISK RURAL ROADS	0.00	0.00	0.00	0.00	0.00
01-4-000438.00 INTEROPERABLE COMM GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000441.00 VLCT PACIF GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000442.17 2017 GOVERNORS HWY SAFETY	0.00	0.00	0.00	0.00	0.00
01-4-000443.00 PRESERVATION TRUST-TREE	0.00	0.00	0.00	0.00	0.00
01-4-000444.00 NORWICH WOMENS CLUB GRANT	7,404.00	0.00	7,404.00	0.00	0.00
01-4-000445.00 FIRE & EMER RECRUITMENT	0.00	0.00	0.00	0.00	0.00
01-4-000446.00 2017 VTRANS BIKE & PED	0.00	0.00	0.00	0.00	0.00
01-4-000447.00 2017 VTRANS BIKE & PED GR	8,000.00	0.00	8,000.00	0.00	1,000.00
01-4-000460.00 SOLID WASTE GRANT	0.00	0.00	0.00	0.00	0.00
01-4-000470.00 ENERGY COMM GRANT-NEGRASS	0.00	0.00	0.00	0.00	0.00
Total GRANT REVENUE	630,507.19	0.00	630,507.19	0.00	-1,912,147.30
01-4-0008 OTHER TOWN REVENUES					
01-4-000808.00 TOWN REPORT	2,000.00	0.00	1,308.24	691.76	0.00
01-4-000810.00 BANK INTEREST	20,000.00	0.00	20,643.06	-643.06	0.00

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-18/19 MTD Pd 12 Jun
01-4-000811.00 TRANSFER IN DESIG. FUND	0.00	0.00	0.00	0.00	0.00
01-4-000812.00 TAX SALE	0.00	0.00	0.00	0.00	0.00
01-4-000813.00 INSURANCE CLAIMS	0.00	0.00	0.00	0.00	0.00
01-4-000814.00 FIELD RENTAL	29,000.00	0.00	28,730.00	270.00	0.00
01-4-000817.00 SALE OF TOWN ASSETS	0.00	0.00	0.00	0.00	0.00
01-4-000822.00 LINE OF CREDIT-FEMA PROCE	900,000.00	0.00	900,000.00	0.00	0.00
Total OTHER TOWN REVENUES	951,000.00	0.00	950,681.30	318.70	0.00
01-4-001 PUBLIC SAFETY REVENUES					
01-4-001005.00 POLICE FINE	10,000.00	0.00	8,768.04	1,231.96	567.50
01-4-001007.00 PARKING FINE	150.00	0.00	494.00	-344.00	40.00
01-4-001008.00 DOG FINE	50.00	0.00	125.00	-75.00	50.00
Total PUBLIC SAFETY REVENUES	10,200.00	0.00	9,387.04	812.96	657.50
01-4-009 MISCELLANEOUS REVENUE					
01-4-009001.00 DAILY OVER/SHORT	0.00	0.00	-21.10	21.10	-3.00
01-4-009002.00 VLCT LEADER PROGRAM	0.00	0.00	0.00	0.00	0.00
01-4-009005.00 AMBULANCE BILLS PAID	0.00	0.00	241.76	-241.76	0.00
01-4-009007.00 DONATIONS	0.00	0.00	0.00	0.00	0.00
01-4-009009.00 DONATIONS-KEEPING TRACK	0.00	0.00	0.00	0.00	0.00
01-4-009011.00 DONATIONS-HISTORIC PRESER	0.00	0.00	0.00	0.00	0.00
01-4-009100.00 TOWN CLRK MISCEL	0.00	0.00	62.60	-62.60	4.00
01-4-009200.00 FIN DEPT MISCEL	0.00	0.00	1,561.23	-1,561.23	0.00
01-4-009300.00 LISTER DEPT MISCEL	0.00	0.00	0.00	0.00	0.00
01-4-009350.00 PLAN DEPT MISCEL	0.00	0.00	214.20	-214.20	0.00
01-4-009425.00 RECRE DEPT MISCEL	0.00	0.00	580.00	-580.00	390.00
01-4-009500.00 POLICE DEPT MISC	0.00	0.00	178.12	-178.12	70.00
01-4-009555.00 FIRE DEPT. MISCEL	0.00	0.00	0.00	0.00	0.00
01-4-009600.00 COBRA REIMBURSEMENT	0.00	0.00	1,326.44	-1,326.44	111.64
01-4-009700.00 HIWAY DEPT MISCEL	0.00	0.00	232.34	-232.34	0.00
01-4-009800.00 CONSERVATION COMM.	0.00	0.00	0.00	0.00	0.00
01-4-009900.00 MISCELLANEOUS	4,000.00	0.00	752.36	3,247.64	105.00
Total MISCELLANEOUS REVENUE	4,000.00	0.00	5,127.95	-1,127.95	677.64
Total General	6,182,827.19	0.00	6,113,429.80	69,397.39	-1,883,684.41
04-4-000804.00 DONATIONS-BBOOTH TRAIL	0.00	0.00	341.00	-341.00	0.00
04-4-000806.00 DONATIONS	0.00	0.00	100.00	-100.00	0.00
04-4-000808.00 GILE MOUNTAIN DONATIONS	0.00	0.00	0.00	0.00	0.00
04-4-000810.00 BANK INTEREST	0.00	0.00	1,528.44	-1,528.44	0.00
04-4-000812.00 MILT FRYE NATURE AREA	0.00	0.00	0.00	0.00	0.00
Total CONSERVATION COMM FUND	0.00	0.00	1,969.44	-1,969.44	0.00
05-4-000800.00 J GIRARD FUND DONATIONS	0.00	0.00	31,489.04	-31,489.04	1,305.04
05-4-000802.00 ICE RINK DONATIONS	0.00	0.00	500.00	-500.00	500.00
05-4-000804.00 PLAYGROUND DONATIONS	0.00	0.00	0.00	0.00	0.00

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-18/19 MTD Pd 12 Jun
05-4-000805.00 BARRETT BREAD OVEN DONATI	0.00	0.00	0.00	0.00	0.00
05-4-000806.00 RECREATION FUND-DONATIONS	0.00	0.00	50.00	-50.00	0.00
05-4-000808.00 GRANTS	0.00	0.00	0.00	0.00	0.00
05-4-000810.00 BANK INTEREST	0.00	0.00	508.51	-508.51	0.00
Total RECREATION FACILITY & IMP	0.00	0.00	32,547.55	-32,547.55	1,805.04
06-4-000760.00 DESIG. GEN. FUND CONTRIB	0.00	0.00	60,000.00	-60,000.00	0.00
06-4-000810.00 BANK INTEREST REVENUE	0.00	0.00	5,429.84	-5,429.84	0.00
06-4-000812.00 INSURANCE CLAIM	0.00	0.00	13,129.00	-13,129.00	0.00
06-4-000817.00 EQUIPMENT SALES	0.00	0.00	0.00	0.00	0.00
Total FIRE APPARATUS FUND	0.00	0.00	78,558.84	-78,558.84	0.00
07-4-000760.00 DESIG. GEN. FUND INCOME	0.00	0.00	85,000.00	-85,000.00	0.00
07-4-000810.00 BANK INTEREST	0.00	0.00	2,155.21	-2,155.21	0.00
07-4-000813.00 INSURANCE CLAIM	0.00	0.00	0.00	0.00	0.00
07-4-000817.00 EQUIPMENT SALES	0.00	0.00	275.00	-275.00	0.00
07-4-000818.00 VT BOND BANK	0.00	0.00	0.00	0.00	0.00
07-4-000820.00 FEMA GRANT ANTICIPATION N	0.00	0.00	0.00	0.00	0.00
07-4-000822.00 ALT FEMA GRANT	0.00	0.00	0.00	0.00	0.00
Total HIGHWAY EQUIPMENT FUND	0.00	0.00	87,430.21	-87,430.21	0.00
08-4-000760.00 DESIG. GEN. FUND	0.00	0.00	25,000.00	-25,000.00	0.00
08-4-000810.00 BANK INTEREST	0.00	0.00	0.00	0.00	0.00
08-4-000820.00 FEMA GRANT ANTICIPATION	0.00	0.00	0.00	0.00	0.00
08-4-000822.00 ALT FEMA GRANT REVENUE	0.00	0.00	65,444.52	-65,444.52	0.00
08-4-000824.00 LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
08-4-009900.00 MISC REVENUES	0.00	0.00	107.00	-107.00	0.00
Total HIGHWAY GARAGE FUND	0.00	0.00	90,551.52	-90,551.52	0.00
09-4-000760.00 DESIG. GEN. FUND INCOME	0.00	0.00	6,500.00	-6,500.00	0.00
09-4-000810.00 BANK INTEREST	0.00	0.00	294.27	-294.27	0.00
Total SOLID WASTE EQUIP FUND	0.00	0.00	6,794.27	-6,794.27	0.00
10-4-000760.00 DESIG. GEN. FUND INCOME	0.00	0.00	3,500.00	-3,500.00	0.00
10-4-000810.00 BANK INTEREST	0.00	0.00	82.16	-82.16	0.00
Total POLICE STATION FUND	0.00	0.00	3,582.16	-3,582.16	0.00
11-4-000760.00 DESIG. GEN. FUND INCOME	0.00	0.00	10,000.00	-10,000.00	0.00
11-4-000810.00 BANK INTEREST	0.00	0.00	737.90	-737.90	0.00
11-4-000817.00 SALE OF POLICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
11-4-000819.00 DRUG ENFORCEMENT INCOME	0.00	0.00	0.00	0.00	0.00
11-4-000820.00 INSURANCE CLAIM	0.00	0.00	0.00	0.00	0.00
11-4-000821.00 2016 EQUIP INCENTIVE GRAN	0.00	0.00	0.00	0.00	0.00
Total POLICE CRUISER	0.00	0.00	10,737.90	-10,737.90	0.00

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-18/19 MTD Pd 12 Jun
12-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	6,400.00	-6,400.00	0.00
12-4-000810.00 BANK INTEREST	0.00	0.00	20.29	-20.29	0.00
Total TOWN REAPPRAISAL FUND	0.00	0.00	6,420.29	-6,420.29	0.00
13-4-000410.00 GRANT	0.00	0.00	0.00	0.00	0.00
13-4-000760.00 DESIG. GEN. FUND INCOME	0.00	0.00	20,000.00	-20,000.00	0.00
13-4-000810.00 BANK INTEREST	0.00	0.00	313.40	-313.40	0.00
13-4-000812.00 GAZEBO DONATIONS	0.00	0.00	0.00	0.00	0.00
Total TRACY HALL FUND	0.00	0.00	20,313.40	-20,313.40	0.00
14-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	5,500.00	-5,500.00	0.00
14-4-000810.00 BANK INTEREST	0.00	0.00	334.93	-334.93	0.00
Total GENERAL ADMIN. FUND	0.00	0.00	5,834.93	-5,834.93	0.00
15-4-000800.00 DONATION GRANITE BENCH	0.00	0.00	0.00	0.00	0.00
Total Granite bench with crysta	0.00	0.00	0.00	0.00	0.00
16-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00	0.00	0.00
16-4-000810.00 BANK INTEREST	0.00	0.00	18.90	-18.90	0.00
16-4-000820.00 FEMA ALT PROJECT REVENUE	0.00	0.00	0.00	0.00	0.00
Total RECREATION FUND-DAM	0.00	0.00	18.90	-18.90	0.00
17-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	4,500.00	-4,500.00	0.00
17-4-000808.00 WOMEN'S CLUB GRANT	0.00	0.00	0.00	0.00	0.00
17-4-000810.00 BANK INTEREST	0.00	0.00	60.00	-60.00	0.00
Total RECREATION FUND-TENNIS CO	0.00	0.00	4,560.00	-4,560.00	0.00
19-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00	0.00	0.00
19-4-000810.00 BANK INTEREST	0.00	0.00	0.00	0.00	0.00
Total TOWN CLERK EQUIP FUND	0.00	0.00	0.00	0.00	0.00
21-4-000760.00 DESIG. GEN. FUND INCOME	0.00	0.00	2,500.00	-2,500.00	0.00
21-4-000810.00 BANK INTEREST	0.00	0.00	112.15	-112.15	0.00
21-4-000817.00 EQUIPMENT SALES	0.00	0.00	0.00	0.00	0.00
21-4-000818.00 BULLET PROOF VEST	0.00	0.00	1,506.39	-1,506.39	1,506.39
Total POLICE SPEC EQUIP FUND	0.00	0.00	4,118.54	-4,118.54	1,506.39
22-4-000806.00 DONATIONS	0.00	0.00	0.00	0.00	0.00
22-4-000810.00 BANK INTEREST	0.00	0.00	0.00	0.00	0.00
Total KIDS & COPS FUND	0.00	0.00	0.00	0.00	0.00

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-18/19 MTD Pd 12 Jun
23-4-000760.00 DESIG. GEN. FUND INCOME	0.00	0.00	0.00	0.00	0.00
23-4-000806.00 DONATIONS	0.00	0.00	0.00	0.00	0.00
23-4-000810.00 BANK INTEREST	0.00	0.00	461.14	-461.14	0.00
Total AFFORDABLE HOUSING FUND	0.00	0.00	461.14	-461.14	0.00
24-4-000700.00 TIMBER SALE	0.00	0.00	1,000.00	-1,000.00	0.00
24-4-000808.00 GRANT INCOME	0.00	0.00	0.00	0.00	0.00
24-4-000810.00 BANK INTEREST	0.00	0.00	101.52	-101.52	0.00
24-4-000814.00 WOMEN'S CLUB GRANT	0.00	0.00	1,081.60	-1,081.60	0.00
Total LAND MANAGEMENT COUNCIL F	0.00	0.00	2,183.12	-2,183.12	0.00
25-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00	0.00	0.00
25-4-000810.00 BANK INTEREST	0.00	0.00	180.38	-180.38	0.00
Total FIRE STATION FUND	0.00	0.00	180.38	-180.38	0.00
26-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	20,610.00	-20,610.00	0.00
26-4-000780.00 FY07 HOMELAND SECURITY GR	0.00	0.00	0.00	0.00	0.00
26-4-000782.00 FY2010 AFG GRANT	0.00	0.00	0.00	0.00	0.00
26-4-000784.00 VLCT GRANT	0.00	0.00	0.00	0.00	0.00
26-4-000810.00 BANK INTEREST	0.00	0.00	736.19	-736.19	0.00
Total FIRE EQUIPMENT FUND	0.00	0.00	21,346.19	-21,346.19	0.00
27-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	14,000.00	-14,000.00	0.00
27-4-000780.00 MISC. REVENUES	0.00	0.00	0.00	0.00	0.00
27-4-000810.00 BANK INTEREST	0.00	0.00	711.22	-711.22	0.00
Total SIDEWALK FUND	0.00	0.00	14,711.22	-14,711.22	0.00
28-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00	0.00	0.00
28-4-000810.00 BANK INTEREST	0.00	0.00	4.63	-4.63	0.00
Total LONG TERM FACILITY STUDY	0.00	0.00	4.63	-4.63	0.00
29-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00	0.00	0.00
29-4-000810.00 BANK INTEREST	0.00	0.00	0.00	0.00	0.00
Total TOWN MANAGER VEHICLE FUND	0.00	0.00	0.00	0.00	0.00
30-4-000760.00 DESIGN. GEN FUND INCOME	0.00	0.00	0.00	0.00	0.00
30-4-000806.00 GAZEBO DONATIONS	0.00	0.00	0.00	0.00	0.00
30-4-000807.00 DONATION FOR RELOCATION	0.00	0.00	0.00	0.00	0.00
30-4-000808.00 GRANT RECEIPTS	0.00	0.00	0.00	0.00	0.00
30-4-000810.00 BANK INTEREST	0.00	0.00	0.00	0.00	0.00
Total BANDSTAND RENOVATION FUND	0.00	0.00	0.00	0.00	0.00

Town of Norwich General Ledger
 Revenue Report - BANDSTAND RENOVATION FUND
 Previous Year Period 12 Jun

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-18/19 MTD Pd 12 Jun
31-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	0.00	0.00	0.00
31-4-000810.00 BANK INTEREST	0.00	0.00	13.10	-13.10	0.00
Total COMMUNICATIONS STUDY FUND	0.00	0.00	13.10	-13.10	0.00
33-4-000808.00 TRANSFER FROM GENERAL FUN	0.00	0.00	1,000.00	-1,000.00	0.00
33-4-000810.00 INTEREST	0.00	0.00	31.90	-31.90	0.00
33-4-000812.00 DONATIONS	0.00	0.00	0.00	0.00	0.00
Total CITIZEN ASSISTANCE FUND	0.00	0.00	1,031.90	-1,031.90	0.00
34-4-000810.00 INTEREST	0.00	0.00	10.95	-10.95	0.00
Total WCTU FOUNTAIN	0.00	0.00	10.95	-10.95	0.00
35-4-000810.00 INTEREST	0.00	0.00	0.00	0.00	0.00
Total CORRIDOR TREE	0.00	0.00	0.00	0.00	0.00
36-4-000810.00 INTEREST	0.00	0.00	1.07	-1.07	0.00
Total ALURA GRANT	0.00	0.00	1.07	-1.07	0.00
37-4-000810.00 INTEREST	0.00	0.00	13.30	-13.30	0.00
37-4-000812.00 FLAG DONATIONS	0.00	0.00	0.00	0.00	0.00
Total MAIN STREET FLAGS	0.00	0.00	13.30	-13.30	0.00
38-4-000810.00 INTEREST	0.00	0.00	0.00	0.00	0.00
Total SCHOOL LEASELAND	0.00	0.00	0.00	0.00	0.00
39-4-000810.00 INTEREST	0.00	0.00	0.00	0.00	0.00
Total GOSPEL LEASELAND	0.00	0.00	0.00	0.00	0.00
40-4-000760.00 DESIGNATED GEN FUND CONTR	0.00	0.00	0.00	0.00	0.00
40-4-000810.00 BANK INTEREST	0.00	0.00	47.04	-47.04	0.00
40-4-009008.00 SCHOLARSHIP DONATIONS	0.00	0.00	740.00	-740.00	0.00
Total RECREATION SCHOLARSHIPS	0.00	0.00	787.04	-787.04	0.00
41-4-000402.00 ST. OF VT BRIDGE GRANT	0.00	0.00	0.00	0.00	0.00
41-4-000405.00 FEMA & VT ERAF GRANT	0.00	0.00	5,447.08	-5,447.08	0.00
41-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	40,000.00	-40,000.00	0.00
41-4-000810.00 BANK INTEREST	0.00	0.00	2,164.30	-2,164.30	0.00
Total DPW-BRIDGE FUND	0.00	0.00	47,611.38	-47,611.38	0.00

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-18/19 MTD Pd 12 Jun
42-4-000402.00 ST OF VT PAVING GRANT	0.00	0.00	0.00	0.00	0.00
42-4-000760.00 DESIG. GEN. FUND CONTRIB	0.00	0.00	275,000.00	-275,000.00	0.00
42-4-000810.00 INTEREST	0.00	0.00	1,588.59	-1,588.59	0.00
Total DPW-PAVING FUND	0.00	0.00	276,588.59	-276,588.59	0.00
43-4-000760.00 DESIGNATED FUND CONTRIB	0.00	0.00	7,000.00	-7,000.00	0.00
43-4-000810.00 INTEREST	0.00	0.00	285.68	-285.68	0.00
Total BUILDINGS & GROUNDS	0.00	0.00	7,285.68	-7,285.68	0.00
44-4-000810.00 INTEREST	0.00	0.00	0.00	0.00	0.00
44-4-000811.00 INTEREST MASCOMA BANK	0.00	0.00	0.00	0.00	0.00
44-4-000812.00 INTEREST-LEDYARD BANK	0.00	0.00	0.00	0.00	0.00
44-4-000818.00 TAX EXEMPT LEASE PURCHASE	0.00	0.00	0.00	0.00	0.00
44-4-000819.00 BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
44-4-000820.00 GRANT HOMELND SECURITY	0.00	0.00	0.00	0.00	0.00
44-4-000821.00 TRANSFER IN COMM. FUND	0.00	0.00	0.00	0.00	0.00
Total COMMUNICATIONS CONSTRUCTI	0.00	0.00	0.00	0.00	0.00
45-4-000302.00 RESTORATION REVENUE	0.00	0.00	2,280.50	-2,280.50	183.00
45-4-000760.00 DESIG. GEN. FUND INCOME	0.00	0.00	9,000.00	-9,000.00	0.00
45-4-000810.00 INTEREST	0.00	0.00	252.08	-252.08	0.00
Total RECORDS RESTORATION	0.00	0.00	11,532.58	-11,532.58	183.00
46-4-000760.00 DESIG. GEN FUND INCOME	0.00	0.00	8,000.00	-8,000.00	0.00
46-4-000810.00 INTEREST	0.00	0.00	177.91	-177.91	0.00
Total GENERATOR FUND	0.00	0.00	8,177.91	-8,177.91	0.00
47-4-000760.00 PROCEEDS FROM DEBT ISSUAN	0.00	0.00	0.00	0.00	0.00
47-4-000802.00 DONATIONS	0.00	0.00	2,700.00	-2,700.00	0.00
47-4-000804.00 INSURANCE REFUND	0.00	0.00	0.00	0.00	0.00
47-4-000810.00 INTEREST US BANK	0.00	0.00	0.00	0.00	0.00
47-4-000819.00 BOND /LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
Total PUBLIC SAFETY FACILITY	0.00	0.00	2,700.00	-2,700.00	0.00
Total All Funds	6,182,827.19	0.00	6,861,507.93	-678,680.74	-1,880,189.98

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Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
01-5-005 TOWN ADMIN. EXPENSE					
01-5-005110.00 SELECTBOARD STIPEND	2,500.00	0.00	4,786.44	-2,286.44	4,036.44
01-5-005111.00 TOWN MANAGER WAGE	90,017.00	0.00	87,882.99	2,134.01	6,906.20
01-5-005111.10 TM BENEFITS	0.00	0.00	0.00	0.00	0.00
01-5-005113.00 TREASURER STIPEND	1,750.00	0.00	1,750.00	0.00	903.50
01-5-005114.00 ADMIN ASSIST WAGE	50,038.00	0.00	50,427.98	-389.98	5,841.61
01-5-005114.10 ADMIN ASST OT	1,500.00	0.00	0.00	1,500.00	0.00
01-5-005121.00 FICA TAX	9,040.00	0.00	8,142.09	897.91	704.00
01-5-005122.00 MEDI TAX	2,114.00	0.00	1,904.24	209.76	164.67
01-5-005123.00 HEALTH INSUR	42,971.00	0.00	42,292.08	678.92	-848.72
01-5-005124.00 DISABILITY/LIFE INSUR	1,712.00	0.00	1,682.52	29.48	140.21
01-5-005125.00 DENTAL INSURANCE	480.00	0.00	431.64	48.36	35.97
01-5-005126.00 VT RETIREMENT	7,703.00	0.00	7,030.72	672.28	861.55
01-5-005250.00 TOWN MNGR RECRT	0.00	0.00	0.00	0.00	0.00
01-5-005252.00 TMGR RELOCATION EXPENSE	5,000.00	0.00	0.00	5,000.00	0.00
01-5-005300.00 PROFESS SERV	30,000.00	0.00	32,124.83	-2,124.83	3,990.79
01-5-005301.00 PROF SERVICES-DAM LITIGAT	0.00	0.00	0.00	0.00	0.00
01-5-005302.00 VLC T MEMBERSHIP	4,977.00	0.00	4,977.00	0.00	0.00
01-5-005310.00 TOWN REPORT	7,500.00	0.00	4,215.64	3,284.36	0.00
01-5-005531.00 ADMIN TELEPHONE	625.00	0.00	551.17	73.83	48.51
01-5-005532.00 T MNGR CELL PHONE	720.00	0.00	600.25	119.75	117.76
01-5-005538.00 POSTAGE	110.00	0.00	18.97	91.03	0.00
01-5-005540.00 ADVERTISING	650.00	0.00	1,447.33	-797.33	177.75
01-5-005550.00 PRINTING	0.00	0.00	172.40	-172.40	0.00
01-5-005580.00 T MNGR VEHICLE	0.00	0.00	0.00	0.00	0.00
01-5-005581.00 MILEAGE	200.00	0.00	51.78	148.22	0.00
01-5-005610.00 OFFICE SUPPLIES	500.00	0.00	714.70	-214.70	0.00
01-5-005611.00 OFFICE EQUIP	500.00	0.00	209.47	290.53	0.00
01-5-005615.00 DUES/MTS/EDUC	1,770.00	0.00	1,772.45	-2.45	60.00
01-5-005701.00 COMMITTEE	50.00	0.00	0.00	50.00	0.00
01-5-005701.10 ENERGY COMMITTEE GRANT	1,200.00	0.00	1,200.00	0.00	0.00
01-5-005701.20 ENERGY COMMITTEE	1,500.00	0.00	1,352.97	147.03	0.00
01-5-005701.30 EVCS GRANT	0.00	0.00	0.00	0.00	0.00
01-5-005701.40 NEGRASS GRANT	0.00	0.00	0.00	0.00	0.00
01-5-005703.00 GRANT MATCH	0.00	0.00	0.00	0.00	0.00
01-5-005810.00 DES FUND-FACILITIES STUDY	0.00	0.00	0.00	0.00	0.00
01-5-005814.00 DESI FUND-CITIZEN ASSISTA	1,000.00	0.00	1,000.00	0.00	0.00
01-5-005900.00 MISCELLANEOUS	0.00	0.00	721.40	-721.40	391.13
Total TOWN ADMIN. EXPENSE	266,127.00	0.00	257,461.06	8,665.94	23,531.37
01-5-010 BCA/BOA EXPENDITURES					
01-5-010110.00 JUSTICES WAGE	450.00	0.00	936.28	-486.28	0.00
01-5-010121.00 FICA TAX	0.00	0.00	22.79	-22.79	0.00
01-5-010122.00 MEDI TAX	0.00	0.00	5.32	-5.32	0.00
01-5-010200.00 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
01-5-010538.00 POSTAGE	150.00	0.00	0.00	150.00	0.00
01-5-010580.00 TRAVEL REIMB	0.00	0.00	0.00	0.00	0.00
01-5-010610.00 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
01-5-010615.00 DUES/MTGS/EDUC	300.00	0.00	0.00	300.00	0.00

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
Total BCA/BOA EXPENDITURES	900.00	0.00	964.39	-64.39	0.00
01-5-050 STAT MTGS EXPENDITURES					
01-5-050110.00 POLLWORKERS WAGE	500.00	0.00	726.26	-226.26	0.00
01-5-050121.00 FICA TAX	0.00	0.00	25.77	-25.77	0.00
01-5-050122.00 MEDI TAX	0.00	0.00	6.03	-6.03	0.00
01-5-050200.00 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
01-5-050538.00 POSTAGE	250.00	0.00	112.18	137.82	0.00
01-5-050540.00 ADVERTISING	175.00	0.00	141.53	33.47	0.00
01-5-050550.00 PRINTING	2,100.00	0.00	1,912.55	187.45	0.00
01-5-050610.00 OFFICE SUPPLIES	120.00	0.00	72.29	47.71	0.00
01-5-050612.00 VOTING BOOTHS	0.00	0.00	0.00	0.00	0.00
01-5-050650.00 VOTING MACHINE	65.00	0.00	0.00	65.00	0.00
01-5-050652.00 VOTING MACH MAINT AGRMT	350.00	0.00	0.00	350.00	0.00
01-5-050655.00 VTG MCHN PROGRAMG	2,500.00	0.00	3,150.65	-650.65	0.00
Total STAT MTGS EXPENDITURES	6,060.00	0.00	6,147.26	-87.26	0.00
01-5-100 TOWN CLERK EXPENDITURES					
01-5-100110.00 TOWN CLERK WAGE	65,430.00	0.00	65,774.40	-344.40	7,555.35
01-5-100112.00 ASST CLK WAGE	42,817.00	0.00	43,236.64	-419.64	5,088.00
01-5-100121.00 FICA TAX	6,710.00	0.00	6,111.44	598.56	491.58
01-5-100122.00 MEDI TAX	1,570.00	0.00	1,429.25	140.75	114.96
01-5-100123.00 HEALTH INS	29,552.00	0.00	28,877.83	674.17	-19.92
01-5-100124.00 DISABILITY/LIFE INS	1,403.00	0.00	1,371.12	31.88	114.26
01-5-100125.00 DENTAL INSURANCE	840.00	0.00	863.28	-23.28	71.94
01-5-100126.00 VT RETIREMENT	5,954.00	0.00	5,422.58	531.42	490.22
01-5-100207.00 DOG/CAT LICENSE	300.00	0.00	250.54	49.46	0.00
01-5-100209.00 VITAL STATISTICS	25.00	0.00	0.00	25.00	0.00
01-5-100325.00 CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00
01-5-100341.00 RECORD RESTORATION	0.00	0.00	0.00	0.00	0.00
01-5-100531.00 TELEPHONE	515.00	0.00	432.19	82.81	35.37
01-5-100538.00 POSTAGE	0.00	0.00	0.00	0.00	0.00
01-5-100540.00 ADVERTISING	0.00	0.00	0.00	0.00	0.00
01-5-100550.00 PRINTING	0.00	0.00	0.00	0.00	0.00
01-5-100610.00 OFFICE SUPPLIES	1,500.00	0.00	1,026.67	473.33	367.06
01-5-100611.00 OFFICE EQUIPMENT	1,928.00	0.00	0.00	1,928.00	0.00
01-5-100613.00 SOFTWARE	3,120.00	0.00	3,057.08	62.92	501.00
01-5-100615.00 DUES/MTGS/EDUC	150.00	0.00	90.00	60.00	0.00
01-5-100617.00 WOMEN'S CLUB GRANT	1,397.94	0.00	1,397.94	0.00	0.00
01-5-100758.00 DES. FUND-RECORD RESTORAT	9,000.00	0.00	9,000.00	0.00	0.00
01-5-100760.00 DESIGNATED FUND- EQUIP	0.00	0.00	0.00	0.00	0.00
Total TOWN CLERK EXPENDITURES	172,211.94	0.00	168,340.96	3,870.98	14,809.82
01-5-200 FINANCE DEPARTMENT					
01-5-200112.00 FINL ASSISTANT WAGE	29,620.00	0.00	16,290.88	13,329.12	0.00
01-5-200112.10 FINANCE OFFICER WAGE	69,018.00	0.00	87,979.20	-18,961.20	24,636.78
01-5-200121.00 FICA TAX	6,116.00	0.00	5,421.45	694.55	505.82

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
01-5-200122.00 MEDI TAX	1,430.00	0.00	1,228.13	201.87	78.56
01-5-200123.00 HEALTH INS	9,137.00	0.00	0.00	9,137.00	0.00
01-5-200124.00 DISABILITY/LIFE INS	1,190.00	0.00	1,233.89	-43.89	65.06
01-5-200125.00 DENTAL INSURANCE	683.00	0.00	431.64	251.36	35.97
01-5-200126.00 VT RETIREMENT	5,314.00	0.00	4,481.14	832.86	306.53
01-5-200130.00 CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00
01-5-200320.00 PROFESS SERVICES	0.00	0.00	37.50	-37.50	37.50
01-5-200322.00 INDEPENDENT AUDIT	9,600.00	0.00	15,500.00	-5,900.00	0.00
01-5-200531.00 TELEPHONE	500.00	0.00	425.48	74.52	33.28
01-5-200538.00 POSTAGE	0.00	0.00	0.00	0.00	0.00
01-5-200540.00 ADVERTISING	175.00	0.00	176.00	-1.00	0.00
01-5-200550.00 PRINTING	75.00	0.00	67.00	8.00	0.00
01-5-200580.00 MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
01-5-200610.00 OFFICE SUPPLIES	1,500.00	0.00	1,583.71	-83.71	191.27
01-5-200611.00 OFFICE EQUIPMENT	250.00	0.00	0.00	250.00	0.00
01-5-200613.00 SOFTWARE	850.00	0.00	876.49	-26.49	0.00
01-5-200615.00 DUES/MTGS/EDUC	250.00	0.00	0.00	250.00	0.00
01-5-200711.00 BANK	100.00	0.00	0.00	100.00	0.00
Total FINANCE DEPARTMENT	135,808.00	0.00	135,732.51	75.49	25,890.77
01-5-275 GEN ADMIN EXPENDITURES					
01-5-275531.00 TELEPHONE	900.00	0.00	763.24	136.76	60.49
01-5-275536.00 POSTAGE METER RENTAL	700.00	0.00	513.63	186.37	0.00
01-5-275538.00 POSTAGE	3,000.00	0.00	3,480.87	-480.87	-3.88
01-5-275610.00 OFFICE SUPPLIES	1,000.00	0.00	599.94	400.06	58.58
01-5-275620.00 PHOTOCOPIER	2,000.00	0.00	1,341.10	658.90	0.00
01-5-275628.00 COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00
01-5-275630.00 COMPUTER HARDWARE	0.00	0.00	54.93	-54.93	0.00
01-5-275631.00 WEB SITE SUPPORT	900.00	0.00	240.00	660.00	0.00
01-5-275632.00 SERVER MAINTENANCE	5,000.00	0.00	4,735.52	264.48	471.15
01-5-275760.00 DESIGNATED FUND-EQUIP	5,500.00	0.00	5,500.00	0.00	0.00
Total GEN ADMIN EXPENDITURES	19,000.00	0.00	17,229.23	1,770.77	586.34
01-5-300 LISTER/ASSESSOR EXPENDITURE					
01-5-300110.00 LISTER WAGE	4,500.00	0.00	4,250.00	250.00	2,000.00
01-5-300112.00 OFFICE ASST WAGE	17,772.00	0.00	14,698.21	3,073.79	1,390.22
01-5-300114.00 ASSESSOR WAGE	0.00	0.00	677.88	-677.88	677.88
01-5-300121.00 FICA TAX	1,381.00	0.00	1,174.78	206.22	210.19
01-5-300122.00 MEDI TAX	323.00	0.00	274.77	48.23	49.17
01-5-300123.00 HEALTH INS	5,482.00	0.00	0.00	5,482.00	0.00
01-5-300124.00 DISABILITY/LIFE INSURANCE	230.00	0.00	118.50	111.50	0.00
01-5-300125.00 DENTAL INSURANCE	158.00	0.00	0.00	158.00	0.00
01-5-300126.00 VT RETIREMENT	911.00	0.00	560.70	350.30	0.00
01-5-300300.00 PROFESS SERVICES	42,000.00	0.00	34,176.88	7,823.12	6,918.79
01-5-300320.00 LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00
01-5-300341.00 TAX MAPPING	0.00	0.00	0.00	0.00	0.00
01-5-300360.00 SOFTWARE MAINT/UPDATE	6,000.00	0.00	5,756.99	243.01	0.00
01-5-300531.00 TELEPHONE	500.00	0.00	419.70	80.30	32.08

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
01-5-300538.00 POSTAGE	3,500.00	0.00	322.79	3,177.21	58.00
01-5-300540.00 ADVERTISING	150.00	0.00	157.40	-7.40	0.00
01-5-300550.00 PRINTING	150.00	0.00	45.00	105.00	23.00
01-5-300580.00 MILEAGE REIMB	200.00	0.00	135.16	64.84	0.00
01-5-300610.00 OFFICE SUPPLIES	150.00	0.00	102.35	47.65	55.02
01-5-300611.00 OFFICE EQUIPMENT	250.00	0.00	49.11	200.89	0.00
01-5-300615.00 DUES/MTGS/EDUC	300.00	0.00	19.51	280.49	0.00
01-5-300760.00 DESIGNATED FUND-REAPPR	6,400.00	0.00	6,400.00	0.00	0.00
Total LISTER/ASSESSOR EXPENDITURE	90,357.00	0.00	69,339.73	21,017.27	11,414.35
01-5-350 PLANNING DEPT EXPENDITURE					
01-5-350110.00 PLAN ADMIN WAGE	69,614.00	0.00	66,782.46	2,831.54	7,856.76
01-5-350112.00 OFFICE ASST. WAGE	23,919.00	0.00	26,605.72	-2,686.72	2,710.05
01-5-350121.00 FICA TAX	5,799.00	0.00	5,560.04	238.96	437.92
01-5-350122.00 MEDI TAX	1,356.00	0.00	1,300.24	55.76	102.41
01-5-350123.00 HEALTH INS	14,961.00	0.00	12,655.28	2,305.72	0.00
01-5-350124.00 DISABILITY/LIFE INS	751.00	0.00	679.38	71.62	73.14
01-5-350125.00 DENTAL INSURANCE	420.00	0.00	264.07	155.93	35.97
01-5-350126.00 VT RETIREMENT	3,829.00	0.00	3,621.88	207.12	294.63
01-5-350130.00 CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00
01-5-350230.00 TOWN PLAN	0.00	0.00	0.00	0.00	0.00
01-5-350320.00 PLANNING SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
01-5-350321.00 TWO RIVER PLANNING COMM.	4,950.00	0.00	10,037.00	-5,087.00	5,087.00
01-5-350322.00 U.V. TRANSPORTATION MGMT	1,063.00	0.00	1,063.00	0.00	0.00
01-5-350341.00 MAPPING	1,500.00	0.00	0.00	1,500.00	0.00
01-5-350405.14 2014 ST OF VT PLAN GRANT	0.00	0.00	0.00	0.00	0.00
01-5-350406.00 BIKE/PED TECHNICAL GRANT	0.00	0.00	0.00	0.00	0.00
01-5-350408.00 HISTORIC PRES COMM.	1,000.00	0.00	300.00	700.00	0.00
01-5-350416.00 HIST PRES GRANT	15,910.00	0.00	15,910.00	0.00	0.00
01-5-350418.00 WOMEN'S CLUB GRANT	0.00	0.00	0.00	0.00	0.00
01-5-350531.00 TELEPHONE	450.00	0.00	440.25	9.75	32.57
01-5-350538.00 POSTAGE	300.00	0.00	234.56	65.44	10.89
01-5-350540.00 ADVERTISING	500.00	0.00	259.49	240.51	0.00
01-5-350550.00 PRINTING	150.00	0.00	214.20	-64.20	0.00
01-5-350580.00 MILEAGE REIMB	500.00	0.00	310.65	189.35	0.00
01-5-350610.00 OFFICE SUPPLIES	550.00	0.00	388.88	161.12	20.30
01-5-350611.00 OFFICE EQUIPMENT	250.00	0.00	619.98	-369.98	0.00
01-5-350615.00 DUES/MTGS/EDUC	750.00	0.00	483.00	267.00	0.00
Total PLANNING DEPT EXPENDITURE	151,522.00	0.00	147,730.08	3,791.92	16,661.64
01-5-425 RECREA DEPT EXPENDITURES					
01-5-4251 ADMINISTRATION					
01-5-425110.00 RECREATION DIR WAGE	70,843.00	0.00	74,692.64	-3,849.64	7,403.61
01-5-425113.00 RECREATION ASSISTANT	0.00	0.00	0.00	0.00	0.00
01-5-425121.00 FICA TAX	4,393.00	0.00	4,379.91	13.09	273.36
01-5-425122.00 MEDI TAX	1,027.00	0.00	1,024.33	2.67	63.92
01-5-425123.00 HEALTH INS	8,414.00	0.00	11,541.34	-3,127.34	-424.36
01-5-425124.00 DISABILITY/LIFE INSUR	862.00	0.00	786.17	75.83	69.94

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
01-5-425125.00 DENTAL INSURANCE	420.00	0.00	431.64	-11.64	35.97
01-5-425126.00 VT RETIREMENT	3,896.00	0.00	3,768.31	127.69	277.64
01-5-425127.00 TELEPHONE	520.00	0.00	439.62	80.38	37.73
01-5-425128.00 POSTAGE	130.00	0.00	116.44	13.56	0.00
01-5-425140.00 ADVERTISING	50.00	0.00	0.00	50.00	0.00
01-5-425150.00 PRINTING	0.00	0.00	0.00	0.00	0.00
01-5-425160.00 DUES/MTGS/EDUC	850.00	0.00	1,323.07	-473.07	525.08
01-5-425170.00 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
01-5-425180.00 MILEAGE REIMBURSEMENT	400.00	0.00	63.49	336.51	0.00
01-5-425182.00 OFFICE SUPPLIES	225.00	0.00	237.98	-12.98	189.97
Total ADMINISTRATION	92,030.00	0.00	98,804.94	-6,774.94	8,452.86
01-5-4252 PROGRAM					
01-5-425200.00 INSTRUCTOR FEE	86,000.00	0.00	43,429.20	42,570.80	3,924.90
01-5-425206.00 COACHING MATERIALS	400.00	0.00	36.76	363.24	0.00
01-5-425208.00 TEE SHIRT/HAT	4,500.00	0.00	2,875.36	1,624.64	289.25
01-5-425211.00 EQUIPMENT	4,500.00	0.00	2,666.46	1,833.54	492.46
01-5-425212.00 SUMMER PROG WAGE	14,000.00	0.00	-3,326.10	17,326.10	-11,437.75
01-5-425214.00 REFERREE/UMPIRE	4,000.00	0.00	3,520.00	480.00	530.00
01-5-425216.00 ENTRY FEE	1,200.00	0.00	900.00	300.00	0.00
01-5-425218.00 REGISTRATION FEES	8,500.00	0.00	6,292.24	2,207.76	1,564.00
01-5-425219.00 M.CROSS SCHOOL RENTAL FEE	13,500.00	0.00	13,230.00	270.00	0.00
01-5-425220.00 SPECIAL EVENTS /SUPPLIES	1,000.00	0.00	981.23	18.77	323.07
01-5-425221.00 FICA TAX	868.00	0.00	480.85	387.15	0.00
01-5-425222.00 MEDI TAX	203.00	0.00	112.43	90.57	0.00
01-5-425244.00 UNIFORMS	300.00	0.00	0.00	300.00	0.00
01-5-425248.00 MIDDLE SCHOOL RECREATION	0.00	0.00	0.00	0.00	0.00
Total PROGRAM	138,971.00	0.00	71,198.43	67,772.57	-4,314.07
01-5-4253 RECREATION FACILITIES					
01-5-425322.00 REC FIELD CARE	10,500.00	0.00	6,150.96	4,349.04	21.55
01-5-425324.00 HNTLY LINE MARKING	4,300.00	0.00	857.47	3,442.53	0.00
01-5-425326.00 PORTABLE TOILET	400.00	0.00	497.50	-97.50	265.00
01-5-425330.00 REPAIRS & MAINT	2,000.00	0.00	5,156.45	-3,156.45	4,868.00
01-5-425332.00 WATER USAGE	400.00	0.00	409.66	-9.66	0.00
01-5-425333.00 WOMEN'S CLUB GRANT	4,704.00	0.00	4,704.00	0.00	0.00
01-5-425345.00 SITE WORK	250.00	0.00	78.00	172.00	0.00
01-5-425346.00 NORWICH POOL	0.00	0.00	0.00	0.00	0.00
01-5-425347.00 FEMA-POOL GRANT	0.00	0.00	0.00	0.00	0.00
01-5-425360.00 DESIGNATED FUND-T COURTS	4,500.00	0.00	4,500.00	0.00	0.00
01-5-425361.00 DESIGNATED FUND-DAM	0.00	0.00	0.00	0.00	0.00
Total RECREATION FACILITIES	27,054.00	0.00	22,354.04	4,699.96	5,154.55
Total RECREA DEPT EXPENDITURES	258,055.00	0.00	192,357.41	65,697.59	9,293.34
01-5-485 PUBLIC SAFETY FACILITY					

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
01-5-485232.00 WATER USAGE	1,150.00	0.00	1,081.67	68.33	0.00
01-5-485233.00 ELECTRICITY	4,850.00	0.00	6,252.67	-1,402.67	620.04
01-5-485234.00 HEATING	3,950.00	0.00	4,030.19	-80.19	719.47
01-5-485301.00 BUILDING SUPPLIES	550.00	0.00	737.49	-187.49	143.43
01-5-485302.00 REPAIRS & MAINTENANCE	1,750.00	0.00	14,948.11	-13,198.11	2,032.00
01-5-485303.00 ALARM MONITORING	270.00	0.00	929.60	-659.60	0.00
01-5-485304.00 CLEANING	0.00	0.00	0.00	0.00	0.00
01-5-485760.00 DESIGNATED FUND-POLICE ST	3,500.00	0.00	3,500.00	0.00	0.00
Total PUBLIC SAFETY FACILITY	16,020.00	0.00	31,479.73	-15,459.73	3,514.94
01-5-500 POLICE DEPT EXPENDITURES					
01-5-5001 WAGES & BENEFITS					
01-5-500110.00 POLICE CHIEF WAGE	89,159.00	0.00	105,389.46	-16,230.46	9,201.00
01-5-500110.10 INT. CHIEF THETFORD	0.00	0.00	0.00	0.00	0.00
01-5-500112.00 POLICE OFFICER WAGE	157,250.00	0.00	147,608.31	9,641.69	16,516.87
01-5-500112.10 ON-CALL WAGES	6,500.00	0.00	5,440.59	1,059.41	340.56
01-5-500113.00 OVERTIME OFFICER WAGE	21,000.00	0.00	18,111.26	2,888.74	847.34
01-5-500114.00 ADMINISTRATIVE WAGE	46,256.00	0.00	46,615.44	-359.44	5,347.20
01-5-500115.00 PARTTIME OFFICER WAGE	5,000.00	0.00	1,611.26	3,388.74	158.16
01-5-500116.00 CROSSING GUARD WAGE	15,000.00	0.00	13,731.80	1,268.20	1,392.93
01-5-500117.00 GOVERNOR'S HWY SAFETY GRA	0.00	0.00	0.00	0.00	0.00
01-5-500118.00 SPECIAL DUTY WAGE	0.00	0.00	0.00	0.00	0.00
01-5-500120.00 FEMA	0.00	0.00	0.00	0.00	0.00
01-5-500121.00 FICA TAX	21,091.00	0.00	20,235.31	855.69	1,318.55
01-5-500122.00 MEDI TAX	4,932.00	0.00	4,610.70	321.30	308.37
01-5-500123.00 HEALTH INS	81,014.00	0.00	67,694.69	13,319.31	26.02
01-5-500124.00 DISABILITY/LIFE INS	3,750.00	0.00	3,812.90	-62.90	225.41
01-5-500125.00 DELTA DENTAL	1,680.00	0.00	2,153.97	-473.97	143.88
01-5-500126.00 VT RETIREMENT	22,402.00	0.00	20,630.00	1,772.00	2,435.55
Total WAGES & BENEFITS	475,034.00	0.00	457,645.69	17,388.31	38,261.84
01-5-5002 COMMUNITY POLICING					
01-5-500201.00 ANIMAL CONT/LEASH LAW	800.00	0.00	2,376.00	-1,576.00	297.00
01-5-500202.00 COMMUNITY RELATNS	1,200.00	0.00	264.59	935.41	176.42
01-5-500204.00 SPEED SIGNS	1,500.00	0.00	1,739.76	-239.76	169.71
01-5-500206.00 NORWIIICH CADET PROGRAM	0.00	0.00	0.00	0.00	0.00
Total COMMUNITY POLICING	3,500.00	0.00	4,380.35	-880.35	643.13
01-5-5003 EQUIPMENT & MAINTENANCE					
01-5-500301.00 RADIO MAINTENANCE	800.00	0.00	710.00	90.00	0.00
01-5-500302.00 PETROLEUM PRODUCTS	8,500.00	0.00	6,877.40	1,622.60	0.00
01-5-500304.00 CRUISER VIDEO EQUIP	500.00	0.00	0.00	500.00	0.00
01-5-500306.00 CRUISER MAINT	7,500.00	0.00	10,700.96	-3,200.96	4,013.55
01-5-500308.00 CRUISER SUPPLIES	500.00	0.00	500.29	-0.29	553.89
Total EQUIPMENT & MAINTENANCE	17,800.00	0.00	18,788.65	-988.65	4,567.44

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
01-5-5004 GRANTS					
01-5-500423.13 EQUIPMENT INCENTIVE GRANT	0.00	0.00	0.00	0.00	0.00
01-5-500423.14 2014 EQUIPMENT INCENTIVES	0.00	0.00	0.00	0.00	0.00
01-5-500423.15 2015 EQUIP INCENTIVE GRAN	0.00	0.00	0.00	0.00	0.00
01-5-500423.17 FY17 OP/DUI EQUIPMENT GRA	0.00	0.00	0.00	0.00	0.00
01-5-500428.00 PACIF EQUIP GRANT	0.00	0.00	0.00	0.00	0.00
01-5-500430.00 DOJ BULLET PROOF VESTS GR	0.00	0.00	0.00	0.00	0.00
01-5-500432.00 NORWICH WOMENS CLUB GRANT	0.00	0.00	0.00	0.00	0.00
01-5-500436.00 2015 DUI ENFORCEMENT GRAN	0.00	0.00	0.00	0.00	0.00
Total GRANTS	0.00	0.00	0.00	0.00	0.00
01-5-5005 SUPPORT					
01-5-500501.00 ADMINISTRATION	7,800.00	0.00	5,834.95	1,965.05	947.21
01-5-500535.00 VIBRS	3,500.00	0.00	2,384.76	1,115.24	114.30
01-5-500536.00 DISPATCH SERVICES	57,117.00	0.00	56,053.24	1,063.76	14,013.31
01-5-500538.00 TRAINING	2,500.00	0.00	1,389.60	1,110.40	0.00
01-5-500543.00 TRAINING SUPPLIES	500.00	0.00	524.00	-24.00	524.00
01-5-500580.00 MILEAGE REIMB	100.00	0.00	325.01	-225.01	0.00
01-5-500581.00 DUES/MTGS/EDUC	750.00	0.00	965.00	-215.00	0.00
01-5-500582.00 UNIFORMS	2,500.00	0.00	2,641.12	-141.12	1,596.23
01-5-500583.00 UNIFORMS CLEANING	1,500.00	0.00	895.50	604.50	126.65
01-5-500584.00 BULLET PROOF VESTS	0.00	0.00	0.00	0.00	0.00
Total SUPPORT	76,267.00	0.00	71,013.18	5,253.82	17,321.70
01-5-5007 CAPITAL EXPENDITURES					
01-5-500701.00 DESIGNATED FUND-SPEC EQUI	2,500.00	0.00	2,500.00	0.00	0.00
01-5-500702.00 DESIGNATED FUND-CRUISER	10,000.00	0.00	10,000.00	0.00	0.00
01-5-500703.00 DESIGNATED FUND-POLICE ST	0.00	0.00	0.00	0.00	0.00
Total CAPITAL EXPENDITURES	12,500.00	0.00	12,500.00	0.00	0.00
Total POLICE DEPT EXPENDITURES	585,101.00	0.00	564,327.87	20,773.13	60,794.11
01-5-555 FIRE/FAST DEPT. EXPENSES					
01-5-5551 FIRE WAGES					
01-5-555108.00 FIRE CHIEF WAGES	67,151.00	0.00	62,754.75	4,396.25	7,150.29
01-5-555110.00 FIRE OFFICER STIPEND	1,202.00	0.00	1,200.00	2.00	1,200.00
01-5-555112.00 FIREFIGHTERS WAGE	34,000.00	0.00	32,600.43	1,399.57	3,582.22
01-5-555114.00 FF DRILLS/MTGS WAGE	3,000.00	0.00	3,343.18	-343.18	43.18
01-5-555116.00 DRY HYDRANT WAGE	0.00	0.00	0.00	0.00	0.00
01-5-555121.00 FICA TAX	6,532.00	0.00	5,703.23	828.77	499.04
01-5-555122.00 MEDI TAX	1,528.00	0.00	1,331.55	196.45	116.71
01-5-555123.00 HEALTH INSURANCE	938.00	0.00	14,347.54	-13,409.54	-325.80
01-5-555124.00 DISABILITY/LIFE INSURANCE	850.00	0.00	1,025.78	-175.78	68.05
01-5-555125.00 VT RETIREMENT	3,441.00	0.00	3,109.32	331.68	264.08
01-5-555126.00 DENTAL INSURANCE	420.00	0.00	389.44	30.56	26.97
Total FIRE WAGES	119,062.00	0.00	125,805.22	-6,743.22	12,624.74

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
01-5-5552 EMS WAGES					
01-5-555212.00 EMS WAGE	6,000.00	0.00	3,522.23	2,477.77	301.34
01-5-555215.00 EMS DRILL WAGE	1,800.00	0.00	1,960.00	-160.00	0.00
01-5-555221.00 EMS FICA TAX	484.00	0.00	338.95	145.05	18.69
01-5-555222.00 EMS MEDI TAX	113.00	0.00	81.68	31.32	4.36
Total EMS WAGES	8,397.00	0.00	5,902.86	2,494.14	324.39
01-5-5553 EDUCATION & TRAINING					
01-5-555338.00 FIRE EDUC/TRAINING	1,500.00	0.00	309.54	1,190.46	114.99
01-5-555340.00 EMS EDUC/TRNG	1,200.00	0.00	1,111.34	88.66	0.00
01-5-555342.00 FIRE DUES/MTGS/EDUC	1,200.00	0.00	0.00	1,200.00	0.00
01-5-555343.00 EMS DUES/MTGS	0.00	0.00	0.00	0.00	0.00
Total EDUCATION & TRAINING	3,900.00	0.00	1,420.88	2,479.12	114.99
01-5-5554 TOOLS & EQUIPMENT					
01-5-555422.00 FIRE TOOLS & EQUIPMENT	4,500.00	0.00	4,802.12	-302.12	249.79
01-5-555424.00 EMS TOOLS/ EQUIP	1,000.00	0.00	1,276.79	-276.79	484.97
01-5-555426.00 RADIO PURCH/REPAIR	700.00	0.00	0.00	700.00	0.00
Total TOOLS & EQUIPMENT	6,200.00	0.00	6,078.91	121.09	734.76
01-5-5555 MAINTENANCE					
01-5-555528.00 FIRE TRK R & M	14,000.00	0.00	12,838.46	1,161.54	1,309.93
01-5-555530.00 EQUIPMENT MAINTENANCE	2,000.00	0.00	1,998.74	1.26	0.00
01-5-555532.00 RADIO MAINTENANCE	500.00	0.00	400.79	99.21	0.00
01-5-555534.00 SOFTWARE MAINTENANCE	800.00	0.00	588.95	211.05	0.00
01-5-555536.00 COMPUTER MAINTENANCE	450.00	0.00	293.74	156.26	0.00
01-5-555538.00 PETROLEUM PRODUCTS	3,250.00	0.00	2,638.43	611.57	0.00
Total MAINTENANCE	21,000.00	0.00	18,759.11	2,240.89	1,309.93
01-5-5556 SUPPORT					
01-5-555614.00 RECRUITMENT	100.00	0.00	0.00	100.00	0.00
01-5-555616.00 VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00	0.00
01-5-555617.00 FIRETRUCK STORAGE	0.00	0.00	0.00	0.00	0.00
01-5-555618.00 POSTAGE	75.00	0.00	18.30	56.70	0.00
01-5-555619.00 FIRE PREV BOOKS & MATERIA	100.00	0.00	0.00	100.00	0.00
01-5-555620.00 FIREFIGHTERS CASUL INS	5,000.00	0.00	5,017.10	-17.10	0.00
01-5-555625.00 TELEPHONE & INTERNET	1,800.00	0.00	1,848.89	-48.89	327.66
01-5-555630.00 OFFICE SUPPLIES	400.00	0.00	187.85	212.15	0.00
01-5-555632.00 DISPATCH SERVICE	9,800.00	0.00	10,525.82	-725.82	364.50
01-5-555633.00 UNIFORM	225.00	0.00	401.00	-176.00	0.00
01-5-555634.00 HYDRANT RENTAL	18,057.00	0.00	18,057.00	0.00	0.00
01-5-555635.00 DRY HYDRANT	200.00	0.00	0.00	200.00	0.00
01-5-555636.00 OSHA COMPLIANCE	1,100.00	0.00	1,200.00	-100.00	0.00
Total SUPPORT	36,857.00	0.00	37,255.96	-398.96	692.16

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
01-5-5557 CAPITAL EXPENDITURES					
01-5-555756.00 DESIGNATED FUND-FIRE STAT	0.00	0.00	0.00	0.00	0.00
01-5-555758.00 DESIGNATED FUND-APPARATUS	60,000.00	0.00	60,000.00	0.00	0.00
01-5-555760.00 DESIGNATED FUND-EQUIPMENT	20,610.00	0.00	20,610.00	0.00	0.00
Total CAPITAL EXPENDITURES	80,610.00	0.00	80,610.00	0.00	0.00
01-5-5558 GRANT EXPENSE					
01-5-555824.00 VLCTPACIF GRANT	0.00	0.00	0.00	0.00	0.00
01-5-555830.00 DRY HYDRANT GRANT	819.65	0.00	819.65	0.00	819.65
01-5-555852.00 FY17 HOMELAND SEC #1731	0.00	0.00	0.00	0.00	0.00
Total GRANT EXPENSE	819.65	0.00	819.65	0.00	819.65
01-5-5559 AMBULANCE SERVICES					
01-5-555901.00 AMBULANCE CONTRACT	122,426.00	0.00	122,426.04	-0.04	0.00
01-5-555903.00 AMBULANCE BILLS	12,000.00	0.00	14,581.47	-2,581.47	1,240.00
Total AMBULANCE SERVICES	134,426.00	0.00	137,007.51	-2,581.51	1,240.00
Total FIRE/FAST DEPT. EXPENSES	411,271.65	0.00	413,660.10	-2,388.45	17,860.62
01-5-575 EMERGENCY MANAGEMENT					
01-5-575100.00 DEBT SERVICE TOWER PRINCI	28,078.00	0.00	11,174.58	16,903.42	0.00
01-5-575105.00 DEBT SERVICE TOWER INTERE	0.00	0.00	4,578.27	-4,578.27	0.00
01-5-575233.00 TOWER POWER	629.00	0.00	558.68	70.32	73.38
01-5-575600.00 EMERG MAN ADMIN	100.00	0.00	0.00	100.00	0.00
01-5-575610.00 EMERG MNGMT SUPPLIES	50.00	0.00	0.00	50.00	0.00
01-5-575612.00 GENERATOR FUEL	300.00	0.00	0.00	300.00	0.00
01-5-575620.00 EMERG GEN MAINT	6,200.00	0.00	2,619.00	3,581.00	0.00
01-5-575622.00 EMERG GEN INSTALL	0.00	0.00	0.00	0.00	0.00
01-5-575628.00 PUBLIC WORKS GENERATOR	0.00	0.00	0.00	0.00	0.00
01-5-575630.00 BASE RADIO MAINTENANCE	500.00	0.00	0.00	500.00	0.00
01-5-575650.00 EMERG GENERATOR REPAIR	0.00	0.00	0.00	0.00	0.00
01-5-575740.00 DESIGNATED FUND-GENERATOR	8,000.00	0.00	8,000.00	0.00	0.00
01-5-575760.00 DESIGNATED FUND- COMMUNIC	0.00	0.00	0.00	0.00	0.00
Total EMERGENCY MANAGEMENT	43,857.00	0.00	26,930.53	16,926.47	73.38
01-5-650 CONSERVATION					
01-5-650538.00 POSTAGE	0.00	0.00	0.00	0.00	0.00
01-5-650550.00 PRINTING	0.00	0.00	47.60	-47.60	0.00
01-5-650605.00 DONATIONS	0.00	0.00	0.00	0.00	0.00
01-5-650610.00 OFF SUPP & EMAIL	0.00	0.00	69.56	-69.56	0.00
01-5-650615.00 DUES/MTGS/EDUC	850.00	0.00	1,000.00	-150.00	750.00
01-5-650620.00 SPKRS/PUBLIC INFO	300.00	0.00	0.00	300.00	0.00
01-5-650625.00 PUBLICITY	300.00	0.00	0.00	300.00	0.00
01-5-650630.00 TRAILS	3,000.00	0.00	1,214.21	1,785.79	1,047.40
01-5-650632.00 WATER QUAL MONIT	500.00	0.00	0.00	500.00	0.00

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
01-5-650635.00 MILT FRYE NATURE AREA	500.00	0.00	0.00	500.00	0.00
01-5-650640.00 GILE MT	0.00	0.00	0.00	0.00	0.00
01-5-650700.00 NATRL RESRCS INVEN	1,100.00	0.00	0.00	1,100.00	0.00
01-5-650710.00 PROJECT RESTORATION	1,000.00	0.00	0.00	1,000.00	0.00
01-5-650725.00 GRANT	0.00	0.00	0.00	0.00	0.00
01-5-650727.00 WOMENS CLUB GRANT	0.00	0.00	0.00	0.00	0.00
Total CONSERVATION	7,550.00	0.00	2,331.37	5,218.63	1,797.40
01-5-675 CEMETERY COMMISSION					
01-5-675110.00 CEMETERY WAGES	0.00	0.00	0.00	0.00	0.00
01-5-675121.00 FICA	0.00	0.00	0.00	0.00	0.00
01-5-675122.00 MEDI	0.00	0.00	0.00	0.00	0.00
01-5-675126.00 RETIREMENT	0.00	0.00	0.00	0.00	0.00
01-5-675232.00 WATER	0.00	0.00	0.00	0.00	-78.50
01-5-675301.00 SUPPLIES	0.00	0.00	0.00	0.00	0.00
01-5-675430.00 REPAIRS & MAINT.	0.00	0.00	0.00	0.00	0.00
01-5-675500.00 PURCHASED SERVICE	0.00	0.00	1,666.66	-1,666.66	1,666.66
01-5-675520.00 WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	0.00
01-5-675522.00 VLCT LIABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00
01-5-675538.00 POSTAGE	0.00	0.00	0.00	0.00	0.00
01-5-675611.00 EQUIPMENT PURCHASE	0.00	0.00	0.00	0.00	0.00
01-5-675612.00 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
01-5-675614.00 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00
01-5-675700.00 STONE CLEANING	0.00	0.00	0.00	0.00	0.00
Total CEMETERY COMMISSION	0.00	0.00	1,666.66	-1,666.66	1,588.16
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	90,403.00	0.00	58,633.77	31,769.23	9,020.58
01-5-703112.00 ROAD CREW WAGES	259,853.00	0.00	261,303.89	-1,450.89	30,225.63
01-5-703114.00 ROAD CREW OVERTIME	27,966.00	0.00	53,339.61	-25,373.61	692.93
01-5-703116.00 PAGER COMPENSATION	2,200.00	0.00	3,850.00	-1,650.00	2,750.00
01-5-703121.00 FICA	23,586.00	0.00	21,555.96	2,030.04	1,761.18
01-5-703122.00 MEDICARE	5,516.00	0.00	5,041.37	474.63	411.90
01-5-703123.00 HEALTH INSUR	108,373.00	0.00	87,170.78	21,202.22	-646.60
01-5-703124.00 DISABILITY/LIFE	4,540.00	0.00	3,602.62	937.38	358.37
01-5-703125.00 DENTAL INSURANCE	2,520.00	0.00	2,300.42	219.58	148.11
01-5-703126.00 RETIREMENT	20,923.00	0.00	18,552.42	2,370.58	1,438.68
Total HIGHWAY WAGES & BENEFITS	545,880.00	0.00	515,350.84	30,529.16	46,160.78
01-5-7032 MATERIALS					
01-5-703201.00 SALT & CHEMICALS	120,000.00	0.00	139,629.95	-19,629.95	0.00
01-5-703203.00 SAND	61,600.00	0.00	102,338.55	-40,738.55	0.00
01-5-703205.00 DUST CONTROL	20,000.00	0.00	10,315.20	9,684.80	0.00
01-5-703207.00 GRAVEL & STONE	50,000.00	0.00	50,615.31	-615.31	2,581.11
01-5-703209.00 CULVERTS & ROAD SUPPLIES	12,000.00	0.00	5,185.75	6,814.25	16.93

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
01-5-703211.00 ASPHALT PRODUCTS	10,100.00	0.00	1,062.50	9,037.50	0.00
01-5-703213.00 BRIDGE REPAIR & MAINT.	2,000.00	0.00	0.00	2,000.00	0.00
01-5-703215.00 OTHER PROJECTS	5,000.00	0.00	4,184.50	815.50	1,161.80
01-5-703217.00 SIGNS	4,000.00	0.00	1,292.35	2,707.65	126.47
Total MATERIALS	284,700.00	0.00	314,624.11	-29,924.11	3,886.31
01-5-7033 CONTRACTED SERVICES					
01-5-703301.00 PLOWING & SANDING	24,000.00	0.00	13,736.75	10,263.25	0.00
01-5-703303.00 ROAD SWEEPING	4,500.00	0.00	0.00	4,500.00	0.00
01-5-703305.00 LEAF REMOVAL	6,000.00	0.00	950.00	5,050.00	0.00
01-5-703307.00 STREETLIGHTS	11,500.00	0.00	10,831.65	668.35	948.26
01-5-703309.00 TREE CUTTING & REMOVAL	12,500.00	0.00	1,000.00	11,500.00	0.00
01-5-703311.00 UNIFORMS	9,000.00	0.00	13,187.57	-4,187.57	2,678.52
01-5-703313.00 PAVING	60,000.00	0.00	8,633.98	51,366.02	0.00
01-5-703315.00 OTHER PROJECTS	7,500.00	0.00	24,335.00	-16,835.00	0.00
01-5-703317.00 CRACK SEALING	35,000.00	0.00	30,997.00	4,003.00	0.00
01-5-703319.00 PAVEMENT MARKING	21,000.00	0.00	12,069.00	8,931.00	0.00
01-5-703321.00 BRIDGES	0.00	0.00	0.00	0.00	0.00
Total CONTRACTED SERVICES	191,000.00	0.00	115,740.95	75,259.05	3,626.78
01-5-7034 EQUIPMENT					
01-5-703401.00 OUTSIDE REPAIRS	40,000.00	0.00	29,188.61	10,811.39	5,596.21
01-5-703403.00 PARTS & SUPPLIES	38,000.00	0.00	37,396.47	603.53	9,556.80
01-5-703405.00 PETROLEUM PRODUCTS	43,000.00	0.00	44,602.97	-1,602.97	4,866.62
Total EQUIPMENT	121,000.00	0.00	111,188.05	9,811.95	20,019.63
01-5-7035 HIGHWAY GARAGE					
01-5-703501.00 ELECTRICITY	2,500.00	0.00	3,600.95	-1,100.95	129.06
01-5-703503.00 PROPANE	9,000.00	0.00	7,549.04	1,450.96	0.00
01-5-703505.00 TELEPHONE	2,500.00	0.00	3,275.33	-775.33	777.02
01-5-703507.00 SUPPLIES	1,500.00	0.00	5,997.21	-4,497.21	762.64
01-5-703509.00 ALARM MONITORING	500.00	0.00	115.00	385.00	0.00
01-5-703511.00 REPAIRS & MAINTENANCE	5,000.00	0.00	17,074.14	-12,074.14	434.97
01-5-703513.00 TOOLS	2,500.00	0.00	4,380.23	-1,880.23	136.31
01-5-703515.00 ADMINISTRATION	5,000.00	0.00	9,603.77	-4,603.77	155.00
Total HIGHWAY GARAGE	28,500.00	0.00	51,595.67	-23,095.67	2,395.00
01-5-7036 CAPITAL EXPENDITURES					
01-5-703601.00 DESIGNATED FUND-EQUIPMENT	85,000.00	0.00	85,000.00	0.00	0.00
01-5-703603.00 DESIGNATED FUND-SIDEWALK	14,000.00	0.00	14,000.00	0.00	0.00
01-5-703605.00 DESIGNATED FUND-PAVING	275,000.00	0.00	275,000.00	0.00	0.00
01-5-703607.00 DESIGNATED FUND-BRIDGES	40,000.00	0.00	40,000.00	0.00	0.00
01-5-703609.00 DESIGNATED FUND-GARAGE	25,000.00	0.00	25,000.00	0.00	0.00
Total CAPITAL EXPENDITURES	439,000.00	0.00	439,000.00	0.00	0.00

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
01-5-7037 GRANTS					
01-5-703701.00 PAVING GRANT	0.00	0.00	0.00	0.00	0.00
01-5-703703.00 FEMA GRANT	670,540.79	0.00	755,775.79	-85,235.00	86,895.00
01-5-703705.00 VT PUBLIC SFTY-RADIO GRAN	0.00	0.00	0.00	0.00	0.00
01-5-703707.00 NRCS GRANT	0.00	0.00	0.00	0.00	0.00
01-5-703709.00 TWO RIVERS-BETR BACK ROAD	2,011.34	0.00	2,011.34	0.00	0.00
01-5-703710.00 ST. OF VT-BETTER BACK RD	0.00	0.00	0.00	0.00	0.00
01-5-703711.00 WOMEN'S CLUB GRANT	0.00	0.00	0.00	0.00	0.00
01-5-703713.00 2017 VTRANS BIKE & PED GR	18,964.00	0.00	18,964.00	0.00	0.00
Total GRANTS	691,516.13	0.00	776,751.13	-85,235.00	86,895.00
Total HIGHWAY DIVISION	2,301,596.13	0.00	2,324,250.75	-22,654.62	162,983.50
01-5-704 BUILDINGS & GROUNDS DIVIS					
01-5-7041 B & G WAGES & BENEFITS					
01-5-704113.00 BUILDINGS & GROUNDS WAGES	83,851.00	0.00	93,387.29	-9,536.29	9,888.29
01-5-704114.00 OT BLDGS & GROUNDS	3,700.00	0.00	9,746.23	-6,046.23	163.19
01-5-704116.00 PAGER COMPENSATION	550.00	0.00	550.00	0.00	550.00
01-5-704121.00 FICA	5,462.00	0.00	6,208.45	-746.45	454.72
01-5-704122.00 MEDICARE	1,277.00	0.00	1,452.04	-175.04	106.34
01-5-704123.00 HEALTH INSURANCE	22,657.00	0.00	25,896.66	-3,239.66	256.58
01-5-704124.00 DISABILITY/LIFE	1,187.00	0.00	1,139.88	47.12	94.99
01-5-704125.00 DENTAL INSURANCE	420.00	0.00	735.26	-315.26	71.94
01-5-704126.00 RETIREMENT	4,846.00	0.00	4,635.71	210.29	376.63
Total B & G WAGES & BENEFITS	123,950.00	0.00	143,751.52	-19,801.52	11,962.68
01-5-7042 MATERIALS					
01-5-704201.00 GARDEN SUPPLIES & PLANTS	1,600.00	0.00	1,975.00	-375.00	45.00
Total MATERIALS	1,600.00	0.00	1,975.00	-375.00	45.00
01-5-7043 CONTRACTED SERVICES					
01-5-704301.00 FOLEY PARK & MEDIANS	4,750.00	0.00	0.00	4,750.00	0.00
01-5-704311.00 UNIFORMS	2,100.00	0.00	3,069.47	-969.47	697.45
Total CONTRACTED SERVICES	6,850.00	0.00	3,069.47	3,780.53	697.45
01-5-7044 EQUIPMENT					
01-5-704401.00 OUTSIDE REPAIRS	1,600.00	0.00	1,829.17	-229.17	0.00
01-5-704403.00 PARTS & SUPPLIES	2,500.00	0.00	4,787.71	-2,287.71	909.59
01-5-704405.00 PETROLEUM PRODUCTS	2,500.00	0.00	4,947.14	-2,447.14	0.00
01-5-704413.00 TOOLS	500.00	0.00	92.56	407.44	0.00
Total EQUIPMENT	7,100.00	0.00	11,656.58	-4,556.58	909.59
01-5-7046 CAPITAL EXPENDITURES					
01-5-704601.00 DESIGNATED FUND-EQUIPMENT	7,000.00	0.00	7,000.00	0.00	0.00
Total CAPITAL EXPENDITURES	7,000.00	0.00	7,000.00	0.00	0.00

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
Total BUILDINGS & GROUNDS DIVIS	146,500.00	0.00	167,452.57	-20,952.57	13,614.72
01-5-705 SOLID WASTE DIVISION					
01-5-7051 SW WAGES & BENEFITS					
01-5-705112.00 TRNSF STATION WAGE	36,958.00	0.00	39,203.60	-2,245.60	4,476.46
01-5-705121.00 FICA TAX	2,291.00	0.00	2,337.17	-46.17	184.69
01-5-705122.00 MEDI TAX	536.00	0.00	546.60	-10.60	43.20
Total SW WAGES & BENEFITS	39,785.00	0.00	42,087.37	-2,302.37	4,704.35
01-5-7053 CONTRACTED SERVICES					
01-5-705301.00 GUVSWMD ASSESSMENT	37,554.00	0.00	37,554.00	0.00	0.00
01-5-705303.00 MUNICIPAL SOLID WASTE	49,000.00	0.00	40,691.24	8,308.76	4,783.78
01-5-705305.00 RECYCLING	61,000.00	0.00	33,178.44	27,821.56	3,699.87
01-5-705306.00 C & D WASTE DISPOSAL	10,000.00	0.00	7,260.81	2,739.19	1,330.91
01-5-705307.00 HOUSEHOLD HAZARDOUS WASTE	0.00	0.00	0.00	0.00	0.00
01-5-705308.00 FOOD WASTE DISPOSAL	2,000.00	0.00	5,066.10	-3,066.10	562.90
01-5-705311.00 UNIFORMS	500.00	0.00	0.00	500.00	0.00
Total CONTRACTED SERVICES	160,054.00	0.00	123,750.59	36,303.41	10,377.46
01-5-7054 EQUIPMENT					
01-5-705403.00 PARTS & SUPPLIES	1,000.00	0.00	1,428.82	-428.82	852.73
01-5-705405.00 ST OF VT GRANT	0.00	0.00	0.00	0.00	0.00
01-5-705411.00 REPAIRS & MAINTENANCE	2,000.00	0.00	2,169.64	-169.64	0.00
01-5-705413.00 SMALL EQUIPMENT	300.00	0.00	54.99	245.01	0.00
Total EQUIPMENT	3,300.00	0.00	3,653.45	-353.45	852.73
01-5-7055 TRANSFER STATION					
01-5-705500.00 PURCHASED SERVICES	1,170.00	0.00	2,412.52	-1,242.52	805.20
01-5-705501.00 ELECTRICITY	1,200.00	0.00	1,866.34	-666.34	399.33
01-5-705503.00 PROPANE	600.00	0.00	409.48	190.52	0.00
01-5-705505.00 TELEPHONE	450.00	0.00	430.33	19.67	31.31
01-5-705515.00 ADMINISTRATION	2,500.00	0.00	328.52	2,171.48	0.00
01-5-705517.00 VERMONT FRANCHISE TAX	2,900.00	0.00	1,439.03	1,460.97	0.00
Total TRANSFER STATION	8,820.00	0.00	6,886.22	1,933.78	1,235.84
01-5-7056 CAPITAL EXPENDITURES					
01-5-705601.00 DESIGNATED FUND-EQUIPMENT	6,500.00	0.00	6,500.00	0.00	0.00
Total CAPITAL EXPENDITURES	6,500.00	0.00	6,500.00	0.00	0.00
Total SOLID WASTE DIVISION	218,459.00	0.00	182,877.63	35,581.37	17,170.38
01-5-706 TRACY HALL					
01-5-7061 BUILDING EXPENSES					
01-5-706100.00 WATER USAGE	500.00	0.00	624.90	-124.90	0.00

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
01-5-706101.00 ELECTRICITY	10,500.00	0.00	13,364.78	-2,864.78	1,679.15
01-5-706103.00 HEATING	13,000.00	0.00	11,467.21	1,532.79	0.00
01-5-706105.00 ALARM MONITORING	600.00	0.00	115.00	485.00	0.00
01-5-706107.00 ELEVATOR MAINTENANCE	3,300.00	0.00	3,827.02	-527.02	661.26
01-5-706108.00 CUSTODIAN PAGER & MILEAGE	200.00	0.00	0.00	200.00	0.00
01-5-706109.00 BUILDING SUPPLIES	4,200.00	0.00	3,687.22	512.78	140.71
01-5-706111.00 WOMEN'S CLUB GRANT	0.00	0.00	0.00	0.00	0.00
01-5-706113.00 REPAIRS & MAINTENANCE	10,000.00	0.00	15,663.28	-5,663.28	1,056.72
01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	900.00	0.00	1,720.00	-820.00	191.73
01-5-706117.00 DESIGNATED FUND-TRACY HAL	20,000.00	0.00	20,000.00	0.00	0.00
Total BUILDING EXPENSES	63,200.00	0.00	70,469.41	-7,269.41	3,729.57
Total TRACY HALL	63,200.00	0.00	70,469.41	-7,269.41	3,729.57
Total PUBLIC WORKS DEPT.	2,729,755.13	0.00	2,745,050.36	-15,295.23	197,498.17
01-5-8002 DEBT SERVICE EXPENDITURES					
01-5-800205.00 TRACY HALL PRINCIPAL	0.00	0.00	0.00	0.00	0.00
01-5-800207.00 PUBLIC SAFTY FACILITY BON	47,000.00	0.00	47,000.00	0.00	0.00
01-5-800235.00 DEBT INTEREST	49,037.00	0.00	49,037.44	-0.44	0.00
01-5-800236.00 DEBT INTEREST (FEMA)	0.00	0.00	10,002.73	-10,002.73	10,002.73
Total DEBT SERVICE EXPENDITURES	96,037.00	0.00	106,040.17	-10,003.17	10,002.73
01-5-8003 APPROPRIATION EXPENDITURES					
01-5-800302.00 NORWICH PUBLIC LIBRARY	275,000.00	0.00	275,000.00	0.00	0.00
01-5-800303.00 NORWICH PUBLIC LIBRARY RE	0.00	0.00	0.00	0.00	0.00
01-5-800304.00 NORWICH SENIOR ACT COUNCL	0.00	0.00	0.00	0.00	0.00
01-5-800306.00 NORWICH LIONS CLUB	3,000.00	0.00	3,000.00	0.00	0.00
01-5-800308.00 NORWICH NEWSLETTER	0.00	0.00	0.00	0.00	0.00
01-5-800310.00 NORWICH AMERICAN LEGION	1,500.00	0.00	1,500.00	0.00	0.00
01-5-800314.00 NORWICH SPECIAL EVENTS	0.00	0.00	0.00	0.00	0.00
01-5-800315.00 NORWICH HISTORICAL SOC.	8,000.00	0.00	6,000.00	2,000.00	0.00
01-5-800316.00 NORWICH CEMETERY ASSOCATN	15,000.00	0.00	15,000.00	0.00	15,000.00
01-5-800317.00 NORWICH CEMETERY-RESTORE	0.00	0.00	0.00	0.00	0.00
01-5-800318.00 NORWICH AFFORDABLE HOUSIN	0.00	0.00	0.00	0.00	0.00
01-5-800324.00 CHILD CARE CTR IN NORWICH	4,348.00	0.00	2,174.00	2,174.00	0.00
01-5-800326.00 HCRS OF SE VERMONT	0.00	0.00	0.00	0.00	0.00
01-5-800328.00 VSTNG NRS/HSP APPR	15,600.00	0.00	7,800.00	7,800.00	0.00
01-5-800330.00 SERG	0.00	0.00	0.00	0.00	0.00
01-5-800350.00 THE FAMILY PLACE	6,000.00	0.00	3,000.00	3,000.00	0.00
01-5-800352.00 ADVANCE TRANSIT	13,120.00	0.00	13,120.00	0.00	0.00
01-5-800354.00 HEADREST	2,500.00	0.00	0.00	2,500.00	0.00
01-5-800356.00 WINDSOR COUNTY PARTNERS	1,000.00	0.00	0.00	1,000.00	0.00
01-5-800358.00 CATV/6 APPROP	0.00	0.00	0.00	0.00	0.00
01-5-800360.00 THE UPPER VALLEY HAVEN	0.00	0.00	0.00	0.00	0.00
01-5-800362.00 WISE	2,500.00	0.00	2,500.00	0.00	2,500.00
01-5-800364.00 RSVP	0.00	0.00	0.00	0.00	0.00
01-5-800366.00 SEVCA	3,750.00	0.00	3,750.00	0.00	0.00

Town of Norwich General Ledger
Expenditure Report - General
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Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
01-5-800368.00 YOUTH-IN-ACTION	3,000.00	0.00	0.00	3,000.00	0.00
01-5-800369.00 SENIOR SOLUTIONS	0.00	0.00	0.00	0.00	0.00
01-5-800372.00 WHT RIVR COUN ON AGING	5,300.00	0.00	5,300.00	0.00	0.00
01-5-800375.00 PUBLIC HEALTH COUNC UV	337.00	0.00	337.00	0.00	0.00
01-5-800382.00 U.V. TRAILS ALLIANCE	2,000.00	0.00	2,007.00	-7.00	0.00
01-5-800384.00 VALLEY COURT DIVERSION PR	0.00	0.00	0.00	0.00	0.00
01-5-800386.00 GOOD BEGINNINGS	3,000.00	0.00	3,000.00	0.00	0.00
01-5-800388.00 GREEN MTN ECO DEV CORP	1,693.00	0.00	0.00	1,693.00	0.00
01-5-800389.00 SPECIAL NEEDS SUPPORT CEN	0.00	0.00	0.00	0.00	0.00
Total APPROPRIATION EXPENDITURES	366,648.00	0.00	343,488.00	23,160.00	17,500.00
01-5-8004 TAX EXPENDITURES					
01-5-800408.00 TAX ABATEMENT/ADJUSTMENT	5,000.00	0.00	2,798.11	2,201.89	0.00
01-5-800410.00 INTEREST	0.00	0.00	0.01	-0.01	0.00
Total TAX EXPENDITURES	5,000.00	0.00	2,798.12	2,201.88	0.00
01-5-8005 INSURANCE					
01-5-800501.00 HRA ADMINISTRATION FEES	0.00	0.00	0.00	0.00	0.00
01-5-800502.00 HEALTH REIMBURSEMENT ACCO	0.00	0.00	0.00	0.00	0.00
01-5-800503.00 HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
01-5-800505.00 SOCIAL SECURITY TAX	0.00	0.00	0.00	0.00	0.00
01-5-800506.00 COBRA	0.00	0.00	1,338.52	-1,338.52	117.16
01-5-800517.00 UNEMP INS RATE ASSMT	5,300.00	0.00	1,516.00	3,784.00	0.00
01-5-800518.00 PROP & CAS INSURANCE	86,000.00	0.00	78,117.00	7,883.00	502.00
01-5-800520.00 WORKER'S COMP INS	132,000.00	0.00	146,550.00	-14,550.00	3,557.00
Total INSURANCE	223,300.00	0.00	227,521.52	-4,221.52	4,176.16
Total General	5,584,580.72	0.00	5,460,597.06	123,983.66	416,993.30
04-5-650640.00 GILE MTN. EXPENSE	0.00	0.00	0.00	0.00	0.00
04-5-650680.00 B BOOTH TRAIL	0.00	0.00	26.60	-26.60	0.00
04-5-650700.00 LAND CONSERVATION	0.00	0.00	0.00	0.00	0.00
04-5-650701.00 CONS COMM LOAN	0.00	0.00	0.00	0.00	0.00
04-5-650702.00 MFNA EXPENSE	0.00	0.00	0.00	0.00	0.00
04-5-650703.00 BBOOTH TRAIL EXPENSE	0.00	0.00	481.20	-481.20	0.00
Total CONSERVATION COMM FUND	0.00	0.00	507.80	-507.80	0.00
05-5-425345.00 EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
05-5-425422.00 HUNTLEY MEADOW IMPROVEMEN	0.00	0.00	0.00	0.00	0.00
05-5-425424.00 GRANT	0.00	0.00	0.00	0.00	0.00
05-5-425426.00 PLAYGROUND	0.00	0.00	0.00	0.00	0.00
05-5-425428.00 BARRETT BREAD OVEN	0.00	0.00	0.00	0.00	0.00
05-5-425430.00 ICE RINK PROJECT	0.00	0.00	0.00	0.00	0.00
05-5-425540.00 ADVERTISING	0.00	0.00	0.00	0.00	0.00
05-5-425560.00 BYRNE FOUN BATTING CAGE	0.00	0.00	7,500.00	-7,500.00	0.00

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05-5-425580.00 J GIRARD FUND EXPENSE	0.00	0.00	10,000.00	-10,000.00	0.00
Total RECREATION FACILITY & IMP	0.00	0.00	17,500.00	-17,500.00	0.00
06-5-555322.00 FIRE EQUIPMENT PURCHASES	0.00	0.00	57,472.28	-57,472.28	3,121.58
Total FIRE APPARATUS FUND	0.00	0.00	57,472.28	-57,472.28	3,121.58
07-5-700322.00 HIGHWAY EQUIP. PURCHASES	0.00	0.00	153,612.27	-153,612.27	1,019.27
07-5-700324.00 LOAN INTEREST	0.00	0.00	0.00	0.00	0.00
Total HIGHWAY EQUIPMENT FUND	0.00	0.00	153,612.27	-153,612.27	1,019.27
08-5-700324.00 LOAN INTEREST	0.00	0.00	0.00	0.00	0.00
08-5-702690.00 HWY GARAGE BLDGS	0.00	0.00	3,848.50	-3,848.50	0.00
08-5-702692.00 FEMA ALTERNATIVE PROJECTS	0.00	0.00	72,376.94	-72,376.94	0.00
Total HIGHWAY GARAGE FUND	0.00	0.00	76,225.44	-76,225.44	0.00
09-5-600322.00 SOLID WASTE EQUIP	0.00	0.00	0.00	0.00	0.00
Total SOLID WASTE EQUIP FUND	0.00	0.00	0.00	0.00	0.00
10-5-500322.00 POLICE STATION	0.00	0.00	0.00	0.00	0.00
Total POLICE STATION FUND	0.00	0.00	0.00	0.00	0.00
11-5-500322.00 POLICE CRUISER	0.00	0.00	0.00	0.00	0.00
11-5-500423.16 2016 EQUIP INCENTIVE GRAN	0.00	0.00	0.00	0.00	0.00
Total POLICE CRUISER	0.00	0.00	0.00	0.00	0.00
12-5-300322.00 REAPPRAISAL	0.00	0.00	0.00	0.00	0.00
Total TOWN REAPPRAISAL FUND	0.00	0.00	0.00	0.00	0.00
13-5-450322.00 TRACY HALL BUILDING	0.00	0.00	0.00	0.00	0.00
Total TRACY HALL FUND	0.00	0.00	0.00	0.00	0.00
14-5-100611.00 GEN ADMIN EQUIP	0.00	0.00	0.00	0.00	0.00
Total GENERAL ADMIN. FUND	0.00	0.00	0.00	0.00	0.00
15-5-425345.00 EQUIPEMENT PURCHASE	0.00	0.00	0.00	0.00	0.00
15-5-425422.00 GRANITE BENCH MATERIALS	0.00	0.00	0.00	0.00	0.00
Total Granite bench with crysta	0.00	0.00	0.00	0.00	0.00
16-5-425346.00 DAM IMPROVEMENT	0.00	0.00	0.00	0.00	0.00

Town of Norwich General Ledger
Expenditure Report - RECREATION FUND-DAM
Previous Year Period 12 Jun

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
16-5-425348.00 FEMA ALT PROJECT	0.00	0.00	0.00	0.00	0.00
Total RECREATION FUND-DAM	0.00	0.00	0.00	0.00	0.00
17-5-425345.00 TENNIS COURT	0.00	0.00	810.00	-810.00	810.00
Total RECREATION FUND-TENNIS CO	0.00	0.00	810.00	-810.00	810.00
19-5-100611.00 TWN CLK EQUIP	0.00	0.00	0.00	0.00	0.00
Total TOWN CLERK EQUIP FUND	0.00	0.00	0.00	0.00	0.00
21-5-500612.00 SPEC EQUIP CAPITAL	0.00	0.00	3,012.80	-3,012.80	0.00
Total POLICE SPEC EQUIP FUND	0.00	0.00	3,012.80	-3,012.80	0.00
22-5-500543.00 KIDS & COPS PROGRAM	0.00	0.00	0.00	0.00	0.00
Total KIDS & COPS FUND	0.00	0.00	0.00	0.00	0.00
23-5-580150.00 ESCROW ACCOUNT DEPOSIT	0.00	0.00	0.00	0.00	0.00
Total AFFORDABLE HOUSING FUND	0.00	0.00	0.00	0.00	0.00
24-5-580150.00 LAND MGMT COUNCIL	0.00	0.00	4,903.97	-4,903.97	0.00
24-5-580170.00 Women's Club Grant Expens	0.00	0.00	1,081.60	-1,081.60	0.00
Total LAND MANAGEMENT COUNCIL F	0.00	0.00	5,985.57	-5,985.57	0.00
25-5-555322.00 FIRE STATION	0.00	0.00	6,338.03	-6,338.03	5,942.03
Total FIRE STATION FUND	0.00	0.00	6,338.03	-6,338.03	5,942.03
26-5-555322.00 FIRE EQUIPMENT	0.00	0.00	2,605.03	-2,605.03	0.00
26-5-555324.00 FY 2010 AFG GRANT	0.00	0.00	0.00	0.00	0.00
Total FIRE EQUIPMENT FUND	0.00	0.00	2,605.03	-2,605.03	0.00
27-5-700300.00 SIDEWALK PROF SERVICES	0.00	0.00	1,422.60	-1,422.60	0.00
Total SIDEWALK FUND	0.00	0.00	1,422.60	-1,422.60	0.00
28-5-001300.00 FACILITY STUDY	0.00	0.00	0.00	0.00	0.00
Total LONG TERM FACILITY STUDY	0.00	0.00	0.00	0.00	0.00
30-5-450901.00 BANDSTAND	0.00	0.00	0.00	0.00	0.00
Total BANDSTAND RENOVATION FUND	0.00	0.00	0.00	0.00	0.00

Town of Norwich General Ledger
Expenditure Report - COMMUNICATIONS STUDY FUND
Previous Year Period 12 Jun

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
31-5-555320.00 TRANSFER OUT TO TOWER FUN	0.00	0.00	16,325.42	-16,325.42	0.00
31-5-555322.00 COMMUNICATIONS STUDY	0.00	0.00	0.00	0.00	0.00
Total COMMUNICATIONS STUDY FUND	0.00	0.00	16,325.42	-16,325.42	0.00
33-5-005702.00 CITIZEN ASSISTANCE	0.00	0.00	2,907.28	-2,907.28	0.00
Total CITIZEN ASSISTANCE FUND	0.00	0.00	2,907.28	-2,907.28	0.00
35-5-706113.00 TREE PURCHASE	0.00	0.00	0.00	0.00	0.00
Total CORRIDOR TREE	0.00	0.00	0.00	0.00	0.00
37-5-375610.00 SUPPLIES	0.00	0.00	0.00	0.00	0.00
Total MAIN STREET FLAGS	0.00	0.00	0.00	0.00	0.00
38-5-000010.00 TRANSFER TO TRUSTEES	0.00	0.00	0.00	0.00	0.00
Total SCHOOL LEASELAND	0.00	0.00	0.00	0.00	0.00
39-5-000010.00 TRANSFER TO TRUSTEES	0.00	0.00	0.00	0.00	0.00
Total GOSPEL LEASELAND	0.00	0.00	0.00	0.00	0.00
40-5-425248.00 SCHOLARSHIPS	0.00	0.00	65.00	-65.00	0.00
Total RECREATION SCHOLARSHIPS	0.00	0.00	65.00	-65.00	0.00
41-5-700675.00 BRIDGE REHAB	0.00	0.00	0.00	0.00	0.00
41-5-703321.00 VAOI GRANT EXPENSE	0.00	0.00	0.00	0.00	0.00
Total DFW-BRIDGE FUND	0.00	0.00	0.00	0.00	0.00
42-5-700565.00 PAVING	0.00	0.00	232,121.52	-232,121.52	0.00
42-5-703701.00 ST OF VT PAVING GRANT	0.00	0.00	0.00	0.00	0.00
Total DFW-PAVING FUND	0.00	0.00	232,121.52	-232,121.52	0.00
43-5-704601.00 B & G EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
Total BUILDINGS & GROUNDS	0.00	0.00	0.00	0.00	0.00
44-5-000818.00 TAX EXEMPT LEASE PURCHASE	0.00	0.00	0.00	0.00	0.00
44-5-500428.00 FY-10HOMELANDSECURITYGRAN	0.00	0.00	0.00	0.00	0.00
44-5-575100.00 Debt Service Tower Princi	0.00	0.00	0.00	0.00	0.00
44-5-575622.00 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
44-5-800235.00 INTEREST	0.00	0.00	0.00	0.00	0.00
Total COMMUNICATIONS CONSTRUCTI	0.00	0.00	0.00	0.00	0.00

Town of Norwich General Ledger
Expenditure Report - COMMUNICATIONS CONSTRUCTI
Previous Year Period 12 Jun

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
45-5-100341.00 RESTORATION EXPENSE	0.00	0.00	34,535.00	-34,535.00	0.00
Total RECORDS RESTORATION	0.00	0.00	34,535.00	-34,535.00	0.00
47-5-575622.00 CONSTRUCTION COSTS	0.00	0.00	24,395.27	-24,395.27	0.00
Total PUBLIC SAFETY FACILITY	0.00	0.00	24,395.27	-24,395.27	0.00
Total All Funds	5,584,580.72	0.00	6,096,438.37	-511,857.65	427,886.18

Accounts Payable #1
 Fiscal Year End 18-19
 General Fund

4d

01-2-001 160.00 Vendor	Invoice #	Account	Debit	Credit	Paid With Check No.	Check Date	Amount
Vermont state treasurer	06272019	01-2-001124-00	\$ 50.00				
Eyemed	06212019	01-2-001126.00	\$ 173.01				
Matthew Freeman	06302019	01-2-001148-00	\$ 99.72				
Greater Good Media	NT19-244	01-5-005300.00	\$ 250.00				
Tarrant Gillies and Richardson	12644	01-5-005300-00	\$ 507.33				
McNeil Leddy and Sheahan	32346	01-5-005300-00	\$ 227.50				
Valley News	143156	01-5-005540-00	\$ 140.00				
Canon	4029696147	01-5-005900-00	\$ 451.13				
W. B. Mason	200113972	01-5-100610.00	\$ 18.78				
Tad Richardson	0001765	01-5-200320.00	\$ 37.50				
W. B. Mason	200036708	01-5-200610.00	\$ 85.28				
W. B. Mason	200244201	01-5-275610.00	\$ 58.58				
Tad Richardson	0001765	01-5-275632.00	\$ 56.25				
Tad Richardson	0001765	01-5-275632.00	\$ 112.50				
Tad Richardson	0001765	01-5-300300.00	\$ 37.50				
Vermont Municipal Assessor	1156	01-5-300300-00	\$ 2,956.96				
Two Rivers Ottauquechee	june 28,2019	01-5-350321-00	\$ 5,087.00				
W. B. Mason	200113972	01-5-350610.00	\$ 20.30				
Brie Swenson	06262019	01-5-425182-00	\$ 189.97				
Jane LeMasurier	06262019	01-5-425200-00	\$ 1,817.20				
Rebecca Hooper	06202019	01-5-425200-00	\$ 171.50				
George Calver	06262019	01-5-425214-00	\$ 200.00				
Chris Clapp	6132019	01-5-425220.00	\$ 81.04				
The Norwich Inn	05012019	01-5-425220.00	\$ 169.77				
Bethel Mills	746433/1	01-5-425330-00	\$ 4,769.97				
Foggs	855922	01-5-425330-00	\$ 26.78				
The Home Depot	5023565	01-5-425330-00	\$ 71.25				
Solalect Solar Park IV	1906-01	01-5-485233-00	\$ 310.02				
W. B. Mason	200201563	01-5-485301.00	\$ 27.23				
Anytime carpet care	964770	01-5-485302-00	\$ 360.00				
Anytime carpet care	964779	01-5-485302-00	\$ 180.00				
Solalect Solar Park IV	1906-01	01-5-500204-00	\$ 84.08				
Atlantic Tactical	SI-80671102	01-5-500308-00	\$ 371.97				
Atlantic Tactical	SI-80671843	01-5-500308-00	\$ 181.92				
W. B. Mason	200201563	01-5-500501.00	\$ 19.99				
Magee	FS01036040	01-5-500501-00	\$ 48.00				
Galls	012972091	01-5-500582.00	\$ 142.04				
Anna Ingraham	06.26.19 reinb	01-5-500582-00	\$ 173.83				
Galls	012871035	01-5-500582-00	\$ 53.03				
bens uniforms	86206	01-5-500582-00	\$ 164.00				
Simon Keeling	06272019	01-5-500582-00	\$ 20.00				
Matthew Swett	05092019	01-5-555338.00	\$ 114.99				
Mary Hitchcock Memorial Hospital	20190518	01-5-555424.00	\$ 257.09				
Pete's Tire Barns	258831	01-5-555528-00	\$ 740.50				
UVRESA	264	01-5-555632.00	\$ 364.50				
Spencer Powers	1152	01-5-675500-00	\$ 1,666.66				
Pike Industries	1031823	01-5-703207-00	\$ 705.55				
Pike Industries	1031825	01-5-703207-00	\$ 1,802.29				
Econo Signs	10-953132	01-5-703217-00	\$ 126.47				
Green Mountain Power	200003 june	01-5-703307-00	\$ 35.52				
Unifirst	035 4385785	01-5-703311-00	\$ 258.28				
Northwinds	16861	01-5-703401.00	\$ 450.00				
Advance Auto Parts	4915815440	01-5-703403.00	\$ 49.00				
Key CDJR	36227	01-5-703403.00	\$ 69.84				
Advance Auto Parts	4917887346	01-5-703403-00	\$ 426.58				
Advance Auto Parts	4917701122	01-5-703403-00	\$ 169.49				
Advance Auto Parts	4915415282	01-5-703403-00	\$ 185.78				
Advance Auto Parts	4917200897	01-5-703403-00	\$ (428.69)				
Advance Auto Parts	4916873837	01-5-703403-00	\$ 212.93				
Advance Auto Parts	4916873838	01-5-703403-00	\$ 204.88				
Foggs	858221	01-5-703403-00	\$ 15.96				
Freightliner	LP291268	01-5-703403-00	\$ 25.33				

Evans Motor Fuel	0000561-IN	01-5-703405-00	\$ 1,281.04
Comcast	0028756 06.20.19	01-5-703505-00	\$ 244.73
W. B. Mason	200114337	01-5-703507-00	\$ 11.01
Cintas	5013807056	01-5-703507-00	\$ 26.50
Advance Auto Parts	4917200898	01-5-703507-00	\$ 3.84
WB Mason	167201005	01-5-703507-00	\$ 57.98
Advance Auto Parts	4916873849	01-5-703513-00	\$ 136.31
L & M Service contractors	contract 3	01-5-703703.00	\$ 83,000.00
Pathways	21856	01-5-703703.00	\$ 2,235.00
Wrights Sawmill	06242019	01-5-704201-00	\$ 45.00
Unifirst	035 4386158	01-5-704311-00	\$ 71.71
L.F Trottier	01-54519	01-5-704403.00	\$ 40.64
Foggs	857857	01-5-704403-00	\$ 17.99
Sabil & Sons	85162	01-5-704403-00	\$ 75.00
Econo Signs	10-953437	01-5-705403-00	\$ 838.18
Solalect Solar Park IV	1906-01	01-5-705501-00	\$ 78.82
Vermont Elevator Inspection Services	26599	01-5-706107-00	\$ 100.00
Cintas	5014155208	01-5-706109-00	\$ 47.74
Arc Mechanical	14968	01-5-706113.00	\$112.00
Green Mountain Power	48815	01-5-706115.00	\$18.46
Green Mountain Power	92150	01-5-706115.00	\$21.17
Solalect Solar Park IV	1906-01	01-5-706115-00	\$52.55
Wise	06302019	01-5-800362-00	\$2,500.00
Eyemed	06212019	01-5-800506.00	\$6.74
Vermont League of cities and towns	29509	01-5-800518-00	\$502.00

Total \$118,980.29

0.00

Other Funds

Fire Aooaratus fund

Dingee Machine	8418	06-5-555322.00	\$1,259.00
Dingee Machine	8420	06-5-555322.00	\$1,837.59
			\$3,096.59

Recreation fund - Tennis court

Advantage	333	17-5-425345-00	\$810.00
			\$810.00

Fire Station Fund

The Fire Store	1951841	25-5-555322.00	\$5,717.87
The Fire Store	1951841.001	25-5-555322.00	\$224.16
			\$5,942.03

x

Highway Equipment Fund

The Fire Store	1951159	07-5-700322-00	\$491.45
The Fire Store	1951159002	07-5-700322-00	\$527.82
			\$1,019.27

\$129,848.18

#REF!

4d

payroll accrual
Fiscal Year End 18-19
General Fund

01-2-001101.00

Department	Account	Debit	Credit
Town Manager	01-5-005111.00	3,453.10	
Town Admin	01-5-005114.00	\$ 1,947.20	
Town Clerk	01-5-100110.00	\$ 2,518.45	
Town Clerk Assistant	01-5-100112.00	\$ 1,696.00	
Finance Director	01-5-200112.10	\$ 16,966.12	
Lister office assistant	01-5-300114.00	\$ 677.88	
Planning Director	01-5-350110.00	\$ 2,618.92	
Office assistant	01-5-350112.00	\$ 865.87	
Summer Wage Program	01-5-425212.00	\$ 6,427.25	
Recreation Director	01-5-425110.00	\$ 2,467.87	
Police Chief	01-5-500110.00	\$ 3,067.00	
Police Officer	01-5-500112.00	\$ 7,288.27	
Administrative	01-5-500114.00	\$ 1,782.40	
Fire Chief	01-5-555108.00	\$ 2,394.34	
Firefighter	01-5-555112.00	\$ 1,153.05	
Director of public works	01-5-703110.00	\$ 3,006.86	
Road crew	01-5-703112.00	\$ 9,839.38	
Buildings and grounds	01-5-704113.00	\$ 3,229.60	
Transfer station	01-5-705112.00	\$ 1,497.61	
	01-2-001101.00		\$72,897.17
		\$ 72,897.17	

includes roberta's vaca

Fund	Balance 06/30/2018	18-19 Interest	18-19 Additions	Expenses in FY 2018-19 **	Balance June 30, 2019
Affordable Housing	\$ 45,395	\$ 276			\$ 45,671
Alura Grant	103	1			\$ 104
Bandstand	1				\$ 1
Building & Grounds Equipment	18,952	144	7,000		\$ 26,096
Citizens Assistance	3,052	23	1,000		\$ 4,074
Communications Study Fund	28,280	135		12,103	\$ 16,312
Conservation Commission	150,011	916	550		\$ 151,476
Fire Apparatus	457,665	3,073	72,393	7,706	\$ 525,425
Fire Equipment	54,849	388	20,610	7,680	\$ 68,167
Fire Station	20,874	121		1,239	\$ 19,756
General Administration Equipment	26,462	181	5,500	699	\$ 31,444
Generators	10,026	81	5,000		\$ 15,108
Highway Bridges	141,991	1,051	85,000	20,805	\$ 207,237
Highway Equipment	281,398	1,660	55,255	96,854	\$ 241,459
Highway Garage	82,149	260	307,334	512,633	\$ (122,890)
Facility Studies	455	3			\$ 458
Land Management Council	13,841	84			\$ 13,925
Main Street Flags	1,308	8			\$ 1,315
Paving	10,392	1,002	275,000	110,263	\$ 176,131
Police Cruiser	59,537	403	10,000		\$ 69,940
Police Special Equipment	15,308	74	2,500	6,614	\$ 11,268
Police Station	7,500	43		504	\$ 7,039
Public Safety Facility	1,328,176	1,134	(34,589)	1,380,241	\$ (85,521)
Reappraisal	-				\$ -
Recreation Facilities	30,538	210	10,000	2,400	\$ 38,348
Recreation Pool/Dam	4,457	11	11,073	13,670	\$ 1,871
Recreation Scholarship	3,246	23	1,154	65	\$ 4,358
Records Restoration	31,421	223	11,418	5,300	\$ 37,762
Sidewalks	56,830	386	10,000		\$ 67,216
Solid Waste	18,458	147	8,500		\$ 27,105
Tennis Courts	(1,989)	18	6,500		\$ 4,530
Tracy Hall Building	14,936	136	23,825	13,465	\$ 25,431
WCTU Fountain	1,078	7			\$ 1,085
Total	\$ 2,916,701	\$ 12,220	\$ 895,022	\$ 2,192,240	\$ 1,631,702

* Does not include future expenditures

** Insight from Dept Heads forthcoming

49

07/22/19
09:52 am

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
AFFORDABLE HOUSING FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
23-1-090000.00 DUE/FROM TO OTHER FUND	0.00	45,670.92
Total Asset	0.00	45,670.92
FUND BALANCE		
23-3-001300.00 FUND BALANCE-AFFORDABLE H	0.00	45,394.66
Total Prior Years Fund Balance	0.00	45,394.66
Fund Balance Current Year	0.00	276.26
Total Fund Balance	0.00	45,670.92
Total Liability, Reserves, Fund Balance	0.00	45,670.92

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
BUILDINGS & GROUNDS

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
43-1-090000.00 DUE FROM/TO OTHER FUND	0.00	26,095.69
Total Asset	0.00	26,095.69
FUND BALANCE		
43-3-001300.00 GENERAL FUND BAL-UNREST	0.00	18,952.10
Total Prior Years Fund Balance	0.00	18,952.10
Fund Balance Current Year	0.00	7,143.59
Total Fund Balance	0.00	26,095.69
Total Liability, Reserves, Fund Balance	0.00	26,095.69

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
CITIZEN ASSISTANCE FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
33-1-090000.00 DUE FROM/TO OTHER FUND	0.00	4,074.11
Total Asset	0.00	4,074.11
FUND BALANCE		
33-3-001300.00 FUND BAL-RESTRICT	0.00	3,051.51
Total Prior Years Fund Balance	0.00	3,051.51
Fund Balance Current Year	0.00	1,022.60
Total Fund Balance	0.00	4,074.11
Total Liability, Reserves, Fund Balance	0.00	4,074.11

07/22/19
11:53 am

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
COMMUNICATIONS STUDY FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
31-1-090000.00 DUE FROM/TO OTHER FUNDS	0.00	16,312.32
Total Asset	0.00	16,312.32
FUND BALANCE		
31-3-001300.00 FUND BALANCE-COMMUN STUDY	0.00	28,279.77
Total Prior Years Fund Balance	0.00	28,279.77
Fund Balance Current Year	0.00	-11,967.45
Total Fund Balance	0.00	16,312.32
Total Liability, Reserves, Fund Balance	0.00	16,312.32

07/22/19
12:05 pm

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
CONSERVATION COMM FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
04-1-001108.00 CASH-CONSERVATION COMM	0.00	0.00
04-1-001204.00 CASH-CD CONSERV. COMM	0.00	0.00
04-1-090000.00 DUE FROM/TO OTHER FUND	0.00	151,476.46
Total Asset	0.00	151,476.46
LIABILITY		
04-2-001160.00 YEAR END A/P	0.00	0.00
Total Liability	0.00	0.00
FUND BALANCE		
04-3-001300.00 FUND BALANCE-CONS COMM	0.00	150,010.74
Total Prior Years Fund Balance	0.00	150,010.74
Fund Balance Current Year	0.00	1,465.72
Total Fund Balance	0.00	151,476.46
Total Liability, Reserves, Fund Balance	0.00	151,476.46

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
FIRE APPARATUS FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
06-1-090000.00 DUE FROM/TO OTHER FUND	0.00	525,425.40
Total Asset	0.00	525,425.40
FUND BALANCE		
06-3-001300.00 FUND BALANCE-FIRE EQUIP	0.00	457,665.25
Total Prior Years Fund Balance	0.00	457,665.25
Fund Balance Current Year	0.00	67,760.15
Total Fund Balance	0.00	525,425.40
Total Liability, Reserves, Fund Balance	0.00	525,425.40

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
FIRE EQUIPMENT FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
26-1-090000.00 DUE FROM/TO OTHER FUND	0.00	68,166.54
Total Asset	0.00	68,166.54
FUND BALANCE		
26-3-001300.00 FUND BALANCE-FIRE EQUIPME	0.00	54,849.07
Total Prior Years Fund Balance	0.00	54,849.07
Fund Balance Current Year	0.00	13,317.47
Total Fund Balance	0.00	68,166.54
Total Liability, Reserves, Fund Balance	0.00	68,166.54

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
FIRE STATION FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
25-1-090000.00 DUE/FROM TO OTHER FUND	0.00	19,755.69
Total Asset	0.00	19,755.69
LIABILITY		
25-2-001160.00 ACCOUNTS PAYABLE	0.00	1,594.88
Total Liability	0.00	1,594.88
FUND BALANCE		
25-3-001300.00 FUND BALANCE-FIRE STATION	0.00	20,873.68
Total Prior Years Fund Balance	0.00	20,873.68
Fund Balance Current Year	0.00	-2,712.87
Total Fund Balance	0.00	18,160.81
Total Liability, Reserves, Fund Balance	0.00	19,755.69

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
14-1-090000.00 DUE FROM/TO OTHER FUNDS	0.00	31,443.85
Total Asset	0.00	31,443.85
LIABILITY		
14-2-001160.00 ACCOUNTS PAYABLE	0.00	0.00
Total Liability	0.00	0.00
FUND BALANCE		
14-3-001300.00 FUND BALANCE-GEN ADMIN	0.00	26,461.83
Total Prior Years Fund Balance	0.00	26,461.83
Fund Balance Current Year	0.00	4,982.02
Total Fund Balance	0.00	31,443.85
Total Liability, Reserves, Fund Balance	0.00	31,443.85

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
GENERATOR FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
46-1-090000.00 DUE FROM/TO OTHER FUND	0.00	15,107.53
Total Asset	0.00	15,107.53
FUND BALANCE		
46-3-001300.00 FUND BALANCE	0.00	10,026.35
Total Prior Years Fund Balance	0.00	10,026.35
Fund Balance Current Year	0.00	5,081.18
Total Fund Balance	0.00	15,107.53
Total Liability, Reserves, Fund Balance	0.00	15,107.53

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
DPW-BRIDGE FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
41-1-003001.00 FEMA GRANT RECEIVABLE	0.00	5,447.08
41-1-003002.00 ST OF VT GRANT RECEIVABLE	0.00	0.00
41-1-090000.00 DUE FROM/TO OTHER FUND	0.00	201,790.22
Total Asset	0.00	207,237.30
LIABILITY		
41-2-001162.00 DEFERRED GRANT REVENUE	0.00	5,447.08
Total Liability	0.00	5,447.08
FUND BALANCE		
41-3-001300.00 GENERAL FUND BAL-UNREST	0.00	141,990.84
Total Prior Years Fund Balance	0.00	141,990.84
Fund Balance Current Year	0.00	59,799.38
Total Fund Balance	0.00	201,790.22
Total Liability, Reserves, Fund Balance	0.00	207,237.30

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12:45 pm

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
HIGHWAY EQUIPMENT FUND

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Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
07-1-003014.00 ACCOUNTS RECEIVABLE	0.00	0.00
07-1-090000.00 DUE FROM/TO OTHER FUND	0.00	241,459.30
Total Asset	0.00	241,459.30
LIABILITY		
07-2-000770.00 CAPITAL LEASE OBLIGATION	0.00	0.00
07-2-001120.00 GRANT ANTICIPATION LOAN	0.00	0.00
07-2-001160.00 A/P HIGHWAY EQUIP FUND	0.00	4,328.80
Total Liability	0.00	4,328.80
FUND BALANCE		
07-3-001300.00 FUND BALANCE-HWY EQUIP	0.00	281,397.63
Total Prior Years Fund Balance	0.00	281,397.63
Fund Balance Current Year	0.00	-44,267.13
Total Fund Balance	0.00	237,130.50
Total Liability, Reserves, Fund Balance	0.00	241,459.30

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
HIGHWAY GARAGE FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
08-1-001105.00 CASH-HWY GARAGE FUND	0.00	0.00
08-1-003024.00 A/R TOWN GARAGE	0.00	240.00
08-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-123,129.74
Total Asset	0.00	-122,889.74
LIABILITY		
08-2-001120.00 GRANT ANTICIPATION LOAN	0.00	0.00
08-2-001140.00 FEMA GRANT RECEIVABLE	0.00	-65,444.52
08-2-001160.00 ACCOUNTS PAYABLE	0.00	0.00
08-2-001162.00 DEFERRED GRANT REVENUE	0.00	65,444.52
Total Liability	0.00	0.00
FUND BALANCE		
08-3-001300.00 FUND BALANCE-HWY GARAGE	0.00	82,149.18
Total Prior Years Fund Balance	0.00	82,149.18
Fund Balance Current Year	0.00	-205,038.92
Total Fund Balance	0.00	-122,889.74
Total Liability, Reserves, Fund Balance	0.00	-122,889.74

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12:59 pm

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
LONG TERM FACILITY STUDY

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
28-1-090000.00 DUE FROM/TO OTHER FUND	0.00	457.92
Total Asset	0.00	457.92
LIABILITY		
28-2-001160.00 ACCOUNTS PAYABLE	0.00	0.00
28-3-001300.00 FUND BALANCE-FACILITY STU	0.00	455.13
Total Liability	0.00	455.13
Fund Balance Current Year	0.00	2.79
Total Fund Balance	0.00	2.79
Total Liability, Reserves, Fund Balance	0.00	457.92

07/22/19
01:01 pm

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
LAND MANAGEMENT COUNCIL F

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
24-1-001104.00 CASH-CD LAND MGMT COUNCIL	0.00	0.00
24-1-090000.00 DUE FROM/TO OTHER FUNDS	0.00	13,925.33
Total Asset	0.00	13,925.33
FUND BALANCE		
24-3-001300.00 FUND BALANCE-LAND MGMT CO	0.00	13,841.10
Total Prior Years Fund Balance	0.00	13,841.10
Fund Balance Current Year	0.00	84.23
Total Fund Balance	0.00	13,925.33
Total Liability, Reserves, Fund Balance	0.00	13,925.33

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
MAIN STREET FLAGS

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
37-1-090000.00 DUE FROM/TO OTHER FUND	0.00	1,315.49
Total Asset	0.00	1,315.49
LIABILITY		
37-2-001160.00 ACCOUNTS PAYABLE	0.00	0.00
Total Liability	0.00	0.00
FUND BALANCE		
37-3-001300.00 FUND BALANCE	0.00	1,307.53
Total Prior Years Fund Balance	0.00	1,307.53
Fund Balance Current Year	0.00	7.96
Total Fund Balance	0.00	1,315.49
Total Liability, Reserves, Fund Balance	0.00	1,315.49

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
DPW-PAVING FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
42-1-090000.00 DUE FROM/TO OTHER FUND	0.00	176,130.78
Total Asset	0.00	176,130.78
LIABILITY		
42-2-001160.00 Accounts Payable	0.00	0.00
Total Liability	0.00	0.00
FUND BALANCE		
42-3-001300.00 GENERAL FUND BAL-UNREST	0.00	988.03
Total Prior Years Fund Balance	0.00	988.03
Fund Balance Current Year	0.00	175,142.75
Total Fund Balance	0.00	176,130.78
Total Liability, Reserves, Fund Balance	0.00	176,130.78

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
POLICE CRUISER

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
11-1-090000.00 DUE FROM/TO OTHER FUNDS	0.00	69,939.83
Total Asset	0.00	69,939.83
FUND BALANCE		
11-3-001300.00 FUND BALANCE- POLICE CRUI	0.00	59,537.15
Total Prior Years Fund Balance	0.00	59,537.15
Fund Balance Current Year	0.00	10,402.68
Total Fund Balance	0.00	69,939.83
Total Liability, Reserves, Fund Balance	0.00	69,939.83

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01:09 pm

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
POLICE SPEC EQUIP FUND

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Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
21-1-003106.00 GRANT RECEIVABLE	0.00	0.00
21-1-090000.00 DUE FROM/TO OTHER FUNDS	0.00	11,267.83
Total Asset	0.00	11,267.83
FUND BALANCE		
21-3-001300.00 FUND BALANCE-POLICE SPEC	0.00	15,308.12
Total Prior Years Fund Balance	0.00	15,308.12
Fund Balance Current Year	0.00	-4,040.29
Total Fund Balance	0.00	11,267.83
Total Liability, Reserves, Fund Balance	0.00	11,267.83

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
POLICE STATION FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
10-1-090000.00 DUE FROM/TO OTHER FUND	0.00	7,038.72
Total Asset	0.00	7,038.72
LIABILITY		
10-2-001160.00 A/P POLICE STATION FUND	0.00	0.00
Total Liability	0.00	0.00
FUND BALANCE		
10-3-001300.00 FUND BALANCE-POLICE STAT	0.00	7,499.59
Total Prior Years Fund Balance	0.00	7,499.59
Fund Balance Current Year	0.00	-460.87
Total Fund Balance	0.00	7,038.72
Total Liability, Reserves, Fund Balance	0.00	7,038.72

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
PUBLIC SAFETY FACILITY

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
47-1-001400.00 CASH- US BANK BOND	0.00	0.00
47-1-003014.00 ACCOUNTS RECEIVABLE	0.00	0.00
47-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-85,520.73
Total Asset	0.00	-85,520.73
LIABILITY		
47-2-001160.00 ACCOUNTS PAYABLE	0.00	0.00
Total Liability	0.00	0.00
FUND BALANCE		
47-3-001300.00 GENERAL FUND BAL-UNREST	0.00	1,328,175.83
Total Prior Years Fund Balance	0.00	1,328,175.83
Fund Balance Current Year	0.00	-1,413,696.56
Total Fund Balance	0.00	-85,520.73
Total Liability, Reserves, Fund Balance	0.00	-85,520.73

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
RECREATION FACILITY & IMP

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
05-1-001102.00 CASH-RECREATION FUND	0.00	0.00
05-1-090000.00 DUE FROM/TO OTHER FUND	0.00	38,348.06
Total Asset	0.00	38,348.06
LIABILITY		
05-2-001160.00 ACCOUNTS PAYABLE	0.00	0.00
Total Liability	0.00	0.00
FUND BALANCE		
05-3-001300.00 FUND BALANCE-RECREATION	0.00	30,538.47
Total Prior Years Fund Balance	0.00	30,538.47
Fund Balance Current Year	0.00	7,809.59
Total Fund Balance	0.00	38,348.06
Total Liability, Reserves, Fund Balance	0.00	38,348.06

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
RECREATION FUND-DAM

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
16-1-090000.00 DUE FROM/TO OTHER FUNDS	0.00	1,871.38
Total Asset	0.00	1,871.38
LIABILITY		
16-2-001160.00 A/P DAM FUND	0.00	0.00
Total Liability	0.00	0.00
FUND BALANCE		
16-3-001300.00 FUND BALANCE-REC. DAM	0.00	4,457.30
Total Prior Years Fund Balance	0.00	4,457.30
Fund Balance Current Year	0.00	-2,585.92
Total Fund Balance	0.00	1,871.38
Total Liability, Reserves, Fund Balance	0.00	1,871.38

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
RECREATION SCHOLARSHIPS

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
40-1-090000.00 DUE FROM/TO OTHER FUND	0.00	4,357.69
Total Asset	0.00	4,357.69
FUND BALANCE		
40-3-001300.00 FUND BAL-Restricted	0.00	3,245.59
Total Prior Years Fund Balance	0.00	3,245.59
Fund Balance Current Year	0.00	1,112.10
Total Fund Balance	0.00	4,357.69
Total Liability, Reserves, Fund Balance	0.00	4,357.69

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
RECORDS RESTORATION

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
45-1-090000.00 DUE FROM/TO OTHER FUND	0.00	37,761.92
Total Asset	0.00	37,761.92
FUND BALANCE		
45-3-001300.00 GENERAL FUND BAL-UNREST	0.00	31,421.03
Total Prior Years Fund Balance	0.00	31,421.03
Fund Balance Current Year	0.00	6,340.89
Total Fund Balance	0.00	37,761.92
Total Liability, Reserves, Fund Balance	0.00	37,761.92

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
SIDEWALK FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
27-1-090000.00 DUE FROM/TO OTHER FUND	0.00	67,216.40
Total Asset	0.00	67,216.40
FUND BALANCE		
27-3-001300.00 FUND BALANCE-SIDEWALK FUN	0.00	56,830.19
Total Prior Years Fund Balance	0.00	56,830.19
Fund Balance Current Year	0.00	10,386.21
Total Fund Balance	0.00	67,216.40
Total Liability, Reserves, Fund Balance	0.00	67,216.40

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
SOLID WASTE EQUIP FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
09-1-090000.00 DUE FROM/TO OTHER FUND	0.00	27,104.96
Total Asset	0.00	27,104.96
LIABILITY		
09-2-001160.00 A/P SOLID WASTE FUND	0.00	0.00
Total Liability	0.00	0.00
FUND BALANCE		
09-3-001300.00 FUND BALANCE-SOLID WASTE	0.00	18,458.33
Total Prior Years Fund Balance	0.00	18,458.33
Fund Balance Current Year	0.00	8,646.63
Total Fund Balance	0.00	27,104.96
Total Liability, Reserves, Fund Balance	0.00	27,104.96

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
RECREATION FUND-TENNIS CO



Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
17-1-090000.00 DUE FROM/TO OTHER FUND	0.00	4,529.68
Total Asset	0.00	4,529.68
LIABILITY		
17-2-001160.00 ACCOUNTS PAYABLE	0.00	0.00
Total Liability	0.00	0.00
FUND BALANCE		
17-3-001300.00 FUND BALANCE-TENNIS COURT	0.00	-1,988.54
Total Prior Years Fund Balance	0.00	-1,988.54
Fund Balance Current Year	0.00	6,518.22
Total Fund Balance	0.00	4,529.68
Total Liability, Reserves, Fund Balance	0.00	4,529.68

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
TRACY HALL FUND

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
13-1-003108.00 GRANT RECEIVABLE	0.00	3,823.56
13-1-090000.00 DUE FROM/TO OTHER FUND	0.00	21,607.08
Total Asset	0.00	25,430.64
LIABILITY		
13-2-001160.00 ACCOUNTS PAYABLE	0.00	0.00
Total Liability	0.00	0.00
FUND BALANCE		
13-3-001300.00 FUND BALANCE-TRACY HALL	0.00	14,936.44
Total Prior Years Fund Balance	0.00	14,936.44
Fund Balance Current Year	0.00	10,494.20
Total Fund Balance	0.00	25,430.64
Total Liability, Reserves, Fund Balance	0.00	25,430.64

Town of Norwich General Ledger
Balance Sheet Previous Year - Period 12 Jun
WCTU FOUNTAIN

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
34-1-090000.00 DUE FROM/TO OTHER FUND	0.00	1,084.63
Total Asset	0.00	1,084.63
FUND BALANCE		
34-3-001300.00 FUND BALANCE	0.00	1,078.06
Total Prior Years Fund Balance	0.00	1,078.06
Fund Balance Current Year	0.00	6.57
Total Fund Balance	0.00	1,084.63
Total Liability, Reserves, Fund Balance	0.00	1,084.63

		Norwich Police Department Police Cruiser Requisition Request	
Date:	08/28/2019	Images:	
Submitting Officer:	Chief Jennifer Frank		
Gen. Description:	Police cruiser		
Purpose:	The Norwich Police Department proposes via this requisition request to utilize funds established in Designated Fund 1-5-500702: Cruiser Capital Exp. for the purchase and outfitting of a 2020 Ford Police Interceptor Utility Hybrid SUV vehicle which will be utilized as a patrol vehicle, replacing EQ 3, a 2013 Ford Explorer Utility vehicle with >72,000 miles (est: 88,000 miles at trade-in)		
Date of invoice:	10/01/2019	Date of acquisition:	10/01/2020
Estimated life:	6 years (estimated replacement: January 2026)		
Fleet Status:	10-28:	Year:	Vehicle:
	CDX964	2013	Ford Taurus - EQ4
	AAM421	2013	Ford Explorer - EQ3
	AAM416	2013	Ford Taurus - EQ1
	AAS724	2017	Ford Explorer – EQ2
			Miles:
			86,000
			72,000
			67,000
			32,000
Quote:	Company:		Cost:
Vehicle:	VT State bid – Formula Ford		\$39,000
	NH State Bid - Irwin Ford		\$37,267
Item(s):	Description:		Cost:
	Base Upfit		\$38,000
	Equipment & Light Upfit		\$16,000
	Radar & Radio Upfit		\$5,200
	Appearance Upfit		\$800
	Camera upfit		\$4,200
Total amount requested from designated fund:			\$65,000
Summary:	I. <u>Current Vehicle</u> <ul style="list-style-type: none"> • 2013 Ford Explorer • 71,000 miles • Powered by: Fossil fuel: gasoline 		
	II. <u>Proposed vehicle</u> <ul style="list-style-type: none"> • 2020 Ford Hybrid Police Interceptor Utility • Powered by: Fossil fuel: gasoline & HEV: electric • Hybrid upcharge \$4,000 (w/ gas savings recouped by using a hybrid vehicle = B/E 2.5 years) 		

III. Financial Savings

- Current police cruiser = 13.6 mpg
 - 15,000 mi / 13.6mpg = 1,103 gallons of fuel consumed per year x \$2.56 gal = \$2,824 expended on gasoline for motorized patrol
- 2020 Police Interceptor Utility = 17 mpg
 - 15,000 mi / 17.1 mpg = 877 gallons of fuel consumed per year x \$2.56 gal = \$2,245 expended on gasoline for motorized patrol
- 2020 Police Interceptor Utility (HEV) = 24 mpg
 - 15,000 mi / 24 mpg = 625 gallons of fuel consumed per year x \$2.56 gal = \$1,600 expended on gasoline / fuel savings of 478 gallons per year, Total cost savings of \$1,224
- Electrical draw on police cruisers require increased idling. Research shows cruisers idle for approximately 61% of any given shift. HEV cruisers contain a lithium-ion battery that intermittently tops off battery.
 - Using a reduced rate of 25% idle time per shift = 2hrs idling x .750 gallons of fuel consumed per hour x 260 days per year (5 days of use per week) = 390 gallons of fuel consumed per year x \$2.56 gal = \$998
 - 2020 Police Interceptor Utility 2hrs x .204 gal of fuel consumed per hour x 260 days = 53.04 gallons of fuel consumed a year x \$2.56 gal = \$135
- Summary:
 - Anticipated fuel savings: 815 gal/yr = cost savings of \$2,086

IV. Environmental Savings

- 03/05/19 – Town of Norwich passed Article 36 – “...take immediate and sustained efforts to gradually and continually reduce the Town’s direct use of fossil fuels, beginning at a rate of no less than 5% per year...”
- US Energy info. Admin reports that burning 1 gal of ethanol fuel produces 17.68 pounds of Co2 emitted from fossil fuel content
 - Current police cruiser = 1,103 gallons of fuel/yr
 - 2020 HEV Interceptor Utility = 877 gallons of fuel/yr
 - 2020 Police Interceptor Utility (HEV) fuel reduction of 478 gal per year x 17.68 lb Co2 emitted = reduction of 8,451 lbs of Co2 emitted annually
- Idling differential:
 - Current vehicle expends approximately 390 gallons of fuel per year idling
 - 2020 Police Interceptor Utility 2hrs x .204 gal of fuel consumed per hour x 260 days = 53.04 gallons of fuel consumed a year = 337 gal not expended x 17.68 lbs of Co2 = 5,958 lbs of Co2 emissions not emitted.
- Summary:
 - Anticipated environmental savings: 14,409 lbs Co2 not emitted annually

V. Maintenance / Repair Savings

- Over the last 3 calendar years EQ 3 has undergone \$9,693 in repairs (not accounting for routine maintenance or the work performed at DPW by the former mechanic)
- Last vehicle inspection report: indicated impending issues with: Transmission, engine, intermittent camera system

From: Norwich Conservation Commission

To: Norwich Selectboard

The Conservation Commission recommends and seeks the approval of the Selectboard to support the Upper Valley Land Trust (UVLT) conservation easement of the Robert Parker property located between Beaver Meadow Road and Main Street. The Commission approved June 18, 2019 to support this effort by contributing \$20,000 from the Conservation Trust fund.

On behalf of the NCC,

David Hubbard – Treasurer

August 1, 2019



UPPER VALLEY LAND TRUST

To: Members of the Norwich Conservation Commission
From: Peg Merrens, Vice President, Conservation - Upper Valley Land Trust
Date: May 9, 2019
Re: Request for funding assistance from the Conservation Trust Fund to protect property owned by Robert Parker

Summary:

The Upper Valley Land Trust (UVLT) respectfully submits this application to request funding from the Norwich Conservation Fund to support the permanent protection of a special property located off of Beaver Meadow Road and Main Street. This unique opportunity has been a long-standing conservation priority, as expressed through the Norwich Open Space Priorities Informal Plan as well as past Conservation Commissioners and members of Norwich Special Places. The parcel has a history of public access in a central location and in close proximity to other public spaces. Its scenic, open and undeveloped meadows are enjoyed by many and serve as habitat to wildlife and birds. Wooded frontage along Blood Brook provides a buffer to the frequently flooded brook and benefits fish and downstream water quality.

Funding is needed to cover the expenses required to allow UVLT to receive a donated conservation easement which include a survey, field work to document natural resources and conditions at the time of protection, drafting and compiling documents for a conservation easement transaction, and a stewardship fund for future easement monitoring and defense. Consistent with the Norwich Open Space Priorities Informal Plan this funding will help encourage and leverage a donation of a conservation easement from a generous landowner and defray the expense of completing the transaction.

Project Description:

Robert Parker wishes to donate a conservation easement to the Upper Valley Land Trust to provide permanent protections to his land to ensure it will remain in a relatively natural state, undeveloped, and available to the public for pedestrian enjoyment. The land has been in the Parker family since 1924. The portion of the property to be protected consists of approximately 8.25 acres and has a small amount of frontage on Main Street and a deeded right-of-way across land the Parker family gave to the Catholic church off Beaver Meadow Road. The property consists of open meadows with high ranking agricultural soils and trees along the western, northern, and eastern edges. Blood Brook forms the western boundary. Robert currently mows a path around the meadow and welcomes the public to enjoy it year round for light recreational uses. A survey will be needed to delineate the protected land from an area that will remain unprotected around the house. As part of the longer-term plan for the property, a subdivision will be obtained (using the survey for the division line) to facilitate a future bequest of the land to UVLT through Robert's will.



BOARD OF TRUSTEES

John Archer
 John Gerstmayr
 Justin Gullotta
 June Hemberger
 Debbie Klene
 Elena Mihaly
 Chris Nesbit
 Laurie Ristino
 Elisabeth Russell
 Nick Russell
 Allan Wieman
 Stan Williams
 Willis Wood

PRESIDENT

Jeanie McIntyre



19 Buck Road
 Hanover, NH 03755
 603.643.6626
 www.UVLT.org



Parker Meadow

Public Benefit:

The property is centrally located and is one of the last open meadows within the village. It is enjoyed by cross-country skiers, snowshoers, birdwatchers, and walkers year round. The conservation easement will ensure that pedestrian public uses can continue while also protecting the habitat values of the land. The conservation easement will ensure the protection of state and federal ranked productive agricultural soils leaving them available for cropping and haying, and will include a riparian buffer along Blood Brook and a tributary stream flowing across the property, providing habitat and flood resiliency benefits near an area of town that is frequently flooded.

Permanent Protection: Conservation of this property will be secured through the donation of a permanent conservation easement. Conservation easements are a cost effective means of providing perpetual protections for natural resources, and UVLT has significant expertise completing and stewarding transactions of this nature. Since its founding in 1985, UVLT has completed more than 500 conservation transactions resulting in the protection of more than 53,000 acres of land. The land trust will monitor the property on an annual basis, and will steward the property to ensure that the easement provisions are upheld even after the land changes hands.


Timeframe: Project completion date – UVLT and the landowner will complete field work this summer and aim to close the project in the fall.

Estimated Costs: Survey; project management; conservation easement drafting and negotiation; title review & opinion; legal fees; recording costs; field work; mapping and baseline documentation report: \$15,000.
Stewardship endowment: \$5,000 minimum.

Matching Funds: The value of a donated conservation easement from Robert Parker.

Funding Request: \$20,000 from the Norwich Conservation Fund.

Respectfully submitted,



Peg Merrens
Vice President, Conservation
Upper Valley Land Trust



LEGEND

- Parcels (standardized)
- Parcels (non-standardized)
- Roads
 - Interstate
 - Principal Arterial
 - Minor Arterial
 - Major Collector
 - Minor Collector
 - Local
 - Not part of function Classification S
- Waterbody
- Stream
- Town Boundary

1: 3,419
March 7, 2019

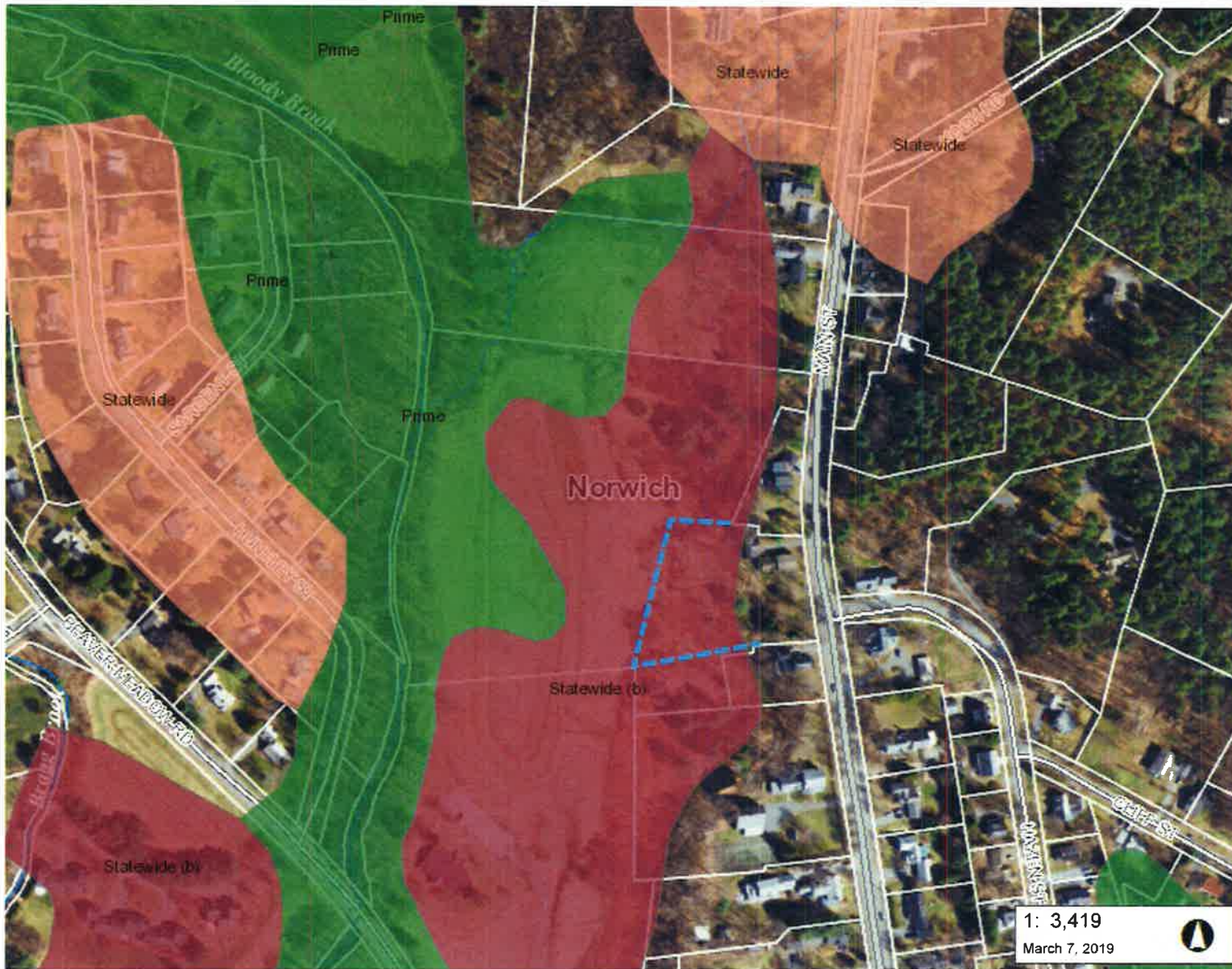


WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 285 Ft. 1cm = 34 Meters
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NOTES

Map created using ANR's Natural Resources Atlas



LEGEND

Soils - Prime Agricultural

- Local
- Local (b)
- Not rated
- Prime
- Prime (b)
- Prime (f)
- Statewide
- Statewide (a)
- Statewide (b)
- Statewide (c)

Parcels (standardized)
Parcels (non-standardized)

Roads

- Interstate
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- Not part of function Classification S

Waterbody
Stream
Town Boundary

1: 3,419
March 7, 2019

174.0 0 87.00 174.0 Meters

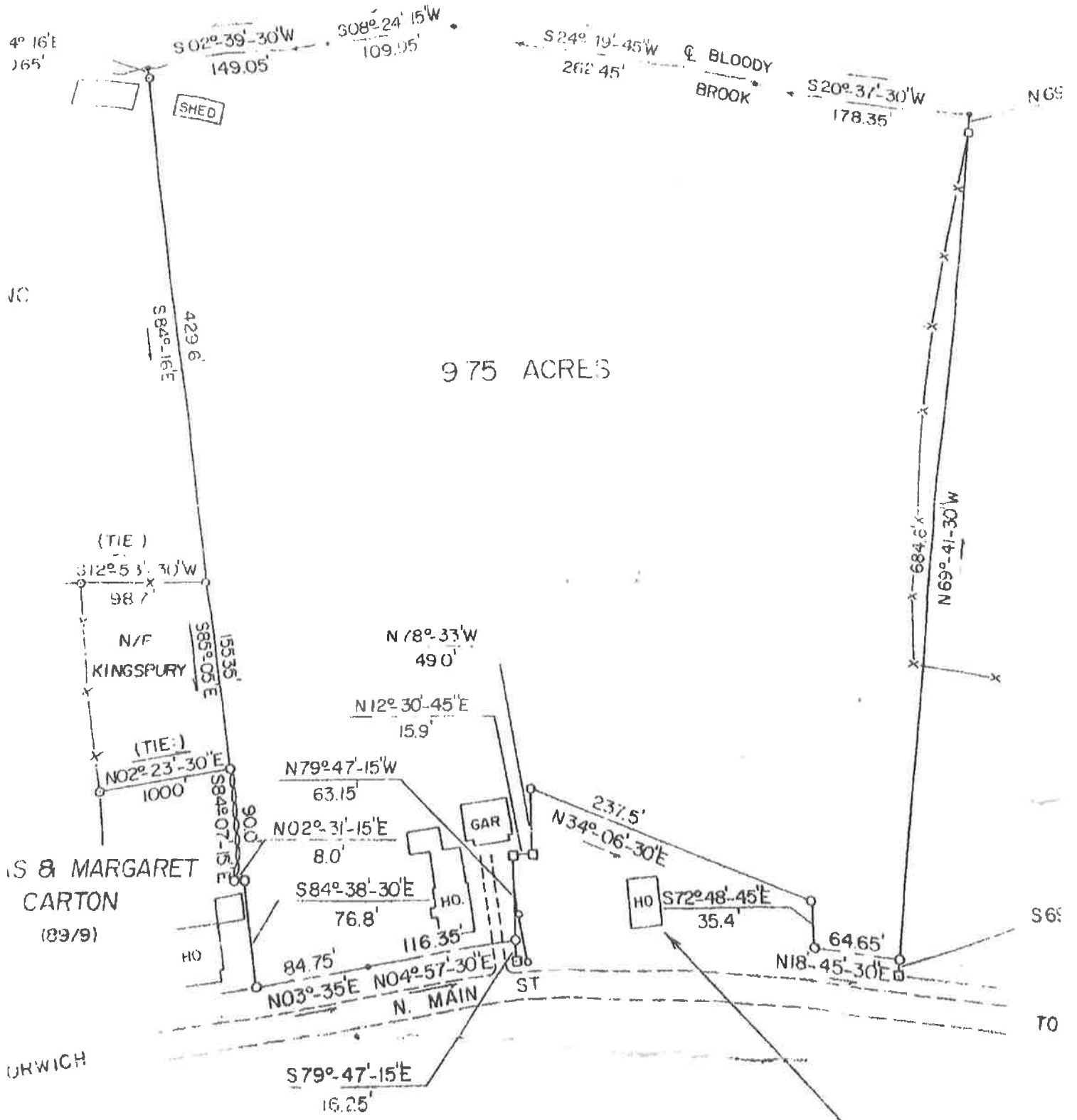
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NOTES

Map created using ANR's Natural Resources Atlas

LYDIA PA



9.75 ACRES

S & MARGARET CARTON (89/9)

URWICH

EUGENE & MECHELINE LYONS
34/272

Scenic Assets; Historic Sites and Cultural Landscapes

With views of distant hills and farmland, the cemetery is a place of peaceful repose. Gravestones of many early Norwich settlers can be found, including the Olcotts, Murdocks, Newtons and Lovelands, It is next to the site of the first town meetinghouse.

Beyond the old Town Center along Union Village Road

The major route from Norwich to Union Village and Strafford beyond the Old Town Center offers close-up and distant scenic views of farmland and hills. Natural communities of wetlands are close to the road on both sides, in forested areas and in fields.

Open Space Benefits

Wetlands

Several wetlands on the National Wetland Inventory and on the Norwich Conservation Commission Inventory are found near Goodrich Four Corners Road and further north along Union Village Road, including a vernal pool that is a Natural Heritage Site.

Connectors and Buffers

Informal trails, used by hikers and horseback riders with permission of the owners, connect from Maple Hill Road to Blood Hill road. A network of informal trails leads from there to Middle Road and Old Farm Road, and across Rte. 132 to the Ompompanoosuc River.

Scenic Assets

While some houses are nestled near the road, the overall impression is of views across open fields, woods and partially closed canopies of trees, making the entire stretch of Union Village Road scenic. The entire road is considered a resource of highest priority for protection in the Norwich *Inventory of Scenic Resources*.

**C. In-Town Connectors, Buffers
and Special Places: Cemeteries**

**1. OPEN FIELDS CONNECTING
ST. FRANCIS OF ASSISI CHURCH ON BEAVER MEADOW ROAD
AND HUNTLEY MEADOWS**

The 22 acres of fields connecting St. Francis of Assisi Church on Beaver Meadow Road and Huntley Meadows on Turnpike Road consist of three parcels of private land. Today, these three landowners generously allow foot traffic, and the area serves as a safe and convenient access route between the playing fields and Beaver Meadow Road. This area



is also popular for dog walking. In winter, it is used for cross-country skiing and snowshoeing. Its in-town location (the church is about 0.2 miles from Dan and Whit's), flat terrain and connection to Huntley Meadows make it a unique asset.

Open Space Benefits

Surface Water and Floodplains; Wetlands

The land runs along the eastern edge of Blood Brook, and much of the land (particularly the main corridor used between the church and Huntley Meadows) is floodplain. In addition, a portion of one property is designated as wetlands on the National Wetlands Inventory.

Wildlife Habitat/Biodiversity

The area is a major deer corridor; a variety of birds can be seen nesting in the meadow grasses or perching in the understory trees and shrubs near the brook.

Productive Soils/Farmlands

This is an area of prime agricultural soils as defined by the Natural Resources Conservation Service (NRCS).

Recreation; Connectors and Buffers

This land serves as a major connector to Huntley Meadows, the town's main recreation area and playing fields that are used for sports such as soccer, lacrosse, baseball and tennis. The land is used for walking, dog walking, cross-country skiing and snowshoeing and as a safe off-road route (and shortcut) from the center of town and the Marion Cross School to the playing fields.

These open fields serve as a buffer for Blood Brook and as an important in-town open space buffer between highly developed areas.

Scenic Assets

This land abuts Huntley Meadows, a scenic resource of high priority in the *Inventory of Scenic Resources*. By itself, this connection has views to the north of Meetinghouse Farm, which is ranked as a scenic resource of the highest priority in the *Inventory* and one of the identifying landmarks of Norwich.

Education

Students from the Marion Cross School frequently conduct studies on another section of Blood Brook. If public access were to be acquired, this property would provide another opportunity for further studies.

Historic Sites and Cultural Landscapes

This land was once a part of the original Parker farmstead.

7a

5. FINANCIAL SOLUTION

A. PROJECT FINANCING

Project Financing and Grants, Rebates, and Alternative Funding Sources.

EEI is an active player in soliciting utility rebates and grants for our clients and has worked closely with Eversource (formerly PSNH), National Grid (now Liberty Energy), Unitil, the NH Coop and Efficiency Vermont. EEI is also a partner in the Pay for Performance program and one of the most active participants with five comprehensive energy projects approved by the program. These New Hampshire projects include energy upgrades at Courtyard Hotel in Concord, North Conway Grand Hotel, Common Man Family Restaurant Group, Comfort Inn in Concord, and the Grappone Conference Center, also in Concord.

Our team has been able to seek and obtain strong grants and rebates for our New Hampshire clients including \$400,000 in grants for the Grappone Conference Center Energy Project in Concord, NH, more than \$250,000 for the Shaker Regional School District (SAU 80) Energy Project, \$250,000 for the Fall Mountain Regional School District (SAU 60) and \$425,000 for the Plymouth School District (SAU 48). Our efforts on behalf of the Town of Norwich will be no less strenuous.

EEI/ENE will offer the town the potential option to have our parent company, ENE, self-finance the project and be paid by the town through the energy savings. Once again, **we will also offer to guarantee energy savings so that the solution is ultimately cost neutral to the town and local taxpayers.**

From a financing stand point, ENE/EEI has been very successful helping to arrange financing and putting together all the necessary documentation. We will conduct a solicitation for prices from leading financial institutions and local banks, we will seek input from municipal leasing agencies, and we evaluate the cost effectiveness of bond vs. lease financing.

We have worked closely in this regard with the NH Municipal Bond Bank, and Municipal Leasing Consultants of Vermont. Similarly, we will approach the Vermont Municipal Bond Bank and other local financial institutions on your behalf. As noted earlier, ENE Systems and EEI can bond individual projects of up to \$15 million.

EEI possesses a thorough understanding of the town and school budget process and local budget voting processes in both New Hampshire and Vermont. We have attended numerous town and school budget meetings, school board and selectboard meetings, deliberative sessions, etc. We understand that funding energy projects takes time and what may work quickly in one locale may take several years in another. Our time is your time.

Provision of Insurance.

EEI and ENE are fully insured and can provide all insurance policies necessary to undertake and complete the project. Any increased liability limits required by the town can be negotiated and obtained. Certificates of insurance are enclosed as an attachment at the end of this proposal.

Financial Statements.

Please see Attachments for copies of our firm's available financial reports for the last two years as available.

Accounting Firm Information. Name, address and phone number of the firm(s) that prepared these financial statements.

Our present accounting firm is:
Citrin, Cooperman & Company
10 Forbes Road
West Braintree, MA 02184 Phone: (781) 356-2000

***B. & C. FINANCIAL SAVINGS AND ENERGY BASELINE CALCULATION
METHODOLOGY***

(1) Baseline Calculation Methodology. Methodology EEI normally uses to compute baseline of energy and water use as well as performance.

Establishing an accurate baseline is critical to the success of the project because the baseline documents the existing conditions and energy consumption of the facility. The baseline helps us calculate all energy savings. Included in the baseline will be occupancy levels, hours of use, run time on each piece of equipment, temperature settings, indoor air quality, lighting levels and other items to establish the baseline data from the previous 12 or 24-month period, as available. We will also review recent weather data and establish a utility use profile for each building or facility under consideration.

(2) Adjustment to Baseline Methodology.

As part of establishing the Baseline Calculation Methodology, we must also establish an understanding of how we will adjust the baseline as facility use changes and other factors such as how the weather and the price of fuel affects our initial assumptions. The baseline and methods to adjust the baseline are therefore critical to the success of the project.

(3) Savings Calculations.

Our team uses calculations approved and recommended by the Association of Energy Engineers. Our team will make all calculations transparent in the energy audit. Each building will have a Carrier HAP energy model completed and we will provide a computerized verification of energy savings values for all potential improvements.

(4) Dollar Savings Calculations. Describes the procedure to assign dollar values to the savings. Includes energy savings as well as maintenance or material savings.

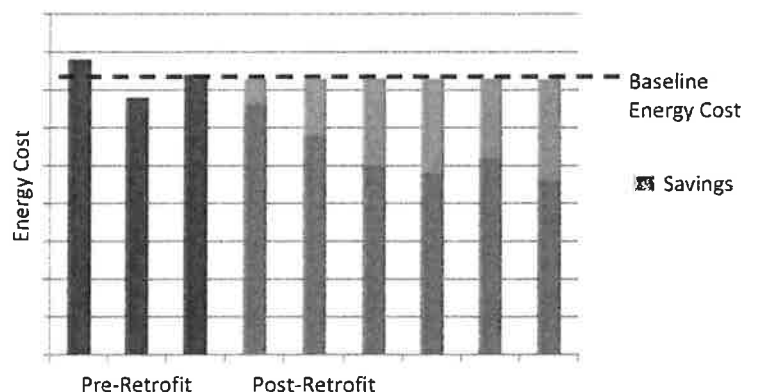
Typically, our team does not assign values for maintenance and material savings and these are just added bonuses to our projects. For energy values we typically use a two or three-year average for the existing fuel type and the current rate for any fuel conversions and we account for inflation over the life of the project. For example, it may be a reasonable assumption that electric rates will go up over time and therefore savings of electric in the future are worth more than they are today. **Nonetheless all calculations will use current Vermont and New Hampshire energy and fuel prices for your area.**

(5) Cost Savings Guarantee Calculations. Describes procedures and schedule for measuring financial performance of projects.

EEI has a fully transparent method of determining energy savings. We like to provide our customers with a detailed explanation of how the energy savings is calculated when we provide our audit findings. We also list all of our assumptions about building occupancy, temperature set points, and scheduling. The best energy projects are a collaborative effort between the ESCO and the building end users.

We will focus on modeling items that the town is most in need of and will offer the highest rates of return. On some recent school projects, we have made improvements to lighting, HVAC, demand control ventilation (in which the amount of outside air in a class room is determined by the number of occupants in the room), boiler plant improvements, wood pellet/biomass systems, solar, and LED lighting.

EEI offers performance guarantees for the measures we install. During the investment grade audit (see below) phase of a project and prior to offering a guaranteed savings the EEI/ENE energy advisor team constructs baseline and improved energy models of the buildings. The models are in some cases limited in their capability to model certain HVAC systems and therefore we are typically comfortable guaranteeing up to 80% of the savings generated by the models. We share the inputs and outputs with our customers, so they understand the basis of the energy savings.



We also at times employ spreadsheet calculations for things such as simple lighting upgrades, fuel conversions or simple boiler upgrades. When the interaction between measures is limited, we will utilize accepted practices. The calculations and spreadsheets are provided to our customers as part of any investment grade audit.

D. RECONCILIATION OF GUARANTEED SUMS

As noted earlier, we have provided copies of two investment grade energy audits as attachments to this proposal. We have also included a Measurement and Verification report for Plymouth (NH) High School SAU #48 and a Measurement and Verification Plan for the Addison Southwest Supervisory Union. These reports should give the reader a good idea how projected energy savings are then translated into actual, guaranteed energy savings.

Attachments for this section

Attachments related to this section can be found at the end of this proposal.

8. COST AND PRICING

Cost of Audits.

Generally, the cost of audits is based upon the total square footage of the buildings involved (four town buildings involved totaling 40,701 sq. ft.). However, because of EEI's broad experience with town and school building projects similar in scope and in size, **there will be no charge (\$0.00) for the audits.**

An audit fee is generally waived if EEI is selected as the performance contractor and the project is approved by the customer (town board and voters) and moves forward. However, in the event a project fails to move forward there is usually an exit fee equal to the cost of the audit(s). **For this project there will also be no exit fees.**

Pricing for any potential project itself will be estimated and included in the audits. The pricing will be based upon the projected scope the project and will utilize EEI's open book pricing methodology.

In addition, EEI has completed or is currently involved with a number of multiple school and town building projects in New Hampshire and four in Vermont. Our experience with these projects has prepared us well to quickly design a comprehensive yet affordable project for the Town of Norwich.

ATTACHMENT F - SAMPLE ESCO CONTRACT

ENERGY PERFORMANCE CONTRACT
BETWEEN

Addison Northwest School District

AND

Energy Efficient Investments, Inc.

Preamble

This Energy Performance Contract (hereinafter "Contract") is entered into as of ("Effective Date") by EEL, Inc. (hereinafter "ESCO"), a corporation having its principal offices at, with offices at, 19D Star Drive, Merrimack, NH 03054 and Addison Northwest School District (hereinafter "the Customer"), having its principal offices at 11 Main Street, Vergennes VT 054916 for the purpose of furnishing equipment and work specified herein ("Work") designed to improve energy efficiency and reduce operating costs at Customer properties (hereinafter the "Premises") listed in the Final Investment Grade Audit in Attachment 1.

This Contract is conditional on the Customer obtaining financing from a reasonably acceptable lender or lessor in an amount not less than the Contract Price in Attachment 3 - Project Cost on terms satisfactory to the Customer, provided Customer shall diligently pursue such financing on such terms as are customary, reasonable and in compliance with pertinent laws and regulations including, without limitation, financing arranged by ESCO.

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1. Definitions

The following terms used within this Contract are defined as follows:

Energy Baseline - A calculation or measure of each type of energy consumed (or, as appropriate, water consumed or operating and maintenance costs) in existing facilities at the Premises prior to the installation of energy conservation measures or energy efficiency measures as described in Attachment 4 - M & V Plan.

Energy Cost Savings Measures (ECMs)/Operating Cost Savings Measures (OCMs) - A set of activities that result in savings of energy, water or operating and maintenance costs at the Premises and described in detail in Attachment 2 - Maintenance and Service Agreement. OCMs include any measures that eliminate and/or avoid expense as a result of the installation or modification of equipment, or services performed by ESCO. OCMs do not include any measures that produce savings solely because of a shift in the cost of personnel or other similar short-term cost savings.

Energy Savings - The reduction in energy consumption or demand resulting from ESCO's ECMs/OCMs which shall include electric energy savings, gas energy savings, operational savings, maintenance savings, water consumption savings and any other savings achieved as a result of the Work as shall be determined after adjustments for variations in other factors that might substantially affect the data such as weather, changes in operating practices or other external influences.

Energy savings shall be determined by comparing the Energy Baseline with the energy consumed (or demand) after ESCO has implemented ECMs/OCMs. A description of the promised savings and the terms of the Performance Guarantee with respect to promised Energy Savings is included in Attachment 4 - M & V Plan.

Final Completion - The date on which ESCO warrants by written notice in the form provided in Attachment 1 - Final Investment Grade Audit and that all Work is completed including all remaining items of Work identified in the notice contained in Attachment 10 - Substantial Completion delivered at Substantial Completion.

Project Acceptance - The date when the Customer approves all Work warranted by ESCO to be at Final Completion, including all remaining items of Work identified in the notice delivered at the Substantial Completion date. Project Acceptance will not be made until ESCO has demonstrated, through the Guidelines for Project Acceptance as described in Attachment 11 - Final Acceptance, that all ECMs/OCMs are achieving all of the stated savings in Attachment 4 - M & V Plan. Project Acceptance shall be by written notice in the form provided in Attachment 11 - Final Acceptance.

Substantial Completion - The date on which ESCO warrants by written notice in the form provided in Attachment 10 - Substantial Completion that installation of ECMs/OCMs is substantially complete and the Customer has accepted such ECM/OCM as installed.

2. Contract Documents

The Contract consists of this document and all attachments, schedules and any amendments or addenda thereto. In addition, all requirements set forth in the request for proposals/qualifications (RFP) issued by Customer and in ESCO's response, shall be part of the Contract unless specifically excluded.

3. Representations and Warranties

3.1 Representations and Warranties of Both Parties

Each party hereto represents and warrants to the other that:

- (i) it has adequate power and authority to conduct its business as presently conducted or contemplated hereby to be conducted, to enter into this Contract and to perform its obligations hereunder;
- (ii) It possesses full authority to execute and deliver this Contract and that it does not contravene any applicable law, rule or regulation;
- (iii) its execution, delivery and performance of the Contract have been duly authorized by, or are in accordance with, its organic instruments, and this Contract has been duly executed and delivered for it by the signatories so authorized and it constitutes its legal, valid and binding obligation;
- (iv) its execution, delivery and performance of this Contract will not result in a breach or violation of, or constitute a default under any agreement, lease or instrument to which it is a party or by which it or its properties may be bound or affected; and
- (v) it has not received any notice, nor to the best of its knowledge, is there pending or threatened any notice of any violation of any applicable laws, ordinances, regulations, rules, decrees, awards, permits or orders that would materially and adversely affect its ability to perform hereunder.

3.2 Representations and Warranties of ESCO

ESCO hereby warrants, represents and promises that:

- (i) before starting to perform the Contract ESCO shall a) provide proof and documentation that it is qualified, licensed or otherwise permitted to do business in the State of Vermont including all required insurance and bonds pursuant to this Contract to the extent not included in Attachment 9 - Corporate Resolution;
- (ii) ESCO shall use subcontractors who are qualified, licensed and bonded in this State and approved by Customer in writing to perform the Work so subcontracted pursuant to the terms hereof;
- (iii) ESCO has all requisite authority to license the use of proprietary property, both tangible and intangible, contemplated by this Contract;
- (iv) equipment installed as part of the ECMs/OCMs will meet or exceed the equipment standards set forth in Attachment 5 - Major Equipment List and
- (v) ESCO acknowledges that Customer reserves the right to reject all non-conforming goods and to cause their return for credit or replacement at Customer's option;
- (vi) the equipment installed as part of the ECMs/OCMs is or will be compatible with all other Premises' mechanical and electrical systems, subsystems, or components with which such equipment interacts, and that, as installed, neither such equipment nor such other systems, subsystems, or components will materially adversely affect each other as a direct or indirect result of equipment installation or operation;
- (vii) ESCO is financially solvent, able to pay its debts as they mature and possesses sufficient working capital to complete the work and perform its obligations under the

Contract and has no outstanding and delinquent debt owed to the State of Vermont or any political subdivision thereof;

(viii) ESCO has not directly or indirectly participated in any collusion or otherwise taken any action in restraint of full competitive bidding with respect to this Contract or the solicitation process leading to this Contract; and

(ix) ESCO has not paid, and agrees not to pay, any bonus, commission, fee or gratuity to any employee or official of the state or municipal government or the Customer for the purpose of obtaining this Contract or any other contract or award and that no commission or other payment has been or will be received from or paid to any third party contingent upon the award of any contract except as previously communicated to the Customer in writing (and ESCO acknowledges that subsequent discovery of non-compliance with this provision constitutes sufficient cause for immediate termination of this Contract and other remedial action).

3.3 Representations and Warranties of the Customer

Customer hereby represents and warrants that:

(i) (for tax exempt entities) it is a tax exempt entity and, therefore, the Work required by this Contract may be subject to tax exemption for Vermont sales or use tax purposes upon compliance with the appropriate process.

4. Price and Terms

4.1 Contract Price

ESCO will submit a schedule of values to Customer for parts of the Work that ESCO shall have performed on a form issued by the American Institute of Architects ("Schedule of Values"). Customer shall approve and authorize release of construction financing less ten percent (10%) retainage from the Escrow Agent/Trustee to the ESCO within thirty (30) days following Customer's receipt of a Schedule of Values. Customer shall not be required to approve release of construction financing for Work yet to be performed. In the event that the Customer disputes a portion of a Schedule of Values, Customer shall make a timely authorization to release construction financing in an amount equal to the undisputed part of the Schedule of Values.

Upon submittal of any schedule of values for payment, ESCO shall furnish signed lien waivers from ESCO and any subcontractors or material suppliers that contributed to the Work that is the subject of the schedule of values. With respect to such Work, the authorized person executing each lien waiver shall voluntarily and with knowledge of that contractor's or supplier's legal rights, waive and release any right that it has or in the future may have to claim a mechanic's lien or any other lien rights, and waive and release all other claims of any kind against (a) the real property where the Work is located; (b) the improvements and other property located thereon; (c) Customer and, as applicable, its title company and lender and their employees, officers, and agents; and (d) as applicable, the surety or sureties of Customer. In addition, in each of its lien waivers, ESCO shall (i) certify that it has paid all subcontractors, suppliers, and employees for all Work related to the submitted schedule of values, and (ii) agree to indemnify and hold harmless Customer and, as applicable, its lender and title company for all costs and expenses, including attorneys fees, incurred as a result of claims that any of the subcontractors, suppliers, or employees have not been paid for such Work.

In the event that Customer disputes a Schedule of Values or a portion of the Schedule of Values, Customer shall indicate the reason for the dispute in writing to ESCO within fourteen (14) days of receiving the Schedule of Values and the parties will negotiate in good faith to resolve the dispute prior to the expiration of the thirty (30) day period. If the parties cannot resolve the dispute within such thirty (30) day period, Late Payment interest shall accrue pursuant to section 4.02 hereof but such Late Payment interest shall be released to ESCO only in the event that the dispute is eventually resolved in favor of ESCO in accordance with Section 9.01's Dispute Resolution procedure.

ESCO shall be responsible for paying all other taxes and tariffs of any sort related to the Work. ESCO shall be responsible to pay for all labor, materials, equipment, tools, construction, equipment and machinery, fuel, transportation and other facilities and services necessary for the proper execution and completion of the Work.

Following Final Acceptance, Customer may terminate this Contract without cause by giving ESCO at least thirty (30) day's written notice. The Customer shall pay ESCO for management, monitoring and verification services as described in Attachment 3 - Project Cost. The continuing payment for monitoring and verification services and any operating services described in Attachment 2 - Maintenance and Service Agreement shall be a condition for the continuing effectiveness of the Performance Guarantee.

If requested by the customer the ESCO shall provide full disclosure of all costs relating to the Work, including costs to subcontractors and vendors. ESCO shall provide a list of direct costs including copies of purchase orders (PO's) for vendors and subcontractors and a breakdown of indirect costs associated with the project if requested by the customer.

4.2 Late Payment

Interest shall accrue on any past due balances owed to either party hereunder, including for the Work or pursuant to the Performance Guarantee, at the rate of one percent (0%) per month (or the highest rate not prohibited by law), whichever is lower. This remedy shall be in addition to, and not exclusive of, any other remedy available under this Contract or applicable law.

4.3 Contract Termination

This Contract shall be effective and binding on the parties immediately on its execution. Unless otherwise terminated, including pursuant to Section 7.0 of this Contract, or agreed to in writing pursuant to this Contract.

Following Project Acceptance, Customer may terminate this contract without cause by giving ESCO at least 30 days' written notice. Termination of the Contract shall render the Performance Guarantee null and void, and ESCO shall have no further obligation with respect to the Measurement and Verification Plan and Performance Guarantee.

5. The Work

5.1 Time for Performance and Project Acceptance

Customer shall send the Notice to Proceed to ESCO on closing financing. The Notice to Proceed shall clearly identify which measures, defined in the Final Investment Grade Audit, the ESCO should proceed with. ESCO shall begin Work within thirty (30) days of receiving

the Notice to Proceed. ESCO shall substantially complete the Work consistent with the schedule set forth in Attachment 2 - Maintenance and Service Agreement. Extension of dates to commence or complete Work shall be granted at the sole discretion of the Customer except as otherwise provided herein. Customer shall not unreasonably withhold approval for an extension of dates to commence or complete Work if the cause for an extension is pursuant to Sections 5.03, 5.06, 5.08, 5.12, 5.13, or 9.02.

When all of the ECMs/OCMs are implemented, all items on the Checklist for Project Acceptance in the form provided in Attachment 11 – Final Acceptance are complete, and all items that Customer previously deemed not to be in compliance with the requirements set forth in this Contract have been corrected, ESCO shall submit and deliver to Customer a Delivery and Acceptance Certificate Upon Final Completion in the form provided in Attachment 10 – Substantial Completion evidencing in reasonable detail that all items on the Checklist for Project Acceptance located in Attachment 11 - Final Acceptance are complete and that all items that Customer deemed not to be in compliance with the requirements set forth in this Contract have been corrected and which shall also be accompanied by a Final Commissioning Report.

Upon receipt by Customer of Delivery and Acceptance Certificate Upon Final Completion, Customer shall have thirty (30) days to complete review of the ECMs/OCMs in accordance with the Guidelines for Project Acceptance in the form provided in Attachment 11 - Final Acceptance. The Customer shall notify the ESCO of each item that does not satisfy the Guidelines for Project Acceptance within thirty (30) days of receipt of the Delivery and Acceptance Certificate upon Final Completion Form or Final Completion will be deemed to have been achieved.

The Customer reserves the right to reject the work if installation fails to meet reasonable standards of workmanship, does not comply with applicable building codes or is otherwise not in compliance with the terms of this Contract. Upon correcting all items identified by Customer as not satisfying the Guidelines for Project Acceptance, ESCO shall submit and deliver to Customer a new Delivery and Acceptance Certificate upon Final Completion. Customer shall have an additional twenty-one (21) days to complete review of the ECMs/OCMs in accordance with the Guidelines for Project Acceptance upon receipt of a new Delivery and Acceptance Certificate upon Final Completion.

Project Acceptance shall be evidenced by the Customer submitting and delivering to the ESCO the Delivery and Acceptance Certificate Upon Project Acceptance in the form provided in Attachment 11 - Final Acceptance, the delivery of which will indicate that the Final Commissioning Report.

In the event that Attachment 2 - Maintenance and Service Agreement includes a provision for liquidated damages in the event that ESCO does not attain Final Completion by the date of Final Completion, then such liquidated damages shall be Customer's sole remedy for any such delay in the completion of the Work.

5.2 Specifications of Work

ESCO's obligations hereunder are specified in Attachment 2 - Maintenance and Service Agreement and related drawings and plans and any subsequent revisions thereto ("Scope of Work"), as approved by the Customer. Any modifications or alterations to the properties not expressly included within the Scope of Work are excluded from the Work. The requirements of all applicable laws, regulations and codes of federal, state, and local town or city government shall be met at all times. Additional construction or operation requirements at the Premises, if any, are described in

Attachment 7 - Additional Requirements. All Work shall be performed in a good and workmanlike manner. Time is of the essence with respect to the Work.

5.3 Construction Procedures, Changes to Work and Coordination

ESCO shall supervise, coordinate and direct the Work using ESCO's best ability, skill, attention, and oversight. ESCO, in consultation with Customer, shall be responsible for the construction means, methods, techniques, sequences, and procedures.

The Customer shall review all proposed modifications to the building and systems and must approve of same before commencement of any Work. Such approval will be made in a timely manner and will not be unreasonably withheld. No change to the scope or specifications of Work shall be made without the written consent of the Customer, in the form of a revision to the Scope of Work.

If ESCO fails to correct Work which is not in accordance with the specifications or persistently fails to meet specifications herein, Customer may order ESCO to stop the Work, or any portion thereof, until the cause for such order has been eliminated. ESCO shall perform the Work in such a manner as not to harm the structural integrity or operating systems of any building and shall repair and restore any damage caused by the Work at ESCO's expense. ESCO shall not create or allow to continue any condition deemed to endanger health or safety as defined in Section 6.01. If such a condition exists Customer shall have the right to exercise the remedies described therein.

ESCO shall supply to the Customer the telephone number of a responsible person who may be contacted during non-work hours for emergencies arising in connection with or affecting the Work. ESCO shall coordinate any utility hookups provided by others under a separate agreement at no additional cost or expense to the Customer. ESCO acknowledges that there is sufficient space within the Premises for the performance of the Work.

5.4 Relationship with Maintenance Staff

ESCO shall cooperate with Customer's operating and maintenance personnel, train said personnel in operation and maintenance of any equipment installed as part of the Work, and coordinate the Work on a planned and programmed basis including the specific actions described in Attachment 2 - Maintenance and Service Agreement. ESCO shall deliver a preventive maintenance schedule and procedures for any equipment installed as part of the Work.

5.5 Material and Equipment Installed

The Customer shall make the final determination whether any material or equipment installed is as specified in the Scope of Work or, if appropriate, ESCO's Response to the RFP, which is incorporated in this Contract by Section 9.13 below. No substitution of any material or equipment specified shall be made without the written consent of the Customer in the form of a revision to the Scope of Work, and any such substitution shall be at least equal in quality, finish, durability, serviceability and performance for the purpose intended.

If alternative material or equipment is proposed, ESCO must update any and all software associated with the ECMs/OCMs, the Work or the measurement of savings. Customer reserves the right to reject all non-conforming goods and services and to direct ESCO to replace or credit the Customer, at Customer's election. Failure by Customer to discover latent defects or concealed damage or non-conformance shall not foreclose Customer's right to subsequently reject the goods or services delivered pursuant to this Contract. Formal or informal acceptance by the Customer of non-conforming goods or services shall not constitute a precedent or waiver with respect to successive receipts of goods and services. If ESCO fails to promptly cure the defect or replace nonconforming

goods or services, the Customer reserves the right to cancel the Contract, contract with a different entity for the goods and services to be provided herein and to invoice ESCO for any differential in price.

ESCO shall install and, when applicable, operate and maintain, or, if specified in the Scope of Work, train Customer personnel to operate and maintain equipment in a manner that will provide standards of service to meet requirements of Section 5.02 and equipment manufacturers' literature, specifications and instructions. ESCO will service and maintain the ECMs/OCMs described in Attachment 2 - Maintenance and Service Agreement and Customer shall pay ESCO for such services during the term of this Contract as provided in Attachment 3 - Project Cost. Except for ECMs/OCMs or other equipment that is to be serviced and maintained by ESCO as provided in Attachment 2 - Maintenance and Service Agreement, Customer shall be responsible for servicing and maintaining equipment at the Premises. ESCO shall prepare and furnish at least three (3) maintenance manuals that include product data and which are subject to acceptance by the Customer for all equipment installations at the Premises.

5.6 Asbestos and Hazardous Materials

ESCO will be responsible for proper disposal of construction demolition debris that does not contain Hazardous Materials, as defined herein. ESCO will be responsible for proper disposal of all ballasts containing or suspected of containing PCBs and fluorescent lamps containing mercury. ESCO must prepare and document disposal appropriate transportation and disposal plans and document before disposal begins and document actual disposal to Customer immediately after disposal.

Excluded Materials and Activities

The Customer recognizes that in connection with the Work, installation and/or service or maintenance of equipment and/or systems at the Customer's facilities, ESCO may encounter, but is not responsible for, any Work relating to (i) asbestos, materials containing asbestos, or the existence, use, detection, removal, containment or treatment thereof, or (ii) mold, materials containing mold, or the existence, use, detection, removal, containment or treatment thereof, or (iii) pollutants, hazardous wastes, hazardous materials, contaminants (collectively "Hazardous Materials"), or the storage, handling, use, transportation, treatment, or the disposal, discharge, leakage, detection, removal, or containment thereof.

The materials and activities listed in the foregoing sentence are hereinafter referred to as "Excluded Materials and Activities". The Customer agrees that if ESCO's performance of any Work under this Contract involves Excluded Materials and Activities, upon receipt of any and all appropriate funding and approval, the Customer will perform or arrange for the performance of such Work and will bear the sole risk and responsibility therefore. In the event ESCO discovers Hazardous or Excluded Materials, ESCO will immediately cease Work, remove all ESCO personnel or subcontractors from the site, and notify the Customer. The Customer will be responsible to handle such Materials at the Customer's expense. ESCO will undertake no further Work at the facility except as authorized by the Customer in writing. Notwithstanding anything in this Contract to the contrary, any such event of discovery or remediation by the Customer will not constitute a default by the Customer.

ESCO will be solely responsible for any hazardous or other materials, including without limitation those listed in this paragraph, that it may bring to the site.

5.7 Subcontracting and Assignments

1) ESCO may elect to use subcontractors in meeting its obligations hereunder.

Customer shall approve all subcontractors and outside professionals in advance which approval shall not be unreasonably withheld or delayed. ESCO shall be responsible for the conduct, acts and omissions, whether intentional or unintentional, of its subcontractors, employees, agents, invitees or suppliers. ESCO agrees to bind each of its subcontractors to the terms of ESCO's obligations under Sections 5.01 - 5.06, 5.08, 5.09, 5.14 - 5.16, 8.01 - 8.07, 9.03, 9.04, 9.06 and 9.10 of this Contract. Nothing in this Contract shall create any contractual relationship between any subcontractor, employee, agent, invitee or supplier and the Customer.

5.8 Delays

If ESCO is delayed in the commencement or completion of any part of the Work due to events beyond ESCO's control and without the fault or negligence of ESCO, including but not limited to fire, flood, extended labor disputes, unusual delays in deliveries, unavoidable casualties, abnormal adverse weather, war, and acts of God, or due to Customer's actions or failure to perform its obligations under this Contract, then ESCO will notify Customer in writing of the existence, extent of, and reasons for such delay. ESCO shall have no claim for additional compensation on account of such delays but ESCO and Customer may extend the contract time by revision to the Scope of Work for such reasonable time as they shall agree. If Customer determines that a delay described in the first sentence of this section will result in ESCO not completing the Work for a period of ninety (90) days or more, then Customer or ESCO may terminate this Contract and the Customer shall pay ESCO for the portion of the Work completed up to the Contract termination date.

5.9 Equipment Location and Access

The parties understand and agree that the Premises will be occupied during construction. ESCO shall take all necessary precautions to ensure the public safety and convenience of the occupants during construction and Customer shall cooperate with ESCO's reasonable requirements and related requirements described in Attachments 2 and 4. ESCO shall complete the Work in accordance with the schedule in Attachment 2 - Maintenance and Service Agreement. ESCO shall use sufficient personnel and adequate equipment to complete the Work pursuant to Section 5.01.

The Work must be completed in a continuous uninterrupted operation on the days and between the hours specified in Attachment 7 - Additional Requirements, unless otherwise authorized in writing by the Customer. No Work is to be done on holidays, Saturdays, or Sundays except as contemplated in Attachment 7 - Additional Requirements, the Scope of Work in order to maintain the Standards of Comfort described in Attachment 8 - Standards of Comfort or in the event of emergencies unless otherwise approved by Customer. The Customer will provide access to the Premises at the times agreed upon and make all reasonable provisions for ESCO to enter the Premises where Work is to be performed so that Work may be performed in an efficient manner.

ESCO is responsible for the security of partially completed work and for uninstalled materials or equipment stored at Customer properties. Only materials and equipment intended and necessary for immediate use shall be brought into the buildings. Equipment and unused materials shall be removed from each building by the end of each workday unless overnight storage is provided for within the Scope of Work. The Customer shall provide if available, without charge, a mutually satisfactory location or locations for the storage and operation of materials and equipment and the performance of the Work, including a location for staging and mobilization.

Flammables and combustibles shall be stored only in accordance with the requirements of relevant statutes, regulations, NFPA standards and Customer procedures. In the event that the Customer is unable to provide a satisfactory location for the storage of flammables and combustibles, then ESCO shall provide and pay for suitable storage.

5.10 Permits and Fees

ESCO shall secure and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work that are required by federal, state, or town or city governments. In the event that fees for any permits are reduced or waived by request, standing or intervention of the Customer, then, at the Customer's option, the amount of the savings of the fee shall be deducted from the line item in the Work budget and added to the contingency line item or the Contract Price reduced by that amount.

5.11 Utilities

The Customer shall provide and pay for water, heat, fuel and utilities consumed by ESCO or in any additional equipment that may be used by ESCO during performance of the Work, including, for example, generators. ESCO shall install and pay for any facilities or modifications not already in existence that are necessary to access such water, heat, and utilities during the Work.

5.12 Concealed or Unknown Conditions

If ESCO finds conditions during the Work that are subsurface or otherwise concealed physical conditions that differ materially from those indicated on the drawings or are unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in similar construction activities, ESCO shall notify Customer of such conditions promptly, prior to significantly disturbing the same, and in no event later than one (1) business day after first observing the conditions.

Such conditions may include, but are not limited to, water damage, termite damage, or structural building defects. If such conditions differ materially and cause an increase in ESCO's cost of, or time required for, performance of any part of the Work, ESCO shall submit a written estimate of the material and labor cost increase and time delay. If the Customer concurs with the need, cost estimate, and time delay, Customer and ESCO shall make an equitable adjustment in the Contract Price or Time for Performance and Final Completion, or both. Pursuant to Section 5.08 above, ESCO shall not be entitled to damages for delay beyond Customer's control.

5.13 Casualty, Condemnation, Damage

If any fire, flood, other casualty, or condemnation renders a portion of any property described in Attachment 1 - Final Investment Grade Audit unsuitable for habitation or destroys a substantial part of the area within which the Work is to be performed or which the Work affects, the Customer and ESCO may terminate or modify this Contract by mutual agreement. The Customer shall pay ESCO for all Work completed to the date of termination. If any materials or equipment are damaged by the negligence or willful misconduct of an employee, agent or invitee of Customer, Customer shall repair or replace said item within a reasonable period of time, or, adjust the Contract Price to pay for repair or replacement or adjust Time for Performance and Final Completion, or both.

5.14 Standards of Service and Comfort

The facility performance requirements of service and comfort applicable to the Premises for heating, cooling, hot water, ventilation and lighting are stated in Attachment 8 - Standards of Comfort ("Standards of Comfort") and shall apply throughout the Contract. If ESCO is unable to meet these Standards of Comfort for any reason, the Customer and ESCO shall mutually agree upon an

appropriate adjustment to Energy Savings, the price paid for the Work or any corrective measures that shall be provided and paid for by ESCO.

5.15 Shutdown of Services

ESCO hereby acknowledges that continuous operation of services, including but not limited to heat, water, domestic hot water, electricity, gas, sanitary facilities, elevators, fire alarms or protections, and access to the property, or common areas is essential to the operation of the Customer's properties as reflected in the Standards of Comfort. If any such service, or access to the property, or any common area is to be discontinued for any period of time in order to perform the Work (including actions described within the Scope of Work), ESCO shall give the Customer as much notice in writing as is practicable, but in no event less than seven (7) days in which event the Customer shall, by written response, approve unconditionally or with conditions such shutdown of services and the timing thereof.

The use of any portion of the premises by ESCO for parking or staging areas for the Work shall be expressly approved by Customer prior to the Commencement of the Work. Such conditional approval may include a requirement for ESCO to provide and pay for temporary services, may limit the time period for which services or access may be shut down, or may require other actions, accommodations or expenditures on the part of ESCO. With respect to fire alarm or other fire protections, ESCO shall also notify the local fire department of any shutdown of service and notify the fire department when such service is restored.

The Customer acknowledges that such shutdowns may be necessary to perform the Work from time to time and will not unreasonably withhold approval. The Customer agrees to communicate with occupants on plans to shut down services or access and temporary measures, if any, which will be made in such circumstances.

5.16 Indemnification and Limitation of Liability (Non-Patent or Copyright)

ESCO shall be responsible for the Work and take all precautions for preventing injuries to persons and property in or about the Work and shall bear the costs of all losses or damages resulting from or on account of the Work. ESCO shall pay or cause payment to be made for all labor performed or furnished and for all material used or employed in carrying out this Contract. ESCO shall assume the defense of, indemnify and hold harmless the Customer and its officers and agents from all claims relating to:

- 1) Labor performed or furnished and materials used or employed for the Work;
- 2) Injuries to any person received or sustained by or from ESCO and its employees, subcontractors and its employees, any agents, suppliers and invitees in doing the Work, or as a consequence of any improper materials, implements of labor used or employed therein; and
- 3) Any act, omission, or neglect of ESCO and any employees, subcontractors and employees, agents, suppliers and invitees.

Anything herein notwithstanding, in no event shall either Customer or ESCO be liable to the other party for special, indirect, incidental or consequential damages, including commercial loss, loss of use, or lost profits, even if either party has been advised of the possibility of such damages.

Consequential damages and losses, as those terms are used in the Contract, shall not include physical damages or losses to Customers' existing buildings or Premises that are attributable to Work performed under the contract.

5.17 Indemnification (Patent and Copyright)

(a) ESCO will, at its own expense, defend or at its option settle any suit or proceeding brought against Customer in so far as it is based on an allegation that any Work (including parts thereof), or use thereof for its intended purpose, constitutes an infringement of any United States patent or copyright, if ESCO is promptly provided Notice and given authority, information, and assistance in a timely manner for the defense of said suit or proceeding. ESCO will pay the damages and costs awarded in any suit or proceeding so defended. ESCO will not be responsible for any settlement of such suit or proceeding made without its prior written consent. In case the Work, or any part thereof, as a result of any suit or proceeding so defended is held to constitute infringement or its use by Customer is enjoined, ESCO will, at its option and its own expense, either: (i) procure for Customer the right to continue using said Work; (ii) replace it with substantially equivalent non-infringing Work; or (iii) modify the Work so it becomes non-infringing so long as functionally equivalent.

(b) ESCO will have no duty or obligation to Customer under Section 5.17(a) to the extent that the Work is: (i) modified by Customer or its contractors after delivery; or, (ii) combined by Customer or its contractors with items not furnished hereunder and by reason of said design, instruction, modification, or combination a suit is brought against Customer. In addition, if by reason of such modification or combination, a suit or proceeding is brought against ESCO, unless expressly prohibited by law, Customer shall protect ESCO in the same manner and to the same extent that ESCO has agreed to protect Customer under the provisions of Section 5.17(a) above.

(c) this section 5.17 is an exclusive statement of all the duties of the parties relating to patents and copyrights, and direct or contributory patent or copyright and of all the remedies of customer relating to any claims, suits, or proceedings involving patents and copyrights. Compliance with section 5.17 as provided herein shall constitute fulfillment of all liabilities of the parties under the contract with respect to intellectual property indemnification.

6. Performance and Evaluation Subsequent to Work

6.1 Workmanship and Equipment Warranty

ESCO hereby assigns to the Customer all warranties of all equipment and materials used in the Work. Attachment 2 - Maintenance and Service Agreement lists equipment and material warranties, however, failure to include any equipment or materials having a warranty neither excludes said equipment or materials from the provisions of this section nor ESCO's responsibilities hereunder. ESCO shall provide Customer with a list of all serial numbered items of equipment installed as part of the Work at or before the Project Acceptance.

ESCO warrants that, for a period of one year from a date of a Project Acceptance ("Warranty Period"), the relevant equipment, materials and Work shall be new and free from defects in material, manufacture, workmanship and performance as set forth by the catalogs, bulletins and specifications included within ESCO's Response to the RFP or the Scope of Work, whichever is appropriate. If such defect occurs within the Warranty Period, ESCO shall correct and pay for correction of all defects including replacement or repair and all parts and labor.

ESCO warrants that, for any equipment or materials used in the Work with a warranty period in excess of one year, ESCO shall correct all defects including replacement or repair provided that ESCO's obligation is limited to the terms of the warranty and provided further that the Customer, by mutual consent with ESCO, may correct said defect.

No warranty liability shall attach to ESCO until Work has been substantially completed. ESCO's warranties expressly exclude any remedy for damage or defect caused by abuse, improper operation, unapproved modifications or improper repairs not performed by ESCO.

Customer may correct any defect and ESCO shall reimburse Customer for its reasonable expenses incurred in performing such correction subject to any limitations contained within this section if ESCO fails to correct defective equipment, materials or Work within a reasonable period of time, but no less than seventy-two (72) hours, upon written notice from the Customer unless such defect is a condition deemed to endanger health or safety, is a fire hazard or would otherwise render the Premises unfit for occupancy.

Conditions which are deemed to endanger health or safety are applicable provisions of the state or local sanitary code, fire hazards under applicable fire prevention regulations and codes and other emergency conditions that shall be addressed promptly and jointly, if necessary, by ESCO and Customer assuring that immediate precautions are taken to avoid risk to persons or property, immediate measures are taken to prevent deterioration of condition, occupants are alerted to any dangers or hazards, and steps for final correction taken within twenty-four (24) hours. Customer may take reasonable steps to protect the Premises or the Work in an emergency if it is not possible or reasonable to notify ESCO before taking such actions.

THE EXPRESS LIMITED WARRANTIES PROVIDED ABOVE ARE IN LIEU OF AND EXCLUDE ALL OTHER WARRANTIES, STATUTORY, EXPRESS, OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WHICH, TO THE EXTENT PERMITTED BY LAW, ARE HEREBY EXPRESSLY DISCLAIMED. THE LIMITED EXPRESS WARRANTIES AND REPRESENTATIONS SET FORTH IN THIS CONTRACT MAY ONLY BE MODIFIED OR SUPPLEMENTED IN A WRITING EXECUTED BY A DULY AUTHORIZED SIGNATORY OF EACH PARTY.

6.2 Evaluation of Savings Achieved

ESCO shall also prepare and deliver to Customer an annual report of the savings achieved at the Premises for each of the twelve-month periods specified in Attachment 4 - M & V Plan in a form suitable for review and subsequent forwarding to the Customer and any consultant or auditor designated by Customer. ESCO shall include in such report, to the extent practicable, emissions reduction quantities or similar data attributable to or resulting from the Work and shall advise Customer on opportunities to achieve monetary benefits from such credits or attributes which shall be the property of Customer.

The Customer shall notify ESCO of substantive changes in the properties or the operation or occupancy thereof which could affect energy or water use. Such substantive change shall be agreed upon by the parties and incorporated in the determination and evaluation of savings. The obligations under this Article are also described in Attachment 4 - M & V Plan. ESCO shall be compensated at the rate described in Attachment 3 - Project Cost for maintaining, monitoring and verification and reporting services.

6.3 Performance Guarantee

ESCO hereby guarantees the level of savings for the time periods and to the level described in Attachment 4 - M & V Plan ("Performance Guarantee"). The Performance Guarantee commencement date shall not occur and the Customer shall not be required to accept the Work unless and until all equipment installation at the Premises and training is completed in accordance with the terms and conditions of this Contract, including, without limitation, the satisfaction of all claims for labor and materials. In the event that Final Acceptance occurs after the commencement date of the Performance Guarantee (See Attachment 4 - M & V Plan), then the parties will mutually agree on a modified Attachment 4 - M & V Plan to accommodate the delay in beginning the Performance Guarantee.

The Performance Guarantee is to be achieved as a result of the Work and the ECMs/OCMs and the resulting savings, if any, shall be calculated in accordance with the procedures described in Attachment 4 - M & V Plan. The Performance Guarantee is subject to the satisfactory performance by Customer of all of its obligations under this Contract. In the event that this Contract is terminated by an uncured Event of Default by Customer, the Performance Guarantee shall be cancelled. The Performance Guarantee shall remain in effect for a term not less than the time required to finance the Work.

The Performance Guarantee shall thereafter terminate. In any event, ESCO and Customer have structured the Energy Savings and the Performance Guarantee to be sufficient so that the conversion to US Dollars results in amounts sufficient to exceed any and all payments required by Customer in connection with the acquisition of equipment to be installed by ESCO pursuant to this Contract, the Customer's lease or financing obligations and any related agreements associated with the execution of this Contract or the implementation of the Work.

ESCO shall have no liability to continue providing measurement and verification services or to honor the Performance Guarantee with respect to any portion of the Work in the event the Customer: (i) fails to authorize a reacceptance test or recommissioning that ESCO reasonably deems necessary in order to prevent a savings shortfall with respect to such portion of the Work; (ii) fails to provide access to a site where such portion of the Work was performed as required herein; (iii) fails to service and maintain all equipment associated with such portion of the Work in accordance with the manufacturers' recommendations in order to prevent a savings shortfall; or (iv) cancels or terminates the Performance Assurance TSP.

6.4 Performance Remedies

Energy-related cost savings shall be measured and/or calculated as specified in the measurement and verification plan provided in Attachment 4 - M & V Plan or as may be mutually agreed upon in writing. In the event that the energy and cost savings achieved during such twelve-month period is less than the corresponding Guaranteed Savings for the same annual period as reflected in Attachment 4 - M & V Plan while the Performance Guarantee is in effect, ESCO shall pay to Customer within thirty (30) days of the delivery of such report an amount equal to the deficiency.

In the event of such deficiency, ESCO reserves the right, subject to Customer's approval, which shall not be unreasonably withheld, to implement additional operation improvements or conservation measures, at no cost to Customer, that will improve energy savings in future years of Performance Guarantee.

All costs associated with having the ECMs/OCMs repaired, replaced, adjusted or re-engineered and re-installed shall be paid by ESCO and presentation of evidence of such payment shall be a condition to any Customer approval of such work. If during any twelve-month period specified in

Attachment 2 - Maintenance and Service Agreement and Attachment 4 - M & V Plan the savings achieved are greater than the Guaranteed Energy and Cost Savings, such excess shall be retained by the Customer and not applied to ESCO's requirement to deliver Energy Savings beyond the stated year.

6.5 Security for Performance Guarantee – Not Included

6.6 Independent Audit – Not Included

6.7 Other Performance Terms and Conditions

All actions taken under Section 6, including but not limited to correction of warranties, remedy of performance shortfalls and maintenance of equipment by ESCO, shall conform with sections 5.2 through 5.17 inclusive.

6.8 Contract Closeout Responsibility

At the termination of the Contract, ESCO shall perform a walk-through survey of the properties covered by this Contract and prepare an assessment of the condition of the equipment and materials installed as part of the Work and subsequent thereto under this Article. This closeout report shall include but not be limited to the following, as appropriate:

- 1) Operating and maintenance recommendations during the remaining life of equipment installed if different from requirements furnished upon installation or if changes in technology or procedures affecting the equipment could extend the useful life of the equipment or increase the conservation efficiency,
- 2) An overview of new technology or additional conservation measures for the Customer to consider.

7. Obligations of the Parties

7.1 Obligations of ESCO

ESCO acknowledges and agrees that ESCO's obligations hereunder are in the capacity of providing professional services for the purposes described in the Preamble to this Contract and in said capacity ESCO is expected to provide energy, water and operational auditing, engineering, design and monitoring services, construction management including general contracting as necessary, and other related services as solicited in the RFP and as may normally be incidental to these types of professional services. ESCO acknowledges and agrees that any other functions, including, but not limited to, manufacturer's representative, dealer or distributor of equipment, materials or commodity specified herein or as subcontractor, or any ownership interest in whole or in part, or financial affiliation with a company that performs such other function shall constitute a conflict of interest which shall constitute a material breach of this Contract unless 1) fully disclosed in ESCO's Response to the RFP, and 2) accepted by the Customer under terms which are specified in the Scope of Work. ESCO acknowledges and agrees that this paragraph applies to all its officers and employees.

The following events or conditions shall, without limitation, constitute a breach by ESCO and shall give the Customer the right, without an election of remedies, to proceed pursuant to Section 9.01 and/or terminate this Contract by delivery of written notice declaring termination, upon which event ESCO shall be liable to the Customer for any and all damages sustained by the Customer:

- 1) Any attempt by ESCO to increase the Contract price for reasons other than those related

to changes in the Work pursuant to Section 5.03;

- 2) Any failure by ESCO to provide annual monitoring reports pursuant to Section 6.02 provided that such failure continues for ten (10) days after notice from Customer;
- 3) Any failure by ESCO to make payments pursuant to the Performance Guarantee provided that such failure continues for three (3) business days after notice from Customer;
- 4) Any representation or warranty furnished by ESCO in ESCO's Response to the RFP, the Scope of Work or this Contract which is false or misleading in any material respect when made;
- 5) Any state, county or federal license, authorization, waiver, permit, qualification or certification by statute, ordinance, law or regulation to be held by ESCO to provide the goods or services required by this Contract is denied, revoked, debarred, excluded, terminated, suspended, lapsed or not renewed;
- 6) The filing of bankruptcy by ESCO or by ESCO's creditors, an involuntary assignment for the benefit of creditors, or the liquidation of ESCO;
- 7) Any failure by ESCO to perform or comply with any other material term or condition of this Contract, including breach of any covenant contained herein, provided that such failure continues for thirty (30) days after written notice to ESCO demanding that such failure be cured or, if cure cannot be effected in thirty (30) days, ESCO fails to begin to cure and proceed to completion thereof as quickly as is reasonably possible;
- 8) Any failure to maintain the Standards of Comfort and service set forth in Attachment 8 - Standards of Comfort due to the failure of ESCO to properly design, install, maintain, repair or adjust the equipment installed and maintained as part of the Work except that such failure, if corrected or cured within seven (7) days after written notice by Customer to ESCO demanding that such failure be cured, shall be deemed cured for purposes of this Contract;
- 9) Any failure to furnish and install the equipment or ECMs/OCMs or perform the Work and make it ready for use within the time specified by this Contract as set forth in Attachment 2 - Maintenance and Service Agreement;
- 10) Any lien or encumbrance upon the equipment or the Premises by any subcontractor, laborer or material man of ESCO which is not released in thirty (30) days;
- 11) Any failure by ESCO to pay any amount due or perform any material obligation under the terms of this Contract; and
- 12) It is determined that ESCO has failed to disclose a material conflict of interest relative to the performance of this Contract or if it is found that any gift or gratuity were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the Customer with a view toward securing a contract or favorable treatment with respect to performance of the Contract.

7.2 Obligations of the Customer

Customer shall respond to all audits, proposed revisions and related requests on a timely basis for the expeditious design, implementation and monitoring of conservation measures. Furthermore, Customer shall comply with the Customer Responsibilities as are detailed in Attachment 2 - Maintenance and Service Agreement.

Each of the following events or conditions shall constitute a breach by Customer and shall give ESCO the right, without an election of remedies to proceed pursuant to Section 9.01 and terminate this Contract by delivery of written notice declaring termination, upon which event the Customer shall be liable to ESCO for all Work furnished to date:

- 1) Any failure by the Customer, without cause, to authorize payment due more than thirty (30) days after receipt of notice that the Customer is delinquent in making payment;
- 2) Any representation by Customer in the RFP and this Contract is false or misleading in any material respect when made; and
- 3) Any failure by the Customer to perform or comply with any other material term or condition of this Contract, including breach of any covenant contained herein, provided that such failure continues for thirty (30) days after written notice to the Customer demanding that such failure be cured or, if cure cannot be effected in thirty (30) days, the Customer fails to begin to cure and proceed to completion thereof as quickly as is reasonably possible.

8. Insurance and Bond Requirements

8.1 Worker's Compensation Insurance

ESCO shall provide during the life of this Contract Worker's Compensation Insurance as follows:

- | | |
|------------------------------------|-------------------------|
| 1) Workers Compensation Coverage A | Statutory Minimum |
| Employer's Liability Coverage B | \$500,000 each accident |
| 2) \$500,000 disease per employee | |
| 3) \$500,000 disease policy | |

8.2 Comprehensive General Liability

ESCO shall provide Comprehensive General Liability with the following minimum coverage with respect to the Work and other operations performed by ESCO and its employees, subcontractors, supplier's agents and invitees:

- | | |
|--|--|
| 1) Bodily Injury and Property Damage | \$1,000,000 each occurrence, \$1,000,000 aggregate |
| 2) Products and Completed Operations | \$1,000,000 each occurrence, \$1,000,000 aggregate |
| 3) Contractual Liability & Property Damage | \$1,000,000 each occurrence, \$1,000,000 aggregate |

8.3 Vehicle Liability

ESCO shall provide the following minimum coverage with respect to the operations of the any employee, including coverage for owned, non-owned, and hired vehicles:

- | | |
|-----------------------|-----------------------------|
| Bodily Injury | \$1,000,000 each occurrence |
| Property Damage | \$1,000,000 each occurrence |
| Combined Single Limit | \$1,000,000 |

8.4 Property Coverage

ESCO shall provide the following coverage against loss or damage by fire and against loss or damage covered by the special perils insurance endorsement on all Work:

All Risk 80% of Contract Price minimum

Upon completion of Work at Customer buildings, ESCO shall provide an installation floater, in the full amount of the Contract Price, for the requirements set forth above. The policy or policies shall specifically state that they are for the benefit and payable to the Customer, ESCO, and all persons furnishing labor or labor and materials for the Work, shall be listed as loss payee as their interests may appear.

8.5 Professional Liability Insurance

ESCO shall maintain in full force and effect, at ESCO's expense, an Errors and Omissions or Professional Liability Insurance Policy in the amount of \$1,000,000 minimum coverage. The policy shall remain in effect for the duration of the applicable statute of limitations for claims against construction professionals.

ESCO shall be responsible for all claims, damages, losses or expenses, including attorneys fees, arising out of or resulting from the performance of professional services contemplated by this Contract, provided that any such claim is attributable to bodily injury or death, or injury to or destruction of tangible personal property, or to failures of the Work, including the loss of use resulting therefrom, and is caused, in whole or in part, by any negligent act, error or omission of ESCO, any consultant or associate thereof, anyone directly or indirectly employed by ESCO. ESCO shall submit a Certificate of Insurance verifying said coverage upon execution of this Agreement and also any notices of renewals of such policy as they occur.

8.6 Environmental Impairment Liability Insurance

ESCO shall maintain in full force and effect, at ESCO's expense, a Sudden & Accidental Environmental Impairment Liability Insurance Policy in the amount of \$1,000,000 minimum coverage unless comparable coverage is provided pursuant to the policy required in Section 8.05. The policy shall remain in effect for the duration of the applicable statute of limitations for claims against construction professionals.

ESCO shall be responsible for all claims, damages, losses or expenses, including attorneys fees, arising out of or resulting from the cleanup, removal, and handling of hazardous materials contemplated by this Contract and is caused, in whole or in part, by any negligent act, error or omission of ESCO, any consultant or associate thereof, anyone directly or indirectly employed by ESCO. ESCO shall submit a Certificate of Insurance verifying said coverage upon execution of this Agreement and also any notices of renewals of such policy as they occur.

8.7 Customer as Additional Insured

The Customer shall be named as additional insured on ESCO's Liability Policies.

8.8 Certificates of Insurance Policies

Certificates of insurance, acceptable to the Customer, shall be submitted to the Customer upon the execution of this Contract and shall be renewed upon expiration of the policies. Certificates shall indicate that the coverage required by section 8.01 through 8.06 is in effect. If the Customer is damaged by ESCO's failure to maintain such insurance, then ESCO shall be responsible for all reasonable costs or damages attributable thereto. Certificates shall note the thirty (30) day cancellation notice requirement of Section 8.09. All policies shall be issued by companies

authorized to write that type of insurance under the laws of the State of Vermont. Any and all deductibles and self-insured retention contained in any insurance policy shall be assumed by and at the risk of ESCO.

8.9 Cancellation

Customer shall be provided notice of cancellation at least thirty (30) days prior to the effective date thereof for any insurance policy required of ESCO by this Contract.

8.10 Bonds

ESCO shall provide the Customer with payment and performance bonds, to cover the full term and value of the Contract and issued by a regulated financial institution with a Best Rating of not less than A, or a comparable rating from a recognized financial rating firm, as follows:

- 1) Performance and payment bonds shall secure 100% of the Contract Price (these bonds apply only to the Work to be performed, and do not cover any guaranteed savings)

Any performance and payment bonds shall be maintained in full force and effect by ESCO until Project Acceptance. Customer agrees that upon Project Acceptance any performance and payment bonds shall be released and any obligations arising thereunder shall be terminated. AIA bond forms may be employed. To the extent required by the Customer's funding source for the Contract, said funding source shall be named as co-obligee on said payment and performance bonds.

9. General Provisions

9.1 DisputeResolution

Disputes regarding changes in and interpretations of the terms or scope of the Contract and denials of or failures to act upon claims for payment for extra work or materials shall be resolved according to the following procedures:

- 1) All claims by ESCO shall be made in writing and submitted to the Customer for a written decision.
- 2) ESCO shall not delay, suspend, or curtail performance under the Contract as a result of any dispute subject to this section.
- 3) Within sixty (60) days of submission of the dispute to the Customer, the Customer shall issue a written decision stating the reasons therefor, and shall notify the parties of their right of appeal under this section. If the official of the Customer is unable to issue a decision within sixty (60) days, he shall notify ESCO in writing of the reasons and of the date by which the decision shall issue.
- 4) Failure to issue a decision within one hundred and twenty (120) day period or within the additional period specified in such written notice shall give the petitioner the right to pursue any legal remedies available to him without further delay.
- 5) ESCO and Customer agree that all disputes relating to this Contract and performance thereunder shall be resolved through courts in the State of Vermont and any appellate court from which an appeal may be taken therefrom. To the fullest extent

permitted by law, the parties irrevocably and unconditionally submit to the exclusive jurisdiction of said court.

9.2 Conditions Beyond Control of the Parties

Except as otherwise provided herein, if either party shall be unable to carry out any material obligation under this Contract due to events beyond its control, such as acts of God, governmental or judicial action, insurrections, riots, extended labor disputes, fires, explosions or floods, this Contract shall remain in effect but the affected party's obligations shall be suspended until the uncontrollable event terminates or is resolved, unless the Contract is terminated by either party following a ninety (90) day delay, in which event, Customer shall pay ESCO for all parts of the Work furnished to the date of termination or as otherwise agreed.

9.3 Labor Laws

ESCO shall obey and abide by all laws and regulations of the State of Vermont relating to the employment of labor and public work, including, without limitation, the State's drug-free workplace policy (ESCO shall deliver to Customer a certificate of compliance with such policy).

ESCO shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices. ESCO shall not discriminate in the delivery of services against any person who otherwise meets the eligibility criteria for services, or in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, status as a Vietnam Era Veteran, sexual orientation or for exercising any rights or benefits afforded by law including the requirements of Federal Executive Orders 11246, 11625, 11375 and 11830 and Title 28 Chapter 5.1 of the General Laws of Vermont.

9.5 Appropriations

The Customer reasonably believes that funds can be obtained sufficient to make all payments due to ESCO under this Contract. The Customer hereby covenants that it will make reasonable and diligent efforts to obtain and maintain funds from which such payments may be made, including making provisions for such payments to the extent necessary in each annual or supplementary budget submitted for the purpose of obtaining funds, and using reasonable efforts to have such portion of the budget approved. Nothing herein shall obligate the Customer to institute legal action before any court, to commence proceedings before any forum, or to institute proceedings in the nature of mandamus against any public official in attempting to obtain said funds.

9.6 Laws, Regulations, Ordinances and Standard Practices

ESCO shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws, regulations, ordinances and by-laws, including applicable licensing and permitting requirements, in accordance with sound engineering and safety practices, and in compliance with any and all reasonable rules or policies of the Customer relative to the properties. ESCO shall be responsible for obtaining all governmental permits, licenses, consents, and authorizations as may be required to perform its obligations hereunder (see also Section 5.10 regarding permits and fees pertaining to the Work).

9.7 Access and Inspection

Customer shall have access to inspect, upon reasonable notice, the Work and the books, records, and other compilations of data which pertain to this Contract. Records shall be kept on a generally

recognized accounting basis and calculations kept on file in legible form. Records shall be saved or archived by ESCO for a period of three (3) years after the termination of this Contract and shall be kept or made available.

ESCO shall have access, upon reasonable notice to the Customer, to inspect the property to assess the condition and operation of material and equipment installed.

9.8 Ownership Rights

All drawings, reports and other materials prepared by ESCO specifically in performance of this Contract shall become the property of the Customer as needed or upon the termination of the Contract. Customer shall be entitled to any currently or future available credits other than those agreed to by the Parties to be assigned to the ESCO, i.e. utility rebates, or rights of use associated with the reduction of energy use, particular technologies employed in or any attributes associated with the Work.

9.9 Certificates

ESCO certifies as follows:

- 1) Certificate of Authorization: If ESCO is a corporation, each person executing this Contract on behalf of ESCO hereby covenants, represents and warrants that ESCO is a duly incorporated or duly qualified (if foreign) corporation and is authorized to do business in the state (a copy of evidence thereof to be supplied to the Customer upon request); and that each person executing this Contract on behalf of ESCO is an officer of ESCO and that he or she is duly authorized to execute, acknowledge and deliver this Contract to the Customer, a copy of a corporate resolution to this effect is attached hereto as Attachment 9 - Corporate Resolution.
- 2) Tax Compliance Certification: Each person signing this Contract on behalf of ESCO hereby certifies, under the penalties of perjury, that to the best of his/her knowledge and belief, ESCO has complied with any and all applicable state tax laws.
- 3) Certificate of Non-collusion: The undersigned certifies under penalties of perjury that this Contract has been made in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity of group of individuals.

9.10 Assignment

ESCO shall not assign, transfer, convey, or otherwise dispose of this Contract, or any part hereof, or its right, title or interest in the same or any part thereof, without the prior written consent of the Customer provided, however, that Customer may not unreasonably withhold or delay its consent to an assignment of its interest in this Contract to a corporate affiliate and provided further that ESCO may without the consent of Customer assign its rights for payments under this Contract to any financial institution, lender or investor in connection with a leasing or financing arrangement for the ECMs/OCMs. ESCO shall not otherwise assign by power-of-attorney, or otherwise, any of the moneys due or to become due and payable under this Contract, without the prior written consent of the Customer.

9.11 Applicable Law and Severability

This Contract is made and shall be interpreted and enforced in accordance with the laws of the State

without regard to its conflict of laws provision. If any provision of this Contract shall be determined to be invalid or unenforceable under applicable law, such provision shall, insofar as possible, be construed or applied in such manner as will permit enforcement; otherwise this Contract shall be construed as if such provision had never been made part thereof.

9.12 Independent Contractor

The Contractor shall perform its duties hereunder as an independent contractor and not as an employee. Neither the Contractor nor any agent or employee of the Contractor shall be deemed to be an agent or employee of the State or any agency of subdivision thereof. Contractor shall be responsible for all payroll taxes and benefits for its employees.

9.13 Complete Contract

This Contract, together with any documents incorporated herein by attachment as an exhibit or by reference, shall constitute the entire and exclusive Contract between both parties, except as may be provided by relevant law or regulation, and supersedes and terminates all prior or contemporaneous arrangements, understandings and agreements, whether oral or written, and this Contract may not be amended or modified except in writing and executed by the Customer and ESCO. The RFP and ESCO's response thereto are incorporated by reference to the extent not superseded by the Scope of Work or this Contract.

The failure of either ESCO or the Customer to insist upon the strict performance of any term or condition hereof shall not constitute or be construed as a waiver or relinquishment of either party's right to thereafter enforce the same in accordance with this Contract.

9.14 Further Documents

The parties shall timely execute and deliver all documents and perform all further acts that may be reasonably necessary to effectuate the provisions of this Contract.

9.15 Counterparts

This Contract may be executed in any number of counterparts, each of which shall be an original, with the same effect as if the signatures thereto and hereto were upon the same instrument, and in making proof of this Contract it shall not be necessary to produce or account for more than one such counterpart.

9.16 Acknowledgement

ESCO acknowledges that Customer is a government entity that enjoys limited immunity and other protections under state law from tort claims. As a result, any language in the Contract that provides for indemnification by Customer, including but not limited to Section 5.17, shall be enforceable only to the extent permitted by law and shall be limited to the extent of available proceeds under the insurance policies actually maintained by Customer. Further, no indemnification by Customer under the Contract shall be deemed or construed to operate in practical effect to waive any statutory immunity or statutory limitation of liability of Customer from claims of any third party, or to impose any further or additional liability to ESCO, that Customer is or would be subject to in a direct claim by such third party.

10. Contract Signatures

IN WITNESS THEREOF, the parties have each caused this Contract to be executed in counterparts on the dates set forth below (the last of which shall be considered the date of execution hereof) by their duly authorized representatives.

Company: ADDISON NORTHWEST
SCHOOL DISTRICT

Company: ENERGY EFFICIENT
INVESTMENTS, INC.

Signature: _____

Signature: _____

Name: _____

Name: PAUL MURPHY

Title: _____

Title: DIRECTOR

Date: _____

Date: _____

Herb Durfee

From: Herb Durfee
Sent: Tuesday, July 02, 2019 4:24 PM
To: Miranda Bergmeier
Cc: 'Linda Gray'; Aaron Lamperti; 'Lucinda Walker'
Subject: RFQ - Norwich Energy Project
Attachments: RFQ TON FINAL- Energy Project 02Jul2019.docx; RFQ TON FINAL- Energy Project 02Jul2019.pdf

Importance: High

Miranda,

With everything else going on, we need to get this "let" this week. Would you please carry out the following:

- Put the RFQ on the Town webpage.
- Post the RFQ on the Listserve.
- Create a short legal ad for the Valley News referencing the RFQ can be found on the webpage. (LINDA/AARON, can you help Miranda with this drafting?)
- Submit the ad to the Valley News for posting.
- Submit the short legal ad to VLCT for their Classifieds. (dgunn@vlct.org)
- Submit/post RFQ on the Vermont Bid System webpage: <http://www.vermontbidsystem.com/>
- Submit/post RFQ on the VEIC webpage: <https://www.veic.org/company/requests-for-proposals>

Linda/Aaron,

It would be great if you go direct e-mail the .pdf of the RFQ to known consultants, and let me/Miranda know which firms were included in the e-mailing. Also, do you two know of any other good "places" to send the RFQ to? If so, please let Miranda know. Thx

Herb
Herbert A. Durfee, III
Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055
802-649-1419 ext. 102
802-698-3000 (cell)
802-649-0123 (fax)



REQUEST FOR QUALIFICATIONS Energy Performance Contract Implementation

The Town of Norwich (TON) is requesting qualifications from interested performance contracting firms for implementation of an energy performance contract in the buildings identified in Appendix A.

The objective in issuing this Request for Qualifications (RFQ) is to provide a competitive means by which to select a Qualified Provider with whom to negotiate a final performance contract for a comprehensive program which will reduce costs and upgrade facilities in the identified buildings. The comprehensive program may include but not be limited to:

- (a) Investment grade energy audits of each building,
- (b) Design and installation of energy efficient equipment and systems which will reduce energy consumption associated with the HVAC system including upgrade/replacement of boiler systems, domestic hot water systems, HVAC controls, fresh air ventilation and other energy using systems,
- (c) Implementation of programs which may not reduce energy consumption but which are aimed at improving indoor air quality i.e. increased ventilation and space control,
- (d) An open book estimating process, broken down by building and building system in each building,
- (e) Retrofit of existing systems if possible and recommendations for,
 - a. Replacement of systems beyond their useful life
 - b. Upgrading systems where life cycle cost effective
 - c. Training of existing TON personnel in the operation and maintenance of existing and new equipment installed under the project,
 - d. Indoor air quality diagnostics and testing,
- (f) Researching and recommending potential financing strategies,

**Norwich, VT – Request for Qualifications
Energy Performance Contract Implementation
July 2019**

- (g) Support obtaining available funding grants and utility rebates,
- (h) Support setting up a monitoring protocol of energy costs,
- (i) Support establishing a preventative maintenance program for HVAC mechanical equipment and installed systems.

TON may also add certain building improvements not related to energy, such as relatively minor building renovations, fire alarm systems, security systems, etc.

**Section I
General Information**

1. Purpose

This Request for Qualifications requires that firms demonstrate the experience, stability, expertise and financial criteria required to provide the services of a performance contractor in the development and implementation of a comprehensive program for the TON. TON intent is to replace HVAC equipment and other building systems that are beyond their useful life and to upgrade equipment wherever it is life cycle cost effective. The systems that will be evaluated include, but are not limited to:

- Ventilation and air handling units
- Boiler systems
- Heat pump systems
- Unit ventilators that are beyond their useful life
- Replacing pneumatic controls with direct digital controls
- Adding CO2 monitors and demand control ventilation capability wherever practical
- Adding HVAC controls where none or substandard controls exist.
- Upgrading lighting may be considered, including potential for advanced controls, daylighting considerations, etc.
- Potentially drinking water and waste water upgrades and efficiencies.

2. Existing Information:

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To prepare for this project, the TON has been collecting relevant information. This information includes:

- All buildings are benchmarked in EPA Portfolio Manager and are up to date.

3. Performance Contracting

For the purposes of this document, “Performance Contract” means a contract for services and equipment in which the performance contractor guarantees to reduce energy consumption and to offset capital costs as much as possible through operational cost savings including “right –sizing” of HVAC and other equipment, utility rebates, and overall project revenues available from the project under the terms of the agreement. While energy and operational savings are important, guaranteed savings do not need to offset all potential debt service costs. In addition to energy savings measures other building improvement projects may be added to the scope. The town expects the chosen performance contractor to manage all aspects of the scope of work once it is finalized.

4. Eligible Offerors

Eligible offerors are limited to companies that can demonstrate successful performance contracting projects for a minimum of ten (10) years. A minimum of three (3) references of performance based contracts with public building towns in Vermont or New Hampshire shall be provided. The references shall include the following at a minimum:

- investment grade energy audits
- annual first party financial guarantees
- bundled energy retrofits
- examples of financing of program costs

Provide an executive summary of each project along with the applicable public building town’s contact person (name, title, address, email address and telephone number).

5. Qualifications Format

Proposal responses must be submitted in the format prescribed in this document. Each statement will be reviewed to determine if it is complete before evaluation.

**Norwich, VT – Request for Qualifications
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Statements not containing the information requested will not be considered. Statements will be evaluated according to the materials and substantiating evidence presented in the response.

6. Inquiries

Questions must be submitted in writing via email **no later than Thursday, July 18, 2019 by 10:00 am** to:

Herbert A. Durfee, III
Town Manager
Town of Norwich
300 Main St., PO Box 376
Norwich, VT 05055
HDurfee@norwich.vt.us

Responses to all questions will be sent to all firms that were sent this RFQ or who indicated interest.

7. Evaluation Criteria (see Section IV)

Evaluation will be made per the following criteria:

- Experience and Background
- Capabilities
- Financial Solution
- Project Implementation
- Legal Approach
- On-going Support Program

Section II
General Information

1. Submission of Written Qualifications

The TON will review and evaluate the responses to the RFQ according to the evaluation criteria identified herein. Submissions must be delivered in hardcopy no later than **Monday, July 29, 2019 at 4:30 pm** to:

Herbert A. Durfee, III
Town Manager
Town of Norwich
300 Main St., PO Box 376
Norwich, VT 05055

Late responses will not be accepted. Offerors are encouraged but not required to submit responses via email attachments in addition to hardcopy. Email responses may be submitted prior to the deadline, and hardcopies must be date stamped in our central office no later than the time and date specified above.

2. General Requirements of each Offeror

- Provide three (3) hardcopies of your response
- Provide audited financial statements of your firm for the last two fiscal years

3. Selection of Performance Contractor

The TON will issue a Letter of Intent (LOI) to the selected performance contractor for this project. The chosen contractor will conduct a detailed technical evaluation of the identified facilities (Appendix A) to develop a plan and final proposal detailing all aspects of their proposed program.

4. Timeline

The TON will evaluate submissions and hopes to select a preferred firm by August 1, 2019. Town staff will work with the preferred firm to collect all necessary information to refine a scope of work during the summer and fall of 2019. TON intends to present a final plan for this project to voters no later than March 2020. The intent is to implement this project during the summer of 2020.

Section III
General Submittal Information

Proposals shall be prepared simply and printed in a single-spaced, double-sided format and on recycled paper. Other than a single staple, binding products (e.g., 3-ring binders, spiral binders, plastic report covers, etc.) are not necessary and are discouraged. Proposals are prepared at the sole expense of the respective firms preparing their proposal. All proposals must contain statements of description of each of the following areas. Begin each section and subsection on a separate page. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly at the upper right corner of each page. If any confidential and/or proprietary information is included, then each page containing such information must be so “stamped” **It is not acceptable to label the entire proposal as confidential and proprietary.**

1. Table of Contents

This section should indicate the section and page number of the information included.

2. Executive Summary

Statements shall include a concise abstract of not more than two (2) pages stating the respondent’s overview of your response to the RFQ.

3. Experience and Background

A. Offeror’s Profile and Financial Stability

Provide general information on the responding firm, including: name, business address, local telephone number, officers of the firm, and contact person for this project. Each firm should provide their bonding capacity and bonding rate. If the firm is a factory owned branch, specify the legal business classification, state of incorporation, provide the last two years of audited annual reports, and summarize the financial strength and longevity of the firm. If the firm is a separate legal entity from the manufacturer, provide audited financial statements of the local firm for the last two years, and summarize the longevity and financial strength of the local firm.

B. Offeror’s Experience

Provide references of similar projects including the completion date of installation, ongoing maintenance services and equipment provided, energy savings performance, value of guaranteed savings, project costs and financing description, contract term, benefits to the Owner, Owner’s name and address, telephone number and contact

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person. A minimum of three (3) public building town projects shall be included in this section.

C. Offeror's guarantee experience

Document the quantity of guaranteed savings contracts and total dollar amount currently guaranteed by the firm. Provide supporting data to substantiate that the firm has the financial resources to financially guarantee the results of this project.

D. Offeror's Proof of Insurance

Document (e.g., Declarations Page) sufficient liability and other necessary insurance to carry out the implementation of the intended project.

4. Total Capabilities

Provide a detailed description of the firm's total capabilities including team members and their qualifications; include but do not limit descriptions to the following areas:

- Existing facilities and proximity to the TON
- Technical solution capabilities including in-house engineering, design and construction
- In-house maintenance and service of systems and/or equipment installed as part of a performance contract
- Project management
- Customer training programs
- Specialized capabilities, i.e. fire alarm, security and indoor air quality, etc.

5. Financial Solution

A. Project Financing

Describe the source and types of financing the offeror would intend to use to implement this project if the project were financed by the performance contractor. Indicate the prior use and experience with this method of financing. Indicate whether your firm provides the financing or arranges through another entity. The financial package should allow for annual payments which will allow the TON to pay for the cost of the program within a mutually agreed upon time frame. Include a sample copy of all forms and or documents related to financing that the TON may be required to execute.

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B. Financial savings calculation methodology

Provide a detailed description of the financial savings calculation methodology.

C. Energy baseline calculation methodology

Describe the process, methodology and procedures carried out by your firm in developing an energy guarantee baseline.

D. Reconciliation of guaranteed sums

Provide a detailed description of the reconciliation process, types of reports, schedules, etc. Include a sample guaranteed savings energy audit from one of the town building references listed in section 3-B of this response.

6. Project Implementation

Provide an overview of your proposed project team. Include a list of qualifications, certifications, licenses, etc. held by direct employees of your firm which will facilitate the implementation of this performance contract.

7. Legal Approach

Include a copy of a sample legal agreement and samples of all documents that will be required to be signed by the TON.

THE TOWN OF NORWICH RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS, OR ANY PART THEREOF, AND TO WAIVE ANY FORMALITIES AND/OR TECHNICALITIES WHERE DEEMED TO BE IN THE BEST INTEREST OF THE TOWN.

Section IV
General Information

I. Experience & Background

Profile & Financial Stability

- No information provided..... Unqualified
- Limited information provide Somewhat Qualified
- Some Company Profile & Financial Information Qualified
- Complete Company Profile & Financial Information Highly Qualified

Experience- Project References

- No references provided..... Unqualified
- Fewer than 3 Vermont or New Hampshire Building project references not included, no project guarantee experience Somewhat Qualified
- 3 reference minimum included but references contacted were not satisfied with project results, limited project guarantee experience..... Qualified
- Met or exceeded 3 reference minimum with satisfactory results, extensive project guarantee Highly Qualified

II. Capabilities

- Limited capabilities with limited or no local support..... Unqualified
- Satisfactory capabilities with local support within 50 miles of TON..Somewhat Qualified
- Satisfactory technical capabilities with in-house maintenance/service support 50 miles of TON Qualified
- Extensive technical capabilities with in-house maintenance/service support, experienced project management, customer training programs, indoor air quality

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diagnostics and testing capabilities, and specialized capabilities (i.e., fire alarm, security, etc.) Highly Qualified

III. Financial Solution

Project Financing

- No program outline Unqualified
- Program outlined but no prior experience Qualified
- Sound program with proven track record..... Highly Qualified

Financial Savings Calculation Methodology

- No savings calculation methodology or savings calculation methodology provided but not substantiated..... Unqualified
- Savings calculation methodology provided and substantiated Qualified

Energy Baseline Calculation Methodology

- No calculation methodology or calculation methodology provided but not substantiated..... Unqualified
- Calculation method provided and substantiated..... Qualified
- Calculation method provided, substantiated, and use industry stands ... Highly Qualified

Documented experience in working with efficiency programs to obtain rebates and incentives

- No documented experience Unqualified
- Some prior experience Somewhat Qualified
- Documented experience with proven success in less than three buildings in the last three years..... Qualified

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- Documented experience with proven success in more than three buildings in the last three years..... Highly Qualified

IV. Project Implementation

- No Implementation process provided Unqualified
- General process provided Satisfactory
- Specific implementation process provided..... Qualified
- Specific implementation process provided with specific milestones and deadlines Highly Qualified

V. Legal

- No sample agreements included..... Unqualified
- Sample contracts and other sample documents Qualified

VI. On-going Support Program

- No details provided Unqualified
- Limited details provided, limited local support within 50 miles of TON. Non-licensed personnel, limited capabilities in maintaining and providing training for the HVAC systems in the buildings..... Qualified
- Detailed program provided which reinforces the goals and objectives of the TON as outlined in the RFQ. Includes a list of 3 licensed service personnel within 50 miles of the TON Highly Qualified

APPENDIX A

List of Buildings

1. Tracy Hall	20,867 SF
300 Main Street	
Norwich, VT 05055	
2. Public Safety Building	3,866 SF
10 Hazen Street	
Norwich, VT 05055	
3. Town Garage	8,156 SF
21 New Boston Road	
Norwich, VT 05055	
4. Norwich Public Library	7,812 SF
368 Main Street	
Norwich, VT 05055	

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Miranda Bergmeier

To: Nick Clark
Cc: Herbert A. Durfee III (hdurfee@norwich.vt.us)
Subject: RE: Regional Energy Coordinator

Hi, Nick,

Thanks for your email. The Selectboard's next regular meeting is on August 28, after a break of a few weeks. I do not know at this time whether there will be room on that agenda for this topic, but I have cc'd our Town Manager, Herb Durfee, about this so that he is also aware of your request. One of us will let you know when we are able to fit this topic into a Selectboard meeting.

Best regards,
Miranda

Miranda Bergmeier
Assistant to the Town Manager
Town of Norwich
P.O. Box 376
Norwich, VT 05055
802-649-1419 x101

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

-----Original Message-----

From: Nick Clark [<mailto:nickclark.lp@gmail.com>]
Sent: Friday, July 26, 2019 1:44 PM
To: Miranda Bergmeier
Subject: Regional Energy Coordinator

Hi,

I am a Thetford resident and a member of the Thetford Selectboard. I have been working in my personal time on a proposal for a shared Regional Energy Coordinator. In the current draft of the Regional Plan, one of the recommendations for the Energy Chapter now reads, "TRORC should seek funding for an energy planning staff person who can work with towns, homeowners and businesses to implement weatherization, energy efficiency, and renewable energy projects."

Please see the attached document for an overview and cost estimate of the proposal.

At this stage, the question is if potential member towns seem interested and committed to funding this proposal, or if the proposal should be modified to include more or fewer towns. If it seems that there is interest, TRORC will be happy to work with towns to move forward with this idea.

I would respectfully request 10 or 15 minutes on your next agenda to answer questions and gauge the interest of your Selectboard.

Thank you,
Nick Clark

The Vermont Statutes Online

The statutes were updated in November, 2018, and contain all actions of the 2018 legislative session.

Title 24 : Municipal And County Government

Chapter 033 : Municipal Officers Generally

Subchapter 012 : Energy Coordinator

(Cite as: 24 V.S.A. § 1131)

§ 1131. Energy coordinator; duties

(a) The legislative body of a municipality may appoint, and determine the length of term for, an energy coordinator.

(b) An energy coordinator shall coordinate existing energy resources in the town and cooperate with the municipal planning commission and with those federal, State, and regional agencies of government which are responsible for energy matters.

(c) An energy coordinator may study and evaluate sources of energy which are alternatives to those presently available with a view toward the more efficient and economical utilization of existing and potential energy resources.

(d) An energy coordinator shall make periodic reports of his or her activities to the legislative body as it may require and may perform such other duties, studies, or examinations as may be required by the legislative body. (Added 1975, No. 226 (Adj. Sess.), § 3; amended 2007, No. 1, § 1.)

Regional Energy Coordinator

(3rd) Draft Proposal

Under a 2016 Comprehensive Energy Plan, Vermont is required by 2050 to have a 90 percent renewable energy portfolio and an 80-95 percent reduction from 1990 greenhouse gas levels. This responsibility has largely fallen to towns and cities.

Many small towns have myriad energy needs, but their staff and volunteers are often at capacity and hiring new staff can be cost prohibitive. It is therefore proposed that a small number of towns share resources to more effectively meet local, regional, and state energy goals.

Proposal

It is proposed that TRORC (a Regional Planning Commission) administer a service contract between a small number of towns. This contract shall include a full-time (37.5hours/week) staff position, and the job title shall be Regional Energy Coordinator (“REC”).

In this draft, it is proposed that the contract include the towns of **Barnard, Norwich, Pomfret, Sharon, Strafford, Thetford, and Woodstock**. Participating towns would pay TRORC a service fee to cover the staff position and other associated costs – each service fee would be proportional to the town’s population relative to the total population of all participating towns.

This could be a trial 2 or 3 year service contract. The bylaws for this contract could authorize the Selectboard of each participating town to appoint a representative(s) to oversee the contract and staff position (for accountability). See V.S.A. 24 § 4345b.

Cost

TRORC has provided a cost estimate for a full-time staff position, which includes:

- | | |
|-------------------------------------|--------------|
| - Labor Rate | \$26.20/hour |
| - Fringe Benefits: | \$18.42/hour |
| - FY20 Indirect Cost Rate (83.78%): | \$37.38/hour |

The total cost per year would be **\$159,900** plus mileage and other direct expenses. Please contact Dee Gish at TRORC for more information: dgish@trorc.org | (802) 457-3188

Private, supplemental sources of funding are being sought for the *trial period*. In addition, it is possible that the REC could be contracted out to non-participating towns, or businesses or other private organizations, for specific projects, which could help offset participating towns' costs.

Job Description

It is proposed that the REC have primary responsibility for the development and management of the towns' energy planning and implementation. This includes: reducing energy consumption and overall costs; strengthening reliability, resiliency, and sustainability of energy infrastructure; employing new technologies and best practices; contributing to a cleaner environment; and, enhancing the quality of life for residents.

The REC would work with municipal governments, schools, and other organizations with a public mission (such as non-municipal fire departments, libraries, etc.).

Essential job functions might include:

- Developing and implementing medium- and long-term energy plans;
- Coordinating energy projects on a local and regional level, including serving as a guide and keeping energy projects moving forward towards completion;
- Advocating for local and regional energy efficiency;
- Tracking energy savings from completed projects; and,
- Coordinating available resources and programs.

Specifically, the REC might:

- Serve as the point of contact on achieving energy efficiencies and conservation by providing guidance on improvements to facilities, equipment, product purchasing, vehicle use, and daily operations;
- Oversee consultants and contractors for energy audits, energy conservation projects, and installation of renewable energy projects. Solicit, review, and negotiate bids, contracts, and price quotes;
- Provide primary staff support to municipal Energy Committees/Commissions, including staffing meetings, facilitating implementation of work programs, and providing guidance on local, regional, and state energy and other relevant programs, policies, and procedures;
- Develop and monitor annual energy program budgets;
- Identify and secure outside public and private funding;
- Conduct comprehensive greenhouse gas inventories;
- Develop and build on existing educational programs and marketing outreach initiatives to expand renewable energy and energy conservation by town residents, businesses and other private organizations, and property owners;

- Coordinate with the Schools, Selectboards and other elected officials, and appointed Boards, Commissions, and Committees;
- Review applications submitted to Zoning Boards for energy conservation opportunities;
- Implement and update the energy section of Town Plans;
- Implement and update the energy section of Town websites;
- Develop and present reports to participating towns' Selectboards.

* This list was borrowed from Hartford's Energy Coordinator's job description.

Benefits to Using TRORC

- Regional Planning Commissions are ideally positioned to administer regional service contracts and have statutory guidance and authority to do.
- Regional Planning Commissions have organizational credibility and could more easily attract supplemental trial funding, or sustainable, long-term state funding.
- Towns (staff or volunteers) would not be responsible for any of the legwork (hiring, administration, providing office space, etc.).
- Town budgets would show a service fee, not a new staff position.
- The REC would not have the same limitations as a municipal employee, and would be free to work with schools, businesses, residents, etc. in the participating towns.
- The REC would be more efficient, as many duties could be done once for one town and quickly replicated for other towns (instead of reinventing the wheel each time)..
- An RPC-based model could be easily replicated in other regions.

Long Term

The long term goal is to create a successful model that can:




- Meet the continuing needs of towns;
- Be used to lobby for sustained funding from the state; and,
- Be replicated by other small towns in Vermont.

NORWICH POLICE JUNE / JULY 2019 MONTHLY MINUTES



BY THE NUMBERS:

In June, NPD investigated:

-  Reports of driving under the influence
-  Reports of sexually based offenses
-  Report of theft of a motor-vehicle



FREE FOR THE TAKING:

In June, NPD distributed:

-  Free gun locks to firearm owners
-  Free bicycle helmets to kids
-  Free high-vis safety gear

JUNE / JULY - LAW SPOTLIGHT: VT 5 VSA 3734 - Trespass on railroad property:



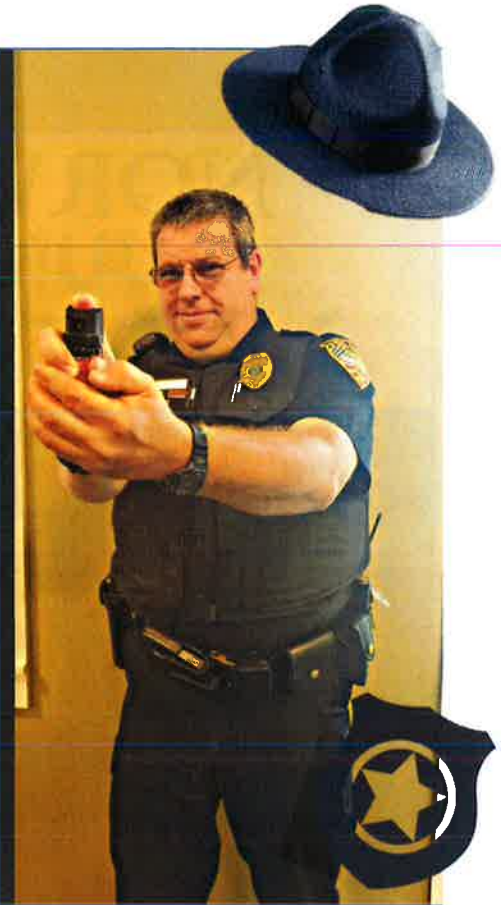
“Except for the purpose of crossing railroad property at a public highway or other authorized crossing, a person shall **not** ... knowingly enter or remain upon railroad property by an act including: standing, sitting, resting, walking, jogging, or running, or operating a recreational or nonrecreational vehicle, including a bicycle, motorcycle, snowmobile, car, or truck; or engaging in recreational activity, including bicycling, hiking, camping, or cross-country skiing.”

Railroad tracks are private property. Walking or playing on them is not only dangerous, it's illegal. 94% of all train fatalities are pedestrians who were killed by trains while trespassing on train tracks.

TRAIN & CAMPAIGN

TRAIN:

- **USE OF FORCE:** All officers in the Norwich Police Department participated in a 4-hour Use of Force training as a component of the Rule 13 compliance requirement which all officers must meet annually in order to maintain their police certification. The course covered an overview of force reporting, policy and procedures, court case precedents, legal statutes, current trends, de-escalation techniques, mental illness response, and other similarly related topics.
- **DRE:** Sgt. Keeling attended a Drug Evaluation and Classification Training as a component of his DRE recertification process. A DRE is a drug recognition expert who is trained to recognize impairment in drivers under the influence of drugs.



CAMPAIGN:

- **PROJECT CHILD SAFE:** The Norwich Police Department distributed free gun safety kits to members of the community as part of Project Child Safe, a program which promotes firearms safety and education.
- **DISTRACTED DRIVING:** Officers from NPD participated in a state wide Distracted Driving Campaign aimed at identifying and addressing drivers who are found to be operating a motor-vehicle while using a portable electronic device. Although VT's hands-free law has been in effect since 2014, operators continue to use them to talk, text, write e-mails, and scroll through social media while traveling the roadway; endangering the public in the process. 12 traffic tickets were issued as part of this campaign.

“No one is compelled to choose the profession of a police officer, but having chosen it, everyone is obliged to live up to the standard of its requirements.”
- Calvin Coolidge





COMMUNITY POLICING

The Norwich Police actively engaged in multiple community partnerships this month! A few of the terrific community programs include:



CADET CORNER

The Norwich Police Cadets had a busy two months volunteering to assist communities and police departments throughout the Upper Valley:

Bike Safety Day

>75 people attended a Bike Safety event @ NPD completing bicycle obstacle courses & participating in educational safety sessions. Free bikes, helmets, bike locks & reflective gear were distributed to attendees.



Torch Run

NPD provided a cruiser escort for the 2019 Special Olympics Torch Run.



Creemee w/a Cop

NPD officers issued 25 "tickets" in June & July to children "caught being good" and "being safe." These tickets are part of a safety initiative to reward positive behavior and safe choices. Each ticket is redeemable for a free ice cream.



CONCORD, NH – Private Moody of the Norwich Police Cadets completed his 2nd year at the NH Police Cadet Academy Program. He is one of only 16 Cadets advancing next year into the Leadership program.

NORWICH, VT – The Norwich Police Cadets participated in a mock crime scene investigation training led by Chief Frank and Warden Whipple. The Cadets were responsible for securing a scene, collecting evidence, conducting interviews, forensic examinations, and search warrant applications.

WINDSOR, VT – The NPD Cadets provided traffic assistance at Cadet Burke's 8th grade graduation, helping to direct motorists in and out of the ceremony and to their parking locations. They also served as the Honor Guard earlier in the month for the Alumni Day Parade.



COMING SOON: Citizen Police Academy

Have you ever wanted to know what the daily shift of a police officer looks like? Here is your chance! The Norwich Police Department will be sponsoring a 5-session course designed to show you the inner workings of law enforcement. Topics such as fingerprinting, investigations, motor-vehicle stops, evidence processing, dispatch, and court processes will be covered in both educational sessions and hands on activities. Stay tuned for registration information as this course will fill up fast!



From: Alexander Northern JD, MPA
Town of Norwich Fire Chief
Deputy EMD
Deputy Fire Warden

To: Town Manager/Town of Norwich Selectboard

Re: Summary of Chief/D-EMD, Departmental & NFD Member Activity-July 2019

Date: August 6, 2019

Chief:

- Began work on the FY21 budget, capital improvement plan and NFD inventory
- Disseminated the new driver/operator JPR to all NFD officers for trial runs
- Attended day-long training focused on rail-car Hazmat/LPG incidents
- Coordinated DPW servicing of the NFD Fleet
- Attended the VLCT sponsored Town Risk Management: Beyond Safety in-service training

D-EMD:

- Continued the Emergency Management Director Certificate Program
- Continued collaboration with our local HAM Radio operator organization to research grant opportunities for recommended equipment purchases
- Scheduled the G-191 (ICS/EOC Interface) in-service class to be held on 8/14. All attendees must register for this class
- Attended the Hydro River Dam TTX
- Attended the FEMA sponsored AWR-356 class-Community Planning for Disaster Recovery

Departmental:

- Completed Dry Hydrant testing during drill time
- NFD participation at the Norwich Fair with apparatus and personnel to cover EMS, firework safety and outreach
- Responded to ___21___ Fire/EMS & Mutual Aid calls

TOWN OF NORWICH

P.O. Box 376

Norwich, VT 05055

8a

PURCHASE ORDER

Finance Department Use Only

DATE: 7/24/2019 PO #:

VENDOR: BSN SPORTS

ITEMS OR SERVICES PURCHASED:

2 BX PARK GRILLS - 42" PEDESTAL
1 x ADA PARK GRILL - 24" BS

CHARGE ACCOUNT: 01-5-425361.00

AMOUNT: \$629.97 + 707.91

Department Head: [Signature]
Town Manager: [Signature]

TOTAL: \$629.97 + 707.91
Date: 7/24/2019

[Home](#) / [Equipment](#) / [P.E. & Games](#) / [Outdoor Recreation](#) / [Park Grill](#)

PARK GRILL



In Stock DS Ships FedEx

> be the first to review this product

[Contact Us](#)



Stationary - 42" Pedestal
SKU# NECD160S

Qty **\$209.99** each



Portable - 24" Pedestal w/Base
SKU# NECD160P

Qty **\$229.99** each

Flyer ? **Add To Cart**

[+ Wishlist](#) [+ Compare](#) [Print](#) [Email](#)

Key Benefits:

- Cements into the ground permanently for security.
- Provides 280 square feet of cooking surface.

DETAILS

Make this Park Grill a part of your Parks and Recreation facility and you've made a smart buy that will last. This sturdy, well-made unit has 280 square inches of cooking surface and is rugged enough to withstand lots of use. Top adjusts to four levels for excellent heat control, and tilts back so fire building or ash removal is easier and safer. Grill cannot be removed from the fire box, which is made of 3/16" gauge steel, and measures 20"W x 8-1/4"H x 14"D. Grill bars measure 1/2" round on 1-1/8" centers. Handles swing down when the grill's in use and stay cool. Hot dogs and hamburgers cooked outside are always fun, and this Park Grill stands ready to serve them up to your community.

1/2" round bars on 1-1/8" centers providing 280 square inches of cooking surface. Grill adjusts to 4 levels and tilts back for easy fire building or ash removal. Grill handles swing down. The fire box is 3/16" gauge steel. 20" wide x 14" deep x 8-1/4" high.

ADDITIONAL INFORMATION

WARRANTY

REVIEWS

TAGS

COMPANY

ORDER INFO

[Contact Us](#)

ADA ACCESSIBLE GRILL

In Stock DS Ships Truck

> be the first to review this product



 **280 sq. Inch Cooking Area**
SKU# 1276091

Qty **\$287.99 each**

 **300 sq. inch Cooking Area**
SKU# 1276107

Qty **\$308.99 each**

Flyer? **Add To Cart**

+ Wishlist + Compare Print Email

Key Benefits:

- Adjusts to 4 different heights

DETAILS

ADDITIONAL INFORMATION

WARRANTY

REVIEWS

TAGS

- Same specs. as Rotating Flipback Grill
- 3-1/2" post
- ADA accessible at 28" height

BASED ON CURRENT PRODUCT, YOU MAY BE INTERESTED IN THE FOLLOWING ITEMS:



Herb Durfee

From: Rita Seto <rseto@trorc.org>
Sent: Friday, August 02, 2019 10:00 AM
To: Maynard, Israel; Bogue, George
Cc: Herb Durfee; Larry Wiggins; Gurley, Scott; Miranda Bergmeier
Subject: Norwich Tigertown Culvert Design Engineer RFP Selection

Good morning Israel and George,

On behalf of the Town of Norwich, we are pleased to inform you that Stantec has been tentatively selected as the lowest responsive bidder by the project committee – we'd like to officially confirm this after the next Norwich Selectboard meeting on Wednesday August 28, 2019 where the Selectboard will approve our selection. We'll be in touch for contracts and setting up a kick off meeting shortly after assuming the Selectboard will approve you.

Please let me know if you have any questions.

Thanks!
Rita

Rita Seto, AICP | Senior Planner



Two Rivers-Ottauquechee Regional Commission
128 King Farm Rd, Woodstock, VT 05091
Tel: 802.457.3188 | Cell: 802.281.2927 | Fax: 802.457.4728
rseto@trorc.org | www.trorc.org | [TRORC Facebook](#)

Herb Durfee

From: Rita Seto <rseto@trorc.org>
Sent: Tuesday, July 30, 2019 11:32 AM
To: Gurley, Scott
Cc: Herb Durfee; Miranda Bergmeier; Larry Wiggins
Subject: RE: Norwich Tigertown Culverts Design Engineer follow up

Understood, thanks Scott

From: Gurley, Scott <Scott.Gurley@vermont.gov>
Sent: Tuesday, July 30, 2019 11:31 AM
To: Rita Seto <rseto@trorc.org>
Cc: Herb Durfee <HDurfee@norwich.vt.us>; Town Admin Norwich <mbergmeier@norwich.vt.us>; Larry Wiggins <lwiggins@norwich.vt.us>
Subject: RE: Norwich Tigertown Culverts Design Engineer follow up

Great. The Town now has official approval from VTrans to award the contract to Stantec.

Please make sure that Stantec realizes that Hartgen only needs to perform a review for Archeology. The Historic Preservation review is not required based upon my correspondence with our staff (see attached email). Thanks.

Scott Gurley, Project Manager
VTrans Municipal Assistance Bureau
1 National Life Drive
Montpelier, VT 05633-5001
802-498-8874



From: Rita Seto <rseto@trorc.org>
Sent: Tuesday, July 30, 2019 11:06 AM
To: Gurley, Scott <Scott.Gurley@vermont.gov>
Cc: Herb Durfee <HDurfee@norwich.vt.us>; Town Admin Norwich <mbergmeier@norwich.vt.us>; Larry Wiggins <lwiggins@norwich.vt.us>
Subject: Re: Norwich Tigertown Culverts Design Engineer follow up

Yes those scores are the final average of our 4.

Sent from my iPhone

On Jul 30, 2019, at 11:00 AM, Gurley, Scott <Scott.Gurley@vermont.gov> wrote:

Rita,

Thanks for the complete summary. I assume that the scoring numbers you report are average scores? Can you please clarify? Thanks.

Scott Gurley, Project Manager

Town of Norwich, Vermont



CHARTERED 1761

Herbert A. Durfee, III
Town Manager

Scott Gurley, Project Supervisor
VTrans Municipal Assistance Bureau
1 National Life Drive
Montpelier, VT 05633-5001

7/29/2019

Re: Norwich Tigertown Culvert Replacements (STP MM19(7)) Design
Engineer Selection

Dear Scott,

The Town of Norwich is requesting approval to award the design engineer contract to Stantec for Norwich Tigertown Road Culvert Replacements (STP MM19(7)).

The Town placed an ad in the Valley News 6/5/19, posted on Vermont Business Registry site, posted on the Vermont League of Cities and Town's website and emailed 38 consultants directly informing of the RFP notice. There were 24 consultants and 1 contractor that requested the RFP. The Town received proposals from five (5) consultants: DuBois & King, Stantec, Eckman Engineering, Holden Engineering and Pathways Consulting. Technical proposals, cost proposals and consultant rating forms were distributed to the Selection Committee consisting of two (2) members of the Town (Town Manager Herb Durfee and DPW Director Larry Wiggins), Rita Seto of TRORC (the Municipal Project Manager) and you. The Selection Committee met on Tuesday July 23, 2019 at 10am at the Norwich Town Office with you participating by phone. The committee discussed the 5 proposals that were submitted by the following firms: DuBois & King, Stantec, Eckman Engineering, Holden Engineering and Pathways Consulting.

Scott reported that scoring wise D&K, Stantec and Pathways were tied. Pathways had 5pts allocated for DBE status however D&K and Stantec's

proposals were stronger. Holden was a generic proposal and not very tailored to the project at hand. Eckman's proposal was missing NEPA and had not included any subs, they also seemed to have minimal experience with VT MAB.

Scott noted he checked the VTrans registered DBE list – we knew Pathways was DBE however it appears they have not renewed their DBE registration. Holden is also on the list but their proposal does not mention this. The selection committee revised their scores relevant to DBE scoring. Herb reported he scored D&K, Stantec and Pathways the highest. Eckman was not responsive with no NEPA inclusion. Pathways did not include the overhead rate as requested in the RFP evaluation criteria. Holden did not seem to grasp the full scope of work. Holden also had low indirect rate but very high labor hours. Stantec's proposal seemed a little much on the firm's background and history. Pathways cost proposal was the highest. Larry echoed Herb's comments on the various proposals and his top choices were Stantec and D&K. He felt soil borings and traffic control should be mentioned and only a few proposals mentioned it. Rita concurred with D&K, Stantec and Pathways being the top choices with good experience with VT MAB. D&K didn't have a sub on historic/archaeological work – assumed didn't require it. Stantec recommended 3 subs – VT Survey & Engineering, Hartgen and a boring contractor. Holden and Eckman seemed to have little VT MAB experience.

The selection committee ranked the firms with the top 2 being D&K and Stantec tied at 86. Pathways scored 81, Holden scored 70 and Eckman scored 64. Cost proposals were then evaluated with the following results: DuBois & King - \$69,579, Stantec - \$63,780, Eckman Engineering - \$27,900, Holden Engineering - \$57,184, Pathways Consulting - \$79,795. Between D&K and Stantec, Stantec was the lowest responsive bidder.

After reviewing all materials and compiling the ranking scores, ***the Selection Committee is recommending Stantec as the Design Engineer for this Tigertown culvert project.***

If you have any questions, please contact me.

Sincerely,

Handwritten signature of Herbert A. Durfee, III in cursive script, followed by a slash and the word 'ing' and 'MURPHY'.

Herb Durfee, Town Manager
Town of Norwich

Herb Durfee

From: Rita Seto <rseto@trorc.org>
Sent: Tuesday, July 30, 2019 10:14 AM
To: Gurley, Scott; Herb Durfee; Miranda Bergmeier; Larry Wiggins
Subject: Norwich Tigertown Culverts Design Engineer follow up
Attachments: Norwich Tigertown Culverts Selection Committee Meeting - 7.23.2019.pdf; Norwich Tigertown Culverts Design Engineer Justification Letter.pdf

Good morning Scott (and selection committee)

Please see attached notes summarizing our selection meeting as well as an official letter to Scott from the Town summarizing the selection process. These documents serve as the Selection Committee's recommendation to the Norwich Selectboard on Aug. 28 to hire Stantec as the design engineer for the Tigertown culvert grant project.

Let us know if you need anything else. I will start notifying consultants tomorrow if no one objects.

Thanks!
Rita

Rita Seto, AICP | Senior Planner



Two Rivers-Ottawaquechee Regional Commission
128 King Farm Rd, Woodstock, VT 05091
Tel: 802.457.3188 | Cell: 802.281.2927 | Fax: 802.457.4728
rseto@trorc.org | www.trorc.org | [TRORC Facebook](#)



**Norwich Tigertown Culverts – Design Engineer Selection Committee Meeting
Tuesday July 23, 2019 @ 10am – Norwich Town Office**

Herb Durfee (Town Manager), Larry Wiggins (DPW Director), Rita Seto (TRORC) and Scott Gurley (VTrans Project Manager – via phone)

Meeting Summary:

The Selection Committee met on Tuesday July 23, 2019 at 10am at the Norwich Town Office with Scott participating by phone. The committee discussed the 5 proposals that were submitted by the following firms: DuBois & King, Stantec, Eckman Engineering, Holden Engineering and Pathways Consulting.

Scott reported that scoring wise D&K, Stantec and Pathways were tied. Pathways had 5pts allocated for DBE status however D&K and Stantec's proposals were stronger. Holden was a generic proposal and not very tailored to the project at hand. Eckman's proposal was missing NEPA and had not included any subs, they also seemed to have minimal experience with VT MAB. Scott noted he checked the VTrans registered DBE list – we knew Pathways was DBE however it appears they have not renewed their DBE registration. Holden is also on the list but their proposal does not mention this.

Herb reported he scored D&K, Stantec and Pathways the highest. Eckman was not responsive with no NEPA inclusion. Pathways did not include the overhead rate as requested in the RFP evaluation criteria. Holden did not seem to grasp the full scope of work. Holden also had low indirect rate but very high labor hours. Stantec's proposal seemed a little much on the firm's background and history. Pathways cost proposal was the highest.

Larry echoed Herb's comments on the various proposals and his top choices were Stantec and D&K. He felt soil borings and traffic control should be mentioned and only a few proposals mentioned it.

Rita concurred with D&K, Stantec and Pathways being the top choices with good experience with VT MAB. D&K didn't have a sub on historic/archaeological work – assumed didn't require it. Stantec recommended 3 subs – VT Survey & Engineering, Hartgen and a boring contractor. Holden and Eckman seemed to have little VT MAB experience.



The selection committee ranked the firms with the top 2 being D&K and Stantec tied at 86, Pathways scored 81, Holden scored 70 and Eckman scored 64. Cost proposals were then evaluated with the following results:

DuBois & King - \$69,579, Stantec - \$63,780, Eckman Engineering - \$27,900, Holden Engineering - \$57,184, Pathways Consulting - \$79,795. Between D&K and Stantec, Stantec was the lowest responsive bidder.

After reviewing all materials and compiling the ranking scores, ***the Selection Committee is recommending Stantec for the Design Engineer of this Tigertown culvert project.***

Next Steps

- a) Rita will write up formal recommendation to the Norwich Selectboard for their August 28 meeting to approve.
- b) While waiting for the Norwich Selectboard's formal approval, Rita will notify all 5 consultants of results with offering Stantec the tentative award on the condition that the Selectboard approves the recommendation.
- c) Rita will work with Stantec to get a draft contract agreement for the Town and VTrans to review.
- d) Rita will schedule a project kick off meeting for September timeframe and include the TRORC staff that will manage the project while Rita is on maternity leave.

Norwich Tigertown Culvert RFP requests

Lynn Smiley, Stantec

Roger Dickinson, Lamoureux & Dickinson Consulting Engineers, Inc.

Julie Maru, Milone & MacBroom

Jill Korcoulis, Construction Summary of NH/Maine & VT, Inc.

Melissa Stephen, Dubois & King

Pete Etchells, VHB

Brian Vincent, Fuss & O'Neill

Sarah Finley, Pathways Consulting

Susan O'Connor, Wright-Pierce

Brent Rakowski, Otter Creek Engineering

Jacqueline Sessa, Deltak

Matt Belden, Daniels Construction

Richard Colburn, DeWolfe Engineering

Catie Hall, Hoyle & Tanner

Karen Moore, Marble Valley Engineering

Andrea Day, Dufresne Group

Dan Monk, Holden Engineering

Tyler Mumley, Mumley Engineering Inc.



Print

To print, go to File on the menu bar and select Print.

Town of Norwich Tigertown Road Culvert Replacements (STP MM19(7))

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION

128 King Farm Road

Woodstock, VT 05091

Request Date: 6/5/2019

9:14:31 AM

Open Date:

Closing Date: 7/9/2019

1:00 PM

Intent To Bid Deadline:

Est. Dollar Value: \$0.00

RFQ Number:

CLOSE WINDOW

Bid Type:

Job Contract

Locations:

Windsor

Keywords:

Engineering , Consultant Services, Construction (Non Building), Transportation Services, Culvert Replacement, Planning and Design Services, Transportation Planning

Bid Description:

The Town of Norwich is replacing two undersized culverts on Tigertown Road. Culvert #25 (culvert 1 on Pathways Consulting plans) is an existing 4ft x 25ft steel corrugated pipe and its recommended replacement is a 13ft x 6ft concrete box culvert with headwalls and wingwalls. Culvert #29 (culvert 2 on Pathways Consulting plans) is an existing 5ft x 3.8ft x 54ft corrugated metal arch pipe and its recommended replacement is a 10ft x 4ft concrete box culvert with headwalls and wingwalls as recommended by hydraulic studies conducted by NorthStar Hydro on behalf of the Vermont Agency of Transportation.

Special Instructions:

Please contact Rita Seto, Municipal Project Manager at rseto@trorc.org for a copy of the RFP. For questions, please contact Herb Durfee, Town Manager at hdurfee@norwich.vt.us. The Town of Norwich reserves the right to reject any or all bids.

Contact Information:

Rita Seto

Phone: (802) 457-3188

Fax:

Email: rseto@trorc.org

For additional information:

Bid Attachments:

Site Visit:

Date:

Town of Norwich**RFP for Design Engineering Services**

The Town of Norwich is seeking engineering proposals to replace two undersized culverts on Tigertown Road. Culvert #25 is an existing 4ft x 25ft steel corrugated pipe and its recommended replacement is a 13ft x 6ft concrete box culvert with headwalls and wingwalls. Culvert #29 is an existing 5ft x 3.8ft x 54ft corrugated metal arch pipe and its recommended replacement is a 10ft x 4ft concrete box culvert with headwalls and wingwalls as recommended by hydraulic studies conducted by NorthStar Hydro on behalf of the Vermont Agency of Transportation. This project is funded by the VTrans Transportation Alternatives Grant. Qualified disadvantaged (DBE) and women (WBE) owned businesses are encouraged to submit proposals. The Town of Norwich is an Equal Employment Opportunity employer.

Please contact Rita Seto, Municipal Project Manager at rseto@trorc.org for a copy of the RFP. For questions, please contact Herb Durfee, Town Manager at hdurfee@norwich.vt.us. The Town of Norwich reserves the right to reject any or all bids.

Closing Deadline:

1:00PM on Tuesday July 9, 2019 to Rita Seto, MPM, Two Rivers-Ottauquechee Regional Commission, 128 King Farm Road, Woodstock, VT 05091.

**Town of Norwich
Tigertown Road Culvert Replacements (STP MM19(7))
Request for Design Engineering Services**

I. Project Background

The Town of Norwich is replacing two undersized culverts on Tigertown Road. Culvert #25 (culvert 1 on Pathways Consulting plans) is an existing 4ft x 25ft steel corrugated pipe and its recommended replacement is a 13ft x 6ft concrete box culvert with headwalls and wingwalls. Culvert #29 (culvert 2 on Pathways Consulting plans) is an existing 5ft x 3.8ft x 54ft corrugated metal arch pipe and its recommended replacement is a 10ft x 4ft concrete box culvert with headwalls and wingwalls as recommended by hydraulic studies conducted by NorthStar Hydro on behalf of the Vermont Agency of Transportation.

The Town of Norwich suffered extraordinary damages during the July 1, 2017 rain event. The site of two existing culverts on Tigertown Road were overtopped and washed out the roadway (also washed out during T.S. Irene). FEMA is reimbursing the town on road repairs but are not funding upsizing these culverts based on the hydraulic studies which are badly needed. The proposed project is to upsize these two culverts on Tigertown Road that runs parallel to Tiger Town Brook.

The Town of Norwich previously engaged Pathways Consulting to assist with July 1, 2017 storm damage repairs, which included developing project bidding and cost management in accordance with appropriate standards without the need to conduct surveying or engineering design for nearly eight miles of road network. Previous work included preparing bidding documents for these two Tigertown Road culverts using H&H information from the Vermont Agency of Natural Resources as Contract 3 for the project. Although bids were received for these two culverts, the Town elected to not award the project due to lack of FEMA funding eligibility. The Town, with assistance of the Two Rivers-Ottawaquechee Regional Planning Commission, then pursued and received additional funding for this project under the VTrans Municipal Assistance Bureau program. Program guidelines require the Town to follow specific procurement, surveying, and design protocols, including issuing a request for proposals for this specific project.

This project is being funded by a Vermont Agency of Transportation's Transportation Alternatives Program. The Grant is expected to cover 80% of the costs. With the use of Federal funding, the project will be subject to oversight and guidance by VTrans who administers the funds. Additionally, the development of the project must follow the VTrans Municipal Assistance Bureau (MAB) project development process. The project will be managed by Herb Durfee, Town Manager (Town of Norwich), Rita Seto, MPM (Two Rivers-Ottawaquechee Regional Commission), and Scott Gurley (VTrans).

Questions related to the MAB project development process can be answered by VTrans

Project Supervisor, Scott Gurley, VTrans, Municipal Assistance Bureau, One National Life Drive, Montpelier, VT 05633-5001 – phone (802) 498-8874 or email Scott.Gurley@vermont.gov.

The lead local contact and administrative support for the project is Herb Durfee, Town Manager, Town of Norwich – phone (802) 649-1419 ext. 102 or email HDurfee@norwich.vt.us.

II. RESPONSE FORMAT

Responses to this RFP must consist of the following:

A.) A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Town including identification of the principal individuals that will provide the requested services. Such identification needs to include the firm's corporate composition regarding whether it satisfies the federal definition of Disadvantaged Business Enterprise (DBE), minority-owned, etc.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. A proposed schedule that indicates project milestones and overall time for completion.
6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

Please note that Items 1 – 5 should be limited to a total of 15 pages. Resumes, professional qualifications and work samples are not included in this total.

B.) A separate cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, indirect overhead rate, and fee for the

project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

III. CONSULTANT SELECTION

The consultant selection will be made by a committee that includes Town of Norwich representatives, TRORC, and the VTrans Project Supervisor. The proposal will be evaluated considering the following weighted criteria:

Criteria	Maximum Weight	Weighted Points	Total
1. Understanding the Scope of Work	4	5	20
2. Knowledge of Project Area	2	5	10
3. Qualifications/Experience of Proposed Staff	3	5	15 + 5 (5pts for DBE)
4. Availability of Technical Disciplines	2	5	10
5. Past Performance on Similar Projects	5	5	25
6. Reasonableness of proposed schedule and labor hour estimates	3	5	15
Total Possible Points =		95 + 5 = 100	

The selection committee may elect to interview consultants prior to final selection.

The committee will select the consultant on or about **July 26, 2019**.

IV. SUBMISSIONS

Consultants interested in this project should submit **four (4)** copies of their proposal along with a digital copy to: Rita Seto, MPM, Two Rivers-Ottawaquechee Regional Commission, 128 King Farm Road, Woodstock, VT 05091 – rseto@trorc.org.

Technical and cost proposals must be submitted in separate, sealed envelopes or packages with the following information clearly printed on the outside

1. Name and address of prime consultant
2. Due date and time
3. Envelope contents (technical or cost proposal)
4. Project name

Proposals should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

Questions about the project should be directed to **Herb Durfee** at: (802) 649-1419 ext. 1 or email HDurfee@norwich.vt.us

Questions can also be directed to Scott Gurley at:

Phone (802) 498-8874

E-mail: Scott.Gurley@vermont.gov

Vermont Agency of Transportation

1 National Life Drive

Montpelier, VT 05633

All proposals must be received by TRORC on behalf of the Town no later than **1:00 PM on Tuesday July 9, 2019**. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

All proposals upon submission become the property of Town of Norwich. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Town. This solicitation in no way obligates the Town to award a contract.

V. Contracting

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to signing a contract. The AF38 form should be completed at a level commensurate with the anticipated magnitude of proposed work. The AF38 form and any financial information should be submitted directly to VTrans Audit Section. This information will be kept confidential on file in the Audit Section. Please note in the Cost Proposal if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website:

(<http://vtrans.vermont.gov/contract-admin/personal-services/rfp-related-docs>).

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services updated August 2014. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Norwich Selectboard, P.O. Box 376, Norwich, VT 05055. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

The cost of preparing, submitting and presenting is the sole expense of the firm. The Town reserves the right to reject any and all proposals received as a result of this solicitation or to cancel this RFP in part or in its entirety if it is in the best interests of the Town. This Request for Proposals in no way obligates the Town to award a contract.

VI. Scope of Work

In general, the scope of this project will follow the project development process used by the MAB section of VTrans as follows:

- ⇒ Project kick-off and development of conceptual plans
- ⇒ Submission of documentation and plans for NEPA process
- ⇒ Development of preliminary plans
- ⇒ Develop Right of Way (ROW) plans, if necessary, and assist with ROW documents
- ⇒ Develop contract plans, technical specifications, final engineer's estimate and bid documents and assist with the bidding process
- ⇒ Limited assistance during construction

Consultants should note that general guidance, templates and other relevant design information can be accessed on the MAB Sharepoint site found at:

<https://outside.vermont.gov/agency/vtrans/external/MAB-LP/Shared%20Documents/Forms/AllItems.aspx>.

The development of Conceptual Plans through Final Plans, Specifications and Estimates will consist of the following Scope of Work.

Phase A- PROJECT DEFINITION

Task 1: Project Kick-off

The consultant will convene a project kick-off meeting to discuss the goals and objectives of the municipality and define the project development process. The VTrans project supervisor and the Norwich Director of Public Works will be participants in this meeting and will provide an overview of the typical project development schedule for locally managed projects. The Consultant will discuss the project schedule and arrange to collect all information relevant to the project, including all existing project files, underground utility information, tax maps of the affected properties, etc. The consultant will coordinate and schedule this meeting and take notes to document the discussions and decisions made and to distribute to parties of interest.

Task 2: Topographic Survey and Base Mapping

2.1: Right-of-Way and Deed Information

The consultant is to develop a base map that shows the approximate limits of the existing Right-of-Way. The municipality will provide available roadway plans, land records, property deeds and tax maps on file for the properties within the project limits. The purpose will be to document the property lines and owners within the project limits for subsequent Right-of-Way use. This right of way and property information will be compiled and presented on the plans.

2.2: Utility Location

The consultant shall identify all existing overhead and underground utilities that may be affected by project construction and depict their location on project plans.

2.3: Ground Survey

The consultant will perform the topographic survey for this project in general accordance with VTrans survey guidelines and requirements. The survey will include enough information to design, permit, acquire Right-of-Way and construct the project.

Task 3: Conceptual Plans

The consultant will prepare Conceptual 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, the current editions of the Vermont State Standards, and the most recent edition of the

Manual on Uniform Traffic Control Devices. Identified rights-of-ways, utilities, natural and cultural resources, 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. Note that if the project falls primarily within the right of way of a state highway, the plans shall be developed using MicroStation software and shall generally follow the 2014 VTrans CADD Standards and Procedure - <http://vtranscaddhelp.vermont.gov/>.

The Conceptual Plans are anticipated to consist of:

- Title Page
- Layout Sheets showing existing and proposed features
- Preliminary profiles
- Approximate right of way lines and construction limits (consultant shall provide supporting information addressing how right of way limits were determined)
- Typical Sections for the proposed improvements
- Cross Sections

Together, these drawings illustrate the information necessary to define the project and will include information such as:

- Roadway, sidewalk and/or path design (Cross Slope, material type, and Thickness)
- New or modified subsurface drainage
- Limits of Construction
- Pavement Markings and signs
- Conceptual Traffic Control (at a minimum, plans shall reference VTrans standard drawings or Typical Applications from the MUTCD that illustrate how work zone traffic will be addressed)

The consultant will submit two full size copies of the Conceptual Plans and construction cost estimate to the municipality, along with one set of the plans and estimate for VTrans in .pdf format. VTrans distributes plans electronically for review and they must be in .pdf format for this purpose. The conceptual 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. The consultant will develop the construction cost estimate utilizing individual items and unit prices.

The consultant will also submit a written assessment of the possible impacts of the project on existing vehicle, pedestrian and bicycle traffic. Based on the VTrans Work Zone Safety and Mobility Guidance document and its appendix, the consultant will determine what level of impact is likely to result from project construction; significant, moderate or minor. The assessment shall discuss the possible impacts, what stakeholders may be impacted and what measures are likely to be needed to address work zone impacts during

construction. If traffic control measures, including any needed temporary pedestrian facilities, are needed, their cost shall be included in the project cost estimate.

Task 4: Resource Constraints and CE Documentation

The consultant is expected to identify natural and cultural resources on the project plans to support the municipality in satisfying the NEPA process which is expected to be at the level of Categorical Exclusion (CE).

4.1: Natural Resource Identification

The consultant will confirm the presence or absence of any known natural resources in the project vicinity and will identify these resources on plans of the project area.

4.2: Historical/Archaeological

A historical assessment will not be required for this project scope. The consultant will determine any archaeological impacts and VTrans staff will provide concurrence as part of completing the CE.

4.3: Other Permitting and Investigations

The Consultant will determine the need for other environmental permits and will assist the municipality in acquiring all necessary federal, state, and local environmental permits necessary to complete the project. The municipality is generally responsible for any permit fees, although these are waived for some permits.

4.4: Preparation of the Categorical Exclusion Document

Because federal funding is involved with this project, the National Environmental Policy Act (NEPA) process and requirements must be followed. To meet the requirements of this act, a Categorical Exclusion (CE) Document must be completed. The consultant will prepare the VTrans environmental analysis sheet and supporting documentation will be submitted to VTrans for review and concurrence. VTrans will complete the process with the FHWA.

Phase B- PROJECT DESIGN

Task 5: Preliminary Plans

Once the NEPA process has concluded, the consultant will develop preliminary plans for the project.

The preliminary plans will include all the information from the conceptual plans and will add further detail, including any stormwater drainage and required erosion prevention and sediment control measures. The preliminary plans will contain:

- Title Sheet
- Typical Sections
- Base Plan with a project centerline and existing ROW information
- Profiles
- Cross Sections
- Driveway treatments
- Drainage details
- Erosion Prevention measures and details
- Signs and pavement markings
- Lighting
- Traffic control plans for motor vehicles, bicycles (if accommodated separately from motor vehicles) and pedestrians including any details not covered by VTrans standard drawings or MUTCD Typical Applications. Note that if it has been determined that the project impacts are significant, a draft Traffic Management Plan, modeled on the VTrans standard format, shall be submitted with the preliminary plans.

In addition to the preliminary plans, the consultant will develop a revised Engineer's Estimate.

A submittal to VTrans is expected at this stage for VTrans review. The plans, estimate and draft TMP (if applicable) will be submitted to VTrans in a .pdf format. All comments and changes resulting from the review will be addressed by the consultant in the following set of plans.

Task 6: Right-of-Way Plans and Acquisition Process

Using the project construction limits and any anticipated need for temporary rights during construction, the need for additional right of way will be confirmed by the Consultant. They will determine if any additional right-of-way (ROW), including all permanent and temporary easements, beyond the existing ROW is required to construct the project. If the project is in a state highway ROW, it will require a VTrans State Highway Access and Work Permit and the consultant will work with the town to obtain this permit from VTrans.

6.1: Right of Way Plans

Existing ROW, and all areas of additional ROW, whether temporary or permanent, will be clearly indicated on ROW plans prepared by the Consultant in accordance

with standard survey practices. Draft ROW plans and draft easements will be submitted to VTrans for review and approval prior to negotiating with property owners. Easement language must be consistent with guidance provided by the VTrans ROW section. Easements are typically developed by municipal attorneys, but their content must match information shown on the ROW plans. ROW plans must include all of the elements of preliminary plans with the addition of the following:

- Right-of-Way detail sheet
- Property Acquisition Table

In the event that Right-of-Way acquisition is simple and/or does not involve many parcels, it is acceptable to include Right-of-Way information on the project plan sheets.

6.2: Right of Way Coordination

The municipality will be responsible for appraisals, negotiations and completing the acquisitions. The Consultant will provide assistance and work closely with the municipality throughout the ROW phase, including any Necessity and Condemnation procedures. ROW acquisition must conform to Public Law 91-646 and 100-17, which together are referred to as the "Uniform Act."

Task 7: Final Design/Bidding

The consultant will prepare the final construction design of the project. Final Design will include final plans, an updated construction cost estimate, and draft special provisions. These provisions will supplement the VTrans Standard Specifications for Construction (2018) which will serve as the basis for the construction of the project. Final plans will be submitted to VTrans for review and comments. All comments and changes resulting from the review will be addressed by the consultant in the following set of plans. The contract plans will include all information necessary to put the project out to bid.

7.1: Final (85%) Plans

The Consultant will submit Final plans along with an updated listing of items and quantities, and an associated cost estimate for municipal and VTrans review and concurrence. These plans will incorporate all comments and conditions received from permitting agencies. Final utility relocations will be shown. ROW plans (if necessary) showing acquisition lines and any agreements made with property owners will be included. The Consultant will certify through the signature of an

engineer registered in the state of Vermont to practice "structural or civil" engineering that these plans and subsequent 100% plans meet all applicable standards, codes and requirements for design and public safety (design certification.) The Consultant will also provide a "Utility Clearance" that indicates that all necessary utility coordination has been completed. If a TMP is part of the project, a final version of the TMP shall be submitted with Final Plans.

7.2: Special Provisions

The Consultant will develop any project special provisions to cover items not contained in the VTrans 2018 Standard Specifications for Construction or those items that vary from the standard specifications.

7.3: Final Estimate

The consultant will develop a final engineer's estimate.

Task 8: Contract Plans, Construction Bidding and Award

The consultant will take all the necessary steps to provide the municipality with a complete package which can be put out to bid. The municipality is responsible for the bid advertising process.

8.1: Contract Plans

The consultant will submit Contract (100%) Plans along with an updated list of items, quantities and an associated cost estimate for municipal and VTrans review and concurrence. These plans will incorporate any final changes since the review and acceptance of 85% Plans. These plans will be signed and stamped by the Consultant's licensed PE.

8.2: Construction Bid Package

Once the Contract Plans are approved, the Consultant will be responsible for assembling the Construction Bid Package. The complete Construction Bid Package will include all of the following items:

- Complete Contract (100%) plans.
- Construction cost estimate.
- Final utility relocations, clearances, and special provisions.
- Right-of-way clearances and special agreements.

- Construction special provisions.
- All necessary permits acquired and conditions noted.
- Construction Contract specifications.
- Bid Documents including instructions to bidders, bid form and all required federal documents **(Note: VTrans has developed a bid document template that should be used as a starting point.)**

8.3: Bid Process

The Consultant will be available during the bidding process to answer any technical questions about the project design. Once bids are opened, the consultant will confirm that all required components of the bid have been submitted. The consultant will conduct an analysis of the bids and will provide a recommendation to the municipality and VTrans on award of the contract after review of the bids. The bid analysis will generally follow FHWA's Guidelines on Preparing Engineer's Estimate, Bid Reviews and Evaluation dated January 20, 2004. This can be found at: <http://www.fhwa.dot.gov/programadmin/contracts/ta508046.cfm>.

Task 9: Construction Services

The Consultant will provide limited assistance during the construction phase, primarily to answer any design questions that come up. The consultant will also review any required shop drawing submittals. It is anticipated that three to six visits to the project site during construction will be required.

From: Stephen Flanders <stephen.n.flanders@gmail.com>
Sent: Friday, August 23, 2019 7:05 AM
To: Herb Durfee
Cc: Krembs Nick; Jim Faughnan; Miranda Bergmeier; George Clark
Subject: Request to proceed with a grant application to replace the bridge over the Charles Brown Bridge

To the Norwich Selectboard,

In July 2018, a storm collapsed the bridge over the Charles Brown Brook that connects the recreational trails at Parcel 5 with the Bill Ballard Trail and other trails on Bragg Hill (connected via Brown Schoolhouse Road—TH 35). This disrupted an important link across the brook both for recreation and for emergency access to the Bill Ballard Trail.



Collapsed bridge over the Charles Brown Bridge in 2018
(Photo by Doug Hardy)

Since then, shoreline mitigation of the banks of the brook from the July 1, 2017 storm has removed most of the former bridge structure.

The Norwich Trails Committee has met with two engineers to explore restoring a bridge capable of carrying recreational traffic (pedestrians and bicycles) and emergency traffic (ATVs). We understand that the potential costs to replace the bridge, including design, permitting and construction, to range between \$70K and \$100K.

We are prepared to support a grant application process through Vermont's Recreational Trails Program (RTP). RTP funds grants of up to \$50K, with a 20% match. We are exploring whether any funds not obtained through the grant might be covered by a combination of private funds and funds obtained through a monetary article, which could be included in the next town warrant to borrow the funds to restore this bridge.

We are requesting that the selectboard authorize the town manager to proceed with obtaining the grant. We stand prepared to assist in that process.

For the Norwich Trails Committee,

Nick Krembs, Chair

8c

Town of Norwich, Vermont



CHARTERED 1761

**VERMONT RECREATIONAL TRAILS PROGRAM
PROJECT RESOLUTION OF COMMITMENT**

For a project involving Brown's Schoolhouse Road – a Class IV Highway

Whereas: The *Vermont Recreational Trails Program*, administered by the Vermont Department of Forests, Parks and Recreation provides grants to non-profit trail organizations and municipalities for eligible recreational trail improvement projects.

Whereas: Eligibility for trail project grants is limited to recreational trails only and such grants shall not be used for road projects that result in roads suitable for travel by regular passenger vehicles.

Whereas: The recreational investment represented by a Recreational Trails Program grant must be protected for the useful life of the investment.

Whereas: The project sponsor, Town of Norwich, Vermont proposes a recreational trail project described as **Charles Brown Brook Bridge Replacement** on Class IV highway named "Brown Schoolhouse Road" (TH #35).

Be it resolved, the Norwich, Selectboard: 1) supports the project referenced herein; 2) agrees to continually allow the referenced recreational activity to occur on the Town highway for the useful life of the investment, 30 years (estimated) from the date of the bridge replacement's installation; and, 3) commits to properly maintaining said bridge replacement for its estimated useful life.

Be it further resolved, if the Town allows additional improvement to the affected length of TH #35 to accommodate uses other than the referenced recreational activity, those uses shall not preclude the intended recreational activity for the estimated useful life of the bridge replacement.

Be it further resolved, the Town understands that failure to fulfill the stated commitments may result in having to return state and/or federal funds used on the project.

Resolved this ____ day of _____, 2019, by the Norwich Selectboard.

John Pepper, Chair

John Langhus

Claudette Brochu, Vice-Chair

Mary Layton

Roger Arnold

Herb Durfee

From: Stephen Flanders <stephen.n.flanders@gmail.com>
Sent: Saturday, July 06, 2019 4:19 PM
To: Herb Durfee
Cc: Krembs Nick; Jim Faughnan; Gerry Plummer
Subject: VT RTP project resolution of commitment from municipality for projects involving Class IV Town Highways
Attachments: CB Schoolhouse Class IV Resolution 2019-07-06.docx; ATT00002.htm

Hi Herb,

The Norwich Trails Committee is drafting a pre-proposal that would go forward under your signature for an RTP grant for the Charles Brown Brook Bridge Replacement (check whether this is a suitable title).

Only trails and Class IV roads *with a suitable resolution of commitment* are eligible for RTP grants. Ideally, the SB would convert TH# 35 Brown Schoolhouse Road into a trail. If they don't succeed or wish to, then the alternative is a resolution of commitment.

I've attached a draft commitment for your review. I don't know whether the 30-year commitment time is appropriate for a bridge. If you feel that this is suitable, I would propose it for the SB to ratify, at its earliest convenience.

Herb Durfee

From: Stephen Flanders <stephen.n.flanders@gmail.com>
Sent: Sunday, July 07, 2019 7:25 PM
To: sherry.winnie@vermont.gov
Cc: Herb Durfee; Krembs Nick
Subject: A. RTP resolution of commitment for class IV road question + B. Willingness to review a draft pre-proposal

Dear Ms Winnie,

I'm a member of the Norwich Trails Committee and am drafting an RTP proposal for submission by our town manager. I have two questions, A and B, to ask of you.

A. The Town of Norwich is drafting an RTP pre-proposal to replace a demolished, derelict bridge that carried a trail over a stream. At the point where the trail crossed the stream, it was concurrent with a class IV road. In making our proposal, I understand that the Norwich Selectboard (SB) will have the choice of:

- 1) Throwing up the road and converting it to a trail.
- 2) Adopting a resolution of commitment for the road that allows the referenced recreational activity to occur on the town highway for the useful life of the investment from the date of the grant agreement.

My question is that, *if the SB opts for the resolution of commitment*, what would be considered the "useful life" of a bridge? Would it differ, depending on the material from which it was constructed?

B. I also wonder if you would be willing to review a *draft* of our pre-proposal, when it is ready, to make sure that it is complete and addresses the criteria necessary for receiving the green light for development of the full proposal?

I look forward to your reply.

On behalf of the Norwich Trails Committee,

Stephen Flanders
317 Hopson Road
Norwich, Vermont 05055

802-649-1134 (Home)

Herb Durfee

From: Stephen Flanders <stephen.n.flanders@gmail.com>
Sent: Sunday, July 07, 2019 7:37 PM
To: Rory.Gawler@dartmouth.edu
Cc: George Clark; Krembs Nick; Herb Durfee
Subject: Request from the Norwich Trails Committee

Rory Gawler, Assistant Director
Dartmouth Outdoor Programs
Rory.Gawler@dartmouth.edu

Dear Mr. Gawler,

I'm writing on behalf of the Norwich Trails Committee. I see that you coordinate the college's outdoor programs website, so I'm writing to ask a favor.

While we are pleased to have Gile Mountain mentioned in your "Hikes near Dartmouth" web page (<https://outdoors.dartmouth.edu/activities/hiking/hikes/>), we are concerned that the publicity may be a contributing cause to an overflowing parking lot and complaints from neighbors. So, I'd like to propose the following to you:

1) Retain Gile Mountain on your list, but have it come third after **Balch Hill**—which is convenient to the campus—and to the **Moose Mountain Baum Conservation Area** trails, which are a 20-minute drive from campus—the same as Gile Mountain. Both have great views. Gile Mountain offers a view only for those willing to climb the fire tower.

- Here's a link to the overview for Balch Hill: <https://www.hanoverconservancy.org/lands/balch-hill/>.
- Here's a link to the related map: <https://www.hanoverconservancy.org/wp-content/uploads/2008/09/BalchHill-trailmap-update-2017-11-20c.pdf>.
- Here's a link to the Baum trails: http://www.uvtrails.org/sites/uvtrails.org/files/field_file_uploads/BaumTrails-2014-10-21_0.pdf.

If you need assistance in drafting material, consistent with that already on your site, I'd be glad to assist.

This single step would give Dartmouth students rewarding nearby alternatives to Gile Mountain and would help alleviate the traffic that we receive in Norwich.

2) Update the page on Gile Mountain (<https://outdoors.dartmouth.edu/activities/hiking/hikes/gile.html>) by changing the outdated text in the box to read the following:

Parking is limited at Gile Mountain, so please carpool to the extent possible. If you find the lot to be full, please wait for a spot to become free. During spring mud season, please observe the signs announcing the closure of the Gile Mountain trail parking lot. Illegally parked cars are subject to ticketing by the Norwich Police.

If you would like to discuss these ideas further, I and the NTC chair, Nick Krembs would be glad to meet with you.

8d

Herb Durfee

From: johnlanghus@gmail.com
Sent: Tuesday, August 20, 2019 2:23 PM
To: Herb Durfee
Cc: Claudette Brochu; John Pepper; Mary Layton; Roger Arnold; Miranda Bergmeier; Donna Flies; Larry Wiggins
Subject: Re: Winter Sand Bid

Thanks Herb. I would like to restate my interest in debating this year whether we should change our policy on road salting. I'd like to have that on the agenda this Fall well before the first snow.

Sent from my iPhone

On Aug 20, 2019, at 2:07 PM, Herb Durfee <HDurfee@norwich.vt.us> wrote:

Board Members,

FYI, I've allowed Larry to move ahead with the purchase of the winter sand & gravel, based on the bid process, and based on his estimates, etc., but it will be subject to your approval at your meeting next week. I'm allowing him to proceed with the getting the order in, so we can get a timely delivery and in case the Twin State can't hold their price. I will have a copy of the below e-mail in your upcoming Board meeting packet. So, if anyone has any questions, you can raise them at that time. I wanted to give you heads up on the cost.

P.S. We won't be doing crack sealing this year (or, if we do, not to the extent that we did last year), so that's why Larry and I are targeting that line item due to any overage in the winter sand & gravel line item. Also, the former Director used to purchase the sand based on cubic yards rather by weight, which is not a good method to properly account for whether or not you received the amount you paid for. Larry is changing the method to weight. That way we'll have weigh slips for each load delivered and will be able to more properly account for the sand/gravel delivered juxtaposed with its related per unit cost. This exemplifies the internal control improvements we are trying to implement.

Herb

Herbert A. Durfee, III
Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055
802-649-1419 ext. 102
802-698-3000 (cell)
802-649-0123 (fax)

From: Larry Wiggins
Sent: Tuesday, August 20, 2019 7:06 AM
To: Herb Durfee; Miranda Bergmeier; Donna Flies
Subject: Winter Sand Bid

Herb

The Public Works Department received bids for the Town of Norwich 2019 Winter Sand at the Public Works Garage on August 16, 2019. Two bids were received. I have reviewed the bids and recommend awarding the contract to Twin State Sand & Gravel, Inc. (low bidder). This is a unit cost contract.

The bid tabulation is as follows:

	Twin State	Pike
Industries		
Winter sand (delivered)	\$12.70/ton	\$16.95/ton

The winter sand budgeted amount is \$65,000. At the above unit costs, this would allow a purchase of 5118 tons. Last year the Highway Dept used 7800 cubic yards (approximately 10, 000 tons) although it was hopefully not a typical winter. The department has an estimated 500 tons in the existing winter sand pile. I would like to purchase 6000 tons to have approximately 6500 tons on hand for the winter. This would require a purchase in the amount of \$76,200 (approximately \$11,200 more than the current budget). If approved I will reduce the crack sealing budget by that amount.

Please note the department will be purchasing winter sand on a per ton basis. All sand will be weighed and not purchased in cubic yards.

With your approval, I will initiate submit the purchase order and initiate the Agreement page and process.

Town of Norwich, Vermont



CHARTERED 1761

NORWICH SELECTBOARD

adopted May 24, 2017

VISION

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

GUIDING PRINCIPLES:

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

Section 3: Cash Receipts, Petty Cash, and Returned Check Policy

Effective: Upon adoption.

Purpose: The purpose of this policy is to ensure proper management practices by the Town of Norwich employees are in effect and adhered to when their assigned duties require the processing of cash, checks, and other receipts. The management practices are designed to instill public confidence in Town operations and to provide accurate, reliable, and timely information upon which financial decisions can be made.

Policy: The Town Manager will be responsible for the preparation and implementation of internal financial controls (procedures) necessary to carry out this policy's purpose. Controls/procedures prepared by the Town Manager will be in written format and strictly adhered to by the below named *Authorized Personnel*. Said controls/procedures prepared by the Town Manager shall adhere to the minimum requirements herein.

Authorized Personnel: For internal control purposes, only the following individuals are authorized to receive funds on behalf of the Town of Norwich: Town Manager, Finance Director, Finance Assistant, Town Clerk, Assistant Town Clerk, Police Administrative Secretary/Dispatcher and police officers (only for Police Department functions), Transfer Station Head Attendant or stand-in related to vacations or other forms of leave. (only for Transfer Station related functions).

Proper Payee: All checks, money orders, and credit card payments, regardless of function, must be made payable to the **Town of Norwich, Vermont**. No instruments may be made payable to a Town officer, employee, volunteer, department, committee, board, or group.

Receipts: Persons authorized to receive funds on behalf of the Town must issue a fully completed collection receipt for any cash received. The original completed receipt must be issued to the person from whom the cash is received. A copy of the receipt (including notation identifying the budgetary line item to which it's allocated) must be delivered to the Finance Director/Town Clerk along with the cash. As applicable, a separate copy of the receipt must be retained by the person authorized to receive funds for audit and/or filing purposes. For non-cash related payments, payees requesting a receipt shall be provided one by the respective Authorized Personnel but, preferably, by the Finance Office.

Safeguarding Funds: Safeguarding funds prior to deposit with the Finance Office is the responsibility of authorized personnel receiving the funds. All coins, currency, checks, credit card information, and money orders must be retained in a secure place until deposited with the Finance Office in accordance with the section *Preparing and Depositing Funds* below.

Preparing and Depositing Funds: Funds collected by authorized persons must be deposited with the Finance Office according to the following:

- Town Clerk/Assistant Town Clerk – no later than the close of business the day funds are received, unless otherwise enabled by statute.

- Transfer Station Head Attendant – no later than the close of business the day funds are received, except they must be deposited at the Town bank's overnight deposit box (whereby they are picked up from the bank by the Finance Office on the next business day).
- Police Administrative Secretary/Dispatcher or police officers – no later than the close of business the following business day funds are received.
- All Other Authorized Personnel – no later than the close of business the day funds are received.

Each person depositing funds with the Finance Office must submit a report from the Town's computer software or a spreadsheet or adding machine tape with each deposit. The Finance Office will count and verify the amount deposited in the presence of the person depositing the funds. All deposits made to the Finance Office will be issued a receipt or other acknowledgement [HERB, GET ESSEX SAMPLE]. Each applicable department will receive from the Finance Office a monthly list of deposits that have been verified through the bank statement. Any discrepancies shall be reported to the Finance Director and the Town Manager immediately.

Petty Cash: Beginning October 1, 2019, petty cash no longer will be permissible. Respective Town employees and officers are expected to plan accordingly.

Returned Checks: A check returned by the bank will be recorded in the accounting system against the revenue in which it was originally posted unless the check is replaced. First-time returned checks will be re-deposited. Upon second receipt of a returned check, the Finance Office will notify the check writer and inform him/her that his/her check did not clear and advise that there is a \$35.00 return check fee due. Thereafter, full payment, including the return check fee, must be in the form of cash, money order, or bank certified check.

Section 11: Balanced Budget Policy

Effective: On adoption

PURPOSE: The Town of Norwich believes that sound financial management requires that the annual Town budget be developed and administered in such a way that annual revenue from property taxes and other sources equals or exceeds annual expenses..

Authority:

Comment [C1]: Roger and Herb will find statutes

Policy: The Town budget will be developed and administered so that annual revenue from property taxes and other sources equals or exceeds annual expenditures.

BUDGET DEVELOPMENT AND APPROVAL: Each year, the Town Manager will develop and present to the residents an operating budget that balances annual revenues and annual expenditures for all funds. The Town Manager will not propose annual budgets that overestimate revenues, defer maintenance or replacement of essential capital assets, roll over short-term debt, or inadequately fund Town obligations. Upon Selectboard approval of the Town budget the Selectboard will set the tax rate necessary to raise the specific amounts approved in the Town budget.

BUDGET ADMINISTRATION: The ~~Borough-Town~~ Manager administers the ~~Borough Town~~ budget through his authority in the State of Vermont, ~~Borough Code and Dormont Code of Ordinances~~. In order to carry out this responsibility effectively, the ~~Borough Town~~ Manager must have timely and accurate information about the status of the town's finances. To this end, the ~~Borough-Town~~ Manager and ~~Borough Council~~~~Selectboard~~ have adopted a financial reporting policy under which the ~~Borough Town~~ Manager or his/her designee prepares monthly financial reports for the ~~Borough's Town's~~ budget management purposes (See Section 1 above).

The ~~Borough-Town~~ recognizes that unanticipated expenditures and revenue shortfalls caused by circumstances not foreseen at the time a budget is approved may require transfer of money between or among line items or even deficit spending. The unforeseen circumstance(s) should be of such significance that the Town Manager can not foresee any other recourse for the Town than to deficit spend or the transfer of money.

The ~~Borough-Town~~ Manager will endeavor to administer the ~~Borough-Town~~ budget to provide services in a manner consistent with the residents' expectations in light of actual circumstances that arise during the fiscal year, and will manage the budget to avoid, to the extent reasonably possible, deficit spending or the need to borrow money to pay current operating expenses. The Town Manager will provide bi-weekly reports to the Selectboard when the threat of deficit spending becomes apparent.

Comment [C2]: Who determines residents' expectations?

LINE ITEM TRANSFERS: During the fiscal year, all transfers between or among budget line items will require a majority vote of the ~~Borough Council~~~~Selectboard~~. The vote will

state the line items that are subject to transfer, the reason for the transfer, and the reason funds are available for transfer. Transfers will be made consistent with any applicable statute or legal obligations that may encumber or restrict the use of certain funds. At the close of the fiscal year but in no case later than the ~~Council's Business Selectboard's Meeting of 2022, in August, the Borough Town~~ Manager will present a budget closing plan to the ~~Borough Selectboard Council, making recommendations for transfers between or among line items,~~ and recommending the application of any budget surplus. Approval of the budget closing plan will require a majority vote of the ~~Borough Council Selectboard~~. Any annual budget deficit will be addressed in accordance with State of Vermont laws.

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Town of Norwich Master Financial Policy

Town of Norwich Master Financial Policy

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Town of Norwich Master Financial Policy Purpose and Goals

Introduction

Statement of Purpose

The Town of Norwich has in recent years evolved from being managed by a citizen run Select Board to the present day Town Manager form of government. The role of the Select Board has shifted away from day to day management to that of oversight and policy development. A variety of Select Board financial policies and Town Manager protocols have been developed over the years, and are compiled within this framework to provide a central and comprehensive reference point.

Written, adopted financial policies have many benefits, such as assisting the Select Board and Town Manager in the financial management of the Town, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies and protocols will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the Town. They will promote sound financial management and assist in the Town's stability, efficiency, and effectiveness.

This framework was developed and adopted from the VLCT document, "Dormont Financial Policies and Procedures-Final Version, 2013". Selected financial policies were reviewed by the Norwich Select Board, Town Manager, and Finance Committee in 2019 before the compilation of this document. Others are incorporated pending review. It is expected that policies will be reviewed, edited, added, and deleted as necessary on an ongoing basis within the Master Policy Framework.

Financial Goals

- Ensure the financial integrity of the Town

Town of Norwich Master Financial Policy

- Manage financial assets in a sound and prudent manner
- Improve financial information for decision makers including policy makers and management
- Maintain and further develop programs to ensure the long term ability to pay costs necessary to provide the level and quality of service required by the citizens
- Maintain a spirit of openness and transparency while being fully accountable to the public for the Town's fiscal activities

- Ensure a set of sound internal financial controls that guide the Town related to grants, contracts, and other fiscal-related documents and programs
- Help with the provision of quality financial reporting, accounting, and auditing.
- Assist with the delineation of duties and responsibilities between and among offices (i.e., Selectboard and Town Manager, among other elected/appointed officials)

Town of Norwich Master Financial Policy

Section 1: Accounting, Auditing, and Financial Reporting Policy

Effective: Upon Adoption

Purpose: The purpose of this Accounting, Auditing, and Financial Reporting Policy is to establish and maintain high standards for accounting practices in the Town of Norwich, thereby enabling residents, the Selectboard, and the Town Manager to make sound decisions in preparing, adopting, and managing the town budget and handling Town finances.

Policy: **The Accounting, Auditing, and Financial Reporting Policy defines the practices the Town will use for Accounting, Auditing, and Financial Reporting; the standards of accounting to which the town will adhere as well as the frequency and scope of auditing and financial reporting the the Town will follow,**

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Authority: The Town Manager acts under 24 V.S.A. section 143-503 (c) (2) “Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;” “, along with any other duty/responsibility in the Job Description attached to the Town Manager’s employment contract mutually agreed between the Town Manager and the Select Board.

Procedures:

Accounting: The accounting practices of the Town of Norwich will conform to Generally Accepted Accounting Principles for local governments as established by the Governmental Accounting Standards Board. The Town Manager will establish and maintain a system of fund accounting and shall measure financial position and results of operations using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for fiduciary funds.

Town of Norwich Master Financial Policy

Auditing: Annually, based on a fiscal year beginning July 1, the Selectboard will cause the Town's financial statements to be audited by a qualified, properly licensed, independent auditing firm. With the exception of extreme circumstances, the results of the annual audit will be available to the Selectboard by the beginning of November.

Monthly and Annual Financial Reports: The Town Manager will prepare Monthly financial reports for the Select Board's review and for public dissemination by the second meeting of each month. The June monthly report will be prepared similar to prior monthly reports. But, that report will be periodically amended to accommodate accrued expenses up until 45 days past June 30. Such accommodation allows for a proper "close out" of the fiscal year and the resulting June monthly and year-end report. Any expenses that might have been accruable to that fiscal year but are recorded after the 45-day limit shall be accounted for in the subsequent fiscal year, unless otherwise instructed by the Town's independent auditor. The monthly reports will consist of:

- **Budget report** showing revenues collected and appropriations expended for the previous month with the variance from the budgeted amounts for each line item on both a period basis and a year-to-date basis.
- **Statement of Revenue, Expenditures, and Changes in Fund Balance** showing for each Designated Fund, revenues and expenditures and the difference between the two, the beginning fund balance for the period and the ending fund balance.
- **Balance Sheet** showing Town estimated assets less liabilities and fund balance.
- **Encumbrances And Year End Purchasing:** Encumbrances represent a monetary commitment related to contracts or goods not yet performed or received that will lapse into another fiscal year. Encumbrances are not the result of a last-minute budget surplus. For monies to be encumbered they shall be for a specific vendor, specific deliverable and specific cost. Purchase Orders or contracts that are anticipated to not be completed at the end of a fiscal year must be approved by the Town Manager as outstanding encumbrances. All purchases from June 1 to the end of the fiscal year in excess of \$500.00 shall require a purchase order

Comment [JL1]: Do we want to make reference to the Audit Committee and the procedure for engaging auditors, reviewing the audit and accepting/approving it? What until pg 20

Comment [MD2]: Intuitively, quarterly reports would be created by the respective monthly reports, unless you're looking for some additional set of information beyond the budget report, statement of revenue, expenditures, and changes in fund balance, and balance sheet

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Town of Norwich Master Financial Policy

authorization by the Town Manager. Encumbrances not spent within 90 days will be retired. Encumbrances will be represented on the balance sheet as Fund Balance and expensed in the year in which the funds are released, according to accounting standards.

- Year-end Accounting and Reporting: [We should make clear what is expected and when the books must be closed after year-end.]

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The Town Manager will also prepare an Annual-Year End Financial Report, available to the Selectboard by the second meeting in August or no later than September 15. This report will include financial statements for each of the funds of the Town, as well as appropriate additional disclosures as necessary for the complete understanding of the financial statements presented. In addition, the annual report will include a narrative discussion and appropriate graphics explaining how the Town's current financial position and results of financial activities compare with those of the prior year and with budgeted amounts. This report, together with the most recent independent auditor's account will be reproduced in the Town Report each year.

Comment [C3]: Glossary item? What is this specifically

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Comment [C4]: This last sentence is Auditors report and will move or include additional para

Comment [C5]: Herb will tweak this para

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Encumbrances And Year End Purchasing: Encumbrances represent a monetary commitment related to contracts or goods not yet performed or received that will lapse into another fiscal year. Encumbrances are not the result of a last-minute budget surplus. For monies to be encumbered they shall be for a specific vendor, specific deliverable and specific cost. Purchase Orders or contracts that are anticipated to not be completed at the end of a fiscal year must be approved by the Town Manager as outstanding encumbrances. All purchases from June 1 to the end of the fiscal year in excess of \$200,000 shall require a purchase order authorization by the Town Manager. Encumbrances not spent within 90 days will be retired. Encumbrances will be represented on the balance sheet as Fund Balance and expensed in the year in which the funds are released, according to accounting standards.

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Town of Norwich Master Financial Policy

Year-end Accounting and Reporting: (We should make clear what is expected and when the books must be closed after year-end.)

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~~Town of Norwich Master Financial Policy~~

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Town of Norwich, Vermont



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Section 2: Purchasing Policy

Effective: Upon Adoption

Purpose: This policy intends to obtain the highest quality goods and services for the Town of Norwich at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for public confidence in the procedures established and overseen by the Town Manager related to public purchasing and the Policy contained herein.

Policy: In order to exercise financial control the purchasing of goods and services will adhere in all ways to the procedures outlined below.

Authority:

24 V.S.A. § 1231(3) authorizes the Town Manager as Purchasing Agent and

~~Title 24 V.S.A. section 143-503 (e)(2): "Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;"~~

~~Title 24 V.S.A. section 1233 provides, in part, that: "In all matters he (Town Manager)[the Town Manager] shall be subject to the direction and supervision and shall hold office at the will of such selectmen..." [Select Board]..."~~

~~Title 24 V.S.A. section 1236(2) provides that the Town Manager will, "To ... perform all duties now conferred by law upon the selectboard; [Select Board], except that he or she [the Town~~

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Town of Norwich
Master Financial Policy

Adopted: [DATE]

Manager [he or she] [the Town Manager] shall, in all matters herein excepted, render the selectboard [Select Board] such assistance as it shall require."

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Article 24 V.S.A. ~~Section 1236~~(3) further provides that the Town Manager shall "...be the general purchasing agent of the Town and purchase all supplies for every department thereof; but purchases of supplies for departments over which the manager is not given control, and of the Town school district shall be made according to requisition therefore by such departments or school directors"

Comment [JL6]: I'm not sure those other three references are necessary. This is the specific authority for this piece

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Comment [C7]: Roger will email changes to Miranda to clean this up

Procedures:

1. **Affirmative Action and Local Preference:** Whenever possible, qualified small, minority and/or women-owned, and labor surplus businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and/or women owned and labor surplus businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The Town may exercise a preference for local businesses for purchases funded exclusively by the Town but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or part with federal funding the Town may not exercise a preference for local businesses.

2. **Code of Conduct:**

2.1 Employees, officers, and agents of the Town who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer, or agent of the Town shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent; any member of his/her immediate family, his/her partner, or an organization which employs him or her, or is about to employ any of the above; has a financial or personal interest in the firm/vendor for award.

2.2 An employee, officer, or agent of the Town who is involved in the procurement and selection of a bid or purchase shall adhere to the Town's adopted **Conflict of Interest**

Comment [JL8]: Need to make sure that this does not conflict with our conflict of interest policy. May be better to simply point out that this policy is subject to that one and not say anything further so as to avoid any inadvertent confusion.

Comment [C9]: Herb will check ? possibility of deleting this

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Policy. If said employee, officer or agent has a real or apparent conflict of interest, that person must disclose that conflict of interest within the context of a duly-warned Select Board meeting that occurs before the bid selection or purchase takes place. Such disclosure must be documented in the minutes for that meeting which shall be retained as part of the official record surrounding the bid or purchase. Officers, employees, and agents of the Town will not solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Officers, employees and agents who fail to follow the above code of conduct or any other provisions of the Town's **Code of Ethics Policy** may be sanctioned or disciplined, to the extent permitted by law, for violations of the above policies.

Comment [JL10]: Would be great to have things like this hyperlinked for the online version.

3. Documentation:

3.1 For purchases utilizing federal funds, records documenting the procurement process for any ~~Minor or Major~~ purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or negotiation, audit, or other action involving the other records, whichever is longer. Otherwise, records shall be maintained by the Town in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

Comment [C11]: Add archivist rules or records retention in glossary Herb to do

Comment [JL12]: Not very helpful. Do we know what these are? Where to find them?

4. Purchasing Authority:

4.1 The Town Manager is the **Purchasing Agent** for the Town. The Town Manager is responsible for ensuring that the best possible price and quality are obtained with each purchase and shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies, and services. The Town Manager shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

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4.2 Use of Designated and Special Purpose Funds: In all cases the Select Board shall approve the use of any Designated and Special Purpose Funds related to any expenditure.

4.3 Incidental Purchases: Department Heads, under the supervision of the Town Manager, may make purchases of up to 2,500 for budgeted items, without prior approval, provided those purchases are limited to the amount of the budget authorized by the Town. Prior to making such purchase, obtaining three (3) bids while not required is preferred.

4.4 Minor Purchases: Department Heads, under the supervision of the Town Manager, may make purchases with a value between \$2,500 and \$10,000 but only with prior approval of the Town Manager via a Purchase Order, are limited to the amount of the budget authorized by the Town. Prior to making such purchase, at least three (3) competitive bids shall be obtained and included as part of the Purchase Order submitted to the Town Manager for approval.

4.5 Major Purchases

4.4(a) All purchases between \$10,000 and \$25,000 require approval of the Select Board, inclusive of a Purchase Order approved by the Town Manager and at least three (3) competitive bids. An item/service will be selected based on cost, the quality of the goods/services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Town, as applicable.

4.4(b) The Town Manager shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies, and services. The Town Manager shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

4.4(c) If federal funding is used for purchases between ~~\$3,000~~ ~~(\$2,000)~~ ~~3000~~ (\$2000 in the case of construction projects subject to Davis-Bacon requirements) and \$150,000, price or rate quotes must be obtained from three or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.

Comment [C13]: Fix this

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4.4(d) Large purchase or simplified acquisition threshold under federal regulations: Large purchases with a value greater than \$25,000 but less than \$150,000 must follow a sealed bid process as outlined below.

4.4(e) Purchases at or exceeding \$150,000, or construction projects of any value that are funded with federal dollars, must follow a sealed bid process as outlined below and also follow any procurement guidelines as outlined in the grant agreement (e.g. 2015 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). In addition, a pricing analysis must be completed by the Town Manager or a qualified consultant prior to issuing the request for proposal (RFP) to ensure that there is a reasonable estimate against which to compare bid proposal pricing.

5. Sealed Bid Process:

5.1 The sealed bid process shall be initiated by the issuance of a Request for Bids/Proposals (RFB/RFP) prepared by the respective Department Head under the supervision of the Town Manager, along with an approved Purchase Order. Notice of the RFB/RFP shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the Town, advertisements placed in a newspaper of general circulation in the region, and advertisement placed on the Town's webpage. The Town Manager may reasonably opt to use other advertising methods (e.g. Norwich Listserve), known state/national associations with bid listing capabilities, and other bid notice locations) to help ensure the most competitive process possible, taking into account the cost and likely benefit of such additional advertising.

6. Bid Specifications:

6.1 For any RFB/RFP, a list of bid specifications shall be prepared for each purchase equal to \$2500 or greater and shall be available for inspection at the Town Offices, at the respective department's office involved in the bid process, and on the Town's webpage (www.norwich.vt.us). Bid specifications shall include:

6.1(a) Bid name

6.1(b) Bid submission deadline

- 6.1(c) Date, location, and time of bid opening
- 6.1(d) Specifications for the project or services including quantity, design, and performance features
- 6.1(e) Bond and/or insurance requirements
- 6.1(f) -A copy of the proposed contract
- 6.1(g) Any special requirements unique to the project or purchase
- 6.1(h) Delivery or completion date, and required deliverables specific to each Milestone date and completion date.
- 6.1(i) For construction projects, language that sets a requirement for a bid Guarantee in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant funded, the bidders must also include costs for Davis-Bacon compliance if that is a requirement of the federal agency providing the funding.
- 6.1(j) For construction projects over \$2000, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at:
<http://www.wdol.gov/dba.aspx>) and must comply with the Davis-Bacon Act.
- 6.1(k) In some cases, the Town will require disclosure of the bidder's indirect overhead rate.
- 6.1(l) Language that reserves for the Town the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award that in its sole and absolute judgement will best serve the Town's interest. The Town reserves the right to investigate the financial condition of any bidder to determine his/her ability to assure service throughout the term of the contract.

7. Bid Submission:

- 7.1 All bids must be submitted in sealed envelopes, addressed to the Town in care of the Town Manager, and plainly marked with the name of the bid. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt by the Town. Any bid may be withdrawn in writing prior to the scheduled time for the opening of the bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened. For some bids, technical proposals will need to be submitted in a separately sealed envelope from the sealed cost proposal. This occurs when the technical proposals will be reviewed and ranked according to the criteria for bid selection, regardless of cost, before opening the cost proposals.
- 7.2 Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid was made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

8. Bid Opening:

- 8.1. Every bid received prior to the bid submission deadline will be publicly opened and read aloud and recorded by the Town Manager and the respective Department Head. When the Selectboard is involved, the Town Manager shall prepare a summary of the bid opening and report to the Selectboard at a duly warned meeting so the Select Board can make its decision. The bid opening will include the name and address of bidder, for lump sum contracts, the lump sum base and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the amount of security furnished with each bid, if required.

9. Criteria for Bid Selection: In evaluating bids, the Town will consider the following criteria:

- 9.1. Price.

- 9.2 Bidder's ability to perform within the specified time limits.
- 9.3. Bidder's experience and reputation, including past performance for the Town.
- 9.4. Quality of the materials and services specified in the bid.
- 9.5. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
- 9.6. Bidder's financial responsibility.
- 9.7. Bidder's availability to provide future service, maintenance, and support.
- 9.8. Nature and size of bidder.
- 9.9. Contract provisions that are acceptable to the Town.
- 9.10 For construction projects over \$2000, contractor's indication of acceptance of wages in the current wage determination provided as part of the RFB/RFP.
- 9.11 Bidder is not on any debarment list related to the goods and services the bidder provides.
- 9.12. Any other factors that the Town determines relevant and appropriate in connection with given project or service.
- 9.13 Federal contracts require that there will be no preference exercised for local contractors or suppliers.
- 9.14 Federal contracts require that minority and women-owned businesses and labor surplus businesses must be included in the solicitation list for the RFB/RFP.
- 9.15. Federal contracts require that the Select Board not select a bidder who is listed on the Excluded Parties List System website (<https://www.sam.gov>).

10. Change Orders:

- 10.1 If specification changes are made prior to the close of the bid process, the RFB/RFP will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated, unless a

mandatory pre-bid meeting is included as part of the bid process. In the instance of a mandatory pre-bid meeting, a new bid process does not have to be initiated. Instead, the bidders attending the pre-bid meeting will be notified and provided with any relevant change order documentation with sufficient time to meet the deadline requirement or notification by the Town that the deadline has been amended. Once a bid has been accepted, if changes to the specifications become necessary, the Town Manager will prepare a change order specifying the scope of the change. Once approved, the contractor and the Town Manager must sign the change order.

11. Exceptions: The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions.

11.1 Competitive Proposals: If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a RFB/RFP or Request for Qualifications (RFQ) prepared by the Selectboard or its designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least three vendors) to ensure that the Town has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed. If architectural or engineering services are being solicited, this should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.

11.2 Sole Source Purchases: If, the Town Manager for Minor Purchases and the

one source

Selectboard for Major Purchases, determines in writing that there is only
for a proposed purchase, it may waive the bid process and
authorize the purchase from the sole source. If federal funds are involved,
sole source purchases are only permitted subject to such allowance by the
respective federal (or state) agency administering such funds.

11.3 Recurring Purchases: If the total value of a recurring purchase of a good or
service is anticipated to exceed \$10,000 during any fiscal year, the bid
process shall be used and specify the recurring nature of the purchase.
Once a bid has been accepted, all future purchases shall be made from
that bidder without necessity of additional bids, until such time as the
Selectboard votes to initiate a new bid process. It is recommended that
such recurring expenses not exceed 3-5 years without initiating a new bid
process.

11.4 Emergency Purchases: The Town Manager may award contracts and
make purchases totaling up to \$25,000 for meeting the needs of a public
emergency without complying with the bid process. Usually within 70
hours of such public emergency, emergency expenditures may include
immediate repair or maintenance of town property, vehicles, or
equipment if the delay in such repair or maintenance would endanger
persons or property or result in substantial impairment of the delivery of
important Town services. Any additional emergency purchasing exceeding
the \$25,000 threshold must be approved by the Selectboard at a duly
warned meeting (whether a regular, special, or emergency meeting of the
Board). The Selectboard may authorize additional emergency
expenditures or authorize the Town Manager to make additional
purchases without complying with the bid process, but only up to that
time that adherence to the normal bid process can be carried out.

11.5 Professional Services: The bid process shall not apply to the selection of
providers for services that are characterized by a high degree of
professional judgment and discretion including legal, financial, auditing,

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risk management, and insurance services with a value of up to \$25,000.
Federally funded, non-competitive purchases for \$150,000
or more require a cost analysis to determine the reasonableness of the
proposed pricing and should be completed in accordance with the
requirements of the federal or state agency issuing the grant funding.

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Town of Norwich
Master Financial Policy
Adopted: [DATE]

~~Town of Norwich Master Financial Policy~~

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Comment [RA14]: We don't mention returned checks in this policy. What are our returned check fees? We could write this part in this policy.

Section 3: Cash Receipts, Petty Cash, and Returned Check Policy

Effective: Upon Adoption

Purpose: The purpose of this Cash Receipts policy is to establish proper management practices by ~~the~~ Town of Norwich employees when their assigned duties require the processing of cash, checks, and other receipts in order to instill public confidence in Town operations and to provide accurate, reliable, and timely information upon which financial decisions can be made.

~~**Policy:** The Town Manager, Town Clerk and Assistant Town Clerk, all department heads and employees will follow the management practices for Cash Receipts.~~

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~~**Authority:** The Town Manager under 24 V.S.A. section 143-503 (c)(2) "Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;"~~

~~**Procedures:**~~

~~**Procedures:** The Town Manager is encouraged to develop and adhere to procedures intended to carry out the Purpose of this policy. As of the effective date of this policy, the following procedures have been established by the Town Manager. The Town Manager is encouraged to consult with the Finance Committee and the Town's independent auditor prior to amending the procedures for which that office is authorized. If the Town Manager amends the procedures, within 10 business days, the Town Manager in a timely fashion shall provide a copy to the Select Board, the Finance Committee, Town Department Heads, the Town's independent auditor, and to any other member of the public at-large requesting such copy.~~

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1. Department Revenues:

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~~1.1 All checks, money orders, and credit card payments, regardless of function, must be made payable to the Town of Norwich. No instruments may be made payable to a Town officer, employee, department, or committee.~~

~~1.11.2~~ The Town Clerk ~~or Assistant Town Clerk~~ will record all ~~their~~ departmental revenues upon receipt directly into the Cash Receipts module of NEMRC ~~accounting software, in the computer on the Town Clerk's counter.~~ At the end of each day a daily receipts report ~~from NEMRC~~ will be ~~run from the computer and~~ reconciled with the checks and cash in the drawer.

Comment [JL15]: Still relevant and used?

~~1.21.3~~ All other departments will deliver cash, ~~and~~ checks ~~and credit card information~~ to the Finance Department ~~at least on a monthly-daily~~ basis. ~~Responsibility~~ ~~Safeguarding for~~ cash remains ~~the responsibility of with~~ the department until turned over to the Finance Department. All checks will be endorsed as received to reduce the risk for fraud. A transmittal form should accompany the monies indicating which General Ledger accounts are to be credited. A copy of the transmittal should be kept by each department. The Finance Department will record these revenues in the Cash Receipts module of NEMRC.

Comment [JL16]: Should this be weekly?

Comment [C17]: Need to cover Transfer station deposits here-unless things have changed since deposit with bank procedure has changed

~~1.31.4~~ The Finance Department will recount and confirm cash and checks received against the daily cash receipts journal and will be responsible for depositing all daily receipts in the bank.

~~1.41.5~~ No Town employee or Department shall extend credit for services rendered without the written approval of the Town Manager.

2. Voided Checks:

2.1 If a check is voided after approval by the Select Board and the check is to be reissued, it will be reissued and included on a subsequent warrant.

3. Accounts Payable and Interim Checks:

3.1 In order for invoices to be included on an Accounts Payable Warrant, they must be ~~provided~~ to the Finance Department by 1:00 pm on the Thursday preceding the next ~~Select Board Meeting~~ regular Payroll/AP Warrant period.

3.2 ~~Checks that need to be written that do~~ On the RARE occasion that a check(s) needs to be written that ~~does~~ not coincide with the regular approval period of Accounts

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Payable Warrants, ~~such check(s)~~ shall receive approval for payment from the Town Manager and the ~~Chair, or in their absence, Vice Chair, authorized member~~ of the Select Board. These interim checks will be included on the warrant provided to the Select Board at their next regular meeting. ~~Further, the Town Manager will explore with any individual(s) involved, including any vendor, as to how such rare instance can be avoided in the future.~~

~~3.3 Examples: payroll-related bills, postage, and payments that must meet a specific deadline and fall outside of the regular Select Board meeting Payroll/AP Warrant schedule.~~

4. Employee Reimbursement:

~~4.1 It is not recommended or encouraged that employees make purchases using personal funds on behalf of the Town. However, if this does occur, with prior approval of the Department Head or Town Manager, the Town will reimburse employees through semi-weekly accounts payable runs done in accordance with scheduled Select Board meetings. The meeting is the regular Payroll/AP Warrant schedule. The employee shall complete an Employee Expense Reimbursement Form attaching an itemized receipt for goods or services purchased, and indicating the account to be charged. This will be signed by the Department Head and a in the case the Department Head seeks Reimbursement reimbursement Form, by the Town Manager. All other purchasing procedures set forth in this policy also apply.~~

Comment [RA18]: We may wish to create an authorized personnel section or else keep in mind or modify this policy to include citizens who sometimes file for reimbursement for their work around town

Comment [C19]: I can't see a circumstance where a town employee would need to use personal funds for town purchases. PPE, like steel toed boots could/should be part of this but the boots are not technically for town use.

5. Petty Cash:

5.1 All Town business shall be conducted by Purchase Order, electronic accounts including credit and debit cards and written checks. ~~No Town business shall be conducted on a cash basis and. As of October 1, 2019, petty cash no officer, employee, department, or committee is authorized to establish longer will be an option for Town employees. By September 30, 2019, a petty cash system, will be properly accounted, turned over to the Finance Office, and deposited into the General Fund with recording to the appropriate budgetary line item.~~

Comment [JL20]: I don't think we can eliminate receipt of cash, but we can probably eliminate spending of cash.

6. Forms:

6.1 The following form is available from the Finance Department:
Expense Reimbursement Form

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Town of Norwich
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~~Town of Norwich Master Financial Policy~~

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Section 4: Credit Card Policy

Effective: Upon Adoption

Purpose: Credit cards provide a convenient method of obtaining goods and services for the Town. However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting Town business.

Policy: The use of the Town Credit Card and two (2) business charge cards (Staples and Home Depot) are to be used by the Town Manager or with the prior authorization of the Town Manager.

Authority: ~~The Town Manager under 24 V.S.A. section 143-503 (c) (2)~~

~~"Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;"~~

Procedures:

Credit Card Use

4.1 No use of the Town credit or business cards shall occur without authorization of the Town Manager.

4.2 Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the card's authorized purchase limit.

Security

4.3 The Town Manager is responsible for the card's protection and custody, and shall immediately notify the Selectboard and the credit card company or bank if the credit card is lost or stolen.

~~4.3 The Town credit card may be used with Prior approval of the Town Manager, and only for official Town purposes. No personal use or purchases of a personal nature shall be allowed, regardless of payback intentions.~~

4.4 Within five business days of each credit card transaction the Department Head shall furnish the Finance Department a signed itemized receipt and purchase record detailing exactly what

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was purchased and to what account it should be charged. The purpose for this is to prepay when possible to avoid finance and late charges.

~~Town of Norwich Master Financial Policy~~

Section 5: Debt Management Policy

Effective: Upon Adoption

Purpose: The purpose of this Debt Management Policy is to establish the guidelines for the issuance of debt by the Town of Norwich. Debt levels and the related debt service expenditures are important obligations that must be managed with available short and long term resources. Though the school district is a separate "municipality" from the Town, the overall debt service for the town and the schools should be considered as part of the process.,

~~though the school district is a separate "municipality" from the Town. This policy also addresses the level of indebtedness that the Town can reasonably expect to incur without jeopardizing its existing financial position.~~

Policy: ~~Adherence to a debt management policy, along with the utilization of other sound and prudent financial practices, and the Town's other financial policies, will assure the lending market that the Town is well managed and will meet its obligations in a timely manner.~~ The level of indebtedness that the Town of Norwich can expect to incur should not jeopardize its existing financial position while also assuring the lending market that the Town is well managed and will meet its obligations in a timely manner.

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Town of Norwich
Master Financial Policy

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~~Authority: Authority: the Town is enabled under Vermont law to incur debt in various forms including but not necessarily limited to 24 VSA §1752 (bond issuance); 24 VSA §1786a (borrowing for public improvements and capital assets); 24 VSA §1788 (emergency indebtedness); and [I'm sure there are some other enabling statutory references that could be added here]~~

~~Authority: The Town Manager acts under 24 V.S.A. section 143-503 (e)(2) "Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute."~~

~~Title 24 V.S.A. section 1233~~

The Town of Norwich is enabled under Vermont law to incur debt in various forms including but not necessarily limited to 24 VSA §1752; 24 VSA §1786a; 24 VSA §1788

~~provides, in part, that: "In all matters he (Town Manager) shall be subject to the direction and supervision and shall hold office at the will of such selectmen."~~

Procedures:

1.0 Planning and Performance:

1.1 Debt management means adopting and maintaining financial plans for both the issuance of debt and the repayment of debt. The determination to issue new debt should be made as a part of the adoption of the annual Capital Program and Budget program, which prioritizes capital projects and identifies the various funding sources available for those projects. Planning for the repayment of debt will include analysis of the operating budget to determine the ability of the Town to incur the additional debt service required by the new debt.

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Comment [JL21]: Why is this section referred to here?

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1.2 Town of Norwich Fund Balance Management Policy: is designed to provide the operating funds of the Town with a sufficient level of unreserved, undesignated fund balance or net assets to maintain financial stability, and to provide adequate cash flow to avoid the need for short term revenue anticipation notes or tax anticipation notes.

Comment [RA22]: I think we should consider an "Emergency Fund" and visit this policy more broadly by including, among other things, definitions for fund balance types (e.g. "Committed funds," non-spendable funds")

1.3 Town of Norwich Capital Budget Policy: is designed to provide for the orderly funding of capital project needs of the Town, including the use of ~~capital~~ ~~reserve~~ Designated and Special Purpose funds to avoid the need for incurring long term debt to purchase vehicles and equipment, and to minimize the amount of long term debt required for the acquisition of land, buildings, and infrastructure.

Comment [HD23]: If the Selectboard proceeds with the recommendation to establish a designated fund for emergency reserves, this text may need to be amended to take that into consideration.

2.0 Types of Debt:

2.1 Short Term Debt should be limited to borrowing to cover short term, temporary cash flow shortages, generally within the Town's fiscal year, either through the use of revenue anticipation notes or tax anticipation notes in those unusual instances where the Fund Balance Management Policy does not provide an adequate level of cash flow, or through the use of bond anticipation notes when cash is required to initiate a capital project prior to the receipt of bond proceeds. The Town should manage its finances in such a manner to avoid the use of short term debt when possible.

2.2 Long Term Debt shall be issued for the acquisition, construction, or improvement of land, buildings, or infrastructure, that cannot be financed from current revenues or other resources. Current year budget appropriations and accumulated ~~reserve~~ Designated and Special Purpose funds should be used to minimize the amount of long term borrowing that is required. Whenever possible, long-term debt should not be used to pay for 100% of the cost of the acquisition or improvement of capital assets. The use of long term debt financing to finance the purchase of vehicles and equipment should be avoided except in emergencies, or unless it can be demonstrated that it is financially beneficial to do so.

3.0 Purpose of Debt:

3.1 General Obligation Debt, funded by general fund property taxes, shall be used for projects that provide a general benefit to Town residents, and that cannot otherwise be self-supporting.

4.0 Repayment of Debt:

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4.1 Projections: The Town will conservatively project the revenue sources that will be utilized to repay any additional debt, and will analyze the impact on taxpayers of both the additional debt service as well as any additional operating expenses resulting from the improvement, to determine whether new debt should be issued and to structure the appropriate repayment terms for each debt issue.

4.2 Maturity: The maturity of long term debt shall be kept as short as possible to minimize the overall impact on the taxpayers during the life of the debt, while at the same time not so short that the repayment will create an unreasonable burden. In no event shall the life of the debt exceed the life of the improvement being financed.

5.0 Key Debt Ratios:

5.1 Guidelines: ~~Several key debt ratios are used as indicators of financial stability and to determine the Town's credit-worthiness.~~ The following guideline should be used when determining whether debt should be issued: **Net General Fund bonded debt as a percentage of total assessed valuation (the total value of all properties in town as established by the Listers and reported by Form 411) should not exceed 1%.** Other guidelines may be adopted as needed and appropriate.

Comment [RA24]: Total annual General Obligation Debt service (principal and interest) as a percentage of its municipal Grand List shall not exceed

Total annual General Fund debt service (principal and interest) as a percentage of total Town General Fund Operating Budget expenditures should not exceed

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Comment [JL25]: What does this mean?

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Section 6: Capital Program and Budget Policy

Effective: Upon Adoption

Purpose: The purpose of this Capital Program and Budget Policy is to establish and maintain a capital budget and program for the Town of Norwich.

Policy: The Selectboard will adopt a six-year Capital Program and Budget (CPB) for the Town of Norwich through the annual Budget process. The CPB will be reviewed and updated annually.

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~~The capital assets of the Town and their condition are critical to the quality of services provided to the municipality. A CIP is a multi-year financial plan for the construction or acquisition of capital assets. It provides for the planning of future financial resources and financing of projects (including allocations from current operating budgets, funding of capital reserves, or the use of capital debt). A CIP also identifies the future financial resources required to operate and maintain capital assets once they have been acquired. Through a CIP, the Town can plan future operating budget expenditures, debt repayment requirements, and potential reserve fund needs in order to better manage its long-term financial position.~~

Authority

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Comment [RA26]: Does the planning commission have authority under 24 VSA §4325(6)?

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~~**Authority:** The Town Manager's acts under 24 V.S.A. section 143-503 (e) (2) 24 V.S.A. § 4430; 24 VSA §4443 allows Select board to adopt a capital budget program; 24 V.S.A. allows Selectboard to accumulate resources to pay for items included in a CBP.~~

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~~); "Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;"~~

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Procedures:

1.0 Capital Improvement Plan and Budget: Capital Budget and Program:

~~1.1 The Select Board will adopt a five-year CIP for the Town of Norwich through the annual Budget process. A Capital Improvement Plan This (CIP) plan will include the Town's plan of capital projects proposed to be undertaken during each of the following five years, the estimated cost of those projects, and the proposed method of financing. The Select Board will review and update the CIP annually.~~
Capital Budget: A capital budget shall list and describe the capital projects to be undertaken during the coming fiscal year, the estimated cost of those projects, and the proposed method of financing.

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~~1.2.1~~ **Capital Program:** A capital program is a plan of capital projects proposed to be undertaken during each of the following five years, the estimated cost of those projects, and the proposed method of financing.

1.3 Capital Project: A capital project is any one or more of the following:

- Any physical betterment or improvement, including furnishing, machinery, apparatus, or equipment for that physical betterment or improvement when first constructed or acquired.
- Any preliminary studies and surveys relating to any physical betterment or improvement.
- Land or rights in land.
- Any combination of the above cited items.

Capital Expenditures: For purposes of ~~CIP~~ capital projects, a capital expenditure is defined as any expenditure for land, land improvements, buildings, building improvements, vehicles, or equipment costing more than \$5000 and any expenditure for infrastructure (e.g. roads, bridges, water and waste water distribution and collection systems) costing more than \$25,000.

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~~1.2.1.4~~ The CBP~~P~~ will be arranged to indicate the **Order of Priority** of each capital project and

to state for each project the following:

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- (a) A description of each proposed project and the estimated total cost of the project.
- (b) The proposed method of financing, indicating the amount proposed to be financed by direct budgetary appropriation or duly established ~~reserve funds~~Designated Funds, Designated and Special Purpose funds; the amount estimated to be received from the federal or state government; the amount to be financed by impact fees; and the amount to be financed by the issuance of obligations (see section 5 Debt Management Policy above), showing the proposed type(s) of obligation, together with the proposed period of usefulness for which they are proposed to be issued.
- (c) An estimate of the effect, if any, upon operating costs of the Town.
- ~~(d)~~ (d) Annually, the Planning Commission may submit recommendations to the Town Manager and the Selectboard for the capital budget and program, that shall be in conformance with the Town Plan.
- ~~(e)~~ Each year, the Town will develop a capital budget that lists and describes the capital expenditures to be undertaken by the Town during the coming fiscal year.
- ~~(e)~~ Annually, the capital budget and program should be updated.
- ~~(f)~~ As resources are available, the capital budget will be incorporated into the current year operating budget. Annually, the capital budget portion of the capital budget and program should be incorporated into the Selectboard's proposed budget for voter approval at the March Town Meeting.

2.0

3.0 Reserve Designated and Special Purpose Funds: In conjunction with the Town's Debt Management Policy, the Town Manager shall annually propose funding of reserve funds to accumulate resources to pay for items included in the ~~CIP~~ capital budget and program. The use of such Designated and Special Purpose funds should minimize large fluctuations in the tax rate and will reduce the need for incurring additional debt. Other capital improvements may be funded by bond issue or through the operating budget.

4.0 Priority Criteria: Capital projects ~~and/or capital assets~~ will receive a higher priority if they meet some or most of these criteria:

- 4.1 ~~The project or asset meets~~ Meets a policy goal or fulfills a strategic objective of the Town and its adopted Comprehensive Plan.
- 4.2 Is required under a state or federal mandate, law, or regulation.
- 4.3 Will mitigate or eliminate a known safety hazard.
- 4.4 Will maintain and improve the delivery of public services to the majority of the population.
- 4.5 Will improve the quality of existing infrastructure.
- 4.6 Non-tax based revenue and/or State or federal grant funds are available to assist in funding the project.

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Town of Norwich
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Section 7: Investment- Policy

Comment [MD27]: I assume the text of this policy matches the latest version. Technically, this policy is dealt with between the Board and the Treasurer. Thus, I did not spend time reviewing it.

Effective: Upon Adoption

Purpose: The purpose of this Investment Policy is to establish the investment objectives, standards of investing prudence, eligible investments and transactions, reporting requirements, safe keeping and custodial procedures necessary for the proper management and investment of the excess operating funds of the Town, and under certain circumstances, bond proceeds.

Policy: The Town

~~1-1~~ ~~Policy: The Town~~ of Norwich prioritizes the security of principal, liquidity as needed to meet projected expenditures, and return on investment in that order.^{1/2}

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This policy shall apply to the investment of bond proceeds, only insofar as the policy is not in conflict with applicable bond debenture requirements and Vermont municipal finance laws.

This policy does not apply to trust funds held by the Town of Norwich. These funds are managed under separate investment policy for trust assets as may be adopted by the Trustees of Public Funds

Authority: In accordance with **24 V.S.A. section 1571(b)**, monies received by the Treasurer on behalf of the Town of Norwich (~~Town~~) may be invested and reinvested by the Treasurer with the approval of the ~~Selectboard~~, Legislative Body (~~Selectboard~~).

Comment [C28]: Herb to research this statute

~~The Treasurer shall file a quarterly investment report with the Selectboard that analyzes the status of the current investment portfolio and the individual transactions executed over the last quarter as required by 24 V.S.A. section 1571(c).~~

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Policy Objectives and Procedures:

2.1. Policy Objectives:

~~2.1 The primary objectives of the Town's investment policy shall be security of principal, liquidity as needed to meet projected expenditures, and return on investment, in that order of priority.~~

2.21.1 Security: Security of principal shall be the foremost objective of Town funds.

Investments will be undertaken so as to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk (the risk of loss due to the failure of the security) and interest rate risk (the risk that the market value of securities in the portfolio will fall due to changes in market interest rates). Credit risk will be minimized by diversifying the Town's investment portfolio so that the impact of potential losses from any one type of investment will be minimized. Interest rate risk will be minimized by investing operating funds primarily in shorter term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the Town's investment portfolio.

~~2.31.2 Liquidity:~~ The Town's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. This will be accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. The portfolio will consist primarily of securities with active secondary or resale markets. A portion of the portfolio may be placed in money market mutual funds to ensure liquidity for short-term funds.

2.41.3 Return on Investment: The investment portfolio will be designed to attain a market rate of return throughout budget and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is ~~of secondary importance~~ less important than the security and liquidity objectives described above. The core of the investments will be limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed.

3.2. Pooling:

3.12.1 Except where prohibited by law and specifically excluding bond proceeds, which shall remain in segregated accounts, cash and reserve balances from all funds may be consolidated to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Investment income will be allocated to various funds based on their respective participation and in accordance with generally accepted accounting principles.

4.3. Diversification of the Investment Portfolio:

4.13.1 The Treasurer shall maintain sufficient diversification of investments such that the ability of the Town of Norwich to continue to do business on an ongoing basis will not be impaired because of a liquidity crisis occurring in any one type of investment with which the Town of Norwich has invested. Diversification includes investing in securities with varying maturities and matching maturity of investments to needed cash flow. U.S. Treasury obligations that carry the full faith and credit guarantee of the United States government meet the requirements of this section.

5.4. Standard of Care:

5.14.1 The standard of care to be used by the Treasurer and Selectboard shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

6.5. Conflicts of Interest:

6.15.1 Actions taken under this policy are explicitly subject to the Town's Conflict of Interest Policy. The Selectboard and the Treasurer shall refrain from personal business activity that could conflict with the proper execution and management of the Town's investments or that could impair their ability to make impartial decisions. They shall disclose any material interests in financial institutions with which the Town conducts business, and further disclose any personal financial or investment positions that

could be related to the performance of the Town's investments. Selectboard members and the Treasurer shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town.

7.6. Authorized Investments and Institutions:

6.1 Public deposits shall only be made in qualified public depositories as established by Vermont or New Hampshire law. All financial institutions and broker/dealers who desire to become qualified for investment transactions with the Town must supply the following as appropriate:

- 6.1(a)** Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.
- 6.1(b)** Proof of National Association of Securities Dealers (NASD) certification.
- 6.1(c)** Proof of State registration.
- 6.1(d)** Certification of having read, understood, and agreed to compliance with the Town's investment policy.
- 6.1(e)** Evidence of adequate insurance coverage.

6.2. ~~The following~~ The following investments will be permitted under this policy:

- 6.2(a)** U.S. Treasury obligations which carry the full faith and credit guarantee of the United States Government and are considered to be the most secure instruments available;
- 6.2(b)** U.S. government agency and instrumentality obligations including Government Sponsored Enterprises securities that carry the full faith and credit guarantee of the United States government ~~Ginnie Mae~~.
- 6.2(c)** Certificates of Deposit and other evidences of deposit at financial institutions that are insured by the FDIC, ~~in amounts that may be fully insured.~~
- 6.2(d)** Repurpose ~~("rollover")~~ agreements whose underlying purchased securities consist of the
aforementioned instruments.

8.7. Collateralization:

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8.17.1 Collateralization using obligations fully guaranteed by the full faith and credit of the State of Vermont, and/or the United States Government is required on all investments or an Irrevocable Stand-by Letter of Credit issued by the Federal Home Loan Bank in the Town's name. The current market value of the applicable collateral will at all times be no less than 102% of the sum of principal plus accrued interest of the certificates of deposit or the repurchase agreement secured by the collateral. Collateral shall be held by an independent party, in the Town's name with whom the Town has a current custodial agreement that has been approved by the Selectboard. Evidence of ownership must be supplied to, and retained by, the Town.

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9.8. Safekeeping and Custody:

9.18.1 All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by an independent third-party custodian selected by the Treasurer as evidenced by safekeeping receipts in the Town's name.

Comment [JL31]: Does this happen now?

9.28.2 The safekeeping institution shall annually provide a copy of its most recent report on internal controls: Statement of Auditing Standards No. 70- (SAS 70).

10.9. Reporting:

10.19.1 The Treasurer shall file a quarterly investment report with the Selectboard that analyzes the status of the current investment portfolio and the individual transactions executed over the last quarter as required by 24 V.S.A. section 1571(c). The report will include the average yield of investments as compared to applicable benchmarks. This report will be prepared in a manner which will allow the Selectboard to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report shall be provided to the Selectboard within 30 days of the end of a Fiscal Year quarter.

Comment [C32]: Model policy includes more detailed reporting requirements: The report will include a listing of individual securities held at the end of the reporting period, realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity, average weighted yield to maturity of portfolio on investment compared to applicable benchmarks, listing of investment by maturity date, and percentage of the total portfolio which each type of investment represents.

11. Timely Review:

10.1 The Selectboard shall endeavor to review and reaffirm this policy annually.

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Section 8: Trustees of Public Funds Investment Policy

Effective: Upon Adoption

Note: As of July 1, 2019 there is no existing policy of this nature. The Trustees of Public Funds are responsible for writing the policy. A model policy is available from the Vermont League of Cities and Towns that may serve as a basis for a future policy. The VLCT recommends that this type of policy be part of a municipality's Master Financial Policy. As such, it is the policy of the Selectboard that having such policy prepared and adopted by the Trustees of Public Funds would be in the best financial interests of the Town.

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Section 9: Fraud Prevention Policy

Effective: Upon Adoption

Purpose: This policy provides a mechanism and encouragement for employees and officers to bring to the attention of the Town any complaint regarding the integrity of the Town's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town's financial statements and reports.

Policy: The Town of Norwich is committed to protecting its revenue, property, information, and other assets. Town employees and officers shall not be discharged, demoted, suspended, threatened, harassed, or discriminated against in any manner for raising reasonable questions concerning the fair presentation of town financial statements in accordance with this policy.

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Authority: Not Applicable

Relevant Citations:

~~The Town Manager under 24 V.S.A. section 143-503 (c)(2): "Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;"~~

~~Title 24 V.S.A. section 1233 provides, in part, that: "In all matters he (Town Manager)[the Town Manager] shall be subject to the direction and supervision and shall hold office at the will of such selectmen." "[Select Board]..."~~

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Title 24 V.S.A. section 1686(c) states “any Town officer who willfully refuses or neglects to submit his or her[their] books, accounts, vouchers, or tax bills to the Town Manager (or the Selectboard) upon request or to furnish all necessary information in relation thereto, shall be ineligible for re-election for the year ensuing and be subject to the penalties otherwise prescribed by law.”

In accordance with the Town’s Personnel Policies (Disciplinary Action) and the Town’s collectively bargained agreement (Section 6.02) and its successor agreements, any employee found by the ~~public accountant~~ Town’s independent auditor and/or Town attorney -employed by the ~~Selectboard~~ Town to have engaged in fraud, misappropriation of Town resources, substantial and intentional variation in the Town’s financial reporting methodology from prior practice or from generally accepted accounting principles, and the falsification, concealment, inappropriate destruction of Town financial records, or other forms of wrongful financial acts may be subject to discipline, including termination of employment.

Procedures:

1. Reports of Irregularity

1.1 Report Mandate: Any employee or officer having a complaint regarding the integrity of the Town’s internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town’s financial statements and reports, or who observes any questionable accounting practices, should report in writing (though verbal reporting is acceptable) such complaint to the Town Manager (unless the irregularity is focused on the Town Manager, in which case the Selectboard should be notified).

1.2 Report Contents: The report should include a description of the matter or irregularity, and any steps that the employee or officer has taken to investigate the matter or irregularity, including reporting it to a supervisor and the supervisor’s reaction. The report may include, at the employee or officer’s option, the employee or officer’s contact information if additional

information is needed. However a report shall not be deemed deficient because the employee or officer ~~did not include certain information~~ offered it anonymously.

1.3 Intent: Unlike errors or mistakes, “fraud” is the result of a deliberate act, an intentional deception to misappropriate assets or to manipulate data for personal gain. The Town does not tolerate any acts of fraud, regardless of the dollar amount involved. Examples of reportable actions include any indication of fraud, misappropriation of Town resources, substantial and intentional variation in the Town’s financial reporting methodology from prior practice or from generally accepted accounting principles, and the falsification, concealment, or inappropriate destruction of Town financial records.

1.4 Maximum Limits: The maximum limits of discipline under this policy are, for an officer, the possible inability to run for office, and for an employee, ~~possible~~ possible termination of employment. However, it may be the obligation of the Town Manager (or Selectboard) to report any irregularity to the Police Department in the event the irregularity could be considered criminal. Any such determination would be investigated and adjudicated as warranted via the criminal justice system, not by this policy.

2. Investigation:

2.1 Upon receiving such a report, in as confidential a manner as possible to protect the ~~complainant~~ reporting individual, the Town Manager (or the Selectboard) shall investigate the issues identified in the report. The Town Manager (or the Selectboard) may consult with the Finance Director, Treasurer, any other Town employee, legal counsel, ~~PACFVLCI~~, and independent auditors as part of the investigation. At the conclusion of the investigation, the Town Manager (or the Selectboard) shall prepare a written response to the report, which shall be a public document, but which shall make every reasonable effort to protect the identity of the reporting individual.

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Section 10: Fund Balance Reserve Policy

Comment [HD33]: If you agree with the recommendation to establish a Designated Fund for emergency reserves, then this policy eventually will need to be amended to account for such Designated Fund

Effective: Upon Adoption

Purpose: The purpose of establishing a policy on the undesignated fund balance in the general fund is to provide a guideline for budgeting and tax rate decisions and to ensure that adequate reserves are maintained in the general fund for the following purposes:

To fund operations by **providing sufficient working capital** for adequate cash-flow, ~~tax rate stabilization and as protection against uncollected taxes~~, economic downturns, or shortfalls of revenues, imposition of additional costs by other governmental agencies including courts, natural disasters, cutbacks in distributions from the state/federal government, and other unforeseen circumstances. .

To **reduce the cost of borrowing** by maintaining an appropriate level of undesignated general fund balance, which is reviewed as part of the evaluation of a municipality's creditworthiness by bond rating agencies.

Comment [C34]: Roger to investigate this authority

Authority: 24 V.S.A. § 2804(a) grants authority to establish and maintain an undesignated fund

Policy: The Town will maintain between 12% and 16% in the Undesignated Fund. At the end of the fiscal year and after the annual audit, residual funds in excess of 16% will be appropriated by the Selectboard with authorization of the voters at Town Meeting or with a special Town Meeting.

In carrying out this policy's purpose, it's understood the Town cannot expend surplus from the General Fund that is carried over to the next fiscal year without voter approval. Acceptable voter approval methods to conduct such carry over include: 1) specifically accounting for such use of surplus funds in the coming year's budget, and 2) including a separate article at Town Meeting or a Special Meeting asking for voter approval to allow such carry over (e.g., to apply a specific

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surplus amount to reduce taxes in the next fiscal year, to expend the amount for a specific project, and/or to transfer an amount to a specific Designated Fund).

~~Authority: The Town Manager acts under 24 V.S.A. section 143-503(e)(2) "Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute."~~

~~Title 24 V.S.A. section 1233 provides, in part, that: "In all matters he (Town Manager)[the Town Manager] shall be subject to the direction and supervision and shall hold office at the will of such selectmen..." "[Select Board]..."~~

1. Definitions:

1.1 Variouslly, "Undesignated Fund Balance," "Unreserved Fund Balance," "Unrestricted Fund Balance": The portion of the general fund balance that is not reserved or designated for a specific use that exists, and most often is reported at the end of the fiscal year. For the purpose of this policy, this fund will be referred to as the Undesignated Fund.

1.2 Operating Expenditures: All charges included in the Gross Spending General Town Budget.

2. Policy Rationale:

2.1 The National Advisory Council on State and Local Budgeting (NACSLB) encourages local governments to establish a policy on maintaining an appropriate level of Unreserved Fund Balance in the general fund. (Recommended Practice 4.1)

2.2 The Government Finance Officers Association (GFOA) recommends that, "at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of

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Comment [HD35]: This recommended amendment is rooted in a VT Sec of State's legal opinion (*Opinions*, Dec 2011), and supported by VLCT's general counsel. Note: VLCT offered the budget method of surplus use as an acceptable method

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regular general fund operating revenues or regular general fund operating expenditures.”

- 2.3 GFOA** also notes that “Furthermore, a government’s particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time.”

3. Procedures:

- 3.1** The Town should budget for current year general year revenues including property tax revenues to be sufficient to finance current year expenditures.
- 3.2** Consistent with the recommendations of GFOA, an undesignated general fund balance of between 12-16 percent of general fund operating expenditures should be maintained.
- 3.3** As part of setting the Town tax rate the Select Board will review and discuss the undesignated fund balance.
- 3.4** If the general fund balance falls outside of the above parameters, budgeted revenues should be either increased or decreased in subsequent years to maintain the general fund balance as described in section 3.2.

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Section 11: Balanced Budget Policy

Effective: Upon Adoption

Purpose: The purpose of this policy is to establish a clear delineation of responsibility and authority for managing the Town of Norwich expenditure budget.

Authority:

The Selectboard administers the town budget through its authority to sign orders for payment of town funds: 24 V.S.A. § 1576; 24 V.S.A. § 1621; 24 V.S.A. § 1622 and 17 V.S.A. § 2664

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Policy: The Town Manager will develop an expenditure budget for the Selectboard to propose to voters for approval at Town Meeting.

Authority:

~~Title 24 V.S.A. section 143-503 (c)(2): "Authority and duties in particular. The Town Manager shall be charged with full authority and be responsible for the following: To direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this chapter or other State statute;"~~

~~Title 24 V.S.A. section 1233 provides, in part, that: "In all matters he (Town Manager) shall be subject to the direction and supervision and shall hold office at the will of such selectmen."~~

~~Title 24 V.S.A. § section 1236(2) provides that the Town Manager will: "To perform all duties now conferred by law upon the selectboard, except that he or she shall not prepare tax bills, sign orders on the general fund of the town, call special or annual town meetings, lay out highways, establish and lay out public parks, make assessments, award damages, act as member of the board of civil authority, nor make appointments to fill vacancies which the selectboard is now~~

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authorized by law to fill; but he or she shall, in all matters herein excepted, render the selectboard such assistance as it shall require.”

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Title 24 V.S.A. § section 1236(3) further provides that the Town Manager shall “...be the general purchasing agent of the Town and purchase all supplies for every department thereof; but purchases of supplies for departments over which the manager is not given control, and of the Town school district shall be made according to requisition therefore by such departments or school directors.”

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The Town Meeting has the authority to adopt or reject the budget in accordance with 17 V.S.A. § section 2664. If adopted, the Town Meeting has appropriated the funds set forth in the budget for the Town for that fiscal year. The approved budget therefore sets the maximum gross expenditure level, excluding any unanticipated state and federal grants and gifts consistent with the budgeted programs, that the Town may spend. In adopting the budget, the Town Meeting is concurring with the priorities and policies of the Selectboard as represented in the gross spending budget, including the allocations within the budget to departments and line items.

Comment [JL36]: I don't believe we should have free authority to spend unplanned grants and gifts over and above the budget. They should only offset budgeted amounts and thereby increase the Undesignated Fund Balance.

1. Budget ProceduresDevelopment and Approval:

- 1.1 The Town Manager, at the request of the Select Board, develops a draft budget expenditure budget with estimated sources and amounts of revenue that balances the proposed expenses for review by the Selectboard.
- 1.2 The Selectboard reviews the draft budget and makes changes it deems necessary to reflect the priorities and policies of the Select Board Town (including estimates of offsetting revenue and property taxes needed) and recommends the resulting proposed expenditure budget to Town Meeting for voter approval.
- 1.3 If adopted, the Town Meeting has approved, the voters appropriated the funds set forth in the budget for
- 1.3 the Town for that fiscal year. The approved budget sets the maximum gross expenditure level, excluding any unanticipated state and federal grants and gifts consistent with the budgeted programs that the Town may spend.

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1.4 Where any budget ~~adopted by Town Meeting approved by the voters~~ includes line items referred to as

1.4 ~~designated~~ Designated funds, such line items are intended to be reserve funds under 24 V.S.A. ~~§ section~~ 2804 and as such shall be available for spending over a multi-year period. The approval of the budget by ~~Town Meeting voters~~ includes the appropriation of these funds as reserve funds. Any expenditure of these funds in any amount requires first the recommendation by the Town Manager, as applicable, and second, the prior approval of the Select Board.

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2. Spending Procedures:

3. The Town Manager is will encouraged to develop and Line Item Transfers:

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1.53.1 ~~adhere to spending procedures intended to carry out the Purpose of this policy,~~

~~The Town Manager is encouraged to will consult with the Finance Committee and the Town's independent auditor prior to adopting/amending the procedures. Any procedures adopted/amended, in a timely fashion, will be provided by the Town Manager to the Select Board, the Finance Committee, Town Department Heads, the Town's independent auditor, and to any other member of the public at-large requesting such copy within 10 business days of the change. The Town Manager, after review by the Selectboard, may adopt financial spending policies procedures consistent with this policy. Unless specifically permitted by the Selectboard, the Town Manager shall adopt no policies procedures that are more permissive than this policy.~~

1.63.2 The gross spending general Town budget ~~proportionate to state and federal grants through cooperation with the budget programs~~ adopted by the Town Meeting approved by the voters shall not be exceeded in a fiscal year except with the voter approval of during a regular or Special Town Meeting.

1.73.3 Monies set aside in designated/reserve funds can only be expended for the specific purposes approved by the Town Meeting voters and cannot be borrowed against to make up a shortfall in the general Town budget. Any spending from a designated fund shall be first approved by the Selectboard.

1.83.4 ~~A department shall not spend more monies than were included in the approved departmental budget. Line item expenditures, including department budgets, are~~

Comment [HD37]: I think there is something in statute that permits a Select Board to borrow for a period up to one year in the event the budget needs to be exceeded. It may be that part of the statute that we already discussed in part due to the July 1 storm event. But, in general, this text is accurate

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authorized by the Town Manager, subject to Warrants approved by the Selectboard. When authorizing, or requesting authorization of any department expenditure, a department head the Town Manager is representing that sufficient funds are available within the approved departmental budget to cover the cost of the expenditure. The determination for individual line item expenditure, including departmental budgets, rests with the Town Manager, subject to AP Warrant approval by the Select Board. However, it is the general policy of the Select Board that the Town Manager and respective department heads under the Town Manager's supervision be cognizant of their respective budget and their spending and how it affects the voter approved overall expenditure budget.

1.93.5 ~~The Selectboard~~ Town Manager, ~~on in the recommendation consultation of the Selectboard~~ Town Manager, Town Manager, in consultation with the Select Board may reallocate funds between departments to cover an emergency expenditure. In making ~~the recommendation to the Selectboard~~ such reallocation, the Town Manager shall indicate the nature of the emergency, which line item the additional funds will come from, and describe the impact of the reallocation of funds on the departments or functions that will have their spending authority reduced, and, if possible, describe the timeline in which such emergency allocation(s) will need to last. In such an emergency, the Town Manager may reallocate funds between departments not exceeding ~~up to~~ a yearly aggregate of 10% of the department budget or \$5000, which ever is less without receiving Select Board approval, but with written notice to the Selectboard including which line item the additional funds will come from and the impact of the reallocation of funds on the departments or functions that will have their spending authority reduced.

1.103.6 All expenditures shall be appropriately allocated to a line item in the approved budget. Any spending for an item that is not included in an approved line item shall require the approval of the Town Manager. ~~Shifting expenditures from one line item to another in any department budget, although not explicitly prohibited, requires explanation to the Selectboard, especially if the expenditure exceeds \$2500.~~

1.113.7 All purchases of goods or services by the Town shall be made in strict accordance with the Purchasing Policy.

Comment [RA38]: I would like to know more about the history with this particular language. Do not see the need for it as written

Comment [HD39]: This section is unnecessary, since the Board has to approve an AP Warrant. Assuming the TM has provided the necessary information to justify such reallocation during an emergency, the Board would have adequate info to approve the AP Warrant regardless of the size/extent of any reallocation.

Comment [C40]: Shifting expenditures from one line item to another is an issue I have a problem with.

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1.123.8 ~~Without exception, the Selectboard must approve any expenditure for a purchase that exceeds \$25,000 or a purchase that requires a written contract, or where the product will not be received or service completed within the fiscal year, prior to any commitment being made by the Town for the purchase; those expenditures required in accordance with the Purchasing Policy (e.g., expenditures related to formal bidding or costs exceeding certain thresholds of cost).~~

1.133.9 Any transfer of funds from a non-wage item to a wage item shall be first approved by the Selectboard.

1.143.10 Any transfer of funds from a wage item to a purchased service shall first be approved by the Selectboard.

~~Quarterly, Monthly, and Annual Financial Reports: The Town Manager will prepare quarterly monthly financial reports for the Selectboard's review and for public dissemination for the first three quarters. In the last quarter of the year he will provide monthly reports. These reports will consist of:~~

Comment [JL41]: Should this refer to Finance Director also?

~~• **Budget report** showing revenues collected and appropriations expended for the previous quarter/month, as well as year-to-date, with the variance from the budgeted amounts for each line item.~~

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~~• **Statement of Revenue, Expenditures, and Changes in Fund Balance** showing revenues and expenditures and the difference between the two, the beginning fund balance for the period and the ending fund balance.~~

~~• **Balance Sheet** showing Town estimated assets less liabilities and fund balance.~~

Comment [JL42]: How is this different from the Budget Report?

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~~The Town Manager will also prepare an **Annual Financial Report**. This report will include financial statements for each of the funds of the Town, as well as appropriate additional disclosures as necessary for the complete understanding of the financial statements presented. In addition, the annual report will include a narrative discussion and appropriate graphics explaining how the Town's current financial position and results of financial activities compare with those of the prior year and with budgeted amounts. This report, together with the most recent independent auditor's account will be reproduced in the Town Report each year.2.11~~

Comment [RA43]: We have an entire policy for this so I think we can remove from this policy

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Financial reporting: applicable financial reporting will be conducted under this policy according to Section 1, Accounting, Auditing, and Financial Reporting Policy.

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Section 12: Gift Policy

Effective: Upon Adoption

Purpose: The purpose of establishing a policy for grants, gifts, and special funds is to provide guidance for the receipt and use of grants and gifts and the creation and use of special funds. This policy does not supplant or replace applicable existing or future policies or guidelines of the Governmental Accounting Standards Board.

Comment [C44]: Need sentence that talks about legislative intent and

Policy: When the Town is afforded the opportunity of grant awards, gifts (e.g. land, personal property, goods and services) creation or donation to special funds (e.g. bequests or restricted funds), or gifts (either monies or material) deemed too restrictive prior to any acceptance the Town will give full consideration to assure community benefit and avoid undue adverse costs to the Town.

Authority:

17 VSA section 2664

Governmental Accounting Standards Board (GASB) *Statement No. 54, Fund Balance Reporting and Governmental Fund Type* contains the following definition: “Committed fund balance—Amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.”

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24 V.S.A. section 143-503 (c)(2)

Title 24 V.S.A. section 1233

24 V.S.A. section 1236

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Procedures:

1. This policy does not apply to reserve/designated funds established in accordance with 24 V.S.A. section 2804, covered in Selectboard Balanced Budget Policy.

2. Grants and Gifts consistent with budgeted programs:

2.1 Consistent with budgeted programs means that there is a budget line item or reserve/designated fund that monies could be spent from to accomplish the purpose of the grant or gift.

2.2 Gifts and grants in this category shall be managed in accordance with Selectboard Balanced Budget Policy, Fund Balance Reserve Policy, Capital Program and Budget Policy.

2.3 Appropriated monies within this category shall be spent within the timeframe specified in the Town Meeting appropriation article (gross spending Town budget), normally within the current fiscal year, with encumbrances handled as specified in the Balanced Budget Policy.

2.4 Grants and gifts within this category shall be spent within the timeframe and for the purposes specified in the grant or gift.

3. Grants and Gifts not consistent with budgeted programs:

3.1 Grants and gifts not consistent with budgeted programs means that there is not a budget line item or reserve/designated fund that monies could be spent from to accomplish the purpose of the grant or gift.

3.2 In addition to the requirements in the Balanced Budget Policy, Fund Balance Reserve Policy, Capital Program and Budget Policy, no grant or gift in this category shall be applied for or accepted without prior approval of the Selectboard. Before applying for or accepting a grant or gift, the Town Manager shall provide the Selectboard with a written request that details the potential source and amount of the grant or gift, the timeframe for receiving and spending the grant or gift, the purpose and conditions of the grant or gift, the impact on Town functions, employees and services and other information that will help the Selectboard review the request for approval for or accepting the grant or gift.

- 3.3 Grants and gifts within this category shall be spent within the timeframe and for the purposes specified in the grant or gift.
- 3.4 Grants and gifts within this category shall be reported separately in the annual Town Report and contain the following information:
 - a. The source of the grant or gift
 - b. The purpose of the grant or gift
 - c. All expenditures of monies associated with the grant or gift

4. Special Funds

- 4.1 Special funds shall be spent within the timeframe and for the purposes specified when Town Meeting or the Selectboard established the special fund.
- 4.2 ~~Special~~ The Town Manager, in consultation with the Town Service Officer, is authorized to expend special funds for poor relief and citizen assistance within the limit of available funds in the Citizen Assistance Fund specifically for Norwich residents in need.

The foregoing Master Financial Policy is adopted by the Norwich Selectboard, this ____ day of ____, 2019 and is effective as of this date until amended or repealed.

John Pepper, Chair

John Langhus

Claudette Brochu, Vice-Chair

Mary Layton

Roger Arnold

Understood and Agreed
Herbert A. Durfee III, Town Manager

Town of Norwich
Master Financial Policy
Adopted: [DATE]

Understood and Agreed
Cheryl A. Lindberg, Treasurer

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Town of Norwich
Master Financial Policy
Adopted: [DATE]

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