

**Agenda for the Selectboard Meeting Wednesday, September 25, 2019 6:30 PM
Tracy Hall, Multipurpose Room**

1. Approval of Agenda - change order/defer items (Action required)
2. Public Comment for Items Not on the Agenda - Consider accepting comments in items on the agenda-will require majority approval by board (Discussion)
3. *Consent Agenda - Approve in bulk or pull out items for discussion (Action/motion required)
 - a. Correspondence
 - i. Hanover Finance committee on proposed reconstitution of Dresden Finance
 - ii. Chris Katucki - suggested changes in parking ordinance
 - iii. Climate Emergency resolution
 - iv. Gerry Tolman – offer of IT assistance
 - b. Minutes 9/11/19
4. *Accounts Payable - receive and review (Action) Motion required
5. August 2019 Rev/Expense Report (Discussion)
6. *Year-End (pre-audit) Financial Statements. (Discussion)
 - a. TM high level commentary/significant changes
 - b. Role of Finance Committee on YE financials, if any. Input from FC. What/how to contribute to discussion
7. Town Manager Report – Project Updates / Information Sharing (Discussion / Action)
 - a. *Beaver Meadow Road Sidewalk Expansion Scoping Study - Project Commitment (Action)
 - b. Plastic recycling
 - c. Gile Mt parking and signage
 - d. EV charging station
 - e. Nor-witch race update
 - f. Generator(s)
 - g. Other updates
8. *Policies (Discussion / Action) Motions required
 - a. Financial Policies – 2nd reading with proposed adoption 10/9/2019
 - b. Draft Cyber Security Policy – 1st review; excluded from 2nd reading of financial policies
 - c. Sexual Harassment policy – 2nd reading / possible adoption
 - d. Banner Policy – 2nd reading / possible adoption
9. Financial Investigation(s) – possible executive session (Discussion)
10. End of Meeting Debrief (Discussion)
11. Future agenda items
 - a. Planning Commission numbers
 - b. Policy work -Financial/banner/sexual harassment/social media
 - c. Animal Ordinance
 - d. Healthcare premium increase
 - e. Climate Emergency resolution
 - f. FC involvement in budget discussions
 - g. FC feedback on Financial policies

- h. financial tools upgrades
- i. MCS septic

12. Adjournment (Action)

* Indicates agenda items with related documents in meeting packet

Next Regular Meeting – September 25, 2019 at 6:30 PM

To receive email notices of Selectboard meetings and hearings, agendas, minutes and other notices, send an email to manager-assistant@norwich.vt.us requesting to be placed on the Town Email List.

3a.i HANOVER
9/11/19
SELECT BOARD

DRAFT DISCUSSION POINTS

August 8, 2019

Discussion points prepared by Hanover Finance Committee Chair Kari Asmus and member Carey Callaghan with respect to the status of the Dresden Finance Committee - to be shared with the Norwich School and Select boards, at meeting dates to be confirmed.

At this time, and for the past several years, a Dresden Finance Committee, to be comprised of the members of the Hanover and Norwich Finance Committees, has not existed for lack of Norwich Finance Committee participation and/or membership. While it is our understanding that a Norwich Finance Committee has been re-established, we also understand that the NFC does not currently work on school related matters.

We, and the other members of the Hanover Finance Committee, are requesting that the Norwich School and Select boards work together to establish a Norwich Finance Committee which can be a partner with the Hanover Finance Committee in the re-formation of the Dresden Finance Committee. Further, we stand ready to assist in this effort through a discussion of the HFC governance structure, role and responsibilities, and through sharing our experience and materials to the extent they can be helpful to current or new NFC members.

Our rationale for this request is as follows:

1. Such a Dresden Finance Committee is required under the articles of agreement between Hanover and Norwich in accordance with the interstate compact (as revised 12/17/02). The relevant passage is excerpted at the end of this document.
2. We believe that the voters of both Norwich and Hanover would be best served in making decisions with respect to Dresden district financial and budget matters by having a Dresden Finance Committee in effect. Through the participative process that a finance committee enters into, by the information that can be subsequently presented, and occasionally through useful suggestions / corrections, we believe a functioning DFC can add real value to our communities.
3. A finance committee with representatives of Norwich as well as Hanover is positioned to share information amongst its members on respective state and local matters that may impact the combined district's fiscal sustainability. While the Dresden School Board also shares this perspective owing to having members from both towns, it may not be as well versed in town specific finances and may not be as focused on overall local and statewide fiscal issues.

If there is not to be a Norwich Finance Committee functioning in this capacity, the HFC alternatively suggests that the articles of agreement be amended, through warrant articles in each town, to reflect the reality that a Dresden Finance Committee cannot be formed at this time.

December 17, 2002

ARTICLES OF AGREEMENT BETWEEN HANOVER AND NORWICH

IN ACCORDANCE WITH NEW HAMPSHIRE-VERMONT INTERSTATE SCHOOL COMPACT
(NEW HAMPSHIRE REVISED STATUTES ANNOTATED, CHAPTER 200-B)

L. 5). There is hereby established the Dresden Finance Committee which shall consist of the members of the Hanover Finance Committee and the Norwich Finance Committee. The Dresden Finance Committee shall have the same duties and responsibilities with respect to the budget of the Dresden School District as the Hanover and Norwich Finance Committees have with respect to the budgets of their respective towns and school districts.

From: claudette brochu <cbrochu30@gmail.com>
Sent: Thursday, September 12, 2019 8:31 PM
To: John Pepper; John Langhus; Mary Layton; Roger Arnold; Miranda Bergmeier; Herb Durfee
Subject: Gile Mt parking

FYI from Chris Katucki.

Miranda, please include in the next packet as correspondence.

C

Hi Claudette and Herb:

I don't know if parking on Turnpike Road, near Gile Mountain is on the agenda for September 11. If so, in an attempt at being helpful, I drafted language to add to the existing parking ordinance at <http://norwich.vt.us/wp-content/uploads/2012/06/parkingordinance.pdf>

At page 2, replace the paragraph under the heading TURNPIKE ROAD with:

Area 1. Both sides of Turnpike Road: from the east edge of the Huntley Meadow land, westerly along both the north and south sides of Turnpike Road to the intersection of Turnpike Road and Moore Lane.

Area 2. Boths sides of Turnpike Road, beginning at the driveway to the Gile Mountain Trailhead and extending a distance of 500 feet in both directions, for a total distance of 1000 feet.

I used the verbiage from US Route 5 South as a model. The distance of 500 feet is arbitrary. I claim no special expertise.

Kind regards,

Chris

From: Linda Gray <linda.c.gray@gmail.com>
Sent: Tuesday, September 17, 2019 1:21 PM
To: Herb Durfee; John Pepper
Cc: Miranda Bergmeier; Norman Levy; Susan Hardy; Suzanne Leiter; Aaron Lamperti; Robert Gere; Charlie Lindner; Erich Rentz
Subject: Fwd: Climate Emergency Declaration resolution
Attachments: Climate Emergency Decl petition.pdf

Herb and John -- Attached is a PDF of a resolution that the Energy Committee requests be on the Selectboard agenda for September 25.

The background is that a group called Climate Emergency/Citizen's Assembly is working on a plan to have 10-12 towns this fall declare a Climate Emergency. They are targeting a fairly diverse group, both income-wise and geographically. Norwich is among them and a Norwich resident brought the idea to the Norwich Energy Committee at its 8/27 meeting. The Committee decided to develop a concise, Norwich-oriented version of the resolution (attached) for the Selectboard to adopt.

As resolutions are by definition, this is a symbolic statement meant to push-support-demand strong statewide policies on the climate crisis. By the vote on Article 34, Norwich residents have already committed to local actions; by this resolution, we can support state action.

Let me know if you will be able to include this on the 9/25 agenda. Thank you!

Linda
Norwich Energy Committee

Herb Durfee

3a.iv

From: John Pepper <johnpepper91@gmail.com>
Sent: Sunday, September 08, 2019 9:21 PM
To: Miranda Bergmeier
Cc: John Langhus; claudette brochue; Layton Mary; Roger Arnold; Herb Durfee
Subject: Fwd: Unusual activity

PLEASE INCLUDE IN NEXT PACKET IN CORRESPONDENCE.

I have responded to Gerry and thanked him for offering assistance.

Begin forwarded message:

From: Mary Layton <marydlayton@gmail.com>
Subject: Fwd: Unusual activity
Date: September 3, 2019 at 9:56:34 AM EDT
To: John Pepper <johnpepper91@gmail.com>

Sent from my iPhone

Begin forwarded message:

From: "Gerry Tolman" <gtolman@att.net>
Date: September 2, 2019 at 11:26:12 PM EDT
To: "Mary Layton" <marydlayton@gmail.com>
Cc: <jpepper@norwich.vt.us>
Subject: Unusual activity

Mary,

Just a note to let you know that if the town needs some IT expertise to help out with the current problems you can call on me.

Before retiring, I was responsible for managing systems that performed SWIFT wire transfers, ACH money transfers and the like through Bank of America online systems so I'm familiar with security management related to such systems.

Although I realize that more may be being done in response to these transactions than is being publicized, I am concerned that the activity was/is? taking place in real-time and apparently was not immediately blocked, that there were apparently no daily balancing procedures followed to detect such activity before Cheryl noticed it, and that as of Friday's Valley News some investigating was being deferred to Tuesday which is unacceptable in today's 24/7 world.

I am further concerned that the town's systems and procedures evidently have holes that allowed such activity to be successful. Steps should be taken immediately to preserve all available system activity logs

in order to facilitate forensic investigations. Once the immediate problems are addressed, I would suggest that there be a complete systems and procedures audit performed.

-Gerry Tolman

DRAFT Minutes of the Selectboard Meeting of
Wednesday, September 11, 2019 at 6:30 pm

(36)

Members present: John Pepper, Chair; Claudette Brochu, Vice Chair; Roger Arnold; John Langhus; Mary Layton; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 12 people in the audience.

Also participating: Kris Clement, Don McCabe, Eliza Hamm, Linda Cook, Christine Pinello, Carey Callaghan, Kari Asmus, Omer Trajman, Cheryl Lindberg, and Police Chief Jennifer Frank.

1. Approval of Agenda. Selectboard (SB) members agreed to amend the agenda to move agenda item #9 (re: stray/abandoned animals) to a point earlier in the meeting, just after item #4. SB members also agreed to add an agenda item (4a) just after the stray/abandoned animals discussion, in order to discuss the Dresden Finance Committee.
2. Public Comment. Kris Clement asked if the Planning Commission (PC) plans to fill the vacancy created when Steve Thoms resigned from the commission in July 2019. SB members said that the PC will need to decide that, and the TM's office will advertise the opening if one exists.
3. Family Place Request for Alcohol Policy Waiver. Don McCabe spoke briefly on behalf of the Family Place, in support of their request. Langhus **moved** (2nd Layton) to grant The Family Place a waiver to the Norwich alcohol policy, in order to serve alcohol at the Gingerbread Festival the evening of December 6, 2019. **Motion approved unanimously.**
4. Nor'east Trail Runs Request for Clarification. Eliza Hamm spoke on behalf of Nor'east Trail Runs, a company that seeks to present a marathon race in Norwich on October 27, 2019. Hamm said that they had a small event last year and are looking to repeat the event again in 2019. Hamm said that her company has reached out to the Police Chief seeking approval. Layton said that safety is a primary concern. Pepper asked how big this year's event will be. Hamm said they have received approximately 70 registrations thus far. Durfee said that he will talk to the Police Chief about the status of the company's request.
9. Impounding & Stray/Abandoned Animals. Layton said that she doesn't know what state legislation there is regarding cats, and said that the SB needs to consider the health of town cats and also the costs to the town. Arnold asked how common it is for towns to include cats in their animal control ordinance. Brochu said she does not want a hard and fast number for vet services; Brochu wants to talk about the issue at the time if the town goes over budget. Arnold said he thinks that the SB's job should be more to handle the animal control ordinance and not be drafting an agreement with a vendor. Arnold said he would help develop a draft of the ordinance for SB review. SB members agreed to continue to pay Dr. Christine Pinello (veterinarian) for her services as the need arises, pending development of an updated animal control ordinance. Linda Cook thanked Pinello for her services; Cook also said that she thinks the current system is working fine. Pinello said that she is looking forward to working with the SB to develop the animal ordinance.
- 4a. Dresden Finance Committee – Status. Carey Callaghan, a member of the Hanover Finance Committee, distributed to the SB a set of written draft discussion points regarding re-forming the Dresden Finance Committee (DFC). Callaghan said that the DFC existed in the past, and was comprised of members from Norwich and from Hanover; the DFC worked on Dresden School District budget issues. During the last several years the DFC has not existed, for lack of Norwich participants/members, and the Hanover Finance Committee has been the only body working on

budget issues. Callaghan would like to have input from Norwich citizens. Kari Asmus, Chair of the Hanover Finance Committee, talked about the history and structure of the DFC and also the duties of the DFC. Callaghan and Asmus said they have talked to the Norwich School Board, and the school board is open to re-establishing the DFC. Layton suggested that maybe there would be some people involved in the Marion Cross School who would be interested in serving on the DFC. Omer Trajman, Chair of the Norwich Finance Committee (NFC), said that the NFC talked about the DFC at one point but did not continue to discuss the matter past that brief conversation. Cheryl Lindberg said that she strongly believes there should be Norwich representation on the DFC. Arnold asked if it is important for the DFC be comprised of people who are already members of the NFC. Callaghan said that he thinks it is best for the DFC to be comprised of town finance committee members, so that the same people are doing both the town and school budgets.

5. Consent Agenda. Langhus **moved** (2nd Brochu) to approve the consent agenda. **Motion approved unanimously.** Linda Cook said that she wants the SB to seek public input about VLCT's legislative advocacy for increased local control.

6. Board to Sign Accounts Payable/Warrants. Langhus **moved** (2nd Brochu) to approve check warrant #20-06 for General Fund in the amount of \$621.26. **Motion approved unanimously.** Langhus **moved** (2nd Brochu) to approve check warrant #20-05 for General Fund in the amount of \$88,514.91. **Motion approved unanimously.** Langhus **moved** (2nd Arnold) to approve check warrant #19/20 for General Fund in the amount of \$4,634,571.62 with the coding correction noted for check number 7951, and Land Management Council Fund in the amount of \$845.04. **Motion failed unanimously.** Layton said she is uncomfortable with the fact that no Finance Director has signed the warrant. Langhus agreed, and said he would like to see all of these expenditures audited. Pepper and Langhus said they would like to see future reports in a different format that will be manipulable to make it easier to interpret the information provided. Brochu said that she would like, going forward, to have the warrants sorted by department so it's easier to track budget spending. Pepper agreed and asked also for sorting by descending dollar amount. Kris Clement said that most of the companies she is familiar with use checks and not ACHs.

7. Town Manager Report.

a. Appoint Town Manager as Delegate for VLCT Annual Meeting. Langhus **moved** (2nd Brochu) to appoint the Town Manager as the voting delegate for Norwich at the 2019 VLCT Annual Business Meeting. **Motion approved unanimously.**

b. Union Negotiations. Durfee said that union negotiations have gotten back on track recently. SB members agreed to have Brochu and Layton serve as SB liaisons with the Town Manager regarding union negotiations. (no executive session was necessary)

8. Town Finances.

a. Financial Policies. Layton said that this 1st draft of Financial Policies is good and she is seeing the need to add to it, as well. Arnold said that he wants procedures to be part of the policies. Brochu offered comments on Section 11. Langhus **moved** (2nd Layton) to conduct the 2nd reading with possible adoption of the Town of Norwich Master Financial Policy, as presented and amended in this meeting, at the September 25, 2019 SB meeting. **Motion approved unanimously.**

b. Financial Issues, If Update is Available. Brochu asked if there was an update available on the financial issues. Durfee said that he had nothing new to report. Jennifer Frank, Norwich Police Chief, said the investigative update she released recently was also sent out by the Town Manager's office. Brochu asked if there is a timeline for when we will know more about the BEC case and can release

more information. Frank said that she has no way to give a time estimate.

c. FY 2020-21 Budget Schedule. Brochu asked what impact this will have on budget development for the next fiscal year. Durfee said that the SB will get a first draft of the complete budget, at the latest, for the 1st meeting of November. The format will be in a 3-ring binder. SB members discussed the schedule for meetings when the SB will work on the FY21 budget.

d. FY 2019 Year-End Financial Position. Langhus would like to see a report from the Finance Office showing a FY19 year-end report.

e. NEMRC Bulk Time Purchase Agreement. Langhus **moved** (2nd Brochu) to authorize the Town Manager to enter into the Bulk Time Purchase Agreement with NEMRC for the provision of consultation services for the Town Finance Department in the amount of \$9,408.00, with such spending to allocated to the Finance payroll budget line item and taken from the Finance Assistant wage line item. **Motion approved unanimously.**

11. Adjournment. SB members agreed that Brochu will compile input from other SB members regarding the next meeting agenda, and will submit the completed agenda to the Town Manager's office for posting.

At 9:09 pm, Langhus **moved** (2nd Arnold) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 9:09 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2019

John Pepper
Selectboard Chair

Next Meeting – September 25, 2019 – Regular Meeting at 6:30 PM

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD.

09/20/19

Town of Norwich Accounts Payable

02:28 pm

Check Warrant Report # 20-07 Current Prior Next FY Invoices For Fund (FIRE APPARATUS FUND)

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DFlies

All Invoices For Check Acct 03(General) 09/25/19 To 09/25/19

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
FIRESTORE THE FIRE STORE	08/14/19	FD-BOOTS 1951159003	06-5-555322.00 FIRE EQUIPMENT PURCHASES	594.50	-----	--/--/--
FIRESTORE THE FIRE STORE	07/26/19	FD-SURVIVOR LIGHTS E1864664	06-5-555322.00 FIRE EQUIPMENT PURCHASES	368.36	-----	--/--/--
FIRESTORE THE FIRE STORE	07/30/19	FD-BOOTS E1864664001	06-5-555322.00 FIRE EQUIPMENT PURCHASES	332.49	-----	--/--/--
Report Total				1295.35		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****1,295.35
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

Denna Flies

TOWN MANAGER:

Herb Durfee Town Manager

MIL CHIEF CLERK

INTERIM TOWN MANAGER
09-20-19 @ 1:36 PM

SELECTBOARD:

John Langhus

Roger Arnold

Claudette Brochu

John Pepper, Chair

Mary Layton

09/20/19

02:28 pm

Town of Norwich Accounts Payable

Check Warrant Report # 20-07 Current Prior Next FY Invoices For Fund (General)

All Invoices For Check Acct 03(General) 09/25/19 To 09/25/19

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DFlies

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	08/19/19	DPW-CREDIT FOR RETURN 03133	01-5-703403.00 PARTS & SUPPLIES	-16.80	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	08/28/19	DPW-RELAY 03474	01-5-703403.00 PARTS & SUPPLIES	63.95	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	09/10/19	DPW-BATTERY 03995	01-5-703403.00 PARTS & SUPPLIES	311.98	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	08/26/19	DPW-TRUCK 12 INSP PARTS 08/26/2019	01-5-703403.00 PARTS & SUPPLIES	712.59	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	09/16/19	DPW-BRAKE CAN 18413	01-5-703403.00 PARTS & SUPPLIES	308.56	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	09/17/19	DPW-BACK UP ALARM 18431	01-5-703403.00 PARTS & SUPPLIES	26.77	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	08/08/19	DPW-HOLDER PARTS 62459	01-5-703403.00 PARTS & SUPPLIES	16.80	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	09/10/19	DPW-ALTERNATOR 63389	01-5-703403.00 PARTS & SUPPLIES	202.48	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	06/28/19	DPW-RETURN CREDIT 74073	01-5-703403.00 PARTS & SUPPLIES	-17.99	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	07/29/19	FD-BACK UP ALARM 74821	01-5-555528.00 FIRE TRK R & M	240.21	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	08/22/19	DPW-BACK UP ALARM 75370	01-5-703403.00 PARTS & SUPPLIES	29.89	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	08/28/19	DPW-HYDRAULIC FITTINGS 75537	01-5-703403.00 PARTS & SUPPLIES	88.92	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	08/28/19	DPW-TRUCK 12 INSP LIST 75540	01-5-703403.00 PARTS & SUPPLIES	65.02	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	09/16/19	PD-WASHER FLUID 76144	01-5-500306.00 CRUISER MAINT	27.54	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	08/29/19	DPW-HYDRAULICS HOLDER 88873	01-5-703403.00 PARTS & SUPPLIES	171.58	8068	09/25/19
ADVANCE	ADVANCE AUTO PARTS	08/29/19	DPW-RELAY 88882	01-5-703403.00 PARTS & SUPPLIES	18.85	8068	09/25/19
ANYTIME	ANYTIME CARPET CARE & CLE	08/31/19	PD-CLEANING 8/24 & 8/31 964817	01-5-485304.00 CLEANING	360.00	8070	09/25/19
ARC	ARC MECHANICAL CONTRACTOR	08/30/19	TH-A/C LEAK 16533	01-5-706113.00 REPAIRS & MAINTENANCE	412.00	-----	--/--/--
ARTHUR	OLDCASTLE APG	08/26/19	DPW-CATCH BASINS 421488818	01-5-703209.00 CULVERTS & ROAD SUPPLIES	301.80	8071	09/25/19
BAYSTATE	BAY STATE ELEVATOR CO.	07/01/19	TH-JULY ELEVATOR 507107	01-5-706107.00 ELEVATOR MAINTENANCE	261.26	-----	--/--/--
BAYSTATE	BAY STATE ELEVATOR CO.	08/01/19	TH-AUG 2019 ELEVATOR 509555	01-5-706107.00 ELEVATOR MAINTENANCE	261.26	-----	--/--/--
BAYSTATE	BAY STATE ELEVATOR CO.	09/01/19	TH-SEPTEMBER ELEVATOR 512083	01-5-706107.00 ELEVATOR MAINTENANCE	261.26	-----	--/--/--
BCBS	BLUE CROSS/BLUE SHIELD OF	09/01/19	OCTOBER HEALTH INSURANCE 094907945	01-5-005123.00 HEALTH INSUR	4422.16	8072	09/25/19
BCBS	BLUE CROSS/BLUE SHIELD OF	09/01/19	OCTOBER HEALTH INSURANCE 094907945	01-5-100123.00 HEALTH INS	2458.69	8072	09/25/19
BCBS	BLUE CROSS/BLUE SHIELD OF	09/01/19	OCTOBER HEALTH INSURANCE 094907945	01-5-350123.00 HEALTH INS	1137.26	8072	09/25/19

09/20/19

02:28 pm

Town of Norwich Accounts Payable

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Check Warrant Report # 20-07 Current Prior Next FY Invoices For Fund (General)

DFlies

All Invoices For Check Acct 03(General) 09/25/19 To 09/25/19

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BCBS	BLUE CROSS/BLUE SHIELD OF	09/01/19	OCTOBER HEALTH INSURANCE 094907945	01-5-425123.00 HEALTH INS	2211.08	8072	09/25/19
BCBS	BLUE CROSS/BLUE SHIELD OF	09/01/19	OCTOBER HEALTH INSURANCE 094907945	01-5-555123.00 HEALTH INSURANCE	1604.40	8072	09/25/19
BCBS	BLUE CROSS/BLUE SHIELD OF	09/01/19	OCTOBER HEALTH INSURANCE 094907945	01-5-704123.00 HEALTH INSURANCE	2083.55	8072	09/25/19
BCBS	BLUE CROSS/BLUE SHIELD OF	09/01/19	OCTOBER HEALTH INSURANCE 094907945	01-5-500123.00 HEALTH INS	4973.27	8072	09/25/19
BCBS	BLUE CROSS/BLUE SHIELD OF	09/01/19	OCTOBER HEALTH INSURANCE 094907945	01-5-703123.00 HEALTH INSUR	6953.06	8072	09/25/19
BESTSEPT	BEST SEPTIC SERVICE, LLC	09/01/19	TS-PORTA POTTY 17919	01-5-705500.00 PURCHASED SERVICES	130.00	8073	09/25/19
CASELLA	CASELLA WASTE SERVICES	09/01/19	TS-AUGUST 19 RECYCLING 0511775	01-5-705305.00 RECYCLING	3192.27	-----	--/--/--
CASELLA	CASELLA WASTE SERVICES	09/01/19	TS-AUGUST 19 RECYCLING 0511775	01-5-705308.00 FOOD WASTE DISPOSAL	562.90	-----	--/--/--
CASELLA	CASELLA WASTE SERVICES	09/01/19	TS-AUG MUN SOLID WASTE 0511776	01-5-705303.00 MUNICIPAL SOLID WASTE	4780.50	-----	--/--/--
CASELLA	CASELLA WASTE SERVICES	09/01/19	TS-AUG MUN SOLID WASTE 0511776	01-5-705306.00 C & D WASTE DISPOSAL	1737.79	-----	--/--/--
CHADWICK	CHADWICK-BAROSS INC	08/28/19	DPW-HOLDER HYDRAULICS C50062	01-5-703403.00 PARTS & SUPPLIES	3900.53	8074	09/25/19
CHADWICK	CHADWICK-BAROSS INC	08/28/19	DPW-HYDRAULIC REPAIRS G53212	01-5-703401.00 OUTSIDE REPAIRS	912.75	8074	09/25/19
CHILDSUPP	OFFICE OF CHILD SUPPORT	09/18/19	CHILD SUPPORT PPE 9/21/19 PPE 9/21/19	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	8075	09/25/19
COMCAST	COMCAST	08/20/19	DPW-TRIPLE PLAY 0028756 8/20	01-5-703505.00 TELEPHONE	107.43	8076	09/25/19
COMCAST	COMCAST	09/01/19	PUBSFTY-TRIPLE PLAY 27121OCT2019	01-5-485238.00 PHONE & INTERNET	341.08	8076	09/25/19
COMCAST	COMCAST	09/19/19	GEN ADMIN-FIXED IP OCT 19	01-5-275632.00 SERVER MAINTENANCE	19.95	8076	09/25/19
CONNCH	CHRISTOPHER CONNER	09/10/19	DPW-TRAINING MILEAGE 9/10/19	01-5-703515.00 ADMINISTRATION	89.03	8077	09/25/19
COTT	COTT SYSTEMS INC	10/01/19	TC-OCTOBER HOSTING 130366	01-5-100613.00 SOFTWARE	260.00	-----	--/--/--
CRICKET'S	CRICKET'S PAINT & AUTO PA	08/14/19	DPW-CABLE TIES 749693	01-5-703403.00 PARTS & SUPPLIES	27.99	8078	09/25/19
CRICKET'S	CRICKET'S PAINT & AUTO PA	08/21/19	DPW-OIL DRY 750320	01-5-703507.00 SUPPLIES	59.94	8078	09/25/19
CRYSTAL	CRYSTAL ROCK, LLC	08/20/19	DPW,TS-WATER 082019	01-5-703507.00 SUPPLIES	12.00	-----	--/--/--
CRYSTAL	CRYSTAL ROCK, LLC	08/20/19	DPW,TS-WATER 082019	01-5-705403.00 PARTS & SUPPLIES	16.00	-----	--/--/--
DAVES	DAVE'S STARTER & ALTERNAT	08/21/19	PD-BATTERY 1008878	01-5-500306.00 CRUISER MAINT	306.00	8079	09/25/19
ECONO	ECONO SIGNS, LLC	09/05/19	DPW-TRACTOR SYMBOL 10-955471	01-5-703217.00 SIGNS	128.46	8080	09/25/19
EVANSMOTO	EVANS GROUP, INC.	07/08/19	DPW-201 G DIESEL 0000939-IN	01-5-704405.00 PETROLEUM PRODUCTS	440.61	-----	--/--/--

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
EVANSMOTO	07/22/19	EVANS GROUP, INC. DPW-700 G DIESEL 0001312-IN	01-5-704405.00 PETROLEUM PRODUCTS	1513.89	-----	--/--/--
EVANSMOTO	08/05/19	EVANS GROUP, INC. DPW-326 G DIESEL 0001670-IN	01-5-704405.00 PETROLEUM PRODUCTS	705.27	-----	--/--/--
EVANSMOTO	08/19/19	EVANS GROUP, INC. DPW-701 G DIESEL 0002045-IN	01-5-704405.00 PETROLEUM PRODUCTS	1464.74	-----	--/--/--
EVANSMOTO	09/04/19	EVANS GROUP, INC. DPW-680 G GAS 0002460-IN	01-1-004102.00 PREPAID EXPENSES	2019.80	-----	--/--/--
FERGUSON	07/22/19	FERGUSON WATERWORKS DPW-STRAW SILTBOX 0899692	01-5-703209.00 CULVERTS & ROAD SUPPLIES	509.62	-----	--/--/--
FIRESTORE	08/28/19	THE FIRE STORE FD-RADIO HOLDER 1969691	01-5-555422.00 FIRE TOOLS & EQUIPMENT	45.58	-----	--/--/--
FIRESTORE	08/28/19	THE FIRE STORE FD-BATTERIES 1969713	01-5-555424.00 EMS TOOLS/ EQUIP	50.09	-----	--/--/--
FOGGS	06/10/19	FOGG'S HARDWARE AND BUILD PD-KEYS 856466	01-5-500308.00 CRUISER SUPPLIES	4.58	8081	09/25/19
FOGGS	06/17/19	FOGG'S HARDWARE AND BUILD TS-SUPPLIES 857102	01-5-705403.00 PARTS & SUPPLIES	25.45	8081	09/25/19
FOGGS	06/19/19	FOGG'S HARDWARE AND BUILD REC-NAILS 857464	01-5-425330.00 REPAIRS & MAINT	35.80	8081	09/25/19
FOGGS	06/25/19	FOGG'S HARDWARE AND BUILD REC-NAIL CREDIT 857882	01-5-425330.00 REPAIRS & MAINT	-24.17	8081	09/25/19
FOGGS	08/07/19	FOGG'S HARDWARE AND BUILD TS-SUPPLIES 861534	01-5-705403.00 PARTS & SUPPLIES	34.46	8081	09/25/19
FOGGS	08/13/19	FOGG'S HARDWARE AND BUILD DPW-AUGER 862021	01-5-703513.00 TOOLS	6.93	8081	09/25/19
FOGGS	08/14/19	FOGG'S HARDWARE AND BUILD DPW-RRFB- CLAMPS 862095	01-5-703217.00 SIGNS	17.94	8081	09/25/19
FOGGS	08/19/19	FOGG'S HARDWARE AND BUILD DPW-LEVEL 862539	01-5-703513.00 TOOLS	17.99	8081	09/25/19
FOGGS	08/22/19	FOGG'S HARDWARE AND BUILD DPW-SAKRETE RRFB'S 862844	01-5-703217.00 SIGNS	5.76	8081	09/25/19
FOGGS	08/22/19	FOGG'S HARDWARE AND BUILD DWP-SAKRETE RRFB'S 862879	01-5-703217.00 SIGNS	16.42	8081	09/25/19
FOGGS	08/27/19	FOGG'S HARDWARE AND BUILD DPW-SAKRETE CATCH BASIN 863266	01-5-703209.00 CULVERTS & ROAD SUPPLIES	40.32	8081	09/25/19
FOGGS	08/29/19	FOGG'S HARDWARE AND BUILD TS-PRESSURE TREATED WOOD 863411	01-5-705411.00 REPAIRS & MAINTENANCE	27.75	8081	09/25/19
FRANK	09/18/19	JENNIFER FRANK PD-CAMERA, FOOD 09/18/19	01-5-500581.00 DUES/MTGS/EDUC	24.14	-----	--/--/--
FRANK	09/18/19	JENNIFER FRANK PD-CAMERA, FOOD 09/18/19	01-5-500202.00 COMMUNITY RELATNS	71.97	-----	--/--/--
FREIGHTNH	08/28/19	FREIGHTLINER OF NEW HAMPS DPW-TRUCK #4 REPAIR LR39277	01-5-703401.00 OUTSIDE REPAIRS	6000.34	8082	09/25/19
GRAYLIN	09/10/19	LINDA GRAY ENER COMM-BANNER REIMB 9/10/19	01-5-005701.20 ENERGY COMMITTEE	40.23	-----	--/--/--
GRAYLIN	09/16/19	LINDA GRAY ENERGY COMM-SUPPLIES 9/16/19	01-5-005701.20 ENERGY COMMITTEE	109.82	-----	--/--/--
HARTFORD	08/31/19	TOWN OF HARTFORD PD-AIRCARDS 10366	01-5-500535.00 VIBRS	132.06	-----	--/--/--

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HAUN	09/01/19	HAUN WELDING SUPPLY, INC. DPW-CYLINDER RENTAL AUG. U528720	01-5-703507.00 SUPPLIES	16.20	-----	--/--/--
HAYNES	09/21/19	DOUGLAS E HAYNES REC-TABLE TENNIS 07/17/19	01-5-425200.00 INSTRUCTOR FEE	229.00	8083	09/25/19
HERBERT	09/06/19	MATTHEW HERBERT FD-EMS TRAINING 9/6/19	01-5-555340.00 EMS EDUC/TRNG	220.00	-----	--/--/--
HOMEDEPOT	08/22/19	HOME DEPOT CREDIT SERVICE B&G-300 FOOT TAPE 9011068	01-5-704403.00 PARTS & SUPPLIES	59.94	8084	09/25/19
HYBELS	09/18/19	RALPH C. HYBELS TAX OVERPAYMENT TAX OVERPAYM	01-2-001148.00 TAX OVERPAYMENTS	1955.14	8085	09/25/19
IMAGING	08/22/19	VALLEY IMAGING & AWARDS TS-STICKERS 20843	01-5-705500.00 PURCHASED SERVICES	609.40	8086	09/25/19
INNOVATIV	08/19/19	INNOVATIVE MUNICIPAL PROD DPW-4287 G DUST CONTROL INV50792	01-5-703205.00 DUST CONTROL	3558.21	-----	--/--/--
INNOVATIV	08/20/19	INNOVATIVE MUNICIPAL PROD DPW-4283 G DUST CONTROL INV50796	01-5-703205.00 DUST CONTROL	3554.89	-----	--/--/--
IRVINGOIL	08/01/19	IRVING ENERGY DISTRIB. & EMERG-52.8 G PROPANE 636899	01-5-575612.00 GENERATOR FUEL	66.42	-----	--/--/--
JAYS	08/19/19	BRENTON K. SOUTHWORTH TH-SEPTIC PUMPING 193025	01-5-706113.00 REPAIRS & MAINTENANCE	650.00	8087	09/25/19
LEBANON	09/20/19	CITY OF LEBANON REC-SOCCER JAMBOREE SOCCER	01-5-425216.00 ENTRY FEE	225.00	8088	09/25/19
LEWELLYNA	09/10/19	ALBERT LEWELLYN, JR. DPW-CDL REIMBURSEMENT 9/10/2019	01-5-703515.00 ADMINISTRATION	90.00	8089	09/25/19
LINCOLN	09/10/19	LINCOLN FINANCIAL GROUP OCTOBER LIFE INSURANCE OCT 2019	01-5-005124.00 DISABILITY/LIFE INSUR	140.21	-----	--/--/--
LINCOLN	09/10/19	LINCOLN FINANCIAL GROUP OCTOBER LIFE INSURANCE OCT 2019	01-5-100124.00 DISABILITY/LIFE INS	114.26	-----	--/--/--
LINCOLN	09/10/19	LINCOLN FINANCIAL GROUP OCTOBER LIFE INSURANCE OCT 2019	01-5-200124.00 DISABILITY/LIFE INS	70.58	-----	--/--/--
LINCOLN	09/10/19	LINCOLN FINANCIAL GROUP OCTOBER LIFE INSURANCE OCT 2019	01-5-350124.00 DISABILITY/LIFE INS	73.14	-----	--/--/--
LINCOLN	09/10/19	LINCOLN FINANCIAL GROUP OCTOBER LIFE INSURANCE OCT 2019	01-5-425124.00 DISABILITY/LIFE INSUR	69.94	-----	--/--/--
LINCOLN	09/10/19	LINCOLN FINANCIAL GROUP OCTOBER LIFE INSURANCE OCT 2019	01-5-704124.00 DISABILITY/LIFE	94.99	-----	--/--/--
LINCOLN	09/10/19	LINCOLN FINANCIAL GROUP OCTOBER LIFE INSURANCE OCT 2019	01-5-500124.00 DISABILITY/LIFE INS	290.25	-----	--/--/--
LINCOLN	09/10/19	LINCOLN FINANCIAL GROUP OCTOBER LIFE INSURANCE OCT 2019	01-5-555124.00 DISABILITY/LIFE INSURANCE	68.05	-----	--/--/--
LINCOLN	09/10/19	LINCOLN FINANCIAL GROUP OCTOBER LIFE INSURANCE OCT 2019	01-5-703124.00 DISABILITY/LIFE	358.37	-----	--/--/--
MAYER	09/10/19	MAYER & MAYER JUDGEMENT ORDER JULY & AUG	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	75.00	8090	09/25/19
MCNEIL	09/03/19	MCNEIL, LEDDY & SHEAHAN, TADMIN-LEGAL 32656	01-5-005300.00 PROFESS SERV	1842.70	8091	09/25/19
MIS 1	09/06/19	LAND AIR EXPRESS DPW-FREIGHT 1179495	01-5-703319.00 PAVEMENT MARKING	553.98	8092	09/25/19
MIS 2	08/19/19	TRAFFIC SAFETY STORE FD-FLARES, CONES INV000704736	01-5-555422.00 FIRE TOOLS & EQUIPMENT	391.38	8093	09/25/19

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MODERN	MODERN CLEANERS & TAILORS	08/31/19 PD-DRY CLEANING 745	01-5-500583.00 UNIFORMS CLEANING	148.00	8094	09/25/19
OVERHEAD	OVERHEAD DOOR OF BURLINGT	08/30/19 FD-GARAGE DOOR 9941776	01-5-555530.00 EQUIPMENT MAINTENANCE	350.75	8095	09/25/19
PARROS	PARROS GUN SHOP & POLICE	08/22/19 PD-HOLSTERS & GEAR 190822-478-0	01-5-500582.00 UNIFORMS	297.99	8096	09/25/19
PARROS	PARROS GUN SHOP & POLICE	08/22/19 PD-HOLSTERS & GEAR 190822-480-0	01-5-500582.00 UNIFORMS	158.99	8096	09/25/19
PARROS	PARROS GUN SHOP & POLICE	08/26/19 PD-HOLSTER & GEAR 190826-484-0	01-5-500582.00 UNIFORMS	216.98	8096	09/25/19
PBA	NEW ENGLAND PBA, INC	09/19/19 UNION- JUNE, JULY, AUGUST 09/19/2019	01-2-001117.00 UNION DUES PAYABLE	1426.00	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	07/12/19 DPW-122.41 T GRAVEL 1035869	01-5-703207.00 GRAVEL & STONE	1071.11	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	07/12/19 DPW-260.19 T GRAVEL 1036041	01-5-703207.00 GRAVEL & STONE	2632.55	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	07/19/19 DPW-3.08 T RAP 1037326	01-5-703207.00 GRAVEL & STONE	107.80	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	07/26/19 DPW-181.79 T GRAVEL 1038751	01-5-703207.00 GRAVEL & STONE	2545.08	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	07/29/19 DPW-22.79 T GRAVEL 1039210	01-5-703207.00 GRAVEL & STONE	319.06	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	08/02/19 DPW-113.09 T GRAVEL 1039694	01-5-703207.00 GRAVEL & STONE	1583.26	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	08/02/19 DOW-92.47 T GRAVEL 1039708	01-5-703207.00 GRAVEL & STONE	1059.23	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	08/06/19 DPW-31.41 T GRAVEL 1040581	01-5-703207.00 GRAVEL & STONE	394.54	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	08/06/19 DPW-113.68 T GRAVEL 1040870	01-5-703207.00 GRAVEL & STONE	1591.54	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	08/06/19 DPW-56.31 T GRAVEL 1040877	01-5-703207.00 GRAVEL & STONE	492.71	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	08/09/19 DPW-22.26 T GRAVEL 1041437	01-5-703207.00 GRAVEL & STONE	194.78	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	08/13/19 DPW-147.58 T GRAVEL 1042277	01-5-703207.00 GRAVEL & STONE	1291.34	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	08/16/19 DPW-44.27 T GRAVEL 1042606	01-5-703207.00 GRAVEL & STONE	387.37	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	08/16/19 DPW-206.71 T GRAVEL 1043026	01-5-703207.00 GRAVEL & STONE	2552.90	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	08/16/19 DPW-97.11 T GRAVEL 1043030	01-5-703207.00 GRAVEL & STONE	970.53	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	08/20/19 DPW-252.13 T GRAVEL 1043276	01-5-703207.00 GRAVEL & STONE	3473.09	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	08/20/19 DPW-73.71 T GRAVEL 1043277	01-5-703207.00 GRAVEL & STONE	644.97	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	08/20/19 DPW-42.5 T GRAVEL 1043713	01-5-703207.00 GRAVEL & STONE	371.87	-----	--/--/--
PIONEERMA	PIONEER MANUFACTURING CO	09/05/19 DPW-REC FIELD CORNER MARK 735338	01-5-704403.00 PARTS & SUPPLIES	179.95	-----	--/--/--

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
PITNEY	PITNEY BOWES	08/30/19 GEN ADMIN-METER RENTAL 3309569407	01-5-275536.00 POSTAGE METER RENTAL	171.21	8097	09/25/19
POWESP	SPENCER POWERS, LLC	08/26/19 CEM COMM-MOWING 8/26/2019	01-5-675500.00 PURCHASED SERVICE	1666.66	8098	09/25/19
POWESP	SPENCER POWERS, LLC	09/03/19 CEM COMM-MOWING 9/3/19	01-5-675500.00 PURCHASED SERVICE	1666.66	8098	09/25/19
RIVERROAD	RIVER ROAD VETERINARY CLI	09/03/19 PD-CAT CARE 340028	01-5-500201.00 ANIMAL CONT/LEASH LAW	304.50	8099	09/25/19
ROYCO	ROYCO DISTRIBUTORS INC	06/17/19 DPW-OIL 143518	01-2-001160.00 ACCOUNTS PAY. YEAR END	619.20	8100	09/25/19
ROYCO	ROYCO DISTRIBUTORS INC	06/24/19 DPW-OIL 143627	01-2-001160.00 ACCOUNTS PAY. YEAR END	665.95	8100	09/25/19
ROYCO	ROYCO DISTRIBUTORS INC	07/12/19 DPW-OIL 143889	01-5-704405.00 PETROLEUM PRODUCTS	1064.85	8100	09/25/19
ROYCO	ROYCO DISTRIBUTORS INC	08/19/19 DPW-OIL 144529	01-5-704405.00 PETROLEUM PRODUCTS	176.25	8100	09/25/19
SANEL	SANEL AUTO PARTS INC	08/21/19 DPW-HOSE FITTINGS 5050313438	01-5-703403.00 PARTS & SUPPLIES	98.91	8101	09/25/19
SENIOR	SENIOR SOLUTIONS	08/14/19 19-20 APPROPRIATION 19-20 APPROP	01-5-800369.00 SENIOR SOLUTIONS	1200.00	8102	09/25/19
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	08/16/19 TH-TG-SOLAR AUG 19	01-5-706101.00 ELECTRICITY	783.60	-----	--/--/--
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	08/16/19 TH-TG-SOLAR AUG 19	01-5-703501.00 ELECTRICITY	64.53	-----	--/--/--
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	09/17/19 TH,TG-SOLAR SEPT 19	01-5-706101.00 ELECTRICITY	783.60	-----	--/--/--
SOLAFLECT	SOLAFLECT SOLAR PARK I, L	09/17/19 TH,TG-SOLAR SEPT 19	01-5-703501.00 ELECTRICITY	64.53	-----	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	08/16/19 TH,PUBSFTY,TS,PD-SOLAR 1908-01	01-5-500204.00 SPEED SIGNS	84.08	-----	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	08/16/19 TH,PUBSFTY,TS,PD-SOLAR 1908-01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	52.55	-----	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	08/16/19 TH,PUBSFTY,TS,PD-SOLAR 1908-01	01-5-705501.00 ELECTRICITY	78.82	-----	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	08/16/19 TH,PUBSFTY,TS,PD-SOLAR 1908-01	01-5-485233.00 ELECTRICITY	310.02	-----	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	09/17/19 TS,TH,PUBSFTY,PD-SOLAR 1909-001	01-5-500204.00 SPEED SIGNS	84.08	-----	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	09/17/19 TS,TH,PUBSFTY,PD-SOLAR 1909-001	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	52.55	-----	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	09/17/19 TS,TH,PUBSFTY,PD-SOLAR 1909-001	01-5-705501.00 ELECTRICITY	78.82	-----	--/--/--
SOLAIV	SOLAFLECT SOLAR PARK IV,	09/17/19 TS,TH,PUBSFTY,PD-SOLAR 1909-001	01-5-485233.00 ELECTRICITY	310.02	-----	--/--/--
STATELINE	STATELINE SPORTS, LLC	09/05/19 REC-NETS 5144	01-5-425322.00 REC FIELD CARE	250.00	8103	09/25/19
TANGREDI	CHRISTINA TANGREDI MICALI	09/19/19 REC-ADULT YOGA 9/19/2019	01-5-425200.00 INSTRUCTOR FEE	999.88	8104	09/25/19
TARRANT	TARRANT, GILLIES & RICHA	08/31/19 TADMIN-LEGAL 12866	01-5-005300.00 PROFESS SERV	650.00	8105	09/25/19

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
TENCO	TENCO INDUSTRIES, INC	08/27/19 DPW-SEALS 6731595	01-5-703403.00 PARTS & SUPPLIES	41.66	-----	--/--/--
TILDEN	TILDEN ELECTRIC, PC	07/25/19 FD-ELECTRIC PROBLEM 23178	01-5-555530.00 EQUIPMENT MAINTENANCE	270.49	8106	09/25/19
TSSAND	TWIN STATE SAND & GRAVEL	08/31/19 DPW-SAND FOR CATCH BASINS 90725	01-5-703209.00 CULVERTS & ROAD SUPPLIES	74.26	8107	09/25/19
UNIFIRST	UNIFIRST CORPORATION	08/19/19 DPW-UNIFORM CLEANING 035 4403079	01-5-703311.00 UNIFORMS	362.40	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	08/19/19 B&G-UNIFORM CLEANING 035 4403445	01-5-704311.00 UNIFORMS	73.21	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	08/26/19 DPW-UNIFORM CLEANING 035 4405240	01-5-703311.00 UNIFORMS	290.40	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	08/26/19 B&G-UNIFORM CLEANING 035 4405608	01-5-704311.00 UNIFORMS	73.21	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/02/19 DPW-UNIFORM CLEANING 035 4407425	01-5-703311.00 UNIFORMS	290.40	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/02/19 B&G-UNIFORM CLEANING 035 4407792	01-5-704311.00 UNIFORMS	73.21	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/09/19 DPW-UNIFORM CLEANING 035 4409628	01-5-703311.00 UNIFORMS	290.40	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/09/19 B&G-UNIFORM CLEANING 035 4409989	01-5-704311.00 UNIFORMS	73.21	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/16/19 DPW-UNIFORM CLEANING 035 4411797	01-5-703311.00 UNIFORMS	290.40	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	09/16/19 B&G-UNIFORM CLEANING 035 4412163	01-5-704311.00 UNIFORMS	73.21	-----	--/--/--
UVEQUIPME	UPPER VALLEY EQUIPMENT RE	08/19/19 DPW-COMPACTOR RENTAL 096932	01-5-703217.00 SIGNS	210.00	8108	09/25/19
UVRESA	UPPER VALLEY REGIONL EMER	09/16/19 FD-SEMINAR FEE FOR 4 297	01-5-555338.00 FIRE EDUC/TRAINING	200.00	8109	09/25/19
UVRESA	UPPER VALLEY REGIONL EMER	09/17/19 FD-MEMBER DUES 321	01-5-555342.00 FIRE DUES/MTGS/EDUC	100.00	8109	09/25/19
VANARMANJ	JAY VAN ARMAN	09/04/19 DPW-6 BALES OF HAY 09/04/2019	01-5-703209.00 CULVERTS & ROAD SUPPLIES	30.00	8110	09/25/19
VERIZWIRE	VERIZON WIRELESS	09/04/19 FD,DPW,PD,TM-CELL PHONES 9837419845	01-5-005532.00 T MNGR CELL PHONE	56.55	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	09/04/19 FD,DPW,PD,TM-CELL PHONES 9837419845	01-5-500501.00 ADMINISTRATION	72.37	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	09/04/19 FD,DPW,PD,TM-CELL PHONES 9837419845	01-5-555625.00 TELEPHONE & INTERNET	25.42	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	09/04/19 FD,DPW,PD,TM-CELL PHONES 9837419845	01-5-703505.00 TELEPHONE	191.15	-----	--/--/--
VMERS	VMERS DB	09/20/19 August Retirement AUGUST 2019	01-5-704126.00 RETIREMENT	372.88	8111	09/25/19
VMERS	VMERS DB	09/20/19 August Retirement AUGUST 2019	01-2-001111.00 VEMRS GRP B PAYABLE	3931.19	8111	09/25/19
VMERS	VMERS DB	09/20/19 August Retirement AUGUST 2019	01-5-500126.00 VT RETIREMENT	1521.03	8111	09/25/19
VMERS	VMERS DB	09/20/19 August Retirement AUGUST 2019	01-2-001113.00 VEMRS GRP C PAYABLE	2078.74	8111	09/25/19

02:28 pm

Check Warrant Report # 20-07 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 09/25/19 To 09/25/19

DFlies

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
VMERS	09/20/19	VMERS DB August Retirement AUGUST 2019	01-5-350126.00 VT RETIREMENT	307.41	8111	09/25/19
VMERS	09/20/19	VMERS DB August Retirement AUGUST 2019	01-5-200126.00 VT RETIREMENT	287.38	8111	09/25/19
VMERS	09/20/19	VMERS DB August Retirement AUGUST 2019	01-5-425126.00 VT RETIREMENT	287.38	8111	09/25/19
VMERS	09/20/19	VMERS DB August Retirement AUGUST 2019	01-5-100126.00 VT RETIREMENT	496.66	8111	09/25/19
VMERS	09/20/19	VMERS DB August Retirement AUGUST 2019	01-5-500126.00 VT RETIREMENT	208.59	8111	09/25/19
VMERS	09/20/19	VMERS DB August Retirement AUGUST 2019	01-5-500126.00 VT RETIREMENT	288.48	8111	09/25/19
VMERS	09/20/19	VMERS DB August Retirement AUGUST 2019	01-5-005126.00 VT RETIREMENT	628.89	8111	09/25/19
VMERS	09/20/19	VMERS DB August Retirement AUGUST 2019	01-5-703126.00 RETIREMENT	1532.93	8111	09/25/19
UTCAREER	09/13/19	VERMONT CAREER FIRE CHIEF PAYMENT OF DUES 9/13/2019	01-4-009555.00 FIRE DEPT. MISCEL	125.00	8112	09/25/19
VTDEC	09/19/19	STATE OF VERMONT DPW-STREAM ALTERATION PER 9/19/19	01-5-703209.00 CULVERTS & ROAD SUPPLIES	200.00	8113	09/25/19
VTMUNI	09/01/19	VERMONT MUNICIPAL ASSESSOR LIST-ASSESSOR AUGUST 1166	01-5-300300.00 PROFESS SERVICES	3118.70	-----	--/--/--
WBMASON	05/10/19	W.B. MASON CO., INC. DPW-TIME CARDS 166221321	01-5-703507.00 SUPPLIES	38.09	-----	--/--/--
WBMASON	05/22/19	W.B. MASON CO., INC. DPW-HANDSET CORD 166558085	01-5-703507.00 SUPPLIES	11.99	-----	--/--/--
WBMASON	05/30/19	W.B. MASON CO., INC. DPW-TONER & BATTERIES 166762646	01-5-703507.00 SUPPLIES	164.94	-----	--/--/--
WBMASON	07/09/19	W.B. MASON CO., INC. DPW-PHONE 2000675442	01-5-703507.00 SUPPLIES	162.99	-----	--/--/--
WBMASON	07/02/19	W.B. MASON CO., INC. DPW-WORK ORDERS 200542357	01-5-703507.00 SUPPLIES	28.77	-----	--/--/--
WBMASON	07/09/19	W.B. MASON CO., INC. TADMIN-CHARGE CORD 200674437	01-5-005610.00 OFFICE SUPPLIES	10.49	-----	--/--/--
WBMASON	07/15/19	W.B. MASON CO., INC. DPW-SUPPLIES 200854855	01-5-703507.00 SUPPLIES	45.93	-----	--/--/--
WBMASON	07/15/01	W.B. MASON CO., INC. TADMIN,DPW-SHELVING,FOLD 200856726	01-5-005610.00 OFFICE SUPPLIES	210.99	-----	--/--/--
WBMASON	07/15/01	W.B. MASON CO., INC. TADMIN,DPW-SHELVING,FOLD 200856726	01-5-703507.00 SUPPLIES	11.89	-----	--/--/--
WBMASON	07/26/19	W.B. MASON CO., INC. FIN,TADMIN-OFFICESUPPLIES 201261475	01-5-200610.00 OFFICE SUPPLIES	27.99	-----	--/--/--
WBMASON	07/26/19	W.B. MASON CO., INC. FIN,TADMIN-OFFICESUPPLIES 201261475	01-5-005610.00 OFFICE SUPPLIES	14.99	-----	--/--/--
WBMASON	07/29/18	W.B. MASON CO., INC. TADMIN-PO BOOKS 201300368	01-5-005610.00 OFFICE SUPPLIES	59.96	-----	--/--/--
WBMASON	08/05/19	W.B. MASON CO., INC. FIN,PLAN-OFFICE SUPPLIES 201588233	01-5-350610.00 OFFICE SUPPLIES	8.77	-----	--/--/--
WBMASON	08/05/19	W.B. MASON CO., INC. FIN,PLAN-OFFICE SUPPLIES 201588233	01-5-200610.00 OFFICE SUPPLIES	11.06	-----	--/--/--

09/20/19
02:28 pm

Town of Norwich Accounts Payable
Check Warrant Report # 20-07 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 09/25/19 To 09/25/19

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DFlies

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WBMASON	08/23/19	W.B. MASON CO., INC. DPW-OFFICE SUPPLIES 202225745	01-5-703507.00 SUPPLIES	22.36	-----	--/--/--
WBMASON	08/26/19	W.B. MASON CO., INC. GEN ADMIN-COPY PAPER 202261785	01-5-275610.00 OFFICE SUPPLIES	55.98	-----	--/--/--
WBMASON	08/27/19	W.B. MASON CO., INC. PLAN-OFFICE SUPPLIES 202309659	01-5-350610.00 OFFICE SUPPLIES	42.00	-----	--/--/--
WBMASON	09/04/19	W.B. MASON CO., INC. DPW-SUPPLIES 202532521	01-5-703507.00 SUPPLIES	171.91	-----	--/--/--

Report Total

131887.35

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 \$ ***131,887.35
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

Donna Flies
Donna Flies

TOWN MANAGER:

Herb Burfee
Herb Burfee-Town Manager

CHIEF CLERK MH
11-20-2019 @ 1541

SELECTBOARD:

John Langhus

Roger Arnold

Claudette Brochu

John Pepper, Chair

Mary Layton

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Note from the Norwich Finance Office regarding the following financial report:

This year-end report is to be considered provisional, pending more review by us and the auditors. Some changes have been made, but review of year-end accounts payable and other accruals need further inspection. Expenditure reports for 19/20FY will be available upon the close of September.

09/20/19
09:29 am

SUBJECT
TO FURTHER
REVIEW

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

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
TOWN ADMIN. EXPENSE						
SELECTBOARD STIPEND	2,500.00	0.00	4,786.44	191.46%	-2,286.44	4,036.44
TOWN MANAGER WAGE	90,017.00	0.00	87,882.99	97.63%	2,134.01	6,906.20
TREASURER STIPEND	1,750.00	0.00	1,750.00	100.00%	0.00	903.50
ADMIN ASSIST WAGE	50,038.00	0.00	50,427.98	100.78%	-389.98	5,841.61
ADMIN ASST OT	1,500.00	0.00	0.00	0.00%	1,500.00	0.00
FICA TAX	9,040.00	0.00	8,142.09	90.07%	897.91	704.00
MEDI TAX	2,114.00	0.00	1,904.24	90.08%	209.76	164.67
HEALTH INSUR	42,971.00	0.00	42,292.08	98.42%	678.92	-848.72
DISABILITY/LIFE INSUR	1,712.00	0.00	1,682.52	98.28%	29.48	140.21
DENTAL INSURANCE	480.00	0.00	431.64	89.93%	48.36	35.97
VT RETIREMENT	7,703.00	0.00	7,030.72	91.27%	672.28	861.55
TMGR RELOCATION EXPENSE	5,000.00	0.00	0.00	0.00%	5,000.00	0.00
PROFESS SERV	30,000.00	0.00	32,124.83	107.08%	-2,124.83	3,990.79
VLCT MEMBERSHIP	4,977.00	0.00	4,977.00	100.00%	0.00	0.00
TOWN REPORT	7,500.00	0.00	4,215.64	56.21%	3,284.36	0.00
ADMIN TELEPHONE	625.00	0.00	551.17	88.19%	73.83	48.51
T MNGR CELL PHONE	720.00	0.00	600.25	83.37%	119.75	117.76
POSTAGE	110.00	0.00	18.97	17.25%	91.03	0.00
ADVERTISING	650.00	0.00	1,447.33	222.67%	-797.33	177.75
PRINTING	0.00	0.00	172.40	100.00%	-172.40	0.00
MILEAGE	200.00	0.00	51.78	25.89%	148.22	0.00
OFFICE SUPPLIES	500.00	0.00	714.70	142.94%	-214.70	0.00
OFFICE EQUIP	500.00	0.00	209.47	41.89%	290.53	0.00
DUES/MTS/EDUC	1,770.00	0.00	1,772.45	100.14%	-2.45	60.00
COMMITTEE	50.00	0.00	0.00	0.00%	50.00	0.00
ENERGY COMMITTEE GRANT	1,200.00	0.00	1,200.00	100.00%	0.00	0.00
ENERGY COMMITTEE	1,500.00	0.00	1,352.97	90.20%	147.03	0.00
DESI FUND-CITIZEN ASSISTA	1,000.00	0.00	1,000.00	100.00%	0.00	0.00
MISCELLANEOUS	0.00	0.00	782.40	100.00%	-782.40	452.13
Total TOWN ADMIN. EXPENSE	266,127.00	0.00	257,522.06	96.77%	8,604.94	23,592.37
BCA/BOA EXPENDITURES						
JUSTICES WAGE	450.00	0.00	936.28	208.06%	-486.28	0.00
FICA TAX	0.00	0.00	22.79	100.00%	-22.79	0.00
MEDI TAX	0.00	0.00	5.32	100.00%	-5.32	0.00
POSTAGE	150.00	0.00	0.00	0.00%	150.00	0.00
DUES/MTGS/EDUC	300.00	0.00	0.00	0.00%	300.00	0.00
Total BCA/BOA EXPENDITURES	900.00	0.00	964.39	107.15%	-64.39	0.00
STAT MTGS EXPENDITURES						
POLLWORKERS WAGE	500.00	0.00	726.26	145.25%	-226.26	0.00
FICA TAX	0.00	0.00	25.77	100.00%	-25.77	0.00
MEDI TAX	0.00	0.00	6.03	100.00%	-6.03	0.00
POSTAGE	250.00	0.00	112.18	44.87%	137.82	0.00
ADVERTISING	175.00	0.00	141.53	80.87%	33.47	0.00
PRINTING	2,100.00	0.00	1,912.55	91.07%	187.45	0.00
OFFICE SUPPLIES	120.00	0.00	72.29	60.24%	47.71	0.00

09/20/19
09:29 am

*Subject to
further
review*

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

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
VOTING MACHINE	65.00	0.00	0.00	0.00%	65.00	0.00
VOTING MACH MAINT AGRMT	350.00	0.00	0.00	0.00%	350.00	0.00
VTG MCHN PROGRAMG	2,500.00	0.00	3,150.65	126.03%	-650.65	0.00
Total STAT MTGS EXPENDITURES	6,060.00	0.00	6,147.26	101.44%	-87.26	0.00
TOWN CLERK EXPENDITURES						
TOWN CLERK WAGE	65,430.00	0.00	65,774.40	100.53%	-344.40	7,555.35
ASST CLK WAGE	42,817.00	0.00	43,236.64	100.98%	-419.64	5,088.00
FICA TAX	6,710.00	0.00	6,111.44	91.08%	598.56	491.58
MEDI TAX	1,570.00	0.00	1,429.25	91.04%	140.75	114.96
HEALTH INS	29,552.00	0.00	28,877.83	97.72%	674.17	-19.92
DISABILITY/LIFE INS	1,403.00	0.00	1,371.12	97.73%	31.88	114.26
DENTAL INSURANCE	840.00	0.00	863.28	102.77%	-23.28	71.94
VT RETIREMENT	5,954.00	0.00	5,422.58	91.07%	531.42	490.22
DOG/CAT LICENSE	300.00	0.00	250.54	83.51%	49.46	0.00
VITAL STATISTICS	25.00	0.00	0.00	0.00%	25.00	0.00
TELEPHONE	515.00	0.00	432.19	83.92%	82.81	35.37
OFFICE SUPPLIES	1,500.00	0.00	1,026.67	68.44%	473.33	367.06
OFFICE EQUIPMENT	1,928.00	0.00	0.00	0.00%	1,928.00	0.00
SOFTWARE	3,120.00	0.00	3,057.08	97.98%	62.92	501.00
DUES/MTGS/EDUC	150.00	0.00	90.00	60.00%	60.00	0.00
WOMEN'S CLUB GRANT	1,397.94	0.00	1,397.94	100.00%	0.00	0.00
DES. FUND-RECORD RESTORAT	9,000.00	0.00	9,000.00	100.00%	0.00	0.00
Total TOWN CLERK EXPENDITURES	172,211.94	0.00	168,340.96	97.75%	3,870.98	14,809.82
FINANCE DEPARTMENT						
FINL ASSISTANT WAGE	29,620.00	0.00	16,290.88	55.00%	13,329.12	0.00
FINANCE OFFICER WAGE	69,018.00	0.00	87,979.20	127.47%	-18,961.20	24,636.78
FICA TAX	6,116.00	0.00	5,421.45	88.64%	694.55	505.82
MEDI TAX	1,430.00	0.00	1,228.13	85.88%	201.87	78.56
HEALTH INS	9,137.00	0.00	0.00	0.00%	9,137.00	0.00
DISABILITY/LIFE INS	1,190.00	0.00	1,233.89	103.69%	-43.89	65.06
DENTAL INSURANCE	683.00	0.00	431.64	63.20%	251.36	35.97
VT RETIREMENT	5,314.00	0.00	4,481.14	84.33%	832.86	306.53
PROFESS SERVICES	0.00	0.00	37.50	100.00%	-37.50	37.50
INDEPENDENT AUDIT	9,600.00	0.00	15,500.00	161.46%	-5,900.00	0.00
TELEPHONE	500.00	0.00	425.48	85.10%	74.52	33.28
ADVERTISING	175.00	0.00	176.00	100.57%	-1.00	0.00
PRINTING	75.00	0.00	67.00	89.33%	8.00	0.00
OFFICE SUPPLIES	1,500.00	0.00	1,583.71	105.58%	-83.71	191.27
OFFICE EQUIPMENT	250.00	0.00	0.00	0.00%	250.00	0.00
SOFTWARE	850.00	0.00	876.49	103.12%	-26.49	0.00
DUES/MTGS/EDUC	250.00	0.00	0.00	0.00%	250.00	0.00
BANK	100.00	0.00	0.00	0.00%	100.00	0.00
Total FINANCE DEPARTMENT	135,808.00	0.00	135,732.51	99.94%	75.49	25,890.77
GEN ADMIN EXPENDITURES						

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09:29 am

*Subject to
further review*

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

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
TELEPHONE	900.00	0.00	763.24	84.80%	136.76	60.49
POSTAGE METER RENTAL	700.00	0.00	513.63	73.38%	186.37	0.00
POSTAGE	3,000.00	0.00	3,480.87	116.03%	-480.87	-3.88
OFFICE SUPPLIES	1,000.00	0.00	599.94	59.99%	400.06	58.58
PHOTOCOPIER	2,000.00	0.00	1,341.10	67.06%	658.90	0.00
COMPUTER HARDWARE	0.00	0.00	54.93	100.00%	-54.93	0.00
WEB SITE SUPPORT	900.00	0.00	240.00	26.67%	660.00	0.00
SERVER MAINTENANCE	5,000.00	0.00	4,735.52	94.71%	264.48	471.15
DESIGNATED FUND-EQUIP	5,500.00	0.00	5,500.00	100.00%	0.00	0.00
Total GEN ADMIN EXPENDITURES	19,000.00	0.00	17,229.23	90.68%	1,770.77	586.34
LISTER/ASSESSOR EXPENDITURE						
LISTER WAGE	4,500.00	0.00	4,250.00	94.44%	250.00	2,000.00
OFFICE ASST WAGE	17,772.00	0.00	14,698.21	82.70%	3,073.79	1,390.22
ASSESSOR WAGE	0.00	0.00	677.88	100.00%	-677.88	677.88
FICA TAX	1,381.00	0.00	1,174.78	85.07%	206.22	210.19
MEDI TAX	323.00	0.00	274.77	85.07%	48.23	49.17
HEALTH INS	5,482.00	0.00	0.00	0.00%	5,482.00	0.00
DISABILITY/LIFE INSURANCE	230.00	0.00	118.50	51.52%	111.50	0.00
DENTAL INSURANCE	158.00	0.00	0.00	0.00%	158.00	0.00
VT RETIREMENT	911.00	0.00	560.70	61.55%	350.30	0.00
PROFESS SERVICES	42,000.00	0.00	34,176.88	81.37%	7,823.12	6,918.79
SOFTWARE MAINT/UPDATE	6,000.00	0.00	5,756.99	95.95%	243.01	0.00
TELEPHONE	500.00	0.00	419.70	83.94%	80.30	32.08
POSTAGE	3,500.00	0.00	322.79	9.22%	3,177.21	58.00
ADVERTISING	150.00	0.00	157.40	104.93%	-7.40	0.00
PRINTING	150.00	0.00	45.00	30.00%	105.00	23.00
MILEAGE REIMB	200.00	0.00	135.16	67.58%	64.84	0.00
OFFICE SUPPLIES	150.00	0.00	102.35	68.23%	47.65	55.02
OFFICE EQUIPMENT	250.00	0.00	49.11	19.64%	200.89	0.00
DUES/MTGS/EDUC	300.00	0.00	19.51	6.50%	280.49	0.00
DESIGNATED FUND-REAPPR	6,400.00	0.00	6,400.00	100.00%	0.00	0.00
Total LISTER/ASSESSOR EXPENDITURE	90,357.00	0.00	69,339.73	76.74%	21,017.27	11,414.35
PLANNING DEPT EXPENDITURE						
PLAN ADMIN WAGE	69,614.00	0.00	66,782.46	95.93%	2,831.54	7,856.76
OFFICE ASST. WAGE	23,919.00	0.00	26,605.72	111.23%	-2,686.72	2,710.05
FICA TAX	5,799.00	0.00	5,560.04	95.88%	238.96	437.92
MEDI TAX	1,356.00	0.00	1,300.24	95.89%	55.76	102.41
HEALTH INS	14,961.00	0.00	12,655.28	84.59%	2,305.72	0.00
DISABILITY/LIFE INS	751.00	0.00	679.38	90.46%	71.62	73.14
DENTAL INSURANCE	420.00	0.00	264.07	62.87%	155.93	35.97
VT RETIREMENT	3,829.00	0.00	3,621.88	94.59%	207.12	294.63
PLANNING SERVICES	3,000.00	0.00	0.00	0.00%	3,000.00	0.00
TWO RIVER PLANNING COMM.	4,950.00	0.00	10,037.00	202.77%	-5,087.00	5,087.00
U.V. TRANSPORTATION MGMT	1,063.00	0.00	1,063.00	100.00%	0.00	0.00
MAPPING	1,500.00	0.00	0.00	0.00%	1,500.00	0.00
HISTORIC PRES COMM.	1,000.00	0.00	300.00	30.00%	700.00	0.00

09/20/19
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*Subject
to further
review*

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

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
HIST PRES GRANT	15,910.00	0.00	15,910.00	100.00%	0.00	0.00
TELEPHONE	450.00	0.00	440.25	97.83%	9.75	32.57
POSTAGE	300.00	0.00	234.56	78.19%	65.44	10.89
ADVERTISING	500.00	0.00	259.49	51.90%	240.51	0.00
PRINTING	150.00	0.00	214.20	142.80%	-64.20	0.00
MILEAGE REIMB	500.00	0.00	310.65	62.13%	189.35	0.00
OFFICE SUPPLIES	550.00	0.00	388.88	70.71%	161.12	20.30
OFFICE EQUIPMENT	250.00	0.00	619.98	247.99%	-369.98	0.00
DUES/MTGS/EDUC	750.00	0.00	483.00	64.40%	267.00	0.00
Total PLANNING DEPT EXPENDITURE	151,522.00	0.00	147,730.08	97.50%	3,791.92	16,661.64
RECREA DEPT EXPENDITURES						
ADMINISTRATION						
RECREATION DIR WAGE	70,843.00	0.00	74,692.64	105.43%	-3,849.64	7,403.61
FICA TAX	4,393.00	0.00	4,379.91	99.70%	13.09	273.36
MEDI TAX	1,027.00	0.00	1,024.33	99.74%	2.67	63.92
HEALTH INS	8,414.00	0.00	11,541.34	137.17%	-3,127.34	-424.36
DISABILITY/LIFE INSUR	862.00	0.00	786.17	91.20%	75.83	69.94
DENTAL INSURANCE	420.00	0.00	431.64	102.77%	-11.64	35.97
VT RETIREMENT	3,896.00	0.00	3,768.31	96.72%	127.69	277.64
TELEPHONE	520.00	0.00	439.62	84.54%	80.38	37.73
POSTAGE	130.00	0.00	116.44	89.57%	13.56	0.00
ADVERTISING	50.00	0.00	0.00	0.00%	50.00	0.00
DUES/MTGS/EDUC	850.00	0.00	1,323.07	155.66%	-473.07	525.08
MILEAGE REIMBURSEMENT	400.00	0.00	63.49	15.87%	336.51	0.00
OFFICE SUPPLIES	225.00	0.00	237.98	105.77%	-12.98	189.97
Total ADMINISTRATION	92,030.00	0.00	98,804.94	107.36%	-6,774.94	8,452.86
PROGRAM						
INSTRUCTOR FEE	86,000.00	0.00	43,429.20	50.50%	42,570.80	3,924.90
COACHING MATERIALS	400.00	0.00	36.76	9.19%	363.24	0.00
TEE SHIRT/HAT	4,500.00	0.00	2,875.36	63.90%	1,624.64	289.25
EQUIPMENT	4,500.00	0.00	2,666.46	59.25%	1,833.54	492.46
SUMMER PROG WAGE	14,000.00	0.00	-3,326.10	-23.76%	17,326.10	-11,437.75
REFERREE/UMPIRE	4,000.00	0.00	3,520.00	88.00%	480.00	530.00
ENTRY FEE	1,200.00	0.00	900.00	75.00%	300.00	0.00
REGISTRATION FEES	8,500.00	0.00	6,292.24	74.03%	2,207.76	1,564.00
M.CROSS SCHOOL RENTAL FEE	13,500.00	0.00	13,230.00	98.00%	270.00	0.00
SPECIAL EVENTS /SUPPLIES	1,000.00	0.00	981.23	98.12%	18.77	323.07
FICA TAX	868.00	0.00	480.85	55.40%	387.15	0.00
MEDI TAX	203.00	0.00	112.43	55.38%	90.57	0.00
UNIFORMS	300.00	0.00	0.00	0.00%	300.00	0.00
Total PROGRAM	138,971.00	0.00	71,198.43	51.23%	67,772.57	-4,314.07
RECREATION FACILITIES						
REC FIELD CARE	10,500.00	0.00	6,150.96	58.58%	4,349.04	21.55
HNTLY LINE MARKING	4,300.00	0.00	857.47	19.94%	3,442.53	0.00

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PORTABLE TOILET	400.00	0.00	497.50	124.38%	-97.50	265.00
REPAIRS & MAINT	2,000.00	0.00	5,156.45	257.82%	-3,156.45	4,868.00
WATER USAGE	400.00	0.00	409.66	102.42%	-9.66	0.00
WOMEN'S CLUB GRANT	4,704.00	0.00	4,704.00	100.00%	0.00	0.00
SITE WORK	250.00	0.00	78.00	31.20%	172.00	0.00
DESIGNATED FUND-T COURTS	4,500.00	0.00	4,500.00	100.00%	0.00	0.00
Total RECREATION FACILITIES	27,054.00	0.00	22,354.04	82.63%	4,699.96	5,154.55
Total RECREA DEPT EXPENDITURES	258,055.00	0.00	192,357.41	74.54%	65,697.59	9,293.34
PUBLIC SAFETY FACILITY						
WATER USAGE	1,150.00	0.00	1,081.67	94.06%	68.33	0.00
ELECTRICITY	4,850.00	0.00	6,252.67	128.92%	-1,402.67	620.04
HEATING	3,950.00	0.00	4,030.19	102.03%	-80.19	719.47
BUILDING SUPPLIES	550.00	0.00	737.49	134.09%	-187.49	143.43
REPAIRS & MAINTENANCE	1,750.00	0.00	14,948.11	854.18%	-13,198.11	2,032.00
ALARM MONITORING	270.00	0.00	929.60	344.30%	-659.60	0.00
DESIGNATED FUND-POLICE ST	3,500.00	0.00	3,500.00	100.00%	0.00	0.00
Total PUBLIC SAFETY FACILITY	16,020.00	0.00	31,479.73	196.50%	-15,459.73	3,514.94
POLICE DEPT EXPENDITURES						
WAGES & BENEFITS						
POLICE CHIEF WAGE	89,159.00	0.00	105,389.46	118.20%	-16,230.46	9,201.00
POLICE OFFICER WAGE	157,250.00	0.00	147,608.31	93.87%	9,641.69	16,516.87
ON-CALL WAGES	6,500.00	0.00	5,440.59	83.70%	1,059.41	340.56
OVERTIME OFFICER WAGE	21,000.00	0.00	18,111.26	86.24%	2,888.74	847.34
ADMINISTRATIVE WAGE	46,256.00	0.00	46,615.44	100.78%	-359.44	5,347.20
PARTTIME OFFICER WAGE	5,000.00	0.00	1,611.26	32.23%	3,388.74	158.16
CROSSING GUARD WAGE	15,000.00	0.00	13,731.80	91.55%	1,268.20	1,392.93
FICA TAX	21,091.00	0.00	20,235.31	95.94%	855.69	1,318.55
MEDI TAX	4,932.00	0.00	4,610.70	93.49%	321.30	308.37
HEALTH INS	81,014.00	0.00	67,694.69	83.56%	13,319.31	26.02
DISABILITY/LIFE INS	3,750.00	0.00	3,812.90	101.68%	-62.90	225.41
DELTA DENTAL	1,680.00	0.00	2,153.97	128.21%	-473.97	143.88
VT RETIREMENT	22,402.00	0.00	20,630.00	92.09%	1,772.00	2,435.55
Total WAGES & BENEFITS	475,034.00	0.00	457,645.69	96.34%	17,388.31	38,261.84
COMMUNITY POLICING						
ANIMAL CONT/LEASH LAW	800.00	0.00	2,376.00	297.00%	-1,576.00	297.00
COMMUNITY RELATNS	1,200.00	0.00	264.59	22.05%	935.41	176.42
SPEED SIGNS	1,500.00	0.00	1,739.76	115.98%	-239.76	169.71
Total COMMUNITY POLICING	3,500.00	0.00	4,380.35	125.15%	-880.35	643.13
EQUIPMENT & MAINTENANCE						
RADIO MAINTENANCE	800.00	0.00	710.00	88.75%	90.00	0.00

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PETROLEUM PRODUCTS	8,500.00	0.00	6,877.40	80.91%	1,622.60	0.00
CRUISER VIDEO EQUIP	500.00	0.00	0.00	0.00%	500.00	0.00
CRUISER MAINT	7,500.00	0.00	10,700.96	142.68%	-3,200.96	4,013.55
CRUISER SUPPLIES	500.00	0.00	500.29	100.06%	-0.29	553.89
Total EQUIPMENT & MAINTENANCE	17,800.00	0.00	18,788.65	105.55%	-988.65	4,567.44
GRANTS						
Total GRANTS	0.00	0.00	0.00	0.00%	0.00	0.00
SUPPORT						
ADMINISTRATION	7,800.00	0.00	5,834.95	74.81%	1,965.05	947.21
VIBRS	3,500.00	0.00	2,384.76	68.14%	1,115.24	114.30
DISPATCH SERVICES	57,117.00	0.00	56,053.24	98.14%	1,063.76	14,013.31
TRAINING	2,500.00	0.00	1,389.60	55.58%	1,110.40	0.00
TRAINING SUPPLIES	500.00	0.00	524.00	104.80%	-24.00	524.00
MILEAGE REIMB	100.00	0.00	325.01	325.01%	-225.01	0.00
DUES/MTGS/EDUC	750.00	0.00	965.00	128.67%	-215.00	0.00
UNIFORMS	2,500.00	0.00	2,641.12	105.64%	-141.12	1,596.23
UNIFORMS CLEANING	1,500.00	0.00	895.50	59.70%	604.50	126.65
Total SUPPORT	76,267.00	0.00	71,013.18	93.11%	5,253.82	17,321.70
CAPITAL EXPENDITURES						
DESIGNATED FUND-SPEC EQUI	2,500.00	0.00	2,500.00	100.00%	0.00	0.00
DESIGNATED FUND-CRUISER	10,000.00	0.00	10,000.00	100.00%	0.00	0.00
Total CAPITAL EXPENDITURES	12,500.00	0.00	12,500.00	100.00%	0.00	0.00
Total POLICE DEPT EXPENDITURES	585,101.00	0.00	564,327.87	96.45%	20,773.13	60,794.11
FIRE/FAST DEPT. EXPENSES						
FIRE WAGES						
FIRE CHIEF WAGES	67,151.00	0.00	62,754.75	93.45%	4,396.25	7,150.29
FIRE OFFICER STIPEND	1,202.00	0.00	1,200.00	99.83%	2.00	1,200.00
FIREFIGHTERS WAGE	34,000.00	0.00	32,600.43	95.88%	1,399.57	3,582.22
FF DRILLS/MTGS WAGE	3,000.00	0.00	3,343.18	111.44%	-343.18	43.18
FICA TAX	6,532.00	0.00	5,703.23	87.31%	828.77	499.04
MEDI TAX	1,528.00	0.00	1,331.55	87.14%	196.45	116.71
HEALTH INSURANCE	938.00	0.00	14,347.54	1,529.59%	-13,409.54	-325.80
DISABILITY/LIFE INSURANCE	850.00	0.00	1,025.78	120.68%	-175.78	68.05
VT RETIREMENT	3,441.00	0.00	3,109.32	90.36%	331.68	264.08
DENTAL INSURANCE	420.00	0.00	389.44	92.72%	30.56	26.97
Total FIRE WAGES	119,062.00	0.00	125,805.22	105.66%	-6,743.22	12,624.74
EMS WAGES						
EMS WAGE	6,000.00	0.00	3,522.23	58.70%	2,477.77	301.34
EMS DRILL WAGE	1,800.00	0.00	1,960.00	108.89%	-160.00	0.00

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EMS FICA TAX	484.00	0.00	338.95	70.03%	145.05	18.69
EMS MEDI TAX	113.00	0.00	81.68	72.28%	31.32	4.36
Total EMS WAGES	8,397.00	0.00	5,902.86	70.30%	2,494.14	324.39
EDUCATION & TRAINING						
FIRE EDUC/TRAINING	1,500.00	0.00	309.54	20.64%	1,190.46	114.99
EMS EDUC/TRNG	1,200.00	0.00	1,111.34	92.61%	88.66	0.00
FIRE DUES/MTGS/EDUC	1,200.00	0.00	0.00	0.00%	1,200.00	0.00
Total EDUCATION & TRAINING	3,900.00	0.00	1,420.88	36.43%	2,479.12	114.99
TOOLS & EQUIPMENT						
FIRE TOOLS & EQUIPMENT	4,500.00	0.00	4,802.12	106.71%	-302.12	249.79
EMS TOOLS/ EQUIP	1,000.00	0.00	1,276.79	127.68%	-276.79	484.97
RADIO PURCH/REPAIR	700.00	0.00	0.00	0.00%	700.00	0.00
Total TOOLS & EQUIPMENT	6,200.00	0.00	6,078.91	98.05%	121.09	734.76
MAINTENANCE						
FIRE TRK R & M	14,000.00	0.00	12,838.46	91.70%	1,161.54	1,309.93
EQUIPMENT MAINTENANCE	2,000.00	0.00	1,998.74	99.94%	1.26	0.00
RADIO MAINTENANCE	500.00	0.00	400.79	80.16%	99.21	0.00
SOFTWARE MAINTENANCE	800.00	0.00	588.95	73.62%	211.05	0.00
COMPUTER MAINTENANCE	450.00	0.00	293.74	65.28%	156.26	0.00
PETROLEUM PRODUCTS	3,250.00	0.00	2,638.43	81.18%	611.57	0.00
Total MAINTENANCE	21,000.00	0.00	18,759.11	89.33%	2,240.89	1,309.93
SUPPORT						
RECRUITMENT	100.00	0.00	0.00	0.00%	100.00	0.00
POSTAGE	75.00	0.00	18.30	24.40%	56.70	0.00
FIRE PREV BOOKS & MATERIA	100.00	0.00	0.00	0.00%	100.00	0.00
FIREFIGHTERS CASUL INS	5,000.00	0.00	5,017.10	100.34%	-17.10	0.00
TELEPHONE & INTERNET	1,800.00	0.00	1,848.89	102.72%	-48.89	327.66
OFFICE SUPPLIES	400.00	0.00	187.85	46.96%	212.15	0.00
DISPATCH SERVICE	9,800.00	0.00	10,525.82	107.41%	-725.82	364.50
UNIFORM	225.00	0.00	401.00	178.22%	-176.00	0.00
HYDRANT RENTAL	18,057.00	0.00	18,057.00	100.00%	0.00	0.00
DRY HYDRANT	200.00	0.00	0.00	0.00%	200.00	0.00
OSHA COMPLIANCE	1,100.00	0.00	1,200.00	109.09%	-100.00	0.00
Total SUPPORT	36,857.00	0.00	37,255.96	101.08%	-398.96	692.16
CAPITAL EXPENDITURES						
DESIGNATED FUND-APPARATUS	60,000.00	0.00	60,000.00	100.00%	0.00	0.00
DESIGNATED FUND-EQUIPMENT	20,610.00	0.00	20,610.00	100.00%	0.00	0.00
Total CAPITAL EXPENDITURES	80,610.00	0.00	80,610.00	100.00%	0.00	0.00

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GRANT EXPENSE						
DRY HYDRANT GRANT	819.65	0.00	819.65	100.00%	0.00	819.65
Total GRANT EXPENSE	819.65	0.00	819.65	100.00%	0.00	819.65
AMBULANCE SERVICES						
AMBULANCE CONTRACT	122,426.00	0.00	122,426.04	100.00%	-0.04	0.00
AMBULANCE BILLS	12,000.00	0.00	14,581.47	121.51%	-2,581.47	1,240.00
Total AMBULANCE SERVICES	134,426.00	0.00	137,007.51	101.92%	-2,581.51	1,240.00
Total FIRE/FAST DEPT. EXPENSES	411,271.65	0.00	413,660.10	100.58%	-2,388.45	17,860.62
EMERGENCY MANAGEMENT						
DEBT SERVICE TOWER PRINCI	28,078.00	0.00	11,174.58	39.80%	16,903.42	0.00
DEBT SERVICE TOWER INTERE	0.00	0.00	4,578.27	100.00%	-4,578.27	0.00
TOWER POWER	629.00	0.00	558.68	88.82%	70.32	73.38
EMERG MAN ADMIN	100.00	0.00	0.00	0.00%	100.00	0.00
EMERG MNGMT SUPPLIES	50.00	0.00	0.00	0.00%	50.00	0.00
GENERATOR FUEL	300.00	0.00	0.00	0.00%	300.00	0.00
EMERG GEN MAINT	6,200.00	0.00	2,619.00	42.24%	3,581.00	0.00
BASE RADIO MAINTENANCE	500.00	0.00	0.00	0.00%	500.00	0.00
DESIGNATED FUND-GENERATOR	8,000.00	0.00	8,000.00	100.00%	0.00	0.00
Total EMERGENCY MANAGEMENT	43,857.00	0.00	26,930.53	61.41%	16,926.47	73.38
CONSERVATION						
PRINTING	0.00	0.00	47.60	100.00%	-47.60	0.00
OFF SUPP & EMAIL	0.00	0.00	69.56	100.00%	-69.56	0.00
DUES/MTGS/EDUC	850.00	0.00	1,000.00	117.65%	-150.00	750.00
SPKRS/PUBLIC INFO	300.00	0.00	0.00	0.00%	300.00	0.00
PUBLICITY	300.00	0.00	0.00	0.00%	300.00	0.00
TRAILS	3,000.00	0.00	1,214.21	40.47%	1,785.79	1,047.40
WATER QUAL MONIT	500.00	0.00	0.00	0.00%	500.00	0.00
MILT FRYE NATURE AREA	500.00	0.00	0.00	0.00%	500.00	0.00
NATRL RESRCS INVEN	1,100.00	0.00	0.00	0.00%	1,100.00	0.00
PROJECT RESTORATION	1,000.00	0.00	0.00	0.00%	1,000.00	0.00
Total CONSERVATION	7,550.00	0.00	2,331.37	30.88%	5,218.63	1,797.40
CEMETERY COMMISSION						
WATER	0.00	0.00	0.00	0.00%	0.00	-78.50
PURCHASED SERVICE	0.00	0.00	1,666.66	100.00%	-1,666.66	1,666.66
Total CEMETERY COMMISSION	0.00	0.00	1,666.66	100.00%	-1,666.66	1,588.16
PUBLIC WORKS DEPT.						
HIGHWAY DIVISION						
HIGHWAY WAGES & BENEFITS						
DIRECTOR OF PUBLIC WORKS	90,403.00	0.00	58,633.77	64.86%	31,769.23	9,020.58

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ROAD CREW WAGES	259,853.00	0.00	261,303.89	100.56%	-1,450.89	30,225.63
ROAD CREW OVERTIME	27,966.00	0.00	53,339.61	190.73%	-25,373.61	692.93
PAGER COMPENSATION	2,200.00	0.00	3,850.00	175.00%	-1,650.00	2,750.00
FICA	23,586.00	0.00	21,555.96	91.39%	2,030.04	1,761.18
MEDICARE	5,516.00	0.00	5,041.37	91.40%	474.63	411.90
HEALTH INSUR	108,373.00	0.00	87,170.78	80.44%	21,202.22	-646.60
DISABILITY/LIFE	4,540.00	0.00	3,602.62	79.35%	937.38	358.37
DENTAL INSURANCE	2,520.00	0.00	2,300.42	91.29%	219.58	148.11
RETIREMENT	20,923.00	0.00	18,552.42	88.67%	2,370.58	1,438.68
Total HIGHWAY WAGES & BENEFITS	545,880.00	0.00	515,350.84	94.41%	30,529.16	46,160.78
MATERIALS						
SALT & CHEMICALS	120,000.00	0.00	139,629.95	116.36%	-19,629.95	0.00
SAND	61,600.00	0.00	102,338.55	166.13%	-40,738.55	0.00
DUST CONTROL	20,000.00	0.00	10,315.20	51.58%	9,684.80	0.00
GRAVEL & STONE	50,000.00	0.00	50,615.31	101.23%	-615.31	2,581.11
CULVERTS & ROAD SUPPLIES	12,000.00	0.00	5,185.75	43.21%	6,814.25	16.93
ASPHALT PRODUCTS	10,100.00	0.00	1,062.50	10.52%	9,037.50	0.00
BRIDGE REPAIR & MAINT.	2,000.00	0.00	0.00	0.00%	2,000.00	0.00
OTHER PROJECTS	5,000.00	0.00	4,184.50	83.69%	815.50	1,161.80
SIGNS	4,000.00	0.00	1,292.35	32.31%	2,707.65	126.47
Total MATERIALS	284,700.00	0.00	314,624.11	110.51%	-29,924.11	3,886.31
CONTRACTED SERVICES						
PLOWING & SANDING	24,000.00	0.00	13,736.75	57.24%	10,263.25	0.00
ROAD SWEEPING	4,500.00	0.00	0.00	0.00%	4,500.00	0.00
LEAF REMOVAL	6,000.00	0.00	950.00	15.83%	5,050.00	0.00
STREETLIGHTS	11,500.00	0.00	10,831.65	94.19%	668.35	948.26
TREE CUTTING & REMOVAL	12,500.00	0.00	1,000.00	8.00%	11,500.00	0.00
UNIFORMS	9,000.00	0.00	13,187.57	146.53%	-4,187.57	2,678.52
PAVING	60,000.00	0.00	8,633.98	14.39%	51,366.02	0.00
OTHER PROJECTS	7,500.00	0.00	24,335.00	324.47%	-16,835.00	0.00
CRACK SEALING	35,000.00	0.00	30,997.00	88.56%	4,003.00	0.00
PAVEMENT MARKING	21,000.00	0.00	12,069.00	57.47%	8,931.00	0.00
Total CONTRACTED SERVICES	191,000.00	0.00	115,740.95	60.60%	75,259.05	3,626.78
EQUIPMENT						
OUTSIDE REPAIRS	40,000.00	0.00	29,188.61	72.97%	10,811.39	5,596.21
PARTS & SUPPLIES	38,000.00	0.00	37,396.47	98.41%	603.53	9,556.80
PETROLEUM PRODUCTS	43,000.00	0.00	44,602.97	103.73%	-1,602.97	4,866.62
Total EQUIPMENT	121,000.00	0.00	111,188.05	91.89%	9,811.95	20,019.63
HIGHWAY GARAGE						
ELECTRICITY	2,500.00	0.00	3,600.95	144.04%	-1,100.95	129.06
PROPANE	9,000.00	0.00	7,549.04	83.88%	1,450.96	0.00
TELEPHONE	2,500.00	0.00	3,275.33	131.01%	-775.33	777.02

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further review*

Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
SUPPLIES	1,500.00	0.00	5,997.21	399.81%	-4,497.21	762.64
ALARM MONITORING	500.00	0.00	115.00	23.00%	385.00	0.00
REPAIRS & MAINTENANCE	5,000.00	0.00	17,074.14	341.48%	-12,074.14	434.97
TOOLS	2,500.00	0.00	4,380.23	175.21%	-1,880.23	136.31
ADMINISTRATION	5,000.00	0.00	9,603.77	192.08%	-4,603.77	155.00
Total HIGHWAY GARAGE	28,500.00	0.00	51,595.67	181.04%	-23,095.67	2,395.00
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	85,000.00	0.00	85,000.00	100.00%	0.00	0.00
DESIGNATED FUND-SIDEWALK	14,000.00	0.00	14,000.00	100.00%	0.00	0.00
DESIGNATED FUND-PAVING	275,000.00	0.00	275,000.00	100.00%	0.00	0.00
DESIGNATED FUND-BRIDGES	40,000.00	0.00	40,000.00	100.00%	0.00	0.00
DESIGNATED FUND-GARAGE	25,000.00	0.00	25,000.00	100.00%	0.00	0.00
Total CAPITAL EXPENDITURES	439,000.00	0.00	439,000.00	100.00%	0.00	0.00
GRANTS						
FEMA GRANT	670,540.79	0.00	755,775.79	112.71%	-85,235.00	86,895.00
TWO RIVERS-BETR BACK ROAD	2,011.34	0.00	2,011.34	100.00%	0.00	0.00
2017 VTRANS BIKE & PED GR	18,964.00	0.00	18,964.00	100.00%	0.00	0.00
Total GRANTS	691,516.13	0.00	776,751.13	112.33%	-85,235.00	86,895.00
Total HIGHWAY DIVISION	2,301,596.13	0.00	2,324,250.75	100.98%	-22,654.62	162,983.50
BUILDINGS & GROUNDS DIVIS						
B & G WAGES & BENEFITS						
BUILDINGS & GROUNDS WAGES	83,851.00	0.00	93,387.29	111.37%	-9,536.29	9,888.29
OT BLDGS & GROUNDS	3,700.00	0.00	9,746.23	263.41%	-6,046.23	163.19
PAGER COMPENSATION	550.00	0.00	550.00	100.00%	0.00	550.00
FICA	5,462.00	0.00	6,208.45	113.67%	-746.45	454.72
MEDICARE	1,277.00	0.00	1,452.04	113.71%	-175.04	106.34
HEALTH INSURANCE	22,657.00	0.00	25,896.66	114.30%	-3,239.66	256.58
DISABILITY/LIFE	1,187.00	0.00	1,139.88	96.03%	47.12	94.99
DENTAL INSURANCE	420.00	0.00	735.26	175.06%	-315.26	71.94
RETIREMENT	4,846.00	0.00	4,635.71	95.66%	210.29	376.63
Total B & G WAGES & BENEFITS	123,950.00	0.00	143,751.52	115.98%	-19,801.52	11,962.68
MATERIALS						
GARDEN SUPPLIES & PLANTS	1,600.00	0.00	1,975.00	123.44%	-375.00	45.00
Total MATERIALS	1,600.00	0.00	1,975.00	123.44%	-375.00	45.00
CONTRACTED SERVICES						
FOLEY PARK & MEDIANS	4,750.00	0.00	0.00	0.00%	4,750.00	0.00
UNIFORMS	2,100.00	0.00	3,069.47	146.17%	-969.47	697.45
Total CONTRACTED SERVICES	6,850.00	0.00	3,069.47	44.81%	3,780.53	697.45

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
EQUIPMENT						
OUTSIDE REPAIRS	1,600.00	0.00	1,829.17	114.32%	-229.17	0.00
PARTS & SUPPLIES	2,500.00	0.00	4,787.71	191.51%	-2,287.71	909.59
PETROLEUM PRODUCTS	2,500.00	0.00	4,947.14	197.89%	-2,447.14	0.00
TOOLS	500.00	0.00	92.56	18.51%	407.44	0.00
Total EQUIPMENT	7,100.00	0.00	11,656.58	164.18%	-4,556.58	909.59
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	7,000.00	0.00	7,000.00	100.00%	0.00	0.00
Total CAPITAL EXPENDITURES	7,000.00	0.00	7,000.00	100.00%	0.00	0.00
Total BUILDINGS & GROUNDS DIVIS	146,500.00	0.00	167,452.57	114.30%	-20,952.57	13,614.72
SOLID WASTE DIVISION						
SW WAGES & BENEFITS						
TRNSF STATION WAGE	36,958.00	0.00	39,203.60	106.08%	-2,245.60	4,476.46
FICA TAX	2,291.00	0.00	2,337.17	102.02%	-46.17	184.69
MEDI TAX	536.00	0.00	546.60	101.98%	-10.60	43.20
Total SW WAGES & BENEFITS	39,785.00	0.00	42,087.37	105.79%	-2,302.37	4,704.35
CONTRACTED SERVICES						
GUVSWMD ASSESSMENT	37,554.00	0.00	37,554.00	100.00%	0.00	0.00
MUNICIPAL SOLID WASTE	49,000.00	0.00	40,691.24	83.04%	8,308.76	4,783.78
RECYCLING	61,000.00	0.00	33,178.44	54.39%	27,821.56	3,699.87
C & D WASTE DISPOSAL	10,000.00	0.00	7,260.81	72.61%	2,739.19	1,330.91
FOOD WASTE DISPOSAL	2,000.00	0.00	5,066.10	253.31%	-3,066.10	562.90
UNIFORMS	500.00	0.00	0.00	0.00%	500.00	0.00
Total CONTRACTED SERVICES	160,054.00	0.00	123,750.59	77.32%	36,303.41	10,377.46
EQUIPMENT						
PARTS & SUPPLIES	1,000.00	0.00	1,428.82	142.88%	-428.82	852.73
REPAIRS & MAINTENANCE	2,000.00	0.00	2,169.64	108.48%	-169.64	0.00
SMALL EQUIPMENT	300.00	0.00	54.99	18.33%	245.01	0.00
Total EQUIPMENT	3,300.00	0.00	3,653.45	110.71%	-353.45	852.73
TRANSFER STATION						
PURCHASED SERVICES	1,170.00	0.00	2,412.52	206.20%	-1,242.52	805.20
ELECTRICITY	1,200.00	0.00	1,866.34	155.53%	-666.34	399.33
PROPANE	600.00	0.00	409.48	68.25%	190.52	0.00
TELEPHONE	450.00	0.00	430.33	95.63%	19.67	31.31
ADMINISTRATION	2,500.00	0.00	328.52	13.14%	2,171.48	0.00
VERMONT FRANCHISE TAX	2,900.00	0.00	1,439.03	49.62%	1,460.97	0.00
Total TRANSFER STATION	8,820.00	0.00	6,886.22	78.08%	1,933.78	1,235.84

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	6,500.00	0.00	6,500.00	100.00%	0.00	0.00
Total CAPITAL EXPENDITURES	6,500.00	0.00	6,500.00	100.00%	0.00	0.00
Total SOLID WASTE DIVISION	218,459.00	0.00	182,877.63	83.71%	35,581.37	17,170.38
TRACY HALL						
BUILDING EXPENSES						
WATER USAGE	500.00	0.00	624.90	124.98%	-124.90	0.00
ELECTRICITY	10,500.00	0.00	13,364.78	127.28%	-2,864.78	1,679.15
HEATING	13,000.00	0.00	11,467.21	88.21%	1,532.79	0.00
ALARM MONITORING	600.00	0.00	115.00	19.17%	485.00	0.00
ELEVATOR MAINTENANCE	3,300.00	0.00	3,827.02	115.97%	-527.02	661.26
CUSTODIAN PAGER & MILEAGE	200.00	0.00	0.00	0.00%	200.00	0.00
BUILDING SUPPLIES	4,200.00	0.00	3,687.22	87.79%	512.78	140.71
REPAIRS & MAINTENANCE	10,000.00	0.00	15,663.28	156.63%	-5,663.28	1,056.72
BNDSTND/SIGN/EVCH ELECTRI	900.00	0.00	1,720.00	191.11%	-820.00	191.73
DESIGNATED FUND-TRACY HAL	20,000.00	0.00	20,000.00	100.00%	0.00	0.00
Total BUILDING EXPENSES	63,200.00	0.00	70,469.41	111.50%	-7,269.41	3,729.57
Total TRACY HALL	63,200.00	0.00	70,469.41	111.50%	-7,269.41	3,729.57
Total PUBLIC WORKS DEPT.	2,729,755.13	0.00	2,745,050.36	100.56%	-15,295.23	197,498.17
DEBT SERVICE EXPENDITURES						
PUBLIC SAFTY FACILITY BON	47,000.00	0.00	47,000.00	100.00%	0.00	0.00
DEBT INTEREST	49,037.00	0.00	49,037.44	100.00%	-0.44	0.00
DEBT INTEREST (FEMA)	0.00	0.00	10,002.73	100.00%	-10,002.73	10,002.73
Total DEBT SERVICE EXPENDITURES	96,037.00	0.00	106,040.17	110.42%	-10,003.17	10,002.73
APPROPRIATION EXPENDITURES						
NORWICH PUBLIC LIBRARY	275,000.00	0.00	275,000.00	100.00%	0.00	0.00
NORWICH LIONS CLUB	3,000.00	0.00	3,000.00	100.00%	0.00	0.00
NORWICH AMERICAN LEGION	1,500.00	0.00	1,500.00	100.00%	0.00	0.00
NORWICH HISTORICAL SOC.	8,000.00	0.00	6,000.00	75.00%	2,000.00	0.00
NORWICH CEMETERY ASSOCATN	15,000.00	0.00	15,000.00	100.00%	0.00	15,000.00
CHILD CARE CTR IN NORWICH	4,348.00	0.00	2,174.00	50.00%	2,174.00	0.00
VSTNG NRS/HSP APPR	15,600.00	0.00	7,800.00	50.00%	7,800.00	0.00
THE FAMILY PLACE	6,000.00	0.00	3,000.00	50.00%	3,000.00	0.00
ADVANCE TRANSIT	13,120.00	0.00	13,120.00	100.00%	0.00	0.00
HEADREST	2,500.00	0.00	0.00	0.00%	2,500.00	0.00
WINDSOR COUNTY PARTNERS	1,000.00	0.00	0.00	0.00%	1,000.00	0.00
WISE	2,500.00	0.00	2,500.00	100.00%	0.00	2,500.00
SEVCA	3,750.00	0.00	3,750.00	100.00%	0.00	0.00
YOUTH-IN-ACTION	3,000.00	0.00	0.00	0.00%	3,000.00	0.00
WHT RIVR COUN ON AGING	5,300.00	0.00	5,300.00	100.00%	0.00	0.00

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further review*

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-18/19 MTD Pd 12 Jun
PUBLIC HEALTH COUNC UV	337.00	0.00	337.00	100.00%	0.00	0.00
U.V. TRAILS ALLIANCE	2,000.00	0.00	2,007.00	100.35%	-7.00	0.00
GOOD BEGINNINGS	3,000.00	0.00	3,000.00	100.00%	0.00	0.00
GREEN MTN ECO DEV CORP	1,693.00	0.00	0.00	0.00%	1,693.00	0.00
Total APPROPRIATION EXPENDITURES	366,648.00	0.00	343,488.00	93.68%	23,160.00	17,500.00
TAX EXPENDITURES						
TAX ABATEMENT/ADJUSTMENT	5,000.00	0.00	2,798.11	55.96%	2,201.89	0.00
INTEREST	0.00	0.00	0.01	100.00%	-0.01	0.00
Total TAX EXPENDITURES	5,000.00	0.00	2,798.12	55.96%	2,201.88	0.00
INSURANCE						
COBRA	0.00	0.00	1,338.52	100.00%	-1,338.52	117.16
UNEMP INS RATE ASSMT	5,300.00	0.00	1,516.00	28.60%	3,784.00	0.00
PROP & CAS INSURANCE	86,000.00	0.00	78,117.00	90.83%	7,883.00	502.00
WORKER'S COMP INS	132,000.00	0.00	146,550.00	111.02%	-14,550.00	3,557.00
Total INSURANCE	223,300.00	0.00	227,521.52	101.89%	-4,221.52	4,176.16
Total General	5,584,580.72	0.00	5,460,658.06	97.78%	123,922.66	417,054.30
Total All Funds	5,584,580.72	0.00	5,460,658.06	97.78%	123,922.66	417,054.30

Vermont Agency of Transportation
Municipal Assistance Bureau
Grant Recipient
Project Commitments Form (PCF) – Scoping Projects

Grant recipient (Grantee): TOWN OF NORWICH, VERMONT

Project Name: BEAVED MEADOW ROAD SIDEWALK EXPANSION SCOPING STUDY

Name of full-time Municipal employee in *Responsible Charge* of this project regardless of any additional contracted management services: HERB SURFEE, TOWN MANAGER

By signing at the bottom of this document, the Grantee agrees to the following:

1. We acknowledge that we are responsible for providing the local share of the project funding and commit to doing so.
2. We are ready to move forward with this project and will sign the grant agreement within one month of receiving it from the State of Vermont Agency of Transportation (VTrans).
3. Within 2 months of receiving a fully executed grant agreement from VTrans, we will begin the procurement process for contracted services (i.e. project management and/or engineering.) If both of these services will be procured, the RFP/RFQ for engineering services must be advertised within one month of the selection of the Local Project Manager (LPM).
4. The grantee shall obtain a detailed proposed schedule from the engineering consultant, which indicates the time duration for key steps which advance the project within 1 month of the engineering contract being executed. Municipal Assistance Bureau staff members will review and verify that adequate timeframes are included for VTrans reviews and required project milestones. We agree to work with VTrans to develop a mutually-agreeable initial baseline project schedule, against which project progress will be evaluated.
5. We will submit reports at least quarterly that detail project progress, as compared to the baseline schedule. We will notify the VTrans project supervisor of any proposed changes to the baseline schedule in a timely manner. These will be discussed and reviewed. Impacts to key milestones resulting from an approved schedule change will be identified and discussed.
6. Project invoices requesting reimbursement for eligible expenses will be submitted at least quarterly, but may be submitted monthly.
7. We understand that a copy of this PCF will be appended to the grant agreement.

Authorized municipal official (Name and Signature)

Date

DRAFT

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Town of Norwich, Vermont



CHARTERED 1761

Town of Norwich Master Financial Policy

Adopted: _____, 2019

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
- 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 Town will follow.

Authority: The Town Manager acts under 24 VSA §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.

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 Select Board 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:

Town of Norwich Master Financial Policy

- **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 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:**
 - The year-end financial report prepared by the Town Manager will be available to the Select Board 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.
 - The Town Manager will be responsible for helping the Town's professional auditor with any information required to complete that fiscal year's audit.
 - The Town Manager as part of the annual Town Report's preparation 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, combined with the year-end report and the most recent independent auditor's account will be reproduced in the Town Report each year.

Town of Norwich Master Financial Policy

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 over the purchasing of goods and services, Town employees and applicable appointed/elected officials will adhere in all ways to the procedures outlined below.

Authority: 24 VSA §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*”.

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:**
 - a. 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.
 - b. 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 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

Town of Norwich Master Financial Policy

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.

3. **Documentation:** For purchases utilizing federal funds, records documenting the procurement process for any 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 1 VSA §317a. (Refer to <https://www.sec.state.vt.us/archives-records/records-management.aspx>)
4. **Purchasing Authority:**
 - a. 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.
 - b. **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.
 - c. **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.
 - d. **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.
 - e. **Major Purchases**
 - i. 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.

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- ii. 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.
 - iii. If federal funding is used for purchases between \$3,000 (or \$2,000 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.
 - iv. **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.
 - v. 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:** 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, advertisement 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:** 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:
- a. Bid name
 - b. Bid submission deadline
 - c. Date, location, and time of bid opening
 - d. Specifications for the project or services including quantity, design, and performance features
 - e. Bond and/or insurance requirements
 - f. A copy of the proposed contract
 - g. Any special requirements unique to the project or purchase

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- h. Delivery or completion date, and required deliverables specific to each milestone date and completion date.
 - 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.
 - 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.
 - k. In some cases, the Town will require disclosure of the bidder's indirect overhead rate.
 - 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:**
- a. 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.
 - b. 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:** 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:
- a. Price.
 - b. Bidder's ability to perform within the specified time limits.

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- c. Bidder's experience and reputation, including past performance for the Town.
 - d. Quality of the materials and services specified in the bid.
 - e. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
 - f. Bidder's financial responsibility.
 - g. Bidder's availability to provide future service, maintenance, and support.
 - h. Nature and size of bidder.
 - i. Contract provisions that are acceptable to the Town.
 - j. For construction projects over \$2000, contractor's indication of acceptance of wages in the current wage determination provided as part of the RFB/RFP.
 - k. Bidder is not on any debarment list related to the goods and services the bidder provides.
 - l. Any other factors that the Town determines relevant and appropriate in connection with given project or service.
 - m. Federal contracts require that there will be no preference exercised for local contractors or suppliers.
 - n. Federal contracts require that minority and women-owned businesses and labor surplus businesses must be included in the solicitation list for the RFB/RFP.
 - o. 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:** 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.
- a. **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.

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- b. **Sole Source Purchases:** If, the Town Manager for Minor Purchases and the Selectboard for Major Purchases, determines in writing that there is only one source 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.
- c. **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.
- d. **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.
- e. **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, 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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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), and 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.

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- 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 written acknowledgement. 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.

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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: 24 VSA §143-503(c)(2)

Procedures:

Credit Card Use:

1. No use of the Town credit or business cards shall occur without authorization of the Town Manager.
2. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the card's authorized purchase limit.

Security:

1. The Town Manager is responsible for the card's protection and custody.
2. 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 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.

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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.,

Policy: 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.

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

Procedures:

1. Planning and Performance:

- a. **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 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.
- b. **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.
- c. **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 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.

2. Types of Debt:

- a. **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.

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- b. **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 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. **Purpose of Debt:**
- a. **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. **Repayment of Debt:**
- a. **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.
 - b. **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. **Key Debt Ratios:**
- a. **Guidelines:** 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.

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Section 6: Capital Budget & Program Policy

Effective: Upon Adoption

Purpose: The purpose of this Capital Budget & Program 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 Budget & Program (CBP) for the Town of Norwich through the annual Budget process. The CBP will be reviewed and updated annually.

Authority: 24 VSA §4430; 24 VSA §4443 allows Selectboard to adopt a capital budget program; 24 VSA §[??] allows Selectboard to accumulate resources to pay for items included in a CBP.

Procedures:

1. Capital Budget and Program:

- a. **A 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
- b. **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.
- c. **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.
- d. **Capital Expenditures:** For purposes of capital projects, a capital expenditure is defined as any expenditure for land, land improvements, buildings, building improvements, vehicles, or equipment costing more than \$5,000 and any expenditure for infrastructure (e.g. roads, bridges, and storm water collection system) costing more than \$25,000.
- e. The CBP will be arranged to indicate the **Order of Priority** of each capital project and to state for each project the following:
 - i. A description of each proposed project and the estimated total cost of the project.
 - ii. The proposed method of financing, indicating the amount proposed to be financed by direct budgetary appropriation or duly established 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.

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- iii. An estimate of the effect, if any, upon operating costs of the Town.
 - iv. 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.
 - f. Annually, the capital budget and program should be updated.
 - g. 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. **Designated and Special Purpose Funds:** In conjunction with the Town's Debt Management Policy, the Town Manager shall annually, as applicable, propose funding (i.e., new appropriations) of reserve funds to accumulate resources to pay for items included in the 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 issuance or through the operating budget.
3. **Priority Criteria:** Capital projects will receive a higher priority if they meet some or most of these criteria:
- Meets a policy goal or fulfills a strategic objective of the Town and its adopted Town Plan.
 - Is required under a state or federal mandate, law, or regulation.
 - Will mitigate or eliminate a known safety hazard.
 - Will maintain and improve the delivery of public services to the majority of the population.
 - Will improve the quality of existing infrastructure.
 - Non-tax based revenue and/or State or federal grant funds are available to assist in funding the project.

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Section 7: Investment Policy

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 of Norwich prioritizes the security of principal, liquidity as needed to meet projected expenditures, and return on investment in that order. 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 VSA §1571(b), monies received by the Treasurer on behalf of the Town of Norwich may be invested and reinvested by the Treasurer with the approval of the Selectboard.

Policy Objectives and Procedures:

1. Policy Objectives:

- a. **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.
- b. **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.
- c. **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 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.

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- 2. Pooling:** 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.
- 3. Diversification of the Investment Portfolio:** 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.
- 4. Standard of Care:** 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.
- 5. Conflicts of Interest:** Actions taken under this policy are explicitly subject to the Town's Conflict of Interest Policy.
- 6. Authorized Investments and Institutions:**
 - a. 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:
 - i. Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.
 - ii. Proof of National Association of Securities Dealers (NASD) certification.
 - iii. Proof of State registration.
 - iv. Certification of having read, understood, and agreed to compliance with the Town's investment policy.
 - v. Evidence of adequate insurance coverage.
 - b. The following investments will be permitted under this policy:
 - i. 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.
 - ii. 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.
 - iii. Certificates of Deposit and other evidences of deposit at financial institutions that are insured by the FDIC.

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- iv. Repurpose (“*rollover*”) agreements whose underlying purchased securities consist of the aforementioned instruments.
7. **Collateralization:** 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.
8. **Safekeeping and Custody:**
- a. 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.
 - b. The safekeeping institution shall annually provide a copy of its most recent report on internal controls: Statement of Auditing Standards No. 70 (SAS 70).
9. **Reporting:** 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 VSA §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.

Town of Norwich Master Financial Policy

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.

Town of Norwich Master Financial Policy

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.

Authority: Not Applicable

Relevant Citations:

1. 24 VSA §1686(c) states, *"Any Town officer who willfully refuses or neglects to submit [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"*.
2. 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 Town's independent auditor and/or Town attorney employed by the 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:

- a. **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).
- b. **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

Town of Norwich Master Financial Policy

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 offered it anonymously.

- c. **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.
 - d. **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 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:** Upon receiving such a report, in as confidential a manner as possible to protect the 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, VLCT, 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.

Town of Norwich Master Financial Policy

Section 10: Fund Balance Reserve Policy

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, 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.

Authority: 24 VSA §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 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).

1. Definitions:

- a. Various, "**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.
- b. "**Operating Expenditures**": All charges included in the Gross Spending General Town Budget.

2. Policy Rationale:

Town of Norwich Master Financial Policy

- a. 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)
- b. The Government Finance Officers Association (GFOA) recommends, “...*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 regular general fund operating revenues or regular general fund operating expenditures*”.
- c. 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:

- a. The Town should budget for current year general year revenues including property tax revenues to be sufficient to finance current year expenditures.
- b. Consistent with the recommendations of GFOA, an undesignated general fund balance of between 12-16 percent of general fund operating expenditures should be maintained.
- c. As part of setting the Town tax rate the Select Board will review and discuss the undesignated fund balance.
- d. 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 3b.

Town of Norwich Master Financial Policy

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.

Policy:

Authority: 17 VSA §2664; 24 VSA §1523(a)

Procedures:

1. **Budget Development & Approval:** Each year, the Town Manager will develop a draft expenditure budget with estimated sources and amounts of revenue that balances the proposed expenses for review by the Selectboard. The Town Manager will propose annual budgets that do not overestimate revenues, defer maintenance or replacement of essential capital assets, rollover short-term debt, or inadequately fund Town obligations.

The Selectboard reviews the draft expenditure budget and makes changes it deems necessary to reflect the priorities and policies of the Town (including estimates of offsetting revenue and property taxes needed) and recommends the resulting proposed expenditure budget to Town Meeting for voter approval.

Upon voter approval of the expenditure budget, the Selectboard will set the tax rate necessary to raise the specific amounts approved in the budget.

The budget approved by the voters (along with voter approved Other Monetary and special articles) sets the maximum gross expenditure level that the Town may spend.

Where any budget includes line items referred to as Designated Funds, such line items are intended to be reserve under 24 VSA §2804 and, as such, shall be available for spending over a multi-year period. The approval of monetary items by voters includes 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 Selectboard. (Refer to Section 2 – Purchasing Policy.)

2. **Budget Administration:** The Town Manager administers the Town budget through the authority in statute. In order to carry out this responsibility effectively, the Town Manager must have timely and accurate information about the status of the town's finances. To this end, the Selectboard has adopted a financial reporting policy under which the Town Manager or his/her designee prepares monthly financial reports for the Selectboard. (See Section 1 – Accounting, Auditing, and Financial Reporting Policy).

Town of Norwich Master Financial Policy

The Town of Norwich 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 Town Manager will endeavor to administer the Town budget to provide services in a manner 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.

Monies set aside in Designated Funds can only be expended for the specific purpose approved by the 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.

All purchases of goods and services by the Town shall be made in strict accordance with the Purchasing Policy.

In the event the Town Manager anticipates a deficit, the Town Manager will immediately notify the Selectboard.

3. **Line Item Transfers:** Line item expenditures, including department budgets, are authorized by the Town Manager, subject to Warrants approved by the Selectboard. The determination for individual line item expenditures, including departmental budgets, rests with the Town Manager, subject to A/P Warrant approval by the Selectboard.

The Town Manager may reallocate funds between departments to cover an emergency expenditure. In making such reallocation, the Town Manager shall indicate the nature of the emergency, describe the impact of the reallocation of funds on the department or functions that will have their pending authority reduced, and, if possible, describe the timelines in which such emergency allocation(s) will need to last for consultation by the Selectboard. Selectboard approval is required for such transfers.

All department 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 approval of the Town Manager. It is expected that respective department heads under the Town Manager's supervision be cognizant of their respective budget and their spending and how it affects the overall voter-approved expenditure budget.

Any transfer of funds from a non-wage item to a wage item shall first be approved by the Selectboard.

Any transfer of funds from a wage item to a purchased service shall first be approved by the Selectboard.

4. **Reporting:** Financial reporting will be conducted under this policy according to Section 1 – Accounting, Auditing, and Financial Reporting Policy.

Town of Norwich Master Financial Policy

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.

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 §2664

Governmental Accountings 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*”.

24 VSA §143-503(c)(2)

24 VSA §1233

24 VSA §1236

Procedures:

1. This policy does not apply to reserve/designated funds established in accordance with 24 VSA §2804, covered in Section 11 – Balanced Budget Policy.
2. **Grants and gifts consistent with budgeted programs:**
 - a. 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.
 - b. Gifts and grants in this category shall be managed in accordance with Section 6 – Capital Budget & Program Policy, Section 10 – Fund Balance Reserve Policy, Section 11 – Balanced Budget Policy, and any other applicable section of this Master Financial Policy.
 - c. Appropriated monies within this category shall be spent within the timeframe specified in the Town Meeting appropriation article (i.e., within the gross spending amount approved by voters), normally within the current fiscal year, with encumbrances handled as specified in Section 11 – Balanced Budget Policy.

Town of Norwich Master Financial Policy

- d. 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:

- a. 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.
- b. 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.
- c. Grants and gifts within this category shall be spent within the timeframe and for the purposes specified in the grant or gift.
- d. Grants and gifts within this category shall be reported separately in the annual Town Report and contain the following information:
 - i. The source of the grant or gift.
 - ii. The purpose of the grant or gift.
 - iii. All expenditures of monies associated with the grant or gift.

4. Special Funds:

- a. Special funds shall be spent within the timeframe and for the purposes specified when Town Meeting or the Selectboard established the special fund.
- b. 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.

Town of Norwich Master Financial Policy

Adoption & Signature Page

The foregoing Master Financial Policy is adopted by the Town of 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

Understood and Agreed
Cheryl A. Lindberg, Town Treasurer

(Draft 9/18/19 MDL)

Town of Norwich

Master Financial Policy

Adopted:

Section 13: Cybersecurity and Electronic Payments. Effective upon adoption:

Purpose: To protect the financial assets of the Town from threats posed by BEC (business email compromise) and ransomware. To ensure that staff are trained in cybersecurity. To ensure that the process of issuing electronic payments is subject to proper procedure, good communication, checks and balances, secure software and operating systems.

Policy: The financial assets of the Town shall be protected from threats posed by breaches of cybersecurity including BEC (business email compromise) and Ransomware events. Actions shall include but not be limited to special staff training, updating operating systems and passwords on a regular basis; and checks and balances as they pertain to payroll, AP warrants, and ACH payments. Clear, timely, and accurate payroll warrants and AP warrants will be provided to aid the Select Board in oversight of these areas. Adequate insurance coverage shall be maintained to provide reasonable coverage against damage by cyber-attacks.

Sent from my iPhone

Authority:

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;"

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.."



APPENDIX I

TOWN OF NORWICH SEXUAL HARASSMENT POLICY

I. PURPOSE:

The purpose of this policy is to provide Town employees with guidelines regarding sexual harassment.

II. POLICY:

It is the policy of the Town of Norwich that there shall be a workplace free from sexual harassment. It is against the policies of the Town, and illegal under State and Federal law, for any employee or official (elected or appointed), male or female, to sexually harass another employee. The Town is committed to providing a workplace free from unlawful conduct. It is a violation of this policy for an employee or official to engage in sexual harassment.

III. DEFINITIONS:

1. WHAT IS "SEXUAL HARASSMENT"?

- 1.1 Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1.11 Submission to that conduct is made either explicitly or implicitly a term or condition of employment;
 - 1.12 Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
 - 1.13 The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 1.2 Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:
 - 1.2.1 Unwelcome sexual advances;
 - 1.2.2 Suggestive or lewd remarks;

- 1.2.3 Unwanted hugs, touches, kisses or similar unwelcome physical contact;
- 1.2.4 Requests for sexual favors;
- 1.2.5 Displaying or transmitting pornographic pictures, posters, cartoons, drawings;
- 1.2.6 Unwelcome sexual jokes and banter;
- 1.2.7 Retaliating for complaining about sexual harassment;
- 1.3 Retaliation against a person for reporting sexual harassment or cooperating in an investigation of sexual harassment is unlawful. It shall be a violation of this policy for any person who learns of a complaint or investigation to take, or cause another person to take, any retaliatory action which affects the employment environment of any person involved in the complaint or investigation. Persons who believe that they are being retaliated against should follow the complaint procedures of this policy. Retaliation includes but is not limited to any form of intimidation, reprisal or harassment based on reporting sexual harassment or for cooperating in an investigation of sexual harassment.

2. WHAT SHOULD YOU DO IF YOU BELIEVE YOU HAVE BEEN HARASSED

- 2.1 Any employee who believes that he or she has been the victim of sexual harassment, or believes he or she has been subjected to retaliation for having brought, supported, or cooperated in the investigation of a complaint of harassment, is encouraged to report the incident(s) as soon as possible. Employees need not be a person target of harassment to file a complaint. Complaints may be filed with the employee's supervisor or may be reported to the Town Manager. If a complaint involved the Town Manager the incident should be reported to the Chair of the Selectboard who will fulfill the responsibilities that would have been the Town Manager's under this policy.
- 2.2 Supervisory Town employees who witness or receive a report, written or oral, of sexual harassment shall promptly report the harassment to the Town Manager. Failure by a supervisor or supervisory personnel to appropriately report or address such sexual harassment complaints shall be considered to be in violation of this policy.

3. WHAT THE TOWN WILL DO UPON A COMPLAINT OF SEXUAL HARASSMENT – INVESTIGATION

- 3.1 In the event the Town (a supervisor or Town Manager) receives a complaint of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. Every supervisor is responsible for promptly responding to, or reporting, any complaints or suspected acts of sexual harassment. Supervisors should report allegations of sexual harassment to the Town Manager.
- 3.2 The Town shall conduct an investigation as soon as is practicable following receipt of a report or complaint, written or oral, alleging sexual harassment. Generally, investigations shall be completed within (15) business days following receipt of a report or complaint. The investigator may interview individuals involved, and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentation. Upon completion of the investigation, the investigator shall determine if a violation of this policy has occurred and report that decision.
- 3.3 Upon the completion of an investigation, the supervisor or the Town Manager shall assure that the complainant and the accused are notified whether the allegation of sexual harassment was found to be validated, whether a violation of the policy was found, and, what action, if any, was taken. Such notification shall occur within fifteen (15) business days of the completion of the investigation.
- 3.4 The Town will respect the privacy of the complainant, the individual(s) against whom the report is directed and the witnesses, to the extent possible, consistent with the Town's obligations to investigate, take appropriate actions, and conform with any disclosure obligations.
- 3.5 The Town shall take appropriate action in all cases where this policy is violated. Any official, employee, supervisor, or agent found by the Town to have violated this policy shall be subject to appropriate consequences and/or remedial action including, but not limited to: warning, exclusion, censure, suspension, transfer, dismissal, termination of contractual agreements, remedial action such as training, education, or counseling.
- 3.6 The Town shall take appropriate action against any employee, staff member or officer who makes a false report of sexual harassment knowing it to be false.

4. EXTERNAL REPORTS

Although employees are encouraged to file their complaint of sexual harassment through the Town's complaint procedure, an employee may file a complaint of sexual harassment with the following agencies:

Vermont Attorney General's Office, Civil Rights Unit
109 State Street
Montpelier, VT 05609
(802) 828-3171 (voice/TDD)

Equal Employment Opportunity Commission
1 Congress Street
Boston, MA 02114
(617) 565-3200 (voice), (617) 565-3204 (TDD)

5. WHERE CAN I GET COPIES OF THIS POLICY?

- 5.1 A copy of this policy will be provided to every employee, and extra copies will be available from the Town Manager's office. A copy of this policy will be conspicuously posted in all Town offices.

Reasonable accommodations will be provided for persons with disabilities who need assistance in filing or pursuing a complaint of harassment, upon advance request.

6. In an effort to assist supervisors with the investigation of a Harassment Complaint/Report; we have added four checklists to this policy. The checklists shall be completed and used as guides when processing a Harassment Complaint.

The checklists require investigators to answer a series of questions which will provide necessary documentation in the event that a prosecution or administrative action becomes necessary.

Forms Listed Below are Retained in the Town Manager's Office:

- Interview Checklist (Initial Complaint)
- Interview Checklist (Witness)
- Interview Checklist (Person alleged to have engaged in harassing conduct)
- Investigation Findings, Conclusions and Recommendations

Readopted by Selectboard 1/11/2012



TOWN OF NORWICH

Policy for Use of Banners on Public Highways

PURPOSE: The purpose of this policy is to provide guidance regarding requests to hang outdoor banners along Main Street and/or other public highways within the public right-of-way in the Town of Norwich.

GENERAL: The placing of banners on Main Street or other public highway is a privilege extended as a courtesy in the Town of Norwich. All banners shall be approved by the Town Manager.

DEFINITIONS: Unless otherwise stated, all words and expressions used in this policy shall carry a common and ordinary meaning.

REQUIREMENTS:

1. It will be the responsibility of the requesting agency to arrange/ hang banners so as not to obstruct/interfere with motor vehicle or pedestrian traffic.
2. All banners shall be made of material sufficient to withstand the wind and weather.
3. The length of a banner/s shall not exceed 60 inches.
4. The width of a banner/s shall not exceed 30 inches
5. Maintenance and storage of the banner/s are the responsibility of the owner or agency.
6. Banner displays shall be for specific time periods as approved by the Town Manager and in no event will banners be displayed for longer than 14 consecutive days.
7. Requests from agencies located within the Town of Norwich or organizers of events occurring within the Town of Norwich shall receive priority.
8. The Norwich Town Manager and/or the Selectboard shall have the authority to refuse the hanging of banners that do not meet specifications and those banners which do not benefit the community at large.
9. There shall be a \$50.00 user fee for hanging authorized banners. This fee can be waived by the Town Manager.
10. All agencies or groups requesting to hang banners must sign a hold harmless agreement holding the Town of Norwich harmless from any liability in the event of the banner causing damage to persons or the property of others.
11. No person or entity shall display more than six (6) banners.

Adopted by the Selectboard on February 28, 2007
Revised January 27, 2016