

# TOWN REPORT



## NORWICH VERMONT

FISCAL YEAR 2003

JULY 1, 2002 – JUNE 30, 2003

## ROBERT HUKÉ

1925-2004



Bob Huke, a beloved and admired resident of our Town, died January 17, 2004.

Bob served in the Marine Corps during World War II, was wounded on Okinawa and received a Purple Heart. He graduated from Dartmouth College in 1948, and went on to Syracuse University where he received his Master's Degree and his PhD in 1953. He returned to Dartmouth where he taught Geography for 43 years and served for many years as Department Chair.

He and his wife Ellie traveled extensively in this country, in Asia and in Europe. They were loving collaborators on studies on food-population relationships, and were important contributors to this knowledge. Bob focused his attention on these issues in south and east Asia, beginning with his doctoral research as a Fulbright Scholar in Burma and continuing with years of research with the International Rice Research Institute in Los Banos, Philippines. His research there and in India and Bangladesh was the basis for numerous publications and maps. He also taught courses on man's impact on the environment, and on energy resources and received many distinguished teaching awards and honors from Dartmouth and his professional organizations.

Bob served Norwich in many varied capacities since moving here to Partridge Hill in 1958. As a Justice of the Peace, he also was on the Board of Civil Authority; he was water commissioner in the early days of the Norwich-owned water system; he was on the Republican Town Committee and served on the Upper Valley Development Council. As one of the early members of the Norwich Lions Club, he was an active supporter of the Eyeglass Drive and the Norwich Fair. He delighted in selling "meadow muffins" for the Fair. He took great pride, as a member of the American Legion Lyman F Pell Post #8, in marching with his fellow veterans in the annual Memorial Day parade.

He will be remembered for his upbeat attitude, his energy and his willingness to serve wherever and whenever he could.

The Town thanks Bob Huke for his valued contributions, and we send our sympathy to his wife Ellie, and their three daughters, Beverly, Deborah and Patricia.

*Semper fidelis.*

*The new Town Seal, as shown on the front cover, was adopted by the Selectboard in 2003. It was drawn by Emily Benson as part of the Town Seal Project 2003, under the guidance of Tracy Smith, art teacher at Marion Cross Elementary School. It is now proudly displayed at Tracy Hall.*



**ANNUAL REPORTS**

**TOWN OF**

**NORWICH, VERMONT**

**Fiscal Year**  
**July 1, 2002-June 30, 2003**

**TOWN OF NORWICH, VERMONT**

**NORWICH FIRE DISTRICT**

**NORWICH SCHOOL DISTRICT**

**DRESDEN SCHOOL DISTRICT**

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**TOWN OF NORWICH, VERMONT  
and NORWICH TOWN SCHOOL DISTRICT  
WARNING OF ANNUAL MEETING, MARCH 1, 2004**

The legal voters of the Town of Norwich and the Norwich Town School District are hereby notified and warned to meet in Tracy Memorial Hall, Norwich, Vermont at 7:30pm on Monday, March 1, 2004, to transact business not requiring a vote by Australian ballot. Voting for Town Officers and for all articles on the Warning will be by Australian ballot. The polls will be open Tuesday, March 2, 2004 from 7am to 7pm.

This meeting is called to determine if the Town will:

**Article 1.** Elect a moderator of the Town and School District meeting for one year.

**Article 2.** Elect Town and School District Officers for terms starting in 2004.

**Article 3.** Hear and act on the reports of the Officers of the Town and Town School District.

**Article 4.** Approve a gross spending General Town Budget of \$2,947,206 plus unanticipated state and federal grants and gifts consistent with budgeted programs for the period July 1 2004 to June 30, 2005.

**Article 5.** Shall the bonds of Town of Norwich, in an amount not to exceed \$315,000, be issued for the purpose of acquiring public highway equipment, to be paid over a term not to exceed five (5) years.

**Article 6.** Appropriate \$2,000 to ACORN (AIDS Community Resource Network).

**Article 7.** Appropriate \$4,891 to Advance Transit.

**Article 8.** Appropriate \$1,284 to Family Place.

**Article 9.** Appropriate \$2,500 to Headrest.

**Article 10.** Appropriate \$25,000 to the Norwich Historical Society to help with costs associated with the acquisition of the Lewis House and efforts to make the property a viable Community Center. Approximately \$6,000 of this amount is to be devoted to ongoing operation and upkeep, and necessary repairs.

**Article 11.** Appropriate \$118,000 for the operating expenses of the Norwich Public Library Association.

**Article 12** Appropriate \$529 to SEVCA (Southeastern Vermont Community Action).

**Article 13.** Appropriate \$2,500 to Upper Valley Trails Alliance.

**Article 14.** Appropriate \$5,300 to the White River Council on Aging.

**Article 15.** Appropriate \$1,906 to Windsor County Court Diversion Program, Inc.

**Article 16.** Appropriate \$1,000 to Windsor County Partners.

**Article 17.** Appropriate \$2,500 to WISE (Women's Information Services).

**Article 18.** Appropriate \$6,000 to Youth-In-Action.

**Article 19.** Appropriate \$9,200 to the Cemetery Commission under 18 VSA §5361 to supplement the interest from the Perpetual Care Trust Fund for maintenance of the Town Cemeteries.

**Article 20.** Appropriate \$5,000 to the Union Village Cemetery Association for headstone restoration at the Union Village Cemetery.

**Article 21.** Require that taxes be paid in U.S. funds in two installments. The first installment will be due on or before September 3, 2004 and the balance will be due

on or before February 11, 2005. An official United States Post Office postmark/cancellation (not a postage machine date) will determine the payment date for all mailed payments. Interest on overdue taxes will be charged at 1% per month for the first three months and 1½% per month thereafter. All delinquent taxes will be subject to an 8% collection fee in accordance with Vermont Statutes after February 11, 2005. All taxes, interest and collection fees will be paid into the Town Treasury.

**Article 22.** Transact any other business that may legally come before the annual Norwich Town Meeting.

**Article 23.** To authorize the Board of School Directors to make available school facilities and equipment for specified public purposes if those purposes appear to be in the best interest of the residents of the District, due consideration being given to efficient, economical, and appropriate use of the facilities and equipment in accordance with the provisions of 16 VSA §562 (11).

**Article 24.** To authorize the Board of School Directors to borrow money by issuance of bonds or notes not in excess of anticipated revenues for the next fiscal year in accordance with the provisions of 16 VSA §562 (9).

**Article 25.** Shall the voters of the Norwich Town School District determine and fix the salaries of the School Board members in the sum of \$500 each per year in accordance with the provisions of 16 VSA §562 (5)?

**Article 26.** Shall the voters of the Norwich Town School District appropriate up to \$25,000.00, or such lesser amount that may be available, to be deposited in the District's Reserve Fund for Special Education; said \$25,000, or such lesser amount, to be appropriated from any fiscal year 2004 general fund surplus?

**Article 27.** Shall the voters of the Norwich Town School District appropriate up to \$25,000.00, or such lesser amount that may be available, to be deposited in the District's Reserve Fund for repairs and capital improvements; said \$25,000, or such lesser amount, to be appropriated from any fiscal year 2004 general fund surplus?

**Article 28.** Shall the voters of the Norwich Town School District, pursuant to the provisions of 24 VSA §2804, create a Reserve Fund for the purpose of receiving state school construction aid in the estimated amount of \$3,404,801.00, to be deposited in said fund and expended for the purpose of tax stabilization directly related to the cost of capital and building improvement projects?

**Article 29.** Shall the voters of the Norwich Town School District exempt the Norwich School District from the requirement of 16 VSA §1265, that it operate school breakfast and school lunch programs for the 2004-2005 school year? (The District does not currently offer a breakfast or lunch program.)

**Article 30.** Shall the voters of the Norwich Town School District, pursuant to the provisions of Act 68, Sec. 68, of the 2003 session, vote to rescind the District's action approved at the May 13, 2003 Special School District meeting to remove spending, including capital debt service, for school construction costs from the District's calculation of its local education spending under Title 16, Chapter 133, said rescission to take effect beginning with FY2005?

**Article 31.** Shall the voters of the Norwich Town School District appropriate \$3,884,737, necessary for the support of its school for the year beginning July 1, 2004

and ending June 30, 2005?

**Article 32.** Transact any other business that may legally come before the annual meeting of the Norwich Town School Board.

**Norwich Selectboard**

Liz Blum            Nancy Hoggson  
Jack Candon        Suzanne Stofflet  
Linda Cook

**Norwich School Board**

Paul Foster            Mary Sachsse  
Linda Gray            Geoffrey Vitt  
Margaret McNally

**CANDIDATES FOR OFFICE**

**March 2, 2004**

**Moderator (1 year)**

**Dresden-Norwich School Director  
(3 years)**

Margaret Cheney McNally

**Norwich School Director  
(2 years)**

Deborah Kaplan

**Lister (3 years)**

Richard H. Blacklow  
Scott Hancock

**Selectman (3 years)**

Neil R. Fulton  
Ben Ptashnik

**Selectman (2 years)**

Nancy Hoggson  
Alison M. May

**Auditor (3 years)**

Bill Bender

**Grand Juror (1 year)**

**Finance Committee (3 years)**

Paul P. Tierney

**Agent to Prosecute & Defend Suits  
(1 year)**

**Cemetery Commissioner (5 years)**

**Trustee of Trust Funds (3 years)**  
Cheryl A. Lindberg

**VOTER INFORMATION**

**Register to vote:** Deliver your application to the checklist to the Town Clerk's office no later than noon on Monday, February 23, 2004, or mail to the Department of Motor Vehicles with a postmark before the deadline.

**Early or Absentee Ballots:** You, or a family member on your behalf, may request an early or absentee ballot from the Town Clerk by telephone, mail or e-mail at any time up until 4:30 pm, March 1, 2004. An authorized person can apply for you to get a ballot in person or in writing.

You can also go to the Town Clerk's office and vote your ballot while at the office. Or, you can pick up your ballot at the Town Clerk's office and take it home to vote. (You cannot pick up a ballot for your spouse or anyone else.)

If you take your ballot or have a ballot sent to you, you must return the ballot to the Town Clerk's office or to the polling place not later than 7:00 pm on the day of the election, March 2, 2004.

If you are ill or disabled, you can request that a pair of justices of the peace deliver a ballot to you. You can request assistance in reading or marking your ballot from the justices. They must return the ballot to the Town Clerk for you.

Tracy Hall is handicapped accessible.

**ANNUAL REPORTS**

**TOWN OF**

**NORWICH, VERMONT**

**Fiscal Year**  
**July 1, 2002-June 30, 2003**

**PART I**

**TOWN OF NORWICH, VERMONT**

## TOWN OFFICERS AND COMMITTEES FOR 2003

### ELECTED OFFICIALS

<b>Selectboard</b>	
Linda Cook .....	2004
Nancy B. Hoggson .....	2004
Elizabeth Blum, Chair .....	2005
Suzanne Stofflet .....	2005
Jack Candon .....	2006
<b>Town Clerk</b>	
Bonnie J. Munday .....	2005
Carolyn Clogston, Assistant	
<b>Town Treasurer</b>	
Cheryl A. Lindberg .....	2005
Neil Fulton, Ass't Treasurer	
<b>Agent to Prosecute &amp; Defend Suits</b>	
Frank Olmstead .....	2004
<b>Auditors (Town)</b>	
William Bender .....	2004
Henry Scheier, Chair .....	2005
Alison May .....	2006
<b>Cemetery Commissioners</b>	
Earl Thompson .....	2004
Bonnie Munday .....	2005
Fred Smith, Jr .....	2006
Fred M. Spaulding, Chair .....	2007
Virginia Close .....	2008
<b>Fence Viewers (vacant)</b>	
<b>Finance Committee</b>	
Gordon Thomas .....	2004
Irving Thomae, Chair .....	2005
Deborah Hall .....	2006
<b>Grand Juror</b>	
Robert J. McLaughry .....	2004
<b>Justices of the Peace</b>	
Terry Appleby .....	2004
Susan Dunbar Blum .....	2004
Marion Bratesman .....	2004
Joyce Childs .....	2004
Ernie Ciccotelli .....	2004
Nancy Dean .....	2004
Robert E. Huke .....	2004
Ed Janeway .....	2004
Donald Poulson .....	2004
Sarah Drew Reeves .....	2004
Fred Smith, Jr .....	2004
Kim Wood-Hoffman .....	2004
<b>Listers</b>	
Robert (Ted) Herz .....	2004
Dennis M. Kaufman, Chair .....	2005
Gerard Chapdelaine .....	2006
Stephen R. Wheelock, Assessor	

### **Norwich School Directors**

Paul Foster .....	2004
Margaret C. McNally .....	2004
Linda Gray .....	2005
Geoffrey Vitt .....	2005
Mary Sachsse, Chair .....	2006
Cheryl A. Lindberg, Treasurer .....	2005
<b>Surveyor of Wood and Lumber (vacant)</b>	
<b>Trustees of Trust Funds</b>	
Cheryl A. Lindberg .....	2004
Mary Irene Moore .....	2005
Barbara C. Merrill .....	2006
<b>Weigher of Coal (vacant)</b>	

### APPOINTED OFFICIALS

<b>Affordable Housing</b>	
Creigh Moffatt, Chair	
Beth Barrett, Tim Dougherty,	
Dan French, Ralph Hybels,	
Paul Manganiello, Keenie Richardson	
<b>Bugbee Senior Center Representative (vacant)</b>	
<b>Conservation Commission</b>	
Jennie Hubbard .....	2004
Lindsay Putnam (resigned) .....	2004
Craig Layne .....	2004
George Clark .....	2005
Frank Olmstead .....	2005
Elisabeth Russell .....	2005
Lee Michelides .....	2006
Peter Silberfarb .....	2006
Nick Krembs, Chair .....	2007
Warren Thayer .....	2007
<b>Corridor Enhancement Committee</b>	
Jeff Goodrich, Chair,	
Marilyn Brown, Bill Flynn,	
Jamie Hess, Charlie Hodgdon,	
David Sargent, Cleta Wheeler	
<b>Development Review Board</b>	
Watt Alexander .....	2004
Douglas Britton .....	2004
Shep Butler .....	2005
Ernie Ciccotelli .....	2005
Christopher Katucki .....	2005
Erica Barnes .....	2006
Nancy Dean .....	2006
Lucy Gibson, alternate .....	2004
Stanley Teeter, alternate .....	2005
Eric Friets, alternate .....	2006
<b>Emergency Management Coordinator</b>	
Peter Richardson (resigned) .....	2003
Charlie Hodgdon .....	2004

**APPOINTED OFFICIALS, continued**

**Emergency Management Director**

Dennis Pavlicek

**Energy Committee**

Alan Berolzheimer, Chair, Ames Byrd  
Edward Childs, Jamie Hess; Dan King  
Dan King; Mark Laser, Gary Winslow

**Finance Officer:** Roberta Robinson

Nicole Griffin -Assistant

**Fire Chief:** Jack Fraser

**Fire Warden:** Jay Whitehair

**Green Up Day Coordinator:** Tina Moses

**GUVSMD Representative**

Dennis Pavlicek

**Health Officer:** John E. Lawe, MD

**Highway Administrator:** Andy Hodgdon

**Milt Frye Nature Area Committee**

Warren Thayer, Chair

Karen Kniffen, Secretary,

Clayton Simmers, Treasurer,

Kate Broussard (resigned),

George Clark, Heather Cook,

Jon Olsen (resigned), Lindsay Putnam,

Robin Shield (resigned), Wendy Thompson

**Planning Commission**

Edwin Childs, Chair ..... 2004

Ralph Hybels ..... 2004

Jeff Mathias ..... 2004

Christopher Ashley ..... 2005

Jonathan Vincent ..... 2005

Adele Fulton, Vice-Chair ..... 2006

Robert Titus (resigned) ..... 2006

Craig Layne ..... 2006

Douglas Hoffman ..... 2007

Daniel B. Johnson ..... 2007

**Police Chief:** Stephen Soares

**Recreation Council**

Marilyn Brown ..... 2004

Kathy Menard, Secretary ..... 2004

Zane Rodriquez (resigned) ..... 2003

Eric Sachsse ..... 2004

John Trautlein, President ..... 2004

Leslie Baker-Brown ..... 2004

Bob Chamberlin ..... 2004

Hugh Huizenga ..... 2004

Kate Robinson ..... 2004

Doug Kennedy ..... 2005

Alex King ..... 2005

Mary Bender ..... 2006

Jill Kearney, Director

Paul Foster, School Board Liaison

John Girard, Marion Cross Liaison

**Senior Action Council**

Martha Drake, Chair,

Paula Harris, Secretary,

Jeanne Hatch, Treasurer,

Theda Brigham, Mary Irene Moore,

Bill Osgood, Mary Rassias

**Sewer Committee**

Lynn McGrew, Co-Chair,

Alison May, Co-Chair,

Dan French, Jeff Goodrich,

Glennis Gold, Bob Haynes,

Douglas Hoffman, Brian Livingston

Stuart Richards, Dean Seibert,

Bob White

**Solid Waste Committee**

Carolyn Frye

Brian Munday

**Town Manager, serves also as**

**Collector of Delinquent Taxes**

**Solid Waste Coordinator**

Dennis J. Pavlicek

Tina Moses, Administrative Assistant

**Town Service Officer:** Linda Cook.... 2004

**Transportation Committee**

Lucy Gibson, Chair,

Bob Chamberlin, Ed Janeway,

John Lawe, Sharon Racusin

Bruce Tuthill

**Tree Warden, Jake Blum..... 2004**

**Upper Valley Lake Sunapee Regional**

**Planning Representatives**

Robert Titus (resigned) ..... 2004

Neil Fulton ..... 2005

**Watershed Land Management Council**

Al Converse ..... 2003

John Currier ..... 2004

Susan McCoy, Chair ..... 2005

**Zoning Administrator:** Phil Dechert

**Zoning Board of Adjustment**

(Terminated 11/11/03)

William Aldrich ..... 2003

Watt Alexander ..... 2004

Nancy H. Dean, Chair ..... 2004

Dorann Farrell ..... 2004

Chad Finer ..... 2005

Eric Friets ..... 2005

James Thurber ..... 2005

**MINUTES OF ANNUAL TOWN MEETING  
and NORWICH TOWN SCHOOL DISTRICT MEETING  
MARCH 3, 2003**

Peter Richardson, Moderator, opened the meeting at 7:33pm and invited our local representatives to speak. Ann Seibert spoke about the No Child Left Behind issue and Act 60. Jim Masland explained what he has been doing in Montpelier and left copies of the Doyle poll for the audience to complete.

**Article 1.** *Elect a Moderator of the Town and School District meeting for one year.* No discussion.

**Article 2.** *Elect Town and School District Officers for terms starting in 2003.* No discussion.

**Article 3.** *Hear and act on the reports of the Officers of the Town and Town School District.* No discussion.

**Article 4.** *To authorize the Board of School Directors to make available school facilities and equipment for specified public purposes if those purposes appear to be in the best interest of the residents of the District, due consideration being given to efficient, economical, and appropriate use of the facilities and equipment in accordance with the provisions of 16 VSA §562 (11).* Mary Sachsse said this article is self-explanatory and is on the warning every year. (Yes 1145, No 50)

**Article 5.** *To authorize the Board of School Directors to borrow money by issuance of bonds or notes not in excess of anticipated revenues for the next fiscal year in accordance with the provisions of 16 VSA §562 (9).* Mary Sachsse said this is another self-explanatory article and is on the warning every year. (Yes 951, No 207)

**Article 6.** *Shall the voters of the Norwich Town School District determine and fix the salaries of the School Board members in the sum of \$100 each per year in accordance with the provisions of 16 VSA §562 (5)?* Mary Sachsse said again this is a housekeeping article only. (Yes 1062, No 98)

**Article 7.** *Shall the voters of the Norwich Town School District appropriate up to \$25,000.00, or such lesser amount that may be available, to be deposited in the District's Reserve Fund for Special Education; said \$25,000.00, or such lesser amount, to be appropriated from any fiscal year 2003 general fund surplus?* Paul Foster said this is a reserve fund for contingencies needed for new children entering the Norwich School and is also always on the warning. (Yes 846, No 307)

**Article 8.** *Shall the voters of the Norwich Town School District vigorously oppose any and all unfunded and under-funded federal educational mandates, including but not limited to, those contained in the recently enacted No Child Left Behind Law (unfunded mandate estimated to be \$498 per pupil) as well as those mandates historically unfunded within the IDEA/Special Education Laws?* Geoffrey Vitt explained the Individuals With Disabilities Act. He then explained the No Child Left Behind Bill. He said the purpose is to express their sentiment with regard to this bill. Jim Alberghini said he is saddened that the special ed item was tagged to this article. He said by supporting it you are saying that you do not care about the needs of children with special needs. He urged people not to support this article. Vitt said it was not meant in any way to say that the board didn't support special ed. He said if we are going to be mandated to spend money then they believe the government should fund it. Irv Thomae said he believes the article is in no way an attempt to refuse support to the special education program. He urged people to support this article. Alberghini again repeated the article reads as though they do not support special education. Terry Boone

said it appears that we are opposing the mandates – not special education itself. (Yes 977, No 165)

**Article 9.** *Shall the voters of the Norwich Town School District exempt the Norwich School District from the provisions of 16 VSA §1264, thus exempting the School District from the requirement to operate within the School District a lunch program in accordance with 16 VSA §1265? (The District does not currently offer a lunch program).* Paul Foster said this is an article that should have always been voted on but for some reason has never in the past. He said the general consensus is that the Norwich School does not need a lunch program. Al Converse said he personally believes there should be a lunch program. Foster said there would be a huge cost to have a cafeteria built and there has never been one. Brian Livingston asked what the requirements were for a lunch program. Foster read from the statute that explains what the requirements are for a lunch program. Greenbaum said there are specific guidelines for what needs to happen if we were to choose to have a lunch program. Christopher Ashley who works in a school with a lunch program explained the exact guidelines and rules for a lunch program. Jake Blum said his experience is that the parents he's aware of are overwhelmingly in favor of a "hot lunch" program. He said the statement that there is not overwhelming support is untrue. Alison May asked if the board had looked at the cost of a lunch program? Foster said they didn't get that far in the process. Nancy Dean said they had a hot lunch program in the past and what they discovered was that there was a dwindling amount of students utilizing the program and it finally fizzled out. (Yes 923, No 242)

**Article 10.** *Shall the voters of the Norwich Town School District appropriate \$3,526,934, necessary for the support of its school for the year beginning July 1, 2003, and ending June 30, 2004?* Margaret Cheney McNally reviewed in detail the budget for the upcoming year and explained it has the support of the Finance Committee. Linda Gray outlined how the numbers in the budget will affect the tax rate and what will happen with Act 60. Gordon Thomas said the Finance Committee believes the board did a great job with this year's budget and supports it, but would like to see additional years budgeted the next time around. Henry Scheier explained how the outline for the stuffer in the town report related to Act 60. Dennis Kaufman said the reappraisal has started. He explained how the reappraisal will affect how Act 60 affects us. Peter Clark said he is speaking for the Norwich Education Fund. He said they support the school budget and some of the progressive ideas brought to help work on Act 60. He read aloud a statement prepared by the NEF. Watt Alexander spoke for Chris Katucki. He asked why there was no reduction made in the music program as there was for Art and French due to a reduction of students. Mary Sachsse said the board looked at the numbers over many years for all the special programs. She said each program was reviewed to see what the impact would be with a reduction in staffing and how it would affect the children. The two that received cuts were the ones which appeared to have the smallest effect. Seibert spoke again about Act 60 and its effects on Norwich. She said private fundraising has siphoned off from the education fund roughly \$70 million dollars. Robert Haynes said his taxes are definitely going up this year and he is positive it will again next. He expressed his views on Act 60 and how it is affecting Norwich. Geoffrey Vitt said the house proposal is not a solution to the problem and will not help Norwich enough. He agreed with Clark that we need a new model. (Yes 783, No 408)

**Article 11.** *Transact any other business that may legally come before the annual meeting of the Norwich Town School Board.* No discussion.

**Article 12.** *Approve a gross spending General Town Budget of \$2,747,640 plus unanticipated state and federal grants and gifts consistent with budgeted programs for the period July 1, 2003 to June 30, 2004.* Pavlicek presented the budget and reviewed in detail many portions of the budget. He thanked the department heads, staff and Selectboard for their help and input on the budget. Ann Sargent asked about the health insurance for the Police Department and why it is so high. Fulton said the health insurance is a part of the police union contract and is being bargained currently. She asked why the overtime expenditures are so high. Pavlicek said the overtime is high because now we are fully staffed we have to pay overtime hours to officers who work on holidays. He said they are making every effort to use the part-timers to fill holidays but it is not always possible. She asked the Selectboard to look into the need for the many officers we have and why we are paying so much overtime. Soares spoke about the Police Department hours and the staffing. Gordon Thomas said the Finance Committee unanimously supported the budget. (Yes 969, No 196)

**Article 13.** *Appropriate \$80,000 for the operating expenses of the Norwich Public Library Association.* Bob Pitiger spoke about the request for the Library. He thanked the town and the community for the donations made in memory of Sylvia Fraser. The Library plans to put something together to utilize those funds. He said they collected close to \$6,000 on her behalf. He introduced the new Library Director, Lucinda Walker, and thanked her for how she has invigorated the Library and brought on new creative programs. (Yes 1044, No 164)

**Article 14.** *Appropriate \$2,000 to ACORN (AIDS Community Resource Network).* No Discussion. (Yes 886, No 294)

**Article 15.** *Appropriate \$4,762 to Advance Transit.* Van Chestnut thanked the community for past support and gave a brief explanation about Advance Transit and the services they provide. (Yes 1055, No 147)

**Article 16.** *Appropriate \$1,000 to CATV (Community Access Television).* Terry Boone explained the services CATV provides and said this is the 4<sup>th</sup> year where CATV has requested an appropriation of \$1,000. (Yes 843, No 330)

**Article 17.** *Appropriate \$1,250 to Family Place.* Mary Turco explained the many benefits the Family Place provides to our community. She thanked Norwich for its support in the past. (Yes 981, No 209)

**Article 18.** *Appropriate \$2,500 to Headrest.* Suzy Hastings explained that the money requested would be used to help man the 24 hour crisis hotline. She urged people to vote in favor of this appropriation as it helps the community. (Yes 988, No 202)

**Article 19.** *Appropriate \$515 to SEVCA (Southeastern Vermont Community Action).* No Discussion (Yes 879, No 289)

**Article 20.** *Appropriate \$5,300 to the White River Council on Aging.* Martha Drake said the money is mostly used for the meals on wheels program and is a great benefit for seniors. (Yes 954, No 220)

**Article 21.** *Appropriate \$750 to Windsor County Partners.* Nancy Dean said Windsor County Partners provides a mentoring service for children in the Upper Valley. She urged people to vote yes for this appropriation. (Yes 869, No 288)

**Article 22.** *Appropriate \$2,541 to WISE (Women's Information Services).* No discussion. (Yes 931, No 243)

**Article 23.** *Appropriate \$1,100 to Youth-in-Action.* Victoria Lubin said Youth-In-

Action provides community programs for students in the area. (Yes 970, No 209)

**Article 24.** *Appropriate the sum of \$9,200 to the Cemetery Commission under 18 VSA §5361 to supplement the interest from the Perpetual Care Trust Fund for maintenance of the Town Cemeteries.* No discussion. (Yes 927, No 239)

**Article 25.** *Appropriate the sum of \$3,000 to the Cemetery Commission for headstone restoration.* No discussion. (Yes 851, No 314)

**Article 26.** *Appropriate the sum of \$5,000 to the Union Village Cemetery Association for headstone restoration at the Union Village Cemetery.* No discussion. (Yes 736, No 418)

**Article 27.** *To see if the Town will vote to authorize the Town Clerk, in accordance with 17 VSA §2144 (b), to approve additions to the checklist.* Pavlicek said this is simply a housekeeping item for the Town Clerk to allow her to be able to approve additions to the checklist. (Yes 1027, No 91)

**Article 28.** *To see if the Town will vote in favor of the following resolution: "Be it resolved that the citizens of the town of Norwich urgently call upon our municipal leaders, state legislators, governor, and Congressional delegation to put Vermont in the forefront of a sustainable energy future. Specifically, we request immediate and ongoing action on legislative initiatives designed to promote energy efficiency in Vermont's homes, businesses, public buildings, and transportation systems, and to encourage expansion of the renewable energy industry in the State of Vermont."* Ames Byrd spoke about the article and explained its need. Berolzheimer explained that the Energy Committee's primary goal is to help reduce our costs for energy. They handed out a survey and invited residents to visit their office above Alice's Bakery. Mathias asked people to exercise caution on this article as he feels windmills can be unsightly. Blum thanked the Energy Committee for their hard work. (Yes 1026, No 163)

**Article 29.** *To see if the Town will vote in favor of the following resolution: "Be it resolved that the citizens of the Town of Norwich call upon the Governor and the members of the Vermont Legislature to increase the General Fund contribution to the Education Fund and to increase the education block grant or to reduce the state-wide property tax rate in order to reverse the trend of increasing school property taxes."* Hoffman said the Selectboard all came together on this resolution. He said it is important that we stay together and keep our voices loud so they will be heard. Fulton, Blum, Hoggson and Cook all agreed with this sentiment. Seibert and Masland spoke about the resolution and its need to be heard. (Yes 1106, No 75)

**Article 30.** *Require that taxes be paid in US funds in two installments. The first installment will be due on or before August 15, 2003 and the balance will be due on or before February 13, 2004. An official United States Post Office postmark/cancellation (not a postage machine date) will determine the payment date for all mailed payments. Interest on overdue taxes will be charged at 1% per month for the first three months and 1½% per month thereafter. All delinquent taxes will be subject to an 8% collection fee in accordance with Vermont Statutes after February 13, 2004. All taxes, interest and collection fees will be paid into the Town Treasury.* No discussion. (Yes 1102, No 61)

**Article 31.** *Transact any other business that may legally come before the annual Norwich Town Meeting.* No discussion.

Meeting adjourned at 10:30 pm.

Respectfully submitted,

Bonnie J. Munday, Norwich Town Clerk

**BALLOT RESULTS**  
**Article 3, March 4, 2003**

<b>Moderator</b>	Peter Richardson.....	162
<b>Selectboard (2 years)</b>	Suzanne Stofflet.....	616
	Neil R. Fulton .....	568
<b>Selectboard (3 years)</b>	Jack Candon.....	667
	Douglas Hoffman.....	522
<b>Agent to Prosecute &amp; Defend Suits</b>	write in not sufficient to elect .....	42
<b>Auditor (1 year)</b>	Bill Bender.....	248
<b>Auditor (3 years)</b>	Alison M. May.....	775
<b>Cemetery Commissioner (5 years)</b>	Virginia Close.....	960
<b>Finance Committee (3 years)</b>	Deborah J. Hall.....	855
<b>Grand Juror (1 year)</b>	write in not sufficient to elect .....	46
<b>Lister (3 years)</b>	Gerard Chapdelaine.....	842
<b>Trustee of Trust Funds (3 years)</b>	Barbara C. Merrill .....	892
<b>Dresden-Norwich School Director</b>		
<b>(3 years)</b>	Mary M. Sachsse .....	952

**TREASURER'S REPORT**

The 2003 fiscal year ended the first year of the Town Treasurer fulfilling only the statutory duties of the position. These duties include: paying orders authorized by the Selectboard, School Board, or Cemetery Commissioners; investing moneys with the approval of the legislative body; appointing an Assistant Treasurer; being a member of the Board of Abatement; and, in our Town, being a member of the Norwich and Dresden Finance Committees. When the Town hired a Town Manager, the Treasurer's responsibilities were reduced to the statutory requirements.

Financially, the Town ended the year with a small deficit. Exhibit C of the Audit Report identifies the categories that were over and under budget for the year. The budgeted deficit of \$160,000 reflected the amount to be utilized from the prior year's fund balance towards the reduction of the tax rate for 2003. All revenue sources, except Licenses & Permits and Interest, contributed to revenues being over budget at year-end. Expenditures were about \$55,000 under budget, thus reducing the actual deficit to \$14,978. In accordance with GAAP, this deficit becomes \$87,182 – see Exhibit B of the Audit Report.

I thank the residents of Norwich for your continued support of me and your involvement in town government during this past year of transition. I encourage you to remain committed to our Town to assure our values and goals are realized.

Cheryl A. Lindberg (649-1678)

## NORWICH FINANCE COMMITTEE BUDGET STATEMENT

The Finance Committee supports the proposed Town budget. Although the amount to be raised from taxes is 7 1/4% greater than last year, we are convinced that in recent years infrastructure maintenance has not kept pace with the needs of our growing population. Paved roads, for example, if not regularly treated, require much more expensive work to repair. No one enjoys a tax increase, but the fact that school taxes for FY2005 will drop by 47 cents should make a 6 cent increase in town taxes less painful.

As the full effects of reappraisal play out, school taxes for residents will begin to rise again next year. FY2005 therefore offered a unique window of opportunity to catch up on Town needs at a time when the total tax burden will be lower than in several previous or subsequent years. We supported the Town Manager's recommendation to the Selectboard for about \$200,000 of one-time spending, chiefly on repaving and heavy-equipment replacement. If both the suggested budget and related articles had been approved, this would have added another \$.06 to the tax rate, but only for FY2005. Unfortunately, the Selectboard has chosen instead to spread those costs (including further deterioration of many roads) over the next five years. Although this particular opportunity is unlikely to come again, we urge the Town Manager and the Selectboard, working together, to develop and share with Norwich voters a projection of likely spending over the next four or five years. Having such a plan in place should in turn make earlier and better organized preparation of annual budgets more feasible.

By the time new tax bills are mailed, the town-wide reappraisal will be complete. The new property values will be higher, and the corresponding tax rate will be correspondingly lower than estimates printed in this Town Report. For a "typical" property, the new (higher) Grand List value times the new (lower) rate will produce the same tax liability as the rate printed herein would predict. When estimating their individual bills, however, taxpayers should remember that inevitably, many properties will be found to have grown in value by more or less than the town-wide average.

Norwich Finance Committee: Irv Thomae, Chair; Bill Bender, Deborah Hall, Cheryl Lindberg, Alison May, Henry Scheier, Gordon Thomas

# TOWN OF NORWICH AND NORWICH SCHOOL DISTRICT

## GROSS EXPENDITURES SUMMARY

	<u>FY2003</u> <u>Actual</u>	<u>FY2003</u> <u>Budget</u>	<u>FY2004</u> <u>Budget</u>	<u>FY2005</u> <u>Proposed</u>
Town (including Articles)	\$2,715,686	\$2,775,596	\$2,866,558	\$3,134,816
Marion Cross School	3,537,069	3,527,029	3,526,934	3,884,737
Dresden Appropriation	4,838,610	4,876,728	4,949,290	5,112,999
Act 60 Payments	<u>1,518,173</u>	<u>2,073,777</u>	<u>2,405,680</u>	<u>see note</u>
<b>Total Expenditures</b>	<b>\$12,609,538</b>	<b>\$13,253,130</b>	<b>\$13,748,462</b>	<b>\$12,132,552</b>

**Note :** Act 60 has been amended by Act 68 which sets up a new funding system for schools.

## TOTAL TAX RATE (Per \$100 of Assessed Value)

	<u>FY2002</u> <u>Actual</u>	<u>FY2003</u> <u>Actual</u>	<u>FY2004</u> <u>Actual</u>	<u>FY2005</u> <u>Projected</u>
Town Rate without Articles	\$0.477	\$0.522	\$0.555	\$0.610*
Town Rate for Articles	0.053	0.058	0.035	0.054*
Combined School Rates				
Homestead	2.472	2.852	2.952	2.478**
Non-residential				2.247**
<b>Total Tax Rate</b>				
<b>Homestead</b>	<b>\$3.002</b>	<b>\$3.432</b>	<b>\$3.542</b>	<b>\$3.142**</b>
<b>Non-residential</b>				<b>\$2.911**</b>

\* Assumes the use of \$150,000 of Cash-on-Hand and an estimated Town grand list on April 1, 2004 of \$345,000,000 before reappraisal.

\*\* Assumes an estimated Town grand list on April 1, 2004 of \$345,000,000 before reappraisal.

Under the new school funding system (Act 68) there are two different tax rates: one for homestead property and one for non-residential property.

A homestead is the principal dwelling owned and occupied by a resident individual as the individual's domicile. A homestead includes the entire parcel of land surrounding the dwelling, determined without regard to any road that intersects that land.

All non-homestead property is classified as non-residential.

## AMOUNTS TO BE RAISED BY TAXES

Town	\$ 2,283,641
Combined School (page 17)	<u>8,172,785</u>
<b>Total taxes to be raised</b>	<b><u>\$10,456,426</u></b>

**COMBINED SCHOOL TAX RATE CALCULATION**  
**Proposed FY 2004/05 Budget**

	<u>FY03/04</u>	<u>FY04/05</u>	
1 Marion Cross School	\$3,526,934	\$3,884,737	
2 Dresden Assessment	\$4,949,290	\$5,112,999	
3 less Revenues and Fund Balance	\$756,928	\$824,952	
4 Local Education Spending	\$7,719,296	\$8,172,785	
5 less Act 144 Spending	n/a	\$284,371	
6 Estimated Equalized Pupils			
line 4 less line 5 divide by line 6	732.92	718.64	
7 Adjusted LES/Equalized Pupils	n/a	\$10,976.86	
8 Base Amount (formerly known as General state support grant)	\$5,810	\$6,800	
9 District Spending Adjustment			
line 7 divide by line 8	n/a	161.42%	
10 Equalized Homestead Tax – \$1.05 x line 6	n/a	\$1.6950	
11 Gross general state support grant	\$4,258,265	n/a	
12 Tech Center FTE	7.04	n/a	
13 GSSE withheld for tech center	\$40,902	n/a	
14 Net general state support grant	\$4,217,363	n/a	
15 Spending above Net GSSG	\$3,501,934	n/a	
16 Capital debt hold harmless	\$22,158	0	
17 Adjusted Spending above GSSG	\$3,479,776	n/a	
18 Adjusted Spending above GSSG per pupil	\$4,747.82	n/a	
19 Equalized Yield	45.20	n/a	
20 Local share percentage	105.040%	n/a	
21 Equalized local property tax rate	\$1.10	n/a	
22 Equalized local share property tax	\$1.1554	n/a	
23 Estimated equalized tax rate	\$2.2554	n/a	
24 Common level of appraisal	76.51%	70.76%	
25 Estimated Norwich assessed statewide education property tax rate	\$1.438	\$2.395	
26 Municipal Grand List	n/a	\$3,450,000*	
27 Act 144 Tax Rate line 5 divided by line 26	\$1.510	\$0.082	
28 <b>Total residential     estimated education tax rate</b>	<b>\$2.948</b>	<b>\$2.4779* -15.94%</b>	
29 Income Sensitivity Percentage	4.10%	3.07%	
30 Non Residential Tax Rate	n/a	\$1.54	
31 Divide by CLA	n/a	70.76%	
32 Nominal Non Residential Tax Rate			
line 30 divide by line 31	n/a	2.1765	
33 <b>Total Non Residential Tax Rate     line 32 plus line 27</b>	<b>\$2.948</b>	<b>\$2.2589* -23.37%</b>	

**Note:** Tax rate information preliminary and subject to state legislative changes.

\*Based on April 1, 2004 Grand List before reappraisal. (See Norwich Finance Committee statements on pages 15 and 103.)

**TOWN OF NORWICH REVENUE BUDGET REPORT - FY 04/05**

	FY 2003 ACTUAL	FY 2003 BUDGET	FY 2004 BUDGET	FY 04/05 PROPOSED	FY 05/05 % change
Cash Used/Estimated Cash Available to Reduce Town Tax Rate	\$ 160,000	\$ 160,000	\$ 165,000	\$ 150,000*	-9.09%
<b>TAX REVENUES</b>					
Town Property Tax	\$1,774,429	\$1,714,669	\$1,836,401	\$2,026,031	
<b>Total</b>	<u>\$1,774,429</u>	<u>\$1,714,669</u>	<u>\$1,836,401</u>	<u>\$2,026,031</u>	10.33%
<b>PERMIT &amp; LICENSE FEES</b>					
Building Permits	\$ 7,711	\$ 13,500	\$ 13,500	\$ 12,000	
Liquor Permits	450	400	450	450	
Fish & Game Licenses	12,827	8,300	13,000	11,000	
Animal Licenses	3,752	3,750	4,000	4,000	
Other Licenses/Permits	260	825	925	500	
<b>Total</b>	<u>\$ 25,000</u>	<u>\$ 26,775</u>	<u>\$ 31,875</u>	<u>\$ 27,950</u>	-12.31%
<b>INTERGOVERNMENTAL REVENUES</b>					
Highway Trust Fund	\$ 142,157	\$ 135,971	\$ 142,156	\$ 142,156	
Current Use	92,921	88,000	92,921	104,344	
Current Use Penalty	4,689	-	-	-	
Other Intergovernmental	-	3,337	4,000	4,000	
<b>Total</b>	<u>\$ 239,767</u>	<u>\$ 227,308</u>	<u>\$ 239,077</u>	<u>\$ 250,500</u>	4.78%
<b>GRANT REVENUES</b>					
Act 60 Homestead Determination	\$ 1,920	\$ 1,582	\$ 1,582	\$ 1,600	
Act 60 Reappraisal	11,025	9,450	11,025	11,025	
Highway Bridge	49,600	30,000	30,000	30,000	
Highway Paving	-	20,000	20,000	-	
Solid Waste	-	8,000	8,000	5,000	
Planning	3,000	12,000	12,000	8,000	
Conservation Commission	2,795	5,000	10,400	5,000	
Jeffords Firefighter Safety	-	2,500	-	-	
Dry Hydrant	1,000	1,000	-	-	
US Dept. of Justice Vests	1,664	1,260	-	-	
Local Law Enforcement	1,009	2,339	2,280	2,400	
C.O.P.S.	49,312	27,375	25,000	-	
<b>Total</b>	<u>\$ 121,325</u>	<u>\$ 120,506</u>	<u>\$ 120,287</u>	<u>\$ 63,025</u>	-47.6%

\*Based on Town Manager's estimate of available cash at June 30, 2004

<b>SERVICE FEES</b>									
Solid Waste Disposal & Stickers	\$ 45,297	\$ 60,000	\$ 62,000	\$ 70,000*					
Recreation Programs	142,673	126,000	130,000	165,000*					
Town Clerk	48,685	29,600	40,000	45,000					
Record Restoration	8,236	4,000	5,500	7,000					
Hartford Landfill Coupons	11,778	9,200	12,000	12,000					
Tracy Hall Rental	6,290	5,000	6,000	6,000					
Special Police Duty Service	1,246	4,800	2,500	2,000					
Police Alarms & Reports	200	500	700	500					
Photocopying & Miscellaneous	3,617	500	800	2,000					
Miscellaneous	<u>752</u>	-	-	<u>500</u>					
<b>Total</b>	<b>\$ 268,774</b>	<b>\$ 239,600</b>	<b>\$ 259,500</b>	<b>\$ 310,000</b>					<b>19.46%</b>
<b>PUBLIC SAFETY REVENUES</b>									
Traffic Fines	\$ 30,419	\$ 15,000	\$ 19,000	\$ 40,000					
Dog Fines	<u>987</u>	<u>250</u>	<u>300</u>	<u>300</u>					
<b>Total</b>	<b>\$ 31,406</b>	<b>\$ 15,250</b>	<b>\$ 19,300</b>	<b>\$ 40,300</b>					<b>108.81%</b>
<b>OTHER TOWN REVENUES</b>									
Interest Earned From Banks	\$ 29,727	\$ 40,000	\$ 25,000	\$ 20,000					
Collection Fees on Delinquent Taxes	25,346	20,000	22,000	25,000					
Interest on Taxes	18,767	8,000	14,000	18,000					
Dresden School District Field	8,000	8,000	8,200	8,200					
Market Recycling	-	-	4,000	1,000					
Kids & Cops Program	750	-	-	-					
Town Report	2,146	2,100	2,000	2,200					
Town Departments	<u>4,032</u>	-	<u>1,000</u>	<u>5,000</u>					
<b>Total</b>	<b>\$ 88,768</b>	<b>\$ 78,100</b>	<b>\$ 76,200</b>	<b>\$ 79,400</b>					
<b>TOTAL ARTICLE #4 REVENUES</b>	<b>\$ 2,709,469</b>	<b>\$ 2,582,208</b>	<b>\$ 2,747,640</b>	<b>\$ 2,947,206</b>					<b>4.20%</b>
Property Tax Needed for Other Monetary Articles	<u>193,388</u>	<u>193,388</u>	<u>118,918</u>	<u>187,610</u>					
<b>TOTAL TOWN REVENUES WITH ARTICLES</b>	<b>\$ 2,902,857</b>	<b>\$ 2,775,596</b>	<b>\$ 2,866,558</b>	<b>\$ 3,134,816</b>					
Other School Revenues	787,085	699,001	700,816	774,952					
School District Tax Revenue	<u>7,675,973</u>	<u>7,704,756</u>	<u>7,719,296</u>	<u>8,172,785</u>					
<b>TOTAL TOWN &amp; SCHOOL REVENUES</b>	<b>\$11,365,915</b>	<b>\$11,179,353</b>	<b>\$11,286,670</b>	<b>\$12,082,553</b>					<b>7.26%</b>

\* Assumes Selectboard votes to increase fees  
Note: The actual numbers for this internal management report may vary from the auditor's report which begins on page 37, due to the application of Generally Accepted Accounting Principles

**TOWN OF NORWICH EXPENDITURE BUDGET REPORT - FY 04/05**

	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>	<u>FY 04/05</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>% change</u>
<b>TOWN ADMINISTRATION</b>				
Selectboard Stipends	\$ 2,500	\$ 2,500	\$ 2,500	
Town Manager Salary	46,385	63,000	64,701	
Town Treasurer Stipend	1,500	1,500	1,500	
Administrative Assistant Wages	24,168	31,708	35,075	
Selectboard Secretary Wages	3,795	3,800	-	
Payroll Taxes	6,011	7,065	7,938	
VT Municipal Employees Retirement System	3,781	4,417	4,813	
Health Insurance	7,199	22,000	12,110	
ST/LT Disability, Life Insurance	964	1,300	1,500	
Professional Services	28,729	40,000	22,500	
Town Manager Recruitment	1,992	-	-	
Committees	221	200	800	
Landscaping/Foley Park	1,560	2,300	5,500	
Office Telephone	1,381	550	1,500	
Town Manager Cell Phone/Pager	683	700	700	
Postage	215	500	500	
Printing	-	300	100	
Advertising	833	700	800	
Town Manager Mileage	1,314	1,800	1,800	
Office Supplies	2,107	400	1,100	
Office Equipment	1,076	-	1,000	
Dues/Meetings/Travel	2,248	300	1,700	
Municipal Buildings Study	-	-	-	
Miscellaneous	3,041	600	1,000	
<b>Total</b>	<b>\$ 141,703</b>	<b>\$ 175,179</b>	<b>\$ 165,694</b>	<b>3.16%</b>

**BOARD OF CIVIL AUTHORITY/  
BOARD OF ABATEMENT**

B.C.A./B.O.A. Wages	\$	616	\$	650	\$	500	\$	2,500
B.C.A. Recording Secretary		97		200		200		1,500
B.O.A. Recording Secretary		49		65		62		15
Payroll Taxes		67		200		150		350
Postage		-		75		50		75
Office Supplies		76		100		100		100
Dues/Meetings/ Subscriptions								
<b>Total</b>	\$	<b>905</b>	\$	<b>1,290</b>	\$	<b>1,162</b>	\$	<b>4,540</b>
								<b>290.71%</b>

**STATUTORY MEETINGS**

Election Officials' Wages	\$	867	\$	800	\$	500	\$	700
Payroll Taxes		65		61		38		54
Postage		167		200		200		200
Advertising		144		150		100		175
Printing		1,891		1,300		2,000		2,000
Voting Machines		-		-		-		200
Programming		1,962		3,000		1,800		3,000
Voting Booths		-		-		-		660
Office Supplies		141		75		75		100
<b>Total</b>	\$	<b>5,237</b>	\$	<b>5,586</b>	\$	<b>4,713</b>	\$	<b>7,089</b>
								<b>50.41%</b>

**TOWN CLERK**

Town Clerk Salary	\$	35,673	\$	32,885	\$	36,050	\$	37,023
Assistant Town Clerk Wages		20,588		18,687		21,177		22,962
Payroll Taxes		4,301		3,945		4,378		4,588
Health Insurance		19,622		14,480		20,121		24,771
ST/LT Disability Insurance		793		550		500		600
VT Municipal Employees Retirement System		2,831		2,579		2,861		3,000
Fish & Wildlife Licenses		12,657		8,200		11,500		10,000
Animal Licenses		508		1,000		1,000		600
Vital Records		195		800		800		600
Hartford Landfill Coupons		12,516		9,200		12,000		14,000
Record Restoration		5,261		8,000		7,000		14,000

**TOWN OF NORWICH EXPENDITURE BUDGET REPORT - FY 04/05**

**FY 2003**    **FY 2003**    **FY 2004**    **FY 2005**    **FY 04/05**  
**ACTUAL**    **BUDGET**    **BUDGET**    **PROPOSED**    **% change**

**TOWN CLERK (Continued)**

Contract Labor	\$ -	\$ 400	\$ 200	\$ -	
Telephone	961	1,200	1,100	950	
Advertising	281	200	200	325	
Office Supplies	3,997	2,500	2,800	3,200	
Office Equipment	75	800	500	500	
Software	-	250	500	300	
Dues/ Meetings/Subscriptions	187	200	300	350	
Designated Fund - Records/Storage	4,000	4,000	4,000	4,000	
<b>Total</b>	<b>\$ 124,446</b>	<b>\$ 109,876</b>	<b>\$ 126,987</b>	<b>\$ 141,769</b>	<b>11.64%</b>

**AUDIT/FINANCE COMMITTEE**

Independent Audit	\$ 7,750	\$ 7,750	\$ 8,000	\$ 7,500	
Town Report	5,978	6,500	7,150	6,750	
Postage	448	-	-	500	
Dues/Meetings/ Subscriptions	-	300	300	-	
<b>Total</b>	<b>\$ 14,176</b>	<b>\$ 14,550</b>	<b>\$ 15,450</b>	<b>\$ 14,750</b>	<b>-4.53%</b>

**FINANCE DEPARTMENT**

Town Treasurer Salary	\$ 15,329	see Town Administration			
Finance Officer Wages	19,513	\$ 42,798	\$ 36,050	\$ 37,023	
Finance Assistant Wages	6,337	26,494	15,450	15,867	
Payroll Taxes	3,218	5,300	3,940	4,046	
Health Insurance	5,371	22,000	10,000	-	
ST/LT Disability, Life Insurance	644	800	600	600	
VT Municipal Employees Retirement System	1,259	3,465	1,803	1,851	
Contract Labor	3,576	-	-	-	
Professional Services	5,292	600	3,600	1,000	
Telephone	765	1,200	1,200	1,000	
Advertising	343	300	300	300	
Printing	509	700	700	700	

Office Supplies	\$ 919	\$ 1,100	\$ 1,500	\$ 1,500
Office Equipment	2,015	800	800	800
Software	960	900	1,500	1,500
Dues/Meetings/Subscriptions	546	300	500	800
<b>Total</b>	<b>\$ 66,596</b>	<b>\$ 106,757</b>	<b>\$ 77,943</b>	<b>\$ 66,987</b>

-14.06%

**DELINQUENT TAX COLLECTION**

Delinquent Tax Collection Fees	\$ 2,043	\$ 2,028	\$ -	\$ -
Payroll Taxes	127	155	-	-
<b>Total</b>	<b>\$ 2,170</b>	<b>\$ 2,183</b>	<b>\$ -</b>	<b>\$ -</b>

N/A

**GENERAL ADMINISTRATION**

Postage	\$ 3,310	\$ 2,900	\$ 3,000	\$ 3,000
Photocopier	1,939	2,000	2,200	2,800
Office Supplies	1,043	900	1,000	1,500
Computer Maintenance	11,117	10,125	12,000	4,500
Computer Hardware	-	-	-	5,000
Telephone	1,146	900	900	1,000
Designated Fund - Equipment	2,000	2,000	2,000	2,000
<b>Total</b>	<b>\$ 20,555</b>	<b>\$ 18,825</b>	<b>\$ 21,100</b>	<b>\$ 19,800</b>

-6.16%

**LISTER DEPARTMENT**

Listers' Wages	\$ 14,692	\$ 15,000	\$ 15,000	\$ 25,000
Lister Clerk Wages	7,328	12,849	13,184	14,000
Assessor Wages	30,577	30,000	30,900	40,973
Payroll Taxes	4,024	4,425	4,520	6,118
Health Insurance	5,045	5,500	6,300	7,872
Professional Services	2,673	2,000	-	-
Tax Mapping	-	-	1,500	3,300
Software Maintenance Update	-	-	1,500	2,300
Legal Services	1,999	2,000	-	-
Telephone	1,247	1,200	1,200	1,200
Postage	936	500	650	500
Advertising	123	250	100	150

**TOWN OF NORWICH EXPENDITURE BUDGET REPORT - FY 04/05**

FY 04/05  
% change

	<u>ACTUAL</u>	<u>FY 2003</u>	<u>BUDGET</u>	<u>FY 2004</u>	<u>PROPOSED</u>	
<b>LISTER DEPARTMENT (Continued)</b>						
Printing	\$ 330	\$ 200	\$ 100	\$ 275		
Travel	-	600	850	750		
Office Supplies	2,228	1,500	1,500	1,525		
Office Equipment	2,657	1,500	-	1,000		
Dues/Meetings/Subscriptions	185	750	875	875		
Designated Fund - Reappraisal	11,032	11,032	20,000	-		
<b>Total</b>	<b>\$ 85,076</b>	<b>\$ 89,306</b>	<b>\$ 98,179</b>	<b>\$ 105,838</b>		<b>7.80%</b>

	<u>ACTUAL</u>	<u>FY 2003</u>	<u>BUDGET</u>	<u>FY 2004</u>	<u>PROPOSED</u>	
<b>PLANNING DEPARTMENT</b>						
Planning Administrator Salary	\$ 37,373	\$ 36,519	\$ 37,615	\$ 39,820		
Payroll Taxes	2,859	2,794	2,878	3,046		
Health Insurance	11,662	11,000	12,570	15,094		
ST/LT Disability, Life Insurance	768	725	600	700		
VT Municipal Employees Retirement System	1,869	1,826	1,881	1,991		
Professional Services	-	1,000	1,000	1,000		
Mapping	20	1,000	1,000	1,000		
Grants	5,914	12,000	12,000	8,000		
Contract Labor	465	1,200	1,200	800		
Telephone	931	1,100	1,000	1,000		
Postage	121	275	275	150		
Advertising	120	300	350	100		
Printing	60	600	600	300		
Travel	945	300	350	450		
Office Supplies	560	700	700	650		
Office Equipment	232	750	500	1,200		
Dues/Meetings/Subscriptions	325	400	400	400		
<b>Total</b>	<b>\$ 64,224</b>	<b>\$ 72,489</b>	<b>\$ 74,919</b>	<b>\$ 75,701</b>		<b>1.04%</b>

	<u>ACTUAL</u>	<u>FY 2003</u>	<u>BUDGET</u>	<u>FY 2004</u>	<u>PROPOSED</u>	
<b>DEVELOPMENT REVIEW BOARD</b>						
(Formerly the Zoning Board of Adjustment)						
Postage	\$ 45	\$ 50	\$ 50	\$ 200		
Advertising	150	100	100	250		
Dues/Meetings/Subscriptions	-	-	-	500		
<b>Total</b>	<b>\$ 195</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 950</b>		<b>533.33%</b>

## RECREATION DEPARTMENT

Recreation Director Salary	\$ 31,539	\$ 30,932	\$ 32,445	\$ 33,891
Summer Recreation Program Wages	10,474	19,000	15,000	15,000
Custodial Wages	294	450	400	411
Payroll Taxes	3,242	3,854	3,932	3,772
Health Insurance	11,662	11,000	12,570	15,094
ST/LT Disability, Life Insurance	601	400	400	600
VT Municipal Employees Retirement System	1,581	1,569	1,642	1,715
Instructional Programs	69,486	52,132	55,200	70,000
Referees & Umpires	844	1,200	1,100	1,100
Advertising	-	100	50	50
Equipment	2,211	3,500	3,500	3,500
Repairs & Maintenance	415	500	500	500
Tee Shirts/Hats	2,536	3,000	2,900	2,900
Tournament Entry Fees	515	525	600	600
Lawnmowing	831	700	700	-
Huntley Meadow Field Wages	7,744	8,000	8,200	8,185
Field Care	4,800	4,300	4,500	4,800
Postage	582	600	600	650
Printing	1,860	2,000	2,500	1,900
Dues/Meetings/Subscriptions	160	650	650	650
Site Work	-	500	400	400
Norwich Pool	3,249	600	600	600
Hanover Recreation Program	730	1,400	1,400	1,000
Recreation Supplies	508	150	500	500
Special Events	440	350	350	450
Telephone	605	800	550	700
Uniforms	114	400	400	200
Water	297	275	350	350
Coaching Books/Videos	162	150	200	200
Pay Telephone	-	600	650	-
Portable Toilet Rental	488	425	400	450
Office Supplies	227	300	350	350

**TOWN OF NORWICH EXPENDITURE BUDGET REPORT - FY 04/05**  
**FY 2003    FY 2004    FY 2005    FY 04/05**  
**ACTUAL    BUDGET    BUDGET    PROPOSED % change**

**RECREATION DEPARTMENT (Continued)**

Designated Fund - Tennis Court	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
Designated Fund - Dam/Pool	5,000	5,000	5,000	5,000
<b>Total</b>	<b>\$ 164,797</b>	<b>\$ 156,962</b>	<b>\$ 160,139</b>	<b>\$ 177,118</b>

**10.60%**

**TRACY HALL**

Custodial Wages	\$ 20,791	\$ 16,756	\$ 17,259	\$ 18,691
Custodial Overtime Wages	558	500	500	514
Floor Covering Wages	1,566	1,500	1,200	1,500
Payroll Taxes	1,807	1,435	1,450	1,584
Health Insurance	9,194	8,250	9,436	11,320
ST/LT Disability, Life Insurance	356	300	300	325
VT Municipal Employees Retirement System	1,016	938	948	1,292
Repairs & Maintenance	9,015	5,000	5,000	9,000
Building Supplies	5,315	2,500	2,500	2,500
Water	516	400	500	500
Custodial Pager	-	-	100	100
Electricity	8,861	8,500	8,500	9,500
Heating	5,672	6,500	5,000	5,500
Alarm Monitoring	367	400	400	400
Custodial Mileage	530	300	400	500
Pay Telephone	901	580	650	650
Elevator Service Contract	2,840	2,900	2,900	2,900
Bandstand Electricity	205	200	215	210
Designated Fund - Tracy Hall Repairs	2,000	2,000	2,000	2,000
<b>Total</b>	<b>\$ 71,510</b>	<b>\$ 58,959</b>	<b>\$ 59,258</b>	<b>\$ 68,986</b>

**16.42%**

**POLICE DEPARTMENT**

Custodial Wages	\$ 3,234	\$ 5,739	\$ 6,180	\$ 5,135
Payroll Taxes	193	439	473	393
Health Insurance	2,167	2,750	3,145	3,774
ST/LT Disability, Life Insurance	363	100	100	110
Repairs & Maintenance	1,474	800	1,200	1,500

Supplies	\$ 199	\$ 1,000	\$ 1,000	\$ 1,000
Water	118	200	200	200
Electricity	2,320	2,000	2,000	2,800
Lawnmower Repairs	109	250	200	200
Heating Oil	739	750	750	850
Police Chief Salary	55,590	54,600	59,050	62,000
Police Officers' Wages	120,606	137,000	143,842	147,596
Police Overtime Wages	22,749	10,000	13,000	16,120
Police Part-time Officers' Wages	6,693	8,152	5,150	5,163
Police C.O.P.S Grant	593	-	-	-
Police Department Administrative Wages	29,000	29,100	31,193	32,441
Special Duty Wages	1,788	4,000	2,000	2,000
Special Events Wages	-	1,155	1,900	-
Crossing Guard Wages	8,625	9,000	10,500	10,500
Payroll Taxes	18,836	19,355	20,398	21,100
Health Insurance	54,614	50,550	62,737	75,300
ST/LT Disability, Life Insurance	3,151	3,125	3,125	3,600
VT Municipal Employees Retirement System	12,415	14,147	15,056	15,542
Local Law Enforcement Grant	3,318	2,339	2,280	2,280
Recruiting	15	500	500	300
Training	1,035	4,000	4,000	2,800
Professional Services	472	1,500	1,000	500
Contracted Services	-	-	500	-
Animal Control	229	800	800	1,000
Administrative Telephone	4,196	4,500	4,700	5,000
Police Union Negotiations	578	-	4,000	-
Emergency/Radio Telephone	383	750	1,000	1,000
Portable/Mobile Radio	896	-	-	-
Radio Maintenance	583	250	1,500	1,500
Domestic Violence Alarm	-	1,000	-	-
Dispatch Service	15,066	15,440	30,000	30,750
Kids & Cops Program	1,287	2,207	1,500	1,500
Postage	374	500	500	600

**TOWN OF NORWICH EXPENDITURE BUDGET REPORT - FY 04/05**

**POLICE DEPARTMENT (Continued)**

	<u>FY 2003</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>	<u>FY 04/05</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>% change</u>
Advertising	\$ -	\$ 150	\$ 500	\$ 500	
Community Relations	565	1,000	1,000	1,000	
Printing	-	300	250	250	
Firearms and Ammunition	604	200	1,000	1,000	
Bullet Resistant Vests	726	2,800	1,000	1,000	
Police Mileage	136	800	800	600	
Photography	177	220	250	250	
Office Supplies	2,660	550	1,500	2,000	
VT Incident Based Reporting System	4,522	4,276	7,000	5,210	
Office Equipment	5,256	1,000	2,500	2,000	
Dues/ Meetings/Subscriptions	383	1,500	1,000	800	
Police Cruiser Gasoline/Oil	4,513	4,000	4,000	5,000	
Police Uniform Cleaning	434	900	800	800	
Police Uniforms/Equipment	5,298	8,000	6,000	4,500	
Police Cruiser Video Equipment	591	1,000	500	2,000	
Police Cruiser Supplies	652	1,000	1,000	1,000	
Police Cruiser Maintenance	4,421	5,000	6,000	6,000	
Police Department Accreditation Program	-	-	-	250	
Designated Fund - Special Equipment	-	-	5,500	1,000	
Designated Fund - Facilities	2,000	2,000	2,000	2,000	
Designated Fund - Vehicles	10,000	10,000	13,000	15,000	
<b>Total</b>	<b>\$ 416,946</b>	<b>\$ 432,694</b>	<b>\$ 491,079</b>	<b>\$ 506,714</b>	<b>3.18%</b>

**FIRE DEPARTMENT**

Custodial Wages	\$ 178	\$ 611	\$ 644	\$ 616	
Payroll Taxes	23	47	49	47	
Repairs	3,293	1,000	1,000	2,000	
Supplies	860	200	200	300	
Water	277	220	250	300	
Electricity	1,184	1,100	1,100	1,500	
Heating	1,872	2,500	2,200	2,100	
Firehouse Telephone	437	500	500	500	
Fire Station Alarm Monitoring	210	300	300	300	

Snowplowing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Firefighters' Wages	13,260	9,171	9,270	21,805			
Firefighters' Drill Wages	2,720	4,000	3,600	3,600			
Fire Department Officers' Wages	1,580	1,760	1,813	1,862			
Dry Hydrant Wages	395	-	-	-			
Fire Department Payroll Taxes	1,393	1,142	1,123	2,086			
FAST Squad Wages	-	3,806	-	7,703			
FAST Squad Drill Wages	-	2,400	-	-			
FAST Squad Payroll Taxes	-	475	-	589			
FAST Squad Training	675	3,900	2,500	2,500			
Firefighter Education	281	1,500	1,500	1,500			
FAST Squad Insurance	-	750	750	-			
Firefighter Casualty Insurance	612	405	400	7,000			
Radio Repairs	9,580	4,000	4,000	4,000			
Hydrant Rental	6,000	6,000	6,000	6,000			
OSHA Compliance	435	1,500	2,750	2,500			
Rural Water Supply	448	2,500	-	-			
Dispatch Service	2,931	3,000	6,000	6,150			
Firefighter Safety Grant	-	2,500	-	-			
Postage	5	100	100	100			
Fire Department Office Supplies	115	200	200	200			
Fire Chief Support	180	-	-	-			
FAST Squad Dues/Meetings/Subscriptions	-	500	500	500			
Dues/Meetings/ Subscriptions	190	200	200	200			
Firetruck Gas & Oil	973	1,000	800	800			
Firetruck Repairs	62	-	-	-			
Firetruck Maintenance	5,547	10,000	7,500	7,500			
Tools & Equipment	18,380	15,000	15,000	15,000			
FAST Squad Tools & Equipment	11,026	12,300	19,000	8,000			
Firetruck Storage	-	-	1,200	1,200			
Designated Fund - Training Facility	2,500	2,500	7,500	7,500			
Designated Fund - Vehicles	35,000	35,000	45,000	55,000			
<b>Total</b>	<b>\$ 122,622</b>	<b>\$ 133,087</b>	<b>\$ 142,949</b>	<b>\$ 170,958</b>			<b>19.59%</b>

**TOWN OF NORWICH EXPENDITURE BUDGET REPORT - FY 04/05**  
**FY 2003    FY 2004    FY 2005    FY 04/05**  
**ACTUAL    BUDGET    BUDGET    PROPOSED    % change**

**EMERGENCY MANAGEMENT**

Administrative	\$ 574	\$ 175	\$ 1,000	\$ 100	
Emergency Generator Maintenance	-	500	500	1,400	
Emergency Generator Installation	3,162	1,000	-	-	
Emergency Radio Project	-	2,500	-	-	
Emergency Power Project	-	-	-	-	
<b>Total</b>	<u>906</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<b>0%</b>
<b>\$ 4,642</b>	<b>\$ 4,175</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>		

**TREE WARDEN**

Tree Purchase/Cutting/Removal	\$ 13,388	\$ 11,000	\$ 11,000	\$ 12,000	
<b>Total</b>	<u>13,388</u>	<u>11,000</u>	<u>11,000</u>	<u>12,000</u>	<b>9.09%</b>

**SOLID WASTE DEPARTMENT**

Solid Waste Coordinator Wages	\$ 1,450	\$ 1,400	\$ -	\$ -	
Transfer Station Wages	26,013	25,985	26,780	27,729	
Payroll Taxes	2,101	2,095	2,049	2,121	
State of Vermont Franchise Tax	3,418	3,500	3,500	3,600	
State of Vermont Grant	-	3,223	1,000	1,000	
Education	-	500	100	-	
Transfer Station Site Work	500	500	500	800	
Recycled Materials Disposal	24,584	18,000	20,000	26,000	
Trash Disposal	42,124	51,000	52,000	46,000	
Telephone	639	800	700	700	
Electricity	441	190	300	450	
Heating	240	190	190	250	
Transfer Station Supplies	1,083	1,400	1,400	1,400	
Office Equipment	60	-	-	-	
Office Supplies	33	100	-	100	
Postage	-	25	-	25	
Printing	295	-	300	200	
Greenup Day Donation	238	200	200	250	
Advertising	161	100	50	100	

Repairs & Maintenance	\$ 3,582	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,200
Hepatitis Inoculation	-	100	100	100	100
Small Tools & Equipment	894	250	100	100	200
Designated Fund - Equipment	4,000	4,000	4,000	4,000	4,000
<b>Total</b>	<b>\$ 111,856</b>	<b>\$ 115,558</b>	<b>\$ 115,269</b>	<b>\$ 117,225</b>	<b>1.70%</b>
<b>HIGHWAY DEPARTMENT</b>					
Winter Highway Wages	\$ 118,276	\$ 122,280	\$ 125,948	\$ 129,348	
Summer Highway Wages	118,276	117,185	130,520	134,044	
Winter Purchased Services	51,004	32,500	34,000	34,000	
Summer Purchased Services	48,367	85,500	90,500	121,000	
Winter Road Sand	44,824	29,000	29,000	36,000	
Summer Road Supplies	93,330	135,000	136,000	171,500	
Winter Road Salt/Chemical	61,151	55,000	55,000	56,000	
Payroll Taxes	18,100	18,319	19,620	20,150	
Health Insurance	58,217	61,700	61,700	74,370	
ST/LT Disability, Life Insurance	3,361	3,700	3,200	3,500	
VT Municipal Employees Retirement System	11,736	11,973	12,823	13,170	
Small Tools	6,204	2,000	2,000	3,000	
Gas & Oil	20,315	18,000	17,000	18,000	
Street Light Electricity	10,558	11,000	10,500	10,500	
Special Highway Projects	5,445	10,000	10,000	10,000	
Bridge Grant	54,875	30,000	30,000	30,000	
Paving Grant	-	20,000	20,000	-	
Garage Operating	23,425	12,500	14,000	16,000	
Education/Training	525	600	600	600	
Office Equipment	-	500	500	500	
Office Supplies	365	500	500	500	
Highway Equipment Debt Service	-	-	-	4,900	
Designated Fund - VT Rte 132 Bridge	5,000	5,000	5,000	5,000	
Designated Fund - Vehicles	50,000	50,000	50,000	55,000	
Designated Fund - Facilities	25,000	25,000	30,000	50,000	
<b>Total</b>	<b>\$ 828,354</b>	<b>\$ 857,257</b>	<b>\$ 888,411</b>	<b>\$ 997,082</b>	<b>12.23%</b>

**TOWN OF NORWICH EXPENDITURE BUDGET REPORT - FY 04/05**

FY 04/05  
%change

**ACTUAL      FY 2003      FY 2003      FY 2004      FY 2005      PROPOSED**

**CONSERVATION COMMISSION**

Postage	\$ 294	\$ 540	\$ 270	\$ 320	
Printing	379	600	325	350	
Dues/Membership/Subscriptions	425	200	225	300	
Conference/Workshop Registration	-	55	100	100	
Speakers	262	400	400	1,090	
Natural Resources Inventory Plan	599	2,000	350	2,350	
Education	720	350	450	450	
Trails & Greenways	931	500	-	1,050	
Greenways	-	900	900	900	
Norwich Special Places	100	100	100	100	
Gile Mountain Repair	(2,009)	-	-	1,000	
Grant	165	5,000	10,400	5,000	
<b>Total</b>	<b>\$ 1,866</b>	<b>\$ 10,645</b>	<b>\$ 13,520</b>	<b>\$ 13,010</b>	<b>-3.77%</b>

**HUMAN SERVICES**

Ambulance Contract	\$ 39,240	\$ 38,500	\$ 40,500	\$ 42,930	
Unpaid Ambulance Bills	2,326	3,000	3,000	2,500	
VT/NH Visiting Nurse	10,535	10,535	11,325	11,631	
Health Care & Rehabilitation Services of SE VT	3,093	3,093	3,093	3,093	
<b>Total</b>	<b>\$ 55,194</b>	<b>\$ 55,128</b>	<b>\$ 57,918</b>	<b>\$ 60,154</b>	<b>3.86%</b>

**TOWN APPROPRIATIONS**

Norwich Senior Action Council	\$ -	\$ 250	\$ 500	\$ 500	
Norwich Happenings	1,765	6,350	3,000	3,000	
Norwich Olde Home Day Committee	1,000	1,000	1,000	1,000	
Norwich American Legion	1,500	1,500	1,500	1,500	
<b>Total</b>	<b>\$ 4,265</b>	<b>\$ 9,100</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>0%</b>

<b>SUPPORT GROUP</b>									
Employment Practices Insurance	\$	2,440	\$	2,450	\$	2,200	\$	2,450	2,450
Property & Casualty Insurance		22,466		30,000		29,000		26,000	26,000
Public Officials' Liability Insurance		2,053		2,500		2,400		2,100	2,100
Insurance Deductible Liability		1,000		1,000		1,000		1,000	1,000
Regional Planning Commission		2,906		2,906		2,906		3,916	3,916
VT League of Cities & Towns Membership		2,304		2,304		2,624		2,837	2,837
GUV Solid Waste Management District Assessment		19,492		19,492		19,492		19,492	19,492
Upper Valley Transportation Management Association		-		-		-		1,063	-
<b>Total</b>	<b>\$</b>	<b>52,661</b>	<b>\$</b>	<b>60,652</b>	<b>\$</b>	<b>59,622</b>	<b>\$</b>	<b>58,858</b>	<b>-1.28%</b>
<b>TAXES</b>									
Windsor County Tax Assessment	\$	52,684	\$	52,700	\$	49,188	\$	47,306	
Norwich Tax Abatements		80,375		-		-		-	
<b>Total</b>	<b>\$</b>	<b>133,059</b>	<b>\$</b>	<b>52,700</b>	<b>\$</b>	<b>49,188</b>	<b>\$</b>	<b>47,306</b>	<b>-3.83%</b>
<b>EMPLOYEE BENEFITS</b>									
Unemployment Insurance Rate Assessment	\$	1,052	\$	2,200	\$	1,500	\$	1,000	
Workers Compensation		26,423		26,100		27,500		27,000	
<b>Total</b>	<b>\$</b>	<b>27,475</b>	<b>\$</b>	<b>28,300</b>	<b>\$</b>	<b>29,000</b>	<b>\$</b>	<b>28,000</b>	<b>-3.45%</b>
<b>LONG - TERM DEBT</b>									
Tracy Hall Bond Principal Payment	\$	45,000	\$	45,000	\$	45,000	\$	45,000	
Debt Interest		34,003		37,800		31,490		28,934	
<b>Total</b>	<b>\$</b>	<b>79,003</b>	<b>\$</b>	<b>82,800</b>	<b>\$</b>	<b>76,490</b>	<b>\$</b>	<b>73,934</b>	<b>-3.34%</b>
<b>TOTAL TOWN ARTICLE 4 EXPENDITURES</b>									
	<b>\$</b>	<b>2,612,921</b>	<b>\$</b>	<b>2,665,208</b>	<b>\$</b>	<b>2,747,640</b>	<b>\$</b>	<b>2,947,206</b>	<b>7.26%</b>
<b>OTHER MONETARY ARTICLES</b>									
Article 6 - ACORN	\$	2,000	\$	2,000	\$	2,000	\$	2,000	\$0.0006
Article 7 - Advance Transit		4,623		4,623		4,762		4,891	0.0014
(Article 16 FY04) - CATV		1,000		1,000		1,000		-	0.0004
Article 8 - The Family Place		1,250		1,250		1,250		1,284	0.0007
Article 9 - Headrest		2,500		2,500		2,500		2,500	0.0007

\* The projected tax rates are based on an estimate of what the Grand List would be on April 1, 2004 without reappraisal

**TOWN OF NORWICH EXPENDITURE BUDGET REPORT - FY 04/05**

	FY 2003 <u>ACTUAL</u>	FY 2003 <u>BUDGET</u>	FY 2004 <u>BUDGET</u>	FY 2005 <u>PROPOSED</u>	FY 04/05 % change	Projected Tax Rate*
<b>OTHER MONETARY ARTICLES (Continued)</b>						
Article 10 - Norwich Historical Society	\$ 71,718	\$ 71,718	\$ -	\$ 25,000		0.0072
Article 11 - Norwich Public Library	500	500	80,000	118,000		0.0342
Article 12 - SEVCA	-	-	515	529		0.0002
Article 13 - Upper Valley Trails Alliance	5,300	5,300	-	2,500		0.0007
Article 14 - White River Council on Aging	-	-	5,300	5,300		0.0015
Article 15 - Windsor County Court Diversion Program	-	-	-	1,906		0.0006
Article 16 - Windsor County Partners	750	750	750	1,000		0.0003
Article 17 - WISE	2,467	2,467	2,541	2,500		0.0007
Article 18 - Youth-in-Action	1,080	1,080	1,100	6,000		0.0017
(Article 25 FY04) Cemetery/Headstone Restoration	3,000	3,000	3,000	-		
Article 19 - Cemetery Maintenance	9,200	9,200	9,200	9,200		0.0027
Article 20 - Union Village Cemetery	5,000	5,000	5,000	5,000		0.0014
<b>Total Other Monetary Articles</b>	<u>110,388</u>	<u>110,388</u>	<u>118,918</u>	<u>187,610</u>	<b>57.76%</b>	<b>\$0.0543</b>
<b>Total Town Expenditures with Articles</b>	<b>\$ 2,715,686</b>	<b>\$ 2,775,597</b>	<b>\$ 2,866,558</b>	<b>\$ 3,134,816</b>	<b>9.36%</b>	<b>\$0.6602</b>
Article 31. Norwich School District K-6	3,537,069	3,527,029	3,526,934	3,884,737		10.15%
Norwich Share/Dresden School District 7-12	4,838,610	4,876,728	4,949,290	5,112,999		3.31%
<b>Combined School District Appropriations</b>	<b>\$ 8,375,679</b>	<b>\$ 8,403,757</b>	<b>\$ 8,476,224</b>	<b>\$ 8,997,736</b>	<b>6.15%</b>	
<b>Total Town and School Expenditures</b>	<u><b>\$11,091,365</b></u>	<u><b>\$11,179,353</b></u>	<u><b>\$11,342,782</b></u>	<u><b>\$12,132,552</b></u>	<b>6.96%</b>	

Note: Article 5 - Proposed \$315,000 bond for Highway equipment. The first principal payment will be due in FY2006, and will increase taxes in that year by approximately \$0.02.

\* The projected tax rates are based on an estimate of what the Grand List would be on April 1, 2004 without reappraisal

Note: The actual numbers for this internal management report may vary from the auditor's report which begins on page 37, due to the application of Generally Accepted Accounting Principles

## DESIGNATED FUNDS

	Balance		Expenditures	Proposed		
	July 1, 2002	Additions		Balance June 30, 2003	Additions FY03/04	Additions FY04/05
<b>Corridor Enhancement</b>	<b>\$ 30,631</b>	<b>\$ 71,789</b>	<b>\$ 39,609</b>	<b>\$ 62,811</b>	<b>\$ 0</b>	<b>\$ 0</b>
<i>Grant Receipt</i>		71,502				
<i>Interest</i>		287				
<i>Engineering Studies</i>			39,609			
<b>Fire-Training Facility</b>	<b>0</b>	<b>2,516</b>	<b>0</b>	<b>2,516</b>	<b>7,500</b>	<b>7,500</b>
<i>Tax Appropriation</i>		2,500				
<i>Interest</i>		16				
<b>Fire-Vehicles</b>	<b>97,012</b>	<b>37,754</b>	<b>77,653</b>	<b>57,113</b>	<b>45,000</b>	<b>55,000</b>
<i>Tax Appropriation</i>		35,000				
<i>Interest</i>		754				
<i>Sale of Tanker</i>		2,000				
<i>Tanker #1</i>			77,653			
<b>General Administration-</b>						
<b>Equipment</b>	<b>8,627</b>	<b>2,125</b>	<b>0</b>	<b>10,752</b>	<b>2,000</b>	<b>2,000</b>
<i>Tax Appropriation</i>		2,000				
<i>Interest</i>		125				
<b>Highway-Facilities</b>	<b>157,007</b>	<b>27,073</b>	<b>0</b>	<b>184,080</b>	<b>30,000</b>	<b>50,000</b>
<i>Tax Appropriation</i>		25,000				
<i>Interest</i>		2,073				
<b>Highway-Vehicles</b>	<b>55,124</b>	<b>53,441</b>	<b>107,915</b>	<b>650</b>	<b>50,000</b>	<b>55,000</b>
<i>Tax Appropriation</i>		50,000				
<i>Interest</i>		441				
<i>Sale of Sander</i>		3,000				
<i>2003 Freightliner Plow Truck</i>			107,915			
<b>Highway-</b>						
<b>VT Route 132 Bridge</b>	<b>0</b>	<b>5,033</b>	<b>0</b>	<b>5,033</b>	<b>5,000</b>	<b>5,000</b>
<i>Tax Appropriation</i>		5,000				
<i>Interest</i>		33				
<b>Listers-Reappraisal</b>	<b>128,149</b>	<b>12,584</b>	<b>55,638</b>	<b>85,095</b>	<b>20,000</b>	<b>0</b>
<i>Tax Appropriation</i>		11,032				
<i>Interest</i>		1,552				
<i>Software, Consultants</i>			55,638			
<b>Police-Facilities</b>	<b>5,638</b>	<b>2,088</b>	<b>1,100</b>	<b>6,626</b>	<b>2,000</b>	<b>2,000</b>
<i>Tax Appropriation</i>		2,000				
<i>Interest</i>		88				
<i>Roof Cricket</i>			1,100			
<b>Police-Special Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,500</b>	<b>1,000</b>
<b>Police-Vehicles</b>	<b>32,901</b>	<b>12,469</b>	<b>29,500</b>	<b>15,870</b>	<b>10,000</b>	<b>10,000</b>
<i>Tax Appropriation</i>		10,000				
<i>Interest</i>		247				
<i>Sale of Cruiser</i>		2,222				
<i>Cruiser</i>			29,500			
<b>Recreation-Dam/Pool</b>	<b>0</b>	<b>5,029</b>	<b>5,000</b>	<b>29</b>	<b>5,000</b>	<b>5,000</b>
<i>Tax Appropriation</i>		5,000				
<i>Interest</i>		29				
<i>Bridge Deck on Dam</i>			5,000			
<b>Recreation-Tennis Court</b>	<b>0</b>	<b>1,610</b>	<b>0</b>	<b>1,610</b>	<b>1,600</b>	<b>1,600</b>
<i>Tax Appropriation</i>		1,600				
<i>Interest</i>		10				
<b>Solid Waste-Equipment</b>	<b>3,509</b>	<b>4,028</b>	<b>3,500</b>	<b>4,037</b>	<b>4,000</b>	<b>4,000</b>
<i>Tax Appropriation</i>		4,000				
<i>Interest</i>		28				
<i>Open Top Container</i>			3,500			
<b>Town Clerk-</b>						
<b>Records/Storage</b>	<b>0</b>	<b>4,026</b>	<b>0</b>	<b>4,026</b>	<b>4,000</b>	<b>4,000</b>
<i>Tax Appropriation</i>		4,000				
<i>Interest</i>		26				
<b>Tracy Hall-Repairs</b>	<b>5,193</b>	<b>2,082</b>	<b>0</b>	<b>7,275</b>	<b>2,000</b>	<b>2,000</b>
<i>Tax Appropriation</i>		2,000				
<i>Interest</i>		82				
<b>Totals</b>	<b><u>\$523,791</u></b>	<b><u>\$243,647</u></b>	<b><u>\$319,915</u></b>	<b><u>\$447,522</u></b>	<b><u>\$193,600</u></b>	<b><u>\$154,600</u></b>

## TOWN OF NORWICH – TRUST FUNDS – 6/30/03

<b>Balances</b>	<u><b>July 1, 2002</b></u>	<u><b>June 30, 2003</b></u>
Perpetual Care	\$107,016.59	\$107,067.08
Sales of Cemetery Lots	55,198.86	58,202.52
New Boston Cemetery	762.13	762.13
Beaver Meadow Cemetery	53.93	53.93
Minister Gospel Lease Land	600.00	600.00
School Lease Land	465.00	465.00
Emma Hatch	900.00	900.00
Union Village Cemetery Association	2,775.00	2,775.00
WCTU Fountain	1,327.42	841.53
Land Management Council	2,543.14	2,309.49
Main Street Flags	<u>306.19</u>	<u>273.57</u>
<b>Balances</b>	<u><b>\$171,948.26</b></u>	<u><b>\$174,250.25</b></u>

### RECONCILIATION STATEMENT

<b>Balances: July 1, 2002</b>	<b>\$171,948.26</b>
Less: 6/30/02 payment of interest	(4,008.71)
<b>Additions:</b>	
Interest on Cemetery Funds	2,976.97
Sale of Cemetery Lots	4,100.00
Interest on Land Management Council Funds	24.94
Interest for Main Street Flag Fund	<u>2.34</u>
Sub-total	<b>\$ 7,104.25</b>
<b>Payments:</b>	
Norwich Cemetery Commissioners – Interest on PC	1,980.77
Union Village Cemetery Association – Interest	28.43
WCTU Fountain Repair	500.00
Land Management Council – Repairs & Maintenance	258.59
Main Street Flags – Repair and Maintenance	<u>34.96</u>
Sub-total	<b>( 793.55)</b>
<b>Balances: June 30, 2003</b>	<u><b>\$174,250.25</b></u>

### INVESTMENTS

Perpetual Care Maximizer Account, .896%, Mascoma Savings Bank	\$ 13,464.67
Sale of Lots Maximizer Account, .499%, Mascoma Savings Bank	8,202.52
Perpetual Care Certificate of Deposit, 1.7%, Mascoma Savings Bank	100,000.00
Sale of Lots, Certificate of Deposit, 1.7%, Mascoma Savings Bank	50,000.00
Land Management Council, Public Funds Account, .99% Charter One Bank	2,309.49
Main Street Flags Savings Account, .499%, Mascoma Savings Bank	<u>273.57</u>
<b>Total Investments</b>	<u><b>\$174,250.25</b></u>

Cheryl A. Lindberg, Mary I. Moore, Barbara C. Merrill, Trustees

**TOWN OF NORWICH, VERMONT**

**FINANCIAL STATEMENTS**

**JUNE 30, 2003**

**And**

**INDEPENDENT AUDITOR'S REPORT**

**TOWN OF NORWICH, VERMONT**

**ELECTED AUDITORS' REPORT**

Once again, the entire report of our independent auditor, Sullivan, Powers & Company, is printed in the Town Report on the following pages.

We have reviewed this report and determined that it represents a fair presentation of the finances of the Town of Norwich.

Auditors, Town of Norwich  
William Bender  
Alison May  
Henry Scheier

## INDEPENDENT AUDITOR'S REPORT

To the Selectboard  
Town of Norwich  
Norwich, Vermont 05055

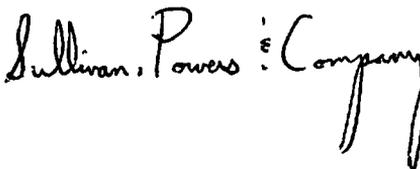
We have audited the accompanying general purpose financial statements of the Town of Norwich, Vermont as of June 30, 2003 and for the year then ended. These general purpose financial statements are the responsibility of the Town of Norwich, Vermont's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

A statement of general fixed assets, as required by generally accepted accounting principles, is not included in the financial report because the Town has not maintained records as to the historical costs of its general fixed assets. The amount that should be included in the general fixed asset account group is unknown.

In our opinion, except for the omission of the statement of general fixed assets, the general purpose financial statements referred to in the first paragraph, present fairly, in all material respects, the financial position of the Town of Norwich, Vermont as of June 30, 2003 and the results of its operations and cash flows of its nonexpendable trust funds for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Sullivan, Powers & Company  
VT License #92-00018



September 25, 2003  
Montpelier, Vermont

**TOWN OF NORWICH, VERMONT  
COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 2003**

Exhibit A

ASSETS	Governmental Fund Types		Fiduciary Fund Types		Account Group		Total (Memorandum Only)
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust Funds	General Long-Term Debt		
Cash - Note 2	\$794,024	\$146,622	\$221,494	\$174,251	\$ 0		\$1,336,391
Receivables - Note 3	109,626	0	0	0	0		109,626
Prepaid Expenses	156	0	0	0	0		156
Inventory	514	0	0	0	0		514
Due From Other Funds	0	1,981	258,288	0	0		260,269
Amount to be Provided for Retirement of General Long-Term Debt	0	0	0	0	599,099		599,099
<b>TOTAL ASSETS</b>	<b><u>\$ 904,320</u></b>	<b><u>\$148,603</u></b>	<b><u>\$479,782</u></b>	<b><u>\$174,251</u></b>	<b><u>\$ 599,099</u></b>		<b><u>\$2,306,055</u></b>
<b>LIABILITIES AND FUND EQUITY</b>							
<b>Liabilities</b>							
Accounts Payable	\$ 37,257	\$ 1,578	\$ 14,250	\$ 28	\$ 0		\$ 53,113
Payroll and Other Related Accounts	22,669	0	0	0	0		22,669
Other Accrued Expenses	552	0	0	0	0		552
Due to Other Funds	238,495	1,784	18,009	1,981	0		260,269
Deferred Revenue - Note 4	103,320	0	0	0	0		103,320
Compensated Absences - Note 5	0	0	0	0	59,099		59,099
Bond Payable - Note 6	0	0	0	0	540,000		540,000
<b>TOTAL LIABILITIES</b>	<b><u>402,293</u></b>	<b><u>3,362</u></b>	<b><u>32,259</u></b>	<b><u>2,009</u></b>	<b><u>599,099</u></b>		<b><u>1,039,022</u></b>
<b>Fund Equity</b>							
Fund Balances:							
Restricted - Note 7	11,916	0	0	172,242	0		184,158
Unrestricted							
Designated - Note 8	166,670	145,241	447,523	0	0		759,434
Undesignated	323,441	0	0	0	0		323,441
Total Fund Equity	<u>502,027</u>	<u>145,241</u>	<u>447,523</u>	<u>172,242</u>	<u>0</u>		<u>1,267,033</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b><u>\$904,320</u></b>	<b><u>\$148,603</u></b>	<b><u>\$479,782</u></b>	<b><u>\$174,251</u></b>	<b><u>\$ 599,099</u></b>		<b><u>\$2,306,055</u></b>

The accompanying notes are an integral part of this financial statement.

Exhibit B

**TOWN OF NORWICH, VERMONT**  
**COMBINED STATEMENT OF REVENUES,**  
**EXPENDITURES AND CHANGES IN FUND BALANCES**  
**ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2003**

	Governmental Fund Types			Fiduciary Fund Types	Total Memorandum Only)
	General Fund	Special Revenue Funds	Capital Projects Fund	Expendable Trust Funds	
<b>Revenues:</b>					
Property Tax Revenue	\$1,921,626	\$ 0	\$ 0	\$ 0	\$1,921,626
Intergovernmental Revenue	367,505	0	71,502	0	439,007
Investment Income	29,727	1,820	5,791	27	37,365
Penalties and Interest on					
Delinquent Taxes	40,502	0	0	0	40,502
Permit and License Fees	25,694	0	0	0	25,694
Charges for Services	301,422	0	0	0	301,422
Equipment Sales	0	0	7,222	0	7,222
Other Revenue	19,162	12,248	0	0	31,410
<b>Total Revenues</b>	<b>2,705,638</b>	<b>14,068</b>	<b>84,515</b>	<b>27</b>	<b>2,804,248</b>
<b>Expenditures:</b>					
General Government	964,494	0	0	293	964,787
Highway	770,314	0	0	0	770,314
Public Safety	535,023	0	0	0	535,023
Recreation	164,797	140	0	0	164,937
Cemetery	0	23,147	0	0	23,147
Solid Waste	107,857	0	0	0	107,857
Capital Projects	0	0	319,915	0	319,915
Debt Service:					
Principal	45,000	0	0	0	45,000
Interest	34,003	0	0	0	34,003
<b>Total Expenditures</b>	<b>2,621,488</b>	<b>23,287</b>	<b>319,915</b>	<b>293</b>	<b>2,964,983</b>
Excess/(Deficiency) of					
Revenues Over Expenditures	84,150	(9,219)	(235,400)	(266)	(160,735)
Other Financing Sources (Uses):					
Operating Transfers In	0	14,181	159,132	0	173,313
Operating Transfers Out	(171,332)	0	0	0	(171,332)
<b>Total Other Financing     Sources (Uses)</b>	<b>(171,332)</b>	<b>14,181</b>	<b>159,132</b>	<b>0</b>	<b>1,981</b>
Excess/(Deficiency) of					
Revenues and Other Financing Sources Over Expenditures and Other Financing Uses	(87,182)	4,962	(76,268)	(266)	(158,754)
Fund Balance - July 1, 2002	589,209	140,279	523,791	2,849	1,256,128
Fund Balance - June 30, 2003	\$502,027	\$145,241	\$447,523	\$2,583	\$1,097,374

The accompanying notes are an integral part of this financial statement.

**TOWN OF NORWICH, VERMONT**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL**  
**GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2003**

Exhibit C

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<b>Revenues:</b>			
Property Taxes	\$1,908,027	\$1,921,626	\$ 13,599
State Tax Revenue	88,000	95,596	7,596
Penalty and Interest on Delinquent Taxes	28,000	40,502	12,502
Land Use Withdrawal Penalties	0	4,690	4,690
Licenses and Permits	26,775	25,694	(1,081)
Intergovernmental Revenue	139,308	148,329	9,021
Public Service Fees	239,600	270,016	30,416
Grant Revenue	120,506	123,580	3,074
Public Safety Fees	15,250	31,406	16,156
Investment Income	40,000	29,727	(10,273)
Other Revenue	<u>10,100</u>	<u>14,472</u>	<u>4,372</u>
<b>Total Revenues</b>	<b><u>2,615,566</u></b>	<b><u>2,705,638</u></b>	<b><u>90,072</u></b>
<b>Expenditures:</b>			
General Administration	194,004	162,259	31,745
Boards of Civil Authority and Abatement	1,290	905	385
Statutory Meetings	5,586	5,237	349
Town Clerk	109,876	124,446	(14,570)
Audit	14,550	14,176	374
Finance Department	106,757	66,596	40,161
Delinquent Tax Collections	2,183	2,149	34
Listers	89,306	85,077	4,229
Planning	72,489	64,223	8,266
Zoning Board of Adjustment	150	195	(45)
Recreation Department	156,962	164,797	(7,835)
Tracy Hall	58,959	71,511	(12,552)
Police Department and Station	432,664	416,946	15,718
Fire Department and Station	133,087	122,620	10,467
Emergency Management	4,175	4,642	(467)
Tree Warden	11,000	13,388	(2,388)
Solid Waste Department	115,558	111,857	3,701
Conservation	10,645	1,865	8,780
Highway Department and Garage	857,257	825,431	31,826
Debt Service	82,800	79,003	3,797
Town Appropriations	119,488	114,903	4,585
Support Group Expenditures	60,652	52,661	7,991
Human Services	55,128	55,195	(67)
Taxes and Interest	52,700	133,059	(80,359)
Unemployment and Worker's Compensation Insurance	<u>28,300</u>	<u>27,475</u>	<u>825</u>
<b>Total Expenditures</b>	<b><u>2,775,566</u></b>	<b><u>2,720,616</u></b>	<b><u>54,950</u></b>
Excess/(Deficiency) of Revenues Over Expenditures-Notes 9 and 10	<b><u>\$ (160,000)</u></b>	<b><u>\$ (14,978)</u></b>	<b><u>\$ 145,022</u></b>

The accompanying notes are an integral part of this financial statement.

**TOWN OF NORWICH, VERMONT**  
**COMBINED STATEMENT OF REVENUES, EXPENSES AND**  
**CHANGES IN FUND BALANCES**  
**ALL NONEXPENDABLE TRUST FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2003**

Exhibit D

<b>Revenues:</b>	
Investment Income	\$ 2,978
Cemetery Lot Sales	<u>4,100</u>
Total Revenues	<u>7,078</u>
<b>Expenses</b>	
Cemetery Expenses	<u>528</u>
Total Expenses	<u>528</u>
Excess of Revenues Over Expenses	<u>6,550</u>
<b>Other Financing Sources/(Uses):</b>	
Operating Transfers Out	<u>(1,981)</u>
Total Other Financing Sources/(Uses)	<u>(1,981)</u>
Excess of Revenues and Other Financing Sources Over Expenses and Other Financing Uses	4,569
Fund Balance - July 1, 2002	<u>165,090</u>
Fund Balance - June 30, 2003	<u>\$ 169,659</u>

**TOWN OF NORWICH, VERMONT**  
**COMBINED STATEMENT OF CASH FLOWS**  
**ALL NONEXPENDABLE TRUST FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2003**

Exhibit E

<b>Increase in Cash:</b>	
<b>Cash Flow from Operating Activities:</b>	
Excess of Revenues Over Expenses	\$ 4,569
(Decrease) in Accounts Payable	(93)
(Decrease) in Due to General Fund	<u>(1,907)</u>
Net Cash Provided by Operating Activities	<u>2,569</u>
Cash Flow from Non-Capital Financing Activities	<u>0</u>
Cash Flows from Capital and Related Financing Activities:	<u>0</u>
Cash Flows from Investing Activities:	<u>0</u>
Net Increase in Cash	2,569
Cash - July 1, 2002	<u>169,099</u>
Cash - June 30, 2003	<u>\$ 171,668</u>

The accompanying notes are an integral part of this financial statement

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2003**

The Town of Norwich, Vermont, (herein the "Town") was formed in 1761 and operates under a Town Manager form of government and provides the following services: public safety (police and fire), highways and streets, solid waste, recreation, public improvements, planning, zoning, and general administrative services.

The Town, for financial statement purposes, includes all of the funds and account groups relevant to the operations of the Town. The financial statements presented herein do not include agencies which have been formed under applicable state laws or separate and distinct units of government apart from the Town.

The accounting policies of the Town conform to generally accepted accounting principles as applicable to governments, except as noted below. The following is a summary of the more significant policies.

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. REPORTING ENTITY**

The criteria of oversight responsibility, special financing relationships and scope of public service was used in determining the agencies or entities which comprise the Town for financial reporting purposes. Oversight responsibility is determined by the extent of financial interdependency, control over the selection of the governing authority and management, ability to significantly influence operations and accountability for fiscal matters. Based on these criteria, there are no agencies or entities which should be combined with the financial statements of the Town.

**B. FUND ACCOUNTING**

The accounts of the Town are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue and expenditures or expenses, as appropriate. Town resources are allocated to and accounted for in individual funds based upon the purposes for which they are spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into two (2) fund types and five (5) fund categories, as follows.

**GOVERNMENTAL FUNDS**

**General Fund** - The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

**Special Revenue Funds** - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trust, or major capital projects) that are legally restricted to or designated for expenditures for specified purposes.

**Capital Projects Funds** - Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital assets or facilities (other than those financed by Proprietary Funds or Trust Funds).

**FIDUCIARY FUNDS**

**Trust Funds** - Trust and Agency Funds are used to account for assets held by the Town in a trustee capacity for individuals, other governments and/or other funds.

**Expendable Trust Funds** - These account for assets of which both principal and interest may be expended.

**Nonexpendable Trust Funds** - These account for assets of which the principal may not be expended.

**C. FIXED ASSETS AND LONG-TERM LIABILITIES**

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All Governmental Funds and Expendable Trust Funds are accounted for on a spending or "financial flow" measure-

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2003**

ment focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balances (net current assets) are considered a measure of "available spendable resources". Governmental Fund operating statements present increases (revenue and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Fixed assets used in Governmental Fund type operations (general fixed assets), should be accounted for in the General Fixed Assets Account Group, and expensed when purchased.

The Town does not maintain the historical cost information needed for establishment of a General Fixed Assets Account Group.

Long-term liabilities expected to be financed from Governmental Funds are accounted for in the General Long-Term Debt Account Group, not in the Governmental Funds.

Because of their spending measurement focus, expenditure recognition for Governmental Fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as Governmental Fund type expenditures or fund liabilities. They are reported as liabilities in the General Long-Term Debt Account Group.

An Account Group is not a "fund". It is concerned only with the measurement of financial position. It is not involved with results of operations.

**D. BASIS OF ACCOUNTING**

Basis of accounting refers to when revenue and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurements made, regardless of the measurement focus applied.

All Governmental Funds and Expendable Trust Funds are accounted for using the modified accrual basis of accounting. Their revenue is recognized when it becomes measurable and available as net current assets. Expenditures are generally recognized when the related fund liability is incurred. The exception to this general rule is to recognize principal and interest on general long term debt when paid.

All Nonexpendable Trust Funds are accounted for using the accrual basis of accounting. Revenue is recognized when earned, and expenses are recognized when incurred.

**E. ENCUMBRANCE ACCOUNTING**

The Town uses the encumbrance method of accounting. Under this method, commitments, such as purchase orders and other contracts, in addition to expenditures made or accrued, are recorded. Since encumbrances are not considered expenses for generally accepted accounting principles; there are differences between budgetary accounting amounts and the GAAP basis amounts. The budget-based information reflects expenditures based on liabilities incurred and encumbrances outstanding, whereas the actual (GAAP basis) financial statement do not include amounts encumbered at the end of the fiscal year.

**F. OPERATING BUDGET**

The operating budget is approved at Town meeting and the Selectboard set the tax rate based on the grand list and approved expenditure budget less estimated non-property tax revenues.

**G. CASH AND CASH EQUIVALENTS**

Cash includes amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the Town.

**H. ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS**

The Town provides an allowance for uncollectible accounts for the estimated losses that will be incurred in the collection of all receivables. The estimated losses are based on the judgment of management and a review of the current status of existing receivables. The Town believes all receivables are collectible, therefore, there is no allowance necessary.

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2003**

**I. FUND BALANCES**

Fund Balances are classified in three separate categories. The categories, and their general meanings, are as follows:

**Restricted** - Indicates amounts that are not appropriable or are legally segregated for a specific purpose.

**Unrestricted - Designated** - Indicates that portion of fund equity for which the Town has made tentative plans.

**Unrestricted - Undesignated** - Indicates that portion of fund equity which is available for appropriation and expenditure in future periods.

**J. USE OF ESTIMATES**

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**K. OPERATING TRANSFERS**

Operating transfers are legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended.

**L. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES**

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" or "due to other funds" on the balance sheet. These interfund balances have not been eliminated in the aggregation of this data. Short-term interfund loans are classified as interfund receivables/payables.

**M. TOTAL COLUMNS ON COMBINED STATEMENTS - OVERVIEW**

Total Columns on the Combined Statements - Overview - are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns does not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation, as interfund eliminations have not been made in the aggregation of this data.

**NOTE 2: CASH**

The cash received by the Town is placed in the custody of the Town Treasurer who is elected. The cash deposits in the Town accounts at June 30, 2003 consisted of the following:

	<u>Book Balance</u>	<u>Bank Balance</u>
Insured - FDIC	\$ 200,500	\$ 208,757
Uninsured, Collateralized - Secured by U.S. Government Securities of Federal Agency Issued Mortgage Backed Securities Held by the Bank's Trust Department with a Security Interest Granted to the Town	1,135,491	1,146,504
Cash on Hand	400	N/A
<b>Total</b>	<b><u>\$1,336,391</u></b>	<b><u>\$1,355,261</u></b>

The difference between the book balance and the bank balance is due to reconciling items such as deposits in transit and outstanding checks.

**NOTE 3: RECEIVABLES**

Receivables at June 30, 2003 consist of the following:

	<u>General Fund</u>
Delinquent Taxes	\$ 75,230
Interest on Delinquent Taxes	8,940
Penalties on Delinquent Taxes	5,791
Accounts Receivable	7,306
Grants	12,359
<b>Total</b>	<b><u>\$109,626</u></b>

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2003**

**NOTE 4: DEFERRED REVENUE**

Deferred Revenue in the General Fund consists of \$63,000 of delinquent taxes and penalty and interest on those taxes that was not collected within sixty (60) days after year-end as these would not be available to liquidate current liabilities and \$29,025 of recreation fees, \$5,500 of property taxes and \$5,795 of grant income received in advance for fiscal year 2004. Total Deferred Revenue in the General Fund is \$103,320.

**NOTE 5: COMPENSATED ABSENCES**

It is the policy of the Town to permit employees to accumulate earned but unused vacation benefits up to thirty (30) days as well as compensatory time and unused holidays. No liability is reported for unpaid accumulated sick leave because it is not a vested benefit. Amounts not expected to be liquidated with expendable available financial resources are reported in the General Long-Term Debt Account Group. No expenditure is reported for these amounts until paid. At June 30, 2003, the Town had the following vested benefits earned by their employees:

Vested Vacation Payable	\$40,439
Vested Compensatory Time Payable	15,404
Vested Holiday Time Payable	<u>3,256</u>
Total Compensated Absences	<u>\$59,099</u>

**NOTE 6: BOND PAYABLE**

The following is a summary of changes in the bond payable for the year ended June 30, 2003:

	Beginning Balance <u>July 1, 2002</u>	Additions	Deletions	Ending Balance <u>June 30, 2003</u>
Bond Payable - Vermont Municipal Bond Bank, Tracy Hall Renovations, \$45,000 Due Annually on December 1 through 2015, Various Interest Rates, Currently at 5.91 %, Interest Due Semi-Annually on June 1 and December 1	\$585,000	\$ 0	\$45,000	\$540,000
Total Bond Payable	<u>\$585,000</u>	<u>\$ 0</u>	<u>\$45,000</u>	<u>\$540,000</u>

Maturities are as follows:

	Principal	Interest	Total
2004	\$ 45,000	\$ 31,491	\$ 76,491
2005	45,000	28,933	73,933
2006	45,000	26,331	71,331
2007	45,000	23,684	68,684
2008	45,000	20,991	65,991
2009-2013	225,000	63,615	288,615
2014-2015	90,000	5,733	95,733
Total	<u>\$540,000</u>	<u>\$200,778</u>	<u>\$740,778</u>

**NOTE 7: RESTRICTED FUND BALANCES**

Restricted fund balances at June 30, 2003 are as follows:

General Fund:

Restricted for Prepaid Expenses and Inventory	\$ 670
Restricted for Encumbrances	<u>11,246</u>
Total General Fund	<u>11,916</u>

Fiduciary Funds:

Restricted for Land Management by Donation	2,309
Restricted for Main Street Flags by Donation	274
Restricted for Perpetual Care by Agreement	111,456
Restricted for Cemetery Lots by Agreement	<u>58,203</u>
Total Fiduciary Funds	<u>\$172,242</u>
Total Restricted Fund Balances	<u>\$184,158</u>

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2003**

**NOTE 8: DESIGNATED FUND BALANCES**

Designated fund balances at June 30, 2003 are as follows:

General Fund:	
Designated to Reduce Property Taxes in Fiscal Year 2003	\$165,000
Designated for Police Department	<u>1,670</u>
Total General Fund	<u>166,670</u>
Special Revenue Funds:	
Designated for Conservation Commission	92,033
Designated for Recreation	41,155
Designated for Cemetery Perpetual Care	<u>12,053</u>
Total Special Revenue Funds	<u>145,241</u>
Capital Projects Fund:	
Fire Equipment	\$ 57,113
Highway Equipment	650
Highway Garage	184,080
Police Department	15,870
Police Station	6,626
Solid Waste Department	4,037
Real Property Reappraisal	85,095
Tracy Hall	7,275
Corridor Enhancement	62,811
General Administration	10,752
Recreation Dam	29
Recreation Tennis	1,610
Route 132	5,033
Fire Training	2,516
Town Clerk Equipment	<u>4,026</u>
Total Capital Projects Fund	<u>447,523</u>
Total Designated Fund Balances	<u>\$759,434</u>

**NOTE 9: BUDGETED USE OF FUND BALANCE**

The Town elected to utilize \$160,000 of the prior year's fund balance in the General Fund. This is reflected as a budgeted deficiency of revenues over expenditures in Exhibit C.

**NOTE 10: RECONCILIATION OF BUDGETARY STATEMENTS**

The "budget versus actual" statements of the General Fund have been prepared utilizing encumbrance accounting to conform to the budget. Therefore, to conform with Generally Accepted Accounting Principles (GAAP), certain adjustments are necessary. The following are the adjustments which reconcile the budgetary statement with the GAAP basis statement:

Excess/(Deficiency) of Revenues Over Expenditures -	
Budgetary Basis - Exhibit C	\$ (14,978)
Adjustments:	
Encumbrances - June 30, 2003	11,246
Encumbrances - June 30, 2002	<u>(83,450)</u>
Excess/(Deficiency) of Revenues Over Expenditures -	
(GAAP Basis) - Exhibit B	<u>\$ (87,182)</u>

**NOTE 11: RETIREMENT PLANS**

All eligible employees of the Town are covered under the State of Vermont Municipal Employees' Retirement Plan. The system requires that both the Town and employees contribute to the Plan which provides retirement, disability and death benefits. The Town has elected to participate in three (3) plans: Plan B, Plan C and Plan DC which require all

**TOWN OF NORWICH, VERMONT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2003**

eligible employees to contribute, 4.5%, 9% and 5%, respectively of gross wages while the Town contributes 5%, 6%, and 5% respectively.

The Town pays all costs accrued each year for the plan. The premise of Plan B and Plan C is to provide a retirement plan covering municipal employees at a uniform state-wide contribution rate based upon an actuarial valuation of all State of Vermont municipal employees. Activity in this plan is done in the aggregate, not by municipality. Due to the nature of this pension plan, net assets available for benefits as well as the present value of vested and nonvested plan benefits by municipality are not determinable. The premise of Plan DC, a defined contribution plan, is to allow employees to have a choice in investing their retirement assets. Each employee will receive the value of their account upon retirement.

Total payroll for the year was \$862,366 while covered payroll was \$705,163. Pension expense for the year was \$36,238.

Additional information regarding the State of Vermont Municipal Employees' Retirement Plans is available upon request from the State of Vermont.

The Town also offers its employees a deferred compensation plan through the State of Vermont in accordance with Internal Revenue Code Section 457. The plan permits employees to defer a portion of their salary until future years. Deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. The Town has no liability for losses under this plan but does have the duty of due care that would be required of an ordinary prudent investor. All of the investments are self directed by each employee. No employees have elected to participate in this plan.

**NOTE 12: PROPERTY TAXES**

Property taxes are levied by mid-July and are due in two (2) installments in mid-August and mid-February. All unpaid taxes become delinquent after the February due date. Interest is assessed at 1% per month for the first three (3) months and 1.5% thereafter and an 8% penalty is assessed when the taxes become delinquent. The Town bills and collects its own property taxes as well as school taxes for the State. For the year ended June 30, 2003, the tax rate is as follows:

Town	\$ .580
Local Agreement RateShare	.002
School – State Education	1.360
School – Local Share	<u>1.490</u>
Total	<u>\$3.432</u>

**NOTE 13: RISK MANAGEMENT**

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town maintains insurance coverage through the Vermont League of Cities and Towns Property and Casualty Intermunicipal Fund, Inc. covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Town. Settled claims have not exceeded this coverage in any of the past three fiscal years. The Town must remain a member for a minimum of one year and may withdraw from the Fund after that time by giving sixty days notice. Fund underwriting and ratesetting policies have been established after consultation with actuaries. Fund members are subject to a supplemental assessment in the event of deficiencies. If the assets of the Fund were to be exhausted, members would be responsible for the Fund's liabilities.

In addition, the Town is a member of the Vermont League of Cities and Towns Health Trust. The Health Trust is a nonprofit corporation formed to provide health insurance and wellness programs for Vermont municipalities and is owned by the participating members. The agreement does not permit the Health Trust to make additional assessments to its members.

The Town is also a member of the Vermont League of Cities and Towns Unemployment Insurance Trust. The Unemployment Trust is a nonprofit corporation formed to provide unemployment coverage for Vermont municipalities and is owned by the participating members. The agreement does not permit the Unemployment Trust to make additional assessments to its members.

**NOTE 14: RELATED PARTY TRANSACTION**

The Town of Norwich has maintained its primary bank account with Mascoma Savings Bank for many years. In December 2002, the Town Treasurer accepted a position with the bank.

**ANNUAL REPORTS**

**TOWN OF**

**NORWICH, VERMONT**

**Fiscal Year**  
**July 1, 2002-June 30, 2003**

**PART II**

**TOWN BOARDS, COMMISSIONS,**  
**COMMITTEES and DEPARTMENTS**

## SELECTBOARD

Since September 2002, when Dennis Pavlicek began work as our first Town Manager, the oversight of all Town departments has become his responsibility, allowing the Selectboard to concentrate more on policy than daily administration.

After a public hearing on recommendations from the Class 4 Road Committee's final report, we reclassified as trails portions of Cossingham, Joshua, Powers, and Upper Loveland roads as well as part the Heyl trail.

We formed a Public Transportation Committee to work cooperatively with the Upper Valley Transportation Management Association, looking at the possibility of establishing small "Park & Ride" sites in Norwich to encourage carpooling and Advance Transit use.

The Board appointed a committee to determine whether to replace the Zoning Board of Adjustment (ZBA) with a Development Review Board (DRB). The Board concurred with the committee's recommendation that we follow the lead of other Vermont towns using this model, and appointed members to the new DRB. The Planning Commission will thus be freed up to plan; the DRB will perform permitting and site review.

After Hartford's decision to leave the Upper Valley Lake Sunapee Regional Planning Commission and join with the Two Rivers Ottaquechee Regional Commission, the Board initiated a discussion as to whether Norwich should also change RPCs, as Norwich and Hartland (a non-contiguous town) would be the only remaining VT towns in UVLSRPC.

We held joint meetings with the Hartford and Hanover Selectboards regarding transportation and affordable housing, and met with the Norwich School Board regarding issues such as taxes, the school and town budgets, declining enrollments and the State block grant.

Act 60 and its impact on Norwich was a major concern for Norwich residents and the Selectboard. We joined with the Vermont League of Cities and Towns (VLCT) in supporting a resolution to make Act 60 more equitable and met with our State legislators to voice our concerns. Act 68 was passed into law at the end of the 2003 State legislative session and appears to be more beneficial to Norwich.

The Board approved new private highway specifications repealing the private highway policy of February 1999.

We accepted a memorandum of understanding with Ed and Joyce Childs regarding the potential future transfer of some of their land to the Town.

The Selectboard held its first retreat, facilitated by VLCT, to formulate a number of goals to be worked on during the coming year.

In September 2003, the Board appointed a Sewer Committee to study the pros and cons of a municipal sewer. It is expected to report back to the Board with an initial report in January 2004.

Liz Blum, Chair  
Jack Candon  
Linda Cook

Nancy Hoggson  
Suzanne Stofflet

## TOWN MANAGER

My first year as Town Manager for Norwich has seemed to fly by as we transition from a Selectboard to a Town Manager form of government. I believe we, as a town, have accomplished much.

Grants have been an important source of revenue for the town in FY03/04 and we hope to increase them even more in upcoming years. Some of the grants that the town received were: a \$150,000 bridge grant to replace the Bragg Hill Bridge, two grants totaling approximately \$100,000 from Homeland Security for emergency management equipment, and as the fiscal year was closing we received word that we would receive a \$20,000 grant for installation of a generator at Tracy Hall.

During this past year the "Corridor Project" progressed, unfortunately not as fast as all of us would like. The corridor committee's finalized plans were presented to VTrans late this spring for approval. It was hoped that the project would commence this summer. After a lengthy review we received comments from VTrans and our response is now being formulated with hopes of final approval by this spring. I know that all who have been involved in this project will be glad to see it finally get into the construction phase.

The past year has seen a major revamping of the Finance Office. Roberta Robinson came to us with prior municipal experience and has smoothly transitioned into the position of Finance Officer. Roberta and her assistant, Nicole Griffin, have done an exemplary job in making sure that our financial transactions are done promptly and efficiently.

In addition to being in charge of all departments, I am also the Road Commissioner, Emergency Management Director, and Collector of Delinquent Taxes.

I thank all employees and volunteers on town boards for all their dedicated work this year. They are what makes Norwich the wonderful place it is to live in. My door is always open for your questions, concerns or comments.

Dennis J. Pavlicek, Town Manager (649-0127)

## COLLECTOR OF DELINQUENT TAXES

It is now my responsibility as Town Manager to act as the Collector of Delinquent Taxes. When the second, or February tax bill is unpaid the taxes become delinquent and the Treasurer issues a warrant. In many cases either payment or a payment plan resolves the need for further collection action.

### Tax Summary for FY 02/03

Taxes due	\$11,624,676.86
Taxes collected during FY 02/03	\$11,557,332.71

### Delinquent Tax Report

7/1/2002 balance:	\$ 43,109.76
Delinquent taxes:	<u>\$348,067.39</u>
Subtotal:	\$391,177.15
Less delinquent taxes collected:	<u>\$315,947.20</u>
6/30/2003 balance:	\$ 75,229.95 *

* Taxes delinquent for FY02/03	\$67,344.15
Taxes delinquent for previous years	<u>\$ 7,885.80</u>
Total	\$75,229.95

Delinquent taxes as of December 31, 2003 \$26,855.50

## **TOWN CLERK**

The Town Clerk's Office is open Monday, Tuesday, Wednesday, and Friday from 8:30 am to 4:30 pm and on Thursday from 8:30 am to 7:00 pm. We handle all of the recording in town such as Land Records, which date back to the mid 1700's. This year we have recorded approximately 7,760 pages in our Land Records and have filled more than 11 volumes. This is an increase of well over 2,800 pages in recording from what we have done in years past. We also record Vital Statistics (Births, Deaths, Marriages and Civil Unions) which occur in the Town of Norwich. The Vital Records also date back to the mid 1700's.

This year I was able to restore the following records with the restoration money that was collected and with the Town appropriation: Land Records Volumes 14, 15, 16, 21 and 26. We maintain the records for the Town.

We are responsible for the licensing of pets. We license dogs, cats and wolf-hybrids. This year we licensed approximately 800 animals. Please remember to license your pet on or before April first of each year. We will need a current rabies certificate if we do not have one on file.

Another service we provide is registration renewals for your motor vehicles. This includes snowmobiles and boats. There is an additional fee of \$3.00 for the Town to provide this service.

This year we became a Passport Agent. We are able to provide the service of obtaining a Passport as well as being able to help with the renewal of passports. There is a fee of \$30.00 for the execution as well as the passport fees.

Our office is also responsible for conducting elections. If you are not yet a registered voter and would like to be, please stop by and fill out an application, so that your name can be added to the Norwich Voter Checklist. If you have any interest in helping at the polls during Elections, please contact me. If you have any questions, or need help, please do not hesitate to ask.

Bonnie J. Munday, Town Clerk (649-1419)

## **AFFORDABLE HOUSING COMMITTEE**

The Norwich Affordable Housing Committee was appointed and charged by the Selectboard to make recommendations about what actions should be taken to ensure that a continuum of housing stock is available in Norwich. The committee has learned much about the need for, barriers, and availability of affordable housing, in Norwich and throughout the Upper Valley. We are working with the Selectboard and the VT legislature to provide unique solutions to encourage maintaining the affordability of apartments in existing structures, particularly in the village of Norwich. The committee is also working with the Planning Commission to ensure that there will be mechanisms in the new Zoning Regulations to provide Affordable Housing as defined in the Committee Report of 2002. We are pursuing every realistic location for adding some new mixed housing to Norwich. We hope to be able to recommend a plan to the Selectboard during this coming year.

Members of the committee continue to attend and participate in local and regional efforts on affordable housing. We welcome all interested citizens to our meetings.

Creigh Moffatt, Chair (649-1969)

# NORWICH VITAL RECORDS 2003

(as recorded by the Town Clerk's Office  
January 1-December 31, 2003)

## Births

Jay William Poulter  
Jed Haywood Kurts

Lazlo Tiger Snyder

## Deaths

Sylvia F. Fraser  
William Otto Reichert  
Richard John Zion  
John H. Batchelder  
Lawrence L. Jones  
Kathleen Garland

Carole B. LaRowe  
John Sevier Sheldon  
Sherwood Reed  
Kimberly King Zea  
Viola Elizabeth Fitzgerald  
Elizabeth H. Owers

## Marriages

### Groom

Eric R. Hasse  
Henry Stanley Kwiatkowski Jr.  
Lucas Mark Stepno  
John Miller McDonaald III  
Bryan William Leary  
Jason Timothy York  
John Duncan Lloyd  
Ryan Todd Lynaugh  
Charles Edward Doolittle  
Rene' Johannes Petrus Sijmonsbergen  
Kris Alan Carothers  
Daniel Turpin O'Connor  
Denis Yuryevich Suspitsyn  
Patrick John Harrington  
Darryl Howard Hatch  
Robert Allen Oden III  
Michael Mullin Woodruff  
Fred Edward Wainwright  
Sean Phillip MacPhee  
William Rufus Davenport Rogers.  
David Philander Derby  
Christian Peter Mango  
Austin Choate Eaton, III  
David Charles Garrison  
Ian Spiro  
Michael M. Mefferd  
Michael Lee Stephens  
Todd Adam Silberstein  
Jeffery Roger Acker  
Robert Stephen Herr

### Bride

Beverly Jane Sherwin  
Belinda Mae Chadwick  
Angela Dawn McCanna  
Allison Clark Bleyler  
Daryll Lynn Tsimahides  
Amy Patel  
Suzanne Jane Smith  
Liza Sue Demar  
Sally Paine Johnson  
Anne Westcott Golet  
Allison Ann Japikse  
Nahoko Kawakyu  
Rose Elizabeth O'Neill  
Cady Beatrice Winslow  
Karmen Laurie Flint  
Kristen Hunt Ketterer  
Dana Leigh Finley Parrott  
Milica Jelena Curcuc  
Lisa Marie Roberts  
Margaret Brown Wickwire  
Katherine d'Aquin Jones  
Heather Lynn Stevens  
Pamela Ann Barush  
Nicole Phyllis Katalin Egenberger  
Nina Katerine McCampbell  
Karen Malia Kahooanohano  
Kathleen Dorothy Nelson  
Lisa Ann Leinau  
Lara Soibhan Whelan  
Tanalis Padilla

Christian Hathaway Edvardsen  
Debra Cay Hirshman

## Civil Unions

Benjamin John Baker  
Janice Gail Roven

## NORWICH TOWN AUDITORS

The Town's three elected Auditors are statutory officials whose principal responsibility is to prepare an annual Town Report for residents. The Auditors meet with the independent accountants to review the Town's annual financial statements and the independent accountants' "management letter", which includes their suggestions for improving financial controls and operating procedures. The Auditors regularly attend Selectboard meetings to observe and advise, and they also prepare monthly reconciliations of the Town's various bank accounts. Each Auditor is elected to a 3-year term of office, and the terms are staggered. As a result of past decisions, each Auditor serves as a member of both the Norwich and Dresden Finance Committees.

Henry Scheier, Chair (649-1387)

## BOARD OF ABATEMENT and BOARD OF CIVIL AUTHORITY

During the last fiscal year the Board of Abatement heard three tax abatement appeals from Norwich citizens. All three appeals were granted.

The Board of Civil Authority heard two appeals of decisions of the Town Listers. Both appeals were denied. In addition, the BCA met periodically to ensure the accuracy of the Town's voter checklist.

Terry Appleby, Vice Chairman (649-8279)

## NORWICH CEMETERY COMMISSION

Day-to-day maintenance work during good weather has continued in the cemeteries. At Hillside, the largest burial ground, 250 stones have been cleaned, some have been straightened, while the depressions on some grave sites have been filled in. Two large trees have been removed. There are ten other burial grounds, ranging in size from a handful of graves to Fairview's 1,000 or so and Hillside's even larger population.

Town residents should be aware that the Union Village Cemetery Association is not affiliated with the Norwich Cemetery Commission, although the Town has appropriated funds in response to articles placed on Town Meeting agendas by the U. V.C.A. for several years. This year's is the last of four annual \$5,000 requests. Maintenance work on a section of the Union Village cemetery has been provided by the Norwich Cemetery Commission. Hence the Norwich Commission does have a concern about the present arrangement. Certainly, a more businesslike accounting to the Town should be required if there is contemplation of future requests.

Planning for future expansion of Hillside now has the Commission's attention. Several years ago the clearing of land at the bottom of the east side of the hill and provision for drainage of excess water allowed for plots for cremation burials. More ways of using Hillside can be worked out. However, the securing of more land needs our consideration.

Financially, during the year, the Commission's income from interest was less. Last year, the Perpetual Care interest was \$3,880.21; this year under review it is \$1,980.77. This interest, plus that from the Woodworth Trust Fund, is not enough to cover cemetery maintenance. Therefore, we are asking for an additional \$9,200 to cover expenses.

Fred Spaulding, Chair (649-1121)

## NORWICH CONSERVATION COMMISSION

We have been involved in many activities related to conservation of natural resources. We hosted the first summer outing of the Association of Vermont Conservation Commissions with a program featuring town trails and especially the new mountain bike and ski trail on Gile Mountain. Subsequently, our volunteers installed a new roof on the Gile Mountain shelter. The Land Management Council of the Fire District and the Conservation Commission are working together to build trails on Fire District parcel #5 on the north side of Beaver Meadow Road. With aid from the Norwich Women's Club and a grant from the Upper Valley Trails Alliance, we initiated a series of trail design, construction, and maintenance workshops. We also sponsored a March snowshoe walk.

The Commission commented to the Selectboard on proposed new regulations on subdivisions. We assisted the Upper Valley Land Trust in preparing a conservation easement and management plan, subsequently adopted by the Selectboard, for the town-owned Melendy parcel. An Upper Valley Community Foundation grant provides for instruction by the Nature Conservancy of volunteers to manage the Melendy parcel. Town residents responded generously to a Commission solicitation for donations to the town Conservation Trust Fund, which the Selectboard uses to aid in land conservation. Our Educational Workshops attracted sizeable audiences for programs on climate change, vernal pools, and birds and butterflies. In a meeting with town officers we began discussions on conservation and highway maintenance. Our water quality studies and testing are developing. The series of Post Office exhibits has continued.

Nick Krembs, Chair (649-1048)

## EMERGENCY MANAGEMENT

Emergency Management's responsibility is to prepare for disasters and to coordinate responses to any emergencies which might demand unusual resources. Emergency management is about being ready.

History suggests flooding, storms, and hazardous materials spills are most likely to occur. Terrorism, with its new uncertainties has joined the list. In any emergency the first to be called are the Fire & Fast Squad, Police and Highway departments, but as an emergency expands the Town Health Officer, the American Red Cross, and Vermont Emergency Management become involved. Resources in the community such as trucks, backhoes, chain saws, wells, Dan and Whit's, the Inn, and churches can contribute to the response. A neighbor with an undamaged home can be an important resource to a family in need. If power is lost or roads are blocked, a family's ability to take care of itself for a couple of days is worth planning for ahead of time. Emergency management's task is a process that involves reducing risk, preparing for, responding to and recovering from potential hazards.

For Norwich, a major emergency is a large fire, a major storm, a plane crash, anything that interrupts the normal functioning of the Town, destroys the infrastructure, or involves more than a couple of casualties. Then we need good coordination among departments and one person calling the shots – the Town Manager. Beforehand, the Emergency Management Coordinator has seen that the basis for that coordination exists. Anyone who has questions or particular concerns should contact the new Emergency Management Coordinator, Charles Hodgdon. Dennis Pavlicek, Town Manager, is the Emergency Management Director.

Peter Richardson, former Emergency Management Coordinator  
Charlie Hodgdon, Emergency Management Coordinator (649-1659)

## NORWICH ENERGY COMMITTEE

During FY02/03, the Norwich Energy Committee (NEC) placed a resolution on the 2003 Town Meeting warrant requesting state leaders make Vermont a leader in sustainable energy development, which passed.

We submitted a report of an energy survey of Tracy Hall to the Town Manager and discussed funding available for a professional energy audit. We discussed with the Selectboard the possibility of using biodiesel fuel in the town vehicle fleet and town buildings, and consulted with regional biodiesel producers and suppliers, to lay the groundwork for distribution in the Upper Valley.

We placed information/outreach tables in front of the Post Office, Tracy Hall, Riverfest, and at other events, and distributed materials on global warming, compact lighting, biodiesel, electricity consumption and home energy-saving tips.

The NEC made a dozen house calls for energy consultations; participated in an energy audit of the Family Place, and continued to consult with the Senior Action Council and Efficiency Vermont (EV) on replacing electric heat at the Hazen Street senior housing.

We sponsored Bike-to-School day for Marion Cross School students in September and May (about 100 participants each time.)

We wrote to the Public Service Board requesting preservation of the scheduled increase in the Efficiency Vermont budget, and participated in a Vermont Energy Summit of organizations working on energy issues. We sought support of the State buying the Connecticut River dams.

The NEC assisted Town Tree Warden Jake Blum with a project to prepare and distribute to needy families free fire wood cut from trees taken down by the town.

For more information contact Ames Byrd (office), 649-3905, ames.byrd@valley.net.  
Alan Berolzheimer, Chair, berccress@sovernet or (649-2857)

## FINANCE OFFICE

The Finance Office was created as a result of the transition to the Town Manager form of government. The Finance Office is responsible for the billing and collection of Taxes, Payroll, Accounts Payable, and Cash Receipts for all Town Departments. All Town financial accounting is done through this office using a modified accrual basis form of accounting.

This past year several computer system changes were implemented. Tax collection and tax accounting systems were improved, the processing of Cash Receipts was networked between the Town Clerk & the Finance Office, and software system upgrades to the Windows versions were installed. We are continuing to improve our computer and software systems to further maximize system capabilities to better serve the community.

An integral part of the Finance Office is working together with real estate professionals, and community members on a daily basis providing property tax information. We also work closely with all Town Departments providing financial reporting and support for their financial obligations.

The Property Tax structure for 2004 will require that all residents in the State of Vermont file a Declaration of VT Homestead (Form HS-131) by April 15, 2004, with the VT Department of Taxes. We encourage all residents to file this form as soon as possible in order to be taxed at the Homestead rate for education tax purposes. Additional penalties and interest will be assessed by the State of Vermont if this form has not been filed or filed incorrectly.

Roberta Robinson, Finance Officer (649-0122)

## NORWICH FIRE DEPARTMENT

The all-volunteer Norwich Fire Department's primary responsibility is to provide fire protection, rescue and emergency medical services to the Town. The department responds to hazardous materials or terrorist incidents, assists in searching for lost persons, provides mutual-aid to surrounding towns and responds to weather-related disasters. We had 12 regular fire training, 12 regular emergency medical training and 12 special training drills this year to maintain operational competency and to meet state and federal requirements for mandatory training. A number of members attended training courses on specialty subjects, involving more than 1,000 person-hours of training. The FAST Squad is licensed at EMT-I level and equipped at EMT-B level. Twelve members are trained at Firefighter I level; one at Fire Officer I level, 20 at EMT-Basic level and 3 at EMT-Intermediate level. Three members are currently in training at Firefighter I level.

We converted our hose reel truck to a forestry response vehicle, significantly improving our forest fire fighting capability by adding a vehicle equipped with forestry tools, hose and water with fire fighting foam. Tanker 1 was delivered to us (approximately 50% funded by a Federal Fire Act Grant) this fiscal year and significantly improved our capability to respond to fire calls. Tanker 1 carries twice the water of the tanker it replaced.

Future plans include improving communications through Federal Grant Programs to increase interoperability and communications with other agencies in case of a major incident and adding rescue equipment for motor vehicle accidents and building collapses. We are in the process of improving our scene accountability system to improve firefighter safety and adding a Thermal Imaging Camera to improve fire and rescue operations. We are planning a study of fire/police facilities to better define the needs of these two departments for the next 20 years, are preparing a specification to replace our 1981 pumper which is functionally and technologically obsolete and look forward to construction of a training facility to improve fire and rescue training. Our most pressing current need is to recruit and train new members.

Jack Fraser, Fire Chief\*

Neil R. Fulton, Deputy Fire Chief\*\*\*

### FIRE REPORT

Type	95/96	96/97	97/98	98/99	99/00	00/01	01/02	02/03
Structure	9	8	6	11	7	11	10	9
Auto	21	14	12	17	16	18	20	33
Wildfire	0	5	5	5	2	5	5	1
CO Detector	0	3	5	0	1	2	1	2
False Call	4	13	10	15	9	14	10	19
Mutual Aid	6	5	3	4	6	3	8	4
Other	12	10	4	4	12	15	11	17
Arson	0	1	0	0	0	0	1	0
Medical							15	79
<b>Total</b>	<b>52</b>	<b>59</b>	<b>46</b>	<b>56</b>	<b>53</b>	<b>68</b>	<b>81</b>	<b>164</b>

### 2003 Firefighters

Mark Anderson\*, Mary Anderson\*, Gregory Auch\*\*, Jake Blum\*\*\*, Charlene Bradley\*\*, James C. Cook-Assistant Chief\*\*\*, James L. Cook\*\*\*, Linda Cook-Captain\*, Matthew Davis\*\*\*, Susan Dunbar Blum\*\*, James Faughnan\*, Mike Harris\*\*\*, Douglas Hoffman\*\*, Kim Wood Hoffman\*\*, Michael Hooper Goetinck\*\*\*, Regina Hubbard\*\*\*, Faith Knapp\*\*, John Lawe\*\*, Peter McCormack\*\*\*, Lynn McCormick\*\*, Bonnie Munday\*\*, Peter Richardson\*, Pete Schwab-Lieutenant\*, Ruth Sylvester\*\*, Lloyd Tebbetts-Assistant Chief\*, Chris Thayer\*\*\*, Andy Vinopal-Captain\*\*\*, Jay Whitehair-Lieutenant\*, Leana Wiechnik\*\*

\* Fire, \*\* FAST, \*\*\* Fire/FAST

## NORWICH FIRE WARDEN

The Norwich Forest Fire Warden regulates all open burning in an effort to prevent accidental fire escape or mishap, and to encourage safe practices to minimize the dispatch of fire department equipment and personnel.

Due in part to the averaged low fire danger index this year, the number of complaints, concerns and emergencies were well below normal. The majority of incidents involved nuisance levels of smoke that caused adverse health effects to neighbors down wind – a serious issue to those afflicted. 191 fire permits were written this year. No Fire Prevention tickets were issued.

I thank Brion McMullan for his many years of excellent service as Norwich Forest Fire Warden and for his patience in answering my many questions in regards to filling his position.

Burn permits may be picked up from the Town Clerk's office during normal business hours. Please be sure to plan ahead for holidays and weekends. When requested I will issue permits from my home but I am often hard to reach. To be assured you have your permit when needed please visit the Town Hall first.

When a fire is kindled to reduce debris, more toxins go up in smoke than most of us realize. To learn more about how open-air burning affects our air quality and what you can do to lessen air pollution please request the brochure *Backyard Burning* from the Town Clerk or me. It addresses air pollution control in Vermont and will answer most of your questions about what kinds of fires are still allowed, what is considered a nuisance and what is illegal.

Jay Whitehair (649-1897)

## NORWICH HEALTH OFFICER

The Health Officer is responsible for the Public Health concerns of the community while individuals are responsible for their own health and prevention of illness. These two objectives overlap in such matters as surveillance of infectious diseases (like West Nile Virus or Rabies) and environmental concerns including clean air (control of "back yard burning") and pollution of surface and ground waters. Other areas of concern are planning for environmental disasters or bio-terrorism, where the H.O. acts as coordinator with the State Health Department. Another important duty deals with health problems related to rental housing, such as clean water and adequate heat.

The past year has been generally uneventful, with most activity in answering questions and giving advice. Areas of concern that the State feels need emphasis are Radon screening of homes and mold remediation and control.

I would like to acknowledge the long service of the late John Henry, M.D., who retired as Deputy H.O. this year. I can be reached at 649-1585 or through the Town Manager's Office, if you prefer.

John E. Lawe, M.D., Norwich Health Officer

## NORWICH HIGHWAY DEPARTMENT

The winter of 2002/03 was one of the longest winters this department has ever experienced. Our first call out because of snow occurred in mid-October and the last call out was on April 8. We were called out 61 times – an all-time record.

In December 2002 the Highway Department purchased a new Freightliner FL80 dump truck equipped with a plow, wing, and sander. In April 2003 we purchased a Holder sidewalk tractor which will be used to clear our sidewalks of snow. We used this tractor to mow Huntley Recreation Field, Foley Park, and Barrett Memorial Playground during the summer. Using this machine for this work will save a lot of money in future years as previously all of this work was contracted out.

During the summer the Highway Department paved: from just above the Water Department office on Beaver Meadow Road to Main Street; Glen Ridge; Howard Hill in west Norwich; and the parking lot at Tracy Hall.

Working with the Norwich School District, the Highway Department addressed drainage problems at Marion Cross; established all of the final grades for positive water flow, and completed paving the driveway and two parking areas. The department and the Norwich Water Department completed a drainage project on Main Street, including the installation of 6 new catch basins, new pipe, and the installation of new sidewalks from the Library end of Hazen Street to Koch Road. We will address other drainage issues on Main Street next year.

We were awarded \$150,000 in grant money from the Vermont State bridges program. This money was used to install a new cement box culvert (a much needed safety improvement) at the intersection of Bragg Hill and Beaver Meadow Road and involved realigning Bragg Hill and the lower end of Dutton Hill. We removed the old bridge which had been the site of many motor vehicle accidents which had practically destroyed the guard rail of the old bridge. We continued our extensive culvert replacement program, installing 26 new culverts this summer and completed the related ditching for all of them. We were also involved with the installation of the emergency generator at Tracy Hall.

A total-containment storage building has been constructed for the storage of winter salt. Our old salt shed only held 140 tons of salt and would not meet the upcoming storm water standards. The new building holds 500 tons of salt, allowing us to buy salt at a cheaper rate, and helps protect the environment.

We are in the process of installing an underground gasoline and diesel system at our highway garage. The existing system is a construction site system not meant to be a permanent system. It will not meet the upcoming storm water regulations.

The department has adopted a new Winter Road Maintenance Policy which is on the Town's website: [www.norwich.vt.us](http://www.norwich.vt.us) or a hard copy can be obtained at the highway garage. The website will be updated throughout the year.

The Highway Department strives to maintain excellent relationships with all of the other departments within the Town. Department-to-department cooperation has been excellent throughout the year. I thank the Town Manager and Selectboard for their continued support. I also thank the road crew for their dedication and outstanding service. The crew responded to each call during the winter without fail, working many long hours of overtime. After the winter season was over, they dedicated themselves to our many summer projects.

Andy Hodgdon, Highway Administrator (649-2209)

Road Crew: Allen Rowell, Neal Rich, John Thorp, Ellis Paige, Gary Durkee

## NORWICH LISTERS

The Norwich town-wide reappraisal (the first since 1989) has begun and is expected to be completed for the 2004 Grand List. Every Norwich property owner will be informed of their new appraisal when change of appraisal notices are mailed in June 2004. As the first phase of the inspection process comes to a close, the Listers will hold a series of public information meetings regarding the reappraisal process. Either one of the Listers or the Norwich Assessor has accompanied the assessing company on every property inspection. The Listers have put over 1200 hours into the inspections and associated assistance to the assessing company. In the future, the Listers and Assessor intend to provide the town with an updated reappraisal on a 3-year rotation so as to keep the Grand List current with changes in the real estate market. In conjunction with the 2003 Grand List, the Listers, Assessor, and Zoning Administrator have completed the first updated tax maps since 1995, which will now be updated on an annual basis. The Town will be asked to approve an aerial mapping program this year that will support the efforts of the highway, zoning, and fire departments, the fire district and listing processes.

The Vermont legislature through Act 68 has changed the way the Listers keep the Grand List. There will now be two Grand Lists, one for residential (owner occupied) property and one for non-residential property (all others including apartments and commercial). The process of dividing the 2003 Norwich Grand List into two Grand Lists has already begun. The State will use these two lists to determine the FY04/05 education tax liabilities for residential and non-residential property owners. Under Act 68 these two classes of ownership will be taxed at different rates to support education both here in Norwich (and Dresden) and in the rest of Vermont. Act 68 requires that each resident homeowner file Form HS-131 on or before April 15, 2004. The form is simple and will be found as part of the VT Income Tax booklet. Even if a homeowner extends his or her tax reporting, there is no provision in the law to extend the filing of Form HS-131.

Approximately 130 properties were reassessed due to changes in land size, buildings or new construction. Of these 130 properties, 3 owners grieved their assessments with no further appeals to the Board of Civil Authority. Of the two previous years' appeals to the next level, one to the Director of Property Valuation and Review (VT Tax Department) is still under consideration by the Director, and the other, to Windsor County Superior Court was settled through mediation.

125 Norwich properties were enrolled in the VT Use Value Program and qualified for a reduction in their property taxes. The enrolled land consisted of 10,962 acres (38% of the total land in Norwich) assessed at \$19,281,565 (5.7% of the 2003 Grand List.) In November 2003 the State reimbursed Norwich approximately \$140,344 for the municipal portion of the lost revenues based on this program. Because the exempt value of the enrolled land is not added to the education portion of the Grand List, it does not contribute to the education tax rate nor does it contribute to Norwich's annual contribution to the State Education Fund.

The 2003 Common Level of Appraisal (CLA), the three-year average ratio of listed value to sale price of all arm's length Norwich sales as determined by the VT Tax Department, dropped from the 2002 level of 79.87% to 76.51%. If this past year's inflated property sale prices had been included in the calculation, the CLA would have been much lower.

Gerard Chapdelaine, Lister  
Robert 'Ted' Herz, Lister  
Dennis M. Kaufman, Lister

Stephen R. Wheelock, Assessor

## GRAND LIST

Total Taxable Property (2002 Education Grand List) .....\$339,041,736  
One percent (1%) of Total Grand List .....3,390,417

### Real Estate Exemptions by Vote

Norwich Fire District .....40,000  
Beaver Meadow Chapel Association .....19,800  
Root District Game Club .....66,900  
University Grange Inc #34 .....129,800

### Real Estate Exemptions by Agreement

Norwich Housing Corporation .....396,800

### Real Estate Exemptions by Statute

Veterans, Statutory (1) .....20,000  
Day Care Center, Inc .....286,300  
Montshire Museum of Science .....1,913,800  
Norwich Nursery School .....116,100  
The Family Place .....372,200  
Sands Taylor and Wood Company (Vermont Public Radio) .....138,599  
Andrew C. and Margaret R. Sigler Foundation .....2,203,500  
Total, Real Estate Exemptions .....\$5,833,299

### Breakdown of Grand List

R-1 Residence with under 6A of land (755) .....145,462,100  
R-2 Residence with 6A of land or over (456) .....150,640,077  
MH Mobile Home with or without land (25) .....1,582,257  
C Commercial Properties (52) .....15,833,201  
CA Commercial Apartments (6) .....1,633,100  
I Industrial (1) .....122,600  
UE Utilities Electric (4) .....4,627,200  
UO Utilities Other (1) .....95,700  
F Farms (4) .....832,456  
Other (44) .....13,992,345  
Cable (Education Grand List only) .....723,200

### Land Use Appraisal Program

Number of parcels enrolled in program .....125  
Number of acres in program .....10,962  
Exempt value of enrolled property .....19,281,565

### Grand List as of:

31 December 1997 .....\$298,724,206  
31 December 1998 .....305,013,422  
31 December 1999 .....312,877,615  
31 December 2000 .....321,825,071  
31 December 2001 .....332,006,393  
31 December 2002 .....339,092,664  
31 December 2003 .....339,041,736

## MILTON FRYE NATURE CENTER

It was another busy year for the Milton Frye Nature Center, with walkers making extensive use of trails and school children enjoying educational programs involving the 35-acre tract next to the Marion Cross School. The committee worked with a variety of organizations to fulfill its mission as steward of the property – protecting it while maximizing its use as an educational and recreational resource.

Tracy Smith, the art teacher at the Marion Cross School, led a nature journaling workshop where participants wrote journals they literally created using existing materials in the class. An orienteering program run by Lindsay Putnam taught people how to interpret map details such as vegetation boundaries, forest, structures, fences, trails, cliff/bare rock, stony ground, etc. In addition to running a bird walk for adults in the spring, George Clark also led six “birding” field trips for third grade students. Alcott Smith led a winter animal tracking workshop that covered everything from the habits of foxes to winter bird nesting.

During an early summer trail maintenance day organized by Clayton Simmers (in conjunction with the Upper Valley Trails Alliance annual Trails Day), volunteers discovered a rapid spread of invasive species – particularly buckthorn, Japanese barberry, Norway maple and honeysuckle. The committee has prioritized management plans, including mowing, trimming and identifying prime educational sites where invasive species might be removed. School children have helped with invasive species control, particularly of buckthorn, but consistent efforts over several years are needed to eradicate species from any specific area.

Despite this problem, the center remains in good condition, albeit in constant need of vigilance and work. This task will be easier if our efforts to recruit more volunteers (please call our chair!) are successful.

Warren Thayer, Chair (649-3737)

## NORWICH PLANNING COMMISSION

After the adoption of new subdivision regulations in August 2002, the Planning Commission turned its attention to revising the zoning regulations. The permitted and conditional uses in all districts are under review, as are new mixed use districts as recommended in the Town Plan. With funding from a Department of Housing and Community Affairs Municipal Planning Grant, a consultant was selected to provide technical assistance.

Other planning activities included the adoption of Private Highway Specifications revised by the Planning Commission, and the participation of Planning Commission members in the process of recommending and facilitating the transfer of all quasi-judicial review responsibilities from the Planning Commission and Zoning Board of Adjustment to a new Development Review Board, effective in November of 2003.

This year the Planning Commission reviewed and approved two subdivision applications creating a total of two new lots, one Site Development Plan Review application for a municipal building and eight Boundary Line Adjustments.

The Commission meets on the 2nd and 4th Mondays of the month in Tracy Hall. Meeting schedules and agendas are posted on the bulletin board at Tracy Hall. The public is welcome at all meetings.

Ed Childs, Chair

## NORWICH POLICE DEPARTMENT

The Norwich Police Department employs five full-time officers: the Police Chief, a Sergeant, two male patrol officers and one female officer. The Town has also authorized up to four part-time officers. The Department also employs three non-sworn staff: the administrative assistant to the Chief of Police and two school crossing guards. The Police Department is essentially a full-service public safety agency, charged with the omni-present responsibility of protecting the lives and property of the Norwich community and our visitors.

We are pleased to report that, during fiscal year 2003, the Town of Norwich experienced a reduction in property crimes and several department goals were achieved. We are in the process of revising and further developing the policy and procedures manual; our administrative assistant has developed the Norwich Police web site; a police/community survey is in the final phase of development by our newest member (Officer Cheri Saltis) and once again, we have exceeded our goals regarding traffic enforcement. The staff issued 782 Vermont Civil Violation complaints (traffic tickets), 553 warnings and conducted almost 1,000 property checks for Norwich property owners. Norwich officers also apprehended twelve (12) persons for driving while intoxicated. These notable accomplishments are directly attributed to staff initiation and we believe that our focus regarding traffic issues remains as a mandate from the residents of Norwich.

I take this opportunity to thank my staff, the various town departments for their assistance throughout the year, the Selectboard, Town Manager, and Norwich residents for their continued support.

Stephen J. Soares, Chief (649-1460)

### Norwich Police Department Roster

Stephen J. Soares, Chief	Cheri Saltis - Officer
Anita Ferry - Adm. Assistant to Chief	David Leighton - Part-time Patrol
Douglas A. Robinson - Sergeant	Dean Fullerton - Part-time Patrol
Robert Brittner - Officer/Firearms	James Lanctot - Part-time Patrol
Roger Berry - Officer/Fleet Maintenance	

#### According to the Town Report of 1954:

	<u>1953</u>	<u>1954</u>	<u>% Change</u>
Total town real estate valuation	\$1,355,018	\$1,396,028	3.0%
Personal property	<u>\$ 122,324</u>	<u>\$ 117,633</u>	-3.8%
Total	\$1,477,342	\$1,513,661	2.5%

Funds voted for the poor: tax rate of \$0.25 on the grand list.

#### Numbers of fires:

District	4
Town	<u>14</u>
Total	18

## NORWICH POLICE DEPARTMENT STATISTICS FY/03

911 Hangup.....	27	Missing Person .....	3
ATV Incident .....	3	Motor Vehicle Complaint.....	43
Abandoned Vehicle.....	6	Noise Disturbance.....	13
Accidents - w/injury.....	9	Parking Problem .....	11
Accidents - w/property damage.....	114	Parking – Warnings .....	36
Accidents - fatal .....	0	Phone Problem.....	7
Agency Assist.....	105	Pornography.....	2
Alarm .....	87	Property Check .....	936
Alcohol Offense (other) .....	2	Recovered Property .....	1
Animal Complaint .....	94	Runaway Juvenile .....	1
Assault.....	4	School Crossing.....	30
Bad Check.....	12	Service APO .....	2
Background .....	4	Sex Offender Registry.....	1
Burglary .....	11	Sex Offense.....	3
Child Abuse.....	2	Suicide .....	1
Citizen Assist .....	42	Suicide Attempt .....	2
Citizen Dispute.....	12	Suspicious Activity .....	95
Death by Accident.....	1	Theft, Vehicle .....	1
Deliver Message.....	1	Threatening.....	8
Directed Patrol .....	24	Traffic Citation .....	782
Disorderly Conduct .....	4	Traffic Hazard .....	4
DLS .....	11	Traffic Stop – Other.....	149
Drugs.....	1	Traffic Warning .....	553
DUI .....	12	Traffic Warning Verbal .....	389
Family Fight.....	7	Trespassing .....	7
Fire Investigation .....	1	Unlawful Mischief .....	1
Fireworks .....	3	Unsecure Premises.....	1
Foot Patrol.....	24	Utility Problem .....	1
Forgery .....	1	Vandalism .....	19
Found Property.....	11	Vehicle Unlock .....	14
Fraud .....	3	VIN.....	259
Juvenile Problem.....	9	Wanted Person.....	7
Littering.....	3	Welfare .....	15
<b>Total .....</b>	<b>1,913</b>		

## NORWICH RECREATION DEPARTMENT

The Norwich Recreation Department continues to offer a wide variety of recreational and instructional activities to Norwich residents from preschool age children through adults. We organize and support community events to help foster and maintain spirit within the Town of Norwich, such as: the PTO/Rec. Council Skating Party, Spring Fling Dance, Spring Bike Rodeo and Safety Check (with the Norwich police), the Labor Day Road Race, and the Volunteer Appreciation Barbecue. We co-sponsor the Halloween Celebration and Carol Sing with the Norwich Inn. We provide lifeguards during summer afternoons at the pool. We also maintain the swimming pool and its grounds, the tennis courts and its playground area, and arrange for the upkeep, mowing and lining of Huntley and Barrett Meadows. Our Recreation Council members, and many other community-minded volunteer residents help us run the majority of our programs.

Our youth offerings this past year included: Summer Sports Program, Summer Basketball Camp, Arts & Crafts, Tennis, "Touchline" Soccer Camps, "Play Soccer" Camp, High School Soccer Finishing School, Karate, Kids on Wheels, Circus Camp, Hillside Day Camp, Mountain Biking, Teen Riders, Wall Crawlers Climbing Program, Middle School cross-country running, Red Cross babysitting course, Fall Soccer (K - 6th grade), Pre-season Basketball clinic, Winter Basketball (3rd - 6th grade), Mudseason 1st & 2nd grade Basketball, Tennis, Table Tennis, Mudseason Baseball & Lacrosse Warm-ups, Art & Creative Expression, Spring Baseball & Softball, and Outdoor Spring Lacrosse.

Our Adult Program offerings were: Circus night clinics, Swing Dance, Mountain Biking, Tennis, Open Basketball nights, O.P.A.L.S. - seniors' fitness, Kung Fu, Cross-Country Skiing, Snowshoeing, Women's Hiking, Yoga, Tai Chi, Adult Soccer, Open Volleyball nights, Massage and Table Tennis.

Thank-you's & Improvements: Zane Rodriguez braved the Vermont weather in mid-December and volunteered, putting a much-needed new cedar roof on the life-guard shed at the Norwich Pool. Much was also done last spring to upgrade the pool area, improving the dock, dam, and general safety of the area. With money received from a Women's Club grant this year, look for improvements next spring at Huntley Meadow. We thank their wonderful organization for their continued annual support of our grant proposals. We'd also like to express our gratitude to long time ex-Recreation Council member Jeff Marshall who continues to provide the Norwich community with the beautiful skating rink on the Green, selflessly volunteering year after year. Finally, in addition to our exceptional volunteer coaches, officials, and Council members, we thank all contributing individuals, businesses, and organizations for their donation of time, and/or support of our facilities and programs.

Jill Kearney, Director (649-3040)

## **NORWICH SENIOR ACTION COUNCIL**

The Norwich Senior Action Council is composed of seven volunteer members appointed by the Selectboard. Our main function is the coordination of the Home Delivered Meals program ("Meals on Wheels"), with the Bugbee Center in White River Junction (White River Council on Aging), to whom we pay a fee each year. We have volunteer drivers for each weekday, and volunteers for the common room at the Norwich Senior Housing from 11am to 12 noon. We occasionally send flowers or notes to seniors who are sick or in the hospital. We try to keep track of any seniors who may need help, and sometimes refer them to our social worker at the Bugbee Center, Melanie Cash.

There are various services provided by the Bugbee Center to Norwich besides the "Meals on Wheels" program. They will transport seniors from Norwich to the Bugbee Center for a good inexpensive lunch, and also provide transportation to the hospital. The number of people who receive "Meals on Wheels" varies over time from about four to twelve, as people go on and off for various reasons.

Martha Drake, Chair (649-1301)

## **TRANSFER STATION**

This has been a great year for the Transfer Station. The new Comingled System seems to be working well and has made trips to the dump easier and quicker for residents. Our staff is now made up of Judy Trussell, Lead Attendant; Ron Trussell; John Wight and Earl Duff. After many years of service to the Town, Harland "Barney" Hoisington has decided to retire. On behalf of the Town, I thank Barney for his dedication to the residents of Norwich and his years of hard work at the Transfer Station. We are always looking for ideas or comments on how to make the Transfer Station better and more efficient. Please contact the Town Manager's office if you have questions or suggestions.

Tina Moses, Administrative Assistant to the Town Manager (649-0127)

## **TRANSPORTATION COMMITTEE**

The Transportation Committee has been charged with finding ways by which Norwich can reduce its reliance on driving automobiles for meeting our transportation needs, and increasing the use of public transportation, biking and walking. We have been meeting since winter of 2003, and have been collecting information on topics such as commuting patterns, growth in traffic crossing the Ledyard Bridge, and the Advance Transit service. We are coordinating with other groups in the area with similar goals, including the Upper Valley Transportation Management Association, and "Way to Go". We have also been exploring options to develop small park-and-ride lots in the town of Norwich to make it easier to use Advance Transit service.

Lucy Gibson, Chair (649-5738)

## **NORWICH TREE WARDEN**

The tree warden is primarily responsible for managing and clearing dead and diseased trees from the town right of way. This year we did a substantial amount of work both in town and on outlying roads. Working closely with Andy Hodgdon and the Town Highway Department, we have tried to move to a more proactive approach of trimming and improving the treescape on several roads each year. We planted several new trees, primarily at Huntley field and spent time watering and maintaining the trees planted over the last few years.

We made progress this year on a project to make excess hardwood cut in Norwich available for fuel to needy people in the Upper Valley. Andy Hodgdon and his crew helped tremendously in hauling the wood up to our site off Beaver Meadow Rd. Ten volunteers showed up one rainy October morning and cut and split over 12 cords of hardwood. We are working with COVER, SEVCA and LISTEN to identify people who need the fuel. We need volunteers to help cut, split and deliver the wood, and need help coordinating these activities. We will be especially grateful if you have hardwood on your land to contribute. If you can help with this, have wood to contribute or need to report tree problems in the town right of way, please contact me through the Town Clerk.

Jake Blum, Tree Warden (649-1419)

## **WATERSHED LAND MANAGEMENT COUNCIL**

The Council is charged "to develop and administer a plan for the recreational and educational use of the watershed (Fire District) land, and to promulgate regulations to govern the uses as well as the necessary maintenance and management of the land." The Council consists of 3 voting members and 4 non-voting members.

This year, with the help of volunteers, we continued to maintain the Ballard Trail. We appreciate the help we've received clearing fallen trees and limbs, and removing invasive plant species. The trail displays the work of last year's 4th grade class at Marion Cross, which contributed its creativity and energy by making new wooden trail markers. For the second year in a row, we secured a grant which facilitated a work crew from the VT Youth Conservation Corps to build additional bridges on the trail. We thank the Norwich Women's Club for again providing funds to purchase bridge-building materials. The longer of the bridges just below the old dam allows access to land along the east side of Charles Brown Brook, and a new loop trail is planned there which will extend to Brown Schoolhouse Road.

The Upper Valley Trails Alliance has been awarded a grant to work with local volunteers to design and build multi-use trails. Trails are currently under development in parcel 5 on the east side of Beaver Meadow Road.

With one of our goals being the promotion of a healthy and diversified forest, we have met with our forester and plan this winter to proceed with cutting targeted areas between Beaver Meadow Road and Charles Brown Brook. These areas were identified last year as being in need of long overdue attention.

Susan McCoy, Chair (649-3736)

Alvin Converse

John Currier, Secretary

Nick Krembs (Conservation Commission)

Kathy Menard (Recreation Council)

Brion McMullan (Prudential Committee)

## NORWICH ZONING AND PLANNING OFFICE

Development in Norwich, as measured by five permit applications for new homes, was considerably less than previous years. Subdivision applications also dropped considerably with only two new lots created. Based on activity since the close of the fiscal year, this lull was short lived.

The Zoning Administrator/Planning Coordinator's primary responsibility is the administration and enforcement of the zoning, subdivision, and septic regulations which includes advising landowners and their representatives on issues relating to these regulations. Responsibilities also include working with the Planning Commission as Clerk and Planning Coordinator, maintaining the Norwich Geographic Information System (GIS), and maintaining the E911 Locatable Address System. Additionally, I have provided staff support to the Zoning Board of Adjustment (now the Development Review Board) and the Corridor Enhancement Committee.

Grants awarded this year include a \$7,500 Municipal Planning Grant from the Department of Housing and Community Affairs for technical assistance in revising the zoning regulations..

Specific information on the Town of Norwich zoning, subdivision, and septic permit requirements is listed on the inside back cover of this report. If you have questions regarding zoning, septic permit regulations, GIS, or street addressing, please call or stop in.

Phil Dechert, Zoning Administrator/Planning Coordinator (649-1204)

### PERMIT ACTIVITY FY/03

<b>Zoning Permits</b>		<b>Planning Commission</b>	
New Homes	5	Subdivisions	2 (2 new lots)
Replacement Homes	1	Site Plan Reviews	1
Home Occupations	3	<b>Board of Adjustment</b>	
Building Additions	26	Variances	2
Accessory Structures	26	Conditional Use	2
Commercial Additions	2	Septic Permits	
Boundary Line Adjustments	8	Full System	12
Agricultural Buildings	2	Partial System	14

### ZONING BOARD OF ADJUSTMENT (ZBA)

This is the last annual report of the Norwich Zoning Board of Adjustment. The ZBA has ceased to exist, at least under that name, because, after a period of intense study by several committees, the Selectboard voted to establish a "Development Review Board" (DRB), instead. The ZBA spent substantial time participating in these committees charged with studying the implication of a DRB and recommending ways and means of handling related zoning matters.

The new Board will continue the ZBA's work of hearing all variance and conditional use applications, the appeals from the Zoning Administrator's decisions, as well as take on the quasi-judicial work formerly done by the Planning Commission, such as applications for subdivisions. This change will probably lighten the load of the Planning Commission, which can focus on planning matters, not adjudication, and will surely add to the workload of what used to be done by the ZBA.

This past year, ZBA activity was relatively light, with a request for an addition to a residence bordering the flood plain (*denied*), and a request for changes in signage for a commercial use operating under a conditional use permit (*approved*). A request for a permit to develop land in the flood plain north of town came to the ZBA after July 1, 2003, but was turned away for lack of sufficient information.

Sic transit the ZBA...

Nancy H. Dean, Chairman (649-1324)

**ANNUAL REPORTS**

**TOWN OF**

**NORWICH, VERMONT**

**Fiscal Year**  
**July 1, 2002-June 30, 2003**

**PART III**

**OTHER AGENCIES and ORGANIZATIONS**

## ACORN (AIDS COMMUNITY RESOURCE NETWORK)

In FY02/03 we offered services to people living with HIV/AIDS in 94 municipalities in Grafton and Sullivan Counties of NH and Windsor and Orange Counties of VT.

In the past year, ACORN provided professional case management and program services to 65 clients living with HIV and support services to 130 affected family members. We distributed more than \$46,000 of emergency financial assistance directly to our clients to support their basic housing, health, and nutritional needs. ACORN offered support groups, transportation, and hospital visitations for those infected with HIV. Our Education Coordinator took the message of HIV prevention to more than 2,500 school and college students.

ACORN continued to offer anonymous HIV testing, both in our office as well as at community sites. The VT Health Department designated ACORN as one of only 5 agencies in the state to provide HIV testing and counseling utilizing OraSure, the oral HIV test.

Through "Hero Project" we brought vital HIV/AIDS education to more than 985 incarcerated individuals residing in 4 state-run facilities.

We can be contacted by email: [acorn@valley.net](mailto:acorn@valley.net); or by telephone: 603-448-8887.

Thomas Mock, Executive Director

## ADVANCE TRANSIT

Advance Transit, Inc. is a bi-state regional nonprofit public transportation system headquartered in Wilder. Our services include regularly scheduled fixed route service, park-and-ride shuttles, and the Upper Valley Rideshare carpool matching service. Fare-free service is provided due to additional sponsorship from Dartmouth College, DHMC, the Town of Hanover, and the City of Lebanon. *(However, as of October, 2003, passengers getting on or off within the Town of Hartland must have a monthly pass or ten-ride ticket which can be purchased at the Hartland Town Treasurer's office or Advance Transit offices in Wilder.)* The free service has attracted many new riders. Ridership in the Town of Norwich has increased 52% in the last two years to a daily average of 32 passenger boardings. Total annual ridership system-wide has now exceeded 800,000.

Service from downtown Norwich to Hanover is provided every half hour from 6:50 am-5:10pm weekdays. Connections are available in Hanover to many other Upper Valley locations. Information on routes and schedules, as well as the Upper Valley Rideshare program, can be obtained at the Town offices and many other locations. Rider information can be obtained by phone 8 am-4:30 pm Monday through Friday. If you have internet access be sure to add [www.advancetransit.com](http://www.advancetransit.com) to your favorites list. It is our pleasure to serve you and to help meet your transportation needs. Thank you for your continued support.

Call us at 1-800-685-RIDE or 295-1824 for bus and schedule information.

Van Chesnut, Executive Director

## **AMERICAN LEGION LYMAN F. PELL POST #8**

The American Legion is a national veterans' organization which serves to promote an individual obligation to community, state and nation.

Our major activity this year was a joint effort with Hartford Post #26 sponsoring the 85th Annual Department of Vermont American Legion Convention in White River Junction, June 26-28. Members of our Post with the Legion Family of Post #26 started planning in July 2002 soon after the 84th Convention. We were responsible for the registration of all delegates to the Convention.

The Post places over 300 U.S. flags at the graves of war veterans in all Norwich cemeteries. We continue to take care of the flags on Main Street, for holidays and special occasions. We help see that the flags at public buildings are well maintained.

We supplement our income with cribbage every Thursday evening from 7-9:30pm, open to the public at \$3.00 per person. The winners of each table move and change partners after each game, getting to play with everyone. We play eight games. The player with the highest score wins half of the evening's receipts.

Norbert Whitman, Commander  
Earl Thompson, Adjutant (649-1322)

## **COMMUNITY ACCESS TELEVISION (CATV/8)**

CATV/6 celebrated its 10th anniversary in April 2003. Four Upper Valley towns participate in our coverage of local government and school board meetings (Hanover, Hartford, Hartland and Norwich.) We serve as the public access provider for Adelpia Communications. Our affiliation with Adelpia is governed by a PEG (Public, Education, Government) Access Agreement. The bulk of our annual operations budget comes from PEG Access fees from subscribers' monthly bills.

CATV opened a second studio in October 2002. The "Upper Valley Education Connection" (UVEC) will become a second, education-oriented channel on the cable system. We expect to begin broadcasting on channel 10 at the beginning of 2004. Located in the Tip Top Building, 85 Main St, Suite 142, White River Junction, the new studio serves as the classroom for area students enrolled in video production courses through the Hartford Technical Center, and provides video equipment for use by community members.

CATV will continue to maintain and staff its studio in Hanover, located downstairs at the south end of Hanover High School. We encourage members of local civic groups and other local residents to complete our basic training courses and use our equipment to tape events and produce shows for broadcast.

Tapes of Selectboard and School Board meetings are available at the Norwich Library for those who do not have cable TV.

Adelpia's changeover to fiber optic cable in the fall of 2003 resulted in a number of changes in the cable channel lineup, including moving CATV from channel 6 to channel 8, which will be its permanent home.

We can be reached at 802-295-6688 (UVEC) or 603-643-2288 (Hanover).  
Michael Beahan, Chair (603-646-3830)

## THE FAMILY PLACE

The Family Place depends on funding from State and Federal Grants, foundation money, the United Way, special events, donations and Town Appropriations. Towns that supported The Family Place last year include:

Norwich	\$1,250	Thetford	\$ 150
Hartford	\$4,400	South Royalton	\$ 100
Hartland	\$ 200	Hanover	\$ 2,000

The Family Place supports the positive growth and development of all parents by offering services that encourage families to build upon their strengths and is committed to promoting the healthy growth and development of families with children aged birth to five. We strive to ensure that we are available to families who face significant challenges.

We provide parent education, playgroups, parenting skills, and family support services through home-based and center-based programs.

Our Child Care Subsidy Program helped finance child care for 1,065 individuals from area towns; our Home Visiting Programs served 1,122 individuals. We offered 6 Playgroups to a total of 842 individuals in area towns. Our Family Fun Events attracted 467 parents and children. Our Parent Education Program served 431 individuals with parenting information and informational workshops. Through the efforts of Toys for Tots and generous donations from local organizations and individuals we offered Holiday Assistance to 514 individuals. Our on-site Child Advocacy Center now offers services to children up to the age of 17. We have an on-site therapist, qualified to treat sexual abuse victims – a total of 68 children in the Upper Valley received services this year. We had 369 telephone calls for information and referral service and numerous walk-ins looking for assistance.

Our primary goal for the next year is to strengthen and financially sustain our existing programs. We are seriously pursuing an earned income strategy for The Family Place.

A total of 161 individuals in Norwich received services from The Family Place in FY/03, many utilizing our programs as often as weekly.

Elaine Guenet, Executive Director (649-3268)

### According to the Town Report in 1924 – 80 years ago:

The town voted that Town Officers should receive \$3.00 a day for 9 hours.

Resurfacing Main Street cost \$434.12, of which the state paid \$289.41.

A teacher's pay was \$20 for teaching 1 week.

A complete inventory of tools owned by the Town showed:

2 snow rollers worth \$350.00

3 road machines worth \$575.00

1 wheel scraper worth \$25.00

School expenses were \$12,923.06 for nine schools and 189 pupils (107 boys and 82 girls). Per pupil cost was \$68.39. Attendance was 93%.

## **GREATER UPPER VALLEY SOLID WASTE MANAGEMENT**

Norwich is a charter member of the Greater Upper Valley Solid Waste Management District which was created in 1990 for the express purpose of managing waste generated within its member municipalities. The District provided direct service to Norwich in FY02/03 while also planning for the member towns' long-term waste management needs, including continued planning and development of the North Hartland landfill.

Direct services to Norwich and its residents included: recycling and disposal of hard-to-manage materials at the transfer station, including 460 fluorescent light bulbs, 51 car batteries, 13 computers or components, 250 gallons of waste motor oil, 618 tires, many bags of packing peanuts, various household hazardous wastes, and 13 abandoned propane tanks.

92 Norwich residents participated in District sponsored events including: computer recycling, Household Hazardous Waste collection events, compost bin sales, and the clothing recycling collection.

We welcome your suggestions on ways to improve our services and are always on the look out for new opportunities to reduce, reuse and recycle. Schedules of District events for the upcoming collection season will be available at Town Meeting, at all Town Clerks' offices, and the District office at 296-3688 or on the web at [www.guvswd.org](http://www.guvswd.org).

Fred Moody, Executive Director

## **HEADREST**

Headrest, Inc.'s mission is to develop and deliver effective programs that improve the lives of those who are addicted, homeless, in crisis, or otherwise bereft of support. Headrest provides Norwich residents access to our 24/7 Crisis Intervention/Suicide Prevention/Information and Referral Hotline.

Trained hotline crisis workers with hundreds of resources at hand have been unceasingly available since 1971 to provide outstanding services to people of all ages. Understanding, non-judgmental staff and volunteers listen carefully, lending emotional support, providing emergency crisis intervention if necessary and give information and referral to callers 24 hours a day (448-4400). These special people have expertise in handling crises involving the use of alcohol and drugs and suicide intervention/prevention. Headrest was awarded re-certification by the American Association of Suicidology in 2003. We are currently answering 1 (800) SUICIDE for all of Vermont and New Hampshire. Headrest answered 75 hotline calls from callers identifying themselves as Norwich residents this past fiscal year. 1,180 callers were unidentified.

We wish to thank the residents of Norwich for their annual appropriation to support our hotline program, their ongoing use of our services, and their private donations.

Shawna Smith, Business Manager (603-448-4872, ext 207)

## HEALTH CARE AND REHABILITATION SERVICES OF SOUTHEAST VERMONT

We provide a variety of services to residents of Windsor and Windham counties.

- **Outpatient Mental Health Services:** Highly trained therapists, social workers, and psychiatrists help individuals and families cope with stress and anxiety; also walk-in clinics for any resident with an urgent need to see a mental health counselor.

- **Alcohol & Drug Treatment Services:** Assessment, inpatient referral, outreach, outpatient treatment and aftercare to aid recovery from chemical dependency and its effects.

- **Community Rehabilitation & Treatment Program:** Services for adults suffering from a mental illness so serious that it interferes with that person's capacity to function in the community.

- **Community Services Division:** Services for people with developmental disabilities.

- **Alternatives Program:** A transitional residence for those stepping down from an in-patient setting, providing a desirable alternative to hospitalization and providing individualized attention in a more homelike, community based setting.

- **Emergency Services:** Specially trained mental health professionals available 24 hours a day for emergencies for individuals of any age.

This past year, we provided the following services to the residents of Norwich:

Children's Services	149.25	Hours
Adult Outpatient	41	Hours
Substance Abuse Outpatient	63	Hours
Community Rehabilitation	80.25	Hours
Emergency Services	3.5	Hours
Total	337	Hours

George Karabakakis, PhD, Director (295-3031)

## MONTSHIRE MUSEUM OF SCIENCE

The Montshire Museum of Science is a non-profit, community-owned and operated institution serving Norwich and surrounding communities since 1976. The Montshire has been pleased to provide several benefits exclusively to Norwich residents, including free admission to the Museum for Marion Cross School classes between September 1 and April 15. Last year the Montshire provided two summer program scholarships to Norwich residents, and donated 130 complimentary passes to the Family Place and the Fresh Air Fund for use by Norwich host families. The Museum contributed an annual membership to the Norwich Fast Squad's fundraising raffle, and issued an admission pass to the Child Care Center. The Norwich School District and its colleagues in the SAU #70 District were provided use of the Montshire's conference room for monthly meetings. Other Norwich non-profit organizations benefited from free use of the Montshire's Community Room, including the High Horses Therapeutic Riding Program, Norwich "Special Places," The Upper Valley Trails Alliance, The Upper Valley Community Foundation, and Vital Communities. Science Park--the Museum's outdoor exhibit gallery--and the Leonard M. Rieser Learning Center are two features that opened in the summer of 2002. These new facilities have enhanced the Montshire's reputation as a popular regional attraction that brings important tourism revenues to Norwich businesses.

David Goudy, Director, (649-2200)

## NORWICH HISTORICAL SOCIETY

Our Mission is to preserve in a responsible manner all objects and manuscripts pertaining to the history of Norwich, Vermont. The society also encourages and assists in the research of Norwich inhabitants, including genealogies, cemeteries, and industrial, domestic and commercial sites.

This year has been the busiest in that we have purchased the Lewis Family Homestead at 277 Main Street for the Norwich Historical Society/Community Center! Our other achievements for the year have been the purchase of a Paul Sample painting of the "New School" as it would have looked if it had been voted for in the late 1940's; Lewis House memorabilia; Olds memorabilia; 1927 flood pictures of Pompanoosuc; Olive Manning Aldrich's toleware stenciling exhibit at the Library and VT Historical Society Expo in Tunbridge; our new membership incentive of a loaf of King Arthur bread and a Stave Puzzle (attracting 100 new members); Old Home Day open house plus our usual abundance of Norwich family research.

We thank McLaughry Realtors for their in-kind assistance in the sale of the Hutchinson/Taylor house; "Chippers" for their in-kind chipping service of the brush piles at the Lewis Homestead; Stave Puzzles, King Arthur Flour; the Norwich Inn; Mascoma Bank; *Norwich Times*; the Norwich Women's Club; our very supportive and energetic board, and everyone who supported us throughout the year but this space does not allow us to mention.

We mourn the death of Kim Zea, our curator, and a valued participant in our efforts to acquire the Lewis House.

Bill Aldrich, President (649-0124) or by e-mail [NHS@tpk.net](mailto:NHS@tpk.net)

## NORWICH LIONS CLUB

The Norwich Lions Club will be fifty years old in 2004. Since its founding in 1954 the Club has provided community service in our town, the Upper Valley, and the world outside. We are part of an international service organization that supports projects for the visually handicapped. In the mail box on Main Street we accept donations of eye-glasses for wherever they are most needed.

We give financial support to many local charitable organizations, including Red Logan Dental Clinics and The Haven, as well as Austine Green Mountain Lions Camp, Holiday Helpers, and individuals in need. We have a commitment to our youth through scholarships and have actively assisted the Marion Cross School and the Boy Scouts.

Every July we coordinate our biggest project of the year, the annual Norwich Fair on the Route 5 South Playing Fields, a giant undertaking in which our entire membership participates. It requires some 3,000 hours of volunteer labor and draws in some 20 other community organizations which benefit from it. Over the last ten years 48 different groups have shared more than \$350,000 in profits from the event.

While we are serious about our commitment to humanitarian service, we have some fun too. Camaraderie comes with fellowship among our 30 plus members, both men and women. Usually we have speakers at our programs who discuss topics of general and community interest. We welcome new members – contact Jay Van Arman (649-1723) and program speakers – Joe Grant (603-643-1772). Our meetings are held the 1st and 3rd Tuesdays of the month in the Norwich Public Library Community Room for which we were a major donor. Dues are \$50/year plus the cost of the meals.

Ed Janeway, King Lion (295-7588)

## NORWICH PUBLIC LIBRARY

The Norwich Public Library is a private, non-profit corporation operating under 501(c)(3) tax-exempt status. It receives funds for its operations primarily from the annual Town appropriation, annual contributions, and several dedicated trusts. The library serves patrons from Norwich and surrounding communities. Our adult and children's collections offer a wide variety of books, videotapes, CDs, books on tape and periodicals. ISDN Internet access, soon to be upgraded to DSL, is available on our four public use computers. Our community room is offered free of charge for use to local organizations, with a priority given to Norwich based groups. The library community room is in use every day the library is open and twenty organizations use it on a regular basis. We offer a wide range of adult and children's programming as well as a venue for artists and other exhibitions. We held 171 programs this fiscal year. Over 6,682 people attended (both adults and children). Twenty-three of these programs were held in collaboration with other local organizations and schools. Eight artists exhibited their work in our community room. Over forty deliveries were made as part of our Outreach Program for patrons who are unable to come to the library on their own.

The number of patrons (adult and child) we serve has increased from 2,781 in FY01/02 to 3,157 in FY02/03, an increase of 14%. Our combined circulation in the same time period rose from 45,292 to 48,289 an increase of 7%.

We have just adopted a new Five-Year Plan (available to the public) that will endeavor to meet the expressed future needs and goals of the community. In the Spring of 2003 we held a series of community meetings as part of the planning process, which enabled us to get direct feedback from our patrons and other community members as to what direction they would like the library take in the next five years. Continued improvement to the collections, additional adult programming, continuation of the professional staffing funded by the Freeman Grant (soon to expire), and longer operating hours are just some of the goals the community would like to see met.

Meeting these expressed needs requires a larger increase in our town appropriation than in the past, as well as a greater emphasis on fundraising. The library would like to thank in advance the Selectboard, Town Manager, Friends of the Library, Norwich Women's Club, the volunteer staff, all the other organizations that help us, and especially our patrons who through their financial support both individually and by Town appropriation help to make the library a vibrant part of our community. We may be reached at 649-1184.

**Board of Trustees:** Bob Pitiger, President; Robin Shield, Vice President; Mike Woods, Treasurer; Nancy Osgood, Secretary; Dawn Carey, Charles Hamm, Gene Lyons, Jan Scheiner, Anne Silberfarb, Sonia Swierczynski, Stephen Tate.

**Staff:** Lucinda Walker, Director; Lisa Milchman, Assistant Librarian; Carole Dempsey, Children's Librarian; Mary Danko, Youth Services Assistant; Nancy Tiedemann, Cataloger; Sandy Horton, Technical Services Assistant; Beth Reynolds, Program/Volunteer Coordinator; Ben Childs, Circulation Assistant/Webmaster; Adam Tierney, Student Clerk.

## NORWICH SPECIAL PLACES

Norwich Special Places (NSP) is an all-volunteer conservation group. Its purpose is to conserve special places of high value to the Town of Norwich for their natural and/or social resources; be able to respond quickly to opportunities, and be pro-active so that opportunities can be anticipated rather than lost.

The Upper Valley Land Trust enables the group to focus on conservation projects while it provides guidance, maintains financial records and 501(c)(3) certification. NSP is run by an 11-member Board of Directors and supported by a 100+/- member Advisory Council.

The natural resources NSP seeks to conserve include, but are not limited to, water resources, prime agricultural land, forest land, scenic features and recreation, flood plains, and unique or fragile biological sites. Social resources include lands of special historic, archeological or educational interest, and those with scenic or recreational values. NSP complements town boards and works cooperatively with them and other community organizations.

NSP is currently working with the Conservation Commission to develop an Informal Open Space Priorities Plan. This non-regulatory, informal plan will help identify and guide priority protection efforts. Developing the financial capacity to execute priority conservation projects is a major focus of NSP.

Jim Ashley, Organizing Co-Chair (649-2812); Jonathan Frishtick, Projects Co-Chair (649-6514); Alison May, Development Co-Chair (649-8294)

## NORWICH WOMEN'S CLUB

The Norwich Women's Club had its origin in 1907, as the Women's Literary Club of Norwich. Our purpose is to generate, promote and support cultural, educational, civic and charitable aspects of life in Norwich.

The Fall and Spring *Nearly New Sales* are clothing consignment sales organized by the NWC. The sales benefit the Marion Cross Scholarship Fund, which awards scholarships to Norwich residents for post-secondary education. Norwich residents have received over \$450,000 in grants since the sales began in 1963. This past year we granted \$41,000 to 39 students.

*Floribunda*, our popular spring flower show, benefits community projects. We fund activities that will enhance the town and benefit its residents. Some NWC projects include: benches and equipment at Huntley Meadows, band concerts, a sign for the Norwich Library, restoration of the Gazebo on the Norwich Green, and the visiting authors program at Marion Cross School. We also provide the plants for the flower beds on the triangle at Tracy Hall and publish the Norwich Phone Directory. This past year we distributed \$14,368 for 24 projects. Suggestions for new projects are welcome. Requests must be made before May 1 each year.

Membership is open to all area women who would like to play a part in making Norwich a better community for all who live here. For further information, write P.O. Box 191 in Norwich or call:

Mindy Penny, President (649-2169)

## **SOUTHEASTERN VT COMMUNITY ACTION (SEVCA)**

Southeastern Vermont Community Action is an anti-poverty, community based, non-profit organization serving Windham and Windsor counties since 1965.

Our mission is to work in collaboration to foster sustainable self-sufficiency, to strengthen our communities, and to eliminate the root causes of poverty. SEVCA has a multitude of programs and services to meet this end. They include: transportation, weatherization, emergency services (i.e., fuel/utility assistance, food, shelter), crisis intervention, Parent Education, Micro-Business Development, Head Start, Individual Development Accounts, and three thrift stores.

During FY02/03 we provided the following services to Norwich residents:

Micro-Business Development	2 individuals
Fuel/Utility Assistance	12 families @ \$1,091
Family Services (Outreach)	45 services to 10 families
Weatherization	2 homes @ \$3,883

Community support, through town funding, helps to build a strong partnership. The combination of community action funds and town funds allows us to not only increase, but improve service. We thank the residents of Norwich for their support.

Deborah M. Osienski, Executive Director (800-464-9951)

### **We honor VIRGINIA CLOSE for her service to the Town**

Virginia Close moved from White River Junction to Norwich in the mid-1950's.

Since retiring from her full-time position as a Reference Librarian at Dartmouth in 1993, Virginia has volunteered countless hours to the Town of Norwich with a particular focus on historical information relevant to our town.

Virginia assisted in developing, writing, and organizing the historical section of the Town Plan. She attends nearly every Planning Commission and Selectboard meeting, and is known for her astute observations and willingness to speak her mind when she feels there is an injustice. When Class 4 roads are in dispute she researches all the deeds. As a member of the Cemetery Commission she plans projects to clean and restore gravestones.

Most mornings, Virginia can be found in the Town Clerk's office, painstakingly transcribing old and often illegible (to most of us) town documents onto her computer. This effort preserves and makes accessible to the public: birth, death, and marriage certificates and legal transactions from the 18th and 19th centuries.

On the board of the Historical Society, she served as the historian, and did a tremendous amount of work going through deeds and transactions.

Besides her great presence and terrific sense of humor, she has been a helpful volunteer for the Norwich Public Library. She produced the monthly newsletter, *Book Notes*, on her own computer before the library was even computerized, and was a tremendous asset in helping the library get ready to use computers. As a source of local information, Virginia is better than the library's entire locked bookcase of local resources.

Virginia's dedication to preserving town history and participation in town governance and planning, along with her wealth of information has made her an outstanding asset to Norwich. Thank you Virginia!

## **UPPER VALLEY COMMUNITY GRANGE #581**

One of the oldest organizations in Norwich is the Grange. University Grange was chartered in 1905 and in November 2002 we united with Cascadnac Grange of Hartford to become Upper Valley Community Grange.

Our main purpose of improvement and education of ourselves and our community has never altered. We are pleased to cooperate with other organizations "having for their object the advancement of education and the moral welfare and happiness of mankind."

Serving public breakfasts each month has increased our image. The Norwich Lions have used our hall for the annual Halloween haunted house and church groups and others have found our hall satisfactory for their needs. We have a five year commitment to furnish Webster's Dictionaries to each child in the third grade of our local schools, and we continually strive to make our grange hall on Main Street an attractive and welcome place for ourselves and the community.

This year our Community Service Award was given to the Norwich Fire Department and Fast Squad in recognition of their outstanding contribution to the Town.

The Grange door is open for all people regardless of age, sex, religion or personal interests, as long as they share our desire for education and improvement.

For further information please contact either Master Clyde Berry (295-2091) or Hazel Hickson, Secretary (649-1739).

## **UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION**

Since 1963, Norwich has worked effectively with the other member communities of UVLSRPC to ensure the Upper Valley continues to have both a healthy economy and a clean environment. Examples of our work in 2003 benefiting Norwich: obtained federal approval of an economic development strategy to bring more federal dollars to the region's job centers; conducted collections that kept over 13,000 gallons of hazardous chemicals from 1,170 households out of the region's groundwater; facilitated Norwich's participation in the Upper Valley Conservation Network; worked with UV Transportation Management Association and Advance Transit to reduce car traffic between Norwich and jobs and services in Hanover and Lebanon; earmarked funding for a traffic model to increase our ability to predict and avoid traffic increases; provided linkage between Upper Valley organizations such as Twin Pines Housing Trust and UV Housing Coalition and statewide organizations such as the VT Association of Planning and Development Agencies and VT Planners Association so Norwich can benefit from all available resources in its efforts to address local issues; and conducted workshops on timely topics including stormwater, new septic rules and downtown village programs.

UVLSRPC also took the steps necessary for Norwich to continue to receive Municipal Planning Grants annually; continued work on projects to reduce the Town's share of highway costs; obtained a grant for installation of an emergency generator at Tracy Hall; developed a hazard mitigation plan to meet requirements for future federal mitigation and disaster funds; kept the town's Emergency Operations Plan current and coordinated with the region's emergency services; and developed GIS maps for Upper Valley Trackers, Norwich Special Places and the Conservation Commission.

Tara E. Bamford, Executive Director ((603) 448-1680 or [info@uvlsrpc.org](mailto:info@uvlsrpc.org))

## UPPER VALLEY LAND TRUST

The Upper Valley Land Trust (UVLT) is a non-profit, member supported organization dedicated to helping individuals and communities conserve farmland, forests, water resources, wildlife habitat and scenic and recreational lands. UVLT permanently protects specific parcels of land using conservation easements – voluntary, legally binding agreements that restrict development and other activities that may degrade natural resources. UVLT stewards these agreements in perpetuity to ensure that the terms of the restrictions are upheld. UVLT presently holds conservation easements on more than 260 properties encompassing over 26,000 acres. These include 30 parcels in Norwich.

In FY02/03, UVLT completed 16 conservation transactions, permanently protecting 1,300 acres. In Norwich, the Upper Valley Land Trust:

- Completed a conservation easement with Liz Russell on the former Sise property at the end of Cossingham Road, protecting 122 acres of fields and woodlands abutting the Appalachian Trail; assisted Russell in creating a network of cross-country trails on the property, open for community use;
- Worked extensively with Norwich Special Places in that group's effort to identify significant resources and scenic and recreational opportunities worthy of protection;
- Consulted with the Conservation Commission's Trails Subcommittee on efforts to extend the Bill Ballard Trail;
- Continued efforts to conserve land and trail connections along the Appalachian Trail corridor.

Contact information: Kate Villers, UVLT (603-643-6626), [www.uvlt.org](http://www.uvlt.org).

Jeanie McIntyre, Executive Director

### According to the Town report of 1869 -135 years ago:

There were 300 pupils in town schools. Class sizes varied from 8 to 34, with an average of 17.6. The 17 teachers in town were paid from \$1.13 to \$4.00 per week.

The bill for printing the town report was \$22.00.

The Town Farm: "There are eleven paupers now at the farm, all appear to be well pleased and look as though they were well cared for. There has been fourteen different paupers at the farm the past year."

The property of the Town Farm on Feb. 16, 1869 included:

Stock in good condition: \$652.17

Which included

One yoke oxen \$175.00

Three cows \$120.00

53 sheep \$145.75

Produce, etc. \$698.05

Which included

27 tons hay \$443.00

Provisions, etc. \$257.50

Which included

300 lbs. salt pork \$50.00

150 bushels potatoes \$75.00

## UPPER VALLEY RIVER SUBCOMMITTEE OF THE CONNECTICUT RIVER JOINT COMMISSIONS

The Connecticut River Joint Commissions (CRJC) are a nexus for communication involving the Connecticut River and its valley and watershed, linking the states of NH and VT, the federal government, local government and citizens. It has no regulatory powers. Each state appoints 15 commissioners to the CRJC, integrating a wide and representative diversity. The legislative mandate of the CRJC is to guide growth and development in the Connecticut River Valley. The CRJC sponsors 5 local subcommittees to ensure local participation and leadership. The Upper Valley Region subcommittee includes Norwich, Bradford, Fairlee, Thetford and Hartford, VT, and Piermont, Orford, Lyme, Hanover and Lebanon, NH. Each town may have two official members and an unlimited number of alternates. The UVR subcommittee is open for all to participate. Any citizens interested in representing Norwich are encouraged to contact the Selectboard.

Currently the subcommittees are updating their respective Connecticut River Corridor Management Plans. The existing plan dates from June 1997.

The CRJC provides a Partnership Program which grants awards from \$500 to \$5,000 to locally initiated projects, with funding from the National Oceanographic and Atmospheric Administration. In FY02/03 \$5,000 was awarded to the Elizabeth Mine Study Group to participate in planning for remediation of copper mine pollution, which involves impacts on the Ompompanoosuc River in the north part of Norwich, and to area historical societies to produce interpretive videos of the mine's history. CRJC awarded \$5,000 to the Upper Valley Land Trust to promote awareness of public access issues on preserved land including some Norwich property. In 2003 CRJC published and distributed 1,300 complimentary copies of the book *Proud to Live Here*, a treasure trove of information on the upper Connecticut River region.

Jeffrey D. Mathias, Norwich representative to the Upper Valley River Subcommittee

## VERMONT DEPARTMENT OF HEALTH

The VT Department of Health works to protect and improve the health of all citizens. Essential public health services benefiting residents of Norwich include:

*Food & Lodging Inspections:* Five of the 6 eating establishments in Norwich were inspected in 2002 by public health sanitarians to decrease the risk of food-borne disease outbreaks.

*Special Nutrition Program for Women, Infants and Children ("WIC"):* WIC improves the health of pregnant and postpartum women, infants and children to age five. In 2002 WIC provided 10 Norwich residents foods as well as health screening and individualized nutrition education.

*West Nile Virus (WNV) Surveillance:* From June–September 19, 2003, 450 mosquito pools were tested, with 9 positive for WNV. 110 dead birds were reported in Windsor County during this period, 56 were tested; 5 were infected.

*Vaccine-Preventable Diseases:* During 2002, the Health Department distributed 12,054 doses of vaccine to health care providers in Windsor County, a value of \$153,341 to these communities, including children living in Norwich.

*Reportable Disease Case Investigations:* The Health Dept. investigates all cases of disease such as meningitis, hepatitis and whooping cough to determine the source, recommend control measures, and prevent further spread. 219 cases were investigated in Windsor County in 2002.

For further information, please call the WRJ office at 294-8820.

## VISITING NURSE ALLIANCE OF VT AND NH

The Visiting Nurse Alliance provides services that must be continuously available to anyone in need, regardless of ability to pay. Needs vary dramatically from month to month and year to year. The VNA provides a comprehensive range of care, requisitioned by hospital staff and physicians.

Town funding helps clients remain independent and at home as they receive skilled clinical care during times of injury, recovery from surgery or accidents, and disability, whether for short-term and chronic illness. Many such patients are addressing multiple medical, emotional and social issues at the same time. The VNA provides emotional support plus pain and symptom management during terminal illness extending to family members as well. Funding provides programs for community-wellness; assistance to young families at risk; fathers and/or mothers who want to be more effective parents through learning parenting skills or providing a balanced diet; infants who require hi-tech health care; and children who grow and learn through play groups that offer interaction with other children.

The VNA provided the following services during FY 2003

Skilled Nursing	411	<b>Family Support Services</b>	
Physical Therapy	139	Families Served	6
Speech Therapy	43	Individuals Served	22
Occupational Therapy	63	Home Visits	17
Medical Social Worker	4	Fatherhood Program, Dads served	6
Home Health Aide	296	<b>Orange Co. Parent Child Center</b>	
Homemaker	138	Families	3
<b>Total Visits</b>	<b>1,094</b>	<b>MCH</b>	
		Children	4
		Home Visits	17

Susan H. Larman, BSN, MBA, President/ Chief Executive Officer (295-2604)

## WHITE RIVER COUNCIL ON AGING/BUGBEE SENIOR CENTER

The Bugbee Senior Center is a community focal point and a vital social institution. We are an essential link in the aging network, offering a broad range of services and activities, as well as access to many other community resources. Our focus is on the older adult as a total person, recognizing their diverse needs, and implementing a quality program, which promotes independence.

During FY20/03 we provided: Center and Home-Delivered Meals, transportation, advocacy, paralegal services, primary case management, housing assistance, information and referral, nutrition screening and education, health clinics, volunteer opportunities, support groups, and recreational opportunities.

We provided services to 153 Norwich individuals over the age of 60; 23 Norwich residents joined us for lunch 532 times. The Bugbee Senior Center provided 2,008 home-delivered meals to homebound or convalescing residents of Norwich. Advocacy and paralegal services were provided by appointment at the Center or individuals' homes by Melanie Cash and Eleanor Zue. We sent 1,836 copies of our newsletter (the "Bugbee Bulletin") to 134 individuals in Norwich. Additionally, we provided 601 one way trips to Norwich residents in our van or with volunteers.

The Bugbee Senior Center welcomes all Norwich residents to learn more about our services. We welcome your visits weekdays 8:30am-4:30pm.

Kathleen W. Avery, Executive Director (295-9068)

## **WINDSOR COUNTY PARTNERS**

Windsor County Partners' youth mentoring program provides at-risk youth aged 10 through 17 with positive, healthy and supportive adult role models who help improve their self-esteem, direction, and leadership potential. The US Department of Health and Human Services has recognized us as "an outstanding instance of what can be done with limited resources and a great personal commitment."

Last year we supported 39 Partnerships and 2 Norwich residents. We took steps to begin to build our capacity to serve more youth, and to plan for future growth of our program. We instituted new policies in regard to our volunteers and their Partnerships to better ensure the safety of children in our program, including the requirement of an FBI criminal background check for all mentors. We sponsored several workshops, organized new special events, and helped youngsters attend camp or classes in which they had a special interest.

It is the long-term support of the community that has helped our organization grow and succeed over the last three decades as a vibrant leader in youth mentoring. Our long track record and well-established program continue to positively influence our children so they can improve school grades, as well as peer and family relationships; avoid the use of alcohol, tobacco, and other drugs; and seek to achieve higher goals in life.

Mary Beth Heiskell, Executive Director (802-674-5101 or 800-491-5101)  
email: windsor.county.partners@valley.net

## **WISE (Women's Information Service)**

For thirty-one years, WISE has been serving the needs of the Upper Valley. Through the Domestic and Sexual Violence Programs at WISE, we provide a continuum of services and support for victims and their children with the aim of making the Upper Valley a safer place for families to live. Our Community Education and Outreach Program raises community understanding by working with local area service providers and educating middle and high school-aged youth about healthy relationships.

WISE plans to maintain its current programs and services. New services in FY 2004 include development of a children's group and a therapeutic support group for victims of sexual assault.

We welcome inquiries from Norwich residents about our programs and services. Our office is at 79 Hanover Street, Lebanon.

Peggy O'Neil, Executive Director (603-448-5922)  
email: peggy.oneil@wiseoftheuppervalley.org

## YOUTH-IN-ACTION

Youth-In-Action, Inc. (YIA) is a non-profit organization whose mission is to involve high school age students in meaningful community service. Our program had an enrollment of over 275 students this past school year and 1/3 of those students were Norwich residents.

YIA contributed over 3,000 hours of community service in our own projects or through volunteering for local charities, agencies, private citizens and organizations. Many of the events that rely on our help benefit the citizens of Norwich. We work with the Lions' clubs, LISTEN, recycling efforts, charity walks, at libraries, and senior citizen housing, etc.

We provide healthy outlets for high school age youth and work with them in the areas of character and citizenship. YIA students are recommended for community service awards and scholarships. If so deserving, they are given recommendations and references for college and future employment opportunities.

Through our service to local agencies we serve the needs of Norwich residents both directly and indirectly by improving the quality of life in the Upper Valley. We provide an opportunity for Norwich adults to interact with high school students in areas of community service. It is a unique opportunity.

We plan to continue our existing programs and quality of service. Each year we add new projects, which satisfy a need in the community. As our number of participants remains high the expenses we incur in running the program continue to increase. Your support is very valuable to our program.

Kathy Geraghty, Director (603-643-4313)

### **We honor EARL THOMPSON for his service to the Town**

On Memorial Day, Veterans Day and other special holidays, flags appear along Main Street as if by magic. It's not magic -- Earl Thompson, for 51 years a member of the American Legion, initiated the program, seeking sponsorship from local businesses. Now 30 flags fly proudly in town.

Earl grew up in Canaan, NH. He joined the Army Air Corps in 1940. He was sent as support for the 1st Pursuit Squadron, based in England, to pursue returning German bombers with radar to identify their bases. After training as a gunner, Earl flew on low-level bombing runs along the Normandy coast. Later he served with his squadron in North Africa.

On returning home, Earl attended photography school, then worked with a commercial photographer in Hanover, and learned medical photography on the job at the Hitchcock Hospital. There he met and married Regina McCabe Frost in 1950. In 1952 they moved to Norwich. Earl became clerk at the Norwich Post Office in 1955 under Postmistress Helen McKenna, retiring 30 years later. Mrs. Thompson passed away 9 years ago, but Earl has family nearby. Many Norwich residents remember Earl's 30 years as Cub Scout Master; he is still liaison between Cub Scouts, Boy Scouts and the Legion. He was a member of the Norwich Fire Department for 23 years, and continues to serve the community through the Lions Club and the Legion. We wish him many more years of good life and active participation in town affairs.

**ANNUAL REPORTS  
OF THE TOWN OF  
NORWICH, VERMONT**

**PART IV**

**NORWICH FIRE DISTRICT**

**JANUARY 1 – DECEMBER 31, 2003**

**DISTRICT OFFICERS**

Prudential Committee:	Jonathan Vincent .....	2005
	Cleta P. Wheeler .....	2006
	Melvin Biggs .....	2007
Treasurer:	Cheryl A. Lindberg .....	2005
Clerk:	Anne French .....	2005
Auditor:	Tammy Kitzmiller .....	2005
Moderator:	John C. Candon .....	2005
District Administrator:	Brion McMullan	
Staff:	Sam Eaton, Bob Edmands	

I find that the Norwich Fire District financial accounts appear to be a fair representation of Fire District funds for the year ending December 31, 2003.

January 26, 2004

Tamar Kitzmiller, Auditor

**OFFICE HOURS**

The Office is located at 316 Main Street and is open Monday-Friday, 8:00am – 11am. To ensure that someone is in the office, please call 649-3474 in advance. The office is not handicapped accessible; please call and we will make suitable arrangements.

**NORWICH FIRE DISTRICT  
2004 ANNUAL MEETING WARNING**

The Annual Meeting of the Norwich Fire District will be held in Tracy Memorial Hall, Multi-Purpose Room on Monday, January 26, 2004 at 7:30pm to transact the following business:

**Article 1.** To approve the 2003 Annual Meeting Minutes and the September 9th Special Meeting Minutes.

**Article 2.** To hear and act upon the reports of the Officers of the District.

**Article 3.** To see if the Fire District will raise and appropriate the amount set forth in the budget proposed by the Prudential Committee for necessary expenses.

**Article 4.** To authorize the Treasurer to collect District taxes and assess late payment fees for delinquent taxes.

**Article 5.** To elect all Fire District officers as may be required by law.

**Article 6.** Shall the Prudential Committee be authorized to transfer title for the Norwich Fire District property at 24 New Boston Road, listed on the Norwich Grand List map 10-190.100 and commonly known as the Norwich Transfer Station, to the Town of Norwich, receiving in return an appropriate letter of indemnification from the Town of Norwich.

**Article 7.** To transact any other business that may legally come before this meeting.

Dated at Norwich, Vermont this 22nd day of December 2003.

Prudential Committee of the Norwich Fire District

Jonathan Vincent, Chairman

Melvin Biggs

Cleta Wheeler

Persons residing within the limits of the Fire District who are voters in Town Meeting shall be voters in the Fire District Meeting. Title 20 VSA, Pt 7, Ch. 171, §2484.

It is the policy of the Norwich Fire District to make public meetings accessible to all. If you have any special needs, please make them known to the Norwich Fire District at 649-5424 at least 24 hours before the meeting.

If the number of voters attending the Annual Meeting exceeds the capacity of the Tracy Hall Multi-Purpose Room the meeting will be moved to the Multi-purpose Room at Marion Cross School.

Anne H. French, Clerk

**ANNUAL REPORT OF THE PRUDENTIAL COMMITTEE  
OF THE NORWICH FIRE DISTRICT**

Last year the Fire District budgeted a small deficit, hoping that we would avoid this by controlling costs. It now appears that we will end the year breaking even, or with a small surplus. This is good news, as we continue in a transition mode with two full-time employees. The Prudential Committee recognizes the continuing need for the District to have 24 hour, 7 days coverage by a certified water operator, and we feel fortunate to have both Brion McMullan and Sam Eaton on staff, with Bob Edmands available to help when needed. For fiscal 2004 we are proposing an even smaller deficit, believing that should there be unanticipated costs due to emergencies, we

will be able to cover them by not spending elsewhere.

Much has been accomplished during the past year. Cooperating with the Town, we have spent approximately \$20,000 completing the sidewalk repairs from the Library to Koch Road on North Main Street. Thanks to this cooperative effort, and improved drainage installed by the Town, the sidewalk situation is much improved. Working alone, it would have taken us several more years to raise the funds for the entire project.

We have also begun the engineering and planning process with Provan & Lorber to design pipe replacement for the remainder of the c.1922 cast iron pipe in the system. This pipe has become tuberculated over the years, and is the major reason some connections still have less than optimal water quality. We should complete this planning process in the Spring, and be in a position to explore funding options for the actual replacement. Ideally, any such work will be done in conjunction with Town repairs to the paved roads.

During the year there was only one serious break, which happened on Lewiston Hill during a fire. Improperly opening and shutting a hydrant can cause a water hammer effect, which is very destructive to pipes, and this is apparently what happened. The Fire District has discussed this with the Norwich Fire Department, and undertaken additional training to prevent this happening again. In addition, we took the precaution of installing a high flow automatic shut off at the pump house to protect the pump. The real danger from such an incident is increased stress on the pump which can cause it to fail. Preventing that type of failure is our first priority.

An ongoing issue has been the ownership of the land at the transfer station. Unfortunately, deed and markers are unclear which of two parcels at the transfer station originally belonged to the Fire District. Since the transfer station is now a Town responsibility, the Committee felt it best to transfer ownership in the parcels to the Town of Norwich, ending the confusion. We are doing so without any expectation of payment, but will require an indemnification from the Town for any future legal actions stemming from the use of the land as a dump, and then as the site of the transfer station and Highway Department.

Repairs at the small office near the old reservoir at 417 Beaver Meadow Road continue, with our own employees providing as much of the work as possible. A small addition has been added, additional insulation provided, and a septic system installed. The goal is to have this building serve as an operations center for the staff. We will continue to have the office at 316 Main Street for accounting, billing and meeting with customers.

During the summer, the Town asked whether the Fire District would donate some capstones from an old barn foundation for use as street markers. The Chairman gave verbal permission for the removal of three stones from the old barn site on Beaver Meadow Road. Through a misunderstanding, the Town Highway Department proceeded to remove approximately nineteen stones, all that were there. Three have been inscribed and erected on Hazen Street and next to Tracy Hall. The others are to be returned and replaced at the foundation site by the Town. After discussions with the Conservation Commission and others, it was agreed that in the future any other such removal would be discussed with the appropriate boards ahead of time.

A Sewer Committee is actively exploring options for a sewer system in Norwich. Although this could come under the jurisdiction of the Fire District, the Prudential Committee decided that such an undertaking would be too expensive. We feel that in a Town of 3,500 or so, the 1,000 people in the District should not be responsible for a project which will benefit the entire Town. Moreover, grant money is no

longer available, so the ultimate cost or the system would hopefully be shared with state or federal funding sources.

This brings us to the Fire District's relationship with the Town. The Committee has discussed this, and agreed that our primary responsibility is to focus on potable water and its quality. We have worked for years to keep costs down, and any tax increases to a minimum. Sharing resources and facilities makes sense, but ultimately we feel that keeping the District a separate municipality will best serve the residents of the District.

Jonathan Vincent, Chair of the Prudential Committee

### TREASURER'S REPORT

The General Fund of the Norwich Fire District ended the year 12/31/03 with a \$2,728 surplus. This surplus is a result of actual revenues being on budget while expenditures ended up under budget by about \$5,000. My analysis excludes \$3,000 in revenues and \$3,000 in expenditures because these are offsetting items that will flow through the Fire District General Fund when the Land Management Council receives and expends money for the Watershed Land. Since those funds were not received, no expenditure occurred. These items have been budgeted again for 2004. Additional tax revenues have been budgeted in 2004 to allow for a 2% increase. The 5% rate increase budgeted for 2003 was only 2 1/2 % due to growth in the Fire District Grand List. With the town-wide reappraisal figures being used for the 2004 grand list, the expectation is that there will be significant increase in the grand list value and a corresponding decrease in the Fire District tax rate.

The Water Fund of the Norwich Fire District ended 203 with a small surplus of \$306. Actual revenues were about \$5,600 greater than budgeted revenues and expenditures were slightly lower than budget to account for this surplus. No changes are planned for water rates during 2004. The 2004 proposed budget reflects revenues similar to 2003 actual revenues and expenditures increasing mainly because of workers' compensation insurance and a 3% COLA for employees.

The Water Reserve Fund expended funds on the on-going improvements to the building at 417 Beaver Meadow Road. Authorization to borrow \$30,000 through the State of Vermont Revolving Loan Fund occurred on September 9, 2003. These funds will be used to design the replacement of the oldest water mains in the system. Therefore, no outlays of Water Reserve Fund monies are proposed at this time.

The Sidewalk Reserve Fund expended \$20,515 in sidewalk repairs along North Main Street during 203. There are not sufficient funds remaining to plan further sidewalk work during 2004.

Cheryl A. Lindberg, Treasurer

#### Delinquent Taxes as of December 31, 2003

		<u>With penalty and interest</u>
Jane B. Ackerman	\$111.36	\$125.27
L. Forst Acton	202.46	227.76 (paid after 12/31/03)
Jane Caswell	7.24	8.07
Alan & Judy Kavasch	466.56	566.38 (bankruptcy)

**NORWICH FIRE DISTRICT**  
**REVENUE, EXPENDITURE AND BUDGET REPORTS**

ALL FUNDS

DECEMBER 31, 2003

	<u>GENERAL FUND</u>		<u>WATER FUND</u>	
	2003 <u>Budget</u>	2003 <u>Actual</u>	2003 <u>Budget</u>	2003 <u>Actual</u>
<b>REVENUES</b>				
Taxes	\$ 65,415	\$ 65,649	\$ -	\$ -
Watershed Land	3,000	-	-	-
Water Fees	-	-	116,750	117,818
Fire Protection Assessment	-	-	31,511	30,834
Interest	1,150	1,001	550	184
Miscellaneous	-	-	-	5,643
<b>OTHER FINANCING</b>				
Interfund Transfer	-	-	-	-
<b>Total Revenues &amp; Financing</b>	<u>\$ 69,565</u>	<u>\$ 66,650</u>	<u>\$ 148,811</u>	<u>\$ 154,479</u>
<b>EXPENDITURES</b>				
Administrative	34,096	29,449	48,853	47,313
Operations	25,511	24,834	69,430	67,655
Maintenance	3,500	-	8,100	9,689
Debt Principal/Interest	4,033	4,039	14,516	14,516
Reserve Fund Transfer	5,600	5,600	15,000	15,000
<b>Total Expenditures</b>	<u>\$ 72,740</u>	<u>\$ 63,922</u>	<u>\$ 155,899</u>	<u>\$ 154,173</u>
Surplus (Deficit)	(3,175)	2,728	(7,088)	306
Beginning Cash	47,327	47,327	42,610	42,916
<b>Ending Cash</b>	<u>\$ 44,152</u>	<u>\$ 50,055</u>	<u>\$ 35,522</u>	<u>\$ 42,916</u>
				<u>\$ 36,745</u>
				<u>\$ 155,915</u>
				<u>\$ 162,086</u>

**NORWICH FIRE DISTRICT**  
**REVENUE, EXPENDITURE AND BUDGET REPORTS**  
**ALL FUNDS**  
**DECEMBER 31, 2003**

	<u>WATER RESERVE FUND</u>		<u>SIDEWALK RESERVE FUND</u>	
	2003	2004	2003	2004
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>
<b>REVENUES</b>				
New Water Connection(s)	\$ -	\$ 500	\$ -	\$ -
Interest	2,600	1,274	-	115
Miscellaneous	-	2,310	-	-
<b>OTHER FINANCING</b>				
Interfund Transfer	<u>15,000</u>	<u>15,000</u>	<u>5,600</u>	<u>6,000</u>
<b>Total Revenues &amp; Financing</b>	<b>\$ 17,600</b>	<b>\$ 19,084</b>	<b>\$ 5,600</b>	<b>\$ 6,000</b>
<b>EXPENDITURES</b>				
Administrative	-	-	-	-
Operations	-	-	-	-
Maintenance	-	-	-	-
Capital Project	-	9,888	-	20,515
Capital Equipment	-	-	-	-
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 9,888</b>	<b>\$ -</b>	<b>\$ 20,515</b>
Surplus (Deficit)	17,600	9,196	5,600	(14,800)
Beginning Cash	<u>83,930</u>	<u>83,930</u>	<u>18,041</u>	<u>3,241</u>
<b>Ending Cash</b>	<b><u>\$101,530</u></b>	<b><u>\$ 93,126</u></b>	<b><u>\$ 23,641</u></b>	<b><u>\$ 9,241</u></b>



**ANNUAL REPORTS**

**TOWN OF**

**NORWICH, VERMONT**

**Fiscal Year**  
**July 1, 2002-June 30, 2003**

**PART V**

**NORWICH SCHOOL DISTRICT**

## NORWICH SCHOOL DISTRICT

<b>School Board</b>	<b>Term Expires</b>
Paul Foster .....	2004
Margaret C. McNally .....	2004
Linda Gray .....	2005
Geoffrey J. Vitt .....	2005
Mary Sachsse, Chair.....	2006

### **Administration**

Kenneth A. Greenbaum, Superintendent of Schools  
John P. Aubin, Assistant Superintendent/Business and Personnel  
Jane S. Weissmann, Assistant Superintendent/Special Services  
Robert Edson, Principal, Marion W. Cross School  
Cheryl A. Lindberg, Treasurer, Norwich School District

### **INTRODUCTION**

The Norwich School District provides education for students in grades K-6 at the Marion W. Cross School. Norwich students attend grades 7-12 in the Dresden School District.

Annual Norwich School District financial requirements are proposed by the Board of School Directors at the Norwich School District Annual Meeting. The expenditures approved represent the Norwich School impact for taxpayers in Norwich.

All property tax revenue for schools (Norwich and Dresden) received by the Town is retained by the Norwich School District as provided by the State of Vermont and the Interstate School Compact. Funds not used for current expenses by the two Districts are invested by the Norwich School District.

### **SUPERINTENDENT'S REPORT**

The past year has been an eventful one for education in Norwich. It has included the search and hiring of a new principal at Marion Cross School, the passage of a substantial bond issue to build a new Richmond Middle School for Norwich seventh and eighth graders, and the renovation of Hanover High School for students in grades nine through twelve. Additionally there was a revised educational funding law that may provide some tax relief for Norwich residents.

The search for a new principal began in August 2002 with the Norwich School Board determining the charge to the Principal Search Committee. In September the Search Committee membership was approved and the New England School Development Council was selected as the search consultant for the District. Norwich Board of School Directors' Chairperson Mary Sachsse served as Chairperson of the Search Committee which was made up of members of the community, teachers, Board members, and administrators. The Marion Cross School Principal's position was advertised nationally, and this resulted in inquiries from 32 candidates and 17 completed applications. After several rounds of candidate interviews, referencing, and a visit to the successful candidate's school district, the School Board selected Robert Edson for the Principalship at Marion Cross School. Mr. Edson was a resident of Chesterfield, New Hampshire, and held the position of Principal of Jonathan Daniel School in Keene. The School District is fortunate to have Mr. Edson leading the Marion Cross School.

While the search for Marion Cross School Principal was being conducted, Norwich Board members were working with their fellow Hanover Board members to resolve

the facility needs of the Dresden School District. After developing program specifications for both Richmond Middle School and Hanover High School, the Board was also able to finalize the location of the school projects through a three-party agreement with Dresden, the Town of Hanover, and Dartmouth College. The result of this agreement was the placement of Richmond Middle School on Route 10 north, across from CRREL, and the continuation of Hanover High School at its present site on Lebanon Street in Hanover. The School Board worked with a building committee of citizens in order to bring together a proposal for new and renovated school facilities that was passed by voters on May 22, 2003. The Dresden School District is moving ahead to start construction on the Middle School which will be completed by September 2005. This will be followed by renovation and construction of Hanover High School which is scheduled to be completed by September 2007.

While the building facility needs of the Dresden School District are well on their way to being addressed, the need for athletic field facilities is yet to be resolved. A new athletic fields committee has been formed that will work on a proposal likely to be put before voters at the School District meetings of March 2004. This athletic field proposal is likely to include the development of fields on Dresden's Route 5 property in Norwich, and reconfiguration and upgrade of fields on the current Lebanon Street site. The final resolution of the athletic fields needs will be essential to completing the Hanover High School building program.

The Board and the Administration have been acutely aware of the property tax burden on Norwich citizens. During the past year, the Board carefully examined its staffing and educational programs in order to ensure that the educational needs of Norwich students were being met in the most cost-effective fashion. Many Board discussions took place during the budget process regarding such matters as class size, the distribution of students in classes, and staffing levels. The Board also worked with legislators to make them aware of the burden being imposed on Norwich taxpayers and the need for legislative reform. Through the Board's hard work on its budget, the increase in taxes for the 2003-04 school year was contained at 3.9%. Through the Board's legislative efforts, an amended educational funding law was passed under the title of Act 68. This law will provide Norwich taxpayers with short-term tax relief; however, concern still exists about how Norwich will be affected by this legislation over time. All constituents of the School District struggle with the knowledge that as tax law and structure changes, what might be an affordable and reasonable school budget one year suddenly becomes unaffordable the next. The School District is committed to working collaboratively with citizens and legislators in order to promote stability in the District's educational tax rate.

Thankfully, the education of Norwich students continues to be excellent. The District is fortunate to have high quality teachers at both the Marion Cross School and in the Dresden School District. Not only do Norwich students attain high test scores, but they also are involved in enriching educational activities that are made possible by outstanding school faculty.

On behalf of the School District, I would like to express my appreciation for the tireless effort of the School Board, school staff, and administration. It is also important to recognize the generosity and support of the citizens of Norwich in making sacrifices to ensure that the education of its children has the highest possible priority. It is indeed a privilege to be the Superintendent of Schools in a community that places such a high value on education.

Kenneth A. Greenbaum, Superintendent of Schools

## NORWICH SCHOOL BOARD ANNUAL REPORT

The Marion Cross School continues to provide an excellent education and a nurturing environment for Norwich's K-6 children. For Norwich, 2002-03 was a year of transition in leadership and education funding laws. Throughout the year, with the leadership of interim principal Paul Moccia, the administration and staff maintained a clear focus on children and learning. In July 2003, Rob Edson, formerly of Chesterfield, NH, and now of Norwich, began as principal of the Marion Cross School. (For information on the principal search, please see the Superintendent's report.)

The Norwich School Board's primary goals for 2002-03 were: 1) to ensure a successful transition to a long-term principal, 2) to develop a Dresden building program (see Dresden School Board Report), 3) to strengthen connections between the school and the larger community, 4) to promote a systemic approach to defining educational program throughout the K-12 system and within the Marion Cross School, including a focus on assessment, and 5) to promote a greater public understanding of the relationship between the variables that contribute to the tax rate.

In October 2002, the administration and board gave a well-attended presentation about the relationship between Act 60, school spending, and tax rates. While 2002-03 brought Act 60 reform in the form of Act 68, per-pupil spending and property values remain key components of Vermont's education funding law. The board continues to strive to balance the desire for program excellence with concern about the tax pressure on Norwich residents.

In anticipation of a Dresden bond vote, the Norwich Board recommended adoption of Act 144, which exempts construction costs from Act 60's per-pupil calculations. In the spring of 2003, just weeks after Norwich voters adopted Act 144 and Dresden voters approved construction bonds, the Vermont legislature adopted Act 68. Under Act 68, the cost - benefit balance of Act 144 has shifted significantly, and the Board now recommends rescission of Act 144.

The Local Action Planning (LAP) team, comprised of staff, administration, board, and parent/community representatives, continues its work to improve student learning at the Marion Cross School. The LAP focused on five goals for 02-03: 1) to continue to improve student performance in mathematical computation and problem solving, 2) to continue to enhance and encourage investigative science instruction throughout the school, 3) to discuss social studies within the MCS, 4) to continue to improve communication with parents about curriculum and student progress, and 5) to continue to promote a climate of respect throughout the school.

After several years of declining enrollment, we expect Marion Cross School enrollment to increase from 308 in 03-04 to an estimated 327 in 04-05. The proposed 04-05 budget calls for a 9.03% increase in spending; the increase is primarily attributable to additional staffing commensurate with rising enrollment, escalating medical insurance costs, and increasing staff salaries. Despite the proposed spending increase, Act 68 and the effect of a town wide reappraisal should result in a significant decline in Norwich's tax rate. This decline, however, is expected to reverse itself after only one year.

Norwich children are very well served by their schools and by the community at large. Thanks go to the dedicated teachers, school staff, administrators, volunteers, and fellow board members for working so hard to provide each child in our district with an excellent educational experience. Superintendent Kenneth Greenbaum will retire in July, 2004. It has been a pleasure and an inspiration to witness Ken's commitment to Norwich's children and to their education; he will be deeply missed. Finally, thanks to the parents and the community of Norwich whose support for the town's children is essential to their development and success.

Mary Magavern Sachsse, Chair, Norwich School Board

**MINUTES OF THE SPECIAL MEETING OF THE  
NORWICH SCHOOL DISTRICT  
MAY 12 AND MAY 13, 2003, TRACY HALL**

Present: Board members Foster, Gray, Sachsse, Vitt; Administrator Aubin, and approximately 76 members of the public.

**1. Call to Order.** Moderator Peter Richardson began the meeting at 7:30pm.

**2. Warning Article.** Moderator Richardson explained that this was an informational hearing for the legal voters of the Norwich Town School District. Voting on Article 1, referenced below, regarding Act 144 will take place between 7:00am and 7:00 pm tomorrow, Tuesday, May 13, in Tracy Hall by Australian ballot.

**ARTICLE 1.** *Shall the Norwich Town School District, pursuant to the provisions of Acts 144 and 150, 2001 (adjourned session), vote to remove spending, including capital debt service, for school construction costs certified by the Commissioner as eligible for approval under 16 V.S.A. §3448(a)(8), voted after July 2002, from the District's calculation of its local education spending under Title 16, Chapter 133 beginning in fiscal 2004? (Yes 652, No 156)*

**3. Act 144.** Chair Sachsse explained that Margaret McNally and Superintendent Greenbaum were unable to attend the hearing because they were at the Dresden bond informational meeting in Etna. Chair Sachsse spoke of what Act 144 is and why it is needed. The state legislature adopted Act 144 in response to concerns from towns like Norwich, where Act 60's tax sharing provisions would make it impossible to pass bonds needed to address building deficiencies. Act 144 allows school districts to exclude capital construction costs from the Act 60 tax calculation, thus saving many millions of dollars of tax moneys that these districts would have had to send to the state's education sharing fund. Under Act 144, the taxes to pay for capital construction costs are raised using only the Town of Norwich's tax base in the calculations. With Act 144, Act 60's income sensitivity provisions do not apply, but those who are eligible for the homeowner rebate program and the "super-circuit breaker" provision would still be eligible for these two programs. Finally, the Act 144 provisions are not automatic (the school district voters need to vote "yes" to adopt them) nor are the exemptions open ended (the building project must begin by the end of FY 2005 to qualify). Chair Sachsse also took this opportunity to thank the Norwich Finance Committee for all of their hard work on this issue.

**4. School Tax Impact with and without Act 144.** Irv Thomae, speaking on behalf of the Norwich Finance Committee, presented different tables showing the tax impact, if the Dresden Bond passes, with and without Act 144 for different income/homestead listed value combinations. He noted that these calculations are general and each person would have to consider their unique situation to determine exactly what their tax impact would be. For example, the income sensitivity tax break provisions of Act 60 only apply up to 2 acres. In these tables, a homestead is considered to be the house and 2 acres of land so therefore the charts showing taxes without Act 144, and accounting for the income sensitivity tax break, only show taxes on a house and two acres. If a person owns more than 2 acres, he/she needs to be aware that they will not receive the tax break on those additional acres and will be paying at the higher, pre-Act 144 amount on those additional acres. So, it may be possible that any financial gain one receives from voting no on Act 144 and still receiving the income sensitivity tax break on 2 acres will be more than offset by the additional amount of money that one would have to pay on any owned land over 2 acres.

Using a homestead with a listed value of \$200,000, which is close to the median value

of a Norwich homestead, people whose income falls in the income sensitive range of \$50,000 to \$74,500 would pay between \$200 to \$298 more on their taxes if the bond is passed but Act 144 is not. These same people would pay \$333 more if Act 144 was passed and therefore they no longer received the income sensitivity provision, an additional increase ranging from \$36 to \$133. Again using a homestead of \$200,000, people whose income is above \$74,500, and therefore are not eligible for income sensitivity provisions, would pay \$729 more on their taxes with the bond but without Act 144. If Act 144 is passed, then their tax increase due to the bond would only be \$333 more. Finally, people whose income falls below \$50,000 would not be affected either way and their taxes would remain the same with or without the bond and Act 144 because they are eligible for the homeowner rebate program. All tax increases are per year for the next five years.

Mr. Thomae also reviewed charts that showed school taxes as a percentage of household income with and without Act 144. He stressed that, if the bond is passed without Act 144, the percentage of income that goes to taxes in the higher income brackets jumps greatly. However, if the bond and Act 144 pass, the percentage of income in those higher brackets only shows a slight increase. If the bond passes, the income sensitive bracket percentages will only increase slightly in either case; the increase with Act 144 will only be slightly more than it is without Act 144. For example, in the income sensitive range, school taxes are 4.2% of household income without the bond. With the bond, but without Act 144, the percentage increases to 4.6%. With the bond and Act 144, the percentages would increase to be in the range of 4.6% to 4.8%. In the higher income brackets, school taxes range from 5.4% to 7.1% of household income. With the bond but without Act 144, the range is 6.1% to 8.0%, and with the bond and Act 144, the range is 5.8% to 7.5%.

In conclusion, Mr. Thomae stressed that any projection of future taxes under Act 60 is only an educated guess, as it is dependent on things such as enrollment and property values. For this reason, the Norwich Finance Committee only projected the taxes for the next five years. Anything beyond that would be too uncertain. However, this five-year projection shows that the savings to the Town of Norwich as a whole with Act 144 would be three million dollars.

**5. Public Input.** There were some questions from the public regarding the 2 acres/ additional land issue. Mr. Thomae explained that taxes are a certain rate for each acre. If someone's income qualifies them for the Act 60 provisions, then he/she will receive an offset check on the flat rate for only 2 acres. There will be no offset check for any additional acres. He stated that Act 144 is definitely beneficial to anyone owning over 2 acres.

There was some concern over adopting Act 144 when the legislature is considering proposed changes to Act 60. A member of the public wanted to know whether, should Act 144 be adopted and Act 60 subsequently change such that Act 144 becomes no longer beneficial, the town would be able to eliminate Act 144. Linda Gray said that they have been in touch with the legislature to get wording that would allow Act 144 to be rescinded in this case. The bill containing such wording was put on the floor today. Mr. Thomae said he felt that, even if the proposed changes to Act 60 are made, Act 144 would still be beneficial, but he agrees that wording allowing for Act 144 to be rescinded would be best. Another member of the public asked why the town was going to vote on Act 144 before knowing the final wording. Chair Sachsse explained that the Board felt it was only fair for the voters to know where the town stood on Act 144 be-

fore they made their decisions on the bond and that it was unfortunate that the timing with the legislature was making the issue more complicated. Another person wanted to know if the town voted no tomorrow, would that be the end of Act 144 or is it something that they could vote on again in the future. Chair Sachsse said that they do not know if this is something that they will be able to vote on again in the future. Geoffrey Vitt said that he feels if they vote no on Act 144 and then vote on the bond issue with that knowledge that later re-voting on Act 144 would cause serious issues. People would have made their decision on the bond issue based on the certain circumstances and it would not be right to go back and change those circumstances after the bond issue was decided.

At least one member of the public stated that the best thing to do would be to vote no to the bond, that it is a ridiculous amount of money for a school. By voting no, Act 144 will not even be an issue.

Another member of the public expressed concern for the Town of Norwich. He stated that, if taxes continue to go up, people are going to be forced to move. He said that taxes need to be kept from increasing too much. Thus, it is his opinion that Act 144 is a good thing if its passage will keep taxes lower than Act 60 does by itself.

The biggest concern for many people was the issue of fairness. They did not think it was fair that people in the lower income brackets would have more of a tax increase with Act 144 while people in the higher income brackets would have less of a tax increase. They felt that Act 144 was putting them in a nasty situation, having to vote to help the higher income families at the expense of the lower income families. Bill Bender stated that he is the one member of the Norwich Finance Committee who does not support adopting Act 144. He said that his main opposition to Act 144 is that it pits people against each other. He is concerned that the people who will be most impacted are the older, retired people who have lived here for many years, as they own most of the older, more expensive houses in town. These people are already strapped because they live on their retirement income; losing their income-sensitivity provision would be extremely detrimental and may cause many of them to have to move. A member of the public wanted to know how many people in the town fall into the income sensitive zone and would be negatively impacted by Act 144. Irv Thomae said unfortunately they do not know the exact numbers as that information is confidential. Others questioned if anyone had contacted the legislature to ask them to build income-sensitivity into Act 144. Mr. Thomae stated that they have tried to have this issue considered, but that no one in the legislature is interested in helping with this issue.

Other people stated that while it was not fair that the lower income families would pay a higher percent of their income to school taxes with Act 144 than without, the percentage that higher income families would have to pay without Act 144 was not fair either; people with higher incomes and homestead values in the \$300,000 to \$400,000 range will have to pay double digit percentages. Another member of the public stated that it is not fair that a lower income family with children pays less taxes and their kids receive a great education while a higher income family with no children pays outrageous school taxes, and that everyone does have to sacrifice. Others stated that it is unfortunate that not everyone in town will benefit from Act 144 but that the town as a whole will benefit and to please think of the good of the town when making your decision on Act 144.

**6. Adjourn.** Moderator Richardson adjourned the meeting at 8:52 p.m.

Bonnie Munday, School District Clerk

## INDEPENDENT AUDITOR'S REPORT

To the Members of the School District  
Norwich School District,  
Norwich, Vermont

We have audited the accompanying general purpose financial statements of the Norwich School District as of and for the year ended June 30, 2003 as listed in the table of contents. These general purpose financial statements are the responsibility of the School District's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The general purpose financial statements referred to above do not include the general fixed assets account group which should be included in order to conform with accounting principles generally accepted in the United States of America. The Norwich School District has not maintained historical cost records of its fixed assets. The amount that should be recorded in the general fixed assets account group is not known.

In our opinion, except for the effect on the financial statements of the omission described in the preceding paragraph, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Norwich School District as of June 30, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements of the Norwich School District taken as a whole. The combining and individual fund financial statements listed as schedules in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Norwich School District. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

With respect to the statistical information listed as Schedule I in the table of contents, we have performed the procedures enumerated below, which were agreed to by the State of Vermont and the Norwich School District, solely to assist you with respect to the ADM AUP Court Report of the Norwich School District for the year ended June 30, 2003. The Norwich School District's management is responsible for the ADM AUP Court Report.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

- a. We compared the ADM count calculated in the report to the ADM count reported by the schools to the supervisory union, and found that the counts calculated in the report were generally equal to or higher than those reported by the schools, but there were two instances where they were lower by .15 and 4.62.
- b. We compared the ADM count reported in the State Report to Vermont Department of Education to the ADM counts in the school ADM worksheets and found that the ADM counts reported in the State Report to Vermont Department of Education were equal to or less than those on the school worksheets by amounts ranging from 0.03 to 2.83 with the exception of two grades which were 0.15 and 4.62 higher.
- c. We determined that there was one State-placed student included in the ADM count reported to the Vermont Department of Education.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion, on the specified elements, accounts, or items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the specified users listed above and is not intended to be and should not be used by anyone other than those specified parties.

Plodzick and Sanderson  
Professional Association

September 12, 2003

**NORWICH SCHOOL DISTRICT**  
*Combined Balance Sheet - All Fund Types and Account Groups*  
 June 30, 2003

Exhibit A

	<u>Governmental Fund Types</u>	<u>Fiduciary Fund Type Trust and Agency</u>	<u>Account Group General Long-Term Debt</u>	<u>Totals (Memorandum Only)</u>
<u>General</u>	<u>Revenue</u>		<u>\$</u>	<u>\$</u>
<b>Assets and other Debts</b>				
<b>Assets</b>				
Cash and Equivalents	\$ 127,829	\$ 154,876	-	\$ 341,911
<u>Receivables</u>				
Accounts	696	-	-	3,365
Intergovernmental	83,778	-	-	94,345
Interfund Receivable	4,205	-	-	4,205
Prepaid items	4,268	-	-	4,268
Other debits:				
Amount to be provided for retirement of general long-term debt	-	-	940,590	940,590
<b>Total Assets/Other Debits</b>	<u>\$220,776</u>	<u>\$154,876</u>	<u>\$940,590</u>	<u>\$1,388,684</u>
<b>Liabilities and Equity</b>				
<b>Liabilities</b>				
Accounts payable	13,344	8,170	-	31,440
Accrued Payroll and Benefits	7,566	-	-	7,566
Intergovernmental Payable	12,345	-	-	14,645
Interfund Payable	-	-	-	4,205
General Obligation Bonds Payable	-	-	925,000	925,000
Capital Lease Payable	-	-	14,537	14,537
Compensated Absences Payable	-	-	1,233	1,233
Total Liabilities	<u>33,255</u>	<u>8,170</u>	<u>940,590</u>	<u>998,446</u>
<b>Equity</b>				
Fund balances				
Reserved for Encumbrances	62,893	9,750	-	95,408
Reserved for special purposes	-	116,956	-	116,956
Unreserved				
Undesignated for Special Purposes	-	-	-	53,246
Undesignated	124,628	-	-	124,628
Total Equity	<u>187,521</u>	<u>146,706</u>	-	390,238
<b>Total Liabilities and Equity</b>	<u>\$220,776</u>	<u>\$154,876</u>	<u>\$940,590</u>	<u>\$1,388,684</u>

## NORWICH SCHOOL DISTRICT

*Combined Statement of Revenues, Expenditures and Changes in Fund Balances  
All Governmental Fund Types and Expendable Trust Funds  
For the fiscal Year Ended June 30, 2003*

	<u>Governmental Fund Types</u>			<u>Fiduciary</u>	<u>Totals</u>
	<u>General</u>	<u>Special</u>	<u>Capital</u>	<u>Fund Type</u>	
		<u>Revenue</u>	<u>Project</u>	<u>Expendable</u>	<u>Memorandum</u>
				<u>Trusts</u>	<u>Only</u>
<b>Revenues</b>					
School District Assessment	\$3,487,725	\$ -	\$ -	\$ -	\$3,487,725
Other Local	1,622,913	16,880	-	1,610	1,641,403
State	4,870,583	-	-	-	4,870,583
Federal	-	146,383	-	-	146,383
<b>Other Financing Sources</b>					
Operating Transfers In	-	-	-	25,000	25,000
<b>Total Revenues and Other Financing Sources</b>					
	<b><u>9,981,221</u></b>	<b><u>163,263</u></b>	<b><u>-</u></b>	<b><u>26,610</u></b>	<b><u>10,171,094</u></b>
<b>Expenditures</b>					
<b>Current</b>					
Instruction	1,753,287	117,964	-	-	1,871,251
<b>Supporting Services</b>					
Pupils	96,421	45,729	-	8,170	150,320
Instructional Staff	89,568	23,030	-	-	112,598
General Administration	53,383	-	-	-	53,383
Executive Administration	135,333	-	-	-	135,333
School Administration	727,799	-	-	-	727,799
<b>Operation/</b>					
Maintenance of Plant	213,526	-	-	-	213,526
Student Transportation	181,655	-	-	-	181,655
Non-instructional Services	-	15,378	-	-	15,378
<b>Facilities Acquisition/</b>					
Construction	24,431	-	-	-	24,431
Debt Service	176,886	-	-	-	176,886
<b>Other Financing Uses</b>					
Intergovernmental Transfers	6,352,926	-	-	-	6,352,926
Operating Transfers Out	25,000	-	-	-	25,000
<b>Total Expenditures and Other Financing Uses</b>					
	<b><u>9,830,215</u></b>	<b><u>202,101</u></b>	<b><u>-</u></b>	<b><u>8,170</u></b>	<b><u>10,040,486</u></b>
<b>Excess (deficiency) of revenues and other sources over (under) expenditures/ other uses</b>					
	151,006	(38,838)	-	18,440	130,608
<b>Fund balances – July 1</b>					
	36,311	94,849	204	128,266	259,630
<b>Residual Equity</b>					
Transfer In (Out)	204	-	(204)	-	-
<b>Fund balances – June 30</b>					
	<b><u>\$ 187,521</u></b>	<b><u>\$ 56,011</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 146,706</u></b>	<b><u>\$ 390,238</u></b>

**NORWICH SCHOOL DISTRICT***Combined Statement of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual (Budgetary Basis)  
General Fund*

For the fiscal Year Ended June 30, 2003

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b><u>Revenues</u></b>			
School District Assessment	\$3,487,725	\$3,487,725	\$ -
Other Local	1,583,324	1,622,913	39,589
State	<u>4,850,556</u>	<u>4,870,583</u>	<u>20,027</u>
<b><u>Total Revenues</u></b>	<b><u>9,921,605</u></b>	<b><u>9,981,221</u></b>	<b><u>59,616</u></b>
<b><u>Expenditures</u></b>			
<b><u>Current</u></b>			
Instruction	1,848,573	1,762,504	86,069
<b><u>Supporting Services</u></b>			
Pupils	97,469	99,444	(1,975)
Instructional Staff	100,502	89,569	10,934
General Administration	14,900	53,383	(34,483)
Executive Administration	135,333	135,333	-
School Administration	772,074	727,799	(5,275)
<b><u>Operation/</u></b>			
Maintenance of Plant	222,877	264,179	(41,302)
Student Transportation	184,539	181,655	2,884
<b><u>Facilities Acquisition/</u></b>			
Construction	23,550	21,308	2,242
Debt Service	176,887	176,886	1
<b><u>Other Financing Uses</u></b>			
Operating Transfers Out	<u>6,394,901</u>	<u>6,377,926</u>	<u>16,975</u>
<b><u>Total Expenditures and Other Financing Uses</u></b>	<b><u>9,921,605</u></b>	<b><u>9,889,985</u></b>	<b><u>31,620</u></b>
<b><u>Excess (deficiency) of revenues and other sources over (under) expenditures and other uses</u></b>			
	<u>\$ 0</u>	91,236	<u>\$91,236</u>
<b><u>Unreserved Fund Balances</u></b>			
<b><u>(Deficits) – July 1</u></b>		<u>33,188</u>	
<b><u>Residual Equity Transfer in</u></b>		<u>204</u>	
<b><u>Unreserved Fund Balances</u></b>			
<b><u>(Deficits) – June 30</u></b>		<u>\$ 124,628</u>	

## **NORWICH FINANCE COMMITTEE BUDGET STATEMENT**

A majority of the Finance Committee supports the Norwich School Board's proposed budget for FY2005 (i.e., the 2004-2005 school year.) After several years of declining enrollment, the Marion Cross Elementary School expects a net increase of 20 students next fall, so the budget before us in March includes funding for one additional teacher. With the inclusion of this position and wage increases in the new two-year teachers' contract, total K-6 spending will increase by 9%. Thanks to the Act 68 legislation passed last year, however, the residential school tax rate will actually drop by almost 16%, from \$2.95 to \$2.48, while residents with household incomes below \$75,000 should see a drop in net school tax after "prebates" from 4.1% to about 3.1% of income. Taxpayers are warned, however, to expect a partial rebound in property taxes for FY2006, when the State fully recognizes the higher property valuations resulting from reappraisal.

Going forward, to the extent that the rise in property values in Norwich does not exceed the state-wide property inflation rate, Norwich taxpayers should be protected from the CLA-driven increases in education taxes that have hit hard in recent years. An especially welcome provision of Act 68 is the requirement that as the State's total Grand List grows in value, the base statewide property tax rates must be scaled down so as to yield no more revenue than needed for the Education Fund. Also under the provisions of Act 68, commercial and second-home tax rates are no longer tied to local school spending, but are set at a uniform state-wide rate.

We were pleased that the budget presentation by the Assistant Superintendent for Business included multi-year projections of costs, as well as expected student enrollment. Our support for this budget rests upon the fact that those projections show our K-6 per-pupil expenditures leveling off as population rebounds. Total student enrollment will continue to decline for several more years, however, due to continuing declines in the grade 7-12 student population, continuing to place upward pressure on aggregate per-pupil spending.

Another consequence of Act 68 is a major shift in the effects of Act 144, which Norwich voted to accept in May 2003. At that time we projected savings of several hundred dollars for taxpayers with household incomes just above full eligibility for income-sensitivity, while those with household incomes between \$47,000 and \$74,999 would lose moderate amounts. Under Act 68, however, we expect that Act 144 will save only \$10 for a taxpayer with a \$75,000 household income owning a \$250,000 residence, while the owner of an equally-valued home whose household income is just \$50,000 loses \$153 of income-sensitivity benefit. **The Finance Committee therefore unanimously recommends a "Yes" vote on Article 30, rescinding the Town's adoption of Act 144.**

Norwich Finance Committee: Irv Thomae, Chair; Bill Bender, Deborah Hall, Cheryl Lindberg, Alison May, Henry Scheier, Gordon Thomas

**NORWICH SCHOOL DISTRICT  
REVENUE BUDGET REPORT**

	<u>FY2003 Actual</u>	<u>FY2004 Revised Budget</u>	<u>FY2004 Anticipated Actual</u>	<u>FY2005 Proposed Budget</u>
<b>GENERAL FUND</b>				
<b>Local Revenue</b>				
Local Share Property Taxes	\$3,487,725	\$3,479,775	\$3,479,775	\$8,172,785
Tuition from Patron	21,350	0	24,400	0
Interest Income	24,637	30,000	24,500	24,500
Insurance Refunds/Dividends	4,352	3,500	4,000	4,000
Rental of District Property	7,080	9,000	5,000	5,500
Miscellaneous Income	<u>10</u>	<u>0</u>	<u>204</u>	<u>250</u>
<b>Subtotal Local Sources</b>	<b><u>3,545,154</u></b>	<b><u>3,522,275</u></b>	<b><u>3,537,879</u></b>	<b><u>8,207,035</u></b>
<b>State Revenue</b>				
<b>General State Support</b>				
Grant from Property Tax	4,188,248	4,217,363	4,217,363	0
General State Support Grant	0	0	0	0
Vocational Center Grant	0	0	0	39,255
Transportation Grant	67,494	75,831	75,831	83,316
Capital Debt Hold Harmless	28,783	22,158	22,158	0
Special Education Block Grant	223,270	221,689	221,689	223,507
<b>Special Education Expense</b>				
Reimbursement	364,796	303,174	303,015	317,264
Extraordinary Reimbursement	34,809	43,200	43,200	50,400
Early Essential Education Grant	10,388	23,959	24,008	26,960
Prior Year Transportation Adj.	<u>115</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Subtotal State Sources</b>	<b><u>4,917,904</u></b>	<b><u>4,907,374</u></b>	<b><u>4,907,264</u></b>	<b><u>740,702</u></b>
<b>Total General Fund</b>	<b><u>\$8,463,058</u></b>	<b><u>\$8,429,649</u></b>	<b><u>\$8,445,143</u></b>	<b><u>\$8,947,736</u></b>
Property Tax Raised for Education Fund	\$1,518,173	\$1,641,061	\$1,641,061	0
<b>Summary</b>				
Appropriation Total		\$8,476,224		\$8,997,736
From Prior Year Fund Balance		50,000		50,000
From Other Income		4,832,486		774,952
From [Local Share] Property Tax		3,593,738		8,172,785

In accordance with VSA Title 16 §563 an audit of the 2002-03 accounts of the Norwich School District was conducted by Plodzik and Sanderson CPA, of Concord, New Hampshire. A copy of the audit is available for review at the Treasurer's Office Norwich, Vermont and at the Superintendent's Office, Hanover, New Hampshire.

**NORWICH SCHOOL DISTRICT  
EXPENDITURE BUDGET REPORT**

	<b>FY2003</b>	<b>FY2004</b>	<b>FY2004</b>	<b>FY2005</b>
	<b>Actual</b>	<b>Revised Budget</b>	<b>Anticipated Actual</b>	<b>Proposed Budget</b>
<b>REGULAR INSTRUCTION</b>				
Teacher Salaries-Instructional	\$ 996,504	\$1,044,438	\$1,025,326	\$1,141,826
Ed Ass't Salaries-Instructional	134,533	94,735	124,940	114,356
Substitutes	8,175	12,000	9,000	9,000
Tutors -Remedial, Home-Bound, ESL	62,869	53,181	35,843	72,846
Sabbatical Salary	48,220	0	0	0
Contract Service	1,457	2,800	2,338	2,800
Vocational Center Tuition	0	0	0	39,255
Copier Expenses	14,987	13,000	3,530	15,000
Instructional Supplies	22,798	28,080	26,227	27,300
Textbooks	2,565	9,745	10,123	7,400
Equipment	14,115	2,645	4,011	2,700
Publishing & Enrichment Programs	4,060	10,600	10,461	10,600
Subtotal	<u>1,310,304</u>	<u>1,271,224</u>	<u>1,251,798</u>	<u>1,443,083</u>
<b>TECHNOLOGY</b>				
Technology Salaries	42,797	47,690	47,756	51,361
Training/telecomm chgs/mat'ls/dues	8,787	10,000	8,839	11,740
Equipment/hardware/software/repairs	22,627	22,900	25,615	22,160
Subtotal	<u>74,211</u>	<u>80,590</u>	<u>82,209</u>	<u>85,261</u>
<b>SPECIAL EDUCATION</b>				
Teacher Salaries-Special Ed	156,092	170,876	169,565	203,527
Ed Assistant Salaries - Special Ed	88,056	96,432	88,109	104,945
Special Education Tutors	0	500	500	500
Contracted Special Ed Services	81,428	87,014	105,726	94,550
Special Education Tuition	43,496	60,000	45,570	47,000
Transfer to Special Ed Reserve Fund	25,000	0	0	0
Other Special Ed Expenses	8,915	7,835	7,954	8,050
Subtotal	<u>402,988</u>	<u>422,657</u>	<u>417,424</u>	<u>458,572</u>
<b>GUIDANCE Total</b>	<b>55,655</b>	<b>59,206</b>	<b>58,421</b>	<b>60,873</b>
<b>HEALTH Total</b>	<b>42,564</b>	<b>45,593</b>	<b>44,976</b>	<b>48,829</b>
<b>STAFF &amp; CURRICULUM DEVELOPMENT Total</b>				
	<b>20,680</b>	<b>54,700</b>	<b>51,393</b>	<b>68,210</b>
<b>LIBRARY Total</b>	<b>70,113</b>	<b>75,060</b>	<b>74,997</b>	<b>75,526</b>
<b>DISTRICT ADMINISTRATION</b>				
Other District Admin Expenses	53,383	17,050	17,703	20,975
SAU Central Office Assessment	135,333	129,422	129,422	140,728
Subtotal	<u>188,716</u>	<u>146,472</u>	<u>147,125</u>	<u>161,703</u>

**NORWICH SCHOOL DISTRICT  
EXPENDITURE BUDGET REPORT**

	<b>FY2003</b>	<b>FY2004</b>	<b>FY2004</b>	<b>FY2005</b>
	<u>Actual</u>	<u>Revised Budget</u>	<u>Anticipated Actual</u>	<u>Proposed Budget</u>
<b>SCHOOL ADMINISTRATION</b>				
Principal's Salary	\$ 78,049	\$ 75,000	\$ 79,913	\$ 81,329
Secretary/Ed Assistant Salaries	43,104	42,043	44,230	53,599
Administrative Team	12,525	16,229	13,150	13,811
Postage, Printing, Office Supplies	1,637	2,900	2,612	2,850
Telephone	4,447	6,000	4,356	6,000
Other School Admin Expenses	<u>18,108</u>	<u>6,500</u>	<u>10,475</u>	<u>6,800</u>
Subtotal	<b>158,870</b>	<b>148,672</b>	<b>154,736</b>	<b>164,389</b>
<b>EMPLOYEE BENEFITS</b>				
Medical Insurance	266,438	309,506	324,626	346,095
Dental Insurance	12,089	12,859	11,950	11,950
Life & Disability Insurance	18,317	18,470	18,456	19,843
Workers Compensation Insurance	8,557	10,273	12,308	13,988
Annuities for Certified Staff	51,700	58,777	62,203	67,860
Retirement	10,732	10,048	11,967	11,298
FICA	150,141	151,028	149,719	163,512
Unemployment Compensation	901	1,991	1,836	335
Retiree Benefits	50,260	52,345	71,456	75,308
Flex Plan Fees	<u>794</u>	<u>800</u>	<u>800</u>	<u>1,000</u>
Subtotal	<b>569,929</b>	<b>626,097</b>	<b>665,321</b>	<b>711,189</b>
<b>CUSTODIAL/MAINTENANCE</b>				
Maintenance	7,793	12,345	14,133	12,630
Custodial Salaries	88,922	84,393	84,219	86,874
Contracted Maintenance Services	56,363	40,650	40,321	44,200
Electricity	29,341	33,000	29,500	33,000
Heat	16,386	14,200	14,200	15,000
Water	3,700	2,400	876	2,400
Other Plant Operation Expense	8,688	10,250	9,936	10,250
Grounds Maintenance	<u>40,675</u>	<u>11,805</u>	<u>18,392</u>	<u>14,460</u>
Subtotal	<b>251,958</b>	<b>209,043</b>	<b>211,578</b>	<b>218,814</b>
Property/Liability Insurance	12,221	13,000	14,525	15,000
Pupil Transportation	181,655	185,835	185,591	191,636
Site & Building Improvements	21,319	17,400	16,601	15,600
Debt Service	176,887	171,385	171,385	166,052
Transfer to Capital Reserve Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>GRAND TOTAL</b>	<b><u>\$3,537,069</u></b>	<b><u>\$3,526,934</u></b>	<b><u>\$3,548,081</u></b>	<b><u>\$3,884,737</u></b>

**ANNUAL REPORTS**

**TOWN OF**

**NORWICH, VERMONT**

**Fiscal Year**  
**July 1, 2002-June 30, 2003**

**PART VI**

**DRESDEN SCHOOL DISTRICT**

**DRESDEN SCHOOL DISTRICT**  
**School District Officers**

<b>School Board</b>	<b>Term Expires</b>
John Cassidy .....	2004
Paul Foster (non-voting, Norwich) .....	2004
Steven Grant .....	2004
Margaret C. McNally, Chair .....	2004
Nancy A. Carter .....	2005
Linda Gray .....	2005
Anne S. Segal.....	2005
Geoffrey Vitt.....	2005
Stephen S. Woods, Vice-Chair .....	2005
John Chamberlin.....	2006
Lawrence Pilchman.....	2006
Mary Sachsse.....	2006

<b>District Officers</b>	
Thomas C. Csatari, Moderator.....	2004
Deborah M. Carter, Clerk .....	2004
Joan C. Collison, Treasurer .....	2004
J. Mark Lindberg, Auditor .....	2004
Judson Pierson, Auditor.....	2005
Peter J. Murdza, Jr., Auditor .....	2006

<b>Administration</b>	
Kenneth A. Greenbaum.....	Superintendent of Schools
John P. Aubin .....	Assistant Superintendent/Business
Jane S. Weissmann .....	Assistant Superintendent/Special Services
Deborah W. Gillespie .....	Principal, Hanover High School
Ron Eberhardt .....	Dean of Students, Hanover High School
Susan B. Finer .....	Principal, Frances C. Richmond School

The twelve-member Dresden School Board consists of five School Board members from Norwich and seven from Hanover. The fifth member from the Norwich Board is a non-voting member of the Dresden Board. The Chair and Vice-Chair of the Dresden School Board must represent different communities.

The Dresden Finance Committee consists of 14 members. Norwich is represented by the three Norwich Finance Committee members, the three Norwich Auditors, and the Town Treasurer. Hanover is represented by five Hanover Town Finance Committee members, one member from the Hanover School Board and one member from the Hanover Board of Selectmen.

Annual Dresden District financial requirements are proposed by the Dresden School Board to Norwich and Hanover voters at the Dresden School District Annual Meeting. Of the expenditures approved, Norwich contributes to the Dresden District a proportionate amount relative to the number of Norwich students enrolled in the Dresden schools. The Norwich portion represents the Dresden school tax impact on taxpayers in Norwich.

## DRESDEN FINANCE COMMITTEE REPORT

The Dresden Finance Committee (DFC) voted 8-3 to not support the proposed Dresden School District budget. The budget, including the effect of a recently negotiated teachers' contract settlement (see Article 7 of the Warrant), reflects a 26.95% budget-to-budget increase in gross expenditures, and a 1.31% budget-to budget increase in net expenditures, which is the amount raised from property tax assessments. (Of the increase in gross expenditures, 79.06% is due to debt service payments required by the recently-issued school construction and renovation bonds, passed by the voters last May.)

The members of the DFC who voted to not support the budget, did so for one or more of the following reasons:

1. Continuing concern that "the program" has not been adequately reviewed for cost savings possibilities (e.g., there are no monetary incentives offered to find cost savings).

2. Unwillingness of the Dresden School Board (DSB) to make offsetting cuts in the budget in order to finance the program additions made to the Hanover High School budget.

3. Conscious violation of the DSB's own budget guidelines that there be no program additions without offsetting reductions, and the message that sends to the community.

4. Budgeted possible increase in the next superintendent's salary.

5. The even greater increase when this budget is compared with the current year's "anticipated actual" expenditures.

The DFC commends John Aubin, Assistant Superintendent for Business and Personnel, for his efforts to introduce multi-year budgeting into the process. We encourage the District to pursue these efforts in the future.

The DFC also voted 5-4 to not support Article 7 of the Warrant, which proposes significant increases in teacher salaries and benefits during the next 3 years. Although all members of the DFC strongly support the concept of linking future salary increases to excessive future health insurance cost increases and increasing the teachers' share of health insurance premiums, there is concern that:

1. the proposed increases come at a time when the major employers in this area have severely limited, or eliminated, increases for their employees;

2. the proposed increases may further widen the gap between what we now pay (the highest salaries in New Hampshire) and other districts.;

3. the rate of increase in base salary over the past 4 years has exceeded the annual U.S. inflation rate by 1.6% and

4. the additional pressure put on Norwich taxpayers to bring their school's salaries and benefits into line with Dresden.

During the year the DFC, after many meetings, proposed an approach to the calculation of a Hanover sixth grade tuition surcharge relative to the sixth graders' share of the new Richmond Middle School construction costs. Both the DSB and the Hanover School Board have adopted our proposal for submission to the voters at this year's annual Dresden and Hanover school district meetings. We urge voters to adopt the proposal.

We regret that we have been unable to make any progress with respect to our previous suggestion of a "peer group" cost study. In fact, we have been encouraged by some not to conduct a study because of the difficulty of defining "peer" schools. We will continue to work on the project in light of taxpayers' increasing concerns about the constantly escalating costs of funding education.

Once again we wish to thank the SAU staff for their assistance. We will certainly miss Dr. Greenbaum, and we wish him much success in his next endeavor, whatever that is and wherever it happens.

Dresden Finance Committee: Henry Scheier, Chair; Bill Bender, Peter Christie, Debbie Hall, Phillip Harrison, Nick Harvey, Cheryl Lindberg, Mado Macdonald, Alison May, Athos Rassias, Dick Podelec, Anne Segal, Irv Thomae, Gordon Thomas

**WARRANT FOR ANNUAL MEETING OF THE  
DRESDEN SCHOOL DISTRICT, 2004**

**Hanover, New Hampshire**

**Norwich, Vermont**

**NOTE:** The following Warrant Articles apply to the operation of the Dresden School District, which includes the operation of the Frances C. Richmond School and Hanover High School, Grades 7-12, and Sixth Grade students from Hanover who are tuitioned to the Frances C. Richmond School by the Hanover School District.

The legal voters of the Norwich (Vermont) Town School District and the legal voters of the Hanover (New Hampshire) School District are hereby notified and warned that the two phases of the Annual School District Meeting will be held as follows:

**DISCUSSION PHASE:** Thursday, February 26, 2004, at 7:30 P.M., at the Hanover High School Gymnasium in Hanover, New Hampshire.

**VOTING PHASE:** Tuesday, March 2, 2004, from 7:00 A.M. to 7:00 P.M. in the Richmond School Gymnasium in Hanover, New Hampshire (for Hanover voters) and in Tracy Hall in Norwich, Vermont (for Norwich voters).

During the discussion phase, the voters shall have the opportunity to discuss the following Warrant Articles and to transact any other business that may legally be acted on during the discussion phase under Article 9.

All voting on Warrant Articles 1 through 8 shall be conducted by secret written ballot during the voting phase, as provided in the Dresden School District Procedures for Australian Ballot.

**Article 1:** To elect by written ballot for one-year terms a Moderator, a Clerk, and a Treasurer; and an auditor for a three-year term.

**Article 2:** Shall the District raise and appropriate up to \$25,000 to be placed in the expendable trust fund known as the School Building Maintenance Fund, with such amount to be funded from the June 30, 2004, undesignated fund balance (surplus)?

**Article 3:** Shall the District raise and appropriate the sum of \$25,000 to establish a contingency fund to meet the cost of unanticipated expenses that may arise during the year?

**Article 4:** Shall the District determine and fix the salaries of School District officers as follows: School Board members \$400 per member; School District Treasurer \$2,100; School District Clerk \$150; and School District Moderator \$150 in accordance with Article V-A of the NH/VT Interstate School Compact, and further to raise and appropriate the amount of Six Thousand Eight Hundred Dollars (\$6,800) to fund these salaries?

**Article 5:** Shall the District vote to rescind Section L.(8) of the Articles of Agreement as approved by the 2003 School District Meeting, but not implemented. Section L.(8) reads as follows:

“There is hereby established the Dresden Trustees of Trust Funds, which shall consist of the three Hanover Trustees of Trust Funds. The Dresden Trustees of Trust Funds shall have custody of and investment responsibility for all trust funds created or received by the Dresden School District, and shall have the same powers and duties and be subject to the same requirements with respect to those trust funds as the Hanover Trustees of Trust Funds have with respect to the trust funds of the Hanover School District.”

**Article 6.** Shall the District vote to amend, effective beginning in the 2004-2005 school year, the existing 20-year tuition contract (1994-1995 to 2013-2014), between the Hanover and Dresden School Districts governing the education of Hanover sixth grade students by the Dresden School District at the Richmond Middle School so that

(1) the annual tuition surcharge to cover Hanover's share of Dresden's debt service will be the amount of debt service attributable to the construction of the new Richmond Middle School reduced by the RMS percentage (by estimate about 39% of the total project) of all the payments received from the Town of Hanover and by the RMS percentage of 50% of the payments received from Dartmouth College and further prorated for the percentage of Richmond School Students who are Hanover sixth grade students (currently about 23%), and

(2) the term of the tuition contract is extended for 10 years until 2023-2024, and

(3) the Hanover School District is given an option to further extend the tuition contract for up to an additional 20 years by giving notice not later than the 2020-2021 school year.

All of the above is set forth in the document entitled "2004 Amendment to the Tuition Contract between the Hanover and Dresden School Districts" as distributed at the Discussion Phase of the annual meeting and posted with the warrant.

**Article 7.** Shall the District vote to approve the cost items in the three year collective bargaining agreement reached between the Dresden School Board and the Hanover Education Association, NEA-NH, which calls for the following increases in teacher salaries and benefits:

<u>Year</u>	<u>Estimated Increase</u>
2004-2005	\$364,868
2005-2006	\$357,855
2006-2007	\$369,456

and further, shall the District raise and appropriate the sum of Three Hundred Sixty Four Thousand Eight Hundred Sixty Eight Dollars (\$364,868), such sum representing the estimated increase in teacher salaries and benefits for the 2003-04 fiscal year brought about by this collective bargaining agreement?

**NOTE 1.** The sum necessary to pay the so-called status quo salaries and benefits for teachers if this article is defeated is included in the operating budget in Article 8.

**NOTE 2.** A favorable vote on this article shall be considered the approval of the cost items in all three years of the proposed collective bargaining agreement.

**Article 8.** Shall the District raise and appropriate the amount of Seventeen Million One Hundred Forty Nine Thousand Three Hundred Fifty Nine Dollars (\$17,149,359), for the support of schools, for the payment of salaries for the teachers and other school employees, school district officials, and agents, and for the payment of the statutory obligations of the District for the 2004-2005 fiscal year? This sum does not include the sums voted in any of the preceding articles.

**Article 9:** To transact any other business that may legally come before this meeting. Given under our hands and the seal of the District this 27th day of January, 2004.

Kari Asmus	Margaret Cheney McNally, Chair
Nancy A. Carter	Lawrence D. Pilchman, M.D., Secretary
John F. Cassidy	Mary Sachsse
John Chamberlin, Vice Chair	Anne S. Segal
Steven A. Grant, Ph.D	Geoffrey J. Vitt
Linda C. Gray	

Dresden School Board, Dresden School District

Deborah M. Carter, Clerk, Dresden School District

**NOTE:** Due to printing schedules for the Dresden School District Annual Report, this Warrant may not include all articles which might be presented for inclusion in the official Warrant which will be posted and advertised.

**Article #6 – Explanation: 2004 Amendment to the Tuition Contract Between the Hanover and Dresden School Districts**

The Tuition Contract between the Hanover School District and the Dresden School District governing the education of Hanover's 6th grade students by the Dresden School District at the Richmond Middle School as last amended by votes of the annual meeting of the Dresden School District on March 1, 2001 and the annual meeting of the Hanover School District on March 6, 2001 shall be further amended, effective beginning in the 2004-2005 school year, as follows:

**First:** Paragraph 2 of the Contract shall be replaced by the following new paragraph:

"2. The term of this Contract shall be extended through the 2023-2024 school year. The Hanover School District shall have the right unilaterally to further extend the Contract on the same terms and conditions for a stated number of additional years up to 20 years by vote of a Hanover School District meeting occurring not later than the end of the 2020-2021 school year."

**Second:** The last 2 subparagraphs of Paragraph 3 of the Contract shall be replaced by the following new paragraph:

"4. In addition to the tuition charge as established by the Dresden School Board under Paragraph 3 to cover operating expenses, the Hanover School District will each year pay to the Dresden School District a tuition surcharge to cover Hanover's pro-rata share of Dresden's debt service expense for the construction of sufficient space to accommodate Hanover's 6th grades students at the new Richmond Middle School. The amount of the surcharge will be calculated for each fiscal year as follows:

a. The debt service payment for the total project of renovating and reconstructing Hanover High School and constructing the new Richmond Middle School (RMS) for the fiscal year will first be multiplied by the percentage representing the share of the total project cost attributable to the construction of RMS (RMS%).

(Based on detailed cost estimates, the RMS% to be used will be 38.63% until the project is completed and the final project cost is determined from Dresden's audited financial statements. After the final costs of construction have been so determined, the final costs of the new RMS as a percentage of the total project will be compared to 38.63%. In all future fiscal years after that, the RMS% will be based upon the final construction costs. If the final percentage differs by more than 2 percentage points from 38.63%, i.e. is either less than 36.63% or more than 40.63%, a retroactive adjustment will be made in three equal installments over the next 3 years. If the variance is less than 2 percentage points, no retroactive adjustment will be made.)

b. The amount resulting from Paragraph 4.a will then be reduced by

1. RMS% multiplied by the full amount received in that year from the Town of Hanover by Dresden on account of the project, plus
2. RMS% multiplied by one-half of the amount received in that year from Dartmouth College by Dresden on account of the project.

c. The amount resulting from Paragraph 4.b will then be multiplied by the percentage representing the share of RMS students who are Hanover 6th graders -

("6th Grade%"). (To arrive at this percentage, the 6th grade Average Daily Membership (ADM) from Hanover reported on Dresden's New Hampshire State A-3 report for the previous school year will be divided by the total ADM reported for RMS.)

d. The amount resulting from Paragraph 4.e is the amount of the tuition surcharge to be paid by the Hanover School District to the Dresden School District.

e. In summary, the calculation of 6th grade tuition surcharge will be as follows:

Project debt service,  
times RMS%,  
minus RMS% times the full amount received from the Town of Hanover,  
minus RMS% times the amount received from Dartmouth College,  
times 6th grade%,  
equals Tuition Surcharge."

Third: Renumber old Paragraph 4 of the Contract to Paragraph 5.

**SCHOOL ADMINISTRATIVE UNIT #70**  
**Report of Administrative Assessments**

District Assessments	<u>FY2003-04</u>		<u>FY2004-05</u>	
	Percent	Amount	Percent	Amount
Dresden	55.29%	\$484,923	55.07%	\$534,732
Hanover	29.96%	262,736	30.29%	294,071
Norwich	<u>14.76%</u>	<u>129,422</u>	<u>14.64%</u>	<u>142,195</u>
<b>Total</b>	<b>100.00%</b>	<b>\$877,081</b>	<b>100.00%</b>	<b>\$970,998</b>
 Revenues from Other Sources		 49,489		 43,130
<b>SAU #70 Operating Budget</b>		<b><u>\$926,570</u></b>		<b><u>\$1,014,128</u></b>

## DRESDEN SCHOOL BOARD ANNUAL REPORT

In a special district meeting on May 22, 2003, Dresden School District voters passed a bond to fund the construction of a new Richmond Middle School on Lyme Road in Hanover and the renovation and expansion of Hanover High School on its current Lebanon Street campus. The passage of Article One allocated \$37,117,443 for this purpose. Voters also approved Article Two, to raise \$1,343,493 to provide wood-chip boilers to supplement the oil heat at each school.

Voters failed to approve Article Three, which would have raised \$5,368,959 to construct fields and other athletic facilities on the district's Route 5 property in Norwich and on the high school's Lebanon Street campus. The school board expects to return to voters in the spring of 2004 with a lower-cost proposal to meet the high school's athletic needs. These fields will be essential to the school program, especially as the high school will lose current facilities on Lyme Road and Thompson Terrace and other fields currently borrowed from Dartmouth and from private landowners around the district.

The passage of the construction bond capped ten years of efforts to fix and expand the aging middle and high schools. The success of the vote may largely be attributed to the cost savings from an earlier agreement, negotiated by Dresden, Dartmouth College, and the Town of Hanover. This agreement resulted in a \$9.7 million contribution from Dartmouth and \$2 million from the Town to defray the cost of construction, along with a College-donated 20 acre parcel of land on Lyme Road for the new middle school. The agreement also made it possible for the high school to remain on Lebanon Street.

Much work remains to be done. Architects and other consultants are refining building plans, with the goal of starting construction of the middle school in 2004, followed by renovation of the high school after the current middle school is vacated. Opening day at the new middle school is projected for the fall of 2005. The high school renovation is expected to take two years, with completion expected in the fall of 2007 – fifteen years after deficiencies at the high school were first identified.

In 2004-05, enrollment at Hanover High School is expected to increase slightly from the current 751 students to 759 (including 79 tuition students) before declining gradually, possibly to 699 in 2008. At Richmond Middle School, 2004-05 enrollment is expected to decrease to 420 students from this year's 441. The following year, enrollment will bottom out at 403 students and then increase to 436 by 2008. Both declines are due to a dip in the Norwich school population which will result in a smaller Norwich percentage of the Dresden student body over the foreseeable future – from a current share of 40.5% to approximately 30.3% in 2010. Gradually high school and middle school enrollment will rise again; most recent population projections verify that we have designed new schools of the right size for our resident student population over the next 20 years.

In the fall of 2003, Hanover High School received an extended visit from the New England Association of Schools and Colleges as part of its ten-year reaccreditation review. We expect the results of the evaluation in the winter of

2004. As part of the process, the faculty, administration, students and school board spent many hours evaluating the high school program for strengths and weaknesses and wrote a new mission statement.

The Dresden School Board continues to have a goal of keeping tax rates as low as possible while offering the same excellent educational program. We have maintained our policy of not expanding offerings without identifying concomitant reductions. Along with rising health care costs and other unavoidable expenditures, the changing tax structures in both Vermont and New Hampshire present a particular challenge to this bi-state school district. It has become clear that changes in the school tax rate are no longer solely a function of local spending, as state formulas can have a significant impact that is not always directly proportional to our budget. In addition, the federal No Child Left Behind Act is expected to cost local taxpayers more money as it dictates unfunded requirements out of the control of school officials.

The students at Richmond Middle School and Hanover High School continue to excel despite the challenges presented by the physical facilities. Many students have received individual recognition for academic, athletic, and extracurricular achievements. The superintendent, other district administrators, and teachers from Richmond Middle, Hanover High, and both towns' elementary schools have continued their long-range work to coordinate the curriculum from kindergarten through 12th grade.

This marks the sixth and final year of the tenure of Superintendent Kenneth Greenbaum, who retires in June 2004. The school board, the staff and students of all four schools in SAU 70, and the entire district owe a tremendous debt to him for his unceasing efforts on our behalf. Just three results of his hard work and leadership are our recent success in finally passing a bond to fix our schools; the ongoing coordination of the K-12 curriculum; and the alignment of district policies with federal and state regulations and with the philosophy and needs of the educational community.

As always, the board appreciates the continued support of the taxpayers of Norwich and Hanover, as well as the countless hours devoted by principals Deborah Gillespie and Susan Finer and their staffs on behalf of the district's children.

Margaret Cheney McNally  
Chair, Dresden School Board

## HANOVER HIGH SCHOOL Annual Highlights

The mission of Hanover High School is to create an active learning environment that helps students become educated, caring, responsible adults. We use the words Minds, Hearts, and Voices to remind us, our students, and the community of our mission.

Here are some of the highlights of our past year:

*School Statistics:* In June 2003, 184 students graduated from Hanover High School. Approximately 92% of the graduates went on to secondary education. We began the 2003-04 school year with 751 students in the 9<sup>th</sup> through 12<sup>th</sup> grades.

*Accreditation:* Two years ago, we began an in-depth study of Hanover High School for the New England Association of Schools and Colleges (NEASC) Ten-Year Accreditation Report. Staff, students, community members, and school board members completed the report last spring. It included a critical self-study of our curriculum, instruction, assessment, and leadership as well as other areas and culminated with a four-day visit by fifteen New England educators. The NEASC Visiting Committee did a thorough review of our report and an exhaustive study of our school and will publish their findings later this year.

*Curriculum:* We developed our Mission Statement as well as Expectations for Student Learning as part of our NEASC report using the National Study of School Evaluation as our guide. Last year we began the job of aligning our curriculum with these expectations in order to improve the integration of skills taught in our curriculum. We have also continued to work with other schools in SAU 70 on the District K-12 curriculum work that Superintendent Greenbaum began a few years ago. This work will result in better curriculum alignment and assessment throughout the district.

*Recognitions:* Hanover High School has a talented student body that excels in many areas. Students are being recognized for using their Minds, Hearts, and Voices in multiple ways. In the spring of 2003, The Broadside, our school newspaper, won the National Scholastic Press Forum and in 2002-03 Hanover High School was one of two NH schools selected to attend the New England One-Act-Play festival. Academic awards and recognitions were granted to many students, including our Chemistry And Physics Problem Solving (CAPPS) students, Math Team, Latin students and 13 National Merit finalists. We were very proud when our school won the New Hampshire Interscholastic Athletics Class I Sportsmanship Award for the second consecutive year.

Finally, we at Hanover High will miss Ken Greenbaum who has through his hard work and efforts led our district for the past six years. We wish him well.

Deb Gillespie  
HHS Principal

## FRANCES C. RICHMOND MIDDLE SCHOOL

The Richmond School was thrilled with the passage of the bond vote in March 2003. In September our staff decided to introduce ourselves to our future neighbors on Lyme Road and to try to begin to have some conversations with them about what our presence there might mean. Small groups of staff were warmly welcomed at CRREL, Kendal, Cradle and Crayon, the Curtis Road/Dresden Road neighborhood, Dartmouth Printing, the Buskey building, Hanover Terrace, and The Greens. Other small groups held conversations with members of this community about traffic impact, affordable housing and school diversity, and the Hanover Improvement Society/Storrs Pond area as a natural resource. We will continue to explore ways we can use our new neighborhood for curriculum and community service and in turn be good neighbors ourselves. We have spent much time this fall reviewing plans for the new building, and we can't wait to see the results.

Staff members have spent a great deal of time in all departments developing strategies to align and assess our curriculum K-12. Staff Enrichment Grants and summer work have resulted in a continued and expanded emphasis in reading across the curriculum. Our opening day speaker at the August staff in-service meetings encouraged us to think about what we do in perhaps a new way; that is, to go beyond discussions of skills and content and add "habits" as an area in which we encourage student progress and improvement.

Our 440 energetic students are having a really wonderful year. At the suggestion of our guidance counselor, our school council has become a volunteer council and 35-40 student leaders are part of this new group. They have taken on student leadership in recycling, our Veteran's Day Assembly, and fundraising for community organizations, and have many ideas about their role in the future of the Richmond School. The Friends of the Hanover Norwich Schools have encouraged our students to explore what it would mean to have a disability through Wheelchair Sport, who provided us with two specially designed wheel chairs for this purpose. Our Adaptive Physical Education teacher has organized this effort to build student awareness of the challenges of physical disabilities in our school. In addition, Yoga has become an increasingly popular stress reducer for hardworking students.

We are actively interested and involved in the search for a new Superintendent, and send Ken Greenbaum into retirement with our thanks and good wishes. Richmond School has greatly appreciated his efforts on our behalf.

Susan Finer, Principal

## **2003 YOUTH RISK BEHAVIOR SURVEY RESULTS**

Every two years since 1985, the Department of Health's Division of Alcohol and Drug Abuse Programs and the Department of Education's Comprehensive School Health Programs have sponsored a survey of Vermont students. The Vermont Youth Risk Behavior Survey (YRBS) measures the prevalence of behaviors that contribute to the leading causes of death, disease, and injury among youth. The YRBS is part of a larger effort to help communities to promote the "resiliency" of young people by reducing high-risk behaviors and increasing healthy behaviors. Dresden students have been participating since 1997. We participate in the VT survey because the VT survey includes grades 8-12, while the NH survey includes grades 9-12. The survey was done in February 2003 during HHS Common Ground and in the Richmond School 8th grade. The survey is anonymous to encourage students to answer honestly. Parents had an opportunity to see the survey ahead of time and to withdraw their student from participation. Our overall response rate was 87%. The YRBS has been designed and thoroughly tested by the U.S. Center for Disease Control. It is given nationally every two years. Over 100 consistency checks were run on the data to exclude careless, invalid, or logically inconsistent answers.

The YRBS provides accurate information about Dresden students which enables us to:

- gather information about health and risk behaviors of Dresden students;
- compare Dresden students with students in VT and NH;
- plan, evaluate, and improve community and school programs that prevent health problems and promote healthy behaviors.

### **How the data are presented here:**

- Because of space limitations, we are only able to present a portion of the data.
- We are presenting only the total results for all students in grades 8-12 rather than by grade level.
- The data we have chosen is what we thought the public might be most interested in.
- To provide a context for the data, we have shown the VT and, when possible, NH data. Since we participate in the VT survey, not all the NH questions were comparable. We have indicated when NH data are not available.
- The data in the full report are broken down by grade and gender. The complete report will be available to the public at the Hanover and Norwich public libraries.

### **Cautionary notes about the data:**

- While comparison data provide a larger context, the point of our results is not necessarily to see whether we are better or worse than VT or NH. The bigger question is whether we as a community are satisfied with the results.
- It is important to remember the positive side of things. Yes, 35% of our young people in grades 8-12 report that they have tried marijuana. Conversely, 65% of people in grades 8-12 have not tried marijuana.
- Regarding alcohol and other drugs, it is important to note where young peo-

ple are using substances. Yes, 36% of young people in grades 8-12 report that they have consumed at least one drink of alcohol during the past 30 days. 4% report that they drank on school property during the past 30 days.

**Who owns the data?**

We are pleased to release the data to the community. Although the survey is administered by the Dresden School District, the results do not belong to the District but to the parents and the entire community. The purpose of releasing the data is that together, we can assess the health of our children. Assessing the data means looking at areas in which our children are making healthy and positive choices as well as areas where we would like to see changes. We all have a role in promoting the health of our children. We can achieve changes if we work collaboratively.

**Upcoming Community Forum:**

Please watch for announcements for a community forum where a more complete presentation of the data will take place. This will be an opportunity to hear what the schools are doing about risk behaviors which students report take place at school. It will also be a chance for the community to identify which of our children's behaviors are of most concern to us and how we as a community wish to respond.

Dena B. Romero  
Hanover Community Counselor

## DRESDEN YOUTH RISK BEHAVIOR STUDY RESULTS 2003

	Dresden	State	State
	<u>Grades 8-12</u>	<u>VT</u>	<u>NH</u>
	<u>%</u>	<u>%</u>	<u>%</u>
Students agree they help decide what goes on at school	72	46	NA*
In my community, I feel like I matter to people	52	42	NA*
Spend 1+ hours/week in clubs or organizations outside school( not sports)	32	28	NA*
Spend 1+ hours/wk volunteering to make the community a better place	54	45	NA*
Spend 3+ hrs/school day watching TV or playing on the computer	21	35	NA*
Students who always wear a seat belt when riding with another driver	91	84	NA*
Students who always wear a seat belt when driving	94	88	NA*
During the past 30 days rode with someone who was drinking alcohol	26	22	24.7
During the past 30 days drove when they had been drinking alcohol	9	8	9.7
During the past 12 months felt so sad/hopeless everyday for at least 2 weeks that they stopped doing usual activities	23	23	28.0
During past 12 months actually attempted suicide	6	7	7.7
During past 12 months attempted suicide and needed medical treatment	2	2	2.5
Consumed at least 1 drink of alcohol during past 30 days	36	39	47.1
Binged (5+ drinks in 2 hrs) during past 30 days	21	23	30.6
Ever drank alcohol other than a few sips	62	65	75.4
First consumed alcohol prior to age 13	17	25	25.8
Drank alcohol on 3-9 days during the past 30 days	15	15	NA*
Drank alcohol on 10+ days during the past 30 days	8	14	NA*
Drank alcohol on school property during the past 30 days.	4	5	4.0
Students who ever smoked a whole cigarette	25	36	NA*
Students who smoked cigarettes 1+ plus days during past 30 days	14	20	19.1
Students who ever tried marijuana.	35	41	49.6
Students who used marijuana 1+ times during the past 30 days	21	25	30.6
Used marijuana prior to age 13	5	12	11.1
Used marijuana 3-9 times during past 30 days	7	6	NA*
Used marijuana 10+ times during the past 30 days	6	11	NA*
Used marijuana 1+ times on school property during the past 30 days	6	7	6.6
Used cocaine in the past 30 days.	3	4	4.1
Students who during their lifetime have used heroin.	3	3	2.3
Students who during their lifetime have used hallucinogens	9	12	NA*
Were offered/sold/given illegal drug on school property during past 12 months	31	26	28.2
Think it wrong/very wrong for someone their age to smoke cigarettes.	74	72	
Think it wrong/very wrong for someone their age to drink alcohol	47	51	47.4
Think it wrong/very wrong for someone their age to use marijuana	56	62	48.2
Think there is great risk of harm in smoking 1+ cigarettes/day	74	66	NA*
Think there is great risk of harm in drinking 1-2 alcoholic drinks/day	18	23	NA*
Think there is great risk of harm in using marijuana regularly	38	45	NA*
Have ever had sexual intercourse	19	34	41.5
First had sexual intercourse prior to age 13	3	6	3.9
Used drugs or alcohol before their most recent sexual experience	28	31	21.6
Used a condom during their most recent sexual experience	64	60	56.4
Have been pregnant or have impregnated someone	1	3	2.5
Have talked with parents/other adults/family member about HIV/AIDS	65	52	NA*

\*NA=comparable data not available

**MINUTES OF THE  
DRESDEN SCHOOL DISTRICT ANNUAL MEETING  
HANOVER HIGH SCHOOL GYMNASIUM  
FEBRUARY 27 AND MARCH 4, 2003**

Moderator Peter Teachout called the meeting to order at 7:32 pm on Thursday, February 27, 2003. Present were School Board members Nancy Carter, John Cassidy, John Chamberlin, Steven Grant, Linda Gray, Margaret McNally, Lawrence Pilchman, Mary Sachsse, Anne Segal, Geoffrey Vitt, Stephen Woods; Administrator Kenneth Greenbaum, John Aubin, Jane Weissmann, Deborah Gillespie, Susan Finer, Jonathan Brush, Michael Jackson; School District Attorney Cathryn Nunlist; Council Representative Zach Rothstein; and approximately 85 members of the public.

Moderator Teachout read the Warning and noted that the Warrant was duly posted in both states, in New Hampshire by Larry Pilchman and in Vermont by Linda Gray, and that the returns of service were duly notarized. He then welcomed everyone and recognized Dresden School Board Chair Margaret McNally who introduced the members of the Dresden School Board. Superintendent Greenbaum was then recognized to introduce members of the Administration and Legal Counsel.

Moderator Teachout reviewed the District meeting process, explaining that this is the discussion phase of the meeting, and the voting phase will take place on Tuesday, March 4, from 7:00 am until 7:00 pm in Tracy Hall in Norwich and Richmond Gymnasium in Hanover. District Clerk, Deb Carter, was recognized to explain the electronic balloting procedures, followed by Moderator Teachout reading the guidelines for this meeting.

The business of the meeting then followed.

**Article 1.** *To elect by written ballot for one year terms, a Moderator, a Clerk, and a Treasurer; and an auditor, for a three year term.*

The Moderator presented this Article. One member of the public asked for the names of the people running for these positions. District Clerk, Deb Carter, identified the candidates as Deb Carter, District Clerk, Joan Collison, Treasurer, and Peter Murdza, Jr., Auditor. She said that no one filed for the Moderator's position, therefore this will be a write-in campaign.

**Article 2.** *Shall the District raise and appropriate up to \$25,000 to be placed in the expendable trust fund known as the School Building Maintenance Fund, with such amount to be funded from the June 30, 2003, undesignated fund balance (surplus)? (Yes 1487, No 515)*

Nancy Carter presented the Article reporting a balance of \$171,336.82, with an anticipated withdrawal for a new boiler at Hanover High School of \$93,266.73, leaving a fund balance of \$78,070.09. There was no public comment offered.

**Article 3.** *Shall the District raise and appropriate the sum of \$25,000 to establish a contingency fund to meet the cost of unanticipated expenses that may arise during the year? (Yes 1442, No 556)*

Nancy Carter presented this Article. No public comment was offered.

**Article 4.** *Shall the District determine and fix the salaries of School District officers as follows: School Board members \$400 per member; School District Treasurer \$2,100; School District Clerk \$150; and School District Moderator \$150 in accordance with Article V-A of the NH/VT Interstate School Compact? (Yes 1707, No 255)*

Lawrence Pilchman presented this housekeeping Article. No discussion was offered.

**Article 5.** *Shall the Dresden Articles of Agreement be amended by adding the following new Section L.(8):*

*"There is hereby established the Dresden Trustees of Trust Funds, which shall consist of the three Hanover Trustees of Trust Funds. The Dresden Trustees of Trust Funds*

*shall have custody of and investment responsibility for all trust funds created or received by the Dresden School District, and shall have the same powers and duties and be subject to the same requirements with respect to those trust funds as the Hanover Trustees of Trust Funds have with respect to the trust funds of the Hanover School District.*" (Yes 1413, No 447)

Lawrence Pilchman presented the Article saying that this Article is flawed and asked voters to defeat it, so it can be reworked and presented on the Warrant next year. One member of the public asked the Board to consider putting the Article on the special bond warrant in May. The Superintendent responded indicating that this would not be his recommendation due to the need to keep the May bond warrant as simple as possible.

**Article 6.** *Shall the School District oppose any and all unfunded and under-funded federal educational mandates, including but not limited to those contained in the recently enacted No Child Left Behind Law (unfunded mandate estimated to be \$498 per pupil) as well as those mandates historically unfunded within the IDEA/Special Education Laws?* (Yes 1635, No 337)

John Chamberlin presented the Article reviewing elements of federal funding and saying that the NH School Boards Association has encouraged all school boards to ask voters to pass a warrant article opposing unfunded and under-funded federal educational mandates. Three members of the public made comments and asked clarifying questions.

**Article 7.** *Shall the District authorize the School Board to implement the Proposal Concerning Hanover High School and Richmond Middle School dated August 22, 2002, as revised September 11, 2002, between the Hanover Board of Selectmen, Dartmouth College, and the Dresden School District? Passage of this Article will specifically authorize the School Board to:*

- 1. Deed to the Town of Hanover about 11 acres on the easterly side of the approximately 23 acres of land on Lyme Road which Dartmouth College is to deed to Dresden for the new middle school;*
- 2. Deed to the Town of Hanover the approximately 7.2 acres of land comprising the Thompson Terrace playing fields;*
- 3. Grant to the Town of Hanover an option to purchase the District's Lebanon Street property, consisting of about 28 acres and the buildings thereon, if Hanover High School is ever relocated to another site, the option price to be the property's fair market value less tax savings generated for Dresden by reason of the Proposal;*
- 4. Enter into the agreements described in the Proposal with the Town of Hanover concerning the joint use of the playing fields at the new middle school site on Lyme Road and at Thompson Terrace.*

*Passage of this Article will not be effective unless a bond issue article passes at a future Dresden District meeting.* (Yes 1567, No 450)

Margaret McNally and Geoffrey Vitt presented this Article. Ms. McNally reviewed the details of the Tri-Party Agreement saying that a successful vote would keep Hanover High School on the present Lebanon Street site, and cause the District to acquire land on Lyme Road, along with approximately twelve million dollars in outside revenue to apply toward construction. She also reviewed the time line for a bond vote. Geoffrey Vitt explained the Town's option to purchase the Lebanon Street site should the Dresden Board decide to sell the property at some point in the future, and what a defeat of this Article would mean to the future of the building project. Three members of the public offered comments and asked questions.

**Article 8.** *Shall the District vote to approve the cost items in the two year collective bargaining agreement reached between the Dresden School Board and the Hanover Support Staff, NEA-NH, which calls for the following increases in salaries and benefits for support staff:*

Year	Estimated Increase
2003-2004	\$39,943
2004-2005	\$42,687

and further, shall the District raise and appropriate the sum of Thirty Nine Thousand Nine Hundred Forty Three Dollars (\$39,943), such sum representing the estimated increase in support staff salaries and benefits for the 2003-04 fiscal year brought about by this collective bargaining agreement?

NOTE 1. The sum necessary to pay the so-called status quo salaries and benefits for support staff if this article is defeated is included in the operating budget in Article 11.

NOTE 2. A favorable vote on this article shall be considered the approval of the cost items in both years of the proposed collective bargaining agreement. (Yes 1338, No 578)

Linda Gray presented the Article outlining the cost of this proposed contract settlement. Two members of the public offered comments and questions.

**Article 9.** Shall the District vote to approve the cost items in the three year collective bargaining agreement reached between the Dresden School Board and Local #1348 of the American Federation of State, County, and Municipal Employees, Council 93, AFL-CIO, which calls for the following increases in salaries and benefits for custodians and maintenance personnel:

Year	Estimated Increase
2003-2004	\$16,249
2004-2005	\$16,346
2005-2006	\$16,827

and further, shall the District raise and appropriate the sum of Sixteen Thousand Two Hundred Forty Nine Dollars (\$16,249), such sum representing the estimated increase in salaries and benefits for custodians and maintenance personnel for the 2003-04 fiscal year brought about by this collective bargaining agreement?

NOTE 1. The sum necessary to pay the so-called status quo salaries and benefits for custodians and maintenance personnel if this article is defeated is included in the operating budget in Article 11.

NOTE 2. A favorable vote on this article shall be considered the approval of the cost items in all three years of the proposed collective bargaining agreement. (Yes 1505, No 457)

Anne Segal presented the Article outlining the cost of this proposed contract settlement. Two members of the public asked clarifying questions.

**Article 10.** Shall the District vote to approve the cost items in the one year collective bargaining agreement reached between the Dresden School Board and the Hanover Education Association, NEA-NH, which calls for the following increase in teacher salaries and benefits:

Year	Estimated Increase
2003-2004	\$405,586

and further, shall the District raise and appropriate the sum of Four Hundred Five Thousand Five Hundred Eighty Six (\$405,586), such sum representing the estimated increase in teacher salaries and benefits for the 2003-04 fiscal year brought about by this collective bargaining agreement?

NOTE 1. The sum necessary to pay the so-called status quo salaries and benefits for teachers if this article is defeated is included in the operating budget in Article 11. (Yes 1195, No 759)

Steve Grant presented this Article outlining the costs of the proposed negotiated one year settlement. Several members of the public made comments and asked questions.

**Article 11.** Shall the District raise and appropriate the amount of \$13,359,966, in addition to the amount appropriated under Articles 8, 9, and 10, for the support of schools, for the payment of salaries for the teachers and other school employees,

*school district officials, and agents, and for the payment of the statutory obligations of the District for the 2003-2004 fiscal year? The amount in Article 11 includes Articles 3 and 4, but excludes Article 2. (Yes 1312, No 657)*

Steve Woods presented the Article. He reviewed the Board's budget guidelines and enrollment projections for 2003-04. The proposed budget, which includes a 3.46 FTE reduction in staff, represents a 2.15% increase over the current year's budget. The tax impact to Norwich would be 1.75% increase, and to Hanover a 2.59% increase. Henry Scheier, Chair of the Dresden Finance Committee, said that the Finance Committee voted unanimously to support the 2003-04 budget. He said a continuing concern of the Committee is the premium the District pays per student in comparison with peer groups and asked the Board's help in researching this information. Five members of the public asked questions and made comments.

**Article 12.** *Shall the District raise and appropriate the sum of \$9,667 to provide sufficient funding so that the District can continue to offer year long courses in Introductory and Advanced Debate at Hanover High School during the 2003-2004 school year? (The amount of money in this Article is in addition to the amounts shown in Article 11.) (INSERTED BY PETITION) (Yes 992, No 1040)*

Margaret McNally explained that Articles 12, 13, and 14 were petitioned articles for the funding of additional sections of debate, a debate coach, and transportation to debate tournaments. She said that the Committee on Instruction had considered further funding for debate, but that debate was not one of the top priorities for the 2003-04 budget dollars. Based on the recommendation of Administration, the majority of the Board chose not to include additional funding for debate in the budget. A large number of the public commented on this Article, including many students who are in the debate program.

**Article 13.** *Shall the District raise and appropriate the sum of \$2,200 to fund a coach for the Hanover High School Debate Team during the 2003-2004 school year? (The amount of money in this Article is in addition to the amounts shown in Article 11.) (INSERTED BY PETITION) (Yes 945, No 1090)*

No members of the Board or public spoke to this Article.

**Article 14.** *Shall the District raise and appropriate the sum of \$1,800 to fund school-required bus transportation for occasions when the Hanover High School Debate Team travels to compete in Debate tournaments? (The amount of money in this Article is in addition to the amounts shown in Article 11.) (INSERTED BY PETITION) (Yes 899, No 1134)*

No member of the Board spoke to this Article. Three members of the public made comments.

**Article 15.** *To transact any other business that may legally come before this meeting.* Moderator Teachout asked if there was other business to come before the meeting. Two members of the public thanked people for attending the meeting.

Moderator Teachout declared the meeting adjourned at 11:27 pm.

#### **Results of Australian Balloting on March 4, 2003**

**Article 1. (Record of Election of Officers)**

Moderator (write in): Peter Richardson (103), Thomas Csatari (32)

Clerk: Deborah Carter

Treasurer: Joan Collison

District Auditor: Peter Murdza, Jr.

I hereby certify this to be a true and accurate report of the proceedings of the meeting of February 27, 2003 and results of voting held on March 4, 2003.

Respectfully submitted,

Deborah M. Carter, District Clerk

**MINUTES OF THE  
DRESDEN SCHOOL DISTRICT SPECIAL MEETING  
HANOVER HIGH SCHOOL GYMNASIUM  
MAY 21 AND MAY 22, 2003**

Moderator Tom Csatari called the meeting to order at 7:34 pm on Wednesday, May 21, 2003. Present were School Board members Nancy Carter, John Cassidy, John Chamberlin, Paul Foster, Steven Grant, Linda Gray, Margaret McNally, Mary Sachsse, Anne Segal, Geoffrey Vitt, Stephen Woods; Administrators Kenneth Greenbaum, John Aubin, Jane Weissmann, Deborah Gillespie, Susan Finer, Jonathan Brush; School District Attorney David Bradley; various consultants; and approximately 85 members of the public.

**1. Call to Order.** Moderator Tom Csatari called the meeting to order at 7:34pm. He read the Warning and returns of postings, reviewed the meeting guidelines, and introduced Dresden Board Chair Margaret McNally, who then introduced the members of the Dresden School Board. Superintendent Ken Greenbaum recognized the School District administrators and project consultants present at the meeting. Chair McNally then gave a brief overview of the building project, stating reasons for the project, reviewing the various deadlines facing the project, and the consequences should there be delays or an article voted down. She said that the condition of the schools impacts the educational programs and safety of the students.

**2. School Board Presentation.**

a. Summary of costs and tax impacts. Assistant Superintendent for Business John Aubin disclosed and discussed the purposes and amounts of appropriation in the Articles and the bond financing. He said that the total cost for the construction project is \$43,829,895. This breaks out to \$37,117,443 (Article 1, new Richmond School and renovated Hanover High School), \$5,368,959; Article 2, athletic fields); and Article 3, \$1,343,493 (wood chip boilers for both schools.)

Members of the public asked clarifying questions.

b. **Article 1, Building project presentation.** *Shall the District raise and appropriate the sum of Thirty Seven Million, One Hundred Seventeen Thousand, Four Hundred Forty Three Dollars (\$37,117,443.), for the construction and equipping of a new Richmond Middle School and the renovation of, and additions to Hanover High School, and to authorize the issuance of not more than Thirty Seven Million, One Hundred Seventeen Thousand, Four Hundred Forty Three Dollars (\$37,117,443.) of bonds or notes in accordance with the provisions of the NH-VT Interstate School Compact (Article VII) and to authorize the School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the District to raise and appropriate the sum of Eight Hundred Thirty Five Thousand, One Hundred Forty Two Dollars (\$835,142) from the interest earnings on the invested bond proceeds, such sum to be used for the purpose of paying the first year's debt service expense on the aforesaid bonds. (Yes 2,118, No 593)*

John Cassidy recognized and thanked the members of the Dresden Building Committee for their many hours of hard work resulting in the present building plans. He then presented the key design elements of both the Richmond School and Hanover High School proposed projects.

Henry Scheier, Chair of the Dresden Finance Committee, speaking on behalf of the Committee, said that the Committee voted 9-1 to support Article 1. Members of the public asked questions and commented on this Article.

c. **Article 2, Athletic fields presentation.** *Shall the District raise and appropri-*

ate the sum of Five Million, Three Hundred Sixty Eight Thousand, Nine Hundred Fifty Nine Dollars (\$5,368,959.), for the construction of athletic fields and accompanying facilities, and to authorize the issuance of not more than Five Million, Three Hundred Sixty Eight Thousand, Nine Hundred Fifty Nine Dollars (\$5,368,959.) of bonds or notes in accordance with the provisions of the NH-VT Interstate School Compact (Article VII) and to authorize the School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the District to raise and appropriate the sum of One Hundred Twenty Thousand, Eight Hundred Two Dollars (\$120,802) from the interest earnings on the invested bond proceeds, such sum to be used for the purpose of paying the first year's debt service expense on the aforesaid bonds. (Yes 1,250, No 1,451)

Steve Woods thanked the members of the Athletic Fields Committee and those connected with co-curricular activities for their two years of hard work. He then gave a brief overview of the proposed plans for the Route 5 property in Norwich and the existing fields at Hanover High School.

Henry Scheier, speaking on behalf of the Dresden Finance Committee, said that the Committee vote was split, 5-5, and he summarized the Committee's arguments for and against this Article. Several members of the public then asked questions and made comments for and against the athletic fields project.

d. **Article 3, Wood chip boiler presentation.** *Shall the District raise and appropriate the sum of One Million, Three Hundred Forty Three Thousand, Four Hundred Ninety Three Dollars (\$1,343,493.), for the construction and equipping of Hanover High School and Richmond Middle School wood chip boiler heating plants, and to authorize the issuance of not more than One Million, Three Hundred Forty Three Thousand, Four Hundred Ninety Three Dollars (\$1,343,493.) of bonds or notes in accordance with the provisions of the NH-VT Interstate School Compact (Article VII) and to authorize the School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the District to raise and appropriate the sum of Thirty Thousand, Two Hundred Twenty Nine Dollars (\$30,229) from the interest earnings on the invested bond proceeds, such sum to be used for the purpose of paying the first year's debt service expense on the aforesaid bonds. (Yes 2,039, No 661)*

John Cassidy spoke briefly about the advantages of the proposed wood chip boiler system. Henry Scheier, speaking on behalf of the Dresden Finance Committee, said that the Committee voted 10-0 in favor of this Article. Two members of the public asked clarifying questions.

3. Adjournment. John Cassidy moved and Steve Woods seconded a motion to adjourn at 10:18 p.m. The motion carried unanimously.

The meeting adjourned at 10:18pm.

I hereby certify this to be a true and accurate report of the proceedings of the meeting of May 21, 2003 and results of voting held on May 22, 2003.

Respectfully submitted,  
Deborah M. Carter, District Clerk

## INDEPENDENT AUDITOR'S REPORT

To the Members of the School District  
Dresden School District  
Hanover, New Hampshire

We have audited the accompanying financial statements of the Dresden School District as of and for the year ended June 30, 2003 as listed in the table of contents. These financial statements are the responsibility of the Dresden School District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

Management has chosen not to implement Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statement - and management's Discussion and analysis - for State and Local Governments*. Therefore these financial statements are presented following the principles that were in effect prior to GASB Statement No. 34. Management has not presented government-wide financial statements to display the financial position and changes in financial position of its governmental activities and business-type activities. The financial statements presented do not contain separate statements for governmental, proprietary, if applicable, and fiduciary fund types, nor are major and non-major funds separately identified and classified. The financial statements presented report expendable and nonexpendable trust funds which should be reported as special revenue and permanent funds under the new reporting model. The financial statements also present a general long-term debt account group which should not be reported as such, but the information contained therein should be included in the government-wide financial statements along with applicable depreciation, were they presented. Also, the financial statements do not contain any information on capital assets because the government has not maintained historical cost records of such assets. Management has not presented a management's discussion and analysis as required. The amounts that would be reported in the missing statements are required supplementary information, and the effects of reclassifying and properly reporting the information presented are not reasonably determined.

In our opinion, because of the effects of the matters discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Dresden School District as of June 30, 2003, or the changes in its financial position or its cash flows, where applicable, for the year then ended.

Plodzick and Sanderson  
Professional Association

September 12, 2003

**DRESDEN SCHOOL DISTRICT**  
*Combined Balance Sheet - All Fund Types and Account Groups*  
 June 30, 2003

	<u>Governmental Fund Types</u>		<u>Fiduciary</u>	<u>Totals</u>	
	<u>General</u>	<u>Special Revenue</u>	<u>Fund Type Trust and Agency</u>	<u>General Long-Term Debt</u>	<u>(Memorandum Only)</u>
<b>Assets and other Debts</b>					
<u>Assets</u>					
Cash and Equivalents	\$307,373	\$409,521	\$302,363	\$ -	\$1,022,415
Investments	626	-	52,890	-	53,516
<u>Receivables</u>					
Accounts	-	357	-	-	357
Intergovernmental	33,957	43,537	13,903	-	91,397
Interfund Receivable	78,697	-	-	-	78,697
Prepaid items	21,783	-	-	-	21,783
Other debits:					
Amount to be provided for retirement of general long-term debt	-	-	-	1,232,203	1,232,203
<b>Total Assets and Other Debts</b>	<u>\$442,436</u>	<u>\$453,415</u>	<u>\$369,156</u>	<u>\$1,232,203</u>	<u>\$2,500,368</u>
<b>Liabilities and Equity</b>					
<u>Liabilities</u>					
Accounts payable	141,990	5,107	-	-	147,097
Accrued Payroll and Benefits	23,785	-	-	-	23,785
Interfund Payable	-	78,697	-	-	78,697
Due to student groups	-	-	158,124	-	158,124
General obligation debt payable	-	-	-	1,045,000	1,045,000
Capital leases payable	-	-	-	138,598	138,598
Compensated absences payable	-	-	-	48,605	48,605
<u>Total Liabilities</u>	<u>165,775</u>	<u>83,804</u>	<u>158,124</u>	<u>1,232,203</u>	<u>1,639,906</u>
<u>Equity</u>					
<u>Fund balances</u>					
Reserved for Encumbrances	78,975	-	-	-	78,975
Reserved for Endowments	-	-	9,918	-	9,918
Reserved for Special Purposes	-	3,158	201,114	-	204,272
Unreserved	-	-	-	-	-
Undesignated for Special Purposes	197,686	369,611	-	-	369,611
Undesignated	276,661	369,611	211,032	-	197,686
<u>Total Equity</u>	<u>474,641</u>	<u>3,158</u>	<u>211,032</u>	<u>\$369,156</u>	<u>860,462</u>
<b>Total Liabilities and Equity</b>	<u>\$442,436</u>	<u>\$453,415</u>	<u>\$369,156</u>	<u>\$1,232,203</u>	<u>\$2,500,368</u>

**DRESDEN SCHOOL DISTRICT**  
*Combined Statement of Revenues, Expenditures and  
 Changes in Fund Balances*  
*All Governmental Fund Types and Expendable Trust Funds*  
 For the Fiscal Year Ended June 30, 2003

*Exhibit B*

	<b>Governmental Fund Types</b>			<b>Fiduciary Fund Type</b>	<b>Total (Memorandum Only)</b>
	<b>General</b>	<b>Special Revenue</b>	<b>Capital Projects</b>	<b>Expendable Trusts</b>	
<b>Revenues</b>					
School District Assessment	\$8,977,664	\$ -	\$ -	\$ -	\$ 8,977,664
Other Local	2,232,833	673,979	-	2,109	2,908,921
State	2,321,985	20,193	-	-	2,342,178
Federal	1,144	137,200	-	-	138,344
<b>Total Revenues</b>	<b>13,533,626</b>	<b>831,372</b>	-	-	<b>14,367,107</b>
<b>Expenditures</b>					
<b>Current</b>					
Instruction	7,123,766	285,583	-	-	7,409,349
<b>Support Services</b>					
Student	539,637	-	-	-	539,637
Instructional Staff	443,633	-	-	-	443,633
General Administration	59,135	-	-	-	59,135
Executive Administration	482,550	-	-	-	482,550
School Administration	3,184,407	-	-	-	3,184,407
<b>Operation &amp;</b>					
Maintenance of Plant	952,733	-	-	-	952,733
Student Transportation	117,549	-	-	-	117,549
Other	1,234	-	-	-	1,234
Non-Instructional Services	-	406,147	-	-	406,147
<b>Facilities Acquisition/</b>					
Construction	536,259	-	-	-	536,259
Debt Service	159,452	-	-	-	159,452
<b>Total Expenditures</b>	<b>13,600,355</b>	<b>691,730</b>	-	-	<b>14,292,085</b>
<b>Excess (deficiency) of revenues and other sources over (under) expenditures</b>					
	(66,729)	139,642	-	2,109	75,022
<b>Other Financing Sources (Uses)</b>					
Interfund Transfers In	-	-	-	25,000	25,000
Interfund Transfers Out	(25,000)	-	-	-	(25,000)
<b>Net Change in Fund Balances</b>	(91,729)	139,642	-	27,109	75,022
<b>Fund balances – July 1</b>	368,390	229,969	3,158	170,020	771,537
<b>Fund balances – June 30</b>	\$276,661	\$369,611	\$ 3,158	\$197,129	\$846,559

**DRESDEN SCHOOL DISTRICT**  
*Combined Statement of Revenues, Expenditures and Changes in Fund Balances*  
*Budget and Actual (Budgetary Basis) - General Fund*  
 For the fiscal Year Ended June 30, 2003

	<u>Budget</u>	<u>Actual</u>	<b>Variance Favorable (Unfavorable)</b>
<b>Revenues</b>			
School District Assessment	\$ 8,977,664	\$ 8,977,664	\$ -
Other Local	2,125,289	2,232,833	107,544
State	2,265,891	2,280,191	14,300
Federal	<u>4,300</u>	<u>1,144</u>	<u>(3,156)</u>
<b>Total Revenues</b>	<b><u>13,373,144</u></b>	<b><u>13,491,832</u></b>	<b><u>118,688</u></b>
<b>Expenditures</b>			
<u>Current</u>			
Instruction	7,306,549	7,097,875	208,674
<u>Supporting Services</u>			
Student	570,639	542,429	28,210
Instructional staff	446,277	386,160	60,117
General administration	73,200	59,135	14,065
Executive administration	482,550	482,550	-
School administration	3,374,386	3,186,391	187,995
Operation/ Maintenance of Plant	886,043	952,733	(66,690)
Student Transportation	61,015	71,849	(10,834)
Other	31,600	1,234	30,366
Facilities acquisition/ construction	140,836	525,161	(384,325)
Debt Service	158,114	159,452	(1,338)
<u>Other financing uses</u>			
Operating transfers out	<u>25,000</u>	<u>25,000</u>	<u>-</u>
<b>Total Expenditures and Other Financing Uses</b>	<b><u>13,556,209</u></b>	<b><u>13,489,969</u></b>	<b><u>66,240</u></b>
<u>Excess (deficiency) of revenues and other sources over(under) expenditures and other uses</u>	<u>(\$ 183,065)</u>	1,863	\$ <u>184,928</u>
<u>Fund balances - July 1</u>		<u>195,823</u>	
<u>Fund balances - June 30</u>		<u>\$ 197,686</u>	

**DRESDEN SCHOOL DISTRICT  
REVENUE BUDGET REPORT**

	<u>FY2003</u>	<u>FY2004</u>	<u>FY2004</u>	<u>FY2005</u>
	<u>Actual</u>	<u>Revised</u>	<u>Anticipated</u>	<u>Proposed</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
<b>Local Sources</b>				
District Assessment – Hanover	\$ 6,376,349	\$ 6,763,537	\$ 6,763,537	\$ 6,767,254
District Assessment – Norwich	4,838,610	4,941,924	4,941,924	5,112,999
<b>Subtotal</b>	<b>11,214,959</b>	<b>11,705,461</b>	<b>11,705,461</b>	<b>11,880,254</b>
<b>Tuition</b>				
Parents	94,533	46,000	46,000	57,310
In-State LEA	712,194	605,000	605,000	753,753
Out-of-State LEA	290,040	246,000	246,000	306,485
Hanover 6th Grade Current Year	1,039,864	881,651	881,651	1,469,047
Hanover 6th Grade Prior Year	0	0	0	43,348
Special Ed Excess Cost Recovery	39,726	60,000	60,000	60,000
<b>Subtotal</b>	<b>2,176,377</b>	<b>1,838,651</b>	<b>1,838,651</b>	<b>2,689,943</b>
<b>Other Local Sources</b>				
Interest	5,425	8,000	8,000	8,000
Insurance Refunds	20,085	20,000	20,000	20,000
Gate Receipts	6,192	6,000	6,000	6,000
Rent	15,044	13,750	13,750	13,750
Sale of Maintenance Services	8,883	25,000	28,500	28,500
From Hanover Town	0	0	0	100,000
From Dartmouth College	0	0	0	1,940,000
Miscellaneous	301	500	500	500
<b>Subtotal</b>	<b>55,929</b>	<b>73,250</b>	<b>76,750</b>	<b>2,116,750</b>
<b>State Sources</b>				
Building Aid – NH	3,596	3,596	3,596	755,980
Voc Tuition – NH	28,653	20,000	20,000	20,000
Voc Transportation – NH	0	500	500	500
Voc Transportation – VT	10,647	6,500	6,500	6,500
<b>Subtotal</b>	<b>42,896</b>	<b>30,596</b>	<b>30,596</b>	<b>782,980</b>
<b>Federal Sources</b>				
Indirect Cost – Grants	526	0	0	0
Medicaid	0	0	0	0
Agriculture Grant	1,144	1,100	1,100	1,100
<b>Subtotal</b>	<b>1,670</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>
<b>General Fund Revenue Total</b>	<b><u>\$13,491,831</u></b>	<b><u>\$13,649,058</u></b>	<b><u>\$13,652,558</u></b>	<b><u>\$17,471,027</u></b>
<b>From Prior Year's</b>				
<b>Fund Balance</b>	<b>\$ 158,065</b>	<b>\$ 197,686</b>		<b>\$ 75,000</b>
<b>Total Revenues and</b>				
<b>from Fund Balance</b>	<b><u>\$13,649,895</u></b>	<b><u>\$13,846,744</u></b>		<b><u>\$17,546,027</u></b>

**DRESDEN SCHOOL DISTRICT  
EXPENDITURE BUDGET REPORT**

	<b>FY2003</b>	<b>FY2004</b>	<b>FY2004</b>	<b>FY2005</b>
	<b>Actual</b>	<b>Revised Budget</b>	<b>Anticipated Actual</b>	<b>Proposed Budget</b>
<b>DISTRICT WIDE</b>				
District Administrative Expenses \$	59,135	\$ 47,350	\$ 51,632	\$ 59,308
Contingency	0	25,000	0	25,000
SAU Assessment	482,550	484,923	484,923	529,214
Operation & Maintenance of Plant	218,262	236,818	236,464	256,796
Building Improvement	379,366	0	79	0
Debt Service	159,452	101,427	101,381	3,045,933
Other District Wide Expense	0	0	0	0
Transfer to Maintenance				
Expend Trust Fund	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
District Wide Total	<b>1,323,765</b>	<b>895,518</b>	<b>874,478</b>	<b>3,916,251</b>
<b>RICHMOND MIDDLE SCHOOL</b>				
<b>Regular Instruction</b>				
Teacher Salaries	2,021,090	2,070,962	2,000,569	1,961,387
Ed Asst Salaries	73,906	96,543	83,503	71,405
Substitutes	38,991	35,000	36,657	36,685
Tutors	18,626	22,000	22,000	22,600
Sabbatical	0	0	0	0
Contract Service	1,725	4,650	4,561	7,150
Copier Expense	17,092	18,000	18,950	19,000
Instructional Supplies	53,454	62,485	61,589	61,550
Textbooks	11,921	29,760	28,728	33,625
Instructional Equipment	15,404	8,080	8,080	9,060
Other Instructional Expense	665	1,625	1,049	1,625
Subtotal	<u>2,252,873</u>	<u>2,349,105</u>	<u>2,265,686</u>	<u>2,224,087</u>
<b>Coordinator of Volunteers/ Community Relations</b>	<b>7,908</b>	<b>20,135</b>	<b>8,350</b>	<b>20,925</b>
<b>Technology</b>	<b>36,075</b>	<b>40,850</b>	<b>41,349</b>	<b>40,850</b>
<b>Special Education</b>				
Teacher/Psychologist Salaries	231,665	312,129	282,021	281,972
Ed Asst Salaries	162,247	164,469	174,108	195,938
Special Ed Tutors	0	1,000	1,000	1,000
Contract Special Ed Services	34,701	16,300	(1,524)	8,400
Special Ed Transportation	2,720	3,000	506	0
Books, Supplies, Equipment	<u>3,982</u>	<u>4,005</u>	<u>3,679</u>	<u>7,225</u>
Subtotal	<b>435,315</b>	<b>500,903</b>	<b>459,791</b>	<b>494,535</b>
<b>Co-Curricular Program</b>				
Co-Curricular Salaries	13,261	14,376	11,805	14,376
Co-Curricular Program Expenses	<u>6,523</u>	<u>6,235</u>	<u>5,704</u>	<u>6,235</u>
Subtotal	<b>19,784</b>	<b>20,611</b>	<b>17,509</b>	<b>20,611</b>
<b>Guidance</b>				
Guidance Counselors	139,069	154,871	154,871	157,417
Ed Assts	4,106	6,500	6,500	6,500
Other Guidance Services	<u>662</u>	<u>2,250</u>	<u>2,228</u>	<u>700</u>
Subtotal	<b>143,837</b>	<b>163,621</b>	<b>163,599</b>	<b>164,617</b>

**DRESDEN SCHOOL DISTRICT  
EXPENDITURE BUDGET REPORT**

	FY2003	FY2004	FY2004	FY2005
	<u>Actual</u>	<u>Revised Budget</u>	<u>Anticipated Actual</u>	<u>Proposed Budget</u>
<b>Health Services – Total</b>	<b>\$ 22,983</b>	<b>\$ 25,604</b>	<b>\$ 25,378</b>	<b>\$ 26,056</b>
<b>Staff &amp; Curriculum Development</b>				
Curriculum Development	3,385	2,200	2,176	2,200
Staff Development	<u>20,400</u>	<u>81,374</u>	<u>74,527</u>	<u>89,400</u>
<b>Subtotal</b>	<b>23,785</b>	<b>83,574</b>	<b>76,703</b>	<b>91,600</b>
<b>Library</b>				
Librarian/Ed Assts	78,941	80,321	82,750	81,364
Equipment Maintenance	7,189	10,395	9,952	10,465
Books, Magazines, Software	34,161	27,300	26,251	24,230
Supplies, Repairs, Eq. Etc.	<u>1,895</u>	<u>3,900</u>	<u>4,112</u>	<u>6,900</u>
<b>Subtotal</b>	<b>122,186</b>	<b>121,916</b>	<b>123,065</b>	<b>122,959</b>
<b>School Administration</b>				
Administrative Salaries	146,171	144,395	139,261	143,106
Telephone	5,853	7,500	5,692	7,500
Postage, Printing, Office Supplies	12,271	17,500	17,132	16,700
Graduation Expenses	1,776	2,000	2,000	2,000
Equipment	0	0	0	0
Other School Admin. Expenses	<u>6,900</u>	<u>13,150</u>	<u>12,964</u>	<u>13,350</u>
<b>Subtotal</b>	<b>172,971</b>	<b>184,545</b>	<b>177,049</b>	<b>182,656</b>
<b>Employee Benefits</b>				
Medical Insurance	482,893	469,797	505,643	559,762
Dental Insurance	23,815	26,833	25,474	24,920
Life & Disability Insurance	24,692	30,226	27,098	27,573
Workers' Compensation	(657)	14,362	14,217	14,323
Annuities	113,887	109,166	118,176	113,872
Retirement	54,395	56,348	56,222	61,755
FICA	226,620	244,140	242,271	236,468
Retiree Benefits	37,704	38,972	57,918	86,799
Other Employee Benefits	<u>3,427</u>	<u>4,333</u>	<u>3,182</u>	<u>3,481</u>
<b>Subtotal</b>	<b>966,778</b>	<b>994,177</b>	<b>1,050,200</b>	<b>1,128,953</b>
<b>Custodial Expense</b>				
Maintenance	23,860	29,485	28,370	30,590
Custodial Salaries	122,728	116,663	133,662	143,713
Water & Sewer	4,027	5,000	3,455	5,000
Paper & Cleaning Supplies	11,020	13,420	12,434	13,700
Electricity	37,745	37,600	34,348	38,350
Heat	20,740	20,000	24,958	24,000
Other Custodial/Building	<u>3,963</u>	<u>4,850</u>	<u>4,608</u>	<u>5,850</u>
<b>Subtotal</b>	<b>224,083</b>	<b>227,018</b>	<b>241,835</b>	<b>261,203</b>
<b>Grounds and Vehicles</b>				
Trash Hauling	4,248	4,700	3,639	5,600
Grounds Contract	7,901	8,100	8,075	8,237
Other Grounds Expense	<u>233</u>	<u>1,100</u>	<u>917</u>	<u>1,000</u>
<b>Subtotal</b>	<b>12,382</b>	<b>13,900</b>	<b>12,631</b>	<b>14,837</b>

**DRESDEN SCHOOL DISTRICT  
EXPENDITURE BUDGET REPORT**

**RICHMOND MIDDLE SCHOOL**

(Continued)

	<b>FY2003</b>	<b>FY2004</b>	<b>FY2004</b>	<b>FY2005</b>
	<u>Actual</u>	<u>Revised Budget</u>	<u>Anticipated Actual</u>	<u>Proposed Budget</u>
<b>Other Uses of Funds</b>				
Property/Liability Insurance	\$ 13,195	\$ 13,000	\$ 16,063	\$ 17,000
Field Trips	3,734	11,350	11,347	11,350
Site & Building Improvements	<u>97,005</u>	<u>2,000</u>	<u>1,973</u>	<u>1,000</u>
Subtotal	<u>113,934</u>	<u>26,350</u>	<u>29,383</u>	<u>29,350</u>
<b>RICHMOND SCHOOL TOTAL</b>	<b>\$4,554,894</b>	<b>\$4,772,309</b>	<b>\$4,692,528</b>	<b>\$4,823,239</b>

**HANOVER HIGH SCHOOL**

**Regular Instruction**

Teacher Salaries – Instructional	\$2,936,118	\$3,090,195	\$3,044,026	\$3,070,218
Ed Assistants	128,789	143,939	139,789	153,311
Substitutes	24,235	30,000	22,828	22,870
Tutors	7,687	17,500	17,500	24,560
Teacher Salaries– Sabbatical	0	0	0	20,298
Contracted Services	14,413	15,875	16,233	19,925
Copier Expenses	39,718	38,030	40,007	43,030
Instructional Supplies	64,422	73,421	74,121	73,970
Textbooks	43,130	45,623	45,570	55,920
Instructional Equipment	16,874	22,745	22,693	19,805
Other Instructional Expenses	<u>5,219</u>	<u>5,000</u>	<u>4,602</u>	<u>3,420</u>
Subtotal	<b>3,280,605</b>	<b>3,482,328</b>	<b>3,427,369</b>	<b>3,507,327</b>

<b>Technology</b>	<b>55,288</b>	<b>55,280</b>	<b>55,133</b>	<b>56,700</b>
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**Special Education**

Teacher/Psychologist Salaries	323,296	353,015	360,243	372,739
Ed Asst Salaries – Special Ed	125,042	151,878	152,420	160,642
Special Ed Tutors	1,125	1,000	1,000	1,000
Contracted Special Ed Services	71,782	68,625	71,908	136,155
Tuition	0	0	0	0
Special Ed Transportation	11,180	12,000	22,282	23,000
Books, Supplies, Equipment	<u>8,286</u>	<u>8,005</u>	<u>8,192</u>	<u>10,810</u>
Subtotal	<b>540,711</b>	<b>594,523</b>	<b>616,044</b>	<b>704,346</b>

<b>Vocational Education Tuition</b>	<b>40,737</b>	<b>65,000</b>	<b>59,649</b>	<b>70,000</b>
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**Athletics**

Coaches	142,700	138,200	142,000	142,000
Athletic Administration	84,249	87,297	87,638	93,326
Game Operating Costs	65,862	66,850	67,125	58,610
Facility Rental	224	1,200	1,200	1,400
Athletic Equipment	43,355	35,974	38,165	41,260
Other Athletic Expenses	17,653	20,230	19,101	20,605
Athletic Trips	<u>100,226</u>	<u>89,000</u>	<u>104,445</u>	<u>89,000</u>
Subtotal	<b>454,269</b>	<b>438,751</b>	<b>459,674</b>	<b>446,201</b>

**DRESDEN SCHOOL DISTRICT  
EXPENDITURE BUDGET REPORT**

	FY2003	FY2004	FY2004	FY2005
	<u>Actual</u>	<u>Revised Budget</u>	<u>Anticipated Actual</u>	<u>Proposed Budget</u>
<b>Co-Curricular Program</b>				
Salaries	\$ 37,125	\$ 38,468	\$ 32,593	\$ 38,468
Program Expenses	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	<u>9,800</u>
<b>Subtotal</b>	<b>44,625</b>	<b>45,968</b>	<b>40,093</b>	<b>48,268</b>
<b>Guidance</b>				
Guidance Counselors	283,852	301,914	292,497	315,629
Registrar, Ed Asst	32,945	33,555	34,166	52,559
Other Guidance Expenses	<u>27,086</u>	<u>28,804</u>	<u>28,118</u>	<u>29,155</u>
<b>Subtotal</b>	<b>343,884</b>	<b>364,273</b>	<b>354,781</b>	<b>397,343</b>
<b>Health Services Total</b>	<b>31,726</b>	<b>33,215</b>	<b>32,658</b>	<b>33,450</b>
<b>Staff &amp; Curriculum Development</b>				
Curriculum Development	1,200	2,200	2,200	3,000
Staff Development	64,795	99,674	106,803	116,975
Dresden Plan	<u>5,802</u>	<u>6,200</u>	<u>6,199</u>	<u>6,200</u>
<b>Subtotal</b>	<b>71,797</b>	<b>108,074</b>	<b>115,202</b>	<b>126,175</b>
<b>Library</b>				
Librarian/Ed Assts	111,185	115,774	116,047	139,623
Library Equipment	8,761	6,740	6,700	6,700
Books & Magazines	38,976	37,170	37,149	41,530
Supplies, Repairs, etc.	<u>12,363</u>	<u>17,460</u>	<u>17,528</u>	<u>14,960</u>
<b>Subtotal</b>	<b>171,285</b>	<b>177,144</b>	<b>177,424</b>	<b>202,813</b>
<b>School Administrative</b>				
Salaries, Administrative	384,999	402,219	398,529	398,896
Secretary/Ed Asst Salaries	133,113	143,068	143,729	146,287
Telephone	16,669	17,500	16,410	17,500
Postage, Printing, Office Supplies	24,110	29,050	26,698	28,700
Graduation Expenses	5,518	8,800	7,836	8,800
Equipment	2,788	0	0	0
Other Admin Expenses	<u>7,621</u>	<u>12,735</u>	<u>12,523</u>	<u>16,860</u>
<b>Subtotal</b>	<b>574,819</b>	<b>613,372</b>	<b>605,725</b>	<b>617,043</b>
<b>Employee Benefits</b>				
Medical Insurance	608,314	705,906	684,309	781,109
Dental Insurance	33,153	38,734	38,038	38,350
Life & Disability	40,446	48,486	43,026	43,805
Workers' Compensation	(3,097)	24,163	21,954	22,928
Annuities	135,707	151,491	167,145	163,949
Retirement	73,732	94,164	86,453	99,205
Retiree Benefits	168,480	148,640	165,507	142,931
FICA	375,815	401,791	396,402	419,788
Other Employee Benefits	<u>6,454</u>	<u>6,521</u>	<u>6,093</u>	<u>6,512</u>
<b>Subtotal</b>	<b>1,439,005</b>	<b>1,619,896</b>	<b>1,608,927</b>	<b>1,718,577</b>

**DRESDEN SCHOOL DISTRICT  
EXPENDITURE BUDGET REPORT**

**HANOVER HIGH SCHOOL  
(Continued)**

	<b>FY2003</b>	<b>FY2004 Revised Budget</b>	<b>FY2004 Anticipated Actual</b>	<b>FY2005 Proposed Budget</b>
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
<b>Operation &amp; Maintenance of Plant</b>				
Maintenance	\$ 82,354	\$ 51,030	\$ 49,528	\$ 54,870
Custodial Salaries	167,642	197,698	171,939	182,841
Water & Sewer	9,540	15,300	11,159	12,900
Paper & Cleaning Supplies	17,975	20,180	20,347	21,480
Electricity	45,378	47,000	37,319	47,900
Heat	44,989	46,000	40,408	51,000
Other Custodial/Building Expense	<u>7,203</u>	<u>9,675</u>	<u>9,532</u>	<u>10,025</u>
<b>Subtotal</b>	<b>375,080</b>	<b>386,883</b>	<b>340,232</b>	<b>381,016</b>
<b>Grounds &amp; Vehicles</b>				
Trash Hauling	9,984	10,000	9,592	10,650
Grounds Contract	72,650	65,600	65,531	66,700
Other Grounds Expense	336	2,900	2,896	2,900
Vehicles, etc.	<u>0</u>	<u>100</u>	<u>100</u>	<u>100</u>
<b>Subtotal</b>	<b>82,970</b>	<b>78,600</b>	<b>78,119</b>	<b>80,350</b>
<b>Other Uses of Funds</b>				
Property/Liability Insurance	20,867	20,000	23,594	25,000
Transportation (Voc Ed/Special Ed)	7,699	10,000	9,526	11,000
Field Trips	5,854	8,770	8,700	11,660
NEASC Evaluation	1,234	19,000	22,550	400
Site & Building Improvements	<u>48,791</u>	<u>32,840</u>	<u>32,511</u>	<u>4,000</u>
<b>Subtotal</b>	<b>84,444</b>	<b>90,610</b>	<b>96,880</b>	<b>52,060</b>
<b>HANOVER HIGH SCHOOL</b>				
<b>TOTAL</b>	<b><u>\$ 7,591,245</u></b>	<b><u>\$ 8,153,917</u></b>	<b><u>\$ 8,067,912</u></b>	<b><u>\$ 8,441,669</u></b>
<b>DRESDEN TOTAL</b>	<b><u>\$13,469,904</u></b>	<b><u>\$13,821,744</u></b>	<b><u>\$13,634,918</u></b>	<b><u>\$17,181,159</u></b>
Anticipated Teacher Contract Settlement				\$ 364,868
<b>Total Anticipated Dresden General Fund Budget</b>				<b><u>\$17,546,027</u></b>

**COMPARATIVE YEARLY ENROLLMENTS  
FOR OCTOBER FIRST OF EACH YEAR  
MARION W. CROSS SCHOOL**

<b>Year</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>Total</b>
1993	52	60	54	68	86	58	65	443
1994	54	59	65	59	74	85	62	458
1995	66	59	66	67	60	71	89	478
1996	60	70	63	69	70	59	71	462
1997	32	61	68	59	66	73	62	421
1998	35	39	62	67	61	66	69	393
1999	34	36	38	63	71	61	67	370
2000	30	43	37	39	60	71	62	342
2001	28	41	44	38	38	62	75	326
2002	41	39	44	50	36	42	63	315
2003	38	48	45	41	54	38	44	308

**NORWICH STUDENTS IN DRESDEN SCHOOL DISTRICT**

<b>Year</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>Total</b>
1993	59	56	59	47	47	42	310
1994	67	55	57	53	40	42	314
1995	54	66	53	57	51	41	322
1996	89	54	61	55	52	53	364
1997	73	90	62	58	57	53	393
1998	68	73	88	63	53	53	398
1999	76	65	67	83	59	55	405
2000	75	75	74	67	87	60	438
2001	68	75	72	77	63	81	437
2002	73	66	70	71	75	57	412
2003	62	76	68	69	67	74	416

**ALL DRESDEN SCHOOL DISTRICT STUDENTS**

<b>Year</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>Total</b>
1994	154	138	167	166	160	158	943
1995	151	150	177	171	159	152	960
1996	188	152	186	171	163	153	1013
1997	170	188	191	172	162	156	1039
1998	151	172	207	192	158	160	1040
1999	175	162	207	196	190	160	1090
2000	179	175	182	204	194	189	1123
2001	170	180	191	191	189	190	1111
2002	182	167	190	193	187	185	1104
2003	166	189	186	190	184	189	1110

**HANOVER HIGH SCHOOL  
CLASS OF 2003**

- Anderson, Margot L. (1)
- Anderson, Meagan
- Archambault, Rebecca A.
- Bacon, Katherine U.
- Bacon, Meredith C.
- Barr, David H.
- Blayney, Edward M.
- Bowen, Heather M.
- Brauch, James M.
- Brooks, Thea
- Brown, Russell W.
- Bryson, Catherine S.
- Buckley, Brandon J.
- Bunnell, Jessica
- Buskey, Benjamin C.
- Callaway, Benjamin
- Carmasin, Jeremy S.
- Carroll, Winslow \*\*
- Carter, James H.
- Celia, Matthew D.
- Cissé, Amadi S.
- Clancy, Brendan
- Cobb, Lane
- Cohen, Amanda \*
- Colacchio, Magdalene
- Colt, Robin L.
- Condon, Leah K. \*\*
- Conyers, Andrew (1)
- Cooper, Alicia L. \*\*
- Corcione, Daniel
- Corindia, Nicholas J. (1)
- Crane, Rebecca A.
- Creighton, Ryan \*\*
- Cross, Evan
- Crumbine, Jacob
- Curtis-Hill, Aurora B.
- D'Aveni, Donald R.
- Dahlberg, Autumn
- Danyluk, Brady D.
- Dennis, Isabel
- Dietrich, Christina E. O.
- DiSalvo, Christopher Ross
- Douglas, Laura
- Drew, Colin W.
- Dukeshire, David S.
- Dunn, Kestrel \*
- Eberhardt, Elizabeth
- Egna, Jai-Lee
- Fairbrothers, David L.
- Faughnan, Erica
- Ferris, Sarah
- Fisher, Allegra E. C. \*\*
- Fisher, Amelia \*\*
- Forman, Noah B.
- Frank, Ryan
- French, Laura N.
- Gallagher, Caitlin G.
- Gallagher, Shay E.
- Georgia, Jessica
- Gerber, Aaron M.
- Glasgo, Ryan
- Godoy, F. Matthew
- Greenwood, Eric
- Griesemer, Samuel
- Guest, Carol \*\*
- Hackett, Casey
- Hall, Arthur
- Hall, Tyler
- Hatch, Katherine A.
- Haun, Eliza
- Haynes, Colin C.
- Hendrickson, Susan L. \*
- Henry, Christopher
- Hershenson, Matthew \*
- Higgins, Tyler
- Honda, Yukako \*\*
- Hudson, Rachel
- Hughes, Katherine C. \*\*
- Husband, Garrett T. B.
- Jerome, Monica
- Johansen, Caitlin
- Johnson, Cara M.
- Jones, Natalie
- Judd, Ashley
- Kim, Hangyol A.
- Kispert, Elisabeth \*
- Kitzmiller, William
- Lafasciano, Celia Noelle
- LaHaye, Kevin R.
- Lee, Andrew M. \*
- Lehet, Matthew I.
- Levinger, Joshua S. \*

- Li, Chiang (1)
- Librot, Hannah
- Ligett, Nicholas
- Logan, Steve B.
- Lyon, Dorothy Ann S.
- Maguire, Ashley
- Malcolm, J. Foster
- Maloney, Bridget R.
- Malsin, Jared R. \*
- Marion, James Patrick \*
- McCampbell, Christopher
- McCoy, Benjamin
- McNally, James \*\*
- McWilliams, Benjamin
- McWilliams, Lindsay G.
- Meador, Ryan D.
- Miller, Andrew
- Miraldi, Jacob
- Mitchell, James W.
- Mitchell, Whitney H.
- Mock, Sarah
- Morrison, Troy
- Moskalev, Oleg
- Muller, Robert T. \*
- Mulligan, James
- Murphy, Caitlyn E.
- Naples, Colin J.
- Nicol, Caitrin \*\*
- Noseworthy, William
- O'Hara, Molly
- Osheyack, Eli
- Palac, Kara
- Park, Hilary
- Parker, George T.
- Parker, Katherine S.
- Pasini, Meredith T.
- Pearce, Adam F
- Pearce, Anna G. \*\*
- Peart, Noah V.
- Pennington, Calen \*\*
- Penny, Alexander H.
- Perovich, Carlyn \*\*
- Phetteplace, Eric J. \*\*
- Picard, Stacy
- Pillsbury, Catherine P.
- Ploog, Ansel \*
- Prescott, Bennett
- Pridgen, Victoria P. \*
- Priestley, Joshua W.
- Quill, Elizabeth A.
- Ragonese, Erin K.
- Redman, Katherine Ward
- Richardson, Russell M.
- Ripley, Elizabeth P.
- Robb, William G.
- Rogalski, Ryan M.
- Rose, Timothy S.
- Rosen, Jacob M. \*\*
- Rothstein, Zachary \*\*
- Rounds, Heather
- Sandin, Alesandra E. \*
- Schouten, Leah \*\*
- Simpson, Shauna N.
- Sliwinski, Max M.
- Smallidge, Rebecca
- Snyder, Michael \*
- Storrs, Nicholas
- Sweitzer, Matthew Hoffmeister
- Taylor, Jennifer
- Tierney, Jonathan
- Toomey, Elizabeth C.
- Torkelson, Elizabeth \*\*
- Tselepidakis, Elina
- Venti, Leah M. \*
- Virginia, William R.
- Vitt, Peter
- Ward, Jonathan
- Waswo, Lauren V.
- Waters, Rachel
- Webb, Charlotte
- West, Christopher
- Wheelock, Daniel S.
- Whitcomb, Eleanor T.
- Wiley, Lindsay A.
- Willey, Jessica G.
- Wolfson, Jesse P. \*
- Woods-Smith, Cecelia
- Worthington, Kashner
- Yeo, Wuan-Chwin J. \*\*
- Young, Lindsay L. \*
- Zhao, Shen \*
- Norwich resident
- \* Magna Cum Laude
- \*\* Maxima Cum Laude

(1) Certificate of Attendance

## TELEPHONE CONTACTS

<b>Emergency only: Ambulance, Fire, Police</b> .....	911
<b>Non Emergency</b>	
Ambulance .....	603-643-3610
Fire .....	649-1133
Police.....	649-1460
Game Warden.....	802-234-9933
Norwich Town Garage.....	649-2209
Norwich Recreation Council.....	649-3040
Web Page.....	www.norwich.vt.us

## OFFICE HOURS

Finance Office, Weekdays 8:30am-4:30pm.....	649-0122
Listers .....	649-1116
Tuesday & Thursday 1:30-4:30pm, Wednesday 8:30-11:30am	
Norwich Fire District.....	649-5424
Weekdays 8:30 to 11am (appointment recommended)	
Norwich Public Library .....	649-1184
Monday 1:00-8:00pm; Tuesday, Wednesday, Friday 10am-5:30pm;	
Thursday 10:00am-8:00pm; Saturday 10:00am-3:00pm	
Recreation Director Weekdays 8:30am-4:30pm.....	649-3040
Town Clerk.....	649-1419
Monday, Tuesday, Wednesday, Friday: 8:30am-4:30pm, Thursday, 8:30am-7pm	
Town Manager/Selectboard	
Weekdays 8:00am-4:30pm. (appointment recommended) .....	649-0127
Town Treasurer, by appointment.....	649-1678
Transfer Station & Recycling Center.....	649-1192
Wednesday, Saturday 8:00am-4:45pm	
Zoning Administrator/Planning Coordinator Weekdays 8:30am-4:30pm.....	649-1204

## MEETING SCHEDULES

(at Tracy Hall unless otherwise noted)

Affordable Housing .....	(at Norwich Library) 3rd Monday, 7:00pm
Conservation Commission .....	3rd Tuesday, 7:00pm
Development Review Board.....	1st Thursday, 7:00pm
Dresden School Board.....	4th Tuesday, 7:30pm
Energy Committee .....	3rd Thursday, 7:00pm
Finance Committee .....	Last Monday, 8:00am
Fire Department Training .....	2nd Monday, 6:30pm
Drill Night .....	3rd Monday, 6:30pm
Norwich School Board .....	1st Wednesday, 7:30pm
Norwich Public Library Board of Trustees.....	4th Monday, 7:00pm
Planning Commission .....	2nd & 4th Monday, 7:30pm
Prudential Committee/Fire District.....	3rd Tuesday, 7:30pm
Recreation Council .....	2nd Wednesday, 7:30pm
Selectboard .....	2nd & 4th Tuesday, 6:30pm
Sewer Committee.....	variable
Trails Committee .....	1st Wednesday, 7:00pm
Transportation Committee .....	3rd Monday, 7:30pm
Upper Valley Trails Alliance.....	Last Wednesday, 7:30pm

## GENERAL INFORMATION

**Access from Highways:** A written permit is required for any access from a property to State Aid roads and all town roads. If you wish to create a driveway or access to property from these roads, you must obtain a permit. A permit is also required if the use of a private road is changed, e.g., logging road changed to residential driveway. Permit applications are available from the Town Clerk and should be submitted to the Zoning Administrator.

**Zoning and Building Permits:** No building construction or land development may commence, and no land or structure may be devoted to a new or changed use within the Town without a permit issued by the Zoning Administrator. Any business carried on within the home requires either a Home Occupation Permit or a Conditional Use approval by the Development Review Board (DRB). All subdivisions require approval from the DRB.

**On-Site Sewage Disposal System:** New or replacement sewage disposal systems require a permit issued by the Sewage Officer (Zoning Administrator) based on an approved design prior to construction of the system. Construction, modification, or expansion of any structure requiring a new or expanded sewage disposal system may not commence until a sewage disposal permit has been issued. New or replacement sewage disposal systems must be inspected by the Sewage Officer or a qualified consultant during construction as specified in the ordinance and the permit. Repairs or minor modifications to existing sewage disposal systems may require a Minor Permit.

**Solid Waste Disposal:** Use of the Town Transfer Station and Recycling Center is limited to Norwich residents. A windshield sticker which costs \$1.00 may be obtained at the Town Clerk's office. You pay a per-bag fee for all trash that cannot be recycled. Fees are \$2.50 per ticket purchased at the Transfer Station (by check only), and \$20 for the coupons purchased at the Town Clerk's office.

Permits for the landfill in Hartford, Vermont are available at the Town Clerk's office, together with the rule and coupons necessary for payment. Coupons cost \$3.25 each and windshield stickers are \$15.00.

**Pet Licenses:** All dogs, wolf hybrids and cats six months of age or older must be licensed annually on or before April 1 of each year. A current rabies vaccination certificate must be presented before an animal can be licensed. For dogs or wolf hybrids, regular license fees are \$5.00 for a neutered male or spayed female; \$9.00 for others. All cats are \$2.00, male or female, spayed or neutered. A statutory fine of one-half of the license fee will be charged for dogs and cats licensed after April 1.

Copies of all ordinances are available or on file at the Town Clerk's office.

*The Auditors thank Ellie Huke, Jean Lawe and Kristin Brown for their contributions to this Town Report.*

**TOWN OF NORWICH**

**P.O. Box 376**

**Norwich, Vermont**

**05055**

**BULK RATE  
U.S. POSTAGE  
PAID  
NORWICH, VT  
PERMIT NO. 28**

**Postal Patron  
Norwich, VT 05055**

**DRESDEN DISTRICT MEETING**

**Thursday, February 26, 2004: 7:30pm**

**Hanover High School**

**NORWICH TOWN MEETING**

**Monday, March 1, 2004: 7:30pm**

**Tracy Hall**

**VOTING HOURS**

**Tuesday, March 2, 2004: 7am - 7pm**

**PLEASE BRING THIS REPORT WITH YOU TO TOWN MEETING**