Part II

Town Boards, Commissions, Committees & Departments

Selectboard

The destructive impact of Tropical Storm Irene and the effort to repair roads, ditches, culverts, and stream beds, and the planning to rebuild the Norwich Pool represented the largest single priority for our Town during the 2011-2012 fiscal year, with an estimated total cost of close to one and a quarter million dollars. The Selectboard appreciated the rapid and helpful responses of our Fire, Police, and Public Works Departments to the damage to our Town's infrastructure, the expertise and patience of our employees in securing 95% reimbursement from FEMA and the state of Vermont, and the individual efforts of our citizens as they assisted neighbors in both Norwich and surrounding towns.

Other notable Selectboard activities during FY12 include: starting the year in July of 2011 with a tax rate the same as the previous year; receiving the report from the Public Works Review Committee and implementing a majority of its recommendations, including new pavement management software, clerical assistance for the Public Works Department, and minimizing salt and anti-icing agents' effects on private property; receiving the report from the Committee to Review Real Property Assessment Functions, making budget and staff changes to move to a contract Assessor and placing an Assessing Clerk in the Listers' Office this year; adopting a new Town Plan in December of 2011; and supporting the creation of a Town-wide Property Assessed Clean Energy (PACE) District in Norwich to allow our citizens to finance energy efficiency and renewable energy improvements in an affordable manner at no cost to the Town.

In September of 2011, the Selectboard exercised its statutory responsibility and appointed Neil Fulton first as Interim Town Manager and then as Town Manager.

In March 2012, following three years of dedicated service, Roger Blake left the Selectboard and we welcomed Keith Moran upon his election to the Board.

During the current fiscal year and into the future the Selectboard's agenda includes: strategic planning; public safety communications; long-term capital needs, police, fire, and public works facilities, roads and sidewalks; and replacement of the dam at the Norwich Pool.

> Christopher Ashley, Chair; Linda Cook, Vice-Chair Ed Childs; Stephen Flanders; and Keith Moran

Town Manager Report

I was appointed as Interim Town Manager on September 20, 2011 and then became the permanent Town Manager on April 11, 2012.

The following are some notable events during the period from July 1, 2011 through June 30, 2012.

- On August 28, 2011 Tropical Storm Irene ripped through Vermont causing significant damage. While the damage in Norwich was not as severe as some of our neighbors experienced, it still caused in excess of \$1.2 million in damage to roads, bridges and the Norwich Pool dam. FEMA identified 24 different project areas that needed repairs and the Town will be reimbursed 95% of approved repair costs. The Public Works Department, with the assistance of the Fire and Police Departments, promptly responded to the storm and the Public Works Department had all roads passable for emergency vehicles and school buses within 96 hours of the storm. The Finance Department, with the help of the Public Works Director, filled out numerous forms in order to be eligible for the 95% reimbursement.
- The Norwich Pool dam received significant damage from the storm. Public forums were held and there is strong community support for replacing the dam and restoring the pool. A consultant was hired to design a replacement that will withstand a similar storm, provide fish passage, and also be easier to operate.

- The Public Works Department Review Committee, a Committee of Norwich residents and two selectmen, completed their review of Public Works functions which include highway, solid waste, and buildings and grounds. The Committee made a number of recommendations that are in the process of being reviewed and implemented. A survey done by the Committee found a widespread and very high level of satisfaction in the community with the performance of the Public Works Department.
- The Federal Communications Commission is requiring the use of less radio spectrum by all emergency communication systems by January 1, 2013. Less radio spectrum means less coverage and significant degradation in radio communications in emergencies unless a major upgrade is made to the radio communication systems for the Fire, Police and Public Works Departments. System upgrades are being designed and grants are being applied for to help fund the required improvements.
- A functional and regulatory deficiency study is underway for the Public Works, Police and Fire Department facilities. This will be followed by the development of a program that defines short-term and long-term space needs and looks at ways to meet any needs in a cost-efficient manner.

My thanks to the Selectboard, excellent Town employees and many Norwich residents who have helped me as I serve as Town Manager.

Neil R. Fulton, Town Manager (649-1419, ext. 102)

Collector of Delinquent Taxes

As Town Manager, it is my responsibility to act as the Collector of Delinquent Taxes. Taxes become delinquent after the second payment is due in February if taxes remain unpaid. A Warrant is issued by the Treasurer authorizing the collection of delinquent taxes along with an 8% penalty and 1% interest per month for the first three months and 1.5% interest thereafter. A tax collection policy outlines the collection process, which includes payment applications, payment plans and tax sale procedures, if necessary.

Neil Fulton, Town Manager (649-1419, ext. 102)

Tax Year Summary for 2011 - 2012

Final Taxes Billed:	.\$14,549,166
Taxes Collected during FY:	. <u>\$14,331,381</u>
Taxes outstanding at close of FY:	\$217,785

Delinquent Tax Report

6/30/2011 Delinquent Tax Balance:	<u>5</u> 4
Less delinquent taxes collected & abatements:	
Taxes delinquent for FY10/11	7
Delinquent taxes as of December 31, 2012\$116,958	8

Town Clerk

This year we have seen an increase in the number of documents recorded in our office. We went from 4,207 pages recorded in the Land Records to 4,635 pages. This amounts to \$41,715 of revenue for the Town.

We processed 87 motor vehicle registration renewals, licensed 616 dogs, down from last year's 644; we sold 327 Fish and Game Licenses which is up from last year. We issued 26 Marriage Licenses; there were seven deaths and one home birth to report this year.

Last year I reported that I was in the process of having Volume Four of our Town's Birth, Death and Marriage records digitally enhanced and an archival reproduction done which covers the time frame of 1857 to 1967. This volume has been returned to me and looks wonderful. As I had hoped, some of the information which was lost to the naked eye has been restored and the archival copy is wonderful to have so that we can use this instead of the original.

This year we have started a new process in recording our documents. Each Land Record that we receive will be scanned and digitally reproduced into a Land Record Binder. This allows the image to be stored off site and in the event something happens to the records, we will be able to reproduce the documents in house. My plans are to use this system to go backward as well as forward.

The Town Clerk's Office is open Monday through Friday 8:30 am to 4:30 pm. During this time you may come in and register to vote, purchase cards and stickers for the Norwich Transfer Station as well as cards and stickers for the Hartford Landfill, renew your motor vehicle registration, or research the records in the vault.

Dog licenses will be available to purchase in January of 2013 and remember the April 1st deadline to register your dog. If you do not already have a rabies certificate on file with us, you will need to get a copy from your veterinarian.

If you have any questions or need help, please do not hesitate to stop in or call and we will do our best to help.

Bonnie J. Munday, Town Clerk (649-1419, ext. 103) Ann Harvey, Assistant Judy Trussell, Assistant

*Note: The discussion of Article 6 was inadvertently omitted from the minutes of the March 1, 2011 annual meeting. The complete minutes may be seen in the Town Clerk's Office.

Vital Records for 2012

As recorded by the Town Clerk's Office January 1 to December 31, 2012

Marriages

Steinberg, Shannon Megan	Doyle, Lee Thomas
Ziegler, William David	Fox, Prince David Alan Forsythe II
Kaur, Mandeep	Neti, Pavan
Rowland, Brenda Diane	Davis, Christopher James
Maguire, Ashley Lyn	Schuyler, Matthew Warren
Gallant, Jamie Troy	Kinsler, Erron Laksin
Nattie, Anna Elizabeth	Rosen, Daniel Ariel
Guyette, Anthony Adam	Caouette, Samara Jade
Landi, Cheryl Ann	Greenleaf, James Stanley
Ladd-Smith, Ivan Jermaine	Stanton, Anna Linton

Tallon, Lindsay R.	Smith, Eamonn P.
Bell, Steven Austin	Kerrigan, Kathleen Ann
Daulaire, Leif K.T.	Barr, Rachel Elizabeth
Ambrose, Meghan Ellen	Spitzer, Gabriel Peter
Crossen, Abigail Richards	Griggs, James Kimo Safford
Karisberg, Alissa Jill	Merrick, Sean David
Holleran, Alexa Ruppert	
Kelley, William Michael	LeJeune, Danielle Renee
Cowan, Gayla	Crowe, Linda I.
Knapp, Arianna	Strickler, Christopher James
Harris, Jean Patricia	Schwab, Hans P.
Gerber, Scott Anthony	Kettenbach, Arminja Nadine
Guillette, Peter Andre II	Danaher, Doreen Marie
Cheyne, Jason Michael	McGann, Amber Ann
Richardson, Lars Carver	Barnes-Nessa, Alayna Hope
Marshall, Kathleen O'Hara	

There was one homebirth and seven deaths which occurred in the town of Norwich.

Cemetery Commission

The five-member Cemetery Commission is responsible for the care and upkeep, as well as necessary improvements, of all 10 Norwich cemeteries. This includes the Union Village Cemetery.

A new retaining wall has been put up on Hillside terrace and new drainage has been put in both the old and new sections. All seasonal maintenance has been performed in a timely manner and we constantly review all options and try to select the best one.

The financial details of our operations for FY12 are summarized below, based on information provided by the Finance Office and Treasurer:

Revenue:

Appropriation from town of Norwich	\$15,000
Woodworth Unitrust	3,765
Sales of Cemetery Markers	1,180
Perpetual Care Fund - Interest	1,067
Operating Account – Interest	<u>4</u>
	\$21,016

Expenses:
Capital Improvements <u>\$ 1,000</u>
Purchased Services:
Mowing/Trimming and Brush Cutting
Drainage Improvements9,115
Tree Trimming/Removal Costs
Purchased Services subtotal
Repairs and Maintenance4
Mowing Supplies
Water
Postage
\$24,214

Demo Sofronas for Fred Smith Jr., Chairman (649-1094)

Conservation Commission

The Conservation Commission endeavors to inventory, monitor, and conserve the natural heritage assets in Town. These assets include wildlife, wetlands, waterways, natural plant communities, and scenic resources. We share our findings with our fellow citizens, Town commissions, and governing bodies. For the benefit of all Town residents we:

- Displayed local photography and elementary school activities at the post office.
- Hosted a public lecture, discussing stream ecology and brook trout biology, by Rich Kirn from the VT Agency of Natural Resources.
- Maintained and improved trails via the Trails Committee.
- Began mapping the wildlife corridors and habitats.
- Placed and monitored infra-red, motion-sensitive cameras to monitor road crossings by wildlife.
- Participated in plantings for stream restoration along the banks of Blood Brook in conjunction with the Marion Cross School LEEP program.
- Advised the Town about including a natural stream channel bypass in the design of the new swimming pool.
- Had a commissioner attend the Naturalist Training Course at VLT/VINS.

Stephen Gaughan, Chair (649-1960)



Norwich Farmers' Market: 35th Anniversary, 2012 Photo - Suzie Wallis

Development Review Board

The Development Review Board (DRB) has seven members appointed for three-year terms by the Selectboard. There are also three alternate members. The DRB meets on the first and third Thursdays of each month, whenever applications are before the Board. Hearings can include subdivisions, site reviews, conditional uses, variances, and appeals. Meetings are posted on the notice boards and you may also sign up with the Zoning Administrator to receive email notices.

During the year we heard four subdivision applications which required a total of 9 public hearings. The Board also considered two boundary line adjustments, five conditional use applications and a site plan review. A recent change in the Norwich Zoning Ordinance requires the DRB to approve a "Development Envelope" on undeveloped lots before a building permit is issued. We heard one such application. During the past year members of the DRB have worked with the Planning Commission to update the Subdivision Regulations; the last version has been in effect for nearly ten years. The revised regulations will simplify and clarify several sections. We await their adoption by the town of Norwich.

Both video and sound recordings are made of most public hearings and these can be reviewed by applying to the Zoning Administrator. Attending public hearings enables one to keep up with significant changes in Norwich and the public is always welcome to attend.

John E. Lawe, Chair (649-1585)

Emergency Management

Emergency Management's responsibility is to prepare for disasters and to coordinate responses to situations that may demand extraordinary action. Our approach is to use an "all hazards" management system. This meets the National Incident Management System (NIMS) standards established by the Department of Homeland Security. Our current Emergency Operations Plan and Rapid Response Plan are NIMS-compliant. These plans are dynamic documents that require annual review and revisions. Floods, storms, fires, and hazardous materials releases have the highest probability of threatening our community.

Our plans were put to test on August 28, 2011 by Tropical Storm Irene. Public Works was the primary department for this incident. Their planning for needed resources enabled them to reopen roads quickly. Their operations were based on priorities, resources, and community needs. As a result, every area of Town was accessible by nightfall. We activated our Emergency Operations Center for about 8 hours. The Fire and Police Departments provided assistance throughout the storm.

VT Homeland Security approved our grant request for \$23,041.00 to purchase 5 portable and 11 mobile radios for the Public Works Department. All of Public Works' radios are compliant with the FCC narrow band mandate. This will facilitate interoperability between Norwich and other agencies.

The Town Manager is, by statute, the Director of Emergency Management. The Fire Chief is the Deputy Director and Regina Owens is the Emergency Management Coordinator.

Stephen Leinoff, Deputy Emergency Management Director

Finance Committee

The Norwich Finance Committee (NFC), appointed by the Norwich Selectboard, is composed of seven Norwich residents. Beginning in the spring of 2012, the Selectboard required that no member may receive compensation from the Town, School Districts or Supervisory Union nor have spouses that do so, but exempted the Town Treasurer, who has historically served as one of the seven members, until 2013. The seven NFC members, along with the seven appointed members of the Hanover Finance Committee, comprise the Finance Committee for the Dresden School District. The NFC elects a chair, vice-chair and secretary from among its members. Vacancies on the NFC are filled by appointment of the Selectboard.

In the spring of 2012, the Selectboard formally adopted the following revised charge for the NFC:

The NFC provides advice in the creation of annual budgets for the Town of Norwich, the Norwich School District and, together with the Hanover Finance Committee, the Dresden School District. The NFC researches budgets, policies, contracts, and practices that affect Norwich town and school finances. It renders nonbinding advisory recommendations about costs, benefits and financial options, based on economic factors and principles.

The NFC holds regular meetings on the second Tuesday of each month and takes a lead in discussing and opining on issues that involve the expenditure of public money at the Town level to focus on the prudency and efficiency of such expenditures. A key part of each member's participation in the NFC is to attend meetings of the Selectboard and the School Board to stay current on budget issues. During 2011, NFC members, participating on the Dresden Finance Committee, took a role in educating the public about details of the Dresden teachers' contract. The NFC participates in Town Eating Day to answer questions from the residents of Norwich and attempts to inform all residents throughout the year.

Nate Stearns, Chair (649-7144)

Finance Office

The Finance Office is responsible for all accounting functions for the Town and all tax collection. Please review the audited financial statements and the proposed budget included in the Town Report for specific information.

The initial billing for school and Town tax was \$14,557,680. Revised tax bills for current use changes, Board of Civil Authority and state board changes, and errors and omissions reduced taxes raised by \$10,601. Additions due to HS-122 changes increased taxes by \$2,087. These changes resulted in the final amount raised of \$14,549,166. Of this amount, \$11,348,465 was in support of education and \$3,200,701 was in support of the Town. There were tax abatements in the amount of \$3,062.

Recent legislative changes require the return to the annual filing of HS-122 Homestead Declarations for FY13-14. Late, undeclared or incorrectly declared homesteads will be assessed an 8% penalty on the education tax. Please make sure that you file your Homestead Declaration forms by April 15, 2013. Property Tax Adjustment-HS-145 claims are also due by April 15, 2013. Refer to your tax booklet for the forms or go to www.state.vt.us/tax/index.shtml and file online.

Roberta Robinson, Finance Officer (649-1419, ext. 105) Jonathan Bynum, Finance Assistant (649-1419, ext. 106)

Fire Department

The Fire Department responded to 231 incidents in FY12, a 15 percent increase from the prior year. Our rating from the Insurance Services Office remains one of the best in the area, resulting in significant savings on fire insurance premiums.

Call Types	2011-2012
Structure Fires	7
Vehicle Fires	3
Wildland Fire	1
Other Fires	1
Medical	87
Vehicle Crashes	34
Hazardous Conditions, no fire	13
Service Calls	18
Good Intent Calls	35
False Alarms	31
Other	1
Total	231

We switched fire and emergency medical services dispatching to the Hanover Dispatch Center. This reduced dispatch costs and improved communications. We have been working with Hanover to create a regional approach to radio communications. VT Homeland Security funded the replacement of the firehouse base radio (a \$1,691 grant).

The Department emphasizes fire prevention, helping to identify and mitigate potentially hazardous conditions. Our formal public education programs reached 140 adults and 484 children.

Current Members

- Officers: Chief Stephen Leinoff, Deputy Chief Neil Fulton, Assistant Chief Lloyd Tebbetts, Captain Matt Swett, Lieutenant Pete Schwab, and Lieutenant Asaf Wyszynski.
- Firefighter-Emergency Medical Technicians (EMTs): Jake Blum, Susan Blum, Linda Cook, Tim Cronan, Matt Herbert, Regina Owens, Dan Schneider, Louis Stiffler, Chris Thayer, Deborah Travers, and Jon Wilkinson.
- Firefighters: Mark Anderson, Mary Anderson, Bryan Carroll, Tim Cronan, Mathew Davis, Peter Griggs, Aaron Lamperti, Nancy LaRowe, Chad Poston, Grant Simpson, Lisa Talmadge, Warren Thayer, David Yesman, Alex von Reyn, Tim Webster, and Asaf Wyszynski.
- **EMTs:** Toni Apgar, Charlene Bradley, Nick Danford, Frances Eanet, John Lawe, Kelly Michaelsen, and Bonnie Munday.

Support Team

The team provides food and supplies to emergency responders at incident scenes and the station.

Members: Annah Dupuis, Cheri Henry, Theresa Moore, Liz Russell, Sydney Smith, Laurie Welch, Linda Cook, advisor, and Jaden Gladstone.

Stephen Leinoff, Fire Chief (649-1133; Fire@norwich.vt.us)

Fire Warden

This year has been a successful one. People planning to burn call Hanover Dispatch, who then text me with your locatable address.

Guidelines for burning:

1. When there is no snow on the ground, pick up a burn permit at the Town Clerk's office Monday through Friday 8:30 am – 4:30 pm. Permits may also be gotten from the Fire Warden, Linda Cook, at 1-603-208-7847 or the Fire Chief 649-1133 ext. 3. When you light the fire call Hanover Dispatch at 1-603-643-2222.

2. Where there is snow on the ground, please call Hanover Dispatch and the Fire Warden.

Spring will be upon us soon and as the leaves, pine needles, and small dead brush dr out it creates a condition for grass or brush fires. Please help by removing all dry and dead vegetation from around structures.

I would like to thank everyone for your assistance.

Linda Cook, Fire Warden

Health Officer

The Town Health Officer and Deputy Health Officer (HOs) are appointed by the Vermont Commissioner of Health on the recommendation of the Selectboard. Their responsibility is to protect public health and to be the local representatives of the State Health Department.

The Health Officers can investigate and advise on individual problems with on-site septic systems when these pose a public health hazard. Generally, however, the State of Vermont has assumed responsibility for investigating failed systems, permitting repairs and the design and installation of new septic systems. The HOs also administer the Rental Housing Code and conduct site visits when a tenant reports a health hazard. Several situations were investigated during the last year, some of which involved the State safety and fire codes. The HOs work with the tenant and landlord to correct deficiencies.

Each year brings back older public health hazards. During the past year the emphasis on influenza has been replaced by a resurgence of Eastern Equine Encephalitis, West Nile Virus and more recently by Whooping Cough. From a public health perspective good hygiene and elimination of stagnant water breeding areas for mosquitoes is helpful.

John E. Lawe, Norwich Health Officer (649-1585) Bonnie Munday, Deputy Health Officer (649-1419)

Historic Preservation Commission (HPC)

Norwich is one of 14 Certified Local Governments in Vermont. As a CLG, the Town established an HPC to promote and advocate for historic preservation in Norwich.

In its second year, the Commission's work has included:

- The Historic Walking Tour brochure, which is being distributed in Vermont Welcome Centers and locally. A second printing of 10,000 copies was underwritten by Dartmouth Printing.
- A second \$9,000 CLG grant to prepare two National Register nominations: the Beaver Meadow neighborhood including the schoolhouse and the Chapel, already on the National Register and the Root Schoolhouse, Union Village Road. The grant also included developing an enhanced historic preservation website.
- Commissioners serve as liaisons to the two schoolhouses, the Congregational Church steeple, and the Grange.
- Beaver Meadow Schoolhouse received a \$22,500 matching grant from the state's Cultural Facilities Program for water and sewer. Root Schoolhouse received a \$2,000 grant from the Women's Club and \$500 from the Preservation Trust of Vermont for initial architectural planning for restoration and reuse of the building.
- Norwich Times had a feature article on Norwich's two remaining one-room schoolhouses written by HPC member, Peter Brink.
- Work with the Grange on a condition assessment for the building, funded in part by the Preservation Trust of Vermont.
- Submission of an application for a new historic marker on Norwich's history to the Division for Historic Preservation, to be installed on Norwich Historical Society grounds with public access.

Nancy Hoggson, Chair (649-5740)

Land Management Council

The Land Management Council manages the Fire District Land, encompassing 917 acres in six parcels within the Charles Brown drainage. Our mission is to manage this land for recreation, wildlife habitat and forest resources.

Early this fall (2012) the Public Works Department relocated the Town wood shed to the log landing along the south side of Beaver Meadow Road, above Brown Schoolhouse Road. This site will be safer and easier to use for the delivery and pick up of firewood.

The timber stand improvement planned for Parcels 2 and 3 in the winter of 2012-2013 has been postponed due to poor market conditions for pulpwood and other low-grade products. Hopefully the market will improve and logging can begin by the fall of 2013.

Planned trail work on the lower Ballard Trail by the Vermont Youth Conservation Corp, utilizing a VTrans grant, will take place in the summer of 2013. This will involve the relocation of the trail around the collapsing bank along Charles Brown Brook.

David Hubbard, Chair (649-3882)

Listers

The Norwich Listers' office has gone through many changes in the past year. In summer 2011 the Selectboard appointed a Committee to Review Real Property Assessment Functions. After a three-month study, the Committee made the following recommendations in its final report:

- Complete a Town-wide reappraisal every four years.
- Divide the Town into quadrants and gather data on 25% of the parcels each year. Residents can count on a reliable schedule for the updating of information on all parcels every four years and on the Town performing a Town-wide reappraisal every four years.
- Listers to be paid an annual stipend.
- Hire a contract assessor or a part-time assessor for one to two days a week. Hire a clerk for 20 hours per week up to a full-time position.

The report was accepted by the Selectboard and the recommendations were included in the Town budget that was passed in March 2012. The report can be found on the town of Norwich website under Listers.

Lister Jonathan Vincent resigned in December and the Selectboard appointed Alison May in January to serve until Town Meeting. Cheryl Lindberg was elected for a 1-year term and Ernie Ciccotelli for a 3-year term in March 2012.

The Listers worked with the Town Manager to fill the assessor and clerk positions. We hired Darlene Cook as our clerk. She has worked in the Hanover Town Offices for a long time and continues there part-time. We hired NEMC (New England Municipal Consultants) as a contract assessor. This represents a big savings because NEMC is the company that is doing the Town-wide reappraisal that will be completed in April 2013 for the 2013 Grand List. They are already familiar with the Town and are helping to train our clerk.

After lodging the final Grand List in June 2012 we heard 28 grievances. Eight of them appealed to the Board of Civil Authority. The Listers appealed the 2011 sales study and were able to increase the CLA (Common Level of Appraisal) from 93.04 to 93.30 which helped to mitigate some of the property tax burden.

We thank the Norwich residents for their cooperation with the reappraisal process. Your cooperation in making appointments for interior inspections is extremely appreciated.

Liz Blum, Chair; Ernie Ciccotelli; Cheryl A. Lindberg

2012 Grand List

Total Taxable Property (2012 Education Grand List)\$7One percent (1%) of Total Grand List	
Real Estate Exemptions by Vote	
Norwich Fire District	\$40,000
Beaver Meadow Chapel Association	
Root District Game Club	
Upper Valley Community Grange Inc. # 34	
Veterans (5)	
Charlotte Metcalf Trustee	
Timothy Brownell	
Total Voted Exemption	
(lost education tax to be made up by remainder of Town)	901,000
(lost education tax to be made up by remainder of Town)	
Real Estate Exemptions by Agreement	
Norwich Housing Corporation	.\$1,546,600
Real Estate Exemptions by Statute	
Veterans, Statutory (5)	\$50,000
Child Care Center, Inc.	
Montshire Museum of Science	
Norwich Historical Society	
Norwich Nursery School	
The Family Place	
Andrew C. & Margaret R. Sigler Foundation	
Norwich Public Library Association	
Total Real Estate Exemptions	
	11,902,700
Breakdown of Education Grand List	
R-1 Residence with under 6A of Land (780)\$3	
R-2 Residence with 6A of land or over (484)	
MH Mobile Home with or without land (15)	
C Commercial Properties (48)	
CA Commercial Apartments (8)	
UE Utilities Electric (4)	
UO Utilities Other (2)	
FFarms (11)	
Other (40)	
M Miscellaneous (150)	
Cable (Education Grand List only)	1,264,600
Land Use Appraisal Program	
Number of parcels enrolled in program	
Number of acres in program	
Exempt value of enrolled property\$	23,304,600
	, ,
Municipal Grand List as of: 31 December 2006	44 870 700
31 December 2006	577 140 000
31 December 2007	511,170,900 607 517 110
31 December 2009	08 055 700
31 December 2009	
31 December 2010	
31 December 2012	
	JI, JUO,200

Milton Frye Nature Area Committee (MFNAC)

The MFNAC promotes the use and care of the 35.5-acre Town property commonly known as the Nature Area, which contains forest, meadow, and apple orchard. The Committee oversees maintenance of the trails in the area, sponsors educational programs, and is charged with stewardship of the property in accordance with the conservation easement jointly held by the Upper Valley Land Trust (UVLT) and the town of Norwich. The MFNAC reports to the Norwich Conservation Commission.

Selected activities in 2011-2012 included:

- Allie Bernstein led a UVLT Environmental Education/Art Hike in the Nature Area.
- Stan Williams, MFNAC committee member brush hogged the lower meadow.
- Justin Hybels reported on the remarkable 2011 nesting success in the nest boxes. Preliminary reports indicated an even higher success rate in the 2012 season.
- A box for barred owl nesting has been installed.
- Alcott Smith led a well-attended winter interpretive walk.
- A UVLT Stewardship Training day was held at the Nature Area.
- Information on the history of the nature area was included in an exhibit at the Norwich Historical Society which was prepared by Marion Cross 3rd graders.
- On May 12, 2012, a bird walk with 16 participants found 33 species in the Nature Area.
- On June 9, 2012, Cheryl Sittle placed an entry on the Norwich listserve in praise of the Nature Area.

Special thanks to all members of the community who volunteered in any of these and other activities.

Lindsay Putnam (649-1668)

Norwich Energy Committee (NEC)

Most of the NEC's attention in FY12 was engaged by two projects: Solarize Norwich, and launching the PACE program (Property Assessed Clean Energy) in Town.

For Solarize Norwich, the NEC partnered with ReKnew Energy of Hartford, Vermont, to offer discounted pricing for residential photovoltaic installations to Norwich homeowners. A mailing and well attended public forum resulted in approximately 30 home visits and ultimately 13 installations totaling 64.3 kilowatts of capacity, all during FY12.

Norwich voters approved the Town's participation in PACE at the March 2012 Town Meeting. The program will enable Norwich residents to finance home energy improvements or renewable energy projects through low-cost loans that are repaid via a special assessment on the property tax bill. The NEC closely followed the rollout of the program and held informational sessions to inform townspeople about the process and help them conceive and initiate projects.

In addition, the NEC:

- Collaborated with the Public Works Department, the Police Departments, and the Sustainable Energy Resource Group (SERG) to assess the Town's public streetlights, resulting in the elimination of six lights deemed unnecessary.
- Advised the Capital Facilities and Budgeting Committee about planning for future municipal renewable energy projects.
- Assessed the Two Rivers Ottauquechee Regional Commission's reports on energy consumption of our municipal buildings.

- Attended the annual conferences of the Vermont Energy and Climate Action Network and the Upper Valley Energy Committee Roundtable.
- Continued to investigate the feasibility of a privately financed rooftop solar installation at Marion Cross School.
- Created an NEC page on the Town's website.

The NEC meets regularly on the third Thursday of every month, at 7 pm at Tracy Hall. For more information, contact Linda Gray (649-2032, linda.c.gray@gmail.com) or Alan Berolzheimer (649-2857, bercress@sover.net).

Planning Commission

The Planning Commission is responsible for drafting the Town Plan and land use regulations to implement the Plan. The Town Plan contains historical perspective, current conditions, and a vision for the future of the Town. In addition to a narrative, data, and maps, the Plan includes goals, objectives, and a proposed course of action. The Planning Commission's role in the implementation of the Plan is drafting land use regulations for zoning, subdivision, flood hazard, and other development. The Commission also supports non-regulatory implementation initiatives such as affordable housing and natural resource preservation.

This past year, after five years of extensive research, public workshops, and hearings, a final draft of a new Town Plan was sent to the Selectboard for more public review and was adopted in December 2011. The Commission also has been drafting amendments to the Subdivision Regulations originally adopted in 2002.

Other projects include transfer of the independent Affordable Housing Committee to an Affordable Housing Subcommittee of the Planning Commission, and continued study for a higher density mixed-use district along Route 5 South and River Road.

The Commission is a seven-member board appointed by the Selectboard to four-year terms with meetings open to the public every second and fourth Thursday at 7:00 pm. Minutes, regulations, the Town Plan, land use regulations, and other documents are available on the Town website. Agendas and notices are emailed to those requesting them at planner@norwich.vt.us.

Daniel Johnson, Chair (649-1969)

Police Department

The Norwich Police Department is staffed by dedicated men and women committed to maintaining the highest degree of professional standards through preservation of the safety and security of residents and visitors to our community. In partnership with the community and other Town departments the Police Department is committed to enhancing quality of life, promoting a safe and secure environment, and ensuring that Norwich continues to be a special place to live and work.

The success of any public service agency depends upon citizen satisfaction, trust and goodwill. The Department can best achieve its objectives and meet citizen needs by following a consistent, fair and open program of officer/citizen interaction. Department staff continuously works to establish and enhance positive lines of communication with all segments of our community. The mission of the Norwich Police Department can only succeed with the support of the community and I am very proud to be a part of this organization.

Staff development and training are key components of achieving our mission. Personnel have attended numerous training sessions to keep current and expand their knowledge with

the goal of delivering ever-improving quality of service and protection of the community. A wide variety of courses and seminars were attended by various personnel in addition to all officers' annual participation in a training program through the Vermont Criminal Justice Training Council covering legal issues, firearms qualification, first responder certification, defensive tactics and community policing, which included a training seminar on the nonverbal communication protocols of varying cultures.

As in past years, I will conclude by thanking all the people who have supported the Norwich Police Department. Many of you have spoken to me personally, and others sent notes of appreciation complimenting various members of the Department. Your expressions of thanks are greatly appreciated. If you have any comments or suggestions, which you feel would be beneficial to us in better serving you, please let us know. You can telephone me at 802-649-1460, stop by the Police Station, or send me a note at Doug.Robinson@State.Vt.Us.

Douglas A. Robinson, Chief of Police; Judy Powell, Administrative Assistant Michael Scruggs, Police Officer; Jody LaFlam, Part-Time Officer Charles Rataj, Police Officer; Stuart Rogers, Part-Time Officer Francis Schippert, Police Officer

911 Hang Ups
Abandoned Vehicle
Accidents
Agency Assistance
Alarm
Alcohol Offense4
Animal Problem
Arrest on Warrant
Assault
Attempted Suicide
Background Investigation
Bad Check
Burglary
Citizen Assistance
Citizen Dispute
Condition of Release Violation1
Court Appearance24
Directed Patrol
Disorderly Conduct2
Domestic Abuse Order4
Driving License Suspended
Drugs
DUI
Family Disturbance/Fight7
Fireworks
Fish and Game Offense5
Foot Patrol/Business Checks159
Fraud
Iuvenile Problem/Runaway

Police Department Statistics FY12

Kidnapping0
Larceny
Leaving Scene of Accident5
Littering1
Lost or Found Property
Medical Assist
Missing Person
Motorist Assist./Complaint
Noise Disturbance
Parking Problem
Phone Problem
Property Check *
Public Speaking
Residence/Vehicle Lockout40
Sex Offense4
Stalking
Suspicious
Training
Traffic Citations
Traffic Hazard26
Traffic Warnings (written)
Trespassing
Unsecure Premises
Utility Problem1
Vandalism
Vehicle Serial # Inspection
Welfare Check
Miscellaneous

TOTAL

Property checks were conducted on 119 days with an approximate total of 1190 property check visits.

Public Works Department

The Norwich Department of Public Works strives to maintain a system of Town highways, bridges, and sidewalks that provide safe and convenient vehicle and pedestrian travel for our residents throughout the year.

Much of the work accomplished by the Department of Public Works during fiscal year 2011-2012 was in response to the damage caused by Tropical Storm Irene, which arrived on August 28, 2011. Seventeen roads sustained damage from the storm. Bragg Hill, Tigertown Road, and Turnpike Road sustained severe damage and were impassable. We were able to have all roads opened up and passable to (at least) one-way traffic within 96 hours after the storm. The flooding happened on Sunday, and school started on Tuesday, adding even more urgency to the situation. We were able to open all school bus routes in time for the first day of school.

We put forth every effort to accomplish all of the repair work in the most cost-effective and efficient manner possible under very difficult circumstances. It was extremely important that the necessary repairs were completed before the onset of winter. We only had one chance to do it right. Detailed documentation of all projects also had to be completed in order for us to apply for FEMA reimbursement for the repairs.

I would like to thank the Public Works staff, Fire and Police Department staff, as well as all of the contractors who helped handle this major emergency. Everyone involved put in many long hours in the days and weeks following Tropical Storm Irene. I would also like to thank Norwich residents for their patience during the cleanup process and the Town Manager and Norwich Selectboard for their support and trust of the Department of Public Works.

We continued with Tropical Storm Irene repairs during the spring and summer of 2012. Major work was needed to Bridge 41 on Turnpike Road. Two major debris cleanup projects were completed, one along the Charles Brown Brook and the other along Bloody Brook. There are still repair projects planned for three other bridges on Turnpike Road.

I would also like to thank Norwich voters for approving Article 6 on the ballot at Town Meeting, appropriating \$75,000 to establish a designated paving fund. This, along with a \$157,500 VT AOT paving grant made it possible for us to complete several much-needed paving projects throughout Town during the 2012 construction season.

The Buildings and Grounds division of Public Works is responsible for the maintenance of all Town buildings, properties, and recreation areas. We work closely with the Recreation Department to make sure that all playing fields are ready for the many sports events that are scheduled and we continue to collaborate with all other Town departments during the year in order to complete many projects that benefit the community.

For more information about the Department of Public Works, please visit the Town website at www.norwich.vt.us.

> Andy Hodgdon, Public Works Director (649-2209, Norwich_highway@earthlink.net) Public Works staff: Neal Rich, Gary Durkee, Albert Lewellyn, Paul Betters, Michael Koloski, and Jason Collins Buildings and Grounds staff: Justin Lewellyn and Ben Trussell

Recreation Department

The Norwich Recreation Department consists of a Recreation Director supervised by the Norwich Town Manager and advised and guided by the Recreation Council. The Council consists of approximately twelve residents, serving rotating three-year terms. Our mission is to offer a variety of recreational activities to Norwich residents from ages four through to adults. Our youth programs focus primarily on kindergarten through sixth grade. In all of our youth sports we stress maximum participation, development of skills, and fun. The goal of our youth offerings is to inspire a lifetime love of activity. We organize and support community events to help foster and maintain spirit within the town of Norwich. We oversee all the recreation facilities in Town including Huntley Meadow, the pool area and Barrett Meadow, including the bread oven.

The volunteer community involvement and philanthropy demonstrated in improving our recreation facilities this year is a special quality of Norwich which our department is blessed to be part of. Thanks to an unprecedented upgrade of Girard Field spearheaded by Everett Logan, our baseball diamond at Huntley Meadow has never looked better. Peter Brink organized a fundraising campaign that enabled the Town to restore our cherished bread oven at Barrett Meadow. In the winter, fifteen dedicated men volunteer in setting up and maintaining the rink on the Green for all residents to enjoy. This is a special group of individuals, looking for nothing more than the smiles on skaters' faces as a reward for all their time and labor. Our wonderful Buildings and Grounds crew did an outstanding job caring for and improving all of our Town park areas this year, particularly in transforming Barrett Meadow into a beautiful, welcoming facility. Our tennis court re-surfacing is set, with all four courts being done with the Guardian system which will allow residents to enjoy a virtually crack-free surface far longer.

Sadly, at the end of August we lost our beloved pool to Tropical Storm Irene. We began pool public forums to receive input from residents where unified support was expressed for rebuilding the pool. We will be receiving 95% funding from FEMA for the project, and continue to move forward on it. The hope is to have a new pool in place by next summer.

Throughout the year we offer over 100 different program sessions for participants to choose from. We were thrilled about increased participation in our diversified adult programs with 3 new offerings: Group Personal Training, Yoga and Stay Young-Chi Kung. These encouraged far better participation from seniors, a change we hope to see increase even further.

We would like to thank the Norwich Women's Club for awarding us a grant for a circular bike rack and new player benches to be installed next spring.

We rely heavily on the dedication of many community-minded volunteers for coaching and to serve on the Recreation Council. We are extremely fortunate not only to have these individuals on board but also to be surrounded by many local businesses and organizations willing to help sponsor the events we run. Their contributions make it all possible. We could not manage without their support, time and dedicated involvement. The Recreation Department is always in need of, and appreciative of more volunteers. Stop by the Recreation office, upstairs in Tracy Hall or call the number listed below if you would like to get involved. Remember, the benefits of recreation are endless. We thank retiring members David Bibeau, Lars Blackmore, and Lisa Adams who made outstanding contributions to improve our programs.

Please check the Recreation Department portion of our Town website for the latest programs, schedules and events@www.norwich.vt.us or if you would prefer to speak to someone directly, please call Jill at 649-3040 x.5 for more in-depth information.

Recreation Council: Kris Strohbehn, President; Laura Duncan, Vice-President; Giulia Alexander; Kristin Brown; Chris Clapp; Stuart Close; Karin Dwyer; Ben Forbush; Everett Logan; Bill Miles; Scott Neuman; Clayton Simmers; John Starosta; Ian Strohbehn.

Jill Niles, Director (649-1419, ext. 109; recreation@norwich.vt.us)

Senior Action Council

The Senior Action Council is a group of seven people appointed by the Selectboard. Our purpose is to answer to the needs of seniors in Norwich. Our main duty is the home delivery meals program known as "Meals on Wheels". We coordinate this program with the Bugbee Center in White River Junction (White River Council on Aging), where the meals are prepared. We have volunteer drivers for each weekday to deliver the meals to Norwich. Currently there are four people receiving meals in Norwich, but the number goes up and down and we have had as many as twelve in the past.

Martha Drake, Chair (649-1301)

Transfer Station/Recycling Center

The Transfer Station/Recycling Center is under the direction of the Public Works Director. Judy Trussell continues to capably serve as the Transfer Station lead attendant, supervising two part-time employees.

The objectives of the Transfer Station/Recycling Center are to:

- Provide a means of disposing of solid waste, including recycling, in the most efficient and cost-effective manner.
- Dispose of waste at minimal cost and within industry guidelines.
- Ensure waste management practices are in compliance with local, state, and federal regulations.

Our facility is state-certified for the collection of e-waste. Through the Vermont E-Cycles Program, all computers, monitors, printers, computer peripherals and TVs are accepted for free recycling. Through the town of Norwich's expanded recycling program, items not covered by the E-Cycles Program are accepted for a small processing fee. These items include other electronics, batteries, ballasts, capacitors, transformers, fluorescent lighting, mercury-containing devices, and CFC appliances. We also continue the recycling of textile materials through Southeastern Vermont Community Action.

Since we implemented the Zero-Sort® Recycling System and the expanded recycling program, 52.44% of all waste brought to our facility is now being recycled. This is a commendable accomplishment. Our Town has one of the most complete recycling facilities in the area. Once again, I would like to thank all of our Transfer Station/Recycling Center employees and volunteers who make our facility successful. The Transfer Station/Recycling Center is open every Wednesday and Saturday from 8:00-4:45. For more information about our facility, please visit the Town website at www.norwich.vt.us under Public Works.

> Andy Hodgdon, Public Works Director (649-2209, Norwich_highway@earthlink.net) Transfer Station/Recycling Center Staff: Judy Trussell, Lead Attendant (649-1192) Ryan Howes and Larry Butterfield

Trustees of Public Funds

According to Vermont Statutes, if a town elects Cemetery Commissioners, then the Town also elects Trustees of Public Funds. The Trustees are elected on a rotating basis for a three-year term. The Trustees of Public Funds manage cemetery funds and other monies left to the Town in trust and accepted by the Selectboard.

During the Town's fiscal year, the Trustees invest cemetery monies not currently in use to maximize earnings for these funds. The Trustees meet regularly to monitor the funds. A decision was made to support area banks with investments in accordance with the Vermont Statutes, typically requesting investment rates at a minimum of six different banks in order to determine the best investment offer. The Cemetery Commissioners apprise us of their plans for working in the various cemeteries. Therefore, we invest to meet their needs. The interest is allocated between sale of lots and perpetual care funds.

Deborah Hall, Cheryl A. Lindberg, Doug Rexford, Trustees

Zoning and Planning Office

The Zoning and Planning Department, staffed by the Director of Planning and Zoning and the Planning Assistant, is responsible for administration and enforcement of the Zoning and Subdivision Regulations, advising landowners and their representatives on matters relating to these and other Town and state regulations, assisting in the preparation of permit and hearing applications, and providing staff support to the Development Review Board, Planning Commission, and Historic Preservation Commission.

The Department provides research and technical support to the Planning Commission in preparing the Town Plan and land use regulations, and maintains the Norwich Geographic Information System (GIS), the E911 Locatable Address System, and the Tracy Hall server network.

Permits were issued this year for two single-family homes, continuing the decline over the past few years and below the prior five-year average of seven. Additions to existing buildings also continue to be slightly below average from previous years. Approved subdivision applications resulted in three new lots, two of which will be conserved for agriculture.

Specific information on zoning and subdivision requirements is listed on the inside back cover of this report. Regulations and permit applications are available at the Town website.

Phil Dechert, Director, Planning and Zoning (649-1419, ext. 4) Pam Mullen, Planning Assistant

Permit Activity (July 1, 2011 – June 30, 2012)

Zoning Permits

New Homes
Building Additions
Accessory Structures
Home Occupation0
Development Envelope1
Replacements: Bldg./Home0
Agricultural
Apartments

Development Review Board
Subdivisions
Preliminary Plan Review
Final Plan Review
(creating 3 new lots)
Conditional Use Review
Boundary Line Adjustment