

Part II

Town Boards, Commissions,
Committees & Departments

Selectboard

The Norwich Selectboard is, by statute, the Town's legislative body. It is responsible for enacting certain ordinances and rules (24 V.S.A. § 2291), warning town meetings and the business to be conducted at meetings, including proposing an annual budget (17 V.S.A. §§ 2641-64), setting the tax rate to raise the funds voted for the Town in Town Meeting and authorizing all Town expenditures by signing orders for the Treasurer to draw from Town funds (17 V.S.A. § 2664), and the supervision of the Town Manager, its sole employee, who in turn is responsible for the administration of the Town's expenditures, physical assets and personnel (24 V.S.A. §§ 1231-43).

The period of July 1, 2012 to June 30, 2013 saw Selectboard deliberation on a number of issues and initiatives. These included the following:

The Board supported construction of a communications tower to provide public safety and public works communications. After two bond votes, the Town approved funding for a Town-owned tower. With the second vote, the Board unanimously authorized the Town Manager's efficient execution of the permitting and contracting processes to build a tower that supports only municipal functions during the life of the bond.

The Board incorporated findings from a pay equity study into the Town's FY14 budget. It initiated a review of a study of deficiencies in the Town's Police, Fire and Public Works facilities, relying on advice from both a citizen committee and expert consultants. Finally, the Board initiated a methodology for committees and commissions under the umbrella of Town government to contribute ideas to a Selectboard-directed Town strategic plan.

Some of these issues evoked strong interest from concerned members of the public. The Selectboard thanks those who voiced their concerns for having done so in a civil, constructive manner, consistent with the proud tradition of town government in Vermont.

Public facilities and strategic planning are continuing initiatives of the Selectboard. The Board has followed with interest the Town Manager's quest to obtain a state permit for replacement of the Town pool.

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

Town Manager

The following are some notable events during the period from July 1, 2012 through June 30, 2013.

- Early on Thanksgiving morning in November 2012 the Fire Department responded to a report of vehicles burning at the Police Station. All three marked police vehicles were destroyed by fire. The Town of Hartford and Windsor County Sheriff loaned us vehicles that we used until we could replace the three vehicles. The loss was fully covered by insurance.
- The Vermont legislature passed a universal recycling law (Act 148) and we are working with Upper Valley communities to find regional solutions to reducing municipal solid waste, increasing recycling, composting organics including food waste, and making disposal of household hazardous waste more accessible.
- The March 2013 Town Meeting approved a \$275,000 bond issue for improvements to the radio communications systems for our Police, Fire/EMS and Public Works Departments. The \$275,000 bond, a Lease-Purchase of \$125,000, and grants will allow a tower to be built at the Norwich Public Works location and, in cooperation with Hanover and Hartford and other Upper Valley communities, make a significant upgrade to our radio communications systems which will improve safety of our first responders and their ability to render aid to the residents and citizens of Norwich. We

expect the new systems to be fully operational before the end of 2013.

- The functional and regulatory deficiency study of the Public Works, Police and Fire Departments facilities was completed. The next step is the development of a program that defines short-term and long-term space needs and looks at ways the needs might be met in a cost-efficient manner.
- The Town-wide real property reappraisal was completed on time and within budget and a new April 1, 2013 Grand List was approved by The Board of Listers. Going forward, the plan is to inspect one-third of properties every year and to have a new Grand List every third year.
- A comprehensive classification and compensations study was completed for Town employees. The purpose of the study was to achieve internal and external equity for our employees. Most of the recommendations were implemented in the Fiscal Year 2014 budget and the remainder will be considered for the Fiscal 2015 budget.
- The Norwich website was updated and we will continue to work to improve access to Town information.
- The Norwich Pool dam received significant damage from Tropical Storm Irene. Tentative designs for its replacement have been developed and public forums held for input into the design of the new dam and recreation area. We have been working with the Vermont Agency of Natural Resources to receive a permit for the new dam.

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 per month 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 2012 – 2013

Final Taxes Billed:	\$15,158,830
Taxes Collected during FY:	<u>15,066,845</u>
Taxes outstanding at close of FY:	91,986

Delinquent Tax Report

6/30/2012 Delinquent Tax Balance:	\$133,444
FY12/13 Delinquent Taxes:	<u>259,919</u>
Subtotal:	393,363
Less delinquent taxes collected & abatements:	<u>210,514</u>
6/30/2013 Balance:	\$182,849

Taxes delinquent for FY11/12	\$91,986
Taxes delinquent previous years	<u>\$90,863</u>
Total	\$182,849

Delinquent taxes as of December 31, 2013 \$166,711

Town Clerk

Judy Trussell has joined the office as a full-time assistant. I would like to thank you for allowing me to add her to the staff. She is doing a wonderful job and is a very quick learner. I have full confidence that she will continue to grow in her new position.

This year we have seen an increase in the number of documents recorded in our office. We went from 5,635 pages recorded in the Land Records to 5,665 pages. This amounts to \$50,989 of revenue for the Town.

We processed 87 motor vehicle registration renewals and licensed 626 dogs, up from last year's 616. We sold 262 Fish and Game Licenses, down from last year, I believe because people can now obtain a license online. We issued 32 Marriage Licenses. There were seven deaths and three births to report this year.

We have scanned our 361 maps and now are able to print them from our computers. This gives us the ability to print a map onto one piece of paper and takes the guesswork out of piecing maps together. Also, we have microfilmed these maps as well as 25 volumes from the Land Records. With much help from Steve Flanders we have been able to put a preservation plan together to help extend the life of the documents held within the vault.

The Town Clerk's Office is open Monday through 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 and for the Hartford Landfill, renew your motor vehicle registration, obtain a burn permit or research the records in the vault. Dog licenses will be available to purchase in

January of 2014 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)
Judy Trussell, Assistant

Vital Records for 2013

As recorded by the Town Clerk's Office January 1 to December 31, 2013

Marriages

Gurman, GlennWei, Li Juan
Chase, Maureen MayBingel, Steven John
Rodgers, Kirk RobbieGazizova, Aygul Yavitovna
Cochrane, Erin RoseTunncliffe, John
Glaser, Julia DrakeBozzuto, Laura Marie
Nash, Michael FeltonBachmann-Ferm, Ruby Jean
Connors, Justin JamesMurphy, Kristen Elizabeth
Ackerman, Jane BensonKerr, Charles Eugene III
Thompson, Morgan ElizabethD'Ausilio, Christopher Michael
Deneau, Daniel JamesRing, John
Levine, Cynthia ShifraMulley, Linda Louise
St. Jean, Mariel AnneDay, Marco Alan
Mallery, Kelly ElyseRandall, Erik Hunter
Maloney, Bridget RaganZiegler, George Thomas III
Crane, Terri LynnHoude, Mary Elizabeth
Waters, Jessica SusanDavis, Dana Thomas
King, Abigail VergeneBeck, Samuel Hoyt
Burns, Amanda MarieAvis, Jason Evan
Ben-Zeev, Dror YosefFonda, Stephanie Anne
Megaw, Angela EileenWalsh, Sean Michael
Walker, Laura MarjoriePejal, Robert
Weale, Gerald RalphSprouse, Herbert Warren
Finch, David ZacharyHoward, Erica Jean
Shah, Avni MaheshHolden, Amber Bass
Adams, Benjamin MichaelCook, Gwendolyn
Kong, LixiHaigh, Kelsey Daniel
Cuno, Claire Ryan StewartMahon, Brian Paul
Stokes, Henry ChristianRobbie, Katherine Olivia Powers
Shine, Mark LeatherwoodWise, Charles William II
Manny, AlixCook, Charles C. III
Katzenell, AlonParag, Shir
Bothe, Madeleine MarieFelstead, Edward Ian
Dean, NicoleGilligan, Brendan Patrick
Brownlow, Mary RobbinsRigby, William Frederick Carson
Bothe, Ida CharlotteRutledge, Peter Lyman

There were two homebirths and ten deaths which occurred in the Town of Norwich.

Boards of Abatement and Civil Authority

Our Town has 12 elected Justices of the Peace who, along with the Town Clerk and the five members of the Selectboard, comprise the Board of Civil Authority (BCA). Property owners who are dissatisfied with the valuation of their property as set by the Listers may, after pursuing a grievance with the Listers first, appeal their valuation to the BCA. The BCA, in turn, conducts a full hearing and may lower, raise or affirm the figure determined by the Listers. BCA hearings take place in the summer; in fiscal 2012-13 there were eight. These proceedings offer a useful, final opportunity to resolve valuation issues at the local level prior to taking such disputes to the judicial system or state tax officials.

Along with the members of the Board of Listers and the Town Treasurer, the BCA also serves as the Town's Board of Abatement, which hears requests for abatement of property taxes based on hardship, destruction of property, etc. BCA members also assist the Town Clerk with elections. And, of course, Justices of the Peace also perform weddings – but be sure to get your license from the Town Clerk first!

Donald M. Kreis, Chair

Cemetery Commission

The five-member Cemetery Commission is responsible for the care and upkeep, as well as necessary improvements, of all 11 Norwich cemeteries. This includes the Union Village Cemetery.

A new retaining wall has been put up on Hillside terrace. 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 FY13 are summarized below, based on information provided by the Finance Office and Treasurer:

Revenue:

Appropriation from town of Norwich	\$15,000
Woodworth Unitrust	5,050
Sales of Cemetery Markers	360
Perpetual Care Fund – Interest	761
Operating Account – Interest	1
Donation	200
	<u>\$21,372</u>

Expenses:

Purchased Services:

Mowing/Trimming and Brush Cutting	\$ 8,063
Retaining Wall Hillside	4,275
Tree Trimming/Removal Costs	0
Purchased Services subtotal	<u>12,338</u>
Repairs and Maintenance	303
Supplies	873
Water	229
Postage	1
Capital Improvements	200
	<u>\$13,944</u>

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 of outdoor activities at the post office.
- Participated in River Day along the Connecticut River in conjunction with support of the Marion Cross School LEEEP program.
- Supported fluvial geomorphology work in the Ompompanoosuc river channel.
- Received and managed generous donations in the conservation trust fund.
- Implemented more infra-red, motion-sensitive cameras to monitor wildlife road crossing areas.
- Continued mapping the wildlife corridors and habitats.
- Participated in the spring removal of garlic mustard plants.
- Maintained and improved trails via the Trails Committee.
- Advised the Town to include a natural stream channel bypass in the design of the new swimming pool.

Martha Graber, Chair (649-2678)

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. This year we received two resignations, positions waiting to be filled by Norwich residents who are interested in administering the Subdivision Regulations or helping to guide development in the Town.

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, appeals and boundary line adjustments. Meetings are posted on the notice boards and you may also sign up with the Zoning Administrator to receive email notices.

The downturn in the economy has slowed development activity in Norwich. However, we have decided several smaller applications. One subdivision involved land which contained a registered wetland. Due to the complexity of the application, the DRB sought technical advice from an expert hydrologist. During the past year members of the DRB have worked with the Planning Commission to update the Subdivision Regulations; the previous version has been in effect for nearly ten years. The revision will simplify and clarify several sections.

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.

A severe storm on June 2, 2013 required multiple responses by the Fire, Police and Public Works Departments. The storm knocked down trees and power lines in many locations.

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.

Finance Committee

The Norwich Finance Committee (NFC) is composed of seven Norwich residents: six members appointed by the Selectboard to serve a three-year term on a staggered basis and the elected Town Treasurer. These seven also serve on the Dresden Finance Committee (DFC). The NFC meets monthly throughout the year and more frequently during budget season when all four budgets (Town, School District, Dresden and SAU) are being adopted by the various Boards for voter approval at Town Meeting in March.

The NFC provides guidelines for the Norwich budgets and opines on the final Town of Norwich and Norwich School District budgets that are proposed for voter approval by the two Boards. As DFC members they perform a similar oversight for the Dresden School District and the Supervisory Administrative Unit # 70. The NFC's mission is to advocate budgetary restraint and fiscal responsibility, and to increase public awareness and understanding of issues affecting local taxation.

During FY13, the NFC lost all but two of its members due to relocation or resignation. We have not been able to meet because we do not have a quorum; however, the remaining two members have worked with the DFC to discuss matters related to the Dresden School District budget. The Norwich Selectboard has collaborated with the Norwich School Board to discuss the future of the NFC membership. Those efforts will be effective after the March 2014 Town Meeting at which time residents of Norwich can put forth their interest in being appointed to the NFC.

Cheryl A. Lindberg, Chair (649-1678)

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 for 2012-13 was \$15,215,021. Revised tax bills for Current Use changes, BCA and State Board changes, errors and omissions and litigation settlements reduced taxes raised by \$57,112. Additions, due to HS-122 changes, increased taxes by \$1,521. These changes resulted in the final tax amount raised of \$15,158,830 or a net reduction of \$56,191. Of the total taxes raised, \$11,887,643 was in support of education and \$3,271,188 in support of the Town. There were tax abatements in the amount of \$4,001. Prior year tax settlements resulted in an expense of \$44,947 for tax refunds and \$2,821 in interest. Income sensitivity payments applied to tax bills were \$1,156,250 for the education tax and \$57,669 for municipal tax.

Recent legislative changes require the annual filing of HS-122 Homestead Declaration and Property Tax Adjustment Claim for 2014-15. Late filed homesteads will be assessed an 8% penalty on the education tax, as mandated by an adopted Selectboard policy. Please make sure that you file your Homestead Declaration and Property Tax Adjustment Claim forms by April 15, 2014. Refer to your tax booklet for the form or go to www.state.vt.us/forms/index.shtml and file online.

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

Fire Department

The Fire Department responded to 244 incidents in FY13, a 4 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	2012-13
Structure Fires	16
Vehicle Fires	5
Wildland Fires	2
Other Fires	1
Medical	87
Vehicle Crashes and Rescues	14
Hazardous Conditions no fire	23
Service Calls	29
Good Intent Calls	28
False Alarms	37
Other	<u>2</u>
Total	244

The Norwich Fire Department and Support Team held their annual dinner at the Montshire Museum. This was the first year that our recruitment and retention committee recognized members for their contributions. Assistant Chief Lloyd “Sonny” Tebbetts was recognized for 50 years of service. Years of service pins were presented to those with 5, 10, 15, and 30 years of service. Award recipients were: Lieutenant Chad Poston “Above and Beyond Award”; Firefighter Aaron Lamperti “The Jump-Start Award”; Firefighter EMT Linda Cook “The Response to Alarms Award”; Firefighter Peter Griggs “Firefighter of the Year”; and Firefighter EMT Matt Herbert “The Behind the Scenes Award”. Our Recruitment and Retention program was fully funded by “The Sanders Earmark Grant”, a federal grant designed to support the efforts of volunteer fire departments.

The Federal Communications Commission (FCC) narrow banding went into effect on January 1, 2013. We have suffered from poor radio coverage and this requirement made the situation worse. The Hanover Dispatch Center has been working on a simulcast system that will provide reliable radio coverage for all of the agencies it dispatches. The Norwich radio tower is part of this system. Hanover received a grant from the Assistance to Firefighters Grant program to fund the cost of fire radio equipment and installation.

The Department emphasizes fire prevention, helping to identify and mitigate potentially hazardous conditions. Our formal public education programs reached 129 adults and 820 children.

Current Members

Officers: Chief Stephen Leinoff, Deputy Chief Neil Fulton, Captains Matt Swett and Asaf Wyszynski, Lieutenants Pete Schwab and Chad Poston.

Firefighter-Emergency Medical Technicians: Jehshua Barnes, Jake Blum, Susan Blum, Linda Cook, Tim Cronan, Peter Griggs, Matt Herbert, Regina Owens, Dan Schneider, and Jon Wilkinson.

Firefighters: Mark Anderson, Mary Anderson, Jaden Gladstone, Aaron Lamperti, Nancy LaRowe, Chris Lewis, Jeffrey Pearson, Theresa Moore-Poston, Warren Thayer, and David Yesman.

EMTs: Toni Apgar, 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 Fire Station): Annah Dupuis, Cheri Henry, Theresa Moore, Liz Russell, Sydney Smith, Laurie Welch, and Linda Cook, advisor.

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

Fire Warden

Be prepared for any emergency by planning ahead using the following guidelines:

- Create a 30- to 100-foot safety zone around your home by raking leaves, dead limbs, and twigs.
- Remove leaves and rubbish from under structures.
- Remove dead branches that extend over the roof.
- Prune tree branches and shrubs within 15 feet of a stovepipe or chimney outlet.
- Ask the power company to clear branches from power lines.
- Remove vines from the walls of the home.
- Clear a 10-foot area around propane tanks and the barbecue. Place a screen over the grill. Place stove, fireplace and grill ashes in a metal bucket away from the house. Soak in water for 2 days, and then bury the cold ashes in mineral soil.
- Stack wood away from the home. Clear combustible material within 20 feet.

Set up a disaster supplies kit. Include:

- A three-day supply of water and food that won't spoil for each person and your pets.
- One change of clothing and footwear, one blanket or sleeping bag per person.
- A first aid kit that includes your family's and pets' prescription medications.
- Emergency tools including a battery-powered radio, flashlights, and plenty of extra batteries.
- An extra set of car keys and a credit card, cash or traveler's checks.
- Sanitation supplies.
- An extra pair of eye glasses.

Plan your escape route. First have a meeting place outside your home. Second go outside your neighborhood. Third choose a friend as a check-in contact for everyone to call if you get separated or need to leave your home. *Practice, practice, practice.*

Please note: before you ignite a fire, you must call Hanover dispatch (603-643-2222) even if there is snow on the ground.

*Fire Warden, Linda Cook (603-208-7847)
Assistant Fire Warden, Chief Leinoff (649-1133, ext. 3)*

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 State of Vermont is responsible for approving septic system design and installations and dealing with failed systems. The Health Officers can visit and advise residents if they have questions about the need to involve the State agency. The HOs also administer the Rental Housing Code and conduct site visits when a tenant suspects a health hazard is present. We can then work with the tenant and landlord to correct any deficiencies.

One recurring problem is mold in our houses. While professional help may be needed to remove mold, it is nearly always due to damp conditions. Good ventilation and use of a dehumidifier can help. Common sources of damp can include leaking faucets or plumbing and blocked sink traps. It is important to install adequate and properly functioning foundation drains to prevent excess moisture in basements.

This year we have continued to see vector-borne diseases. These include Lyme disease carried by ticks and mosquito-borne diseases including Eastern Equine Encephalitis and West Nile Virus. Prevention is the key; use insect repellants, protective clothing and check carefully for passenger ticks.

*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 the HPC to promote and advocate for historic preservation in Norwich.

In its third year, the Commission's work included:

- The Historic Walking Tour brochure's continued distribution at selected Vermont Welcome Centers, the Norwich Inn, and Tracy Hall.
- The Beaver Meadow and Root Schoolhouses listed on the National Register of Historic Places.
- Commissioners serving as liaisons to the two schoolhouses and the Congregational Church steeple.
- Beaver Meadow Schoolhouse making good progress on matching its \$22,500 state Cultural Facilities grant for water and sewer and in planning the work. Root Schoolhouse taking the lead with Historic New England on a film about the schoolhouses.
- The application for a new historic marker on Norwich's history approved by the VT Division for Historic Preservation. (The marker was fabricated and then installed on Main Street in September 2013.)
- A program of oral history interviews, photography, video, and an exhibit on Norwich farms and farmers planned. (An application for a CLG grant of \$13,725 toward the total \$22,875 cost was submitted in September 2013.)

Nancy Hoggson, Chair; Peter Brink, Vice-Chair

Land Management Council

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

During the summer of 2013, a trail crew from the Vermont Youth Conservation Corps (VYCC) worked on the lower Ballard Trail, doing a reroute around the steep bank above Charlie Brown Brook. This all-women crew spent five weeks hardening the trail, placing stone steps and building a 25 foot wood bridge spanning an intermittent stream. In the summer of 2014, we expect another crew from the VYCC to come in and complete this section, and install stone steps on the steep descent beyond the bridge.

The timber stand improvement on Parcels #2 & 3, postponed last winter, will begin during the winter of 2013-14.

David Hubbard, Chair (649-3882)

Listers

Fiscal year 2013 was spent completing the first town-wide reappraisal since 2004. The Listers, Contract Assessor, New England Municipal Consultants (NEMC) and our Office Assistant, Darlene Cook, made every effort to make as many interior inspections as possible and we achieved a 75% inspection result. Regardless of an interior inspection, all buildings were measured and that information and photo were entered into the new Patriot Properties software that the town of Norwich purchased for this purpose.

During this reappraisal year, the Contract Assessor held two public sessions to explain and familiarize the residents of Norwich with the reappraisal process and how to use the new software placed on the Town's website. The limited information that was made available through the website meant that many residents requested a copy of their Lister Card to fully understand their new assessment.

The new Grand List was completed as of April 1, 2013. A booklet listing the values of all properties was mailed to property owners in April by NEMC. In May NEMC held informal grievance hearings and adjusted values, if appropriate. In June the Listers heard 156 grievances. From that effort, a number of mistakes were corrected, more inspections were completed and values reviewed, with grievance notices mailed to all who grieved. A majority of Listers signed the Grand List on June 28, 2013. The Grand List is available on the town of Norwich website, under the Assessor/Listers tab.

Going forward, the Town Manager has contracted with NEMC to do a complete reappraisal every three years. The Listers office has become the Assessor's office and office hours are listed on the Town website and office door. We thank Norwich residents for cooperating with the Contract Assessor to complete this reappraisal. As mentioned, one third of the Town properties will be visited and inspected by appointment each year beginning in the fall of 2013 (FY 2014), including any property that has a permit. The Grand List will be updated for all the data gathered at the end of the third year and another reappraisal will be completed by FY17.

Liz Blum, Chair and Cheryl A. Lindberg

2013 Grand List

Breakdown of Grand List (number in category)

R-1 Residence with under 6A of Land (790)	\$314,997,000
R-2 Residence with 6A of land or over (487)	319,742,900
MH Mobile Home with or without land (16)	2,267,700
S Seasonal (19)	4,116,400
C Commercial Properties (47)	31,360,200
CA Commercial Apartments (7)	7,109,300
UE Utilities Electric (4)	7,627,900
F Farms (10)	9,191,200
Other (22)	4,762,700
M Miscellaneous (148)	26,041,200
Total (1550)	727,216,500
Cable (1) (Education Grand List only)	1,264,600
Total Education Listed Value	728,481,100

Minus

Veterans (5) (\$10,000 per disabled Veteran by Statute)	50,000
Land Use Appraisal Program (141 parcels; 12,999 acres enrolled)	
Exempt Value of Property enrolled	33,385,800

2013 Education Grand List Total Taxable Property **695,045,300**

Municipal Grand List

(from above) **695,045,300**

Minus

Real Estate Exemptions by Vote

Norwich Fire District	40,000
Beaver Meadow Chapel Association	69,700
Root District Game Club	191,800
Upper Valley Community Grange # 34	304,100
Veterans (5) (additional \$30,000 per disabled Veteran by vote)	150,000
Charlotte Metcalf Trustee (alternative energy installation)	4,100
Timothy Brownell (alternative energy installation)	21,300
Total Voted Exemptions (<i>lost education tax to be made up by remainder of town</i>)	811,000

Real Estate Exemptions by Agreement

Norwich Housing Corporation	1,514,800
Cable (Education Grand List only)	1,264,600
2013 Municipal Grand List Total Taxable Property	691,454,900

Real Estate Exemptions by Statute (*not included in any calculations above*)

Child Care Center, Inc.	526,400
Montshire Museum of Science	2,106,800
Norwich Historical Society	416,600
Norwich Nursery School	196,400
The Family Place	263,400
Andrew C. & Margaret R. Sigler Foundation	1,063,500
Norwich Public Library Association	1,340,600
American Legion Post 8	263,700
Religious Organizations (6)	3,510,800
Town, Fire District, School District, Federally Owned Parcels (38)	17,382,800
Total Non-Taxable Parcels	27,071,000

Milton Frye Nature Area Committee (MFNAC)

The Milton Frye Nature Area Committee promotes the use and care of the 35.5-acre Town property commonly known as the Nature. 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 and town of Norwich. The MFNAC reports to the Norwich Conservation Commission.

Selected activities in 2012-13 include:

- Work performed by the Highway Department to open up the view into the meadow from the "gateway," remove invasive buckthorn along the lower fence line, and release apple trees in lower portion of the meadow.
- Four new apple trees planted.
- Removal of hazardous old wire.
- UVLT Stewardship Training.
- Two Marion Cross School (MCS) Stewardship Days to spread mulch on the trails and remove invasive plants.
- A bird walk led by George Clark with 12 participants. Birds observed: a barred owl, 9 species of warblers, various other song birds.
- Workshops for MCS teachers to encourage and facilitate use of the Nature Area with their students.

Ongoing projects and further work needed include:

- Placing free and convenient dog waste bags and disposal can at trailhead. Dog walkers, we greatly appreciate your efforts for proper disposal both on and off trail.
- Urgent need for long-term invasive plant management plan developed by a forest professional. Volunteer community assistance for invasive removal will surely be needed in this endeavor.

Special thanks to all volunteers.

Lindsay Putnam (802-649-1668)

Norwich Energy Committee (NEC)

The NEC engaged in two big projects during FY13. We planned for and participated in the statewide Home Energy Challenge sponsored by Efficiency Vermont, and we continued to develop a renewable energy project to cover the Town's electricity consumption.

With the assistance of the Sustainable Energy Resource Group (SERG), and along with other town energy committees, the NEC helped to organize local contractors to offer discounted energy audits to facilitate weatherization work on homes. A public forum about the program was held in Tracy Hall in February to launch Weatherize Norwich, with a goal of seeing 44 homes weatherized by the end of 2013. As a result, approximately 30 families did audits, received discounted services, and came away with thorough reports listing their most cost-effective weatherization options. As of the end of the fiscal year, 5 families had proceeded to have some of that work done and more are expected in FY14. The NEC put up 44 knitted yarn strips on the light pole at Dan and Whit's and announced that they would be removed as home weatherization projects are completed.

During the spring and summer the NEC consulted with several developers about a municipal photovoltaic project. An RFP was circulated and as the fiscal year came to a close the Committee was reviewing 5 proposals. Unlike the proposals considered by the NEC in the past, these projects take advantage of tax credits and net-metering premiums to provide

the Town with renewably generated electricity at a discount from the market price on a long-term basis, while requiring no investment of Town money or bonding.

In addition, the NEC organized another round of Solarize Norwich in which two companies with roots in Town—Norwich Technologies and Solaflect—offered discounted pricing for residential PV systems. As of the end of FY13 several families were planning to sign on.

The NEC meets regularly on the fourth Tuesday 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, bercess@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 on the Town, a discussion of current conditions, and a vision for the future. 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. The current Plan, approved in 2011, can be found on the Planning Commission page of the Town website.

This past year, the Commission approved, and the Selectboard adopted, amendments to the Town's Subdivision Regulations, which guide decisions of the Development Review Board on subdivision of land parcels.

The Commission is also studying the possibility of a higher-density mixed-use district along Route 5 South and River Road and has applied for a municipal planning grant from the State of Vermont for that purpose. The process of creating such a district would include a series of public workshops and hearings. In addition, the Commission is considering amendments to the Zoning Regulations to reduce flooding and erosion damage from storms such as 2011's Tropical Storm Irene.

The Commission is a seven-member board. Its members are appointed by the Selectboard to four-year staggered terms, and its meetings, on the second and fourth Thursday of each month at 7 p.m., are open to the public. Minutes, regulations, the Town Plan, and other documents are available on the Town website. Agendas and notices are emailed to those requesting them at planner@norwich.vt.us.

Thomas Gray, Chair

Planning Department

The Planning Department, staffed by the Director of Planning 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 to the Historic Preservation Commission for grant administration, 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 six single-family homes, four more than last year. Additions to existing buildings and accessory structures continue to be slightly below aver-

age from previous years. An approved subdivision application resulted in one new lot.

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

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

FY 2012-13 Zoning Permits

New Homes	6
Building Additions	23
Accessory Dwelling	1
Accessory Structures	11
Home Occupation	2
Replacements Bldg./Home	1
Agricultural Review	0
Apartment	1

Development Review Board

Subdivisions - Final Plan Review	1
Conditional Use Review	3
Boundary Line Adjustment	2
Site Plan Review	1
Development Envelope	1
Variance	1

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 of our community. The Department is challenged daily to provide the best quality of service to our citizens and we are extremely proud of the spirit of cooperation within our community. Norwich is a town with a growing, diverse, and vibrant population that is well known as a great place to raise a family. We take great pride in helping to make it a safe place to live, work and visit. We pledge to continue to work with the Norwich community to solve problems of concern to our citizens and to address issues to improve the quality of life for our community.

One of the more important issues of interest this year is the planning for a new police facility. This will be more than a tool to increase staff efficiency; it will also provide a wide range of new opportunities for not only the staff of the Police Department but the public as well. It will provide infrastructure that will be needed in the decades to come. A new, properly designed police facility also will enhance the ability to attract and retain quality staff and it will serve the town of Norwich during natural disasters and public emergencies. I hope you will come out and support the need for a new police facility.

In closing I would like to thank the Officers of this Department for their hard work. The Town should be proud to have such professional officers working for this Department. I would also like to thank all the other Town Departments for their assistance throughout the year. Most of all I would like to thank the members of our community for your continued support. You can telephone me at 802-649-1460, stop by the Police Station, or send me a note at Doug.Robinson@State.Vt.U.s.

*Chief Douglas A. Robinson, Administrative Secretary Judith Powell
Officer Michael Scruggs, Officer Charles Rataj, Officer Francis Schipper
Officer Jody LaFlam, Crossing Guards Fred White and Demo Sofronas*

Police Department Statistics FY13

911 Hang Ups24	Kidnapping0
Abandoned Vehicle0	Larceny36
Accidents66	Leaving Scene of Accident3
Agency Assistance	152	Littering3
Alarm83	Lost or Found Property22
Alcohol Offense6	Medical Assist8
Animal Problem112	Missing Person2
Arrest on Warrant2	Motorist Assist./Complaint80
Assault6	Noise Disturbance16
Attempted Suicide1	Parking Problem20
Background Investigation7	Phone Problem6
Bad Check11	Property Check *118
Burglary12	Public Speaking11
Citizen Assistance85	Residence/Vehicle Lockout37
Citizen Dispute27	Sex Offense2
Condition of Release Violation4	Stalking2
Court Appearance24	Suspicious159
Directed Patrol	149	Training22
Disorderly Conduct3	Traffic Citations556
Domestic Abuse Order4	Traffic Hazard38
Driving License Suspended4	Traffic Warnings (written)210
Drugs2	Trespassing13
DUI7	Unsecure Premises3
Family Disturbance/Fight11	Utility Problem3
Fireworks2	Vandalism40
Fish and Game Offense2	Vehicle Serial # Inspection52
Foot Patrol/Business Checks	177	Welfare Check14
Fraud21	Miscellaneous12
Juvenile Problem/Runaway11		
		TOTAL3211

**Property Checks were conducted on 118 days with an approximate total of 708 property check visits.*

Public Works Department

The Norwich Department of Public Works/Highway Division is responsible for the maintenance of our Town highways, bridges, sidewalks, and municipal parking areas. We also provide significant support service to other Town Departments including, but not limited to, the maintenance of all the Town's vehicles and equipment. We strive to accomplish these duties with the safety and convenience of the traveling public as a top priority while maintaining a good rapport with our fellow citizens.

During the fall of 2012, in conjunction with the Tree Warden, we relocated the Town woodshed and refurbished it. We also resurfaced the road leading to the woodshed, making it more accessible to residents who need to pick up firewood. In November of 2012 the final repairs from Tropical Storm Irene were completed on Bridges #32, #39, and #42 on Turnpike Road. The winter of 2012/2013 was an average winter season with no major events to report.

During the summer of 2013 we completed a major drainage project on Main Street. This project included the installation of 1200 ft. of drainage pipe and six new 30" basins. The work was primarily completed by Public Works employees in conjunction with the Water Department. We received a Better Back Roads Program Grant this year in the amount of \$3,500 to be used for a Town-wide road inventory and capital budget planning.

The Buildings and Grounds Division of Public Works is responsible for the maintenance of all Town buildings, properties, and recreation areas. In April of 2013 we welcomed Robert Barden as the new Buildings and Grounds Technician. Along with his many other duties, he worked closely with the Recreation Director this year to make sure that all playing fields were ready for the many sports events that were scheduled.

I would like to thank the Town Manager, Selectboard, other Town Departments, and Norwich residents for their continued support of the Public Works Department. I would also like to commend the Public Works staff for their hard work and dedication.

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: Robert Barden 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 area residents from ages four through to adults. The majority of our youth programs are for kindergarten through sixth grade students. 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 area at the northeast end of the Ballard Trail and Barrett Meadow/the bread oven. Throughout the year we offer a variety of over one hundred program sessions. This year we added a dance offering and two new youth running programs which proved to be extremely popular.

We are blessed with local philanthropists and amazing volunteer community involvement, both of which add to the continued improvement of our recreation facilities. Karin Dwyer and Bob Burnham began a fund-raising campaign to improve our beloved skating rink on the Green. We would like to thank all donors who generously contributed to this effort as well as the fifteen dedicated volunteers who set up and maintain the rink on the Green for all residents to enjoy. Our wonderful Buildings and Grounds crew did an outstanding job caring for and improving all of our Town recreational areas this year. We would like to thank the Norwich Women’s Club for awarding us a grant for two new recycling bins and one new waste receptacle for Huntley Meadow. Our Norwich parks have truly never looked better and we encourage all residents to get out and enjoy them.

We are still awaiting word from the state about the permit we have requested to move forward with rebuilding the pool. A public forum to receive input from residents will be held as soon as we (hopefully) get the go-ahead.

We are extremely fortunate to have many dedicated community-minded volunteers on board serving as coaches and as members of the Recreation Council. We are also appreciative of the 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. We thank retiring Council members Clayton Simmers, Ian Strohbehn, Giulia Alexander and Scott Neuman who contributed so much for many years.

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. In the midst of this high tech world, remember to get out and enjoy the unlimited benefits of recreation to body, mind and soul.

Please check the Recreation Department portion of our Town website for the latest programs, schedules and events at www.norwich.vt.us/Departments/Recreation, or if you would prefer to speak to someone directly, please call Jill for more in-depth information. Suggestions for improvement are always appreciated also.

Recreation Council: Kris Strohbehn, President; Laura Duncan, Vice-President; Kristin Brown; Chris Clapp; Stuart Close; Karin Dwyer; Ben Forbush; Everett Logan; Reese Madden; Bill Miles; Danielle Taylor.

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

Senior Action Council

The Senior Action Council is now a group of three people. Our purpose is to answer to the needs of seniors in Norwich. Our main duty is the coordination of the “Meals on Wheels” program for Norwich. The meals are picked up at the Bugbee Center in White River Junction by our volunteers and delivered to recipients in Norwich and also some in Wilder on the way. Currently there are four people in Norwich receiving the meals.

Council members are: Martha Drake, Chair; Paula Harris, Secretary; and Dorothy Cloud, representative for Senior Housing. Martha Drake’s telephone number is 649-1301.

Transfer Station/Recycling Center

The Transfer Station/Recycling Center is under the direction of the Public Works Director. Ryan Howes now serves as 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.
- Encourage recycling of as many materials as possible in order to decrease the percentage of materials being disposed of at the landfill, thus reducing our carbon footprint.
- Dispose of waste at a minimal cost within industry guidelines.
- Ensure waste management practices are in compliance with local, state, and federal regulations.

Since we implemented the Zero-Sort® Recycling System and the expanded recycling program, 52.44% of all waste brought to our facility is being recycled. With the passage of Act 148, the Universal Recycling Law, the State of Vermont will be taking further steps toward reducing the amount of material that ends up in landfills. Our facility will need to be prepared for this.

I would like to thank all of our Transfer Station/Recycling Center employees and volunteers who make our facility successful. 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: Ryan Howes, Lead Attendant (649-1192)

Dan McShane 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

