
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: JUNE 2012 MONTHLY REPORT
DATE: JULY 6, 2012

This is the Town Manager's Report for June 2012. Department specific monthly reports are attached. I plan to be on vacation from July 21 through August 5 and Phil will be the acting manager.

General

- The 2012 Grand List was lodged on June 28, 2012. There were 27 grievances from the 109 Change of Appraisal notices mailed. The lodged Municipal Grand List is \$710,004,800 including an E&O expected to be acted on by the Selectboard on July 11, 2012. This compares to the 2011 Municipal Grand List as billed amount of \$704,357,700.
- The new norwich.vt.us web site, based on a new software platform, went live during the last week of June. It is more attractive and easier to navigate. We will continue to tweak it to improve the user experience. It is more smart-phone friendly.
- VLCT and Hickok & Boardman Insurance made a presentation to Town employees on a BCBS alternative to the existing MVP health insurance plan. If there is strong employee support for the BCBS plan I will present it to the Selectboard on July 11.

Projects

- The Town-wide real property reappraisal is proceeding on schedule. 1,014 letters have been sent to property owners and 504 properties have been measured and inspected.
- AOT has retained RSG to complete the design of the Safe Routes to School sidewalk from the Congregational Church to Carpenter Street. RSG has submitted to AOT a scope of services which estimates that contract plans will be completed 35 weeks after a Notice-to-Proceed (NTP) and that a public information meeting will be held 12 weeks after the NTP. They are waiting for AOT to approve the scope of work.
- The consultant is continuing work on the pool project. Meetings have been held with the River Management Section of ANR and input received from Fish and Wildlife. Tentative planning has begun for a public forum in August.
- Radio propagation studies are continuing for a seven site simulcast VHF radio system for fire and emergency medical services. A key part of this system is the proposed tower at the Norwich Public Works site. A public forum on the proposed radio system and tower was held June 20, 2012. We will be applying for a grant for a three tower digital simulcast system for the Police Department in July. A 100% grant was

received for replacing 11 Public Works mobiles and 5 portables. With this upgrade all the mobiles, portables and pagers are narrowband capable.

- The code and facilities deficiencies study for the Public Works, Police and Fire facilities is continuing and a draft report is being prepared.
- The Classification and Compensation study in-person interviews were conducted on June 27, 2012.
- The conversion of the Green Mountain Power (GMP) streetlights to LED lights using a grant from Efficiency Vermont has been completed. All the GMP streetlights are now energy efficient LED lights.
- The FY12 paving has been completed. The final price was \$81 per ton in place. Paving occurred on the following roads:
 - Four Wheel Drive
 - Cliff Street
 - New Boston Road
 - Lower Loveland
 - Elm Street
 - Brigham Hill
 - Carpenter Street
- We will be requesting bids in July for paving of the following roads:
 - The paved section of Goodrich Four Corners Road
 - Hopson Road from Elm Street to Beaver Meadow Road
 - Elm Street from Hopson Road to Butler driveway
 - Douglas Road

Assessor

- The transition to a contract Assessor has been completed. Starting July 1 the Listers will be paid a stipend.

Finance

- Delinquent taxes at the end of May were \$133,444. This is a reduction of \$15,754 from last month.
- The chart of accounts was reviewed and updated.
- Preparing for the FEMA audit.

Fire Department and Emergency Management

- The number of incidents is about 14% higher than the same time last year but at approximately the same level as 2009 and 2010.
- A fire of suspicious origin occurred at 1111 US Route 5 North. It is being investigated by the Police Department.

Planning

- Consultants were chosen for Historic Preservation work for Beaver Meadow Historic District, Root District Schoolhouse, and website enhancement.

- Reviewed final report on Route 5 South, River Road Area onsite wastewater suitability research.

Police Department

- Four of the 145 calls for service were outside of the officer's normal work schedule.
- All the police radios are now narrowband digital capable. Field testing is being done to check digital coverage.
- A contingent offer was made to a potential part time police officer.

Public Works

- Permits were received from ANR for repairs to Bridges #32, #39 and #40.
- Work has started on the major rehabilitation of Bridge #41.
- Bid packages are being prepared for FY13 paving, gravel and ledge products and sand.

Recreation

- A grant was received from the Norwich Women's Club for a bike rack and benches at Huntley Meadow.
- John Girard was granted \$500 by the Norwich Women's Club for the charity of his choice. He donated it to the Recreation Scholarship Fund.
- The resurfacing of the Huntley Meadow tennis courts is scheduled for the week of July 23.

Town of Norwich
Assessors' Office
Post Office Box 376
Norwich Vermont 05055-0376

Progress Report – June 2012

The major task completed in June was the 2012 Grand List. This office heard grievance appeals for 29 properties. Each of the appeals was discussed and voted on by the Board of Listers and the results were posted in the NEMRC system. Results of Grievance were mailed on June 22. The Grand List was posted to the State that same date.

This office will begin a substantial restructuring discussion in the next month. Policies regarding public access and records need to be clarified. Through the Board of Listers, the Manager's office and public input, we hope to implement procedures as soon as possible.

The 2013 reappraisal is moving along smoothly. Some adjustments in inspection completion segments may be made this month in order to assure timely completion. Additional software for GIS is also on tap for loading in August.

Respectfully submitted,

William Krajeski
Assessor for the Town of Norwich

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376
rrobinson@norwich.vt.us
802-649-1419 ext 105

July 2, 2012

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for June

- Delinquent taxes at the end of June are \$ 133,444. Principal payments through the month were \$ 15,753.
- Health Insurance-existing coverage and potential coverage were reviewed.
- Spreadsheet was done indicating and authorizing new wages as of July 1st.
- The 12-13 budget was entered into the computer system with changes made to the allocation of health insurance to insure privacy for employees and the usage of the health reimbursement account.
- The chart of accounts was reviewed and updated to include the changes to the budget as printed in the town report. Recreation has been divided into three categories, buildings and grounds was added and solid waste is now under the umbrella of the Department of Public Works.
- Preparation for the FEMA audit. VAOT representatives are coming to Tracy Hall to review our FEMA paperwork organization and preparation.
- Fuel Bid- Is in the beginning stages for the purchase of fuel oil and propane. No bids have been received for diesel or gasoline.
- Attended two conferences. The VTGFOA conference subject was concerning accounting changes to come in the future. The conference put on by the State Auditors office concerned fraud and grants.



Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

Chief: Stephen Leinoff

sleinoff@norwich.vt.us Fax: 802-649-1775

To: Neil Fulton, Town Manager
From: Stephen Leinoff, Chief
Subject: Fire Department and Emergency Management Monthly Reports
Date: July 2, 2012

Fire and FAST Department

We are participating in ongoing projects regarding our communications system and building needs and assessment. Firefighter Clarissa Poston completed her basic training and is now certified at the Firefighter 1 level by the VT Fire Academy.



Incidents

The number of incidents (year to date) is about 14 percent more than the same period in 2011 but is at approximately the same level as 2009 and 2010. A fire of suspicious origin damaged two trailers at 1111 Route 5 North. The Norwich Police Department is continuing the investigation.

Training

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	3	6
Auto Fires	0	0	1
Wildland Fire	0	1	1
Other Fires	1	2	1
Medical	12	47	43
Vehicle Crashes	6	15	12

FAST Squad training was on triage and patient assessment. Fire Department training was on rural water supply, and a review of the fires on Route 132 and Route 5 North. Four members attended the New England Chiefs Conference.

Hazardous Conditions no fire	0	3	6
Service Calls	1	9	6
Good Intent Calls	2	17	10
False Alarms	1	12	11
Other	0	2	0
Total	23	111	97

Emergency Management

VT Homeland Security approved our grant request for 5 portable and 11 mobile radios for the Public Works Department. The grant was for \$23,041.00 and there is no local match. This will mean that all of Public Works' radios are compliant with the FCC narrow band mandate.

Photo by Brian Johnson

TOWN OF NORWICH ZONING & PLANNING

July 5, 2012

June 2012 Monthly Report – Planner/ZA

Note: I was on vacation for the last two weeks of June

1. Planning Commission
 - a. Subdivision Regulation Update –
 - i. Continued revising Storm Water Management and Erosion Control section.
 - b. Planning Project - Route 5 South, River Road Area – Onsite wastewater suitability research – Reviewed Final Report
 - c. Reviewed PC priorities: River/Stream Corridor Management Strategies, Route 5 South- River Road Area Plan, Affordable Housing Initiatives
2. DRB
 - a. Hearings – Carleton Final Subdivision, Cook/Dartmouth College Development Envelope Review
 - b. Decisions issued – Carleton and Cook/Dartmouth College
 - c. Updating Rules of Procedure
3. ZA
 - a. Worked on projects with landowners related to future permits and/or hearings including Communication Tower.
 - b. Activity included site visits, phone calls, and office visits regarding permit applications and permit research for properties to be sold
4. Transportation
 - a. Church Street sidewalk project – Waiting for New Scope of Work submitted by RSG to be approved by VTrans
5. Historic Preservation Commission
 - a. The HPC reviewed proposals for Beaver Meadow Historic District, Root District Schoolhouse, and website enhancement, and I notified the selected consultants.
6. Other –
 - a. Communications Tower – Assisted with organizing another balloon test

Phil Dechert



NORWICH POLICE DEPARTMENT



CHIEF OF POLICE
DOUGLAS A. ROBINSON

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775 ~ E-MAIL drobinso@dps.state.vt.us

July 2, 2012

Neil Fulton
Town Manager
Tracy Hall // 300 Main St.
Norwich, Vermont 05055

RE: July 2012 Monthly Report

Neil;

Here are some of the monthly stats of the Police Department from the month of July 2012.

Officers responded to 145 calls during the month of June and of those calls four (4) were outside the officers' work schedule (Call in); officers were called in four (4) times during the month of June for incidents when no officer was on duty.

Norwich Police Department investigated two missing juvenile reports during the month of June. Investigation found that the juveniles (separate incidents unrelated) had runaway. In both investigations the juveniles were located and returned home.

Norwich Officers responded to a disturbance which led to the investigation of a Domestic Assault. Based upon the subsequent investigation a Norwich Woman was arrested for Domestic Assault and ordered to appear in Court at a later date.

Norwich Officers investigated the theft of a motor vehicle. It was reported that a vehicle was stolen in the early morning during a hard rain. There was nothing of evidentiary value collected at the scene due to the heavy rain. The vehicle was later recovered and processed for any evidence that would identify the offender. The investigation is ongoing.

Norwich Officers have been involved with a request for an Involuntary Immediate Emergency Mental Health Examination. These investigations are very time consuming and very sensitive. A court ordered arrest warrant was issued to take the person into custody and transport to the Brattleboro Retreat for an emergency evaluation.

The Norwich Police have gone Digital; all of the radios in the cruisers and the base station have been programmed with the digital channel. We will continue to have the analog channel available should we find that the digital channel does not improve our communication.

We have concluded our search for a Part Time Officer and made an offer to a candidate contingent on a standard MMPI test and complete background investigation. We are hoping he will be starting mid-July.

REMINDER to everyone to lock their vehicles even though they are parked in your own driveway, and lock your houses. With the nice weather there are a lot more walkers, runners and bicycles on the road, please be careful and courteous and watch out for each other.

CALL TYPES	JUNE 2012	YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	15	13
Stolen Vehicle	1	3	2
Vehicle Crashes	10	34	86
Intrusion Alarms	9	45	91
Frauds	2	19	19

- 1. Over Time Hours 40 hours
- 2. Sick Time Hours 28 hours
- 3. Vac/Hol/Per Time Hours 56 hours
- 4. Part Time Officer Hours 20 hours
- 5. Total #of calls responded to 145 calls
- 6. Training Hours 40 hours
- 7. Grant Funded Hours 3 hours (GHSP)

TRAFFIC ENFORCEMENT June 2012

- Motor Vehicle Stops 72
- Traffic Tickets 24

Respectfully;

D.A.R.

Douglas A. Robinson
Chief of Police



TOWN OF NORWICH
DEPARTMENT OF PUBLIC WORKS
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Norwich, VT 05055
802-649-2209 Fax: 802-296-0060
Norwich_highway@earthlink.net

To: Neil Fulton, Town Manager
From: Andy Hodgdon, Public Work Director
Subject: Public Works Monthly Report

Part of this month's report will come from an excel program that provides expanded statistics for all of the Public Works functions. I am forwarding this to you electronically. Statistical data will be compiled for the entire fiscal year for all Public Works Departments. I am also sending excel spreadsheets with Transfer Station statistics.

FEMA Projects:

I met with Barry Cahoon from the Agency of Natural Resources in order to obtain stream permits for the FEMA work that needs to be done on Bridges #32, #39, and #40 on Turnpike Road.

He rejected FEMA's plan for the repairs to Bridge #32. He recommends a more permanent fix using concrete. He designed a new plan for this. I will now need to go out to bid on these three small projects as time permits.

Illness and Injury:

Sonny Lewellyn was out with back problems (non work-related) from June 4th through June 27th. Because of this, we were not able to accomplish as much grading as we should have. It also made it necessary for us to send out Truck #4 for repairs.

Sonny returned to work on June 28th.

Water Department:

We worked in conjunction with the Water Department, hooking up new house services along the newly installed water line.

Paving (from the daily log):

6-11-12: Blaktop was here today and shimmed Brigham Hill and Carpenter Street.

6-12-12: Blaktop, in conjunction with Nicom, installed paving fabric and put the top course on Brigham Hill.

6-13-12: Blaktop did not pave today due to rain.

6-14-12: Blaktop was here today. In conjunction with Nicom, they put fabric down and paved Carpenter Street.

6-15-12: Blaktop did not work today.

6-18-12: Blaktop was here today. They fixed where the rock had been removed in New Boston. They paved the end of Cliff Street, Four Wheel Drive Road, Loveland Road, and started on Elm Street Extension.

6-19-12: Blaktop worked on Elm Street Extension. They finished the job very late in the afternoon because the asphalt plant was broken down for a good part of the day.

This completes the paving for fiscal year 2012.

Bridge 41:

Blow and Cote started working on Bridge 41 on June 21st. As of this date they are in the process of installing sheet piling. Soon it will be necessary to convert the bridge to single-lane traffic for the next phase of repairs. In preparation for this I have installed a temporary streetlight to provide adequate visibility at night during this phase of construction.

Other Completed Projects:

- I prioritized updates for sidewalks: town-owned and Fire District
- I completed the Goals and Objectives and Work Plan forms for all Public Works Departments.
- I was able to reduce the monthly cost of the portable toilet at the Transfer Station by \$34.68 per month by changing vendors.
- The guardrail repairs on Bragg Hill were completed this month. This is the last FEMA guardrail project after Tropical Storm Irene.
- Green Mountain Power completed converting our streetlights to LED.
- Lazer Lines completed repainting the crosswalks, stop bars, parking spaces, etc. They still need to do the parking places off Church Street and the bike lane down Church Street and along Route 10A and the symbols that go with this. This is part of our responsibility through the Corridor Enhancement project.

Pending Projects:

- I am still working on preparing bid requests for roadside mowing, ground maintenance, winter contracted services, gravel and ledge products, winter sand, and fiscal year 2013 paving.
- We will need to have the new two-way radios installed from the Homeland Security Grant when they come in.

NORWICH RECREATION DEPARTMENT

P.O. BOX 1137, NORWICH, VT 05055

Jill Niles-Director 649-1419; Ext. 109

Recreation@norwich.vt.us

JUNE 2012 Monthly Report

Recreation Program Update: This month I attempted to visit most teams on site; at Huntley or on the Green to watch coaches and players in action and keep a hands-on overview of our spring programs.

The Summer brochure was finished and distributed to students, and the programs were posted on-line. I met with summer staff to organize the details for the season; some individually and also at our orientation meeting on June 19th.

We are offering 16 summer programs which are all up and running. 'Sunrise Yoga' for Adults, offered at 6:15am weekdays, was a huge success with up to 20 daily participants.

Grants: Our grant application was approved by the Norwich Women's Club for \$1,665.36. We will be purchasing a bike rack and team player benches needed at Huntley Meadow with the funds.

On June 6th I attended the School Board meeting to hear the official proclamation/announcement that the Marion Cross School Gym is being named after John Girard in honor of his 40+ years teaching there. Also, when he was selected as 'Citizen of the Year' by the Norwich Women's Club he was granted \$500 to donate to a non-profit of his choice. 'Mr. G' chose to give this money to our Recreation Scholarship Fund to help ensure that needy Norwich families will continue to have the opportunity to participate in our youth programs. What a perfect example of why he was chosen for the honor!

Facilities: Test holes were dug at the pool on June 1st. I visited the team on site. Neil has the report of their findings.

'Vermont Tennis Court Surfacing' will be re-surfacing our Norwich tennis courts between July 23rd & 31st. This should significantly improve the overall quality and durability of all four courts. Thank-you for approving of this expenditure and to Neil for supporting it.

For the first time a contract for the summer was set up with 'The River Valley Club'. They are renting a couple of our courts periodically to offer lessons in Norwich, providing us with additional facility rental income.

Professionally: I met with Jan Hansford for a Job Classification interview and also attended the Health Care meeting held through VLCT. The differences between our current system and the potential new VT Blue Cross plan were explained.

Other/Misc: We had a good Department Head meeting on June 19th, and I attended a Safety Committee meeting on 6/22, for which unfortunately we did not have a quorum. With the small group, we were however, able to make big strides in re-formulating our Town Accident Reports and hope that these can be voted on at our next meeting.

Respectfully submitted by,

Jill Niles