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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: JULY 2012 MONTHLY REPORT  
DATE: AUGUST 9, 2012

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This is the Town Manager's Report for July 2012. Department specific monthly reports are attached. I was on vacation from July 21 through August 5 and Phil did an excellent job as the acting manager. I will be on vacation from September 4, 2012 through September 7, 2012 and Phil will be acting manager.

**General**

- There was strong support from Town employees for changing from the MVP health insurance plan to BCBS. The change was made effective August 1, 2012 and the initial reports I have received from employees are very positive.
- The 2012 Grand List was lodged on June 28, 2012. There were 7 appeals to the Board of Civil Authority of the listed value of property.

**Projects**

- The Town-wide real property reappraisal is proceeding on schedule. 1,014 letters have been sent to property owners and 635 properties have been measured and inspected.
- AOT has approved the scope of work for RSG to complete the design of the Safe Routes to School sidewalk from the Congregational Church to Carpenter Street.
- Dubois & King is continuing work on the pool project. There is a public forum scheduled for Monday, August 20, 2012 in the MPR at 7:00 pm. Dubois & King will present three options that include repair of the existing facility and two new facilities.
- Radio propagation studies have been completed for a seven site simulcast VHF radio system for fire and emergency medical services. VTel has offered to build the tower at their cost and provide space for our equipment. The Police Department has completed the change to narrowband digital for their UHF mobiles and portables. Using grant funds the Public Works Department has almost completed the upgrade of their mobiles and portables which will be completed by the end of August. Hanover Dispatch, who owns the transmitter on Hayes Hill that provides coverage for Norwich fire, is in the process of narrowbanding the Hayes Hill transmitter. The Fire Department mobiles, portables and pagers are scheduled to be narrowbanded by the end of September.
- The code and facilities deficiencies study for the Public Works, Police and Fire facilities is continuing and draft reports are being reviewed.
- We are in the process of reviewing new job descriptions prepared as part of the Classification and Compensation study.

## Monthly Town Manager's Report

Page 2 of 3

- Blaktop, Inc was awarded the bid for paving the following road sections. The paving is scheduled to be completed by the end of August.
  - Goodrich Four Corners (East)
  - Goodrich Four Corners with Paving Fabric (West)
  - Elm Street (Hobson to 47 Elm Street Driveway)
- Work has started on the complete rehab of Bridge 41 on Turnpike Road. Work is expected to be completed before the end of August.

### **Assessor**

- The office is being reorganized and as of July 1, 2012 the Listers will be paid a stipend twice a year. Assistance was provided to the Board of Listers in preparing errors and omissions requests when there had been a factual error in the lodged Grand List. Documents were prepared for upcoming BCA hearings.

### **Clerk**

- The transition to digitally recording of land records began on June 8, 2012 and is proceeding well with a steep learning curve.
- This is the second year with an annual Transfer Station sticker which overwhelmed the office and there are still users of the Transfer Station that are angry at the change.

### **Finance**

- Tax bills were mailed on July 12, 2012 with a total billed of \$15,218,162.
- Delinquent taxes at the end of July were \$128,415. This is a reduction of \$5,030 from last month.

### **Fire Department and Emergency Management**

- Members displayed fire apparatus at the Norwich Fair and distributed safety information.
- Members have begun testing and painting dry hydrants.

### **Planning**

- A public workshop is scheduled for September 27, 2012 on the public review draft of the update to the subdivision regulations.
- The HPC started the Beaver Meadow Historic and Root District Schoolhouse National Register projects.

### **Police Department**

- Nine of the 154 calls for service were outside of the officer's normal work schedule.
- Completed the conversion of mobiles and portables to narrowband digital. Digital is now the normal operating mode.

### **Public Works**

- Preparing bid documents for repairs to Bridges #32, #39 and #40.
- Bids will be received in August for FY13 paving, gravel and ledge products and sand.

**Recreation**

- Resurfacing of the tennis courts has been completed. See the attached pictures.
- The refurbished bread oven is being used and enjoyed by Norwich residents.

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

Progress Report – July 2012

The main tasks of the past month have been investigating and reporting on potential errors and omissions to the 2012 Grand List and preparation for the 2012 BCA hearings.

This office began a substantial restructuring discussion with the Listers. 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

## July Monthly Report

Town Clerk

The months of June and July have been incredibly busy in the Town Clerks Office.

We began the changeover to Cott's Systems (digitally recording) on June 8. We spent two weeks training on the program and are using it now. After some hiccups with the printer and user knowledge I think we are beginning to get use to the program. Ultimately, I think this will be a great improvement to the office and I am very excited about the change. This is a huge step from the way we used to record to what we are now doing. So far the researchers and attorneys are thrilled to see the change and are looking forward to other Clerks making this change as well.

During the same time period, it was time for transfer station stickers to renew as well. This year the sale of stickers became a HUGE burden to this office. I am sure it had to do with the training and lack of staffing on my part but, the interruptions to my office were constant to the degree that we found managing our own workload became impossible on some days. This combined with the anger associated with the sticker's added stress to the office. Next year I will be sure to be better staffed for this time period.

The Grand List has been lodged and we have begun the process for tax appeals. This year we have seven appeals to hear.

I have been training Judy Trussell as well. Judy has done an amazing job picking up the routines in my office and has rapidly become an asset to the office. At the end of August I will be having surgery and I am supposed to be out of the office for at least one to two weeks. My hope is that Judy can cover Monday's, Tuesday's and Thursday's and Ann Harvey covering Friday's. The office will be closed on Wednesday as I cannot get coverage for this day.

Respectfully Submitted,

Bonnie Munday

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

August 7, 2012

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for July or Taxes, taxes, taxes

- Tax bills were mailed out. The initial billing was \$ 15, 218,161.54. State credits were a total of \$ 1,054,901.40 and of that \$ 49,246.13 were the circuit breaker payments for municipal tax. More credits will be forthcoming on September 15<sup>th</sup>. I have attached a history of tax rates and taxes billed.
- Delinquent tax collections for July were \$ 5,029.58 bringing delinquent taxes to \$ 128,414.83 for August 31, 2012.
- Time was spent trying to get the 11-12 fiscal year closed and to prepare for the preliminary audit date of August 2 and the final dates of September 4<sup>th</sup> & 5<sup>th</sup>.
- Tax collections to date have been \$ 2,215,000.

Town of Norwich Tax Rates

Year	Town	School	Residential	Non Residential	Total	Total Residential	Total Non-Residential	Total Taxes Raised
1993/1994	0.430	1.520			1.950			6,184,967
1994/1995	0.490	1.630			2.120			
1995/1996	0.480	1.680			2.160			6,855,323
1996/1997	0.480	1.780			2.260			7,322,655
1997/1998	0.546	1.784			2.330			7,351,160
1998/1999	0.530	1.840			2.370			7,898,273
1999/2000	0.530	1.970			2.500			8,322,286
2000/2001	0.511	2.150			2.661			9,055,086
2001/2002	0.520	2.300			2.820			9,961,179
2002/2003	0.532	2.470			3.002			11,624,677
2003/2004	0.582	2.850			3.432			12,027,943
**2004/2005	0.592	2.950			3.542			10,488,395
2005/2006	0.4077		1.4417	1.2612		1.8494	1.6689	12,572,049
2006/2007	0.4790		1.4832	1.3168		1.9622	1.7958	12,336,721
2007/2008	0.4728		1.4580	1.2981		1.9308	1.7709	12,696,995
2008/2009	0.4810		1.4550	1.3563		1.9360	1.8373	13,216,296
2009/2010	0.4658		1.4859	1.3907		1.9517	1.8565	13,461,380
2010/2011	0.4588		1.5845	1.4770		2.0433	1.9358	14,150,081
2011/2012	0.4588		1.6482	1.4960		2.1070	1.9548	14,549,069
2012/2013	0.4689		1.7529	1.4791		2.2218	1.9480	15,218,161

4.6% increase in taxes raised or \$ 669,092.

\*\*Reappraisal Year

**Due Dates**

**8/17/2012**

**2/8/2013**



# 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](mailto:sleinoff@norwich.vt.us) Fax: 802-649-1775

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

## ***Fire and FAST Department***

Our members displayed fire apparatus at the Norwich Fair and provided safety information to the public and stood by during the fireworks display. They were called on to extinguish a small fire caused by the fireworks.

The King Arthur construction project is nearing completion and several members attended a final inspection of the fire protection systems.

An electrician corrected the electrical violations identified during our inspections by the Division of Fire Safety and VOSHA. Exit signs, ground fault current interrupter electrical outlets and AC shore line power to the fire apparatus was all repaired.

Members have begun testing the dry hydrants and painting them as needed.

## **Incidents**

<b>Call Types</b>	<b>July 2012</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>
Structure Fires	0	2	7
Auto Fires	1	1	1
Wildland Fire	1	1	1
Other Fires	0	2	1
Medical	4	54	46
Vehicle Crashes	3	19	16
Hazardous Conditions no fire	2	5	8
Service Calls	2	11	7
Good Intent Calls	0	17	13
False Alarms	4	16	14



Other	1	2	0
Total	18	130	114

Engine 1 Crew prepares to extinguish a car fire on Hopson RD.

## **Training**

FAST Squad training was on splinting and treatment of fractures and other injuries. Fire training was on the use of fire streams, aerial ladder operations, and portable pumps.

## ***Emergency Management***

A balloon test was conducted to enable the community to assess the visual impact of a radio tower at the Public Works Site on New Boston Rd.

# TOWN OF NORWICH ZONING & PLANNING

August 7, 2012

## July 2012 Monthly Report – Planner/ZA

1. Planning Commission
  - a. Subdivision Regulation Update –
    - i. Public Review Draft completed July 26 – Public Workshop Scheduled for September 27, 7PM.
  - b. Zoning Amendments – Work has begun on River/Stream Corridor Protection District based on Blood Brook Fluvial Erosion Hazard Area Study – Scheduled Public Workshop for September 13 at 7 PM with state river scientist
  - c. Planning Project - Route 5 South, River Road Area – Planning next phase
2. DRB
  - a. Hearings – No hearings in July, one scheduled for August
  - b. 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 –New Scope of Work submitted by RSG just approved by VTrans so work can start on finishing the plans. Waiting for final VTrans survey of Church Street ROW.
  - b. Upper Valley Transportation Management Assoc. meeting
5. Historic Preservation Commission
  - a. The HPC started Beaver Meadow Historic District and Root District Schoolhouse National Register projects. Drafted contracts for consultant and provided mapping and other materials.
6. Communications Tower –
  - a. Balloon Test
    - i. Coordinated with consultants and Public Works
    - ii. Public Notices – email, list serve, etc.
    - iii. Pictures during test
  - b. Worked on Act 248a permit process
  - c. Site Visit & Meeting with VTel representatives
7. Other –
  - a. Pool – Meeting with consultant
  - b. Town Manager – Filled in for TM while on two week vacation
  - c. East Central VT Sustainability Project – meeting and assignment to working group

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

August 1, 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 154 calls during the month of July and of those calls nine (9) were outside the officers' work schedule, meaning officers responded nine (9) times during the month of July for incidents outside the normal work hours.

Norwich Police Department investigated a report of an Underage Drinking party. Officers issued several tickets for underage drinking and one citation for a court appearance for underage drinking.

Norwich Police Department again this year purchased five (5) traffic warning devices from "STEP 2 KIDS". The child like figures were distributed to families with children. The devices are used as traffic calming devices to warn motorists of kids at play. This is the third year that the Norwich Police dept. has distributed the "devices".

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.

## ACTIVITY

CALL TYPES	July 2012	YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	15	13
Stolen Vehicle	0	3	2
Vehicle Crashes	9	43	86
Intrusion Alarms	8	53	91
Frauds	1	20	19

1. Over Time Hours	75 hours
2. Sick Time Hours	26 hours
3. Vac/Hol/Per Time Hours	94 hours
4. Part Time Officer Hours	0 hours
5. Total #of calls responded to	154 calls
6. Training Hours	40 hours
7. Grant Funded Hours	3 hours (GHSP)

TRAFFIC ENFORCEMENT July 2012

Motor Vehicle Stops	57
Traffic Tickets	24

Respectfully;

**D.A.R.**

Douglas A. Robinson  
Chief of Police



**TOWN OF NORWICH**  
**DEPARTMENT OF PUBLIC WORKS**  
26 New Boston Road  
Norwich, VT 05055  
802-649-2209 Fax: 802-296-0060  
Norwich\_highway@earthlink.net

To: Neil Fulton, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: July 31, 2012

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 the Transfer Station statistics.

**FEMA Projects:**

As soon as time permits we will be going out to bid on the repairs for Bridges #32, #39, and #40 on Turnpike Road.

**Illness and Injury:**

Sonny Lewellyn came back to work on June 28<sup>th</sup> after being out with back problems in June. He worked from that date until July 13<sup>th</sup>. He was out 18 days in June and 12 days in July for a total of 6 weeks.

His back problems again became too serious for him to continue working, so he has been out since July 16<sup>th</sup>. He will be scheduled for surgery and then will need 3 months to recuperate after that.

**Bridge 41:**

Since my last report Blow and Cote has completed the following work on Bridge 41:

- Finished the sheet piling
- Backfilled behind the sheet piling with 5,000 psi concrete
- Shock-creted the wing walls
- Armored the inlet and outlet and under the bridge with 2' minus
- Scaled the deck

- Pinned and installed rebar for extra strength in the deck
- Poured a new deck

There is still more work to be done.

### **Other Completed Projects:**

- I completed the required training and exam to become a certified operator for our gas and diesel system at Public Works and the underground storage tank at Tracy Hall. This training was on line and done through the VT Agency of Natural Resources, Dept. of Environmental Conservation, Waste Management and Prevention Division, Underground Storage Tank Program.
- We worked with Bill Burnett to move three spruce trees from the Torkelson residence on Maple Hill Road to Huntley Rec. Field. Gail Torkelson generously donated the trees to the town. We planted them by the lower parking lot next to the Wolf property where there were already two other spruce trees. This will make a nice hedgerow in the future.
- We went out to bid for our 2013 paving program.

### **Pending Projects:**

- Currently we are ditching and doing brush removal on Goodrich Four Corners Road and Lower Elm Street in preparation for the pending paving projects.
- Gerry Macy is installing the new two-way radios from the Homeland Security Grant.
- Cracksealing will need to be done on our paved roads that are still in good condition. I am currently making arrangements for this.

# NORWICH RECREATION DEPARTMENT

P.O. BOX 1137, NORWICH, VT 05055

Jill Niles–Director 649-1419; Ext. 109

[Recreation@norwich.vt.us](mailto:Recreation@norwich.vt.us)

## **JULY 2012 Monthly Report**

**Recreation Program Update:** July was a busy month with eight different recreation programs running and a strong staff of eighteen helping to make our programs successful. Our annual Circus Camp ran for two weeks and its popularity allowed us to have it filled way back in January.

I continued to work on fall program details, meeting with instructors, recruiting volunteer coaches and setting up our fall youth soccer practice and field schedule.

**Facilities:** I attended an event at the newly refurbished bread oven at Barrett Meadow on July 13th. It was very rewarding to see the facility being enjoyed by so many folks in town.

‘Vermont Tennis Court Surfacing’ re-surfaced our Norwich tennis courts at the end of July. I have attached a few pictures that I took this morning to illustrate how nicely they turned out. Thank-you once again for approving of this expenditure and to Neil for supporting it.

A Public Forum on the Pool has been set for Mon., Aug. 20<sup>th</sup> from 7 – 8pm in the Tracy Multi-purpose room.

**Other/Misc:** It has been wonderful to have the new MC School principal, Bill Hammond on board who I have been thoroughly enjoying working with. I predict that having him in this position will open up new possibilities for productive liaisons between the town and school.

I also wanted to take this opportunity to thank you for our new Blue Cross / Blue

Shield of Vermont Health Care, as well as for covering the deductible for us through 2012.

Respectfully submitted by,

Jill Niles

