
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: AUGUST 2012 MONTHLY REPORT
DATE: SEPTEMBER 6, 2012

This is the Town Manager's Report for August 2012. Department specific monthly reports are attached.

General

- Phil passed the examination to become a Certified Floodplain Manager.
- Total grant expenditures for FY12 are \$675,022. Since this amount exceeds \$500,000 in federal funds a single audit is required. This will increase our audit costs by \$3,000 to \$5,000.

Projects

- Phil and I met with AOT and RSG on the Safe Routes to School sidewalk from the Congregational Church to Carpenter Street and walked the project area. A public hearing will be scheduled for this fall. As a result of the AOT surveys of Church Street, portions of the project are closer to the edge of the ROW than initially planned. The tentative schedule is to bid the project in 2013.
- There was a public forum held on Monday, August 20, 2012 on replacement of the pool dam and Dubois & King presented three options that include repair of the existing facility and two new facilities. Approximately 70 residents attended the forum. The following table has estimated construction costs.

Cost Elements	Alternative #1: Rehabilitate Existing Dam	Alternative #2: New Ogee Spillway	Alternative #3: New Labyrinth Weir
Dam Construction Costs (Without Fish Passage)	\$324,000	\$456,000	\$375,000
Fish Passage Construction	\$100,000	\$50,000	\$100,000
Engineering Costs (12% of anticipated construction cost)	\$50,880	\$60,720	\$57,000
Total	\$474,880	\$566,720	\$532,000

Dubois & King is working with the permitting authorities and preparing a report on the alternatives.

- A Letter of Intent was signed with VTel for construction of the tower at the Public Works location. Contract documents are being prepared for the Fire/EMS regional

system and the Norwich Police and Public Works systems. The Police Department, dispatched from Hurricane Hill, is now operating on narrowband digital. The Fire Department, dispatched from Hayes Hill, is in the process of converting to narrowband analog which should be finished by the end of September. The Public Works Department will complete the conversion to narrowband by November 15.

- The code and facilities deficiencies study for the Public Works, Police and Fire facilities is nearly complete and should be available for Selectboard review at the September 25, 2012 meeting.
- The Classification and Compensation study has been completed and will be presented to the Selectboard at the September 12, 2012 meeting.
- Blaktop, Inc. has completed the paving of the following roads with the exception of the east portion of Goodrich Four Corners Road which should be completed in early September. This work was delayed because of problems at the batch plant.
 - Goodrich Four Corners (East)
 - Goodrich Four Corners with Paving Fabric (West)
 - Elm Street (Hobson to 47 Elm Street Driveway)
- The complete rehab of Bridge 41 on Turnpike Road is nearly complete. Sandblasting the steel beams and repainting is expected to be completed in September.

Assessor

- The fourth mailer to property owners was sent out.
- The Assessor met with PV&R to go over the validity of sales used to compute the CLA.
- The Listers posted a "Message of Encouragement" to the list serve and world list in an effort to encourage property owners to respond to the request to make an appointment in order to properly complete the Town-wide reappraisal.

Finance

- Current year tax collections for August were \$8,125,024, with \$168,710 in outstanding or unpaid first installments.
- Delinquent tax collections for August were \$2,538.80 bringing delinquent taxes to \$125,875 for September 1, 2012.

Fire Department and Emergency Management

- A \$1,600 grant was received for recruitment and retention of Fire Department members.
- The Basic Emergency Operations Plan is being reviewed to improve the process for tracking individuals that have been moved to shelters or relocated.
- Work continues to find a cost efficient location for a dry hydrant in the Beaver Meadow Road Mitchell Brook area.

Planning

- A public workshop is scheduled for September 13, 2012 at 7:00 pm to discuss river/stream corridor protection.

Monthly Town Manager's Report

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- A public workshop is scheduled for September 27, 2012 at 7:00 pm on the public review draft of the update to the subdivision regulations.

Police Department

- Eight of the 158 calls for service were outside of the officer's normal work schedule.
- Officers assisted with the search for a missing child. The child was located unharmed with the assistance of the State Police canine unit.

Public Works

- Nicom is completing crack sealing on paved roads.
- The Natural Resources Conservation Service has approved the agreement for removal of debris from Tropical Storm Irene on Charles Brown Brook and Bloody Brook. We expect this work to be completed in September.
- Preparing bid documents for repairs to Bridges #32 and #40.

Recreation

- A fall coaches' orientation meeting was held.
- The fall brochure was completed and distributed.
- The unsafe suspension bridge over Bloody Brook at Huntley Meadows was removed.

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

Progress Report – August 2012

Throughout the month of August, New England Municipal Consultants (NEMC), continued the re-appraisal effort as it pertained to the 3rd mailing list; sent out in May 2012. Progress was generated in the form of interior building inspections and exterior property data collection.

Changes in value were also recorded as a result of grievance and BCA hearings. Most of the changes are visible within the Sigma program and the respective cost sheets associated with each parcel. As a result, change of appraisal notices were issued to those who were granted a change

Errors and Omissions were acknowledged and voted upon by the Board of Listers. NEMC provided recommendations for the Board to review. Examples of E&O issues ranged from acreage disputes, to incorrect Homestead/Housesite values.

PV&R District Advisor, Bill Tobin, made a visit in August in order to help complete the equalization study of sales. NEMC worked with Mr. Tobin to analyze each Norwich property sale over the last year, and determined which sales were qualified. All distressed sales were eliminated from the market study.

NEMC will continue throughout the month of September to collect re-appraisal data. The 4th mailer was just recently sent out, and NEMC has begun the process of measuring and inspecting properties for said mailer.

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

September 6, 2012,

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for August

- Current year tax collections for August were \$8,125,024, with \$168,710 in outstanding or unpaid first installments.
- Delinquent tax collections for August were \$2,538.80 bringing delinquent taxes to \$125,875 for September 1, 2012.
- Total grant expenditures for FY 11-12 equaled \$657,022. Because this exceeds \$500,000 in Federal funds, we will be required to have an additional single audit report in addition to our regular audit. This extra audit is then required to be sent to the agencies from which the grants were received. A.M. Peisch, our auditors, is aware of this and will be sending an agreement to be signed to perform this service. It is estimated to cost \$3000 to \$5000.



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: September 5, 2012

Fire and FAST Department

We received a grant from the “Sanders Earmark Program” for recruitment and retention of members. The grant was for \$1,600 and can be used for activities to recruit and retain members. We are focusing our efforts on recruiting new members to coincide with the beginning of the Firefighter 1 and Emergency Medical Technician Courses. We have received approximately eight applications. The applications are in different stages of the hiring process. We anticipate a significant increase to our membership. Several of the applicants have prior experience in the fire and emergency medical services field. We are looking for dry hydrant locations in the Chapel Hill/Beaver Meadow Rd. area.



Incidents

Our number of incidents is slightly ahead of last year.

Training

Fire Department training included our Hazardous Chemicals Communications Program, operating power saws, and using ground and aerial ladders. There was no FAST squad training since FAST will have two combined training sessions on vehicle extrication in September. We are starting to set up an online training program that will enable members to complete a wide variety of training online. This will provide another opportunity for members to complete required training. Firefighter Tim Cronan passed his Firefighter 1 exam and is now a certified Firefighter 1.

Call Types	Aug. 2012	Year to Date	Prior Year to Date
Structure Fires	0	3	8
Auto Fires	0	1	1
Wildland Fire	0	2	1
Other Fires	0	2	1
Medical	7	60	54
Vehicle Crashes	1	20	17
Hazardous Conditions no fire	0	5	10
Service Calls	2	13	7
Good Intent Calls	1	18	18
False Alarms	4	20	21
Other	0	2	1
Total	15	146	139

Emergency Management

We are working on addition to our Basic Emergency Operation Plan that will assist members managing the relocation of the public.

TOWN OF NORWICH ZONING & PLANNING

September 5, 2012

August 2012 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. No PC meetings in August
 - b. Subdivision Regulation Update – Public Review Draft completed July 26 – Public Workshop Scheduled for September 27, 7PM.
 - c. Zoning Amendments – Public Workshop scheduled for September 13 at 7 PM with state river scientist to discuss River/Stream Corridor Protection District based on Blood Brook Fluvial Erosion Hazard Area Study –
 - d. Planning Project - Route 5 South, River Road Area – Planning next phase
2. DRB
 - a. Hearings – Aug. 16, C. Richards – PUD; Future hearings scheduled for September 6 and 20.
 - b. Updating Rules of Procedure
3. ZA
 - a. Met with landowners on future permits and/or hearings
 - 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 –Met with Consultant (RSG) and VTrans coordinator on August 24. Reviewed status of project, issues to be resolved, and scheduling a public meeting. The project will be ready to go out to bid in early 2013.
 - b. TRORC TAC Mtg – Accelerated Bridge Construction Program and changes to federal transportation grant programs
5. Historic Preservation Commission
 - a. The HPC's Beaver Meadow Historic District and Root District Schoolhouse National Register projects are progressing.
6. Communications Tower –
 - a. Worked on Act 248a permit process
 - b. Several Site Visits & Meetings with VTel representatives
7. Other –
 - a. Floodplain Management – Attended course, passed exam for Certified Floodplain Manager

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

September 4, 2012

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

RE: August 2012 Monthly Report

Neil;

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

Officers responded to 158 calls during the month of August and of those calls eight (8) were outside the officers' work schedule, meaning officers responded nine (9) times during the month of August for incidents outside the normal work hours.

Norwich officers attended a seminar and conference at the State House in Montpelier where Governor Shumlin, Commissioner Flynn and AG Sorrell spoke on combating the BATH SALTS problems.

Norwich Officers responded to a report of a missing disabled child on Gile Mountain. After a brief search did not locate the child a VSP K-9 was contacted and responded. The K-9 picked up a track to locate the child. The child was located returned home safe and unharmed.

Norwich Officers participated in the Labor Day Click It or Ticket DUI campaign which runs from mid August into September. As a result of the campaign Norwich Officers accumulated the following stats:

Motor Vehicle Stops: 83
Traffic Tickets Issued: 29
Total Fines: \$2,064.00

Two (2) more Burglaries were reported, one to a camp and the other to a residence. Investigation indicates that both of the reported burglaries were/are past tense burglaries, that is, the burglaries occurred sometime within the past several months and are just now being discovered. Both burglaries are under investigation.

A resident reported hearing noises in his house in the early morning hours and suspected that someone had entered his house. The resident shouted to what/whom ever was making the noise and heard unknown person/s was running from the house. A search of the area did not produce anything associated to the trespass. **REMINDER TO KEEP YOUR VEHICLES AND HOMES LOCKED**

ACTIVITY

CALL TYPES	August 2012	YEAR TO DATE	PREVIOUS YEAR
Burglaries	2	17	13
Stolen Vehicle	0	3	2
Vehicle Crashes	9	43	86
Intrusion Alarms	7	60	91
Frauds	2	22	19

1. Over Time Hours	51 hours
2. Sick Time Hours	28 hours
3. Vac/Hol/Per Time Hours	80 hours
4. Part Time Officer Hours	0 hours
5. Total #of calls responded to	158 calls
6. Training Hours	4 hours
7. Grant Funded Hours	16.5 hours (GHSP)

TRAFFIC ENFORCEMENT August 2012

Motor Vehicle Stops	123
Traffic Tickets	49

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: August 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:

During the month of September I will develop the specifications and go out to bid on the two remaining FEMA repair projects on the bridges on Turnpike Road.

Illness and Injury:

Sonny Lewellyn has been out since July 16th with back problems. He has missed a total of 11 weeks since his problems started in June. He is scheduled to have back surgery on September 6th and should be able to return to work twelve weeks after that, on November 29th.

Bridge 41:

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

- Installation of membrane and paving of deck and approaches.
- Installation of all new W-rail.
- Resurfacing the shoulders with recycled asphalt

They are now in the process of sand blasting the beams underneath the structure and recovering the lead paint. I want to arrange a meeting with Marc Cote, the Town Manager, and myself to view the progress on the beams soon.

Crack Sealing:

Nicom is in the process of completing the crack sealing on paved roads for this year.

Paving:

Blaktop has completed the west end of Goodrich Four Corners Road and Elm Street as far as house #44. We have resurfaced the shoulders with recycled asphalt. Blaktop is scheduled to finish the east end of Goodrich Four Corners Road on September 4th.

Safety Meeting:

Gary Durkee attended a safety meeting on August 24th at the Police Station.

Totally Trees:

Totally Trees, in conjunction with the Tree Warden, did brush and dead tree removal on Goodrich Four Corners Road, Elm Street, and Hopson Road in preparation for the paving projects. They also removed hazardous trees from Main Street, Pine Tree Road, and Partridge Hill.

Other Completed Projects:

- We completed the center line striping from the George Fraser residence on Turnpike Road to the end of the crooked half mile on New Boston Road with double yellow lines.
- Jay's Septic pumped out the septic tank at Tracy Hall on August 30th.
- Jerry Macy installed the new two-way radios from the Homeland Security Grant. These new radios have all been narrow banded. He will be coming in the next month or two to narrow band the radios that we already had.

Pending Projects:

- Two salt bids are in for the 2012/2013 winter season. There are more to come.
- We will need to complete debris removal near the Brownlow residence at the intersection of Beaver Meadow Road and Moore Lane and behind the Heritage Condominiums off Beaver Meadow Road.
- Roadside mowing needs to be completed for the year.

NORWICH RECREATION DEPARTMENT

P.O. BOX 1137, NORWICH, VT 05055

Jill Niles-Director 649-1419; Ext. 109

Recreation@norwich.vt.us

AUGUST 2012 Monthly Report

Recreation Program Update: 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. We had a fall coaches' orientation meeting on 8/30 at which time equipment was also handed out.

The latter half of the month was insanely busy with a number of our summer programs finishing up while all the fall ones required final details to be organized. The fall brochure was printed and registration was set up for fall programs on-line.

Facilities: August was spent preparing Huntley Meadow and the Green for fall sports. Arrangements were made with Hanover High School, Lightning Soccer and two Upper Valley lacrosse groups regarding fall field rentals at Huntley Meadow.

The suspension bridge that spanned the brook between Beaver Meadow Road and Huntley was removed. It had become a hazard that we feared could lead to an untimely accident.

Events: Approximately 70 residents attended our Public Forum on the Pool on Mon., Aug. 20th. Shawn Patenaude from "Dubois & King" did a power point presentation on the three design options they've come up with. Minutes from the meeting are on the town website and associated diagrams and photographs are currently displayed in the Multi-purpose room.

I lined up the following sponsors for our upcoming Labor Day Road Race: 'King Arthur Flour' donated 24 Chocolate Chip Cookie mixes for prizes. Stateline Sports donated four \$25 gift cards and 12 running related products for prizes. 'Norwich Regional Animal Hospital' will be making chocolate chip cookies for prizes and all my volunteers that day. 'Stone Arch Bakery' in Lebanon has committed to giving us a variety of baked goods for all the runners. I'm thrilled to have the Norwich Police Department involved once again this year to help with traffic control. September will provide you a report on the race.

Meetings: On 8/23 I attended the Upper Valley Recreation Association monthly meeting which included fall soccer game scheduling.

On 8/24 I attended the Safety Committee meeting at the police station. We adopted our newly completed By-Laws, workplace Hazard Reporting Form and agreed upon alterations to a finalized Incident/Injury/Near Miss form.

I held a Recreation Council meeting on 8/27, at which the majority of our time was spent discussing Labor Day Race preparations and the bridge that was removed over the brook at Huntley.

Respectfully submitted by,

Jill Niles