
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: SEPTEMBER 2012 MONTHLY REPORT
DATE: OCTOBER 5, 2012

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

General

- White Appeal Decision - The State Appraiser set the value at \$550,300, the revised Assessor's number. The White's had requested a value of \$385,300. The original value was \$628,900.
- There was an early morning second alarm structure fire on Falcon Lane that started in an attached garage. Quick action on the part of mutual-aid departments and the Norwich Fire Department prevented the extension of the fire into the main house.
- FY14 budget guidance was provided to all departments. The current schedule is to distribute a proposed budget to the Selectboard on Friday, November 9, 2012. The first budget work session is scheduled for Wednesday, November 14, 2012.

Projects

- The contract documents for the communications project are almost complete. The tentative date for Hanover to receive bids is November 30, 2012. The fire department has almost completed reprogramming all their radios to narrowband. Several members have reported poor reception with their pagers as a result of the narrowbanding.
- The code and facilities deficiencies study for the Public Works, Police and Fire facilities is complete and was reviewed by the Selectboard. Copies have been posted on the Town's web site.
- The Job Classification and Compensation Plan was received from Condrey and Associates. The report addresses internal and external equity and recommended a grade and step plan. New job descriptions for all town employees were developed in a consistent format based on the ten functional areas used in the Factor Evaluation System.
- Blaktop, Inc has completed the paving of the following roads.
 - Goodrich Four Corners (East)
 - Goodrich Four Corners with Paving Fabric (West)
 - Elm Street (Hobson to 47 Elm Street Driveway)
- Paving of a portion of Beaver Meadow Road with grant funds is scheduled for October.

- The complete rehab of Bridge 41 on Turnpike Road is finished.

Assessor

- The reappraisal is back on schedule.
- The last mailer to property owners is schedule for late October.
- Initial inspections have been completed for the third mailer.

Finance

- Current year outstanding or unpaid first installments are \$105,160.
- Delinquent tax collections for August were \$1,706 bringing delinquent taxes to \$124,169 for October 1, 2012.
- The outside auditors were hear on September 4th and 5th rewiwing our documents.
- An RFP is being prepared for audit services foe the next three fiscal years.

Fire Department and Emergency Management

- A site has been found for a dry hydrant on Beaver Meadow Road west of Chapel Hill Road. A grant will be applied for in March 2013.
- As a result of the grant for recruitment and retention of fire department members four new members have been appointed.
- Captain Phillip Brunelle moved out the area and has resigned from the department. He was a valuable member of the department.

Planning

- A public workshop was held on September 13, 2012 to discuss river/steam corridor protection. The Planning Commission will be working on zoning amendments.
- A public workshop was held on September 27, 2012 on the public review draft of the update to the subdivision regulations. No major concerns were expressed at the hearing.

Police Department

- Seven of the 148 calls for service were outside of the officer's normal work schedule.
- A grant has been received for two new driver feedback signs.
- Officers attended Forensic Interview training for investigations involving Domestic Assault, Sexual Assault and Child Endangerment investigations.

Public Works

- Bids have been requested for repairs from Irene to Bridges #32, #39 and #40.
- The process of relocating the wood lot and woodshed is proceeding. It is expected to be finished before winter.

Recreation

- The 28th Annual Labor Day race had 185 participants.
- The Soccer Coaching Clinic was well attended and had excellent instructors.

Monthly Town Manager's Report

Page 3 of 3

- The Recreation Volunteer Appreciation Barbeque was held on September 20th. A number of local organizations donated to the event.

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

Progress Report – September 2012

Reappraisal

NEMC completed the third mailer in September. Appointment inspections are set for the next 2-3 weeks which should help to improve entry rates currently below 70%. The last mailer is scheduled to begin in late October.

Assessing

Errors and Omissions were submitted and voted upon by the Board of Listers.

The assessing clerk will begin PTTR entry training this month. We will be looking to develop public reports based upon the entered sales. We will also begin the mailing of information requests to new property owners based upon the AssessPro data fields.

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

October 4, 2012

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for September

- Current year tax collections for September were \$198,690. There still is \$105,160. in outstanding or unpaid first installments.
- Delinquent tax collections for September were \$ 1,706. bringing delinquent taxes down to \$ 124,169. for October 1, 2012.
- The outside auditors from AM Peisch were here September 4th and 5th. It appeared to go well. They have gone paperless and a great deal of information had been given to them prior to their visit electronically, resulting in a shorter visit. While they were here they verified all that had been sent electronically by reviewing our paper such as invoices and payroll records.
- An RFP for Audit services has been drafted and under review.
- Time was spent getting spreadsheets ready for the departments to use in preparing their FY 13-14 budget.
- The final download for “late” income sensitivity was received in the amount of \$159,017. resulting in the overpayment and refund of taxes in the amount of \$13,501.



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: October 2, 2012

Fire and FAST Department

Our recruitment drive has successfully started. We appointed four new members; Nicholas Danford (FAST Squad), Kelly Michaelsen (FAST Squad), Louis Stiffler III (Fire and FAST) and Deborah Travers (Fire and FAST). We have several pending applications and look to add to our staff. Captain Phillip Brunelle has resigned. He has moved out of the area to be closer to his new job. Captain Brunelle was a valuable member who devoted a great deal of time and energy to the Department and the community.

We have reprogrammed our radios to the narrow band requirement. We have several members who are reporting poor reception on their pagers since Hanover began migrating towards narrow band.

We have found a suitable site for a dry hydrant on Beaver Meadow Road in the Chapel Hill area. We are working with the owner on the design and permitting process. We will submit our application in March 2013 for the project. It is not possible to complete the project earlier because stream alterations are not permitted this time of year.

Incidents

An early morning fire destroyed an attached garage at a home on Falcon Lane. The owners' bedroom was above the garage and they were fortunate that they discovered the fire before it trapped them. The fire burned through the bedroom floor and severely weakened the structure. Our automatic mutual aid protocol for building fires brought Norwich, Hanover, Thetford and Hartford fire departments to the scene.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	2	3	8
Auto Fires	1	3	3
Wildland Fire	0	2	1
Other Fires	0	3	1
Medical	11	71	60
Vehicle Crashes	0	19	22
Hazardous Conditions no fire	2	6	13
Service Calls	2	16	7
Good Intent Calls	2	20	20
False Alarms	3	25	26
Other	0	1	0
Total	23	169	161

A second alarm was transmitted which brought additional resources from Lyme, Hanover and Stratford. On arrival the garage and bedroom were burning as well as a car in the driveway. The first arriving companies were able to prevent fire extension into the home and contain the fire to the garage. The cause of the fire is undetermined but it is believed to have started in the ceiling space in the garage. This was the start of a busy day for us as there were two other calls (minor in nature) immediately after the fire.



Photo by Brian Johnson

Training

Fire and FAST members had two combined training sessions on vehicle extrication. The first one was at the firehouse and covered extrication safety, techniques, and familiarization with the tools. The second session was at the Norwich Public Works facility. Sabil and Sons provided two junk cars that we were able to practice using our tools. Two members are attending the Vermont Firefighter 2 training course.

Emergency Management

We applied for a grant from VT Homeland Security for two mobile UHF radios (for interoperable communications with our Police Department), portable radios with alpha-numeric displays for use at multiple frequency incidents, and a mobile repeater for Car 1 to improve portable radio coverage at fire and EMS incidents. We received verbal approval but have yet to receive the actual grant award.

TOWN OF NORWICH ZONING & PLANNING

October 4, 2012

August 2012 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Subdivision Regulation Update – Public Review Draft completed July 26 – Public Workshop held on September 27 – No major concerns.
 - b. Zoning Amendments – Public Workshop on September 13 with Gretchen Alexander, River Scientist with Watershed Management Division River Program discussed River/Stream Corridor Protection based on Blood Brook Fluvial Erosion Hazard Area Study – PC will propose zoning amendments
2. DRB
 - a. Hearings – 1 Site Plan Review, 1 Development Envelope Review, 1 Ridgeline Review –
 - b. Rules of Procedure - updated
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
 - c. Enforcement – Apartment created without permit and with state fire code and health violations. Health Officer and state officials involved.
 - d. King Arthur Flour – Final inspection and meeting to review conditions relating to traffic and lighting.
4. Transportation
 - a. UVTMA Meeting – Preparing for electric vehicles
5. Other –
 - a. Assisted Town Manager public service communication project
 - b. Participated in Climate Adaptation Workgroup of the East Central Vermont Sustainability Consortium

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

October 1, 2012

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

RE: September 2012 Monthly Report

Neil;

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

Officers responded to 148 calls during the month of September and of those calls seven (7) were outside the officers' work schedule, meaning officers responded seven (7) times during the month of September for incidents outside the normal work hours.

Norwich officers attended Forensic Interview training for investigations involving Domestic Assault, Sexual Assault and Child Endangerment investigations.

Norwich Officers responded to Tracy Hall for a reported burglary. Investigation found that unknown person/s smashed a window pane to the back door allowing access to the building, once inside the perpetrator/s broke into several offices rummaging through files and drawers. We do not believe that any information was compromised and that the perpetrators/s were looking for cash. While conducting the investigation into the Tracy Hall burglary officers discovered that the Congregational Church next door was also entered. Files and drawers were also rummaged through. Investigation believes that these burglaries were committed by the same person/s.

Norwich Police have received two (2) more digital driver feedback signs (Digital Speed Signs) and replacement parts for the one that was damaged on Beaver Meadow Rd. The Beaver Meadow Road sign will be replaced as soon as we can and we are exploring locations for placement of the two (2) new signs.

I am sorry to report that we are once again dealing with the graffiti. We have had several incidents of the same type of graffiti, anti-Semitic and racial profanity. We are actively investigating the graffiti and believe that it is directed at the Norwich Police and not towards any one race or religion. Case is under investigation and we will report any progress that is made.

ACTIVITY

CALL TYPES	September 2012	YEAR TO DATE	PREVIOUS YEAR
Burglaries	2	19	13
Stolen Vehicle	0	3	2
Vehicle Crashes	4	47	86
Intrusion Alarms	8	68	91
Frauds	3	25	19

September 2012 Monthly Report

1. Over Time Hours	83 hours
2. Sick Time Hours	0 hours
3. Vac/Hol/Per Time Hours	20 hours
4. Part Time Officer Hours	0 hours
5. Total #of calls responded to	148 calls
6. Training Hours	46 hours
7. Grant Funded Hours	2.5 hours (GHSP)

TRAFFIC ENFORCEMENT September 2012

Motor Vehicle Stops	77
Traffic Tickets	32

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: September 29, 2012

Part of this month's report will come from an excel program that provides expanded statistics for all 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 will be sending the excel spreadsheets for the Transfer Station at a later date, after I receive all of the statistics for September.

FEMA Projects:

I developed the specifications and went out to bid on the three remaining FEMA repair projects on the bridges on Turnpike Road. I will be submitting a recommendation to you soon.

Illness and Injury:

Sonny Lewellyn has been out since July 16th with back problems. He has missed a total of 15 weeks since his problems started in June. He had back surgery on September 6th, and has indicated that he will not be back to work until December.

Bridge 41:

Since my last report, the beams underneath the bridge have been sand blasted and primed. New steel was installed and everything underneath was painted.

All that is left to be done is the removal of two barrels of lead-based paint chips and the removal of the signs. We will also need to inspect and approve the completed project. If my calculations are correct, this project should come in at around \$17,000 under budget because the deck was not as deteriorated as we first thought.

Paving:

Blaktop finished paving the east end of Goodrich Four Corners Road this month and we renewed the shoulders with recycled asphalt.

At this point, we are waiting for the grant confirmation letter to come from the state so we can complete the Beaver Meadow Road paving project that will be covered by the VT AOT Grant. If it does not come soon, it will be too late in the season to do the paving this year.

Salt Bids:

I have received salt bids from the three major salt vendors in our area. I will submit a memo about this to you soon.

Transfer Station:

- We took 1,360 lbs. of old culverts that had been replaced to Evergreen Recycling in Wilder on September 20.
- Household hazardous waste collection was held at Public Works by the Greater Upper Valley Solid Waste Management District on September 22nd.

Other Completed Projects:

All of the Public Works two-way radios have now been narrow-banded.

Pending Projects:

- We put in the pad for the new site of the town woodshed. We resurfaced the road going into the new site with 1 ½" hardpack because the existing old logging road would not withstand the activity to and from the new woodshed. It needs to be accessible to the Tree Warden, volunteers, and Public Works to bring in wood. We installed the gate, concreting in the posts. Buildings and Grounds needs to now put the woodshed back up. This will be done soon.
- We need to take down the woven wire at the Peisch property.
- Buildings and Grounds will need to repair the two broken panes of glass and the back door at Tracy Hall as well as the hole that ARC made.

NORWICH RECREATION DEPARTMENT

P.O. BOX 1137, NORWICH, VT 05055

Jill Niles-Director 649-1419; Ext. 109

Recreation@norwich.vt.us

SEPTEMBER 2012 Monthly Report

Another extremely busy month in the Recreation Department...

Clinics & Events: We had a record 185 runners on a beautiful day for our 28th Annual Labor Day Race on 9/3. Runners chose from 2 race distances: 2.2 miles or 10K. The race was sponsored by the Norwich Recreation Council, the Norwich Police Department, Norwich Regional Animal Hospital, Stateline Sports, King Arthur Flour and Stone Arch Bakery - Lebanon. Thank-you to our awesome sponsors & volunteers who made the race possible including Youth in Action! See our web site &/or the Recreation bulletin board for results.

On 9/5 we held a Soccer Coaching Clinic given by master soccer coach, Bill Miles. For the first time ever, I was also able to convince both Boys & Girls Hanover High Varsity Soccer Coaches and teams to donate their time to give our Norwich Recreation players a free clinic. We topped that beautiful sunny Sunday on 9/9 off with a free Laser Tag Event given by Rod from "Infinite Laser Tag" out of Montpelier.

I postponed our Recreation Volunteer Appreciation Barbeque at the Huntley Meadow pavilion from rainy 9/18 to a lovely evening on Sept. 20th. It was well attended and I once again felt fortunate to have "Dan & Whit's" agree to sponsor the event, providing the food and paper goods for the dinner. This year I approached Baking Queen, Tricia Seigne about making a Volunteer 'Thank-you' cake. Not only did she agree, but she also insisted on donating it in support of our Recreation programs and volunteers. She went all out and surprised everyone with a delicious baking masterpiece - see attached picture of Tricia, her son and the amazing dessert.

Recreation Program Update: There are 195 children participating in various fall offerings and our three adult programs are all thriving as well.

We hosted 2 Middle School Cross-country running meets, the second of which we had a record 75 runners from about 8 schools/communities. Our coach, Jenny Williams

has built the program up over the past few years to the point where we now have 27 participants on our Norwich team.

I made my way out to our fields to watch a number of soccer games & practices; one of the joys of my job. Looking ahead, I have lined up basketball coaches for the upcoming season and am currently working with them on setting up the schedule.

Facilities: Huntley Meadow was aerated and fertilized. Grub control was included in the mix to get ahead of the grub problem we had last spring. My current budget only allows fertilizing half of the fields so I hope adding \$1,500 (estimate received from Andy) to my upcoming proposed budget is something the TM and SB will support to improve the condition of Huntley Meadow. The B & G crew is doing a phenomenal job keeping everything up.

I negotiated buying a Baseball Backstop from Dartmouth College for \$50 even though they were initially asking \$800 for it. This will replace the weary backstop on the softball diamond at Huntley.

Meetings & Professional Development: I took part in our monthly Upper Valley Recreation Ass'n meeting in Hartford.

The September Vermont Recreation & Parks Association Executive Committee meeting in Barre marked my first full year on the board. It has been excellent experience to learn more about our state agency and to contribute to this wonderful organization.

I came away with a lot from the *Annual VT Recreation Conference at Lake Morey last week. The keynote speaker, Dr. John Crompton, (Distinguished Professor of Recreation, Park and Tourism Science at Texas A&M University and well-known researcher and author) gave an inspiring opening speech. He articulated how parks and recreation make life better not only for park and program users, but even for members of the community who don't use them much. Other sessions I attended included: 1) Little Things, BIG IMPACT, given by Mark Pooler, Connecticut Camp Consultant. In this session 30 great ideas were presented that have a huge impact on customer satisfaction regarding recreation programs and activities.

2) Making Movies: Demonstrating Recreation Experiences Better, given by Andy Cappello, Director - Newport Parks & Recreation and VRPA Vice-President. Using still and moving pictures taken from a simple hand-held camera and through the use of free video editing software, we were given a demonstration of how to assemble a mini movie for

marketing programs on one's website.

3) Getting Organized - How Your Thinking Effects Productivity, given by inspiring Porter Knight, owner of Productivity Vermont, author and Certified Project Management Professional. Ideas on how to organize yourself out of chaos were presented through understanding neuroscience and the physiological responses of your brain to stress. The emphasis was on getting more done by prioritizing and managing life's demands. This was the second time I have heard Porter speak and I'd highly recommend her as a presenter. If funds were ever available to host a Town or Upper Valley workshop, I think all staff would benefit from hearing her message.

*some information from the VRPA Conference brochure

Respectfully submitted by,

Jill Niles

