
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: OCTOBER 2012 MONTHLY REPORT
DATE: NOVEMBER 7, 2012

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

General

- The Emergency Management Committee met a number of times to develop a plan for responding to hurricane Sandy. Fortunately Norwich experienced minor damage. The Emergency Operations was activated at 1700 hours on October 29, 2012 and deactivated at 0930 hours on October 30, 2012.
- The proposed FY14 budget will be distributed to the Selectboard on November 9, 2012. The first budget work session is scheduled for Wednesday, November 14, 2012 and the second work session on November 28, 2012. Outside agencies are scheduled for a special Selectboard meeting on December 5, 2012.
- The Hardy, Schaffner and Wilson Road appeals have been settled and dismissed by the Superior Court.

Projects

- The contract documents for the communications project have been completed and distributed to potential bidders. Hanover will receive bids on December 7, 2012. A pre-bid conference and site tour was held on October 26, 2012. The Fire Department has completed reprogramming all their radios to narrowband. The Fire and Public Works Departments are reporting a noticeable reduction in radio coverage.
- The paving of a portion of Beaver Meadow Road with grant funds was completed.
- The NRCS debris removal projects on Bloody Brook and Charles Brown Brook were completed.

Assessor

- The reappraisal is on schedule.
- The final batch of first visit letters was sent to property owners.
- Initial inspections have begun for this mailing.

Finance

- Current year outstanding or unpaid first installments are \$50,935. This is a reduction of \$50,935 from last month.
- Delinquent tax collections for October were \$458.

- An RFP was distributed for audit services for the next three years.

Fire Department and Emergency Management

- The Fire Department responded to six emergencies during hurricane Sandy. Two of the calls were for CO alarms involving the use of a generator and gas stove.
- Hosted approximately 450 people during Halloween.

Planning

- Completed revision from the public workshop held on September 27, 2012. A public hearing is scheduled for December 13, 2012.
- VTrans has finished survey monumentation for Route 10A, Route 5 and Main Street in preparation of reclassifying as a Class 1 Town highway.

Police Department

- Six of the 127 calls for service were outside of the officer's normal work schedule.
- Jody LaFlam was appointed as a part-time police officer.
- New soft body armor and new tactical vests were received and distributed to officers.
- Participated in Halloween events and passed out Glow Sticks during October.

Public Works

- Northwoods Excavating was awarded the contract for repairs caused by Tropical Storm Irene to Bridges #32, #39 and #40.
- The wood lot and woodshed relocation has been completed.

Recreation

- There are over sixty children signed up for the 3rd to 6th grade basketball.
- The adult Yoga program is receiving positive comments.
- Huntley Meadow seasonal equipment has been put in storage.
- Planning has begun for the ice ring on the Green.

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

Progress Report – October 2012

Reappraisal

NEMC continued to inspect numerous residential properties left over from the previous mailing. Many appointments were made a month in advance, so attention to those remaining properties was required.

The final batch of first-visit letters was sent out to the more congested village portion of Norwich. This batch includes all commercial properties that are subject to data collection. Field inspections have begun; regarding said batch.

NEMC also began data entry to the 2013 Norwich database. Many of the homes inspected in 2011 have had the data directly entered into Patriot software, as we build the overall informational database. This data will certainly not be available until May 2013.

Assessing

NEMC assisted the Town of Norwich in numerous settlements. The Town of Norwich needed financial projections for each scenario presented to homeowners in litigation. This allowed town officials and homeowners to have a better understanding of any repercussions associated with the decision making.

The State of Vermont also requested that we re-send our current use data from NEMRC. This was done electronically and in a timely fashion.

The FY14 projected budget was also developed for all Town of Norwich departments. NEMC assisted with recommendations and thoughts concerning the proposed Lister's office budget.

An additional re-appraisal computer was added to the office in order to fulfill the upcoming data entry workload. NEMC anticipates much of the winter months spent entering the data collected.

Respectfully submitted,

Matthew Krajeski
Assessor for the Town of Norwich

Norwich, Vermont - Progress Study

Date: 6-Nov-12

Class	Description	Number	Ltr Sent	Measured	Total Inspected	Insp by Appt	Valued	% Valued
R1	Residence on less than 6 acres	792	792	546	376	246		
R2	Residence on 6 acres or more	490	490	490	361	187		
MHU	Mobile Home Un-landed	2	2	2	1	1		
MHL	Mobile Home Landed	13	13	12	8	6		
S1	Seasonal on less than 6 acres	0	0					
S2	Seasonal on 6 acres or more	0	0					
C	Commercial property	49	0	14	7	2		
CA	Commercial Apartments	7	0					
I	Industrial	0	0					
UE	Utilities Electric	4	0					
UO	Utilities Other	2	0					
F	Farm	13	13	11	7	2		
W	Woodland	0	0					
O	Other (Condos, Senior and Low income Housing)	40	40	14	6			
M	Miscellaneous (Vacant Land)	289	289	123				
E	Exempt Property	56	56	27	19			
CABLE	Cable Television and data transmission networks	1	0					
	Total	1758	1695	1239	785	444	0	

Improved Listing Percent Entry 1412 1406 1116 785 70.34%

Class	Description	Number	Planned					Total
			2nd H 2011	1st Q 2012	2nd Q 2012	3rd Q 2012	4thQ 2012	
R1	Residence on less than 6 acres	795	100	166	139	100	287	792
R2	Residence on 6 acres or more	489	161	115	157	57		490
MHU	Mobile Home Un-landed	2	1	1	0	0		2
MHL	Mobile Home Landed	16	8	3	1	1		13
S1	Seasonal on less than 6 acres	0	0	0	1	0		1
S2	Seasonal on 6 acres or more	0	0	0	0	0		0
C	Commercial property	49	0	1	0	0	84	85
CA	Commercial Apartments	7	0	0	1	0	9	10
I	Industrial	0	0	0	0	0		0
UE	Utilities Electric	4	0	0	0	0	4	4
UO	Utilities Other	2	0	0	0	0	2	2
F	Farm	13	2	8	1	0		11
W	Woodland	0	0	0	0	0		0
O	Other (Condos, Senior and Low income Housing)	40	0	0	13	27		40
M	Miscellaneous (Vacant Land)	289	52	33	38	32		155
E	Exempt Property	56	11	8	7			26
CABLE	Cable Television and data transmission networks	1	0	0	0	0	1	1
	Total	1763	335	335	358	217	387	1632

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

November 5, 2012

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for October

- Current year tax collections for October were \$50,935. There still is \$58,377. in outstanding or unpaid first installments.
- Delinquent tax collections for October were \$ 458. bringing delinquent taxes down to \$ 124,169. for October 1, 2012.
- The Audit has been put out to bid and bids are due November 16, 2012.
- FY 13-14 Budget has been worked on extensively.
- October was a three pay period month totaling \$99,553 in gross payroll.
- Accounts Payable for October was \$ 645,561.



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: November 7, 2012

Fire and FAST Department

October 7-13 was fire prevention week. This year's theme was "Have Two Ways Out". We conducted public fire education for all the students at the Marion Cross School and the Child Care Center of Norwich. The Norwich Support Team and Department members hosted our annual Halloween Open House. Support Team members Sydney Smith, Anna Dupuis, Laurie Welch, Liz Russell, Cheri Henri, and Theresa Moore served over 400 hot dogs. We estimate that over 450 people visited the firehouse that night and had the opportunity to meet our members and see the fire trucks.



Public Education at the Child Care Center of Norwich

We are noticing the effects of narrow banding for our radios. Hanover Dispatch is migrating towards the narrow band frequency setting. We do not have reliable portable radio "talk back" to Hanover Dispatch along Main St. Several members (including myself) have noticed a reduction in the quality of pager reception. We depend on pager reception to alert members and portable radio "talk back" is critical to our communications.

Ruth Addante is our newest firefighter. Our recruiting campaign has been extraordinary. We have appointed five new members, three more have been appointed contingent on passing a medical physical and there are two pending applications.

Training

FAST Squad training was on oxygen administration, use of epinephrine injections, and carbon monoxide exposure. Fire training was on dry hydrant testing and search and rescue. All of your dry hydrants have been tested.

Incidents

We responded to six emergencies during “Superstorm” Sandy. Four of those were for downed power lines. The other two were carbon monoxide (CO) alarms. Exhaust from a standby generator produced detectable levels of CO in a home; fortunately there was a CO detector in the home that alerted the family. We ventilated the home to eliminate the CO.

The other CO call had minimal levels of CO and was caused by a gas stove that was being used during a power outage. It produced very minimal levels of CO.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	5	9
Vehicle Fires	0	3	3
Wildland Fire	1	3	1
Other Fires	0	1	0
Medical	12	83	64
Vehicle Crashes	0	20	24
Hazardous Conditions no fire	7	14	12
Service Calls	3	18	7
Good Intent Calls	2	23	23
False Alarms	4	26	29
Other	0	2	1
Total	29	198	173

Emergency Management

The Emergency Management met several times preparing for Superstorm Sandy. We received information from VT Emergency Management on a regular basis via e-mail and statewide conference calls. Planning for the storm included plans to remove downed trees, response to downed electrical lines, identifying and supporting vulnerable populations, communications and safety of response personnel. We opened our Emergency Operations Center (EOC) at 3:40 PM on October 29, 2012 and closed it at 9:30 AM the following day. We kept a standby crew at the Firehouse until 2:30 AM. We were fortunate that the impact of the storm was far less than our preparations.



A house on Happy Hill sustained minor damage from a broken tree

TOWN OF NORWICH ZONING & PLANNING

November 5, 2012

October 2012 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Subdivision Regulation Update – Completed Revisions based on comments from Public Workshop held on September 27 – Public Hearing scheduled for December 13.
 - b. Zoning Amendments –Continued River/Stream Corridor Protection based on Blood Brook Fluvial Erosion Hazard Area Study – Discussions with VT River Management Program.
2. DRB
 - a. One variance hearing and decision. Prepared November hearing documents.
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. TRORC TAC Meeting
 - b. VTrans finishing survey monumentation for 10A/RT 5/ Church Street (Section of state highway to be transferred to town)
5. Other –
 - a. Assisted Town Manager with public service communication project
 - b. Acting Town Manager while TM on vacation for a week.
 - c. Updated GIS software
 - d. Emergency Management meetings and support for storm preparation.
 - e. Meeting with new VT Historic Preservation CLG coordinator regarding current projects
 - f. Prepared and submitted '14 Planning Department Budget

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

November 2, 2012

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

RE: October 2012 Monthly Report

Neil;

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

Officers responded to 127 calls during the month of October and of those calls six (6) were outside the officers' work schedule, meaning officers responded six (6) times during the month of October for incidents outside the normal work hours.

The Norwich Police Department hired a new Part Time officer, Jody LaFlam. Jody will be filling in for officers' vacations, training, sick leave as well as participating in the GHSP campaigns. Jody comes to us with a current part time certification with the Vermont Criminal Justice Training Council and several years of experience. His full time job is in Rutland as a paralegal for the Office of Child Support.

Norwich Officers received their new soft body armor and dress carriers. They also received the new Tactical Vests which are of a higher threat level than the soft body armor worn daily. The tactical vests are kept with each officers patrol equipment in the cruiser until needed.

Norwich Police Department hosted two groups of Nursery School children and provided a tour of the facility and cruisers. Officers gave each group a talk on safety explained the different tools and equipment officers carry.

Norwich Officers participated in the 7th Annual Lights For Visibility program where we hand out Glow Sticks to the kids. Norwich officers handed out approximately 250 glow sticks throughout the month of October.

Norwich survived Tropical Storm Sandy. The Emergency Operation Center (EOC) was opened up at the police station and staffed fulltime throughout the storm. Officers responded to downed trees, flooding and alarms and reported back to the EOC which then directed the calls to the appropriate resource.

ACTIVITY

CALL TYPES	October 2012	YEAR TO DATE	PREVIOUS YEAR
Burglaries	2	21	13
Stolen Vehicle	0	3	2
Vehicle Crashes	3	50	86
Intrusion Alarms	8	76	91
Frauds	4	29	19

September 2012 Monthly Report

1. Over Time Hours	39.5 hours
2. Sick Time Hours	40 hours
3. Vac/Hol/Per Time Hours	56 hours
4. Part Time Officer Hours	31 hours
5. Total #of calls responded to	127 calls
6. Training Hours	16 hours
7. Grant Funded Hours	0 hours (GHSP)

TRAFFIC ENFORCEMENT October 2012

Motor Vehicle Stops	117
Traffic Tickets	86

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: October 31, 2012

Part of this month's report will come from an excel program that provides 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.

FEMA Projects:

Northwoods Excavating won the bid for the three remaining FEMA repair projects on the bridges on Turnpike Road. They have permission from the Agency of Natural Resources to start these projects late this fall as long as the water level is down. If not, it will be done first thing next summer.

Illness and Injury:

Sonny Lewellyn has been out since July 16th with back problems. He has missed a total of 20 weeks since his problems started in June. This has had a significant effect on our operations. He had back surgery on September 6th, and has indicated that he will not be back to work until December, at the earliest.

Bridge 41:

Bridge 41 is now a completed project. We will need to discuss how the grant funding and FEMA funding will be used between this project and Bridges #39, #40, and #32.

Paving:

Blaktop has completed the paving project on Beaver Meadow Road that was covered by the VT AOT Grant. We are now in the process of reestablishing the shoulders.

Storm Damage-October 30th:

The damage that we sustained from the remnants of Hurricane Sandy consisted of many downed trees. We cleaned up 15 throughout town. It should be noted that two of these trees on Beaver Meadow Road had been cut and notched by someone-making them blow over during the storm.

In addition to this, Green Mountain Power cut around 20 trees that came down in the power lines. They are in the ditches beside the road. We will need to clean these up also.

Other Completed Projects:

- The Natural Resources Conservation Service (NCRS) debris cleanup projects on Bloody Brook and Charles Brown Brook have been completed. This was cleanup from damage done by Tropical Storm Irene.
- I submitted a cost estimate for the insurance company for the damage from the accident on Union Village Road near Bradley Hill to the Norwich Police Department.
- Buildings and Grounds finished putting up the woodshed at the new town woodlot.

Pending Projects:

- We need to take down the woven wire at the Peisch property
- Buildings and Grounds will need to put the siding back on the woodshed at the town woodlot.
- We will need to get our trucks and equipment ready for winter.
- There is a small ditching project to be done at 239 Hopson Road to address a complaint that water is running across the road and into their driveway.
- If time permits, we will work on the Main Street drainage project before winter, if not, it will be top priority in the spring.
- Buildings and Grounds needs to take down all of the nets and goals at Huntley Field and close it up for the winter.
- B&G needs to put the lawn furniture from Foley Park in storage for the winter.
- There are some landscaping debris piles at Foley Park that we need to clean up.

NORWICH RECREATION DEPARTMENT

P.O. BOX 1137, NORWICH, VT 05055

Jill Niles-Director 649-1419; Ext. 109

Recreation@norwich.vt.us

OCTOBER 2012 Monthly Report

Recreation Program Update: There are currently over sixty children signed up for 3rd – 6th grade Basketball which starts in November. Our Adult Yoga program has really taken off and I have received many positive comments from participants.

I supervised the fall youth sports and found everything running smoothly. My Kindergarten, 1st & 2nd Grade Soccer Coaches hosted 6 towns in a Jamboree at Huntley on 10/28 to add a fun element to end their season.

Facilities: Huntley Meadow was put to bed for the season with all the soccer nets, goals and benches tucked away until next year. The soccer goals were removed from the Green and we had a meeting with Jonathan Brush (Superintendent of Buildings & Grounds for Dresden), Bill Hammond (new MCS principal) and Scott Neuman (Recreation Council member and head of the Icemen who care for the rink). Scott is proposing leveling the Green slightly in the corner that the rink sits, to save on water. Andy couldn't make it but has been included in the conversation since he is instrumental if it moves forward. All are in support of it. We'll meet again in November.

Meetings & Professional Development: I took part in our Upper Valley Recreation Association monthly & Directors' meetings in Springfield. Our regular monthly Recreation Council meeting went well, as did the Safety Committee meeting.

Events: The Halloween Celebration was very well attended and I was thrilled the weather was good, particularly being just post-'Sandy'. I have attached a medley of pictures I took at the event of the various adorable, clever and frightening costumes and faces that made it both an exciting and heart-warming Halloween.

Miscellaneous: Neil, Roberta and I met to go over my proposed '13 – '14
Recreation Budget.

It was interesting to meet as a town team preparing for 'Sandy'. It was somewhat of a bonding experience. As we all know, Norwich was fortunate in the strength of what was dealt to us, compared to what could have been. Neil and the group preparing for local emergencies left me with the feeling that we are very well prepared for such situations.

Respectfully submitted by,

Jill Niles

