
OFFICE OF THE TOWN MANAGER

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

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

General

- An After Action Report has been prepared on our preparation and response to Hurricane Sandy. A copy is attached to the Fire Department report.
- The proposed FY14 budget was distributed to the Selectboard on November 9, 2012. The first budget work session was held on Wednesday, November 14, 2012 and the second work session on November 28, 2012. The proposed FY14 budget is 0.95%, or \$38,141, more than the adopted FY13 budget.
- The final grant closeouts, with the exception of the pool dam, for the damage done by Tropical Storm Irene are in process.

Projects

- Hanover will receive bids on the radio communications project on December 7, 2012.
- The draft conceptual plans for the Safe Routes to School have been reviewed and a public meeting is scheduled for December 13, 2012. A request for a categorical exemption has been submitted to AOT.

Assessor

- The reappraisal is continuing and initial inspections should be complete by the middle of January.
- Data is being entered into the AssessPro, the new appraisal software.

Finance

- Delinquent tax collections for October were \$2,934 and the total delinquent taxes were \$120,777 as compared to \$91,016 for the same period last year.
- Proposals were received for outside audit services for FY13-FY15.
- The final review of the draft FY12 audit was completed and the Management Discussion and Analysis was completed. We expect to receive the final report before the end of December.

Fire Department and Emergency Management

- The change to narrowband radio frequencies has reduced radio coverage. The Fire Department report has specific examples of incidents where radio coverage was reduced or there was no coverage.
- The Fire Department responded to 18 incidents during November including the fire that destroyed three Police Department cruisers.

Planning

- A public hearing is scheduled on the proposed amendments to the Subdivision Ordinance for December 13, 2012.

Police Department

- Early on the Thursday morning on November 22, 2012 all three marked cruisers were destroyed by fire. A bid package for replacement of the vehicles was distributed Friday, November 23, 2012 with bids due on December 7, 2012.
- Six of the 148 calls for service were outside of the officer's normal work schedule.
- Two new driver feedback speed signs were acquired using grant funds. They will be installed at the bottom of Pierce Hill on Union Village Road and near Huntley Meadows on Turnpike Road.

Public Works

- Northwoods Excavating has completed work on Bridges #32 and #40 that were damaged by Tropical Storm Irene. Work is continuing on Bridge #39. This will complete the repair of all the damage from the Tropical Storm except for the Norwich Pool.
- There has been one callout for winter maintenance.
- The process of transferring administrative support for the Public Works Director to the Finance Department has begun.

Recreation

- A program for first and second grade Basketball was added as an offering for boys and girls separately.
- There are 97 children signed up for youth basketball.

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

Progress Report – November 2012

Reappraisal

The final batch of data collection regarding the 2013 reappraisal commenced, as NEMC looks forward to the fruition of the project. There were still some residual effects from the last batch in the form of interior inspection appointments, but the majority of the fieldwork was focused on the newly-mailed batch. NEMC will continue to accept all appointment inquiries, regardless of when notices were mailed out.

Assessing

The Board of Listers, along with the Town Manager and Assessor, worked towards finalizing an FY14 Lister's Office budget. Many changes were made from the previous budget in an attempt to maintain efficiency and effectiveness.

NEMC also helped the Town of Norwich draft a response to the Bucci family and their issue with the State of Vermont. A Financial penalty resulted after the Bucci's did not change their homestead filing after purchasing and inhabiting an alternate property. NEMC, along with the Board of Listers, was given the task of responding appropriately and in a timely fashion.

A series of scenarios were finalized in regards to the Sullivan appeal of merged parcels. Settlement terms were issued for the town to review. NEMC was given the task of reviewing the Town's figures to ensure clarity and accuracy.

Respectfully submitted,

Matthew 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

December 3, 2012

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for November

- Current year tax collections for November were \$32,361. Of that, \$ 264, were for the first installment and \$ 31,997 for the second payment due in February.
- Delinquent tax collections for November were \$ 2,934 bringing delinquent taxes down to \$ 120,777 for December 1, 2012. (\$ 91,016 11/30/11)
- Extensive review and editing of the 11/12 audit.
- Three bids for the outside audit for three years were received and reviewed.
- Attended a FEMA Audit seminar at Lake Morey. Continued to work on the close out of the big three projects from Irene.
- Grant closeouts for bridge work and paving.
- November payroll totaled \$63,826.
- Accounts Payable for November was \$ 750,560.



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: December 3, 2012

Fire and FAST Department

Radio communications continue to be problematic. The move towards narrow-banding radio transmissions is making it difficult for us to communicate at incidents particularly with portable radios. We had problems talking to Hanover Dispatch from the Norwich Inn, our Firehouse and Police Station, Pine Tree Rd and New Boston RD near the Thetford town line. Hanover Dispatch attempted to contact us at the New Boston RD incident using two different transmitter sites. They were not successful from either location. This means we will not have effective communication to this area of Town without the new radio tower and simulcast system. These problems will become more severe on January 1, 2013 when the narrow-banding mandate is fully implemented. Members are reporting reduced reception on their pagers.

Our recruiting drive has been very successful. Ruth Addante, Jehshua Barnes, Marlowe Frank, and Jaden Gladstone were appointed as Department members this month.

Incidents

Early Thanksgiving morning (2:45 AM) three Norwich Police cars were destroyed by fire. The fire was investigated by VT State Police and VT Division of Fire Safety investigators. They determined the fire started in the middle of the three cars and extended to the other two cars that were parked nearby. All three cars are total losses.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	2	7	11
Vehicle Fires	3	6	3
Wildland Fire	0	3	1
Other Fires	0	1	
Medical	4	87	76
Vehicle Crashes	1	21	25
Hazardous			
Conditions no fire	0	14	16
Service Calls	2	20	9
Good Intent Calls	1	25	27
False Alarms	5	31	29
Other	0	2	1
Total	18	217	198

Training

We have started an online training program that will permit members to further their firefighter and emergency medical service online. This training can be used for continuing education, mandatory annual training, and firefighter

certifications.

FAST squad members met at the Hanover Fire Station and familiarized themselves with the equipment on Hanover's ambulances. Fire training was on chimney fires and an introduction to the online training opportunities.



NFD Members training for chimney fires.

Emergency Management

We have discussed our response to “Superstorm” Sandy and are developing an after action report. Town employees will be participating in Incident Command System training on December 4th.

TOWN OF NORWICH

Hurricane Sandy

After Action Report

Stephen Leinoff 12/7/2012



1. Introduction and Background

This report is regarding the planning and response to Hurricane Sandy. Sandy was dubbed a “super storm”. Its impact was predicted to be severe winds and rain with the severe winds being the greater hazard.

2. Type/Location of Event

Sandy was a hurricane/tropical storm tracking towards Norwich on a northeast path.

3. Description of Event

Sandy was a storm bringing high winds and substantial rain scheduled to impact Norwich on October 29, 2012 in the evening.

4. Chronological Summary of Event

a. Preparation Phase

Several meetings were held in preparation for Sandy. The Norwich Emergency Management Committee met on October 26 and 29, 2012. VT Emergency Management initiated several conference calls to provide information to VT municipalities and agencies. The last one was on October 29, 2012, the day of the storm. Local plans were made under the assumption of “worst case scenario.” Plans were made for damage caused by high winds with associated downed power lines, power outages, blocked roads and flooding caused by the rain.

Each Department took preparatory steps for responding to these types of conditions. Operational plans were made for the Fire Department to assist Public Works with tree removal and administrative support at the Public Works Building if needed. Firefighters would work as a part of a Public Works crew. The firefighters would assist in moving downed trees and provide an EMT/Assistant Safety officer with each crew. An organizational chart was developed in anticipation of the storm. (see supporting documents). Public Works was the lead agency for operations. Plans were made to open an Emergency Operations Center at 15:30. Radio communications problems were anticipated and steps to minimize them were discussed. Safety topics were discussed particularly not working in trees with entangled wires until the power company declared the lines dead.

b. Chronology of events. 10/29/12 15:30 TO 10/30/12 09:30.

TIME	FROM	TO	HOW REC'D	MESSAGE/INFO.
15:40	Andy - Hgwy	NPD	phone	Hemlock on New Boston Rd in crooked half mile hung up in several other trees, will be taken care of tomorrow
16:25	Candace Nattie	NPD	phone(649-1202)	tree on power line at 965 Bragg Hill, sparking and smoking
16:25	NPD	Hanover Dispatch		request NFD be toned for the above call
16:45	Stuart White	NPD	phone(649-1654)	92 Happy Hill, branch came into basement, took out light switch, wires

TIME	FROM	TO	HOW REC'D	MESSAGE/INFO.
16:48	NPD	NFD - C1		dangling, no fire or smoke, still have power
17:00	EOC	EOC	EOC	relayed above call to C1 via radio EOC opened, staffed by J. Powell - B. Munday - C. Rataj
17:20	Wm. Whickner	NPD	phone	tree across the road near 1260 Podunk Rd - blocking both lanes, power is out
17:24	NPD	Andy- Hgwy		relayed above information
17:40	Andy - Hgwy	NPD	phone	2 trees blocking road on Podunk, power lines are underneath, will have to wait for power company
21:00	EOC	EOC	EOC	EOC staff change M. Scruggs - J. Bynum - C. Rataj On Duty / Powell & Munday Off Duty
23:37	Hartford	NPD	phone	974 Beaver Meadow Road-tree on power lines. No fire, no road blockage. Hartford notified Power company.
23:40	Walk-in	NPD	in person	Union Village Road between Turnpike Road and Maple Hill Road-- lines down blocking road. Fire Dept. did not answer their phone. Hanover sent tone for response.
23:40	NPD	Hanover Dispatch		Fire Dept. did not answer their phone. Hanover sent tone for response to above complaint.
0:02	Caller	NPD	Phone	Relayed a different location than initially reported. Confirmed with FD there is only one location--366 Union Village Road.
0:16	Hanover	NFD	Radio	Toned to fire on ground possibly from transformer. House 30' away and flames are 5-6' high on Pine Tree Lane
1:00	EOC	EOC	EOC	EOC staff change D. Robinson - J. Trussell - S. Rogers On Duty / Scruggs, Bynum, Rataj Off Duty
2:25	Matt Swett	EOC	In Person	Came into EOC advising that the FD was sending FD members home / FD will be on call
2:30	Norwich PD	M-18	Radio	Status Check / All OK
3:00	EOC	EOC	EOC	Trussell Off Duty
3:30	Norwich PD	M-18	Radio	Status Check / All OK
4:20	M-18	EOC	Radio	Medium size tree down on Beaver Meadow Rd. above lot 5 blocking both lanes of traffic

TIME	FROM	TO	HOW REC'D	MESSAGE/INFO.
4:22	EOC	Andy-Hghy	Phone	Gave above information to Andy
4:25	M-18	EOC	Cell Phone	M-18 advised that above tree appears to have been deliberately cut and dropped into the road. Law Incident started
5:00	EOC	EOC	EOC	EOC staffed by D. Robinson - S. Rogers
6:10	Walk In	EOC	In Person	Reporting tree down on Beaver Meadow Rd. / advised we are aware and waiting for GMP to remove it from power lines
6:50	Andy -Hghy	EOC	Phone	Asking for update on downed trees / Given information
7:00	EOC	EOC	EOC	EOC staffed by J. Powell - D. Robinson - F. Schippert On Duty / S. Rogers Off Duty
7:05	Hartford Dispatch	EOC	Phone	Advising of a tree in the wires at the Norwich/Sharon Town Line on Beaver Meadow Road. // GMP Notified
9:30	Chief Robinson	NPD	phone	EOC closed.

5. Response at Certain Levels (as appropriate):

The “worst case” scenario did not occur. There were problems caused by the wind knocking down trees with resulting power lines down. The Fire Department responded to these incidents and secured the area. Areas were secured using barrier tape to free the fire apparatus for response to other areas if needed. Public Works did not have to recall personnel. The Fire Department kept a staff on duty with members that responded to the evening incidents. Plans were made to keep a crew of an officer and three firefighters on duty as long as there were frequent incidents.

6. Interacting Systems, Agencies, and Programs

VT Emergency Management provided continuous storm updates and tracked the impact on VT communities. Norwich did not need assistance from other agencies other than Green Mountain Power. There were power outages but none for more than 24 hours.

7. Improvements, Conclusions, Recommendations: As applicable, include a description of actions taken, assignments, associated costs or budget, timetable for completion or correction, and follow-up responsibility.

Our radio system and Emergency Operations Center are not adequate for day to day operations and cannot meet the challenges presented by a major emergency. Radio coverage is poor and has become worse as the Dispatch Centers transition to the FCC mandated narrow banding. There is no reliable radio communications between the EOC and field units. This creates serious operational and safety issues for the responders and public. This will not be corrected until the new radio system is installed (hoped to be

sometime in 2013). This problem will become worse after January 1, 2013 when the full impact of narrow banding is in effect.

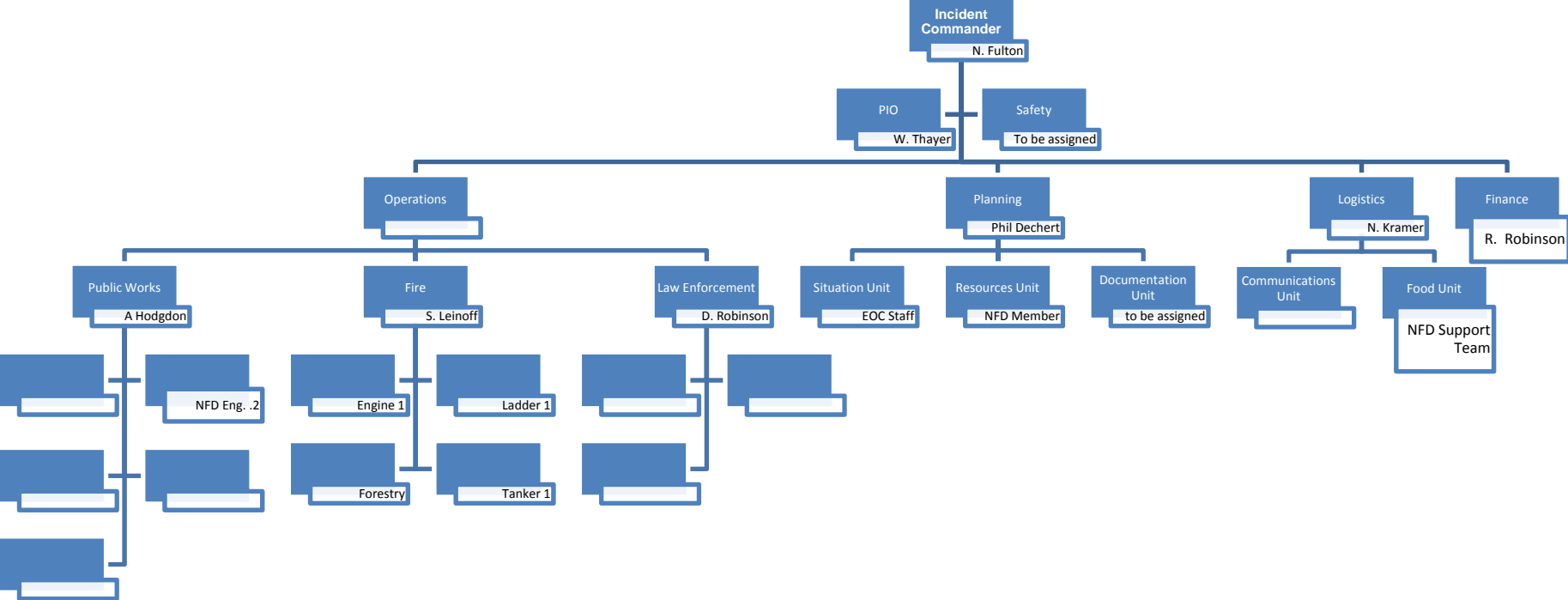
8. Training Needs

Most Town Employees have completed ICS training. The training program for ICS introduces concepts but does not have enough student application. A training session in the practical application of ICS is scheduled for December 4, 2012.

9. Lessons Learned

Preparing for the “worst case scenario” is appropriate. It is easier to “downsize” an incident than “upsized”. Applying our lessons learned from Tropical Storm Irene made it easier to prepare for this incident.

10. Supporting Documents: Organizational Chart



TOWN OF NORWICH ZONING & PLANNING

December 3, 2012

November 2012 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Subdivision Regulation Amendments – Prepared drafts and hearing notices for Public Hearing scheduled for December 13.
 - b. Zoning Amendments – VT River Management Program creating GIS analysis of impacts on individual parcels of River/Stream Corridor Protection amendment based on Blood Brook Fluvial Erosion Hazard Area Study.
 - c. Scheduled Affordable Housing Roundtable for January 24 with Planning Commission, Affordable Housing Subcommittee, and representatives from local housing organizations.
2. DRB
 - a. Subdivision hearing and decision. Prepared documents and warned December hearing.
 - b. Reviewing proposed Subdivision Regulation Amendments with Board
3. ZA
 - a. Meetings with landowners on future permits and/or hearings, site visits and office visits regarding permit applications, permit research for properties to be sold, and investigated two violations.
 - b. Revising Zoning Fee Schedule for submission to Selectboard for adoption
4. Transportation
 - a. Reviewed Draft Conceptual Plans for Church Street sidewalk project prior to being submitted to VTrans. Posted plans in meeting room and scheduled public hearing for 5:30 PM on December 13, 2012.
5. Other –
 - a. Assisted Town Manager with public service communication project
 - b. Revised Employee Performance Review forms for TM

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

December 3, 2012

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

RE: November 2012 Monthly Report

Neil;

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

Officers responded to 148 calls during the month of November and of those calls six (6) were outside the officers' work schedule, meaning officers responded six (6) times during the month of November for incidents outside the normal work hours.

The Norwich Police Department lost its entire fleet of marked police cruisers to fire on Thanksgiving morning. After a thorough investigation by the Vermont State Police Arson investigators and discussions with representatives from NEPCO and ATF the fire was determined not to be suspicious and not indicative of a set fire. We are in the process of replacing the fleet through the bid process.

All of the Norwich Officers received their mandatory Domestic Violence, and First Aid/CPR/AED training. Domestic Violence Training became mandatory for all Vermont Law Enforcement officers in 2010 adding to the mandatory training hours each officer is required to have.

Norwich Police Department had acquired two more digital speed limit signs through grant monies. The signs will be placed at the Union Village Rd. and Partridge Hill intersection facing traffic coming into town from Union Village Road. The second sign will be placed on Beaver Meadow Rd. in the area of Huntley Meadow.

Norwich Officers gave presentations to the first grade and kindergarten classes at Marion Cross School.

Norwich Officers were busier patrolling the back roads of Norwich during the November Rifle seasons handling several Unlawful Trespass Complaints

ACTIVITY

CALL TYPES	November 2012	YEAR TO DATE	PREVIOUS YEAR
Burglaries	1	22	13
Stolen Vehicle	0	3	2
Vehicle Crashes	7	57	86
Intrusion Alarms	8	84	91
Frauds	3	32	19

November 2012 Monthly Report

1. Over Time Hours	14 hours
2. Sick Time Hours	24 hours
3. Vac/Hol/Per Time Hours	4 hours
4. Part Time Officer Hours	28 hours
5. Total #of calls responded to	148 calls
6. Training Hours	58 hours
7. Grant Funded Hours	24 hours (GHSP)

TRAFFIC ENFORCEMENT November 2012

Motor Vehicle Stops	89
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: November 30, 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 year for all Public Works departments.

Winter Maintenance:

This month (and for the season so far):

Treating the pavement: 1

Sanding: 1

Plowing: 0

Callouts: 1

Sidewalks: 1

Snow Removal: 0

From the daily log:

11-30-12: Because of snow overnight, I called everyone in at 4:00 a.m. We treated all of the paved roads, checked and sanded all of the gravel roads, and treated the sidewalks.

Winter Sidewalk Maintenance:

Our Holder sidewalk machine has been equipped with a demo liquid deicing applicator by Innovative Surface Solutions, Inc. This applicator was given to us with the stipulation that we try it and that other towns can come and see the unit and the results that it produces. Our only cost was the installation of the unit on the Holder

We are trying out a new liquid deicing product that has corn, beet, molasses, and other organic additives. This product has many benefits over salt, but the major

benefit is that it is supposed to have no adverse effects to vegetation. We have used once so far, and the results have been positive.

FEMA Projects:

Northwoods Excavating started work on Bridges #32, #39, and #40 that were damaged from Tropical Storm Irene on November 27th. Bridges #32 and #40 have been completed. The work on Bridge #39 is still ongoing.

Illness and Injury:

Sonny Lewellyn has been out since July 16th with back problems. He has missed a total of 24 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 be back to work at the beginning of December.

Paving/Shoulders:

This month we completed reestablishing the shoulders on Beaver Meadow Road where we paved this fall.

Work Given to DPW Administrative Assistant:

Jonathan Bynum took over processing the payroll for Public Works as of November 5th.

I also gave him the paperwork to complete for reimbursement form the following grants:

- Department of Homeland Security grant for two-way radios
- AOT Paving grant
- NRCS grant
- AOT Structures grant

Signage:

We are working toward complete compliance with the Manual of Uniform Traffic Control Devices. We started working on this in 2010, but did not make much progress in 2011 due to Tropical Storm Irene. We spent several days on this project this month. There is still more to be done.

We are using decals with the town name and address on all signs so if the signs ends up where it shouldn't be, it will be easily identifiable.

Other Completed Projects:

- The work on the town woodshed has been completed. Ten dump truck loads of wood have been brought up for the needy over the past month.

- Trucks and equipment are now ready for winter.
- The small ditching project at 239 Hopson Road was completed to address a complaint.
- Buildings and Grounds took down all of the goals and nets at Huntley Field to close it up for the winter.
- Buildings and Grounds put away the lawn furniture at Foley Park for the winter.
- Buildings and Grounds cleaned up the landscaping debris at Foley Park.

Pending Projects:

- We need to take down the woven wire at the Peisch property.
- The area for the skating rink on the green needs to be leveled.
- Buildings and Grounds is working on obtaining the best possible price for a new elevator maintenance contract for Tracy Hall.

NORWICH RECREATION DEPARTMENT

Jill Niles – Director 649-1419; Ext. 109

Recreation@norwich.vt.us

NOVEMBER 2012 Monthly Report

Recreation Program Update: Third through sixth grade basketball began 11/5 and much of the month was spent providing orientation, getting coaches set up, and organizing and dispersing the game and tournament schedules, as well as scouting officials to cover the home games. Uniforms were ordered and handed out.

First and second grade Basketball was added as an offering for boys and girls separately. It began right after Thanksgiving. I orchestrated receiving six free Junior sized basketballs to help get the program running, from the very generous South Burlington Recreation Department. There are currently 97 children signed up for youth Basketball.

I met with the representative for “Challenger Sports” and now, in addition to our Summer Soccer Camps, we will also run a new Multi-sports camp in 2013 which I am excited to be offering.

Facilities: We had another on site meeting to look at the best way to level a small portion of the Green so that less water will be required to set up and maintain the rink this winter.

Meetings & Professional Development: I hosted our Upper Valley Recreation Association basketball scheduling meeting on 11/7. At the state level, I attended the VT Recreation & Parks Association Executive Committee meeting in Barre on 11/6. and also helped with registration and set-up of one of VRPA’s annual fund-raisers held in White River Junction on 11/15. Our November Recreation Council and Department Head meetings were well attended and very productive this month. I also enjoyed sharing my thoughts and ideas for our Norwich future at the Strategic Planning meeting on 11/27.

Events: Details for the upcoming 12/20 Carol Sing at the Norwich Inn, post-pageant were confirmed. We also set the date for our annual community Winter Skating

Party. We are shooting for Friday, Feb. 1st from 3:30 – 6pm to encourage as much participation as possible and avoid weekend family and sports event conflicts.

Miscellaneous: I would like to thank the Select Board for all the time you put in serving Norwich. It is clear that you take your positions very seriously, with no hidden agendas, and that you care about doing what is best for Norwich, its citizens, as well as we, the employees. Thanks for listening at the 11/28 budget meeting.

Respectfully submitted by,

Jill Niles