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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: FEBRUARY 2012 MONTHLY REPORT  
DATE: MARCH 7, 2012

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

**General**

- Requests for Proposals were issued for:
  - Consulting services for repairing or replacing the pool dam
  - Contract Assessor
- Job Descriptions were approved and advertisements placed for:
  - Part-time Assessor
  - Part-time Assessing Clerk
- The Historic Preservation Commission (HPC) has been awarded a grant in the amount of \$9,108.15 representing 60% of the total cost of:
  - Beaver Meadow Historic District Nomination
  - Root District Schoolhouse Nomination
  - HPC Website

The balance will be funded from HPC funds, donations, and in-kind services.
- A grant request has been submitted for the next phase of the rehabilitation of the Gile Mountain Trail.
- Hazard Mitigation Grant Program (HMGP) funds have been requested for culvert replacements on:
  - Needham Road
  - Four Wheel Drive
  - Campbell Flats Road
- FEMA Project Worksheets have been submitted for 23 projects with a total cost of \$551,207.47. The funding ratio has changed from 90% federal/state to 95% federal/state. This reduces the Norwich share from 10% to 5% of approved project costs.
- Irene FEMA reimbursements in the amount of \$49,860.27 have been received.
- New narrowband compliant base radios were installed at the police and fire stations. The costs of these radios were funded by a grant and the installation with Town funds. A problem was found with one of the antennas and line which will need to be replaced at our cost.
- Hanover Dispatch received a \$352,000 Assistance to Firefighters Grant. The grant will fund a six-site simulcast system for fire communications and dispatch. It includes funds for the necessary radio equipment and communications links for a tower at the

Public Works site in Norwich but does not include the cost of the tower, building or generator.

- We expect to post the roads for mud season on, or about, March 7, 2012.

### **Projects**

- The contract for the code and facilities deficiencies study for the Public Works, Police and Fire facilities was signed and work will start in March.
- Work is continuing on the Act 250 permit for the communications tower.
- The Town and Fire District sidewalks have been inventoried and the condition of each is being evaluated.
- Safe Routes to School:
  - A new coordinator has been assigned to the project.
  - VTrans surveyors have finished their field work and final survey drawings are being prepared.
  - VTrans is preparing a contract with a new consultant for engineering services.

### **Finance**

- For FY12, \$3,066,512 in current year taxes has been collected. There is a current year delinquency of \$123,351 and a total delinquency, not including penalty and interest, of \$192,018.

### **Listers**

- The Final Equalization study from the Division of Property Valuation and Review (PVR) that was appealed to PVR resulted in a change in the CLA from 93.04 to 93.30. The Selectboard needs to approve the redetermination.
- Meetings continue with NEMC and a plan and monthly progress reports showing progress as compared to the plan have been developed.

### **Planning**

- The Town Plan has been certified by TRORC.
- The Affordable Housing Subcommittee had its first meeting and approved a Mission Statement and Procedures.

### **Police Department**

- Three of the 117 calls for service were outside of the officer's normal work schedule.
- New duty weapons were put in service.
- A grant request has been submitted for Tactical Vests for each officer.

### **Public Works**

- Diesel fuel is now at \$3.65 per gallon. This line item is over budget.
- The following table shows winter maintenance activities through February:

	<b>Month</b>	<b>Season</b>
Callouts	3	24
Plowing	1	9
Treating the pavement	6	36
Sanding	8	40
Sidewalks	2	29
Snow removal	0	0

**Recreation**

- The annual skating party was on February 3, 2012 and was well attended.
- Met with representatives of FEMA on the Norwich Pool repair or replacement.
- Peter Brink is pursuing repairing the bread oven at Barrett Meadows.



# 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: March 1, 2012

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

A new base radio was installed in the firehouse. This radio was purchased with a grant from VT Homeland Security. The Hanover Fire Department received a grant from the Assistance to Firefighters Grant (AFG) program. The grant award is \$352,000 and the funds will be used for building a simulcast radio system for the fire departments dispatched by the Hanover Dispatch Center. We have been working closely with Hanover Dispatch Center to create a regional approach to radio communications. This grant will improve radio coverage for all area fire departments and will fund equipment that will dramatically improve radio coverage in Norwich.

## **Incidents**

A pipe froze and burst at the Walker House, part of the Norwich Inn Complex. The water damaged several rooms on one end of the building. These rooms will require extensive clean up before they can be occupied.

Call Types	February 2012	2012 to Date	Prior Year to Date
Structure Fires	0	1	3
Auto Fires	0	0	0
Wildland Fire	0	0	0
Other Fires	0	1	1
Medical	10	17	14
Vehicle Crashes	3	5	5
Hazardous Conditions no fire	0	3	3
Service Calls	3	4	5
Good Intent Calls	6	10	3
False Alarms	3	6	5
Other	0	0	0
Total	25	47	39

## **Training**

Firefighter-EMT Dan Schneider has been appointed training officer for the FAST Squad. Dan replaces John Lawe who is stepping down after many years of dedicated service. FAST Squad training was on strokes. Several members attended EMT refresher training programs to maintain their certification.

Fire training was on winter rural water supply operations and on safety with an emphasis on firefighter wellness and fitness and the responsibilities of an incident safety officer. Firefighters Peter Griggs, Jon Wilkinson, and Chad Poston passed their Firefighter 2 final exam and now are certified as Firefighter 2s.

## ***Emergency Management***

Our Local Emergency Planning Commission has been analyzing responses to Tropical Storm Irene. Among their conclusions was that towns with an update Basic Emergency Operations Plan (BEOP) were more able to effectively manage incidents. BEOPs are used locally and by State and Federal agencies who provide assistance in emergencies. We are diligent in ensuring our BEOP remains up to date. It is reviewed annually after Town Meeting.

## LISTER OFFICE FEBRUARY 2012 REPORT

The Listers have met with Bill Krajeski and have received a schedule for the completion of the town-wide reappraisal. It is on schedule. Bill will also assess the commercial properties for the 2012 Grand List and will be sending letters to commercial property owners in early March requesting information needed for the assessment. He will, of course, do it again for the 2013 Grand List. We are meeting with Bill on a regular basis, i.e. twice a month to discuss and receive updates on the reappraisal.

We continue to view properties for which there are permits and hope to complete this by April 1, 2012.

The job descriptions for Assessor and Assessor clerk have been posted and there will be a pre-proposal meeting for the RFP for (contract) Assessor on March 1.

Respectfully submitted,

Liz Blum, Lister

Alison May, Lister

Ernie Ciccotelli, Lister

# TOWN OF NORWICH ZONING & PLANNING

March 1, 2012

## February 2012 Monthly Report – Planner/ZA

1. Planning Commission
  - a. Town Plan –TRORC review and certification approved February 29
  - b. Subdivision Regulation Update – PC Actively working on
  - c. Affordable Housing Subcommittee – At first meeting with new membership 2-23-12, approved Mission Statement and Procedures.
2. DRB
  - a. Hearings – Hastings Carport, Carleton Subdivision
  - b. Scheduled and warned additional hearings for Tuggle and ABC Dairy
3. ZA
  - a. Worked on projects with landowners related to future permits and/or hearings.
  - b. Site visits, phone calls, and office visits regarding permit applications
4. Historic Preservation Commission
  - a. '12 CLG Grant applications for Beaver Meadow Historic District, Root District Schoolhouse Historic Designation, and Historic Preservation Commission web page, submitted January 30. The HPC has been awarded \$ 9,108.15 representing 60% of the total cost. The balance will be funded from HPC funds, donations, and in-kind services.
  - b. Started RFP's for above
5. Transportation
  - a. Enhancement Grant – Route 5 South Shared Use Path
    - i. Met with VTrans coordinator
    - ii. Reviewed agreement with VTrans
  - b. Safe Routes 2 School
    - i. Waiting for final certification of VTrans survey of Church Street
    - ii. Waiting for designation of new consultant by VTrans
  - c. TRORC TAC – Attended meeting re: VTrans FY' 14 Project Prioritization and Irene follow-up
6. Workshops/Conferences attended:
  - a. Vermont Law School – Land Use Institute – Met with students regarding Flood Hazard Area regulations
7. Other – Submitted renewal request for Norwich Village Center Designation to Vermont Downtown Program

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

March 01, 2012

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

RE: February 2012 Monthly Report

Neil;

Here are some of the monthly stats of the Police Department from the month of February 2012:

Officers responded to 117 calls during the month of February and of those call three (3) were outside the officers' work schedule (Call in), officers were called in three (3) times during the month of February for incidents when no officer was on duty.

The new duty weapons (SigSaur .45 cal.) have been put into service and the old GLOCK's have been mailed to the company. Officers qualified with the new weapons the first week of February and all officers are carrying them now.

The police departments' fleet of vehicles has recently been serviced and all the vehicles have been inspected per DMV rules and regulations. The inspections will be valid until February of 2013. We did have to replace two windshields, one in the Impala and one in one of the Chargers.

I have submitted grant paperwork to VLCT for the purchase of Tactical Vests for each officer. I have heard that the grant is being reviewed and "Looks Good". VLCT had a couple of questions which have been answered and am now waiting for approval.

Radio North from Burlington has installed new radios in the police station. The radios are programmable so when the narrow banding deadline arrives we will be able to continue communicating via radio. We have the programming software and cables to be able program the radios as we see fit.

We are continuing our search for a Part Time Norwich Police Officer to replace Ofc. Beraldi who resigned last month. Because of the resources and activity level we are searching for an officer that is already trained and certified through the Vermont Criminal Justice Training Council.

- |                                 |                |   |
|---------------------------------|----------------|---|
| 1. Over Time Hours              | 48 hours       | 16 of these hours were the result of one juvenile being taken into custody and ultimately being placed into state custody. One male being taken into protective custody and requesting an emergency mental health evaluation. |
| 2. Sick Time Hours              | 39 hours       |   |
| 3. Vac/Hol/Per Time Hours       | 34 hours       |   |
| 4. Part Time Officer Hours      | 0 hours        |   |
| 5. Total #of calls responded to | 146 calls      |   |
| 6. Training Hours               | 8 hours        |   |
| 7. Grant Funded Hours           | 3 hours (GHSP) |   |

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, Interim Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: February 29, 2012

Part of this month's report will come from an excel program that provides expanded statistics in all categories. I am forwarding this to you electronically. You will see daily timesheets with activities for each employee as well as parts costs, equipment hours, and work areas. It will compile statistical data for the entire fiscal year for all Public Works departments. Please keep in mind that this is a work in progress and I will be making revisions to improve it further as time goes on.

**Winter Maintenance:**

Totals for the month:

Callouts: 3

Plowing: 1

Treating the pavement: 6

Sanding: 8

Sidewalks: 2

Snow removal: 0

Totals for the season, so far:

Callouts: 24

Plowing: 9

Treating the pavement: 36

Sanding: 40

Sidewalks: 29

Snow removal: 0

**Salt:**

2-1-12: We received 127.13 tons of salt from International Salt.

2-29-12: We received 98.29 tons of salt from International Salt.

**Transfer Station:**

I purchased disposable gloves, dust masks, safety glasses, and bio-hazard bags as was recommended during our bloodborne pathogens training in order to meet OSHA regulations.

I passed out copies of the Bloodborne Pathogens Control Plan to Phil, Judy, and Ryan at the Transfer Station.

### **Fuel and Oil:**

The price of diesel fuel is now at \$3.65/gallon. The Fuel and Oil line item is already over-budget by \$2,137.81, with four months left to go in this fiscal year. Petroleum prices are predicted to increase even more in the next several months. These escalating prices affect all aspects of Public Works operations. I am very concerned about this.

### **Meetings/Training:**

- 2-3-12: Gary attended a Safety Committee meeting from 10:00 to 12:00.
- 2-7-12: All Public Works employees attended Bloodborne Pathogens training from 9:00-11:00 a.m.

### **Completed Projects:**

- I faxed the information to the Windsor County state's attorney's office from the damage done by Brittany Dyke in a car accident to the guardrails on Union Village Road.
- I completed the Hazardous Materials Inventory for the Division of Emergency Management Community Right to Know Program.
- I submitted the Certificate of Highway Mileage to VT AOT.

### **Pending Projects:**

- Applications for Homeland Security Grant for 2-way radios.
- Continue working on Hazard Mitigation Grants.
- Public Works employees will be attending the flagger recertification class on April 11<sup>th</sup>.
- Continue working with FEMA representatives to complete our remaining projects.

# NORWICH RECREATION DEPARTMENT

P.O. BOX 1137, NORWICH, VT 05055

Jill Kearney-Director 649-1419; Ext. 109 [Recreation@norwich.vt.us](mailto:Recreation@norwich.vt.us) February 2012

## **February 2012 Report**

### **Recreation Program Update:**

Our Basketball season drew to a close as I worked on setting up all the details for our Mud Season programs which began this last week of February. They include: 1<sup>st</sup> & 2<sup>nd</sup> Grade coed Basketball, 3<sup>rd</sup> – 6<sup>th</sup> grade Baseball Warm-up, 3<sup>rd</sup> – 6<sup>th</sup> Grade Lacrosse Conditioning (separate programs for boys & girls), Middle School and High School Girls' Futsal and Art & Creative Expression. We added a new adult program for Norwich residents, "Basketball for Moms" and continue to offer Table Tennis, Fencing, Swing & Salsa Dancing, Adult Group Personal Training and Kung Fu.

**Events:** We hosted our annual Skating Party on the evening of Friday, Feb. 3<sup>rd</sup>. The weather was perfect and the rink buzzed with a wonderful turnout of families. The crowd enjoyed lots of donated baked goods and treats, as well as hot chocolate compliments of the 'Norwich Inn'. This event is co-sponsored by the Marion Cross School PTO, who is always a pleasure to work with.

**Facilities:** Neil, Phil and I met with a FEMA representative to continue working on details needed to keep the Pool refurbishing project on track.

Scott Neuman of the Recreation Council & the "Hosers", continued to maintain the rink on the Green throughout February. It has provided an ideal alternative to skiing with this season's meager snowfall.

Huntley Meadow was recently groomed for cross country skiing with hopes that March may provide residents with a few more opportunities to use it.

Peter Brink, a wonderful volunteer and Norwich resident, is pursuing having the bread oven at Barrett Meadow repaired and restored in the true authentic Quebecois fashion by an artisan of the rare craft. He is fund-raising to make this happen in April. We have been meeting weekly to keep the project moving forward as the oven is in dire need of repair.

**Professionally:** On Feb. 2nd I traveled to Barre for our Vermont Parks & Recreation Association Executive Committee meeting.

I attended and took Minutes for the second meeting of our town's Safety Committee on Feb. 3<sup>rd</sup>. We worked on establishing our By-Laws.

Respectfully submitted by,

Jill Niles