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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: MARCH 2012 MONTHLY REPORT  
DATE: APRIL 5, 2012

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

**General**

- We are preparing end of the Fiscal Year 12 expenditure projections based on three quarters of expenditures. Some highlights.
  - The Fiscal Year (FY) started without replenishing sand and salt supplies. This meant the FY12 budget had to purchase approximately \$75,000 of salt and sand that normally would have been a FY11 expense.
  - The termination agreement with the prior town manager increased Town Administration expenditures by more than \$40,000 that was not included in the budget.
  - Tropical Storm Irene required an all-hands response during the response and recovery period and preparing the necessary paperwork to receive partial federal and state reimbursement for a majority of the expenses. This was not included in the budget.
  - Normally the cost share for major declared emergencies for damage to public infrastructure is 87.5% federal/state and 12.5% local. We were able to get the federal/state share increased to 90% and the local share decreased to 10%. Subsequently, because of the total storm damages in Vermont, the federal/state share has been increased to 95% and the local share decreased to 5%.
  - Our end of the year estimate includes \$15,000 for the classification and compensation study. This was not included in the FY12 budget.
  - There has been a significant increase in the price of petroleum based products since the FY12 budget was finalized in January 2011. This is affecting the budget line items for fuels.
    - The price of diesel fuel in January 2011 was \$2.9864 per gallon and in March 2012 was \$3.6592 per gallon. This is a 23% increase.
    - The price of premium gasoline was \$3.046 per gallon in February 2011 and the price of regular gasoline in February 2012 was \$3.507 per gallon. This is a 15% increase. We have changed from using premium gasoline to regular gasoline to reduce costs.

- The price of paving has increased from \$81 per ton in place to \$89 per ton in place. This will reduce the amount of paving we can do this spring. I will be discussing this with the Selectboard at a future meeting.
  - Our preliminary projection is that FY12 end of the year expenditures may be more than \$70,000 less than appropriated. This is the result of careful management of expenditures and is equal to approximately \$0.01 on the tax rate.
- Proposals were received for:
  - Consulting services for repairing or replacing the pool dam (3)
  - Contractor Assessor (3)
- Three firms were interviewed for providing consulting services for repairing or replacing the pool dam. I expect to have a recommendation for the Selectboard to consider at the April 25, 2012 meeting.
- One firm was interviewed for providing a contract assessor. I expect to have a recommendation for the Selectboard to consider at the April 11, 2012 meeting.
- Four candidates were interviewed for the position of Assessing Clerk. I expect to make an offer to one of the candidates in April.
- We had applied for Hazard Mitigation Grant Program (HMGP) funds for culvert replacements on:
  - Needham Road
  - Four Wheel Drive
  - Campbell Flats Road
- The grant was denied because the Benefit Costs Ratio (BCR) of all three projects was less than one.
- Irene FEMA reimbursements in the amount of \$56,756 have been received.
- We found out that the Health Reimbursement Arrangements (HRA) are considered to be self-insurance and that the privacy requirements of The Health Insurance Portability and Accountability Act (HIPPA) apply. Because of this we removed the appropriations for the HRAs from each department and will account for the expenditures from a global account to protect individual information.
- TRORC approved the Norwich Town Plan.

### **Projects**

- The contract for the code and facilities deficiencies study for the Public Works, Police and Fire facilities is underway and inspections of the facilities are ongoing.

### **Finance**

- For FY12 a total of \$14,549,069 in property taxes was billed. This includes education taxes.
- As of March 31, 2012, delinquent taxes were \$166,955. This is \$11,000 more than at the same time last year.
- The revenues and expenditures of the Solid Waste Division of the Public Works Department are being analyzed.

**Fire Department**

- The lack of snow cover has created the potential for an earlier and possibly dangerous wildfire season.

**Listers**

- Jill Haney, the Lister Clerk, resigned and her last day of work was March 29, 2012. Interviews have been conducted for the revised position of Assessing Clerk and hopefully the position will be filled in April.

**Planning**

- The Vermont Downtown Development Board approved our request for renewal of the Village Center Designation.
- Preparing RFP for Route 5 South Shared Use Path.

**Police Department**

- Three of the 135 calls for service were outside of the officer's normal work schedule.
- The Police Department participated in the Hanover High School March Intensive and hosted a number of students.

**Public Works**

- This was a very difficult mud season. The sudden change in temperatures to record levels made for a shorter but more severe season. We are tracking the most severe locations and if they continue to reoccur may consider experimenting with methods to stabilize the subsurface.
- The following table shows winter maintenance activities through March:

	<b>Month</b>	<b>Season</b>
Callouts	4	28
Plowing	2	11
Treating the pavement	7	43
Sanding	5	45
Sidewalks	25	34
Snow removal	0	0

**Recreation**

- The skating rink was closed early this year due to unseasonably warm weather.
- Peter Brink has arranged for Mr. Jean Labrage from Quebec to repair the bread oven at Barrett Meadow.

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

April 2, 2012

TO: Neil Fulton, Interim Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for February & March

- February was spent predominately collecting taxes. \$14,549,068.59 was the final total amount billed. Delinquent taxes for 11-12 ended up being \$ 217,785. or 1.5% of taxes billed. This brought the total of all year's delinquent tax at the end of February to \$ 213,068. As of March 31, 2012 delinquent taxes are \$ 166,955, this is \$ 11,000 more than at the same time last year.
- Time has also been spent analyzing the Solid Waste Department updating spreadsheets etc. As a result of the review, two new line items have been added to revenue. One is Recycling Rebates which is the money the town earns for the cardboard that is recycled and for monies earned on e-waste recycling. The other line item is E-Waste Revenue which are the payments made at the Transfer Station for electronics dropped off for recycling. This makes 5 accounts that are now being used to monitor Transfer Station revenues.
- Another accounting change has been made for tracking health insurance. Since it has been learned that the HIPAA privacy laws protect individual information, the Health Reimbursement Account expenses have now been pulled out of department budgets and are a total expense amount in the same section as Workers Compensation and Unemployment. The other addition is the expense account for the monthly fees charged to manage the Health Reimbursement Account.
- I have also been working on year end projections. I expect to have both revenue and expenditures completed this week.
- Expenditures for March were \$ 1,596,020 however \$ 1,362,000 was school tax money leaving town expenses of \$234,020. March gross payroll was \$ 64,829.



# 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: April 2, 2012

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

The Department held its annual banquet at the Montshire Museum on March 31<sup>st</sup>. Captain Matt Swett presented an informative and humorous slide show on the Department's activities in 2011. Numerous area merchants donate food and prizes to support the dinner. Bonnie Munday, Matt Swett and Asaf "AJ" Wyszynski were presented with certificates of recognition by the Chief.

We are working with representatives from Mink Brook on the public safety building project. Three members applied for the vacant Lieutenant's position. Three fire officers from area fire departments assisted us with an oral interview board. The interview board asked a variety of questions about all aspects of the fire service. Candidates also had to participate in video simulations of building fire situations.

The lack of snow this winter and early warm weather has created the potential for a very dangerous wildland fire season. Typically snow mats down dead grass which makes it difficult to ignite and spread. The absence of snow pack and the quick melt off makes this type of fuel extremely vulnerable. VT and NH have already had burning bans; an unusual occurrence for this time of year.

We used Ladder 1 to assist the Marion Cross School in the installation of a new weather vane.

## **Training**

Fire training was on wildland fires and rescue carries and drags of downed firefighters. FAST squad training was cancelled due to Town Meeting.

INCIDENTS			
Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	1	2	5
Auto Fires	0	0	0
Wildland Fire	0	0	0
Other Fires	0	1	1
Medical	3	20	26
Vehicle Crashes	1	6	9
Hazardous Conditions no fire	0	3	4
Service Calls	0	4	5
Good Intent Calls	2	12	5
False Alarms	2	9	6
Other	0	0	0
Total	9	57	61



### ***Emergency Management***

We are assisting the Public Works Department on a grant application for radio(s) from VT Homeland Security (VTHLS). In the past VTHLS limited its grant program to public safety agencies. They have a limited amount of funds and are limiting request to only replace non-narrowband capable radios. It is possible that public works departments may only receive one radio.

## LISTERS MARCH MONTHLY REPORT

Cheryl Lindberg was elected for the 1 year Lister position and Ernie Ciccotelli was elected to the 3 year position. The Listers held a re-organizational meeting on March 7 and Liz Blum was elected chair.

The Listers have been meeting bi-monthly with Bill Krajeski to discuss the Town-wide reappraisal. It is on-schedule.

We have reviewed 3 RFPs for contract assessor for the Norwich and have not received any response to ads for assessor. On 3/26 Listers and the Town Manager interviewed one of the applicants. His projected contract had to be re-submitted and this was completed on the same day, March 26.

Jill Haney, the Lister clerk gave her 2-week notice and her last day was March 29. She has agreed to assist in training a new clerk should this be necessary.

The Town Manager, Jonathan Bynum and the 3 Listers interviewed 4 candidates for Lister clerk. There was one that we were all very interested in. Neil is checking references and will get back to us. Our hope is to have a new clerk in place the week of April 2 or the following week.

We have continued to do inspections for permitted properties for the 2012 Grand List. Listers are going out on inspections with Rick Favor of NEMC. The plan going forward is to have NEMC assist with the preparation of the 2012 Grand List and that will be included in the contract.

Respectfully submitted,

Liz Blum, Chair  
Cheryl Lindberg, Lister  
Ernie Ciccotelli, Lister

# TOWN OF NORWICH ZONING & PLANNING

April 3, 2012

## March 2012 Monthly Report – Planner/ZA

1. Planning Commission
  - a. Subdivision Regulation Update – Continued revising:
    - i. Steep slopes
    - ii. Storm Water Management and Erosion Control
    - iii. Wetlands, Surface Waters, and Flood Plains
  - b. Planning Project - Route 5 South, River Road Area – Onsite wastewater suitability research
  - c. Town Plan - TRORC approved the Norwich Town Plan and confirmed the town's planning process on March 5, 2012.
  - d. Norwich Village Center Designation renewal approved by Vermont Downtown Program on March 26.
2. DRB
  - a. Hearings – Tuggle Accessory Dwelling, ABC Dairy Conditional Use
  - b. Decisions issued – Tuggle & Carleton
  - c. Set up new video recording system for hearings
3. ZA
  - a. Worked on projects with landowners related to future permits and/or hearings.
  - b. Activity has increased on site visits, phone calls, and office visits regarding permit applications and permit research for properties to be sold
  - c. Additional time spent on administrative work in absence of assistant
4. Transportation
  - a. UVTMA meeting – Status of organization changed from an independent organization to a Vital Communities program.
  - b. Preparing RFP for Enhancement Grant – Route 5 South Shared Use Path
5. Workshops/Conferences/Meetings attended:
  - a. East Central VT Sustainability Consortium - TRORC
6. Renewal request for Norwich Village Center Designation reviewed by Vermont Downtown Development Board March 26

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 30, 2012

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

RE: March 2012 Monthly Report

Neil;

Here are some of the monthly stats of the Police Department from the month of March 2012, these stats do not include any activity for the 30<sup>th</sup> and 31<sup>st</sup>:

Officers responded to 135 calls during the month of March 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 March for incidents when no officer was on duty.

Norwich Officers attended training in Lebanon on "ICE" Immigration and Customs Enforcement. This was a 1/2 day seminar for all upper valley police departments sponsored by Mascoma Savings Bank.

Norwich Officers attended training at the NH Police Academy in Concord on "Responding to Complaints involving Juveniles with Mental Health Problems"

Norwich Officers participated in the AIGING IN PLACE NORWICH seminar on Fraud. The seminar was with COVE (Community Of Vermont Elders). This seminar was well attended by the AIPN group and officers were available after the program to answer any questions regarding fraud and identity theft.

Norwich Officers are currently investigating a rash of thefts from motor vehicles as well as a couple of houses being entered and items stolen. In all of these incidents the vehicles were unlocked and the items stolen were left in plain sight. The houses that were entered were also unlocked and some occupied at the time. These cases are under investigation. REMINDER to everyone to lock their vehicles even though they are parked in your own driveway, and lock your houses.

Norwich Police Department hosted several students and staff from the Hanover High School during their March Intensive program. Students and staff spent four days with Norwich Officers learning a little about the inner workings of the police. One days was spent at the District Court in White River Junction hearing criminal and civil cases, one day was spent at the Vermont Police Academy touring the grounds and watching someof the training new recruits were learning as well as having lunch with the new recruits. Another day was spent patrolling with the officers and assisting in a "Lock Down" drill at MCS, and the last day was spent learning a little about processing crime scenes.

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              | 45 hours     | Most of these OT hours were the result of the March Intensive program |
| 2. Sick Time Hours              | 8 hours      |   |
| 3. Vac/Hol/Per Time Hours       | 48 hours     |   |
| 4. Part Time Officer Hours      | 0 hours      |   |
| 5. Total #of calls responded to | 135 calls    |   |
| 6. Training Hours               | 26 hours     |   |
| 7. Grant Funded Hours           | 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, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: March 31, 2012

Part of this month's report will come from an excel program that provides expanded statistics for all of 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 still fine-tuning some of the details on this.

I will also be sending excel spreadsheets with Transfer Station statistics. These have been fine-tuned since last month.

**Winter Maintenance:**

Totals for the month:

Callouts: 4

Plowing: 2

Treating the pavement: 7

Sanding: 5

Sidewalks: 5

Snow removal: 0

Totals for the season, so far:

Callouts: 28

Plowing: 11

Treating the pavement: 43

Sanding: 45

Sidewalks: 34

Snow removal: 0

**Salt:**

- 3-3-12: We received 97.17 tons of salt from International Salt.

**Transfer Station:**

- 3-23-12: Seven pallets of e-waste were picked up by GPR of Middlebury for December-March. We don't know the weight yet or what reimbursement we will be receiving.

### **Fuel and Oil:**

The price of diesel fuel is now \$3.62/gallon. The Fuel and Oil line item is already over-budget by \$10,306.38, with three months left to go in this fiscal year. Petroleum prices are predicted to increase even more during the next several months. These escalating prices affect all aspects of Public Works operations. I am very concerned about this.

### **Mud Season:**

Mud season road repairs are ongoing. We went from winter conditions to 80° weather, causing the frost to come out of the gravel roads much too rapidly. This created very muddy conditions everywhere at once. We have had to use a significant amount of hardpack and gravel to keep these roads passable. There has been a consistent need to run two graders simultaneously.

### **Tracy Hall Custodian:**

Ben Trussell's t-shirts have been given to him and his uniform pants have been ordered.

### **Completed Projects:**

- The roads were posted effective March 7<sup>th</sup>.
- We completed our work on the Hazard Mitigation Grant applications.

### **Pending Projects:**

- Application for Homeland Security Grant for 2-way radios.
- Public Works employees will be attending the flagger recertification class on April 11<sup>th</sup>.
- I will continue working with FEMA representatives to complete our remaining projects.
- We will continue grading gravel roads to get them back into shape.

# NORWICH RECREATION DEPARTMENT

P.O. BOX 1137, NORWICH, VT 05055

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

March 2012

## March 2012 Report

### Recreation Program Update:

Our Mud Season programs are successfully underway and I began working on setting up details for all twenty of our Spring Youth offerings which begin in April. We will be adding a new Yoga program & Feel Young Chi Kung to our adult programs as well. Norwich is now part of the Interstate Lacrosse Community for which I attended a March meeting in Hanover. The majority of lacrosse game scheduling for the spring was done, as well as an overview of rules, tournaments, officials and town contacts.

**Facilities:** Mid-March our volunteer group, the “Hosers” dismantled the rink on the Green as unseasonably warm weather brought an abrupt close to the skating season. The rink liner is still in good shape.

I met with Mike Koloski at Huntley Meadow to assess spring field care needs.

Neil & Phil and I had two meetings with interested pool/dam repair consultants. We unanimously felt that ‘Dubois & King’ was the top choice.

Peter Brink has now lined up Mr. Jean Laberge, an artisan in bread oven design, to come to Norwich in April to repair the bread oven at Barrett Meadow. It will be restored in the true authentic Quebecois fashion in which it was originally built. Peter successfully continues to work on fund-raising.

**Professionally:** I took part in our monthly Recreation Council Meeting as well as the Upper Valley Recreation Association meeting in Hartford and Town Meeting on the 5<sup>th</sup>.

I attended our third Town Safety Committee meeting on March 9<sup>th</sup>. We continued work on establishing our By-Laws.

I was honored to find out that I had 2 nominations submitted to be considered for ‘Norwich Citizen of the Year’. John Girard was well deservedly chosen as the top candidate.

Respectfully submitted by,

Jill Niles