
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: JANUARY 2013 MONTHLY REPORT
DATE: FEBRUARY 7, 2013

This is the Town Manager's Report for January 2013. Department specific monthly reports are attached.

General

- Two of the replacement police vehicles are scheduled to be delivered the week of February 4, 2013 and the remaining police vehicle and the fire vehicle the week of February 11, 2013. We expect that it will take two to three weeks to outfit the police vehicles.
- Paperwork has been completed and we have received payment for the federal share from AOT for two of the three large projects (more than \$63,900) to repair damages from Tropical Storm Irene.

Projects

- Radio Communications Project
 - We are continuing to negotiate with Burlington Communications Service Center for the radio communications project. I expect Hanover to execute an agreement for the fire portion of the system in February.
 - We received proposals for a five-year lease-purchase agreement to fund the Norwich share of the radio communications project.
 - We are negotiating with VTel on the "Definitive Agreement" based on the Letter of Intent.
 - VTel is scheduling a balloon test for February.
 - VTel plans to submit the documents to start the process for obtaining a "Certificate of Public Good" in February.
 - Attached is a document which discusses the potential delays in system implementation and additional costs if Norwich owns the tower.
- We are continuing to work with representatives of River Management and Fish and Wildlife from the Agency of Natural Resources on permitting requirements for the replacement Pool Dam.

Assessor

- The reappraisal is continuing and residential inspections were completed in January. There will be callback inspections in February and March.
- Commercial inspections will start in February.

Fire Department and Emergency Management

- There were two chimney fires and residents are urged to perform regular maintenance on their chimney.
- The Fire Department assisted the Sharon Fire Department at a fire on Beaver Meadow Road.
- Please review the Fire Department's report for specific information on the impacts of reduced radio coverage.

Planning

- The Planning Commission had an Affordable Housing Roundtable on January 24, 2013 with representatives from local housing organizations.
- The final draft of the amendments to the Subdivision Regulations was approved by the Planning Commission and will be sent to the Selectboard to begin the adoption process.

Police Department

- Four of the 138 calls for service were outside of the officer's normal work schedule.
- Demo Sofronas was hired to replace Judy Trussell at the Tracy Hall crossing.
- MHQ will be detailing and installing the equipment in the new police vehicles.

Public Works

- Andy is developing an operating manual for the Transfer Station.
- Andy is beginning the process to develop an invasive species policy.
- Andy is beginning the process to develop a policy for the operation of the wood lot.
- The following table shows winter maintenance activities.

Activity	This month	This season, so far	Last year at this time
Callouts	6	20	21
Plowing	6	15	8
Treating the pavement	13	26	30
Sanding	14	29	32
Sidewalks	11	27	27
Snow removal	1	2	0

Recreation

- Registration for the summer Circus Camp is completely full.
- Work has begun on setting up mud-season programs.

**Background Information on Bond Vote
Radio Communications System
Town of Norwich**

Potential Delays in System Implementation

- Radio Communications Project Status
 - On December 7, 2012 Hanover and Norwich received proposals for the fire, police and public works radio systems upgrades.
 - The fire system includes 8 receiver locations and 7 transmitter locations. One of the locations is the New Boston Road tower.
 - The police system includes 2 receiver/transmitter locations. One of the locations is the New Boston Road tower.
 - Burlington Communications Service Center (BCS) submitted the lowest qualified proposal. Currently negotiating with BCS on implementing the systems.
 - Hanover plans to execute an agreement for the fire portion of the system in February.
 - Proposals have been received for a five-year lease-purchase agreement to fund the Norwich share of the radio communications project.
 - VTel is preparing the “Definitive Agreement” based on the Letter of Intent.
 - Current schedule is to ask the Selectboard to authorize the Town Manger to execute the “Definitive Agreement”, Lease Purchase Agreement and contract with BCS on February 27, 2012.
 - VTel is scheduling a balloon test for February.
 - VTel plans to submit the documents to start the process for obtaining a “Certificate of Public Good” in February.

- Potential Delays in Implementation if Norwich Funds and Builds the Tower
 - The Bond Issue to be voted on at the March 5, 2013 Town Meeting is for \$275,000.
 - The current estimated cost, if Norwich builds and owns the tower, with the AFG and HSGP grants, is \$335,000. If the grants are lost the cost may increase to \$475,000.
 - The Selectboard would need to call a Special Town Meeting to authorize a bond issue of \$335,000 to \$475,000.
 - To be included in the late July 2013 Vermont Municipal Bond Bank (VMBB) bond sale the application needs to be filed with VMBB by May 15, 2013. The application is not normally filed until 30 days after Town Meeting approval, the time for a petition for reconsideration of the vote, so a Special Town Meeting would need to be called by April 15, 2013. The next VMBB bond sale is normally in December.
 - Norwich funding and building the tower may result in a delay in the improvements to the fire, police and public works radio communications systems by 12 to 18 months.

- The Capital Facilities Planning and Budgeting Committee approved the following motion at their meeting on February 7, 2013.

“A motion was made that the Committee express its concern that the communications narrowbanding has placed the Town’s public safety communications in a critical situation and that it is urgent for the Town to move forward to complete the tower in the fastest way possible.”

Norwich Costs of System Implementation

December 12, 2011 Public Forum – Estimated Norwich cost of fire, police and public works communications system was \$762,511. This was for a two-site fire and police system located at the New Boston Road location and Hayes Hill in Hanover (Etna) and a one site public works system at the New Boston Road location.

February 24, 2012 – Hanover received Assistance to Firefighters (AFG) grant for a regional fire communications system. The system has eight receiver sites and seven transmitter sites and included funds for the materials and installation of the proposed two-site Norwich fire system. The performance period for this grant is through February 23, 2013. The granting agency has advised that there will be an extension of the performance period until August 23, 2013 and, perhaps, an additional six months after August 23, 2013. In addition, Hartford received a Homeland Security Grant Program (HSGP) grant for \$56,746 for the materials for the Hurricane Hill location in Hartford. The performance period for this grant is June 30, 2013.

June 20, 2012 Public Forum – Estimated Norwich cost of fire, police and public works system was \$397,500. This was for an 8 receiver/7 transmitter site fire system, two-site police system at the New Boston Road location and Hayes Hill in Hanover (Etna) and a one site public works system at the New Boston Road location. The cost of the fire system will be paid for with the AFG grant.

July 11, 2012 – VTel indicates an interest in building the tower with shared use.

July 11, 2012 Selectboard Meeting – Estimated cost of \$247,160 for a tower at New Boston Road location site and the public works system with an estimated cost of \$439,500 if the police system was included. The bond amount of \$275,000 was based on the tower and public works system. The cost of the fire system will be paid for with the AFG grant.

December 7, 2012 – Received cost proposals for fire, police and public works systems.

December 24, 2012 – Received notice that an HSGP grant of \$92,370 would be awarded for the materials for a two site police system located at New Boston Road and Hayes Hill (Etna). Norwich will be responsible for the installation costs. The performance period for this grant ends on June 30, 2013 and since it is Federal FY10 monies there will be no extensions.

Based on the proposals received on December 7, 2012 and subsequent negotiations with the chosen vendor, the following table shows the estimated system costs for various alternatives. The costs are the Norwich costs for the fire, police and public works systems described above.

	Estimated Cost	Bond Principal	Interest Costs	Total Costs	Term	Average Annual Cost	Increased Cost to Norwich Taxpayers
VTel Builds Tower	\$118,428	\$120,000	\$7,110	\$127,110.37	5	\$25,422	
Norwich Builds Tower							
With AFG and HSGP	\$333,428	\$335,000	\$120,451	\$455,451	20	\$22,773	\$328,341
With AFG Grant	\$420,665	\$425,000	\$155,126	\$580,126	20	\$29,006	\$453,016
With No Grants	\$471,217	\$475,000	\$173,376	\$648,376	20	\$32,419	\$521,266

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

Progress Report – January 2013

Reappraisal

Residential data collection concluded in the month of January, as NEMC moves toward commercial data collection and call back inspections. The AssessPro database continued to grow with data entry progress. Many properties were analyzed for acreage and coding errors. NEMC will continue to provide inspection appointment times for residents and businesses, with spill-over into February and March.

Assessing

The State of Vermont requested that the NEMRC 411 Grand List 2012 be sent for a final reconciliation and educational purposes. This was done in advance of the January 31st deadline.

A few abatements were filed with the Clerk's Office. One of those abatements has been approved; with the others being extended to the month of February. The Board of Lister's, along with NEMC, will continue to provide assistance throughout this process.

NEMC began to assist the firm responsible for updating the tax maps. A copy of the Grand List was provided to begin the process of GIS overlay and tax mapping. This Office will continue to assist the Planning and Zoning Department in the effort to create accurate and updated tax maps.

Respectfully submitted,

Matthew Krajeski
Assessor for the Town of Norwich



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: February 4, 2013

Fire and FAST Department

The effects of the narrow banding continue to affect our communications. Members reported poor pager reception on Main St. in Hanover and on Turnpike Rd. We responded to a motor vehicle crash near the intersection of New Boston Rd and Bradley Hill Rd. We could not use a portable radio to communicate with Hanover Dispatch and the Hanover Rescue Truck (which was less than 2 miles away). These problems hinder our response to incidents and prevent us from providing updated information to responding apparatus.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	3		1
Vehicle Fires	0		0
Wildland Fire	0		0
Other Fires	1		1
Medical	6		7
Vehicle Crashes	2		2
Hazardous Conditions no fire	3		3
Service Calls	2		1
Good Intent Calls	2		4
False Alarms	1		4
Other	0		0
Total	20		23

Incidents

We responded to two chimney fires in Norwich and assisted the Sharon Fire Department at a building fire on Beaver Meadow Rd.

Training

The FAST squad trained on emergency child birth and several members recertified the CPR and AED training. Monthly Department training was on firefighter self-rescue, respirator face piece testing and protective clothing inspection. A group of members trained on rapid intervention team skills and large area search.



A firefighter creates and maneuvers through a breached wall.

Emergency Management

The Vermont Center for Geographic Information is offering free webinars on mapping for emergency responders. This capability will be useful for planning and emergency responses. The generator at Tracy Hall was repaired.

TOWN OF NORWICH ZONING & PLANNING

February 5, 2013

January 2013 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Affordable Housing Roundtable - January 24 with Planning Commission, Affordable Housing Subcommittee, Anne Duncan Cooley – Upper Valley Housing Coalition, Andrew Winter – Twin Pines Housing Trust, and Buff McLaughry – Lang McLaughry. Strategy discussion
 - b. Subdivision Regulation Amendments – Final Draft approved by Planning Commission to be forwarded to Selectboard for adoption
2. DRB
 - a. No Meetings or hearings
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.
 - b. Revising Zoning Fee Schedule for submission to Selectboard for adoption
4. Transportation
 - a. Attended TRORC TAC meeting on invasive plant control policies
 - b. Church Street Sidewalk Project – Preliminary plans at VTrans for review
5. Other –
 - a. Communications Tower – assisted Town Manager with 248a permitting

Phil Dechert



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: January 31, 2013

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:

Activity	This month	This season, so far	Last year at this time
Callouts	6	20	21
Plowing	6	15	8
Treating the pavement	13	26	30
Sanding	14	29	32
Sidewalks	11	27	27
Snow removal	1	2	0

Completed Projects:

- The Vermont League of Cities and Towns insurance claim for the vandalism of the grader was completed. We received \$2,204.91 to cover the damages.
- I updated the road and bridge weight restrictions on the VT DMV website.
- I submitted the Certificate of Mileage for the Town Manager's signature.
- Justin completed the installation of the new sound system at Tracy Hall
- I completed all of the employee reviews that were due at this time.

Pending Projects:

- We need to take down the woven wire at the Peisch Property.
- We will complete more brush removal as time permits.
- Buildings and Grounds will continue to work on the repairs to Tracy Hall from the list that I gave you, as time permits.
- I plan to contact Two Rivers-Ottaquechee Regional Commission to discuss and schedule setting us up with a Road Surface Management System.
- I will need to do the annual Hazardous Waste Reporting for the Division of Emergency Management-Community Right-to-Know Program by March 1st.
- I will need to complete the yearly financial plan for VT AOT and complete the paving grant and structures grant applications.
- I will finish the final draft of the Transfer Station operating procedures.
- I am in the first stages of developing an invasive species policy.



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

February 3, 2013

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

RE: January 2013 Monthly Report

Neil;

Here are some of the monthly stats of the Police Department from the month of January 2013.

Officers responded to 138 calls during the month of January and of those calls four (4) were outside the officers' work schedule, meaning officers responded four (4) times during the month of January for incidents outside the normal work hours.

We hired a new crossing guard to replace Judy Trussell who transferred to the full time assistant town clerks position. Demo Sofronas was hired and will take over the crossing duties at the crosswalk in front of Tracy Hall.

Norwich Officers attended the Legislative Luncheon at the Capitol Plaza in Montpelier. The luncheon was to meet with our legislators to discuss police concerns and to discuss our concerns with upcoming bills.

Norwich officers completed FTO training at the Vermont Police Academy. FTO (Field Training Officer) certification is due for renewal every two years through the Vermont Criminal Justice Training Council. The remaining officers will complete their certification in February.

MHQ in Marlborough MA. was awarded the bid to up-fit the new Norwich Cruisers. The Cruisers are due to be delivered the first week of February. They will then be brought to MHQ where they will be up-fitted with lights, siren, radios etc. to make that road worthy. They should be on the road by mid to late February.

ACTIVITY

CALL TYPES	January 2013	2013 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	0	22
Stolen Vehicle	0	0	3
Vehicle Crashes *	12	12	67
Intrusion Alarms	7	7	94
Frauds	5	5	34
Domestic Assaults	2		

- Approximately a 12% reduction in motor vehicle crashes from 2011 to 2012

1. Over Time Hours	10 hours
2. Sick Time Hours	10 hours
3. Vac/Hol/Per Time Hours	16 hours
4. Part Time Officer Hours	18 hours
5. Total #of calls responded to	138 calls
6. Training Hours	40 hours
7. Grant Funded Hours	0 hours (GHSP)

TRAFFIC ENFORCEMENT January 2013

Motor Vehicle Stops	54
Traffic Tickets	22

Respectfully;

D.A.R.

Douglas A. Robinson
Chief of Police

NORWICH RECREATION DEPARTMENT

Jill Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

January 2013 - Monthly Recreation Report

Recreation Program Update: New Winter sessions began for our Adult programs including Group Personal Training, Yoga and Snowshoeing/Outdoor Activities all of which had strong participation. I enjoyed overseeing all our youth basketball teams, observing the odd practice or game; a highlight of my job. All youth and adult programs have been continuing successfully. Work began on setting up Mud Season Programs, Cal Ripken Baseball and Girls on Track as well as Girls on the Run.

Our July Circus Camp 2013 completely filled and now has a Wait List. In response to this, I am working with Ted, the Circus Coordinator to see about getting more qualified staff on board in order to accommodate a few more campers.

Meetings & Professional Development: Our town's Safety Committee, of which I am a member, met and have now completed our first year. We have successfully set up by-laws and forms to use in the event of safety concerns and /or accidents.

From January 8th – 10th, I attended the Northern New England Parks & Recreation Conference, enjoying multiple worthwhile sessions and motivating speakers. I came back with many new ideas to improve the effectiveness of the department.

Our monthly Department Head meeting led by Neil was worthwhile and informative.

Facilities: Scott Neuman & Bob Burnham are heading up the "Hosers" who continue to maintain the rink on the Green to the best of their ability, despite the challenging weather. The rink will be kept up all winter for the community to enjoy; weather allowing.

Bernard Haskell arranged the repair of a donated snow machine which is now ready to pull our cross country ski groomer at Huntley Meadow. Now we all just need to 'Think Snow'.

Events: The annual Skating party, co-sponsored by the Marion Cross PTO will be taking place on Friday, Feb. 1st as a celebration of winter. It is a community/family event for which "The Norwich

Inn” has agreed to provide hot chocolate. Pictures will be provided in my Feb. report.

Respectfully submitted by,

Jill Niles