
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: MARCH 2013 MONTHLY REPORT
DATE: APRIL 5, 2013

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

General

- The three replacement police vehicles have been outfitted and were put in service on April 1, 2013. The vehicles loaned to Norwich by the Windsor County Sherriff and Hartford Police Department were detailed and returned to them with our thanks for the loan of two vehicles. The total costs to date are \$129,049 and there is about \$2,500 in additional expenses expected. The insurance settlement was \$131,879.
- The replacement for Fire Department Car 1 was received and is in service.
- Resource Typing was completed for Fire, Police and Public Works. Homeland Security has defined a number of resource types to assist with the deployment of resources during major emergencies. This is part of emergency planning and is required to participate in Federal Grants.

Projects

- The project to replace the Norwich pool is proceeding slowly. Preliminary plans and estimates of probable costs have been prepared and presented at a public forum. The project will be using a labyrinth dam which will reduce the overall width of the dam without reducing the effective dam crest length. We are continuing to work with representatives of the Agency of Natural Resources on permitting requirements for the replacement Pool Dam. We met with the Commissioners of the Departments of Environmental Conservation and Fish and Wildlife of the Agency of Natural Resources as well as the General Counsel of the Department of Fish and Wildlife. This meeting was arranged by Representative Cheney who also attended the meeting. It is unlikely that the pool will be open this summer.
- Six proposals were received for Parts 3 and 4 of the studies of the police, fire and public works facilities. Interviews of three of the proposers will be conducted in early April.
- Safe Routes to School – This project is to construct a sidewalk along Church Street from the Congregational Church to Carpenter Street. The Categorical Exemption was recently approved by AOT. The ROW was just released for easement preparation. Since Church Street is still a State road the project will need a Section 1111 permit to allow for construction in the Church Street ROW.

- The change from VTel building the tower for the communications system has increased our workload. I have advised VTel that Norwich will be building the tower and have received excellent support from VTel including access to the studies and other work they had underway or completed. The following actions have been taken:
 - Retained Brian Sullivan of Murphy Sullivan Kronk to coordinate and represent Norwich in the permitting process.
 - Retained Chase & Chase to update the site plans for permitting and obtaining a cost proposal for the communications tower and site work based on Norwich building the tower.
 - Retained DuBois & King to provide technical support and possible pre-testimony in the permitting process.
 - Retained CDCG to perform any necessary RF engineering and pre-testimony for the permitting process.
 - Received a cost proposal for the installation of the communications equipment at the temporary location adjacent to the Public Works building and authorized the work to be done.
 - Received a cost proposal for the tower and site work.
 - Started to prepare the bond documents and VMBB has received an opinion from Bond Counsel on our eligibility to participate in the July 2013 VMBB sale.
 - Working on the documents related to the Lease-Purchase Agreement.
 - Plan to retain EBI Consulting to assist with the NEPA screening study and Section 106 review for historic impacts.

Assessor/Listers

- Town-Wide Reappraisal
 - Draft land and cost tables are being prepared.
 - Preliminary Neighborhood Grades have been prepared.
 - Inspections are continuing and will be completed in late April.

Finance Department

- Delinquent Tax Collections through March were \$43,257 making delinquent taxes due at the end of March \$219,232. Interest collected \$1,931, penalty collected \$3,461. Last year at this time delinquent taxes due were \$166,955.

Fire Department and Emergency Management

- The Annual Fire Department Dinner was held at the Montshire Museum. A number of awards were given to members.
- Radio communications continue to be a problem. There was a chimney fire on Tiger Town Road and at times there was no or marginal radio communications.

Planning Department

- The amendments to the Subdivision Regulations were provided to the Selectboard to begin the adoption process.
- Continued work on an RFP for Shared Use Path for the Village to the Hartford Town Line.

Police Department

- Six of the 117 calls for service were outside of the officer's normal work schedule.
- There has been another instance of graffiti that is very offensive. The Police Department is actively investigating.

Public Works Department

- Mud season posting of roads took effect on March 7, 2013. Mud season this year was not as severe as last year. Part of this is because the temperatures rose more slowly and part because we used rock last year to stabilize the worst areas. The following table is a comparison of materials used last year and this year. There are a few areas that small amounts of materials were used that are not included in the table.

| Road | Materials used in 2012 | Materials used in 2013 |
|-----------------------|--|--|
| Wiley Hill | 1 ½" hardpack base: 363.98 tons Crushed gravel top: 112 yds | None |
| New Boston Road | 1 ½" hardpack base: 517.34 tons Crushed gravel top: 203 yds | Crushed gravel: 14 yds |
| Bragg Hill | 1 ½" hardpack base: 282.85 tons Crushed gravel top: 165 yds | Crushed gravel: 35 yds |
| Bradley Hill | 1 ½" hardpack base: 76 tons | None |
| Hawk Pine | 1 ½" hardpack base : 28.11 tons Crushed gravel top: 133 yds | ¾ hardpack: 8.98 tons |
| Goodrich Four Corners | Crushed gravel top: 147 yds. | Crushed gravel: 1.05 tons ¾ hardpack: 38.75 |
| Turnpike Road | 1 ½" hardpack base: 203.55 tons Crushed gravel top: 1 yd | ¾ hardpack: 16.75 tons |

- The following table shows winter maintenance activities.

| Activity | This month | This season, so far | Last year at this time |
|-----------------------|------------|---------------------|------------------------|
| Callouts | 5 | 33 | 28 |
| Plowing | 4 | 27 | 11 |
| Treating the pavement | 6 | 44 | 43 |
| Sanding | 7 | 47 | 45 |
| Sidewalks | 6 | 44 | 34 |
| Snow removal | 0 | 3 | 0 |

Recreation

- Mud season activities are continuing.
- Spring activities and programs are being developed.

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

Progress Report – March 2013

Reappraisal

Additional mailing letters were sent out to all Norwich Homeowners who had not made an interior inspection appointment. The Lister's Office generated numerous inspections as a result of these letters being sent out.

NEMC created preliminary neighborhood grades and cost tables into the Patriot Software. These figures are crucial to field review that will commence in April.

NEMC continued to collect field data and update property photographs throughout March.

Assessing

The majority of Assessing work was focused towards the re-appraisal.

A few items were addressed; including the resolution of the Parker Homestead and House site values on New Boston Rd.

The District Adviser, Bill Tobin, was contacted in regards to training the BCA with their inspection logistics process. Mr. Tobin kindly offered his time to aid the learning development.

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

April 5, 2013

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for March

- Delinquent Tax Collections through March were \$ 43,257 making delinquent taxes due at the end of March \$ 219,232. Interest collected \$ 1,931, penalty collected \$ 3,461. Last year at this time delinquent taxes due were \$ 166,955.
- Interest earned at Mascoma Savings Bank on an average daily balance of \$ 3,409,088 was \$ \$141.75.
- Time was spent purging old files and shredding W 2's and 1099's from 1990 to 2006 and employee timesheets from 2004 to 2008.
- Gross payroll for March was \$ 66,497. Accounts payable for March for all funds was \$ 398,333.
- A great deal of time was spent providing taxpayers and their tax preparers with the amount of taxes paid in 2012 and copies of 2012-2013 tax bills.
- Official Payments. com, our current on-line credit card company for tax collection, has been contacted about being used for the on-line recreation program enrollment. I am waiting for a quote on costs based on usage from the credit card company currently used. This company would pass on the 3% fees to the user rather than the town. I have been told that they will interface with the Sports Sign Up's system. This is in the preliminary phase at this point.



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: April 3, 2013

Fire and FAST Department

The Norwich Fire Department and Support Team held their annual dinner at the Montshire Museum on March 8, 2013. This was the first year that our recruitment and retention committee recognized members for their contributions. Assistant Chief Lloyd “Sonny” Tebbetts was recognized for 50 years of service. Years of service pins were presented for those with 5, 10, 15, and 30 years of service. Certificates and NFD shirts were presented to:

The Above and Beyond award was presented to Lieutenant Chad Poston.

The Jump-Start award was presented to Firefighter Aaron Lamperti

The Response to Alarms award was presented to Firefighter EMT Linda Cook

The Firefighter of the Year award was presented to Firefighter Peter Griggs

The Behind the Scenes award was presented to Firefighter EMT Matt Herbert

Our Recruitment and Retention program was fully funded by “The Sanders Earmark Grant” a federal grant designed to support the efforts of volunteer fire departments.

Members continue to have reception problems on their pagers at home and at work. Our radio problems will get worse as the foliage gets denser.

The new Car 1 is in service. We returned the old one, donated by the Car Store, to them.

The Norwich Fire Company, the social organization that supports the Fire Department received its 501 (c) (3) status as a tax-exempt nonprofit organization. Thanks to Linda Cook and Jack Candon for their work on obtaining this status.

Training

Fire training was on “mayday” procedures. The term mayday is used by firefighters to report a situation where



[Lieutenant Chad Poston instructs members on the use of the Forestry Truck.](#)

firefighters are in danger and sets in motion rescue procedures. The other training was on wildland firefighting. The FAST Squad did not have training due to the date conflicting with Town Meeting.

Incidents

Emergency Management

We completed the VT Emergency Management resource typing survey. They are conducting a resource typing project to get an inventory of emergency resources in the state. The census will help state and local responder locate assets during an incident and act as a guide for the allocation of federal Homeland Security grants.

| Call Types | Month | Year to Date | Prior Year to Date |
|------------------------------|--------------|---------------------|---------------------------|
| Structure Fires | 2 | 7 | 2 |
| Vehicle Fires | 0 | 0 | 0 |
| Wildland Fire | 0 | 0 | 0 |
| Other Fires | 0 | 1 | 1 |
| Medical | 5 | 17 | 21 |
| Vehicle Crashes | 2 | 4 | 6 |
| Hazardous Conditions no fire | 0 | 5 | 3 |
| Service Calls | 4 | 10 | 4 |
| Good Intent Calls | 4 | 12 | 12 |
| False Alarms | 1 | 6 | 9 |
| Other | 0 | 0 | 0 |
| Total | 18 | 62 | 58 |

TOWN OF NORWICH ZONING & PLANNING

April 2, 2013

February 2013 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. PC update meeting with Selectboard
 - b. Subdivision Regulation Amendments to Selectboard
 - c. Drafting revised River/Stream Corridor section for zoning regulations
2. 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.
3. Transportation
 - a. RFP process for Norwich Shared Use Path Scoping Study. Met with Upper Valley Trails Alliance
4. Historic Preservation Commission
 - a. Planning meeting for web site project
 - b. Updating budgets and contracts for current projects
5. Other –
 - a. Communications Tower – assisted Town Manager with 248a permitting
 - b. Pool – assisted with permitting issues
 - c. Attended TRORC TAC and UVTMA meetings
 - d. Met with Norwich Conservation Commission regarding future of Patchen's Point

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

April 1, 2013

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

RE: March 2013 Monthly Report

Neil;

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

Officers responded to 117 calls during the month of March and of those calls six (6) were outside the officers' work schedule, meaning officers responded six (6) times during the month of March for incidents outside the normal work hours.

We have received our new cruisers and have placed them in service. The two cruisers we had on loan from the Hartford Police Department and the Windsor County Sheriff's Department have been detailed inside and out and returned to their respective departments.

We are once again seeing the anti-Semitic and profane graffiti. This last time was especially offensive being on Easter Weekend to not only the police department but anyone who had to drive by and read it. We are actively investigating the graffiti.

ACTIVITY

| CALL TYPES | March 2013 | 2013 YEAR TO DATE | PREVIOUS YEAR |
|------------------------------------|------------|-------------------|---------------|
| Burglaries | 0 | 0 | 22 |
| Stolen Vehicle | 0 | 0 | 3 |
| Vehicle Crashes | 6 | 22 | 67 |
| Intrusion Alarms | 6 | 20 | 94 |
| Frauds | 1 | 9 | 34 |
| Service of Relief From Abuse Order | 1 | 2 | 7 |

- | | |
|---------------------------------|----------------|
| 1. Over Time Hours | 6 hours |
| 2. Sick Time Hours | 7 hours |
| 3. Vac/Hol/Per Time Hours | 26 hours |
| 4. Part Time Officer Hours | 8 hours |
| 5. Total #of calls responded to | 117 calls |
| 6. Training Hours | 3 hours |
| 7. Grant Funded Hours | 4 hours (GHSP) |

TRAFFIC ENFORCEMENT March 2013

| | |
|---------------------|-----|
| Motor Vehicle Stops | 105 |
| Traffic Tickets | 59 |

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, 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 | 5 | 33 | 28 |
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| Treating the pavement | 6 | 44 | 43 |
| Sanding | 7 | 47 | 45 |
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| Snow removal | 0 | 3 | 0 |

Court Diversion Program:

- 3-25-13: Luke Hafford, from the Windsor County Court Diversion Program, started working with us today. He will be completing 37 ½ hours of community service as part of this program. After he completes his community service, he will be filling in for Buildings and Grounds until a new Buildings and Grounds Technician is hired.

Other Completed Projects:

- Road posting signs were put up on March 4th and took effect on March 7th.

- I helped the Buildings and Grounds Department complete the Norwich Women's Club grant application for the sound system at Tracy Hall.

Pending Projects:

- We need to take down the woven wire at the Peisch Property.
- We will complete more dead tree and brush removal as time permits.
- We will not be able to continue with the repairs at Tracy Hall until the position of Buildings and Grounds Technician is filled. I am hoping that the custodian will be able to find time in his schedule to complete the painting that Justin Lewellyn started.
- I have completed the yearly financial plan for VT OAT as well as the paving grant and structures grant application. They will need to be signed and then I will submit them to VT AOT.
- I will be completing the final draft of the invasive species policy.
- I will be working on redoing the town wood yard procedures.

NORWICH RECREATION DEPARTMENT

Jill Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

March 2013 - Monthly Recreation Report

Recreation Program Update

As Mud Season activities continued, I worked on setting up all the details for Spring programming. We will have 7 lacrosse offerings for Kindergarten through 6th grade (for both boys & girls). We'll have 7 Baseball / Softball offerings for Preschool – 6th Grade, a Soccer class for K & 1st Grade, a Dance class for K & 1st Grade, 2 Biking offerings, Tennis, Table Tennis, a middle school Cross-Country Running program, plus 2 Girls' running programs as well as Fencing. We are adding a Chi Kung class for Seniors in cooperation with "Aging in Place" and will continue with Group Personal Training & Yoga; both of which have 7 or 8 classes to choose from per week.

Meetings

It was nice to have our 3 new Recreation Council members meet and be approved by the Select Board on 3/27. I took part in our in-house Department Head meeting as well as attending an Upper Valley Recreation Association meeting and Director's meeting in Windsor. I organized a Cal Ripken minors Baseball Coaches' meeting for the purpose of equally & fairly dividing up the teams. We had a productive Recreation Council meeting on March 27th.

Recreation Brochure

Many thanks to Karin Dwyer of the Recreation Council who looked into finding someone to advise us on graphic layout for our seasonal brochures. I met with a few people and in the end, Jim Walsh of Norwich has agreed to help / volunteer with some formatting for our Recreation brochures.

Miscellaneous personal note

My husband and I enjoyed an unprecedented (for us) 2 week vacation, following up on an

offer thrown out to us last year. We hiked down the Grand Canyon and then whitewater rafted down the Colorado River for 12 days. The beauty of the canyon is beyond description and left me feeling incredibly privileged to have had this once in a lifetime opportunity. I returned rejuvenated after a wonderful, adventurous trip. Many thanks to Jonathan Bynum for keeping the Recreation Department from falling apart in my absence.

Respectfully submitted by,

Jill Niles