
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: MAY 2013 MONTHLY REPORT
DATE: JUNE 6, 2013

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

General

- Planning is continuing regarding the area on the Town Green¹ where the ice rink is located to reduce the elevation differential between the sides of the rink making it easier to establish ice in the winter and reducing the amount of water needed. Part of this project is installing a frost-free hydrant to make it easier to establish and maintain the ice in the winter. This project will be funded with donations.
- There have been on and off again discussions for a number of years on replacing the suspension bridge² at Huntley Meadows with a historic 100' by 8' Pony Bridge. We are investigating the requirements for a stream alteration permit and the costs to move, rehabilitate, reduce to 80' and install the bridge. No funding sources have been found for this project.
- We met with a representative of AOT and discussed the conditions for leasing Patchen's Point from AOT. They would lease the area to the Town at a nominal cost but would require the Town to assume all responsibility and liability for the property including building a pedestrian rail crossing and clearing brush north of the crossing to provide required sight distances.

Projects

- Reappraisal
 - The informal hearing process for the reappraisal is complete. There were approximately 175 informal hearings.
 - The preliminary Grand List was approved by the Board of Listers on Wednesday, May 29, 2013 after reviewing the results of the informal hearings. Change of Appraisal notices were mailed on Thursday, May 30, 2013. Grievance hearings begin on June 10, 2013.
 - The preliminary municipal Grand List value is \$694,767,000. The final April 1, 2012 Grand List was \$706,914,100.

¹ The rink is located on the Norwich School District portion of the Green.

² The bridge was removed for safety reasons.

- The preliminary Current Use value is \$34,899,200. The final April 1, 2012 Current Use value was \$23,669,800. There should be an increase in the “hold-harmless” reimbursement from the State.
- Communications System Upgrades
 - The written notice of the Application for a Certificate of Public Good (CPG) was filed with the PSB and notice was given to abutters and other statutory parties. The 45 day comment period prior to filing the §248a application ends on Friday, June 28, 2013. The application is scheduled to be filed the first week of July. This begins the 90 day review period by the Public Service Board.
 - DuBois & King prepared simulations of the tower based on the July 12, 2012 balloon test for the §248a CPG process. Copies are attached.
 - The final bond documents have been received from Bond Counsel. The documents need the approval of the Selectboard and will be on the June 12, 2013 agenda.
 - Radio and other equipment are being delivered and towers in other portions of the system are being made ready for the installation of system components. The Norwich shelter, that will be installed next to the Public Works building, is scheduled for installation in June. Portions of the system will be operational in July.
- Facilities Studies – Bread Loaf has been retained to do the facilities studies and work has started. They are tentatively scheduled to attend the Selectboard meeting on June 26, 2013 to discuss their approach to the studies and the schedule for the studies.
- Safe Routes to School – No update.
- Norwich Pool Permitting – No update.

Assessor/Listers

- Town-Wide Reappraisal – See Reappraisal under projects.

Finance Department

- Delinquent taxes due at the end of May were \$196,998. Last year at this time delinquent taxes due were \$149,198.
- Payment plan letters were sent to all delinquent taxpayers. For the oldest delinquencies the next step will be to start the tax sale process.

Fire Department and Emergency Management

- There was a structure fire on Hemlock Road. Quick response from Norwich and auto-aid departments limited the damage. There were operating smoke alarms that alerted the building occupants to the fire. It is important to periodically check your smoke alarms and change the batteries as needed.

Planning Department

- Continued drafting revised River/Stream Corridor section for the Zoning Regulations.
- The second public hearing on the revised Subdivision Regulations has been warned for June 12, 2013.

Police Department

- Six of the 172 calls for service were outside of the officer's normal work schedule.
- Norwich co-hosted a presentation on gun safety at Marion Cross School.

Public Works Department

- A motorist hit the Holder while sweeping on Union Village Road. Our operator was transported to DHMC and released. He has returned to work. The estimated cost to repair the Holder is \$11,000 and will be covered by the motorist's insurance company.
- One employee is out on short-term disability and we do not have a return date. One employee was out for two weeks on medical leave. This has slowed down typical spring activities.

Recreation

- Participating in the planning for the revisions at the ice rink, Huntley Meadow Bridge and Patchen's Point.
- The "Bike-to-School Day" and "Touch-a-Truck Day" were well attended.



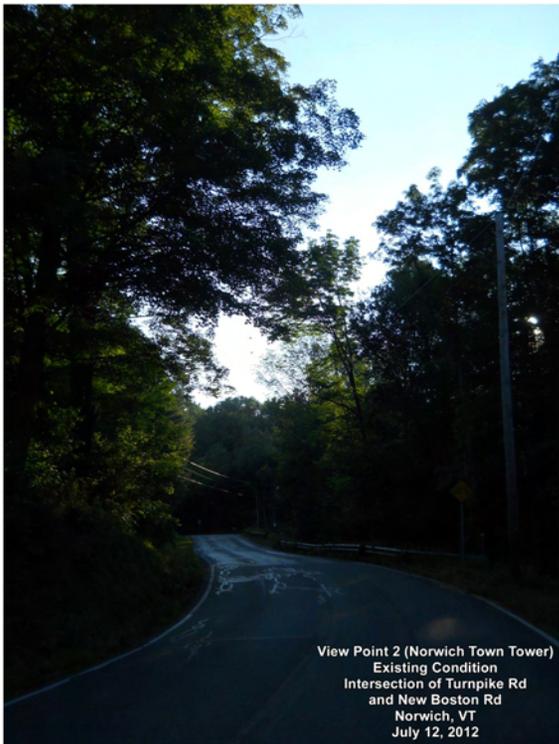
View Point 1 (Norwich Town Tower)
Existing Condition
VanArman Field
West of Union Village Road
Norwich, VT
July 16, 2012

Photo simulations created by DuBois & King, Inc.



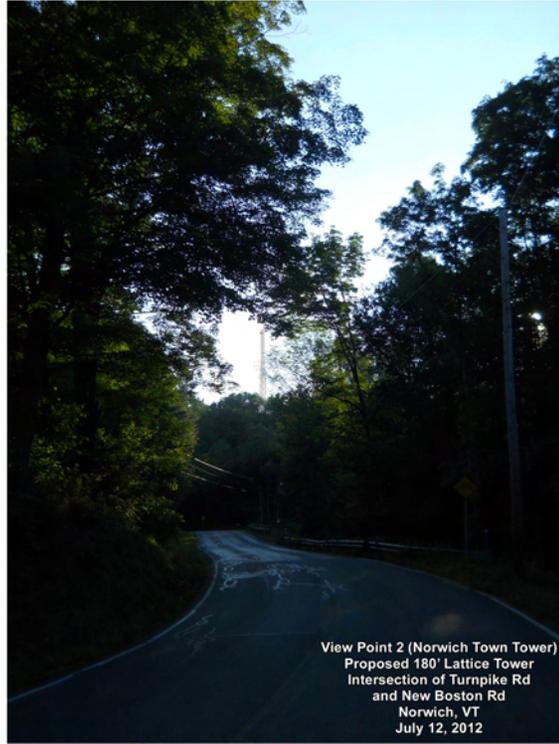
View Point 1 (Norwich Town Tower)
Proposed 180' Lattice Tower
VanArman Field
West of Union Village Road
Norwich, VT
July 16, 2012

Photo simulations created by DuBois & King, Inc.



View Point 2 (Norwich Town Tower)
Existing Condition
Intersection of Turnpike Rd
and New Boston Rd
Norwich, VT
July 12, 2012

Photo simulations created by DuBois & King, Inc.



View Point 2 (Norwich Town Tower)
Proposed 180' Lattice Tower
Intersection of Turnpike Rd
and New Boston Rd
Norwich, VT
July 12, 2012

Photo simulations created by DuBois & King, Inc.



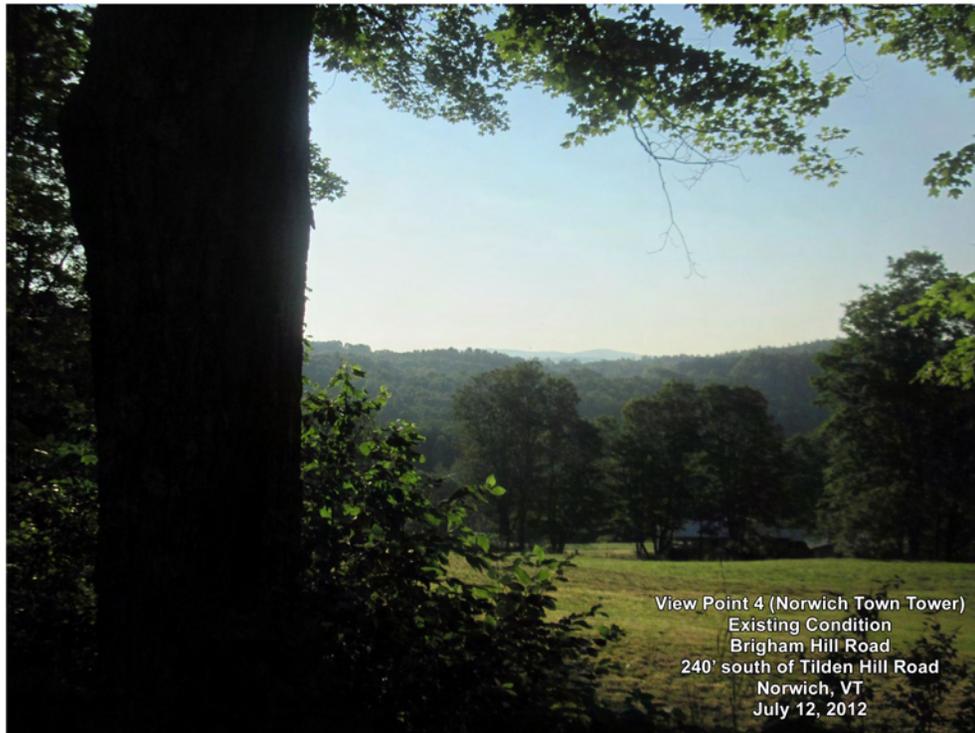
View Point 3 (Norwich Town Tower)
Existing Condition
256 Turnpike Rd
Norwich, VT
July 12, 2012

Photo simulations created by DuBois & King, Inc.



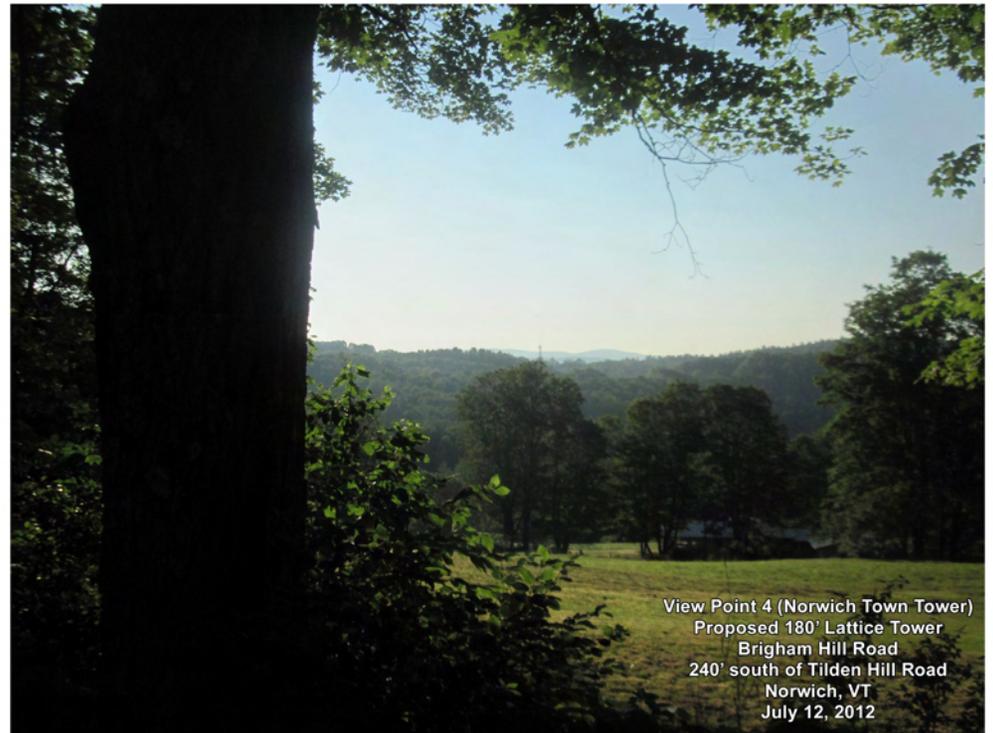
View Point 3 (Norwich Town Tower)
Proposed 180' Lattice Tower
256 Turnpike Rd
Norwich, VT
July 12, 2012

Photo simulations created by DuBois & King, Inc.



View Point 4 (Norwich Town Tower)
Existing Condition
Brigham Hill Road
240' south of Tilden Hill Road
Norwich, VT
July 12, 2012

Photo simulations created by DuBois & King, Inc.



View Point 4 (Norwich Town Tower)
Proposed 180' Lattice Tower
Brigham Hill Road
240' south of Tilden Hill Road
Norwich, VT
July 12, 2012

Photo simulations created by DuBois & King, Inc.



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Photo simulations created by DuBois & King, Inc.

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

Progress Report – May 2013

Reappraisal

Data collection and system entry concluded at the beginning of the month.

Informal hearings took place for all property owners with inquiries about their new preliminary values. The Assessor made changes to those properties with compelling arguments and evidence.

Assessing

Current Use information was updated with the help of the state filings being sent.

Change of appraisal notices were sent out to all Norwich property owners. Instructions on how to file a grievance were included in the mailing.

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

June 4, 2013, 2013

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for May

- Delinquent Tax Collections through May were \$ 2,205 making delinquent taxes due at the end of May \$ 196,998. Interest collected \$ 1,335, penalty collected \$ 176. Last year at this time delinquent taxes due were \$ 149,198.
- Gross payroll for May was \$ 105,034 because it was a 3 payroll month. Accounts payable for May for all funds was \$ 260,659.
- Payment plan letters were sent to all delinquent taxpayers requesting a payment plan according to the tax policy. Two responses have been received to date.
- The chart of accounts was reviewed and work is in progress reorganizing the Department of Public Works into a more user and citizen friendly method of accounting. This pertains mostly to the Highway Division, since Buildings & Grounds and Solid Waste are pretty self explanatory.
- A self-administered Fraud Risk Assessment was done and turned over to the Town Manager for review.



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 Report
Date: June 5, 2013

Fire and FAST Department

Department members participated in the Recreation Department's "Touch a Truck" event. Captain Matt Swett has been working on enhancing our website; it should be going "live" soon.

Hanover Dispatch held a meeting with all the fire departments it dispatches for to plan the transition to the new simulcast radio system. The radio tower at the Department of Public Works is an integral component of this system. This system will dramatically improve radio coverage throughout our mutual aid system.

The Department of Public Works is servicing and inspecting all of our apparatus. The Forestry truck required repairs to the front suspension and front brakes.

Incidents

A smoke alarm alerted a family living at 11 Hemlock Rd to a fire in their home on May 24, 2013. The fire originated in a bag of charcoal stored in a sunroom. The fire extended into a wall partition. The fire damage was limited to the walls near the charcoal. Smoke spread throughout the home. The home was habitable after the fire. We use automatic mutual aid for all building fires. Hanover, Thetford, Hartford and Strafford responded to this fire.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	1	9	3
Vehicle Fires	0	0	0
Wildland Fire	0	0	1
Other Fires	0	1	1
Medical	7	32	36
Vehicle Crashes	1	6	9
Hazardous Conditions no fire	1	7	3
Service Calls	1	12	8
Good Intent Calls	4	16	15
False Alarms	1	9	12
Other	0	0	0
Total	16	92	88

Training

FAST squad training was on HIV and infectious diseases. Fire training was performing ladder rescues and calling a mayday (a firefighter call for help). This practical class held at the Hanover Fire Station using props that simulate entrapment and falling through a floor. Firefighters Herbert, Lamperti, Schneider, and Wilkinson completed driver training for Tanker 1 and are now qualified to drive.

Emergency Management

The radio communication problems continue to impair our operations due to the effects of narrow banding. We are revising our Basic Emergency Operations Plan by developing an interoperable communications plan. The goal of the plan is to determine common frequencies that could be used by Fire, Police and Public Works to communicate with other first responders and other agencies that may respond to an emergency.



Firefighter Peter Griggs "falls" through a collapsing floor during Mayday training.

TOWN OF NORWICH ZONING & PLANNING

June 3, 2013

May 2013 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Subdivision Regulation Amendments – First Selectboard Hearing May 22
 - b. Continued drafting River/Stream Corridor section for zoning regulations
 - c. Letter to PSB for 248a tower application certifying compliance with town plan and zoning - approved
 - d. 12 month work plan approved
2. DRB
 - a. Final Plan Review hearing for Bartlett subdivision on May 30 – continued to July 18
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.
4. Transportation
 - a. Huntley Meadow Pony Bridge – Working on floodway boundaries and other floodplain issues
 - b. Safe Routes to School Church Street Sidewalk – Vtrans survey complete,
5. Historic Preservation Commission
 - a. Preparing Grant closeout documents
6. Communication Tower
 - a. 248a application documents –
 - i. Section 106, FCC Form 620 Historic Preservation Review submitted
 - ii. Wildlife Habitat clearance received
7. Other –
 - a. Upper Valley Transportation Management Association meeting
 - b. Two day GIS training class – UNH Cooperative Extension
 - c. VLCT Zoning & Planning Workshop

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

June 3, 2013

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

RE: May 2013 Monthly Report

Neil;

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

Officers responded to 172 calls during the month of May and of those calls six (6) were outside the officers' work schedule, meaning officers responded six (6) times during the month of May for incidents outside the normal work hours.

Norwich Officers assisted with the Bike / walk to school day. Kids, parents and adults were biking and walking from Huntley Meadow to the Marion Cross School. Officers blocked off part of Main St. and provided a cruiser in front and one in back to increase the safety of the participants.

Norwich Officers participated in the Memorial Day (May 2013 Click It Or Ticket) campaign in and around Norwich. Officers worked 39 hours during the campaign which was funded by GHSP grant funds. This campaign is an occupant safety detail targeting unsafe driving habits such as unbelted occupants, texting and driving etc.

Norwich Officers co-hosted a presentation at the Marion Cross School about Gun Safety. The presentation provided pamphlets, gun locks and information about gun safety and safe storage.

Norwich Officer received training with HCRS (Health Care and Rehabilitative Services) focusing on mental health crises response by law enforcement and mental health Mobil crisis. The training included review of relevant statutes, table top exercises, panel presentation and resource information.

During the month of May Norwich officers took several theft complaints which are being investigated. We do not believe that the rash of thefts were related to the complaints on the door to door vendors although we are / have investigated all leads. Included in the reports was on report of a Stolen Vehicle. These reports are being actively investigated and the stolen vehicle has been entered into a National Data Base flagging it as a stolen vehicle.

ACTIVITY

CALL TYPES	May 2013	2013 YEAR TO DATE	PREVIOUS YEAR
Burglaries	1	1	22
Stolen Vehicle	1	1	3
Vehicle Crashes	7	33	67
Intrusion Alarms	5	30	94
Frauds	3	14	34
Protective Custody Arrest intox.	1	1	0

1. Over Time Hours	0 hours
2. Sick Time Hours	19 hours
3. Vac/Hol/Per Time Hours	105 hours
4. Part Time Officer Hours	14 hours
5. Total #of calls responded to	130 calls
6. Training Hours	16 hours
7. Grant Funded Hours	39 hours (GHSP)

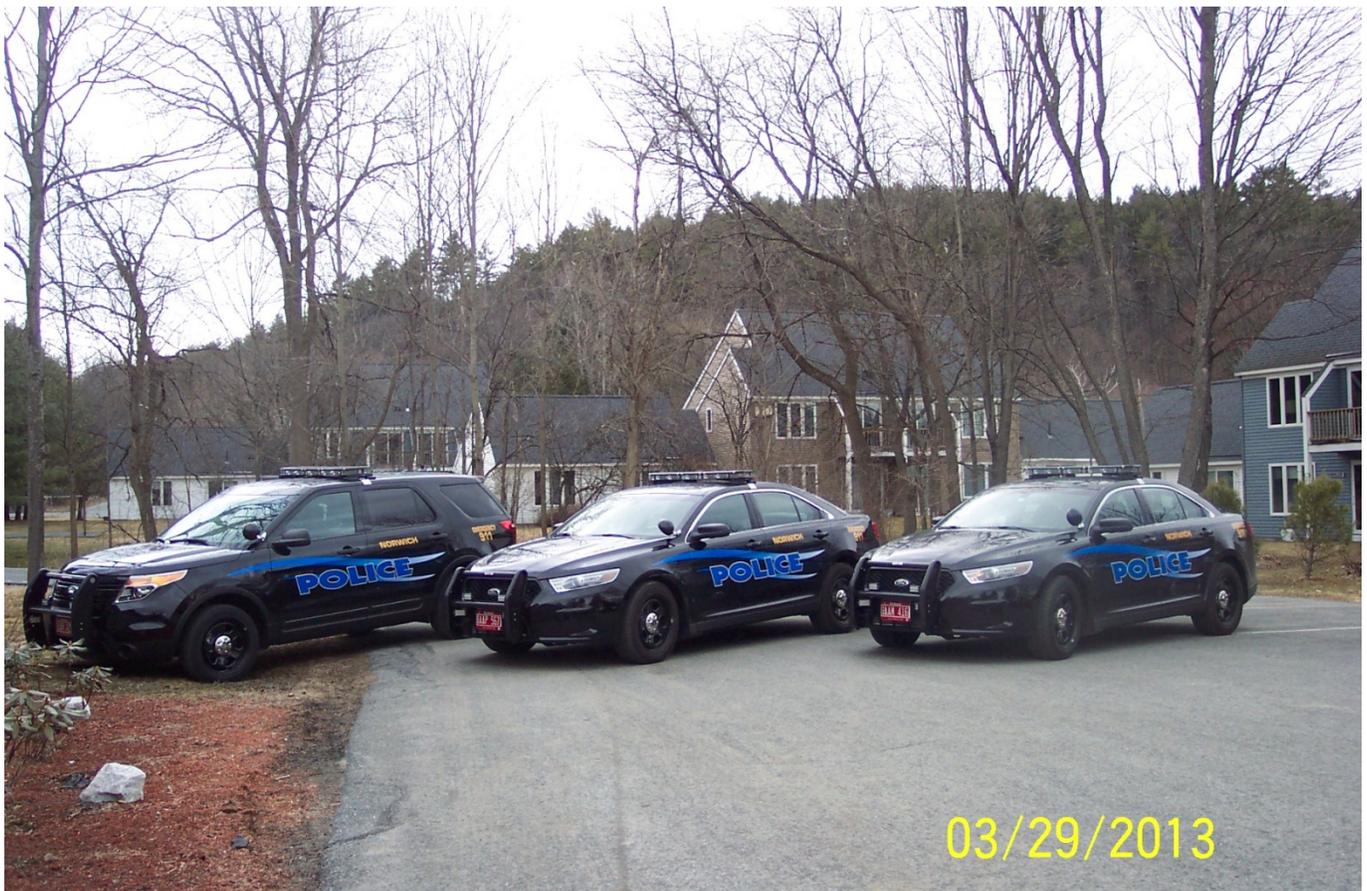
TRAFFIC ENFORCEMENT May 2013

Motor Vehicle Stops	136
Traffic Tickets	53

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: May 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 completed for the entire year for all Public Works departments.

Training:

Mike Koloski and Bob Barden attended the 2013 VT/NH Maintenance Workshop presented by the VT and NH Recreation and Parks Associations on May 2 in Claremont.

Accidents:

- 5-3-13: A motorist hit Sonny while he was sweeping with the Holder on Union Village Road. Sonny was taken to the hospital to be checked out. The Holder was taken to Tenco of New England in Barre to see if it is totaled or it could be repaired. It was found that it could be repaired and is currently being repaired.
- 5-13-13: I received an accident report from the Police Department about an accident that happened at the intersection of Bragg Hill and Happy Hill that pulled guardrails out of the ground.

Guardrails:

- 5-24-13: Vermont Recreation/Guardrails repaired the guardrails where the accident occurred at the intersection of Happy Hill and Bragg Hill. After that, they took some of the used guardrail and went to New Boston to fix the spot where people were cutting the corner, causing erosion, and creating a

dangerous situation. There was an unreported accident at this location where someone went off the end of the culvert and into the brook.

Green Up Day:

- 5-6-13: We cleaned up trash and debris from Green Up Day.

Sweeping:

- 5-5-13: Maurice's Sweeping did the annual sweeping of the downtown area.

Illness and Injury:

- Paul Betters is still out on medical leave.
- Neal Rich was out for two weeks on medical leave. He will return to work on Monday, June 3rd on light duty for two weeks only.
- Sonny Lewellyn was out for several days with the after-effects of the accident.

Transfer Station:

There is now a computer at the Transfer Station for more efficient record-keeping. The statistics from the excel sheets are submitted to me monthly as part of the Public Works monthly reports.

Pending Projects:

- We will need to schedule and start the Main Street drainage project when school gets out. School is not out until almost the end of June. We will probably not start the project until July.
- I will be scheduling part of the pavement markings to be done in June from the 2012/2013 budget and the rest to be done after July 1st, from the 2013/2014 budget.
- We will be completing the 2012 paving program in June.
- We need to take down the woven wire at the Peisch property when time permits
- We need to finish servicing and inspecting the fire trucks this month.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

May 2013 - Monthly Recreation Report

Recreation Programs & Summer Brochure Update

I got out to observe all the third through sixth grade lacrosse teams in action and was duly impressed. I feel very fortunate to have such skilled volunteers providing incredible coaching expertise in these programs. I plan to focus on visiting as many of the other spring teams as possible before school is out.

I met with a new Capoeira instructor who is a native of Brazil where the sport originated. We ironed out the details and will offer an intergenerational class at the end of June. It is dance combined with non-contact play-fighting.

Plans are underway for many summer activities and I am working on condensing our summer brochure and posting descriptions and opening registration on our website. My summer staffing is basically lined up though I continue to work on scheduling details.

Events

Although the weather turned on us after about an hour, we still fit in a successful “Touch-A-Truck” Day on May 8th. Thanks to the Norwich Fire Department, Norwich Police Department, Norwich Public Works Department and ‘Allechante’ for their involvement and co-sponsorship of this annual event.

I helped with “Bike To School Day” on 5/17, for which there was a record turn-out on a lovely morning.

Facilities Meetings

A group of us met on site for 3 meetings. The first was on the Green to further discuss the potential leveling of a small portion of the Green and water access to improve the skating rink. Recreation Council member, Karin Dwyer is organizing the project and fund-raising. Neil and we Department Heads met twice at Patchen’s Point on Route 5; once with an AOT rep. We explored this pretty riverfront property and brainstormed the advantages, disadvantages and ramifications of the potential lease of it from the state.

Other Meetings

I attended the Vermont Recreation & Parks Association (VRPA) Annual meeting in Burlington on 5/29 which included an overview of both the past & upcoming years as well as statewide events. There was a good informational talk on “the Cloud” which provided me with many new excellent tech storage ideas. It is always inspiring to hear what other Vermont recreation departments are accomplishing and working on.

Miscellaneous – Grant News

From my recently submitted grant application, the Recreation Department was generously awarded \$1,800 from the Norwich Women’s Club for new Huntley Meadow receptacles. We thank them for their community support.

Respectfully submitted by,

Jill Kearney Niles