
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: JUNE 2013 MONTHLY REPORT
DATE: JULY 10, 2013

This is the Town Manager's Report for June 2013. Department specific monthly reports are attached. I will be on vacation from July 26, 2013 through August 9, 2013. Phil will be the Acting Town Manager.

General

- The area on the Town Green¹ where the ice rink is located will be regarded after the Fair 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. Planning is continuing on installing a frost-free hydrant to make it easier to establish and maintain the ice in the winter. This project is being funded with donations and \$4,620 had been received by July 1, 2013.
- The leasing of Patchen's Point from AOT for use as a Town recreation area would require the Town to assume all responsibility and liability for the property including building and maintaining a pedestrian rail crossing and clearing brush north of the crossing to provide required sight distances. The area does not provide a safe river access especially for launching canoes and kayaks because of the railroad crossing and limited parking. Both the first cost and ongoing costs exceed the benefits. The consensus of the Recreation Council is that the land should remain under State control. I do not plan any further investigation of the feasibility of Patchen's Point becoming a Town leased and operated recreation area.
- The June 2, 2013 storm resulted in a number of trees and power lines down with resultant road closures. The Fire, Public Works, and Police Departments participated in the response. The Public Works Department has been checking critical culverts in advance of major rain events to make sure they are not blocked.
- The extension of the Main Street storm sewer approximately 1,000 feet north will start on July 15, 2013. This is in preparation for repaving Main Street next year.

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Projects

- Reappraisal
 - The Grand List was lodged by the Board of Listers on Tuesday, July 2, 2013.
 - The municipal Grand List value is \$691,539,000. 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.

- The Current Use value is \$33,468,600. 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 ended on Friday, June 28, 2013. The final application is scheduled to be filed early in July. This begins the 90 day review period by the Public Service Board.
 - The VMBB has scheduled their bond sale, which includes the \$275,000 for Norwich, for July 9, 2013 with a closing date of July 30, 2013. There has been an increase in bond interest rates in the last few weeks.
 - Radio and other equipment have been ordered and most have been delivered. Work on installing antennas on the towers has been completed except for Moose Mountain.
 - The Norwich communications shelter has been installed at its temporary location with temporary antennas and communications circuits. The Public Works repeater has been installed and is operational. The police equipment is scheduled for installation the second week of July and should be operational by the end of July.
- Facilities Studies – Bread Loaf has begun work on Part 3 of the Facilities Studies. Department Heads have been interviewed and work is underway on developing the program. Bread Loaf attended the Selectboard meeting on June 26, 2013 and discussed their approach to the studies and the schedule for the studies. A copy of the schedule is attached.
- Safe Routes to School – No update.
- Norwich Pool Permitting – There have been a number of meetings of ANR officials to discuss the Norwich Pool Dam. No decision has yet been made.

Assessor/Listers

- Town-Wide Reappraisal – See Reappraisal under projects.

Finance Department

- Delinquent taxes due at the end of May were \$182,849. Last year at this time delinquent taxes due were \$133,444.
- Payment plan letters were sent to all delinquent taxpayers. Seven responses were received and two taxpayers paid in full.
- We have received a total of \$626,101.16 in payments from FEMA and Vermont related to the damages from Tropical Storm Irene. The outstanding balance due, excluding the pool, is \$16,122.01. The project amount for the pool is \$567,284.28.

Fire Department and Emergency Management

- A State grant was received to install a dry hydrant on Beaver Meadow Road near the Sharon town line. This area was identified a number of years ago as needing a dry hydrant.

Planning Department

- The Subdivision Regulation Amendments were adopted by the Selectboard on June 12, 2013 with an effective date of July 3, 2013.
- Working on the floodway boundaries and other issues for possible pony bridge at Huntley.

Police Department

- Twelve of the 156 calls for service were outside of the officer's normal work schedule.

Public Works Department

- The FY13 paving program was completed by paving the remainder of Elm Street and a portion of Hobson Road.
- One employee is out on long-term disability and we do not have a return date.

Recreation

- There are 11 youth and 5 adult programs being conducted this summer.

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

July 1, 2013

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for June

- Delinquent Tax Collections through June were \$ 14,149 making delinquent taxes due at the end of June \$ 182,849. Interest collected \$ 1,151, penalty collected \$ 1,132. Last year at this time delinquent taxes due were \$ 133,444.
- Gross payroll for June was \$ 70,833. Accounts payable for June for all funds was \$ 631,684.
- Payment plan letters were sent to all delinquent taxpayers requesting a payment plan according to the tax policy. Seven responses have been received to date. Two parcels have paid their taxes in full.
- Funds for the state's share of FEMA called ERAF were received in the amount of \$ 20,926. The remainder of ERAF Funds to be paid is \$ 5,758. It was discovered that payment 15 has not yet been received although their records indicate that it has. They are tracking it down. This is for work done on Bridge 41 and the amount expected is \$ 103,641. Hopefully we will receive it soon and that will be everything for Irene except for the Town Pool.
- Time has been spent working on updating policies and looking at the changes coming in Health Insurance.
- We received donations for the Ice Rink of \$ 4,620. to date.



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: July 1, 2013

Fire and FAST Department

We were awarded a grant to install a dry hydrant on Beaver Meadow Road near the Sharon town line. We are working with the VT Rural Fire Protection Task Force engineer on the design. This will give us reliable water source for the Chapel Hill area.

Chris Huston, an architect from Breadloaf Construction, met with each Department Head. He visited each facility and began gathering information to determine facility needs.

Incidents

The June 2nd storm generated numerous responses for the Department. Most of these were roads blocked by downed power lines and trees. Affected areas included Route 5 North, River Road, Upper Loveland Road, Route 132, Turnpike Road, New Boston Road and Hopson Lane. Hanover Dispatch reported 101 incidents for the towns they dispatch. Norwich firefighters operated about seven hours during the storm.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	1	10	3
Vehicle Fires	0	0	1
Wildland Fire	0	0	1
Other Fires	0	1	1
Medical	7	39	49
Vehicle Crashes	0	6	15
Hazardous Conditions no fire	2	9	3
Service Calls	3	15	8
Good Intent Calls	0	16	16
False Alarms	4	13	12
Weather Emergencies	1	1	0
Other		0	1
Total	18	110	110

Training

FAST Squad training was on the organization and operations at Mass Casualty Incidents. Fire Training was on the use of the new Rapid Intervention Team pack (a 50 percent match grant from VLCT PACIF) and Highway safety.

Emergency Management

Three members attended a class on Training for Regional Collaboration sponsored by the International Association of Fire Chiefs in West Lebanon. This class brought together multiple agencies from Vermont and New Hampshire and presented techniques to improve response to emergency incidents.

TOWN OF NORWICH ZONING & PLANNING

July 10, 2013

June 2013 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Subdivision Regulation Amendments – Adopted by Selectboard 6-12-13, Effective 7-3-13
 - b. No meetings
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. Huntley Meadow Pony Bridge – Working on floodway boundaries and other floodplain issues
4. Historic Preservation Commission
 - a. Closing out 2012 CLG Grants.
5. Communication Tower
 - a. 248a application documents –
 - i. Section 106, FCC Form 620 Historic Preservation Review, Archeology clearance obtained
6. Other –
 - a. Association of State Floodplain Managers Conference, Hartford CT – 2 ½ days
 - b. Tracy Hall Server troubleshooting
 - c. Finished digitizing LH Cook wastewater drawings for Norwich properties.
 - d. Updating E-911 data for state.
 - e. Director - Two week vacation

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

July 2, 2013

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

RE: June 2013 Monthly Report

Neil;

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

Officers responded to 156 calls during the month of June and of those calls twelve (12) were outside the officers' work schedule, meaning officers responded twelve (12) times during the month of June for incidents outside the normal work hours.

Norwich Officers are continuing to spend one day with each drivers education class held in Norwich to instruct the new drivers on Vermont motor vehicle laws and the rules around graduated licenses..

Norwich Officers attended a one day (8) hour Driver Training Course in Stowe Vermont. The training consisted of classroom as well as driving instruction which concentrated on emergency and pursuit driving

Norwich Police are continuing to evaluate our options of changing from our current computer system (CAD/RMS) to a new more efficient system. An RFP was sent out soliciting recommendations and bids for the new system which resulting in several responses. Those responses have been narrowed to two vendors. The vendors will be giving a live demonstration of their product in the next several weeks.

REMINDER: Most kids are out of school during the summer, which means they travel more in the family car on vacations or going to and from activities. They also spend more leisure time outside. Drivers should take special precautions when they have child passengers or are driving in areas where kids might be at play. Young passengers must be properly restrained, and vehicle operators should be on the lookout for youngsters playing near streets. Summer driving safety is extremely important because it prevents tragedies. Let's make this a safe and enjoyable summer.

ACTIVITY

CALL TYPES	June 2013	2013 YEAR TO DATE	PREVIOUS YEAR
Burglaries	1	2	22
Stolen Vehicle	1	2	3
Vehicles Crashes	11	44	67
Intrusion Alarms	5	35	94
Frauds	3	17	34
False Information to Police	1	1	0
Contributing to Delinquency of Minors (4 counts)	1	0	0

1. Over Time Hours	25.5 hours
2. Sick Time Hours	26 hours
3. Vac/Hol/Per Time Hours	38 hours
4. Part Time Officer Hours	18 hours
5. Total #of calls responded to	156 calls
6. Training Hours	36 hours
7. Grant Funded Hours	8 hours (GHSP)

TRAFFIC ENFORCEMENT May 2013

Motor Vehicle Stops	64
Traffic Tickets	24

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: June 30, 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.

Illness and Injury:

- Paul is still out on medical leave.
- Neal Rich is back at work with no restrictions.

Transfer Station:

The record keeping at the Transfer Station is going well with the new excel program. The beginning of the fiscal year windshield sticker sales have been handled efficiently without the long lines as in past years.

Paving Program:

Blatktop finished the remainder of our 2012/2013 paving program. They finished paving Elm Street and as far as Pine Tree Road on Hopson Road with shim, fabric, and top.

Pavement Markings:

Lazer Lines is working on the striping of our crosswalks, stop bars, parking spaces, etc. The rainy weather has hindered this, so there is still quite a bit left to be completed.

Other Completed Projects:

- Innovative Solutions has agreed to hold the same prices as last year for organic dust control and Caliber M1000 for ice control on sidewalks for the coming fiscal year.
- We completed complete services on all Fire Department vehicles. All necessary repairs were done in order for them to pass Vermont State Inspection.

Pending Projects:

- We will start the Main Street drainage project immediately after the Norwich Fair. Hopefully the current weather pattern will have changed by then.
- We have replaced all of the road signs that were stolen except two that haven't come in yet.
- Roadside mowing activities will commence in July after the Main Street drainage project is completed.
- We will be going out to bid on gravel and ledge products as well as winter sand in July.
- We will be going out to bid for the 2013/2014 paving program.
- We will take down the woven wire at the Peisch property as time permits before fall.
- We will evaluate Truck #5 and submit a recommendation for replacing it.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

June 2013 - Monthly Recreation Report

Recreation Programs Update

I managed to observe most of our Norwich baseball teams, as well as our biking class in action, to round out the teams I had visited in May. I continue to be impressed with the dedication and quality of our volunteer coaches.

The summer brochure was completed, posted on-line and handed out to Marion Cross students. We have 11 youth and 5 adult programs being offered to help keep residents active this summer. All the camps that began the last week of June were a success: Sensational Summer Day Camp, Sports Camps & “Challenger” Soccer Camp. Our Sunrise Yoga was extremely popular, averaging 20 participants/day. This is especially impressive, considering it is at 6am. Michele, our Yoga instructor is an exceptionally good teacher and her expanding following is a tribute to that.

Facilities

The pavilion at Huntley Meadow is always most heavily in demand in June and this year was no exception. There was a multitude of end-of-season team get togethers enjoyed at this facility. Our entire open green space at Huntley has never looked better thanks to Andy and his Buildings & Grounds team. Many thanks to them for their diligence and attention to detail.

Karin Dwyer & Bob Burnham are doing a fantastic job with the rink improvement fund-raising campaign. To date (6/30/2013) we have \$4,150 in donations to put toward this project. It involves leveling a small portion of the Green and improving water access for the daily re-surfacing that our volunteer, “Hosers” provide. Karin is organizing and overseeing the project.

The tragic death at Patchen’s Point was cause for much discussion at our Recreation Council meeting on June 12th. The sobering incident certainly brought to the forefront the

disadvantages and frightening ramifications of potential lease of it from the state. Due to the unalterable railroad track crossing as well as the difficulties of supervision of the remote site, the consensus was that it should be left under its current state ownership.

Miscellaneous

Five summer staff attended "Summerama", organized by the Vermont Recreation & Parks Association. It provides training for all recreation related summer staff and was held at Dothan Brook School. Fifteen summer employees were present at our orientation meeting on June 21st and summer programs were underway by June 24th.

Respectfully submitted by,

Jill Kearney Niles