
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: JULY 2013 MONTHLY REPORT
DATE: AUGUST 15, 2013

This is the Town Manager's Report for July 2013. Department specific monthly reports are attached. I was on vacation from July 26, 2013 through August 9, 2013. Phil was the Acting Manager during my vacation and did an excellent job.

General

- The Virginia Close Trust donated \$125,000 to the Norwich Conservation Commission. Virginia was a real asset to the Town and she is missed. We very much appreciate the gift.
- The area on the Town Green where the ice rink is located has been regraded 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. Karin Dwyer and Bob Burnham have done an excellent job in fund raising and approximately \$6,560 has been raised.
- The extension of the Main Street storm sewer approximately 1,200 feet north started on July 22, 2013 and will be finished in early August. Six new storm water inlets will be installed.
- We are experiencing significant problems with the network server. Part of this is from the load on the server from the new appraisal software and memory limitations of the 32 bit server architecture. We will be receiving proposals for a new server with 64 bit server architecture which will remove the memory limitations. The new server will be paid for from the Reappraisal Reserve Fund.
- The Energy Committee has continued work on the siting of a Solar Project that would be financed with private funds and only requires Norwich to enter into a Power Purchase Agreement. I expect that the Energy Committee will have a recommendation for the Selectboard for consideration on August 28, 2013.

Projects

- Communications System Upgrades.
 - The Application for a Certificate of Public Good (CPG) for the tower was filed with the PSB on July 19, 2013 and notice was given to abutters and other statutory parties. The 21 day public comment period ends on August 9, 2013 and the 60 day PSB review period ends on September 18, 2013.
 - The VMBB had their bond sale. A copy of the bond schedule for Norwich is attached. The actual net interest rate was 2.823%. VMBB had estimated an

- interest rate of 2.576%. This increased the total cost (Principle and Interest) for the \$275,000 bond from \$316,365 to \$320,314.
- The Public Works repeater has been installed and is operational. The police and fire equipment is scheduled for installation in August. The Norwich installations of this equipment are on temporary antennas located on the equipment shelter at its temporary location adjacent to the Public Works building. The full benefit of the system upgrades will not be realized until the tower has been installed and the radio equipment moved to the new tower.
 - The Police Digital Simulcast System that Norwich is paying for, partially offset by a grant, includes transmitters and receivers at Hayes Hill in Etna and the new tower at 26 New Boston Road. Hartford is paying to have the system expanded to include transmitters and receivers on Hurricane Hill in Hartford and a location in Quechee. The Hurricane Hill location will improve coverage in Norwich.
 - Facilities Studies – Bread Loaf is continuing work on Part 3 of the Facilities Studies. The following meetings to review the program for each of the three facilities follows:
 - Public Forum on September 18, 2013
 - Capital Facilities Planning and Budgeting Committee on September 19, 2013
 - Selectboard meeting on September 25, 2013
 - Safe Routes to School – This project has been slowed down by the uncertain status of Church Street. If Church Street becomes a Class 1 Town Highway we do not need a permit from AOT. If it does not, we will need a 19 VSA §1111 permit from AOT. We are investigating applying for a §1111 permit.
 - Norwich Pool Permitting – ANR officials are continuing to meet to discuss the Norwich Pool Dam. No decision has yet been made.

Assessor/Listers

- There were 36 appeals of the new Grand List to the BCA. The Assessor will be providing information to the BCA that explains the basis for the Grand List values.
- A public access terminal has been installed in the Assessor's office. This will provide access for residents, realtors and others to the Grand List and Property Card information.

Finance Department

- Delinquent taxes due at the end of July were \$179,090. Last year at this time delinquent taxes due were \$129,415.
- Tax bills were printed on July 15, 2103 and mailed on July 16, 2103. Taxes are due by August 16, 2103.
- The total taxes billed were \$14,842,966 with state tax credits in the amount of \$1,185,013 applied to 334 parcels.
- We received payment from FEMA for Bridge 41 in the amount of \$93,277. Not counting the pool dam we are owed \$10,934 from FEMA and \$5,758 from the state.
- We filed the paperwork for reimbursement from the FY10 Homeland Security Grant in the amount of \$92,370 for the Police Department communications equipment.
- The outside auditors are scheduled to conduct their on-location portion of the audit in September and the Finance Department is preparing for the visit.

Fire Department and Emergency Management

- The recruitment and retention grant was completed. As a result of this effort 5 fire division and 1 fast division members were added.

Planning Department

- See the attached report.

Police Department

- Six of the 142 calls for service were outside of the officer's normal work schedule.
- Installation of the Wireless Transfer System for the in-car audio and video systems was started.
- Officers completed their annual firearms proficiency training.

Public Works Department

- Bids were received for winter sand and ledge products. We will purchase gravel from Towle Excavating, winter sand from Twin State Sand and Gravel, and ledge products from both Pike Industries and Twin State Sand and Gravel.
- We are taking bids in August on the FY14 paving program. A portion of the paving is from a Reserve Fund and I expect to have a recommendation for the Selectboard to consider on August 28, 2013.
- One employee is still out on long-term disability and we do not have a return date.

Recreation

- See the attached report.

Vermont Municipal Bond Bank

2013 Series 1

2013 Series 1

Underlying Loans

Loan Debt Service, Norwich Town

Calendar Yr.	Yr.	Date	Loan Principal	Loan Yield	Interest	Loan Debt Service	Annual Loan Debt Service
Total			275,000.00		45,314.86	320,314.86	320,314.86
Average Life				5.84			
Net Interest Cost				2.823%			

7/30/13

	2013	11/15/13	-	0.444%	2,189.66	2,189.66	2,189.66
	2014	5/15/14			3,257.35	3,257.35	
1	2014	11/15/14	27,500.00	0.804%	3,257.35	30,757.35	34,014.70
	2015	5/15/15			3,146.80	3,146.80	
2	2015	11/15/15	27,500.00	1.174%	3,146.80	30,646.80	33,793.60
	2016	5/15/16			2,985.38	2,985.38	
3	2016	11/15/16	27,500.00	1.564%	2,985.38	30,485.38	33,470.76
	2017	5/15/17			2,770.33	2,770.33	
4	2017	11/15/17	27,500.00	1.934%	2,770.33	30,270.33	33,040.66
	2018	5/15/18			2,504.41	2,504.41	
5	2018	11/15/18	27,500.00	2.324%	2,504.41	30,004.41	32,508.82
	2019	5/15/19			2,184.86	2,184.86	
6	2019	11/15/19	27,500.00	2.654%	2,184.86	29,684.86	31,869.72
	2020	5/15/20			1,819.94	1,819.94	
7	2020	11/15/20	27,500.00	2.924%	1,819.94	29,319.94	31,139.88
	2021	5/15/21			1,417.89	1,417.89	
8	2021	11/15/21	27,500.00	3.214%	1,417.89	28,917.89	30,335.78
	2022	5/15/22			975.97	975.97	
9	2022	11/15/22	27,500.00	3.464%	975.97	28,475.97	29,451.94
	2023	5/15/23			499.67	499.67	
10	2023	11/15/23	27,500.00	3.634%	499.67	27,999.67	28,499.34
	2024	5/15/24			-	-	
11	2024	11/15/24	-	3.804%	-	-	-
	2025	5/15/25			-	-	
12	2025	11/15/25	-	3.984%	-	-	-
	2026	5/15/26			-	-	
13	2026	11/15/26	-	4.104%	-	-	-
	2027	5/15/27			-	-	
14	2027	11/15/27	-	4.214%	-	-	-
	2028	5/15/28			-	-	
15	2028	11/15/28	-	4.334%	-	-	-
	2029	5/15/29			-	-	
16	2029	11/15/29	-	4.444%	-	-	-
	2030	5/15/30			-	-	
17	2030	11/15/30	-	4.504%	-	-	-
	2031	5/15/31			-	-	
18	2031	11/15/31	-	4.574%	-	-	-
	2032	5/15/32			-	-	
19	2032	11/15/32	-	4.624%	-	-	-
	2033	5/15/33			-	-	
20	2033	11/15/33	-	4.644%	-	-	-
	2034	5/15/34			-	-	
21	2034	11/15/34	-	4.854%	-	-	-
	2035	5/15/35			-	-	
22	2035	11/15/35	-	4.854%	-	-	-
	2036	5/15/36			-	-	
23	2036	11/15/36	-	4.854%	-	-	-
	2037	5/15/37			-	-	
24	2037	11/15/37	-	4.854%	-	-	-
	2038	5/15/38			-	-	
25	2038	11/15/38	-	4.854%	-	-	-
	2039	5/15/39			-	-	
26	2039	11/15/39	-	4.954%	-	-	-
	2040	5/15/40			-	-	
27	2040	11/15/40	-	4.954%	-	-	-
	2041	5/15/41			-	-	
28	2041	11/15/41	-	4.954%	-	-	-
	2042	5/15/42			-	-	
29	2042	11/15/42	-	4.954%	-	-	-
	2043	5/15/43			-	-	
30	2043	11/15/43	-	4.954%	-	-	-

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

Progress Report – July 2013

Assessing

The Lister's/Assessor filed the 2013 Grand List on July 2nd to the State of Vermont. This was a result of finishing the June grievance process in a timely fashion.

The Assessor was responsible for downloading and updating current use information sent by the State.

A proposed subdivision policy was submitted to the Listers/Assessor for review.

Many inquiries have been fielded by the Assessor's office in regards to grievance decisions. The Assessor's office recommended to any displeased appellant to file an additional appeal to the Board of Civil Authority, as long as they have already appealed to the Listers/Assessor.

The Assessor's office was notified of 36 total BCA appeal requests. New England Municipal Consultants is responsible for the value defense of all 36 submitted appeals.

BCA appeals began on July 30, and 4 property appeals were heard.

NEMC created a public access terminal to the AssessPro read-only appraisal software. This will allow Census officials, Realtors, and the general public to access Norwich appraisal information at there own pace.

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

August 12, 2013

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for July

- Delinquent Tax Collections through July were \$ 3,759 making delinquent taxes due at the end of July \$ 179,090. Interest collected \$ 1,091, penalty collected \$ 790. Last year at this time delinquent taxes due were \$ 129,415.
- Tax bills were printed the night the tax rate was set. Bills were stuffed and sent out the following day. The total initial taxes billed were \$ 14,842,966.50 with state tax credits in the amount of \$ 1,185,013 applied to 334 parcels.
- The town received payment from FEMA for Bridge 41 in the amount of \$ 93,277. We are still owed \$ 10,934 from FEMA and \$ 5,758 from ERAF.
- Grant paperwork was filed for reimbursement on the FY10 Homeland Security Grant of \$ 92,370 for the Police Dept. Communications Equipment for the tower. The money was received 8/8/2013.
- We have received donations for the Ice Rink of \$ 6,760 to date.
- Work has been done closing the books for last year and preparing for the audit. At the same time we were also entering the budget for 13-14 and processing payments and receipts.



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: August 1, 2013

Fire and FAST Department

We closed out our recruitment and retention grant. This grant covered expenses for recruiting posters and a banner, and member recognition rewards. We appointed and retained 6 new members, 1 to our FAST squad and 5 to the Fire Division. We established a peer recognition committee to recognize members for their service. Awards were given for response to alarms, service above and beyond the norm, behind the scenes efforts, and firefighter of the year.



Ladder 1 Training

We continue to work with Breadloaf Construction on phases 3 and 4 of the building plan. Norwich Engine 1 and Forestry Truck stood by during the Norwich Fair fireworks display.

Training

FAST Squad training was on patient assessment. Fire training was on ventilation and firefighter “rehab”. Rehab procedures are used to prevent injuries by; rehydrating members, monitoring their physical conditions, and providing relief from exposure to heat and other severe weather conditions.

	Month	Year to Date	PrioYear to Date
Structure Fires	0	10	3
Auto Fires	0	0	2
Wildland Fire	0	0	2
Other Fires	0	1	1
Medical	10	49	54
Vehicle Crashes	1	7	18
Hazardous Conditions no fire	2	11	5
Service Calls	2	18	11
Good Intent Calls	3	19	17
False Alarms	5	19	17
Other	0	0	1
Total	23	134	131

Emergency Management

The new radio equipment building is operational at its temporary location behind the public works facility. The new Department of Public Works radio repeater system is operational. Fire and Police equipment is in the process of being installed. The benefits of the new system will not be realized until the new radio tower is completed.

TOWN OF NORWICH ZONING & PLANNING

August 12, 2013

July 2013 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Route 5 South/River Road Planning Area – Reviewed map of proposed area
 - b. Meeting with consultant to review content and strategy for Municipal Planning Grant Application.
2. DRB – No hearings/meetings – Bartlett SD postponed to August 1.
3. ZA - 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. Communication Tower - 248a application
 - a. Approved pre-filed testimony, maps, and other application documents
 - b. Application for a Certificate of Public Good with the Public Service Board filed July 19
5. Other –
 - a. Tracy Hall Server troubleshooting – major issues
 - b. TRORC – Transportation Advisory Committee Meeting
 - c. Institute for Sustainable Communities – Resilient Vermont Focus Group at VLS

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

August 2, 2013

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

RE: July 2013 Monthly Report

Neil;

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

Officers responded to 142 calls during the month of July and of those calls six (6) were outside the officers' work schedule, meaning officers responded six (6) times during the month of July for incidents outside the normal work hours.

Norwich officers completed their annual firearms proficiency and safety qualifications during the month of July. We are required to qualify using the Vermont Criminal Justice Training Council standards to show proficiency a minimum of once per year. Norwich officers try and qualify twice per year to show that we are proficient in the use of department issued firearms.

We have started our install of a Wireless Transfer System at the police station to transfer data from the In-Car Camera system (Digital Ally) to a dedicated program inside the station automatically. When cruisers pull into the police lot the data from the media card in the cruiser will automatically download to the station.

During the month of July Norwich had a rash of mail boxes smashed which the police are investigating. Sometime during evening hours on several different days mailboxes were smashed or broken. Most of the incidents were on Beaver Meadow Road as well as Mitchell Brook Rd, Tiger Town Rd. and Chapel Hill.

REMINDER: Area departments are investigating the break in of several cars and unlocked residences, we would like to remind everyone to keep their vehicles and houses locked. If you see anything which you feel is suspicious please do not hesitate to give the police department a call.

ACTIVITY

CALL TYPES	July 2013	2013 YEAR TO DATE	PREVIOUS YEAR
Burglaries	2	4	22
Stolen Vehicle	1	3	3
Vehicles Crashes	9	53	67
Intrusion Alarms	7	42	94
Frauds	2	19	34
False Information to Police	0	1	0
Contributing to Delinquency of Minors)4 counts)	0	0	0

1. Over Time Hours	26 hours
2. Sick Time Hours	16 hours
3. Vac/Hol/Per Time Hours	74 hours
4. Part Time Officer Hours	8 hours
5. Total #of calls responded to	142 calls
6. Training Hours	12 hours
7. Grant Funded Hours	0 hours (GHSP)

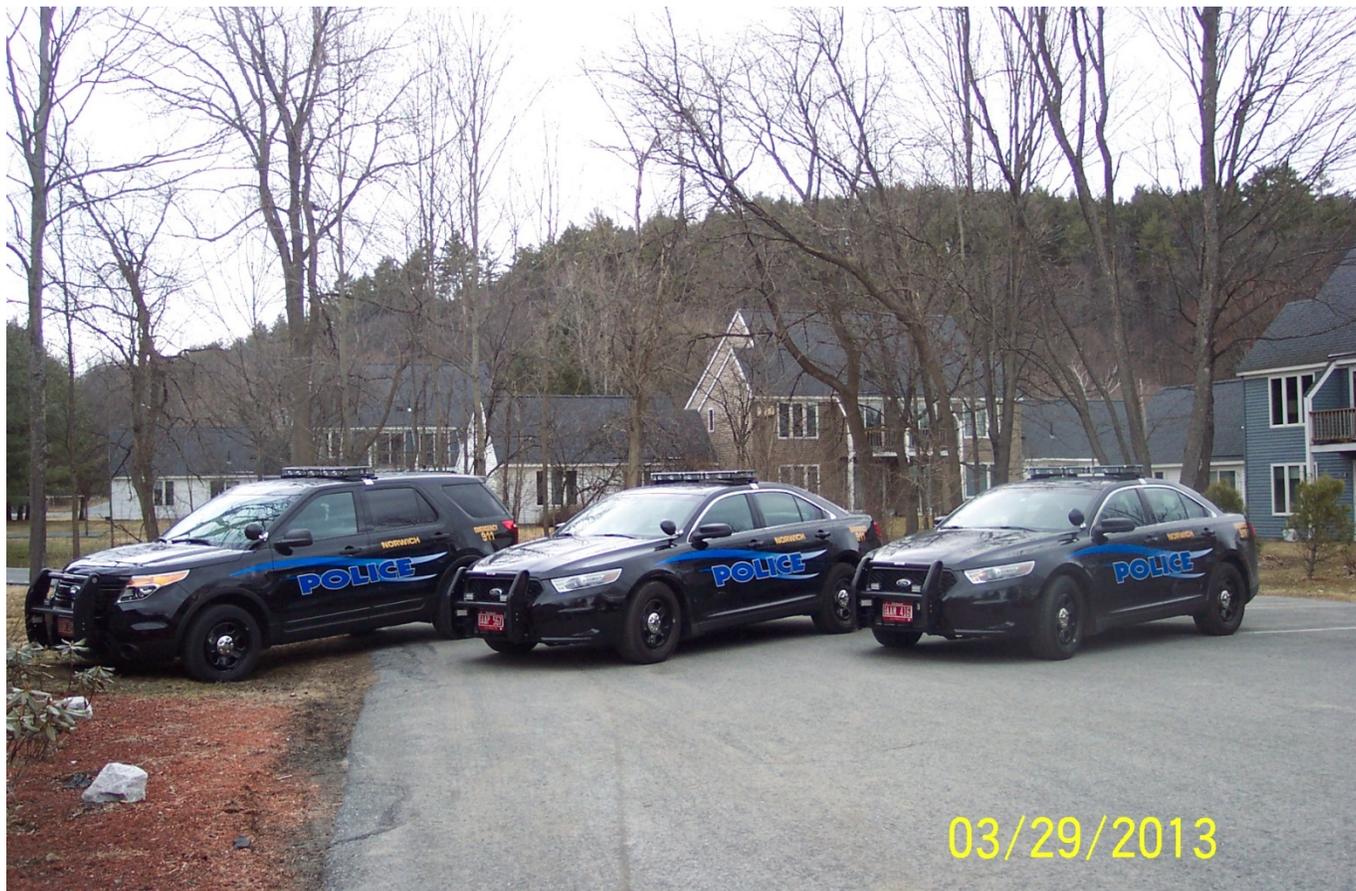
TRAFFIC ENFORCEMENT July 2013

Motor Vehicle Stops	75
Traffic Tickets	37

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: July 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.

Illness and Injury:

- Paul is still out on medical leave. I spoke with him last Friday. He had a doctor's appointment last week and will have another one in two weeks. He said that he may be able to return to work by the end of August.

Out-to-Bid Items:

We went out to bid for winter sand and gravel and ledge products. We received bids from Towle Excavating, Twin State Sand & Gravel, and Pike Industries. As a result of these bids, we will purchase gravel from Towle Excavating, winter sand from Twin State Sand and Gravel, and ledge products from both Pike Industries and Twin State Sand and Gravel depending on the product and location of the project.

We are currently seeking bids for the 2013/2014 paving program. The bids are due on August 9th.

Main Street Drainage Project:

We started the Main Street drainage project on July 22nd. We put in 1200 feet of drainage pipe and six new 30" basins. We repaved the four road crossing where the pavement was cut and are currently in the process of restoring the disturbed areas. We will need to cut down the basins to grade and backfill them with new concrete.

Underground Tank Systems:

McIntyre Fuels came on July 26th to fix the printer on the Veeder-Root system at Town Hall. They also came to Public Works to make sure that everything was okay with our system, which it was.

Pending Projects:

- We have two road name signs to install to replace stolen signs as time permits.
- Roadside mowing activities will commence after the Main Street drainage project is completed.
- We will take down the woven wire at the Peisch property as time permits.
- 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

July 2013 - Monthly Recreation Report

Recreation Programs Update

Video Camp, a youth Art class and Summer Fencing began this month. Our Sports Program & Sensational Summer Day Camp continued weekly throughout July. For adult offerings we had 2 Chi Kung classes, Soccer & Group Personal Training.

I met with, and spoke to a few potential instructors regarding new exciting fall programs we may offer.

Facilities

The leveling of the skating rink on the Green began on July 15th. Kudos to Karin Dwyer and Bob Burnham, who are leading the fund-raising campaign. To date we have raised \$6,560. Thanks go out to Andy, who has been overseeing the contracted work being done by Mark 'Bergeron's Lawn Service'. We are waiting to receive bids on the work to install a new hydrant close to the rink.

Upcoming Event Planning

Work was done planning our annual Labor Day Road Race, scheduled for Monday, September 2nd. Sponsors and volunteers were approached. Further organizing will continue to ensure a successful day.

Miscellaneous

There are eight regular summer Recreation staff and a handful of others, filling in here and there as needed based on the number of registrants in the programs. I feel fortunate to have this wonderful staff to be working with this year, many of whom are return employees of the Town. We also have seven folks working this summer as sub contractors. They are running programs that are also offered throughout the year. Happy Summer to all !

Respectfully submitted by,

Jill Kearney Niles