
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: AUGUST 2013 MONTHLY REPORT
DATE: SEPTEMBER 6, 2013

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

General

- Greater Upper Valley Solid Waste Management District (GUVSWD)
 - GUVSWD owns a 175-acre site in North Hartland that includes approximately 40-acres that have been permitted for a landfill. The current debt service for the 10 member towns is approximately \$215,000 per year. Norwich's portion of this is approximately \$43,817 per year.
 - The District is considering the following:
 - Selling the facility.
 - Opening a landfill (GUVSWD is currently reviewing proposals for an engineering and economic study of the feasibility of opening the landfill).
 - Opening a Sustainability Park possibly with the landfill (preliminary investigations indicate that organic material management and C&D may be economically feasible).
 - Mothballing the facility for future use.
- Vermont Act 148. An act relating to establishing universal recycling of solid waste establishes the following goal:
 - The goal of Act 148 is to improve the rate of diverting these valuable materials from landfills by instituting phased-in bans on certain materials (recyclables, leaf and yard residuals, and food residuals) and by requiring parallel collection (requiring collection of these materials at the same location where trash is collected) so that more of these materials can be diverted from disposal. It has been demonstrated that the recycling of materials conserves resources while reducing energy consumption and greenhouse gas emissions. By requiring the bans and mandates in the future it sends a clear signal to both the private and public sector the materials will be available which provides an incentive to invest in infrastructure and provides time to construct infrastructure needed to meet the demand.
 - We are in the process of developing a five-year plan for the Transfer Station to respond to the requirements of Act 148. Part of this planning effort is dependent on the regional efforts described in the next dot point.
- Norwich is working cooperatively with the Upper Valley core towns of Hartford, Hanover and Lebanon to analyze current and projected future waste streams

generated in the region, municipal solid waste (MSW), recyclables, Household Hazardous Waste (HHW), Construction and Demolition (C&D) waste, organics, electronics, tires, and universal wastes, and the capacity of existing facilities to manage these materials to develop a regional plan to reduce MSW and the siting of facilities to handle other waste.

- The towns in the study area in New Hampshire are Enfield, Grafton, Grantham, Hanover, Lebanon, Lyme, Newbury, Orange, Orford, Plainfield and Sutton and in Vermont are Bridgewater, Fairlee, Hartford, Hartland, Norwich, Pomfret, Rochester, Sharon, Strafford, Thetford, West Fairlee, Woodstock and Vershire.

Projects

- Communications System Upgrades.
 - The Fire Simulcast System which includes seven receivers/transmitters and one receiver have been moved from staging to the tower and antenna locations. The fire system is in test mode and we will begin the transition to the new system the week of September 9, 2013.
 - Green Mountain Communications (GMC) has issued a purchase order to ROHN for the tower. This will begin the process for foundation design and anchor bolt size and spacing. GMC expects to begin site work in late September.
 - The Public Works repeater has been installed and is operational.
 - The Police Digital Simulcast System is operating in test mode from Hayes Hill in Etna and the temporary antenna at 26 New Boston Road. Hartford is paying to have the system expanded to include transmitters/receivers on Hurricane Hill in Hartford and a location in Quechee. The transition to the new system is scheduled for November after the installation of the two sites in Hartford and the new tower in Norwich.
- Facilities Studies – Bread Loaf is continuing work on Part 3 of the Facilities Studies which defines the program for the fire, police and public works facilities. The following meetings have been scheduled to review the program for each of the three facilities:
 - Public Forum on September 18, 2013 at 7:00 pm.
 - Capital Facilities Planning and Budgeting Committee on September 19, 2013 at 8:00 am.
 - Selectboard meeting on September 25, 2013 at 6:30 pm.
- Norwich Pool Permitting – ANR officials are continuing to meet to discuss the Norwich Pool Dam and the decision has been elevated to the Secretary's Office.

Assessor/Listers

- There were 36 appeals of the new Grand List to the BCA. The Assessor is representing the Listers before the BCA.
- The Assessor is developing a schedule for beginning the three-year reassessment process. Under our contract the Assessor will be working in Norwich an average of three days per week. The first set of inspection notices will be sent on September 16, 2013 and the process will begin on September 23, 2013.

- New office hours have been established and posted on the website and the door to the Assessor's Office.

Finance Department

- Total tax collections for the first tax payment were \$7,259,723.
- Delinquent taxes due at the end of July were \$176,413. Last year at this time delinquent taxes due were \$125,875.
- The outside auditors are scheduled to conduct their on-location portion of the audit on September 10 and 11, 2013 and the Finance Department is preparing for the visit.

Fire Department and Emergency Management

- On August 7, 2013 there was a fire at the Norwich Fire District pump house which caused significant damage. Hanover, Hartford and Thetford assisted at the scene. The fire is still under investigation.
- Assistance was provided to the Fire District in recovering from the fire. Fortunately they were able to obtain a generator to run the submersible pump and start pumping water before the Dutton Hill Reservoir reached a critical level.

Planning Department

- Preparing a Municipal Planning Grant Application for the Route 5 South/River Road planning project.
- A Certified Local Government Program Grant Application is being prepared for a History of Norwich Farms project.
- A RFP is being prepared for replacing the Tracy Hall network server.

Police Department

- Sixteen of the 157 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 completed.

Public Works Department

- A Request for Bids is being prepared for snow and ice guards on the parking lot side of the Tracy Hall roof. A number of vehicles have been damaged in the past by snow and ice coming off the roof.
- The FY14 paving program was awarded to Blaktop and paving is scheduled to start in September.
- One employee is still out on long-term disability and we do not have a return date.

Recreation

- Huntley Meadow was prepared for fall activities.
- Fall recreation programs were scheduled and the brochure sent home with MCS students.
- The fall soccer season started on August 29, 2013.

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

Progress Report – August 2013

Assessing

BCA appeals continued throughout the month of August. NEMC will continue to represent the Town of Norwich with each individual appeal.

A new schedule was created with updated Assessors Office hours. NEMC will be responsible primarily for Mondays, Thursdays, and Fridays.

The Assessors Office has been working with the Planning and Zoning Department in regards to the GIS shape files. Eventually, the plan is to create live GIS mapping through the AssessPro software.

A few potential Errors and Omissions were brought to the attention of the Assessors Office. NEMC has diligently researched each potential case to determine whether a change is warranted. Potential changes need to be presented to the Board of Listers, and eventually the Board of Selectmen.

Current Use information continues to be updated at the request of the State. NEMC is responsible for keeping up with the information, with the guidance of the State PV&R.

The Assessors Office has been in contact with Bill Tobin (State PV&R representative) to schedule a time to conduct the equalization study.

Respectfully submitted,

Matthew Krajeski
Assessor for the Town of Norwich

Memo

To: Town Manager
From: Bill Krajeski
CC:
Date: September 6, 2013
Re: Office Hours

Beginning On August 26, 2013, the office has been posted with the following schedule

Office Hours are Monday 8 -11, Tuesday thru Friday 8 -12

Assessor's Hours are Monday 9 -1 and Thursday 9 -1 and by appointment.

Listers are by appointment only.

We need to finish the BCA hearings prior to beginning any inspection program. The final BCA hearings are currently set for September the 16th. I would expect to start the inspection program the following week.

For the time being, we will use the following schedule.

Aug 26, 29 and 30

Sept 3, 5, and 6

Sept 9, 12 and 13

Sept 16, 19 and 20

Sept 23, 26 and 27

We will be sending out the inspection notices September 16 to begin the process on the 23rd. I will supply the progress spreadsheet on the 15th.

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376
rrobinson@norwich.vt.us
802-649-1419 ext 105

September 4, 2013

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for August 2013-Taxes, Taxes, Taxes

- Delinquent Tax Collections through August were \$ 2,677 making delinquent taxes due at the end of August \$ 176,413. Penalty collected was \$ 214. Last year at this time delinquent taxes due were \$ 125,875.
- Current year tax collection for 13-14 has \$ 165,895. of the first payment still outstanding at the end of August.
- Total collections of the first payment were \$ 7,259,723 and \$ 774,385 was paid for the second installment.
- The week ending August 16 we collected \$ 3,743,020.
- Work continued on closing the books for last year and preparing for the audit , which is scheduled for September 10 & 11th for their on-site work.



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: September 4, 2013

Fire and FAST Department

We are renewing our recruiting drive. Several members moved out of the area in the last few months and others have been inactive due to work and family commitments.

Incidents

On August 7, 2013 an early morning fire severely damaged the Norwich Fire District's pump house on Route 5 North. The fire severely damaged the equipment inside the building and rendered the system's water pump inoperable. Hanover, Hartford and Thetford fire departments responded to this incident. The VT Department of Public Safety and VLCT investigated the cause of the fire.

Accidental causes have been ruled out. Several of our members were able to use the skills they developed on our forcible entry-training prop to gain access to the building.

Training

Toni Apgar has been appointed Training Officer for the FAST Squad. FAST training was on patient assessment and fire training was testing dry hydrants and drafting water. I attended a course in Electrical Aspects of Fire Investigation at the National Fire Academy.



Operations at the pump house fire. Photo by Hanover Police Dept

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	1	11	3
Auto Fires	0	0	2
Wildland Fire	0	0	2
Other Fires	0	1	1
Medical	4	53	61
Vehicle Crashes	2	9	19
Hazardous Conditions no fire	2	13	5
Service Calls	2	20	13
Good Intent Calls	1	20	18
False Alarms	5	23	20
Other	0	1	2
Total	17	151	146

Emergency Management

The pump house fire shut down the Fire District's well pump which refills the reservoir. We contacted VT Emergency Management for assistance obtaining resources and developed several contingencies plans. The goal was to refill the reservoir using the well, which would avoid the need to boil water. Fortunately the Fire District was able to obtain resources that permitted them to pump water from the well. The contingency plan was to connect to the Hanover water system and pump water to the reservoir. This plan would require a boil water notice.

TOWN OF NORWICH ZONING & PLANNING

September 3, 2013

August 2013 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Preparing Municipal Planning Grant Application for Route 5 South/River Road planning project
 - b. No meetings
2. DRB – Bartlett Subdivision Final Hearing on August 1 and a decision approving the application was issued August 22. There were no other hearings
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 - Comment/Request period for Application for a Certificate of Public Good with the Public Service Board ended August 9 without any comments. The Department of Public Service recommended the Board approve the Project.
5. Historic Preservation Commission
 - a. The 2012 CLG Grants are being closed out.
 - b. A 2013 CLG Grant application is being prepared for a History of Farms in Norwich project.
6. Other –
 - a. Tracy Hall Server – An RFP is being issued for a new network server and software in Tracy Hall. The existing system is not adequate for the current demands for processing, storage, and backup.
 - b. Water Department Pump House Fire – While Acting Town Manager at the beginning of the month, I was notified of a fire at the pump house that destroyed electric service and control equipment for the pump providing water to the reservoir. Although a Norwich Fire District Water Department responsibility, initially both the Fire Department and the Police Department responded and continued to provide support as needed including emergency contingency planning for alternative pump systems, if needed.

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

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

September 3, 2013

RE: August 2013 Monthly Report

Neil;

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

Officers responded to 157 calls during the month of August and of those calls sixteen (16) were outside the officers' work schedule, meaning officers responded sixteen (16) times during the month of August for incidents outside the normal work hours.

The Norwich Police Departments Secretary/Dispatcher Judy Powell and Officer Charles Rataj were both recognized for five (5) years of service to the Town of Norwich and the Police Department. Each were awarded a \$25.00 gift certificate which is a small token for their dedicated service.

Norwich officers were investigating a noise complaint as well as family fight and ended up applying for and being granted an emergency warrant for a mental health examination. If officers do not get the persons consent to transport the individual to a hospital, the person is taken into custody and a warrant has to be applied for which usually ties up an officer for several hours. The warrant was granted and the subject was admitted to the hospital.

During the months of July and August Norwich experienced a rash of thefts and burglaries which the police are investigating. Sometime during late evening and/or early morning hours several vehicles have been entered and items stolen, a few of the vehicles were inside the garage and others were unlocked in the driveway. Norwich police investigated four (4) motorcycle thefts, all four motorcycles were recovered and one person has been charged with the theft of three of them the fourth is still under investigation.

The investigation into the early morning fire at the Norwich Pump Station on Rte. 5 remains under investigation. Anyone with information regarding this fire is asked to call the Norwich Police Department

REMINDER: Area departments are also 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	August 2013	2013 YEAR TO DATE	PREVIOUS YEAR
Burglaries	8	12	22
Stolen Vehicle	4	7	3
Vehicles Crashes	8	61	67
Intrusion Alarms	6	48	94
Frauds	3	22	34
Diversion Paperwork for Minors			
Possessing alcohol and/or Marijuana	5	6	5

1. Over Time Hours	42 hours
2. Sick Time Hours	8 hours
3. Vac/Hol/Per Time Hours	122 hours
4. Part Time Officer Hours	0 hours
5. Total #of calls responded to	142 calls
6. Training Hours	6 hours
7. Grant Funded Hours	18 hours (GHSP)

TRAFFIC ENFORCEMENT July 2013

Motor Vehicle Stops	94
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: August 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 has been out on medical leave since April 24th. He called on Friday, August 23rd, and said that he had just been to see the doctor and they are still not able to fit him for a prosthetic shoe. He still has some healing issues. His next doctor's appointment is on September 10th. He will let me know his status after that.

Out-to-Bid Items:

We are currently working on an RFP for the installation of snow and ice guards on the roof of Tracy Hall.

Paving/Crack Sealing:

Blaktop is scheduled to start our paving in September, providing that we don't get too much rainy weather.

The crack sealing is also on schedule to be done in September.

Winter Salt:

Once again, I have expressed interest for our town to purchase road salt through the VLCT buying cooperative.

We will also be receiving salt bids through VT AOT.

Safety Committee:

On August 29th we addressed a complaint filed with the Safety Committee concerning inadequate lighting in the parking lot at Tracy Hall. We replaced the light bulbs in the two wall pack lights on the north side of Tracy Hall.

An additional concern has been discussed about the safety of the crosswalk on Main Street in front of Tracy Hall. I have also received complaints about the safety of the crosswalks by Marion Cross School and by the Gateway Townhouses.

I have the contact information for the company that supplies LED crosswalk signs like the ones used by the Town of Hanover DPW. I feel that these are the best option out there now. They work very well at getting the attention of drivers.

Main Street Drainage:

We completed all of the finishing work on the project during the month of August. We had to redo the concrete on the DI in front of the Siebert residence because of damage caused by a heavy truck. We will, potentially, need to fill in other areas that settle. Even though we heavily compacted the disturbed areas, sometimes settling does occur.

Pavement Management Plan:

I spent two full days with Rita Seto from Two Rivers working on the RSMS. We are finished with half of the road inventory at this point.

Better Back Roads Grant:

We received notification from the Agency of Transportation that we have been awarded a Better Backroads Grant in the amount of \$3,500 for Road Inventory and Capital Budget Planning.

Break-In:

During the night of August 20th, someone broke into the DPW building and stole the cordless tools that we had purchased to replace the ones that were stolen earlier this summer, including a new set of drill bits.

On August 23rd, when Bob and Jason were picking up the trash at Huntley Meadow, they found an empty Dewalt box for one of the power tools that were stolen. This was carefully removed, put into a plastic bag and given to the Police Department so that, hopefully, some fingerprints could be taken from it.

Pending Projects:

- We have several more road name signs to install when they come in to replace ones that were stolen. This problem has been ongoing.
- We will take down the woven wire at the Peisch property after we have a frost to kill the vegetation so we are better able to see the wire.

- We will evaluate Truck #5 and submit a recommendation for replacing it.
- We will be addressing a drainage problem on Brookside Drive that is causing a problem at the Keith Fossette residence at 11 Brookside Drive (the first house). We will install a basin and drainage pipe. Mr. Fossett agrees that this needs to be done.

NORWICH RECREATION DEPARTMENT

August 2013 Monthly Recreation Report

Program Update: I continued to work on fall program details, meeting with instructors, recruiting volunteer coaches and setting up our fall youth soccer practice and field schedules.

The latter half of the month was very busy with a number of our summer programs running through 8/22, while the fall ones required finalizing details. Fall Recreation programs were confirmed and set up for on-line registration. The fall brochure was completed and went home with all the Marion Cross School students on their first day back. Our fall soccer season began on 8/29, the day after school started.

Facilities: In coordination with Andy and B & G, August was spent preparing Huntley Meadow and the Green for fall sports. Arrangements were made with Hanover High School and Lightning Soccer regarding fall field rentals at Huntley Meadow. I met with Bob from B & G at Huntley Meadow to go over the optimum layout for all fall field use. The plan altered 3 fields' orientation by 90 degrees to help avoid any wear patterns.

The Huntley Meadow Pavilion and Barrett Meadow / Bread Oven areas continue to be popular facilities that residents are booking for family and social events.

Phil Dechert, along with a few Recreation Council members and I, had an on-site visit to the town-owned property on the corner of Huntley Street & Beaver Meadow Road, next to the Legion. We walked it to explore its possibilities. It could be a lovely little brook side picnic spot.

Event Planning:

I lined up sponsors for our Labor Day Road Race. 'King Arthur Flour' donated 24 scone mixes for prizes. Stateline Sports donated four gift cards and 12 running related products for prizes. Susan Zak from Bakewell Bakery will donate chocolate chip cookies for prizes, also. Michael Lyons from 'White River Family Practice' will be giving us a donation to help with expenses and Todd from 'Stone Arch Bakery' in Lebanon has agreed to give us the 200 bagels I've ordered at cost. There are twenty two volunteers

lined up to help with the race. The Norwich Police Department will be involved once again this year to help with traffic control. My September report will provide you with the race highlights & results.

Meetings: Our monthly Department Head, and Recreation Council meetings were productive and covered many topics of interest since we didn't meet in July. On 8/27 I attended the Upper Valley Recreation Association monthly meeting which included fall soccer game scheduling. We had a fall Coaches' orientation meeting on 8/28 where equipment & game schedules was dispersed. I also attended our Safety Committee meeting at the police station.

Respectfully submitted by,

Jill Kearney Niles – Norwich Recreation Director