
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: SEPTEMBER 2013 MONTHLY REPORT
DATE: OCTOBER 4, 2013

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

General

- During an inspection of the supporting structure for the Tracy Hall roof to determine if Snow Guards could be installed on the parking lot side of Tracy Hall a metal truss was found to be approximately 9" out of plane. Engineering Ventures is designing a repair and Trumbull-Nelson has been retained to make the repairs. We are measuring the deflection daily. Until the repair is made we are not allowing the use of the basketball hoops in the gym.
- We have received quotes for replacing the Tracy Hall Network Server and will be making a recommendation to the Selectboard for the October 9, 2013 meeting.
- We have requested information from area banks on their willingness to secure our deposits with instruments that are insured or backed by the full faith and credit of the United States Government.
- We received a Better Back Roads Grant in the amount \$3,500 that will be used for an inventory of road erosion and signs.
- The Historic Preservation Commission received a 2013 CLG Historic Preservation Grant in the amount \$13,725. The project is to document the history of farming in Norwich.
- Departments are in the process of developing their FY15 budget proposal. I plan to distribute my recommendation to the Selectboard on November 8, 2013.

Projects

- Communications System Upgrades.
 - Site work at the New Boston Road location started on September 25, 2013. The foundation for the tower should be poured the week of October 7, 2013. The tower is scheduled to ship from Rohn on November 7, 2013. The tower should be up and operational before the end of November.
 - The Hanover Fire Department has moved to the fire simulcast system. The Norwich Fire Department is scheduled to move in October. Testing has revealed a few locations where there is interference caused by overlapping radio signals. Timing adjustments will be made to correct the problem. A portable radio in Cornish was able to talk to a portable radio in Bradford. This is an example of the significant improvement in the fire radio communications system.

Monthly Town Manager's Report

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- The Police Digital Simulcast System is operating in test mode. The Police Department will move to the new system after the new tower is up and operational.
- As of September 25, 2013, the following are the expenditures for the communications system upgrades. In addition, we have made the first payment on the \$125,000 lease purchase in the amount of \$13,443.21.

Construction	
Burlington Communications	215,337.40
Green Mountain Communications	-
Chase and Chase	1,325.00
Permitting	
Murphy Sullivan Kronk	16,383.37
Lyssa Papazian	1,777.75
DuBois and King	5,582.00
Financing	
McKee, Giuliani and Cleveland	1,650.00
Total	242,055.52

- Facilities Studies – Bread Loaf has completed work on Part 3 of the Facilities Studies which defines the program for the fire, police and public works facilities and is prepared to start work on Part 4, the alternative development and analysis.
- Norwich Pool Permitting – No change.
- Codification of Ordinances – PDFs have been made of historic and current ordinances. Work has begun on an RFP for the codification. Possible vendors have been identified. The RFP will not be issued until I have an understanding of how much money is available in the Professional Services budget line item. The line item also funds legal services including defense of Grand List values.

Assessor/Listers

- There have been three appeals of the decisions of the BCA to PVR and one to the Superior Court.
- The Assessor will begin inspecting properties to verify and update Property Record Cards (PRCs) in October. This begins the three-year cycle for updating all PRCs.

Finance Department

- Delinquent taxes due at the end of September were \$172,907. Last year at this time delinquent taxes due were \$124,169.
- The outside auditors spent 1.5 days here confirming transactions and auditing our books.

Fire Department and Emergency Management

- The Insurance Services Office (ISO) updated their records for the Town of Norwich. The ISO issues a Public Protection Classification (PPC) that is used by many insurance companies for determining insurance rates. The Town currently has a PPC of 4, 1 is the best and 10 is no protection, which is very high for a paid-on-call fire department without a town-wide pressurized water system.
- Annual pumper testing is underway.
- Annual dry hydrant testing is underway.
- A new dry hydrant has been installed on Beaver Meadow Road near the Sharon line.

Planning Department

- A Municipal Planning Grant application was submitted for continuing work on the Mixed Use District project.

Police Department

- Five of the 146 calls for service were outside of the officer's normal work schedule.
- Investigations are continuing on the Pump Station fire and several vehicle break-ins.

Public Works Department

- Crack sealing of paved roads and paving has begun.
- One employee is still out on long-term disability and we do not have a return date.

Recreation

- The annual Labor Day race had 189 total runners – A record.
- There are 182 children participating in fall activities.

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

Progress Report – September 2013

Assessing

The BCA appeals process concluded by the middle of the month. Most of the remaining appeal decisions were submitted to the Assessor's Office. There have been a few appellants who have decided to submit appeals further to the State level

The Listers voted on a few Errors and Omissions to the Grand List. Most of the issues revolved around incorrect acreage. The Assessor's Office prepared documents with recommendations, and they were then submitted to the Selectboard to be voted on.

A subdivision policy was approved by the Board of Listers at their monthly meeting. The policy is Norwich-specific, and provides an outline to how additional contiguous lots are valued internally.

The Assessor met with State PV&R representative Bill Tobin to conduct the equalization study. The study was electronically submitted to the State of Vermont.

An updated Current Use download was done. The Assessors are responsible for electronically submitting the file back to the State.

The Listers were re-registered as members of VALA (Vermont Assessors and Listers Association). The registration was acknowledged by the VALA membership chair.

Respectfully submitted,

Matthew Krajeski
Assessor for the Town of Norwich

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376

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802-649-1419 ext 105

October 1, 2013

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for September 2013

- AM Peisch was here for a day and a half confirming transactions and conducting the outside audit. The first draft is expected in two to three weeks.
- Established the Restoration Fund for town records. Additions to the fund year to date are \$ 1,017 plus ½ of the designated fund contribution of \$ 2500 making the balance \$3,517.
- The first half of designated fund contributions in the amount of \$ 295,500 has been transferred to the designated funds.
- Requisition #2 for the Tower Bond was submitted and the funds received the next day in the amount of \$ 61,059.
- Follow up work on the Investment Policy concerning collateralization was done and am waiting for responses from area banks.
- Delinquent Tax Collections through September were \$ 3,506 making delinquent taxes due at the end of September \$ 172,907. Penalty collected was \$ 280. and interest \$ 3,023 for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 124,169.
- Current year tax collections for 13-14 show \$ 90,561 of the first payment still outstanding at the end of September. Payments made during September were \$ 74,245.
- September Accounts Payable was \$ 194,506 and Payroll \$ 67,589.



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: October 2, 2013

Fire and FAST Department

Portable and mobile radios were reprogrammed as part of the communication systems upgrade. Radio and pager testing indicate that we will have major improvements in our radio coverage. The full change to the new system will be in the near future. An Insurance Services Office (ISO) met with us and updated their information on our community. A dry hydrant has been installed on Beaver Meadow Rd. near the Norwich/Sharon town line. Thanks to Norwich Public Works for their assistance with this project. This project was funded by a grant by the VT Rural Fire Protection Task Force. We have had several active members move out of state. We have appointed two new members and have several pending applications. Pump testing has started. Engine 2 passed its test; other apparatus is being tested this week. Dry hydrants were tested during August training. The Old Bridge dry hydrant is out of service. This site has been problematic due to fluctuating water levels which cause mud to accumulate around the intake. We have unsuccessfully tried to solve this problem. Maintenance is needed on a couple of the other dry hydrants.

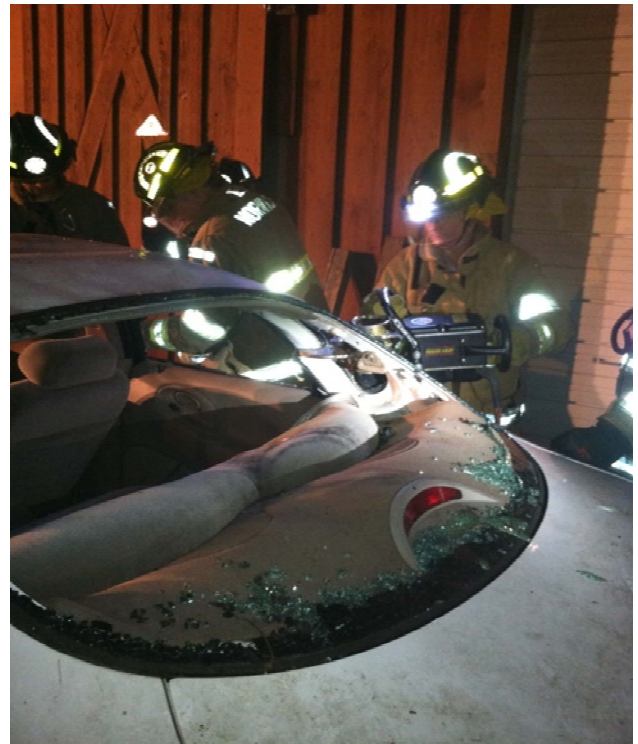
Training

Fire and FAST Squad had joint training on vehicle extrication and the dangers of "Meth" labs and the effects of methamphetamine on patients. Thanks to Sabil and Sons for donating a car for the extrication training.

Emergency Management

The Basic Emergency Operations Plan (BEOP) was updated and distributed. The severe storm on September 11, 2013 knocked down numerous trees and made several roads impassable. Car 1, while responding to a call, struck a tree that was completely blocking Union Village

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	1	12	5
Auto Fires	0	0	3
Wildland Fire	0	0	2
Other Fires	0	1	1
Medical	8	61	72
Vehicle Crashes	2	11	19
Hazardous Conditions no fire	2	15	7
Service Calls	1	21	15
Good Intent Calls	1	21	21
False Alarms	6	29	22
Other	0	1	2
Total	21	172	169



Cutting a doorpost during extrication training.

Road. There were no injuries and the car is being repaired and is expected back in service by October 3, 2013.

TOWN OF NORWICH ZONING & PLANNING

October 1, 2013

September 2013 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Submitted Municipal Planning Grant Application for Route 5 South/River Road Mixed-use District project – Public outreach and public participation are emphasized in the proposed project.
 - b. Updating zoning regulations
2. DRB – Hearing scheduled for October 3 for house addition in Flood Hazard Area.
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. Historic Preservation Commission
 - a. A 2013 CLG Grant application for a History of Farms in Norwich project was submitted 9-9-13. Commission was notified on 9-26-13 that full grant request is awarded.
5. Other –
 - a. Tracy Hall Server – An RFP was issued 9-4-13 for a new network server, software, and installation. Responses were received from two vendors. A decision has not been made yet.
 - b. Attended E911 Workshop for updates on mapping software and database management.
 - c. Attended two-day Northern New England planning conference with sessions on public outreach, “complete streets”, shoreline protection, and recent US Supreme Court decisions affecting land use regulation.

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 30, 2013

RE: September 2013 Monthly Report

Neil;

Here are some of the monthly stats of the Police Department from the month of September 2013. (ending 1:00 PM 9/30/13)

Officers responded to 146 calls during the month of August and of those calls five (5) were outside the officers' work schedule, meaning officers responded five (5) times during the month of September for incidents outside the normal work hours.

Norwich Police Officer Francis Schippert was recognized for five (5) years of service to the Town of Norwich and the Police Department. Officer Schippert was awarded a \$25.00 gift certificate which is a small token for his dedicated service to the police department and the town.

We (Norwich Police department) have started working on our FY 2015 budget. The Norwich Police Department budget four (4) full time sworn police officers, two (2) part time sworn police officers and one (1) civilian employee in the delivery of police services. The majority of the department's budget is for personnel costs including Health benefits and the budget is primarily supported through the towns General Fund.

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: Norwich Police and area departments are still receiving and investigating break ins of several cars; 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	September 2013	2013 YEAR TO DATE	PREVIOUS YEAR
Burglaries	1	13	22
Stolen Vehicle	4	7	3
Vehicles Crashes	4	65	67
Intrusion Alarms	8	56	94
Frauds	3	25	34
Requests for Emergency Mental Health Evaluations	2	4	4
Arrests Domestic Assaults	2	5	7

September 2013 Monthly Report

1. Over Time Hours	15.5 hours
2. Sick Time Hours	24 hours
3. Vac/Hol/Per Time Hours	12 hours
4. Part Time Officer Hours	4 hours
5. Total #of calls responded to	146 calls
6. Training Hours	33 hours
7. Grant Funded Hours	14 hours (GHSP)

TRAFFIC ENFORCEMENT July 2013

Motor Vehicle Stops	111
Traffic Tickets	45

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: September 30, 2013

Part of this month's report will come from an excel program that provides statistics for all Public Work functions. I am forwarding this to you electronically.

Illness and Injury:

Paul has been out on medical leave since April 24th. I spoke with him on Friday, September 27th and he said that he just had a doctor's appointment to check his progress with the prosthetic shoe. The shoe has created a sore spot on his foot. This will need to heal before he can resume wearing the shoe. Because of this, he will not be able to return to work for two weeks, maybe longer.

Out-to-Bid Items:

There are no out-to-bid items pending at this time.

Paving/Crack Sealing:

Blaktop is scheduled to start our paving soon. Nicom started the crack sealing on September 20th. This is ongoing.

Winter Salt:

I checked with VT AOT on Friday, September 27th. Their salt bids had not been awarded as of that time.

Safety Committee:

There were no new recommendations from the safety committee this month.

Pavement Management Plan:

The field work is mostly done. However, we may need to revisit a few areas to confirm our findings.

Better Back Roads Grant:

We will start the Road Inventory and Capital Budget Planning when the Pavement Management Plan is completed.

Cantor Property:

On September 17th we went up to the Cantor property and picked up the posts and wire that were intruding into the road.

Other Completed Projects:

- We have replaced all of the road name signs that had been stolen.
- We installed a sign saying “No Parking Except to Pick Up Mail” at the intersection of Mitchell Brook Road and Beaver Meadow Road.

Pending Projects:

- 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 residence at 11 Brookside Drive (the first house). We will install a basin and drainage pipe. The resident agrees that this needs to be done.
- In October we will be getting our trucks and equipment ready for the winter season.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles—Director

649-1419; Ext. 109

Recreation@norwich.vt.us

SEPTEMBER 2013 Monthly Report

Event & Clinics:

For our Labor Day Road Race on Monday, 9/2, we had a record 189 total runners and by far the most children ever participating. It was also the first time in my 19 years in charge of the race that we had more females than males run the 2 races (2.2 mile & 10K+). I thank our 25 volunteers who helped make the race a huge success even though the day was a little gray. Thanks also goes out to the Norwich Recreation Council, the Norwich Police Department / Chuck Polas, White River Family Practice, Stateline Sports, King Arthur Flour, Stone Arch Bakery – Lebanon and Youth in Action, all of whom who made the race possible.

On September 8th we held a Soccer Coaching Clinic given by master soccer coach and volunteer, Bill Miles. The Boys & Girls Hanover High Varsity Soccer Coaches and teams also donated their time to give our Norwich Recreation players a free clinic that day to start their season off on the right foot.

Recreation Program Update: Soccer game schedules were confirmed and distributed. Officials were lined up for the 5th & 6th grade games after which I enjoyed watching / supervising a few of our youth soccer games & practices this month. We hosted a Middle School Cross-country running meet on 9/24 and it was exciting to see how Volunteer, Jenny Williams has expanded and improved our program.

There are currently 182 children participating in various fall offerings and our three adult programs are all thriving as well. I have lined up basketball coaches for the upcoming season and am currently setting up the practice/gym schedule. I also met with prospective instructors for 3 new youth offerings that will begin in October.

Professional Development: The Annual Vermont Recreation & Parks Association Conference at Lake Morey last week was a wonderful, informative and rejuvenating day. The keynote speakers were authors, Robert & Martha Manning from UVM. The inspiring talk was on the Profound Magic of Walking. The sessions I attended included: What Kids & Parents Want from a Camp, Fabulous new ideas to Jumpstart your Recreation Department & How to Manage Everything Better. There was also a chance to visit with a large selection of New England vendors and have questions answered. It was an excellent educational day.

Respectfully submitted by,

Jill