
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: NOVEMBER 2013 MONTHLY REPORT
DATE: DECEMBER 6, 2013

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

General

- A frost free hydrant for the skating rink has been installed next to the Bandstand. This project, including leveling the area that the ice rink occupies, was funded by donations and overseen by a great group of volunteers.
- The total cost of the repair to the Tracy Hall roof truss was \$20,495.46.
- The new Server and support software for Tracy Hall has been installed and is functioning.
- A proposed FY15 budget was provided to the Selectboard on November 8, 2013 and the Selectboard has begun budget discussions.

Projects

- Communications System Upgrades.
 - The tower has been erected and antennas, feed line and other items will be installed the first week of December. The new systems for Fire/EMS, Police and Public Works should be fully operational by December 13, 2013.
- Facilities Studies – Bread Loaf is continuing work on Part 4, the alternative development and analysis.
- Norwich Pool Permitting – No change

Assessor/Listers

- Property Valuation and Review certified the April 1, 2013 Grand List and it will be used for the sales study which results in the CLA.

Finance Department

- Delinquent taxes due at the end of September were \$168,537. Last year at this time delinquent taxes due were \$120,777.

Fire Department and Emergency Management

- The new dry hydrant on Beaver Meadow Road near the Sharon line has been tested and is in service.
- VPR did a story on the Department's recruitment and retention efforts.

Planning Department

- The Town received additional funding from the state for the History of Farms in Norwich project being overseen by the Historic Preservation Commission.

Police Department

- Three of the 142 calls for service were outside of the officer's normal work schedule.
- Completed the required annual training for Bloodborne Pathogens, First Aid, CPR and AED and Hazardous Materials.
- Met with members of the first grade at MCS.

Public Works Department

- The following table shows winter maintenance activities.

Activity	This month	This season, so far	Last year at this time
Callouts	8	8	1
Plowing	0	0	0
Treating the pavement	8	8	1
Sanding	6	6	1
Sidewalks	5	5	1
Snow removal	0	0	0

- The number of callouts for November is the highest on record and compares to the previous high of 3.
- Preparing equipment for the winter season.

Recreation

- The Recreation Council had a presentation and discussion on the possibility of a beginner mountain biking loop at Huntley Meadow.

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

Progress Report – November 2013

Assessing

The Assessor's Office continued collecting data for stage one of the three-year cyclical inspection program. Many property owners have been accommodating, and have allowed inspection entry into individual residences. The office will continue to provide helpful inspection appointment times for all residents.

Additional work was done to prepare for the installment of GIS software. The Assessor's Office is anticipating GIS being implemented within the next few weeks.

To ensure accuracy, our office has gone back over all of the recent property transfers. This helps to guarantee that we understand each individual sale, and what specifically drives market value. With the help of our new office clerk, we feel very confident analyzing the market trends and the sales process. We will resume mailing out sales verification requests next month.

The State of Vermont inquired about tax exempt property, and the way it is valued. The Assessor's Office aided both the district advisor and an additional state official with explanations. The State was very satisfied with the clarification.

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

December 3, 2013

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for November 2013

- Delinquent Tax Collections through November were \$ 2,831. making delinquent taxes due at the end of November \$ 168,537. Penalty collected was \$ 227. and interest \$ 1,995. for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 120,777.
- Current year tax collections for 13-14 show \$ 56,353 of the first payment still outstanding at the end of November. Current year tax payments made during November were \$ 24,028.
- November Accounts Payable was \$ 630,556 and Payroll \$ 99,014.
- The 3rd Requisition on Tower Bond Funds was received in the amount of \$ 93,761.



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: December 2, 2013

Fire and FAST Department

Izak Struthers, a third grader at the Marion Cross School had his picture selected for the VT Division of Fire Safety 2014 Fire Safety Calendar. The calendar contest is open to all third grade students in VT. All of the contest winners were recognized at a ceremony at the VT Division of Fire Safety Headquarters.



Keith Flynn, Director of VT Public Safety presents a certificate to Izak Struthers. Mike Deroschers, Director of the VT Division of Fire Safety looks on.

Ladder 1 was pump tested. This completes our pump testing. The dry hydrant on Beaver Meadow RD is complete. We will submit the request for reimbursement from the VT Rural Fire Protection Dry Hydrant grant program in December.

Vermont Public Radio learned of our recruiting efforts and composed a story. They interviewed several members. The story is available at <http://digital.vpr.net/post/vermont-towns-struggling-recruit-firefighters>

Training

Fire and FAST Squad members were joined by other Town employees for VOSHA required training on hazardous materials and blood borne pathogens. The hazardous materials' training was conducted by members of the VT

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	1	13	7
Vehicle Fires	0	0	6
Wildland Fire	0	0	3
Other Fires	1	2	1
Medical	6	78	92
Vehicle Crashes	7	21	21
Hazardous Conditions no fire	0	15	14
Service Calls	2	24	20
Good Intent Calls	4	28	27
False Alarms	3	36	32
Other	0	1	2
Total	24	218	225

Hazardous Materials Response Team. Toni Apgar, our FAST Squad training officer conducted the blood borne pathogen training.

Incidents

Fire and FAST members responded to a person who had fallen. They arrived on scene and found the patient in cardiac arrest. Our members and Hanover Firefighters performed CPR and the patient was transported to DHMC. Unfortunately, the patient passed away several days later. Seven of our calls were for motor vehicle crashes on Interstate 91. There was no pattern to the cause of these incidents. Ladder 1 responded to Summer St. in Hartford and assisted the Hartford Fire Department for a fire in multiple-unit dwelling.

Emergency Management

The use of social media (ie. Facebook and twitter) is being promoted as a means to provide public information during emergencies by many first responded agencies. There were both successful and unsuccessful uses of social media during tropical storm Irene. Our emergency management committee should examine the potential use of social media to provide information during emergencies.

TOWN OF NORWICH ZONING & PLANNING

November 1, 2013

October 2013 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Continued discussions on revisions to river/stream corridor management section of zoning regulations
2. DRB –
 - a. Preliminary hearing, site visit, and review for two-lot subdivision.
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 – Final agreement with state for 2013 CLG Grant for a History of Farms in Norwich project including additional funding.
5. Other –
 - a. Tracy Hall Server – Equipment and software installed, setup, and tested over Columbus Day weekend with an additional few days of troubleshooting and fine tuning.
 - b. Attended VLCT workshop on public record retention, advising permit applicants on building energy standards certification, and addressing flood resiliency in town plans and regulations.
 - c. Posted revised Permit and Hearing Fee Schedule on web. Continued revisions to permit application forms and instructions.

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

December 3, 2013

RE: November 2013 Monthly Report

Neil;

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

Officers responded to 142 calls during the month of November and of those calls three (3) were outside the officers' work schedule, meaning officers responded three (3) times during the month of November for incidents outside the normal work hours.

Norwich Police Officers conducted an investigation of the theft of mail from mailboxes throughout town. Based on the investigation a search warrant was sought and granted to search a residence in Norwich. As a result of the search a 33 year old Norwich man was charged with the theft and his 30 year old girlfriend was issued a civil ticket for possession of marijuana.

The Norwich Police Department would like to remind citizens to take extra care this time of year when having mail and packages delivered to their residence. Here are a few tips to help protect yourself and your belongings.

Protect Outgoing Mail and Packages:

Do not leave mail with checks or money orders in your personal mailbox for pickup by the mail carrier.

Take your mail to a postal collection box. These boxes are safer and more secure because they are locked.

Further protect yourself by taking your mail to a post office and handing it to a postal worker yourself.

Do not leave packages on your front porch for pick up by private carriers. Using FedEx or UPS does not mean your packages will be safer. Often, when drivers deliver packages, they leave them sitting on the front porch. During the holidays, thieves will drive around neighborhoods looking for boxes on porches to steal.

If you are sending a package, let the person you are sending it to know that it is coming and when to expect it to arrive so they can make arrangements for pick up.

Protect Incoming Mail and Packages:

Promptly Retrieve Your Mail: The United States Postal Inspection Service strongly recommends that you pick up mail from your mailbox as soon as possible after delivery, especially if you are expecting to receive a check or merchandise.

If you can't pick up your mail each day, ask a trusted friend or neighbor to do it for you. The U.S. Postal Service can also hold your mail if you'll be traveling during the holidays.

Report Mail Theft: Approximately 40 percent of the arrests made by Postal Inspectors last year were related to mail theft. If you receive mail with the contents missing, or fail to receive mail you were expecting, Contact the shipper first to be sure the items were sent properly. If you determine that the shipper was not at fault, immediately file a complaint with the U.S. Postal Inspection Service.

Report suspicious incidents to the Norwich Police Department immediately by calling 802-649-1460.

The Norwich Police department has completed its annual Bloodborne Pathogens Training, First Aid, CPR, AED Training and Haz Mat Training for 2013.

Norwich Police officers met with and spoke to the Marion Cross School first graders. The first graders were shown the Norwich Police cruiser and what it contained and given time to ask the officers questions.

REMINDER: WINTER PARKING REGULATIONS: *Parking is prohibited on all roads and streets in the Town of Norwich between 11:00 pm and 8:00am during the period of November 1 to April 30. Violators of this section shall be ticketed and may have their vehicles towed. Vehicle owners shall be responsible for the costs of such towing and vehicle storage.*

ACTIVITY

CALL TYPES	November 2013	2013 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	14	22
Stolen Vehicle	0	7	3
Vehicles Crashes	7	82	67
Intrusion Alarms	10	66	94
Frauds	7	35	34
Arrest for Unlawful Restraint	1	1	0
Arrests Domestic Assaults	0	6	7

- 1. Over Time Hours 12 hours
- 2. Sick Time Hours 0 hours (one person out for surgery)
- 3. Vac/Hol/Per Time Hours 16 hours
- 4. Part Time Officer Hours 16 hours
- 5. Total #of calls responded to 142 calls
- 6. Training Hours 19 hours
- 7. Grant Funded Hours 16 hours (GHSP)

TRAFFIC ENFORCEMENT November 2013

Motor Vehicle Stops 113
 Traffic Tickets 46

Respectfully;

D.A.R.

Douglas A. Robinson
 Chief of Police



03/29/2013



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: January 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.

Winter Maintenance:

Activity	This Month and Season So Far	November 2012
Treating Pavement	8	1
Sanding	6	1
Plowing	0	0
Callouts	8**	1
Sidewalks	5	1
Snow Removal	0	0

**Please note: This is a record number of callouts for the month of November. The most that we have had previous to this was 3.

From Daily Log:

- Friday, Nov. 22: Hartford Dispatch called at 5:17 a.m. to say that the roads in the upper elevations were covered with sleet. I called everyone in except Bob Barden. The bed chain on Truck #5 broke in 5 places because of its age, so Neil had to take this truck to Tenco for the bed chain to be replaced. Sonny did the sidewalks. Paul, Mike, and Gary treated the pavement and sanded all of the gravel roads.
- Saturday, Nov. 23: Hanover Dispatch called at 5:00 a.m. to say that the upper elevations were freezing over. I called Neal, Gary, Paul, and Mike in

because they have upper elevations on their routes. They treated the pavement as necessary. The downtown area, sidewalks, and gravel roads were okay.

- Saturday, November 23: Because of snow covering the roads, I called everyone in at 7:00 p.m. We treated all of the pavement.
- Sunday, November 24: Because of snow overnight, everyone was in at 5:00 a.m., except Sonny who was in at 4:00 a.m. to do the sidewalks. Sonny did the sidewalks and then took Truck #1 and checked the pavement in New Boston, Beaver Meadow Road, and Elm Street, treating as necessary. Everyone else sanded all of the gravel roads. We finished at 10:00 a.m.
- Tuesday, November 26: Hanover Dispatch called at 5:00 a.m. to say that the roads were snow-covered and getting slippery. We treated all of the pavement, sanded all of the gravel roads, and treated the sidewalks.
- Tuesday, November 26: Hartford Dispatch called at 8:41 p.m. to say that the roads were covered and getting slippery. I called everyone in. We treated the pavement.
- Wednesday, November 27: Because of freezing rain overnight, I called everyone in at 3:00 a.m. The pavement was covered again, so we had to treat it. After that, Sonny did the sidewalks. We then sanded all of the gravel roads twice. Everyone finished at noon. We expect to come in again tonight after things freeze up.
- Thursday, November 28 (Thanksgiving Day): Because of snow covering the roads and freezing up, I called everyone in at 3:00 a.m. We treated all of the pavement, sanded all of the gravel roads and did the sidewalks. Everyone finished at 9:30 a.m.

Illness and Injury:

Paul Betters returned to work on Tuesday, November 19th. He had been on medical leave since April 24th.

Roadside Mowing:

The only area left to mow is the Beaver Meadow Area. We would like to complete this if weather permits. We did not mow along the pavement of Turnpike Road or the Tucker Hill area of Beaver Meadow Road because of wild parsnip.

Training:

On November 14th all Public Works employees attended a VOSHA workshop.

Pending Projects:

- We will take down the woven wire at the Peisch property as time permits in the next week or two.
- We will evaluate Truck #5 and submit a recommendation for replacing it.
- We will finish 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

NOVEMBER 2013 Monthly Report

Recreation Program Update - I met with a number of Instructors this month to iron out details for both winter programs and summer 2014 camps. Our Youth Basketball program is now underway and will run through February.

The Norwich Rink - In the latter part of the month amazing progress was made on Phase 2 of the skating rink. ESI, a firm from Burlington, donated the work for the horizontal drilling necessary to put the new water line in place. We are incredibly fortunate to have received this philanthropic contribution of labor and machinery. Watching the progress all day quickly made one appreciate just how much they saved us by this generous effort. Four experienced workers and three large trucks with trailers were on site for the day, as well as a machine that resembled a tank with a swordfish type nose. The new hydrant on the south side of the bandstand was successfully installed by "Dickinsons". A humongous thank-you goes out to Andy, Neil and the Public Works Department for helping with the project. We hope to have enough money for a much needed new rink liner from another donor before the skating season begins. Thank-you notes designed by Marion Cross School students were sent out to all who donated to the rink fund. Without these kind, community-minded folks this project would not have happened. Karin Dwyer, Danielle Taylor and Bob Burnham contributed days of time and energy to the project's success. I also thank Neil Fulton and Bill Hammond for their support of it.

Huntley Bike / Multi-use Path - Norwich resident, Brian Riordan explained his ideas to Recreation Council members, regarding a simplified beginner mountain biking loop with a few natural / minimal obstacles. Brian is proposing setting this up next spring at Huntley Meadow. He has agreed to manage any fund-raising that might be needed and will organize simple work parties to set it up, as needed, also. Dog walker input was sought and all seem to be in support of it. All sections would have a path around them so they would be optional for anyone on foot or those preferring to ride on the flat.

Meetings - We have an outstanding group of volunteer basketball coaches in place this year. We had our coaches' orientation meeting on Nov. 1st and practices began successfully on Nov. 4th. Basketball game scheduling took place at our Upper Valley Recreation Association meeting in Hartland. Our regular monthly Recreation Council meeting went well, as did the Safety Committee meeting and Department Head meeting.

Events - We are planning for the annual Carol Sing downstairs at the Norwich Inn, following the pageant on Dec. 19th.

Miscellaneous - I hope you will all support the proposed '14 – '15 Recreation Budget. Please feel free to contact me anytime if you have questions or concerns about it.

Respectfully submitted by,

Jill Kearney- Niles