
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: JANUARY 2014 MONTHLY REPORT
DATE: FEBRUARY 7, 2014

This is the Town Manager's Report for January 2014. Department specific monthly reports are attached.

General

- We received our first bills from Green Mountain Power with a credit for power from the solar project.
- Performing much needed maintenance work on Tracy Hall. This includes painting, upgrading tack boards, caulking and fixing windows, repairing walls and installing protective materials where needed, repairing set back timers for the heating system, replacing the motor on the outside air damper, and similar work.
- Finalizing preparation of layout of Town Report for sending to the printer which occurred on February 4, 2014.
- The Fire, Police and Public Works Departments completed a draft job hazard analysis to identify engineering controls, safe work practices, administrative controls and personal protective equipment to reduce the risk of injury to our employees.
- The Fire, Police and Public Works Departments have begun working on a six-year (2020) plan for their Departments.
- Vermont is changing the requirements for receiving monies from the Emergency Relief and Assistance Fund (ERAF). This fund supplements the 75% public assistance federal share for a declared major disaster. Norwich received 95% (90% federal and 5% state) funding for damage from Tropical Storm Irene. In a major disaster where the federal disaster aid exceeds a set amount per state resident the federal share increases to 90%.
 - In order to qualify for 12.5%, eligible communities must have adopted four mitigation measures:
 - National Flood Insurance Program participant
 - Adopted Town Road and Bridge Standards
 - Current Local Emergency Operations Plan
 - Approved Local Hazard Mitigation Plan
 - Norwich meets these criteria. In order to qualify for 17.5% a community must meet one of the following criteria:
 - Protect River Corridors from new encroachment.
 - Protect their flood hazard areas from new encroachments and participate in the FEMA Community Rating System.

- Norwich adopted Zoning Regulations limiting new development encroachments in the river corridors in 2009. The Planning Department and Planning Commission have been developing changes to the Zoning Regulations that would increase protection of river corridors from new encroachments based on mapped fluvial erosion hazard areas provided by the state. The Planning Department is also reviewing participation in the Community Rating System.

Projects

- Communications System Upgrades.
 - The system installation has been completed and the Public Works, Fire and Police systems are fully operational.
 - There has been a dramatic improvement in radio system coverage for pagers, portables and mobiles. This improves the efficiency and safety of our first responders and the community.
 - Propagation and Time Domain Interference testing is scheduled for early February to verify that the Fire and Police systems meet specifications.
- Facilities Studies
 - Bread Loaf is continuing work on Part 4, the alternative development and analysis.
 - A joint meeting of the Selectboard and Capital Facilities Planning and Budgeting Committee was held on Wednesday, January 29, 2014.
 - Bread Loaf is refining the information for the following options.
 - Current Fire and Police Site
 - Layouts 1, 4B and 5
 - ABC Dairy
 - Layouts 1 and 2
 - PW Site
 - Layouts 2, 3 and 4
 - A revised schedule is in the February 12, 2014 Selectboard packet.
- This summer we plan to grind and repave Main Street from the intersection with Church Street to the north intersection with Hazen Street. The proposed project will include new curb in some areas to better define the traveled roadway and parking. We plan to have a meeting with abutters this spring to discuss the project.
- Norwich Pool Permitting – ANR Secretary Markowitz met with the Commissioners of the Department of Environmental Conservation and the Department of Fish and Wildlife and their General Counsels on January 23, 2014 as part of a continuing review of our request for a permit to rebuild the dam.

Assessing Department

- Work is continuing on installing the GIS mapping application.
- Cyclical inspections based on a three-year inspection cycle are continuing.

Finance Department

- Delinquent taxes due at the end of January were \$166,522. Last year at this time delinquent taxes due were \$108,476.

- Preparing notices and other information to advise taxpayers that are delinquent from FY11 and before and are not on a payment plan of the possibility of a tax sale if they do not pay their taxes.

Fire Department

- Training of EMTs on the new protocols issued by the Department of Health. These protocols expand the scope of practice for EMTs and will allow for a higher level of service to the community.
- Provided training for Department members and the Public Works Department on The Globally Harmonized System of Classification and Labelling of Chemicals.

Planning Department

- Continued revision to the river/stream section of the Zoning Regulations.
- Provided support to the Historic Preservation Commission on the Norwich Farms Project.

Police Department

- Four of the 151 calls for service were outside of the officer's normal work schedule.
- A \$5,000 grant for traffic safety equipment was received.
- A \$5,390 grant for replacing mobile data computers was received.

Public Works Department

- January was a very busy month because of snow and ice events. The following table shows winter maintenance activities.

Activity	This month	This season, so far	Last year at this time
Callouts	8	24	20
Plowing	7	16	15
Treating the pavement	16	40	26
Sanding	15	36	29
Sidewalks	10	25	27
Snow removal	2	5	2

- Members received training in the Incident Command System, Hazardous Communications Plan and the Global Harmonization System.
- The Tracy Hall generator radiator was recored and the voltage regulator for the exciter was replaced.

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

Progress Report – January 2014

Assessing

The main focus of the month was the continuing development of the GIS mapping application. The maps have been 95% matched to the AssessPro and NEMRC applications. The final file should be sent to the vendor soon.

Preparations are ongoing for the inspection of properties with new or existing permits. We expect to begin the inspections in early March. The goal is for the issuance of Grievance Notices in late May.

Cyclical re-inspection data continued to be collected and filed. The Assessor's office will continue to make contact with community members in the designated residential areas.

Respectfully submitted,

William Krajeski
Assessor for the Town of Norwich

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376
robinson@norwich.vt.us

February 3, 2014

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for January 2014

- Delinquent Tax Collections through January were \$ 1,189. making delinquent taxes due at the end of January \$ 165,522. Penalty collected was \$ 95. and interest \$ 498. for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 108,476.
- Current year tax payments made during January were \$ 946,082.
- January Accounts Payable was \$ 1,036,849 (\$750,000 to school) and Payroll \$78,148.
- Processed and reported 44-1099's and 93-W 2's.
- Implemented Chart of Account changes in computerized accounting system.
- Applied for a partial reimbursement of FEMA funds for capital outlay for engineering on the Town Pool/Dam for \$ 28,166.
- Applied for reimbursement of the Gile Mountain Trail Grant Phase 2. This is a grant for \$20,000.



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: February 3, 2014

Fire and FAST Department

The Vermont Department of Health has expanded the scope of practice for EMT-Bs (now EMT) and EMT-Is (now EMT A). The new protocols permit EMTs to provide a higher level of care. For example, EMTs can now administer epinephrine to patients suffering from anaphylaxis (typically caused by a bee sting), administer naloxone for suspected opioid overdoses, and rule out the need for spinal immobilization at accident scenes.

A job hazard analysis was completed for tasks performed by members at emergency and non-emergency incidents. This is a proactive approach to safety by identifying potential accident causes and developing procedures to reduce the accident potential through work practice controls, training, protective clothing and engineered solutions.

Incidents

Engine 1 and Tanker 1 responded to Strafford for a two-alarm house fire. Engine 1 covered the South Strafford Fire Station and Tanker 1 hauled water to the scene. This fire was on a bitter cold day and operations were hampered by difficult access to the building and icy roads. Our members operated at this fire for about six hours.

Training

This has been a busy month for training. EMS training was on the new protocols for spinal injury assessment and triage at mass casualty incidents. Blood borne pathogen and exposure control program training was completed. Several members attended a refresher-training program (RTP) as part of their EMT recertification training. Fire training covered tactics and

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	2	2	3
Auto Fires	0	0	0
Wildland Fire	0	0	0
Other Fires	0	0	1
Medical	12	12	5
Vehicle Crashes	2	2	2
Hazardous Conditions no fire	1	1	3
Service Calls	0	0	3
Good Intent Calls	1	1	2
False Alarms	2	2	1
Other	0	0	0
Total	20	20	20

procedures for chimney fires and we practiced large area search with the equipment purchased with a grant from VLCT. Two members attended Strategy and Tactics for the Initial Company Officer and Decision Making for the Initial Company Officer.



Emergency Management

Firefighters and public works employees completed training on their Hazard Communications Plans. The plans have been revised to include information on the Globally Harmonized System for labeling packages containing hazardous materials. Public Works employees completed Incident Command System Training level 100. One member attended a course in emergency shelter operations. We met with a member of the American Red Cross to discuss the capabilities and assistance the ARC can provide in emergencies.

TOWN OF NORWICH ZONING & PLANNING

January 31, 2014

January 2014 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Continued revisions to river/stream corridor management section of zoning regulations
 - b. Route 5 South/River Road Mixed Use Project - Review of earlier studies, charette, base map of uses, and public participation strategies.
2. DRB – No hearings or meetings.
3. ZA – Activity included:
 - a. 10+ meetings with landowners on future development plans, permits and/or hearings.
 - b. Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.
4. Historic Preservation Commission –
 - a. Reviewed Proposals for the Norwich Farms project and selected a filmmaker, oral history specialist, and two writer/researchers.
 - b. Project kick-off meeting with HPC members, consultants, and volunteers.
 - c. Sent contracts to consultants.
5. Attended Upper Valley Transportation Management Association strategic planning session.

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

February 3, 2014

RE: January 2014 Monthly Report

Neil;

Here are some of the monthly stats of the Police Department from the month of January 2014.

Officers responded to 151 calls during the month of January and of those calls four (4) were outside the officers' work schedule, meaning officers responded four (4) times during the month of January for incidents outside the normal work hours.

Norwich Police Department has been awarded \$5,000 in GHSP funds to be used exclusively for traffic safety equipment for the department. These funds were previously used for the digital speed signs, Traffic Calming "Step 2 Kids", etc..

Norwich Police department has been awarded a \$5,390 grant from Vermont Homeland Security to replace our current Mobile Data Computers. Officers use these laptops in the cruisers to query data on vehicles and persons. The officers are also able to receive alerts from other departments on the laptops.

The Vermont Association of Chiefs of Police sponsored a "Legislative Luncheon" in Montpelier which I attended. Town officials were invited to attend and have lunch with their local representatives and their local police chief to discuss important issues facing Vermont, Vermont towns and Vermont Law Enforcement.

The Norwich Police are investigating two day time burglaries that occurred in December and January. The suspects have been knocking on doors and if someone answers the door the suspect will ask for directions or say they are looking for a dog or some other random question. If no one is home they may enter the house by various means taking jewelry, silver place settings, anything that can be re-sold for quick cash. We have recovered a small amount of property and made one arrest. We are working with other area law enforcement agencies who are also investigating similar burglaries.

If you see anything, anyone or any vehicle that looks suspicious, out of the norm, or just out of place please notify your local police department.

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	January 2014	2014 YEAR TO DATE	PREVIOUS YEAR
Burglaries	1	1	16
Stolen Vehicle	0	0	8
Vehicles Crashes	18	18	100
Intrusion Alarms	11	11	74
Frauds	3	3	41
Attempting to Elude Arrest	1	1	2
Probation/Parole Violation Arrest	1	1	5

1. Over Time Hours	41.5 hours	(one officer on injury leave)
2. Sick Time Hours	26.5 hours	
3. Vac/Hol/Per Time Hours	8 hours	
4. Part Time Officer Hours	76 hours	(one officer on injury leave)
5. Total #of calls responded to	151 calls	
6. Training Hours	38 hours	
7. Grant Funded Hours	0 hours	

TRAFFIC ENFORCEMENT January 2014

Motor Vehicle Stops	205
Traffic Tickets	92

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: January 31, 2014

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	This Season, so far	Last Year at This Time
Callouts	8	24	20
Plowing	7	16	15
Treating the Pavement	16	40	26
Sanding	15	36	29
Sidewalks	10	25	27
Snow Removal	2	5	2

From the Daily Log:

- 1-2-14 (Thursday): Because of snow, we plowed every road in town twice. We did not treat the pavement because of low temperatures. Bob came at 2:00 and did the sidewalks. Everyone finished at 6:00 p.m.
- 1-3-14 (Friday): Because of snow overnight, everyone was in at 3:00 a.m. We plowed all of the paved and gravel roads, treated the pavement, sanded all of the gravel roads. After that, we plowed all of the paved roads again and treated them again. Everyone finished at 5:00 p.m.
- 1-5-14 (Sunday): Snow removal was done last night in the downtown area. Because of warmer temperature, I called Gary to come in at 7:00 a.m. I came in also. Gary checked all of the paved roads, treating them as necessary. We received 3 loads of salt-93.87 tons-from International Salt. I put it in the salt shed with the loader. We both finished at 10:00 a.m.
Because of freezing rain, I called everyone in at 7:00 p.m. We treated all of the pavement and sanded all of the gravel roads. Everyone finished at 2:00 a.m.
- 1-6-14 (Monday): We all came in again at 4:30 a.m. We treated the pavement again, sanded all of the gravel roads twice. Everyone finished at 3:00 p.m. Bob came in at 5:00 a.m. and did the sidewalks.

- 1-7-14 (Tuesday): Paul was on Truck #8. Neal was on Truck #5. They checked all of the paved roads, treating the pavement as necessary. They finished doing this at noon. Gary took the Holder to try and clear the ice from the sidewalks from yesterday's storm. Neal and Paul went down after lunch with some salt and applied it in places where the ice was thick.
- 1-8-14 (Wednesday): Neal was on the 430D Cat backhoe. Paul was on Truck #8. They picked up snow all day in the downtown area.
- 1-9-14 (Thursday): Neal took the 430D Cat backhoe and pushed back intersections for better visibility. After that, he took Truck #5, checked and applied sand as necessary on Bragg Hill and the Beaver Meadow area. Mike was on Truck #10. He did the same thing on the north end of town.
- 1-10-14 (Friday): Neal was on the 430D Cat backhoe. Paul was on Truck #8. Neal went to Turnpike Road and Bragg Hill. He put holes in the snowbanks on Turnpike Road and Bragg Hill in order to allow the water to run through during the pending rain storm. Gary took Truck #5. He spent the day checking the gravel roads that he didn't check yesterday, applying sand as necessary. Now all gravel roads have been checked.
- 1-11-14 (Saturday): Hanover Dispatch called at 5:06 a.m. to say that the roads were icy due to freezing rain. I called everyone in. We treated all of the pavement. After that, we sanded all of the gravel roads twice. It was extremely slippery. Everyone finished at 5:00 p.m. Bob did the sidewalks.
- 1-12-14 (Sunday): Everyone was in at 4:00 a.m. We treated all of the pavement and sanded all of the gravel roads. Everyone finished at 11:00 a.m.
- 1-13-14 (Monday): Everyone except Sonny and Mike spent the entire day checking all paved and gravel roads, treating them as necessary.
- 1-14-14 (Tuesday): Neal was on the backhoe. Paul was on Truck #8. They went down to Ledyard Bridge and cleaned the ice off the concrete sidewalks.
- 1-15-14 (Wednesday): Because of rain and fog overnight, everyone checked all of their paved roads, treating them as necessary. After that, they checked all of the gravel roads, sanding as necessary.
- 1-16-14 (Thursday): After lunch, because of persistent light snow, we treated all of the pavement and then sanded the hills and corners on the gravel roads. Everyone finished at 5:00 p.m.
- 1-17-14 (Friday): Because of more snow overnight, we treated the pavement and sanded all of the gravel roads. Bob did the sidewalks.
- 1-19-14 (Sunday): Because of snow overnight, I called everyone in at 3:00 a.m. We treated all of the paved roads and sanded all of the gravel roads. Because of another snow squall, we rechecked the pavement and re-treated it as necessary. Sonny did the sidewalks. Since there are more snow showers predicted and the wind is blowing the snow out of the trees, I decided to wait until a later time to re-sand the gravel roads.
- 1-21-14 (Tuesday): Neal took Truck #5 and scraped all of the shoulders in the Turnpike/New Boston area and the Bragg Hill/Beaver Meadow area.
- 1-23-14 (Thursday): Neal checked culverts and ditches on the following roads for ice: Turnpike and New Boston, Bragg Hill, Route 32, and Waterman and Bowen Hill.
- 1-25-14 (Saturday): Because of light snow covering the roads, I called everyone in at 5:00 p.m. We treated all of the pavement. Sonny did the sidewalks. At this point, the gravel roads were good, and no sanding was necessary.

- 1-27-14 (Monday): Sonny checked the sidewalks today, treating as necessary. Everyone else sanded all of their gravel roads this morning until noon. Because of snow squalls, after lunch we had to treat Beaver Meadow Road and New Boston. Gary plowed the gravel roads in the Beaver Meadow area. Neal plowed the upper elevations on Turnpike Road. Mike and Paul sanded where they plowed. Everyone finished at 5:00 p.m.
- 1-29-14 (Wednesday): Neal took Truck #5 and plowed the shoulders on Turnpike, New Boston, and the Bragg Hill/Beaver Meadow area.

Training:

Incident Command System training and Hazardous Communications Plan training, which included Global Harmonization System training, was held at the Fire Station on January 28th. The training was conducted by Fire Chief Stephen Leinoff.

Generators:

All generators are in proper running order at this time.

Pending Projects:

1. Take down the woven wire fence at the Peisch Property, as time permits.
2. Evaluate Truck #5 and submit a recommendation for replacing it.
3. Submit the Reporting Requirements for Hazardous Materials or Pesticides in the Workplace for Calendar Year 2013 to the State of Vermont Division of Fire Safety by March 1.
4. Submit the Annual Financial Plan to AOT, District 4 along with the grant applications that go with it.
5. Submit the paperwork for the Better Back Roads Grant Reimbursement
6. Review the Certificate of Mileage for AOT and submit by February 20th.
7. Complete the Job Hazards Analysis for PW
8. Work on 5-Year Plan for Public Works.
9. Review the new Vermont standards for managing the State's Emergency Relief and Assistance Fund.

Completed Projects:

- 1-19-14: I completed the Town Highway and Bridge Weight Restrictions with the VT Department of Motor Vehicles. This is required in order to legally post the roads for mud season. This is done yearly and is due on February 20th. The restrictions will be in effect from March 1st through May 1st, 2014.
- Winter road maintenance activities were done 21 out of 31 days during the month of January. This has consumed almost all of our time during the past couple of months. Any extra time that we had was spent making sure that our equipment was ready to go for 24/7 operation and keeping our supplies and materials stocked and on-hand.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

January 2014 - Monthly Recreation Report

Recreation Program Update: New Winter sessions began for our Adult programs including Senior fitness, TRX, Tabata, Chi Kung and Yoga. For Youth programs, Basketball continued as well as Fencing, Futsal and Table Tennis. All youth and adult programs have been running successfully. Work began on setting up Mud Season Programs, Cal Ripken Baseball and supporting two national programs - Girls on Track and Girls on the Run.

Our new Session # 2 of Circus Camp 2014 is already half full. The only families I have notified about it are from the Wait list from Session # 1. I am sending word out to Norwich Marion Cross School students next week and any outside advertising will start mid- February, if needed. Thank-you for approving this second session of summer Circus Camp. You have made many children in the area very happy by doing so.

Meetings: I attended the Bloodborne pathogen training at the Fire Station on the evening of Jan. 6th, so I am all updated in that department. Our town's Safety Committee, of which I am a member, met and has now completed our second year. We all signed on for one more year to keep some continuity. Our monthly Department Head meeting led by Neil was worthwhile and informative. We also accomplished a lot at our monthly Recreation Council meeting on Jan.8th, which was well attended.

Events: The annual Skating party, co-sponsored by the Marion Cross PTO took place on Friday, Jan. 24th as a celebration of winter. It is a community/family event for which we had donations of goodies from the MC School PTO, "The Norwich Inn" and "Morano Gelato". We had an incredibly good turn-out on a chilly, but fun afternoon. The fire (warming) area was especially popular

with the parents, as they enjoyed their complimentary, delicious gelato. It was also nice to see the Town Manager there in support of our improved skating rink.

Respectfully submitted by,

Jill Kearney Niles