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OFFICE OF THE TOWN MANAGER

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

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

**General**

- We were notified that we would need to purchase health insurance for the period from April 1, 2014 through December 31, 2014 directly from Blue Cross Blue Shield instead of through the exchange and that employees would be limited to a choice of two plans instead of nine plans that would have been offered through the exchange. All eligible employees were enrolled in one of the two plans by February 14, 2014.
- The Town Report was mailed on February 20, 2014.
- Department of Public Works callouts have increased by 32% over last year at this time, plowing by 22% and pavement treating by 34%. Salt is in short supply regionally but we have been able to obtain enough to fill the salt shed. We started the season with approximately 7,000 yards of sand and now have about 700 yards.

**Projects**

- Communications System Upgrades.
  - Propagation and Time Domain Interference (TDI) field testing was completed. The testing confirmed the computer modeling and that coverage objectives have been met or exceeded and identified a few areas where TDI was present and this may require some retiming of transmitter delay.
- Facilities Studies
  - Bread Loaf is continuing work on Part 4, the alternative development and analysis. We expect to have some preliminary cost estimates for the reduced set of alternatives by early April.
- Norwich Pool Permitting – I am having biweekly conference calls with the General Counsel for the Secretary of the Agency of Natural Resources on the status of their review of our request for a permit for replacing the dam.

**Assessing Department**

- Preparations for the inspection of properties with new or existing permits are underway. Inspections will begin in early March.
- Cyclical inspections based on a three-year inspection cycle are continuing.

### **Finance Department**

- The Delinquent Tax Warrant for FY14 was \$292,890. The total of new delinquents when added to existing delinquents equaled \$456,060. As of the end of February delinquent taxes were \$388,996, with collections of \$67,064.
- Notices were mailed to taxpayers that are delinquent from FY11 or before and are not on a current 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 continued. The training included the use of glucometers and the administration of Naloxone an opioid antagonist drug.
- The Fire Department responded to carbon monoxide alarm activation and found high levels of carbon monoxide. The high level was caused by a blocked wall exhaust outlet.

### **Planning Department**

- Continued working on revisions to the Zoning Regulations.
- Historic Preservation Commission Norwich Farms Project – Oral History interviews nearly completed and are being transcribed. Video, research and writing are underway.

### **Police Department**

- Three of the 87 calls for service were outside of the officer's normal work schedule.
- After a lengthy investigation into several burglaries three people were arrested and charged with several burglaries and possession of stolen property.

### **Public Works Department**

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

<b>Activity</b>	<b>This month</b>	<b>This season, so far</b>	<b>Last year at this time</b>
Callouts	13	37	28
Plowing	12	28	23
Treating the pavement	12	52	38
Sanding	9	45	40
Sidewalks	12	39	38
Snow removal	3	8	32

- Completed the reporting for the Community Right-to-know Program.
- Submitted paperwork for reimbursement for the Better Back Roads Grant that funded a road surface and structure inventory.
- Completed a Job Hazards Analysis.

**Recreation**

- We have had very positive feedback on the new skating rink. Comments like “Best Season Ever.”
- The Mud Season brochure has been distributed.
- The second Summer Circus Camp that was added to the FY15 budget has only one spot still available.

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

## **Progress Report – February 2014**

### **Assessing**

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  
rrobinson@norwich.vt.us  
802-649-1419 ext 105

February 28, 2014

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for February

- Current year tax collections for the first 14 days of February were \$ 5,154,899.
- The Delinquent Tax Warrant for 13-14 was \$ 292,890. The total of new delinquents when added to existing delinquents equaled \$ 456,060. As of the end of February delinquent taxes were \$388,996, with collections of \$ 67,064.
- Interest earned at Mascoma Savings Bank for the month of January on an average daily balance of \$ 1,869,764 was \$ 81.30.
- Time was spent doing end of the year projections. This will continue through the remainder of the fiscal year to monitor spending.



# 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](mailto:sleinoff@norwich.vt.us) Fax: 802-649-1775

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To: Neil Fulton, Town Manager  
From: Stephen Leinoff, Chief  
Subject: Fire Department and Emergency Management Monthly Reports  
Date: March 3, 2014

## ***Fire and FAST Department***

The Hanover and Norwich fire departments teamed up to welcome Hannah Kearney to Norwich. Norwich Ladder 1 and Hanover Tower 1 hung a large flag (loaned by the Windsor Fire Department) across Main St.

We have two new members, Steve Foltz (fire division) and Rob Snyder (FAST Squad).

## **Incidents**

We responded to a carbon monoxide (CO) alarm activation at a single family home at 11 Hemlock Rd on February 14, 2014 at 2:52 PM. There were high readings of CO in the house and basement. Snow slid off the roof and blocked the exhaust outlet for the gas-fired heater. This caused the house to fill with CO. The CO alarm alerted the occupant before dangerous levels were present. The CO alarms prevented a tragic situation.

## **Training**

The FAST Squad training was a continuation of the new EMS protocols.

Naloxone (a drug used to counter the effects of opiates such as heroin or morphine), glucometers (a device to measure blood sugar) and systems of care. Fire training was on large area search and air consumption training.



## ***Emergency Management***

The new radio system continues to improve our response capabilities and safety. There were two calls that occurred during snowstorms where we were able to communicate directly with Public Works to request sand and plowing.

<b><i>Call Types</i></b>	<b><i>February 2014</i></b>	<b><i>Year to Date</i></b>	<b><i>Prior Year to Date</i></b>
Structure Fires	0	2	5
Auto Fires	0	0	0
Wildland Fire	0	0	0
Other Fires	0	0	1
Medical	9	21	12
Vehicle Crashes	3	5	2
Hazardous Conditions no fire	1	2	5
Service Calls	2	2	7
Good Intent Calls	1	2	8
False Alarms	2	4	4
Other	0	0	0
<b>Total</b>	<b>18</b>	<b>38</b>	<b>44</b>

# **TOWN OF NORWICH ZONING & PLANNING**

March 4, 2014

## **February 2014 Monthly Report – Director of Planning & Zoning**

1. Planning Commission
  - a. Continued revisions to zoning regulations Table 2.8 and Article III.
2. DRB – Scheduled and prepared documents for April 3 hearing of an appeal of permit issued by zoning administrator.
3. ZA – Activity included:
  - a. Meetings with landowners on future development plans, permits, and 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. Norwich Farms Project – Oral History interviews nearly completed and are being transcribed. Video, research and writing are underway.
  - b. Comprehensive Windshield Survey – A grant application was submitted to the Vermont Division for Historic Preservation for an initial identification of all historic sites and structures in Norwich. This windshield survey is the First Phase of a Comprehensive Historic Sites & Structures Survey of the entire Town of Norwich.
5. Other
  - a. Church Street sidewalk project – continued working on lane width issue with VTrans

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

March 3, 2014

RE: February 2014 Monthly Report

Neil;

As you requested, here are some of the monthly stats of the Police Department from the month of February 2014.

Officers responded to 87 calls during the month of February and of those calls three (3) were outside the officers' work schedule, meaning officers responded three (3) times during the month of February for incidents outside the normal work hours.

The month of February was a relatively quiet month for the police. We hosted a South Royalton 8<sup>th</sup> grade student for a Job Shadow day. The student shadowed a Norwich Officer for several hours visiting the court and patrolling with the officer.

We, the Norwich Police Department Staff, have been working on the Job Hazard Analysis and the departments five (5) year strategic plan.

Norwich officers concluded a lengthy investigation into several burglaries that have plagued Norwich over the past few months. At the conclusion of the investigation three people were arrested and charged with several burglaries and possession of stolen property. A small amount of the stolen property has been recovered and will be returned to the respective owners after the criminal prosecution is completed.

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	February 2014	2014 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	1	16
Stolen Vehicle	0	0	8
Vehicles Crashes	7	25	100
Intrusion Alarms	6	17	74
Frauds	7	10	41
Attempting to Elude Arrest	0	1	2
Probation/Parole Violation Arrest	0	1	5

1. Over Time Hours 10 hours (one officer on injury leave)
2. Sick Time Hours 8 hours
3. Vac/Hol/Per Time Hours 0 hours
4. Part Time Officer Hours 72 hours (one officer on injury leave)
5. Total #of calls responded to 87 calls
6. Training Hours 1 hours
7. Grant Funded Hours 0 hours

### TRAFFIC ENFORCEMENT January 2014

Motor Vehicle Stops 142  
Traffic Tickets 45

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: February 28, 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	13	37	28
Plowing	12	28	23
Treating the Pavement	12	52	38
Sanding	9	45	40
Sidewalks	12	39	38
Snow Removal	3	8	3

From the Daily Log:

- 2-3-14 (Monday): Everyone except Sonny checked their gravel roads, sanding as needed. After lunch, Neal was on the backhoe. Paul was on Truck #8. Gary was with him. They went and got the culvert thawer to thaw one frozen culvert on Turnpike Road, two on New Boston Road, and two on Union Village Road.
- 2-5-14 (Wednesday): Because of snow early this morning, I called everyone in at 5:00 a.m. We treated the pavement to prevent pack, then plowed three times. We finished at 6:00 p.m. Bob did the sidewalks twice.
- 2-6-14 (Thursday): Everyone was in today at 3:00 a.m. We plowed the roads, treated the pavement, and sanded the gravel roads. Bob did the sidewalks. Snow removal was done in the downtown area overnight.
- 2-7-14 (Friday): Sonny checked the sidewalks for icy spots this morning, treating them as necessary. Neal was on the 430D Cat backhoe. Paul was on Truck #8. They picked up snow in the downtown area.
- 2-10-14 (Monday): Because of snow overnight, I called everyone in at 5:00 a.m. We treated the pavement and sanded all of the gravel roads. Sonny did the sidewalks.
- 2-13-14 (Thursday): After lunch, because of snow covering the roads, we treated all of the pavement. After that, we plowed all of the roads twice. We finished at 8:30 p.m.

- 2-14-14 (Friday): Because of heavy snow overnight, everyone was in at 3:00 a.m. We plowed everything three times, then treated the pavement before we left. Bob did the sidewalks. Everyone finished at 5:00 p.m.
- 2-15-14 (Saturday): Neal, Sonny, Bob, and I came in today at 4:00 a.m. Sonny and I worked on doing snow removal on the sidewalks on Turnpike Road and Main Street. I was on the 938G Cat loader. Sonny was on Truck #1. Neal had the 430D Cat backhoe. Bob had the Holder. They worked on the sidewalks on Route 10A. Everyone finished at 9:30 a.m.
- 2-16-14 (Sunday): Because of snow overnight, I called everyone in at 4:30 a.m. We treated all of the pavement, sanded all of the gravel roads, and did the sidewalks. Everyone finished at 1:00 p.m.
- 2-17-14 (Monday): Because of windy conditions overnight, I called Gary in at 7:00 a.m. He plowed snowdrifts on Dutton Hill West, Bragg Hill, and Upper Turnpike. I checked roads.
- 2-18-14 (Tuesday): Because of windy conditions yesterday, I had Neal take Truck #5 and check snowdrifts in the following areas: Bragg Hill area, New Boston area, and Turnpike area. He finished at 10:00 a.m. Gary was on the 430D Cat backhoe. Paul was on Truck #8. They picked up snow in the downtown area until noon. After lunch, at around 1:30, Neal Gary, Paul, and Mike treated all of the pavement. After that, they put their plows on.
- 2-19-14 (Wednesday): Everyone was in today at 3:00 a.m. We plowed all of the paved and gravel roads, treated the pavement, and sanded all of the gravel roads. Bob did the sidewalks. Because of more snow this afternoon, I called everyone back in at 4:30 p.m. We plowed all of the paved and gravel roads. Everyone finished at 9:00 p.m.
- 2-20-14 (Thursday): I called everyone in at 6:00 this morning. We treated all of the pavement with sand/salt mix and sanded all of the gravel roads. Bob did the sidewalks. Everyone finished at 1:00. They cleaned up their trucks and left at 2:30.
- 2-21-14 (Friday): Because of freezing rain, I called everyone in at 2:30 a.m. We treated all of the pavement and sanded all of the gravel roads twice. Bob did the sidewalks. Sonny scraped the slush off all the main drags. Neal, Gary, and Mike thawed two culverts in Turnpike this afternoon. Paul went over to Kerwin Hill and Pattrell Road to resand because they froze over.
- 2-22-14 (Saturday): Because of freeze-up overnight, I called everyone in at 3:00 a.m. We treated all of the pavement and sanded all of the gravel roads. Bob did the sidewalks. Neal, Gary, and I thawed two culverts on Turnpike Road. Mike, Paul and Sonny finished at 10:45 a.m. Neal, Gary, and I finished at 12:15 p.m.
- 2-24-14 (Monday): Neal used Truck #5 to shelve snowbanks on the north end, from Union Village Road over.
- 2-25-14 (Tuesday): Gary was on the 430D Cat backhoe. Mike was on Truck #10. Paul was on Truck #8. They picked up snow in the downtown area. Neal used Truck #5 to shelve snow banks in Turnpike and New Boston today.
- 2-26-14 (Wednesday): Neal was on Truck #5. He shelved snowbanks. He did the Bragg Hill and Beaver Meadow areas. There is still more to do in the Beaver Meadow area tomorrow. Gary was on the 430D Cat backhoe. Paul was on Truck #8. Mike was on Truck #10. They finished picking up the snow on Main Street and also did Jones Circle. I used the 938G Cat loader to push back intersections in the downtown area.

- 2-27-14 (Thursday): Mike was on the 430D Cat backhoe. Paul was on Truck #8. They finished picking up snow in the downtown area. After that, they started to push back intersections and turnarounds on Union Village Road. Neal finished shelving on Beaver Meadow Road with Truck #5.
- 2-28-14 (Friday): Neal was on Truck #5. He shelved snow in the downtown area today. Mike was on the 430D Cat backhoe. He pushed back intersections and turnarounds along Union Village Road. Gary was on truck #4. Paul was on truck #8. Because of light snow overnight, they checked all of the pavement and treated it as necessary.

**Completed Projects:**

- I completed the Hazardous Materials reporting for the Community Right-to-Know Program that was due on March 1<sup>st</sup>.
- I submitted the paperwork for the reimbursement from the Better Back Roads Grant.
- I reviewed the Certificate of Mileage for AOT and submitted it.
- I completed the Job Hazards Analysis for Public Works.

**Pending Projects:**

- Posting the roads for mud season, as soon as warmer weather is predicted.
- Taking down the woven wire fence at the Peisch Property, as time permits.
- Evaluating Truck #5 and submit a recommendation for replacing it.
- Submitting the Annual Financial Plan to AOT, District 4 along with the grant applications that go with it.
- Completing the 5+-Year Plan for Public Works.
- Reviewing the new Vermont standards for managing the State's Emergency Relief and Assistance Fund.

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

[Recreation@norwich.vt.us](mailto:Recreation@norwich.vt.us)

## February 2014 - Monthly Recreation Report

Recreation Program Update: I completed and dispersed the Mud Season Program Brochure and set up registration on-line for the following activities: Indoor Baseball Warm-up for 3<sup>rd</sup> & 4<sup>th</sup> Grades, Indoor Lacrosse Warm-up for 2<sup>nd</sup> & 3<sup>rd</sup> Grade Girls, Indoor Lacrosse Warm-up for 4 – 6<sup>th</sup> Grade Boys', 3<sup>rd</sup> – 5<sup>th</sup> Grade Boys' Basketball and Cal Ripken Baseball for 3<sup>rd</sup> – 6<sup>th</sup> Grades. Fencing, Table Tennis and High School Girls' Futsal continue as well as Adult programs: Chi Kung, Fitness Training (Tabata, TRX & Senior Fitness) and Yoga. These are all running successfully and continue through mud season. Our youth basketball season came to a close this month with three of our four teams entering an end of season tournament which all enjoyed. Our new Session # 2 of Summer Circus Camp 2014 now has just one spot left open.

Meetings: At our monthly Upper Valley Recreation Association meeting in Hartland we discussed the basketball season in review, along with suggestions for improvements. The Youth sports rules we follow were scrutinized and tweaked for basketball, baseball and softball.

I also attended our monthly Department Head meeting, led by Neil on Feb. 18<sup>th</sup>.

This month the Recreation Council opted to meet for a Strategic Planning meeting in lieu of our regular monthly meeting. Many interesting ideas were brought forth and we will continue to work on this in the months ahead.

Facilities: Residents experienced the best season ever on our new skating rink, with "perfect

ice” weather. Bernard Haskell has been keeping the cross-country ski trail up and running at Huntley Meadow for all to enjoy also.

Misc: Although unrelated to the Recreation Department, I wanted to share that I had an incredible weeklong Olympic experience in Sochi this month, along with my son, Dennis. The celebration that the Town and Dresden Schools had for Hannah on Feb. 24<sup>th</sup> was truly the highlight of my month. The smile that Norwich, as a collective community brought to Hannah’s face that day was priceless. A special thanks to Steve Flanders for the outstanding pictures he took that captured the spirit of that incredibly fun and uplifting afternoon.

Respectfully submitted by,

Jill Kearney Niles