
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: MARCH 2014 MONTHLY REPORT
DATE: APRIL 3, 2014

This is the Town Manager's Report for March 2014. Department specific monthly reports are attached. I will be on vacation from May 2, 2014 through May 18, 2014. Phil Dechert will be the acting manager while I am gone. My April monthly report will be combined with my May monthly report.

General

- The Norwich Fire Department, with assistance from the Hanover, Hartford, Thetford, Lebanon and Strafford fire departments, extinguished a building fire on New Boston Road. The fire had extended from a detached shed into the garage and house before the arrival of our Fire Department. Winter conditions including cold weather, a steep narrow icy driveway, power wires down and a limited water supply made extinguishing the fire difficult. Our excellent auto-aid system worked well in bringing needed resources to the scene.
- The Fire, Police and Public Works Departments have completed a draft of an analysis of job hazards and ways to reduce the hazards and determining appropriate protective equipment to reduce risks to our employees.
- The Fire, Police and Public Works Departments have completed a draft outline of five-year plans.
- All of our eligible employees have been enrolled in one of the two health exchange plans available from BCBS and they have received their identification cards. We enrolled directly with BCBS since the exchange is not working for small employers and we have been advised that the exchange may not be working for the next enrollment period starting in October/November 2014.
- Department of Public Works callouts have increased by 27% over last year at this time, plowing by 32% and pavement treating by 38%. Salt is in short supply regionally but we have been able to obtain enough to treat the paved roads. I expect that we will overspend the salt budget by about 10%. We started the season with approximately 7,000 yards of sand and used it all and have purchased additional sand.
- A meeting with abutters and others on Main Street between Church Street and the north terminus of Hazen Street to discuss the reconstruction of Main Street is tentatively scheduled for May 27, 2014.

Projects

- Communications System Upgrades

- The only remaining work item for Green Mountain Communications is testing the grounding system for the tower. This work will be completed after the frost is out of the ground.
- We are in the process of determining the communications needs for our Emergency Operations Center and communications backup if the regional fire and police systems fail.
- Facilities Studies
 - Bread Loaf is continuing work on Part 4, the alternative development and analysis. We expect to have preliminary schematic design and cost estimates for police and fire options 1, 4B and 5 at the current site, options 1 and 2 at the ABC Dairy location and options 2, 3 and 4 at the public works location before the Capital Facilities Planning and Budgeting Committee meeting on April 10, 2014 and the Public Forum on April 16, 2014.
 - Twin Pines Housing Trust has indicated an interest in developing housing at the current police/fire site. The Vermont Housing and Conservation Board has money available for charrettes and conceptual design. According to Twin Pines, if Norwich donated the land it may be possible to have housing preferences for:
 - Current residents of Town of Norwich and their relatives;
 - Former residents of Town of Norwich within the past 5 years at time of application; and
 - Individuals who currently work in the Town of Norwich or work for the Dresden School District.
 - The Grange has indicated that they might consider selling their property if they could relocate, at no additional cost to the Grange, to a location within walking distance of their present location and in a one story facility with a commercial grade kitchen, meeting room and event room. The current assessed value of the Grange building and property is \$304,100.
 - If the ABC Dairy site is chosen for the police/fire facility it may have sufficient land area for the Solarflect solar project and if the PV panels are onsite it may be possible to resize the project and to use a heat-pump for building heating. This would reduce our carbon footprint.
 - An appraiser has been retained to do a fee appraisal of the ABC Dairy site and the land at the current fire/police site.
- 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 permit for replacing the dam. The current issue is what constitutes a significant impact and how that applies to the Norwich Pool Dam.

Assessor

- Completing permit inspections in preparation for April 1, 2014 Grand List.
- On schedule for May 2014 Grievance Hearings.

Finance Department

- Delinquent taxes at the end of March were \$199,517. At the same time last year they were \$219,232.

- As a result of the notice of the possibility of a tax sale that was sent to eight property owners (9 parcels) concerning delinquent taxes from FY09 to present, three parcels were paid in full by their banking institutions, one was paid in full by the individual and 5 agreed to a payment plan.

Fire Department

- The Fire Department responded to a carbon monoxide alarm activation that was caused by a high efficiency boiler wall exhaust outlet that was below the snow line. A similar incident occurred last month. The wall exhausts from high efficiency furnaces should exhaust a minimum of 1' above the snow line.

Planning Department

- Applied for, with the Energy Committee, and received, a Smart Commute grant to help develop a Sustainable Commuting Plan for Norwich.
- Historic Preservation Commission
 - Comprehensive Windshield Survey – The grant application to the Vermont Division for Historic Preservation for an initial identification of all historic sites and structures in Norwich was approved.
 - Norwich Farms Project – Oral History interviews are completed and transcribed.

Police Department

- Norwich officers attended the Vermont Drugged Driving Summit in Montpelier. The summit brought together Law Enforcement, Mental Health, The Courts, Prosecutors, Legislators and Substance Abuse Counselors. They were all brought together to discuss drugged driving, The Heroin Epidemic and strategies to combat the problem.
- The Norwich Police Department hosted Hanover High School students for their “March Intensive” program. Students spent four days with the Norwich Police learning about the day to day operation of the Department.

Public Works Department

- February 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	5	42	33
Plowing	4	32	27
Treating the pavement	9	61	44
Sanding	6	51	47
Sidewalks	6	45	44
Snow removal	3	11	3

- The rear structural member of Truck No.5, a 2003 FL80 Freightliner, broke and there is major corrosion damage to other parts of the dump body. We are making temporary repairs to keep the truck in service. The truck is scheduled for replacement in FY14

and we will be taking bids for a replacement vehicle that would be in service before next winter.

- The Holder tractor which is used to maintain sidewalks and other tasks needs a rebuilt engine. This was probably caused by the accident when it was hit on Union Village Road last year. We are working with the insurance company of the vehicle that hit the Holder to have them pay for the repairs.
- The roads were posted for mud season on March 14, 2014.

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

Monthly Report – March 2014

Assessing

Property inspections for the 2014 Grand List are nearly complete. We still have 10-15 inspections to do within the next few weeks.

Cyclical re-inspection data is on hold until the annual permit and property checks are completed. We will resume the inspections after the permit checks are done.

We are on track for a late May Grievance Notice mailing.

Respectfully submitted,

William Krajeski
Assessor for the Town of Norwich

TOWN OF NORWICH
FINANCE OFFICE
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802-649-1419 ext 105

March 31, 2014

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for March

- Delinquent Tax collections through March were \$ 189,477. Delinquent Taxes as of March 31, 2014 are \$ 199,517. Last year at the end of March they were \$ 219,232.
- Interest earned at Mascoma Savings Bank for the month of February on an average daily balance of \$ 5,023,680 was \$ 188.51.
- March payroll was \$ 68,633. Accounts Payable was \$ 138,615.
- Continue to monitor spending and year end projections.
- Worked on Request for Proposal for Banking services.
- Worked on year to date additions to Fixed Assets.



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: April 2, 2014

Fire and FAST Department

Our Department is developing a strategic plan and establishing long and short term goals and objectives. Department members met on March 4th to contribute to this effort. Department members discussed our organizations strengths and weaknesses and established priorities to improve our Department. Action plans will be created to achieve the goals and objectives we establish. It will ultimately cover everything from our facility needs to our training programs and SOPs.

The Department's annual dinner and recognition ceremony was held at the Montshire Museum on March 1st. Members were recognized by their peers for distinguished service. Theresa Poston-Moore received the "Jump Start Award" for strong initiative following her appointment to the NFD. Mark Anderson received the "Behind the Scenes Award" for programming our radios. Dan Schneider received the "Response to Alarms Award" for his response to fire and emergency Medical incidents. Captain Asaf "AJ" Wyszynski was presented with the "Member of the Year Award" for his efforts at emergency incidents, participation in training and commitment to the NFD.



New Boston RD Fire. Photo by Brian Johnson

Incidents

Norwich, Hanover, Thetford, Hartford, Lebanon, and Strafford fire departments extinguished a building fire on New Boston Rd. The fire originated in a detached shed behind the home and spread to the house through the garage. A steep icy narrow driveway, cold weather and a downed electric wire right in front of the house made firefighting efforts more difficult. The fire was under control at 21:49. Woodstove ashes in a plastic bucket in the shed started the fire. It quickly extended into the garage and up the exterior walls of the home. The Norwich Support Team

provided food and beverages for personnel at the scene. The last fire apparatus left the scene at 2:10 AM.

Training

Fire and FAST Squad members attended a combined training session on ice rescue. Jay Whitehair, a Norwich resident and Hanover Firefighter, presented the training. Other fire training included a review of the New Boston RD fire and apparatus familiarization. Several of our new members attended orientation training. Many of our EMTs are attending training for their EMT recertification.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	2	4	7
Vehicle Fires	0	0	0
Wildland Fire	0	0	0
Other Fires	0	0	1
Medical	7	28	18
Vehicle Crashes	2	7	4
Hazardous Conditions no fire	1	3	5
Service Calls	1	3	8
Good Intent Calls	3	5	11
False Alarms	1	5	6
Other	0	0	0
Total	17	55	60

Emergency Management

The State is changing its rules for Emergency Relief and Assistance Funds (ERAF). The rules go into effective in October of this year. Communities that have proactive flood hazard regulations, adopt local transportation codes and standards, update their Local Emergency Operations Plan, develop, and adopt local hazard mitigation plans will be eligible for a higher percentage of State aid in the event of damage done by a declared disaster.

TOWN OF NORWICH ZONING & PLANNING

March 31, 2014

March 2014 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Continued revisions to zoning regulations:
 - i. River/Stream Corridor Management
 - ii. Table of Permitted and Conditional Uses for each district
 - iii. Article V – Site Plan Review
2. DRB – Warned April 3 hearing of an appeal of permit issued by zoning administrator. Another hearing is pending for May 1st for Dresden Playing Fields Site Plan Review amendment.
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 are complete and transcribed. Video, research and writing are in progress.
 - b. Comprehensive Windshield Survey – The grant application to the Vermont Division for Historic Preservation for an initial identification of all historic sites and structures in Norwich was approved. This windshield survey is the First Phase of a Comprehensive Historic Sites & Structures Survey of the entire Town of Norwich. This project may start later this spring.
5. Other
 - a. Meeting with Twin Pines Housing Trust and VHCB representatives regarding affordable housing potential for existing fire and police site.
 - b. Submitted an application along with the Norwich Energy Committee to Vital Communities for a Smart Commute Home Edition Grant that includes funding along with technical support to conduct a survey and develop a Sustainable Commuting Plan for Norwich to improve the transportation and commuting options for the residents of Norwich. We have been awarded the grant.
 - c. Attended training in using Disaster-LAN, the Vermont Emergency Planning and Response Database System.

Phil Dechert



NORWICH POLICE DEPARTMENT



CHIEF OF POLICE
DOUGLAS A. ROBINSON

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

March 1, 2014

RE: March 2014 Monthly Report

Neil;

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

Norwich officers attended the Vermont Drugged Driving Summit in Montpelier. The summit brought together Law Enforcement, Mental Health, The Courts, Prosecutors, Legislators and Substance Abuse Counselors. They were all brought together to discuss drugged driving, The Heroin Epidemic and strategies to combat the problem.

Norwich Police Department hosted Hanover High School students for their "March Intensive" program. Students spent four days with the Norwich Police learning about the day to day operation of the department. One day was spent monitoring the criminal court and the judicial bureau, another day was spent at the Vermont Police Academy interacting with the recruit class of future Vermont police officers.

The Norwich Police Station has been having issues with the distribution of heat throughout the building. The locker room and back offices were not getting heat. We had licensed plumber check out the boiler and make recommendations to correct the heat issue. The lesser of the recommendations made was to try and move the thermostat from the hallway into the locker room. If this correction does not work then next winter we will need to take other measures recommended by the plumber.

Norwich officers spoke at the "International Women's Club" meeting at the Howe Library in Hanover NH. Officers provided information on scams and frauds, current trends and ways to protect your finances and identity from being stolen or compromised.

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.

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: March 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	5	42 (27% increase)	33
Plowing	4	32 (18.5% increase)	27
Treating the Pavement	9	61 (38% increase)	44
Sanding	6	51 (8.5% increase)	47
Sidewalks	6	45 (2% increase)	44
Snow Removal	3	11 (266% increase)	3

From the Daily Log:

- 3-3-14 (Monday): Neal finished winging/shelving in the north end of town-the Route 5 area- with Truck #5. Mike pushed back intersections in the north end with the 430D Cat backhoe. Gary was on the 938G Cat loader. Paul was on Truck #8. They picked up snow in the library parking lot until noon.
- 3-5-14 (Wednesday): Because of snow overnight, I called everyone in at 5:15 am. We treated all of the pavement and sanded all of the gravel roads. Everyone finished doing this at noon.
- 3-6-14 (Thursday): Mike pushed back snow in the Turnpike with the 938G Cat loader for 6 hours.
- 3-10-14 (Monday): Because of snow overnight, we treated all of the pavement and sanded all of the gravel roads. We finished at noon. Bob did the sidewalks.
- 3-11-14 (Tuesday): Because of light snow overnight, I called everyone in at 5:00 am. We treated all of the pavement and sanded all of the gravel roads. Bob did the sidewalks. Everyone finished at noon.
- 3-12-14: (Wednesday): Because of snow turning into a major snowstorm, we treated the pavement and plowed everything twice. Bob did the sidewalks. Everyone finished at 10:00 pm.

- 3-13-14 (Thursday): Because of snow overnight, everyone was in at 3:00 am. Bob came in at 5:00 am. We plowed all of the paved and gravel roads. After that, we treated the pavement and sanded the hills, corners, and bus routes. Everyone finished at 3:00 pm. Bob did the sidewalks as far as the interstate bridge on Route 10A. Then the Holder wasn't running right, so he had to stop. Something was wrong with the engine.
- 3-14-14 (Friday): Everyone, except Sonny, checked and sanded all of the gravel roads in town until noon. This morning, Bob took the backhoe and helped Mark Bergeron clean off the rest of the sidewalk from the interstate bridge to Ledyard Bridge on Route 10A. Mark Bergeron used his own large sidewalk machine. Sonny used a sidewalk machine that we borrowed from Bergeron's and worked on the sidewalks for two hours. After lunch, Bob took over and finished them.
- 3-16-14 (Sunday): Because of snow overnight, I called everyone in at 5:00 am. We plowed all roads, treated the pavement, and sanded all of the gravel roads.
- 3-17-14 (Monday): Snow removal was done in the downtown area early this morning. Neal was in at 4:00 am. He used the 430D Cat backhoe to get rid of the snow from the sidewalk from the intersection of Montshire Road to Ledyard Bridge. After that he used Truck #5 to shelve snow (winged and pushed back) in the Hawk Pine area. Bob came up this afternoon and scraped the sidewalks that Neal cleaned off this afternoon.
- 3-18-14 (Tuesday): Gary was on the 430D Cat backhoe. Paul was on Truck #8. Mike was on Truck #10. They picked up snow in the downtown area all day. I had to take Mike away for 1 ½ hours to go to Pike Industries for a load of manufactured sand to sand the Hartford end of Tigertown Road to satisfy a complaint. Neal worked on the north end of town with truck #5, shelving snow.
- 3-20-14 (Wednesday): Mike used the 938G Cat loader to push back snow at the intersections and in turnarounds on Turnpike Road. Neal used Truck #5 to finish shelving in the Union Village area and side roads. Gary was on the 430D Cat backhoe. Paul was on Truck #10. They picked ups now on Main Street.
- 3-20-14 (Wednesday): Hanover Dispatch called at 7:30 pm to say that the roads were covered. I called everyone in to treat the pavement.
- 3-25-14 (Tuesday): Neal winged/shelved in the Norford Lake area. Gary was on the 430D Cat backhoe. Paul was on Truck #8. They finished picking up snow in the downtown area today. Mike was on the 938G Cat loader. He pushed back snow in the Bragg Hill area.
- 3-26-14 (Wednesday): Neal shelved/winged with Truck #5 in the downtown area. Gary pushed back intersections and turnarounds in New Boston with the 938G Cat loader.
- 3-28-14 (Friday): Because of snow overnight, everyone checked the paved roads, treating them as necessary.
- 3-31-14 (Monday): Because of black ice forming overnight, we had to treat the pavement this morning.

Transfer Station:

- 3-27-14 (Thursday): We shipped nine Gaylord pallets-5,000 lbs.- of e-waste to be recycled.

Completed Projects:

- The roads were posted for mud season starting March 14th.

- I completed the Annual Financial Plan and grant applications that go with it.

Pending Projects:

- Taking down the woven wire fence at the Peisch property, as time permits.
- Evaluating Truck #5 and submitting a recommendation for replacing it.
- Completing the 5+ Year Plan for Public Works.