
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: APRIL 2012 MONTHLY REPORT
DATE: MAY 4, 2012

This is the Town Manager's Report for April 2012. Department specific monthly reports are attached.

General

- The Contract Assessor (Assessor) started work on April 16 and the Assessing Clerk started on April 23. As of April 16, the Assessor has assumed the responsibility for the April 1, 2012 Grand List for review and approval by the Listers. The essential recommendations of the Committee to Review Real Property Assessment Functions have now been implemented.
- Andy and I met with FEMA and AOT and resolved the approved amount for repair of Bridge 41. The only unresolved project cost, other than the Norwich Pool Dam, is the Bloody Brook channel work upstream of Huntley Street. We have asked AOT for reconsideration of the approved amount for this project.
- The total FEMA projects eligible for payment amounts to \$680,297.38. This represents the FEMA approved total project cost. The last major project worksheet not completed is for the Norwich Pool Dam. Irene FEMA reimbursements in the amount of \$141,541.22 have been received.
- The Natural Resources Conservation Service is proceeding on the project to remove debris piles on Bloody Brook and Charles Brown Brook. A permit for the work has been issued by ANR.
- The replacement of 1200' of water main from 371 Main Street to 451 Main Street by the Fire District is scheduled to start on May 29. Town storm sewer improvements are being coordinated with this work.

Projects

- The code and facilities deficiencies study for the Public Works, Police and Fire facilities is underway and inspections of the facilities are ongoing. Inspections have been made by a generalist, code specialist, architect and VOSHA. I expect to have a draft report in June.
- The Classification and Compensation study has started.
- AOT has retained RSG to complete the design of the Safe Routes to School sidewalk from the Congregational Church to Carpenter. It is unlikely that construction will be started this calendar year.

Finance

- Delinquent taxes at the end of April are \$153,524. The reduction of \$13,431 from last month is due to abatement and payments of \$11, 842.
- The interest rate at Mascoma Bank is now 0.20%. April interest was \$468 on an average daily balance of \$3,016,182.

Fire Department

- Asaf "AJ" Wyszynski was promoted to Lieutenant.
- Assisted the Public Works Department with preparing a grant request to replace old radios that are not narrowband compliant.

Listers

- Darlene Cook started as the new Assessing Clerk on April 23.
- The Assessing office hours are now:
 - Monday 8-11 am
 - Tuesday-Friday 8 am – 12 pm
- NEMC has completed inspections of building permits issued that would change an assessment for the 2012 Grand List. The 2012 abstract is scheduled to be filed on May 29th with change of appraisal notices being mailed at that time. The formal grievance period follows and the Listers will handle those grievances during June in an effort to lodge the final Grand List by June 29th.

Planning

- Working on a planning project on the Route 5 South, River Road Area involving onsite wastewater suitability research. A consultant was retained through a Municipal Planning Grant to analyze NCRS Soil Mapping, Surficial Geology Maps, well drilling logs, and test pit data from state-permitted wastewater systems in study area.
- Prepared draft RFP for Beaver Meadow Historic District project.

Police Department

- Four of the 131 calls for service were outside of the officer's normal work schedule.
- Norwich Officers attended training at the Nashua NH Police Department on "Tactics, Techniques and Procedures" used in the investigation and intervention of rape and sexual assaults; participated in "Job Shadow Day" when Middle School students from area schools shadowed Norwich Police Officers for part of a day to learn more about what it is like to be a police officer; attended the 2012 Vermont Sexual Violence Summit, Hope for the Future at the Lake Morey Resort and attended the First Annual State Conference "Police Response to Mental Health".

Public Works

- The following table shows the 2011-2012 winter maintenance activities:

	Season
Callouts	28

	Season
Plowing	11
Treating the pavement	43
Sanding	45
Sidewalks	34
Snow removal	0

- Employees attended a VT League of Cities and Towns Traffic Flagging training on April 11th to become certified.

Recreation

- Mr. Jean Labrage from Quebec has been retained to repair the bread oven at Barrett Meadow. This work is scheduled for the first week of May and a fund raiser was held on April 29.
- Obtaining proposals for repair of the tennis courts.

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376
rrobinson@norwich.vt.us
802-649-1419 ext 105

May 3, 2012

TO: Neil Fulton, Interim Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for April

- Delinquent taxes at the end of April are \$ 153,524. The reduction of \$ 13,431 from last month is due to abatement and payments of \$ 11, 842.
- FEMA payments and Project Worksheets continue to come in keeping us busy with updating spreadsheets.
- Year end expenditure projections have been completed and updates continue as bills and payments get processed. It will be tight, but expenditures should be within the budget as amended by grants for projects and the FEMA Grant for flood damage.
- The interest rate at Mascoma Bank is .20%. April interest was \$ 468 on an average daily balance of \$ 3,016,182.
- A/P payments for the month were \$ 134,688 and payroll was \$ 69,214. The cumulative total for the town's Designated Funds is \$ 953,608.
- A great deal of time was spent responding to taxpayer's and tax preparer's requests for how much was paid for taxes in 2011, and for copies of tax bills, in anticipation of filing their Federal and State Income Tax by April 15th.



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: May 1, 2012

Fire and FAST Department

We completed the lieutenant’s promotional process and Asaf “AJ” Wyszynski was promoted to Lieutenant. All of the candidates performed well in the assessment process. Thanks to the Public Works Department for performing preventive maintenanceservice on all vehicles and installing a counter top in our kitchen.

Incidents

The wildland fire risk remained high during much of April. We were fortunate to only have one minor wildland fire caused by improper disposal of woodstove ashes.

Training

A joint training session was held for Fire and FAST members on team building. We conducted several exercises designed to develop, team building, communications and cooperation skills. A special thanks to the Norwich Support Team for providing a pre-drill meal. The other monthly fire drill was on the use of master stream appliances. The streams discharge over 500 gallons per minute and are used for exterior operations at large fires. Captain Matt Swett completed the VT Fire Service Training Council’s Fire Instructor I course and is certified as a Fire Instructor I. I completed the National Fire Academy’s

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	2	5
Auto Fires	0	0	0
Wildland Fire	1	1	0
Other Fires	0	1	1
Medical	7	28	27
Vehicle Crashes	0	6	8
Hazardous Conditions no fire	0	3	4
Service Calls	2	6	5
Good Intent Calls	0	12	5
False Alarms	2	11	6
Other	0	0	0
Total	12	70	61

Fire Service Financial Management course at the National Fire Academy in Emmitsburg, MD. “...This course focused on managing the effective allocation of resources and fiscal assets to improve service risk reduction and sustainability outcomes. The course demonstrated how to

identify and prioritize resource needs and create decision packages that align resources and funding with the most effective approach to risk-reduction outcomes.”¹

Emergency Management

We assisted the Public Works Department with updating their Federal Communications Commission radio licenses for narrow band radios and their new frequencies. We are waiting to hear from VT Homeland Security about our grant application for narrow-band compliant radios for the Public Works Department.

¹ US Fire Administration 2012-13 Course Catalogue p. 51

LISTERS APRIL MONTHLY REPORT

April was a month of transition for the Listers' Office. Darlene Cook was hired as a half-time Assessing Clerk and came on board April 23. She is being trained by and working with Bill and Matt Krajewski of NEMC who is our new Contract Assessor as of April 16th. The Contract Assessor has been assigned the responsibility of preparing the 2012 grand list assessments for review and approval of the Listers.

Now that Darlene is working in the office, the office hours have changed to:

Monday 8-11 am

Tuesday-Friday 8-12

The expanded office hours will facilitate the ability to make appointments for inspections for the 2013 town-wide reappraisal and address the day-to-day business of the Listers' Office in a timely manner. You can reach a Lister by contacting Darlene.

Bill Krajewski and his firm, NEMC, have completed inspections of building permits issued that would change an assessment for the 2012 grand list. The 2012 abstract is scheduled to be filed on May 29th with change of appraisal notices being mailed at that time. The formal grievance period follows and the Listers will handle those grievances during June in an effort to lodge the final grand list by June 29th.

Future monthly reports will be from the Contract Assessor and there may also be a monthly report from the Listers. Though the Listers will spend less time in the office, they will continue to perform their statutory duties as Listers.

Respectfully submitted,

May 2, 2012

Liz Blum, Norwich Lister chair

TOWN OF NORWICH ZONING & PLANNING

May 3, 2012

March 2012 Monthly Report – Planner/ZA

1. Planning Commission
 - a. Subdivision Regulation Update –
 - i. Continued research and revising Storm Water Management and Erosion Control section.
 - b. Planning Project - Route 5 South, River Road Area – Onsite wastewater suitability research – Consultant retained through Municipal Planning Grant to analyze NCRS Soil Mapping, Surficial Geology Maps, well drilling logs, and test pit data from state-permitted wastewater systems in study area.
 - c. Work plan for remainder of 2012 approved
2. DRB
 - a. No Hearings –
 - b. Decisions issued – ABC Dairy CU
 - c. Preparing applications for three future hearings
3. ZA
 - a. Worked on projects with landowners related to future permits and/or hearings.
 - b. Activity has increased on site visits, phone calls, and office visits regarding permit applications and permit research for properties to be sold
 - c. Additional time spent on administrative work due to reduced hours of assistant
4. Transportation
 - a. UVTMA meeting –
 - b. Updating info on Church Street sidewalk project – Safe Routes 2 Schools project starting up again with new consultant and completed land survey.
5. Workshops/Conferences/Meetings attended:
 - a. Form Based Codes Workshop
 - b. VLCT – Zoning Law Workshop – Enforcement, hearing procedures, new case law, etc.
 - c. VLS – After Irene: Law & Policy Lessons for Future
6. Historic Preservation Commission
 - a. Prepared draft RFP for Beaver Meadow Historic District project
 - b. Final closeout documents submitted for ‘11CLG Grant

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

May 1, 2012

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

RE: April 2012 Monthly Report

Neil;

Here are some of the monthly stats of the Police Department from the month of April 2012.

Officers responded to 131 calls during the month of April and of those call four (4) were outside the officers' work schedule (Call in), officers were called in four (4) times during the month of April for incidents when no officer was on duty.

Norwich Officers attended training at the Nashua NH Police Department on "Tactics, Techniques and Procedures" used in the investigation and intervention of rape and sexual assaults.

Norwich Officers participated in "Job Shadow Day". Middle School students from area schools shadowed Norwich Police Officers for part of a day to learn more about what it is like to be a police officer.

Norwich Officers attended the 2012 Vermont Sexual Violence Summit, Hope for the Future at the Lake Morey Resort. This summit included participation by Law Enforcement, Prosecutors, Victims Advocates, and Rape Crises Workers.

Norwich Officers attended the First Annual State Conference "Police Response to Mental Health". The conference was a networking conference where mental health workers and police started forming protocols for responding (mainly after hours) to people in crises.

Norwich Officers spoke at a neighborhood gathering about burglaries and what home owners can do to reduce the threat of being the victim of a burglary. Norwich officers hosted the area Cub Scout troop and provided a tour of the facility and cruisers.

REMINDER to everyone to lock their vehicles even though they are parked in your own driveway, and lock your houses.

We are continuing our search for a Part Time Norwich Police Officer and have received several applications. We are reviewing the applications and hope to start a background on the applicants soon.

1. Over Time Hours	48 hours
2. Sick Time Hours	8 hours
3. Vac/Hol/Per Time Hours	0 hours
4. Part Time Officer Hours	0 hours
5. Total #of calls responded to	131 calls
6. Training Hours	48 hours
7. Grant Funded Hours	0 hours (GHSP)

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: April 30, 2012

Part of this month's report will come from an excel program that provides expanded statistics for all of the Public Works functions. I am forwarding this to you electronically. Statistical data will be compiled for the entire fiscal year for all Public Works Departments. I am also sending excel spreadsheets with Transfer Station statistics.

Winter Maintenance:

No winter maintenance was done during the month of April. The following are the totals for the 2011/2012 winter season:

Callouts: 28
Plowing: 11
Treating pavement: 43
Sanding: 45
Sidewalks: 34
Snow removal: 0

Fuel and Oil:

The price of diesel fuel is now \$3.59/gallon. The Fuel and Oil line item is over-budget by \$16,709.73. We have taken every measure possible to reduce our fuel consumption.

Training:

All Highway employees attended a VT League of Cities and Towns Traffic Flagging training on April 11th to become certified. We invited the Fire District employees to join us for this training also.

Culvert Inventory:

We worked with a representative from Two Rivers to collect data for a total culvert inventory. This inventory is required by the VT AOT when applying for structures and roadway grants.

FEMA:

- Vermont Recreational Surfacing and Fencing, Inc. completed the FEMA approved guardrail work on Turnpike Road and Chapel Hill North.
- Northwoods Excavating completed the re-armoring of the unnamed brook that runs next to Kerwin Hill. Vermont Recreational Surfacing now needs to complete the guardrail work there.

Completed Projects:

- I turned in the annual financial plan and grant applications for a structure grant and a roadway grant to VT AOT.
- Vermont Recreational Surfacing and Fencing, Inc. repaired the guardrails at the accident sites on Beaver Meadow Road and Union Village Road.

Pending Projects:

- We will continue grading gravel roads to get them back into shape.
- We are presently working on a request for bids for the engineering and construction of a replacement structure for Bridge 41.
- We have nearly completed the sweeping of our outlying paved roads.
- We are working on a future cost analysis for town-owned and Fire District-owned sidewalks.

NORWICH RECREATION DEPARTMENT

P.O. BOX 1137, NORWICH, VT 05055

Jill Niles – Director 649-1419; Ext. 109 Recreation@norwich.vt.us April 2012

April 2012 Report

Recreation Program Update: For the first two weeks in April I was focused on lining up equipment, uniforms, hats, final instructors, coaches, space and rain back-up space for our twenty Spring Youth offerings. I also assembled the Spring brochure and merged all the information to set up on-line registration for these.

On Sunday, 4/22 we had a successful 3rd – 6th grade Cal Ripken Baseball meeting in Hanover. With approximately 30 coaches and league administrators in attendance, we covered all pertinent details about the upcoming season. We have four teams in this Cal Ripken Connecticut Valley league.

Participation is high in all our spring offerings, with nothing being cancelled due to low numbers. On the night of April 23rd I held our spring coaches' orientation meetings and got them set up for all the youth sports programs beginning. Our first week went smoothly.

Facilities:

Mid month I met at Huntley Meadow with Justin Lewellyn from B & G, and the Lightning Soccer reps who rent Huntley from us. We re-assessed and clarified spring field care needs and concerns.

On 4/12 I joined Neil at the Capital Facilities Committee meeting.

Dan Haedrich, Rob Gurwitt and Peter Brink held a fund-raiser pizza party at Barrett Meadow on April 29th to help raise money for the bread oven repair, now taking place in early May.

I have been working on soliciting bids for our tennis court re-surfacing by contacting 6 vendors and inviting them to look at the job. I have also met with a couple of them on-site. So far I have received 2 bids: one for \$24,000 and the other for \$30,000.

Professionally: On April 5th I took part in the Upper Valley Recreation Association's quarterly Director's meeting in Hartford. On April 10th I participated in the VT Parks & Recreation Executive Board meeting all day in Barre. Following that we dovetailed our monthly Norwich Recreation Council Meeting into the VT Board Members' Workshop at Dothan Brook School, getting together in the evening just prior to the night time workshop. I acted as a facilitator at the workshop where we had good attendance from folks all over the state.

Other/Misc: I submitted a Grant Request for \$1,665.36 to the Women's Club for a bike rack and four team player benches needed at Huntley.

It was nice to introduce Karin Dwyer, our newest Recreation Council member to the Select Board on 4/25.

Respectfully submitted by,

Jill Niles