
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: DECEMBER 2012 MONTHLY REPORT
DATE: JANUARY 3, 2013

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

General

- There is no pending litigation. All litigation has been settled or withdrawn as follows:

Plaintiff	Venue	Issue	Status
Hardy	Superior Court	Contiguous Parcels	Settled by Merger
Riess-Choukas	Superior Court	Contiguous Parcels	Settled by Merger
Schaffner et al	Superior Court	Value	Settled
Sullivan	Superior Court	Contiguous Parcels	Withdrawn
White	State Assessor	Value	Decided by PVR
Wilson Road Investment	Superior Court	Value	Settled

- Insurance settlements have been received from PACIF for damage to the three police cruisers as follows:
 - \$54,825 for the cruisers
 - \$77,054 for equipment and contents
- Bids were received on December 7, 2012 for three replacement police cruisers and one replacement fire vehicle. Gateway Motors submitted the lowest bid and was awarded the contract for the four vehicles, two Ford Interceptors (Sedans) and two Ford Utility Interceptors (SUVs). All the vehicles will be All Wheel Drive.
- Bids are due in January for replacement equipment for the police cruisers.
- All the FEMA/AOT projects as a result of Tropical Storm Irene have been completed except for the Norwich Pool Dam.

Projects

- Proposals were received from two vendors for the radio communications project on December 7, 2012. We are currently negotiating with Burlington Communications Service Center for the project. The project includes a regional analog VHF fire simulcast system, a digital VHF simulcast system for Norwich police and an analog VHF system for Public Works.

Monthly Town Manager's Report

Page 2 of 3

- We received notification that we have been awarded an HSGP grant in the amount of \$92,370.00 for the materials for a two location, Hayes Hill and New Boston Road, digital UHF simulcast system for Norwich police.
- Met with representatives of River Management and Fish and Wildlife from the Agency of Natural Resources on permitting requirements for the replacement Pool Dam.
- A Public Meeting for Church Street sidewalk project was held on December 13, 2012. Received comments at the meeting and additional comments from abutters outside of the meeting. No objections to the project were voiced.

Assessor

- The reappraisal is continuing and initial inspections should be complete by the end of January.
- Data is being entered into the AssessPro, the new appraisal software.

Finance

- Delinquent tax collections for October were \$3,818 and the total delinquent taxes were \$116,958 as compared to \$87,736 for the same period last year.
- Received the FY12 audit.
- Roberta attended a Delinquent Tax Collection seminar.
- Requested final payments from FEMA/AOT on three large projects, Bragg Hill, Tiger Town and Turnpike.
- Requested an extension for the fourth large project, the Norwich Pool Dam.

Fire Department and Emergency Management

- Eleanor van Aalst, a third grader at the Marion Cross School had her picture selected for the VT Division of Fire Safety 2013 Fire Safety Calendar.
- There were 245 calls for service during 2012. This compares to 214 in 2011.
- The change to narrowband radio frequencies has reduced radio coverage. Several members have missed calls because of poor pager coverage.

Planning

- Subdivision Regulation Amendments – At a Public Hearing on December 13, no significant issues were identified. A final draft will be approved by the Planning Commission and then forwarded to the Selectboard for the adoption process.
- An Affordable Housing Roundtable is scheduled for January 24 with Planning Commission, Affordable Housing Subcommittee, and representatives from local housing organizations.

Police Department

- Nine of the 160 calls for service were outside of the officer's normal work schedule.
- Two new driver feedback speed signs were acquired using grant funds. They have been installed at the bottom of Pierce Hill on Union Village Road and near Huntley Meadows on Turnpike Road. There are now signs coming into the Village area on

Church Street, Main Street, Beaver Meadow Road, Union Village Road and Turnpike Road.

- Officer Michael Scruggs has completed five years of service as a member of the Norwich Police Department.

Public Works

- Judy Trussell resigned as Lead Transfer Station Attendant after completing 17 years of service. During her tenure major improvements were made at the Transfer Station and a new fee schedule was enacted. Judy is now working as Assistant Town Clerk.
- The following table shows winter maintenance activities.

Activity	This month	This season, so far	Last year at this time
Callouts	14	15	11
Plowing	9	9	4
Treating the pavement	13	14	12
Sanding	15	16	14
Sidewalks	16	17	8
Snow removal	1	1	0

- We are experimenting with a new organic deicing product, Caliber M1000, for the sidewalks. The following is the manufacture's description of the product.

"This blend of Caliber® de-icer with 30% MgCl₂. Caliber® de-icer is derived from corn carbohydrates and is specifically engineered to enhance the eutectic point, anti-icing properties and viscosity of the MgCl₂. Caliber® de-icer inhibits corrosion and suppresses crystal formation within the MgCl₂. While Caliber® de-icer increases the friction coefficient of the MgCl₂ it also aids in the prevention of the "slickness" period sometimes experienced when using common chloride brines. Caliber® M1000 provides a variety of applications (anti-icing, de-icing and pre-wetting) in one environmentally friendly, cost effective product."

Recreation

- Registration has started for the summer Circus Camp and is already two-thirds full.
- A new program, first and second grade basketball, had 25 registrants.
- The Green Ice Rink was installed and is very popular. After the ice skating season there will be discussion of the location of the rink to see if there is a flatter area on the Green for the rink.

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

Progress Report – December 2012

Reappraisal

Listing and measuring continued throughout the month of December. NEMC remained flexible with appointment scheduling; as a result of the upcoming holiday season. A significant portion of the final residential listing batch was completed. NEMC is on track to finish residential listing and measuring by the end of January.

Assessing

December proved to be a quiet month for the Lister's office. There was one Error and Omission to resolve (Adams) as a result of an incorrect parcel ID during a property transfer. The problem was resolved and new tax bills were issued.

The Bucci family (Turnpike Road) submitted a letter to the Lister's office regarding a tax penalty issued by the state. The Board of Listers, along with the Assessor, addressed the letter promptly and respectfully.

The Assessor's Clerk continued to aid realtors and residents with any questions or card requests. December was a slower month for all inquiries.

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
802-649-1419 ext 105

January 2, 2013

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for December

- Current year tax collections for December were \$197,475. Of that \$ 59. was for the first installment and \$ 197,417 for the second payment due in February.
- Delinquent tax collections for December were \$ 3,818 bringing delinquent taxes down to \$ 116,958 for December 31, 2012. (\$ 87,736 12/31/11)
- Attended a Delinquent Tax Collection seminar at Lake Morey.
- December payroll totaled \$ 95,235.
- Accounts Payable for December was \$ 165,268.
- Grant monies for paving, bridge work, and DPW radios have been received.
- Insurance monies for police cruisers in the amount of \$ 131,879 have been received.
- Continue to work on FEMA PW's to get additional monies owed on large projects and to file an extension for the Town Pool/Dam PW.



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 Report
Date: January 3, 2013

Fire and FAST Department

Eleanor van Aalst, a third grader at the Marion Cross School had her picture selected for the VT Division of Fire Safety 2013 Fire Safety Calendar. The calendar contest is open to all third grade students in VT. Eleanor and all of the third grade classes were recognized for their participation in the calendar contest. An Assistant Fire Marshal from the VT Division of Fire Safety and Norwich Fire Department members recognized Eleanor and all of the third grade students before an assembly at the Marion Cross School. There is a slide show of the calendar on the VT Division of Fire Safety's web page.

http://firesafety.vermont.gov/public_education/Fire+Prevention+Calendar (scroll to the bottom of the page).



Assistant Fire Marshal Jay Moody present Eleanor van Aalst with a certificate and stuffed animal.

The recent cold weather and snow storm demonstrated the value of the new roof on the firehouse. The snow readily slides off and there are no ice jams. This will reduce our oil consumption and eliminate the damage caused by leaks.

Hanover Dispatch has completely narrow-banding; as a result our communication problems have increased. The FAST Squad was dispatched to Chapel Hill Road for a person with a knee injury lying in the road. A passerby called 911. A public works truck arrived on scene before the FAST Squad but could not radio the public works garage to provide follow up information. We do not have portable radio "talk back" capability from this area. Several members have missed calls due to poor pager coverage. Ladeau RD, portions of New Boston RD, and Starlake Lane are all problems.

Training

Dr. Tom Trimarco, the new head of the Emergency Department at Dartmouth Hitchcock Medical Center, presented a class to the FAST Squad on spinal injuries and patient assessment. Fire Department members trained on fire investigation, forcible entry, and handling hose lines. Our current members assisted with orienting our new members to Fire Department and FAST Squad operations.

Incidents

The number of incidents in 2012 increased by 14 percent from 2011. The largest increases were in medical calls and service calls. Service calls include lift assists, station coverage to other fire departments, and water and smoke removal. The largest decrease was the number of motor vehicle crashes.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	9	9	10
Vehicle Fires	0	6	3
Wildland Fire	0	3	1
Other Fires	0	1	0
Medical	9	99	81
Vehicle Crashes	0	23	31
Hazardous Conditions no fire	2	16	16
Service Calls	2	22	12
Good Intent Calls	2	28	28
False Alarms	4	36	30
Other	0	2	2
Total	21	245	214

Emergency Management

Town and Fire District employees participated in an Incident Command System (ICS) skill drill exercise. ICS is the system used by all federal, state and local agencies to manage incidents. ICS features common terminology, unity of command, manageable span of control and comprehensive resource management. Participants applied the use of ICS to incidents and events that could occur in Norwich. On behalf of the participants I would like to thank the Norwich Support team for providing lunch during the training.

TOWN OF NORWICH ZONING & PLANNING

January 2, 2013

December 2012 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Subdivision Regulation Amendments – At a Public Hearing on December 13, no significant issues were identified. A final draft will be approved by the Planning Commission and then forwarded to the Selectboard for the adoption process.
 - b. An Affordable Housing Roundtable is scheduled for January 24 with Planning Commission, Affordable Housing Subcommittee, and representatives from local housing organizations.
2. DRB
 - a. December 6 Public Hearing for an accessory dwelling structure. Notice of Decision approval issued December 14.
3. ZA
 - a. Meetings with landowners on future permits and/or hearings, site visits and office visits regarding permit applications, permit research for properties to be sold, and investigated two violations.
 - b. Revising Zoning Fee Schedule for submission to Selectboard for adoption
4. Transportation
 - a. Public Meeting for Church Street sidewalk project December 13, 2012 attended by abutters, members of the public, RSG project engineer, Andy and Neil. Received comments at meeting and from additional comments from other abutters
5. Other –
 - a. Norwich Pool – meetings with consultants and state permitting officials.
 - b. Acting Town Manager December 22 to January 1.

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

January 3, 2013

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

RE: December 2012 Monthly Report

Neil;

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

Officers responded to 160 calls during the month of December and of those calls nine (9) were outside the officers' work schedule, meaning officers responded nine (9) times during the month of December for incidents outside the normal work hours.

After a thorough bid process to replace our fleet of marked police cruisers, three (3) new cruisers have been ordered to replace the three lost in a fire Thanksgiving morning. Three (3) cruisers have been order from Gateway Motors who came in with the lowest bid. We are hopeful to have the new cruisers towards the end of January or early February.

The crosswalk signs that are normally at the Main Street Crosswalks have been removed for the winter. The removal of the signs facilitates easier snow removal, plowing and sanding/salting. We are evaluating the effectiveness of lighted crosswalk signs that would be placed at the crosswalk entering town from Rte. 10A.

Norwich Officers spoke at the Drivers Education classes that were being held in Norwich. There are differences in some motor vehicle laws between VT and NH. Officers provided information on the Graduated License issued to new drivers.

At the Norwich Police Departments December staff meeting Officer Michael Scruggs was recognized for Five (5) years of service at the Norwich Police department.

Officers participated in the Holiday Click It or Ticket Campaign sponsored by the Governors Highway Safety Program directed at DUI Enforcement and occupant safety. Officers logged 43 hours during the campaign stopping 118 vehicles, writing \$6,877.00 in fines and arresting two (2) for DUI.

ACTIVITY

CALL TYPES	December 2012	YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	22	13
Stolen Vehicle	0	3	2
Vehicle Crashes	10	67	86
Intrusion Alarms	10	94	91
Frauds	2	34	19

December 2012 Monthly Report

1. Over Time Hours	3 hours
2. Sick Time Hours	23 hours
3. Vac/Hol/Per Time Hours	8 hours
4. Part Time Officer Hours	20.5 hours
5. Total #of calls responded to	160 calls
6. Training Hours	13.5 hours
7. Grant Funded Hours	43 hours (GHSP)

TRAFFIC ENFORCEMENT December 2012

Motor Vehicle Stops	160
Traffic Tickets	80

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: December 31, 2012

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. Statistical data will be compiled for the entire year for all Public Works departments.

Winter Maintenance:

Activity	This month	This season, so far	Last year at this time
Callouts	14	15	11
Plowing	9	9	4
Treating the pavement	13	14	12
Sanding	15	16	14
Sidewalks	16	17	8
Snow removal	1	1	0

Winter Sidewalk Maintenance:

We have used the new organic deicing product 17 times so far. It works very well. We are very happy with the results.

FEMA Projects:

Northwoods Excavating has completed all of the work on Bridges #32, #39, and #40. The only FEMA project left is the Norwich Pool.

Illness and Injury:

Sonny Lewellyn returned to work on December 5th after being out 24 ½ weeks with back problems. We have a large backlog of mechanical work for him to catch up on.

Training:

- Dec. 4: All Public Works employees attended ICS training at Tracy Hall for 4 hours.

Transfer Station:

- Judy Trussell's last day as lead attendant at the Transfer Station was December 29th. Justin Lewellyn will take her place until a person is hired to fill this position. I am currently still receiving applications, so this is ongoing.
- The canopy at the Transfer Station was accidentally damaged during plowing operations Saturday night, December 29th. We will be repairing it this week.

Other Completed Projects:

- We cut and split 5 ½ cords of wood that was donated to the town woodshed for the needy by the residents of 477 Hawk Pine Road.
- We assembled and installed the new bus shelter and bicycle rack at King Arthur Flour
- I completed the mandatory Vermont E-Cycles Interim Quarterly Reporting by submitting the amount of electronics collected through the E-Cycles program from July 1 – Sept. 30 on the web-based Re-Trac reporting system.
- I recertified the underground diesel tank for the generator at Tracy Hall and the gas and diesel system at the Town Garage.
- We completed the installation of fabric and base for the Fire Department's river access on River Road. There is more work to be done in the spring. We left the silt barrier fence up until the project is completed.
- Larry Butterfield, a student at the Hartford Career and Technology center, worked with us from December 12-20 as part of the school's Career Work Experience Program.
- The price quotes and recommendation for the new elevator contract is in your box for you review.

Pending Projects:

- We need to take down the woven wire at the Peisch property.
- We will be completing more brush removal as time permits.

NORWICH RECREATION DEPARTMENT

Jill Niles – Director 649-1419; Ext. 109

Recreation@norwich.vt.us

DECEMBER 2012 Monthly Report

Recreation Program Update: The winter brochure was set up on the town website (thank-you, Nancy) with on-line registration enabled for most programs. It was also distributed to Norwich students and advertised on the list serve.

December saw the start of a new program: First & Second Grade Boys' instructional Basketball. It is extremely popular with 25 registrants for this first time offering.

Details of our summer Circus Camp 2013 were confirmed and registration was set up on-line. It is a traditional favorite and although it doesn't run until July it is already 2/3 full.

Facilities: Jonathan Brush suggested waiting until spring to do a complete evaluation of the Green in regard to our request to level the corner where the rink is currently set up. This way the impact on all activities and events it is used for within a calendar year can be carefully considered. Our rink volunteers would like to lessen the 9" differential to save water.

Meetings & Professional Development: Steve Leinoff gave all of us further (ICS) training on 12/4 to better prepare Norwich, & we who serve the town, in the event of an emergency. It was worthwhile and gave us all an improved vision of what to expect and how to best respond under varied emergency situations and circumstances.

At the state level, I took part in the Vermont Recreation & Parks Association quarterly meeting at VTC in Randolph on 12/6.

Our December Department Head meeting led by Neil was productive, as usual.

Events: Our Yoga instructor, Michele George's new special Solstice class on the evening of 12-21 had an amazing response with over 60 attendees, some coming from as far away as Massachusetts to take part in it.

The 12/20 Carol Sing at the Norwich Inn, post-pageant went very well. It was the best attendance and singing participation we have had in many years.

Miscellaneous: January 8th - 10th I will be at the Northern New England Recreation & Park Conference in northern NH. Happy 2013 to all !

Respectfully submitted by,

Jill Niles