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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: FEBRUARY 2013 MONTHLY REPORT  
DATE: MARCH 8, 2013

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This is the Town Manager's Report for February 2013. Department specific monthly reports are attached.

**General**

- The three replacement police vehicles have been received and are being outfitted. We expect to have them in service by the end of March. We will be thanking the Windsor County Sherriff and Hartford Police Department for the loan of two vehicles.
- The replacement for Fire Department Car 1 was received and should be in service in March.
- FY13 tax collections in February were \$4,765,222. At the end of February delinquent taxes were \$262,489 with collections and abatements of \$100,141 during February.
- The change to narrowband radio emissions has significantly reduced Fire/EMS, Police and Public Works radio coverage. See the attached map that shows some of the problem areas. Field experience is confirming the results of the radio propagation studies. This is a serious issue that affects public safety and needs to be resolved as soon as possible.

**Projects**

- We are continuing to work with representatives of River Management and Fish and Wildlife from the Agency of Natural Resources on permitting requirements for the replacement Pool Dam.

**Fire Department and Emergency Management**

- There has been an increase in incidents related to wood heat. This includes chimney fires, hot stove pipes and carbon monoxide detector activations. Carbon monoxide is a colorless, odorless, and tasteless gas that is slightly lighter than air and is toxic to humans.
- Please review the Fire Department's report for specific information on the impacts of reduced radio coverage.

**Planning**

- The amendments to the Subdivision Regulations were approved by the Planning Commission and will be sent to the Selectboard to begin the adoption process in March.
- We are reviewing fees for zoning permits and hearings.

- Outlined Planning Commission Climate Change Adaptation Initiatives.
- Started RFP process for Shared Use Path for the Village to the Hartford Town Line.

**Police Department**

- Three of the 116 calls for service were outside of the officer's normal work schedule.
- Norwich officers attended a course of training called "Responding to an Active Shooter". The purpose was not only to train officers to respond to an active shooter in the schools but any other location as well.

**Public Works**

- Twin State Sand and Gravel screened sand to replenish our winter sand supply.
- Justin Lewellyn has resigned as the Building and Grounds Technician and we are advertising for a replacement.
- Daniel McShane started as the new Lead Attendant at the Transfer Station.
- The following table shows winter maintenance activities.

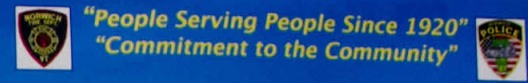
<b>Activity</b>	<b>This month</b>	<b>This season, so far</b>	<b>Last year at this time</b>
Callouts	8	28	24
Plowing	8	23	9
Treating the pavement	12	38	36
Sanding	11	40	40
Sidewalks	11	38	29
Snow removal	1	3	0

# Town

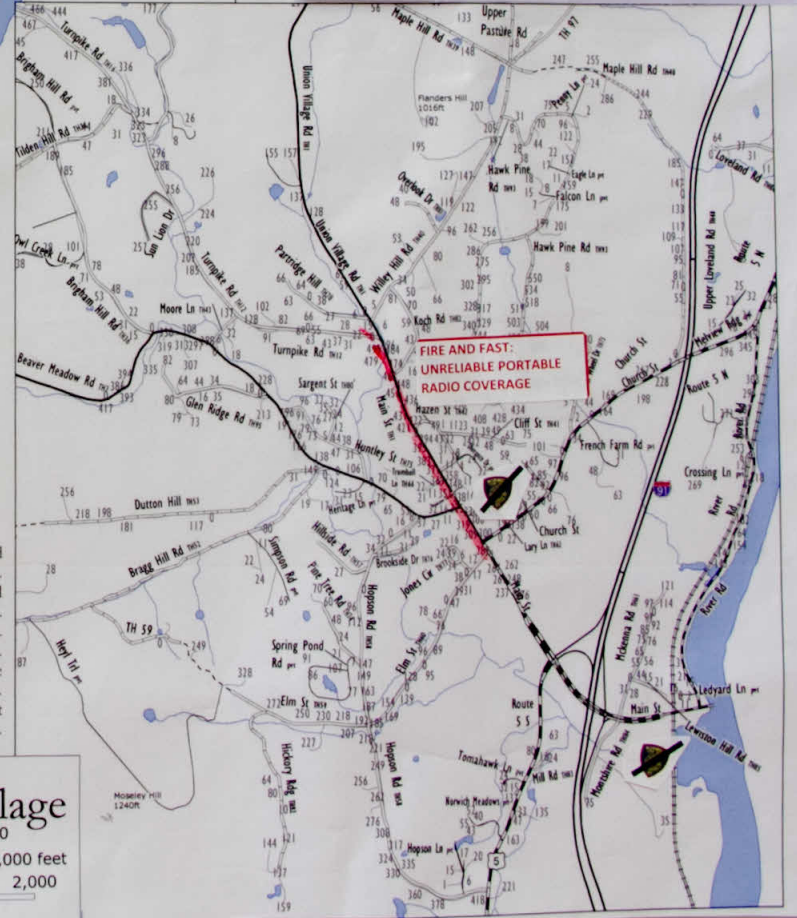
1:45,000  
1 inch equals 3,750 feet  
0 0.5 1  
Miles



# TH cls 1 (village) E911 Road Names Norwich, Vermont



- POLICE DEPT. RADIO COVERAGE** (Blue line)
- PROBLEM AREAS** (Red line)
- FIRE DEPT. RADIO COVERAGE** (Red line)
- PROBLEM AREAS** (Blue line)
- FIRE DEPT. MEMBERS WITH POOR PAGER RECEPTION (HOME OR WORK)** (Green arrow icon)



-This map is for reference and emergency response.  
-This map is not an official class, name or address map.  
-Not all addresses are shown.  
-New roads may not be listed.  
-VT/US routes' names can change in a village or at the village line.  
-Names/numbering can change at town line on through roads.

**Village**  
1:24,000  
1 inch equals 2,000 feet  
0 1,000 2,000  
Feet

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

March 5, 2013

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for February

- Current year tax collections for February were \$ 4,765,222. The Delinquent Tax Warrant for 12-13 was \$ 259,919. The new delinquents when added to existing delinquents equaled \$ 362,630. As of the end of February delinquent taxes were \$262,489, with collections and abatements of \$ 100,141 during February.
- Attended Vermont Government Finance Officers Association meeting in Burlington where the topics were the Vermont Health Insurance Exchanges, State Education Property Tax Basics and IRS tax changes.
- All 90 % FEMA monies have been received except for the work done on Bridge 41 (\$103,641.46). ERAF monies still owed to Norwich are \$ 26,714. This is exclusive of work done on the Pool/Dam.
- The Norwich School district has received its funds this year except for its share of delinquent tax which we will turn over before the school year ends as dictated by statute, in the amount of \$ 203,729.
- Interest earned at Mascoma Savings Bank on an average daily balance of \$ 6,092,936 was \$ 385.49. A bank service charge of \$ 30.08 was assessed for February due to tax collection and bank activity.
- A 2012 audit for Workers Compensation was completed by VLCT and will result in a credit back to the town.



# 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 4, 2013

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

The effect of the change to narrow band radio communications continues to adversely affect our operations. Members do not receive pages or receive with static that prevents them from hearing the location and type of call. Pager reception in Tracy Hall, Route 5 North, Wilder, West Lebanon, and Hanover is undependable.

## **Incidents**

We have seen an increase in incidents due to wood heat this winter. These include chimney fires, hot stove pipes and carbon monoxide (CO) alarm activations. We find that there is CO present in the many of the alarm activations.

<b>Call Types</b>	<b>Feb. 2013</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>
Structure Fires	2	5	2
Auto Fires	0	0	0
Wildland Fire	0	0	0
Other Fires	0	0	0
Medical	7	12	16
Vehicle Crashes	0	2	5
Hazardous Conditions no fire	2	5	3
Service Calls	4	6	4
Good Intent Calls	7	9	10
False Alarms	3	4	7
Other	0	1	0
<b>Total</b>	<b>25</b>	<b>44</b>	<b>47</b>

## **Training**

Two members are attending Emergency Medical Technician training. Our new members are using an online training site for the cognitive portion of basic training. They are working with our members to practice the "hands on" portions of their basic training.

FAST squad training was on recognizing symptoms and treating patients that are under the influence of illicit/"street" drugs. Fire training was on extrication and suppression of fires at incidents involving hybrid vehicles and lifting, carrying and dragging fire victims to safety.



Members practice moving a downed firefighter

### ***Emergency Management***

Chief Robinson and I met at the Marion Cross School with staff and school district administration and an Assistant State Fire Marshall to discuss security measures and emergency procedures at the school for various types of emergencies.

# **TOWN OF NORWICH ZONING & PLANNING**

March 7, 2013

## **February 2013 Monthly Report – Director of Planning & Zoning**

1. Planning Commission
  - a. Outlined Planning Commission Climate Change Adaptation Initiatives either in progress or planned.
  - b. Affordable Housing Roundtable – Follow up discussions on January 24 roundtable,
  - c. Reviewed updated zoning permit and hearing fees to be submitted to Selectboard for adoption
2. 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.
  - b. Digitizing old septic system location sketches from L.H. Cook files.
3. Transportation
  - a. Started RFP process for Norwich Shared Use Path Scoping Study. The path will connect Norwich Village to the Hartford town line and will be a part of the Upper Valley Loop Trail.
4. Historic Preservation Commission
  - a. Planning meeting for proposed new grant projects
  - b. Updating budgets and contracts for current projects
5. Other –
  - a. Communications Tower – assisted Town Manager with 248a permitting and VTel contract
  - b. Attended Vermont Law School Lecture “Rising to the Land Use Challenge: How Planners and Regulators Can Help Sustain Our Civilization” by Robert liberty,

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

March 1, 2013

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

RE: February 2013 Monthly Report

Neil;

Here are some of the monthly stats of the Police Department from the month of February 2013.

Officers responded to 116 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.

All three of the replacement cruisers are in and are currently at MHQ in Marlborough Mass. MHQ is the company that was awarded the bid to outfit the cruisers with lights, siren, radios etc... We are in hopes of seeing them on the road within the next couple weeks. It's been a long three months and we would like to thank both Hartford Police Dept. as well as the Windsor County Sheriffs Dept for the use of their cruisers while we wait for our new ones.

Norwich officers attended a course of training called "Responding To an Active Shooter". The training was held at the Woodstock High School. The purpose was not only to train officers to respond to an active shooter in the schools but any other location as well. The training was attended by officers throughout the state.

## ACTIVITY

CALL TYPES	February 2013	2013 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	0	22
Stolen Vehicle	0	0	3
Vehicle Crashes	4	16	67
Intrusion Alarms	7	14	94
Frauds	3	8	34
Resisting Arrest	1		
Violation Abuse Prevention Order	2		



**February 2013 Monthly Report**

1. Over Time Hours	21 hours
2. Sick Time Hours	30 hours
3. Vac/Hol/Per Time Hours	60 hours
4. Part Time Officer Hours	30 hours
5. Total #of calls responded to	116 calls
6. Training Hours	29 hours
7. Grant Funded Hours	4 hours (GHSP)

**TRAFFIC ENFORCEMENT February 2013**

Motor Vehicle Stops	66
Traffic Tickets	20

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: February 28, 2013

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:**

<b>Activity</b>	<b>This month</b>	<b>This season, so far</b>	<b>Last year at this time</b>
Callouts	8	28	24
Plowing	8	23	9
Treating the pavement	12	38	36
Sanding	11	40	40
Sidewalks	11	38	29
Snow removal	1	3	0

**Other Completed Projects:**

- Twin State Sand and Gravel started screening our winter sand on February 14th and finished on February 22rd, as our existing sand pile was depleted.
- We went to Sharon on February 13<sup>th</sup> to pick up the snowmobile that was used to groom Huntley Field for cross-country skiing.
- I completed the hazardous materials reporting to the Community Right-to-Know Program.

### **Pending Projects:**

- We need to take down the woven wire at the Peisch Property.
- We will complete more dead tree and brush removal as time permits.
- We will not be able to continue with the repairs at Tracy Hall until the position of Buildings and Grounds Technician is filled. I am hoping that the custodian will be able to find the time in his schedule to complete the painting that Justin Lewellyn started.
- I have completed the yearly financial plan for VT AOT as well as the paving grant and structures grant applications. These will need to be signed after Town Meeting.
- I will work on developing an invasive species policy as time permits.
- I will be watching the weather and posting the roads sometime at the beginning of March.