
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: JUNE 2014 MONTHLY REPORT
DATE: JULY 3, 2014

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

General

- The Listers dealt with 31 Grievances. Last year there were 165.
- The Listers lodged the April 1, 2014 Grand List on June 24, 2014.
- A tax sale was conducted on June 18, 2014. The winning bid was \$10,000 and after the taxes and penalties were paid \$7,631.18 was deposited in an interest bearing escrow account.
- CodeRED was implemented in Norwich. The system provides emergency dispatchers and officials the ability to quickly deliver messages to targeted areas of the community or the entire town.
- Roadside mowing was completed on those areas of the Town where wild parsnip is pervasive.
- Bids were received on the FY15 paving program and the replacement of Public Works Truck No. 5. See my separate memorandum on these bids.

Projects

- Facilities Studies
 - Bread Loaf is continuing work on Part 4 and is waiting for a reduced set of options to do more detailed design and cost estimating.
 - There was a Public Forum held on June 4, 2014.
- Norwich Pool Permitting – The letter from the Agency of Natural Resources on the proposed dam replacement project was reviewed with our consultant who is developing information on a response to ANR's concerns. This will be followed by a meeting with ANR.

Assessor

- Now that the Grand List has been lodged work will continue on the three-year cyclical inspection process.

Finance Department

- Delinquent taxes at the end of June were \$136,507. At the same time last year they were \$182,849.

- Met with the public assistance team from Emergency Management and Homeland Security to discuss the closeout of Bridge 41. We have requested an extension for the time to complete the work on the Pool Dam. The current date is September 15, 2015.
- The Selectboard approved using Ledyard Bank as our prime deposit institution. The Treasurer is working with Roberta to make this change.

Fire Department and Emergency Management

- Two members completed Firefighter I training. This course has more than 180 contact hours.
- A number of members completed the Aerial Apparatus Driver Operator course based on the Norwich Aerial Ladder. This course has approximately 48 contact hours.
- Work is continuing on revising our Hazard Mitigation Plan. A meeting was held to help identify hazard areas and possible mitigation steps.

Planning Department

- The Affordable Housing Subcommittee of the Planning Commission is exploring the possibility of housing on the existing fire/police site.
- Historic Preservation Commission – Norwich Farms Project – Exhibit opened at NHS with large crowd including state officials from the Historic Preservation Division and the Department of Agriculture.
- Continuing work on the Vital Communities Smart Commute Home Edition Survey.

Police Department

- Six of the 107 calls for service were outside of the officer's normal work schedule.

Public Works Department

- North Coast Services picked up 4,000 lbs. of electronic devices for recycling on June 16th. So far, in 2014, 9,000 lbs. of electronic devices have been picked up for recycling from our Transfer Station.

Recreation

- The summer brochure was completed and distributed.
- There are 10 youth and 3 adult programs being offered.

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

Monthly Report – June 2014

Assessing

The Assessor and Listers completed the 2014 grievance hearings. There were 33 appeals initially filed. Two property owners withdrew their appeals. Hearings were held on June 7, 11, 12, 13 and 16. The Board of Listers heard the appeal of 26 taxpayers in person, reviewed the written appeal of 5.

The appeals were discussed and results were issued on June 23rd.

The Lister's met with the Assessor on June 24th to approve value changes for the 2014 Grand List. A majority of the Board approved the Grand List for 2014.

The Assessor's Office will begin to collect data for a three-year cyclical inspection process. This process is designed to ensure quality and accurate data when valuing both residential and commercial property. The process had been put on hold to assure the timely completion of the Grand List.

Respectfully submitted,

William Krajeski
Town of Norwich Assessor's Office

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

June 27, 2014

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for June

- Delinquent Tax collections through June were \$ 22,174. Delinquent Taxes as of June 30, 2014 are \$136,507. Last year at the end of June they were \$ 182,849. Interest collections were \$ 8,559 and penalty collections were \$1,774.

The following is a table showing delinquent taxes as of June 30th for the last 5 years:

June 30, 2012	\$ 133,444
June 30, 2011	121,269
June 30, 2010	127,221
June 30, 2009	132,390
June 30, 2008	75,845

- A tax sale was held on June 18, 2014 @ 10:00AM for the Hancock property. We had two bidders and the winning bid was \$ 10,000. Excess funds in the amount of \$ 7,631.18 will be deposited into an interest bearing escrow account.
- Met with the public assistance team of Emergency Mgmt. & Homeland Security to discuss FEMA project closeouts. We are all done except for Bridge 41 and the Town Pool/Dam.
- Continue to monitor spending and year end projections.



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: July 1, 2014

Fire and FAST Department

Members of the Norwich FAST Squad and Hanover Ambulance saved the life of a Norwich resident. The patient stopped breathing while being treated. The patient was revived by CPR and advanced life support techniques and transported to DHMC. The patient was discharged several days later.

The Capital Facilities Committee met at the firehouse. In addition, an “open house” was held at the firehouse to permit the public to view our facility and give citizens the opportunity to view the building and grounds.



NFD complete their practical training for Aerial Ladder Driver Operator.

The Department of Public Works inspected all of the apparatus.

Training

Firefighters Theresa Moore-Poston and Jeff Pearson completed the VT Firefighter 1 course and are certified at the Firefighter 1 level. The Aerial Ladder Driver Operator Course was completed on June 16, 2014. Members are awaiting their certification exam results. FAST Squad training was on behavioral emergencies.

Emergency Management

We are working on a Hazard Mitigation Plan with the Two Rivers Ottauquechee Planning Commission. The VT Division of Emergency Management received our 2014 Local Emergency Operations Plan (LEOP). This is one requirement to receive full disaster or mitigation funding.

Hanover Dispatch is now providing CodeRED emergency communication services to Norwich. Think of it as 9-1-1 in reverse. If, for example, there is a missing child in your part of town, or a severe weather warning, or chemical/gas leaks that may require you to evacuate, your emergency service providers will be able to reach you immediately by telephone (landline, cell phone and TDD/TTY) with information you need.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	6	10
Auto Fires	0	0	0
Wildland Fire	0	2	0
Other Fires	0	0	1
Medical	12	49	39
Vehicle Crashes	4	15	6
Hazardous Conditions no fire	3	6	9
Service Calls	2	9	16
Good Intent Calls	1	13	16
False Alarms	1	12	13
Other	0	0	1
Total	23	112	111

The CodeRED system provides emergency dispatchers and officials the ability to quickly deliver messages to targeted areas of the community or the entire town. Go to http://hanovernh.org/Pages/HanoverNH_WebDocs/codered to register.

TOWN OF NORWICH ZONING & PLANNING

June 30, 2014

June 2014 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Continued revisions to zoning regulations:
 - b. Affordable Housing Subcommittee – Exploring potential for affordable housing at existing fire/police site if they were to relocate. Also, researching possibilities at Dresden Athletic Fields land in areas not suitable for playing fields.
 - c. Bylaws updated based on changes to Open Meeting Law changes
2. DRB –
 - a. The following applications were heard June 5 and decisions were issued June 20:
 - i. Dresden School District site plan review to add a softball diamond and safety pavilion at the athletic fields on 223 US Route 5 South.
 - ii. Dyke Trust preliminary subdivision plan review for two new lots at 276 Hopson Road
 - iii. Nora Geraghty approval to reduce required parking spaces from 9 to 8 at 383 Main Street
 - b. Continued revising handout for hearing participants explaining the process and roles of the various parties to a DRB “on the record hearing”
 - c. John Lawe, John Carroll, and Phil Dechert attended VLCT workshop on appeals to the Environmental Court and the role of mediation in local land use disputes.
3. ZA – Activity included:
 - a. Meetings with landowners on future development plans, permits, and hearings. Several small subdivisions are in the preliminary planning stage.
 - 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 –June 20th - Exhibit opened at NHS with large crowd including state officials from the Historic Preservation Division and the Department of Agriculture.
5. Other
 - a. Vital Communities Smart Commute Home Edition Survey planning meeting to start implementation of program.

Phil Dechert



TOWN OF NORWICH
DEPARTMENT OF PUBLIC WORKS
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To: Neil Fulton, Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: June 30, 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.

Tracy Hall:

On June 2nd Jay's Septic was here and pumped out the septic system at Tracy Hall.

During the month of June Buildings and Grounds installed two new ADA compliant toilets- one in the women's restroom, and one in the men's restroom. They also took the sinks down in both restrooms and installed new sink drains.

Roadside Mowing:

We mowed roadside on the following roads in order to try to stop the spread of wild parsnip: Beaver Meadow Road, Tucker Hill Road, Bragg Hill Road, Elm Street, and Turnpike Road.

Transfer Station:

North Coast Services picked up 4,000 lbs. of electronic devices for recycling on Jun 16th. So far, in 2014, 9,000 lbs. of electronic devices have been picked up for recycling from our Transfer Station.

Illness and Injury:

Paul Betters was out on medical leave from April 22nd through May 12th. He came back for one week and has now been out again since May 20th. At this point, he is out indefinitely.

Completed Projects:

- I completed the truck and dump body specs and put it out to bid.
- I submitted an ad to the "Help Wanted" section of the Valley News for seasonal help.
- The remainder of the 2013/2014 paving program was completed during June.
- Vermont State Inspections, service, and repair work was done on all Fire Department vehicles.

Pending Projects:

- I will meet with each Public Works employee to go over their performance reviews in July.

- There are three roads left that have not been graded this season. We will be doing them this month.
- We will take down the woven wire fence at the Peisch property, as time permits.
- I am still working on the 5+ year plan for Public Works.
- I will be soliciting prices for the yearly crack sealing on our paved roads that are still in good condition.
- I have contacted Twin State Sand and Gravel, Pike Industries, and Towle Excavation, our gravel and ledge product vendors, about the price of their products for fiscal year 2014/2015. All of these vendors submitted bids for 2013/2014. They are all willing to hold the 2013/2014 pricing for the next fiscal year with no increases.
- Twin State Gravel has also agreed to hold the 2013/2014 pricing on winter sand for the coming fiscal year with no increases.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

June 2014 - Monthly Recreation Report

Recreation Programs Update

I got out to watch many of our spring youth teams, even for a few ‘away’ games. I continue to be impressed with how much fun the children seem to be having as well as the dedication and quality of our volunteer coaches.

The summer brochure was completed, posted on-line and handed out to Marion Cross students. We have 10 youth and 3 adult programs being offered to help keep residents active this summer. The camps that began at the end of June were a success: 2 Sports Camps & our “Challenger” Soccer Camp.

Facilities

The pavilion at Huntley Meadow is always most heavily in demand in June and this year was no exception. There was a multitude of end-of-season team get-togethers enjoyed at this facility as well as outside groups renting the space. There were residual hints left that some drinking occurred in June on town property so Neil, Andy and I have decided that we will post a sign reminding anyone using the pavilion area that possession or consumption of alcohol is not allowed on the grounds of Huntley Meadow. I send a ‘Guidelines for Use of the Huntley Pavilion’ listing out to anyone renting the space which states that no alcohol is allowed but we felt signage on site would be good reinforcement of the rule.

Both Barrett Meadow and Huntley Meadow look fabulous thanks to Andy and his Buildings & Grounds team. Many thanks to them for keeping our town recreation facilities a true treasure for the community.

Meetings & Training

I attended our Department Head meeting on 6/17 and enjoyed hosting the Summer Recreation staff orientation meeting on 6/23. I feel fortunate to have a strong group of program coordinators and staff on board this summer.

Four summer staff attended "Summerama", organized by the Vermont Recreation & Parks Association. It provides training for all recreation related summer staff and was held at Dothan Brook School.

Miscellaneous

We had an incident at Huntley Meadow involving a dog owned by a Hartland resident. The dog bit a three year old child from Thetford whose family was watching a High School softball game. The details were discussed at a Recreation Council meeting and the Council recommended suggesting to the Select Board to consider re-writing the Town Dog Ordinance to include "No Dogs Allowed at Norwich Athletic Events". Chief Robinson is in support of this and we hope the Select Board will consider it.

Respectfully submitted by,

Jill Kearney Niles