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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: AUGUST 2014 MONTHLY REPORT  
DATE: SEPTEMBER 5, 2014

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

**General**

- In August the process for changing from Mascoma Bank to Ledyard Bank was completed. Accounts payable and payroll are now processed through Ledyard Bank.
- In accordance with the draft investment policy, I disclose that I have a checking account and other accounts with Ledyard Bank. In the past, I have had accounts with Mascoma Bank while they were our prime financial institution.
- We received three proposals from qualified firms for the ordinance codification project. I expect to discuss the proposals with the Selectboard at the September 23, 2014 Selectboard meeting.

**Projects**

- Facilities Studies
  - Bread Loaf is developing more detailed design and cost estimating for the Fire/Police Stations site.
- Norwich Pool
  - We will be meeting with a contingent, including the Deputy Secretary, from ANR to discuss what we need to do to meet their permitting requirements.
- Main Street Paving
  - The paving was completed on Saturday, August 23, 2014, before school opened. We had tremendous cooperation from Blaktop who kept working to finish their portion of the project even with weather related delays. The oil that is used to bond the pavement fabric to the base course is applied at 350 °F and cannot be applied to wet pavement. Propane torches were used to help dry the pavement.
  - The crosswalks were striped before school started and the rest of the pavement marking should be completed by mid-September. The centerline striping is done by a contractor for AOT and should be done by the end of September along with our other Class 2 roads.

### **Litigation**

- The following is the status of litigation or appeals of value that have been resolved.

<b>Plaintiff</b>	<b>Venue</b>	<b>Status</b>
Katucki	Superior Court	Dismissed
Carleton	PVR	Heard by Hearing Officer
Chapman	PVR	Withdrawn
Manasek	PVR	Withdrawn
Williams	PVR	Heard by Hearing Officer
Robinson	PVR	Heard by Hearing Officer
Adams/McCormick	PVR	Heard by Hearing Officer

### **Assessor**

- The Assessor participated in three appeals of 2013 Grand List values before the PVR Hearing. Decisions should be made by the end of the calendar year.
- The Assessor completed work on the 2014 sales study. This is the study that determines the CLA.

### **Finance Department**

- Delinquent taxes at the end of August were \$107,261. This compares to \$125,675 at the end of July.
- The outside auditors will be here in September to start work on the FY14 audit.

### **Fire Department and Emergency Management**

- We are working with other Upper Valley fire departments to develop operating procedures and communications plans for water related emergencies on the Connecticut River.
- We participated with Hanover, Hartford and Lebanon fire departments on a simulated fire in the Gilman Building at Dartmouth College. Norwich firefighters practiced stretching hose lines to the fire, search and rescue, ventilation, exposure protection, and personnel accountability.

### **Planning Department**

- Completed project agreement with Vermont Division for Historic Preservation for Town-wide Windshield Survey. Project will begin later in the fall.
- A RFQ for a consultant for the Route 5 South/River Road planning project was prepared. Proposals are due in September.

### **Police Department**

- Four of the 118 calls for service were outside of the officer's normal work schedule.

### **Public Works Department**

- The rest of the paving projects, other than Main Street are scheduled for September.

Monthly Town Manager's Report

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- Public Works is working with the Fire Department to restore the usability of the dry hydrant at the detention pond on Hawk Pine Road. This is being partially funded by a grant obtained by the Fire Department.

Town of Norwich  
Assessors' Office  
Post Office Box 376 <> Norwich, VT 05055-0376  
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assessing-clerk@norwich.vt.us

### **Monthly Report – August 2014**

- (1) The Assessor prepared materials for and participated in three appeals of 2013 Grand List values before the Property Tax Hearing Officer assigned by the State Department of Taxes, Division of Property Valuation & Review (PV&R).
- (2) The Assessor also participated in the tentative settlement of one additional appeal of a 2013 Grand List value before the Property Tax Hearing Officer.
- (3) The Assessor completed work on the 2014 sales study, which is a PV&R analysis of Norwich sales over a three-year period ending on 3/31/14. PV&R solicits the Town's help in ascertaining which sales may not have been reflective of fair market value. The Assessor met with Norwich's PV&R District Advisor, and discussed in detail sales that were not arms length or that should be excluded from the study for other reasons.
- (4) The Assessor, with the assistance of the Clerk, sent out a mailer to the approximately 110 owners of property on maps 6 & 12, requesting that they contact the Office to set up a time for an interior inspection. This is part of the three-year reinspection cycle, culminating in the 2016 Townwide reappraisal. This process is designed to ensure quality and accurate data when valuing both residential and commercial property.
- (5) The Assessor began the fieldwork associated with this mailer, performing both interior and exterior inspections of properties.
- (6) The Assessor and Clerk assisted the Norwich Fire District in the preparation of its 2014 Grand List.

Respectfully submitted,

Jonathan Bynum  
Assessing Clerk

On behalf of

William Krajeski  
Assessor  
Town of Norwich



# 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

To: Neil Fulton, Town Manager  
 From: Stephen Leinoff, Chief  
 Subject: Fire Department and Emergency Management Monthly Reports  
 Date: September 1, 2014

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

We appointed two new members to the Department, Matthew Cohen-Price and Mark Nickles. Matthew will be attending a Firefighter 1 class and has prior experience as an EMT. Mark is a certified Firefighter 2 with prior experience in the Haverhill Corners Fire Department.

Members of the Upper Valley Regional Emergency Services mutual aid system met to discuss water related emergencies in the Connecticut River. These departments will be developing operating procedures and communications plans for these emergencies.

We provided public fire safety education at the Norwich Public Library.

## **Training**

The Hanover Fire Department hosted two mutual aid training drills at Dartmouth College. The drill was a simulated fire on the 3<sup>rd</sup> floor of the Gilman Building. Hanover, Hartford, Lebanon and Norwich firefighters practiced stretching hose lines to the fire, search and rescue, ventilation, exposure protection, and personnel accountability.

The monthly fire drills were on fire attack using Engine 1's tank water and supported by Tanker 1 shuttling water.



Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	5	11
Vehicle Fires	0	0	0
Wildland Fire	0	2	0
Other Fires	0	1	1
Medical	7	60	56
Vehicle Crashes	1	20	9
Hazardous Conditions no fire	4	11	13
Service Calls	0	13	20
Good Intent Calls	1	19	20
False Alarms	2	18	23
Other	0	0	1
<b>Total</b>	<b>15</b>	<b>149</b>	<b>154</b>

FAST Squad training was on firefighter rehabilitation at incident scenes and cardiac treatment.

Two members attended Pediatric Education for Pre-hospital Providers.

### ***Emergency Management***

I attended Administration of Public Assistance for Community Recovery (APACR) at the National Fire Academy. This class covers procedures required to meet FEMA standards for receiving reimbursement to damage to public infrastructure.

# TOWN OF NORWICH ZONING & PLANNING

September 2, 2014

## August 2014 Monthly Report – Director of Planning & Zoning

1. Planning Commission
  - a. Continued revisions to zoning regulations
  - b. Revised and posted RFQ for Route 5 South/River Road planning project. Responses are due September 16
2. DRB
  - a. Site visits and two hearings on August 7<sup>th</sup> for a two-lot subdivision and a conditional use.
  - b. Appeal of Main Street B&B and home business permits withdrawn based on fulfilling terms of mediation agreement.
3. ZA – Activities 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. Completed project agreement with Vermont Division for Historic Preservation for Town-wide Windshield Survey. Project will begin later in fall.
5. Other
  - a. Norwich Pool – Supervised daily water temperature monitoring in Charles Brown Brook and Blood Brooks for Fisheries Biologist study.
  - b. Represented Norwich at meeting on proposed Demographic, Market Dynamics and Gap Analysis Study proposed by Lebanon Planning Department for Upper Valley, Claremont, and Newport region.
  - c. Vital Communities Smart Commute Home Edition Survey planning meeting to review implementation program.

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

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

September 2, 2014

RE: August 2014 Monthly Report

Neil;

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

Norwich Officers responded to 118 incidents during the month of August, and of those calls four (4) were outside the officers work schedule meaning officers responded four (4) times to calls during off duty hours.

Norwich Police have ordered another digital speed sign. The sign was purchased with equipment award funds which the officers earned while working the GHSP details. The sign has arrived and we are now evaluating where the best place to install the sign should be.

Norwich officer participated in the Labor Day Click It Or Ticket Campaign. The campaign focused on impaired driving. Officers conducted check points and saturation patrols for 39 hours over a 16 day span.

School is back in session, please drive carefully

## TRAFFIC ENFORCEMENT August 2014

Motor Vehicle Stops	158
Traffic Tickets	48

## ACTIVITY

<b>CALL TYPES</b>	<b>August 2014</b>	<b>2014 YEAR TO DATE</b>	<b>PREVIOUS YEAR</b>
Burglaries	0	5	16
Vehicles Crashes	6	44	100
Intrusion Alarms	10	46	74
Frauds	3	20	41
Domestic Assault	1		

- 1. Over Time Hours                    34 hours    (one officer on injury leave)
- 2. Sick Time Hours                    6 hours
- 3. Vac/Hol/Per Time Hours        130 hours
- 4. Part Time Officer Hours        82 hours    (one officer on injury leave)
- 5. Total #of calls responded to   118 calls
- 6. Training Hours                    16 hours
- 7. Grant Funded Hours              39 hours

Respectfully;  
**D.A.R.**

Douglas A. Robinson  
Chief of Police



03/29/2013



**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: August 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.

Illness and Injury:

Paul Betters is still out on medical leave. He has been out a total of 17 weeks at this point.

Generators:

Power Products Systems, Inc. was here on August 27<sup>th</sup> to service our four generators.

Main Street:

After considerable setbacks due to the weather, the paving was completed on Main Street on Saturday, August 23<sup>rd</sup>. We are currently completing the pavement markings to finish the project.

Pending Projects:

- We will continue with more paving projects during the month of September.
- Crack sealing will be done during the month of September.
- I will solicit price quotes for the replacement of the Buildings and Grounds Ferris walk-behind lawnmower. This is the planned purchase for the Buildings and Grounds Department for fiscal year 2014-2015 to replace the mower that is well worn out.
- In conjunction with the Fire Department, we will be restoring the fire protection pond in the Hawk Pine area.
- Through a Better Back Roads grant, we will replace two culverts (one that is undersized and one that has failed) on the north side of town.