
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: SEPTEMBER 2014 MONTHLY REPORT
DATE: OCTOBER 3, 2014

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

General

- The parking lot at Huntley Meadows was expanded to provide additional off-street parking. During peak periods there have been problems with unsafe parking on Turnpike Road. Striping of parking spaces increases the efficiency of parking and will be evaluated in the spring.
- Traffic counts are being done on the primary commuter routes for planning purposes.
- A four year contract was signed with our bargaining unit.
- We received the 2015 health insurance premiums for BCBS. The average increase in the two plans utilized by our employees in 2014 was 5.15%.
- Continuing to work on implementation of Act 148. Effective July 1, 2015, the following recycles are banned from landfills and our MSW compactor by July 1, 2015:
 - Metal: aluminum and steel cans, aluminum foil and pie plates,
 - Glass: bottles and jars from foods and beverages,
 - Plastics: #1 and #2 (PET and HDPE resin types) containers,
 - Paper: corrugated cardboard, white and colored paper, newspaper, magazines, paper mail and envelopes.

Projects

- Facilities Studies
 - Bread Loaf is developing more detailed design and cost estimating for the Fire/Police Stations site. They have started to review the Public Works site consistent with the direction provided by the Selectboard at the September 23, 2014 meeting.
- Norwich Pool
 - We met with a contingent from ANR to discuss what we need to do to meet their permitting requirements. I expect more feedback from ANR after they have an internal meeting to consider items discussed at the meeting.

Assessor

- We received the results of the McCormick/Adams appeal of their assessed value of the property at 1528 Beaver Meadow Road. The Grand List value was \$409,500 and the Hearing Officer set the value at \$374,500.
- The Assessor is continuing to send mailers and conduct inspections for the cyclical reappraisal.
- The Board of Listers will be hearing two appeals of the penalty associated with untimely filing of the HS-122.

Finance Department

- Delinquent taxes at the end of September were \$96,724. This compares to \$172,907 at the end of September last year.
- The outside auditors spent two days doing their fieldwork on the FY14 audit.

Fire Department and Emergency Management

- The Hawk Pine Road dry hydrant was repaired using grant funds and the assistance of Hawk Pine residents.
- Two new members are taking the Firefighter I (185 contact hours) class and one member is taking the Firefighter II (91 contact hours) class. This is all donated time.

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.

Planning and Zoning

- Continuing to work on a revision to the zoning regulations.
- Affordable Housing Subcommittee met twice and continued developing strategies for identifying project potential sites and outreach ideas.

Police Department

- Six of the 124 calls for service were outside of the officer's normal work schedule.
- Replaced the speed feedback sign on Beaver Meadow Road that was not working.

Public Works Department

- The new PaintCare drop-off program collected 1600 pounds of used paint.
- Paving of Hillside Cemetery Road, Pine Tree Road, Trumbull Lane, Huntley Street and Sargent Street will be done in October.
- Bridge 42 on Beaver Meadow at Tilden Hill Road was inspected by AOT and is in need of repairs. We are working on getting an estimate of the costs.

Recreation

- 156 runners participated in the 30th Annual Labor Day Road Race.

Monthly Town Manager's Report

Page 3 of 3

- There are 223 children participating in our various fall offerings. This equates to almost a 70% participation rate for our 324 Marion Cross School students.

Town of Norwich
Assessors' Office
Post Office Box 376 <> Norwich, VT 05055-0376
(802) 649 1419 x6
assessing-clerk@norwich.vt.us

Monthly Report – September 2014

- (1) The Assessor, with the assistance of the Clerk, sent out a mailer to approximately 170 owners of property on Map 11, 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.
- (2) The Assessor largely completed the fieldwork and interior inspections associated with the prior, August mailer to owners of properties on Maps 6 & 12.
- (3) The Assessor began the fieldwork associated with the September mailer, performing both interior and exterior inspections of properties.
- (4) The Assessor submitted an Errors & Omissions correction, which was approved by the Board of Listers and submitted to the Selectboard.
- (5) The Assessor prepared and gave a presentation to the Board of Listers on the method by which neighborhoods are designated and coded during the appraisal process.
- (6) The Assessor and Clerk began work on the FY16 Assessor's Office budget, which will include expenditures for the planned 2016 townwide reappraisal.
- (7) At the request of the Lister Chair, the Clerk began gathering information for the FY14 Town Report.

Respectfully submitted,

Jonathan Bynum
Assessing Clerk

On behalf of

William Krajeski
Assessor
Town of Norwich

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

September, 2014

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for September

- Delinquent Tax collections through September were \$ 9,233. Delinquent Taxes as of September 30, 2014 are \$96,724. Last year at this time delinquent taxes were \$ 172,907.
- The outside audit firm of A.M. Peisch were here for two days doing their field work for the audit. Since we did not spend over \$ 500,000 in grant funds this year there will be no need for a Single Audit, as required by Federal law.
- Set up an account with W.B. Mason for the purchase of office and building supplies. They promote janitorial and other products besides office supplies. The initial order for Tracy Hall supplies saved roughly \$ 300.00. We will continue to “shop” for the best deal from all our suppliers.
- We began using new bank accounts at Ledyard Bank this month. This transition still has a few issues that need to be worked out with accounts payable ACH transactions.



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: October 1, 2014

Fire and FAST Department

Repairs to the dry hydrant at Hawk Pine are complete and it is back in service. The VT Rural Fire Protection Task Force grant program funded the program. Fire Department Members, a team of Hawk Pine Residents and Norwich Public Works employees performed the work, and two subcontractors (excavating and wood chipping) completed the project over several days.

Department members participated in a September 11th memorial tree planting on the Green. The signal 5-5-5 was tolled on a bell. This signal is used by the Fire Department of the City of New York (FDNY) to announce line of duty deaths.

Incidents

A carbon monoxide (CO) alarm alerted Norwich residents to an extremely dangerous condition in their home. Our first arriving detected high levels of CO in the home and shut down the malfunctioning device and ventilated the home.

Training

We have two new members attending a Firefighter 1 course and one member attending Firefighter 2. The Aerial Ladder Driver Operator Class is complete. The monthly training for Fire and FAST Squad members was “hands-on” practice with vehicle extrication tools.

Two officers attended a presentation by FDNY on studies of fire behavior and tactical applications of fire streams. “In a series of “live burn” experiments, conducted in collaboration with the National Institute of Standards and Technology (NIST) and Underwriters Laboratories (UL), New York firefighters challenged the conventional wisdom on, and tested new tactics for,



controlling fires and rescuing occupants inside burning homes.”¹ This training will help us operate safer and more effectively.

Emergency Management

The Vermont Emergency Management Conference was held at Lake Morey on September 18th. Several members attended a variety of programs.

We continued work on our Hazard Mitigation Program with the Two Rivers-Ottawquechee Regional Commission and are presently reviewing a final draft.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	5	12
Vehicle Fires	0	0	0
Wildland Fire	0	2	0
Other Fires	0	1	1
Medical	7	67	64
Vehicle Crashes	2	22	11
Hazardous Conditions no fire	2	13	15
Service Calls	2	15	21
Good Intent Calls	3	22	21
False Alarms	4	21	29
Other	0	0	1
Total	20	168	175

¹ http://www.nist.gov/el/fire_research/fire-071112.cfm

TOWN OF NORWICH ZONING & PLANNING

October 2, 2014

September 2014 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Continued update to zoning regulations – Flood Hazard & River Corridor section revised and sent to ANR River Management for comments.
 - b. Reviewed Response to RFQ for Route 5 South/River Road planning project. Agreed to contract with PlaceSense – Brandy Saxton.
 - c. Affordable Housing Subcommittee met twice and continued developing strategies for identifying project potential sites and outreach ideas.
2. DRB
 - a. No hearings – prepared and scheduled two hearings for October 2.
3. ZA – Activities included:
 - a. Meetings with landowners on future development plans, permits, and hearings. Inspections of two projects in flood hazard areas.
 - 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. Closed out Norwich Farms CLG Grant with state.
 - b. Preservation for Town-wide Windshield Survey. Project will begin later in fall.
5. Other
 - a. Norwich Pool – Continued water temperature monitoring in Charles Brown Brook and Blood Brooks for Fisheries Biologist study. Meeting with ANR staff, consultants, and Town Manager.
 - b. Attended VLCT workshop on open meeting and public records laws.
 - c. Attended two day Northern New England Planners conference

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

October 2, 2014

RE: September 2014 Monthly Report

Neil;

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

Norwich Officers responded to 124 incidents during the month of September, and of those calls six (6) were outside the officers work schedule meaning officers responded six (6) times to calls during off duty hours.

Norwich Police Department acquired a new "Driver Feedback Sign" with GHSP grant funding. The sign will be to replace the one on Beaver Meadow Rd. that is not working. The sign has been installed and is now waiting to be hooked up to power.

Norwich officers participated in the "September Drug Take Back Day". Norwich officers staffed the police station and collected unused/unwanted and expired drugs between the hours of 10:00 AM and 2:00 PM. The collected drugs were then transferred to the DEA for disposal. Thanks to all the residents who participated and turned over the drugs for disposal.

USING A HANDHELD CELLPHONE WHILE DRIVING IS ILLEGAL. This ban took effect on October 1, 2014 and covers all portable electronic devices, including, music players, laptop computers, and cellular phones.

Hands-Free is permitted under the law, and Hands-Free means without the use of either hand and outside and outside the immediate proximity to the drivers ear, by employing an internal feature - such as Bluetooth for example, or as long as the device is in a cradle or otherwise securely mounted in the vehicle.

School is back in session, please drive carefully

TRAFFIC ENFORCEMENT September 2014

Motor Vehicle Stops 97
Traffic Tickets issued 46

ACTIVITY

CALL TYPES	September 2014	2014 YEAR TO DATE	PREVIOUS YEAR
Burglaries	1	6	16
Vehicles Crashes	6	50	100
Intrusion Alarms	5	51	74
Frauds	2	22	41

1. Over Time Hours 79 hours (one officer on injury leave)
2. Sick Time Hours 19 hours
3. Vac/Hol/Per Time Hours 16 hours
4. Part Time Officer Hours 66 hours (one officer on injury leave)
5. Total #of calls responded to 124 calls
6. Training Hours 49 hours
7. Grant Funded Hours hours

Respectfully;
D.A.R.

Douglas A. Robinson
Chief of Police





TOWN OF NORWICH
DEPARTMENT OF PUBLIC WORKS
26 New Boston Road
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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: September 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.

Illness and Injury:

Paul Betters is still out on medical leave. He has been out a total of 22 weeks at this point.

Culverts/Ditching:

We completed eight culvert installations during the month of September. This includes two culverts on Campbell Flats, which were funded by a VT AOT Better Back Roads Grant. We also accomplished a considerable amount of ditching this month.

Hawk Pine Fire Retention Pond:

We worked in conjunction with the Fire Department to rebuild the fire retention pond in Hawk Pine.

Huntley Meadow Parking Lots:

We re-graded the upper and lower parking lots at Huntley Meadow and resurfaced them with material that we reclaimed and screened from the Main Street paving project. This created some much-needed additional parking spaces for the recreation fields.

Transfer Station

- 9-25-14: We installed a sign explaining the requirement of Vermont's Act 148 in order to familiarize residents with the new regulations well in advance of July 1, 2015 when they take effect.
- The new paint recycling program is going very well. So far we have collected 1600 lbs of used paint.

Peisch Orchard:

We brush hogged as much of the orchard as we are able to do with machinery at the Peisch Orchard in preparation for removing the woven wire fence.

Pending Projects:

- We will continue with more paving projects during the month of October.
- Crack sealing will be done during the month of October.
- We are currently out to bid 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.
- Grading and ditching operations will continue throughout the month of October.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

September 2014 - Recreation Report

30th Annual Labor Day Road Race: We had 156 runners on a beautiful day for our race on 9/1. Runners chose from 2 race distances: 2.2 miles or 10K+. Many local families ran it together and we were honored to have Sara Donahue, who grew up in Norwich as the overall winner of the 10K+ race with a blistering time of 36:46. This was over 6 minutes faster than the top man! Note that Sara is a past qualifier/participant in the US Olympic Marathon Trials so we were thrilled to have her in attendance. The race was sponsored by the Norwich Recreation Council, the Norwich Police Department, Bakewell, Stateline Sports, King Arthur Flour, Youth-in-Action and Stone Arch Bakery - Lebanon. Thanks to our awesome sponsors & volunteers, the day went smoothly.

Recreation Program Update: There are 223 children participating in our various fall offerings. This equates to almost a 70% participation rate for our 324 Marion Cross School students. I continue to work on offering more and varied programs in an effort to get the other 30% actively engaged in Norwich Recreation activities. For Adults, Yoga & Tabata combined, have 45 participants with three more fall adult programs just starting up. We hosted a Middle School Cross-country running meet on 9/22. Our volunteer Coach, Jenny Williams has built up the program and has such a wonderful reputation that we filled the 24 spots almost immediately. I thoroughly enjoyed observing a number of our fall programs, soccer games & practices. I have lined up basketball coaches for the upcoming season and am working on the schedule.

Facilities: Neil, Andy and the Public Works Department did a phenomenal job of improving and expanding the parking area at Huntley Meadow. The reclaimed asphalt from the Main Street paving project was put to good use to help solve what was a major parking and safety issue. Thanks to all for making this happen.

Meetings, Clinics & Professional Development:

Keeping up with matters on a myriad of levels, I attended our monthly Recreation Council meeting, the monthly Upper Valley Recreation Association meeting in Windsor as well as a Vermont Recreation & Parks Association (VRPA) Executive Committee meeting in Barre.

On 9/6 we hosted a Soccer Coaching Clinic which was well attended. It was given by volunteer Master Soccer Coach, Bill Miles.

The Annual VRPA Conference, held at the Lake Morey resort on 9/24 & 9/25 was exceptionally informative, productive and rejuvenating.

Miscellaneous: Lastly, I would like to thank Neil, Phil & Tad Richardson for orchestrating the purchase and setting up of my new, much needed computer. It is very nice to no longer get blue screen warnings. The updated software is truly superior and the "box" residing on the floor allows for significantly more desk space for working.

Respectfully submitted by,

Jill Kearney Niles – Norwich Recreation Director