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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: SEPTEMBER 2014 MONTHLY REPORT  
DATE: NOVEMBER 7, 2014

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

**General**

- The proposed FY16 budget is in the process of being prepared and will be provided to the Selectboard on November 7, 2014.

**Projects**

- Facilities Studies
  - Bread Loaf has completed the schematic design and cost estimates for the fire, police and Public Works facilities. This completes their scope of work under their contract except for a mailer that explains the final proposed project.
  - In approximately 2001 there was a mound septic system built at Public Works. A permit was never obtained for the system and there is no connection from the Public Works building to the system or electricity to the pump. We are investigating what it would take to get a permit.
- Norwich Pool
  - We are continuing to work with our consultants and ANR to determine what we need to do to meet their permitting requirements.

**Assessor**

- Andrew and Kate Robinson's appeal of the 2013 assessed value of the property at 31 Rock Ledge Lane. The Grand List value was \$938,000 and the Hearing Officer set the value at \$780,000.
- Marcia & Bruce Williams' appeal of the 2013 assessed value of the property at 302 Norford Lake Road. The Grand List value was \$305,000 and the Hearing Officer set the value at 262,300.
- The State Hearing Officer entered a stipulation agreement, settling the appeal of Len Rieser of the 2013 assessed value of parcel 10-003.000, located on Bragg Hill Road. The Grand List value was \$740,500, and the settlement set the value at \$688,800.
- The Listers heard two appeals of penalties for late-filed homestead declarations.
- The Assessor is continuing to send mailers and conduct inspections for the cyclical reappraisal.

### **Finance Department**

- Delinquent taxes at the end of September were \$92,042. This compares to \$172,907 at the end of October last year.
- Preparing the necessary paperwork to closeout Bridge 41 on Turnpike Road with DEMHS and FEMA. This will complete all projects from Tropical Storm Irene except the pool dam.

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

- A 100% grant was received to purchase 23 portable radios at a cost of \$22,450. The new radios will replace portable radios that were purchased about ten years ago.
- The Old Bridge Road dry hydrant was repaired using grant funds and the assistance of Public Works, who constructed the new intake and helped place it in the river with the help of a tracked excavator, SCUBA divers from the Hanover Fire Department and the Technician from the Vermont Rural Fire Protection Task Force.
- The Hazardous Mitigation Plan that was approved by the Selectboard was submitted to DEMHS who submitted it to FEMA.

### **Police Department**

- Five of the 131 calls for service were outside of the officer's normal work schedule.
- Sponsored the Lights for Visibility Program and handed out glow sticks to area children. The Norwich Nursery School visited for a tour of the Police Station and to talk with the officers. They were given Glow Sticks as they departed. A total of 250 glow sticks were distributed.

### **Public Works Department**

- AOT completed Center Line Striping of our Class 2 roads.
- The PaintCare drop-off program collected 2,400 pounds of used paint.
- Paving of Hillside Cemetery Road, Pine Tree Road, Trumbull Lane, Huntley Street and Sargent Street was completed.

### **Recreation**

- Worked on appropriate signage for Huntley Meadow and trail heads related to owner control of their dogs.
- Six unicycles participated in the Bike to School Day. They learned how to ride a unicycle during Circus Camp.
- The annual Halloween Celebration was a great success. Our thanks to the Norwich Inn for their participation.

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

### **Monthly Report – October 2014**

- (1) The Assessor continued with the field inspections of the approximately 170 properties on Map 11. This is part of the three-year reinspection cycle, culminating in the 2016 Town-wide reappraisal. This process is designed to ensure quality and accurate data when valuing both residential and commercial property.
- (2) The Assessor and Clerk prepared the next mailer, requesting that the approximately 200 property owners on Map 10 contact the office to schedule an appointment for an interior inspection.
- (3) The Listers heard two appeals of penalties for late-filed homestead declarations and sent letters in response.
- (4) The Assessor and Clerk completed work on the FY16 Assessor's Office budget, which will include expenditures for the planned 2016 Town-wide reappraisal. The Clerk met with the Town Manager and Finance Director on the subject.
- (5) At the request of the Lister Chair, the Clerk continued 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

November 3, 2014

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for October 2014

- Delinquent Tax Collections through October were \$ 4,075. making delinquent taxes due at the end of October \$ 92,042. Penalty collected was \$ 362. and interest \$ 1,311. for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 172,907.
- Current year tax collections for 13-14 show \$ 70,640 of the first payment still outstanding at the end of October. Current year tax payments made during October were \$ 10,417.
- Work was done on writing a memorandum regarding the FEMA closeout on Bridge 41, Turnpike Rd. Monies are still outstanding on this flood mitigation grant.
- The 14-15 tax reconciliation to date shows the following:

BCA & State Board Changes (4)	( 6,149.)
Settlements(1)	( 1,063.)
E & O (1)	(205.)
HS-122 Homestead (42)	<u>80,788.</u>
Net Change	\$73,369.

Late Filing Homestead Penalty \$ 34,174 included in above figures under homestead.



# 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: November 3, 2014

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

This year's fire prevention week theme was "Working Smoke Alarms Save Lives: Test Yours Every Month!" We provided public fire safety education to all students at the Marion Cross School, The Family Place, and Norwich Senior Housing.

We received a grant from VT Homeland Security for approximately \$22,450 to purchase 23 portable radios. The grant award fully funds the cost of these radio which will replace portable radios that were purchased about ten years ago.

The Old Bridge Rd dry hydrant repairs are complete. We would like to express our thanks to all who assisted with the repairs. Norwich Public Works employees played a major role in this project, particularly to Sonny Lewellyn for fabricating a steel intake box that will withstand the current and ice forces in the river. The on-site installation was completed by a team consisting of NFD members, Webster & Donovan Excavating, SCUBA divers Captain Michael Hinsley and Joshua Merriam from the Hanover Fire Department, and Troy Dare from the VT Rural Fire Protection Task Force.

Department members performed annual service tests on the apparatus (except Tanker 1 which needs pump repairs before it can be tested) and flow tested dry hydrants.



Sonny Lewellyn from Norwich DPW "steers" the Old Bridge dry hydrant into position as Graham Webster lowers it into the river.  
*Photo by Steve Leinoff*

## **Training**

The FAST Squad trained on pediatric emergencies. Fire training was on fire extinguishers and chimney fires.

Procedures and safety precautions for treating patients who potentially were exposed to Ebola were distributed.

<i>Call Types</i>	<i>Month</i>	<i>Year to Date</i>	<i>Prior Year to Date</i>
Structure Fires	0	5	12
Vehicle Fires	0	0	0
Wildland Fire	0	2	0
Other Fires	0	1	1
Medical	8	74	66
Vehicle Crashes	2	25	20
Hazardous Conditions no fire	3	16	15
Service Calls	2	18	22
Good Intent Calls	1	23	24
False Alarms	2	23	33
Other	0	0	1
<b>Total</b>	18	187	194

## ***Emergency Management***

The Select Board approved the Norwich Hazard Mitigation Plan. The next step is submission to FEMA for review. This approved plan will increase the reimbursement we can receive for damages caused by disasters.



# 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

November 3, 2014

RE: October 2014 Monthly Report

Neil;

Norwich Officers responded to 130 incidents during the month of October, and of those calls five (5) were outside the officers work schedule meaning officers responded five (5) times to calls during off duty hours.

Norwich officers conducted a search warrant and seized a small amount of drugs as well as ammunition which the resident was prohibited from possessing. The evidence and all information were turned over to the state Probation and Parole department and the Federal Parole department for prosecution.

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. Officers in Norwich have issued several warnings and three (3) tickets for violating this law.

Norwich Officers sponsored the Lights For Visibility Program and handed out glow sticks to area children. The Norwich Nursery School came in for a tour of the Police Station and to talk with the officers. They were also given the Glow Sticks as they departed. A total of 250 glow sticks were distributed to area youth.

The Norwich Police Department would like to remind the public that rifle, deer hunting season starts one half hour before sunrise on Saturday, November 15 and ends one half hour past sunset on Sunday, November 30, 2014. There is also the youth weekend on Saturday and Sunday November 8 & 9, and Muzzle Loader Season in December.

During this season, police often receive calls from concerned residents reporting hearing gunshots being fired. Residents can expect to hear gunshots during rifle hunting season and there is no cause to be alarmed. The Norwich Police Department and the Vermont Fish And Wildlife Department will be patrolling the area to ensure all hunters are complying with the law.

Hunters must follow these guidelines:

- \* Do not hunt from roadways.
- \* Do not shoot across roads.
- \* Do not shoot from your vehicle.
- \* Always be sure of your target before shooting.
- \* Always carry your hunting license with you.
- \* Always have permission to hunt on lands that you don't own.
- \* Rifles must be unloaded while in your vehicle.

Compliance with these simple guidelines will ensure public safety and greater enjoyment of the deer hunting season. Failure to do so can and will result in charges.

If you see a hunter that is not complying with the above guidelines, or hunting before a half hour before sunrise or after a half hour after sunset, or committing unsafe acts please call the Norwich Police Department

#### TRAFFIC ENFORCEMENT October 2014

Motor Vehicle Stops	158
Traffic Tickets issued	90

#### ACTIVITY

CALL TYPES	October 2014	2014 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	6	16
Vehicles Crashes	5	55	100
Intrusion Alarms	10	61	74
Frauds	3	25	41

1. Over Time Hours	58 hours	(one officer on injury leave)
2. Sick Time Hours	16 hours	
3. Vac/Hol/Per Time Hours	16 hours	
4. Part Time Officer Hours	25 hours	(one officer on injury leave & Dartmouth Homecoming)
5. Total #of calls responded to	130 calls	
6. Training Hours	30 hours	
7. Grant Funded Hours	0 hours	

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  
[Ahodgdon@norwich.vt.us](mailto:Ahodgdon@norwich.vt.us)

To: Neil Fulton, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: October 31, 2014

Part of this month's report will come from an excel program that provides statistics for all Public Works functions.

Illness and Injury:

Paul Betters is still out on medical leave. He has been out a total of 26 weeks at this point.

Fire Department:

Public Works helped to reconstruct the dry hydrant on Old Bridge Road for the Fire Department. We built a table to go into the Omponpanoosuc River as per Troy Dare's drawings, welded the couplings on the cast iron pipes and are now in the process of installing it. There is more work to be done.

Traffic Counts:

On October 1<sup>st</sup> I worked with Rita Seto from Two River-Ottawquechee Regional Commission, putting up traffic counters at various locations around town. We have not received the data from these yet.

Center Line Striping:

VT AOT was here on October 6<sup>th</sup> to do the center line striping on our Class 2 town highways.

Transfer Station:

This month 2,400 lbs of paint was collected through the PaintCare recycling program.

ADA Compliance:

On May 7, 2014 Disability Rights Vermont conducted an accessibility survey of Tracy Hall, our designated polling location. They acknowledged our efforts to make the facility accessible, but found some areas that remained out of compliance with the Americans Disabilities Act (ADA).

We addressed these deficiencies as soon as we received the report. This involved relocating a "van-accessible" sign, creating an access aisle adjacent to the van accessible parking space, and removing the "4 Hour Parking Only" sign from the handicapped parking space. We are now in full compliance.

Peisch Orchard:

During the month of October we worked on cutting and chipping buckthorn and taking down the woven wire fence at the Peisch Orchard. There is more to do.

Paving:

Paving was completed on Huntley Street, Sargent Street, Hillside Cemetery Road, and Pine Tree Road.

Pending Projects:

- During the spring of 2015 we will complete our paving program. We will do Hopson Road from Elm Street to Route 5, the Howard Hill section of Beaver Meadow Road, and possibly shim Douglas Road.
- Completion of the dry hydrant project on Old Bridge Road.
- Continue working on the Peisch Orchard as time allows.
- Continue preparations for winter.

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles–Director 649-1419; Ext. 109

[Recreation@norwich.vt.us](mailto:Recreation@norwich.vt.us)

## **OCTOBER 2014 Monthly Report**

**Recreation Program Update:** Our soccer season came to a close as I opened up on-line registration for Basketball which starts Nov. 3<sup>rd</sup>. I was able to observe all of our 3<sup>rd</sup> – 6<sup>th</sup> grade soccer teams in action and was duly impressed with both the coaching and the players. Dates for two 2 week sessions of Circus Camp were confirmed with Ted, our Circus Camp Coordinator. Jonathan Brush, the Superintendent of B & G for SAU agreed that we could use the Marion Cross School Gym for Circus Camp for the requested month, so the dates are set for July 13<sup>th</sup> through August 7<sup>th</sup>, 2015. Our new fall Youth Tennis class filled up. Our 1<sup>st</sup> & 2<sup>nd</sup> Grade Dance class was a success. At our final Middle School Cross-country running home meet the entire Hanover High School team ran over and inspired our Norwich team with wise words of advice, as well as cheering for them. It was such a thoughtful gesture and one that meant so much to our young participants. Many of the runners had gone through our program and seemed excited to contribute back and in doing so, served as excellent role models. It was touching and lovely to see.

**Facilities:** Huntley Meadow – As you well know, keeping dogs under their owners' control at Huntley Meadow proved to be a rather heated topic. Thank-you for taking the time at your Select Board meeting to discuss the issue and listen to, and consider all the opinions presented.

**General Recreation Business:** I prepared my Recreation budget for the upcoming fiscal year and Neil, Roberta and I met to streamline it. I hope you will all support the level funded version which will not compromise any services. I prepared and submitted the Recreation portion of the Town Report.

**Events:** I helped with “Bike to School Day” and was excited to see six young Marion Cross School students on unicycles as a result of the hard work they put in at Circus Camp. I would wager that we may be the only elementary school with that many children who can unicycle a mile with smiles on their faces, making an incredibly difficult balancing skill look easy.

The Norwich Inn owners and staff went all out at our annual Halloween Celebration that they sponsor with us. They were all in fabulous costume to add to the spirit of the day. We had apple bobbing, our swinging donut hole station, a giant leaf pile to jump in, face-painting, hot chocolate (homemade marshmallows included), apple cider and lots of delicious cookies for families to enjoy. Past Recreation Council President and incredible photographer Lars Blackmore, did an amazing job documenting this year’s event. I hope you enjoy the collage he put together... <http://gallery.ameridane.org/Photo-Essays/Norwich-Halloween-2014>

**Meetings:** Our regular monthly Recreation Council meeting gave us an opportunity to visit fall issues as well as look ahead to the winter. I attended the Town Department Head meeting, BCBS Health Care meeting, and Select Board meeting to be part of the Dog Ordinance/sign discussion. We had good attendance at our Basketball Coaches’ orientation meeting in late October and are ready to get started on 11/3.

**Miscellaneous:** Laura Duncan agreed to serve on the Quality of Community Committee as the Recreation Council representative.

Respectfully submitted by,

Jill Kearney Niles