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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: NOVEMBER 2014 MONTHLY REPORT  
DATE: DECEMBER 5, 2014

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

**General**

- The Insurance Services Office (ISO) recently reviewed the Public Protection Classification (PPC) for Norwich, based on a major revision to the Fire Suppression Rating Schedule, and kept it a 4/10, still one of the highest PPCs in Vermont for a paid-on-call fire department and without a town-wide municipal water supply. The PPC of 4 applies to the area within 5 road miles of the fire station and the 10 to areas beyond 5 road miles from the fire station. In the areas between 5 and 7 road miles from the fire station and if the structure is within 1,000' of a creditable water supply a new class of 10W applies.

The cost of fire insurance and a portion of the cost of homeowners' insurance in Norwich (and all towns) are based on a PPC determined by the ISO, a service company to the insurance industry. Fifty percent of the PPC is based on the fire department, 40% on fire protection water supply and 10% on emergency communications including dispatch services.

PPCs range from a low of Class 10, meaning no protection, to a high of Class 1, the highest level of protection. Prior to 1999, Norwich received a Class 5 within the areas served by the Fire District water system, Class 9 within five road miles of the fire station and Class 10 for properties more than five road miles of the fire station. In 1999, an ISO evaluation changed the PPC in Norwich to Class 4 for properties within five road miles of the fire station and Class 10 for properties more than five road miles from the fire station. While it depends on the insurance company and the type of house construction, fire sprinklers, fire alarm systems and other considerations in general a change in the PPC from 10 to 9 results in a 32% decrease in insurance costs and from 9 to 4 a 28% decrease in insurance costs. There is little impact on homeowner's insurance costs for reductions in the PPC below 4. The new Fire Suppression Rating Schedule became effective on July 1, 2014 in Vermont.

At the time of the 1999 change in the PPC, there were only two other towns in Vermont with better fire protection classifications, and they both had full-time personnel. In addition, there were no towns in Vermont with a better classification than Norwich for an area not served by a municipal water system. This resulted in a significant insurance premium saving for properties within five road miles of the fire station, yet outside the Fire District's water service area.

- The proposed FY16 budget is in the process of being reviewed by the Selectboard in preparation for presentation at Town Meeting.

### **Projects**

- Facilities Studies
  - The Selectboard is in the process of reviewing and revising the program for the fire, police and public works facilities.
- Norwich Pool
  - We are continuing to work with our consultants and ANR to better define what we need to do to meet their permitting requirements.

### **Assessor**

- The Hearing Officer appointed by the Vermont Department of Taxes decided an appeal of the 2013 assessed value of property owned by the Bukk G. Carleton Family Trust and located at 714 Beaver Meadow Road. The 2013 Grand List value was \$507,200 and the Hearing Officer set the value at \$395,000.
- The Assessor is continuing to send mailers and conduct inspections for the cyclical reappraisal.

### **Finance Department**

- Delinquent taxes at the end of November were \$77,724. This compares to \$168,537 at the end of November last year.

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

- The Division of Fire Safety has a fire safety calendar contest that all third grade students may enter. The calendar for 2015 will include a picture drawn by Virginia Adams from MCS. In addition, Anna Aaron received honorable mention for her submittal.

### **Police Department**

- Four of the 121 calls for service were outside of the officer's normal work schedule.
- The Police Department implemented a new program called "Project Good Morning" in partnership with "Aging In Place Norwich". This is a program that is available to older citizens who do not have regular contact with a person on a day to day basis and involves a daily check -in program that is operated by the Police Department. Participants call into the Police Department Monday through Friday during a specified time frame. If they do not check in a police officer is sent to the residence to check on the person to ensure that they are alright. If an officer is unable to respond to the residence because of activity level a phone call will be placed to the residence.

### **Planning Department**

- Continuing to work on a revision to the Zoning Regulations and the changes related to flood zones and river corridors were reviewed by a Floodplain Manager of the Vermont Rivers Program who accepted most of the changes on a preliminary basis.

- There were three workshops held on the Route 5 South/River Road Planning Project. Follow-up workshops are scheduled for December 11<sup>th</sup> at 3 pm and 7 pm. The project is looking at long-term land use planning to create areas with the potential for higher density housing and mixed-uses.

**Public Works Department**

- The winter maintenance started early this year. 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	2	2	8
Plowing	2	2	0
Treating the pavement	5	5	8
Sanding	4	4	6
Sidewalks	4	4	5
Snow removal	0	0	0

- Good Point Recycling picked up 4,000 lbs of electronic waste.
- Clean Harbors Environmental Services picked up 1,600 lbs of paint for recycling.

**Recreation**

- There are 84 children signed up for the first to sixth grade basketball.
- The youth yoga class exceeded the available spaces with 26 participants.
- The fencing class has 23 participants.

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

### **Monthly Report – November 2014**

- (1) The Assessor and Clerk sent letters to the approximately 200 property owners on Map 10, requesting that they contact the office to schedule an appointment for an interior inspection.
- (2) The Assessor began field inspections of the properties on Map 10 in response to property owners who contacted the office.
- (3) The Listers participated in an appeal of a late-filed homestead declaration before the Board of Civil Authority.
- (4) The Listers finalized the Lister report and data page for the FY14 Town Report.
- (5) The Office received the final Hearing Officer decision from the 2013 Grand List appeals. The only unresolved appeal from the 2013 Grand List is a case before Windsor County Superior Court. There are at this time no outstanding appeals resulting from the 2014 Grand List.
- (6) The FY16 Lister/Assessor budget was presented to the Selectboard by the Town Manager.

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

November 24, 2014

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for November 2014

- Delinquent Tax Collections through November were \$ 14,318 making delinquent taxes due at the end of November \$ 77,724. Penalty collected was \$ 1,145 and interest \$ 5,917 for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 168,537.
- Current year tax collections for 14-15 show \$ 63,636 of the first payment still outstanding at the end of November. Current year taxes paid through November were \$ 7,005.
- The first draft of the audit was received and it is currently being reviewed. General Fund- Fund Balance increased by \$ 96,255 as the result of 13-14 activities.



# 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: December 2, 2014

## Fire and FAST Department

Each year the VT Division of Fire Safety has a fire safety calendar contest that all third grade students may enter. The calendar for 2015 will feature a picture drawn by Virginia Adams. Anna Aaron received honorable mention for her artwork.

John Kerr was appointed as a member. John is already an EMT and will serve on the FAST Squad.



Virginia Adams with Chief Steve Leinoff and "Sparky". Photo by Elizabeth Adams

## Training

Fire training was on the new gas meters, forcible entry, hose line advancing and vehicle stabilization. Two members attended an EMT Transition and Refresher training program. Vermont basic EMTs were approved to administer naloxone (drug to counter the effects of heroin and other opiate overdoses) and epinephrine for allergic reactions.

<i>Call Types</i>	<i>Month</i>	<i>Year to Date</i>	<i>Prior Year to Date</i>
Structure Fires	3	8	13
Vehicle Fires	0	0	0
Wildland Fire	0	2	1
Other Fires	0	1	1
Medical	5	80	78
Vehicle Crashes	3	28	20
Hazardous			
Conditions no fire	2	17	15
Service Calls	0	18	24
Good Intent Calls	3	27	26
False Alarms	3	26	36
Other	0	0	1
<b>Total</b>	<b>13</b>	<b>207</b>	<b>215</b>

## ***Emergency Management***

The Fire and FAST Squad members attended training on mass casualty incidents (MCI). We used a case study of an accident in West Haven VT between a tour bus and tractor trailer. The accident occurred during a severe winter storm and involved about 23 patients. The material was presented by the Incident Commander and another command staff member. They stressed the value of the Incident Command System particularly the use of unified command.

# TOWN OF NORWICH ZONING & PLANNING

December 1, 2014

## October-November 2014 Monthly Report – Director of Planning & Zoning

### 1. Planning Commission

- a. Route 5 South/River Road Planning Project. After several planning sessions with planning consultant Brandy Saxton, three workshops on November 20<sup>th</sup> were organized, publicized, and facilitated. In an effort to accommodate different schedule, workshops were at mid-day, late afternoon, and evening. Follow-up workshops are scheduled for December 11 at 3 PM and 7 PM. The project is looking at long term land use planning to create areas with the potential for higher density housing and mixed-uses.
- b. Flood Hazard Area and River Corridor Management - The proposed draft zoning changes related to flood zones and river corridors were reviewed by a Floodplain Manager of the Vermont Rivers Program, most of the proposed changes were accepted on a preliminary basis.

### 2. DRB

Activities included two subdivision hearings, a public hearing for an Accessory Dwelling, and review of two Boundary Line adjustment applications. The hearings included site visits. There is still an open position for an alternate member on the DRB.

### 3. ZA – Activities included:

- a. Meetings with landowners on future development plans, permits, and hearings. Inspections of 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.
- c. Participation in an online meeting with Vermont River Management staff discussing Flood Hazard Area and River Corridor new rules, mapping, and policies.

### 4. Other

- a. Attended Vermont Planners Association Annual Meeting and Conference
- b. Worked with consultant updating tax mapping.

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

December 1, 2014

RE: November 2014 Monthly Report

Neil;

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

Norwich Officers responded to 121 incidents during the month of November, 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 Department implemented a new program called "Project Good Morning". This project involves the Norwich Police Department is partnering with "Aging In Place Norwich" Project Good Morning is a program that is available to our elderly citizens who do not have regular contact with a person on a day to day basis. Project Good Morning is a daily check -in program that is operated by the police department. The program requires participants to call into the police department Monday through Friday during a specified time frame. If the participant does not check in with us a police officer is sent to the residence to check on the person to ensure that they are alright. If an officer is unable to respond to the residence because of activity level a phone call will be placed to the residence.

Norwich officers participated in the Thanksgiving Click It Or Ticket Campaign. This campaign is sponsored by the GHSP and is an occupant protection campaign. We had extra patrols and officers concentrated on occupant safety, distracted driving etc... over the Thanksgiving Holiday

Norwich officers visited the first grade classes at MCS to talk about safety, answer any questions they had and to show them the police cruiser and show them some of the tools we use.

## **School is in session, please drive carefully**

TRAFFIC ENFORCEMENT November 2014

Motor Vehicle Stops	103
Traffic Tickets issued	48

## ACTIVITY

<b>CALL TYPES</b>	<b>November 2014</b>	<b>2014 YEAR TO DATE</b>	<b>PREVIOUS YEAR</b>
Burglaries	0	6	16
Vehicles Crashes	19	69	100
Intrusion Alarms	3	54	74
Frauds	3	25	41
Minor Possessing Marijuana	2		

- 1. Over Time Hours                    31 hours    (one officer on injury leave)
- 2. Sick Time Hours                    19 hours
- 3. Vac/Hol/Per Time Hours            0 hours
- 4. Part Time Officer Hours            26 hours    (Holiday Click It Or Ticket)
- 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



03/29/2013



**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: November 30, 2014

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

<b>Activity</b>	<b>This month and season so far</b>	<b>November 2013</b>
Treating Pavement	5	8
Sanding	4	6
Plowing	2	0
Callouts	2	8
Sidewalks	4	5
Snow Removal	0	0

Daily Log:

- Nov. 14, Fri: Hartford Dispatch called at 6:00 am to say that there were slippery spots. I called one person in to apply salt as needed.
- Nov. 17, Mon: Because of snow overnight, we treated all of the pavement, sanded all of the gravel roads, and did the sidewalks.
- Nov. 18, Tues: Because of freezing temperatures, we treated the slippery spots on the pavement and sanded the slippery spots on the gravel roads.
- Nov. 26, Wed: Because of snow, after lunch we treated the pavement and the sidewalks. We then sanded all of the steepest hills on the gravel roads and plowed off the pavement. Everyone finished at 7:00 pm.
- Nov 27, Thurs.(Thanksgiving): Because of snow continuing overnight, one person came in at 2:00 am, everyone else came in at 3:00 am. We plowed, treated the pavement, sanded the gravel roads, and did the sidewalks. Everyone finished at 2:00 pm

Illness and Injury:

Paul Betters is still out on medical leave. He has been out for a total of 30 weeks at this point.

Transfer Station:

- Good Point Recycling picked up 4,000 lbs of electronic waste.
- Clean Harbors Environmental Services picked up 1,600 lbs of paint for recycling.

- Interstate Refrigerant Recovery picked up the following freon-containing appliances: 3 refrigerators, 6 dehumidifiers, and 5 air conditioners.

Other Completed Projects:

- We constructed a new metal roof and supports over the diesel tank for the Town Hall generator.
- With the installation of two new warning signs, the dry hydrant project on Old Bridge Road was completed.

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.

# NORWICH RECREATION DEPARTMENT

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

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

## **NOVEMBER 2014 Monthly Report**

**Recreation Program Update:** There are now 84 children signed up for 1<sup>st</sup> – 6<sup>th</sup> grade Basketball which is underway. We actually over-filled our Youth Yoga class that began this month, as Michele, our accommodating instructor agreed to include those on the waiting list also. We have an amazing 26 participants for this new offering, as well as 23 Fencers this fall. Details for Circus Camp and Winter Programs were nailed down. The latter half of the month was spent confirming, tweaking and starting to get officials for the upcoming 58 youth basketball games.

**Facilities:** Huntley & the Green - Our B & G crew took down all the nets and removed goals from these two facilities and prepped everything for the winter.

**Meetings & Professional Development:** November '14 set a record for me as the most meeting-filled month I have ever experienced in my 21 years as Norwich Recreation Director. Our regular monthly Recreation Council meeting was productive, as was our Town Department Head meeting. Minutes are available for the Council meeting. I was in Barre on 11/6 participating in a Vermont Recreation & Parks Association Executive Committee meeting. Mid-month I had the pleasure of seeing the new Claremont Recreation Center at the Upper Valley Recreation Association quarterly Directors' meeting / Basketball Game Scheduling meeting. I attended three Select Board meetings this month to answer questions on the proposed Recreation budget.

**Events:** I helped with registration at a VRPA event on 11/20.

We are planning for the annual Carol Sing, downstairs at the Norwich Inn, following the Pageant on Dec. 18<sup>th</sup>.

**Miscellaneous:** I hope you will re-consider and add the \$25,000 back for potential Pool/Dam litigation.

Respectfully submitted by,

Jill Kearney Niles