
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: JANUARY 2015 MONTHLY REPORT
DATE: FEBRUARY 6, 2015

This is the Town Manager's Report for January 2015. Department specific monthly reports are attached.

General

- A display panel has been installed in the Town Clerk's Office that shows the production of the Photovoltaic System.
- The Selectboard recommended a \$4,222,828 expenditure budget to Town Meeting. This is 1.5% more than the adopted FY15 budget and results in an estimated tax rate, with articles, of \$0.5303/\$100, an increase of 1.38%.
- The Selectboard decided to increase the annual sticker cost for use of the Transfer Station from \$15 to \$20, but did not increase the coupon cost. This reduction in revenues from the proposed budget increased the projected tax rate by \$0.052/\$100.

Projects

- Facilities Studies
 - Bread Loaf developed a schematic design and cost estimate for a one-story police/fire facility.
 - Spates Construction provided a budgetary estimate for a Design-Build project at Public Works. This included repairing the existing roof, expanding the existing building including a break room for employees and an office for the director and a cold storage building for equipment. They also provided a budgetary estimate for a new two bay building and attached area for a break room, office and restroom with shower.
 - The Selectboard has included a \$3,000,000 bond article on the Town Meeting Warning. This would fund a new police/fire administrative building, improvements to the existing Fire Station, and the above improvements at Public Works.
- Norwich Pool
 - Met with an ad-hoc committee to review our approach to permitting.
 - Our consultants are proceeding to develop a permit application that will be presented at a public forum in April or May and then submitted to ANR.

Assessor

- The final 2014 Form 411 was submitted to PVR. There are 1550 taxable parcels with a gross assessment of \$730,347,400, prior to deductions for Current Use and other programs.

Finance Department

- Delinquent taxes at the end of January were \$74,514. This compares to \$165,522 at the same time last year.
- Current year tax payments made during January were \$1,637,551, leaving \$5,112,340 still to be collected. The second payment is due on February 13, 2015.

Fire Department and Emergency Management

- The Fire Department has been busy responding to motor vehicle accidents because of winter conditions.
- The average number of members responding to calls has increased because of some active new members.
- The last eight of the 23 radios fully funded by a Homeland Security grant have been received. These radios are digitally capable and replace radios more than ten years old.

Police Department

- Nine of the 111 calls for service were outside of the officer's normal work schedule.
- Norwich Police participated in the Holiday Click It or Ticket campaign to promote highway safety.
- Norwich Police responded to eleven motor vehicle accidents during January.

Planning Department

- Work is continuing on the Route 5 South/River Road Planning Project. The project is looking at long-term land use planning to create areas with the potential for higher density housing and mixed-uses. The next workshop is planned for late February or March.
- In support of the Historic Preservation Commission a Request for Proposals was issued to historic preservation consultants for the "Norwich Comprehensive Historic Sites & Structures Survey: Phase I – Windshield Survey". This project is funded by a Federal CLG Grant administered by the Vermont Division for Historic Preservation with match funds and in-kind services from the Town.

Public Works Department

- The following table shows winter maintenance activities.

Activity	This month	This season, so far	Last year at this time
Callouts	9	25	24
Plowing	8	18	16
Treating the pavement	16	37	40
Sanding	13	36	36
Sidewalks	12	25	25
Snow removal	0	3	5

- Good Point Recycling picked up 3,000 tons of electronics for recycling on January 21st.
- As part of the continuing effort to reduce electricity use LED lighting was installed at the fuel pumps. We received a \$400 rebate from Efficiency Vermont for this project.

Recreation

- New winter sessions began for our adult programs including Snowshoeing, Senior Fitness, Tabata, Chi Kung and Yoga.
- For youth programs, Basketball, Fencing and Table Tennis all continued and we added a new Creative Dance class for 1st & 2nd grade students.
- The annual Skating party, co-sponsored by the Marion Cross PTO took place on Friday, Jan. 23rd as a celebration of winter. It is a community/family event for which we had donations of food and drinks from the MCS PTO and the Norwich Inn. See the following picture.



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

Monthly Report – January 2015

- (1) The Assessor continued field inspections of the properties on Map 10 in response to property owners who contacted the office.
- (2) The Lister/Assessor's Office submitted the final 2014 Form 411 for the Town of Norwich to the State Department of Taxes, Division of Property Valuation & Review. The 411 shows 1550 taxable parcels with a gross assessment of \$730,347,400, prior to deductions for Current Use and other programs.
- (3) With the approval of the Town Manager and Chair of the Board of Listers, for six weeks NEMC is reducing its time in Norwich from 3 days to 2. These 6 missed days will be banked and used during the spring, which is the busy season for assessing.

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

February 2, 2015

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for January 2015

- Delinquent Tax Collections through January were \$ 2,904. making delinquent taxes due at the end of January, \$ 71,514. Penalty collected was \$ 232 and interest \$ 291 for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 165,522.
- Current year tax payments made during January were \$ 1,637,551 leaving \$5,112,340 still to be collected.
- The Outside Audit was received.
- Distributed 44-Form 1099's to all qualifying sub-contractors and 94-W 2's to all Town of Norwich employees.
- Submitted what we hope will be the final closeout package for Bridge 41 Turnpike Rd. for the damage from Hurricane Irene.



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: February 2, 2015

Fire and FAST Department

The Fire and FAST members were busy responding to motor vehicle crashes due to icy road conditions. About half of the incidents were on Interstate 91. Our average number of members responding to incidents has improved thanks to the efforts of several new members.

Dingee Machine in Cornish performed repair service on Engine 1 and Engine 2. They repaired leaks in the foam system and fixed other problems with the foam systems. Engine 2's PTO driven generator failed and they were able to adjust the clutch to repair it.

We had two "no heat" situations at the firehouse. This system is extremely old and is becoming increasingly unreliable. It is undersized for the area it heats.

The Old Bridge Dry hydrant was tested under ice covered conditions. We were able to draft water without difficulty.

Training

FAST Squad training was on personnel accountability. Fire training was on



NFD Members practice opening up a ceiling.



Old Bridge Dry Hydrant test.

firefighter rescue, hose line advancing and included “hands-on” training use forcible entry and ventilation tools at a home that was scheduled for demolition.

<i>Call Types</i>	<i>Month</i>	<i>Year to Date</i>	<i>Prior Year to Date</i>
Structure Fires	0	0	2
Vehicle Fires	0	0	0
Wildland Fire	0	0	0
Other Fires	0	0	0
Medical	9	9	12
Vehicle Crashes	7	7	2
Hazardous Conditions no fire	1	1	1
Service Calls	1	1	0
Good Intent Calls	1	1	1
False Alarms	3	3	2
Other	0	0	0
Total	22	22	20

Emergency Management

We received eight portable radios; these were the balance of the radios that the VT Department of Public Safety funded. The scheduled training for Town, Fire District, and School employees will be rescheduled for May 2015. This training is an exercise in the use of the Town’s Emergency Operations Plan.

TOWN OF NORWICH ZONING & PLANNING

February 2, 2015

January 2015 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Route 5 South/River Road Planning Project. – The Planning Commission reviewed workshop notes, public comments, and survey results from the two workshops in November and December, and discussed strategies for the next phase of the public process.
2. DRB
 - a. The hearing for a Final Subdivision Plan Review for a three lot subdivision on Hopson Road was held January 15. A Notice of Decision was issued January 30th.
 - b. Revisions to the DRB Rules of Procedure have been adopted and have been posted on the website.
 - c. An Information sheet for “Hearings and Appeals” has been adopted and will be distributed with hearing notices to abutters and at hearings. The purpose is to explain the role of “Interested Persons” at the hearings and in the appeal process. It has been posted on the web site.
3. Norwich Historic Preservation Commission (NHPC)
 - a. A Request for Proposals was issued to historic preservation consultants for the “Norwich Comprehensive Historic Sites & Structures Survey: Phase I – Windshield Survey” on January 23. Proposals are due to the Planning Office by February 9, 2015. This project is funded by a Federal CLG Grant administered by the Vermont Division for Historic Preservation with match funds and in-kind services from the town.
4. 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.
5. Other

Represented Norwich at meetings for:

 - a. TRORC Transportation Advisory Committee
 - b. Upper Valley Transportation Management Association
 - c. Consortium for a Sustainable East Central Vermont

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

February 3, 2015

RE: January 2015 Monthly Report

Neil;

As you requested, here are some of the monthly stats of the Police Department from the month of January 2015.

Norwich Officers responded to 111 incidents during the month of November, and of those calls nine (9) were outside the officers work schedule meaning officers responded nine (9) times to calls during unscheduled hours.

Norwich officers participated in the Holiday Click It Or Ticket Campaign which ran over Christmas and New years. Listed below are the statistics (work product) generated by our Vermont law enforcement agencies from the completed Christmas/Holiday DUI campaign. Officers worked hard to promote highway safety through these enforcement efforts throughout Vermont.

Checkpoints Conducted:	79
Saturation Patrols:	1219
Total Number of Contacts:	26,436
Total Number of DUI arrests, including Drugged Driving:	235
Other Arrests, including C & N, DLS, Possession, Violation of Court Orders, etc.:	275
Total Number of Seatbelt and CPS violations:	119
Total Number of Other Violations, Speeding, and miscellaneous violations:	2,757

Officers have been actively investigating two shop lifting complaints and are trying to identify the suspects. Information is being requested through the inquest process which is a time consuming process as there is several subpoenas that need to be requested. The investigation is continuing.

Officers investigated 11 motor vehicle crashes during January, fortunately there were no serious injuries although 4 – 5 people were transported by ambulance to the hospital to be treated for their injuries. The Norwich Police would like to remind everyone to allow extra time to get to your destination during hazardous winter driving.

TRAFFIC ENFORCEMENT January 2015

Motor Vehicle Stops 72
Traffic Tickets issued 28

ACTIVITY

CALL TYPES	January 2015	2015 YEAR TO DATE	PREVIOUS YEAR
Burglaries	1	1	6
Vehicles Crashes	11	11	88
Intrusion Alarms	3	3	58
Frauds	4	4	32

1. Over Time Hours 15 hours
2. Sick Time Hours 0 hours
3. Vac/Hol/Per Time Hours 20 hours
4. Part Time Officer Hours 8 hours
5. Total #of calls responded to 111 calls
6. Training Hours 3.5 hours
7. Grant Funded Hours 0 hours (Holiday GHSP Click It Or Ticket)

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

To: Neil Fulton, Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: January 31, 2015

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

Winter Maintenance:

Activity	This Month	This Season, so far	Last season as of January 31, 2014
Callouts	9	25	24
Plowing	8	18	16
Treating the Pavement	16	37	40
Sanding	13	36	36
Sidewalks	12	25	25
Snow Removal	0	3	5

From the Daily Log:

- Jan. 2, Friday: Because of snow squalls, I had Gary check all of the paved roads on the north end of town, treating the pavement as necessary. After that, I had him check Hogback Road, Campbell's Flat, Kerwin Hill, Pattrell Road, and Bradley Hill. He hauled two loads of sand from Dick Towle's pit because it was closer. I called Bob Barden in at 1:00 pm. He treated the pavement and sanded New Boston Road.
- Jan. 3, Saturday: Because of snow covering the roads, I called everyone in at 7:00 pm except Mike T. We treated all of the pavement and put the plows on. Everyone finished at 9:30 pm.
- Jan. 4, Sunday: Because of snow and sleet overnight, everyone except Mike T. came in at 4:00 am. Mike T. came in at 2:00 am to start his plow route. After that he did the sidewalks. Everyone else plowed everything, treated all of the pavement, and sanded all of the gravel roads. We finished at 2:00 pm.
- Jan. 5, Monday: Everyone checked their routes, treating the pavement as necessary. We sanded all of the gravel roads. Mike T. did the sidewalks. This was finished at noon.
- Jan. 6, Tuesday: Because of snow squalls, Sonny, Neal, Gary, and Mike treated all of the paved roads. Mike Tebbetts did the sidewalks.

- Jan 7, Wednesday: This afternoon, Neal took Truck #8, got a load-9 tons-of manufactured sand from Pike Industries and sanded the slippery spots on Bragg Hill.
- Jan. 8, Thursday: Hanover Dispatch called at 4:53 am to say that snow was covering the roads. I called everyone in, except Bob and Mike T. Gary did not respond, so he came in at 7:00. Everyone else treated the pavement until 9:00 am. After the light snow finished at 11:00 am, we sanded the gravel roads until 3:00 pm. Another light snowstorm came, covering the pavement, so we treated the pavement again as needed. Mike T. did the sidewalks.
- Jan. 12, Monday: Because of light snow this morning, we treated all of the pavement. After lunch, because of continuing snow, we plowed all of the paved and gravel roads and treated the pavement again for the evening commute. Mike T. scraped the sidewalks. He did not treat them. After that, I had him plow his designated route.
- Jan. 13, Tuesday: Because of light snow overnight, I called everyone in at 5:00 am. We treated all of the pavement again and sanded all of the gravel roads. Mike T. did the sidewalks. We were finished at 1:00 pm.
- Jan. 18, Sunday: Because of freezing rain, Hanover Dispatch called at 12:30 pm to say that the roads were slippery. I called everyone in. We sanded all of the gravel roads twice and treated the pavement before we went home. Everyone was done at 11:00 pm.
- Jan 19, Monday: Because of snow and icy conditions overnight, everyone except Mike T. came in at 4:30 am. He came in at 6:30 am. We treated the pavement and sanded all of the gravel roads. Everyone except Mike T. finished at noon. Mike T. stayed to scrape the shoulders and work on the sidewalks.
- Jan 20, Tuesday: Because of light snow overnight, Neal, Gary, and Mike K. checked all of the paved roads in town and treated them as necessary. Everyone finished at 10:00. From 7:30 to 10:00 Mike T. did the sidewalks.
- Jan 22, Thursday: Mike K, Neal, and Gary checked every road in town, sanding as necessary. I had one load of manufactured sand delivered to sand Parcel 5, the pool area, and Huntley Rec. Field.-21.84 tons from Pike Industries.
- Jan 23, Friday: Mike K., Gary, and I went to flag traffic on Route 132 while Neal took the ice off the pavement with the 143H Cat grader. We finished this at noon. After lunch, Mike K. took Truck #10 and got one load-8.23 tons- of manufactured sand and spread it on Kerwin Hill and Pattrell Road because we have had trouble with the sand sticking to the ice there.
- Jan. 27, Tuesday: Because of light snow, we plowed this afternoon. Mike T. plowed his route, then did the sidewalks. Everyone except Mike T. finished at 5:00 pm
- Jan. 28, Wednesday: Everyone was in at 4:00 am for storm cleanup. We re-plowed all paved and gravel roads, treated all of the pavement, and sanded all of the gravel roads. Mike T. did the sidewalks. We all finished at 2:00.
- Jan. 30, Friday: Because of snow covering the roads, I called everyone in except Bob and Mike T. at 3:30. We treated the pavement. After 9:00 break, we plowed all of the paved roads. After lunch, because of continued light snow, we plowed the pavement and the gravel. We treated the pavement again. Mike T. plowed his route and did the sidewalks twice.
- Jan. 31, Saturday: Everyone except Mike T. was in at 4:00 am. We sanded all of the gravel roads. Sonny went around with Truck #1 and took care of snow drifts on Bragg Hill Road, Union Village Road, and Turnpike Road. Everyone finished at 8:00 am.

Illness and Injury:

Paul Betters is still out on medical leave. He has been out for a total of 39 weeks at this point.

Transfer Station:

Good Point Recycling picked up 3,000 tons of electronics for recycling on January 21st.

Efficiency Vermont:

We received a \$400 rebate from Efficiency Vermont for LED lighting that we installed at our gas and diesel canopy.

Buildings and Grounds:

Buildings and Grounds employees worked on painting the gym and completing other remodeling projects at Tracy Hall.

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

January 2015 - Monthly RECREATION Report

Recreation Program Update: New Winter sessions began for our Adult programs including Snowshoeing, Senior Fitness, Tabata, Chi Kung and Yoga. For Youth programs, Basketball, Fencing and Table Tennis all continued and we added a new Creative Dance class for 1st & 2nd grade students. All youth and adult programs have been running successfully. While attending a number of the youth basketball games I was reminded how lucky we are to have such amazing volunteer coaches in place. Work began on setting up Mud Season Programs, Baseball and "Girls on the Run". Julie Monroe met with the Council and she will be offering a new Hula-Hooping program for us in March.

Meetings: Our monthly Department Head meeting led by Neil was informative. It is always good to feel we are in the loop inter-departmentally.

I had double header meetings on Jan. 22nd with an Upper Valley Recreation Association meeting in the morning followed by a VT Recreation & Parks Association meeting in Barre all afternoon.

We discussed multiple items at our monthly Recreation Council meeting on Jan. 14th. A few of us were out recently soliciting feedback from residents in person using an Intercept Survey format. Our questions focused on what people would like to see going forward as well as ways to improve what we currently do and offer. It was also encouraging to hear what they appreciated about Norwich Recreation and would like to see continued. We will be using these results as a basis for setting up appropriate questions for an on-line survey.

Events: The annual Skating party, co-sponsored by the Marion Cross PTO took place on Friday, Jan. 23rd as a celebration of winter. It is a community/family event for which we had donations of goodies from the MC School PTO and "The Norwich Inn". We enjoyed the best turn-out ever on a perfect skating afternoon - see the attached picture. The rink was in prime shape. We once again thank "The Hosers" for working hard all week to provide the community with a satin smooth surface to skate on. The fire (warming) area provided a spot for some wonderful adult community conversation. Our addition this year of mini marshmallows and whipped cream for the hot chocolate was a huge hit and helped encouraged lots of post consumption energy expenditure. It was great to see the Town Manager there in support of the event.

Miscellaneous: I'd like to thank the Select Board for re-instating the \$25,000 into next year's budget as insurance in the event it is needed to get the pool/dam back.

Respectfully submitted by, Jill Kearney Niles