
OFFICE OF THE TOWN MANAGER

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

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

General

- Two Norwich police officers investigating possible neglect of horses, on their own time, constructed a shelter for the horses on a very cold night. My thanks to the officers who were demonstrating the highest level of public service.
- We received the FY14 audit of the Greater Upper Valley Solid Waste Management District. Nancy has our copy if you would like to review.
- The tax maps have been updated. A process is being developed to keep track of all needed map changes for future updates.

Projects

- Facilities Studies
 - 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 improvements at Public Works.
 - Fire, police and public works hosted open houses so that residents and others could see the condition of the facilities our employees work in.
- Norwich Pool
 - 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.
 - Nate Stearns has been retained to provide legal guidance during the permitting process.

Assessor

- The cyclical inspection process is continuing and is on schedule.
- In preparation for the April 1, 2015 Grand List permit inspections are being scheduled to start the last week of March.

Finance Department

- Current year tax collections for February were \$4,935,086.
- Delinquent taxes at the end of February were \$232,896. This compares to \$388,996 at the same time last year.

Fire Department and Emergency Management

- The severe unrelenting cold weather has resulted in a number of fires in the Upper Valley. Norwich responded to fires in Lyme and Thetford. Hanover, Hartford, and Thetford assisted Norwich at a small fire in a home in Norwich that was quickly brought under control. These fires showed the importance of our mutual-aid system.

Planning Department

- Work is continuing on the Route 5 South/River Road Planning Project. Work has begun on a report.
- A Proposal was received for the "Norwich Comprehensive Historic Sites & Structures Survey: Phase I – Windshield Survey". The project will start in March.

Police Department

- Six of the 101 calls for service were outside of the officer's normal work schedule.
- Chief Robinson attended the U.S. Department of Justice New England Law Enforcement Executive Development Seminar in Connecticut. It was a one-week seminar with speakers that included F. Lee Bailey, Dr. Henry Lee, and FBI Director James Comey.

Public Works Department

- The following table shows winter maintenance activities.

Activity	This month	This season, so far	Last year at this time
Callouts	13	38	37
Plowing	14	32	28
Treating the pavement	11	48	52
Sanding	7	43	45
Sidewalks	11	36	39
Snow removal	5	8	8

- Winter work is continuing on needed maintenance of Tracy Hall when the crew is not doing winter maintenance.
- Efficiency Vermont is going to assist us with a study of additional items to reduce Tracy Hall energy use.

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

Monthly Report – February 2015

- (1) The Assessor completed field inspections of the properties on Map 10 in response to property owners who contacted the office.
- (2) A new mailer including maps 8, 9, 13 and 14 was sent out. Inspections for these maps will begin in March. With this mailer, only map 15 remains to be mailed out (likely in April) to complete the cyclical numbers for the 2015 grand list year.
- (3) The upcoming schedule calls for the permit visitation process to begin about the last week in March. Mailers will be sent out one week prior to beginning the inspections. The Assessor will work to a schedule that provides for an Abstract filing in late May 2015.
- (4) New maps were received and we are in the process of developing a map change/note procedure. The purpose is to record all map changes for the coming year with the goal to provide the mapping company with a clear, cohesive change file.
- (5) The Assessor is back in the office three days per week.

Respectfully submitted,

William Krajeski
Assessor
Town of Norwich

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

March 4, 2015

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for February

- Current year tax collections for February were \$ 4,935,086.
- The Delinquent Tax Warrant for 14-15 was \$ 177,254.16. The total of new delinquents when added to existing delinquents equaled \$ 244,869. As of the end of February delinquent taxes were \$232,896. with collections of \$ 11,973.
- Time was spent doing end of the year projections. This will continue through the remainder of the fiscal year to monitor spending.
- Late Filed Homestead Declaration penalties for 14-15 equal \$ 35,669.
- Tax Abatements to date equal \$ 5,430.



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: March 2, 2015

Fire and FAST Department

The severe cold weather has challenged Upper Valley fire departments and demonstrated the value of our mutual aid agreement. We responded to Lyme and Thetford for multiple alarm fires in sub-zero weather. These fires required a large number of apparatus and firefighters and operations were hindered by freezing water. We received mutual aid from Hanover, Hartford and Thetford for a small fire in a home. Upper Valley fire departments use automatic mutual aid when they receive a credible report of a building fire. Typically, three neighboring departments respond on the initial alarm.

We held an "Open House" on February for the community to view our building and demonstrate how it affects our operations.

Our boiler has been problematic during the cold weather. We have had three "no heat" situations. We have an underground oil tank (over 30 years old). Sludge accumulates in the tank over the years; this combines with sub-zero temperature and causes the fuel to jell in the lines and clog the fuel lines and filters.



Members operating at 3rd Alarm fire in Thetford 2/21/15

Training

Chief Martin McMillan, the new Hanover Fire Chief, provided training on interoperable fire operations. Other fire training was on tools and common procedures. FAST training was on the use of tourniquets. Several FAST members attended EMT transition and refresher training to maintain their certification.

Emergency Management

We have started working on our Local Emergency Operations Plan (LEOP). This is an annual project that we expect to complete next month.

<i>Call Types</i>	Month	Year to Date	Prior Year to Date
<i>Structure Fires</i>	3	3	2
<i>Auto Fires</i>	0	0	0
<i>Wildland Fire</i>	1	1	0
<i>Other Fires</i>	0	0	0
<i>Medical</i>	5	15	21
<i>Vehicle Crashes</i>	0	7	5
<i>Hazardous Conditions no fire</i>	2	3	2
<i>Service Calls</i>	1	2	2
<i>Good Intent Calls</i>	3	5	2
<i>False Alarms</i>	1	4	4
<i>Other</i>	0	0	0
<i>Total</i>	16	40	38

TOWN OF NORWICH ZONING & PLANNING

March 2, 2015

February 2015 Monthly Report – Director of Planning & Zoning

1. Planning Commission

Route 5 South/River Road Planning Project. – The Planning Commission and their consultant are in the process drafting a report to include:

- a. The Planning Project in the context of the goals and objectives of the 2011 Town Plan and its concept of Sustainability.
- b. Natural resource and site assessment of land within the study area
- c. Analysis of development potential including a build-out analysis under current and possible future zoning
- d. Infrastructure constraints such as wastewater treatment and water supply.
- e. Public feedback from past and future public sessions and surveys
- f. Demographic and market trends
- g. Potential for higher density mixed-use development
- h. Next steps - implementation

There will be additional public sessions to review drafts of the report.

2. DRB

- a. No meetings or hearings in February
- b. An application was received for expansion of Unitarian Universalist Congregation of the Upper Valley building on Route 5 South. A hearing is scheduled for March 19th.

3. Norwich Historic Preservation Commission (NHPC)

- a. A proposal was received from a consultant and accepted on February 11th for the “Norwich Comprehensive Historic Sites & Structures Survey: Phase I – Windshield Survey”. The project will start later in March and is scheduled to be complete in August with a public information meeting in September.

4. ZA – Activities included:

- a. Meetings with landowners on future development plans, permits, and hearings.
- b. Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.

5. Other

- a. The Ancient Roads Committee members confirmed that no evidence was uncovered of unmapped public roads. They spent over a year researching old road records and maps.

Phil Dechert



NORWICH POLICE DEPARTMENT



CHIEF OF POLICE
DOUGLAS A. ROBINSON

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

March 3, 2015

RE: February 2015 Monthly Report

Neil;

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

Norwich Officers responded to 101 incidents during the month of February, and of those calls six (6) were outside the officers work schedule meaning officers responded Six (6) times to calls during off duty hours.

I attended the US Dept. of Justice New England Law Enforcement Executive Development Seminar in Connecticut. This was a one week seminar with speakers such as F. Lee Bailey, Dr. Henry Lee, and FBI Director James Comey and many more distinguished speakers.

Norwich Officers attended training in the area of Traffic Management at Accident scenes as well as recertified as FTO's (Field Training Officers). The training was local and conducted by Academy staff at Hartford Police Department in their training room.

Norwich officers hosted an open house at the Police Department to allow the public to see the condition of the current facility. The open house was well attended by many members of the public who also had the chance to see diagrams of the proposed facility should the bond successfully pass.

Norwich Police Department was again awarded \$5,000 in grant money from the Governors Highway Safety initiative. The money is earmarked for Traffic Safety equipment. Past grants were used to purchase the Digital Speed Signs as well as the Traffic Calming "Step 2 Kids" which we distribute every spring to residents.

Norwich officers began investigating the possible neglect of horses due to the unusually cold winter. The horses were left without proper shelter after heavy snow caused the shelter to collapse. The owners were desperately seeking assistance for the care of the horses. Norwich Police Officers Rataj and Scruggs took it upon themselves to construct a shelter for the horses, had they not done this we would have been forced to seize the animals because of neglect. The officers spent their own time (and money) during one of the coldest nights this winter constructing the shelter for the horses.

TRAFFIC ENFORCEMENT February 2015

Motor Vehicle Stops 36
Traffic Tickets issued 17

ACTIVITY

CALL TYPES	February 2015	2015 YEAR TO DATE	PREVIOUS YEAR
Burglaries	1	1	6
Vehicles Crashes	11	22	88
Intrusion Alarms	4	7	58
Frauds	3	7	32

1. Over Time Hours 28 hours
2. Sick Time Hours 20 hours
3. Vac/Hol/Per Time Hours 16 hours
4. Part Time Officer Hours 8 hours
5. Total #of calls responded to 101 calls
6. Training Hours 72 hours
7. Grant Funded Hours 0 hours

Respectfully;

D.A.R.

Douglas A. Robinson
Chief of Police





TOWN OF NORWICH
DEPARTMENT OF PUBLIC WORKS
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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: February 28, 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 February 28, 2014
Callouts	13	38	37
Plowing	14	32	28
Treating the Pavement	11	48	52
Sanding	7	43	45
Sidewalks	11	36	39
Snow Removal	5	8	8

From the Daily Log:

- Feb. 2, Monday: Because of snow overnight, I called everyone in at 4:30 am. We put on the plows and plowed all of the paved and gravel roads twice and did the sidewalks twice. Everyone finished at 6:00 pm.
- Feb. 3, Tuesday: Everyone was in at 3:00 am for storm cleanup. We plowed all of the paved and gravel roads. After that we treated the pavement. And sanded all of the gravel roads. Everyone finished at 3:00 pm except Mike T. He scraped the shoulders on some of the paved roads after doing the sidewalks. Bob left at 10:00 am because he cut his finger on the tailgate of his truck.
- Feb. 4, Wednesday: After lunch, Sonny went out and scraped shoulders on Turnpike Road, New Boston Road, and Beaver Meadow Road. Neal took a load of salt this morning and checked all of the paved roads, applying salt as necessary. Very little salt was used.
- Feb. 5, Thursday: Because of snow overnight, I called everyone in at 4:30 am. We plowed everything, treated the pavement, sanded all of the gravel roads, and did the sidewalks. We finished at 3:30 pm.

- Feb. 6, Friday: Neal was on the 430D Cat backhoe. Gary was on Truck #5. Mike K. was on Truck #10. They picked up snow from the stone planter up to North Hazen Street.
- Feb. 6, Sunday: Because of snow overnight covering the road, I called everyone in at 5:40 am. We treated all of the pavement, plowed all of the paved and gravel roads. Mike T. did the sidewalks. Everyone finished at 12:30 pm.
- Feb. 9, Monday: Because of snow overnight, everyone came in at 3:30 am. We plowed all of the routes three times. Everyone finished at 6:00 pm except Sonny, Bob, and I. We were fixing Sonny's snowplow so he could use it. We got out at 7:00 pm. Mike T. did the sidewalks once this afternoon.
- Feb. 10, Tuesday: Mike T. came in at 2:00 am. Everyone else was in at 3:30 am for storm cleanup. Everyone re-plowed the paved and gravel roads. We treated the pavement and sanded all of the gravel roads. Mike T. did the sidewalks. Everyone finished at 3:00 pm.
- Feb. 11, Wednesday: Neal, Gary, and Mike K. came in at 3:00 am to pick up snow in the downtown area. Mike T. came in at 1:00 am. Mike T. left at 9:00 am. Everyone else left at noon. Sonny and I cleaned up the ice from the water leak on Beaver Meadow Road. Sonny was on the 143H Cat grader. I was on the 938G Cat loader.
- Feb. 12, Thursday: Neal was on the 430D Cat backhoe. Mike K. was on Truck #10. Gary was on Truck #5. They removed snow in the downtown area. Because of a heavy snow squall, I called everyone in at 6:00 pm. We treated the pavement.
- Feb. 13, Friday: Mike T. came in at 4:30 am. He plowed the Transfer Station, then did the sidewalks. Everyone else was in at 6:00 am. Neal was on Truck #7. Gary plowed Bragg Hill, Turnpike Road, and New Boston Road. Everyone else sanded all of their gravel roads.
- Feb. 15, Sunday: Because of snow overnight, I had everyone come in at 5:00 am. We plowed every road in town, treated the pavement, sanded where necessary, and did the sidewalks. Everyone except Mike T. and I left at noon. We left at 1:00 pm.
- Feb. 17, Tuesday: Neal was on Truck #5. He pushed back snow on Bragg Hill and the side roads. Gary was on the 430D Cat backhoe. He pushed back intersections on Bragg Hill and the side roads.
- Feb. 18, Wednesday: Neal was on the backhoe. Mike was on Truck #10. Gary was on Truck #4. They picked up snow in the downtown area.
- Feb. 19, Thursday: Because of snow overnight, I called everyone in, except Bob, at 4:00 am. Neal, Gary, and Sonny plowed the paved and gravel roads. Mike and everyone else treated the pavement and sanded the gravel roads. Mike T. did the sidewalks. A hydraulic hose broke on the Holder.
- Feb. 20, Friday: Mike T. came in at 2:30 am. Everyone else except Sonny and I came in at 4:00 am. Sonny and I came in at 7:00 am. Mike T. was on the Holder. Neal was on the backhoe. Gary was on Truck #5. Mike K. was on Truck #10. They picked up snow in the downtown area until 7:00 am. After that, because of snow overnight in Norwich, Mike K., Gary, and Neal treated the pavement.
- Feb. 21, Saturday: Because of snow covering the roads, I called everyone in at 5:30 pm to treat the pavement. Temperatures are predicted to rise overnight and tomorrow.
- Feb. 22, Sunday: Because of several inches of snow overnight, everyone was in at 3:30 am. We plowed the paved and gravel roads (including Mike T.), spot-treated the

pavement as necessary, and sanded all of the gravel roads. Mike T. did the sidewalks. Everyone was done at noon.

- Feb. 23, Monday: Neal was on Truck #5. He pushed back snow and shelved snowbanks on the north end. Mike K. was on the 430D Cat backhoe. He pushed back intersections in the same area-north end.
- Feb. 24, Tuesday: Neal was on Truck #5. He pushed back snow and shelved snowbanks on the north end. Mike K. was on the backhoe. He pushed back intersections in the north end. Gary was on the 938G Cat loader. He pushed back intersections in the Beaver Meadow area.
- Feb. 25, Wednesday: Neal was on Truck #5. He pushed back snow and shelved snowbanks in the downtown area and New Boston Road. Mike continued pushing back snow in the north end with the backhoe. Gary was on the 938G Cat loader. He pushed back intersections in the Turnpike area.
- Feb. 26, Thursday: Mike was on the backhoe. He pushed back snow in the Hawk Pine area. Neal was on Truck #5. He pushed back snow and shelved snowbanks in the Tigertown area. Gary was on the 938G Cat loader. He pushed back snow in the Tigertown area.
- Feb. 27, Friday: Neal took the 430D Cat backhoe and pushed back Sugartop and Joshua Road. After that, he pushed back snow in the downtown area. Gary took the 938G loader and pushed back snow on New Boston Road until noon.

Illness and Injury:

Paul Betters is still out on medical leave. He has been out for a total of 43 weeks at this point.

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.
- I am working on the VT AOT paving grant, structures grant and the yearly financial plan.