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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: MARCH 2015 MONTHLY REPORT  
DATE: APRIL 3, 2015

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This is the Town Manager's Report for March 2015. Department specific monthly reports are attached. I will be on vacation from April 18 through May 3, 2015. Phil Dechert will be the Acting Town Manager.

**General**

- The required annual update to our Local Emergency Operations Plan (LEOP) was filed with VEMHS.
- The ordinance codification plan is on schedule and the Selectboard decided not to include polices as part of the codification project.
- At the organizational meeting of the Greater Upper Valley Solid Waste Management District I was elected Chair.

**Projects**

- Facilities Studies
  - The \$3,000,000 bond article on the Town Meeting warning for the fire/police and public works facilities improvements failed.
- Norwich Pool
  - Our consultants are proceeding to develop a permit application for reconstruction of the pool dam. The passage of H.237 would simplify the permitting process and reduce our costs. Their work is focusing on items that that will necessary with or without H.237 passing.

**Assessor**

- Lee Michaelides was appointed by the Selectboard to fill the vacant Lister seat.
- The Assessor began inspections of work associated with permits.
- New GIS software was loaded, and is in the process of being integrated into the mass appraisal software. This was part of the reappraisal project.

**Finance Department**

- Current year tax collections for February were \$4,935,086.
- Delinquent taxes at the end of March were \$158,883. This compares to \$199,517 at the same time last year.

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

- After completing an assessment process that included chief officers from other towns Matt Swett was promoted to Assistant Chief.
- There was a structure fire on Union Village Road that was quickly brought under control with the assistance of auto-aid.
- There was a 4 alarm structure fire in Fairlee. A Norwich Tanker assisted at the fire and an engine provided coverage to Thetford and West Fairlee.

### **Planning Department**

- A final report is being drafted by the Planning Commission and its consultant on the Route 5 South/River Road Planning Study. A public meeting will be scheduled for the end of April or beginning of May.
- A contract is being prepared for the "Norwich Comprehensive Historic Sites & Structures Survey: Phase I – Windshield Survey". The project will start in April.

### **Police Department**

- Six of the 91 calls for service were outside of the officer's normal work schedule.
- Norwich police will again be participating in the Upper Valley Business & Education Partnership Job Shadow day to host eighth grade students from around the Upper Valley. Job Shadow day is scheduled for April 2.

### **Public Works Department**

- 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	3	41	42
Plowing	1	33	32
Treating the pavement	6	54	61
Sanding	3	46	51
Sidewalks	2	38	45
Snow removal	1	9	11

- Roads were posted for mud season on March 13, 2015.
- Clean Harbors Environmental Services, Inc. picked up 1600 lbs. of paint for recycling.
- Good Point Recycling picked up 3500 lbs. of electronics.

### **Recreation**

- Mud season programs are underway.
- New spring programs this year include: Baseball for Pre-school through 6th grade, Lacrosse for Kindergarten through 6th grade, Kindergarten/1st Grade Dance, Cross-Country Running for 6th-- 8th grades & Adult Feel Young Chi Kung.

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

### **Monthly Report – March 2015**

- (1) Lee Michaelides was appointed by the Selectboard to fill the vacant Lister seat, replacing Ernie Ciccotelli, whose term was up.
- (2) The Assessor began field inspections of the properties on Maps 8, 9, 13 & 14 in response to property owners who contacted the office.
- (3) A new mailer was sent to property owners who have an outstanding permit from 2014-15, or who have an incomplete project from a prior year, asking them to contact the office to schedule an inspection.
- (4) The Assessor began inspections of work associated with these permits.
- (5) New GIS software was loaded, and is in the process of being integrated into the mass appraisal software.
- (6) A map change process is in place, allowing the Assessor and Clerk to track map changes as they come in, so making future map updates less burdensome.

Respectfully submitted,

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

March 31, 2015

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for March

- Delinquent Tax collections through March were \$ 70,013. Delinquent Taxes as of March 31, 2014 are \$ 158,883. Last year at the end of March they were \$ 199,517. \$ 2,081 was collected in interest and \$ 5,921 collected in penalty.
- Interest earnings at the end of February were \$ 3,320 with \$ 2,800 being the budgeted amount.
- Worker's Compensation audit with VLCT was performed.
- Continue to monitor spending and year end projections.
- Responded to landowner's requests for taxes paid in 2014 and copies of tax bills for use in their preparation of income taxes and homestead declarations.



# 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: April 2, 2015

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

March was another busy month for Upper Valley fire departments. We had a building fire on Union Village Rd. We had just finished cleaning up our equipment when we were called to respond to Hanover. Many of the fire departments that assisted us on Union Village Rd responded as well.

Irving Energy performed additional service work on the oil burner to prevent the filters from clogging. They changed the way fuel is drawn from our underground tank. We have not had a no-heat situation since this work.



*Norwich Firefighter Theresa Moore-Poston reunites Molly with her owner. Molly was hiding behind a door in the room where the fire originated. She appeared unharmed. Photo by Assistant Chief Matt Swett Norwich Fire Department.*

Captain Matt Swett was promoted from Captain to Assistant Chief. We will fill the vacant company officer position in May 2015.

## **Training**

The regular fire training was on building familiarization and pre-fire planning and initial hose line operations with hydrant supply. We saw the benefit of our training at the Union Village Rd.

fire. Engine 1's crew quickly deployed a hose line and knocked down the fire in less than two minutes. Our new members reviewed wildland firefighting equipment. We have begun officer-training sessions on the fifth Monday of each month. These sessions are to train current and prepare members to become an officer. The first session was on fire dynamics, tactics, and safety. Several members attended Scientific Firefighting, a seminar that presented the results of significant fire testing done by the New York City Fire Department, National Institute of Standards and Technology and Underwriters Laboratories.

### ***Emergency Management***

The Emergency Management Plan has been updated for 2015.

<i>Call Types</i>	<i>Month</i>	<i>Year to Date</i>	<i>Prior Year to Date</i>
<i>Structure Fires</i>	2	5	4
<i>Auto Fires</i>	0	0	0
<i>Wildland Fire</i>	0	1	0
<i>Other Fires</i>	0	0	0
<i>Smoke no fire</i>	1	1	0
<i>Medical</i>	7	22	28
<i>Vehicle Crashes</i>	2	9	7
<i>Hazardous Conditions no fire</i>	0	3	3
<i>Service Calls</i>	2	4	3
<i>Good Intent Calls</i>	5	10	5
<i>False Alarms</i>	3	7	5
<i>Other</i>	0	0	0
<i>Total</i>	22	62	55

# TOWN OF NORWICH ZONING & PLANNING

April 1, 2015

## March 2015 Monthly Report – Director of Planning & Zoning

1. Planning Commission  
Route 5 South/River Road Planning Study. – A final report is being drafted by the Planning Commission and its consultant. A public meeting will be scheduled for the end of April or beginning of May.
2. DRB  
A Conditional Use & Site Plan Review Hearing for expansion of Unitarian Universalist Congregation of the Upper Valley building on Route 5 South was on March 19<sup>th</sup>. A Notice of Decision approving the project was issued March 31.
3. 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.
4. **Other**  
On March 19<sup>th</sup> I testified in front of the House Committee on Natural Resources and Energy in support of H.367 - An act relating to revisions to the town plan adoption, amendment, and update process.

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

April 1, 2015

RE: March 2015 Monthly Report

Neil;

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

Norwich Officers responded to 91 incidents during the month of March, and of those calls six (6) were outside the officers work schedule meaning officers responded Six (6) times to calls during off duty hours.

We were discouraged that the bond failed at town meeting. Norwich Police hosted an open house so that residents could see the condition of the current police facility. The building has deteriorated in places which are beyond repair, i.e. the boiler needs to be replaced, some windows need replacing, and carpets need replacing as well as the floors in the break room and bathrooms. **I could go on and on, however,** the officers are encouraged that the select board and residents are continuing their talks about the procedure to replace the police facility.

Norwich officers are once again coordinating with the Upper Valley Business & Education Partnership (UVBEP) to host eighth grade students from around the upper valley for Job Shadow day. Norwich police have participated in the UVBEP's job shadow day for the past several years and look forward each year to having students shadow an officer for a few hours during the day. Job Shadow day is scheduled for April 2.

The Norwich police would like to remind residents that Norwich has an ordinance that prohibits door to door sales as well as pedaling wares without a permit. This is generally the time of year when the door to door peddlers begin. Please be cautious of those coming to your door selling and ask them for their permit, if they do not have one please call the police so we can identify them. Most of the peddlers are legitimate but area law enforcement agencies have found that there are those that use the door to door selling as a means to thefts or burglaries.

## TRAFFIC ENFORCEMENT March 2015

Motor Vehicle Stops	75
Traffic Tickets issued	31

**ACTIVITY**

<b>CALL TYPES</b>	<b>March 2015</b>	<b>2015 YEAR TO DATE</b>	<b>PREVIOUS YEAR</b>
Burglaries	0	1	6
Vehicles Crashes	4	26	88
Intrusion Alarms	4	11	58
Frauds	1	8	32

- 1. Over Time Hours                      4 hours
- 2. Sick Time Hours                      29 hours
- 3. Vac/Hol/Per Time Hours            0 hours
- 4. Part Time Officer Hours            0 hours
- 5. Total #of calls responded to      91 calls
- 6. Training Hours                        8 hours
- 7. Grant Funded Hours                0 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: March 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 March 31, 2014
Callouts	3	41	42
Plowing	1	33	32
Treating the Pavement	6	54	61
Sanding	3	46	51
Sidewalks	2	38	45
Snow Removal	1	9	11

Winter Maintenance:

- March 3, Tuesday: Neal was on the backhoe. Mike K. was on Truck #10. They picked up snow on Elm Street.
- March 4, Wednesday: Because of snow overnight, I called everyone to come in at 3:00 am. Mike Tebbetts started at 2:00 am. Neal and Gary plowed their routes. Mike T. plowed his route, and then did the sidewalks. Everyone treated the pavement and sanded all of the gravel roads. Mike T. left at 10:00 am. The rest of us left at 11:00 am.
- March 5, Thursday: Neal was on the backhoe. Mike was on Truck #10. They finished picking up snow on Elm Street and are now working on Carpenter Street.
- March 6, Friday: Neal was on the backhoe. Gary was on Truck #5. They finished picking up the snow on Carpenter Street.
- March 10, Tuesday: Sonny came in at 10:00, took the Cat grader, and pushed back snow on Tilden Hill, Dutton Hill East, and the Hawk Pine area.
- March 11, Wednesday: Sonny took the 143H Cat grader and pushed back snow in the Bragg Hill area.
- March 12, Thursday: Because of light snow overnight, Gary checked all of the paved roads in town, treating them as necessary. He finished at 10:00.

- March 14, Saturday: Hartford Dispatch called to say that the paved roads were slippery because of rain and sleet. I called everyone in at 8:30 pm to treat the pavement.
- March 15, Sunday: Everyone was in at 5:30 am. We sanded all of the gravel roads. Mike T. did the sidewalks.
- March 16, Monday: Sonny was on the 143H Cat grader. He pushed back snow on the following roads: Hickory Ridge, Happy Hill, and Dutton Hill. He started on Turnpike Road. There is more to do tomorrow.
- March 17, Tuesday: Because of sleet and snow early this morning, we (except Bob) treated all of the pavement and sanded all of the gravel roads. Everyone finished at 1:30 pm.
- March 18, Wednesday: Because of snow overnight, everyone (except Bob) checked all of their paved roads and applied material as necessary.
- March 19, Thursday: Sonny finished pushing back snow on Turnpike Road with the 672 G John Deere grader until 1:00 pm.
- March 20, Friday: Sonny worked on clearing the snow back on Chapel Hill North with the John Deere grader.
- March 23, Monday: Sonny took the John Deere grader and pushed back the rest of the snow on Chapel Hill North.
- March 31, Tuesday: Because of snow overnight, Gary and Mike K. checked the pavement, treating it as necessary.

#### Illness and Injury:

Paul Betters is still out on medical leave. He has been out of a total of 48 weeks at this point.

#### Transfer Station:

- 3-24-15: Clean Harbors Environmental Services, Inc. picked up 1600 lbs. of paint for recycling.
- 3-25-15: Good Point Recycling picked up 3500 lbs. of electronics.

#### Road Posting:

The roads were posted for mud season starting March 13

#### Buildings and Grounds:

Buildings and Grounds employees continued painting and repair projects at Tracy Hall. They are currently working on pruning trees.

#### Pending Projects:

- During the next few weeks of spring thaw, we will concentrate our efforts on maintaining our gravel roads.
- 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 submitted the VT AOT paving grant, structures grant, and the yearly financial plan.

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

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

## **February & March 2015 - Recreation Report**

**Recreation Program Update:** I completed and dispersed the Mud Season Program Brochure and set up registration on-line for the following Youth activities: Indoor Lacrosse Warm-up for 2nd – 4th Grade Girls, Indoor Lacrosse Warm-up for 3<sup>rd</sup>/4th & 5th/6<sup>th</sup> Grade Boys’ and Hula Hooping, Youth Yoga, Girls on the Run and Cal Ripken Baseball for 5<sup>th</sup> & 6<sup>th</sup> Grades, as well as Fencing & Table Tennis continue right through the spring, Our following Adult programs currently running will also extend into the spring: Pa Kua Chang Kung Fu, Fitness Training (Tabata & Senior Fitness) and Yoga. These are all running successfully. Individual meetings &/or correspondence took place with my spring program instructors to confirm class descriptions and facility needs. I am in the midst of setting up and opening all the spring activities on-line as I finalize details and volunteers for the various youth sports teams. New Spring offerings include: Baseball for Pre-school through 6<sup>th</sup> grades, Lacrosse for Kindergarten through 6<sup>th</sup> grades, Kindergarten/1<sup>st</sup> Grade Dance, Cross-Country Running for 6<sup>th</sup>- 8<sup>th</sup> grades & Adult Feel Young Chi Kung.

**Meetings:** In February I attended our Department Head and Recreation Council meetings. In March at our monthly Upper Valley Recreation Association (UVRA) meeting in Claremont we discussed the basketball season in review, along with suggestions for improvements. The Youth sports rules we follow for basketball, lacrosse, baseball and softball were scrutinized and will be updated in our UVRA manual. I also participated in an evening Interstate Lacrosse Community meeting in Hanover on 3/24 specifically addressing Girls’ Lacrosse rules.

**Facilities:** It was exciting to see our rink on the Green highlighted on the cover of the Town Report. It seemed fitting since this cold winter allowed continuous, uninterrupted use of the skating rink since December; no thawing to worry about this year. I thank “The Hosers” for the awesome rink, and Bernard Haskell once again this season for volunteering to keep up the cross-country ski trail at Huntley Meadow for all to enjoy. Spring contracts with Dresden and Lightning Soccer were confirmed. Andy & I are working together to have Bob & Mike from B & G attend the upcoming spring New England Maintenance Workshop which will be at Hartford’s new Maxfield Sports Complex. This is an outstanding one day conference.

**Misc:** It was wonderful to have the floor in my office re-finished and fabulous to get permanent shelving installed. Thank-you to Andy and Neil for supporting the project and to Bob Barden and Mike Tebbetts for doing such a great job (see attached photo). It also encouraged me to sort through and get rid of a lot of old items and unneeded paraphernalia ~ major organizational cleansing after being here 21 years.

Respectfully submitted by,

Jill Kearney Niles