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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: APRIL 2015 MONTHLY REPORT  
DATE: MAY 8, 2015

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

**General**

- Phil did an excellent job as Acting Town Manager in my absence.

**Projects**

- Facilities Studies
  - There is a bond vote scheduled for Tuesday, May 12, 2015.
- Norwich Pool
  - Our consultants are proceeding to develop a permit application for reconstruction of the pool dam.
  - Phil attended a meeting with Secretary Markowitz including Representatives Masland and Briglin. The following summarizes the meeting.
    - The proposed legislation violates separation of powers and they tried to come up with a generic version not specifically for Norwich but could not.
    - The Town needs to submit a permit application before ANR can make a decision.
    - Secretary Markowitz suggested looking for "mitigation" beyond the immediate "reach". Her example was removing the other two dams: Fire District dam upstream and Elm Street dam downstream.
    - When the application is submitted it will be reviewed within the agency at her level since there are two departments involved.
    - The application should include a strong argument as to why there will be no significant impact and may include some additional options to be considered.

**Assessor**

- The Assessor began and has almost completed inspections of work associated with permits.
- Field inspections as part of the cyclical reappraisal process continued.

**Finance Department**

- Delinquent taxes at the end of April were \$154,392. This compares to \$178,564 at the same time last year.

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

- Norwich assisted Hartford at a brush fire on Jericho Road. The risk of wildfires is very high this year and the State has prohibited all outside fires through May 19, 2015.
- All four emergency generators were inspected and serviced.

### **Police Department**

- Four of the 105 calls for service were outside of the officer's normal work schedule.
- Speed studies were conducted on Route 132 and Academy Road.
- Norwich police participated in the Upper Valley Business & Education Partnership Job Shadow day to host eighth grade students from around the Upper Valley.

### **Public Works Department**

- The following table shows winter maintenance activities. This will be the last report on winter maintenance until next winter.

<b>Activity</b>	<b>This month</b>	<b>This season, so far</b>	<b>Last year at this time</b>
Callouts	2	43	42
Plowing	1	34	32
Treating the pavement	3	57	62
Sanding	2	48	51
Sidewalks	2	40	45
Snow removal	0	9	11

- Roads were posted for mud season on March 13, 2015. Posting will be removed by May 8, 2015.
- Even with the deep frost last winter mud season this year was not as bad as expected. Part of this is due to the techniques we have been using the last few years to improve drainage and to stabilize roads.
- Spring road grading has begun.
- Interstate Refrigerant Recover picked up the following from the Transfer Station: 8 refrigerators, 4 dehumidifiers and 4 air conditioners.
- Good Point Recycling picked up 3,000 lbs. of mixed electronics.

### **Recreation**

- There are a combined total of two hundred and seventy-seven participants and coaches in the fifteen spring youth programs currently underway.
- John Girard organized a community work day to help prepare the baseball diamond for the season. Stuart Close and Rob Snyder gave extra time and provided equipment, materials and manpower.
- Bob Burnham, Karin Dwyer and crew dismantled the rink, after waiting patiently for the ice to melt.

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

### **Monthly Report – April 2015**

- (1) The Listers met, welcomed Lee Michaelides as a new Lister, and re-elected Liz Blum as Chair.
- (2) All three Listers attended the 2015 NEMRC Grand List training seminar at Lake Morey.
- (3) The Listers set the grievance schedule for the spring of 2015.
- (4) The Assessor continued field inspections of the properties on Maps 8, 9, 13 & 14 in response to property owners who contacted the office.
- (5) The Assessor continued and almost completed inspections of properties that have an outstanding permit from 2014-15, or that have an incomplete project from a prior year.

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

May 1, 2015

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for April

- Delinquent Tax collections through April were \$ 4,491. Interest collections were \$ 1,597 and \$359 for penalty. Delinquent Taxes as of April 30, 2014 are \$ 154,392, last year at the end of April they were \$ 178,564. Payment plans were sent to new delinquent taxpayers with one response so far. People on existing plans were asked to pay more do to the addition of another year of delinquencies.
- Continue to monitor spending and year end projections for expenditures and revenue.
- Worked on the bond application due to the short interim between the vote, May 12 and the Bond Bank application deadline of May 15.



# 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: May 6, 2015

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

The transition from winter to spring created a high risk of wildland fires. Numerous towns provided mutual aid to Hartford for brush fire in the Jericho area. These conditions have worsened since then and fire departments in Vermont have battled numerous large fires in May.

The Public Works Department replaced a leaking wheel seal on Engine 1 and replaced the fuel filter. Dingee Machine repaired the fire pump on Tanker 1.

## **Training**

FAST Squad training was on patient assessment, protocols, and triage. The Fire Department used the parking area at Public Works on two nights to practice a variety of rural water supply techniques and fire streams. Our members assisted in helping the two members who are currently taking the Firefighter 1 course prepare for their final exam.

## ***Emergency Management***

All four of our emergency generators (Tracy Hall, Public Works, Police and Fire, and the radio tower) were inspected and serviced.



**Lieutenant Chad Poston (red helmet) and Firefighter Matt Cohen-Price working at the fire on Jericho ST. Hartford.**

<i>Call Types</i>	<i>Month</i>	<i>Year to Date</i>	<i>Prior Year to Date</i>
<i>Structure Fires</i>	0	5	4
<i>Auto Fires</i>	0	0	0
<i>Wildland Fire</i>	2	3	1
<i>Other Fires</i>	0	0	1
<i>Smoke no fire</i>	0	0	0
<i>Medical</i>	6	28	33
<i>Vehicle Crashes</i>	1	10	8
<i>Hazardous Conditions no fire</i>	3	6	3
<i>Service Calls</i>	1	5	6
<i>Good Intent Calls</i>	1	12	8
<i>False Alarms</i>	2	9	9
<i>Other</i>	0	0	0
<i>Total</i>	16	78	73



# 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

May 4, 2015

RE: April 2015 Monthly Report

Neil;

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

Norwich Officers responded to 105 incidents during the month of April, and of those calls four (4) were outside the officers work schedule meaning officers responded four (4) times to calls during off duty hours.

After coordinating our efforts with the Upper Valley Business & Education Partnership and the South Royalton Middle School the Norwich Police department hosted eighth grade students on two separate days in April. The students shadowed an officer for a few hours on both days.

The Norwich Police Department has been conducting a "Speed Study" on Rte. 132 and Academy Road during the month of April. In order for a municipality to set a speed limit an engineering or speed study needs to be conducted before an enforceable ordinance can be drafted. There was never one done on parts of Rte. 132 or Academy Road. Once the study is completed an ordinance will be drafted to present to the select board for their approval which would set speed limits according to the study.

As you can see we have placed the cross walk signs back at the crosswalks on Main Street. A sure sign of warmer weather to come. Remember it is state law to yield to all pedestrians in a crosswalk. Vehicles and Bicycles must also share the road, a little courtesy and respect on both the part of the vehicle operator and the bicyclists will go a long way.

We have six (6) traffic calming "Step 2 Kids" that we will be giving away during the month of May. These are bright green child like figures holding an orange flag used to remind motorists to please slow down in the presence of children playing. We only have six so they will go fast. If you're interested in one call the Norwich Police to request one, first come first serve until they are gone

## April Traffic Enforcement

Motor Vehicle Stops	70
Traffic Tickets Issued	24

## ACTIVITY

<b>CALL TYPES</b>	<b>April 2015</b>	<b>2015 YEAR TO DATE</b>	<b>PREVIOUS YEAR</b>
Burglaries	0	1	6
Vehicles Crashes	3	29	88
Intrusion Alarms	5	16	58
Frauds	1	9	32

- 1. Over Time Hours                      6 hours
- 2. Sick Time Hours                      8 hours
- 3. Vac/Hol/Per Time Hours            72 hours
- 4. Part Time Officer Hours            9 hours
- 5. Total #of calls responded to      105 calls
- 6. Training Hours                        21 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: April 30, 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	Total for the Season	Total Last Year
Callouts	2	43	42
Plowing	1	34	32
Treating the Pavement	3	57	62
Sanding	2	48	51
Sidewalks	2	40	45
Snow	0	9	11

**Daily Log:**

- 4-8-15: Hanover Dispatch called at 8:21 pm to say that the roads were covered and slippery. I called everyone in. We treated the pavement.
- 4-9-15: Everyone was back in at 4:30 am. Mike Tibbetts came in at 6:00 am to do the sidewalks. Everyone plowed off the pavement and retreated it because of sleet overnight. After that, everyone sanded all of their gravel roads. Everyone except Mike Tibbetts finished at 11:30. Mike T. finished the sidewalks at 9:00, then scraped the shoulders on the main roads.
- 4-10-15: Because of sleet overnight covering the roads, we treated the pavement and checked and sanded all of the gravel roads. Mike T. plowed the sidewalks.

**Mud season:**

Most of our time during the month of April was spent on mud season road maintenance: grading, filling in potholes and ruts, thawing frozen culverts and repairing sunken culverts.

**Illness and Injury:**

Paul Betters is still out on medical leave. As of May 19<sup>th</sup>, he will have been out a full year.

**Transfer Station:**

- 4-14-15: Interstate Refrigerant Recover picked up the following freon-containing appliances: 8 refrigerators, 4 dehumidifiers, and 4 air conditioners.
- 4-27-15: Good Point Recycling picked up 3,000 lbs. of mixed electronics.

**Generators:**

- 4-16-15: Power Products performed regular service/preventative maintenance on all of the Town's generators.

**Buildings and Grounds:**

B&G employees finished pruning trees, chipped the brush, and continue to prepare the recreation areas for summer use.

**Pending Projects:**

- We will remove the road posting signs during the first week of May.
- We will be completing the 2014/2015 paving program during the spring of 2015. We will do Hopson Road from Elm Street to Route 5, the Howard Hill section of Beaver Meadow Road, and possibly shim Douglas Road.
- We will also be going out to bid for the 2015/2016 paving program.
- We will do the spring sweeping during the month of May.
- I will schedule the crosswalks and other paving markings to be redone.
- We will pick up the Green Up Day debris on Monday, May 4<sup>th</sup>.
- We will continue grading every gravel road in town with both graders.
- All of the Fire Department vehicles are due for Vermont State Inspection during May and June.

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

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

## April 2015 - Monthly Recreation Report

### Recreation Program Update

With our complete spring brochure and registration all on-line now, the Recreation Department is moving toward being more eco-friendly and we are making an effort to minimize our paper use. In place of a 4 or 5 page brochure I sent home a one page, 2-sided spring program flyer to all the Marion Cross School students before the April break. Spring on-line registration opened in early April and all our offerings began on April 20th. I booked facilities, including rain back-up spaces where available.

There is a combined total of two hundred and seventy-seven participants and coaches in the fifteen spring youth programs currently underway. Everything we offered this spring is up and running with no cancelations. We added a third team for 3<sup>rd</sup> & 4<sup>th</sup> grade baseball due to high enrolment. There are also four successful adult programs running this spring.

Youth lacrosse games and officials were lined up and confirmed. I completed my annual bulk equipment order, distributed equipment to coaches as well as hats, T-shirts and jerseys to participants, where applicable. Plans are underway for many summer activities and offerings and I continue to work on solidifying program dates, staffing and details.

### Meetings

At our monthly Recreation Council meeting, we focused on potential survey questions and ideas for new Council members to replace the open seats. I look forward to introducing new candidates, John Girard and Amy Downard to the Select Board at your May 13<sup>th</sup> meeting.

As a Board member of the Vermont Recreation & Parks Association, I attended a meeting in Barre where we worked on details for our Annual State Schedule of Events. I met individually with lacrosse coaches. A lot of time was spent organizing youth baseball this month. I attended one baseball meeting and hosted two others to get the season set up. With five Norwich 3<sup>rd</sup> – 6<sup>th</sup> grade teams, it is still a work in progress.

### Facilities

Volunteer baseball coach, John Girard organized a community work day to help prep the baseball diamond for the season. We thank all the families who showed up with a special note of gratitude to Mr. Girard, Stuart Close and Rob Snyder who gave extra time and provided equipment, materials and manpower. The Buildings and Grounds Department within our Public Works Department set up goals and painted the lacrosse lines at Huntley Meadow so we are ready for games. Tennis nets were put up for the season as well. I worked with outside agencies who are renting space/time at Huntley Meadow this spring and coordinated the overall recreation facility schedule. Bob Burnham, Karin Dwyer and crew dismantled the rink, after waiting patiently for the ice to completely melt. I would highly recommend considering having the town take over storing the boards and liner as it is becoming more difficult to find residents who not only have extra space, but are willing to store these for us.

### Grant Application

I submitted a Women's Club grant request for a replacement playground piece at Huntley Meadow.

Respectfully submitted by,

Jill Kearney Niles