
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: AUGUST 2015 MONTHLY REPORT
DATE: SEPTEMBER 3, 2015

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

General

- The Hazard Mitigation Plan has been approved by FEMA.
- groSolar has been chosen by the Greater Upper Valley Solid Waste Management District as the supplier for a 5 MW power purchase agreement solar project and a 500 KW net metered solar project in North Hartland.
- The Green Mountain Care Board has approved a 5.9% increase in Blue Cross/Blue Shield health insurance rates for 2016.

Projects

- Norwich Pool
 - The permit application and supporting documents have been submitted to ANR and ANR has identified the lead individuals for the permit application review.
- Safe Routes to School
 - The ROW section of AOT has requested some changes involving driveway easements. RSG is in the process of making the requested changes.
- Facilities
 - Beginning discussions with design/build firms to obtain budget estimates for improvements to the Public Works facilities.
 - Revising the draft RFP for obtaining prices for architectural/cost estimating services for improvements to police and fire facilities for review by the Selectboard.

Assessor

- The BCA heard and decided two appeals to the 2015 Grand List.
- The Assessor reviewed the 2015 sales study with the District Advisor of Property Valuation and Review. We expect the results of the study in December.
- Field inspections as part of the cyclical reappraisal process continued.

Finance Department

- Current year tax collections for August were \$8,531,651. This includes income sensitivity payments of \$1,087,401.

- Delinquent taxes at the end of August were \$114,440. This compares to \$105,956 at the same time last year.

Fire Department and Emergency Management

- Annual pump service tests were conducted for all pumping apparatus.
- The annual testing of dry hydrants is underway.

Planning and Zoning

- The Planning Commission did not meet in August.

Police Department

- Eight of the 136 calls for service were outside of the officer's normal work schedule.
- Anna Ingraham, a current police officer in Windsor, has been offered the position vacated by Officer Rataj who took a position as a Sargent in Windsor.

Public Works Department

- The first phase of the FY16 paving program was completed including cold planing and paving of a portion of Main Street.
- Budzyn Recycling picked up the following: 115 car tires, 26 light truck tires and 4 big truck tires.
- Interstate Refrigeration picked up the following: 5 refrigerators, 11 dehumidifiers and 9 air conditioners.
- Good Point Recycling picked up the following: 95 lbs. of non-covered electronic waste, and 2,518 lbs. of covered electronic waste.

Recreation

- The ever popular Circus Camp finished its final show on August 7.
- Almost forty campers signed up for the popular 'Challenger Soccer' Camp.
- Huntley Meadow was lined and striped for fall soccer.

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

Monthly Report – August 2015

- (1) The Office received the results of two appeals of 2015 Grand List values lodged by taxpayers with the Norwich Board of Civil Authority. The BCA reduced the Listers' assessed value in one case, and upheld it in the other.
- (2) The Assessor met with Nancy Merrill, the Town's District Advisor with Property Valuation & Review, on the 2015 sales study. This is a PV&R analysis of Norwich sales over a three-year period ending on 3/31/15. PV&R solicits the Town's help in ascertaining which sales may not have been reflective of fair market value. We expect to see the results of this study in December.
- (3) The Assessor's Office continued to collect data for the three-year cyclical inspection process. This process is designed to ensure quality and accurate data when valuing both residential and commercial property.

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
802-649-1419 ext 105

September 2, 2015

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for August

- Current year tax collections for August were \$8,531,651 which includes state payments for income sensitivity of \$ 1,087,401 with \$144,990 in outstanding or unpaid first installments.
- Delinquent tax collections for August were \$ 4,342.61 bringing delinquent taxes to \$ 114,440 for September 1, 2015. Last year at this time delinquent taxes were \$ 105,956. Interest collected was \$ 2,127 and penalty \$347.
- Time was spent in preparation of the audit which is scheduled for Sept. 9 & 10.



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: August Monthly Report

Fire and FAST Department

Department members performed annual service testing on all apparatus and tested dry hydrants. We assisted DPW with culvert flushing. The fire alarm ordinance went into effect on August 10, 2015. We have notified alarm monitoring companies and posted information on our website.

Engine 1 ran poorly after the pump testing and the onboard diagnostics (OBD) computer indicated a bad fuel pump. It was

repaired by Freightliner of NH for about (\$5,200). Ladder 1 stalled and had to be towed to Sabil and Sons. The OBD computer indicated electrical problems. They found two bad batteries that were bulged from charging. The cost for this service (including a previous road service call) was about \$2,000.



Engine 1 testing a dry hydrant

Training

Fire and FAST Squad members attended a joint training session on vehicle extrication. This is to prepare for hands-on training with vehicles next month. Other fire training included Attic Fire tactics and procedures and equipment operation.

Incidents

<i>Call Types</i>	<i>Month</i>	<i>Year to Date</i>	<i>Prior Year to Date</i>
Structure Fires	0	7	5
Auto Fires	0	3	0
Wildland Fire	0	8	2
Other Fires	0	0	1
Medical	2	54	60
Vehicle Crashes	4	19	20
Hazardous Conditions no fire	3	18	11
Service Calls	2	11	13
Good Intent Calls	4	23	19
False Alarms	4	26	17
Other	0	0	0
Total	19	174	148

Emergency Management

The Federal Emergency Management Agency (FEMA) reviewed and approved our 2015 Local Hazard Mitigation Plan. This plan helps us prepare for future incidents and increases the amount of FEMA funding we are eligible for.

The postponed Emergency Management training session has been rescheduled for September 29, 2015.

TOWN OF NORWICH ZONING & PLANNING

September 2, 2015

August 2015 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - Planning Commission did not meet in August due to scheduling conflicts. The Commission will continue to work on an implementation plan for Route 5 South/River Road Planning Study and drafting Flood Hazard & River Corridor Regulations. Both of these projects are part of current update of zoning regulations.
2. DRB
 - A site visit and hearing for a replacement house on Kendall Station Road on the Connecticut River in the Flood Hazard District and the Shoreline Protection District was held on August 6. A Notice of Decision was issued on August 17, 2015 approving the project with conditions.
3. ZA – Activities included:
 - Meetings with landowners on future development plans, permits, and hearings.
 - Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.
4. Other
 - Several meetings with consultants and Town Manager on preparation of application to ANR to replace Norwich Pool Dam.
 - Meeting with Vermont Planning Association representatives and several RPC Directors regarding H.367, a proposed bill to modify the adoption process for Town Plans.
 - Vacation - August 8 to September 1.

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

September 3, 2015

RE: August 2015 Monthly Report

Neil;

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

Norwich Officers responded to 136 incidents during the month of June, and of those calls eight (8) were outside the officers work schedule meaning officers responded eight (8) times to calls during off duty hours.

School is back in session and the police would like to remind drivers to be extra careful in and around school zones. Remember, Vermont is a "Hands Free" state which means you CAN NOT use any electronic device while driving. A cell phone must be securely mounted in the vehicle and not just thrown on the front seat or dash (SECURELY MOUNTED). ALL vehicles must stop when a school bus is displaying flashing lights and stop sign, if the lights are flashing it usually means that they are loading or unloading children. Please be careful and obey all traffic laws.

After an extensive background investigation the Norwich Police Department has offered the full time officers position left vacant by the departure of Officer Rataj, to Officer Anna Ingraham. Officer Ingraham comes fully certified by the Vermont Criminal Justice Training Council with more than three years of Vermont Law Enforcement Experience. Officer Ingraham is expected to start work for Norwich Police Department in mid September after a physical. Then after a few weeks of in-house training she will be patrolling the streets of Norwich.

Norwich Officers recovered a stolen vehicle out of Rutland and after an investigation arrested a 36 year old transient for the theft of the vehicle. Officer arrested a 41 year old Hartland man who was working in town, as a fugitive from justice for outstanding warrants out of New Hampshire. This same man was also charged with Shop Lifting in Norwich and was arraigned in Vermont Superior Court in White River Junction on those charges.

ACTIVITY

CALL TYPES	August 2015	2015 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	7	6
Vehicles Crashes	8	50	88
Intrusion Alarms	9	46	58
Frauds	3	23	32

- 1. Over Time Hours 53 hours
- 2. Sick Time Hours 6 hours
- 3. Vac/Hol/Per Time Hours 84 hours
- 4. Part Time Officer Hours 0 hours
- 5. Total #of calls responded to 136 calls
- 6. Training Hours 1 hours
- 7. Grant Funded Hours 15 hours

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: August 29, 2015

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

Roadside Mowing:

- During August we continued with our regular roadside mowing.

Transfer Station:

- Budzyn Recycling picked up the following: 115 car tires
26 light truck tires
4 big truck tires
- Interstate Refrigeration picked up the following: 5 refrigerators
11 dehumidifiers
9 air conditioners
- Good Point Recycling picked up the following: 95 lbs. of non-covered electronic waste
2,518 lbs. of covered electronic waste

Paving Program:

- The first phase of the 2015/2016 paving program is close to completion. We are currently redoing the shoulders along these paving projects.

Crack Sealing:

- Nicom has scheduled our crack sealing for September.

Pending Projects:

- We will continue grading operations as needed.
- As time permits, we will work on culvert replacements and the related ditching.
- I continue to solicit salt prices in order to negotiate the best price for the coming winter season.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

August 2015 - Recreation Report

Recreation Program Update: Our Circus Camp finished up with another impressive final show on 8/7. Close to forty campers signed up for our August week of the popular 'Challenger Soccer' Camp. I continued to work on fall program details, meeting with instructors, recruiting volunteer coaches and setting up our fall youth soccer practice and field schedules. The latter half of the month was very busy with a number of our summer programs running through 8/20, while the fall ones required finalizing details. Fall Recreation programs were confirmed and set up for on-line registration. The fall brochure was completed and will go home with all the Marion Cross School students on their first day back, 9/2.

Facilities: Our wonderful Buildings & Grounds crew worked hard to prepare Huntley Meadow and the Green for fall soccer, putting lines down and setting up many sets of goals/nets for our seven Recreation teams. They also installed a fun new piece of playground equipment at Huntley Meadow. Arrangements were made with Hanover High School and Lightning Soccer, both of whom will be renting fields at Huntley Meadow.

Upcoming Event Planning:

Work was done planning our 31st Annual Labor Day Road Race, scheduled for Monday, September 7th. Sponsors and volunteers were confirmed and prizes needed for all the age categories were tallied and picked up. Further organizing, in cooperation with the police department will continue to ensure a successful day.

Meetings: I participated in our monthly Department Head, and Recreation Council meetings. I also held a Fall Soccer Coaches' Orientation and equipment distribution meeting on 8/31.

Miscellaneous: At Hank Tenney's retirement party on 8/30 (41 years! of service as the Hanover Parks & Recreation Director), I shared a few insights from the 22 years I have known him. We then presented him with a plaque from the Upper Valley Recreation Association to honor his accomplishments.

Respectfully submitted by,

Jill Kearney Niles – Norwich Recreation Director