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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: SEPTEMBER 2015 MONTHLY REPORT  
DATE: OCTOBER 8, 2015

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

**General**

- Norwich has become a member of the U.S. Environmental Protection Agency's Green Power Partnership. This recognizes, that as a result of using solar power, Norwich is helping support the development of new renewable generation capacity nationwide while also helping protect the environment. A copy of the certificate is attached.
- We have received a \$175,000 paving grant which will allow the completion of the Route 132 paving project.
- We received notification that we will be receiving a \$175,000 Structures Grant. This will be used for needed repairs and improvements to Bridge 42 on Turnpike Road.
- The MFNAC is working with Marion Cross School and the Upper Valley Land Trust on building a ~200 sq. ft. structure on the conserved land for use by MCS classes.
- Allen Follensbee with the Vermont Department of Forests, Parks & Recreation inspected the MFNA and determined that the objectives of the MFNAC for invasive plant control were accomplished.
- The Turnpike Road speed study is scheduled for October.
- The Energy Committee is preparing an application for an EV charging station that may be installed at Dan & Whit's.
- A draft of a major revision to the Personnel Policies has been completed and is being reviewed by the Department Heads. We are still waiting for a personnel policy template from VLCT to see if it contains items that should be included.
- We have been advised by VLCT that the definition of workers that are required to be covered by Workers' Compensation Insurance has been expanded. This will increase the cost of Workers' Compensation Insurance.

**Projects**

- Norwich Pool
  - ANR has begun the review of our permit application and supporting documents. Catherine Gjessing, General Counsel of the Department of Fish and Wildlife, has been identified as our principal contact with the Agency. I have discussed the project with Secretary Markowitz.

- Safe Routes to Schools
  - The ROW section of AOT requested some changes involving driveway easements which have been made. On September 29<sup>th</sup> a meeting was held with abutters to discuss the changes and begin the process of obtaining the necessary easements. The current schedule is to bid the project in February 2016 for spring or summer construction.
- Facilities
  - Met with three design-build firms to obtain budget estimates for improvements to the Public Works facilities based on the RFI. We expect to receive two budget estimates in October.
  - Distributed the revised draft RFP for obtaining prices for architectural/cost estimating services for improvements to the police and fire facilities. Nine individuals attended a pre-proposal meeting held on September 24<sup>th</sup>. Proposals are due on October 8<sup>th</sup>.

#### **Assessor**

- One of the two appeals heard by the BCA was appealed to PVR.
- The Listers approved the Certificate of No Appeal or Suit Pending for the 2013 and 2014 Grand Lists.
- The Detailed Reappraisal Compliance Plan was submitted to PVR in preparation for the 2016 Town-wide Reappraisal.
- Field inspections as part of the cyclical reappraisal process continued.

#### **Finance Department**

- Delinquent taxes at the end of September were \$113,133. This compares to \$96,274 at the same time last year.
- There is \$96,059 outstanding on the first installment of FY16 property taxes.

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

- Firefighter Aaron Lamperti was promoted to Lieutenant.
- Captain Chad Poston has accepted a position with FEMA and will serve on an Incident Management Assistance Team (IMAT) team. An IMAT responds to requests from state or local governments to assist in the management of disaster response operations. The team supports the initial establishment of a unified command and provides crucial situational awareness that may be required for federal and state decision makers.
- Town, Fire District, School and Hanover Fire Department employees participated in an Emergency Management training exercise. The training was held at Marion Cross School and involved a major water main break and a school bus accident.

#### **Planning and Zoning**

- The Planning Commission continued to work on an implementation plan for Route 5 South/River Road Planning Study to be part of the Zoning Regulations update.

Discussion included mixed use zoning districts, and incentives for affordable, workforce, and senior housing.

**Police Department**

- Five of the 121 calls for service were outside of the officer's normal work schedule.
- Anna Ingraham was offered and accepted a position as a police officer to replace Officer Rataj. She started work on September 21<sup>st</sup>.

**Public Works Department**

- Clean Harbors picked up 3,200 lbs. of paint for recycling on September 2<sup>nd</sup> and 2,600 lbs. on September 29<sup>th</sup>.
- Good Point Recycling picked up 2,500 lbs. of electronics for recycling.
- We have been notified by the National Center for Electronics Recycling that, because of significant changes in the market for electronic recyclables, there will no longer be collector payments but the pickups will remain free.

**Recreation**

- There were 155 runners in the Labor Day Road Race. This year a certified 10K race was offered.
- There are just under 200 children participating in the Fall Soccer program. This is approximately 65% of all the Marion Cross School students.



# Certificate of Partnership

presented to

## Town of Norwich, Vermont

By the U.S. Environmental Protection Agency's Green Power Partnership  
in recognition of efforts to reduce the risk of climate change  
through the use of green power.

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**Matt Clouse, Acting Branch Chief**  
Energy Supply and Industry Branch, Climate Protection Partnerships Division  
Office of Air and Radiation, U.S. EPA

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

### Monthly Report – September 2015

- (1) The Listers met on 9/14/15 and heard an appeal of a penalty assessed for late filing of a Homestead Declaration. The Listers requested that the appellant gather more information, and continued the appeal hearing to a future meeting.
- (2) The Listers approved the Assessor's request that three Errors & Omissions changes be presented to the Selectboard. All three changes to the 2015 Grand List result from the unusually slow dissemination of Current Use information by the State of Vermont this year. These Errors & Omissions changes were subsequently approved by the Selectboard at its meeting of 9/23/15.
- (3) The Listers reviewed and submitted Vermont Form RA-308—Detailed Reappraisal Compliance Plan in preparation for the 2016 Townwide Reappraisal.
- (4) The Listers reviewed and signed Vermont Form PVR 4261—E&O Certificate—Classification Change Only detailing homestead changes received since the Grand List was published, for inclusion in the Town Clerk's Grand List book.
- (5) The Listers reviewed and signed Vermont Form PVR 4155.08—Certificate—No Appeal or Suit Pending for the 2013 and 2014 Grand Lists. These forms were subsequently also signed by the Selectboard at its meeting of 9/23/15.
- (6) The Assessor's Office continued to collect data for the three-year cyclical inspection process in preparation for the 2016 Townwide Reappraisal. 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 30, 2015

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for September

- Delinquent Tax collections through September were \$ 1307. Delinquent Taxes as of September 30, 2015 are \$ 113,133. Last year at this time delinquent taxes were \$ 96,724.
- The outside audit firm of A.M. Peisch was here for one day doing their field work for the audit. Since we did not spend over \$ 500,000 in grant funds this year, no Single Audit will be required. The Federal government has raised the bar and the Single Audit is now only required for expenditures of grant funds exceeding \$ 750,000.
- It has been a year since we have had the town accounts with Ledyard Bank. A new Sweep Account has been set up to automatically roll the money in and out of the ICS Account.
- There is \$ 96,059 outstanding on the first installment of 15-16 property taxes.



# 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: September 29, 2015

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

We have been distributing information on the new alarm ordinance to residents and businesses. Alarm monitoring companies have been informing their customers as well. We responded to two alarm system malfunction since the ordinance went into effect. In both cases, the property owners submitted documentation of repair work done by a technician.

Ryan Malone was appointed as a firefighter/EMT. Firefighter Aaron Lamperti was promoted to Lieutenant. Captain Chad Poston will be leaving the department. Chad accepted a job with FEMA and will serve on an Incident Management Team. Chad was a valuable contributor to making our community safer.



Our recruiting banner and sign have been out for about a month. We have one pending application and one other interested resident.

## **Training**

Fire and FAST Squad members attended joint training sessions on vehicle extrication. Sabil and Sons donated two cars and towing service to and from Public Works. The cars were used three nights and gave all members the opportunity to practice vehicle extrication, patient removal and triage skills. Three members completed an EMT class and their practical exam. They will be

taking the written test in the near future.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	7	5
Auto Fires	1	4	0
Wildland Fire	0	8	2
Other Fires	0	0	1
Medical	6	60	67
Vehicle Crashes	1	20	22
Hazardous			
Conditions no fire	0	18	13
Service Calls	2	12	16
Good Intent Calls	4	27	22
False Alarms	5	31	21
Other	0	0	0
<i>Total</i>	19	187	169

### ***Emergency Management***

Town Employees and Officials, Fire District, School and Hanover Fire Department employees attended an Emergency Management training exercise. The training was held at Marion Cross School. The scenario was a major water main break that undermined the road causing a school bus accident. The accident created other consequences including power outage, road destruction, water outage, and major traffic issues.



# **TOWN OF NORWICH ZONING & PLANNING**

October 2, 2015

## **September 2015 Monthly Report – Director of Planning & Zoning**

1. Planning Commission
  - Planning Commission continued to work on an implementation plan for Route 5 South/River Road Planning Study to be part of the Zoning Regulation update. Discussion included mixed use zoning districts, and incentives for affordable, workforce, and senior housing.
2. DRB
  - The DRB did not meet in September.
3. Zoning Administrator – 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. Church Street Sidewalk Project
  - On September 29<sup>th</sup> eight of the ten owners of property adjacent to the proposed sidewalk met with the Consultant Project Manager and the Director of Planning at Tracy Hall to review the plans and walk the proposed route of the sidewalk. The impacts of the project on each property were discussed. Based on these discussions some revisions will be made to the plans. At this time it is anticipated the project will go out for bid in February to be constructed next spring or summer.
5. Other
  - Participated on a panel with Planning Directors of Hanover, Hartford, Enfield, and Lebanon at an Upper Valley Housing Coalition meeting on recent, current, and planned future development activity in the region.

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

October 1, 2015

RE: September 2015 Monthly Report

Neil;

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

Norwich Officers responded to 121 incidents during the month of September, and of those calls five (5) were outside the officers work schedule meaning officers responded five (5) times to calls during off duty hours.

Norwich Police Department participates in the Click It Or Ticket campaigns along with agencies throughout the state. The most recent campaign, 2015 Labor Day Campaign Norwich officers stopped a vehicle for speeding. As a result of the stop and evidence obtained at the scene the vehicle was seized. Norwich officers then obtained a search warrant for the vehicle and during the search 290 bags of heroin were located hidden in the vehicle. Arrest Warrants are being requested for the three occupants of the vehicle all of whom are from New York

Officer Anna Ingraham has started work as the newest Norwich Officer. She is well into her training and is expected to be working on her own within the next couple weeks. Officer Ingraham comes with four years of Vermont Law Enforcement experience and will be an asset to the department and the town as well.

Norwich Officers are continuing to investigate a series of Forgery cases. As a result of the investigations Norwich Officers have made one for forgery arrest and a second arrest is anticipated in the very near future.

We will be conducting a Speed Study on Turnpike Road during the month of October. The speed study will determine if the posted speed limits are appropriate for Turnpike Road or if they should be lowered.

## ACTIVITY

<b>CALL TYPES</b>	<b>September 2015</b>	<b>2015 YEAR TO DATE</b>	<b>PREVIOUS YEAR</b>
Burglaries	0	7	6
Vehicles Crashes	4	54	88
Intrusion Alarms	8	54	58
Frauds	2	25	32
One arrest for Gross Careless and Negligent operation of a motor vehicle, and attempting to elude. After a brief pursuit the operator of the vehicle was taken into custody and cited to appear at a later date.			

- 1. Over Time Hours                      44 hours
- 2. Sick Time Hours                      12.5 hours
- 3. Vac/Hol/Per Time Hours            8 hours
- 4. Part Time Officer Hours            42 hours
- 5. Total #of calls responded to      121 calls
- 6. Training Hours                      20 hours
- 7. Grant Funded Hours                13 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](mailto:Ahodgdon@norwich.vt.us)

To: Neil Fulton, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: September 26, 2015

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

Transfer Station:

- Clean Harbors picked up 3,200 lbs. of paint for recycling on September 2<sup>nd</sup> and 2600 lbs on September 29<sup>th</sup>.
- Good Point Recycling picked up 2500 lbs. of electronics for recycling.

Vermont Agency of Transportation Grants:

Public Works has been awarded a VT AOT paving grant for paving segments 1 and 3 of Route 132 as well as part of Segment 2. We have also been awarded a VT AOT structures grant for the replacement of the deck and other repairs on Bridge 42 on Turnpike Road.

The values of these grants are as follows:

Paving Grant: \$175,000  
Structures Grant: \$175,000  
Total: \$350,000

There is a 20% match for each grant:  $\$35,000 \times 2 = \$70,000$

Salt Prices:

I have received price quotes from Cargill and Morton Salt for this coming winter season. I am still waiting to hear from American Rock Salt.

Pending Projects:

- Roadside mowing will continue throughout the month of October.
- We will continue grading operations as needed.
- AS time permits, we will work on culvert replacements and the related ditching.

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

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

## September 2015 - Recreation Report

### 31st Annual Labor Day Road Race:

I picked up all the great prizes for our Labor Day Road Race. 'King Arthur Flour' donated 24 mixes. 'Stateline Sport's' donated four gift cards and 8 running related products and Susan Zak from Bakewell Bakery donated chocolate chip cookies for prizes which folks loved, also. Todd from 'Stone Arch Bakery' in Lebanon also helped sponsor the food end of the event. There were twenty-four volunteers who helped make the race possible, and safe. It could not have run without all the support from the Recreation Council, 'Youth In Action' and the Norwich Police Department, who were all instrumental in the success of the race once again this year. Thanks to our awesome sponsors & volunteers!

We had 155 runners on a beautiful day. Runners chose from 2 race distances: 2.2 miles or our newly certified 10K. See attached results.

Recreation Program Update: There are just under 200 children participating in our Fall Soccer program. That is approximately 65% of all the Marion Cross School students!

We also have 27 Middle School students enjoying our Cross country Running offering, a record 35 involved in our Fencing program and a dozen involved in our Fall (off-season) Lacrosse.

I thoroughly enjoyed observing a number of our fall programs, soccer games & practices. I also lined up basketball coaches for the upcoming season.

For Adults, Fall Yoga, Table Tennis, Fitness and Kung Fu continue.

Facilities: Andy and the Public Works/Building and Grounds Departments have done a phenomenal job at Huntley Meadow. It has never looked so good.

### Meetings, Clinics & Professional Development:

I attended our monthly Recreation Council meeting and the Upper Valley Recreation Association meeting which included a Director's sector and Soccer Game Scheduling. We had an extremely productive meeting when the Vermont Recreation & Parks Association (VRPA) Executive Committee met in northern VT to plan the year ahead. I am looking forward to the Annual VRPA Conference, held at the Lake Morey resort on 9/30 & 10/1. I will report details in October.

Respectfully submitted by,

Jill Kearney Niles