
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: JULY 2015 MONTHLY REPORT
DATE: AUGUST 12, 2015

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

General

- Police Officer Chuck Rataj has been offered and accepted a sergeant's position with the Windsor Police Department. Chuck has been a Norwich Police Officer for seven years and has done an excellent job. Chief Robinson is advertising for a replacement.

Projects

- Norwich Pool
 - The permit application and supporting documents are in the final stages of preparation and scheduled for submittal to the Agency of Natural Resources the week of August 17, 2015.
- Safe Routes to Schools
 - The ROW plans and construction easements have been updated. We are waiting for AOTs approval and will then begin contacting property owners.

Assessor

- The Listers heard 20 grievances as a result of the 331 change of appraisal notices that were mailed. Two have been appealed to the BCA.
- The 2015 sales study has been reviewed and we expect the results in December.
- Field inspections as part of the cyclical reappraisal process continued.

Finance Department

- Delinquent taxes at the end of July were \$118,782. This compares to \$125,675 at the same time last year.
- Sent out 1557 tax bills for a total of \$15,879,061. Initial credits for income sensitivity were \$1,087,401

Fire Department and Emergency Management

- The Fire Department staffed several trucks at the Norwich Fair. Friday night and Saturday they increased public awareness of fire safety issues, gave tours of our apparatus and tried to recruit new members. The Fire Department also oversaw the Fair fireworks on Saturday night.

Planning and Zoning

- The Planning Commission is working 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.

Police Department

- Four of the 109 calls for service were outside of the officer's normal work schedule.

Public Works Department

- As a result of heavy rains there was a lot of storm cleanup on washout repairs, shoulder restoration, tree cleanup and culvert cleaning.
- Roadside mowing continues and areas with wild parsnip were mowed a second time.
- Good Point Recycling picked up 2,613 lbs. of electronic waste for recycling.

Recreation

- There are fifteen seasonal staff working on summer programs. Both sessions of Circus Camp were completely full with 60 campers for each 2 week session

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

Monthly Report – July 2015

- (1) The Assessor participated in two appeals of 2015 Grand List values before the Norwich Board of Civil Authority.
- (2) At the instruction of the Listers, the Clerk submitted a list of properties to the State for which the Listers believe a homestead declaration should have been filed in 2015, but wasn't.
- (3) The Assessor and Clerk began work on the 2015 sales study, which 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.
- (4) The Clerk assisted the Fire District by providing some information needed to produce the 2015 Fire District Grand List.
- (5) 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. This process had been put on hold to assure the timely completion of the Grand List.

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

July 31, 2015

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for July

- Delinquent Tax collections through July were \$ 10,220. Delinquent Taxes as of July 31, 2015 are \$118,782. Last year at the end of July they were \$ 125,675 Interest collections were \$ 1,640. and penalty collections were \$818.
- Sent out 1557 tax bills for a total of \$15,879,061. Initial credits for income sensitivity were \$ 1,087,401. To date there is Late Homestead Penalties of \$ 4,397.
- Working on the year end close and getting information to the outside auditors for the audit.

TOWN OF NORWICH ZONING & PLANNING

August 6, 2015

July 2015 Monthly Report – Director of Planning & Zoning

1. Planning Commission

- Planning Commission is working 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

- At the July 16 meeting the DRB approved three Boundary Line Adjustments
- A hearing for a replacement house along the Connecticut River in the Flood Hazard District and the Shoreline Protection District is scheduled for early August.

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

- The Historic Preservation Commission and the Affordable Housing Subcommittee did not meet in July.
- Church Street Sidewalk Project - Revised construction easement documents are being reviewed by Vtrans.
- Researched recent Supreme Court decision limiting municipal regulation of signs which may not have a major impact on the Norwich regulations.
- Attended meetings of the TRORC Transportation Advisory Committee (TAC) and the Upper Valley Transportation Management Association (UVTMA).

Phil Dechert



Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

sleinoff@norwich.vt.us Fax: 802-649-1775

Chief: Stephen Leinoff

To: Neil Fulton, Town Manager
From: Stephen Leinoff, Chief
Subject: Fire Department and Emergency Management Monthly Reports
Date: August 4, 2014

Fire and FAST Department

There were numerous fire and medical calls this month including several motor vehicle accidents and car fires. The most unusual incident of the month was a dog rescue. The Fire Department responded to a call dispatched as “dog trapped down a ten foot hole.” At the scene, firefighters found that a dog had wandered into the unfinished section of an attic and fallen through the ceiling joists into a deep wall cavity. The responders were able to lower one firefighter into the cavity and pass out the dog. The dog was both healthy and happy!



Captain Chad Poston and Spencer

The Fire Department staffed several trucks at the Norwich Fair. Friday night and Saturday they increased public awareness of fire safety issues, gave tours of our apparatus and tried to recruit new members. The Fire Department also oversaw the Fair fireworks on Saturday night.

During our training on July 13, the Ladder truck would not start. The following day we were able to start it and return it to our station for further inspection. Mechanics from Sable & Sons found a fuel/water separator with large amounts of sediment. It is likely that this separator may have been the cause of the problem. Sable & Sons also noticed algae in the separator and recommended that we treat the fuel with Bio Kill, which we did. Although there are no other indications that the truck needs repair we will be keeping an eye on the separator for any indication of a water/fuel issue.

Meghan Riege is our newest FAST Squad member. She is an EMT and lives on Newton Lane in Norwich.

Training

The FAST Squad training focused upon severe trauma and mitigating heavy bleeding. We discussed the current tourniquets available to EMTs and the new tourniquet protocols based upon years of military use and experience. We learned about the new products available to mitigate heavy bleeding including the QuikClot™ coagulation and hemostatic agents that are impregnated in special gauze.

The Fire Department focused both trainings on exercises simulating an initial structural fire response. Our first training night was spent on timed evolutions: “dressing” hydrants and sending water to the pumper, and getting into our structural firefighting gear and “on air” before entering a dangerous environment. The second training night was spent on timed evolutions simulating a rural fire response: laying hose into the scene, stretching a charged hose line into a building and up two flights of stairs, feeding the initial attack pumper from a second pumper, and drafting from a portable tank.

Several members are working toward their Emergency Medical Technician (EMT) certification. In addition to attending their classes, they recently spent one weekend evening together at our station practicing for their written and practical exams which are schedule for early September.

<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	2	3	0
Wildland Fire	0	8	2
Other Fires	0	0	1
Medical	6	52	53
Vehicle Crashes	1	14	19
Hazardous			
Conditions no fire	2	20	7
Service Calls	3	9	13
Good Intent Calls	3	19	18
False Alarms	6	22	16
Other	0	0	0
Total	23	154	133

Emergency Management

The Chief attended Command and Control of Natural and Manmade Disasters at the National Fire Academy. The students were fire, emergency managers and federal preparedness personnel from all over the United States. There were numerous practical simulations on flooding, terrorism, earthquakes and severe weather events. Teams of students managed these incidents based on inputs from the simulation team. We were able to share our experiences and develop management tools and skills to use in our own communities.



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

August 3, 2015

RE: July 2015 Monthly Report

Neil;

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

Norwich Officers responded to 109 incidents during the month of June, and of those calls four (4) were outside the officers work schedule meaning officers responded four (4) times to calls during off duty hours.

The Norwich Police Department is saddened to report that 7 year veteran of the Norwich Police Department has submitted his resignation. Officer Charles Rataj has resigned from the force to take a position with the Windsor Police Department. Officer Rataj accepted a Sgt.'s position with Windsor. Officer Rataj's last day of work with the Norwich Police Department will be August 31 when he will start his duties with Windsor. Officer Rataj will be missed although he will be staying on as a part time officer filling in for vacations, holidays etc.. We are now in the process of filling the position that will be left vacant by Rataj's departure. We have several applicants that are currently certified by the Vermont Criminal Justice Training Council that we are reviewing. If you see officer Rataj on the street please wish him well in his new supervisory position with the Windsor Police Department.

In the month of July the Norwich Police have received several calls of attempted identity theft and several calls of one's credit card being used in places where the owner never has been. Please keep your personal information secure and never give out any personal information over the phone or internet.

July Traffic Enforcement

Motor Vehicle Stops	155
Traffic Tickets Issued	66

ACTIVITY

CALL TYPES	July 2015	2015 YEAR TO DATE	PREVIOUS YEAR
Burglaries	1	7	6
Vehicles Crashes	3	42	88
Intrusion Alarms	3	37	58
Frauds	4	20	32

- 1. Over Time Hours 54 hours
- 2. Sick Time Hours 16 hours
- 3. Vac/Hol/Per Time Hours 170 hours
- 4. Part Time Officer Hours 32 hours
- 5. Total #of calls responded to 109 calls
- 6. Training Hours 24 hours
- 7. Grant Funded Hours 0

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: July 31, 2015

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

Storm Cleanup:

- Storm cleanup continued again this month after heavy rains and thunderstorms. This involved washout repairs and tree cleanup.

Roadside Mowing:

- This month we mowed the areas of wild parsnip for a second time and continued on with our regular mowing.
- The position of seasonal roadside mowing help has been filled.

Transfer Station:

- 6-25-15: Good Point Recycling picked up 2,613 lbs. of electronic waste for recycling.

Paving Program:

- The 2014/2105 paving program has been completed.
- Work on the 2015/2016 paving program will begin in August.

Pavement Markings:

- Lazer Lines is currently working on all of our pavement markings.

Crack Sealing:

- Nicom, Inc. won the bid for our crack sealing for the 2015 season.

Pending Projects:

- We will continue grading operations as needed.
- We will work on culvert replacements and the related ditching that goes with these projects.

- We will conduct interviews this month with the applicants for the Equipment Operator position.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

July 2015 - Monthly Recreation Report

Recreation Program and Staff Update -

Once again I feel fortunate to have an excellent summer staff running our programs with many employees having returned from past years. We have fifteen hourly seasonal staff working. All the camps that ran in July were a success: Sensational Summer Day Camp, Sports Camps, Fencing, Circus Camp, as well as Adult Boot Camp, Senior Fitness, Pa Kua Chang Kung Fu and Sunrise Yoga. Both sessions of Circus Camp were completely full with 60 campers for each 2 week session.

Details for the fall soccer season were ironed out with the line-up of coaches and practice times arranged.

Facilities - Huntley Meadow was rented for a few summer camps: Rising Stars Lacrosse, Empower Lacrosse, Lightning Soccer as well as for High School and Adult Soccer leagues. "The River Valley Club" rented some tennis court time in off hours as well.

The Huntley Meadow pavilion, as well as the Barrett Meadow bread oven were used frequently for summer events this month. Many thanks to Andy and his Buildings & Grounds team for keeping them looking so beautiful.

Upcoming Event Planning

Work was done planning our annual Labor Day Road Race, scheduled for Monday, September 7th. Sponsors and volunteers were approached. Further organizing will continue throughout August to ensure a successful day.

Respectfully submitted by,

Jill Kearney Niles