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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: DECEMBER 2015 MONTHLY REPORT  
DATE: JANUARY 8, 2016

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

**General**

- We have an executed grant agreement to install a 2 vehicle EV charging station at Dan & Whit's.

**Projects**

- Alternate Projects for use of the pool repair funds.
  - Requests for Bids were prepared and issued for the following projects. Bids are due on January 6, 2016.
    - Clean up of the pool dam site
    - Addition to the Public Works Garage
    - Replacement of a culvert on Route 132 near Bowen Road
- Safe Routes to School
  - Starting the process to obtain the necessary easements from abutters of the project.
- Facilities
  - In response to the request for clarification of proposals received responses from four firms. The responses will be available for review by the Selectboard in January.
  - Budget estimates for improvements to the Public Works facilities were received from two design-build firms based on the RFI. Requests for bids for a modified project which just included an addition to the current building were requested.

**Assessor**

- The State has determined that Norwich's 2015 Equalized Education Property Value is \$732,739,000, the Coefficient of Dispersion (COD) is 7.75%, and the Common Level of Appraisal (CLA) is 95.35%. Because of the 2016 reappraisal, this CLA is not the figure that will be used in the final 2016 tax rate calculations.

**Finance Department**

- Delinquent taxes at the end of November were \$105,009. This compares to \$74,418 at the same time last year and \$166,711 in 2013.

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

- The Fire Department responded to nine more calls in 2015 than in 2014. This is a four percent increase but there were many more significant incidents. The dry spring had area fire departments responding to multiple large brush fires. The largest was 135 acres in the Tigertown area of Norwich. The cold winter contributed to a large number of building fires where there was considerable damage.

### **Planning and Zoning**

- Planning Commission had a meeting to discuss the potential impact of Act 250 Criteria 9L, which deals with settlement patterns, on future development in the Route 5 South & River Road Study areas. Joined by a representative from regional planning commission, a land use attorney and the planning consultant for the Route 5 South & River Road Study.
- Reviewed plans for a VTC cheese processing and research facility in an existing building at Norwich Farms. It qualified for an agricultural exemption.

### **Police Department**

- Two of the 102 calls for service were outside of the officer's normal work schedule.
- The Police Department participated in the Governors Highway Safety Program Click It or Ticket 2015 Holiday Campaign. The campaign was to focus on impaired driving as well as distracted driving. During the campaign officers initiated 32 motor vehicle stops and issued 8 tickets.

### **Public Works Department**

- The following table shows winter maintenance activities. Winter activities this year are much lower than last year at the same time because of the higher than normal temperatures.

<b>Activity</b>	<b>This month</b>	<b>This season, so far</b>	<b>Last year at this time</b>
Callouts	3	3	16
Plowing	4	4	10
Treating the pavement	2	2	21
Sanding	5	5	23
Sidewalks	2	2	13
Snow removal	0	0	3

### **Recreation**

- The winter brochure was completed and distributed.
- The following programs were set up for online registration: 1st Grade Boys' Basketball and 1st & 2nd Grade Girls' Basketball, Winter Teen/Tween Fitness, Winter Art & Valentine Gift-making Workshop, Fencing, Adult Fitness, Yoga and Snowshoeing/Winter Hiking. Facilities were booked for these as well as those with onsite registration.
- Online registration for our two sessions of Summer Circus Camp 2016 opened on December 1<sup>st</sup> and is already well over half full.

Town of Norwich  
Assessors' Office  
P.O. Box 376 <> Norwich, VT 05055-0376  
(802) 649 1419 x110  
assessing-clerk@norwich.vt.us

### **Monthly Report – December 2015**

- (1) The Assessor continued inspections of the approximately 412 improved properties on Tax Maps 16 and 20. These property inspections are a part of the 3-year cyclical inspection process that will culminate in the 2016 Townwide reappraisal.
- (2) The Listers met and approved a request to the Selectboard for an Errors & Omissions change to the 2015 Grand List.
- (3) The Lister/Assessor's Office received the results of the State of Vermont's 2015 Equalization Study. The State has determined that Norwich's 2015 Equalized Education Property Value is \$732,739,000, the Coefficient of Dispersion (COD) is 7.75%, and the Common Level of Appraisal (CLA) is 95.35%. Because of the 2016 reappraisal, this CLA is not the figure that will be used in the final 2016 tax rate calculations.

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

January 4, 2016

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for December 2015

- Delinquent Tax Collections through December were \$ 3,176. making delinquent taxes due at the end of December \$ 105,009. Penalty collected was \$ 254 and interest \$ 1,766 for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 74,418 and December, 2013 \$166,711.
- Current year tax payments made during December were \$ 214,649 leaving \$6,912,197 still to be collected.
- Review of the outside audit continued.
- Reconciliation for the processing of 2015 W-2's & 1099's has begun.



# 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

To: Neil Fulton, Town Manager  
 From: Stephen Leinoff, Chief  
 Subject: Fire Department and Emergency Management Monthly Reports  
 Date: January 4, 2016

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

The Fire Department responded to nine more calls in 2015 than in 2014. While the numbers only show, a four percent increase there were many more significant incidents. The dry spring had area fire departments responding to multiple large brush fires. The largest was 135 acres in the Tigertown area of Norwich. The cold winter contributed to a large number of building fires where there was considerable damage.

Members participated in “winterizing” the apparatus and equipment. Pumps were drained and heat pans put on the trucks to reduce the chance of freeze-ups. We are updating our records management system by adding existing equipment and equipment maintenance records.

## **Training**

FAST squad members attended training sessions on the new Vermont Protocols, CPR, AED and spinal immobilization. The new protocols permit EMTs to provide a higher level of advanced life support. This training was very “timely” as the FAST squad responded to two cardiac arrest calls. Fire training was “hands on”; members practice modern

<i>Call Types</i>	<i>Month</i>	<i>Year to Date</i>	<i>Prior Year to Date</i>
Structure Fires	0	9	10
Auto Fires	0	3	0
Wildland Fire	0	8	3
Other Fires	0	0	0
Medical	6	76	90
Vehicle Crashes	0	24	37
Hazardous			
Conditions no fire	0	27	19
Service Calls	3	20	21
Good Intent Calls	2	33	29
False Alarms	4	43	25
Other	0	0	0
<b>Total</b>	<b>15</b>	<b>243</b>	<b>234</b>



**Lieutenant Aaron Lamperti (left) and Firefighter Jeff Pearson (right) performing search and rescue operations during training.**

fire attack procedures for fire stream application and ventilation. We spent one evening at a vacant building on Upper Loveland RD advancing hose lines, performing search and rescue and ventilation.

### ***Emergency Management***

The Fire, Police, Public Works, and Recreation Departments all developed alternate projects for consideration for funding using a portion of the funds that were not used for to rebuild the pool. The Public Works Department mechanic repaired the Tracy Hall generator.

# **TOWN OF NORWICH ZONING & PLANNING**

January 5, 2016

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

1. Planning Commission
  - Meeting to discuss the potential impact of Act 250 Criteria 9L on future development in the Route 5 South & River Road Study areas. Joined by representative from regional planning commission, land use attorney and the planning consultant for the Route 5 South & River Road Study.
2. DRB
  - No hearings
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.
  - Reviewed plans for a VTC cheese processing and research facility in an existing building at Norwich Farms. It qualified for an agricultural exemption.
4. Other
  - Acting Town Manager December 20 to January 3.
  - Worked with Director of Public works on permitting and RFPs for FEMA Alternative Projects for restoration of the pool/dam area, replacing a box culvert on RT 132, and an addition to the Public Works Garage.
  - Historic Preservation Commission –Closed-out Windshield Survey Project Grant. Submitted two new grant applications for National Register Nomination research.

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

January 6, 2016

RE: December 2015 Monthly Report

Neil;

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

Norwich Officers responded to 102 incidents during the month of December, and of those calls two (2) were outside the officers work schedule meaning officers responded twice (2) to calls during off duty hours.

The Norwich Police participated in the Governors Highway Safety Program **Click It Or Ticket 2015 Holiday Campaign**. The campaign was to focus on impaired driving as well as distracted driving. During the campaign officers initiated 32 motor vehicle stops and issued 8 tickets.

Norwich officers completed mandatory annual Firearms qualifications. The qualifications not only focus on shooting but also use of force, officer safety, public safety and "Shoot Don't Shoot" scenarios.

The Norwich Police Department would like to remind drivers to use extreme caution when driving in winter conditions. During the month of December officers investigated 12 motor vehicle crashes which is twice the monthly average of crashes investigated. Driving during severe winter storms is discouraged and motorists are advised to wait until conditions improve before venturing out.

I have been out of work and pretty much house bound since mid December for a medical procedure on my right knee. I have recently started physical therapy and hope to be back in the office soon.

**Norwich Police would like to remind residents that the Norwich Winter Parking regulations are in effect and being enforced. There is no overnight parking allowed on the streets of Norwich during the winter months.**



### ACTIVITY

<b>CALL TYPES</b>	<b>December 2015</b>	<b>2015 YEAR TO DATE</b>	<b>PREVIOUS YEAR</b>
Burglaries	0	9	6
Vehicles Crashes	12	71	88
Intrusion Alarms	5	75	58
Frauds	1	30	32

1. Over Time Hours                      3 hours
2. Sick Time Hours                      16 hours
3. Vac/Hol/Per Time Hours            36 hours
4. Part Time Officer Hours            4 hours
5. Total #of calls responded to      102 calls
6. Training Hours                        57 hours
7. Grant Funded Hours                 24 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: December 31, 2015

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

Winter Maintenance:

<b>Activity</b>	<b>This Month</b>	<b>This Season, so far</b>	<b>Last Season, as of December 31, 2014</b>
Callouts	3	3	16
Plowing	4	4	10
Treating the Pavement	2	2	21
Sanding	5	5	23
Sidewalks	2	2	13
Snow Removal	0	0	3

From the daily log:

- Dec. 1-Tues: After lunch, because of freezing rain, we checked all of the gravel roads, sanding as necessary.
- Dec. 2-Wed: Because of freezing rain continuing, everyone rechecked their sand route, applying sand as necessary. Everyone checked them again after lunch because of early release from school.
- Dec. 29-Tues: Because of snow overnight, I called everyone in (except Craig Kinney) at 3:30 pm. Everyone plowed their designated routes 3 times. After that, everyone treated the paved roads. Mike T. did the sidewalks. Everyone finished at 8:00 pm.
- Dec. 30-Wed: Everyone was in at various times today for storm cleanup. Mike T. came in at 1:00 am. Sonny came in at 3:00 am. Everyone else came in at 4:00 am. Mike T. and Sonny scraped the shoulders on the paved roads. After that, at 9:00, mike went onto the shoulders. Sonny went on to do his and Bob's sand routes. All of the gravel roads were sanded. Because of lingering snow showers, we put a light coat of salt on the pavement. Everyone finished at noon.
- Dec. 31-Thurs: Because of freezing rain overnight, I called everyone in at 4:00 am, except Mike T. and Craig Kinney. They came in at the regular time and worked at Town Hall all day. Everyone checked and sanded all of the gravel roads as necessary. After that, everyone cleaned their trucks and equipment.

Grant Projects:

We are currently out to bid for the repairs to Bridge 42. We were awarded a VT AOT Structures Grant for \$175,000 for this project.

FEMA Alternate Projects:

We are currently out to bid for the replacement of a dilapidated box culvert on Route 132 and for the restoration of the Norwich Pool Dam Area.

Personnel:

- Ben Trussell was out on short-term medical leave for 3 weeks.
- Bob Barden is currently out on medical leave following surgery on October 26<sup>th</sup>.

Transfer Station:

- In November, the recycling rate was 55% of all materials collected at our Transfer Station.
- 12-16-15: Good Point Recycling picked up 4,500 lbs. of electronic waste for recycling.

Pending Projects:

- We will complete our paving program projects for fiscal year 2015-2016 during the spring of 2016.

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 109

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

## **DECEMBER 2015 Monthly Report**

**Recreation Program Update:** Final details for the winter brochure were assembled and it was printed and distributed to Marion Cross School students prior to the vacation break, as well as being posted on-line. The following programs were set up for on-line registration: 1st Grade Boys' Basketball and 1st & 2nd Grade Girls' Basketball, Winter Teen/Tween Fitness, Winter Art & Valentine Gift-making Workshop, Fencing, Adult Fitness, Yoga and Snowshoeing/Winter Hiking, Facilities were booked for these as well as those with on-site registration. On-line registration for our two sessions of Summer Circus Camp 2016 opened on Dec. 1<sup>st</sup> and is already well over half full. Games began this month for 3rd - 6th Grade Youth Basketball. The game schedule was updated and officials are being lined up. Second Grade Boys' Basketball began Dec. 1<sup>st</sup> with 13 excited participants now learning all the basics of the sport.

**Facilities:** Our "Hoser" volunteers, headed up by Bob Burnham, as well as the Norwich Fire & Public Works Departments have been waiting all month for cold weather to arrive and allow setting the rink up. The temperatures have finally started dropping so hopefully Norwich will have a rink to skate on very soon. The Recreation Council and I were disappointed that our 'Huntley Meadow Enhancement' FEMA Alternate Project Request was denied, but life goes on.

**Meetings:** Our December Recreation Council meeting was a long one with most of the time spent discussing which FEMA Alternate Project to request/submit. We are also affected by a local Baseball league change and deliberated on which league Norwich children and families will be best served by. I attended our 'Vermont Recreation & Parks Association' quarterly meeting in Randolph on Dec. 3rd and enjoyed an excellent speaker: Bob Barcelona, a professor at UNH & Director of Coach Smart NH. His topic was "Tools for Developing Youth Sport Coaches & Parents". I also attended a few Select Board meetings, as well as our monthly Department Head meeting.

**Events:** The Dec. 17th post-Pageant Carol Sing at the 'Norwich Inn' was well attended, despite the unseasonably warm temperature. The Inn provided hot chocolate and homemade cookies which were enjoyed by all. In collaboration with the Marion Cross School PTO, our Community Skating Party is set for late afternoon on Friday, Jan. 22nd 2016, pending cooperation from Mother Nature.

**Miscellaneous:** I hope you will all (continue to) support the proposed '16-'17 Recreation Budget.  
Happy 2016 to all!

Respectfully submitted by,

Jill Kearney Niles