
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: JANUARY 2016 MONTHLY REPORT
DATE: FEBRUARY 5, 2016

This is the Town Manager's Report for January 2016. Department specific monthly reports are attached.

General

- A request for bids was developed for the 2 vehicle EV charging station at Dan & Whit's.

Projects

- Bids were received and the following Alternate Projects for use of the pool repair funds were submitted to Vermont Emergency Management and Homeland Security.
 - 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
 - Worked with Project Engineer on design modifications to accommodate concerns of abutters.
- Facilities
 - The Selectboard selected Jay White to provide the architectural/engineering services for the police/fire facility improvements.
 - Design/Build bids were received from three firms for repairing the Public Works garage and adding an addition.

Assessor

- The Lister/Assessor's Office filed the final 2015 Form 411 to the State Department of Taxes, Division of Property Valuation & Review. The 411 shows 1556 taxable parcels (+6 from 2014) with a gross assessment of \$734,076,500 (+\$3,729,100 from 2014), prior to deductions for Current Use and other programs.

Finance Department

- Delinquent taxes at the end of January were \$65,387. This compares to \$71,514 at the same time last year.

Fire Department and Emergency Management

- The Fire Department assisted the Recreation Department installing the Ice Rink at Marion Cross School. Because of the unusually warm weather this was much later than usual.
- As a result of the new Alarm Ordinance six new Knox Boxes were installed. Property owners are having their alarm systems serviced after false alarms which will reduce the number of recurrent alarms.

Planning and Zoning

- The Historic Preservation Commission was awarded two new grants for preparing nominations to the National Register of two new Historic Districts; the Goodrich Four Corners Historic District and the Mid-Century Modern Historic District.
- Continued discussion of mixed-use criteria for the Route 5 South & River Road Study areas.

Police Department

- Seven of the 119 calls for service were outside of the officer's normal work schedule.
- There was a decrease in number of accidents reported in 2015, 77 compared to 88 in 2014. This may be related to a milder winter.

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.

Activity	This month	This season, so far	Last year at this time
Callouts	4	7	25
Plowing	4	8	18
Treating the pavement	5	7	37
Sanding	11	5	36
Sidewalks	5	7	25
Snow removal	20	2	3

Recreation

- Winter sessions began for Adult programs including Snowshoeing, Adult Fitness, Pa Kua Chang Kung Fu and Yoga.
- For Youth programs, Teen/Tween Fitness, Basketball, Fencing and Table Tennis.

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

Monthly Report – January 2016

- (1) The Assessor continued field inspections of the properties on Maps 16 and 20. These property inspections are a part of the 3-year cyclical inspection process that will culminate in the 2016 Town-wide reappraisal.
- (2) The Listers met and made a request to the Department of Taxes, Department of Property Valuation and Review for a short extension of the deadline to file the final 411. This course of action was recommended by the Department of Taxes and necessitated by Use Value Appraisal program processing delays experienced this year at the State level. This request was ultimately approved by the Norwich Selectboard and granted by the Department of Taxes.
- (3) The Lister/Assessor's Office did subsequently submit the final 2015 Form 411 for the Town of Norwich to the State Department of Taxes, Division of Property Valuation & Review. The 411 shows 1556 taxable parcels (+6 from 2014) with a gross assessment of \$734,076,500 (+\$3,729,100 from 2014), prior to deductions for Current Use and other programs.
- (4) We note with sorrow the passing of one-time Lister Alison May.

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

February 1, 2016

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for January 2016

- Delinquent Tax Collections through January were \$ 39,622, making delinquent taxes due at the end of January \$ 65,387. Penalty collected was \$ 3,170 and interest \$ 9,609 for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 71,514.
- Current year tax payments made during January were \$ 1,102,062, leaving \$5,810,135 still to be collected.
- The Outside Audit was received. A new outside auditor was chosen based on bids received, with the award given to Ron L. Beaulieu & Co. from Portland, Maine at an annual cost of \$ 9,600 for fiscal years 2016, 2017, 2018.
- Distributed 36-Form 1099's totaling \$ 199,913 to all qualifying sub-contractors and 98-W 2's to all Town of Norwich employees for FICA wages totaling \$ 1,383,209.



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: February 1, 2016

Fire and FAST Department

The community is responding favorably to the Knox Box program and Fire Alarm Ordinance. Six new Knox Boxes were installed. Property owners are having their alarm systems serviced after false alarms which will reduce the number of recurrent alarms.

A new muffler and exhaust pipe were installed on Engine 1. The exhaust pipe on Tanker 1 was repaired.

Members of the Fire Department flooded the MCS ice rink (picture attached).



Members removing burned materials to check for fire extension at Birch Hill Lane.

Company Elections were held. Matt Herbert (President), Matt Cohen-Price (Vice President), Matt Swett (Treasurer), John Kerr (Secretary).

Incidents

Ladder 1 provided mutual aid to an apartment fire in Hanover. Engine 1 provided mutual aid to a two-alarm house fire in Lebanon and Ladder 1 covered the Hartford Station during a fire at the Vermonter Hotel in White River Jct. The Hanover and White River Jct. had minimal damage.

There was a small fire on Birch Hill Lane when a shop vacuum used to clean out a wood stove ignited. The vacuum caught fire and set the porch on fire. Norwich Engine 1 was first on scene and our response was very strong for this mid-afternoon emergency (Engine 2 and Tanker 1 also responded with full crews).

Fire Training

As a pre-planning activity, the Fire Department visited three buildings on Route 55 South: the new Unitarian-Universalist Church, Fogg's and King Arthur Flour. Members were lead on walk-throughs by the building managers to look at the layouts, fire alarm systems and potential hazards. We also discussed the water supply options for this area of Norwich.

We did our annual PPE and SCBA inspections and inspected all of the apparatus.

On our Firefighter Basic Training night we practiced dressing a hydrant and flowing water at the Lewiston lot.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	3	3	0
Auto Fires	0	0	0
Wildland Fire	0	0	0
Other Fires	0	0	0
Medical	7	7	10
Vehicle Crashes	3	3	7
Hazardous Conditions no fire	2	2	1
Service Calls	1	1	1
Good Intent Calls	1	1	2
False Alarms	1	1	3
Other	0	0	0
Total	18	18	24

FAST Squad Training

Mark Nickles passed his NREMT written test and received his VT and NREMT certificates. Members completed the 2015 Vermont Statewide EMS Protocols Update NFS had a joint training at Hanover Fire Department reviewing the ambulance apparatus and equipment and our operating procedures with Hanover Fire Department.

Emergency Management

Repairs were made to the Generator at Tracy Hall.

TOWN OF NORWICH ZONING & PLANNING

February 1, 2016

January 2015 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - Continued discussion of mixed-use criteria for the Route 5 South & River Road Study areas.
2. DRB
 - Site visit and hearing for three lot preliminary subdivision application.
 - Review of Boundary Line Adjustment.
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. Other
 - Worked with Director of Public Works and Town Manager on permits, reviewing bids, and application to the DEMHS for FEMA Alternative Projects including restoration of the pool/dam area, replacing a box culvert on Route 132, and an addition to the Public Works Garage.
 - Historic Preservation Commission –The NHPC was awarded two new grants for preparing nominations to the National Register of two new Historic Districts; the Goodrich Four Corners Historic District and the Mid-Century Modern Historic District.
 - Safe Routes to Schools Church Street Sidewalk Project – Worked with Project Engineer on design modifications to accommodate concerns of abutters.
 - Advance Transit – Meeting with Van Chestnut - General Manager, a consultant and Neil regarding Advance Transit Strategic Plan and Norwich.
 - Illsley Road Issue – 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

February 1, 2016

RE: January 2016 Monthly Report

Neil;

As you requested, here are some of the monthly stats of the Police Department from the month of January 2016.

Norwich Officers responded to 119 incidents during the month of January, and of those calls seven (7) were outside the officers work schedule meaning officers responded seven times (7) to calls during off duty hours.

2015 showed a decrease in the # of accidents that were investigated by the Norwich Police Department. In 2015 officers investigated 77 motor vehicle crashes to 88 investigations the previous year. Some of this decrease could be attributed to the mild winter but we are still asking drivers to drive with care and please do not drive while distracted with electronic devices.

Over the past few months Norwich officers have and are investigating several larcenies from vehicles while they were parked at Huntley Meadow or the Gile Mountain Parking lots. Some of the vehicles the side window was smashed out and others were unlocked. Items stolen included purses, money, electronics; items that can be easily sold or traded. The items were left generally on the front passengers seat or other area in plain view. Please keep your vehicles locked and if your going to be away from your vehicle for any reason it might be a good idea to lock any valuables you will be leaving in your vehicle in the trunk or other secure area.

ACTIVITY

CALL TYPES	January 2016	2016 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	0	9
Vehicles Crashes	7	7	71
Intrusion Alarms	10	10	75
Frauds	2	2	30

1. Over Time Hours	15.5 hours
2. Sick Time Hours	0 hours
3. Vac/Hol/Per Time Hours	0 hours
4. Part Time Officer Hours	5 hours
5. Total #of calls responded to	119 calls
6. Training Hours	9.5 hours
7. Grant Funded Hours	8 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: January 31, 2016

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	This Season, so far	Last Season, as of January 31, 2015
Callouts	4	7	25
Plowing	4	8	18
Treating the Pavement	5	7	37
Sanding	11	5	36
Sidewalks	5	7	25
Snow Removal	2	2	3

From the daily log:

- Jan. 14-Mon.: Because of slippery spots on the gravel roads, we checked all of our gravel roads, sanding as necessary-until noon.
- Jan. 8-Fri.: Sonny used Truck #8 and sanded Bragg Hill, Turnpike Road, and New Boston Road with manufactured sand. At noontime Gary took the Holder and pre-treated the sidewalks.
- Jan. 10-Sun: Because of rain, I called everyone in, except Mike Tebbetts, at 8:40 am. We sanded all of the gravel roads. Everyone finished at 2:00 pm.
- Jan. 11-Mon: Because of this weekend's weather, I had everyone check their sand routes, sanding as necessary. At 3:00 pm, a snow squall came through, covering the roads. We had to treat all of the pavement. Everyone finished at 4:30.
- Jan. 12-Tue: After lunch, Gary pre-treated the sidewalks with ProMelt 1,000 with the Holder-until 2:00. After 2:00, because of snow, we treated all of the paved roads, then put our plows on to get ready for the morning.
- Jan. 13-Wed: Because of snow overnight, I called everyone in at 2:00 am. Everyone plowed their routes, lightly treated the pavement, sanded all of the gravel roads, and did the sidewalks.

- Jan. 15-Fri: Gary pre-treated the sidewalks for the pending storm with the Holder. I called everyone in at 7:45 because of sleet and snow. We treated the pavement, plowed the paved and gravel roads, and sanded the gravel roads. Mike T. did the sidewalks.
- Jan. 18-Mon: Because of snow overnight, I called everyone except Mike T. in at 3:30 am. I called Mike T. in at 4:30 am. We plowed everything twice, treated the pavement, and sanded the hills and corners only (because of snow blowing out of the trees). We will do a thorough sanding tomorrow. Mike T. did the sidewalks, finishing at 4:00 pm.
- Jan. 19-Tue: Bob, Neal, and Mike checked every gravel road in town, sanding as necessary.
- Jan. 20-Wed: Neal and Mike started at midnight and finished at 8:00 am, picking up snow in the downtown area with the backhoe and Truck #10.
- Jan. 21-Thur: Neal and Craig finished picking up snow in the downtown area.
- Jan. 25-Mon: Gary hauled 1 load-7.94 tons- of manufactured sand to sand Turnpike Road. He hauled 2 loads-19.73 tons-to Bragg Hill to sand there.
- Jan. 26-Tues: Gary hauled 2 loads-15.04 tons- of manufactured sand to New Boston Road to sand it.
- Jan. 28-Thur: Neal was on Truck #5. He went to Pike Industries to get a load of manufactured sand for sanding Campbell's Flat and Hogback.
- Jan. 29-Fri: At 2:00 pm, everyone sanded all of the gravel roads.

Grant Projects:

The bids are in for the repairs for Bridge 42. Hook construction won the bid. We were awarded a VT AOT Structures Grant for \$175,000 for this project.

FEMA Alternate Projects:

FEMA is now reviewing the alternate projects: the replacement of a dilapidated box culvert on Route 132, the restoration of the Pool Dam Area, and renovations of the Public Works facility.

Personnel:

Bob Barden is currently out on medical leave following surgery on October 26th.

Transfer Station:

In December, the recycling rate was 54% of all materials collected at our Transfer Station.

Fleet Repairs and Maintenance:

We are currently working on VT State Inspections on all Public Works vehicles. When these are finished, we will work on the inspections of Police Department vehicles.

Other Completed Projects:

I updated the road weight restrictions on the VT DMV website for mud season, a yearly requirement. This is done in order to enforce road posting in the spring.

Pending Projects:

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

- I will be preparing and submitting the AOT financial plan after Town Meeting.

NORWICH RECREATION DEPARTMENT

January 2016 - Monthly RECREATION Report

Recreation Program Update: New Winter sessions began for our Adult programs including Snowshoeing, Adult Fitness, Pa Kua Chang Kung Fu and Yoga. For Youth programs, Teen/Tween Fitness, Basketball, Fencing and Table Tennis all continued and we added 2 new Instructional Basketball classes for 1st & 2nd grade students. All youth and adult programs have been running successfully. Work began on setting up Mud Season Programs, Baseball and "Girls on the Run".

Meetings & Professional Development:

I attended the Northern New England Parks and Recreation Conference in northern NH Jan. 5th - 7th and returned inspired with many new ideas for ways to be better at my job. I am already applying many of them.

At our Recreation Council meeting on Jan.13th we focused on Baseball and spent 3 & a half hours discussing how we can best serve the needs and wants of the community regarding this sport. The President of the Hanover Baseball Association has joined us for two meetings and explained that they will be offering a new Dresden Baseball League. This will affect our program significantly, so the ramifications of this change were considered.

Events: The annual Skating party, co-sponsored by the Marion Cross PTO took place on Friday, Jan. 22nd. It is a community/family event for which we received donations of goodies from the MC School PTO and "The Norwich Inn". We enjoyed a wonderful turn-out on a perfect skating afternoon. The fire (warming) area provided a spot for some wonderful adult community conversation and kept folks chatting well after dark.

This winter's unusual weather made for a late rink start, and January brought more challenging conditions for the volunteer rink crew, "The Hosers". We thank them for working overtime all week to magically transform the ice surface from disastrous to party-ready. The party ended up being the grand opening of the skating rink this year which lent a very festive spirit to the evening.

Respectfully submitted by,

Jill Kearney Niles