
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: PHIL DECHERT
SUBJECT: FEBRUARY 2016 MONTHLY REPORT
DATE: MARCH 3, 2016

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

General

- A new projector designed for larger rooms such as the Tracy Hall Gym was used for Town Meeting. The projector and a new screen for the downstairs meeting room were partially funded by a Norwich Women's Club grant.

Projects

- Alternative Projects - A state wastewater permit and Act 250 Exemption determination were submitted to DEMHS for the addition to the Public Works Garage. All requested documentation has now been submitted for alternative projects and DEMHS has indicated the applications are complete and have been forwarded to FEMA.

Assessor

- 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.
- New England Municipal Consultants and the Town of Norwich entered into a contract for continued assessing services from 1 July 2016 through 30 June 2019.

Fire Department and Emergency Management

- The Fire Department and FAST Squad are actively recruiting new members. The number of active members is too low; this seriously affects our response to alarms.

Planning and Zoning

- Historic Preservation Consultant Lyssa Papazian presented and discussed the recently completed Windshield Survey Project at a Public Meeting February 8 at NHS. The event was well attended by Commission members and public.

Police Department

- 2015 Opiate Epidemic: Norwich officers continue to receive training in the identification of opiates, opiate addiction and drug diversion. In 2015 there were 491 reported opioid seizures in Vermont. In Windsor County alone there were 80 seizures, only two other counties reported more seizures.

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

- The Mud Season Program Brochure was completed and dispersed to all Marion Cross School students.
- The following adult programs currently running successfully will also extend into the spring: Pa Kua Chang Kung Fu, Adult Fitness and Yoga.

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

Monthly Report – February 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 Townwide reappraisal.
- (2) The Assessor set a mailer requesting inspections to property owners on Map 15 and to owners of commercial properties. The Assessor also sent a request to owners of commercial properties for income and expense information.
- (3) New England Municipal Consultants and the Town of Norwich entered into a contract for continued assessing services from 1 July 2016 through 30 June 2019.
- (4) The Listers posted reminders to the Norwich Listserve and World List for all those who occupy their Norwich property as their domicile to file their Homestead Declaration (form HS-122) annually with the State of Vermont by April 15th (the actual deadline for 2016 is April 18th). No extensions are granted for this mandatory filing, and an 8% penalty applies to filing late. Declarations may be filed online at

<http://tax.vermont.gov/property-owners/homestead-declaration/filing-checklist>.

Those with household incomes up to \$137,500 may be eligible for a Property Tax Adjustment credit (also known as "Income Sensitivity"). To apply, fill out Form HS-122, part B. Questions may be addressed to the Assessing Clerk.

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

March 2, 2016

TO: Phil Dechert, Interim Town Manager
FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for February 2016

- Current year tax collections for February were \$ 5,542,564.
- The Delinquent Tax Warrant for 15-16 was \$ 267,571.08 - 1.68% of total taxes billed (\$15,921,619). The total of new delinquents when added to existing delinquents equaled \$ 294,177. As of the end of February delinquent taxes were \$240,656. with collections of \$ 53,521.
- Late Filed Homestead Declaration penalties for 15-16 equal \$ 13,510.
- Tax Abatements to date equal \$ 3,347.



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: Phil Dechert , Interim Town Manager
From: Stephen Leinoff, Chief
Subject: Fire Department and Emergency Management Monthly Reports
Date: February 1, 2016

Fire and FAST Department

The Norwich Fire Department lost two long-time members this month. Deputy Chief Neil Fulton, (20 years of service) and Firefighter Mark Anderson (12 years of service) both retired from the Department. Ebben Whitehair was appointed to the FAST Squad. We are actively recruiting new members. Our number of active members is too low; this seriously affects our response to alarms. We implemented a new organizational structure. This creates teams lead by company officers. The officers will mentor new members and monitor their response to alarms and attendance at training.



Engine 1 at a fire alarm activation (caused by cooking) on Main ST.

Department members installed a 120-volt power supply to the Forestry Truck. This supplies AC power for the vehicles battery conditioner and portable radio chargers.

Fire Training

Department training included respirator fit-testing, breathing apparatus drills and fire protection systems. Individual members attended training in fire and building codes and principles of modern fire attack. One member is attending a certified fire instructor course offered by the VT Fire Academy.

FAST Squad Training

FAST Squad training was CPR practical skills and case reviews. Two members attended EMT refresher training.

Incidents

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	3	3
Auto Fires	0	0	0
Wildland Fire	0	0	1
Other Fires	0	0	0
Medical	9	15	15
Vehicle Crashes	1	6	7
Hazardous Conditions no fire	3	5	3
Service Calls	2	5	2
Good Intent Calls	1	3	5
False Alarms	1	2	4
Other	0	0	0
Total	17	39	40

Emergency Management

Local businesses are submitting their Tier II Hazardous Chemical reporting forms. This is a requirement of the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986 and was created to help communities plan for emergencies involving hazardous substances.

TOWN OF NORWICH ZONING & PLANNING

March 2, 2016

February 2015 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - Reviewed mixed-use criteria for the Route 5 South & River Road Study areas and compared to existing Site Plan Review criteria in the zoning regulations. Revised SPR zoning will be prepared for a future meeting.
2. DRB
 - No meetings or hearings
 - Prepared for Final Subdivision Plan Review Hearing March 3rd.
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. Historic Preservation Commission
 - a. Public Meeting February 8 at NHS with Historic Preservation Consultant Lyssa Papazian for a presentation and discussion of the Windshield Survey Project. Well attended by Commission members and public.
5. Other
 - Alternative Projects - A state wastewater permit and an Act 250 Exemption determination were submitted to DEMHS for the addition to the Public Works Garage. All requested documentation has been submitted and they have indicated the applications are complete and have been forwarded to FEMA.
 - Agreements with the VT Division of Historic Preservation were signed for two new grants for preparing nominations to the National Register.
 - Ordered and received a new projector and screen. The new projector is designed for a large room such as the Tracy Hall Gym and was used for Town Meeting. These were partially funded by a Norwich Women's Club grant.

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

Phil Dechert
Interim Town Manager
Tracy Hall // 300 Main St.
Norwich, Vermont 05055

March 2, 2016

RE: February 2016 Monthly Report

Phil;

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

Norwich Officers responded to 106 incidents during the month of January, and of those calls four (4) were outside the officers work schedule meaning officers responded four times (4) to calls during off duty hours.

2015 Opiate Epidemic: Norwich officers continue to receive training in the identification of opiates, opiate addiction and drug diversion. In 2015 there were 491 reported opioid seizures in Vermont. In Windsor County alone there were 80 seizures, only two other counties reported more seizures. Within those seizures were 56,760 bags of heroin which has a street value of approximately \$851,400. On average the Vermont Forensic Laboratory receives 40 reports/requests for analysis per month.

With the weather becoming much nicer and warmer residents are allowing their pets to remain outdoors for longer periods of time. During the month of February we (police) have received numerous calls about stray dogs, nuisance dogs, barking dogs etc.. We have picked up several dogs that have been caught running loose. We have been able to locate most of the owners; others were dropped off at the River Road Vet. A reminder that it is a violation of the Norwich Animal Control Ordinance for your dog to be running at large. You can find a full copy of the ordinance on the towns' website.

ACTIVITY

CALL TYPES	January 2016	2016 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	0	9
Vehicles Crashes	6	13	71
Intrusion Alarms	8	18	75
Frauds	3	5	30

1. Over Time Hours	25 hours
2. Sick Time Hours	20 hours
3. Vac/Hol/Per Time Hours	0 hours
4. Part Time Officer Hours	0 hours
5. Total #of calls responded to	106 calls
6. Training Hours	36 hours
7. Grant Funded Hours	6 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: Phil Dechert, Acting Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: February 27, 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 February 28, 2015
Callouts	8	15	38
Plowing	2	10	32
Treating the Pavement	8	15	48
Sanding	15	20	43
Sidewalks	7	14	36
Snow Removal	0	2	8

From the Daily Log:

- Feb. 3-Wed: Because of sleet and freezing rain, we sanded all of the gravel roads twice. We didn't do anything to the paved roads or sidewalks.
- Feb. 8-Mon: Gary pretreated all of the sidewalks with the Holder due to the pending storm.
- Feb. 9-Tues: Because of snow overnight, I called everyone in at 3:00 am. We plowed everything, treated all of the pavement, and sanded the hills and corners. Everyone, except Mike Tebbetts, finished at 1:00. He plowed and did the sidewalks.
- Feb. 10-Wed: This afternoon, everyone checked over their gravel roads, sanding as necessary.
- Feb. 11-Thurs: Because of another snow squall, we lightly treated all of the pavement, except Sonny. After lunch, Mike, Neal, and Gary sanded all of the gravel roads in New Boston, Beaver Meadow, Hawk Pine, and Goodrich Four Corners Road.
- Feb. 12-Fri: Because of snow showers overnight, Gary, Mike, and Neal treated all of the paved roads. Sonny did the sidewalks with the Holder. They finished at 10:00. After that, everyone except Sonny, sanded all of the gravel roads. Gary stopped sanding at noon. After lunch Gary treated the Transfer Station and the sidewalks with Caliber M1000, using Truck #8.

- Feb. 16-Tues: Because of snow overnight, I called everyone in at 2:30 am. We plowed all of the paved and gravel roads and did the sidewalks. After that, because of freezing rain, we treated the pavement and sanded the gravel roads three times. We finished at 5:30 pm.
- Feb. 17-Wed: Everyone came in at 4:30 am because of yesterday's storm. We treated all of the pavement, sanded all gravel roads, and Mike T. did the sidewalks. Everyone finished at 10:00.
- Feb. 19-Fri: Sonny was on Truck #8. He got one load-7.48 tons- of manufactured sand from Pike and sanded Turnpike Road. After that he went to Twin-State Sand & Gravel and got 2 loads of a new product called Supergrit. He took one load-8.94 tons- to Bragg Hill and brought another load-8.71 tons- back to the shop for us to look at.
- Feb. 20-Sat: Because of snow overnight, I called everyone in at 4:00 am. We treated all of the pavement, sanded all of the gravel roads. Mike T. did the sidewalks and scraped the shoulders. Everyone finished at noon.
- Feb. 21-Sun: Hartford Dispatch called to say that there were icy spots on the paved roads. I called Gary in, but he couldn't find anything wrong. No material was used.
- Feb. 24-Wed: Because of snow, sleet, and freezing rain overnight, I called everyone in at 4:00 am. We treated the pavement and sanded all of the gravel roads twice. Mike T. came in at the regular time. He did the sidewalks until 11:00, then went back to Tracy Hall. Hartford Dispatch called at 8:45 pm to say that Howard Hill on Beaver Meadow Road was slippery. I called Mike K. in to take care of it.
- Feb. 25-Thurs: Because of hard rain overnight and school being in session, I called everyone in at 4:00 am. Sonny had the day off. We checked all of the gravel roads, sanding as necessary until 9:00 am.
- Feb. 26-Fri: Because of snow squalls, we treated the pavement, checked and sanded all gravel roads as necessary. Mike T. did the sidewalks. Everyone finished at 11:00.

Grant Projects:

I will be submitting the yearly financial plan and the applications for the VT AOT Structures and Paving Grants.

I am also looking into using the remainder of the 2015 Structures Grant (that wasn't needed for Bridge #42) for the replacement of Bridge #48 on Bragg Hill.

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 January, the recycling rate was 53% of all materials collected at the Transfer Station.

Fleet Repairs and Maintenance:

All VT State inspections needed on Public Works vehicles and Police vehicles have been completed.

Other Completed Projects:

- I completed the Hazardous Chemical Inventory and submitted it to the State of Vermont Division of Emergency Management Community Right-to-Know Program.

Pending Projects:

- We will complete our paving program for fiscal year 2015-2016 during the spring of 2016.
- I am working on a vehicle evaluation and decision paper for the 2004 430D Caterpillar backhoe. It is scheduled to be replaced this fiscal year in the Public Works Equipment Replacement Plan.
- I will be posting the Town Highway and Bridges for spring thaw during the month of March.

NORWICH RECREATION DEPARTMENT

February 2016 - Monthly RECREATION Report

Recreation Program Update: The Mud Season Program Brochure was completed and dispersed to all Marion Cross School students. On-line registration was set up for the following Youth activities: Indoor Lacrosse Warm-up for 3rd/4th and 5th/6th Grade Girls, Indoor Lacrosse Warm-up for 4th - 6th Grade Boys', Youth Yoga, Girls on the Run (for 3rd - 5th grades), Heart & Sole (Running for 6th - 8th grade girls), Teen/Tween Fitness, as well as Fencing & Table Tennis which continue right through the spring, Our following adult programs currently running successfully, will also extend into the spring: Pa Kua Chang Kung Fu, Adult Fitness and Yoga. Individual meetings and correspondence took place with my spring program instructors to confirm class descriptions and facility needs. I also began working on confirming coaches, schedules and facilities for all our spring offerings.

Meetings: At our monthly Recreation Council meeting we focused on possible candidates for the empty Recreation Council seats, plans for next year's skating rink, as well as upcoming Mud Season and Spring programming. It was decided to offer Norwich Recreation Baseball for all levels (3rd - 6th grades) through the Upper Valley Recreation Association. Ideas were bounced around regarding potential volunteer coaches for positions needing to be filled. At our monthly Upper Valley Recreation Association (UVRA) meeting at CCBA we discussed the basketball season in review, along with suggestions for improvements. Town involvement and plans for the upcoming Baseball / Softball season was confirmed. Tournament and jamboree dates were set. The calendar for future UVRA meeting dates was set. There was a proposal to engage in a future partnership with the Community Health Needs Assessment group.

Miscellaneous: This month marks the end of an era, with Neil stepping down as Town Manager. His expert leadership will be sorely missed. It is wonderful that Phil is willing to stand in until an interim TM is appointed. A huge thank-you goes out to both of them.

Respectfully submitted by,

Jill Kearney Niles