
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: PHIL DECHERT
SUBJECT: APRIL 2016 MONTHLY REPORT
DATE: MAY 6, 2016

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

General

- Interim Town Manager - The Director of Planning & Zoning, Phil Dechert, continued as "Interim Town Manager". The search for a longer term Interim Town Manager is ongoing and the process for the search of a Town Manager has begun.
- FEMA Alternative Projects – The DEMHS Special Project Analyst coordinating the review of the three Alternative projects has indicated in recent emails that Norwich projects are a top priority for the Vermont office. Her follow-up correspondence with FEMA has emphasized the limited construction season for all three projects and the need to start ASAP.
- The temporary snowmobile bridge on Illsley Road is scheduled to be removed May 7th.

Assessor

- The Assessor completed the field work necessary for the 2016 reappraisal. The proposed values for the 2016 Norwich reappraisal show an average increase of about 7% overall and about 13% in the village. A booklet listing all proposed 2016 assessments was mailed to all owners of taxable property in Norwich and is on the Town website along with information on informal meetings with the Assessor scheduled from May 11-May 14. This will be an opportunity for property owners to come in and discuss questions or concerns with the Assessor.

Finance

- Delinquent Taxes as of April 30, 2016 are \$157,396, last year at the end of April they were \$154,392.

Fire Department and Emergency Management

- The Fire Department and FAST Squad continue to actively recruit new members.

Monthly Town Manager's Report

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- Wildland fire season started with two minor fires in Norwich and larger ones in Hanover and Ascutney.

Police Department

- In addition to responding to 104 incidents in April, the Department participated in Job Shadow Day for 8th grades from area schools, provided an instructional lecture on the new Texting and Driving Laws as well as Hands Free driving, Seat Belt Laws and Child Restraint Laws.

Public Works Department

- Replacement of the deck on Bridge 42 and other necessary repairs were scheduled to begin on Monday, May 9th. A temporary by-pass bridge will be installed to allow uninterrupted access to Turnpike Road. Bridge 42 is on Turnpike Road north of New Boston Road just before Tilden Hill Road.

Recreation

- There are a combined total of two hundred and seventy-nine participants and coaches in the eighteen spring programs currently underway. Everything is up and running successfully. Buildings and Grounds has the playing fields and lines in excellent shape.

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

Monthly Report – April 2016

- (1) The Assessor finished field inspections of the properties on Map 15, commercial properties, and properties with an open permit for 2016 or incomplete work from a prior year. This completed the field work necessary for the 2016 reappraisal to move ahead.
- (2) The Listers met and were presented with information from the Assessor's sales study, which allowed creation of an updated valuation model for Norwich properties based on recent sales.
- (3) The proposed values for the 2016 Norwich reappraisal show an average increase of about 7% overall, and about 13% in the village.
- (4) The Assessor produced a booklet listing all proposed 2016 assessments, which was duplicated and mailed to all owners of taxable property in Norwich. The booklet may be found online at

<http://norwich.vt.us/wp-content/uploads/2016/05/PrelimReport.pdf>
- (5) The Assessor will hold informal hearings from May 11-May 14, an opportunity for property owners to come in and discuss questions or concerns with the Assessor.

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

April 29, 2016

TO: Phil Dechert, Interim Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for April

- Delinquent Tax collections through April were \$19,925. Interest collections were \$2,054 and for penalty \$1,594. Delinquent Taxes as of April 30, 2016 are \$ 157,396, last year at the end of April they were \$ 154,392.
- Continue to monitor spending and year end projections for expenditures and revenue.
- Purged files in the vault and filing cabinets.
- Continued to provide taxpayers with property tax information for use in the preparation of their personal income tax.



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: May 2, 2016

Fire and FAST Department

We are continuing recruiting activities. On April 30th Department members were at the Transfer Station with recruiting materials to inform our residents of the need for additional members and the level of commitment required.

We joined the Hanover Fire Department at a ceremony honoring Viet Nam war veterans at Hanover High School. A large American Flag was supported by both of our aerial ladders.



Firefighter Dave Yesman operates our new portable pump at a wildland fire in Hanover.

Incidents

Wildland fire season began. We had two minor fires in Norwich but responded to larger ones in Hanover on April 20th and 21st. April 21st was particularly busy since we sent an Engine to cover the Ascutney Fire Station (it was subsequently relocated to Claremont) during a large wildland fire.

Training

Several members completed the Emergency Vehicle Driver Training course. This is a certified course and includes a classroom session and driving apparatus through a designated course. Additional fire training included hose

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	4	5
Auto Fires	0	0	0
Wildland Fire	3	4	3
Other Fires	0	0	0
Medical	3	22	28
Vehicle Crashes	2	9	10
Hazardous Conditions no fire	3	12	7
Service Calls	4	12	5
Good Intent Calls	3	8	12
False Alarms	1	5	8
Other	0	0	0
Total	19	76	78

relays and rural water supply and car fire operations. FAST Squad training was on patient care documentation and refusal of care procedures.

Emergency Management

We completed the annual revision of our Local Emergency Operations Plan and submitted it to Local Emergency Planning Commission 12 who in turned submitted it to VT Emergency Management. Both organizations approved the plan.



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

May 4, 2016

RE: April 2016 Monthly Report

Phil;

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

Norwich Officers responded to 104 incidents during the month of April, and of those calls four (4) were outside the officers work schedule meaning officers responded four times (4) to calls during off duty hours.

On April 5th Norwich Police Dept. participated in Job Shadow Day and hosted three 8th grade students from area schools. Job shadowing is an opportunity for a student to follow an officer for a short period of time to learn about a particular occupation.

Norwich officers responded to The Family Place and provided an instructional lecture on the new Texting and Driving Laws as well as Hands Free driving, Seat Belt Laws and Child Restraint Laws. After the talk students were given an opportunity for a question and answer session.

Norwich Police Department obtained several "STEP - 2 - KIDS" (Traffic Calming devices). They are child like figures in bright lime green color used to warn motorists that children are in the area playing. Norwich officers handed out the STEP - 2 - KIDS out to area residents who requested them. Norwich Police Department also put out the Cross Walk signs (a sure sign of spring) warning motorists of a cross walk and to yield to pedestrians in the cross walk, which is a state law.

Norwich officers are currently investigating a Lewd and Lascivious complaint involving a 22 year old female and a 42 year old Norwich resident. The accused is currently incarcerated on unrelated charges and the investigation is ongoing.

National Police Week is always the week of May 13th. As the sun goes down on May 13th I will be among the thousands of people with lighted candles who will participate in the 28th Annual Candle Light Vigil at the National Mall in DC. The candles will be lit in memory of officers killed in the line of duty, but especially the 123 who died in 2015 and whose names were added to the National Law Enforcement Officers Memorial in April.

ACTIVITY

CALL TYPES	April 2016	2016 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	0	9
Vehicles Crashes	3	20	71
Intrusion Alarms	5	27	75
Frauds	2	10	30

- 1. Over Time Hours 19 hours
- 2. Sick Time Hours 4 hours
- 3. Vac/Hol/Per Time Hours 66 hours
- 4. Part Time Officer Hours 0 hours
- 5. Total #of calls responded to 104 calls
- 6. Training Hours 14 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: April 30, 2016

Winter Maintenance:

Activity	This month	Total for the season	Last season, as of April 30, 2015
Callouts	3	19	43
Plowing	0	10	34
Treating the Pavement	3	21	57
Sanding	3	26	48
Sidewalks	2	19	40
Snow Removal	0	2	9

From the Daily Log:

- Monday, April 4: After that, because of snow, Mike T. did the sidewalks. Bob was on Truck #5. Neal took my place on the loader. They treated all of the pavement and sanded all of the gravel roads. Hartford Dispatch called at 8:00 pm to say that the pavement was covering over in the higher elevations. I called everyone in to treat the pavement.
- Tuesday, April 5: Because of snow last night, everyone was in at 5:00 am. They sanded all of the gravel roads, finishing at 9:00 am. Mike T. did the sidewalks.
- Thursday, April 6: Because of snow last night, everyone was in at 5:00 am. Everyone checked and sanded all gravel roads as necessary.
- Tuesday, April 26: Because of snow during the day, Bob, Mike, and Gary checked the paved roads, treating them as necessary.

Grant Projects:

- Hook Construction will be replacing the deck on Bridge 42 and making other necessary repairs to this bridge. This project is funded by a 2015 VT AOT Structures Grant.
- I am still waiting for permission from VT AOT to use the remainder of the funds that weren't needed for Bridge #42 for the replacement of Bridge #48 on Bragg Hill.

FEMA Alternate Projects:

FEMA is still reviewing the alternate projects: the replacement of a dilapidated box culvert on Route 132, the restoration of the pool dam area, and the renovations of the Public Works facility.

Fleet Repairs and Maintenance:

We are currently painting snowplows and dump bodies to prevent rust.

Personnel:

I was out on medical leave for most of the month of April. I had pneumonia and then emergency open-heart surgery. I will be out for a few more weeks recovering from this surgery.

Sweeping:

The annual sweeping of our outlying paved roads is currently underway and almost completed. The downtown area will be swept soon.

Transfer Station:

In March, the recycling rate was 55% of all materials.

Grading:

We have brushed over all of our gravel roads with our graders. We will soon be starting the finish-grading on all of them.

Pending Projects:

- Our 2015-2016 paving program will be completed during May/June.
- Lazer Lines will soon start pavement markings—crosswalks, parking spaces, etc.
- During the month of May we will be washing all of the bridges on the paved roads.
- We will be going out to bid /soliciting prices for gravel and ledge products for the coming year.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 5

Recreation@norwich.vt.us

April 2016 - Monthly Recreation Report

Recreation Program Update

Details for our spring programs were ironed out and the brochure was sent home to all the Marion Cross School students before the April break. Spring on-line registration opened in March for some programs but early April for others, and our offerings began on April 18th. I booked facilities, including rain back-up spaces where available.

There is a combined total of two hundred and seventy-nine participants and coaches in the eighteen spring programs currently underway. Everything is up and running successfully.

Youth lacrosse games and officials were confirmed and baseball games were also set up. I completed my annual bulk equipment order, distributed equipment to coaches as well as hats, mouth protectors, T-shirts and jerseys to participants, where applicable. Plans are underway for many summer activities and offerings for which I continue to work on solidifying program dates, staffing and details.

Meetings

At our monthly Recreation Council meeting, it was exciting to have so many new faces at the table. I met with Lacrosse and Baseball Coaches at multiple meetings to get teams organized. I also attended a meeting at the Norwich Public Library to help brainstorm solutions for children being unsupervised after school.

Facilities

Volunteer baseball coach, and Recreation Council member John Girard organized two community work days to help prep the baseball diamond for the season. Deep thanks go out to all the families who showed up with a special note of gratitude to Mr. Girard, Stuart Close and Rob Snyder who gave extra time and provided equipment, materials and manpower. The Buildings and Grounds Department within our Public Works Department set up goals and expertly painted the lacrosse lines at Huntley Meadow so we are ready for games. Tennis nets were put up for the season as well. I worked with outside agencies who are renting space/time at Huntley Meadow this spring and coordinated the overall recreation facility schedule. Thanks also go out to Recreation Council member, Jill Collins who put a lot of time in compiling a master schedule for Huntley Meadow to help avoid parking issues.

Grant Application

I submitted a Women's Club grant request, approved by Phil Dechert, for a replacement skating rink liner and other miscellaneous items needed to get the rink running smoothly next winter.

Respectfully submitted by,

Jill Kearney Niles

TOWN OF NORWICH ZONING & PLANNING

May 3, 2016

March 2016 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - Continued to revise mixed-use Site Plan Review and Planned Unit Development criteria for the Route 5 South & River Road Study areas with assistance from Brandy Saxton, a planning consultant.
2. DRB
 - No meetings or hearings in April
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
 - a. The Director of Planning & Zoning continues as “Temporary Interim Town Manager” through April. Most of my time is spent on Town Manager responsibilities.
 - b. Pam Mullen, Planning Assistant, has been sorting outdated materials to be recycled.

Phil Dechert