
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: DAVE ORMISTON
SUBJECT: JUNE 2016 MONTHLY REPORT
DATE: JULY 7, 2016

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

General

- Interim Town Manager – David Ormiston was named Interim Town Manager and started his first day on Monday, June 6, 2016. David Ormiston is considered a long-term interim and replaces Phil Dechert, Norwich Director of Planning & Zoning, who had been handling the duties on a short-term basis. The Town has since been working with VLCT on the process for the long-term Town Manager search.
- Public Safety Facility – The police/fire building remains in the forefront of activity. Jay White has met with the Police and Fire Chiefs to solicit feedback on early preliminary draft drawings and has had some discussion with the Selectboard regarding this preliminary draft. The preliminary drawings will be discussed in further detail at the upcoming July 11th meeting.
- FEMA Alternative Projects – In response to the Route 132 Culvert Project being disallowed from the Alternative Projects because of its classification as a Federal Aid Highway the Town has since resubmitted the Alternative Projects Application with the request for funding for a Front End Loader instead of the Route 132 Culvert Project. The applications were resubmitted on June 16, 2016.
- Hopson Road – In response to a petition from residents along Hopson Road the Town plans to install 3 speed tables, properly spaced, in an effort to slow traffic along this throughway.
- Culverts – The Town continues its summer maintenance schedule replacing its old culverts. Due to the miss-posting of Turnpike Road as being closed during culvert replacement we are making an extra attempt to notify the public via the Norwich Listserv as to upcoming culvert work and expectations.

Assessor

- The Listers heard a total of 76 grievances during the week of June 6, 2016 and performed inspections of properties where deemed necessary. They adjusted the assessed value of 34 of the grievances and denied the other 42.

Finance

- Delinquent tax collections through June were \$11,936.20. Delinquent taxes as of June 30, 2016 are \$137,912. Interest collections were \$1,209 and penalty collections were \$955.

Fire Department and emergency management

- The Norwich Women's Club approved a Community Projects Fund request. The Fire Department was awarded \$1,079 to purchase:
 - A Cordless Power Tool Kit - used at fires and vehicle extraction.
 - An Instant Shelter - which will be used by the Norwich support team during extended incidents as a rehabilitation station where we can rest, rehydrate and receive medical attention.
 - A Reflective Road Sign for training - displaying a training sign will alert community members if the training is in the roadway and slow traffic near our trucks and firefighters.
 - An A-Frame Sidewalk Sign - to display posters for membership recruiting or public safety campaigns.

Police Department

- The 2016 Memorial Day Holiday "Click It Or Ticket" campaign that ran through June 5th, resulted in 72 stopped vehicles which resulted in 39 tickets amounting to \$6,323 in fines. Our officers also cited two operators for DUI, one for DLS and arrested one operator who was listed as on escapee status from the Department of Corrections. The next "Click It Or Ticket" campaign is scheduled for the Labor Day Holiday.

Public Works

- During the Month of June we went out to bid for the 2016/2017 paving program, a bucket loader, and crack sealing on our paved roads.
 - The paving bid went to Blacktop, crack sealing went to Nicom and Andy's recommendation on the front end loader is a bid from Nortrax, Inc. for a John Deere.

Recreation

- All the camps that began this month are running successfully: Friday Climbing Adventures, Sensational Summer Camp, Sports Camp, "Challenger" Soccer Camp, Storrs Pond Afternoon Adventures as well as Adult Sunrise Yoga and Pa Jua Chang Kung Fu. We had an extremely early June 17th program start date due to the early school dismissal from lack of snow days this year.

Please see the following full reports from each department for many more updates!

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

Monthly Report – June 2016

- (1) The Listers heard a total of 76 grievances during the week of 6 June 2016 and performed inspections of properties where deemed necessary.
- (2) The Listers deliberated on grievances previously heard on 13 and 14 June. The Listers adjusted the assessed value for 34 of the grievances and denied the other 42.
- (3) The Listers met on 16 June. Based on the changes the Listers had made as a result of grievances, the Final Grand List showed a total listed value of 778,831,400, a reduction of \$1,201,500 from the Abstract. This yielded a Total Municipal Grand List of \$7,396,417 and a Total Education Grand List of \$7,433,266. The Listers voted 3-0 to approve the 2016 Final Grand List.
- (4) The Office mailed out result of grievance notices by first class post, certificate of mailing on 17 June 2016.

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 1, 2016

TO: Dave Ormiston, Interim Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for June

- Delinquent Tax collections through June were \$ 11,936.20. Delinquent Taxes as of June 30, 2016 are \$ 137,912. Interest collections were \$ 1,209 and penalty collections were \$955.

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The following is a table showing delinquent taxes as of June 30th for the last 8 years:

June 30, 2015	\$ 129,003
June 30, 2014	136,507
June 30, 2013	182,849
June 30, 2012	133,444
June 30, 2011	121,269
June 30, 2010	127,221
June 30, 2009	132,390
June 30, 2008	75,845

- Continue to monitor spending and year end projections in conjunction with year-end closeout.
- Took a NEMRC Webinar on a new feature in Accounts Payable.



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: Dave Ormiston, Interim Town Manager
 From: Stephen Leinoff, Chief
 Subject: Fire Department and Emergency Management Monthly Reports
 Date: June 30, 2016

Fire and FAST Department

Our recruiting efforts are paying off. We appointed Riley Hopeman as a firefighter and have two pending applications.

We are looking at a grant to install a dry hydrant on Pattrell RD and have met with the property owner to discuss the installation.

Dingee Machine repaired the pump shift activator on Tanker 1. NFD members replaced leaking valves on Engine 1.

The Norwich Women's Club approved our Community Projects Fund Request. We were awarded \$1,079 to purchase;

1. A Cordless power tool kit. These tools will be used at fires and vehicle extrication.
2. An Instant Shelter. The Norwich Support Team will use this during extended incidents as a rehabilitation station where we can rest, rehydrate and receive medical attention.
3. A Reflective Road Sign. The Norwich Fire Department holds training almost every Monday of every month. Many of our trainings are conducted out in the community. Displaying a training



Multiple area fire departments operated at a 2-alarm building fire in White River Jct.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	1	5	7
Auto Fires	0	0	1
Wildland Fire	0	4	8
Other Fires	0	0	0
Medical	7	38	46
Vehicle Crashes	3	14	13
Hazardous Conditions no fire	4	18	18
Service Calls	3	16	6
Good Intent Calls	0	10	16
False Alarms	3	10	16
Other	0	0	0
Total	21	115	131

sign will alert community members if the training is in the roadway and slow traffic near our trucks and firefighters

4. An A-Frame Sidewalk Sign. We will display posters for membership recruiting or public safety campaigns.

We purchased the three SCBA air tanks that were part of our Vermont League of Cities and Towns PACIF grant; this grant reimburses us for one-half the cost.

Incidents

The Norwich Fire and FAST Squad, Hanover Fire Department and Hartford Fire Department responded to a three-car motor vehicle crash. Three ambulances were required to transport patients. Norwich was one of many departments who responded to a two-alarm fire in White River Jct. The heat and extensive fire suppression activities required multiple personnel.

Training

FAST Squad training was on poisoning emergencies. Fire department training session included; rapid deployment of hose lines, forcible entry and engine company operations. We are completing preparations for conducting live fire training at an acquired structure in Norwich.

Emergency Management

We found a member to manage our twitter account and Facebook page.

TOWN OF NORWICH ZONING & PLANNING

July 5, 2016

June 2016 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - Continued with 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
 - June 2 site visit and subdivision hearing for property on Wallace Road.
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. Finishing RFQs for two grant funded National Register Nomination projects; *Goodrich Four Corners Historic District* and *Mid-Century Modern Historic District*.
 - b. Attended a required workshop for coordinators of town historic preservation commissions in Waterbury.
5. Other
 - a. The Director of Planning & Zoning continued as “Interim Town Manager” through June 6, and then assisted the “new” Interim Town Manager, David Ormiston, from June 6 to 17 with ongoing projects. The primary project was switching the Route 132 Culvert replacement Alternative Project to the purchase of a new front end loader. We were notified in May that Route 132 is not eligible for FEMA funds. The other two Alternative Project Applications were updated with additional permit information. The VT- DEMHS/FEMA recommended June 16 submission deadline was met.

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

David Ormiston
Town Manager
Tracy Hall // 300 Main St.
Norwich, Vermont 05055

July 1, 2016

RE: June 2016 Monthly Report

Dave;

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

Norwich Officers responded to 136 incidents during the month of June, and of those calls five (5) were outside the officers work schedule meaning officers responded five times (5) to calls during off duty hours.

The Norwich Police Department completed the 2016 Memorial Day Holiday "Click It Or Ticket" campaign which ran for 14 days through June 5. During the campaign Norwich Officers stopped 72 vehicles, issued 39 tickets amounting to \$6,323 in fines. Norwich Officers also cited two operators for DUI, one for DLS and arrested one operator who was listed as on escapee status from the department of corrections. The next Click It OR Ticket campaign is scheduled for the Labor Day Holiday.

Norwich Police Department recently completed an audit by the U.S. Department of Justice of our NIBRS (National Incident Based Reporting System). Norwich did very well and whatever deficiencies or errors were identified have been corrected.

In December 2014 President Obama signed an executive order establishing a task force on 21st Century Policing. The charge of the task force was to identify best practices and offering recommendations on how policing practices can promote effective crime reduction while building public trust. I recently attended a seminar once the final report was released to discuss how we can implement the final report into how we police in Vermont.

Vermont police agencies were mandated by legislature to adopt a "Fair and Impartial Policing" policy by July 1, 2016. Norwich police department already had in place such a policy. The policy was reviewed and brought up to date adding the critical elements identified by the Vermont Criminal Justice Training Council.

Norwich Officer recently completed training on Commercially Sexually Exploited Children. The training was at the Vermont Police Academy. With the recent arrest of men and women in the sex for hire trade I felt this was important training to have.

Summer is FINALLY here and the Norwich Police hope that everyone enjoys this special time of year, but we want to also remind parents that there are potential dangers during the summer months, and it's important to be aware of what they are. There are many areas to cover when it comes to summer safety, Please keep in mind that this is a brief list of areas for concern that you should be aware of : TICK BITES, BICYCLE HELMET SAFETY, PEDESTRIAN SAFETY, WATER SAFETY, SUN PROTECTION, GRILLING. Lets all have a safe and happy summer.

ACTIVITY

CALL TYPES	June 2016	2016 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	0	9
Vehicles Crashes	5	31	71
Intrusion Alarms	8	47	75
Frauds	1	13	30
During a Motor Vehicle Stop, the operator was found to be on Escape Status from the Department of Corrections. Was taken into custody without incident and lodges at the Correctional Center in Springfield.			

- 1. Over Time Hours 24.5 hours
- 2. Sick Time Hours 14 hours
- 3. Vac/Hol/Per Time Hours 24 hours
- 4. Part Time Officer Hours 0 hours
- 5. Total #of calls responded to 136 calls
- 6. Training Hours 46 hours
- 7. Grant Funded Hours 46 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: David Ormiston, Interim Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: June 30, 2016

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

Grant Projects:

- Hook Construction continues work on replacing the deck and making other necessary repairs on Bridge #42. This project is funded by a 2015 VT AOT Structures Grant.
- I received permission from VT AOT to use the remainder of the funds from the structures grant that weren't needed for Bridge #42 for the replacement of Bridge #48 on Bragg Hill. Hook Construction will start this project as soon as work on Bridge #42 is completed.

FEMA Alternate Projects:

- Since the Route 132 box culvert project was rejected, I submitted an alternate request for use of the funds for a piece of equipment-a bucket loader. This went out to bid. The bids are in and I made my recommendation.

Out-to-Bid Projects:

During the month of June we went out to bid for the 2016/2017 paving program, a bucket loader, and crack sealing on our paved roads.

Personnel:

- I started back to work part-time on June 21st after being out since April 12th following open-heart surgery. I will be back full time starting July 14th.

Transfer Station:

- I completed the new Vermont E-Cycles Facility Registration and signed up for the State Standard Plan.
- Clean Harbors Environmental Service picked up 2400 lbs. of paint for recycling.

Grading:

- We are in the process of finish-grading all of our gravel roads.

Paving:

- Three projects from the 2015/2016 paving program were completed in June: Academy Road, Hogback Road, and Jones Circle.

Roadside Mowing:

- We are currently working on mowing areas of wild parsnip. When that is done, we will start regular roadside mowing.

Pavement Markings:

- Lazer Lines is currently working on pavement markings—crosswalks, parking spaces, etc.

Pending Projects:

- Summer paving projects
- Culvert replacements townwide

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 5

Recreation@norwich.vt.us

June 2016 - Monthly Recreation Report

Recreation Program Update - I observed most of our Norwich spring baseball and lacrosse teams in action, and concluded that I am incredibly fortunate to have dedicated, quality volunteer coaches. All participants seemed to be enjoying their recreation experience.

The summer brochure was completed, posted on-line and handed out to Marion Cross students. I set up and advertised the fall soccer line-up of K - 6th grade coaches and practice times, so families can plan well ahead.

A wonderful summer staff was hired, many of whom are returning seasoned veterans. We have twelve varied programs being offered to help keep residents active this summer.

All the camps that began this month are running successfully: Friday Climbing Adventures, Sensational Summer Day Camp, Sports Camp, "Challenger" Soccer Camp, Storrs Pond Afternoon Adventures as well as Adult Sunrise Yoga and Pa Kua Chang Kung Fu. We had an extremely early June 17th program start date due to the early school dismissal from lack of snow days this year.

Facilities - I followed up on contractual rental agreements ending this fiscal year, June 30th, '16 and finalized all summer rentals and reservations going forward as well. Several meetings with our two wonderful Mikes from the Buildings & Grounds crew took place. I gave them the overview of all summer programs and rentals at Huntley Meadow, to coordinate the timing of mowing and lining needs throughout the summer calendar. The pavilion at Huntley Meadow was reserved for all sorts of June end of school events and celebrations. Both Huntley and Barrett Meadow are looking beautiful thanks to Andy and his Buildings & Grounds team. Many thanks to them for their dedication, attention to detail, and hard work.

Meetings - I attended our Norwich Recreation Council and Department Head meetings, as well as our monthly Upper Valley Recreation Association meeting, all of which were valuable. Multiple orientation meetings took place to prepare my summer staff for the season ahead. It has been wonderful to have David Ormiston join us to lead Norwich as Interim Town Manager.

Miscellaneous - Pursuing Stephen Flanders' suggestion, I met with Dick Dodds, the Storrs Pond Director and arranged discounted Storrs Pond tickets for Norwich residents this summer. A huge Thank-you goes out to Bonnie and Judy who have been selling the tickets at an astounding rate (almost 100 since 6/17). While visiting Storrs Pond I visited their Bicycle Pump Track with Recreation Council member, Gered Dunne because there has been much interest in making one in Norwich. It was small, unobtrusive and provided a fun venue for bike activity.

Respectfully submitted by,

Jill Kearney Niles