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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: MAY 2015 MONTHLY REPORT  
DATE: JUNE 5, 2015

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

**General**

- The Fire Department responded to a 135 acre forest fire on Tigertown Road that also destroyed a vehicle and shed. Over 20 mutual-aid fire departments assisted in combating the fire over a two day period.
- The Energy Committee is investigating the possibility of siting a solar project in the infield of the I-91/Route 10A interchange.
- The 2015 Grand List Abstract was approved by the Listers and change of appraisal notices mailed.
- Solid Waste windshield stickers will start being sold on June 1.

**Projects**

- Facilities Studies
  - The bond vote held on Tuesday, May 12, 2015 failed.
- Norwich Pool
  - Our consultants are proceeding to develop a permit application for reconstruction of the pool dam. A public forum has been scheduled for June 23, 2015.
- Safe Routes to Schools
  - AOT issued a Letter of Intent approving the cross section design. The next step is coordination with the utilities and obtaining construction easements.

**Assessor**

- 331 change of appraisal notices were mailed.
- The Assessor completed inspections of work associated with permits.
- Field inspections as part of the cyclical reappraisal process continued.

**Finance Department**

- Delinquent taxes at the end of May were \$142,545. This compares to \$158,681 at the same time last year.

**Fire Department and Emergency Management**

- May was a very dry month which resulted in many wildfires. An unusual statewide ban on burning was implemented.
- Norwich assisted Sharon and Strafford at forest fires.

**Planning and Zoning**

- Work continued on the Route 5 South/River Road Study and two public forums were held. A Final Draft will be posted in early June on the Planning Commission web page.

**Police Department**

- Seven of the 146 calls for service were outside of the officer's normal work schedule.
- Norwich police participated in the National Campaign (2015 Memorial Day Click It or Ticket Campaign) focusing on occupant safety.

**Public Works Department**

- As a result of heavy rains, there was a lot of storm cleanup of washout repairs, shoulder restoration, tree debris and culvert cleaning.
- Spring road grading continued.
- Clean Harbors picked up 2,400 pounds of paint for recycling.
- Green-Up Day produced 60 yards of trash.

**Recreation**

- Plans are underway for the many summer activities and the summer brochure.
- Summer staffing of recreational activities has basically been completed.

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

**Monthly Report – May 2015**

- (1) Cheryl Lindberg attended the VLCT Tax Appeal Workshop at Lake Morey.
- (2) The Assessor continued field inspections of the properties on Maps 8, 9, 13 & 14 in response to property owners who contacted the office.
- (3) The Assessor completed inspections of properties that have an outstanding permit from 2014-15, or that have an incomplete project from a prior year.
- (4) The Listers met and approved the 2015 Abstract (Preliminary Grand List).
- (5) The Office sent out 331 Change of Appraisal Notices, and began to field calls and questions about these notices.
- (6) The Listers posted the Notice of Completion of Grand List as statutorily required at 5 places around the Town, on the Town website, and on 2 occasions in the Valley News.

Respectfully submitted,

William Krajeski  
Assessor  
Town of Norwich

TOWN OF NORWICH  
FINANCE OFFICE  
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802-649-1419 ext 105

June 2, 2015

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for May

- Delinquent Tax collections through May were \$ 11,846. Delinquent Taxes as of May 31, 2015 are \$ 142,545. Last year at the end of May they were \$ 158,682. Interest collections were \$ 2,301 and penalty collections were \$ 948.
- Continue to monitor spending and year end projections.
- Updated written procedures for Payroll and Accounts Payable to reflect banking and procedural changes.
- Reviewed grants in process and closed grants.



# Norwich Fire Department

11 Firehouse Lane

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Chief: Stephen Leinoff

To: Neil Fulton, Town Manager  
From: Stephen Leinoff, Chief  
Subject: Fire Department and Emergency Management Monthly Reports  
Date: June 1, 2015

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

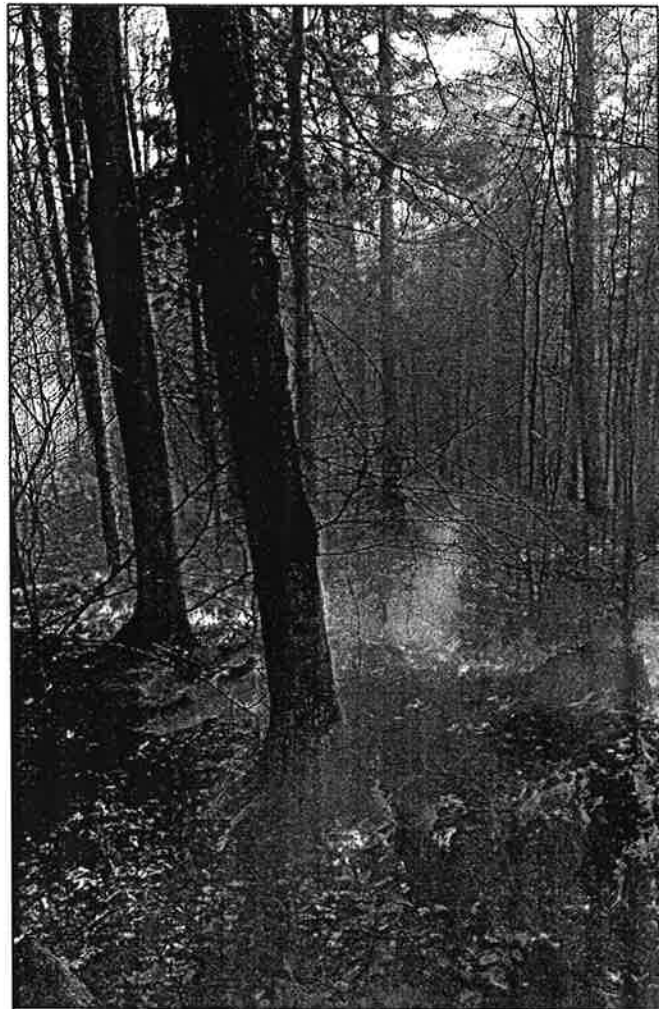
Our members participated in the annual "Touch a Truck" event at the Marion Cross School. An added feature to this year's event was the use of the VT Division of Fire Safety House. This is an interactive house model for all ages where participants are asked to recognize fire hazards and practice an escape from a bedroom window.

The Department of Public Works began inspecting and performing annual preventive maintenance on all of our apparatus.

Sand, and other debris clogged the inlet at the Old Bridge RD dry hydrant over the winter. We were able to flush the sand and debris away only to have it clog again. The hooded inlet we installed did survive the force of the ice over the window. We are looking for a solution for the debris issue.

## **Incidents**

May 2015 was a challenging month for all Upper Valley fire departments. The dry weather conditions created one of the highest fire dangers in recent years. There were several multiple alarm brush fires in our immediate area. The largest one was



**Forest fire on Tigertown RD**

*Photographer Unknown*

in Norwich on Tigertown RD and covered about 135 acres and destroyed a vehicle and shed. This was probably the largest forest fire in Norwich history. Over 20 area fire departments controlled the fire over a two-day period. Many of these same fire departments responded to large fires in Sharon and Strafford a few days later.

Severe thunderstorms downed numerous power lines. We responded to Hanover due to electrical hazards at the Hanover Municipal Building.

### **Training**

Fire training was a review of the Tigertown Road fire. NFD members and representatives from other responding departments attended. Firefighters Matt Cohen-Price and Stephen Foltz completed the VT Firefighter 1 course. FAST Squad training was cancelled due to the forest fire on Tigertown RD. Two members attended the New Hampshire Emergency Medical Services conference.

<i>Call Types</i>	<i>Month</i>	<i>Year to Date</i>	<i>Prior Year to Date</i>
Structure Fires	2	8	5
Vehicle Fires	1	1	0
Wildland Fire	5	8	2
Other Fires	0	0	1
Medical	8	36	37
Vehicle Crashes	2	12	11
Hazardous			
Conditions no fire	7	14	3
Service Calls	1	6	7
Good Intent Calls	1	13	13
False Alarms	3	11	11
Other	0	0	0
<b>Total</b>	<b>30</b>	<b>109</b>	<b>90</b>

### **Emergency Management**

We had to cancel our emergency management training session due to the forest fire on Tigertown Rd. It will be rescheduled in the fall of 2015. We received \$20,190.50 from the VT Department of Public Safety. This reimburses us (100 percent) for the portable radios we received from a VT Homeland Security grant.

# TOWN OF NORWICH ZONING & PLANNING

June 2, 2015

## April - May 2015 Monthly Report – Director of Planning & Zoning

### 1. Planning Commission

- Route 5 South/River Road Planning Study. – The Commission continued working with a consultant on the next draft of Route 5 South/River Road Study to be presented at two public forums on May 5 at 4:30 PM and 7 PM. A Final Draft will be posted in early June on the Planning Commission web page.
- Membership – Tom Gray and Daniel Johnson decided to step down at the end of their four-year term. Daniel was on the Commission for 12 years and Tom 9 years. Both had served as Chair. Two new members, Chris Brien and Melissa Horwitz were appointed on May 13. A third new member, Jaci Allen was appointed May 27 to replace Bill Flynn.

### 2. DRB

- The Board visited the site and held a hearing for a preliminary plan review for a two lot subdivision on Tucker Hill Road on May 21<sup>st</sup>.

### 3. ZA – 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.
- Pre-application meeting on proposed development in Flood Hazard Area with applicant and state floodplain manager.
- Post construction inspection of renovation in Flood Hazard Area

### 4. Other

- Covered for Town Manager April 18 to May 3 including Selectboard meeting, meeting with Secretary of Agency of Natural Resources, and facilities forum.
- Replaced Wi-Fi access points in Tracy Hall for better open public internet.
- Meeting with Dubois & King on permit application for pool dam replacement.
- Meeting with Jim Pease from the Watershed Management Division of VTDEC and Andy regarding the Norwich Storm Water Infrastructure Mapping Project with updated mapping of existing storm water facilities including drainage systems and culverts.
- Continued efforts to obtain a state Section 1111 permit for the Church Street sidewalk project.

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

June 2, 2015

RE: May 2015 Monthly Report

Neil;

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

Norwich Officers responded to 146 incidents during the month of May, and of those calls seven (7) were outside the officers work schedule meaning officers responded seven (7) times to calls during off duty hours.

Norwich officers participated in the National Campaign (2015 Memorial Day Click It Or Ticket Campaign) focusing on occupant safety. Norwich officers worked a total of 32 grant funded hours in and around Norwich concentrating on drivers that were texting, on cell phones, un-belted and other occupant safety indicators.

The Norwich Police participated in the MCS annual bike to school day. One officer led the parade of bikes from Huntley Meadow through town ending at MCS, another officer stopped traffic to make the street a safe route for the bikes then followed the parade to MCS. Several volunteers were stationed at intersections to make sure the route was safe for the bicyclists. This year appeared to be one of the biggest and best attended Bike To School day in several years.

Norwich officers participated in the Parks and Rec. departments Touch-A-Truck day at MCS. Town departments had pieces of equipment lined up at MCS for the kids to look at and even climb through. Great day and great turnout.

The Norwich Police Department has distributed all but one of the traffic calming devices (Step-2-Kid) to assist residents reminds motorists to slow down. One more left for anyone who wants it.

## May Traffic Enforcement

Motor Vehicle Stops	110	Includes Memorial Day Occupant Safety Campaign
Traffic Tickets Issued	26	



### ACTIVITY

<b>CALL TYPES</b>	<b>May 2015</b>	<b>2015 YEAR TO DATE</b>	<b>PREVIOUS YEAR</b>
Burglaries	0	1	6
Vehicles Crashes	6	35	88
Intrusion Alarms	13	29	58
Frauds	2	11	32

1. Over Time Hours                      17 hours
2. Sick Time Hours                      16 hours
3. Vac/Hol/Per Time Hours            80 hours
4. Part Time Officer Hours            18 hours
5. Total #of calls responded to      146 calls
6. Training Hours                        10.5 hours
7. Grant Funded Hours                31 hours    Memorial Day Occupant Safety Campaign

Respectfully;  
**D.A.R.**

Douglas A. Robinson  
Chief of Police



**TOWN OF NORWICH**  
**DEPARTMENT OF PUBLIC WORKS**  
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Norwich, VT 05055  
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[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: May 31, 2015

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

Storm Cleanup:

- Public Works spent a lot of time in May on storm cleanup after heavy rains and thunderstorms: washout repairs, shoulder restoration, tree cleanup, and culvert cleaning.

Illness and Injury:

- Paul Betters has been out on medical leave since May 19, 2014.

Transfer Station:

- Clean Harbors picked up 2400 lbs. of paint for recycling this month.
- We will be starting the sale of windshield stickers for 204/2015 on June 1<sup>st</sup> in an attempt to avoid the July 1<sup>st</sup> rush.

Green-Up Day:

- 5-4-15: Public Works employees picked up a 60-yard roll-off full of trash from Green-Up Day efforts.

Touch-a-Truck:

- 5-20-15: Public Works participated in the Touch-a-Truck event.

Training:

- 5-28-15: Buildings and Grounds employees (Bob and Ben) attended the New England Sports Turf Managers Association's 2015 Maintenance Workshop. This year the training was hosted by the Town of Hartford.

Fire Department Vehicles:

- Public Works performed VT State Inspections and full services on three Fire Department vehicles in May. We will complete the work on their remaining vehicles in June.

Paving Program:

- We will be completing the 2014/2015 paving program during the spring of 2015. We will complete projects on the Howard Hill section of Beaver Meadow Road and on Glen Ridge.
- We are currently out-to-bid for the 2015/2016 paving program.

Pending Projects:

- I will schedule the crosswalks and other paving markings to be redone.
- We will continue grading every gravel road in town, as time allows.
- We will soon post an advertisement for seasonal roadside mowing help.

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

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

## May 2015 - Monthly Recreation Report

**Recreation Programs & Summer Brochure Update:** I observed many of our spring teams/programs in action and enjoyed setting up and recording results for our home Middle School Cross-Country Running meet on the afternoon of May 26<sup>th</sup>. I feel very fortunate to have exceptional volunteers providing incredible coaching expertise in these programs. I plan to focus on visiting as many of the other spring teams as possible in June.

Plans are underway for many summer activities and I am working on our summer brochure and preparing on-line descriptions to post on our website.

**Staffing:** Meetings and discussions occurred with potential instructors for both summer and fall. After a multitude of phone calls, e-mails and interviews, my summer staffing is basically lined up though I continue to work on scheduling details. We will have a strong, experienced crew on board.

**Events:** On May 6<sup>th</sup> I thoroughly enjoyed helping with the spring "Bike to School Day" for which there was an exceptional turn-out on a perfect morning. I would like to thank all the departments involved in our "Touch-A-Truck" Day on May 20<sup>th</sup> as well as the many volunteers who helped make it such a success. Steve Leinoff lined up the Fire Safety Trailer as a new attraction which was extremely popular. Many thanks to Linda Cook for teaching the children about all the interesting facets of it. This event could not exist without the supportive cooperation from the Norwich Fire, Police and Public Works Departments as well as Bill Hammond/the Marion Cross School. I thank them for their involvement and co-sponsorship.

**Meetings:** At your Select Board meeting on May 13<sup>th</sup> it was my pleasure to introduce you to our newest Council member, Amy Downard. Thank-you for approving her term as well as John Girard's. I am thrilled to have them both on board and am sure they will contribute significantly to the Council. Following our visit with the Select Board, we moved on to our own Council meeting. We discussed events we are coordinating as well as our Norwich Recreation public survey focus and draft questions. Council member, Reese Madden will be coordinating and implementing the survey. I attended the Vermont Recreation & Parks Association (VRPA) Annual meeting on 5/19 which included an overview of statewide events for both the past and upcoming years. The educational focus of the day was, "Parks & Recreation Risk Management: Issues, Concerns and Best Practices". I also helped with their silent auction to raise money for the state organization.

Respectfully submitted by Jill Kearney Niles