
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: DECEMBER 2014 MONTHLY REPORT
DATE: JANUARY 8, 2015

This is the Town Manager's Report for December 2014. Department specific monthly reports are attached.

General

- The Division of Property Valuation and Review has provided Norwich with the results of their 2014 equalization study. The results are shown in the following table as are the results of the 2013 study, the year of the Town-wide reappraisal. In addition, the generally acceptable range of values is shown.

	2013	2014	Acceptable Range
CLA	99.33%	97.82%	0.90-1.10
COD	5.45%	5.96%	5-10
PRD	1.01%	1.02%	0.98-1.03

- CLA – The common level of appraisal is used to equalize education taxes statewide—to ensure that properties of equal value pay equal taxes.
- PRD – A measure of vertical equity. Price-related differentials above 1.03 tend to indicate assessment regressivity (Lower value properties paying more than their fair share); price-related differentials below 0.98 tend to indicate assessment progressivity (Higher value properties paying more than their fair share).
- COD – The average deviation of a group of numbers from the median expressed as a percentage of the median. The coefficient of dispersion (COD) measures how tightly or loosely the individual sample ratios are clustered around the median. The COD is a measure of appraisal uniformity. A COD of less than 5% may indicate sales chasing.
- The Photovoltaic (PV) project has been completed and, on an annual basis, more than 90% of our electricity will be from PV. The project also serves the library and school.

Projects

- Facilities Studies
 - Bread Loaf is developing a schematic design and cost for a one-story police/fire facility.
 - Trumbull-Nelson and Spates Construction attended the site visit in response to the RFI for a budgetary estimate for a Design-Build project at Public Works.

- Norwich Pool
 - The baseline condition has been documented.
 - The hydraulic model has been updated based on an updated topographical survey.
- Safe Routes to School
 - The project plans have been reviewed by AOT and their suggested changes are being incorporated in the project plans.
 - A Section 1111 permit has been applied for to allow construction in the State ROW.

Assessor

- The Assessor is continuing to send mailers and conduct inspections for the cyclical reappraisal.

Finance Department

- Delinquent taxes at the end of December were \$74,418. This compares to \$166,711 at the end of December last year.
- Current year tax payments made during December were \$262,980, leaving \$6,749,891 still to be collected. The second payment is due in February.

Fire Department and Emergency Management

- The Fire Department responded to 231 incidents in 2014, 4 fewer than in 2013. In 2014 members responded to incidents on Easter Sunday, Thanksgiving Day and Christmas Day.
- Fifteen of the 23 radios fully funded by a Homeland Security have been received. These radios are digitally capable and replace radios more than ten years old.
- The annual blood borne pathogen training was conducted for members of the Fire, Police and Public Works Departments.

Planning Department

- There were two additional workshops held on the Route 5 South/River Road Planning Project. The project is looking at long-term land use planning to create areas with the potential for higher density housing and mixed-uses. The next workshop is scheduled for late February.

Police Department

- Seven of the 141 calls for service were outside of the officer's normal work schedule.

Public Works Department

- The following table shows winter maintenance activities.

Activity	This month	This season, so far	Last year at this time
Callouts	14	16	16
Plowing	8	10	4
Treating the pavement	16	21	24
Sanding	19	23	21
Sidewalks	9	13	13
Snow removal	3	3	3

- 7,000 yards of winter sand was delivered and screened.
- Clean Harbors Environmental Services picked up 1,600 lbs. of paint for recycling.

Recreation

- Online registration for the Summer Circus Camp 2015 opened on December 1st and the first session is completely filled and there are just 13 spots left in Session #2.
- The skating rink was filled with water in late December. This was a combined effort of 20 “hosers” and the Fire and Public Works Departments. The Community Skating Party is tentatively scheduled for January 23, 2015.

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

Monthly Report – December 2014

- (1) The Assessor continued field inspections of the properties on Map 10 in response to property owners who contacted the office.
- (2) The Lister/Assessor's Office received the results of the State of Vermont's 2014 Equalization Study. The State has determined that Norwich's 2014 Equalized Education Property Value is \$712,134,000, the Coefficient of Dispersion (COD) is 5.96%, and the Common Level of Appraisal (CLA) is 97.82%.
- (3) At the request of the Vermont Department of Taxes, Division of Property Valuation and Review, the Listers held a meeting to discuss the possibility of making an Errors & Omissions request to the Selectboard to change the way that the components of the Elbow Cooperative are billed for property taxes, in effect combining its three tax bills into one. The Listers' meeting was attended by a representative from the Department of Taxes. Ultimately the Listers voted to ask the Selectboard to make the requested change, which it subsequently did.

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

January 5, 2015

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for December 2014

- Delinquent Tax Collections through December were \$ 2,711. making delinquent taxes due at the end of December \$ 74,418. Penalty collected was \$ 217 and interest \$ 985 for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 166,711.
- Current year tax payments made during December were \$ 262,980, leaving \$6,749,891 still to be collected.
- Review of the outside audit continued.
- Reconciliation for the processing of 2014 W-2's & 1099's has begun.



Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

sleinoff@norwich.vt.us Fax: 802-649-1775

Chief: Stephen Leinoff

To: Neil Fulton, Town Manager
From: Stephen Leinoff, Chief
Subject: Fire Department and Emergency Management Monthly Reports
Date: January 5, 2015

Fire and FAST Department

The Norwich Fire Department responded to 231 incidents in 2014, 4 fewer than in 2013. I would like to thank and recognize our firefighters, EMTs and Support Team members for their dedicated service “24/7”. In 2014 members responded to incidents on Easter Sunday, Thanksgiving Day and Christmas Day.

We received 15 portable radios and will receive an additional eight portable radios. These radios are more “user friendly” and replace radios over ten years old. VT Homeland Security funded the complete cost.

We are changing workers compensation insurance carriers. The new company completed an inspection.

Department members provided input into options for a public safety building.

Training

The Department provided annual blood borne pathogen training for fire, FAST, police and public works employees as required by VOSHA. Fire training included self-contained breathing



NFD members at a building fire at 44 Cliff St. on Dec. 20th



NFD assisted in flooding the skating rink.

apparatus (SCBA) and protective clothing inspection and maintenance. SCBA face piece fit testing was started. One member completed Firefighter 2 training.

Emergency Management

The scheduled training for Town, Fire District, and School employees was postponed. This training is an exercise in the use of the Town's Emergency Operations Plan.

<i>Call Types</i>	<i>Month</i>	<i>Year to Date</i>	<i>Prior Year to Date</i>
Structure Fires	2	10	14
Vehicle Fires	0	0	0
Wildland Fire	0	2	0
Other Fires	0	1	2
Medical	9	87	83
Vehicle Crashes	6	36	24
Hazardous			
Conditions no fire	3	18	17
Service Calls	2	21	25
Good Intent Calls	1	29	31
False Alarms	1	25	38
Other	0	0	1
Total	24	231	235

TOWN OF NORWICH ZONING & PLANNING

January 5, 2015

December 2014 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - a. Route 5 South/River Road Planning Project. The project continued with two additional public workshops on December 11 at 3 PM and 7 PM. The next workshop is scheduled for late February.
2. DRB

Activities included a public hearing of an appeal of a permit issued by the Zoning Administrator. The DRB also reviewed a Boundary Line Adjustment application. A hearing for a Final Subdivision Plan Review is scheduled for January 15.
3. ZA – Activities included:
 - a. Meetings with landowners on future development plans, permits, and hearings. Inspections of projects in flood hazard areas.
 - b. Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.
4. Other
 - a. Attended Vermont Planners Association Legislative Issues Committee Meeting

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

January 5, 2015

RE: December 2014 Monthly Report

Neil;

As you requested, here are some of the monthly stats of the Police Department from the month of December 2014.

Norwich Officers responded to 141 incidents during the month of November, 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 Police Department along with other area police departments have been investigating several thefts of packages which were taken from residences after delivered by UPS, Fed-Ex and USPS. The investigation has developed leads and suspects as well as suspect vehicles. The investigation is continuing.

Norwich officers participated in the Holiday Click It Or Ticket Campaign. This campaign is sponsored by the GHSP and is a DUI campaign. We had extra patrols and officers on duty during peak hours concentrating on impaired drivers as well as other violations.

Norwich officers provided traffic control and safety during the Christmas pageant which proceeded down Main Street. We also had several reports of suspicious activity during the month of December which was mainly of an elf and several angels wandering around town spreading good cheer.

School is Back in session, please drive carefully

TRAFFIC ENFORCEMENT December 2014

Motor Vehicle Stops	120
Traffic Tickets issued	38

ACTIVITY

CALL TYPES	December 2014	2014 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	6	16
Vehicles Crashes	18	87	100
Intrusion Alarms	4	58	74
Frauds	7	32	41
Driving w/ Suspended License	3		

- 1. Over Time Hours 8.5 hours
- 2. Sick Time Hours 16 hours
- 3. Vac/Hol/Per Time Hours 8 hours
- 4. Part Time Officer Hours 8 hours
- 5. Total #of calls responded to 141 calls
- 6. Training Hours 23 hours
- 7. Grant Funded Hours 28 hours (Holiday GHSP Click It Or Ticket)

Respectfully;
D.A.R.

Douglas A. Robinson
Chief of Police



03/29/2013



TOWN OF NORWICH
DEPARTMENT OF PUBLIC WORKS
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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: December 31, 2014

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 Dec. 31, 2013
Callouts	14	16	16
Plowing	8	10	4
Treating the Pavement	16	21	24
Sanding	19	23	21
Sidewalks	9	13	15
Snow Removal	3	3	3

From the daily log:

- Nov 29-Sat: Hartford Dispatch called at noon to say that Pattrell Road was slippery. I called Mike K. in to take care of it. Hartford Dispatch called at 7:52 pm to say that there was a slippery spot on Route 132. I called Gary in to take care of it.
- Dec 1-Mon: Gary, Neal, and Mike K. checked all of the gravel roads, sanding as necessary. They finished this at noon.
- Dec 3-Wed: Because of snow, I called everyone in at 3:00 am. We plowed, salted, and sanded. Mike T. came in at 5:30 am to do the sidewalks. Everyone finished at noon. Hartford Dispatch called at 10:00 pm to say that the roads were freezing over. I called everyone in to treat the pavement.
- Dec 4-Thur: Mike T. came in at 5:30 to do the sidewalks. Everyone else was in at the regular time. Neal took Truck #5 and checked New Boston, Turnpike, Bragg Hill and Kerwin Hill, sanding as necessary. He finished this at noon.
- Dec 5-Fri: Gary was on Truck #4. Neal was on Truck #5. Mike was on Truck #10. They checked every gravel road in town, sanding as necessary.
- Dec 6-Sat: Because of snow overnight, I called everyone in at 3:00 am. We plowed and treated all of the paved roads. We plowed all of the gravel roads and sanded them. After

that, because of rain switching back to snow, we plowed the paved roads again and treated them. Mike T. plowed and treated the sidewalks.

- Dec 7-Sun: In order to clean up after the storm, I called everyone in at 3:00 am. We treated the pavement as necessary for any slippery spots. WE then sanded all of the gravel roads. Mike T. did the sidewalks. Everyone finished at 11:00.
- Dec 8-Mon: Because snow removal was done overnight, Sonny went down and treated Main Street where we picked up snow.
- Dec 9-Tue: Because of freezing rain, everyone checked their gravel roads, sanding as necessary, until noon. After that, everyone worked in the shop until there were a couple of inches of snow. Then we plowed and treated the pavement at the same time. Part of the crew left at 7:30 pm. Sonny and I left at 9:00 pm. Part of the crew will be back in at 2:30 am. Sonny and I will be back in at 2:00 am.
- Dec 10-Wed: Everyone was in at 2:00 am. We plowed everything, sanded all of the gravel roads, treated the pavement, and did the sidewalks. Hartford Dispatch called at 6:24 pm to say that the roads were snow-covered and slippery. I called everyone in. We plowed Beaver Meadow Road and treated it. We plowed and sanded Chapel Hill North and South. Everyone treated all of the rest of the pavement.
- Dec 11-Thur: Everyone was in at 5:30 am. We plowed, treated the pavement, sanded the gravel roads, and did the sidewalks. Everyone was done, except Mike T., at 1:30. He cleaned up the Holder and put back up a mailbox in Hawk Pine.
- Dec 12-Fri: Hartford Dispatch called at 12:40 pm to say that Union Village Road was slippery. I called Bob Barden in to treat the pavement. Bob found that there was a car hauler there from a company called A Notch Above. The driver seemed impaired from either alcohol or drugs. Bob didn't find that the road was slippery at all. I called everyone in at 4:00 am. We treated the pavement, sanded all of the gravel roads, and did the sidewalks.
- Dec 15-Mon: Mike K. went to Pike Industries, got one load-8.95 tons- of manufactured sand and sanded Pattrell Road and Kerwin Hill. Gary went to the snow dump at the pool and pushed back all of the snow with the loader. I plowed Huntley Rec. Field parking lot, the pool area, and Parcel 5. Gary went to Pike Industries with Truck #5 and got a load of manufactured sand-8.54 tons- and sanded all of these parking areas.
- Dec 16-Tue: Gary was on Truck #5. Neal was on the backhoe. Mike was on Truck #10. They picked up snow starting at north Hazen Street, heading toward Dan & Whit's. Truck #10 developed a hydraulic oil leak. Mike had to go back to the shop. Neal and Gary continued picking up snow and got as far as the horse trough. They came back to the shop at noon. After lunch, everyone except Bob and Mike T. checked all of their sand routes and sanded as necessary.
- Dec 17-Wed: Because of rain overnight, I called everyone in at 5:00 am. The pavement and sidewalks were okay. I had everyone check the gravel roads and sand as necessary. Everyone finished doing this at 10:00.
- Dec 18-Thur: Because of light snow overnight, Gary took Truck 35, checked all of the paved roads in town, and treated as necessary. Neal was on the backhoe. Mike K. was on Truck #10. They picked up snow in the downtown area until noon. After lunch, Gary, Neal and Mike K. checked all of the gravel roads in town, sanding as necessary. Sonny took the 672G John Deere grader and peeled the ice off Willey Hill, Hawk Pine, and ¼ mile of Turnpike road.

- Dec 19-Fri: Sonny was on Truck #5. Neal was on the backhoe. They finished picking up snow in the downtown area.
- Dec 21-Sun: Hanover Dispatch called at 9:23 am to say that the roads were getting covered with snow and were slippery. I called everyone in. I was not able to reach Sonny. We treated all of the pavement, did the sidewalks, and sanded the steepest hills.
- Dec 22-Mon: Mike K., Gary, and I came in at 6:00 because there was sanding to be done. We checked all of the gravel roads, sanding as necessary.
- Dec 23-Tues: Because of snow overnight, I called everyone in at 5:30 am, except Mike T. We treated all of the paved roads, plowed all of the upper elevations, and sanded all of the gravel roads. Mike T. did the sidewalks. Everyone finished at 2:00 pm.
- Dec 24-Wed: Gary took Truck #7 and checked Bragg Hill, Turnpike, and New Boston, sanding as necessary.

Illness and Injury:

Paul Betters is still out on medical leave. He has been out for a total of 35 weeks at this point.

Transfer Station:

- Atlantic Recycling Equipment was here on December 11th to service all three of our compactors.
- Clean Harbors Environmental Services picked up 1,600 lbs of paint for recycling.

Training:

All Public Works employees attended blood borne pathogens training at Tracy Hall on December 8th.

Sand:

Twin State Sand & Gravel completed the screening of the 7,000 yards of winter sand for our stockpile.

Other Projects:

We completed the repairs of ruts and potholes on several of our heavily-traveled gravel roads which were caused by the week-long thaw in December.

Buildings and Grounds:

Buildings and Grounds completed painting the Recreation office at Tracy Hall. They will refinish the floor in the spring.

Pending Projects:

- During the spring of 2015 we will complete our paving program. We will do Hopson Road from Elm Street to Route 5, the Howard Hill section of Beaver Meadow Road, and possibly shim Douglas Road.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

DECEMBER 2014 Monthly Report

Recreation Program Update: Details for the winter brochure were assembled and it was printed and distributed to Marion Cross School students as well as being posted on-line. The following programs were set up for on-line registration: Creative Dance for K – 2nd Grade, Fencing, Tabata, Yoga and Snowshoeing, Facilities were booked for these and our other programs with on-site registration (Table Tennis & Pa Kua Chang Kung Fu). I advertised on our three local list serves and we have had good responses so far.

On-line registration for our two sessions of Summer Circus Camp 2015 opened on Dec. 1st and the first session has already met its quota of 60 campers. There are just 13 spots left open in Session #2 which I'm confident will fill. Youth Basketball continues; the game schedule was updated and officials are being lined up. First and Second Grade Basketball began Dec. 1st with 32 excited participants now learning all the basics of the sport.

Facilities: Through the efforts of 20 wonderful "Hoser" volunteers as well as the Norwich Fire & Public Works Departments, the rink is looking beautiful and being enjoyed by many. The new water line and frost-free hydrant installed last year has truly helped to simplify "The Hosers" jobs.

Meetings: I attended the VT Recreation & Parks Association quarterly meeting in Randolph on Dec. 4th where among other things, we were updated about the new recycling laws coming into effect in Vermont and how they will affect our facilities set-up.

Events: The Dec. 18th Carol Sing at the 'Norwich Inn', post-pageant was festive and well attended on what was a beautiful night for it once again this year. We have a new young group of fourth grade singers who have truly brought new life to the event. The Inn provided hot chocolate and cookies which were enjoyed by all attendees.

In collaboration with the MC School PTO our Community Skating Party date was set for Jan. 23rd, 2015.

Miscellaneous: I hope you will all (continue to) support the proposed '15 – '16 Recreation Budget. The Holiday Party at the 'Norwich Inn' was a lovely get-together and was truly appreciated. Happy 2015 to all!

Respectfully submitted by,

Jill Kearney Niles