
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: JUNE 2015 MONTHLY REPORT
DATE: JUNE 2, 2015

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

General

- The 2015 Grand List was lodged by the Listers. The 2015 Grand List is \$695,005,733. This compares to the 2014 Grand List of \$692,647,800.
- FEMA has approved the Norwich Multi-Hazard Mitigation Plan pending adoption by the Selectboard. This will be an item on the July 8, 2015 agenda.
- Effective July 1, 2015 State law prohibits the disposal of the following recyclables in the trash compactor:
 - Metal: aluminum and steel cans, aluminum foil and pie plates
 - Glass: bottles and jars from foods and beverages.
 - Plastics: #1 and #2 (PET and HDPE resin types) containers.
 - Paper: corrugated cardboard, white and colored paper, newspaper, magazines. paper mail and envelopes, boxboard, and paper bags.

Projects

- Norwich Pool
 - A public forum was held on June 23, 2015. It is anticipated that the permit application will be submitted to the Agency of Natural Resources in late July.
- Safe Routes to Schools
 - AOT issued a Letter of Intent approving the cross section design. The design is now being coordinated with the utilities.

Assessor

- The Listers heard 20 grievances as a result of the 331 change of appraisal notices that were mailed.
- The 2015 Grand List was lodged.
- Field inspections as part of the cyclical reappraisal process continued.

Finance Department

- Delinquent taxes at the end of June were \$129,003. This compares to \$136,507 at the same time last year.

- There was a tax sale conducted in June 2014 because of delinquent taxes and the property was not redeemed within one year so a tax collectors deed was issued to the winning bidder.

Fire Department and Emergency Management

- Developing protocols and informational material as a result of the recently adopted alarm ordinance.
- The Norwich Multi-Hazard Mitigation Plan was tentatively approved by FEMA. The purpose of mitigation planning is to identify policies and actions that can be implemented over the long term to reduce risk and future losses

Planning and Zoning

- Route 5 South/River Road Planning Study – Final Draft received and posted on the Planning Commission web page.
- Zoning – Pete Fellows from TRORC attended the June 11 Planning Commission meeting to discuss changes in state resiliency policies and mapping for river corridor management of fluvial erosion hazards and flood hazards. Some of these changes will be incorporated in the update of the zoning regulations.

Police Department

- Seven of the 106 calls for service were outside of the officer's normal work schedule.
- The Police Department is investigating five burglaries that were reported during the month of June. All the burglaries reported involved unlocked residences. The police department encourages residences to lock their doors as well as their vehicles.

Public Works Department

- As a result of heavy rains there was a lot of storm cleanup on washout repairs, shoulder restoration, tree cleanup and culvert cleaning.
- Roadside mowing has started with the priority of those areas with identified wild parsnip.
- Clean Harbors picked up 4,000 lbs. of paint for recycling.
- Sale of transfer station windshield stickers for FY16 started on June 1.

Recreation

- The summer brochure was completed, posted on-line and handed out to Marion Cross students.
- There are nine varied summer programs being offered.
- Summer staff has been hired and multiple orientation meetings have been conducted to prepare everyone.

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

Monthly Report – June 2015

- (1) The Listers held grievance hearings on 1, 4 and 6 June, heard 20 grievances and performed inspections of properties grieved where deemed necessary.
- (2) The Listers deliberated on grievances previously heard on 11 June.
- (3) The Listers met on 12 June. Liz Blum and Lee Michaelides voted to approve the 2015 Final Grand List, which they subsequently signed. Cheryl Lindberg voted against.
- (4) The Office mailed out the Result of Grievance notices on 12 June.
- (5) The Listers met with their District Advisor from PV&R, Nancy Merrill, on 29 June.
- (6) The Listers approved an Errors & Omissions request for the Wickner Revocable Trust, 14-001.000, for submission to the Selectboard.
- (7) The Listers reviewed the Homestead non-filer list for properties that potentially should have filed an HS-122 but did not, and directed the Clerk to submit the results to the State for follow-up.
- (8) The Assessor continued field inspections of the properties on Maps 8, 9, 13 & 14 in response to property owners who contacted the office.
- (9) The Canon Imagerunner copier, which has performed great service for the Listers and other Tracy Hall Departments since 2003, was retired in favor of a new, more economical machine.

Respectfully submitted,

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, 2015

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for June

- Delinquent Tax collections through June were \$ 13,543. Delinquent Taxes as of June 30, 2015 are **\$129,003**. Interest collections were \$ 2,263 and penalty collections were \$1,083.

The following is a table showing delinquent taxes as of June 30th for the last 7 years:

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

- A tax sale was finalized on June 19, 2015. Since the property was not redeemed during the one year time frame, a tax collectors deed to the winning bidders, the William's was executed. The excess funds are being remitted to the Estate of Julia Hancock.
- Met with the public assistance team of Emergency Mgmt. & Homeland Security to discuss FEMA project closeouts. More suggestions were made regarding the final closeout for Bridge 41. This will be wrapped up and sent as soon as we get the final documents required. The Town Pool/Dam was also discussed.
- Continue to monitor spending and year end projections in conjunction with year-end closeout.



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: Neil Fulton, Town Manager
 From: Stephen Leinoff, Chief
 Subject: Fire Department and Emergency Management Monthly Reports
 Date: June 30, 2015

Fire and FAST Department

We are preparing for the implementation of the alarm ordinance. We are developing administrative procedures for responses, training officers, and planning notification of alarm system owners.

The Department of Public Works (DPW) completed annual service and motor vehicle inspections of our fleet. This was a difficult fiscal year for apparatus repair

and maintenance. There were many major repairs to the apparatus; most of these were to the fire pumps and related equipment on Engine 1 and Tanker 1. The service work performed by DPW saved us thousands of dollars in labor charges.

We conducted an assessment process to fill vacant captain's and lieutenant's position. The assessment was conducted on June 29th. The selected candidates will be notified in July.

We issued pagers to Support Team members. The Support Team automatically responds on all second alarm incidents and earlier at the request of the incident



Norwich Fire and Police, and Hanover Ambulance at the scene of a motorcycle accident

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	7	5
Vehicle Fires	0	1	0
Wildland Fire	0	8	2
Other Fires	0	0	1
Medical	5	45	49
Vehicle Crashes	1	13	15
Hazardous Conditions no fire	4	18	6
Service Calls	0	6	9
Good Intent Calls	2	16	14
False Alarms	5	16	12
Other	0	0	0
Total	17	130	113

commander. The team provides food for responders.

Incidents

June was a much quieter month for responses following a very busy month. The rain and natural “greening up” stopped the rash of wildland fires that kept all area fire departments busy.

Training

Fast Squad training was on Mass Casualty Incidents. Fire training was on ladder rescues, and “mayday” procedures. Mayday is a term used for firefighters to report an emergency where his or her personal safety is in danger. Individual members attended the VT International Association of Arson Investigators’ seminar on heating system fires and explosions and the New England Association of Fire Chiefs conference.

Emergency Management

We received a draft of our 2015 Local Hazard Mitigation Plan (LHMP). The Two Rivers-Ottawaquechee Regional Commission and the Town of Norwich Emergency Management Committee prepared the plan. The LHMP evaluates the probability and consequences of hazardous events and develops plans to reduce the impact of these events.

A. Mitigation Goals

- To reduce injury and losses, including loss of life and to infrastructure, structures and businesses, from the natural hazard of flash flooding, flooding and fluvial erosion.
- To reduce injury and losses, including loss of life and to infrastructure, structures and businesses, from the hazard of structural fire.
- To reduce injury and losses, including loss of life and to infrastructure, structures and businesses, from the hazard of water supply contamination.
- To reduce injury and losses, including loss of life and to infrastructure, structures and businesses, from the hazard of hazardous material spill(s).
- To reduce injury and losses, including loss of life and to infrastructure, structures and businesses, from the natural hazard of severe weather.¹

Engineering, education and enforcement are all strategies used to meet the mitigation goals. Engineering includes building and road designs, and infrastructure. Alarm systems, culvert and drainage systems, and building designs are examples of engineering. Education includes providing information to the public about hazards. Examples are practicing home fire drills, recognizing and avoiding hazardous situations. Enforcement activities are regulations to prevent or mitigate the impact of a hazard. Land use and zoning, traffic regulations, and the State Fire Prevention and Building Code are example of enforcement activities.

¹ Town of Norwich, Vermont 2015 Local Hazard Mitigation Plan
June 2015 Draft Prepared by the Two Rivers-Ottawaquechee Regional Commission and the Town of Norwich

TOWN OF NORWICH ZONING & PLANNING

July 1, 2015

June 2015 Monthly Report – Director of Planning & Zoning

1. Planning Commission

- Route 5 South/River Road Planning Study. –Final Draft received and posted on the Planning Commission web page. Municipal Planning Grant closed-out.
- Zoning – Pete Fellows from TRORC attended the June 11 meeting to discuss changes in state resiliency policies and mapping for river corridor management of fluvial erosion hazards and flood hazards. Some of these changes will be incorporated in the update of the zoning regulations.

2. DRB

- There were no hearings in June.

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.

4. Other

- Church Street Sidewalk Project - Received Vtrans Section 1111 permit for reduced lane widths. The consultant working on design updates and preparing construction easement documents.
- Vacation – 6/5/15 to 6/28/15

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 d robinso@dps.state.vt.us

Neil Fulton
Town Manager
Tracy Hall // 300 Main St.
Norwich, Vermont 05055

July 1, 2015

RE: June 2015 Monthly Report

Neil;

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

Norwich Officers responded to 106 incidents during the month of June, and of those calls seven (7) were outside the officers work schedule meaning officers responded seven (7) times to calls during off duty hours.

After an approximately two (2) year investigation which involved several subpoenas and internet service providers, officers concluded an investigation of inappropriate e-mails form an anonymous person as well as items left in the victims mailbox. As a result of the investigation a 53 year old Norwich man will be cited into court for Stalking and Disorderly Conduct by Use of Electronic Communication.

Norwich Police officers applied for and were granted an ECO (Emergency Care Order) for a Five (5) year old female. The ECO, which was granted by the superior court judge, based on reports of abuse and/or neglect, authorized officers to take custody of the five year old from her biological father and return custody to her biological mother.

The Norwich Police Department had five (5) burglaries reported during the month of June, all of these were reported that an unknown person/s entered the unlocked residence and took cash, electronics and other items easily sold for money or drugs. Norwich Police are reminding everyone to lock their doors as well as their vehicles to discourage the would be thieves. These burglaries are under investigation

May Traffic Enforcement

Motor Vehicle Stops	68
Traffic Tickets Issued	20

ACTIVITY

CALL TYPES	May 2015	2015 YEAR TO DATE	PREVIOUS YEAR
Burglaries	5	6	6
Vehicles Crashes	4	39	88
Intrusion Alarms	5	34	58
Frauds	5	16	32

- | | |
|---------------------------------|-----------|
| 1. Over Time Hours | 12 hours |
| 2. Sick Time Hours | 16 hours |
| 3. Vac/Hol/Per Time Hours | 16 hours |
| 4. Part Time Officer Hours | 8 hours |
| 5. Total #of calls responded to | 106 calls |
| 6. Training Hours | 25 hours |
| 7. Grant Funded Hours | 0 |

Respectfully;
D.A.R.

Douglas A. Robinson
Chief of Police



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: Neil Fulton, Town Manager
From: Stephen Leinoff, Chief
Subject: Fire Department and Emergency Management Monthly Reports
Date: June 30, 2015

Fire and FAST Department

We are preparing for the implementation of the alarm ordinance. We are developing administrative procedures for responses, training officers, and planning notification of alarm system owners.

The Department of Public Works (DPW) completed annual service and motor vehicle inspections of our fleet. This was a difficult fiscal year for apparatus repair

and maintenance. There were many major repairs to the apparatus; most of these were to the fire pumps and related equipment on Engine 1 and Tanker 1. The service work performed by DPW saved us thousands of dollars in labor charges.

We conducted an assessment process to fill vacant captain's and lieutenant's position. The assessment was conducted on June 29th. The selected candidates will be notified in July.

We issued pagers to Support Team members. The Support Team automatically responds on all second alarm incidents and earlier at the request of the incident



Norwich Fire and Police and Town of Norwich respond to the scene of a motorcycle accident

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	7	5
Vehicle Fires	0	1	0
Wildland Fire	0	8	2
Other Fires	0	0	1
Medical	5	45	49
Vehicle Crashes	1	13	15
Hazardous Conditions no fire	4	18	6
Service Calls	0	6	9
Good Intent Calls	2	16	14
False Alarms	5	16	12
Other	0	0	0
Total	17	130	113

commander. The team provides food for responders.

Incidents

June was a much quieter month for responses following a very busy month. The rain and natural “greening up” stopped the rash of wildland fires that kept all area fire departments busy.

Training

Fast Squad training was on Mass Casualty Incidents. Fire training was on ladder rescues, and “mayday” procedures. Mayday is a term used for firefighters to report an emergency where his or her personal safety is in danger. Individual members attended the VT International Association of Arson Investigators’ seminar on heating system fires and explosions and the New England Association of Fire Chiefs conference.

Emergency Management

We received a draft of our 2015 Local Hazard Mitigation Plan (LHMP). The Two Rivers-Ottawaquechee Regional Commission and the Town of Norwich Emergency Management Committee prepared the plan. The LHMP evaluates the probability and consequences of hazardous events and develops plans to reduce the impact of these events.

A. Mitigation Goals

- To reduce injury and losses, including loss of life and to infrastructure, structures and businesses, from the natural hazard of flash flooding, flooding and fluvial erosion.
- To reduce injury and losses, including loss of life and to infrastructure, structures and businesses, from the hazard of structural fire.
- To reduce injury and losses, including loss of life and to infrastructure, structures and businesses, from the hazard of water supply contamination.
- To reduce injury and losses, including loss of life and to infrastructure, structures and businesses, from the hazard of hazardous material spill(s).
- To reduce injury and losses, including loss of life and to infrastructure, structures and businesses, from the natural hazard of severe weather.¹

Engineering, education and enforcement are all strategies used to meet the mitigation goals. Engineering includes building and road designs, and infrastructure. Alarm systems, culvert and drainage systems, and building designs are examples of engineering. Education includes providing information to the public about hazards. Examples are practicing home fire drills, recognizing and avoiding hazardous situations. Enforcement activities are regulations to prevent or mitigate the impact of a hazard. Land use and zoning, traffic regulations, and the State Fire Prevention and Building Code are example of enforcement activities.

¹ Town of Norwich, Vermont 2015 Local Hazard Mitigation Plan
June 2015 Draft Prepared by the Two Rivers-Ottawaquechee Regional Commission and the Town of Norwich



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: Neil Fulton, Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: June 30, 2015

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

Storm Cleanup:

- Storm cleanup continued this month after more heavy rains and thunderstorms. This involved washout repairs and tree cleanup.

Roadside Mowing:

- We completed mowing of all the known areas of wild parsnip throughout town.

Illness and Injury:

- Paul Betters passed away on June 11th.

Transfer Station:

- Clean Harbors picked up 4,000 lbs. of paint for recycling.
- The sale of windshield stickers for fiscal year 2015/2016 started on June 1st and is going well.

Fire Department Vehicles:

- Public Works finished VT State Inspections and full services on all Fire Department vehicles.

Paving Program:

- We are now in the process of completing the 2014/2015 paving program.

Pavement Markings:

- Lazer Lines is currently working on remarking all of the crosswalks.

Pending Projects:

- We will be going out to bid for crack sealing along our paved roads that are still in good condition.
- We will continue grading every gravel road in town, as time allows.

- I continue posting an advertisement for seasonal roadside mowing help.
- In July, I will post an advertisement for an equipment operator for Public Works to fill the open position.
- I will be submitting my recommendation for the 2015/2016 paving program.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

Recreation@norwich.vt.us

June 2015 - Monthly Recreation Report

Recreation Program and Staff Update - I managed to observe most of our Norwich baseball and lacrosse teams, as well as our running groups. We are very 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. Almost the entire fall soccer line-up of coaches and practice times was arranged and shared, so families can plan well ahead.

A wonderful summer staff was hired and multiple orientation meetings took place to prepare everyone. We have nine varied programs being offered to help keep residents active this summer. All the camps that began the last week of June were a success: Sensational Summer Day Camp, Sports Camps, "Challenger" Soccer Camp as well as Adult Boot Camp and Sunrise Yoga. We had an extremely early June 16th start due to the 6/15 end date for school this year.

Facilities - The phone was ringing off the hook all month with folks asking to reserve the pavilion at Huntley Meadow for all sorts of end of school events and celebrations. What a wonderful anonymous donation it was to receive this structure a decade and a half ago and now to observe its ever-growing popularity. Both Huntley and Barrett Meadow are looking beautiful thanks to Andy and his Buildings & Grounds team. Many thanks to them for their hard work. I followed up on closing up fiscal year contracts and finalized all summer rentals and reservations as well.

Miscellaneous - I attended our Norwich Recreation Council and Department Head meetings, both of which were valuable. Thank-you to the entire Select Board for calling the Pool Public Forum meeting which was very informative for all attendees.

Respectfully submitted by,

Jill Kearney Niles