

---

---

OFFICE OF THE TOWN MANAGER

---

---

TO: SELECTBOARD  
FROM: PHIL DECHERT  
SUBJECT: MAY 2016 MONTHLY REPORT  
DATE: JUNE 3, 2016

---

This is the Town Manager's Report for May 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 has been ongoing and VLCT has proposed a process for the long-term town manager search.
- FEMA Alternative Projects – The DEMHS Special Project Analyst coordinating the review of the three Alternative projects has notified the Town that Route 132 Culvert Project has been disqualified because Route 132, although a Town Class II highway, is classified as a Federal Aid Highway and federal funds repairs and improvements must come from the Federal Highway Administration rather than FEMA. We are in the process of replacing the Route 132 Culvert project with the purchase of a large loader.

**Assessor**

- The Assessor is well through the 2016 reappraisal having completed informal meetings with landowners with questions and concerns with values on the Preliminary Property Valuation Report. The 2016 Preliminary Grand List was approved by the Board of Listers. Change of Appraisal Notices have been mailed to landowners and grievances are starting Monday, June 6, 2016.

**Fire Department and Emergency Management**

- The Fire Department and FAST Squad recruiting efforts are continuing. One new firefighter has been appointed and there are two pending applications.
- The Vermont League of Cities and Towns PACIF approved our grant application for apparatus backup cameras and SCBA air tanks.
- Chad Poston resigned as Public Information Officer. Chad managed our twitter account and Facebook page remotely from his home in Missouri. We are looking to replace him with someone local.

**Police Department**

- In addition to responding to 130 incidents in May, the Department participated in Memorial Day Holiday Click It Or Ticket Campaign which will run through June 5.

**Public Works Department**

- Hook Construction has started replacing the deck and making other necessary repairs on Bridge #42 on Turnpike Road just south of Tilden Hill Road.
- 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.
- We are in the process of finish-grading all of our gravel roads.

**Recreation**

- At "Touch-A-Truck" Day on May 25<sup>th</sup> a key attraction was the Fire Safety Trailer along with vehicles from Police, DPW, and Fire. Treats were provided by King Arthur Flour.
- Spring programs are well underway. Plans are well underway for many established summer programs along with new activities.

**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 – May 2016**

- (1) The Assessor held informal meetings with property owners who had questions or concerns with the new assessed values that were proposed in the Preliminary Property Valuation Report for the 2016 Townwide Reappraisal. Seventy-six property owners took advantage of this opportunity, and as a result the Assessor made adjustments in the assessed values of 47 properties.
- (2) The Listers met and were presented with a resulting Abstract (2016 Preliminary Grand List) with a Total Listed Real Value of \$778,768,300. The Listers approved the 2016 Abstract by a vote of 2-0.
- (3) The Office then mailed 1539 Change of Appraisal Notices to taxpayers by certificate of mailing and another 146 Current Use Change Notices by certificate of mailing. The Listers signed the Abstract in the presence of the Town Clerk. They also signed the Notice to Taxpayers of Completion, which was posted at 5 places around Town and in the Valley News on 2 days.
- (4) At their meeting, the Listers approved a grievance schedule beginning at noon on Monday 6 June 2016. Grievances will be held in the Multipurpose Room of Trach Hall. The deadline for filing written (or e-mailed) notice of intent to grieve with the Listers is 8pm EDT on Monday 6 June 2016. Hearings will be limited to 15 minutes per grievant. More information and detailed property record cards may be requested from the Clerk at the above e-mail address.
- (5) As of the time of writing (10:15 am on 6/2/16), grievance activity has been very light, with only 25 filed so far, as compared to the 175 grievances received for the 2013 Townwide reappraisal.

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

May 31, 2016

TO: Phil Dechert, Interim Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for May

- Delinquent Tax collections through May were \$ 7,547. Delinquent Taxes as of May 31, 2016 are \$ 149,284. Last year at the end of May they were \$ 142,545. Interest collections were \$ 772 and penalty collections were \$ 604.
- Heating Oil and Propane- Actual usage was way down because of the mild winter. Our fuel commitments were not made with both companies, but prices were negotiated and secured for the 16-17 heating season. We will be paying \$ 2.029 for #2 heating oil to Dead River Company and \$ 1.25 to Irving for propane.
- Payment plan letters were sent out to delinquent taxpayers. Several payments have been made as a result of the letters, but no formal plans have come back yet.
- An abatement of penalty in the amount of \$ 397.77 was refunded as directed by the Board of Abatement.
- Continued to monitor spending and year end projections.
- Continued to purge files.



# 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](mailto: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: June 1, 2016

## Fire and FAST Department

Our recruiting efforts are paying off. We appointed Eric Friets as a firefighter and have two pending applications. We are continuing recruiting and members spent a day at the transfer station providing residents with information.

We performed annual pump testing on the apparatus.

Department and support team members assisted at "Touch a Truck".

The Vermont League of Cities and Towns PACIF approved our grant application for apparatus backup cameras and SCBA air tanks.

## Incidents

The FAST Squad and Hanover Fire Department personnel teamed up at two challenging incidents; at one they revived a person in cardiac arrest the other involved a person with multiple injuries following a horse riding accident.

## Training

FAST Squad training was on obstetric emergencies. Fire department training session included; operating attack lines, preparing a building for live fire training



Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	0	4	7
Auto Fires	0	0	1
Wildland Fire	0	4	8
Other Fires	0	0	0
Medical	9	31	41
Vehicle Crashes	2	11	12
Hazardous Conditions no fire	2	11	10
Service Calls	1	13	6
Good Intent Calls	2	10	14
False Alarms	1	7	11
Other	0	0	0
<b>Total</b>	<b>17</b>	<b>94</b>	<b>114</b>

and self-contained breathing apparatus face piece testing. Several members are progressing through our driver-training program and are now qualified on different pieces of apparatus. One member completed the VT Fire Academy Fire Instructor I class and is certified as a fire instructor.

### ***Emergency Management***

Chad Poston resigned as Public Information Officer. Chad managed our twitter account and Facebook page remotely from his home in Missouri. We are looking to replace him with someone local.

# TOWN OF NORWICH ZONING & PLANNING

June 3, 2016

## April 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
  - Prepared for and warned June 2, 2016 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. Preparing RFQ for two grant funded National Register Nomination projects; *Goodrich Four Corners Historic District* and *Mid-Century Modern Historic District*.
  - b. The Norwich Historic Preservation Commission will be honored as the “2016 Commission of the Year” by the National Alliance of Preservation Commissions at their forum in July.
5. Other
  - a. The Director of Planning & Zoning continues as “Temporary Interim Town Manager” through May. Most of my time is spent on Town Manager responsibilities.

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

Phil Dechert  
Interim Town Manager  
Tracy Hall // 300 Main St.  
Norwich, Vermont 05055

June 2, 2016

RE: May 2016 Monthly Report

Phil;

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

Norwich Officers responded to 130 incidents during the month of May, and of those calls four (4) were outside the officers work schedule meaning officers responded four times (4) to calls during off duty hours.

The Norwich Police Department is working closely with Jay White Architects to design the new Public Safety Building. We are waiting for Jay White to submit a first draft of the program spaces for our review. We will be adjusting and tweaking the design to make it as functional as possible as a Public Safety Building.

Norwich officers participate in the Memorial Day Holiday Click It Or Ticket Campaign which will run through June 5. During that time there will be extra patrols concentrating on occupant safety, Distracted Driving Violations, Seat belt Violations as well as Speeding and Impaired Driving Violations.

Norwich Police Department assisted Jill Niles and the Recreation Department with the "Touch – A – Truck Day held at the Marion Cross School. Town Departments had vehicles available for the kids to look through and learn what equipment each department carries on their vehicles.

An arrest was made in the Lewd and Lascivious Conduct investigation. A 42 year old Norwich man was charged with Lewd and Lascivious Conduct and was issued a citation to appear in court in White River Junction at a later date to answer to the charges.

Longer days, lighter nights and more worrying. Yup, it's summer. And before your kids race out the door, you're doing all you can to protect them from sun, bugs, head injuries, etc. There's something about this season that makes kids run faster and play harder. And like everything else parents carefully do to protect their kids -- cooking healthy kid food, hiring the right babysitters, buckling them into car seats (or shouting out seat belt reminders) -- summer takes preparation, too. Be careful of Sunburns, practice water safety when in or around water, check for ticks when you and your kids come in from playing outside. These are just a few tips to help you have a safe and fun summer season.



## ACTIVITY

<b>CALL TYPES</b>	<b>April 2016</b>	<b>2016 YEAR TO DATE</b>	<b>PREVIOUS YEAR</b>
Burglaries	0	0	9
Vehicles Crashes	6	26	71
Intrusion Alarms	12	39	75
Frauds	2	12	30
<b>Arrest for Lewd &amp; Lascivious Conduct after a lengthy investigation. Arrest for Gross Negligent Operation of a vehicle after an Accident investigation.</b>			

- |                                 |           |
|---------------------------------|-----------|
| 1. Over Time Hours              | 37 hours  |
| 2. Sick Time Hours              | 18 hours  |
| 3. Vac/Hol/Per Time Hours       | 80 hours  |
| 4. Part Time Officer Hours      | 16 hours  |
| 5. Total #of calls responded to | 130 calls |
| 6. Training Hours               | 44 hours  |
| 7. Grant Funded Hours           | 31 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](mailto:Ahodgdon@norwich.vt.us)

To: Phil Dechert, Acting Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: May 30, 2016

Grant Projects:

- Hook Construction has started 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. I am waiting for the stream alteration permit at this point.

FEMA Alternate Projects:

- Since the Route 132 box culvert project was rejected, I am now working on two alternate projects to be considered for submittal—one for a piece of equipment, the other for another bridge.

Personnel:

- I have been out on medical leave since April 12<sup>th</sup> following open-heart surgery.

Sweeping:

- The annual sweeping of our downtown area and outlying paved roads has been completed.

Transfer Station:

- Budzyn Tire picked up 80 car tires, 9 light truck tires, and 3 car tires on rims.
- Good Point Recycling picked up 5,500 pounds of electronics for recycling.
- Interstate Refrigerant Recovery removed Freon from 22 appliance.

Grading:

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

Pending Projects:

- We are scheduled to do the remaining paving projects from the 2015-2016 paving program in June.
- Lazer Lines will soon start pavement markings—crosswalks, parking spaces, etc.

- We will be going out to bid/soliciting prices for paving, crack sealing, gravel and ledge products, winter sand, dust control, and a front end bucket loader.

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director      649-1419; Ext. 5      [Recreation@norwich.vt.us](mailto:Recreation@norwich.vt.us)

## May 2016 - Monthly Recreation Report

**Recreation Programs & Summer Brochure Update:** I observed many of our spring teams/programs in action. One of the highlights was our new 'Mini-Kickers' Challenger Soccer' program for 3 - 6 year olds - see attached photo. This is an excellent program run by trained staff from Britain. I also feel very fortunate to have exceptional volunteers providing incredible coaching expertise in the rest of our Spring Recreation programs. Plans are underway for many established, and new summer activities and I continued work on our summer brochure and on-line descriptions to post on our website. Fall Soccer Coaches were recruited and fall schedules set up so that we can advertise and let families know their upcoming options.

**Staffing:** Meetings occurred throughout the month with all the individuals leading and coordinating our summer offerings. Summer staffing is now lined up. We will have a strong, experienced crew on board. Additionally I met with Norwich representatives from the Community Tennis Association to iron out scheduling issues regarding the Huntley courts. A rental agreement was confirmed with the "River Valley Club" once again for this summer.

**Events:** On May 4<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 again this year. I would like to thank all the departments involved in our "Touch-A-Truck" Day on May 25<sup>th</sup> as well as the many Recreation Council volunteers who helped make it such a success. Steve Leinoff lined up the Fire Safety Trailer again as a key attraction. 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. For the first time, 'King Arthur Flour' donated and supplied us with abundant and fabulously delicious treats for all who attended. Many thanks to Bill Tine for arranging this. I thank everyone for their involvement and co-sponsorship.

Many residents booked the Huntley pavilion for various community happenings this month as well..

**Meetings:** We had a productive Recreation Council meeting on May 3rd, with lots of new ideas and energy from all members. I attended the Vermont Recreation & Parks Association (VRPA) Annual meeting in Stowe on 5/19 which included an overview of upcoming statewide annual events, as well as an enlightening facility fees & policies round table. I helped with their silent auction to raise money for the state organization. I officially stepped down from my VRPA Executive Board position after serving for 5 years. It was a wonderful, educational experience.

Respectfully submitted by Jill Kearney Niles