
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: OCTOBER 2011 MONTHLY REPORT
DATE: NOVEMBER 4, 2011

This is an abbreviated Town Manager's Report for October 2011. Budget preparation was a major goal during October. Department specific monthly reports are attached.

General

- A major effort in October was preparing a proposed FY13 budget with supporting materials. The details of this budget are described in a separate memorandum. The proposed FY13 Town expenditures, not including other monetary articles, are slightly less than FY12.
- Assistance was provided to the Selectboard in reducing the number of pending agenda items. There were fifteen pending items on the September 27, 2011 Selectboard Agenda and this has been reduced to four.
- Working with the Selectboard, Capital Facilities and Budget Committee and Departments a Request for Proposals (RFP) for a code and facilities deficiencies study for the Public Works, Police and Fire facilities was prepared. The RFP should be sent to potential proposers in November.
- A number of meetings were held related to obtaining FEMA reimbursement for repairing damage done by Tropical Storm Irene and the possible future mitigation funds.
- We received notice from VLCT on November 4, 2011 that the damage to the Norwich Pool Dam was not covered by our property insurance coverage. We will be asking for a refund of a portion of our premiums.

Projects

Safe Routes to School Sidewalk Project

- The preliminary conceptual plans and some of the categorical exclusion items are complete. In order to complete the categorical exclusion process, we need to meet with abutters, negotiate and obtain ROW easements, complete the design plans and a survey of the ROW needs to be completed. Since VTrans was surveying the complete Route 10A/Route 5/Church Street corridor prior to transfer from the state to the Town, it was agreed to wait and use this survey. The VTrans survey is near completion and they are aware that we and the VTrans consultant need the Church Street section soon. We anticipate that we will be ready to construct the project next spring or summer.

Monthly Town Manager's Report

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Norwich Pool

- We have started to prepare an RFP for evaluation and design services for repairing or replacing the Norwich Pool Dam. This work will be coordinated with the Recreation Council and Capital Facilities and Budget Committee.

Tropical Storm Irene Repairs

- The status of this work is covered in a separate memorandum from Andy.

Clerk

- The card file has been expanded to accommodate index cards.
- Set up a meeting to investigate the possibility if digitizing land records.

Listers

- Fifty-three percent of the properties in the first mailing have been inspected. Most of the remaining have been photographed and had pictures taken.
- Two members of the Board of Listers attended IAAO training in White River Junction.
- Worked with the Interim Town Manager to propose amendments to the NEMC contract.

Finance

- Jonathan Bynum was hired as Finance Assistant. Jonathan used to work in the Listers Office.
- Delinquent taxes as of October 28 were \$93,341. At the same time last year they were \$98,139.
- Mascoma Bank has reduced the interest rate paid on deposits to 0.30%. Merchants Bank had quoted an interest rate of 0.85% for one year.

Fire Department and Emergency Management

- Approximately 300 to 500 people visited the Fire Station during Halloween.
- Deputy Emergency Management Director Chief Leinoff is preparing a Tropical Storm Irene After Action Report. It should be completed in November and document prevention, response, recovery and mitigation activities and make recommendations for improvements.

Planning

- The final public hearing on the revised Town Plan was held on October 26, 2011. It is anticipated the Plan will be adopted by the Selectboard in December.
- The update to the subdivision regulations is ready for Development Review Board review.

Police Department

- The Police Department handed out 250 glow sticks as part on the Annual Lights for Visibility program.
- Six of the 145 calls for service were outside of the officer's normal work schedule.

Public Works

- On October 28, 2011 prepared plow trucks for predicted early snow storm.
- The first call out for snow control was on October 29, 2011 at 8:15 pm.
- The new Grader arrived on Friday, October 21, 2011.
- Work continued on repairing damage caused by Tropical Storm Irene.
- Investigating the possibility of a High Risk Rural Road Program grant for safety improvements to New Boston Road.

Recreation

- Jill has joined the Executive Committee of the Vermont Parks and Recreation Association.
- The new program Group Personal Training has had a great response. The eighteen available spots were filled in one week.
- Jill is working with Lars Blackmore, Andy and me on plans to repair or replace the Town Pool Dam.

MEMORANDUM

To: Neil Fulton, Interim Town Manager
From: Bonnie Munday, Town Clerk
Date: October 31, 2011
Subject: Monthly Report

Most of the month was routine work, recording of land records, vital records, selling transfer station coupon and stickers and a few stray dog licenses.

I attended a seminar on Risk Management in the beginning of the month.

I finished expanding the card file to accommodate index cards. Will continue to go through the card files to make sure everything is in order.

Set up a meeting with Bill Nichols with Cott Systems to what it will take financially and equipment wise to digitize the land records and see if it has cost effectiveness. I have invited both Neil and Phil to be present for the presentation.

Worked on the budget and Town Report Article.

Norwich Board of Listers
Post Office Box 376
Norwich Vermont 05055-0376
(802) 649-1116
listers@norwich.vt.us

DATE: October 31, 2011

TO: Interim Norwich Town Manager

RE: Monthly Report for October, 2011

During the month of October the Board of Listers has continued to assist NEMC in the collection of data for the 2013 Townwide Reappraisal. To date, 53% of the properties included in the first mailing have been inspected, both inside and out. Almost all of the others have been measured on the outside, and pictures taken. All of the remaining properties have been visited twice, and cards left requesting that they call to schedule an interior inspection, that normally takes about fifteen minutes. NEMC's data collector, Mr. Rick Favor, is currently scheduling visits one or more days a week with the remaining property owners.

Two of the Board of Listers spent the first week in October attending an assessment class given by IAAO in White River Junction, VT. This was IAAO 101, an Introduction to Mass Property Appraisal, the first in a series of professional training programs that can lead to professional certification as an appraiser. The Board sent the revised 411, or Summary of the 2011 Grand List, to the state on October 14, as required by statute. Bill Krajewski of NEMC spent time in Norwich on October 20. Among other items, the Listers, Interim Town Manager, and Bill discussed the proposed amendments to the Reappraisal Contract. These were approved by the Selectboard on 10/26/11, and have been sent by mail to Bill for his signature.

The preliminary budget for fiscal 2012-13 was discussed with the Interim Town Manager. It may well be revised, pending the recommendations of the Committee to Review Real Property Assessment. That committee has interviewed the three Listers, as well as Listers in numerous other towns. The Committee is scheduled to deliver its report by December 2, 2011, after which the Board of Listers will consider possible changes.

Attached is a copy of the revised notice card being left at the front door of properties measured, but not yet inspected inside. The cooperation of the citizens has been very good, and only one property owner has refused entry to the data collector, providing detailed information instead. The next mailing will be done in early November to several hundred more properties.

Liz Blum
Ernie Ciccotelli
Jonathan Vincent

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376
rrobinson@norwich.vt.us
802-649-1419 ext 105

October 28, 2011

TO: Neil Fulton, Interim Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report

Jonathan Bynum began working as the Finance Assistant this month and is proving himself to be an asset to the department. I am fortunate to have him on board because of his aptitude and willingness to work and learn in such a detail oriented, challenging environment.

In addition to our normal work load, this month we have been working on preparing the proposed budget for 12-13 and providing data and other information as requested by yourself and department heads. As always, this proves to be a challenge.

Final figures on education and municipal tax credits (income sensitivity) are in. Education Tax Credits are \$ 1,154,463. Municipal Tax Credits are \$ 60,910. this represents a little over 8% of total taxes billed (\$ 14,549,069). Last year it was 9%.

Delinquent taxes as of October 28 are \$ 93,341, last year they were \$ 98,139.

Current year tax collections for fiscal year 11-12 are running the same as last year, with 55% collected as of this date. Second half installment payments that have been paid equal \$815,872.

Mascoma Bank has changed their interest rate on the town accounts from .45% to .30% as of September 28. For the month of September, on an average ledger balance of \$ 4,263,620, interest paid was \$ 1,572.



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: November 1, 2011

Fire and FAST Department

Fire prevention week was October 2-8, 2011. This year’s theme was “Protect Your Family from Fire”. We visited one day care center and distributed materials during our Halloween open house. It is estimated that 300 -500 people visited our firehouse. Parents and children were treated to hot dogs, fire prevention stickers, and the opportunity to see our apparatus. Thanks to the Norwich Fire Department Support team and the Norwich Fire Company for their assistance with this project.

A team of Dartmouth engineering students is working on a project to develop a device to assist aerial ladder operators in maneuvering the aerial ladder to designated “targets” rapidly and safely. They have attended several of our training sessions and are beginning to develop a prototype device.

Incidents

There were 16 incidents in October 2011 as opposed to 21 incidents in October 2010. We responded to 75 incidents in this fiscal year as opposed to 63 in the last fiscal year.

Call Types	7/1/11 to 10/31/11	7/1/10 to 10/31/2010
Structure Fires	2	2
Auto Fires	2	1
Wildland Fire	0	0
Other Fires	0	0
Medical	21	27
Vehicle Crashes	12	7
Hazardous Conditions no fire	6	4
Service Calls	1	10
Good Intent Calls	13	4
False Alarms	18	8
Other	1	0
Total	76	63

Training

This month’s emergency medical training was approaching and treating Alzheimer patients. Fire training was a review of chimney fire procedures and practice with the aerial ladder, ground ladders and chimney fire equipment. The Department’s Rapid Intervention

Team (RIT) meets regularly to train. This month they practiced with the aerial ladder and used a training prop to practice removing a downed firefighter from a small confined space. Several of our firefighters are nearing completion of VT Firefighter Level 2 training. These members attended live fire training at the VT Fire Academy. They practiced extinguishing flammable gas

and structural fires. Department members attending training in Organizational Risk Management and Thermal Imaging Camera use during live fire training.

Emergency Management

Emergency Management activities consisted of recovery effort for the damage caused by Tropical Storm Irene. Members of our emergency management committee have met and will be developing an after action report to help us in future events. We are hoping to receive FEMA reimbursement for a portion of our expenses.

October 2011 Monthly Report - Planning Coordinator

1. Planning Commission
 - a. Town Plan - SB Hearing October 26 – Final Draft to TM Dec 2 for SB adoption Dec 14. Worked with PC and Consultant on updates and corrections
 - b. Subdivision Regulation Update – PC Comprehensive update of SD regulations – Ready for DRB review and comments starting Nov 3. Public workshop/hearings early 2012.
 - c. Affordable Housing Subcommittee – Drafting charge and membership policy for next PC Meeting
 - d. Planning Project – Route 5 South, River Road, Church Street - Preliminary base mapping of area to be included.

2. DRB
 - a. No hearings in October.
 - b. Completed Preliminary Plan Review for Bartlett Subdivision on Cliff Street on September 29 after four hearings starting on April 7, 2011. DRB Preliminary Plan Review document will be issued by November 11.
 - c. Continued fewer applications and hearings due to uncertainty of real estate market, but four applications with hearings either scheduled or tentative for November and December.
 - d. DRB will start reviewing proposed changes to the subdivision regulations in November.

3. Ancient Roads Committee
 - a. After several years of research, no significant unmapped town roads have been found. The Committee has not met for several months but will be meeting soon to decide whether to continue research.

4. Historic Preservation Commission
 - a. In my role as CLG Coordinator, I am closing out the 2011 Historic Preservation Grant with the state. The grant funded the Historic Walking Tour Brochure and website. Also had discussions with Root District Schoolhouse representatives regarding their plans.

5. ZA
 - a. Worked on projects with landowners related to future permits and/or hearings
 - b. Worked with FEMA on identifying damaged structures eligible for funding. (Only one)
 - c. Site visits, phone calls, and office visits regarding permit applications

6. Workshops/Conferences attended:
 - a. VLCT “Weathering the Storm” workshop. Future mitigation of storm related water damage through regulatory and non-regulatory programs. Montpelier
 - b. VPA “Complete Streets Workshop”, Newport VT
 - c. FEMA/DEC Flood – “Substantial Damage Estimating Workshop”, WRJ

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

Nov. 01, 2011

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

RE: October 2011 Monthly Report (through Oct. 29th)

Neil;

Here are some monthly stats of the Police Department from the month of October 2011:

Officers responded to 145 calls and of those calls six (6) were outside the officers' work schedule (Call in). The 6th Annual Lights For Visibility program that we run for Halloween was successful and we handed out 250 + glow sticks to local trick or treaters. Among the officers activity for the month of October, the officers arrested two motor vehicle operators for DUI, two operators for Careless and Negligent Operation of a motor vehicle and one person for the theft of a Motor Vehicle. The officers also investigated 7 motor vehicle crashes.

1. Over Time Hours	25.5 hours
2. Sick Time Hours	8 hours
3. Vac/Hol/Per Time Hours	0 hours
4. Part Time Officer Hours	3 hours
5. Total #of calls responded to	145 calls
6. Training Hours	40 hours
7. Grant Funded Hours	30.5 hours (FEMA DETAIL)

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
Norwich_highway@earthlink.net

To: Neil Fulton, Interim Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: October 31, 2011

This report is to inform you of the activities of the Public Works Department for the month of October, 2011. I did not submit monthly reports for August or September, but instead made weekly updates on the cleanup and recovery from Hurricane Irene.

Winter Maintenance:

Our winter activities started early this year with a rare October “nor’easter” on Saturday night, October 29th.

Totals for the Month:

Call-outs: 2
Plowing: 1
Treating the pavement: 2
Sanding: 1
Sidewalks: 1
Snow removal:

From Daily Log:

- 10-29-11: Because of snow covering the pavement, I called everyone in at 8:15 pm. We treated all of the pavement. We will be back in at 4:30 am.
- 10-30-11: Everyone was in at 4:30 am. Because of snow covering the pavement, we treated the pavement as necessary. After that, everyone sanded their designated routes. We plowed the sidewalks. Everyone finished at 11:00 am

Grading:

The following roads were graded this month: Tilden Hill, Hogback Road, Goodell Road, Stevens Road, Kendall Station Road, Hemlock Road, Starlake Lane, Butternut Lane, Lower Loveland, Campbell's Flat, Bradley Hill, Goodrich Four Corners, Pattrell Road, Chapel Hill North, Mitchell Brook Road, Ruella Road, and part of Tigertown Road.

Gravel and Ledge Products:

- 10-6-11: We repaired the shoulder on Route 132 where there was an unreported truck accident last night. We used 9 tons of 3" dense grade from our stockpile. We hauled 43.53 tons of recycled asphalt from Twin-State Sand and Gravel to shop. It will be used to repair shoulders.
- 10-10-11: We did shoulders with recycled asphalt. We worked on Beaver Meadow Road, Bragg Hill, Brigham Hill, Tilden Hill, Turnpike Road, and Bradley Hill. Twin-State Sand & Gravel hauled 22.97 tons of recycled asphalt to our stockpile.
- 10-11-11: We repaired shoulders with recycled asphalt. We worked on Coach Road, Olcott Road, Maple Hill, Partridge Hill, Hazen Street, Cliff Street, Main Street, Beaver Meadow Road, Union Village Road/Route 12 intersection, Turnpike Road, the intersection of Main Street and Willey Hill. Twin State Sand & Gravel hauled 74.65 tons of recycled asphalt.
- 10-17-11: We took the 143H Cat grader and spread some gravel on Dutton Hill where we did the ditching this summer. We hauled gravel from our stockpile. 70 yards of 1 1/4" crushed gravel was used from our stockpile.
- 10-21-11: 55.88 tons of 1 1/4" crushed gravel from Twin-State Sand & Gravel was used to resurface spots on Chapel Hill North.
- 10-26-11: Twin State Sand & Gravel delivered one load-24.37 tons of recycled asphalt for repairing shoulders.
- 10-27-11: We took recycled asphalt and fixed shoulders on Olcott Road.

Culverts and Ditching:

- 10-4-11: We started a ditching project for the driveway culvert that was recently put in by the Bing Cook residence on Turnpike.
- 10-5-11: We installed a new 12" x 40' smooth bore plastic culvert on Newton Lane. This size was used because of ledge. After that they extended the culvert at the intersection of Koch Road and Main Street by 10 ft.
- 10-10-11: We ditched Elm Street Extension.

- 10-11-11: We started a ditching project on Kerwin Hill, starting at Pattrell Road. We are working our way toward the end.
- 10-12-11: We finished the ditching project on Kerwin Hill.
- 10-14-11: We cleaned all of the runouts and checked the culverts on Chapel Hill South today.
- 10-20-11: We ditched on Chapel Hill North.
- 10-21-11: We continued ditching on Chapel Hill North.
- 10-24-11: We continued ditching on Chapel Hill North.
- 10-25-11: We finished ditching on Chapel Hill North and started on Mitchell Brook Road.
- 10-26-11: We finished ditching Mitchell Brook Road, ditched Ruella Road, and started working on Tigertown Road. We also started back on the ditching project on Brigham Hill.
- 10-27-11: We ditched in Tigertown. It was too wet to grade.
- 10-28-11: We finished the ditching project on Brigham Hill.

Dust Control:

- 10-14-11: We received 4,200 gallons of Safe Bind.

Cold Patch:

No cold patching was done this month.

Signs:

No signs were installed this month.

Roadside Mowing:

We resumed roadside mowing this month. We were behind due to Hurricane Irene. The following roads were done: Hawk Pine, Union Village Road, Bradley Hill, Goodrich Four Corners, Waterman Hill, Bowen Hill, Kerwin Hill, Route 132, Campbell's Flat, Hogback Road, Kendall Station Road, Old Bridge Road, Hemlock Road, Farrell Farm Road, Starlake Lane, Butternut Lane, Blood Hill, Bullock Road, Town Farm Road, Lower Loveland Road, Upper Loveland Road, and Four Wheel Drive.

Trees/Brush Removal:

- 10-3-11: We picked up wood along Beaver Meadow Road and in New Boston.
- 10-4-11: We picked up four truckloads of dead pine that Davey Tree cut in Turnpike.

- 10-24-11: We picked up a tree that had come down in the ditch on Route 132. After that, we worked on Norford Lake Road where Davey Tree had cut some poplars. This was a benefit for us and Green Mountain Power. GMP paid to have them removed and we disposed of them at our stump dump.
- 10-25-11: We continued picking up wood on Norford Lake Road.

Buildings and Grounds:

- 10-3-11: They took down all of the 250th celebration banners. After that, they worked over at Barrett Park.
- 10-4-11: They are putting new roof boards and new roofing on the oven at Barrett Memorial Playground.
- 10-5-11: They mowed Huntley Field and did leaf cleanup at Tracy Hall.
- 10-6-11: They mowed the Police/Fire Station, the “Welcome to Norwich” sign area, Foley Park, and the Transfer Station. They stained the Clear Lane shed.
- 10-12-11: They helped Ben with the floor covering at Tracy Hall. After that they shingled the roof over the oven at Barrett Memorial Playground.
- 10-13-11: They worked at the Fire Station, sheetrocking the meeting room.
- 10-14-11: They put another coat of paint on the newly sheetrocked wall at the Fire Station. They cleaned up leaves at the Police Station and other areas.
- 10-17-11: They mowed the Police Station, the “Welcome to Norwich” sign area, and started at Huntley Field.
- 10-18-11: They finished mowing Huntley Field and mowed the Transfer Station. They also finished the roof on the bread oven.
- 10-19-11: They worked behind the shop, straightening out culverts and generally picking up before winter.
- 10-20-11: They planted some trees for the Tree Warden at the “Welcome to Norwich” sign area and at Foley Park.
- 10-21-11: They finished planting trees for the year for the Tree Warden. They planted more trees at Foley Park and some at the “Welcome to Norwich” sign area.
- 10-24-11: They worked 7 hours at Huntley Rec. Field, assembling playground equipment for the Recreation Department. The two new pieces of equipment are called “the sidewinder” and “the sweet pea”.
- 10-25-11: They spent another 7 hours working on the playground equipment at Huntley Rec. Field. The equipment has been assembled. Today they filled some sona tubes.

- 10-26-11: F. R. Lafayette brought down one hundred 6 x 8 guardrail posts yesterday to their storage yard off I-91 in Hartford. We picked them up today and brought them back to the shop. After that we cut and pruned brush at Foley Park and at the “Welcome to Norwich” sign area.
- 10-27-11: They finished the brush trimming at the “Welcome to Norwich” sign this morning. After that, they took some recycled asphalt to fix shoulders on Olcott Road.
- 10-28-11: They spent the day getting ready for the predicted snowstorm.
- 10-31-11: They brought down 50 yards of triple-ground playground bark mulch to the play area at Huntley Field. They also placed new rubber mats under the “sidewinder” and “sweet pea”.

Fleet Repairs and Maintenance:

- 10-4-11: We worked on servicing both of the John Deere roadside mowing tractors. We also worked on a problem on the John Deere 5410 tractor. The hydraulic motor that runs the blades was overheating. We took the motor off and sent it to TSI to have it checked out, but it will probably need to be replaced. We also sharpened lawnmower blades and did other maintenance work on the mowers.
- 10-13-11: We worked on getting the snow blower ready for the upcoming winter season. We serviced the 430D Cat backhoe and greased Trucks #5 and #8.
- 10-14-11: We worked on Truck #6. It had a universal joint on the front axle that needed changing. It also needs rotors and pads in the rear.
- 10-18-11: Paul Courtemanche worked on the Cat 938 loader and the 430D backhoe. The backhoe had spongy brakes. He determined that the master cylinder was bad and ordered a new one. We have had problems with the loader not turning over. Paul determined that the alternator was bad on this. We are going to have the old one rebuilt.
I hired Paul Courtemanche to do this work because I needed Sonny on the grader. We are way behind in grading because of Hurricane Irene and all of the rain that we’ve been getting.
- 10-19-11: We rotated the blades on both graders and greased the machines.
- 10-26-11: Paul Courtemanche came back today because the part came in for the loader. It was the electric solenoid that shorted out. He installed it today.

- 10-28-11: We put two new hoses on the backhoe. We spent most of the day getting ready for Saturday night's predicted snowstorm. The following work was done to prepare:
 - Put sanders on Trucks #1,#4, #5, #8, and #10
 - Put two hydraulic hoses on Truck #1
 - Took the broom off the Holder sidewalk tractor and put the plow and snader on it.
 - Brought down the snowplows for Trucks #1, #12, #4, and #5. These are fairly light plows. We are not able to use a normal snowplow at this time, because the ground is not frozen.
 - The batteries in Truck #12 were bad. WE ended up buying two new batteries for this.
- 10-31-11: We worked on Truck #6, putting new wheel bearings and ball joints on the passenger side, and new front brakes.

Police Department:

No work was done for the Police Department this month.

Fire Department:

- 10-11-11: We looked at one of the fire trucks. It had a hydraulic leak. 1 hour was spent on this.

Recreation Department:

- 10-24-11: Buildings and Grounds spent 7 hours at Huntley Rec Field, assembling playground equipment.
- 10-25-11: Buildings and Grounds spent another 7 hours at Huntley Field working on the playground equipment. It is almost completely assembled. Today they filled the sona tubes.

Transfer Station:

- \$480 was collected for the sale of windshield stickers.
- \$647 was collected through the expanded recycling program.

Generators:

- 10-3-11: We met with a service tech from Milton Cat at Tracy Hall because the generator hasn't been working like it should. It was found that it had some bad wiring connections. Sonny and the Cat representative repaired

these. They also found that it needed a new electric fuel shutoff, which they ordered.

- 10-6-11: The electric fuel shutoff came in for the Tracy Hall generator. Sonny installed it and tested the generator. It is now working properly.

Bragg Hill:

We authorized American Consulting to start the survey on the road frontage at 493 Bragg Hill in order to establish the Town's right-of-way. This survey will address the continuing problem of residents at this location putting plantings and debris within the Town's right-of-way.

There have been no new developments since last month's report.

Out-to-Bid Projects:

There are no projects or purchases pending at this time.

High Risk Rural Road Project:

I am working to establish a no-passing zone from Bridge 39 (the bridge just before Thayer Fraser's house) headed southbound starting at the intersection of Tilden Hill and Turnpike Road. On the New Boston side southbound, it would start at the Public Works driveway.

I am considering this as an added safety improvement to go along with the High Risk Rural Road Program grant project. It would address citizen's concerns about cars passing in an area frequented by bicyclists. I am working with VT AOT and Two Rivers Planning Commission for the proper language for the selectboard to adopt if they want to go forward with this.

Grants:

We were approved for a \$175,000 structures grant for a new box culvert on Bragg Hill and the related safety improvements. This box culvert is across from the Highlander Farm's sugarhouse. Work will begin on this project at the end of the school year in June of 2012.

Inmate Labor:

We have discussed using inmate labor for the construction of a new footbridge on School House Lane to replace the existing bridge. We are responsible for all bridges and culverts on Class 4 roads, according to Vermont law. School House Road is a Class 4 road, and this bridge has been closed for many years because it is beyond repair.

Crack Sealing:

Nicom has completed our crack sealing for this year.

Fuel and Oil:

The price of diesel is now \$3.26/gallon. Volatile petroleum prices will need to be considered when developing next year's budget. High petroleum prices affect many areas of Public Works, including the cost of asphalt paving.

Paving:

- 10-3-11: Blaktop was here today, preparing the end of Brigham Hill and Tilden Hill to have $\frac{3}{4}$ base applied.
- 10-4-11: Blaktop applied $\frac{3}{4}$ base to Brigham Hill and Tilden Hill today.
- 10-5-11: Blaktop did four shim patches on Turnpike Road and did the FEMA repair on the end of Turnpike Road where it turns to gravel.

Guardrails:

We picked up bent sections of guardrails that were damaged by Hurricane Irene in various parts of town.

Training:

No training was done this month.

Utilities:

No utility work was done this month.

New Grader Acquisition:

Nortrax delivered our new John Deere 672G grader on October 14th.

Historic Pony Truss Bridge:

I met with Scott Newman and Don McCullough from the Historic Bridge Preservation Program on July 27th about obtaining a historic lenticular pony truss bridge for Huntley Rec. Field. There was much interest for this at the state level after this site visit. However, the arrival of Hurricane Irene caused chaos at VTRANS, so Robert McCullough has postponed inquiring about possible funding, etc. for this project until hurricane cleanup work has been completed.

Tracy Hall Custodian:

Ben Trussell continues to work under the direction of Public Works/Buildings and Grounds, keeping a daily log of his duties.

Extra duties that he performed this month included the following:

- Assisted the Women's Club, preparing the gym for the Nearly New Sale.
- Extra cleaning after the Nearly New Sale
- Helped with the Norwich Library Book Sale
- Worked on the Town Manager's desk
- Took the air conditioning units out at the Police Station
- Cleaned the boiler room

Pending Projects:

- Only $\frac{1}{4}$ of our sandpile has been put up. We need to stockpile the other $\frac{3}{4}$ of it as soon as Twin State Sand & Gravel is able to do it. This has been delayed because of Hurricane Irene.
- We need to fill the salt shed
- We will need to finish getting the trucks and equipment ready for winter.
- I will need to complete the online underground storage tank certification by December 31st for the gas and diesel tank at Public Works and the generator tank at Tracy Hall.
- We need to install 50 yards of triple ground playground mulch at Huntley Rec. Field playground.

NORWICH RECREATION DEPARTMENT

P.O. BOX 1137, NORWICH, VT 05055

Jill Kearney–Director 649-1419; Ext. 109 Recreation@norwich.vt.us October 27th, 2011

September & October 2011 Report

Recreation Program Update:

Fall registration went smoothly with 130 youth joining our Soccer program, and another 46 signing up for other programs. We now have Basketball registration open for 3rd – 6th graders, which begins in November.

We are offering a new adult program, Group Personal Training which has had an incredible response. We filled the 18 available spots within a week and hope to continue it as a monthly offering throughout the winter.

Events: On Sept. 5th we had 168 runners participate in our 27th annual Labor Day Road Race. The Norwich Police, King Arthur Flour, Bakewell, Stateline Sports and the Bagel Basement in Hanover all contributed in sponsoring the event.

Our annual Volunteer Appreciation Barbeque, held on Sept. 16th at the Huntley pavilion was well attended. We were blessed with a sunny evening and Dan & Whit's generously provided the food and paper goods for the event once again this year.

Facilities: Neil, Andy, Lars Blackmore, our Recreation Council President and I have been working on plans for the rebuild / repair of the pool and dam area which was devastated by Irene. Collectively, we have met with the VLCT insurance reps as well as the folks from FEMA.

On 9/30, I met with Scott Miller, who has drawn up a design proposal for the new bridge over Blood Brook at Huntley. This is one concept for replacing the suspension bridge Scott built almost 20 years ago. Andy is also involved in this.

Professionally, I attended all the fall Upper Valley Recreation Association (UVRA) meetings, as well as our quarterly Director's meeting.

I was invited to join the Executive Committee for the Vermont Parks & Recreation Association. On Sept. 14th I attended my first meeting and am looking forward to contributing and helping the VRPA become an even stronger association.

On 9/27 I attended an 'Outlook' seminar which improved my understanding of the whole scope of it's capacity and use on my computer.

On 9/28 I attended the VRPA Annual Conference at the Lake Morey resort, with 4 excellent sessions as well as an inspiring keynote speaker. A lot of good networking occurred and I was also able to get some business done with vendors.

Respectfully submitted by,

Jill Kearney Niles