
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: NOVEMBER 2011 MONTHLY REPORT
DATE: DECEMBER 12, 2011

This is the Town Manager's Report for November 2011. Department specific monthly reports are attached.

General

- A major effort has gone into preparing the Project Work Sheets for receiving reimbursement for costs associated with repairing damages caused by Tropical Storm Irene. Andy, Roberta and Jonathan Bynum have delivered above and beyond the call of duty.
- Work continued on the FY13 budget with two budget work sessions with the Selectboard in November.
- A Request for Proposals (RFP) for a code and facilities deficiencies study for the Public Works, Police and Fire facilities was issued. Proposals were due December 9, 2011.
- We started to prepare a grant request for Hazard Mitigation Grant Funds to replace culverts on Needham Road, Four-Wheel Drive Road, Route 132, and Campbell Flats Road.
- The After Action Report from Tropical Storm Irene has been completed. There are a number of recommendations for improvements in our response capabilities especially related to the radio communications system and Emergency Operations Center.

Projects

- An RFP for evaluation and design services for repairing or replacing the Norwich Pool Dam has been drafted and reviewed by the Recreation Council. This work will be coordinated with the Recreation Council and Capital Facilities and Budget Committee.
- Work continues to repair damage caused by Tropical Storm Irene.

Town Clerk

- Evaluated cost and feasibility of digitizing land records.
- Christine Wallace has resigned because she is moving. Ann Harvey has been hired to partially replace Christine.

Finance

- A draft of the outside audit was reviewed and the Management Discussion and Analysis was drafted. The final audit report is expected in December.
- Mascoma Bank has reduced the interest rate paid on deposits from 0.30% to 0.25%.

Fire Department and Emergency Management

- Students from Thayer School are working on a student project that involves technology to assist an aerial ladder operator in placing the top-end of the aerial ladder.
- Deputy Emergency Management Director Chief Leinoff completed preparing a Tropical Storm Irene After Action Report. Copies are attached to the Fire Department Report.

Listers

- Amendments to the NEMC contract were approved by the Selectboard.
- The next mailing to 300 property owners setting up inspections for these properties is expected in December.

Planning

- The Town Plan is in its final stage of editing and should be available for adoption by the Selectboard on December 14, 2011.
- The update to the subdivision regulations has been reviewed by the Development Review Board and will now be reviewed by other boards and committees.

Police Department

- The Police Department participated in the Thanksgiving Click it or Ticket campaign.
- Four of the 138 calls for service were outside of the officer's normal work schedule.

Public Works

- Road signs are being upgraded to meet the requirements of the MUTCD.
- There were two call-outs for winter maintenance.
- Salt for winter maintenance is being delivered.
- The sand stockpile is about ¼ of capacity. We are waiting for Twin State Sand & Gravel to bring the rest. Irene has delayed the deliveries.
- Most of Irene damage, with the exception of the guard rails, has been completed. Costs to date are \$517,083.
- Information is being prepared for FEMA to complete the project worksheets. The work on Blood Brook has been completed.

Recreation

- The new 1st and 2nd grade basketball already has 17 registered.
- The summer circus camp is already half full.
- The RFP for reviewing the damage to the pool dam was reviewed with the Recreation Council.

MEMORANDUM

To: Neil Fulton
From: Bonnie Munday, Town Clerk
Date: December 12, 2011
Subject: Monthly Report

This month we continue doing the daily recording, selling of Trash Tickets and Stickers.

Met with Bill Nichols from Cott Systems in regards to using a scan process regarding the recording of Land Records.

We have begun preparing dog licenses, for the New Year.

I accepted resignation of Christine Wallace, my assistant. She is moving to the other side of the state. I hired Ann Harvey as a part time replacement. Ann will be working Fridays and hopefully extra time during Elections and dog licensing time. I have been training Ann the last two Fridays and she is progressing well. I am still unsure of the course I would like to take replacing Chris. I feel that I still do not have the need of an assistant more than 16 to 20 hours per week.

I worked on updates to the voter checklist.

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

December 8, 2011

TO: Neil Fulton, Interim Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report

- During the month of November we collected \$ 55,092. in current taxes and \$2,325. in delinquent taxes.
- Reviewed and edited the outside audit for AM Peisch.
- Assisted with fiscal year 13 budget development and provided historical data for comparison in certain areas.
- Processed three payrolls or 35 checks and 77 ACH transactions totaling \$123,735 and paid \$ 762,719 in bills through 111 checks and 24 electronic transactions.
- Mascoma Savings Bank has changed their interest rate on the town accounts from .30% to .25% as of November 23rd. Interest earnings this month were \$ 759.05.



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: December 2, 2011

Fire and FAST Department

Incidents

Norwich Fire Department and Hanover Ambulance responded to a reported Carbon Monoxide (CO) alarm activation at 2:46 AM at 149 Hopson RD. The family called 911 when their alarm activated and they reported symptoms of CO poisoning. Meter readings in the house indicated a peak of 25 parts per million. The family was evaluated at the scene and they did not require hospitalization. The source of the CO was an accumulation of ash in the exhaust pipe for a pellet stove. This accumulation blocked the pipe and cause CO to build up in the house. An exhaust fan was used to remove the CO.

Call Types November 2011	
Structure Fires	2
Auto Fires	0
Wildland Fire	0
Other Fires	0
Medical	12
Vehicle Crashes	1
Hazardous Conditions no fire	4
Service Calls	2
Good Intent Calls	3
False Alarms	1
Other	0
Total	25

Training

FAST Squad training was on the administration of epinephrine, nitroglycerine and cold weather emergencies. Fire training was a visit to the King Arthur Flour construction site to examine building construction methods, and pre-fire planning. The fire drill was a review of our pre-fire plans for several buildings in the community.

Other Activities

A team of students from the Thayer School at Dartmouth College have been working on a project to create a sensing device to assist in positioning aerial ladders. They have



Housing with 5 ultrasonic sensors. The sensors transmit a signal to video screen at the operator's position that shows proximity of ladder to target.

developed a design concept and built a prototype model for field testing. We brought our Ladder to the Thayer School so the team could present their project to their class.

We were awarded a grant from VT Department of Public Safety for \$1,697 to replace the base radio in the firehouse. The current radio will not meet the FCC narrow banding mandates that take effect in a year.

Emergency Management

The After Action Report for Tropical Storm Irene has been completed and sent to the Town Manager.

The Upper Valley Regional Emergency Services Association (UVRESA), our Mutual Aid system, is working on a communications plan to facilitate interoperable communication during fire and other emergency incidents. The UVRESA is trying to maximize the current communications resources we have and looking for future improvements. Our communications planning will work in concert with these efforts.

Tropical Storm Irene



Photo by Jonathan Brush

After Action Report

12/2/2011



After Action Report Tropical Storm Irene

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1. Introduction and Background

- 1.1. Federal and State agencies began alerting communities of the hazards and course of Tropical Storm Irene as it made its path to the Northeast. This information was valuable in developing response plans and alerting the public to the impending danger.

2. Type/location of Event

- 2.1. Hurricane Irene was reclassified as Tropical Storm Irene (TSI) by the time it reached Norwich. Predictions were for high winds and excessive amounts of rain.

3. Description of Event

- 3.1. Rain began on August 27, 2011 and continued through the night and throughout the next day. Rainfall in Norwich was four to six inches with some local reports of 10 inches. The rain subsided around 21:30. The high wind forecast never materialized in Norwich. Other surrounding communities to the south and west of Norwich received much more rain. TSI caused the greatest damage in the towns of Hartford and Sharon and other VT communities to the south and west of Norwich. Road and bridge damage severely limited the capability for mutual aid between communities.

4. Chronological Summary of Event

- 4.1. 12:43 Hanover Dispatch notifies Norwich Public Works of road damages.
- 4.2. Andy Hodgdon and Neil Fulton meet and begin to survey road damages.
- 4.3. 13:55 Fire Department responds to an automatic fire alarm on Upper Pasture Rd.
- 4.4. Fire Chief has responding personnel remain at the station.
- 4.5. Pete Webster, Andy Hodgdon, Neil Fulton and Steve Leinoff meet at public works building.
- 4.6. Damage assessment begins. Fulton and Webster travel together and Leinoff and S. Llewelyn check Moore Lane/ Beaver Meadow and Huntley Meadow area.
- 4.7. Decision to open EOC is made and tone for Fire Department personnel to respond to the fire station.
- 4.8. Additional Police resources were called to include Judy Powell and Frank Schippert.
 - 4.8.1. Judy was assigned administrative duties in the station.
 - 4.8.2. Frank was assigned routine patrol and minor call handling on paved roads.
 - 4.8.3. The on duty officer was assigned all major calls and patrols on other than paved roads.
- 4.9. Problems on Beaver Meadow Rd-Moore Lane Area. Water over Beaver Meadow Rd., water getting into church, Moore Lane Bridge getting battered by flood waters, reports of imminent dam failure at swimming pool, Huntley Meadow houses threatened by rising waters and streets full of spectators.
- 4.10. 1530 Opened EOC, Pete Webster, Steve Leinoff, Neil Fulton, and Mike Scruggs. Norwich PD will handle non-emergency calls, 3 lines available, cones and signs will be handled by DPW, Andy Hodgdon.
 - 1530 Norwich FF & EMS called to station for assignments.
 - 1530 C2 notified 252 Hawk Pine Road washed out.
 - 1535 Moore Lane closed at Beaver Meadow pool area, Eng 2 is on scene.

After Action Report Tropical Storm Irene

1537 Bragg Hill at Beaver Meadow has a wash out, DPW handling.

1540 EOC discussed Huntley Meadow and Sargent St, houses in jeopardy of brook overflowing, discussed sending fire detail house to house to notify residents, also notified that a power line was down at 12 Tigertown Road called in by 47 Tigertown (Crawford), also discussed opening MP Room for shelter.

1540 C1 called FD to send crew to close Turnpike Road at Upper Turnpike. C1 assigned fire personnel to call Hartford Dispatch for additional barrier tape.

1545 Hartford advises they have no extra tape.

1545 Pete Webster went to Tracy Hall to open.

1545 M12 talked to DPW for additional grade stakes and cones.

1550 Chief Robinson advises he will be here around 1900 hours.

1555 M12 answered call from Walter Whitfield at 127 Tigertown Road is on O2, call at 1830 for welfare check.

1555 Nan Carroll called 397 Campbell Flats Rd large section washed out.

1555 Chief Robinson called in for update, returning from Pennsylvania may be delayed due to weather.

1600 C2 notified DPW re: Campbell Flats Rd.

1600 C1 assigned L1/C3 to Beaver Meadow and Sargent St.

1602 Lisa Talmadge assigned to Tracy Hall Evacuation Ctr.

1602 Judy Powell on duty.

1610 M12 advises class 4 section of Kerwin Hill washed out.

1612 NPD notified that people standing on Moore Lane Bridge, M12 went to clear them.

1612 Tom Saler 1363 Turnpike Rd impassable.

1615 M14 on duty.

1626 Call received sink hole near 418 Kerwin Hill.

1626 EOC discussion re: writing notice for list serve – see attached.

1626 m12 assigned to dirt roads and criminal activity, m14 will be paved roads and non-criminal

1630 C2 notified C1 that he and Pete Webster were now open at NPD

1640 m12 reports Moore Lane Bridge is clear of people, closed Moore Lane to Brigham hill, need more barriers.

1642 EOC relayed to DPW that more barriers and cones were needed, advised them of Moore Lane/Brigham Hill closing, DPW advised they would handle.

1649 Hartford Dispatch notified that Tigertown Rd at Norwich/Hartford town line is impassable also bridge at 655 Tigertown Rd is washed out.

1652 Notice for list serve drafted and sent.

1700 Hartford Dispatch advised that Rt14 from Hartford town line to Sharon town line is shut down.

1712 Received call from Brian Carroll that Ladeau Road is flooded in 2 areas – the beginning and at #102 Ladeau.

1712 C2 notified DPW of Ladeau Road.

1725 M14 advises Brookside Drive is OK, Hopson Rd Bridge and Brookside has a lot of debris stuck under the bridge.

1746 C2 sent FD-Eng2 to Turnpike and Upper Turnpike to replace cones and re-close the road.

After Action Report Tropical Storm Irene

- 1746 M12 advised that he had already taken care of it, FD cancelled.
- 1750 Received call that 53 Beaver Meadow Road had water over the road, C1 went location to check, and C1 advised that he is closing Beaver Meadow from 53 to Moore Lane. Eng 2 diverted to Beaver Meadow to assist with closing.
- 1751 Received call from Pang Sze Pui at 163 Needham Rd that water was flowing over their driveway culvert.
- 1755 Hartford EOC – Raymond Bushey, they have Advanced Transit buses mobilized but do not need them, does Norwich, C2 advises no.
- 1800 M12 reports Needham Road has minor issue just above Stein's but can be dealt with later.
- 1807 Eng 2 signed off at station.
- 1811 M14 advises River Road to RT 132 is clear, Kendall Station Road is clear.
- 1825 M12 notified EOC that 1850 New Boston Road, Essex, culvert on south side, brook overflowing, and output into pond very high – check later.
- 1825 C1 went back out to 53 Beaver Meadow Road and advises one lane only.
- 1825 C1 listened to phone messages; Pete Webster closed office at Tracy Hall at approximately 1745 hours.
- 1835 M12 checked Ladeau Road, first culvert beaver pond OK, washed out just prior to #102.
- 1835 M14 reports no one at Tracy Hall.
- 1836 M14 reports cones at Moore Lane had been moved wide, C1 advises OK just leave it.
- 1840 Jonathan Brush from Dresden School District called, spoke with C1 about road closures.
- 1850 M14 reports water on Beaver Meadow Road at 261 is receding, near the Legion one lane has been undermined, and water is at bottom of bridge at #70 Beaver Meadow.
- 1855 M12 Norford Lake and Stowell Roads OK, headed to Kerwin Hill.
- 1900 M12 reports sink hole at 418 Kerwin Hill.
- 1900 EOC speaks with M12 regarding welfare check at 127 Tigertown Road – phone is out of service, unable to contact Mr. Whitefield.
- 1900 M14 drops cones at 53 Beaver Meadow Road.
- 1900 EOC opens Brigham Hill to Moore Lane.
- 1905 M12 reports Pattrell Road OK.
- 1912 M14 reports Union Village Road OK.
- 1915 EOC-C1 mobilized NFD to do welfare check at 127 Tigertown Road.
- 1915 EOC discussed contacting Mr. Whitefield's neighbors for welfare check, M10 called Ernie Ciccotelli at 49 Tigertown Road, he advised that Mr. Whitefield's power is out, he had spoken to him sometime between 1500 – 1600 hours, he is willing to go to Whitefield's residence on foot and check on him.
- 1917 EOC-C1 clarifies road closings with Car 1 crew and discusses route of travel for welfare check.
- 1918 M12 200 Town Farm Road, recheck culvert if we continue to get rain.
- 1927 FF Lisa Talmadge moved to Town Manager's office in Tracy Hall to man phones.
- 1930 C2 notified Car 1 crew that there is a wire down at 12 Tigertown Road.
- 1930 Eng 2 dispatched to Moore Lane to recheck cones.

After Action Report Tropical Storm Irene

1935 C2 called Pete Webster at home to inquire about re-routing 649-1419 to NPD, Pete is unable to do that.

1945 Eng2 back to station, detail complete.

1952 EOC notified Car 1 crew to stage at Beaver Meadow and Mitchell Brook Road.

1952 EOC called Ciccotelli residence, son advised that Ernie had not returned home yet.

1959 C2 called Pete Webster and asked him if there had been any 911 calls.

2013 Judy Powell off-duty can be back in at 0630 hours.

2016 C1 cleared Richard Lloyd at 53 Huntley Road to go home.

2020 EOC tried Ciccotelli residence again, no answer.

2020 EOC discussed closing EOC at 2100 hours if no changes.

2024 Car 1 crew asked if they should continue to stage, relayed thru Hanover Dispatch.

2025 C2 has Hanover Dispatch relay to Car 1 crew to continue staging at Beaver Meadow and Mitchell Brook Road.

2032 EOC advised Car 1 crew thru Hanover Dispatch to proceed to 127 Tigertown Road on foot.

2040 Car 1 crew advises thru Hanover Dispatch the welfare check is complete, all OK.

2046 EOC received call that a car is stuck between two fallen trees on Bragg Hill Road, C1 dispatched Forestry to that area via Tucker Hill.

2047 Chief Robinson called for updates and to advise that he is back in the area.

2051 Eng1, Forestry left station to go to Bragg Hill.

2052 Received call tree down I91 south mm73, sent M14 to investigate.

2053 M14 reports that travel portion is not blocked; most of tree has been dispersed by traffic.

2106 Ernie Ciccotelli calls EOC, welfare check complete, Mr. Whitefield is OK.

2109 Caller advises that Bragg Hill is not passable.

2110 Eng1, Forestry 1 return to station per EOC.

2112 Eng1, Forestry 1 off at quarters.

2115 Sue Blum reports that she met with Ernie Ciccotelli and welfare check went OK. Also reported that at Chapel Hill at Mitchell Brook there was a large hole.

2120 C2 calls State EOC to advise that Norwich EOC is closing, unable to reach them, will try again later.

2120 M12 called Hanover & Hartford EOC to advise that Norwich EOC is closing.

2135 C1 releases all Norwich Fire personnel.

2135 M14 off duty.

2000 Hodgdon contacts materials suppliers and the contractors to start work at daylight on Monday morning.

5. Preparation Phase

- 5.1. Public Works took the flood warnings seriously—lining up materials, equipment, and manpower to handle this natural disaster.
- 5.2. Over the past 8 years Public Works has followed an extensive culvert replacement plan, replacing 202 culverts prior to Tropical Storm Irene. Public Works concentrated their efforts in the Bragg Hill area where they rereplaced 5 steel culverts that were 6' in diameter with cement box culverts that exceed the Q100 standards. This area was hit very hard during the flood of 1973 and nothing had been done to upgrade the culverts. If

these culverts hadn't been replaced Bragg Hill would have been completely devastated by Tropical Storm Irene.

- 5.3. Several members of the Norwich Emergency Management Committee met to discuss TSI.
- 5.4. August 26, 2011 Fire District employees were asked to make themselves available for emergency response.
- 5.5. August 27th, the Fire District filled the reservoir to capacity, approximately 500,000 gallons. There is a generator for the pump house. If telephone and power were out pumps would have to be operated manually.

6. Response at Certain Levels (as appropriate)

6.1. Public Works

- 6.1.1. The Public Works Department started working on repairing storm damage from Tropical Storm Irene on Sunday, August 28th after receiving a call from Hanover Dispatch at 12:43 pm. From that time until midnight that night they fixed all of the small sinkholes and washouts that they could. Most of the damage could not be assessed overnight, because brooks were still running over the roads. For the safety of Public Works employees, Andy prefers not to do these repairs at night, due to visibility issues. At around 8:00 that night Andy called the materials suppliers and the contractors that he had chosen to start work at daylight on Monday morning. The major areas of concern were the roads that were closed and impassable to traffic. These included: Bragg Hill, Turnpike Road, Mitchell Brook Road, Tigertown Road, Kate Wallace Road, and Kerwin Hill. Andy divided up the PW staff into teams. With each contractor was a town employee, insuring that there was oversight on each project. All roads were open within 96 hours from the end of the storm.¹

6.2. Police Department

- 6.2.1. As the shift progressed the officer received multiple calls related to the storm. These calls placed the Police Department as the contact for the Highway Department, which is normal during severe storms. The information was relayed to Highway via Hartford Dispatch. Additional Police resources were called to include Judy Powell and Frank Schippert. Judy was assigned administrative duties in the station Frank was assigned routine patrol and minor call handling on paved roads because he was using EQ#1 (Charger) The on duty officer was assigned all major calls and patrols on other than paved road because he was utilizing EQ#3 (Explorer 4X4)².

6.3. Fire Department

- 6.3.1. 24 members responded for TSI duty. Members assisted Public Works by checking for damage, setting up cones and barriers. One member was sent to Tracy Hall to assist with managing people who were brought there to await transportation to other

¹ Report from Andy Hodgdon

² Report from Doug Robinson

locations. One crew evaluated conditions in Huntley Meadow and relocated several residents to Tracy Hall. One crew responded for a welfare check at 127 Tigertown RD. Cook, Leinoff and Fulton were at the EOC.

7. Interacting Systems, Agencies, and Programs

- 7.1. Disaster LAN was used to monitor statewide conditions. The State EOC in Waterbury had to shut down due to flooding.
- 7.2. Hartford and Hanover dispatch center were active during TSI.
- 7.3. Hartford and Hanover each opened shelters. It is not known if any Norwich residents went to either of these shelters.

8. Improvements, Conclusions, Recommendations

8.1. Incident Command

- 8.1.1. The opening of the Emergency Operations Center facilitated effective command and control. It would have been desirable to have a representative from Public Works at the EOC but that was not realistic as it would have detracted from their operations. Their personnel performed greater service by working on the emergency situations. In an incident where Public Works is the primary agency the next best situation would be to locate the EOC at the Public Works facility. This is presently not an option due to the lack of radio communication equipment, radio coverage, poor cell phone coverage, lack of multiple phone lines, no computer and internet access and no suitable office space. Tracy Hall was ruled out an EOC since it did not have radio communications. Personnel in the EOC should wear ICS title vests or position tags and organizational chart should be posted.

8.2. Command Staff

- 8.2.1. Public Information: The Town Manager functioned somewhat as the public information officer. He moved to Tracy Hall to answer phone calls. VT Emergency Management provided updates on the storm and the Fire Chief passed these along using the list serve. Spectators were a safety problem in Norwich (as well as all other affected communities). We need to look at ways to improve communications with the public and to publicize such agencies as VT 211 and explore internet options.
- 8.2.2. Safety Officer: There was no safety officer. One should be appointed for future incidents with assistants as needed with specialized skills in the operations they are assigned to.
- 8.2.3. Intelligence/Information: VT Emergency Management provided a steady flow of information. They had to abandon their EOC in Waterbury due to flooding. This did not have an impact on Norwich but did impact other communities.

8.3.Operations

8.3.1. Public Works

8.3.1.1. Public Works was the primary department for this incident. Their planning for needed resources enabled them to reopen roads quickly. Their operations were based on priorities, resources and community needs. At around 8:00 that night Andy Hodgdon called the materials suppliers and the contractors that he had chosen to start work at daylight on Monday morning. The major areas of concern were the roads that were closed and impassable to traffic. These included: Bragg Hill, Turnpike Road, Mitchell Brook Road, Tigertown Road, Kate Wallace Road, and Kerwin Hill. Andy Hodgdon divided up the PW staff into teams. With each contractor was a town employee, insuring that there was oversight on each project. All roads were open within 96 hours from the end of the storm.

8.3.2. Fire Department

8.3.2.1. There was an automatic fire alarm activation at the beginning of TSI's impact on Norwich. Fire personnel were staged at the firehouse and supported Public Works activities by checking for damage, setting up cones and barriers. One member was sent to Tracy Hall to assist with managing people who were brought there to await transportation to other locations. One crew evaluated conditions in Huntley Meadow and relocated several residents to Tracy Hall. One crew responded for a welfare check at 127 Tigertown RD. Cook, Leinoff and Fulton were at the EOC. The FAST Squad should have been activated as well.

8.3.3. Police Department

8.3.3.1. The duration of event which required focused resources of the Norwich Police Department was approximately 10 hours on the date of the event. It included several additional follow up patrols as necessary over the following week. As the shift progressed the officer received multiple calls related to the storm. These calls placed the Police Department as the contact for the Highway Department, which is normal during severe storms. The information was relayed to Highway via Hartford Dispatch. Additional Police resources were called to include Judy Powell and Frank Schippert. Judy was assigned administrative duties in the station. Frank was assigned routine patrol and minor call handling on paved roads because he was using EQ#1 (Charger). The on duty officer was assigned all major calls and patrols on other than paved roads because he was utilizing EQ#3 (Explorer 4X4).

8.4.Logistics

8.4.1. Facilities

8.4.1.1. EOC the use of the Police Station as the EOC was the best option but it was not well equipped to function in that capacity. Police Department cannot be

utilized as an open flow building to preserve the integrity of pending investigations, computer systems, and accountability. Dispatch area cannot have multiple people creating distractions or touching the equipment. Need to have an area to easily document needs and activities.

- 8.4.1.1.1. Develop an EOC that has radio, telephone, internet and space for operations
- 8.4.1.2. Tracy Hall Tracy Hall was the designated point for people to go to if they needed transport to the shelter opened at Hartford High School or to meet people for transportation to other areas. Tracy Hall does not have radio communication capabilities.
- 8.4.1.3. Public Works: the facility functions as a work area but is not equipped to operate for long durations. There are no shower facilities, rest areas, and kitchen facilities. Communications are limited by poor radio coverage.

8.4.2. Support Services

- 8.4.2.1. Responders were on their own for food. Personnel at the firehouse obtained sandwiches from Dan and Whits. A Food Service Unit should have been activated at the firehouse to feed all responders. Fire Department personnel and/or the Support Team could have performed this function. They have sufficient supplies to support a single operational period.

8.4.3. Communications

- 8.4.3.1. The inadequacy of our radio system was known so there were no surprises about its lack of capabilities. The inability to effectively communicate both interdepartmentally and interdepartmentally is a severe handicap. TSI impacted multiple communities so it was difficult to use normal radio protocols. An EOC with capabilities to communicate to all departments is essential. A communications plan needs to be developed to maximize the capabilities of our current resources until an adequate system is developed. A communications Unit Leader should be appointed on incidents involving multiple agencies.

8.4.4. Supplies

- 8.4.4.1.1. Public Works stockpiled materials and made arrangements for delivery of materials after the storm. This was one major reason that recovery was accomplished so rapidly. Flooding in West Lebanon delayed the arrival of resources from Pike the morning after the storm. The supply of traffic cones was rapidly exhausted. Barrier tape would have been useful but there was very little. Barrier tape and traffic barricades would have been effective in controlling certain hazards. Each Norwich vehicle should carry at least one roll of barrier tape. A cache of additional traffic cones, grade stakes and disassembled barricades would prove useful.

8.5.Planning

- 8.5.1.1. In this context Planning refers to the duties assigned to the Planning Section in ICS. The Planning Section collects, evaluates, processes, and disseminates information for use at the incident.
- 8.5.1.2. Planning section functions were handled in the EOC by Firefighter Linda Cook and Judy Powell. They developed a chronology of events and kept track of fire and police resources. Each Department used its respective process to record personnel responses. It would have been useful to have additional situation status reports as road conditions changed. The Fire Department had 24 members respond. Placing an Engine Company at Public Works with a staff of six would have eased the burden on Public Works. Members could answer the phones, log activities and resource deployment and other administrative support which would permit public works employees to focus on operational tasks. In addition, this would place an engine in an alternate location available to respond to locations not accessible from the firehouse. Two police officers were not sufficient to maintain control of spectators. Fire Department personnel could have been assigned to control dangerous areas; they would notify the police when there were issues with the public ignoring the control features put in place.
- 8.5.1.3. Documentation: the Fire Chief assisted Public Works by taking pictures of damaged and repaired areas.

8.6.Finance/ Administration

- 8.6.1. This portion of TSI management is ongoing and information needs to be added regarding FEMA reimbursements, cost analysis etc.

9. Training Needs

- 9.1. All Town officials and employees who may respond to emergencies should have training in the practical application of the Incident Command System. This training will enable Departments to assist one another in support functions which frees up operational personnel.

10. Recovery Activities (as applicable) Future Actions and Mitigation

- 10.1. Work is still ongoing, but most of the road work has been completed as of December 2, 2011. Damage, including repair or replacement of the pool dam is estimated at \$850,000. The streams are loaded with downed trees and debris which will pose a problem during the spring run off. We need to remain very proactive in our culvert replacement program. As Andy Hodgdon did on Bragg Hill, we need to concentrate our efforts and funding on the three bridges that are in poor condition on Turnpike Road before another disaster causes major damage there.

11. Lessons Learned

- 11.1. Emergency Response Training was very useful during Tropical Storm Irene. Public Works Department realized the potential and took the flood warnings seriously- lining up materials, equipment, and manpower to handle this natural disaster.

After Action Report Tropical Storm Irene

- 11.2. Over the past 8 years Public Works has followed an extensive culvert replacement plan, replacing 202 culverts prior to Tropical Storm Irene. They concentrated their efforts in the Bragg Hill area where they replaced 5 steel culverts that were 6' in diameter with cement box culverts that exceed the Q100 standards. This area was hit very hard during the flood of 1973. If they hadn't replaced these culverts, Bragg Hill would have been completely devastated by Tropical Storm Irene.
- 11.3. TSI emphasizes the need for a reliable Town-wide communications network.
- 11.4. Major improvements are needed for our EOC.
- 11.5. The dedication of our employees and community members was a great asset during TSI.
- 11.6. Our EOP designates Tracy Hall as a transfer point for evacuees. We need to develop a form for tracking people entering and leaving. There was one person who came through Tracy Hall and was expecting notification when it was safe to return home. She never received that message.
- 11.7. The list serve was used to disseminate information. This is not effective because many people receive the messages as a digest the following day. We need to explore other public notification methods particularly reverse 911 and using the School District school cancellation process.

12. After Action Report Supporting Documents

12.1. EOC Log of Events

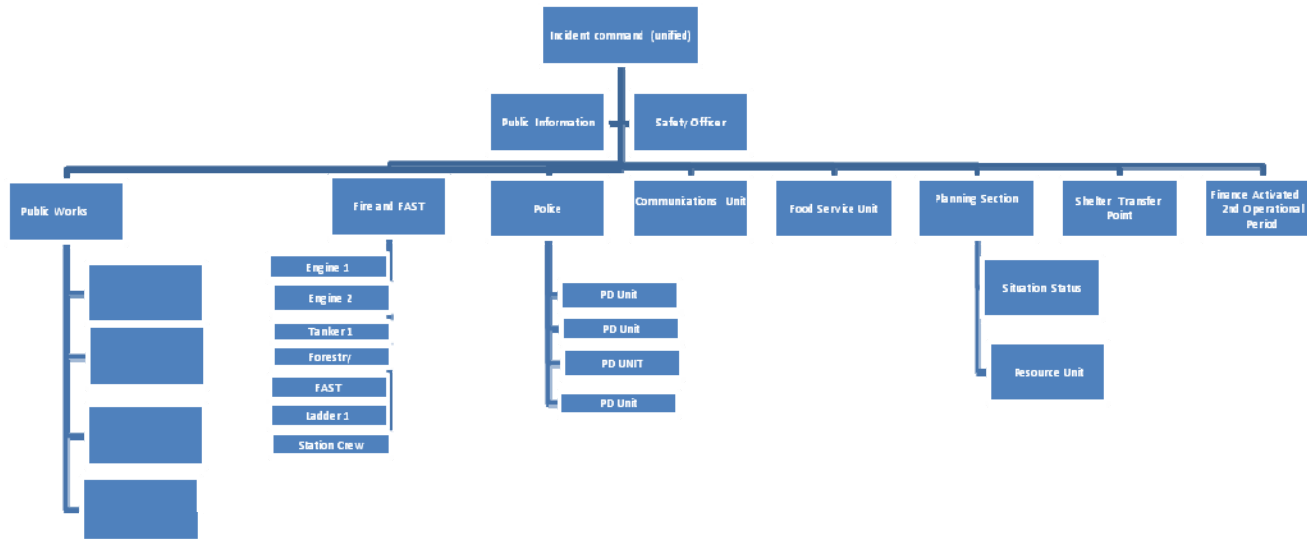
- 12.1.1. this log is included in its entirety in Section 4.9

12.2. Photos

- 12.2.1. There is a CD with flood damage pictures taken after August 28, 2011 at the Public Works Department.

12.3. Possible ICS Organization Chart

This is just one example of how an incident of similar magnitude could be organized.



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

DATE: December 7, 2011

TO: Interim Norwich Town Manager

RE: Monthly Report for November, 2011

During November there were two meetings of the Committee to Review Real Property Assessments, attended by the Listers as members of the public. There was also a Public Forum on 11/16/11, also attended by the Listers. The report of the Committee is expected to be presented on December 7, 2011 at a Special Select Board meeting. The Board of Listers will be presenting its proposed budget for fiscal 2013 next week, on December 14, 2011, at the regularly scheduled Select Board meeting.

NEMC has had a limited presence in Norwich during November. Appointments to inspect the interiors of properties were done on November 21 and 22, and data entry continued to be done. At this point the first mailing has been completely visited, except for a very few properties. The next mailing of about 300 notices is expected shortly.

The Final Equalization study and the very important Common Level of Appraisal and Coefficient of Dispersion are expected to be received from Property Valuation and Review on or about December 15, 2011. As always, these numbers will have a major impact on the property taxes that will need to be raised.

The Norwich board of Listers

Liz Blum
Ernie Ciccotelli
Jonathan Vincent

TOWN OF NORWICH
ZONING & PLANNING
P.O. BOX 376
NORWICH, VERMONT 05055
802 649-1419 Ext. 4 FAX: 802 649-0123
planner@norwich.vt.us

December 8, 2011

November 2011 Monthly Report – Planner/ZA

1. Planning Commission
 - a. Town Plan - Final Draft to TM Dec 7 for SB adoption Dec 14. Worked with Consultant on updates and corrections
 - b. Subdivision Regulation Update – PC Comprehensive update of SD regulations – DRB review and comments finished Dec 1. Next – review with other town boards and committees, and then 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. Hearings – Metcalf Subdivision/BLA Preliminary .
 - b. Preliminary Plan Review for Bartlett Subdivision on Cliff Street issued November 12.
 - c. Scheduled two hearings for December.
 - d. DRB reviewed proposed changes to the subdivision regulations and sent some comments and suggestions to Planning Commission.

3. ZA
 - a. Worked on projects with landowners related to future permits and/or hearings including two subdivisions and a PUD.
 - b. Site visits, phone calls, and office visits regarding permit applications

4. Workshops/Conferences attended:
 - a. Vermont Planners Association Legislative Issues Roundtable

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

Dec. 01, 2011

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

RE: November 2011 Monthly Report

Neil;

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

Officers responded to 138 calls and of those calls four (4) were outside the officers' work schedule (Call in). Officer rataj is continuing to investigate residential burglaries in and around Norwich and to date has solved four Norwich burglaries that have occurred over the past six (6) months as well as several burglaries outside our area. Officer Rataj is working closely with area departments to identify more suspects. Among the officers activity for the month of November was the Thanksgiving Click It or Ticket campaign during which officers worked a total of 20 hours throughout the area which resulted in over 50 traffic stops. Officers issued 12 tickets totaling approximately \$1,000 in fines. Officers were paid through the GHSP grant. Completing this Click It or Ticket campaign makes us eligible for \$1,000 in awards.

1. Over Time Hours	30.5 hours - 24 of these hours were coverage for an officer on bereavement leave
2. Sick Time Hours	30 hours
3. Vac/Hol/Per Time Hours	10 hours
4. Part Time Officer Hours	0 hours
5. Total #of calls responded to	138 calls
6. Training Hours	40 hours
7. Grant Funded Hours	20 hours (GHSP)

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: December 11, 2011

This report is to inform you of the activities of the Public Works Department since my last report dated October 31, 2011. This report is late due to my time being spent on FEMA paperwork for Hurricane Irene.

Winter Maintenance:

Totals for the Month:

Call-outs: 2
Plowing: 2
Treating the pavement: 2
Sanding: 2
Sidewalks: 2
Snow removal: 0

Totals for the season, so far:

Callouts: 4
Plowing: 3
Treating the pavement: 4
Sanding: 3
Sidewalks: 3
Snow Removal: 0

From the Daily Log:

- 11-23-11: Because of snow overnight, I called everyone in at 3:00. We treated the pavement, plowed all of the paved and gravel roads and sanded all of the gravel roads. The sidewalks were done. Dan Clay did his designated routes.
- 12-8-11: Because of rain changing to snow overnight, and temperatures dropping below freezing, I called everyone in at 4:00 a.m. We treated the pavement, sanded all of the gravel roads, plowed the higher elevations, and plowed the sidewalks. Everyone was done at noon.

Salt:

- 11-22-11: We received 3 loads of salt today-97.62 tons- from International Salt.
- 11-23-11: We received 31.36 tons of Clear Lane today.
- 11-29-11: We received two loads of salt-67.31 tons-from International Salt.
- 11-30-11: We received two more loads of salt-61.56 tons-from International Salt.
- 12-1-11: We received one load of salt today-33.03 tons- from International Salt.

Gravel and Ledge Products:

- 11-1-11: We used 6.72 tons of 3” erosion stone from Twin State Sand & Gravel to line the swale on Route 132 to prevent erosion.
- 11-2-11: We used 35.83 tons of 1 ½” crushed gravel from Twin State Sand & Gravel on Bragg Hill and Tucker Hill Road. We used 7.86 tons of ¾ hardpack from Twin State Sand & Gravel and 6.79 tons from pike Industries on Willey Hill for gravel resurfacing.
- 12-5-11: We hauled 51.61 tons of ¾ hardpack from Pike Industries for gravel resurfacing Podunk Road.
- 12-6-11: We hauled 16.60 tons of ¾ hardpack from Pike Industries for resurfacing Podunk Road.
- 12-7-11: We fixed a washout near the top of Sugartop. They used 17.49 tons of ¾ hardpack from Pike Industries.

Ditching and Culverts:

- 11-1-11: We are digging a swale across from the Tim Beck property on Route 132. This swale keeps the water out of Route 132 during spring runoff. We are stone lining it with 3” erosion stone as we go along. We hauled one load of 3” erosion stone-6.72 tons- from Twin State Sand & Gravel.
- 11-2-11: We finished the ditching project on Route 132, lining the rest of the ditch with 6.91 tons of 3” erosion stone from Twin State Sand & Gravel. After that we started ditching on Bowen Hill.
- 11-3-11: We worked on the ditching project on Bowen Hill.
- 11-10-11: We worked on the ditching project on Bowen Hill.
- 11-11-11: We worked on the ditching project on Waterman Hill.
- 11-15-11: We finished leveling out the ditching material that was dumped along Hogback Road during the recent ditching of Waterman and Bowen Hill. After that we went to Partridge Hill at the stream crossing near the

intersection of Partridge Hill and Union Village Road. We cleaned some woody debris out of the brook and took some 12" minus ledge rock and fixed the erosion. After that we went to the downstream side of the culvert to clean out the sediment that was there.

- 11-16-11: We finished cleaning the discharge end of the brook culvert on Partridge Hill and line it with ledge rock.
- 11-17-11: We worked on the ditching project on Bragg Hill, along by the former Milt Frye residence.
- 11-18-11: We continued working on the ditching project on Bragg Hill along by the former Milt Frye residence.
- 11-19-11: We worked on the ditching project on Bragg Hill from the Brown Schoolhouse Road toward Rob McLaughry's house.
- 11-22-11: We continued working on the ditching project on Bragg Hill. We finished going to Rob McLaughry's house then started ditching over at David Leatherwood's house.
- 11-29-11: We checked the culverts on Stowell Road.
- 11-30-11: We cleaned the leaves out of the ditch on Upper Tilden Hill.
- 12-1-11: We completed the ditching project on Upper Tilden Hill.
- 12-2-11: We completed a ditching project in New Boston on the crooked half-mile.
- 12-5-11: We worked on Podunk Road, ditching the areas that needed it and checking the culverts. We hauled 51.61 tons of ¾ hardpack from Pike Industries for gravel resurfacing.
- 12-6-11: We finished ditching and resurfacing Podunk Road. We hauled 16.60 tons of ¾ hardpack from Pike Industries. We started checking all of the culverts on Beaver Meadow.
- 12-7-11: We finished cleaning ditches on Chapel North today and checked culverts on Sugartop and Joshua Road.

Dust Control:

- 11-10-11: We applied Safe Bind to Bragg Hill and Tucker Hill.

Cold Patch:

- 11-1-11: We used cold patch from our stockpile to fill potholes in our paved roads.
- 11-2-11: We finished cold patching today with cold patch from our stockpile.

Signs:

- 11-11: Buildings and Grounds installed a new Mystic Drive sign.
- 12-1-11: Buildings and Grounds worked on updating our signs to bring them into compliance with the Manual of Uniform Traffic Control Devices.

They replaced the following signs today:

Carpenter Street: 25 mph

No Parking

Hazen Street: 2-Hazen Street road name signs

Cliff Street: Dead End sign

Trumbull Lane: Trumbull Lane road name sign

Stop sign

Koch Road: 2 Koch Road road name signs

Hast Charm Way road name sign

Stop sign

Willey Hill: Overlook road name sign

6-30mph signs

- 12-2-11: Today Buildings and Grounds raised up all of the signs on Main Street to the proper height and installed a new 25mph sign on Main Street.
- 12-5-11: Buildings and Grounds worked on updated our signs to bring them into compliance with the Manual of Uniform Traffic Control Devices. They replaced the following signs:

Maple Hill/Upper Pastures:

1-Upper Pastures road name sign

1-Maple Hill road name sign

1-Stop sign

2-30mph sign

Hawk Pine:

1-30mph sign

They raised the following signs to the proper height for compliance:

Hawk Pine Area:

1-Curve + 10mph

1-Curve+ 15mph

Eagle Lane road name sign

Falcon Lane road name sign

30 mph signs

- 12-6-11: Buildings and Grounds continued working on signs. They did the following:
Hawk Pine Area:
Replaced: Penny Lane, 2 delineator posts
Raised: 4-Curve +15mph, 30mph, 2 stop signs

Bragg Hill:
Replaced: 25 mph
Raised: 25mph
Replaced and raised: 2 stop signs and 1 yield sign
- 12-7-11: Buildings and Grounds did the following sign work:
Bragg Hill/Tucker Hill:
Replaced: 5-25mph signs, 5-35mph signs, 2 stop ahead signs, 1 dead end
Raised: 1-No through traffic, 1 stop sign, 2-35mph
- 12-8-11: Buildings and Grounds continued working on signs. They did the following:
Beaver Meadow and side roads:
Replaced: 3 Stop signs, 1 Dead End, 1 35mph
Raised: Brigham Hill road name sign

New Boston and side roads:
Replaced: 1 25mph, 1 40mph
Raised: Truck crossing, curve signs.
- 12-9-11: Buildings and Grounds did the following work on signs:
New Boston and Side Roads:
Replaced: 1-40mph sign, 6-35mph signs, 2-25mph signs, 2 stop signs, 1 dead end sign.
Raised: Blind drive, Ladeau Road, Norford Lake/Stowell Road, horse sign.

Roadside Mowing:

- 11-2-11: They mowed Joshua Road and Sugartop today. This finished roadside mowing for the year. Everything has been done.

Trees:

- 11-28-11: We picked up wood that was cut by Davy Tree out of the ditches on Upper and Lower Tilden Hill. The landowner, Chad Finer, is getting the wood.
- 11-29-11: We finished picking up wood on Tilden Hill and took it to the wood yard. We also picked up some wood that was in the ditch on Stowell road. It is unknown to us who cut this wood.
- 12-8-11: We picked up tree limbs that came down during last night's storm. Most were soft wood-pine limbs that were scatter throughout town.
- 12-9-11: We continued picking up tree limbs that came down during Wednesday night's storm on the following roads:
 Four Wheel Drive
 Pine Tree Lane
 Happy Hill
 Beaver Meadow
 Sugarhouse Road
 Hogback Road
 New Boston
 Hopson Road
 Moore Lane
 By Tilden Hill
 Goodrich Four Corners
 Chapel Hill
 Route 5/Church Street

Buildings and Grounds:

- 1-11-11: They helped Ben at Tracy Hall until noon, putting on the storm windows.
 They started mowing the section at Huntley Field that isn't done regularly. Two people spent 5 hours for the Rec. Dept., finishing spreading the trip-ground playground bark mulch.
 Checked the pavement and filled potholes with cold patch from our stockpile.
- 11-2-11: Finished checking all of the pavement for potholes and cold patching throughout town. Put in guardrail posts on Hickory Ridge where we fixed the landslide.
- 11-3-11: Put some new guardrail posts in Tigertown and Hickory Ridge.
- 11-9-11: Justin did Ben's janitorial duties because Ben is on vacation.
- 11-10-11: Justin did Ben's janitorial duties because Ben is on vacation. Put up two signs-one for the Transfer Station, one for Public Works.

- 11-11-11: Two people spent 7 1/2 hours picking up soccer goals, taking off the nets, and putting them away for the season for the Rec. Dept.
- 11-15-11: Put up a new Mystic Drive sign today.
Put the new chevrons on the pressure treated guardrail posts that were recently installed on Goodrich Four Corners Road.
- 11-16-11: Stained the Clear Lane shed.
- 11-17-11: Spent 3 hours working on the lights at the skating rink for the Rec. Dept.
Took some recycled asphalt and patched potholes in the gravel Beside Main Street.
- 11-18-11: Checked the delineator posts that mark the beginning and ending of guardrails.
- 11-21-11: Helped Ben take up the floor covering at Tracy Hall this morning. After that, continued checking delineator posts that mark the beginning and ending of guardrails.
- 11-22-11: Finished checking the delineator posts at the beginning and ending of guardrails on Turnpike Road and started working on Union Village Road.
- 11-28-11: Fixed an outside light that was out at Tracy Hall. After that checked delineator posts. They finished Union Village road and started on Route 132.
- 11-29-11: Made stands and put the sand barrels back up at the Welch residence on Campbell's Flat. Then checked delineator posts, finishing Route 132 and starting on Beaver Meadow Road.
- 11-30-11: Finished all of the delineator posts on Beaver Meadow Road. This is now a completed project.
- 12-1-11: Finished airifying Huntley Field.
- 12-2, 5, 6, 7, 8, 9-11: Worked on updating our road signs to bring them into compliance with the Manual of Uniform Traffic Control Devices.

Fleet Repairs and Maintenance:

- 11-1-11: Finished putting Truck #6 back together. Worked on the Ariens lawnmower. It needed a couple of bearings in the drive.
- 11-2-11: Put a new catalytic convertor in Truck #11. Put the 2050 Jonsered chainsaw back together. Someone inadvertently put straight gas into it.
- 11-3-11: Rewired the fuel tank that is in the back of Truck #2. Finished putting the two new catalytic convertors on Truck #11. Serviced and cleaned both mowing tractors.

- 11-21-11: Got two of the Buildings and Grounds lawnmowers ready to go next spring.
- 11-22-11: Greased the John Deere grader and prepared all of the trucks for tonight's predicted storm.
- 11-28-11: Repaired a chain tensioner on Truck #8. Unfroze a side-dump piston pin on Truck #4 and put it back together.
- 11-29-11: Did a complete service on the 430D Cat backhoe and a complete service on Truck #8.
- 12-1-11: Took the sweeper that goes to the Holder down to Cook's and brought Truck #7 up to the shop and checked it over to make sure it was okay for winter. Winterized the steamer. Took the John Deere 2350 Buildings and Grounds tractor down and put it away.
- 12-2-11: Did a complete service on Truck #12 and redid the brakes on this truck. Cleaned the inside of the cab on Truck #1 and greased it. Did the same to Truck #7. Discovered that Truck #7 had a cracked windshield that needs to be replaced. Windshield World is scheduled to do this on Tuesday.
- 12-5-11: Took Truck #10 down to Pete's Tire Barn to have 2 new front tires put on it. Took Truck #6 down and had 4 new winter tires put on it. When they went down to L. H. Cook's storage building, they found that one of the rear tires was flat on the 5410 mowing tractor. We may not be able to get this fixed. Both rear tires have virtually no tread left on them. I am going to look around to see if I can find two used tires for it.
- 12-7-11: Rotated the tires on Trucks #1 and #2. Did a complete service on Truck #1.
- 12-9-11: Did a complete service on the 143H Cat grader. Started doing the front brakes on Truck #12. Finished one side.

Grading:

The following roads were graded this period: Needham Road, part of Upper Turnpike, 1/3 of Lower Turnpike, Bragg Hill from Dutton Hill West to Bruce McLaughry's, Bragg Hill, Tucker Hill, Willey Hill, Norford Lake Road, New Boston Road, Brookside Drive, Kerwin Hill, Campbell's Flat, Upper Loveland, and Goodrich Four Corners.

Guardrails:

- 11-4-11: We went to F. R. Lafayette and picked up 200 guardrail posts. We started pulling the old 2-cable guardrail posts on Goodrich Four Corners Road that are in poor condition. We are redoing the shoulder and putting in the used 6x8 pressure-treated posts that we got from F. R. Lafayette. These

are posts that were taken out from Interstate 91. There is much more to do on this project.

- 11-7-11: Everyone worked on the guardrail project on Goodrich Four Corners Road today.
- 11-8-11: Everyone except Sonny worked on the guardrail project on Goodrich Four Corners Road.
- 11-9-11: Everyone except Sonny worked on the guardrail project.

Police Department:

No work was done for the Police Department this period.

Fire Department:

- 11-21-11: We worked on repairing a minor antifreeze leak on the Fire Department's forestry truck. 1 hour was spent on this.
- 11-22-11: We repaired the emergency brake on the forestry truck for the Fire Department. 4 hours were spent on this.

Recreation Department:

- 11-1-11: Buildings and Grounds spent 5 hours finishing the bark mulch spreading at Huntley Rec. playground.
- 11-11-11: Buildings and Grounds spent 7 ½ hours picking up soccer goals, taking the nets off, and putting them away for the season for the Rec. Dept.
- 11-17-11: We spent 3 hours fixing the lights at the skating rink for the Rec. Dept. It was decided that the timer was messed up and they will need to get an electrician to fix it.

Transfer Station:

- 11-1-11: Interstate Refrigerant Recover, Inc. was at the Transfer Station today, removing the freon from 26 items-6 refrigerators, 10 dehumidifiers, and 10 air conditioners. These items can now be put in with the scrap metal. On August 30th we sent 36 items-10 refrigerators, 19 dehumidifiers, and 7 air conditioners.
- \$304 was collected from bottles and cans recycling to be donated to the Upper Valley Have in October.
- \$445 was collected in November from the sale of windshield stickers.
- \$249 was collected through the expanded recycling program in November.
- We turned in 128 car tires, 25 light truck tires, and 5 tires on rims for recycling at Budzyn Tire Removal and Recycling.

Generators:

Both generators are 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.

Grant Projects:

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.

Fuel and Oil:

The price of diesel is now \$3.47/gallon. High petroleum prices affect many areas of Public Works, including the cost of asphalt paving.

Training:

No training was done this month.

Utilities:

No utility work was done this month.

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 postponed inquiring about possible funding 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 accomplished this month included:

- Extra cleaning for special events at Tracy Hall.
- Replacing outside lighting at Tracy Hall
- Changing lights in the gym
- Replacing a board on the outside of the Police Station.

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.
- 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.
- I will need to submit our road/bridge weight restriction for mud season online by February 10, 2012.
- I will finish gathering information for the Hazardous Mitigation Grant.
- I will do a final report on cleanup and restoration after Hurricane Irene.
- I spoke with Two Rivers about our culver inventory. It was decided that, because of Hurricane Irene, and since it is late in the year, we won't do it until 2012. It is tentatively scheduled for May of 2012.

NORWICH RECREATION DEPARTMENT

P.O. BOX 1137, NORWICH, VT 05055

Jill Niles – Director 649-1419; Ext. 109 Recreation@norwich.vt.us

November 2011 Recreation Report

Recreation Program Update: I held our Basketball Coaches orientation meeting on Nov. 3rd and the season began on Nov. 7th. Basketball registrations for 3rd – 6th graders topped out at 55 with 10 wonderful adult volunteers giving much time from November – March to coach the teams.

We just added 1st and 2nd Grade Girls' Basketball for the first time, and already have 17 registered, with 4 incredibly talented volunteers running it.

We are continuing our new Adult Group Personal Training which began November 1st and elicited an incredible response. We plan to continue it as a monthly offering throughout the winter.

I posted our popular Summer Circus Camp on-line last week and it has over 30 registered, so is already half full.

Event: We are currently planning for our Carol Sing at the Norwich Inn after the Pageant on Dec. 15th.

Budget: Neil & I presented the Recreation Budget '13 to the Select Board on the evening of Nov. 22nd.

Facilities: Neil, as well as Council members and I, organized a Pool Public Forum to find out what townspeople are looking for in regard to the rebuild. It is scheduled for Dec. 5th.

Professionally: On Nov. 7th, I attended the Upper Valley Recreation Association (UVRA) monthly meeting and also participated in our Basketball Game Scheduling.

On Nov. 17th, as a member of the VT Recreation & Parks Association's Executive Committee I helped with registration and set up for our Performance Showcase, highlighting over 70 New England performers.

On Nov. 29th I attended an Upper Valley trails meeting.

Respectfully submitted by,

Jill Niles