
OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: NEIL FULTON
SUBJECT: DECEMBER 2011 MONTHLY REPORT
DATE: JANUARY 6, 2012

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

General

- We are in the process of developing a plan to implement the recommendations of the Tracy Hall Building Energy Plan developed by the Two Rivers-Ottawaquechee Regional Commission. We have received a grant of \$2,000 to assist with these recommendations and will be insulating the two water heaters and installing insulation behind the radiators in the gym in January.
- We are in the process of developing a plan to deal with the major maintenance items in Tracy Hall.
- We have received our assessment from the Greater Upper Valley Solid Waste Management District (GUVSWD). The amount is \$43,187.10 based on a population of 3,414 times a per capita cost of \$12.65. The draft expenditure budget used an estimate of \$45,404.
- We recently received notification that we had received a \$28,000 Enhancement Grant to conduct planning studies and preliminary design for a bicycle and pedestrian connection between Norwich Village and the Hartford Town line, roughly on or parallel to the US Route 5 corridor. The grant conditions require a 20% match, 10% hard and 10% soft. It is my recommendation that the \$2,216.90 from the reduction in our GUVSWD assessment be used for a portion of the hard match of \$2,800.
- The Project Work Sheets have been completed for receiving reimbursement for costs associated with repairing damages caused by Tropical Storm Irene, except for repairs of six bridges and the Norwich Pool Dam.
- The 2011 CLA was received from PDR. It is 93.04% as compared to 90.91% for the previous year. This will impact the calculation of school taxes.
- A Safety Committee was established with representation from each operating department and Tracy Hall. The committee will be reviewing our buildings and operations and make recommendations on methods to improve employee safety.

Projects

- There were two proposals received in response to the Request for Proposals (RFP) for a code and facilities deficiencies study for the Public Works, Police and Fire facilities. The two firms will be interviewed in early January with a recommendation for the Selectboard to consider at the January 25, 2012 meeting.

Finance

- The final report from the outside auditors was received including the final Management Discussion and Analysis. This is covered in a separate memorandum to the Selectboard.
- Delinquent taxes as of December 31, 2011 were \$121,269.37. This compares to \$87,736.01 as of December 31, 2010.

Fire Department and Emergency Management

- The Fire Department responded to 213 incidents in 2011 as compared to 210 in 2010.
- The first grade classes from Marion Cross School visited the fire station and received instructions on "Stop, Drop, and Roll", "Crawl Low in Smoke" and home fire escape plans.

Listers

- The Final Equalization study from the Division of Property Valuation and Review was received on December 15, 2011. The study contains the following important values:
 - Equalized Education Property Value: \$761,108,000
 - Coefficient of Dispersion (COD): 12.76%
 - Common Level of Appraisal (CLA): 93.04%
 - Price Related Differential (PRD) 1.04
- Jonathan Vincent submitted his resignation from the Board of Listers effective December 19, 2011.

Planning

- The Town Plan was adopted by the Selectboard on December 14, 2011.
- The update to the subdivision regulations is continuing and a public workshop is planned for early 2012.

Police Department

- The Police Department participated in the Holiday Click it or Ticket campaign.
- Six of the 126 calls for service were outside of the officer's normal work schedule.

Public Works

- Road signs are continuing to be upgraded to meet the requirements of the MUTCD.
- There were seven call-outs for winter maintenance this month and 11 for the season.
- Salt and sand for winter maintenance is being delivered.
- Survey work on Bragg Hill Road is continuing in order to establish the location of the road ROW. This will help resolve the issue of encroachment in the ROW by abutters.

Recreation

- A public forum was held on December 5, 2011. It was attended by about 65 interested citizens. The overall consensus of those attending was to rebuild the dam and pool with some improvements.
- The summer circus camp is two-thirds half full.

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

January 4, 2012

TO: Neil Fulton, Interim Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report

- During the month of December we collected \$ 203,493. in current taxes and \$3,280. in delinquent taxes.
- Received the final audit report from AM Peisch.
- Prepared some financial reports for the Town Report.
- December interest earnings were \$ 474.40.
- December gross payroll was \$ 66,999. plus payroll tax expense (town's share only) of \$ 6883.75.
- December Accounts Payable was \$919,470.



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: January 3, 2012

Fire and FAST Department

The first grade classes from the Marion Cross School visited our Firehouse on December 1st. They received instructions on “Stop, Drop, and Roll”, “Crawl Low in Smoke” and home fire escape plans. Their visit culminated with an opportunity to see fire apparatus and equipment.

Norwich Public Works Building and Grounds personnel completed the repairs to the training room from annual leaking due to ice build up on the roof. The new insulated roof should prevent this damage from recurring.



Captain Matt Swett displays vehicle extrication equipment.

Incidents

The Norwich Fire Department responded to 213 incidents in 2011; three more than in 2010. In 2011 the Fire and FAST Squad responded to 30 motor vehicle crashes. The FAST Squad responded to 79 medical calls and the Fire division responded to 104 incidents.

Training

Monthly training for Fire and FAST members included, Blood borne Pathogen training, Carbon Monoxide and toxic gas exposures, SCBA fit testing. Three members attended a refresher training program to maintain their Emergency Medical Technician certification.

| Call Types | December 2011 |
|------------------------------|----------------------|
| Structure Fires | 0 |
| Auto Fires | 0 |
| Wildland Fire | 0 |
| Other Fires | 0 |
| Medical | 3 |
| Vehicle Crashes | 6 |
| Hazardous Conditions no fire | 0 |
| Service Calls | 4 |
| Good Intent Calls | 1 |
| False Alarms | 0 |
| Other | 1 |
| Total | 15 |

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

DATE: January 6, 2012

TO: Interim Norwich Town Manager

RE: Monthly Report for December, 2011

During December the Committee to Review Real Property Assessments (the "CRRPA"), presented its report to the Norwich Select Board, which the Select Board accepted. The Listers attended as members of the public.

On Tuesday, December 13, 2011, the Listers held a public meeting to discuss their response to the CRRPA and to discuss the Listers proposed budget for FY2013. The Listers voted 2 to 1 against agreement with the Report.

The Board of Listers presented its proposed budget for Fiscal 2013 on December 14, 2011, at the regularly scheduled Select Board meeting. The Select Board rejected the Listers' proposed budget, and instead adopted an alternative budget representing the recommendations contained in the report presented by the CRRPA. That budget eliminated hourly payment of the Listers in favor of an annual stipend of \$4,500 for the Listers Office, and proposed funds necessary to hire and pay an appraiser and clerk who would take over most of the functions of the Listers.

NEMC has had a limited presence in Norwich during December. No appointments to inspect the interiors of properties were done in December, however 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 Division of Property Valuation and Review Certified Equalized Education Property Value (Effective 1/1/2012) was received on

December 15, 2011. Among other information, the study contains the following important values:

| | |
|-------------------------------------|---------------|
| Equalized Education Property Value: | \$761,108,000 |
| Coefficient of Dispersion (COD): | 12.76% |
| Common Level of Appraisal (CLA): | 93.04% |
| Education Grand List from form 411: | \$7,080,999 |
| Equalized Education Grand List: | \$7,611,080 |

The study shows that the CLA rose 2.13% from the 2011 CLA of 90.91%, showing a closer alignment between listed values and market values within the Town. However, the COD also rose 1.18% from the 2011 COD of 11.58%. A COD between 10% and 15% is acceptable, although a COD above 10% indicates that properties at the higher end of the value range are assessed lower relative to the actual market value than properties as the lower end of the value range.

Lister Jonathan Vincent submitted his resignation from the Board on December 19, and his resignation was accepted by the Select Board at a subsequent special meeting. The SB has posted a notice of a vacancy on the Board of Listers and request for applicants to fill the position until Town Meeting.

The Norwich board of Listers

Liz Blum
Ernie Ciccotelli
Jonathan Vincent

TOWN OF NORWICH
ZONING & PLANNING
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January 4, 2012

December 2011 Monthly Report – Planner/ZA

1. Planning Commission
 - a. Town Plan - Final Draft adopted by SB Dec 14. Sent to consultant for final edits
 - b. Subdivision Regulation Update – PC Comprehensive update of SD regulations – Next – review with other town boards and committees, and then Public workshop/hearings early 2012.
2. DRB
 - a. Hearings – Metcalf Subdivision/BLA Final Hearing – Approved 12- 8-11 86 acre “Farm Parcel” transferred to Vermont Land Trust Dec 30, will then be sold with an agricultural conservation easement.
 - b. Scheduled and warned additional hearings
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. Historic Preservation Commission
 - a. Closing out ’11 CLG Grant for Historic Walking Tour Brochure
 - b. Preparing new ’12 CLG Grant with Historic preservation Commission
5. Workshops/Conferences attended:
 - a. VLCT Technology Workshop – Web Sites, Security, Communication with citizens, etc
 - b. Bike/Ped Workshop – Hartford Planning Department

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

Jan. 04, 2012

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

RE: December 2011 Monthly Report

Neil;

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

Officers responded to 126 calls during the month of December and of those calls six (6) were outside the officers' work schedule (Call in). Officers arrested two people on court ordered Arrest Warrants, one out of Orange County and One out of Rutland County, One of the warrants was for Burglaries and the person failed to show up in court, the second was for Retail Theft and Bad Checks where he also failed to appear in court as ordered. Three arrests were made for DUI, one of them during the Click It or Ticket Campaign.

Paperwork was submitted for prosecution for the Unlawful trespass case where a hunter was hunting on Posted Property and driving in and out of Posted driveways, paperwork was also submitted for referral on the theft of wood on Stowell road.

The hot water issue has been resolved at the police station. A new coil was installed and the boiler was cleaned. We will still need to address the leak in the 1/2 bath by replacing the sink and some of the plumbing as well as replacing the shower and fixtures in the locker room. We also have two "Set Back" thermostats that need to be installed which will automatically regulate the heat when the building is empty. Installation should be in the next week or so

Officers investigated several vehicle crashes in December; two of the crashes were crashes with injuries and road blockage. One on our side of the Ledyard Bridge although none of the occupants were transported by ambulance all went to DHMC on their own. Traffic was congested for a short time while the vehicles were being removed. The other a single vehicle crash and the operator was transported by ambulance.

The PD has started responding to an increase in bad check and fraud cases for investigation. This is not uncommon for officers to see an increase in frauds and bad check cases this time of year.

The Holiday Click It or Ticket Campaign started Friday the 16th and ran through Monday January 2nd. This is a DUI campaign and we had extra shifts on which will were paid from a GHSP grant. Officers worked a total of 38 hours stopping 87 vehicles and writing 15 tickets totaling \$2,629.00 in fines. One DUI arrest and two Driving with Suspended License arrests.

Part Time Officer James Beraldi has resigned from the Norwich Police Department. Jim works full time for Windsor PD and was recently promoted to Sgt. With his promotion comes new and more responsibility so he felt he would not be able to continue employment with the Norwich Police. We are now searching for a Part Time Norwich Police Officer to replace Ofc. Beraldi.

| | |
|---------------------------------|--|
| 1. Over Time Hours | 26 hours |
| 2. Sick Time Hours | 40 hours (Police Chief was out for surgery to left knee) |
| 3. Vac/Hol/Per Time Hours | 24 hours |
| 4. Part Time Officer Hours | 16 hours |
| 5. Total #of calls responded to | 126 calls |
| 6. Training Hours | 5 hours |
| 7. Grant Funded Hours | 38 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 31, 2011

This report is to inform you of the activities of the Public Works Department since my last report dated December 11, 2011.

Winter Maintenance:

Totals since December 11th

Callouts: 7

Plowing: 1

Treating the pavement: 8

Sanding: 11

Sidewalks: 5

Snow removal: 0

Totals for the season, so far:

Callouts: 11

Plowing: 4

Treating the pavement: 12

Sanding: 14

Sidewalks: 8

Snow Removal: 0

From the Daily Log:

- 12-15-11: Because of some freezing rain overnight, I called everyone in at 4:30 am, except Justin who came in at 7:00. The pavement was okay. We checked all of the gravel roads, sanding as required.
- 12-17-11: Hanover Dispatch called at 6:17 am to report that a snowstorm had come through, covering the roads and making them slippery. I called everyone in. We treated all of the pavement and sanded all of the gravel roads. Dan Clay sanded Sugartop Road. Buildings and grounds plowed the sidewalks. It was not necessary to salt them. We had to park Truck #8 because the wheel studs on the rear driver's side were broken-reason unknown. We had to use the spare truck to finish the sand route. Everyone finished at 2:00.

- 12-20-11: Hanover Dispatch called at 1:52 am because it had rained overnight and frozen on the road. I called everyone in. We treated all of the pavement, sanded all of the gravel roads, and treated the sidewalks.
- 12-21-11: We took Truck #10 this morning and checked all of the gravel roads, sanding any slippery spots. It started to rain at lunchtime. Everyone sanded all of their gravel roads. Dan Clay did his designated sand route. Before we went home, the pavement started to freeze up, so we treated all of the pavement. Everyone finished at 8:00 pm.
- 12-22-11: Because of rain overnight, everyone except Buildings and Grounds was in at 5:30. We checked all of the gravel roads, sanding as necessary. The pavement was okay.
- 12-23-11: Hanover Dispatch called at 4:12 am to report that rain had turned to snow and the road was slippery. I called everyone in. We plowed New Boston, Turnpike, Beaver Meadow Road, and Bragg Hill. We treated all of the pavement, sanded all of the gravel roads, and plowed and treated the sidewalks. Dan Clay plowed his designated route.
- 12-26-11: At noontime we checked all of our gravel roads, sanding as necessary. It started raining after that, so we treated all of the pavement
- 12-28-11: Because of heavy rain and low temperatures overnight, everyone was in at 4:00. We treated all of the pavement, sanded all of the gravel roads, and treated the sidewalks. Everyone was finished with this at noontime.
- 12-30-11: We checked and sanded the slippery spots on Bragg Hill, Turnpike Road, and New Boston Road. After that, because of light snow, we checked the pavement and treated it as necessary.
- 12-31-11: Hartford Dispatch called at 5:04 am to say that there had been a brief shower and it was icy. I called everyone in. We treated all of the pavement, sanded all of the gravel roads, and treated the sidewalks. We finished at 11:30 am.

Salt:

- 12-21-11: We received two loads of salt from International Salt totaling 65.75 tons.
- 12-22-11: We received one load-31.32 tons-of salt from International Salt.
- 12-27-11: We received 3 loads-97.139 tons-of salt from International Salt.
- 12-28-11: We received 2 loads-65.9 tons- of salt from International Salt.

Gravel and Ledge Products:

- 12-15-11: We hauled ¾” hardpack from Pike Industries using the John Deere 672G grader to spread 55.85 tons to resurface. Butternut Lane and 37.1 tons to fix some potholes off the end of the pavement on Turnpike Road.
- 12-19-11: We repaired a washout on Bragg Hill, using 8.30 tons of 6” minus from Twin-State Sand & Gravel.
- 12-20-11: We hauled 31.76 tons of 6” minus from Twin State Sand & Gravel and used the backhoe to line the ditch just below Jack Fraser’s on Upper Turnpike.
- 12-21-11: We hauled 38.09 tons of 6” minus from Twin State Sand & Gravel and used the backhoe to continue lining the ditch below Jack Fraser’s on Upper Turnpike Road.
- 12-30-11: We took the John Deere 672G grader and went to the Willey Hill/Hawk Pine area to address some potholes. We used 156.41 tons of ¾” hardpack from Twin State Sand & Gravel.

Winter Sand:

Twin State Sand & Gravel was here screening sand on December 22, 27, 28, 29, and 30.

Ditching and Culverts:

- 12-12-11: We used the John Deere 672G Cat grader and cleaned the rest of the ditches on Campbell’s Flat. He didn’t grade because of frozen conditions.
- 12-13-11: We used the John Deer 672G Cat grader and ditched Hogback Road.
- 12-19-11: We picked up old culverts that had been replaced because of Hurricane Irene in the following locations: Cossingham Road, at the intersection of Cossingham Road and Bragg Hill; Bragg Hill between Goddard Road and the Highlander Farm, Hawk Pine near the circle, and Colton Drive. We brought them to Evergreen Recycling and will receive \$618 from them for these. Someone had already picked up the culverts on Tigertown Road without permission. I would consider this theft.

Dust Control:

No Safe Bind was used during this period.

Cold Patch:

- Buildings and Grounds picked up 1.64 tons of cold patch at Blaktop to repair potholes.
- Buildings and Grounds picked up 2.25 tons of cold patch and used it to fix potholes throughout town.

Sign:

On December 12th Buildings and Grounds did the following work on signs:

New Boston Road:

Replaced:

2-40 mph signs

1-stop sign

1-25 mph sign

1-Hidden drive sign

Raised:

2-Blind Drive signs

1-Reduced speed sign

1-Class 4-No Through Traffic

1-Curve caution sign

1-Truck crossing sign

Roadside Mowing:

This is a seasonal activity. The mowing was completed for the season on November 2nd.

Tree/ Brush Removal:

- 12-12-11: We cleaned up a large pine that came down this weekend on Glen Ridge.
- 12-13-11: We picked up some wood that Davy Tree cut for GMP on Turnpike Road and took it to the wood lot.
- 12-14-11: We picked up more wood that Davy Tree cut for GMP on Turnpike Road and took it to the wood lot.
- 12-15-11: Buildings and Grounds cut and put to the side all of the trees that were over the brook on Turnpike Road that came down during Hurricane Irene. They started on Bridge 37 and worked their way up the brook to Bridge 42.
- 12-16-11: We picked up one tree that had come down on Stevens Road last night, one on Kerwin Hill, and two on Hemlock Road.
- 12-16-11: Buildings and Grounds continued cutting trees that had fallen over the brook on Turnpike Road after Hurricane Irene. They went from Bridge 42 to Bridge 43 today.
- 12-19-11: Buildings and Grounds continued cutting the trees over the brook on Trunpike Road. They went from Bridge 39 to Bridge 10.

- 12-20-11: Buildings and grounds went from Bridge 10 almost to the Moore Lane bridge cutting trees that were over the brook.
- 12-21-11: Buildings and Grounds went from just above the Moore Lane bridge to the Boy Scout bridge at Huntley Field, cutting trees that were over the brook after Hurricane Irene. At this point, unless we have a thaw, it is too dangerous to continue this project. There is ice and it is slippery, not safe conditions when using a chainsaw.
- 12-22-11: We picked up wood in Turnpike that Davy Tree cut for GMP. We took for dump truck loads to the town wood lot.
- 12-27-11: We picked up wood that Davy Tree cut for GMP on Turnpike Road. We took three loads to the wood lot.
- 12-28-11: We picked up a large dead tree on Willey Hill that Davy tree had cut up.
- 12-29-11: We worked with Dave Helstein from Totally Trees taking down two dead maple trees that were over the children's playground at Huntley Field and a large dead poplar that was near the "Welcome to Norwich" sign. Last night a large box alder came down at the Transfer Station. We took down a couple others that were there so they wouldn't come down and injure someone.
- 12-30-11: Dave Helstein from Totally Trees was here again today. He took down three large trees that were mostly dead and hanging over the bike/ped path on Beaver Meadow Road. We had received several complaints about this. We helped him with this and disposed of the wood at our stump dump.

Buildings and Grounds:

- 12-12-11: They worked on updating signs to comply with the Manual of Uniform Traffic Devices.
- 12-13-11: They worked on updating signs for a short time on Turnpike Road, but we are out of sign posts. They have been ordered, but are not in yet. So, after that they worked on rebuilding the tire chains that go to Trucks #5 and #8.
- 12-14-11: They worked in Turnpike picking up wood.
- 12-15-11: They worked on cutting trees that had come down during Hurricane Irene that were across the brook on Turnpike Road.
- 12-16, 19, 20, 21-11: Continued cutting trees from across the brook.
- 12-22-11: They put up three road name signs and cut brush that was sticking out too far along the sidewalks.

- 12-26-11: They went to Home Depot this morning to pick up supplies for the Tracy Hall gym project. After that they worked on the wall in the meeting room of the Fire Station.
- 12-28-11: They went to Home Depot and picked up the material for the gym project at Tracy Hall. After that they painted at the Fire Station-3 hours were spent on this. This afternoon they picked up 1.64 tons of cold patch to be used to patch potholes.
- 12-29-11: They spent 4 ½ hours finishing painting the meeting room at the Fire Station. After that they picked up 2.125 tons of cold patch and finished patching potholes throughout town.
- 12-30-11: They worked at Town Hall all day, installing two hot water heater jackets and insulating behind the registers in the gym.

Fleet Repairs and Maintenance:

- 12-12-11: We finished doing the front brakes on Truck #12.
- 12-13-11: We did a complete service on truck #9, including rotating the tires. We also serviced the generator that is in the back of this truck.
- 12-14-11: We took the summer tires off Trucks #5, #8, and #10 and put the winter ones on.
- 12-19-11: We replaced all of the wheel studs on the driver's side rear of Truck #8, installed a new clutch brake, and replaced a couple of grease fittings that weren't taking grease on this truck. 8 hours were spent on this. We checked the torque on all of the truck wheels.
- 12-20-11: We worked on wire brushing and priming the wheels on Truck #1.
- 12-21-11: We painted the wheels on Truck #1.
- 12-22-11: We put a new axle joint on the passenger side of Truck #1. We rotated the plow blade on Truck #4 and greased it.
- 12-26-11: We put a new snowplow blade on Truck #5 and fixed the lights on Truck #8.
- 12-28-11: We took two hydraulic hoses off Truck #10-one that was leaking and another that was in bad shape. We are going to replace both of these. We also started working on Truck #8. It needs a new exhaust pipe on it because it has rusted out.
- 12-29-11: We finished repairing the exhaust system on Truck #8. After that we installed a new windshield washer pipe on Truck #1. We did a complete service on the 938G Cat loader. After that he worked we worked on fixing a leak on the snowplow that goes to the Holder sidewalk tractor.

OSHA Requirements:

- 12-12-11: We rebuilt three hard hats with earmuffs, new bands, and new screens, etc. for use when running chainsaws, etc. This type of headgear is an OSHA requirement.

Police Department:

- 12-13-11: We spent one hour checking on an antifreeze leak on the Police Chief's car. We had to order a part.

Fire Department:

- 12-13-11: We did a complete service on the Fire Chief's vehicle, including rotating the tires. 2 hours were spent on this.
- 12-27-11: Buildings and Grounds worked on the wall in the meeting room of the Fire Station.
- 12-28-11: Buildings and Grounds painted at the Fire Station. 3 hours were spent on this.
- 12-29-11: Buildings and Grounds finished painting at the Fire Station. 4 ½ hours were spent on this.

Transfer Station:

- \$285 was collected in December from the sale of windshield stickers.
- \$315 was collected in December from the expanded recycling program.

Recreation Department:

- 12-29-11: WE worked with Dave Helstein from Totally Trees to take down two dead maple trees that were over the playground at Huntley Field.

Generators:

- 12-13-11: McIntyre Services was here to replace a sensor that goes to the monitor for the underground tank that goes to the generator at Tracy Hall. This is a completed project.

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.

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:

Inmates from the Southeastern Vermont Corrections Facility have been working on cutting and splitting wood at the wood yard.

Fuel and Oil:

The price of diesel is now \$3.36/gallon. High petroleum prices affect many areas of Public Works, including the cost of asphalt paving.

Training:

- 12-20-11: Wade Masure from VLCT conducted a back safety class at our shop. All Public Works employees and Buildings and Grounds employees were there, including Jason Collins and Ben Trussell. Three Water Department employees and Ryan Howe from the Transfer Station also attended.

Utilities:

No utility work was done this period.

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.

FEMA:

- 12-14-11: I met with a FEMA official and an official from VT DOT who is helping FEMA with the bridges in Vermont. We looked at bridges #10, #29, #40, #41, #42, and #43. These bridges all have some type of damage from Hurricane Irene.

We also looked at the pool dam. I am waiting to hear back from them as to how they would like us to proceed with this.

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 he accomplished during this period included:

- Extra cleaning for weekend events.
- Helped with the alarm system for the generator and fire alarm.
- Helped ARC with the boiler and heating units.

Completed Projects:

- 12-16-11: Public Works had two people watching traffic and one person on the backhoe. Northwoods Excavating was here with their hammer, taking off the ledge on the north end of the bridge on Route 132. This ledge has been a long-time road hazard because it was sticking out into the road. This was done at no charge to the community.
- 12-26-11: I completed the UST Tank Certification for Public Works and Tracy Hall.

Pending Projects:

- I will need to submit our road/bridge weight restrictions for mud season online by February 10, 2012.
- I will finish gathering information for the Hazardous Mitigation Grant.
- I spoke with Two Rivers about our culvert 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.
- I need to complete the hazardous materials inventory for the Division of Emergency Management Community Right to Know Program.
- We will need to submit the Certificate of Highway Mileage in January.

NORWICH RECREATION DEPARTMENT

P.O. BOX 1137, NORWICH, VT 05055

Jill Kearney-Director 649-1419; Ext. 109 Recreation@norwich.vt.us December 2011

December 2011 Report

Recreation Program Update:

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. Sixty-two games are scheduled with over thirty home games for which officials are being lined up.

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

I posted our Summer Circus Camp on-line this month and it already has 40 registered, so is two thirds full.

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

Events: Our Carol Sing at the Norwich Inn following the Pageant on Dec. 15th was very well attended and we all enjoyed a rather balmy evening for it.

Facilities: Neil, Lars Blackmore, our Recreation Council President, as well as Council members and I, held a Pool Public Forum on Dec. 5th to find out what townspeople are looking for in regard to the rebuild. Over 65 attended and the overall consensus of the group was to restore it with some improvements. Thank-you to all Select Board members and our TM who attended. It was wonderful to have such a strong presence from our town administrators.

Scott Neuman of the Recreation Council has again volunteered to coordinate setting up, flooding and maintaining the rink on the Green. He has a troupe of fantastic volunteers, each of whom is in charge of one day/week so that the quality of the rink will be kept up beautifully all winter. It is up and running now and being enjoyed by many happy families; one of my favorite Norwich scenes to drive or walk by.

Professionally, as Executive Committee member for the Vermont Recreation & Parks Association, I took part in our December 7th quarterly meeting at VT Technical College.

Respectfully submitted by,
Jill Niles