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OFFICE OF THE TOWN MANAGER

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

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This is the Town Manager's Report for January 2012. Department specific monthly reports are attached.

**General**

- Historic Preservation Commission grant requests have been submitted for:
  - Beaver Meadow Historic District Nomination
  - Root District Schoolhouse Nomination
  - Historic Preservation Commission Website
- A Police Department grant request has been submitted for a license plate reader. This is a 3 year 100% grant.
- There were 10 callouts for pavement and sidewalk treatment in January and a total of 21 callouts for the season. During the ice storms sand and salt applications were done multiple times.
- Irene FEMA reimbursements in the amount of \$30,032.04 have been received.
- Some Project Work Sheets, that had previously been approved for work not yet completed, guardrails, have been revised to remove the guardrail work. We will be meeting with the FEMA representative to review the reasons for the revisions.
- The MCS gym floor was damaged by a water leak and Jill moved the programs to the Tracy Hall gym while it was being repaired.

**Projects**

- The code and facilities deficiencies study for the Public Works, Police and Fire facilities was approved by the Selectboard on January 25, 2012.
- Work has started on the Act 250 permit for the communications tower.
- There is a longstanding drainage problem on Kendall Station Road in the vicinity of 186-194. We plan to install a culvert across the road to drain into the railroad ROW and improve the roadside ditches. See Andy's attached memorandum of January 29, 2012 for more information.

**Clerk**

- Verified petitions for articles and candidates for Town Meeting.

**Finance**

- Collected \$1,205,447 in current taxes and \$15,398 in delinquent taxes.

- Developed a mission statement.
- Finished compiling FEMA Project Worksheets for all projects except the six bridges and pool dam.

#### **Fire Department and Emergency Management**

- Fire alarm information from Tracy Hall, Fire and Police Stations and Public Works garage now go directly to Hanover Dispatch which reduces the time to dispatch appropriate response agencies and reduces costs.

#### **Listers**

- The Final Equalization study from the Division of Property Valuation and Review (PVR) was appealed to PVR.
- Met with NEMC to go over reappraisal and requested an updated plan and monthly progress reports showing progress as compared to the plan.
- Alison May was appointed by the Selectboard to serve on the Board of Listers until Town Meeting.

#### **Planning**

- The Town Plan was sent to TRORC for review and certification.
- Completed mission statement and procedures for Affordable Housing Subcommittee.

#### **Police Department**

- Six of the 146 calls for service were outside of the officer's normal work schedule.
- Received and trained on new duty weapons.
- Installed two setback thermostats to reduce energy use.

#### **Public Works**

- The focus of Public Works during January was on winter maintenance. The frequent small snow and ice events have kept the department very busy. While I have had some complaints I have also had a number of calls complimenting the department on the job they are doing. The crews have been working long hours.

#### **Recreation**

- The damage to the MCS gym required the rescheduling of youth basketball games to Tracy Hall.
- Jill attended the Northern New England Parks and Recreation Conference in Bartlett, NH.

# MEMORANDUM

**To:** Neil Fulton  
**From:** Bonnie Munday, Town Clerk  
**Date:** January 30, 2012  
**Subject:** Monthly Report

This month was spent on daily recording, licensing dogs, prepared the Checklist for the Norwich Fire District Annual Meeting.

Waiting for Liquor Licenses to be returned from the various restaurants/ stores in town.

Updating the Norwich Voter checklist on a weekly basis in preparation of the Primary/Town Meeting elections.

Verified Petitions for the 2012 Annual Town Meeting for both article and nominating petitions.

Assisted people in the vault. Made deed copies.

Answered numerous questions either on the phone or in person.

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

January 30, 2012

TO: Neil Fulton, Interim Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report

- Reported 96 W'2s for a 2011 payroll of \$ 1,153,215. Dispersed 50-1099 MISC forms for sub-contractors totaling \$ 169,751. for services rendered.
- Collected \$ 1,205,447 in current taxes and \$ 15,398. in delinquent taxes.
- Developed a mission statement (attached).
- Processed payments of \$ 155,511. for Accounts Payable and \$ 77,634 in Payroll.
- Finished up compiling FEMA Project Worksheets to be turned over to Project Specialist, Jorge Arbulu, for reimbursement.
- Reviewed and updated grant files.

Town of Norwich  
Finance Office  
Mission Statement

- To maintain financial records in compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standard Practices and State & Federal laws.
- To provide quality service to residents and professionals.
- To provide the Town Manager & Selectboard with accurate and timely financial reporting for management and planning purposes.
- To support all town departments in fulfilling their mission through all financial processes.



# Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

Chief: Stephen Leinoff

[sleinoff@norwich.vt.us](mailto:sleinoff@norwich.vt.us) Fax: 802-649-1775

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To: Neil Fulton, Town Manager  
From: Stephen Leinoff, Chief  
Subject: Fire Department and Emergency Management Monthly Reports  
Date: February 1, 2012

## ***Fire and FAST Department***

We had a meeting with Hanover Dispatch to discuss our transition to Hanover Dispatch. This transition has been mutually beneficial to Hanover and Norwich. We have reprogrammed the fire alarms at Tracy Hall, Public Works, Police Station and the Firehouse so they transmit alarms directly to Hanover. This reduces the amount of time it takes to dispatch an alarm and saves money on alarm monitoring costs for each department.

Captain Matt Swett will be representing the Fire Department on the Town's Safety Committee. The committee work is facilitated by a representative from VT League of Cities and Towns and will help make our workplace safer.

Clarissa Poston, daughter of Chad Poston a current member, has been appointed to the Department. Clarissa is attending a Firefighter 1 course in Windsor.

## **Incidents**

The structure fire was for a chimney fire on Bragg Hill Rd. The fire was contained to the chimney and did not cause any damage. The owner was able to extinguish the fire prior to our arrival.

## **Training**

The FAST Squad training was on patient care reports and incident documentation. Fire training was on fire behavior in building in particular reading smoke to determine fire location, intensity, and size and on incident scene size up and creating an incident action plan. Three members are nearing completion of the Firefighter 2 program. Three members attended Incident Safety Officer, National Fire Academy outreach course, at the Vermont Fire Academy.

Call Types	January 2012	January 2011
Structure Fires	1	0
Auto Fires	0	0
Wildland Fire	0	0
Other Fires	1	0
Medical	8	5
Vehicle Crashes	2	5
Hazardous Conditions no fire	2	1
Service Calls	0	3
Good Intent Calls	5	3
False Alarms	4	1
Other	0	0
<b>Total</b>	<b>23</b>	<b>18</b>

## ***Emergency Management***

Vermont has named Joe Flynn as the new director of VT Emergency Management. Director Flynn previously work for the VT Agency of Transportation as Rail Director and he played a key role in managing Vermont's response to Tropical Storm Irene.

We are planning a training session for Town of Norwich Departments on emergency incident management and unified command.

## LISTER JANUARY 2012 REPORT

The Listers had a public warned meeting on January 17 at which Liz Blum was elected chair due to the resignation of Lister Jonathan Vincent in December.

The Listers requested that the Selectboard appeal the annual sales study by PVR because there are a few sales that we believe we can appeal. The appeal was filed on January 18. The Listers will meet with Bill Tobin, District Advisor for PVR, in early February to discuss the sales study appeal. The numbers from our current sales study per PVR are:

CLA-93.04

COD-12.76

PRD-1.04

The Listers and Neil Fulton met with Bill Krajieski of NEMC on January 23 for an update on the town wide reappraisal. Bill will meet with us every other week going forward. He has sent out the second batch of properties to be visited by his team (about 300 properties) and they have started work on those. Listers are trying to staff the office more regularly until a 20-hour a week clerk is hired. Our present clerk is not available for more than 6-8 hours/week. One reason to be here is to take calls to make appointments for NEMC inspections. NEMC is tracking all properties that have not had interior inspections from the first batch of properties.

On January 25 the Selectboard chose Alison May to fill the vacant Lister position until Town Meeting this year. Alison has been welcomed, oriented and is participating in Lister activities. We are currently working on assessing properties where improvements have been made or where there has been new construction.

The Listers have posted 2 new items on the town website: photos and names of Bill Krajieski's employees who will be in town assessing properties and a one-page town-wide reappraisal update. Look for additional postings in the future.

Liz Blum, Chair, Norwich Board of Listers  
Ernie Ciccotelli, Lister  
Alison May, Lister

**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

February 1, 2012

**January 2012 Monthly Report – Planner/ZA**

1. Planning Commission
  - a. Town Plan – Posted to Web, sent to TRORC for review and certification, sent to state
  - b. Subdivision Regulation Update –
    - i. Met with Conservation Commission, for comments
    - ii. Worked with PC on steep slope and wetland criteria
  - c. Affordable Housing Subcommittee – Completed mission statement and procedures
2. DRB
  - a. Hearings – Mohr Accessory Dwelling, Brigham Hill Road - granted
  - b. Scheduled and warned additional hearings for February 16 and March 1.
3. ZA
  - a. Worked on projects with landowners related to future permits and/or hearings
  - 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. Submitted three new '12 CLG Grant Applications with Historic preservation Commission for Beaver Meadow Historic District Nomination, Root District Schoolhouse Nomination, and a Historic Preservation Commission website.
5. Transportation
  - a. Enhancement Grant – Route 5 South Shared Use Path
    - i. Awarded \$28,000 Scoping Grant by VTrans
    - ii. Set up first meeting with VTrans
6. Workshops/Conferences attended:
  - a. Preservation Trust of Vermont – Project Management & Funding
  - b. Community Mobility – Webinar at Dartmouth College Facilities Planning Office
  - c. HUD Sustainable Communities Regional Planning Grant Project – Conference Call
  - d. UVTMA – Monthly Meeting
  - e. Municipal Network – Sustainability workshop

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

February 01, 2012

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

RE: January 2012 Monthly Report

Neil;

Here are some of the monthly stats of the Police Department from the month of January 2012:

Officers responded to 146 calls during the month of January and of those call six (6) were outside the officers' work schedule (Call in), officers were called in six (6) times during the month of January for incidents when no officer was on duty.

Paperwork has been submitted for prosecution for several Fraud and/or bad check cases that officers have been investigating. There are still several more that are being investigated.

January has been uncharacteristically quiet in the sense of accidents. Officers have investigated a low number of crashes however they have also investigated more "slide offs" in January. These are incidents where a single vehicle has slid off the road where no damage to vehicle or property has occurred.

Norwich police have received new duty weapons and are being trained on the maintenance, cleaning and use of the new weapons. They are expected to be put into full time service within the next couple weeks.

There are two new automatic thermostats now installed at the police station. These thermostats are set to set the temperature back during times when officers are not normally in the building. There is an override option which will allow an officer to increase the temperature should he be called in after normal hours.

I am preparing to submit a grant through Homeland Security for an LPR (License Plate Reader). There would be no match and the grant would cover the purchase of, maintenance of and licensing of the unit for three (3) years. The total amount requested would be approx. \$25,000.

We are continuing our search for a Part Time Norwich Police Officer to replace Ofc. Beraldi who resigned last month. Because of the resources and activity level we are searching for an officer that is already trained and certified through the Vermont Criminal Justice Training Council.

1. Over Time Hours	47 hours
2. Sick Time Hours	8 hours
3. Vac/Hol/Per Time Hours	52 hours
4. Part Time Officer Hours	17 hours
5. Total #of calls responded to	146 calls
6. Training Hours	45 hours
7. Grant Funded Hours	3 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: January 31, 2012

**Winter Maintenance:**

Totals for the month  
Callouts: 10  
Plowing: 4  
Treating the Pavement: 18  
Sanding: 18  
Sidewalks: 19  
Snow Removal: 0

Totals for the season, so far  
Callouts: 21  
Plowing: 8  
Treating the Pavement: 30  
Sanding: 32  
Sidewalks: 27  
Snow Removal: 0

**\*Please note: During some of the ice storms, it was necessary to sand and treat the pavement and sidewalks two or three times in order to keep the roads and sidewalks safe for the traveling public.**

**From the Daily Log:**

- 1-2-12: (Holiday) Hartford Dispatch called at 8:25 am to say that there were slippery spots on Union Village Road. We came in to take care of it. We treated the pavement on Beaver Meadow Road, Turnpike Road, New Boston Road, Union Village Road, and Route 132. We sanded the lower part of Bragg Hill.
- 1-2-12: (Holiday) Hartford Dispatch called at 10:15 pm to say that there was a slippery spot on Campbell's Flat that needed to be sanded. I called someone in to do it.
- 1-3-12: Because of snow overnight, we checked all of the paved roads and treated them as necessary. After that, we did the same thing to the gravel roads, sanding them as needed. We treated the sidewalks.

- 1-6-12: Hanover Dispatch called at 5:44 this morning to say that the roads were covered from a snow squall and were slippery. Everyone checked the pavement, treating as necessary, and checked the gravel roads, sanding them as necessary. We treated the sidewalks.
- 1-12-12: Because of snow covering the roads, we treated the pavement. A little while later we plowed the pavement and the gravel roads, sanded the hills and corners on the gravel roads, and treated the intersections and hills on the pavement. More snow is expected tonight. The sidewalks were done twice. Everyone except Justin finished at 7:00 pm.
- 1-13-12: Because of freezing drizzle, we sanded all of the gravel roads. We did the sidewalks. At this point, the pavement was okay. Around noon we started getting snow showers. We treated all of the pavement, starting at 2:00. We redid the sidewalks. Everyone finished at 4:00.
- 1-14-12: Because of 2" of snow last night, I called Justin in at 9:15 pm. Everyone else came in at 4:00. We treated all of the pavement, sanded all of the gravel roads, and did the sidewalks. Everyone finished at noon.
- 1-17-12: Hanover Dispatch called at 5:30 am to say that the roads were starting to get snow covered. Since it was so close to our regular start time, I didn't call anyone. Everyone was in at the regular time. We treated all of the pavement, sanded the hills and corners on the gravel roads, and treated the sidewalks. It started raining after lunch, making the gravel roads very slippery. We had to sand them twice. We also treated the pavement and sidewalks again before we went home. Everyone finished at 10:00 pm.
- 1-18-12: Because of falling temperatures overnight, everyone was in at 5:30 am. We sanded all of the gravel roads, checked and treated the pavement as needed, and treated the sidewalks. Everyone finished at 1:30 pm.
- 1-20-12: Because of snow overnight, I called everyone in at 4:00 am. Everyone put on their plows. We plowed and treated the pavement at the same time. After that we plowed and sanded all of the gravel roads. Justin plowed and treated the sidewalks in addition to plowing his designated route. Dan Clay plowed his designated route. Everyone except Justin left at 2:00.
- 1-21-12: (Saturday) Because of light snow overnight, I contacted the police officer on duty at the Norwich PD at 8:00 am to check the road conditions. He said that the roads were fine, and there had been no reported problems. The light snow continued throughout the morning, so I called everyone in at 10:30 am. We treated the pavement, sanded the gravel roads, and treated the sidewalks. Everyone finished at 4:30 pm.
- 1-23-12: Because of freezing drizzle, we checked our sand routes, sanding as necessary. After that, because of heavier freezing rain, we treated the pavement. Everyone was done at 7:30 pm. Justin came back in to do the sidewalks.

- 1-23/24-12: Hartford Dispatch called at 10:13 pm to say that the gravel roads were getting slippery again. I called everyone back in. It was still raining and the gravel roads were icy. We sanded all of the gravel roads. It should be noted that it took a lot of sand to get them drivable again. After that we treated the paved roads. They had nearly ¼" of ice on them and required a lot of salt. The sidewalks had to be treated again because they also had ¼" of ice on them. Everyone finished at 10:00 am.
- 1-25-12: We checked all of the pavement this morning and treated all icy spots. After lunch we checked the sidewalks, treating them where necessary.
- 1-27-12: Because of snow overnight turning to rain, I called everyone in at 4:00 pm. We plowed and treated the pavement. Then we plowed and sanded the gravel roads. Because of continuing rain the rest of the morning, we ended up sanding the gravel roads again in the afternoon. After that, because of temperatures going down, we had to treat the pavement lightly one more time. Everyone finished at 5:00 pm. We plowed and treated the sidewalks first in the morning and had to treat them again before we left tonight.
- 1-30-12: Because of snow covering the road early this morning, we treated the pavement here and there as needed, sanded all of the gravel roads, and treated the sidewalks. After lunch everyone cleaned up their trucks and greased them to get ready for tonight's pending storm. We took the 143 Cat grader and went to the Willey Hill/Hawk Pine area because it had gotten built up with packed snow and ice. WE cut it as much as we could with the grader. After that we used 79.65 tons of ¾ hardpack from Pike Industries to fill in some potholes. There is still one section left near the intersection of Hawk Pine and Willey Hill that needs some work.
- 1-31-12: Hanover Dispatch called at 4:38 am because of snow covering the road overnight. I called everyone in. We treated the pavement. We sanded the hills, corners, and intersections on the gravel roads and treated the sidewalks. After lunch everyone rechecked their gravel roads. Everyone finished at 4:00 pm.

### **Salt:**

- 1-4-12: We received 199.18 tons of salt from International Salt.
- 1-17-12: We received 130.97 tons of salt from International Salt.
- 1-18-12: We received 32.24 tons of salt from International Salt.
- 1-20-12: We received 65.28 tons of salt from International Salt.
- 1-22-12: We received 30.61 tons of Clear Lane from Cargill and 31.77 tons of salt from International Salt.
- 1-25-12: We received 130.07 tons of salt from International Salt.
- 1-26-12: We received 33/28 tons of salt form International Salt.

- 1-31-12: We received 64.59 tons of salt from International Salt.

### **Gravel and Ledge Products:**

- We used 79.65 tons of ¾ hardpack from Pike Industries to fill in potholes in the Willey Hill/Hawk Pine area.

### **Winter Sand:**

Twin-State Sand & Gravel screened our winter sand on January 3, 4, 5, 6, 9, 10, and 11, finishing on the 11<sup>th</sup>.

### **Ditching and Culverts:**

No ditching or culvert installations were done this month due to frozen conditions.

### **Dust Control:**

No Safe Bind was used during this period due to frozen conditions.

### **Cold Patch:**

No cold patch was used this month.

### **Signs:**

No signs were installed this month.

### **Roadside Mowing:**

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

### **Trees/Brush Removal:**

- 1-3-12: We picked up wood that Davey Tree cut from GMP on Turnpike Road and took it to the wood lot.
- 1-4-12: All Public Works employees cut and chipped brush on Turnpike today. We started at Howard Cook's driveway and got as far as Needham Road.
- 1-5-12: We cut and chipped brush in New Boston today. We started at Rock Ledge Land and headed toward the Thetford town line.
- 1-6-12: We went to Upper Turnpike and picked up wood that Davey Tree cut in conjunction with GMP. We brought two loads of wood to the town wood lot.
- 1-9-12: We went to Tigertown to pick up a large hemlock that came down over the weekend. After that we went back to Upper Turnpike to pick up wood that Davey Tree cut with GMP. Three loads of wood were taken to the wood yard.
- 1-10-12: We worked in New Boston between Rock Ledge Lane and the Thetford town line, cutting and chipping brush.

- 1-11-12: We continued chipping brush in New Boston.
- 1-19-12: We continued chipping brush in New Boston.
- 1-22-12: We cut and chipped brush on Hickory Ridge until noon.
- 1-25-12: We worked on picking up the wood that Davey Tree cut in Upper Turnpike.
- 1-26-12: We finished picking up the wood on Upper Turnpike and took it to the woodyard.

### **Buildings and Grounds:**

- 1-3-12: Justin worked in the gym at Tracy Hall on the Efficiency Vermont grant project.
- 1-4-12: He worked at the transfer Station until 9:00 this morning to cover for Judy Trussell. After that he worked at Tracy Hall on the Efficiency Vermont grant project.
- 1-5,6,9-12: He worked in the gym at Tracy Hall on the Efficiency Vermont grant project.
- 1-10-12: We pruned flowering crabs at the “Welcome to Norwich” sign area. After that Justin worked on the Efficiency Vermont grant project.
- 1-11-12: We finished pruning the flowering crabs at the “Welcome to Norwich” sign area. Justin worked at Tracy Hall on the Efficiency VT grant project.
- 1-19-12: Justin worked at Tracy Hall-performing the custodian’s duties in his absence and patching the wall in the multi-purpose room
- 1-20-12: After Justin finished plowing his designated route and the sidewalks, he went to Tracy Hall to do Ben Trussell’s janitorial duties.
- 1-25-12: Justin covered the custodian’s duties at Tracy Hall in Ben’s absence.
- 1-26-12: Justin checked the sidewalks this morning, treating them as necessary for ice. After that he worked at Tracy Hall covering for Ben.
- 1-27-12: Justin did the sidewalks in the morning, then covered for Ben in the afternoon.
- 1-30-12: Justin did then sidewalks, then covered for Ben at Tracy Hall in the afternoon.
- 1-31-12: Justin did the sidewalks then covered Ben’s duties at Tracy Hall.

### **Fleet Repairs and Maintenance:**

- 1-5-12: We worked on the back brakes on Truck #1.
- 1-6-12: Truck #1 is still in the shop. We worked on the front brakes today. We also found that the front axles need bearings and that it needs two locking hubs. Work will be ongoing on this truck.

- 1-9-12: Sonny continued working on Truck #1. He put the rear back together and is now working on putting the front back together.
- 1-10-12: We continued working on rebuilding the front steer axle of Truck #1.
- 1-11-12: We finished the work on Truck #1 and fixed an oil leak on the snowplow that goes to the Holder.
- 1-19-12: We worked on Truck #8. We fixed oil leaks, air leaks, and lights that were out. It did not pass Vermont State Inspection because the windshield washer pump needs to be replaced.
- 1-22-12: Sonny checked over Truck #5 to see if it would pass Vermont State Inspection. I would not because it needs rear springs and front spring shackles.
- 1-25-12: We worked on Truck #8. It had a hydraulic oil leak. We installed two new hydraulic hoses and the windshield washer pump on it so it would pass VT State Inspection.
- 1-26-12: We put new mold board trip springs in the snowplow that goes to Truck #12. After that we did a complete service on Truck #8. We greased Trucks #4, #5, and #10.

#### **Police Department:**

- 1-5-12: 5 hours were spent putting a water pump in the police chief's vehicle.
- 1-19-12: 7 hours were spent doing service work, repair work, and VT State Inspections on Police Dept. vehicles. A complete service and VT State Inspection was done on the Ford Explorer. It passed inspection. A complete service was done on the Dodge Charger. We installed a new battery in this vehicle also. It passed VT State Inspection. The Chevy Impala police chief's vehicle did not pass Vermont State Inspection because it needs a new windshield and front brakes.

#### **Fire Department:**

No work was done for the Fire Department this month.

#### **Transfer Station:**

- \$265 was collected in January from the sale of windshield stickers.
- \$121 was collected in January from the expanded recycling program.
- We received a \$185.50 credit from Good Point Recycling for the Electronics Recycling Program.

#### **Recreation Department:**

No work was done for the Rec. Dept. this month.

**Generators:**

Both generators are operating as they should.

**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.

**Fuel and Oil:**

The price of diesel fuel is now \$3.56/gallon. High petroleum prices affect many areas of Public Works, including the cost of asphalt paving.

**Meetings/Training:**

Gary Durkee attended a Safety Committee Meeting on January 5<sup>th</sup>.

**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 27<sup>th</sup> 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:**

We are still working with FEMA representatives on the best way to proceed to repair damage to Bridges #10, #29, #40, #41, #42, and #42 as well as the pool dam.

**Tracy Hall Custodian:**

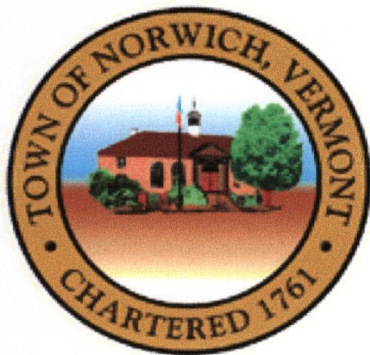
Ben Trussell continues to work under the direction of Public Works/Buildings and Grounds, keeping a daily log of his duties. Ben has been out sick for the past two weeks. Justin Lewellyn has covered the custodian's duties in his absence.

**Completed Projects:**

- 1-17-12: I completed a preliminary cost estimate for the five bridges on Turnpike Road that suffered damage during Hurricane Irene.
- We added two more solar panels to our solar hot water system at Public Works in order to obtain a quicker recovery for hot water. Most of the cost was covered by an Efficiency Vermont grant.
- 1-22-12: I submitted a ring binder with information for six proposed projects for the Hazard Mitigation Grant to the Town Manager's office.
- 1-29-12: I completed the annual bridge and highway weight restrictions for the VT DMV. It was due by February 10<sup>th</sup>.

**Pending Projects:**

- We will need to complete the application for the Hazard Mitigation Grants.
- I need to complete the hazardous materials inventor for the Division of Emergency Management Community Right to Know Program.
- I need to submit the Certificate of Highway Mileage to VT AOT.
- I will continue to work with FEMA representatives to complete our remaining projects.



**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](mailto:Norwich_highway@earthlink.net)

To: Neil Fulton, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Kendall Station Road Drainage  
Date: January 29, 2012

In 2010 I proposed installing a culvert near the property line of John Eller and Glenn Gurman. We used a transit to establish the low point in this road in order to properly locate the new culvert. We found the low point to be in the vicinity of the telephone pole (please see photo). The photo also clearly shows this as the low point. The removal of John Eller's driveway culvert was not a contributing factor to this drainage problem since the low point is not located there.

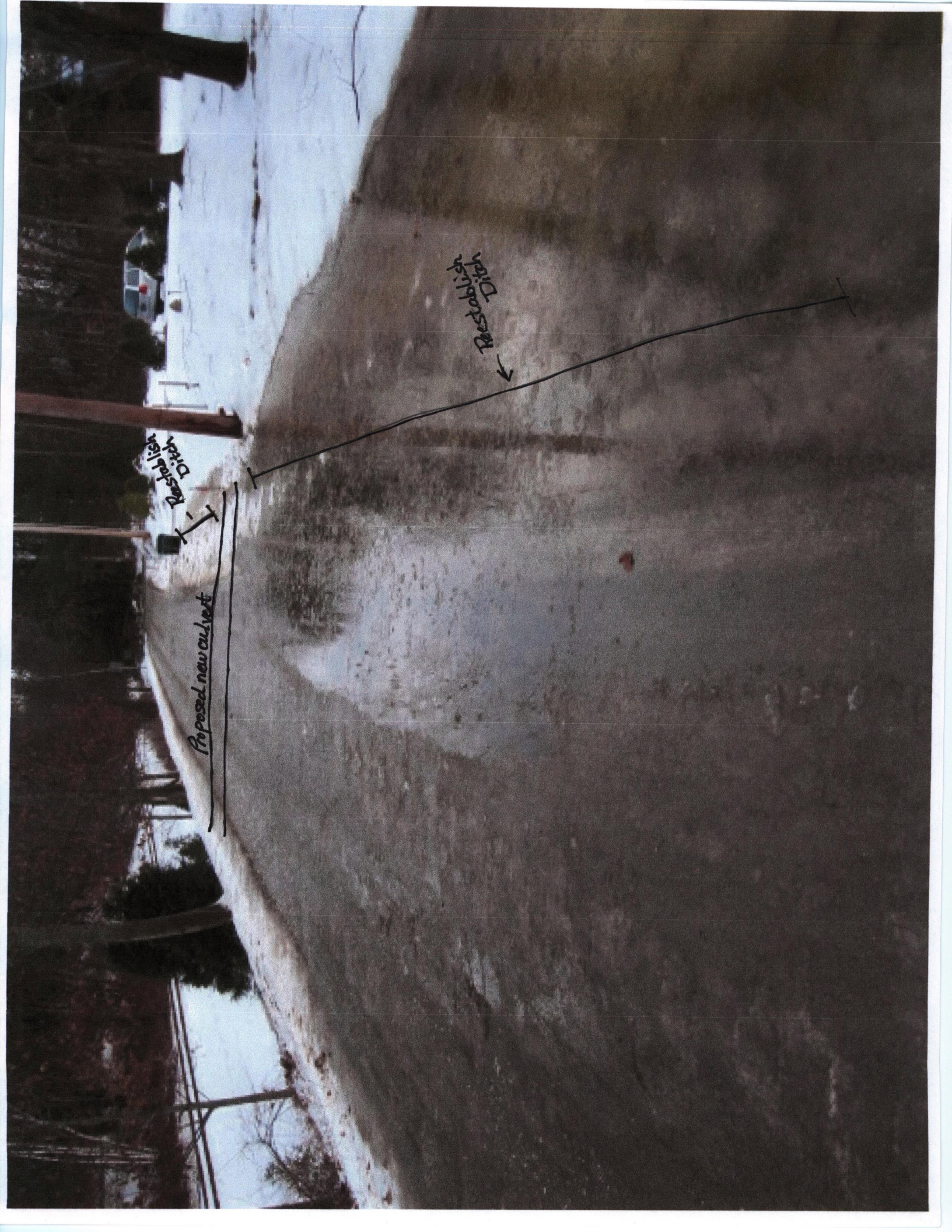
After the installation of a new culvert we would re-ditch along the Eller and Gurman properties in order to establish positive water flow to the culvert and seed and mulch all disturbed areas. The ditch would be shaped in a way as not to prohibit the residents from mowing with a lawn mower.

This project was not completed in 2010 because there was opposition to it. I didn't feel that I had enough support to complete the project at that time.

Reestablish  
Ditch

Proposed new culvert

Reestablish  
Ditch



Low Point ✓



# NORWICH RECREATION DEPARTMENT

## January 2012 Report

**Recreation Program Update:** Basketball – The latter half of the month was a scheduling challenge when the Marion Cross School Gym was flooded by a frozen burst pipe on Martin Luther King Day. Thanks to congenial cooperation with the TM, I was able to switch most of our youth basketball games and practices to the Tracy Hall Gym. Justin from our Bldgs & Grounds Dep't was also instrumental in making the transfer possible. He dug out our old 8' hoops used for 3<sup>rd</sup>/4<sup>th</sup> grade games, moved them to Tracy Hall and hoisted them up & down numerous times, as well as cleaning the gym more frequently to keep up with the increased traffic. Thanks to everyone in Tracy Hall for their patience and understanding. We are back in the school gym as of today January 31<sup>st</sup> - Hallelujah. Our other youth and adult winter programs have been continuing successfully.

**Events:** We had to postpone our Skating Party which was originally set for Sun., Jan. 29 due to the warm weather. We are shooting for Friday evening, Feb. 3<sup>rd</sup>. This event is co-sponsored by the Marion Cross School PTO.

**Facilities:** Scott Neuman of the Recreation Council & the “Hosers”, continue to maintain the rink on the Green to the best of their ability, despite the frustratingly warm weather. The rink will be kept up all winter; weather allowing.

As volunteers, Lars Blackmore and Bernard Haskell have taken over our cross country ski grooming at Huntley Meadow and have refurbished a donated snow machine for the job. They are apprenticing with Bob Fiskien who has been our volunteer groomer for the past 5 years or so. Bob will continue to groom the Parcel 5 trail but please, “Think Snow” for us!

**Professionally:** The first meeting of the town's Safety Committee, of which I am a member, took place on Jan. 5<sup>th</sup>. We met with a representative from VLCT who explained its purpose and advised us on how to function most effectively.

I attended the Northern New England Parks & Recreation Conference in Bartlett, NH from Jan. 8 – 10<sup>th</sup> and participated in the following sessions: 1) Planning for small northern New England townships 2) CATCH-ifying Games: redesigning classic games & sports to allow maximum participation, cardio workout & fun (for use in our summer sports program) 3) 50+ Senior Programming 4) Outdoor Life Skills for Adults – programming and events to lure people to be active outside through all the seasons 5) Leadership – seven fundamental business practices for being an effective leader and having a strong Recreation Department.

We had our monthly Recreation Council Meeting on Jan. 16<sup>th</sup>. (minutes available if desired).

I hosted a Connecticut Valley Cal Ripken Baseball meeting on Jan. 19<sup>th</sup> to begin planning for the spring season. I also took part in our Upper Valley Recreation Association regular monthly meeting on Jan. 31<sup>st</sup> in Hartford.

Respectfully submitted by, Jill Niles