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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: MAY 2012 MONTHLY REPORT  
DATE: JUNE 7, 2012

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This is the Town Manager's Report for May 2012. Department specific monthly reports are attached. I plan to be on vacation from July 21 through August 5 and Phil will be the acting manager.

**General**

- The Preliminary 2012 Grand List was completed on June 1, 2012 and 109 Change of Appraisal notices were mailed. The current estimated Municipal Grand List is \$710,931,900. I expect this to be reduced by at least \$770,000 when we receive final Current Use values from Property Valuation and Review and there may be more adjustments as a result of grievances. This compares to the 2011 Municipal Grand List as billed amount of \$704,357,700.
- The total FEMA eligible for payment amount from Tropical Storm Irene is \$1,232,698.69. This represents the FEMA approved total project costs. We have received official notice that the federal share has increased from 75% to 90% and the state share decreased from 15% to 5%. This means that the Norwich share has decreased from 10% to 5%. Attached is a summary of the status of the project worksheets and reimbursements to Norwich which now are \$289,238.89.
- The replacement of 1200' of water main from 371 Main Street to 451 Main Street by the Fire District started on May 29 and the water main work should be completed by June 8, 2012 with the service connections to be completed in approximately 3 weeks.
- We have received a grant from the Norwich Women's Club to upgrade the sound system in the gym that includes two new higher power speakers to replace the existing single home sized speaker and replacing the power amplifier with a higher power amplifier. We also received a grant for a portable sound system that may be able to be used in the Multipurpose Room.
- We have received a 100% grant from Vermont Homeland Security for 11 mobile radios and 5 portable radios for the Public Works Department. This will essentially complete the narrow banding of mobile and portable radios and pagers for the Public Works, Fire and Police Departments.
- We are in the process of developing a new [norwich.vt.us](http://norwich.vt.us) website based on a new software platform and possibly a new host. The current software platform is not going to be supported after the middle of July.

### **Projects**

- The Town-wide real property reappraisal is proceeding on schedule. 669 letters have been sent to property owners and 439 properties have been measured and inspected.
- AOT has retained RSG to complete the design of the Safe Routes to School sidewalk from the Congregational Church to Carpenter Street. RSG has submitted to AOT a scope of services which estimates that contract plans will be completed 35 weeks after a Notice-to-Proceed (NTP) and that a public information meeting will be held 12 weeks after the NTP.
- The consultant has started work on the pool project. The site survey is underway and preliminary investigations found ledge approximately six to eight feet below the surface of the ground upstream of the old dam structure. The preliminary inspection found that there appears to be little or no reinforcing steel in the old concrete dam structure. We expect to have a public forum on the pool project in July or August.
- Radio propagation studies are underway for the six or seven site simulcast VHF radio system for fire and emergency medical services. A key part of this system, as well as for police and public works, is the proposed tower at the Norwich Public Works site. The Capital Facilities Planning and Budgeting Committee has scheduled a public forum on the proposed radio system and tower for June 20, 2012 at 7:00 pm.
- The code and facilities deficiencies study for the Public Works, Police and Fire facilities is underway, inspections of the facilities have been completed and a draft report is being prepared.
- The Classification and Compensation study is underway, classification forms have been completed and in-person interviews are scheduled for July 27, 2012.
- The conversion of all the Green Mountain Power street lights to LED lights using a grant from Efficiency Vermont has been delayed as the Energy Committee reviews all the lights to see if some can be removed. They have been working with Andy Hodgdon and Doug Robinson and contacting neighbors of the lights that have been identified as not needed.
  - Based on a recommendation from the Energy Committee that Andy and Doug concur with we will be removing the following streetlights:
    - 3 on Cliff Street beyond the intersection
    - 1 on Hazen Street – the middle light
    - 1 on Hopson Road at the Beaver Meadow end at June Hemberger's driveway
    - 1 Turnpike Road - the light in the hemlock trees on the right going north near turn to Huntley
    - Possibly 1 at the corner of McKenna Road and Lewiston Hill Road.

### **Assessor**

- Inspections were completed for all properties that permits were issued for from April 1, 2011 to April 1, 2012 and permits still open from previous years.
- The Abstract has been completed and the first grievance hearing is scheduled for June 15, 2012.

### **Finance**

- Delinquent taxes at the end of May were \$149,198. This is a reduction of \$4,326 from last month. One property was notified of a possible tax sale which resulted in an agreement to pay all past due taxes, penalties and interest within 12 months.
- Revisions were started on the financial policies which may be split into a purchasing policy and a financial policy and incorporate some of the Selectboard financial policies that are more appropriate as policies of the Town Manager.

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

- There was a structure fire on Route 132 that was quickly brought under control with assistance from mutual-aid departments.
- The Basic Emergency Operating Plan and Continuity of Government document is in the process of being updated.

### **Planning**

- Historic Preservation Request for Proposals was issued for Beaver Meadow Historic District, Root District Schoolhouse, and website enhancement.
- Met with consultant to review draft report on Route 5 South, River Road Area onsite wastewater suitability research.

### **Police Department**

- Nine of the 189 calls for service were outside of the officer's normal work schedule.
- A grant was received for 50% of the cost of Level IV (Ballistic) vests. Monies were included in the FY13 budget for these vests.
- One person was arrested related to the recent burglaries and investigations are continuing on the remaining unsolved burglaries and thefts.

### **Public Works**

- There was some storm damage on May 29<sup>th</sup> and 30<sup>th</sup> that needed culverts to be unplugged and ditch work.
- Crosswalks, stop bars, yield markings and other lines that are the responsibility of the Town are being repainted.

### **Recreation**

- The reconstruction of the bread oven at Barrett Meadow was completed and the oven is back in use.
- Touch-A-Truck day at Marion Cross School on May 9 was well attended.

TOWN OF NORWICH  
SUMMARY OF FEMA PWS FOR TROPICAL STORM IRENE

Town PW #	FEMA PW#	Location	Norwich Total	FEMA Total Approved	Total Eligible for Payment	FEMA Total (90%)	FEMA Total Paid (75%)	FEMA Total Received	FEMA Payment Received Date	VT ERAF (5%)	VT ERAF Total Paid	VT ERAF Total Received Date
PW#1	1566 x	Bragg Hill	84,075.61	93,001.61	88,351.53	83,701.45	62,776.09	62,776.09	Payment 8-5/16/12	4,650.08	-	
PW#2	1539 x	Cossingham Rd.	3,483.82	3,949.50	3,752.03	3,554.55	2,962.13	2,962.13	Payment 6--4/13/12	197.48	197.48	Payment 6--4/13/12
PW#3	627 (0) x	Happy Hill	13,039.36	13,558.22	12,880.31	12,202.40	10,168.67	10,168.67	Payment 1--1/24/12	677.91	677.91	Payment 5--3/13/12
PW#4	1586 x	Tucker Hill Rd.	6,809.78	7,428.40	7,056.98	6,685.56	5,571.30	5,571.30	Payment 6--4/13/12	371.42	371.42	Payment 6--4/13/12
PW#5	665 (0) x	Kate Wallace Road	2,101.43	2,293.22	2,178.56	2,063.90	1,719.92	1,719.92	Payment 2--1/31/12	114.66	114.66	Payment 5--3/13/12
PW#6	757 (0) x	Beaver Meadow Rd. (Downtown)	15,469.51	14,539.02	13,812.07	13,085.12	10,904.27	10,904.27	Payment 4--2/21/12	726.95	726.95	Payment 5--3/13/12
PW#7	770 (0) x	Beaver Meadow Rd. (Above Tucker Hill)	9,099.64	9,238.43	8,776.51	8,314.59	6,928.82	6,928.82	Payment 4--2/21/12	461.92	461.92	Payment 5--3/13/12
PW#8	1587 x	Mitchel Brook Rd.	51,685.07	53,126.58	50,470.25	47,813.92	39,844.94	39,844.94	Payment 7--4/19/12	2,656.33	2,656.33	Payment 7--4/19/12
PW#9	1569 x	Tigertown Rd.	166,383.52	152,219.98	144,608.98	136,997.98				7,611.00		
PW#10	1588 x	Blood Brook Behind Legion	41,000.49	7,531.14	7,154.59	6,778.03	5,648.36	5,648.36	Payment 7--4/19/12	376.56	376.56	Payment 7--4/19/12
PW#11	1567 x	Turnpike Road	103,800.15	114,219.62	108,508.64	102,797.66	77,098.25	77,098.25	Payment 9-5/16/12	5,710.98		
PW#12	682 (0) x	Hickory Ridge	10,579.70	10,680.70	10,146.67	9,612.63	8,010.53	8,010.53	Payment 3--2/7/12	534.04	534.04	Payment 5--3/13/12
PW#13	681 (0) x	Hawk Pine Road	2,024.40	2,125.40	2,019.13	1,912.86	1,594.05	1,594.05	Payment 3--2/7/12	106.27	106.27	Payment 5--3/13/12
PW#14	684 (0) x	Colton Drive	2,060.40	2,161.40	2,053.33	1,945.26	1,621.05	1,621.05	Payment 3--2/7/12	108.07	108.07	Payment 5--3/13/12
PW#15	683 (0) x	Campbell Flat Road	3,160.00	3,919.65	3,723.67	3,527.69	2,939.74	2,939.74	Payment 3--2/7/12	195.98	195.98	Payment 5--3/13/12
PW#16	767 (0) x	Kerwin Hill Road	3,150.00	-	-	-						
PW#17	1540 x	Chapel Hill North	22,394.80	23,004.60	21,854.37	20,704.14	17,253.45	17,253.45	Payment 6--4/13/12	1,150.23	-	
PW#18	1083 (0) x	Turnpike Road Near Bridge #41	4,265.60	4,464.57	4,241.34	4,018.11	3,348.43	3,348.43	Payment 5--3/13/12	223.23	223.23	Payment 5--3/13/12
PW#19	678 (0) x	Union Village Rd.	1,559.00	1,634.53	1,552.81	1,471.08	1,225.90	1,225.90	Payment 3--2/7/12	81.73	81.73	Payment 5--3/13/12
PW#20	760 (0) x	Upper Loveland Rd.	2,328.93	2,660.19	2,527.18	2,394.17	1,995.14	1,995.14	Payment 4--2/21/12	133.01	133.01	Payment 5--3/13/12
PW#21	677 (0) x	Four Wheel Drive Road	944.63	1,790.67	1,701.13	1,611.60	1,343.00	1,343.00	Payment 2--1/31/12	89.53	89.53	Payment 5--3/13/12
PW#22	1837 680 (0) x	Bridge 40 Turnpike Rd. Pattrell Road	1,208.22	1,195.39 1,878.90	1,135.62 1,784.96	1,075.85 1,691.01	1,409.18	1,409.18	Payment 3--2/7/12	59.77 93.95		Payment 5--3/13/12
<b>WORK TO BE DONE:</b>												
** PW#23	SSNOG01	Norwich Pool Dam	566,619.00	567,284.28	510,555.85	382,916.89						
** PW#24	2095	Bridge 41 Turnpike Rd.		115,157.18	109,399.32	103,641.46				5,757.86		
	1685	Bridge 42 Turnpike Rd.		3,776.81	3,587.97	3,399.13	2,832.61	2,832.61	Payment 7--4/19/12	188.84	-	
	1831	Bridge 7 Abutment & Embankment		8,431.15	8,009.60	7,588.04	6,323.36	6,323.36	Payment 10--5/23/12	421.56		
	1766	Bridge 32 Turnpike Rd.		1,999.96	1,899.96	1,799.96	1,499.97	1,499.97	Payment 10--5/23/12	100.00		
	1565	Kerwin Hill Rd.		9,427.59	8,956.21	8,484.83	7,070.69	7,070.69	Payment 6--4/13/12	471.38	-	
<b>Totals</b>			\$ 1,117,243.06	\$ 1,232,698.69	\$ 1,142,699.57	\$ 981,789.87	\$ 282,089.85	\$ 282,089.85		\$ 33,270.74	\$ 7,149.04	Grand Total Received \$ 289,238.89

\*\* Norwich Pool Dam is still working its way through the system.

Town of Norwich  
Assessors' Office  
Post Office Box 376  
Norwich Vermont 05055-0376

Progress Report – May 2012

The major task completed in May was the 2012 Abstract. This office visited and collected all data for property issued permits during the period of April 1, 2011 to April 1, 2012, permits still open from prior years and from various construction projects underway.

The data was input to the SIGMA valuation system and balanced back to the NEMRC tax billing system. The end result was the creation of a 411 Abstract that was sent to the State.

Grievance notices were prepared and sent to 106 parcels. The first hearings are scheduled for June 15, 2012.

It should be noted that Darlene Cook has settled into her task and has been very successful to date in adapting to the position. We will continue to refine both her task and office procedures in the coming months.

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

June 5, 2012

TO: Neil Fulton, Interim Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for May

- Delinquent taxes at the end of May are \$ 149,198. Principal payments through the month were \$ 4,326.
- A/P payments for the month were \$ 1,005,953 of which \$ 707,848 were school tax leaving \$ 298,087 for town expenses. It was a three payroll month for a total gross payroll of \$92,719.
- Time was spent purging files according to the new standards from the State of Vermont. There is now some room in the finance vault! This process will continue as time allows.



# 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: June 1, 2012

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

Project Work Safe, a VT Occupational Safety and Health Administration (VOSHA) inspected the firehouse for VOSHA compliance. There were several minor violations that have been corrected. There are some electrical repairs needed to comply with the National Electrical Code. One of the advantages of Project Work Safe is that there are no fines assessed for violations. However, we do have to correct all of the violations.

Norwich Fire Department and Norwich Support Team members participated in “Touch a Truck” at the Marion Cross School on May 9<sup>th</sup>.

## **Incidents**

On May 29<sup>th</sup> the Norwich, Hanover, Thetford and Hartford Fire Departments responded to a reported barn fire at 655 Route 132. The building was a small barn that contained an apartment (vacant). The quick knock down of the fire by the Norwich Engine 1 crew and the assistance of other departments saved the building. This fire had the potential to destroy the building and spread to the home of Anne Crewe, the owner. A lightning strike that destroyed the gas regulator for a wall furnace caused the fire.



Capt. Phil Brunelle, Capt. Matt Swett and Firefighter Jennie Owens begin attacking the fire.

*Photo by Tom Kallen*

## **Training**

Dr. Norman Yanofsky from Dartmouth Hitchcock Medical Center’s emergency department reviewed emergency medical cases with FAST Squad members. Fire Department training was on

flammable liquid fires and hose handling. Several members attended regional training programs on pump operations, rural water supply, and fire prevention codes.

***Emergency Management***

The Emergency Management Committee met to review the Continuity of Government and Basic Emergency Operations Plan. Our communications consultant is performing additional radio propagation studies as part of our cooperative interoperable radio communications system with Hanover Dispatch. A balloon test was conducted to assess the visibility of a radio tower at the public works site on New Boston Road.

<b>Call Types</b>	<b>Month</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>
Structure Fires	1	3	7
Auto Fires	0	0	1
Wildland Fire	0	1	1
Other Fires	0	1	0
Medical	6	37	41
Vehicle Crashes	3	9	9
Hazardous Conditions no fire		3	4
Service Calls	2	8	6
Good Intent Calls	2	14	8
False Alarms		12	8
Other		0	0
<b>Total</b>	<b>14</b>	<b>87</b>	<b>85</b>



# 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

June 4, 2012

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

RE: May 2012 Monthly Report

Neil;

Here are some of the monthly stats of the Police Department from the month of May 2012.

Officers responded to 189 calls during the month of May and of those calls nine (9) were outside the officers' work schedule (Call in); officers were called in nine (9) times during the month of May for incidents when no officer was on duty.

Norwich Police Department applied for and was awarded a PACIF grant for \$2,633.80 for the purchase of Level IV body armor. The amount is approximately 50% of the total cost of four vests which will be fitted to each officer and will be part of their equipment carried in the cruiser during their shift.

Norwich Officers participated in "Touch A Truck" day. Officers had one of the police cruisers on display and allowed MCS students, staff and parents to look at get in and ask questions about the police cruiser. Officers also handed out items to the kids with safety messages written on the items.

Norwich Officers participated in the MCS "Bike & Walk to School" day. Officers assisted in stopping traffic to allow the parade of bikes, led by another officer down Turnpike Road to Main Street ultimately ending at MCS. The police departments' two crossing guards also helped by stopping traffic to allow the bikers to cross to the school.

Norwich Officers investigated the theft of a motor vehicle. During the investigation a suspect was developed and the stolen vehicle (motorcycle) was recovered intact with no damage. The investigation concluded with no action because of an uncooperative victim. There has been one other stolen vehicle investigation this year which resulted in the arrest of the person who stole the vehicle.

Norwich Officers have been involved with a request for an Involuntary Immediate Emergency Mental Health Examination. These investigations are very time consuming and very sensitive. In the previous 10 years Norwich Police have only requested two such emergency examinations. This investigation is still ongoing.

The last weeks of May saw no burglaries. The Norwich Police have altered the patrol schedule and patrol routine to address the rash of burglaries and thefts experienced in the past few months. Current investigations resulted in the arrest and citation of one individual suspected of being responsible for at least three of the past burglaries. Some of the stolen property was recovered and the person responsible was cited to appear in court at a later date. Investigations are continuing into the still unsolved burglaries and thefts.

Officers participated in the Governors Highway Safety Program "Memorial Day Click It Or Ticket" event which ran for 15 days. During the event Norwich Officers worked 41 hours dedicated to highway traffic enforcement concentrating on occupant safety. During the 15 day event Norwich Officers stopped 99 cars and issued 26 tickets with fines totaling \$3,888.00 and made one arrest for operating with a suspended license (criminal).

REMINDER to everyone to lock their vehicles even though they are parked in your own driveway, and lock your houses.

We are continuing our search for a Part Time Norwich Police Officer and have received several applications. I will be interviewing a very promising candidate the first part of June to join the Norwich Police as a Part time Officer.

CALL TYPES	MAY	YEAR TO DATE	PREVIOUS YEAR
Burglaries	4	15	13
Stolen Vehicle	1	2	2
Vehicle Crashes	7	24	86
Intrusion Alarms	8	36	91
Frauds	0	17	19

- 1. Over Time Hours                    37 hours
- 2. Sick Time Hours                    0 hours
- 3. Vac/Hol/Per Time Hours        64 hours
- 4. Part Time Officer Hours        0 hours
- 5. Total #of calls responded to    189 calls
- 6. Training Hours                    4 hours
- 7. Grant Funded Hours            41 hours (GHSP)

TRAFFIC ENFORCEMENT MAY 2012 (Includes the GHSP Click It Or Ticket campaign)

- Motor Vehicle Stops                168
- Traffic Tickets                        55

Respectfully;

**D.A.R.**

Douglas A. Robinson  
Chief of Police

# TOWN OF NORWICH ZONING & PLANNING

June 5, 2012

## May 2012 Monthly Report – Planner/ZA

1. Planning Commission
  - a. Subdivision Regulation Update –
    - i. Continued revising Storm Water Management and Erosion Control section.
  - b. Planning Project - Route 5 South, River Road Area – Onsite wastewater suitability research – PC Meeting with consultant to review draft report. Final report received.
  - c. Upper Valley Housing Coalition – Meeting on cottage type housing concepts
2. DRB
  - a. Hearings – Griggs Final Subdivision
  - b. Decisions issued – Griggs Final Subdivision
  - c. Prepared applications and warned two future hearings
  - d. Updating Rules of Procedure
3. ZA
  - a. Worked on projects with landowners related to future permits and/or hearings.
  - b. Activity included site visits, phone calls, and office visits regarding permit applications and permit research for properties to be sold
  - c. Additional time spent on administrative work due to reduced hours of assistant
4. Transportation
  - a. UVTMA meeting –
  - b. Church Street sidewalk project – Meeting with new consultant – RSG. New Scope of Work will be submitted to VTrans
  - c. TRORC TAC meeting.
5. Workshops/Conferences/Meetings attended:
  - a. VNRC - Rivers Workshop
6. Historic Preservation Commission
  - a. RFPs for Beaver Meadow Historic District, Root District Schoolhouse, and website enhancement prepared and distributed.
7. Other –
  - a. Communications Tower – Assisted with organizing and scheduling balloon test
  - b. Domain Registration for “norwich.vt.us” – updated
  - c. Norwich Pool Meeting with D&K

Phil Dechert



**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, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: May 31, 2012

Part of this month's report will come from an excel program that provides expanded statistics for all of the Public Works functions. I am forwarding this to you electronically. Statistical data will be compiled for the entire fiscal year for all Public Works Departments. I am also sending excel spreadsheets with Transfer Station statistics.

**FEMA Projects:**

I met with Barry Calhoun from the Agency of Natural Resources to obtain stream permits for the FEMA work that needs to be done on the three bridges on Turnpike Road.

**Green Up Day:**

We picked up four truckloads of trash from Green Up Day.

**Touch-a-Truck Day:**

Gary and Paul represented the Public Works Department on Touch-a-Truck Day.

**Project Work Safe:**

We worked on the recommendations made by Work Safe after their inspection of our shop. We updated the MSDS book, called various vendors for data sheets that were missing, adjusted the top guard on the bench grinder, threw away a wooden step ladder that they deemed dangerous, and replaced the air nozzle on the blow gun.

### **Hartford Career and Technology Center Student:**

Cody Schwarz will be working with Buildings and Grounds for the next three weeks as part of his vocational program.

### **Storm Damage-May 29<sup>th</sup> and 30<sup>th</sup>:**

The following roads needed work after the thunderstorms and rainstorms of the 29<sup>th</sup> and 30<sup>th</sup>:

- Hickory Ridge: 2 plugged culverts, needed reditching and armoring of the ditches to prevent further erosion.
- Elm Street: Needed reditching
- Farrell Farm Road: 2 plugged culverts, needed reditching
- Pattrell road: 1 plugged culvert
- Tilden Hill: Plugged culverts, needed reditching
- Dutton Hill East: Plugged culverts, needed reditching

\*We are still working on some of these roads.

### **Edith Picken Project:**

- 5-7-12: We spent from 7:30 until noon regarding Cossingham Road in front of the Edith Picken residence to create positive water flow away from her house.
- 5-9-12: We worked on piping Edith Picken's foundation drain that comes from her house into the culvert. We hauled 15.35 tons of 3" erosion stone to Happy Hill and lined the ditch just before her residence to prevent further erosion.
- 5-11-12: We hauled one load-8.69 tons- of hardpack from Pike Industries and 23.88 tons of topsoil from Twin-State Sand and Gravel for this project.
- 5-14-12: We moved the mailboxes on the end of Happy Hill Road for the Edith Picken project. After that we raked out the topsoil that we put down on Friday, seeded it, and mulched it.

\*Please note: This was done in 2010, but Hurricane Irene washed down a lot of the material in front of Edith Picken's house, causing water to flow into her basement, making it necessary for us to redo it.

### **Completed Projects:**

- We brought a load of gravel to the Gile Mountain parking lot for the Trails Committee.
- Buildings and Grounds built a new preparation shelf for the bread oven at Barrett Park. We also gathered the supplies (concrete, tools, etc.) for the person who came from Montreal to repair the oven and filled our 250 gallon water tank for the project.
- Buildings and Grounds placed a memorial plaque in the concrete at the Marion Cross school in memory of Lisa Holly's son.

### **Pending Projects:**

- Lazer Lines is working on repainting the crosswalks, stop bars, yield markings, etc.
- I will be preparing bid requests for roadside mowing, grounds maintenance, and winter contracted services.
- We will be completing this fiscal year's paving project.
- We will work on completing the streetlight conversion project.

# NORWICH RECREATION DEPARTMENT

P.O. BOX 1137, NORWICH, VT 05055

Jill Niles-Director 649-1419; Ext. 109 [Recreation@norwich.vt.us](mailto:Recreation@norwich.vt.us) May 2012

## May 2012 Report

**Recreation Program Update:** All Recreation spring youth program offerings filled up nicely and our two new Adult programs - Yoga and “Feel Young Chi Kung” have produced excellent followings.

### **Facilities:**

The bread oven reconstruction at the Barrett Memorial Playground took place on May 3 & 4. It went beautifully and the oven has been used regularly since then.

There were a few more meetings at the Huntley tennis courts with company reps bidding on our upcoming re-surfacing job. I support Neil’s recommendation for accepting the bid from Vermont Tennis Court Surfacing of \$23,000.

I took part in our pool/dam reconstruction meeting with Neil, Phil & Shawn from ‘Dubois & King’ and visited on site when the test holes were underway. Plans, and the project are progressing well.

**Professionally:** We had a productive Department Head meeting. Mid-month I carpooled (sparing mileage \$) up to Jay Peak for an invigorating Vermont Recreation & Parks Association Annual Meeting

**Events:** Touch-A-Truck Day, held on May 9<sup>th</sup> was a huge success, with a record turn-out on a nice day. There was an incredible amount of excitement and positive energy in the air. The Norwich Nursery School brought their group over. Children, their parents and grandparents really loved the opportunity to meet and talk to all of the staff/drivers as they learned about, and explored the vehicles. The Fire Dep’t provided adorable mini Fireman outfits for the kids to try on, and be photographed in, as well as the ever popular ‘Sparky’. Thanks to all co-sponsors: the Fire Dep’t, Police Dep’t and our Highway crew as well as ‘Allechante’ for making this a very special annual event.

This month I took part in ‘Bike to Work Day’. On 5/31, ‘Bike to School Day’ for MCS students ran smoothly, and thankfully both days were beautiful, which encouraged strong participation.

**Other/Misc:** It was nice to introduce Chris Clapp, our newest Recreation Council member to the Select Board on 5/9.

I attended our Town Safety Committee meeting on 5/4.

Respectfully submitted by,

Jill Niles