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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: APRIL 2013 MONTHLY REPORT  
DATE: MAY 3, 2013

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This is the Town Manager's Report for April 2013. Department specific monthly reports are attached.

**General**

- The previous Financial Management Policy has been divided into two policies; a Purchasing Policy and a Financial Policy. Copies of the new policies are attached.
- The Transfer Station Use & Sticker Policy is being reviewed and updated.
- The data collection process for the reappraisal is essentially complete. New values have been calculated and the booklet with the new values has been sent to the printer and will be mailed the week of May 6<sup>th</sup>. The schedule of informal meetings and grievance hearings is attached.
- The FY13 Final Act 68 Cash Flow was received from the State and the FY13 final tax reconciliation was completed. Total taxes initially billed were \$15,215,021 and final taxes billed were \$15,158,831. This represents a reduction of \$56,190 due to tax settlements, BCA and State Appeals, Errors & Omissions, Current Use, and HS-122 Homestead Declaration changes. The school portion of the \$15,158,831 was \$11,887,643, or 78% of the total, and the Town portion was \$3,271,188, or 22% of the total.

**Projects**

- Communications System Upgrades.
  - The written notice of the Application for a Certificate of Public Good (CPG) was filed on April 26, 2013. This begins the 45 day period prior to filing the §248a application. The application is scheduled to be filed on June 10, 2013. This begins the 90 day review period by the Public Service Board. The CPG is the critical path constraint.
  - Chase & Chase has updated the site plans for permitting and obtaining a cost proposal for the communications tower and site work
  - DuBois & King is preparing simulations of the tower based on the July 12, 2012 balloon test for the §248a CPG process.
  - Green Mountain Communications has submitted a cost proposal for the tower and site work.
  - The Lease-Purchase documents were completed and we have received a check for \$125,000.

- The bond documents have been submitted to VMBB based on an amount of \$275,000 for 10 years and we expect to be included in the mid-July bond sale. VMBB staff commented on the quality of the application. The credit goes to Roberta.
- Facilities Studies – Interviews of three of the six proposers for Parts 3 and 4 were conducted and a recommendation will be made to the Selectboard on May 8, 2013.
- Safe Routes to School – The ROW plans for the temporary construction easements have been prepared. We are waiting on information from AOT on changing Church Street to a Class 1 Town Highway.
- Norwich Pool – The Agency of Natural Resources is having internal discussions related to the meeting we had with the Commissioners of the Departments of Environmental Conservation and Fish and Wildlife of the Agency of Natural Resources as well as the General Counsel of the Department of Fish and Wildlife.

#### **Assessor/Listers**

- Town-Wide Reappraisal
  - Preliminary values have been determined for all taxable properties.
  - A public forum was held on April 30<sup>th</sup> to discuss the appraisal process. Approximately 40 people attended.

#### **Finance Department**

- Delinquent taxes due at the end of April were \$199,204. Last year at this time delinquent taxes due were \$153,524.

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

- A Cub Scout pack was assisted with their training requirements for first aid and safety.
- Several Department members and personnel from the Norwich School District attended a program on Emergency Response to School Shootings.

#### **Planning Department**

- Drafting revised River/Stream Corridor section for the Zoning Regulations.
- The first public hearing on the revised Subdivision Regulations has been warned for May 22, 2013.

#### **Police Department**

- Three of the 130 calls for service were outside of the officer's normal work schedule.
- The three new patrol cars are in service.

#### **Public Works Department**

- As of the end of this month only one road is still posted for mud season.
- Robert Barden started work on April 29, 2012 as the Building and Grounds Technician.

## Monthly Town Manager's Report

Page 3 of 3

- The following table shows winter maintenance activities. This will be the last report on winter maintenance until next winter. Activities in all categories exceeded last year.

Activity	This month	This season, so far	Last year at this time
Callouts	1	34	28
Plowing	1	28	11
Treating the pavement	1	45	43
Sanding	1	48	45
Sidewalks	1	45	34
Snow removal	0	3	0

### Recreation

- There are a total of three hundred and forty-one participants in the twenty youth spring programs currently underway.
- There was a meeting on the possible replacement of the suspension bridge at Huntley Meadows, which was removed because of its dangerous condition, with a used pony bridge. Participants included Town staff, AOT officials and Bob McCullough from UVM.

# **TOWN OF NORWICH PURCHASING POLICY**

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### **1. GENERAL INFORMATION AND ADMINISTRATION**

1.1 This policy shall supersede and replace any and all previously adopted policies pertaining to municipal purchases that may have been in effect prior to the effective date of this policy. This policy may be waived by the Town Manager.

1.2 In the event that any portion of this policy is found to be in violation of federal or state law or inconsistent with any provision applicable thereto, the remainder of this policy shall remain in full force and effect.

1.3 The Town shall not discriminate in its selection of vendors on the basis of race, gender, political affiliation, family relations, friendship or business affiliation. Employees and elected officials must publicly disclose all potential purchase conflicts prior to any purchasing decisions being made.

1.4 The Town shall seek the best quality products and/or services at the lowest possible price in the most convenient manner under all circumstances.

1.5 No employee shall make a purchase without first obtaining approval of the Department Head.

1.6 In so much as possible, all bulk purchases for office supplies and commonly used materials shall be acquired through the Finance Department, which shall attempt to coordinate departmental acquisitions in a manner that is most advantageous to the Town. Supplies that need to be purchased that are department specific, shall be purchased by that department following all applicable guidelines in this policy.

1.6.1 Examples: Land Record Books, mapping materials, recreation equipment.

1.7 All invoices and Purchase Orders turned into the Finance Department will indicate the account to be charged, the amount to be paid, authorizing signature by the Department Head, and the date of the approval. It is recommended that packing slips, (proof of actually receiving the goods) be turned into the Finance Department either attached to the invoice at the time of submission or at a later date.

## **2. PURCHASE ORDER PROCEDURES**

2.1 Department Heads shall submit a Purchase Order (signed by them and the Town Manager) to the Finance Department before they purchase any item or services in which the total amount to be paid to a vendor exceeds \$2,500. Excluded from these requirements are utilities, fuel, wages and employee benefits, insurances, appropriations, and dues.

2.2 Any purchase from a Reserve Fund requires a Purchase Order to be submitted to the Town Manager, and if approved by the Town Manager, the Town Manager will submit to the Selectboard for approval.

## **3. BID REQUIREMENTS**

3.1 Expenditures \$2,500 to \$10,000: With the exception of those items exempted in Section 2.1, Department Heads shall obtain at least three price quotes (written, oral, phone or catalog or on-line prices are acceptable) provided they are documented and presented with the Purchase Order. Department Heads shall solicit written sealed bids or proposals for any expenditure over \$10,000.

3.2 Bid Specifications shall include:

3.2.1 Bid name.

3.2.2 Bid submission deadline.

3.2.3 Date, location, and time of bid opening.

3.2.4 Specifications for the project or services including quantity, design, and performance features.

3.2.5 Bond and/or insurance requirements.

3.2.6 Any special requirements unique to the purchase.

3.2.7 Delivery or completion date.

3.2.8 All bids shall include the following statement; "The Town of Norwich has the right to reject any or all bids if doing so is in the best interest of the Town."

3.3 Bid specifications must be approved in writing by the Town Manager prior to being advertised. Solicitations shall be sought by newspaper advertisement and any other appropriate media. Pre-bid or proposal meetings shall be held for complex purchases or projects unless waived by the Town Manager. Once a request for bids or proposals has been issued, the specifications will be available for inspection at the Town Manager's Office.

3.4 Bid submission. All bids or proposals must be submitted in sealed envelopes, addressed to the Town in care of the Town Manager and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

3.5 Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

3.6 Bid opening: All bid openings will be at the Town Managers Office at the prescribed time. Every bid received prior to the deadline will be publicly opened and read aloud by the Town Manager or designated representative. The bid opening will include the name and address of the bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

3.7 The Director of Public Works shall annually solicit bids for the procurement of materials that are regularly purchased in bulk quantities such as sand, salt, chemicals, fuel, bituminous concrete.

#### **4. CONTRACTS FOR LABOR SERVICES**

4.1 The procurement of outside services with a value of \$2,500 or more per project shall require a written agreement between the Town and the service provider. The agreement shall be approved by and signed by the Town Manager. Copies of agreements shall be furnished to the Town Manager and Finance Department in addition to a Purchase Order.

4.1.1 Examples:

4.1.1.1 Subcontractor hired to perform roadwork which includes labor and materials.

4.1.1.2 Subcontractor hired to clean carpeting in Tracy Hall.

4.2 It shall be the responsibility of the Department Head to work with and ensure that the Finance Department has been provided with a duly executed W-9 Form upon the procurement of services. If there is no W-9 on file with the Finance Department then no payment will be made.

4.3 As a condition to performing contracted services for the Town, all contractors, subcontractors and persons other than Town employees who perform services for the Town shall be required to indemnify and hold harmless the Town of Norwich for damages, claims and liabilities which may arise as a result of the work to be performed.

4.4 All contractors and subcontractors who perform labor services for the Town within a fiscal year that will be paid \$5,000 or more shall maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work it is the responsibility of the Department Head to make certain that the Finance Department has been furnished with an insurance certificate as proof that coverage is in place. Certificates shall be kept on file with the Finance Department. NOTE: Nothing in this Section shall be deemed to prohibit the Town Manager from requiring coverage amounts at a higher level, or imposing additional types of coverage up to the value of the entire project as may be in the best interest of the Town.

4.4.1 General Liability \$1,000,000 per occurrence

4.4.2 Property Damage \$1,000,000 per occurrence

4.4.3 Personal Injury \$1,000,000 per occurrence

4.4.4 Automotive Liability \$500,000 per occurrence

4.4.5 Workers' Compensation (Statutory Requirement)

4.5 Any Sole Proprietor hired (no employees) shall be required to sign a Non-Employee Work Agreement and will be required to sign a Liability Hold-Harmless Agreement or provide a

certificate of insurance for Workers' Compensation. Contractors with employees will need to provide a Certificate of Workers' Compensation Insurance.

## 5. CONTRACTS FOR PROFESSIONAL SERVICES

5.1 The procurement of professional services with a value of \$2,500 or more per project or more than \$5,000 in a fiscal year shall require a written agreement between the Town and the service provider. The agreement shall be approved by and signed by the Town Manager. Copies of agreements shall be furnished to the Town Manager and Finance Department in addition to a Purchase Order. Department Heads, with the approval of the Town Manager, may informally solicit professional services below a value of \$10,000 per calendar year, provided three comparable proposals are obtained (except Recreation Instructors) using qualifications, scope of services and price estimates as a basis for selection. All Recreation Instructors will be required to sign a Non-Employee Work Agreement and a Liability Hold Harmless Agreement.

5.2 Examples:

5.2.1 Subcontractors who perform recreational activities and programs.

5.2.2 Subcontractors who are providing engineering services.

5.2.3 Subcontractors who will perform planning services.

5.2.4 Subcontractors working on a temporary basis in administrative or professional capacity.

5.3 The professional service provider shall be required to provide proof of insurance coverage for the professional services in an amount equal to the total cost of the project, subject to whatever limitations are approved by the Town Manager.

## 6. SUMMARY OF PURCHASING POLICIES

**PURCHASE POLICY SUMMARY TABLE**  
**Materials and Equipment**

Amount	PO Required	TM Approval Required	SB Approval Required	W9	3 Quotes Required	Sealed Bids Required
\$600 to \$2,500			If Reserve Funds	Yes	No (But Preferred)	No
\$2,500 to \$10,000	Yes	Yes	If Reserve Funds	Yes	Yes	No (But Preferred)
> \$10,000 to \$25,000	Yes	Yes	If Reserve Funds	Yes	N/A	Yes
> \$25,000	Yes	Yes	If Reserve Funds	Yes	N/A	Yes

**CONTRACT POLICY SUMMARY TABLE**  
**Contract Labor and Materials & Professional Services**  
**(In Addition to above Table Requirements)**

Amount	Non-Employee Work Agreement or Contract & PO Required	Town Manager Approval	W9	Certificate of Insurance	Workers' Compensation	Liability Hold-Harmless Agreement
<\$2,500	Non-Employee Work Agreement	No	Yes	No	Yes-If has employees	Yes-If Sole Proprietor
>\$2,500	Yes	Yes	Yes	No	Yes-If has Employees	Yes-If Sole Proprietor
>\$5,000	Yes	Yes	Yes	Yes (minimum of \$500,000) or if Professional Service in an amount equal to project cost	Yes-If has Employees	Yes-If Sole Proprietor

## 7. LEASE PURCHASES

7.1 Lease-Purchases are not the preferred method for purchasing equipment, vehicles or materials. If the purchase or lease of any equipment, vehicles or materials, require periodic payments over a course of one year or more, they shall be subject to all applicable provisions of this policy in accordance with the dollar values set forth herein.

7.2 Prior approval of the Town Manager is required before the solicitation of any lease-purchase agreement.

7.3 All lease-purchase agreements shall be approved by the Selectboard.

## 8. LEGAL SERVICES

8.1 The Town Manager, and the Selectboard in a matter involving the Town Manager, is the only agent of the Town with the authority to select legal representation, solicit legal opinions, contract for legal services, initiate judicial or quasi-judicial proceedings, defend against a legal action or otherwise obligate resources for legal purposes on behalf of the Town.

8.2 The Town Manager shall have the ultimate authority for deciding whether any other Town official, elected or appointed, shall be allowed to seek a legal opinion at the expense of the Town. The Town Manager may authorize an agent of the Town to engage an attorney at Town expense.

8.3 Written and oral communications with an attorney may be considered confidential as provided for in 1 V.S.A. Chapter 5 but may be released to the public by the Town Manager.

## **9. EXEMPTIONS AND WAIVERS**

9.1 In the event of an emergency a Department Head, with the prior approval of the Town Manager, may procure items and services without adhering to the procedures of this policy provided that he/she submits a written explanation to the Town Manager within 48 hours of the transaction detailing the nature of the emergency, the services procured and the cost. If the Town Manager is not available the Acting Town Manager may authorize the purchase. An emergency situation shall be defined as one which threatens the lives or health of the people, the property of the Town or its citizens, or the delivery of necessary services to the citizens of Norwich. Every effort should be made to avoid making emergency purchases.

9.2 During long term emergency situations the Town Manager shall approve all requests for emergency purchases. In the event that the Town Manager is unavailable, the Acting Town Manager may approve essential purchases.

9.3 It is understood that pre-approved purchase orders and multiple price quote requirements will not always be feasible when it comes to repairs to Town-owned vehicles and specialized equipment. Under these circumstances preference shall be given to dealers approved by a manufacturer or vendors with a satisfactory history of fair pricing and superior work quality.

9.4 The Town Manager may waive any and all purchasing requirements set forth herein as he/she may deem to be in the best interest of the Town. Examples of situations whereby the Town Manager encourages Department Heads to seek waivers are: use of Vermont State Purchasing Department procurements, “piggy-backs” onto bid awards issued by other government agencies and instances where significant discounts may be obtained by prompt action.

## **10. VEHICLE ACQUISITION AND REPLACEMENT**

### **10.1 Purpose**

10.2 The purpose of this policy is to establish policies and procedures for cost efficient and effective decisions on vehicle acquisitions and replacements of existing vehicles.

### **10.3 Background**

10.4 Considerations for expanding the fleet by purchasing an additional vehicle include:

10.4.1 Proposed use of the vehicle

10.4.2 Options other than purchase, e.g. existing vehicle, lease or contracted services

10.4.3 First cost and life cycle costs

10.4.4 Impact on other costs of fleet expansion

10.4.5 Efficiency gained to offset added costs

10.4.6 Future impact on Reserve Funds for vehicle replacements

10.4.7 Considerations determining the most cost-effective time to replace a vehicle include:

10.4.8 Economic life – Life cycle cost and equivalent annual cost

10.4.9 Reliability or impact of failure

10.4.10 Replacement parts availability

10.4.11 Technological and functional obsolescence

10.4.12 New technologies that may reduce fuel use and/or emissions or improve productivity

10.5 Considering economic life, the best time to replace a vehicle is when the combined cost of owning and operating the vehicle is near its minimum, as illustrated in Figure 1. Note that the decision to replace may be delayed after the minimum with a slowly increasing penalty.

10.6 The “Annualized Cost” line in Figure 1 illustrates what the total cost might be for a light duty truck with an initial purchase cost of \$50,000. This example considers depreciation, maintenance, replacement cost increase, and downtime costs. In this example, the most cost-effective time to replace the vehicle is in the range of 10 to 11 years. If the purchase is going to be a lease-purchase, an additional interest cost curve would need to be added.

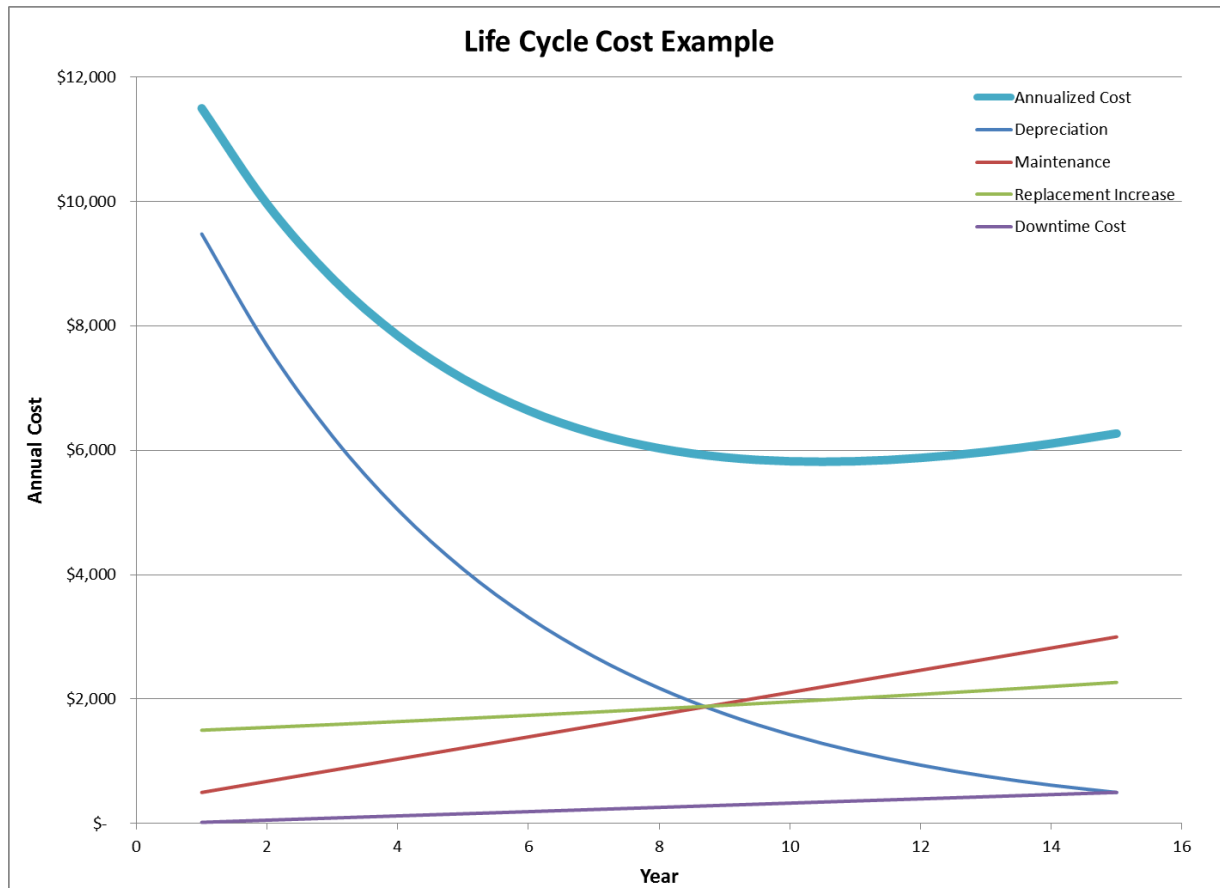


Figure 1: Sample graph of life-cycle costs.

### 10.7 Policy

10.7.1 This policy outlines procedures for adding a vehicle to an existing fleet or replacing an existing vehicle. If the acquisition or replacement cost is less than \$25,000 Town Manager approval is required. If the purchase will involve Reserve Funds or the acquisition or replacement cost is \$25,000 or more Selectboard approval is required. In both cases a **two-step approval process** is required, as described below:

10.7.2 **Step 1** identifies the most cost-effective approach for vehicle acquisition or replacement to obtain permission to proceed from the Town Manager and/or the Selectboard, as applicable. Step one typically requires an analysis of the items detailed in this section, supported with the Vehicle Equipment Evaluation Form and Vehicle/Equipment Acquisition Form, as appropriate,

as follows:

10.7.3 Options for replacing the equipment or using other methods to achieve the same objective

10.7.4 Alternatives including refurbishing, leasing, lease-purchase and purchasing a replacement vehicle or acquiring a new vehicle

10.7.5 Lifecycle cost analysis for the existing vehicle and the proposed new vehicle to determine the most cost-effective and efficient times for replacement

10.7.6 Availability of funds for the proposed vehicle acquisition or replacement

10.7.7 A written recommendation, including the above analysis, that identifies the alternative or option to follow for the acquisition, together with a proposed bid document for each recommended option

10.8 **Step 2** follows Town Manager and/or the Selectboard approval to proceed and constitutes:

10.8.1 Solicitation of bids in accordance with this policy

10.8.2 A written analysis of the bids to determine the cost efficient, cost-effective and lifecycle cost

10.8.3 A written recommendation to the Town Manager which includes the analysis required by this section.

10.8.4 Final approval – If the purchase involves a lease-purchase, use of Reserve Funds the Town Manager will make a recommendation to the Selectboard for final approval including the documentation by this section.

10.8.5 Completion of the purchase

10.9 Vehicle acceptance requires the Department Head to compare the vehicle received with the specifications in the bid document to ensure that the specifications are met and that all systems are operational and to advise the Town Manager in writing that the vehicle has been accepted.

## 11. FORMS


11.1 The following forms are available from the Finance Department:

11.1.1 Non-Employee Work Agreement

11.1.2 Liability Hold Harmless Agreement

11.1.3 W-9

11.1.4 Vehicle Acquisition and Replacement Forms

Approved:   
Town Manager

Effective Date: April 22, 2013

**TOWN OF NORWICH  
GENERAL FINANCIAL POLICIES AND PROCEDURES**

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**1. GRANT APPLICATIONS AND ADMINISTRATION**

1.1 No town employee, official or committee shall apply for a grant on behalf of the Town of Norwich without first obtaining written approval from the Town Manager. The Department Head, official or committee needs to submit a request in writing to the Town Manager. After receiving approval, the grant may be applied for. When the Grant has been awarded, all Grant Award paperwork, including copies of the original request, shall be submitted to the Finance Department. These documents shall state exactly how much was awarded and exactly what the grant funds will be spent on further; the Finance Department must be advised of all grant amendments. A new revenue and expenditure account will be created by the Finance Department if applicable. All other purchasing procedures shall be followed.

**2. ENCUMBRANCES AND YEAR END PURCHASING**

2.1 Encumbrances represent a monetary commitment related to contracts or goods not yet performed or received that will lapse into another fiscal year. Encumbrances are not the result of a last minute budget surplus. For monies to be encumbered they shall be for a specific vendor, specific deliverable and specific cost. Purchase Orders or contracts that are anticipated to not be completed at the end of a fiscal year must be approved by the Town Manager as outstanding encumbrances. All purchases from June 1 to the end of the fiscal year in excess of \$500.00 shall require a purchase order authorization by the Town Manager. Encumbrances not spent within 90 days will be retired. Encumbrances will be represented on the balance sheet as Fund Balance and expensed in the year in which the funds are released, according to accounting standards.

**3. DEPARTMENT REVENUES**

3.1 The Town Clerk or Assistant Town Clerk will record all their departmental revenues upon receipt directly into the Cash Receipts module of NEMRC in the computer on the Town Clerk's counter. At the end of each day a daily receipts report will be run from the computer and reconciled with the checks and cash in the drawer.

3.2 All other departments will deliver cash and checks to the Finance Department at least on a monthly basis. Responsibility for cash remains with the department until turned over to the Finance Department. All checks will be endorsed as received to reduce the risk for fraud. A transmittal form should accompany the monies indicating which General Ledger accounts are to

be credited. A copy of the transmittal should be kept by each department. The Finance Department will record these revenues in the Cash Receipts module of NEMRC.

3.3 The Finance Department will recount and confirm cash and checks received against the daily cash receipts journal and will be responsible for depositing all daily receipts in the bank.

3.4 No Town Employee or Department shall extend credit for services rendered without the written approval of the Town Manager.

#### **4. VOIDED CHECKS**

4.1 If a check is voided after approval by the Selectboard and the check is to be reissued, it will be reissued and included on a subsequent warrant.

#### **5. ACCOUNTS PAYABLE AND INTERIM CHECKS**

5.1 In order for invoices to be included on an Accounts Payable Warrant, they must be to the Finance Department by 1:00 pm on the Thursday preceding the next Selectboard Meeting.

5.2 Checks that need to be written that do not coincide with the approval of Accounts Payable Warrants, shall receive approval for payment from the Town Manager and the authorized member of the Selectboard. These interim checks will be included on the warrant provided to the Selectboard at their next regular meeting.

5.3 Examples: payroll related bills, postage, and payments that must meet a specific deadline and fall outside of the regular Selectboard meeting schedule.

#### **6. CREDIT CARD USE**

6.1 The Town has one credit card, and two business charge cards: Staples and Home Depot.

6.2 No individual, including Department Heads, has the authority to open a credit card account in the Town's name.

6.3 The Town credit card may be used with approval of the Town Manager, and only for official Town purposes. No personal use or purchases of a personal nature shall be allowed, regardless of payback intentions.

6.4 Within five business days of each credit card transaction the Department Head shall furnish the Finance Department a signed itemized receipt and purchase record detailing exactly what was purchased and to what account it should be charged. The purpose for this is to prepay when possible to avoid finance and late charges. All other purchasing procedures as set forth in this policy also apply.

#### **7. EMPLOYEE REIMBURSEMENT**

7.1 It is not recommended or encouraged that employees make purchases using personal funds on behalf of the town. However if this does occur, the Town will reimburse employees through semi-weekly accounts payable runs done in accordance with scheduled Selectboard meetings. The employee shall complete an Employee Reimbursement Form attaching an itemized receipt for goods or services purchased, and indicating the account to be charged. This will be signed by the Department Head and a Department Head Reimbursement Form, by the Town Manager. All other purchasing procedures set forth in this policy shall also apply.

## **8. PETTY CASH**


8.1 Petty Cash Accounts are currently established for Town Clerk (Tracy Hall), the Police Department, the Recreation Department and the Transfer Station. These accounts are intended for small purchases (such as postage and supplies). A Petty Cash Reimbursement Sheet will be used when funds are depleted, with appropriate account numbers for the expenses, and must balance with the remaining cash on hand. (Purchases should not be made at Dan & Whit's with petty cash, as sales tax will be charged and the Town is not subject to sales tax.) This form will have attached to it itemized receipts for the purchases, and be signed by the Department Head.

## **9. FORMS**

9.1 The following forms are available from the Finance Department:

9.1.1 Expense Reimbursement Form

9.1.2 Petty Cash Reimbursement Form

Approved:   
Town Manager

Effective Date: April 22, 2013

# May 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10 Preliminary New Values Mailed to Taxpayers	11
12	13	14	15	16	17	18
19	20 Informal Hearings 9-5 Multi-Purpose	21 Informal Hearings 12-8 Multi-Purpose	22 Informal Hearings 12-4 Multi-Purpose 12-8 Conference	23 Informal Hearings 12-4 Multi-Purpose 12-8 Conference	24 Informal Hearings 9-5 Multi-Purpose	25 Informal Hearings 9-5 Multi-Purpose
26	27 Memorial Day	28	29	30	31 Change of Appraisal Notices Mailed to Taxpayers	

# June 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10 Grievance Hearings 9-4:30 Multi-Purpose	11 Grievance Hearings 9-5 Multi-Purpose	12 Grievance Hearings 9-5 Multi-Purpose	13 Grievance Hearings 9-5 Multi-Purpose	14 Grievance Hearings 9-5 Multi-Purpose	15 Grievance Hearings 9-5 Multi-Purpose
16	17 Grievance Hearings 9-5 Multi-Purpose	18 Grievance Hearings 9-5 Conference	19 Grievance Hearings 9-5 Multi-Purpose	20 Grievance Hearings 9-5 Multi-Purpose	21 Grievance Hearings 9-5 Multi-Purpose	22 Grievance Hearings 9-5 Multi-Purpose
23	24 Grievance Hearings 9-5 Multi-Purpose	25 Grievance Hearings 9-5 Multi-Purpose	26 Grievance Hearings 9-5 Multi-Purpose	27 Grievance Hearings 9-5 Multi-Purpose	28 Grievance Hearings 9-5 Multi-Purpose	29
30						

# July 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 2013 Grand List Lodged	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

## **Progress Report – April 2013**

### **Reappraisal**

NEMC completed the data collection process for all residential and commercial properties. A second round of income and expense forms was sent out to all commercial business owners in town. Preliminary values were set for all taxable parcels. NEMC also held an informational forum in which all Norwich residents were invited to attend.

### **Assessing**

Most of the Assessing efforts have been focused towards the re-appraisal process. Homestead filings were reviewed by the Assessor promptly. The PV&R representative, Bill Tobin, was contacted in regards to a meeting with the BCA. The Assessor's Office was anticipating utility values being sent in April, but the values arrived on May 2<sup>nd</sup>.

Respectfully submitted,

Matthew Krajeski  
Assessor for the Town of Norwich

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

May 1, 2013

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Officer

RE: Monthly Report for April

- Delinquent Tax Collections through April were \$ 20,028 making delinquent taxes due at the end of April \$ 199,204. Interest collected \$ 1,135, penalty collected \$ 1,602. Last year at this time delinquent taxes due were \$ 153,524.
- We continued to purge old files
- Gross payroll for April was \$ 61,098. Accounts payable for April for all funds was \$ 243,429.
- Attended two conferences one on the new Health Exchange and a Municipal Treasurers Workshop II on taxable fringe benefits, fund accounting and Financial Statements.
- Completed and filed the Bond Application with the Vermont Bond Bank. Updated information as requested concerning the Town of Norwich with the New Hampshire Bond Bank, in regards to the bonding for the Dresden School District.
- 2012-2013 Final Tax Reconciliation was completed due to the receipt of the final true up for Education taxes. Total taxes initially billed \$ 15,215,021; final taxes billed \$ 15,158,831 a reduction of \$ 56,190 due to tax settlements, BCA and State Appeals, Errors & Omissions, Current Use, and HS-122 Homestead Declaration changes.



# 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

To: Neil Fulton, Town Manager  
From: Stephen Leinoff, Chief  
Subject: Fire Department and Emergency Management Monthly Reports  
Date: May 1, 2013

## Fire and FAST Department

We received and reviewed proposals from several firms interested in Phases 3 and 4 of our building program. Three firms provided a formal presentation and discussion their approach to the project.

The Cub Scout pack visited our firehouse and we assisted them with their training requirements for first aid and safety.

We have not experienced any new radio coverage problems but the existing problems continue to affect our operations. Members are missing calls due to poor pager coverage.

## Incidents

Our number of incidents year to date is comparable to the same as last year. We assisted Thetford at a building fire on Gove Hill Rd. that destroyed a sugarhouse and damaged a nearby vehicle.

## Training

Fast Squad members trained and recertified on Cardio Pulmonary Resuscitation and Automatic External Defibrillation. Fire training was on wildland fire operations and pump operations.



Lieutenant Chad Poston with Cub Scouts.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	1	8	2
Auto Fires	0	0	0
Wildland Fire	0	0	1
Other Fires	0	1	1
Medical	7	25	29
Vehicle Crashes	1	5	7
Hazardous Conditions no fire	1	6	3
Service Calls	5	12	6
Good Intent Calls	0	11	13
False Alarms	2	8	12
Other	0	0	0
<b>Total</b>	<b>17</b>	<b>76</b>	<b>74</b>

## ***Emergency Management***

Several Department members and personnel from the school district attended a program on Emergency Response to School Shootings. The New England Division of the International Association of Fire Chiefs sponsored the program. The speaker was one of the first emergency responders to the Columbine High School shooting. He was able to share their lessons learned and emphasized the importance of a communications plan and the use of unified command under the incident command system. We will be working with school officials to develop a communications plan for school emergencies.

# **TOWN OF NORWICH ZONING & PLANNING**

May 1, 2013

## **April 2013 Monthly Report – Director of Planning & Zoning**

1. Planning Commission
  - a. Subdivision Regulation Amendments –
    - i. Meeting with Selectboard
    - ii. Warned hearing for May 22, 2013
  - b. Drafting revised River/Stream Corridor section for zoning regulations
2. DRB
  - a. Final Plan Review hearing documents prepared for Bartlett subdivision
  - b. Hearing warned
3. ZA
  - a. Meetings with landowners on future permits and/or hearings, site visits and office visits regarding permit applications, permit research for properties to be sold.
4. Transportation
  - a. Huntley Meadow Pony Bridge – Determining floodway boundaries and other floodplain issues
5. Historic Preservation Commission
  - a. Preparing Grant closeout documents
  - b. Grant application for HPC members attending HP conference
6. Communication Tower
  - a. Prepared 248a application documents
  - b. Organized and submitted maps and photos of 7-12-12 balloon test for visual impact simulation
7. Other –
  - a. Upper Valley Transportation Management Association meeting
  - b. BioFinder Webinar – State map & database system
  - c. DisasterLAN Training – State online communication and resource system for major disasters and emergency events

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

May 1, 2013

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

RE: April 2013 Monthly Report

Neil;

Here are some of the monthly stats of the Police Department from the month of April 2013.

Officers responded to 130 calls during the month of April and of those calls three (3) were outside the officers' work schedule, meaning officers responded three (3) times during the month of April for incidents outside the normal work hours.

Norwich Police participated with the Upper Valley Business and Education Partnerships (UVEBP) Job Shadow Program. Over 400 eighth grade students from 10 different schools shadowed workers in area business. The Norwich Police hosted four (4) students who shadowed officers for a day.

Norwich Officers attended a training session about Vehicles / Bicycles / Pedestrians, learning state statutes involving bicycles on the roadway and the rights and responsibilities of both bicycle riders and the operators of motor vehicles concerning sharing the road.

Norwich Police are evaluating and considering changing from our current RMS (Records Management System) and CAD (Computer Aided Dispatch) to a newer system. We are currently using the Spilman system and are looking at the Valcour System.

Norwich Officer recently graduated from the National Center for Rural Law Enforcement, Criminal Justice Institute, University of Arkansas. This highly acclaimed program was attended by 36 Law Enforcement Executives representing 13 different states.

## ACTIVITY

CALL TYPES	April 2013	2013 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	0	22
Stolen Vehicle	0	0	3
Vehicle Crashes	4	26	67
Intrusion Alarms	5	25	94
Frauds	2	11	34
Service of Relief From Abuse Order	0	2	7

1. Over Time Hours	19.5 hours
2. Sick Time Hours	25 hours
3. Vac/Hol/Per Time Hours	8 hours
4. Part Time Officer Hours	14 hours
5. Total #of calls responded to	130 calls
6. Training Hours	3 hours
7. Grant Funded Hours	2 hours (GHSP)

TRAFFIC ENFORCEMENT April 2013

Motor Vehicle Stops	96
Traffic Tickets	68

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, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: April 30, 2013

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

**Winter Maintenance:**

Activity	This month	This season	Last year
Callouts	1	34	28
Plowing	1	28	11
Treating the pavement	1	45	43
Sanding	1	48	45
Sidewalks	1	45	34
Snow removal		3	0

**Court Diversion Program:**

The person from the Windsor County Court Diversion Program completed 37.5 hours of community service for Public Works last month.

**Training:**

I registered Mike Koloski and Robert Barden (the new Buildings and Grounds Technician) for the 2013 VT/NH Maintenance Workshop to be presented by the VT & NH Recreation and Parks Associations on May 2.

There will be round table discussions on the following topics:

- Landscaping and Beautification
- Off Season Turf Renovations
- Organic and Synthetic Fertilizers
- Playground Maintenance
- Turf Management Plans

### **Transfer Station:**

Safety Kleen picked up 200 gallons of used oil to be recycled.

### **Other Completed Projects:**

- I developed policy and procedures for the Norwich Wood Fuel Assistance Program. Please see the attached copy. This is now posted on the Town website.
- I developed an Integrated Vegetation and Invasive Plant Species Management Plan. This is also attached and has been posted on the website.
- Robert Barden will start work on April 29<sup>th</sup> as the new Buildings and Grounds Technician.
- I discussed additional duties with the Buildings and Grounds Custodian and developed a schedule for him to complete weekly. I will enter his completed work schedule into the Buildings and Grounds excel program for the Public Works monthly report.
- We are working on setting up spreadsheets on a computer for the Transfer Station statistics.
- I submitted the yearly financial plan to VT AOT along with the paving and structures grants applications.

### **Pending Projects:**

- We need to take down the woven wire at the Peisch property.
- We will complete more dead tree and brush removal as time permits.
- We will be doing the annual sweeping of our paved roads during the month of May.
- I will schedule the pavement markings to be done after the sweeping has been completed.
- When the weather permits, we will be completing the 2012 paving program.
- It is now drying out enough for us to fine grade our gravel roads.
- We have received our supplies and are preparing for Green-Up Day on May 4<sup>th</sup>. Subaru of Vermont and Casella Waste are sponsoring the event statewide again this year. There will be a large container available for disposing of trash at The Car Store. They will be providing t-shirts,

hamburgers, hot dogs, drinks, etc. to participants. On Monday, May 6<sup>th</sup>, Public Works will pick up any bags or other debris that has been collected and left along the roadside.

- The Buildings and Grounds Custodian will be developing a time frame for completing the extra projects at Tracy Hall.



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### **Norwich Wood Fuel Assistance Program**

The Norwich Wood Fuel Assistance Program operates as part of the Public Works Department. The primary goal of the program is to assist needy Norwich residents as well as residents of other Upper Valley communities by providing firewood to be used for heating their homes during the winter months.

#### **Location of the Town Woodlot**

The Town woodlot is located on Beaver Meadow Road on land owned by the Norwich Fire District. The wood storage shed at the site was constructed by a Norwich Eagle Scout. Access to the woodlot is allowed only by prior arrangement with the Coordinator of the Norwich Wood Fuel Assistance Program.

#### **Donations**

- Residents who have trees cut on their property, but do not burn wood themselves, may contact the Public Works Department to arrange for pickup and delivery of the wood to the Town woodlot.
- Firewood from downed trees is regularly delivered to the woodlot by the Norwich Department of Public Works.
- Donations of money will also be accepted through the Town of Norwich Finance Office to be used to purchase firewood and to help fund the program.
- Donated labor to cut, split, stack, and deliver wood is always needed and should be coordinated with the Coordinator of the Norwich Wood Fuel Assistance Program.

#### **Arrangements for Wood Pickup or Delivery**

- All inquiries and arrangements for wood must be made through the Coordinator of the Norwich Wood Fuel Assistance Program or the Department of Public Works at the number listed below.
- Arrangements will be made to coordinate times for residents to pick up their own wood at the woodlot, or to contact volunteers for delivery of the wood to residents' homes.
- At this time, the determination of "need" for this wood fuel assistance depends mostly upon the honor system. If, in the future, it appears that anyone is taking advantage of the

program in any way for personal gain further restrictions to access of the wood may apply.

### **Contacts**

If you are interested in donating wood, money, transportation or labor for the program, need firewood, or would like to recommend someone else for wood pickup, please contact one of the following:

Coordinator of the Norwich Wood Fuel Assistance Program:

Jake Blum                      Work: 603-643-5800 x 110

Cell: 603-306-2416

Norwich Tree Warden:

Thad Goodwin              802-649-2562

Public Works Director:

Andy Hodgdon              802-649-2209

[ahodgdon@norwich.vt.us](mailto:ahodgdon@norwich.vt.us)



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## **Integrated Vegetation And Invasive Species Management Plan**

Management of roadside vegetation is critical to visibility and safety, proper drainage, snow storage and removal, and erosion control.

The recent focus on and awareness of invasive species issues has also contributed to, and been included in the development of this plan. All vegetation within the Town's ROW (Right-of-Way) will fall under this plan. The Town discourages the planting of trees and shrubs in the Town's ROW. By statute, the Town can assume a 3 rod ROW (49 ½'). Some Town roads have a surveyed ROW which could be more. As safety is paramount, clear zones will be designed and maintained as is practicable according to standards and regulation.

The control of noxious weeds and brush, fast and tall growing plants will be a priority. Low growing grasses and legumes will be the preferred ground cover. Selection of trees and plants to be left will be determined as the conditions of each site dictate. The more desirable tree and shrub species will be left if other considerations allow.

Highway ROW maintenance operations are ongoing and will include the following methods and considerations:

- Roadside mowing will continue to be the first line of management. The operation and regular upgrading of mowing equipment is considered critical to effective mowing operations.
- The timing of mowing operations can have a significant impact on growth, promoting or containment of different species. Every attempt will be made for mowing operations to be timed to maximize the effect on noxious weeds and invasive species and prevent their further spread.

- Trees, brush, and limbs not controlled by mowing operations will typically be cut by hand held equipment. The removal of trees in the ROW is to be done under provisions in state statute:

## The Vermont Statutes Online

### Title 19: Highways

#### *Chapter 9: REPAIRS, MAINTENANCE, AND IMPROVEMENTS*

#### **19 V.S.A. § 904. Brush removal**

##### **§ 904. Brush removal**

The selectmen of a town, if necessary, shall cause to be cut and burned, or removed from within the limits of the highways under their care, trees and bushes which obstruct the view of the highway ahead or that cause damage to the highway or that are objectionable from a material or scenic standpoint. Shade and fruit trees that have been set out or marked by the abutting landowners shall be preserved if the usefulness or safety of the highway is not impaired. Young trees standing at a proper distance from the roadbed and from each other, and banks and hedges of bushes that serve as a protection to the highway or add beauty to the roadside, shall be preserved. On state highways, the secretary shall have the same authority as the selectmen. (Added 1985, No. 269 (Adj. Sess.), § 1.)

- Ditching operations that involve the removal of material that does, or may contain invasive species will be managed in a way to control the spread of the plant. Reseeding will be done as soon as practicable using appropriate species and methods to minimize erosion and long-term maintenance.
- At this time, we do not have an herbicide spraying program.
- Routine observation of road and ROW conditions will identify immediate issues. Long-range maintenance concerns will be identified and remediation planned as part of a periodically required road inventory and management plan.
- Consideration will be given to wildlife habitat and food sources; however, encouraging wildlife to frequent the ROW is a safety concern.
- Consideration will be given to preserving wildflowers where practical.
- Routine recordkeeping by the Department of Public Works will provide records of routine ROW maintenance operations. Other records will be kept in accordance with state regulations.
- All routine maintenance activities are reviewed continually and revised as is required.

## **General Best Management Practices**

### **Soil Disturbance and Stabilization**

1. Whenever possible, excavation should be avoided in areas containing invasive plants.
2. Plant species on the prohibited invasive plant list should never be planted.
3. Materials such as fill, loam, gravel, mulch or hay should not be brought into project areas from sites where invasive plants are known to exist or have existed.

### **Movement and Maintenance of Equipment**

1. Locate and use a staging area that is free of invasive plants.
2. If equipment must be used or staged in areas where invasive plants occur, all equipment, machinery, and hand tools should be cleaned of all viable soil and plant material before leaving the project. Acceptable methods of cleaning include but are not limited to:
  - High pressure air
  - Brush, broom or other tool (used without water)

### **Mowing Invasive Plants**

1. Whenever possible and to the extent practicable, mowing should be avoided in areas containing invasive plants.
2. To avoid spreading invasive plants when mowing, invasive plant seeds and other plant material must be removed from mowing equipment. Equipment must be cleaned at least daily, as well as prior to transport. This can be done with a brush or broom at the mowing site. Water should not be used unless a portable wash station is utilized. Maintenance personnel should avoid coming in direct contact with poisonous invasive plants and wear appropriate clothing (i.e. long-sleeve shirt and gloves).

### **Excavated Material (includes ditching)**

1. Excavated material from the areas containing invasive plants may be reused within the limits of the infestation. Excavated material taken from the sites that contain invasive plant materials cannot be used away from the site of infestation until all viable plant material is destroyed.

2. Any excavated material that contains viable plant material and is not reused within the limits of the infestation must be stockpiled on an impervious surface until viable plant material is destroyed or the material must be disposed. Material must be disposed of by burying a minimum of three feet below grade. Japanese knotweed must be buried at least five feet below grade.
3. Whenever possible, excavation should be avoided in areas containing Japanese knotweed, Purple loosestrife and Phragmites.
4. Excavated materials including soil and other materials containing invasive plants must be covered during transport.

The following is a list of designated noxious weeds in Vermont:

**A. Class A Noxious Weeds**

1. *Cabomba caroliniana* (fanwort)
2. *Egeria densa* (Brazilian elodea)
3. *Hydrilla verticillata* (hydrilla)
4. *Hygrophila polysperma* (east Indian hygrophila)
5. *Myriophyllum aquaticum* (parrot feather)
6. *Myriophyllum heterophyllum* (variable-leaved milfoil)
7. *Salvinia auriculata* (giant salvinia)
8. *Salvinia biloba* (giant salvinia)
9. *Salvinia molesta* (giant salvinia)
10. *Vincetoxicum hirundinaria* (pale swallow-wort)

**B. Class B Noxious Weeds**

1. *Aegopodium podagraria* (goutweed/bishopsweed/snow-on-the-mountain)
2. *Ailanthus altissima* (tree-of-heaven)
3. *Alliaria petiolata* (*A. officinalis*) (garlic mustard)
4. *Butomus umbellatus* (flowering rush)
5. *Celastrus orbiculatus* (oriental bittersweet)
6. *Fallopia japonica* (*Polygonum cuspidatum*) (Japanese knotweed)
7. *Hydrocharis morsus-ranae* (frogbit)
8. *Lonicera x bella* (bell honeysuckle)
9. *Lonicera japonica* (Japanese honeysuckle)
10. *Lonicera maackii* (amur honeysuckle)
11. *Lonicera morrowii* (Morrow honeysuckle)
12. *Lonicera tatarica* (Tatarian honeysuckle)
13. *Lythrum salicaria* (Purple loosestrife)

14. *Myriophyllum spicatum* (Eurasian watermilfoil)
15. *Nymphoides peltata* (yellow floating heart)
16. *Phragmites australis* (common reed)
17. *Potamogeton crispus* (curly leaf pondweed)
18. *Rhamnus cathartica* (common buckthorn)
19. *Rhamnus frangula* (glossy buckthorn)
20. *Trapa natans* (water chestnut)
21. *Vincetoxicum nigrum* (black swallow-wort)
22. *Acer platanoides* (Norway maple)\*
23. *Berberis vulgaris* (common barberry)\*
24. *Berberis japonicas* (Japanese barberry)\*
25. *Euonymus elata* (burningbush)\*
26. *Iris pseudocorus* (yellow flag iris)\*
27. *Acer ginnala* (Amur maple)\*
28. *Najas minor* (European naiad)\*

The following is a list of other “nuisance” weeds that are not included on the noxious weeds list for Vermont. These plants can cause skin irritation (rash, burns, cuts, etc.) and should be handled with caution.

1. *Pastinaca sativa* (wild parsnip)
2. *Toxicodendron radicans* (poison ivy)
3. *Urtica dioica* (nettles)
4. *Cirsium vulgare* (bull thistle)

April 10, 2013

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles – Director

649-1419; Ext. 109

[Recreation@norwich.vt.us](mailto:Recreation@norwich.vt.us)

## **April 2013 - Monthly Recreation Report**

### **Recreation Program Update**

There are a total of three hundred and forty-one participants in the twenty youth spring programs currently underway. I guess it is no wonder that it is an overwhelming time of year in this job. Only one offering had to be canceled due to low numbers, our youth Mountain Biking for 5<sup>th</sup> – 7<sup>th</sup> grades. There are also five successful adult programs running this spring. We accept drop-ins for these so an exact participant number is not yet available.

### **Facilities**

In cooperation with the Buildings and Grounds Department and Chris Carroll, who lines the fields, Huntley Meadow and the Green are ready for action. The water fountain was just turned on and we fertilized the worst sections at Huntley. I worked with outside agencies who are renting space/time at Huntley Meadow this spring and coordinated the complete facility schedule.

Scott Miller organized a meeting to help the pony truss bridge project at Huntley continue moving forward. We met on site to consider location, flood plain issues and other factors with DOT officials and Bob McCullough from UVM. This was just a preliminary meeting and it looks like this project may take a couple of years to complete.

### **Meetings**

Norwich hosted a Cal Ripken Baseball League meeting to organize the upcoming season. I attended a Vermont Recreation & Parks Asso'n (VRPA) Executive Committee meeting in Barre.

### Recreation Brochure

The new Spring brochure was completed and all programs with on-line registration are set up. Many thanks to Jim Walsh of Norwich who lent his expertise in re-formatting our Spring Recreation brochure. Plans are underway for many summer activities

### Miscellaneous

I have submitted a Women's Club grant which Neil approved.

In cooperation with CATV, I am working on a PSA for VRPA for which we met twice this month.

Respectfully submitted by,

Jill Kearney Niles