

**Town Of Hartford
Town Staff
Significant Activity Report, August 22 – September 11, 2018**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- Town Clerk completed Post-Primary Election activities (Including posting Official Results; Canvassing with other towns in District 4-1; and, entering participation into the Statewide Checklist). TC utilized the newly purchased Barcode Reader to scan in the participation record rather than manually logging the information reducing the time to enter the data from several DAYS to several HOURS!
- The Parks & Recreation Fall/Winter Brochure was completed and have been circulated through the schools in Hartford. We continue to drop them off at area businesses.
- Wilder Well Solar Project – Work continued on the draft agreement between the Town and Norwich Technologies for review by the Selectboard on September 25th. Discussions with the Trailer Park management, Housing Foundation Inc (HFI), focused on the potential structure of a community solar project, and planning the meeting with the park residents.
- August 28th – The Police Department was recognized by the Employer Support of the Guard & Reserve, (ESGR) with an “Above & Beyond Award” for the support provided to Police Staff serving in the Guard and Reserves.
- The highway crew worked to install a LOT of new signs around town to address ones that were damaged, conveyed incorrect information, or just needed an update. This is part of an increased effort to take care of what we have and to be more responsive when addressing the concerns raised by our citizens. I think you’ll see that reflected in the DPW portion of the update. We can’t fix it all right away, but we are working on as much as we can as fast as we can. Great effort by Hannah, Jeremy and the great team in Public Works.
- A scoping and minor design project addressing mobility improvements (bike, pedestrian, ADA concerns) in the downtown area is being conducted by two teams of students from the University of Vermont at no cost to the Town. The goal of the project is to improve our community’s walkability and ‘bikeability’ as we continue to grow. We anticipate that this will be a project with a substantial amount of community engagement.

- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- The Finance Department, with support from the rest of the staff, is working to prepare for the upcoming audit. This involves ongoing discussions & work with Audit Firm for FYE 18 financial statements. The Audit Firm will be in Town next week. The goal remains to have the audit completed by the end of November.
- The Fire Department responded to 90 calls for service during this period. Last year the department responded to 1,293 call for service, this year the department has responded to 1,539. This represents a 16 percent increase over last year. A more detailed call report is at the end of the Fire portion of this report.
- The Parks & Rec Department in a recent meeting with Preferred Mechanical about the chiller work on WABA identified that we are still on track for completion so we can begin our operating procedures with an anticipated opening of October 13th. There is still a lot of work to do. We will assess weekly as we move forward to identify any delays in the completion schedule. A more in-depth update is within the text of this report.
- Local Government Solar Project Portal – By invitation, Hartford will be listed on the U.S. EPA's Local Government Solar Project Portal. The portal will highlight Hartford's renewable energy goals, and give Hartford access to new resources that EPA is developing to help municipalities accomplish solar projects, including guidance documents, templates, case studies, webinars, peer exchange, and access to expert advice.
- August 28th – 30th – The Police Department assisted the Hartford School District with traffic direction and control at the entrance to Hartford High School to insure a smooth transition for students, staff and parents using the new parking lot traffic pattern.
- WRJ Parking – Planning continued working with DPW and Police Department on parking management implementation. Semi-annual counts of public parking completed, which showed continued high demand for parking in some sections of the downtown at certain times of the day.

DEPARTMENT HIGHLIGHTS

Assessor:

- Completed validating the 2017 sales for the state-wide Sales Study for the Equalization process.
- Began processing the 2018 sales.
- Participated as a member in the Board of Abatement.
- Worked on Appeals from 2017 reappraisal for pending state hearings.
- Processed Homesteads for finance.
- Processed State Aid payments from State for finance.
- Continued to work on property listings and updates for the 2019 GL.
- Inspected properties with Zoning on permits.
- Attended training in Essex on Comparables Sales Transactions.

Clerk:

- TC received all JP nominations and petitions for the November Election Ballot. TC submitted the JP names and the two petitioned ballot questions (Related to Indigenous People's Day and Renewal Energy Resolution) to the Secretary of State's office for placement on the Ballot. The draft ballot has been reviewed and the SOS has sent them to the printer. Ballots should be in TC office no later than September 21st (this is the date by which any absentee ballot requests from overseas/military voters are to be mailed). In addition, the Memory Cards for the Voting/Ballot Tabulators have been mailed to LHS to be programmed for the November Election. The TC will work with the School to determine the best parking scenario for the General Election given the new traffic flow at the school since the parking lot project was completed.

- The Board of Abatement convened on September 5, 2018 to hear eight requests for property tax abatements. Six abatements totaling \$12,492.39 were granted. Two requests were denied due to insufficient information. There was a great turn out from the voting members of the Board of Abatement; the Clerk greatly appreciates the level of participation, thoughtful questions and, consideration of the Hartford Taxpayers requests. These requests are difficult but, the Board handled the hearings in a professional yet empathetic manner. The minutes from the meeting have been lodged with the Grand List and posted on the Town Website. The decision letters were sent to taxpayers by certified mail on Friday, September 7, 2018.
- On August 31, 2018, the TC received a request for a decision of BCA on Tax Appeals heard on July 18, 2018, be forwarded to the Superior Court for appeal. The requests was sent to the Superior Court via Certified Mail on August 31, 2018. The deadline for submitting these was August 27, 2018 but, this appellant's certified mail was returned to the TC office unopened.
- The TC office continues to be busy with the regular business of recording; marriage licenses; document research; registration renewals, etc.
- The TC office received a records request late in the day Friday, September 7, 2018 from Jeremy Hansen of Norwich University for the ballots from the 2016 General Election. The timeline for the disposition of those documents is 22 months (so, the TC had planned to dispose of them this week to free up much needed space in the vault). The SOS office has advised we cannot destroy them until his request has been fulfilled. They further advise we cannot allow him to take the ballots (which he offered to do) rather he or we can make copies of the ballots then we can destroy them). The TC is dis-inclined to take the time to make the copies but, will permit him to make the copies and charge him the allowable rate for copies and, charge him for vault time. TC is awaiting response from the SOS about whether we can set a time limit for him to fulfill his request. This request has since been canceled.
- TC will be out of the office Monday, September 17-Wednesday, September 19, 2018.

Finance:

- July & August Bank Reconciliations:
 - o Verifying our internal records balance to the bank's records.
- Distributed July 2018 Financial Statements.
- Distributed Approved Encumbrance Requests.

Fire:

- Four of the department's paramedics are attending refresher training during the month of September. Paramedics require relicensing every two years and must complete 60 hours of refresher training during that two year period.
- The department has started the annual physicals of all fire department staff.
- Repairs to Engine 3 are in progress. Engine 3 was placed out of service for a rear axle seal leak and worn rear springs.
- The Fire Prevention Office completed 38 inspections during this period.
- Shifts completed Pre-Plan inspections throughout the community.
- Conducted Fire Drills at many of the schools.
- The department hosted a paramedic student from Vermont Technical College.
- The department hosted a ride a long student from the high school.
- Staff attended a touch a truck event at Glory Days.
- Provided ambulance coverage to the Red Zone 5K at Dothan Brook School.

Incident Report for this period:

<u>Alarm Date</u>	<u>Street</u>	<u>Situation Found</u>
8/26/2018 6:42	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
8/26/2018 15:56	QUECHEE HARTLAND RD	Animal problem
8/27/2018 2:59	FIELDSTONE WAY	Smoke detector activation, no fire - unintentional
8/27/2018 3:07	HOLLOW DR	EMS call, excluding vehicle accident with injury
8/27/2018 4:26	FIELDSTONE WAY	Smoke detector activation due to malfunction
8/27/2018 7:03	HARTFORD AVE	EMS call, excluding vehicle accident with injury
8/27/2018 11:45	MAPLE ST	Motor vehicle accident with no injuries.
8/27/2018 12:08	S MAIN ST	Removal of victim(s) from stalled elevator
8/27/2018 18:37	CHRISTIAN ST	Medical assist, assist EMS crew
8/27/2018 19:15	S MAIN ST	Dispatched & canceled en route
8/28/2018 5:44	HOLLOW DR	EMS call, excluding vehicle accident with injury
8/28/2018 7:58	RIVER ST	EMS call, excluding vehicle accident with injury
8/28/2018 9:16	HOLLOW DR	EMS call, excluding vehicle accident with injury
8/28/2018 10:59	BEACON HILL RD	EMS call, excluding vehicle accident with injury
8/28/2018 16:20	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
8/28/2018 18:07	HEMLOCK RIDGE DR	Smoke detector activation due to malfunction

8/28/2018 23:06	LYMAN BATCHELLER RD	EMS call, excluding vehicle accident with injury
8/28/2018 23:06	S MAIN ST	EMS call, excluding vehicle accident with injury
8/29/2018 11:06	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
8/29/2018 11:59	QUECHEE W HARTFORD RD	Medical assist, assist EMS crew
8/29/2018 15:36	HARTFORD AVE	EMS call, excluding vehicle accident with injury
8/29/2018 17:35	MAPLE ST	EMS call, excluding vehicle accident with injury
8/29/2018 18:43	MAXHAM DR	Motor vehicle accident with injuries
8/29/2018 19:26	NEW BOSTON RD	Dispatched & canceled en route
8/30/2018 7:27	CHRISTIAN ST	Assist invalid
8/30/2018 8:57	S MAIN ST	EMS call, excluding vehicle accident with injury
8/30/2018 9:53	GILLETTE ST	Water or steam leak
8/30/2018 11:26	WALNUT ST	Medical assist, assist EMS crew
8/30/2018 12:08	LYMAN BATCHELLER RD	EMS call, excluding vehicle accident with injury
8/30/2018 16:17	MAPLE ST	Smoke detector activation, no fire - unintentional
8/30/2018 16:56	MAPLE ST	EMS call, excluding vehicle accident with injury
8/30/2018 18:11	MAPLE ST	EMS call, excluding vehicle accident with injury
8/30/2018 22:22	GRANITE ST	Dispatched & canceled en route
8/31/2018 8:29	DODY LN	Assist police or other governmental agency
8/31/2018 9:49	CHRISTIAN ST	Assist police or other governmental agency
8/31/2018 10:17	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
8/31/2018 11:10	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
8/31/2018 12:56	B 39 VETERANS DR	Motor vehicle accident with injuries
8/31/2018 13:51	PINE ST	Assist police or other governmental agency
8/31/2018 17:54	HOLLOW DR	EMS call, excluding vehicle accident with injury
8/31/2018 20:14	OLD RIVER RD	Search for lost person, other
9/1/2018 1:17	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
9/1/2018 4:35	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
9/1/2018 4:40	WOODHAVEN DR	EMS call, excluding vehicle accident with injury
9/1/2018 14:28	TALL TIMBERS DR	EMS call, excluding vehicle accident with injury
9/1/2018 16:33	N HARTLAND RD	Medical assist, assist EMS crew
9/1/2018 17:08	SYKES MOUNTAIN AVE	Medical assist, assist EMS crew
9/1/2018 17:16	COTTAGE CT	EMS call, excluding vehicle accident with injury
9/1/2018 18:52	BESWICK DR	EMS call, excluding vehicle accident with injury
9/1/2018 21:06	BRIDGE ST	EMS call, excluding vehicle accident with injury
9/2/2018 0:03	BARNES AVE	EMS call, excluding vehicle accident with injury
9/2/2018 14:48	DOTHAN RD	Good intent call, other
9/2/2018 15:18	MAXFIELD LN	EMS call, excluding vehicle accident with injury
9/3/2018 1:37	VALLEY VIEW RD	EMS call, excluding vehicle accident with injury
9/3/2018 4:31	I 91 S MM74	Motor vehicle accident with injuries
9/3/2018 5:17	BARNES AVE	EMS call, excluding vehicle accident with injury
9/3/2018 6:59	HOLLOW DR	EMS call, excluding vehicle accident with injury
9/4/2018 2:12	MAPLE ST	EMS call, excluding vehicle accident with injury
9/4/2018 5:12	ORRIZONTO RD	EMS call, excluding vehicle accident with injury
9/4/2018 10:44	MAPLE ST	Medical assist, assist EMS crew
9/5/2018 8:48	BLUFF RD	Public service assistance, other
9/5/2018 10:00	ALLISON RUN	Assist police or other governmental agency
9/5/2018 12:05	PROSPECT ST	EMS call, excluding vehicle accident with injury
9/5/2018 17:41	BALLARDVALE DR	Alarm system activation, no fire - unintentional
9/6/2018 2:54	CHANDLER RD	Smoke detector activation due to malfunction
9/6/2018 5:48	HOLLOW DR	EMS call, excluding vehicle accident with injury
9/6/2018 9:55	N HARTLAND RD	EMS call, excluding vehicle accident with injury
9/6/2018 10:30	CASCADNAC AVE	Medical assist, assist EMS crew

9/6/2018 16:50	N HARTLAND RD	EMS call, excluding vehicle accident with injury
9/6/2018 19:27	LYMAN BATCHELLER RD # 9	EMS call, excluding vehicle accident with injury
9/6/2018 22:17	S MAIN ST	EMS call, excluding vehicle accident with injury
9/7/2018 3:05	CHRISTIAN ST	Medical assist, assist EMS crew
9/7/2018 3:22	ASPEN LN	EMS call, excluding vehicle accident with injury
9/7/2018 11:00	CHRISTIAN ST	Assist police or other governmental agency
9/7/2018 12:47	HIGHLAND AVE	EMS call, excluding vehicle accident with injury
9/7/2018 13:05	PLAINFIELD RD	Dispatched & canceled en route
9/7/2018 15:59	HOLLOW DR	EMS call, excluding vehicle accident with injury
9/7/2018 18:38	WILLIAMS LN	Smoke detector activation, no fire - unintentional
9/7/2018 20:55	LATHAM WORKS LN	Outside gas or vapor combustion explosion
9/7/2018 21:31	BUGBEE ST	Medical assist, assist EMS crew
9/8/2018 9:18	FROST PARK	EMS call, excluding vehicle accident with injury
9/8/2018 10:22	CHRISTIAN ST	Rescue or EMS standby
9/8/2018 13:50	HARTFORD AVE	EMS call, excluding vehicle accident with injury
9/8/2018 17:55	ALLEN FAMILY RD	Unintentional transmission of alarm, other
9/8/2018 20:00	Interstate 89 S	Motor vehicle accident with no injuries.
9/9/2018 8:44	LILY POND RD	Smoke detector activation, no fire - unintentional
9/9/2018 13:59	HARTFORD AVE #10-11	Lock-out
9/9/2018 14:22	JERICHO ST	Public service
9/9/2018 16:25	INTERSTATE 89 S	Dispatched & canceled en route
9/9/2018 20:35	SUMMER ST	EMS call, excluding vehicle accident with injury

Information Technology:

- Cleaned up PC used by retired DPW member, set up email and file sharing structure for employee taking over.
- Removed police hard drives from old fingerprint machine and printer for proper disposal.
- Repaired broken connection to WABA building.
- Troubleshoot w/ State of Vermont on Spillman connection issue.

Parks and Recreation:

- NFL Flag Football begins August 28th for 5 to 12 year olds. 5pm to 6pm at Ratcliffe Park. Still taking registrations through August 30th. Program has 4 teams and 43 registered participants.
- New session of Youth Cheerleading began August 28th from 5:30pm to 6:30pm at Lyman Point Park. Currently have 2 teams with a total of 24 participants registered.

- Karen's Card Making Workshop was on Wednesday, August 29th. Her program had 8 participants registered. She will continue her workshops throughout the fall and winter season.
- Over the past several weeks, the department continued to work on the Glory Days of the Railroad September 8 and 9. The Valley News had an event insert in August 30th newspaper and we have several scheduled radio advertisements going throughout the past two weeks promoting the event. The Connecticut River Model Railroad Club held a downsized display at the Welcome Center. Family fun and games included a trackless train ride and mini steam train. Entertainment welcomed the crowd throughout both days. A bridge repair in Bernardston, MA kept the Pan Am train and several other locomotives from making the trip. The repair also cancelled the Amtrak train both Saturday and Sunday. With the limited train stock, the photo shoot for Saturday evening was cancelled. Train rides were \$10 per person on Saturday and \$15 per-person on Sunday. The Department received \$2500 in sponsorships for Glory Days of the Railroad which is pretty good.
- Contracts for all the user groups of WABA were submitted to the groups for agreement signatures.
- Splash Night held on August 24th at UVAC from 7pm to 9pm. 38 participants attended.
- We have several participants in the youth soccer program. Pre-K – 25 participants, Kindergarten – 18 participants, 1st & 2nd Grade – 52 participants, 3rd & 4th Grade Boys – 22 participants, 3rd & 4th Grade Girls – 8 participants, 5th & 6th Grade Boys – 25 participants. We did not receive registrations for the 5th & 6th Grade Girls.
- Field Hockey will have a 3rd through 6th grade program with 19 participants.
- The parks were busy with two popular events over the Labor Day Holiday. International Overdose Awareness Day was Friday at Lyman Park and Bandstand from 3:30pm to 9:00pm with an evening candlelight memorial. In addition, Re-Elect Bernie held a rally on Monday September 3rd at Lyman Bandstand. A large attendance was reported.
- The Veterans Administration held a family movie night at Lyman Park on August 26th.
- Superintendent of Parks & Facilities, Dylan Kreis held an orientation for the Park Laborers with the Department. The orientation reviewed policies, procedures, customer service expectations and overall operations of the Parks & Recreation Department.

- Linda Worman contacted the Department to obtain approval to have Henderson's conduct preventative care to a tree that they donated to the town that is planted at the Quechee Green in memory of their family's mother. The work includes root invigoration to stimulate root growth and phosphate fertilizer to reduce stress and improve the tree's overall health. The value of this work is \$460.00.
- Pool sentiment survey results and the public comment have been released and posted on the Town of Hartford Web Page. In addition, the Pool Committee held a public engagement activity at the Glory Days of the Railroad on Saturday, September 8th from 11:00am to 2:00pm. Members of the committee and Weston & Sampson were on hand to guide residents through an exercises identifying what they like about a pool. There is also an option that allows residents to express doing nothing at all with the existing or new pool option.
- Cemetery Committee continues to meet and complete its work. The overall assessment is near complete but a lot of work continues around rules and regulations and the overall cost of unmet maintenance needs. The Department submitted a question through the VLCT Listserve to obtain information for the committee. The following question was submitted: "The Town of Hartford is seeking information from communities that have experience working with private cemetery associations. Please share your community's financial support of private cemeteries? Please describe your community's cemetery operations and budget? Has your community experienced a private cemetery dissolution? If so, we would like for you to share your community's experience".
- Art Peale led a group of volunteers on Saturday, August 25 at Potter's Field Cemetery. A group of 5 volunteers did a lot a cleaning up and removing of downed limbs and leaves. Steve Arkwright donated a sign to signify the cemetery location. About 20 stones are supposed to be on site but only a few are visible. The work was part of the Community Work Day planned by the Community Resiliency Committee.
- Parks staff had to remove the large frog play sculpture in Lyman Park. The frog had an internal bracket that apparently separated from the concrete it was poured with. The frog had considerable movement that caused entrapment concerns. In addition, the frog had a crack on its back. Weathered and tired from several years of playground frog life, we decided to remove the frog and make the area safe for play. We made an effort to contact the manufacturer but they are no longer in business. Newer versions of the large play pets have access to fittings and mounting hardware. The units we have do not provide options for adjusting and repairing the fastening brackets that get attached and poured into the large concrete base. We will investigate replacing the frog in the near future.

- An irrigation sensor for the Maxfield irrigation system failed. The new sensor had to be ordered and was installed. The irrigation system is now operational.
- The chiller installation continues to move along. All of the equipment has been installed and final connections are being made. The system has been pressurized and the lines are holding. Supply lines from the Cubes to the header are next in line along with connections to the cooling tower. Electronic controls will follow. The roof has been repaired and end side walls enclosed. The chiller room will require an alternative entrance and will be within the covered roof section. This provides a safe access for staff to get in and out of the room without the threat of snow coming off the roof. Following a meeting with Preferred Mechanical we have made the decision to use Propylene Glycol versus Ethylene Glycol. This decision is driven by the results of the floor assessment findings this past spring. With the known condition of the header pipe and floor condition, Preferred recommended we consider the Propylene Glycol as described:
 - o Ethylene Glycol- This is what we proposed originally to install in your system. The downside of using would occur if the floor piping were to leak. The soil would then be considered contaminated and would need to be removed off site. After looking at the condition of existing equipment within the rink we believe that you should choose option #2.
 - o Propylene Glycol- Although slightly less efficient (+/- 5%) this is a safer alternative. This can be cleaned up and not considered a hazardous chemical. But, is slightly more expensive.
- The Department met with DPW Director, Hannah Tyler and Denis Backus to discuss pole mounts for the installation of American flags in downtown White River Junction. Continue to research what can be done. Approvals need to be addressed with the owners of the poles. Hannah will follow up on who owns which pole. Additionally, the flags that the Legion have on hand may be too large for pole mounts.
- Dylan Kreis, Superintendent of Parks & Facilities is working with the Hartford Regional Resource Center to provide a job training program at WABA and other park facilities. The program is scheduled to begin in the next few weeks. The program will consist of light maintenance duties in and around the facility that teaches participants various job skills.

Planning and Development:

- Town Plan Update – The Steering Committee met on August 27th and continued review of the information from the community meeting, and outlining the Plan goals, themes, strategies, structure, and content. Staff is developing drafts for review at future meetings.

- Historic Preservation Public Education Grant - The grant was completed. Accomplishments included development of print and web-based content, Hartford's Architectural History Snapshot, "Shine a Light" on historical sites throughout the town, and opportunities for future activities for public engagement.
- Energy Planning Work Groups – Work continued with the two citizen workgroups to assist the Energy Commission in developing the draft Town Plan sections on renewable energy and energy efficient buildings.
- Electric Vehicle Charging Stations - Details for the installation of the charging stations at the South Main Street Parking Lot are being finalized with the utility company and vendor.
- Town Forest Management Plan – The Town Forest working group reviewed the Trails Assessment draft report and recommendations with the consultant on August 23rd. With this feedback, the consultant is completing the final draft report.
- Hartford Business Revolving Loan Fund – Completed loan closing for Scotland House Adult Day Care Services.
- Community Resilience Organization Hartford Community Day - As part of the ongoing CROH Resilience U educational series, five community events were held throughout town on August 25th. These included a composting workshop; hands on tree maintenance workshop at Maxfield; community gardening workday at Radcliff Park; Old Poor Farm Cemetery clean-up day; and hands on fruit tree planting workshop at Wild Water Farm. The day concluded with a community potluck, conversation about resilience and bonfire.
- Resilience Seniors Survey - Over 100 surveys were submitted soliciting priority concerns and ideas.
- The Village at White River Junction - Completed and submitted Vermont Community Development Program Grant Application.
- SolSmart Designation – Working to become a SolSmart Designee, a Department of Energy-funded initiative managed by The Solar Foundation and the International City/County Management Association. The designation would help the Town identify ways to become more solar friendly, and would give the town access to consulting services from SolSmart's partners such as the National Renewable Energy Laboratory and the Cadmus Group.

- BioGTS Meeting – BioGTS, a Finnish company, has developed a dry anaerobic bio-digester that can convert bio-waste (food waste/scraps, sludge, and animal waste) into bio-fuels. The gas end product can be used for multiple purposes including as a bio-diesel to power vehicles, or a substitute for propane heating, and the solid end product can be used as a fertilizer. The technology has the potential to help Hartford and other towns in the Upper Valley divert waste from landfills, comply with Act 148 requirements, offset fossil fuel consumption, and generate revenue. A BioGTS representative will give a presentation on the technology and its potential applications at Town Hall on October 11th from 1:30 – 3:30.
- Vermont Energy Futures Initiative – Geoff Martin will be joining the Vermont Energy Future Initiative this fall. The Initiative, convened by the Energy Action Network, is a “diverse, multi-sector initiative to develop and advance high-impact ideas that can make significant progress towards meeting Vermont’s 2025 total energy & climate goals while creating an equitable, thriving, and sustainable Vermont. The goal of the initiative is to develop new, strategic, and actionable projects, which will be implemented by the entire network.”
- Capital Improvement Program - Coordinating with the various Departments in the preparation of the draft FY 2020 - 2025 CIP.

Police:

- August 22nd – Patrol officers responded to a woman in crisis at an area human service provider along Hartford Avenue. The Woman was taken by police to Dartmouth-Hitchcock Medical Center for further assistance.
- August 22nd – Patrol officers assisted the Vermont State Police with a motor vehicle accident with injuries on Interstate 91.
- August 23rd – Patrol officers responded to a private residence along the 1900 BLK of Wildlife Road for a reported burglary. Unknown persons entered the unlocked home and removed prescription medication and other valuables. The investigation continues.
- August 24th – Patrol officers responded to reports of a man lying along the roadway at the intersection of Route 5 and Ballardvale Drive. Patrol officers found the man in crisis, and transported him to Dartmouth-Hitchcock Medical Center for further assistance.
- August 24th – Patrol officers assisted the Norwich Police Department with the arrest of an intoxicated man that drove his vehicle into the river.

- August 24th – Patrol officers assisted the Hartford Fire Department with an intoxicated pedestrian that fell into the roadway along Route 5 at Dunkin Donuts. The man was taken by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- August 24th – Sergeant Pedro provided instruction to Hartford School District teachers and support staff in the Civilian Response to Active Threats.
- August 25th – Patrol officers responded to a domestic altercation at a private residence along the 100 block of Connecticut River Road. Investigation revealed the matter was a mutual affray, both parties cited for simple assault and released pending trial.
- August 25th – Patrol officers provided event management assistance during the Scottish Festival & Competition in the Quechee Village.
- August 28th – Patrol officers responded to a woman in crisis at a private residence along Hollow Drive. Paramedics were summoned to the scene, and the woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- August 28th – Patrol officers responded to reports of damaged mailboxes along Half-Penny Road. Investigation revealed that a motor vehicle left the roadway and struck several mailboxes. The investigation continues.
- August 29th – Patrol officers received a complaint of a fraud involving the conversion of Amazon gift cards. The investigation continues.
- August 29th – The Police Chief met with members of the United Valley Interfaith Project to discuss current issues related to policing.
- August 30th – Patrol officers were dispatched to reports of a motor vehicle that struck a gas pump at the Station Market. The vehicles operator was taken into custody for suspicion of driving under the influence and cited accordingly. Additional charges are pending.
- August 31st – The Police Department participated in the Candlelight Vigil at Lyman Point Park for International Overdose Awareness Day.
- August 31st – Officer Clifford & K9 Dozer assisted the Vermont State Police with a K9 sniff during the execution of a Search & Seizure Warrant for a private residence suspected of distributing illicit drugs in Thetford.

- September 1st – Patrol officers assisted the Vermont State Police at the scene of a domestic related stabbing in Sharon.
- September 3rd – Patrol officers assisted the Vermont State Police at the scene of a fatal motor vehicle collision on I-91 in Norwich.
- September 3rd – Patrol officers provided traffic control and event management during the Labor Day Rally at Lyman Point Park.
- September 4th – Patrol officers responded to a domestic altercation at a private residence along Winter Street. Investigation revealed the matter was a mutual affray, both parties cited for simple assault and released pending trial.
- September 4th – The Chief, Deputy Chief & Officer Scelza attended the regular meeting of the White River Junction Rotary to present on the recently formed Bicycle Patrol, and recognize the WRJ Rotary and Mascoma Bank for their financial support in purchasing the bicycles.
- September 5th – Patrol officers competed emergency preparedness exercises at Hartford Memorial Middle School & the White River School.
- September 6th – Patrol officers assisted paramedics with a driver experiencing a medical emergency on Route 5 at Sykes Mountain Avenue. The man was taken by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- September 7th – Patrol officers and investigators responded to what appears to be an accidental, fatal drug overdose at a private residence along the 600 Block of Bugbee Street. The investigation continues.
- September 8th – Officer Cable arrested a New Hampshire man for shoplifting and Driving Under the Influence after witnessing him attempt to leave the Cumberland Farms without paying for merchandise.
- September 8th – The Police Department provided traffic management assistance for the HCRS 5K Run in Wilder Village.
- September 8th – The Police Department participated in the Special Olympics of Vermont Fueling Dreams fundraiser at the Jakes Market in Hartford Village.
- September 8th – 9th – The Police Department participated in the Glory Days Festival in downtown White River Junction.

Public Works:

Highway:

- The highway crew repaired a 'dip' on Jericho Road.
- The highway crew repaired a substantial washout at the edge of VA Cutoff Road.
- The highway crew continued repairing potholes and catch basins as needed.
- A patch was repaired and paved on Fairview Terrace. That work is ongoing.
- Catch basins were repaired on Bridge Street and Currier Street.
- A washout and dead tree were addressed on Byron Hill Road.
- A washout was also addressed on Campbell Road.
- The highway crew has taken the lead on insuring that all of the vehicles, equipment, and trailers in our fleet are properly registered, inspected, and have working safety equipment.
- A big thank you to Travis Beebe and Jean Tessier for participating in Glory Days!
- Jean Tessier assisted Paula Nulty and installed a bulletin board for her.
- Routine operations: grading, sweeping, mowing, culvert flushing as needed, removing storm debris from roadways

Water:

- The water crew has a new member! William Seeley has been hired to fill a vacancy in that division. He started on Tuesday, September 4th and we look forward to working with him!
- The water crew continued their work on Third Avenue to upgrade the waterline and house services. The crew is installing the last of the services on that project.
- The water crew continued to work with consultants to mark out services and locate information to consultants for the South Main Street project anticipated to go to construction in 2019.
- The water crew is developing an O&M manual for the Quechee Well.

- The water crew repaired a leak on Ravenswood Terrace.
- A leak in the chlorine injection system at the Wilder Treatment Plant was repaired.
- The water crew continues to work with contractors and agencies on large projects in town such as the VA Hospital and the Twin Pines development.
- The Wilder Well Project is continuing to move forward. At the time of this report, the drilling is complete and the contractor is moving forward with the development of the well.
- Water crew is preparing to do a Sanitary Survey for the Hartford Water System.
- As always, the water crew continues routine operations, sampling, and testing in accordance with state and permit requirements.

Wastewater:

- Steve Brock, a member of our Quechee Wastewater Crew has been promoted to Chief Operator for the Town of Hartford. We are excited to work closely with Steve in his new role!
- In August, interviews were held to fill a vacancy in the wastewater department. Eric Lamoureux has been selected to join our team and will be starting on Monday, September 17, 2018. We are looking forward to working with Eric in his new career!
- The wastewater crew continues to operate both systems routinely. They have been sampling and testing in accordance with state and permit requirements.
- The wastewater division continues to operate with lean staffing due to vacations and a vacancy.
- The wastewater crew continues to perform seasonal cleaning and landscaping.
- The wastewater crew is currently working towards procuring a new sampler system for the Quechee Plant.
- The State of Vermont DEC has accepted our Nitrogen Optimization Plan for the White River Junction Plant. DEC staff was extremely complimentary on the ease of working with our crew.

- Clayton Whitmarsh and Kyle Moses promptly addressed some plumbing issues in the Municipal Building! They also helped the Water Department hand out shut off notices in August.
- The WRJ Plant dewatered over 100,000 gallons of sludge each week!
- The wastewater crew met with Hannah and Jeremy to establish moving forward on several capital projects and investments this year.
- The wastewater crew continues performing routine maintenance on leach fields in Quechee.
- The crew cleaned several components of the Olcott Park Pump Station.
- Wastewater crew members assisted Parks and Recreation staff in delivering and installing the new bench at Quechee Pocket Park.

Solid Waste:

- The loader at solid waste has an issue with its starter. Although it is a low cost repair, we are still waiting for parts to arrive. They have been using the new Wacker Loader to help out and Paul Saucier has been a big help!
- The solid waste crew is working closely with Hannah to establish priority on several much needed items such a computer for the scale house and methane detection system upgrades.
- The solid waste crew is looking at a grant opportunity to possibly improve our ability to perform composting.
- The solid waste crew continues to encourage outreach and tours to raise awareness of the facility.

Administrative:

- DPW Staff is continuing to work close with FEMA to close out the July 1 storm.
- The Sykes Mountain Avenue Sidewalk Project is in the punch list phase.
- DPW Staff is obtaining prices to pave a portion of Currier Street.
- DPW Staff is working with Geoff Martin, Energy Coordinator to assist with the EV Charging Station installation.

- DPW Staff is working with TRORC to investigate supplementary funding sources for the Quechee Main Street Box Culvert. That project is currently being reviewed by a structural engineer to determine cost alternatives. We are anticipating a summer 2019 construction date.
- There is an online survey active to gather input for Fairview Terrace. That will be active until September 15th!
- DPW Staff has contracted with Pathways Consulting to take bi-monthly measurements at several places on the walls on Fairview Terrace for one calendar year. This will provide some insight into what is happening under the hill.
- DPW staff is continues to engage in Union negotiations.
- Working with Geoff Martin on solar panels up to the Wilder well.
- DPW Staff is working with Parks and Recreation to finalize all utility disconnections prior demolition. We anticipate this will be a winter project.
- DPW staff continues to work closely with several private contractors around town to insure that their projects are in permit compliance (Sykes Mountain Avenue dealerships, Bridge and Main Street, Currier Street, Waldorf, Twin Pines).
- DPW staff is working with the Planning Department to move the South Main Street Lot expansion forward. A big thank you to Jo-Ann Ells for all of her help with this process!
- DPW is putting the heating oil and propane bids out this week.
- DPW staff has new No Parking signs for South Main Street, they will be installed this week.
- DPW Staff is working closely with VTrans to establish our needs and possibly address safety concerns at the Route 4/Route 5 intersection.
- DPW Staff is working with several stake holders to address safety and traffic flow concerns at the VA/Dunkin Donuts/US Route 5 intersection.
- DPW staff is continuing to work closely with a consultant to perform a mandatory assessment of our Waste Water System's overflow outfalls.

- DPW Staff, the Finance Department, and Leo are working with VTrans and Dubois and King staff to establish the procedure moving forward for the ROW acquisition procedures.
- DPW Staff has been making quite a few hires lately. A big thank you to Paula Nulty for holding our hands through this process!
- DPW Staff is starting the budget and CIP process!
- Phil Kasten, Lori Hirshfield, Matt Osborn, Leo Pullar and I met with a representative from a parking system company to discuss options moving forward for better parking control.
- We encourage tours and visits to all of our facilities.