

**Town Of Hartford
Town Staff
Significant Activity Report, January 30 – February 12, 2019**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- We continue coordinating activities related to the Town Meeting Cycle of Events, including Saturday March 2 and preparing for Australian Voting Day on March 5th. We are still looking for volunteers, if anybody would like to help out.
- Finance Department has been busy collecting property taxes prior to the February 8, 2019 deadline. At the deadline the Town had \$2.14M in delinquent payments. At the same time last year, we had \$1.86M in delinquent payments.
- Cat Buxton, who is the Coordinator of Upper Valley Apple Corps., discussed with the Department several projects she is working on. She will be attending a future Parks & Recreation Committee meeting to report to the board on her work and the collaboration with Parks & Recreation. Projects include an update on the Hartford River Walk and the possibility of installing a Rain Garden behind the Lyman Point Bandstand. The Rain Garden would capture gutter drain run off that can be used for a small garden behind the bandstand. An educational description of the garden would be affixed to the siding of the bandstand. This is a collaborative between students at the Hartford Career and Technology Center and Upper Valley Apple Corps. Cat is seeking approval from the Parks & Recreation Committee and then present to the Selectboard to obtain permissions for the Rain Garden. In addition, Cat discussed an update on planned Pruning Walks that are free and open to the public and the development of a Fruit Walk in Downtown that educates the public on various species of fruit trees.
- The Parks & Rec Department completed the RFP for the WABA Rink Floor Replacement. The RFP will be advertised and is uploaded to the Document Center on the Town Website. The awarding of the contract is contingent on voters approving the budget on March 5th.
- Our Police Department has made final adjustments to update the Police Department Shoulder Patch/Logo, (See Attached). In addition to providing a modern look, we sought to include something from each village; this includes the Wilder Community Center on the left, the main building at the VA Hospital is centered – in acknowledgment of the role of our veterans and the medical community, the Greater Hartford United Church from Hartford Village is on the right, and the Steam Engine from White River Junction moving forward across the West Hartford trestle over the

White River symbolizes our continued momentum forward. A balloon from the annual festival in Quechee rises over the villages against the Quechee and Hartford ridges with Mt. Ascutney in the background. Staff selected the colors to match with our vehicles. Delivery of the new patch will be 4 to 6 weeks.



- The Sykes Mountain Avenue Roundabout Project is in the ROW acquisition phase. Design engineers are bringing the plans into compliance with the newly released 2018 VTrans standards. A traffic management plan has been developed and is currently under review. At this time, three easements have been signed. During the regularly scheduled monthly phone call last week, it was proposed that we should start the condemnation process to address some of the unresponsive property owners who have been contacted. This will require substantial Selectboard involvement and public process, including onsite hearings.
- Through the Tax Sale process the Town recently took ownership of three properties. We are looking to get these properties back on the tax rolls as soon as possible. We have received two offers on one of the properties and the family trust is looking at a way to purchase the other two back from the Town. We are working through the process to ensure we do this properties.

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

STAFF HIGHLIGHTS

- The Charlestown, NH Fire Department received damaged to their primary fire engine as a result of a train vs. vehicle accident. The Upper Valley Mutual Aid Association has reached out to all area departments to see if a loaner fire engine was available amongst the members. Hartford has in reserve Engine 2, a 1996 EONE Pumper currently stored at Station 2 in Quechee. We are currently planning to put that engine out for sale in the next few weeks. We have agreed to lend our reserve engine to Charlestown and are working with VLCT to provide an agreement between the communities.
- The Parks & Rec Department held a very successful Youth Ice Fishing Derby on February 2nd at Dewey's Pond. The day started very cold with the temperature at a low 7 degrees. Our event began at 7:30am and we wrapped things up at 12:00 noon. The derby had 85 total anglers attend with an estimated 150 to 200 people on the ice. There were 42 total fish caught. Up to 5 of the largest fish caught were part of the awards ceremony at the end of the derby. A total of 78" from one angler was the first place winner. This year we had members of the Vermont Fish & Game on location to assist with a Learn to Ice Fish Clinic. This free event was sponsored in part by: Mascoma Bank, Bloods Catering and Party Rentals, Members Advantage Credit Union, Steve's Bait Shop, Ace Blue Print Services, White River Rotary Club, Barrows Trading Post, Vermont Fish & Wildlife, Hannaford's, Cota and Cota, Walmart and Evans Motor Fuels. We wish to thank our volunteers and sponsors for making this year's event a great success. Jay McDonough along with assistance from Karen McNall worked hard for the Department in preparation for this event.
- The RedZone 5K Road Race was held on Super Bowl Sunday, February 3rd. 83 runners completed the race that started at 10:30am this year. The Department wishes to thank the Hartford Police Department and Fire Department for assisting us with crossing safety and being on site for any medical needs. We also thank many of our sponsors this year. Ledyard Bank was the lead sponsor for the race. Additional sponsors included, Anytime Fitness, Mascoma Bank, Bob's Service Center and Big Fatty's BBQ.
- Town Electric Vehicle – Distributed a revised Request for Proposals to lease the vehicle. Proposals due March 4th.

- Unfortunately, DPW staff has had to stop work on the parking lot at South Main Street. Without snow insulating the ground, the frost has already gone unusually deep leading to extremely difficult excavating conditions that is VERY hard on our equipment. At this time, an RFP for engineering services is being drafted for the comprehensive parking lot expansion.
- Upon further research, because the Emerge Building at Maxfield is covered by Act 250, an amendment to that permit must be completed prior to demolition. Scott Hausler has located an asbestos report identifying tiles and mastic as containing asbestos. That will need to be addressed prior to demolition.
- DPW staff has been taking a hard look at all of our fees. We have been looking at ways to make them easily applicable, relevant, and user friendly.

DEPARTMENT HIGHLIGHTS

Assessor:

- Working on 2019 grand list updates.
- Doing exterior and/or interior inspections of outstanding permits.
- Working with zoning administrator on certificate of occupancy inspections.
- Meeting with Finance to review half year/monthly budget.

Clerk:

- Liquor License Renewals. We set a deadline of February 8th for applicants to have all necessary paperwork to the Clerk's office so we could request Police and Fire Depts. to complete their reviews prior to submitting to Town Manager office to be placed on the SB/Liquor Control agenda. 11 Liquor Licenses are on the Feb. 12th agenda; about a dozen applications are pending receipt of additional documentation or Fire/Police review. There are about 15 applications not yet submitted to TC office; the Asst. Clerk reached out to all those who have not yet submitted to remind of deadline. The applications then must go to the VT Dept. of Liquor Control before the new liquor license can be issued.

- Dog License Renewals are in full swing. We have issued 75 licenses thus far. Dog owners have until April 1st to get dogs licensed without incurring late fee. The Upper Valley Humane Society is hosting a Rabies Clinic at Hartford Town Hall on March 23rd from 8:00am-11:00am. The Clerk's office will be open during this time to assist Hartford Dog Owners license their dogs.
- Clerk prepared 50 Town meeting signs for distribution. Clerk will coordinate with volunteers to have signs installed over the next week. The Clerk is following up with the various participants for the Saturday, March 2nd Town Meeting Day.
- Absentee Ballots will be available for early voting on Wednesday, February 13. We currently have about 30 requests for absentee ballots. The remainder of the Official ballots will arrive from the printers a bit later. Sample Ballots will be posted between February 13th-22nd.
- The Clerk is working on election worker schedule for Town Meeting and other activities related to election preparation.

Finance:

- Distributed December 2018 Financials for Distribution
 - o Conducting meetings with Directors
 - o Reviewing proposed budget adjustments
 - o Receiving the Status of Encumbered Funds / Project Updates
- Continuing Monthly Grant reviews & requisitions with staff
- Training Staff in direct payments from reserve accounts for expenses not related to the general fund
- Cross training of Invoice Cloud to ensure no lapse in available information with the online payment system.
 - o Includes both Finance and DPW staff
- Assisting directors in filing reports for their departments
- Vetting questions with auditors regarding leases, prior expenses, and refunds
 - o Lead auditor will be onsite 2/11-2/13/19

Fire:

- The department submitted a FEMA grant semiannual report for the station exhaust system.
- The five year strategic plan for the fire department has been completed. The department contracted with Cope Associates, Inc. to renew our strategic plan.
- The department's accreditation team continues to work through our self-assessment in preparation for our review this year.
- Attended the VT EMS District 9 meeting.
- Shifts conducted public education at Ottaquechee and White River Elementary Schools.
- Provided ride a long opportunities to students in the local EMT class currently being held in Hartford.
- Conducted fire/evacuation drills
- The fire prevention office completed 24 life safety inspections during this period.
- There were multiple instances during this period where minimum staffing was not achieved during this period where numerous calls were occurring in the community.
- Staff repaired the plow used by the department to maintain the Public Safety building. Cutting edge and hydraulic were repaired/replaced.
- The thermal imaging camera was repaired and is now back in service.
- The light tower on Engine 4 has been repaired by the manufacturer. The unit has been malfunctioning for a few months. The manufacturer arrived on site and replaced the malfunctioning component.
- Captain/Paramedic Hannux is instructing school district staff on the "Stop the Bleed" training curriculum. To train staff on performing first aid skills.
- On 2/9/19 the department responded with Engine 3 mutual aid to a building fire on Maple Lane in Lyme, NH.
- The department responded to 95 calls for service during this period.

- Incident log for this two week period:

Alarm Date	Street	Situation Found
1/27/19 6:31	SANCTUARY CIR	Medical assist, assist EMS crew
1/27/19 8:15	MILL RD	EMS call, excluding vehicle accident with injury
1/27/19 12:10	CASCADNAC AVE	EMS call, excluding vehicle accident with injury
1/27/19 13:39	I 89 S MM9	Motor vehicle accident with no injuries.
1/27/19 15:08	I 89 N MM4	Motor vehicle accident with no injuries.
1/27/19 15:19	I 89 N MM3	False alarm or false call, other
1/27/19 17:21	TALL TIMBERS	Medical assist, assist EMS crew
1/27/19 20:42	MAPLE ST	EMS call, excluding vehicle accident with injury
1/27/19 21:05	B 39 VETS DR	EMS call, excluding vehicle accident with injury
1/27/19 22:20	MAPLE ST	EMS call, excluding vehicle accident with injury
1/27/19 22:56	I 89 S RAMP	Medical assist, assist EMS crew
1/28/19 4:27	I 91 S MM65	Motor vehicle accident with injuries
1/28/19 8:59	WILLIAMS LN #7	EMS call, excluding vehicle accident with injury
1/28/19 12:44	S MAIN ST	EMS call, excluding vehicle accident with injury
1/29/19 9:05	QUECHEE MAIN	Alarm system activation, no fire - unintentional
1/29/19 9:24	GATES ST	EMS call, excluding vehicle accident with injury
1/29/19 9:38	RIDGE VIEW RD	Detector activation, no fire - unintentional
1/29/19 11:31	PASSUMPSIC AVE	Smoke or odor removal
1/30/19 2:00	WOODSTOCK RD	Called Paramedic Intercept.
1/30/19 7:45	I 89 S MM7	Oil or other combustible liquid spill
1/30/19 17:41	OLD QUECHEE	EMS call, excluding vehicle accident with injury
1/30/19 18:11	HARTFORD AVE	Motor vehicle accident with injuries
1/30/19 19:43	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
1/31/19 11:56	PARSONAGE RD	EMS call, excluding vehicle accident with injury
2/1/19 1:48	WILLIAMS LN	Medical assist, assist EMS crew
2/1/19 7:32	US RT 5	EMS call, excluding vehicle accident with injury
2/1/19 13:38	KINGS HWY	EMS call, excluding vehicle accident with injury
2/1/19 19:17	MAPLE ST	EMS call, excluding vehicle accident with injury
2/1/19 20:26	I 91 S MM69	Motor vehicle accident with no injuries.
2/2/19 7:21	W GILSON AVE	EMS call, excluding vehicle accident with injury
2/2/19 12:01	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/2/19 15:11	STEVENS RD	EMS call, excluding vehicle accident with injury
2/2/19 17:56	B 39 VETS DR	EMS call, excluding vehicle accident with injury
2/3/19 5:49	MAPLE ST	EMS call, excluding vehicle accident with injury
2/3/19 9:30	CHRISTIAN ST	Assist police or other governmental agency
2/3/19 11:51	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/3/19 12:16	WOODSTOCK RD	Called Paramedic Intercept.
2/3/19 13:18	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
2/3/19 15:30	B 39 VETS DR	EMS call, excluding vehicle accident with injury

2/3/19 17:42	Interstate 89 S	Dispatched & canceled en route
2/3/19 20:35	WINSTON DR	Smoke detector activation due to malfunction
2/4/19 1:58	SYKES MT AVE	EMS call, excluding vehicle accident with injury
2/4/19 10:00	PROSPECT ST	Public service
2/4/19 10:41	HOLLOW DR	Smoke detector activation due to malfunction
2/4/19 10:48	HAZEN ST	EMS call, excluding vehicle accident with injury
2/4/19 11:14	GARVIN HILL RD	Dispatched & canceled en route
2/4/19 13:28	PINE ST	Public service assistance, other
2/4/19 14:15	WILLIAMS LN	Smoke detector activation, no fire-unintentional
2/4/19 16:18	QUECHEE W HFD	EMS call, excluding vehicle accident with injury
2/4/19 18:51	SYKES MT AVE	Medical assist, assist EMS crew
2/5/19 5:41	S MAIN ST	Assist police or other governmental agency
2/5/19 7:16	ROGERS RD	EMS call, excluding vehicle accident with injury
2/5/19 7:53	S MAIN ST	Medical assist, assist EMS crew
2/5/19 8:25	HOLLOW DR	EMS call, excluding vehicle accident with injury
2/5/19 12:12	QUECHEE HTLD	EMS call, excluding vehicle accident with injury
2/5/19 13:15	TALL TIMBERS	Dispatched & canceled en route
2/5/19 20:00	B 39 VETS DR	EMS call, excluding vehicle accident with injury
2/5/19 22:30	MAPLE ST	Medical assist, assist EMS crew
2/5/19 23:20	CRYSTAL PL	Smoke detector activation due to malfunction
2/6/19 10:23	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/6/19 11:13	HOLLOW DR	EMS call, excluding vehicle accident with injury
2/6/19 13:40	N MAIN ST	EMS call, excluding vehicle accident with injury
2/6/19 14:14	MAPLE ST	EMS call, excluding vehicle accident with injury
2/6/19 15:50	AZALEA CIR	EMS call, excluding vehicle accident with injury
2/6/19 18:09	WOODSTOCK RD	Gas leak (natural gas or LPG)
2/6/19 22:22	I 89/WDSTCK RD	No incident found on arrival at address
2/6/19 23:27	HIGHLAND AVE	EMS call, excluding vehicle accident with injury
2/7/19 11:25	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
2/7/19 13:09	COLONIAL DR	Medical assist, assist EMS crew
2/7/19 13:34	MAPLE ST	EMS call, excluding vehicle accident with injury
2/8/19 9:47	S MAIN ST	Assist police or other governmental agency
2/8/19 10:58	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
2/8/19 11:54	S MAIN ST	Dispatched & canceled en route
2/8/19 13:14	DEWITT DR	Detector activation, no fire - unintentional
2/8/19 13:36	S MAIN ST	EMS call, excluding vehicle accident with injury
2/8/19 14:45	MAPLE ST	EMS call, excluding vehicle accident with injury
2/8/19 18:27	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/8/19 20:10	QUECHEE MAIN	EMS call, excluding vehicle accident with injury
2/8/19 22:22	Interstate 89 N	Motor vehicle accident with no injuries.
2/8/19 23:41	SANCTUARY CIR	Smoke detector activation due to malfunction
2/9/19 2:00	MAPLE ST	EMS call, excluding vehicle accident with injury
2/9/19 12:21	ARBORETUM LN	EMS call, excluding vehicle accident with injury

2/9/19 14:29	N MAIN ST	Medical assist, assist EMS crew
2/9/19 14:44	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
2/9/19 15:59	LARCH LN	Medical assist, assist EMS crew
2/9/19 17:04	JERICHO ST	EMS call, excluding vehicle accident with injury
2/9/19 17:26	PASSUMPSIC AVE	EMS call, excluding vehicle accident with injury
2/9/19 18:11	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/9/19 20:20	WRIGHT RES RD	Motor vehicle accident with injuries
2/9/19 21:19	BAKER TURN	Smoke or odor removal
2/9/19 22:28	SOUTH ST	EMS call, excluding vehicle accident with injury
2/9/19 23:23	MAPLE LN	Building fire
2/10/19 12:55	OLD RIVER RD	EMS call, excluding vehicle accident with injury
2/10/19 20:20	COSTELLO RD	Service Call, other
2/10/19 20:36	HARTFORD AVE	EMS call, excluding vehicle accident with injury

Information Technology:

- Diagnosed blown power supply on PD computer, removed hard drives to ensure data protection. Worked with PD to scale new computer and purchase.
- Setup new computer, phone, server access for New Detective in PD
- Installed new Stamp Machine in DPW
- Setup new Town Manager accounts for Munismart, Phone, Computer, Laserfiche, etc.
- Set cutover date for new Phones at Public Safety. Tied In phone recorder to new phone system.

Parks and Recreation:

- The Department held our Annual Valentines Dance with Daughters on Friday, February 8th. We had 59 total couples participate. 13 came with 2 daughters for a total of 131 in attendance. 38 couples pre-registered and 21 registered on site. Musical entertainment was provided by DJ Zack Davis. The event also included unlimited photos using a photo booth and we had a variety of snack and drinks.
- The youth basketball programs continue for all age groups.
- Toddler Open Gym continues on Sundays at DBS gymnasium.

- Adult noontime hockey continues on Friday's at noontime. Also our Fun Skate from 1:15pm to 2:45pm for home schoolers continues at WABA.
- Adult Stick-n-Puck continues on Saturday evening 8:30pm to 10:00pm at WABA.
- Public Skating continues at WABA on Saturday, 4:15 to 5:30pm and Sunday, 3:30pm to 4:45pm.
- Indoor Ultimate Frisbee continues at the High School Sunday evenings from 7:00pm to 9:00pm.
- Adult Open Basketball continues. Sundays for 25+ at Hartford High School from 5:00pm to 7:00pm. 18+ Basketball is held at White River School from 7:00pm to 9:00pm on Thursday and 50+ Basketball is held at Hartford Middle School on Wednesdays.
- Department continues to work on our CAPRA Accreditation. Commission for Accreditation of Park & Recreation Agencies.
- Department continues to work on the publication of the Spring/Summer Program Guide. This is a large publication for the Department that will include a variety of sport and recreation programs through the summer months. In addition, it will include information on our special events, concert series for the summer.
- Department is preparing for February Vacation Camp during school vacation, February 18th through 22nd. We still have a few slots available for April Vacation Week.
- Glory Days Committee held a meeting on Thursday, February 7th at Town Hall. The Committee finalized a few details about the upcoming event the weekend of September 7th, 2019. This year there will be a focus on bringing entertainment to the train station on First Friday of that weekend. In addition, there will be children's games and a touch a truck similar to last year's event. There will be train excursion rides throughout the day on Saturday. The last train ride on Saturday will be a special event train being organized by the Chamber of Commerce. Sunday will consist of two longer excursion rides. There will be entertainment and children's games focused on Saturday only and efforts are being made to incorporate an arts and crafts fair for the day on Saturday. The Connecticut River Model Railroad Organization will hold a model railroad exhibit but the location is yet to be determined.

- The arena continues to be active with good numbers at public skating on the weekends. The High School Hockey Season is winding down and we have received the initial request for the Pot of Gold Tournament to be held the weekend of March 15th.
- The Department continues to push seasonal positions for parks this coming spring and summer.
- With the assistance of the Hartford Tree Warden the Town completed its application for Tree City USA Growth Award through the Vermont Department of Forests Parks & Recreation. The annual award recognizes communities that identify the importance of well-managed community trees.
- The Upper Valley Apple Corps held a Pruning Walk on January 27th on the grounds of Town Hall where the group has 6 young, free-for-the-picking fruit trees planted. Several citizens from Brattleboro were in attendance from Edible Brattleboro to learn about what Upper Valley Apple Corps is about and learn about making proper pruning decisions.
- Dylan Kreis is working with Vermont Youth Conservation Corps to see if they can assist with milfoil pulls at Dewey's this year, as part of the Aquatic Invasive Species Grant.

Planning and Development:

- Town Plan Update – Town Plan Update – Had a lively discussion on the draft Energy Chapter at a community meeting on January 31st. Work continued on revisions to other sections of the Plan. First Planning Commission Public Hearing scheduled for March 25th.
- The Village at WRJ Assisted Living Job Creation Application– Continued to work with the State and The Village of WRJ to complete the grant/loan award conditions.
- Land Use Applications for Public Hearings – Reviewed and prepared findings for two new minor subdivision applications for the February 26th Planning Commission meeting. Continued to review and process building permit applications and requests for information.
- Hartford WRJ Tax Increment Financing (TIF) 2019 Projects – Had initial meeting with the Vermont Economic Progress Council on January 31st, and submitted formal request for Council approval scheduled for February 28th. Prepared information for Town project and financing public hearings for Town vote.

- TIF Annual State Report – Completed and submitted second stage of TIF Annual Report which was approved for presentation to the Selectboard.
- Wilder Well Solar Project – Panels installed and awaiting confirmation that the system is on-line. Continued working with Olcott Mobile Home Park management group on proposed structure for distribution of energy credits.
- Mobile Home Park Weatherization Program – Door-to-door visits with Olcott Mobile Home Park residents will be on February 16th and 21st for the Efficiency Vermont Pilot Program focused on getting information and resources to improve weatherization and reduce electrical use in mobile homes. Letters were sent to all residents.
- Bridge and Main VCDP Housing Grant – Progress report completed and submitted to the state.
- WRJ Downtown Program Annual Report – Completed collection of information from town records and the downtown businesses and property owners, and submitted the report to the State.
- TIF Program Audit – Prepared information for the Town Auditor visit beginning February 11th.

Police:

- January 27th – Patrol officers were dispatched to the Comfort Inn along Sykes Mountain Avenue for a man in crisis. The man was found in need of assistance and taken by patrol officers to the Veteran’s Administration Hospital.
- January 27th - Patrol officers responded to White River Toyota along Sykes Mountain Avenue for a reported theft of tires and wheels taken from a vehicle on the sales lot overnight. The investigation continues.
- January 28th – Patrol officers responded to a property damage only motor vehicle collision along the unit block of Chestnut Street. Insurance information exchanged, operator cited and vehicles removed.
- January 29th -30th – Emergency Communications Specialists received numerous non-emergency and 911 calls reporting slippery road conditions. Both resulted in the dispatch of police and fire-rescue personnel to the scene of numerous weather related traffic incidents throughout the Hartford Region - including nine within Town.

- January 29th – The Police Social Worker participated in the regular meeting of the Marijuana Workgroup
- January 31st – Police assisted Hartford High School Administrators with event management during the Girls Varsity Basketball Game.
- February 1st – Patrol officers responded to a property damage only motor vehicle collision along the 1000 block of North Main Street. Insurance information exchanged, operator cited and vehicles removed.
- February 1st – The Police Social Worker participated in a meeting hosted by LISTEN Community Services focused in assisting families negatively impacted by the Federal Government shutdown.
- February 1st – The Police Chief participated in the regular meeting of the Hartford Area Child Protection Team.
- February 1st – Police assisted Hartford High School Administrators with event management during the Boys Varsity Basketball Game.
- February 2nd – Patrol officers were dispatched to the Shady Lawn Motel to assist paramedics with a man in crisis. The man was taken by ambulance to Veteran’s Administration Hospital for assistance.
- February 2nd – Patrol officers were dispatched to Laundromat along Hartford Avenue for an unconscious man. Police found the man intoxicated and arranged for his transport to Dartmouth-Hitchcock Medical Center for assistance.
- February 2nd – Patrol officers were dispatched to a neighborhood dispute along the 100 Block of Hollow Drive. Following investigation, a 27 year old White River Junction woman was arrested for assault.
- February 3rd – Patrol officers were dispatched to a family altercation at a private residence along the 500 block of Willard Road. Police found the 23 year old adult son of the family intoxicated to a state of incapacitation and in need of assistance. The man was taken by police to Mount Ascutney Hospital for assistance.
- February 3rd – Patrol officers assisted with traffic management during the annual Red Zone 5K in downtown Wilder.

- February 4th – Patrol officers responded to a man in crisis at the Station Market along North Main Street. Police found the man in need of assistance and summoned paramedics. The man was taken by ambulance to Alice Peck Day Hospital for assistance.
- February 4th – Police assisted Hartford High School Administrators with event management during the Girls Varsity Basketball Game.
- February 5th – Patrol officers were dispatched to reports of a theft of cash from a resident at the Shady Lawn Motel. The investigation continues.
- February 8th – Patrol officers and the Police Social Worker were dispatched to check the welfare of a woman at a private residence along the unit block of South Main Street. The woman was found in need of assistance and taken to Mount Ascutney Hospital by ambulance for assistance.
- February 8th – The Police Social Worker participated in a meeting hosted by LISTEN Community Services focused in assisting families negatively impacted by the Federal Government shutdown.
- February 9th – A police officer on a traffic stop outside of the Shady Lawn Motel responded to an apparent overdose of a Motel resident. Nasal Naloxone was administered by Corporal Solomita and the woman regained consciousness.
- February 9th – Police assisted Hartford High School Administrators with event management during the Boys Varsity Basketball Game.
- February 9th – Patrol officers were dispatched to a domestic altercation at a private residence along the 400 block of Mill Road. Following investigation, officers arrested a 38 year old White River Junction man for domestic assault.
- February 9th – Patrol officers were dispatched to the Coop Food Store along Maple Street for several shoplifting complaints. Police cited a 34 year old Hartland woman for retail theft. The investigation continues.

Public Works:

Highway:

- True to Vermont, we have experienced a full complement of weather over the last two weeks. The Highway crew has been very busy responding to multiple weather events. We have been experiencing a high incidence of icy storms that have posed some challenging clean up conditions. Many of our streets have a lot of ice buildup that we are trying to mitigate. During the warm days, crews have been out checking drainage, opening culverts, clearing ice build-up, etc. They have also been keeping snow banks back to improve visibility at intersections.
- Special thank you to Travis Beebe who operates our sidewalk plow. We receive so many compliments about the work that he does and the recent weather has made this a very difficult task.
- The Highway crew actively checks on known 'problem' areas in their routes or resident complaints.
- Our standard January thaw was late to arrive this year and happened the first week of February. Some roads are experiencing some muddy conditions.
- The Highway crew has been hauling sand to DPW to keep the sand pile plentiful. A reminder that there is sand available to Town residents for home use at the Department of Public Works on Airport Road.
- The Highway crew continues to clean up trees that are either dead or resulting from storm damage.
- The Highway crew has been very busy keeping the equipment maintained and ready for action.
- The Highway crew has been patching potholes as temperatures and conditions allow.
- The Highway crew has picked up snow in the downtown area.
- During our 'warm up' these past few weeks, we are experiencing a high number of potholes. Unfortunately, wet conditions make it nearly impossible for us to make repairs. Please drive carefully through puddles and always let us know if you see a pothole so that we are aware of them.
- The Highway crew is very thankful for the assistance from the other departments.

- The Highway crew is slightly understaffed recently due to one resignation and one employee out. The water and wastewater departments have been eager to help.
- Assistant Director Jeremy Delisle has been leading the charge on some early spring cleaning and organizing in our shop. He has been working with the crew to implement some good ideas to improve our safety and organization.
- Routine operations continue as always.

Water:

- The Water crew continues to train new employees. Unfortunately last week, a probationary employee resigned. That position will be re-posted.
- The Water crew diagnosed and repaired a SCADA issue at the VA Tank.
- The Water crew is continuing work on the O&M manual for the Quechee Well.
- The Water crew also continues to work on past due bills and shutting water off for non-payment.
- The Wilder Well Project is continuing to move forward. At the time of this report, the well drilling is complete, as is the pump draw down test. The well has VERY favorable conditions and is replenishing at over 1000 gpm. We are currently finalizing the design of the plumbing and new building associated with the project. The construction permit is currently under review at the ANR.
- As always, the water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.
- Members of the Water Department continue to assist highway as needed with storm response. They have been very busy keeping hydrants clear!
- Our plant and facilities are always available for tours. We encourage everyone to come see where their water comes from!!

Wastewater:

- The Wastewater crew continues to train new employees, including CDL training and wastewater classes.

- The Wastewater crew has been meeting with Geoff Martin to look at energy efficient lighting in the plants.
- The Wastewater crew at both plants is doing seasonal maintenance as needed (snow removal, etc.). They have regularly been assisting the Highway Crew with storm response during winter events including sidewalks and intersection.
- The Wastewater crew has been routinely hauling biosolids to the Lebanon Landfill.
- The Wastewater crew is working diligently on reviewing all leach field permits and designating a work plan to address deficiencies.
- The Quechee Waste Water crew continues to help out Highway with the sidewalks in Quechee.
- The Wastewater crew continues to operate both systems routinely. They have been sampling and testing in accordance with state and permit requirements.
- The Wastewater crew is working on an RFP for SCADA upgrades (budgeted for this FY) and finalizing a proposal to the Mill Run Association for upgrades to that pump station.
- The Wastewater crew cleaned the grit classifier in White River and changed out the polymer tank.
- The Wastewater crew is actively monitoring and maintaining the sewer lines on Abbey Road to prevent back-ups while we establish a path forward.
- As always our wastewater treatment facilities are open for tours. We encourage everyone to see what the Town of Hartford does to control pollution!!

Solid Waste:

- Bob and Wanda worked closely with Hannah to review fees associated with the Solid Waste Facility.
- The Solid Waste Crew is working on the annual Closed Landfill recertification.
- The Solid Waste Crew is actively seeking pricing and information about compactors as part of this year's capital plan.
- The Solid Waste Facility continues to operate routinely.

- 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 staff member who was assigned to focus on the vehicle registration process has resigned. We will continue to address this item.
- 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, Currier Street, Twin Pines, and the Simpson Development).
- DPW Staff is working closely with consultants to keep the South Main Street and Downtown Stormwater Improvement projects moving along. They are currently at about the 80% design phase and going through permitting processes.
- UVM Students are still asking a lot of good questions and doing more research to provide the Town with ideas to address transportation and mobility concerns in the downtown area.
- On February 12, 2019, VTrans will make a presentation to the Selectboard introducing the VA Cutoff Road/Hartford Village Bridge Project. (Postponed)
- Paula Nulty continues to provide us with support on a variety of hiring and human resources items. We appreciate all of her assistance.
- Our new Project Manager, Christopher Holzwarth, started on Wednesday, January 30, 2019. He has already proven himself an asset and dedicated team member. We look forward to a long career with him.
- 100% plans for the Quechee Main Street Box Culvert have been reviewed by our project manager and comments have been returned to the consultant.
- Hannah is closing out the West Hartford Library Project (leftover from TS Irene).
- Hannah has met with two contractors to look at repairing and extending the railing on the sidewalk on Bridge Street under the railroad overpass to improve safety in that location. She is still waiting for quotes on that project. A temporary railing has been installed by DPW staff for safety purposes.

- Hannah has been working with the Planning Department and associated parties to close out the CO's on several large projects including the Village, 241 South Main Street, 230 South Main Street, and the Waldorf School.
- Hannah has been working closely with Dead River and several other department heads to iron out continued issues associated with the heating fuel contract.
- We have hired a contractor, East Coast Signals, to install ADA compliant push button signals with the audible feature for visually impaired pedestrians. These are on a four to six week time frame for stocking and then install.
- DPW staff is working the Vermont Drinking Water Division to provide feedback and comments to changes they are making to their permitting processes.
- DPW staff is working through our utility billing procedure to ensure that it is compliant with State of Vermont laws and that we are communicating well to our customers what our expectations are.
- Hannah is working closely with the remaining unsigned easements for the Downtown Stormwater Upgrades that we are trying to keep on track for this construction season. At this time four have been executed and we are ironing out a few questions on some the remaining ones.
- We encourage tours and visits to all of our facilities.