

**Town Of Hartford  
Town Staff  
Significant Activity Report, February 26 – March 11, 2019**

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**TOWN MANAGER HIGHLIGHTS**

Respectfully submitted for your consideration:

- We are working with VTrans to encourage negotiated settlement with property owners for the right of way needed for the roundabout project. We are also jointly planning a Public Information Meeting in late-April to re-engage citizens in the proposed design and the project timetable.
- We are evaluating the proposals received on Friday for the lease of an electric car for Town Administration. The apparent best proposal is for a 36-month lease at \$435/month for a 2019 Chevy Bolt EV.
- The last two weeks have been dedicated to spending time with each department head and learning their respective staffs, operations and challenges for the near future. We are also scheduling one-on-one time with Selectboard members to understand their individual priorities and goals for the upcoming year. It would be beneficial to schedule a Selectboard Retreat in the late April/early May timeframe to discuss and develop strategic priorities together as per the employment agreement.
- We are updating the “Hartford 101” PowerPoint for our new Selectboard member, Dan Fraser. Department Heads will schedule time with Mr. Fraser to orient him on departmental operations and facilities in the coming weeks.
- A public information meeting to review preliminary design options for the Quechee Gorge Bridge Rehabilitation Project will be held on Monday, April 8 at 6:30 p.m. at Hartford Town Hall. VTrans staff and its bridge consultant, Gill

Engineering, will receive public input on design elements of the planned bridge project. Sidewalks, railings, and barrier fencing options will be displayed before final project plans are drawn up. This will be the last opportunity for the public to voice its preference on design elements – while plans are still preliminary. After the preliminary plan is refined and approved by VTrans, final plans for the project will be developed in 2019-20.

- The draft of the Town Plan is now available for viewing and is posted on the Town webpage at <https://www.hartford-vt.org/DocumentCenter/View/1806/Town-of-Hartford---Draft-Town-Plan-Combined-022719>. The Planning Commission will hold a Public Hearing on March 25 for comment on the draft of the Town Plan.

## DEPARTMENT HIGHLIGHTS

### Assessor:

- Continue working on updates to 2019 grand list
- Inspecting properties for changes and building permits
- Processing homestead declarations
- Processing sales and sending verification letters

### Clerk:

#### Election Results:

- 1203 total voters (District 4-1 (281) & District 4-2 (922))
- Chuck Wooster received enough write-ins to be elected TOWN/SCHOOL DISTRICT MODERATOR
- There were write-in candidates for the TWO Library Trustee positions but each fell just short of the required 30 votes. They may apply to the Select Board to be appointed for the ensuing year (then, they would have to run for election next March for the balance of the term).
- All Incumbent Candidates were elected for both Select Board & School Board and Dan Fraser was elected as a new member of the Select Board. He resigned as Justice of the Peace. The Governor will need to appoint someone to fill his position. Typically the major party the outgoing JP belonged to would nominate candidates for appointment. In Dan's case, he ran as an Independent. I consulted the Secretary of State's Office and I am awaiting a response from the Governor's Office about how we handle this case.
  - ALL Articles for both TOWN and SCHOOL passed with comfortable margins.

- The Clerk's Office has licensed about 160 dogs thus far. There were nearly 900 licensed dogs last year so, we anticipate a mad rush the rest of the month of March. The Clerk's Office will be open on Saturday, March 23<sup>rd</sup> from 8:00am-11am to register dogs. The Upper Valley Humane Society will be hosting a Rabies Clinic at Town Hall at the same time.
- The liquor license renewal process is winding down. We have three Renewals not yet submitted by the applicants; all the others are in process.
- The Clerk anticipates a Tax Abatement Hearing near the end of March. Lisa is awaiting confirmation from all the Board of Abatement members to determine sufficient attendance.

**Finance:**

- Completed January Bank Account Reconciliations
- February Bank Reconciliations will begin upon receipt of statements
- Closed January Financials
- Issuing Financials
- Setting up meetings with directors
- December 2018 Financials
- Completed Budget Adjustments
- Expense Reclassification
- Continued Monthly Grant reviews & requisitions with staff
- Continued Training Staff in direct payments from reserve accounts for expenses not related to the general fund
- Preparing for Work Comp Audit (Calendar Year 2018) set for March 8, 2019
- Continued Preparation for FYE 2019 Audit Interim Testing
- Sharing with Staff the leasing changes coming in FYE 2021
- GASB 87 – take into consideration this fall when writing the 2021 budget

**Fire:**

- The department continues to review our accreditation categories. We have begun the process of uploading our document for the peer assessment team to review.

- Attended a meeting with Vermont Chiefs to discuss the current Fire Science Program that is due to end through Vermont Technical College and discuss option to continue the program in the State.
- In the process of designing the assessment center/interview for the Asst. Chief position. Applications are due April 5<sup>th</sup>.
- Reviewing the process for the sale of Engine 2 with finance. Charlestown NH has the vehicle till the end of April.
- There were several instances this period were station coverage was not obtained due to multiple simultaneous calls for service.
- The overhead door for the forestry bay was repaired after a backing incident.
- The department has hosted a significant number of ride a longs during this period. Most of the student are from the regional EMT class being held in Hartford.
- Conducted fire drills at Dothan Brook, White River School and the Middle School.
- Provided CPR training to staff at the high school.
- Provided car seat installation services.
- The Fire Prevention office completed 29 inspections during this period.
- The department responded to 107 calls for service during this period. Compared to the last fiscal year the department's calls for service have increased 5 percent.

Incident log for this period:

Alarm Date	Street	Situation Found
2/24/2019 14:41	FERN ST	EMS call, excluding vehicle accident with injury
2/24/2019 14:52	Interstate 89 S	Motor vehicle accident with no injuries.
2/24/2019 15:16	OLD QUECHEE RD	Smoke detector activation, no fire - unintentional
2/24/2019 15:45	HOLMAN AVE	Smoke or odor removal
2/24/2019 15:46	JERICO RD	EMS call, excluding vehicle accident with injury
2/24/2019 16:23	DIVISION ST	Medical assist, assist EMS crew
2/24/2019 16:44	HARVEST LN	Cooking fire, confined to container
2/24/2019 19:00	VA CUTOFF RD	Service Call, other
2/24/2019 19:04	DEWITT DR	EMS call, excluding vehicle accident with injury
2/25/2019 3:51	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/25/2019 6:15	CHRISTIAN ST	Medical assist, assist EMS crew

2/25/2019 11:27	N HARTLAND RD	EMS call, excluding vehicle accident with injury
2/25/2019 16:51	HOLLOW DR	EMS call, excluding vehicle accident with injury
2/25/2019 19:16	BRICK HOUSE LN	CO detector activation due to malfunction
2/25/2019 22:46	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/26/2019 5:14	HARVEST LN	EMS call, excluding vehicle accident with injury
2/26/2019 9:12	CHRISTIAN ST	Assist police or other governmental agency
2/26/2019 9:29	PINE ST	Assist police or other governmental agency
2/26/2019 15:57	BRICK HOUSE LN	Public service
2/26/2019 17:11	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/26/2019 17:39	I 91 N MM67	Motor vehicle accident with no injuries.
2/26/2019 18:22	VA CUTOFF RD	Medical assist, assist EMS crew
2/27/2019 7:14	N HARTLAND RD	Alarm system activation, no fire - unintentional
2/27/2019 12:32	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/27/2019 14:36	JERICO ST	EMS call, excluding vehicle accident with injury
2/27/2019 17:53	VA CUTOFF RD	Medical assist, assist EMS crew
2/27/2019 17:57	VA CUTOFF RD	Removal of victim(s) from stalled elevator
2/27/2019 18:07	OLCOTT DR	EMS call, excluding vehicle accident with injury
2/27/2019 18:59	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
2/28/2019 8:42	I 89 N MM11	EMS call, excluding vehicle accident with injury
2/28/2019 12:32	MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
2/28/2019 14:35	COLONIAL DR	Medical assist, assist EMS crew
2/28/2019 14:40	COLONIAL DR	CO detector activation due to malfunction
2/28/2019 14:42	OLD RIVER RD	Medical assist, assist EMS crew
2/28/2019 15:43	COLONIAL DR	EMS call, excluding vehicle accident with injury
2/28/2019 18:57	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/28/2019 21:03	MCCABE ST	EMS call, excluding vehicle accident with injury
3/1/2019 1:59	CHESTNUT ST	EMS call, excluding vehicle accident with injury
3/1/2019 4:40	I 91 N MM69	Motor vehicle accident with no injuries.
3/1/2019 5:26	NORWICH AVE	EMS call, excluding vehicle accident with injury
3/1/2019 7:07	LARCH LN	EMS call, excluding vehicle accident with injury
3/1/2019 12:05	WOODHAVEN DR	CO detector activation due to malfunction
3/1/2019 15:24	LEBANON ST	Dispatched & canceled en route
3/1/2019 17:17	I 91 S MM71	No incident found on arrival at dispatch address
3/1/2019 17:21	JERICO ST	Medical assist, assist EMS crew
3/1/2019 18:59	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
3/1/2019 20:52	GATES ST	EMS call, excluding vehicle accident with injury
3/2/2019 1:52	CLARINA NICHOLS LN	EMS call, excluding vehicle accident with injury
3/2/2019 11:31	BROOKSIDE DR	EMS call, excluding vehicle accident with injury
3/2/2019 14:19	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
3/2/2019 15:02	Interstate 89 N	Motor vehicle accident with injuries
3/2/2019 18:43	CAMPBELL FLATS RD	Cover assignment, standby, moveup
3/2/2019 20:44	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
3/3/2019 14:07	S MAIN ST	Dispatched & canceled en route

3/3/2019 15:24	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
3/3/2019 16:32	S MAIN ST	Lock-out
3/3/2019 23:20	I 91 S MM68	EMS call, excluding vehicle accident with injury
3/4/2019 5:49	LAKE PINEO BEACH AREA	EMS call, excluding vehicle accident with injury
3/4/2019 7:21	I 91 N MM72	Motor vehicle accident with no injuries.
3/4/2019 7:56	WINTER ST	EMS call, excluding vehicle accident with injury
3/4/2019 8:08	TALL TIMBERS DR	Public service
3/4/2019 8:13	MAPLE ST	EMS call, excluding vehicle accident with injury
3/4/2019 8:37	KINGS HWY	EMS call, excluding vehicle accident with injury
3/4/2019 9:20	BLISS RD	Smoke detector activation, no fire - unintentional
3/4/2019 17:33	SPRING CIR	Assist invalid
3/5/2019 11:43	OLD QUECHEE RD / COSTELLO	Motor vehicle accident with no injuries.
3/5/2019 14:56	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/5/2019 15:06	HOLLOW DR	EMS call, excluding vehicle accident with injury
3/5/2019 16:09	BALLARDVALE DR	Sprinkler activation due to malfunction
3/5/2019 17:25	LATHAM WORKS LN	EMS call, excluding vehicle accident with injury
3/5/2019 19:03	ROGERS RD	EMS call, excluding vehicle accident with injury
3/5/2019 19:45	WOODHAVEN DR	Lock-out
3/6/2019 7:06	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
3/6/2019 8:35	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
3/6/2019 11:48	RAILROAD ROW	EMS call, excluding vehicle accident with injury
3/6/2019 12:35	CENTER OF TOWN RD	EMS call, excluding vehicle accident with injury
3/6/2019 17:50	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/7/2019 1:53	RUSTIC RD	Gas leak (natural gas or LPG)
3/7/2019 4:31	SCHOOL ST	EMS call, excluding vehicle accident with injury
3/7/2019 10:23	NORWICH AVE	EMS call, excluding vehicle accident with injury
3/7/2019 11:09	WOODSTOCK RD	Unintentional transmission of alarm, other
3/7/2019 12:31	HAZEN ST	EMS call, excluding vehicle accident with injury
3/7/2019 13:54	N MAIN ST	EMS call, excluding vehicle accident with injury
3/7/2019 17:12	VT ROUTE 12	Fire in mobile home used as fixed residence
3/7/2019 23:33	MAPLE ST	EMS call, excluding vehicle accident with injury
3/8/2019 1:01	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
3/8/2019 9:09	SUMMER ST	EMS call, excluding vehicle accident with injury
3/8/2019 15:45	MAPLE ST	EMS call, excluding vehicle accident with injury
3/8/2019 18:02	MANNING DR	EMS call, excluding vehicle accident with injury
3/8/2019 19:55	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
3/9/2019 2:19	NORWICH AVE	EMS call, excluding vehicle accident with injury
3/9/2019 3:36	S MAIN ST	Assist invalid
3/9/2019 7:00	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
3/9/2019 8:39	JERICHO ST	EMS call, excluding vehicle accident with injury
3/9/2019 12:24	LARCH LN	Assist invalid
3/9/2019 12:44	N HARTLAND RD	EMS call, excluding vehicle accident with injury
3/9/2019 13:14	LARCH LN	Assist invalid

3/9/2019 18:52	VT RT 110	Dispatched & canceled en route
3/9/2019 21:37	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
3/10/2019 4:25	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
3/10/2019 11:29	OLD RIVER RD	EMS call, excluding vehicle accident with injury
3/10/2019 11:41	I 89 S MM6	Motor vehicle accident with injuries
3/10/2019 12:26	I 89 S MM8	Medical assist, assist EMS crew
3/10/2019 14:43	DEWITT DR	EMS call, excluding vehicle accident with injury
3/10/2019 16:24	MAPLE ST	EMS call, excluding vehicle accident with injury
3/10/2019 18:18	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/11/2019 4:13	HARTFORD AVE	EMS call, excluding vehicle accident with injury

### **Information Technology:**

- Resolved Netmotion Issue for Windsor PD
- Setup Backup laptops for use at Fire Dept.
- Set up two new computers in PD.
- Resolved issue of phones not answer calls in Fire Dept.
- Replaced dead monitor in Dispatch
- Resolved Laserfiche outage in Town Hall
- Resolved phone outage that occurred after Public Safety cutover. Received month credit from ISP due to provisioning error on their end.

### **Parks and Recreation:**

#### **Program Highlights**

- The Spring and Summer Program Guide was received from the Printers. The guide is available electronically on [www.hartfordrec.com](http://www.hartfordrec.com) and will be distributed through the school system at all three elementary schools the week of March 11<sup>th</sup>.
- The Green Mountain Rock Climbing Clinics will end on March 11<sup>th</sup>.
- The Power Volleyball drop in program at Dothan Brook School on Tuesday's from 7pm to 9pm ended on March 5<sup>th</sup>.
- Public Skating at WABA on Saturdays, 4:15 to 5:30pm and Sunday, 3:30pm to 4:45pm has ended for the season. There is one more Public Skate to be held on Wednesday, March 13<sup>th</sup> from 11:30am to 1:00pm.
- Session 1 of Nihon Aikijujutsu begins on Wednesday, March 6<sup>th</sup>. The program runs from 6:00pm to 7:00pm at Holistic Healthcare in White River Junction. Brett Mayfield is the Instructor of the program.
- 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.

- The on-line Camp Ventures registration for residents began on February 25th. Camp registrations are coming in steady for the summer. Currently there are a few sessions that have already filled up for the summer season.
- In addition to camp registrations, the Department is very busy with registrations for specialty camps, lacrosse and baseball / softball. The past two weeks the Department has processed 810 registrations for programs.
- The Last Toddler Open Gym was Sunday, March 10th from 9am to 10am at Dothan Brook School.
- Indoor Pickleball at Our Court finishes up its season February 25<sup>th</sup>. We have started a new session that begins on March 11<sup>th</sup> at the indoor facility prior to the outdoor season beginning.
- Adult noontime hockey program concluded on March 8<sup>th</sup>.
- The Boston Flower Show is scheduled for Thursday, March 14<sup>th</sup>. The trip is full. Bus is scheduled to depart from the Wendell A. Barwood Arena at 8:30am. Bus will return at 6:30pm. The theme at the Boston Flower Show is “The Beauty of Balance”.
- Indoor Ultimate Frisbee continues at the High School Sunday evenings from 7:00pm to 9:00pm. The program is scheduled to go through April 14<sup>th</sup>.
- Department continues to work on our CAPRA Accreditation. Commission for Accreditation of Park & Recreation Agencies. This requires current review of our policies and procedures and updating service delivery to meet the new standards that are required for accreditation.
- Over the past couple weeks, the Department had three staff members on vacation. The office was closed from time to time due to a lack of coverage.

### **Parks/Facilities**

- The Department was busy working on the Workers Compensation Audit that is performed each year.
- Part of the WABA Schedule includes the Upper Valley Hockey Associations Annual Skate-A-Thon. The event was held on Friday, February 8<sup>th</sup> by the UVHA Association.
- The Tree Warden continues work with Trees Inc. to complete the Winter Pruning Program. Trees Inc. received a DOT Permit so they can work on winter pruning of the trees on Rt. 5 from the Coop to the Jug handle at Highland Avenue. We are awaiting a site visit with the Tree Warden, Trees Inc. and DOT to be completed prior to the work to begin. The site meeting is scheduled for Wednesday, March 13<sup>th</sup>.
- The RFP for the Arena Ice Floor had 3 contractors at the pre-bid meeting on February 21<sup>st</sup>. We received one email from Northwood Excavation indicating they are unable to bid the project. Willy Earthmoving did not submit a bid. Parent Construction submitted a bid coming in close to what we anticipated. We are happy with the results as Parent Construction has significant experience with ice rink floor installations and there sub



for the refrigerated floor is Preferred Mechanical who installed our refrigeration plant. Once we have completed our evaluation the Department plans to submit a Contract to the Town Manager for review and signature. It will be important for the Town to secure a contract soon so the project does not impact the next ice season schedule.

- With the Town Budget passing the Department is busy working on finalizing pricing on the dasher boards and Zamboni. We are looking to go through Sourcewell which used to be called NJPA or the National Joint Powers Alliance on the purchases. The Department plans to have all the paperwork together for review by the Town Manager within the next week. Both products will require us to sign a purchase and sales agreement to get production going with the understanding our fiscal year begins July 1<sup>st</sup>.
- The Department is winding down our schedule for the remainder of the WABA Arena Season. The end of the season is near and will end with the Pot o' Gold Tournament that is put on by the Woodstock Youth Hockey Association. WABA will be host to a total of 26 games starting Friday, March 15th at 12 noon. The Tournament concludes on Sunday afternoon.
- With the Public Skating Season almost at the end, we can start evaluating this year's usage. So far this season pass holders visited the arena 1435 compared to last season 876. Day passes purchased equaled 2247 compared to last season 1695. The arena had 777 skate rentals so far this season compared to 559 last season. We will analyze the full comparison in our next SigAct Report that will include the noontime hockey, skate sharpening, home school skate and other programs at the arena.
- The Department continues to accept seasonal position applications for parks this coming spring and summer.

#### **Planning and Development:**

- Town Plan Update – First and second drafts of the Town Plan completed. 30-day notice for March 25, 2019 Planning Commission Public Hearing distributed on February 22, 2019, and
- 15-day notice published/posted.
- The Village at WRJ Assisted Living Job Creation Application– Grant agreement executed. Continued to work with The Village to finalize loan documents and requirements to process the first requisition for state review.
- Zoning Permits – Continued to review and process building permit applications, requests for information, and final inspections for Certificates of Occupancy.
- Hartford WRJ Tax Increment Financing (TIF) 2019 Projects – Followed-up with Vermont Economic Progress Council staff regarding information for Council review on February 28, 2019, which resulted in Council approval of the Phased Implementation and Substantial Change.

- TIF Annual State Report – Submitted TIF report and required certifications to the state, and received approval.
- Wilder Well Solar Project – The system went on-line the week of February 12<sup>th</sup>. Work continues with the Olcott Mobile Home Park management group on development of a draft agreement for the community solar distribution of energy credits.
- Mobile Home Park Weatherization Program Pilot Project – The Olcott Mobile Home Park door-to-door weatherization campaign on February 16<sup>th</sup> and 21<sup>st</sup> was very successful. Of the 40 residents, 15 signed up for referral to statewide energy efficiency programs and services, and 12 signed up for weatherization improvements through COVER Home Repairs. Efficiency Vermont is covering the material costs for the improvements.
- Town Electric Vehicle – Three proposals were submitted on March 8<sup>th</sup> for leasing. Review of the proposals is underway.
- TIF Annual Audit – Met with and provided information to the auditor, and audit has been completed.
- Downtown WRJ Biannual Parking Count – The survey was completed which involved 20 counts over a three-week period, capturing different times of the week and day. A summary report will be drafted in the next few weeks.
- VLCT Worker’s Comp Audit – Preparing information for the annual audit on March 8<sup>th</sup>, and met all the requirements.
- North Hartland Road & Upper Sykes Mountain Ave Bike Ped Projects – State issued right-of-way clearance, and the Town’s engineer is now completing the final engineering and then construction bid documents.
- Bugbee Community Facilities Grant Application for the Roof Repair – Staff is providing additional information requested from Rural Development.
- Fire Department Heat Pumps – Staff prepared a draft Scope of Work to send to vendors for quotes.
- Energy Saving Upgrades for Quechee Wastewater Plant – Staff worked with DPW to identify replacement of lights, select vendor, and obtain Efficiency Vermont rebate. Installation targeted for the week of March 11<sup>th</sup>. Also working with Efficiency VT to identify options to reduce energy consumption from control panels.

- Cemetery Oral History Project – The consultant completed several oral histories, and additional ones will take place in the next few weeks, for a total of 10.
- March 2, 2019 Town & School District Meeting Day – Supported the Conservation Commission, Historic Preservation Commission, Energy Commission and Community Resilience Organization Hartford in having tables at the meeting.
- Senior Resilience Program – Organized and publicized successful Senior Emergency Preparedness program for the Bugbee Center luncheon on February 28<sup>th</sup>.
- Town-Wide Button-Up Weatherization Program – Continued to followed up with the 52 people who signed up in November with vendors for free energy walk-throughs.

**Police:**

Please find the Police Department significant activity report for the week ending March 9<sup>th</sup>:

- February 24<sup>th</sup> – Patrol officers responded to a motor vehicle collision with injuries along the 1800 block of Quechee Main Street. Police found that a 22 year old Rutland woman had been driving impaired, crossed the centerline and struck an oncoming vehicle. The woman was taken to Mt. Ascutney Hospital where she was treated for non-life threatening injuries and released. No other parties were injured during the crash, charges are pending.
- February 25<sup>th</sup> – Patrol officers assisted staff with the Department for Children & Families with a child neglect case at a private residence along Quechee/West Hartford Road.
- February 27<sup>th</sup> – Patrol officers investigated the theft of motor vehicle from a private residence along Merrimack Circle. Through investigation, police learned that the owner's former dating partner had removed the keys and taken the vehicle without permission. Vehicle recovered and the suspect has since been charged with theft and related offenses.
- February 28<sup>th</sup> – Patrol officers were dispatched to a private residence along the 400 block of South Main Street for a domestic altercation. Police arrested a 39 year old Lebanon man for domestic assault and related offenses. The man was released pending a hearing.

- March 1<sup>st</sup> – Patrol officers were dispatched to a call of an intruder at a private residence along the 300 block of Norwich Avenue in Wilder. Police found an elderly woman seeking assistance who had become confused and entered the wrong residence. Paramedics were summoned and transported the woman to Dartmouth-Hitchcock Medical Center for assistance.
- March 1<sup>st</sup> – Detectives assisted staff with the Department for Children & Families with a child neglect case originating at a private residence along the 600 block of Bugbee Street.
- March 4<sup>th</sup> – Patrol officers responded to a private residence along Dawn Drive in Quechee for a man in need of assistance. Police located the man at Lake Pineo suffering from cold exposure. He was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- March 5<sup>th</sup> – Patrol officers responded to a report of a theft of cash taken from a guest at the Shady Lawn Motel. The investigation continues.
- March 5<sup>th</sup> – The Police Department assisted with traffic and event management at Hartford High School in support of Election Day activities.
- March 6<sup>th</sup> – Patrol officers responded to the Shady Lawn Motel for a disturbance. The report was unfounded, with the complainant found impaired and in need of assistance. Police assisted with transport to Dartmouth-Hitchcock Medical Center for assistance.
- March 7<sup>th</sup> – Patrol officers were dispatched to a report of a dog bite that occurred along the 200 block of Fairview Terrace. Vaccinations verified, required quarantines initiated and local health officials notified.
- March 8<sup>th</sup> – Patrol officers assisted Hartford School District Staff with emergency preparedness exercises at the Dothan Brook School.
- March 8<sup>th</sup> – The Police Department and Liquor Control Inspectors completed compliance checks at several establishments in Town. No violations observed.
- March 9<sup>th</sup> – Patrol officers responded to reports of someone yelling for help from a residence inside a multi-unit dwelling. Officers found an amputee that had fallen and was in need of assistance. Paramedics were summoned to the scene and the man connected with home care services.

## **Public Works:**

### **Highway:**

- The Highway Division continues to respond to storms as necessary. Please remember that it can take up to six hours to complete one route. At this time, we are currently down two members of that team and Kai Eastman from the Water Department has been filling in. Thanks Kai!
- Joe Phelps has been selected to fill the vacancy in the Highway Division. Joe comes to us with a background in the military and construction. We look forward to a long career with him.
- The Highway crew actively checks on known 'problem' areas in their routes or resident complaints.
- The Highway crew has been hauling sand to DPW to keep our reserves and 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 has been actively cleaning and organizing the equipment bays.
- The Highway crew has been very busy keeping the equipment maintained and ready for action.
- 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. Crews are out repairing them as conditions allow.
- The Highway crew is very thankful for the assistance from the other departments.
- Routine operations continue as always.

### **Water:**

- The Water crew continues to train their new employee. Kai Eastman is attending his certification class. The posted vacancy in this department has closed and interviews have been completed at the time of this report.
- 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.
- Members of the Water Crew have attended several trainings, meetings, and conferences.
- 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.

- A few small repairs were made in the water system including a leak in the RPZ valve at the Wilder Well and a small leak at Ridge Condos.
- As always, the water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.
- The Water Department and Administrative team is working together with the VA to review their tank (private) rehabilitation project.
- 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. They are also looking at pumps and equipment that could be updated to improve energy efficiency and possibly secure rebates. Thanks Geoff!
- 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. They are working closely with Dillon Walsh, the Water Department, and the Project Manager to figure out what a more comprehensive system looks like that serves both of our utilities (rather than one pieced together).
- The Wastewater crew is actively monitoring and maintaining the sewer lines on Abbey Road to prevent back-ups.
- A plugged sewer line on Talbert Street caused a back-up into two houses. That issue has been resolved.
- The Wastewater crew tv'ed more sewer lines in Hartford Village.
- 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 are getting ready to start work on the ACT148 requirements for outreach and business audits.
- A consultant has been hired to complete the required Spill Prevention, Control, and Countermeasure Plan.
- We are currently investigating a variety of funding strategies and taking a hard look at our operations at the Solid Waste Facility to develop better economic stability.
- BAU/Hopkins is completing the installation of the replacement methane monitors. These are replacing failed monitors that are essential pieces of safety equipment and required.
- This year, our requirement to hold HHW events went from three events per year to four per year. Unfortunately, the contractor that previously held these events has been absorbed by a larger company who no longer wants to participate in HHW events. The GUV solicited proposals from contractors to perform these events, but only got one response with a price point over double the previous contracts, which is unaffordable. Hannah is working with Tom Kennedy and the State to find a resolution.
- The Closed Landfill Recertification is completed and submitted.
- Hannah and Jeremy met with the Solid Waste and Public Works team at the Lebanon Landfill. It was a great opportunity to continue learning about solid waste!
- 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.
- Hannah is working with VLCT to develop training for DPW supervisors in basic employment practices and human resource information. That will be held in March.
- DPW Staff is completing the VLCT Workman's Compensation Audit.
- The vehicle registration process is currently on hold. We will continue to address this item.
- 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 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).
- Unfortunately, DPW staff has decided to stop construction 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. The RFP for engineering services has been released and will receive proposals in April.

- 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. Hannah is currently securing the easements necessary for the drainage improvements.
- 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. They are currently using GIS data to develop preliminary plans and ideas.
- 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, several easements have been signed. The project team has reviewed the rest of the easements to confirm that all contact information is correct. During this process, a few contacts were found to be wrong for the easements. Those have been updated and resent. It was also established that although several property owners were contacted, the lessees were not, which is required. New letters have been sent out to those parties as well.
- A meeting is scheduled for March 12, 2019 for a project introduction to the Hartford Village Bridge Project.
- Paula Nulty continues to provide us with support on a variety of hiring and human resources items. We appreciate all of her assistance.
- DPW staff completed our fee review and have submitted them to the Town Manager's office.
- 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 and Chris Holzwarth 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 and the Waldorf School.
- Hannah has been working closely with Dead River and Irving 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. Procedures are currently being developed for Payment Agreements for delinquent accounts.

- The following RFP's have been developed and posted:
  - Abbey Lane Sewer Line Engineering
  - Maple Street Scour/Washout Construction
  - Wastewater Generators
  - South Main Street Parking Lot

\*\*\*\* End of Significant Activities Report \*\*\*\*