

**Town Of Hartford  
Town Staff  
Significant Activity Report, March 12 – March 25, 2019**

TM Highlights .....	1
Assessor .....	2
Clerk.....	2
Finance .....	3
Fire.....	4
IT.....	7
Parks & Recreation .....	7
Planning.....	10
Police .....	11
Public Works .....	13

**TOWN MANAGER HIGHLIGHTS**

Respectfully submitted for your consideration:

- Sykes Mtn. Rd. Roundabout – The Town is in the right-of-way acquisition phase of this project and will be for the next 30 – 60 days. To reengage citizens in the plan design, VTRans and the Town are planning a Public Information Meeting in late April. The Comfort Inn has agreed to host the 2-hour, drop-in style information meeting, date and time TBD. The project engineers are developing an animated project visualization and design boards to display for this meeting.
- Worked with Chairman Dennis on a draft Selectboard schedule for 2019/2020, as well as discussed the facilitated Work Shop for the Selectboard and Town Manager to jointly develop specific objectives for the next year. This is now planned for the second half of May. The Selectboard will discuss this further on its Agenda tonight (V.3.e.)
- I rode with Senior Police Officer Aleya Leombruno for the first part of her shift on Friday night (March 22). She is an excellent example of the professionals in our Police Department, and handled each interaction with citizens with a calm, cordial confidence. One particular incident that occurred during the shift – a response to a suicide threat – typifies the high volume of calls for service to persons in mental health crisis.
- Working with Public Works and Finance Directors to restructure the water & sewer billing operation so that it is under the Finance Department. It is currently in Public Works.
- In introductory meetings with key community and government leaders, I met last week with:
  - Hartford Area Chamber of Commerce Board Chair Steve Burnett and Executive Director PJ Skehan,
  - the incoming UVAC Executive Director Joe Major

- VLCT Executive Director Maura Carroll and Member Relations Manager Larry Smith

This week I have meetings with:

- School Superintendent Tom DeBalsi
- The Haven Director Michael Redmond

Next week I have meetings scheduled with

- the Cemetery Sextons on FY20 funding,
- the monthly regional town manager's meeting in Cavendish.

- The Board of Abatement met last night and acted on four applications, including and the Village at White River (101 Currier St.). The Village paid half (\$184,497) of its tax bill August, but is has not paid the February bill, which now totals \$195,567 with penalties and interest. Byron Hathorn and Brooke Ciardelli represented that the Village was unable to pay the second half because construction delayed the opening and the ability to generate income. They also said that they realized that it was only a partial (75%) assessment in 2018, and that they next tax year would be based on the 100% assessment and that they would not be back before the Board in the future to request any more abatements. The Board discussed the impact of a prospective abatement from a number of perspectives: Town's loss of anticipated tax revenue, loss of revenue from which to pay TIF bond debt, the Town's continuing liability to remit the State's share of school taxes, the precedent set by approving the abatement, and the increasing share of the Town's investment in the project and the success of the business. After a failed motion to abate the equivalent of 3 months' taxes, on a majority vote the Board approved abating \$50,000 toward the principle amount of taxes. \$50,000 is equivalent to 13.6% of the total FY19 tax bill (\$368,996).

## **DEPARTMENT HIGHLIGHTS**

### **Assessor:**

- processing changes to Grand List
- updating Homestead Declarations
- processing PTR's/ sending sales verifications to new owners
- prepped and attend appeal hearing for Equalization Study
- processing requests for Public, Pious and Charitable tax exemption requests

### **Clerk:**

- As of March 22<sup>nd</sup>, we have licensed 310 dogs. To avoid a late fee, Hartford Residents must license their dogs no later than April 1<sup>st</sup>. We have worked diligently to get the word out to residents via newspaper ads, social media and,

the electronic sign on the corner of Town Hall property. In addition, we teamed with the Upper Valley Humane Society to host a Rabies Clinic at Town Hall from 8:00am-11:00am on Saturday, March 23<sup>rd</sup>. We hope the licensing numbers will increase rapidly as a result of our efforts. After April 1<sup>st</sup> we will work with the HPD to notify residents who missed the licensing deadline.

- The Clerk contacted the Secretary of State's Office and the Governor's Office to determine the protocol for appointing a Justice of the Peace to complete the term for the position vacated by Dan Fraser who resigned upon being elected to the Select Board earlier this month.
- The Board of Abatement will hold a Tax Abatement Hearing on Monday, March 25<sup>th</sup>, at 6:00pm in RM 2 of Town Hall. There are four applications for abatement to be heard at the meeting.
- The Clerk's Office received the 2019 UNCLAIMED PROPERTY LIST from the Vermont Treasurer's Office for posting in an effort to reunite Hartford Residents with accounts/funds. A Notice is posted on the Bullen Board outside the Clerk's Office and a hard copy is available for VIEWING ONLY in the Clerk's office. Please help us spread the word. The clerk forwarded an electronic copy to Paula Nulty, Lana Livingston and Brannon Godfrey for their reference.
- The Clerk is wrapping final certification of posting information for the School District.
- The Clerk has spoken with several residents who may have some interest in serving on the Town/School Committee. The Clerk is providing additional information to these individuals to give them a sense of what is involved and how to apply for appointment to the committee (it is a five-member committee: The Clerk has one appointment; the Select & School Boards each have two appointments. The Clerk is hopeful the enthusiasm and energy of new committee members will build upon the good work done by the dedicated members who help develop the important events of the Town/School District Meeting Cycle.
- The Clerk will be attending several Training opportunities in April to enhance the knowledge and experience gained over the past year (the various trainings are hosted by UVM Extension; VLCT and, the VMCTA).

**Finance:**

- February Bank Reconciliations in progress
- February Financials
- Issuing Financials week of March 25th
- Setting up meetings with directors

- Continued Monthly Grant reviews & requisitions with staff
- Closing Work Comp Audit (Calendar Year 2018) from March 8, 2019
- Continued Preparation for FYE 2019 Audit Interim Testing
- Reviewing Fixed Asset Schedules with Directors
- Continued Sharing with Staff the leasing changes coming in FYE 2021 GASB 87
- Take into consideration this fall when writing new leases in the 2021 budget

**Fire:**

- The job posting for the Asst. Fire Chief position is due to close on April 5<sup>th</sup>. The department is preparing first round interviews as part of the selection process.
- Shifts conducted public education at the elementary schools.
- Provided Ride a longs w/ Health Science program at Hartford High School
- Provided EMT Student Ride a longs as part of the EMT education program.
- Chief Cooney attended the Opioid Coordination Council meeting in Waterbury.
- Department continues to coordinate with the State for the CAT 4 Exercise in the fall. We are currently organizing Emergency Operations Center training for town staff.
- The firefighter positions authorized in the FY 20 budget are currently advertised.
- Receiving quotes on moving gear extractor use to decontaminate structural turn out gear. The department is creating a “dirty room” to process this equipment using a greater health conscious method.
- Attended the Upper Valley Emergency Services Association meeting Tuesday night.
- Attended the State legislative EMS Advisory meeting Wednesday.
- Currently preparing the Local Emergency Management Plan that requires adoption by the Board prior to May 1<sup>st</sup>. The State has adopted a new form and we are working through the new document.

- Met with the new VA Nursing Manager on Friday to discuss our roles and opportunities.
- Firefighter Tidwell returned to full duty and the department is currently a full shift levels.
- Attended the HCC meeting. The Annual Block Party is scheduled for June 12th 5-8pm.
- The department responded to 81 calls for service during this period.

- Incident Log for this period:

Alarm Date	Street	Situation Found
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
3/11/2019 8:30	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
3/11/2019 10:22	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/12/2019 20:22	N HARTLAND RD	EMS call, excluding vehicle accident with injury
3/13/2019 1:26	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/13/2019 11:34	TEMPLETON AVE	EMS call, excluding vehicle accident with injury
3/13/2019 17:08	LANTERN LN	EMS call, excluding vehicle accident with injury
3/13/2019 17:17	LARCH LN	EMS call, excluding vehicle accident with injury
3/13/2019 17:50	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
3/14/2019 7:41	TEMPLETON AVE	EMS call, excluding vehicle accident with injury
3/14/2019 12:00	TALL TIMBERS DR	Medical assist, assist EMS crew
3/14/2019 12:05	N MAIN ST	Smoke or odor removal
3/14/2019 12:13	DIVISION ST	EMS call, excluding vehicle accident with injury
3/15/2019 10:19	FAIRVIEW TER	Oil or other combustible liquid spill
3/15/2019 10:50	VT ROUTE 14	EMS call, excluding vehicle accident with injury
3/15/2019 21:59	B 55 VETERANS DR	EMS call, excluding vehicle accident with injury
3/15/2019 22:15	HOLMAN AVE	EMS call, excluding vehicle accident with injury
3/16/2019 4:36	HITCHCOCK DR	EMS call, excluding vehicle accident with injury
3/17/2019 4:09	STERLING SPRINGS DR	EMS call, excluding vehicle accident with injury
3/17/2019 8:18	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
3/17/2019 8:39	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
3/17/2019 19:16	STERLING SPRINGS DR	EMS call, excluding vehicle accident with injury
3/18/2019 5:40	HARTFORD AVE	EMS call, excluding vehicle accident with injury

3/18/2019 6:10	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
3/18/2019 6:23	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/18/2019 13:56	VT ROUTE 14	Medical assist, assist EMS crew
3/18/2019 14:33	WILLOW CIR	Public service
3/18/2019 15:29	N HARTLAND RD	EMS call, excluding vehicle accident with injury
3/18/2019 20:57	S MAIN ST	EMS call, excluding vehicle accident with injury
3/18/2019 21:04	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
3/19/2019 2:19	N HARTLAND RD	EMS call, excluding vehicle accident with injury
3/19/2019 4:45	CHITTENDEN DRIVEWAY	EMS call, excluding vehicle accident with injury
3/19/2019 6:52	HOLIDAY DR	Unintentional transmission of alarm, other
3/19/2019 9:57	PROSPECT ST	HazMat release investigation w/no HazMat
3/19/2019 14:57	NORWICH AVE	EMS call, excluding vehicle accident with injury
3/19/2019 17:31	HOLIDAY DR	EMS call, excluding vehicle accident with injury
3/19/2019 18:44	HIGHLAND AVE	Smoke detector activation due to malfunction
3/20/2019 0:13	VT Route 5	EMS call, excluding vehicle accident with injury
3/20/2019 11:26	HOLIDAY DR	Alarm system activation, no fire - unintentional
3/20/2019 15:04	N HARTLAND RD	EMS call, excluding vehicle accident with injury
3/20/2019 18:51	REMEMBER BAKER LN	Dispatched & canceled en route
3/21/2019 7:19	HEATHER DR	EMS call, excluding vehicle accident with injury
3/21/2019 9:00	BILLINGS FARM RD	Service Call, other
3/21/2019 9:29	RAILROAD ROW	Alarm system activation, no fire - unintentional
3/21/2019 10:35	CHRISTIAN ST	Dispatched & canceled en route
3/21/2019 10:50	WILLIAMS LN	Assist invalid
3/21/2019 12:25	N HARTLAND RD	EMS call, excluding vehicle accident with injury
3/21/2019 15:29	BROTHERS RD	Building fire
3/21/2019 19:54	LOCUST ST	Heat from short circuit (wiring), defective/worn
3/22/2019 9:38	QUECHEE MAIN ST	Motor vehicle accident with no injuries.
3/22/2019 11:25	RAILROAD ROW	EMS call, excluding vehicle accident with injury
3/22/2019 12:18	VA CUTOFF RD	Excessive heat, scorch burns with no ignition
3/22/2019 14:17	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
3/22/2019 16:08	FAMILY CIR	EMS call, excluding vehicle accident with injury
3/22/2019 18:30	VT ROUTE 14	Water problem, other
3/23/2019 8:02	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
3/23/2019 8:52	I 91 S MM66	Medical assist, assist EMS crew
3/23/2019 9:30	SUGARHILL LN	EMS call, excluding vehicle accident with injury
3/23/2019 11:17	CHESTNUT ST	False alarm or false call, other
3/23/2019 11:42	BESWICK DR	Motor vehicle accident with no injuries.
3/23/2019 13:02	THOMAS ST	EMS call, excluding vehicle accident with injury
3/23/2019 16:44	W WOODSTOCK RD	EMS call, excluding vehicle accident with injury
3/23/2019 17:12	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
3/23/2019 17:32	HARTFORD AVE	Assist invalid
3/24/2019 6:04	WILLOW CIR	EMS call, excluding vehicle accident with injury
3/24/2019 13:26	MAPLE ST	EMS call, excluding vehicle accident with injury

3/24/2019 14:13	WOODLAWN DR	EMS call, excluding vehicle accident with injury
3/24/2019 18:44	DEPOT ST	Smoke or odor removal
3/24/2019 19:41	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/24/2019 20:58	BUGBEE ST	Dumpster or other outside trash receptacle fire
3/24/2019 21:05	QUECHEE MAIN ST	Smoke detector activation due to malfunction
3/24/2019 21:46	S MAIN ST	Medical assist, assist EMS crew
3/25/2019 0:07	S MAIN ST	EMS call, excluding vehicle accident with injury
3/25/2019 1:10	FOREST HILLS AVE	EMS call, excluding vehicle accident with injury

### **Information Technology:**

- Set up Planning Department to scan from their major copier directly into Laserfiche to help with permit scans
- moved PD File server to new server, reconnected everyone's login. Worked out kinks with File Permission/Saving issues. Reconnected scan drives.
- Set up 4 new Computers in PD

### **Parks and Recreation:**

#### **Program Highlights**

- The Hartford Tree Board held a Tree ID Walk on Saturday, March 16<sup>th</sup> in Quechee. There were 15 participants that took part in the walk. Trees and their identification were discussed. The tree walk was held near the Quechee Main Street and near the Quechee Waldorf School.
- The Boston Flower Show was a great success. The trip was full with 52 individuals on board which also included two Parks & Recreation Chaperons. The bus departed the WABA Arena at 8:30am and returned around 6:30pm. The trip was captured on the Harford Parks & Recreation Facebook Page.
- The spring and Summer Program Guide was distributed to all the Hartford Schools. The Department also distributed them throughout the community at local businesses and organizations. The on-line version can be viewed at [www.hartfordrec.com](http://www.hartfordrec.com).
- All programs at the WABA Arena, such as public skating, skating lessons, stick-n-puck concluded on March 13<sup>th</sup>. This season we had good participation numbers for public skates and rentals. We attribute the increase to additional public times as well as the rental skate program. To date, season pass holders visited the arena 1456 compared to last season 876. Day passes purchased

equaled 2330 compared to last season 1695. The arena had 787 skate rentals compared to 559 last season. Stick-n-puck program had 117 compared to 83 the previous season. The noontime hockey program had 167 visits verses 157 from the previous year.

- Thursday, March 21<sup>st</sup> was an early release day so the Department coordinated a trip to the SkyZone Trampoline Park in Manchester, NH. We had a full van of kids for the trip.
- Nihon Aikijujutsu Continues on Wednesdays. 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.
- Youth Lacrosse program operated by Hartford Youth Lacrosse continues indoors for grades 3-4 continues at White River Elementary School on Tuesday and Thursday from 6:15pm to 7:15pm. Grades 5-6 are held on Monday, Wednesday and Friday from 6:15pm to 7:15pm at White River Elementary School.
- Camp registrations are coming in steady for the summer. Currently there are a 4 sessions of the K-2 Adventurers that are full.
- Indoor Pickleball continues at Our Court Indoor Tennis Facility.
- 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>.
- The past two weeks, the Department has processed 308 registrations for recreation programs.

### **Parks/Facilities**

- The Woodstock Hockey Association hosted their Pot-o'-Gold Tournament at the WABA Arena March 15<sup>th</sup> through the 17<sup>th</sup>. We hosted 26 games during the tournament with the first game starting Friday at 12:00 noon. The tournament hosted teams from all over New England.

- Following the tournament, the Department began arena shut down procedures at the facility. We had complete ice-out on Thursday, March 21<sup>st</sup>. We continue to remove water and clean the floor with the anticipation of using the space for spring sports prior to the floor project beginning. In addition, staff have begun to deep clean the facility. We have also started to repaint the interior walls and doors in order to put the facility to bed for the off season.
- Efficiency Vermont completed its review of the refrigeration improvements and submitted to us a \$3,600 rebate check for the project. We anticipated a larger rebate based on Efficiency Vermont's lack of knowledge with the Cube System. They have estimated the project will save \$7,420 annually, which corresponds to saving 53,430 kwh a year. This is, however, a good savings and something for us to measure against as we finalize our ice season.
- As the spring weather approaches, we have begun assessing the park grounds for winter damage created by snowplowing. Most areas affected include parking areas and entrances to parks that are accessed during the winter months. A large pile of snow that was pushed up along the fence line by the Town Hall contractor at the Lyman Playground will require major repair or replacement. The contractor is aware of the damage and will repair once the pile melts.
- An email was received from Tris Wykes who was concerned about an area of the WABA parking lot that had taken on a tremendous amount of water over the weekend of the Pot-o'-Gold Tournament. This area often receives a lot of water run off during the year. Particularly in the winter months, as the ground freezes and expands it tends to elevate the ground frost and keeps the parking lot area from sheet draining in this type of weather. In particular with snow plowing throughout the season and during rain events and significant thaws. The area will likely be addressed once the frost goes and the ground settles. Installation of a catch basin in the area is probably the solution but that has to be addressed when we can really evaluate it to determine if we can add a drain. This weekend's thaw had a tremendous amount of water runoff from the field that had limited places to go due to the frost in the ground. We created some channels through the weekend that continued to fill right up with water which was anticipated. The area has since drained and is determined to be isolated to very wet events.
- The Department prepared this week the arena project presentations for the March 26<sup>th</sup> Selectboard Meeting. Department will present motions to execute a contract with a selected contractor for the floor and motions to enter into sales

agreements for the dasher boards and Zamboni so production can begin on the products. All three items are time sensitive in order for the WABA operation to be on schedule for an October opening.

- Department continues to advertise for spring/summer seasonal hires with limited applications being received for the positions at Maxfield Sports & Recreation Complex.

## **Planning and Development**

- Town Plan Update – Continued with revisions to the draft Town Plan and preparation for the March 25, 2019 Planning Commission Public Hearing.
- The Village at WRJ Assisted Living Job Creation Application– First and second requisitions submitted to the state and approved for payment.
- Zoning Permits – Continued to review and process building permit applications, requests for information, and final inspections for Certificates of Occupancy.
- Wilder Well Solar Project –Work continues with the Olcott Mobile Home Park management group on development and review of a draft agreement for the community solar distribution of energy credits.
- Town Electric Vehicle – Finalizing selection of vendor and contracting for leasing the vehicle.
- North Hartland Road & Upper Sykes Mountain Ave Bike Ped Projects –Final engineering and construction bid documents underway.
- Bugbee Community Facilities Grant Application for the Roof Repair –Additional information submitted to Rural Development; grant decision pending.
- Fire Department Heat Pumps – Vendors identified and scheduled for walkthrough week of March 25<sup>th</sup> prior to vendor's submitting quotes.
- Energy Saving Upgrades for Quechee Wastewater Plant – Staff continued working with DPW and vendor on the replacement of lights at the plant which was completed on the week of March 11<sup>th</sup>. Worked with Efficiency Vermont to obtain rebate. Total cost = \$2,705 less \$550, net cost to the Town = \$2,155. Also worked with Efficiency VT to reduce blowers' energy consumption; settled on timers to regulate when the blowers turn on and off so use only when necessary, as the most cost-effective option.

- Hartford Business Revolving Loan Fund – Prepared information for Selectboard consideration of loan application on March 26<sup>th</sup>.
- Cemetery Oral History Project – The consultant completed 7 of the 10 oral histories, and research at the state archives. Research in Town records beginning week of March 25<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.
- Bridge and Main VCDP Housing Project Grant Closeout – Prepared information for grant closeout public hearing on March 26<sup>th</sup>.

**Police:**

- March 10<sup>th</sup> – Patrol officers responded early in the morning to reports of an abandoned vehicle on Joe Reed Drive over the railroad tracks in downtown White River Junction. Police summoned a towing contractor to remove the vehicle as the owner was unable to be located.
- March 10<sup>th</sup> – Patrol officers were dispatched to the Shady Lawn Motel for an unconscious man. First responders arrived and found a 28 year old man suffering from an apparent overdose. Nasal Naloxone was administered by Officer Angulo and the man regained consciousness. He was taken by ambulance to Dartmouth-Hitchcock Medical Center.
- March 10<sup>th</sup> – Patrol officers were dispatched to a business along South Main Street for a disorderly customer holding a knife. Patrol officers arrived and found a 32 year old, impaired woman from Lebanon, New Hampshire with a closed, folding knife in civil but nonsensical conversation with employees. No threats were made by the woman and she refused medical assistance. Patrol officers were able to make contact with the woman's friends and arranged for her care and transportation home.
- March 12<sup>th</sup> – Patrol officers were dispatched to a domestic altercation at a private residence along the 100 block of Colonial Drive. Police arrested a 15 year old juvenile for domestic assault. The juvenile was referred to Family Court and Family & Children Services.
- March 12<sup>th</sup> – Patrol assisted staff at the White River School with emergency preparedness drills and inspections.

- March 12<sup>th</sup> – The Police Chief attended the regular meeting of the Hartford Selectboard.
- March 13<sup>th</sup> – Patrol officers responded to a retail business along Maple Street for a disorderly man in need of assistance. Police found the man in crisis, calmed him, and provided for his transportation to the VA Medical Center for assistance.
- March 14<sup>th</sup> – Patrol officers were dispatched to a domestic altercation at a private residence along the unit block of Barnes Avenue. Police arrested a 32 year old Hartford man for domestic assault. The man was processed and released on citation pending a hearing in the District Court.
- March 14<sup>th</sup> – Patrol officers responded to a private residence along the unit block of Division Street for a medical emergency. First responders arrived and found a 32 year old Lebanon woman recovering from an apparent overdose. Further assistance by fire, police or hospital personnel was refused.
- March 15<sup>th</sup> – Patrol officers investigating a 911 Hang-Up at a private residence along the 500 block of Christian Street discovered a man in crisis. Following investigation, police arrested a 33 year old Hartford man with aggravated domestic assault and related offenses after he discharged a firearm out a window at the home while arguing with family members. No persons were injured, and the man was held on \$15,000 bond pending a hearing in the District Court.
- March 15<sup>th</sup> – Lieutenant Pedro assisted with Health & Safety Instruction during the Teen Truth Program at Hartford High School.
- March 17<sup>th</sup> – Patrol officers investigating reports of an erratic driver along the Quechee West Hartford Road located a vehicle off the roadway and its driver incapacitated. No one was injured. The driver was arrested driving impaired and released to sober party on citations pending a hearing in the District Court.
- March 18<sup>th</sup> – Patrol officers were dispatched to reports of a man in crisis who'd reportedly jumped from a moving vehicle along Route 14. Police located the man and found him uninjured but in need of assistance. He was taken by patrol officers to Dartmouth-Hitchcock Medical Center for assistance.
- March 20<sup>th</sup> – Patrol officers following-up on prior complaints removed several abandoned vehicles from the South Main Street parking lot after owners failed to remove vehicles after being provided with prior notice.
- March 20<sup>th</sup> – The Police Chief participated in the regular meeting of the Windsor County Special Investigations Unit Executive Board.
- March 20<sup>th</sup> – Officer MacDonald assisted Special Olympics of Vermont with the Winter Games at Pico Mountain Resort in Killington.

- March 20<sup>th</sup> - Patrol officers investigating a suspicious vehicle along the unit block of Division Street arrested a 40 year old Bethel woman for possession of crack cocaine and heroin. The woman was processed and released on citation pending a hearing in the District Court.
- March 21<sup>st</sup> – Patrol assisted staff at the Community College of Vermont with emergency preparedness training and evaluations.
- March 22<sup>nd</sup> – The Police Chief participated in a discussion of mental health issues and the criminal justice system at the Vermont Law School.
- March 22<sup>nd</sup> – Patrol responded to a man in crisis at a private residence along the 200 block of Alan Partridge Lane. Officers found the man in need of assistance and assisted him with transportation to Dartmouth-Hitchcock Medical Center.

## **Public Works:**

### **Highway**

- Ronnie Tetreault, a longtime employee of the Highway Division retired on March 22. We wish him the best in his future endeavors. Interviews will be held in April to fill that vacancy.
- 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!
- The Highway crew actively checks on known ‘problem’ areas in their routes or resident complaints.
- State wide, we are experiencing the worst mud season in decades. We are making all efforts to keep bad spots passable. Please travel slowly on our gravel roads and minimize your trips, if possible.
- 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. Recently, DPW staff has been experimenting with different pothole filling products and observing their longevity.
- 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. Unfortunately for us, the selected candidate to fill this position accepted a different job offer before we were able to follow up with him. We are reviewing the other applications and will be filling that position shortly.
- 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.
- The Water Crew responded to a small water leak at Oak Knoll 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.
- Rick Kenney has been providing testimony and written comments on House Committee on Education for Bill S. 40 which concerns testing drinking water in schools for lead. We are appreciative of his dedication to the drinking water industry and public health.
- 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. They are currently in the process of completing leach field permit applications.
- 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.
- The Wastewater crew is working with Chris Holzwarth to inspect/review infrastructure conditions on Holiday Drive.
- Repairs were made to the Olcott #2 Pump Station.
- 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 Spill Prevention, Control, and Countermeasure Plan required by the EPA.
- 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.
- 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.
- 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**

- Last week, our Administrative Assistant, Joan Ponzoni, gave her retirement notice after over three decades with the Town. We are working with her to ensure a smooth transition in that role and taking a good look at the Job Description for that position to ensure that it is accurate and meeting the Department's needs. We will be advertising for that position shortly. We wish her the best in her future endeavors.
- 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 April.
- DPW Staff is completing the Fixed Asset Reporting Review.
- The 'Yard Sale' project to sell unused items/damaged/obsolete items has been revived. Staff is developing an inventory and description of sale items. The sale process and dates will be publicly advertised.
- DPW Staff is working closely with other Town Departments and the developer who purchased the Kibbe Buildings while that project is coming to fruition.
- 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).
- DPW staff is preparing to take on the South Main Street parking lot expansion as soon as the ground thaws! 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 last few easements necessary for the project.
- 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. The project team is currently continuing the development and review of the updated Traffic Management Plan. The project team is organizing a public meeting that will be held near the project site when the weather is a little bit more cooperative. We will keep everyone posted as soon as we have a date.
- Town and VTrans staff attended a Selectboard meeting and a Historic Preservation Commission meeting and have crafted a Purpose and Need Statement, a required part of the project development. The Purpose and Need Statement supports a full replacement of the bridge to bring it into current standards that include pedestrian accommodations. I will be attending the March 26<sup>th</sup> Selectboard meeting to seek formal approval of the Purpose and Need Statement.
- Paula Nulty continues to provide us with support on a variety of hiring and human resources items. We appreciate all of her assistance.
- The Quechee Main Street Culvert Project is currently under review for constructability. We have determined that a total closure of Quechee Main Street with the proposed detour is too impactful to the community and that the project

should really be done and maintain alternating one way traffic. This will bump out construction of that project to 2020.

- 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 following up with those contractors to receive pricing. 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.
- We have hired a contractor, East Coast Signals, to install ADA compliant push button signals with the audible feature for visually impaired pedestrians. These signals are being installed TODAY!!! We appreciate everyone's patience during while we waited for the parts to come in.
- 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.
- DPW Staff is working closely with Consolidated Communications to facilitate a conduit installation on Holiday Drive.
- 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
  - Quechee Main Street Water Main Design
  - South and James Street Water Mains Design
  - Sidewalk Replacements

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