

**Town Of Hartford
Town Staff
Significant Activity Report, April 23 – May 6, 2019**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your consideration:

- Working Energy Coordinator Geoff Martin on the development of a community solar project opportunity for the roof of the Fire Station. The array would serve a low-income, non-profit housing agency in Hartford in order to lower their energy costs and make their housing more affordable. Similar to the project at the Wilder Well, the Town would host the array.
- All town Department Heads participated in Emergency Operations Training on April 26 and May 6. Rich Cogliano of Vermont Emergency Management is leading the training and facilitating table-top exercises in conjunctions with FEMA’s incident command system/emergency operations center course for administrators. The third and final session is scheduled for Friday, May 10.
- Working with DPW Director Hannah Tyler and our VTrans engineers on finalizing the Sykes Mountain Rd. Roundabout right-of-way acquisition. A Public Information meeting with design boards and visualizations is scheduled for 6pm Tuesday, May 14 in the conference room at the Comfort Inn on Ralph Lehman Dr. This will be a drop-in format with an opportunity for direct interaction with staff and project engineers.
- Reviewed the Selectboard Strategic Vision with Selectboard Chairman Dennis and Delia Clark, who will facilitate the Selectboard workshops to set the strategic priorities with the Town Manager on May 8 and May 22. We discussed the desired outcomes and logistics.
- Worked with Bill Hall and Abby Friedman of the VLCT Municipal Assistance Center on a proposal to provide the Town assistance on capital planning. The tasks will

include review of financial policies, development of a financial capacity analysis, projection of future financial capacity and preparation a final report.

- Evaluated options for replacing the Fire Department ladder truck (2001 E-One 75' aerial "quint") taken out of service on April 29. Considered: repair versus replacement; the scheduled replacement of the apparatus in FY25; justification of need for apparatus and available mutual aid support; available capital reserves and financing options; construction and delivery timetables; and interim leasing. VLCT-PACIF is currently performing a claims adjustment to determine a potential settlement payout which will be an important factor in determining the funds available.
- Worked with Town Attorney and the Police Chief on a means for obtaining an executed quit claim deed for 63 Division St. in order to finalize the sale.
- Coordinated the Treasurer transition and scheduling of a Town and School Finance Team meeting for introductions and coordinated approach to financial operations.
- Answered questions posed by prospective bidders on the Equity & Inclusion Strategic Plan consultation RFP. Proposals are due May 13.

DEPARTMENT HIGHLIGHTS

Assessor:

- Continue Homestead Declaration updates
- Updated veterans exemption status for qualified veterans
- Completed certification of Current Use properties and exemption
- Updated utility values
- Added 2 new solar arrays
- Worked on proofing work done on building permits
- Wrapping up grand list, getting ready to import to NEMRC GL, preparatory to filing abstract
- Attended the Northeast Regional Association for Assessing Officers conference
 - Workshops were on ARCGIS mapping for Assessors; Contaminated Properties; Mass Appraisal & Analytics; LEAP

Clerk:

- We have had a flurry of dog licensing activity in the past two weeks thanks to the follow-up efforts of Will Funari & the HPD. Will provided us with a list of his results and we are currently updating our records (some dogs have passed away and a number of residents have moved out of Hartford). In addition, we have sent letters to all resident dog-owners for whom we received notice from local Veterinarians of Rabies Vaccination for their unlicensed dogs.
- The BCA will be meeting on Monday, May 13, 2019 at 5:30pm to conduct the 2019 Voter Registration Checklist Maintenance per 17 V.S.A. Sec. 2150(c) which provides rules pertaining to challenging or purging voters on the checklists. There are currently over 9000 voters between the two districts in Hartford. We know this is an inflated number based on # of residents in Hartford. The criteria for purging a voter from the checklist are strict so it is difficult to cull the list in significant numbers.
- Lisa attended a VLCT Tax Appeal Workshop on April 30th in Fairlee. It was well attended and a wonderful overview of the Tax Appeal process and statutory requirements.
- Sherry & Lisa will be attending a required Webinar on Tuesday, May 14th from 9am-11am hosted by the VT Dept. of Vital Statistics related to the new law/requirements pertaining to Birth & Death Records.
- Lisa will be working with Brannon, Scott H. and COVER staff to build a ramp at the Hartford Historical Society on Saturday, May 11th.

Finance:

- Engaging Department Heads for FYE 2019 cycle
 - Fixed Asset
 - Encumbrance Requests
 - Internal Controls
- May 1st water billing created & mailed
- Reviewing CWSRF Loan Application
- Recommend pursuing based on information from VPEC and our Audit Firm
 - Specifically approval of funds and recording of funds (Government /Business)
 - Continued Monthly Grant reviews & requisitions with staff
 - EOC Training
 - Continued communications with staff and auditors regarding the upcoming leasing changes coming in FYE 2021 GASB 87

- Continued Preparation for FYE 2019 Audit Interim Testing
 - Ambulance Billing
 - Long Term & Current Debt Schedules
 - Accrued Interest
 - Fixed Asset Schedules
 - SEFA review
 - Auditors on site May 7th & 8TH
- March Financials
 - Issued Financials week of April 26th
 - Setting up meetings with directors

Fire:

- The department conducted interviews for the Assistant Fire Chief position. A candidate has been selected and has accepted a conditional offer of employment. We will now move forward with a background investigation and pre-employment screening.
- The department held to written exams for the firefighter positions. 21 applicants took the entrance exam. 18 successfully passed and are scheduled for interviews the week of May 13th.
- The accreditation peer assessment team is scheduled to arrive the week of May 19th. The department continues to prepare for their arrival.
- Ladder 1 is currently out of service.
- Staff attended a regional mass casualty planning meeting. An update Upper Valley plan will be completed soon.
- The department washer/extractor has been moved to its new location. This was accomplished to limit the exposure to personnel from contaminated materials.
- Attended the Town Safety & Wellness meeting.
- Chief Cooney and Chief Kasten met with Stephanie Thompson a Public Health Analyst with the High Intensity Drug Trafficking Area to discuss Hartford's programs.
- Shift have begun the process of testing our dry hydrants throughout the community.
- Shifts provided ride a longs to EMT students and high school students.
- Conducted car seat safety inspections.
- The department responded to 89 calls for service during this period.

- Incident log for this period:

Alarm Date	Street	Situation Found
4/21/2019 13:30	VA CUTOFF RD	Service Call, other
4/21/2019 15:50	MERRIMAC CIR	EMS call, excluding vehicle accident with injury
4/21/2019 15:56	HEATHER DR	EMS call, excluding vehicle accident with injury
4/21/2019 19:16	HARTFORD AVE	EMS call, excluding vehicle accident with injury
4/21/2019 19:20	QUECHEE MAIN ST	Medical assist, assist EMS crew

4/21/2019 20:29	WAYS WAY	EMS call, excluding vehicle accident with injury
4/21/2019 23:16	SPRING CIR	Medical assist, assist EMS crew
4/22/2019 4:11	VT ROUTE 14	Medical assist, assist EMS crew
4/22/2019 11:40	TEMPLETON AVE	EMS call, excluding vehicle accident with injury
4/22/2019 11:51	VA CUTOFF RD	Medical assist, assist EMS crew
4/22/2019 12:20	JERICHO ST / DOTHAN	Good intent call, other
4/22/2019 16:49	BARRISTER DR	Medical assist, assist EMS crew
4/22/2019 18:32	OLD RIVER RD	EMS call, excluding vehicle accident with injury
4/22/2019 19:37	VT ROUTE 14	EMS call, excluding vehicle accident with injury
4/22/2019 20:04	OVERLOOK DR	EMS call, excluding vehicle accident with injury
4/22/2019 20:19	HEATHER DR	EMS call, excluding vehicle accident with injury
4/22/2019 20:42	OLD RIVER RD	Special type of incident, other
4/23/2019 1:26	US ROUTE 5	Medical assist, assist EMS crew
4/23/2019 9:16	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
4/23/2019 13:07	MANNING DR	EMS call, excluding vehicle accident with injury
4/23/2019 23:09	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
4/24/2019 0:24	BRIDGE ST	EMS call, excluding vehicle accident with injury
4/24/2019 16:40	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
4/24/2019 19:09	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
4/24/2019 19:44	WILDLIFE RD	EMS call, excluding vehicle accident with injury
4/24/2019 21:34	MAPLE ST	Motor vehicle accident with no injuries.
4/25/2019 4:25	HARTFORD AVE	EMS call, excluding vehicle accident with injury
4/25/2019 9:52	HIGHLAND AVE	Public service
4/25/2019 12:32	HIGHLAND AVE	Public service
4/25/2019 16:04	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
4/25/2019 22:35	WOODSTOCK RD	Called Paramedic Intercept.
4/25/2019 22:37	HARTFORD AVE	Medical assist, assist EMS crew
4/26/2019 1:07	HARTFORD AVE	Medical assist, assist EMS crew
4/26/2019 7:15	HARTFORD AVE	Medical assist, assist EMS crew
4/26/2019 7:35	HOLLOW DR	Medical assist, assist EMS crew
4/26/2019 7:46	HILLSIDE RD	EMS call, excluding vehicle accident with injury
4/26/2019 10:10	CURRIER ST	EMS call, excluding vehicle accident with injury
4/26/2019 12:51	MAXFIELD LN	Medical assist, assist EMS crew
4/26/2019 17:27	LARCH LN	Medical assist, assist EMS crew
4/26/2019 18:56	MAXFIELD LN	Medical assist, assist EMS crew
4/26/2019 19:54	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
4/26/2019 22:17	DEPOT ST	Sprinkler activation due to malfunction
4/27/2019 1:49	GATES ST	Medical assist, assist EMS crew
4/27/2019 11:23	CONNECTICUT RIVER RD	Power line down
4/27/2019 18:07	BRIDGE ST	EMS call, excluding vehicle accident with injury
4/27/2019 21:12	S MAIN ST	EMS call, excluding vehicle accident with injury
4/27/2019 21:36	SARGENT ST	EMS call, excluding vehicle accident with injury
4/28/2019 1:47	ARBORETUM LN	Alarm system activation, no fire - unintentional

4/28/2019 5:05	BLAKE DR	Medical assist, assist EMS crew
4/28/2019 17:43	TUCKER HILL RD	Cover assignment, standby, moveup
4/28/2019 22:57	HIGHLAND AVE	Carbon monoxide incident
4/29/2019 7:02	TURKEY TROT LN	EMS call, excluding vehicle accident with injury
4/29/2019 16:39	S MAIN ST	EMS call, excluding vehicle accident with injury
4/29/2019 17:53	NEAL RD	Smoke scare, odor of smoke
4/29/2019 23:37	BALLARDVALE DR	Assist police or other governmental agency
	HARTFORD AVE #BLDG 39-41	
4/30/2019 9:47	41	Carbon monoxide detector activation, no CO
4/30/2019 13:29	US RT 5	EMS call, excluding vehicle accident with injury
4/30/2019 14:47	PASSUMPSIC AVE	EMS call, excluding vehicle accident with injury
4/30/2019 17:14	PROSPECT ST	EMS call, excluding vehicle accident with injury
5/1/2019 9:18	S MAIN ST	EMS call, excluding vehicle accident with injury
5/1/2019 12:23	S MAIN ST	Removal of victim(s) from stalled elevator
5/1/2019 14:30	S MAIN ST	Removal of victim(s) from stalled elevator
5/2/2019 7:58	B 39 VETERANS DR	Detector activation, no fire - unintentional
5/2/2019 12:51	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
5/2/2019 12:59	DODY LN	Special type of incident, other
5/2/2019 13:33	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
5/2/2019 15:09	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
5/2/2019 15:15	S MAIN ST	EMS call, excluding vehicle accident with injury
5/2/2019 20:18	JERICHO ST	EMS call, excluding vehicle accident with injury
5/3/2019 10:21	NATURES WAY	Service Call, other
5/3/2019 11:12	S MAIN ST	EMS call, excluding vehicle accident with injury
5/3/2019 11:53	MAPLE ST	EMS call, excluding vehicle accident with injury
5/3/2019 13:45	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
5/4/2019 9:47	OZZY LN	Medical assist, assist EMS crew
5/4/2019 10:51	VILLAGE GRN	Motor vehicle accident with injuries
5/4/2019 17:49	CENTER OF TOWN RD	EMS call, excluding vehicle accident with injury
5/4/2019 18:00	N MAIN ST	Medical assist, assist EMS crew
5/4/2019 18:45	HARTFORD AVE	Medical assist, assist EMS crew
5/4/2019 21:43	S MAIN ST	EMS call, excluding vehicle accident with injury
5/4/2019 22:13	N MAIN ST	Medical assist, assist EMS crew
5/5/2019 0:39	W WOODSTOCK RD	Dispatched & canceled en route
5/5/2019 0:50	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
5/5/2019 4:54	VA CUTOFF RD	Medical assist, assist EMS crew
5/5/2019 5:18	HARVEST LN	EMS call, excluding vehicle accident with injury
5/5/2019 8:25	BRIDGE ST	EMS call, excluding vehicle accident with injury
5/5/2019 19:38	QUECHEE W HARTFORD RD	Medical assist, assist EMS crew
5/5/2019 21:42	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
5/5/2019 22:47	CASCADNAC AVE	HazMat release investigation w/no HazMat
5/6/2019 5:59	S MAIN ST	EMS call, excluding vehicle accident with injury

Information Technology:

- Updated Network Map
- Participated in initial walk-through of fiber network. Meeting next week with Firstlight engineers to outline current network and look for room for improvement
- Continued work with VLS tech to install IP Link boxes at Radio Tower. Still some network configuration to work through before completed
- Met with IT from high school to help plan a more efficient way to have Public Safety employees access Hartford School cameras
- Helped coordinate install for trial MDT in police vehicle

Parks and Recreation:

Program Highlights

- The UVAC and Parks & Recreation Splash Night were held on April 26th. The special event was well attended with 85 youth participating.
- The Department is finalizing seasonal hires for the summer. Camp Ventures staffing is near complete and we are working with Human Resources on completing the onboarding protocols for the new hires. We have also provided an offer to a student from Plymouth State University to be our Summer Intern. We anticipate the seasonal internship to start the week of May 13th.
- Our youth baseball programs have begun and they have been fighting the wet weather to get onto the fields. We are hopeful for a break in the weather pattern soon.
- The Hartford Youth Lacrosse Program continues to play at Maxfield and Kilowatt South. They hosted a 12 team lacrosse tournament on May 4th at Maxfield.
- The Department will help host the Dirty 5K is Sunday, May 11th at 9:00am. The Dirty 5K is a kick off race for the WNHTRS Trail Running Series. Our Hurricane Hill Trail Run is part of the trail running series. All race organizers partake in the kickoff race. The start and finish is at the Ray School in Hanover. Hartford Parks & Recreation is responsible for the water stop.
- The Department continues to attend the weekly Covered Bridge Half Marathon meetings in Woodstock. We are meeting weekly until the race on June 2nd. The Department assists with the parking and signage on the roads
- Youth Karate continues on Monday and Wednesday from 5:00pm to 6:00pm.
- Indoor basketball programs continue. 50+ Open Basketball at Hartford Middle School from 7:00pm to 8:30pm on Wednesdays, 18+ Open Basketball continues at White

River Elementary School on Thursdays from 7:00pm to 9:00pm and 25+ Open Basketball continues at Hartford High School from 5:00pm to 7:00pm on Sundays.

- The Department Director assisted in the hiring process of a new Vermont Recreation & Park Association Executive Director. They hope to have the new Executive Director on board by July 1st. The current employee of VRPA will be retiring. The Vermont Recreation & Park Association serves many of the municipal operations throughout the state with educational workshops and community support within the profession.
- The Department met with Jack Spicer from the White River Community Garden. We are working with the committee in development of a gardening program for the neighboring community. This program will incorporate what currently has become a community based garden at Ratcliffe Park. The Department will be working on rules of use, plot assignments and will assist the group in development and operation of the garden space through a community recreation program.
- The Department Director is participating in the Town of Hartford ICS/NIMS (Incident Command System/National Incident Management System) training.
- The combined Red Sox Trip with Lebanon Park & Recreation is sold out. The trip is May 19th for an afternoon game.
- We are seeking volunteers for the Hurricane Hill Trail Run scheduled for July 20th.

Parks/Facilities

- With the assistance of DPW, the Department repaired the access to Dewey's Landing after the gravel path was washed out.
- Staff continues to be busy with spring opening duties at the parks. We anticipate full scale mowing in the parks to begin soon. We have mowed a couple of our facilities already due to the turf growth. A few sunny and warm days will put things into full growth. Quechee Falls Park is the only facility that remains closed. We anticipate working on opening and cleaning the park the week of May 6th.
- The baseball/softball fields at Maxfield have been extremely saturated. We just need a break from the rainy weather to let the water table subside. This past couple weeks, it appears we have had rain almost every day.
- The water line break at Quechee Falls Park is repaired and we will begin the cleanup of the park in preparation of its opening. The water mist continues to fall within the park area and deposits a tremendous amount of sediment but it is starting to clear up.
- The sign was installed at Quechee Falls Park. The new sign will be the upgraded design as we begin changing out our park signs as we replace them due to weather exposure as some of the sign are beginning to decay.
- The Tree Board held their Arbor Day Tree and Shrub Sale on May 4th 9am to noon at the Hartford Town Hall. Initial reports from their sale identified over 50 plants sold. There was a great turn out throughout the morning and they anticipate around \$700 in

profits. The Tree Board works with Northern Nursery to supply the plant and trees. In addition, they were able to sell several young trees that were planted at the Maxfield Tree Nursery.

- Parent Construction continues their work at the WABA facility. Portions of the concrete apron were poured and the new drain in the Zamboni room is near completion. It is anticipated that the floor tubing installation will begin within the next week. They will start with the warm floor installation first.
- The Nighthawks Concession and Press Box is moving along quickly. All of the frame structure is up. They anticipate having the addition to the facility completed by the beginning of the season.
- Department is adding two additional Pickleball Courts at Maxfield Tennis Courts. This will give us 4 courts on two tennis courts and allow for multi-use.
- The Department will be completing a spring fertilizer and weed treatment the week of May 6th. We posted all the parks affected and put a notice on our social media outlets.

Planning and Development

- Green Up Day – Coordinated another very successful annual May 4th Green-Up Day on May 4th with broad participation throughout the Town involving individuals, schools, organizations, businesses and families. A summary of all the results will be compiled over the next week and reported on the next Department highlights.
- Town Plan Update – Distributed public noticing and prepared information for the Selectboard May 7th informational meeting, and public hearings on May 21st and June 4th.
- Roof Solar System on Public Safety Garage Roof – Exploring hosting an array for Community solar for consideration by the Selectboard on May 21st.
- Town Electric Vehicle – Working with Climate Mayors on filing necessary documents for Selectboard approved lease.
- TIF Stormwater and Sewer Project – Worked with DPW and Finance to finalize application for South Main, North Main and Gates Streets Vermont Clean Water Revolving Loan Fund application. Prepared information for Selectboard review on May 7th.
- Electric Vehicle Charging Stations – Prepared and submitted grant application to install charging stations at the Wilder Park and Ride, and assisted the Upper Valley Aquatic Center on preparation and submittal of its application. Anticipate response on grant award in July.
- Police Department Ventilation System – Finalizing contract with consultant to design system and solicit bids for a portion of the building.
- The Village @ WRJ VCDP – Submitted quarterly progress report to the State.
- Sykes Mt Ave VCDP Housing Project – Submitted biannual progress report to the State.
- Bridge and Main VCDP Housing Project – Submitted Grant closeout report to the State.

- Hartford's Residential Weatherization Program – Provided assistance to 55 home owners requesting weatherization walkthroughs through the Button-up Program.
- Fiscal Year End – Provided information to Finance Department to initiate fiscal year closeout process.
- Development – The Zoning Board of Adjustments reviewed and approved a change of use for Hazen Street property to office and warehouse.
- Emergency Management Training – Attended first of three training sessions in preparation for the Fall statewide active training event.
- 132 South Main Street – Began working with the property owner on preliminary review of redevelopment plans for a mixed-use building on this vacant lot.
- Former Kibby Properties – Continued working with the property owner on the reuse and redevelopment of the properties.

Police:

- April 21st – Patrol officers charged a 33 year old Hartford Village woman with burglary in connection with the theft of a purse and other valuable taken from a room at the Shady Lawn Motel. The woman was released pending a hearing in District Court of Vermont.
- April 22nd – Patrol officers were dispatched to the Super 8 Motel along the 400 block of North Hartland Road for reports of an intoxicated, disorderly man. Police located a 56 year old man from White River Junction who was impaired. The man was cited for trespass as he'd refused to leave, and police arranged for his transport home.
- April 22nd – Patrol officers were dispatched to reports of a theft of construction material from a residential building site along the 100 block of Quechee West Hartford Road. The investigation continues.
- April 22nd – Patrol officers were dispatched to reports of shoplifting at a retail business along the 200 block of Maple Street. Following investigation, police cited a 19 year old Hartford woman for retail theft. The woman was released pending a hearing in the District Court of Vermont.
- April 23rd – Patrol officers were dispatched to reports of a dog bite resulting in minor injuries at a private residence along the 100 block of Hathaway Road. Quarantine protocols initiated, the investigation continues.
- April 23rd – Detectives presented information on commercial crime prevention to employees at Bar Harbor Bank in Quechee.
- April 23rd – Patrol officers were dispatched to a report of a residential burglary and the theft of cash and other valuables taken from a private residence along the unit block of Division Street. The investigation continues.
- April 24th – Patrol officers were dispatched to reports of a head-on motor vehicle collision in the intersection of Route 5 at Maple Street. No injuries were reported, although the crash resulted in significant disabling damage to the vehicles involved. The operators were cited and released accordingly.

- April 25th – Patrol officers were dispatched to reports of a theft of vehicle maintenance equipment taken from the yard at a private residence along the unit block of Merrimack Circle. The investigation continues.
- April 18th – The Police Chief participated in a strategic planning and Executive Board Training with HCRS at the Hotel Coolidge in downtown Whiter River Junctions.
- April 25th – Patrol officers assisted students and staff of the Dothan Brook School with traffic control during the Walk & Ride to School initiative along the Bike Path in Downtown Wilder.
- April 26th – Patrol officers were dispatched to a report of a residential burglary and the theft of valuables taken from a private residence along the unit block of Morrill Road. The investigation continues.
- April 26th – Police managers participated in Emergency Operations Center Training.
- April 27th – Patrol officers were dispatched to reports of a stolen motorcycle taken from the garage of a private residence along the 500 Block of Christian Street. The motorcycle has since been recovered, the investigation continues.
- April 27th – Patrol officers were dispatched to a report of a residential burglary and the theft of cash and other valuables taken from a private residence along the 100 block of Ravenswood Terrace. The investigation continues.
- April 27th – The Police Department was hosted by the West Harford Library for Coffee with a Cop, and a prescription drug collection for National Drug Take Back Day. Police collected approximately 16 ½ pounds of unused or expired medications.
- April 28th – Patrol officer assisted paramedics at a tenting site under the Route 5 Bridge over the White River with a man suffering a medical emergency. The man was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance. Patrol officers returned to the site later in the shift for a fight between campers, one of whom was bitten and injured during the altercation. That man was also taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance. The investigation continues.
- April 28th – Patrol officers, assisted by paramedics and detectives responded to a private residence the unit block of Sargent Street for a domestic altercation between the male homeowner and the 16 year old son of the man's dating partner. During the altercation, the man was cut with a small folding knife and was bleeding from a single puncture to his lower back. The man was treated and released from Dartmouth-Hitchcock Medical Center, his injuries were not life threatening. The juvenile was charged and later released to the custody of family by the court.
- April 29th – Patrol officers were dispatched to reports of a hit and run vehicle collision along the 100 block of South Main Street. The investigation continues.
- April 29th – May 3rd – Police officers participate in semi-annual firearms training and proficiency qualifications.
- April 30th – Patrol officers were dispatched to reports of a large, abandoned heating oil tank dumped in a parking are adjacent to the Chambers Trailer Park off of Sykes Mountain Avenue. The investigation continues.

- April 30th – Senior Patrol Officer Leombruno presented to students at the Ottaquechee School on Bullying and Harassment.
- April 30th – Patrol officers and Detectives responded to reports of an 85 year old Sharon woman who left home for an appointment at a Hartford business, but never arrived. With public assistance, the woman was located unharmed a short time later.
- May 2nd – The Police Department assisted Hartford High School Administrators with event management during the varsity baseball game at Maxfield Sports Complex.
- May 3rd – Patrol officers were dispatched to reports of family dispute involving an elderly woman and her adult granddaughter at the White River Inn and Suites along Ballardvale Drive. Mediation assistance provided.
- May 3rd – The Deputy Police Chief participated in the regular meeting of the Hartford Area Child Protection Team.
- May 3rd – The Police & Fire Chiefs met with health representatives to discuss local efforts regarding the opiate epidemic.

Public Works:

Highway

- The hiring and selection process for the highway vacancy. Jeffrey Roberts will be starting with us on Monday, May 13, 2019. We look forward to working with him.
- On Monday, April 15th, heavy rains and melting snow caused some flooding and washouts in several areas around town. Most of the damage to highway infrastructure was relatively minor and easily repaired. We are tracking expenses in case an emergency declaration is made. During the period of time covered by this report, the remaining repairs were made.
- The Highway crew actively checks on known 'problem' areas in their routes or resident complaints.
- The mud season is starting to 'dry up' and road postings have been officially removed. Some roads still have some muddy sections and we will continue to treat areas as needed.
- The Highway crew continues cleaning and organizing the equipment bays.
- The Highway crew has been very busy keeping the equipment maintained and ready for action. We are continuing to transition equipment to summer mode.
- Potholes continue to pop up as the frost comes out of the ground and runoff accumulates. We are actively chasing those.
- The Highway crew has been assisting the Fleet Mechanic as needed to repair a container from the Solid Waste facility.
- Our sweeper is currently out of service due to the failure of the hydraulic coupler. Our fleet mechanic is working diligently to assess the extent of the repair and provide a cost estimate. Due to the age of the sweeper, locating parts may be difficult.

- The highway division is engaged in routine spring operations such as grading and sign repair.
- Jean Tessier and Wes Shipley worked with Parks and Recreation to repair the boat landing at Dewey's Pond from the April 15th storm.
- 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 Water crew is continuing work on the O&M manual for the Quechee Well.
- 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 engineering consultant is getting bid documents together for the completion of the project.
- With the Project Manager, the water crew has been working with staff from the VA and consultants to ensure a seamless water supply while they rehabilitate their infrastructure. We don't anticipate any impacts to our system.
- The Water Crew is working on replacing a pump at the Sugar Hill Pump Station.
- The crew completed repairs to a fence that was damaged while removing snow from around a hydrant in Hemlock Ridge.
- The Water crew has diligently been working through a lot of final meter reads. We are working with Dillon Walsh to develop an online form for requesting final reads to streamline this process. We will do a public notification when that system is in place.
- As always, the water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.
- Evan worked with other team members to do an investigation and repair in the leach field at the Solid Waste facility.
- Members of the water crew are working on scanning old plans into our system.
- The Water crew is starting the annual hydrant testing.
- 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 (i.e. repairing plow damage to pump stations).
- The Wastewater crew has been routinely hauling bio-solids 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.
- Kurt and Kyle assisted Evan with work at the Solid Waste facility on their leach field.
- 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 actively monitoring and maintaining the sewer lines on Abbey Road to prevent back-ups.
- The Wastewater crew is working with the administrative team to better understand the infrastructure on Talbert Street after a recent back up. At this time, portions of the line have been tv'ed and the 'lost' manhole has been located and raised.
- The wastewater crew has been performing annual calibrations on equipment.
- The wastewater crew has jetted a few culverts for the highway division to improve flow or unblock them.
- The wastewater crew is working towards locating another 'lost' manhole on Gifford Street for proposed development there.
- The wastewater crew has performed several mark-outs.
- The wastewater crew dye tested 324 Highland Avenue and raised a manhole at that location.
- The Wastewater crew performed minor repairs to the Whitman Brook 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 working 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 continue to take 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. It looks like we will have two events available to Hartford residents (one in Hartford in the fall and one in Woodstock in June) that

we will pay a portion of. We will be working with the state to hopefully get a relaxation of the requirement this year.

- The Closed Landfill Recertification is completed and submitted. The State had some follow up questions which we are addressing.
- 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

- Interviews have been held for the Administrative Assistant position. We are working through the selection process at this time and look forward to having that position filled.
- Effective April 8th, water and sewer billing is being handled by the Finance Department. DPW and Finance is working to ensure a smooth transition by maintaining open lines of communication. We will continue to provide the physical meter reading, final meter reads, and other technical services.
- Jeremy Delisle met with State of Vermont and FEMA staff to continue closing out the July 1st storm.
- Hannah is working with VLCT to develop training for DPW supervisors in basic employment practices and human resource information. That training has been postponed and we do not have a schedule for that at this time.
- The VLCT came to provide us some training and clarity on workman's compensation audits. We were joined by two other departments and appreciate the assistance.
- The 'Yard Sale' project to sell unused items/damaged/obsolete items has been revived. Staff is developing an inventory, description of sale items, and a procedure. We recently met with Brannon and Gail to determine that our procedure is acceptable. 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. In April, a meeting was held with the developer to discuss a few items regarding that property.
- 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 (Waldorf School, Wilder School, Sykes Mountain Avenue dealerships, Currier Street, Twin Pines, and the Simpson Development).
- DPW staff has been working on the temporary expansion of the South Main Street Parking Lot! Two proposals have been received for the engineering work and we are reviewing them.

- 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. Brannon, Lori Hirschfield, Gail Ostrout and I have been working closely with the consultant and Revolving Loan team to secure funding for this project.
- Chris Holzwarth and Hannah met with Lori Hirschfield to figure out a path forward with the Currier Street project. There is still easement work to be done, some work to be completed as part of the first phase, and the remainder of the second phase. This may be a project we attempt to complete in-house in order to complete it in a timely manner.
- UVM Students are preparing their final reports and will be sharing them with the university staff in May. Brannon and Hannah will be attending the presentation.
- 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. The meeting will be held at the Comfort Inn on Ralph Lehman Drive at 6:00 pm on May 14th.
- VTrans will be attending a Selectboard meeting on May 7th to present alternatives for the VA Cutoff/Hartford Village Bridge. We are engaging in public outreach on this item.
- Paula Nulty continues to provide us with support on a variety of hiring and human resources items. We appreciate all of her assistance.
- Hannah is attending the ICS/EOC training with the other department heads.
- 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. We are working with VTrans to get grant extensions to cover that project extension and also ensure that all permitting is in place for construction.
- Hannah and Jeremy met with three residents on Pomfret Road to look at a washout and subsequent sediment deposit. The issue is entirely contained on private properties and not caused by stormwater under our responsibility. We did consult with the VLCT to confirm. We provided the residents with informational resources so that they can develop a solution.
- 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.

- DPW staff is working the Vermont Drinking Water Division to provide feedback and comments to changes they are making to their permitting processes.
- The following RFP's have been developed and posted:
 - Abbey Lane Sewer Line Engineering (update: proposals received and under review)
 - Maple Street Scour/Washout Construction (proposals received and being reviewed)
 - Wastewater Generators (update: proposals received and bid award made)
 - South Main Street Parking Lot (update: proposals received and under review)
 - Quechee Main Street Water Main Design (proposals received and currently being reviewed)
 - South and James Street Water Mains Design (proposals received and currently being reviewed)
 - Sidewalk Replacements (proposals received and currently being reviewed)
 - Line Striping (proposals received and currently being reviewed)
 - Paving/Chip Sealing (proposal being developed)

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