

**Town Of Hartford
Town Staff
Significant Activity Report, May 7 – May 21, 2019**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your consideration:

- Reviewed the list of individual Selectboard member’s priorities from the May 8 Strategic Priorities Workshop with Selectboard Chairman Dennis and Delia Clark. The next Workshop session is tomorrow night at 6pm at the Village of WRJ kitchen space on the third floor. The objective of this workshop is collectively prioritize the individual priorities into measurable objectives for the Town Manager and Selectboard.
- We received three proposals from the RFP for the Inclusivity & Equity Strategic Plan. I discussed the selection process with HCOREI on Wednesday. I suggested establishing a Review Panel to score the proposals and conduct the interviews. The panel would include at least the School Board Chair (or designee), Selectboard Chair (or designee), HCOREI Chair, School Superintendent and Town Manager. It could be expanded to ensure a better balance of race and gender representatives. Superintendent Tom DeBalsi said that he would discuss this with his Board at its meeting tomorrow (May 22). Panel interviews will be scheduled for mid-June. This should allow time to reach a consensus selection and recommendation before the end of June.
- Tom DeBalsi advised me that the School Board would like to schedule a joint meeting with Selectboard during the summer. Tom has suggested August 14. Either Simon or I can contact you to determine your availability and preferred alternate dates.
- Project engineers fielded questions from about 25 citizens at the Sykes Mountain Ave. Roundabouts Public Information meeting on Tuesday, May 14. The engineers displayed an animated view of cars, pedestrians and bikes from several perspectives traveling through the roundabouts at Rt. 5 and Ralph Lehman Dr. The engineers presented information on crash data and public safety justification

for the project. They also reviewed the project design, property impacts, detailed visuals of construction phasing and public outreach prior to and during construction. This \$3+ million project will begin next Spring and continue through the Fall of 2021. The Town's financial obligation is only for 6% of design; VTrans will pay 94% of design and 100% of the right-of-way acquisition and construction costs. The Town will front the costs and be reimbursed by the State. We will post the animated visual on the Town's website and social media as soon as they are available from the engineers. The visualization will help significantly to improve citizens' understanding of the design and how to navigate the roundabouts.

- Lana and I worked with Tax Attorney Stephen Ankuda and to prepare the tax sale list for 2019. The list includes approximately 30 properties with delinquent taxes of at least two years. The final list of properties on the sale will be significantly reduced following the issuance of the notice letters and payment plans.

DEPARTMENT HIGHLIGHTS

Assessor:

- Continued Homestead Declaration updates
- Updated veterans exemption status for qualified veterans
- Made appropriate corrections to Current Use properties and exemption
- Worked on proofing work done on building permits
- Wrapping up grand list, getting ready to import to NEMRC GL, preparatory to filing abstract
- At the Vision's conference, attended the training sessions regarding Report Writing & Sketch, Sales Analysis / Comp Sales, Appraisal, GIS and Admin Module related to our CAMA (computer assisted mass appraisal) system.

Clerk:

- Now that Spring has sprung, the Town Clerk's office has been processing an increased number of Marriage Licenses; Property Transfers/Recording and, Requests for Special Event/Catering Permits. Dogs licenses continue to trickle in after the calls made by HPD and the follow up letters from the Assistant Clerk.
- The Town Clerk participated, with the other Directors & staff, in the additional EOC Trainings on May 6th & 10th.
- The Board of Civil Authority held a meeting on Monday, May 10th to review the Voter Checklist for the purposes of sending Challenge Letters and Purging Voters on the Checklist per 17 V.S.A. 2150. Lisa is in the process of updating the checklist and sending challenge letters.
- The Clerk & Assistant Clerk attended a two-hour webinar on Tuesday, May 14th regarding the new law and procedures pertaining to changes related to Vital Records access (Death and Birth Records) effective July 1, 2019. Beth Hill covered the office.

- The Clerk will be participating in the 2019 Torch Run, Ride, Walk on June 6th.
- The Clerk will be out of the office on Friday, May 24th. The Clerk will be out of the office from Friday, June 7th-14th. Returning to the office on Monday, June 17th. Sherry will be covering the office.

Finance:

- Engaging Department Heads for FYE 2019 cycle
 - Fixed Asset
 - Encumbrance Requests
 - Internal Controls
- Continued Monthly Grant reviews & requisitions with staff
- Participated in Fire Accreditation review
- 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
- April Financials
 - Issuing Financials week of May 21st

Fire:

- Attended training with Department Heads on Emergency Operations Center and Incident Command integration. This 3 class series was instructed by Vermont Emergency Management.
- Chief Cooney and Chief Kasten had a conference call with Regional Director John McGough with the US Department of Health and Human Services. Discussion focused on Hartford's response to the Opioid Crisis and what assistance was available.
- Command Staff attended the monthly Officer's Meeting. Jason Czora was introduced as the new Assistant Fire Chief. Jason recently retired from the Buffalo NY Fire Department after serving 22 years most recently as Captain. Jason is scheduled to start in Hartford after July 1st.
- Bid opening for the new ambulance was held on May 10th. The department received 5 bids.
- On 5/11/19 the department responded to a building fire at 4536 Quechee West Hartford Rd. Fire was located in a second floor bedroom. Prior to the arrival of the fire department the fire was held in check by a member of the family applying water with a garden hose through the bedroom window. Crews extinguished the remaining fire shortly after arriving. The cause of the fire is currently under investigation and not suspicious.
- On May 14th and 15th the department interviewed 17 candidates for the three firefighter positions beginning July 1st. The panel recommended 5 candidates move to the next phase of the selection process.
- Attended a meeting on the Quechee Balloon Festival.
- Attended the HCC Board meeting.
- Attended a meeting with Emergency Management to discuss Hartford's role in the Statewide emergency exercise scheduled for this fall.
- Fire Prevention completed 36 inspections during this period.
- The transmission was replaced in Ambulance 2 after numerous mechanical issues.
- Shifts conducted Fire Drills
- Shifts provided Public Education at White River School
- Conducted ride a longs for EMT students and Hartford High School students.
- The department responded to 87 calls for service during this period:

Alarm Date	Street	Situation Found
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
5/6/2019 10:58	HANOVER ST	EMS call, excluding vehicle accident with injury
5/6/2019 12:20	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
5/6/2019 15:49	BALLARDVALE / N HARTLAND RD	Motor vehicle accident with no injuries.
5/7/2019 1:36	KINGS HWY	EMS call, excluding vehicle accident with injury
5/7/2019 3:20	HOLIDAY DR	Smoke detector activation, no fire - unintentional
5/7/2019 10:09	CANDLELIGHT TER	Medical assist, assist EMS crew
5/7/2019 10:12	CURRIER ST	False alarm or false call, other
5/7/2019 10:52	SUMMER ST	Smoke detector activation due to malfunction
5/7/2019 12:19	CANDLELIGHT TER	EMS call, excluding vehicle accident with injury
5/7/2019 17:22	VA CUTOFF RD	Smoke scare, odor of smoke
5/7/2019 19:31	OLCOTT DR	EMS call, excluding vehicle accident with injury
5/8/2019 9:03	HARTFORD AVE	EMS call, excluding vehicle accident with injury
5/8/2019 9:15	HARTFORD AVE	EMS call, excluding vehicle accident with injury
5/8/2019 15:20	VA CUTOFF RD	Medical assist, assist EMS crew
5/8/2019 15:55	HARTLAND HILL RD	Building fire
5/8/2019 16:10	MAPLE ST	EMS call, excluding vehicle accident with injury
5/9/2019 0:50	INTERSTATE 89 N	Motor vehicle accident with no injuries.
5/9/2019 2:27	CAMPBELL ST	EMS call, excluding vehicle accident with injury
5/9/2019 18:08	HUGHES DR	EMS call, excluding vehicle accident with injury
5/10/2019 11:28	MAGNOLIA CIR	Medical assist, assist EMS crew
5/10/2019 12:14	IRIS WAY	EMS call, excluding vehicle accident with injury
5/11/2019 0:59	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
5/11/2019 15:22	FAIRVIEW TER	Water problem, other
5/11/2019 17:43	QUECHEE W HARTFORD RD	Building fire
5/12/2019 10:10	HOLIDAY DR	Medical assist, assist EMS crew
5/12/2019 11:12	HARTFORD AVE	EMS call, excluding vehicle accident with injury
5/12/2019 14:50	FROST PARK	EMS call, excluding vehicle accident with injury
5/13/2019 3:13	N HARTLAND RD	EMS call, excluding vehicle accident with injury
5/13/2019 4:57	NORWICH AVE	EMS call, excluding vehicle accident with injury
5/13/2019 5:27	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
5/13/2019 9:33	DAWN DR	EMS call, excluding vehicle accident with injury
5/13/2019 14:24	FERN ST	EMS call, excluding vehicle accident with injury
5/13/2019 15:36	COUNTRY LN	Medical assist, assist EMS crew
5/13/2019 16:56	MAPLE ST	EMS call, excluding vehicle accident with injury
5/13/2019 19:03	CHRISTIAN ST	Smoke detector activation due to malfunction
5/13/2019 19:05	ALBERT ST	EMS call, excluding vehicle accident with injury
5/13/2019 21:49	MAPLE ST	EMS call, excluding vehicle accident with injury
5/13/2019 22:15	B 2 PATRIOT DR	Smoke detector activation, no fire - unintentional
5/13/2019 22:44	BAXTER MOUNTAIN RD	Called Paramedic Intercept.
5/14/2019 3:54	LOWER HYDE PARK	Medical assist, assist EMS crew
5/14/2019 7:41	QUECHEE W HARTFORD RD	Special type of incident, other

5/14/2019 7:50	QUECHEE W HARTFORD RD	EMS call, excluding vehicle accident with injury
5/14/2019 9:02	DEWITT DR	False alarm or false call, other
5/14/2019 14:05	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
5/14/2019 14:45	NATURES WAY	EMS call, excluding vehicle accident with injury
5/14/2019 17:04	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
5/15/2019 2:31	HARTFORD AVE	EMS call, excluding vehicle accident with injury
5/15/2019 3:19	OLCOTT DR	No incident found on arrival at dispatch address
5/15/2019 3:54	MAPLE ST	EMS call, excluding vehicle accident with injury
5/15/2019 10:27	OLD QUECHEE RD	Smoke detector activation, no fire - unintentional
5/15/2019 11:12	FERRY BOAT XING	EMS call, excluding vehicle accident with injury
5/15/2019 11:44	B 31 VETERANS DR	EMS call, excluding vehicle accident with injury
5/15/2019 13:10	CURTIS HOLLOW RD	EMS call, excluding vehicle accident with injury
5/15/2019 16:12	SKYLINE WAY	EMS call, excluding vehicle accident with injury
5/15/2019 18:47	HANOVER ST	EMS call, excluding vehicle accident with injury
5/16/2019 15:30	B 1 VETERANS DR	EMS call, excluding vehicle accident with injury
5/16/2019 19:57	HANOVER ST	EMS call, excluding vehicle accident with injury
5/17/2019 6:50	AIRPORT RD	Motor vehicle accident with no injuries.
5/17/2019 8:40	HIGHLAND AVE	Public service
5/17/2019 14:51	FARMVU DR	Public service
5/17/2019 16:33	COUNTY RD	EMS call, excluding vehicle accident with injury
5/17/2019 18:39	CURRIER ST	EMS call, excluding vehicle accident with injury
5/17/2019 19:24	INTERSTATE 91 S	Steam, other gas mistaken for smoke, other
5/18/2019 10:49	N HARTLAND RD	Smoke detector activation, no fire - unintentional
5/18/2019 11:32	RUSTIC RD	EMS call, excluding vehicle accident with injury
5/18/2019 12:22	N HARTLAND RD	Medical assist, assist EMS crew
5/18/2019 20:03	CONNECTICUT RIVER RD	Carbon monoxide detector activation, no CO
5/18/2019 20:41	QUECHEE GORGE	EMS call, excluding vehicle accident with injury
5/19/2019 5:38	MAPLE ST	EMS call, excluding vehicle accident with injury
5/19/2019 9:51	HANOVER ST	EMS call, excluding vehicle accident with injury
5/19/2019 10:24	QUECHEE MAIN ST	EMS call, excluding vehicle accident with injury
5/19/2019 11:39	WOODSTOCK RD / RIVER	EMS call, excluding vehicle accident with injury
5/19/2019 12:06	QUECHEE GORGE	Motor vehicle accident with no injuries.
5/19/2019 17:46	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
5/19/2019 19:14	I 89 S MM10	Dispatched & canceled en route
5/19/2019 21:45	HIDDEN LN	EMS call, excluding vehicle accident with injury
5/20/2019 1:29	CHRISTIAN ST	EMS call, excluding vehicle accident with injury

Information Technology:

- Met with Firstlight Engineers to go over and evaluate current system architecture. Started plans to develop plans for replacement/upgrade.
- Installed two new computers for employees in town. Assisted in transferring files, printers, mapped drives, bookmarks, programs from old PC's.
- Installed new Town Treasurer signature in Munismart Finance software for A/P.
- Sent out instructions on School camera access for Dispatch/Police employees.
- Started plans for file server move in Town Hall.
- Began processing for new A/V vendor/roll-out.

Parks and Recreation:

Program Highlights

- Staff attended the Vermont Recreation and Park Association Spring Meeting at the Green Mountain Club Visitor's Center in Waterbury Center on Thursday, May 16th. Educational sessions included a discussion on working with and managing people with multiple generations and doing so effectively.
- The combined Red Sox Trip with Lebanon Park & Recreation is sold out. The trip is May 19th for an afternoon game.
- The Department continues to attend the weekly Covered Bridge Half Marathon meetings in Woodstock scheduled for June 2nd. The Department assists with the parking and signage on the roads.
- Sean Kenney started the week of May 13th as the Parks & Recreation Department Summer Intern. His first assignments will be working with the Covered Bridge Half Marathon and coordinating the Balloon Festival Parking scheduled for Father's Day Weekend.
- The Department held a 3-pitch minors baseball tournament at Maxfield on Saturday, May 11th. The tournament was for all the Upper Valley Recreation Association teams. The rain from the previous night made it uncertain if we would get the tournament games in. Staff worked the fields and added some conditioner which allowed for play.
- The Department helped host the Dirty 5K on 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 was at the Ray School in Hanover. Hartford Parks & Recreation is responsible for the water stop.
- Jay McDonough held Councilor In-Training (CIT) interviews over the past couple weeks. We are still looking to fill one position with the Ventures Camp.
- The Hartford Youth Lacrosse Program continues to play at Maxfield and Kilowatt South.

- 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.
- Department continued with the EOC training, participating with all Town Departments.

Parks/Facilities

- Quechee Falls Park was opened on Monday, May 6th. Park staff spent most the morning cleaning up the park. The mist from the spring weather leaves a pasty slime on the concrete surface. Now that the water has cleared we are able to clean the slime and the remainder of the park. We had the sloped areas of the garden mulched and it is looking quite nice for the season.
- Department met with Becker Arena and Athletic Director Jeff Moreno to finalize the layout and design of new dasher boards for WABA.
- Department met with a bleacher company to go over options for the replacement bleacher project at the arena.
- Parent Construction continues their work at the WABA facility. Preferred Mechanical will be on site the last week of May to begin installation of the warm floor loops.
- Kilowatt South Boat Launch is now open and the docks have been installed.
- Department completed the first round of fertilizer and a weed control in most of the parks the week on May 6th.
- We continue to receive complaints regarding dogs not being on a leash in the public parks. In particular at Watson Park where the Dog Park is located. Dog owners are letting their dogs run off leash on the playing field. As well, we have had the same issue at Kilowatt South where there is an off leash area located between Great River Hydro and the playing field. Dog owners are letting their dogs off leash on the playing fields and not picking up the dog waste. Parks & Recreation installed signage about leashing your dog and following the pathway from the parking lot to the off leash area. Obviously, some are not obeying the recommended rule of use. Knowing this, we have been working with the Police Department to serve notices to dog owners who are not obeying the leash law. The Parks & Recreation Department also designed a post card that staff can hand out to dog owners. We hope further education will have owners complying with the requirement to leash your dog within the parks unless otherwise noticed.
- Department met with Chris Tomberg from the State of Vermont, Storm Water Program at Maxfield . We discussed the parking area water retention areas for a potential

design that incorporates a stone base versus the wood mulch. In addition, we completed a site tour of our sports fields to discuss the sheet drainage design and determine what measure can be taken within the existing permit to improve our groundwater and surface water drainage in the spring. During this tour, it was identified that although we are paying the annual storm water permit fee, we are also obligated to hire an engineer every 5 years to complete a survey of the property to be sure the storm water treatment system is working according to the permitted plans. In addition, the State identified several areas of the storm water design that was not part of the original permit. Knowing this, we are contacting SVE who was the engineering firm to discuss what they signed off on and requesting a review of existing conditions.

- Department met with members of the Conservation Commission to discuss the Town Forest Recreation Plan and will assist with a committee to begin implementing the plan.
- We are working with Estes & Gallup who was the contractor that constructed the new wing at WABA. We have several areas of the siding that has touch up paint applied. This paint is fading and very noticeable. They will be on site to assess.
- The Nighthawks Concession and Press Box continues to move along quickly. It is anticipated they will have the structure completed by mid-June.
- Department added new signage at the tennis courts at the Maxfield Complex. With the added popularity of pickleball we have identified a need to schedule court use time, days and begin promotion of court use etiquette. The signs include rules of use for the courts.

Planning and Development

- Green Up Day – The numbers are in for the Town’s annual Green-Up Day held on May 4th: 331 volunteers; 3.14 tons or 6,270 pounds of volume collected; 17 tires collected (lowest number since tracking began in 2001); 680 bags used.
- Town Plan Update – Provided an overview of the Draft Plan with the Selectboard on May 7th. Staff researched, prepared and distributed responses to questions and suggestions made. Prepared materials and notices for the public hearings on May 21st and June 4th.
- Roof Solar System on Public Safety Garage Roof – Prepared information for May 21st Selectboard review of a Community Solar project on May 21st.
- TIF Stormwater and Sewer Project – Following Selectboard approval on May 7th, submitted Vermont Clean Water Revolving Loan Fund application for the South Main, North Main and Gates Streets project.
- Police Department Ventilation System – Consultant on board to assist with the development of an RPF to solicit contractors to install a system in a portion of the building.

- TIF Program Monitoring – Prepared for VT Economic Progress Council staff monitoring visit on May 9th.
- Fiscal Year End – Continued preparation of materials for year-end closeout.
- Development – Received and reviewed 5 development applications for Planning Commission and/or Zoning Board of Adjustment public hearings in June.
- South Main Street Parking Lot – Reviewed responses to an RFP for Engineering Services.
- Emergency Management Training – Attended 2nd and 3rd training sessions in preparation for the Fall statewide active training event.
- 132 South Main Street – Coordinated Design Review Committee and Town Departments meetings with Developer team for preliminary review of possible development on this site.
- Former Kibby Properties – Continued working with the property owner on the reuse and redevelopment of the properties.
- VTTrans Route 5 Traffic Management – This is a continuation of a VTTrans analysis started last year to address identified traffic issues along RT 5. Attended Alternatives review meeting.

Police:

- May 5th – Police charged 19 year old James Luce of Quechee with 1st Degree Aggravated Domestic Assault, Aggravated Assault, Reckless Endangerment, and Resisting Arrest overnight as a result of events that occurred at the residence located at 4536 Quechee West Hartford Road. Just before 7pm, patrol officers were dispatched to the home for a domestic assault where the suspect was alleged to have a shotgun in his possession. While enroute, officers from Hartford and the Lebanon, New Hampshire, Police Department encountered Luce armed with shotgun walking in the road near the residence. The man refused to comply with orders from the police officers but did not immediately threaten anyone with the shotgun. Shortly after, the man encountered Vermont State Police troopers who had responded to assist. The man again refused to comply with commands, and a state trooper fired at the suspect one time with a shotgun. The suspect continued to be non-compliant, and an electronic control device (Taser) was deployed to bring the man under control. The Vermont State Police Major Crimes Unit is continuing to investigate the events leading to the apprehension and arrest of James Luce.
- May 6th – Patrol officers were dispatched to reports from a passing Amtrak Train of a woman that appeared to be unconscious lying near the railroad tracks South of Nutt Lane. Responding officers located a 71 year old White River Junction woman, who reported having fallen while out walking along the tracks earlier the prior evening, and being unable to move as a result of the fall. Paramedics were

summoned to the scene and the woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.

- May 6th – Police managers participated in Emergency Operations Center Training.
- May 7th – Patrol officers were dispatched to reports of a theft of keys taken from an unlocked vehicle parked along the unit block of Colonial Drive. The investigation continues.
- May 7th – The Police Chief participated in the regular meeting of the Development Review Team.
- May 7th – The Police & Fire Chiefs participated in a telephone conference with regional health representatives to discuss local efforts regarding the opiate epidemic.
- May 8th – Police were dispatched to a private residence along the 100 block of Hollow Drive for a theft of several thousand dollars of firearms taken from a vehicle that had been left parked for several days while the owner traveled. All but one of those firearms were recovered that same day when Massachusetts State Police Troopers and investigators, and the Holyoke Police arrested 32 year old Timothy Keith of White River Junction and 33 year old Phillip Damone of Grantham, New Hampshire when the two attempted to exchange the firearms for drugs and cash. During their investigation, investigators learned that at least three other vehicles were entered along Hollow Drive.
- May 9th – Patrol officers participated in the Children’s Mental Health Awareness Cookout hosted by HCRS at Lyman Point Park. The Police Chief attended the HCRS Executive Board meeting hosted by the Kindle Farm School in Newfane, Vermont.
- May 10th – Patrol officers were summoned to a private residence along the 200 block of Fox Lane after the homeowner discovered that a turkey had entered the home through an open window while they were vacationing. The turkey, who was still in the home when police arrived, had damaged furniture and other valuables. Officers were able to coax the Turkey from the home.
- May 10th – Police managers participated in Emergency Operations Center Training.
- May 10th – Police managers participated in Route 5 Corridor Public Meeting hosted by VTrans at Town Hall.
- May 10th – Patrol officers arrested a 28 year old Lisbon, New Hampshire man for assault after responding to reports of an altercation at a business along VA Cutoff Road. Following investigation, police learned the man had struck and shattered

the a window of a tenants' vehicle, grabbing the tenant and threatening to strike her in the head. The man was charged with simple assault and related crimes.

- May 11th – Patrol officers assisted students and staff of Hartford High School with traffic control and event security during the lacrosse game.
- May 11th – Corporal Clifford and K-9 Dozer hosted a demonstration and discussion with area preschool children at Watson's Park.
- May 12th – 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 Sergeant Street. The investigation continues.
- May 13th – Patrol officers were dispatched to the Super 8 Motel along the 400 block of North Hartland Road for reports of a man in crisis. Police found the man partially clothed and intoxicated. Paramedics were summoned to assist and the man was taken by ambulance to the Veterans Administration Hospital.
- May 14th – Major Vail & Lieutenant Pedro participated in special event planning meetings for the annual Alumni Parade and Quechee Balloon Festival.
- May 15th – The Deputy Police Chief and Police Social Worker participated in the regular meeting of the Hartford Community Coalition.
- May 15th – Patrol officers located a runaway juvenile walking along the roadway in the Chambers Trailer Park after she was reported missing from her home in Enfield, New Hampshire.
- May 15th – Patrol officers and the Police Social Worker responded to reports of a juvenile in crisis who'd fled school and refused to come down after climbing a tree along the hundred block of Norwich Avenue. The student was located, and with the assistance of the Police Social Worker descended the tree and returned to school without further incident.
- May 16th – 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.
- May 16th – The Police Chief participated in a stakeholder outreach meeting hosted by Department for Children and Families (DCF) at their Prospect Street offices to discuss the changes in offenses for 18-19 year olds under Act 201, Juvenile Justice Reform.
- May 17th – The Police Chief partnered with Principal Fogg at Hartford High School in addressing prom goers on health and safety.

- May 17th – The Police Social Worker participated in the regular meeting of the Upper Valley Public Health Council.
- May 18th – Patrol officers were dispatched to reports of a man in crisis sitting atop the fence across the Quechee Gorge Bridge. Police found the man intoxicated and removed him from the fence with the assistance of two Vermont State Troopers and bystanders. Paramedics were summoned to assist and the man was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.

Public Works:

Highway

- 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.
- All roads are ‘unposted’.
- 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 grader has been making the rounds for the annual spring grading.
- 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.
- A culvert was replaced on Center of Town Road.
- A culvert was repaired on Christian Street.
- 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 repaired one the filters at the treatment plant.
- The Water Crew has been turning on seasonal accounts.
- The Water crew has been doing valve training.
- 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.
- Spring hydrant flushing is almost complete.
- As always, the water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.
- Members of the water crew are working on scanning old plans into our system.
- 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.
- The Wastewater crew has been verifying sewer services on Highland Avenue.
- The Wastewater crew has been inspecting manholes as needed.
- 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 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 has been assisting the Highway Department with flagging as needed.
- 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

- A continued reminder that, 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 is putting the finishing touches on the South Main Street Lot expansion! 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. On May 21, a Public Hearing will be held for the Finding of No Significant Impact.
- 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.
- Brannon and Hannah attended the final presentation of the UVM students' work in the Downtown Area. When the final report is available, it will be posted on the Town website. The students did great work and provided some low cost, easy to implement projects!
- The Sykes Mountain Avenue Roundabout Project is still in the ROW acquisition phase. Good progress has been made with some of the property owners that had been unresponsive until recently. The project team is currently continuing the development and review of the updated Traffic Management Plan. On May 14th, a public presentation was made which was very well attended. The presentation and visualizations will be available online shortly.
- On May 7, VTrans made a presentation to the Selectboard with a variety of options to take the VA Cutoff Bridge forward. During the meeting, the Selectboard tasked VTrans with doing more research around traffic patterns and other vehicle data in order to support the decision making process. We will continue to keep everyone updated as this project moves forward.

- Paula Nulty continues to provide us with support on a variety of hiring and human resources items. We appreciate all of her assistance.
- Hannah completed her ICS/EOC training.
- 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. At this time, the project is currently undergoing wetland delineation. There is also easement work and historic preservation work as well before construction can be initiated.
- We have recently been getting a lot of inquiries for repairs to driveway culverts. There are intricacies around the responsibility and ownership of them and we are working with the VLCT to clearly define them so we can respond appropriately and consistently.
- Hannah is closing out the West Hartford Library Project (leftover from TS Irene).
- We have secured a contractor to complete the installation of the railing on Bridge Street. We anticipate that will be completed in four weeks or so due to manufacturing.
- 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: recommending award on May 21)
 - Maple Street Scour/Washout Construction (recommending award on May 21)
 - Wastewater Generators (update: recommending award on May 21)
 - 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 (recommending award on May 21)
 - Line Striping (bid awarded to Markings, Inc. of Pembroke, MA)
 - Paving/Chip Sealing (proposal currently advertised)

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