

**Town Of Hartford
Town Staff
Significant Activity Report, June 4 – June 17, 2019**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your consideration:

- Worked with the Selectboard to prioritize the strategic priorities at its facilitated Workshop on June 11. The final list of objectives are categorized by the eight strategic vision areas, and then assigned to either the Selectboard (16) or Town Manager (24) for FY20 or FY21. Working with Delia Clark to prepare a final document for tracking progress through the next two fiscal years.
- Worked with the Inclusivity & Equity Strategic Plan Selection Committee to develop the interview questions for the consultants. The Committee interviewed the first of three consultants yesterday, July 17. The remaining two interviews are scheduled for Monday July 24.
- Worked with the Fire Chief and legal counsel to prepare the materials for the fact finding meeting with the IAFF Local 2905 on the new firefighters’ collective bargaining agreement.
- Met with members of the Norwich School Board at their request to hear their interest in constructing sanitary sewer facilities to connect Marion Cross Elementary School to the Hartford sewer system as one of their options for resolving a failed drainage field. All planning, design, construction and system capacity buy-in costs will be borne by the School. They are also weighing the options of repairing the drain field system in place and an alternate drain field site. Their goal is to have a recommended path for the 2020 Town Meeting.
- Attended a viewing of “Generation Zapped” on June 5 and follow up meeting with Simon Dennis and Cecelia Ducette, Fredericka Graham and Pat Fiske. This group is concerned with the health risks of wireless radiation from cell phones and digital devices, as well as the anticipated magnified risks from small-cell towers transmitting wireless 5G.

- Attended the Attorney General's forum on a Hate Free Vermont on June 13.
- Met with VFW leadership on the planned improvements for the completion of the Currier Street sidewalk, parking and streetscape improvements adjacent to their building.
- Town employees from all departments provided volunteer support for several special events over the last two weeks, including the Law Enforcement Torch Run for Special Olympics, Hartford Community Coalition Block Party, High School graduation and the Quechee Balloon Festival. It is a busy special event season, and Independence Day is right around the corner.

DEPARTMENT HIGHLIGHTS

Assessor:

- Preparing the grand list for posting the preliminary values with the town clerk
 - Reviewing all exemptions
 - Updating current use changes
 - Updating homestead/housesite changes
 - Reviewing value changes
 - Reviewing the sales
 - Performing quality checks on data between CAMA software and Grand List software, making necessary adjustments
- Inspecting and listing new and updated properties
- Assisting the public

Clerk:

The Town Clerk's Office has been busy with a variety of activities including:

- The Town Clerk's Office is gearing up for the implementation of the new State Vital Records protocol and Vital Records Issuance Management System (VRIMS) effective July 1, 2019. In April, the Clerks attended a webinar providing an overview of the system. Last week, the VT Agency of Human Services/Dept. of Health/Vital Records Division provided additional information including a VRIMS User Manual and an opportunity to use a TEST version of VRIMS prior to the official roll out. This is a significant change; the clerks will be navigating the TEST version to help ensure a smooth shift to the new system for us and the public.
- Lisa will be attending a workshop in Royalton on July 1, 2019 regarding the Statewide Voter Checklist (VEMS). The Clerk has been learning the system along the way but, this affords an opportunity for a solid overview of the functionality of the system to improve efficiency in advance of the 2020 elections.
- The Clerk was away from the office for a week on vacation. During the time, the Asst. Clerk covered the office during a busy time with the increased activity of early

summer including an increase in recording; processing and issuing marriage applications and licenses; handling the steady flow of people in and out of the office as well as, fielding a large volume of calls into the office. Many thanks to Sherry for her dedication and hard work.

- Also effective on July 1, 2019 is the new Vermont Recording Fee Schedule as passed by the legislature this past session. We have posted the new fee structure around the Clerk’s office and on the public bulletin board outside the Clerk’s office. The Clerk will have Dillon Walsh to post to the Clerk’s page on the Town Website. You can read the complete bill as passed on the Legislative website at <https://legislature.vermont.gov/Documents/2020/Docs/BILLS/H-0526/H-0526%20As%20Passed%20by%20Both%20House%20and%20Senate%20Official.pdf>
- The fees have been amended as follows:

Summary of Vermont Recording Fee Changes
Per H.526 (approved by VT Legislature 2019 session)

For Attorneys, Title Agents, Realtors, Researchers, Financial Institutions
32 V.S.A. §1671 **Effective: July 1, 2019**

	FORMER FEE	NEW FEE
Document recording fees *	\$10/page	\$15/page
PTTR (<i>Property transfer tax return</i>) recording fees	\$10/document	\$15/document
Survey plat recording fees	\$15/sheet	\$25/sheet
Certified copy of records (<i>no change</i>)	\$10/page	\$10/page
Examination of records (<i>time in vault</i>)	\$2/hour	\$4/hour

* Documents include all items recorded in the land records (deeds, mortgages, assignments, liens, releases, permits)

* Multiple assignments or releases included on one document are charged \$15/assignment or release.

Finance:

- Continued Monthly Grant reviews & requisitions with staff:
 - Recording of Receivables & Related Expenditures
- Continued Preparation for FYE 2019 Audit
 - Long Term & Current Debt Schedules
 - Accrued Interest Recording
 - Fixed Asset Schedule Entries

- Schedule of Expenditures of Federal Awards (SEFA) Preparation
- Open Purchase Order Review
- Encumbrance Request
- Setting up FYE 2020 in MuniSmart

Fire:

- Bids for the new ambulance were reviewed by staff. After a thorough review of bid specifications and a review of references the bid was awarded to Specialty Vehicles, Inc. for a 2019 F-550 Lifeline ambulance.
- Attended a stakeholders meeting with the Dept. of Health surveillance data project on substance abuse.
- Staff attended the Covered Bridges Half Marathon to provide medical coverage in the medical tent.
- Three new firefighters were given conditional letters of employment. They are completing background investigations and medical screening.
- A RFP has been distributed for a ladder truck. The bid calls for a ladder truck currently available or in production and are due back on July 1st.
- Held a staff meeting with the departments shift Captains.
- Members attended the HCC Block Party
- Members participated in the Law Enforcement Torch Run
- Shifts conducted fire drills in the community
- Shift attended a Bike and Car Seat safety event at the Dothan Brook School.
- Shifts attended end of year activities at the elementary schools.
- Shifts conducted hose testing and dry hydrant testing.
- Fire Investigators with the department attended the International Association of Arson Investigators training program.
- Two members of the department attended the IAFC Hazardous Materials conference in Baltimore, MD
- During this period the department responded to 117 calls for service. In this fiscal year the department has responded to 2,223 calls for service. In the previous fiscal year we had responded to 2,085. This represents a 7 percent increase in calls from last year to date.
- Incident log for this period:
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Alarm Date	Street	Situation Found
6/2/2019 2:29	WENTWORTH WAY	Medical assist, assist EMS crew
6/2/2019 8:07	POLO FIELDS	Special type of incident, other
6/2/2019 10:02	WOODSTOCK RD	Called Paramedic Intercept.
6/2/2019 10:40	POLO FIELDS	EMS call, excluding vehicle accident with injury
6/2/2019 10:50	POLO FIELDS	EMS call, excluding vehicle accident with injury

6/2/2019 14:22	MAPLE ST	Medical assist, assist EMS crew
6/3/2019 3:13	BALLARDVALE DR	Medical assist, assist EMS crew
6/3/2019 9:21	DODY LN	Service Call, other
6/3/2019 13:05	DEMERS AVE	EMS call, excluding vehicle accident with injury
6/3/2019 13:28	LATHAM WORKS LN	Power line down
6/3/2019 22:33	TEMPLETON AVE	Medical assist, assist EMS crew
6/4/2019 0:55	CURRIER ST	EMS call, excluding vehicle accident with injury
6/4/2019 3:28	TIGERTOWN RD	Assist invalid
6/4/2019 7:26	HEMLOCK RIDGE DR	EMS call, excluding vehicle accident with injury
6/4/2019 7:52	BRIDGE ST	Medical assist, assist EMS crew
6/4/2019 8:50	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
6/4/2019 8:51	S MAIN ST	Medical assist, assist EMS crew
6/4/2019 10:55	HARTFORD AVE	Medical assist, assist EMS crew
6/4/2019 12:38	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
6/4/2019 22:44	TEMPLETON AVE	EMS call, excluding vehicle accident with injury
6/5/2019 0:06	TEMPLETON AVE	EMS call, excluding vehicle accident with injury
6/5/2019 13:05	SAWYER RD	EMS call, excluding vehicle accident with injury
6/5/2019 13:21	S MAIN ST	EMS call, excluding vehicle accident with injury
6/5/2019 13:27	CHRISTIAN ST / SUMMER ST	Motor vehicle/pedestrian accident (MV Ped)
6/5/2019 13:35	WILLOW CIR	EMS call, excluding vehicle accident with injury
6/5/2019 14:42	MECHANIC ST	Medical assist, assist EMS crew
6/5/2019 14:55	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
6/5/2019 16:15	MAPLE / PROSPECT	Motor vehicle accident with no injuries.
6/5/2019 19:23	I 91 S MM65	Motor vehicle accident with no injuries.
6/6/2019 0:03	I 91 S EXIT 12	Motor vehicle accident with no injuries.
6/6/2019 4:37	MILL RD	EMS call, excluding vehicle accident with injury
6/6/2019 6:58	MILL RD	EMS call, excluding vehicle accident with injury
6/6/2019 7:55	SYKES MOUNTAIN AVE	Assist police or other governmental agency
6/6/2019 8:30	CHRISTIAN ST	Assist police or other governmental agency
6/6/2019 12:30	CHRISTIAN ST	Assist police or other governmental agency
6/6/2019 13:03	S MAIN ST	EMS call, excluding vehicle accident with injury
6/6/2019 13:38	VERMONT DR	Authorized controlled burning
6/6/2019 14:04	HOLIDAY DR	Alarm system activation, no fire - unintentional
6/6/2019 15:55	MAXFIELD LN	Medical assist, assist EMS crew
6/6/2019 17:52	N MAIN ST	EMS call, excluding vehicle accident with injury
6/7/2019 6:24	N MAIN ST	Lock-out
6/7/2019 8:04	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
6/7/2019 8:07	PINE ST	EMS call, excluding vehicle accident with injury
6/7/2019 12:55	HOLIDAY DR	Service Call, other
6/7/2019 21:31	STATE ST	EMS call, excluding vehicle accident with injury
6/7/2019 22:37	SYKES MOUNTAIN AVE	Smoke or odor removal
6/8/2019 4:15	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
6/8/2019 15:15	INTERSTATE 89 N	Person in distress, other

6/8/2019 16:46	CHRISTIAN ST	Assist invalid
6/8/2019 18:36	WALNUT ST	Medical assist, assist EMS crew
6/8/2019 20:49	NUTT LN	Authorized controlled burning
6/8/2019 22:48	OZZY LN	EMS call, excluding vehicle accident with injury
6/9/2019 14:05	HARTFORD AVE	EMS call, excluding vehicle accident with injury
6/9/2019 14:31	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
6/9/2019 15:25	S MAIN ST	Steam, vapor, fog or dust thought to be smoke
6/9/2019 19:36	BUGBEE ST	Assist police or other governmental agency
6/9/2019 19:56	POMFRET RD	Unauthorized burning
6/9/2019 21:12	S MAIN ST	Rescue, EMS incident, other
6/9/2019 21:28	CLAY HILL RD	Medical assist, assist EMS crew
6/9/2019 23:05	MECHANIC ST	Fire, other
6/9/2019 23:55	JERICO ST	EMS call, excluding vehicle accident with injury
6/10/2019 7:12	HOLLOW DR	Medical assist, assist EMS crew
6/10/2019 10:12	PROSPECT ST	EMS call, excluding vehicle accident with injury
6/10/2019 10:40	WILLARD RD	EMS call, excluding vehicle accident with injury
6/10/2019 15:10	DEWITT DR	Medical assist, assist EMS crew
6/10/2019 16:35	WILDLIFE RD	EMS call, excluding vehicle accident with injury
6/10/2019 22:05	I 91 N MM70	Motor vehicle accident with injuries
6/11/2019 4:42	B 1 VETERANS DR	Smoke detector activation due to malfunction
6/11/2019 8:22	BESWICK DR	EMS call, excluding vehicle accident with injury
6/11/2019 8:27	WOODSTOCK RD	Power line down
6/11/2019 11:26	SYKES MOUNTAIN AVE	Medical assist, assist EMS crew
6/11/2019 11:43	CURRIER ST	EMS call, excluding vehicle accident with injury
6/11/2019 12:57	ARBORETUM LN	EMS call, excluding vehicle accident with injury
6/11/2019 15:42	JASMIN LN	EMS call, excluding vehicle accident with injury
6/11/2019 16:30	DYER RD	Called Paramedic Intercept.
6/11/2019 18:06	QUECHEE W HARTFORD RD	EMS call, excluding vehicle accident with injury
6/11/2019 19:10	N HARTLAND RD	Medical assist, assist EMS crew
6/11/2019 21:41	S MAIN ST	Medical assist, assist EMS crew
6/11/2019 23:28	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
6/12/2019 10:33	VT ROUTE 14	HazMat release investigation w/no HazMat
6/12/2019 11:16	W GILSON AVE	Authorized controlled burning
6/12/2019 13:00	TWILIGHT CT	EMS call, excluding vehicle accident with injury
6/12/2019 14:46	MAPLE ST	EMS call, excluding vehicle accident with injury
6/12/2019 16:24	BRIDGE ST	Special type of incident, other
6/12/2019 16:56	QUECHEE MAIN ST	Smoke scare, odor of smoke
6/12/2019 18:07	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
6/12/2019 18:43	HARTFORD AVE	Smoke detector activation due to malfunction
6/12/2019 18:44	HARTFORD AVE	EMS call, excluding vehicle accident with injury
6/12/2019 21:26	HAZEN ST	Public service assistance, other
6/13/2019 3:32	HARTFORD AVE	EMS call, excluding vehicle accident with injury
6/13/2019 6:05	QUECHEE MAIN ST	Good intent call, other

6/13/2019 10:31	WILLOW CIR	EMS call, excluding vehicle accident with injury
6/13/2019 12:31	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
6/13/2019 12:32	PROSPECT ST	Dumpster or other outside trash receptacle fire
6/13/2019 13:12	HIGHLAND AVE	Public service
6/13/2019 17:15	S MAIN / GLEN RD	Medical assist, assist EMS crew
6/14/2019 3:53	FERRY BOAT XING	EMS call, excluding vehicle accident with injury
6/14/2019 14:51	VA CUTOFF RD	Medical assist, assist EMS crew
6/14/2019 17:19	HARTFORD AVE	EMS call, excluding vehicle accident with injury
6/14/2019 17:33	QUECHEE GREEN	Rescue or EMS standby
6/14/2019 18:24	CHAMBERS LN	EMS call, excluding vehicle accident with injury
6/14/2019 19:17	PARK VIEW WAY	Dispatched & canceled en route
6/14/2019 19:45	PARK VIEW WAY	Dispatched & canceled en route
6/14/2019 21:32	IRIS WAY	EMS call, excluding vehicle accident with injury
6/15/2019 5:31	VILLAGE GRN	Rescue or EMS standby
6/15/2019 9:44	S MAIN ST	EMS call, excluding vehicle accident with injury
6/15/2019 10:28	CHRISTIAN ST	Public service
6/15/2019 11:45	LESLIE DR	Public service
6/15/2019 12:30	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
6/15/2019 15:52	PARSONAGE RD	EMS call, excluding vehicle accident with injury
6/15/2019 16:30	MAPLE ST	EMS call, excluding vehicle accident with injury
6/15/2019 17:25	LANDS END	EMS call, excluding vehicle accident with injury
6/16/2019 5:34	VILLAGE GRN	Public service
6/16/2019 8:14	S MAIN ST	EMS call, excluding vehicle accident with injury
6/16/2019 10:10	WOODSTOCK RD	Medical assist, assist EMS crew
6/16/2019 15:17	PERKINS PL	Dispatched & canceled en route
6/16/2019 23:43	STERLING SPRINGS DR	Medical assist, assist EMS crew

Information Technology:

- Diagnosed and fixed errant paging errors occurring in public safety building
- Installed 2 new PC's in Planning Department
- Fixed Calendar Permission issue in Public Safety
- Worked with EGauge Reps to help get their device on network for remote monitoring for Planning Dept.
- Re-did PDF form for Town Clerk office with Town Seal
- Printed ID cards for all Camp Counselors

Parks and Recreation:

Program Highlights

- Our seasonal staff have been busy the past couple weeks with training for the upcoming Summer Camp Ventures. Camp Ventures begins June 17th and is held at the Hartford Memorial Middle School. 8 sessions are planned for this summer with all session being full with participants.
- Adult Coed Softball continues on Monday, Tuesday and Wednesday evenings at Ratcliff Park.
- Track & Field continues on Tuesday and Thursday, Ultimate Frisbee Drop in on Monday, Wednesday at Watson Park and Tuesday and Thursday permit with the Enough Monkeys Ultimate Frisbee at Watson.
- Hartford Women's Tennis continues at Maxfield with tennis on Monday and Wednesdays from 5:30pm to 8:00pm.
- Upper Valley Kickball continues at Clifford Park on Wednesday from 5pm to 8:30pm.
- The Department helped organize the HCC Block Party on June 12th. We also participated with a booth highlighting our summer programs. We gave out lanyards and stickers with our new logo. The Block Party was from 5pm to 8pm at Lyman Point Park. The event was free, showcases community resources within the Town along with free food provided by the Rotary Club and entertainment throughout the evening followed by the kick off of the summer concert series at 6:30. The nice weather brought out an anticipated 500+ members of the community.
- The Rusty Berrings Brass Band started off the 2019 Summer Concert Series. The concert was from 6:30pm to 8:00pm. 9 more concerts will continue the concert series line up throughout the summer. We rotate concerts with five concerts at Lyman Point and five concerts at Quechee Green. Next up will be Shrimptunes on June 19th at the Quechee Green. Cater Glass will be at Lyman Point Park on June 26th. David Keller will be at Quechee Green on July 3rd. Dave Clark & JunkeJoynt will be at Lyman Point on July 10th. Chad Hollister is at the Quechee Green on July 17th. Never Too Late performs at Lyman Point Park on July 24th. Grovesum will perform at the Quechee Green on July 31st. The Party Crashers will be on August 7th at Lyman Point and we will finish up the season with Gerry Grimo & The East Bay Jazz Ensemble on August 14^{at} at the Quechee Green.
- Spring Soccer for K-6 grade finished up on June 4th.
- Open Pickleball continues at Maxfield on Tuesdays and Thursdays from 6:00pm to 7:15pm.
- 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.

Parks/Facilities

- Nighthawks have started their season at the Maxfield Complex. Already, they have experienced a few rain outs due to the weather.
- The Robert Ammel Memorial Scholarship Fund event at Maxfield was held on Saturday, June 15th.
- Material has arrived at Maxfield for the infield reconditioning. 46 Tons of a new clay infield mix will be worked into the existing materials. We will also be adding approximately 60 tones warning track mix to both the baseball and softball field. The rehabilitation will continue through the season as the busy game schedule will make it difficult to complete projects. In addition to the field mixes we are adding a product to the turf that we hope will re-activate the previous fertilizer application. The heavy rains can often trap the fertilizer within the soils and reduce its effectiveness. The product will help stabilize the soils and release the material.
- The parks crew have been busy assisting with set up of the Covered Bridges Half Marathon that took place on Sunday June 2nd. Several days leading up to the CBHM the Department works to set up parking at the finish line area at the Polo Fields along with parking at the Quechee Antique Mall. In addition, the Department manages the no-parking signage and traffic signage for the pedestrian parking and access. A contribution to the Department is given each year to support the Parks & Recreation Department Programs.
- This past week, the Department worked to set up for the Quechee Balloon Festival. Our Department's collaborative responsibilities include installing barricades at the Quechee Green and setting up, managing the parking at the polo fields. The parking lot is then managed by the Department during the event on Friday night, all day Saturday and all day Sunday. The Department solicits volunteers to help with the parking detail and a suggested \$3 donation to park is assessed. All proceeds will go to the Brian Hanson Scholarship Program that was set up in support of Parks and Recreation Program for Hartford youth in need of support to participate in programs. Cleanup should be completed by end of the day on Monday; there maybe a few odds and ends to tie up Tuesday morning.
- Hendreson's will be removing the hazard tree at 628 Center of Town Road on Wednesday and will begin work at Kilowatt North Park on Friday.
- A large event at Maxfield planned for the weekend of June 21,22 and 23 has presented some concerns related to traffic on Route 5 and parking at the facility. The armory has graciously allowed us to utilize their space for parking. We will be mitigating the potential issue by setting up signage and other traffic controls on Route 5 and within the complex. We will be seeking a permit for Route 5 signage. The groups renting the space will be taking on the responsibility of event management. HPR will have staff on site for field prep and facility maintenance. Events include the Cal Ripken Regional Baseball Tournament, Twin State Baseball Classic and the Upper Valley Nighthawks.

Our real concern for parking and traffic is on Saturday where there will be overlap between the Cal Ripken Tournament and the Twin State Classic.

- All of our Seasonal Park Stewards are on board; David Dean, David Fitzgerald, James Mulhall, Grant Whiteway and John Kasten. With full staffing, we will be assigning more Stewards to the parks division to complete various deferred maintenance projects.
- Parent Construction continues their work at the WABA facility. The warm floor loop was installed a few weeks ago and the insulation later put into place. They will begin installing the cold floor loop once the mesh grating material arrives. The project continues to be on schedule.
- Department is awaiting a proposal from Hussey Bleacher Company for the replacement bleacher project. Hussey is part of Sourcewell Municipal Purchasing which provides full procurement and meets our purchasing policy guidelines.
- The Department will present an RFP for the Pool Design and Engineering. We are still on schedule to submit the RFP to vendors by the end of June.

Planning and Development

- Residential Energy Efficiency Outreach – Working with Hartford Energy buildings/renewables work group to assist Hemlock Ridge and Coach Road condo associations energy events.
- Community Solar - Exploring development of a workshop for Hartford condo associations on community solar. Targeting a late July date.
- Olcott Falls Mobil Home Energy Efficiency Pilot Project with Efficiency Vermont - Completed a summary report of the pilot project to inform future statewide mobile home park energy efficiency outreach campaigns.
- Resilience Hartford (the Community Resilience Organization of Hartford) – Preparing for and promoting June 27th workshop on vegetable gardening.
- Roof Solar System on Public Safety Garage Roof – The structural analysis of the roof completed and is sufficient for the solar panels; community solar agreement in process; and execution of lease agreement pending final electrical connection information and finalized panel layout plan.
- Police Department Ventilation System –Continues working with the consultant to design the system and prepare an RFP for contractor bids by the end of June.
- Fiscal Year End – Continued preparation of materials for year-end closeout.
- Development – Finalized Findings of Fact reports on development applications reviewed by the Zoning Board of Adjustments on June 5th and the Planning Commission on June 10th. Received three application on June 10th for the July meetings - setback waiver for a garage; minor subdivision to create one lot; application for light manufacturing and retail of CBD oil.

- Carpooling - Working with Hartford Energy Commission transportation work group and Vital Communities to develop an outreach plan for local businesses to encourage carpooling and other forms of alternative transportation.
- 132 South Main Street –Developer met with Town staff, Planning Commission and Design Review Committee to informally review an application to develop a 43,000+ sq. ft. building with mixed use. A second meeting with the DRC is scheduled for Thursday June 20th.
- Former Kibby Properties – Continued working with the property owner on the reuse and redevelopment of the properties.
- Lower Sykes Avenue Sidewalk/Bike Project – Working with contractor and VTrans to complete punch list items.
- Cemetery Research and Oral History Project – Reviewing draft report from consultant; promoting and preparing for community presentation meeting on the evening of June 19th.
- Hartford Hazard Mitigation Plan Update – Work continued on the update of the Plan. Received notice from the state that the Town received the FEMA grant to assist with the update.
- Currier Street Extension – Additional survey work completed. Continued working with DPW and adjacent property owners to coordinate completion of the street improvements.
- Hartford Community Coalition Block Party - Assembled materials for the Conservation Commission and Resilient Hartford exhibits for the June 12th event.
- Upper Sykes/North Hartland Sidewalk/Bike Project – Working with engineer and VTrans on finalizing the construction documents for bid solicitation by June 30, 2019.
- Town Hall Electrical Usage Management – Prepared summary of Town benefit of participating in an Efficiency VT and Green MT Power pilot project to identify the benefits of using new software to reduce electricity usage and costs during peak periods.

Police:

Please find the Police Department significant activity report for the week ending June 15th:

- June 3rd – Patrol officers arrested a 28 year old Hartford man for domestic assault and related charges after he struck and injured his dating partner and her acquaintance at a human service provider along the unit block of Maple Street. The man was held at Southern State Correctional Facility pending a hearing in the District Court.
- June 3rd – 7th – Sergeant Solomita and Detective Howell attended Death Investigators School hosted by the Vermont Police Academy.
- June 4th – Patrol officers responded to reports of an unconscious woman in the parking lot of the Super 8 Motel along North Hartland Road. First responders

found the woman intoxicated and in need of assistance. She was taken by ambulance to the Veteran's Administration Hospital.

- June 6th – Patrol officers investigated a single vehicle crash along Maple Street at the railroad underpass. The investigation continues.
- June 6th – The police department and area law enforcement officers were joined by Town of Hartford staff, school officials and businesses for the annual Law Enforcement Torch Run in support of Special Olympics of Vermont.
- June 7th – The police department assisted Hartford High School staff with traffic management during graduation ceremonies.
- June 11th – Patrol officers investigated a single vehicle motor vehicle collision along I-91 just past the exit 11 ramp. The driver, who appeared have had a medical emergency sustained non-life threatening injuries and was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- June 11th – Sergeant Ebbighausen and the Police Social Worker performed outreach with homeless persons tenting at several locations throughout Hartford.
- June 11th – The Police Social Worker and Chief attended the 99 Faces Mental Health and Criminal Justice Forum hosted by Dartmouth Hitchcock Medical Center.
- June 12th – Patrol officers were dispatched to an altercation at a human service provider along the unit block of Maple Street. Through investigation, police learned that a man was arguing loudly with his girlfriend and was asked to leave by staff. The man reportedly became angry and knocked the staff member to the ground before fleeing on foot. The investigation continues, charges are pending.
- June 12th – The police department participated in the Hartford Community Coalition's annual block party at Lyman Point Park.
- June 13th – Patrol officers were dispatched to the Greyhound Bus Station for a reported theft. A 70 year old woman from Boston, Massachusetts was cited for refusing to pay her fare after riding from Montpelier to White River Junction.
- June 13th – The police chief attended the Attorney General's Forum on Hate Crimes and Bias at Hartford High School.
- June 14th – Patrol officers were summoned to a private residence along the 100 block of Christian Street for damage to a window on the residence, and the rear window a car parked at the residence. Investigation revealed that unknown persons shattered the window with a small projectile, possible a pellet. The investigation continues.

- June 14th - 16th – The police department assisted in providing traffic control and event management during the annual Quechee Balloon Festival.
- June 15th – Patrol officers were dispatched to a private residence along the 100 block of Willow Circle for reports of a Honda Civic stolen from the residence. The investigation continues.

Public Works:

Highway

- A quick note that the grader is making the rounds and addressing roads, however we are behind our normal schedule from the April 15th storm recovery. The grader has completed the Jericho area and is now in Quechee. To catch up, we are working four ten hour days and one eight hour day.
- The Highway crew repaired a culvert on Orrizonto Road.
- 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.
- The Highway Crew is working closely with our Project Manager to make sure all of our State Stormwater Permits are in compliance.
- Our sweeper is currently out of service due to the failure of the hydraulic coupler. Our fleet mechanic has worked diligently to assess the extent of the repair, provide a cost estimate and get it promptly back in service.
- The Highway Crew assisted a contractor with traffic control, water and electric supply, to drill holes in the sidewalk for installation of the safety rail on Bridge Street.
- Highway crew has started roadside mowing.
- Members of the highway crew worked on the road patches at the Christian Street and Pleasant View Terrace water repairs.
- The highway crew installed the new flatbed body on H-11. This was a relatively low cost repair to extend the useful life of this essential vehicle to our department, which is entirely healthy, but needed a new bed.
- The highway division has been cleaning drainage ditches in the Center of Town Road area.
- A washout was repaired on Lantern Lane.
- The Highway crew is very thankful for the assistance from the other departments.
- We are working with Vermont Local Roads to organize training in grader operation for three members of our team. We are very appreciative of this free opportunity.
- Routine operations continue as always.

Water

- The Water crew continues to train their new employee.
- 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 second phase of the Wilder Well Project is currently out to bid (building and plumbing to connect to new well).
- 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 the pavement from the repairs done at Highland Avenue.
- 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. Rick Kenney has established a form for this.
- The Water Crew repaired a leak on Pleasant View Terrace and replaced 80 feet of 1" copper line.
- The Water Crew started lead and copper sampling in Quechee.
- As always, the water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.
- All members of the Water Department jumped on their bikes and joined the Torch Run!
- 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! Last week, the water crew gave a tour to Hartford High School Junior and Senior classes.

Wastewater

- The Wastewater crew continues to train new employees, including CDL training and wastewater classes.
- The Wastewater Department has been hauling grit to the Lebanon Landfill.
- The Abbey Lane sewer line was jetted (cleaned).
- The Wastewater crew at both plants is doing seasonal maintenance as needed (i.e. mowing lawns at 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 reviewed the list of violations identified by the VLCT several years ago, whose status of completion was unknown. The majority of the items had been completed and the remainder will be addressed this summer.
- 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.
- After a recent concern from a resident, the Solid Waste Crew has been tv'ing the sewer lines on Apple Lane to ensure that they aren't contributing to a small, nearby sinkhole.
- 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.
- There has been assisting the Highway Department with flagging as needed.
- The Wastewater Crew received a new silencer and blower for the Quechee Plant.
- The Wastewater Crew has been securing quotes for the Maple Street Pump Station repairs.
- As always our wastewater treatment facilities are open for tours. We encourage everyone to see what the Town of Hartford does to control pollution!

Fleet Maintenance

- The mechanic has swapped out tires on the ladder truck (cracked frame).
- The mechanic has ordered and received what we believe are all the necessary parts to repair the Johnson Sweeper.
- The mechanic continues to perform brake jobs, oil changes, and other services as needed.
- The mechanic installed a new mower head on the John Deere tractor.

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.
- Bob and Wanda will working with the GUVSWMD HHW Event in Woodstock on June 19th. This event is open to Town of Hartford residents.
- 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.
- Hannah has been working closely with Clean Harbors to establish a safe clean-up method for 63 Division Street. It is anticipated that will be addressed in the next two weeks.

Administrative

- Brittney Solomita joined our department today as our new Administrative Assistant. For the first time in over 11 months, our department is FULLY STAFFED. We look forward to a long career with Brittney!
- A HUGE thank you to all Public Works team members who participated in the annual Torch Run. It is a worthy cause full of heart and spirit and community that we look forward to supporting for years to come!
- 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 '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. 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 (Waldorf School, Wilder School, Sykes Mountain Avenue dealerships, Currier Street, Twin Pines, the Simpson Development, and 132 South Main).
- DPW staff has completed the South Main Street Lot expansion! Two proposals have been received for the engineering work and have been extensively reviewed. A recommendation to award that contract will be at the June 18th Selectboard meeting.
- 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.
- We are working through some issues with easements on the Currier Street project but are hopeful that we can bring that project to completion this season.
- 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. Unfortunately,

there are indications that ROW negotiations have stalled with one or more landowners. In order to maintain the current project schedule, the State of Vermont is indicating that the ROW may have to be completed through the condemnation process. An update will be provided to the Selectboard on June 18.

- VTrans has completed the Traffic Study requested by the Selectboard for the VA Cutoff Bridge. We will discuss with the board at the July 2 meeting.
- Paula Nulty continues to provide us with support on a variety of hiring and human resources items. We appreciate all of her assistance.
- DPW staff completed the pay scale updates.
- 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. The Stream Permit has been submitted and is currently under review.
- DPW staff is working to ensure that our permitting process (various items) are issued consistently.
- 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 were recently notified that there may be advanced deterioration of some support members of the bike path bridge in Wilder. A structural engineer has given the initial determination that it is entirely safe for pedestrian usage but will require some corrective action.
- 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: signing contract documents with Dufresne Group)
 - Maple Street Scour/Washout Construction (bid awarded to Nott's Excavating)
 - Wastewater Generators (bid awarded, contracts signed)
 - South Main Street Parking Lot (update: recommendation to award on June 18)
 - Quechee Main Street Water Main Design (recommending for award on June 18th)

- South and James Street Water Mains Design (recommending for award on July 2)
- Sidewalk Replacements (bid awarded to Nott's Excavating)
- Line Striping (bid awarded to Markings, Inc. of Pembroke, MA)
- Paving/Chip Sealing (recommendation to award on June 18th)

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