

**Town Of Hartford
Town Staff
Significant Activity Report, July 30 – August 12, 2019**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your consideration:

- Prepped final delinquent list (6 property owners) for July 15 Tax Sale.
- Worked with VTrans and Town Attorney to negotiate settlement offers on right-of-way acquisition for Sykes Mountain Ave. roundabouts. Two properties remain for the August 19 hearing (4pm site visit; 6pm Hearing); 13 of original 15 have been settled and acquired. One of the two does not fully understand the construction impact and has asked consideration to continue the hearing after August 19. Continuance dates for consideration are the week of September 29 – October 4.
- Attended Upper Valley “Core Four” municipalities’ meeting of chief elected officers and managers. We covered a range of topics for regional solutions, including homelessness, solid waste, CATV government programming and going to monthly meeting frequency.
- Approved the request from the Chair of the Norwich School Board to attend the September 10 Selectboard meeting to request consideration of extension of sanitary sewer to Marion Cross Elementary School.
- Met with representatives of VFW Post 2571, Northern Stage and Village at WRJ to finalize easement acquisition, parking configuration and traffic flow on the block of Currier Street between the Villages and the VFW. There are still a few unresolved issues.
- Prepped agenda for Joint School Board and Selectboard meeting on Wednesday, August 14 at 6pm.
- Met with Greater Upper Valley Regional Solid Waste District Director and Board members on history of district, assets, and future programming capacity.
- Met with Casella WRJ office General Manager on contract terms and cost savings for curbside recycling collection (expires 2021).
- Received notice from Blue Cross/Blue Shield of Vermont of estimated rate increase for 2020. The average increase in premiums is 12.4%. In recent plan years, Hartford’s rate

increases have been below the state average. At 12.4%, the cost impact of health insurance across all funds would total \$163,000 for the calendar year.

- Met with representatives from the Town of Woodstock requesting to use Hartford's sludge land application permits (in Hartland) for applications this Fall and next Spring while they sort out their own expired permits. The Town of Hartford maintains these land application permits as a back-up alternative to landfilling certified sludge at the Lebanon (NH) Solid Waste Facility, but has not land-applied in recent years. Tipping fees for processed sludge recently increased from \$68/ton to \$75/ton.

DEPARTMENT HIGHLIGHTS

Assessor:

- Continue to process Homestead Declarations and processing for tax re-billing
- preparing for BCA appeals
- preparing for State Hearing from 2017 GL
- preparing for Right of Way meetings
- inspecting properties building permits with zoning
- processing property transfer tax returns and deed changes from June/July
- continue to assist the public

Clerk:

- Voter Checklist Maintenance: We have received and processed 80+ voter registrations and/or address changes via the DMV and online registrations in the past two weeks. In addition, we have had several in office or mail in voter registrations to process. We also have purged a number of voters from the checklist after receiving a number of death notices; and responses to challenge letters sent after the BCA checklist review. We also completed our monthly review of the Property Tax Returns and sent challenge letters to those voters who appear to have moved.
- Tax Appeal Hearing Preparation: We are preparing for the upcoming Tax Appeal Hearing on August 22, 2019.
- Budget Planning: The Clerk is beginning to review and plan for the upcoming Budget season so, we can be prepared when the Select Board begins their Budget work for FY 2021.
- Day-to-Day Operations: The Clerk's office remains busy with the day-to-day activities handled within our office to include: processing Recording; selling & processing marriage licenses and dog licenses; issuing vehicle registration renewals; assisting with records research; and, fielding inquiries/calls for various town departments.

Finance:

- Participated in a TIF Meeting in Montpelier to review and discuss State Auditor Reviews
- Annual Asset forfeiture compliance reporting
- Completed and Submitted Annual Subrecipient Annual Report for the State of VT
- Continued Monthly Grant reviews & requisitions with staff:
 - Recording of Receivables & Related Expenditures
- 2020 Property Tax Bill Collection – completed entry of all hand written receipts
- Successfully setup 2020 Property Tax Bills in Finance Software
- Continued Bank Reconciliation of June 2019
- Participation in VTGFOA and NEGFOA for upcoming September training in Stowe
- Continued Preparation for FYE 2019 Audit
 - Long Term & Current Debt Schedules
 - Accrued Interest Recording
 - Fixed Asset Schedule Entries
 - SEFA Preparation
 - Open Purchase Order Review
 - Encumbrance Request
- Setting up FYE 2020 in MuniSmart
- 2019 Encumbrance preparation and review

Fire:

- We are still addressing the loaner Ladder Truck from Desorcie Emergency Products. Garth Brooks has been in almost daily contact regarding progress of acquiring parts needed for repairs.
- The vent pipe cap at Station 2 has rotted off, we are in the process of obtaining repair work.
- Shifts have attended UVAC summer camp activities
- Mike Bedard starts this week as our part-time Fire Marshall, we welcome him back.
- All shifts will be training in fire/ems operations this week.
- Asst. Chief Czora to meet with training Captains from Lebanon and Hanover Fire Departments to discuss a “regional” approach to technical rescue training.
- Car 2 will be going to Lebanon Ford for recall work Friday 16 August 2019.
- Confined Space training was conducted at VAMC with our auto-aid partners from Lebanon and Hanover this past week.
- Hartford Fire Department was approved for their accreditation during their hearing on 8/9/2019 with a unanimous vote.
- The department responded to a serious vehicle accident on the I-91S on 8/6/2019 requiring extrication and did a great job.

- The department responded to 87 calls for service and conducted 16 hours of in-house training.
- Incident Run Log Date Range: From 7/29/2019 to 8/11/2019:

<u>Date</u>	<u>Address</u>	<u>Type</u>	<u>Length</u>
07/29/2019 03:15	745 HARTFORD AVE	EMS call, excluding vehicle accident with injury	1.6
07/29/2019 09:52	34 BRICK HOUSE LN	EMS call, excluding vehicle accident with injury	1.4
07/29/2019 10:21	3268 QUECHEE MAIN ST	EMS call, excluding vehicle accident with injury	1.9
07/29/2019 13:18	812 VA CUTOFF RD	Medical assist, assist EMS crew	0.3
07/29/2019 19:07	45 SPRING CIR	False alarm or false call, other	0.5
07/29/2019 20:53	5813 WOODSTOCK RD	Medical assist, assist EMS crew	0.5
07/30/2019 03:09	112 S MAIN ST APT 8	Assist invalid	0.5
07/30/2019 04:42	193 CHESTER ARTHUR RD	EMS call, excluding vehicle accident with injury	0.9
07/30/2019 07:05	745 HARTFORD AVE	EMS call, excluding vehicle accident with injury	1.1
07/30/2019 11:58	I 89 S MM2	Motor vehicle accident with no injuries.	0.4
07/30/2019 15:44	9 NORWICH AVE	EMS call, excluding vehicle accident with injury	0.6
07/30/2019 17:17	223 B 1 VETERANS DR	System malfunction, other	0.3
07/31/2019 07:20	1 OLD QUECHEE RD	Lock-out	0.4
07/31/2019 13:13	102 BALLARDVALE DR	Medical assist, assist EMS crew	0.3
07/31/2019 17:57	42 MAPLE ST	Medical assist, assist EMS crew	0.4
07/31/2019 23:20	1299 VT ROUTE 14	Lock-in (if lock out , use 511)	0.8
08/01/2019 00:31	21 WALNUT ST	Outside rubbish, trash or waste fire	0.0
08/01/2019 00:48	111 LAKELAND DR #BLDG 2 UNIT	EMS call, excluding vehicle accident with injury	1.8
08/01/2019 15:10	6 SANCTUARY CIR	EMS call, excluding vehicle accident with injury	0.6
08/02/2019 06:19	45 HOLLOW DR APT	Police matter	1.1
08/02/2019 06:27	45 HOLLOW DR APT	EMS call, excluding vehicle accident with injury	1.4
08/02/2019 09:10	9 NORWICH AVE APT 7	EMS call, excluding vehicle accident with injury	1.7
08/02/2019 10:26	164 WOODSIDE CIR	EMS call, excluding vehicle accident with injury	1.8
08/02/2019 13:11	1108 QUECHEE HARTLAND RD	Medical assist, assist EMS crew	0.6
08/02/2019 13:45	100 ARBORETUM LN	Public service	0.4
08/02/2019 16:15	93 BESWICK DR	Smoke detector activation due to malfunction	0.3
08/02/2019 18:37	18 SYKES MOUNTAIN AVE	Medical assist, assist EMS crew	0.1
08/02/2019 19:39	WATERMAN HILL / QUECHEE	Motor vehicle accident with no injuries.	0.6
08/02/2019 20:39	37 WINTER ST	Medical assist, assist EMS crew	0.4
08/03/2019 00:21	919 MURPHYS RD	Smoke detector activation, no fire - unintentional	0.6
08/03/2019 00:29	77 CHRISTIAN ST 10	EMS call, excluding vehicle accident with injury	1.1
08/03/2019 01:56	129 S MAIN ST	Municipal alarm system, malicious false alarm	0.6
08/03/2019 06:27	184 SUGARHILL LN APT	EMS call, excluding vehicle accident with injury	0.5
08/03/2019 14:57	9 CANDLELIGHT TER	Medical assist, assist EMS crew	0.8
08/03/2019 15:27	55 CURTIS HOLLOW RD	EMS call, excluding vehicle accident with injury	1.9
08/03/2019 16:23	223 B 39 VETERANS DR	EMS call, excluding vehicle accident with injury	0.9
08/03/2019 18:03	768 OLD RIVER RD	EMS call, excluding vehicle accident with injury	1.6
08/03/2019 20:05	209 MAPLE ST	Arcing, shorted electrical equipment	0.2
08/03/2019 22:22	SCHOOL	Dispatched & canceled en route	0.2
08/04/2019 01:59	297 PASSUMPSIC AVE	EMS call, excluding vehicle accident with injury	1.1
08/04/2019 08:52	9 CANDLELIGHT TER	Medical assist, assist EMS crew	0.8
08/04/2019 09:45	647 BUGBEE ST APT	Assist invalid	0.4
08/04/2019 16:00	81 PASSUMPSIC AVE	Assist police or other governmental agency	0.3
08/04/2019 17:35	58 GILLETTE ST CO	detector activation due to malfunction	0.6
08/04/2019 18:59	10 WOOD CIR	EMS call, excluding vehicle accident with injury	1.6
08/04/2019 22:48	2820 CHRISTIAN ST	Smoke detector activation due to malfunction	0.5
08/05/2019 05:59	104 BARNES AVE APT 2	EMS call, excluding vehicle accident with injury	1.3
08/05/2019 07:00	316 RUSTIC RD	EMS call, excluding vehicle accident with injury	1.4
08/05/2019 08:56	250 PLAINFIELD RD	Medical assist, assist EMS crew	0.4

08/05/2019 14:46 197 NORWICH AVE EMS call, excluding vehicle accident with injury 0.5
 08/05/2019 19:03 9 CANDLELIGHT TER EMS call, excluding vehicle accident with injury 1.0
 08/05/2019 19:14 454 WOODSTOCK RD EMS call, excluding vehicle accident with injury 0.7
 08/05/2019 21:16 N MAIN / LANTERN LN Assist police or other governmental agency 0.3
 08/06/2019 05:11 84 JENNIFER LN EMS call, excluding vehicle accident with injury 1.6
 08/06/2019 05:58 42 IRIS WAY EMS call, excluding vehicle accident with injury 1.2
 08/06/2019 11:16 77 CHRISTIAN ST APT EMS call, excluding vehicle accident with injury 0.0
 08/06/2019 15:24 2680 HARTFORD AVE APT EMS call, excluding vehicle accident with injury 1.4
 08/06/2019 17:00 2300 CHRISTIAN ST Special type of incident, other 2.0
 08/06/2019 18:59 200 OLCOTT DR Medical assist, assist EMS crew 0.3
 08/06/2019 20:08 I 91 S MM69 Motor vehicle accident with injuries 1.7
 08/07/2019 11:53 QUECHEE MAIN ST / WATERMAN HILL Motor vehicle accident with no injuries. 0.8
 08/07/2019 13:33 95 TEMPLETON AVE APT Medical assist, assist EMS crew 1.6
 08/08/2019 03:56 80 SYKES MOUNTAIN AVE Gas leak (natural gas or LPG) 0.5
 08/08/2019 11:07 223 B 39 VETERANS DR EMS call, excluding vehicle accident with injury 1.6
 08/08/2019 13:19 125 LIBERTY LN EMS call, excluding vehicle accident with injury 1.9
 08/08/2019 15:35 ROUTE 14 Called Paramedic Intercept. 2.0
 08/08/2019 16:04 59 SPRING CIR Service Call, other 0.2
 08/08/2019 16:14 1501 INTERSTATE 91 SOUTH REST AREA Dispatched & canceled en route 0.1
 08/09/2019 09:46 58 BILLINGS FARM RD Public service assistance, other 0.6
 08/09/2019 10:20 5968 WOODSTOCK RD Motor vehicle accident with no injuries. 0.6
 08/09/2019 11:47 50 FLETCHER LN Smoke detector activation, no fire - unintentional 1.0
 08/09/2019 13:14 100 ARBORETUM LN Public service assistance, other 0.6
 08/09/2019 13:38 223 B 39 VETERANS DR EMS call, excluding vehicle accident with injury 1.4
 08/09/2019 13:56 I 91 N MM66 Motor vehicle accident with no injuries. 0.3
 08/09/2019 15:17 1686 HARTFORD AVE EMS call, excluding vehicle accident with injury 0.6
 08/09/2019 15:47 551 MAPLE ST 1 EMS call, excluding vehicle accident with injury 1.3
 08/09/2019 18:41 66 INTERSTATE 91 S Medical assist, assist EMS crew 0.4
 08/10/2019 05:51 2820 CHRISTIAN ST EMS call, excluding vehicle accident with injury 1.4
 08/10/2019 10:14 551 MAPLE ST APT1 EMS call, excluding vehicle accident with injury 1.4
 08/10/2019 16:10 QUECHEE GORGE Motor vehicle accident with no injuries. 0.8
 08/10/2019 19:43 485 CHANDLER RD EMS call, excluding vehicle accident with injury 1.3
 08/10/2019 19:44 506 DEWITT DR EMS call, excluding vehicle accident with injury 1.3
 08/10/2019 21:09 68 BULLARD ST EMS call, excluding vehicle accident with injury 1.4
 08/10/2019 22:00 2680 HARTFORD AVE EMS call, excluding vehicle accident with injury 1.6
 08/11/2019 08:59 41 CHURCH ST EMS call, excluding vehicle accident with injury 1.2
 08/11/2019 14:55 42 MAPLE ST Motor vehicle accident with no injuries. 0.3
 08/11/2019 19:14 227 LOWER HYDE PARK EMS call, excluding vehicle accident with injury 0.0

Information Technology:

- Troubleshoot ORI error for Spillman user in Dispatch
- Fixed Remoted Connection for Finance to Finance software
- Fixed memory leak in dispatch PC causing hard drive to become full
- removed tax message from phone system
- fixed fax line in Finance
- Fixed broken PD evidence printer
- Set up new PC for Sergeant in PD
- Updated/patched file server in PD to fix lag/latency issues

Parks and Recreation:

Program Highlights

- Hartford Performing Arts Camp was held the week of August 5th. The program had 88 participants registered. Hartford Performing Arts Camp was a week-long day camp for children entering grades 6 through 9 who have an interest and/or passion for the performing arts. Campers selected to participate in band and/or musical theater, as well as an arts elective; on Friday afternoon, the camp held a community performance. In addition, the camp held an HPAC Olympics. To play in the HPAC band, campers had to play a band instrument for at least one year.
- The last two weeks of Camp Ventures was a complete success with offsite trips to Storrs Pond, the Polar Caves and Maxfield. Week 7 had a special performance with Drumming About You and a Camp Talent Show. The last two Fridays included a fun day of water games and activities at Maxfield. 80 children were enrolled each week.
- Wicked Cool for Kids STEM Camp was held the week of July 29th through August 2nd. The program was Rocket Science. Participants were able to build and launch solid fuel rockets. In addition, all involved kept a Commander's Log and investigated the solar system, designed a satellite and built a space base for an astronaut. Participants also made galactic slime.
- Vloggin Video Camp was held the week of July 29th. The camp is a collaboration with CATV.
- The Department participated in the National Night Out on Tuesday, August 6th at the Dothan Brook School. Parks & Recreation had a table at the event with promotional materials for all our Fall Programs.
- SOLID Speed Agility and Conditioning Training began Thursday August 8th and will run through August 15th, 9:00am to 10:15am at Kilowatt. 28 participants are registered. The program is for participants between the ages of 5 to 18. The program is designed for participants to stay healthy, get faster, become more athletic and become a better teammate and lead. SOLID is committed to individual development through building a strong foundation through fitness. Coached by Spencer Brown who is a Strength & Conditioning Coach at the collegiate level.
- Grovesum performed a variety of Blues Rock and Funk on July 31st at the Quechee Green. The Party Crashers concert was cancelled due to the weather forecast. The last summer concert is scheduled for Wednesday, August 14th at Quechee Green with Gerry Grimo and the Eastbay Jazz Band.
- Karen McNall had a Card Making Class on Saturday, August 10th. The program was called Home Décor with the minimum of 5 participants in attendance.
- Summer Intern, Sean Kenney's last day will be August 16th. Sean has worked hard this summer taking part in all park and recreation operations. Sean will be returning to Plymouth State University.

- Parks & Recreation Staff, Volunteers, and Members of the Hanson Family along with PJ Skehan, from the Hartford Chamber of Commerce met at the Hartford Town Hall on August 9, 2019 to celebrate the contribution to the scholarship fund. A picture was taken and press release sent out to share the information with the public.
- Department is working on final details of the Glory Days Festival scheduled for the weekend of September 7th and 8th.
- Flag Football continues through August 20th. The program runs on Tuesday evenings from 6pm to 7pm at Kilowatt South Park.
- Upper Valley Kickball continues at Clifford Park on Wednesday from 5pm to 8:30pm.
- Open Pickleball continues at Maxfield on Tuesdays and Thursdays from 6:00pm to 7:15pm.
- Summer Track & Field held their end of season Family BBQ at Clifford Park on August 8th.

Parks/Facilities

- The Department distributed the RFP for Tennis and Basketball Court Maintenance. We are seeking proposals for 3 court locations. Watson Park's which has a half basketball court, the basketball court at Ratcliffe and the tennis court and quarter basketball court at Clifford Park. Funding for the maintenance of these courts are within the current operating budget.
- The Department distributed the WABA Arena Ice Scheduling Request for the upcoming season. We have received back all our inquiries and as expected, we will have some difficulty providing all the prime time slot requests to our users.
- The Department assisted with the Abenaki & Indigenous Peoples Honoring Day that was held August 10th at Lyman Point Park.
- Several permits during the past two weeks included: Tai Chi Class at Lyman Point Park and Bandstand, Central Vermont Women's Softball at Clifford Park, First Friday at Fred Briggs Park, Lightning Soccer Camp at Maxfield and the Navy Operational Support Center held a company softball game at Maxfield on August 11th.
- The cold and warm floor loop is complete at WABA and Parent Construction was on site to complete installation of wire mesh over the piping. The concrete pour is scheduled for August 20th. The project continues to be on schedule and on budget.
- The Department pushed out its advertising campaign for the new Zamboni and its advertising potential with area companies. The promotion of the campaign got us a spot on News Channel 5.
- The Parks Division was working with Resilient Hartford on several projects in the parks but the volunteer event has been cancelled.
- Sod was installed in Lyman Park where 3 trees were removed and the stumps ground.

- The Department continues recruitment of WABA seasonal hiring. Currently seeking a Rink Attendant and Rink Monitor for the skating season operations.
- The RFP for the Design and Engineer for the Outdoor Pool is due on August 12th.
- Two part time crew members have completed work for the season.

Planning and Development

- Town Forest Trails – Continued working with Park and Rec Department and Town Forest Ad Hoc Steering Committee to develop and prioritize FY 2020 work program for implementation of the Town Forest Recreation Management Plan. The Town will be contracting with the Vermont Youth Conservation Corps this fall to implement some of these priorities. The working group also has been doing field work to update the recreational trails map.
- Cemetery Research and Oral History Project – Held a cemetery maintenance informational meeting on August 12th with the Historic Preservation consultant, Parks Department, Historic Preservation Commission and members of the former Cemetery ad hoc committee.
- Tafts Flat Historic Preservation Intensive Survey – Received two proposals on August 8th in response to the Request for Proposals from Historic Preservation consultants to complete the survey. Proposals are being reviewed by staff and the Hartford Historic Preservation Commission.
- Residential Energy Efficiency Outreach – The next event will be with residents from the Coach Road Condo Association and QLLA on August 26th, with information on rebates and incentives for heat pumps and other energy-saving equipment from Efficiency Vermont and Green Mountain Power.
- Regional Plan – Worked with the Hartford Planning Commission Chair to draft a letter to the TRORC commenting on the Land Use Chapter of the Draft Regional Plan update for review with the Planning Commission on August 12th and the Selectboard on August 13th.
- 132 South Main Street – Town staff continued pre-application meetings with the developer regarding a 43,000+ sq. ft. building with mixed use. Formal applications were submitted on August 12th and are being reviewed.
- Energy Plan – Staff and the Hartford Energy Commission continue working on implementing recommendations in the Energy Chapter of the newly adopted Hartford Town Plan. These include exploring a Green Fleet Energy Policy for town vehicles, and energy audits for town buildings.
- Former Kibby Properties – Continued working with the property owner and development team on the reuse and redevelopment of the properties.
- Lower Sykes Mountain Ave Sidewalk/Bike Project – Continued working with contractor and VTrans to complete punch list items and grant closeout.
- Hartford Hazard Mitigation Plan Update – Continued work on an RFP for a consultant, and working with the state on grant agreements.
- Currier Street Extension – Continued working with DPW and adjacent property owners to coordinate completion of the street improvements.

- Town Hall Electrical Usage Management – Continued working with Efficiency Vermont to reduce electricity usage and costs during evening peak demand periods on very hot days in July and August. We anticipate a summary report of these savings from Efficiency Vermont within a month.
- VCDP Job Creation Loan – Continued working with the state to close out the grant and allow the Town to retain up to 50% of the used loan proceeds for a Town revolving loan fund.
- VCDP Wentworth Housing Grant – Began working on grant closeout process.
- Energy Data tracking- Compiling and entering data on energy consumption for town buildings to track changes and savings.
- Currier Street Improvements – Continued working with DPW and property owners on phase 2 street and parking layout, and easements.
- Development Activity – Continued to provide assistance to property owners, tenants and businesses proposing improvements to their properties. Between January 1 and June 30 of this year, 87 permits were reviewed and approved, 36 for commercial and 51 for residential. As the summer and fall months are very active for projects, we anticipate a notable increase in activity in the third quarter of this year.
- TIF - Attended TIF statewide workshop on proposed rule changes.

Police:

- *To be submitted later*

Public Works:

Highway

- Our grader continues to make the rounds.
- We have been mowing in Quechee and Hartford Village.
- The Town has identified several areas of erosion on Quechee Main Street from the Ottauquechee River that are undermining the guardrails. We are optimistic that the repairs to these sites may be covered by FEMA under the disaster declaration.
- The Highway crew has the sweeper in order and it is making the rounds.
- The Highway Crew has been out painting stop bars and crosswalks all over town.
- 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 has been coordinating with the paving work for ditching, backing up driveways, and other associated work.
- Highway crew started the under drain work on Jericho Street and is hauling aggregate there.
- The Highway Crew is actively cleaning catch basins and drainage lines in the downtown area.
- The Highway Crew is working on the shoulders and ditches on A Street.
- Howard Road was ditched.
- Thank you to Ben Lyndes and Travis Beebe for participating in National Night Out!!!
- The Highway crew is very thankful for the assistance from the other departments.
- Routine operations continue as always.

- “If you see something, say something!” Please keep Public Works notified if you see potholes, washouts, etc. Although we always have our eyes open, our community often sees things that we don’t.

Water

- The Water crew continues to train their new employees.
- 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 Water crew replaced a curb box on Highland Avenue.
- A pre-construction meeting has been held for the Phase 2 Wilder Well Project. They are anticipating starting in two weeks.
- We have been notified by consultants representing the VA that their tank project is on hold until our well project is complete.
- The Water Crew completed meter reading and routine sampling.
- The Water Crew has been preparing for Perfluorooctane Sulfonate Testing. Rick and Evan attended training and Evan, Kai, and David set up sampling sites.
- The Water Crew completed the Source Protection Plan.
- 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 has been working closely with Brittney complete final billing.
- Thank you To Evan Eccher and Rick Kenney for participating the National Night Out.
- 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 replaced a pump and valve at the Maple Street Pump Station.
- The wastewater crew repaired a leak on a polymer pump.
- The Wastewater Crew is mowing leach fields.
- The Wastewater Crew is performing mark outs ahead of paving and also working on raising manholes.
- 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 and grit to the Lebanon Landfill. *Note: We are anticipating an increase in fees at the Lebanon Landfill from \$68.68/ton to \$75 ton for all Municipal Solid Waste, including our sludge. They have also made changes to the schedule in which they will receive sludge.

- 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.
 - One of the leach fields in Quechee has been determined as 'failed' by inspectors. Our permits require that we are immediately responsive. We are working with a consultant to develop a repair plan as required by permitting.
- The Wastewater crew has been inspecting manholes as needed.
- The Wastewater crew TV'd a sewer line on VA Cutoff Road.
- 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 performed several mark-outs.
- There has been assisting the Highway Department with flagging as needed.
- 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 Fleet Mechanic completed a drive brake job on E-1 for the fire department, a state inspection, and quarterly inspection.
- The Fleet Mechanic rotated tires and did a service on PD-1.
- The Fleet Mechanic scheduled several vehicles for recall work.
- The Fleet Mechanic did a complete brake and caliper job on W-6.
- The Fleet Mechanic serviced: W-8, W-1, WS-110, and W-9.
- The Fleet Mechanic repaired the bucket on the excavator.
- The Fleet mechanic made repairs to the Hot Box and H-3.

Solid Waste

- We continue to explore options for managing C&D at our facility (if at all). We are working towards releasing transparent information
- 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.
- The Closed Landfill Recertification is completed and submitted. The State had some follow up questions which we have completely addressed.
- Hammonds Grinding has been hauling ground C&D to the Lebanon Landfill.
- Last week, Hannah and Brannon met with Jim Toher from Casella, to review possible ways to bring our curbside recycling down. Due to fluctuations in commodities, there is very little pay back and we may be looking at \$50,000 in expenses more than budgeted for.
- Last week, Hannah and Brannon met with representatives of the GUVSWMD for information on the history of the Town's relationship with their organization.
- 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

- Thank you to Jeremy for attending the National Night Out!
- Several members of the Public Works team attended the monthly Health and Safety Committee meeting.
- The April 15th rain event has been federally declared as a disaster. Jeremy and Hannah had a phone conference with VEM and FEMA staff to kick off that process.
- 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 continues to work with FEMA and Vermont Emergency Management to close out the July 1st storm. It looks like we are getting closer!
- Hannah and Paula are working with Jill Muhr at the VLCT to develop training for DPW supervisors in basic employment practices and human resource information.
- 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.
- Brittney Solomita is working on the registration process for our vehicles.
- On July 22, Hannah and Lori Hirshfield met with representatives from Stantec, the engineering firm performing the Safety Corridor study on Route 5. They are putting together a final presentation with the preferred alternative (decided by VTrans feedback, public feedback, and stakeholder feedback) for each segment of the corridor. We are anticipating that they will be ready to make a presentation to the selectboard in September.
- 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, Carrier Street, Twin Pines, the Simpson Development, and 132 South Main).
- 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. The consultant is currently doing subsurface explorations for the design phase and has provided our team with a structural assessment of the retaining wall on the south end of that project. We are currently scheduling a meeting in early August for an update on that project.

- The Town of Woodstock has approached us with a request to use our permitted fields to land apply their wastewater sludge as they have lost the ability to use theirs. Town staff is meeting with Woodstock staff to start the conversation in August.
- An extensive survey of our roads and 'country drainage' was completed by TRORC. A draft of that report has been submitted to Public Works staff for review and comment.
- Town staff held a meeting with stakeholders in the Currier Street Project. It appears that we have everyone on the same page and can continue moving forward.
- Chris Holzwarth is actively reviewing the work previously done by consultants for Fairview Terrace.
- Hannah is working with Competitive Energy Solutions to assist us with heating fuel procurement.
- The project team for Sykes Mountain Roundabout has made significant, positive progress on the ROW work. Today, the design consultant submitted the traffic management plan for approval to VTrans.
- Paula Nulty continues to provide us with support on a variety of human resources items. We appreciate all of her assistance.
- The Quechee Main Street Culvert Project is currently under review for constructability. We have determined that a total closure of Quechee Main Street with the proposed detour is too impactful to the community and that the project should really be done and maintain alternating one way traffic. This will bump out construction of that project to 2020. 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 and reviewed 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). She continues to field Requests for Information from FEMA and Vermont Emergency Management. This has been a very time consuming close-out and research project due to the age and numerous staff turnovers. Fortunately, Brittney was able to commit a day to working directly with VTEM staff to hopefully gather all remaining necessary documents.
- 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 Wentworth Way, 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.
- Our annual paving contract continues to move forward smoothly.
- We believe that the camera system on the Prospect Street Traffic Lights are shot. We are working with a contractor to trouble shoot (to see if we can identify a remedy), but ultimately they may need to be replaced. We will follow up with more information as we have it.
- The Abbey Lane project is under contract and currently in the preliminary research/exploration phase. Soil borings and a variety of inspections have been performed. They are currently doing ROW and ownership research. It appears that they have identified a possible source of the regular back-ups, which we may be able to repair in house.
- Dufresne Group is working on the South Main/James Street Water Main Design Project.
- DPW Staff is working with Green Mountain Power to facilitate installation of poles in town (i.e. mark-outs, etc.).
- Jeremy is drafting new Parking Lot Plowing bid documents.
- Note: The operations and project updates outlined in this memorandum are an overview of our operations and not exclusive to any individual projects.

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