

**Town Of Hartford
Town Staff
Significant Activity Report, September 4 – September 23, 2019**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Met with Quechee Library Trustees at their Board meeting on Sept. 9.
- Working with School Superintendent Tom Debalsi on follow-up items from Sept. 11 Joint School Board/Selectboard meeting.
- Committee on Homelessness has met twice (9/12 & 9/18) to organize, create subcommittees and work plan for fulfilling the charge.
- Implemented change to Transfer Station days of operation to Tues – Sat, effective this week.
- Progressing with negotiations on final right-of-way acquisition for Roundabouts project. The continued condemnation hearing date for Tuesday, October 1 remains on the calendar. Staff and VTrans are hopeful we will reach agreement prior to the hearing date.

DEPARTMENT HIGHLIGHTS

Assessor:

- Assessors attend the International Association of Assessing Officers (IAAO) annual conference
- Prepared for and attended state hearing for 2017 appeal to PVR
- Assistant Assessor, Cristina, attended professional training course for her VPA II designation and passed.
- Both assessors attended the Vermont Assessors and Listers (VALA) annual conference

- Cristina received her VPA I designation at the conference.
- Assessor, Michelle, was elected President of VALA for a second term
- Working on data entry of July-August sales
- Continue to work on new homestead declarations
- Work with Finance clerk to re-bill taxes due to homestead changes
- Working on sales for 2019 equalization study
- Assisted the public

Clerk:

- The Dept. of Liquor Control & Legislature recently changed how Third Class Liquor Licenses are processed. The Third Class Licenses will now be processed through the local Town Clerk's Offices & the Local Liquor Control Board. DLC allows Third Class Liquor License holders to pay in two installments (each license is valid for 6 months). We recently had two businesses come up for 6 month renewal (before the Local Liquor Control Board on Sept. 24th). In December, the Clerk's Office will receive all the Liquor License Renewals (to include 1st, 2nd & 3rd class) for businesses within the Town of Hartford. We send them to the license holders for completion and return to our office then onto the Local Liquor Control Board for review/approval. We then forward them to DLC for final review & approval. When this legislative change was made, the State did not allocate any fee to the Town for processing the 3rd class applications as they have for the other licenses. The Vermont Municipal Clerks' and Treasurers' Association (VMCTA) will be attempting to address this oversight in the upcoming 2020 legislative session.
- The Board of Abatement will be holding Hearings on Monday, September 23rd for taxpayers who have requested a Tax Abatement. We had six requests on the posted Notice & Agenda but, as of this writing, one party has withdrawn/cancelled their request for an Abatement Hearing.
- The Clerk attended a training put on by the U.S. Department of Homeland Security in conjunction with the VT Secretary of States' Office titled: *Cyber Threats and Election Security in the Lead up to the 2020 Elections*. The training was valuable, informative and provided some good resources.
- The Clerk attended the 83rd Annual Meeting & Conference of the Vermont Municipal Clerks' and Treasurers' Association in Fairlee, VT September 12th & 13th. There was a wide array of program offerings beneficial to a broad audience from presenters from across the country; the Clerk attended the following seminars over the two-day period:
 - *Let's Talk About What's Working: Building the Future on the Success of the Past* (Presenter: James Ognibene)
 - *Poll Worker Management Best Practices* (Presenters: Kurt Sampsel, Keegan Hughes, Josh Simon Goldman)
 - *Diversity and Inclusion* (Presenter: Preethi Fernando) **I would highly recommend Preethi as a speaker for any organization; she is a**

remarkable woman and an engaging speaker; she presented two different sessions at the VMCTA Conference).

- *Recording and Records Management: Practical Disaster Planning* (Presenters: Megan Wheaton-Book and Rachel Onuf-VT Archives)
- *How to Run your Work Life, So Your Work Life Does Not Run You: Work Life Balance* (Presenter: Preethi Fernando)
- *Navigating Difficult Interactions* (Presenter: James Ognibene)
- *Mastering Meeting Minutes and Written Board Decisions* (Jim Barlow, Esq.)
- The Clerk is Working on the 2021 Budget Draft
- The Clerk is also focusing on helping to identify engaged Hartford residents to get involved with the Hartford Town/School Meeting Committee.

Finance:

- Participated as a host for the New England States Government Finance Officers Conference in Stowe hosted by the Vermont Government Finance Officers Association
- Auditors will be on September 23 through October 4, 2019
- Continued Monthly Grant reviews & requisitions with staff:
 - Recording of Receivables & Related Expenditures year end 2019
 - Recording of Receivables & Related Expenditures monthly basis
- July & August Bank Reconciliations in process
- Preparing Muni Smart for FYE 2021 Budget Entries

Fire:

- The loaner ladder truck passed third party inspection and will be placed into service this week while we await the delivery of the new ladder truck.
- The department continues to plan for the CAT 4 Statewide emergency exercise that will occur in October. Our Town team will conduct tabletop exercises during that three day event.
- Captain Hannux returned from his deployment with the State swift water task force that was deployed during the hurricane. The team was initially requested by Florida, during their journey the team was diverted to North Carolina when the storm track changed. Fortunately the impact of the storm was less than expected and the team was released.
- Conducted a budget workshop with fire department staff to plan for the FY 21 fiscal year.
- Shifts conducted fire drills during this period.
- Pre-plan inspections were conducted at several commercial building locations in the community.
- All shifts conducted operational training with the loaner ladder truck during this past week. The truck is scheduled to be placed in service on Tuesday.
- Provided a station tour to students from HACTC. The students were participating in career day visits throughout the area.
- Attended a Touch a Truck event at the Upper Valley Aquatics Center.

- Members of the department participated in a paramedic continuing education refresher as part of their re-licensing process.
- During this period the department responded to 82 calls for service.
- The Incident log for this period:

Alarm Date	Street	Situation Found
9/8/2019 2:19	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
9/8/2019 15:13	DRY KILN RD	EMS call, excluding vehicle accident with injury
9/9/2019 9:21	CHRISTIAN ST	Assist police or other governmental agency
9/9/2019 11:18	COLONIAL DR	Carbon monoxide detector activation, no CO
9/9/2019 11:20	HOLLOW DR	EMS call, excluding vehicle accident with injury
9/9/2019 13:46	WOODSIDE CIR	EMS call, excluding vehicle accident with injury
9/9/2019 19:42	SUGARHILL LN	Alarm system sounded due to malfunction
9/10/2019 6:54	SPRING CIR	EMS call, excluding vehicle accident with injury
9/10/2019 8:45	HARRISON AVE	Good intent call, other
9/10/2019 10:18	INTERSTATE 91 S	Motor vehicle accident with no injuries.
9/10/2019 12:05	N HARTLAND RD	Alarm system activation, no fire - unintentional
9/10/2019 12:12	GARLAND ROW	EMS call, excluding vehicle accident with injury
9/10/2019 13:29	MAPLE ST	Motor vehicle accident with injuries
9/10/2019 22:50	N N HARTLAND RD	Good intent call, other
9/10/2019 22:53	TEMPLETON AVE	EMS call, excluding vehicle accident with injury
9/11/2019 4:15	WOODSTOCK RD	Called Paramedic Intercept.
9/11/2019 14:29	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
9/11/2019 18:19	MAPLE ST	EMS call, excluding vehicle accident with injury
9/11/2019 18:34	ASH ST	EMS call, excluding vehicle accident with injury
9/12/2019 10:20	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
9/12/2019 10:52	HEATHER DR	Medical assist, assist EMS crew
9/12/2019 11:20	HARTFORD AVE	EMS call, excluding vehicle accident with injury
9/12/2019 11:26	W GILSON AVE & WOODSTOCK RD	Motor vehicle accident with no injuries.
9/12/2019 11:38	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
9/12/2019 13:02	HARTFORD AVE	Medical assist, assist EMS crew
9/12/2019 14:00	HARTFORD AVE	Medical assist, assist EMS crew
9/12/2019 20:03	INTERSTATE 89 N	Medical assist, assist EMS crew
9/13/2019 8:16	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
9/13/2019 11:38	GOLFVIEW LN	Alarm system sounded due to malfunction
9/13/2019 12:06	SOUTH ST	Hazardous condition, other
9/13/2019 15:37	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
9/13/2019 16:13	PINE ST	Person in distress, other
9/13/2019 18:02	WOODSTOCK RD	Passenger vehicle fire
9/13/2019 22:07	US ROUTE 5	EMS call, excluding vehicle accident with injury
9/14/2019 17:01	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
9/14/2019 19:06	SPRING CIR	Medical assist, assist EMS crew

9/14/2019 21:11	SPRING CIR	EMS call, excluding vehicle accident with injury
9/14/2019 23:00	CHRISTIAN ST	Smoke detector activation, no fire - unintentional
9/15/2019 7:53	CURRIER ST	EMS call, excluding vehicle accident with injury
9/15/2019 8:18	SOUTH RD	Medical assist, assist EMS crew
9/15/2019 10:14	JERICO ST	EMS call, excluding vehicle accident with injury
9/15/2019 12:12	JERICO ST	Unauthorized burning
9/16/2019 8:02	HARTFORD AVE	Smoke detector activation due to malfunction
9/16/2019 8:26	HOLIDAY DR	Detector activation, no fire - unintentional
9/16/2019 9:30	CHRISTIAN ST	Public service
9/16/2019 10:50	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
9/16/2019 15:19	MAPLE ST	EMS call, excluding vehicle accident with injury
9/16/2019 18:15	VETERANS MEMORIAL PARK	EMS call, excluding vehicle accident with injury
9/16/2019 18:47	WENTWORTH WAY	Assist police or other governmental agency
9/16/2019 19:30	HARVEST LN	EMS call, excluding vehicle accident with injury
9/17/2019 15:45	CHRISTIAN ST	Medical assist, assist EMS crew
9/18/2019 4:12	CARDINAL DR	EMS call, excluding vehicle accident with injury
9/18/2019 12:04	WOODSTOCK RD	Alarm system activation, no fire - unintentional
9/18/2019 15:05	GATES ST	Public service assistance, other
9/18/2019 15:41	SKYLINE WAY	EMS call, excluding vehicle accident with injury
9/18/2019 16:07	HITCHCOCK DR	EMS call, excluding vehicle accident with injury
9/18/2019 16:11	HARTFORD AVE	Emergency medical service incident, other
9/18/2019 17:20	WINTER ST	EMS call, excluding vehicle accident with injury
9/18/2019 19:50	I 91 N / I 89 S	Motor vehicle accident with no injuries.
9/18/2019 22:08	HARTFORD AVE	EMS call, excluding vehicle accident with injury
9/19/2019 7:08	ASPEN LN	EMS call, excluding vehicle accident with injury
9/19/2019 9:13	WOODSTOCK RD	Motor vehicle accident with injuries
9/19/2019 12:30	US ROUTE 5	EMS call, excluding vehicle accident with injury
9/19/2019 13:17	MAPLE ST	EMS call, excluding vehicle accident with injury
9/19/2019 14:30	I 89 S MM7	Mobile property (vehicle) fire, other
9/19/2019 14:49	QUECHEE MAIN ST	Motor vehicle accident with no injuries.
9/19/2019 17:19	I 89 NB RAMP	No incident found on arrival at dispatch address
9/19/2019 21:13	CONNECTICUT RIVER RD	HazMat release investigation w/no HazMat
9/20/2019 13:41	CHAMBERS LN	Medical assist, assist EMS crew
9/21/2019 3:44	DOTHAN RD	EMS call, excluding vehicle accident with injury
9/21/2019 10:00	ARBORETUM LN	Public service assistance, other
9/21/2019 16:50	I 89 N MM10	Motor vehicle accident with no injuries.
9/21/2019 18:25	I 91 S MM64	Forest, woods or wildland fire
9/21/2019 20:26	SOUTH ST	EMS call, excluding vehicle accident with injury
9/21/2019 23:20	JOE RANGER RD	Alarm system activation, no fire - unintentional
9/22/2019 9:01	SYKES MTN RD	Lock-out
9/22/2019 11:26	AIRPORT RD & N MAIN ST	Medical assist, assist EMS crew
9/22/2019 14:36	IRIS WAY	Lock-out
9/22/2019 15:48	JERICO ST	EMS call, excluding vehicle accident with injury

9/22/2019 15:54	TEMPLETON AVE	Medical assist, assist EMS crew
9/22/2019 21:14	N MAIN ST	Dispatched & canceled en route
9/22/2019 23:21	SYKES MOUNTAIN AVE	Medical assist, assist EMS crew

Information Technology:

- Installed E-Book training manual for Fire Dept. to access
- Fixed webserver for planning dept. to send out plan files to public
- Fixed projector and layout for PD crisis meeting
- Installed FileonQ on new detective computers, as well as barcode printer
- Fixed Detective hard drive issue where it wouldn't show up on computer
- Assisted Detectives on a program to open files sent to them during cases
- Re-wired Console 1 when Phone stopped passing off VLAN tag in dispatch
- Moved Town Clerk files to new server when daybook file became corrupt

Parks and Recreation:

Program Highlights

- Glory Days of the Railroad Festival was September 7th and 8th. Train rides were on the half hour on Saturday starting at 10:30am with the last train at 3:30pm. The Hartford Area Chamber of Commerce held a Harvest Train Excursion Saturday evening as well. Entertainment was scheduled throughout the day with Gerry Grimo, Oxford & Clark and Carter Glass. Fun and games took place as well with a trackless train ride, steam mini train and a Fall Harvest Craft Fair. We are working through the final numbers but overall the festival was a success. A follow up meeting is scheduled for the end of September to evaluate and plan for next year.
- Several fall programs are gearing up. Youth Karate Started with 9 participants, Nihon Aikijujutsu started with 2 participants enrolled, Hunter Safety Course has 25 participants, Belly Dancing Workshop currently has 2 participants.
- Our drop-in programs continue: Drop-in Ultimate Frisbee at Watson and Pickleball on Tuesday and Thursday at Maxfield.
- The Fall Athletics Season is underway with weekly practices and the start of weekly games. Here is a list of the programs and number of participants: Pre-K Soccer has 29 participants, Kindergarten Soccer has 28 participants, 1st/2nd grade Soccer has 51 participants, 3rd/4th Girls Soccer has 13 participants, 3rd/4th Boys Soccer has 27 participants, 5th/6th Girls Soccer has 9 participants, 5th/6th Boys Soccer has 23 participants, Field Hockey has 18 participants, NFL Flag Football has 35 participants, Youth Cheerleading has 23 participants and MS Cheerleading has 10 participants.
- The Parks & Recreation Committee met on September 12th for their regular scheduled meeting. They reviewed the Evaluation Plan and approved recommended changes for the accreditation process. Department is reviewing the Program Plan, Wendell a

Barwood Emergency Plan and Department Policy Manual which will be brought to the Parks & Recreation Committee for review.

Parks/Facilities

- Department prepared and updated the Capital Improvement Program for Parks & Recreation. The program includes the annual contribution of \$25,000 for existing playground improvements in the parks system, replacement of the outdoor pool facility for \$2.5 million, the Kilowatt Master Plan improvements to include new docks, ramp entrance pavilion and improved walking and vehicle access to the boat launch area, paving of parking lots that includes Maxfield for a total of \$150,000. The CIP submission also includes lighting of the Maxfield Softball Field to comply with Title 9, Wrights Dam Restoration for and equipment replacement that provides an annual contribution of \$50,000 to address aging fleet/equipment used in the parks.

- The RFP for the Pool Design and Engineering yielded two qualified firms to complete the work.

Weston & Sampson and Bargmann Hendrie + Archetype. RFP's were independently scored by staff using a point matrix and the best qualified firm was selected. Criteria reviewed includes: Total maximum fee to perform the work; Licenses and certifications to perform the work; Description of qualifying experience to perform the work; Municipal pool projects completed or in current design / construction; Availability and proposed timeline to complete the work; and Municipal pool projects completed in Vermont and completion cost. Evaluation resulted in the selection of Bargmann Hendrie + Archetype, Inc. to complete the Preliminary Design & Engineering. We plan to have a contract ready for Town Manager authorization at the October 8th meeting.

- VentTech will be at the WABA Facility the week of the 23rd performing preventative maintenance on the air recovery ventilation. This is primarily in the east wing of the facility.
- The Welcome Center was robbed the evening of September 7th during the Glory Days weekend. The attendant arrived in the morning of September 8th to find drawers and items gone through. The cash box was stolen with an estimated \$500. Police were called and investigation completed. It appeared that the robbers entered an unlocked window through an adjacent room and came through a door that is accessible to our welcome center.
- The Watson Park Sign was vandalized with spray paint. Required us to replace some of the lettering as the product used to remove the paint damaged the sign.
- Department received two sponsorships for the Zamboni so far. Zamboni tank sponsorship which is the #1 and largest sponsorship available was secured along with a sponsorship to sign and take a ride on the Zamboni.
- The Department has completed the scheduling of the WABA Arena for the upcoming season. We continue to work with a few other groups trying to fit them into a regular scheduled time slot.

- The past few weeks have been busy in the public parks with the following permits: Caledonia Bucks Baseball Club use of Maxfield, Randolph Jays Men's Baseball use of Maxfield, Upper Valley Hockey Association use of WABA for equipment demos, Hartford Baseball & Softball Association for use of little league at Maxfield, MACH 1 Lacrosse for use of Maxfield, Tom Tom use of Clifford for a company picnic and kickball game, Connecting for Climate for an event at Lyman Point September 20th, VT State Society of the Daughters of the American Revolution for use of Meeting House Commons, St. Paul's Church use of Lyman for Blessing of the Animals, Softball for Scholarships use of Ratcliffe Park for an adult softball tournament with proceeds going to Parks & Recreation Scholarships.
- Rehabilitation of fields continue at Maxfield. We have begun work on the baseball field home plate and pitching mound and will continue for the next few weeks.
- Preferred Mechanical has begun recharging the refrigeration system (with glycol) and purging (of air) the chiller system and lines in the new floor. Preparation has started for floor temperature drawdown. The arena needs to be below 60 degrees indoors for the dasher boards to acclimate to the cool space before they are installed.
- The dasher board installation will begin the week of September 23rd. Becker Arena will be on site to begin the project and they anticipate completion by the end of the week.
- In addition to the dasher boards, we are anticipating delivery of the Zamboni the week of the 23rd or 30th.
- The Director and Superintendent of Parks & Facilities took a tour of the new 'Forest Canopy Walk' at VINS. Very impressive! This will compliment programming and make a positive impact on the Town as a whole.
- Two students from the Regional Resource Center will begin their work study with the Department the week of September 23rd. This is the second year that the Department has been involved with this program.
- Installation of the Live Barn system will begin next week. The company was unable to complete the project due to installer issues. This will be a great opportunity to promote the arena and has the potential to generate additional revenue for the facility with subscription fees.

Planning and Development:

- Regional Plan – In preparation for the final public hearing on September 25th, followed up on Town letter to the TRORC regarding Town concerns on the Draft Regional Plan Land Use chapter.
- 132 South Main Street – Continued working with property owner development team on review of submittals for Site Development Plan, Planned Development, Design Review and parking lot applications. Prepared Findings of Fact for Planning Commission public hearing on September 23rd.

- Parking Survey – Completed report on winter 2019 parking survey for downtown WRJ. Completed summer parking counts and will begin compiling the summary report in the next month.
- Currier Street Extension – Working with DPW, property owners and attorney to complete minor changes to the construction plans and easement documents.
- Hartford Ad Hoc Committee on Homelessness – Participating with Committee in identifying topics to address and gathering information to prepare report for presentation to the SB in February.
- Town Forest Trails – Over 30 volunteers comprised of Town Forest Ad Hoc Steering Committee, Conservation Commission members, and the Mt Bike Club worked with Town staff on September 14th for Trail Maintenance Day as part of implementing the Town Forest Recreation Management Plan. Work included construction of a bridge and relocation of trails.
- Town Forest Trail Use Agreement - Continued working with the Town Forest Ad-hoc Committee and adjacent property owner towards development of a Trail Use Agreement that will decrease the grade for a small section of a mountain bike and walking trail.
- September 14th Potato Feast – The Hartford Resilience committee’s program to build community and self-sufficiency around growing one’s own food resulted in approximately 100 families throughout Hartford participated in growing potatoes this past summer. About 75 people came together on September 14th for an afternoon of fun and games while sharing food made from their potatoes.
- Norwich Sewer Connection Proposal – Working with DPW to review a request from the Norwich School District to connect to the Hartford wastewater treatment plant.
- Energy Plan - Continued working with Hartford Energy Commission on implementing recommendations in the Town Plan Energy Chapter relative to energy audits for town buildings; a Green Energy purchase policy to lower fossil fuel consumption and emissions of Town vehicles, equipment and building systems; and organizing a meeting with builders, developers, engineers and architects to promote development of net-zero energy efficient residential and commercial structures.
- Tafts Flat Historic Preservation Intensive Survey – Completed interviews for a Historic Preservation consultant to complete the survey, and award recommendation pending.
- Former Kibby Properties – Continued working with the property owner and development team on the reuse and redevelopment of the properties. Property owner submitted site development application.
- Lower Sykes Mountain Ave Sidewalk/Bike Project – Working with VTrans to closeout project.
- Upper Sykes Mountain Ave and RT 5 Bike Ped Projects – Finalizing engineering to go out to bid in January for construction in 2020.
- 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 August and September. Software upgrade completed.
- VCDP Job Creation Loan – Proceeding with Grant closeout and SB public hearing on October 22nd. The Town will be receiving \$146,595, which is 50% of the \$293,190 loan proceeds borrowed and paid back by The Village prior to grant completion. The Grant

agreement specifies how these funds can be used within a revolving loan fund which will be discussed at the grant closing public hearing.

- VCDP Wentworth Housing Grant – Proceeding with the Grant closeout public hearing on October 22nd.
- Energy Data Tracking- Continued compiling and entering data on energy consumption for town buildings to track changes and savings.
- Electric Vehicle Expo – Participated in a very successful event at the Dothan Brook School on September 14th attended by approximately 400 people.

Police:

- September 1st – Patrol officers arrested a 22 year old Hartford man for assault following a physical altercation under the Urban Bridge where the two had been tenting.
- September 1st – Patrol officers were dispatched to a report of a man in crisis who was wielding a bat at a multi-unit residence along the 500 block of Maple Street. Police located the man, found him in need of medical assistance and worked to de-escalate the situation. Paramedics were summoned and the man was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- September 3rd – Patrol officers were dispatched to reports of a shoplifting at a business along Maple Street. The suspect was cited for retail theft and released pending a hearing.
- September 3rd – The Police Department, Town Staff and allied public safety agencies assisted the Town Manager with the regular meeting of the Selectboard.
- September 4th - 5th – Patrol officers assisted by the Department Motor Vehicle (DMV) Police completed school bus safety enforcement along several local bus routes.
- September 5th – Patrol officers responded to the 1400 block of Maple Street for reports of a youth that had become disoriented and was in need of assistance. Police located the youth and worked with the school district to reunite them with family.
- September 6th – Patrol officers responded to the 800 block of Wheelock Road for reports of a loose dog. Police located the dog and after unsuccessful attempts to identify the owner, the stray was transported and released to the Upper Valley Humane Society.
- September 6th – Patrol officers discovered that unknown persons has spray painted graffiti on a sign at Watson Park while making a check of the property.
- September 6th – Sergeant Dan Solomita and Senior Police Officer Aleya Leombruno were recognized for their earlier lifesaving efforts during an incident at the Quechee Gorge during the Vermont State Police Annual Awards Ceremony at the State Capitol.
- September 7th – Patrol officers assisted with traffic control along Maple street in support of area motorcyclists raising money and awareness for the Norris Cotton Cancer Center.
- September 7th – Patrol officers participated in the Irving sponsored, “Fueling Dreams” fundraiser in support of Special Olympics and the Upper Valley Hawks at Jakes in Hartford Village.

- September 7th – Corporal Clifford and K-9 Dozer participated in a family safety event at the Dothan Brook School.
- September 8th – Patrol officers were dispatched to a private residence along the 200 block of Connecticut River Road for reports of a woman in crisis. The woman was located by first responders and taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- September 8th – Patrol officers were dispatched to reports of a burglary at the Welcome Center in White River Junction. Unknown persons are suspected of entering an unlocked window and removing cash from the site. The investigation continues.
- September 9th – Patrol officers discovered that unknown persons has spray painted graffiti on a sign at Watson Park while making a check of the property.
- September 9th – 13th - The Police Department hosted a class of sixteen police officer and communications specialists from across the Upper Valley for the week long Crisis Intervention Training (CIT).
- September 12th – The Police Chief participated in a meeting of the Hartford Committee on Homelessness.
- September 12th – The Police Chief participated in the regular meeting of the Health Care & Rehabilitative Services of Southeastern Vermont Executive Board.
- September 14th – Patrol officers were dispatched to the Station Market for an unconscious man. The man located by first responders in a semi-conscious state and taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- September 16th – The Police Department provided mutual aid to Lebanon Police for a special event within their community.
- September 17th – Police Chief and Deputy Police Chief participated in a lunch discussion at the Bugbee Senior Center.
- September 17th – Patrol officers assisted Hartford School District staff with emergency preparedness exercises at the Ottauquechee School.
- September 18th – Selection testing and interviews for the position of police officer were hosted by the Police Department.
- September 18th – The Police Social Worker and Sergeant Ebbighausen participated in the regular meeting of the Hartford Committee on Homelessness.
- September 19th – Patrol officers responded to the Comfort Inn along Sykes Mountain Avenue for reports of an intoxicated woman in crisis. The woman was found impaired and in need of assistance. She was taken by patrol officers to Mount Ascutney Hospital for assistance.
- September 19th – The Police Chief and Deputy Chief participated in the inaugural meeting of the Windsor County Multidisciplinary Interview and Training Center.
- September 21st – Patrol officers participated in the “Brave Challenge” event hosted by Hartford High School.
- September 21st – Patrol officers participated in the “Touch A Truck” event hosted by the Upper Valley Aquatic Center.

Public Works:

Highway

- The Highway Crew has been tackling our street sweeping route and cleaning catch basins. *NOTE* our standard practice of dumping sweepings and cleanings has been 'flagged' by the DEC during the visit to the SW facility as possibly being out of compliance with best management practices. Unfortunately, due to the nature of roads and traffic, those can be contaminated with gas, oil, or a host of other chemicals. We are working with them to determine the best way to manage that waste.
- Our grader has been working on Clay and Clifford Road.
- We have been mowing in Quechee.
- 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 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.
- The Highway crew has been coordinating with the paving work for ditching, backing up driveways, and other associated work. They have also been ditching several other areas.
- The Highway crew repaired a light post base in the Hartford Village area and removed a bench that was in disrepair.
- 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.

Fleet Maintenance

- A huge shout out to Paul Saucier for all of the work he did on the loaner ladder truck. It took patience, MANY extra hours, talent, and knowledge. Thank you Paul for all of your dedication to ensuring the truck is ready for service!
- Paul has been working on ENG-1, and servicing two police cruisers.
- Paul has also been working closely with the dealer we received the Wacker loader from to complete some warrantee covered issues and has also repaired the box-broom

Water

- The Water crew continues to train their new employees.
- The Water crew responded to a substantial break on the 12" main on Olcott Drive on September 9, 2019.
- The Water crew subsequently responded to a substantial break on Pine Street on September 10, 2019 in which we lost over 5,000 gallons per minute. The break was isolated and shut down VERY quickly due to the quick work of our expert team. We were able to maintain water service to the White River School that day. The team did

identify a water hammer in the system almost immediately prior to the main breaking, we are unsure of the cause.

- 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 is performing base mapping for the water system.
- Contractors are onsite at the Wilder Well and currently digging the foundation and doing other site work.
- 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 started our hydrant testing program.
- Kai Eastman has been working closely with Jeremy to get the 'tag sale' organized.
- The Water Crew is cleaning and inspecting water tanks.
- 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.
- The Water Crew is aware of a leak at the intersection of Hewitt and Wilder. Due to the location of this leak, it is a complicated repair that we are actively planning.
- As always, the water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.
- The town received the results for the PFAS testing and the water in both systems is WELL (pun intended) below the 20 parts per trillion maximum contamination level.
- 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 is performing manhole repairs in Quechee.
- The Wastewater crew in Quechee has been diligently replacing a failed VFD at our Quechee Pump Station
- The Wastewater crew is performing repairs to leach field 5E and doing line inspections.
- The Wastewater Crew is mowing leach fields.
- 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 is working closely with consultants on several projects for sewer infrastructure location.
- 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 as we are not members of 'digsafe'.
- THANK YOU to the wastewater crew for replacing a broken toilet at our Solid Waste facility and ensuring that line is clear of issues!
- The Wastewater crew is working closely with Dillon Walsh and Jeremy to get quotes for computers, tablets, and SCADA improvements while we develop our budget.
- 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

- At this time, we are going to be closed on Mondays, effective the week of September 23. We apologize if this is an inconvenience.
- On September 18th, 2019, Mia Roethlein, from the Vermont Department of Environmental Conservation came to our facility for a check-in. Mia was EXTREMELY helpful in identifying some improvements we can make, permit violations, deficiencies, safety concerns, and possible solutions to some of our problems. We are very grateful for her continued support and assistance as we define a future for our facility.
- On October 2nd, Hannah is meeting with Wade Masure, a Loss Control Consultant for the VLCT, to perform a facility audit for employee and public safety.
- We are working with the State of Vermont, Agency of Transportation, to perform traffic volume counts for our facility to establish our busiest days as we continue to review our schedule. We are grateful for their generosity to provide this free service to us.
- Effective immediately, we are suspending acceptance of used motor oil/waste oil at this time due to regulatory limitations. We are working closely with our permitting agency, the Vermont Department of Environmental Conservation, to explore what is needed for permitting and testing of that waste. We will keep the Selectboard, our partners, and facility users updated as we move through this process.
- We continue to explore options for managing C&D at our facility (if at all). We are anticipating a meeting with Hammonds next week to explore options to manage our current pile and what a future relationship may look like.

- Unfortunately the Solid Waste pick-up truck was placed out of service this week. The 2004 Ford 3.4 ton truck will not pass inspection, requires work to the right front wheel, ABS system, new exhaust system, substantial rust in the right front fender, and the bed cross members are rotting and starting to collapse. The truck, used to run errands and plow the facility, requires far more work than its value (and the cross members are potentially not repairable). We will touch base with the VLCT for directive if that vehicle (due to safety concerns) should be 'scrapped' or sold at our upcoming 'Tag Sale'.
- Wanda is diligently 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 ceased hauling ground C&D to the Lebanon Landfill. Unfortunately we are on hold until Lebanon can use all the cover material that we have brought them. We will start up again when we have the green light from Lebanon.
- Recently the State of Vermont notified us that effective July 1, 2020, ALL solid waste management facilities in Vermont will be required to collect asphalt shingles separately and that they will not be allowed in other waste streams (i.e. C&D or regular municipal solid waste). Although we will be allowed to charge a fee for this, it will be another waste stream that we will be required to manage and pay for disposal.
- This year, our Solid Waste Implementation Plan required that the Town host or participate in 4 HHW events. We participated in one in June in Woodstock (partnership with GUVSWMD), August in Bradford (partnership with CVSWMD), we are holding one in October at our facility (partnership with GUVSWMD), and hosting one on our own in November that will be open to TOH residents only.
- Hannah has been diligently analyzing expenses, programs, and fees. We anticipate a presentation to the Board in late September for an update on this.
- One of our full-time attendants, Tim Mamroe, recently announced his retirement. His last day was September 14, 2019. We wish Tim the best in his future endeavors.
- The Solid Waste crew continues to encourage outreach and tours to raise awareness of the facility.

Administrative

- Administrative Staff is working on the CIP and budget.
- The April 15th rain event has been federally declared as a disaster. Jeremy has been working extensively with FEMA on this project. We are currently obtaining quotes from contractors to stabilize and repair the erosion on the banks of the Ottauquechee River along Quechee Main Street. This is anticipated to be 100% federally reimbursed.
- IPS (parking meter/solutions company) submitted a quote to us to install parking meters at all of our two-hour spots in the Downtown Area. We are reviewing that

- A continued reminder that, water and sewer billing is being handled by the Finance Department. 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 locate an attorney to provide 'Respect in the Work Place' training to our employees. The VLCT has generously offered the town a scholarship of \$2,500 to fund that training. Jill and her colleague Wade Masure are coming to Public Works in October or November to provide initial training to employees on the same subject.
- The consultant for the South Main Street Parking Lot is diligently working on the research and design for that project. Recently they met with GMP to look at coordinating underground utilities. They have several concepts in hand for the parking garage that they are reviewing and providing comment on.
- 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.
- 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 is working closely with consultants to keep the South Main Street and Downtown Stormwater Improvement projects moving along. Public Works staff and Planning staff met with the engineering team to define locations of green stormwater infrastructure, lighting, and other street-scaping items.
- 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 developing a plan to review current permits and land application agreements.
- We continue to receive communication and updates about the potential for a sewer connection to Norwich. Their team will be attending the September 24, 2019 Selectboard meeting to discuss their proposal. Our staff has sent them a list of items that we foresee needing to be considered before a responsible advisement can be made to our Town regarding possibility and impact of such a connection to our system.
- 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. We are working with engineers and attorneys to finalize plans and easements.
- Chris Holzwarth is actively reviewing the work previously done by consultants for Fairview Terrace.
- The first portion of the condemnation hearing was held on August 19th. That meeting was conducted successfully and in accordance with legal standards. We are hopeful that the last remaining acquisition will be negotiated successfully. Also, the traffic management plan for that project has been completed and is currently under review.
- 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. Hannah is ensuring that all the grant funding we currently have will be available for NEXT year's construction season.
- 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.
- On August 28th, we received the report of the structural condition on the Wilder Bike Path Bridge. We will review that shortly and develop a plan.
- Hannah and Chris Holzwarth have 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. At this time, they have developed alternatives for us to review and comment on.
- DPW Staff is working with Green Mountain Power to facilitate installation of poles in town (i.e. mark-outs, etc.).
- Jeremy has completed the parking lot plowing bids and they will be advertised shortly.
- Chris Holzwarth and Jeremy Delisle met with the TRORC team to seek out projects that can use funding from the Grants-In-Aid program. We are hopeful that money can be used to improve drainage on Christian Street or High Pastures.

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 ****