

**Town Of Hartford
Town Staff
Significant Activity Report, September 24 – October 7, 2019**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Met with Bill Hall, Abby Friedman of VLCT-MAC and Gail Ostrout on financial capacity analysis project. This project has been slow to develop, and I had recently considered scrapping it for this year’s budget development. Although it is behind schedule and will not be completed until January, the fiscal analysis and debt capacity assessment will nevertheless be helpful in assuring that we have made the right decisions before finalizing the FY21 Budget for Town Meeting. The tools developed for this year will also be easily updated and useful in future budget and CIP development.
- Attended the Sept. 25 TRORC Public Hearing on Regional Plan. Lori and I spoke about our concerns as outlined in the letter that the Selectboard authorized in August. The Towns of Bradford and Randolph also spoke during the public hearing to express concern over the Plan’s use of mandatory language and prescriptive land use definitions. The Commission voted to delay the vote on the plan until after another public hearing on 10/30, but also voted to accept the TRORC staff text recommendations.
- Cancelled the agreement with the Climate Mayor’s leasing agent/purchaser of the electric vehicle for failure to order and deliver 2019 Nissan Leaf. Entered into agreement with new leasing company for purchase of 2020 model Nissan Leaf. Nissan releases 2020 models in November; delivery may be as long as six months after that. But we now have a confirmed order.
- Worked with Tom Debalsi on scoping of Marketing & Branding Study as directed by Selectboard and School Board at September Joint meeting. Consulting with State Dept. of Tourism & Marketing and the City of South Burlington for assistance in obtaining a budget estimate.
- The Town settled the final right-of-way acquisition for the Roundabouts project on Sept. 27, thus avoiding the need for the continued condemnation hearing. This was

a remarkable negotiation success by VTrans, Rob Manby, our engineers and Town staff considering the amount of the first offer from the property owner, which was many multiple times the settlement amount. While VTrans advances the project the bid stage, we work with them on a construction cash flow plan. The State is responsible for 100% of construction costs, but the Town has to front the payments and seek reimbursement from VTrans, which can take up to 30 days. This \$5M project will be spread over two construction seasons, and so the Town will need to secure interim financing for cash-flowing partial payments during construction.

- Met with “Core Four” Upper Valley towns and Ted Siegler regarding possible regionalization of contracts for solid waste collection and disposal. This was an update of his firm’s 2014 study of the same subject for the region. We discussed ways for localities to retain some control in a joint contract arrangement by maintaining local gov’t-owned transfer stations and the landfill.
- Attended VLCT Town Fair on Oct. 2 & 3, with excellent training on human resources, successful public information campaigns, cybersecurity, first responders’ mental health, and the Annual Business Meeting. The VLCT membership approved a proposal to capitalize on the momentum of self-governance in the 2019 Session with recommendations for the 2020 General Assembly.
- Continued discussion with Health Officer Brett Mayfield about the need for Assistant Health Officer, and the unfunded State mandate of executing increasing regulations without corresponding funding support for staff.
- Our consulting engineer on the South Main Street parking lot is developing concept designs for structured parking. Staff is simultaneously working with a vendor on a quote for a parking meter system for on-street spaces, and is also drafting revisions to the parking ordinance. We would like to set a special meeting of the Selectboard on Tuesday, October 29 to focus on these downtown parking issues.

DEPARTMENT HIGHLIGHTS

Assessor:

- completed entering sales for 2018 into 2019 sales study
- homestead declarations
- July transfer information updated in VISION CAMA system
- Sales Verification letters sent
- Completed 2 Public Records Requests
- Assessor went to training for new parcel information website (Beacon), attained Certified Administrator
- worked on interrogatories for Supreme Court Case

Clerk:

- The Clerk as sent out an announcement by e-mail to approximately 100 community leaders and residents seeking applications or recommendations for individuals who may be interested in serving on the Hartford School & Town Meeting Committee. My

hope is we will get some traction this year so we can have a fully functioning committee soon.

- Budget Preparation for both the Elections Budget and Vital Statistics Budget.
- The Board of Abatement held FIVE Hearings on September 23rd. Three Abatements were granted totaling \$13,682.11. Two Applications were denied. Minutes were posted and Decisions mailed.
- The Clerk received FOUR requests Appealing the decision of the Board of Civil Authority Tax Appeal Hearings. One Appellant is Appealing to Superior Court (The Village at White River Junction); Three Appellants are appealing to the Vermont Department of Property Valuation and Review (Terrace Communities; Bridge & Main, LP; and, 36 Overlook Housing/Twin Pines).
- The Clerk will be out of the office from Thursday, October 10th-Monday, October 14th. The Assistant Clerk will staff the office during this time.

Finance:

- FYE 2019 Audit
 - Worked with auditors onsite September 23 through October 4, 2019
 - Completed onsite review
 - No Single Audit Required
 - Audit presentation to board November 5th or November 19th pending availability
- August Bank Reconciliations in process
- Completed the setup of the FYE 2021 Budget Module into our financial MuniSmart software
- Provided Debt Schedule for Town Report
- Preparing August 2019 Financials for distribution and scheduling meetings with Department Heads
 - Distributed August Financial Report to W. Hartford Library and Bugbee Senior Center
- Participated in a CIP Project review meeting with town manager and 2 contracted representatives from VLCT
 - Provided my recommendation regarding the FYE 2021 budget process
- Preparing and submitting quarterly required reports
- Completed & distributed September water and wastewater billing
- Beginning to prepare to collect statistical information to complete a Comprehensive Annual Financial Report for FYE 2019

Fire:

- Lt. Hedges along with Communications staff and IT attended the Spillman conference in Utah. Spillman is the vendor for our computer aided dispatching software.
- Shifts continue to training on the loaner ladder truck.
- The Public Safety Open House is scheduled for October 12th from 10-2pm.

- The department participated in funeral service for Luna Ricker. Luna was a member of the fire department for 37 years.
- Shifts have been practicing fire operations at a house on Hidden Ln that is scheduled for demolition. The owner graciously offered to provide access for valuable training for the department.
- Shifts conducted dry hydrant testing in the community.
- The fire prevention office completed 27 building inspections during this period.
- Shifts conducted pre fire planning to commercial buildings in the community.
- Paramedics from the department attended refresher training in Lebanon, NH.
- Shifts provided station tours, touch a truck events and ride a longs during this period.
- Shifts conducted fire drills and relocation drills during this period.
- The department responded to 101 calls for service during this period.

Incident log:

Alarm Date	Street	Situation Found
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	JERICHO 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
9/23/2019 10:30	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
9/23/2019 15:48	BENNING ST	Medical assist, assist EMS crew
9/23/2019 19:29	MAPLE ST	EMS call, excluding vehicle accident with injury
9/24/2019 0:12	BROAD BROOK DR	Dispatched & canceled en route
9/24/2019 7:45	BUGBEE ST	Assist invalid
9/24/2019 9:56	BUGBEE ST	Service Call, other
9/24/2019 15:26	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
9/24/2019 16:22	MAPLE ST & FERRY BOAT XING	EMS call, excluding vehicle accident with injury
9/24/2019 16:25	I 89 S MM7	Motor vehicle accident with no injuries.
9/24/2019 17:03	JERICHO ST	Smoke or odor removal
9/24/2019 22:48	MURPHYS RD	EMS call, excluding vehicle accident with injury
9/24/2019 23:34	QUECHEE GORGE	EMS call, excluding vehicle accident with injury
9/25/2019 8:45	BLUFF RD	Public service
9/25/2019 12:18	ASPEN LN	EMS call, excluding vehicle accident with injury
9/25/2019 13:20	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
9/25/2019 13:42	BILLINGS FARM RD	Smoke scare, odor of smoke
9/25/2019 16:03	S MAIN ST	No incident found on arrival at dispatch address
9/25/2019 17:49	HEMLOCK RIDGE DR	EMS call, excluding vehicle accident with injury
9/25/2019 18:00	MAPLE ST	No incident found on arrival at dispatch address

9/26/2019 9:08	PINE ST	Public service
9/26/2019 12:04	QUECHEE WEST HARTFORD RD	Dispatched & canceled en route
9/26/2019 12:42	SPRING CIR	EMS call, excluding vehicle accident with injury
9/26/2019 18:23	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
9/27/2019 10:20	WOODSTOCK RD	Motor vehicle accident with injuries
9/27/2019 16:01	RIVER ST	EMS call, excluding vehicle accident with injury
9/27/2019 19:23	N HARTLAND RD	CO detector activation due to malfunction
9/27/2019 20:35	STERLING SPRINGS DR	Assist invalid
9/27/2019 21:50	FAY BROOK RD	Dispatched & canceled en route
9/27/2019 23:13	FAY BROOK RD	Motor vehicle accident with injuries
9/28/2019 1:37	DEWITT DR	Medical assist, assist EMS crew
9/28/2019 10:51	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
9/28/2019 14:57	JAMIE DR	Medical assist, assist EMS crew
9/28/2019 15:20	TALL TIMBERS DR	EMS call, excluding vehicle accident with injury
9/28/2019 19:27	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
9/29/2019 10:01	VETERANS DR # B	EMS call, excluding vehicle accident with injury
9/29/2019 11:04	BALLARDVALE DR	Direct tie to FD, malicious false alarm
9/29/2019 14:22	TWILIGHT CT	EMS call, excluding vehicle accident with injury
9/29/2019 20:14	SYCAMORE DR	False alarm or false call, other
9/29/2019 22:28	CHRISTIAN ST	Assist invalid
9/29/2019 23:29	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
9/30/2019 0:30	CHAMBERS LN	EMS call, excluding vehicle accident with injury
9/30/2019 2:06	VETERANS DR # B	EMS call, excluding vehicle accident with injury
9/30/2019 5:36	HARTFORD AVE	EMS call, excluding vehicle accident with injury
9/30/2019 8:34	S MAIN ST	EMS call, excluding vehicle accident with injury
9/30/2019 14:01	FARMVU DR	Public service
9/30/2019 14:56	BALLARDVALE DR	Motor vehicle accident with no injuries.
9/30/2019 15:56	COLONIAL DR	Assist invalid
9/30/2019 18:37	RALPH LEHMAN DR	Medical assist, assist EMS crew
9/30/2019 19:55	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
9/30/2019 20:54	CURRIER ST	EMS call, excluding vehicle accident with injury
9/30/2019 20:58	WOODHAVEN DR	Medical assist, assist EMS crew
9/30/2019 21:36	WOODLAWN DR	EMS call, excluding vehicle accident with injury
10/1/2019 10:00	FARMVU DR	Public service
10/1/2019 15:31	MAPLE ST	Alarm system sounded due to malfunction
10/1/2019 18:18	TALL TIMBERS DR	Medical assist, assist EMS crew
10/1/2019 19:26	QUECHEE MAIN ST	EMS call, excluding vehicle accident with injury
10/1/2019 20:54	AIRPORT RD	EMS call, excluding vehicle accident with injury
10/2/2019 9:47	BALLARDVALE DR	Medical assist, assist EMS crew
10/2/2019 11:48	SMITH RD	Assist invalid
10/2/2019 13:35	CENTRAL ST	EMS call, excluding vehicle accident with injury
10/2/2019 17:06	LESLIE DR	Medical assist, assist EMS crew
10/2/2019 18:15	STAGECOACH RD	EMS call, excluding vehicle accident with injury

10/3/2019 2:37	WELLS RD	EMS call, excluding vehicle accident with injury
10/3/2019 4:54	HARTFORD AVE	Smoke detector activation, no fire - unintentional
10/3/2019 7:39	VT ROUTE 14	False alarm or false call, other
10/3/2019 13:13	DODY LN	Public service
10/3/2019 13:22	MAPLEWOOD TER	Smoke detector activation due to malfunction
10/3/2019 15:15	BUGBEE ST	EMS call, excluding vehicle accident with injury
10/3/2019 15:58	FROST PARK	Medical assist, assist EMS crew
10/3/2019 17:41	MEDICAL CENTER DR	EMS call, excluding vehicle accident with injury
10/3/2019 17:45	FROST PARK	Medical assist, assist EMS crew
10/3/2019 20:08	N N HARTLAND RD	Alarm system sounded due to malfunction
10/3/2019 21:35	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
10/3/2019 21:42	FROST PARK	Service Call, other
10/4/2019 9:30	CHRISTIAN ST	Public service
10/4/2019 16:25	WOODLAWN DR	Assist invalid
10/4/2019 17:10	HEMLOCK RIDGE DR	Dispatched & canceled en route
10/4/2019 17:24	VA CUTOFF RD	Medical assist, assist EMS crew
10/4/2019 19:00	Highland Avenue	Public service assistance, other
10/5/2019 7:46	ASPEN LN	Dispatched & canceled en route
10/5/2019 12:33	HIGHLAND AVE	EMS call, excluding vehicle accident with injury
10/5/2019 13:40	CURRIER ST	EMS call, excluding vehicle accident with injury
10/5/2019 13:52	INTERSTATE 89 N	Motor vehicle accident with no injuries.
10/5/2019 15:10	NORWICH AVE & DEPOT ST	Hazardous condition, other
10/5/2019 16:08	HARTFORD AVE	Unauthorized burning
10/5/2019 18:44	DRY KILN RD	EMS call, excluding vehicle accident with injury
10/5/2019 22:57	S MAIN ST	EMS call, excluding vehicle accident with injury
10/6/2019 9:30	BENJAMIN RD	EMS call, excluding vehicle accident with injury
10/6/2019 12:32	NORWICH AVE	Medical assist, assist EMS crew
10/6/2019 13:38	DEWITT DR	EMS call, excluding vehicle accident with injury
10/6/2019 14:25	HARTFORD AVE	EMS call, excluding vehicle accident with injury
10/6/2019 18:30	VA CUTOFF RD	Service Call, other
10/6/2019 21:38	RAVENSWOOD TER	Smoke scare, odor of smoke
10/6/2019 21:48	TALL TIMBERS DR	Carbon monoxide detector activation, no CO

Information Technology:

- Will include this period with next report (Oct. 22)

Parks and Recreation:

Program Highlights

- Our Drop-in programs continue: Drop-in Ultimate Frisbee at Watson and Pickleball on Tuesday and Thursday at Maxfield.

- Our 5th/6th Boys Soccer Team participated in the Lebanon Soccer Jamboree on September 21st.
- Youth Open Basketball started on September 25th. Grades 7 through 12 are at the Hartford High School 9/25 through 10/30 from 6pm to 7:30pm. Boys are on Wednesdays and Girls will be on Thursdays. Grades 3-6 start 10/28 through 11/14 at Dothan Brook School. Boys will be from 6pm to 7:15pm on Monday, Wednesday and Friday. Girls will be on Tuesday and Thursday.
- The 5th / 6th Girls Soccer Team participated in a Dartmouth Girls Soccer game on October 5th.
- The Hartford Parks & Recreation / Upper Valley Aquatic Center Splash Night was held on September 27th. 107 children participated.
- On October 2nd the Wednesday Walkers trekked up Gile Mountain with 5 hikers.
- Karen McNall's Card Making Workshop was held on October 2nd with 10 participants.
- The Parks & Recreation Committee met on October 3rd. There was not a quorum for the meeting. Those in attendance took a tour of the renovation project at WABA.
- The Director attended the National Recreation and Park Association Congress recently. There was a required Commission for Accreditation of Parks & Recreation Agencies, CAPRA. The session was to update CAPRA Accredited Agencies on the new standards and procedures and is required that attendance be a part of re-accreditation. Several sessions were attended. Highlights included: Recreation in Disadvantaged Communities: Challenges and How to Overcome Them, Reshape Your Workplace: 5 Activities to Start a Wellness Movement, 10 Winning Capital Investment Strategies: How to Build Successful Capital Campaigns, How to Build and Grow Your Local Park Foundation, Optimizing Revenue and Social Equity Through the Use of Pricing Premiums and Discounts. Additionally, there was a vendor hall with organizations and businesses that work directly with Parks & Recreation Agencies.
- Department assisted with the Dismas House 5K Road Race. We provided the event trailer with cones, signage, tents and tables for their event. The Going the Dismas 5K was on Saturday, October 5th.
- The Department is working with a group for the annual Softball for Scholarships. Funds raised from the tournament will be given to the Department for scholarships. The event is October 12th and 13th.

Parks/Facilities

- Department continues to work on the budget preparation and capital improvement program.
- The work on the Pool Design and Engineering will begin once the contract is signed by the Town Manager. The contract must be approved by the Selectboard.

- The WABA project is moving along well. We continue to work so we ensure WABA is ready for opening day October 13th. The dasher boards have been installed and we are making adjustments to the existing bleacher system. Due to scheduling and manufacturing we will be installing the new bleacher systems in the spring.
- The WABA arena scheduling is complete for the season. We still have a few special events we plan to incorporate with open slots. Once they are scheduled the season schedule will be finalized.
- The Department continues to see out an education institution(s) to partner with in order to conduct an “Alternative Park Usage” study.
- Over the past few weeks, we have learned through List serve and Facebook posts, that groups are advertising rally’s at Lyman Point Park without a formal permit in place. While we have been pro-active working with these groups, medium to large groups need to contact Hartford Parks & Recreation for proper applications at least two weeks in advance of date of function. The Department will be discussing additional wording added to our applications pertaining to events and application submission timeline. Rally’s take much more time to work through than a birthday party (for example).
- Rehabilitation of fields continue at Maxfield. We have 44 tons of infield mix due to arrive the first week of October. Once on site we will begin installing on the infields.
- The delivery of the Zamboni was delayed about a week. We were informed that it will be making its trek across the country from California the week of October 7th. We anticipate using the existing machine for a few a few days during our startup and putting the new machine in use once the training is complete. The new machine requires an electrical hookup in the Zamboni Room. We have our electrician installing the hook up.
- The Department is working with a licensed drone flyer to capture images and flyover of the Maxfield Sports & Recreation Complex. The flyover will highlight the facility and its amenities. We will use the clip on our web page and social media to market and promote this wonderful facility.

Planning and Development:

- Regional Plan – Attended September 25th public hearing and identified the Town’s concerns regarding the draft revised Regional Plan Land Use Chapter. Minimal response to Hartford’s concerns. Another hearing is set for October 30th, Town staff will be presenting Hartford concerns again.
- 132 South Main Street – Planning Commission held a public hearing on the Site Development Plan/Design Review, Planned Development, and parking lot applications. Planned Development and parking lot applications were approved and Site Development application continued primarily to receive additional information regarding request for parking reduction and parking on leased railroad property. Continued working with applicant to receive and distribute additional information for Planning Commission public hearing on October 7th.

- Former Kibby Properties – Received Site Development and Conditional Use applications from the property owner/development team on the redevelopment of the properties. Reviewed and prepared comments for the property owner.
- South Main Street Municipal Parking Lot – Worked with DPW in providing guidance to the consultant on design and program elements.
- Parking Survey – Initiated a new additional parking survey during the Fall months. Began compiling the summary report for the recently completed Summer parking survey.
- 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 – Continued work with other Committee members on data gathering.
- Town Forest Trail Use Agreement – Reviewed draft Trail License Agreement on private property that decreases the grade for a small section of a Town Forest mountain bike and walking trail.
- Norwich Sewer Connection Proposal – Continued work with DPW regarding the 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 – Compiled a memo on the procurement process and selection recommendation for approval.
- Downtown WRJ Holiday Decorations – Met with businesses to develop a lighting and window decoration plan.
- Budget and CIP – Continued work on department proposals for FY 2021.
- Lower Sykes Mountain Ave Sidewalk/Bike Project – Continued working with VTrans to closeout project.
- Upper Sykes Mountain Ave and RT 5 Bike Ped Projects – Continued working with engineer to finalize construction docs to go out to bid in January 2020. Working with DPW to coordinate construction with Sykes Mt Ave roundabout project.
- Town Hall Electrical Usage Management – Continued working with Efficiency Vermont to reduce electricity usage and costs during evening peak demand periods.
- VCDP Job Creation Loan – Public Notice provided for 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 – Public Hearing notice provided for Grant closeout public hearing on October 22nd.
- Electric Vehicle Purchase – Following difficulties with the original vendor not placing the order for the 2019 vehicle, sought pricing from another eligible vendor for a 2020 vehicle given no 2019 models available.
- VINS Canopy Walk – Attended the launching of the Canopy Walk for a new exhibit and opportunity for science education and research, just one of just a dozen or so world-wide.

- Button-Up Hartford – This year’s energy conservation public information gathering will be on November 1st at *Open Door* in downtown White River Junction as part of as part of First Friday events.

Police:

- September 22nd – Patrol officers arrested a 29 year old Hartford woman for domestic assault after she struck her boyfriend. The woman was cited and released pending a hearing before the District Court of Vermont.
- September 23rd - Patrol officers were dispatched to a report of a woman in crisis who at Super 8 Motel. After receiving no response, police forced entry to the room and located the woman unconscious. Paramedics were summoned and the woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- September 24th – The Police Chief participated in a development review meeting with the Department of Planning.
- September 24rd–27th – Officer Angulo attended and successfully completed Police Bicycle Patrol School hosted by the International Police Mountain Bike Association.
- September 25th – Patrol officers arrested a 24 year old Hartford man for aggravated domestic assault and related charges after he struck his dating partner during an altercation at a private residence along the unit block of Christian Street. The man was held at Southern State Correctional Facility on \$10,000 bond pending a hearing before the District Court of Vermont.
- September 26th – Patrol officers assisted the Dothan Brook School with traffic management during their Walk & Ride to School event.
- September 27th – Patrol officers responded to the 200 block of Hiram Atkins Way for reports of an internet fraud. The investigation continues.
- September 28th – Patrol officers responded to reports of graffiti spray painted on a building located along the 1500 block of Maple Street. The investigation continues.
- September 29th – Patrol officers assisted Vermont State Police with traffic management at the scene of a motor vehicle collision involving serious injuries along southbound I-91 at mile-marker 68.
- September 30th – 1st – Detectives and the Police Social Worker attended Forensic Experiential Trauma Interview training hosted by the Hanover Police Department.
- October 1st – Patrol officers responded to a reported vandalism of a tent under the Urban Bridge following a dispute between tenter there. The investigation continues.
- October 2nd – 3rd – Officer Reyes attended Drug Recognition and Investigation training.
- October 3rd – Patrol officers were dispatched to a property damage vehicle collision at the intersection of Christian Street at Bugbee Street. The operators were cited and released following investigation.
- October 3rd – The Police Chief participated in the Quechee Gorge Bridge Update Meeting hosted by VTrans at Town Hall.
- October 4th – The Police Social Worker participated in the regular meeting of the Child Protection Team.

- October 4th – Patrol officers responded to reports of an unconscious woman lying in the roadway near Hemlock Ridge. First responders found the 56 year old woman conscious but heavily intoxicated. She was taken to Dartmouth-Hitchcock Medical Center for assistance.
- October 4th – Patrol officers assisted Hartford High School Staff with event management during the homecoming football game and fireworks.
- October 6th – 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.

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.
- Members of the Highway Crew have been assisting with the pavement patches and necessary work for the water breaks that have popped up recently. Thank you so much to Ben Lynds, Jeffrey Roberts, and Jean Tessier for their assistance on the Hartford Avenue water break.
- We have been mowing in Quechee.
- Highway Crew has been working with a contractor to complete the erosion issues on Quechee Main Street.
- The Highway Crew has been out painting stop bars and crosswalks in Hartford Village and Wilder.
- 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 has installed all the Electric Vehicle Charging Station signs in the downtown area.
- 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

- Paul has been working on ENG-1, and servicing one police cruiser.
- Paul installed a new vent whistle on the oil burner at the Solid Waste facility.

- Paul has been facilitating/coordinating the up-fitting for the new six wheel dump truck.

Water

- The Water Crew continues to train their new employees.
- The Water Crew responded to a substantial break on Hartford Ave. The Crew responded quickly and was able to secure the break. Thank you to Rick, Evan, Kai, and David for their diligent work on this!
- The Water Crew has been working with the Highway Division to pave the patches from the previous water breaks.
- The Water Crew has been flushing the system to ensure that any disturbances from the recent water breaks are cleared from the system.
- 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 and system inventory for the water system.
- Contractors are onsite at the Wilder Well have poured the foundation for the new building. A project meeting was held today and the project is moving along as anticipated.
- 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 is continuing with our hydrant testing program.
- 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 repaired a leak in a valve at Hewitt and Wilder. We are very appreciative of the amount of foresight and planning they do to minimize interruption to water service to make repairs to the system.
- 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.
- Thank you to Clayton Whitmarsh for all of his help on the Hartford Ave. water break!
- The Wastewater Crew is performing manhole repairs in Quechee.
- The Wastewater Crew jetted and televised lines around the Hartford Middle School.
- The Wastewater Crew jetted and televised ALL of the lines on Wilder Street.
- The Wastewater Crew assisted the Public Safety building with a sewer issue.
- The Wastewater Crew continues to perform repairs to leach field 5E and also performing 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 is investigating replacement of the electrical service at the DuPuis pump station.
- The Wastewater crew has been routinely hauling bio-solids and grit to the Lebanon Landfill.
- The Wastewater Crew is performing maintenance and minor repairs to the tractor in Quechee.
- The Wastewater Crew performed minor repairs to the sewer infrastructure leaving the Birchwood Condominium area to prevent runoff from entering leach fields, adding risers, and performing distribution box inspection.
- 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'.
- The Wastewater Crew has removed the VFD from the Bentley Pump Station.
- 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, the Transfer Station is closed on Mondays. The days of operation are Tuesday through Saturday. We apologize if this is an inconvenience.
- We continue to work with our State permitting agencies to ensure compliance.
- On October 4th, 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. We look forward to reviewing this data.
- 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). Hannah met with Hammonds at the end of September. She is waiting for a cost proposal from them to grind and haul the existing pile of C&D there and also what a future relationship might look like if the town were to resume collection of C&D.
- 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 four HHW events. We participated in one in June in Woodstock (partnership with GUVSWMD), August in Bradford (partnership with CVSWMD), we held one this past Saturday (Oct. 5) at our facility (partnership with GUVSWMD), and will be hosting one on our own in November that will be open to TOH residents only.
- Hannah has been diligently analyzing expenses, programs, and fees. She provided an extensive presentation to the board in September and a fee increase proposal in October.
- At this time Hannah has recommended to Brannon that the full-time attendant position that is currently vacant from a recent retirement be filled to meet the program needs there.
- 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. A big thank you to all of the Public Works team that is assisting with this project!
- The April 15th rain event has been federally declared as a disaster. Jeremy has been working extensively with FEMA on this project. The work to stabilize and repair the erosion on the banks of the Ottauquechee River along Quechee Main Street is nearly complete at the time of this report. 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 quote and anticipating discussions with the board at a special Selectboard meeting in October.

- Hannah and Phil are investigating the ownership and possible funding mechanisms to replace the failed radar speed signs on Hartford Avenue in Wilder.
- 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. We have reviewed and provided comment on two concepts that will be presented to the board for input at a special Selectboard meeting in October.
- 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 ensure 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. A project meeting for design review for compliance with State and funding regulations is scheduled for October 24th in Montpelier.
- 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 attended the September 24, 2019 Selectboard meeting to discuss their proposal. Our team has offered that we are willing to engage in an MOU to cover basic engineering expenses to understand our capacity, overall infrastructure conditions, and concerning CSO points.
- 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. Shortly we will develop a follow-up public survey to understand how the one-way has been working.
- We are VERY excited to announce that all of the ROW agreements have been secured for the Sykes Mountain Roundabout Project and that is moving along smoothly. Brannon, Gail, and Hannah are working out the details for cash flow on that project.
- Hannah, Brannon, and Simon attended a Core Four meeting in October to discuss the possibility of a regional curbside trash/recycling contract.
- 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. 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.
- Unfortunately, due to weather and scheduling with subcontractors, the sidewalk improvements bid out earlier this fiscal year will not take place until Spring.
- The contracted line striping for the year has been completed (center and fog lines around time).
- 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 is nearly completed.
- 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.
- Dufresne Group, the consultant hired for the Abbey Road project, has developed two concepts for improvements in that area that DPW staff is reviewing. We are optimistic that the construction aspect of the project may be one that we can complete 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.).
- We have received all the plow bids and will be making a recommendation for award at the board meeting on October 8th.
- 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 ****