

**Town Of Hartford
Town Staff
Significant Activity Report, October 8 – October 21, 2019**

TM Highlights	1
Assessor	2
Clerk	2
Finance	3
Fire.....	4
IT.....	6
Parks & Recreation	7
Planning.....	9
Police	11
Public Works.....	12

TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Met with the Thom Simmons, Census Bureau (CB) Regional Partnership Specialist to assist with promotions and recruiting of volunteers and enumerators. Participation by local volunteers and census takers improves our probability of a complete count. Hartford is at a higher risk of an undercount because of its above-average population over age 65, foreign-born population, number of rental units and number of people who moved within the last year. The 2020 decennial census will rely on more people to respond the survey online before paper surveys, with canvassing as the last method of data collection. Lori and Lisa are providing Thom with contacts information of local resources, leaders, civic groups, and volunteers for the local Complete Count Committee and to assist with the promotion/dissemination of public service announcements.
- Met with Matt Bucy to consider his request to look at re-alignment of Mill Rd. into its intersection with the new VA Cutoff Bridge. We have forwarded the request to VTrans for consideration.
- Worked with Simon and Dick on the capital projects list for prioritization prior to last week’s Selectboard workshop.
- Met with John Erickson, Interim General Manager at Quechee Lakes Landowners’ Association (QLLA), about maintaining regular communications.
- Met with Internal Auditors John Mudgett and Bonnie Lesage for annual management interview in conjunction writing audit report for fiscal year ending June 30, 2019.
- Met with John Guarino, Deacon, St. Anthony’s Church, regarding their application for FY21 appropriation at Mount Olivet and St. Anthony’s Cemeteries.
- Working with VTrans, Lori and Hannah on project coordination, bidding and sequencing of Sykes Mtn. Av. Roundabouts, Upper Sykes Sidewalk and Rt. 5

Sidewalk projects. There are pros and cons to bidding them in a single contract or simultaneously bidding them in separate contracts with synching their timing and physical connections. Our conclusion is that the roundabouts and Upper Sykes Sidewalk should be bid in a single contract, with a subsequent bid for the Rt.5 sidewalk project.

- Inclusivity & Equity Strategic Plan data gathering is on-going with department self-audits.

DEPARTMENT HIGHLIGHTS

Assessor:

- Verify Sales with District Advisor for State equalization study.
- Worked on Current Use changes
- Updated records with sales information for August
- Sent sales verification letters to buyers/sellers for our equalization study
- Organized the files in the office
- Worked on recording Building permits
- Worked on FY21 budget for assessors
- Worked on appeals for state hearings with legal counsel
- Continue to process homestead changes
- Updating address changes
- Assist the public

Clerk:

- Finalizing the Town Clerk Budgets: a). Vital Statistics; b). Elections
- The Town Clerk met with Curtiss Reed for interview. The Clerk also completed the Equity and Diversity Self-Audit survey as requested.
- The Clerk attended a Cyber Security Training webinar sponsored by the Secretary of State's Office on October 17th.
- On October 19th, a technician from Democracy Live (the company the Secretary of State's Office chose to provide the Accessible Voting equipment) set up the updated equipment and programmed the tablets so the ballots produced via the Accessible Voting Tablet can be read by the Voting Tabulators we use. We have three sets of the equipment for use at elections.
- The Clerk continues to promote and discuss the Town and School Meeting Committee with potential members. This far, only one party who the Clerk initially spoke to about 6 months ago, has indicated they will be submitting an application. The Clerk will work with staff to promote the opportunity to apply on social media outlets, the website, etc. The Clerk received a call from Kevin Christie regarding a possible opportunity to discuss the topic on a CATV program. The Clerk will reach out to the contact provided.
- The Clerk has continued the ongoing activity of updating the Voter Checklist as Voter Registrations come through the DMV, online, mail and in the office. In addition, we continue to monitor Property Transfer Returns for Voters who may

have moved out of Town. Those Voters are sent a “Challenge” letter and asked to respond regarding their resident status so we can keep the checklist as current as possible within the confines of Statutory rules.

- The Clerk joined Lori Hirshfield and Brannon Godfrey at a meeting with Thom Simmons from the 2020 US Census to discuss ways to ensure all Hartford community members are counted.
- The Clerk is reviewing the priority list for the next round of documents to be sent out for Preservation/Restoration before the end of the year.
 - The Clerk has been monitoring a recent discussion that has been occurring around cost of producing public records requests. The Attorney General’s opinion differs from the Governor and Secretary of State. It appears there will be a push for statute clarification through the legislature in the upcoming session.
<https://www.sevendaysvt.com/OffMessage/archives/2019/10/15/scott-condos-break-with-donovan-over-charging-for-public-records>. The Clerk reached out to the Secretary of State’s office to ask if this would trickle down to the Clerk level where statute permits us to charge \$1 per page for copies of land records. I shared with SOS Office the last five years and the year to date income the Clerk’s Office generates from copies (the average is close to \$10,000 per year). I have not had a reply.

Finance:

- September Bank Reconciliations in process
- Preparing and submitting quarterly required reports
- Preparing annual year required reports
- Completed & distributed October water & waste water billing
- Beginning to prepare to collect statistical information to complete a Comprehensive Annual Financial Report for FYE 2019
- Participated in VTGFOA Board Meeting
- Preparing for Actuarial Review of Other Post Employment Benefits
- Completed draft review of 2019 Financial Statements
- Assisting staff and town manager in preparation of the FYE 2021 draft budget

Fire:

- Shifts along with member of Hanover, Lebanon and Norwich fire departments attended two days of live fire training at the Vermont Fire Academy. Crews practiced initial company operations: fire attack, search & rescue, ventilation.
- On October 12th from 10am-2pm an open house was held at the Public Safety Building. The event was well attended by families in the community. Vehicles and equipment in both the fire and police departments were on display.
- Our three new firefighters completed the aerial apparatus course. Two have completed the pump operation course. Congratulations to FF Dillon Mock and FF Alex Hoehn for attaining their permanent monitor status.
- Engine 1 is back in service after being sent out for sandblasting and undercoating.
- Staff completed car seat inspections during this period.
- Conducted touch a truck events at Potters School, Headstart and Babble on Daycare.
- The fire prevention office conducted 25 inspections during this period.
- Continue to prepare for the statewide emergency exercise scheduled for Oct. 23, 24, and 25th. During this period the Town Emergency Operations Center will be simulating operations.
- During this period the department responded to 99 calls for service.
- Incident log for this period:

Alarm Date	Street	Situation Found
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
10/7/2019 5:21	HATHAWAY RD	Medical assist, assist EMS crew
10/7/2019 8:47	HARTFORD AVE	EMS call, excluding vehicle accident with injury
10/7/2019 11:26	WOODLAWN DR	EMS call, excluding vehicle accident with injury
10/7/2019 13:22	HARTFORD AVE	EMS call, excluding vehicle accident with injury
10/7/2019 14:42	N HARTLAND RD	Public service
10/7/2019 15:00	N HARTLAND RD & NEAL RD	EMS call, excluding vehicle accident with injury
10/7/2019 15:58	PROSPECT ST	EMS call, excluding vehicle accident with injury
10/7/2019 16:12	WOODSTOCK RD & WATERMAN HILL RD	Motor vehicle accident with injuries
10/7/2019 17:24	HIGHLAND AVE	EMS call, excluding vehicle accident with injury
10/7/2019 23:19	HEMLOCK RIDGE DR	EMS call, excluding vehicle accident with injury
10/8/2019 14:10	SYCAMORE DR	Service Call, other
10/8/2019 19:05	HOLIDAY DR	Smoke detector activation due to malfunction
10/9/2019 6:41	BLAKE DR	EMS call, excluding vehicle accident with injury
10/9/2019 8:54	PINE ST	Service Call, other
10/9/2019 9:16	PINE ST	Medical assist, assist EMS crew

10/9/2019 11:50	LYMAN BATCHELLER RD	EMS call, excluding vehicle accident with injury
10/9/2019 15:24	AZALEA CIR	Medical assist, assist EMS crew
10/9/2019 15:30	VA CUTOFF RD	Service Call, other
10/9/2019 17:26	GILLETTE ST	Smoke detector activation, no fire - unintentional
10/10/2019 10:00	KINGFISHER RD	Hazardous condition, other
10/10/2019 16:22	QUECHEE MAIN ST	Service Call, other
10/10/2019 20:16	CURRIER ST	EMS call, excluding vehicle accident with injury
10/10/2019 23:40	HARTFORD AVE	EMS call, excluding vehicle accident with injury
10/11/2019 0:10	THORN APPLE LN	Smoke or odor removal
10/11/2019 8:46	HEMLOCK RIDGE DR	EMS call, excluding vehicle accident with injury
10/11/2019 11:09	QUECHEE RD	EMS call, excluding vehicle accident with injury
10/11/2019 14:09	MAXFIELD LN	EMS call, excluding vehicle accident with injury
10/11/2019 15:40	HARTFORD AVE	EMS call, excluding vehicle accident with injury
10/11/2019 16:14	SMITH RD	Assist invalid
10/11/2019 17:03	CHAMBERS LN	EMS call, excluding vehicle accident with injury
10/11/2019 18:52	GATES ST	EMS call, excluding vehicle accident with injury
10/11/2019 18:53	WENTWORTH WAY	EMS call, excluding vehicle accident with injury
10/11/2019 19:54	CHITTENDEN DRIVEWAY	Medical assist, assist EMS crew
10/12/2019 2:36	QUECHEE MAIN ST	Smoke detector activation, no fire - unintentional
10/12/2019 15:19	SPRING CIR	False alarm or false call, other
10/12/2019 16:11	HANOVER ST	Medical assist, assist EMS crew
10/12/2019 18:29	LOCUST ST	EMS call, excluding vehicle accident with injury
10/13/2019 9:42	CHRISTIAN ST	Smoke detector activation due to malfunction
10/13/2019 11:17	LONG HILL RD	EMS call, excluding vehicle accident with injury
10/13/2019 11:57	SYKES MTN RD	Cover assignment, standby, moveup
10/13/2019 12:12	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
10/13/2019 19:37	CURRIER ST	EMS call, excluding vehicle accident with injury
10/14/2019 9:54	SYKES MOUNTAIN AVE	Public service
10/14/2019 10:38	WOODSTOCK RD	Gasoline or other flammable liquid spill
10/14/2019 12:10	CONNECTICUT RIVER RD	Trash or rubbish fire, contained
10/14/2019 12:11	WINDHAM HL	EMS call, excluding vehicle accident with injury
10/14/2019 13:16	S MAIN ST	EMS call, excluding vehicle accident with injury
10/14/2019 18:00	VA CUTOFF RD	Service Call, other
10/15/2019 8:08	FAIRVIEW TER	Medical assist, assist EMS crew
10/15/2019 10:05	WILDER DAM RD	Medical assist, assist EMS crew
10/15/2019 12:30	N HARTLAND RD	Public service assistance, other
10/15/2019 14:51	AIRPARK RD	Dispatched & canceled en route
10/15/2019 16:50	JUNIPER DR	Medical assist, assist EMS crew
10/15/2019 17:38	JERICO ST	Citizen complaint
10/15/2019 20:11	IRIS WAY	Smoke detector activation, no fire - unintentional
10/15/2019 22:44	IRIS WAY	Smoke detector activation due to malfunction
10/15/2019 23:51	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
10/16/2019 0:36	AZALEA CIR	EMS call, excluding vehicle accident with injury

10/16/2019 8:04	AZALEA CIR	Medical assist, assist EMS crew
10/16/2019 10:00	HOLIDAY DR	Smoke detector activation due to malfunction
10/16/2019 12:23	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
10/16/2019 15:22	VT RT 14	EMS call, excluding vehicle accident with injury
10/16/2019 15:46	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
10/16/2019 21:05	HIGHLAND AVE & HARTFORD AVE	Motor vehicle accident with injuries
10/16/2019 21:18	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
10/16/2019 21:54	AZALEA CIR	EMS call, excluding vehicle accident with injury
10/16/2019 22:58	HARTFORD AVE	EMS call, excluding vehicle accident with injury
10/17/2019 2:02	HENRY GOULD RD	Dispatched & canceled en route
10/17/2019 7:00	STERLING SPRINGS DR	EMS call, excluding vehicle accident with injury
10/17/2019 14:57	SUGAR HOUSE RD	Power line down
10/17/2019 22:06	DEPOT ST	Smoke or odor removal
10/17/2019 22:12	N MAIN ST	Medical assist, assist EMS crew
10/18/2019 8:24	BUGBEE ST	EMS call, excluding vehicle accident with injury
10/18/2019 14:07	BLAKE DR	EMS call, excluding vehicle accident with injury
10/18/2019 14:50	MAPLE ST	Medical assist, assist EMS crew
10/18/2019 18:45	HIGHLAND AVE	Rescue or EMS standby
10/18/2019 19:29	CLAY HILL RD	EMS call, excluding vehicle accident with injury
10/18/2019 22:05	LINDEN DR	EMS call, excluding vehicle accident with injury
10/19/2019 6:30	CURRIER ST	EMS call, excluding vehicle accident with injury
10/19/2019 6:50	ROCK PINE DR	Dispatched & canceled en route
10/19/2019 12:51	CEDAR DR	Called Paramedic Intercept.
10/19/2019 13:09	WOODSTOCK RD	Gasoline or other flammable liquid spill
10/19/2019 14:34	I 89 N MM5	Motor vehicle accident with injuries
10/19/2019 15:19	WENTWORTH WAY	EMS call, excluding vehicle accident with injury
10/19/2019 23:45	HOLLOW DR	Medical assist, assist EMS crew
10/20/2019 9:30	WOODSTOCK RD	Motor vehicle accident with no injuries.
10/20/2019 9:43	RIVER ST	EMS call, excluding vehicle accident with injury
10/20/2019 15:24	VETERANS DR # B	EMS call, excluding vehicle accident with injury
10/20/2019 19:35	EXIT 2 S OFF RAMP	Called Paramedic Intercept.
10/20/2019 19:39	CURRIER ST	EMS call, excluding vehicle accident with injury
10/20/2019 20:23	OLD RIVER RD	EMS call, excluding vehicle accident with injury
10/21/2019 0:21	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury

Information Technology:

- Assisted Fire Marshall during his return emptying voicemails, setting up PC again
- Changed Wi-Fi password & updated computers at WABA in anticipation of upcoming season
- Fixed scanning issue in Town Clerk
- Multiple Website Updates for Solid Waste
- Adobe Installation & Speaker fix for PD Patrol

- Evidence label printer on Detective PC installed
- Fixed Spillman error with new dispatcher that didn't open program fully
- Attended Spillman/Motorola conference in Salt Lake City:
 - Got direct help with ongoing issues being resolved with dispatcher Martha Morse & Firefighter Jack Hedges
 - Attended talks on cyber & network security specifically focused on PSAP/911 Centers and how to best protect against most recent threats
 - Got insight into free services offered including main database backups
 - Met with team that is coming onsite to assist with redundant server installation:
 - 12 VM migrations
 - Veeam setup & configuration
 - VMWare configuration and migration from hyper-V
- Signed off on new firewall installation and project discovery (3 week process)

Parks and Recreation:
Program Highlights

- Since September 1st, the Department has processed 493 registrations for programs and activities through the Parks & Recreation Department. Facility reservations include 5 non-department organizations for a total of 65 hours of usage.
- Our drop in programs continue: Drop in Ultimate Frisbee at Watson and Pickleball on Tuesday and Thursday at Maxfield.
- Nihon Aikijujutsu, instructed by Brett Mayfield continued with Session #2. The class focusses on movement, balance, holds, take downs and Japanese Yoga. Session runs through November 6th. Youth Karate which focusses on basic to advanced movements and forms.
- Field Hockey continued on Monday and Wednesday through October 23rd.
- The fall session of Middle School Cheerleading continues on Tuesday, Wednesday and Friday through November 15th. Youth Cheerleading continues through November 20th on Tuesday and Thursday.
- NFL Flag Football continued through October 18th. The program was held at Ratcliffe Park. K-1st graders continue on Tuesday and Thursday and the 2nd -6th graders take place on Monday, Wednesday and Friday.
- Most of the youth Soccer Program ended their season on October 19th.
- The 2nd Annual Softball for Scholarships was held on October 12th and 13th. Funds raised will be presented to the Department for youth scholarships.
- The Hartford Learn to Swim Program for 2nd and 3rd graders started October 16th. The first session is with children attending OQS. The free program is a collaborative with the Hartford School District, and the Upper Valley Aquatics Center. This first session runs on Wednesday's through November 11th from 2:45pm to 5:00pm.

- 15+ Noon Time Hockey started at WABA on Friday, October 18th. The program is open pick-up play. Hockey equipment including helmets are required.
- The WABA Learn to Skate Program started October 20th. Sessions run on Sunday's between 2:15pm and 3:25pm for ages 3 to 15. The first round of sessions goes through November 24th.
- Weekend Public Skating began on October 13th. The program continues on Saturday's between 4:15pm to 5:30pm and Sunday 3:30pm to 4:45pm. Passes can be purchased on site or at the Parks & Recreation Office. The daily admission is \$5 per-skate. Family pass for residents is \$95. Youth pass for residents is \$45. Adult resident pass is \$55 and Senior Citizen/Veterans resident pass is \$20. Check out Hartfordrec.com for all other public skating options throughout the season. Attendance numbers are listed in the facilities portion of the report.
- Youth Open Basketball continues. 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 Department ordered our inflatable screen and projection system. The large screen will be used for movies in the park, indoor movies located in the school gyms and possibly for dances and other functions we have were a large screen can be used. The entire system was purchased using our restricted donation account for the purpose of enhancing and improving our recreational programs and special event offerings. We look forward to putting this new recreational activity and equipment to use very soon.
- Department is gearing up for the annual Trunk-or-Treat Event at Lyman Point Park. The event is scheduled for Saturday, October 26th from 4pm to 6pm at Lyman Point Park. The event is sponsored by Casella Waste Management. We currently have 18 trunks registered. In addition, Martha's on a Roll will be on site selling warm drinks and food. The event will also have our first ever Egg Haunt that will take place promptly at 5pm at the lower section of Lyman Point Park.

Parks/Facilities

- Department continues to work on the inputting the Department budget requests in the MUNI Smart Budget Module. Our proposal is due to the Town Manager by October 25th to begin the review process.
- The WABA Arena opened to the general public on Sunday, October 13th.
- The new Zamboni was delivered on Monday, October 14th. The Zamboni Representative was here on October 18th to complete an operational training with staff. We anticipate using the machine within the next week. The new machine has a few different features such as an automatic water control that distributes a set

volume of water based on operational speed. This and other electronic features need to be reviewed and staff trained on how to properly operate and provide daily maintenance to the machine. When we have staff comfortable operating solo, we will implement the use.

- The contract with BH+A was signed following authorization from the Selectboard. BH+A and its team was on site Friday, October 18th to begin their work. A site visit along with thorough review of the assessment and conceptual plans was the topic for the meeting. We anticipate work to continue over the next 3 to 4 weeks to finish up the project.
- We will be meeting with a Desert Air Representative on October 22nd to finalize capacity of the new dehumidifier for the WABA facility.
- The RFP was distributed and advertised for the new van for the Department. The bids are due back October 25th. Once reviewed, we will begin working with a municipal finance company to review and select to finalize the purchase.
- We have interviewed and offered a seasonal position at the WABA facility. We hope to finalize the paperwork and get the new hire on board by the week of the 21st. The position is seasonal and will work as a part time rink attendant at the facility.
- A new flammable cabinet will be purchased for the arena facility. A PACIF Grant was awarded for the purchase. The Department will pay 50% of the cost.

Planning and Development:

- 132 South Main Street – Continued review of information from the developer and prepared Findings of Fact for a second public hearing on October 7th for a Site Development application to develop a mixed-use building in downtown WRJ. The Planning Commission approved the application for 66 units of housing and 2800 square feet of commercial space.
- Former Kibby Properties – The Site Development and Conditional Use applications for redevelopment of the former Kibby properties in WRJ was postponed to the December ZBA and PC public hearings to allow the property owner additional time to respond to Town application review.
- Regional Plan – Preparing for the next TRORC Regional Plan Public Hearing on October 30th.
- VCDP Job Creation Loan – Prepared report for October 22nd SB Public Hearing on Grant closeout. Worked with VCDP on documents for the Town to receive \$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 – Prepared report for October 22nd SB Public Hearing on Grant closeout.
- VCDP Grants Management – Attended Statewide grants management workshop on October 17th.

- South Main Street Municipal Parking Lot – Continued worked with DPW in providing guidance to the consultant on design and program elements.
- Parking Survey – Continued new additional parking survey during the Fall months. Continued compiling the summary report for the recently completed Summer parking survey.
- Budget and CIP – Continued work on department proposals for FY 2021.
- Currier Street Extension – Continued 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 – Revised draft Trail License Agreement on private property that decreases the grade for a small section of a Town Forest mountain bike and walking trail; sent for legal review.
- Norwich Sewer Connection Proposal – On October 21, received Memorandum of Understanding from Norwich School District request to explore connecting to the Hartford wastewater treatment plant. Pending Town review.
- Energy Audits - Continued working with Hartford Energy Commission on implementing recommendations in the Town Plan Energy Chapter relative to energy audits for town buildings.
- Energy Grant – Exploring potential projects for grant from the Vermont Low-Income Trust for Electricity (VLITE) which is focused on reducing energy costs and increasing energy efficiency.
- Green Energy Purchase Policy – Researching policy for future SB consideration to lower fossil fuel consumption and emissions of Town vehicles, equipment and building systems.
- Net-Zero Construction Guidelines - 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 – Selected and contracted with consultant to complete the survey.
- Downtown WRJ Holiday Decorations – Continued work with businesses to develop and fund seasonal lighting and window decorations for the Downtown.
- Lower Sykes Mountain Ave Sidewalk/Bike Project – Continued working with VTrans to closeout project.
- Upper Sykes Mountain Ave and RT 5 Bike Ped Projects – Working with VTrans and DPW to coordinate construction with Sykes Mt Ave roundabout project. Continued working with engineer to finalize construction docs to go out to bid in January/February 2020.
- Town Hall Electrical Usage Management – Continued working with Efficiency Vermont to reduce electricity usage and costs during evening peak demand periods.
- 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 – VINS new Canopy Walk is now open to the public. This world class structure in Quechee provides a unique opportunity to explore the tree canopy while enabling science education and research.

- Button-Up Hartford – Planning and publicity continued for this year’s energy conservation public information event on November 1st that will be at *Open Door* in downtown White River Junction as part of First Friday activities.

Police:

Please find the Police Department significant activity report for the week ending October 20th:

- October 7th – Patrol officers were dispatched to a motor vehicle collision involving three vehicles at the intersection of Waterman Hill Road at Route 4. One motorist was taken by ambulance to Dartmouth-Hitchcock Medical Center for minor injuries. The investigation continues.
- October 8th - Patrol officers were dispatched to a report of a woman in crisis at a private residence on Hemlock Ridge. After receiving no response, first responders entered the residence through an unlocked window and found her incapacitated. The woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- October 9th – Senior Police Officer Leombruno presented to students at the Ottauquechee School and student safety.
- October 9th – Sergeant Kristinnah Adams participated in a merit badge discussion with Cub Scout Pack #232.
- October 12th – The police department assisted the Hanover Police Department with traffic and event management during the annual Bonfire at Dartmouth College.
- October 12th – The police department participated in the annual Public Safety Open House hosted by the Hartford Fire Department.
- October 14th – Patrol officers were dispatched to reports of a disturbance at Heath Care & Rehabilitative Services Hartford Village Offices. Police found the man in crisis, and provided him with transportation to Mount Ascutney Hospital for assistance.
- October 15th – Patrol officers were dispatched to reports of a shoplifting at a convenience store along the 1000 block of North Main Street. The suspect had left prior to police arrival. The suspect was located, cited for retail theft and released pending a court hearing.
- October 16th – The Police Chief participated in the regular meeting of the Health Care & Rehabilitative Services (HCRS,) Human Resources Committee.
- October 17th – Patrol officers were dispatched to a property damage vehicle collision at the intersection of Highland Avenue at Hartford Avenue. The operators were cited and released following investigation.

- October 18th – Patrol officers assisted Hartford High School Staff with event management during the football game with Rutland High School.
- October 19th – Patrol officers assisted Vermont State Police with traffic management at the scene of a motor vehicle collision involving an overturned ambulance along southbound I-89 at mile-marker 5.

Public Works:

Highway

- The Highway Crew addressed tripping hazards at the Solid Waste facility due to uneven settling.
- The Highway Crew has been cleaning catch basins in the Downtown area.
- The Highway Crew flushed a culvert on Neal Road.
- The Highway Crew paved patches from recent water breaks.
- The Highway Crew has been grading in Quechee.
- The Highway Crew painted new traffic lines in the Legion Parking Lot to improve safety and traffic flow.
- The Highway Crew repaired sidewalks on the Hartford Village Bridge and Lehman Bridge.
- The Highway Crew shim paved South Main Street.
- The Highway Crew is very thankful for the assistance from the other departments.
- The Highway Crew is very sorry to see Travis Beebe move his career forward outside of our organization. Travis was an outstanding sidewalk plow operator and always ready to lend a hand. Good luck Travis!
- Routine operations continue as always.
- “If you see something, say something!” Please keep Public Works notified if you see potholes, washouts, etc. Although we always have our eyes open, our community often sees things that we don’t.

Water

- The scheduled fall hydrant testing is approximately 75% complete in Hartford. The Quechee hydrant testing is complete.
- The Water Crew excavated and repaired a curb box at 304 South Main Street.
- Thank you to the Highway Crew for assistance paving patches from water breaks!
- The Water Crew is preparing for the sanitary survey in Quechee.
- Rick Kenney attended several state level industry meetings.
- All required PFAS sampling has been completed for both water systems. While all samples were below the maximum contamination level (MCL) of 20 parts per trillion (ppt), the Quechee Well and Hartford Well #1 did indicate some traces. We will be required to continue to monitor for PFAS as per a monitoring schedule yet to be determined. Because these compounds do not break down, they are classified as ‘forever contaminants’. While some are banned from manufacture and usage, some are still being used in various industries (not locally). Vermont Act 21, signed into law

in May 2019, requires all public water systems to test for PFAS by December 1, 2019. Any results above 20 ppt require an immediate 'Do Not Drink' notice be issued until treatment is installed. For reference, one ppt is the equivalent of one second in 32,000 years.

- As always, the water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.
- Members of the water crew are working on scanning old plans into our system.
- Our plant and facilities are always available for tours. We encourage everyone to come see where their water comes from!

Wastewater

- The Wastewater Crew continues to train new employees, including CDL training and wastewater classes.
- The Wastewater Crew checked a sewer main on Lower Hyde Park.
- The Wastewater Crew checked a sewer connection on VA Cutoff Road installed by a private contractor.
- The Wastewater Crew checked a sewer connection on Christian Street.
- The Wastewater Crew has been hauling bio-solids to the Lebanon Landfill.
- Several members of the Wastewater Crew attended trainings.
- The Wastewater Crew has been cleaning the Olcott Park pump station basket and cleaning the HVAC system there.
- The Wastewater Crew has jetted Abbey Lane and TV'd a stream crossing in Quechee.
- The Wastewater Crew worked on the Bridge Street Pump Station (removed solids from #2 pump discharge line).
- NA Manosh is in Quechee Televising and flushing sewer mains on contract.
- 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

- **REMINDER THAT THE SOLID WASTE FACILITY IS NO LONGER OPEN ON MONDAYS.**
- At the time of this report, the revenue for the SW enterprise fund is at 17.4% expected, however it should be at approximately 29% which equates to being down nearly \$100,000, by my calculations (revenues budgeted at \$871,350.50). If we sustain this rate of revenue, by June of 2020, we will have collected less than 60% of estimated revenues, which would be a loss of nearly \$360,000. With increased expenses in HHW, new disposal fees in Lebanon, clean-up of the C&D area, life safety improvements, and increases in curbside, this number may be even higher.
- On October 2nd, Hannah met with Wade Masure, a Loss Control Consultant for the VLCT, to perform a facility audit for employee and public safety. We are waiting for his report so that we may implement appropriate safety precautions.
- Recently, Casella contacted the Town with an offer to take over the operation of the SW facility in a long term (20 year) memorandum of understanding (MOU). At this time, Casella has requested that the town consider the offer and enter into non-

binding, good faith negotiations. Although the current offer is a non-cash consideration, this has the potential to relieve the Town from being in the Solid Waste business at a facility that requires substantial capital improvements to continue operation. The topic will be discussed at the October 22 Selectboard meeting in conjunction with the proposed fee increases.

- We have reviewed that traffic counts for the facility. A few notes about the data – the counters were installed mid-day on Thursday, September 19th and removed mid-day Thursday, October 2, so we don't have full day data on those dates, thus not included. The data column labeled 'ONE Way Trips' all the way on the right shows how many times the hose style counters were crossed, NOT the total number of vehicles that entered the facility. The column labeled 'VPD' stands for vehicles per day and is simply the number of one way trips divided by two (assuming that every user makes a trip in and out of the facility), slight collection errors could account for the odd numbers. As you can see, Saturdays and Tuesdays are our busiest days by far.

• Date	• Day of Week	• ONE Way Trips	• VPD
• 9/20/2019	• Friday	• 357	• 178.5
• 9/21/2019	• Saturday	• 697	• 348.5
• 9/22/2019	• Sunday	• 1	• 0.5
• 9/23/2019	• Monday	• 28	• 14
• 9/24/2019	• Tuesday	• 528	• 264
• 9/25/2019	• Wednesday	• 420	• 210
• 9/26/2019	• Thursday	• 373	• 186.5
• 9/27/2019	• Friday	• 380	• 190
• 9/28/2019	• Saturday	• 653	• 326.5
• 9/29/2019	• Sunday	• 0	• 0
• 9/30/2019	• Monday	• 30	• 15
• 10/1/2019	• Tuesday	• 570	• 285
• 10/2/2019	• Wednesday	• 355	• 177.5

- 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.
- Unfortunately, it looks like our options for managing a C&D waste stream at the facility would result in extremely high costs for the users, driving them to use other facilities (we would have to charge over \$200 a ton just to cover our expenses). This will also be a much more complicated waste stream to manage effective July 1, 2020 as asphalt shingles must be handled separately.
- 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.
- 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. A fee increase proposal has been put before the board for approval.
- The Solid Waste crew continues to encourage outreach and tours to raise awareness of the facility.

Administrative

- Administrative Staff is working diligently on the CIP and budget.
- The April 15th rain event has been federally declared as a disaster. Jeremy has been working with FEMA on this project.
- Chief Kasten, Lori, and Hannah met recently to prepare for a parking meter presentation at the October 29th Selectboard meeting.
- Brannon, Lori, Matt Osborn, Chris Holzwarth, and Hannah participated in a phone conference with the project teams representing the Sykes Mountain Roundabout and the proposed sidewalk projects on Sykes Mountain Roundabout and North Hartland Road (Route 5) to discuss timing, project oversight, traffic management, community impact, and grant management of those projects. We are scheduling a follow-up meeting to finish the conversation.
- A continued reminder that, water and sewer billing is being handled by the Finance Department. DPW and Finance is working to ensure a smooth transition by maintaining open lines of communication. We will continue to provide the physical meter reading, final meter reads, and other technical services.
- Jeremy Delisle continues to work with FEMA and Vermont Emergency Management to close out the July 1st storm. It looks like we are getting closer!
- Hannah and Paula are working with Jill Muhr at the VLCT to develop training for DPW supervisors in basic employment practices and human resource information.
- The 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 will be advertised shortly and the preliminary work is complete at this time.

- DPW Staff is working closely with other Town Departments and the developer who purchased the Kibbe Buildings while that project is coming to fruition.
- Brittney Solomita is working on the registration process for our vehicles.
- On July 22, Hannah and Lori Hirshfield met with representatives from Stantec, the engineering firm performing the Safety Corridor study on Route 5. They are putting together a final presentation with the preferred alternative (decided by VTrans feedback, public feedback, and stakeholder feedback) for each segment of the corridor. We are anticipating that they will be ready to make a presentation to the Selectboard in December.
- 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.
- 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.
- At this time, Town staff has not had any further communication with the Norwich School Board regarding their proposal for a connection to Hartford's sewer system. Coincidentally, the Town was notified last week that the wastewater systems at the Norwich Commerce Park were failing and they were considering a way to connect to our system. DPW staff has the same reservations about this as the larger scale request. Recent conversations with the VLCT indicate that there are a range of liabilities and insurance concerns with accepting wastewater from another municipality that will require review by a legal team.
- 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 traffic management plan for the Sykes Mountain Roundabout has been completed and is under review. We are anticipating a January Bid date for that project.
- Paula Nulty continues to provide us with support on a variety of human resources items. We appreciate all of her assistance.
- The Quechee Main Street Culvert Project is currently under review for constructability. We have determined that a total closure of Quechee Main Street with the proposed detour is too impactful to the community and that the project should

really be done and maintain alternating one way traffic. This will bump out construction of that project to 2020. We are working with VTrans to get grant extensions to cover that project extension and also ensure that all permitting is in place for construction. At this time, the project is currently undergoing wetland delineation. There is also easement work and historic preservation work as well before construction can be initiated. The Stream Permit has been submitted and is currently under review.

- DPW staff is working to ensure that our permitting process (various items) are issued and reviewed consistently.
 - We have recently been getting a lot of inquiries for repairs to driveway culverts. There are intricacies around the responsibility and ownership of them and we are working with the VLCT to clearly define them so we can respond appropriately and consistently.
 - Hannah is closing out the West Hartford Library Project (leftover from TS Irene). She continues to field Requests for Information from FEMA and Vermont Emergency Management.
 - 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.
 - We believe that the camera system on the Prospect Street Traffic Lights are shot. We are working with a contractor to trouble shoot (to see if we can identify a remedy), but ultimately they may need to be replaced. We will follow up with more information as we have it.
 - The Abbey Lane project is under contract and currently in the preliminary research/exploration phase. Soil borings and a variety of inspections have been performed. They are currently doing ROW and ownership research. It appears that they have identified a possible source of the regular back-ups, which we may be able to repair in house.
 - Dufresne Group is working on the South Main/James Street Water Main Design Project.
 - DPW Staff is working with Green Mountain Power to facilitate installation of poles in town (i.e. mark-outs, etc.).
 - Parking lot plow bids have been awarded to Potter Construction.
 - 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 ****