

**Town Of Hartford
Town Staff
Significant Activity Report, October 22 – November 3, 2019**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Received and reviewed departmental budget requests for FY21. Held first round reviews. Developing recommended FY21 budget for transmittal at November 19 Selectboard meeting. Input operating impact numbers for capital projects in the CIP Rubric.
- Participated with all department heads in a simulated Emergency Operations Center (EOC) in response to a simulated hurricane/flood disaster. Responded to real-time communications with the State EOC and live in-coming calls from “affected” residents and businesses and new incidents. I am very proud of our leadership team’s dedication of time, expertise and teamwork to the exercise. Takeaways include: refining job descriptions for the EOC duties and team roles, the need for technology updates for the EOC phones and laptops, and training on DLAN, which is the web-based secure communication portal we use for multi-agency collaboration and real-time situational awareness.
- “Core 4 Towns” met earlier today for a discussion on homelessness. The group will delve back into the discussion with it meets again on December 3. There was consensus to form a regional committee to: receive the reports and recommendations from the Hartford Committee on Homelessness, the Windsor/Windham Continuum of Care organization, Housing First and other agencies; consult with Core 4 leaders; and then with the support of the Core 4 leaders take forward a plan to respective governing bodies.
- Prepared materials for Selectboard Parking Workshop last week, including presentations on updated parking counts, parking meter systems, preliminary layouts and estimates for structured parking and summary of proposed changes to the parking ordinance. We are coordinating a meeting with our consulting engineers to

develop feasibility and costs for additional surface parking spaces as part of scope of services.

- Requested Hartford Area Chamber of Commerce support for the Town's memo opposing certain elements of the draft TRORC Regional Plan. The Chamber supported the Town's position by its own letter as well as speaking at the 10/30/19 TRORC Public Hearing. The TRORC ultimately decided not to vote on the current draft of the Plan, and directed its staff to work with the representatives of towns with ongoing concerns to resolve those concerns and to bring back before bringing back a draft for new public hearings and adoption.

DEPARTMENT HIGHLIGHTS

Assessor:

- finished up the last rounds of homestead declaration changes.
- received the last state aid payment downloads from the state and passed along to finance
- participated in mock EOC training
- working on open appeals with legal counsel
- processed September sales PTTR's
- sent out sales verification letters for September sales
- prepared department budget
- worked on verification of 2020 sales

Clerk:

In addition to the day-to-day activities of the Town Clerk's office, the Town Clerks are busy:

- Reviewing record retention schedules and purging as appropriate.
- Beginning to plan for the Town Meeting Cycle and preparing a timeline for various deadlines as required by Statute.
- On Thursday, the Clerk will be taping an appearance on Linda Carbino's CATV show called Walking Through Life to discuss the role of the Town & School Meeting Committee in an effort to recruit more applicants and to promote the importance of voters participating in the Town Meeting Cycle of events and voting on Town Meeting Day.
- Assistant Town Clerk, Sherry West, coordinated the effort to have a collection box for socks in support of Preston O'Donnell's Socktober event (Preston's goal was to collect & donate 3000 pair of socks to The Upper Valley Haven). The generous support by Town employees and other visitors to the Town Clerk's office resulted in the collection of 261 pair of socks.

Finance:

- Distributed September financials to all department heads and town manager
- Prepared agenda documents for board meeting on November 5th.
 - FYE 2019 Audit
 - 1st quarter 2020 budget to actual, 2019 compassion
- Submitted quarterly required reports
- Preparing annual year required reports
- Completed & distributed November water & waste water billing
- In progress of collecting statistical information to complete a Comprehensive Annual Financial Report for FYE 2019
- Preparing for Actuarial Review of Other Post Employment Benefits
- Assisting staff and town manager in preparation of the FYE 2021 draft budget

Fire:

- Shifts conducted training from Dartmouth-Hitchcock Medical Center on recognition of Human Trafficking.
- Conducted Public Education at the Ottauquechee School
- Conducted car seat inspections and installations.
- Attended Truck or Treat events in the community
- The department delivered lifesaving awards to the staff at Quechee Inn for their actions the saved a choking victim.
- Members attended the Vermont Emergency Medical Services annual conference in Burlington.
- Members of Town staff participated in a Statewide CAT4 emergency preparedness exercise on 10/23, 10/24 and 10/25. The State simulated a Hurricane Irene type event to test State emergency systems. Over the three days Town staff operated out of the Emergency Operations Center and handled simulated emergencies throughout the three day exercise.
- Met with the Fire Chief in Pomfret to discuss and ambulance service agreement to a portion of their community as well as an automatic aid agreement for fire suppression response.
- The department has begun relocating emergency response trailers around the community for winter storage.
- The fire prevention office completed 30 inspections during this period.
- The department responded to 91 calls for service during this period.
- Members of the department completed 120 hours of training during this period.
- Incident log:

Alarm Date	Street	Situation Found
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
10/21/2019 16:29	CURRIER ST	EMS call, excluding vehicle accident with injury
10/21/2019 19:35	BUGBEE ST	Assist invalid
10/21/2019 21:00	BALLARDVALE DR	No incident found on arrival at dispatch address
10/21/2019 21:15	ASPEN LN	EMS call, excluding vehicle accident with injury
10/22/2019 10:49	N HARTLAND RD	Medical assist, assist EMS crew
10/22/2019 10:50	CHRISTIAN ST	Medical assist, assist EMS crew
10/22/2019 18:05	CANDLELIGHT TER	EMS call, excluding vehicle accident with injury
10/22/2019 19:05	QUECHEE WEST HARTFORD RD	Medical assist, assist EMS crew
10/22/2019 20:49	COURTEMANCHE HL	Good intent call, other
10/23/2019 10:08	TEMPLETON AVE	EMS call, excluding vehicle accident with injury
10/23/2019 12:17	QUECHEE WEST HARTFORD RD	EMS call, excluding vehicle accident with injury
10/23/2019 17:27	N HARTLAND RD	Animal problem, other
10/23/2019 20:04	N HARTLAND RD	Animal problem, other
10/23/2019 20:22	DEWITT DR	Medical assist, assist EMS crew
10/23/2019 21:31	CENTER OF TOWN RD	EMS call, excluding vehicle accident with injury
10/24/2019 0:06	NEWTON LN	EMS call, excluding vehicle accident with injury
10/24/2019 7:58	QUECHEE MAIN ST	Smoke detector activation, no fire - unintentional
10/24/2019 16:33	PROSPECT ST	EMS call, excluding vehicle accident with injury
10/24/2019 19:03	CHITTENDEN DRIVEWAY	Service Call, other
10/24/2019 20:18	I 91 S MM70	Motor vehicle accident with no injuries.
10/24/2019 23:18	MERRIMAC CIR	Medical assist, assist EMS crew
10/25/2019 4:07	HIGHLAND AVE	Carbon monoxide incident
10/25/2019 12:24	GATES ST	EMS call, excluding vehicle accident with injury
10/25/2019 17:25	VETERANS DR # B	Public service
10/25/2019 20:59	STATE ST	EMS call, excluding vehicle accident with injury
10/25/2019 21:23	QUECHEE MAIN ST	Lock-out
10/25/2019 21:58	BUGBEE ST	Medical assist, assist EMS crew
10/26/2019 1:48	WENTWORTH WAY	Medical assist, assist EMS crew
10/26/2019 3:33	HIGHLAND AVE	Carbon monoxide incident
10/26/2019 7:01	LARCH LN	EMS call, excluding vehicle accident with injury
10/26/2019 9:38	CRANBERRY LN	EMS call, excluding vehicle accident with injury
10/26/2019 15:11	HEATHER DR	Medical assist, assist EMS crew
10/26/2019 16:54	WOODSTOCK RD	Medical assist, assist EMS crew
10/26/2019 18:53	ELLISON RD	Search for person on land
10/26/2019 21:57	RIVER ST	EMS call, excluding vehicle accident with injury
10/27/2019 6:00	ROGERS RD	EMS call, excluding vehicle accident with injury

10/27/2019 9:12	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
10/27/2019 14:24	OVERLOOK DR	Carbon monoxide incident
10/27/2019 14:52	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
10/27/2019 18:28	SEMINARY HL	EMS call, excluding vehicle accident with injury
10/27/2019 18:44	HARTFORD AVE	Smoke or odor removal
10/27/2019 19:47	MAPLE ST	Medical assist, assist EMS crew
10/28/2019 2:47	DEWITT DR	EMS call, excluding vehicle accident with injury
10/28/2019 10:55	EXIT 11 N OFF RAMP	EMS call, excluding vehicle accident with injury
10/28/2019 18:06	HARTFORD AVE	Medical assist, assist EMS crew
10/29/2019 8:25	HOLIDAY DR	EMS call, excluding vehicle accident with injury
10/29/2019 8:53	EXIT 19 S OFF R I89	Motor vehicle accident with injuries
10/29/2019 9:01	PINE ST	Overheated motor
10/29/2019 13:15	ALLEN FAMILY RD	Alarm system activation, no fire - unintentional
10/29/2019 19:57	MAPLE ST	EMS call, excluding vehicle accident with injury
10/29/2019 20:56	ALBERT ST	Medical assist, assist EMS crew
10/29/2019 22:36	HARTFORD AVE	EMS call, excluding vehicle accident with injury
10/30/2019 0:17	LARCH LN	EMS call, excluding vehicle accident with injury
10/30/2019 9:18	DODY LN	Service Call, other
10/30/2019 12:08	S MAIN ST	EMS call, excluding vehicle accident with injury
10/30/2019 14:19	JERICHO ST	Authorized controlled burning
10/30/2019 20:11	BUNKER HILL RD	Smoke scare, odor of smoke
10/30/2019 21:48	MAPLE ST	Dispatched & canceled en route
10/31/2019 5:28	I 91 N MM66	Motor vehicle accident with injuries
10/31/2019 8:52	FAMILY CIR	EMS call, excluding vehicle accident with injury
10/31/2019 14:19	US ROUTE 5	EMS call, excluding vehicle accident with injury
10/31/2019 18:08	SUNRISE CIR	EMS call, excluding vehicle accident with injury
11/1/2019 6:31	STATE ST	Severe weather or natural disaster standby
11/1/2019 7:53	HILLSIDE RD	EMS call, excluding vehicle accident with injury
11/1/2019 8:23	IRIS WAY	CO detector activation due to malfunction
11/1/2019 8:56	HENRI HL	Power line down
11/1/2019 10:14	LOWER HYDE PARK	EMS call, excluding vehicle accident with injury
11/1/2019 11:06	JERICHO ST & WILDLIFE RD	Power line down
11/1/2019 12:43	BUGBEE ST	EMS call, excluding vehicle accident with injury
	MERCY STRONG LN &	
11/1/2019 13:08	NOYES LN	Power line down
11/1/2019 14:58	NEAL RD	EMS call, excluding vehicle accident with injury
11/1/2019 16:38	CURRIER ST	EMS call, excluding vehicle accident with injury
11/2/2019 8:50	CLIFFORD RD	EMS call, excluding vehicle accident with injury
11/2/2019 10:02	GATES ST	Assist invalid
11/2/2019 15:45	HICKORY RDG	Forest, woods or wildland fire
11/2/2019 18:50	HIDDEN LN	Unpermitted Burn
11/2/2019 20:23	I 89 N / I 91 N	Motor vehicle accident with no injuries.
11/3/2019 7:21	CHANDLER RD	Hazardous condition, other

11/3/2019 10:04	HOLIDAY DR	EMS call, excluding vehicle accident with injury
11/3/2019 10:41	N HARTLAND RD	Dispatched & canceled en route
11/3/2019 12:04	SAWYER RD	EMS call, excluding vehicle accident with injury
11/3/2019 13:02	VALLEY VIEW RD	EMS call, excluding vehicle accident with injury
11/3/2019 13:44	ACORN ST	EMS call, excluding vehicle accident with injury
11/3/2019 17:30	INTERSTATE 89 N	EMS call, excluding vehicle accident with injury

Information Technology:

- Assisted Detectives in getting new employee signed into Spillman, badge, overall login credentials
- Configured phones/computers for EOC training
- Assisted detectives with audio codec issue playing back an audio recording
- Reconnected 911 to CAD dataflow from server room to Spillman for dispatchers
- Moved Town Manager Printer to new server
- Moved Parks and Rec Printer to new server
- Identified log filling up in Spillman server, worked with vendor to patch/remedy

Parks and Recreation:

Program Highlights

- The Department has spent the last couple weeks working on finalizing the budget submission to the Town Manager.
- The Director participated in the Hartford Emergency Operations Center Training that took place October 23, 24 and 25.
- Trunk or Treat had 21 trunks on Saturday, October 26th. The event was well attended by many. Appreciate the support from Departments that participated in the Hartford Parks & Recreation Trunk or Treat. There were 536 tallied votes from those participating in the voting. Upper Valley Aquatic Center was the Overall Grand Prize People's Choice recipient receiving the most votes with a total of 91, followed by the Upper Valley Coop 1st Place, Cota & Cota 2nd Place and the Clerkin Agency 3rd place. We estimated about 800+ attendees.
- Youth Fall Athletics, Cheerleading, NFL Flag Football, Soccer and Field Hockey have concluded for the season.
- Youth Karate and Nihon Aikijujutsu with instructor Brett Mayfield continues through November 6th.
- The Learn to Swim Program with Ottauquechee School is held on Wednesdays at the Upper Valley Aquatic Center with 44 participants enrolled.
- The Learn to Skate Program at WABA Arena started on October 20th. We have 23 participants enrolled in the program held each Sunday. Sessions run on Sunday's between 2:15pm and 3:25pm for ages 3 to 15.

- The Splash Night at UVAC on October 25th had 116 youth participants. We may have to schedule the program into sessions if it continues to grow.
- Rock Climbing Clinics with Green Mountain Rock Climbing Club has 10 participants enrolled. The program began on October 29th.
- The Adult Card Making Class instructed by Karen McNall had 10 participants. The class was held at the Hartford Town Hall on October 30th.
- Winter basketball registrations are underway with early bird registrations due November 6th. K-2 basketball early bird registrations due December 26th.
- 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 RFP for the van was reviewed and selection of vendor submitted to the Town Manager. The Town Manager has authorized the Department to move forward with the lease purchase of the van.
- 15+ Noon Time Hockey continues at WABA on Friday's from 12:00 noon to 1:00pm. The program is open pick-up play. Hockey equipment including helmets are required.
- Weekend Public Skating continues at the WABA Arena. Public skating is 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.
- Weekday Public Skating continues at WABA on Wednesday's between 11:30am and 1:00pm. We also have Public Skating from 1:15pm to 2:30pm on Friday's.

Parks/Facilities

- Saturday, November 2nd the Maxfield Sports Complex was host to the Division III Boys and Girls High School Championships. Hartford High School Athletic Department sponsored the event and provided the game management for the event.
- We had two incidents of the CO alarm activating in the Zamboni room at WABA. It has been determined that there is insufficient ventilation for the new battery charging process with the Zamboni. The sensor was triggered two nights in a row around 4am due to the gasses produced by the charging process. This coincided with the final stages of a full charge of the Zamboni Batteries using the automatic smart charging system. The batteries are only trickle charged, up to 80% until a full charge is activated. Battery charging of this size can produce hydrogen sulfide when charging and during the hard

charge of the system it was setting of the CO alarm. The charging is programmed each night starting at 2am. It was determined that we would not hard charge the batteries until proper ventilation is installed in the Zamboni room. In the meantime, we will trickle charge the batteries until improved ventilation is installed. Installing a small exhaust fan is expected to resolve the issue

- WABA ice operations are going well. We continue to track temperatures in order to ensure the chiller system is running at optimal efficiency while maintaining a quality ice surface. We anticipate cooler temperatures in the coming weeks to help us manage the ice temps and arena environment.
- Still working in the parks with staff closing things out. Maxfield will have all services through the High School Soccer Playoffs. We anticipate closing up all the pavilions and blowing out the lines the week of November 4th.
- We are working with the State Storm Water Division and SVE Associates to determine a path forward for the Maxfield stormwater system. There is an onsite meeting on November 12th to discuss the 'Notice of Alleged Violations'. We are also meeting with Wetlands Division as it appears the two agencies are not on the same page with what is to be maintained as storm water treatment and what is to be maintained as a wetland space.
- Great River Hydro removed the safety buoys prompting the removal of the dock at Kilowatt South and closure of the boat ramp, which occurred on Tuesday October 29th. Barricades will remain in front of the ramp until we close the park for the season.
- Two new park permits for a Memorial Service at Lyman Point on November 2nd and a Wedding Service on November 3rd.
- The Tree Warden and Jim Lamontagne Landscaping met last week to identify the location of the 3 new replacement trees at Lyman Park. It is anticipated we will be planting in the next few weeks depending on the availability of a quality Black Walnut, Black Tupelo and Tulip Tree.
- We are marketing the LiveBarn service at the arena out through social media outlets.

Planning and Development:

- Former Kibby Properties – Staff continued to work with the property owner on submittals for Site Development and Conditional Use applications for the redevelopment of the former Kibby properties in WRJ. The PC and ZBA public hearings will be on December 2nd and 4th.
- Regional Plan – On October 30th, the TRORC members agreed to defer adoption of the draft Regional Plan to give time for RPC staff to meet with Hartford, Bradford and Topsham to work through Town concerns with the Plan.
- VCDP Wentworth Housing Grant – The Town's final public hearing to close out the grant took place on October 22nd. The final report was submitted on October 30th.

- VCDP Job Creation Loan – The Town’s final public hearing to close out the grant took place on October 22nd. The final report is in process. Staff will be coming back to the SB in the future to discuss how to use the \$146,595 of program income, which is 50% of the \$293,190 loan proceeds borrowed and paid back by The Village prior to grant completion.
- South Main Street Municipal Parking Lot – Working with the Town Manager and DPW on next steps for expanding parking in the lot.
- Parking Survey – The Fall survey was completed. Staff is completing the summary report.
- Budget and CIP – Submitted Department recommendations to the Town Manager for FY 2021.
- TIF – Met with Vermont staff and members of the Vermont Economic Progress Council, which included a tour. They were very impressed with the private and public redevelopment in Hartford’s TIF District to date.
- Hartford Ad Hoc Committee on Homelessness – Continued work with other Committee members on data gathering.
- Town Forest Trail Use Agreement – Obtained legal review of the 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 – Reviewing Memorandum of Understanding from Norwich School District regarding request to explore connecting to the Hartford wastewater treatment plant.
- Energy Audits - Continued working with Hartford Energy Commission and vendors on obtaining energy audits for town buildings.
- Energy Grant – Exploring potential projects for grant from the Vermont Low-Income Trust for Electricity (VLITE) that targets reducing energy costs and increasing energy efficiency. There will be a focus group brainstorming session on November 8th.
- Green Energy Purchase Policy – Continued researching a policy for future SB consideration to lower fossil fuel consumption and emissions of Town vehicles, equipment and building systems.
- Net-Zero Construction Guidelines – Continued organizing a meeting with builders, developers, engineers and architects to promote development of net-zero energy efficient residential and commercial structures, scheduled for November 20th.
- Tafts Flat Historic Preservation Intensive Survey – The Consultant has started the survey project.
- 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 close out the project.
- Upper Sykes Mountain Ave and RT 5 Bike Ped Projects – Continued working with VTrans, Town Manager and DPW to coordinate construction with Sykes Mt Ave roundabout project. Continued working with engineer to finalize construction docs to go out to bid.
- Town Hall Electrical Usage Management – Continued working with Efficiency Vermont to reduce electricity usage and costs during evening peak demand periods.

- Electric Vehicle Purchase – Due to a lack of 2019 model, the vehicle has been ordered from another vendor for a 2020 model.
- Button-Up Hartford – As part of WRJ *First Friday* events on November 1st, the Energy Commission and Town staff provided information to the public on ways to improve the energy efficiency and comfort of a home or business at *Open Door*. For those people who came, it was very informative, and the majority signed-up for energy walkthroughs through Efficiency Vermont. People interested in taking advantage of the energy walkthroughs also can sign-up on Efficiency Vermont's website.

Police:

Please find the Police Department significant activity report for the week ending November 3rd:

- October 20th – Patrol officers were dispatched to a rear-end property damage motor vehicle collision involving two vehicles stopping along Route 4 at the Quechee Gorge Bridge for a pedestrian crossing the roadway. The pedestrian was not struck and there were no injuries to the vehicle occupants. The operators were cited and released following investigation.
- October 21st – Lieutenant Pedro assisted staff with student instruction at Hartford High School on health and safety topics.
- October 21-25th – The Police Department completed annual firearms qualifications.
- October 22nd - Patrol officers and the Police Social Worker were dispatched to a report of a woman in crisis at the Super 8 Hotel. The woman was found in need of assistance and taken by ambulance to Dartmouth-Hitchcock Medical Center.
- October 23rd – The Police Chief presented on the department's outreach efforts during the regular meeting of the Coop Executive Board.
- October 23-25th – The Police Department participated in the Statewide Emergency Preparedness Exercise.
- October 27th - Patrol officers were dispatched to a report of a shoplifting at a private business along Maple Street. The person was located by police following investigation, cited and released pending a hearing before the Windsor Superior Court.
- October 28th – Patrol officers were dispatched to reports of a man in crisis at the Super 8 Motel. The man was found agitated, intoxicated and in need of assistance. He was taken by patrol officers to the Veteran's Administration Hospital for assistance.
- October 28-29th – Officer Angulo received several reports of suspicious activity, including recovered documents and stolen vehicle registration plates related to a bank fraud that originated in Barre, Vermont. The investigation continues.
- October 29th – The Police Chief participated in an update to the Selectboard regarding Downtown Parking improvements.
- October 30th – Patrol officers were dispatched to reports of a woman in crisis at a private residence along Maple Street. The woman was found intoxicated to the point of incapacitation and taken by ambulance to the Veteran's Administration Hospital for assistance.

- October 31st – The Police Chief and Police Social Worker attended the Upper Valley Continuum of Care Presentation hosted by Listen Services at their Maple Street location.
- October 31st – Patrol officers were dispatched to a domestic related altercation at a human service provider along Maple Street. Both parties were
- October 31st – Patrol officers completed focused patrols in support of Trick-or-Treating activities in several neighborhoods throughout Town.
- October 31st – November 1st – Emergency Communication Specialists answered numerous calls for emergency service in response to weather related storm damage across the region.
- November 1st – Several members of the police department participated in Mental Health First Aid Training in Wells River, Vermont.
- November 2nd – Patrol officers were dispatched to reports of an altercation in the roadway in the unit block of Spring Circle. Parties were separated and released on citations pending a hearing in the Windsor Superior Court.

Public Works:

Highway

- The Highway Crew has been repairing pot holes all over town.
- The Highway Crew excavated and repaired a blow off on Route 5.
- The Highway Crew finished the Quechee Main Street repairs, paving what was damaged.
- The Highway Crew has been doing roadside mowing and brush hogging at the landfill.
- The Highway Crew cleaned out the sand and salt shed and started hauling sand.
- The Highway Crew took down a tree on Dothan Road.
- The Highway Crew serviced equipment 311 excavator.
- The Highway Crew started blowing out ditches with the new Buffalo Turbine blower.
- The Highway Crew has started undercoating equipment.
- The Highway Crew has taken down non-working speed signs
- The Highway Crew was out preparing for the heavy wind and rain event that happened on 10/31/19 by cleaning catch basins, sharpening chainsaws, and clearing ditches.
- 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.

Fleet Maintenance

- PD-1 State inspection
- Swapped tires from W-5 to W-6

- H-4 Serviced
- H-3 Front end work
- Repaired Compactor at Landfill

Water

- The scheduled fall hydrant testing is approximately 75% complete in Hartford. The Quechee hydrant testing is complete. We expect this to be complete during the first week of November.
- Rick and Evan met with the state for a sanitary survey of the Quechee system.
- Thank you to the Highway Crew for assistance paving patches from water breaks!
- The Water Crew attended water sample training given by NEWWA at the municipal building.
- Attended GMWEA trade show and training.
- 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 investigated mission controls for the Mill Run pump station.
- The Wastewater Crew had 4 large pine trees removed for the new generator at Mill Run.
- The Wastewater Crew installed new underground power at the Dupuis pump station.
- The Wastewater Crew finished PFA sampling.
- Several members of the Wastewater Crew attended trainings.
- The Wastewater Crew performed line cleaning and TV work in both White River and Quechee systems.
- The Wastewater Crew attended a tour of the Deere Island Plant.
- The Wastewater Crew hosted a Waste Water operator exchange program tour provided by Randy Herrin and Jeff Lord.
- Installed a new pump at Hendee Way pump station.

- Jetted Abby Lane.
- 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

- ***NOTE* Fees at the Solid Waste Facility are increasing effective November 5th, 2019.**
- **REMINDER THAT THE SOLID WASTE FACILITY IS NO LONGER OPEN ON MONDAYS.**
- 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 have received this report and will be working with the VLCT to develop an implementation plan.
- 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 zero sum, 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.
- 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.
- 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 attended the October 29th Selectboard meeting. They will continue to work with Brannon and take next steps.
- 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. A subsequent conversation with VTrans resulted in combing the Sykes Mountain Roundabout Project with the Upper Sykes Sidewalk Project
- 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!
- On October 29th, Wade Masure and Jill Muhr presented to all public works staff about work place bullying.
- The 'Yard Sale' project is currently advertised.
- DPW Staff is working closely with other Town Departments and the developer who purchased the Kibbe Buildings while that project is coming to fruition.
- Brittney Solomita is working on the registration process for our vehicles.
- On July 22, Hannah and Lori Hirshfield met with representatives from Stantec, the engineering firm performing the Safety Corridor study on Route 5. They are putting together a final presentation with the preferred alternative (decided by VTrans feedback, public feedback, and stakeholder feedback) for each segment of the corridor. We are anticipating that they will be ready to make a presentation to the Selectboard in January.
- 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, land application agreements, and land owner sentiments.
- Town Staff is working with Aldrich and Elliot and Attorney Manby to review the MOU proposed by the Norwich School Board for a phase one study for the Marion Cross School Connection.

- 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.).
- 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 ****