

**Town Of Hartford
Town Staff
Significant Activity Report, November 4 - 18, 2019**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Attended session of Vermont Town & City Managers Assoc. Fall Conference in Norwich, including governing body relations, preparing for 2020 Census, local roads maintenance technology and training, and understanding implicit bias and examples of leadership responses.
- Met with department heads for second round budget reviews. Worked with Gail to balance and finalize proposed budget.
- Received and reviewed draft MOU from Norwich School District for scope of phase 1 engineering services to be fully reimbursed by NSD. Discussed scope with Aldrich & Elliott, consulting engineer. Draft MOU now under legal review.
- Received an additional request from a Norwich property to connect to Town sewer. Norwich Commerce Park has a failed mound system and desires to connect through to Town system via the existing Family Place sewer connection. Such a connection is problematic in compliance with the Sewer Ordinance. Advised requester to provide certification of mound system repairs and feasibility of restoring mound system.
- CATV advised that initial threat of FCC funding cuts to their organization for FY21 has abated, and they are anticipating only an 8% loss of franchise fee revenue, as compared to the 30% previously thought. With the belt-tightening they have already done, CATV will be able to continue services in FY21 with the same appropriation request (\$5,000) for the ballot that they did for FY20.
- Discuss opioid lawsuit strategies with Town Managers in Bennington and Brattleboro.

DEPARTMENT HIGHLIGHTS

Assessor:

- began work on permits (received up thru September) for 2020 GL
- logged building permits received from Zoning
- did drive by inspections of Hartford Village, Wilder Village and West Hartford Village
- did c/o inspections with zoning officer
- worked on updates to GL
- attend bi-monthly Vermont Assessors and Listers Association meeting in Randolph
- completed October's property transfers
- sent sales verification letters to buyers/sellers
- worked on updating sales validity for 2020 GL
- Assistant Assessor successfully completed online IAAO course- Mathematics for Assessors
- assisted the public

Clerk:

The Town Clerk has been busy with the following activities:

- Final Budget Review with Town Manager and preparing for Budget Presentation to Select Board on December 3rd.
- Taped an episode of Walking Through Life with Linda Carbino on November 7th to discuss the Town and School District Committee; Town Meeting Cycle of Events and, encouraged community participation. Discussed methods to register to vote and when/where one can vote, including early voting.
- We are preparing for the Liquor License Renewals to arrive from the VT Dept. of Liquor Control in the coming weeks. We have updated the cover letter/instructions we send with the applications to license holders in an effort to make the process clear. In the letter, we emphasize the importance of getting applications submitted to the Town early with a deadline of No Later Than February 3rd so, applications can get onto the agenda for the Local Liquor Control Board Review.
- The Clerk is continuing efforts to identify potential applicants for the Town and School Meeting Committee. Another individual took an application on Thursday.
- The Clerk reached out to the Town Moderator with the dates for the Town Meeting Cycle of events and secured the locations with the school for those dates.
- The Clerk has been working on updates to the Voter Checklist utilizing information from the Secretary of State's Office; DMV; online registrations; Property Transfer Records; Death Records and Out of State Notifications.
- Dog License Tags have arrived for the 2020 licensing year. The new Tags can be purchased after January 1st. The Deadline for registration is April 1st. The Clerk also reached out to the Upper Valley Humane Society to see if they are interested in hosting another Rabies Clinic at Town Hall in mid- to late March. We have proposed two dates for their consideration; we are awaiting their Veterinarian's confirmation.

Finance:

- Meeting with Department Heads to review September financials
- Preparing annual year required reports
- 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:

- Attended the Town Safety Committee meeting.
- Continue to develop the promotional process for the rank of lieutenant and captain.
- Attended round 2 of budget meetings with the Town Manager and Finance Director.
- Planning process has started for the department’s annual awards ceremony. Tentatively scheduled for January 17, 2020. Site yet to be determined.
- Staff conducted car seat inspections and installations.
- Provided ride-a-long to HACTC students
- Shifts attended White River School Game night
- Shift conducted “Hands On” CPR training
- The Fire Prevention office conducted 22 building inspections during this period.
- Evaluating thermal imaging cameras for future purchase.
- The department responded to 75 calls for service during this period.

Incident log for this period:

| Alarm Date | Street | Situation Found |
|------------------|---------------------|--|
| 11/17/2019 15:41 | EXIT 1 ON RAMP | Motor vehicle accident with no injuries. |
| 11/16/2019 16:12 | N HARTLAND RD | EMS call, excluding vehicle accident with injury |
| 11/16/2019 15:13 | WENTWORTH WAY | Service Call, other |
| 11/16/2019 13:09 | S MAIN ST | Dispatched & canceled en route |
| 11/16/2019 11:15 | VETERANS DR | EMS call, excluding vehicle accident with injury |
| 11/16/2019 9:52 | I 89 N / I 91 N | Motor vehicle accident with no injuries. |
| 11/16/2019 9:19 | NORWICH AVE | Water or steam leak |
| 11/16/2019 3:08 | LEDGESIDE TER | EMS call, excluding vehicle accident with injury |
| 11/15/2019 19:00 | PINE ST | Public service |
| 11/15/2019 10:00 | S MAIN ST | Water or steam leak |
| 11/15/2019 9:38 | VETERANS DR # B | EMS call, excluding vehicle accident with injury |
| 11/14/2019 18:41 | STERLING SPRINGS DR | False alarm or false call, other |
| 11/14/2019 17:25 | I 89 S MM4 | Motor vehicle accident with no injuries. |
| 11/14/2019 9:32 | MAGNOLIA CIR | EMS call, excluding vehicle accident with injury |
| 11/14/2019 8:03 | MAPLE ST | Medical assist, assist EMS crew |
| 11/14/2019 4:10 | CHAMBERS LN | EMS call, excluding vehicle accident with injury |
| 11/14/2019 2:56 | US ROUTE 5 | EMS call, excluding vehicle accident with injury |

| | | |
|------------------|---------------------|--|
| 11/13/2019 21:20 | GATES ST | Alarm system activation, no fire - unintentional |
| 11/13/2019 15:21 | BUGBEE ST | EMS call, excluding vehicle accident with injury |
| 11/13/2019 14:00 | HARTFORD AVE | Smoke detector activation, no fire - unintentional |
| 11/13/2019 11:26 | RED BARN RD | EMS call, excluding vehicle accident with injury |
| 11/13/2019 11:19 | N N HARTLAND RD | EMS call, excluding vehicle accident with injury |
| 11/13/2019 6:20 | POMFRET RD | Chimney or flue fire, confined to chimney or flue |
| 11/13/2019 6:04 | VT ROUTE 14 | Called Paramedic Intercept. |
| 11/13/2019 3:43 | CHRISTIAN ST | Medical assist, assist EMS crew |
| 11/12/2019 21:36 | QUECHEE GORGE | EMS call, excluding vehicle accident with injury |
| 11/12/2019 11:17 | SCHOOL ST | EMS call, excluding vehicle accident with injury |
| 11/12/2019 8:22 | I 91 N MM71 | No incident found on arrival at dispatch address |
| 11/11/2019 19:54 | QUECHEE HARTLAND RD | Medical assist, assist EMS crew |
| 11/11/2019 16:45 | URBAN BRIDGE | Motor vehicle accident with injuries |
| 11/11/2019 11:55 | BUGBEE ST | EMS call, excluding vehicle accident with injury |
| 11/10/2019 20:19 | STETSON RD | Smoke scare, odor of smoke |
| 11/10/2019 16:35 | BUGBEE ST | Medical assist, assist EMS crew |
| 11/10/2019 16:00 | WOODSTOCK RD | Called Paramedic Intercept. |
| 11/10/2019 13:12 | JERICO ST | EMS call, excluding vehicle accident with injury |
| 11/10/2019 10:30 | WALNUT ST | EMS call, excluding vehicle accident with injury |
| 11/10/2019 10:16 | WALNUT ST | EMS call, excluding vehicle accident with injury |
| 11/9/2019 22:50 | LIBERTY LN | Smoke or odor removal |
| 11/9/2019 15:22 | VETERANS DR # B | EMS call, excluding vehicle accident with injury |
| 11/9/2019 13:57 | EXIT 1 S OFF RAMP | Motor vehicle accident with injuries |
| 11/9/2019 13:44 | QUECHEE HARTLAND RD | Medical assist, assist EMS crew |
| 11/9/2019 11:10 | QUECHEE MAIN ST | EMS call, excluding vehicle accident with injury |
| 11/9/2019 10:15 | HARTFORD AVE | Alarm system activation, no fire - unintentional |
| 11/8/2019 23:56 | I 89 N MM2 | Motor vehicle accident with injuries |
| 11/8/2019 16:26 | STERLING SPRINGS DR | EMS call, excluding vehicle accident with injury |
| 11/8/2019 15:23 | MECHANIC ST | Dispatched & canceled en route |
| 11/8/2019 13:23 | WHEELOCK RD | Unauthorized burning |
| 11/8/2019 10:29 | EXIT 12 N OFF RAMP | Motor vehicle accident with no injuries. |
| 11/8/2019 3:16 | OLD RIVER RD | EMS call, excluding vehicle accident with injury |
| 11/7/2019 23:19 | VETERANS DR # B | EMS call, excluding vehicle accident with injury |
| 11/7/2019 19:33 | ANGELL TRL | Carbon monoxide incident |
| 11/7/2019 18:56 | VETERANS DR # B | EMS call, excluding vehicle accident with injury |
| 11/7/2019 10:12 | HOLIDAY DR | EMS call, excluding vehicle accident with injury |
| | WOODSTOCK RD & | |
| 11/7/2019 9:28 | HATHAWAY RD | EMS call, excluding vehicle accident with injury |
| 11/7/2019 7:13 | CLARINA NICHOLS LN | EMS call, excluding vehicle accident with injury |
| 11/7/2019 0:48 | KRISKARLI DR | Medical assist, assist EMS crew |
| 11/6/2019 17:55 | HOLLOW DR | EMS call, excluding vehicle accident with injury |
| 11/6/2019 14:09 | HARTFORD AVE | EMS call, excluding vehicle accident with injury |
| 11/6/2019 9:11 | WINTER ST | EMS call, excluding vehicle accident with injury |
| 11/6/2019 8:17 | HOLLOW DR | EMS call, excluding vehicle accident with injury |

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|-----------------|-----------------|--|
| 11/6/2019 7:13 | LARCH LN | EMS call, excluding vehicle accident with injury |
| 11/5/2019 14:39 | GILLETTE ST | EMS call, excluding vehicle accident with injury |
| 11/5/2019 12:55 | JERICO ST | Service Call, other |
| 11/4/2019 20:13 | QUECHEE MAIN ST | Medical assist, assist EMS crew |
| 11/4/2019 17:16 | CHANDLER RD | EMS call, excluding vehicle accident with injury |
| 11/4/2019 14:56 | N MAIN ST | EMS call, excluding vehicle accident with injury |
| 11/4/2019 11:55 | BALLARDVALE DR | Smoke detector activation, no fire - unintentional |
| 11/4/2019 8:02 | MAPLE ST | EMS call, excluding vehicle accident with injury |
| 11/3/2019 17:30 | INTERSTATE 89 N | EMS call, excluding vehicle accident with injury |
| 11/3/2019 13:44 | ACORN ST | 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 12:04 | SAWYER RD | EMS call, excluding vehicle accident with injury |
| 11/3/2019 10:41 | N HARTLAND RD | Dispatched & canceled en route |
| 11/3/2019 10:04 | HOLIDAY DR | EMS call, excluding vehicle accident with injury |
| 11/3/2019 7:21 | CHANDLER RD | Hazardous condition, other |

Information Technology:

- Fixed paging in Public Safety that stopped working
- Isolated and identified source of static on dispatch phone and remedied with headset adaptor replacement
- Upgraded town hall and Public Safety phone PBX
- Moved accessor files to new server
- Installed new tablets in Police Cruisers
 - private network, Spillman
- Fixed issue with Police MDT that was not reporting GPS

Parks and Recreation:

Program Highlights

- Registration for Youth Basketball closed on November 15th for Grades 3 through 6. Currently have 82 participants enrolled in the 3rd – 6th Grade Program. Registration is still open for Kindergarten and Grades 1 and 2.
- Hartford Hoops held the annual Boys and Girls Grades 3-8 Basketball Camp. The program was held November 11th through November 17th with 75 participants.
- Drop-In Futsal Soccer started the week of November 11th. There are
- On November 11th the Department took a trip to the Altitude Trampoline Park with 13 participants.
- The High School Boys and Girls Small Games Hockey Camp took place at the WABA Arena, November 4th through the 11th with 58 participants.

- The Learn to Swim Program with Ottauquechee School continues on Wednesdays at the Upper Valley Aquatic Center with 44 participants enrolled.
- Indoor Pickleball is being held at Our Court from 7pm to 9pm. This is a drop in play program.
- 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.
- Adult Open Basketball continues. 18+ on Thursday from 7pm to 9pm at White River School. 25+ is held on Sunday's from 6pm to 8pm at Hartford High School. 50+ continues on Wednesday's at Hartford Memorial Middle School.
- Youth Open Basketball continues at Dothan Brook School for Grades 3-6 Boys on Monday, Wednesday and Friday from 6pm to 7:15pm and Tuesday, Thursday for Grades 3-6 Girls from 6pm to 7:15pm.
- 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.
- We had a total of 104 public skaters on the weekend of November 9/10 and 182 over the weekend of November 16/17. To date, we have rented 112 pair of skates.
- The Parks & Recreation Committee met on November 14th. They continue to work to support the Agency Accreditation Process by reviewing various operational manuals and plans. The Committee is down two members. Anyone interested in serving should contact the Town Manager's Office.

Parks/Facilities

- Installation will begin the week on November 18th for the exhaust system in the Zamboni room of the arena. A sensor will activate an exhaust fan if readings of hydrogen sulfide reach 1% above normal levels. As mentioned in our previous report, the gases were triggering the CO alarm when hard charging the last 20% of battery for the Zamboni. This charging cycled takes place in the late evening hours when the machine is not operational.

- Crews have secured parks for winter closure. Parks do remain open for walking and other winter activities. Gates are now closed to vehicular traffic at Kilowatt, Maxfield, and Clifford Park. Pedestrian gates are closed at the Quechee Falls Park.
- WABA operations have begun with the full season schedule. The facility operates 7 days per-week. The cold temperatures are welcoming as the warm temps during startup caused some buildup of condensation.
- Staff met with the State Storm Water Division and SVE Associates on November 12th to determine review and discuss operations of the Maxfield Storm Water System.
- Two new park permits for a Memorial Service at Lyman Point on November 2nd and a Wedding Service on November 3rd.
- It was determined that the 3 replacement trees in recognition of Leo Pullar will be planted in the spring season. The grade stakes identifying the location of the Black Walnut, Black Tupelo and Tulip Tree will remain in the park for spring planting.
- The Department secured the wreaths for Town Hall, Veterans Park and Hartford Cemetery the Annual Veterans Day
- We continue the marketing of the LiveBarn service at the arena.

Planning and Development:

- Tafts Flat Historic Preservation Intensive Survey – The Consultant completed the first stage research of Town records. The next stage will be building-by-building site surveys.
- 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. Substantially completed reports to the PC and ZBA for respective public hearings on December 2nd and 4th.
- Regional Plan – Meetings with the TRORC staff to address Hartford suggested changes to the draft Regional Plan are pending.
- VCDP Wentworth Housing Grant – Proceeding with the close out of the grant.
- VCDP Job Creation Loan – Proceeding with the final report and grant closeout including future meeting with the SB regarding Town use of \$146,595 that the Town will receive in program income from the loan repayment.
- South Main Street Municipal Parking Lot – Continued working with the Town Manager and DPW on next steps for expanding parking in the lot.
- FY 20-21 Budget and CIP – Reviewed Department recommendations with the Town Manager and Finance Director.
- TIF – Began analysis of projects and TIF proceeds for 2020 Town meeting.
- Hartford Ad Hoc Committee on Homelessness – Continued work with other Committee members on data gathering, draft report and options for shelter during the winter.
- Town Forest Trail Use Easement Agreement – Following legal review of the draft Agreement, will be reconnecting with the property owner to finalize the draft for SB consideration.

- Hartford's 2018 Town Forest Recreation Management Plan – Matt Osborn will be presenting at the Community Forest Summit for Vermont, New Hampshire and Maine, the Town's Plan, what has been accomplished in the past year, and anticipated projects for the next few years.
- Energy Grant – Met with community members on November 8th to brainstorm on potential projects for a grant from the Vermont Low-Income Trust for Electricity (VLITE) that targets reducing energy costs and increasing energy efficiency, and for other future grants.
- Green Energy Purchase Policy – Developing draft policy for future SB consideration to lower fossil fuel consumption and emissions for Town vehicles, equipment and building systems.
- Net-Zero Construction Guidelines – Finalized format for the November 20th meeting with builders, developers, engineers and architects to discuss the development of a voluntary pilot program for construction of net-zero energy efficient residential and commercial structures.
- Downtown WRJ Holiday Decorations – Rolled out participation with businesses and property owners to *Light Up Downtown WRJ* for the holiday season.
- Lower Sykes Mountain Ave Sidewalk/Bike Project –Closed out project with the contractor. Completing grant close out and reimbursement submittals to VTrans.
- Upper Sykes Mountain Ave Bike Ped Project – Continued working with VTrans and Town's engineer to coordinate construction with Sykes Mt Ave roundabout project to finalize construction docs to go out to bid.
- RT 5 Bike Ped Project – Continued working with the Town's engineer to finalize construction documents.
- Sidewalk Subbase Standard – Prepared information for SB consideration of reducing the Town's standard for two VTrans grant funded sidewalk projects.
- South Main Street TIF Project – Working with DPW to review layout and easements for project.
- Annual TIF and Downtown Designation Reports – Began collection of information with property owners and businesses for these reports.
- Button-Up Hartford – Following up with people who expressed an interest in weatherization improvements for their properties over the past year.
- Norwich Sewer Connection Proposal – Reviewed Memorandum of Understanding from Norwich School District regarding request to explore connecting to the Hartford wastewater treatment plant.

Police:

Please find the Police Department significant activity report for the week ending November 17th:

- November 3rd - Patrol officers were dispatched to a report of a theft of cash taken from a patron's locker at business along the 100 block of Arboretum Lane. The investigation continues.

- November 4th – Patrol officers were dispatched to a business along the 200 block of Plainfield Road in Lebanon for to assist with an intruder alarm. All Lebanon units were on other calls for service at the time. Premises was checked, business was found secure.
- November 4th – Patrol officers were dispatched to a property damage motor vehicle collision along North Main Street at Sykes Mountain Avenue. The operators were cited and released.
- November 5th – Patrol officers were dispatched to reports of a juvenile in crisis at a private residence along the unit block of Gillette Street. Paramedics were summoned after police found the juvenile in need of assistance. The juvenile was taken by ambulance to Dartmouth Hitchcock Medical Center.
- November 6th – The Police Chief participated in the regular meeting of the Town Wellness/Safety Committee.
- November 6th – The Police Social Worker and Sergeant Ebbighausen participated in the regular meeting of the Committee on Homelessness.
- November 7th – Patrol officers were dispatched to a business along the 300 Block of Sykes Mountain Avenue for a reported theft of inspection stickers. The investigation continues.
- November 8th – Emergency Communication staff answered and patrol officers were dispatched to numerous emergency and non-emergency weather related calls for service throughout the region.
- November 9th – Patrol officers were dispatched to a private parking area along the unit block of North Main Street for reports of a vandalism to a vehicle parked adjacent to the railroad tracks. Police found the vehicle’s rear window shattered, but it did not appear the vehicle was entered or anything removed. The investigation continues.
- November 10th – Patrol officers assisted with traffic management during the annual Veteran’s Day Wreath Laying over the river on Bridge Street.
- November 10-14th – The police department participated in scenario based use of force and de-escalation training.
- November 11th – Patrol officers were dispatched to reports of a retail theft at a business along the 200 block of Maple Street. The investigation continues.
- November 11- 15th – Officer Leombruno and Communications Specialist Blish participated in Accreditation Manager and On Site Preparation Training sponsored by the Commission on Accreditation for Law Enforcement Agencies, CALEA.
- November 12th – The Police Social Worker participated in the regular meeting of the Hartford Community Coalition.
- November 13-14th – Sergeant Adams and Corporal Clifford assisted Hartford Memorial Middle School staff with health and safety education.
- November 14th – Patrol officers were dispatched to reports of several men in a white van going door to door in Wilder. The men were located and verified as sales representatives with Kirby Vacuum. They were educated on the requirements for soliciting and released with a warning.

- November 15th – Patrol officers were dispatched to a reported customer dispute at a restaurant along the unit block of Sykes Mountain Avenue. Police assisted restaurant staff with mediating the dispute.
- November 15th – The Police Social Worker participated in the regular meeting of the Upper Valley Public Health Council.
- November 16th – Patrol officers were dispatched to a reported customer dispute at a restaurant along the unit block of Sykes Mountain Avenue. Police assisted restaurant staff with mediating the dispute.
- November 17th – Patrol officers were dispatched to reports of a man in crisis at a private residence along the unit block of South Main Street. Police found the man impaired and in need of assistance. After working to de-escalate the man, he was taken to Dartmouth Hitchcock Medical Center for assistance.

Public Works:

The following are the activities completed by the Public Works Department over the past two weeks:

Highway

- The Highway Crew has been responding to inclement weather as needed.
- The Highway Crew has been assisting the Wastewater Crew with
- The Highway Crew cleaned out the sand and salt shed and started hauling sand.
- The Highway Crew is getting vehicles winter ready.
- The Highway Crew is undercoating equipment.
- The Highway Crew is very thankful for the assistance from the other departments.
- We re-opened the search to fill the vacancy on the Highway Crew. We anticipate holding interviews this week.
- 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

- Is ordering and installing tires for the Highway vehicles
- H-8 Exhaust repairs
- H-3 repairs continue (front end work)
- H-6 was delivered to Reed’s truck services for diagnosis.
- FD car-3 was delivered to Lebanon Ford for EVAP system repair.

Water

- The Water Crew has attended various trainings and seminars as needed to maintain their licenses.
- The Water Crew has been working with the contractor to get the new Well #1 online.
- The Water Crew worked with the maintenance team at Quechee Hollow Condo’s to shut water off to facilitate a repair there.

- The water Crew cleaned the chlorinator and lines at the Quechee Well.
- 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.
- Congratulations to David Follensbee who passed his CDL test!
- 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 worked on the distribution box at the Noyes Lane Leach Field.
- The Wastewater Crew is working closely with the Highway Department and Chris Holzwarth to implement the improvements at the Mill Run Pump Station.
- The Wastewater Crew is working on the generator installation at Whitman Brook.
- The Wastewater Crew finished PFAS sampling.
- Several members of the Wastewater Crew attended trainings.
- The Wastewater Crew continued line cleaning and TV work in both White River and Quechee systems.
- 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.
- On November 16th, the facility hosted the last HHW event for the year. It was VERY cold with little attendance, but did fulfill our permit requirement.
- The Solid Waste crew continues to encourage outreach and tours to raise awareness of the facility.

Administrative

- Administrative Staff continues to work closely with Brannon and the finance department to develop our budget.
- Brittney has launched the DPW Facebook page! We are excited to be able to share information to our community.
- Jeremy, Hannah, Brannon, and Scott Hausler will meet to discuss upcoming Union Negotiations.
- Hannah and Chief Kasten are working on developing a winter parking plan for the South Main Street lot to facilitate clean-up and de-icing. We will keep everyone posted as we move forward with that plan.
- Brittney has drafted a letter that we anticipate sending to area real estate agencies and closing attorneys that outlines our policy regarding final meter reads and account change overs to ensure greater transparency in this process. A big thank you to Lisa O'Neil for her assistance with this project.
- Public Works staff and Brannon reviewed a request made to connect the Norwich Commerce Park to our system (this is a separate request from the Marion Cross request). We have asked their engineers to provide more information to us before we can discuss further.

- Hannah and Brannon recently met with the management team from the Quechee Club to discuss the use of milfoil control in Lake Pinneo.
- Hannah attended a seminar on Silica Dust and associated safety concerns.
- The April 15th rain event has been federally declared as a disaster. Jeremy has been working with FEMA on this project.
- Lori, Hannah, Brannon, and Chris Holzwarth are scheduling a meeting with Dubois and King to discuss the South Main Street Parking Lot and next steps.
- 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!
- The 'Yard Sale' project has been completed and we are working on collecting payment and coordinating pick up of items.
- 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.
- Town Staff met with Wayne Elliot (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. We are preparing a response to the initial draft.
- 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 continues to work on the easements for the Currier Street Project
- Chris Holzwarth is actively reviewing the work previously done by consultants for Fairview Terrace. Last week, we received the last set of data from the monitoring that was done for that project. We will review the data and follow up with the Board.
- 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. DPW staff is meeting with the consultants in the next few weeks to review preliminary plans for this project and the South Street/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 ****