

**Town Of Hartford  
Town Staff  
Significant Activity Report, November 19 – December 16, 2019**

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**TOWN MANAGER HIGHLIGHTS**

Respectfully submitted for your information:

- Returned a revised draft of MOU to Norwich School District for scope of phase 1 engineering services to be fully reimbursed by NSD on Nov. 26. Awaiting response.
- Met with Vermont Partnership (Curtiss Reed, Mary Gannon) and Tom Debalsi for update on Inclusivity & Equity Strategic Plan project status. VP estimates that they are roughly about 60% complete and will have a draft to present by the end of February.
- Attended QLLA Board of Directors meeting for introductions at their invitation.
- Attended Parks & Recreation Commission meeting for presentation by municipal pool design engineer of two concept designs and construction cost estimate (\$3,285,821). Final report will be presented at January 9 Selectboard Budget Workshop.
- Evaluated and selected Construction Inspection Services engineer for Roundabout project. VTrans advised us that estimated cost of replacing the water (\$165,000) and sewer (\$35,500) lines will be included as a project cost funded by the VTrans.
- Reached tentative agreement on Collective Bargaining Agreement with IAFF (Hartford Career Firefighters Local 2905). Working on re-drafting contract for Selectboard consideration in January.
- Worked with Gail and Bill Hall, Abby Friedman of VLCT on finance policy review (purchasing, debt management, fund balance, budget policy) and capital and debt schedules.
- Working with consulting engineer on S. Main St. parking facilities to include in revised scope of work a cost estimate and layout for ~50 additional spaces in surface lot.
- Continued discussion with Core 4 Towns on homelessness strategies.
- Attended VECAN Conference (12/7/19) session on Ideas for Effective Town Energy Commissions.
- Met with Treasurer, Assistant Treasurer, School Superintendent on proposal for FY21 compensation and shared responsibilities with Assistant Treasurer.

## DEPARTMENT HIGHLIGHTS

### Assessor:

- continue to work on property transfers
- sending verification letters
- processing sales data
- working on updating files with mapping changes
- prepared for Select Board budget meeting for Assessors (12/17)
- prepared and submitted Assessor's report for annual Town Report
- assisted with TIF report
- performed inspections of new properties and CO's with Zoning Administrator
- assessor was on vacation first week of December
- assisted the public

### Clerk:

- The Clerk met with and appointed Susan Manley to the Town/School Meeting Committee. Paula and I will meet with her soon to review where we are in the process of Town Meeting Cycle of Events. The Clerk continues to try to identify other potential applicants for the Select Board's and the School Board's consideration.
- The Clerk is preparing submissions for the Town Report.
- LHS performed the Annual Cleaning/Serviceing of the Three Voting Tabulators on December 5<sup>th</sup>.
- The Clerk continues ongoing preparation for all election related activities to include daily checklist updates; candidate and article petitions; warnings; early voting; Secretary of State requirements; etc.
- Upper Valley Humane Society will be hosting a Rabies Clinic at Town Hall On Saturday March 7<sup>th</sup> from 9am-11am; the Town Clerk's Office will be open during the hours of the clinic for dog licensing.
- The Clerk's office is awaiting the Liquor License Renewals from VT DLC. We anticipate receiving them this week and hope to have them mailed out prior to the Holiday. License Renewal Applications are due in the Clerk's office from the applicants by February 3, 2020 so there is time for review by Hartford Police Department and Inspections by the Hartford Fire Department as well as review & consideration of the Local Liquor Control Board.

**Finance:**

- Distributed October Financials & reviewing them with Department Heads
- Preparing annual year required reports
- In progress of collecting statistical information to complete the Comprehensive Annual Financial Report for FYE 2019
- Completed a portion of the VLCT financial capacity spreadsheets based on the information provided.
- Created and distributed December water and wastewater billing.
- Preparing for Actuarial Review of Other Post Employment Benefits
- Assisting staff and town manager in preparation of the FYE 2021 draft budget
- VT Bond Bank - Completing Annual Post Issuance Compliance
- Budget Adjustments to account for actual Work Comp and P & L Insurance rates for calendar year 2020

**Fire:**

- Attended the Fire Department budget review session with the Selectboard on 11/19.
- Attended the VT EMS District 9 meeting.
- Attended the VT Career Fire Chiefs meeting in Williston, VT.
- Staff provided fire safety education at the White River School.
- Shifts conducted pediatric training with a representative from DHMC.
- Provided a ride along for a HACTC student.
- Staff provided car seat installation services.
- Members of the department participated in a regional “mayday” drill in Lebanon. This drill allowed firefighters to practice self-rescue and firefighter rescue scenarios.
- Conducted school fire drills.
- Staff provide fire safety education at the Ottauquechee School.
- Eligible members of the staff participated in a promotional process for captain and lieutenant. Captain David Shropshire is retiring at the end of the year after 22 years of service with the department. Following the conclusion of the assessments two candidates will be recommended to the Town Manager for promotion. An advertisement for a new firefighter position will be advertised after the 1<sup>st</sup> of the year.
- The Fire Department Badge Pinning and Awards Ceremony will be held on January 17<sup>th</sup> from 6:00pm-8:00pm. The ceremony will be held at the VA Hospital Building 44 conference room. Anyone is welcome to attend. New hires in 2019 will be sworn in and members will be receiving awards/citations.
- The Fire Prevention Office completed 51 building inspections during this period.
- The department responded to 183 calls for service during this period.
- Incident log for this period:

Alarm Date	Street	Situation Found
11/18/2019 9:01	EXIT 12 S OFF RAMP	Medical assist, assist EMS crew
11/18/2019 10:03	PLAINFIELD RD	Dispatched & canceled en route
11/18/2019 10:22	MAPLE ST	EMS call, excluding vehicle accident with injury
11/18/2019 11:44	BROOKSIDE DR	Carbon monoxide detector activation, no CO

11/18/2019 18:57	SYKES MTM DR	EMS call, excluding vehicle accident with injury
11/19/2019 8:05	SKYLINE WAY	Medical assist, assist EMS crew
11/19/2019 11:11	VETERANS DR # B	EMS call, excluding vehicle accident with injury
11/19/2019 11:26	I 91 S MM65	Motor vehicle accident with no injuries.
11/19/2019 12:28	POVERTY LN	EMS call, excluding vehicle accident with injury
11/19/2019 14:01	N HARTLAND RD	EMS call, excluding vehicle accident with injury
11/19/2019 15:35	S MAIN ST	EMS call, excluding vehicle accident with injury
11/19/2019 16:51	ASH ST	EMS call, excluding vehicle accident with injury
11/19/2019 17:18	STERLING SPRINGS DR	Medical assist, assist EMS crew
11/19/2019 17:49	LARCH LN	Medical assist, assist EMS crew
11/20/2019 7:53	HOLLOW DR	Excessive heat, scorch burns with no ignition
11/20/2019 8:24	TRUELL RD	EMS call, excluding vehicle accident with injury
11/20/2019 9:26	BLUFF RD	Service Call, other
11/20/2019 10:49	NORWICH AVE	Alarm system activation, no fire - unintentional
11/20/2019 11:17	HOLLOW DR	EMS call, excluding vehicle accident with injury
11/20/2019 13:57	BESWICK DR	EMS call, excluding vehicle accident with injury
11/20/2019 14:29	S MAIN ST	Public service
11/20/2019 18:44	STERLING SPRINGS DR	EMS call, excluding vehicle accident with injury
11/20/2019 22:14	VETERANS DR # B	EMS call, excluding vehicle accident with injury
11/21/2019 12:08	AIRPORT RD	Dispatched & canceled en route
11/21/2019 15:41	HOLIDAY DR	Authorized controlled burning
11/21/2019 16:44	US ROUTE 5	EMS call, excluding vehicle accident with injury
11/21/2019 17:13	S MAIN ST	EMS call, excluding vehicle accident with injury
11/21/2019 17:48	I 89 S EXIT 18	Dispatched & canceled en route
11/21/2019 21:25	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
11/22/2019 8:06	CURRIER ST	EMS call, excluding vehicle accident with injury
11/22/2019 12:27	BESWICK DR	Smoke or odor removal
11/22/2019 13:58	I 89 S MM2	Motor vehicle accident with no injuries.
11/22/2019 14:29	VETERANS DR	Dispatched & canceled en route
11/22/2019 15:25	VETERANS DR # B	EMS call, excluding vehicle accident with injury
11/22/2019 16:40	DIVISION ST	Smoke or odor removal
11/22/2019 17:35	CURRIER ST	EMS call, excluding vehicle accident with injury
11/22/2019 17:43	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
11/22/2019 19:42	WILLOW CIR	Service Call, other
11/23/2019 7:45	VA CUTOFF RD	Service Call, other
11/23/2019 11:32	DOGWOOD LN	EMS call, excluding vehicle accident with injury
11/23/2019 12:00	VA CUTOFF RD	Service Call, other
11/23/2019 19:19	WENTWORTH WAY	EMS call, excluding vehicle accident with injury
11/23/2019 19:46	GATES ST	Medical assist, assist EMS crew
11/24/2019 0:44	CANDLELIGHT TER	Assist invalid
11/24/2019 5:25	IRIS WAY	EMS call, excluding vehicle accident with injury
11/24/2019 6:20	CURRIER ST	EMS call, excluding vehicle accident with injury
11/24/2019 10:48	HARTFORD AVE	Assist invalid

11/24/2019 12:38	SARGENT ST	Combustible/flammable gas/liquid condition, other
11/24/2019 13:34	VT ROUTE 14	Authorized controlled burning
11/24/2019 15:07	WOODSTOCK RD	Motor vehicle accident with no injuries.
11/24/2019 16:30	INTERSTATE 89 N	Dispatched & canceled en route
11/25/2019 2:53	HIGHLAND AVE	Carbon monoxide incident
11/25/2019 8:41	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
11/25/2019 9:12	US ROUTE 5	Medical assist, assist EMS crew
11/25/2019 10:56	US ROUTE 5	EMS call, excluding vehicle accident with injury
11/25/2019 11:46	HOLLOW DR	EMS call, excluding vehicle accident with injury
11/25/2019 12:41	EXIT 19	Motor vehicle accident with injuries
11/25/2019 13:22	S MAIN ST	EMS call, excluding vehicle accident with injury
11/25/2019 15:38	HARD RD	Smoke detector activation due to malfunction
11/25/2019 17:22	QUECHEE MAIN ST	Motor vehicle accident with no injuries.
11/26/2019 2:26	HIGHLAND AVE	Carbon monoxide incident
11/26/2019 4:24	MAPLE ST	EMS call, excluding vehicle accident with injury
11/26/2019 6:21	HARTFORD AVE	EMS call, excluding vehicle accident with injury
11/26/2019 6:58	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
11/26/2019 9:17	HARTFORD AVE	EMS call, excluding vehicle accident with injury
11/26/2019 10:55	N HARTLAND RD	EMS call, excluding vehicle accident with injury
11/26/2019 14:18	EXIT 18 N ON R I89	Dispatched & canceled en route
11/26/2019 14:25	NORWICH AVE	Medical assist, assist EMS crew
11/26/2019 15:56	N N HARTLAND RD	Assist invalid
11/26/2019 17:13	HARTFORD AVE	Service Call, other
11/26/2019 18:30	N MAIN ST	EMS call, excluding vehicle accident with injury
11/26/2019 21:46	TAFT FAMILY RD	Smoke or odor removal
11/27/2019 1:01	BRIDGE ST	EMS call, excluding vehicle accident with injury
11/27/2019 3:11	COPE LN	EMS call, excluding vehicle accident with injury
11/27/2019 5:53	MAPLE ST	EMS call, excluding vehicle accident with injury
11/27/2019 11:54	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
11/27/2019 13:01	S MAIN ST	EMS call, excluding vehicle accident with injury
11/27/2019 13:26	CURRIER ST	EMS call, excluding vehicle accident with injury
11/27/2019 14:50	MAXHAM DR	EMS call, excluding vehicle accident with injury
11/27/2019 14:57	I 91 N / 1 89 S	Motor vehicle accident with no injuries.
11/27/2019 20:19	DOGWOOD LN	EMS call, excluding vehicle accident with injury
11/28/2019 9:47	MAPLE ST	EMS call, excluding vehicle accident with injury
11/28/2019 15:34	MURPHYS RD	Medical assist, assist EMS crew
11/28/2019 18:59	WENTWORTH WAY	EMS call, excluding vehicle accident with injury
11/29/2019 1:09	CARLTON HILL RD	Building fire
11/29/2019 2:13	LEDGESIDE TER	EMS call, excluding vehicle accident with injury
11/29/2019 12:12	BUGBEE ST	Dispatched & canceled en route
11/29/2019 13:14	CURRIER ST	EMS call, excluding vehicle accident with injury
11/29/2019 14:53	BROOKSIDE DR	EMS call, excluding vehicle accident with injury

11/29/2019 17:09	WALNUT ST	EMS call, excluding vehicle accident with injury
11/29/2019 19:10	CAMPBELL ST	Medical assist, assist EMS crew
11/29/2019 20:11	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
11/29/2019 22:00	CAMPBELL ST	EMS call, excluding vehicle accident with injury
11/30/2019 2:01	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
11/30/2019 10:55	N HARTLAND RD	EMS call, excluding vehicle accident with injury
11/30/2019 13:11	N MAIN ST	Service Call, other
11/30/2019 16:00	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
11/30/2019 16:26	N HARTLAND RD	Carbon monoxide incident
11/30/2019 18:54	HARTFORD AVE	Service Call, other
11/30/2019 21:51	CHRISTIAN ST	Medical assist, assist EMS crew
11/30/2019 22:02	CHRISTIAN ST & MAPLE ST	No incident found on arrival at dispatch address
11/30/2019 22:13	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
12/1/2019 9:32	HARVEST LN	EMS call, excluding vehicle accident with injury
12/1/2019 11:28	SOUTH ST	EMS call, excluding vehicle accident with injury
12/1/2019 18:00	I 89 N MM1	Motor vehicle accident with no injuries.
12/1/2019 18:01	EXIT 10B 91 S TO 89 N	Dispatched & canceled en route
12/1/2019 20:34	I 91 N MM69	Medical assist, assist EMS crew
12/2/2019 11:39	JUNIPER DR	Service Call, other
12/2/2019 15:18	HOLLOW DR	EMS call, excluding vehicle accident with injury
12/2/2019 16:25	GATES ST	EMS call, excluding vehicle accident with injury
12/2/2019 20:18	LARCH LN	Medical assist, assist EMS crew
12/2/2019 23:39	HOLLOW DR	EMS call, excluding vehicle accident with injury
12/3/2019 2:15	MAPLE ST	Medical assist, assist EMS crew
12/3/2019 9:28	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
12/4/2019 11:25	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
12/4/2019 16:08	HOLLOW DR	EMS call, excluding vehicle accident with injury
12/4/2019 16:33	HARTFORD AVE	EMS call, excluding vehicle accident with injury
12/5/2019 0:03	I 91 S MM64	Medical assist, assist EMS crew
12/5/2019 11:39	S MAIN ST	EMS call, excluding vehicle accident with injury
12/5/2019 12:08	US ROUTE 5	EMS call, excluding vehicle accident with injury
12/5/2019 15:46	VETERANS DR # B	EMS call, excluding vehicle accident with injury
12/5/2019 18:33	CURRIER ST	EMS call, excluding vehicle accident with injury
12/6/2019 1:06	MILLER RD	EMS call, excluding vehicle accident with injury
12/6/2019 1:51	MILLER RD	Medical assist, assist EMS crew
12/6/2019 9:25	IRIS WAY	CO detector activation due to malfunction
12/6/2019 11:31	BALLARDVALE DR	Smoke or odor removal
12/6/2019 11:34	STERLING SPRINGS DR	Medical assist, assist EMS crew
12/6/2019 15:10	S MAIN ST & GLEN RD	Motor vehicle accident with no injuries.
12/6/2019 15:49	STERLING SPRINGS DR	EMS call, excluding vehicle accident with injury
12/6/2019 19:20	I 91 N MM66	Motor vehicle accident with no injuries.
12/7/2019 7:11	DEWITT DR	False alarm or false call, other

12/7/2019 17:15	LARCH LN	EMS call, excluding vehicle accident with injury
12/7/2019 21:51	RALPH LEHMAN DR	Smoke detector activation due to malfunction Smoke detector activation, no fire - unintentional
12/7/2019 21:55	CHRISTIAN ST	
12/8/2019 1:53	VETERANS DR # B	EMS call, excluding vehicle accident with injury
12/8/2019 3:11	DAVIS CIR	Medical assist, assist EMS crew
12/8/2019 10:49	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
12/8/2019 12:38	MILLER RD	EMS call, excluding vehicle accident with injury
12/8/2019 17:26	MAPLE ST	EMS call, excluding vehicle accident with injury
12/8/2019 22:44	HAZEN ST	EMS call, excluding vehicle accident with injury
12/9/2019 0:45	LYMAN BATCHELLER RD	Lock-out
12/9/2019 9:53	FAMILY CIR	EMS call, excluding vehicle accident with injury
12/9/2019 12:22	NORWICH AVE	EMS call, excluding vehicle accident with injury
12/9/2019 13:16	CHRISTIAN ST	Medical assist, assist EMS crew
12/9/2019 16:18	VT ROUTE 14	Motor vehicle accident with no injuries.
12/9/2019 18:50	LEDGE RD	Dispatched & canceled en route
12/10/2019 1:23	US ROUTE 5	Medical assist, assist EMS crew
12/10/2019 4:09	SYKES MOUNTAIN AVE	Dispatched & canceled en route
12/10/2019 6:45	RICE RD	
12/10/2019 7:55	DAWN DR	EMS call, excluding vehicle accident with injury
12/10/2019 9:05	CHRISTIAN ST	Public service assistance, other
12/10/2019 13:42	MIRACLE MILE	Dispatched & canceled en route
12/10/2019 17:50	MAPLE ST	EMS call, excluding vehicle accident with injury
12/11/2019 2:10	N N HARTLAND RD	Good intent call, other
12/11/2019 8:58	HIGHLAND AVE	Public service
12/11/2019 10:27	WALNUT ST	EMS call, excluding vehicle accident with injury
12/11/2019 10:43	BLUFF RD	Public service
12/11/2019 11:42	HITCHCOCK DR	EMS call, excluding vehicle accident with injury
12/11/2019 13:42	NORWICH AVE	Medical assist, assist EMS crew
12/11/2019 14:32	COTTAGE CT	Public service
12/11/2019 15:36	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
12/11/2019 21:28	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
12/12/2019 7:05	TICHENOR RD	Medical assist, assist EMS crew
12/12/2019 8:56	FROST PARK	Medical assist, assist EMS crew
12/12/2019 10:22	PINE ST	Service Call, other
12/12/2019 10:55	STARLAKE LN	Dispatched & canceled en route
12/12/2019 13:15	HIGHLAND AVE	Service Call, other
12/12/2019 15:06	I 91 S MM68 MAPLE ST & HARTFORD	EMS call, excluding vehicle accident with injury
12/12/2019 16:04	AVE	Motor vehicle accident with no injuries.
12/12/2019 23:17	COUNTY RD	EMS call, excluding vehicle accident with injury
12/13/2019 18:39	N HARTLAND RD	Unauthorized burning
12/13/2019 18:55	FERN ST	EMS call, excluding vehicle accident with injury

12/13/2019 19:49	E FISHER RD	Detector activation, no fire - unintentional
12/14/2019 9:10	RAILROAD ROW	EMS call, excluding vehicle accident with injury
12/14/2019 11:31	MAPLE ST	EMS call, excluding vehicle accident with injury
12/14/2019 16:37	CHAMBERS LN	EMS call, excluding vehicle accident with injury
12/14/2019 18:38	QUECHEE MAIN ST	Detector activation, no fire - unintentional
12/15/2019 0:20	S MAIN ST	Unintentional transmission of alarm, other
12/15/2019 1:29	HIGHLAND AVE	Detector activation, no fire - unintentional
12/15/2019 13:52	MAPLE ST	EMS call, excluding vehicle accident with injury
12/15/2019 19:20	CENTER OF TOWN RD	Natural vegetation fire, other
12/15/2019 22:27	NORWICH AVE	EMS call, excluding vehicle accident with injury
12/16/2019 3:47	OVERLOOK DR	EMS call, excluding vehicle accident with injury
12/16/2019 4:16	DEWITT DR	EMS call, excluding vehicle accident with injury

### **Information Technology:**

- Assisted DPW in the ability to design infographics for website and social media
- Set-up new iPads for DPW to do mobile reporting, share office documents between departments in Quechee and White River
- Set-up new PC and printer in White River Wastewater
- Set-up Patrol PC mobile computer in PD
- Set-up Patrol PC mobile computer in Fire
- Set-up new PC in Parks & Rec
- Assisted Planning with editing document on website // fix broken links
- Migrated town hall backup server to new physical server with 5 year hardware refresh plan
- Prepping configurations to be moved to new firewall for firewall refresh in Public Safety

### **Parks and Recreation:**

#### **Program Highlights**

- The North Pole operation of the Polar Express took place the weekend of December 14<sup>th</sup> and 15<sup>th</sup>. The Department manages the North Pole and completes the decorations and solicits the volunteers for the weekend. We had full shifts over the weekend with an estimated 50 volunteers. The Department appreciates the assistance of the Hartford Area Career and Technology Center who brought students over to the North Pole assisting with set up and clean up.
- Skate with Santa took place on Saturday, December 14<sup>th</sup> from 4:15 to 5:30. The planned Flashlight Candy Cane Hunt was cancelled due to the wet conditions outside. Over 100 skaters were in attendance. Special thanks to Santa and Mrs. Claus for showing up and handing out little stockings with a candy cane.



- Working on budget presentation on the 17<sup>th</sup>.
- Department is working on promotion of the New Year's Eve Public Skate and the Holiday Public Skating over the winter break.
- Youth Karate, Nihon Aikijujitsu continues through December 16<sup>th</sup>.
- Indoor Pickleball Fall Session continues through December 16<sup>th</sup> at Our Court. The program is held on Mondays from 7:00pm to 9:00pm.
- The Elves Workshop was held on December 7<sup>th</sup> at Dothan Brook School. The program is run by the Hanover Youth In Action with 14 participants.
- Indoor Futsal began December 8<sup>th</sup> with 4 teams totaling about 48 participants. The program is run at the Hartford High School Gym. The program Futsal places a large emphasis on technical skill in high pressure situations which can be translated into the outdoor game. The sport is a great skill developer as it demands quick reflexes, fast thinking and pin-point passing.
- Holiday Card Making Class took place December 7<sup>th</sup> with 9 registrations. The program is taught by HPRD's Karen McNall.
- 8 participants took place in the Basketball Officials Clinic held at Dothan Brook School. Dan Pause was the instructor.
- The first session of the Green Mountain Rock Climbing Class finished up December 3<sup>rd</sup>. There were 10 participants in the program.
- The High School Rec Basketball Program started December 2<sup>nd</sup> with 10 participants. The program travels and plays surrounding town recreation teams.
- Youth Basketball for grades 3 through 6 continues. Grades K-2<sup>nd</sup> grade begins after the December 26<sup>th</sup> deadline.
- Power Volleyball for ages 18 and up started December 3<sup>rd</sup> at Dothan Brook School. The program runs on Tuesday between 7:30pm and 9:00pm. On average this drop-in program has 8 to 12 participants.
- Open 18+ Basketball continues at White River School on Thursdays from 7:00pm to 9:00pm. 25+ Open Basketball continues on Sundays from 5:00pm to 7:00pm at Hartford High School. 50+ Open Basketball continues at the Hartford Memorial Middle School. Check Hartfordrec.com for update schedule as the 50+ program plays on multiple days.
- February Vacation Camp is near full. We are seeking staff to run the very popular program. The program will be held at the Hartford Memorial Middle School during February Vacation.
- We are promoting two new Stick & Puck Programs. Family Stick & Puck is for ages 5 to 14 years of age and begins December 21<sup>st</sup>. The program requires an adult or older sibling to be on the ice with the participant. The Family Stick & Puck format is for younger players to have fun with their parents and siblings while they practice skating, passing, shooting at nets and puck handling. Open Stick & Puck 15+ sessions begin December 21<sup>st</sup> for 15 years of age and older.

- Public skating continues to be a popular program. Compared to last year, we are up over 200 public skaters from last season.

### **Parks/Facilities**

- Parks & Recreation Committee met on Thursday December 12<sup>th</sup>. Members of the Pool Committee were represented as well. The meeting consisted of a review of the BH&A Pool Engineering Study. Input included adding an 8ft section for poolside diving and incorporating the design into one pool with a splash feature. The final dollar amount will be presented at the January 9<sup>th</sup> Selectboard Meeting. The project is in the neighborhood of \$3.2 million.
- The Installation of the exhaust system in the Zamboni room is complete. For a period of time, the sensor that activates an exhaust fan was not reacting to the levels of hydrogen sulfide. After several attempts, it was determined to install a timer to the fan. The timer will guarantee that the exhaust is working and not rely solely on the sensor. ARC Mechanical is completing the work. A new sensor is being ordered as they believe the original sensor was not functioning correctly.
- Chain link fencing is being installed around the perimeter of the refrigeration cooling towers.
- WABA operations continue to consume a majority of staff time for the Department. The High School game schedules has started and the facility is in full operation. The new improvements to the facility have been well received by all users.

### **Planning and Development:**

- Former Kibby Properties – The PC and ZBA approved the applications at their respective public hearings on December 2<sup>nd</sup> and 4<sup>th</sup> for Phase I improvements which added a dog adoption/program center, deli and meet/fish market, and a nutritional shake restaurant/retail shop. The developer is assembling the additional information required for issuance of the building permit. The developer also is working on a Phase II application.
- Tafts Flat Historic Preservation Intensive Survey – The Consultant is continuing the building-by-building site surveys, and will be meeting with the Historic Preservation Commission at its January 15<sup>th</sup> meeting. A community meeting and walk-through are planned for Spring 2020.
- Regional Plan – Meetings with the TRORC staff to address Hartford suggested changes to the draft Regional Plan are set for January 14<sup>th</sup> and 23<sup>rd</sup>.
- 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 – Finalized budget recommendation and prepared presentation for the December 17<sup>th</sup> Selectboard meeting.

- TIF – Continued gathering and updating information on private development projects and Town infrastructure projects to analyze TIF program capacity for the 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 – An easement with an adjacent property owner was executed on a small section to reduce the grade of the trail.
- Vermont Statewide Annual Energy Conference – On December 7<sup>th</sup>, Lori Hirshfield and Geoff Martin presented two workshops, one on energy committees and municipalities (Lori), and one on purchasing electric vehicles (Geoff). Both were very well received.
- Energy Grant – Staff and the Energy Commission have been reviewing the information gathered at the November 8<sup>th</sup> community meeting on potential projects for the February Vermont Low-Income Trust for Electricity (VLITE) grant that targets reducing energy costs and increasing energy efficiency, and for other future grants.
- Green Energy Purchase Policy – Staff and the Energy Commission are continuing to develop a draft policy for future SB consideration to lower fossil fuel consumption and emissions for Town vehicles, equipment and building systems.
- Net-Zero Construction Guidelines – Held a meeting on November 20<sup>th</sup> 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. The meeting provided lots of good input. Staff and the Energy Commission are developing an outline for a pilot project.
- Lower Sykes Mountain Ave Sidewalk/Bike Project – Completing grant close out and reimbursement submittals to VTrans.
- Upper Sykes Mountain Ave Bike Ped Project – The Town’s engineer submitted revised project plans, including the revised sidewalk subbase standard, to incorporate the sidewalk project plans into the roundabout project plans, for final VTrans review before project bidding.
- RT 5 Bike Ped Project – Continued working with the Town’s engineer to finalize construction documents.
- South Main Street TIF Project – Working with DPW to review layout and easements for project. Began assembling information for state water and wastewater/stormwater revolving loan fund applications.
- Annual TIF and Downtown Designation Reports – Continued collecting 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.
- Bugbee Senior Center- Working with the Program Director in to develop the RFP for roof replacement.
- Resilience Committee Community Workshop on Mock Disaster Event – Due to weather, the November 18<sup>th</sup> event will be rescheduled for some time in January.
- Town Report – Completed department and assisted various department commissions, committees and boards in completing Town reports.
- Design Review – Worked with Mainstreet Museum to prepare an application involving changes to the tower windows. The application was submitted and approved by the Design Review Committee.

**Police:**

Please find the Police Department significant activity report for the period ending December 16<sup>th</sup>:

- November 17<sup>th</sup> - Patrol officers were dispatched to a property damage motor vehicle collision along Route 4 at the intersection with I-89 South. Citations were issued following investigation. Both vehicle were towed from the scene due to disabling damage.
- November 18<sup>th</sup> – Patrol officers were dispatched to reports of a vehicle that had left the roadway after swerving to avoid an animal in the roadway along the 700 block of Christian Street and struck a utility pole. Green Mountain Power was summoned to restore service to a nearby residence. The vehicle was towed from the scene and the operator released.
- November 19<sup>th</sup> - Patrol officers assisted Hartford School District Staff with emergency preparedness exercises at the High School and White River School.
- November 20<sup>th</sup> - Patrol officers were dispatched to a report of a theft of personal items taken from a purse left unattended in a residential parking area in the Stoney Creek Development. The investigation continues.
- November 21<sup>st</sup> - Patrol officers assisted Hartford School District Staff with emergency preparedness exercises at the Wilder School, temporary site.
- November 22<sup>nd</sup> - Patrol officers participated in Domestic Violence update training hosted by the WISE Multidisciplinary Interview & Training Center.
- November 24<sup>th</sup> - Patrol officers were dispatched to a report of a theft of tools taken from an open storage area at a private residence along the unit block of Abbott Street. The investigation continues.
- November 26<sup>th</sup> - Patrol officers were dispatched to a reported theft of DVD's taken from the Hartford Library. The investigation continues...
- November 27<sup>th</sup> – Patrol officers arrested a 42 year old Hartford man for domestic assault after investigation found that he'd struck his girlfriend in the face during an altercation. The man was released pending a hearing in the Windsor County District Court.
- November 28<sup>th</sup> – Patrol officers were dispatched to reports of a deer wandering along Worchester Avenue, bumping into vehicles and appearing sick. The Deer was located in distress and bleeding from the mouth at the Co-op Supermarket. Fish & Game was notified, the Deer euthanized and, with the assistance of Fire Department personnel recovered for testing by health officials.
- November 30<sup>th</sup> – Patrol officers were dispatched to reports of a woman in crisis at a private residence along the unit block of Christian Street. Police found the juvenile in need of assistance and assisted her with transportation to Dartmouth Hitchcock Medical Center.
- December 2<sup>nd</sup> - Patrol officers were dispatched to a report of a theft of cash taken from a patron's locker at business along the 3200 block of Quechee Main Street. The investigation continues.

- December 2<sup>nd</sup> - Patrol officers were dispatched to a disturbance at business along the unit block of Gates Street. Police found the a man impaired and in crisis. Paramedics were summoned and the man was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- December 3<sup>rd</sup> – The Police Chief presented on the Police Budgets, (211 & 271) during the regular meeting of the Selectboard.
- December 4<sup>th</sup> - Patrol officers were dispatched to reports of an unresponsive man at the Super 8 Motel. The man was found impaired to the point of incapacitation. Paramedics were summoned and the man was taken by ambulance to the Veteran’s Administration Hospital for assistance.
- December 5<sup>th</sup> – Lieutenant Pedro participated in the regular meeting of the Hartford School District Safety Team.
- December 5<sup>th</sup> – Sergeant Ebbighausen and shelter staff from the Upper Valley Haven completed outreach with homeless persons tenting in Town.
- December 8<sup>th</sup> – Patrol officers assisted the Vermont State Police with a vehicle roll-over along northbound I-89 just inside the state line. The vehicle was reported as having traveled into oncoming traffic before overturning.
- December 10<sup>th</sup>-13<sup>th</sup> – The police department completed annual use of force legal update training, baton proficiency refresher and, respirator fit testing.
- December 11<sup>th</sup> – Patrol officers were dispatched to a business along the 200 Block of Sykes Mountain Avenue for altercation. Patrol officers arrested a White River Junction man for aggravated domestic assault, he was held at Southern State Correctional Facility pending a hearing before the Windsor County District Court. The investigation continues.
- December 12<sup>th</sup> – Patrol officers were dispatched to reports of a man in crisis at a business along the Unit Block of Sykes Mountain Avenue. Police found the man impaired and in need of assistance. After working to de-escalate the man, he was taken to Mount Ascutney Hospital for assistance.
- December 14<sup>th</sup> – Emergency Communication staff answered and patrol officers were dispatched to numerous emergency and non-emergency weather related calls for service throughout the region.
- December 15<sup>th</sup> - Patrol officers were dispatched to reports of a domestic assault at the Super 8 Motel. Following investigation, police arrested a 41 year old guest for domestic assault and related crimes. The man was held on bond at Southern State Correctional Facility pending a hearing before the Windsor County District Court.

**Public Works:**

The following are the activities completed by the Public Works Department since the last reporting period:

**Highway**

- Recently Richard Nott, our Highway Foreman, notified the Town of his decision to retire. We wish him the best of luck with his future endeavors.
- The Highway Crew has responded to multiple inclement weather events.

- The Highway Crew cleaned out the sand and salt shed and started hauling sand.
- The Highway Crew is working closely with Fleet Maintenance to ensure all vehicles and equipment are storm ready!
- The Highway Crew has responded to a few incidences of graffiti around town.
- The Highway Crew is very thankful for the assistance from the other departments for storm response.
- The Highway Crew has been actively patching potholes and repairing damaged street signs.
- The Highway Crew has been making repairs to gravel roads with pot holes as well.
- We would like to welcome Derek Rice to our Highway Crew. Derek comes to us with a background in construction and we look forward to a working with him.
- We re-opened the search to fill a 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**

- Fleet Maintenance repaired the rear differentials on H-7 and returned that truck to service.
- Fleet Maintenance made several repairs to the transmission in H-5. That truck has been returned to service.
- Fleet maintenance installed new sander controls, winter tires, and plow edges in H-10.
- Fleet maintenance repaired the sanders in H-2, H-1, and H-11.
- Fleet maintenance repaired the hydraulic system in H-6.
- The sidewalk tractor that we have that does the ‘narrow’ sections of sidewalk is at the dealer after finding metal shards in the hydraulic fluid.

### **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 Wilder Well online. At this time, the building is nearly complete (waiting on the roof). We are working closely with the contractor and engineering team to button up some electronic control issues and anticipate the new well will be completely online shortly.
- The Water Crew quickly repaired small leaks on Hawthorn Street and Raymond Circle.
- The Water crew replaced a curb box rod on Brookside Drive.
- Members of the Water Crew attended a Town of Hartford Design Review Committee meeting and a State of Vermont PFAS response plan meeting (Montpelier).
- 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.

- Thank you to the Water Crew for their willingness to assist the Highway Crew during storm events.
- The Water Crew is performing an audit of accounts in Munismart to ensure correct and accurate billing. Thank you for taking the lead on this!
- Members of the Water Crew continue to assist with mark-outs for a variety of projects.
- 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 cleaned the basket at Olcott Park Pump Station.
- 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.
- The Wastewater Crew repaired a pH meter and waterline in the Headworks building.
- The Wastewater Crew has been performing seasonal maintenance (i.e. plowing). A huge thank you to that crew for coordinating with Solid Waste to manage plowing at that facility as well.
- The Wastewater Crew has been working with the engineering consultant while performing borings on Quechee Main Street for the waterline replacement design project.
- Thank you so much to Dillon for working closely with the wastewater team to procure and 'fire up' tablets to assist with system monitoring and inventorying.
- 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 increased effective November 5<sup>th</sup>, 2019.**
- **REMINDER THAT THE SOLID WASTE FACILITY IS NO LONGER OPEN ON MONDAYS.**
- On October 2<sup>nd</sup>, 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.

- Recently Hannah was notified that bringing our glass to the Lebanon Landfill for construction site fill is technically out of compliance with State of Vermont regulations. Glass waste generated within Vermont has to be recycled. Hannah is working with NRRA and Casella (as our hauler) to manage that waste stream in accordance with State requirements.
- 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.
- The Solid Waste crew continues to encourage outreach and tours to raise awareness of the facility.

### **Administrative**

- On December 10<sup>th</sup>, Jeremy and Hannah presented the whole Public Works budget to the Selectboard.
- Hannah is working on the Town Report.
- Brittney has launched the DPW Facebook page! We are excited to be able to share information to our community. Please continue
- Jeremy, Hannah, Brannon, and Paula recently met with Attorney Brian Monaghan to discuss 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. An overview of that plan was discussed briefly with the Selectboard during our budget presentation. We will continue to work towards a well informed and publicized implementation.
- Brittney, Water Department staff, and Brannon issued a letter to local real estate agents and closing attorneys with an overview of our final billing/account transfer procedures in hopes of eliminating some of the common errors we see. If anyone ever has questions about this process, please don't hesitate to reach out to our department.
- 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. At this time, we have not received any follow up from that request.



- Hannah and Brannon recently met with the management team from the Quechee Club to discuss the use of an aquatic herbicide in Lake Pinneo to address invasive species. We will continue to work closely with them as they work through the permitting process.
- The April 15<sup>th</sup> rain event has been federally declared as a disaster. Jeremy has been working with FEMA on this project. Although FEMA notified us recently that due to the classification of this road as a Federal Aid Route (thus not qualified for FEMA funding), there are State of Vermont funds allocated for repairs to these streets.
- 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. At this time, an amendment to the original agreement was authorized to move forward with further exploration of surface lot improvements.
- Jeremy Delisle continues to work with FEMA and Vermont Emergency Management to close out the July 1<sup>st</sup> (2017) storm. It looks like we are getting closer!
- 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.
- A response to the initial MOU provided to the Town by the Norwich School District to move forward with preliminary study and exploration of Town infrastructure has been issued. At this time, we have not received a response, aside from acknowledging one is forthcoming.
- 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. Earlier in the month, Hannah met with representatives of the project team to review the comments made by the State on the draft 'final' plans. Recently, the decision was made to incorporate the Upper Sykes Mountain Sidewalk project with the

Roundabout project for a variety of reasons to benefit the Town and State. Both project teams are working together closely to combine these projects.

- 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 28<sup>th</sup>, 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 consultant managing the design for the Abbey Road project nearly has a final design completed. They are incorporating our comments into the work that they have done.
- DPW Staff is working with Green Mountain Power to facilitate installation of poles in town (i.e. mark-outs, etc.).
- The consultant managing the design for the South/James Street water line design nearly has a final design completed. They are incorporating our comments into the work that they have done.
- 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 \*\*\*\*