

**Town Of Hartford
Town Staff
Significant Activity Report, January 14 – January 27, 2020**

TM Highlights 1
 Assessor2
 Clerk2
 Finance2
 Fire.....3
 IT.....6
 Parks & Recreation6
 Planning.....8
 Police9
 Public Works 10

TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Met with VTrans staff on January 16 to review draft Rt. 5 Transportation Corridor Study and prepare for presentation on January 28.
- Attended Fire Department badge pinning and awards ceremony on January 17.
- VTrans notified us today that it will make a grant of \$40,000 available to the Town to repair the damaged expansion joints on VA Cutoff Rd. Bridge. We are working on the procurement to get repair construction underway as soon as possible.
- Posted position advertisement for Assessor position and preparing for selection process and transition. This is Michelle Wilson’s last week. We will host a farewell for her tomorrow at Town Hall tomorrow at Noon.
- Prepared for Budget Workshops on January 14 and January 21, and Special Meeting on January 24 to correct General Fund Budget total and Town Meeting Warning.
- Paula Nulty led the effort to assemble, format, proofread and prepare the final draft of the 2019 Town Report to send to the printers on January 24, 2020. This is a major undertaking annually to collect all of the report submissions on the deadline, coordinate with the Schools for their portion of the report, and meet all of the legal notice requirements for the Town Report.
- Met with Haley Pero and Beth Awhaitey of US Senator Sanders’ staff on Jan. 21 as part of the Senator’s local government outreach. I expressed Hartford’s need for continued HUD community development block grant revenue stream for affordable housing and economic development, as these are continuing priorities for the Town.
- Met with IUPE union representatives for the kickoff meeting to negotiate collective bargaining agreement that includes Public Works and Parks & Recreation employees. The current agreement expires on June 30, 2020.

DEPARTMENT HIGHLIGHTS

Assessor:

- processed the Property Tax Transfers up to date
- sent sales verification letters to buyers/sellers
- worked on updating sales validity for 2020 GL
- started validating sales on State website (myvtax.com)
- attended the VT VISION USER GROUP for the Report Writing and Sales Analysis in Vision 8
- review most significant data entry for the 2020 GL
- transitioning to open Assessor position in the office
- assisted the public

Clerk:

- It is Election Season in the Town Clerk's Office. We continue to receive requests for Absentee/Early Voting. We are conducting TWO elections on March 3, 2020 (Presidential Primary and the Annual Town/School District Meeting). Presidential Primary Ballots have been available for voters since January 16th. The Annual Town & School District Ballots will be available on or before February 12, 2020.
- Candidate Petitions for placement on the ballot for the positions open for election are due by 5:00pm on Monday, January 27, 2020. Candidates have 48 hours thereafter to rescind their petitions to be placed on the ballot.
- The Clerk has received the Warnings from both the School District and the Town. The Clerk anticipates ordering the ballots on January 30, 2020.
- Liquor License Renewals continue to come in. We have received 20 applications thus far. The applications have been forwarded to both the Fire Dept. & Police Dept. for their review. Once we received the green light from those departments, the applications are forwarded to the Town Manager's Office for placement on the Select Board Agenda for consideration by the Local Liquor Control Board. Once approved by LLCB, the Clerk's Office will forward the applications to the VT Department of Liquor Control for their final review/decision.
- Dog License Renewals are flowing in. Dogs must be licensed by April 1st. The Clerk's Office is working with the Upper Valley Humane Society to host a Rabies Clinic at Town Hall again this year. The Date is Saturday, March 7, 2020 from 9am-11am. The Clerk's Office will be open during that time to sell dog licenses to Hartford Residents.

Finance:

- Distributed December 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
- Preparing for Actuarial Review of Other Post Employment Benefits
- Creating and issuing W-2s and 1099s.

- Assisted Town Manager with final numbers for the FYE 2021 proposed budget
- Provided supporting documentation to complete Single Audit
- Assisting with preparation of TIF State audit

Fire:

- The department held its annual awards ceremony on January 17th at the VA Hospital. The event was well attended and the staff were recognized for their exceptional service to the community.
- Our new 2019 ambulance arrived on 01/23. Shifts are stocking and training on the new unit with plans to place it in service this week.
- Conducted our monthly officers meeting.
- The Fire Prevention office conducted 34 inspections during this period.
- Chief Cooney attended a software evaluation meeting at the Department of Public Safety in Waterbury to evaluate options for a statewide CAD system.
- Currently advertising for a firefighter's position. This position opened with the retirement of Captain Shropshire in December. Applications are due on Friday 01/31.
- Shifts completed monthly training.
- Staff conducted elementary school public education.
- Provided ride a longs to HACTC student.
- Staff conducted car seat safety inspections.
- The department responded to 107 calls for this period.

Incident log for this period:

Alarm Date	Street	Situation Found
1/12/2020 3:12	MAPLE ST	EMS call, excluding vehicle accident with injury
1/12/2020 6:19	BULLARD ST	EMS call, excluding vehicle accident with injury
1/12/2020 7:14	ALDRICH LN	Medical assist, assist EMS crew
1/12/2020 12:52	HIGHLAND AVE	EMS call, excluding vehicle accident with injury
1/12/2020 12:57	MAPLE ST	No incident found on arrival at dispatch address
1/12/2020 13:31	SUGAR HOUSE RD	Power line down
1/12/2020 16:09	SYKES MTN RD	Fuel burner/boiler malfunction, fire confined
1/12/2020 18:05	HIGHLAND AVE	Dispatched & canceled en route
1/12/2020 19:11	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
1/12/2020 22:18	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
1/13/2020 3:12	HUGHES DR	EMS call, excluding vehicle accident with injury
1/13/2020 7:38	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
1/13/2020 8:29	MAPLE ST	Lock-out
1/13/2020 9:03	HOLIDAY DR	Alarm system activation, no fire - unintentional
1/13/2020 14:32	BALSAM LN	Lock-out
1/13/2020 20:55	HARTFORD AVE	EMS call, excluding vehicle accident with injury
1/14/2020 0:11	N N HARTLAND RD	EMS call, excluding vehicle accident with injury

1/14/2020 6:21	S MAIN ST	EMS call, excluding vehicle accident with injury
1/14/2020 10:46	BRICK HOUSE LN	Dispatched & canceled en route
1/14/2020 17:41	WENTWORTH WAY	No incident found on arrival at dispatch address
1/14/2020 19:24	I 91 N MM70	Motor vehicle accident with injuries
1/14/2020 19:52	VA CUTOFF RD	Medical assist, assist EMS crew
1/14/2020 21:45	STERLING SPRINGS DR	EMS call, excluding vehicle accident with injury
1/14/2020 21:54	COLONIAL DR	EMS call, excluding vehicle accident with injury
1/14/2020 21:59	WILDLIFE RD	Medical assist, assist EMS crew
1/15/2020 1:54	WOODHAVEN DR	EMS call, excluding vehicle accident with injury
1/15/2020 12:44	NORWICH AVE	Lock-out
1/15/2020 15:58	S MAIN ST	Water or steam leak
1/15/2020 18:46	VAMC	EMS call, excluding vehicle accident with injury
1/15/2020 20:34	WOLF RD	Building fire
1/15/2020 22:08	HARTFORD AVE & MAPLE ST	Motor vehicle accident with no injuries.
1/15/2020 22:09	B37 PATRIOT DR	Extinguishing system activation due to malfunction
1/16/2020 15:11	MAPLE ST	EMS call, excluding vehicle accident with injury
1/16/2020 16:57	HARTFORD AVE	Public service assistance, other
1/16/2020 17:35	OVERLOOK DR	EMS call, excluding vehicle accident with injury
1/17/2020 0:30	HARTFORD AVE	EMS call, excluding vehicle accident with injury
1/17/2020 7:06	S MAIN ST	EMS call, excluding vehicle accident with injury
1/17/2020 8:26	VT ROUTE 14	EMS call, excluding vehicle accident with injury
1/17/2020 9:57	B37 PATRIOT DR	Dispatched & canceled en route
1/17/2020 11:56	HICKORY RDG	EMS call, excluding vehicle accident with injury
1/17/2020 14:13	PASSUMPSIC AVE	EMS call, excluding vehicle accident with injury
1/17/2020 19:37	FAIRBANKS TURN	CO detector activation due to malfunction
1/17/2020 21:53	WILLARD RD	Medical assist, assist EMS crew
1/18/2020 12:14	HITCHCOCK DR	EMS call, excluding vehicle accident with injury
1/18/2020 17:30	I 89 N MM2	Dispatched & canceled en route
1/18/2020 17:36	I 91 N MM71	Motor vehicle accident with injuries
1/19/2020 5:20	HARTFORD AVE	EMS call, excluding vehicle accident with injury
1/19/2020 7:13	SYKES MOUNTAIN AVE	Medical assist, assist EMS crew
1/19/2020 8:18	ROYALL TYLER RD	Carbon monoxide incident
1/19/2020 9:21	DEWITT DR	EMS call, excluding vehicle accident with injury
1/19/2020 10:10	TALL TIMBERS DR	EMS call, excluding vehicle accident with injury
1/19/2020 10:35	WILDLIFE RD	EMS call, excluding vehicle accident with injury
1/19/2020 12:19	BARNES AVE	Smoke detector activation due to malfunction
1/19/2020 14:32	FAIRVIEW TER	EMS call, excluding vehicle accident with injury
1/19/2020 15:55	MAXHAM DR	EMS call, excluding vehicle accident with injury
1/19/2020 16:24	SOUTH ST	EMS call, excluding vehicle accident with injury
1/19/2020 23:14	CHANDLER RD	Service Call, other
1/20/2020 4:19	HIGHLAND AVE	Carbon monoxide incident
1/20/2020 10:26	CURRIER ST	EMS call, excluding vehicle accident with injury
1/20/2020 10:38	PLAINFIELD RD	Dispatched & canceled en route

1/20/2020 13:03	N MAIN ST	EMS call, excluding vehicle accident with injury
1/20/2020 14:59	LEDGESIDE TER	EMS call, excluding vehicle accident with injury
1/20/2020 17:55	HARTFORD AVE	EMS call, excluding vehicle accident with injury
1/20/2020 19:01	COLONIAL DR	CO detector activation due to malfunction
	CENTER OF TOWN RD & VALLEY VIEW	
1/20/2020 23:21	RD	Motor vehicle accident with no injuries.
1/21/2020 2:47	BLISS RD	CO detector activation due to malfunction
1/21/2020 5:13	HIGHLAND AVE	Carbon monoxide incident
1/21/2020 8:53	DEWITT DR	EMS call, excluding vehicle accident with injury
1/21/2020 12:17	HARTFORD AVE	EMS call, excluding vehicle accident with injury
1/21/2020 16:57	LATHAM WORKS LN	EMS call, excluding vehicle accident with injury
1/21/2020 17:20	MAPLE ST	Medical assist, assist EMS crew
1/21/2020 19:36	HANOVER ST	EMS call, excluding vehicle accident with injury
1/22/2020 2:14	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
1/22/2020 8:13	RIVER RD & OTIS HILL RD	Motor vehicle accident with no injuries.
1/22/2020 10:29	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
1/22/2020 13:16	CHRISTIAN ST	Assist invalid
1/22/2020 13:43	PEACH TREE LN	EMS call, excluding vehicle accident with injury
1/22/2020 14:45	N MAIN ST	EMS call, excluding vehicle accident with injury
1/22/2020 14:58	NORWICH AVE	EMS call, excluding vehicle accident with injury
1/22/2020 23:29	RIVER ST	Called Paramedic Intercept.
1/23/2020 1:42	IRIS WAY	Medical assist, assist EMS crew
1/23/2020 8:13	CURRIER ST	EMS call, excluding vehicle accident with injury
1/23/2020 14:42	CURRIER ST	EMS call, excluding vehicle accident with injury
1/23/2020 15:17	CONNECTICUT RIVER RD	Authorized controlled burning
1/23/2020 16:02	CLAY HILL RD	Dispatched & canceled en route
1/23/2020 17:34	DEWITT DR	EMS call, excluding vehicle accident with injury
1/23/2020 21:46	SOUTH ST	EMS call, excluding vehicle accident with injury
1/24/2020 4:18	SOUTH ST	Medical assist, assist EMS crew
1/24/2020 5:23	SOUTH ST	Assist invalid
1/24/2020 5:44	MURPHYS RD	EMS call, excluding vehicle accident with injury
1/24/2020 9:27	CURRIER ST	EMS call, excluding vehicle accident with injury
1/24/2020 10:18	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
1/24/2020 15:05	CHRISTIAN ST	Assist invalid
1/24/2020 20:18	HARTFORD AVE	EMS call, excluding vehicle accident with injury
1/24/2020 20:39	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
1/24/2020 21:52	WALNUT ST	EMS call, excluding vehicle accident with injury
1/24/2020 22:52	DEPOT ST	EMS call, excluding vehicle accident with injury
1/25/2020 15:08	BUGBEE ST	Lock-out
1/26/2020 1:26	VA CUTOFF RD	Medical assist, assist EMS crew
1/26/2020 5:58	EXIT 11 N OFF RAMP	Motor vehicle accident with injuries
1/26/2020 6:50	VT ROUTE 14	Motor vehicle accident with no injuries.
1/26/2020 8:28	FAIRVIEW TER	Sprinkler activation due to malfunction

1/26/2020 10:00	VA CUTOFF RD	Service Call, other
1/26/2020 19:43	JERICO ST	Unauthorized burning
1/27/2020 3:33	CHRISTIAN ST	Medical assist, assist EMS crew
1/27/2020 5:53	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
1/27/2020 5:56	CHRISTIAN ST	EMS call, excluding vehicle accident with injury

Information Technology:

- Setup third router in new HFD ambulance
 - NCP connection back to server room
 - GPS verified
 - unit built into Spillman for geolocation
 - lifepak connected
- Reconnected lost drives in PD for admin
- Identified memory leak in Engine 4 MDT and remedied
- Fixed stuck multicast paging system
- Prepped rack for server migrations

Parks and Recreation:

Program Highlights

- The Department is preparing for the Annual Youth Ice Fishing Derby on February 1st and the RedZone 5K Road Race on Super Bowl Sunday, February 2nd. The Ice Fishing Derby will be held at Dewey's Pond and the RedZone 5K will be held along the pedestrian path and the start finish is at DBS.
- Youth basketball continues for all age groups including Start Smart which began the first week of January.
- Youth Karate Session #4 at Holistic Healthcare facility continues through January 29th. Nihon Aikijujutsu continues as well through the 29th.
- Indoor Pickleball at the indoor courts at Our Court Tennis Club is from 7:00pm to 9:00pm on Mondays.
- Power Volleyball continues at Dothan Brook School on Tuesday evenings from 7:30pm to 9:00pm. This is a drop-in play program.
- The Learn to Ski Program continues at Quechee Ski Hill.
- Toddler Open Gym continues Sundays at DBS gymnasium and is a drop-in play program for toddlers and parents.
- Adult noontime hockey continues on Friday's at noontime. The Adult Stick-n-Puck program continues at WABA with Family Stick-n-Puck on Saturday from 5:45pm to 7:00pm along with the Adult 15+ from 7:00pm to 8:45pm.

- Public Skating at WABA continues Saturday, 4:15 to 5:30pm and Sunday, 3:30pm to 4:45pm, Friday 1:15pm to 2:30pm and 11:30am to 1:00pm on Wednesday.
- The third session of Learn to Skate began at WABA with 37 total participants. The program has 15 participants in level 1, 15 participants in level 2 and 7 enrolled in tiny tots.
- The UVAC Learn to Swim Program continues with 33 participants registered from the White River Elementary School. The program runs through February 12th from 2:45pm to 5:00pm.
- The Department continues to work on the re-accreditation process for our National Recreation & Park Association Commission for Accreditation of Parks & Recreation Agencies.
- Department continues to work on the Spring/Summer Program Guide.
- Caroline Hamilton from the Hartford High School will be the Hartford Parks & Recreation Student Liaison for the Commission. We welcome her to the board and look forward to her input on programs, projects and activities.
- Summer Concert Submissions were due on Friday, January 24th. We have a total of 18 applications to perform with only 10 slots to fill.

Parks/Facilities

- The Department participated in the Union Negotiations on January 23rd. Two members of the Union are Parks & Recreation Employees.
- We are having a few complaints from patrons that are using Kilowatt South this winter to walk their dogs. A few have been approaching individuals that are not picking up after their pets and they have responded being relatively rude. We have told them to provide a bag to the owner, ask them to pick it up. If they do not feel comfortable doing that, to please contact the office or Police Department to report the individual. Dog waste is a problem and patrons need to pick up after their pets.
- Members of the Department met with Mary Graham who represents the Friends of Dewey's Mill Pond to discuss an upcoming grant application through the Aquatic Nuisance Grant Program through the State of Vermont. There will be a stakeholder meeting soon to discuss the grant application. Funds will be requested to complete a Comprehensive Management Plan for the pond to combat the milfoil issues.
- The Tree Board is working on promoting their Tree of the Month program. They will promote and present various trees throughout the community as the Tree of the Month. A small poster sign will showcase the tree. The Tree Board has obtained permission from residents and business to promote various trees in the community for the Tree of the Month Program. Additionally, a few trees within the public parks will be highlighted as a Tree of the Month.
- The Department and a representative from the Pool Committee presented the new pool project to the Hartford School Board on Wednesday, January 22nd.

- WABA continue to be a busy operation and consumes a majority of all staff time for the Department. Hard to believe but the season is on its tail end of operation as we finish up the month of January.
- The large pump chamber that services the WABA and the Field House backed up and required service. The School Maintenance Department was having issues with the sewer line in the Field House. Additionally, upon investigation, there was considerable silt build up inside the chamber which could identify a leak. After the chamber was cleaned of the silt the lines were jetted and camera tested but no leak was found. They believe it might have been buildup silt from the arena concrete project. This was an unanticipated expense for this year.
- A coach from the Keene Youth Hockey Association was ejected from the WABA Arena during a UVHA game over the weekend of the 18th. During the coach's exit, the individual pushed vigorously the lobby door exiting the arena and caused damage. We have filed a claim through VLCT to assist us in obtaining retribution for the damage.

Planning and Development:

- Tax Increment Financing (TIF) – Prepared Phased Filing and Substantial Change submittal to the SB and State for the next set of TIF projects; developed presentation for Bond Information Night; completed and submitted TIF annual report.
- Regional Plan – Meet with the TRORC on January 23rd to address Hartford's suggested changes to the draft Regional Plan.
- Hazard Mitigation Plan – Received and reviewed two proposals to assist in the update of the Plan. We will be interviewing and making a recommendation by January 31st.
- Downtown WRJ Parking– Continued working with the Town Manager and DPW to include the expansion of South Main Street Municipal Parking Lot for consideration at Town Meeting.
- Former Kibby Properties – Staff continued to work with the property owner on submittal of the conditions to obtain a zoning permit and Certificate of Occupancy.
- Hartford Ad Hoc Committee on Homelessness – Continued working with other Committee members on data gathering, draft report and options for shelter.
- Town Forest Recreational Trails – Pursuing a grant for trail maintenance.
- Climate Action Initiatives: Participated on the Town appointed Ad-Hoc Advisory Committee.
- Energy Grant – Staff and the Energy Commission continued reviewing project options for the February Vermont Low-Income Trust for Electricity (VLITE) grant that targets reducing energy costs and increasing energy efficiency. Grant applications due at the end of February.
- Green Energy Purchase Policy – Staff and the Energy Commission continued developing 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 – Continued meeting with various builders, developers, engineers, bankers, appraisers and architects to develop a voluntary pilot program for construction of net-zero energy efficient residential and commercial structures.
- 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.
- Upper Sykes Mountain Ave Bike Ped Project – Continued coordination with the Town’s engineer and state to incorporate the sidewalk project plans into the Sykes MT Ave roundabout project plans; in final VTrans approval 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. Continued assembling information for state water and wastewater/stormwater revolving loan fund applications.
- Currier Street TIF Project – Working with DPW on completion of construction in 2020.
- Downtown Designation Reports – Continued collecting information with property owners and businesses for submittal of the report on January 31st.
- Police Department Ventilation Improvements – Finalized RFP for distribution the week of January 27th.
- Bugbee Senior Center - Continued working with the Program Director to finalize the RFP for roof replacement.
- Resilience Committee Community Workshop on Mock Disaster Event – Prepared for the workshop on January 27th.
- Wentworth and Wilder VCDP Housing Grant Application – Prepared information for January 28th Public Hearing.
- VTrans RT 5 Corridor Planning – Review of preliminary scoping report for short- and long- term mitigation options for public discussion at the January 28th SB meeting.

Police:

Please find the Police Department significant activity report for the week ending January 25th:

- January 13th – Patrol officers assisted staff at the Ottauquechee School with emergency preparedness exercises.
- January 14th – 15th – All police/communications supervisors participated in a servant leadership and supervisory training facilitated by Le’Angela Ingram and Benchmark Training.
- January 15th – Patrol officers responded to a business along the 600 block of Woodstock Road for a report of a catalytic converter removed from a vehicle parked at that location. The investigation continues.

- January 16th – Emergency Communications personnel answered, and patrol officers were dispatched to numerous weather related calls for emergency service throughout the Upper Valley.
- January 17th – Patrol officers responded to reports of a stolen street sign at the intersection of Granite Way at Wells Road. The investigation continues.
- January 18th – Patrol officers responded to the theft of merchandise from a retail business along the 1100 block of Hartford Avenue. The investigation continues.
- January 19th – Patrol officers were summoned to a private residence along the 300 block of South Main Street for a woman in crisis. Police found the woman in need of assistance and summoned paramedics. The woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- January 20th – Patrol officers responded to reports of single vehicle collision with a utility pole along Center of Town Road at Valley View Drive. The investigation continues.
- January 21st – Detectives, assisted by patrol officers acting on a citizen tip served a search & seizure warrant at a private residence along the 100 block of Walsh Avenue. Significant quantities of heroin were found in the home, which resulted in three arrests, including a New Hampshire fugitive from justice.
- January 22nd – Patrol officers were dispatched to reports of an overturned vehicle along River Road at the intersection with Otis Hill. Fire rescue treated the driver and a passenger for injuries at the scene. The investigation continues.
- January 23rd – Patrol officers arrested a Hartford man after witnessing him engaged in a physical altercation outside of business along Bridge Street. The man was found with 3 bundles of heroin and a fixed blade knife at the time of his arrest. He was taken to Southern State Correctional Facility for violating his conditions of probation on other charges.
- January 24th – Patrol officers were dispatched to reports of a man breaking windows at a private residence along Tall Timbers Drive. The man had fled prior to police arrival. The investigation continues.
- January 25th – Patrol officers were dispatched to a domestic altercation at a retail business along the 1000 block of North Main Street. Following investigation, police arrested a 20 year old Hartford man for 1st degree aggravated domestic assault and related charges. The man was served with a temporary restraining order and released 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

- The Highway Crew has responded to multiple inclement weather events.
- The Highway Crew has been hauling sand.

- The Highway Crew is working closely with Fleet Maintenance to ensure all vehicles and equipment are storm ready!
- The Highway Crew picked up snow in the downtown.
- The Highway Crew is very thankful for the assistance from the other departments for storm response.
- The Highway Crew worked with the Water Crew on the Gates Street water break. They also cold patched that road cut temporarily.
- The Highway Crew repaired bent, damaged, and missing signs.
- Nearly two dozen applications have been received for the two Equipment Operator One vacancies on the Highway Crew. We will review them this week and continue through the selection process in accordance with the Personnel Policy.
- We continue to struggle with our sidewalk machines being out of service. Jeremy has been working closely with the dealerships to identify cost effective repairs or other possibilities in order to maintain that level of service. We will continue to present on this process.
- “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 completed service on H-8.
- Fleet Maintenance is working on the snow blower for the loader. We are currently looking into the valve body.
- H-7 sander repairs have been made.
- Fleet maintenance replaced cutting edges on wings for H-5 and H-3.
- H-3 was sent to Freightliner for electrical issues. H-3 has been repaired and is back in service.
- Paul completed services on 4 cruisers for Police and 2 cars for Fire.

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 complete and the new well is 100% online.
- The Water Crew repaired a leak on a service on Gates Street.
- The Water Crew continues to search for leaks in the Hartford system.
- Members of the Water Crew assisted the Highway Department with multiple snow events.
- 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.
- 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

- We were recently notified that we were in violation of a required deadline for our Long-Term Control Plan. We are working very closely with the State to quickly get a consultant on board to remedy this. At this time, we have scored all of the engineering proposals submitted and the review team is meeting January 29, 2020 to develop a formal recommendation to the board and continue to keep that process moving forward.
- The Wastewater Crew continues to train new employees, including CDL training and wastewater classes.
- Chris Holzwarth has been 'shadowing' our Chief Operator Steve Brock to gain a better understanding of the systems and their needs.
- The Wastewater Crew responded to a sewer back up on Morey Lane (Quechee). We have determined initially that this is a private issue.
- The Wastewater Crew is working closely with the Highway Department and Chris Holzwarth to implement the improvements at the Mill Run Pump Station. At this time, Mission upgrades have been installed.
- The Wastewater Crew is addressing some issues with the SBR PLC due to issues with battery back-up.
- 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.
- 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.
- There have recently been several instances of our pumps plugging at the Bridge Street pump station. The crew is obtaining quotes for repair.
- 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 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. Town staff will continue to explore options for cost effective, responsible solid waste management.

- 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 NRRRA 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

- The Public Works Administration team has been working through the final budget development, adoption, CIP, and Town Meeting process.
- Brittney continues to utilize our Facebook page! We are excited to be able to share information to our community. Please continue to check there for good news and DPW updates.
- Brittney has completed the annual road posting reporting required by VTrans.
- Hannah is working on required Complete Streets Reporting.
- We've recently been made aware that VTrans has made changes to their Snow and Ice Control Plan that will result in their snow removal operations on Routes 5 and 14 reducing between the hours of 8:00 pm and 4:00 am with the intent of maintaining 'safe roads at safe speeds'. We are going to work closely with the State to understand the plan fully and any implications it will have to our community.
- As you've most likely noticed, we elected to close the VA Cutoff Bridge due to the failure of two expansion joints that were a substantial public safety hazard. We are

working very closely with VTrans to develop a repair and funding plan for that repair. We appreciate everyone's patience while work through this.

- Jeremy, Brannon, Scott Hausler and Paula recently met with Attorney Brian Monaghan engaged in the first round of union negotiations. We look forward to positive communications with that party.
- The Winter Parking Management Plan will be implemented shortly. We appreciate everyone's patience while we finalize that.
- The pedestrian railing for the 'step down' at the intersection of Bridge and Main is nearly complete. We anticipate the contractor will get that installed in the next several weeks, weather dependent.
- 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 is attending a phone conference with Quechee Lakes staff and several state agencies to discuss the permitting and approval process if they chose to move forward with the aquatic herbicide.
- The April 15th 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.
- Jeremy Delisle continues to work with FEMA and Vermont Emergency Management to close out the July 1st (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.
- Hannah, Lori, and Brannon met with the project team for the Route 5 Corridor Study and the Route 5/14 Safety Study. A public presentation of the Route 5 Corridor Study will be held on January 28th at a Selectboard meeting.
- 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). Chris Holzwarth has been working very closely with the Planning and Zoning Department and the project team from 132 South Main to keep that project moving forward.
- DPW Staff is working closely with consultants to keep the South Main Street and Downtown Stormwater Improvement projects moving along. At this time we are coordinating with the project team to review the 100% plans. We are also in the process of completing the construction loan documents with Lori and Gail.
- 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 received a counter response and will continue to work through that with their team.

- An extensive survey of our roads and 'country drainage' was completed by TRORC. A draft of that report has been submitted to Public Works staff for review and comment.
- At this time, it appears that the Currier Street easements are nearly in place. We will continue to work with our private partners on that project and work towards construction this season to finalize that 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. At this time, we are also working on procurement for construction management and oversight. VTrans is engaging the services of a Public Information Officer for these projects and others.
- 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 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. We are working with the impacted residents within the project limits to obtain permanent and temporary construction easements.
- 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. At this time, they have also completed necessary state permitting requirements.
- 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 ****