

**Town Of Hartford  
Town Staff  
Significant Activity Report, January 28 – February 10, 2020**

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**TOWN MANAGER HIGHLIGHTS**

Respectfully submitted for your information:

- Posted position advertisement for Assessor position and preparing for selection process and transition. Considering a proposal to provide interim assessor services on a contract basis.
- Lori and I Spoke at Senate Finance Committee meeting on S. 283 which would extend the Town’s TIF borrowing deadline to 2024. Reassured the Committee that the extension of time is only on the period that we can issue debt, and that the retention of the education increment is not also extended. The Committee seemed to be supportive.
- Met with Roy Hathorn, Hartford HS Coordinator of Student Services and student on a capstone project. The student, Dylan, plans to volunteer with the 2020 Town Meeting activities and write a paper on the subject of the changes in the Town Meeting form of government.
- Attended Core 4 Towns meeting. Discussion subjects included the draft Committee on Homelessness Report, sanctuary towns ordinances, and the Norwich School District sanitary sewer extension request.
- Attended the Hartford Area Chamber of Commerce Annual Meeting. Beginning in April 2019, I have been serving as a non-voting, *ex officio*, member of the Chamber Board. At the Annual Meeting last week, I was approved as a full voting member of the board for a 2-year term.
- Discussed with Lori a plan to increase the VCDP grant application request for the Twin Pines/Housing Vermont project from \$400,000 to \$412,000 so that the Town administrative costs will be covered by the grant. By switching the Town’s grant administration cost to the VCDP grant, it simplifies the invoicing process as opposed to going through Housing Vermont. The State allows an amended application after public hearing of up to 5% (this change is 3%). The Town does not have a match for this piece and therefore there is no fiscal impact to the Town.

## **DEPARTMENT HIGHLIGHTS**

### **Assessor:**

- Continuing processing the Property Tax Transfers
- Helped Planning and Zoning certify TIF district yearly report to State
- Helped former Vermont Div. of Property Valuation and Review (PVR) District Adviser Chris Lundin review active outstanding Permits in order to make a proposal regarding interim position
- Helped town layer gathering information for coming appeals on 2019 Grand List
- Helped Delinquent Tax Collector send letters out to public
- assisted the public (property cards, tax maps, assessment inquiries, grievance process, etc.)

### **Clerk:**

- The Clerk's Office has been busy processing Liquor License Applications as they are received. We had set a receipt deadline of February 3<sup>rd</sup>. Not all applicants made the deadline but, several brought them in last week and we anticipate more this week. Both the Fire and Police Departments have been efficiently processing the applications we send to them for review so, we can get the applications before the Local Liquor Control Board in a timely manner.
- It is election season-much of the Clerk's time has been focused on election related activities to include:
  - Issuing Absentee Presidential Primary Ballots
  - Drafting Town/School Meeting Ballots for the printer. Local Ballots will be available in the Clerk's Office on February 12<sup>th</sup>. We will also be prepared to issue the 100+ requests for Local Absentee Ballots on February 12<sup>th</sup> as well.
  - Scheduling BCA and volunteer election workers to assist on March 3<sup>rd</sup>.
  - Recruiting volunteers to post the Town Meeting Signs around Town prior to the beginning of the Town Meeting Cycle of Events.
  - Sample Ballots will be posted as required by Statute in key locations in town once the Local Ballots become available
- The Clerk will attend an Election Workshop in Springfield the afternoon of February 20<sup>th</sup> hosted by the Secretary of State's Office (focusing on the Presidential Primary component of the election).
- Dog licenses have been available for purchase since January 2, 2020. All dogs, 6 months or older, living in Hartford must be licensed no later than April 1<sup>st</sup> to avoid a penalty. A current rabies certificate is required to issue a license. There will be a RABIES CLINIC at Town Hall hosted by the Upper Valley Humane Society on Saturday, March 7<sup>th</sup> from 9am-11am. The Clerk's Office will be open during this time to make dog registration available to Hartford residents.

### **Finance:**

- Distributed December Financials & reviewing them with Department Heads
- Prepared 2<sup>nd</sup> quarter presentation for board meeting 2/11/2020

- Completed December Bank Reconciliations
- Completed February Utility Billing
- Preparing annual year required reports
- Completed and submitted the Comprehensive Annual Financial Report for FYE 2019
- Preparing for Actuarial Review of Other Post Employment Benefits
- Completed, Finalized, and Distributed FYE 2019 Single Audit
- TIF Revenue Dollars
- Completed calculation of interest
- Set up new bank account
- Transferred the correct TIF Revenue Dollars and interest
- Tax Collection

**Fire:**

- The department received 20 applications for the vacant full-time firefighter position. Written testing will occur on February 13<sup>th</sup>. We anticipate a starting date in March.
- Attended the EMS District 9 meeting.
- Ambulance 3 has been received and is currently in service.
- The municipal fire alarm system encountered a malfunction with one of its receivers. The system remained in service throughout the repair process, although functioned without a backup for a few days. The system is now back in service.
- Our two paramedic students continue to progress through the program. Both are participating actively in completing their hospital clinical time. An additional student is preparing to start the program in the spring.
- The department responded to 105 calls for service during this period.
- Staff conducted car seat safety inspections.
- Conducted elementary school public education.
- Staff are completing their second round of annual physicals.
- Conducted school fire drills.
- The Fire Prevention Office completed 38 inspections during this period.
- Incident Log:

Alarm Date	Street	Situation Found
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	JERICHO 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
1/27/2020 6:58	LEDGESIDE TER	Service Call, other
1/27/2020 8:00	HARTFORD AVE	EMS call, excluding vehicle accident with injury
1/27/2020 9:05	BLUFF RD	Public service
1/27/2020 17:04	HARTFORD AVE	Medical assist, assist EMS crew
1/27/2020 18:30	N MAIN ST	Public service assistance, other
1/27/2020 19:56	VETERANS DR # B	EMS call, excluding vehicle accident with injury
1/27/2020 21:18	RAILROAD ROW	Unintentional transmission of alarm, other
1/28/2020 9:56	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
1/28/2020 10:47	HITCHCOCK DR	EMS call, excluding vehicle accident with injury
1/28/2020 10:58	S MAIN ST	Smoke or odor removal
1/28/2020 11:53	W GILSON AVE	Authorized controlled burning
1/28/2020 11:58	S MAIN ST	No incident found on arrival at dispatch address
1/28/2020 14:05	CANDLELIGHT TER	EMS call, excluding vehicle accident with injury
1/28/2020 22:38	SKYLINE WAY	EMS call, excluding vehicle accident with injury
1/29/2020 6:30	ASH ST	EMS call, excluding vehicle accident with injury
1/29/2020 7:50	INTERSTATE 89 N	EMS call, excluding vehicle accident with injury
1/29/2020 8:33	MCCABE ST	Medical assist, assist EMS crew
1/29/2020 13:00	VA CUTOFF RD	Service Call, other
1/29/2020 13:16	WILLARD RD	Dispatched & canceled en route
1/29/2020 15:46	SYCAMORE DR	Medical assist, assist EMS crew
1/30/2020 6:51	HITCHCOCK DR	EMS call, excluding vehicle accident with injury
1/30/2020 7:46	HARTFORD AVE & MAPLE ST	Motor vehicle accident with no injuries.
1/30/2020 9:52	HIGHLAND AVE	Extrication, rescue, other
1/30/2020 12:11	HIGHLAND AVE	Alarm system activation, no fire - unintentional
1/30/2020 12:43	KLINE DR	Alarm system activation, no fire - unintentional
1/30/2020 13:13	VA CUTOFF RD	Public service assistance, other
1/30/2020 13:49	HARTFORD AVE	EMS call, excluding vehicle accident with injury
1/30/2020 14:00	HARTFORD AVE	Smoke scare, odor of smoke
1/30/2020 14:09	CHAMBERS LN	Carbon monoxide incident
1/30/2020 17:22	CURRIER ST	Medical assist, assist EMS crew
1/30/2020 20:18	HANDY RD	CO detector activation due to malfunction
1/31/2020 11:08	S MAIN ST	System malfunction, other
1/31/2020 11:55	US ROUTE 5	EMS call, excluding vehicle accident with injury
1/31/2020 19:13	CURRIER ST	EMS call, excluding vehicle accident with injury
1/31/2020 19:49	HARTFORD AVE	Smoke or odor removal
1/31/2020 21:53	SANCTUARY CIR	Medical assist, assist EMS crew
2/1/2020 15:42	S MAIN ST	Carbon monoxide incident
2/1/2020 17:53	WALNUT ST	EMS call, excluding vehicle accident with injury
2/1/2020 18:31	BUGBEE ST	Assist invalid
2/2/2020 7:07	QUECHEE MAIN ST	Gas leak (natural gas or LPG)
2/2/2020 8:49	CHRISTIAN ST	Rescue or EMS standby
2/2/2020 17:04	HICKORY RDG	EMS call, excluding vehicle accident with injury

2/2/2020 20:45	N HARTLAND RD	EMS call, excluding vehicle accident with injury
2/3/2020 10:05	JERICHO ST	EMS call, excluding vehicle accident with injury
2/3/2020 11:43	S MAIN ST	Public service
2/3/2020 13:19	WILLARD RD	EMS call, excluding vehicle accident with injury
2/3/2020 13:22	CHRISTIAN ST	Service Call, other
2/3/2020 15:38	HALF PENNY RD	EMS call, excluding vehicle accident with injury
2/3/2020 19:19	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
2/3/2020 21:01	BALLARDVALE DR	Smoke or odor removal
2/4/2020 7:58	OLD RIVER RD	EMS call, excluding vehicle accident with injury
2/4/2020 8:36	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
2/4/2020 10:18	W GILSON AVE	EMS call, excluding vehicle accident with injury
2/4/2020 14:09	MERRIMAC CIR	EMS call, excluding vehicle accident with injury
2/4/2020 15:08	RAILROAD	Removal of victim(s) from stalled elevator
2/4/2020 15:23	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
2/4/2020 16:30	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
2/4/2020 18:14	PINETREE LN	EMS call, excluding vehicle accident with injury
2/4/2020 19:13	PINETREE LN	EMS call, excluding vehicle accident with injury
2/5/2020 9:43	ARBORETUM LN	Medical assist, assist EMS crew
2/5/2020 18:43	CEDAR ST	Water problem, other
2/5/2020 18:58	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
2/6/2020 2:39	FERRY BOAT XING	EMS call, excluding vehicle accident with injury
2/6/2020 8:10	WILDER ST	Lock-out
2/6/2020 12:34	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
2/6/2020 13:21	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
2/7/2020 5:51	N HARTLAND RD	Medical assist, assist EMS crew
2/7/2020 11:36	I 89 N MM6	Motor vehicle accident with no injuries.
2/7/2020 13:44	GATES ST	EMS call, excluding vehicle accident with injury
2/7/2020 15:10	QUECHEE WEST HARTFORD RD	Power line down
2/7/2020 15:43	N HARTLAND RD	Motor vehicle accident with no injuries.
2/7/2020 16:27	QUECHEE WEST HARTFORD RD	Power line down
2/7/2020 16:52	LARCH LN	Medical assist, assist EMS crew
2/7/2020 17:43	VALLEY VIEW RD	Power line down
2/7/2020 18:03	COUTERMARSH ST	EMS call, excluding vehicle accident with injury
2/7/2020 19:24	I 91 S MM66	Motor vehicle accident with no injuries.
2/7/2020 19:31	HOLLOW DR	EMS call, excluding vehicle accident with injury
2/7/2020 19:33	TEMPLETON AVE	EMS call, excluding vehicle accident with injury
2/7/2020 20:27	NORWICH AVE	EMS call, excluding vehicle accident with injury
2/7/2020 21:23	I 89 N MM3	No incident found on arrival at dispatch address
2/7/2020 23:16	I 89 N MM2	Motor vehicle accident with injuries
2/8/2020 8:07	LARCH LN	Medical assist, assist EMS crew
2/8/2020 14:49	WOODSTOCK RD	EMS call, excluding vehicle accident with injury

2/8/2020 14:50	TOWN FARM RD	EMS call, excluding vehicle accident with injury
2/9/2020 2:17	HIGHLAND AVE QUECHEE WEST HARTFORD RD	EMS call, excluding vehicle accident with injury
2/9/2020 3:38	RD	Carbon monoxide incident
2/9/2020 7:10	OLD QUECHEE RD	Carbon monoxide incident
2/9/2020 7:28	CURRIER ST	Medical assist, assist EMS crew
2/9/2020 9:18	MURPHYS RD	Medical assist, assist EMS crew
2/9/2020 14:30	MAPLE ST	System malfunction, other
2/9/2020 14:41	CROSS ST	Dispatched & canceled en route
2/9/2020 18:58	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
2/9/2020 20:13	WILLOW CIR	EMS call, excluding vehicle accident with injury
2/9/2020 21:22	NORWICH AVE	Medical assist, assist EMS crew
2/10/2020 2:15	S MAIN ST	Medical assist, assist EMS crew
2/10/2020 6:58	FERRY BOAT XING	EMS call, excluding vehicle accident with injury

### **Information Technology:**

- Redundant Server - VMWare System Upgrade Public Safety:
  - -Installed Unity array with Dell engineers
  - -Installed redundant server/firmware upgrade
  - -Installed NAS device for backup VM's
  - -Updated OS on NAS
  - -Installed VSphere ESXi 6.7U3 on new server
  - -Created Virtual Networks/Environment & Datastores for VMWare
  - -Deployed backup VM
  
- V2V Migrations: (Hyper-V -> VMWare)
  - V2V Flex VM, Windows File Server, Netmotion, Insight VM, GIS
  - -Relocated XP and Server 2000 VM to new hyper-V environment
  - -Installed Memory Upgrade in R730
  - -Tested Veeam Backup Functionality // established new backup schedule
  - -Isolated Veeam backup Network to run independent of data network
  - -Configured notifications
  
- Firewall Cutover:
  - Cutover Verizon connection to new Firewall – established service order with Firstlight, reconnected DC functionality

### **Parks & Recreation:**

#### **Program Highlights**

- The Department's Ice Fishing Derby was a tremendous success. The event was held on February 1<sup>st</sup> at Dewey's Pond. We had 104 Youth Anglers registered, 38 registered for the Learn to Ice Fish Clinic. Over 58 fish were caught. Several sponsors helped make the derby free for all and helped supply supplies and materials for the event.

Mascoma Bank, Steve's Bait Shop, Blood's Catering & Party Rentals, Hubert's, Members Advantage, Cota & Cota, Barrows Trading Post, BJ's Hannaford, Ace BluePrint Service, Vermont Fish and Wildlife and the Rotary Club White River Junction.

- The RedZone 5K Road Race was held on Super Bowl Sunday, February 2nd. The RedZone 5K was held along the pedestrian path and the start finish was at DBS. There was a total of 123 runners this year. Sponsors included Ledyard Bank, Casella Waste Management, Anytime Fitness, Bob's Service Center and Mascoma Bank.
- Splash Night at the Upper Valley Aquatic Center was held on January 24<sup>th</sup>. 106 youth participated in the collaborative between UVAC and Parks & Recreation.
- The Annual Valentine's Dance for Daughters was held on Saturday February 8<sup>th</sup>. Originally scheduled for February 7<sup>th</sup> but canceled due to the weather. 57 couples attended the evening which included DJ music by Zack Davis, a photo booth and fun and games on the dance floor. Each daughter received a flower. Snacks were provided as well. The dance was held at DBS.
- The UVAC Learn to Swim Program continues with 33 participants registered from the White River Elementary School. The program runs through February 12<sup>th</sup> from 2:45pm to 5:00pm.
- Introduction to Rock Climbing at The Wall started February 4<sup>th</sup> with 8 participants in the program.
- Toddler Open Gym continues Sundays at DBS gymnasium and is a drop-in play program for toddlers and parents. Average of 30 children each week.
- Youth basketball continues for all age groups.
- Indoor Pickleball at the indoor courts at Our Court Tennis Club is from 7:00pm to 9:00pm on Mondays.
- SOLID Speed, Agility and Conditioning Training continues at Dothan Brook School Gym on Sunday's from 4:00pm to 5:00pm with 16 participants. The program is for youth athletes.
- Power Volleyball continues at Dothan Brook School on Tuesday evenings from 7:30pm to 9:00pm. This is a drop-in play program.
- Adult noontime hockey continues 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 continues at WABA with 37 total participants.
- 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.

### **Parks/Facilities**

- The Department continues to work with stakeholders regarding Dewey's Pond and our application for a 2020 Aquatic Nuisance Control Grant through the State of Vermont. The grant application is to request funding to complete a Comprehensive Management Plan for the pond to combat the milfoil issues.
- The Hartford Tree Warden issued an RFP for Tree Pruning this spring season. Once proposal was submitted. The Tree Warden will review the proposal prior to issuing an agreement and scheduling the work.
- The Department will present information regarding the pool design results. There were several questions referenced at the recent Pre-Town Meeting. Those questions will soon be presented and published for public awareness and for further questions.
- The elevator at the West Hartford Library was serviced recently. A lift drive component to the elevator was completely worn and about to fail. It was identified that the part was installed incorrectly. The work to repair is scheduled and the lift is out of order until repaired.
- Public Skating on the weekends at WABA continue to be a busy. We are averaging 60 to 80 public skaters each weekend day. There were 35 skate rentals on February 9<sup>th</sup>. Second highest for one day of public skating. The highest rental day was January 12<sup>th</sup> where we rented 43 skates that day.
- The Department will soon be posting all the summer employment opportunities. There will be an ad in the Valley News, and we are posting on all social media outlets.
- Superintendent of Parks & Facilities, Dylan Kreis received a \$500 scholarship to attend the Certified Playground Safety Course. The funds will be awarded to the Town following completion of the course. The certification is a program offered by the National Recreation and Park Association and will be hosted in Vermont April 7-9. The CPSI certification program provides the most comprehensive and up-to-date training on playground safety issues, including hazard identification, equipment specification, surface requirements and risk management methods.
- The Parks & Recreation Commission held a meeting on February 5<sup>th</sup>. They continue to struggle with a quorum and we still have two vacancies on the board. Mike Vanasse is the new Chairperson.
- The heating system at the Welcome Center failed. The State Buildings & Grounds tried to repair the boiler without success. They have installed a new heating system.

### **Planning:**

- Tax Increment Financing (TIF) Program –Phased Filing and Substantial Change were approved by the VT Economic Progress Council for the next set of TIF projects.



Attended Senate Hearing with the Town Manager to provide testimony on the Town's request to extend Hartford's TIF debt deadline of March 2021 by three years. Submitted FY 2019 Annual Report for preliminary approval to VEPC; prepared submittal to the SB for the February 11, 2020 meeting.

- Regional Plan – Meeting with the Hartford Planning Commission on February 10<sup>th</sup> to discuss TRORC responses to Hartford's comment on the draft Regional Plan.
- Hazard Mitigation Plan – Contracted with Two Rivers Ottauquechee Regional Commission to assist the Town in updating the Plan. Had initial kick-off meeting. Targeting to roll-out a short community survey and community meeting within a month.
- Winter Downtown Parking Survey - Initiated the survey and anticipate completing next week.
- Former Kibby Properties – Zoning permit was issued and Certificate of Occupancy pending.
- Hartford Ad Hoc Committee on Homelessness – Continued working with the Committee on the final report.
- PC & ZBA Meeting – Prepared and distributed draft Findings of Fact and application materials for the February meetings.
- Town Forest Recreational Trails – A \$3500 trails grant application was submitted to assist in rebuilding bridges and trails in the Town Forest.
- Climate Action Initiatives - Worked with the Town appointed Ad-Hoc Advisory Committee on an information summary for posting on the Town Website.
- Wentworth and Wilder VCDP Housing Grant – Working with Twin Pines Housing and Housing Vermont to complete the application for submittal on February 11, 2020.
- Energy Grant – Staff and the Energy Commission continued developing the VT Low-Income Trust for Electricity (VLITE) grant application that targets reducing energy costs and increasing energy efficiency. Will be pursuing the May grant round.
- 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 working with builders, developers, engineers, bankers, appraisers and architects who are interested in participating in a voluntary pilot program to develop net-zero energy efficient residential and commercial structures. Targeting a roll out of the program in the next few months.
- VCDP Job Creation Loan – Submitted additional information for grant closeout, and assembling information for Town receipt of \$146,595 of 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.
- Police Department Ventilation Improvements – Issued the RFP on January 28<sup>th</sup>. Bids due February 27<sup>th</sup>.
- Joined the Vermont Rail Action Network Board to represent the passenger and business rail and multi-modal needs in the east-central section of Vermont.
- Bugbee Senior Center - Submitted RFP to Rural Development grant administrator; notice to proceed pending.
- Resilience Committee Community Workshop on Mock Disaster Event – Had a very successful workshop on January 27<sup>th</sup> with approximately 35 people participating. Next steps include building on the participation to foster local groups focused on creating a community preparedness network.

**Police:**

Please find the Police Department significant activity report for the week ending February 8<sup>h</sup>:

- January 26<sup>th</sup> – Patrol officers arrested a 20-year old Hartford man for aggravated domestic assault following an investigation into an altercation at a retail business along the 1000 block of North Main Street. The man was processed and released pending a hearing before the Windsor County District Court.
- January 26<sup>th</sup> – Emergency Communications personnel answered, and patrol officers were dispatched to numerous weather-related calls for emergency service throughout the Upper Valley.
- January 27<sup>th</sup> – Patrol officers responded to a property damage motor vehicle collision along Billings Farm Road at the intersection with Christian Street. Citations were issued following investigation.
- January 28<sup>th</sup> – Patrol officers arrested a 42-year old Hartford man for domestic assault and related charges following an investigation into an altercation at a private residence along the unit block of Harvest Lane. The man was processed and held at that Southern State Correctional Facility pending a hearing before the Windsor County District Court.
- January 28<sup>th</sup> – The Police Chief attended the VTRANS public meeting hosted by the Selectboard on the proposed improvements for US Route 5 in Hartford.
- January 29<sup>th</sup> – The Police Chief attended the Vermont Public Safety Director’s presentation on Public Safety Dispatching.
- January 30<sup>th</sup> – Patrol officers responded to a property damage motor vehicle collision at the intersection of Hartford Avenue at Maple Street. Citations were issued following investigation.
- January 30<sup>th</sup> – The Police Chief participated in the Human Resources Subcommittee meeting with Heath Care & Rehabilitative Services of Southeastern Vermont (HCRS).

- February 1<sup>st</sup> – Patrol officers assisted the Vermont State Police with a disabled vehicle along I-91. Police found the driver intoxicated, and through investigation found the vehicle was stolen. The mas was processed by Vermont State Police and released pending a hearing before the Windsor County District Court.
- February 1<sup>st</sup> – Patrol officers assisted Hartford Fire personnel with traffic management and evacuation of a multi-unit residence along the 300 block of South Main Street after carbon monoxide levels were found to be high.
- February 2<sup>nd</sup> – Patrol officers assisted Hartford Parks & Recreation staff with traffic management during the annual Red Zone 5K in downtown Wilder.
- February 5<sup>th</sup> – Patrol officers responded to reports of a stolen registration plate taken from a vehicle parked on the South Main Street Lot. The investigation continues...
- February 6<sup>th</sup> – Patrol officers were dispatched to the Comfort Inn along Sykes Mountain Avenue for reports of an unconscious woman. Police administered Naloxone and revived the woman. She was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- February 6<sup>th</sup>-8<sup>th</sup> – Emergency Communications personnel answered, and patrol officers were dispatched to numerous weather-related calls for emergency service throughout the Upper Valley.

## **Public Works:**

### **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 implemented the VA Cutoff Bridge Closure and detour.
- 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 removed a hazardous tree on Maple Street.
- The Highway Crew worked with Parks and Recreation to prepare for the fishing derby.
- The Highway Crew is patching potholes as they are identified.
- The Highway Crew repaired a washout on Jericho Street.
- The Highway Crew repaired bent, damaged, and missing signs.
- We are working closely with Paula Nulty to make next steps in the hiring process for the two vacancies. She is also helping us shape the hiring process for the Highway Foreman. We thank her for all of her time.
- 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.

- Hannah was notified today that if the weather holds up, Weld-Tek will be onsite tomorrow to install the railing at the intersection of Bridge and Main.
- “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 suspension, serviced, inspected, and undercoated Ambulance 2.
- Minor repairs were performed to the following vehicles H-8, H-5, H-6, H-10, Wacker Loader, H-4, H-3.
- John Smith serviced the Solid Waste Loader.
- H-1 is at Reed’s Truck for EGR Cooler failure and repairs.
- Kurt Dermody and Kyle Moses serviced W-1.

### **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 and Well #3 is chlorinated. At this time, all necessary water testing has been completed and all tests passed.
- The Water Crew repaired a water break on Mill Road on Saturday, February 8<sup>th</sup>.
- The Water Crew continues to search for leaks in the Hartford system as is routine this time of year.
- Members of the Water Crew assisted the Highway Department with multiple snow events. Thank you so much!
- The Water Crew completed flow tests for both Well #3 and the Norwich Ave. School.
- 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**

- 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 is working on repairs to the Bridge Street Pump Station including removing the motor and unclogging the pumps.
- 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, the crew is preparing for the generator and pad installation (scheduled for February 11).
- The Wastewater Crew was busy getting ready for the annual State of Vermont treatment plant inspection.
- The Wastewater Crew in Quechee has been repairing the blowers at the plant.
- The Wastewater Crew is addressing a hydraulic leak on the tractor out there.
- 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 5<sup>th</sup>, 2019.**
- **REMINDER THAT THE SOLID WASTE FACILITY IS NO LONGER OPEN ON MONDAYS.**
- Hannah is working with electrical contractors to identify costs associated with the safety deficiencies from the VLCT Safety Audit.
- 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.

- Hannah is working closely with Emma Stuhl, VT DEC, to perform outreach to businesses to ensure that they have programs in place for food scrap diversion.
- Wanda is diligently working on the ACT148 requirements for outreach and business audits.
- Wanda, Brittney, and Gail Ostrout made sure that our SWIP Grant application was completed for submission. Thank you so much!
- 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.
- 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 Solomita and Jeremy Delisle attended training for updates on the Tier II Hazardous Material Reporting Process. They are working closely with the TRORC to ensure that the reporting is completed and submitted correctly.
- 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.
- Hannah attended participated in a conference call with the QLLA team and representatives from several departments from the State of Vermont to discuss plans for addressing the milfoil issue in Lake Pinneo.
- Hannah is working on required Complete Streets Reporting.
- 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.
  - A pre-bid meeting was held on Monday, February 3<sup>rd</sup> with contractors. Bids will be received on Monday, February 10. We will review these proposals with VTrans staff.
- 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 has been implemented. We will continue to use our best judgement and listen to our community to determine when it will be necessary to do snow removal in the South Main Street lot.
- 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.

- 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.
- 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.
- Hannah was present for the recent presentation by VTrans and Stantec for the Route 5 Safety Corridor Study. That project produced some exciting concepts that we look forward to seeing implemented over the next several years.
- Hannah, Chris, and Lori met with Twin Pines to discuss both their Hartford Avenue Project and also Phase II of Wentworth Way.
- 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.
- At this time, we continue communications with the Norwich School District with regards to the potential sewer connection to our system. Ultimately, we have expressed that we need to prioritize completion of our CSO study before fully understanding the implications of an extension of our system to another municipality.
- 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 this construction season.
- Chris Holzwarth is actively reviewing the work previously done by consultants for Fairview Terrace.
- At this time, bids will be advertised for the Sykes Mountain Roundabout and Sidewalk Project on February 28<sup>th</sup> and scheduled for opening on March 27<sup>th</sup>. The

project team is moving forward with securing a construction management firm and also a public information officer for the project.

- Paula Nulty continues to provide us with support on a variety of human resources items. We appreciate all of her assistance.
- The Quechee Main Street Culvert Project is currently under review for constructability. We have determined that a total closure of Quechee Main Street with the proposed detour is too impactful to the community and that the project should really be done and maintain alternating one-way traffic. This will bump out construction of that project to 2020. We are working with VTrans to get grant extensions to cover that project extension and also ensure that all permitting is in place for construction. At this time, the project is currently undergoing wetland delineation. There is also easement work and historic preservation work as well before construction can be initiated. The Stream Permit has been submitted and is currently under review.
- DPW staff is working to ensure that our permitting process (various items) are issued and reviewed consistently.
- We have recently been getting a lot of inquiries for repairs to driveway culverts. There are intricacies around the responsibility and ownership of them and we are working with the VLCT to clearly define them so we can respond appropriately and consistently.
- Hannah is closing out the West Hartford Library Project (leftover from TS Irene). She continues to field Requests for Information from FEMA and Vermont Emergency Management.
- On August 28<sup>th</sup>, we received the report of the structural condition on the Wilder Bike Path Bridge. We will review that 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 Quechee Main Street Water Line project is under design. This project will provide 'redundancy' in that system that will ensure water supply to certain areas of Quechee that may fail during flooding events.
- DPW worked closely with Jo-Ann Ells, Scott Hausler, and Brannon Godfrey to review and rate the Water Resources Engineering RFP Proposals. Those will be discussed at the February 11<sup>th</sup> Selectboard Meeting.
- Jeremy and Hannah reviewed December financials with Gail Ostrout.
- 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.
  
- **\*\*A huge thank you to everyone on the Public Works team for their response to a busy weekend with a long, icy storm and water break. The icy accumulation was extremely challenging to treat and has left a rock solid build-up that we are working to clear. The water crew addressed the break swiftly with a minimal interruption in service despite challenging conditions!**
  
- 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 \* \* \*