

**Town Of Hartford
Town Staff
Significant Activity Report, February 11 – February 24, 2020**

TM Highlights	1
Assessor	1
Clerk	1
Finance	2
Fire	2
IT	5
Parks & Recreation	5
Planning	6
Police	8
Public Works	9

TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Finalized interview panel for Assessor selection process. Reviewing proposal, checked references, from a contract assessor services to provide property inspection and valuation services on a contract basis in the interim before the commencement of employment of a new Assessor.
- Reviewed warnings and agendas and consulted VLCT and legal counsel for Town Meeting cycle.
- Prepared budget presentation for Budget & Candidates night.

DEPARTMENT HIGHLIGHTS

Assessor:

- processed the Property Tax Transfers up to date
- started homestead declaration downloads (every Monday until November 1st)
- helped Planning and Zoning with generation/review of TIF district reports
- reviewed/renewed GIS contracts
- reviewed contract for interim Assessor
- assisted Town lawyer with documentation regarding assessment for coming appeal
- assisted the public (house site certifications, veteran exemption process, grievance forms, assessment etc.)

Clerk:

- The Town Clerk’s office has worked extensively on Town Meeting and election preparation over the last reporting period.

Finance:

- The Finance Department report for this period will be combined with the next two weeks in the March 10 report.

Fire:

- Conducted an entrance written exam for firefighter applicants. 11 applicants passed the exam and are scheduled for interviews on 3/2.
- Members of the department are continuing their annual fit for duty physical exams at APD Occupational Health.
- Conducted public education at the Ottauquechee School.
- Conducted a Fire Drill at the Middle School.
- The office renovation construction has been completed.
- Provided ride a long opportunities to area students.
- At the department's monthly officers meeting, staff completed training our new electronic scheduling system (CrewSense). The system monitors work schedules, leave of absences and reports payroll hours.
- The fire prevention office completed 42 inspections during this period.
- The department responded to 116 calls for service during this period.

- Incident log:

Alarm Date	Street	Situation Found
2/9/2020 2:17	HIGHLAND AVE	EMS call, excluding vehicle accident with injury
2/9/2020 3:38	QUECHEE WEST HARTFORD 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
2/10/2020 8:20	HAZEN ST	EMS call, excluding vehicle accident with injury
2/10/2020 9:12	LILY LN	EMS call, excluding vehicle accident with injury
2/10/2020 10:09	INTERSTATE 91 N	Motor vehicle accident with no injuries.
2/10/2020 10:44	ARBORETUM LN	Medical assist, assist EMS crew
2/10/2020 15:46	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
2/10/2020 19:09	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
2/11/2020 5:06	MAXFIELD LN	EMS call, excluding vehicle accident with injury
2/11/2020 8:33	N MAIN ST	EMS call, excluding vehicle accident with injury

2/11/2020 9:21	N HARTLAND RD	Medical assist, assist EMS crew
2/11/2020 10:21	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
2/11/2020 11:59	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/11/2020 18:16	W W GILSON AVE	Alarm system activation, no fire - unintentional
2/11/2020 21:05	BUTTERNUT RD	EMS call, excluding vehicle accident with injury
2/12/2020 3:10	IRIS WAY	EMS call, excluding vehicle accident with injury
2/12/2020 7:07	BRIDGE ST	Smoke detector activation, no fire - unintentional
2/12/2020 10:55	HIGHLAND AVE	Public service
2/12/2020 14:32	WOODLAWN DR	EMS call, excluding vehicle accident with injury
2/12/2020 15:10	MURPHYS RD	EMS call, excluding vehicle accident with injury
2/12/2020 15:20	FAIRBANKS TURN	Smoke detector activation, no fire - unintentional
2/12/2020 15:59	US ROUTE 5	EMS call, excluding vehicle accident with injury
2/12/2020 20:13	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/12/2020 22:33	COLONIAL DR	System malfunction, other
2/12/2020 23:27	HOLLOW DR	EMS call, excluding vehicle accident with injury
2/13/2020 3:32	N N HARTLAND RD	Medical assist, assist EMS crew
2/13/2020 7:19	SOUTH ST	Medical assist, assist EMS crew
2/13/2020 7:59	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
2/13/2020 10:53	VETERANS DR	EMS call, excluding vehicle accident with injury
2/13/2020 11:16	MURPHYS RD	Motor vehicle accident with no injuries.
2/13/2020 11:41	DEWITT DR	Person in distress, other
2/13/2020 12:42	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
2/13/2020 16:02	QUECHEE MAIN ST	Smoke detector activation, no fire - unintentional
2/13/2020 20:07	N N HARTLAND RD	Medical assist, assist EMS crew
2/13/2020 20:39	HARTFORD AVE	Medical assist, assist EMS crew
2/13/2020 22:22	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
2/13/2020 22:56	CURRIER ST	EMS call, excluding vehicle accident with injury
2/14/2020 5:19	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
2/14/2020 10:18	VT ROUTE 14	CO detector activation due to malfunction
2/14/2020 10:58	CHAMBERS LN	Public service
2/14/2020 11:54	CENTER OF TOWN RD	EMS call, excluding vehicle accident with injury
2/14/2020 15:23	PASSUMPSIC AVE	Assist invalid
2/14/2020 18:23	CONNECTICUT RIVER RD	Medical assist, assist EMS crew
2/14/2020 18:51	HIGHLAND AVE	EMS call, excluding vehicle accident with injury
2/14/2020 22:30	NORWICH AVE	EMS call, excluding vehicle accident with injury
2/15/2020 0:56	DEWITT DR	Medical assist, assist EMS crew
2/15/2020 6:11	ALBERT ST	EMS call, excluding vehicle accident with injury
2/15/2020 7:34	HARTFORD AVE	Medical assist, assist EMS crew
2/15/2020 8:56	NORWICH AVE	EMS call, excluding vehicle accident with injury
2/15/2020 10:27	QUECHEE MAIN ST	Lock-out
2/15/2020 13:36	BUGBEE ST	Medical assist, assist EMS crew
2/15/2020 17:36	QUECHEE MAIN ST	Assist police or other governmental agency

2/15/2020 22:42	NORTH HARTLAND RD / MAXFIELD	Motor vehicle accident with no injuries.
2/16/2020 8:45	BUGBEE ST	Medical assist, assist EMS crew
2/16/2020 8:49	JERICO ST	Medical assist, assist EMS crew
2/16/2020 13:26	BRIDGE ST	Medical assist, assist EMS crew
2/16/2020 17:23	N MAIN ST	EMS call, excluding vehicle accident with injury
2/16/2020 20:10	I 89 N MM9	Medical assist, assist EMS crew
2/17/2020 3:02	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/17/2020 7:08	K AND L CT	EMS call, excluding vehicle accident with injury
2/17/2020 10:54	NORWICH AVE	EMS call, excluding vehicle accident with injury
2/17/2020 14:56	MOSS RD	Building fire
2/17/2020 15:11	MAIN ST	Medical assist, assist EMS crew
2/17/2020 15:18	N HARTLAND RD	Dispatched & canceled en route
2/17/2020 18:56	JERICO ST	Medical assist, assist EMS crew
2/17/2020 21:45	ROGERS RD	EMS call, excluding vehicle accident with injury
2/18/2020 7:34	DEWITT DR	EMS call, excluding vehicle accident with injury
2/18/2020 9:35	MAPLE ST	Medical assist, assist EMS crew
2/18/2020 10:37	NORWICH AVE	Medical assist, assist EMS crew
2/18/2020 10:49	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
2/18/2020 11:37	I 89 S MM1	Motor vehicle accident with no injuries.
2/18/2020 11:54	BUGBEE ST / EXIT 12	Motor vehicle accident with injuries
2/18/2020 13:44	N MAIN ST	EMS call, excluding vehicle accident with injury
2/18/2020 15:05	CURRIER ST	EMS call, excluding vehicle accident with injury
2/18/2020 15:21	LARCH LN	EMS call, excluding vehicle accident with injury
2/18/2020 17:30	NORWICH AVE	Medical assist, assist EMS crew
2/18/2020 19:35	AZALEA CIR	Public service assistance, other
2/19/2020 13:58	MAPLE ST	EMS call, excluding vehicle accident with injury
2/19/2020 14:12	PLEASANT ST	EMS call, excluding vehicle accident with injury
2/19/2020 18:00	VA CUTOFF RD	Medical assist, assist EMS crew
2/19/2020 18:51	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
2/19/2020 19:32	HOLLOW DR	EMS call, excluding vehicle accident with injury
2/19/2020 20:09	CURRIER ST	EMS call, excluding vehicle accident with injury
2/19/2020 21:52	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/19/2020 23:02	BESWICK DR	EMS call, excluding vehicle accident with injury
2/19/2020 23:28	ROGERS RD	EMS call, excluding vehicle accident with injury
2/20/2020 17:35	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/21/2020 1:36	DAVIS CIR	Medical assist, assist EMS crew
2/21/2020 11:17	FERN ST	Smoke scare, odor of smoke
2/21/2020 12:18	SANCTUARY CIR	EMS call, excluding vehicle accident with injury
2/21/2020 12:36	QUECHEE HARTLAND RD	Dispatched & canceled en route
2/21/2020 14:05	CANDLELIGHT TER	Medical assist, assist EMS crew
2/21/2020 18:03	Sterling Springs	False alarm or false call, other
2/22/2020 12:23	HARTFORD AVE	EMS call, excluding vehicle accident with injury

2/22/2020 18:34	VAMC	EMS call, excluding vehicle accident with injury
2/22/2020 19:31	CONNECTICUT RIVER RD	Medical assist, assist EMS crew
2/22/2020 21:42	CURRIER ST	EMS call, excluding vehicle accident with injury
2/22/2020 22:21	HUGHES DR	EMS call, excluding vehicle accident with injury
2/23/2020 7:12	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/23/2020 7:48	HARTFORD AVE	Medical assist, assist EMS crew
2/23/2020 13:21	CURRIER ST	Medical assist, assist EMS crew
2/23/2020 15:10	WEBSTER AVE	Building fire
2/23/2020 16:00	NORWICH AVE	EMS call, excluding vehicle accident with injury
2/23/2020 18:28	SANCTUARY CIR	EMS call, excluding vehicle accident with injury
2/23/2020 20:20	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/23/2020 23:33	NORWICH AVE	EMS call, excluding vehicle accident with injury

Information Technology:

- The IT Department report for this period will be combined with the next two weeks in the March 10 report.

Parks & Recreation:

Program Highlights

- February Camp Ventures was held February 17th through the 21st. We had 31 campers and 5 staff working the camp. Activities included trips to the WABA Arena for skating, swimming at UVAC, snow tubing at Arrowhead. Additionally, Steve Corning had a special performance. On Friday the camp held a pajama party and made pancakes.
- The Department held an Ice Fishing Clinic at Dewey’s Pond during vacation week. The clinic was held on February 18th with 18 participants. Jay McDonough along with representatives from the Department of Fish and Game conducted the program.
- Introduction to Rock Climbing at The Wall started February 4th and continues 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 Programs have concluded. Grades 3rd through the 6th teams have been involved in season ending tournaments in Hanover, Windsor and Claremont.
- Indoor Pickleball continues Mondays from 7pm to 9pm at the indoor courts at Our Court Tennis Club.
- 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 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. The program will be sent to the printers on Friday, February 27th.

Parks/Facilities

- The Hartford Tree Warden will be issuing the award to the sole bidder on the winter / spring tree pruning. The Warden has \$5,000 for selective pruning work.
- The Department continues to work with members of the community interested in the new pool project. Detailed information is available at the Town Web Page under Parks & Recreation/Sherman Manning Pool Project:
<https://www.hartford-vt.org/2361/Sherman-Manning-Pools> A flyer was developed to provide answers to several questions regarding the pool bond and have been disseminated on several social media locations. www.hartford-vt.org
- The Department started recruitment for summer employment within the parks and summer camp program. We have advertised in the Valley News, and we are posting on all social media outlets.
- The WABA Arena Season is winding down. We have 3 full weeks left of the season before we begin putting the facility to bed for the year and begin to ramp up for the spring season within the parks.
- 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.

Planning:

- Tax Increment Financing (TIF) - Submitted FY 2019 Annual Report and certifications to VEPC.
- TIF Debt Extension - The Senate Finance Committee approved the Town's request to extend the Town's debt period to March 2024. Provided additional information as requested. Next step is the full Senate and if approved, to the House Ways and Means Committee.
- Draft Regional Plan – The Hartford Planning Commission met and generally supported the TRORC proposed changes to include a separate Quechee Gorge Land Use designation that allows some principal retail changes. Given this and a few other

changes, the PC voted to support the draft regional plan and going on the record on those items the Town does not support as outline in previous submittals.

- Hazard Mitigation Plan – Finalizing short community survey for roll-out at the end of February. Community meeting the week of March 23rd.
- Winter Downtown Parking Survey - Completed survey and will completed summary report over the next few weeks.
- Designated Downtown Program for WRJ – Completed and submitted annual report for 2019.
- Hartford Ad Hoc Committee on Homelessness – Committee completed the final report and issued.
- PC & ZBA Meetings – PC approved site plan and design review changes to 132 South Main Street to add three units to the approved new construction of the 66-unit multifamily development. At the request of the applicant the ZBA continued the Conditional Use application for compliance with Town Flood Regulations for 87 Maple Street. New applications submitted for the March meetings were reviewed by staff and comments sent to applicants.
- Wentworth and Wilder VCDP Housing Grant – Worked with Twin Pines Housing and Housing Vermont to complete the application. and submitted on February 11, 2020.
- Bugbee Senior Center Roofing Contract– Finalized RFP and going out to bid February 24th.
- 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 role out of the program in the next few months.
- South Main Street TIF Improvements – Working with DPW to review layout and easements for project. Worked with Finance and DPW to assemble information for state water and wastewater revolving loan fund applications for SB review and approval.
- 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 preparation of bid documents for construction.
- RT 5 Bike Ped Project – Continued working with the Town's engineer to finalize bid construction documents.
- Currier Street TIF Project – Working with DPW on completion of construction in 2020.
- Village at WRJ VCDP Grant - Submitted final report and final requisition for the Grant.

Police:

Please find the Police Department significant activity report for the week ending February 22nd:

- February 10th – Patrol officers assisted Vermont State Police with the investigation of a domestic assault that reportedly occurred in a vehicle traveling along I-91. The victim was assisted and additional investigative information shared with the state police.
- February 11th – Patrol officers were dispatched to a private residence along the 100 block of Butternut Road for a man reportedly in crisis. Officers found the man restrained by family members and summoned paramedics to assist. The man was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- February 11th – Emergency Communications personnel answered, and patrol officers were dispatched to numerous weather related calls for emergency service throughout the Upper Valley.
- February 13th – Patrol officers were dispatched to a private residence along the 100 block of Hollow Drive for a woman in crisis. Officers found the woman in need of assistance and summoned paramedics. The woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- February 14th – Patrol officers were dispatched to the Super 8 Motel for an unconscious man in respiratory arrest. Officers found the man cardiac arrest, initiated CPR and were joined by paramedics in reviving the man. The man taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- February 15th – Patrol officers responded to a property damage motor vehicle collision along Route 4 at the intersection with I-89 North. Citations were issued following investigation.
- February 15th – Patrol officers were dispatched to reports of two vehicles that had their tires cut and flattened at the White River Inn & Suites along Ballardvale Drive. The investigation continues.
- February 16th – Patrol officers were dispatched to reports of a motor vehicle collision along the 1300 block of North Hartland Road. Police arrived and learned one of the operator's had left the scene. The operator was found hiding in a nearby field and charged with Driving Under the Influence of alcohol, Leaving the Scene of an Accident and related charges. The operator was released pending a hearing before the Windsor County District Court.
- February 17th – Patrol officers were summoned to a disturbance by staff at the White River Inn & Suites along Ballardvale Drive. Police dispersed a party occurring in a room at the Inn. The investigation continues.
- February 18th – Patrol officers were dispatched to a private residence along the 5200 block of Route 14 for a domestic altercation. Following investigation, police arrested a 36 year old Hartford man with assaulting his estranged wife and her acquaintance. The man was released pending a hearing before the Windsor County District Court.

- February 18th – Emergency Communications personnel answered, and patrol officers were dispatched to numerous weather related calls for emergency service throughout the Upper Valley.
- February 19th – Patrol officers assisted Lebanon Police with a welfare check of adolescents believed to be visiting a room at the White River Inn & Suites along Ballardvale Drive. The youths were located and returned to their parents. The occupant of record was cited for providing alcohol to minors and related charges.
- February 20th – Patrol officers were dispatched to a human service provider along Hartford Avenue for an altercation. Following investigation, police cited a 37 year old Hartford man with assaulting another guest. The man was released pending a hearing before the Windsor County District Court.
- February 21st – Patrol officers were dispatched to a theft of merchandise from a business along the unit block of South Main Street. The investigation continues.
- February 22nd – Patrol officers were dispatched to the Super 8 Motel for reports of a woman in crisis. Police found the woman impaired and taken to Dartmouth-Hitchcock Medical Center for assistance.

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!
- Thank you to Ben Lynds and Chip Haley for assisting the Water Department with a water break at the intersection of Mill Road and VA Cutoff Road.
- 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 Wastewater Department to place the new generator at Mill Run.
- The Highway Crew is patching potholes as they are identified.
- 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.
- “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 performed

- Repairs were performed to the following vehicles H-1, H-10, H-2, H-11, PD-2, PD-7, PD-1 and the Trackless.
- Repairs were made to the suspension in AMB-3.

Water

- The Water Crew has attended various trainings and seminars as needed to maintain their licenses including the Clean Water Form and the VLCT Local Government Day.
- The Water Crew continues to search for leaks in the Hartford system as is routine this time of year.
- The Water Crew responded to and repaired a service line leak on Gates Street.
- Members of the Water Crew assisted the Highway Department with multiple snow events. Thank you so much!
- 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.
- 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, they have the generator installed.
- The Wastewater Crew worked with the State of Vermont inspection of the White River Plant.
- The Wastewater Crew in Quechee has been doing lots of work on the stream crossing database as required.
- The Wastewater Crew is doing spring cleaning of the Quechee 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 is working on the procurement of the required CSO rain gauges.
- 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.**
- 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.
- 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 cycle.
- Brittney Solomita and Jeremy Delisle worked closely with TRORC to complete and submit the annually required Tier II submission.
- 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 and Chris attended a training in Rutland about capital planning and fiscal sustainability within utilities.
- Neil H. Daniels has been selected to perform the repairs to VA Cutoff Bridge Joints. At this time, due to the weather sensitivity of the process, we do not have a time frame for the completion of the repair.
- We continue to work closely with Attorney Brian Monaghan on our union negotiations.
- 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 15th, 2019 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.
- 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 (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 28th and scheduled for opening on March 27th. Recently, Hannah has been preparing information and a presentation for the Selectboard regarding the future of the wooden sign from the White River Drive-In. At this time, the sign is slated for demolition, however we've been hearing concerns about the potential historic value the sign has. The topic will be discussed
- 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 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 11th Selectboard Meeting.
 - 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.
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- ****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!**
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- Note: The operations and project updates outlined in this memorandum are an overview of our operations and not exclusive to any individual projects.

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