

**Town Of Hartford
Town Staff
Significant Activity Report, February 24 – March 9, 2020**

TM Highlights	1
Assessor	2
Clerk	2
Finance	3
Fire	3
IT	6
Parks & Recreation	7
Planning	8
Police	9
Public Works	12

TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Conducted interviews for Assessor selection. Evaluating candidates and checking background references. On schedule to make an offer later this week. Also contracting 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.
- Monitoring Vermont Department of Health daily updates Coronavirus conditions, prevention measures and preparation for spread of virus. As of March 9, the regional Upper Valley Public Health Network recommends the following mitigation strategies: promoting hand washing, staying home when sick, social distancing and frequent work/public spaces cleaning activities.
- Consulted VLCT on removing the question “Are you a United States Citizen?” from the application form for Advisory Board/Commission includes the question. VLCT advises that this citizenship question is not required for application to any boards or commissions, and may be removed.
- Census activities update: Ninety-five percent or about 143 million households in the country will receive an initial invitation to respond to the 2020 Census in their mailboxes between March 12 and 20. The U.S. Census Bureau released informational copies on Monday on its website of the invitations, the enclosed materials, and the subsequent reminders households will receive. These materials can help the public know what to expect and avoid potential scams.
- Welcomed two employees aboard to the Public Works Highway Division Equipment Operator positions: David Follensbee (transferring from the Water Division) and Ross Thurston.

DEPARTMENT HIGHLIGHTS

Assessor:

During the last reporting period, the Assessor's Office has been:

- processing Property Tax Transfers
- processing homestead declaration (downloads every Monday until November 1st)
- assisted Town lawyer/Appraiser with documentation regarding assessment for mediation process with The Village
- assisted the public (house site certifications, veteran exemption process, grievance forms, assessment etc.)
- started planning Permits inspections

Clerk:

- The Clerk's Office has been focused on the Presidential Primary and Town & School District Meeting elections in recent weeks. A special THANK YOU to the 100+/- election workers who assisted us on the day of the election; it was a long day and night and we could not have done it without their unwavering dedication. The Voter turn-out was good: 3526 Voters participated in the Town & School District Meeting and 3396 Voters participated in the Presidential Primary (these figures include Absentee/Early Voting & In-person Voters). We had 113 new Voter registrations on the day of the election. Results for both elections were posted on the Town website/Town Clerk's page (Thank you to Dillon Walsh) and were posted on Social Media (Thank you to Paula Nulty) on Thursday, March 5th. Hard copies are also available in the Town Clerk's Office. The Clerk will be working on entering the new voter registrations as well as voter participation data into the Voter Checklist in the coming weeks (we have 60 days to submit participation data to the state).
- On Saturday, March 7th, the Town Clerk's Office was open to process dog licenses from 9am-11am while the Upper Valley Humane Society hosted a Rabies and Micro-chip clinic at Town Hall. There were 11 Hartford dogs who received a rabies vaccine. We licensed about a dozen Hartford dogs (not all participated in the rabies clinic). Overall, it was a successful day and a valuable service provided by UVHS.
- We continue to process and finalize liquor license applications in an effort to get them to the State Department of Liquor Control by April 1st. We have received a large number of approved licenses from DLC. Those will be completed, signed and issued to the applicants this week.
- Hartford Dogs are required to be licensed by April 1, 2020. We expect to be busy with dog licensing in the coming weeks.
- There has been a steady stream of recording coming into the office as well as assisting members of the public with research.
- The Clerk plans to attend the 75th Annual Town Officer's Conference on April 8th in Fairlee.

Finance:

- Distributed January Financials & reviewing them with Department Heads
- January Bank Reconciliations
- Completed March Utility Billing
- Preparing annual year required reports
- Preparing for Actuarial Review of Other Post Employment Benefits

Fire:**COVID-19 Update:**

- The response to the current outbreak of COVID-19 is being closely monitored in the State of Vermont. Emergency Management communicates on a daily basis with situational updates for first responders. The fire department uses guidelines provided by CDC to protect providers if the situation warrants. The best source of current information and best practices can be found at:
- <https://www.healthvermont.gov/response/infectious-disease/2019-novel-coronavirus>
- There is currently no vaccine to prevent COVID-19 infection. Person-to-person spread of the virus is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes. Much is still unknown about how the virus spreads. Take these everyday preventive actions to help stop the spread of germs:
 - ❖ Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
 - ❖ Avoid touching your eyes, nose, and mouth with unwashed hands.
 - ❖ Avoid close contact with people who are sick.
 - ❖ Stay home when you are sick.
 - ❖ Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - ❖ Clean and disinfect frequently touched objects and surfaces.

Fire Department activities:

- Staff conducted fire drills throughout the community
- Conducted public education at the Ottauquechee School and White River School
- Chief Cooney attended the Center for Public Safety Excellence conference in Orlando, FL.

- Interviews were completed on 11 applicants for the firefighter position. 3 candidates have moved to the final interview process.
- The fire prevention office completed 35 inspections during this period.
- The department responded to 95 calls for service during this period.

Incident log:

Alarm Date	Street	Situation Found
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
2/24/2020 1:15	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
2/24/2020 13:35	DODY LN	Public service
2/24/2020 15:19	NORWICH AVE	EMS call, excluding vehicle accident with injury
2/24/2020 17:34	MAPLE ST	EMS call, excluding vehicle accident with injury
2/24/2020 18:33	BLANCHARD RD	Dispatched & canceled en route
2/24/2020 20:37	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/24/2020 22:16	PASSUMPSIC AVE	EMS call, excluding vehicle accident with injury
2/24/2020 22:18	JERICO ST	EMS call, excluding vehicle accident with injury
2/25/2020 0:18	CURRIER ST	Medical assist, assist EMS crew
2/25/2020 8:53	PINE ST	Public service
2/25/2020 10:31	N MAIN ST	EMS call, excluding vehicle accident with injury
2/25/2020 11:30	SPRING CIR	EMS call, excluding vehicle accident with injury
2/25/2020 12:54	VT ROUTE 14	Dispatched & canceled en route
2/25/2020 17:43	MEADOW LN	EMS call, excluding vehicle accident with injury
2/25/2020 19:09	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/25/2020 23:07	LILY POND RD	Smoke detector activation due to malfunction
2/26/2020 1:04	VETERANS DR	EMS call, excluding vehicle accident with injury
2/26/2020 2:30	TALL TIMBERS DR	EMS call, excluding vehicle accident with injury
2/26/2020 7:01	HARTNESS WAY	Alarm system sounded due to malfunction
2/26/2020 15:49	NORWICH AVE	EMS call, excluding vehicle accident with injury
2/27/2020 7:13	VETERANS DR	EMS call, excluding vehicle accident with injury
2/27/2020 9:49	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/28/2020 1:46	SPAULDING LN	CO detector activation due to malfunction
2/28/2020 8:13	MAPLE ST	EMS call, excluding vehicle accident with injury
2/28/2020 9:37	BLUFF RD	Public service
2/28/2020 10:45	HARTFORD AVE	EMS call, excluding vehicle accident with injury
2/28/2020 11:01	ARBORETUM LN	Medical assist, assist EMS crew

2/29/2020 1:47	ANGELL TRL	Animal problem
2/29/2020 10:25	BLAKE DR	EMS call, excluding vehicle accident with injury
2/29/2020 12:30	I 91 S MM68	Motor vehicle accident with injuries
2/29/2020 13:02	NORWICH AVE	EMS call, excluding vehicle accident with injury
2/29/2020 15:49	WALNUT ST	EMS call, excluding vehicle accident with injury
2/29/2020 16:02	MAPLE ST	EMS call, excluding vehicle accident with injury
2/29/2020 18:38	CHURCH ST	EMS call, excluding vehicle accident with injury
3/1/2020 6:51	IRIS WAY	Medical assist, assist EMS crew
3/1/2020 9:30	SANCTUARY CIR	Medical assist, assist EMS crew
3/1/2020 10:20	FLETCHER LN	Alarm system activation, no fire - unintentional
3/1/2020 18:01	BROWER LN	EMS call, excluding vehicle accident with injury
3/1/2020 21:16	S MAIN ST	Medical assist, assist EMS crew
3/2/2020 4:55	HEWITT ST	EMS call, excluding vehicle accident with injury
3/2/2020 5:44	CONNECTICUT RIVER RD	Medical assist, assist EMS crew
3/2/2020 9:44	N HARTLAND RD / I91	Dispatched & canceled en route
3/2/2020 12:11	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
3/2/2020 20:15	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/3/2020 1:24	AIRPORT RD	EMS call, excluding vehicle accident with injury
3/3/2020 10:17	HARTFORD AVE	EMS call, excluding vehicle accident with injury
	JERICHO ST & CHRISTIAN	
3/3/2020 14:17	ST	Motor vehicle accident with no injuries.
3/3/2020 14:37	CURRIER ST	EMS call, excluding vehicle accident with injury
3/3/2020 15:44	I 91 N MM68	EMS call, excluding vehicle accident with injury
3/3/2020 15:49	IRIS WAY	System malfunction, other
3/3/2020 16:04	HAZEN ST	Medical assist, assist EMS crew
3/3/2020 16:11	COLONIAL DR	EMS call, excluding vehicle accident with injury
3/3/2020 16:32	ALLEN HILL RD	Building fire
3/3/2020 16:48	SCHOOL ST	EMS call, excluding vehicle accident with injury
3/3/2020 23:04	S MAIN ST	EMS call, excluding vehicle accident with injury
3/4/2020 2:41	CHURCH HILL RD	Called Paramedic Intercept.
3/4/2020 13:20	LILY LN	Medical assist, assist EMS crew
3/4/2020 17:42	INTERSTATE 91 S	Motor vehicle accident with no injuries.
3/4/2020 18:35	MAPLE ST	Motor vehicle/pedestrian accident (MV Ped)
3/4/2020 18:52	SYKES MTM DR	No incident found on arrival at dispatch address
3/4/2020 22:35	US ROUTE 5	EMS call, excluding vehicle accident with injury
3/4/2020 22:39	CURRIER ST	Medical assist, assist EMS crew
3/5/2020 7:25	US ROUTE 5	Motor vehicle accident with no injuries.
3/5/2020 16:46	NORWICH AVE	Medical assist, assist EMS crew
3/5/2020 18:11	CHRISTIAN ST	Authorized controlled burning
3/5/2020 19:44	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
3/6/2020 6:12	NORWICH AVE	EMS call, excluding vehicle accident with injury
3/6/2020 7:58	WORCESTER AVE	EMS call, excluding vehicle accident with injury

3/6/2020 8:45	FOGG FARM RD	Smoke detector activation, no fire - unintentional
3/6/2020 11:45	HARTFORD AVE	Medical assist, assist EMS crew
3/6/2020 13:08	MAPLE ST	EMS call, excluding vehicle accident with injury
3/6/2020 18:27	HARTFORD AVE PROSPECT ST & MAPLE	EMS call, excluding vehicle accident with injury
3/6/2020 20:28	ST	Motor vehicle accident with injuries
3/6/2020 21:57	HOLIDAY DR	EMS call, excluding vehicle accident with injury
3/7/2020 10:19	PATRIOT DR	System malfunction, other
3/7/2020 13:37	SPRING CIR	EMS call, excluding vehicle accident with injury
3/7/2020 19:51	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/7/2020 21:12	CURRIER ST	Medical assist, assist EMS crew
3/8/2020 0:11	HARTFORD AVE	Medical assist, assist EMS crew
3/8/2020 7:13	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/8/2020 9:37	NORWICH AVE	EMS call, excluding vehicle accident with injury
3/8/2020 11:23	HANOVER ST	Medical assist, assist EMS crew
3/8/2020 12:26	I 89 S MM7	No incident found on arrival at dispatch address
3/8/2020 16:10	WOODSTOCK RD	Service Call, other
3/8/2020 17:19	BLAKE DR	Public service
3/8/2020 21:01	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/8/2020 22:14	HITCHCOCK DR	EMS call, excluding vehicle accident with injury
3/9/2020 6:17	DIVISION ST	EMS call, excluding vehicle accident with injury
3/9/2020 9:20	S MAIN ST	Alarm system activation, no fire - unintentional
3/9/2020 11:07	BESWICK DR	EMS call, excluding vehicle accident with injury

Information Technology:

- Worked to spin up backup AD servers for login redundancy
- Removed old AD from Town Hall from AD Forest
- Coordinated onsite demo for Detectives for tablet MDT's
- Worked to resolve call comments issue in Dispatch
- Worked with ArcGIS managed services to resolve map layer issue in Spillman
- Installed/configured new PC in Planning Dept.
- Scoped out VPN tunnel configuration issue and project management for resolution
- Spun up Virtual Machine for Geoff/Energy Coordinator VHV automation project

Parks & Recreation:
Program Highlights

- The Department is accepting spring youth sport registrations including baseball, softball and the registrations for the Hartford Youth Lacrosse which is a collaborative program.
- Summer Camp Ventures Registrations have begun. The on-line registration has had the most activity with signups. Several of the sessions are near capacity and we anticipate the camp being sold out by mid to late April if not sooner.
- The Skiing Lessons at Quechee ended on Sunday, March 1st.
- Session 2 of the Green Mountain Rock Climbing Clinics continue at the Green Mountain Rock Climbing Center. The program runs from 4:30pm to 5:30pm and will end on March 24th.
- The Nihon Aikijujutsu ended on March 4th. The class focused on movement, balance, locks, holds, take downs and Japanese Yoga and instructed by Brett Mayfield.
- Session 5 of Youth Karate also ended on March 4th. This program is an ongoing traditional Japanese Karate program that teaches basic to advanced movements and forms. The program emphasizes self-awareness and confidence. Students may test for traditional karate belt ranks as they progress in each session.
- A Card Making Workshop was held on February 26th at the Hartford Town Hall and instructed by Karen McNall.
- The Adult Active Play continues with Power Volleyball ending on March 10th. The drop-in program was held at Dothan Brook School. The 18+ Open Basketball continues through May 7th at White River Junction Elementary School on Thursday evenings. Check the schedule for exact times as the schedule for 18+ changes based on facility availability. 25+ Basketball continues at Hartford High School on Sundays from 5:00pm to 7:00pm. 50+ Basketball continues through May 13th at Hartford Middle School. Check the schedule for exact time as the schedule for 50+ changes based on facility availability.
- Indoor Futsal completed its season March 8th.
- Indoor Pickleball continues Mondays from 7pm to 9pm at the indoor courts at Our Court Tennis Club.
- 85 participants were registered for the Splash Night at the Upper Valley Aquatic Center. The collaborative program with UVAC continues to be popular and well attended.
- All the Stick & Puck programs including the weekend public skates have ended. There is one more public skate scheduled for Wednesday afternoon March 11th at 11:30 to 1:00pm.
- The Learn to Skate Programs ended on Sunday, March 1st at the WABA.
- Noon-Time Hockey ended at WABA on Wednesday, March 6th.

- The Director assisted with the interview process for the Program Coordinator for the Hartford Community Coalition.
- SOLID Speed, Agility and Conditioning Training ended on March 1st. The program was held at Dothan Brook School Gym on Sunday's from 4:00pm 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.
- The Spring and Summer Program Guide is available on-line and in print. We received the printed version from the printing company. We will be distributing the guide through the public schools.

Parks/Facilities

- The WABA Arena Season is winding down. Currently the facility has one week left of operation. We will end the season with the Pot-of-Gold Tournament which is put on by the Woodstock Youth Hockey Association. They will be renting ice starting on Friday at 12:00 noon through Sunday late afternoon. Teams from all over New England will be attending the tournament.
- Beginning March 16th, the staff will begin taking the ice out of the facility. This will involve about a week to complete before the school and recreation programs can begin using the facility for spring sports.
- The Friends of WABA Arena recently purchased a new skate sharpener for the sharpening operation.
- The Department continues 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 RFP for Turf Treatment and Field Maintenance was disseminated. The RFP's are on the Town Web Page and we have purchased an ad in the Valley News.
- 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:

- Hazard Mitigation Plan – Community survey document completed and available on-line and hard copies at the Town Hall and Libraries. Preparation for the March 11th Community meeting on risk assessment, at the High School cafeteria.
- Tax Increment Financing (TIF) – Preparing information for state auditor.
- TIF Debt Extension – Will be attending the House Ways and Means Committee hearing on March 11th.

- TIF 2020 Projects – Began assembling information for the VT Bond Bank.
- Wentworth and Wilder VCDP Housing Grant – Hearing before the state Community Development Board scheduled for April 2nd.
- Mobile Home Park Energy Improvements Program Initiated – In partnership with Vital Communities, the Energy Commission initiated the door-to-door campaign to inform residents of opportunities to get a free energy walk-through and other resources to increase the comfort and energy efficiency of their homes. Over the course of the next few months, all five mobile home parks will be visited.
- Winter Downtown Parking Survey - Completed survey and will completed summary report over the next few weeks.
- Bugbee Senior Center Roofing Contract – Bid announced, and submittals due March 17th.
- Police Department Building Ventilation Improvements – Assisted the Police department in reviewing the Bids received; award recommendation made.
- Net-Zero/Net Zero Ready Pilot Program – The voluntary pilot program to develop net-zero energy efficient residential and commercial structures has officially launched, with two contractor/builders committed to the pilot program. Continuing to engage with other builders, developers, engineers, bankers, appraisers and architects who have expressed an interest in participating.
- South Main Street TIF Improvements – Applications for State revolving loan fund submitted for the water and wastewater/stormwater loans. Continued working with DPW to finalize plans for the construction bid process.
- Upper Sykes Mountain Ave Bike Ped Project – Project, in combination with the VTrans round-about project, went out to bid on September 28th. Bid opening on March 27th.
- Determination of Energy Compliance - Completed package for 3-10-2020 Selectboard approval to forward to the TRORC for determination. If received, the town will have more standing for local input on applications to the state Public Utility Board regarding the siting of renewable energy systems within Hartford.
- RT 5 Bike Ped Project – Continued working with the Town’s engineer to finalize bid construction documents.
- Currier Street TIF Project – Continued working with DPW on preparation for completion of construction in 2020.

Police:

Please find the Police Department significant activity report for the week ending March 8th:

- Feb 23 – Officers responded to the 600 block of Maple Street for a report of an assault. After investigation, a 34 year old woman was arrested for assaulting her husband. She was cited and released pending a hearing before the court.
- Feb 24 – Officers responded to the unit block of Ralph Lehman Drive for a report of a citizen dispute involving a potential assault. After investigation, a 29 year old woman was transported to Dartmouth-Hitchcock Medical Center for assistance,

and a 22 year old male who was found to have an active warrant was arrested and lodged pending arraignment. Investigation is continuing.

- Feb 24 – Officers investigated a two-vehicle crash with no injuries in the area of the 1700 block of Quechee Main Street.
- Feb 24 – Officers responded to the 100 block of Prospect Street for a reported an impaired driver. After investigation, a 65 year old man was arrested for DUI. He was cited and released pending a hearing before the court.
- Feb 24 – Officers investigated a two-vehicle crash with no injuries at the intersection of Woodstock Road and Dewey's Mills Road.
- Feb 24 – Officers responded to the unit block of Ralph Lehman Drive for a report of a female refusing to leave after being asked to do so. After investigation, a 41 year old woman was arrested for unlawful trespass and was cited and released.
- Feb 24 – Officers responded to unit block of Maple Street for a reported drug overdose. After investigation, a 19 year old man was transported to Dartmouth-Hitchcock Medical Center for assistance.
- Feb 25 – Officers responded to the unit block of North Main Street for a reported drug problem. After investigation, a 24 year old woman who had consumed methamphetamine was transported to Dartmouth-Hitchcock Medical Center for assistance.
- Feb 25 – Officers responding to a lookout for an intoxicated driver located and arrested a 65 year old man for DUI. The man was cited and released pending a court hearing.
- Feb 25 – Officers assisted Probation and Parole at the unit block of North Main Street regarding possession of drugs. After investigation, a 24 year old woman was arrested for possession of methamphetamine. She was cited and released pending a court hearing.
- Feb 26 – Officers investigated a two-vehicle crash with no injuries at the intersection of Maple Street and Hartford Ave.
- Feb 26 – Officers responded to the 400 block of North Hartland Road for a report of a highly intoxicated guest throwing things and damaging the room. After investigation, a 38 year old man was transported to the VA Hospital for assistance. The establishment declined charges for the damage.
- Feb 27 – Officers located a 34 year old woman, and a 39 man both of whom were fugitives from justice at the 700 block of Hartford Ave. Both the male and female were arrested and lodged pending arraignment.
- Feb 27 – Officers took into protective custody a 36 year old man on a mental health warrant. The man was transported to Mount Ascutney Hospital for evaluation.
- Feb 27 – Officers responded to the unit block of Beswick Drive for a report of a theft of a backpack from a vehicle. Investigation is continuing.
- Feb 28 – Officers investigated a vandalism complaint at the 100 block of Bridge Street where it was reported someone clogged a toilet and smeared feces all over the toilet seat. Investigation continuing.

- Feb 29 – Officers responded to the 1100 block of Dothan Road for a report of a theft of chainsaw and hand tools. Investigation is continuing.
- Feb 29 – Officers arrested a 63 year old man for DUI after a traffic stop at the intersection of Maple Street and Cascadnace Ave. The male was cited and released pending a court hearing.
- Mar 1 – Officers responded to the 300 block of Wilder Dam Road for a reported citizen dispute. After investigation, a 32 year old woman was arrested for disorderly conduct. She was cited and released pending a court hearing.
- Mar 1 – Officers investigated a two-vehicle head-on collision at the 400 block of South Main Street. After investigation, a 21 year old woman was arrested for DUI and was cited and released pending a court hearing.
- Mar 2 – Officers investigated a two-vehicle crash with no injuries at the intersection of North Hartland Road and Sykes Mountain Ave.
- Mar 2 – Officers responded to a report of a male passed out behind the wheel and in a snowbank near the 800 block of Connecticut River Road. After investigation, a 19 year old man was arrested for DUI drug and possession of cocaine, and was cited and released pending a court hearing.
- Mar 3 – Officers made a traffic stop which led to the arrest of a 42 year old man on an outstanding warrant. The man was lodged pending arraignment. The vehicle was seized pending a search warrant. Upon execution of the search warrant, heroin was located within the vehicle. As the male has since fled after arraignment, another warrant will be issued for his arrest for possession of heroin.
- Mar 3 – Officers assisted with traffic and event management at the voting polls at Hartford High School.
- Mar 3 – Officers investigated a single vehicle crash into a telephone pole at the intersection of Jericho Street and Christian Street.
- Mar 3 – Officers investigated a two-vehicle crash with no injuries at the 1100 block of Hartford Ave.
- Mar 3 – Officers responded to the unit block of School Street for a report of a 10 year old juvenile in crisis. Paramedics were summoned and the juvenile taken to Dartmouth-Hitchcock Medical Center for assistance.
- Mar 4 – Officers investigated a theft complaint at the 1100 block of Hartford Ave. A 24 year old man was arrested for petit larceny. He was cited and released pending a court hearing.
- Mar 4 – Officers responded to the unit block of Lexington Street for a reported intoxicated male in a residence making the occupant uncomfortable. After investigation, a 56 year old man was arrested for DUI as he had driven to the residence while impaired. He was cited and released.
- Mar 4 – Officers investigated a hit and run crash at the intersection of Maple and Bridge Street where a 65 year old woman was struck by a vehicle which subsequently fled the scene. The female was transported to Dartmouth-Hitchcock Medical Center for her injuries. Investigation is continuing.

- Mar 5 – Officers responded to the unit block of Connecticut River Road for a report of a juvenile in crisis. After investigation, the juvenile was transported to Mt. Ascutney Hospital for evaluation.
- Mar 6 – Officers responded to the 600 block of Maple Street for a reported drug overdose. After CPR and two rounds of Narcan, a 43 year old woman was resuscitated and transported to Dartmouth-Hitchcock Medical Center for treatment.
- Mar 6 – Officers making a traffic stop on Bridge Street arrested a 42 year old man for possession of heroin. The male was cited and released pending a hearing before the court.
- Mar 6 – Officers investigated a two-vehicle crash with no injury at the intersection of Maple and Pine Streets.
- Mar 6 – Officers investigated a two-vehicle crash with injury at the intersection of Maple and Prospect Streets. Investigation led to the arrest of a 29 year old man for being a felon in possession of a firearm. The gun was seized, and the investigation is continuing.
- Mar 6 – Officers responded to the unit block of Christian Street for a reported juvenile problem. Through investigation, police found a juvenile in crisis. He was transported to Dartmouth-Hitchcock Medical Center for assistance.
- Mar 7 – Officers investigated a two-vehicle crash with no injury at the 300 block of North Hartland Road.
- Mar 7 – Officers responded to the 100 block of Colonial Drive for a report of a family fight. A juvenile was arrested for domestic assault, cited and released.
- Mar 8 – Officers responded to the unit block of Ballardvale Drive for a disorderly conduct complaint. After investigation, a 33 year old man was arrested as he was a fugitive from justice. he was lodged pending arraignment.
- Mar 8 – Officers investigated a theft from vehicle complaint at the 1200 block of Maple Street. The investigation continues.

Public Works:

Highway

- The Highway Crew has responded to multiple inclement weather events.
- The Highway Crew installed all the 'Road Posted' signs, which we do annually for mud season.
- The Highway Crew is working closely with Fleet Maintenance to ensure all vehicles and equipment are ready!
- The Highway Crew has been cleaning up downed trees from several wind and ice storms.
- The Highway Crew has been ensuring catch basins are free from ice and debris to allow rain or run off to drain.
- The Highway Crew is very thankful for the assistance from the other departments for storm response.

- Jean Tessier and Ben Lyndes assisted the water department with a leak on Gifford Road.
- The Highway Crew is patching potholes as they are identified.
- The Highway Crew repaired bent, damaged, and missing signs.
- We are excited to welcome David Follensbee (currently on the Water Department) and Ross Thurston to our Highway Crew to fill those vacancies.
- We will be advertising for the position of Highway Foreman shortly.
- “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.

Water

- The Water Crew has attended various trainings and seminars as needed to maintain their licenses.
- The Water Crew responded to and repaired a leak at 54 Gifford Road.
- The Water Crew is troubleshooting SCADA communication issues in Quechee.
- Rick drafted an RFP for cleaning and redevelopment of Well 2. They are also working on the RFP for the One Ton Truck and Excavator.
- 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 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 on a public outreach campaign to eliminate ‘cloggers’ from our waste stream. We are experiencing a substantial number of incidences of clogged pump stations because of things being flushed that shouldn’t be (wet wipes and sanitary products). We will be sure to publish a version on our social media. Some flyers have already been handed out at Mill Run.
- The Wastewater Crew jetted the line at Birchwood to the septic tank.
- The Quechee Crew pumped 20,000 gallons of sludge to Drying Bed #1.
- The Quechee Crew has assisted the Water Department with Telemetry issues.
- The Wastewater Crew is working closely with Chris Holzwarth, the State, and project engineers to move our required CSO project forward.

- Hannah recently met with Eamon Twohig (State of Vermont, DEC), Ken Lallier (Quechee Lakes), and several members of the State's Agriculture Department to discuss the PFAS soil testing results, which are elevated from normal background levels on the fields where we have historically land applied solid waste from our wastewater plants. At this time we have done the testing on two of the five sites and anticipate being directed to test the remaining three.
- The Wastewater Crew in Quechee has been doing lots of work on the stream crossing database as required.
- The Quechee Crew has been working on a quote for replacing the main grinder in the Main Pump Station.
- The White River Crew has been working with NA Manosh to complete the cleaning of the Bridge Street Pump Station. We have been experiencing significant issues with plugged pumps there.
- Wayne Graham, Vermont Rural Water, was onsite to provide training to two members of the wastewater team for their licenses.
- The Wastewater Crew replaced oxygen sensors and UV ballast.
- 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 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

- Based on conversations with the Chief Cooney, we will be preparing a plan for operational continuity in the event that our staffing levels are impacted substantially by Covid-19.
- The Public Works Administration team has been working through the final budget development, adoption, CIP, and Town Meeting cycle.
- Brittney Solomita has been working diligently to eliminate errors in our fuel accounting system.
- 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.
- We are working with Dillon Walsh to repair issues with our phone system. We are experiencing 'dropped calls' on a regular basis and that our voicemail boxes are full, when they aren't. Please be patient while we work to correct this.
- We are meeting on Monday, March 9th with Lori Hirshfield and Scott Hausler to review the Gates-Briggs Parking Lot projects
- Due to increasing concerns that the 'plug' style joint isn't the best solution to the issues with the VA Cutoff Bridge, we have decided (with VTrans and Daniels' agreement) to perform the joint demolition, have a structural engineer review the joints, and make a recommendation. Our intent is to ensure any repairs that we make last until the bridge is replaced in five +/- years. Daniels is scheduled to be onsite March 10th.
 - Last week, VTrans provided us with 25% plans for review and comment for the bridge replacement project.
- We were notified by our Union that they are temporarily suspending the negotiation process.
- The Town is working closely with the project team for repairing the façade of the Colodny Building in the Downtown.
- 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. We recently held a meeting to review the 100% plan set and that project is out to bid. At this time, the construction loan documents have been completed, accepted, and approved. We are anticipating a May start date.
- 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.
- We continue to work on the easements for the Currier Street Project with the intent of starting construction in April to complete that project.
- We are tentatively planning an 'Open House' for the Fairview Terrace Project at the end of March with the intent of gathering public feedback for the project. We will continue to keep everyone posted as we move forward.
- Bids are currently advertised for the Sykes Mountain Projects. Bids will be opened March 27th. The team is very actively soliciting contractors to bid in an effort to drive competitive pricing. We are anticipating a May start date.
- 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 design phase is complete. At this time, we are waiting on final permitting to be approved and a few easements. We are still planning on advertising shortly and starting AFTER the Quechee Balloon Festival to minimize impact on the community.
- 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, 2019 we received the report of the structural condition on the Wilder Bike Path Bridge.
- Hannah and Chris Holzwarth have been working with the Planning Department and associated parties to close out the CO's on several large projects.
- 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.
- We are in the process of completing easements for the Abbey Road project and lining up our funding to implement those changes.
- 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!**

* * * end of significant activities report * * *