

**Town Of Hartford
Town Staff
Significant Activity Report, March 10 - 24, 2020**

TM Highlights	1
Assessor	2
Clerk	2
Finance	2
Fire	3
IT	6
Parks & Recreation	7
Planning	9
Police	10
Public Works	12

TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Activated partial Emergency Operations Center to coordinate COVID-19 communications and activities by staff. The open EOC establishes daily situational reporting by departments, and is functional by electronic participation. The EOC establishes a daily plan for our situation unit to call to check on identified centers of vulnerable populations and community agencies to obtain their status and needs, followed by coordinated planning of response strategies, and executing the appropriate actions. With the President’s emergency declaration, we are now also eligible for reimbursement of 75% of COVID-19-related expenses.
- Monitoring Vermont Department of Health daily updates Coronavirus conditions, prevention measures and preparation for spread of virus. **Having residents abide by the directive to stay at home** will be critical for the Town to ensure the continuity of essential services.
- With VLCT guidance and through research by Paula Nulty, developed and implemented telecommuting policy on March 17. Department continuity of operations plans have been updated and are implementing promoting hand washing, staying home when sick, social distancing and frequent work/public spaces cleaning activities. Examining further implementation and designation of essential personnel in response to the Governor’s executive order of 3/23/20 regarding on telecommuting. Restricted access to Town Hall and other Town buildings. Limiting access to essential personnel, scheduled deliveries and appointment, with further restriction on anyone who Traveled outside the US in the past 14 days, come into close contact with someone being evaluated or diagnosed with the Coronavirus, or has had a fever, cough, or trouble breathing.
- Consulted with Town Clerk, Secretary of State, and Paul Giuliani on pending state legislative action that may facilitate the conduct of town meetings under current conditions. Secretary of State’s advice was that the Selectboard hold off approving

the warning for the special town meeting validation vote until the outcome of this legislation. This will set the special town meeting date back until May, at the soonest.

- Census notified us that they will be extending some of their milestone dates. Encourage residents to follow the instructions to reply to the mail they received from the ES Census Bureau about how to respond to the survey.

DEPARTMENT HIGHLIGHTS

Assessor:

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

- while the Town Hall building is closed to the public, we can assist by phone, email and at the window (by previous appointment).
- the Assistant Assessor was set up to work remotely from home in case needed
- continue to process homestead declaration (downloads every Monday until November 1st)
- assisted contracted assessor with Tax Maps, Permits, phone calls regarding interior inspections. He completed 75% of inspections by Friday, March 20. Will complete remainder before April 1.
- assisted the public (property cards, house site certifications, veteran exemption process, grievance forms, assessment etc.)

Clerk:

- We continue to process the liquor licenses as they make it through the process. We have received several batches from VT DLC that have been approved. The Clerk signs them and, as of this week, we will be issuing them to the License Holder via mail rather than by pick-up.
- We are renewing dog licenses via mail (residents have been calling and e-mailing to find out the process for renewal). As long as we have a current Rabies Certificate on file we will be able to issue the license. If they are unable to get their dog vaccinated due to Veterinarian closures, we will be unable to issue a license.
- We have been limiting access to the Clerk's Office by scheduling appointments for title searchers/attorneys and, for other services, on a case by case basis. This is working well so far.
- We continue to process recording daily; perform other tasks required of our office; and, assist the public via phone and e-mail.

Finance:

- Compiling February Financials
- Reviewing prior to distribution to Department Heads
- February Bank Reconciliations Complete
- Completed submission of documents for Actuarial Review of Other Post Employment Benefits

- Submitted requested documents to Planning for TIF State Audit
- Working with Dept. of Public Safety Audit Analyst of the FYE 2019 Single Audit
- Implementing year end close out process out

Fire:
COVID-19

- 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 fire department is continuously updating policies and procedures to protect staff and patients.
- The best source of current information and best practices can be found at: <https://www.healthvermont.gov/response/infectious-disease/2019-novel-coronavirus>
- Coronavirus spreads easily from person to person. It travels through the air when a sick person coughs or sneezes. One way to contain the spread of COVID-19 is to stop people from sharing it. Without a vaccine or treatment, we can help contain the virus by staying at least six feet apart from one another. This means limiting the number of times you physically interact with other people. It will make an enormous difference if people follow social distancing guidelines:
 - Avoid any activities that put you close to other people, like social gatherings, public transportation and non-essential travel.
 - Limit contact with family members and friends who are sick. This includes anyone who has symptoms of a cold, flu or contagious stomach illnesses.
 - Wash your hands every time you go inside, before you eat, and before you spend time with people who are more vulnerable to effects of COVID-19.

Operations Report:

- I want to begin by recognizing the staff of the fire department for all that they are doing during this unprecedented time. They are working long hours away from their families and step into the unknown every time they answer a call for help. Their dedication to public safety and this community is much appreciated. They have my deepest respect and gratitude.
- The department has limited its contact with the community for purposes other than emergencies. We have reduced inspections unless a specific credible hazard is identified and have canceled all public education and ride a longs.
- The department is currently operating with reduced staffing due to retirement, injury/medical/ family leave. Shifts are currently down 4 positions. Shifts normally operate at 5 per shift, we are currently operating at 4 per shift.
- The department participates in many State sponsored conference calls weekly with agencies from around the State to coordinate common practices and procedures.
- Met with regional partners in NH to discuss operation procedures.

- Participated in a conference call with VT Fire Chiefs to discuss the usage of personnel and the possibility of sharing first responders or seeking an EMAC request for additional staffing if needed.
- The department continues to respond to many other emergencies that occurred during this two week period. The department responded to 108 calls for service during this period to include: 2 building fires, 2 brush fires, 1 chimney fire and 69 medical calls along with other typed incidents.

Incident log:

Alarm Date	Street	Situation Found
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
3/9/2020 16:46	CHRISTIAN ST	Smoke scare, odor of smoke
3/10/2020 6:09	WOODSIDE CIR	EMS call, excluding vehicle accident with injury
3/10/2020 9:38	RAILROAD	Medical assist, assist EMS crew
3/10/2020 11:07	CLAY HILL RD	No incident found on arrival at dispatch address
3/11/2020 4:50	CURRIER ST	EMS call, excluding vehicle accident with injury
3/11/2020 12:23	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/11/2020 12:30	HARTFORD AVE	Smoke or odor removal
3/11/2020 20:06	OLD RIVER RD	Assist police or other governmental agency
3/12/2020 8:34	N HARTLAND RD	EMS call, excluding vehicle accident with injury
3/12/2020 9:02	GATES ST	EMS call, excluding vehicle accident with injury
3/12/2020 17:38	MAPLE ST	Medical assist, assist EMS crew
3/12/2020 20:05	GRANITE WAY	Smoke detector activation due to malfunction
3/12/2020 22:52	HOLLOW DR	System malfunction, other
3/13/2020 6:52	RALPH LEHMAN DR	Medical assist, assist EMS crew
3/13/2020 10:52	MAPLE ST	Assist police or other governmental agency
3/13/2020 13:12	QUECHEE HARTLAND RD	Assist invalid
3/13/2020 16:24	WILDER DAM RD	Ice rescue
3/13/2020 20:33	QUECHEE MAIN ST	Chimney or flue fire, confined to chimney or flue
3/13/2020 21:01	QUECHEE MAIN ST	Power line down
3/13/2020 21:38	CURRIER ST	Medical assist, assist EMS crew
3/13/2020 22:51	MADISON AVE	CO detector activation due to malfunction

3/14/2020 0:39	GATES ST	Smoke detector activation, no fire - unintentional
3/14/2020 2:10	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/14/2020 8:38	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
3/14/2020 10:27	CHERRY TREE LN	EMS call, excluding vehicle accident with injury
3/14/2020 11:50	N HARTLAND RD	HazMat release investigation w/no HazMat
3/14/2020 14:39	HILLSIDE RD	Service Call, other
3/14/2020 16:20	VA CUTOFF RD	Medical assist, assist EMS crew
3/14/2020 17:31	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/14/2020 19:28	COUNTRY LN	EMS call, excluding vehicle accident with injury
3/15/2020 11:31	HARTFORD AVE	Good intent call, other
3/15/2020 12:05	PODUNK RD	Grass fire
3/15/2020 17:31	MARSH FAMILY RD	Medical assist, assist EMS crew
3/16/2020 1:10	CHRISTIAN ST	Unauthorized burning
3/16/2020 4:47	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/16/2020 5:00	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/16/2020 7:46	N HARTLAND RD	EMS call, excluding vehicle accident with injury
3/16/2020 10:11	OLCOTT DR	EMS call, excluding vehicle accident with injury
3/16/2020 10:44	JERICHO ST	EMS call, excluding vehicle accident with injury
3/16/2020 13:49	VETERANS DR	False alarm or false call, other
3/16/2020 13:51	CLAY HILL RD	Brush or brush-and-grass mixture fire
3/16/2020 19:09	I 89 S MM59	Extrication of victim(s) from vehicle
3/16/2020 19:28	HANDY RD	EMS call, excluding vehicle accident with injury
3/16/2020 20:30	S MAIN ST	Medical assist, assist EMS crew
3/16/2020 22:05	HUGHES DR	Medical assist, assist EMS crew
3/16/2020 23:02	VA CUTOFF RD	Medical assist, assist EMS crew
3/16/2020 23:59	SPRING CIR	EMS call, excluding vehicle accident with injury
3/17/2020 3:49	MAPLE ST	EMS call, excluding vehicle accident with injury
3/17/2020 6:44	I 89 N MM3	Motor vehicle accident with no injuries.
3/17/2020 7:15	I 89 N MM12	Motor vehicle accident with injuries
3/17/2020 7:25	I 89 S MM16	Motor vehicle accident with injuries
3/17/2020 7:26	WOODSTOCK RD	Medical assist, assist EMS crew
3/17/2020 8:00	INTERSTATE 89 N	Motor vehicle accident with no injuries.
3/17/2020 10:39	VETERANS DR	Unintentional transmission of alarm, other
3/17/2020 12:10	MAPLE ST	EMS call, excluding vehicle accident with injury
3/17/2020 13:09	N MAIN ST	Medical assist, assist EMS crew
3/18/2020 1:43	LANTERN LN	Hazardous condition, other
3/18/2020 3:53	MAPLE ST	EMS call, excluding vehicle accident with injury
3/18/2020 8:45	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
3/18/2020 16:32	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
3/19/2020 4:31	NORWICH AVE WOODSTOCK RD & W	EMS call, excluding vehicle accident with injury
3/19/2020 7:56	GILSON AVE	Motor vehicle accident with injuries
3/19/2020 12:55	OLCOTT DR	Medical assist, assist EMS crew

3/19/2020 14:39	MAPLE ST	EMS call, excluding vehicle accident with injury
3/19/2020 14:56	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
3/19/2020 15:59	NORWICH AVE	EMS call, excluding vehicle accident with injury
3/19/2020 17:33	VT ROUTE 14	Overpressure rupture, explosion, overheat other
3/19/2020 21:59	VETERANS DR # B	EMS call, excluding vehicle accident with injury
3/20/2020 17:13	BUGBEE ST	Motor vehicle accident with no injuries.
3/20/2020 19:10	JERICO ST	Unauthorized burning
3/20/2020 19:55	GATES ST	EMS call, excluding vehicle accident with injury
3/20/2020 21:44	HEATHER DR	Dispatched & canceled en route
3/21/2020 6:07	FARMVU DR	EMS call, excluding vehicle accident with injury
3/21/2020 10:30	DEWITT DR	False alarm or false call, other
3/21/2020 13:15	HITCHCOCK DR	Assist invalid
3/21/2020 13:16	FERRY BOAT XING	EMS call, excluding vehicle accident with injury
3/21/2020 13:44	CENTER OF TOWN RD	Dispatched & canceled en route
3/21/2020 15:25	IVER JOHNSON WAY	Building fire
3/21/2020 15:56	LARCH LN	EMS call, excluding vehicle accident with injury
3/21/2020 16:19	US ROUTE 5	EMS call, excluding vehicle accident with injury
3/21/2020 17:04	COLONIAL DR	Carbon monoxide detector activation, no CO
3/21/2020 17:30	DOTHAN RD	Building fire
3/22/2020 5:29	DOTHAN RD	Fire, other
3/22/2020 9:11	BUGBEE ST	Medical assist, assist EMS crew
3/22/2020 9:53	CURRIER ST	EMS call, excluding vehicle accident with injury
3/22/2020 11:50	SARGENT ST	EMS call, excluding vehicle accident with injury
3/22/2020 11:50	US ROUTE 5	Medical assist, assist EMS crew
3/22/2020 12:48	WENTWORTH WAY	EMS call, excluding vehicle accident with injury
3/22/2020 16:40	JOHN HAZEN LN	Smoke scare, odor of smoke
3/22/2020 16:51	JERICO ST	False alarm or false call, other
3/22/2020 18:47	QUECHEE MAIN ST	Smoke scare, odor of smoke
3/22/2020 19:00	US ROUTE 5	Medical assist, assist EMS crew
3/22/2020 19:34	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
3/22/2020 21:43	US ROUTE 5	Medical assist, assist EMS crew
3/23/2020 5:06	CHRISTIAN ST	Assist invalid
3/23/2020 5:46	VA CUTOFF RD	Medical assist, assist EMS crew
3/23/2020 9:03	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/23/2020 11:50	S MAIN ST	EMS call, excluding vehicle accident with injury

Information Technology:

- Installed new video doorbell in Public Safety
 - Helped resolve ArcGIS Layer issue for Public Safety
- -Reconfigured ArcServer to account for new mapping

- Offloaded 15-20 people for remote capabilities:
 - phone access at home
 - email
 - PC (remote/bringing desktop home)
 - VPN tunnel policies
 - Spillman access for select users

Parks & Recreation:
Program Highlights

- Hartford Parks & Recreation understands that people may have questions and concerns about visiting our local parks, trails or open spaces at this time. Parks provide a connection to the outdoors and green space as well as opportunities for physical activity which studies demonstrate reduces stress and improves mental health. Parks and open spaces are essential resources for health and wellness. Hartford Parks & Recreation believes that our many parks, trails and open spaces can continue to be used in a safe manner that allows people to enjoy the mental and physical health benefits these spaces provide. While using parks, trails and open spaces it is recommended that the community follow the strict guidelines set forth by the Centers for Disease Control and Prevention (CDC) and the National Recreation & Park Association (NRPA). 1) Refrain from using parks or trails if they are exhibiting symptoms. 2) Follow CDC's guidance on personal hygiene prior to and during use of a parks or trails. 3) Prepare for limited access to public restrooms or water fountains. 4) While on trails, warn other users of their presence and as they pass, and step aside to let others pass. 5) Follow CDC guidance on the recommended size of social gathering of not more than 10 and 6 feet of social physical distance.
- Boston Flower Show Trip - Canceled due to COVID-19
- Teen Adventure Get-a-way Trip to Get Air Willison - Canceled due to COVID-19
- Boys Lacrosse Camp - Canceled due to COVID-19
- Girls Lacrosse Camp – Canceled due to COVID-19
- Spring Fling Dance for Sons - Canceled due to COVID-19
- Card Marking Class - Canceled due to COVID-19
- Spring Egg Scramble - Canceled due to COVID-19
- Learn to Swim w/ DBS - Postponed due to COVID-19
- Intro to Rock Climbing – Postponed due to COVID-19
- Toddler Open Gym, concluded on March 8th. There is no plan to continue the program this spring.
- Indoor Pickleball – Postponed due to COVID-19
- Indoor Futsal concluded on March 8th and will be offered again next fall and winter.
- All Adult Open Basketball Programs – Postponed due to COVID-19
- Power Volleyball – Postponed due to COVID-19
- Speed & Agility Training program concluded on March 8th. The program was geared toward youth athletes preparing for the spring sports season.
- Indoor Pickleball - – Postponed due to COVID-19

- Spring Vacation Week scheduled for April 13th through the 17th will likely be canceled due to the Executive Order from the Vermont Governor regarding functions and group activities to less than 10 individuals.
- Department is now planning on postponing the start of spring sports and programs until April 15th as we continue to follow the Executive Order from Governor Scott.
- The Department will await decisions on public programming after the April 15th deadline. We have held off on purchasing of equipment and supplies for programs several programs such as baseball, spring soccer and our summer camp program.
- In the process of conducting phone/video interviews for summer Camp Ventures Staff.
- Department is consumed with managing multiple refunds due to program cancellations.
- 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 were distributed to the schools prior to closure. We have also distributed throughout the community.

Parks/Facilities

- The Pot of Gold Tournament at the WABA Arena was canceled due to the COVID-19. The tournament was the scheduled conclusion of our operating season.
- Ice out operations are complete at the Wendell A. Barwood Arena. The ice floor was removed and cleaning of the concrete floor is near complete.
- Emerald Technologies was on site to complete end of season maintenance on the WABA chiller units and the floor circulation system.
- Staff continue to work on cleaning of the facility. We also use this time to re-paint high traffic areas in the facility such as walls, doors in the locker rooms and the lobby areas
- All scheduled service has been completed on equipment for mowing and maintenance. We are ready for the mowing season.
- Department has started some spring cleaning of parks but we will be full force by the end of the week. Need to promote the use of parks in a safe manner allows people to enjoy the mental and physical health benefits parks provide.
- A large tree is scheduled to be removed at the Tucker Cemetery. This tree was identified as a hazard tree and will damage several historic grave sites if not addressed. Additionally, the Tree Warden had several trees throughout the community pruned as part of his tree pruning program.
- After discussion with the State Health Officer for the Town of Hartford, it was decided we should be posting the playgrounds as closed to public usage. This will include Park Benches. We will push out a closure of the playgrounds on our social media platforms.
- The Department needs sanitizer, gloves and disinfectant wipes for daily cleaning and usage of equipment. Items are not in stock or available through our vendor.
- 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 with limited results.

- The RFP for Turf Treatment and Field Maintenance was disseminated. We await the results of the RFP. Additionally, The RFP's are on the Town Web Page and we have purchased an ad in the Valley News.
- Department is finalizing pricing on the replacement mower for the park's operation. We plan to obtain a 60-inch mowing deck that is a walk and stand on style of mower.

Planning:

- COVID- 19 Response – Working closely with Town staff, Upper Valley Strong and TRORC to provide information and resources to the public. Supporting activities in the activation of the Town's Emergency Operations Center. Putting in place alternative ways to continue Department work program.
- Hazard Mitigation Plan – Promoting public participation in the community survey available on-line. Held a March 11th community meeting on risk assessment, at the High School cafeteria. Very good input even though small turn-out. Developing draft Plan update
- Tax Increment Financing (TIF) – Preparing information for state auditor.
- Legislative approval of TIF District Debt Extension – Due to COVID-19, the House Ways and Means Committee hearing was been postponed.
- TIF 2020 Projects – Working with DPW to advance projects for construction in 2020 and 2021. Preparing information for the VT Bond Bank.
- Wentworth and Wilder VCDP Housing Grant – Hearing before the state Community Development Board postponed due to COVID-19. Environmental Review hearing held and determination document submitted to the state.
- Mobile Home Park Energy Improvements Program 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 has been suspended due to COVID-19. Developing alternate online informational campaign.
- Bugbee Senior Center Roofing Contract – Three bids received on March 17th and under review.
- Police Department Building Ventilation Improvements – Prepared report to the SB for award of the contract on March 24th.
- Net-Zero/Net Zero Ready Pilot Program – Two contractor/builders have committed to participate in the voluntary pilot program to develop net-zero energy efficient residential and commercial structures. Postponed kick-off meeting with other builders, developers, engineers, bankers, appraisers and architects who have expressed an interest in participating due to COVID-19.
- South Main Street TIF Improvements – Follow-up on 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 – Bid opening on March 27th.
- Determination of Energy Compliance – Following SB approval on March 10th, the request for approval was forward to the TRORC for determination. If approved, 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.

- Currier Street TIF Project – Continued working with DPW on preparation for completion of construction in 2020.
- Vermont Rail Action Network - As a member of the VRAN advisory board, focusing on an on-line public outreach and information initiative in lieu of cancelled annual meeting given COVID-19.
- Advance Transit Bus Service Planning – On March 26th, will be meeting virtually with Advance Transit staff to discuss needs and opportunities to expand service in Hartford.
- Hartford Business Revolving Loan Fund – In response to businesses closing due to COVID-19, the HBRLF Committee held a special meeting and voted to pursue deferment of loan payments for up to 3 months.

Police:

Please find the Police Department's significant activity for the week ending March 21st...

- Mar 9 – Officers investigated an unlawful mischief complaint at a commercial office building at the unit block of North Main Street where the back of the building was spray painted with graffiti. Investigation continues.
- Mar 9 – Officers investigated a family disturbance at the 400 block of Passumpsic Avenue. Situation mediated.
- Mar 10 – Officers arrested a 39 year old male at the 100 block of Prospect Street on an outstanding arrest warrant.
- Mar 10 – Officers obtained and executed a search warrant at the 1600 block of Maple Street after Probation and Parole officers located cocaine within a room. Further evidence of illicit drug use was found. Probation and Parole handling investigation.
- Mar 11 – Officers arrested a 35 year old female at the unit block of Charles Street on an outstanding arrest warrant.
- Mar 11 – Officers investigated a juvenile problem at the unit block of Christian Street. A 16 year old male juvenile was found to be experiencing mental crisis and was transported to DHMC for evaluation.
- Mar 12 – Officers investigated a theft complaint at the unit block of Sykes Mountain Avenue.
- Mar 12 – Officers investigated a disturbance at the 100 block of Connecticut River Road. Found to be a landlord/tenant dispute. Situation mediated and advice given on proper eviction process.
- Mar 12 – Officers arrested a 26 year old female for fugitive from justice at the 600 block of North Main Street.
- Mar 12 – Officers investigated an unlawful mischief to a vehicle complaint at the unit block of Hollow Drive. Investigation continues.
- Mar 12 – Officers investigated an assault at the 600 block of Maple Street related to drug sales. A 36 year old male was arrested for simple assault.

- Mar 12 – Officers responded to the unit block of Hollow Drive for a domestic disturbance. A 27 year old male was arrested for two counts of Aggravated Domestic Assault and three counts of Offense Committed in the Presence of a Child.
- Mar 14 – Officers investigated and executed a search warrant at the 2900 block of North Hartland Road after receiving a report of a “one-pot” methamphetamine lab. Vermont Hazmat Response Team and Vermont State Police assisted. Investigation continues.
- Mar 14 – Officers investigated a two-vehicle crash with damage at the Hartford Avenue/Maple Street intersection.
- Mar 15 – Officers responded to the unit block of Ballardvale for a report of guests refusing to leave. A 37 year old male was subsequently arrested for Possession of Heroin. Charges pending against a 24 year old female for False Information after having supplied a fictitious name.
- Mar 15 – Officers arrested a 41 year old male at the 400 block of North Hartland Road on an outstanding arrest warrant.
- Mar 15 – Officers responded to a suspicious complaint at the 100 block of Ballardvale Drive. A 26 year old male was subsequently trespassed from the property.
- Mar 16 – Officers arrested a 25 year old male at the 100 block of Jericho Street for Possession of Methamphetamine.
- Mar 16 – Officers arrested a 29 year old male at the 700 block of Hartford Avenue on an outstanding arrest warrant.
- Mar 16 – Officers responded to the unit block of Hughes Drive for a report of a domestic disturbance. A 30 year old female was subsequently arrested for domestic assault.
- Mar 16 – Officers responded to the unit block Spring Circle for a report of an aggravated assault. A 51 year old male was transported to DHMC after having been beaten with a brick. The 41 year old male suspect fled the scene prior to police arrival and was later a victim of homicide in South Royalton. Investigation closed.
- Mar 17 – Officers responded to the 700 block of Hartford Avenue for a citizen dispute between two males. Situation was mediated. A 29 year old male was subsequently trespassed from the property due to having a firearm in his possession against property rules.
- Mar 17 – Officers responded to the 1500 block of Hartford Ave for a report of a domestic disturbance. A 39 year old male was subsequently arrested for a Domestic Assault and related offenses.
- Mar 18 – Officers arrested a 34 year old female for Possession of Crack Cocaine resulting from a traffic stop at the 100 block of Bridge Street.
- Mar 18 – Officers investigated a report of an assault between two juveniles at the unit block of Church Street. Assault charges pending against a 16 year old juvenile male.

- Mar 19 – Officers investigated a two-vehicle crash with injury at the intersection of Woodstock Road and West Gilson Avenue.
- Mar 19 – Officers responded to a citizen dispute at the 700 block of Hartford Avenue between 3 individuals. Situation mediated.
- Mar 19 – Officers arrested a 48 year old male at the unit block of Ballardvale Drive for Possession of Cocaine.
- Mar 19 – Officers responded to the 200 block of Maple Street for a reported female unconscious in the bathroom due to a Heroin overdose. While CPR and Narcan was being administered to the 36 year old female, her 33 year old boyfriend who was attempting to flee the scene was subsequently arrested for being a Fugitive from Justice. The female was resuscitated but declined further medical assistance.
- Mar 20 – Officers investigated a reported single vehicle traffic collision at the 600 block of Bugbee Street where the operator had driven over a retaining wall, crashing her vehicle into a ditch. The 60 year old female operator was arrested for DUI.
- Mar 21 – Officers responded to the unit block of Farmvu Drive for a report of a 24 year old female in mental crisis. The female was transported to DHMC for evaluation.

Public Works:

- The following are the activities completed by the Public Works Department over the past two weeks:

Highway

- The Highway Crew has responded to a few inclement weather events.
- Ben Lyndes, Jeff Roberts, and Jean Tessier assisted the Water Department on the recent water break in Hartford Village. Thank you to them!
- The Highway Crew hauled 1,500 tons of gravel.
- The Highway Crew is working closely with Fleet Maintenance to ensure all vehicles and equipment are ready!
- The Highway Crew serviced, checked, and put all sweeping equipment into service.
- The Highway Crew has been performing extensive drainage system checks to prepare for spring run off and rain.
- The Highway Crew has been performing high level spring cleaning.
- The Highway Crew cleaned all silt out of the ditches on Pomfret Road.
- The Highway Crew is patching potholes as they are identified.
- The Highway Crew repaired bent, damaged, and missing signs.
- The Highway Crew replaced forty feet of corroded drain line on Talbert Street.
- 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

- On Saturday, March 21, the crew responded to a substantial water break on Maple Street late in the evening subsequent to a fire event on Dothan Road. The crew expertly repaired the leak and restored water service early Sunday morning. We are grateful for everything that they continue to do every day and the members of the highway crew who were able to assist.
- The Water Crew has attended various trainings and seminars as needed to maintain their licenses.
- The Water Crew located and repaired a leak on Gillette Street.
- The Water Crew is troubleshooting SCADA communication issues in Quechee.
- Rick worked on response to QLLA aquatic herbicide Pinneo permit.
- Rick has been updating Water Department job descriptions.
- The Water Crew repaired electrical issues at Eastman Pump Station.
- 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

- **It is our goal to take all necessary steps to maintain the health and safety of our employees and community. Until further notice, we will not be entering any homes unless we are notified of a wastewater leak causing home damage.**
- The Wastewater Crew continues to train employees, including CDL training and wastewater classes. At this time, they are actively cross training within the systems to ensure redundancy in the event of staff depletion.
- The Wastewater Crew is working on repairs to the Bridge Street Pump Station including removing the motor and unclogging the pumps.
- The Wastewater Crew continues to work 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 continues to struggle with rags/clogs at the Bridge Street pump station.
- The Wastewater Crew performed general maintenance on the blowers and UV systems at both plants.
- The Quechee Crew is assisting 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.
- We were recently notified that we will be required to complete soil and water testing in the remaining land apply fields for PFAS. This is an unanticipated impact to our budget.
- The Wastewater Crew in Quechee continues to 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.
- Jeff Lord is updating Quechee's O&M Manual and Emergency Response Plan as required by our permit.
- The Wastewater crew cleaned and jetted the infrastructure at the Birchwood system.
- The Wastewater Crew ordered and received new silencers for the sludge blowers at the Quechee plant.
- The Wastewater Crew is working with electrical contractors to repair the exhaust fan at the Wilder Pump Station
- The Wastewater Crew has been performing seasonal maintenance. 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!

Fleet Management

- Fleet Management performed the following:
 - AMB-3 Suspension repairs.
 - ENG-4 Drive axle brake job, mirror head replacement, quarterly service and scheduled service as well.
 - PD-1 Service and right rear wheel bearing assembly replacement.
 - PD-5 service and state inspection.
 - Kubota BX2620 clutch replacement
 - Sweeper parts list

- H-5 Serviced
- H-114 RR Caliper replacement
- ENG-4 DEF Tank replacement

Solid Waste

- **Changes to SW operations in response to COVID-19: At this time, the facility is open to the public, however the buildings (except for the privately operated Redemption Center) are all closed to public access. There are NO public restroom facilities available at Solid Waste. If staffing levels or government regulations change, the Town may have no choice but to lessen hours of operation or close the facility entirely temporarily. We will continue to work closely with our industry partners and community to ensure the highest level of service. We appreciate everyone's patience while we navigate these challenging times.**
- 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 and Emma Stuhl (VT DEC) performed extensive business outreach to ensure that food scrap generators are aware of new regulations going into place July 1, 2020. It's a great opportunity to have face-to-face meetings and make sure that community businesses are aware of Solid Waste regulatory changes and opportunities.
- 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 Solid Waste crew continues to encourage outreach and tours to raise awareness of the facility.

Administrative

- The DPW team is dedicating time to implement our Covid-19/Continuity of Operations Plans. At this time, we have elected to close all of our buildings to public access until further notice. We are working closely with our peers and community to ensure a continued level of service on a remote or electronic only basis. Please keep a close eye on the Town's social media and local information outlets as we continue to adapt to the situation.
- Dillon is working with the administrative team to develop technology redundancy so that administrative services can be maintained remotely.
- At this time, Hannah is telecommuting per the Town's policy. With Paula and Brannon's support, she is working closely with all members of the DPW team to identify their needs and implement solutions during these times.
- Brittney Solomita has been working diligently to eliminate errors in our fuel accounting system. She has spent substantial amounts of time with the support team for the gas system software to iron out the reporting issues. I want to be very clear that these are 'internal' accounting errors between departments.
- 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.
- Lori Hirshfield, Scott Hausler, Chris Holzwarth, and I met recently to discuss steps forward with the construction phase of the Briggs Parking Lot improvements (scheduled for NEXT year). We have identified some design improvements that we will continue to work with our consultants to implement.
- 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 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. At this time, Daniels has performed enough demolition to provide a consultant with a 'view' of the joints and bridge infrastructure. Chris and Hannah are working closely with consultants to get quotes to provide a solution in accordance with ToH procurement policies. We have set a deadline of March 20th to receive those quotes; currently evaluating responses.
 - DPW staff has provided VTrans with comments on the 25% plans for the full replacement.
- 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. We are waiting for them to submit complete permits.
- Hannah, Gail, Lori, and Brannon are working with our consultants to develop a monthly spending profile for all of the large capital projects (which are all reimbursement based) planned for this year so that we can secure a Line of Credit that can ensure positive cash flow. We will continue to work together and with the Board to move forward with this.
- 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. Note: We are working closely with Brannon, the consultant team, and funding agencies to come up with acceptable alternate bidding processes during social distancing periods.

- 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. At this time DPW staff has met with contractors to identify project limits and curbing needs, which will be ordered shortly. We are also working closely with consultants to finalize any remaining design needs.
- Until the social distancing recommendations are eliminated, the Town will be issuing a survey to gather public input about Fairview Terrace. We will ensure that it is available electronically and via hard copy in a manner that meets current health recommendations. As always, we value our community and all of your input. We will continue to keep everything well-advertised to maximize participation.
- 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. At this time, our contractor has downloaded data from the system and will be analyzing it to identify the system issues.

- 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 * * *