

**Town Of Hartford  
Town Staff  
Significant Activity Report, March 24 – April 6, 2020**

TM Highlights .....	1
Assessor .....	3
Clerk .....	3
Finance .....	3
Fire .....	4
IT .....	7
Parks & Recreation .....	7
Planning .....	10
Police .....	11
Public Works .....	13

**TOWN MANAGER HIGHLIGHTS**

Respectfully submitted for your information:

- We welcome on board three new Town employees to fill vacant positions:
  - Eli Snelling as a Firefighter/EMT in the Fire Department. Eli is a recently-certified Firefighter/EMT, and is currently a call firefighter in Hanover.
  - Nimue Washburn (pronounced “Nim-away”) as a Police Officer candidate going into the next academy session. Nimue was formerly an emergency communications officer Orange County, VT.
  - Jeremiah Sund as our new Assessor. Jeremiah comes to us with 12 years’ experience in Lister and Assessor work in Vermont. Since 2016, he has served as the Reappraisal Inspector/Project Manager for the New England Municipal Resource Center (NEMRC) managing reappraisal projects in several towns. He has also served as Lister in the Towns of Vernon and Guilford. Jeremiah was also the owner and project manager for Sund Energy Homes, Inc. from 2007 to 2015. Jeremiah has an Associate’s Degree in Computer Networking from Champlain College, and is a candidate for Vermont Property Assessors Level 4 certification (the highest level). Jeremiah resides in Alstead, NH. We are excited to have him on the Management Team during this critical time finalizing the grand list. He will start on April 15 with a brief period of overlap with our contract assessor.
- Just wanted to take a moment to recognize the passing of retired Hartford Police Department Sergeant Tom Lyman. Sgt. Lyman retired on July 12, 2017 after forty-two (42) years of honorable service as a police officer, having entered duty with the Town of Hartford during 1975. A kind and outgoing community ambassador, Tom had many plans for his family in retirement. Although a personal battle with cancer would challenge those plans, Tom courageously chose to enjoy the time he was given and passed comfortably at home this past weekend. The flag at the Hartford Public Safety Building has been lowered and will remain as such through Saturday, April 11, 2020. Services will be announced and shared by the Lyman Family at a later date.

- Consulted Tom Berry, policy advisor in Sen. Leahy’s office regarding the potential of the \$1.2B CARES Act allocation to the State of Vermont to be used for municipal infrastructure projects. He said that the initial \$1.2B that was recently passed by Congress and the President was primarily intended to shore up current governmental operations during the COVID-19 response period. Congress is now looking at another funding bill for the mid- to long-term recovery needs, such as infrastructure. To help him get an idea of what that will look like for Hartford, I will be sending him General Fund and Enterprise Fund capital project totals from our CIP.
- Received and forwarded the Inclusivity & Equity Strategic Plan from the Vermont Partnership. Curtiss Reed and Mary Gannon will present it at the April 21 Selectboard meeting.
- Received construction line of credit proposal from Mascoma Bank. Will have recommendation and resolution for Selectboard consideration and approval at the April 21 meeting.
- Opened the Sykes Mountain Ave. Roundabouts/Upper Sykes Bike/Ped bids on Friday. The apparent low bid was \$6,569,016, which is higher than the VTrans’ pre-bid estimate. Earlier this week, VTrans determined that all but an explicit few transportation projects would have to temporarily halt construction in compliance with the Governor’s Executive Order. This may mean a delay on our construction start date. However, contract execution and notice to proceed for projects of this size typically take weeks to finalize, so it will not necessarily delay the construction start. Our consulting engineers at McFarland Johnson are currently evaluating the bids, contractor qualifications and the impact of a potential delay to the construction start date.
- Reviewing with consulting engineer the repair strategies for the VA Cutoff Rd. Bridge to determine the more durable and cost-effective option, and to avoid repeating last year’s expedient but short-lived remedy recommended by VTrans. Daniels Construction is standing by to resume construction as soon as this is determined. Because of the bridge’s proximity to the Town Police and Fire Departments, we have formally asked VTrans to determine this is an “essential infrastructure” repair that can proceed under the Governor’s Executive Order.
- The *ad hoc* COVID-19 Response Committee met on April 3. It elected Kristi Clemens Chair, Sue Buckholz Vice Chair, and Simon Dennis Secretary. It established weekly meetings on Fridays at 4pm. The Committee assigned members to four sub-groups that have begun meeting this week: 1) slowing the spread; 2) supporting medical professionals; 3) preserving Hartford’s economy; and 4) ensuring consistent food supply.
- Updated the Town’s COVID-19 messaging on April 6 to include encouraging persons going outside to wear non-medical cloth masks on their faces.
- Consulted with Town Attorney Rob Manby on the certification for the \$28,000 USDA grant for the \$54,900 Bugbee Roof replacement. The Town Attorney advises against certifying compliance because the USDA grant includes an explicitly broad list of federal compliance requirements that includes Presidential Executive Orders. As this roof replacement is overdue building project, staff is evaluating other funding options to bring to the Selectboard in order to award the bid and get it under contract before the end of the fiscal year.

## DEPARTMENT HIGHLIGHTS

### Assessor:

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

- assisting the public by phone and email from home by telecommuting (property cards, house site certifications, veteran exemption process, grievance forms, assessment etc.)
- continuing to process homestead declaration (downloads every Monday until November 1st)
- assisting contracted appraiser with data entry and CAMA (Computer-Assisted Mass Appraisal) Software
- updating the Tax Maps (compiled, reviewed, sent changes to CAI Technologies – cartographic company)

### Clerk:

- The Clerks have established a system to process all recording received via mail.
- The Clerks have reached out to area real estate attorneys and title searchers to advise them we will endeavor to assist with deed requests and documents related to title searches to the extent possible.
- We continue to process dog licenses via mail. We have licensed about one third the number of total dogs licensed last year.
- We are fielding up to 50 calls & e-mails (combined) per day from members of the public. We forward inquiries not related to our office to the appropriate Town Department or other outside resources, if applicable.
- The final liquor licenses will be processed this week and forwarded to DLC.
- The Clerk continues to stay in touch with the Secretary of State's Office as they determine how to implement the elections legislation recently passed and how it will impact Hartford in all upcoming elections.
- The Clerk's office suspended all in-person services when the Governor's Stay Home Executive Order became effective to include: in-office Title Searches; Notary Services for the public; and, Issuing Marriage Licenses. Most other services, we are trying to provide via mail or electronically.

### Finance:

- February Financials
  - Prepared 4.7.2020 board presentation
  - Distributed to Department Heads
- Working with Dept of Public Safety Audit Analyst of the FYE 2019 Single Audit
- Preparing 1<sup>st</sup> quarter of calendar year reports & 3<sup>rd</sup> quarter fiscal year reports
- Collection of Calendar year 2019 Worker's Compensation Audit
- Assisted with Town EV car documents
- Implementing year end close out process out

**Fire:**  
**COVID-19 Update**

- The EOC Operations Section continues to monitor the welfare and needs of our vulnerable population and businesses throughout the community and report our findings at regular intervals.
- Updates from the VT Health Dept. and CDC:
  - WHAT THE GOVERNOR MEANS BY "STAY HOME AND STAY SAFE"?
  - Stay home, stay safe. Vermonters are directed to stay at home and leave only for essential reasons such as: personal safety; groceries or medicine; curbside pick-up of goods, meals or beverages; medical care; exercise; care of others; and work, as set forth further below.
  - Folks can continue to go outside, take walks, go to the grocery store and pharmacies while practicing “social distancing” and proper hygiene. If you are sick, please stay home to protect others.
  - Enforcement will be handled primarily through education and voluntary compliance.
  - Coronavirus spreads easily from person to person. It travels through the air when a sick person coughs, sneezes or talks. One way to contain the spread of COVID-19 is to stop people from sharing it. We can help contain the virus in these ways:
    - Stay home as much as possible, leaving only for essentials.
    - If you must go out, practice social distancing, keeping at least 6 feet apart from other people.
    - 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 the effects of COVID-19.
  - Cover your mouth and nose with a cloth face cover when around others
    - You could spread COVID-19 to others even if you do not feel sick.
    - Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
    - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
    - The cloth face cover is meant to protect other people in case you are infected.
    - Do NOT use a facemask meant for a healthcare worker.
    - Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

## **Fire Department Update:**

- The department responded to 81 calls for service during this period. A slight reduction in calls have occurred presumably due to the effects stay at home order.
- Other department outreach has been limited as the department reacts to social distancing requirements.
- Members of our public education program have been developing educational tours and safety video for the community and our schools. They have released to videos available on the Fire Department Facebook page. My thanks to Firefighter's Wilkins and Jones for taking the initiative on creating these excellent programs.

## **Incident log:**

Incident Log for this period:

Alarm Date	Street	Situation Found
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
3/23/2020 14:08	DEWITT DR	EMS call, excluding vehicle accident with injury
3/23/2020 14:32	DEWITT DR	EMS call, excluding vehicle accident with injury
3/23/2020 17:29	VT ROUTE 14	Dispatched & canceled en route
3/23/2020 18:21	US ROUTE 5	EMS call, excluding vehicle accident with injury
3/23/2020 20:55	BUGBEE ST	Motor vehicle accident with injuries
3/24/2020 8:18	WINTER ST	EMS call, excluding vehicle accident with injury
3/24/2020 11:28	HARTFORD AVE	EMS call, excluding vehicle accident with injury
3/24/2020 15:01	JERICO ST	EMS call, excluding vehicle accident with injury
3/24/2020 17:24	US ROUTE 5	EMS call, excluding vehicle accident with injury
3/24/2020 17:54	CONNECTICUT RIVER RD	Medical assist, assist EMS crew
3/25/2020 1:23	JERICO ST	EMS call, excluding vehicle accident with injury
3/25/2020 8:50	S MAIN ST	Medical assist, assist EMS crew

3/25/2020 9:23	CHITTENDEN DRIVEWAY	Smoke detector activation, no fire - unintentional
3/25/2020 10:43	PATRIOT DR	Dispatched & canceled en route
3/25/2020 12:17	BESWICK DR	Alarm system activation, no fire - unintentional
3/25/2020 17:17	OLD RIVER RD	Emergency medical service incident, other
3/25/2020 17:37	S MAIN ST	EMS call, excluding vehicle accident with injury
3/25/2020 21:26	VETERANS DR	System malfunction, other
3/26/2020 14:39	HARVEST LN	EMS call, excluding vehicle accident with injury
3/26/2020 14:51	SOUTH ST	Medical assist, assist EMS crew
3/26/2020 22:47	US ROUTE 5	Medical assist, assist EMS crew
3/27/2020 11:13	A ST	EMS call, excluding vehicle accident with injury
3/27/2020 11:28	FAIRVIEW TER	EMS call, excluding vehicle accident with injury
3/27/2020 17:11	LANTERN LN	EMS call, excluding vehicle accident with injury
3/27/2020 18:20	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
3/28/2020 14:13	HARVEST LN	Medical assist, assist EMS crew
3/28/2020 15:46	PLEASANT ST	Dispatched & canceled en route
3/28/2020 18:24	JERICO ST	Authorized controlled burning
3/28/2020 19:39	THIRD AVE	Forest, woods or wildland fire
3/29/2020 8:20	BUGBEE ST	Assist invalid
3/29/2020 8:40	AIRPORT RD	EMS call, excluding vehicle accident with injury
3/29/2020 18:05	OLD QUECHEE RD	Power line down
3/29/2020 18:22	US ROUTE 5	Medical assist, assist EMS crew
3/29/2020 18:53	KINSMAN ST	Medical assist, assist EMS crew
3/30/2020 12:29	FARMVU DR	Smoke detector activation due to malfunction
3/30/2020 15:14	US ROUTE 5	EMS call, excluding vehicle accident with injury
3/30/2020 18:54	ROUND HOUSE RD	Road freight or transport vehicle fire
3/30/2020 18:54	ROUND HOUSE RD	Road freight or transport vehicle fire
3/31/2020 4:57	JERICO ST	False alarm or false call, other
3/31/2020 7:41	ASPEN LN	Medical assist, assist EMS crew
3/31/2020 13:13	ASPEN LN	EMS call, excluding vehicle accident with injury
4/1/2020 3:38	PASSUMPSIC AVE	Medical assist, assist EMS crew
4/1/2020 10:50	US ROUTE 5	EMS call, excluding vehicle accident with injury
4/1/2020 12:55	HARTFORD AVE	EMS call, excluding vehicle accident with injury
4/1/2020 16:52	N HARTLAND RD	Smoke detector activation due to malfunction
4/1/2020 17:51	VT ROUTE 14	Motor vehicle accident with injuries
4/2/2020 12:52	HARTFORD AVE	EMS call, excluding vehicle accident with injury
4/2/2020 22:52	BULLARD ST	EMS call, excluding vehicle accident with injury
4/3/2020 11:37	BUTTERNUT RD	EMS call, excluding vehicle accident with injury
4/3/2020 13:58	DEWITT DR	No incident found on arrival at dispatch address
4/3/2020 15:36	GATES ST	EMS call, excluding vehicle accident with injury
4/3/2020 19:34	MAPLE ST	EMS call, excluding vehicle accident with injury
4/3/2020 19:39	VT ROUTE 14	No incident found on arrival at dispatch address
4/4/2020 3:34	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
4/4/2020 10:08	PINE ST	EMS call, excluding vehicle accident with injury

4/4/2020 14:42	LARCH LN	Medical assist, assist EMS crew
4/4/2020 15:48	FLETCHER LN	Smoke detector activation, no fire - unintentional
4/4/2020 20:27	COLONIAL DR	False alarm or false call, other
4/5/2020 2:06	BALLARDVALE DR	Medical assist, assist EMS crew
4/5/2020 12:30	BUGBEE ST	EMS call, excluding vehicle accident with injury
4/5/2020 12:50	SYKES MOUNTAIN AVE	Public service
4/5/2020 15:10	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
4/5/2020 16:21	TWILIGHT CT	Medical assist, assist EMS crew
4/5/2020 18:09	MAPLE ST	Medical assist, assist EMS crew
4/6/2020 8:24	HOLLOW DR	EMS call, excluding vehicle accident with injury

### **Information Technology:**

- Assisted Detectives in retrieving damaged/lost pictures taken from Search Warrant
- Set-up Lana remotely with Printer, PC, and Phone at her house
- Assisted Fire in patching ArcGIS server for critical server vulnerability
- Migrated Parks and Rec department Server files to new server
- Fielded dozens and dozens of internal helpdesk tickets from employees needing new remote setups or training on new remote infrastructure
- Worked with ISP to get refund after unplanned outage – investigating getting FCC prioritization for public safety repairs

### **Parks & Recreation:**

#### **Program Highlights**

- The Department implemented its Mobile Offsite Operations for Emergency Operations. The plan is designed to provide a framework to address the response to consequences of any disaster or emergency that would affect the population and/or property within Hartford, and to provide more specific response information in emergency public health situations such as COVID-19. The Mobile Off-Site Operations Plan is designed to work within the guidelines of the Town of Hartford Emergency Operations Plan.
- Hartford Parks & Recreation has taken steps to prepare for situations that would impact programs and services through the Parks & Recreation Department. Our priority will be the health and safety of our program participants, employees and volunteers throughout the Town of Hartford. During emergency situations such as COVID-19, that threaten public health safety, Hartford Parks & Recreation will consult guidance from local Public Health Officer and State of Vermont agencies to assure our facilities, programs and users are safe for occupancy and usage if they are to remain open.
- The Administrative Assistant, Karen McNall was moved off site and is working following our Mobile Off-Site Operations. Karen has worked directly with the Town Manager and the Public Health Officer on the COVID-19 Newsletter that is updated Monday's and Friday's. On behalf of the Department, we commend her on all the efforts to support the Town Team as we work through this situation.

- The Department continues to utilize the COVID-19 resources available to us through the National Recreation and Park Association (NRPA) and the Vermont Recreation and Park Association (VRPA) as we continue follow guidance from the Town on Parks & Recreation programming and use of our facility. The Director is involved in on-line resources provided by NRPA and agencies across the country as we all continue to deal with decisions that are impacting all Parks and Recreation Departments. In addition, the Director is involved in a weekly Zoom Meeting with Directors of Parks and Recreation Agencies within the State, discussing impacts on each other's department, providing support to each other and working together to become unified in our communities needs and messaging to the general public.
- Jay McDonough, Superintendent of Programs continues to work on planning for the summer Camp Ventures Program. Despite the current situation, we continue to plan for a full summer of activities. This includes reviewing summer staff applications and preparing for the seasonal hires. All positions will be contingent upon decisions made by the Governor of Vermont related to public activities and programs.
- The Superintendent of Recreation Programs has completed interviews for the Leadership Positions for Camp Ventures.
- We are preparing for alternative programming for the camp if it is necessary. It is important to understand that the Camp Ventures is a fee-based program where revenues offset the cost of operational expenses.
- Department continues to monitor Governor Scott's Executive Orders related to April 15<sup>th</sup> Social Distancing Guidelines for our spring sport programs.
- We have held off on purchasing of equipment and supplies and programming expenses such as baseball, spring soccer and our summer camp. This will be assessed weekly by the Department and Finance Director.
- The Spring Season of the Hartford Youth Lacrosse is cancelled due to COVID-19. This impacted just under 90 youth participants in the spring program. The Youth Lacrosse Program may run a summer season, but it is uncertain at this time.
- The Department may be looking at on-line registrations without payment. This eliminates processing of refunds on programs later in the spring and summer. If programming resumes, we will request the program fee prior to the start of the program.
- The Department continues to communicate with all the volunteers for the spring and summer programming. All are understanding of the situation and hopeful programs will be able to resume.

### **Parks/Facilities**

- The Department received notice from the Department of Corrections (DOC) regarding work crew programs. The current program is suspended until further noticed due to the COVID-19 Pandemic. The Director provided the Town Manager with financial impacts due to the loss of DOC crews. The Director and the Superintendent of Parks & Facilities will be working on a plan on how we can manage without DOC and what that might look like.
- All park locations are open for the public to access except for Quechee Falls, Watson Park and Clifford. Quechee Falls and the Watson Dog Park fall within social distancing areas

that are small and confined park areas. For this reason, these parks areas will remain closed. Snow is still piled in front of the gate at Clifford. Once the ice melts, we will be able to open the park location.

- Due to social distancing with the COVID-19 we have locked up picnic tables and transportable goals due to encouraged social gatherings at Maxfield.
- Kilowatt South gate was opened. The boat ramp will remain barricaded until Great River Hydro installs the buoys. Even then, we will have to work with the Health Officer to determine if opening the boat launch is possible based on social gathering restrictions and the Stay Home-Stay Safe order.
- Fenced in playing courts and playgrounds remain closed at Maxfield, Clifford, Ratcliff, Commons, Watson and Lyman.
- The staff with Parks & Recreation continue to provide safety checks of all park areas daily and are identifying projects that will need to be addressed when full essential staffing can resume.
- One of our employees continues to be off on COVID-19 Sick/Childcare reducing our staff capacity of 2 in the park's division. Between essential duties, staff will be completing several free on-line trainings through GroundskeeperU and Playground Safety through several playground and recreation supply vendors. In the recreation division, we have one employee that is working reduced hours and use of COVID-19 Sick/Childcare.
- The Superintendent of Parks & Facilities continues to update parks operational plans related to COVID-19. This includes a plan to address return to work under restrictions and assuring staff have the proper personal protective equipment.
- The Superintendent of Parks & Facilities continues to study for the pesticide applicators licensed. In addition, the Playground Safety Course has moved to an on-line course. This course will give the Superintendent the National Playground Safety Course Certification.
- The Department continues to review the proposals for the Turf Care and Maintenance Program. We hope to award the program the second week of April.
- The Department will need sanitizer, gloves and disinfectant wipes for daily cleaning and usage of equipment. Items are not in stock or available through our vendor.
- Department finalizing the purchase of the replacement mower for the park operations. This item was in the current budget and came in under budget.

### **Planning:**

- COVID- 19 Response – Transitioned Department to work remotely. Working closely with Upper Valley Strong and TRORC to provide information and resources to the public. Participating with Rural Development regional support group to communities. Supporting activities in the operation of the Town's Emergency Operations Center. Putting in place processes to continue Department work program and meet statutory requirements.

- Hazard Mitigation Plan – Collated the 44 responses received to the community survey. Working on first draft.
- Tax Increment Financing (TIF) – Sent information to the state auditor. Schedule delayed a few weeks given COVID-19.
- Legislative approval of TIF District Debt Extension –Legislative action pending.
- TIF 2020 Projects – Continued working with DPW to advance projects for construction in 2020 and 2021. Pursuing bond funding.
- Wentworth and Wilder VCDP Housing Grant - Environmental Review completed. Responding to comments from State review. Hearing before the VT Community Development Program Board rescheduled for April.
- Mobile Home Park Energy Improvements Program Initiated – Working on online informational campaign.
- Bugbee Senior Center Roofing Contract – Contract award pending.
- Police Department Building Ventilation Improvements – Contract awarded. Beginning of work postponed given COVID -19.
- Net-Zero/Net Zero Ready Pilot Program – On hold given COVID-19.
- Fast EV Chargers – Exploring possible grant for partial funding of charger for S Main Street Parking Lot.
- Town Electrical Solar Credits – Summarizing annual solar production of electrical power for each Town system.
- South Main Street TIF Improvements – Follow-up on applications for State revolving loan fund submitted for the water and wastewater/stormwater loans. Construction bids due April 13<sup>th</sup>.
- PC and ZBA Applications – March Public Hearings postponed due to COVID-19. Reviewing VLCT guidelines received at the end of last week on how to proceed.
- Responding to inquiries on building permits.
- Upper Sykes Mountain Ave Bike Ped Project –Bids received on April 3<sup>rd</sup> under review.
- Determination of Energy Compliance – Approved by the TRORC on March 25<sup>th</sup>. The Town now has 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.
- Advance Transit Bus Service Planning – March 26<sup>th</sup> meeting cancelled due to COVID-19. Completed questionnaire on needs and opportunities to expand service in Hartford.
- Hartford Business Revolving Loan Fund – In response to the impact on businesses from COVID-19, worked with Town Treasurer, HBRLF Committee and GMEDC to put in place SB approved deferment of loan payments for up to 3 months for borrowers who chose this option.
- Town Forest Management Plan - Working with Hartford Conservation Commission, Parks Department, and Town forester on completing the full update of the Plan
- Town Forest Recreation Plan – Working with the Conservation Commission, Parks Department, and citizen user group on the update of the Plan.
- Tafts Flat Historic Preservation Survey – Reviewing draft report. Rescheduling later in the season due to COVID-19 meeting.

- Statewide Green-up Day – Tentatively rescheduled May 30<sup>th</sup> due to COVID-19.

**Police:**

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

- Mar 23 – Officers responded to the 200 block of South Main Street for a report of a naked man in the hallway who had an altercation with a resident of the building. Upon arrival, officers located a 19-year-old naked male in a drug-induced state of mind. The male was transported to Mt. Ascutney Hospital for protective custody and was cited for Aggravated Disorderly Conduct and Unlawful Mischief.
- Mar 23 – Officers began an investigation into a reported missing person that owns a residence at the 1200 block of Quechee West Hartford Road. It was determined the 39-year-old male was last seen in Chester, VT and had been missing for 3 weeks. Hartford is now assisting Chester PD and Vermont State Police with the investigation.
- Mar 23 – Officers responded to the homeless encampment off Dewitt Drive for a report of a male needing assistance due to recent methamphetamine use. The 37-year-old male was transported to DHMC by HFD.
- Mar 23 – Officers investigated a single vehicle crash with no injury near the intersection of VT Route 14 and Tigertown Road.
- Mar 23 – Officers investigated a single vehicle crash with no injury at the intersection of the I91 exit 12 off-ramp and Bugbee Street.
- Mar 24 – Officers investigated a report of unlawful mischief where someone sprayed anarchy symbols on street signs located at properties on N. Main Street and S. Main Street.
- Mar 24 – Officers investigated a report of an intoxicated male causing a disturbance at the 300 block of South Main Street. The 54-year-old male was trespassed from the location.
- Mar 25 – Officers investigated a reported assault at the unit block of Templeton Ave. The 33-year-old female victim was uncooperative and did not wish to pursue charges.
- Mar 25 – Officers investigated a theft complaint at the unit block of Sykes Mountain Avenue.
- Mar 25 – Officers investigated a suspicious complaint at the 3400 block of Woodstock Road where it was reported that a male employee was making concerning comments to customers about having a gun and waiting for this moment his entire life. Situation was a misunderstanding.
- Mar 25 – Officers investigated a suspicious circumstance near the unit block on Woodstock Road where it was reported a male had run down an embankment and jumped in the river. A soaking wet 34-year-old male was located on Old River Road who indicated he thought he had seen someone in the river in distress. The male was checked by HFD due to the cold temperatures.

- Mar 26 – Officers investigated a report of a stolen vehicle from the 100 block of Brower Lane. The vehicle was located at an auto body shop in Rutland after having been involved in a collision in their city. Investigation continues.
- Mar 26 – Officers investigated a tire and rim theft at an auto dealer at the unit block of Key Auto Drive. Investigation continues.
- Mar 27 – Officers responded to a drug overdose at the unit block of Lantern Lane. A 44-year-old female was transported to DHMC by HFD.
- Mar 27 – Officers investigated a reported theft of personal identification credentials at the 400 block of North Hartland Road. Investigation continues.
- Mar 27 – Officers conducted a welfare check at the 200 block of Connecticut River Road for a disoriented individual exhibiting symptoms of COVID-19. The 51-year-old male refused services. A few days later, the male tested positive.
- Mar 28 – Officers investigated a runaway juvenile from the 100 block of Campbell Street. The 14-year-old female eventually showed up at the Hartford Police Department upset that her family is quarantined due to contact with a positive COVID-19 individual. Juvenile was returned home.
- Mar 28 – Officers assisted HFD with traffic control for a brush fire on Third Ave.
- Mar 29 – Officers investigated a suspicious complaint at the 400 block of North Hartland Road where it was reported it sounded like an occupant was either hitting himself or someone else. Upon arrival officers located a 44-year-old covered in sores advising that he suffered from parasites and was hitting them. Assistance rendered.
- Mar 30 – Officers responded to the 200 block of South Main Street for a reported burglary. It was determined that the 39-year-old male is delusional and paranoid. Appropriate referrals made and assistance rendered.
- Mar 31 – Officers responded to the unit block of Aspen lane for a 911 call regarding a female running up and down the roadway screaming for help. Residents in the immediate area were contacted and advised they heard nothing. The entire trailer park was searched with negative results.
- Apr 1 – Officers investigated a neighbor noise disturbance at the 300 block of Pomfret Road where it was reported the neighbor's grandson is shooting guns and revving vehicle engines. Advice provided.
- Apr 1 – Officers investigated a fraud complaint at the unit block of Colonial Drive. Investigation continues
- Apr 1 – Officers investigated a two-vehicle crash with injury near the unit block of Vermont Route 14.
- Apr 1 – Officers responded to the 400 block of North Hartland Road for a citizen dispute. Situation mediated and one party removed from the premises.
- Apr 3 – Officers responded to the unit block of South Main Street for a threatening complaint after the clerk turned away an individual requesting a reservation that would violate the Governor's order regarding hotel occupancy. The male reportedly threatened the clerk but was gone upon police arrival.

- Apr 3 – Officers investigated a report of an explosion at the 600 block of Christian Street. Determined to be a 48-year-old male shooting a .308 off his back deck.
- Apr 4 – Officer responded to the 400 block of North Hartland Road to assist staff with the removal of a guest. The 38-year-old female left without incident.
- Apr 4 – Officers responded to the unit block of Walnut Street for a family disturbance after a witness called to report a female throwing lawn furniture at her husband. Situation mediated.
- Apr 4 – Officers responded to the same address on Walnut for another family disturbance. Situation mediated and 38-year-old male removed from the residence for the evening.
- Apr 5 – Officers responded to the unit block of Ballardvale Drive for a reported family disturbance. Situation mediated.
- Apr 5 – Officers responded to the unit block of Walnut Street (again) for a third family disturbance within two days. Situation mediated, appropriate referrals made.
- Apr 5 – Officers investigated a juvenile assault at the 100 block of Twilight Court. Investigation continues.
- Apr 5 – Officers responded to the unit block of Beswick Drive for a reported motorist at the drive-thru acting and driving inappropriately. A 25-year-old male was subsequently arrested for DUI.
- Apr 5 – Officers responded to the unit block of Christian Street for a family disturbance. Situation mediated and parties removed for the evening.

### **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 (hopefully) our last few inclement weather events.
- The Highway Crew is picking up branches from winter damage and repairing plow damage.
- The Highway Crew is grading and raking gravel roads.
- The Highway Crew is working closely with Fleet Maintenance to ensure all vehicles and equipment are ready!
- The Highway Crew nearly all of the rural paved roads have been swept. We will be focusing on the downtown roads.
- The Highway Crew has been performing extensive drainage system checks to prepare for spring run off and rain.
- The Highway Crew continues to perform high level spring cleaning.
- The Highway Crew ordered and installed missing street signs as needed.
- The Highway Crew is patching potholes as they are identified.

- “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

- **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 water leak causing home damage.**
- The Water Crew has started our annual hydrant testing program.
- The Water Crew has attended various trainings and seminars as needed to maintain their licenses.
- Rick Kenney, Chief Operator, participated in a conference call with Hannah, Chris, Jeremy, QLLA team members, and State staff to discuss the permit application for the aquatic herbicide application for Lake Pinneo. We are committed to supporting QLLA in their efforts to resolve the milfoil infestation in Lake Pinneo, but do maintain concern about an herbicidal application that is so close to the public well in Quechee. We will continue to work with them and the State as they proceed through the process.
- Rick has been updating Water Department job descriptions.
- 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!

## 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.**
- DPW staff is working closely with the State and our consultant to complete the required PFAS testing on the fields which we have formerly land applied. This is an unanticipated, costly expense to our budget.
- Unfortunately, we are struggling with disposal of our solid sludge that is accumulated from both the Quechee and White River facilities. Historically we have been able to dispose of that waste at the Lebanon Solid Waste facility, however, they aren’t able to accept our sludge at the rate we accumulate it due to the restrictions on their composition. We are very actively investigating other options and seeking quotes from our water resources engineers so that we can develop a menu of options for disposal or better processing.

- The Wastewater Crew is obtaining quotes to improve the issues at the Bridge Street Pump Station.
- 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.
- The Wastewater Crew pumped out the tanks and cleaned lines at Birchwood.
- The Wastewater Crew responded to J Hill subsequent to a plug. That has been repaired.
- 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.
- Jeff Lord is updating Quechee’s O&M Manual and Emergency Response Plan as required by our permit.
- The Wastewater Crew has been performing seasonal maintenance. The Wastewater Crew continued line cleaning and TV work in both White River and Quechee systems.

### **Fleet Management**

- Fleet Management performed the following:
  - The Quechee tractor repairs were completed and delivered to the Wastewater plant.
  - The loader broom was put into service.
  - Hydraulic leaks were repaired on H-2.
  - Ross Thurston repaired the cutting edge and windshield wiper on the Landfill loader.

### **Solid Waste**

- **Changes to SW operations in response to COVID-19: At this time, the facility is open to the public, however we have temporarily reduced our hours to Tuesdays and Saturdays from 8:00 am to 4:00 pm. We are ONLY accepting**

**three (3) bags of household trash per visit, food scraps, and ‘blue bin’ recyclables. We have temporarily suspended the acceptance of all other forms of waste. 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 has spent a significant amount of time implementing changes to the operations at Solid Waste with the intent of maintaining essential services but also keeping our staff and facility users as safe as possible. She is working closely with the teams at the GUV, Lebanon Solid Waste, Casella, and the State to ensure that we are making good decisions.
- 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.
- At this time, all business outreach for changes to food scrap management has been suspended.
- A consultant has been hired to complete the Spill Prevention, Control, and Countermeasure Plan required by the EPA.

### **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.
- Please be patient with us while we learn to work remotely and experience new technologies.
- Dillon continues to work with our administrative team to develop technology redundancy so that many services can be maintained remotely.
- At this time, Hannah, Chris, and Brittney are telecommuting per the Town’s policy. We are working closely with all members of the DPW and Town team to identify their needs and implement solutions during these times.
- Brittney Solomita has resolved the errors with the fuel accounting software. She spent MANY hours on the phone with the company’s support services and pouring over spreadsheets to identify and correct errors. This fuel system serves DPW, Police, Fire, and Parks and Recreation.

- 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.
- The Town received three quotes for the engineering work related to the VA Cutoff Bridge. After review of the proposals with Brannon, we selected Stantec with a base price of \$3,080 plus additional fees for construction oversight on an as needed and approved basis. We are working with VTrans to amend the original grant language to include engineering (which they have already approved). Unfortunately, VTrans has informed us that due to Covid-19, we cannot commence any construction on that project. We are drafting a formal request to them requesting that they consider it an emergency project due to it's proximity to our police and fire facility.
- 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 to commence that work.
- The April 15<sup>th</sup>, 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 1<sup>st</sup> (2017) storm. It looks like we are getting closer!
- DPW Staff is working closely with other Town Departments and the developer who purchased the Kibbe Buildings while that project is coming to fruition.
- 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.

- Recently, the Norwich School District requested that we continue to work with them to develop an MOU for exploring the possibility of a sewer connection. At this time, we continue to remind them that the work to complete the State mandated CSO study ultimately takes precedence and may render the connection an impossibility.
- Recently VTrans has forwarded the Town preliminary plans for the Route 4/14 paving project and the VA Cutoff Bridge Replacement projects. DPW staff members are reviewing the plans and providing comment or additional information as needed.
- We are still optimistic that the Currier Street project will be completed this year. At this time, we are waiting on one more easement, which has been verbally OK'd, but due to current circumstances hasn't been signed. Final design adjustments are being made by our consultant.
- 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.
- As noted in Brannon's Friday News, two bids were received for the Sykes Mountain Project, which came in slightly higher than engineer's estimates. The project team is reviewing the bids for completeness and are convening Friday, April 10<sup>th</sup>, to discuss. At this time, VTrans has put a hold on all but one project in the entire state during the Covid-19 pandemic. We are optimistic that this will settle down in a timeline that meets normal construction award/proceed schedules and we can keep rolling as anticipated.
- 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 working to keep this project on track and also coordinate around the Quechee Balloon Festival, which may be pushed further into the year. Due to the magnitude of the project and proximity to the Green, it would be nearly impossible for festival to occur during construction. We are working closely with the Chamber team to coordinate so that both can happen.
- 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.
- 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.
- The DPW team was recently contacted by a contractor who has been hired by the VA hospital to do substantial water, sewer, and storm infrastructure improvements on their campus. The project has been determined as essential by the Federal Government for life safety reasons, which means it's moving forward immediately. We are working with them as they move forward.
- Note: The operations and project updates outlined in this memorandum are an overview of our operations and not exclusive to any individual projects.

\* \* \* end of significant activities report \* \* \*