

**Town Of Hartford
Town Staff
Significant Activity Report, April 7 - 20, 2020**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Considered strategies for the construction timing of the Quechee Main Street Culvert project, which was programmed to begin construction on the Monday after the 2020 Quechee Balloon Festival. The Festival has been postponed to mid-September, which is insufficient time to complete the project to allow the volume of roadway traffic that the Festival typically demands. The in-stream permit already limits construction to June to October. We will likely be postponing the project to 2021.
- We received word from Secretary of State’s Office and legal counsel Paul Giuliani that the Town is not *required*, either by law or by the Secretary of State, to hold a validation vote. Both advised that the time frame for contesting the initial vote in court has now passed and that even if the budget was somehow otherwise challenged in court, a judge would look at the facts and say the error was not significant enough to invalidate the vote. Both advised that ultimately the Selectboard will need to decide. This matter will be on your May 5 agenda with a recommendation to not hold a special Town Meeting validation vote.
- Evaluated Sykes Mountain Avenue projects bids with engineers and VTrans to prepare recommendation for contract award.
- Worked with Department Heads to develop a list of spending priorities to complete or encumber before the balance of the fiscal year to identify areas of projected savings.
- Worked with Mascoma Bank and bond counsel to prepare the construction line of credit documents for approval by the Selectboard.
- Consulted the Town Attorney grant certifications and drafting a notice to granting agencies.
- Reviewed funding options for Bugbee roof replacement project.
- Developed ad Deputy Town Health Officer with Paula Nulty and Brett Mayfield and prepared for posting.

- Reviewed Inclusivity & Equity Strategic Plan and scheduled presentation with consultants.
- Met with *ad hoc* COVID-19 Response Committee on April 10 and 17. With Committee guidance:
 - Developed and solicited volunteer mask-makers for the mask donation program.
 - Developed solicitation for Deputy Town Health Officer.
 - Developed new “Save Lives Now” campaign poster that was distributed families with school meals, meals on wheels seniors, social media, and physically posted at various business locations in Town.
 - Drafting of letter to direct mail to out-of-state homeowners welcoming them when they choose to return, requesting they abide by the 14-day quarantine and that they prepare to depart for Hartford with enough groceries and provisions to be quarantined.
 - Developing a “list of lists” – a database of Hartford communication channels – on the Committee’s google shared drive.
- Opened five competitive sealed bids for South Main Street Utility and Roadway Improvements (TIF) project on Monday, April 20. The two apparent lowest bids at \$1,899,411 and \$1,899,483 are extremely close to each other and to the pre-bid estimate. Staff and consulting engineers are reviewing the bids and developing an award recommendation in accordance with the purchasing policy.

DEPARTMENT HIGHLIGHTS

Assessor:

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

- Setting up the new Department Head Jeremiah with remote access
- Assistant Assessor has been bringing the Jeremiah up to speed on the current pending appeals and internal affairs of the office.
- Maintaining service to the public providing information as needed.
- First upload and review of all the current use files to the state (3 pending certifications due to map changes)
- 10% of all the sales have been reviewed and certified for the yearly sales study (this is ongoing)
- Homestead downloads are being maintained, with ongoing updates to property records
- Review process of new values has begun

Clerk:

- The Town Clerk in collaboration with Town Manager, Human Resources and Health Officer have developed a protocol to allow Attorneys/Researchers access, to the Town Clerk’s Office by **appointment only** on Mondays, Wednesdays & Fridays beginning Wednesday, April 22nd. We will be following the requirements

outlined in the Governor's Updated order to include only one person in the office per appointment and we will follow the Mandatory Health and Safety Guidelines outlined by the VT Health Dept./CDC. We hope this will assist Hartford residents currently trying to buy/sell or re-finance.

- The Clerks continue to provide to service to the public, real estate professionals and others via phone and e-mail.
- We are continuing to process Recording as it comes in. It has tapered off some but, I anticipate it will ramp up again because of the Governor's updated order on Friday, April 17th allowing real estate related services to operate in a limited & structure manner (to include real estate agents, appraisers, attorneys, etc.).

Finance:

- Completed Corrective Action Plan with Dept of Public Safety Audit Analyst of the FYE 2019 Single Audit
- March Bank Reconciliations
- FYE 2020 Project Priorities
 - Received list from Department Heads
 - Each also provided potential department savings to help cover General Fund Shortfalls
 - Produced Recommended Report to Town Manager
 - Approved by Town Manager
 - Assisting Department Heads with getting those priority projects in the financial system
- Working with auditors in preparation for FYE 2020 Audit
 - Implementing year end close out process out
 - Grant Certifications
 - Fixed Assets
 - Debt
- Closing 3rd fiscal quarter
- Participation in COVID-19 committee & sub – committee
- Working with staff, the State of VT and MuniSmart to implement the new required tax bill formatting as well as receipt of tax file from the state in a interconnected format

Fire:

COVID-19 Update

- The EOC Operations Section continues to monitor the welfare and needs of our vulnerable population, medical professionals and businesses throughout the community and report our findings at regular intervals.
- Updates from the VT Health Dept.:
 - The path to restart Vermont Governor Phil Scott outlined an approach for the phased restart of Vermont's economy, emphasizing the state's

- modeling indicates initial steps can be taken while the Stay Home, Stay Safe order remains in effect. The new addendum to his executive order:
- Allows small crews for outside construction or other outdoor trade jobs, and single worker low- or no-contact professional services
 - Clarifies guidance for retailers to allow additional operations using delivery and curbside service
 - Outlines safety requirements for these entities and others already operating to ensure continued social distancing, hygiene and disinfection
- The state's latest modeling, presented today, shows the growth rate in new COVID-19 cases has averaged below 4% for the last 12 days, the rate at which cases double has slowed dramatically, and the number of people requiring hospitalizations remains stable. But we must stay vigilant – meaning staying home, avoiding large gatherings, staying six feet away from others, using a cloth face covering when in public, and washing our hands – to keep up this trend.
 - Cloth Face Coverings: The department recommends that all Vermonters wear cloth face coverings when outside of the home, since COVID-19 can spread before a person has any symptoms.

Department Update:

- The department responded to 76 calls for service during this period. A slight reduction in calls have occurred presumably due to the effects stay at home order.
- The department welcomed Eli Snelling to the agency as our new full time Firefighter/EMT. Eli begins his one year probation this week and completed his weeklong orientation. Eli has been assigned to A Shift and begins his 24 hour shift schedule on 4/20/20.
- Other department outreach has been limited as the department reacts to social distancing requirements.
- The department has participated in several drive-by parades for families in the community.

Incident log:

Incident Log for this period:

Alarm Date	Street	Situation Found
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
4/6/2020 14:35	SAUNDERS AVE	Assist invalid
4/6/2020 14:36	QUECHEE MAIN ST	False alarm or false call, other

4/6/2020 16:18 KINSMAN ST	Unauthorized burning
4/6/2020 18:32 DOTHAN RD	Unauthorized burning
4/7/2020 9:43 QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
4/7/2020 12:46 US ROUTE 5	EMS call, excluding vehicle accident with injury
4/7/2020 14:05 N MAIN ST	EMS call, excluding vehicle accident with injury
4/7/2020 15:32 VT ROUTE 14	EMS call, excluding vehicle accident with injury
4/7/2020 20:47 COUTERMARSH ST	Medical assist, assist EMS crew
4/8/2020 0:19 PASSUMPSIC AVE	Medical assist, assist EMS crew
4/8/2020 10:58 HANOVER ST	Unauthorized burning
4/8/2020 13:39 WOODSTOCK RD	Medical assist, assist EMS crew
4/8/2020 17:39 COUTERMARSH ST	EMS call, excluding vehicle accident with injury
4/9/2020 18:24 DIVISION ST	EMS call, excluding vehicle accident with injury
4/9/2020 19:45 WINTER ST	EMS call, excluding vehicle accident with injury
4/9/2020 21:30 CHRISTIAN ST	EMS call, excluding vehicle accident with injury
4/9/2020 23:31 TEMPLETON AVE	EMS call, excluding vehicle accident with injury
4/10/2020 5:44 FERRY BOAT XING	EMS call, excluding vehicle accident with injury
4/10/2020 6:14 I 91 N MM66	Medical assist, assist EMS crew
4/10/2020 10:27 JERICO ST	Authorized controlled burning
4/10/2020 10:39 HARTFORD AVE	EMS call, excluding vehicle accident with injury
4/10/2020 23:08 N HARTLAND RD	Medical assist, assist EMS crew
4/11/2020 9:45 Medical Center DR	Public service
4/11/2020 11:10 CURRIER ST	Medical assist, assist EMS crew
4/11/2020 11:25 GATES ST	EMS call, excluding vehicle accident with injury
4/11/2020 12:45 PASSUMPSIC AVE	Public service assistance, other
4/11/2020 12:54 MEADOW LN	EMS call, excluding vehicle accident with injury
4/11/2020 20:47 LARCH LN	Medical assist, assist EMS crew
4/12/2020 1:09 SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
4/12/2020 11:00 FROST PARK	EMS call, excluding vehicle accident with injury
4/12/2020 11:49 DIVISION ST	EMS call, excluding vehicle accident with injury
4/12/2020 14:44 GATES ST	Medical assist, assist EMS crew
4/12/2020 14:56 BROOKMEADE CIR	EMS call, excluding vehicle accident with injury
4/12/2020 15:14 GATES ST	EMS call, excluding vehicle accident with injury
4/12/2020 21:43 CURRIER ST	Smoke or odor removal
4/13/2020 2:21 WOODSTOCK RD	EMS call, excluding vehicle accident with injury
4/13/2020 10:07 BALLARDVALE DR	Smoke or odor removal
4/13/2020 11:02 I 91 N MM72	Motor vehicle accident with no injuries.
4/13/2020 15:10 SARGENT ST	EMS call, excluding vehicle accident with injury
4/13/2020 17:11 DEPOT ST	EMS call, excluding vehicle accident with injury
4/13/2020 22:14 HARTFORD AVE	Carbon monoxide incident
4/13/2020 22:14 MAPLE ST	EMS call, excluding vehicle accident with injury
4/13/2020 22:45 HANOVER ST	EMS call, excluding vehicle accident with injury
4/14/2020 13:36 PASSUMPSIC AVE	Assist invalid
4/14/2020 14:37 WOODLAWN DR	Assist invalid
4/14/2020 15:28 N MAIN ST & WOODSTOCK RD	Medical assist, assist EMS crew
4/14/2020 16:23 TRACY ST	EMS call, excluding vehicle accident with injury
4/15/2020 2:10 HARTFORD AVE	EMS call, excluding vehicle accident with injury
4/15/2020 9:02 ALBERT ST	EMS call, excluding vehicle accident with injury
4/15/2020 12:12 WILLIAMS LN	Assist invalid

4/15/2020 18:17	LONG HILL RD	Building fire
4/16/2020 2:15	MAPLE ST	Smoke detector activation, no fire - unintentional
4/16/2020 3:44	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
4/16/2020 11:01	HILLSIDE RD	Medical assist, assist EMS crew
4/16/2020 19:41	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
4/16/2020 21:47	SPRING CIR	Unauthorized burning
4/17/2020 0:11	ALDRICH LN	Medical assist, assist EMS crew
4/17/2020 11:08	BUGBEE ST	EMS call, excluding vehicle accident with injury
4/18/2020 9:12	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
4/18/2020 11:38	MAPLE ST	Public service
4/18/2020 14:30	HARTFORD AVE	Public service
4/18/2020 20:03	N HARTLAND RD	EMS call, excluding vehicle accident with injury
4/18/2020 20:14	COLONIAL DR	Medical assist, assist EMS crew
4/18/2020 21:00	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
4/19/2020 11:01	LARCH LN	Medical assist, assist EMS crew
4/19/2020 13:11	SAUNDERS AVE	EMS call, excluding vehicle accident with injury
4/19/2020 13:22	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
4/19/2020 20:07	NORWICH AVE	EMS call, excluding vehicle accident with injury
4/19/2020 22:15	S MAIN ST	Smoke detector activation, no fire - unintentional

Information Technology:

- Dozens and dozens of tickets assisting coworkers working remotely
- Loaded new town Assessor online (Laserfiche/Munismart/Email/Phone/Server Drives/etc)
- IP Relocation with Firstlight at public safety
 - Simplified routing // NATing
 - Letting things settle before we remove old firewall, router, managed switch

Parks & Recreation:

Program Highlights

- Over the past couple weeks the phone traffic along with program planning continues to keep the remote office busy. Most calls are in reference to summer activities as families continue to plan for their summer. Karen continues to support the efforts of the Town Health Officer with promotional materials and postings regarding Covid-19 in the community. Additionally, the department will begin to experience with virtual programming with a Card Making Class with Karen. Additionally, we have been posting informational programs such as the STEM program on Turfgrass for Kids sponsored the New England Sports Turf Managers Association.
- The Chamber of Commerce informed us the Balloon Festival is changing its event date to September of this year. This causes a direct conflict with the Glory Days Festival. This might be the end of Glory Days as we know it today. The Department will need to decide on the Glory Days Festival and the resources needed to continue this community event. The Balloon Festival is a huge opportunity for the Department to generate on average \$7,000 to \$10,000 in scholarship funding each year through parking cars at the festival. The parking program is supported by the Brian Hanson Scholarship Fund and many

members of the community and provides financial support to families in need of recreation program support. Glory Days has struggled with community planning support and it very well could have run its course in the community.

- The Department participated in a letter to Governor Phil Scott through the Agency of Human Services and the Agency of Commerce and Community Development who best represent the membership of the Vermont Recreation and Park Association (VRPA). VRPA is made up of 350 park and recreation professionals in the State of Vermont. The letter focused on seasonal employment concerns for programs, camps and park maintenance along with the need for guidance related to special programs and gatherings including events such as the Independence Day Celebrations in Hartford and the entire state.
- We will begin promoting the upcoming summer concert series. The Department is hopeful physical distancing measure in place later in June will allow for events like our summer concert series. We have discussed physical distancing options for our concerts that generally attract 50 to 100 spectators each week. Concerts are free to the general public.
- Staff continue to work on the Ventures Summer Camp Program as we start planning for a camp that may be located at several sites allowing for smaller groups. Additionally, being able to implement social and physical distancing methods in the program. All staff positions have been offered and will be contingent upon decisions made by the Governor of Vermont related to public activities and programs. 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.
- Our priority continues to be the health and safety of our program participants, employees and volunteers throughout the Town of Hartford. Hartford Parks & Recreation continues to 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 Department continues to be 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.
- The Upper Valley Recreation Association made up of recreation programs and departments across the Upper Valley will be holding a meeting on April 21st to discuss spring and summer sports and programs.
- We received word that the Post 84 Legion Baseball Season has cancelled for the year. We still await the Vermont Principles Association decision on Spring Sports for High School Athletics. This will drive what we do for spring programming and planning for what summer programming might look like.
- 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.
- A spring photo contest was started using on-line social media outlets. The community is encouraged to submit a special spring photo. We have received 6 photos so far. Photos can be sent to recreation@hartford-vt.org

Parks/Facilities

- All park locations continue to be open for the public to access except for Quechee Falls and Watson Park. Quechee Falls and the Watson Dog Park fall within social distancing areas that are small and confined park areas. For this reason, these park areas will remain closed until physical and social distancing guidelines change. Tennis courts enclosed and gated fields are closed to play but continue to be a struggle monitoring as we are doing what we can to promote physical distancing and disallowing group games and activities.
- A new social and physical distancing sign was installed on A-frames at Maxfield and Kilowatt. We are also installing signs at the Recreation Reserve at Hurricane Hill.
- Staff continue to service downtown trash receptacles and service all the dog waste stations in town parks.
- All the community parks and resources will be published in our new Parks and Facility Guide being designed by Karen McNall. The guide will describe the facility, its amenities and provide information on the type of programs and activities take place at the facility. Additional information will assist residents with information on how to reserve spaces for activities and events.
- The Superintendent of Parks & Facilities completed an orientation April 20th with individual staff members as work in the parks will commence this week. A schedule to address local park areas with cleanup and annual services were reviewed. Direct contact exposure was addressed, and staff reviewed protocols for protecting themselves and maintaining a clean and safe work environment.
- Full maintenance operations are planned to begin the week of April 20th. This will require cleanup of all areas prior to mowing. We anticipate mowing selected sites immediately with a labor crew of two staff. Seasonal staff will need to come on board in one week or we will begin to fall behind of opening of parks such as Quechee Falls Park, maintenance cemeteries and being able to keep up with maintenance of Maxfield.
- The Turf Treatment Program was awarded following a bid process. Turf treatments will begin next week on playing surfaces which will require posting for a 24-hour cycle. Completing the turf treatment controls the broadleaf weeds along with crab grass. The grub control treatment and a round of fertilizer will be applied at the same time.
- Without the Department of Corrections (DOC) this spring, we are planning to incorporate mowing of the town owned cemeteries with an anticipated return of DOC the beginning of the summer. If they are unable to return, it is highly likely the locations will need to be contracted out for mowing. The Director provided the Town Manager with an anticipated cost to have them serviced at an estimated \$12,000 annually. This only covers mowing of the non-active town owned locations.
- Parks & Recreation Staff 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.
- 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.
- We anticipate the roadway and parking lot at Maxfield will be regraded and new gravel added to address the road imperfections and elevate the area near the granite curbing.

Planning:

- COVID- 19 Response – Continued working closely with Upper Valley Strong and the Town to provide information and resources to the public. Continued participating with Rural Development regional support group to communities. Supporting activities in the operation of the Town’s Emergency Operations Center. Put in place processes to continue Department work program and meet statutory requirements.
- Hazard Mitigation Plan – Received first draft from TRORC who is assisting the Town in the update. Planning second community meeting focused on strategies. Meeting will be held electronically on April 29th.
- 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 and approved by the state. Responses to state comments on application submitted. Hearing before the VT Community Development Program Board rescheduled for June.
- Bugbee Senior Center Roofing Contract – Going before the Selectboard on April 21st.
- Electric Vehicle (EV) Chargers – Exploring possible grant for partial funding of a fast charger for S Main Street Parking Lot. Arrangements made with GMP to install the EV charger outlet at Town Hall for the Town electric vehicle. Exploring site development requirements to install EV chargers with new and expanded site improvements.
- Town Electrical Solar Credits – Completed analysis of annual solar production of electrical power and cost savings for each Town system.
- South Main Street TIF Improvements – Provided additional information requested by the State regarding the drinking water revolving loan fund application. Five bids submitted on April 20th.
- Working with property owners/applicants on building permit applications.
- Roundabout and Upper Sykes Sidewalk Project – Continued working with DPW and consultants on analysis of bids received on April 3rd relative to the sidewalk portion of the project, and consideration of bid award for April 21st SB meeting. Working with attorney on agreements for property owner sidewalk cost sharing to reflect bid amounts.
- Federal Energy Star Portfolio Program - Updated data for Town government energy improvements. Tracks savings and helpful when applying for grants.
- Telecommunication Cell Tower - Received information from owner of Bridge and Main (mixed use building in WRJ) to put antenna on building roof. Under review by VT Community Development Program related to existing VCDP housing loan between the Town and property owner. This antenna is regulated by the VT Public Utility Commission; the Hartford Planning Commission and Selectboard will have input through this process.
- FY 2020 Department Budget – Provided information to Finance Director and Town Manager for priority projects, and potential department savings.
- Currier Street TIF Project – Continued working with DPW on preparation for completion of construction in 2020.

- VA Hospital Development – Discussed with VA administration and consultants their interest in site improvements and permitting requirements for off-site staging area. Coordinating with DPW review of utility infrastructure improvements.
- 2020 Census – Worked with TRORC and Town Manager on mapping federal CDPs (census designated places) to be more reflective of Hartford’s multiple village boundaries.
- Hartford Business Revolving Loan Fund – An additional borrower chose to participate in the deferment of loan payments for up to 3 months.
- Town Forest Management Plan – Preparing presentation to Selectboard for discussion at a future SB meeting.
- 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 –Received revised draft from consultant and under review. Community meeting postponed for later in the season due to COVID-19.

Police:

Please find the significant activity for the police department for the week ending April 19th.

- Apr 6 – Officers responded to the 500 block of Maple Street for a report of an intoxicated man threatening suicide. Officers transported the 58 year old male to Dartmouth Hitchcock Medical Center for evaluation.
- Apr 6-7 – Officers responded several times to the unit block of Gillette Street for a neighbor dispute of the erection of a fence. The situation was mediated.
- Apr 7 – Officers responded to the 100 block of Ozzy Lane to investigate reports of a resident discharging a firearm in a reported unsafe manner. No violations found.
- Apr 7 – Officers investigated a reported traffic crash with injury at the 1800 block of VT Route 14. It was found to have been two bicyclists that collided, causing injury to both.
- Apr 7 – Officers investigated a harassment complaint at the unit block of Candlelight Terrace. Situation mediated.
- Apr 7 – Officers investigated a reported domestic disturbance at the intersection of Hartford Ave and Maple Street. No assault, situation mediated.
- Apr 8-9 – Officers investigated several incidents involving the same individual causing disturbances at various hotels and gas stations in the area. The 23 year old male was ultimately trespassed from each establishment and since cited into court for trespassing.
- Apr 9 – Officers investigated a runaway juvenile at the until block of Templeton Ave. The 12 year old juvenile was located hiding in the woods after having an argument with his mother.
- Apr 10 – Officers investigated a trespassing complaint at the unit block of Gillette Street in regard to the ongoing neighbor dispute at that location. Situation mediated.
- Apr 10 – Officers investigated a suspicious complaint at the 100 block of Pine Street and located an intoxicated 54 year old male lying in the grass. Subject was provided a courtesy ride to his residence.

- Apr 10 – Officers investigated a report of a disturbance at the 400 block of N. Hartland Road. A 31 year old female was found to be under the influence of drugs causing her to become hysterical. She refused medical assistance and was escorted back to her room.
- Apr 10-11 – Officers investigated four additional incidents involving the same 23 year old male disturbing residents at area hotels and businesses. The 23 year old was again cited to court for trespassing.
- Apr 11 – Officers investigated a theft of a firearm from a vehicle at the 1300 block of Maple Street. A 23 year old male from Lebanon, NH was cited to court for the offense.
- Apr 11 – Officers responded to the unit block of Ballardvale Drive for a report of a domestic disturbance. A 20 year old female from Louisiana was arrested for Aggravated Domestic Assault and Offense Committed within the Presence of a Child. She was flash-cited into court.
- Apr 11 – Officers responded to the 400 block N. Hartland Road for suspicion of drug activity. Investigation ongoing.
- Apr 11 – Officers investigated a suicide threat at the unit block of South Main Street. Assistance provided.
- Apr 11 – Officers investigated a trespassing complaint at the 400 block of N. Hartland Road. A 26 year old male from Hartford was cited to court.
- Apr 12 – Officers investigated a reported domestic disturbance at the unit block of Ballardvale Drive. Situation mediated.
- Apr 12 – Officers responded to the 400 block of N. Hartland Road for a citizen dispute. Officers learned a 20 year old male and a 22 year old male had been in a physical altercation. Both parties were uncooperative and returned to their separate rooms.
- Apr 12 – Officers responded to the 400 block of N. Hartland Road for a reported domestic disturbance. A 50 year old male and his 38 year old female partner were having a verbal argument. Situation mediated.
- Apr 13 – Officers investigated a theft of a delivery truck from the 1100 block of VA Cutoff Road. The vehicle was recovered at the 2400 block of Christian Street on Apr 16. Investigation continues.
- Apr 13 – Officers investigated a single vehicle crash with damage at the 100 block of South Main Street.
- Apr 13 – Officers responded to the 2900 block of N Hartland Road on two separate occasions for a disturbance. The first was a report of 48 year old male punching a window. He declined medical attention. The second response involved the same parties and the 48 year old male was arrested for Aggravated Assault after having thrown a hatchet at a 33 year old female. He was lodged in lieu of \$5000 cash bail.
- Apr 14 – Officers responded to the area of N. Main and Sykes Mountain Ave for a report of man who was “panhandling” for money and began harassing a passerby for not giving him money. Situation mediated.

- Apr 14 – Officers responded to the 100 block of Lantern Lane for a citizen dispute. A 54 year old male was arrested for assault and cited for a later date.
- Apr 15 – Officers responded to the area of Melisi Road and Arboretum Lane for a reported domestic disturbance at a campsite between a 32 year old female and her 33 year old male partner. Situation mediated, case sent for referral for charges.
- Apr 16 – Officers responded to the 400 block of N. Hartland Road for a reported overdose. Other occupants revived a 28 year old male with Naloxone and CPR. The male was transported by ambulance to Dartmouth Hitchcock Medical Center by paramedics.
- Apr 16 – Officers investigated a theft of alcohol from the 1400 block of Maple Street by a 48 year old male Hartford resident. Investigation continues.
- Apr 17 – 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 17 – Members of CID along with VSP and canine teams searched a property at the 1200 block of Quechee West Hartford Road for information related to a missing person. Not located, the investigation continues.
- Apr 17- Officers responded to the 300 block of Sykes Mountain Ave for an irate customer refusing to leave. Situated mediated and 29 year old female moved along.
- Apr 18 – Officers investigated a fraud complaint at the unit block of Marshall Ave. Issue is civil and advice given.
- Apr 18 – Officers responded to the 400 block of N. Hartland Road for a citizen dispute between two 38 year old females. Situation mediated.
- Apr 18 – Officers responded to the 400 block of Maple Street for a mental health emergency where a 33 year old veteran in need of assistance. Male transported by police to the Veterans Administration Hospital for assistance. The man was released a short time later, and police were again summoned to his aid at the 400 block of N. Hartland Road. The man's landlord was contacted and assisted with returning the man to his home.
- Apr 18 – Officers responded to the 2900 block of N. Hartland Road for a trespassing complaint. A 22 year old male was trespassed from the property.
- Apr 19 – Officers responded to the 200 block of Norwich Ave for a reported overdose. Upon arrival, two separate males had overdosed. A 42 year old male and 48 year old male were both revived with Naloxone and CPR. Both refused medical transport.

Public Works:

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

Highway

- The Highway Crew has fluid filmed and put away plows. Shhhh...Don't tell Mother Nature.
- 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 has completed all the sweeping that are on the 'loader' sweeping route.
- 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. At this time the Quechee system is complete and the Hartford System is 50% complete.
- The Water Crew has attended various remote trainings, meetings, and seminars as needed to maintain their licenses including two regarding Covid issues.
- Rick has been updating Water Department job descriptions and is also developing a cross connection control policy.
- Rick completed the 2019 Water Quality Report.
- The Water Crew has been working extensively with our partners at Vermont State Housing Authority and P2 Environmental to resolve water pressure issues (a leak) at the Olcott Falls Mobile Home Park.
- The Water Crew participated in an i-Hydrant webinar with Jeremy, Chris, and Hannah.
- The Water Crew completed this month's round of meter reading.
- The Water Crew installed new pumps at Kingswood 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!

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.
- We have contracted with RMI of Holderness, NH to help us resolve our sludge accumulation situation. We will continue to work with our team and consultants to optimize our system in an attempt to minimize the accumulation in the future.
- The Wastewater Crew pulled and repaired pump #2 in the South End pump station on April 10th to resolve a rag plug and pump #2 in the Bridge Street pump station on April 13th to resolve a rag plug.
- 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 worked with EII to resolve SCADA issues.
- The Wastewater Crew worked with technicians to resolve issues and optimize UV systems.
- The Wastewater Crew worked with our consultant to dig test pits at the 5E leach field in Quechee to facilitate a repair.
- The Wastewater Crew is actively GPS'ing manholes on dirt roads in their 'down time'.
- The Wastewater Crew is working closely with Chris Holzwarth, the State, and project engineers to move our required CSO project forward.
- 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:
 - State inspections for police cruisers
 - Repairs to the evaporation system on the Recreation Department truck
 - Serviced the 5100M John Deere
 - Serviced the sweeper
 - Started the service for the 928 Loader
 - Repaired the overload spring, rear brakes, fuel system, and air system in H-5
 - Repaired the Grader circle rotation sensor
 - Serviced ENG-4
 - Repaired PD-5 ABS and traction control repairs

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.

- Hannah participated in a webinar for managing solid waste during Covid that was for industry professionals throughout the Northeast. It looks like we are doing many of the right things to keep our team and the public safe at this time and look forward to returning to a full level of service to meet our region's waste disposal needs.
- 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 a substantial amount of time to implement and amend our Covid-19/Continuity of Operations Plans during this constantly evolving situation. 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 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.
- DPW staff worked closely with Brannon to make a formal request to the State of Vermont to consider the VA Cutoff Bridge as an emergency project due to it's proximity to our emergency services departments so that we may continue that project, which is on hold due to Covid. The State of Vermont denied that request.
- We were notified by our Union members that they are seeking an alternative union to represent their interests.
- Alpine Restoration, a contractor for the Vermont State Housing Authority, has submitted a proposal to DPW staff for a scaffolding installation to repair the façade of the Colodny Building (located at 92 South Main Street). The installation is a substantial impact to pedestrian travel and parking in that area and is also proximal

to the 132 South Main Street project and the South Main Street construction project. We are working closely with the Department Head team and Brannon to allow the implementation of this repair (which is a public life safety hazard) and minimize the impact on our thriving downtown during a strained economy.

- The April 15th, 2019 rain event has been federally declared as a disaster. Jeremy has worked diligently with FEMA to get this project closed out and signed off. Thank you for all of the work that he has done on this!
- 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.
- Bids are being received today for the South Main Street reconstruction project in an electronic method.
- 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, all easements are completed and we will continue to keep the project rolling forward despite current conditions.
- 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.
- The bids received for the Sykes Mountain Projects will be discussed at the April 21st Selectboard meeting.
- Paula Nulty continues to provide us with support on a variety of human resources items. We appreciate all of her assistance.

- The Quechee Balloon Festival has been rescheduled for Mid-September. Unfortunately, this directly coincides with the timeframe for construction of the Quechee Main Street Box culvert. We are consulting with the design team to develop a plan (most likely postponing construction until 2021).
- 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. Chris and Hannah 'met' with the design team on this project to work out final permitting inquiries.
- The DPW and Planning teams 'met' with representatives from the VA Medical Center and their hired contractor to understand the extent of their large-scale project. Several members of the DPW team reviewed the plan set submitted to us by the VA team and have responded to them with questions.
- 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 * * *