

**Town Of Hartford
Town Staff
Significant Activity Report, April 21- May 5, 2020**

TM Highlights	1
Assessor	2
Clerk	2
Finance	3
Fire	3
IT	7
Parks & Recreation	8
Planning	9
Police	11
Public Works	15

TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Evaluated applicants for Deputy Town Health Officer with Brett Mayfield
- Met weekly with *ad hoc* COVID-19 Response Committee and with subgroups to prepare initial report to the Selectboard.
- Evaluated competitive sealed bids for South Main Street Utility and Roadway Improvements (TIF) project with consulting engineers, Hannah and Lori. Reviewed with Selectboard at Special Meeting on April 28. Prepared recommendation of award for May 5 Regular Selectboard meeting.
- Reviewed options with Lori and Jo-Ann for 132 S. Main St. developer to accomplish in order to obtain zoning permit to start construction.
- Met with Simon, George Abetti, Lori and Jo-Ann to discuss campsites for homeless persons, where and how they may be permitted within our zoning regulations, and the planning underway with UVStrong, Haven and Twin Pines for transitioning to housing.
- Discussed with HCOREI Chair Allene Swienckowski the process for recommending Committee member applicants to the Selectboard/School Board for appointment and HCOREI’s assistance in implementing the Strategic Plan.
- Reviewed with departments updates to their continuity of operations plans, including requirements for employee health checks, workspace cleaning, distancing, masks and other protective equipment.
- The State contracted with WSP USA to fulfill the need for a Public Information Officer (PIO) services for many of the upcoming State-funded transportation projects that will be happening in Town over the next several years, including the Sykes Mtn. Ave. projects this summer. We had hoped this contract would have been filled sooner, but COVID-19 restrictions have impacted timelines on many projects. We have a kick-off meeting with this consultant on May 12th and they are aware of our eagerness to start disseminating information. For now, questions can still go to Hannah or me.

DEPARTMENT HIGHLIGHTS

Assessor:

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

- 35% of all the sales have been reviewed and certified for the yearly sales study (this is ongoing).
- All +/-220 property inspections performed this year were reviewed with notation of property changes made during inspections.
- There are currently +/-350 potential properties under review for value changes in the 2020 Grand List. Each record is being reviewed in conjunction with recent market sales to determine "Fair Market" value.
- Homestead downloads are being maintained, with ongoing updates to property records
- VISION provided 2 hours of one on one training going over different aspects and tools of the software.
- Attended a webinar regarding the new Grand List Software Axiomatic LLC. System is going to be web-based system. Looking to be rolled out by 2022. Data conversion will begin in 2021. Contacted our District Advisor to make them aware that Hartford would like to discuss being a PILOT town for the new software.
- Assisting the public by phone and email from home by telecommuting (property cards, house site certifications, veteran exemption process, grievance forms, assessment etc.)
- Current Use applications and plans are under review for the 2020 Grand List, working with PVR on several applications awaiting approval.
- In recognition of the "new normal", the process for holding assessment value grievance hearings are likely being changed for 2020. Given current state guidelines our intent will be to maintain social distancing and keeping everyone's safety a priority. The office will look to finalize procedure closer to setting the date of hearings as recommendations are constantly changing. The office will look to get feedback on how different methods have worked from other towns conducting hearings.

Clerk:

- The Clerk's Office has been allowing Attorneys/Title Searchers access to the Clerk's Office since April 22nd on a limited basis under strict health/safety protocols. We continue to provide these professionals, real estate agents and others land records documents electronically by e-mail request; we will continue to do so during the Town Hall closure.
- We continue to receive a steady stream of recording, however, we have seen about a 50% drop in overall volume in recording since the closure. I expect this will increase since the Governor's Phased-In "re-opening" approach for various sectors of the economy.
- The Clerk is developing an updated Continuity of Operations Plan for the Clerk's Office in preparation for the eventual re-opening of Town Hall.
- The Clerks field an average of 30-40 phone and e-mail inquiries/requests daily.

- The Clerk continues to monitor election guidelines/strategies from the Secretary of State's Office & legislature in preparation for the August Primary and the November General Elections. We anticipate there will be a significant push for voters to vote by Early/Absentee Ballot to limit the number of voters participating at the polling place. The specifics have not been finalized at this time.

Finance:

- Working with auditors in preparation for FYE 2020 Audit
 - Implementing year end close out process out
 - Grant Certifications
 - Fixed Assets
 - Debt
- Work Comp 2019 Calendar Year Audit
- Closing 3rd fiscal quarter

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.:
 - Find this update at www.healthvermont.gov/covid19 by clicking the "See the Latest Update" button.
 - Please visit the Vermont Department of Health's updated COVID-19 web pages — including the new data dashboard: healthvermont.gov/covid19. The path to restart Vermont:
- As modeling showed continued progress in slowing the spread of COVID-19, Governor Phil Scott Friday announced a third incremental, evidence-based step forward to put Vermonters back to work. Among the changes in the new addendum:
 - Certain businesses can operate with a maximum of 10 employees if they can comply with health and safety requirements.
 - Those businesses must adopt a specific training program which must be made available upon request.
 - Employees must be pre-screened before each work shift, including temperature checks and survey to verify each employee has no symptoms of respiratory illness.
 - Businesses and non-profit and government entities may require customers or clients to wear masks, and all commuters are required to wear a mask while using mass transit.

- Read the press release for more details. View the memo to business for specific safety guidelines and protocols, as well as additional resources, at www.accd.vermont.gov
- Gov. Scott emphasized that the virus does not respect borders, and that surrounding states are still confronting massive outbreaks — highlighting the need for all of us to be smart, cautious and disciplined as we continue taking steps to move forward.
- We Still Have a Long Way to Go - Acknowledging the progress that we have made so far has been steady, but is fragile, Health Commissioner Mark Levine, MD said it is important that we avoid a rush to resume close in person contacts, which could allow the virus to thrive. The state is closely monitoring the data and trends for how soon we can start to safely reconnect face-to-face.

Department Update:

- The department responded to 88 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.
- With the Governors path to restart Vermont in effect, the Fire Prevention Office will begin to resume operations for inspections of buildings under construction.
- The Department signed an agreement with the Department of Health to become a COVID-19 testing team. Members of the department have volunteered to conduct testing. This program is reimbursable for salaries. Members are currently participating in the training process.
- The department has participated in several drive-by parades for families in the community.

Incident log:

Incident Log for this period:

Date	Alarm	Address	
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
4/20/2020	8:39	LARCH LN	EMS call, excluding vehicle accident with injury
4/20/2020	17:40	LARCH LN	EMS call, excluding vehicle accident with injury

4/20/2020	19:48	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
4/20/2020	21:35	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
4/20/2020	23:56	BUGBEE ST	EMS call, excluding vehicle accident with injury
4/21/2020	4:27	DEWITT DR	EMS call, excluding vehicle accident with injury
4/21/2020	10:47	RIDGE VIEW RD	Public service
4/21/2020	20:54	WILLOW CIR	EMS call, excluding vehicle accident with injury
4/22/2020	9:08	US ROUTE 5	EMS call, excluding vehicle accident with injury
4/22/2020	11:25	DEPOT ST	EMS call, excluding vehicle accident with injury
4/22/2020	14:11	MILLER RD	EMS call, excluding vehicle accident with injury
4/22/2020	20:04	WOODSTOCK RD	Medical assist, assist EMS crew
4/22/2020	23:44	N N HARTLAND RD	Medical assist, assist EMS crew
4/23/2020	1:39	N HARTLAND RD	Alarm system sounded due to malfunction
4/23/2020	2:14	VA CUTOFF RD	Building fire
4/23/2020	5:53	S MAIN ST	EMS call, excluding vehicle accident with injury
4/23/2020	6:04	N MAIN ST	EMS call, excluding vehicle accident with injury
4/23/2020	6:53	VA CUTOFF RD	Service Call, other
4/23/2020	9:31	MAPLE ST	Rescue or EMS standby
4/23/2020	10:12	VA CUTOFF RD	Service Call, other
4/23/2020	12:03	MURPHYS RD	Service Call, other
4/23/2020	12:28	COLBY HILL RD	Building fire
4/23/2020	12:45	MACE HILL RD & CENTER OF	Forest, woods or wildland fire
4/23/2020	13:27	MOREY LN	Grass fire
4/24/2020	16:09	COLONIAL DR	EMS call, excluding vehicle accident with injury
4/24/2020	17:01	FAIRLEE	Dispatched & canceled en route
4/24/2020	19:13	S MAIN ST	EMS call, excluding vehicle accident with injury
4/24/2020	19:53	GIFFORD RD	EMS call, excluding vehicle accident with injury
4/25/2020	6:26	US ROUTE 5	Medical assist, assist EMS crew
4/25/2020	17:04	LYME RD	Gasoline or other flammable liquid spill
4/25/2020	18:36	AZALEA CIR	EMS call, excluding vehicle accident with injury
4/25/2020	20:13	N N HARTLAND RD	Medical assist, assist EMS crew
4/25/2020	22:37	MAXHAM DR	Emergency medical service incident, other

4/26/2020	5:16	HARTFORD AVE	EMS call, excluding vehicle accident with injury
4/26/2020	8:29	PASSUMPSIC AVE	Assist police or other governmental agency
4/26/2020	10:30	QUECHEE MAIN ST	Public service
4/26/2020	10:43	W GILSON AVE	Unauthorized burning
4/26/2020	11:45	Seminary Hill	Public service
4/26/2020	13:07	WENTWORTH WAY	EMS call, excluding vehicle accident with injury
4/26/2020	15:27	HIGHLAND AVE	Authorized controlled burning
4/26/2020	19:51	CAMPBELL ST	EMS call, excluding vehicle accident with injury
4/26/2020	23:15	CHRISTIAN ST	Medical assist, assist EMS crew
4/27/2020	8:26	N HARTLAND RD &	EMS call, excluding vehicle accident with injury
4/27/2020	11:08	HARTFORD AVE	EMS call, excluding vehicle accident with injury
4/27/2020	12:59	LANTERN LN	Public service assistance, other
4/27/2020	18:14	SANCTUARY CIR	Medical assist, assist EMS crew
4/27/2020	20:30	HAZEN ST	EMS call, excluding vehicle accident with injury
4/28/2020	8:18	BRICK HOUSE LN	Emergency medical service incident, other
4/28/2020	8:25	NORWICH AVE	EMS call, excluding vehicle accident with injury
4/28/2020	19:21	CAMPBELL ST	EMS call, excluding vehicle accident with injury
4/28/2020	23:31	JERICO ST	Medical assist, assist EMS crew
4/29/2020	0:12	TAFT FAMILY RD	Smoke or odor removal
4/29/2020	1:22	TAFT FAMILY RD	Smoke or odor removal
4/29/2020	6:55	LARCH LN	Medical assist, assist EMS crew
4/29/2020	8:30	Route 14	Service Call, other
4/29/2020	8:57	LARCH LN	EMS call, excluding vehicle accident with injury
4/29/2020	9:32	WILLOW CIR	EMS call, excluding vehicle accident with injury
4/29/2020	19:07	VETERANS DR # B	EMS call, excluding vehicle accident with injury
4/29/2020	20:36	CAMPBELL ST	Medical assist, assist EMS crew
4/29/2020	22:10	CAMPBELL ST	EMS call, excluding vehicle accident with injury
4/30/2020	2:18	WENTWORTH WAY	EMS call, excluding vehicle accident with injury
4/30/2020	11:13	HILLSIDE RD	Service Call, other
4/30/2020	14:46	RALPH LEHMAN DR	Medical assist, assist EMS crew
4/30/2020	15:26	WALLACE RD	Authorized controlled burning

4/30/2020	18:18	VA CUTOFF RD	
4/30/2020	20:51	COUTERMARSH ST	EMS call, excluding vehicle accident with injury
4/30/2020	22:53	CANDLELIGHT TER	Building or structure weakened or collapsed
5/1/2020	10:30	MAXFIELD LN	EMS call, excluding vehicle accident with injury
5/1/2020	14:00	HANOVER ST	Public service
5/2/2020	6:02	N MAIN ST	EMS call, excluding vehicle accident with injury
5/2/2020	7:03	HARTFORD AVE	EMS call, excluding vehicle accident with injury
5/2/2020	9:55	VALLEY VIEW RD	EMS call, excluding vehicle accident with injury
5/2/2020	15:00	LARCH LN	Medical assist, assist EMS crew
5/2/2020	22:59	MURPHYS RD	Medical assist, assist EMS crew
5/3/2020	6:56	SYKES MOUNTAIN AVE	Medical assist, assist EMS crew
5/3/2020	9:43	MURPHYS RD	EMS call, excluding vehicle accident with injury
5/3/2020	10:45	ACORN ST	Public service
5/3/2020	11:21	VETERANS DR # B	HazMat release investigation w/no HazMat
5/3/2020	12:22	CHANDLER RD	Service Call, other
5/3/2020	19:24	HARTFORD AVE	Smoke detector activation, no fire - unintentional
5/3/2020	19:49	COLONIAL DR	Emergency medical service incident, other
5/3/2020	23:00	US ROUTE 5	Medical assist, assist EMS crew
5/4/2020	0:48	S MAIN ST	Service Call, other
5/4/2020	3:20	IRIS WAY	Medical assist, assist EMS crew

Information Technology:

- Identified failing harddrive in server, ordered replacement
- setup sharepoint access site for new Planning committee
- Assisted Planning with sharing public documents through OneDrive
- Fixed Overhead Speaker ringing issue with PA system in Fire Dept
- Fixed Paging system in Fire Dept
- Removed old networking equipment in Public Safety Server Room
- MS Teams training
- Various website updates
- Oversaw video doorbell installation --- PD/Dispatch

Parks & Recreation: Program Highlights

- The Department continues to monitor the turning of the spigot as the Governor continues make changes in social distancing. As a department, we continue to await decisions and plan for recreation programming, camps and special events to understand the direction we will take as we continue to serve the general public in Hartford. Our priority continues to be the health and safety of our program participants, employees and volunteers throughout the Town of Hartford.
- We continue to work on plans for physical and social distancing related to the upcoming summer concert series. Our first Movie-In-The-Park is scheduled for the end of May. We anticipate a Drive-In Movie setting but have not determined the site location.
- Staff have reviewed our Re-Opening Plan which will outline further opening of parks, programs special events, officer operations and park operations as restrictions to the Stay Home-Stay Safe orders are changing. The Re-Open Plan will address guidelines for volunteers and staff as it relates to physical distancing, personal protection, cleaning duties and the type of programs we will likely offer the community.
- The Department completed a New Season Photo Contest that was voted on by the general public through social media outlets. The winning photos are published on the Parks & Recreation Facebook Page.
- Recent on-line learning programs included a card making class by Karen McNall that used Facebook and a new and updated STEM Program through New England Sports Turf Managers Association. The program covered lawn project for kids.
- All current staff have completed the VOSHA on-line COVID Training and have submitted certificates of completion the Human Resources.
- 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.
- Spring Sport Program are officially cancelled. We continue to work on possible programs for baseball/softball that will go into the summer.
- The Upper Valley Nighthawks cancelled their season at Maxfield. They would like to offer a summer baseball camp and we will work with them to secure space if running a camp is an option for the Nighthawks.

Parks/Facilities

- It was recommended from the Health Officer to sign and further educate the general public on physical and social distancing. We purchased 6 additional frame signs and physical distancing signs and posted at Dewey's Landing and the Pedestrian Bike Path. As facilities continue to be accessed, we will add additional signage where necessary.
- Greener World completed the sport field turf treatment of all the park locations including Maxfield. Treatment of broadleaf weeds, grubs and fertilizer.
- The Department of Public Works completed improvements to the main road access to Maxfield by re-grading and adding hard pack.

- Staff finished the closure of WABA which included repainting, disinfecting and giving the space a final cleaning following the season. Due to COVID-19 we were unable to complete the final process in putting the facility to bed. The dasher boards will be professionally cleaned later this spring. The cleaning is completed by a specialized machine that removes the scuff marks made by pucks and hockey sticks.
- Discussions are underway with Geoff Martin, Energy Coordinator regarding Curtailable Load Rider for the arena facility. Potential energy cost savings are there, but further assessment is needed by the Energy Coordinator.
- The Kilowatt South Boat Docks were installed at the boat launch area. The docks were moved into position and secured with an anchoring system.
- We continue to receive calls related to dogs off leash in the public parks. Kilowatt South and North. We have pushed out on Social Media the leash law in hopes patrons will be reminded of the law and abide by it. Complaints have primarily been from residents who become in contact with a dog that is off leash and not friendly or the resident is not comfortable with dogs.
- Department is working with the Tree Warden on a complaint of trees being cut down on park property.
- All park locations continue to be open for the public to access with the exception of 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 remain enclosed and gated fields are closed to play. Closure will remain in effect until the Governor releases restrictions on recreational activities.
- Staff continue to service downtown trash receptacles and service all the dog waste stations in town parks.

Planning:

- COVID- 19 Response – Continued working closely with the Town Committee, Upper Valley Strong, and state agencies 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.
- Hazard Mitigation Plan – Held virtual meeting on April 29th with members of the Steering Committee and general public. Discussed implementation strategies and actions for identified program priorities. Continuing with drafting update. Targeting community discussion of draft with the SB on May 19th.
- Green-Up Day – Information went out to the public on the rescheduling from May 2nd to May 30th. Preparations are underway, and details will be going out to the public by May 10th.
- Building Permits - We started receiving building permit applications again, and 15 were issued this past week pending the state 15-day appeal period.

- Zoning Board and Planning Commission Development Public Hearings – Following VLCT and state clarifications on public hearing procedures, we will begin scheduling virtual meetings.
- Hartford Request for Legislative Approval to Extend TIF District Debt Period – Legislative action pending. Other communities seeking similar action given COVID-19.
- Hartford Business Revolving Loan Fund – Exploring a small COVID emergency loan option for businesses.
- Northern Stage – Working with No Stage in creating an outdoor summer production series in downtown WRJ respecting social distancing and changes in the stay-at-home order. Intended to include other businesses in the downtown.
- TIF 2020 Projects – Continued working with DPW to advance projects for construction in 2020 and 2021.
- Wentworth and Wilder VCDP Housing Grant – Environmental Review Public Notice period concluded. No comments received. Hearing before the VT Community Development Program Board rescheduled for June.
- Bugbee Senior Center Roofing Contract – Selectboard awarded contract.
- Electric Vehicle (EV) Chargers – Exploring possible grant for partial funding of a fast charger for S Main Street Parking Lot.
- South Main Street TIF Improvements – Completing Bond Bank TIF loan application for S Main Street roadway improvements. Bid award pending SB action.
- TIF Five-Year State Audit – Introductory conference tentatively scheduled for week of May 10th.
- Roundabout and Upper Sykes Sidewalk Project – Continued working on agreements with attorney and property owners related to property owner sidewalk cost sharing amounts.
- Telecommunication Cell Tower – VT Community Development Program staff and Town attorney Rob Manby (for the Town) concluded that the proposed lease to place a telecommunications antenna on the roof does not conflict with the terms of the VCDP housing loan agreement between the Town and property owner. This antenna is regulated by the VT Public Utility Commission, and the Hartford Planning Commission, Selectboard and public will have input from a land use perspective through that process.
- 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.
- Town Forest Management Plan – Prepared presentation to Selectboard for overview and discussion at 5/5/2020 SB meeting.
- Town Forest Recreation Plan – Continued working with the Conservation Commission, Parks Department, and citizen user group to finalize update of the Plan.
- Tafts Flat Historic Preservation Survey – Historic Preservation Commission completed review and comments will go back to the consultant for a final draft. Community meeting pending given COVID -19.

- Climate Action Committee – Providing staff support to the new committee, and first organizational meeting rescheduled for May 6th.
- Net Zero Pilot Program for New Construction or Major Additions – Finalizing informational materials for builders/developer/architects, and for homeowners/businesses to participate in this voluntary program to build energy efficient structures with renewable energy systems. There are five participants to date.
- Norwich Technologies – Staff has been reviewing a request from NT to designate two sites in the Jericho area for solar ground installation. Dates pending for the requests to go to the Planning Commission and then the Selectboard for comment. These applications are regulated by the VT Public Utility Commission with input from the Town and community.
- 132 South Main Street – Worked with the property owner to address concerns from the railroad.

Police:

Please find the significant activity for the police department for the period ending May 3:

- Apr 20 – Officers investigated a hit and run traffic crash at the unit block of Leaf Court that occurred sometime during the previous night. The resident reported a deck was damaged by a vehicle striking it. Investigation continues.
- Apr 20 – Officers investigated a vandalism complaint at the unit block of Lexington Street. A resident reported a slashed vehicle tire. Investigation continues.
- Apr 20 – Officers responded to the 600 block of Maple Street to assist management with the removal of an unwelcome guest causing a disturbance. Assistance provided; guest removed.
- Apr 20 – Officers responded to the 600 block of Maple Street for a verbal dispute. Situation mediated.
- Apr 20 – Officers investigated a vandalism complaint at the 2000 block of Hartford Ave. A Park sign had been vandalized by spray paint. Investigation continues.
- Apr 20 – Officers responded to the 300 block of Podunk Road for a reported assault. A 70-year-old male from Londonderry, NH was cited to court for assault and released to a family member.
- Apr 20 – Officers responded to the 400 block of N. Hartland Road for a reported domestic assault. Officers arrested and lodged a 37-year-old male for 1st degree aggravated domestic assault.
- Apr 21 – Officers responded to the 400 block of N. Hartland Road for a report of hypodermic needles found in front of one of the rooms. Needles disposed of appropriately.
- Apr 21 – Officers responded to the 300 block of South Main Street for a threatening complaint. A 28-year-old female from Hartford was arrested for obstruction of justice in relation to the 1st degree aggravated domestic assault from the previous day, as she was threatening the victim to get her to drop the charges. She was cited and released.
- Apr 21 – Detectives investigated a reported assault of a juvenile at the unit block of Farmvu Drive. Investigation continues.

- Apr 21 – Officers responded to the 1100 block of Quechee Main Street for a citizen dispute. Situation mediated.
- Apr 21 – Officers responded to the 400 block of N. Hartland Road for a reported trespassing complaint. Female individual left prior to police arrival.
- Apr 22 – Officers responded to the unit block of Sykes Mountain Ave for a report of a male individual banging his head against a vehicle. Officers located a 47-year-old male from Lebanon, NH in crisis. Assistance services offered.
- Apr 22 – Officers investigated a report of a loose, saddled but rider-less horse running down Christian Street. Horse was corralled, owner was located and found to have been bucked off the horse while riding trails in the area. Horse was fine, rider was fine.
- Apr 22 – Officers responded to the 400 block of Connecticut River Road for a reported domestic disturbance. A 57-year-old intoxicated male resident was arrested and lodged for domestic assault on his partner.
- Apr 22 – Officers responded twice to the 5800 block of Woodstock Road for a 69-year-old intoxicated man. The man was offered and initially refused services, then called 911 after police left in crisis. The male was subsequently transported to Mount Ascutney Hospital for assistance.
- Apr 22 – Officers responded to the unit block of Haswell Trace for a threatening complaint between neighbors. Police learned a man had threatened his neighbor after growing frustrated with the neighbor's dogs barking. Situation mediated.
- Apr 22 – Officers responded to the 400 block N. Hartland Road for a reported intoxicated male appearing unable to care for himself. Officers located a 54-year-old intoxicated man causing a disturbance. The man refused medical assistance, and was subsequently lodged and charged with violation of conditions of release and disorderly conduct.
- Apr 22 – Officers responded in assistance to Norwich PD to the unit block of Mitchell Brook Road in Norwich for a report of a 28-year-old male in mental distress and destroying the residence. Paramedics were summoned and the man was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- Apr 22 – Officers responded to the unit block of South Main Street for a reported overdose. Officers located a 36-year-old female from Burlington, VT unconscious on the floor. First responders found the female impaired and semi-conscious, she was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- Apr 23 – Officers responded to the Wilder Dam for a reported suspicious incident. Four juveniles located within a vehicle. Juveniles driven home and released to parents.
- Apr 24 – Officers responded to the railroad property adjacent the 300 block of Connecticut River Road for a reported trespassing complaint. A 57-year-old male had been tenting on railroad property. The individual collected his belongings and moved along.
- Apr 24 – Officers responded to the 100 block of Wood Road for a report of suspicious activity. Officers located several individuals having a bonfire. No violations found.

- Apr 25 – Officers responded to the 400 block of N. Hartland Road for a report of a male individual who had been kicked out and now attempting to get back in. The 42-year-old male was located and subsequently arrested for possession of Meth and Heroin. He was cited and released, and trespassed from the property.
- Apr 25 – Officers responded to the 400 block of N Hartland Road for a report of suspicion of drug activity. Information received, investigation ongoing.
- Apr 25 – Officers investigated a one-vehicle traffic crash with damage near the area of the 700 block of Woodstock Road.
- Apr 25 – Officers arrested a 45-year-old male from Poultney, VT on an outstanding arrest warrant at the unit block of Ballardvale Drive. He was lodged pending arraignment.
- Apr 25 – Officers responded to the unit block of Christian Street for a reported domestic disturbance. Situation mediated.
- Apr 25 – Officers responded to the 400 block of N. Hartland Road for a report of an intoxicated female attempting to break into her own vehicle. Officers located a 40-year-old intoxicated individual who had claimed to have locked her keys in the car. She was sent back to her room.
- Apr 25 – Officers responded to the 400 block of N. Hartland Road for a threatening complaint. A 29-year-old female reported being threatened over Facebook. Advice given.
- Apr 25 – Officers responded to the 400 block of N. Hartland Road for a report of a male acting suspicious outside of a room. Officers located a 49-year-old intoxicated male attempting to gain access to his room as he reportedly was locked out. Assistance provided and subject agreed to go to bed for the evening.
- Apr 26 – Officers responded to the 400 block of N. Hartland Road for a report of a naked male walking around in nothing but socks. Officers were directed to an intoxicated man whom they'd encountered an hour earlier and the 49 year old man in his room. He agreed to stay in bed and not cause any more disturbances.
- Apr 26 – Officers investigated a noise disturbance at the unit block of Spring Circle. Individuals located having a bonfire in unsafe conditions. Fire was extinguished and parties went inside.
- Apr 26- Officers responded to the unit block of Christian Street for a reported domestic assault. A 16-year-old juvenile male was arrested for assault after swinging a baseball bat at his stepfather. Juvenile released to relative.
- Apr 26 – Officers conducted a welfare check at the 100 block of Colonial Drive after receiving a call from a crisis line that the occupant was attempting to drink bleach so she didn't contract COVID-19. Situation mediated.
- Apr 26 – Officers responded to the 400 block of N. Hartland Road for two separate trespassing complaints. One against a 36-year-old female who had been previously trespassed and another against a 22-year-old male who continues to enter the property after being told to leave on numerous occasions. Investigation continuing.

- Apr 27 – Officers responded to a business along the 300 block of N. Hartland Road for a report of male that was standing in the drive-through, slumped over and blocking customer traffic. Police located a 39-year-old male nearby and summoned paramedics to assist. The male refused additional services.
- Apr 27 – Officers investigated a reported mental health emergency at the 2400 block on Hartford Avenue. Referral made.
- Apr 27 – Officers responded to the 2900 block of N. Hartland Road for a reported assault. Unfounded. Situation mediated.
- Apr 27 – Officers investigated a report of possible fraud regarding N95 masks and face shields being donated to various places based upon the amount of monetary donation received. Referred to the US Attorney's Office.
- Apr 27 – Officers responded to a report of a family disturbance at the 2900 block of N. Hartland Road. Unfounded.
- Apr 28 – Officers investigated a report of a runaway 16-year-old female at the unit block of Forest Hills Ave. Juvenile located in Rutland and returned home.
- Apr 28 – Officers responded to the 200 block of Maple Street for a reported disturbance regarding a 50-year-old male. Upon arrival, the male was gone. The male is trespassed from the property.
- Apr 28 – Officers responded to the 400 block of N. Hartland Road for a reported domestic. Incident was verbal only. Situation mediated.
- Apr 29 – Following investigation into an earlier report of assault on an adolescent male, officers arrested a 52-year-old Hartford man and charged with 2 counts of domestic assault and interference with access to emergency services. He was cited and released.
- Apr 29 – Officers responded to the 400 block of N. Hartland Road for a report of three people acting suspiciously. Investigation revealed a 20-year-old male had been threatened with a gun and had his cell phone stolen. A 32-year-old male was later located by the Vermont State Police while he traveled back to Burlington. The man has since been charged with assault and robbery in connection with the incident.
- Apr 29 – Officers investigated a family fight at the 400 block of N. Hartland Road where it was reported a 50-year-old male was attempting to retrieve property from his 38-year-old girlfriend which he believed she stole from him. Situation mediated.
- Apr 29 – Officers investigated a disturbance reported at the unit block of Jasmin Lane. Male reported to have pushed a female and made a motion toward his waistband as if to brandish a weapon. Parties gone upon arrival. Investigation continues.
- Apr 30 – Officers responded to the 400 block of N. Hartland Road for a report of trespassing after two occupants were asked to leave and had not left the property. Individuals were gone upon arrival.
- Apr 30 – Officers responded to the unit block of Ballardvale Drive for a reported disturbance of children running around unsupervised. Upon arrival, officers located the children under appropriate supervision. Situation mediated.

- Apr 30 – Officers responded to the 400 block of N. Hartland Road for a mental health emergency. It was reported a 38-year-old female was acting hysterically. The female, who has been involved in ongoing issues at the property, declined assistance, and has since been removed and trespassed from the property.
- Apr 30 – Officers responded to the 100 block of Lantern Lane for a reported fight between two male individuals. Upon arrival one male had left. Investigation ongoing.
- Apr 30 – Officers investigated a one-vehicle crash with damage at the unit block of Candlelight Terrace where a vehicle drove into the building.
- May 1 – Officers responded to the unit block of Ballardvale Drive for a trespassing complaint. A 36-year-old female was trespassed from the property.
- May 1 – Officers investigated a report of a male operating a white van with NY plates in the area of the 1500 block of Hartford Ave that was acting suspicious. Believed to be possibly related to a similar incident in Weathersfield where it was reported a male in a white van with NY plates was attempting to lure children into the van. Vehicle not located.
- May 1 – Officers investigated a theft complaint at the 200 block of Maple Street. A 33-year-old female was cited for petit larceny.
- May 2 – Officers investigated a petit larceny complaint at the 1400 block of Maple Street. A 19-year-old male was cited for stealing alcohol.
- May 3 – Officers responded to a suspicious complaint of a male standing on the I-91 overpass bridge at the exit 11 off-ramp. A 26-year-old male was located and found to have an active outstanding warrant for his arrest. The individual was re-cited into court.
- May 3 – Officers responded to the unit block of Ralph Lehman Drive for a trespassing complaint. Several individuals were located and moved along. A 46-year-old female and 22-year-old male were trespassed from the property.
- May 3 – Officers responded to a noise disturbance at the 100 block of Wentworth Way. Investigation revealed a domestic disturbance, for which a 29-year-old female was cited for domestic assault.
- May 3 – Officers investigated a vandalism complaint to the bus shelter located at the unit block of Maple Street where it was found a pane of glass was smashed out. Investigation continues.
- May 3 – Officers investigated a suspicious complaint at the 300 block of N. Hartland Road where it was reported that a 14-year-old female was asked if she wanted to purchase a gun. After obtaining a description of the male reported to have asked, the area was checked extensively with negative results.

Public Works:

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

Highway

- The Highway Crew has repaired many washouts around town from the abundance of spring rain.
- The Highway Crew continues to pick up branches from winter damage and repairing plow damage.
- The Highway Crew is blowing leaves out of drainage ditches.
- The Highway Crew is grading and raking gravel roads.
- The Highway Crew continues to sweep our 'in town' roads.
- The Highway Crew is working closely with Fleet Maintenance to ensure all vehicles and equipment are ready!
- The Highway Crew has paved water cuts on Gates Street, Currier Street, and Talbert Street.
- The Highway Crew has been performing extensive drainage system checks to accommodate spring run-off and rain.
- The Highway Crew continues to perform high level spring cleaning.
- The Highway Crew delivered fill material to Maxfield and graded it out.
- 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 80% complete.
- The Water Crew has attended various remote trainings, meetings, and seminars as needed to maintain their licenses including Covid issues.
- Rick has submitted the 2019 Water Quality report to the printer.
- Rick participated in a conference call for the VAMC project. He and his team are reviewing the project plans to prepare comments.
- 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 Rick completed and submitted a draft Cross Connection Policy for review. He also started working on a Risk/Resilience Assessment (EPA mandate).

- The Water Crew completed this month's round of meter reading and edits.
- The Water Crew repaired a hydrant on Quechee Main Street that was hit by a vehicle (crew saved \$1000 by getting the manufacturer's representative to replace the broken upper barrel at no charge).
- The Water Crew repaired the chlorinator at the Wilder Treatment Plant.
- 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.
- The White River Crew has done the following:
 - Emptied bunker #4 of biosolids
 - Cleaning up Wilder Pump Station (spoils from past water breaks)
 - Air valve tech here trouble shooting #3 basin air valve determined needs new motor
 - Prepping end of the month state reports
 - Had to pull pumps at Bridge twice to unclog
 - New tires on the Toro
 - Cleaned the old contact chamber
 - Installed new sump pump at Ferry Boat
 - Removed graffiti from Passumpsic pump station enclosure
- The Quechee Crew has completed the following:
 - Down loaded level loggers from leach field
 - Sludge hauling
 - A couple loads of hard pack for station access
 - A load of concrete sand for drying beds delivered
 - Received 'Muffin Monster'
 - Prepping end of the month state reports
 - Review of Mill Run lay out for fence

- 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 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 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:
 - Wacker 500-hour service, repairs, broom 'reloaded'.
 - New battery cables made and installed in H-5
 - Air tank installed in H-5
 - Fuel system repairs started on H-5
 - Front spring ordered for H-8
 - 924 loader service and lighting repairs completed
 - RFP for compact excavator released
 - Box Broom (loader) hydraulic leak repaired.
 - State inspection completed on police dept trailer.
 - new fill hose made for sweeper truck and new catch basin pipes installed.
 - rec dept truck R-2 new battery installed.
 - line stripe paint unloaded and in wash bay.
 - Pressure washer reel hose repaired in wash bay rebuild kit for swivel has arrived and will be done tomorrow.

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.**
- A huge thank you to our Solid Waste team who continues to provide the highest level of service to our facility users in these challenging times. Please be sure to thank them when you're there!
- 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 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.
- A huge thank you to Jeremy Delisle who has been working diligently to understand and implement the constantly changing mandates around safe work.

- 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.
- Fortunately, with a continued relaxation of the Governor's orders, we have been able to get the construction team back to the VA Cutoff Bridge.
- 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.
- Hannah and Chris spent a substantial amount of time with the South Main project team and funding agencies to iron out the bid situation, which was discussed at

the April 28th selectboard meeting. Although a very difficult discussion, the Town will be moving forward with the lowest, responsive bidder, Munson Earth-Moving in keeping with the contract documents and funding source requirements. We will be formally awarding that bid at the May 5th selectboard meeting.

- 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. Chris Holzwarth is working with their project team to understand our local rights-of-way.
- 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.
- The Sykes Mountain Project is currently in the submittal phase. They are optimistic that construction can start mid-June.
- 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 team continues to work with staff at the VAMC as they work through their project.
- 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 * * *