

**Town Of Hartford  
Town Staff  
Significant Activity Report, May 6 - May 18, 2020**

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**TOWN MANAGER HIGHLIGHTS**

Respectfully submitted for your information:

- Reviewed third quarter financials with Finance Director and enacted spending freeze for the balance of the fiscal year. Evaluated the anticipated current fiscal year-end situation, and the revenue and cash flow situation to start FY21. We anticipate ending FY20 with General Fund revenues and expenditures in balance, but we will have no margin to start the next fiscal year. Spending is limited to: health & safety related expenses, approved and encumbered priority projects, grant related reimbursables.
- Discussed State education tax rate setting for FY21 with School Superintendent; requested research on legality of setting an estimated school tax rate.
- Issued Notice of Alleged Violation to property on Hathaway Rd for dumping an estimated 300 cubic yards of fill material in right-of-way without permit or erosion and sediment control plan.
- Received draft ANR permit for QLLA to make herbicide application in Lake Pinneo. It does not specifically include the additional testing that the Town requested. Although the product QLLA wants to use has been used in drinking water supplies and we do support the need to address the invasive species issues in Lake Pinneo, our first concern is always our public drinking water supply, which is why we as an interested party requested additional testing. We encourage our community to take advantage of the public comment period for this permit. [Permit # 3048-ANC](#)

Link to permit:

[https://anrweb.vt.gov/Pubdocs/DEC/ENB/SHORE/7726-3048-ANC-C\\_DraftPermit.pdf](https://anrweb.vt.gov/Pubdocs/DEC/ENB/SHORE/7726-3048-ANC-C_DraftPermit.pdf)

Send comments to: Misha Cetner, [Misha.Cetner@vermont.gov](mailto:Misha.Cetner@vermont.gov), Lake & Shoreland Permitting, Watershed Management Division, 1 National Life Drive, Main 2, Montpelier, VT 05620-352

- Executed contract and notice to proceed with Munson for S. Main St, utility and roadway improvements project.

- Executed escrow agreements with Mascoma Bank and Heritage Toyota for private contributions to Sykes Avenue transportation projects in accordance with prior development plans.
- Met with VTrans contract Public Information Officer assigned to multi-year transportation projects in Hartford. PIO will have email access and phone for public inquiries, and will also issue weekly project updates for dissemination via various media. Planned kick-off Open House for Tuesday, May 26 at 5pm via Zoom, prior to the Selectboard meeting.
- Met with HADCCR Committee and Economic Recovery sub-group; issued additional business survey requests and summarized responses to date. Developed comments and outline for Report implementation. Updated and disseminated “Hartford COVID-19 Update” sheet.
- Planned logistics, cleaning, health screenings and reviewed updated departmental continuity of operations plans in anticipation of re-opening Town Hall and administrative functions (which now may not occur before June 1).
- Testified to House Ways & Means Committee to support S283, which would extend the period by which Hartford could issue TIF debt by three years (beyond March 2021). The Committee voted favorably to advance the bill.
- Reviewed April 28 minutes on motion for USDA-Bugbee Sr. Center roof project. Briefly, the motion implied that no General Fund dollars were to be used on the project. I think what was intended was that no General Fund dollars be used to replace the awarded USDA grant dollars. Local General Fund dollars are still needed to match the USDA Grant as originally intended. Requested Selectboard member Kim Souza to clarify the motion, so that we can proceed with the project and it is clear that local dollars, including General Funds, are committed as a match. I recommend a motion to clarify that the April 28 motion by stating that:
  - the awarded USDA grant funds will be used on the project, and
  - that General Funds will not replace the USDA grant funds, but will be used to match the grant as originally intended.
  - This means that up to \$20,795 from the General Funds, depending on discovered sub-roof conditions, is authorized to match the USDA grant for the Bugbee Senior Center roof replacement project.
- Executed and managed contract services with town manager search consultant, Don Jutton of MRI.
- Responded to employees and spouses of employees submitting applications for Town Manager Search Committee. I do not feel it is appropriate for subordinate employees or their spouses to participate in selection process of the Town Manager. Sought advice from VLCT-MAC, who advised that it was not technically a conflict of interest according to the Town Conflict of Interest Policy or an incompatible office situation because it is not a statutory committee. Further, it would be up to the Selectboard to set the eligibility criteria.

## DEPARTMENT HIGHLIGHTS

### Assessor:

- 45% of all the sales have been reviewed and certified for the yearly sales study (this is ongoing).
- There are currently +/-370 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.
- All property transfers (as of April 1<sup>st</sup> 2020) have been entered into the 2020 working Grand List.
- Review of map changes has been completed. CAI will be delivering new GIS and tax map data per our annual agreement.
- A conversation was had with a Beacon sales representative about additional ways the GIS could be used to help the office track and analyze sales through there software. Hopefully will be adding LiDar layer and FEMA flood maps to existing maps soon as a result of the call.
- Final download of Veterans list was processed, currently following up with VA to confirm the people who fell of the list for 2020 should not in fact be on the list.
- Current Use applications and plans are under review for the 2020 Grand List, working with PVR on several applications awaiting approval.
- The Assessment office had the opportunity to observe grievance hearings using the google hangouts platform. These hearings overall went smoothly, with municipal officials being able to communicate with property owners effectively. Hartford will be looking at these tools along with other methods as possible options.

### Clerk:

- We have been monitoring discussions at the state level regarding upcoming elections. No final decisions have been made regarding any changes to the process, particularly for the August Primary. We anticipate a push to increase early/absentee voting.
- Candidate Consent Forms and Financial Disclosures for Vermont House of Representatives must be submitted between May 14th-May28th for a candidate's name to be placed on the August Primary.
- This week the Clerk has started to offer curbside service for Marriage Licenses and Notary Services. The Clerk, in consultation with the Town Manager, Health Officer and Director of Human Resources, established protocols to keep all parties safe yet accommodate their requests.
- We continue to allow Title Searches to occur by appointment on a limited schedule. We also assist others via e-mail with their requests and field numerous phone calls and e-mails on a variety of topics.
- We continue to process dog licenses via mail. Late fees will be assessed beginning June 1st.

**Finance:**

Closed 3<sup>rd</sup> Fiscal Quarter

- Reviewed with department heads
- Processed budget adjustments
- Complied Presentation For May 19 Board Meeting
- Compiled and submitted required external reports

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

Cash Flow Discussion / Planning with Town Manager

- Spending Freeze
- Closing out FYE 2020
- Planning start of FYE 2021
- Tax Billing

**Fire:**

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.

Members of the departments testing team assisted with the Dept of Health in an asymptomatic testing site on Saturday May 16<sup>th</sup>. 331 samples were taken during the day.

Staff has participated in numerous birthday celebration parades around the community if not assigned to emergency events. Staff participated in the celebration of student and teachers parade around town on Friday.

May 4<sup>th</sup> was Firefighter Appreciation Day and this week we celebrate EMS week. I want to recognize all the members of the Hartford Fire Department for their commitment and sacrifice to this profession, this community and their families. We have a great team in Hartford and I admire their professionalism daily.

The department responded to 72 calls for service during this period.

Alarm Date	Street	Situation Found
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
5/4/2020 6:51	WENTWORTH WAY	Alarm system sounded due to malfunction
5/4/2020 11:37	LARCH LN	EMS call, excluding vehicle accident with injury
5/4/2020 12:57	VT ROUTE 14	Service Call, other
5/5/2020 6:59	LOWER HYDE PARK	EMS call, excluding vehicle accident with injury
5/5/2020 9:12	DEPOT ST	Medical assist, assist EMS crew
5/5/2020 11:00	VETERANS DR	Assist police or other governmental agency
5/5/2020 16:21	VA CUTOFF RD	Medical assist, assist EMS crew
5/6/2020 9:33	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
5/6/2020 12:37	WILLOW CIR	EMS call, excluding vehicle accident with injury
5/6/2020 16:19	VETERANS DR # B	Emergency medical service incident, other
5/6/2020 23:55	CAMPBELL ST	Medical assist, assist EMS crew
5/7/2020 2:44	A ST	Medical assist, assist EMS crew
5/7/2020 6:58	FOX LN	EMS call, excluding vehicle accident with injury
5/7/2020 10:01	WOODSTOCK RD	Medical assist, assist EMS crew
5/7/2020 11:47	VT ROUTE 14	Grass fire
5/7/2020 22:25	VA CUTOFF RD	Medical assist, assist EMS crew
5/8/2020 10:21	LAFLEUR RD	Dispatched & canceled en route
5/8/2020 10:24	CLAY HILL RD	Medical assist, assist EMS crew
5/8/2020 15:12	PALMER CT	CO detector activation due to malfunction
5/9/2020 6:28	BESWICK DR	EMS call, excluding vehicle accident with injury
5/9/2020 7:08	S MAIN ST	EMS call, excluding vehicle accident with injury
5/9/2020 9:57	HARTFORD AVE	Medical assist, assist EMS crew
5/9/2020 14:25	HARTFORD AVE	EMS call, excluding vehicle accident with injury
5/9/2020 14:56	VT ROUTE 14	Special outside fire, other
5/9/2020 17:37	CHANDLER RD	EMS call, excluding vehicle accident with injury
5/9/2020 23:46	COLONIAL DR	EMS call, excluding vehicle accident with injury
5/10/2020 9:55	PERKINS PL	EMS call, excluding vehicle accident with injury
5/10/2020 14:21	VETERANS DR # B	EMS call, excluding vehicle accident with injury
5/10/2020 16:13	I 89 S MM1	Dispatched & canceled en route
5/10/2020 18:54	VA CUTOFF RD	Medical assist, assist EMS crew
5/10/2020 22:12	DEWITT DR	EMS call, excluding vehicle accident with injury
5/11/2020 5:29	CHRISTIAN ST	Medical assist, assist EMS crew
5/11/2020 11:20	HARTFORD AVE	Medical assist, assist EMS crew
5/11/2020 13:55	HARTFORD AVE	Emergency medical service incident, other
5/11/2020 14:42	MAPLE ST	Medical assist, assist EMS crew

5/11/2020 23:11	S MAIN ST	Dispatched & canceled en route
5/12/2020 5:51	NORWICH AVE	EMS call, excluding vehicle accident with injury
5/12/2020 13:57	KINGS HWY	EMS call, excluding vehicle accident with injury
5/12/2020 15:45	DEPOT ST	EMS call, excluding vehicle accident with injury
5/12/2020 18:45	CHANDLER RD	Public service
5/13/2020 3:54	CHRISTIAN ST	Medical assist, assist EMS crew
5/13/2020 8:07	MARTINSVILLE RD	Building fire
5/13/2020 11:24	BROOKSIDE DR	Public service
5/13/2020 12:54	US ROUTE 5	EMS call, excluding vehicle accident with injury
5/13/2020 14:27	MAPLE ST	Special type of incident, other
5/13/2020 17:52	ABBOTT ST	Brush or brush-and-grass mixture fire
5/14/2020 4:14	MAPLE ST & CHRISTIAN ST	EMS call, excluding vehicle accident with injury
5/14/2020 13:25	CLAY HILL RD	EMS call, excluding vehicle accident with injury
5/14/2020 15:43	NORWICH AVE & DEPOT ST	EMS call, excluding vehicle accident with injury
5/14/2020 18:40	VETERANS DR # B	Emergency medical service incident, other
5/15/2020 0:31	COLONIAL DR	Service Call, other
5/15/2020 11:08	SHIPPEE LN	Dispatched & canceled en route
5/15/2020 11:35	CHRISTIAN ST	Public service
5/15/2020 11:45	HIGHLAND AVE	Public service
5/15/2020 12:17	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
5/15/2020 13:15	MAPLE ST	EMS call, excluding vehicle accident with injury
5/15/2020 13:21	E FISHER RD	Smoke detector activation, no fire - unintentional
5/15/2020 21:31	WHEELOCK RD	Medical assist, assist EMS crew
5/16/2020 1:18	US ROUTE 5	Medical assist, assist EMS crew
5/16/2020 8:25	ARBORETUM LN	Special type of incident, other
5/16/2020 14:49	VT ROUTE 14	Assist invalid
5/17/2020 12:45	CHRISTIAN ST	Public service

### Information Technology:

- Various Website updates
- Video conference training for staff
- VM setup on new server to decommission old DHCP/DNS server
- DNS switchover
- Switched DHCP to new server, setup log to monitor devices still using old DHCP server
- caught error that was preventing backups in public safety and VMWare connections

## **Parks & Recreation: Program Highlights**

- Finalizing several changes to the Camp Ventures Program for this coming summer. We recently received the guidelines from the State of Vermont regarding camps and will also implement guidance through recommendations from the American Camp Association. We anticipate having the program outline the week of the 18<sup>th</sup> and will distribute to the existing enrolled families and promote throughout the community
- Received word through DCF of a Restart Grant for summer camp programs that includes funding for PPE, advanced cleaning supplies and added staffing necessary to assist with extended guidelines for COVID-19 safety.
- In addition to the Camp Ventures Program we are looking to add a half-day minicamp option for parents that will be held at Maxfield with a maximum of 20 participants.
- We continue to see guidance on holding special group activities such as our Summer Concert Series, 4<sup>th</sup> of July, Hurricane Hill Trail Run. All programs are in the planning stage but awaiting further information on what size of activities will be allowed. We are prepared to implement outdoor spacing techniques for our concerts and movies in the park this summer but await further guidance. Our priority continues to be the health and safety of our program participants, employees and volunteers throughout the Town of Hartford.
- The Department received a donation from the Rotary Club in the amount of \$2,000 to assist with community special events. We are grateful for the Rotary Clubs support of Parks & Recreation programs and events.
- Staff continues to evaluate and update the Re-Opening Plan which outlines further opening of parks, programs and special events, office operations and park operations as restrictions to the Stay Home-Stay Safe orders are changing. The Re-Open Plan address the 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.
- Purchased wreaths to be placed on the Veterans Memorials at Town Hall, Veterans Park and the Hartford Cemetery.
- 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 Parks & Recreation Commission held its first meeting since the COVID-19 pandemic. The meeting was held over Microsoft Teams and is published on the Town Web Page. The agenda included final review of the agency goals and objectives, program report, and review of the Director's reports. The agenda regarding the development of a New Community Center was tabled until the next regular meeting of the Commission.

## **Parks/Facilities**

- The Tree Warden has developed a plan to address the Ash Tree population and its impact with the Emerald Ash Borer. He is working on an RFP to address pesticide treatments as well as removal of the trees in the Town.

- The RFP for the Court Repair in Frost Park was received and reviewed. We will be awarding the repair work to be completed this summer. The work includes pressure washing the existing surface, fixing cracks in the surface, repainting the base coats and adding the court lines.
- The RFP for the Bleacher Replacement will be awarded following the review of the proposals. Funding was encumbered and part of the overall WABA project. The Athletic Department will also be assisting financially with the project. Work is to start this summer and will be completed prior to the upcoming arena season.
- Mowing of parks and town owned cemeteries consume most crew responsibilities and the mowing season is in full swing.
- We continue to work with Geoff Martin, Energy Coordinator regarding Curtailable Load Rider for the arena facility. Additionally, we are working with Geoff on the benefits of a RealIce System for the ice making maintenance during the skating season. RealIce uses cold water vs heated water for the Zamboni during ice resurfacing. This eliminates the need to heat over 200 gallons of water for each ice make, saving petroleum fuel costs. Savings in fuel, over time, will have a major cost benefit to the ice arena operations.
- All park locations continue to be open for the public to access except for the lower section of Quechee Falls. Quechee Falls is a small confined park space and provides concern for the inability of social distancing due to its confined park space. We anticipate opening the park as restrictions change for public gatherings.
- Tennis courts have opened, and additional signage installed to remind patrons of the 10-person rule and to discourage gathering. The basketball courts are also open. Maxfield courts were incredibly busy over this past weekend. For the most part, when observed, patrons were following the guidelines for physical distancing.
- Staff continue to service downtown trash receptacles and service all the dog waste stations in town parks.
- The Department has completed the development of the RFQ for the Sherman Manning Pool. Distribution will be within the next month with anticipated submission being received by the end of July.

### **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, including development of weekly Strategic Priorities and Action Plan.
- Hazard Mitigation Plan –Continued working with the TRORC on the draft Plan update and preparation for May 19<sup>th</sup>.SB meeting.
- Green-Up Day – Preparations for the May 30<sup>th</sup> Green-Up Day are in full swing with on-line, phone and email registration. Bags now available for self-pick-up outside

Town Hall and at the Quechee Library. Dumpsters available at Town Hall May 26<sup>th</sup>-June 1<sup>st</sup>, and at the Quechee Green May 29<sup>th</sup>-June 1<sup>st</sup>.

- Homelessness Needs – Continued working with members of the Hartford Homelessness Committee and members of the UV Strong Economic Displacement Committee to identify options and funding sources to transition people out of temporary COVID housing to more sustainable interim and long-term housing.
- COVID Business Assistance – Exploring structure for financial assistance to Town businesses impacted by COVID. Responding to inquiries about ways to restart businesses.
- Zoning/Building Permits – Applications continue to be submitted, with 30 being processed in the past three weeks.
- Zoning Board and Planning Commission Development Public Hearings – Following VLCT and state clarifications on public hearing procedures, the PC and ZBA application cycle has resumed, with hearings on May 26<sup>th</sup> and May 27<sup>th</sup>, respectively, and new applications due on May 26<sup>th</sup>.
- WABA Water Heater – Working with Park and Recreation in identifying energy efficient options for replacement of the water heater.
- Hartford Request for Legislative Approval to Extend TIF District Debt Period – The hearing before the House Ways and Means Committee has been rescheduled for May 19<sup>th</sup>. The Town will be testifying.
- Northern Stage – Continuing to work with No Stage in creating a few outdoor summer productions in WRJ, respecting social distancing and changes in the stay-at-home order. Intended to include businesses in the downtown.
- Trails in the Town Forest- The Town is contracting with the Vermont Youth Conservation Corps to do trail improvements this summer. The areas have been staked out.
- TIF 2020 Projects – Continued working with DPW to advance projects for construction in 2020 and 2021.
- Wentworth and Wilder VCDP Housing Grant – Hearing before the VT Community Development Program Board rescheduled for June.
- Bugbee Senior Center Roofing Contract – Selectboard awarded contract.
- Participated in a statewide Creative Economy informational forum.
- South Main Street TIF Improvements – Completing Bond Bank TIF loan application and State Revolving loan applications for S Main Street improvements. Preconstruction meeting scheduled for May 21<sup>st</sup>.
- TIF Five-Year State Audit – Introductory conference held on May 11<sup>th</sup> focused on the process, timeline and cost. Already receiving requests for information.
- Roundabout and Upper Sykes Sidewalk Project – Executed payment agreements with property owners for sidewalk cost sharing. Preparation for May 26<sup>th</sup> community kick-off meeting.
- Currier Street TIF Project – Continued working with DPW on preparation for completion of construction in 2020.
- Town Forest Management Plan – Continued working on the update of the plan.
- 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 – Commission and staff comments on the draft report completed and sent to consultant who is revising the report.
- Climate Action Committee –Organizational meeting held on May 6<sup>th</sup>. First task is developing a request for proposal to engage a consultant to assist the Committee in development of the Climate Action Plan
- Net Zero Pilot Program for New Construction or Major Additions – Finalized information materials for the next phase of the program roll-out to builders/developer/architects, and for homeowners/businesses to participate in this voluntary program to build energy efficient structures with renewable energy systems.
- Norwich Technologies – Staff provided feedback to NT regarding its request to designate two sites in the Jericho area for solar ground installation. These are scheduled for discussion at the May 26<sup>th</sup> Planning Commission meeting. 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 obtain Railroad approval of using leased land for project parking.

**Police:**

Please find the significant activity for the police department for the week ending May 18<sup>th</sup>.

- May 3 – Officers responded to a report of vandalism to the bus stop along the unit block of Maple Street. Investigation is continuing.
- May 3 – Officers charged a Hartford man with domestic assault at a private residence along the 100 block of Wentworth Way.
- May 4 – Officers responded to a report of vandalism of property along the 300 block of Highland Avenue. Investigation is continuing.
- May 6 – Officers responded to a reported theft from a resident along the unit block of Bullard Street. Investigation is continuing.
- May 7 – Officers responded to an assault at a private residence along the 200 block of Mill Road. Investigation is continuing.
- May 8 – Officers charged a Hartford man with domestic assault at the 5 South Motel.
- May 8 – Officers charged a Hartford man with Trespassing at the Super 8 Motel.
- May 10 – Officers responded to the Coolidge Hotel for telephone harassment. Investigation is continuing.
- May 10 – Officers charged a Hartford man with assault at the White River Inn & Suites.
- May 11 – Officers responded to a reported theft from a resident along the 100 block of Colonial Avenue. Investigation is continuing.
- May 13 – Officers responded to a reported fraud from a resident along the unit block of Hollow Drive. Investigation is continuing.
- May 13 – Officers charged a Hartford man with assault at the White River Inn & Suites.
- May 14 – Officers responded to a reported theft from a retail business along the 200 block of Maple Street.. Investigation is continuing.
- May 15 – Officers responded to a report of vandalism to the bus stop along the unit block of Gillette Street. Investigation is continuing.

- May 15 – Officers responded to a reported theft from a resident along the 100 block of Wentworth Way. Investigation is continuing.
- May 15 – Officers responded to a reported theft from a guest at the Super 8 Motel. Investigation is continuing.
- May 16 – Officers responded to a reported dumping complaint along Softwood Road at Hard Road. Investigation is continuing.
- May 18 – Officers investigated a two-vehicle crash with injuries along the 1500 block of Quechee West Hartford Road. Investigation is continuing.

### **Public Works:**

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

#### **Highway**

- We are hearing from many of our residents who are using their time to clean up illegal dumping activity, collecting waste on our roadsides, and asking that we pick it up. Please know that although we greatly appreciate the work that so many of you are taking on, we ask that if you cannot manage the disposal yourself, to leave the waste where it is, notify us, and we will evaluate appropriate steps forward for disposal or mitigation. Green Up Day is just around the corner and provides disposal means for situations such as these.
- The Town's annual spring weight limit on roadways has been lifted. We appreciate your patience.
- The Highway Crew repaired storm structures on Latham Works, Gates Street, and Summer Street.
- The Highway Crew is performing routine spring grading, sweeping, and painting.
- The Highway Crew has been working closely with the Water Crew to pave water cuts from winter breaks.
- Incidences of graffiti have substantially increased on public property. Our team has been diligently working to cover or clean it as we can.
- The Highway Crew is working closely with Fleet Maintenance to ensure all vehicles and equipment are ready!
- The Highway Crew has completed nearly all of our bridge washing.
- The Highway Crew continues to perform extensive drainage system checks to prepare for spring run-off and rain.
- The Highway Crew is performing annual spring ditching. At this time, we have completed Chester Arthur, Sugar House, and Section 7 in Quechee.
- The Highway Crew continues to clean up winter tree damage.

- 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 completed scheduled meter reading and commenced the ‘edits’ portion of that cycle.
- Completed scheduled meter reading
- Started meter edits
- Completed hydrant testing
- Completed monthly routine samples
- Repaired water leak on Mill Road
- Performed fire flow test on South Main St (for new construction). Flow test resulted in additional flushing for rusty water complaints
- The Water Crew has completed all of our annual hydrant testing.
- The Water Crew has attended various remote trainings, meetings, and seminars as needed to maintain their licenses.
- The Water Crew has completed all monthly routine sampling.
- The Water Crew repaired a water leak on Mill Road.
- The Water Crew performed a fire flow test on South Main Street for new construction. That action resulted in having to do additional flushing in response to discolored water complaints.
- 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.**
- A huge congratulations to Kyle Moses who passed his Grade One Wastewater License!
- 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 cleaned blockages out of the Bridge Street Pump Station.
- The Wastewater Crew worked with Richards Electric to repair a broken exhaust fan at the Wilder Station.
- The Wastewater Crew continues to work on a public outreach campaign to eliminate 'cloggers' from our waste stream. We are experiencing a substantial number of incidences of clogged pump stations because of things being flushed that shouldn't be (wet wipes and sanitary products). We will be sure to publish a version on our social media.
- The Wastewater Crew removed graffiti from the Passumpsic Pump Station three separate times. We are investigating cameras to install at that facility.
- The Wastewater Crew performed several DigSafe mark outs and the Quechee fire station service as well.
- The Wastewater Crew installed a new channel monster at the main pump station.
- The Wastewater Crew is actively GPS'ing manholes on dirt roads in their 'down time'.
- The Wastewater Crew jetted the Birchwood Leach field again.
- 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:

- H-12: Service completed tire rotation done
- H-8: Front spring replacement completed exhaust system repaired
- PW-1-12: Service completed, front brake job completed, and state inspection completed
- H-114: Service completed, tires rotated, and lighting repairs finished
- PD-2: Service and tire repair
- PD-7: State inspection completed
- H-5: Rewired rear body and chassis lighting, repaired and replaced corroded battery cables, drive axle brake job complete hoes, drums, cam kits, camshafts, slack adjusters. ABS sensor replacement and new sensor brackets, debris shields

and brake chambers replaced along with the wheel seals, fuel system lift pump replaced, and fuel system check valve.

- H-7: Repairs have started and service as well.
- H-2: At KEY Chevy for warranty work.

### **Solid Waste**

- **Changes to SW operations in response to COVID-19: Effective May 19<sup>th</sup>, our facility will be open Tuesdays, Thursdays, and Saturdays from 8:00 am to 4:00 pm. We have lifted the restrictions we've had in place for bag limits and waste streams we are managing, essentially returning to a full level of service. 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.**
- The Solid Waste Facility will not be accepting any Green Up Day waste. Please dispose of any Green Up Day waste that you have collected at the Green Up Day disposal sites.
- 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 conference call/training for Vermont solid waste teams on Thursday, May 14<sup>th</sup> to discuss various waste disposal regulations and good practices (i.e. paint care, batteries, light bulbs, etc.). It was very informative.
- A discussion of fees and general solid waste operations will be discussed at the June 2<sup>nd</sup> Selectboard meeting. Mia Roethlein from the State of Vermont, Agency of Natural Resources will join us remotely to respond to questions about requirements for waste disposal.
- 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

- Last fall, the Town was notified by QLLA that they were investigating a new aquatic herbicide to address the milfoil infestation in Lake Pinneo, which requires a permit from the State of Vermont Agency of Natural Resources (ANR). Lake Pinneo is directly adjacent to the publicly owned well that supplies the drinking water to many of our residents in Quechee.

The herbicide, known as ProcellaCOR EC, which would be applied directly to the lake in sections to address the invasive species, has been issued a draft permit by the ANR, and is now in the public comment phase, which ends on June 17, 2020. During a phone conference held on March 26th, 2020, Town Staff reaffirmed that the protection of the public drinking water must take precedence and requested additional testing requirements and monitoring of our water.

Unfortunately, the draft permit does not specifically address those requests. Although this product has been used in drinking water supplies and we do support the need to address the invasive species issues in Lake Pinneo, our first concern is always our public drinking water supply. We encourage our community to take advantage of the public comment period for this permit.

- 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 and Chris 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.
- Daniels Construction has provided a quote to do extra work, which our structural consultant believes will extend the life of the joint repairs on the VA Cutoff Bridge. We are reviewing the proposal with our consultant. We are still anticipating several more weeks before we can reopen the bridge. The 'silver lining' of the

extended bridge closure, is that the design work associated with the forthcoming full-scale replacement is able to take place without intermittent closures.

- We were notified by our Union members that they are seeking an alternative union to represent their interests.
- Alpine Restoration, the contractor hired by VSHA to repair the façade of the Colodny Building (92 South Main Street), is mobilizing onsite this week. A pre-construction meeting is being held on May 19<sup>th</sup>. Our team is working closely with them to ensure that the pedestrian and vehicular traffic controls are being implemented appropriately.
- The April 15<sup>th</sup>, 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 interests around town to ensure that their projects are in permit compliance (Hathaway Road, Wilder School, Sykes Mountain Avenue dealerships, Currier Street, Twin Pines, the Simpson Development, Alpine Restoration, 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.
- A pre-construction meeting for the South Main Street project will be held on May 21<sup>st</sup>.
- 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. Chris Holzwarth is working closely with the contractors associated with that project to reschedule the curbing company.
- Until the social distancing recommendations are eliminated, the Town will be issuing a survey to gather public input about Fairview Terrace. We will ensure that it is available electronically and via hard copy in a manner that meets current

health recommendations. As always, we value our community and all of your input. We will continue to keep everything well-advertised to maximize participation.

- Bids were received and awarded for the Sykes Mountain Project recently. We held a 'kickoff' meeting with the Public Information Officer on Tuesday, May 12<sup>th</sup>. We will be holding a quick 'open house' forum prior to the May 26<sup>th</sup> Selectboard meeting from 5:00 pm to 6:00 pm for a brief project overview and anticipated traffic impacts. A preconstruction meeting for that project will be held on May 19<sup>th</sup>.
- 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 \* \* \*