

Town Of Hartford
Town Staff
Significant Activity Report, July 28 – August 10, 2020

ASSESSORS

- Processed Homestead Downloads (every Monday until November) and sent Reconciliation Reports to Finance
- Processed Property Tax Transfers
- Received new Office Computers (IT assisted with install)
- Correspondence with 3 companies responsible for producing tax maps and GIS data to identify/improve procedures and correct existing inadequacies.
- Regular office work (answer public questions, change of address, etc)
- Finished the review of the Sales Study
- Continued preparation for BCA filings on the 2020 Grand List
- Conversation to District Advisors on Utilities
- Reviewed current and ongoing actives with interim Town Manager

Agenda for Week of 8-10-2020

- 1) When tax bills come out the office typically has more requests for assessment information and grievances. Following up with multiple landowners on acreage discrepancies going to have to do some deed research this week.
- 2) Continue to work with Beacon and Vision on GIS data. Last week we were able to get parcel lines up the Town of Hartford website along with 2020 Grand List data
- 3) Processing homestead declarations
- 4) Continue reviewing properties heading to BCA (Working with VISION assessors)
- 5) Continue to respond to TIF questions from auditors
- 6) Finishing up details on counteroffer to the Villages (after review with Town Manager)

TOWN CLERK

The Clerk's Office has been consumed with activities related to the upcoming Vermont Primary Election to include:

1. Sending and receiving Early/Absentee Ballots. As of August 6th, 2360 early ballots have been issued to Hartford Voters. To date, approximately 55% have been voted/received back in the Clerk's Office.
2. A Drop Box for Ballots is available to voters during business hours (8am-5pm) outside Town Hall from August 5th-7th) and from 8am-NOON on August 10th. There will be TWO Drop Boxes available to voters outside the polling place (HHS Gym) on Election Day from 7am -7pm. One will be placed near the entrance leading to the glass hallway where voters enter; another will be place near the exit at the back of the gym.
3. We are working with the Secretary of State's Office, Hartford Health Officer, Board of Civil Authority, etc. to ensure the health and safety of election workers and voters. The State has provided a supply of PPE for use at both the Primary and November Election.

The steady flow of documents to be recorded; a full calendar of appointments for title searchers and, the high volume of phone calls into the office continues.

We are planning for upcoming Tax Appeal Hearings; we anticipate the date to be in late August and the Board of Abatement will hear tax abatement hearings in mid-September.

FINANCE

Coordinating in person tax collection at Public Safety August 10th – August 14th

- Working with staff to continue public communication about the due tax & collection

Working with auditors in preparation for FYE 2020 Audit

- Implementing year end close out process out
- Grant Certifications
- Fixed Assets
- Debt
- Auditors will be on site the weeks of 9/14, 9/21, and 9/28

TIF Audit

- Collaboration with Lori Hirshfield
- Office of the State Auditor

Continued Cash Flow Discussion / Planning with Town Manager

- Spending Freeze
- Closing out FYE 2020

Line of Credit

- Continued discussion regarding existing LOC and need for new functioning revolving LOC

Bank Reconciliations

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 in Hartford.

Shifts completed their standards training in water supply this week. All did a great job.

Responded to major motor vehicle accident that required extrication using “Jaws of Life”. Recalled staff and required mutual aid assistance for additional ambulances.

Responded mutual aid to Sharon for a building fire.

In preparation for Topical Storm Isaias, EOC was assembled but not needed.

Chief Cooney attended Coronavirus subcommittee meeting.

Chief Cooney and Captain Dube met with VA staff to discuss the municipal alarm system.

The department's new 100' aerial ladder will be arriving shortly; crews are scheduled to train with E-One representative on its operations 9/24 and 25.

The Fire Prevention department is testing the Town Managers electric vehicle for effectiveness before purchasing.

The Fire Marshal's office conducted 55 inspections during this period.

The department responded to 74 calls for service during this period.

Incident Log: 7/26/2020-8/7/2020

Date	Address	Type
07/26/2020	WILLARD RD	Power line down
07/26/2020	I 91 N MM68	Grass fire
07/26/2020	HARTFORD AVE	Public service assistance, other
07/26/2020	BARRISTER DR	Detector activation, no fire - unintentional
07/27/2020	COLONIAL DR	EMS call, excluding vehicle accident with injury
07/27/2020	N HARTLAND RD	EMS call, excluding vehicle accident with injury
07/27/2020	SARGENT ST	EMS call, excluding vehicle accident with injury
07/27/2020	HOLLOW DR	EMS call, excluding vehicle accident with injury
07/28/2020	BUGBEE ST	EMS call, excluding vehicle accident with injury
07/28/2020	HIGHLAND AVE	Medical assist, assist EMS crew
07/28/2020	BUGBEE ST	Medical assist, assist EMS crew
07/28/2020	N HARTLAND RD	EMS call, excluding vehicle accident with injury
07/28/2020	VA CUTOFF RD	Medical assist, assist EMS crew
07/29/2020	WOODLAWN DR	Medical assist, assist EMS crew
07/29/2020	CATAMOUNT RD	EMS call, excluding vehicle accident with injury
07/29/2020	N HARTLAND RD	EMS call, excluding vehicle accident with injury
07/29/2020	GATES ST	EMS call, excluding vehicle accident with injury
07/29/2020	HARTFORD AVE	EMS call, excluding vehicle accident with injury
07/29/2020	WHITCOMB LN	Dispatched & canceled en route
07/30/2020	MAPLE ST	EMS call, excluding vehicle accident with injury
07/30/2020	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
07/30/2020	VT ROUTE 14	Medical assist, assist EMS crew
07/30/2020	HOLLOW DR	Emergency medical service incident, other
07/30/2020	SARGENT ST	Medical assist, assist EMS crew
07/30/2020	WOODSTOCK RD	Motor vehicle accident with injuries
07/30/2020	OLCOTT DR	EMS call, excluding vehicle accident with injury

07/31/2020 HARTFORD AVE Excessive heat, scorch burns with no ignition
07/31/2020 LYMAN POINT PARK EMS call, excluding vehicle accident with injury
07/31/2020 HANOVER ST Medical assist, assist EMS crew
07/31/2020 SCHOOL ST Medical assist, assist EMS crew
07/31/2020 S MAIN ST EMS call, excluding vehicle accident with injury
08/01/2020 OLD QUECHEE RD Dispatched & canceled en route
08/01/2020 HARTFORD / BUGBEE Medical assist, assist EMS crew
08/01/2020 MILL ST Medical assist, assist EMS crew
08/01/2020 N HARTLAND RD Medical assist, assist EMS crew
08/01/2020 HARTFORD AVE & BUGBEE ST Assist police or other governmental agency
08/01/2020 SYKES MOUNTAIN AVE & Medical assist, assist EMS crew
08/01/2020 BUGBEE ST Medical assist, assist EMS crew
08/02/2020 WOODSIDE CIR EMS call, excluding vehicle accident with injury
08/02/2020 BARRISTER DR Smoke detector activation due to malfunction
08/02/2020 US ROUTE 5 Medical assist, assist EMS crew
08/02/2020 CAMPBELL ST Medical assist, assist EMS crew
08/02/2020 N HARTLAND RD EMS call, excluding vehicle accident with injury
08/02/2020 WOODSIDE CIR Medical assist, assist EMS crew
08/03/2020 LYMAN BATCHELLER RD Medical assist, assist EMS crew
08/03/2020 ELK ST Alarm system activation, no fire - unintentional
08/03/2020 LARCH LN Medical assist, assist EMS crew
08/03/2020 W FISHER RD Combustible/flammable gas/liquid condition, other
08/04/2020 LENT RD Building fire
08/04/2020 HARTFORD AVE EMS call, excluding vehicle accident with injury
08/04/2020 SYKES MOUNTAIN AVE Smoke detector activation due to malfunction
08/04/2020 CURRIER ST EMS call, excluding vehicle accident with injury
08/04/2020 CURRIER ST EMS call, excluding vehicle accident with injury
08/04/2020 BESWICK DR Medical assist, assist EMS crew
08/04/2020 LARKSPUR LN Service Call, other
08/04/2020 REDFIELD PROCTOR RD Assist invalid
08/04/2020 TWILIGHT CT EMS call, excluding vehicle accident with injury
08/05/2020 BUTTERNUT RD Medical assist, assist EMS crew
08/05/2020 BILLINGS FARM RD Detector activation, no fire - unintentional
08/05/2020 OVERLOOK DR Medical assist, assist EMS crew
08/05/2020 HARTFORD AVE & MANNING DR EMS call, excluding vehicle accident with injury
08/05/2020 CHRISTIAN ST EMS call, excluding vehicle accident with injury
08/06/2020 N N HARTLAND RD EMS call, excluding vehicle accident with injury
08/06/2020 REDFIELD PROCTOR RD Arcing, shorted electrical equipment
08/06/2020 FAIRVIEW TER Medical assist, assist EMS crew
08/06/2020 LARKSPUR LN Service Call, other
08/06/2020 CHRISTIAN ST Medical assist, assist EMS crew
08/06/2020 CHRISTIAN ST EMS call, excluding vehicle accident with injury
08/06/2020 LESLIE DR Public service assistance, other

08/06/2020 WALNUT ST EMS call, excluding vehicle accident with injury
08/06/2020 HARTFORD AVE Smoke detector activation due to malfunction
08/06/2020 N HARTLAND RD EMS call, excluding vehicle accident with injury
08/06/2020 BULLARD ST & FOREST HILLS AVE
08/06/2020 VT ROUTE 14 & QUECHEE WEST

INFORMATION TECHNOLOGY

- Identified NIC error with VMWare VM, which fixed the Insight Database error within Spillman
- added port opening for eticket software
- added final route for eticket traffic, setting up MDT's to access state of Vermont eticket servers for eticket software
- Procured printer for Town Clerk for voting days
- Setup new Town Manager: cell phone, email, desk phone, town network and server access

PARKS AND RECREATION

Program Highlights

- Camp Ventures finished week 7 and week 8 of our summer camp program. Week 8 is usually the last week of the camp program. With the start of school pushed out to September 8th we poled the participants about extending the program. We received a tremendous number of requests from parents to continue to offer a program. A decision was made to continue a hybrid camp program for an additional 4 weeks. The program will be held at WABA Arena and we will be taking 30 participants and have 2 pods of 15. We attribute the camp success of this summer's program on the exceptional staff.
- The Department continues to market several new and upcoming programs. Challenger International Soccer Camp which begins August 12th for a full week of soccer at Maxfield, Youth Soccer for Pre-School through 6th grade begins September 9th. Youth Field Hockey for grades 3 through 6 begins August 31st. Fall NFL Flag Football begin August 31st for grades K through 6. Youth Cheerleading begins September 1st for grades K through 5. The Middle School Cheerleading also begins September 1st for grades 6 through 8. August 12th the Gerry Grimo and the East Bay Jazz Band will play at Lyman Point Park. The Green Mountain Roots will play August 19th at Lyman Point Park. Both concerts begin at 6:30pm.
- The Hartford Performing Arts Camp took place the week of August 3rd. The one-week camp included theatre, dance and band. The program was revamped with the assistance of the Town Health Officer and included the band portion of the program being held outdoors under a tent. In past years the camp held a live performance at the end of the program. This year's performance showcase will be videotaped and shared. 59 registered participants were enrolled. The program included a morning and afternoon sessions which created smaller groups. Michael and Danielle Conerty along with Kristen Chapman continue to coordinate this very popular summer camp offering.
- SOLID Speed, Agility and Conditioning Training continued through July 31st at Lyman Point Park.
- Summer Flag Football continues every Tuesday through August 18th, 6pm to 8pm at Watson Park.
- Rookies Baseball continues at Maxfield. The Jr. Nighthawks fell short in the semifinals of the playoffs at the Maxfield Sports Complex.

- The Pickleball program at Maxfield continues Tuesday and Thursday from 6pm to 7:30pm
- Beginner Mountain Biking for Women continued through July 28th.
- Shrimptunes performed for an audience of about 100 spectators during our summer concert series at Lyman Point Park on July 29th and Michele Fay performed on August 5th with 85 spectators. The pod system continues to work well, and spectators continue to be grateful for the concert.
- Sonic the Hedgehog was our movie in the park Friday, July 31st. The movie was shown at Lyman Park Bandstand using the performance pod system. The movie was co-sponsored by Members Advantage Credit Union. We had about 85 movie goers.
- Karen McNall held her 2nd Card Making Workshop at Town Hall on July 29th with four participants.
- Karen McNall from the Department along with Sheri West from the Clerk's Office coordinated the Hartford Community Coalitions Food Drive Backpack Program. Through their leadership Town Staff collected 1062 items of non-perishable food equaling 211.7 pounds. The food was assembled into 50 take home bags for school children and delivered to the Hartford Community Coalition for distribution this fall.

Parks/Facilities

- The Hartford Tree Board – Tree of the Month is the Northern Red Oak at the West Hartford Town Library. Each month the Tree Board highlights a tree within the community. Each tree has a posted sign that describes the tree.
- The Department issued the following park permits. July 26th Martha Bryan Farewell Gathering at Lyman. July 27th Lightning Soccer Club at Maxfield (M-F). August 9th Open Door Dance Performance Project at Lyman Point Park. They will be using the entire park location. August 11th VNH at Lyman Point Park. August 12th Vermont Basketball Coaches Association at Maxfield. August 13th BYUV Yoga & Fitness at Ratcliffe Park. August 15th Lorenzo wedding at the Quechee Green/Gazebo. August 15th the Telling My Story at Lyman Point Park Bandstand. August 17-28th Northern Stage will be conducting voice lessons at the Lyman Point Park Bandstand. August 23rd CT River Ironmen will be holding a baseball game at Maxfield and we are working on September 12th a Memorial Service will take place at Lyman Point Park.
- We are having a-lot of loitering at the Lyman Park Bandstand and the park in general. A tremendous amount of trash is left daily from individuals and groups using the park and those simply loitering. We will be taking the time to visit individuals using the park and asking them to be sure to take their trash and dispose it. Additionally, we have asked our staff to visit the park for a cleanup and to sweep the area two times during Monday through Friday. We may have to staff weekends if this park behavior continues throughout the weekends.
- The Department distributed the three RFQ's for the pool to the review committee. The committee will review and assess the proposals. A point system is being used for the reviews and potential interviews will be held with one or more of the construction firms.
- All other routine operations continue – mowing, string trimming, ball field prep and maintenance, line painting etc.
- The Department continues to work with an Ice Rink Working Group to discuss guidelines for fall and winter operations of ice rink facilities. We will present our recommendations through the Vermont Recreation and Park Association to the Department of Health and Agency of Commerce.
- The Department has started the ice arena scheduling. As we receive requests the Department will begin building the schedule for the season.
- The Department continues to be a part of a statewide working group for ice arena operations. The working group will submit recommended guidance to the Governor's Office August 7th.

POLICE

July 27th – Patrol officers assisted the Vermont State Police in locating a child having previously been reported as missing. The child was located unharmed with family at a private residence along Hartford Avenue.

July 28th – Patrol officers assisted the Norwich Police in locating and stopping two persons suspected of stealing power tools from a business along Route 5. The equipment was recovered and the suspects released to Norwich Police for processing.

July 30th – Patrol officers responded to a domestic altercation at a private residence along the unit block of Christian Street. Parties were separated, a juvenile cited into family court and released into the mother's custody.

July 30th – Patrol officers responded to a motor vehicle collision with injuries along Route 4 at Mill Road. Both drivers and a passenger were transported to Dartmouth-Hitchcock Medical Center for treatment of non-life threatening injuries. The investigation continues.

July 31st – Patrol officers responded to a private, multi-unit residence along the 500 block of Hartford Avenue for reports of a domestic altercation. Officer mediated the dispute, separated the parties and provided follow-up advocacy assistance in obtaining and serving an abuse prevention order.

August 1st – Patrol officers responded to reports of vandalism/graffiti tagging that occurred overnight at several locations in downtown White River Junction. The investigation continues.

August 2nd – Patrol officers investigating reports of a vehicle operating in excess of the speed limit and crossing the centerline located and stopped the vehicle, finding its operator experiencing a medical emergency. Paramedics were summoned to assist, and the man's vehicle removed by an acquaintance.

August 3rd – Patrol officers were summoned to the Hartford Village Library for staff reports of a disturbance. Police found a patron arguing with staff and worked to mediate, the patron was trespassed.

August 4th – Patrol officers responded to reports of an unconscious man at a restaurant along Beswick Drive. The man was administered naloxone and provided lifesaving assistance by police and paramedics.

August 5th – Patrol officers responded to a parking lot collision involving a pedestrian at the Quechee Club. The investigation continues.

August 6th – Patrol officers responded to reports of woman causing a disturbance in the parking lot at the Super 8 Motel. First responders found a resident incapacitated and laying in the parking lot. Paramedic were summoned to assist and the woman was taken to Dartmouth-Hitchcock Medical Center for assistance.

August 7th – Patrol officers responded to a private residence along the 100 block of Redfield Proctor Road for reports of a burglary. Unknown persons reportedly removed a grill from an enclosed patio area. The investigation continues.

PLANNING AND DEVELOPMENT

- Hartford Business Recovery Grant through HBRLF Program – Publicized and responded to inquiries about the special Town COVID grant. Several applications received. Following the closing deadline of 5:00 on Monday, August 10th, qualified applications will be placed in a lottery and up to 25 awards will be presented to the SB at its August 25th meeting for approval.
- Continued to attend briefings and strategy meetings on the Governor’s COVID Economic Recovery Plan. New state Programs announced by the state: Everyone Eats; Sole Proprietors Grants; Landlord Tenant Rental Stabilization; Municipal Public Service Grants; Buy Local Program Proprietors Disseminated information to businesses and organizations.
- Researched Town application to the State for the Municipal Public Service Grant and/or joint Designated Downtowns application.
- COVID- 19 Response – Continued working closely with the Town Committee, Upper Valley Strong, and state agencies to provide information and resources to the public. Supporting activities in the operation of the Town’s Emergency Operations Center.
- Hazard Mitigation Plan: Finalizing revisions on Plan for resubmittal to State and FEMA.
- Development Proposals for Public Hearings Zoning/Building Permits – New applications received for September 9th ZBA and September 14th PC meetings, now under review.
- Continued to receive and process requests for Zoning Permit applications.
- South Main Street TIF Improvement Projects –Continued working with DPW to support project implementation and coordination with private sector redevelopment.
- Historic Preservation Demolition Ordinance – Continued development of a Request for Proposals to hire a consultant to assist the Town in drafting an ordinance for distribution in September.
COVID Business Assistance – Attended workshop on state Buying Local Program. Working with Vital Communities and Chamber on initiative for our local area.
- Grant Reimbursements – Continued assembling documentation to request reimbursement of expenditures for projects receiving grant funding and other sources.
- Trails in the Town Forest - The Vermont Youth Conservation Corps completed improvements to the Pine Drop trail and will be working on another trail the week of August 24th.
- Wentworth and Wilder VCDP Housing Grant –Working with Twin Pines and Housing Vermont on requirements for processing VCDP grant award.
- TIF Five-Year State Audit – Continue to follow-up on requests for additional information.
- Roundabout and Upper Sykes Sidewalk Project – Construction underway. Continued working with DPW and project team and processing invoices.
- Town Forest Trail Maintenance – Community members continued to register on-line and take on maintenance of trail sections for COVID safety in lieu of the traditional annual Trails Day coordinated by staff and the Conservation Commission.
- Climate Action Plan – Responding to inquiries regarding the Request for Proposals to develop a Hartford Climate Action Plan. Proposals are due August 31st.
- Bugbee Senior Center Roof – Construction completed. Processing invoices and grant sign-off underway.
- Bugbee Senior Center HVAC System –Bid and award going to the Selectboard on August 10th.

- Currier Street TIF Project – The contractor has been delayed in beginning construction due to a delay by the sidewalk subcontractor. We anticipate a revised schedule shortly.
- Shelter for People Experience Homelessness – Began review of Town parcels as follow-up to SB request.
- Town Forest Management Plan – Soliciting comments on the Plan and July 15th virtual community meeting with the County Forester, which are on the Town Website. Comments due by end of August.
- Town Forest Recreation Plan – The Commission and staff are continuing with the Plan update.
- Tafts Flat Historic Preservation Survey – Grant completion date extended due to COVID to allow the consultant to complete the work and have a community meeting to present the report.
- PSB Ventilation System – Work completed
- Public Safety Building HVAC- Bids received for the Police Department and contractor to complete the installation of the new ventilation system. Under review.
- WABA Water Heater and Ice Making – Assisted Parks and Rec Department on identifying options for energy efficient hot water heater and ice making system. Proposal going to the SB on August 10th.
- Zoning Regs Land Uses – Continued discussions and research on inquiries regarding uses within different zoning districts.
- State Building Energy Code – Continued working on option of having Hartford adopt the new state energy code above the base level required for new construction to reduce energy consumption and reliance on nonrenewable energy sources.
- Cornerstone Community Center – Continued working with the CCC and the state to further explore the possibility of a Vermont Community Development Program planning grant for building renovations to the former Elks Club, for community services programs. Planning Grant public hearing before the SB scheduled for August 25th.
- Energy Coordinator – Personnel issues related to the Energy Coordinator resignation as of August 14th to take a position with the Two River’s Ottauquechee Regional Commission.

PUBLIC WORKS

Highway

1. Ross Thurston passed his class A CDL test. Congratulations Ross!
2. The Highway Crew helped the Water Department install new service on South Main Street.
3. The Highway Crew prepared for the arrival of Tropical Storm Isaias.
4. The Highway Crew cleaned up trees and repaired a few washouts from Tuesday’s weather event.
5. The Highway Crew has completed almost all roadside mowing in Town.
6. The Highway Crew repaired pot holes and paved water cuts.
7. David Follensbee and Ross Thurston have been helping fill staffing holes at the Solid Waste Facility. Big thank you to both of them!
8. Two employees checked out the new six wheeled dump truck, we anticipate its arrival soon.
9. The Highway Crew has continued to grade roads all through Town.

10. "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

11. 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.
12. Welcomed Joseph LaBombard as our newest Water Operator in Training. We look forward to a long career with Joseph!
13. Evan has re-released the bid documents for the One-Ton truck in the budget. Unfortunately we did not receive any proposals earlier in the year.
14. The Water Crew completed monthly meter readings.
15. The Water Crew completed the first round of monthly bacteria sampling.
16. The Water Crew installed a new water service line at 407 South Main Street.
17. The Water Crew repaired a water main break on A Street. A precautionary Boil Water Advisory was issued to affected residents, then lifted after receiving the sample results.
18. The Water Crew worked with contractors on South Main Street and Route 5 projects.
19. As always, the Water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.

Wastewater

20. 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.
21. The White River Wastewater Crew has been actively working on the following:
 - a. Received the new pump for Ferry Boat Crossing Pump Station.
 - b. Awarded the contract for T.V. and Line cleaning to N.A. Manosh.
 - c. Awarded contract for sludge hauling to Stearn's Septic Service.
 - d. Mowed the Wilder pump station.
 - e. Pumped the A Street wet well.
 - f. Performed daily lab and station checks.
 - g. Reviewed applicants for the open Wastewater Plant Operator position.
 - h. Routine wasting and hauling of bio-solids.
 - i. Performed Dig Safe mark outs.
22. The Quechee Wastewater Crew in Quechee has been actively working on the following:
 - a. Installed new floats at Jay Hill.
 - b. Pulled both pumps at Jay Hill, discovered the pumps were clogged with socks that had been flushed. Repairs to the pumps are both time consuming and expensive, please remember to only flush toilet paper.
 - c. Eric performed mowing at Kilowatt Park South.
 - d. Performed daily lab & station checks.
 - e. Several Dig Safe checks/mark-outs
 - f. Installed a new cover for easier access to dosing and septic tanks.
 - g. Submitted leach field work schedule to the State.

- h. Installed new radio at Whitman Brook Pump Station for SCADA.
- i. Hauled 24,000 gallons of sludge to the White River Treatment Plant.

Fleet Management

23. Fleet Management performed the following:
- a. Car-3 complete brake job. Replaced rear upper control arm bushings both sides.
 - b. Car-3 state inspection completed and new tires installed.
 - c. PD-2 complete brake job, battery replaced.
 - d. H-6 complete rear brake job, camshafts, cam kits, new wheel seals, slack adjusters. Repaired LR cam tube. Repaired RH brake spider and new drums and brake shoe kits. Lower suspension rod bushings replaced and new restriction cans replaced.
 - e. H-6 new front modulator valves installed, air tank fittings that were leaking repaired.
 - f. H-6 windshield replaced.
 - g. AMB-1 exhaust repaired. Service and quarterly inspection completed.
 - h. Tower-122 hydraulic leak repaired.
 - i. H-1 jump started.
 - j. ENG-4 check engine light repaired.
 - k. H-5 inlet NOX sensor failed and replaced. Road tested and parked regen completed. Steam cleaned truck to find engine oil leak and hydraulic leak at side pump rotary actuator.
 - l. WS-110 front end repairs started, will need front wheel bearings and 4X4 actuators, front axle tire rotation and repair wiring to reverse lamps.
 - m. Road call to Kilowatt field for ENG-1.

Solid Waste

24. At this time, the Solid Waste facility is open Tuesday through Saturday from 8:00 am to 4:00 pm. Our buildings are still closed to the public.
25. Thank you so much to Dillon Walsh for coordinating the new computer, printer, and software installation for the commercial accounts at the Scale House. Earlier this week, Wanda received training on the new software and Brittney Solomita will also be trained in its use. Dillon, Wanda, and Brittney will be working on data entry to transition from the old software/hardware to the new over the upcoming weeks.
26. On July 25th, we held one of two required HHW events for the year in partnership with the GUVSWMD. We had a record 275 cars attend and thank everyone for their patience while waiting in line. It was certainly a beautiful day and we were so excited to see how many people are responsibly disposing of their mystery liquids!
27. Long time Yard Attendant Scott Craig recently announced his retirement. Although his energy and enthusiasm will be missed, we do wish him the best in his future endeavors. The vacancy is currently posted and we are seeking someone who has a strong interest in environmental issues and solid waste management to apply!

Administrative Active

These are projects or tasks which have a notable update or that members of the Public Works team have dedicated substantial time or energy to.

28. Hannah and Jeremy have been working with Pat MacQueen to introduce him to our Department and all of our projects.
29. The Town was notified that the State of Vermont will be closing a portion of Route 14 between Tiger Town Road and Sharhart Road starting at 6:00 am on August 11th and reopening by 6:00 pm on August 13th while they repair a culvert. They are very explicit that there is no possibility of through traffic during that time period.
30. All of our team members actively prepared for Tropical Storm Isaias scheduled to arrive on Tuesday, August 4th. Fortunately, we received very little rain. Some damaging winds occurred early in the evening that lead to road blockages and power outages. BIG thank you for all of our crews who were out safely cleaning that up!
31. The DPW team continues remain responsive to changes related to Covid-19.
32. The DPW team continues to work with our Finance Department on FY close out items.
33. 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.
34. Hannah, Lori, and Gail have been working closely with our contractors to sync their pay schedules with our AP cycle to ensure pay continuity for them.
35. The Sykes Mountain project is in full swing! The contractor is primarily focused on the large scale drainage infrastructure located between Route 5 and I-91. The project is moving along as smoothly as we could anticipate. If you would like to receive weekly project updates, please contact info@hartfordvtprojects.com to be added to their contact list.
36. The sidewalk on Christian Street has been completed. The finishing touches on the earthwork will be done soon. We appreciate the community's patience while those sidewalks were out of service.
37. Jeremy has solicited quotes and made a recommendation for purchase for a new excavator wrist and bucket. The existing one is substantially worn and poses a safety hazard for our team members working around it.
38. Hannah has ordered the radar speed signs for Hartford Avenue in Wilder to replace the broken ones. The company has advised that there is up to a seven week lead time for manufacturing. We look forward to having these essential traffic calming devices back in place.
39. Hannah participated in a hearing with the Vermont Labor Relations Board to discuss changes within our Union on July 23rd with Attorney Brian Monaghan. Paula Nulty, Jeremy Delisle, Scott Hausler, and Brannon Godfrey were all able observe remotely.
40. Hannah, Jeremy, and Brittney have been working through the hiring process for a vacancy in the Wastewater Department, Solid Waste Facility, and the Highway Department. At this time, dozens of applications have been received and we are reviewing them. We will also be reposting the Highway Foreman position shortly after our last search was unsuccessful.
41. Chris continues to work closely with our consultant to address the failing 5E leach field in Quechee. It is likely that they will require us to address infiltration issues within that portion of the system as part of the new permit.
42. Hannah was notified today that as part of the rehabilitation of the Route 4 Bridge over the Quechee Gorge, that costs associated with preserving our waterline that is carried over that bridge will be borne by the Town. At this time, the project is schedule for two years out.
43. The DPW team has been working with appropriate town staff regarding a series of alleged violations on Hathaway Road, Dothan Road, Quechee Main Street, Verna Court, and South Main Street. The investigations and follow up work on these issues take a substantial amount of staff

time, however be assured that we make all efforts to work in the best interest of the community to have the violations resolved in a timely manner.

44. Hannah, Chris, Paula Nulty, Dillon Walsh, and Jo-Ann Ells have been working to fulfill a public records request.
45. We are continuing to work with the project team at the Colodny Building. Unfortunately it does look like their project is taking longer than anyone anticipated to address more issues as they are found, but we are working closely with them as the South Main Street project approaches that space.
46. The South Main Street project is moving along very quickly and on schedule. They have done a substantial amount of the water line work and are getting ready to start tackling the retaining wall on the southern end of the project. This week we bumped up to having two crews working full time on that. We appreciate everyone's patience with the traffic impacts throughout that project.
47. Chris Holzwarth has been working closely with the project team at 87 and 101 Maple Street (Kibbe Buildings) to address utility questions.
48. Jeremy and Chris have been actively working on a stack of driveway permit applications that we have recently received.
49. We have recently received concerns about speeding on VA Cutoff Road, Hillside Drive, and Old River Road. We do not have the ability to gather traffic data in house, but are working with our local RPC to coordinate that work.
50. The DPW team is working closely with our consultant (Dubois & King) to look at what alternative schedules may look like for the South Main Street Parking Lot Improvements that minimize the impact on our downtown. We are exploring what it may look like to install a proposed retaining wall at the back side of the lot and proceed with the surface improvements in 2021.
51. Chris has been getting the Currier Street (completion) project back on track. It looks like the curbing contractor should be onsite shortly.
52. We were recently approached by a group of medical professionals at Dartmouth who are in the early stages of research to use raw wastewater influent to predict Covid outbreaks as the virus sheds in fecal matter. That group did a tour of our wastewater plant in White River in July to understand our infrastructure. At this time, several other municipalities in central New England have agreed to participate in the study, if they chose to move forward. I do not have an update at this time. This sounds like a very exciting opportunity!

Administrative Ongoing

These are projects or tasks that may not have substantial current updates, but worth noting that they exist in the background of our daily operations.

53. 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.
54. The April 15th, 2019 rain event has been federally declared as a disaster. Jeremy has been working with FEMA on this project. Although FEMA notified us recently that due to the classification of this road as a Federal Aid Route (thus not qualified for FEMA funding), there are State of Vermont funds allocated for repairs to these streets.
55. Jeremy Delisle continues to work with FEMA and Vermont Emergency Management to close out the July 1st (2017) storm. It looks like we are getting closer!

56. 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.
57. 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.
58. Paula Nulty continues to provide us with support on a variety of human resources items. We appreciate all of her assistance.
59. DPW staff is working to ensure that our permitting process (various items) are issued and reviewed consistently.
60. 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.
61. 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.
62. 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.
63. A consultant has been hired to complete the Spill Prevention, Control, and Countermeasure Plan required by the EPA for the Solid Waste facility.
64. Unfortunately, we are struggling with disposal of our solid sludge that is accumulated from both the Quechee and White River facilities. Historically we have been able to dispose of that waste at the Lebanon Solid Waste facility, however, they aren't able to accept our sludge at the rate we accumulate it due to the restrictions on their composition. We are very actively investigating other options and seeking quotes from our water resources engineers so that we can develop a menu of options for disposal or better processing.
65. 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.
66. Although the design and permitting phase of the Quechee Main Box Culvert is completed, that project was put on hold until next year due to the Quechee Balloon Festival's re-schedule. Unfortunately, it looks like that event has been cancelled for this year. Due to the scale of work there, it is too late for us to issue the bids and complete the project within the in-stream work permitting requirements.
67. The engineering plans for the proposed 12" ductile iron water main in Quechee Main Street are currently at 50%. We are currently evaluating hydrant placements which could be used for tanker filling and as temporary water connections during scheduled shut downs for culvert replacements or disasters. These placements are complicated by topography and other restrictions making a careful evaluation that weighs their value critical. With Covid-19 restrictions and potential

financial complications the project schedule has been extended with engineering/permitting to be completed by December 2021 and potential construction moved to summer/fall 2021.

68. The engineering plans for the proposed utility improvements in Abbey Road are complete and no State permits are required. We are currently waiting on the Town attorney to complete easements for the work which has been delayed due to Covid-19 restrictions. The engineer's projected cost is currently \$225,000, which is far greater than originally anticipated. With financial complications the project schedule has been extended with easement work to be completed by December 2020 potential construction moved to summer/fall 2021. We will be working with the State to determine financing options in the coming months. Town crews will continue to monitor and clean the sewer on a regular basis to prevent back-ups.
69. The engineering plans for the proposed water main improvements in South and James Streets were completed with revisions under way to address State review comments. We expect to receive an engineer's estimate of cost once the revisions are complete. We anticipate construction in the summer/fall 2021. We will be working to determine the funding source once we have an estimate of cost.

Note: The operations and project updates outlined in this memorandum are an overview of our operations and not exclusive to any individual projects.