

Tow of Hartford

Town Staff

Significant Activity Report, September 8 – September 21, 2020

Department of Planning and Development Highlights

Period Ending September 19, 2020

- Continued to attend briefings and strategy meetings on the Vermont COVID Economic Recovery Plan on state Programs announced by the state and disseminated information to businesses and organizations: Buy Local Program; Everyone Eats Sole Proprietors Grants; Landlord Tenant Rental Stabilization; expansion of state direct Economic Recovery Grants to businesses.
- COVID “Restart Vermont Regional Marketing and Stimulus” VT Grant –Submitted application with the Chamber of Commerce and Vital Communities for a \$10,000 grant to initiate a “Hartford Dollars” program to stimulate consumer spending at Hartford retail, restaurant and lodging businesses was approved. Rollout will begin this week with goal to have up and running by the last week in September. The Chamber is the fiscal agent.
- COVID “Better Places, Safer Places” Funding – The Governor’s proposal for additional funds to stimulate spending in Downtowns and village centers was not funded by the legislature.
- State Buy-Local Economic stimulus program opened on September 8th with almost all the free \$30 vouchers obtained by Vermonters by the end of the day. Preliminary results show that of the state’s 14 counties, Windsor County had the third highest number of participating businesses and had the 4th highest dollars spent.
- Vermont Community Development Program Income from The Village at WRJ loan- Grant Closeout documents completed. Revolving Loan fund plan to meet VCDP Program requirements under development.
- FY2021-2022 Budget – Worked on preparation of the budget for submittal to the Town Manager on September 25th.
- Development Proposals for Public Hearings Zoning/Building Permits – Worked with Property Owner at 87 and 104 Maple Street to address parking options for site redevelopment. Planning Commission approved on September 14th. Received 8 applications for public hearings before the ZBA and or PC. Began review of applications. Continued receiving and processing information requests and requests for Zoning Permit applications. Responded to compliance issues.
- Shelter for People Experience Homelessness – Responded to Town Manager request for information for the SB regarding Town parcels for a campground.
- South Main Street TIF Improvement Projects – With the executed State Revolving Loan Funds documents executed, loan funds are now available for drawdown. Continued working with DPW to support project implementation and coordination with private sector redevelopment.
- Historic Preservation Demolition Ordinance – Historic Preservation Commission reviewed draft Request for Proposals to hire a consultant to assist the Town in drafting an ordinance for demolition of historic structures. Targeting distribution by end of September. This is

funded through a Certified Local Government grant (and Town matching funds) approved by the SB and awarded in FY2020.

- Cornerstone Community Center – Worked with Cornerstone consultant to complete application, which was submitted by the Town on September 8th. Application is under review.
- Grant Reimbursements – Continued assembling documentation to request reimbursement of expenditures for projects receiving grant funding and other sources.
- Trails in the Town Forest – Coordinated plan with volunteers from the Conservation Commission and mountain bike organization to construct a bridge over a stream that poses a safety issue along a trail. Work is to be completed the week of September 21st.
- TIF Five-Year State Audit – Continued follow-up on requests for additional information.
- Roundabout and Upper Sykes Sidewalk Project – Construction underway. Continue working with DPW and project team.
- Climate Action Plan – The CAC reviewed the 10 proposals received to develop a Hartford Climate Action Plan. Interviews were held and a recommendation has been forwarded to the Selectboard for contract award.
- Bugbee Senior Center Roof – Grant sign-off, and reimbursement and grant closeout underway.
- Bugbee Senior Center HVAC System – Project underway.
- Currier Street TIF Project – Curbing and sidewalk installation completed. Paving pending.
- Town Forest Management Plan – Following public comments received. The final draft is nearing completion. Anticipate presentation and review at a Selectboard meeting this fall.
- Town Forest Recreation Plan – The Commission and staff are continuing with the Plan update.
- Tafts Flat Historic Preservation Survey – Consultant finalizing the draft report for presentation at a future public meeting.
- WABA Water Heater and Ice Making – Continued to assist Parks and Rec Department on finalizing contract documents, financing and Efficient Vermont Grant.
- Upper Valley Electric Bike Loaner Program – Worked with Hartford Energy Commission to coordinate Hartford's hosting in the later part of September but was postponed until the spring when more staff time and Energy Commissioners would be available to participate.
- Town Hall Ventilation Pilot Project – Execution of contract in process.
- Resilient Hartford – Finalized community survey on broader uses of open space in parks for plantings with Parks and Rec Dept. Began circulating via social media for the next three weeks.
- Mobile Home Water Pipe Heating Solution – The Town is partnering with Vital Communities, Efficiency Vermont and the Town of Thetford to work with the University of VT Engineering Dept to develop a solution to easily and inexpensively insulate mobile home hot water pipes. This is a major cost and fuel inefficiency problem.

Department of Public Works Significant Activities September 17, 2020

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

Highway

1. Mowed the Transfer Station fields.
2. Replaced a culvert on Bliss Road.
3. Blaktop ground Bliss, Jay Hill, and Meadow Lane.
4. Graded and rolled Bliss, Jay Hill, and Meadow Lane.
5. Installed header walls on culverts replaced on Bliss Road.
6. Hauled hard pack to Bliss Road to prepare for pavement.
7. Installed stone line ditches on Bliss and Smith Road.
8. Smith Road paved by Blaktop on September 15th.

Water

9. **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.**
10. Monthly meter reading edits completed.
11. Continued hydrant testing.
12. Second round of monthly bacteria sampling completed.
13. Repaired a leak on Goudreau Street.
14. Repaired a leak on line feeding Olcott Falls trailer park.
15. Investigated low pressure complaint on West Gilson Ave. Found and repaired one leak on the line. Still looking for at least one additional leak.
16. Cleaned chlorinator and lines at Quechee well.
17. Worked with contractors on South Main Street and Route 5 projects.

Wastewater

18. **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.**
19. The White River Wastewater Crew has been actively working on the following:
 - a. Signed on for the Covid-19 wastewater test being done by Dartmouth Hospital.
 - b. Received a quote for repair work on the dump truck.
 - c. Ordered a new D.O. monitor.
 - d. Line cleaning with Manosh, the T.V. work will be next week.
 - e. Several Dig Safe markouts.

- f. Performed a couple service inspections.
 - g. Provided V.T. Rural water with our septage rate for their survey.
20. The Quechee Wastewater Crew in Quechee has been actively working on the following:
- a. Received 4,000 gallons of Stern Pac-70.
 - b. More time spent on recount of stream crossings.
 - c. Received two new radar level sensors to replace failing transducers.
 - d. Line cleaning and T.V. work with Manosh.
 - e. Several Dig Safe mark outs.
 - f. Received final remote inspection report.
 - g. One load of Bio-solids from #4 drying bed.

Fleet Management

21. Fleet Management performed the following:
- a. H-8 dump body repairs and side dump hydraulic line leak.
 - b. H-7 engine oil leak. RH mirror head wiring repairs. Rear body light wiring repair and State inspection.
 - c. H-4 State inspection, installed side strobe lights to rear body. Repair wiring to LF fender, clearance and side marker lights rerouted and made new wiring harness.
 - d. 311D track adjuster and track repairs.
 - e. H-1 Started on hydraulic system controls and leak.
 - f. Rec Department blue trailer tires ordered.
 - g. Front tires for backhoe ordered, transmission and fuel filter changed.
 - h. 5100M tractor tires ordered.
 - i. W-8 State inspection.
 - j. PD-2 tires done at Wilson Tire.
 - k. PD-7 Serviced and tires rotated.
 - l. PD-1 Checked over cruiser.
 - m. PD-6 rear suspension repairs.
 - n. Paint trailer State inspection.
 - o. 20 ton trailer State inspection.
 - p. Car-4 State inspection.
 - q. Rec Department enclosed trailer State inspection.
 - r. Rebuilt chloride pump.
 - s. Monthly Fire EXT inspection, eye wash station, and exit sign lighting test.

Solid Waste

22. We are hosting an HHW event on September 22 from 1:30 to 5:30 pm.
23. Brittney and Dillon have been working closely to finish up all the software set ups with the new scale house computers.

24. The DPW team has been working extensively to understand the complicated financial relationship we have with the GUV. Pat and I are meeting with the Executive Director of that organization on Wednesday.
25. We are excited to welcome a new member to our Solid Waste team! Tim Sears joined us last week as a Full Time Solid Waste Attendant and we look forward to working with him.
26. We are holding interviews this week for the Part Time Attendant position. We look forward to filling that vacancy.

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.

27. The DPW team continues remain responsive to changes related to Covid-19.
28. The DPW team is diligently working on our FY22 budgets. Hannah attended training for the Munismart budget module – thank you Gail!
29. 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.
30. All members of the DPW team have been dedicating time to understanding more about our Solid Waste facility, fund, and our community's needs. On September 17th, Hannah met with Joe Major and one of our local haulers. We had an excellent conversation about their needs and ideas.
31. The contractor for the Sykes Mountain Projects has completed a significant amount of storm water work and paving. In the upcoming weeks we will be doing another traffic pattern shift to make room for more great work!
32. We have received preliminary plans for the work for the VA Cutoff Bridge Replacement Project. We will review those in house and provide the comments VTrans has requested. We will continue to keep our community posted as the project progresses. It is likely that the design team will do a presentation to the board and our community as this project will have substantial traffic impacts between Hartford Village and the Christian Street area.
33. Hannah, Jeremy, and Brittney continue to work through the hiring processes for vacancies in the Wastewater Department, Solid Waste Facility, and the Highway Department.
34. 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.
35. Hannah and Scott Hausler worked with VEM staff to do more planning around food distribution events located at Maxfield.
36. Chris and Hannah met with residents on Hathaway Road to address concerns with private work that was done on that road.

37. Munson Earth Moving currently has two active crews on the South Main Street Project. They have completed a substantial amount of work on the retaining wall and waterline.
38. Jeremy and Chris (and the Highway Team) have spent a substantial amount of time on our annual capital road improvement program. At this time the work on Smith Road is nearly complete and the preparation for paving work on Bliss Road is nearly complete.
39. 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. A boring contractor will be onsite soon to perform geotechnical explorations.
40. Nott's Excavating is currently coordinating the work to get the structures on Currier Street to finish grade and get that street paved.
41. The South Main Street Parking Lot project is still in design. We are scheduling a meeting for next week to be updated on that project.

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.

42. 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.
43. 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.
44. 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!
45. 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, Kibbe, 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.
46. 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.

47. Paula Nulty continues to provide us with support on a variety of human resources items. We appreciate all of her assistance.
48. DPW staff is working to ensure that our permitting process (various items) are issued and reviewed consistently.
49. 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.
50. 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.
51. 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.
52. A consultant has been hired to complete the Spill Prevention, Control, and Countermeasure Plan required by the EPA for the Solid Waste facility.
53. 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.
54. 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.
55. 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. Do 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.
56. 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.

57. 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.
58. 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.

**Parks & Recreation Department
Significant Activity Report
September 21, 2020
Respectfully Submitted By: Scott Hausler, Director**

Program Highlights

- Fall NFL Flag Football for Kindergarten age children continues at Ratcliffe Park on Tuesday's from 5pm to 6pm. The 1st – 2nd grade program continues from 5pm to 6pm on Tuesday's and Thursday's at Ratcliffe Park. Grades 3 – 6 NFL Flag continues from 5pm to 6pm on Monday's and Wednesday's at Ratcliffe Park.
- Fall Pickleball continues at Maxfield on the Pickleball Courts every Tuesday and Thursday from 6pm to 7:30pm. This is a drop-in program.
- The Pickleball program at Maxfield continues Tuesday and Thursday from 6:00pm to 7:30pm. The last several weeks we have had 15 to 18 participants. Due to the popularity of the program we purchased additional net equipment for the 4 courts at Maxfield.
- The Department held three Step It Up Walking Programs. We have had an average of 6 participants. On September 9th walkers experienced the Hurricane Recreation Reserve. On

September 14th the walk was in Wilder Village. On September 16th the walk was held at Gile Mountain in Norwich. We also held a hike in the Village of West Hartford on September 21st.

- Beginner Mt. Biking for Women continues Thursday's from 9am to 11am at the Hurricane Hill Town Forest.
- Youth Karate continues from 5pm to 6pm on Monday and Wednesday.
- We held two movies in the park over the past two weeks. The movies were co-sponsored in part by Members Advantage Credit Union, Hartford Community Coalition and the Parks & Recreation Department. On September 11th the movie was the Goonies. We had close to 80 attendees. On September 18th the movie was the Princess Bride. It was a cool evening and still had about 50 attendees in the audience. We will be showing the movie Big on September 25th. All the movies are at Lyman Point Park.

Parks/Facilities

- The Parks & Recreation Commission held its regular meeting on September 10th. The meetings main topic was the discussion of a new community center. A few members of the public attended the meeting to discuss ideas of what they would like to see in a community center facility. The Board will recommend questions to be included in the upcoming Parks & Recreation Needs Assessment scheduled to be distributed later this fall.
- The Pool Review Committee held a meeting with the Selected Pool Vendor Thursday, September 10th. A presentation was given by the selected vendor. The committee recommended to move forward with the selected vendor and will present to the Selectboard authorization for the Town Manager to enter into a contractual agreement as well as apply for the bond funds for the pool project.
- Over the past two weeks the Department had several issued permits for park usage. The permits included: Hartford Garden Friends Meeting at Lyman Park, Hartford Conservation Commission Meeting at Lyman Park, Hartford 15U Baseball at Maxfield, Open Door Programs at Lyman Park Bandstand, Lightning Soccer Club at Clifford Park, Sonya Carter Yoga at Lyman Park, Girl Scout Meeting at Lyman Park, MACH 1 Lacrosse at Kilowatt South, Tai Chi by Annie Bower at Lyman Park, Paul Mahoney Tai Chi at Lyman Park, Northern Stage Boot Camp Cabaret at Lyman Park.
- All other routine operations continue within the parks system. Mowing, string trimming and grooming of infields continues to keep staff busy.
- The Department continues to line all athletic fields for fall sports. Lining also continues at Lyman Park for the pod system.
- The Department continues to work on the ice arena schedule and hope to have it completed and sent to ice users the week of September 21st. This season continues to be a struggle getting in all the ice slots due to our COVID Plan. Requests for ice has not diminished at all. We anticipate a very full schedule this season.
- A new scoreboard was installed at the WABA Arena. The center ices, four-sided board was installed by Vermont Displays. The scoreboard was purchased by several donors coordinated by the Hartford High School Athletic Department. The board looks amazing and has the HPRD and HHS Logos on the board.

- We received word that the bleacher system will be shipped on the 28th. The installation which included the product shipping was delayed due to COVID.
- The Department continues to work on the 3 operating budgets for submission. The 5% and 10% reductions will impact program services and likely staffing levels.

Please find the police department's significant policing activities for the week ending September 20^h, when the police department recorded 353 activities – including 23 foot patrols.

September 7th – Patrol officers responded to a property damage collision involving three vehicles along Route 4 at the Quechee Gorge Bridge. The at fault driver was released on citation, and the vehicles were removed by the operators.

September 8th – Patrol officers recovered an abandoned vehicle from the Wilder Bike Patch. Through investigation, police learned the vehicle had been taken from a home in Norwich overnight. The investigation continues.

September 9th – Patrol officers completed three weeks of directed traffic safety education and enforcement along Hartford Avenue in downtown Wilder. During August and early September, police completed nearly 28 hours of stationary traffic enforcement along the 1000 block of Hartford Avenue, where they observed and stopped 14 cars violating the posted speed limit.

September 10th – Patrol officers responded to reports of a despondent youth along the Wilder Bike Path near the intersections with Christian Street. Police assisted the youth in connecting with his parents, situation mediated.

September 11th – Patrol officers received a report of a theft of checks and fraudulent uttering of checks from a New Hampshire Citizens Back Account by a White River Junction resident. The investigation continues, charges are pending.

September 12th – Patrol officers were dispatched to a noise disturbance at a private residence along the 600 block of Bugbee Street. Following investigation, police arrested a 32 year old Hartford woman for violating court ordered restrictions after learning that she'd been restricted from the residence by the court. The woman was cited and released pending a court hearing.

September 13^h – Patrol officers arrested a 30 year old Connecticut man for Driving While Impaired (DUI) and related offenses after witnesses reported him stumbling to his vehicle before leaving the South Main Street Parking Lot. During arrest processing, the man was found to have a .246 BrAC. He was released to a sober driver pending a court hearing.

September 14th – Patrol officers responded to a family disturbance at a private residence along the 700 block of Willard Road. Patrol officers summoned paramedics to the home after finding one of the residents intoxicated and experiencing an escalating diabetic emergency. The matter was mediated and the man treated and released by paramedics.

September 15th – Patrol officers were dispatched to reports of a man in crisis and threatening self-harm at a private residence along the unit block of Hollow Drive. Patrol officers summoned paramedics to assist. The man was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.

September 16th – Patrol officers were dispatched to reports of a naked woman running in the middle roadway along the 5800 block of Route 4, having attempted to entered several cars. Police found the woman agitated and in crisis. She was taken into custody and paramedics summoned to assist. The woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.

September 17th – Patrol officers responded to a vehicle collision at the intersection of Christian Street at Maple Street. Investigation and clean-up, including removal of one vehicle by a tow truck delayed traffic. Citations issued to the at fault parties and the operators released from the scene.

September 18th – Patrol officers responded to reports of a large altercation at Lyman Point Park. The parties had separated prior to police arrival, although officers were able to locate everyone involved and assisted with mediation. Investigation found the matter to be a disagreement over the attention of the aggressor's dating partner and involved yelling and poking.

September 19th – Patrol officers were dispatched to reports of smoke coming from the wooded area behind Worcester Avenue. Investigation found a tenting site with a supervised campfire along railroad property below Worcester Avenue.

September 20th – Patrol officers responded to reports of a non-fatal overdose at a private home along the unit block of Cascadnac Avenue. An acquaintance had administered naloxone to the patient and called 911. Emergency Communications Specialist Kent instructed the caller in completing CPR while dispatching first responders. The patient was conscious when police and paramedics arrived.

Finance

Preparation & Submission of FYE 20 year end reports/schedules to auditors. FYE 20 audit will be conducted the weeks of 9/14, 9/21 and 9/28.

Set up finance software for budget module to accommodate 3 draft budgets for FYE 22.

Provided training to department heads, interim town manager and Lana on the new 3 budget format.

August Bank Reconciliations