

Town of Hartford
Town Staff
Significant Activity Report, October 20 – November 1, 2020

Department of Public Works:

Highway

1. Grader training for Wesley and Chip.
2. Brian Raymond will be retiring on 11/30/2020. We wish him the best of luck and enjoyment in his retirement!
3. The Highway Crew has been busy getting equipment prepared for the winter.
4. Cleaning up our summer projects.
5. Installed shoulder gravel on all the 2020 paved roads.
6. Hauling sand to WR and Quechee for winter.
7. Continue to leaf blow our streets.
8. Cleaned up the end of Drew Road.
9. Repaired a few washouts on roads.
10. New employees attended flagger training put on by VLCT.

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. Installed new power conduit line for Lakeland Pump station with assistance from the Wastewater Crew.
13. Finished edits for Quechee and Hartford Village meter readings.
14. Took PFAS samples for all three of our wells in Hartford and Quechee systems.
15. Call in for low chlorine level at Wilder Treatment Plant.
16. Shutting services off for winterization throughout Quechee and Hartford systems.
17. All hydrants have been flushed in Hartford and Quechee with exception to the hydrants around the BUR construction site.
18. Assisting the VFW contractor with replacing fatigued line. Called in 10/25/2020 for a leak.
19. Assisting Highway Department in preparing for winter weather.
20. Joe LaBombard attended flagger training with VLCT.

Wastewater

21. 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.
22. The White River Wastewater Crew has been actively working on the following:
 - a. Worked with Dillon on heating program problems.
 - b. Received dump truck back from repairs.

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- c. Submitted NOP implementation plan.
 - d. Call out on Bullard Street.
 - e. Several mark outs.
 - f. Confined space training.
 - g. Had new D.O monitor installed.
 - h. Ongoing training with Glenn.
 - i. Flagger training for new employees.
23. The Quechee Wastewater Crew in Quechee has been actively working on the following:
- a. Ran new underground power to Dartmouth pump station with help from the Water Department.
 - b. Received copy of T.V. work by Manosh.
 - c. Repaired diffusers in sludge holding tank.
 - d. Clean E.Q. sludge holding tank and wet well with vector truck.
 - e. Confined space training.
 - f. Submitted phosphorous corrective action plan.
 - g. Transferred 24k gallons of sludge to drying bed #1.

Fleet Management

24. Fleet Management performed the following:
25. W-11 Fuel tank bracket rebuild.
26. W-11 State inspection.
27. W-11 Rebuilt exhaust system.
28. LF-303 service and lighting repairs and rewiring fuse panel.
29. H-2 plow install and repairs. Installed sander, rewired plow control, and installed wing.
30. H-6-2020 get plow and wing off and set up truck with driver and road tested before going into service.
31. PD-1 new battery and main two way radio rewire main power wire from battery to the main radio base.
32. H-11 sander and plow installed and got sander ready for winter.
33. C-270 Holder ready for winter.
34. Wacker WL-32 warranty repairs completed by Kraft Power Products to the after treatment system ARD burner unit.
35. H-3 body cylinders at NH Hydraulics being rebuilt and one is being replaced as it is more cost effective to replace than to rebuild the hoist cylinder.

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- 36. H-8 at Reed Truck Services for warranty work for failed EGR cooler and after treatment system repair.
- 37. H-5 plow mount rebuild and repairs started.
- 38. ENG-1 low coolant sensor replacement and coolant tank repairs at Station One.

Solid Waste

- 39. 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.
- 40. Hannah completed the second round of edits to the SWIP.
- 41. Hannah continues to work closely with the Town Manager's office and Joe Major to understand the complicated relationship we share with the Greater Upper Valley Solid Waste Management District.

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.

- 42. The DPW team continues remain responsive to changes related to Covid-19.
- 43. The DPW team has dedicated substantial amounts of time to the budgeting process.
- 44. 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.
- 45. We are working with our restaurants to establish an appropriate time frame for removal of the barricades defining the outdoor dining space. We are keeping a close eye on the weather and enjoying the current 'warm spell'.
- 46. The Sykes Mountain Projects continue to steam along. It is currently anticipated that we will be a winter shut down for that project.
- 47. The DPW team continues to work with VTrans as the VA Cutoff Bridge Replacement design phase moves forward. A presentation was held for the project at a recent selectboard meeting.
- 48. We continue to work together to fill vacancies in the department.
- 49. 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.
- 50. It seems like a very busy time of year for private construction and real estate changes! Chris has been working closely with developers and individuals on a variety of projects to ensure compliance with standards and assist them in navigating permitting processes.
- 51. The Colodny Building Façade Restoration Team is anticipating that they will be re-mobilizing within a few weeks.

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- 52. It appears that the work around the Union negotiations is moving forward.
- 53. The contractor on South Main Street continues to move along swiftly. The project team will be meeting shortly to discuss winter shut down.
- 54. The Currier Street is awaiting a few finishing touches and will be officially complete.
- 55. Hannah recently held a meeting with the design team for the Route 4 Paving Project (state funded). That project is in its final design stages and anticipating 'breaking ground' in April 2021.

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.

- 56. 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.
- 57. 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.
- 58. 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.
- 59. 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.
- 60. Paula Nulty continues to provide us with support on a variety of human resources items. We appreciate all of her assistance.
- 61. DPW staff is working to ensure that our permitting process (various items) are issued and reviewed consistently.
- 62. 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.
- 63. 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.

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64. Last year, 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.
65. A consultant has been hired to complete the Spill Prevention, Control, and Countermeasure Plan required by the EPA for the Solid Waste facility.
66. 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.
67. 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.
68. 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.
69. 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.
70. 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

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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.

71. 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.

Assessors Office

Processed homestead declaration downloads every Monday (until November)

Data entry for new Permits and PTTRs

Help prepare for PVR appeals

Prepared information for upcoming hearings on 2019 Grievance appeals

Reviewed sales for 2021 Equalization Study & Permit Review

Attended Hearing for 2019 valuation appeal

Responded to auditors of TIF

Permit inspections and review

FINANCE

Bank Reconciliations

Continued assistance on TIF audit

Completed review of Final Draft of FYE 2020 Audit

Continued communication with granting agencies on potential COVID grant reimbursements

Quarterly report filings

Continued assistance to the Police Department on Asset Forfeiture reports

Continued assistance to Department Heads and interim town manager on draft FYE 2022 draft budget

Joint collaboration with HR department regarding new health insurance plan

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Prepared budget presentation for town manager and affiliated departments for 11/2 board presentation

Advised COVID committee on procedure for expending the funds by the board up to \$2,000

Reviewing calendar year end procedures

Preparing first quarter financials for 11/19 presentation to board

Fire Significant Activity Report

With numerous construction projects occurring to prepare for potential below grade emergencies, last week the department participated in a 2-day trench rescue technician program. Training was conducted at the Quechee Wastewater facility. Thank you to Public Works for providing the site and digging the trenches. All participants received their Trench Rescue Technicians certification.

Shifts completed driver operator training, thank you to the Armed Forces Center for the use of their parking area for the apparatus obstacle driving course.

Staff participated in public safety activities in the community.

Reviewed quotes for the Quechee staffing project. Working with Public Works and Planning Zoning on permitting.

Reviewing the response to the Simulcast radio project for the Fire and Police radio system replacement.

Members of the departments testing team assisted with the Dept of Health in asymptomatic testing in Hartford.

The Fire Marshal's Office completed 30 inspections during this period.

The department responded to 99 calls for service during this period.

Incident log for this period:

Alarm Date	Street	Situation Found
10/18/2020 4:15	S MAIN ST	EMS call, excluding vehicle accident with injury
10/18/2020 7:14	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
10/18/2020 14:44	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
10/19/2020 8:47	HARTFORD AVE	Removal of victim(s) from stalled elevator

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10/19/2020 11:16	LARCH LN	EMS call, excluding vehicle accident with injury
10/19/2020 13:13	QUECHEE GORGE	Medical assist, assist EMS crew
10/19/2020 13:34	ALDEN PARTRIDGE RD	EMS call, excluding vehicle accident with injury
10/19/2020 14:53	LARCH LN	Medical assist, assist EMS crew
10/19/2020 17:06	VT ROUTE 14 & CLOWNS ALY	Dispatched & canceled en route
10/19/2020 19:53	S MAIN ST	EMS call, excluding vehicle accident with injury
10/19/2020 21:33	BUGBEE ST	Service Call, other
10/20/2020 9:03	RALPH LEHMAN DR	Medical assist, assist EMS crew
10/20/2020 11:07	ROCKY TOP LN	Dispatched & canceled en route
10/20/2020 12:06	LANTERN LN	EMS call, excluding vehicle accident with injury
10/20/2020 19:52	CHRISTIAN ST	Assist invalid
10/21/2020 0:25	LANTERN LN	EMS call, excluding vehicle accident with injury
10/21/2020 6:13	HARTFORD AVE	EMS call, excluding vehicle accident with injury
10/21/2020 15:36	CANDLELIGHT TER	EMS call, excluding vehicle accident with injury
10/21/2020 15:55	WOODSTOCK RD	Motor vehicle accident with injuries
10/21/2020 16:11	REDFIELD PROCTOR RD	EMS call, excluding vehicle accident with injury

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10/21/2020 19:17	I 89 N MM13	Motor vehicle accident with no injuries.
10/22/2020 4:12	COPE LN	EMS call, excluding vehicle accident with injury
10/22/2020 8:20	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
10/22/2020 11:01	TEMPLETON AVE	Public service
10/22/2020 13:30	BALLARDVALE DR	Sprinkler activation, no fire - unintentional
10/22/2020 14:52	MAPLE ST	No incident found on arrival at dispatch address
10/22/2020 15:16	CARLTON HILL RD	EMS call, excluding vehicle accident with injury
10/22/2020 15:19	VISTA DR	Smoke detector activation due to malfunction
10/22/2020 15:55	CENTERRA PKWY	Dispatched & canceled en route
10/22/2020 20:40	VT ROUTE 14	Unintentional transmission of alarm, other
10/22/2020 23:54	ASPEN LN	EMS call, excluding vehicle accident with injury
10/23/2020 2:09	SANCTUARY CIR	Medical assist, assist EMS crew
10/23/2020 8:33	HOLLOW DR	EMS call, excluding vehicle accident with injury
10/23/2020 18:35	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
10/23/2020 22:12	N HARTLAND RD	EMS call, excluding vehicle accident with injury
10/23/2020 22:15	US ROUTE 5	Assist invalid

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10/23/2020 23:47	US ROUTE 5	Assist invalid
10/24/2020 1:23	BUGBEE ST	EMS call, excluding vehicle accident with injury
10/24/2020 4:39	N MAIN ST	Assist invalid
10/24/2020 10:24	SAFFORD RD	Dumpster or other outside trash receptacle fire
10/24/2020 14:42	TEMPLETON AVE	EMS call, excluding vehicle accident with injury
10/24/2020 22:58	N MAIN ST	EMS call, excluding vehicle accident with injury
10/25/2020 2:34	CHITTENDEN DRIVEWAY	Medical assist, assist EMS crew
10/25/2020 16:51	SANCTUARY CIR	EMS call, excluding vehicle accident with injury
10/25/2020 18:58	S MAIN ST	EMS call, excluding vehicle accident with injury
10/25/2020 21:10	MARSHALL AVE	CO detector activation due to malfunction
10/26/2020 7:04	FOX LN	EMS call, excluding vehicle accident with injury
10/26/2020 7:08	WINTER ST	EMS call, excluding vehicle accident with injury
10/26/2020 8:55	RAILROAD	Alarm system activation, no fire - unintentional
10/26/2020 18:56	GIFFORD RD	Medical assist, assist EMS crew
10/27/2020 5:45	South Main Street	Smoke detector activation due to malfunction
10/27/2020 7:41	CURRIER ST	Medical assist, assist EMS crew
10/27/2020 10:47	S MAIN ST	Smoke detector activation due to malfunction

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10/27/2020 11:20	S MAIN ST	Smoke detector activation due to malfunction
10/27/2020 14:51	CANDLELIGHT TER	EMS call, excluding vehicle accident with injury
10/27/2020 16:35	WILLOW CIR	Medical assist, assist EMS crew
10/27/2020 17:52	QUECHEE WEST HARTFORD RD	Service Call, other
10/27/2020 18:26	BENNINGTON LN	Alarm system activation, no fire - unintentional
10/27/2020 19:24	OLD RIVER RD	EMS call, excluding vehicle accident with injury
10/27/2020 22:07	LANTERN LN	Medical assist, assist EMS crew
10/27/2020 23:23	CONNECTICUT RIVER RD	Smoke detector activation due to malfunction
10/28/2020 2:41	DEPOT ST	Unauthorized burning
10/28/2020 9:23	CHRISTIAN ST	Dispatched & canceled en route
10/28/2020 9:41	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
10/28/2020 11:22	HITCHCOCK DR	EMS call, excluding vehicle accident with injury
10/28/2020 12:57	HIGHLAND AVE	Assist police or other governmental agency
10/28/2020 15:11	SYKES MOUNTAIN AVE	Overheated motor
10/28/2020 19:15	BAKER TURN	Smoke detector activation, no fire - unintentional
10/28/2020 19:43	I 91 N MM73	Motor vehicle accident with injuries

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10/28/2020 20:56	I 89 N MM11	Motor vehicle accident with injuries
10/29/2020 6:43	PEACH TREE LN	EMS call, excluding vehicle accident with injury
10/29/2020 7:10	DAWN DR	EMS call, excluding vehicle accident with injury
10/29/2020 9:40	US ROUTE 5	Medical assist, assist EMS crew
10/29/2020 10:31	VETERANS DR	EMS call, excluding vehicle accident with injury
10/29/2020 16:44	OLD RIVER RD	EMS call, excluding vehicle accident with injury
10/30/2020 1:36	FAIRVIEW TER	System malfunction, other
10/30/2020 9:01	US ROUTE 5	EMS call, excluding vehicle accident with injury
10/30/2020 9:14	S MAIN ST	EMS call, excluding vehicle accident with injury
10/30/2020 11:15	CHRISTIAN ST	Public service
10/30/2020 13:22	HAZEN ST	EMS call, excluding vehicle accident with injury
10/30/2020 13:40	N N HARTLAND RD	EMS call, excluding vehicle accident with injury
10/30/2020 16:02	HARTFORD AVE	Medical assist, assist EMS crew
10/30/2020 16:26	PLAINFIELD RD	Overpressure rupture, explosion, overheat other
10/30/2020 18:05	WOODSIDE CIR	EMS call, excluding vehicle accident with injury
10/30/2020 20:10	QUECHEE HARTLAND RD	Assist invalid

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10/30/2020 22:42	INTERSTATE 91 S	Motor vehicle accident with no injuries.
10/31/2020 3:51	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
10/31/2020 4:47	KINGS HWY	EMS call, excluding vehicle accident with injury
10/31/2020 9:48	WILLARD RD	Chimney or flue fire, confined to chimney or flue
10/31/2020 10:32	S MAIN ST	EMS call, excluding vehicle accident with injury
10/31/2020 14:00	HIGHLAND AVE	Service Call, other
10/31/2020 14:30	SPRING CIR	Unauthorized burning
10/31/2020 15:51	WINTER ST	EMS call, excluding vehicle accident with injury
10/31/2020 15:51	COLONIAL DR	CO detector activation due to malfunction
10/31/2020 22:25	MAPLE ST	EMS call, excluding vehicle accident with injury
10/31/2020 23:24	MAPLE ST	EMS call, excluding vehicle accident with injury
11/1/2020 12:14	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
11/1/2020 20:47	ACORN ST	Carbon monoxide incident
11/1/2020 21:14	DEWITT DR	EMS call, excluding vehicle accident with injury

Parks & Recreation Department
Program Highlights

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- The Department held our annual Trunk or Treat Halloween event. This year's event was a drive through style activity with local businesses, organizations, groups, families participated as an exhibitor. The event went very smooth and participants were very grateful and appreciative of the event. Donated candy from the groups along with several contributions made for a wonderful event held at Hartford High School. We had 25 booths and an estimated 500 + children participated. About 275 cars went through the drive through event. We estimated 30,000 pieces of candy were donated by the community and those involved. Riverbank Church volunteers helped assemble 650 bags of candy for the event. They also participated with several of the displays.
- The fall programming continues with the Step it Up with Hartford Parks & Recreation walking program. The last walk was at the Maxfield Sports Complex with 8 participants. The 10/26 walk in Hartford Village was cancelled.
- Session #2 of Youth Karate continues. This program is an ongoing traditional Japanese Karate program that teaches basic to advanced movements and forms. The program emphasizes self-awareness and confidence. Students may test for traditional karate belt ranks as they progress in each session. The program is instructed by Brett Mayfield.
- The Hartford Parks & Recreation Lego Club Session #2 continues Monday's at Town Hall following school to 5pm with 12 participants.
- Karen McNall's Home Décor Card Making Workshop was held on October 21st. She had 8 participants in the program that was held at Town Hall.
- Public Skating at WABA started up on October 18th. Participants must pre-register through our website to sign-up for a preferred public skating time on Friday, Saturday or Sunday.
- The Department filled the No School Fun Day scheduled for November 3rd. We have 12 participants. Participants will enjoy the day playing games, taking a field trip, hiking/outside time and enjoy arts/crafts. Our purpose is to provide a safe, caring, creative, and fun recreation experience! We will take a field trip to VINS, enjoy a local playground and a hike.
- The Girls and Boys Small Games Camp for Grades 7 through 12 starts at WABA on November 2nd. The program is designed for hockey players to promote creativity and experimentation as an athlete on the ice. The Girls Small Games Camp is coached by Kylie Young and the Boys Small Games Camp is coached by Todd Bebeau. The camp runs through November 6th.

Parks/Facilities

- The Vermont Foodbank Farmers to Families Food Box Program was held at Maxfield on October 19th. Families that attended entered on Lesle Drive and exited out on Balsam Lane. Reports indicated that the facility was a perfect location for the event and organizers were satisfied with the accommodations.
- High School Soccer continues at Maxfield. The School Athletic Department will be hosting the Division 3 Vermont State Championships on November 7th at Maxfield. The facility will be used from 8am through 5pm for set up and take down. The games are scheduled for 10am and 1pm.
- WABA Arena and our COVID Operations appear to be going well. We still have a few challenges with the groups and equipment but getting them in and out of the building with limited contact exposure seems to be working well. We have allotted for 25 minutes between groups when

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the east of the building is not able to be used. This provides for proper cleaning before the next group arrives.

- We experienced low voltage and charging on the Zamboni during operations once we opened. We consulted a battery service technician who works with Zamboni. It was determined that the charging station needed to be re-calibrated. The batteries were not receiving the full charge needed for operations and we had to put the batteries into a cycle of charging to get them to full capacity. During this time we utilized the old Zamboni for arena operations.
- The REALice system has allowed us the work the temperatures of the ice slab. We continue to experiment with temperature levels which can reduce the amount of run time for the refrigeration plant. We anticipate higher than normal ice temperatures as the REALice water allows us to apply treated cold-water verses hot water during the resurfacing process.
- The bleacher project continues. We anticipate that they will be completed within the next couple of weeks. Their use will be dictated by COVID Guidelines for the facility.

Routine maintenance in the parks continues but has slowed down as the weather gets colder.

Department of Planning and Development Highlights

- “Hartford Dollars” Buy Local Campaign – Receiving feedback on desire to continue, people using them at Hartford businesses and suggestions for a next round.
- 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.
- Vermont Community Development Program Income New Revolving Loan Fund - Drafting program management guidelines for program use and benefit, and review by state staff.
- FY2021-2022 Budget – Prepared budget presentation for November 2nd presentation to the Selectboard.
- Town Forest Management Plan –Prepared presentation for the Selectboard on November 2nd.
- Town Forest Recreation Plan – Held virtual community meeting on Draft Plan and uploaded video of community meeting to Town website. Taking public comment through the end of November.
- Climate Action Plan – Working with the CAC in collecting data and initiating an outreach plan for community participation in development of the Plan.
- Development Proposals for Public Hearings, Zoning/Building Permits –Reviewed applications received on October 19th and distributed comments to applicants. Completing draft Findings of Fact reports in preparation for November ZBA and PC meetings. Continued receiving and processing information requests, Zoning Permit applications, and Certificates of Occupancy. Responded to concerns from neighbors about development on private property.

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- Vermont Community Development Program (VCDP) Cornerstone Community Center Application – Prepared and submitted responses to VCDP staff analysis questions regarding Planning Grant application. Application funding is being considered by the VCDP Board on November 5th.
- VCDP Wentworth Housing Grant – Completed and submitted annual report
- Town Commissions/Board/Committees– Continued to provide staff support and technical assistance to 9 Commissions/Board/Committees.
- Shelter for People Experience Homelessness – Continued to respond to inquiries about Zoning requirements in general and for specific properties.
- South Main Street TIF Improvement Projects – Work is nearing completion and button-up for winter, with some paving in the spring to complete for this first section. Engineering docs to bid remaining section of this project underway for 2021 constructions season. Continued working with DPW to support project implementation and coordination with private sector redevelopment.
- Historic Preservation Demolition Guidelines RFP– Received one proposal and evaluation underway. This is funded in part by a Certified Local Government grant and Town matching funds, approved by the SB and awarded in FY2020.
- Clifford and Radcliff Parks Resilient Hartford Survey on Use of Open Space – Reviewing the survey results and next steps.
- Sister City Signage – Researched installation of signage identifying Hartford as a participant in the International Sister City Program.
- Grant Reimbursements – Continued assembling documentation to request reimbursement of expenditures for projects receiving grant funding and other sources.
- TIF Five-Year State Audit – Continued follow-up on requests for additional information.
- Roundabout and Upper Sykes Sidewalk Project – Construction underway. Continued working with DPW.
- Website – Continued updates of the Department’s webpage.
- Zoning Districts Review – Continuing review of uses in IC and HC zoning districts for discussion with the Planning Commission on November 16th.
- Scanning – Continuing with scanning of department permit files.
- Bugbee Senior Center HVAC System – Installation of heat pump system underway.
- Currier Street TIF Project – Hand railings on order; lighting on backorder.
- WABA Water Heater and Ice Making – Continued to assisted Parks and Rec Department on finalizing contract documents, financing and Efficient Vermont Grant.
- Energy Public Outreach – Assisted the Energy Commission in producing outreach materials.
- Mobile Home Water Pipe Heating Solution – The Hartford Energy Commission continues to work 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.

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- Town Hall Ventilation Pilot Project – received signed agreement with Efficiency VT for a \$9,500 incentive towards the Flexible Load Management Pilot Project related to reducing energy consumption and costs through system programming during peak demand periods.

Information Technology

--redid Emergency MDT's inventory and RMA'd a bad battery

--certifications

--website updates

--IDS tweaks and setup

Note:

Town Clerk and Police will submit their activity logs at the next regular meeting, 11/17/2020.