

SIGNIFICANT ACTIVITY REPORT

December 15, 2020

Assessor

Finished data entry of Permit work

Responded to taxpayers' questions

Prepared for Select Board Meeting on Errors & Omission and PVR stipulation agreement

Performed first remote inspection

Validating sales for 2021 Grand List

Attended Axiomatic software presentation (part of review committee)

Working on 2019 appeals

Participated in TIF exit interview

Reviewed Current use files

Public Works

Highway

1. The Highway crew reported to work at 3:00am on December 6th to treat the roadways prior to commuter traffic.
2. Assisted the wastewater crew with CSO testing.
3. Worked on various types of fleet readiness, preparing for winter road conditions. The Highway crew is making a priority of having all equipment readily accessible and operable at any given moment.
4. The Highway crew addressed issues with culverts, drainage canals, and washouts.
5. The Highway crew reviewed the importance of checking all Town and Village roads each day.
6. Conducted various meetings with department employees covering a wide range of topics.

Water

7. 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.

8. The Water Department continues to work with a smaller crew due to Covid quarantine requirements and vacations.
9. Completed monthly meter readings and started edits.
10. Completed monthly State reports.
11. Completed monthly sampling.
12. Worked on hydrant repairs on Beech Street.
13. Inspected the progress of VFW water line replacement. The contractor has completed installation.
14. Repaired a leak on Hawthorn Street.

Wastewater

15. 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.
16. The White River Wastewater Crew has been actively working on the following:
 - a. The Covid-19 wastewater testing has been extended to February.
 - b. Steve and Randy both attended a two day class.
 - c. Participated in a conference call with VT Efficiency.
 - d. The White River Wastewater crew set up by-pass pumping for the Main Street tie-in with Fenoff.
 - e. Performed a dye test for the CSO long term control plan.
 - f. Held a Zoom meeting with A & E regarding the long term control plan for the CSO's.
17. The Quechee Wastewater Crew has been actively working on the following:
 - a. The Quechee Wastewater crew discovered another broken line in the sludge holding tank.
 - b. Received and installed new parts for the U.V. system.
 - c. New tires were installed on our big Kubota tractor.
 - d. Champlin's came for a site visit to see about tying in new chemical feed pumps to help with phosphorous removal.
 - e. Level loggers were added to the new dosing tank at 5-E to verify the flouts are working properly. While we have confirmed they are, the flow design was exceeded the other day due to heavy rains.

Fleet Management

18. Fleet Management performed the following:
19. 5100M hydraulic pump sealed and winterized.
20. H-1 transmission serviced and fluid changed. Replaced transmission cooler line.
21. H-8 new tailgate valve installed and re-plumbed.
22. Winterized Serco Jetter.

23. 928H replaced water valve for heat control as well as the control cable and main joystick control handle. Started other repairs and replacement of main hydraulic three function valve.
24. H-7 front and drive tires replaced.
25. H-3 installed front tires and replaced sander control point. Ordered new wing window from ATG.
26. Replaced windshield wiper blades on H-3, H-5, H-6, H-7, and H-8.
27. H-6-20 was sent to Viking Cives in Williston, VT for warranty work.
28. H-11 installed and serviced plow.
29. H-12 installed and serviced plow.
30. H-2 replaced the rear hydraulic lines to the sander.
31. LF 303 ordered new bucket edges and end bits.
32. Serviced the fuel pumps at DPW.
33. PD-8 and PD-10 both received recall notices for door latches.
34. PD-5 tire repairs.
35. PD-1 was serviced and parts for repairs have been ordered.

Solid Waste

36. Wanda has been completing work on our HHW reimbursement/grant forms. A big thank you to Brittney for working with her on this project.
37. Hannah is working closely with the State to finalize our annual SWIP.
38. Hannah met with Casella to have a better understanding of the contract we have with them for the board meeting on Tuesday evening.
39. Hannah, Brittney, and Gail spent a substantial amount of time ironing out some billing issues with the City of Lebanon for tipping fees and wastewater grit disposal.

Administrative Active

40. The DPW team continues remain responsive to changes related to Covid-19.
41. The DPW team has dedicated substantial amounts of time to the budgeting process.
42. 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.
43. The Sykes Mountain Project is currently 'shut down' for the winter. We anticipate starting up in April.
44. The DPW team continues to work with VTrans as the VA Cutoff Bridge Replacement design phase moves forward. Hannah attended a remote meeting for a brief design update. Hannah continues to receive public inquiries about aspects of the project.
45. We continue to work together to fill vacancies in the department.
46. 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.
47. 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.

48. Chris and Hannah attended a remote meeting with Aldrich and Elliot and our partners at the State to review a first draft of our LCTP/CSO study. That is a substantial report at 195 pages!
49. DPW staff continues to support the team at the Colodny Building project.
50. Chris and Hannah did a walk-through of the project limits for the phase 2 portion of South Main Street. Our focus is on improving accessibility, eliminating maintenance issues, and maintaining the village identity.
51. It appears that the work around the Union negotiations is moving forward.
52. The contractor on South Main Street project has demobilized for the winter. They will likely be back in April.
53. DPW staff spent a substantial amount of time with the VFW while they finished their water service repair.
54. Hannah prepared a memorandum for John regarding Fairview Terrace – current status and future plans.

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.

55. 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.
56. 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.
57. 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!
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. The Norwich School District continues to make inquiries regarding the possibility for a connection to our wastewater system to resolve the failing system at the Marion Cross School.
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. 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.

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. 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.
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.

Finance

Completing November Bank Reconciliations

Continued assistance on TIF audit

Submitted final request to the State of VT for COVID grant reimbursements

Continued assistance with Interim Town Manager on draft FYE 2022 draft budget

Joint collaboration with HR department regarding new health reimbursement account processing

Reviewing calendar year end procedures and preparing reports

Completed the Annual US Census Bureau Report as required

Working with Staff to Promote Vermont COVID-19 Arrearage Assistance Program

- Verified and Certified 21 applications
- Ends December 15, 2020

Assisting with Pool and TIF Bond application

Fire Department

Station 2 Staffing Study update. Working on Act 250 requirements.

Received a Grant Award “EMS and Ambulance Service Provider Stabilization” in the amount of \$34,866.00.

Staff delivered CPR education to HPD.

Staff completed car seat safety checks.

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

The department responded to 89 calls for service during this period.

Incident log for this period:

| Alarm Date | Street | Situation Found |
|---------------------|-----------------|--|
| 11/29/2020 8:59 | US ROUTE 5 | EMS call, excluding vehicle accident with injury |
| 11/29/2020 10:14 | WILLIAMS LN | Detector activation, no fire - unintentional |
| 11/29/2020 | INTERSTATE 89 S | Gasoline or other flammable liquid spill |

| | | |
|---------------------|--------------------|--|
| 10:40 | | |
| 11/29/2020 10:58 | ALLISON RUN | EMS call, excluding vehicle accident with injury |
| 11/29/2020 18:26 | N MAIN ST | EMS call, excluding vehicle accident with injury |
| 11/30/2020 1:19 | BALLARDVALE DR | Smoke detector activation due to malfunction |
| 11/30/2020 5:42 | GLEN RD | Medical assist, assist EMS crew |
| 11/30/2020 8:38 | I 91 S MM70 | Motor vehicle accident with injuries |
| 11/30/2020 10:50 | HARTFORD AVE | Medical assist, assist EMS crew |
| 11/30/2020 12:30 | PLAINFIELD RD | Cover assignment, standby, moveup |
| 11/30/2020 12:41 | OLD QUECHEE RD | Motor vehicle accident with injuries |
| 11/30/2020 18:04 | QUECHEE MAIN ST | Alarm system sounded due to malfunction |
| 12/1/2020 12:24 | LOWER HYDE PARK | Smoke detector activation due to malfunction |
| 12/1/2020 14:20 | AIRPORT RD | EMS call, excluding vehicle accident with injury |
| 12/1/2020 17:03 | N HARTLAND RD | Medical assist, assist EMS crew |
| 12/2/2020 3:32 | FAMILY CIR | EMS call, excluding vehicle accident with injury |
| 12/2/2020 8:38 | CHRISTIAN ST | Dispatched & canceled en route |
| 12/2/2020 10:49 | W GILSON AVE | Detector activation, no fire - unintentional |
| 12/2/2020 11:20 | CURRIER ST | EMS call, excluding vehicle accident with injury |
| 12/2/2020 13:29 | AIRPORT RD | EMS call, excluding vehicle accident with injury |
| 12/2/2020 | FAMILY CIR | Assist invalid |

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|--------------------|----------------------|--|
| 13:47 | | |
| 12/2/2020 21:02 | BALLARDVALE DR | EMS call, excluding vehicle accident with injury |
| 12/3/2020 1:15 | BALLARDVALE DR | Alarm system activation, no fire - unintentional |
| 12/3/2020 12:12 | CENTER OF TOWN RD | Good intent call, other |
| 12/4/2020 5:28 | WENTWORTH WAY | Medical assist, assist EMS crew |
| 12/4/2020 10:51 | WOODLAWN DR | Assist invalid |
| 12/4/2020 12:35 | CHRISTIAN ST | EMS call, excluding vehicle accident with injury |
| 12/4/2020 15:28 | N HARTLAND RD | Alarm system sounded due to malfunction |
| 12/4/2020 19:39 | CHAMBERS LN | EMS call, excluding vehicle accident with injury |
| 12/5/2020 7:05 | WOODSTOCK RD | Medical assist, assist EMS crew |
| 12/5/2020 7:59 | NORWICH AVE | Smoke detector activation, no fire - unintentional |
| 12/5/2020 8:10 | S MAIN ST | Smoke detector activation, no fire - unintentional |
| 12/5/2020 9:27 | CANDLELIGHT TER | Medical assist, assist EMS crew |
| 12/5/2020 9:45 | CHAMBERS LN | EMS call, excluding vehicle accident with injury |
| 12/5/2020 15:43 | CURRIER ST | EMS call, excluding vehicle accident with injury |
| 12/5/2020 21:47 | RALPH LEHMAN DR | EMS call, excluding vehicle accident with injury |
| 12/6/2020 0:41 | I 91 N MM68 | Motor vehicle accident with injuries |
| 12/6/2020 1:37 | LUCE MEADOW RD | EMS call, excluding vehicle accident with injury |
| 12/6/2020 15:34 | PLEASANT VIEW TER | Emergency medical service incident, other |
| 12/6/2020 | PLEASANT ST # APT | Building fire |

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|--------------------|--------------------------|--|
| 17:32 | 39 | |
| 12/6/2020 21:26 | CHELLIS ST | EMS call, excluding vehicle accident with injury |
| 12/6/2020 22:59 | BAKER TURN | Carbon monoxide incident |
| 12/7/2020 6:37 | BARNES AVE | EMS call, excluding vehicle accident with injury |
| 12/7/2020 9:05 | FAMILY CIR | Assist invalid |
| 12/7/2020 11:25 | SUGAR HOUSE RD | No incident found on arrival at dispatch address |
| 12/7/2020 11:34 | FAMILY CIR | Medical assist, assist EMS crew |
| 12/7/2020 11:55 | AZALEA CIR | Smoke detector activation due to malfunction |
| 12/7/2020 13:15 | BALLARDVALE DR | Medical assist, assist EMS crew |
| 12/7/2020 13:44 | HIGHLAND AVE | Smoke or odor removal |
| 12/7/2020 16:06 | AZALEA CIR | System malfunction, other |
| 12/7/2020 16:36 | WHEELOCK RD | False alarm or false call, other |
| 12/7/2020 17:20 | HARTFORD AVE | Service Call, other |
| 12/8/2020 8:33 | VT ROUTE 14 | Smoke or odor removal |
| 12/8/2020 15:23 | NORWICH AVE | EMS call, excluding vehicle accident with injury |
| 12/8/2020 17:01 | CENTER OF TOWN RD | Lock-out |
| 12/8/2020 20:32 | QUECHEE W HARTFORD RD | Motor vehicle accident with no injuries. |
| 12/8/2020 22:59 | FERRY BOAT XING | EMS call, excluding vehicle accident with injury |
| 12/9/2020 11:22 | MAPLE ST | Medical assist, assist EMS crew |

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|---------------------|--------------------|--|
| 12/9/2020 12:52 | HOLLOW DR | EMS call, excluding vehicle accident with injury |
| 12/9/2020 15:42 | VA CUTOFF RD | Medical assist, assist EMS crew |
| 12/9/2020 16:01 | N N HARTLAND RD | EMS call, excluding vehicle accident with injury |
| 12/9/2020 16:15 | FAIRVIEW TER | Gas leak (natural gas or LPG) |
| 12/9/2020 16:45 | I89 S MM | Called Paramedic Intercept. |
| 12/9/2020 21:13 | MAXFIELD LN | Medical assist, assist EMS crew |
| 12/10/2020 4:00 | WHEELock RD | EMS call, excluding vehicle accident with injury |
| 12/10/2020 4:55 | FAMILY CIR | Assist invalid |
| 12/10/2020 10:22 | MILL ST | EMS call, excluding vehicle accident with injury |
| 12/10/2020 12:38 | ALLISON RUN | EMS call, excluding vehicle accident with injury |
| 12/10/2020 13:43 | FAMILY CIR | Medical assist, assist EMS crew |
| 12/10/2020 16:30 | JERICHO ST | Trash or rubbish fire, contained |
| 12/10/2020 18:25 | S MAIN ST | Medical assist, assist EMS crew |
| 12/10/2020 18:45 | MAPLE ST | EMS call, excluding vehicle accident with injury |
| 12/10/2020 19:19 | ELY DR | EMS call, excluding vehicle accident with injury |
| 12/11/2020 4:22 | SYKES MOUNTAIN AVE | EMS call, excluding vehicle accident with injury |
| 12/11/2020 11:48 | WENTWORTH WAY | EMS call, excluding vehicle accident with injury |
| 12/11/2020 | SYKES MOUNTAIN | Medical assist, assist EMS crew |

| | | |
|---------------------|------------------------|--|
| 12:27 | AVE | |
| 12/12/2020 5:50 | N N HARTLAND RD | Medical assist, assist EMS crew |
| 12/12/2020 9:37 | HATHAWAY RD | EMS call, excluding vehicle accident with injury |
| 12/12/2020 11:31 | HARTFORD AVE | EMS call, excluding vehicle accident with injury |
| 12/12/2020 12:49 | GATES ST | EMS call, excluding vehicle accident with injury |
| 12/12/2020 12:58 | QUECHEE HARTLAND RD | EMS call, excluding vehicle accident with injury |
| 12/12/2020 13:21 | CURRIER ST | Dispatched & canceled en route |
| 12/12/2020 17:10 | OLD QUECHEE RD | EMS call, excluding vehicle accident with injury |
| 12/12/2020 22:01 | WILLARD RD | Medical assist, assist EMS crew |
| 12/12/2020 22:40 | SPAULDING LN | EMS call, excluding vehicle accident with injury |
| 12/13/2020 11:36 | I 89 S MM9 | EMS call, excluding vehicle accident with injury |
| 12/13/2020 16:04 | COOLIDGE DR | EMS call, excluding vehicle accident with injury |
| 12/13/2020 21:30 | TWILIGHT CT | EMS call, excluding vehicle accident with injury |
| 12/13/2020 22:21 | HANOVER ST | Medical assist, assist EMS crew |

Parks & Recreation Department

Program Highlights

- We continue to take registration for Happy HOWLidays Festive Pet Photo Contest. Pet owners have the opportunity to showcase your festive furry friend to the Hartford Community! Pet images will be shared on Facebook after the deadline. November 27th through December 16th. We have 13 entries currently.

- The Hartford Parks & Recreation Department continues to accept mail for delivery to Santa. We have accepted about 30 letters so far. A mailbox is located at the Hartford Town Hall where we have an exterior mailbox on the front side of the building (Bridge Street). Letters may also be mailed to Hartford Parks & Recreation, 171 Bridge Street, WRJ, VT 05001. Letters to Santa must be received by December 17, 2020.
- The Department held a Drive Thru Visit with Santa. This was a collaborative between the Town of Hartford and the Hartford Community Coalition. We also had assistance from the Rotary Club. This event followed COVID protocols as we requested pre-registration. We did have a few register on-site. Over 120 cars attended the event and 230 children were able to meet from a distance Santa and Mrs. Claus. The event was held at the 494 Train in White River Junction. Cars traveled through a marked drive-up location and greeted Santa and Mrs. Claus. As they departed, each child received a goodie bag of treats.
- Light Up Hartford has 65 participants. Staff and volunteers will travel around the community on Wednesday, December 16th to judge the event. Community members can register for the location map at Hartfordrec.com. The map plots the locations throughout the community and a separate document locates the addresses within each village. The Department secured several prizes from local retailers to support the event. Funkalicious Deli, Home Depot, Walmart, Zuzu's, Dan & Whit's, Diane's Casual Cuts, Coop Foodstore, WYZE. Awards will be given after the voting is completed on December 16th by the general public. All winners will be announced on December 17th. Awards include the Griswold Award, Most Traditional and Best Theme.
- The After-School Lego Club continues Monday's after school. Virtual programs continue as well. Kids Collage Art, Deep Blue Sea and Improv Comedy.
- Department started a new program at WABA that follows the COVID Guidance. In-The-House Skate started the week of December 8th and will currently continue through the month of December. Four sessions will be held each Wednesday through Saturday for households in Vermont to register for a one-hour timeslot. Registered participants for each timeslot must be from the same household.
- **Holiday Card Making Workshop was held on Saturday, December 5th with 10 participants total.** This is a great program opportunity that continues to be very popular and is instructed by our own Karen McNall.

Parks/Facilities

- Department continues to work on the Bond Bank Application for the Municipal Pool Project.
- A virtual meeting took place with Breadloaf Construction to kick off the pool project. Breadloaf and the Town are working on a contractual agreement for the project and anticipate a document for review within the next week. Additionally, the Department will be conducting additional borings on the pool site and providing that report to Breadloaf as we begin to work on the project. Further, we will be looking to conduct a site survey within the next couple weeks. Funds for the borings and the survey are part of the preliminary design work and funded through the LOT Funding.
- We have finalized Requests for Proposals for next seasons projects that include Fertilization and Ballfield Maintenance, Herbicide and Grub Control along with Tree Care and Spring Park Cleanup. All are for the spring/summer of 2021. We will be sending the RFP's out the first of the year.
- WABA Arena continues to be in a pause operation with the exception of our In-The-House Skate. Based on Governor Scott's COVID-19 Executive Orders, we are unable to have

recreational league play, organized play for youth and adults at the facility at this time. We continue to monitor the situation and hope this is a short term pause for the facility.

- We continue to exercise the electric Zamboni to ensure battery charging is maintained. Additionally, we continue to monitor operations and have increased the ice temperatures to conserve energy.
- Signs to remind dog owners of the leash law have arrived and we will be posting at various locations within the parks. Signs will be posted at high traffic areas to remind dog owners to leash their dog while in a public park.
- The Department continues to work with the Zoning Administrator and Lauren Weston on the Rain Garden Plans at Lyman Point Park.
- Department is working on our Parks & Recreation Annual Report for Town Meeting. The report will outline operations and will be published in the Town Report which covers activities from the past fiscal year.

Department of Planning and Development

“Hartford Dollars” **Buy Local** Program– The program was a great success. Over 30 businesses reported people using the Hartford Dollars and spending more money in their locations than just the Hartford Dollars. We continue to work on the next roll-out of the program.

- Vermont COVID Economic Recovery Plan on State Programs- Continued to push out information on additional assistance programs as nearing the December 31, 2020 deadline to spend federal CARES funding.
- Vermont Community Development Program Income New Revolving Loan Fund – State approval delayed due to focus on use of federal dollars by December 31st.
- FY2021-2022 Budget – Continued to respond to requests for additional information.
- Town Forest Recreation Plan – Received public comments which are being reviewed by staff and the Conservation Commission.
- Climate Action Plan – Continued working with the CAC to collect data for the analysis of existing conditions in the development of the Plan. Committee developing FY 2020 funding proposal for Selectboard consideration.
- TIF Five-Year State Audit – State Auditor exist meeting took place on November 3rd with the Town Manager, Planning & Development Director, Finance Director and Town Assessor. In the final stages of the state’s report review and Town comments with final report from the state anticipated by the end of December, beginning of January.
- Hartford Business Revolving Loan Fund (HBRLF) – Prepared information and memo to the Selectboard for consideration of additional COVID grants on December 15th.
- Zoning Districts Review – Prepared information for the second Planning Commission and Zoning Board of Adjustments workshop on December 14th to discuss creating two new districts that add residential and mixed-use as Conditional Uses.
- Bond Bank Application – Continued working with Parks and Recreation Department and Finance Department on application for the pool and TIF projects, due December 17th.
- Norwich Technologies Ray Way Solar Array Application to the VT Public Utility Commission (PUC) – Followed up on Planning Commission comments and public inquiries from its November 30th meeting and the Selectboard’s December 1st meeting. Planning Commission comments sent to the PUC.
- Green Mountain Power Transmission Line Retirement – Waiting for receipt of requested additional information from GMP regarding Notice of intent to apply to the PUC to retire the line from the TransCanada Wilder Plant to GMP substation #7 in WRJ.

- Development Proposals/Building Permit Applications – Continued receiving and processing information requests, Zoning Permit applications, and Certificates of Occupancy.
- Vermont Community Development Program (VCDP) Cornerstone Community Center Application – Due to more requests than available funds, this application was not funded. The next application will be in June 2021.
- Responded to inquiries regarding areas used by people experiencing homelessness.
- VCDP Wentworth Housing Grant – Continuing to work with the state, Twin Pines Housing Trust and and Evernorth (formerly Housing Vermont) to execute grant agreement and subgrant agreements.
- Town Commissions/Board/Committees– Continued to provide staff support and technical assistance to 9 Commissions/Board/Committees.
- South Main Street TIF Improvement Projects – Winter shutdown in effect for construction of first section of the improvements, with completion in spring of next year. Working with DPW on engineering and design on second phase for construction in 2021.
- Historic Preservation Demolition Standards RFP – Received one proposal on December 11th and received one proposal. Staff and the Historic Preservation Commission are reviewing this week.
- Certified Local Government Historic Preservation Grant – Submitted new grant application for FY2021 to research Hartford’s performing arts history and its connection to historic buildings, as approved by the Selectboard on December 1st.
- Clifford Park Resilient Hartford Survey on Use of Open Space – The Committee and staff are continuing to explore some of the suggestions for use of Clifford Park for food production.
- TIF Annual Report – Began assembling information for the FY 2020 report due to the state in January.
- Town COVID Committee – Circulating information provided by the committee.
- TRORC – Attended monthly meeting of the Commissioners on December 8th. Reviewed Town Plan updates and Energy Compliance for two communities.
- Grant Reimbursements – Continued assembling documentation to request reimbursement of expenditures for projects receiving grant funding and other sources.
- Bugbee Senior Center HVAC System Replacement – Working with Bugbee Senior Center Program Director on completing Efficiency Vermont energy rebate.
- 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.
- Town Forest Tree Harvesting – Working with the state Forester in developing a tree harvesting plan for 2021.

Police Department

During the period ending November 12th the police department recorded 285 incidents, to include 68 proactive directed vehicle and foot patrols. There were 12 arrests.

December 4 – officers seized 27 grams of bulk heroin as well as a small amount of cocaine from a vehicle after responding to a report of a female passed out in her vehicle while parked at the Cumberland Farms. The 46-year-old Bennington, NH female will be facing drug charges.

December 7 – officers seized over 3,000 bags of heroin from a vehicle after the arrest of a male for operating a vehicle after suspension. The 38-year-old Hartford, VT male will be facing drug charges in addition to the license violation.

December 12 – officers participated in a birthday parade for a child in Wilder.

| Nature | Reported | Street |
|-------------------|------------------------|----------------------|
| 911 Hang-up | 11/29/2020 15:47:16 | DOTHAN RD |
| Suspicious | 11/29/2020 17:00:18 | SUMMER ST |
| Traffic Hazard | 11/29/2020 17:04:29 | QUECHEE MAIN ST |
| Suspicious | 11/29/2020 23:38:30 | HARTFORD AVE |
| Found Property | 11/30/2020 08:25:37 | N MAIN ST |
| Citizen Assist | 11/30/2020 09:56:53 | RALPH LEHMAN DR |
| Restraining Order | 11/30/2020 10:23:52 | GILLETTE ST |
| Sick UPC | 11/30/2020 10:50:46 | HARTFORD AVE |
| Suspicious | 11/30/2020 11:40:03 | HIGHLAND AVE |
| Crash Injury | 11/30/2020 12:41:38 | OLD QUECHEE RD |
| Welfare Check | 11/30/2020 12:48:57 | N HARTLAND RD |
| MV Complaint | 11/30/2020 14:30:46 | CENTER OF TOWN RD |
| Suspicious | 11/30/2020 15:09:51 | HEWITT ST |
| Theft of MV | 11/30/2020 15:50:53 | VT ROUTE 14 |
| Traffic Hazard | 11/30/2020 16:40:13 | CLAY RD |
| MV Complaint | 11/30/2020 17:06:13 | CREDIT CT |

| | | |
|-------------------|------------------------|-----------------|
| Family Fight | 11/30/2020 17:56:33 | N HARTLAND RD |
| Citizen Dispute | 11/30/2020 18:05:36 | CURRIER ST |
| Wanted Person | 11/30/2020 22:07:43 | VA CUTOFF RD |
| Trespassing | 12/1/2020 08:38:23 | WORCESTER AVE |
| Stalking | 12/1/2020 09:38:01 | VA CUTOFF RD |
| Illegal Dumping | 12/1/2020 09:44:08 | LAKELAND DR |
| Fraud | 12/1/2020 09:47:53 | BALLARDVALE DR |
| Juvenile Prob | 12/1/2020 09:59:02 | CHRISTIAN ST |
| Suspicious | 12/1/2020 10:05:25 | STONECREST AVE |
| Welfare Check | 12/1/2020 10:30:51 | HARTFORD AVE |
| Citizen Assist | 12/1/2020 11:47:01 | TALL TIMBERS DR |
| Suspicious | 12/1/2020 13:05:46 | TEMPLETON AVE |
| Theft of MV | 12/1/2020 13:07:24 | JASMIN LN |
| Crash Damage | 12/1/2020 14:16:24 | MAPLE ST |
| Theft | 12/1/2020 15:21:11 | RALPH LEHMAN DR |
| Suspicious | 12/1/2020 16:03:30 | HARTFORD AVE |
| Paperwork Service | 12/1/2020 16:59:47 | DEWITT DR |
| Unconscious | 12/1/2020 17:03:38 | N HARTLAND RD |
| Citizen Assist | 12/1/2020 17:31:09 | KRISKARLI DR |
| Child Abuse | 12/1/2020 19:04:38 | N HARTLAND RD |
| Citizen Assist | 12/1/2020 19:49:43 | NUTT LN |
| Phone Problem | 12/1/2020 19:31:06 | KRISKARLI DR |
| 911 Hang-up | 12/1/2020 23:35:27 | BALLARDVALE DR |
| 911 Hang-up | 12/2/2020 00:23:52 | BALLARDVALE DR |

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| Suspicious | 12/2/2020 01:18:52 | CHRISTIAN ST |
| 911 Hang-up | 12/2/2020 10:02:46 | CURRIER ST |
| Suspicious | 12/2/2020 09:55:47 | HARVEST LN |
| Sex Offend Reg | 12/2/2020 12:31:49 | N N HARTLAND RD |
| Sex Offend Reg | 12/2/2020 12:40:01 | N MAIN ST |
| Sex Offend Reg | 12/2/2020 12:52:24 | WOODSTOCK RD |
| Sex Offend Reg | 12/2/2020 13:03:38 | BLISS RD |
| Sex Offend Reg | 12/2/2020 13:14:52 | TALL TIMBERS DR |
| Sex Offend Reg | 12/2/2020 13:27:18 | WILLARD RD |
| Drugs | 12/2/2020 13:42:29 | MAPLE ST |
| Agency Assist | 12/2/2020 14:23:36 | FAIRVIEW TER |
| Agency Assist | 12/2/2020 15:31:04 | RALPH LEHMAN DR |
| Theft | 12/2/2020 15:20:34 | JASMIN LN |
| Burglary Alarm | 12/2/2020 17:55:16 | MORRILL BND |
| Trespassing | 12/2/2020 21:21:28 | SUMMER ST |
| Suspicious Person | 12/3/2020 10:01:33 | PROSPECT ST |
| Bad Check - NSF | 12/3/2020 10:04:52 | CRANBERRY LN |
| Welfare Check | 12/3/2020 10:41:37 | HARTFORD AVE |
| Suspicious | 12/3/2020 11:04:55 | HAZEN ST |
| Sick Unknown | 12/3/2020 12:12:31 | CENTER OF TOWN RD |
| Suspicious | 12/3/2020 12:36:19 | BUGBEE ST |
| Suspicious | 12/3/2020 13:14:48 | HARTFORD AVE |
| Welfare Check | 12/3/2020 13:26:47 | MAPLE ST |
| Lost Property | 12/3/2020 13:24:06 | HIGH PASTURES RD |

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|-------------------|-----------------------|-----------------|
| Citizen Assist | 12/3/2020 13:45:22 | SOUTH ST |
| Citizen Assist | 12/3/2020 15:33:27 | BAKER TURN |
| Fraud | 12/3/2020 16:25:29 | A ST |
| Agency Assist | 12/3/2020 17:19:14 | MAPLE ST |
| Citizen Assist | 12/3/2020 17:51:57 | RALPH LEHMAN DR |
| Welfare Check | 12/3/2020 19:52:14 | FAIRVIEW TER |
| Burglary Alarm | 12/3/2020 20:06:16 | ARBORETUM LN |
| Welfare Check | 12/3/2020 23:44:02 | N N HARTLAND RD |
| Theft | 12/4/2020 07:45:25 | TEMPLETON AVE |
| Found Property | 12/4/2020 07:52:25 | OLD RIVER RD |
| Juvenile Prob | 12/4/2020 11:05:55 | CHRISTIAN ST |
| Paperwork Service | 12/4/2020 11:34:13 | N MAIN ST |
| Information | 12/4/2020 11:45:34 | VA CUTOFF RD |
| Juvenile Prob | 12/4/2020 11:53:42 | CHRISTIAN ST |
| Agency Assist | 12/4/2020 12:53:37 | PINE ST |
| Information | 12/4/2020 13:03:26 | VA CUTOFF RD |
| Fraud | 12/4/2020 12:23:58 | NUTT LN |
| Theft | 12/4/2020 12:41:36 | PINE ST |
| Burglary Alarm | 12/4/2020 15:09:42 | AIRPORT RD |
| Citizen Assist | 12/4/2020 16:05:07 | N HARTLAND RD |
| Citizen Assist | 12/4/2020 16:21:35 | OCONNELL CT |
| Burglary Alarm | 12/4/2020 20:22:36 | HARTFORD AVE |
| Suspicious | 12/4/2020 21:18:53 | BALLARDVALE DR |
| Noise Disturbance | 12/4/2020 21:30:11 | S MAIN ST |

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| Suspicious | 12/4/2020 22:05:37 | HARTFORD AVE |
| Suspicious | 12/4/2020 23:17:46 | MAPLE ST |
| Welfare Check | 12/5/2020 08:48:44 | N MAIN ST |
| Theft | 12/5/2020 12:11:43 | MAPLE ST |
| Theft | 12/5/2020 12:38:17 | MAPLE ST |
| Traffic Hazard | 12/5/2020 13:54:20 | S MAIN ST |
| Animal Problem | 12/5/2020 14:09:06 | SYKES MTN RD |
| MV Complaint | 12/5/2020 16:22:55 | CHRISTIAN ST |
| Suspicious | 12/5/2020 18:12:52 | RALPH LEHMAN DR |
| Noise Disturbance | 12/5/2020 22:12:19 | BALLARDVALE DR |
| 911 Hang-up | 12/6/2020 01:44:49 | BROOKSIDE DR |
| Loitering | 12/6/2020 01:59:24 | SYKES MOUNTAIN AVE |
| Burglary Alarm | 12/6/2020 03:01:55 | MAPLE ST |
| Burglary Alarm | 12/6/2020 02:59:31 | POWERS RD |
| Trespassing | 12/6/2020 05:29:14 | RALPH LEHMAN DR |
| Burglary | 12/6/2020 09:04:09 | MAPLE ST |
| Theft | 12/6/2020 09:08:08 | BESWICK DR |
| Burglary Alarm | 12/6/2020 11:05:14 | RALPH LEHMAN DR |
| Fraud | 12/6/2020 11:47:28 | CASCADNAC AVE |
| Suspicious | 12/6/2020 13:31:37 | HOLIDAY DR |
| Disorderly | 12/6/2020 13:55:21 | KEY AUTO DR |
| Threatening | 12/6/2020 14:21:29 | VA CUTOFF RD |
| Noise Disturbance | 12/6/2020 14:17:49 | S MAIN ST |
| MV Complaint | 12/6/2020 16:26:55 | SPRING CIR |

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| Citizen Dispute | 12/6/2020 18:01:00 | HOLLOW DR |
| Missing Person | 12/6/2020 19:30:32 | BUTTERNUT RD |
| Information | 12/6/2020 19:45:36 | WOODSTOCK RD |
| Citizen Assist | 12/6/2020 21:01:12 | WILLARD RD |
| Suspicious | 12/6/2020 22:11:54 | CHRISTIAN ST |
| Citizen Dispute | 12/7/2020 02:46:20 | N HARTLAND RD |
| Theft | 12/7/2020 06:17:52 | SYKES MOUNTAIN AVE |
| Suspicious | 12/7/2020 10:21:04 | BALLARDVALE DR |
| Theft | 12/7/2020 10:47:33 | MAPLE ST |
| Disorderly | 12/7/2020 11:27:53 | N N HARTLAND RD |
| Trespassing | 12/7/2020 11:17:52 | DOTHAN RD |
| Family Fight | 12/7/2020 13:06:43 | BALLARDVALE DR |
| Traffic Hazard | 12/7/2020 14:59:50 | CHRISTIAN ST |
| Drugs | 12/7/2020 15:55:37 | MAPLE ST |
| Citizen Assist | 12/7/2020 17:34:41 | LUCE MEADOW RD |
| 911 Hang-up | 12/7/2020 20:48:40 | N MAIN ST |
| Noise Disturbance | 12/7/2020 22:20:28 | BALLARDVALE DR |
| Noise Disturbance | 12/7/2020 22:42:12 | FAIRVIEW TER |
| Noise Disturbance | 12/7/2020 23:00:51 | FAIRVIEW TER |
| Noise Disturbance | 12/7/2020 23:26:19 | BALLARDVALE DR |
| Noise Disturbance | 12/8/2020 00:19:40 | FAIRVIEW TER |
| Threatening | 12/8/2020 08:32:15 | N HARTLAND RD |
| MV Complaint | 12/8/2020 11:05:39 | WOODSTOCK RD |
| MV Complaint | 12/8/2020 13:19:21 | PROSPECT ST |

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|-------------------|------------------------|-----------------------|
| Found Property | 12/8/2020 13:50:37 | VA CUTOFF RD |
| Fraud | 12/8/2020 14:17:06 | OLD RIVER RD |
| Suicide Threat | 12/8/2020 15:23:53 | NORWICH AVE |
| Suspicious | 12/8/2020 17:38:47 | N MAIN ST |
| Animal Noise | 12/8/2020 19:29:33 | FAIRVIEW TER |
| Crash Damage | 12/8/2020 20:32:38 | JOE RANGER RD |
| Suspicious | 12/8/2020 23:02:49 | FAIRVIEW TER |
| Noise Disturbance | 12/9/2020 04:09:11 | BALLARDVALE DR |
| Death Inv | 12/9/2020 11:22:53 | MAPLE ST |
| Fraud | 12/9/2020 12:23:50 | HARTFORD AVE |
| MV Complaint | 12/9/2020 12:49:33 | HARTFORD AVE |
| Citizen Assist | 12/9/2020 15:37:30 | VA CUTOFF RD |
| Welfare Check | 12/9/2020 15:39:57 | FAIRVIEW TER |
| Cond of Release | 12/9/2020 15:36:02 | NUTT LN |
| MV Complaint | 12/9/2020 16:22:45 | ATWOOD RD |
| Vandalism | 12/9/2020 17:20:25 | FAIRVIEW TER |
| MV Complaint | 12/9/2020 17:53:32 | N HARTLAND RD |
| 911 Hang-up | 12/9/2020 19:35:47 | ALDEN PARTRIDGE RD |
| Animal Problem | 12/9/2020 20:05:50 | DEPOT ST |
| 911 Hang-up | 12/9/2020 21:17:53 | BROOKSIDE DR |
| 911 Hang-up | 12/9/2020 22:19:00 | RED BARN RD |
| Animal Problem | 12/9/2020 23:03:38 | COLONIAL DR |
| Suspicious | 12/10/2020 01:15:54 | CHRISTIAN ST |
| Burglary Alarm | 12/10/2020 06:50:10 | SYKES MTN AVE |

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|-------------------|------------------------|-----------------------|
| Suspicious | 12/10/2020 13:10:48 | S MAIN ST |
| Agency Assist | 12/10/2020 13:44:19 | VA CUTOFF RD |
| 911 Hang-up | 12/10/2020 15:44:25 | BROOKSIDE DR |
| Citizen Assist | 12/10/2020 15:48:33 | HORSESHOE AVE |
| Suspicious | 12/10/2020 16:42:36 | CHRISTIAN ST |
| Welfare Check | 12/10/2020 18:01:16 | GATES ST |
| Loitering | 12/10/2020 18:25:40 | MAPLE ST |
| CPR | 12/10/2020 19:19:35 | ELY DR |
| 911 Hang-up | 12/10/2020 21:56:14 | BROOKSIDE DR |
| Noise Disturbance | 12/10/2020 22:16:43 | FAIRVIEW TER |
| 911 Hang-up | 12/10/2020 23:51:24 | BROOKSIDE DR |
| Noise Disturbance | 12/11/2020 00:37:37 | N HARTLAND RD |
| 911 Hang-up | 12/11/2020 01:03:05 | BROOKSIDE DR |
| 911 Hang-up | 12/11/2020 01:17:32 | BROOKSIDE DR |
| Suspicious | 12/11/2020 02:38:26 | BALLARDVALE DR |
| Suspicious | 12/11/2020 04:15:21 | SYKES MOUNTAIN AVE |
| Burglary Alarm | 12/11/2020 04:40:05 | PINE ST |
| Burglary Alarm | 12/11/2020 06:09:23 | HIGH PASTURES RD |
| Citizen Assist | 12/11/2020 06:42:31 | MAPLE ST |
| Agency Assist | 12/11/2020 08:08:15 | ASPEN LN |
| Noise Disturbance | 12/11/2020 11:17:24 | S MAIN ST |
| Citizen Dispute | 12/11/2020 11:43:23 | LUCE MEADOW RD |
| Illegal Dumping | 12/11/2020 12:14:20 | WILLIAMS LN |
| Burglary Alarm | 12/11/2020 13:49:10 | WOODSTOCK RD |

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|-------------------|------------------------|-------------------------|
| Suspicious | 12/11/2020 14:33:32 | N MAIN ST |
| Welfare Check | 12/11/2020 16:58:02 | FAIRVIEW TER |
| Paperwork Service | 12/11/2020 17:56:14 | CONNECTICUT RIVER RD |
| Information | 12/11/2020 21:02:25 | VA CUTOFF RD |
| Juvenile Prob | 12/11/2020 21:33:56 | N HARTLAND RD |
| 911 Hang-up | 12/11/2020 21:55:12 | BROOKSIDE DR |
| Suspicious | 12/11/2020 23:02:20 | Wentworth Way |
| 911 Hang-up | 12/11/2020 23:06:29 | HARTFORD AVE |
| Suspicious | 12/12/2020 00:21:43 | N HARTLAND RD |
| Burglary Alarm | 12/12/2020 01:26:47 | LOWER HYDE PARK |
| Suspicious | 12/12/2020 02:38:24 | N HARTLAND RD |
| Burglary Alarm | 12/12/2020 03:14:49 | QUECHEE MAIN ST |
| 911 Hang-up | 12/12/2020 03:20:08 | BROOKSIDE DR |
| Overdose | 12/12/2020 05:50:50 | N HARTLAND RD |
| Burglary Alarm | 12/12/2020 08:01:39 | SYKES MTN AVE |
| Suspicious | 12/12/2020 08:27:50 | MOREY LN |
| Burglary Alarm | 12/12/2020 09:24:10 | WOODSTOCK RD |
| Citizen Assist | 12/12/2020 11:10:46 | WESTFIELD DR |
| Agency Assist | 12/12/2020 11:32:47 | HARTFORD AVE |
| Harassment | 12/12/2020 11:58:27 | GILLETTE ST |
| Burglary Alarm | 12/12/2020 12:33:25 | HARTFORD AVE |
| Special Detail | 12/12/2020 12:37:20 | HARTFORD AVE |
| 911 Hang-up | 12/12/2020 13:21:00 | CURRIER ST |
| Theft | 12/12/2020 13:52:02 | MAPLE ST |

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|-----------------|------------------------|--------------|
| Theft | 12/12/2020 13:55:07 | MAPLE ST |
| Animal Bite | 12/12/2020 14:59:54 | HEBARD ST |
| Wanted Person | 12/12/2020 15:30:18 | AIRPORT RD |
| Suspicious | 12/12/2020 15:39:58 | FAIRVIEW TER |
| Cond of Release | 12/12/2020 15:44:25 | AIRPORT RD |
| Citizen Dispute | 12/12/2020 15:47:13 | FERN ST |
| 911 Hang-up | 12/12/2020 19:17:29 | BROOKSIDE DR |
| Assault | 12/12/2020 22:01:10 | WILLARD RD |
| Suspicious | 12/12/2020 22:43:46 | FAIRVIEW TER |

Town Clerk

1. The Town Clerk's Office is shifting into Town/School District Meeting preparation in the coming weeks to include:
 - Checklist Updates
 - Reserving School Facilities for the Town/School Meeting Cycle of Events
 - Town Report Submissions
 - Monitoring COVID-related election procedures/recommendations from Secretary of State; VT League of Cities & Towns; potential legislative action, etc.
 - Advertising positions to be elected for both Town and School District
 - Promoting Town/School District Meeting events
 - Plans to Utilize Social Media/Listserv to remind voters they may request an early/absentee ballots for Town/School Meeting
 - Scheduling BCA & Asst. Election Officials for Town Meeting and per-election activities, as needed
 - Accepting Candidate Consent Forms
 - Posting Warnings, sample ballots, checklists, etc. to meet statutory and Charter requirements
1. In addition, we are awaiting the Liquor License Renewals from the VT Department of Liquor Control for Hartford businesses. We typically receive those in late December and send them to license holders for them to prepare and submit back to us to begin the renewal process.
2. We will be placing a larger emphasis on Dog Licensing in 2021 than in 2020. Throughout the year, we have processed dog licensing via mail. However, due to COVID-19 constraints, many dog owners were unable to get vaccinations during the normal licensing period as required for licensing. As a result of this and the busy election cycle this summer & fall, we did not perform our usual follow-up activities to dog owners in

effort to license. We will plan to use social media/list serve/print advertising this year in an effort to improve dog licensing. The dog licenses/tags will be available for purchase immediately after the New Year.

3. The volume of recording and title searches remains high as sales and refinancing of real estate remain steady.

Information Technology

--Technical Documentation

--Moved DPS tunnel to new DPS firewall

--Installed new PC in patrol

--Scale house software fix