

Significant Activity Report January 12, 2021

Assessor

Worked with Planning and Zoning to update TIF district (updates required as a result of TIF audit will have to be applied to Grand Lists 2011 through 2020)

Provided TIF reports for 2019 Grand List to Planning & Zoning (yearly TIF reporting)

Produced TIF reports for 2020 Grand List

Reviewed decision from hearing officer regarding Bridge & Main appeal for 2019 and reviewed town options (appellant has 30days to appeal to Supreme Court)

Reviewed applicants resumes for Assessor position

Preparing for January 20th appeal on the "Terraces" (this appeal is for 2019 Grand List)

Send End of Year Report (Final 411) to the state

Sent sales verification questionnaire for sales between April 1- Dec 1 2020 (230 sales/ 460 letters)

Processing property transfers, answering public questions (covenant restricted housing, sales, etc.)

GORDON V. NE CENTRAL RAILROAD. case closed through settlement; no testimony required from Assessor's Office

Public Works Department

Highway

1. The recent storm that brought 2-3” of rain washed out some of the dirt roads through town. The Highway Crew spent the days following the storm surveying and repairing damage.
2. The Highway Crew worked a 15 hour shift on January 2 in response to the 3-4” of snow received. We are thankful for all members of our Highway Department and all of their hard work making the roadways safe!
3. The Highway Crew serviced equipment.
4. Trimmed back trees on Quechee West Hartford Road that were causing safety issues.
5. The Highway Crew has been a tremendous help to the Solid Waste Department while they work through staffing shortages.

Water

6. **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.**

7. The Water Department continues to work with a smaller crew due to Covid quarantine requirements and vacations.
8. Completed monthly meter readings.
9. Started monthly meter edits.
10. Completed the first round of monthly water samples.
11. Completed monthly State reports.
12. Assisted the Highway Department with plowing and sanding.

Wastewater

13. **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.**
14. Our Chief Operator has been working closely with the administrative team on two items:
 - a. Sludge Management Plans for both plants
 - b. Investigating a 'persistent' but infrequent back up on Chestnut Street.
15. The White River Wastewater Crew has been actively working on the following:
 - a. Smoke testing for the CSO work has been cancelled.
 - b. The Wastewater Crew was called out to Chestnut Street.
 - c. Tasco alarm company performed maintenance at the facility.
 - d. Ordered a tote of poly.
 - e. #2 Boiler was repaired by Roy's Refrigeration. It is now up and running smoothly.
16. The Quechee Wastewater Crew has been actively working on the following:
 - a. The Quechee Wastewater Crew is working to finish up OMER plan.
 - b. Reported an overflow at Whitman Brook Pump Station to the State.
 - c. Renewed MH location App.
 - d. Ordered and received a camera and mic for the computer to attend zoom meetings.
 - e. Roy's refrigeration came to perform HVAC maintenance.

Fleet Management

17. Fleet Management performed the following:
18. AMB-1 replaced NOX sensors and control modules. Made repairs to plymovent end.
19. H-6-2020 Made adjustments to the wing speed. BCS also installed a new two-way radio.
20. H-3 Rebuilt front plow, put in new hoses, cutting edges, and shoes.
21. H-4 New cutting edges and shoes for both the wing and the plow. Replaced side dump cylinder hydraulic lines.
22. H-7 Serviced and repaired brake system. Also replaced cutting edges and shoes for wing. Front win and upper wing arms repaired as well.
23. LF-303 rebuilt and repaired bucket. The fuel line on the engine was repaired as well.
24. H-2 and H-10 installed new wing lines and performed hydraulic repairs.
25. The repairs to the Tenco blower are still ongoing.

Solid Waste

26. **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.**
27. A huge thank you to Brittney who has been taking on some of the administrative and financial tasks at the Solid Waste facility. We couldn't do it without her!
28. Hannah completed one last item with regards to our SWIP submittal. That task is considered complete at this time.
29. DPW staff has been working closely with the Finance team to understand and streamline some of the billing tasks associated with Solid Waste. We thank them for their time and patience with us!
30. It appears that we finally have both full time attendant positions filled at the facility. We are excited to have that team pulling together and relieve the burden from 'borrowing' from our other divisions.
31. Hannah is finishing up a new administrative job description and we are hopeful to have that advertised shortly.

Administrative Active

32. The DPW team continues remain responsive to changes related to Covid-19.
33. Brittney continues to utilize our Facebook page! We are excited to be able to share information to our community. Please continue to check there for good news and DPW updates.
34. The Sykes Mountain Project is currently 'shut down' for the winter. We anticipate re-starting up in April.
35. The DPW team continues to work with VTrans as the VA Cutoff Bridge Replacement design phase moves forward.
36. The DPW team continues to work with VTrans as the Route 14 Paving Project moves forward. That project is anticipated to kick off in Spring 2021.
37. We continue to work together to fill vacancies in the department.
38. 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.
39. Chris has been working extensively with the State of Vermont to address stormwater permitting requirements for the development associated with Billings Farm Road.
40. 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.
41. Chris and the Wastewater Team are working with Aldrich and Elliot to do smoke testing of portions of the sewer system as part of our LTCP/CSO study continues.
42. DPW staff has been working with the VLCT on a variety of claims
43. DPW staff continues to support the team at the Colodny Building project.
44. Chris is working closely with Aldrich and Elliot and Lori as we move forward with the second phase of the South Main Street project.
45. It appears that the work around the Union negotiations is moving forward.
46. The contractor on South Main Street project has demobilized for the winter. They will likely be back in April.

47. Hannah prepared a memorandum for John regarding the Norwich Sewer Connection for briefing at the January 12th board meeting.
48. Hannah has spent a significant amount of time working with attorneys on an active/on-going lawsuit.

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.

49. 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.
50. 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.
51. 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!
52. DPW staff continues to work closely with several private contractors around town to ensure that their projects are in permit compliance (Wilder School, Twin Pines, the Simpson Development, and 132 South Main). Chris Holzwarth has been working very closely with the Planning and Zoning Department.
53. Paula Nulty continues to provide us with support on a variety of human resources items. We appreciate all of her assistance.
54. DPW staff is working to ensure that our permitting process (various items) are issued and reviewed consistently.
55. 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.
56. A consultant has been hired to complete the Spill Prevention, Control, and Countermeasure Plan required by the EPA for the Solid Waste facility.
57. 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.
58. 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.
59. 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.

60. 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.
61. 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.
62. 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

Completed November Bank Reconciliations

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

Assisting with Pool and TIF Bond application

Distributed November Financials to Department Heads and Interim Town Manager

Finalizing in person tax collection details for the week of February 2/1/20 - 2/5/2020:

The February 5th tax installment may paid in person in the first floor lobby of Town Hall with the execution of COVID precautions:

Monday February 1st through Thursday February 4th between 9 am and 4pm

Friday February 5th between 9am and 5pm

In addition to the regular social media and newspaper reminders, we will be mailing a paper notice to all residents whom have a property tax balance.

COVID Precautions will include but not limited to as follows:

Entrance will only be from parking lot side of building

COVID Screening required prior to entrance

Mask required upon entrance and must be worn at all times while in Town Hall

Maximum of 2 residents permitted at one time in lobby area

6ft Social Distancing

Exit building on Bridge Street side

Fire

Act 250 permit has been received. Prep work begins this week the prepare for living trailer to be delivered at Station #2. Plans to begin staffing study by Feb 1.

Members of the department have received the first dosage of COVID-19 vaccination. Second round begins over the next week.

Members of the department are beginning training with the Dept of Health to administer COVID-19 vaccine when readily available.

Finalized the review of the RFP for an upgrade to the Public Safety Communications Radio System.

2020 Department Statistics:

| Incidents: | 2019 | 2020 | Increase/Decrease |
|------------------------|------|------|-------------------|
| Fire | 38 | 48 | 10 |
| Overpressure/Explosion | 6 | 6 | 0 |
| Rescue/EMS | 1647 | 1676 | 29 |
| Hazardous Condition | 42 | 59 | 17 |
| Service Call | 255 | 253 | -2 |
| Good Intent | 129 | 127 | -2 |
| False Alarm | 181 | 197 | 16 |
| Weather Emergency | 2 | 5 | 3 |
| Special | 11 | 6 | -5 |

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|-----------------|------|------|-----|
| TOTAL | 2311 | 2377 | 66 |
| | | | |
| Fire Prevention | | | |
| Inspections | 2019 | 2020 | |
| | 747 | 951 | 204 |

From 12/27/20- 01/10/21 there were 96 calls for service.

Incident log for this period:

| Alarm Date | Street | Situation Found |
|---------------------|-----------------|--|
| 12/27/2020 9:50 | HASWELL TRCE | Medical assist, assist EMS crew |
| 12/27/2020 20:41 | SUMMER ST | Medical assist, assist EMS crew |
| 12/28/2020 1:50 | CHRISTIAN ST | Medical assist, assist EMS crew |
| 12/28/2020 9:09 | S MAIN ST | EMS call, excluding vehicle accident with injury |
| 12/28/2020 9:55 | CURRIER ST | EMS call, excluding vehicle accident with injury |
| 12/28/2020 10:27 | FERN ST | EMS call, excluding vehicle accident with injury |
| 12/28/2020 10:32 | VA CUTOFF RD | Medical assist, assist EMS crew |
| 12/28/2020 10:56 | CURRIER ST | EMS call, excluding vehicle accident with injury |
| 12/28/2020 11:22 | JERICO ST | Medical assist, assist EMS crew |
| 12/28/2020 14:41 | SYCAMORE DR | Public service assistance, other |
| 12/28/2020 16:26 | WOODSTOCK RD | Called Paramedic Intercept. |
| 12/28/2020 22:12 | HARVEST LN | EMS call, excluding vehicle accident with injury |
| 12/29/2020 0:35 | LUCE MEADOW RD | EMS call, excluding vehicle accident with injury |
| 12/29/2020 1:43 | N N HARTLAND RD | EMS call, excluding vehicle accident with |

| | | |
|------------------|-----------------|--|
| | | injury |
| 12/30/2020 0:18 | JAMES ST | EMS call, excluding vehicle accident with injury |
| 12/30/2020 3:38 | MAXFIELD LN | Medical assist, assist EMS crew |
| 12/30/2020 8:56 | ARBORETUM LN | Medical assist, assist EMS crew |
| 12/30/2020 9:09 | CURRIER ST | EMS call, excluding vehicle accident with injury |
| 12/30/2020 10:06 | NORWICH AVE | Medical assist, assist EMS crew |
| 12/30/2020 10:37 | CANNAN ST | Dispatched & canceled en route |
| 12/30/2020 13:19 | HOLLOW DR | EMS call, excluding vehicle accident with injury |
| 12/30/2020 13:41 | WOODSTOCK RD | EMS call, excluding vehicle accident with injury |
| 12/30/2020 13:44 | ALLISON RUN | Medical assist, assist EMS crew |
| 12/30/2020 15:26 | S MAIN ST | EMS call, excluding vehicle accident with injury |
| 12/30/2020 18:01 | CHRISTIAN ST | Detector activation, no fire - unintentional |
| 12/30/2020 20:43 | HIGHLAND AVE | Water or steam leak |
| 12/30/2020 21:10 | MAXFIELD LN | EMS call, excluding vehicle accident with injury |
| 12/31/2020 0:10 | INTERSTATE 91 N | Motor vehicle accident with no injuries. |
| 12/31/2020 8:30 | BUGBEE ST | EMS call, excluding vehicle accident with injury |
| 12/31/2020 13:58 | DEPOT ST | Lock-out |
| 12/31/2020 15:12 | DOTHAN RD | EMS call, excluding vehicle accident with injury |
| 12/31/2020 16:49 | VETERANS DR | EMS call, excluding vehicle accident with injury |
| 1/1/2021 7:33 | MAXFIELD LN | Medical assist, assist EMS crew |

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|----------------|--------------------|--|
| 1/1/2021 10:33 | NORWICH AVE | Medical assist, assist EMS crew |
| 1/1/2021 12:20 | BENTLEY RD | Unauthorized burning |
| 1/1/2021 13:13 | BARRISTER DR | Carbon monoxide detector activation, no CO |
| 1/1/2021 16:10 | VT ROUTE 14 | Wrong location |
| 1/1/2021 16:15 | MAXFIELD LN | EMS call, excluding vehicle accident with injury |
| 1/1/2021 21:48 | N N HARTLAND RD | EMS call, excluding vehicle accident with injury |
| 1/2/2021 3:27 | QUECHEE MAIN ST | EMS call, excluding vehicle accident with injury |
| 1/2/2021 5:50 | VA CUTOFF RD | Medical assist, assist EMS crew |
| 1/2/2021 11:53 | BALLARDVALE DR | Medical assist, assist EMS crew |
| 1/2/2021 16:54 | LARCH LN | Medical assist, assist EMS crew |
| 1/2/2021 20:18 | SYKES MOUNTAIN AVE | Medical assist, assist EMS crew |
| 1/2/2021 22:49 | WILLARD RD | Medical assist, assist EMS crew |
| 1/3/2021 7:59 | HAZEN ST | EMS call, excluding vehicle accident with injury |
| 1/3/2021 8:40 | MAXFIELD LN | EMS call, excluding vehicle accident with injury |
| 1/3/2021 9:44 | CHRISTIAN ST | EMS call, excluding vehicle accident with injury |
| 1/3/2021 16:29 | NEAL RD | Medical assist, assist EMS crew |
| 1/3/2021 17:30 | COUTERMARSH ST | Dispatched & canceled en route |
| 1/3/2021 18:41 | HARTFORD AVE | EMS call, excluding vehicle accident with injury |
| 1/3/2021 23:12 | RUNNALS RD | Dispatched & canceled en route |
| 1/4/2021 4:54 | EXIT 10A 91 N 89 S | Motor vehicle accident with injuries |
| 1/4/2021 5:10 | WENTWORTH WAY | Assist invalid |
| 1/4/2021 10:12 | HARTFORD AVE | EMS call, excluding vehicle accident with injury |
| 1/4/2021 10:34 | BARNES AVE | Person in distress, other |
| 1/4/2021 11:50 | GILLETTE ST | EMS call, excluding vehicle accident with |

| | | |
|----------------|-----------------------------|--|
| | | injury |
| 1/4/2021 12:31 | HARTFORD AVE | Medical assist, assist EMS crew |
| 1/4/2021 19:51 | BALLARDVALE DR | EMS call, excluding vehicle accident with injury |
| 1/5/2021 2:39 | US ROUTE 5 | Called Paramedic Intercept. |
| 1/5/2021 14:05 | WENTWORTH WAY | Assist invalid |
| 1/5/2021 14:51 | ASPEN LN | EMS call, excluding vehicle accident with injury |
| 1/5/2021 15:02 | LANTERN LN | EMS call, excluding vehicle accident with injury |
| 1/5/2021 16:15 | FOX LN | Assist invalid |
| 1/5/2021 16:46 | LARCH LN | Assist invalid |
| 1/5/2021 17:23 | QUECHEE HARTLAND RD | EMS call, excluding vehicle accident with injury |
| 1/5/2021 21:29 | I 91 N MM64 | EMS call, excluding vehicle accident with injury |
| 1/5/2021 22:05 | BALLARDVALE DR | EMS call, excluding vehicle accident with injury |
| 1/5/2021 22:19 | WESTFIELD DR | EMS call, excluding vehicle accident with injury |
| 1/6/2021 13:01 | ELMWOOD CT | Medical assist, assist EMS crew |
| 1/7/2021 0:05 | SYKES MOUNTAIN AVE | Medical assist, assist EMS crew |
| 1/7/2021 2:24 | JAMES ST | Medical assist, assist EMS crew |
| 1/7/2021 8:28 | VETERANS DR | Dispatched & canceled en route |
| 1/7/2021 10:06 | GATES ST | Medical assist, assist EMS crew |
| 1/7/2021 12:01 | WOODLAWN DR | Medical assist, assist EMS crew |
| 1/7/2021 13:02 | CHRISTIAN ST & HARTFORD AVE | EMS call, excluding vehicle accident with injury |
| 1/7/2021 13:20 | BLANCHARD DR | EMS call, excluding vehicle accident with injury |
| 1/7/2021 13:54 | WOODLAWN DR | EMS call, excluding vehicle accident with injury |
| 1/8/2021 8:17 | COOLIDGE DR | EMS call, excluding vehicle accident with |

| | | |
|-----------------|---------------------|--|
| | | injury |
| 1/8/2021 10:25 | S MAIN ST | EMS call, excluding vehicle accident with injury |
| 1/8/2021 10:29 | TALL TIMBERS DR | Public service |
| 1/8/2021 13:39 | HARTFORD AVE | EMS call, excluding vehicle accident with injury |
| 1/8/2021 17:14 | QUECHEE HARTLAND RD | Medical assist, assist EMS crew |
| 1/8/2021 21:03 | TALL TIMBERS DR | Public service assistance, other |
| 1/9/2021 11:15 | SPRING CIR | Medical assist, assist EMS crew |
| 1/9/2021 11:39 | CURRIER ST | EMS call, excluding vehicle accident with injury |
| 1/9/2021 15:43 | FAIRVIEW TER | Citizen complaint |
| 1/9/2021 16:57 | STATION RD | EMS call, excluding vehicle accident with injury |
| 1/9/2021 17:04 | COACHMANS WAY | EMS call, excluding vehicle accident with injury |
| 1/9/2021 17:57 | S MAIN ST | Motor vehicle accident with no injuries. |
| 1/9/2021 18:06 | FAMILY CIR | EMS call, excluding vehicle accident with injury |
| 1/10/2021 11:56 | N HARTLAND RD | Alarm system activation, no fire - unintentional |
| 1/10/2021 12:05 | SEMINARY HL | Smoke or odor removal |
| 1/10/2021 18:11 | SPAULDING LN | EMS call, excluding vehicle accident with injury |
| 1/10/2021 21:24 | N MAIN ST | EMS call, excluding vehicle accident with injury |
| 1/11/2021 5:53 | HANOVER ST | Medical assist, assist EMS crew |

Parks & Recreation Department

Program Highlights

- A new session of the After-School Lego Club started on January 4th. COVID Restrictions are in place and is held at the Hartford Town Hall Room 2. We have twelve participants which is the max we can take for the class.
- Youth Karate started a new session on January 4th as well. Six participants are enrolled in the program instructed by Brett Mayfield. COVID Restriction are also in place for this program.
- The Department's weekly scavenger hunts continue. A golden ticket is discreetly hidden in one of our public parks and clues are sent virtually using Facebook and other social media outlets. All this winter be on the lookout for the Golden Ticket as it will be hidden at one of our parks and relocated each week. A close-up picture of the ticket will be posted on our Facebook page as a clue. Families who find the ticket must take a picture of the ticket at the park and upload it to the Facebook post or email the photo to the department.
- Step-it0Up-Hawith Hartford Parks & Recreation Snowshoeing begins January 12th from 9:00am to 11:30am. We have four locations available and pre-registration is required. There is no fee for the program and participants will need snowshoes, gloves, boots, water, beanie and warm clothing. If snowshoeing conditions are unfavorable, we will switch gears and plan to do a Village Walk in Wilder, Maxfield or White River Junction. Transportation to and from is available.
- Three sessions of the Crafternoon Afterschool Program are sold out. The first session begins January 14th and will be held at the Hartford Town Hall. The program offers a wide variety of arts and craft projects for grades K-5 to stimulate creativity, social interaction and skill development. The goal of Crafternoon is to provide an experience that will allow each child to explore their imagination through creative engagement while having fun. COVID guidelines will be in place for this program. Twelve participants are enrolled for all three sessions.
- The Department is working on the final details of our annual Let's Go Ice Fishing Derby at Dewey's Pond. This will be a COVID-19 Modified Event in lieu of the traditional derby. The event will be for youth 14 and under and pre-registration is required. This is a free event and takes place on the free fishing day sponsored by Vermont Fish and Game. Registration started January 8th. The event will be held on January 30th from 7:00am to noon with social distancing guidelines in place which will require household only locations on the ice. Parks & Recreation Staff will be on site to check registered participants in and assist with drilling holes if needed. Participants will receive a Welcome Bag and free bait will be provided while supplies last. Unfortunately, due to COVID-19, we are unable to loan out equipment.
- Youth Basketball is a very popular program for the Department. We are working in collaboration with the Hartford School District to develop a plan to offer a safe and fun youth program this winter season. Before we can solidify a program, we need to assess coaching interest for the age specific programs. The program is designed for participants in Kindergarten through High School. For us to successfully offer the program we need volunteers to assist with check-in procedures and assist with entry and exiting the building during the program.
- **Improv Comedy** continues. The program is instructed by **Tatum Barnes, Director of Creative Lives Afterschool and Summer Programs**. Tatum has been a youth worker and teacher for the past 10 years through classroom and out of school teaching, tutoring, mentoring, and meditation facilitator. As part of his experience, Tatum has helped youth develop their character, gain social-emotional skills, and consider their responsibilities to themselves, others, and the natural

world. This program is virtual and does require some materials to participate. **Materials Needed** - Computer with Zoom platform, imagination and a sense of humor. Participants will discover collaboration skills through improv! This course is an introduction to improvisational performance for children ages 8 - 12. We will explore improv comedy games, character exercises and team building to develop flexibility and confidence. Together with our troupe, each member will laugh and learn through structured play. With creative thinking and active listening, students will flex their imagination muscles to the fullest! The class will culminate in the creation of a comedy sketch that will be recorded and shared.

This course represents a collaboration between Creative Lives and the Hartford Rec. Dept. to apply a holistic approach based on Ellen Tadd's Framework for Wise Education and is funded in part by a grant from the Jack and Dorothy Byrne Foundation."

- The Department continues the In-The-House Skate at WABA but is limited now due to the restart of youth and high school sports. The program at WABA follows the COVID Guidance that was set by the Governor's Office when youth sports was paused. In-The-House Skate started the week of December 8th.

Parks/Facilities

- WABA Arena has re-opened under the updated guidance within Governor Scott's COVID-19 Executive Orders. The new order allows youth sports and high school practices and clinics to begin. Still no games or scrimmaging are allowed at this time. Occupancy on the ice is limited to 25 participants on the ice. Adult league play is not allowed at this time. We anticipate the schedule to be at 50% of schedule operations which continues to be good news for the WABA operations.
- St. Johnsbury Academy is renting several sheets of ice at WABA. They may engage in games at our facility once the VPA starts back up competition.
- Hartford Memorial Middle School has scheduled several sheets of ice during the school hour for special activities program. We anticipate the Middle School and High School to start up Physical Education Classes soon.
- The Department submitted the December billing for WABA usage.
- A financial rebate of \$6,000 was received through Efficiency Vermont. The rebate is part of the programmed rebate following the installation of the REALice System and Heat pump.
- The Department continues to work on the new pool project. We anticipate having a contractual agreement for the Design Build Project soon. In the meantime, we are completing a survey of the site and will be completing additional geotechnical borings in a few locations identified by Breadloaf Construction. The work is funded by existing funds as part of the Preliminary Design and Engineering Local Options Tax Funds. The work is planned to take place on January 16th. A Pool Project Review Committee was established and will be engaged in the project once the contractual agreement is finalized.
- Department continues to work on the Bond Bank Application for the Municipal Pool Project. The Planning & Development Director is assisting with the application process.
- The Hartford Tree Board continues the Tree of the Month Program. The January Tree of the Month highlights the American Elm Cultivars that were planted by the State of Vermont along Hartford Avenue and those planted by the Town of Hartford between Pine Street and the COOP parking lot. A sign has been placed identifying the Tree Board Tree of the Month.
- Two portable mounds were purchased and have arrived for the youth baseball fields at Maxfield. The clay mounds on two of the youth fields will be scrapped level and the portable mounts installed. The clay mounds, as built, require a tremendous amount of maintenance, labor and materials to maintain properly. The portable mounts are made from an artificial surface that

surrounds a molded fiberglass surface. The new mounds allow for consistent play and will not require daily maintenance to maintain properly.

- The Parks & Recreation Office Window on the north side of the building was vandalized. Someone apparently broke the window with an object. The Hartford Police Department filed a report and we filed a claim with the Vermont League of Cities and Towns. Granite State Glass was on site and developing a proposal for the replacement of the window.
- The VLCT PACIF Grant was awarded to the Parks & Recreation Department for the purchase of a portable eyewash station for Maxfield, closed caption cameras for the WABA Lobby. 40% of the cost is covered by the grant and requires project completion and pre-payment prior to reimbursement.
- Staff continue to plug away at general facility upkeep, i.e. painting, cleaning, ice maintenance, etc.

Department is preparing to send out RFP's for spring and summer turf maintenance.

Department of Planning and Development

- “*Hartford Dollars*” COVID Buy Local Program – Thanks to the Hartford Area Chamber of Commerce for pursuing private funding. Round 2 kicked off this past week with businesses signing up. Consumers can get \$40 *Hartford Dollars* for \$20 starting January 15th by going to <https://www.hartfordvtchamber.com/> Thank you HACC for making this possible!
- Vermont COVID Economic Recovery Plan - Continued to circulate information on additional federal, state regional and local relief programs, resources and safety.
- TIF Five-Year State Audit – Received the final report from the State Auditor. The outcome was very positive and would not have been possible without the assistance of Hartford's Finance Department and Town Assessor's Office.
- Zoning Districts Review – Prepared information and disseminating notices for January 19th and 25th Planning Commission community meetings to discuss the possibility of creating two new zoning districts that add residential and mixed-use to a section of the Industrial-Commercial District along RT 5, and to a section of the Highway Commercial District in Quechee along RT 4. More information on the Town Website.
- Vermont Community Development Program Income-New Revolving Loan Fund – Reviewing first potential loan under the new RLF. Developing procedures for collecting income beneficiary information.
- VCDP Wentworth Housing 2 Grant – Received State VCDP Grant Agreement for development of 21 units of affordable and workforce housing by Twin Pines Housing Trust and Evernorth (formerly Housing Vermont). Prepared report and related documents for Selectboard approval on January 12th.
- Town Forest Recreation Plan – The revised draft is on the Town Website and requesting public comment through the end of January.
- Selectboard Ad Hoc Committee on Homelessness – Discussion with Location Committee on options, and follow-up.
- Hartford Energy Commission Monthly Newsletter – HEC restarted its monthly newsletter at the beginning of January, with the publication on the Town Website and other social media.
- Climate Action Plan – The Climate Advisory Committee continues to review the data summary and analysis of existing conditions provided by the Consultant. Next steps are identifying/prioritizing issues, opportunities strategies and recommendations.
- TIF and Pool Bond Bank Application – Responded to questions and requests for additional information.

- Annual Town Report – Department and Committee reports completed and submitted.
- TIF Annual Report – Continued assembling information for the FY 2020 report due to the state in January.
- VT Downtown Program - Continued assembling information for the 2020 report due to the state at the end of January.
- VT Better Places Grant – Exploring grant application with Vital Communities and White River Indie Films.
- TIF District Parcel Update- Worked with Town Assessor to include 8 parcel span numbers.
- FY2021-2022 Budget – Continued to respond to inquiries and questions.
- Development Proposals/Building Permit Applications – Continued receiving and processing information requests, Zoning Permit applications, and Certificates of Occupancy. Responded to various development inquiries and review of preliminary information.
- Workforce Housing – Working with Evernorth (formerly Housing Vermont) on identifying opportunities to develop workforce housing in Hartford.
- Vermont Community Development Program (VCDP) Cornerstone Community Center (CCC) Planning Grant Application – Discussions continue with CCC funding Federal/state and other funding options.
- Town Commissions/Board/Committees – Continued to provide staff support and technical assistance to 9 Commissions/Board/Committees.
- South Main Street TIF Improvement Projects –Continued working with DPW on engineering and design on second phase for construction in 2021.
- Town Forest Tree Harvesting – Continuing to work with the state Forester to develop a tree harvesting plan for 2021.
- Historic Preservation Demolition Standards RFP – Proceeding with recommendation to contract with consultant to provide technical expertise to research and develop draft standards for consideration.
- Clifford Park Resilient Hartford Use of Open Space – Staff continued working with the Resilience Hartford Committee to develop an implementation plan for planting fruit bearing plants and trees.
- Ray Way Solar Field PUC Application – Reviewed Norwich Technologies responses to the Planning Commissions comments to the PUC, and other submittals.
- Grant Reimbursements – Continued assembling documentation to request reimbursement of expenditures for projects receiving grant funding and other sources.
- 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.

POLICE

period ending January 10th. During this time period, the police department recorded 279 activities – including 57 proactive/citizen directed vehicle or foot patrols.

December 28th – Patrol officers arrested a 25 year old Bradford man and charged him with 1st Degree Aggravated Domestic Assault after learning the man had choked and struck his partner in

the face several times. The man was held without bail at Southern State Correctional Facility pending a court hearing.

December 28th – Patrol Officers and investigators responded to an altercation involving a shooting with non-life threatening injuries at a property along the 300 block of Christian Street. Following investigation, police arrested 33 year old man that was transiting the area and charged him with aggravated assault. The man was held without bail at Southern State Correctional Facility pending a court hearing. An arrest warrant was obtained for a second man who remains at large.

Other activities included:

| Date | Time | Location | Nature |
|----------|-------|-------------------|-------------------|
| 12/27/20 | 2:23 | BUGBEE ST | Intoxication |
| 12/27/20 | 2:48 | N HARTLAND RD | Animal Problem |
| 12/27/20 | 10:50 | HARTFORD AVE | Suspicious |
| 12/27/20 | 10:57 | DAWN DR | Suspicious |
| 12/27/20 | 12:37 | GRANITE WAY | Burglary Alarm |
| 12/27/20 | 12:38 | BALLARDVALE DR | Paperwork Service |
| 12/27/20 | 13:37 | BUGBEE ST | Vehicle Complaint |
| 12/27/20 | 18:34 | HARTFORD AVE | Welfare Check |
| 12/27/20 | 19:16 | HARTFORD AVE | Animal Bite |
| 12/27/20 | 20:33 | BUGBEE ST | Welfare Check |
| 12/27/20 | 21:55 | N HARTLAND RD | Suspicious |
| 12/27/20 | 22:17 | N HARTLAND RD | Wanted Person |
| 12/27/20 | 23:22 | N HARTLAND RD | Vehicle Complaint |
| 12/28/20 | 1:42 | CHRISTIAN ST | Suspicious |
| 12/28/20 | 3:08 | FAIRVIEW TER | Noise Disturbance |
| 12/28/20 | 6:50 | HOLLOW DR | Welfare Check |
| 12/28/20 | 7:19 | Exit 11 S On Ramp | Traffic Offense |
| 12/28/20 | 8:52 | N HARTLAND RD | Vehicle Complaint |
| 12/28/20 | 9:31 | BRIDGE ST | Crash Damage |
| 12/28/20 | 10:28 | HASWELL TRCE | Family Fight |
| 12/28/20 | 10:50 | RAILROAD ROW | Suspicious |

| | | | |
|----------|-------|--------------------|------------------------|
| 12/28/20 | 11:21 | BUGBEE ST | Suspicious |
| 12/28/20 | 12:07 | MAPLE ST | Animal Problem |
| 12/28/20 | 13:54 | HARTFORD AVE | Missing Person |
| 12/28/20 | 13:57 | DAWN DR | Welfare Check |
| 12/28/20 | 16:13 | BRIDGE ST | Suspicious |
| 12/28/20 | 17:03 | VA CUTOFF RD | Paperwork Service |
| 12/28/20 | 17:37 | WOODSTOCK RD | Welfare Check |
| 12/28/20 | 18:14 | JERICO ST | Agency Assist |
| 12/28/20 | 21:31 | CHRISTIAN ST | Drugs |
| 12/28/20 | 22:47 | WALSH AVE | Suspicious |
| 12/28/20 | 23:29 | S MAIN ST | Citizen Assist |
| 12/29/20 | 2:50 | MAPLE ST | Burglary Alarm |
| 12/29/20 | 10:33 | VA CUTOFF RD | Crash Damage |
| 12/29/20 | 14:58 | HARTFORD AVE | Suspicious |
| 12/29/20 | 15:42 | N HARTLAND RD | Trespassing |
| 12/29/20 | 16:55 | MILL RD | Suspicious |
| 12/29/20 | 17:08 | SYKES MOUNTIAN AVE | Theft of Motor Vehicle |
| 12/29/20 | 17:15 | N HARTLAND RD | Citizen Assist |
| 12/29/20 | 22:37 | GATES ST | Wanted Person |
| 12/29/20 | 22:39 | FAIRVIEW TER | Noise Disturbance |
| 12/30/20 | 2:04 | MURPHYS RD | Burglary Alarm |
| 12/30/20 | 3:02 | FAIRVIEW TER | Noise Disturbance |
| 12/30/20 | 8:21 | DIVISION ST | Suspicious |
| 12/30/20 | 8:32 | RALPH LEHMAN DR | Animal Problem |
| 12/30/20 | 10:12 | N HARTLAND RD | Missing Person |
| 12/30/20 | 10:28 | WOOD RD | Vehicle Complaint |
| 12/30/20 | 11:39 | N HARTLAND RD | Assault |
| 12/30/20 | 11:58 | VA CUTOFF RD | Information |
| 12/30/20 | 13:06 | WOODSTOCK RD | Citizen Assist |

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|----------|-------|-----------------|-------------------|
| 12/30/20 | 13:41 | WOODSTOCK RD | Medical |
| 12/30/20 | 13:44 | ALLISON RUN | Overdose |
| 12/30/20 | 15:51 | RALPH LEHMAN DR | Citizen Dispute |
| 12/30/20 | 16:32 | BESWICK DR | Suspicious |
| 12/30/20 | 16:52 | CHRISTIAN ST | Agency Assist |
| 12/30/20 | 17:49 | DAWN DR | Suspicious |
| 12/30/20 | 19:06 | BESWICK DR | Citizen Dispute |
| 12/30/20 | 22:55 | FAIRVIEW TER | Burglary Alarm |
| 12/31/20 | 6:36 | VT ROUTE 14 | 911 Hang-up |
| 12/31/20 | 7:23 | BESWICK DR | Citizen Assist |
| 12/31/20 | 7:53 | N HARTLAND RD | Suspicious |
| 12/31/20 | 9:55 | N HARTLAND RD | Suspicious |
| 12/31/20 | 10:21 | LOWER HYDE PARK | Mental Health |
| 12/31/20 | 11:03 | HIGHLAND AVE | Burglary Alarm |
| 12/31/20 | 13:59 | DEPOT ST | Agency Assist |
| 12/31/20 | 14:00 | C ST | Suspicious |
| 12/31/20 | 14:35 | OLD RIVER RD | Vehicle Complaint |
| 12/31/20 | 15:12 | DOTHAN RD | Falls |
| 12/31/20 | 15:30 | HARTFORD AVE | Suspicious |
| 12/31/20 | 16:15 | VA CUTOFF RD | Found Property |
| 12/31/20 | 16:25 | WILLARD RD | Vehicle Complaint |
| 12/31/20 | 20:18 | WOODSTOCK RD | Noise Disturbance |
| 12/31/20 | 21:46 | BRIDGE ST | Suspicious |
| 12/31/20 | 22:12 | HICKORY RDG | Suspicious |
| 12/31/20 | 22:35 | HARTFORD AVE | Family Fight |
| 12/31/20 | 23:15 | CHRISTIAN ST | Juvenile |
| 1/1/21 | 0:04 | GATES ST | Suspicious |
| 1/1/21 | 0:09 | WILLIAMS LN | 911 Hang-up |
| 1/1/21 | 2:02 | BALLARDALE DR | Suspicious |

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|--------|-------|--------------------|-------------------|
| 1/1/21 | 4:49 | RALPH LEHMAN DR | Burglary Alarm |
| 1/1/21 | 9:04 | RALPH LEHMAN DR | Burglary Alarm |
| 1/1/21 | 11:10 | DODY LN | Burglary Alarm |
| 1/1/21 | 11:23 | SYKES MTN RD | Suspicious |
| 1/1/21 | 16:33 | N HARTLAND RD | Threatening |
| 1/1/21 | 16:58 | HIGHLAND AVE | Burglary Alarm |
| 1/1/21 | 19:39 | HARTFORD AVE | Threatening |
| 1/1/21 | 21:48 | N HARTLAND RD | Overdose |
| 1/1/21 | 22:12 | CHRISTIAN ST | Suspicious |
| 1/1/21 | 22:49 | MAPLE ST | Traffic Offense |
| 1/2/21 | 2:10 | WOODSTOCK RD | Burglary Alarm |
| 1/2/21 | 4:17 | RALPH LEHMAN DR | Burglary Alarm |
| 1/2/21 | 4:40 | MAPLE ST | Welfare Check |
| 1/2/21 | 9:16 | BUGBEE ST | Citizen Dispute |
| 1/2/21 | 11:52 | BALLARDAVALE DR | Death |
| 1/2/21 | 12:05 | SAFFORD RD | Welfare Check |
| 1/2/21 | 13:57 | SYKES MOUNTAIN AVE | Suspicious |
| 1/2/21 | 14:58 | JERICHO ST | Found Property |
| 1/2/21 | 17:15 | HICKORY RDG | Fireworks |
| 1/2/21 | 17:30 | N HARTLAND RD | Suspicious |
| 1/2/21 | 19:18 | VT ROUTE 14 | Vehicle Complaint |
| 1/2/21 | 20:18 | SYKES MOUNTAIN AVE | Overdose |
| 1/2/21 | 21:00 | JAY HILL RD | Citizen Dispute |
| 1/2/21 | 21:01 | PAULA ST | Suspicious |
| 1/2/21 | 22:49 | HARTFORD AVE | Family Fight |
| 1/2/21 | 22:49 | WILLARD RD | Mental Health |
| 1/3/21 | 0:09 | HOLIDAY DR | Burglary Alarm |
| 1/3/21 | 0:23 | S MAIN ST | Welfare Check |
| 1/3/21 | 1:22 | RALPH LEHMAN DR | Threatening |

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|--------|-------|--------------------|-------------------|
| 1/3/21 | 10:26 | VA CUTOFF RD | Citizen Assist |
| 1/3/21 | 14:38 | VA CUTOFF RD | Found Property |
| 1/3/21 | 17:44 | WALNUT ST | Citizen Dispute |
| 1/3/21 | 19:03 | MAPLE ST | Suspicious |
| 1/3/21 | 19:31 | SYKES MOUNTAIN AVE | Agency Assist |
| 1/3/21 | 22:05 | CHRISTIAN ST | Crash Damage |
| 1/4/21 | 9:46 | NEAL RD | Vehicle Complaint |
| 1/4/21 | 9:51 | BRIDGE ST | Vandalism |
| 1/4/21 | 10:33 | COPE LN | Deliver Message |
| 1/4/21 | 11:35 | MAPLE ST | Assault |
| 1/4/21 | 11:45 | MAPLE ST | Crash Damage |
| 1/4/21 | 12:43 | N HARTLAND RD | 911 Hang-up |
| 1/4/21 | 13:47 | NEAL RD | Suspicious |
| 1/4/21 | 14:56 | BESWICK DR | Vehicle Complaint |
| 1/4/21 | 15:06 | N MAIN ST | Wanted Person |
| 1/4/21 | 16:33 | HOLLOW DR | Welfare Check |
| 1/4/21 | 18:44 | BUGBEE ST | Vehicle Complaint |
| 1/4/21 | 18:44 | SYKES MOUNTAIN AVE | Paperwork Service |
| 1/4/21 | 19:19 | N HARTLAND RD | Animal Problem |
| 1/4/21 | 19:51 | BALLARDALE DR | Overdose |
| 1/4/21 | 20:32 | SYKES MOUNTAIN AVE | Paperwork Service |
| 1/4/21 | 21:01 | GILLETTE ST | Citizen Dispute |
| 1/4/21 | 21:38 | HARTFORD AVE | Agency Assist |
| 1/4/21 | 22:13 | TRUELL RD | Intoxication |
| 1/5/21 | 0:39 | MAPLE ST | Burglary Alarm |
| 1/5/21 | 0:52 | MAPLE ST | Burglary Alarm |
| 1/5/21 | 1:08 | MAPLE ST | Burglary Alarm |
| 1/5/21 | 11:15 | QUECHEE MAIN ST | Fraud |
| 1/5/21 | 12:13 | BALLARDALE DR | Agency Assist |

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|--------|-------|--------------------|-------------------|
| 1/5/21 | 12:43 | CHRISTIAN ST | Drugs |
| 1/5/21 | 15:02 | LANTERN LN | Unconscious |
| 1/5/21 | 16:51 | HICKORY RDG | Fraud |
| 1/5/21 | 17:02 | MAPLE ST | Suspicious |
| 1/5/21 | 19:01 | GIFFORD RD | Suspicious |
| 1/5/21 | 19:37 | LOWER HYDE PARK | Burglary Alarm |
| 1/5/21 | 19:45 | BESWICK DR | Citizen Dispute |
| 1/5/21 | 21:35 | N MAIN ST | Drugs |
| 1/5/21 | 22:19 | WESTFIELD DR | Overdose |
| 1/5/21 | 23:23 | N MAIN ST | Traffic Offense |
| 1/6/21 | 7:57 | RALPH LEHMAN DR | Paperwork Service |
| 1/6/21 | 8:18 | N MAIN ST | Drugs |
| 1/6/21 | 10:16 | PROSPECT ST | Agency Assist |
| 1/6/21 | 10:39 | MAPLE ST | Welfare Check |
| 1/6/21 | 12:33 | BUGBEE ST | Agency Assist |
| 1/6/21 | 12:51 | SYKES MOUNTAIN AVE | Paperwork Service |
| 1/6/21 | 16:50 | VA CUTOFF RD | Burglary Alarm |
| 1/6/21 | 19:30 | VA CUTOFF RD | Agency Assist |
| 1/6/21 | 19:30 | OLD TOWN FARM RD | 911 Hang-up |
| 1/6/21 | 23:16 | BALLARDALE DR | Burglary Alarm |
| 1/7/21 | 0:05 | SYKES MOUNTAIN AVE | Unconscious |
| 1/7/21 | 1:16 | N HARTLAND RD | Noise Disturbance |
| 1/7/21 | 2:17 | N HARTLAND RD | Noise Disturbance |
| 1/7/21 | 5:16 | QUECHEE MAIN ST | Burglary Alarm |
| 1/7/21 | 8:14 | SYKES MTN AVE | Burglary Alarm |
| 1/7/21 | 9:50 | GATES ST | Welfare Check |
| 1/7/21 | 10:15 | N HARTLAND RD | Drugs |
| 1/7/21 | 11:18 | RALPH LEHMAN DR | Paperwork Service |
| 1/7/21 | 11:44 | SYKES MOUNTAIN AVE | Paperwork Service |

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|--------|-------|--------------------|-----------------------|
| 1/7/21 | 12:35 | WILLARD RD | Citizen Dispute |
| 1/7/21 | 12:41 | KACEY DR | Citizen Assist |
| 1/7/21 | 13:16 | VA CUTOFF RD | Agency Assist |
| 1/7/21 | 15:41 | LESLIE DR | Suspicious |
| 1/7/21 | 16:11 | SUMMER ST | Welfare Check |
| 1/7/21 | 17:20 | VT ROUTE 14 | Animal Problem |
| 1/7/21 | 17:32 | PULLMAN LN | Juvenile |
| 1/7/21 | 18:49 | BROOKSIDE DR | Suspicious |
| 1/7/21 | 19:55 | TWILIGHT CT | Vehicle Complaint |
| 1/7/21 | 20:25 | FARMVU DR | Suspicious |
| 1/8/21 | 1:06 | SYKES MOUNTAIN AVE | Traffic Offense |
| 1/8/21 | 4:06 | CHRISTIAN ST | Agency Assist |
| 1/8/21 | 9:01 | TALL TIMBERS DR | Sex Offender Registry |
| 1/8/21 | 9:21 | BLISS RD | Sex Offender Registry |
| 1/8/21 | 10:02 | WOODSTOCK RD | Agency Assist |
| 1/8/21 | 11:16 | HARD RD | Found Property |
| 1/8/21 | 12:26 | BILLINGS FARM RD | Traffic Offense |
| 1/8/21 | 12:35 | BALLARDVALE DR | Traffic Hazard |
| 1/8/21 | 14:14 | WOODSTOCK RD | Citizen Dispute |
| 1/8/21 | 17:40 | RAILROAD ROW | Traffic Offense |
| 1/8/21 | 18:56 | N HARTLAND RD | Citizen Assist |
| 1/8/21 | 18:59 | SYKES MOUNTAIN AVE | Family Fight |
| 1/8/21 | 21:30 | HOLIDAY DR | Paperwork Service |
| 1/8/21 | 23:17 | CHRISTIAN ST | Juvenile |
| 1/9/21 | 1:57 | HILLSIDE RD | 911 Hang-up |
| 1/9/21 | 6:07 | CHURCH ST | Suspicious |
| 1/9/21 | 7:37 | HOLLOW DR | Drugs |
| 1/9/21 | 14:08 | VA CUTOFF RD | Suspicious |
| 1/9/21 | 14:26 | S MAIN ST | Animal Problem |

| | | | |
|---------|-------|------------------|-------------------|
| 1/9/21 | 15:11 | FAIRVIEW TER | Suspicious |
| 1/9/21 | 15:38 | Exit 1 S On Ramp | Traffic Hazard |
| 1/9/21 | 17:07 | N MAIN ST | Traffic Hazard |
| 1/9/21 | 17:53 | S MAIN ST | Crash Damage |
| 1/9/21 | 20:32 | BALLARDVALE DR | Suspicious |
| 1/9/21 | 20:36 | PARK ST | Juvenile |
| 1/9/21 | 21:24 | RALPH LEHMAN DR | Suspicious |
| 1/10/21 | 10:49 | N HARTLAND RD | Citizen Assist |
| 1/10/21 | 10:50 | N HARTLAND RD | Citizen Dispute |
| 1/10/21 | 11:35 | HILLSIDE RD | Citizen Assist |
| 1/10/21 | 11:49 | BALLARDVALE DR | Trespassing |
| 1/10/21 | 12:00 | BALLARDVALE DR | Suspicious |
| 1/10/21 | 13:24 | N HARTLAND RD | Citizen Dispute |
| 1/10/21 | 22:31 | MAPLE ST | Agency Assist |
| 1/11/21 | 1:57 | HARTFORD AVE | Vehicle Complaint |
| 1/11/21 | 7:11 | QUECHEE MAIN ST | Citizen Assist |
| 1/11/21 | 8:15 | CURRIER ST | 911 Hang-up |
| 1/11/21 | 11:13 | GILLETTE ST | Crash Damage |
| 1/11/21 | 11:45 | NORWICH AVE | Juvenile |
| 1/11/21 | 11:46 | CURRIER ST | 911 Hang-up |
| 1/11/21 | 11:47 | W W GILSON AVE | Fraud |
| 1/11/21 | 13:32 | TEMPLETON AVE | Paperwork Service |
| 1/11/21 | 13:54 | N HARTLAND RD | Paperwork Service |
| 1/11/21 | 14:35 | RALPH LEHMAN DR | Citizen Assist |
| 1/11/21 | 15:09 | PASSUMPSIC AVE | Animal Problem |
| 1/11/21 | 16:10 | AZALEA CIR | Citizen Assist |

Town Clerk

1. The Town Clerk's Office is focused on the upcoming Town/School District Meeting preparation:
 - Ongoing Checklist Updates
 - Working with Town Staff; Town Moderator; School District Moderator; Select Board; Superintendent; School Board; and, CATV to coordinate the Town Meeting Cycle of events in a safe/healthy way amid the pandemic.
 - The Clerk attended a Zoom Meeting Roundtable held by the Vermont Clerk's Association with invited guest, Will Senning, Director of the Elections Division, to help prepare for the Annual Meeting.
 - Monitoring COVID-related election procedures/recommendations from Secretary of State; VT League of Cities & Towns; pending legislative action, etc.
 - We have advertised the positions to be elected for both Town and School District. Positions include: West Hartford Library Trustee (Remaining 4 years of 5 year term); Town Moderator (1 year term); Select Board (2 year term); Select Board (3 year term); Two Select Board positions (1 year of remaining 3 year term); School Moderator (1 year term); School Board (2 year term); School Board (3 year term).
 - We will be reminding voters they have the option to request an Early/Absentee Ballots for the Annual Town & School District Meeting. We will utilize social media resources, the Valley News and the Town website (Lisa is currently working on revised language to have posted on the website) to assist voters as well. In addition, we will publicize the availability of a ballot drop box M-F 8am to 5pm leading up to the election for those who wish to vote early/absentee rather than coming to the polling place on election day.
 - Scheduling BCA & Asst. Election Officials for Town Meeting and pre-election activities, as needed.
 - Petitions to have articles placed on the ballot are due at the Clerk's Office no later than 5pm on January 14th.
 - Accepting Candidate Consent Forms (Due no later than 5pm on January 25th- candidates may mail in the Consent Form or schedule an appointment to submit Consent Forms to the Clerk's Office. Candidates have until 5pm on January 27th to withdraw their Consent).
 - The Clerk will post Town & School District Warnings, sample ballots, checklists, etc. to meet statutory and Charter requirements.
 - Ballots will be ordered once the Warnings are finalized and all candidates have submitted Consent.
2. Liquor License Renewals were mailed to license holders on December 30th. We have given license holders until February 1st to return their fully completed application to the Clerk's Office so we may submit them to HPD & HFD for their respective review prior to being placed on the Agenda for the Select Bd/Local Liquor Control Board for consideration. Once approved by SB/LLCB, the applications are sent to the VT Department of Liquor Control for final review/approval.
3. We have started selling 2021 Dog Licenses; we are processing all by mail during the Town Hall closure. We will do an advertising blitz via social media, Valley News, our website, etc. to remind Hartford Dog Owners State Law requires dogs (age 6 mos. or older) to be licensed no later than April 1, 2021. If the dog is spay/neutered the fee is \$9; if unaltered, the fee is \$13. We must also have a current rabies certificate signed by a veterinarian on file or one should be submitted with the fee (payable to Town of

Hartford). Residents can contact the Clerk's for details and/or questions: 802-295-2785 or loneil@hartford-vt.org.

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

IT

--o365 setup

--SB email fix with Microsoft Engineers

--Sii monitoring tool deployment for Linux Spillman box

--training next two weeks