

**Town Of Hartford
Town Staff
Significant Activity Report, April 9 – April 22, 2019**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your consideration:

- Staff prepared for activating our Emergency Operations Center (EOC) for coordinated communications and response for flooding from storm events of April 12/13 and April 21. Hartford avoided serious flood damage from the first event, and the heavy rainfall never materialized on the second. Chief Cooney has his swift water rescue team on standby for mutual response. As one of ten units statewide, the unit may be called to respond outside of Town and our region as needed.
- When emergencies occur, we can be confident that our public safety and public works teams will be prepared to respond. But as you know, large scale disasters often call for an “all-hands” response, and all of our staff need to be prepared to respond in a coordinated way. Our Department Heads and I will be participating in two of three 2-hour Emergency Operations Center training classes in the coming weeks. The first training is Friday, April 26. We will prepare for the class by completing the basic (Incident Command System/National Incident Management System (ICS/NIMS) course online. NIMS is a valuable and comprehensive approach to guiding the whole community – all levels of government, non-profits, and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents.
- I am discussing with Van Chestnut the prospect of expanding Advance Transit services in Hartford. One service in consideration is a proposed additional bus route that will loop between West Lebanon and Hartford. The route will be funded with federal CMAQ (Congestion Mitigation and Air Quality improvement) money to be matched with 20% from the State of Vermont for three years. This new 8-hr./day route (the “Yellow route”) will relieve some of the current delays on the Orange route, which runs from WRJ to West Lebanon to Hanover. I noted that

Hartford has an additional need for later hours and weekend service on the existing routes, as well. The last stops on the Orange and Green routes in Hartford are between 6pm and 6:15pm and on weekdays only. We will schedule a presentation by Advance Transit at a future Selectboard meeting later this spring.

- Staff worked with representatives of the VFW on a project to install US Flags on utility poles in downtown WRJ. The VFW currently installs them in the downtown sidewalks during federal holidays from Memorial Day to Veteran's Day, and asked to attach the same flags and poles to the utility poles from Memorial Day through Veteran's Day in the future. There are a number of hurdles that will make the utility pole mounting difficult to accomplish this year, but we are planning to make the transition next year. Green Mountain Power (GMP) has tight specifications on pole attachments that must be met.
- Finalized and issued the RFP for consulting services to assist in drafting the Strategic Plan on Equity and Inclusion. Proposals are due May 13, and interviews of the finalists are tentatively scheduled for the week of May 27-31. The anticipated award date is June 28, 2019. I have received inquiries from two consultants to date.
- Initiated a conversation with the VLCT Municipal Assistance Center on a financial consulting services proposal that will provide a financial capacity analysis for capital improvements programming. This will be an essential step in the capital planning process, following the Selectboard development of the CIP Rubric and as we begins the CIP planning process this summer.
- Processed applications and contacted references for the Treasurer appointment. If the Selectboard makes a decision at its meeting on April 23, staff will coordinate a future start date with the appointee and the outgoing Treasurer so that there will be several days' overlap and training. VLCT is hosting a seminar in late May for local finance officers that will be a timely useful introductory training for the appointee.

DEPARTMENT HIGHLIGHTS

Assessor:

- making corrections, updates and reviewing values in grand list
- processing homestead declarations
- processing property transfers and sales information
- certified the current use values with state
- attended a listening tour for Property Valuation and Review's Grand List RFP
- worked with Vision (CAMA system) on programming needs.
 - attended Town Officers Education Conference (TOEC) in Rutland. Taught two sessions.

- met with our state PVR District Advisor
- met with Selectboard member Dan Fraser and gave an overview of our departments functions

Clerk:

- We are awaiting receipt of the last 2019 Liquor Licenses from VT DLC. Sherry sent DLC a list of the outstanding licenses on Friday asking for a status update.
- We are doing a final review of dog license renewals (paper vs. our electronic record) to be sure everything matches prior to turning the list over to the HPD. We anticipate having the list available to HPD by Tuesday. We have licensed 693 dogs to date. Last year this number was closer to 900.
- Lisa attended the Vermont Municipal Clerk/Treasurer Association (VMCTA) Training in Fairlee on Thursday, April 18, 2019. It was a valuable training covering everything from basic election procedures; the various types of licensing done through the clerk's office (marriage, liquor, dog, etc.); recording/land records practices and, finally important updates on the Notary Law Changes and Vital Statistic changes (Death and Birth records). The Rule setting process is still being finalized and there are some pending legislative efforts in play to clarify the impact of the Notary Law on Clerks. We will continue to monitor these changes.
- There will be an upcoming mandatory, two-hour webinar related to the new Vital Records requirements & procedures (effective July 1, 2019). One our time slot has been assigned (according to the state, we should know the date and time of our training by April 24th) we will post a notice in our office letting people know we will be closed for that period.
- Today, our representative from Kofile will be here at 1pm so, we can arrange for him to take the records we have identified for the next round of restoration.

Finance:

- Engaging Department Heads for FYE 2019 cycle
 - Fixed Asset
 - Encumbrance Requests
 - Internal Controls
- Working through challenges of transitioning Water Billing to Finance

- Reviewing CWSRF Loan Application
 - Currently unable to recommend pursuing without further details
 - Ensure segregation of Government Funds and Business Funds
- March Bank Reconciliations in progress
- March Financials
- Issuing Financials week of April 26th
- Setting up meetings with directors
- Continued Monthly Grant reviews & requisitions with staff
- Continued communications with staff and auditors regarding the upcoming leasing changes coming in FYE 2021 GASB 87
- Continued Preparation for FYE 2019 Audit Interim Testing
- Ambulance Billing
- Long Term & Current Debt Schedules
- Accrued Interest
- Fixed Asset Schedules
- SEFA review
- Auditors on site May 7th & 8th

Fire:

- On Monday 4/15/19 the EOC was partially activated due to flooding in areas of the community. Areas of concern were monitored throughout the day. The fire departments swift water rescue team was placed on standby at the direction of the State but did not deploy to any incidents. The EOC closed that evening.
- Attended the Quechee Gorge bridge project meeting.
- Attended a meeting with the Director of the Division of Fire Safety to discuss our current Municipal Inspection Agreement with the State. The current agreement

will be revised to include additional areas of local inspection responsibility, once approved by the Commissioner of Public Safety.

- The peer assessment team from the Commission of Fire Accreditation has completed a preliminary review of our submitted documents: Self-Assessment, Standards of Cover and Strategic Plan. They have approved a site visit to conduct further interviews. The team will arrive on May 19th and conduct their review through May 23rd.
- Shifts participated in a swift water drill on April 17th. The department worked with the Lebanon Fire Department and reviewed boat operations in the White and Connecticut review.
- The department conducted 44 life safety/building inspections during this period.
- Simple Energy was contracted to begin the process of moving our washer extractor to a new location in the building. Once completed the department will have a defined area to decontaminate clothing and equipment.
- Provided ride a long time to EMT Students.
- Duty crew attended community events.
- Conducted school evacuation drills.
- During this period the department responded to 107 calls for services.
- Incident log for this period:

<u>Alarm Date</u>	<u>Street</u>	<u>Situation Found</u>
4/7/2019 7:42	URBAN BRIDGE QUECHEE MAIN ST / DEWEYS	False alarm or false call, other
4/7/2019 14:48	MILLS	Good intent call, other
4/7/2019 15:50	S PARK ST	Cover assignment, standby, moveup
4/7/2019 18:23	CHANDLER RD	EMS call, excluding vehicle accident with injury
4/7/2019 20:52	HOLLOW DR	EMS call, excluding vehicle accident with injury
4/7/2019 22:18	N MAIN ST	EMS call, excluding vehicle accident with injury
4/8/2019 4:08	LARCH LN	EMS call, excluding vehicle accident with injury
4/8/2019 7:40	VT ROUTE 14	Called Paramedic Intercept.
4/8/2019 8:16	BAKER TURN #BLDG 4	EMS call, excluding vehicle accident with injury
4/8/2019 9:29	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
4/8/2019 12:06	INTERSTATE 91 S	Motor vehicle accident with injuries
4/8/2019 12:41	TIGERTOWN RD	EMS call, excluding vehicle accident with injury

4/8/2019 13:28	RT 12 / COBB HILL	Extrication of victim(s) from vehicle
4/8/2019 14:03	INTERSTATE 91 N	Motor vehicle accident with no injuries.
4/8/2019 15:04	WOODSTOCK RD	Motor vehicle accident with injuries
4/8/2019 16:32	HARVEST LN	Detector activation, no fire - unintentional
4/8/2019 16:35	WOODSTOCK RD	Motor vehicle accident with no injuries.
4/8/2019 19:53	PINE ST	Gasoline or other flammable liquid spill
4/9/2019 2:28	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
4/9/2019 7:07	AZALEA CIR	EMS call, excluding vehicle accident with injury
4/9/2019 9:59	GATES ST	EMS call, excluding vehicle accident with injury
4/9/2019 15:37	I 89 S MM2	Dispatched & canceled en route
4/9/2019 15:39	I 89 S MM1	Motor vehicle accident with no injuries.
4/9/2019 18:59	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
4/10/2019 1:58	HILLCREST TER	EMS call, excluding vehicle accident with injury
4/10/2019 9:19	WALNUT ST	EMS call, excluding vehicle accident with injury
4/10/2019 14:29	CHAMBERS LN	HazMat release investigation w/no HazMat
4/10/2019 15:33	S MAIN ST	Medical assist, assist EMS crew
4/10/2019 19:46	CHAMBERS LN	EMS call, excluding vehicle accident with injury
4/11/2019 11:34	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
4/11/2019 13:04	CHRISTIAN ST	Public service
4/11/2019 13:24	MAPLE ST	EMS call, excluding vehicle accident with injury
4/11/2019 20:16	BARBERRY CIR	EMS call, excluding vehicle accident with injury
4/11/2019 21:44	PINE ST	EMS call, excluding vehicle accident with injury
4/12/2019 0:22	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
4/12/2019 6:56	ROGERS RD	EMS call, excluding vehicle accident with injury
4/12/2019 9:41	HOLLOW DR	EMS call, excluding vehicle accident with injury
4/12/2019 11:42	S MAIN ST	EMS call, excluding vehicle accident with injury
4/12/2019 12:51	BENJAMIN RD	Medical assist, assist EMS crew
4/12/2019 14:44	BUGBEE ST	EMS call, excluding vehicle accident with injury
4/12/2019 19:14	S MAIN ST	Steam, vapor, fog or dust thought to be smoke
4/13/2019 2:09	S MAIN ST	Medical assist, assist EMS crew
4/13/2019 9:16	HATHAWAY RD	EMS call, excluding vehicle accident with injury
4/13/2019 10:45	BRIDGE ST	Service Call, other
4/13/2019 11:17	S MAIN ST	EMS call, excluding vehicle accident with injury
4/13/2019 14:04	LARCH LN	Assist invalid
4/13/2019 15:07	JASMIN LN	EMS call, excluding vehicle accident with injury
4/13/2019 15:44	KINGS HWY	EMS call, excluding vehicle accident with injury
4/13/2019 16:01	LARCH LN	Assist invalid
4/13/2019 18:46	BUGBEE ST	Dispatched & canceled en route
4/13/2019 21:05	HARTFORD AVE	Medical assist, assist EMS crew
4/13/2019 21:05	HARTFORD AVE	Assist police or other governmental agency
4/14/2019 1:32	GATES ST	EMS call, excluding vehicle accident with injury
4/14/2019 2:19	W GILSON AVE	EMS call, excluding vehicle accident with injury
4/14/2019 8:03	HARTFORD AVE	HazMat release investigation w/no HazMat

4/14/2019 10:00	COLONIAL DR	Smoke detector activation, no fire - unintentional
4/14/2019 16:40	GATES ST	EMS call, excluding vehicle accident with injury
4/14/2019 17:25	FERN ST	EMS call, excluding vehicle accident with injury
4/14/2019 19:42	ADVENT LN	Assist police or other governmental agency
4/15/2019 6:25	VA CUTOFF RD	Swift water rescue
4/15/2019 7:46	PROSPECT ST	CO detector activation due to malfunction
4/15/2019 10:14	MAPLE ST	No incident found on arrival at dispatch address
4/15/2019 11:33	MAPLE ST	EMS call, excluding vehicle accident with injury
4/15/2019 12:24	INTERSTATE 91 N ENTRANCE EXIT	Called Paramedic Intercept.
4/15/2019 17:48	N MAIN ST	Medical assist, assist EMS crew
4/15/2019 19:43	N HARTLAND RD	EMS call, excluding vehicle accident with injury
4/15/2019 22:24	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
4/16/2019 0:37	HOLLOW DR	False alarm or false call, other
4/16/2019 1:27	HOLLOW DR	Service Call, other
4/16/2019 5:55	N HARTLAND RD	EMS call, excluding vehicle accident with injury
4/16/2019 11:00	VA CUTOFF RD	Service Call, other
4/16/2019 12:08	HEATHER DR	Smoke detector activation, no fire - unintentional
4/16/2019 17:18	VERMONT DR	Medical assist, assist EMS crew
4/16/2019 20:20	BESWICK DR	EMS call, excluding vehicle accident with injury
4/16/2019 20:27	MOSS FLOWER LANE	Dispatched & canceled en route
4/17/2019 7:14	WOODSIDE CIR	Medical assist, assist EMS crew
4/17/2019 11:10	BARNES AVE	Dispatched & canceled en route
4/17/2019 11:47	NORWICH AVE	EMS call, excluding vehicle accident with injury
4/17/2019 11:47	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
4/17/2019 12:53	JERICO ST	Service Call, other
4/17/2019 15:41	HARTFORD AVE	EMS call, excluding vehicle accident with injury
4/17/2019 17:26	JERICO RD	EMS call, excluding vehicle accident with injury
4/17/2019 20:25	HARTFORD AVE	EMS call, excluding vehicle accident with injury
4/17/2019 22:02	VA CUTOFF RD	Medical assist, assist EMS crew
4/17/2019 22:22	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
4/18/2019 8:58	S MAIN ST	Medical assist, assist EMS crew
4/18/2019 12:38	HARVEST LN	EMS call, excluding vehicle accident with injury
4/18/2019 19:43	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
4/18/2019 19:52	GIFFORD RD	Smoke detector activation due to malfunction
4/18/2019 20:01	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
4/18/2019 20:59	HEATHER DR	Medical assist, assist EMS crew
4/19/2019 12:55	PINE ST	Public service assistance, other
4/19/2019 14:21	TEMPLETON AVE	EMS call, excluding vehicle accident with injury
4/19/2019 17:30	STERLING SPRINGS DR	EMS call, excluding vehicle accident with injury
4/19/2019 17:56	SYKES MOUNTAIN AVE	Medical assist, assist EMS crew
4/19/2019 21:59	KINGFISHER RD	EMS call, excluding vehicle accident with injury
4/20/2019 4:18	DEMERS AVE	EMS call, excluding vehicle accident with injury
4/20/2019 18:13	N HARTLAND RD	EMS call, excluding vehicle accident with injury

4/20/2019 18:19	MAPLE ST	EMS call, excluding vehicle accident with injury
4/21/2019 13:30	VA CUTOFF RD	Service Call, other
4/21/2019 15:50	MERRIMAC CIR	EMS call, excluding vehicle accident with injury
4/21/2019 15:56	HEATHER DR	EMS call, excluding vehicle accident with injury
4/21/2019 19:16	HARTFORD AVE	EMS call, excluding vehicle accident with injury
4/21/2019 19:20	QUECHEE MAIN ST	Medical assist, assist EMS crew
4/21/2019 20:29	RAYS WAY	EMS call, excluding vehicle accident with injury
4/21/2019 23:16	SPRING CIR	Medical assist, assist EMS crew
4/22/2019 4:11	VT ROUTE 14	Medical assist, assist EMS crew

Information Technology:

- Updated server Spillman lives on for critical patches and updates from Linux
- Fixed routing issue that took connections to state of Vermont offline
- Dealt phone outage. Confirmed backup copper lines worked as auto-failover. Worked with phone vendor to bring all services back online
- Installed 4 new phones in Fire
- Retrofitted EOC room with phones when it was opened due to flooding
- worked with vendors to reconfigure routing for Radio signals in Fire Station in anticipation of moving boxes to radio tower

Parks and Recreation:

Program Highlights

- We have begun promotion of the Glory Days Festival scheduled for this September 7th and 8th. New this year will be a Fall Harvest Craft Fair. Karen McNall is working to secure the professional craft vendors and promoting the event. Currently we have 6 vendors and we are shooting for up to 25 vendors. The Fall Harvest Craft Fair will be on Saturday, September 7th.
- The Youth Lacrosse program and baseball have been able to move outdoors. Some fields for baseball are still unplayable but teams have been outside.
- Indoor Pickle Ball continues on Monday's from 7:00pm to 9:00pm at Our Court Tennis Club.
- Youth Karate continues on Monday and Wednesday from 5:00pm to 6:00pm.

- Indoor Basketball programs continue. 50+ Open Basketball at Hartford Middle School from 7:00pm to 8:30pm on Wednesdays, 18+ Open Basketball continues at White River Elementary School on Thursdays from 7:00pm to 9:00pm and 25+ Open Basketball continues at Hartford High School from 5:00pm to 7:00pm on Sundays.
- Department held a successful April Ventures Camp during April Vacation. The program was full and was held at the White River Elementary School throughout the week. A special trip to Krazy Kids Indoor was held on Thursday. A special campfire and activities with the Hartford Fire Department finished up the camp on Friday.
- Department will be working with the Special Olympic Torch Run and helping promote and sign up participants here at Town Hall. Karen McNall will be the point person and appreciate her willingness to step up and help promote and organize the Town Hall Staff participation.
- We will be pushing out marketing for the upcoming programs: Splash Night, Golf Swing Development, and Summer CIT Ventures.
- Department worked to prepare for the 3rd Annual Egg Scramble at DBS on Saturday, April 20th. Several groups were organized. Infant to 2 year olds scrambled for eggs at 10:00am. Ages 3-5 year olds followed at 10:30am and ages 6-10 took place at 11:00am. This was a free event sponsored in part by Mascoma Savings Bank and Evans Group. Hartford Police Department was able to stop by and help with the egg distribution. The Fire Department was scheduled but unable to be on location. We appreciate the Police and Fire Department's continued support of programs we offer the community. We had over 8,000 eggs and anticipate about 400+ in attendance.

Parks/Facilities

- Parks staff continues to work hard with opening up the parks. All parks are now open with two exceptions: Clifford Park and Quechee Falls Park. Clifford Park will be opened soon. The Park gate receives all the road snow and is piled up until it can be managed with equipment and removal in the spring. We have decided to keep Quechee Falls Park closed temporarily due to the heavy mist taking over that area. The mist is awfully silty as well that causes a film on the concrete. Once things settle down we will open things up. Some amenities such as the Kilowatt Boat Launch are not available for boat access. We continue to struggle with ground water on the baseball and softball field at Maxfield.
- Todd Holmes from Valley Turf Services was on site to again attempt to fix the irrigation line that is leaking at Maxfield. Ground water continues to fill the excavated area of the irrigation leak location near the left field dugout of the baseball field. The water appears to be following the pipe in the ground to the hole. The irrigation system is off,

not charged and the ground water is likely following the line to the opening. We charged the irrigation system after getting the area drained to pinpoint the leaking location but continue to chase it. The elbow to the standpipe is intact and we now believe the leak is located at a location between the baseball and softball field where the lines connect from the main feed. It is believed that the water migrates to a location near the standpipe. It was decided to fill the hole back up so we can focus on getting the facility ready for play verses tearing up the surface even more. We will address the irrigation sometime prior to the need for watering the field. In the meantime, the ground saturation is still there and evident in most of the field areas. We were able to groom the field on April 19th which is a good sign but with weekend weather, calling for rain, is discouraging. Once we are able to work the ground, we will begin adding the new infield mix product manufactured by Dura-Edge. Once installed we expect to see the benefits of its sand, silt/clay composition.

- Parent Construction continues the work at the WABA facility. All the concrete is out and removal of the subbase material will begin next week.
- The Watson Dog Park was flooded during the recent storm. No damage other than some silt deposited in the dog park area. We also had some high water at Clifford Park that left debris at the high point of the water but there was no damage to the grounds.
- We have had conversations with Banwell Architects who was hired by Noah Crane from the Upper Valley Nighthawks. They will be submitting the required code review for the concession stand and press box at Maxfield. They should begin construction within days of the submittal to the Building Inspector.
- Hanover High School Tennis has reserved the Maxfield Tennis Courts for a few matches. Their courts are not ready for play this season.
- Hartford High School Lacrosse used Maxfield for a few games. The field at the High School is not ready for play.
- The Department has pending and/or in the processing phase of several upcoming park use applications from outside organizations and groups. As you will see from the below activities, we are in line for another busy season in our parks. Here are a few of the applications the office is working on: Green Mountain Children's Center is planning an organizational picnic at one of our parks, Tai Chi for Health & Balance looking for park space to conduct outdoor classes, Upper Valley Nighthawks seasonal games and youth baseball camps at Maxfield, Robert E. Ammel Jr. Memorial Scholarship Fund Baseball Day at Maxfield, CT River Ironmen Adult Baseball League seeking dates for games at Maxfield, American Legion Post 84 has submitted their schedule for season games, Hartford High School Alumni Association Parade and Picnic at Lyman Park, JSM Softball utilizing Ratcliff Park, Upper Valley Kickball for games at Clifford, VBCA Twin State Baseball for a League Championship at Maxfield, Hartford Community Coalition Block Party at Lyman, the Alzheimer's Association Vermont Chapter use of

Lyman Park for staging a walk fundraiser, the Vermont Cal Ripken District Tournament at Maxfield and the Chamber of Commerce use of the Quechee Green Bandstand area for the balloon festival.

- The Department is working with the Friends of Quechee Covered Bridge on incorporating their site improvement maintenance with the plant and mulching maintenance of the Quechee Falls Park. The funding for the Quechee Falls Park will come from our Parks Budget but the work will coincide with the work on the Quechee hillside and bridge by the friends group. We look forward to working with the friends group on future maintenance of the park.
- The Park Staff have used the new Toro Grandstand Mower at Maxfield. We have been able to use it for mulching and removal of snow mold. The staff is happy with the unit and look forward to its ability to save staff time with mowing and trimming of grass surfaces at Maxfield.
- The Tree Board is preparing for their Annual Tree and Shrub Sale scheduled for May 4th at the Hartford Town Hall Parking Lot. The Tree Board is working with Northern Nursery for the supply of trees and shrubs. They may also have some saplings from their tree nursery to sell this spring as well.
- At the recent Parks & Recreation Board Meeting, there was much discussion on coordinating a meeting with Quechee Lakes Land Owners Association, State Forests & Parks, Army Corps of Engineers, Town Officials and other stakeholders on the need to complete a Lake Survey and Audit of Dewey's Pond. The Board will be planning this discussion at one of their regular meetings with a primary focus of completing this survey and coming up with a plan that addresses the water milfoil issue.
- We have connected with Willey Earthmoving who will be addressing the water line leak that appeared at the Quechee Falls Park late last fall. They are planning to meet at the location to address the line break. The area to be dug is in a similar location for the installation of the new Quechee Falls Park Sign. We will install the sign following the repair of the water line break as the area will need to be excavated.
- Department is working with Noah Crane from the UV Nighthawks on getting commercial pricing on a new 10 row, 24ft long bleacher for the baseball field. The bleacher will go in a designed space that currently has a 3 row system. This would increase his seating capacity considerably near the home plate area.
- Department is working with Roy Black from Wilder on the donation and installation of additional memorial benches at the overlook at Kilowatt South.
- Dylan Kreis, Superintendent of Parks & Facilities continues to interview for seasonal positions at Maxfield. We hope to have positions filled soon. We have secured David Dean and David Fitzgerald who will be splitting the one seasonal position in the parks.

Planning and Development

- Town Plan Update – Public noticing and preparation for the May 7th and 21st public hearings before the Selectboard.
- Roof Solar System on Public Safety Garage Roof - Worked with Fire department to scope out possible installation related to Certificate of Public Good received last year.
- Town Electric Vehicle – Identified a 36-month lease option for the Nissan Leaf Plus vehicle through the Climate Mayors procurement program, to be considered at the April 23rd SB meeting.
- Cemetery Oral History Project – Research in Town record and interviews continued.
- TIF Annual Report – Reviewed TIF Auditor’s Letter and findings that met all program procedures, and submitted this along with the Town-wide Audit to complete the TIF annual report requirements.
- TIF Stormwater and Sewer Project – Worked with DPW on draft scope for loan application.
- Electric Vehicle Charging Stations – Identified project scope and costs for grant to install charging stations at the Wilder Park and Ride for consideration by the Selectboard.
- The Village @ WRJ VCDP Loan – Reviewed information provided by the Village for a loan drawdown, and submitted requisition to the state for review.
- Green Up Day – Publicizing the May 4th annual statewide event to encourage community clean-up in Town. Interested people and groups can come to Town Hall on May 4th at 9:00 AM to get bags and clean-up locations; or obtain bags and sign-up for a location now, and bring trash to the Hartford Recycle Center between 4/27 and 5/11, or to Town Hall and Quechee Green between 5/1 and 5/5.
- Development – Completed quarterly report of pending or in process development across town. Issued 43 permits in the first quarter of 2019. Continued to respond to information and development inquiries as the construction season moves into the busy season. Reviewed and prepared information packages for a subdivision application before the Planning Commission, and conditional use application before the Zoning Board of Adjustment.

Police:

April 8th – Patrol officers were dispatched to a private business along the 3200 block of Quechee Main Street for reports of a woman in crisis. Police located the woman and provided her with transportation to Dartmouth-Hitchcock Medical Center for assistance.

- April 8th – The Police Chief and Police Social Worker attended the public meeting hosted by VTrans at Town Hall to discuss the planning process for improvements to the Quechee Gorge Bridge.

- April 9th – Patrol officers were dispatched to a private business along the unit block of Sykes Mountain Avenue for reports of a man in crisis. Paramedics were summoned and the man was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.

- April 12th – Patrol officers were dispatched to reports of shoplifting at a retail business along the 200 block of Maple Street. Following investigation, police cited a 60 year old Hartford woman for retail theft. The woman was released pending a hearing in the District Court of Vermont.

- April 15th – Patrol officers and Communications Specialists worked together to monitor river levels and coordinate Fire Rescue, local and state public works resources to assist with weather related road closures throughout the Upper Valley.

- April 16th – Patrol officers were dispatched to Pine Crest Motel along the 2900 block of North Hartland Road for reports of a woman in crisis. Police located the woman and provided her with transportation to Dartmouth-Hitchcock Medical Center for assistance.

- April 16th – Patrol officers were dispatched to the Super 8 Motel along the 400 block of North Hartland Road for reports of a woman in crisis. Police located the woman and provided her with transportation to the Veterans Administration Hospital for assistance.

- April 16th – The Police Social Worker participated in restorative justice panel on behalf of the Hartford Justice Center.

- April 17th – Patrol officers were dispatched to a private business along the unit block of Sykes Mountain Avenue for reports of an intoxicated man in crisis. Paramedics were summoned and the man was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.

- April 17th – Patrol officers were dispatched to a private residence along the unit block of Lilly Pond Road for reports of a juvenile in crisis. Police assisted the parents with transportation of the juvenile to Dartmouth-Hitchcock Medical Center for assistance.

- April 18th – Patrol officers responded to reports of a family altercation at a private residence along the unit block of Christian Street. Following investigation, police arrested a 45 year old White River Junction man for domestic assault and related charges. The man was released pending a hearing in the District Court of Vermont.
- April 18th – Patrol officers were dispatched to a private residence along the 2100 block of Christian Street for a report of a burglary. Unknown suspects reportedly forced open a side door and removed cash while the homeowner was away from the home. The investigations continues.
- April 18th – The Police Chief participated in the regular meeting of the Human Resources Standing Committee at the HCRS Springfield Offices.
- April 19th – Patrol officers participated in the Recreation Department’s annual Egg Scramble at the Dothan Brook School.
- April 19th – Patrol officers were dispatched to a private residence along the unit block of Templeton Avenue for reports of a woman in crisis. Paramedics were summoned and the woman was taken by ambulance to the Veterans Administration Hospital for assistance.
- April 19th – The Police Department hosted a planning meeting for the 2019 Annual Law Enforcement Torch Run to benefit Special Olympics of Vermont.
- April 19-20th – Patrol officers and Communications Specialists worked together to monitor river levels and coordinate Fire Rescue, local and state public works resources to assist with weather related road closures throughout Town.
- April 20th – Patrol officers were dispatched to the Shady Lawn Motel along the 600 block of Maple Street for reports of a theft of a purse. The investigation continues, charges pending.

Public Works:

Highway

- Applications have been received for the vacancy in the highway division. Interviews are being held today and we anticipate having a hiring decision this week.
- On Monday, April 15th, heavy rains and melting snow caused some flooding and washouts in several areas around town. Most of the damage to highway infrastructure was relatively minor and easily repaired. We are tracking expenses in case an emergency declaration is made.
- The Highway crew actively checks on known ‘problem’ areas in their routes or resident complaints.

- The mud season is starting to 'dry up', however roads are still posted. We continue to treat areas as needed.
- The Highway crew continues cleaning and organizing the equipment bays.
- The Highway crew has been very busy keeping the equipment maintained and ready for action. We are continuing to transition equipment to summer mode.
- Potholes continue to pop up as the frost comes out of the ground and runoff accumulates. We are actively chasing those.
- The Highway crew has been assisting the Fleet Mechanic as needed to repair a container from the Solid Waste facility.
- At this time, the sweeper has come out of winter hibernation and is making the rounds. We are training new staff on this piece of equipment. Sidewalk sweeping is also taking place.
- The highway division replaced a failed culvert on Orrizonto Road.
- The highway division is installing the Magnesium Chloride tank/equipment in the truck for dust control purposes.
- The Highway crew is very thankful for the assistance from the other departments.
- Routine operations continue as always.

Water

- The Water crew continues to train their new employee. Kai Eastman is attending his certification class. The newest member of our water team, David Follensbee, started last week. We are excited to work with David!
- The Water crew is continuing work on the O&M manual for the Quechee Well.
- Members of the Water Crew have attended several trainings, meetings, and conferences.
- The Wilder Well Project is continuing to move forward. At the time of this report, the well drilling is complete, as is the pump draw down test. The well has VERY favorable conditions and is replenishing at over 1000 gpm. We are currently finalizing the design of the plumbing and new building associated with the project. The construction permit is currently under review at the ANR. The engineering consultant is getting bid documents together for the completion of the project.
- With the Project Manager, the water crew has been working with staff from the VA and consultants to ensure a seamless water supply while they rehabilitate their infrastructure. We don't anticipate any impacts to our system.
- The Water Crew is working on replacing a pump at the Sugar Hill Pump Station.
- The crew responded to a leak small leak on Pleasant View.
- The Water crew has diligently been working through a lot of final meter reads.
- As always, the water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.
- The Water Crew helped out as necessary during the storm damage on April 15th.
- The Water crew is starting the annual hydrant testing.
- Our plant and facilities are always available for tours. We encourage everyone to come see where their water comes from!

Wastewater

- The Wastewater crew continues to train new employees, including CDL training and wastewater classes.
- The Wastewater crew has been meeting with Geoff Martin to look at energy efficient lighting in the plants. They are also looking at pumps and equipment that could be updated to improve energy efficiency and possibly secure rebates. Thanks Geoff!
- The Wastewater crew at both plants is doing seasonal maintenance as needed (snow removal, etc.). They have regularly been assisting the Highway Crew with storm response during winter events including sidewalks and intersection.
- The Wastewater crew has been routinely hauling biosolids to the Lebanon Landfill.
- The Wastewater crew is working diligently on reviewing all leach field permits and designating a work plan to address deficiencies. They are currently in the process of completing leach field permit applications.
- The Quechee Waste Water crew continues to help out Highway with the sidewalks in Quechee.
- The Wastewater crew continues to operate both systems routinely. They have been sampling and testing in accordance with state and permit requirements.
- The Wastewater crew is working closely with our Project Manager to evaluate the proposals received for Abbey Road last week.
- The Wastewater crew is actively monitoring and maintaining the sewer lines on Abbey Road to prevent back-ups.
- The Wastewater crew is working with the administrative team to better understand the infrastructure on Talbert Street after a recent back up. At this time, portions of the line have been tv'ed and the 'lost' manhole has been located.
- The wastewater crew has been performing annual calibrations on equipment.
- The wastewater crew has jetted a few culverts for the highway division to improve flow or unblock them.
- The wastewater crew is working towards locating another 'lost' manhole on Gifford Street for proposed development there.
- The wastewater crew has performed several mark-outs.
- The wastewater crew has performed manhole inspections at the Waldorf School (publicly owned line)
- As always our wastewater treatment facilities are open for tours. We encourage everyone to see what the Town of Hartford does to control pollution!

Solid Waste

- Bob and Wanda are working on the ACT148 requirements for outreach and business audits.
- A consultant has been hired to complete the Spill Prevention, Control, and Countermeasure Plan required by the EPA.

- We are currently investigating a variety of funding strategies and taking a hard look at our operations at the Solid Waste Facility to develop better economic stability.
- This year, our requirement to hold HHW events went from three events per year to four per year. Unfortunately, the contractor that previously held these events has been absorbed by a larger company who no longer wants to participate in HHW events. The GUV solicited proposals from contractors to perform these events, but only got one response with a price point over double the previous contracts, which is unaffordable. Hannah is working with Tom Kennedy and the State to find a resolution.
- The Closed Landfill Recertification is completed and submitted. The State had some follow up questions which we are preparing responses to.
- The Solid Waste Facility continues to operate routinely.
- The solid Waste crew continues to encourage outreach and tours to raise awareness of the facility.

Administrative

- Applications have been received for the Administrative Assistant Position and interviews are being held May 1 and 2. We are hopeful for an expeditious hiring process.
- Effective April 8th, water and sewer billing is being handled by the Finance Department. DPW and Finance is working to ensure a smooth transition by maintaining open lines of communication. We will continue to provide the physical meter reading and other technical services.
- Jeremy Delisle met with State of Vermont and FEMA staff to continue closing out the July 1st storm.
- Hannah is working with VLCT to develop training for DPW supervisors in basic employment practices and human resource information. That training has been postponed and we do not have a schedule for that at this time.
- Hannah is working with the VLCT to perform a refresher training on Worker's Compensation Audit needs.
- The 'Yard Sale' project to sell unused items/damaged/obsolete items has been revived. Staff is developing an inventory, description of sale items, and a procedure. The sale process and dates will be publicly advertised.
- DPW Staff is working closely with other Town Departments and the developer who purchased the Kibbe Buildings while that project is coming to fruition. In April, a meeting was held with the developer to discuss a few items regarding that property.
- The vehicle registration process is currently on hold. We will continue to address this item.
- Upon further research, because the Emerge Building at Maxfield is covered by Act 250, an amendment to that permit must be completed prior to demolition. Scott Hausler has located an asbestos report identifying tiles and mastic as containing asbestos. That will need to be addressed prior to demolition.

- DPW staff continues to work closely with several private contractors around town to insure that their projects are in permit compliance (Waldorf School, Wilder School, Sykes Mountain Avenue dealerships, Carrier Street, Twin Pines, and the Simpson Development).
- DPW staff is preparing to take on the South Main Street parking lot expansion as soon as the ground thaws! Two proposals have been received for that work and we are reviewing them.
- DPW Staff is working closely with consultants to keep the South Main Street and Downtown Stormwater Improvement projects moving along. They are currently at about the 80% design phase and going through permitting processes. Hannah is currently securing the last few easements necessary for the project.
- UVM Students are preparing their final reports and will be sharing them with the university staff in May. Brannon and Hannah will be attending the presentation.
- The Sykes Mountain Avenue Roundabout Project is in the ROW acquisition phase. The project team is currently continuing the development and review of the updated Traffic Management Plan. The project team is organizing a public meeting that will be held near the project site when the weather is a little bit more cooperative (currently scheduled for May 14th). We will continue to keep the public posted as we firm up more details.
- VTrans will be attending a Selectboard meeting on May 7th to present alternatives for the VA Cutoff/Hartford Village Bridge. We are engaging in public outreach on this item.
- Paula Nulty continues to provide us with support on a variety of hiring and human resources items. We appreciate all of her assistance.
- The Quechee Main Street Culvert Project is currently under review for constructability. We have determined that a total closure of Quechee Main Street with the proposed detour is too impactful to the community and that the project should really be done and maintain alternating one way traffic. This will bump out construction of that project to 2020. We are working with VTrans to get grant extensions to cover that project extension and also ensure that all permitting is in place for construction.
- Hannah is closing out the West Hartford Library Project (leftover from TS Irene).
- Hannah has met with two contractors to look at repairing and extending the railing on the sidewalk on Bridge Street under the railroad overpass to improve safety in that location. She is following up with those contractors to receive pricing. A temporary railing has been installed by DPW staff for safety purposes.
- Hannah and Chris Holzwarth has been working with the Planning Department and associated parties to close out the CO's on several large projects including the Village, 241 South Main Street, and the Waldorf School.
- DPW staff is working the Vermont Drinking Water Division to provide feedback and comments to changes they are making to their permitting processes.
- DPW staff met with Parks and Recreation staff as they have a few projects that they need some extra help on. We appreciate being a part of the team effort to keep the Town running smoothly!
- The following RFP's have been developed and posted:

- Abbey Lane Sewer Line Engineering (update: proposals received and under review)
- Maple Street Scour/Washout Construction (currently out to bid)
- Wastewater Generators (update: proposals received and under review)
- South Main Street Parking Lot (update: proposals received and under review)
- Quechee Main Street Water Main Design (currently out to bid)
- South and James Street Water Mains Design (currently out to bid)
- Sidewalk Replacements (currently out to bid)

**** End of Significant Activities Report ****