

**Town Of Hartford**  
**Town Staff**  
**Significant Activity Report, December 16, 2019 – January 13, 2020**

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**TOWN MANAGER HIGHLIGHTS**

Respectfully submitted for your information:

- Discussed repair strategies for damaged expansion joint on VA Cutoff Rd. Bridge with DPW Director and VTrans staff. The joint needs immediate attention and should be replaced. In the interest of public safety, we are preparing to close the Bridge later this week (possibly Thursday) until the damaged expansion joint can be repaired. The expansion joint is in a visibly unstable and unsafe condition. The timetable for procuring a contractor and completing the repairs is still undetermined. We will issue a public notice with the details on the closure and detour as soon as they are finalized.
- Worked with Gary Schall, Exec. Director, Bugbee Senior Center on FY21 budget and capital repair needs.
- Referred by VLCT and International Municipal Lawyers Association to engage Tabet, DiVito & Rothstein for legal review of proposed Welcoming Hartford Ordinance. Worked with Selectboard Chair and attorneys on issues for legal review.
- Participated in a meeting of Town/City managers on a legislative agenda regarding Tax Increment Financing at VLCT office. New legislation is already in draft form from Sen. Cummings (Washington Co.) and Sen. Brock (Franklin Co.). VLCT convened this group of managers from TIF municipalities to suggest how the legislation could be improved.
- Prepared for Budget Workshops on January 7 and January 9, including capital improvement program and debt capacity analysis.
- Worked with P. Giuliani on Town Meeting Warrant language.
- Prepared for Town Meeting Warrant Information Meeting on January 13.
- Met with Tree Board on a proposed beautification project on Hartford Ave. in Wilder.

**DEPARTMENT HIGHLIGHTS**

**Assessor:**

- continue to process sales for review and prep for equalization study
- processing building permits

- performed inspections with zoning administrator
- finalized 2019 Grand List, [sent](#) final values to state for education true-up
- updated the CAMA software to the latest version
- assisted customers as needed

#### **Clerk:**

- Dog licensing is in full swing. The Clerk's Office has issued over 20 dog licenses thus far. The fee is \$9 (if dog is spayed/neutered); \$13 (if dog is unaltered). A current Rabies Certificate signed by the Veterinarian must be on file to issue a license. Dogs six (6) months of age or older must be licensed by April 1, 2020.
- Liquor License Renewals have begun trickling into the Clerk's Office; we have received 6-7 applications. We sent out over 40 renewal packets in December. Licenses are due in our office by February 3, 2020 to allow time for Hartford Police and Fire to perform their process before review by the Local Liquor Control Board/Select Board. Then, they will be sent to DLC for final review.
- The Clerk has been updating the Checklist and receiving & processing Voter Registrations daily.
- Many Absentee/Voting Requests have been received thus far. The Presidential Primary Ballots should be arriving in our office no later than January 17<sup>th</sup>. The Town-School Meeting Ballots will be available no later than February 12<sup>th</sup>. The Clerk
- The Clerk continues to prepare for Town Meeting and is working with Susan Manley (Clerk appointment to Town-School Meeting Committee) and Paula Nulty on Town-School District Meeting Cycle of events planning/coordination including but, not limited to, arranging for entertainment, food, Coffee with Committees, and signage.
- In addition, the Clerk and Asst. Clerk perform the daily functions of the office to include Recording of Land records and Surveys, processing Vital Records requests, assisting the public, etc.

#### **Finance:**

- Distributed November Financials & reviewing them with Department Heads
- Preparing annual year required reports
- In progress of collecting statistical information to complete the Comprehensive Annual Financial Report for FYE 2019
- Created and distributed January water and wastewater billing.
- Preparing for Actuarial Review of Other Post Employment Benefits
- Budget Adjustments to account for actual Work Comp and P & L Insurance rates for calendar year 2020
- Creating and issuing W-2s and 1099s.

**Fire:**

- Staff provided fire safety education at White River School.
- Staff provided car seat installation services.
- Members of the department conducted drills/training on the shift level.
- Conducted school fire drills.
- Chief Cooney conducted interviews for Lieutenant and Captain candidates.
- Captain Shropshire retired after 22 years of faithful service to the residents of Hartford.
- FF Henault was promoted to Lieutenant and Lt. Hedges was promoted to Captain.
- The Fire Department Badge Pinning and Awards Ceremony will be held on January 17th from 6:00pm-8:00pm. The ceremony will be held at the VA Hospital Building 44 conference room. Anyone is welcome to attend. New hires in 2019 will be sworn in and members will be receiving awards/citations.
  
- On Thursday, January 2, 2020 at 1:00pm the Hartford Fire Department was dispatched to a fire alarm activation at 94 S. Main St. the Colodny Building which is a multi-unit building. Moments before, Hartford was also dispatched to assist Lebanon Fire Department for a motor vehicle accident. This left staffing in Hartford at zero until more firefighters could be brought in to respond to the fire alarm activation. Deputy Chief Czora arrived on location moments later and discovered that there was a fire in the kitchen of apt. 2 on the second floor. A first alarm was transmitted, bringing in resources from Hanover and Lebanon along with off duty Hartford Fire staff. Upon further investigation it was determined that the fire was out due to a sprinkler head activation. A true catastrophe was avoided by the sprinkler system being in place. With our limited recourses and manpower this truly could have been a large-scale fire without the protection of the automatic fire sprinkler system. One resident was temporarily displaced, and damages were contained the original fire apartment and water damage to the Center of Cartoon Studies located directly below the apartment. The cause of the fire was determined by Asst. Fire Marshal Bedard to be accidental in nature. All units were back in quarters by 2:40pm.
  
- The fire prevention office completed 47 building inspections during this period
- The department responded to 173 calls for service during this period.
- In calendar year 2019 the department responded to 2,311 calls for service.
- Incident log for this period:

| Alarm Date       | Street                                | Situation Found                                  |
|------------------|---------------------------------------|--|
| 12/16/2019 3:47  | OVERLOOK DR                           | EMS call, excluding vehicle accident with injury |
| 12/16/2019 4:16  | DEWITT DR                             | EMS call, excluding vehicle accident with injury |
| 12/16/2019 10:58 | CHRISTIAN ST                          | EMS call, excluding vehicle accident with injury |
| 12/16/2019 13:58 | BLUFF RD                              | Service Call, other                              |
| 12/16/2019 20:52 | VA CUTOFF RD<br>QUECHEE WEST HARTFORD | EMS call, excluding vehicle accident with injury |
| 12/17/2019 5:36  | RD                                    | EMS call, excluding vehicle accident with injury |
| 12/17/2019 9:07  | HARTFORD AVE                          | Motor vehicle accident with no injuries.         |
| 12/17/2019 10:10 | WALNUT ST                             | EMS call, excluding vehicle accident with injury |

|                  |                    |  |
|------------------|--------------------|--|
| 12/17/2019 10:23 | I 91 S MM71        | Motor vehicle accident with no injuries.         |
| 12/17/2019 11:19 | DEWEYS POND        | EMS call, excluding vehicle accident with injury |
| 12/17/2019 18:38 | WENTWORTH WAY      | Assist invalid                                   |
| 12/17/2019 21:39 | IRIS WAY           | EMS call, excluding vehicle accident with injury |
| 12/18/2019 8:52  | SYKES MTN RD       | EMS call, excluding vehicle accident with injury |
| 12/18/2019 16:55 | SYKES MOUNTAIN AVE | Unintentional transmission of alarm, other       |
| 12/18/2019 22:44 | US ROUTE 5         | Dispatched & canceled en route                   |
| 12/19/2019 8:42  | HOLLOW DR          | Dispatched & canceled en route                   |
| 12/19/2019 15:24 | I 91 N MM71        | Motor vehicle accident with no injuries.         |
| 12/19/2019 18:15 | CHATEAUGUAY RD     | Cover assignment, standby, moveup                |
| 12/19/2019 19:18 | I 89 N MM9         | Dispatched & canceled en route                   |
| 12/19/2019 19:22 | HARTFORD AVE       | Good intent call, other                          |
| 12/20/2019 11:33 | RAILROAD           | Lock-out   |
| 12/20/2019 11:38 | PROSPECT ST        | EMS call, excluding vehicle accident with injury |
| 12/20/2019 12:56 | MURPHYS RD         | Heat from short circuit (wiring), defective/worn |
| 12/20/2019 17:03 | HAWTHORN ST        | EMS call, excluding vehicle accident with injury |
| 12/20/2019 20:31 | VETERANS DR # B    | EMS call, excluding vehicle accident with injury |
| 12/21/2019 4:23  | A ST               | EMS call, excluding vehicle accident with injury |
| 12/21/2019 11:33 | CHAMBERS LN        | Smoke or odor removal                            |
| 12/21/2019 12:41 | HARTFORD AVE       | Smoke or odor removal                            |
| 12/21/2019 18:09 | HARTFORD AVE       | EMS call, excluding vehicle accident with injury |
| 12/21/2019 18:32 | MAPLE ST           | Service Call, other                              |
| 12/21/2019 18:50 | I 89 S MM5         | Motor vehicle accident with no injuries.         |
| 12/21/2019 19:27 | N HARTLAND RD      | EMS call, excluding vehicle accident with injury |
| 12/21/2019 23:09 | MAPLE ST           | EMS call, excluding vehicle accident with injury |
| 12/21/2019 23:21 | WOODHAVEN DR       | EMS call, excluding vehicle accident with injury |
| 12/22/2019 12:47 | MURPHYS RD         | Alarm system sounded due to malfunction          |
| 12/22/2019 18:07 | MORGAN RD          | Dispatched & canceled en route                   |
| 12/22/2019 19:37 | TALBERT ST         | EMS call, excluding vehicle accident with injury |
| 12/23/2019 8:50  | BENJAMIN RD        | Emergency medical service incident, other        |
| 12/23/2019 9:13  | HARTFORD AVE       | EMS call, excluding vehicle accident with injury |
| 12/23/2019 9:57  | HIGHLAND AVE       | Dispatched & canceled en route                   |
| 12/23/2019 16:38 | WALNUT ST          | EMS call, excluding vehicle accident with injury |
| 12/23/2019 17:52 | VETERANS DR        | EMS call, excluding vehicle accident with injury |
| 12/23/2019 18:29 | TICHENOR RD        | EMS call, excluding vehicle accident with injury |
| 12/23/2019 19:35 | DEWITT DR          | EMS call, excluding vehicle accident with injury |
| 12/24/2019 3:59  | HIGHLAND AVE       | Hazardous condition, other                       |
| 12/24/2019 5:09  | MAPLE ST           | EMS call, excluding vehicle accident with injury |
| 12/24/2019 5:33  | FOOTHILL ST        | Explosion (no fire), other                       |
| 12/24/2019 8:34  | GIFFORD RD         | Medical assist, assist EMS crew                  |
| 12/24/2019 8:45  | PARK VIEW WAY      | EMS call, excluding vehicle accident with injury |
| 12/24/2019 9:27  | SYKES MOUNTAIN AVE | EMS call, excluding vehicle accident with injury |
| 12/24/2019 10:38 | FAMILY CIR         | EMS call, excluding vehicle accident with injury |

|                  |                       |  |
|------------------|-----------------------|--|
| 12/24/2019 10:58 | MIRACLE MILE          | EMS call, excluding vehicle accident with injury |
| 12/24/2019 11:07 | HOLLOW DR             | Lock-out   |
| 12/24/2019 11:40 | WOODSTOCK RD          | EMS call, excluding vehicle accident with injury |
| 12/24/2019 11:45 | S MAIN ST             | Medical assist, assist EMS crew                  |
| 12/24/2019 19:28 | I 91 S MM67           | EMS call, excluding vehicle accident with injury |
| 12/25/2019 5:57  | QUECHEE MAIN ST       | EMS call, excluding vehicle accident with injury |
| 12/25/2019 8:33  | MAPLE ST              | EMS call, excluding vehicle accident with injury |
| 12/25/2019 13:01 | HEWITT ST             | EMS call, excluding vehicle accident with injury |
| 12/25/2019 21:23 | SANCTUARY CIR         | Medical assist, assist EMS crew                  |
| 12/26/2019 10:47 | PATRIOT DR            | Alarm system activation, no fire - unintentional |
| 12/26/2019 14:45 | VA CUTOFF RD          | Emergency medical service incident, other        |
| 12/26/2019 17:08 | WENTWORTH WAY         | EMS call, excluding vehicle accident with injury |
| 12/27/2019 2:07  | W WOODSTOCK RD        | EMS call, excluding vehicle accident with injury |
| 12/27/2019 6:42  | BUGBEE ST             | EMS call, excluding vehicle accident with injury |
| 12/27/2019 7:23  | VA CUTOFF RD          | EMS call, excluding vehicle accident with injury |
| 12/27/2019 15:29 | N HARTLAND RD         | EMS call, excluding vehicle accident with injury |
| 12/27/2019 19:11 | LOCUST ST             | EMS call, excluding vehicle accident with injury |
| 12/28/2019 7:05  | SOUTH ST              | Medical assist, assist EMS crew                  |
| 12/28/2019 11:04 | I 91 N MM71           | Service Call, other                              |
| 12/28/2019 19:46 | OLD QUECHEE RD        | Alarm system activation, no fire - unintentional |
| 12/28/2019 20:30 | VT ROUTE 14           | Motor vehicle accident with injuries             |
| 12/29/2019 3:20  | FERRY BOAT XING       | Medical assist, assist EMS crew                  |
| 12/29/2019 10:46 | EVARTS RD             | EMS call, excluding vehicle accident with injury |
| 12/29/2019 11:42 | EXIT 2 S OFF RAMP     | Motor vehicle accident with no injuries.         |
| 12/29/2019 14:30 | E FISHER RD           | Alarm system activation, no fire - unintentional |
| 12/29/2019 16:29 | DEPOT ST              | EMS call, excluding vehicle accident with injury |
| 12/29/2019 21:34 | EXIT 10A 91 N TO 89 S | Motor vehicle accident with no injuries.         |
| 12/29/2019 23:59 | TRUELL RD             | Smoke detector activation due to malfunction     |
| 12/30/2019 9:08  | HARTFORD AVE          | EMS call, excluding vehicle accident with injury |
| 12/30/2019 9:50  | FERRY BOAT XING       | EMS call, excluding vehicle accident with injury |
| 12/30/2019 12:09 | DEPOT ST              | EMS call, excluding vehicle accident with injury |
| 12/30/2019 13:32 | CLAY HILL RD          | EMS call, excluding vehicle accident with injury |
| 12/30/2019 14:08 | CURRIER ST            | EMS call, excluding vehicle accident with injury |
| 12/30/2019 14:55 | I 89 N MM9            | Dispatched & canceled en route                   |
| 12/30/2019 20:09 | LAKELAND DR           | Medical assist, assist EMS crew                  |
| 12/30/2019 21:18 | WALNUT ST             | EMS call, excluding vehicle accident with injury |
| 12/31/2019 16:04 | CURRIER ST            | EMS call, excluding vehicle accident with injury |
| 12/31/2019 20:22 | BARNES AVE            | EMS call, excluding vehicle accident with injury |
| 1/1/2020 9:30    | LOCUST ST             | EMS call, excluding vehicle accident with injury |
| 1/1/2020 12:48   | NORWICH AVE           | Smoke detector activation due to malfunction     |
| 1/1/2020 13:28   | QUECHEE MAIN ST       | EMS call, excluding vehicle accident with injury |
| 1/1/2020 21:21   | I 91 N MM69           | Unauthorized burning                             |
| 1/2/2020 12:24   | HARTFORD AVE          | EMS call, excluding vehicle accident with injury |

|                |  |  |
|----------------|--|--|
| 1/2/2020 12:58 | S MAIN ST                                    | Motor vehicle accident with injuries             |
| 1/2/2020 13:00 | S MAIN ST                                    | Building fire                                    |
| 1/2/2020 18:49 | I 89 N TO I 91 N MERGE                       | Medical assist, assist EMS crew                  |
| 1/2/2020 19:54 | NORWICH AVE                                  | EMS call, excluding vehicle accident with injury |
| 1/2/2020 21:26 | CHRISTIAN ST                                 | EMS call, excluding vehicle accident with injury |
| 1/2/2020 23:00 | CURRIER ST                                   | EMS call, excluding vehicle accident with injury |
| 1/3/2020 0:40  | PLEASANT ST                                  | EMS call, excluding vehicle accident with injury |
| 1/3/2020 1:25  | HITCHCOCK DR                                 | EMS call, excluding vehicle accident with injury |
| 1/3/2020 8:30  | DIVISION ST                                  | EMS call, excluding vehicle accident with injury |
| 1/3/2020 13:07 | W W GILSON AVE                               | False alarm or false call, other                 |
| 1/3/2020 13:27 | QUECHEE HARTLAND RD                          | EMS call, excluding vehicle accident with injury |
| 1/3/2020 14:09 | NORWICH AVE                                  | Dispatched & canceled en route                   |
| 1/3/2020 17:36 | WALNUT ST                                    | EMS call, excluding vehicle accident with injury |
| 1/3/2020 17:46 | HOLLOW DR                                    | EMS call, excluding vehicle accident with injury |
| 1/3/2020 18:03 | BULLARD ST                                   | EMS call, excluding vehicle accident with injury |
| 1/3/2020 18:44 | W FISHER RD                                  | Dispatched & canceled en route                   |
| 1/4/2020 1:47  | US ROUTE 5                                   | Medical assist, assist EMS crew                  |
| 1/4/2020 8:38  | VETERANS DR                                  | System malfunction, other                        |
| 1/4/2020 13:01 | BULLARD ST<br>QUECHEE WEST HARTFORD          | EMS call, excluding vehicle accident with injury |
| 1/4/2020 13:32 | RD   | EMS call, excluding vehicle accident with injury |
| 1/4/2020 21:31 | DAWN DR                                      | Service Call, other                              |
| 1/5/2020 9:39  | CHANDLER RD                                  | EMS call, excluding vehicle accident with injury |
| 1/5/2020 11:30 | VA CUTOFF RD                                 | Service Call, other                              |
| 1/5/2020 14:30 | MAPLE ST                                     | EMS call, excluding vehicle accident with injury |
| 1/5/2020 19:05 | TURNPIKE RD                                  | Dispatched & canceled en route                   |
| 1/6/2020 0:40  | MARSH FAMILY RD                              | EMS call, excluding vehicle accident with injury |
| 1/6/2020 7:21  | QUECHEE HARTLAND RD<br>QUECHEE WEST HARTFORD | EMS call, excluding vehicle accident with injury |
| 1/6/2020 8:17  | RD   | Detector activation, no fire - unintentional     |
| 1/6/2020 9:31  | FIELDSTONE WAY                               | Medical assist, assist EMS crew                  |
| 1/6/2020 11:02 | HARTFORD AVE                                 | Gasoline or other flammable liquid spill         |
| 1/6/2020 11:08 | MAPLE ST & CHRISTIAN ST                      | EMS call, excluding vehicle accident with injury |
| 1/6/2020 15:08 | PEACH TREE LN                                | Medical assist, assist EMS crew                  |
| 1/6/2020 15:44 | QUECHEE MAIN ST                              | EMS call, excluding vehicle accident with injury |
| 1/6/2020 16:56 | OLCOTT DR                                    | EMS call, excluding vehicle accident with injury |
| 1/6/2020 17:52 | SYKES MOUNTAIN AVE                           | EMS call, excluding vehicle accident with injury |
| 1/6/2020 18:34 | WOODSTOCK RD                                 | Dispatched & canceled en route                   |
| 1/6/2020 19:27 | DEMERS AVE                                   | Alarm system sounded due to malfunction          |
| 1/6/2020 21:16 | MOOSEWOOD WAY                                | Water evacuation                                 |
| 1/7/2020 7:16  | FERRY BOAT XING                              | Medical assist, assist EMS crew                  |
| 1/7/2020 8:04  | N N HARTLAND RD                              | EMS call, excluding vehicle accident with injury |
| 1/7/2020 9:11  | VT ROUTE 14                                  | Medical assist, assist EMS crew                  |

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|-----------------|--------------------------|--|
| 1/7/2020 9:37   | FAIRBANKS TURN           | EMS call, excluding vehicle accident with injury   |
| 1/7/2020 10:28  | VA CUTOFF RD             | EMS call, excluding vehicle accident with injury   |
| 1/7/2020 13:30  | MORGAN RD                | Service Call, other  |
| 1/7/2020 23:39  | PEACH TREE LN            | Medical assist, assist EMS crew  |
| 1/8/2020 15:00  | WOODSTOCK RD             | Called Paramedic Intercept.  |
| 1/8/2020 15:33  | I91 N EXIT 10 B          | Motor vehicle accident with no injuries.   |
| 1/8/2020 15:56  | EXIT 10A 91 N TO 89 S    | Motor vehicle accident with injuries   |
| 1/8/2020 16:39  | I 89 N MM11              | Medical assist, assist EMS crew  |
| 1/8/2020 16:41  | N MAIN ST & WOODSTOCK RD | Motor vehicle accident with no injuries.   |
| 1/8/2020 16:46  | WALNUT ST                | EMS call, excluding vehicle accident with injury   |
| 1/8/2020 21:59  | CURRIER ST               | Motor vehicle accident with no injuries.   |
| 1/8/2020 23:54  | HILLSIDE RD              | Medical assist, assist EMS crew  |
| 1/9/2020 10:44  | INTERSTATE 91 N          | Motor vehicle accident with injuries   |
| 1/9/2020 11:36  | N MAIN ST                | EMS call, excluding vehicle accident with injury   |
| 1/9/2020 11:47  | SCHOOL ST                | Detector activation, no fire - unintentional   |
| 1/9/2020 13:39  | US ROUTE 5               | EMS call, excluding vehicle accident with injury   |
| 1/9/2020 14:30  | N MAIN ST                | EMS call, excluding vehicle accident with injury   |
| 1/9/2020 14:53  | CLAY HILL RD             | EMS call, excluding vehicle accident with injury   |
| 1/9/2020 17:45  | BRIDGE ST                | Public service assistance, other   |
| 1/9/2020 19:01  | COLONIAL DR              | System malfunction, other  |
| 1/10/2020 8:23  | WOODSTOCK RD             | EMS call, excluding vehicle accident with injury   |
| 1/10/2020 14:43 | CONNECTICUT RIVER RD     | EMS call, excluding vehicle accident with injury   |
| 1/10/2020 21:52 | WALNUT ST                | EMS call, excluding vehicle accident with injury   |
| 1/10/2020 22:51 | DANA RD                  | EMS call, excluding vehicle accident with injury   |
| 1/11/2020 2:11  | VA CUTOFF RD             | Medical assist, assist EMS crew  |
| 1/11/2020 7:59  | I 91 N EXIT 10A          | Good intent call, other  |
| 1/11/2020 11:27 | QUECHEE MAIN ST          | Motor vehicle accident with no injuries.   |
| 1/12/2020 3:12  | MAPLE ST                 | EMS call, excluding vehicle accident with injury   |
| 1/12/2020 6:19  | BULLARD ST               | EMS call, excluding vehicle accident with injury   |
| 1/12/2020 7:14  | ALDRICH LN               | Medical assist, assist EMS crew  |
| 1/12/2020 12:52 | HIGHLAND AVE             | EMS call, excluding vehicle accident with injury<br>No incident found on arrival at dispatch address |
| 1/12/2020 12:57 | MAPLE ST                 | Power line down  |
| 1/12/2020 13:31 | SUGAR HOUSE RD           | Fuel burner/boiler malfunction, fire confined  |
| 1/12/2020 16:09 | SYKES MTN RD             | Dispatched & canceled en route   |
| 1/12/2020 18:05 | HIGHLAND AVE             | EMS call, excluding vehicle accident with injury   |
| 1/12/2020 19:11 | SYKES MOUNTAIN AVE       | EMS call, excluding vehicle accident with injury   |
| 1/12/2020 22:18 | N N HARTLAND RD          | EMS call, excluding vehicle accident with injury   |
| 1/13/2020 3:12  | HUGHES DR                | EMS call, excluding vehicle accident with injury   |

## **Information Technology:**

- Migrated backup server at Public Safety to new hardware
- Assisted investigations with new software that collects data
- Corrected IP Conflict at WABA, issued new IP, updated firewall rules, changed IP in remote chiller, tested static IP for remote access for Parks & Rec
- Resolved Geo-validation issue with Spillman in Dispatch
- Cut over first half of firewall/router project Dispatch. Currently evaluating network traffic and preparing for final part of cutover in the coming days
- Participated in Hartford PD/State of Vermont Network talks for upcoming configuration change with new Firewall & Windsor PD e-ticket project

## **Parks and Recreation:**

### **Program Highlights**

- Youth basketball continues for all age groups. The Start Smart and K-2 programs began January 4<sup>th</sup> at OQS gymnasium.
- The Learn to Ski Program at Quechee Ski Hill begins on Sunday, January 5<sup>th</sup>. We now have 34 registered for the program.
- Toddler Open Gym began on Sunday, January 5<sup>th</sup>. There were 35 participants for the first time. The program runs at DBS gymnasium and is a drop in play program for toddlers and parents.
- Adult noontime hockey continues on Friday's at noontime. The Adult Stick-n-Puck program continues at WABA. This year we have implemented a new Family Stick-n-Puck along with the Adult 15+. There are multiple dates and times for the program.
- Public Skating at WABA continues on Saturday, 4:15 to 5:30pm and Sunday, 3:30pm to 4:45pm, Friday 1:15pm to 2:30pm and 11:30am to 1:00pm on Wednesday.
- During vacation week through January 6<sup>th</sup> we had 714 public skaters which was up from 504 last year. During this time we also rented a total of 220 skates with 21 skate sharpenings. The Skate with Santa had 179 skaters with 35 skate rentals which was the highest volume of skaters so far this season.
- The Department is prepping for the Youth Ice Fishing Derby on February 1st and the RedZone 5K Road Race on Super Bowl Sunday, February 2nd. We have received \$800 in RedZone Sponsorship and \$700 along with donation of hot chocolate and coffee and bait for total sponsorship of \$1200 for the Ice Fishing Derby sponsorships.
- The second session of Learn to Skate continues at WABA with 31 participants.
- The UVAC Learn to Swim Program begins January 15<sup>th</sup> with 33 participants registered.
- The Department continues to work on the re-accreditation process for our National Recreation & Park Association Commission for Accreditation of Parks & Recreation Agencies.



- Department has started working on the programs and the publication of the Spring/Summer Program Guide.
- Department is reviewing the summer internship announcement and will begin advertising for summer employment opportunities.
- Department has started promotion of the Glory Days Event in 2020 with a rack card for distribution at regional New England trade shows.

### **Parks/Facilities**

- The Tree Board is working on submitting a Tree Canopy Grant for roadside tree plantings near the new development across from Dataman.
- The Department continues to work with BH+A on the final pool report. The report will be presented to the Selectboard on January 9<sup>th</sup> during the CIP Budget Hearings.
- The exhaust system in the Zamboni room will require an adjustment to the vent as it needs to be installed tighter to the ceiling. ARC will be completing the work and understand it was their design flaw. We also installed a timer on the fan by the recommendation of the Fire Marshal.
- WABA operations continue to consume a majority of staff time for the Department. The High School game schedules has started and the facility is in full operation. The new improvements to the facility have been well received by all users.
- We continue to work on Maxfield – Stormwater Permit alleged violations. Several swales and other areas mowed that were designated no-mow zones are required to be maintained. Once completed we will report to VT Storm Water Division.
- Water department requested that we do not flood frost park until they identify a leak in the Wilder area. We hope to begin flooding so we have a rink for the February break.
- The Department is coordinating a meeting with Mary Graham regarding the Dewey's and the upcoming Aquatic Nuisance Grant to address the Milfoil. Plan is to write a grant to complete a Comprehensive Management Plan for the pond.
- IT had some issues re-connecting the refrigeration monitor for the WABA rink. Identified the IP address was changed by the internet provider.
- Department has hired a Rink Monitor during Public Skating. The monitor skates and helps monitor rink rules during the skating sessions.

### **Planning and Development:**

- Tax Increment Financing (TIF) – Prepared analyses of anticipated growth in the TIF Grand List, proposed infrastructure projects, financing and cash flow of revenue against costs in preparation for Selectboard consideration for Town vote. Prepared submittal to State for approval of substantial change and 5<sup>th</sup> TIF phased implementation.
- FY2021 Budget – Prepared information for discussion with the Selectboard.

- Tafts Flat Historic Preservation Intensive Survey – The Consultant completed all data collection and entry on the building-by-building site surveys, and prepared a detailed narrative of the area. A community meeting and walk-through are planned for Spring 2020.
- Regional Plan – Meetings with the TRORC staff to address Hartford suggested changes to the draft Regional Plan are set for January 23<sup>rd</sup> and 29<sup>th</sup>.
- VCDP Job Creation Loan – Proceeding with the final report and grant closeout including future meeting with the SB regarding Town use of \$146,595 that the Town will receive in program income from the loan repayment.
- Hazard Mitigation Plan – Issued RFP for consultant to assist in the update of the Plan.
- Downtown WRJ Parking– Continued working with the Town Manager and DPW on options for expansion of South Main Street Municipal Parking Lot and other locations for presentation to the SB on January 9<sup>th</sup>.
- Former Kibby Properties – Staff continued to work with the property owner on submittal of the conditions to obtain a zoning permit.
- Hartford Ad Hoc Committee on Homelessness – Continued working with other Committee members on data gathering, draft report and options for shelter.
- Town Forest Recreation Management Plan – Completing final edits for future Selectboard review and action.
- Climate Action Initiatives: Participated with the Town appointed Ad-Hoc Advisory Committee on items for consideration by the Selectboard.
- Energy Grant – Staff and the Energy Commission continued reviewing project options for the February Vermont Low-Income Trust for Electricity (VLITE) grant that targets reducing energy costs and increasing energy efficiency.
- Green Energy Purchase Policy – Staff and the Energy Commission continued developing a draft policy for future SB consideration to lower fossil fuel consumption and emissions for Town vehicles, equipment and building systems.
- Net-Zero Construction Guidelines – Continued meeting with various builders, developers, engineers, bankers, appraisers and architects to develop a voluntary pilot program for construction of net-zero energy efficient residential and commercial structures.
- Upper Sykes Mountain Ave Bike Ped Project – Coordination with the Town’s engineer and the state continued to incorporate the sidewalk project plans into the Sykes MT Ave roundabout project plans for final VTrans approval before project bidding.
- RT 5 Bike Ped Project – Continued working with the Town’s engineer to finalize construction documents.
- South Main Street TIF Project – Working with DPW to review layout and easements for project. Continued assembling information for state water and wastewater/stormwater revolving loan fund applications.
- Annual TIF and Downtown Designation Reports – Continued collecting information with property owners and businesses for submittal of these reports in January.
- Bugbee Senior Center- Continued working with the Program Director to complete the RFP for roof replacement.
- Resilience Committee Community Workshop on Mock Disaster Event – Preparing for the workshop that was rescheduled for January 27<sup>th</sup>.

- Cornerstone Community Center – Worked with the new property owners on permitting for redevelopment of the former Elks Club building in Hartford Village into a multiuse center, including office space and event hall.

**Police:**

Please find the Police Department significant activity report for the week ending January 11<sup>th</sup>:

- December 23<sup>rd</sup> – Officers responded to the intersection of Hartford Avenue and Maple Street to investigate a 2-vehicle crash with no injuries
- December 23<sup>rd</sup> – Officers responded to the unit block of Quechee Hartland Road to return a lost dog. Upon returning the dog, it was found the 33-year-old female owner was wanted on an active arrest warrant. She was lodged in lieu of bail.
- December 23<sup>rd</sup> – Officers responded to the 100 block of Tichenor Road for an overdose investigation. A 66-year-old male had ingested a number of pills of Gabapentin along with alcohol. HFD transported the male to the hospital and service referrals were made.
- December 24<sup>th</sup> – Officers made traffic stop on Sykes Mountain Avenue and learned the operator was a fugitive from justice out of NH on several active warrants. The 25-year-old male was lodged as a fugitive.
- December 26<sup>th</sup> – Officers investigated a 2-vehicle crash with no injuries on North Hartland Road at the exit 11 off-ramp.
- December 27<sup>th</sup> – Officers responded to the unit block of Verna Court for a male with a gun acting suspiciously who had since left. Officers located the individual on Ballardvale Drive. The man was operating a vehicle that had matched the description of a vehicle that driven through the restricted area behind the Public Safety Building early in the evening. The individual was investigated for the suspicious gun incident and warned to not trespass behind the Public Safety Building. Later in the night, the 32-year-old male once again drove through the restricted area behind the Public Safety Building. He was subsequently charged with trespassing.
- December 27<sup>th</sup> – Officers responded to Cumberland Farms for a report of a male urinating in the parking lot. Upon contact with the individual it was learned that the 25-year-old male was a fugitive from justice out of NH. The male was also found to be in possession of heroin. The male was arrested on both offenses and lodged in lieu of bail.
- December 28<sup>th</sup> – Officers made contact with a 40-year-old male at the intersection of Maple Street and Cascadnac Street who was known to be a fugitive from justice out of NH. The male was lodged in lieu of bail.
- December 28<sup>th</sup> – Officers responded to the 5000 block of VT Route 14 to investigate a single vehicle crash with injury and entrapment. The 31-year-old male subsequently suffered a broken femur.
- January 2<sup>nd</sup> – Officers observed a male sitting on the rail of the urban bridge with his feet dangling over. Upon contact it was learned that the 22-year-old male was in mental crisis and contemplating suicide. Officers transported the male to DHMC for assistance.

- January 2<sup>nd</sup> – Officers responded to the 600 block of Maple Street for a domestic disturbance. A 24-year-old male was subsequently arrested for domestic assault.
- January 2<sup>nd</sup> – Officers responded to the unit block of Colonial Drive for a domestic disturbance. A 40-year-old male was subsequently arrested for 1<sup>st</sup> degree aggravated domestic assault.
- January 6<sup>th</sup> - Officers made contact with a 45-year-old male outside of a business along the 200 block of Maple Street who was known to be a fugitive from justice out of NH. The male was lodged in lieu of bail.
- January 8<sup>th</sup> – Lieutenant Pedro assisted Hartford High School staff in presenting during the Teen Truth segment of health class.
- January 9<sup>th</sup> - Officers were dispatched to a single vehicle collision along the 2300 block of Christian Street, where they found the vehicle had left the roadway and come to rest in a 3 foot pile of snow. Following investigation, police arrested the 35 year old driver for driving impaired. The man was cited and released to a sober driver pending hearing before the Windsor County District Court.
- January 10<sup>th</sup> - Officers investigating a retail theft at business along 200 block of Maple Street arrested a 22 year old Hartford woman after learning of multiple active warrants for her arrest. She was held at Southern State Correctional Facility on bond.
- January 11<sup>th</sup> - Officers were dispatched to an altercation on the sidewalk along the unit block of Gates Street. During investigation, police stopped a vehicle fleeing the area and found it's operator to be intoxicated. The 37 year old driver was arrested, cited for DUI and released pending a hearing before the Windsor County District Court.
- January 12<sup>th</sup> - Officers were dispatched to reports of an intoxicated man walking in the roadway along the 600 block of Maple Street. The 39 year old Hartford man was located walking along Bridge Street and arrested for possession of heroin. He was cited and released pending a hearing before the Windsor County District Court.

### **Public Works:**

The following are the activities completed by the Public Works Department since the last reporting period:

#### **Highway**

- The Highway Crew cleaned a drainage ditch on Cascadnac Avenue.
- The Highway Crew has responded to multiple inclement weather events.
- The Highway Crew cleaned out the sand and salt shed and started hauling sand.
- The Highway Crew is working closely with Fleet Maintenance to ensure all vehicles and equipment are storm ready!
- The Highway Crew have assisted with multiple vehicle repairs.
- The Highway Crew is very thankful for the assistance from the other departments for storm response.
- The Highway Crew repaired washouts on the shoulder of Jericho Road.
- The Highway Crew cleaned out a culvert pipe on Cross Street.
- The Highway Crew cold patched water leaks on Christian Street and Hawthorn Street.

- The Highway Crew installed signage on Pine Street establishing a school zone.
- The Highway Crew worked closely with the Water Crew on the recent break on Gates Street. Thank you for your partnership!
- Routine operations continue as always.
- “If you see something, say something!” Please keep Public Works notified if you see potholes, washouts, etc. Although we always have our eyes open, our community often sees things that we don’t.

### **Fleet Maintenance**

- The Public Works team is developing a plan to address the out-of-service sidewalk tractor and the level of service associated with that machine.
- Fleet Maintenance completed service on H-8.
- Fleet Maintenance is working on the snow blower for the loader. We are currently looking into the valve body.
- H-7 sander repairs have been made.
- Fleet maintenance replaced cutting edges on wings for H-5 and H-3.
- H-3 was sent to Freightliner for electrical issues. H-3 has been repaired and is back in service.
- Paul completed services on 4 cruisers for Police and 2 cars for Fire.

### **Water**

- The Water Crew has attended various trainings and seminars as needed to maintain their licenses.
- The Water Crew has been working with the contractor to get the new Wilder Well online. At this time, the building is nearly complete (waiting on the roof). We are working closely with the contractor and engineering team to button up some electronic control issues and anticipate the new well will be completely online shortly.
- The Water Crew repaired a major leak on Christian Street with help from Derek, Ben, and Jean from the Highway Division.
- The Water crew continues to search for a 20-30 gallon per minute leak in the Hartford system.
- Members of the Water Crew assisted the Highway Department with multiple snow events.
- As always, the Water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.
- Members of the Water crew are working on scanning old plans into our system.
- Well #3 is waiting on meter and internal piping to be completed.
- The Water Crew is performing an audit of accounts in Munismart to ensure correct and accurate billing. Thank you for taking the lead on this!
- Members of the Water Crew continue to assist with mark-outs for a variety of projects.
- Our plant and facilities are always available for tours. We encourage everyone to come see where their water comes from!

### **Wastewater**

- This week we were notified that we were in violation of a required deadline for our Long-Term Control Plan. We are working very closely with the State to quickly get an engineering consultant on board to remedy this.
- The Wastewater Crew continues to train new employees, including CDL training and wastewater classes.
- The Wastewater Crew cleaned the basket at Olcott Park Pump Station.
- The Wastewater Crew is working closely with the Highway Department and Chris Holzwarth to implement the improvements at the Mill Run Pump Station.
- The Wastewater Crew installed a new sander on the Kubota tractor.
- The Wastewater Crew performed dye testing at Maple Street.
- The Wastewater Crew identified issues with the Mill Run Pump station with Missions. Currently awaiting Champlin to come back and correct.
- The Wastewater Crew has been performing seasonal maintenance (i.e. plowing). A huge thank you to that crew for coordinating with Solid Waste to manage plowing at that facility as well.
- The Wastewater Crew has been working with the engineering consultant while performing borings on Quechee Main Street for the waterline replacement design project.
- Thank you so much to Dillon for working closely with the wastewater team to procure and 'fire up' tablets to assist with system monitoring and inventorying.
- A plugged sewer line on Chestnut Street required cleaning.
- The Wastewater Crew continued line cleaning and TV work in both White River and Quechee systems.
- 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**

- **\*NOTE\* Fees at the Solid Waste Facility increased effective November 5<sup>th</sup>, 2019.**
- **REMINDER THAT THE SOLID WASTE FACILITY IS NO LONGER OPEN ON MONDAYS.**
- On October 2<sup>nd</sup>, Hannah met with Wade Masure, a Loss Control Consultant for the VLCT, to perform a facility audit for employee and public safety. We have received this report and will be working with the VLCT to develop an implementation plan.
- Recently, Casella contacted the Town with an offer to take over the operation of the SW facility in a long term (20 year) memorandum of understanding (MOU). At this time, Casella has requested that the town consider the offer and enter into non-binding, good faith negotiations. Although the current offer is zero sum, this has the potential to relieve the Town from being in the Solid Waste business at a facility that requires substantial capital improvements to continue operation.
- Effective immediately, we are suspending acceptance of used motor oil/waste oil at this time due to regulatory limitations. We are working closely with our permitting agency, the Vermont Department of Environmental Conservation, to explore what is needed for permitting and testing of that waste. We will keep the Selectboard, our partners, and facility users updated as we move through this process.
- Recently Hannah was notified that bringing our glass to the Lebanon Landfill for construction site fill is technically out of compliance with State of Vermont regulations.

Glass waste generated within Vermont has to be recycled. Hannah is working with NRRA and Casella (as our hauler) to manage that waste stream in accordance with State requirements.

- Unfortunately, it looks like our options for managing a C&D waste stream at the facility would result in extremely high costs for the users, driving them to use other facilities (we would have to charge over \$200 a ton just to cover our expenses). This will also be a much more complicated waste stream to manage effective July 1, 2020 as asphalt shingles must be handled separately.
- Wanda is diligently 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.
- The Closed Landfill Recertification is completed and submitted. The State had some follow up questions which we have completely addressed.
- Hammonds Grinding ceased hauling ground C&D to the Lebanon Landfill. Unfortunately, we are on hold until Lebanon can use all the cover material that we have brought them. We will start up again when we have the green light from Lebanon.
- The Solid Waste crew continues to encourage outreach and tours to raise awareness of the facility.

### **Administrative**

- The Public Works administrative team has been focused on addressing the issues on the VA Cutoff Bridge.
- Hannah completed the Town Report.
- Brittney has launched the DPW Facebook page! We are excited to be able to share information to our community. Please continue to check there for news and DPW updates.
- Jeremy, Hannah, Brannon, and Paula recently met with Attorney Brian Monaghan to discuss union negotiations. The first negotiation meeting is set for the end of January.
- Hannah and Chief Kasten are working on developing a winter parking plan for the South Main Street lot to facilitate clean-up and de-icing. An overview of that plan was discussed briefly with the Selectboard during our budget presentation. We will continue to work towards a well informed and publicized implementation.
- Public Works staff and Brannon reviewed a request made to connect the Norwich Commerce Park to our system (this is a separate request from the Marion Cross request). We have asked their engineers to provide more information to us before we can discuss further. At this time, we have not received any follow up from that request.
- Hannah is attending a phone conference with Quechee Lakes staff and several state agencies to discuss the permitting and approval process if they chose to move forward with the aquatic herbicide.
- The April 15<sup>th</sup> 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.

- Town staff has been working on reviewing potential locations for parking lots (from the Parking Study) and reviewing the work done by D&K for the January 9<sup>th</sup> Selectboard presentation.
- Jeremy Delisle continues to work with FEMA and Vermont Emergency Management to close out the July 1<sup>st</sup> (2017) storm. It looks like we are getting closer!
- DPW Staff is working closely with other Town Departments and the developer who purchased the Kibbe Buildings while that project is coming to fruition.
- Brittney Solomita is working on the registration process for our vehicles.
- On July 22, Hannah and Lori Hirshfield met with representatives from Stantec, the engineering firm performing the Safety Corridor study on Route 5. They are putting together a final presentation with the preferred alternative (decided by VTrans feedback, public feedback, and stakeholder feedback) for each segment of the corridor. A public informational meeting is scheduled for January 28<sup>th</sup> to discuss the project.
- 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 ensure that their projects are in permit compliance (Waldorf School, Wilder School, Sykes Mountain Avenue dealerships, Currier Street, Twin Pines, the Simpson Development, and 132 South Main).
- DPW Staff is working closely with consultants to keep the South Main Street and Downtown Stormwater Improvement projects moving along.
- A response to the initial MOU provided to the Town by the Norwich School District to move forward with preliminary study and exploration of Town infrastructure has been issued.
- An extensive survey of our roads and 'country drainage' was completed by TRORC. A draft of that report has been submitted to Public Works staff for review and comment.
- Town staff continues to work on the easements for the Currier Street Project.
- Chris Holzwarth is actively reviewing the work previously done by consultants for Fairview Terrace. Last week, we received the last set of data from the monitoring that was done for that project. We will review the data and follow up with the Board.
- The traffic management plan for the Sykes Mountain Roundabout has been completed and is under review. Earlier in the month, Hannah met with representatives of the project team to review the comments made by the State on the draft 'final' plans. Recently, the decision was made to incorporate the Upper Sykes Mountain Sidewalk project with the Roundabout project for a variety of reasons to benefit the Town and State. Both project teams are working together closely to combine these projects.
- Paula Nulty continues to provide us with support on a variety of 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. At this time, the project is



currently undergoing wetland delineation. There is also easement work and historic preservation work as well before construction can be initiated. The Stream Permit has been submitted and is currently under review.

- DPW staff is working to ensure that our permitting process (various items) are issued and reviewed consistently.
- We have recently been getting a lot of inquiries for repairs to driveway culverts. There are intricacies around the responsibility and ownership of them and we are working with the VLCT to clearly define them so we can respond appropriately and consistently.
- 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.
- On August 28<sup>th</sup>, we received the report of the structural condition on the Wilder Bike Path Bridge. We will review that shortly and develop a plan.
- Hannah and Chris Holzwarth have been working with the Planning Department and associated parties to close out the CO's on several large projects including Wentworth Way, 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.
- We believe that the camera system on the Prospect Street Traffic Lights are shot. We are working with a contractor to trouble shoot (to see if we can identify a remedy), but ultimately they may need to be replaced. We will follow up with more information as we have it.
- The consultant managing the design for the Abbey Road project nearly has a final design completed. They are incorporating our comments into the work that they have done. We are working with the impacted residents within the project limits to obtain permanent and temporary construction easements.
- DPW Staff is working with Green Mountain Power to facilitate installation of poles in town (i.e. mark-outs, etc.).
- The consultant managing the design for the South/James Street water line design nearly has a final design completed. They are incorporating our comments into the work that they have done.

Note: The operations and project updates outlined in this memorandum are an overview of our operations and not exclusive to any individual projects.

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