

**Town Of Hartford
Town Staff
Significant Activity Report, June 16 – June 29, 2020**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- On Thursday at 6pm, we will have Special Selectboard Meeting to set the tax rate. The computation of the Total Tax Rate will be finalized during the day of July 2, as the finalized Grand List and Education Tax Rate are usually unknown figures until July 1 or 2. Therefore the rate will available only a few hours in advance of the meeting. The Grand List will likely increase slightly less than 1% growth. The Town tax rate should be within ½¢ of the estimated rate at the time Town Meeting, which was \$1.0137 (up 2.22¢ from \$0.9915). If the State does not produce the education tax at the homestead and non-residential tax rates by July 1, the Town will proceed with billing the Town taxes for mailing on July 13 with an August 14 due date. This will necessitate preparing a separate tax bill for the Schools after we receive those rates from the State.
- The HBRLF Committee met last week and moved a step closer to having a small business grant program from the HBRLF fund. The Committee considered many different program criteria and terms, and tasked a working group to finalize the application process. The tentative plan is to have a recommended program to present to the Selectboard at its July 14 regular meeting.

DEPARTMENT HIGHLIGHTS

Assessor:

- Processed homestead declarations
- Filed Grand List Abstract Report June 16th.
- Send change of appraisals out to homeowners over 300 property changes for 2020
- Majority of current use applications have been certified 2 applications remain outstanding

- Performing inspections for upcoming grievance hearings, along with reviewing documents submitted (such as leases and appraisals)
- Serviced public with property information and giving details on properties that changed for 2020 Grand List
- Corrected reporting issue for homesteads rolling over into grand list software

Clerk:

- The Clerk's office has been gearing up for the August Primary.
- The first batch of about 150 Absentee/Early Ballots was sent out on Friday, June 26th to those voters who had requested them. This is also the date by which ballots are required to be issued to any overseas or military voters who have requested them by that date. Ballots will be issued daily as additional voter requests are received.
- The State has started sending out postcards to ACTIVE Registered voters encouraging Absentee/Early voting to minimize the volume of people at the polls. The Clerk received information late Monday from the Secretary of State's office explaining the postcards are being sent alphabetically so, delivery will be staggered. There was a fair amount of press regarding the postcards over this past weekend.
- The clerk has started reaching out to election workers to determine who is able and willing to work both the Primary and General Election.
- We have seen a steady increase in the volume of requests for research appointments and in recording received.
- The Clerks office call volume remains high for a variety of inquiries

Finance:

Distributed May Financials

- Prepared board presentation for 6/30/2020

Provided timeline to all staff regarding closing out FYE 2020

Working with auditors in preparation for FYE 2020 Audit

- Implementing year end close out process out
- Grant Certifications
- Fixed Assets
- Debt
- Auditors will be on site the weeks of 9/14, 9/21, and 9/28

TIF Audit

- Collaboration with Lori Hirshfield
- Office of the State Auditor

Continued Cash Flow Discussion / Planning with Town Manager

- Spending Freeze
- Closing out FYE 2020
- Planning start of FYE 2021
- Tax Billing
- Continued Tax Bill Testing for alternative options pending education rate being available timely

Bank Reconciliations

Work Comp

- Updating & Assisting staff of changes in the classification of municipal services for vendors

Bond Bank

- Provided information as requested regarding tax collection

Fire:

- The EOC Operations Section continues to monitor the welfare and needs of our vulnerable population, medical professionals and businesses throughout the community and report our findings at regular intervals.
- Members of the departments testing team assisted with the Dept. of Health in an asymptomatic testing site in Hartford.
- Attend the Selectboard Ad hoc committee on Coronavirus.
- Attended remote State EOC Meeting with regional Fire Chiefs.
- Staff continues to participate in parades in the community.
- Organizing two training drills. Swift water and high angle rescue.
- Coordinating with Hartland Fire to conduct a water supply drill.
- The department responded to 77 calls for service during this period.

Incident Log: 6/14/20-6/28/20

Alarm Date	Street	Situation Found
6/14/2020 0:36	HAZEN ST	EMS call, excluding vehicle accident with injury
6/14/2020 9:00	CANDLELIGHT TER	Assist invalid
6/14/2020 10:17	MAPLE ST	EMS call, excluding vehicle accident with injury
6/14/2020 12:05	HARTFORD AVE	EMS call, excluding vehicle accident with injury
6/14/2020 16:29	WOODHAVEN DR	EMS call, excluding vehicle accident with injury
6/14/2020 16:37	US ROUTE 5	EMS call, excluding vehicle accident with injury
6/15/2020 5:38	INTERSTATE 91 S	EMS call, excluding vehicle accident with injury
6/15/2020 10:09	OVERLOOK DR	EMS call, excluding vehicle accident with injury
6/15/2020 16:42	OLD QUECHEE RD	Medical assist, assist EMS crew
6/15/2020 20:39	N HARTLAND RD	Medical assist, assist EMS crew
6/15/2020 22:11	TEMPLETON AVE	Emergency medical service incident, other

6/16/2020 5:46	WENTWORTH WAY	Emergency medical service incident, other
6/16/2020 14:38	SYCAMORE DR	Gas leak (natural gas or LPG)
6/16/2020 15:02	FERRY BOAT XING	EMS call, excluding vehicle accident with injury
6/16/2020 16:34	GATES ST	EMS call, excluding vehicle accident with injury
6/16/2020 19:16	WOODSTOCK RD	Smoke or odor removal
6/16/2020 20:19	COUTERMARSH ST	EMS call, excluding vehicle accident with injury
6/17/2020 4:42	WENTWORTH WAY	EMS call, excluding vehicle accident with injury
6/17/2020 16:16	WENTWORTH WAY	Medical assist, assist EMS crew
6/17/2020 22:57	SANCTUARY CIR	Detector activation, no fire - unintentional
6/18/2020 7:25	WOODSTOCK RD	Medical assist, assist EMS crew
6/18/2020 8:33	WILDLIFE RD	EMS call, excluding vehicle accident with injury
6/18/2020 11:07	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
6/18/2020 14:26	CURRIER ST	EMS call, excluding vehicle accident with injury
6/18/2020 17:28	US ROUTE 5	Medical assist, assist EMS crew
6/18/2020 18:01	RAVENSWOOD TER	EMS call, excluding vehicle accident with injury
6/18/2020 20:02	US ROUTE 5	Assist invalid
6/18/2020 21:57	US ROUTE 5	Medical assist, assist EMS crew
6/19/2020 8:52	FARMVU DR	Smoke detector activation, no fire - unintentional
6/19/2020 17:37	CHRISTIAN ST	Medical assist, assist EMS crew
6/19/2020 18:56	RAVENSWOOD TER	Assist invalid
6/20/2020 2:22	MERRIMAC CIR	EMS call, excluding vehicle accident with injury
6/20/2020 8:22	JERICO ST	Medical assist, assist EMS crew
6/20/2020 10:04	PASSUMPSIC AVE	Emergency medical service incident, other
6/20/2020 11:13	CURRIER ST	EMS call, excluding vehicle accident with injury
6/20/2020 12:14	VETERANS DR	Emergency medical service incident, other
6/20/2020 18:13	SANCTUARY CIR	Medical assist, assist EMS crew
6/21/2020 2:55	BALLARDALE DR	Emergency medical service incident, other
6/22/2020 0:56	N HARTLAND RD	EMS call, excluding vehicle accident with injury
6/22/2020 14:42	SOUTH ST	EMS call, excluding vehicle accident with injury
6/22/2020 16:02	EVARTS RD	EMS call, excluding vehicle accident with injury
6/22/2020 20:38	N HARTLAND RD	EMS call, excluding vehicle accident with injury
6/23/2020 1:12	N MAIN ST	EMS call, excluding vehicle accident with injury
6/23/2020 3:24	IRIS WAY	Medical assist, assist EMS crew
6/23/2020 7:40	CURRIER ST	Defective elevator, no occupants
6/23/2020 12:30	MAXFIELD LN	EMS call, excluding vehicle accident with injury
6/23/2020 13:57	HARTFORD AVE	Medical assist, assist EMS crew
6/23/2020 18:46	PINE ST	Emergency medical service incident, other
6/24/2020 0:13	BUGBEE ST	Medical assist, assist EMS crew
6/24/2020 9:23	CHRISTIAN ST	Smoke scare, odor of smoke
6/24/2020 11:07	HARTFORD AVE	Smoke detector activation due to malfunction
6/24/2020 17:32	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
6/24/2020 18:01	CURRIER ST	EMS call, excluding vehicle accident with injury
6/25/2020 5:21	WALNUT ST	EMS call, excluding vehicle accident with injury

6/25/2020 12:29	SUMMER ST	EMS call, excluding vehicle accident with injury
6/25/2020 13:25	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
6/26/2020 2:26	KINGFISHER RD	EMS call, excluding vehicle accident with injury
6/26/2020 11:49	COLONIAL DR 401-406	Service Call, other
6/26/2020 13:01	SARGENT ST	EMS call, excluding vehicle accident with injury
6/26/2020 14:27	WOODLAWN DR	Person in distress, other
6/26/2020 18:36	BESWICK DR	EMS call, excluding vehicle accident with injury
6/26/2020 18:48	QUECHEE HARTLAND RD	Grass fire
6/26/2020 20:20	SPRING CIR	EMS call, excluding vehicle accident with injury
6/27/2020 3:41	ASPEN LN	EMS call, excluding vehicle accident with injury
6/27/2020 21:25	SOUTH ST	EMS call, excluding vehicle accident with injury
6/28/2020 2:42	COLONIAL DR	Medical assist, assist EMS crew
6/28/2020 6:54	CAMPBELL ST	Medical assist, assist EMS crew
6/28/2020 11:31	I 89 S MM7	EMS call, excluding vehicle accident with injury
6/28/2020 13:31	VETERANS DR	EMS call, excluding vehicle accident with injury
6/28/2020 14:15	N MAIN ST	Alarm system activation, no fire - unintentional
6/28/2020 14:19	S MAIN ST	Smoke detector activation due to malfunction
6/28/2020 14:38	I 91 S MM70	Motor vehicle accident with injuries
6/28/2020 14:40	CHANDLER RD & CHRISTIAN ST	Severe weather or natural disaster, other
6/28/2020 15:00	CHRISTIAN ST	Alarm system sounded due to malfunction
6/28/2020 15:55	N MAIN ST	Alarm system activation, no fire - unintentional
6/28/2020 20:02	OLD RIVER RD	Dispatched & canceled en route
6/28/2020 20:22	CURRIER ST	EMS call, excluding vehicle accident with injury

Information Technology:

- Continued File Server Migration
- Fire Radio Outage resolution for radios at Public Safety and VA Hospital
- Evidence program mobile access for detectives tweaking
- Found and patched security vulnerability for remote connecting to Town Hall
- network scans for upgrades, patches, etc
- Tested interface for State VPN Connection in Dispatch

Parks & Recreation:

Program and Event Highlights

- Just finished up week 2 of half day Summer Camp Ventures. We begin the full day program at all three locations
- Week 3 the camp will begin full days until 4:00pm. This is a shortened camp to allow for proper cleanup of equipment used and the facilities.
- The Maxfield Camp location has extended the hours until 3:00pm after surveying parents. The extended hours were a popular choice for most current enrollees which is meeting the needs of working parents.
Overall the camp has been going well. Parent feedback has been very positive.
- Our 1st concert in the park on June 24th went very well. We had approximately 60 people attend. The Pod system worked great and people commented about how nice it was that we were offering concerts and how well organized it was.
- Upcoming Programs we will be offering: Pickleball, Card Making, Summer Concerts – July 1st The Flames, Youth Baseball for grades K-2, Summer Flag Football, Youth Karate, 1st Movie in the Park July 10th – Lion King. All programs will be run using physical and social distancing measures.

Parks/Facilities

- We continue to rehab two of the little league fields for play with the assistance of Valley Turf Services who specializes in the equipment to maintain. We will need to purchase additional supplies to complete work or shut down the field. Seasonally they require renovation and installation of field mixtures to make them playable and safe for users. Now that programs and groups are actively participating and using the fields the work is being done to make them safe to play on.
- Staff continues to work on landscaping areas which includes the landscaped areas of the West Hartford Library and Community Center.
- The crew has been working on the main high school baseball and softball fields to reclaim them from the weeds that encroach the fence lines.
- During the dry weeks the crew continued to work on irrigating Maxfield, Kilowatt S. & Watson which did require a few shift changes to irrigate when temperatures allowed.
- A collaboration between departments allowed a staff member from DPW to spend a couple days with their flail mower cutting back the stormwater catchment basins at Maxfield
- Ethan Preston has accepted the Seasonal Park Steward position. We hope to have him on at some point next week following pre-employment screening.
- DPW assisted with a drainage problem at Watson Park and the Dog Park Area. The drain and ditch line needed to be cleared. We appreciate DPW's assistance with various projects.

Planning:

- COVID- 19 Response – Continued working closely with the Town Committee, Upper Valley Strong, and state agencies to provide information and resources to the public. Supporting activities in the operation of the Town’s Emergency Operations Center.
- Continued to attend briefings and strategy meetings on the Governor’s COVID Economic Recovery Plan. Disseminated information to businesses and organizations.
- Worked with Vital Communities, Randolph Area Community Development and Hartford Area Chamber on regional proposals for *The Buy Local Consumer COVID Stimulus Package* vendor RFP for the Windsor-Orange state designated region. Submitted June 18th.
- HBRLF – Meet with the HBRLF Committee on June 24th and outlined COVID plan to assist Hartford Businesses. Subcommittee is developing in more detail for consideration by the SB in July. Implemented SB approval to extend loan payment deferral.
- Restaurant Outdoor Seating – Worked with Town Manager and DPW to create outdoor seating areas and pick-up parking spaces in downtown WRJ where possible for interested businesses.
- Fiscal Year End Closeout – Continued reviewing/preparing all projects/budget line items for required actions prior to end of FY.
- Hazard Mitigation Plan: Draft Plan update was sent to the state on June 18th.
- Zoning/Building Permits – Applications continue to be submitted with 62 permits processed and approved since we resumed at the beginning of May.
- South Main Street TIF Improvement Projects – Construction began. Continued working with DPW to support project implementation and coordination with private sector redevelopment. Finalizing documents for two loans through the State revolving loan fund, and one loan through the VT Bond Bank. Processing invoices.
- Trails in the Town Forest - The Town is contracting with the Vermont Youth Conservation Corps to do trail improvements scheduled to start mid-July.
- Wentworth and Wilder VCDP Housing Grant – Award announcement pending.
- TIF Five-Year State Audit – Had two meetings last week and two additional meetings scheduled with the state auditors this week which include the Finance Director. Following up on requests for additional information.
- VT Economic Progress Council – Completed annual monitoring with the state program managers on TIF program accomplishments and reporting for FY 2019.
- Roundabout and Upper Sykes Sidewalk Project – Construction began. Continued working with DPW and project team and processing invoices.
- Town Forest Trail Maintenance – Given COVID, the annual trails day coordinated by staff and the Conservation Commission has been converted to an on-line sign-up for people to take on a section of a trail, similar to the restructuring of Green-Up Day this year. Trail work to take place between June 15 and August 1.
- Coordinated logistics and virtual Climate Action Plan – Finalized RFP for consultant to develop Plan and advertised. Proposals due August 31st.
- Bugbee Senior Center Roof – Construction scheduled for July.
- Bugbee Senior Center HVAC System - Unfortunately, the building’s air conditioning system failed. There are sufficient funds budgeted for building improvement in

FY2021 making it possible to move up the replacement of the heating and cooling heat pump system to this year, and move the insulation project back a year to FY 2022. The system is under design, and will go out to bid as soon as possible.

- Currier Street TIF Project – Worked with DPW on contract documents to complete construction beginning this week.
- Town Forest Management Plan – Mailing sent to abutting property owners summarizing the plan and invitation for a virtual community meeting on July 15th with the County Forester. General community notices going out this week,
- Town Forest Recreation Plan – Final staff and Conservation Commission reviews underway prior to submittal to the SB for review and adoption.
- Tafts Flat Historic Preservation Survey – Report completed. Project completion pending community meeting to review results. Federal approval to extend grant completion deadline under consideration given COVID, which would allow a community walk-through.
- PSB Ventilation System – Continued working with the Police Department and contractor on to complete the installation of the new ventilation system.
- Public Safety Building- Contracted with consultant to design new HVAC system and specs to solicit contractor bids for summer installation at Police Department.
- Zoning Regs Land Uses – Researching a variety of inquiries regarding uses within different zoning districts.
- State Building Energy Code – Reviewed the adopted new state energy code and process for implanting in Hartford.
- Cornerstone Community Center – Responded to groups request to meet with the SB to discuss the possibility of a Vermont Community Development Program planning grant for building renovations of the former Elks Club, for community services programs.
- Two Rivers Ottauquechee Regional Commission. Attended monthly meeting.

Police:

Please find the Police Department significant activity report for the period beginning June 16th and ending June 28th, when police recorded 396 activities.

- June 16th – Patrol officers stopped a vehicle reported to be stolen from Claremont, New Hampshire. The driver, a 25 year old Hartland woman, was taken into custody and charged with the theft. A 34 year old passenger was arrested and charged as a fugitive from justice after police learned he was wanted for Armed Robbery in New Hampshire.
- June 18th – Patrol officers completed outreach to tenters at several area encampments.
- June 19th – Report of Anti-Semitic posters located at the bus stop in front of town hall and also posted on the underpass on Bridge Street. The posters had been removed prior to police arrival, but were reported to have contained an email address for Patriot Front, a known white supremacist organization. The investigation continues.

- June 20th – Patrol officers were dispatched to reports of a burglary of a vacant, private residence along the unit block of Sergeant Street. Officers found that several persons were living in the home without permission. The investigation continues.
- June 22nd – Patrol officers were dispatched to the Super 8 Motel for a man in crisis and threatening self-harm. The man was located behind the motel and in need of medical assistance. Paramedics were summoned and the man was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- June 23rd – Patrol officers and paramedics responded to South on 5 Motel for reports of an unconscious man. First responders found the man in respiratory arrest with an acquaintance engaged in CPR. The man was resuscitated and taken by ambulance to Dartmouth-Hitchcock-Medical Center for assistance.
- June 24th – Police arrested a 32 year old Hartford man Domestic Assault and related offenses after his estranged dating partner reported the man had confronted her at a private residence along the 600 block of Sykes Mountain Avenue. The man was held on bond at Southern State Correction Facility pending a hearing before the Windsor Superior Court.
- June 25th – Patrol officers were dispatched to an altercation between persons tenting at an encampment off of Dewitt Drive. Dispute over property was mediated by officers.
- June 26th – Patrol officers were dispatched to reports of a burglary at a private residence along the 200 block of Red Barn Road. Unknown persons reportedly entered the home through an open door and removed portable electronic items. The investigation continues.
- June 27th – Patrol officers were dispatched to reports of theft from a vehicle parked at the Quechee Gorge Park. Unknown know persons reportedly shattered a window and removed a purse. The investigation continues.
- June 28th – Patrol officers were dispatched to reports of graffiti spray painted on a vehicle parked at a private parking area along the 600 block of Bugbee Street. The investigation continues.

Public Works:

The following are the activities completed by the Public Works Department over the past two weeks:

Highway

- The Highway Crew has been leaf blowing around town.
- Due to COVID related changes, the Department of Corrections team is not performing the seasonal maintenance that our department relies on for many of our facilities, including the Russtown Cemetery. DPW team members are all working closely to add these additional services into our operational schedules.

- The Highway Crew has been cleaning catch basins in Wilder and Downtown White River Junction.
- David Follensbee passed his class B CDL test.
- The Highway Crew paved water cuts on Gillette Street.
- The Highway Crew has been roadside mowing in Quechee.
- The Highway Crew installed barricades and signs for downtown outdoor seating.
- Ross and Jean covered needed shifts at the Solid Waste Facility.
- The Highway Crew has been grading dirt roads around town.
- Chip assisted the Water Department in repairing a leak on Lower Hyde Park.
- The Highway Crew swept the Quechee Visitor Center.
- The Highway Crew cleared trees for test holes of the retaining wall for the South Main Street parking lot.
- The Highway Crew painted lines at the Fire Station.
- The Highway Crew repaired a washout on Pomfret Road.
- “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.

Water

- **It is our goal to take all necessary steps to maintain the health and safety of our employees and community. Until further notice, we will not be entering any homes unless we are notified of a water leak causing home damage.**
- We are very excited to announce that our new ‘Well #3’ is producing plenty of water to keep up with Hartford’s demand!
- The Water Crew repaired a leak on Lower Hyde Park.
- The Water Crew assisted in the scheduled water shutdown for the South Main Street reconstruction project, including flushing, and issuing a boil water advisory, testing, and subsequently lifting the boil water advisory.
- The Water Crew performed a hydrant flow test on Hartford Ave.
- The Water Crew attended an excavator demonstration. Evan reviewed the excavator bid.
- The Water Crew assisted in a number of customer owned water line leaks.
- As always, the Water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.

Wastewater

- **It is our goal to take all necessary steps to maintain the health and safety of our employees and community. Until further notice, we will not be entering any homes unless we are notified of a wastewater leak causing home damage.**
- The White River Wastewater Crew has been actively working on the following:
 - Kyle repaired a fuel leak at the South End Pump Station generator.
 - Steve attended a 4 hour webinar for contact hours on asset management.
 - Inspected an emergency sewer line repair at Forrest Hills Ave.
 - Performed several Dig Safe checks/mark-outs.
 - Pump #1 at Ferry Boat Pump Station was pulled and brought to Flyght for inspection and repairs.
 - Performed daily lab and station checks.
 - Performed wasting and hauling of Bio-solids.
 - Performed U.V. maintenance.
 - Received a tote of poly.
- The Quechee Wastewater Crew in Quechee has been actively working on the following:
 - Eric spent two days mowing at Maxfield to assist Parks & Rec.
 - Tom attended a 4 hour webinar for contact hours on asset management.
 - QWW is running on one basin due to a failed level sensor. We have received quotes for a new sensor.
 - Performed daily lab & station checks.
 - Several Dig Safe checks/mark-outs
 - QWW has borrowed a mower from Parks & Rec for the season.
 - Performed manhole frame and cover replacement.

Fleet Management

- Fleet Management performed the following:
 - PD-2 headlight flasher wiring.
 - PD-8 and PD-10 tire swap overs.
 - PD-6 front and rear brake job LF axle, steering knuckle and front wheel bearings.
 - R-4 starter replacement and State Inspection.
 - R-1 A/C repaired.
 - H-12 Front end repairs finished and alignment done.
 - 120M grader serviced.
 - Wacker WL-32 sent to dealer for warranty work on emissions system.
 - H-2 warranty work done at Key Chevy. Engine ECM was replaced.

- H-134 felling trailer read axle springs replaced.
- H-9 State Inspection.
- Eng-4 rear camera replaced.
- H-10 tires swapped.
- Fork replaced on Solid Waste loader.

Solid Waste

- **At this time, the Solid Waste facility is open Tuesday through Saturday from 8:00 am to 4:00 pm. Our buildings are still closed to the public.**
- Effective July 1, per State of Vermont regulation, Vermont residents are required to separate out their food scraps from their standard trash. We are going to monitor the amount of food waste for one month so that we can determine an appropriate service to manage that waste stream as there are many options. At this time, it is free for permitted members of the facility to dispose of food scraps, however, it is likely that we will have to develop a fee schedule for that waste stream.
- We are still waiting for our new computer and printer to arrive at the scale house.
- Hannah and Brittney completed the annual outreach to businesses as required by our SWIP (40 businesses in total).
- Hannah has been compiling the information requested by the Selectboard with regards to the future of those operations.

Administrative Active

These are projects or tasks which have a notable update or that members of the Public Works team have dedicated substantial time or energy to.

- The DPW team continues remain responsive to changes related to Covid-19.
- The DPW team is working on a variety of year end close out items.
- Brittney continues to utilize our Facebook page! We are excited to be able to share information to our community. Please continue to check there for good news and DPW updates.
- Sykes Mountain Project Update: The contractor as actively been onsite getting ready for the implementation of traffic management plans. Hannah is attending weekly meetings for the project. She is also responsive to the project team as items need her attention. She is also working closely with the team, Planning, and Finance to manage the grant funding for that project.
- Hannah and Jeremy have been working closely with Brannon, Paula, Scott Hausler, and Brian Monaghan regarding changes with our union, primarily that they are seeking alternative representation. At this time, a July 23rd meeting with the Union, Vermont Labor Board, and the Town.

- Hannah, Jeremy, and Brittney have been working through the hiring process for a vacancy in the water department and our highway foreman. Interviews are being held today for both positions.
- The Town has received a response from the State of Vermont regarding proposed repairs to the 5E Leachfield. We are currently reviewing their comments and developing a preliminary budget for repair (for FY budgeting purposes).
- The Prospect Street traffic light was repaired.
- The DPW team has been working with appropriate town staff regarding a series of alleged violations on Hathaway Road, Dothan Road, Quechee Main Street, Verna Court, and South Main Street. The investigations and follow up work on these issues take a substantial amount of staff time, however be assured that we make all efforts to work in the best interest of the community to have the violations resolved in a timely manner.
- The project team for the Colodny Building has notified the town that there is more deterioration to the building than was initially known. An engineer's report has been developed and the contractor is working to address those in a timely manner. We do not have a timeline for the completion of that project.
- QLLA has asked the Town to consider allowing them to improve a section of road shoulder on Quechee Main Street near a trailhead that people are using as makeshift parking. We are working with them to review the concerns we have namely safety and environmental impacts.
- The contractor for the South Main Street project has successfully tied over a portion of waterline. They are working closely with their consultants to develop a plan to address the retaining wall.
- The Currier Street Project is anticipated to restart this week.

Administrative Ongoing

These are projects or tasks that may not have substantial current updates, but worth noting that they exist in the background of our daily operations.

- We are working with Dillon Walsh to repair issues with our phone system. We are experiencing 'dropped calls' on a regular basis and that our voicemail boxes are full, when they aren't. Please be patient while we work to correct this.
- The April 15th, 2019 rain event has been federally declared as a disaster. Jeremy has been working with FEMA on this project. Although FEMA notified us recently that due to the classification of this road as a Federal Aid Route (thus not qualified for FEMA funding), there are State of Vermont funds allocated for repairs to these streets.
- Jeremy Delisle continues to work with FEMA and Vermont Emergency Management to close out the July 1st (2017) storm. It looks like we are getting closer!

- DPW staff continues to work closely with several private contractors around town to ensure that their projects are in permit compliance (Wilder School, Sykes Mountain Avenue dealerships, Currier Street, Twin Pines, the Simpson Development, and 132 South Main). Chris Holzwarth has been working very closely with the Planning and Zoning Department and the project team from 132 South Main to keep that project moving forward.
- Recently, the Norwich School District requested that we continue to work with them to develop an MOU for exploring the possibility of a sewer connection. At this time, we continue to remind them that the work to complete the State mandated CSO study ultimately takes precedence and may render the connection an impossibility.
- Paula Nulty continues to provide us with support on a variety of human resources items. We appreciate all of her assistance.
- 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.
- 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.
- Unfortunately, we are struggling with disposal of our solid sludge that is accumulated from both the Quechee and White River facilities. Historically we have been able to dispose of that waste at the Lebanon Solid Waste facility, however, they aren't able to accept our sludge at the rate we accumulate it due to the restrictions on their composition. We are very actively investigating other options and seeking quotes from our water resources engineers so that we can develop a menu of options for disposal or better processing.
- DPW staff is working closely with the State and our consultant to complete the required PFAS testing on the fields which we have formerly land applied. This is an unanticipated, costly expense to our budget.
- Although the design and permitting phase of the Quechee Main Box Culvert is completed, that project was put on hold until next year due to the Quechee Balloon Festival's re-schedule. Unfortunately, it looks like that event has been cancelled for this year. Do to the scale of work there, it is too late for us to issue the bids and complete the project within the in-stream work permitting requirements.

- The engineering plans for the proposed 12” ductile iron water main in Quechee Main Street are currently at 50%. We are currently evaluating hydrant placements which could be used for tanker filling and as temporary water connections during scheduled shut downs for culvert replacements or disasters. These placements are complicated by topography and other restrictions making a careful evaluation that weighs their value critical. With Covid-19 restrictions and potential financial complications the project schedule has been extended with engineering/permitting to be completed by December 2021 and potential construction moved to summer/fall 2021.
- The engineering plans for the proposed utility improvements in Abbey Road are complete and no State permits are required. We are currently waiting on the Town attorney to complete easements for the work which has been delayed due to Covid-19 restrictions. The engineer’s projected cost is currently \$225,000, which is far greater than originally anticipated. With financial complications the project schedule has been extended with easement work to be completed by December 2020 potential construction moved to summer/fall 2021. We will be working with the State to determine financing options in the coming months. Town crews will continue to monitor and clean the sewer on a regular basis to prevent back-ups.
- The engineering plans for the proposed water main improvements in South and James Streets were completed with revisions under way to address State review comments. We expect to receive an engineer’s estimate of cost once the revisions are complete. We anticipate construction in the summer/fall 2021. We will be working to determine the funding source once we have an estimate of cost.

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

* * end of significant activities report * * *