

**Town Of Hartford
Town Staff
Significant Activity Report, August 13 – September 2, 2019**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Held August 15 Tax Sale. Received one bid for one of the six properties for sale. The bidder placed the minimum bid of \$23,115.86 for the single family home at 417 Wood Rd. (Quechee).
- Held Site Visit and Condemnation Hearing August 19 hearing for one remaining right-of-way easement. 14 of original 15 were settled and acquired prior to hearing. VTrans and Town are negotiating with remaining property owner with the intent to settle before the hearing continuance date of October 1.
- Department Head interviews with Curtiss Reed, Vermont Partnership, for the Inclusivity & Equity Strategic Plan are underway and are continuing.
- Met with Lebanon, Hanover, Norwich Town Managers and CATV Director and Board Members to consider options for anticipated revenue loss due to FCC relieving cable companies of financial obligations to provide Public/Educational/Governmental (PEG) Channel programming.
- Preparing FY21 Budget instructions memo to department heads. Staff is preparing the key budget drivers for the FY21 Budget Guidance discussion that will be on the September 10 Selectboard agenda.
- The School Board proposes to schedule the cancelled Joint meeting with the Selectboard on Wednesday, September 11 at the regular School Board meeting time.
- Hannah and I are working on a cost estimate for disposing the on-site solid waste at Transfer Station under new rates at Lebanon Solid Waste Facility.
- Worked with Department Heads to prepare federal funds and programming support impact statement impact memo.

DEPARTMENT HIGHLIGHTS

Assessor:

- prepared for BCA
- Attended BCA, 6 appeals, all values upheld
- processed June/July property transfers
- prepare for new state hearing on remanded supreme court hearing from 2017 appeal.
- worked on new website for public view of grand list, Beacon.schneidercorp.com
- worked on state sales study for 2018 sales.
- assisted Public

Clerk:

- The BCA held the Tax Appeal Hearings on August 22, 2019. There were six commercial Appeals. After hearing testimony from the Assessor and the Appellants and deliberating, the BCA upheld the Assessor's valuation for each property. The Minutes were posted on August 27th; the Decision letters were sent via Certified Mail to the Appellants on August 28th. The Appellants have 30 days from the date of the Decision Letter to Appeal the BCA decision to Property Valuation and Review or Superior Court.
- The Clerk is in the process of scheduling the next Tax Abatement Hearings (Board of Abatement); it will either be Monday, Sept. 23rd or Monday, Sept. 30th. The clerk has asked all the members to reply regarding their availability no later than Tuesday, Sept. 3rd so we can be certain to have a quorum and warn the meeting. We currently have 4 requests for abatement but, I anticipate there will be a couple more coming in prior the meeting.
- The Clerk will be attending a Cyber Security Training the evening of September 11th in Fairlee sponsored by the Secretary of State's office/presented by the Department of Homeland Security.
- The Clerk will be out of the office September 12th & 13th to attend the Vermont Municipal Clerks/Treasurer's Annual Conference in Fairlee. Sherry will hold down the fort.
- The Clerk's office remains busy assisting the public with land record research; vehicle registration renewals; marriage licenses; and, vital records.

Finance:

- FYE 2020 in MuniSmart set up and running
 - Provided July 2019 Financials to Town Manager and Staff
- FYE 2019 Financials
 - Provided preliminary financial statements to Town Manager and Staff

- Provided recommendation to Town Manager regarding budget
 - Collect Budget guidance from board
 - CIP from staff
 - Budget cycle
 - With board and staff
- Participated in a Vermont Government Finance Officers Board Meeting
- Auditors will be on September 23 through October 4, 2019
- Continued Monthly Grant reviews & requisitions with staff:
 - Recording of Receivables & Related Expenditures year end 2019
 - Recording of Receivables & Related Expenditures monthly basis
- Completed Bank Reconciliation of June 2019
- July Bank Reconciliations in process
- Participation in NEGFOA board meeting for upcoming September training in Stowe
- Continued Preparation for FYE 2019 Audit
 - Long Term & Current Debt Schedules
 - Accrued Interest Recording
 - Fixed Asset Schedule Entries
 - SEFA Preparation
 - Open Purchase Order Review
 - Encumbrance Request

Fire:

- The department has been experiencing problems with the primary fire dispatch radio frequency. During this time the department operated on a backup frequency. The communications vendor was on site during this period to make repairs. While some corrections were made and we are back operating on the frequency additional work is need. The vendor will be supplying quotes to upgrade the current system.
- Ambulance 1 was out of service for 4 days with stretcher repair issues. The unit was put back into service on Friday.
- Attended a meeting with the Lebanon and Hanover Chiefs to discuss a regional approach to training on technical rescue disciplines.
- Fire department staff attended Candidate Physical Ability Testing (CPAT) training by the Vermont Fire Academy in Williston for the upcoming State test.
- Continued to plan for the upcoming CAT 4 Statewide emergency management exercise scheduled for October.
- Attended a Wellness Coordinator meeting with Town staff.
- Completed a change order meeting with the Ladder Truck vendor.

- Assistant Chief conducted a Captains Meeting.
- Loaner Tower Ladder is currently being repaired by the vendor for leaking hydraulics.
- Completed our filing with the Center for Public Safety Excellence on the department's accreditation.
- Attended an emergency planning meeting with COOP staff.
- The side road adjacent to the fire department was repaired by the Highway Department after it received water runoff damage.
- Fire Prevention Office conducted school inspections prior to first day openings. They completed 44 inspections during this period.
- Shift conducted pre plan fire inspections.
- Shifts conducted SCBA mask confidence training in Lebanon.
- The department responded to 123 calls for service during this period.

Incident Log:

8/12/2019 12:31	MAPLE ST	EMS call, excluding vehicle accident with injury
8/12/2019 20:48	CAMPBELL ST	Medical assist, assist EMS crew
8/13/2019 4:36	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
8/13/2019 14:49	URBAN BRIDGE	Outside rubbish, trash or waste fire
8/13/2019 16:15	HANOVER ST	EMS call, excluding vehicle accident with injury
8/13/2019 16:58	MORGAN RD	Medical assist, assist EMS crew
8/13/2019 19:16	BUCK RD	Excessive heat, scorch burns with no ignition
8/13/2019 19:53	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
8/13/2019 23:03	HARTFORD AVE	Medical assist, assist EMS crew
8/14/2019 5:22	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
8/14/2019 8:45	LARCH LN	EMS call, excluding vehicle accident with injury
8/14/2019 9:20	NORWICH AVE	EMS call, excluding vehicle accident with injury
8/14/2019 13:44	LANTERN LN	Smoke detector activation due to malfunction
8/14/2019 18:38	SYKES MOUNTAIN	EMS call, excluding vehicle accident with injury
8/14/2019 18:46	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
8/15/2019 5:06	US RT 5	EMS call, excluding vehicle accident with injury
8/15/2019 5:06	LOCUST ST	Smoke detector activation due to malfunction
8/15/2019 10:13	WINTER ST	Medical assist, assist EMS crew

8/15/2019 11:32	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
8/15/2019 18:17	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
8/15/2019 20:26	SMITH RD	Animal problem
8/15/2019 21:55	WALNUT ST	Medical assist, assist EMS crew
8/16/2019 7:09	FERN ST	Excessive heat, scorch burns with no ignition
8/16/2019 7:19	CHRISTIAN ST	System malfunction, other
8/16/2019 9:26	CHRISTIAN ST	Sprinkler activation due to malfunction
8/16/2019 18:11	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
8/16/2019 19:04	WILDLIFE RD	EMS call, excluding vehicle accident with injury
8/16/2019 20:02	MAXFIELD LN	EMS call, excluding vehicle accident with injury
8/17/2019 3:05	VT ROUTE 14	Medical assist, assist EMS crew
8/17/2019 5:12	MERCY STRONG LN	Smoke detector activation due to malfunction
8/17/2019 6:50	HARTFORD AVE	EMS call, excluding vehicle accident with injury
8/17/2019 11:13	MAXFIELD LN	EMS call, excluding vehicle accident with injury
8/17/2019 13:39	CHRISTIAN ST	Medical assist, assist EMS crew
8/17/2019 14:59	VA CUTOFF RD	Medical assist, assist EMS crew
8/17/2019 17:12	WOODSTOCK RD	Called Paramedic Intercept.
8/18/2019 11:22	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
8/18/2019 16:08	HARTFORD AVE	EMS call, excluding vehicle accident with injury
8/18/2019 17:28	RAILROAD ROW	Service Call, other
8/18/2019 19:26	HEWITT ST / HARTFORD AVE	EMS call, excluding vehicle accident with injury
8/18/2019 21:37	I89 S MMO	Motor vehicle accident with injuries
8/19/2019 5:23	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
8/19/2019 7:07	S MAIN ST	EMS call, excluding vehicle accident with injury
8/19/2019 7:22	BUGBEE ST	Medical assist, assist EMS crew
8/19/2019 9:22	COLONIAL DR	CO detector activation due to malfunction
8/19/2019 14:49	ROCKY TOP LN	Dispatched & canceled en route
8/19/2019 22:25	HAZEN ST	Medical assist, assist EMS crew
8/20/2019 7:47	CHRISTIAN ST	System malfunction, other
8/20/2019 12:41	QUECHEE GORGE VILLAGE DR	Unauthorized burning
8/20/2019 14:19	QUECHEE MAIN ST	Motor vehicle accident with injuries
8/20/2019 15:28	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
8/20/2019 16:23	BROOKSIDE DR	EMS call, excluding vehicle accident with injury
8/20/2019 17:45	CHESTNUT ST	EMS call, excluding vehicle accident with injury
8/20/2019 19:01	AIRPORT RD	EMS call, excluding vehicle accident with injury
8/20/2019 19:41	FERN ST	EMS call, excluding vehicle accident with injury
8/20/2019 19:53	MAPLE ST	Medical assist, assist EMS crew
8/20/2019 22:14	SYKES MOUNTAIN AVE	CO detector activation due to malfunction
8/20/2019 22:33	N HARTLAND RD	EMS call, excluding vehicle accident with injury
8/20/2019 23:04	VA CUTOFF RD	
8/21/2019 11:41	QUECHEE MAIN ST	Smoke detector activation, no fire - unintentional
8/21/2019 11:47	CHRISTIAN ST	System malfunction, other
8/21/2019 12:26	SUMMER ST	EMS call, excluding vehicle accident with injury

8/21/2019 14:49	WILLIAMS LN	Steam, vapor, fog or dust thought to be smoke
8/21/2019 17:25	SYKES MOUNTAIN AVE	False alarm or false call, other
8/21/2019 17:26	N HARTLAND RD	EMS call, excluding vehicle accident with injury
8/21/2019 19:17	N HARTLAND RD	EMS call, excluding vehicle accident with injury
8/21/2019 20:37	VT ROUTE 14	EMS call, excluding vehicle accident with injury
8/21/2019 22:46	N HARTLAND RD	EMS call, excluding vehicle accident with injury
8/21/2019 23:20	MAPLE ST	EMS call, excluding vehicle accident with injury
8/22/2019 3:50	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
8/22/2019 7:44	CHRISTIAN ST	Sprinkler activation due to malfunction
8/22/2019 8:23	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
8/22/2019 13:34	BUGBEE ST	Assist invalid
8/22/2019 20:23	N HARTLAND RD	EMS call, excluding vehicle accident with injury
8/22/2019 20:47	MAPLE ST	Dispatched & canceled en route
8/23/2019 9:30	CLIFFORD RD	Service Call, other
8/23/2019 10:52	BARNES AVE	EMS call, excluding vehicle accident with injury
8/23/2019 11:03	DODY LN	Medical assist, assist EMS crew
8/23/2019 12:20	BARNES AVE	EMS call, excluding vehicle accident with injury
8/23/2019 13:54	CURRIER ST	EMS call, excluding vehicle accident with injury
8/23/2019 17:31	VETERANS DR	EMS call, excluding vehicle accident with injury
8/23/2019 19:49	VA CUTOFF RD / MILL RD	Unauthorized burning
8/23/2019 22:57	SYKES MOUNTAIN AVE	Smoke detector activation, no fire - unintentional
8/24/2019 1:21	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
8/24/2019 6:32	SYKES MOUNTAIN AVE	Detector activation, no fire - unintentional
8/24/2019 12:03	RAILROAD ROW	EMS call, excluding vehicle accident with injury
8/24/2019 17:07	WALNUT ST	EMS call, excluding vehicle accident with injury
8/24/2019 18:47	I 89 N MM8	No incident found on arrival at dispatch address
8/24/2019 19:57	I 89 N MM1	Oil or other combustible liquid spill
8/24/2019 22:46	MAPLE ST	Medical assist, assist EMS crew
8/25/2019 7:40	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
8/25/2019 17:52	FLETCHER LN	Alarm system sounded due to malfunction
8/25/2019 19:05	TALL TIMBERS DR	EMS call, excluding vehicle accident with injury
8/25/2019 21:05	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
8/25/2019 23:02	NORWICH AVE	EMS call, excluding vehicle accident with injury
8/26/2019 1:49	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
8/26/2019 2:39	BARNES AVE	Medical assist, assist EMS crew
8/26/2019 4:15	BAKER TURN	Dispatched & canceled en route
8/26/2019 12:29	CHANDLER RD	EMS call, excluding vehicle accident with injury
8/26/2019 13:53	HOLLOW DR	EMS call, excluding vehicle accident with injury
8/26/2019 18:36	INTERSTATE 89 N	EMS call, excluding vehicle accident with injury
8/26/2019 21:40	OZZY LN	Medical assist, assist EMS crew
8/26/2019 21:46	S MAIN ST	Authorized controlled burning
8/27/2019 8:24	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
8/27/2019 12:02	MAPLE ST	Carbon monoxide detector activation, no CO

8/27/2019 14:07	TALL TIMBERS DR	Medical assist, assist EMS crew
8/27/2019 18:08	CONNECTICUT RIVER RD	CO detector activation due to malfunction
8/27/2019 18:13	HARTFORD AVE	EMS call, excluding vehicle accident with injury
8/27/2019 19:05	CHAMBERS LN	Unauthorized burning
8/28/2019 1:41	JUNIPER DR	Smoke detector activation due to malfunction
8/28/2019 5:23	HATHAWAY RD	EMS call, excluding vehicle accident with injury
8/28/2019 15:42	VT RT 14	Passenger vehicle fire
8/29/2019 7:57	BEECH ST	Authorized controlled burning
8/29/2019 8:01	QUECHEE MAIN ST	Medical assist, assist EMS crew
8/29/2019 8:21	HOLLOW DR	Medical assist, assist EMS crew
8/29/2019 8:54	HAZEN ST & LEAF CT	Authorized controlled burning
8/29/2019 11:04	I 89 S MM14	Motor vehicle accident with injuries
8/29/2019 12:46	WENTWORTH WAY	Medical assist, assist EMS crew
8/29/2019 18:13	FOGG FARM RD	EMS call, excluding vehicle accident with injury
8/29/2019 21:30	BALLARDVALE DR	Medical assist, assist EMS crew
8/30/2019 3:12	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
8/30/2019 10:03	QUECHEE MAIN ST	EMS call, excluding vehicle accident with injury
8/30/2019 10:39	LYMAN BATCHELLER RD	EMS call, excluding vehicle accident with injury
8/30/2019 11:11	W GILSON AVE	Unauthorized burning

Information Technology:

- Attended emerging technologies conference in Austin Texas to learn of new Dell Solutions to better aid our town, get traction on upcoming projects
- Programmed Fire Marshall phone once he came back part-time
- Cut over patrol PC to regular Spillman per request of deputy Chief
- Blocked multiple “robo” calls per request of Parks and Rec
- Fixed Netmotion outage with Police MDT
- Assisted Parks & Rec with updating Glory Days WordPress site
- Recovered Town Plan doc for Planning
- worked with Burlington Communication & Firstlight to identify outage for radio coverage, and get receiver reconnected at DPW

Parks and Recreation:

Program Highlights

- The Department is very busy with scheduling the WABA Arena for the upcoming season. All past renters have submitted ice requests. We will be working on the submission for the next several weeks. This is extremely time consuming as we work through requests and resolve conflicting needs between groups.
- Fall Winter Brochure is complete. Karen McNall has worked hard on the brochure putting a tremendous amount of time into the details of the publication. We are very proud of her efforts and appreciate her hard work. The brochure is at the printers and will be distributed through the schools once received. The brochure is on-line at www.hartfordrec.com and on the parks and recreation page on the town web site. Additionally, the electronic version has already been distributed through all our social media outlets and Constant Contact.
- Camp Ventures is over for the summer season. The staff met on Monday, August 12th to cleanup at the Middle School. Following the cleanup and inventory of materials and supplies the staff met at Town Hall for a wrap up meeting. The Department provided lunch for the staff during the meeting. In addition, the staff provided individual evaluations of the program and the evaluations were discussed and shared. Despite the early season staffing challenge the Department experienced, the summer camp program was a complete success.
- The last summer concert was held on Wednesday, August 14th at Quechee Green with Gerry Grimo and the Eastbay Jazz Band.
- The Department is reviewing the year end financials and hope to begin the process of preparing for the upcoming 2020/2021 budget soon.
- Adult Co-ed Softball held its championship game on August 21st. Team Diesel won the league in extra innings defeating Operation Veteran Off-Road. The Department appreciates the work and effort of Tiffany Currier who was the league coordinator and managing the league throughout the summer.
- Drop in Pickleball continues on Tuesdays and Thursdays at Maxfield from 6:00pm to 7:15pm. The program participation continues to grow and the Department may need to expand the courts onto two additional tennis courts.
- Summer Pre-Season NFL Flag Football Continued Tuesday evening at Kilowatt from 5:00pm to 6:00pm at Ratcliffe Park. The program runs through August 29th.
- Speed and Agility Camp continued through August 19th at Kilowatt South. The program had 28 total registrations and was for youth in grades 3-12.
- Upper Valley Kickball continues at Clifford on Wednesday.
- A few programs start up the week of August 26th. Youth Cheerleading for K-6 with 20 participants, and new this season is a middle school program for grades 6 through 8 but registrations are currently low for this program. Card Making Workshop with 8 participants will go on August 28th. Field Hockey for grades 3 through 6 have 18

registered however, 6th graders now have an option to move up to the middle school. This may require us to have a combined grade 3 through 5 program this year.

- The Department is putting final touches on the Glory Days Event schedule for September 7th and 8th. Entertainment scheduled includes: Gerry Grimo, Oxford & Clark and Carter Glass. Train rides will be on the hour starting at 10:00am with the last train at 3:00pm. Fun and games are planned for the kids as well along with a trackless train ride, steam mini train and a Fall Harvest Craft Fair. Train rides will also take place on Sunday from 10:00am to 3:00pm.

Parks/Facilities

- RFP for Pool was received on August 12th. The Department is going through the 2 proposals received and will have a recommendation to the Town Manager on which firm the Department requests moving forward with to complete the work this fall.
- WABA Project going well. The concrete pour took place on August 20th. Preferred Mechanical will re-introduce the glycol to the new piping system starting the week of September 16th and start bringing the floor temperature down. The week of September 23rd Becker Arena will be on site to begin installation of the dasher boards. The floor will be brought down to ice making temperature October 1st through the 4th. We anticipate painting to begin and ice building through that weekend with the facility ready for staff training with the Zamboni around October 10th. We plan to open for business on October 13th.
- The Tree Board held its monthly meeting on August 20th.
- The current budget freeze has stalled much of our project operations outside the arena project.
- Park permits over the past two weeks – Mascoma Bank held an employee event August 15th at Maxfield Softball Field, Team Altitude from Hartford Memorial Middle School Wednesday, August 22nd, West Hartford Library Farmers Market on August 21st, Tai Chi by Anne Bower has the Bandstand on Friday, August 17th and 23rd. WRJ VA Employee Association has Lyman Park on Saturday evening August 17th and 24th.
- Most all the athletic fields have been prepped and painted for the upcoming fall sports season. The remainder of the field painting will take place the week of the 26th.
- The parks crew continues rehabbing the baseball field and Maxfield. Introducing new mix, edging the base paths and putting the field to bed for the remainder of the fall and winter. There will be another application of fertilizer and aeration completed in the fall as long as the budget freeze is lifted.
- Wood guard rail was removed from Watson Park entrance area and large stones were put in its place making for a nice cleaned up entrance and still deterring vehicle traffic onto the grass areas. The parks crew also started completing the same stone work in several sections of the parking lots at Maxfield.

- The Athletic Department will be utilizing the WABA Locker Rooms for Varsity Home Football. The visiting teams will utilize the facility prior to the hockey season starting on October 13th.

Planning and Development

- Capital Improvement Program FY2021-2026 – Reviewing CIP information from last year in preparation for development of this year’s recommendations to the Town Manager.
- TIF Program Rules – Submitted comments to the state on draft changes to State approved Rules that govern the implementation of the program.
- Hartford Town Plan – On August 21st, the Two Rivers-Ottauquechee Regional Commission approved the updated Town Plan approved by the Selectboard on June 4th.
- Regional Plan – On August 21st, the Hartford Planning Commission Chair presented the letter to the TRORC as approved by the Planning Commission and the Selectboard reflecting concerns about some sections of the Land Use Chapter of the Draft Regional Plan update. The TRORC will be holding a final public hearing and potential vote on September 25th.
- 132 South Main Street – Received formal applications on August 12th for development of a commercial and residential building on this property. Staff reviewed and provided comments to the applicant. Responses pending.
- Parking Survey – Continued with summer parking counts in downtown WRJ. Anticipate completing next week, and will follow with a summary report in subsequent weeks.
- Currier Street Extension – Staff met with adjacent property owners and all agreed to minor adjustments to accommodate a one-way travel lane for the section behind Northern Stage/Barrett Center, and along the VFW building. Working on minor changes to the construction plans and easement documents.
- Parking Meters for WRJ – Staff team met with a potential vendor to review options.
- Town Forest Trails – Town staff, Town Forest Ad Hoc Steering Committee, Conservation Commission members and the Mt Bike Club are coming together on September 14th for Trail Maintenance Day as part of implementing the Town Forest Recreation Management Plan. Due to a staffing shortage, the Vermont Youth Conservation Corps work on the trails was postponed until the spring 2020.
- Town Forest Trail Use - Staff has been working with the Town Forest Ad-hoc Committee in development of a Trail Use Agreement with designated routes.
- Energy Plan- Continued working with Hartford Energy Commission on implementing recommendations in the Energy Chapter of the Town Plan relative to energy audits for town buildings; a Green Energy purchase policy to lower fossil fuel consumption and emissions of Town vehicles, equipment and building systems; and organizing a meeting with builders, developers, engineers and architects to promote development of net-zero energy efficient residential and commercial structures.
- Tafts Flat Historic Preservation Intensive Survey – Reviewed two proposals received on August 8th in response to the Request for Proposals from Historic Preservation consultants to complete the survey. Consultant interviews are scheduled for the week of September 3rd.

- Residential Energy Efficiency Outreach – Held an informational meeting for residents from the Coach Road Condo Association and QLLA on August 26th. Over 15 people learned more about rebates and incentives for heat pumps and other energy-saving improvements from Efficiency Vermont and Green Mountain Power.
- Advance Transit Service - Met with Advance Transit to explore options to promote and fund continued expansion of bus service in and around Hartford and the Upper Valley.
- Former Kibby Properties – Continued working with the property owner and development team on the reuse and redevelopment of the properties.
- Lower Sykes Mountain Ave Sidewalk/Bike Project – Continued working with contractor and VTrans to complete punch list items and grant closeout.
- Town Hall Electrical Usage Management – Continued working with Efficiency Vermont to reduce electricity usage and costs during evening peak demand periods on very hot days in July and August. We anticipate a summary report of these savings from Efficiency Vermont shortly.
- VCDP Job Creation Loan – Submitted additional information to the state. Will be proceeding with grant closeout in September/October. Agreement pending for town receiving up to 50% of the used loan proceeds for a Town revolving loan fund.
- VCDP Wentworth Housing Grant – Will be proceeding with grant closeout in September/October.
- Energy Data Tracking- Continued compiling and entering data on energy consumption for town buildings to track changes and savings.

Police:

Please find the Police Department significant activity report for the week ending August 31st:

- August 11th – Patrol officers were dispatched to a property damage motor vehicle crash involving three cars at the Quechee Gorge Bridge. Traffic was delayed during investigation. Citations were issued.
- August 12th – Patrol officers were dispatched to a report of a man in crisis walking along the ramp to I-91 South from Route 5. Police located the man and assisted in providing transportation to the VA Hospital.
- August 12th – The Police Chief participated in an introductory event for the “Abuse Later in Life Project” hosted by the Bugbee Senior Center and Senior Solutions of Southeastern Vermont.
- August 13th – The Police Department assisted the Town Manager with the regular meeting of the Selectboard.
- August 14th – The Police Department, assisted by state and local law enforcement and highway staff from the area responded to a group of protesters that had marched from a Rally at Lyman Point Park to the intersections of Routes 5 and 14 in White River Junction where they occupied a crosswalk at the intersection. Traffic was stalled for several hours. Twenty five (25) protesters were arrested Each were charged and released on citation for the offense of Rioters Refusing to Disperse.

Patrol Squad Charlie hosted an Ice Cream Social at the Upper Valley Haven along Hartford Avenue.

- August 15th – Patrol officers were dispatched to a private residence along the 100 block of South Main Street for a domestic assault. Following investigation, police arrested a 21 year old White River Junction woman. The woman was cited and released pending a hearing in the Windsor Superior Court.
- August 15th – Patrol Squad Baker hosted an Ice Cream Social along Overlook Drive.
- August 16th – Patrol officers arrested a West Hartford man following an investigation into a domestic altercation that occurred at a private residence along Harpers Savage Lane. The man was charged with 1st Deg. Aggravated Domestic Assault, Kidnapping, Interference with Access to Emergency Services and held at Southern State Correctional Facility without bail pending a hearing in the Windsor Superior Court.
- August 16th – The Police Social Worker attended the regularly scheduled meeting of the Upper Valley Public Health Council.
- August 19th – Patrol officers assisted Vermont State Police with a motor vehicle crash involving a car that had overturned and injured occupants with injuries.
- August 21st – Patrol officers were summoned to a residence along Maple Street in Harford Village for reports of a man in crisis. Police found the man impaired and in need of assistance. He was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- August 21st – Patrol officers were dispatched to a complaint involving the fraudulent purchase of gift cards by a business located along the Holiday Drive. The investigation continues.
- August 22nd – Patrol officers were dispatched to the Super 8 Motel for reports of a woman in crisis. Police and paramedics found the woman experiencing a medical emergency. She was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- August 22nd – Patrol officers responded to a report of a theft from a patron at the Comfort Inn along Sykes Mountain Avenue. The investigation continues.
- August 22nd – Patrol Squad Alpha hosted an Ice Cream Social at Chamber's Trailer Park.
- August 23rd – The Police Department participated in an Ice Cream Social hosted by Co-op at their Maple Street location.

- August 24th – Patrol officers were dispatched to reports of a woman who'd disrobed in the parking lot at the Welcome Center. Police located the woman and assisted her with transportation to Mount Ascutney Hospital for assistance.
- August 25th – Patrol officers were dispatched to a residence along the 600 block of Maple Street for reports of an incapacitated man in the driveway of the residence. Police found the man agitated, heavily impaired and in need of assistance. He was taken by patrol officers to Mount Ascutney Hospital for assistance, and later held at Southern State Correctional Facility.
- August 26th – Patrol officers were summoned to a residence along Maple Street in Harford Village for reports of a man in crisis. Police found the man impaired and in need of assistance. He was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- August 27th – Patrol officers assisted Hartford School District staff and parents with Back to School activities at each campus.
- August 27th – The Police Department was dispatched to a private residence along Hartford Avenue after the homeowner returned to the property and was confronted by a man with handgun. The intruder fled the home before police arrival, but was located in a wooded area several blocks away with the help of a Police K-9 from the Lebanon Police Department. The handgun was recovered and found to be a pellet pistol. The man was taken into custody and charged with assault and related charges. He was held at Southern State Correctional Facility without bond hearing in the Windsor Superior Court.
- August 28th – The Police Social Worker attended the regularly scheduled meeting of the Restorative Justice Advisory Board.
- August 28th – The Police Chief participated a presentation with other Town Staff regarding paid parking options for the Town.
- August 29th – Patrol officers were summoned to a human services provider along Hartford Avenue for a man in crisis. Police found the man impaired and in need of assistance. Human services staff assisted in located housing for the man, patrol officers assisted with providing courtesy transportation.
- August 29th – Patrol officers were dispatched to reports of a dog bite at a private residence along the 100 block of Connecticut River Road. Investigation found the bite occurred as owners worked to separate their dogs who'd become entangled. Report completed.
- August 31st – Patrol officers cited a juvenile female for assault and related offenses after being dispatched a physical altercation along Highland Avenue. The juvenile was cited and released to the custody of her mother pending a hearing before the Family Court.

- August 31st – The Police Chief and Detective Sergeant participated in the Annual Overdose Awareness Vigil at Lyman Point Park.

Public Works:

Highway

- A huge thank you to Ben Lyndes for assisting with traffic control during the recent protest and supporting our law enforcement!
- Our grader has been working primarily on Jericho Street.
- We have been mowing in Quechee.
- The Town has identified several areas of erosion on Quechee Main Street from the Ottauquechee River that are undermining the guardrails. We are optimistic that the repairs to these sites may be covered by FEMA under the disaster declaration.
- The Highway crew has the sweeper in order and it is making the rounds.
- The Highway Crew has been out painting stop bars and crosswalks all over town.
- The Highway crew has been very busy keeping the equipment maintained and ready for action. We are continuing to transition equipment to summer mode.
- The highway crew has been coordinating with the paving work for ditching, backing up driveways, and other associated work.
- Highway crew started the under drain work on Jericho Street and is hauling aggregate there.
- The Highway Crew is actively cleaning catch basins and drainage lines in the downtown area.
- The Highway Crew performed ditching on Old Town Farm Road.
- The Highway crew is very thankful for the assistance from the other departments.
- 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.

Water

- A huge thank you to Evan Eccher for assisting with traffic control during the recent protest and supporting our law enforcement!
- The Water crew continues to train their new employees.
- 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 Water crew is starting to do base mapping for the water system.
- Contractors are mobilizing in to the Wilder Well to start the site work for the final phase of the well revitalization.
- We have been notified by consultants representing the VA that their tank project is on hold until our well project is complete.
- The Water Crew completed meter reading and routine sampling.
- Kai Eastman has been working closely with Jeremy to get the ‘tag sale’ organized.
- The Water Crew is cleaning and inspecting water tanks.

- We are working with Dillon Walsh to develop an online form for requesting final reads to streamline this process. We will do a public notification when that system is in place. Rick Kenney has established a form for this.
- The Water Crew has been working closely with Brittney complete final billing.
- The Water Crew repaired two leaks:
 - Hewitt Street
 - A Street
- 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.
- 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 is performing manhole repairs in Quechee.
- The Wastewater crew is performing repairs to leachfield 5E and doing line inspections.
- The Wastewater Crew is mowing leach fields.
- The Wastewater Crew cleaned/unplugged a manhole near Super 8.
- The Wastewater crew at both plants is doing seasonal maintenance as needed (i.e. mowing lawns at pump stations).
- The Wastewater crew has been routinely hauling bio-solids and grit to the Lebanon Landfill. *Note: We are anticipating an increase in fees at the Lebanon Landfill from \$68.68/ton to \$75 ton for all Municipal Solid Waste, including our sludge. They have also made changes to the schedule in which they will receive sludge.
- 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.
 - One of the leach fields in Quechee has been determined as 'failed' by inspectors. Our permits require that we are immediately responsive. We are working with a consultant to develop a repair plan as required by permitting.
- The Wastewater crew has been inspecting manholes as needed.
- The Wastewater crew cleaned the vacuum bowls at the Olcott Pump Station.
- 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 actively monitoring and maintaining the sewer lines on Abbey Road to prevent back-ups.
- The wastewater crew has been performing annual calibrations on equipment.
- The wastewater crew has performed several mark-outs.
- There has been assisting the Highway Department with flagging as needed.
- 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

- We continue to explore options for managing C&D at our facility (if at all). We are currently attempting to schedule a meeting with Hammonds to renegotiate pricing.
- 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.
- The Closed Landfill Recertification is completed and submitted. The State had some follow up questions which we have completely addressed.
- Hammonds Grinding has been hauling ground C&D to the Lebanon Landfill.
- Last week, Hannah and Brannon had a phone conference with representatives from the GUVSWMD, the State of Vermont, and the solid waste team to discuss possible funding mechanisms for permanent HHW infrastructure. It doesn't look like this will be a good fit for our organization.
- Hannah has been diligently analyzing expenses, programs, and fees. We anticipate a presentation to the Board in late September for an update on this.
- 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

- A huge thank you to Jeremy Delisle for assisting with traffic control during the recent protest and supporting our law enforcement!
- The April 15th rain event has been federally declared as a disaster. Jeremy has been working with FEMA on this project.
- Public Works staff, Brannon, Lori, and Chief Kasten met with representatives from IPS (parking meter/system company) to discuss options and pricing.
- A continued reminder that, 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, final meter reads, and other technical services.
- Jeremy Delisle continues to work with FEMA and Vermont Emergency Management to close out the July 1st storm. It looks like we are getting closer!
- Hannah and Paula are working with Jill Muhr at the VLCT to develop training for DPW supervisors in basic employment practices and human resource information.
- The consultant for the South Main Street Parking Lot is diligently working on the research and design for that project. Recently they met with GMP to look at coordinating underground utilities. They have several concepts in hand for the parking garage that they are reviewing and providing comment on.
- 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.
- 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. We are anticipating that they will be ready to make a presentation to the selectboard in September.
- 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, 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. Public Works staff and Planning staff met with the engineering team to define locations of green stormwater infrastructure, lighting, and other street-scaping items.
- The Town of Woodstock has approached us with a request to use our permitted fields to land apply their wastewater sludge as they have lost the ability to use theirs. Town staff is developing a plan to review current permits and land application agreements.
- We continue to receive communication and updates about the potential for a sewer connection to Norwich. Hannah is reaching out to engineering consultants for a quote and timeline to review their proposal.
- 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 held a meeting with stakeholders in the Currier Street Project. It appears that we have everyone on the same page and can continue moving forward. We are working with engineers and attorneys to finalize plans and easements.
- Chris Holzwarth is actively reviewing the work previously done by consultants for Fairview Terrace.
- The first portion of the condemnation hearing was held on August 19th. That meeting was conducted successfully and in accordance with legal standards. We are hopeful that the last remaining acquisition will be negotiated successfully. Also, the traffic management plan for that project has been completed and is currently under review.
- 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 28th, 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 has 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.
 - Our annual paving contract continues to move forward smoothly.
 - 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 Abbey Lane project is under contract and currently in the preliminary research/exploration phase. Soil borings and a variety of inspections have been performed. They are currently doing ROW and ownership research. It appears that they have identified a possible source of the regular back-ups, which we may be able to repair in house.
 - Dufresne Group is working on the South Main/James Street Water Main Design Project.
 - DPW Staff is working with Green Mountain Power to facilitate installation of poles in town (i.e. mark-outs, etc.).
 - Jeremy has completed the parking lot plowing bids and they will be advertised shortly.
 - Chris Holzwarth and Jeremy Delisle met with the TRORC team to seek out projects that can use funding from the Grants-In-Aid program. We are hopeful that money can be used to improve drainage on Christian Street or High Pastures.
- 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 ****