

**Town Of Hartford
Town Staff
Significant Activity Report, September 12 - 25, 2018**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- In recognition of Fire Prevention Week. The Public Safety Building will be holding an Open House on Sunday October 7th from 11:00am-3:00pm.
- The chiller installation continues to move along. The glycol solution was to be pumped into the piping by the end of the week. The refrigeration room enclosure and door to be completed prior to all the controls and variable speed drives being installed. We have been notified of a one week delay. We will work to get the painting reschedule and are notifying folks of the delay. Plan is to open the week of October 20th. We eagerly anticipate the operation of the new chiller units and hopeful we have no issues with the floor.
- I encourage you to look at the Planning and Development section of this report and notice the level of effort being put into energy and environmental related issues. The savings validated by our energy coordinator in FY17 were over \$62,000. Additionally, the town avoided 121,548 lbs. of CO₂ emissions. This is equivalent to the emissions from driving 135,131 miles or burning 60,321 lbs. of coal.
- VTrans recently reached out to the Town and let them know that they would be paving Class 1 sections of Route 14 and Route 4 in 2020. We will keep everyone posted as this project moves forward.
- The DPW staff is working closely with the State on the proposed expansion of the South Main Street Lot. We were notified last week that we may need a Stormwater Permit from the Agency of Natural Resources.
- Development Assistance - The Planning Department continued to respond to inquiries from developers, residents and property owners. Since January 2018, the department has processed 208 zoning permits. Last year at this time they had issued 166 zoning permits. To date, there have been 14 applications to the Planning Commission. Last year at this time there were 22. By year end there were 23. We expect to exceed 23 this year. To date there have been 14 applications to the Zoning Board of Adjustment. Last year at this time there were 15 and that was it for the year. We expect to exceed 15 this year.

- The former Heirloom Furniture building has received the required permits from the state, we expect cleanup to begin in October.
- The “push to walk” signal at the corner of Maple & Hwy 14 has been reported to the state for repair. We expect it to be repaired today. Please let us know if you hear of any problems with it.
- The Town now has a Twitter presence. Today was our first day and we posted the update about the Quechee Gorge Bridge project and the new start date of October 15th. Please follow the Town via, Twitter, Facebook and our Website.
- Listed below are those highlights pulled from each Department Head’s report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- The Assessor’s Office is preparing for State PVR appeal hearings for two properties from 2017 Grand List. Hearing is scheduled for October 9th.
- General Election Ballots arrived in Mid-September. The first Absentee Ballots were issued on September 14th to all who had requested them by then. The Clerks continue to process daily requests for absentee ballots. In addition, through the Statewide Checklist we have been receiving an influx of online voter registrations, address changes and, DMV voter registrations we need to process daily.
- The Fire Department responded to 120 calls for service during this period. Last year the department responded to 1,380 call for service, this year the department has responded to 1,654. This represents a 17 percent increase over last year. A more detailed call report is at the end of the Fire portion of this report.
- The Station Vehicle Exhaust System RFP was awarded to Air Cleaning Systems, Inc. They will begin the process of installing the Plymo-Vent system in the next month. This system installation was made possible through an Assistance to Firefighters Grant.
- Public Art – Reviewing options for development of a public art program on private and public spaces town wide, and how interfaces with WRJ Design Review District.
- September 20th – The Police Chief, Police Social Worker & Sergeant Ebbighausen met with members of the Lebanon Police Department and Upper Valley Public Health Council to discuss the Crisis Intervention Team (CIT) and collaborative policing strategies.

- A big thank you to Travis Beebe for taking the lead on fluid filming the vehicles for us! This process is proven to protect vehicle undercarriages.
- Members of the Wastewater crew are diligently working to address noise concerns from the blower system at the White River Plant. We are looking at several different options.
- The Water crew continues to work with contractors and agencies on large projects in town such as the VA Hospital and the Twin Pines development.
- The Solid Waste Division held a 'Shredding Day' at their facility. They shredded nearly 1000 pounds of confidential material brought by residents. Thank you to Bob Vahey and Wanda Stockman organizing this. We would like to make this an annual event.
- DPW Staff nearly has a complete inventory to do a 'Tag Sale' and clean out items, small equipment, etc. that is no longer used, broken, obsolete, etc. that may have value. We are anticipating that this will be completed in November so we can open up space for the winter.

DEPARTMENT HIGHLIGHTS

Assessor:

- Continue to process Property Transfers for 2019 Grand List.
- Prepared a report for Fire Dept.
- Assisted Public.
- Worked on deed research.
- Conducted site visits in conjunction with Zoning Administrator.
- Met with State PVR District Advisor on sales study for the 2018 equalization study.

Clerk:

- TC is prepping for the upcoming election and is contact with the school regarding new parking; set-up of the polling place; internet connectivity, etc. For the day of election. In addition, we are starting to coordinate BCA and volunteer poll workers for election on November 6th. The Voting Tabulators have been service; the Memory Cards have been programmed and received from LHS; we will be testing the Tabulator machines in the coming weeks. We are also working on a few strategies in an effort to improve the election night tallying process.
- Dennis Curran for KoFile will be coming to our office soon to assess restoration priorities.
- The request for 2016 Ballots from Jeremy Hansen of Norwich University was withdrawn so, the Clerk has properly disposed of the ballots.
- TC working on Budget.
- TC will be out of the office from October 4 - 8 returning to the office on October 9th.

Finance:

- August Bank Reconciliations:
 - o Verifying our internal records balance to the bank's records.
- Reviewing August 2018 Financial Statements.
- FYE 18 Financial Review with Audit Firm:
 - o Auditors onsite September 17- September 21
 - o Returning week of October 29th
 - o Still working towards goal of statements prior to Thanksgiving.

Fire:

- Members of the department completed a six day paramedic refresher program. Paramedics are required to complete 60 hours of refresher training every two years to maintain licensure.
- Staff attended the Touch a Truck event at UVAC
- Staff provided EMS coverage at the HHS football game.

- On 9/16 at 22:41 responded to a structure fire at 58 Spring Circle. E-4 responded with 3 personnel. On arrival fire was blowing out a window on side D (street side) of the structure. Smoke was seen coming from the eaves and windows of the trailer on arrival on side A (entry door of trailer) and side D. E-4's rear 1 3/4 smooth bore line was stretched and water applied to the D side window knocking the fire down. The stream was then applied to the A side windows which shattered and allowed good penetration of the water to the D end of the trailer. The fire was knocked down. The crew attempted to enter the structure from the door located on the A side of the trailer - D end but it was locked. At this point the owner of the trailer stated the other door was open. The crew moved the hoseline down to that end of the trailer when the owner stated that the trailer was split into two separate living spaces and she did not know if there was anyone still in the other room. The crew moved back to the original fire door and forced entry. The crew made entry and continued extinguishment of the fire from the interior. Once there was no visible fire the interior crew performed a primary search of the bedroom and found no victims. Several cats were found in the B end apartment and were resuscitated by Hanover firefighters. The cats that were alive were taken to the emergency veterinarian clinic by Hartford Firefighters. Chief Cooney went under control at 23:09 and units were returned to quarters.
- Hosted a paramedic student from Vermont Tech. College
- Conducted Fire Drills in elementary schools
- Provided car seat installation services.

Incident Report for this period:

| <u>Alarm Date</u> | <u>Street</u> | <u>Situation Found</u> |
|-------------------|------------------------|--|
| 9/23/2018 20:52 | I 89 S MM2 | Motor vehicle accident with injuries |
| 9/23/2018 17:17 | CHRISTIAN ST | Smoke detector activation, no fire - unintentional |
| 9/23/2018 13:45 | S MAIN ST | EMS call, excluding vehicle accident with injury |
| 9/23/2018 13:00 | I 91 N MM72 | Motor vehicle accident with no injuries. |
| 9/23/2018 1:39 | LATHAM WORKS/NUTT LANE | Vicinity alarm (incident in other location) |
| 9/22/2018 22:05 | I 91 S MM69 | Motor vehicle accident with no injuries. |
| 9/22/2018 18:12 | TWILIGHT CT | Emergency medical service incident, other |
| 9/22/2018 17:07 | HARTFORD AVE | EMS call, excluding vehicle accident with injury |
| 9/22/2018 16:01 | S MAIN ST | EMS call, excluding vehicle accident with injury |
| 9/22/2018 12:30 | ORRIZONTO RD | Assist police or other governmental agency |
| 9/22/2018 8:48 | WOODSIDE CIR | False alarm or false call, other |
| 9/22/2018 6:15 | DEMERS AVE | Smoke from barbecue, tar kettle |
| 9/22/2018 4:16 | BRIDGE ST | EMS call, excluding vehicle accident with injury |
| 9/21/2018 22:44 | POMFRET RD | EMS call, excluding vehicle accident with injury |
| 9/21/2018 22:34 | S MAIN ST | Medical assist, assist EMS crew |
| 9/21/2018 17:44 | HIGHLAND AVE | Rescue or EMS standby |

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| 9/21/2018 16:42 | QUECHEE W HARTFORD RD | Motor vehicle accident with no injuries. |
| 9/21/2018 14:44 | HOLLOW DR | EMS call, excluding vehicle accident with injury |
| 9/21/2018 1:32 | CHANDLER RD | EMS call, excluding vehicle accident with injury |
| 9/21/2018 1:21 | HOLLOW DR | EMS call, excluding vehicle accident with injury |
| 9/20/2018 22:14 | S MAIN ST | EMS call, excluding vehicle accident with injury |
| 9/20/2018 17:17 | MAPLE ST | Medical assist, assist EMS crew |
| 9/20/2018 13:48 | HIGHLAND AVE | Medical assist, assist EMS crew |
| 9/20/2018 10:39 | INTERSTATE 91 N | Motor vehicle accident with injuries |
| 9/20/2018 7:50 | BARRISTER DR | Smoke detector activation, no fire - unintentional |
| 9/20/2018 3:30 | HARTFORD AVE | EMS call, excluding vehicle accident with injury |
| 9/20/2018 1:09 | MAPLE ST | EMS call, excluding vehicle accident with injury |
| 9/19/2018 22:31 | HARTFORD AVE | Medical assist, assist EMS crew |
| 9/19/2018 21:15 | WOODHAVEN DR | Detector activation, no fire - unintentional |
| 9/19/2018 17:18 | SHARON PARK AND RIDE | EMS call, excluding vehicle accident with injury |
| 9/19/2018 13:48 | HARTFORD AVE | EMS call, excluding vehicle accident with injury |
| 9/19/2018 10:37 | S MAIN ST | False alarm or false call, other |
| 9/19/2018 8:39 | HOWE HILL RD | Dispatched & canceled en route |
| 9/19/2018 8:16 | MURPHYS RD | Smoke detector activation due to malfunction |
| 9/19/2018 6:21 | HATLEY RD | False alarm or false call, other |
| 9/19/2018 5:15 | LAKEVIEW DR | EMS call, excluding vehicle accident with injury |
| 9/18/2018 23:40 | B 39 VETERANS DR | EMS call, excluding vehicle accident with injury |
| 9/18/2018 16:00 | CLOUDLAND RD | Dispatched & canceled en route |
| 9/18/2018 15:00 | QUECHEE GORGE | Motor vehicle accident with no injuries. |
| 9/18/2018 11:19 | HARTFORD AVE | EMS call, excluding vehicle accident with injury |
| 9/18/2018 10:34 | FAIRVIEW TER | EMS call, excluding vehicle accident with injury |
| 9/18/2018 9:50 | QUECHEE HARTLAND RD | Dispatched & canceled en route |
| 9/18/2018 8:55 | HIGHLAND AVE | Public service assistance, other |
| 9/18/2018 4:26 | HARTFORD AVE | Medical assist, assist EMS crew |
| 9/18/2018 3:37 | BESWICK DR | EMS call, excluding vehicle accident with injury |
| 9/17/2018 21:48 | N MAIN ST | Medical assist, assist EMS crew |
| 9/17/2018 20:58 | HARTFORD AVE | EMS call, excluding vehicle accident with injury |
| 9/17/2018 18:58 | HARTFORD AVE | Medical assist, assist EMS crew |
| 9/17/2018 16:27 | BESWICK DR | EMS call, excluding vehicle accident with injury |
| 9/17/2018 16:09 | GILLETTE ST | EMS call, excluding vehicle accident with injury |
| 9/17/2018 16:00 | VA CUTOFF RD | Service Call, other |
| 9/17/2018 14:17 | MAPLE ST | Motor vehicle accident with no injuries. |
| 9/17/2018 13:55 | LARCH LN | EMS call, excluding vehicle accident with injury |
| 9/17/2018 13:01 | CANDLELIGHT TER | Medical assist, assist EMS crew |
| 9/17/2018 11:50 | DODY LN | EMS call, excluding vehicle accident with injury |
| 9/17/2018 11:20 | N HARTLAND RD | EMS call, excluding vehicle accident with injury |
| 9/17/2018 7:10 | CENTRAL ST | EMS call, excluding vehicle accident with injury |
| 9/17/2018 5:15 | RALPH LEHMAN DR | EMS call, excluding vehicle accident with injury |
| 9/17/2018 4:49 | S MAIN ST | EMS call, excluding vehicle accident with injury |
| 9/17/2018 0:12 | CONNECTICUT RIVER RD | EMS call, excluding vehicle accident with injury |
| 9/16/2018 23:02 | N HARTLAND RD | EMS call, excluding vehicle accident with injury |
| 9/16/2018 22:41 | SPRING CIR | Fire in mobile home used as fixed residence |
| 9/16/2018 20:39 | DEPOT ST | EMS call, excluding vehicle accident with injury |
| 9/16/2018 18:38 | WOODSTOCK RD / EXIT 1 | Good intent call, other |
| 9/16/2018 18:11 | LATHAM WORKS LN | Smoke detector activation due to malfunction |
| 9/16/2018 13:17 | B 39 VETERANS DR | EMS call, excluding vehicle accident with injury |
| 9/16/2018 11:35 | SYKES MOUNTAIN AVE | EMS call, excluding vehicle accident with injury |
| 9/16/2018 11:32 | TALL TIMBERS DR | Medical assist, assist EMS crew |

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| 9/16/2018 10:03 | DEWITT DR | False alarm or false call, other |
| 9/16/2018 3:06 | CHRISTIAN ST | EMS call, excluding vehicle accident with injury |
| 9/15/2018 23:20 | HARLOW RD | EMS call, excluding vehicle accident with injury |
| 9/15/2018 20:47 | KENYON RD | EMS call, excluding vehicle accident with injury |
| 9/15/2018 14:21 | PRIMROSE LN | EMS call, excluding vehicle accident with injury |
| 9/15/2018 12:28 | WOODSTOCK RD | EMS call, excluding vehicle accident with injury |
| 9/15/2018 12:11 | RT 14 / RT 132 | EMS call, excluding vehicle accident with injury |
| 9/15/2018 11:38 | RALPH LEHMAN DR | EMS call, excluding vehicle accident with injury |
| 9/15/2018 11:30 | POTASH HILL RD | EMS call, excluding vehicle accident with injury |
| 9/15/2018 8:04 | QUECHEE GORGE | Road freight or transport vehicle fire |
| 9/14/2018 21:33 | S MAIN ST | EMS call, excluding vehicle accident with injury |
| 9/14/2018 20:52 | N HARTLAND RD | EMS call, excluding vehicle accident with injury |
| 9/14/2018 20:48 | RIVER ST | Dispatched & canceled en route |
| 9/14/2018 18:55 | HIGHLAND AVE | Service Call, other |
| 9/14/2018 16:56 | N HARTLAND RD | EMS call, excluding vehicle accident with injury |
| 9/14/2018 16:29 | VT ROUTE 14 | EMS call, excluding vehicle accident with injury |
| 9/14/2018 15:27 | VA CUTOFF RD | EMS call, excluding vehicle accident with injury |
| 9/14/2018 14:54 | COLONIAL DR | EMS call, excluding vehicle accident with injury |
| 9/14/2018 14:32 | VA CUTOFF RD | EMS call, excluding vehicle accident with injury |
| 9/14/2018 14:24 | I 89 S MM4 | Medical assist, assist EMS crew |
| 9/14/2018 13:09 | HIGHLAND AVE | Service Call, other |
| 9/14/2018 3:31 | MAXFIELD LN | EMS call, excluding vehicle accident with injury |
| 9/14/2018 0:16 | PAULINE COLE DR | EMS call, excluding vehicle accident with injury |
| 9/14/2018 0:09 | LAKELAND DR | CO detector activation due to malfunction |
| 9/13/2018 23:17 | W GILSON AVE | Alarm system sounded due to malfunction |
| 9/13/2018 19:56 | B 39 VETERANS DR | EMS call, excluding vehicle accident with injury |
| 9/13/2018 13:25 | CHRISTIAN ST | Public service |
| 9/13/2018 1:02 | S MAIN ST | EMS call, excluding vehicle accident with injury |
| 9/12/2018 17:14 | US RT 5 | Medical assist, assist EMS crew |
| 9/12/2018 14:31 | ASPEN LN | EMS call, excluding vehicle accident with injury |
| 9/12/2018 8:25 | CANDLELIGHT TER | Medical assist, assist EMS crew |
| 9/12/2018 8:06 | CHARLES ST | Vicinity alarm (incident in other location) |
| 9/11/2018 20:18 | DOTHAN RD | EMS call, excluding vehicle accident with injury |
| 9/11/2018 20:04 | LYMAN BATCHELLER RD # 9 | EMS call, excluding vehicle accident with injury |
| 9/11/2018 17:30 | NEWTON LN | Fuel burner/boiler malfunction, fire confined |
| 9/11/2018 14:00 | LYMAN BATCHELLER RD | EMS call, excluding vehicle accident with injury |
| 9/11/2018 9:39 | I 89 S MM8 | EMS call, excluding vehicle accident with injury |
| 9/11/2018 5:44 | HARTFORD AVE | EMS call, excluding vehicle accident with injury |
| 9/11/2018 2:34 | QUECHEE-W HARTFORD RD | Medical assist, assist EMS crew |
| 9/10/2018 17:42 | HARTFORD AVE | EMS call, excluding vehicle accident with injury |
| 9/10/2018 16:17 | LYMAN BATCHELLER RD | EMS call, excluding vehicle accident with injury |
| 9/10/2018 15:47 | VT ROUTE 14 | Medical assist, assist EMS crew |
| 9/10/2018 13:52 | JERICHO RD | Medical assist, assist EMS crew |
| 9/10/2018 11:58 | WOODSTOCK RD | Smoke or odor removal |
| 9/10/2018 10:58 | JERICHO ST | EMS call, excluding vehicle accident with injury |
| 9/10/2018 10:23 | WOODSTOCK RD | Good intent call, other |
| 9/10/2018 8:55 | JERICHO ST | EMS call, excluding vehicle accident with injury |
| 9/9/2018 20:35 | SUMMER ST | EMS call, excluding vehicle accident with injury |
| 9/9/2018 16:25 | INTERSTATE 89 S | Dispatched & canceled en route |
| 9/9/2018 14:22 | JERICHO ST | Public service |
| 9/9/2018 13:59 | HARTFORD AVE #10-11 | Lock-out |
| 9/9/2018 8:44 | LILY POND RD | Smoke detector activation, no fire - unintentional |

Information Technology:

- Setup PC in White River Waste Water for the new Wastewater Foreman.
- Went over HVAC system with WRJ Waste Water, showed them how to initiate a remote session for live help, etc.
- Met with Firstlight engineer to move demarc at Public Safety to other side of building in preparation for phone installation.
- Implemented Cradlepoint Router in ambulance – eliminating network error that wouldn't allow lifepak internet connectivity.

Parks and Recreation:

- NFL The drop in Pickle Ball continues at Maxfield on Tuesday and Thursday from 6:00pm to 7:15pm.
- NFL Flag Football continues from 5pm to 6pm Tuesday, Wednesday and Thursday at Ratcliff Park.
- Youth Karate Session 1 started September 17th. The program takes place Monday and Wednesday from 5pm to 6pm.
- Youth Cheerleading continues. The program is on Tuesday and Thursdays from 5:30pm to 6:30pm at Lyman Park.
- Hunter Education through the Hartford Rod and Gun Club was September 10th through September 20th.
- Youth Soccer at Maxfield for pre-kindergarten through 2nd grade has started and will run through October 20th. The programs are run between 9:30am and 12:30pm.
- Youth Soccer for 3rd through 6th grade continue along with the 3rd through 6th grade Field Hockey. Full schedules of the programs can be found on Hartfordrec.com by clicking the schedules link on the main page.
- Picture Day for Youth Soccer Pre-K, K, 1st/2nd and 3rd/4th Girls took place Saturday, September 22nd at Maxfield.

- Intro to Belly Dancing took place on Sunday, 9/9 at Dothan Brook School. There were 10 participants signed up for the program.
- Youth Open Basketball has begun for boys and girls in grades 7-12. The program is run for boys on Wednesdays and the girls program is on Thursdays. The program runs from 6:00pm to 7:30pm at Hartford High School.
- Glory Days Festival concluded on 9/9. We are in the process of evaluating this year's festival. We have scheduled a wrap-up and evaluation meeting with committee organizers on October 1st. This meeting will begin the process of planning for next year's Glory Days Festival.
- The Department started planning for our Annual Trunk-or-Treat event on October 27th. We distributed invitations to all of last year's participants and we have started marketing the invitation to new businesses and organizations.
- The Department continues to work on the next fiscal year budget.
- New England Club Baseball used the baseball field at Maxfield on Saturday, September 8th and 22nd.
- Dresden Baseball Montshire Monarchs held a baseball game at Maxfield BB field Saturday, Sept. 15th.
- Caledonia Bucks part of Vermont Men's Senior Baseball League have held a playoff game at Maxfield on Sunday, September 16th.
- New tires were required before the R-1 truck could pass its annual inspection. A pair of rear tractor tires for the Kubota were found in storage and they will be installed on the Kubota tractor. New tires for the front of the tractor were purchased and installed. The tires on the tractor were worn and were budgeted to be replaced.
- The Department has begun to cutback the park gardens in preparation for the Fall/Winter. David Dean is to be commended for his hard work and attention to detail within the parks. Since his return as a seasonal employee to the Department the gardens, trees and other park locations under his care have seen significant improvements. This noticeable maintenance is a reflection of David's professional care and experience.
- The Astroturf is out of WABA and we are beginning final preparations for making ice.

- WABA parking lot barriers will be reconfigured at the easterly end of the parking area to facilitate plowing, reduce plow damage to barriers, as well as to ensure access to the handicap ramp. The barriers were located too close to the parking areas and snow removal was difficult. Barriers were removed with a visible chain that will be removed after the first snow event.
- The first week working with students from the Hartford Regional Resource Center went well. They are assisting with painting benches at WABA.
- The Pool Committee will hold a meeting on Tuesday, September 25th at 6:30pm to review the Pool Report conducted by Weston and Sampson Engineering. The draft report will also be presented to the Parks & Recreation Commission on the 27th during their joint meeting at the Hartford Town Hall. The joint meeting will begin at 7:00pm.
- Cemetery Committee continues to meet and complete its work. The Department submitted a question through the VLCT Listserv to obtain information for the committee. The following question was submitted: The Town of Hartford is seeking information from communities that have worked on comprehensively assessing municipal and private cemeteries. Specifically, any experience with:
 - o working with private cemetery associations
 - o financial support of public and private cemeteries' operations and budgets
 - o dissolution of a private cemetery

Planning and Development:

- Town Plan Update – The Steering Committee met on September 24th to review a draft introduction section of the Town Plan, and goals and policies for other sections. Staff continues to develop drafts of other plan chapters.
- Wilder Well Solar Project – Draft contracts were prepared for review by the Selectboard on September 25th. Discussions with the Trailer Park management, Housing Foundation Inc (HFI) continued on the potential structure of a community solar project, and planning the meeting with the park residents.
- Energy Planning Work Groups – Work continued with developing the draft Town Plan sections on renewable energy and energy efficient buildings.
- Electric Vehicle Charging Stations –Applied for Town Zoning permit approved to install dual port charging stations in the Town South Main Street parking lot. Coordinated with DPW and vendor for installation this fall.

- Town Electric Vehicle – Developing Request for Proposal for Town purchase/leasing of an electric vehicle.
- State Electric Vehicle Charging Station Grant Program – State announced 2018 application cycle for grant. Staff is identifying locations throughout Town for possible charging stations. In addition, the State is very interested in providing access for fast charge stations near I-89/I-91 interchange.
- Public Safety Building Improvements – Working with Fire Dept and Police Dept in development of RFP for installation of heat pumps and new ventilation system.
- Town Forest Management Plan – Draft report completed for meeting with the steering committee on September 27th, followed by a public meeting with the Selectboard at the end of October, beginning of November.
- Capital Improvement Program – Continued working with the departments on preparation of the draft FY 2020 - 2025 CIP.
- Bio-Waste Digester – Staff continued coordinating with other Upper Valley towns in preparation for a joint meeting with a BioGTS representative on October 11th to explain the technology and potential applications.
- Efficiency Vermont (EVT) Conference – Attended EVT Best Practices conference on September 19th resulting in potential to work with GMP on electric power storage, and having EVT conduct walk-thrus after hours at Town facilities to see what could be turned off to save energy.
- Regional Energy Transportation Planning – Coordinating with Sustainable Woodstock, Vital Communities and State to develop plan to encourage the use of carpooling between Woodstock and Hartford.
- Design Review Workshop – Developed presentations and participated in workshop on September 21st and 22nd featuring downtown White River Junction Design Review District.
- Planning Commission – On September 17th, the Commission reviewed and approved two subdivision applications, and staff finalized the approved Findings of Fact for the decisions. Two new subdivision applications were received on September 17th.

Police:

- September 10th – Patrol officers responded to reports of a woman in crisis at a private residence along Jericho Road. The woman was taken by patrol officers to Mount Ascutney Hospital for further assistance.
- September 11th – Patrol officers assisted Hartford School District Staff with emergency preparedness drill at Hartford High School and the Career & Technology Center.
- September 11th – Emergency Communications Specialists received an emergency call for a structure fire at a residence along Newton Lane, and dispatched appropriate resources in accordance with procedure. Patrol officers assisted with traffic management.
- September 12th – Patrol officers responded to a man in crisis at a private residence along Maple Street. The man was taken by patrol officers to Dartmouth-Hitchcock Medical Center for further assistance.
- September 13th – The Police Chief met with members of the Habit OPCO to discuss current issues related to the opioid epidemic and collaborative policing strategies.
- September 13th – The Police Chief attended the regular meeting of the Health Care & Rehabilitative Services (HCRS) Executive Board.
- September 14th - Patrol officers assisted Hartford School District Staff with emergency preparedness drill at the Ottaquechee School.
- September 14th – The Police Social Worker and Special Investigation Unit Detective attended the regular meeting of the Hartford Area Child Protection Team.
- September 14th – The Maple Street Coop Supermarket hosted the Police Department in an Ice Cream Social with/for the community.
- September 14th - Patrol officers arrested a Hartford man for possession of cocaine and related paraphernalia while investigating reports of a suspicious man standing near the Chambers Trailer Park.
- September 14th – The Police Department assisted Hartford School District Staff with event management during the Football Game at Hartford High School.

- September 14th – Patrol officers responded to reports of an intoxicated pedestrian stumbling into the roadway along Route 5 near VA Cutoff Road. Paramedics were summoned to the scene by police, and the woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- September 15th – Patrol officers responded to reports of a man in crisis walking along Route 4 near the Quechee Mobil. Paramedics were summoned to the scene by police, and the man was taken by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- September 17th – Emergency Communications Specialists received an emergency call for a structure fire at a residence in the Chambers Trailer Park, and dispatched appropriate resources in accordance with procedure. Patrol officers assisted with traffic management.
- September 19th – Patrol officers were dispatched to a report of a stolen bicycle taken from a residence on Barnes Avenue. The investigation continues.
- September 19th – The Police Department assisted Hartford School District Staff with event management during the Soccer Game at Maxfield Sports Complex.
- September 20th – The Deputy Chief and Police Social Worker attended the regular meeting of the Windsor County Special Investigations Unit.
- September 20th – Emergency Communications Specialists answered a 911 call reporting a fatal motor vehicle collision along I-91 in Hartland, and dispatched appropriate resources in accordance with procedure. Patrol officers assisted the Vermont State Police with traffic management.
- September 20th – The Police Department assisted Hartford School District Staff with traffic management during the Cross Country meet at Hartford High School.
- September 21st – Patrol officers were dispatched to a report of camper that had been broken into and ransacked at a private residence along the 2900 block of North Hartland Road. The investigation continues.
- September 21st – Patrol officers and investigators responded to what appears to be an accidental, fatal drug overdose at a private residence along the 300 Block of South Main Street. The investigation continues.
- September 21st – Patrol officers assisted the Amtrak Police with arranging for passenger transportation when one of their trains became disabled after striking a tree that had fallen on the tracks.

- September 21st – The Police Department assisted Hartford School District Staff with event management during the Field Hockey Game, and the Homecoming Football Game/Halftime Fireworks Display at Hartford High School.
- September 22nd – Patrol officers responded to a woman in crisis at a tenting encampment between Bridge Street and Route 5. Paramedics were summoned to the scene, and the woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- September 22nd – Patrol officers were dispatched to a report of parked passenger car that had been entered and spare change removed from at a private residence along the 200 block of Rustic Road. The investigation continues.
- September 23rd – The Police Department participated in a Touch a Truck event at the Upper Valley Aquatic Center.

Public Works:

Highway:

- The Highway crew repaired a catch basin on Beswick Drive.
- The Highway crew relined a ditch with stone on the edge of VA Cutoff Road.
- The Highway crew continued repairing potholes and other catch basins as needed.
- The Highway crew continues to review signs around town to address ones that were damaged, conveyed incorrect information, are covered by vegetation, or just needed an update.
- An asphalt patch was completed on Fairview Terrace. DPW staff will touch up the shoulder and guardrail.
- A substantial washout was discovered at the Quechee Covered Bridge. Staff is making a plan to address that.
- The Highway crew cleaned up the yard at the Quechee Wastewater plant after using it as a place to 'store' aggregate during the chip sealing operation.
- A washout was also addressed on Campbell Road.

- The Highway crew has taken the lead on insuring that all of the vehicles, equipment, and trailers in our fleet are properly registered, inspected, and have working safety equipment.
- The Highway crew assisted the Water Department on the Third Avenue project and a small water leak on Gillette Avenue.
- A big thank you for John Smith for leading the Highway Crew while Rick Nott was out of the office. It was a seamless leadership transition during our busy season.
- Routine operations: grading, sweeping, mowing, culvert flushing as needed.

Water:

- The Water crew continues to train new employees.
- The Water crew worked closely with members of the Highway division to continue the Third Avenue project. That should be completed shortly. All services are installed and the main is capped.
- The Water crew continued to work with consultants to mark out services and locate information to consultants for the South Main Street project anticipated to go to construction in 2019.
- The Water crew is continuing work on an O&M manual for the Quechee Well.
- The Water crew repaired a water leak on Gillette Street.
- A water cut was paved on Chandler Street.
- The Wilder Well Project is continuing to move forward. At the time of this report, the well screen is on order and should arrive this week.
- The Water crew completed a Sanitary Survey of our water system.
- As always, the water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.

Wastewater:

- The Wastewater Crew continues to train new employees, including CDL training.

- The vacancy created by Steve Brock's promotion to Chief Operator was filled by Kurt Dermody, an employee of the Water Department. We look forward to working with Kurt in this capacity.
- 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 continues to perform seasonal cleaning and landscaping.
- The new sampler at the Quechee Plant is installed and working beautifully. Thank you to all the crew members who made that happen.
- The Wastewater crew is investigating dosing issues at one of the leach fields in Quechee (5-f).
- The Wastewater crew continues performing routine maintenance on leach fields in Quechee.
- The crew continued to clean the Olcott Pump Station, we are currently investigating pumps that can process the waste there in a more efficient manner.
- The Wastewater Crew installed new (used) lockers at the Quechee Plant.
- The drying beds in Quechee were cleaned and prepared for usage.

Solid Waste:

- Paul Saucier repaired the loader that was having issues with the starter and a ring gear. Rick Nott also assisted. Thank you so much!
- Bob Vahey is providing me with information to replace one of the failing methane detectors at the Solid Waste Facility. This is a required piece of equipment and has been 'bandaid repaired' for a long time. They are now obsolete and parts are becoming difficult to locate.
- The solid waste crew is looking at a grant opportunity to possibly improve our ability to perform composting.
- The solid waste crew continues to encourage outreach and tours to raise awareness of the facility.

Administrative:

- DPW Staff is continuing to work close with FEMA to close out the July 1 storm.
- DPW Staff is obtaining one remaining quote to pave a portion of Currier Street.
- DPW Staff is working with Geoff Martin, Energy Coordinator and Green Mountain Power to facilitate installation of the EV Charging Station in the South Main Street Lot.
- DPW Staff is working with TRORC to investigate supplementary funding sources for the Quechee Main Street Box Culvert. Currently, the design engineers are preparing a final design. We are anticipating a summer 2019 construction date.
- Pathways Consulting will be installing 'control points' on Fairview Terrace to begin the monitoring process.
- DPW staff is continues to engage in Union negotiations.
- DPW Staff is diligently working towards insuring that ALL DPW vehicles, equipment, and trailers are registered.
- DPW Staff is working with Geoff Martin and the Planning Department to install solar panels at the Wilder Well.
- DPW Staff is working with Parks and Recreation to finalize all utility disconnections prior demolition. We anticipate this will be a winter project.
- DPW staff continues to work closely with several private contractors around town to insure that their projects are in permit compliance (Sykes Mountain Avenue dealerships, Bridge and Main Street, Currier Street, Waldorf, Twin Pines).
- Heating Oil and Propane Bids are currently being advertised.
- DPW Staff is meeting with several stake holders on September 25, 2018 to discuss safety concerns on Route 5 near the entrance to the VA and Dunkin Donuts.
- DPW staff is continuing to work closely with a consultant to perform a mandatory assessment of our Waste Water System's overflow outfalls.
- DPW Staff is had a 'kick off' video conference with students at UVM to discuss the downtown mobility projects. It looks like we may take a few Saturdays in the next few weeks to take a foot tour and start gathering data.

- DPW Staff is working closely with Leo, Gail Ostrout, Dubois and King, and VTrans staff to better understand the financial impacts to the Town from this project.
- DPW Staff is continuing to work with Paula Nulty with hiring and transfers within Public Works. Since we have done a LOT of hiring lately, we are working to improve our hiring process and letters to meet our needs.
- DPW Staff is continuing work on the budget and CIP!
- DPW held a training for Backhoe Operation and Safety at the request of the employees. We received good feedback on this opportunity and always encourage our crews to seek out training!
- Steve Brock (Chief Wastewater Operator) and Rick Nott (Highway Supervisor) attended Supervisor Training hosted by the Vermont Local Roads Program.
- DPW staff is busy completing staff evaluations.
- DPW staff is working closely with Otter Creek Engineering to look for cost savings with the proposed building and 'plumbing' at the Wilder Well.
- DPW Staff is coordinating with the Parks and Recreation Department to seal the concrete surface at the Quechee Falls Park. That will need to be completed shortly as it is a temperature sensitive operation.
- We encourage tours and visits to all of our facilities.