

**Town Of Hartford
Town Staff
Significant Activity Report, September 26 – October 9, 2018**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- Firefighter/Paramedic Luke Harvey received the State Car Seat Safety Technician of the Year Award for Fire Departments. He received the award in Burlington from the Lt. Governor.
- The chiller installation continues to move along. The glycol solution for the cold loop was installed and the pump is circulating the glycol. The warm loop should be operational soon. Controls have been installed and we are awaiting a system start up with the control technician. Vermont Life Safety will be on site to re-install the pull station and install an additional sprinkler head in the refrigeration room. It is all a matter of timing and working out any potential bugs in the controls as we begin operating the system. We have delayed the opening by one week. Due to the size of the mechanical room, they can only outfit a few installers. This has caused a delay in completion. Our new target date is October 20th.
- The Police Chief joined the Planning Director and Public Works Director for an update to the downtown parking at the Cable Channel studio in the Tip Top Building. I encourage folks to take the time to watch the video on CATV and get a quick update on parking. We plan to present a further discussion on parking at the next Selectboard meeting on October 23rd.
- 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 with cost estimate. We are anticipating a summer 2019 construction date.
- Pathways Consulting has installed 'control points' on Fairview Terrace to begin the monitoring process.
- The former Heirloom Furniture building has received the required permits from the state, we expect cleanup to begin on October 11th.
- You may notice that this A/P run is larger than most. This is due to inclusion of the annual bond principal and interest payment. The payment totals \$1,081,974.12.

- Current delinquent taxes are \$476,802.83 spread over 156 properties. At the end of June, the delinquent taxes were \$673,763.23 over 217 properties.
- 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 participated in State PVR appeal hearings for two properties from 2017 Grand List. Hearings were held for October 9th. Hearing officer has 30 days to file her decision, the State will also take some time to review. We should hear back by the end of the year. There is still another level of appeal should the property owner not accept the decision.
- The Town Clerk's office continues to focus on pre-election activities:
 - o The Election Warning; Sample Ballots; and, Checklists have been posted as required in both Districts.
 - o Absentee Ballot requests and returns are being processed daily.
 - o The TC and a couple of BCA members will meet to plan for the election and to schedule a time to test the Voting Tabulators.
 - o The Secretary of State's Office has informed us we will receive the programming for the Accessible Voting Machines no later than October 22nd.
 - o TC met with Nelson Fogg to discuss strategies to make the school campus as safe as possible for voters, students & staff during election day as we navigate the new traffic flow & parking at the High School.
 - o TC will be scheduling BCA and volunteers to provide coverage at the polls.
- Reviewing August 2018 Financial Statement review with Department Directors.
 - o Reviewing a procedure for proper timeliness of grant and bond reimbursement.
- The Fire Department continues to experience a rise of 16 percent in calls for service over last year. There were 85 calls for service during this period. In 2017 we responded to 1,468 during this period, in 2018 we have responded to 1,734 calls for service. The increase in calls for service have also increased our usage of mutual aid from Hanover and Lebanon Fire Departments. For 2017 we received mutual aid from Hanover and Lebanon on 51 occasions where our department was unable to respond with an ambulance to medical emergency in the Town. Year to date we have received mutual aid on 52 occasions, we are on pace to increase those request substantially over last year. This is also as a result in the increase of frequency of simultaneous calls which is currently at 58 percent, up from 42 percent last year.

- Lt. Morse completed the rehabilitation of five (5) older police Automated External Defibrillators (AED). The refurbished machines will be used in the Norwich Ave. school and the other four machines will be distributed by the Recreation Department for more public access units around the community.
- IT consulted for remote network refrigeration configuration at WABA with Parks and Rec. This will allow for external monitoring and alarms for the system. IT also worked a remote system that will allow monitoring of activities in the arena. This will allow folks to watch practices and/or games remotely.
- The Parks & Rec Department continues to work with the Tree Warden on implementing our tree care program this fall. We have selected a vendor through the RFP process and will work with them to implement a phased program. We anticipate a strong focus on Frost Park where there is a tremendous amount of tree work that has been neglected for years. We will also remove the two elms in Lyman Park and plan to replace with 4 to 5 new species of trees in the spring. Several trees in the town owned cemeteries also need to be addressed. However, we may not have the funds this fall to complete.
- Electric Vehicle Charging Station in Town South Main St. Parking Lot - Installation of the dual port charging station is underway.
- The highway crew began the work to reopen Fairview Terrace. The road is being cleaned and vegetation overgrowth is being addressed. The road surface is being repaired to provide a safe walking surface. A sign plan has been established and will be ordered. We are reviewing the street for speed bump locations.
- DPW staff was notified that the proposed expansion of the South Main Street Lot did not qualify for an exemption from the stormwater permitting process. At this time, we will be moving forward with a slightly smaller expansion but will also be appealing their decision.

DEPARTMENT HIGHLIGHTS

Assessor:

- Building permits up to date.
- Property Transfers up to date.
- Continue to update Homestead declarations and notify Finance of changes to billing.

- Attended two conferences and one training for assessment education.

Clerk:

- TC continues to work on Budget and met with Finance Director to review August Financials.
- The TC office continues to process recording; requests for catering permits; marriage licenses; auto. registration renewals; and, to assist the public with records searches.
- As we approach year end, we will be preparing for Liquor License Renewals; Dog Licensing (the tags have been ordered & received).
- TC continues to inventory the vaults in an effort to systematically set up a plan for file purges as allowed by statute.
- Two of the denied tax appeals (same owner with two properties), appealed to the Superior Court at the end of August. TC's office received notice from the Superior Court on Monday, October 1st a Court Date has been set to hear the case (November 1, 2018). The TC provided attorney Charlie Merriman with the documentation he requested to prepare for the hearing.

Finance:

- September Bank Reconciliations:
 - o Verifying our internal records balance to the bank's records.
- 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.
- Working with Department Directors on FYE 2020 Budget items.

Fire:

- The Public Safety Open House was held on Oct 7th from 11- 3pm. The event was well attended.

- Attended District 9 Meeting for Ambulance license renewals.
- Attended the Route 5 Kick off meeting Tuesday to review the traffic and intersections.
- The department members completed Part 2 of the annual physicals.
- The old Plymovent station exhaust system was removed this past week. The vendor will begin the installation of the new system this week.
- The department is working with the State to remove our Aqueous Film Forming Foam (AFFF) as part of a take back program through the Department of Environmental Conservation. These foams are typically used in fighting flammable liquid fires. The foam contains fluoridates surfactants or PFAS and can contaminate the environment when used. The department continues to use Class A foam that is made of a different compound and is safer to use.
- Shifts conducted evacuation drills in the community.
- FF Harvey conducted car seat installations.
- Shifts provide coverage at the Varsity Football game.
- Apparatus cycled through quarterly inspections at DPW.
- Captain Dube completed the two week Fire Investigation Interview and Testimony program at the National Fire Academy in Emmitsburg, MD.

Incident Report for this period:

<u>Alarm Date</u>	<u>Street</u>	<u>Situation Found</u>
9/23/2018 1:39	LATHAM WORKS/NUTT LANE	Vicinity alarm (incident in other location)
9/23/2018 13:00	I 91 N MM72	Motor vehicle accident with no injuries.
9/23/2018 13:45	S MAIN ST	EMS call, excluding vehicle accident with injury
9/23/2018 17:17	CHRISTIAN ST	Smoke detector activation, no fire - unintentional
9/23/2018 20:52	I 89 S MM2	Motor vehicle accident with injuries
9/24/2018 7:01	HARTFORD AVE	Assist invalid
9/24/2018 13:21	HARTFORD AVE	Police matter
9/24/2018 14:39	PROSPECT ST	EMS call, excluding vehicle accident with injury
9/24/2018 15:15	BILLINGS FARM RD	Service Call, other
9/24/2018 16:39	MAPLE ST	Good intent call, other
9/25/2018 6:27	HARTFORD AVE	Good intent call, other
9/25/2018 11:09	POMFRET RD	EMS call, excluding vehicle accident with injury
9/25/2018 15:42	INTERSTATE 91 N	Motor vehicle accident with injuries

9/25/2018 18:07	BILLINGS FARM RD	Assist police or other governmental agency
9/26/2018 3:46	CLAY HILL RD	EMS call, excluding vehicle accident with injury
9/26/2018 6:51	EQUESTRIAN WAY	EMS call, excluding vehicle accident with injury
9/26/2018 14:33	WOODLAWN DR	Medical assist, assist EMS crew
9/26/2018 15:22	SEMINARY HILL PLAZA	Dispatched & canceled en route
9/26/2018 17:38	MAPLE ST	EMS call, excluding vehicle accident with injury
9/27/2018 4:45	BUGBEE ST #BLDG 1-12	Smoke detector activation, no fire - unintentional
9/27/2018 8:15	S MAIN ST	Sprinkler activation, no fire - unintentional
9/27/2018 8:16	CHRISTIAN ST	System malfunction, other
9/27/2018 8:25	HARTFORD AVE	Emergency medical service incident, other
9/27/2018 13:05	BRIDGE ST	EMS call, excluding vehicle accident with injury
9/27/2018 14:56	VA CUTOFF RD	False alarm or false call, other
9/27/2018 15:20	CANDLELIGHT TER	EMS call, excluding vehicle accident with injury
9/27/2018 16:33	S MAIN ST	Service Call, other
9/27/2018 20:21	HARVEST LN	Smoke detector activation due to malfunction
9/28/2018 4:02	I 89 N MM10	Motor vehicle accident with injuries
9/28/2018 16:22	RT 106 / South Road	Motor vehicle accident with injuries
9/28/2018 16:39	ABBOTT ST	EMS call, excluding vehicle accident with injury
9/29/2018 3:58	US ROUTE 5	EMS call, excluding vehicle accident with injury
9/29/2018 6:59	FOX LN	Medical assist, assist EMS crew
9/29/2018 10:48	NORWICH AVE	Lock-out
9/29/2018 15:04	QUECHEE MAIN ST	EMS call, excluding vehicle accident with injury
9/29/2018 15:40	NUTT LN	Citizen complaint
9/29/2018 18:53	ABBOTT ST	EMS call, excluding vehicle accident with injury
9/30/2018 1:32	MARSH FAMILY RD	EMS call, excluding vehicle accident with injury
9/30/2018 7:23	CANDLELIGHT TER	Public service
9/30/2018 19:51	DEWITT DR	EMS call, excluding vehicle accident with injury
9/30/2018 20:58	MAPLE ST	EMS call, excluding vehicle accident with injury
9/30/2018 21:17	HARVEST LN	False alarm or false call, other
10/1/2018 5:06	VA CUTOFF RD	Medical assist, assist EMS crew
10/1/2018 9:57	BEACON HILL RD	Medical assist, assist EMS crew
10/1/2018 12:39	N HARTLAND RD	EMS call, excluding vehicle accident with injury
10/1/2018 14:02	SMITH RD	Motor vehicle accident with injuries
10/2/2018 10:44	BILLINGS FARM RD	EMS call, excluding vehicle accident with injury
10/2/2018 11:00	VA CUTOFF RD	Gasoline or other flammable liquid spill
10/2/2018 14:45	SCHOOL ST	False alarm or false call, other
10/2/2018 15:54	SCHOOL ST	False alarm or false call, other
10/2/2018 20:06	N HARTLAND RD	EMS call, excluding vehicle accident with injury
10/2/2018 20:19	LYMAN BATCHELLER RD # 9	EMS call, excluding vehicle accident with injury
10/2/2018 23:29	N HARTLAND RD	Motor vehicle accident with no injuries.
10/3/2018 9:41	SCHOOL ST	Dispatched & canceled en route
10/3/2018 14:00	OLCOTT DR	Public service assistance, other
10/3/2018 18:59	N HARTLAND RD	EMS call, excluding vehicle accident with injury
10/3/2018 19:46	DEWITT DR	EMS call, excluding vehicle accident with injury
10/3/2018 19:50	WOODSTOCK RD	Hazardous condition, other
10/3/2018 20:08	MEADOWLAND FARMS RD	EMS call, excluding vehicle accident with injury
10/3/2018 20:40	HARVEST LN	Assist invalid
10/3/2018 21:14	S MAIN ST	Dumpster or other outside trash receptacle fire
10/3/2018 21:28	ALLEN FAMILY RD	Alarm system sounded due to malfunction
10/3/2018 21:35	QUECHEE MAIN ST	Accident, potential accident, other
10/4/2018 4:19	FERRY BOAT XING	EMS call, excluding vehicle accident with injury
10/4/2018 12:29	LYMAN BATCHELLER RD # 9	EMS call, excluding vehicle accident with injury

10/4/2018 13:54	VA CUTOFF RD	Medical assist, assist EMS crew
10/4/2018 14:31	S MAIN ST	Medical assist, assist EMS crew
10/4/2018 18:35	HIGHLAND AVE	EMS call, excluding vehicle accident with injury
10/4/2018 21:46	WILLARD RD #BLDG 3	EMS call, excluding vehicle accident with injury
10/5/2018 0:08	CHITTENDEN DRIVEWAY	Dispatched & canceled en route
10/5/2018 2:18	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
10/5/2018 10:00	HARTFORD AVE	Medical assist, assist EMS crew
10/5/2018 10:15	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
10/5/2018 13:58	HARTFORD AVE	EMS call, excluding vehicle accident with injury
10/5/2018 14:16	HOLLOW DR	EMS call, excluding vehicle accident with injury
10/5/2018 18:51	HIGHLAND AVE	Public service assistance, other
10/5/2018 20:47	BUGBEE / I 91	Motor vehicle accident with injuries
10/6/2018 13:31	LAKELAND DR	EMS call, excluding vehicle accident with injury
10/6/2018 14:19	WOODSTOCK RD	Medical assist, assist EMS crew
10/7/2018 0:27	RIVER RD / OTIS HILL RD	Motor vehicle accident with no injuries.
10/7/2018 4:37	VETERANS DR	EMS call, excluding vehicle accident with injury
10/7/2018 5:32	BUGBEE ST	Medical assist, assist EMS crew
10/7/2018 5:41	Depot St	Assist police or other governmental agency
10/7/2018 12:21	FROST PARK	EMS call, excluding vehicle accident with injury
10/7/2018 18:55	I 89 N MM3	Motor vehicle accident with no injuries.

Information Technology:

- Repaired Accounting Server after outage.
- Configured public safety laptop for remote access.
- Met with Consolidated Communications to go over accounts with Town.

Parks and Recreation:

- The Splash Night at UVAC had 91 youth participants. The program is a collaborative between Parks & Recreation and the Upper Valley Aquatics Center.
- We have filled 2 vans for the Jay Peak Trip on October 8th. The 26 youth will be going to the Jay Peak Water Park. This is an in-service day and school is off. We continue to have success with our Teen Adventure Getaways and attribute Jay McDonough's programming success and Karen McNall's marketing expertise that has enhanced the programs popularity.
- The Department held a closeout meeting for Glory Days. The Department has seen a decline in organization voluntary efforts over the years. The committee reviewed in detail the past event and how we can improve attendance and activities for next year. We have called another meeting for November 13th at 5:30pm here at Town

Hall. At this meeting we will plan to elect a Festival Chairperson and Assistant Chairperson. In the past, Parks & Recreation would chair the meetings. The Department felt that there needed to be more outside involvement from other groups and organizations to improve the Glory Days Event. The committee will also seek commitment from committee members to improve the community event. The Department will be asking for commitments from the committee to begin the coordination efforts. We will be seeking volunteers to coordinate the excursion rides and firm up stock trains, a vendor craft and food fair, model railroad exhibition, entertainment program, logistics and marketing and a special event for Friday evening and Saturday evening. Next year's festival is scheduled for September 6 – 8.

- 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, Thursday and games on Saturday's at Ratcliff Park.
- Youth Cheerleading continues. The program is on Tuesday and Thursdays from 5:30pm to 6:30pm at Lyman Park.
- Wednesday walkers had 4 participants that attended the Gile Mountain Trail hike. Jay McDonough led the hike from 9am to noon on October 2nd.
- 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.
- The 5th/6th Boys Soccer team participated in the Lebanon 5th/6th Grade Jamboree on Saturday, September 29th.
- Youth Soccer for Pre-K through 6th grade continues with practices and games. In addition, the 3rd through 6th grade Field Hockey continues as well. Full schedules of the programs can be found on Hartfordrec.com by clicking the schedules link on the main page.
- Youth Open Basketball continues for boys and girls in grades 7-12. The program runs from 6:00pm to 7:30pm at Hartford High School.
- The Department continues planning for our Annual Trunk-or-Treat event on October 27th. We currently have 10 participants and hope for about 20 to 25 altogether.
- The Department continues to work on the next fiscal year budget.

- The Department completed staff evaluations for all full time employees. A self-evaluation by each employee was followed up with a discussion and meeting with the Director.
- The Department Director attended the visitation training for the Commission for Accreditation of Park and Recreation Agencies at the National Recreation & Park Conference on Monday, September 24th. The NRPA conference was held through September 27th. The CAPRA Training is part of the re-accreditation process for the Parks & Recreation Department. Additional sessions attended included: Tapping Park Data to Tell Your Story and Better Serve the Public, Keeping up with Capital replacements, Show Me the Data: Using Data, Research & Analytics to Support Your Parks and Recreation Work, Leading The Way-Creating Positive Culture in Your Department. The vendor hall was home to hundreds of vendors that serve park and recreation agencies, providing a great opportunity to meet and discuss our needs and project here in Hartford.
- The Pool Committee held a meeting on Tuesday, October 2nd at 6:30pm to review the Pool Report that will be presented to the Selectboard by the Pool Committee and by Weston and Sampson Engineering. A final report will be presented to the Selectboard on October 9th.
- Department received 4 refurbished AED's from a collaborative effort between Hartford Police and Fire Departments. The AED's will be used at seasonal program sites throughout the parks system. One of the AED's will be installed at the West Hartford Community Center and Library. We have purchased an AED cabinet to install the unit. The other 3 AED's will be stored in water proof containers during the season and located in sport field job boxes that are accessed by coaches for practices and games.
- The Department is prepared to move forward with a concessionaire at the concession stand at the WABA Arena. We are working through the details now and anticipate operations to begin late October.
- Continue to seek seasonal staffing at the arena for the rink attendant and Zamboni driver.
- Staff are reshaping the little league fields at Maxfield. This requires cutting out turf that has encroached upon the infield mix and reshaping edges. Once completed, we will be purchasing infield mix to finish off the project. We will continue infield work this fall. We will also be completing deep tine aeration after the high school fall sports season is completed.

- Public Works will be assisting Parks & Recreation with sealing the concrete at Quechee Falls Park on Tuesday, October 9th. The sealant needs to be completed to protect the concrete against the wet and cold winter elements. Concrete is prone to deterioration during freeze thaw cycles. This can cause cracks or surface flaking from water that penetrates the pours of the concrete. When this occurs, surface cracks and surface flaking can occur. Following the sealing process, the park will remain closed off so the sealer can cure. We anticipate opening up the following day, Wednesday, October 10th.

Planning and Development:

- Town Plan Update – Work continued for development of draft sections of the Plan.
- Town Forest Management Plan – Selectboard and community meeting to discuss the draft report is scheduled for November 6th.
- Wilder Well Solar Project – Completing final review of the contract.
- Town Electric Vehicle – Finalizing the Request for Proposals for Town purchase/leasing of an electric vehicle. Targeting the week of October 8th for distribution
- State Electric Vehicle Charging Station Grant Program – In preparation for applying for a new State EV charging station grant, staff is finalizing an RFP to vendors to identify the potential cost to install at various locations throughout Town. Targeting the week of October 8th for distribution.
- Public Safety Building Improvements – Continues working with Fire Dept and Police Dept in development of RFP for installation of heat pumps and new ventilation system.
- Capital Improvement Program – Completed preparation of the draft FY 2020 - 2025 CIP for Selectboard review.
- Bio-Waste Digester – The BioGTS vendor representative has postponed a local meeting indefinitely. However, representatives from the state, Hartford, Woodstock, (and Norwich) still will be meeting on October 11th to explore the concept of a bio-waste digester and potential applications in the region.
- The Village at WRJ – Working with the Village to provide additional information to the state for the Vermont Community Development Program application.

- Historic Preservation Cemetery History Project - A Request for Proposal to hire a consultant to undertake the research and oral history of Town cemeteries was completed and announced. Includes coordination with the Town Cemetery Committee.
- Hartford Business Revolving Loan Program (HBRLF) – At its October 4th, the HBRLF Committee met and began a discussion of the potential refinancing and use of the Fund.
- Public Art Program – Met with WRJ Design Review Committee to review what other Towns are doing for public art programs, and options for further research to do in the WRJ Design Review District and Hartford town wide.
- Vermont Mainstreet Alliance – Participated in a VT MainStreet Alliance sponsored meeting to discuss the opportunities and challenges small businesses face. Very well attended by any town business, and resulted in many ideas for future follow-up.
- Development Review – Completed review and distribution of draft reports to the Planning Commission and Zoning Board of Adjustment for upcoming public hearings on two subdivisions and one conditional use applications.
- Button-Up Vermont in Hartford – For the third year, Hartford will be participating in the statewide Button-Up Program on October 20th, 10:00 AM to 12:00 PM. This year's event will be at the HACTC. Activities include information tables and presentations by various weatherization companies/groups, Efficiency Vermont Do-It-Yourself weatherization demonstrations, and property owner opportunities to sign-up for free energy walkthroughs.
- Pine Street Area Planning – Reviewing options with the RPC Consultant in preparation for another community meeting in October/November.

Police:

- September 23rd – Patrol officers assisted the Biker's Against Child Abuse (BACA) with transiting Town as part of the group's annual charity ride.
- September 24th – Patrol officers responded with paramedics to reports of a woman in crisis at a human service provider along Hartford Avenue. The woman refused treatment and calmed after speaking with first responders before leaving the premises. First responders were summoned a short time later after the woman fell down along the hundred block of Prospect Street. She was subsequently taken by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.

- September 25th – Patrol officers assisted Community College of Vermont (CCV) Staff with emergency preparedness drill at their White River Campus.
- September 25th – The Police Chief & Deputy Chief participated in the Route 5 Corridor planning meeting hosted for community stakeholders at Town Hall by VTrans.
- September 25th – The Police Chief, Detective Sergeant & Police Social Worker participated in the Windsor County Opiate Planning Session, “Beyond Naloxone” hosted by Mount Ascutney Hospital to plan next steps in addressing the areas opiate addiction problem.
- September 26th – Patrol officers were summoned to the Quechee Gorge Bridge for a woman in crisis. The woman was located by patrol officers and taken by police to Dartmouth-Hitchcock Medical Center for further assistance.
- September 27th – Patrol officers responded to reports of a stolen vehicle taken from a man tenting in a wooded area near the end of Holiday Drive. The vehicle was located by police in Charlestown, New Hampshire and being driven by a female acquaintance of the owner. The investigation continues, charges are pending.
- September 27th – Patrol officers were dispatched to a burglary of a motor vehicle parked at St. Paul’s Episcopal Church along Hartford Avenue. The investigation continues.
- September 28th – The Police Department, assisted by the Town Manager’s Executive Assistant and several allied police agencies, hosted promotional panel interviews for the rank of sergeant.
- September 29th – Patrol officers were dispatched to reports of an altercation at a human service provider along Maple Street. Through investigation, the initiating party was found to have created a loud disturbance and was cited for disorderly conduct then released.
- September 30th - Patrol officers responded to a neighbor dispute along South Main Street. The dispute was found to be related to an unreported assault that had occurred a day earlier. The parties were separated and the investigation continues.
- October 1st – The Police Chief participated in the regular meeting of the Adult Mental Health Standing Committee at the Hartford Office of Health Care & Rehabilitative Services of South Eastern Vermont, (HCRS).

- October 1st – Patrol officers were dispatched to a domestic altercation at the Shady Lawn Motel. A 31 year on Hartford man was arrested for assaulting his girlfriend and later released pending trial.
- October 2nd – Patrol officers were dispatched to reports of a stolen vehicle taken from the parking lot at Jasmin Auto. The investigation continues.
- October 3rd – Cumberland Farms hosted the Police Department for National Coffee with a Cop Day activities with the community.
- October 3rd – The Police Chief participated in the regular meeting of the Town Risk Management & Wellness Committee.
- October 4th – The SIU Detective and Officer Fernandes presented to students on School Safety at Hartford Memorial Middle School.
- October 4th – Sergeant Pedro participated in the regular meeting of the Hartford School District Safety Team.
- October 4th – The Deputy Police Chief attended the Vermont League of Cities & Towns Annual Meeting & Trainer.
- October 5th – The Police Department assisted Hartford School District Staff with event management during the Football Game at Hartford High School.
- October 5th – The Police Department assisted Hartford School District Staff with event management during the Soccer Game at Maxfield Sports Complex.
- October 5th – Patrol officers responded to a motor vehicle crash with non-life threatening injuries along Bugbee Street at the I-91 South on-ramp. The investigation continues.
- October 7th – The Police Department participated in the Public Safety Open House.

Public Works:

Highway:

- The Highway crew serviced the backhoe and performed routine maintenance on a number of vehicles.

- The Highway crew did the site work for the new Electric Vehicle Charging Stations with Geoff Martin, Energy Coordinator.
- The Highway crew continued repairing potholes and catch basins as needed, including one on South Main Street.
- 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.
- A substantial washout was discovered at the Quechee Covered Bridge. Staff is making a plan to address that.
- The Highway crew repaired water cuts on Gillette Street and Bullard Street.
- The Highway crew repaired and paved a sinkhole on Jericho Street.
- Highway crew has continued to fluid film vehicles for rust prevention.
- Several members of the crew attended two day Rivers and Roads Class. This is an intensive class for municipal employees to understand the effects of stormwater, roadside streams, erosion, and how to prevent or repair associated issues.
- Routine operations: grading, sweeping, mowing, culvert flushing as needed.

Water:

- The Water crew continues to train new employees.
- The Water crew is anticipating working with the Highway crew to complete the paving of the Third Avenue water line.
- 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 an O&M manual for the Quechee Well.
- The Water crew completed monthly meter readings for billing.
- The Water crew continues to work with contractors and agencies on large projects in town such as the VA Hospital, the Twin Pines development, and the dealerships on Sykes Mountain Avenue.

- The Wilder Well Project is continuing to move forward. At the time of this report, the contractor is on site developing the well.
- Late last week, a failing valve was discovered at the West Lebanon Water Treatment Plant that would be a substantial impact on their water supply. Our crew quickly jumped into action to ready the connection from our system to theirs in case they needed water from us. We will continue to assist them as needed until they are stabilized.
- 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 and wastewater classes.
- The Wastewater crew continues to operate both systems routinely. They have been sampling and testing in accordance with state and permit requirements.
- 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 including noise monitoring and reduction systems.
- The Wastewater crew continues to perform seasonal cleaning and landscaping.
- The Wastewater crew cleaned process water screens at the Quechee plant.
- The Wastewater crew actively completing all state reports (quarterlies).
- The Wastewater crew continues performing routine maintenance on leach fields in Quechee.
- The Wastewater crew is performing maintenance on leach fields E & F.

Solid Waste:

- Paul Saucier responded to make repairs to the radiator at the Solid Waste Facility. Thanks Paul!!!

- For the quarter ending last week, the Solid Waste crew recycled 516 pounds of batteries and cell phones! Thank you to Wanda Stockman for her hard work in this program that is very labor intensive.

Administrative:

- DPW Staff is continuing to work close with FEMA to close out the July 1 storm.
- DPW Staff obtained quotes to pave a portion of Currier Street, however due to seasonal timing, they were quite high. DPW staff will address any safety hazards in that area shortly until a permanent repair can be completed next season.
- 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 continues to engage in Union negotiations.
- DPW Staff is diligently working towards insuring that ALL DPW vehicles, equipment, and trailers are registered. We are working with Vermont DMV staff to generate duplicate titles for several missing ones, then proceed with the registration process.
- 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.
- 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 to demolition of the Emerge Building. 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 met with several stake holders on September 25, 2018 to discuss safety concerns on the Route 5 corridor from the VA to the High School. A very healthy discussion was had with a large group of stakeholders. A local concerns meeting will be held in mid-November.
- 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 met with two groups of UVM students last week in White River Junction to walk around town and establish the issues and goals. We will continue to work with them as they gather data their ideas start to form.
- The Sykes Mountain Avenue Roundabout Project is in the ROW acquisition phase. Design engineers are bringing the plans into compliance with the newly released 2018 VTrans standards.
- DPW Staff is continuing work on the budget and CIP!
- DPW staff is busy completing staff evaluations.
- DPW staff is working closely with Otter Creek Engineering to determine next steps in the Wilder Well design with regards to the building and pump types.
- We encourage tours and visits to all of our facilities.