

**Town Of Hartford
Town Staff
Significant Activity Report, December 4 - 18, 2018**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- Our Kofile Rep (Dennis Curran) did an inventory and assessment of document condition in our vaults. He will develop a draft priority list for our review as we plan for future preservation efforts. He has returned that list and it contained \$344,445.00 in approximate cost. I have a copy in front of you. You'll note that nearly \$280,000 of that total is made up of volumes of Grand Lists and Property Transfer Tax Records. The remainder, higher priority items, totals the remaining \$65,000 or so and should be worked through in the next few years.
- Skate with Santa was held on December 15th from 4:15 to 5:30pm at the WABA Arena. We had a total of 145 skaters. 47 were pass holders and 98 daily admissions. The arena also rented 30 pair of skates for the event. Santa was brought out on the Zamboni. Following his arrival, skaters were able to meet with Santa and receive a Parks & Rec. Lanyard with a piece of candy.
- Luke Patriquin and Hunter Noyes both completed Eagle Scout Projects recently for the P&R Department. Luke's project entailed reclaiming the borderlines of the Commons Cemetery and removal of fallen wood and overgrowth of trees that were growing up through the stone walls of the boarder. Hunter Noyes developed a tree identification plaque and identified several species of trees that were ID'd with a description of the tree and a wooden mount with cable that attached to a tree branch. As the tree grows, the cable can be expanded. Several trees at Maxfield were identified and plaques for the new trees at Lyman Park were made for future installation.
- Electric Vehicle Charging Stations in Town South Main St. Parking Lot – The charging stations became operational on November 7th. In the first month ending November 30th (before signage went up), there were 16 users for a total of 36 hours.
- State Energy Futures Initiatives – The Town's Energy Coordinator attended second meeting of this state appointed group focused on strategies to implement the State's energy goals.

- The Sykes Mountain Avenue Roundabout Project is currently in the ROW acquisition phase and traffic management plan review. All of the ROW offers have been sent and some are starting to come back in as accepted or disputed. We had a good meeting with VTrans to understand the funding mechanism. The traffic management plan for the project is currently under review by VTrans. This portion may have hit a 'snag' to ensure that it is meeting current ADA accessibility guidelines. This project is anticipated to go to construction in 2021.
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- Hannah and Lori Hirshfield met with VTrans staff as a very preliminary kick-off meeting for the Hartford Village Bridge Project. VTrans will attend an upcoming Selectboard meeting to present options regarding rehabilitation versus replacement of that structure and associated information.
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- DPW and Planning staff are working with VTrans to collect information to pave the section of Routes 4/14 from the NH/VT line to Hartford Village. This will include paving, signage, line striping, and accessibility improvements. This project is anticipated to go to construction in 2021 also. We will continue to work closely with the community for updates.
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- DPW and Planning are working closely with VTrans on the Route 5 safety corridor study, which recently held a Local Concerns Meeting. We anticipate that there will be some solutions presented in early spring to address the safety concerns identified throughout this project.
- There will not be a published Significant Activity report for the January 2, 2019 meeting. The Town Manager will provide verbal updates on any significant items.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- The Clerk continues to recruit interested citizens for the Town & School Meeting Committee. If anybody is interested, please contact the Town Clerk or the Town Manager's Office.
- The Fire Department will be assisting the Vermont State Police Bomb Squad as needed. They will be conducting training in Hartford on the 21st.
- The IT Director cutover Town Hall to new Phone system & Service. So far, it has been fairly seamless.

- Wilder Well Solar Project – Site preparation completed and panel installation to begin week of December 17th.
- The Police Chief met with representatives of the United Valley Interfaith Project and Migrant Justice to share ideas on building police-community trust.

DEPARTMENT HIGHLIGHTS

Assessor:

- Completed the submission for the reimbursement for 2017 appeals from the education fund.
- Received and processed the final appeals for 2017 grand list and submitted new tax billings.
- Continue to process property tax returns, updating new owner information along with recording information into our the property records.
- Sent out November's sales verification letters and will be processing Decembers as soon as the month closes out.
- Processed survey submission changes and updates.
- Continue to final the 2018 grand list in preparation for completion as of 12-31-2018.
- Preparing to send to the state our 2018 grand list and form 411.
- There are two open appeals, by the same owner, for 2018 grand list waiting for superior court responses.
- Processing new exemption request for 2019 grand list.
- Continue to do inspections of transferred properties as well as working with zoning on building permit inspections.

Clerk:

- Clerk is drafting information for the Town Report.
- Attended Town Meeting Prep Webinars on Tuesday, December 11th & Tuesday, December 18th.
- The Clerks are gearing up for Liquor License Renewals. We expect to have the renewal packets out before year's end.
- The Clerks are going through the process of adhering to the new Law pertaining to Notary Licensing requirements so, they will be able to continue providing Notary Services. Now Notaries must be licensed by the State of Vermont through the Secretary of State's office; Office of Professional Regulation (rather than commissioned at the County level); Continuing Education will be required; the licensing fee is waived for Town Clerks.

Finance:

- Reconciliation of November Bank Reconciliations:
 - o Verifying our internal records balance to the bank's records.
- Prepared & Distributed October 2018 Financials.
- Continued Preparation for 2018 Calendar year close out:
 - o State & Federal Forms
 - o Mileage Reimbursement
 - o Work Comp Coverage Review for annual audit
- Distributed Purchasing Policy to all staff for their review
 - o Authorization page due back by 12/21/18.
- Completed submission for U.S. Census Bureau Survey on 12/12/18 that was due on 12/18/18
- Continued Review Grant requests from staff & providing recommendation to the Town Manager
- Beginning transition of payments direct from reserve accounts for expenses not related to the general fund
 - o Improve Efficiency & Transparency
- Beginning conversations about FYE 2019 planning & testing

Fire:

- Members attended a Firefighter Safety and Survival drill in Lebanon.
- Conducted Public Education at the Ottaquechee School.
- Provided Car Seat installation services and safety checks to multiple members of the public.
- Hosted a ride along student from HACTC.
- Hosted an EMT ride a long student.
- Conducted a Call Firefighter drill.
- Conducted fire drills at the Middle School, High School and White River School.
- Accepted the application of two new Call Firefighters. They are both currently completing evaluations and plan to be enrolled in training programs when completed.
- During multiple emergencies during this period minimum manning fell below 3 personnel in quarters.
- The Red Cross trailer has been placed in winter storage located off site from the Public Safety Building.
- Shifts discovered a hole in the apparatus floor that water is leaking through. The hole was temporarily plugged to prevent further leakage. Researching having a company reseal the joint to prevent further damage.
- The exhaust from the emergency generator at the radio tower was found damaged due to corrosion. When running it was venting gases into the building. The exhaust was repaired by staff.
- During this two week period the department responded to 70 calls for service. This calendar year (2018) the department has responded 2,147 calls for service. In 2017 during the same period the department responded to 1,900 calls for service. An increase of 247 calls for service this year to date.

Incident Report for this period:

<u>Alarm Date</u>	<u>Street</u>	<u>Situation Found</u>
12/2/2018 8:55	CHURCH ST	EMS call, excluding vehicle accident with injury
12/2/2018 10:14	BESWICK DR	Medical assist, assist EMS crew
12/2/2018 13:58	INTERSTATE 91 N	Motor vehicle accident with injuries
12/2/2018 20:35	CASCADNAC AVE	Medical assist, assist EMS crew
12/3/2018 8:21	LARCH LN	Unintentional transmission of alarm, other
12/3/2018 10:27	VILLAGE GRN	Motor vehicle accident with no injuries.
12/3/2018 12:14	CHESTER ARTHUR RD	EMS call, excluding vehicle accident with injury
12/3/2018 13:21	HIGHLAND AVE	Overheated motor
12/3/2018 21:47	I 91 S MM69	Motor vehicle accident with no injuries.
12/4/2018 15:28	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
12/5/2018 10:00	VA CUTOFF RD	Service Call, other
12/5/2018 11:25	OLCOTT DR	EMS call, excluding vehicle accident with injury
12/5/2018 13:23	URBAN BRIDGE	Fires in structure other than in a building
12/6/2018 3:00	REDFIELD PROCTOR RD	EMS call, excluding vehicle accident with injury
12/6/2018 8:39	HARTFORD AVE	Public service
12/6/2018 9:31	OWLS NEST DR	EMS call, excluding vehicle accident with injury
12/6/2018 12:58	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
12/6/2018 14:00	WATERMAN HILL RD	Service Call, other
12/6/2018 15:57	SYKES MOUNTAIN AVE	Medical assist, assist EMS crew
12/6/2018 15:57	B 55 VETERANS DR	EMS call, excluding vehicle accident with injury
12/6/2018 17:40	INTERSTATE 91 S	Motor vehicle accident with injuries
12/6/2018 18:11	SYKES MOUNTAIN AVE	Motor vehicle accident with injuries
12/6/2018 20:01	HIGHLAND AVE	EMS call, excluding vehicle accident with injury
12/6/2018 20:34	INTERSTATE 91 S	Extrication, rescue, other
12/6/2018 22:52	CHANDLER RD	EMS call, excluding vehicle accident with injury
12/7/2018 6:56	QUECHEE GORGE	Medical assist, assist EMS crew
12/7/2018 11:32	QUECHEE MAIN/WATERMAN	Service Call, other
12/7/2018 17:05	COLONIAL DR	EMS call, excluding vehicle accident with injury
12/8/2018 4:47	S MAIN ST	EMS call, excluding vehicle accident with injury
12/8/2018 8:40	HEATHER DR	EMS call, excluding vehicle accident with injury
12/8/2018 18:55	BAKER TURN	Smoke or odor removal
12/9/2018 2:17	VT ROUTE 14	EMS call, excluding vehicle accident with injury
12/9/2018 11:00	NOYES LN	EMS call, excluding vehicle accident with injury
12/9/2018 12:39	INTERSTATE 91 N	Public service assistance, other
12/9/2018 16:58	CAMPBELL ST	Assist invalid
12/10/2018 11:11	S MAIN ST	Removal of victim(s) from stalled elevator
12/10/2018 13:10	S MAIN ST	EMS call, excluding vehicle accident with injury
12/10/2018 14:14	OLCOTT DR	EMS call, excluding vehicle accident with injury
12/10/2018 17:04	LUCE MEADOW RD	Hazardous condition, other
12/10/2018 18:35	COLONIAL DR	Dispatched & canceled en route
12/11/2018 16:20	REDFIELD PROCTOR RD	CO detector activation due to malfunction
12/11/2018 17:33	N HARTLAND RD	EMS call, excluding vehicle accident with injury
12/11/2018 19:22	N HARTLAND RD	EMS call, excluding vehicle accident with injury
12/12/2018 9:50	CANDLELIGHT TER	EMS call, excluding vehicle accident with injury
12/12/2018 10:03	BILLINGS FARM RD	EMS call, excluding vehicle accident with injury
12/12/2018 11:38	PROSPECT ST	EMS call, excluding vehicle accident with injury
12/12/2018 13:42	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
12/12/2018 18:27	BESWICK DR	Medical assist, assist EMS crew

12/12/2018 19:24	MAXFIELD LN	Medical assist, assist EMS crew
12/13/2018 2:45	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
12/13/2018 7:11	HARTFORD AVE	Medical assist, assist EMS crew
12/13/2018 8:24	LATHAM WORKS LN	Gas leak (natural gas or LPG)
12/13/2018 11:34	HOLLOW DR	Medical assist, assist EMS crew
12/13/2018 13:48	COLONIAL DR	Smoke detector activation due to malfunction
12/13/2018 14:40	AIRPORT RD	Dispatched & canceled en route
12/13/2018 19:26	RAILROAD ROW	Medical assist, assist EMS crew
12/14/2018 10:08	PINE ST	Public service
12/14/2018 10:16	W GILSON AVE	Dispatched & canceled en route
12/14/2018 20:37	VETERANS DR	EMS call, excluding vehicle accident with injury
12/15/2018 9:27	REDFIELD PROCTOR RD	EMS call, excluding vehicle accident with injury
12/15/2018 16:01	HIGHLAND AVE	EMS call, excluding vehicle accident with injury
12/15/2018 18:22	MECHANIC ST	Heat from short circuit (wiring), defective/worn
12/15/2018 19:20	CENTER OF TOWN RD / US 4	Motor vehicle accident with no injuries.
12/15/2018 20:34	CURRIER ST	Water or steam leak
12/16/2018 3:49	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
12/16/2018 6:46	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
12/16/2018 15:18	SYCAMORE DR	Smoke detector activation, no fire - unintentional
12/16/2018 20:00	MAPLE ST	EMS call, excluding vehicle accident with injury
12/16/2018 20:34	REDFIELD PROCTOR RD	EMS call, excluding vehicle accident with injury
12/17/2018 8:43	Hartford Ave	EMS call, excluding vehicle accident with injury

Information Technology:

- Configured Ani/Alti e911 data dump into Spillman for Dispatch, allowing dispatchers to auto-fill calls with caller ID and location.
- Set up new firewalls and network infrastructure for Public Safety Cutover.
- Installed ½ of phones in anticipation of cutover at Public Safety.
- Moved old police footage off of server to free up space in anticipation of moving files.
- Reconfigured port issue causing Remote issues for folks who login to computers remotely.

Parks and Recreation:

- The Department worked in collaboration with the White River Rotary Club on the Polar Express. The Department was responsible for the North Pole which is located at the Norwich Train Station. The event was held on December 8th and 9th. The Department worked several days during the week of the 3rd on North Pole decorations. We had a total of 46 hours of staff time involved in the set up and cleanup. In addition, the Hartford Area Career & Technology Center had 30 hours of student time that helped with this year's decorations. In addition, we had 60 volunteers that signed up to be elves for a total of 200 volunteer hours.
- Learn to Curl with the Upper Valley Curling Club was held on December 15th from 5:45pm to 8:00pm. The program is run by the Upper Valley Curling Club at WABA.
- Second session of Learn to Skate started December 2nd. We have 25 skaters enrolled in the program. Learn to skate is held on Sunday's. Tiny Tots is scheduled for 2:15pm to 2:45pm and Level 1 and Level 2 are held from 2:55pm to 3:25pm.
- Indoor Ultimate Frisbee at Hartford High School started December 2nd and will run through April 14th from 7pm to 9:00pm.
- The Department continues to work on the re-accreditation process with the Department staff. The first process is to begin our self-assessment review of the updated agency standards through the National Recreation and Park Association's Commission for Accreditation of Park and Recreation Agencies (CAPRA).
- Youth Basketball continues for grades 3 through 6 boys and girls. All home and away games have been scheduled. A complete schedule can be found on our on-line league line up that can be accessed clicking the schedules link on www.hartfordrec.com.
- Age 50+ basketball continues at Hartford Middle School on Wednesdays from 7:00pm to 8:30pm. The 25+ basketball is on Sunday/s from 5:00pm to 7:00pm at Hartford High School. The 18+ basketball is held on Thursday evening from 7:00pm to 9:00pm at the White River Elementary School.
- Daytime Public Skate continues at WABA on Wednesday 11:30am to 1:00pm. Weekend Public Skate continues at WABA on Saturday's from 4:15pm to 5:30pm and Sunday's from 3:30pm to 4:45pm. There are a few Saturday's that there will be no public skating due to the Hartford High School game schedule. We have started a new Homeschool Skate that will begin January 4th and will be on Friday's from 1:15pm to 2:45pm through March 1st.

- Our high school age Town Team Basketball begins the week of December 3rd. We have 17 registered for the program.
- Winter Cheer program continues with 21 participants. The program runs on Tuesday and Thursday from 5:30pm to 6:30pm at Dothan Brook School. Hailey Kasten is the head coach.
- Power Volleyball is scheduled to begin the week of December 3rd. The program runs from 7:30pm to 9:00pm at Dothan Brook School. This is a drop in program.
- The Indoor Pickleball continues at Our Court Tennis Club from 7:00pm to 9:00pm on Mondays.
- One of the electric space heaters at WABA in the east end locker room has failed. We are seeking a new and possibly more efficient unit. The heating units in the east end locker rooms are original to this part of the building.
- The domestic hot water and heating boiler fried a mother board during the propane tank switch over with Dead River. There is no real indication as to what happened but the system was working fine before it was shut down by Dead River for the fuel tank switch. The part took a couple days to ship so we had to use alternative heat in the building. After replacement of the part, the system was put back on-line and is functioning properly.
- The Department is finalizing Park & Rec sections for the Master Plan. A draft was distributed to the Parks & Recreation Board for comment.
- As the weather fluctuates, so too does the controls of the refrigeration system at WABA. The really cold weather was causing some control issues with the system and we found that the system would trip into alarm when it had been in the unoccupied mode for any extended period of time during the recent frigid weather. The manufacture and Preferred Mechanical have been monitoring the system as well and making adjustments. In addition, they have a prototype that they are recreating various conditions so they can come up with a control setting that may solve the alarms for us. We have found the electric communication with the cubes most helpful to staff.
- A volunteer is helping with flooding the Frost Park ice rink. Due to the unevenness of the ground, it takes a considerable amount of time to get the space ready for skating. Flooding is completed late at night or early in the morning.
- The park crew continues to do great work at the arena. We have received several compliments from patrons about the arena staff this year.

Planning and Development:

- Town Plan Update – On December 10th the Steering Committee reviewed working drafts of the Energy and Natural Resources chapters. Work continued on development of drafts for other sections of the Plan.
- The Village at WRJ Assisted Living Job Creation Application – Met with the State and The Village of WRJ on December 5th to review program requirements, procedures, and grant/loan award conditions. We will continue with follow-up over the next several weeks to complete these.
- Historic Preservation Cemetery History Project – Contract has been awarded and documents in the process of being executed.
- WRJ Designated Downtown Program – Collecting information from the downtown businesses and property owners for the annual report due to the state in January.
- Infrastructure Public Art Program Grant – Letter of Interest submitted December 7th to reflect WRJ's railroad history by integrating old railroad parts into the refurbishing and construction of new benches in Lyman Point Park. On January 21st, finalist will be invited to submit a full application by March 18th, with grant awards by April 30th.
- Land Use Applications – Completed draft Findings of Fact reports for development of a new Honda dealership and auto repair shop off Sykes MT Avenue; public hearings before the Planning Commission on December 17th and the Zoning Board of Adjustment on December 19th.
- Bugbee Roof Repair – Submitted USDA Community Facilities Grant application on December 7th for the roof repair. Grant awards will be in March 2019.
- Hartford WRJ Tax Increment Financing (TIF) – Collected and analyzed information on potential private development projects and related public infrastructure improvements in WRJ for Selectboard Discussion on December 18th.
- TIF Annual State Report – Began collection of information for January 15th initial submittal to the State, and subsequent submittal to the Hartford Selectboard in January/February.
- VT Cut-off Road Bridge – Attended meeting with VTTrans to discuss the condition of the bridge and options to address the needs.

- Certified Local Government Grant Application - Submitted application on December 14th to complete a comprehensive historic preservation survey of 5 neighborhoods around the high/middle schools.
- Town Report – Working on department reports for the FY 2018 Town Report.
- Mobile Home Park Weatherization Program – Met with representatives from Efficiency Vermont (EVT), Vital Communities, COVER Home Repair, and management group for Olcott Mobile Home Park to develop a pilot program focused on getting information and resources to improve weatherization and reduce electrical use in mobile homes.
- Button-Up Vermont Weatherization Program – Fall statewide promotional initiative completed on December 15th. Hartford had 51 property owners sign-up for energy efficiency walk-throughs (fourth highest in the state), and the state exceed the goal of 500. Over the next few months, there will be follow-up with property owners to connect them with information and resources to do the weatherization improvements.

Police:

- December 2nd – Communications Specialists received a 911 call reporting a vehicle that had rolled over and trapped its occupants inside on Interstate (I-91) near White River Junction. Fire, rescue, ambulance and police were dispatched to the scene. Patrol officers assisted with rescue efforts, which included a newborn child. No one was harmed, officers remained to assist the State Police with traffic management.
- December 4th – 6th – Patrol officers attended First Aid & CPR refresher training hosted by the Hartford Fire Department.
- December 4th – The Police Social Worker attended a community training on Vaping at the Howe Library in Hanover.
- December 5th – Patrol officers distributed community education notices regarding parking to all vehicles parking spaces through downtown White River Junction.
- December 5th – Sergeant Pedro assisted the Upper Valley Aquatic Center, providing staff with training in emergency preparedness.
- December 5th – The Police Social Worker participated in the regular meeting of the Hartford Community Coalition.

- December 6th – Communications Specialists received a 911 call reporting a head-on vehicle collision involving a vehicle traveling the wrong way on Interstate (I-91) near Wilder. Fire, rescue, ambulance and police were dispatched to the scene of what resulted in two fatalities. Patrol officers assisted the State Police with traffic management and notifications. The Police Social Worker responded to assist in providing after action support services.
- December 6th – Patrol officers located a vehicle driving along Woodstock Road which matched the description of one stolen earlier in the evening from a gas station in Lebanon. The vehicle was safety stopped by police and the driver, a 45 year old Rutland man was taken into custody and the vehicle returned to its owner without further incident.
- December 7th – Communications Specialists received a 911 call reporting a man in crisis climbing the fence on the Quechee Gorge Bridge. A passing motorist called for help, and an off-duty Woodstock Police Officer stopped to assist. The Woodstock Officer, Mark Donka was able to remove the man from the fence and restrain him until additional assistance arrived. The man was taken by Hartford Police to Mount Ascutney Hospital for assistance.
- December 7th – Sergeant Pedro assisted White River Valley School District, providing staff with training in emergency preparedness.
- December 7th – The Police Social Worker and SIU Investigator participated in the regular meeting of the Hartford Child Protection Team.
- December 8th – Patrol officers responded to two collisions on the private parking lot shared by businesses along the 180 block of South Main Street, and parking complaints along South Main Street. Citations issued and one vehicle towed after it was found blocking a private driveway.
- December 8th – Communications Specialists received a 911 call reporting a deer stranded on the ice on Stoughton Pond in Weathersfield. First responders, including wardens from Vermont Fish & Wildlife Department were dispatched according and the animal rescued without incident.
- December 8th – The Deputy Police Chief assisted the Rotary Club with the Skate with Polar Express event, dressing as the Conductor.
- December 9th – Patrol officers responded to reports of a theft of a television by a guest at the Super 8 Motel. The investigation continues.

- December 9th – Patrol officers participated in the Naval Reserve Center’s Annual Holiday Celebration, delivering Santa Claus onto the campus for the event.
- December 10th – Sergeant Ebbighausen and the Police Social Worker met with the staff at the Upper Valley Haven regarding outreach to the homeless population encamped at locations within the Town of Hartford.
- December 11th – Patrol officers and detectives responded to reports of a burglary in progress at a private business off of Lower Hyde Park. A second burglary was also reported of an equipment trailer left at a construction site along Sykes Mountain Avenue. Several hundred dollars in tools were removed. The investigation continues.
- December 11th – Patrol officers responded to reports of a man in crisis at the Quechee Gorge Bridge. The man was contacted and transported by police to Dartmouth-Hitchcock Medical Center of assistance.
- December 12th – Patrol officers distributed community education notices regarding parking to all vehicles parking spaces through downtown White River Junction.
- December 12th – Patrol officers and paramedics responded to Candlelight Terrace for an injured woman after she was bit by what was later found to be a rabid bobcat. Patrol officers were assisted by wardens from Vermont Fish & Wildlife Department in locating and removing the bobcat, but not before it had bit a second woman at the State Office Building on Prospect Street. The bobcat charged an approaching warden, was shot and died as a result.
- December 13th – Patrol officers cited two drivers for passing the red flashing lights of a school bus.
- December 13th – The Police Chief participated in the regular meeting of the Health Care & Rehabilitative Services (HCRS) Executive Board.
- December 14th – Patrol officers responded to reports of a driver traveling erratically in the area of Nutt Lane. Police located the vehicle in the courthouse parking lot and its driver in need of medical assistance. The driver was taken to the VA Hospital for assistance.
- December 15th – The Deputy Police Chief assisted the Parks & Recreation Department with the Skate with Santa event, dressing as Santa Claus.

- December 15th – Patrol officers responded to a private residence along the 300 block of Redfield Proctor Road for reports of a man in crisis. The man fled the home prior to police arrival but was located by police in his vehicle parked along the driveway to the residence. The man was taken by police to Dartmouth-Hitchcock Medical Center for assistance.

Public Works:

Highway:

- The Highway division responded to winter events as needed.
- The highway division continues to keep the vehicles and equipment ready to deploy for winter events such as greasing equipment, tire chain maintenance, replacing cutting edges, and changing tires.
- They have been getting ready to do all the tree/brush trimming at the South Main Street lot.
- They have been hauling winter sand.
- The crew has been installing signage for the new EV Charging Stations at the South Main Street Parking Lot.
- The highway division installed all the detour signs for the Hartford Village Bridge closure.
- The highway division cut down trees on Safford Road and we are coordinating with Green Mountain Power to remove a hazardous tree on Quechee Main Street.
- The highway division removed all the concrete barriers at Northern Stage for the Guardrail installation.
- The highway division continues to work towards reviewing signage all over Hartford to ensure compliance with ordinances and current standards.

Water:

- The Water crew continues to train new employees for system operation and CDL licensure.
- The water crew completed the monthly meter readings for the current billing cycle.

- The water crew is working towards developing an Operation and Maintenance Manual for the Quechee Water System.
- The water crew has replaced failed meters as they are identified during meter reading.
- The water crew has worked closely with contractors to complete the well testing which has proven more than favorable! The new well sustained pumping at over 1000 gallons per minute for three days.
- The water crew is working closely with consultants to complete utility investigations for the South Main Street and Latham Works/Nutt Lane projects that are currently in the design phase.
- The water crew is working closely with the team for the solar installation at the Wilder Well.
- The water crew continues to make progress towards an inventory of the system as they have time. This is an essential tool to operate our water system.
- A new chlorine analyzer was installed at the Wilder Well Treatment Plant as a trial. There is no cost to the Town at this time.
- 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 for wastewater licensure and CDL as well. Several members have attended off site training.
- The wastewater crew continues to respond to seasonal events to keep our facilities and pump stations safe and accessible.
- Nearly 25,000 gallons of sludge were hauled from Quechee to White River per week.
- The White River crew has been working on the sludge blowers to keep them operating optimally.
- Some electrical issues were identified at the Dartmouth Pump Station. The crew has been working on diagnosing and repairing that item.

- The new diffusers/silencers have been installed at the White River Plant and we are monitoring their effectiveness.
- Last week we were notified that several permits have not been renewed by their deadline (June 2018). We are working closely with the State to remedy this.
- The wastewater crew continues to work on RFP's for improvements budgeted for this FY including SCADA upgrades and work at Mill Run.
- The wastewater crew continues to perform maintenance and inspections on the leach fields in Quechee. We are working towards prioritizing repairs to those systems.
- They have been working with realtors very regularly on investigations for sewer connections and manhole access.
- The Quechee Wastewater team has been doing snow removal on sidewalks in that area.
- The crew completed work at Mill Run #2 on a pump and impeller.
- The Quechee crew has been experiencing some HVAC issues and repairing in house.
- Steve Brock and Hannah met with a group from Norwich, their School District, and consultants to discuss a possible sewer connection from Marion Cross School to the wastewater system in Wilder. We will continue to work with them to investigate the costs and feasibility of this project.
- 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:

- The Solid Waste crew identified that there are some issues with the septic system at their facility. Per legally required permitting processes, we can identify issues, but have to work with a licensed septic designer to develop a solution.
- Unfortunately, the plow truck at the Solid Waste facility is experiencing some issues and is currently out of service. It has been delivered to the DPW shop on Airport Road for diagnosis and cost estimates.

- This past weekend, the furnace failed at the Solid Waste facility. We do have temporary heat there, but are investigating solutions to that problem.
- As always, the Solid Waste team encourages outreach and tours to raise awareness of our facility.

Administrative:

- DPW New guardrail was installed at Northern Stage as part of the Currier Street Project and at the intersection of Astor Drive and Byron Hill.
- DPW staff is still working with FEMA to close out several projects from the July 1 storm. Jeremy has successfully 'signed off' on several of those projects, which have been approved by that agency. We anticipate that reimbursements will be coming in shortly.
- Hannah and Jeremy have completed their first budget cycle and have presented that to the Selectboard.
- DPW staff is coordinating closely with Geoff Martin and Norwich Technologies to complete the installation of the solar panels at the Wilder Well. At this time, land clearing has commenced and we will be working towards helping them fill that area.
- Fortunately, the Town received a generous grant from VTTrans to assist us financially in the repairs of the Hartford Village Bridge joint repairs. Upon further assessment, we decided that a third joint was facing imminent failure and required repair. It was advantageous to do this while we had funding and the contractor was onsite. We are anticipating favorable conditions and that the bridge will reopen this Wednesday. We appreciate everyone's patience.
- Pathways Consulting continues to monitor the retaining wall segments on Gates/Fairview. We are in the process of developing an RFP to contract a design engineer to present plans to move forward, which we will continue to actively engage the community in. We have been receiving a lot of positive feedback for re-opening Gates Street.
- DPW staff is still working on getting all equipment inspected and registered. This has been on hold until staff time could be devoted to it, but is still a priority. Unfortunately, we have discovered that many titles were shredded and the State of Vermont DMV will not accept electronic versions. We will continue to work towards a fully legal fleet.

- DPW staff still has the demolition of the Emerge Building on the radar. We anticipate that this will be completed after the South Main Street parking lot is completed. At this time, all utilities have been disconnected and internal processes have been completed.
- DPW staff is engaging closely with several contractors and consultants on private projects that require our input (dealerships on Sykes Mountain Ave., The Village, Twin Pines, and the Simpson Development).
- DPW Staff is facing a logistic issue with the South Main Street Lot due to the Route 5 closure and our aggregate source being Twin State. We are investigating aggregate pricing at alternative sources, but are anticipating a resolution this week. The excavated material from the parking lot is expected to go to the Wilder Well Solar Project.
- DPW staff is working closely with consultants to keep the South Main Street and Downtown Stormwater projects moving along. If all the easements can get finalized shortly, we will be able to complete the Downtown Stormwater project in this construction season.
- The students from UVM have completed their final data reports for both aspects of their project and shortly we can release those publicly. They have done really great work towards gathering data and identifying problems in our downtown area. They will be presenting some ideas and solutions in their upcoming semester.
- DPW staff has been providing some support to VTrans and the contractor to complete the work at the Route 5 culvert. That project is going very well!
- Interviews were held on December 12, 2018 to fill the Project Manager position at Public Works. Four candidates were interviewed and we are working towards finalizing the hiring process for this essential position at Public Works.
- DPW Staff has been working closely with Paula Nulty to resolve some HR items within our department. We are grateful for her assistance.
- We are awaiting the finishing touches on the Quechee Main Street Box Culvert Project. We are working closely with Dufresne Group to perform value engineering on this project and ensure that we are on the right path.
- We encourage tours and visits to all of our facilities.