

**Town Of Hartford
Town Staff
Significant Activity Report, December 19, 2018 – January 29, 2019**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- We continue coordinating activities related to the Town Meeting Cycle of Events, including Saturday March 2 and preparing for Australian Voting Day on March 5th. We are still looking for volunteers, if anybody would like to help out.
- Finance completed all changes in financial software to begin direct payments from reserve accounts for expenses not related to the general fund. We need to schedule training with Directors and once completed we can go live. This will improve efficiency and transparency by showing on the AP manifest exactly where the funds are coming from instead of just stating, "Due from other Funds."
- For calendar year 2018 the Fire Department responded to 2,215 calls for service in 2017 the department responded to 1,983. This represents an 11 percent increase in calls for service.
- The Town is planning to participate in a State wide emergency exercise scheduled for the fall. Beginning preparations for the exercise.
- Our Parks and Facilities team are focused on the operation of the WABA facility. The 7 days per-week operation continues to run smoothly. Customers have been very satisfied with the facility operations. We would like to credit Dylan Kreis for his leadership and commend the hard working efforts of Corey Kenison, Anthony Gove and seasonal employee David Fitzgerald.
- The Parks & Recreation Department is prepping for the Youth Ice Fishing Derby on February 2nd. This year we have members of the Vermont Fish & Game on location to assist with Learn to Ice Fish Clinics. The event begins at 7:30am through 12:00 noon. This is a free event thanks to our sponsors Mascoma Bank, Bloods Catering and Party Rentals, Members Advantage Credit Union, Steve's Bait Shop, Ace Blue Print Services, White River Rotary Club, Barrows Trading Post, Vermont Fish & Wildlife, Hannaford's, Cota and Cota, Walmart and Evans Motor Fuels. Funds from the Covered Bridges Half Marathon were used to purchase a motorized auger that will assist us in the fishing clinics and preparing the fishing holes for the derby.

- Wilder Well Solar Project – Weather permitting, Norwich Technologies expects to be substantially completed by February 1st. Continued working with Olcott Mobile Home Park management group on distribution of energy credits.
- Historic Preservation Grant – Was awarded a \$9,499 to complete the Intensive Historic Survey for Tafts Flat neighborhoods along Hartford Avenue.
- Upon further research, because the Emerge Building at Maxfield is covered by Act250, an amendment to that permit must be completed prior to demolition. We've also discovered that an asbestos survey wasn't completed during the last transaction.
- Staff met with VTrans staff to discuss the upcoming (likely 5 years out) construction project slated for the Hartford Village Bridge. State share of funding on this project will be between 90% and 97.5% depending on a variety of factors. VTRANS will provide information to the Board at an upcoming meeting.
- The Wilder Well Project is continuing to move forward. At the time of this report, the well drilling is complete, as is the pump draw down test. The well has VERY favorable conditions and is replenishing at over 1000 gpm. We are currently finalizing the design of the plumbing and new building associated with the project. The construction permit is currently under review at the ANR.
- We are working to clean up some details for the Musco Lighting system out at Maxfield. We may have to come to the board for retroactive permission to enter into that lease agreement. This may also cause us to reopen our audit. More to follow as we continue to look into this issue.
- 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 preparing Ballot language for submission to printer. Request for Appropriation petition from area agencies were due by January 17th; Candidate Petitions were due by 5pm, January 28th. Ballots must be available in the Town Clerk's office no later than February 13, 2019. We have already received a number of requests for absentee ballots.
- Finance finalized close out of Calendar Year 2018. All State & Federal Forms have been distributed prior to the 1/31/19 deadline.

- The Fire Department continues to supply loaner smoke detectors to citizens of the community. Detectors are provided so that protection is still available to home owners and tenants while they have their detectors replaced. The detectors are returned once the work is completed.
- The outdoor ice rink at Frost Park is open. Local volunteer, Ben Danaher has made a huge impact on the Frost Park rink. A sign is posted for open skating and open play hockey times. Parking is available near the rink for all patrons to use.
- We continue to have decent use numbers for weekend public skating. So far this season Public Skating Daily Passes Sold is at 804 compared to 745 this same time period in the 2017/2018 season. Public Skating Pass Holder Visits are at 1578 compared to 1371 in the 2017/2018 season. We have rented out 591 pair of skates so far compared to 461 in the 2017/2018 season.
- Electric Vehicle Charging Stations in Town South Main St. Parking Lot – In the second month of operation ending December 31st, there were 19 users for a total of 44 hours.
- DPW Director met with staff from Vermont Emergency Management to commence the close-out of the West Hartford Library Project left over from TS Irene.
- VTrans completed the culvert project and re-opened US Route 5! We are working with VTrans to recover some costs that we incurred at the Solid Waste facility due to the detour.

DEPARTMENT HIGHLIGHTS

Assessor:

- Finalized all changes to the grand list as of December 30th, 2018, with the exception of outstanding two appeals at Superior Court.
- Filed the grand list with Property Valuation and Review.
- Received and reviewed the 2018 Equalization Study.
- Prepared for an appeal of the sales used in the study.
- Conducted property inspections with Zoning Administrator.
- Continued to record filed property transfers.

- Worked on mapping changes due to changes and updates in ownership.
- Assisted the public with records and information needs.
- Worked with state PVR district advisor on appeal for 2018 sales study.
- Processed property transfers, mailed sales verification letters to buyers/sellers.
- Worked on building permits, PTTR's in preparation for exterior inspections for 2019 grand list.
- Inspections will begin 1/29 until completed in order to update the grand list information.
- Reviewed town boundaries and reported to the Census Bureau in preparation for 2020 Census.

Clerk:

- Working with the Town & School Team on Town Meeting Cycle related activities/planning.
- Verifying signatures on petitions submitted from candidates (due by January 28th) and non-profit appropriation requests (Due by January 17th).
- Both Town Clerk and Assistant Town Clerk have obtained their Notary Licenses which will be effective in February, 2019. (In an effort to provide more oversight, procedural consistency and, education to Notaries Public , the State changed how Notaries are approved and function; in the past Notaries submitted an application to the County Superior Court; now the Secretary of State's Office, Office of Professional Regulation will be responsible for Notaries Public).
- Liquor License Renewals have started to be submitted by some applicants. We have asked to have them into our office by February 8th.
- The Clerk and BCA have drafted & submitted overviews for the Town Report.
- The Clerk will be selecting the next items to be restored/preserved within the current FY in the coming weeks.
- Dog Licenses for 2019 are now available for sale in the Town Clerk's office.

Finance:

- Reconciliation of December Bank Reconciliations.
 - o Verifying our internal records balance to the bank's records.
- Prepared & Distributed November 2018 Financials.
 - o Beginning discussions about proposed budget adjustments.
 - o Status of Encumbered Funds.
- Preparing December 2018 Financials for Distribution.
 - o Will be scheduling meetings with Directors.
 - o Proposed budget adjustment discussions.
 - o Status of Encumbered Funds / Project Updates.
- 2018 Calendar Year Continued annual close out.
 - o State & Federal Forms.
 - Distributed 1099's.
 - W-2's will be postmarked by 1/31/19 deadline.
 - o Notify all staff of new Mileage Reimbursement rate.
 - o Work Comp Coverage Review for annual audit.
- 2019 Calendar Year.
 - o Adjusted payroll to reflect new benefit rates.
- Insurance – Property, Liability and Work Comp Calendar Year 2019.
 - o FYE 2019.
 - Made appropriate changes to ensure full payment of the 3rd & 4th qtrs. of FYE 19.
 - o FYE 2020 Budget.
 - Calculated breakdown by department.
- Continuing to review Grant requests from staff & providing recommendation to the Town Manager.
- Completed all changes in financial software to begin direct payments from reserve accounts for expenses not related to the general fund.
 - o Effective 2/1/2019.
 - o Improve Efficiency & Transparency.
- Beginning conversations about FYE 2019 planning & testing.
 - o April and/or May dates for site visits.
- Cross training of Invoice Cloud to ensure no lapse in available information with the online payment system.
 - o Includes both Finance and DPW staff.

Fire:

- The department conducted Call Firefighter testing and has made conditional offer to a candidate.
- The department invited an ambulance manufacturer to demonstrate one of their products.
- As part of the requirements for Enhanced 911 the department is reviewing the current house numbering that was previously assigned to condominium complexes. The current number does not meet the current standard.
- One of the departments' thermal imaging cameras is out of service and has been sent to the manufacturer for repairs.
- Areas of town were monitored by staff during the rain storm event.
- During this period staffing levels dropped below the minimum levels due to multiple calls and limited off duty recall of staff. Mutual aid was utilized to provide coverage to the community.
- Intravenous fluid warmer were replaced on both ambulances. The previous units were heating to incorrect temperatures.
- The liquid springs on ambulance 1 were repaired by DPW.
- Both ambulances, the sleeping quarters and offices spaces were sanitized.
- The department hosted a ride a long for a HHS Health Science student.
- Conducted fire drills.
- Crews trained on emergency procedures at the solar array on the Old River Road.
- The department provided car seat inspections/installations.
- On Monday, January 21, 2019 at 1:57pm the Hartford Fire Department was dispatched to 119 Underhill LN for a report a chimney fire. The three person on duty crew was already split as Ambulance 1 was enroute to a Hartford Ave call for a CO Alarm and diverted to Underhill LN and requested a Lebanon unit handle the Hartford Ave call. The initial response was a General Alarm which recalled all off

duty staff to augment the on-duty crew. Hartford Engine 4 responded with the one remaining crew member and one-off duty staff member that was in the station as well as the department's Fire Inspector. Hartford Engine 1 responded from the Quechee fire station with two additional off duty staff members. Before any of the three units arrived Hartford Dispatch, with updated information reporting fire in the walls of the building upgraded the alarm assignment to a first alarm bringing automatic aid from Hanover and Lebanon to the scene along with Norwich and Windsor to cover the Hartford Fire Station. Hartford Ambulance 1 arrived first reporting fire coming from the right-hand side of the home. Hartford Engine 1 and Engine 4 arrived within the next 90 seconds of Ambulance 1. Captain Shropshire assumed Command of the incident and directed a hose line to the right side of the home to attack the visible fire and a second crew stretched a hose line to the second floor of the home. The home sustained significant damage as the fire had burned through the wall of the home on the first and second floors as well as the attic of the home. This fire displaced three residents and Red Cross responded to assist the family during this time of cold weather. All responding units were released and back in quarters by 4:45pm. During this time three other calls for service were handled by mutual aid companies and other off-duty Hartford staff. This included the original carbon monoxide incident, a fire alarm, and a motor vehicle crash.

- After serving 17 years with the Hartford Fire Department Assistant Chief Alan Beebe has resigned his position and will become the Executive Director of Upper Valley Ambulance, Inc. in Fairlee, VT. Alan's last day was Friday January 25, 2019. We wish him and his family the best of luck on their new adventure!
- The position of Assistant Fire Chief is currently posted. Resumes are due April 5th.
- The Fire Prevention Office completed 18 inspections during this period.
- During this period there were several instances where minimum manning was not achieved by calling back personnel.
- The heat pump in the employee bunk room was repaired when it failed to produce heat.
- Vermont Life Safety has started the process of installing the new IP links for the municipal fire alarm system at the radio tower. Once completed this should improve our signal reception system wide.
- Ambulance 1 received rear end repairs after it was found that the lug nuts on a rear tire became loose during the return from a call. The hub and tire have been replaced.

- The Emergency Operations Center was setup during the snow storm in preparation of any emergencies. It was not activated during the event.
- The department hosted a paramedic intern from the Vermont Technical College Paramedicine Program during this period.
- Conducted Car Seat installations.
- Conducted public education at the White River School.
- The department responded to 103 calls for service during the past two weeks. To date responses to calls for service are up 4 percent over last fiscal year.
- The following is the incident report summary for 2018:

Incident Report for 2018:

Incident Type

1 Fire

111 Building fire	11
112 Fires in structure other than in a building	1
113 Cooking fire, confined to container	2
114 Chimney or flue fire, confined to chimney or flue	4
116 Fuel burner/boiler malfunction, fire confined	1
118 Trash or rubbish fire, contained	2
121 Fire in mobile home used as fixed residence	1
130 Mobile property (vehicle) fire, other	1
131 Passenger vehicle fire	5
132 Road freight or transport vehicle fire	3
142 Brush or brush-and-grass mixture fire	4
151 Outside rubbish, trash or waste fire	3
154 Dumpster or other outside trash receptacle fire	1
162 Outside equipment fire	2
163 Outside gas or vapor combustion explosion	1
Totals	42

2 Overpressure Rupture, Explosion, Overheat(no fire)

251 Excessive heat, scorch burns with no ignition	4
Totals	4

3 Rescue & Emergency Medical Service Incident

300 Rescue, EMS incident, other	2
311 Medical assist, assist EMS crew	262

3111 Called Paramedic Intercept.	13
320 Emergency medical service incident, other	5
321 EMS call, excluding vehicle accident with injury	1092
322 Motor vehicle accident with injuries	64
323 Motor vehicle/pedestrian accident (MV Ped)	3
324 Motor vehicle accident with no injuries.	78
340 Search for lost person, other	1
341 Search for person on land	1
350 Extrication, rescue, other	1
352 Extrication of victim(s) from vehicle	1
353 Removal of victim(s) from stalled elevator	10
356 High-angle rescue	6
361 Swimming/recreational water areas rescue	2
363 Swift water rescue	1
381 Rescue or EMS standby	8
Totals	1550

4 Hazardous Condition (No Fire)

400 Hazardous condition, other	2
410 Combustible/flammable gas/liquid condition, other	1
411 Gasoline or other flammable liquid spill	7
412 Gas leak (natural gas or LPG)	6
413 Oil or other combustible liquid spill	2
421 Chemical hazard (no spill or leak)	1
422 Chemical spill or leak	2
424 Carbon monoxide incident	15
440 Electrical wiring/equipment problem, other	3
441 Heat from short circuit (wiring), defective/worn	1
442 Overheated motor	2
444 Power line down	7
445 Arcing, shorted electrical equipment	2
460 Accident, potential accident, other	1
461 Building or structure weakened or collapsed	2
Totals	54

5 Service Call

500 Service Call, other	39
510 Person in distress, other	2
511 Lock-out	23
520 Water problem, other	1
522 Water or steam leak	5
531 Smoke or odor removal	21
541 Animal problem	1

542 Animal rescue	1
550 Public service assistance, other	20
551 Assist police or other governmental agency	20
552 Police matter	5
553 Public service	46
554 Assist invalid	45
561 Unauthorized burning	7
571 Cover assignment, standby, moveup	6
Totals	242

6 Good Intent Call

600 Good intent call, other	16
611 Dispatched & canceled en route	77
622 No incident found on arrival at dispatch address	24
631 Authorized controlled burning	7
641 Vicinity alarm (incident in other location)	2
651 Smoke scare, odor of smoke	11
652 Steam, vapor, fog or dust thought to be smoke	2
653 Smoke from barbecue, tar kettle	1
661 EMS call, party transported by non-fire agency	1
671 HazMat release investigation w/no HazMat	3
Totals	144

7 False Alarm & False Call

700 False alarm or false call, other	27
713 Telephone, malicious false alarm	2
715 Local alarm system, malicious false alarm	1
730 System malfunction, other	5
731 Sprinkler activation due to malfunction	2
733 Smoke detector activation due to malfunction	40
735 Alarm system sounded due to malfunction	10
736 CO detector activation due to malfunction	9
740 Unintentional transmission of alarm, other	13
741 Sprinkler activation, no fire - unintentional	4
743 Smoke detector activation, no fire - unintentional	27
744 Detector activation, no fire - unintentional	11
745 Alarm system activation, no fire - unintentional	13
746 Carbon monoxide detector activation, no CO	7
Totals	171

8 Severe Weather & Natural Disaster

812 Flood assessment	1
Totals	1

9 Special Incident Type

900 Special type of incident, other	3
911 Citizen complaint	4
Totals	7
<u>Totals</u>	<u>2215</u>

Information Technology:

- Fixed broken fax line in Finance Office.
- Fixed access door control panel issue in Police that didn't allow employees through a certain door.
- Resolved IP conflict issue that took Dispatch Console offline. Reconfigured IP address on both stations to prevent issue in future, and avoid conflict with the e911 data dump into Spillman server.
- Resolved various access related issues (Munismart, access cards, remote PC access).
- Finished lingering phone punchlist at Town Hall (speed dials, copper line tie-ins, conference phone).
- Finished wiring phones in public safety building (identifying patch panel termination, new wiring).
- Tested backup lines at Public safety in anticipation of new cutover.
- Resolved server issue causing inability to access old police records.
- Resolved issue with new phone system at town hall that did not allow users to call Public Safety employees.
- Moved Police Personnel Files off of old server and onto new server. Reconnected users & scan buttons.
- Configured DPW Network, Switch, and Firewall for new phones. Plugged in new phones in anticipation of cutover in that building.
- Fixed broken label printer in police.

- Setup receipt printer at WABA.
- Fixed Hunt Group for backup phones at Dispatch.
- Moved phone service to new demarc point at Public Safety.

Parks and Recreation:

- Department has started working on the programs and the publication of the Spring/Summer Program Guide.
- The Department will be meeting with an area bank regarding seasonal sponsorship of programs. After sending a sponsorship solicitation for the upcoming Ice Fishing Derby, they expressed working with us to secure a year of program and event sponsorships.
- Youth basketball continues for all age groups. The Start Smart and K-2 programs began January 5th at OQS gymnasium.
- The Learn to Ski Program at Quechee Ski Hill began on Sunday, January 5th. We now have 40 registered for the program.
- Toddler Open Gym began on Sunday, January 5th. There were 38 participants for the first time. The program runs at DBS gymnasium and is a drop in play program for toddlers and parents.
- Adult noontime hockey continues on Friday's at noontime. The program has on average a dozen participants.
- Dothan Brook School started their enrichment program at the WABA. They currently have 50 students enrolled. The program offers children the opportunity to go skating. This is similar to the skiing enrichment program at Quechee. School staff provide learn to skate instruction along with games and activities during their visit. The program runs from 1pm to 2pm at WABA and will continue through February.
- Adult Stick-n-Puck continues on Saturday evening 8:30pm to 10:00pm at WABA.
- Public Skating at WABA continues on Saturday, 4:15 to 5:30pm and Sunday, 3:30pm to 4:45pm.

- We have started a new Friday Fun Skate from 1:15pm to 2:45pm primarily for home schoolers but the general public is allowed to skate during this time. The first session had 14 participants.
- During vacation week we held 7 public skate sessions totaling 503 skaters. During this time we also rented a total of 160 skates. The Skate with Santa had 145 skaters with 30 skate rentals which was the highest volume of skaters so far this season. On December 30th we had 103 skaters for the second best in attendance.
- The Department is prepping for the Youth Ice Fishing Derby on February 2nd and the RedZone 5K Road Race on Super Bowl Sunday, February 3rd.
- The second session of Learn to Skate continues at WABA.
- Director attended the Northern New England Recreation and Parks Conference January 8th - 10th at North Conway, NH. Conference attendees are recreation and park professionals from all over New England. The Keynote Address from Scott Arizala, who is a Summer Camp Consultant and Trainer, spoke on the influence of the Parks & Recreation Industry and how we can improve as professionals in making a positive impact on those we serve. The Dos and Don'ts of Field Construction and Maintenance was another great session presented by Dennis Brolin who spent 12 years working with the NFL's New England Patriots and over two decades of managing sports turf. The session included several examples of fields gone badly due to improper installation that often is reflected by lack of owner knowledge and cutting corners in the construction phase. Discussion also included the science involved in proper infield mixtures on baseball and softball fields and how they react throughout seasonal play. Additional sessions attended: Technology in Parks-Getting today's Youth Outside, Volunteer Risk Management in Parks & Recreation, Develop Yourself – Develop Your Team and the Land Water Conservation Fund-Past Present and Future.
- The Department continues to work on the re-accreditation process for our National Recreation & Park Association Commission for Accreditation of Parks & Recreation Agencies.
- Preferred Mechanical installed a new program to fix a low pressure issue we were experiencing with the cubes during cold weather. It seems to have solved the problem.
- The Department received a report of vehicles driving around the gate at Watson Park in order to access the dog park when the gate is closed. Recent weather kept the gate closed due to the icy conditions. We placed temporary barricades to prevent traffic from driving around the gate and the Police Department has reached

out to the dog park committee to enlist their assistance in preventing this behavior. No further reports have been received.

- The elm trees and stumps at Lyman Park were removed by Henderson's Tree Service. They will be replaced in the spring with 3 different tree species as part of a project supported by Parks & Recreation and the Hartford Tree Board. Two large and a few small dead trees in Frost Park were removed. In addition, several widow makers from the large tree stand were trimmed in the park. The stumps will be taken care of in the spring. The tree care program is a collaborative project with the Town's Tree Warden and Parks & Recreation.
- The east end bathrooms at WABA backed up with sewage. We couldn't open up the line internally. We connected with the Waste Water Department who were unable to open up the line during their inspection. It was recommended that we contact Stearns who was able to come out and identify the problem. The blockage was in the old sewer lines that services the public bathroom on the east end. A slight elevational pitch in this line trapped what was identified as a rocks and feminine products. The line was cleared and opened up. In addition, Stearns pumped out the solids tank that services the WABA.
- R-1 Plow Truck was brought to DPW for brake work. Upon further inspection, it was identified that there was an exhaust manifold leak and needed to be repaired. It was identified by the DPW Mechanic that the exhaust manifold leak needed to be replaced due to cracks and missing studs. This requires service from Gateway Motors. The truck was out of service for a few days but is now back in service.
- The RedZone 5K Road Race will be held on Super Bowl Sunday, February 3rd. The Department is busy prepping for this year's race. The February 3rd race is sponsored by Ledyard Bank. Additional sponsors include: Anytime Fitness, Mascoma Bank, Bob's Service Center, Big Fatty's BBQ.
- The youth basketball program continues for all age groups. Start Smart through High School Town team.
- We have a waiting list for February Ventures scheduled for the week of February 18th. We opened enrollment for April Ventures Camp and enrollments are coming in fast.
- The UVAC Splash Night held on Friday, January 25th from 7:00pm to 9:00pm had 107 participants. The program is a collaborative between Hartford Parks & Recreation and the Upper Valley Aquatic Center.

- Toddler Open Gym continues on Sundays at DBS gymnasium. The drop in play program for toddlers continues to be popular with an average of 20 to 25 toddlers.
- Adult noontime hockey continues on Friday's at noontime. The program has on average a dozen participants. Also Fun Skate from 1:15pm to 2:45pm for home schoolers draws an average of 15 participants.
- Dothan Brook School enrichment program at the WABA continues to runs from 1pm to 2pm on Thursdays.
- Adult Stick-n-Puck continues on Saturday evening 8:30pm to 10:00pm at WABA.
- Public Skating at WABA continues on Saturday, 4:15 to 5:30pm and Sunday, 3:30pm to 4:45pm.
- Indoor Ultimate Frisbee continues at the High School Sunday evenings from 7:00pm to 9:00pm.
- Adult Open Basketball continues. Sundays for 25+ at Hartford High School from 5:00pm to 7:00pm, 18+ Basketball is held at White River School from 7:00pm to 9:00pm on Thursday and 50+ Basketball is held at Hartford Middle School on Wednesdays.
- Department continues to work on our CAPRA Accreditation. Commission for Accreditation of Park & Recreation Agencies.
- Department continues to work on the publication of the Spring/Summer Program Guide.
- February Vacation Camp is full with 30 participants. April Vacation Camp Registration is now open and we have already filled one third of the camper slots.
- Snow load off the north end of the WABA roof came down Thursday evening during operations. We were able to clear the egresses from the large amount of snow. In the past, this threat of snow coming off the roof often caused issues with the old tower fan. With the new extended roof and the new location of the cooling towers we have eliminated the concerns. However, the large amount of snow coming off at one time is very dangerous. The large amount of snow can cause up to a 4ft pile along the back access road. The Department was able to borrow the DPW small loader to help remove the snow for proper access around the building.
- Hartford High School Boys and Girls continue to have decent crowds at games.

- The concession operation at WABA continues to be well received by visitors and the general public attending games.
- The Ray Roy Snowball Softball Tournament at HHS the weekend of January 26th and 27th. The tournament is held on school grounds. The Department allows the group to use the WABA lobby and bathrooms through the weekend. The tournament is a double elimination coed tournament and all proceeds have gone to help organizations which help prevent child abuse in Vermont. This year, the organizers partnered with Positive Tracks www.positivetracks.org.
- An old water line that used to feed the Refrigeration Room at WABA broke. Staff found the leak during the beginning of shift on Saturday, January 26th. The line must have been re-connected during the west end construction of the locker rooms as we were unable to find the original shut off valve that feeds the line. Much appreciation to Evan Eccher from the Water Department for assisting the Department on Saturday to stop the leak. We will need to add some insulation to the pipe and likely add some heat tape to prevent the line from freezing.
- The Department has started advertising for our spring and summer seasonal park positions.
- Hartford Tree Warden is obtaining prices for the three tree plantings this spring in Lyman Park. Recently the two elms were finally removed by Henderson's Tree Service. Depending on the cost, the replacement trees will be fully funded by the Tree Board and will consist on 1-Black Walnut, 1-Black Tupelo and 1-Tuliptree.

Planning and Development:

- Town Plan Update – Work continued on revisions to sections of the Plan for review at the January 14, Town Plan Steering Committee meeting.
- The Village at WRJ Assisted Living Job Creation Application– Continued to work with the State and The Village of WRJ to complete the grant/loan award conditions.
- Historic Preservation Cemetery History Project – Working with consultant to set-up the 10 oral history interviews.
- WRJ Designated Downtown Program – Continued collecting information from the downtown businesses and property owners for the annual report due to the state in January.

- Land Use Applications – Completed review and draft Findings of Fact for the Zoning Board of Adjustment meeting on January 16th and/or the Planning Commission meeting on January 17th: 17 units of housing in Phase 2 of the Wentworth development off Sykes Mountain Avenue; development of 4 units of housing on RT 5 in Wilder that will clean-up a brownfields site; lot line adjustment between the Town and Citizen’s Bank on Hartford Avenue; and Flood regulations compliance application.
- Hartford WRJ Tax Increment Financing (TIF) – Preparation of information for Selectboard meetings on January 2nd and January 29th, Warrant Information Night on January 7th, and VT Economic Progress Council review of phased implementation.
- TIF Annual State Report – Continued completion of the report for January 15th initial submittal to the State, and subsequent submittal to the Hartford Selectboard on February 12th.
- Town Report – Completed Department reports for the FY 2018 Town Report.
- Wilder Well Solar Project – About a third of the panels are installed. Working with Olcott Mobile Home Park management group on distribution of energy credits.
- Mobile Home Park Weatherization Program – Continued working with representatives from Efficiency Vermont (EVT), Vital Communities, COVER Home Repair, Olcott Mobile Home Park management group Park to develop a pilot program focused on getting information and resources to improve weatherization and reduce electrical use in mobile homes.
- PACIF Worker’s Comp Audit – Prepared documentation for 2018 annual audit related to contractors used by the department.
- Town Plan Update – The Town Steering Committee reviewed the Population and Historic Resources Chapters at the January 14th meeting. Preparing for January 31st community meeting on the draft Energy Chapter. Work continued on revisions to other sections of the Plan.
- Historic Preservation Cemetery History Project – 8 of the 10 people to be interviewed have been identified and scheduling in progress. Consultant has begun research component.
- WRJ Designated Downtown Program – Continued collecting information from the downtown businesses and property owners for the annual report due to the state January 31st.

- Land Use Applications for Public Hearings – On January 26th the Zoning Board of Adjustment approved a flood compliance plan for 52 Bridge Street, and continued the application for a 4-unit housing apartment at 1965 Hartford Avenue. The Planning Commission approved 17 units of housing in Phase 2 of the Wentworth development off Sykes Mountain Avenue, and a lot line adjustment between the Town and Citizen’s Bank on Hartford Avenue. The applicant’s request for a continuance of the 4-unit housing project on Hartford Avenue was approved. Received two new minor subdivision applications for the February 26th Planning Commission meeting.
- Hartford WRJ Tax Increment Financing (TIF) 2019 Projects – Prepared information for the January 29th meeting, and the Vermont Economic Progress Council meeting on January 33st.
- Mobile Home Park Weatherization Program – The first meeting with the park residents is scheduled for February 16th for the Efficiency Vermont Pilot Program focused on getting information and resources to improve weatherization and reduce electrical use in mobile homes. In addition to the Town, partners include Vital Communities, COVER Home Repair, and the Olcott Mobile Home Park management group
- North Hartland Road Bike Ped Project (Ballardvale Drive to Arboretum Drive) – Received Right-of-Way certification from VTrans
- Sykes Mountain Avenue Bike Ped Project (Post Office to upper Butternut Road) – VTrans review of Right-of-Way plans underway.
- Regional Carpooling Program – Continued working with representatives from Vital Communities and Woodstock to put in place this option along Route 4.
- 2018 Button-Up Weatherize Campaign – Following up with the 53 Hartford residents that received weatherization walkthroughs and proposals for improving the energy efficiency of their homes.

Police:

- December 2nd – December 16th – Patrol officers were dispatched to a single vehicle accident along Center of Town Road after the vehicle slid from the roadway the driver. The driver, a 36 year old Hartford man was found to have an active arrest warrant for failing to appear in court for possession of heroin and other substances.
- December 17th – Patrol officers were dispatched to a man in crisis at a private residence along Redfield Proctor. Police found the man confused and summoned

paramedics to the scene. The man was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.

- December 17th – Patrol officers were dispatched to a domestic altercation at a private residence along the 200 block of South Main Street. Following investigations, police arrested a 25 year old Hartford woman for Domestic Assault.
- December 17th – Patrol officers were dispatched with paramedics to a woman in crisis at a human service provider along Hartford Avenue. The woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- December 18th – Detectives arrested a 48 year old Windsor Man for Lewd & Lascivious Behavior with a Child and related offenses from an ongoing Windsor County Special Investigations Unit (SIU) Investigation. A second man from Tunbridge was arrested by investigators in an unrelated Lewd & Lascivious Behavior with a Child case of Lewd & Lascivious Behavior with a Child. Both men were held on bail Southern State Correctional Facility pending trial.
- December 18th – Patrol officers were dispatched to a property damage motor vehicle collision at the intersection of Route 5 and Maple Street. Investigation and clean-up delayed traffic for a half-hour. The at fault driver was cited and released.
- December 19th – Patrol officers were dispatched to reports of “No Parking” signs located along South Main Street that had been vandalized. The investigation continues.
- December 19th – Patrol officers were dispatched to reports of a theft of tires and other personal items taken from an open garage belonging to a private residence along the 600 block of Bugbee Street. The investigation continues.
- December 20th - Patrol officers arrested a 33 year old White River Junction man for Domestic Assault and related charges from an incident at a private residence along the 3600 block of Old River Road. The man was cited and released pending a hearing in the District Court.
- December 21st – The Police Department participated in the Annual Homelessness Awareness Day Vigil hosted by the Upper Valley Haven and Listen Services at the Maple Street Location.
- December 21st – Emergency Communications Specialists received numerous 911 calls reporting minor flooding, and later icy road conditions. Both resulted in the dispatch of police and fire-rescue personnel to the scene of numerous weather related traffic incidents throughout the Hartford Region. Quechee Main Street was

closed overnight after a vehicle struck a utility pole, toppling the power lines across the roadway.

- December 21st – The Police Department participated in the Annual Homelessness Awareness Day Vigil hosted by the Upper Valley Haven and Listen Services at the Maple Street Location.
- December 23rd – Patrol officers arrested a 34 year old Quechee man for driving impaired and related offenses after the vehicle he was driving slid from the roadway into the yard of a private residence along Center of Town Road. Through investigation, police learned the man had previously left the scene of a collision after striking three vehicles parked at a restaurant along the 5800 block of Woodstock Road earlier as he drove away from the restaurant.
- December 24th – Patrol officers were dispatched to an unconscious man at a multi-unit dwelling along the unit block of Gates Street. Police located the unconscious man, administered Nasal Naloxone and assisted paramedics with stabilization. The man was transported to Dartmouth-Hitchcock Medical Center by ambulance where he's expected to make a full recovery.
- December 25th – Patrol officers were dispatched to a woman in crisis at a private residence along the 1100 block of Maple Street. Police found the woman and summoned paramedics to the scene. The woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- December 26th – The Police Department was dispatched to a report of a missing 94 year old woman who walked away from her supervised care facility in Wilder. Search and rescue assistance was requested the Hartford Fire Department, Vermont State Police K-9 Unit, and several Upper Valley Law Enforcement Agencies. The woman was located lost, but otherwise unharmed by an off-duty Hartford Police Officer at a business in the Town of Norwich.
- December 28th – Patrol officers were dispatched to a report of jewelry and medication taken from a woman living at a private residence along the 200 block of South Main Street. The investigation continues.
- December 28th – Patrol officers were dispatched with paramedics to a woman in crisis at a private residence along the 400 block of Lower Hyde Park. The woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- December 29th – Patrol officers assisted the Vermont State Police in locating and arresting a 25 year old man after he assaulted a former dating partner in Sharon, fled and abandoned his car at the end of Merrimack Circle in the Town of Hartford.

The man was located and taken into custody several hours later after he emerged overnight from a wooded area along Quechee/West Hartford Road.

- December 31st – Patrol officers arrested a man for Domestic Assault following an argument with his wife in their room at the Super 8 Motel. The man fled prior to police arrival, but was located walking along Airport Road. The man was held on bail at Southern State Correctional Facility pending a hearing.
- January 4th – Sergeant Ebbighausen and personnel from the Upper Valley Haven completed outreach to persons in several homeless encampments throughout Town.
- January 5th – 6th - Patrol officers and detectives worked with members of the Windsor County State’s Attorney’s Office, Vermont State Police and Federal Bureau of Investigation to locate and arrest 41 year old Edward Simpson for the kidnapping and rape of a 23 year old Manchester, New Hampshire woman and her 5 year old son at a White River Junction hotel.
- January 6th – Patrol officers were dispatched to a man in crisis at a private residence along the 300 block of South Main Street. The man was taken by police to the Veteran’s Administration Medical Center for assistance.
- December 7th – The Police Department was dispatched to reports of a Robbery at the Mascoma Bank along Maple Street. Patrol officers and detectives worked with the Lebanon Police, Windsor County State’s attorney’s Office and State Police in Vermont, New Hampshire and Massachusetts to arrest a 28 year old Male of Windsor for his role in the event. The investigation continues, additional charges are pending.
- January 7th – The Police Chief participated in the regular meeting of the Adult Mental Health Standing Committee at the Health Care & Rehabilitation Services Hartford Office.
- January 7th-8th – Sergeant Pedro assisted the Hartford High School with team-teaching the Teen Truth Curriculum during several Heath Classes.
- January 9th – Emergency Communications Specialists received numerous 911 calls reporting slippery road conditions. Both resulted in the dispatch of police and fire-rescue personnel to the scene of numerous weather related traffic incidents throughout the Hartford Region - including eight within Town.
- January 11th – Patrol officers were dispatched to reports of a man encamped on the on-ramp from Route 5 onto Southbound I-91. Police located a man tenting on the closed portion of the ramp, and he was found in need of medical assistance.

Paramedics were summoned to the scene and the man transported to Dartmouth-Hitchcock Medical Center for assistance.

- January 10th -11th – Patrol officers assisted the Hartford School District with emergency preparedness exercises at each school.
- January 11th – The Police Social Worker participated in the regular meeting of the Hartford Child Protection Team.
- January 13th – Patrol officers were dispatched to a disturbance at a private apartment in a multi-unit residence along the 1400 block of Maple Street. Through investigation, police learned that a mutual affray had occurred between two parties with opposing abuse prevention orders. Consequently, police arrested a 39 year old Hartford woman for violating the conditions of the abuse prevention order, she was released on citation pending trial. Police also arrested a 44 year old Hartford man for violating the conditions of an abuse prevention order, and violation conditions set by the court following a previous arrest, and violating conditions of probation from an earlier conviction. The man was held at Southern State Correctional Facility pending a court hearing.
- January 13th - Patrol officers and detectives arrested a 35 year old Quechee man on warrants for his role in an aggravated sexual assault and related crimes. The man was held at Southern State Correctional Facility without bail pending trial.
- January 15th – Corporal Clifford and K-9 Dozer assisted the Lebanon Police Department with a traffic stop and K-9 scan of a vehicle suspected of containing illicit drugs.
- January 16th – Patrol officers were dispatched to a private residence along the unit block of Overlook Drive for a juvenile in crisis. Police assisted parents with de-escalating situation and travel to Dartmouth-Hitchcock Medical Center for assistance.
- January 16th – Sergeant Pedro assisted staff at the Wilder School with emergency preparedness training.
- January 16th – Patrol officers were dispatched to a human services provider along Maple Street for a woman in crisis. Paramedics were summoned to the scene and the woman taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- January 17th – The Police Department hosted internal interviews for criminal investigator, and Special Investigations Unit (SIU) Investigator at Town Hall.

- January 18th – Patrol officers were dispatched to a human services provider along Hartford Avenue for a man in crisis. Police de-escalated the situation and assisted the man with transportation to Dartmouth-Hitchcock Medical Center for assistance.
- January 19-20th – Emergency Communications Specialists received numerous non-emergency and 911 calls reporting slippery road conditions. Both resulted in the dispatch of police and fire-rescue personnel to the scene of numerous weather related traffic incidents throughout the Hartford Region - including seven within Town.
- January 21st – Patrol officers and investigators were dispatched to reports of an early morning robbery at the Holiday Inn along Ballardvale Drive. A masked, white male in a dark hoodie approached the clerk with a handgun and demanded cash. The clerk complied and the suspect fled on foot with an amount of cash. No one was injured. The investigation continues.
- January 21-22nd – Emergency Communications Specialists received numerous non-emergency and 911 calls reporting slippery road conditions. Both resulted in the dispatch of police and fire-rescue personnel to the scene of numerous weather related traffic incidents throughout the Hartford Region.
- January 24th – Patrol officers dispatched to assist the Norwich Police with a man in crisis at a private residence along Beaver Meadow Road. The man was found in possession of a firearm, but police were able to de-escalate the situation. The man was taken by police to Dartmouth-Hitchcock Medical Center for assistance.
- January 24th – Detectives charged a 23 year old Female of Lebanon, New Hampshire with Accessory After the Fact for her role in the January 7th robbery at the Mascoma Bank on Maple Street. She was cited and released pending a court hearing.
- January 26th – Patrol officers and detectives were dispatched to reports of an altercation at a private apartment in a multi-unit residence along the 700 block of Hartford Avenue. The investigation continues.

Public Works:

Highway:

- The Highway crew has been very busy responding to several winter storm events over the last few weeks. We have been experiencing a high incidence of icy storms that have posed some challenging clean up conditions. Many of our streets have a

lot of ice buildup that we are trying to mitigate. We also picked up snow one time in January in the Downtown Area.

- The Highway crew actively checks on known 'problem' areas in their routes or resident complaints.
- The Highway crew has been busy keeping the fleet in safe, working order during our storms.
- The Highway crew has been busy pushing back snow banks and applying salt/sand to the roads.
- The Highway crew has been hauling sand to DPW to keep the sand pile plentiful.
- The Highway crew worked closely with a contractor to install guardrail on Currier Street behind Northern Stage and at a dangerous intersection on Byron Hill Road. We will continue to identify locations around town that need a guardrail installation or in need of repair.
- 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.
- The Highway crew has cleaned up several trees that are either dead or resulting from storm damage.
- The Highway crew checking and replacing all cutting edges on plows and wings.
- The Highway crew has been patching potholes as temperatures and conditions allow.
- The Highway crew has repaired a few washouts (prior to the ground freezing) from a substantial rain storm we received in December: Quechee Main, Bailey Way.
- Routine operations: grading, checking roads and servicing equipment.

Water:

- The Water crew continues to train new employees.
- The Water crew completed meter reading and monthly sampling.

- The Water crew is working towards developing plans for upgrades for the Sugar Hill Pump Station and the Kingswood Pump Station.
- The Water crew is continuing work on the O&M manual for the Quechee Well.
- The Water crew also continues to work on inventorying the system. This is a very long process.
- The Water crew is in the process of amending the bacteria sampling plan for the Hartford System.
- The Wilder Well Project is continuing to move forward. At the time of this report, the well drilling is complete, as is the pump draw down test. The well has VERY favorable conditions and is replenishing at over 1000 gpm. We are currently finalizing the design of the plumbing and new building associated with the project.
- As always, the water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.
- Our plant and facilities are always available for tours. We encourage everyone to come see where their water comes from!!

Wastewater:

- The Wastewater crew continues to train new employees, including CDL training and wastewater classes.
- The White River crew has completed the installation of the diffusers on the blowers. We will continue to monitor their effectiveness.
- The Wastewater crew at both plants is doing seasonal maintenance as needed (snow removal, etc.). They have regularly been assisting the Highway Crew with storm response during winter events.
- The Wastewater crew has been routinely hauling biosolids to the Lebanon Landfill.
- The Wastewater crew has been performing annual permitting closeouts.
- 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 actively completing all state reports (quarterlies).

- The Wastewater crew is working on an RFP for SCADA upgrades (budgeted for this FY) and finalizing a proposal to the Mill Run Association for upgrades to that pump station.
- The Wastewater crew continues to work on leach field inspections and maintenance.
- The Wastewater crew responded to a sewer blockage on Ferry Boat Landing Road. That was successfully unplugged with our sewer jetter.
- Last month we were notified that several of our leach fields in Quechee were in violation of their permits as they were not completed and submitted in time to the state. The crew has worked diligently to get this resolved and we are no longer in violation. It appears that it was an oversight during the Chief Wastewater Operator transition.
- The Wastewater crew in White River has been dewatering sludge (100,000 gallons per week!).
- The Quechee Wastewater Crew is working towards repairing several worn out pumps at their facility.
- The Quechee Wastewater Crew rewired parts on a pump at Whitman Brook Pump Station.
- The White River Crew installed a new sump pump in the headworks building.
- 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 worked with Highway to get their snow removal routine and equipment in tip-top shape. Thank you to both Highway and Paul Saucier for assisting with those items!
- A new heating system was installed at the Solid Waste Facility when it failed irreparably in the administration building.
- The Solid Waste Facility continues to operate routinely.
- The solid waste crew continues to encourage outreach and tours to raise awareness of the facility.

Administrative:

- DPW Staff is continuing to work close with FEMA to close out the July 1 storm.
- Hannah attended a Selectboard meeting and the Town Meeting informational night for presentations related to the large water/sewer/highway/stormwater project located in the downtown area that will be using TIF funding. This project is in the design phase at this time and currently, we are awaiting an evaluation of the retaining wall.
- Hannah has meet with consultants and members of the Norwich, Vermont school system to discuss opportunities to connect to the Hartford Wastewater System.
- The VA Cutoff Road/Hartford Village Bridge was completed and reopened. Three joints were repaired.
- Pathways Consulting has installed 'control points' on Fairview Terrace to begin the monitoring process.
- A member of the DPW staff has been assigned to focus on the vehicle registration process.
- 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, Currier Street, Twin Pines, and the Simpson Development).
- Unfortunately, DPW staff has decided to stop work on the parking lot at South Main Street. Without snow insulating the ground, the frost has already gone unusually deep leading to extremely difficult excavating conditions that is VERY hard on our equipment.
- DPW Staff is working closely with consultants to keep the South Main Street and Downtown Stormwater Improvement projects moving along. They are currently at about the 80% design phase and going through permitting processes.
- UVM Students submitted data reports for their projects to me for review. They are currently on winter break. Their project design and final reports are expected in April. Hannah will meet with them a few times between now and then to keep that project on tract.
- 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. A traffic management plan has been developed and is currently under review.

- Paula Nulty continues to provide us with support on a variety of hiring and human resources. We appreciate all of her assistance.
- Hannah, Jeremy, and Paula Nulty interviewed candidates for the position of project manager. We anticipate having that position filled by the end of this month.
- Hannah received a cost comparison for the Quechee Culvert for a box culvert vs. a pipe arch from Dufresne Group. After conferring with Leo, we agree that although the concrete box culvert is estimated at approximately \$40,000 less than a metal pipe arch, a variety of other factors including the need for additional engineering, potential additional construction costs, and an extended timeline which would jeopardize the grants we have in place, we decided that maintaining the path we are on. The concrete box culvert will also have a much longer life span. The consultant is reviewing final comments on the design and working through the ACOE permitting process.
- We have received 100% plans for the Quechee Main Street Box Culvert and are currently reviewing them. The consultant is reviewing final comments on the design and working through the ACOE permitting process.
- Hannah has met with two contractors to look at repairing and extending the railing on the sidewalk on Bridge Street under the railroad overpass to improve safety in that location. She is waiting for quotes on that project.
- Hannah has been working with the Planning Department to close out the CO's on several large projects including the Village, 241 South Main Street, Phnom Penh Sandwich Station, and the Waldorf School.
- Hannah has been working closely with Dead River and several other department heads to iron out some fuel delivery issues.
- Hannah has met with two traffic signal contractors to install the audible signals on the Prospect Street signal system. Unfortunately when those lights were installed, the audible signal that visually impaired pedestrians rely on to cross safely (both to locate the button AND to get a signal when to cross) was not installed. A request has been made that we do upgrade the lights to include that function. It is a requirement under ADA standards.
- We received quotes to bring the Prospect Street lights into ADA compliance with audible signals. The new buttons are on order with a four to six week time frame.

- DPW staff is working the Vermont Drinking Water Division to provide feedback and comments to changes they are making to their permitting processes.
- DPW staff is working through our utility billing procedure to ensure that it is compliant with State of Vermont laws and that we are communicating well to our customers what our expectations are.
- Hannah is working closely with the remaining unsigned easements for the Downtown Stormwater Upgrades that we are trying to keep on track for this construction season.
- We encourage tours and visits to all of our facilities.