

**Town Of Hartford
Town Staff
Significant Activity Report, May 22 – June 3, 2019**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your consideration:

- The Selectboard will need to nominate personas to serve in the Justice of the Peace seat vacated by Selectboard Member Dan Fraser. Ordinarily, the process involves soliciting nominations from the major parties to submit to the Governor for appointment. Because Dan served as an Independent, the Selectboard is charged with submitting name/names to the Governor for appointment. If multiple names are submitted, the recommendation is that the Selectboard to rank them for the Governor’s consideration. This will be on your agenda for June 18. Please begin thinking of persons you would like to nominate.
- Reviewed the Selectboard’s intermediate priorities list from the May 21 Strategic Priorities Workshop with facilitator Delia Clark. The next Workshop session June 11 at 6pm_at the Village of WRJ kitchen space on the third floor. The objective of this final session will be to collectively rank and create a final list of measurable objectives for the Town Manager and Selectboard.
- The six-person Selection Panel met on Monday to develop a rubric for scoring the Inclusivity & Equity Strategic Plan proposals and schedule interviews with the three proposing consultants (Allene Swienckowski, John Hall, Kevin Christie, Jameson Davis, Ton DeBalsi, me). The Committee meets next week to finalize the rubric and interview questions. The interviews are scheduled for Monday, 17. This should allow time to reach a consensus selection before the end of June.
- Followed up with Kim Vitagliano regarding cemetery concerns raised at the May 21 Selectboard meeting. She noted that a sign has been recently posted at the Hartford Cemetery with the rules.
- Followed up with David Davison and others with a meeting on site at Gates Street regarding the condition of the street and pedestrian way between Fairview Terrace and Maplewood Terrace.

- Responded to media inquiries about the June 1 water main break on Christian Street and the Marion Cross Elementary School (Norwich) request for connection to Harford sanitary sewer.
- Met with core four municipalities' chief elected officials and administrators along with Vital Communities for the regular bi-monthly meeting (Hartford, Lebanon, Hanover, Norwich). The discussion focused on solid regional waste solutions, including managing compost under Act 148, regional collections, and collective contracting for services. Solid waste will be a continuing discussion point for this regional solutions think-tank, along with transit services, storm water management and homelessness.

DEPARTMENT HIGHLIGHTS

Assessor:

- The Assistant Assessor attended and completed the four day "Data Collection" training provided by the Division of Property Valuation and Review
- Continued Homestead declarations update
- Sent friendly reminders to the veterans that are qualified for tax exemption but did not file homestead declaration on property with the State (20 letters)
- Working on updating Tax Maps which should be out soon. The most recent shape file was sent to update the website.
- Data was imported from the CAMA system to NEMRC Grand List Module
- Running Grand List Reports and checking data in preparation for posting the abstract grand list

Clerk:

The Town Clerk's Office has been busy with a variety of activities including:

- Assisting property owners; real estate agents and, abstractors/attorneys with Land Records.
- Completing marriage licenses for the spring/summer wedding season and processing the licenses when they are returned for recording.
- Processing Motor vehicle registration renewals (increases with end of month).
- Receiving/processing an increase in liquor license permits (Requests to Cater; Special Event Permits; Outside Consumption Permit Applications, etc.).
- Continuing to issue Dog licenses (renewals and first time licenses); we have issue 850 dogs tags.
- Updating the Voter Checklist.
- Processing recording daily in the Land Records.

Finance:

- Completed April Bank Reconciliations
- Continued Engagement of Department Heads for FYE 2019 cycle
 - Fixed Asset
 - Encumbrance Requests
 - Internal Controls
- Continued Monthly Grant reviews & requisitions with staff:
 - Recording of Receivables & Related Expenditures

Continued Preparation for FYE 2019 Audit

- Long Term & Current Debt Schedules
 - Accrued Interest Recording
 - Fixed Asset Schedule Entries
 - SEFA Preparation
- April Financials
 - Issued week of May 21st

Fire:

- May 19 -23 the department welcomed a peer assessment team from Commission on Fire Accreditation International. Every five years the department must receive a site visit assessment to maintain accreditation status. The assessment team reviewed department policies, procedures, operations, government processes and conducted interviews of staff and stakeholders. On Wednesday afternoon during their exit interview we were informed that the assessment team would be recommending Hartford to the Commission for accreditation. In August, members of the department will travel to Atlanta, GA to present our agency to the Commission, after their review they will vote on our status. Currently there are only 266 accredited fire departments worldwide.
- The department received notification from the American Heart Association that the Hartford Fire Department has received the 2019 Mission Lifeline: Silver Plus Award. This recognizes our staff for applying the most up to date evidenced based treatment guidelines to improve patient care and outcomes in the community they serve.
- Members attended an emergency tabletop exercise at the White River Junction Postal Facility.
- Shifts provided ride a long opportunities to Hartford and Lebanon High School students.
- Shift have been conducting rural hydrant testing throughout the community and annual pressure testing of all department fire hose.

- Chief Cooney attended a regional tabletop exercise in Norwich. The exercise was facilitated by the Regional Planning Commission.
- The department conducted interviews of 17 candidates for three firefighter/EMT positions. Three candidates were offered conditional offers of employment and are moving through the hiring process. The positions are scheduled to begin around on or after July 1st.
- The department continues to investigate repair options and purchase options for the ladder truck that was placed out of service on April 29th for a cracked frame rail.
- The department responded to 95 calls for service during this period. This fiscal year to date the department responded to 2,113 call for service. Last year during this period the department responded to 2,002. This represents a 6 percent increase in calls for service.

- Incident Log for this period:

Alarm Date	Street	Situation Found
5/19/2019 5:38	MAPLE ST	EMS call, excluding vehicle accident with injury
5/19/2019 9:51	HANOVER ST	EMS call, excluding vehicle accident with injury
5/19/2019 10:24	QUECHEE MAIN ST	EMS call, excluding vehicle accident with injury
5/19/2019 11:39	WOODSTOCK RD / RIVER	EMS call, excluding vehicle accident with injury
5/19/2019 12:06	QUECHEE GORGE	Motor vehicle accident with no injuries.
5/19/2019 17:46	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
5/19/2019 19:14	I 89 S MM10	Dispatched & canceled en route
5/19/2019 21:45	HIDDEN LN	EMS call, excluding vehicle accident with injury
5/20/2019 1:29	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
5/20/2019 9:05	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
5/20/2019 13:17	MORNING GLORY LN	EMS call, excluding vehicle accident with injury
5/20/2019 19:13	N MAIN ST	EMS call, excluding vehicle accident with injury
5/20/2019 21:18	I 89 S MM13	Called Paramedic Intercept.
5/21/2019 8:35	MAPLE ST	EMS call, excluding vehicle accident with injury
5/21/2019 10:34	SMITH RD	Electrical wiring/equipment problem, other
5/21/2019 10:41	RAILROAD ROW	False alarm or false call, other
5/21/2019 11:47	BRIDGE ST	EMS call, excluding vehicle accident with injury
5/21/2019 12:47	HAZEN ST	Assist police or other governmental agency
5/21/2019 19:34	CURRIER ST	EMS call, excluding vehicle accident with injury
5/21/2019 22:55	SAWYER RD	Called Paramedic Intercept.
5/21/2019 23:45	MAPLE ST	EMS call, excluding vehicle accident with injury
5/22/2019 0:20	OVERLOOK DR	EMS call, excluding vehicle accident with injury
5/22/2019 10:01	HARTFORD AVE	EMS call, excluding vehicle accident with injury

5/22/2019 13:36	COLONIAL DR	Medical assist, assist EMS crew
5/22/2019 14:41	ASH ST	EMS call, excluding vehicle accident with injury
5/22/2019 14:48	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
5/22/2019 18:03	DOTHAN RD	EMS call, excluding vehicle accident with injury
5/22/2019 23:08	HUGHES DR	Medical assist, assist EMS crew
5/23/2019 8:43	CROSS ST	EMS call, excluding vehicle accident with injury
5/23/2019 11:38	BEAVER MEADOW RD	Called Paramedic Intercept.
5/23/2019 11:39	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
5/23/2019 13:00	VA CUTOFF RD	Service Call, other
5/23/2019 13:22	SOUTH ST	EMS call, excluding vehicle accident with injury
5/23/2019 18:23	HOLLOW DR	Medical assist, assist EMS crew
5/23/2019 18:38	HARTFORD AVE	Dispatched & canceled en route
5/23/2019 18:38	HARTFORD AVE	EMS call, excluding vehicle accident with injury
5/23/2019 19:39	HARTFORD AVE	Medical assist, assist EMS crew
5/23/2019 20:08	HOLLOW DR	Medical assist, assist EMS crew
5/23/2019 20:09	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
5/23/2019 21:57	HARTFORD AVE	EMS call, excluding vehicle accident with injury
5/23/2019 23:46	VA CUTOFF RD	Medical assist, assist EMS crew
5/24/2019 2:31	SOUTH ST	EMS call, excluding vehicle accident with injury
5/24/2019 12:00	MAPLE ST	Dispatched & canceled en route
5/24/2019 14:27	VT ROUTE 14	EMS call, excluding vehicle accident with injury
5/24/2019 14:42	AZALEA CIR	Medical assist, assist EMS crew
5/24/2019 14:45	HOLLOW DR	Water problem, other
5/24/2019 18:33	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
5/24/2019 19:00	MAPLE ST	False alarm or false call, other
5/24/2019 21:01	QUECHEE MAIN ST	EMS call, excluding vehicle accident with injury
5/25/2019 2:40	VT ROUTE 14	EMS call, excluding vehicle accident with injury
5/25/2019 4:59	HARTFORD AVE	EMS call, excluding vehicle accident with injury
5/25/2019 10:50	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
5/25/2019 13:58	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
5/25/2019 16:58	CHANDLER RD	EMS call, excluding vehicle accident with injury
5/25/2019 19:34	S MAIN ST	Medical assist, assist EMS crew
5/25/2019 20:55	N BALCH ST	Medical assist, assist EMS crew
5/26/2019 8:38	COTTAGE CT	Medical assist, assist EMS crew
5/26/2019 9:18	MILL RD	EMS call, excluding vehicle accident with injury
5/26/2019 14:52	VT ROUTE 14	EMS call, excluding vehicle accident with injury
5/26/2019 15:49	HARTFORD AVE	EMS call, excluding vehicle accident with injury
5/27/2019 6:29	MAPLE ST	Medical assist, assist EMS crew
5/27/2019 13:42	OLD RIVER RD	EMS call, excluding vehicle accident with injury
5/28/2019 2:27	HOLLOW DR	Medical assist, assist EMS crew
5/28/2019 8:35	MAPLE ST	Passenger vehicle fire
5/28/2019 14:04	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
5/28/2019 15:09	HARTFORD / MAPLE	Motor vehicle accident with no injuries.

5/28/2019 16:45	SOUTH ST	EMS call, excluding vehicle accident with injury
5/28/2019 18:47	CAMPBELL ST	Chimney or flue fire, confined to chimney or flue
5/29/2019 9:52	BARNARD RD	Dispatched & canceled en route
5/29/2019 12:45	MAXFIELD LN	EMS call, excluding vehicle accident with injury
5/29/2019 18:25	MAPLE ST	EMS call, excluding vehicle accident with injury
5/29/2019 20:11	NUTT LN	CO detector activation due to malfunction
5/30/2019 9:18	S MAIN ST	Detector activation, no fire - unintentional
5/30/2019 10:08	WOODHAVEN DR	EMS call, excluding vehicle accident with injury
5/30/2019 16:13	N HARTLAND RD	EMS call, excluding vehicle accident with injury
5/31/2019 1:05	S MAIN ST	EMS call, excluding vehicle accident with injury
5/31/2019 1:46	MAPLE ST	EMS call, excluding vehicle accident with injury
5/31/2019 5:46	LARCH LN	EMS call, excluding vehicle accident with injury
5/31/2019 9:00	CURRIER ST	Medical assist, assist EMS crew
5/31/2019 12:39	BRIDGE ST	EMS call, excluding vehicle accident with injury
5/31/2019 17:31	GATES ST	EMS call, excluding vehicle accident with injury
5/31/2019 20:30	S MAIN ST	EMS call, excluding vehicle accident with injury
5/31/2019 21:30	BRIDGE ST	EMS call, excluding vehicle accident with injury
6/1/2019 5:04	WOODHAVEN DR	Smoke detector activation, no fire - unintentional
6/1/2019 14:53	SPRING CIR	EMS call, excluding vehicle accident with injury
6/1/2019 16:16	STATIONMASTERS / RIVER RD	Called Paramedic Intercept.
6/1/2019 18:35	FERN ST	EMS call, excluding vehicle accident with injury
6/1/2019 20:13	MAXFIELD LN	EMS call, excluding vehicle accident with injury
6/2/2019 2:29	WENTWORTH WAY	Medical assist, assist EMS crew
6/2/2019 8:07	POLO FIELDS	Special type of incident, other
6/2/2019 10:02	WOODSTOCK RD	Called Paramedic Intercept.
6/2/2019 10:40	POLO FIELDS	EMS call, excluding vehicle accident with injury
6/2/2019 10:50	POLO FIELDS	EMS call, excluding vehicle accident with injury
6/2/2019 14:22	MAPLE ST	Medical assist, assist EMS crew
6/3/2019 3:13	BALLARDVALE DR	Medical assist, assist EMS crew

Information Technology:

- Diagnosed broken MDC in Police
- Fixed two Spillman connections
- Reprinted all sworn Police Officer ID's with new badges
- Set-up two new computers
- Re-did DPW phone tree
- Assisted Finance with Laserfiche driver issue

Parks and Recreation:

Program Highlights

- The combined Red Sox Trip with Lebanon Park & Recreation was held successfully on May 19th. Rain put forth about an hour delay. After the sun came out the group enjoyed a Red Sox victory. We plan to collaborate with Lebanon in the future on trips and tours like the trip to the Red Sox.
- The Department continues to seek volunteers to help with this year's parking at the Balloon Festival to support the Brain Hanson Scholarship Fund. The Department will be coordinating the parking at the Polo Fields this year for the festival parking. The Balloon Festival is June 14, 15 and 16. Volunteers have the opportunity to win a free balloon ride and a chance at several other prizes for volunteering. This year we are using an on-line volunteer sign up. Go to: www.volunteersignup.org/XCEAM
- The Department is gearing up for the HCC Block Party Committee on June 12th. The Block Party is from 5pm to 8pm at Lyman Point Park. This free community event showcases community resources within the Town along with free food provided by the Rotary Club and musical entertainment throughout the evening followed by the kick off of the summer concert series with Rusty Berrings Brass Band.
- Nihon Aikijujutsu Session #2 continued Monday's and Wednesday's through May 22nd.
- Youth Baseball/Softball continued throughout the past two weeks. Weather continues to cause cancelations and re-scheduled games.
- Spring Soccer for K-6 grade continues at Watson Park. They will continue through June 4th.
- Open Pickleball continues at Maxfield on Tuesdays and Thursdays from 6:00pm to 7:15pm. We now have 4 courts complete with nets.
- Adult Drop-In Ultimate Frisbee continues at Watson Park Monday and Wednesdays from 5:30pm to 7:00pm. We are also hosting the Upper Valley Co-Ed Summer League again this summer. The league will play on Wednesdays from 5:00pm to 8:00pm at Kilowatt South. The program begins June 12th.
- Karen McNall held a Card Making Workshop on May 29th with 7 participants.
- Co-Ed Softball continues at Ratcliff Park from 5:00pm to 8:00pm on Monday, Tuesday and Wednesday. The program runs through August.
- The Department spent several days during the week of May 27th working on the Covered Bridges Half Marathon. The Department assists with parking and road signage for the event along with other event tasks throughout set up and during the day. The race is scheduled for June 2nd.
- Summer Track and Field started Thursday, May 30th. The program currently has 28 participants and will practice on scheduled Tuesdays and Thursdays. Some of our practices will be with other communities that have tracks. The team will travel to Newport and Hanover to use their facilities.

- Splash Night was held on May 31st from 7:00pm to 9:00pm at the Upper Valley Aquatic Center with a record 105 in attendance.
- As of June 1st, the Department has processed 3,769 program specific registrations.
- Indoor basketball programs continue. 50+ Open Basketball at Hartford Middle School from 7:00pm to 8:30pm on Wednesdays, 18+ Open Basketball continues at White River Elementary School on Thursdays from 7:00pm to 9:00pm and 25+ Open Basketball continues at Hartford High School from 5:00pm to 7:00pm on Sundays.

Parks/Facilities

- The Quechee Garden Club held their annual plant sale at the Quechee Green on May 25th.
- Hartford Garden Friends have been busy with many of the gardens around the community. Most recently, the garden at Town Hall along with several planters were completed for the season. 4 containers were put out at the intersection in front of Town Hall. Their efforts do not go unnoticed as the beautification efforts make such an impression as you enter and travel within the community. We thank them for their hard work and efforts.
- A donation of \$250 was given to add new plantings and spruce up the Lyman Point Park Garden. The new plantings were completed on May 21st. The plantings were made possible by a donation from the Eva Muller Smith Family. We thank them for their generous gift which will be enjoyed by many for years to come. A picture of the garden renovation can be found on at hartfordrec.com. Employees Karen McNall and David Dean worked with the family and completed the renovation of the garden which consisted of thinning out existing plants, planted the new plants along with installing new mulch.
- Parent Construction continues their work at the WABA facility. The warm floor loop is installed and they will begin the cold floor loop after the insulation barrier is installed. The project is moving along and they anticipate concrete work to begin in July.
- The Nighthawks Concession and Press Box continues to move along and is near complete. Once the project is near finished we plan to bring in new bluestone hard pack and will freshen up the pathways around the concession and field. Nighthawks begin their season the first week of June.
- The summer park crew will be fully staffed once our second seasonal at Maxfield begins the second week of June. We still continue to complete spring cleanup and mowing is now a full priority. The Parks Division workforce is still down with one employee working half shifts due to a medical injury. Until that is resolved, we will not be at 100%.

- Henderson Tree Service will be completing tree maintenance in Kilowatt North. We anticipate this work getting completed before the end of June. In addition, we have a hazard tree at the Commons Cemetery that will be coming down as well. There is also another hazard tree at the Commons Cemetery that will be addressed in the next fiscal budget.
- The Department is working to finalize the RFP for the Pool Design and Engineering. It is anticipated that the RFP will be disseminated to vendors the end of June.
- Valley Turf Services began deep aeration of the baseball and softball fields. We also have 66 tons of warning track material and 46 tons of infield mix coming the week of June 1st. Once that material arrives we will begin working on mixing the new material into the existing mix. New warning track material will be added to both fields. Sod work will also be completed around warn areas that simply could not recover during the spring usage and very wet conditions.

Planning and Development

- Town Plan Update – The first Selectboard public hearing for Plan adoption was held on May 21st. Prepared materials and notices for the second public hearing on June 4th.
- Roof Solar System on Public Safety Garage Roof – The structural analysis is in process; community solar agreement in process; and lease agreement has been finalized. Anticipate execution of lease agreement the week of June 3rd.
- Police Department Ventilation System –Working with consultant to design the system and prepare an RFP for contractor bids.
- Fiscal Year End – Continued preparation of materials for year-end closeout.
- Development – Prepared and distributed draft Findings of Fact reports on development applications received for the Planning Commission and/or Zoning Board of Adjustment public hearings in June.
- 132 South Main Street – Continued working with Developer team regarding preparation of a development application for the site.
- Former Kibby Properties – Continued working with the property owner on the reuse and redevelopment of the properties.
- Wilder Well Community Solar – Finalized agreement conditions with the management company on the structure of solar credits to the adjacent mobile home community.
- Lower Sykes Avenue Sidewalk and Bicycle Improvements – Worked with contractor, state and construction management consultant to initiate substantial completion process for project.
- Cemetery Research and Oral History Project – Consultant submitted draft report which is now under review. Community presentation meeting scheduled for the evening of June 19th.
- Hartford Resilience (CROH) Watershed Workshop – Approximately 30 people attended the May 31st workshop to learn more about watersheds and opportunities to mitigate or prevent future flood events.

- Hartford Hazard Mitigation Plan Update – Work continued on the update of the Plan for review by the Selectboard in the near future.
- Currier Street Extension – Additional survey work is being completed. Continued working with DPW and adjacent property owners to coordinate completion of the street improvements.
- Vermont Community Development Program – Followed up with subrecipients on additional information for progress reports and requisitions.

Police:

- May 19th – Patrol officers were dispatched to a report of vandalism to a truck parked along the 200 block of Merrimac Circle. Unknown persons apparently struck the windshield with an airsoft pellet or similar projectile. The investigation continues.
- May 20th – Patrol officers were dispatched to reports of a Theft of a Bobcat Excavator taken from a construction site along the 100 block of Waterman Hill Road. The investigation continues.
- May 20th – Patrol officers were dispatched to a retail business along the 200 block of Maple Street for the theft of a Pot Roast. The investigation continues, charges are pending.
- May 21st – Police officers and investigators worked with police in Seabrook, New Hampshire and Northern Massachusetts to locate and reunite a missing 15 year old student with his family.
- May 22nd – Patrol officers were dispatched to reports of a theft of a generator taken from a contractor along Currier Street. The generator was recovered, charges are pending.
- May 23rd – Patrol officers responded to a property damage motor vehicle collision along the unit block of South Main Street. Operator information was exchanged and citation(s) issued.
- May 24th – Patrol officers were dispatched to reports of a downed tree across Galaxy Hill Lane. Police redirected traffic and summoned Public Works for removal.
- May 25th – Patrol officers were dispatched to an altercation at a multi-unit residence along the 100 block of Hollow Drive. Police assisted in mediating the dispute.
- May 25th – Patrol officers were dispatched to reports of an altercation with a gun at a multi-unit residence along the 200 block of VA Cutoff Road. Police located and arrested a 63 year old White River Junction after finding that he'd violated earlier conditions of releasing in contacting and threatening a neighbor. He was held on bond at Southern State Correctional Facility pending a hearing.

- May 26th – Patrol officers were dispatched to a business along the unit block of South Main Street for an intoxicated man that had collapsed. Paramedics were summoned to the scene and the man refused treatment. Patrol officers assisted the man with transport to his residence.
- May 27th – Patrol officers were dispatched to the report of a handgun and rifle stolen from a private residence along the 100 block of Cascadnac Avenue. The investigation continues.
- May 28th – Patrol officers assisted Hartford School District staff with emergency preparedness activities at Hartford Memorial Middle School. May 29th – Patrol officers responded to reports of an unconscious man at a human service provider along the unit block of Maple Street. Police found the man intoxicated and summoned paramedics to assist with treatment.
- May 30th – Patrol officers assisted students and staff of the Dothan Brook School with traffic control during the final Walk and Ride to School event of the year. Corporal Clifford & K-9 Dozer assisted Hartford High School students and staff with an academic project.
- May 31st – Patrol officers responded to a property damage motor vehicle collision at the intersection of VA Cutoff Road and Mill Street. Operator information was exchanged and citation(s) issued.
- June 1st – Patrol officers arrested a 25 year old Middletown Springs man for driving impaired and associated charges after stopping his for spinning his tires at the intersection of Maple Street and Hartford Avenue.
- June 1st – Patrol officers participated in the Ottaquechee School Open House.
- June 2nd – The Police Department assisted by the Windsor County Sheriff's Office, Fire and Parks & Recreation Department provided traffic and event management in support of the Covered Bridges Half Marathon.
- June 2nd – Patrol officers were dispatched to reports of an intoxicated hitchhiker who'd reportedly waived a knife at a woman after she'd refused to give him a ride. Police located the man, unarmed at Lyman Point Park, but in crisis. and assisted him.

Public Works:

Highway

- A quick note that the grader is making the rounds and addressing roads, however we are behind our normal schedule from the April 15th storm recovery. The grader has completed the Jericho area and is now in Quechee.
- The Highway crew has repaired two failed catch basins on Maple Street and Elk Street.
- The Highway crew continues cleaning and organizing the equipment bays.
- The Highway crew has been very busy keeping the equipment maintained and ready for action. We are continuing to transition equipment to summer mode.
- Potholes continue to pop up. We are actively chasing those.
- Our sweeper is currently out of service due to the failure of the hydraulic coupler. Our fleet mechanic is working diligently to assess the extent of the repair and

provide a cost estimate. Due to the age of the sweeper, locating parts may be difficult.

- 25 mph signs were installed on Woodlawn Road.
- Highway crew members completed repairs to the landfill container that was out of service.
- Chris Holzwarth has been training highway crew members in stormwater inspection.
- The highway crew worked with the railroad to repair a washout/slope failure in Town ROW.
- The highway crew cleaned the Gates Street walking path.
- Several members of the highway team assisted with the water break on June 1.
- The Highway crew is very thankful for the assistance from the other departments.
- Routine operations continue as always.

Water

- The Water crew continues to train their new employee. Kai Eastman passed his Grade 3 water certification.
- The Water crew is continuing work on the O&M manual for the Quechee Well.
- Members of the Water Crew have attended several trainings, meetings, and conferences.
- The 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. The building and plumbing aspect of the project are currently advertised for bid.
- With the Project Manager, the water crew has been working with staff from the VA and consultants to ensure a seamless water supply while they rehabilitate their infrastructure. We don't anticipate any impacts to our system.
- The Water Crew repaired a valve and a water service leak on Highland Avenue.
- The Water Crew has been turning on seasonal accounts.
- The Water crew has been doing valve training.
- We are working with Dillon Walsh to develop an online form for requesting final reads to streamline this process. We will do a public notification when that system is in place. Rick Kenney has established a form for this.
- Spring hydrant flushing is complete at this time.
- As always, the water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.
- On June 1, a large water main break was detected on Christian Street. The crew responded and had water shut off within 40 minutes of notification. Everything with that repair was executed in textbook fashion. Thank you so much to Jeremy, Rick Kenney, Evan Eccher, Kai Eastman, and David Follensbee for their work early Saturday morning. Thank you also to Chip Haley, Travis Beebe, and Ben Lyndes from highway for getting Christian Street open to two way traffic.
- Members of the water crew are working on scanning old plans into our system. Our plant and facilities are always available for tours. We encourage everyone to

come see where their water comes from! Last week, the water crew gave a tour to Hartford High School Junior and Senior classes.

Wastewater

- The Wastewater crew continues to train new employees, including CDL training and wastewater classes.
- A major pump failed at the Maple Street Pump Station. Crews worked late in the evening with a contractor to provide relief and repair.
- The Wastewater crew at both plants is doing seasonal maintenance as needed (i.e. repairing plow damage to pump stations).
- The Wastewater crew has been routinely hauling bio-solids to the Lebanon Landfill.
- The Wastewater crew is working diligently on reviewing all leach field permits and designating a work plan to address deficiencies. They are currently in the process of completing leach field permit applications.
- The Wastewater crew gave a tour of the plant to the Hartford High School Juniors and Seniors.
- The Wastewater crew has been inspecting manholes as needed.
- The Wastewater crew continues to operate both systems routinely. They have been sampling and testing in accordance with state and permit requirements.
- The Wastewater crew is actively monitoring and maintaining the sewer lines on Abbey Road to prevent back-ups.
- The wastewater crew has been performing annual calibrations on equipment.
- The wastewater crew repaired bad pump controls at the Dupuis Hill Pump Station.
- The wastewater crew is working towards locating another 'lost' manhole on Gifford Street for proposed development there.
- The wastewater crew has performed several mark-outs.
- There has been assisting the Highway Department with flagging as needed.
- The Wastewater crew performed minor repairs to the Whitman Brook Pump Station.
- 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

- Bob and Wanda are working on the ACT148 requirements for outreach and business audits.
- A consultant has been hired to complete the Spill Prevention, Control, and Countermeasure Plan required by the EPA.
- We are continue to take a hard look at our operations at the Solid Waste Facility to develop better economic stability.
- This year, our requirement to hold HHW events went from three events per year to four per year. Unfortunately, the contractor that previously held these events has been absorbed by a larger company who no longer wants to participate in HHW events. The GUV solicited proposals from contractors to perform these

events, but only got one response with a price point over double the previous contracts, which is unaffordable. It looks like we will have two events available to Hartford residents (one in Hartford in the fall and one in Woodstock in June) that we will pay a portion of. We will be working with the state to hopefully get a relaxation of the requirement this year.

- The Closed Landfill Recertification is completed and submitted. The State had some follow up questions which we are addressing.
- The Solid Waste Facility continues to operate routinely.
- The solid Waste crew continues to encourage outreach and tours to raise awareness of the facility.

Administrative

- A candidate has been selected for the position of administrative assistant position at Public Works. We will make a formal announcement when we are further along in the onboarding process.
- A continued reminder that, water and sewer billing is being handled by the Finance Department. DPW and Finance is working to ensure a smooth transition by maintaining open lines of communication. We will continue to provide the physical meter reading, final meter reads, and other technical services.
- Jeremy Delisle met with State of Vermont and FEMA staff to continue closing out the July 1st storm.
- Hannah is working with VLCT to develop training for DPW supervisors in basic employment practices and human resource information. That training has been postponed and we do not have a schedule for that at this time.
- The 'Yard Sale' project to sell unused items/damaged/obsolete items has been revived. Staff is developing an inventory, description of sale items, and a procedure. We recently met with Brannon and Gail to determine that our procedure is acceptable. The sale process and dates will be publicly advertised.
- DPW Staff is working closely with other Town Departments and the developer who purchased the Kibbe Buildings while that project is coming to fruition.
- The vehicle registration process is currently on hold. We will continue to address this item.
- Upon further research, because the Emerge Building at Maxfield is covered by Act 250, an amendment to that permit must be completed prior to demolition. Scott Hausler has located an asbestos report identifying tiles and mastic as containing asbestos. That will need to be addressed prior to demolition.
- DPW staff continues to work closely with several private contractors around town to insure that their projects are in permit compliance (Waldorf School, Wilder School, Sykes Mountain Avenue dealerships, Currier Street, Twin Pines, and the Simpson Development).
- DPW staff has completed the South Main Street Lot expansion! Two proposals have been received for the engineering work and have been extensively reviewed. A recommendation to award that contract will be at the June 18th Selectboard meeting.
- 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. Hannah is currently securing the last few easements necessary for the project.

- Chris Holzwarth and Hannah met with Lori Hirschfield to figure out a path forward with the Currier Street project. There is still easement work to be done, some work to be completed as part of the first phase, and the remainder of the second phase. This may be a project we attempt to complete in-house in order to complete it in a timely manner.
- The Sykes Mountain Avenue Roundabout Project is still in the ROW acquisition phase. Good progress has been made with some of the property owners that had been unresponsive until recently. The project team is currently continuing the development and review of the updated Traffic Management Plan. Unfortunately, there are indications that ROW negotiations have stalled with one or more landowners. In order to maintain the current project schedule, the State of Vermont is indicating that the ROW may have to be completed through the condemnation process. A phone conference is scheduled for June 5th with the project team to fully understand the implications and next steps.
- VTrans has completed the Traffic Study requested by the Selectboard. We will follow up with next steps.
- Paula Nulty continues to provide us with support on a variety of hiring and human resources items. We appreciate all of her assistance.
- DPW staff is completing the pay scale updates.
- The Quechee Main Street Culvert Project is currently under review for constructability. We have determined that a total closure of Quechee Main Street with the proposed detour is too impactful to the community and that the project should really be done and maintain alternating one way traffic. This will bump out construction of that project to 2020. We are working with VTrans to get grant extensions to cover that project extension and also ensure that all permitting is in place for construction. At this time, the project is currently undergoing wetland delineation. There is also easement work and historic preservation work as well before construction can be initiated.
- DPW staff is working to ensure that our permitting process (various items) are issued consistently.
- We have recently been getting a lot of inquiries for repairs to driveway culverts. There are intricacies around the responsibility and ownership of them and we are working with the VLCT to clearly define them so we can respond appropriately and consistently.
- Hannah is closing out the West Hartford Library Project (leftover from TS Irene).
- We have secured a contractor to complete the installation of the railing on Bridge Street. We anticipate that will be completed in four weeks or so due to manufacturing.
- Hannah and Chris Holzwarth has been working with the Planning Department and associated parties to close out the CO's on several large projects including the Village, 241 South Main Street, and the Waldorf School.
- DPW staff is working the Vermont Drinking Water Division to provide feedback and comments to changes they are making to their permitting processes.
- The following RFP's have been developed and posted:

- Abbey Lane Sewer Line Engineering (update: recommending award on May 21)
- Maple Street Scour/Washout Construction (bid awarded)
- Wastewater Generators (bid awarded)
- South Main Street Parking Lot (update: recommendation to award on June 18)
- Quechee Main Street Water Main Design (proposals received and currently being reviewed)
- South and James Street Water Mains Design (proposals received and currently being reviewed)
- Sidewalk Replacements (bid awarded)
- Line Striping (bid awarded to Markings, Inc. of Pembroke, MA)
- Paving/Chip Sealing (bid opening on June 7th)

**** End of Significant Activities Report ****