

**Town Of Hartford
Town Staff
Significant Activity Report, July 2 – July 15, 2019**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your consideration:

- Executed joint contract with Vermont Partnership and the Hartford School District for the Inclusivity & Equity Strategic Plan. Will schedule kickoff meeting with Schools and HCOREI next.
- Working with Northern Stage, VFW and Village at WRJ on design and easement acquisition of Currier Street improvements between The Village at WRJ and the downtown parking lot, particularly in regard to direction of traffic flow, sidewalk and adjacent parking.
- Preparing for Fact Finding meeting with International Association of Firefighters (IAFF) on new collective bargaining agreement.
- Participated in Fair & Impartial Policing Policy working group meetings on outline of policy amendments. The group includes Simon Dennis, Jameson Davis, Allene Swienckowski and Chief Kasten.
- Attended Upper Valley Honda groundbreaking on site off Sykes Mountain Avenue.
- Obtained quit claim deed from former owner of Town’s tax-acquired property at 63 Division Street. Town Attorney and purchaser’s attorney will proceed to closing to get this property back into private hands for redevelopment and taxation.
- FY20 tax bills were mailed on Friday. The due date is August 16.
- Working with Cat Buxton, Hannah Tyler and Scott Hausler on a rain garden project in Lyman Park on the back side of the bandstand. Upper Valley Apple Corps will construct a small rain garden to treat and absorb water from the bandstand roof drains.

DEPARTMENT HIGHLIGHTS

Assessor:

- prepared for, then held, Grievance Appeals (July 5th.)
 - processed grievance results
 - 24 appeals- 8 denials, 16 adjusted values
 - received state education tax rates and processed
- processed current use adjustments, set values
- prepared and filed 'As Billed' Grand List with town clerk
- worked with town manager and finance to set tax rates
- set up and printed tax bills, assisted finance with mailing of bills
- assisting finance with bill paying while Dawna is on vacation
- processed homestead declarations
- assisted public

Clerk:

- The Clerk's office is adapting to the new law and system related to Vital Records. It has been going relatively smoothly thus far.
- The Clerk and the BCA are gearing up for the Tax Appeal Hearing. Taxpayers have until July 25th, 5pm to file their request with the Clerk for a Tax Appeal Hearing. The BCA has 14 days (with an automatic statutory extension of up to 50 additional days) to schedule a hearing. The Clerk is working with the Chair and Vice Chair of the BCA to schedule the Hearing; we hope is to have it sometime in August. We have had one request (two properties) thus far.
- The Assistant Clerk will be out of the office July 18th & 19th; the Clerk will be out of the office July 22nd.
- We continue with the usual day-to-day functions of the office including an increase in some seasonal activities such as recording; marriage licenses; Green Mountain Passports; vehicle registration renewals, etc.

Finance:

- Preparing June 2019 Bank Reconciliations
- Annual Asset forfeiture compliance reporting
- Continued Monthly Grant reviews & requisitions with staff:
 - Recording of Receivables & Related Expenditures
- Prepared May 2019 Financials for Internal review
- 2020 Property Tax Bills Distributed

- Continued Preparation for FYE 2019 Audit
 - Long Term & Current Debt Schedules
 - Accrued Interest Recording
 - Fixed Asset Schedule Entries
 - SEFA Preparation
 - Open Purchase Order Review
 - Encumbrance Request
- Setting up FYE 2020 in MuniSmart
- 2019 Encumbrance preparation and review

Fire:

- On July 1st three new full time firefighters were added to the department. I'd like to welcome Brett Quillia from Hartford, Dillon Mock from Canaan, NH and Alex Hoehn from Norwich to our organization. The three firefighters worked the first two weeks on days to acclimate themselves to the team and beginning Sunday July 14th transitioned to their 24 hour shift cycle. In the next few weeks they will increase their operational knowledge and then can assist the department in handling our increased call volume.
- Fire department staff assisted the recreation department and the police department with July 4th activities.
- Staff provided ride along opportunities to members of the public.
- Staff conducted call force training.
- Conducted fire extinguisher training at King Arthur Flour.
- Conducted touch a truck public education at UVAC and Ventures summer camps.
- On July 8th the department welcomed Jason Czora to the organization as the new Assistant Fire Chief. Assistant Chief Czora recently retired from the Buffalo, New York Fire Department after over 20 years with the organization. Assistant Chief Czora comes with significant experiences and new ideas that will strengthen the organization. As the Assistant Chief he is tasked with strengthening our training program and managing the daily operations of the four rotating duty shifts.
- The Fire Prevention Office completed 32 inspections during this period. As the construction season is upon us the fire prevention team is reviewing and inspecting numerous projects throughout the community.
- On July 1st the department received responses from 6 manufacturers for the replacement of Ladder 1. A team of fire department members are reviewing the responses received for ladder truck that are currently available on the market or in construction. As part of our Capital Improvement Plan (CIP) the department had planned for the purchase of a 100 foot ladder truck in FY25. The department plans to make a purchase recommendation within the next week.
- On July 7th Engine 3 responded mutual aid to a building fire in Sharon.
- On July 10th Firefighter Wesley Black had the honor of throwing out the first pitch at the Nighthawks Game. July 10th was recognized as First Responders Night at Maxfield Sports Complex.

- Conducted staff meetings with firefighters, lieutenants and captains.
- The department entered in to a purchasing contract for a new ambulance that was approved in the current budget. The majority of the funding comes from the Local Option Tax and the balance from the Fire Reserve account.
- The department responded to 104 calls for service during this period.

The Incident log for this two week period:

Alarm Date	Street	Situation Found
6/30/2019 8:29	ALDEN PARTRIDGE RD	Lock-out
6/30/2019 13:31	VETERANS DR	EMS call, excluding vehicle accident with injury
6/30/2019 15:55	MAXHAM DR	EMS call, excluding vehicle accident with injury
6/30/2019 19:56	LAKE PINEO BEACH AREA	Lock-out
7/1/2019 0:56	SYKES MOUNTAIN AVE	Alarm system activation, no fire - unintentional
7/1/2019 6:29	BULLARD ST	EMS call, excluding vehicle accident with injury
7/1/2019 13:45	QUECHEE MAIN ST	Medical assist, assist EMS crew
7/1/2019 15:34	SYKES MOUNTAIN	Alarm system sounded due to malfunction
7/1/2019 16:30	QUECHEE HARTLAND RD	Smoke detector activation, no fire - unintentional
7/1/2019 18:28	LYMAN BATCHELLER RD	EMS call, excluding vehicle accident with injury
7/1/2019 18:53	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
7/1/2019 19:47	GREEN ACRES	EMS call, excluding vehicle accident with injury
7/1/2019 20:22	WINTER ST	EMS call, excluding vehicle accident with injury
7/1/2019 20:54	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
7/2/2019 8:29	COURTEMANCHE HL	EMS call, excluding vehicle accident with injury
7/2/2019 12:32	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
7/3/2019 11:00	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
7/3/2019 11:40	NORWICH AVE	Medical assist, assist EMS crew
7/3/2019 16:13	US RT 5	EMS call, excluding vehicle accident with injury
7/3/2019 17:57	I 89 N MM11 INTERSTATE 91 SOUTH REST AREA	No incident found on arrival at dispatch address
7/3/2019 20:56	AREA	EMS call, excluding vehicle accident with injury
7/3/2019 21:12	LEDGESIDE TER	EMS call, excluding vehicle accident with injury
7/3/2019 23:00	CHITTENDEN DRIVEWAY	Medical assist, assist EMS crew
7/4/2019 3:17	SYKES MOUNTAIN AVE	Alarm system sounded due to malfunction
7/4/2019 8:04	PLEASANT VIEW TER	EMS call, excluding vehicle accident with injury
7/4/2019 11:01	PASSUMPSIC AVE	Public service
7/4/2019 16:23	MAXFIELD LN	EMS call, excluding vehicle accident with injury
7/4/2019 17:17	OZZY LN	EMS call, excluding vehicle accident with injury
7/4/2019 19:10	SARGENT ST	EMS call, excluding vehicle accident with injury
7/4/2019 19:10	STERLING SPRINGS DR	Medical assist, assist EMS crew
7/5/2019 7:45	WILLARD RD	EMS call, excluding vehicle accident with injury
7/5/2019 9:12	ANGELL TRL	Alarm system sounded due to malfunction
7/5/2019 10:48	MORGAN RD	Alarm system activation, no fire - unintentional

7/5/2019 13:19	N HARTLAND RD	Medical assist, assist EMS crew
7/5/2019 17:07	LARCH LN	EMS call, excluding vehicle accident with injury
7/5/2019 20:07	BALLARDVALE DR	Medical assist, assist EMS crew
7/5/2019 21:18	TEMPLETON AVE	EMS call, excluding vehicle accident with injury
7/6/2019 0:34	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
7/6/2019 0:43	CHESTNUT ST	Medical assist, assist EMS crew
7/6/2019 13:40	I 91 S MM65	Dispatched & canceled en route
7/6/2019 20:21	N HARTLAND RD	Medical assist, assist EMS crew
7/6/2019 22:08	CHANDLER RD	EMS call, excluding vehicle accident with injury
7/7/2019 0:22	BRICK HOUSE LN	EMS call, excluding vehicle accident with injury
7/7/2019 4:29	QUIMBY MOUNTAIN RD	Building fire
7/7/2019 7:20	CHRISTIAN ST	Service Call, other
7/7/2019 13:28	PAULINE COLE DR	EMS call, excluding vehicle accident with injury
7/7/2019 16:11	LYMAN POINT PARK	EMS call, excluding vehicle accident with injury
7/7/2019 16:30	HIGHLAND AVE	Medical assist, assist EMS crew
7/7/2019 16:56	TEMPLETON AVE	EMS call, excluding vehicle accident with injury
7/7/2019 20:36	COUNTY RD	EMS call, excluding vehicle accident with injury
7/8/2019 2:46	WOODHAVEN DR	CO detector activation due to malfunction
7/8/2019 9:03	QUIMBY MOUNTAIN RD	Dispatched & canceled en route
7/8/2019 10:37	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
7/8/2019 12:53	WOODSTOCK RD	Grass fire
7/8/2019 15:47	I 89 N TO I 91 N MERGE	Motor vehicle accident with no injuries.
7/8/2019 16:02	JASMIN LN	EMS call, excluding vehicle accident with injury
7/8/2019 21:00	NEWTON LN	EMS call, excluding vehicle accident with injury
7/9/2019 4:03	BLAKE DR	EMS call, excluding vehicle accident with injury
7/9/2019 7:29	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury
7/9/2019 9:54	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
7/9/2019 14:03	BAKER TURN	EMS call, excluding vehicle accident with injury
7/9/2019 15:27	BESWICK DR	EMS call, excluding vehicle accident with injury
7/9/2019 16:07	QUECHEE MAIN ST	Motor vehicle accident with injuries
7/9/2019 17:40	MILL ST	EMS call, excluding vehicle accident with injury
7/9/2019 17:59	JASMIN LANE / N HARTLAND RD	EMS call, excluding vehicle accident with injury
7/9/2019 18:45	HARTFORD AVE	EMS call, excluding vehicle accident with injury
7/10/2019 5:00	SOUTH ST	Medical assist, assist EMS crew
7/10/2019 11:02	CHITTENDEN DRIVEWAY	EMS call, excluding vehicle accident with injury
7/10/2019 12:05	MAPLE ST	EMS call, excluding vehicle accident with injury
7/10/2019 13:23	WALNUT ST	EMS call, excluding vehicle accident with injury
7/10/2019 17:39	LESLIE DR	Public service
7/10/2019 18:25	MAIN ST	EMS call, excluding vehicle accident with injury
7/10/2019 19:16	CHITTENDEN DRIVEWAY	Medical assist, assist EMS crew
7/11/2019 5:44	N HARTLAND RD	EMS call, excluding vehicle accident with injury
7/11/2019 10:00	BILLINGS FARM RD	Public service
7/11/2019 16:07	MAPLE ST	EMS call, excluding vehicle accident with injury

7/11/2019 17:45	BENJAMIN RD	Medical assist, assist EMS crew
7/11/2019 19:48	NUTT LN	Water evacuation
7/11/2019 19:49	FERN ST	Water evacuation
7/11/2019 20:14	CURRIER ST	Water evacuation
7/12/2019 7:10	MAPLE ST	EMS call, excluding vehicle accident with injury
7/12/2019 12:42	VETERANS DR	Water or steam leak
7/12/2019 13:29	ARBORETUM LN	Public service
7/12/2019 14:03	LESLIE DR	Public service
7/12/2019 18:50	N HARTLAND RD / BALLARDVALE	Medical assist, assist EMS crew
7/12/2019 19:49	N MAIN ST	EMS call, excluding vehicle accident with injury
7/12/2019 19:53	B 31 VETERANS DR	EMS call, excluding vehicle accident with injury
7/12/2019 20:37	ARBORETUM LN	Motor vehicle accident with no injuries.
7/13/2019 2:22	GATES ST	EMS call, excluding vehicle accident with injury
7/13/2019 6:17	US ROUTE 5	EMS call, excluding vehicle accident with injury
7/13/2019 6:48	LARCH LN	Medical assist, assist EMS crew
7/13/2019 10:35	RAILROAD ROW	Medical assist, assist EMS crew
7/13/2019 11:54	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
7/13/2019 16:42	QUECHEE MAIN ST	Swimming/recreational water areas rescue
7/13/2019 21:04	N HARTLAND RD	EMS call, excluding vehicle accident with injury
7/13/2019 23:15	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
7/14/2019 0:43	VETERANS DR	EMS call, excluding vehicle accident with injury
7/14/2019 8:42	CONNECTICUT RIVER RD BALLARDVALE DR / N	EMS call, excluding vehicle accident with injury
7/14/2019 8:54	HARTLAND RD	Medical assist, assist EMS crew
7/14/2019 13:36	CHRISTIAN / BUGBEE	Motor vehicle accident with no injuries.
7/14/2019 16:05	BRIDGE ST	EMS call, excluding vehicle accident with injury
7/14/2019 16:13	NORWICH AVE	EMS call, excluding vehicle accident with injury
7/14/2019 17:01	HARVEST LN	Person in distress, other
7/14/2019 19:30	TWILIGHT CT	EMS call, excluding vehicle accident with injury

Information Technology:

- AES Fire Alarm Viewer Network connection issue resolved in Fire Dept.
- Set-up new user Jason Czora in network (domain login, email, phone)
- Tweaked paging system over speakers to fix buzzing issue
- Library PC Setup with special software
- Made generic logins for on-call firefighters to login to our system
- website tweaks for various departments

Parks and Recreation:

Program Highlights

- The 4th of July was well attended. This year we had 5 food trucks on site for food and they all seemed to be successful with sales. In addition, members of the American Vinyl Band performed along with DJ-Zack Davis. This year's event was again sponsored by Springfield Buick GMC with a \$10,000 contribution. Additional sponsors included Sabath Law, White River Rotary Club and Mascoma Bank. The evening kicked off with musical entertainment and an assortment of games and activities provided by the Hartford High School Class of 2020. Fireworks lifted off around 9:30pm. The event also included a very thorough exit plan this year. Pedestrians were limited to Passumpsic and Norwich Avenues and along Depot Street. All vehicles exited through the main entrance gate on Depot Street. Two lanes of exiting traffic lined Depot Street to Route 5 where cars were directed north bound or south bound. The exit lasted about 40 minutes which was record time. The Department wishes to commend the Hartford Police Department and Hartford Fire Department for all their work to make this year's 4th of July safe and fun for the community.
- The Department is preparing for the Hurricane Hill Trail Run on July 20th. The event is part of the Western New Hampshire Trail Running Series of which two races are in Vermont. The race start is at 9am and involves a 5k and 10k course. Race start is at 9am. Registration begins at 7:30am and will be held at the Upper Valley Aquatic Center. A bus is used to transport the runners to the top of Reservoir Road.
- David Keller performed at Quechee Green on July 3rd and Dave Clark & JunkeJoynt performed at Lyman Point Bandstand on July 10th. We have on average about 75 to 100 spectators. Chad Hollister will be performing at the Quechee Green on July 17th. The remaining concert performances include: Never Too Late performs at Lyman Point Park on July 24th. Grovesum will perform at the Quechee Green on July 31st. The Party Crashers will be on August 7th at Lyman Point and we will finish up the season with Gerry Grimo & The East Bay Jazz Ensemble on August 14^{at} at the Quechee Green.
- Summer Camp Ventures continues to be busy with activities and special trips to Storrs Pond, Silver Lake and a special trip to Maxfield on Fridays. A personnel issue requiring discipline of staff caused for reorganization of the program. We have continued the camp service without any disruptions and several new staff members have come on board. Special assistance from the Hartford School District was appreciated and we continue to provide a very active, fun and venturous camp experience.
- Hit The Trails Fun Run/Walk continues on Wednesdays from 6pm to 7:30pm on the Hartford High School Cross Country Trails. Family friendly activity. This is a free

program. Registration is encouraged. Participants are to meet at the Hartford High School Fitness Center.

- Youth Karate Summer Session 1 continues through July 17th. The program runs Monday and Wednesdays from 5pm to 6pm. Due to low enrollment, session 2 will not be running.
- Adult Coed Softball continues on Monday, Tuesday and Wednesday evenings at Ratcliff Park.
- Track & Field continues on Tuesday and Thursday, Ultimate Frisbee Drop in on Monday, Wednesday at Watson Park and Tuesday and Thursday permit with the Enough Monkeys Ultimate Frisbee at Watson.
- Hartford Women's Tennis continues at Maxfield with tennis on Monday and Wednesdays from 5:30pm to 8:00pm.
- Upper Valley Kickball continues at Clifford Park on Wednesday from 5pm to 8:30pm.
- Open Pickleball continues at Maxfield on Tuesdays and Thursdays from 6:00pm to 7:15pm. 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 warm and dry weather has slowed down the mowing and allowed for staff to begin working on additional projects throughout the parks.
- Upper Valley Nighthawks, Post 84 and Connecticut River Ironmen continue to use the Maxfield baseball field. Over the past couple weeks there has been limited breaks in the schedule. Not only for games but also due to the Nighthawks Baseball Camp limiting our ability to work at maintaining the field.
- Permits over the past two weeks included a private event at Frost Park on July 4th. Upper Valley Nighthawks baseball camp the week of July 8th along with games July 3rd, 6th, 7th, 10th, and 13th. Central Vermont Women's Softball League at Clifford Park on July 9th. Post 84 at Maxfield July 2nd, 5th, 8th, 11th and the Connecticut River Ironmen July 1st and 12th along with Tai Chi at the Lyman Park Bandstand on July 12th. The Navy Operational Support Center in White River Junction also held a family picnic on Saturday, July 13th at Clifford Park.
- The Department continues to meet with John Goodell from SVE Associates. They will be conducting the watershed assessment of the Maxfield property to be sure all the designed retention areas are working properly and maintained accordingly to the permit. This analysis will be the 5 year required engineer review of the site. Due to our Notice of Alleged Violation we continue to work with the Agency of Natural

Resources Watershed Management Division as it relates to the stormwater treatment system. There continues to be some evidence that what was permitted was not built properly. We have also found evidence that the Agency of Natural Resources / Wetlands Program identifies conflicting areas of the facility that are considered to be off limits for maintenance according to the Wetlands Program but the stormwater permit has identified that it should be maintained.

- Department met with the Town Manager, Department of Public Works Director and Cat Buxton who represents the Hartford Resilience Rain Garden project at Lyman Park. The meeting identified a conceptual design and location of the rain garden. Once the Department receives the draft design, we will meet with the Planning & Zoning Department to discuss what might need to be permitted for such a project. In addition, we will be drafting a contractual agreement with the Hartford Resilience Committee / Apple Corps for annual maintenance of the garden space.
- Parent Construction continues their work at the WABA facility. The warm floor loop is complete. The warm floor is near completion. The project continues to be on schedule and on budget.
- Department finalized the layout of the new bleacher sections planned for the WABA facility. The proposal is from Dant Clayton Bleacher Company which is part of Sourcewell Municipal Purchasing, and provides full procurement and meets our purchasing policy guidelines.
- The Department received notice from the Zamboni Company that the new Electric Zamboni will be delivered in September.
- Department was informed of a water supply issue at the West Hartford Library. Initial investigation and consultation with DPW, it was determined there may be a well pump issue. We have contacted a company that services wells and pumps to complete a site visit and hopefully resolve the problem.

Planning and Development

- Town Forest Trails – As part of implementing the Town Forest Recreation Management Plan, working with the Park and Rec department and Town Forest Ad Hoc Steering Committee to develop and prioritize FY 2020 work program, and which projects will be completed this Fall by the VT Youth Conservation Corps.
- Cemetery Research and Oral History Project –The final reports are completed, and began closing-out grant.
- Tafts Flat Historic Preservation Intensive Survey – Worked on draft RFP to hire a consultant to complete the survey. Anticipate solicitation this coming week.
- Residential Energy Efficiency Outreach – Continued working with Hartford Energy buildings/renewables work group to organize home energy workshops at the Hemlock Ridge Condo association on July 27th, and at the Coach Road condo association on August 26th.

- Community Solar– Continued working with Hartford Energy buildings/renewables work group to organize a workshop for Hartford condo associations on community solar scheduled for July 24th.
- Police Department Ventilation System – Continued working with consultant and Police Department on system design.
- Fiscal Year End – Continued processing fiscal year-end closeout.
- Development – Completed and distributed draft Findings of Fact on minor subdivision to create one lot on Quechee West Hartford Road.
- 132 South Main Street –Developer continued to meet with Town staff and met the Design Review Committee to discuss the develop a 43,000+ sq. ft. building with mixed use. Formal applications are anticipated.
- Former Kibby Properties – Continued working with the property owner on the reuse and redevelopment of the properties.
- Town Plan – Submitted Plan to the Regional Commission for approval, and forwarded to the VT Agency of Commerce and Community Development.
- Regional Plan – Provided comments to Two Rivers-Ottauquechee Regional Commission outlining concerns about the draft Land Use Chapter of the Regional Plan.
- Lower Sykes Mountain Ave Sidewalk/Bike Project – Continued working with contractor and VTrans to complete punch list items.
- Hartford Hazard Mitigation Plan Update – Continued preparing an RFP for a consultant, and working with the state on grant agreements. Anticipate solicitation this coming week.
- Currier Street Extension –Continued working with DPW and adjacent property owners to coordinate completion of the street improvements.
- Town Hall Electrical Usage Management – The pilot program to reduce Town Hall electricity usage and costs during evening peak demand periods kicked-off this past week.
- GMP Charging Station at Town Hall for Town Electric Vehicle – Continuing to coordinated installation with GMP and electrician tentatively scheduled for late July/early August when vehicle delivery expected.
- HBRLF – Tafts Flat Properties loan closed on July 3rd.
- VCDP Job Creation Loan – Working with state to close out the grant and allow the Town to retain up to 50% of the used loan proceeds for a Town revolving loan fund.

Police:

- July 1st – Patrol officers worked with Family and Children agencies in Vermont, New Hampshire and Massachusetts in locating and returning a 13 year old Massachusetts resident that failed meet with family after visiting with an acquaintance in White River Junction. The juvenile was located and returned safely to family.
- July 2nd – Corporal Clifford and K-9 Dozer assisted the Lebanon Police Department in completing a sniff of a vehicle that was stopped along I-89 and the operator suspected of carrying illicit drugs. Following a positive alert to the odor of illegal drugs by K-9 Dozer,

police recovered quantities of heroin and methamphetamine. Investigation by the Lebanon Police continues.

- July 2nd – Patrol officers assisted driving instructors at Hartford High School with a presentation to student drivers on Vermont Motor Vehicle Laws.
- July 3rd – Patrol officers stopped a vehicle along Hartford Avenue at Cumberland Farms. During a sniff of the vehicle by K-9 Dozer, he alerted Corporal Clifford to the odor of illicit drugs. The vehicle was seized and a search warrant was obtained. Following a search of the vehicle, officers recovered quantities of heroin and methamphetamine.
- July 4th – Patrol officers assisted the Claremont Police in locating an adolescent that had run away from home and was believed to be staying with an acquaintance in White River Junction. The juvenile was located and returned to his parents.
- June 4th – The police department assisted Parks and Recreation staff with traffic and event management during the annual 4th of July festivities at Kilowatt Park.
- July 5th – Patrol officers were dispatched to reports of a man in crisis at the Super 8 Motel along North Hartland Road. The man was found impaired and in need of assistance. He was taken by patrol officers to the Veteran's Administration Hospital for assistance.
- July 6th – Patrol officers were summoned to the Quechee Club for damage to the golf green/fairway from what appeared to be a vehicle that had driven onto the green from Murphy Road. Through investigation, the vehicle and juvenile operator were located. The investigation continues, charges are pending.
- July 7th – Patrol officers were dispatched to a property damage motor vehicle collision along Woodstock Road at the Quechee Gorge. Operators were released from the scene with citations following investigation.
- July 7th – Patrol officers located and arrested a Hartford man for aggravated domestic assault after he choked and struck his dating partner in her room at the Shady Lawn Motel earlier the previous day. The man was held at Southern State Correctional Facility on a \$75,000 bond pending a hearing before the Windsor County Superior Court.
- July 8th – Patrol officers were dispatched to a property damage motor vehicle collision along the 400 Block of North Hartland Road. Operators were released from the scene with citations following investigation.
- July 9th – Patrol officers were dispatched to a private resident along the unit block of Abbott Street for a juvenile behavioral emergency. Patrol officer found the adolescent in crisis and transported her to Mount Ascutney Hospital for assistance.

- July 9th – Patrol officers were dispatched to a motor vehicle collision with injuries and a downed utility pole along Quechee Main Street. A 60 year old Enfield, New Hampshire woman was taken by ambulance to Dartmouth-Hitchcock Medical Center and treated for non-life threatening injuries. Alcohol is considered a factor, the investigation continues.
- July 10th – Patrol officers were dispatched to reports of trees down across Maple Street at the Hartford Village Library. Town Highway crews were summoned to the scene to remove the trees and repair a damaged pole light. Police assisted with traffic management.
- July 11th – Patrol officers were dispatched to reports of a man in crisis at the Super 8 Motel along North Hartland Road. First responders found a 34 year old New Hampshire man on the second story walkway impaired, and naked from the waist down. Paramedics were summoned to assist and the man was taken to Dartmouth-Hitchcock Medical Center for assistance.
- July 11th – Patrol Squad Charlie hosted an Ice Cream Social at the Northwood's Community along Templeton Avenue.
- July 12th – Emergency Communications Specialists received numerous calls, and patrol officer dispatched to several weather related incidents throughout the area during heavy rain showers.
- July 13th – Patrol officers assisted paramedics with an unconscious man at the Vermonter along Gates Street. The man was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- July 13th – Patrol officers were dispatched to a welfare check at a campsite under the Urban Bridge behind Home Comfort Warehouse. Paramedics were summoned to treat a man that had injured his hand after reportedly punching the concrete bridge structure.

Public Works:

Highway

- Our grader continues to make the rounds. We are grateful that Stu Johnson, Branch Manager of Vermont Local Roads took time out of his very busy schedule to provide training to several members of the Highway team on grader operation. It is a very complicated piece of equipment to manage and master!
- On July 11, a heavy burst of rain overwhelmed many drainage systems and caused some washouts. Crews responded to that damage quickly!
- The Highway crew has the sweeper in order and it is starting to make the rounds.
- The Highway Crew has been out painting stop bars and crosswalks all over town.
- The Highway crew has been very busy keeping the equipment maintained and ready for action. We are continuing to transition equipment to summer mode.

- The Highway Crew is working closely with our Project Manager to make sure all of our State Stormwater Permits are in compliance. Bringing the stormwater system at the Public Works facility was particularly time consuming.
- Highway crew has started roadside mowing.
- The Highway crew is very thankful for the assistance from the other departments.
- We are working with Vermont Local Roads to organize training in grader operation for three members of our team. We are very appreciative of this free opportunity.
- Routine operations continue as always.
- “If you see something, say something!” Please keep Public Works notified if you see potholes, washouts, etc. Although we always have our eyes open, our community often sees things that we don’t.

Water

- The Water crew continues to train their new employees.
- 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 Water crew has been working with consultants on both the South Main Street and Abbey Lane project to ensure subsurface investigations don’t affect buried utilities.
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- The second phase of the Wilder Well Project has received bids and an award recommendation has been made. We will be awarding this bid at the July 16th Selectboard meeting.
- We continue to anticipate work to be done on the water storage tank at the VA Hospital. We have not received any updates recently on this project.
- The Water Crew will be starting a PFAS sampling/testing routine that will test for levels at 20 parts per trillion as the State is now requiring that. Staff will be attending training for this item.
 - Information about PFAS can be found here: <https://www.epa.gov/pfas/basic-information-pfas>
 - The Town is not aware of any industry historically that is associated with PFAS usage.
- 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.
- The Water Crew has been training our new Administrative Assistant to do final billing.
- The lead and copper sampling procedure is complete.
- As always, the water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.
- 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!

Wastewater

- The Wastewater crew continues to train new employees, including CDL training and wastewater classes.
- The Wastewater Department has been hauling grit to the Lebanon Landfill. The Wastewater Crew cleaned the Olcott Pump Station.
- The Wastewater crew at both plants is doing seasonal maintenance as needed (i.e. mowing lawns at pump stations).
- The Wastewater crew has been routinely hauling bio-solids to the Lebanon Landfill. *Note: We are anticipating an increase in fees at the Lebanon Landfill from \$68.68/ton to \$75 ton for all Municipal Solid Waste, including our sludge. They have also made changes to the schedule in which they will receive sludge.
- 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.
 - One of the leachfields in Quechee has been determined as 'failed' by inspectors. Our permits require that we are immediately responsive. We are working with our consultant to obtain quotes for a repair design.
- The Wastewater crew has been inspecting manholes as needed.
- The Wastewater crew has been working with consultants on both the South Main Street and Abbey Lane project to ensure subsurface investigations don't affect buried utilities.
- 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.
- After a recent concern from a resident, the Solid Waste Crew has been tv'ing the sewer lines on Apple Lane to ensure that they aren't contributing to a small, nearby sinkhole.
- The wastewater crew has performed several mark-outs.
- There has been assisting the Highway Department with flagging as needed.
- As always our wastewater treatment facilities are open for tours. We encourage everyone to see what the Town of Hartford does to control pollution!

Fleet Maintenance

- The mechanic installed new brake chambers on H-6.
- The mechanic worked with members of the Highway Crew to complete repairs of the street sweeper.
- The mechanic replaced fuel lines and repaired hydraulic leaks on H-5.
- The mechanic continues to perform brake jobs, oil changes, and other services as needed.

- The mechanic installed a new mower head on the John Deere tractor.

Solid Waste

- At a special meeting of the Selectboard, it was decided to discontinue receiving C&D waste at any level until we have a full understanding of the services that Lebanon Landfill will be committing to. The board tasked us with exploring options for continued sustainability at Solid Waste both fiscally and environmentally.
- 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.
- The Closed Landfill Recertification is completed and submitted. The State had some follow up questions which we have completely addressed.
- The Solid Waste Facility continues to operate routinely.
- The Solid Waste crew continues to encourage outreach and tours to raise awareness of the facility.
- 63 Division Street has been cleaned up!

Administrative

- Hannah worked with the Finance department to close out the end of the fiscal year (grants too!). Thank you to Finance for all of your assistance (and patience!) on that.
- 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 continues to work with FEMA and Vermont Emergency Management to close out the July 1st storm. It looks like we are getting closer!
- 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. 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, the Simpson Development, and 132 South Main).

- DPW staff has completed the South Main Street Lot expansion! We now have parking spaces marked out! The bid was awarded after approval at the June 18th Selectboard meeting. Dubois and King is preparing an updated project schedule to our team.
- 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. The consultant is currently doing subsurface explorations for the design phase and has provided our team with a structural assessment of the retaining wall on the south end of that project.
- Town staff is currently trying to coordinate a meeting with stakeholders for the finalization of the easements on Currier Street Project completion. We are optimistic that we can have everything all set by early August.
 - We are working with a structural engineer to ensure that we are installing appropriate bases for the lighting on that project.
- The Sykes Mountain Avenue Roundabout Project is still in the ROW acquisition phase. Notice letters have been set out for the Condemnation Site Visit and Hearing. Today, Hannah, Jeremy, and Chris met with members of the project team to look at underground utilities, traffic control phasing, and a few other smaller items.
- Paula Nulty continues to provide us with support on a variety of hiring and human resources items. We appreciate all of her assistance.
- 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. The Stream Permit has been submitted and is currently under review.
- DPW staff is working to ensure that our permitting process (various items) are issued and reviewed 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). She continues to field Requests for Information from FEMA and Vermont Emergency Management. This has been a very time consuming close-out and research project due to the age and numerous staff turnovers.

- We were recently notified that there may be advanced deterioration of some support members of the bike path bridge in Wilder. A structural engineer has given the initial determination that it is entirely safe for pedestrian usage but will require some corrective action.
- 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 Wentworth Way, 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.
- Our paving contractor is beginning work on Noyes Lane today and will begin raising structures on Latham Works.
- The Abbey Lane project is under contract and currently in the preliminary research/exploration phase. We are anticipating a variety of deliverables by the end of August.
- Hannah and Chris are meeting with Dubois and King for a kick off meeting this week for the South Main Street Lot project.
- The Maple Street Scour/Washout Construction is complete.
- The Quechee Main Street Water Main Design and South/James Street Water Mains Design have been awarded and we will sign contracts this week. We anticipate a kick off meeting shortly.
- On July 12, the Town was notified by the Vermont State Housing Authority that there may be some safety hazards with the building façade at 94 South Main Street, which houses the Center for Cartoon Studies and some residential housing. We will continue to work with all parties to ensure safe building access and safe pedestrian access. We appreciate everyone's patience.
- Other projects:
 - Sidewalk Replacements (bid awarded to Nott's Excavating, currently negotiating pricing)
 - Line Striping (bid awarded to Markings, Inc. of Pembroke, MA, work delayed slightly due to weather)
- Note: The operations and project updates outlined in this memorandum are an overview of our operations and not exclusive to any individual projects.

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