

**Town Of Hartford
Town Staff
Significant Activity Report, July 16 – July 29, 2019**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your consideration:

- Finalized with Tom Debalsi the services agreement with the Vermont Partnership for the Inclusivity & Equity Strategic Plan. Met and planned schedule of introductory meetings and interviews with Town and School staffs. Curtiss Reed and Mary Gannon of the Vermont Partnership met with Town Department Heads at staff meeting Monday for introductions and working with them on data gathering for the Inclusivity & Equity Strategic Plan. They will address the Selectboard and School Board at their Joint meeting on August 14.
- Participated in Welcoming Hartford Ordinance working group meetings in the development of the draft ordinance.
- Met with the representatives of the IAFF, the Fact-finder/Mediator, the Town’s labor counsel, and Chief Cooney in fact-finding hearing. The Town and IAFF have 30 days from July 23 to file briefs, and the Fact-Finder has 30 days from receipt of those briefs to issue his report.
- Met with representatives of VLCT-PACIF on July 24 as a scheduled check-in with clients.
- Reviewed and approved the issuance of the RFP for the Design and Engineer for the Outdoor Pool. RFP submissions are Due August 12th.
- Met with Michelle Ollie and Dave Lloyd of the Center for Cartoon Studies, regarding a concern for the temporary sidewalk closing while their building owner performed roof repairs at the Colodny Building on S. Main St. They also gave me a guided tour of the School and program description.
- Led a tour of Town Hall for a contingent from the Town of Enfield, NH with an explanation of the 2015 renovation, space needs and utilization. The contingent

also visited the Public Safety building with tours by Chief Cooney and Chief Kasten.

DEPARTMENT HIGHLIGHTS

Assessor:

- started the 202 Grand List
- processing sales and mailing sales verifications for sales thru April
- reviewing 2019 sales for equalization study
- preparing for BCA, 6 appeals
- assisting finance with providing current tax bills from NEMRC
- processing homesteads and state aid payments

Clerk:

- The Town Clerk has been preparing for the upcoming Tax Appeal Hearings to be held on August 22, 2019 beginning at 8am in Room 2 of Town Hall. We received SIX Requests for Tax Appeal by the deadline. The Notice & Agenda was sent to Appellants on Friday by Certified Mail.
- In addition, the Town Clerk's office continues to be busy with typical summer activities to include: Processing Voter Registrations & updating the Voter Checklist; Recording; Marriage Licensing; Dog Licensing; Vehicle Registration Renewals; Issuing Green Mountain Passports.

Finance:

- Preparing June 2019 Bank Reconciliations
- Annual Asset forfeiture compliance reporting
- Annual Sub-recipient Annual Report
- Continued Monthly Grant reviews & requisitions with staff:
 - Recording of Receivables & Related Expenditures
- 2020 Property Tax Bill Collection – hand written receipts
- 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 24th the Selectboard approved the financing of a new ladder truck. The bid was awarded to E-ONE for a HR100. The build documents are in review. The truck is scheduled to be delivered in November. During the build time the manufacturer is providing a ladder truck for our use.
- The Rescue truck was out of service for a few days with an engine malfunction. It required an injector replacement and is now back in service.
- Engine 1 received rear spring replacements.
- Annual flow testing was completed on the department self-contained breathing apparatus (SCBA).
- Staff conducted Fire Drills in the community.
- Conducted Fire Extinguisher Training at King Arthur Flour
- Shifts attended UVAC summer camp activities.
- Staff conducted Pre-Plan Fire Inspections in the community.
- A part-time Asst. Fire Marshal position was posted. The full time Fire Marshal job description is being reviewed as there was no internal candidates from the full time staff.
- The department responded to 117 calls for service during this period.

The Incident log for this two week period:

Alarm Date	Street	Situation Found
7/14/2019 0:43	VETERANS DR	EMS call, excluding vehicle accident with injury
7/14/2019 8:42	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
7/14/2019 8:54	BALLARDVALE DR / N 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
7/15/2019 11:13	HARTFORD AVE	EMS call, excluding vehicle accident with injury
7/15/2019 11:31	GILSON RD	Building fire
7/15/2019 17:04	MAPLE ST	EMS call, excluding vehicle accident with injury
7/15/2019 20:20	SOUTH ST	EMS call, excluding vehicle accident with injury
7/15/2019 21:47	VA CUTOFF RD	Medical assist, assist EMS crew
7/16/2019 2:11	MAPLE ST	Medical assist, assist EMS crew
7/16/2019 6:39	FERN ST	EMS call, excluding vehicle accident with injury
7/16/2019 10:58	BILLINGS FARM RD	Public service assistance, other
7/16/2019 12:47	WOODSTOCK RD	Motor vehicle accident with no injuries.
7/16/2019 13:02	WOODLAWN DR	Smoke detector activation due to malfunction

7/16/2019 18:26	MAPLE ST	Lock-out
7/16/2019 20:44	CURRIER ST	EMS call, excluding vehicle accident with injury
7/17/2019 0:54	VAMC	EMS call, excluding vehicle accident with injury
7/17/2019 8:01	GATES ST	EMS call, excluding vehicle accident with injury
7/17/2019 10:56	NATURES WAY	Medical assist, assist EMS crew
7/17/2019 12:23	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
7/17/2019 15:52	HARVEST LN	Assist invalid
7/17/2019 16:30	WOODSTOCK RD	Smoke or odor removal
7/17/2019 18:01	CHAMBERS LN	EMS call, excluding vehicle accident with injury
7/18/2019 9:18	N HARTLAND RD	EMS call, excluding vehicle accident with injury
7/18/2019 9:49	AIRPORT RD	EMS call, excluding vehicle accident with injury
7/18/2019 9:53	B 39 VETERANS DR	Alarm system activation, no fire - unintentional
7/18/2019 14:00	N HARTLAND RD	EMS call, excluding vehicle accident with injury
7/18/2019 14:51	SANDS O TIME RD	Dispatched & canceled en route
7/18/2019 15:27	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
7/18/2019 17:50	SAFFORD RD	Medical assist, assist EMS crew
7/18/2019 18:36	TALL TIMBERS DR	EMS call, excluding vehicle accident with injury
7/18/2019 19:51	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
7/18/2019 19:59	HIRAM ATKINS BYWAY	EMS call, excluding vehicle accident with injury
7/18/2019 20:52	BENJAMIN RD	Assist invalid
7/18/2019 21:14	CHRISTIAN ST	Public service assistance, other
7/18/2019 23:21	AIRPORT RD	Water problem, other
7/19/2019 13:13	ARBORETUM LN	Public service assistance, other
7/19/2019 14:31	HIGHLAND AVE	EMS call, excluding vehicle accident with injury
7/19/2019 14:39	CHITTENDEN DRIVEWAY	Medical assist, assist EMS crew
7/19/2019 15:01	N HARTLAND RD	EMS call, excluding vehicle accident with injury
7/19/2019 16:00	BULLARD ST	System malfunction, other
7/19/2019 16:21	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
7/19/2019 20:26	BARRISTER DR	Smoke detector activation, no fire - unintentional
7/20/2019 7:51	CHRISTIAN ST	Medical assist, assist EMS crew
7/20/2019 8:50	COURTEMANCHE HL	EMS call, excluding vehicle accident with injury
7/20/2019 9:55	HARTFORD AVE	EMS call, excluding vehicle accident with injury
7/20/2019 10:29	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
7/20/2019 14:59	N HARTLAND RD	Heat detector activation due to malfunction
7/20/2019 15:03	SUMNER FALLS SHORE	Dispatched & canceled en route
7/20/2019 15:33	FARM FIELD LN	Swimming/recreational water areas rescue
7/20/2019 15:33	W WOODSTOCK RD	EMS call, excluding vehicle accident with injury
7/20/2019 16:31	NORWICH AVE	EMS call, excluding vehicle accident with injury
7/20/2019 18:00	VT ROUTE 14	EMS call, excluding vehicle accident with injury
7/20/2019 20:10	HARTFORD AVE	EMS call, excluding vehicle accident with injury
7/20/2019 21:17	S MAIN ST	EMS call, excluding vehicle accident with injury
7/20/2019 22:02	MURPHYS / KINGFISHER	Motor vehicle accident with injuries
7/20/2019 22:31	I 91 S ENTRANCE 11	EMS call, excluding vehicle accident with injury

7/21/2019 0:40	HILLCREST TER	EMS call, excluding vehicle accident with injury
7/21/2019 7:26	HARVEST LN	Medical assist, assist EMS crew
7/21/2019 17:15	VETERANS DR	EMS call, excluding vehicle accident with injury
7/21/2019 17:21	CHERRY TREE LN	EMS call, excluding vehicle accident with injury
7/22/2019 10:09	HARTFORD AVE	Medical assist, assist EMS crew
7/22/2019 10:45	PAINE RD	Cover assignment, standby, moveup
7/22/2019 11:57	MAGNOLIA CIR	EMS call, excluding vehicle accident with injury
7/22/2019 14:43	QUECHEE MAIN ST	Smoke detector activation, no fire - unintentional
7/22/2019 17:25	DEMERS AVE	Public service
7/22/2019 20:53	SPRING CIR	EMS call, excluding vehicle accident with injury
7/23/2019 6:27	W GILSON AVE	EMS call, excluding vehicle accident with injury
7/23/2019 9:11	HARTFORD AVE	EMS call, excluding vehicle accident with injury
7/23/2019 11:00	CHESTER ARTHUR RD	EMS call, excluding vehicle accident with injury
7/23/2019 11:20	COUTERMARSH ST	EMS call, excluding vehicle accident with injury
7/23/2019 14:52	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
7/23/2019 18:06	N MAIN ST	Medical assist, assist EMS crew
7/23/2019 19:53	WOODSTOCK RD	Natural vegetation fire, other
7/23/2019 20:33	DOTHAN RD / ROUTE 14	Motor vehicle accident with no injuries.
7/23/2019 21:30	URBAN BRIDGE	Outside rubbish, trash or waste fire
7/24/2019 6:50	HOLLOW DR	EMS call, excluding vehicle accident with injury
7/24/2019 8:58	BARNES AVE	EMS call, excluding vehicle accident with injury
7/24/2019 12:24	N MAIN ST	Motor vehicle accident with no injuries.
7/24/2019 13:49	CHESTNUT ST	EMS call, excluding vehicle accident with injury
7/24/2019 16:07	HARTFORD AVE	EMS call, excluding vehicle accident with injury
7/24/2019 17:33	HOLLOW DR	Smoke or odor removal
7/24/2019 20:23	HARTFORD AVE	Dispatched & canceled en route
7/25/2019 1:22	SOUTH ST	EMS call, excluding vehicle accident with injury
7/25/2019 1:36	SPRING CIR	EMS call, excluding vehicle accident with injury
7/25/2019 9:28	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
7/25/2019 10:07	CANDLELIGHT TER	Medical assist, assist EMS crew
7/25/2019 15:58	HARTFORD AVE	EMS call, excluding vehicle accident with injury
7/25/2019 18:26	BALLARDVALE DR	System malfunction, other
7/25/2019 20:40	B 39 VETERANS DR	EMS call, excluding vehicle accident with injury
7/26/2019 6:40	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
7/26/2019 10:00	VA CUTOFF RD	Service Call, other
7/26/2019 10:17	SKYLINE WAY	EMS call, excluding vehicle accident with injury
7/26/2019 12:59	I 91 S MM67	Medical assist, assist EMS crew
7/26/2019 14:04	OLCOTT DR	EMS call, excluding vehicle accident with injury
7/26/2019 15:00	VA CUTOFF RD	Service Call, other
7/26/2019 19:30	HARTFORD AVE	EMS call, excluding vehicle accident with injury
7/26/2019 19:56	CHRISTIAN ST	Medical assist, assist EMS crew
7/26/2019 20:35	GILLETTE ST	Smoke scare, odor of smoke
7/27/2019 3:39	HAZEN ST	Good intent call, other

7/27/2019 7:50	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
7/27/2019 8:19	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
7/27/2019 13:34	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
7/27/2019 15:02	CHANDLER RD	EMS call, excluding vehicle accident with injury
7/27/2019 15:12	VA CUTOFF RD	Medical assist, assist EMS crew
7/27/2019 20:02	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
7/27/2019 20:47	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
7/27/2019 21:23	W FISHER RD	False alarm or false call, other
7/28/2019 10:35	SOFTWOOD RD	Lock-out
7/28/2019 15:47	CURRIER ST	EMS call, excluding vehicle accident with injury
7/28/2019 19:47	S MAIN ST	Medical assist, assist EMS crew
7/28/2019 20:38	JUNIPER DR	EMS call, excluding vehicle accident with injury
7/29/2019 3:15	HARTFORD AVE	EMS call, excluding vehicle accident with injury

Information Technology:

- Re-recorded new phone tree and programmed DPW IVR to accommodate new hire and properly route calls
- Fixed broken network server drive for police detective
- Recorded and programmed Finance phone tree to help route folks to proper destination for Tax Bill questions
- Fixed Spillman not logging in on state laptop for detectives
- Cleaned West Hartford Library PC's of spyware and malware
- Installed New PC at West Hartford Library
- Installed new Anti-Virus on every PC in town
- Reset Netmotion Password for Windsor PD patrol
- Set up Wi-Fi extender to help with dead zone in West Hartford Library
- Set Up DPW employee with new access in Munismart
- Set up new PoE Switch and Phone for Water Department, mirroring extension they already have
- Assisted Detectives with downloading evidence off of camcorder onto PC
- Assisted Detectives with playing back security camera footage that used proprietary DVR player that required special codec
- Fixed door pin not working for Assistant Fire Chief in door outside Fire bay
- Set up Dispatch on domain logins to ensure Printers and Network Drives follow logins. Set up Folder re-direct. Assisted each dispatcher on both PC's on logging in, setting up Spillman, emails/signatures, chrome bookmarks, etc.

Parks and Recreation:

Program Highlights

- The Department held the Hurricane Hill Trail Run on July 20th. The event was of the Western New Hampshire Trail Running Series of which two races are in Vermont. The race was at 9am and involved a 5k and 10k course. The hot and muggy day didn't hold off the 80 finishers of the race. The 10k was a qualifier for the series.
- Chad Hollister performed at the Quechee Green on July 17th. Never Too Late performed 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.
- 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.
- Week 5 and 6 of Ventures Camp completed over the past two weeks. We have two more weeks of camp with Week 7 starting on July 29th. Both Explorers and Adventurers are full with a total of 80 participants.
- Summer Flag Football started up on July 16th and continues through August 20th. The program runs on Tuesday evenings from 6pm to 7pm at Kilowatt South Park. 20 participants are enrolled. This non-contact flag football program is an introduction to the game for young athletes and designed to create an atmosphere that encourages all players to learn and develop fundamental football skills.
- Adult Coed Softball continued on Monday, Tuesday and Wednesday evenings at Ratcliff Park. Playoffs begin the week of the 29th for the league.
- 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.
- The First Tee Golf Program – Golf Swing and Course Play continues at Fore-U and Carter Country Club with 7 enrolled in the program.
- Open Pickleball continues at Maxfield on Tuesdays and Thursdays from 6:00pm to 7:15pm.
- Wicked Cool Kids Camp is the week of July 29th. This particular session is on Rocket Science. The STEM Program runs from 9am to 4pm each day which will include activities outside. There are 12 children signed up for the program.
- The Hartford Babe Ruth program continues with playoffs. Games will be held on Monday, July 29th at Maxfield and Wednesday the 31st at DBS.

Parks/Facilities

- Permits and program reservations over the past two weeks included 14 reservations/bookings with a total of 138 hours of usage. Clifford Park had 3 reservations including Upper Valley Kickball, Central Vermont Women's Softball. Lyman Point Park held 3 events including Never Too Late Summer Concert, Tai Chi at the Bandstand and the White River Junction VA Employee Association. Maxfield Pavilion A held two Family Entertainment events over the past two weeks. Magic By George and Jason Tardy. Maxfield Baseball held several games including the Upper Valley Nighthawk games and a second Baseball Camp. Post 84 also held 4 games. Chad Hollister performed at Quechee Green and Enough Monkeys held their weekly Ultimate Frisbee. West Hartford Library held their Wednesday Farmers Market.
- The cold floor loop is complete at WABA. The loops are held under pressure for a period of several days before the concrete pour will take place. The project continues to be on schedule and on budget.
- The Department will be pushing out its advertising campaign for the new Zamboni and its advertising potential.
- The Parks Division is working with Resilient Hartford on several projects in the parks. The event is on August 10th. Tree care at Maxfield, repainting of a few pieces of playground equipment at Frost Park, painting of the Quechee Bandstand and moving the BBQ grills at Clifford Park. The past two springs caused tremendous damage to the area the current grills are located. The grills will be moved closer to the bandstand eliminating the immediate threat of the grills getting damaged in the future.
- Henderson's Tree Service removed a dead tree and hazard tree from Veterans Park. We also had a tree fall near the railroad tracks in Lyman Park that needed to be removed.
- A heavy downpour a couple weeks ago caused considerable washouts at the Kilowatt Boat Launch and Access Road. With the assistance of DPW we were able to redirect the water from the launch area to eliminate potential washouts in the future. In addition, further materials were brought in to complete the work.
- The Department has started the recruitment of WABA seasonal hiring. Currently seeking a Rink Attendant and Rink Monitor for the skating season operations.
- Department disseminated the RFP for the Design and Engineer for the Outdoor Pool. RFP submissions are Due August 12th.
- With the assistance of DPW, we were able to obtain 20 large boulders that will be installed in the parking areas at Maxfield. The boulders will replace some of the grade stakes and rope currently being used to keep vehicles from parking in the parking area drainage retention areas.

Planning and Development

- Town Forest Trails – Continued working with Park and Rec Department and Town Forest Ad Hoc Steering Committee to develop and prioritize FY 2020 work program for implementation of the Town Forest Recreation Management Plan.
- Cemetery Research and Oral History Project –Completed and submitted to the State the Grant closeout report and reimbursement requisition.
- Tafts Flat Historic Preservation Intensive Survey – On July 19th released Request for Proposals to hire a Historic Preservation consultant to complete the survey. Proposals due August 8th.
- Governor Visit – Disseminated information on the Governor’s Windsor County “Capital for a Day” visit to Hartford on October 30th.
- Bugbee Center Roof Replacement Grant – Received \$27,800 Grant award and executed grant agreement towards the roof replacement.
- Community Solar– Co-hosted a workshop for Hartford condo associations with Vermont Law School, with 28 people in attendance. Homeowners, condo association board members, and property managers were given information on how the State’s net-metering program works, and the steps to take if interested in using solar power.
- Residential Energy Efficiency Outreach – Hosted Hemlock Ridge Condo Association Energy Event on July 27th with Dan Fraser, Efficiency Vermont, Green Mountain Power, and Brite-Lite Electric. Residents received information on rebates and incentives for heat pumps and other energy-savings equipment. Next event at the Coach Road Condo Association on August 26th.
- Fiscal Year End – Submitted information to Finance Department for fiscal year-end closeout.
- Regional Plan – Provided comments to Two Rivers-Ottawaquechee Regional Commission outlining concerns about the draft Land Use Chapter of the Regional Plan impacting the Town’s zoning and development authority. Scheduled to discuss with the Planning Commission on August 12th and tentatively with the Selectboard on August 13th.
- 132 South Main Street – Town staff and Design Review Committee continued preapplication meetings with the developer regarding a 43,000+ sq. ft. building with mixed use. Formal applications are anticipated.
- Former Kibby Properties – Continued working with the property owner and development team on the reuse and redevelopment of the properties.
- 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 continued the

weekend of July 19-21 as potentially the hottest days of the year for Vermont and the New England area this past week. Upgrade to Town Hall HVAC control systems is moving forward with Efficiency Vermont is covering \$13,328 of the \$16,828 upgrade.

- GMP Charging Station at Town Hall for Town Electric Vehicle – Continuing to coordinated installation with GMP and electrician tentatively scheduled for some time in August when vehicle delivery expected.
- Lower Sykes Mt Ave Bike Ped Project – Working towards completion of the punch list items.
- 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.
- Vermont Energy Future Initiative - Attended the last meeting of this statewide planning group on July 25th. Members of the Initiative will collaborate on key projects identified during meetings.

Police:

Please find the Police Department significant activity report for the week ending July 28th:

- July 14th – Patrol officers were dispatched to reports of a man in crisis 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 and released. A short time later police were again dispatched to assist the man and worked with the Police Chaplain, Social Worker and oncoming patrol shift to insure the man received follow-up services at the Veterans Administration Hospital.
- July 14th – Patrol officers were dispatched to a report of a purse and other valuables taken from a car parked at the Watson Park outside of Hartford Village. A short time later, police received a second call for a purse and other valuables taken from a car parked at a River Access Area along Route 14 in West Hartford. Both vehicles were locked and a window shattered to access the vehicle. The investigation continues.
- July 15th – Acting on citizen tips, Patrol officers arrested a 30 year old St. Johnsbury man, and two men, aged 19 and 22, both of whom from Brooklyn, New York after recovering 159.5 grams of crack cocaine and 51.1 grams of raw heroin, as well as multiple items of packaging material used in the sale and distribution of illicit drugs. Investigators from the Drug Enforcement Administration assisted with the investigation and arrest. The men were cited and released pending a hearing in the Criminal Division of Windsor Superior Court.
- July 15th – Patrol Squad Charlie hosted an Ice Cream Social at the Upper Valley Haven along Hartford Avenue.
- July 16th – Patrol officers were dispatched to a private residence along the 200 block of Quechee Hartland Road for a domestic assault. An adolescent was cited into juvenile court and released to the custody of family pending a hearing in the Windsor Superior Court, Criminal Division.
- July 17th – Corporal Clifford and K-9 Dozer assisted the Lebanon Police Department in completing a sniff of a vehicle that was stopped 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 18th – Patrol Squad Baker hosted an Ice Cream Social along Hollow Drive.
- July 18th – Patrol officers were dispatched to a property damage motor vehicle accident after a Tractor-Trailer struck the railroad overpass along Bridge Street and became stuck. Investigation and removal delayed traffic.
- July 19th – Patrol officers were summoned to a private residence along Hiram Atkins Byway after a delivery worker observed a woman in crisis inside the home. Police found a 41 year old woman significantly impaired and in need of assistance. She was taken by police Dartmouth-Hitchcock Medical Center for assistance.
- July 20th – Patrol officers paramedics , and investigators were dispatched to the White River at the Quechee West Hartford Bridge for an infant that had reportedly drowned. The child was taken by ambulance to Dartmouth-Hitchcock Medical Center where it later died. The investigation continues.
- July 20th – Patrol officers were dispatched to reports of an unconscious woman at a human service provider along Hartford Avenue. Responding officers determined the woman had suffered an opiate related overdose, administered nasal naloxone and assisted the woman with regaining consciousness with the help of paramedics.
- July 20th – Patrol officers to the Quechee Club for a golf cart operated by three juveniles that had crashed. The juveniles were taken by ambulance for non-life threatening injuries. The investigation continues.
- July 21st – Patrol officers responded to a report of graffiti spray painted on the Quechee Covered Bridge. The investigation continues.

- July 22nd – Patrol officers responded to a report of a theft of construction tools taken from a home along the 1500 block of Maple Street. The investigation continues.
- July 23rd – Patrol officers were dispatched to a private residence along the unit block of West Gilson Avenue for a suspicious condition. Patrol officers found an elderly man in crisis and in need of assistance. Paramedics were summoned to assist and the man was taken by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- July 23rd – Patrol officers were dispatched to a property damage motor vehicle collision involving a Tractor-Trailer along Route 4. Department of Motor Vehicle Investigators assisted with the scene, and the driver was released on citations following investigation.
- July 24th – Patrol officers were dispatched to reports of a fire under the Urban Bridge. Police found an unoccupied tent and other items that had been burned. The investigation continues.
- July 24th – Patrol officers were dispatched to a property damage motor vehicle collision where after impact one of the vehicles had left the roadway, traversed a culvert and became stuck in a tree. The investigation continues.
- July 25th – Patrol officers assisted the Lebanon Police with a man in crisis standing on the outboard railing over the Lyman Bride over the Connecticut River. The man was de-escalated, taken into custody and transported to Dartmouth-Hitchcock Medical Center for further assistance.

- July 25th – Police Department personnel attended annual legal update training instructed by Windsor County State’s Attorney David Cahill at the Norwich Police Department.
- July 26th – Patrol Squad Delta hosted an Ice Cream Social at Dales Mobile Home Park.
- July 26th – Patrol officers were dispatched to a loud argument involving a couple in the garden area adjacent to Town Hall. Police located the two at a tending site under the Bridge Street bridge. The incident was mediated, assistance provided.
- July 27th – Patrol officers were dispatched to reports of a man in crisis at McDonald’s along Sykes Mountain Avenue. First responders found an agitated 40 year old Massachusetts man in need of assistance. The man was de-escalated and taken by patrol officers to Dartmouth-Hitchcock Medical Center for assistance.
- July 28th – Patrol officers were dispatched to a private residence along the 1800 block of Connecticut River Road for a woman in crisis. Patrol officers found the woman impaired and in need of medical assistance. The woman was taken to Dartmouth-Hitchcock Medical Center for further assistance.

Public Works:

Highway

- Our grader continues to make the rounds.
- A new catch basin was installed on Hazen Street to mitigate regularly occurring flooding during heavy rain events.
- The Town has identified several areas of erosion on Quechee Main Street from the Ottauquechee River that are undermining the guardrails. We are optimistic that the repairs to these sites may be covered by FEMA under the disaster declaration.
- The Highway crew has the sweeper in order and it is making 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 has been preparing roads for paving, particularly on Jericho Street and Noyes Lane.
- Highway crew continues to do roadside mowing.
- The Highway Crew is actively cleaning catch basins and drainage lines in the downtown area.
- Joe Phelps and Travis Beebe helped the Water Crew pave three water cuts.
- Howard Road was ditched.
- The Highway Crew flushed culverts on King’s Highway.
- The Highway crew is very thankful for the assistance from the other departments.
- 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.
- The bid was awarded for Phase 2 of the Wilder Well at the July 24th Selectboard meeting. That project has a timeline of approximately 150 days.
- 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 repaired a water leak on Highland Ave/Crystal Place.
- The Water Crew paved water cuts on Crystal Place, Barns Avenue, and Pleasant View Terrace.
- The Water Crew worked on the Source Protection Plan.
- The Water Crew has been performing mark-outs ahead of paving.
- 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.
- 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 cleaned the chlorine dosing tank.
- The Wastewater Crew is mowing leach fields.
- The Wastewater Crew is performing mark outs ahead of paving and also working on raising manholes.
- 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 leach fields 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

- Staff replaced wiring on the painting trailer for new lights.
- The fleet mechanic worked on the rescue truck.
- The fleet mechanic installed new bearings on the mower head for the Challenger Tractor.
- The fleet mechanic installed new brake cans on H-5.
- The fleet mechanic repaired the filter on the landfill loader.

Solid Waste

- On July 24th, the City of Lebanon set their new solid waste ordinances and as of July 25th, has resumed receiving raw C&D. We will be developing a plan to formally address how or if we will manage C&D at our facility.
- 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.
- Hammonds Grinding has been hauling ground C&D to the Lebanon Landfill.
- The Solid Waste Facility continues to operate routinely.

- The Solid Waste crew continues to encourage outreach and tours to raise awareness of the facility.
- HHW Events:
 - A June 19th event was held successfully
 - We will be hosting an HHW event in Hartford on October 5th.
 - We have requested that the State of Vermont offer some flexibility on our SWIP and allow us to participate in an August 10th event in Bradford.

Administrative

- Hannah worked with the Finance department to finish up a few straggler items from the FY close-out. We are appreciative of all of their department's assistance.
- Scott Hausler, Paula Nulty, and I attended a July 23rd meeting of the White River Rotary to give an update on several big projects we have going on around Town and where the public can access information about Town business! We thank the Rotary for hosting us!
- Hannah is attending the July 24th Selectboard meeting with Jeremy Delisle for several bid awards and adoption of Town Road and Bridge Standards.
- The April 15th rain event has been federally declared as a disaster. Jeremy and Hannah had a phone conference with VEM and FEMA staff to kick off that 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 continues to work with FEMA and Vermont Emergency Management to close out the July 1st storm. It looks like we are getting closer!
- Hannah and Paula are working with Jill Muhr at the VLCT to develop training for DPW supervisors in basic employment practices and human resource information. We have a conference call scheduled with her on July 26th to solidify what this will look like.
- 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.
- On July 22, Hannah and Lori Hirshfield met with representatives from Stantec, the engineering firm performing the Safety Corridor study on Route 5. They are putting together a final presentation with the preferred alternative (decided by VTrans feedback, public feedback, and stakeholder feedback) for each segment of the corridor. We are anticipating that they will be ready to make a presentation to the Selectboard in September.
- 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).
- A kickoff meeting for the South Main Street Parking Lot is being held on Thursday, July 25th with the consultants for that project.
- 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. We are currently scheduling a meeting in early August for an update on that project.
- The Town of Woodstock has approached us with a request to use our permitted fields to land apply their wastewater sludge as they have lost the ability to use theirs. Town staff is meeting with Woodstock staff to start the conversation in August.
- An extensive survey of our roads and 'country drainage' was completed by TRORC
- 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 holding a meeting on August 6th with all of the stakeholders for this project in hopes to keep it moving forward.
 - 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 in August.
- Paula Nulty continues to provide us with support on a variety of 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 annual paving contract continues to move forward smoothly.
- We believe that the camera system on the Prospect Street Traffic Lights are shot. We are working with a contractor to trouble shoot (to see if we can identify a remedy), but ultimately they may need to be replaced. We will follow up with more information as we have it.
- The Abbey Lane project is under contract and currently in the preliminary research/exploration phase. Soil borings and a variety of inspections have been performed.
- Hannah and Chris are meeting with Dufresne Group to perform a kick off meeting for the South Main/James Street Water Main Design Project.
- We are working with Dubois and King to schedule a kick-off meeting for the Quechee Main Street Water Main Design.
- DPW Staff is working with Green Mountain Power to facilitate installation of poles in town (i.e. mark-outs, etc.).
- Other projects:
 - Sidewalk Replacements (bid awarded to Nott's Excavating, currently negotiating pricing) and working out scheduling.

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 ****