

**Town Of Hartford
Town Staff
Significant Activity Report, May 19 – June 2, 2020**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Continued discussion of State education tax rate setting for FY21 with School Superintendent. Contacted School Bd. Chair/Representative Christie to urge him and his legislative colleagues to approve the State school tax rate before on July 1. Coach updated me that H959 passed the House 127 – 20 on Friday afternoon. This bill establishes the statewide education property tax yields and non-homestead rates for fiscal year 2021. H959 still needs Senate approval, but Rep. Christie was encouraged by the margin of support in the House.
- Our state-contracted Public Information Officer, WSP, established the weekly update by email on the Sykes Mountain Av. Projects.
- Met with HADCCR Committee and Economic Recovery sub-group to discuss pending \$400M State COVID-19 economic relief and plan for working with the Chamber to provide technical assistance to Town businesses (not just Chamber members). Met with full Committee on Friday, May 26; the Committee supported the Town’s \$3,000 purchase of masks and to assist businesses with signage design in an effort to increase mask-wearing inside stores. The Committee is also recommending that the Selectboard amend the Charge to add two new subgroups – Community Connections, Celebration and Wellness; and Communications – as well increase the Committee membership by 3 and revise charge. These recommendations are in item 4d of the Selectboard Agenda.
- Following the Governor’s guidance cancelling fairs and festivals this summer, the Chamber Board canceled the Quechee Balloon Festival for 2020. It was previously postponed from June 19-21 to September 18 – 20. The Town canceled its July Fourth and Glory Days Festivals for 2020.
- Continued to update logistics, cleaning, health screenings and departmental continuity of operations plans in anticipation of re-opening Town Hall and administrative functions (which may not occur before June 15). The Governor’s

Order continues to require municipal employees to continue to telecommute if possible.

- S283, which will extend the period by which Hartford could issue TIF debt by three years (beyond March 2021) was passed by both legislative chambers.

DEPARTMENT HIGHLIGHTS

Assessor:

- Prepared reports for TIF audit and continuing to work with the Planning department on submitting other requests for the 5-year TIF audit (FY2017 & FY 2018)
- Continued to review new valuations for 2020 Grand List look to be finishing up majority of valuations next week. Once this process is complete, we will look bring values from CAMA database to NEMRC grand list software.
- Assessor staff attended a free 2-day VISION (Computer Assisted Mass Appraisal software) training. This included details on further utilization of the software in reporting and valuation methods.
- Continued review of applications for tax exempt properties
- Current Use applications and plans are still under review for 2020 GL.
- We have been continuing to work on the state equalization study.
- Homestead downloads are being maintained with continual updates (this includes changes to rental and business use)

Clerk:

- We are processing provisional Outside Consumption permits as they come in from local businesses and the DLC.
- The volume of recording has increased and is keeping us busy. We continue to offer in-person Title Searches on M-W-F by appointment only for limited time periods.
- We also continue to process Dog Licenses by Mail. We will begin assessing the late fee for dog licenses not in process prior to June 1st (state Law requires dogs to be licensed by April 1st).
- Last week the Town Clerk began offering curbside marriage licensing and notary services. Marriage licenses will be issued to Vermont residents and NH residents within Upper Valley towns only until the Governor lifts the 14 day quarantine order.
- Election preparations are in full swing. There has been an increase in requests for early/absentee ballots for both elections. Candidates had to file by Thursday, May 28th to have their name placed on the August Primary Ballot. We received the following submissions for District 4-2 (listed in the order received):
 - Rebecca White-Democratic
 - Kevin “Coach” Christie-Democratic
 - Nicholas Bramlage-Progressive
 - Alice Flanders-Republican

- Candidates for District 4-1, which includes a portion of Hartford, file with the District Clerk in Barnard:
 - Havah Armstrong Walther-Democratic (lives in Hartford)
 - Mark Donka-Republican (lives in Hartford)
 - Heather Surprenant-Democratic (lives in Barnard)
- The Secretary of State/Elections Division issued an Election Bulletin on June 1st to Town/City Clerks regarding the proposal they have put forth to the Governor consideration for the August Primary and the November General Election. We will continue to follow the outcome as the final details are put in place. I will not include the details since it is not yet approved however, I have included an excerpt from Director of Elections, Will Senning's e-mail so the Board and the public are aware of the serious efforts in place to handle elections in these different times:

"I am writing today in an effort to bring some clarity to what we are planning for the August Primary and November General elections. Although the Governor has yet to formally agree with our proposal, which is currently required for us to move forward, he has clearly instructed us to prepare as if our plan will be implemented.

The processes we are proposing for both elections have two primary goals:

- 1. protecting Vermonters' right to vote, and do so safely; and*
- 2. reducing the amount of traffic at the polling places on Election Day in order to protect the health and safety of our clerks, poll workers, and voters.*

Accordingly, I feel it is necessary to let you all know, as clearly as possible, what we are proposing for the upcoming Primary and General elections. There will be many more details to come, but the broad outline of the proposed process is as follows:

- 1. For both elections, we will encourage as much early, by mail voting as possible.*
- 2. For both elections, there will be in-person voting at polling places available on Election Day – with those polling places conducted as safely as possible through new processes and procedures and provision of the necessary PPE and other polling place supplies to aid with proper social distancing."*

Finance:

- The Finance report for this period will be submitted with the June 16 Significant Activities Report.

Fire:

- The EOC Operations Section continues to monitor the welfare and needs of our vulnerable population, medical professionals and businesses throughout the community and report our findings at regular intervals.
- Members of the departments testing team assisted with the Dept of Health in an asymptomatic testing site in Springfield and at UVAC as well as symptomatic testing in the community.
- Attend the Selectboard Ad hoc committee on Coronavirus.
- Shifts conducted rural water supply testing in the community.
- The new ladder truck is currently in production. Many of the main components are completed and in the process of final assembly. The vehicle has a tentative delivery date of late July.
- Vandalism occurred at Hartford Station 2 on Willard Rd. Appears to be limited to the main entry door. No missing equipment was identified.
- The department responded to 77 calls for service during this period.

Alarm Date	Street	Situation Found
5/17/2020 12:45	CHRISTIAN ST	Public service
5/18/2020 13:56	QUECHEE WEST HARTFORD RD	Motor vehicle accident with no injuries.
5/19/2020 8:22	CURRIER ST	Emergency medical service incident, other
5/19/2020 10:07	CURRIER ST	Emergency medical service incident, other
5/19/2020 13:28	AIRPORT RD	Medical assist, assist EMS crew
5/19/2020 16:30	MAPLE ST	Medical assist, assist EMS crew
5/19/2020 18:10	LIBERTY LN	Service Call, other
5/19/2020 21:41	BRIDGE ST	EMS call, excluding vehicle accident with injury
5/20/2020 2:26	BALLARDVALE DR	EMS call, excluding vehicle accident with injury
5/20/2020 6:23	GRANITE WAY	Service Call, other
5/20/2020 10:12	VA CUTOFF RD	Medical assist, assist EMS crew
5/20/2020 10:43	BALLARDVALE DR	Rescue, EMS incident, other
5/20/2020 11:43	WOODSTOCK RD	Lock-out
5/20/2020 12:58	HILLSIDE RD	Medical assist, assist EMS crew
5/20/2020 17:19	CURRIER ST	Medical assist, assist EMS crew
5/20/2020 17:54	COLONIAL DR	Good intent call, other
5/21/2020 11:02	UNION ST	Special type of incident, other
5/21/2020 15:33	COLONIAL DR	EMS call, excluding vehicle accident with injury
5/21/2020 20:37	CHANDLER RD	False alarm or false call, other
5/22/2020 8:42	JERICO ST	EMS call, excluding vehicle accident with injury
5/22/2020 13:07	WINTER ST	Emergency medical service incident, other
5/22/2020 13:45	BUGBEE ST	EMS call, excluding vehicle accident with injury
5/22/2020 14:17	NEWTON LN	EMS call, excluding vehicle accident with injury
5/22/2020 14:58	HARTFORD AVE	Service Call, other
5/22/2020 16:31	I 91 N MM69	EMS call, excluding vehicle accident with injury

5/22/2020 19:18	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
5/23/2020 8:38	N HARTLAND RD	Medical assist, assist EMS crew
5/23/2020 15:42	CURRIER ST	EMS call, excluding vehicle accident with injury
5/23/2020 17:24	MAPLE ST	Motor vehicle accident with no injuries.
5/24/2020 5:11	FERRY BOAT XING	EMS call, excluding vehicle accident with injury
5/24/2020 10:08	IRIS WAY	Medical assist, assist EMS crew
5/24/2020 10:46	US ROUTE 5	EMS call, excluding vehicle accident with injury
5/24/2020 14:58	PINE ST	No incident found on arrival at dispatch address
5/24/2020 15:48	BUGBEE ST	EMS call, excluding vehicle accident with injury
5/24/2020 15:52	CURRIER ST	Assist invalid
5/24/2020 17:33	WATERMAN HILL RD	No incident found on arrival at dispatch address
5/24/2020 21:56	EVARTS RD	EMS call, excluding vehicle accident with injury
5/25/2020 9:01	ARBORETUM LN	EMS call, excluding vehicle accident with injury
5/25/2020 13:16	COUTERMARSH ST	Medical assist, assist EMS crew
5/25/2020 20:42	HARTFORD AVE	Medical assist, assist EMS crew
5/26/2020 19:40	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
5/26/2020 23:50	CANDLELIGHT TER	Medical assist, assist EMS crew
5/27/2020 8:03	N MAIN ST	Medical assist, assist EMS crew
5/27/2020 9:05	S MAIN ST	Emergency medical service incident, other
5/27/2020 9:12	HARTFORD AVE	False alarm or false call, other
5/27/2020 10:50	BUGBEE ST	Public service assistance, other
5/27/2020 11:04	HARTFORD AVE	Medical assist, assist EMS crew
5/27/2020 17:41	EVARTS RD	Emergency medical service incident, other
5/27/2020 19:04	QUECHEE HARTLAND RD	Emergency medical service incident, other
5/27/2020 21:19	LOWER HYDE PARK	Brush or brush-and-grass mixture fire
5/27/2020 21:39	FAIRVIEW TER	Emergency medical service incident, other
5/28/2020 1:01	COUNTY RD	Medical assist, assist EMS crew
5/28/2020 1:40	FROST PARK	Medical assist, assist EMS crew
5/28/2020 8:15	RAILROAD ROW	Alarm system activation, no fire - unintentional
5/28/2020 16:35	BRIDGE ST	EMS call, excluding vehicle accident with injury
5/28/2020 17:15	SYKES MOUNTAIN AVE	Smoke scare, odor of smoke
5/28/2020 20:32	SUGARHILL LN	Medical assist, assist EMS crew
5/29/2020 0:45	E FISHER RD	Dispatched & canceled en route
5/29/2020 3:10	WOLF RD	Dispatched & canceled en route
5/29/2020 15:51	N HARTLAND RD	Medical assist, assist EMS crew
5/29/2020 21:36	S MAIN ST	EMS call, excluding vehicle accident with injury
5/29/2020 22:56	GREELEY SHUNPIKE	EMS call, excluding vehicle accident with injury
5/29/2020 23:28	OLD RIVER RD	No incident found on arrival at dispatch address
5/30/2020 7:06	AIRPORT RD	EMS call, excluding vehicle accident with injury
5/30/2020 12:10	SCHOOL ST	Emergency medical service incident, other
5/30/2020 12:37	DAY RD	EMS call, excluding vehicle accident with injury

5/30/2020 14:32	WILDER DAM RD	Watercraft rescue
5/30/2020 15:41	CURRIER ST	Emergency medical service incident, other
5/30/2020 16:15	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
5/31/2020 0:50	I 91 N MM64	Medical assist, assist EMS crew
5/31/2020 8:09	CHAMBERS LN	Medical assist, assist EMS crew
5/31/2020 11:17	ADVENT HILL RD	Chimney or flue fire, confined to chimney or flue
5/31/2020 13:21	LARCH LN	Medical assist, assist EMS crew
5/31/2020 15:31	US ROUTE 5	EMS call, excluding vehicle accident with injury
5/31/2020 20:30	STERLING SPRINGS DR	EMS call, excluding vehicle accident with injury
5/31/2020 23:31	CURRIER ST	EMS call, excluding vehicle accident with injury
6/1/2020 0:20	S MAIN ST	Medical assist, assist EMS crew

Information Technology:

- Fixed licensing issue for Munismart Finance program
- Setup Detective Laptops for remote Spillman access, file server, printers, evidence barcode system, VPN capabilities
- Resolved networking issue with backup phone firewalls, bringing redundancy HA failover capabilities back
- Switched Finance PC over after motherboard failure, transferred files from old hard drive
- continued work on server migration in public safety, 95% complete

Parks & Recreation:

Program Highlights

- Received word through the Department of Children and Families of a Restart Stipend for summer camp programs that includes funding for PPE, advanced cleaning supplies and added staffing necessary to assist with extended guidelines for COVID-19 safety. We received a Stipend in the amount of \$15,559.00 to assist Camp Ventures this summer.
- We have been submitting purchase requests for COVID-19/Ventures Camp expenses so we have them available to us at the beginning of camp. We continue to finalize several changes to the Camp Ventures Program for this coming summer. Staff will be reviewing the guidelines from the State of Vermont regarding camps and will also implement guidance through recommendations from the American Camp Association. Summer Staff Training begins the Week of June 1st. Training will continue over the next two weeks. The training will consist of indoor, outdoor and virtual.
- The Department conducted a survey to current camp ventures parents regarding the summer program. We used this platform to discuss the changes in camp this summer which includes the first two weeks of the program with half day camps. This will allow staff to integrate the new procedures due to COVID-19 as we work to provide a safe, clean and fun summer for campers. Our priority continues to be the health and safety of our program participants, employees and volunteers throughout the Town of Hartford.
- Following Governor Scott’s announcement regarding the cancelation of fairs and festivals we made the decision to cancel the 4th of July Celebration along with the Glory Days

Festival. With the cancelation of the Balloon Festival, we will not be conducting the parking for scholarships.

- New wreaths were placed on the Veterans Memorial at Town Hall, Veterans Park and the Hartford Cemetery. Denis Backus from the VFW volunteer each year to place Memorial Day Wreaths at the memorials and conduct a ceremony by tossing flowers over the bridge into the White River. This year, Denis and his wife completed the task.
- The new van arrived May 29th. We are working with AMI Graphics on lettering and installing the department logo. We anticipate using the van this summer under the COVID-19 guidelines. Busing and transportation is not out of question. The Department of Health supports summer transportation but as long as they remain in small groups and sanitation is a priority. Masks should be worn by staff and participants while on the bus.
- We are still awaiting guidance on youth sport league play. Once we have a better understanding on what that might consist of then we will prepare some form of programming.
- The Summer Concert Series begins next week, June 10th. We will be meeting with the Health Officer to identify how this program could be managed before advertising the series start.

Parks/Facilities

- We are starting to see a lot of activity for park permit requests. Most are for small group functions such as picnics and specific exercise classes.
- We are working on a electronic health screening questionnaire for summer and full time staff using Survey monkey.
- The RFQ for the design build of the municipal pool was distributed. Advertising was in the Valley News. Submissions will be due July 22nd. Following submission the RFQ's will be reviewed by a committee of staff. We expect the review to take several weeks as each submission will be asked to present to the selection committee their qualifications to complete the project. Once a selection is determined, we will present to the Town Manager for project consideration and presentation to the Selectboard sometime in September.
- All park locations continue to be open. Quechee Falls Park was opened last week for public access to the lower section of the park.
- With the start of our summer camp program, we will be opening up the pavilion water systems at Maxfield. The half day program will be operated out of the main Maxfield Pavilion. The bathroom facilities will remain closed to the public. The main pavilion bathrooms will be used by the summer camp program and off limits to the public during program hours. This will allow for proper cleaning. The remaining pavilions will be closed until we begin to have publicly scheduled activities.
- We are awaiting Valley Turf Services to complete the infield project that began in the early spring. This consisted of drainage improvements, sod removal and installation of infield mix. We hope to have the project completed by the end of June.

- The Department is working on a COVID-19 Program Plan for the Summer Concert Series which is scheduled to begin June 10th. The program will consist of social distance areas marked out within the park, spaced out parking locations, one household per-assigned spectator viewing area. We anticipate finalizing the plan with the assistance of the Town Health Officer.

Planning:

- TIF District Debt Timeline – On Friday, May 29th, the VT House of Representatives approved the Town’s request to extend the deadline for the TIF District to incur debt, from March 31, 2021 to March 31, 2024.
- Green-Up Day – Following several weeks of preparation, the community came out on Saturday, May 30th for another successful town-wide Green-Up Day. Participants signed-up on-line to clean specific sections of town, pick-up bags outside Town Hall and Quechee Library, used masks and maintained proper distancing. Dumpsters at Town Hall and at the Quechee Green were close to full, and several truckloads of non-dumpster trash were hauled away.
- COVID- 19 Response – Continued working closely with the Town Committee, Upper Valley Strong, and state agencies to provide information and resources to the public. Supporting activities in the operation of the Town’s Emergency Operations Center, including development of weekly Strategic Priorities and Action Plan.
- Attended several briefings and strategy meetings on the Governor’s COVID Economic Recovery Plan. Disseminated information to businesses and organizations. Working with Chamber of Commerce, Vital Communities, GMEDC and TRORC.
- Worked with Town Departments on responding to WRJ businesses inquiries to use Town right of way/public spaces given COVID indoor and distancing limitations. Developed and disseminated request to businesses to identify interest and ways to meet state and town requirements, and vehicular and pedestrian safety; due June 2nd.
- Hazard Mitigation Plan – Continued working with the TRORC on the draft Plan update, for distribution to the public and the Selectboard for the June 9th SB meeting.
- Homelessness Needs – Continued working with Town staff, members of the Hartford Homelessness Committee and members of the UV Strong Economic Displacement Committee to identify options to transition people out of temporary COVID housing to more sustainable interim and long-term housing.
- Zoning/Building Permits – Applications continue to be submitted, with 42 being processed in the past five weeks.
- Zoning Board and Planning Commission Development Public Hearings – Resumed virtual hearings on May 26th and May 27th, respectively. Received new applications on May 26th.
- Northern Stage – Continuing to work with No Stage in creating a few outdoor summer productions in WRJ, respecting social distancing and changes in the stay-at-home order. Intended to include businesses in the downtown.

- Trails in the Town Forest - The Town is contracting with the Vermont Youth Conservation Corps to do trail improvements this summer. The areas have been staked out.
- TIF 2020 Projects – Continued working with DPW to advance projects for construction in 2020 and 2021.
- Wentworth and Wilder VCDP Housing Grant – Received review comments from the state. Hearing before the VT Community Development Program Board rescheduled to June 11th.
- South Main Street TIF Improvements – Completed Bond Bank TIF loan application and State Revolving loan applications for S Main Street etc. project. Preconstruction meeting held. Construction targeted to begin in June
- TIF Five-Year State Audit – Held an information gathering meeting with the state auditors and Town Assessor’s Office on May 21st. Responding to requests for information. This is a several month process.
- VT Economic Progress Council – Working with state on annual monitoring of TIF program accomplishments and reporting.
- Roundabout and Upper Sykes Sidewalk Project – May 26th community kick-off meeting held with public. Continued working with DPW and project team on preparation for construction to begin first week of June.
- Climate Action Plan – Developed draft RFP for consultant to develop Plan. Committee reviewing.
- Bugbee Senior Center Roof – Finalized contract documents for award of bid.
- Currier Street TIF Project – Continued working with DPW on preparation for completion of construction in 2020.
- Town Forest Management Plan – County Forester reviewed draft plan update. Conservation Commission reviewing at June 1st meeting.
- Town Forest Recreation Plan – In final stages of Plan draft before formal review for adoption.
- Vermont Youth Conservation Corps – Met with the crew to mark the trail in the Town Forest scheduled for reconstruction this summer.
- Tafts Flat Historic Preservation Survey – Report substantially completed. Project completion pending community meeting.
- Net Zero Pilot Program for New Construction or Major Additions – Sent out information materials for the next phase of the program roll-out to builders/developer/architects, and beginning dissemination to homeowners/businesses to participate in this voluntary program to build energy efficient structures with renewable energy systems.
- PSB Ventilation System – Worked with Police Department on coordinating installation of new ventilation system.
- Public Safety Building- Working with Police Department on engaging consultant to design new HVAC system and specs to solicit contractor bids for summer installation.
- Zoning Regs Land Uses – Researched several requests regarding various land use requests within the Town.
- Vermont Rail Action Network – Attended meeting focused on strategies to increase awareness of rail as an important multi-modal alternative as we transition back to use of rail from COVID restrictions.

- Hathaway Road – Worked with DPW and Town Manager regarding property owner violations of Town Highway Ordinance and possible Town Zoning Regulations.
- Internal Control Procedure – Completed major revision of department's Internal Financial Control Procedure and submitted to the Finance Department.

Police:

Below please find the Significant Activity Report for the Police Department for the week ending May 31st:

- May 19 – Officers investigated a single vehicle traffic crash with property damage at the unit block of Pine Street. The operator inadvertently hit the gas pedal while pulling into a parking lot and struck a wooden parking lot barrier.
- May 19 – Officers investigated a two-vehicle crash with minor injury at the intersection of North Main Street and Airport Road. One operator failed to yield at the stop sign and pulled out into traffic and was struck by another operator.
- May 19 – Officers investigated a fraud complaint at the unit block of Hollow Drive where an unsuspecting resident provided her Medicare insurance information over the phone. Assistance provided.
- May 19 – Officers responded to the 600 block of Maple Street for a report of a heavily intoxicated female posing a safety concern for her children in her care. The 36-year-old female caused a disturbance upon police arrival. She was subsequently taken into protective custody and lodged at Southern State Correctional Facility. Charges of two counts of Cruelty to Children under 10 and Aggravated Disorderly Conduct are pending.
- May 20 – Officers arrested a 45-year-old male for possession of methamphetamine while assisting staff at the 400 block of N. Hartland Road. The male was cited and released.
- May 20 – Officers responded to the 400 block of N. Hartland Road for a report of suspected drug dealing in the parking lot. Vehicles involved in the suspicious behavior left prior to police arrival.
- May 20 – Officers responded to the 200 block of Connecticut River Road for a reported family disturbance. Situation mediated.
- May 20 – Officers investigated a reported trespassing complaint at the unit block of Ballardvale Drive. Individual reported as trespassing was unable to be located.
- May 21 – Officers investigated a suspicious/loitering complaint at the 100 block of Sykes Mountain Avenue. Individual was moved along.
- May 21 – Officers investigated a reported theft from a vehicle at the unit block of Ballardvale Drive. A parked camper in the parking lot had been pried open and entered. Several items stolen. Investigation continues.
- May 21 – Officers arrested a 45-year-old male for possession of cocaine and methamphetamine as a result of a traffic stop on Hartford Avenue.

- May 21 – Officers responded to the 600 block of Maple Street for a report of a heavily intoxicated female causing a disturbance. The 36-year-old female was subsequently taken into protective custody and lodged at the Southern State Correctional Facility. Charges of Simple Assault and Disorderly Conduct are pending.
- May 22 – Officers executed a search and seizure warrant at a residence located along the 500 block of Christian Street as part of an ongoing drug investigation. Several items of illicit drugs were seized. Investigation continues.
- May 22 – Officers investigated a family disturbance at the 2000 block of Hartford Avenue involving a juvenile. Situation mediated.
- May 22 – Officers responded to the 1400 block of Maple Street for a mental health emergency. Assistance provided.
- May 22 – Officers investigated a threatening complaint at the 400 block of Rustic Road. A resident upset with tree service/utility work threatened the company's traffic flagger. Situation mediated.
- May 22 – Officers cited a 26-year-old male for trespassing as he was observed at the 400 block of N. Hartland Road after having been previously trespassed.
- May 22 – Officers responded to the unit block of Ballardvale Drive for a reported individual passed out on the premises. Investigation led to the arrest of a 39-year-old male for possession of heroin and crack cocaine. He was cited and released. Also arrested was a 33-year-old male for being a Fugitive from Justice. He was lodged at Southern State Correctional Facility.
- May 23 – Officers investigated a single vehicle crash with property damage near the 600 block of Maple Street.
- May 24 – Officers responded to the 400 block of N. Hartland Road for a reported citizen dispute. Situation mediated.
- May 25 – Officers responded to the 400 block N. Hartland Road for a reported theft. A 36-year-old male reported his wallet and keys stolen. Investigation continues.
- May 25 – Officers cited a 54-year-old male for driving on a suspended operator license as a result from a traffic stop on Bugbee Street.
- May 25 – Officers investigate a reported burglary at the 100 block of Willard Road where entry was forced into the building. No items appeared to have been taken. Investigation continues.
- May 25 – Officers responded to the unit block of Beswick Drive for a suspicious complaint of possible drug activity. Three individuals were subsequently trespassed from the property.
- May 26 – Officers investigated two-vehicle traffic crash with damage near the 1100 block of Maple Street.
- May 26 – Officers investigated a threatening complaint at the unit block of Gillette Street. A 67-year-old female was subsequently cited for Criminal Threatening after having made threatening statements to a neighbor that she was going to kill them with a piece of picket fence of which they were arguing over.

- May 26 – Officers responded to the unit block of Candlelight Terrace for a neighbor dispute. Situation mediated.
- May 26 – Officers responded to the unit block of Candlelight Terrace for a report of an assault between three male parties. Charges pending on one male for Disorderly Conduct. Attempts to identify another male for assault charges are in progress. Investigation continues.
- May 27 – Officers arrested a 45-year-old male at the 100 block of Sykes Mountain Avenue on an outstanding arrest warrant. He was subsequently lodged at Southern State Correctional Facility.
- May 27 – Officers responded to the 600 block of Maple Street for a welfare check on a reported heavily intoxicated female. The 36-year-old female was subsequently taken into protective custody and lodged at the Southern State Correctional Facility where she began assaulting the transporting officer. Charges of Aggravated Disorderly Conduct are pending.
- May 27 – Officers responded to 92 South Main Street for a reported assault. A 61-year-old female reported being pushed by a 53-year-old female, and in response threw spaghetti at her. Neither party wished charges against the other. Situation mediated.
- May 28 – Officers investigated a report of a stolen debit card at the 600 block of Sykes Mountain Avenue where the card was later used in Lebanon, NH and Barre, VT. Investigation continues.
- May 28 – Officers responded to the unit block of Sunrise Circle for a report of a fight where one male was pinning another to the ground. Upon arrival, officers learned that a mental health client in distress was being restrained by the health care worker.
- May 28 – Officers responded to the 400 block of VT Route 14 for a report of a dispute between an occupant and two Home Depot delivery personnel over the performance of removing and installing appliance. Situation mediated.
- May 28 – Officers responded to the 100 block of Bridge Street for a report of a bicyclist running into a vehicle, causing damage to the vehicle. The disoriented cyclist was subsequently transported to Dartmouth-Hitchcock Medical Center for assistance.
- May 29 – Officers responded to the 600 block of Maple Street for a reported trespassing complaint. A 26-year-old male was subsequently found to be in possession of heroin and was cited for same.
- May 29 – Officers investigated a two-vehicle traffic crash with injury at N. Hartland Road and Ballardvale Drive. One operator failed to yield to oncoming traffic while making a left turn and was struck by another operator. One operator suffered burns from air bag deployment.
- May 29 – Officers responded to the 600 block of Maple Street for a reported domestic disturbance between a mother and adult son. Situation mediated.
- May 30 – Officers investigated a report of a missing person at the 100 block of Airport Road. An 89-year-old female with dementia wandered off in the middle of the night with minimal to no clothing. Individual was located in a ditch behind the

residence in otherwise good health. She was transported to Dartmouth-Hitchcock Medical Center for assistance.

- May 30 – Officers arrested a 23-year-old male at the 200 block of Red Bard Road for being a Fugitive from Justice. He was subsequently lodged at Southern State Correctional Facility.
- May 30 – Officers cited and released a 36-year-old female for driving on a suspended license resulting from a traffic stop on South Main Street.
- May 30 – Officers responded to the 400 block of N. Hartland Road for a reported disturbance. A 52-year-old male was subsequently arrested on two outstanding arrest warrants as well as being charged with domestic assault. He was subsequently lodged at Southern State Correctional Facility.
- May 30 – Officers responded to the 600 block of Maple Street for a reported family dispute. Situation mediated.
- May 30 – Officers responded to the unit block of Spring Circle for a reported dispute between neighbors. Situation mediated.
- May 31 – Officers responded to the 600 block of Maple Street for a report of a family disturbance. Situation mediated.
- May 31 – Officers investigated a report of an assault having occurred the previous day at the unit block of Spring Circle. A 33-year-old male suffered two broken ribs, abrasions and a black eye after being assaulted by another male. A 21-year-old male was charged with Aggravated Assault. The 33-year-old was charged with domestic assault for assaulting his estranged girlfriend, which ultimately prompted the 21-year-old to assault him. While arresting the 33-year-old male, officers found heroin on his possession for which he was also charged.
- May 31 – Officers responded to the unit block of Ballardvale Drive for a reported animal bite complaint. A male jogging in the area was bit by a pit bull.
- May 31 – Officers responded to the 200 block of Maple Street for a trespassing complaint. A 30-year-old female was trespassed from the property.
- May 31 – Officers responded to the area of Cross Street and Quechee Hartland Road for a report of an intoxicated male sitting a ditch talking incoherently. Upon arrival officers located a 40-year-old male in crisis. The male was transported to Dartmouth-Hitchcock Medical Center for assistance.
- May 31 – Officers responded to the unit block of Christian Street for a reported juvenile disturbance. Situation mediated.

Public Works:

The following are the activities completed by the Public Works Department over the past two weeks:

Highway

- The Highway Crew assisted with guardrail replacement on Jericho Street, providing flagging as well.

- Due to Covid related changes, the Department of Corrections team is not performing the seasonal maintenance that our department relies on for many of our facilities, including the Russtown Cemetery. DPW team members are all working closely to add these additional services into our operational schedules.
- Ben Lynds is training on the grader with Brian Raymond – they are actively grading and raking gravel roads.
- The Highway Crew is ditching roads.
- The Highway Crew spent a substantial amount of time making repairs to River Road (ditching, grading, reshaping, repairing potholes).
- The Highway Crew is working closely with Fleet Maintenance to ensure all vehicles and equipment are ready!
- The Highway Crew continues to clean up downed or damaged trees all over town.
- The Highway Crew assisted the Water Crew with the Gillette Street and Wilder Street projects.
- The Highway Crew has started painting stop bars and crosswalks.
- The Highway Crew is patching potholes as they are identified.
- “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

- **It is our goal to take all necessary steps to maintain the health and safety of our employees and community. Until further notice, we will not be entering any homes unless we are notified of a water leak causing home damage.**
- We are very excited to announce that our new ‘Well #3’ is producing plenty of water to keep up with Hartford’s demand!
- The Water Crew has completed our meter reading edit list.
- Rick Kenney wrote and submitted comments to the Vermont Department of Environmental Conservation regarding QLLA Lake Pinneo permit to apply aquatic herbicide for the Milfoil infestation there.
- The Water Crew repaired a water leak on Gillette Street. 1” copper line was eliminated and replaced with 2” for increased water capacity.
- The Water Crew repaired a leak on Wilder Street.
- 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.

Wastewater

- **It is our goal to take all necessary steps to maintain the health and safety of our employees and community. Until further notice, we will not be entering any homes unless we are notified of a wastewater leak causing home damage.**
- The White River Wastewater Crew has been actively working on the following:
- Working closely with Chris Holzwarth and Aldrich and Elliot on our required Long Term CSO Project.
- Required annual stormwater permit inspections
- Working with Tasco to perform alarm trouble shooting
- Seasonal maintenance at the White River Plant and Wilder Station
- Performed several Dig Safe checks/mark-outs
- Fixed a leak on process water
- Change U.V. bulbs and performed routine maintenance on that system
- Replaced the batteries in electric fork truck
- Cleaned the chlorine contact chamber
- The Quechee Wastewater Crew in Quechee has been actively working on the following:
- Cleaned six pump stations, with Stearns Septic (Main, Whittman Brook, Lakeland, Dartmouth, J-Hill & Dupuis)
- Prepped drying bed # 1 for Bio solid removal
- Traced the service line at Quechee fire station for their proposed improvements
- Seasonal maintenance at the Quechee Plant, main station, and several leach fields
- Several Dig Safe checks/mark-outs
- Continued work on stream crossing count for permit
- Temporary fix on filter valve actuator
- TV'ed Williams Lane sink hole
- Jetted Leach field 2-B

Fleet Management

- Fleet Management performed the following:
- H-7 Service, oil pan replacement with stainless steel, hydraulic lines and plow cables rerouted under truck, and new mount brackets made.
- H-6 service started
- Road side mowers checked over to start mowing, placed into service
- H-2 at dealer still parts have been ordered for warranty repair
- PD-1 and PD-5 serviced
- Speed Cart serviced and set up at intersection of Nutt Lane and South Main Street facing Sykes Mountain Avenue in response to concerns for speeding from construction traffic.

Solid Waste

- **Changes to SW operations in response to COVID-19: At this time, the facility is open to the public. Recently we expanded our hours to 8:00 am to 4:00 pm on Tuesdays, Thursdays, and Saturdays. We have also removed restrictions from the waste streams that we are receiving. We are receiving all of the same waste streams that we were prior to the covid restrictions. We anticipate opening full time (Tuesday through Saturday) within the next few weeks. We appreciate everyone's patience while we navigate these challenging times.**
- A big thank you to Dillon Walsh who has taken the lead to replace the rapidly failing (and very old) computer, printer, and software in our Scale House. The computer we rely on for weighing loads works intermittently and has been limping along for several years now. It can no longer be repaired and updated (Windows XP age), replacement was our only option.
- Hannah has attended several conference calls and webinars regarding Covid related implementation and procedures for Solid Waste management.
- Hannah has been working on the presentation for the June 2, 2020 Selectboard meeting to discuss fees and the future of Solid Waste management in Hartford.
- At this time, all required business outreach for changes to food scrap management has been suspended. Hannah has reached out to the State to inquire how to manage that requirement with Covid.

Administrative Active

These are projects or tasks which have a notable update or that members of the Public Works team have dedicated substantial time or energy to.

- The DPW team is dedicating time to implement our Covid-19/Continuity of Operations Plans. At this time, we have elected to close all of our buildings to public access until further notice. We are working closely with our peers and community to ensure a continued level of service on a remote or electronic only basis. Please keep a close eye on the Town's social media and local information outlets as we continue to adapt to the situation.
- Brittney continues to utilize our Facebook page! We are excited to be able to share information to our community. Please continue to check there for good news and DPW updates.
- The contractor for the Sykes Mountain Project will be onsite installing signs and message boards this week. We will be seeing an increasing level of activity on that project. Keep an eye out for weekly project updates for that project on the Town's social media OR join the mailing list managed by our Public Information Officer by emailing info@hartfordvtprojects.com. Shortly before the May 26th Selectboard

meeting, the project team hosted a virtual presentation and 'open house' with a quick presentation and discussion session.

- Brittney has completed the monthly fuel reporting.
- At this time, the contractor is back to work on the VA Cutoff Bridge, implementing the repair strategies recommended by our structural engineering consultants. They are working closely to schedule their subcontractor to perform the specialized 'plug joint' installation. At this time we do not have a formal re-open date but will continue to keep our community updated on that project as we know more.
- Hannah and Jeremy have been working closely with Brannon, Paula, Scott Hausler, and Brian Monaghan regarding changes with our union, primarily that they are seeking alternative representation.
- Chris has been working closely with our consultant (Dufresne Group) to investigate and resolve issues at the 5-E leach field in Quechee, as required by the state.
- The DPW team has been working with appropriate town staff regarding a series of alleged violations on Hathaway Road, Dothan Road, Verna Court, and South Main Street. The investigations and follow up work on these issues take a substantial amount of staff time, however be assured that we make all efforts to work in the best interest of the community to have the violations resolved in a timely manner.
- Jeremy attended a preconstruction meeting for the Colodny Building (92 South Main Street) façade repairs. We will continue to monitor their activities in the right-of-way to ensure that project is being implemented with minimal, safe impacts to our community.
- At this time the South Main Street Project has been awarded to Munson Earth Moving of Williston, Vermont. A preconstruction meeting was held and we are working closely with that project team to commence the project. You can anticipate seeing construction signage installation shortly.
- We have been getting concerns from community members in our downtown about truck and construction traffic (speed, noise, dust, etc.). Please know that we will work closely with all of our contractors and the private projects to minimize our impact. We are listening, so if you have observations and concerns, we will take them into consideration and attempt to remain responsive.
- The DPW team is working closely with our consultant (Dubois & King) to look at what alternative schedules may look like for the South Main Street Parking Lot Improvements that minimize the impact on our downtown. We are exploring what it may look like to install a proposed retaining wall at the back side of the lot and proceed with the surface improvements in 2021.
- Although the design and permitting phase of the Quechee Main Box Culvert is completed, that project was put on hold until next year due to the Quechee Balloon Festival's re-schedule. Unfortunately, it looks like that event has been cancelled for this year. Do to the scale of work there, it is too late for us to issue the bids and complete the project within the in-stream work permitting requirements.

- The engineering plans for the proposed 12” ductile iron water main in Quechee Main Street are currently at 50%. We are currently evaluating hydrant placements which could be used for tanker filling and as temporary water connections during scheduled shut downs for culvert replacements or disasters. These placements are complicated by topography and other restrictions making a careful evaluation that weighs their value critical. With Covid-19 restrictions and potential financial complications the project schedule has been extended with engineering/permitting to be completed by December 2021 and potential construction moved to summer/fall 2021.
- The engineering plans for the proposed utility improvements in Abbey Road are complete and no State permits are required. We are currently waiting on the Town attorney to complete easements for the work which has been delayed due to Covid-19 restrictions. The engineer’s projected cost is currently \$225,000, which is far greater than originally anticipated. With financial complications the project schedule has been extended with easement work to be completed by December 2020 potential construction moved to summer/fall 2021. We will be working with the State to determine financing options in the coming months. Town crews will continue to monitor and clean the sewer on a regular basis to prevent back-ups.
- The engineering plans for the proposed water main improvements in South and James Streets were completed with revisions under way to address State review comments. We expect to receive an engineer’s estimate of cost once the revisions are complete. We anticipate construction in the summer/fall 2021. We will be working to determine the funding source once we have an estimate of cost.

Administrative Ongoing

These are projects or tasks that may not have substantial current updates, but worth noting that they exist in the background of our daily operations.

- We are working with Dillon Walsh to repair issues with our phone system. We are experiencing ‘dropped calls’ on a regular basis and that our voicemail boxes are full, when they aren’t. Please be patient while we work to correct this.
- The April 15th, 2019 rain event has been federally declared as a disaster. Jeremy has been working with FEMA on this project. Although FEMA notified us recently that due to the classification of this road as a Federal Aid Route (thus not qualified for FEMA funding), there are State of Vermont funds allocated for repairs to these streets.
- Jeremy Delisle continues to work with FEMA and Vermont Emergency Management to close out the July 1st (2017) storm. It looks like we are getting closer!
- DPW staff continues to work closely with several private contractors around town to ensure that their projects are in permit compliance (Wilder School, Sykes Mountain Avenue dealerships, Currier Street, Twin Pines, the Simpson Development, and 132 South Main). Chris Holzwarth has been working very closely with the Planning and

Zoning Department and the project team from 132 South Main to keep that project moving forward.

- Recently, the Norwich School District requested that we continue to work with them to develop an MOU for exploring the possibility of a sewer connection. At this time, we continue to remind them that the work to complete the State mandated CSO study ultimately takes precedence and may render the connection an impossibility.
- Paula Nulty continues to provide us with support on a variety of human resources items. We appreciate all of her assistance.
- We are still optimistic that the Currier Street project will be completed this year. At this time, we are waiting on one more easement, which has been verbally OK'd, but due to current circumstances hasn't been signed. Final design adjustments are being made by our consultant.
- 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.
- 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. At this time, our contractor has downloaded data from the system and will be analyzing it to identify the system issues.
- The DPW team was recently contacted by a contractor who has been hired by the VA hospital to do substantial water, sewer, and storm infrastructure improvements on their campus. The project has been determined as essential by the Federal Government for life safety reasons, which means it's moving forward immediately. We are working with them as they move forward.
- Recently, Casella contacted the Town with an offer to take over the operation of the SW facility in a long term (20 year) memorandum of understanding (MOU). At this time, Casella has requested that the town consider the offer and enter into non-binding, good faith negotiations. Although the current offer is zero sum, this has the potential to relieve the Town from being in the Solid Waste business at a facility that requires substantial capital improvements to continue operation.
- A consultant has been hired to complete the Spill Prevention, Control, and Countermeasure Plan required by the EPA for the Solid Waste facility.
- Unfortunately, we are struggling with disposal of our solid sludge that is accumulated from both the Quechee and White River facilities. Historically we have been able to dispose of that waste at the Lebanon Solid Waste facility, however, they aren't able to

accept our sludge at the rate we accumulate it due to the restrictions on their composition. We are very actively investigating other options and seeking quotes from our water resources engineers so that we can develop a menu of options for disposal or better processing.

- DPW staff is working closely with the State and our consultant to complete the required PFAS testing on the fields which we have formerly land applied. This is an unanticipated, costly expense to our budget.

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 * * *