

**Town Of Hartford
Town Staff
Significant Activity Report, July 14 – July 27, 2020**

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

- Last week the Vermont Dept. of Buildings and General Services notified the Town that the State would not pay the Town the FY21 funds for the operation of the downtown Welcome Center at the White River Junction train station. The Welcome Center and station has been closed since the onset of the COVID pandemic. This will mean the loss of \$35,750 in budgeted FY21 General Fund Revenue, which together with AMTRAK revenue, covers the Town’s annual cost of operating the Welcome Center. We will therefore not re-open the Welcome Center and also will not expend any funds during FY21.
- VLCT-MAC attorney Garrett Baxter has advised us that our comment-blocking method on the Town Facebook page is not permitted under Open Meeting Law. Garrett says that our Facebook page is, by legal definition, a “Limited Public Forum”, and therefore comments cannot be totally blocked. Rather, comments must be allowed but we can delete comments that are hate speech, obscenity, profanity, etc., or if they are not “reasonably related to the initial post.” He sent us a copy the model Social Media Policy that VLCT developed back in February, which staff will recommend the Selectboard consider adopting at a future meeting. In the meantime, we have removed the comment block and are resuming monitoring comments.
- Regrettably accepted the resignation of Geoff Martin, the Town’s first and only Energy Coordinator, effective August 18. Geoff has guided the Town through many great energy saving initiatives since joining us in September 2017 and is a well-respected expert in the field. We wish him well with his new position at TRORC as the Intermunicipal Regional Energy Coordinator.
- Met with independent auditors for review of FY20 as outgoing town manager.
- Scheduled time for the end of this week for Department Heads, Paula and myself to brief incoming Interim Town Manager Pat McQueen on operational priorities during his service.

- Scott Craig, Transfer Station Attendant, has announced his retirement. Scott has served with the Town since December 2004. We appreciate his dedicated service and wish him well in retirement.
- Participated in Vermont Labor Relations Board hearing on proposed exclusion of Public Works division chiefs as union members from the next collective bargaining agreement.

DEPARTMENT HIGHLIGHTS

Assessor:

- Processed homestead declarations
- Provided detailed responses to auditors regarding the TIF district in the 2017 and 2018
- Updated the Town of Hartford's GIS data with new 2020 Grand List information and parcel line data
- All current use parcels were certified by the state.
- Continued preparation for BCA filings on the 2020 Grand List
- Reviewed process for collection of yearly property information (building permits, sales qualification letters, MLS sales data, and property inspections)
- Continued work on the 2020 sales study

Clerk:

- The Clerk attending an Election Training Webinar on Tuesday, July 28th.
- The Clerk and members of the BCA programmed and tested the three voting Tabulators on Tuesday, July 28th.
- In addition, the technician from Omni Ballot will set up the Accessible Voting Machines/Printers on July 30th for the upcoming Primary.
- The Clerk sent out Two fragile historic volumes to be restored last week (the Civil War Era Militia Enlistment Records and Fire District 2 Volume).
- In addition to the standard function of the Clerk's office and fielding numerous calls from the public, the primary focus of the Clerks office of late has been Election tasks and preparation and handling a steady volume of recording.
- The Clerk's Office will CLOSE at NOON On August 10th to set up the polling place and prepare the checklists, etc. for the Primary Election on August 11th. We encourage voters who would like absentee ballots to requests them ASAP to allow for time to mail ballot packets out and receive them back in the Clerks Office in time to be counted on Election Day. Voters can call our office to request a ballot be sent or go online to request the ballot: <https://sos.vermont.gov/elections/voters>

Finance:

- Coordinating in person tax collection at Public Safety August 10th – August 14th
 - Working with staff to continue public communication about the due tax & collection
- Working with auditors in preparation for FYE 2020 Audit
 - Implementing year end close out process out
 - Grant Certifications
 - Fixed Assets
 - Debt
 - Auditors will be on site the weeks of 9/14, 9/21, and 9/28
- TIF Audit
 - Collaboration with Lori Hirshfield
 - Office of the State Auditor
- Continued Cash Flow Discussion / Planning with Town Manager
 - Spending Freeze
 - Closing out FYE 2020
- Line of Credit
 - Continued discussion regarding existing LOC and need for new functioning revolving LOC
- Bank Reconciliations
- Prepared Encumbrance report for July 28th Board meeting

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 Hartford.
- Members of the department participated in part 2 of a swift water rescue program sponsored by the Vermont Fire Academy. 7 members attended part 2 and successfully received their swift water rescue certification.
- Members participated in high angle rescue training with Hanover and Lebanon. The training was conducted behind UVAC.
- The department responded to numerous weather-related emergencies during this period. Most notably were two building fires (Route 14 & Oak St). Investigators determined “natural causes” for both incidents. During the period of the storm the department handled a significant number of emergencies that stretched manpower and resources to the limit. At one-point units were attempting to handle “smoke in a building” at three different incidents in separate villages simultaneously, two resulted in actual building fires. When nearly impossible to plan or such a scenario, staff handled every call and every 911 request was handled by a fire unit. We could not have accomplished this without strong mutual aid partners. I want to thank HFD staff for handling this unique event and also to thank our mutual aid

partners for their assistance. I would also like to thank the Communications Center that handled the majority of the initial 911 calls and dispatched units with only one dispatcher on duty.

- The Fire Marshal's office conducted 35 inspections during this period.
- The department responded to 105 calls for service during this period.

Alarm Date	Street	Situation Found
7/12/2020 8:22	BROTHERS RD	Called Paramedic Intercept.
7/12/2020 9:08	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
7/12/2020 16:52	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
7/12/2020 18:16	PROSPECT ST	Medical assist, assist EMS crew
7/12/2020 18:19	MAPLE ST	EMS call, excluding vehicle accident with injury
7/12/2020 18:41	MAPLE ST & PROSPECT ST	EMS call, excluding vehicle accident with injury
7/12/2020 21:11	HANOVER ST	Medical assist, assist EMS crew
7/13/2020 0:18	N HARTLAND RD	EMS call, excluding vehicle accident with injury
7/13/2020 11:49	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
7/13/2020 11:58	N HARTLAND RD	Assist police or other governmental agency
7/13/2020 14:14	MAPLE ST	EMS call, excluding vehicle accident with injury
7/13/2020 20:00	RALPH LEHMAN DR	Unintentional transmission of alarm, other
7/13/2020 22:16	QUECHEE MAIN ST	Medical assist, assist EMS crew
7/14/2020 3:28	WHEELLOCK RD	Smoke detector activation due to malfunction
7/14/2020 4:08	VT ROUTE 14 MEADOWLAND FARMS	Building fire
7/14/2020 4:13	RD	Electrical wiring/equipment problem, other
7/14/2020 4:18	OAK ST	Building fire
7/14/2020 7:21	MEADOW LN	Forest, woods or wildland fire
7/14/2020 15:27	VT ROUTE 14	Smoke or odor removal
7/14/2020 16:19	COLONIAL DR	EMS call, excluding vehicle accident with injury
7/14/2020 16:47	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
7/14/2020 17:41	SYKES MTN RD	EMS call, excluding vehicle accident with injury
7/15/2020 0:05	N MAIN ST	EMS call, excluding vehicle accident with injury
7/15/2020 8:38	ALLISON RUN	EMS call, excluding vehicle accident with injury
7/15/2020 9:09	SYKES MOUNTAIN AVE	Emergency medical service incident, other
7/15/2020 10:18	VT ROUTE 14	Smoke or odor removal
7/15/2020 13:56	VETERANS DR	EMS call, excluding vehicle accident with injury
7/15/2020 17:47	CAMPBELL ST	Medical assist, assist EMS crew
7/16/2020 10:19	TALL TIMBERS DR	EMS call, excluding vehicle accident with injury
7/16/2020 11:28	CONNECTICUT RIVER RD	EMS call, excluding vehicle accident with injury
7/16/2020 12:43	VT ROUTE 14	Outside rubbish, trash or waste fire
7/16/2020 13:51	OLD RIVER RD	Sprinkler activation, no fire - unintentional
7/16/2020 16:24	WILLIAMS LN	Detector activation, no fire - unintentional
7/16/2020 18:33	A ST	EMS call, excluding vehicle accident with injury

7/16/2020 19:51	LANTERN LN	EMS call, excluding vehicle accident with injury
7/17/2020 0:21	WILLOW CIR	EMS call, excluding vehicle accident with injury
7/17/2020 11:10	LOWER HYDE PARK	False alarm or false call, other
7/17/2020 16:13	LOWER HYDE PARK	Unauthorized burning
7/17/2020 21:52	W W GILSON AVE	Alarm system sounded due to malfunction
7/18/2020 1:24	VA CUTOFF RD	EMS call, excluding vehicle accident with injury
7/18/2020 1:38	BUGBEE ST	Good intent call, other
7/18/2020 6:54	VETERANS DR	EMS call, excluding vehicle accident with injury
7/18/2020 11:11	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
7/18/2020 14:54	MAPLE ST & BRIDGE ST	Motor vehicle accident with no injuries.
7/18/2020 17:57	CAMPBELL ST	EMS call, excluding vehicle accident with injury
7/18/2020 18:21	US ROUTE 4	Dispatched & canceled en route
7/18/2020 22:56	BUGBEE ST	EMS call, excluding vehicle accident with injury
7/19/2020 11:49	LILY POND RD	Detector activation, no fire - unintentional
7/19/2020 12:50	S MAIN ST	Public service
7/19/2020 13:15	S MAIN ST	EMS call, excluding vehicle accident with injury
7/19/2020 14:58	ALLISON RUN	Smoke detector activation due to malfunction
7/19/2020 16:04	COLONIAL DR	EMS call, excluding vehicle accident with injury
7/19/2020 18:03	TEMPLETON AVE	EMS call, excluding vehicle accident with injury
7/19/2020 21:30	ROUND HOUSE RD	No incident found on arrival at dispatch address
7/20/2020 0:39	S MAIN ST	Medical assist, assist EMS crew
7/20/2020 4:44	SCHOOL ST	Medical assist, assist EMS crew
7/20/2020 7:22	CHRISTIAN ST	Medical assist, assist EMS crew
7/20/2020 10:31	LILY POND RD	Medical assist, assist EMS crew
7/20/2020 11:09	SPRING CIR	Detector activation, no fire - unintentional
7/20/2020 14:31	S MAIN ST	EMS call, excluding vehicle accident with injury
7/20/2020 16:50	OLCOTT DR	EMS call, excluding vehicle accident with injury
7/20/2020 20:18	HARTFORD AVE	Outside equipment fire
7/20/2020 22:28	MAPLE ST	EMS call, excluding vehicle accident with injury
7/20/2020 23:36	WOODSTOCK RD	Called Paramedic Intercept.
7/21/2020 10:16	VETERANS DR	Smoke detector activation, no fire - unintentional
7/21/2020 12:07	N HARTLAND RD	Local alarm system, malicious false alarm
7/21/2020 12:28	LANDS END	EMS call, excluding vehicle accident with injury
7/21/2020 19:24	BARRISTER DR	Smoke detector activation due to malfunction
7/21/2020 19:29	CHAMBERS LN	EMS call, excluding vehicle accident with injury
7/21/2020 20:05	US ROUTE 5	EMS call, excluding vehicle accident with injury
7/21/2020 22:12	RAILROAD ROW	Oil or other combustible liquid spill
7/22/2020 1:27	GATES ST	EMS call, excluding vehicle accident with injury
7/22/2020 10:32	HARTFORD AVE	EMS call, excluding vehicle accident with injury
7/22/2020 20:53	DEPOT RD & FERRY RD	Rail vehicle fire
7/22/2020 21:57	NORWICH AVE	Medical assist, assist EMS crew
7/23/2020 8:45	QUECHEE HARTLAND RD	EMS call, excluding vehicle accident with injury

7/23/2020 8:49	ROCKY TOP LN	Detector activation, no fire - unintentional
7/23/2020 10:22	HARTFORD AVE	Dispatched & canceled en route
7/23/2020 15:20	BESWICK DR	Smoke detector activation due to malfunction
7/23/2020 16:55	S MAIN ST	Combustible/flammable gas/liquid condition, other
7/23/2020 17:39	HARTNESS WAY	Hazardous condition, other
7/23/2020 18:32	WALNUT ST	EMS call, excluding vehicle accident with injury
7/23/2020 19:02	HARTFORD AVE	EMS call, excluding vehicle accident with injury
7/24/2020 0:22	VA CUTOFF RD	Public service
7/24/2020 2:15	BALLARDALE DR	Alarm system activation, no fire - unintentional
7/24/2020 7:01	LYMAN BATCHELLER RD	EMS call, excluding vehicle accident with injury
7/24/2020 12:58	CURRIER ST	EMS call, excluding vehicle accident with injury
7/24/2020 14:00	BRIDGE ST	EMS call, excluding vehicle accident with injury
	N HARTLAND RD &	
7/24/2020 17:10	BALLARDALE DR	Motor vehicle accident with injuries
7/24/2020 17:18	COLONIAL DR	EMS call, excluding vehicle accident with injury
7/24/2020 20:55	SYKES MOUNTAIN AVE	EMS call, excluding vehicle accident with injury
7/24/2020 21:16	AZALEA CIR	False alarm or false call, other
7/24/2020 21:35	BALLARDALE DR	Malicious, mischievous false call, other
7/24/2020 23:22	VA CUTOFF RD	Medical assist, assist EMS crew
7/25/2020 0:11	WOODSTOCK RD	Medical assist, assist EMS crew
7/25/2020 9:10	N N HARTLAND RD	Smoke detector activation, no fire - unintentional
7/25/2020 9:25	FAIRVIEW TER	EMS call, excluding vehicle accident with injury
7/25/2020 12:33	I 91 N MM64	Called Paramedic Intercept.
7/25/2020 14:58	WOODLAWN DR	Medical assist, assist EMS crew
7/25/2020 18:25	CHITTENDEN DRIVEWAY	Medical assist, assist EMS crew
7/25/2020 18:33	DAVENPORT LN	Smoke or odor removal
7/26/2020 11:52	WILLARD RD	Power line down
7/26/2020 12:02	I 91 N MM68	Grass fire
7/26/2020 13:40	HARTFORD AVE	Public service assistance, other
7/26/2020 22:33	BARRISTER DR	Detector activation, no fire - unintentional

Information Technology:

- Fixed FD Paging issue
- Racked new Appliance in Dispatch
- Website updates for tax season
- Training Certifications
- Racked Firewalls in Dispatch server room

- Cutover new State VPN, identified punch list of items for completion of e-ticket project
- Resolved employee email that had been hijacked

**Parks & Recreation:
Program Highlights**

- Camp Ventures finished week 5 and week 6 of the program.
- SOLID Speed, Agility and Conditioning Training continues at Kilowatt South with two sessions on Monday, Tuesday, Thursday and Friday through July 31st.
- Summer Flag Football started on July 14th and will run every Tuesday through August 18th, 6pm to 8pm at Watson Park. Currently we have 20 children registered for the program which is designed for participants ages 5 through 12. This is a non-contact program and introduces the game of football to young athletes. Players learn techniques to help them excel such as passing, receiving and footwork. Offensive and defensive principles are also instructed.
- Rookies Baseball continues Tuesday and Thursday at Maxfield. 25 1st and 2nd grade participants are enrolled in the program that takes place between 6pm and 7pm.
- The Pickleball program at Maxfield continues Tuesday and Thursday from 6pm to 7:30pm. We have 12 participants that each purchase a drop-in pass for the program. The program uses 4 Pickleball Courts which are located at the Maxfield Tennis Courts. The program runs Tuesday and Thursday from 6:00pm to 7:30pm. The Department has equipment on site that can be loaned out if new players want to give it a try. Pickleball is a paddle sport created for all ages and skill levels. The rules are simple, and the game is easy for beginners to learn, but can develop into a quick, fast-paced, competitive game for experienced players. We always welcome new players. Come give it a try! We have equipment on-site that can be loaned out if you need it. This is great exercise for all ages!
- Beginner Mountain Biking for Women continues through July 28th. The program is instructed by Anna Schaal who is a certified BICP ride guide and level 1 mountain bike instructor and a member of the Vermont Mountain Bike Association and Upper Valley Mountain Biking Association. The program breaks down technical skills and takes them to the trail. We are very excited about this program offering and look forward to Anna doing more programs throughout the seasons.
- The Hartford Baseball Softball Association is hosting a 15U Baseball Program at Maxfield. Games are scheduled through August and is coached by Rafael Flores. The 12U team continues to play ball at Maxfield under coach Jay Lemiere.
- Summer Youth Karate began July 20th from 5pm to 6pm. The program was developed for an outdoor program. The limited numbers allowed for the program to move indoors.
- T-Bone, a children's entertainer, performed a concert on July 17th at Hartford High School. The performance was held outside. The general public was invited as well. Camp groups were separated for proper social distancing.

- Oxford & Clark performed for an audience of about 120 spectators during our summer concert series at Lyman Point Park on July 15th. The pod system worked well, and spectators were grateful for the concert. Groovesum was to perform on July 22nd but the weather forecast cancelled the program. Unfortunately, the weather passed without much threat of rain or storms. We hope to reschedule them toward the end of the summer.
- All programs are to follow the **COVID-19 Related Sport Info:** Small groups - The programs will not exceed 25 players. During times when players are not actively participating in play, attention will be given to maintaining social distance. All players, coaches and spectators must have a cloth facial covering in their possession to be used as necessary when physical distancing measures are difficult to maintain. All players should obtain and bring hand sanitizer for use and practice good hand washing when available. Equipment and other supplies touched by participants must be thoroughly cleaned and disinfected regularly. Equipment sharing will be limited as much as possible. Health Screening - A daily health check must be conducted prior to attending practice. If a participant is feeling sick, they should not attend practice.

Parks/Facilities

- We continue see a lot of activity for park permit requests. Most are for small group functions such as picnics and specific exercise classes.
- Sonya Carter Yoga held a class on July 20th at Lyman Point Park Bandstand.
- Raq-on-Dance was issued a permit for Tuesday, July 28th from 5:45pm to 8:00pm at Veterans Park.
- The Department is working with Belly Dance with Gina for a park permit to use Kilowatt North on Tuesdays and Thursdays through August for Belly Dancing Classes.
- Open Door Wellness continues to use Lyman Point Park on Tuesday's for wellness class. They have been issued a permit through August 25th.
- Anne Bower Tai Chi Classes were issued a permit for the use of Lyman Point Park for Tai Chi for Health & Balance on Tuesday and Thursday from 11am to 12noon through August 21st.
- The Jr. Nighthawks continue to play baseball at Maxfield.
- The Department held the bid opening for the new municipal pool project. We had 3 firms send in proposals. The review process has started and anticipated to take a couple weeks to complete.
- Staff completed the landscape work at the West Hartford Library. The Friends of WHL purchased mulch and the Department completed the work.
- All other routine operations continue – mowing, string trimming, ball field prep and maintenance, line painting etc.
- The Department continues to work with an Ice Rink Working Group to discuss guidelines for fall and winter operations of ice rink facilities. We will present our recommendations through the Vermont Recreation and Park Association to the Department of Health and Agency of Commerce.
- The Department sent out to user groups our ice scheduling request forms for the upcoming ice rink season.

- The Vermont League of Cities and Towns completed a Park Safety Audit for Parks and Recreation. This audit identifies deficiencies and potential safety hazards within the parks along with ADA compliance issues. We received the punch list items and will work on a plan to addresses each area within the audit.
- We continue to work with the supplier of the Frost Park Playground. A slide was cracked. The slide was removed, and we are working to obtain a replacement.
- Resilient Hartford is working on a survey that will ask the community about alternative use of park areas for community gardens and orchards. We reviewed the survey and provided recommendations. Resilient Hartford will go before the Hartford Parks & Recreation Commission to review before sending the survey out.
- Apple Corps is working on the concept of a Rain Garden at Lyman Park Bandstand. This includes installation of rain barrels that capture the water off the bandstand roof. A garden next to the bandstand will also be installed. The garden and barrels will be managed and maintained by Apple Corps. The group is working with Zoning Administrator, Jo-Ann Ells in the Planning Office. Jo-Ann has been very helpful with discussions with the group and the department. She is working with Apple Corps related to permitting requirements.

Planning:

- HBRLF – Launched HBRLF special COVID Hartford Business Recovery Grant proposal on July 24th in partnership with the HBRLF Committee and GMEDC.
- 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.
- Continued to attend briefings and strategy meetings on the Governor’s COVID Economic Recovery Plan. Disseminated information to businesses and organizations.
- Fiscal Year End Closeout – Continued reviewing/preparing all projects/budget line items for required actions for year-end close-out.
- Hazard Mitigation Plan: Making revisions on Plan. Anticipate completing and sending back to the State by the end of July.
- Development Proposals for Public Hearings Zoning/Building Permits – Completed review and prepared draft Findings of Facts reports for the public hearing. Continued to receive and process requests for Zoning Permit applications.
- South Main Street TIF Improvement Projects –Continued working with DPW to support project implementation and coordination with private sector redevelopment. Responded to information requests for final processing of the financing through the State revolving loan fund and the VT Bond Bank.
- Historic Preservation Demolition Ordinance – Continued development of a Request for Proposals to hire a consultant to assist the Town in drafting an ordinance for distribution on September
- Grant Reimbursements – Continued assembling documentation to request reimbursement of expenditures for projects receiving grant funding and other sources.

- Trails in the Town Forest - The Vermont Youth Conservation Corps completed improvements to the Pine Drop trail ahead of schedule. With 4 days remaining, the VYCC will work on another trail in the Town Forest for completion by July 8th.
- Wentworth and Wilder VCDP Housing Grant –We received the draft award letter for The Vermont Community Development Program for ½ the requested amount. Twin Pines and Housing Vermont are pursuing other sources to make up the shortfall.
- TIF Five-Year State Audit – Continue to follow-up on requests for additional information.
- Roundabout and Upper Sykes Sidewalk Project – Construction underway. Continued working with DPW and project team and processing invoices.
- Town Forest Trail Maintenance – Community members continue to register on-line and take on maintenance of trail sections for COVID safety in lieu of the traditional annual Trails Day coordinated by staff and the Conservation Commission. Work anticipated to continue through August 1.
- Climate Action Plan – Responding to inquiries regarding the Request for Proposals to develop a Hartford Climate Action Plan. Proposals are due August 31st.
- Bugbee Senior Center Roof – Construction underway.
- Bugbee Senior Center HVAC System – Completed Requests for Bids and posted; prebid walk-through on July 28th and Bids due on August 5th.
- Currier Street TIF Project – The contractor has been delayed in beginning construction due to a delay by the sidewalk subcontractor. We anticipate a revised schedule shortly.
- Shelter for People Experience Homelessness - Responded to Town Manager SB request for analysis of three locations in the Town to establish a campground.
- Town Forest Management Plan – Held virtual community meeting on July 15th with the County Forester to review the Plan. Comments due by July 31.
- Town Forest Recreation Plan – The Commission and staff are continuing with the Plan update.
- Tafts Flat Historic Preservation Survey – Grant completion date extended due to COVID to allow the consultant to complete the work and have a community meeting to present the report.
- PSB Ventilation System – Continued working with the Police Department and contractor to complete the installation of the new ventilation system. Final work through scheduled for this week.
- Public Safety Building HVAC- Completed Requests for Bids and posted; prebid walk-through on July 28th and Bids due on August 5th.
- Zoning Regs Land Uses – Continued discussions and research on inquiries regarding uses within different zoning districts.
- State Building Energy Code – Held a workshop with the Planning Commission on the concept of the Town adopting the new state stretch energy code above the base level required. Which was favorable towards the idea given the long-term savings, reduction in energy consumption and reliance on nonrenewable energy sources.

- Cornerstone Community Center – Worked with the CCC to further explore schedule the possibility of a Vermont Community Development Program planning grant for building renovations to the former Elks Club, for community services programs.
- Energy Coordinator – Personnel issues related to the Energy Coordinator resignation as of August 14th to take a position with the Two River's Ottauquechee Regional Commission.

Police:

Please find the Police Department significant activity report for the period ending July 26th:

- Jul 13 – Officers investigated a reported burglary at the 100 block of Twilight Court where it was reported that two firearms were stolen. Investigation continuing.
- Jul 13 – Officers investigated a fraud at the 100 block of Ballardvale Drive where it was reported that a credit card had been fraudulently used. Investigation continuing.
- Jul 13 – Officers responded to the 500 block of Maple Street for a report of a suspicious male attempting to gain entry into an apartment. Upon arrival officers located a despondent male in crisis. The male was subsequently transported to DHMC for assistance.
- Jul 13 – Officers investigated a reported dog bite incident at the 200 block of Depot Street. Dog confined for 10 days, health officer notified.
- Jul 13 – Officers arrested a male at the 100 block of Hollow Drive on charges of violating conditions of release. The male was cited and released.
- Jul 13 – Officers investigated a vandalism complaint at the 1300 block of Jericho Street where a window had been shattered. Investigation continuing.
- Jul 14 – Officers responded to the 300 block of North Hartland Road for a male causing a disturbance. The male was subsequently arrested for disorderly conduct, cited and released.
- Jul 14 – Officers investigated a vandalism complaint at the 100 block of Wentworth Way where a vehicle was keyed. Investigation continuing.
- Jul 14 – Officers investigated a theft of services complaint at the 4700 block of Vermont Route 14 where a vehicle was taken without the bill being paid. Investigation continuing.
- Jul 14 – Officers investigated a theft at the 200 block of South Main Street where two banners were stolen from a business. Investigation continuing.
- Jul 15 – Officers responded to the unit block of Hughes Drive for an altercation between two neighbors. Situation mediated.
- Jul 15 – Officers responded to the unit block of Templeton Avenue for a juvenile in crisis. Situation was mediated.
- Jul 16 – Investigators participated in a routinely scheduled LE drug burn at Wheelabrator in Concord. Approximately 112 lbs. of prescription take back

medications, illicit controlled substances no longer having evidentiary value, and paraphernalia were incinerated.

- Jul 16 – Officers arrested a male subject on an outstanding warrant who reported to the Hartford Police Department to surrender. Male was transported to court for arraignment.
- Jul 16 – Officers responded to the unit block of Prospect Street for a report of a male subject entering the woods with a rifle after what was thought to be an argument being overheard. The male was located at a nearby encampment where it was learned the BB gun was being used for pest control and there had been no apparent argument.
- Jul 16 – Officers investigated a single vehicle crash with property damage at the 5100 block of Old River Road.
- Jul 16 – Officers responded to the 100 block of Lantern Lane for a reported male with a laceration believed to have been sustained in a fight. Upon arrival, the male in question was found to be intoxicated and refused to cooperate with officers as well as Hartford Emergency Services personnel.
- Jul 17 – Officers responded to the unit block of Ralph Lehman Drive for a report of a male in crisis. The male was subsequently transported to DHMC for assistance.
- Jul 17 – Officers responded to the unit block of Ralph Lehman Drive for a report of a threatening male who was denied services due to Covid-19 restrictions. The male had left prior to police arrival and could not be located.
- Jul 17 – Officers responded to the unit block of Templeton Avenue for a juvenile in crisis, twice. Situation mediated and referrals provided.
- Jul 17 – Officers responded to the unit block of Neal Road for a report of a domestic disturbance. Situation was mediated.
- Jul 18 – Officers responded to the 1200 block of Hartford Avenue for a report of a female who had shattered a window with a golf club. The female was subsequently arrested for unlawful mischief, cited and released.
- Jul 18 – While investigating the aforementioned incident, officers located a male with two outstanding warrants for his arrest. The male was arrested and transported to the Southern State Correctional Facility pending arraignment.
- Jul 18 – Officers investigated a two-vehicle crash with injuries at the 1500 block of Hartford Avenue.
- Jul 18 – Officers responded to the 100 block of Campbell Street for a report of a 14 year old in crisis. The juvenile was transported to DHMC for assistance.
- Jul 18 – Officers located and recovered a reported stolen vehicle at the 1100 block of Hartford Avenue. The female operator was arrested and cited for aggravated operation without owner consent. A male passenger was arrested and cited for possession of drugs.
- Jul 18 – Officers responded to the 600 block of Bugbee Street for a report of a highly intoxicated female lying on the floor. Paramedics were summoned and the female was transported by ambulance to DHMC.

- Jul 19 – Officers responded to the unit block of Templeton Avenue for a juvenile out of control and in crisis. Paramedics were summoned and the female was transported by ambulance to DHMC.
- Jul 19 – Officers responded to the 200 block of VA Cutoff Road for a report of an intoxicated male in crisis who had just committed an assault against his roommate. The roommate did not pursue charges, the male was transported to Mount Ascutney Hospital for assistance.
- Jul 20 – Officers investigated a reported theft complaint at the 200 block of Maple Street that had reportedly occurred on July 10. Investigation continuing.
- Jul 20 – Officers responded to the unit block of Templeton Avenue for a reported domestic assault where a juvenile in crisis assaulted another family member. Situation mediated.
- Jul 20 – Officers investigated a reported burglary at the 1200 block of Christian Street. Evidence indicated that unknown had illegally entered the home and had been living in it. Several items of drug paraphernalia were seized. Investigation continuing.
- Jul 21 – Officers responded to the 200 block of Maple Street for a trespassing complaint. Male subject was trespassed from the location.
- Jul 21 – Officers responded to the unit block of Chambers Lane for a reported overdose. Subject was transported to DHMC for assistance and is expected to make a full recovery.
- Jul 23 – Officers arrested a male at the 2000 block of Hartford Avenue as a fugitive from justice. The male was lodged at Southern State Correctional Facility pending arraignment.
- Jul 23 – Officers responded to the unit block of Walnut Street for a report of a juvenile in crisis and threatening other family members with a sharp weapon. The juvenile was taken into protective custody by police and transported by ambulance to DHMC for assistance.
- Jul 23 – Officers took into safekeeping several weapons and large amounts of ammunition from a Hartford resident who was released on bail conditions from NH which indicated he could not possess weapons.
- Jul 23 – Officers responded to the 400 block of North Hartland Road for a citizen dispute regarding a potential theft of a bag. Situation mediated.
- Jul 24 – Officers responded to the 200 block of Maple Street for a trespassing complaint. Two individuals were trespassed from the premises.
- Jul 24 – Officers responded to the 1200 block of Maple Street for a reported domestic disturbance. Situation mediated.
- Jul 24 – Officers investigated a two-vehicle crash with injuries at the intersection of North Hartland Road and Ballardvale Drive.
- Jul 24 – Officers responded to the 700 block of Willard Road for a reported domestic disturbance between two siblings. Situation mediated.

- Jul 24 – Officers investigated a reported theft of a laptop computer at 38 Cranberry Lane. Investigation continuing.
- Jul 24 – Officers arrested a male at the 600 block of Maple Street on an outstanding arrest warrant and being a fugitive from justice out of NH. The male was subsequently found to be in possession of drugs for which further charges are pending. He was lodged at Southern State Correctional Facility.
- Jul 25 – Officers responded to the unit block of South Main Street for a report of an intoxicated female causing noise and creating a disturbance. The complaint was mediated.
- Jul 25 – Officers responded to the unit block of Nutt Lane for a landlord/tenant complaint and theft of medication. Investigation continuing.
- Jul 25 – Officers responded to the 400 block of North Hartland Road for a reported suicidal male in crisis. Subject was transported by police to Mount Ascutney Hospital for assistance.
- Jul 26 – Officers investigated a single vehicle traffic crash with damage at the underpass located near Prospect Street.

Public Works:

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

Highway

- The Highway Crew has been grading gravel roads through town.
- 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.
- The Highway Crew completed roadside mowing in Quechee.
- The Highway Crew rolled graded through Town.
- The Highway Crew ditched Hathaway Road and cut the shoulders down.
- The Highway Crew paved road cuts.
- The Highway Crew cleaned catch basins throughout Town.
- The Highway Crew cut shrubs back on Cross Street, Depot Street, and at the intersection of Gillette and Hanover Street.
- Thank you to David and Ross for filling in staffing holes at the Transfer Station!
- Ben, Jean, and Chip have been helping the Water Department with service tie overs on South Main Street.

- “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 worked on service tie-overs on South Main Street between Nutt Lane and Sykes Mountain Avenue to eliminate an old 6-inch water main.
- Rick Kenney provided hydrant operation training at a fire drill.
- The Water Crew worked with contractors on the South Main Street and Route 5 projects.
- As always, the Water crew continues routine operations, meter reading, sampling, and testing in accordance with state and permit requirements.

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:
 - Put new tires on trailer.
 - Greased and maintenance work on Centrysis.
 - Toured Dartmouth Hospital for COVID in wastewater testing.
 - Received coolers for WETT testing to be completed this Fall.
 - TV’d Maple Street sewer line due to a sink hole.
 - Performed daily lab and station checks.
 - Scheduled a tour for Woodstock in the coming week.
 - Cleared blockage #2 sump pump in headworks building.
 - Received bottles for toxicity testing.
 - Received invoice for Maple Street pump work.
 - Performed Dig Safe mark outs.
- The Quechee Wastewater Crew in Quechee has been actively working on the following:
 - Received cooler for WETT testing to be completed this Fall.
 - Pumped septic tanks at 2B, 3B, & 5E leach fields.
 - Attended webinar training.

- Performed daily lab & station checks.
- Several Dig Safe checks/mark-outs
- Hauled 24,000 gallons of sludge.
- Drafted a schedule for leach field work.
- Performed UV maintenance.
- Mowed leach fields.
- Ordered new belts for the blowers.
- Received new valve actuator for filter backwash.
- Scheduled tour for Woodstock in the coming week.

Fleet Management

- Fleet Management performed the following:
 - Repairs on diamond mower head.
 - Tiger mower skid shoes installed.
 - H-6 plow frame off bumper installed.
 - H-6 brake and suspension repairs started.
 - H-6 RH headlight assembly replaced.
 - H-9 new gutter broom installed.
 - H-5 and H-6 tail gate swap completed.
 - Car 3 service and water pump replacement.
 - 928 tires removed and wheels sand blasted, primed and painted, then shipped to Pete's Tire Barn for mounting.
 - PD-1 serviced front and rear brakes, then performed front end alignment.
 - PD-2 serviced.
 - Fuel pumps serviced and filters replaced.
 - Skid tank fuel filter replaced.
 - Jetter hose end repaired.

Solid Waste

- **At this time, the Solid Waste facility is open Tuesday through Saturday from 8:00 am to 4:00 pm. Our buildings are still closed to the public.**
- We are still waiting for our new computer and printer to arrive at the scale house.
- Hannah and Mia Roethlein had a healthy discussion with the Selectboard on June 2 to touch on waste management topics and state regulations. Subsequent to that meeting, Hannah has been working with the Town of Brattleboro to understand their collection system and expenses. Brattleboro provides curbside collection of trash, recycling, and organics only to residents. Although they have a higher population than Hartford at 12,000 people, they have 44 fewer miles of roadway

on their collection route. Their total, proposed FY21 solid waste budget is \$862,485, nearly \$25,000 more than the FY20 budget. The income generated by Pay as You Throw bags is estimated to be \$305,000. Hannah is still waiting to hear what it would cost to join the district.

- 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 continues remain responsive to changes related to Covid-19.
- The DPW team is working on a variety of year end close out items.
- 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.
- Working with other department heads, Hannah dedicated a substantial amount of time to the evaluation of the outdoor/on street dining requests.
- The contractor for the Sykes Mountain Projects has completed mobilization and will begin removing median islands on Route 5, then paving over them. Hannah has been attending various project meetings.
- At this time, the VA Cutoff Bridge has been re-opened.
- 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. We testified at Vermont Labor Relations Board (VLRB) hearing with the Union reps.
- Hannah, Jeremy, and Brittney have been working through the hiring process for a vacancy in the water department and our highway foreman.
- Chris continues to work closely with our consultant to address the failing 5E leach field in Quechee. It is likely that they will require us to address infiltration issues within that portion of the system as part of the new permit.
- Chris developed a formalized process to review, track, approve, and document submittals for DPW managed projects.
- It appears that the Prospect Street traffic light may have sustained damage from a lightning strike causing further malfunctions there. Our contractor has been onsite to diagnose and parts are ordered to repair. At the same time, the pedestrian button closest to the Municipal Center on the Pine Street lights was malfunctioning. The State was able to repair that issue last week.

- The DPW team was contacted again by the project team at the VA Hospital to have another project meeting.
- The DPW team has been working with appropriate town staff regarding a series of alleged violations on Hathaway Road, Dothan Road, Quechee Main Street, 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.
- We were recently notified by the project team on the Colodny Building that they have discovered more damage than initially anticipated and they will be on the project longer than anticipated. When we have more information about that we will be sharing that.
- At this time the contractor for South Main Street Project has mobilized on site and will be laying water main in the coming weeks. DPW team members are working closely with that project team on a variety of items. DPW team members are working closely with property owners to resolve some access improvements.
- 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. A boring contractor will be onsite soon to perform geotechnical explorations.
- Chris has been getting the Currier Street (completion) project back on track. It looks like the curbing contractor should be onsite shortly.

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.
- 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.
- 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.
- 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.

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 * * *