

**Town Of Hartford
Significant Activity Report
November 17 – November 30, 2020**

Assessor

Performed Inspections of Permits (50% of inspections completed)
Data entry from permit inspections
Prepared for Select board Meeting on E & O and PVR stipulation agreement
Responded to TIF Auditors
Validating sales for 2021 Grand List
Reviewed COVID protocols for inspections
Attended VALA Meeting

Department of Public Works

Highway

1. Hauled Sand to Quechee.
2. Scheduled truck and equipment maintenance.
3. Leaf removal.
4. Unblocked culverts, catch basins, and storm drains.
5. Address pot holes all over town.
6. Various employees utilized their vacation time.
7. Cleaned out office.
8. Address needs of the public.
9. As always, if you see something, say something! Please reach out to us with any concerns or observations on our roadways!

Water

10. **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.**
11. Is working at a reduced capacity due to vacations and COVID travel quarantine requirements.
12. Completed monthly meter readings and edits.
13. Completed monthly samples.
14. Worked on hydrant repairs.
15. Inspected progress on VFW water line replacement.
16. Worked with contractor on Route 5 project (now shut down for winter)

17. Driver training with Joe.

Wastewater

18. 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.

19. The White River Wastewater Crew has been actively working on the following:

- a. Roy's HVAC technician came for repairs to heating system. Building now has heat, but we have lost one of the drive unit main circulator pumps, and the other is not performing well.
- b. Submitted quarterlies for residual management.
- c. Submitted yearly summary to A & E for combined sewer overflow long term control plan.
- d. There was a soap spill originating from the White River Car Wash that turned influent blue and caused suds to bubble out of a manhole at the bottom of Sykes Mountain Avenue.
- e. Received a positive test for Covid-19 in the wastewater from the November 18th sample. There are three weeks left in the study program.

20. The Quechee Wastewater Crew in Quechee has been actively working on the following:

- a. Picked up little Kubota from Town Line Equipment.
- b. Fixed the flout system on the new dosing tank 5-E leach field.
- c. Submitted quarterlies for residual management.
- d. Had Roy's HVAC technician at the plant, repairs were not successful and the system needs a major overhaul.

Fleet Management

21. Fleet Management performed the following:

22. H-1 front tires and drive tires.

23. H-5 Front tires and drive tires, light repairs and dash repairs.

24. H-8 front tires and drive tires.

25. H-1 service completed. Repair parts ordered and repairs have started.

26. H-114 thermostat housing and thermostat replacement. A/C compressor replaced and receiver dryer as well as orifice tube.

27. H-1 differential lock repaired.

28. PW-1-12 new battery installed.

29. WS-512 coolant leak.

30. H-1 State inspection.
31. H-2 State inspection.
32. H-114 glow plug wiring repairs started.
33. 928H main hydraulic valve assembly for boom ordered.
34. Amb-1 quarterly and lighting repairs.
35. Dennison Lubricants order arrived.
36. Furnace repairs at Landfill.
37. Tires and wheels to Pete's Tire Barn for recapping and inspection as well as wheel reconditioning.
38. Viking Cives came to train operator on new truck sander controls and calibrate it.
39. 924K service filters ordered.
40. H-129-16 hydraulic pump shaft seal kit ordered.
41. R-2 State inspection.

Solid Waste

42. We are grateful for all the work Dillon Walsh has done to get the scale house computer up and running.
43. Wanda Stockman has announced her retirement. Wanda has been a dedicated employee for well over a decade. We wish her well in her future endeavors.
44. Brittney and Wanda have been working together to get all the information completed for annual HHW data required by the State of Vermont.

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.

45. The DPW team continues remain responsive to changes related to Covid-19.
46. The DPW team continues to work through the budget process.
47. 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.
48. At this time, the new radar speed signs have been installed on Hartford Avenue. They are currently off as there is programming required for them. We are working with the manufacturer to get the required training to get those operational. We appreciate everyone's patience.
49. Chris has been working closely with the Fire Department to get the appropriate permitting in place for their temporary housing in Quechee. This has been a LOT of work in a short time frame.
50. Many members of the DPW team have been engaged with the VFW and their

contractor while they replace their private service within the South Main Street Parking Lot. This has been a particularly challenging project.

51. The Sykes Mountain Project has shut down for the winter. We are anticipating they will be onsite again in April.
52. Hannah continues to work with the design team for the VA Cutoff Bridge Replacement to answer design questions.
53. There has recently been a lot of interest in the Fairview Terrace project. Hannah has been responding to inquiries as they come in.
54. 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.
55. 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.
56. The DPW team continues to work closely with the project team from the Colodny Building.
57. The contractor for the South Main Street Project has de-mobilized for the winter. We are anticipating their arrival back onsite in April.
58. The DPW team is working closely with the Town Manager and Planning & Zoning to find solutions to the lighting issues in the Town Hall Parking Lot.
59. The Currier Street Project is completed. I thank Chris Holzwarth for his dedication to getting that done and all of our partners that made this project possible.
60. The DPW team has been working closely with the Climate Advisory Committee to gather what data we can to support the work they are doing.
61. Last week while the contractor for 132 South Main Street (privately contracted) was excavating to install drainage infrastructure associated with their project, the main sewer line on South Main Street was discovered to be broken. Without question, this is a break that was existing, not caused by the contractor. Due to the substantial amount of flow in that line, we are coordinating a repair involving by-pass pumping this week.
62. The DPW team is working on filling vacancies in highway and waste water. We thank Paula for all of her assistance through out that process.
63. DPW, Planning, and our consultants are looking at projects to be executed next year. Without question, the second phase of the South Main Project is essential. We are investigating the possibility of incorporating the Gates-Briggs/Town Square Parking Lot into that work as they are so closely integrated. Having one contractor onsite to

complete those projects together is likely to have a cost advantage and minimize disturbance to our community. At this time there is a LOT of work to make that happen and at a minimum, due to the need for agreements with the railroad, there is a distinct possibility that it may not.

64. Our consultant, Aldrich and Elliot, is diligently working away on our CSO project. Covid travel restrictions and best practices have made the in-person investigations needed to complete this project very challenging.

65. Hannah has been working with regional DPW's to look at mutual aid situations in the event that we experience issues with staffing during Covid during this resurgence.

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.

66. 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.

67. 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.

68. 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!

69. 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.

70. 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.

71. Paula Nulty continues to provide us with support on a variety of human resources items. We appreciate all of her assistance.

72. DPW staff is working to ensure that our permitting process (various items) are issued and reviewed consistently.

73. 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.

74. 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.

75. 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.
76. A consultant has been hired to complete the Spill Prevention, Control, and Countermeasure Plan required by the EPA for the Solid Waste facility.
77. 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.
78. 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.
79. 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.
80. 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.
81. 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.

82. 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.

Finance

Preparing October financials to distribute Department Heads Interim Town Manager and 3rd Party Entities

Completed October Bank Reconciliations

Continued assistance on TIF audit

Continued communication with granting agencies on potential COVID grant reimbursements

Continued assistance to Department Heads and interim town manager on draft FYE 2022 draft budget

Joint collaboration with HR department regarding new health insurance plan

Prepared revised draft 2022 budget for 12/1/2020 board presentation

Reviewing calendar year end procedures

Compiling information to complete the Annual US Census Bureau Report as required

Working with Staff to Promote Vermont COVID-19 Arrearage Assistance Program

IT

--Scale house software configuration

--Started with agency to prep for audit possibilities, close gaps with audit for FBI

--data collection & paperwork

--network misconfiguration fix with body cameras for PD

--adjusted CPU cores for ArcGIS server

--Created online form for assessor permit forms online

Fire Department

Staff participated in public safety activities in the community.

On November 25, 2020 at 1:40pm the Hartford Fire Department responded to a First Alarm structure fire located at 160 Greeley Shunpike in Quechee, VT. The fire was upgraded to a Second Alarm when reports from the scene reported fire visible from the building. Units arrived at 1:55 pm to find a single-family home with fire venting from the basement level and heavy smoke throughout the building. The building was not occupied at the time of the fire and the family was living elsewhere. The main body of fire was extinguished at 2:05pm and the fire was called under control at 2:24pm. All fire department units cleared at 4:35 pm.

The cause of the fire is currently under investigation.

The homeowners are not able to return to the home due to fire damage.

Hartford, Lebanon, Hanover, Norwich, Pomfret, Windsor, Woodstock and Hartland Fire Departments responded to the second alarm fire.

Station 2 Staffing Study update. Working on Act 250 requirements.

The Fire Marshal's Office completed 30 inspections during this period.

The department responded to 91 calls for service during this period.

Incident log for this period:

Alarm Date	Street	Situation Found
11/15/2020 14:38	HILLSIDE RD	Smoke or odor removal
11/15/2020 16:13	SYCAMORE DR	Medical assist, assist EMS crew
11/15/2020 19:27	INTERSTATE 91 S	Medical assist, assist EMS crew
11/15/2020 19:31	VT ROUTE 14	Chimney or flue fire, confined to chimney or flue
11/15/2020 23:11	HARTFORD AVE	Medical assist, assist EMS crew
11/16/2020 11:42	SYKES MOUNTAIN AVE	Chemical spill or leak
11/16/2020 14:35	DOTHAN RD	Hazardous condition, other
11/16/2020 17:12	LARKSPUR LN	Medical assist, assist EMS crew
11/16/2020 17:42	BULLARD ST	Public service
11/16/2020 20:55	THOMAS ST	EMS call, excluding vehicle accident with injury
11/17/2020 4:38	BARNES AVE	CO detector activation due to malfunction
11/17/2020 11:20	ROBBINS HL	EMS call, excluding vehicle accident with injury
11/17/2020 13:17	ROGERS RD	EMS call, excluding vehicle accident with injury
11/17/2020 15:09	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury

11/17/2020 15:16	N HARTLAND RD	Alarm system activation, no fire - unintentional
11/17/2020 15:52	ASH ST	Assist invalid
11/18/2020 0:24	TWILIGHT CT	EMS call, excluding vehicle accident with injury
11/18/2020 9:13	GATES ST	EMS call, excluding vehicle accident with injury
11/18/2020 10:26	US ROUTE 5	EMS call, excluding vehicle accident with injury
11/18/2020 11:12	OLD RIVER RD	Medical assist, assist EMS crew
11/18/2020 11:33	NUTT LN	Medical assist, assist EMS crew
11/18/2020 13:02	SOUTH ST	EMS call, excluding vehicle accident with injury
11/18/2020 13:27	OLD RIVER RD	Assist police or other governmental agency
11/18/2020 13:53	WENTWORTH WAY	EMS call, excluding vehicle accident with injury
11/18/2020 15:31	N HARTLAND RD	Motor vehicle accident with no injuries.
11/18/2020 16:33	DEWITT DR	Medical assist, assist EMS crew
11/19/2020 1:38	S MAIN ST	EMS call, excluding vehicle accident with injury
11/19/2020 6:05	MAPLE ST	EMS call, excluding vehicle accident with injury
11/19/2020 8:44	US ROUTE 5	Medical assist, assist EMS crew
11/19/2020 9:09	RALPH LEHMAN DR	EMS call, excluding vehicle accident with injury
11/19/2020 16:06	UDALL BROOK RD	EMS call, excluding vehicle accident with injury
11/19/2020 21:06	HALF PENNY RD	EMS call, excluding vehicle accident with injury
11/19/2020 21:56	SOUTH ST	EMS call, excluding vehicle accident with injury
11/20/2020 3:09	QUECHEE MAIN ST	EMS call, excluding vehicle accident with injury
11/20/2020 9:10	WOODLAWN DR	Medical assist, assist EMS crew
11/20/2020 13:27	WENTWORTH WAY	EMS call, excluding vehicle accident with injury
11/20/2020 16:08	MAIN ST / TUNNEL RD	Dispatched & canceled en route
11/21/2020 4:16	BUGBEE ST	EMS call, excluding vehicle accident with injury

11/21/2020 6:43	VT ROUTE 14	EMS call, excluding vehicle accident with injury
11/21/2020 9:39	HARTFORD AVE	Assist invalid
11/21/2020 11:50	SKYLINE WAY	Unintentional transmission of alarm, other
11/21/2020 20:42	FOX LN	EMS call, excluding vehicle accident with injury
11/22/2020 10:27	WILDLIFE RD	EMS call, excluding vehicle accident with injury
11/22/2020 10:35	WALNUT ST	EMS call, excluding vehicle accident with injury
11/22/2020 11:35	US ROUTE 5	EMS call, excluding vehicle accident with injury
11/22/2020 12:23	QUECHEE WEST HARTFORD RD	Authorized controlled burning
11/22/2020 14:32	CHRISTIAN ST	EMS call, excluding vehicle accident with injury
11/22/2020 16:17	CANDLELIGHT TER	Medical assist, assist EMS crew
11/22/2020 19:41	CURRIER ST	EMS call, excluding vehicle accident with injury
11/22/2020 20:45	BUGBEE ST	EMS call, excluding vehicle accident with injury
11/22/2020 21:46	LUCE MEADOW RD	EMS call, excluding vehicle accident with injury
11/22/2020 23:07	TRUELL RD	Emergency medical service incident, other
11/23/2020 5:06	VT ROUTE 14	EMS call, excluding vehicle accident with injury
11/23/2020 9:38	ARBORETUM LN	Medical assist, assist EMS crew
11/24/2020 0:38	CHRISTIAN ST	Medical assist, assist EMS crew
11/24/2020 4:33	MAPLE ST	Medical assist, assist EMS crew
11/24/2020 8:36	VA CUTOFF RD	
11/24/2020 11:37	MAPLE ST	EMS call, excluding vehicle accident with injury
11/24/2020 15:31	CURRIER ST	EMS call, excluding vehicle accident with injury
11/24/2020 16:43	BUGBEE ST	EMS call, excluding vehicle accident with injury
11/24/2020 18:22	ASH ST	EMS call, excluding vehicle accident with injury
11/24/2020 21:32	AZALEA CIR	Smoke detector activation due to malfunction

11/25/2020 8:51	FOX LN	EMS call, excluding vehicle accident with injury
11/25/2020 9:27	N MAIN ST	EMS call, excluding vehicle accident with injury
11/25/2020 10:43	CURRIER ST	EMS call, excluding vehicle accident with injury
11/25/2020 10:47	SUMMER ST	Service Call, other
11/25/2020 12:05	OLD RIVER RD	Medical assist, assist EMS crew
11/25/2020 12:07	AZALEA CIR	Smoke detector activation due to malfunction
11/25/2020 13:07	N MAIN ST	Service Call, other
11/25/2020 13:40	GREELEY SHUNPIKE	Building fire
11/25/2020 16:43	HEATHER DR	EMS call, excluding vehicle accident with injury
11/26/2020 2:46	WENTWORTH WAY	Medical assist, assist EMS crew
11/26/2020 13:32	I 89 N	Fire, other
11/26/2020 18:54	N MAIN ST	Medical assist, assist EMS crew
11/26/2020 19:12	QUECHEE HARTLAND RD	Medical assist, assist EMS crew
11/27/2020 0:43	QUECHEE GORGE	Called Paramedic Intercept.
11/27/2020 3:21	SPRING CIR	Medical assist, assist EMS crew
11/27/2020 12:52	HARVEST LN	EMS call, excluding vehicle accident with injury
11/27/2020 15:42	SYCAMORE DR	Smoke or odor removal
11/27/2020 23:04	N HARTLAND RD	Medical assist, assist EMS crew
11/28/2020 0:39	WOODSTOCK RD	EMS call, excluding vehicle accident with injury
11/28/2020 8:47	N HARTLAND RD	Medical assist, assist EMS crew
11/28/2020 9:57	LARKSPUR LN	Service Call, other
11/28/2020 10:19	N MAIN ST	EMS call, excluding vehicle accident with injury
11/28/2020 21:03	MAXFIELD LN	EMS call, excluding vehicle accident with injury
11/28/2020 22:46	HARTFORD AVE	EMS call, excluding vehicle accident with injury

11/29/2020 8:59	US ROUTE 5	EMS call, excluding vehicle accident with injury
11/29/2020 10:14	WILLIAMS LN	Detector activation, no fire - unintentional
11/29/2020 10:40	INTERSTATE 89 S	Gasoline or other flammable liquid spill
11/29/2020 10:58	ALLISON RUN	EMS call, excluding vehicle accident with injury
11/29/2020 18:26	N MAIN ST	EMS call, excluding vehicle accident with injury

Parks and Recreation

Program Highlights

- Registration has started for Happy HOWLidays Festive Pet Photo Contest. Pet owners, this is your opportunity to showcase your festive furry friend to the Hartford Community! Pet images will be shared on Facebook after the deadline. November 27th through December 16th.
- The Hartford Parks & Recreation Department has made arrangements with the elves at the North Pole to accept mail for delivery to Santa. We welcome children to write a letter to Santa and drop it in his mailbox located at the Hartford Town Hall where we have an exterior mailbox on the front side of the building (Bridge Street). Letters may also be mailed to Hartford Parks & Recreation, 171 Bridge Street, WRJ, VT 05001. Letters to Santa must be received by December 17, 2020.
- The After-School Lego Club continues Monday's after school. Each participant is given their own bucket of LEGOS to build awesome creations! Each week follows a themed build.
Participants are provided with the Legos, a snack and outdoor playtime. We have 11 participants enrolled in the program which is right at the max number we can take.
- **Deep Blue Sea (for Kindergarten - 2nd grade only) is a virtual program held on Tuesdays 4:15-5:15 PM.** If you've ever wanted to be a marine biologist or an oceanographer, participants can come take the plunge into the Deep Blue Sea! Create models of ocean invertebrates and a dazzling coral garden. Participants dive deep with dolphins and find out about fish that bioluminescent (emit light). Four participants tame the tides and ride the waves in this wicked cool oceanic adventure.
- **Card Making Workshop was held on Wednesday, November 18th and Saturday, November 21st.** 12 participants all together took the course. Participants learned assorted paper crafting techniques and put them to work during the workshop. **Holiday Countdown was this sessions theme. Participants** filled crafted boxes with small treats, and let the countdown begin! These in-person classes included a kit to make countdown décor, which included 25 mini boxes, plus a sturdy outer box to hold them all. Two holiday notecards with envelopes were also made. This is a great program opportunity that continues to be very popular and is instructed by our own Karen McNall.
- The drop-in Pickleball program continues at Maxfield. We will keep the nets out until the snow flies, or it gets too cold as we have several participants still utilizing the courts.

Parks/Facilities

- The Department is working on a Land Water Conservation Fund Grant for the pool project. We plan to submit a grant for pool amenities that are a big part of the project. The federal funded grant is managed through the Vermont Forest Parks and Recreation Division. The grant is due on December 15th.
- The Vermont Foodbank Farmers to Families Food Box Program held another event on Thursday, November 19th at Maxfield. The truck was late on arrival and created a backup of vehicles. The event went through to 2:30pm.
- Some park facilities have been closed out. This consists of removal of swings and various playground features, tennis nets, basketball nets, and dog waste stations at most of the parks. We have retained one of the dog stations at Maxfield.
- Gates have been closed at Quechee Falls, Ratcliffe and Dewey's Landing. We plan to keep all the gates open at Maxfield, Clifford, Kilowatt North and South until the first significant snowfall.
- Temporary repair was made to barricades at Kilowatt North.
- Staff mitigated (30) hazard trees along the Hurricane Wildlife Refuge trail system. Additionally, brush trimming along the dam and access areas were trimmed back.
- Staff are working on Requests for Proposals for next seasons projects that include Fertilization and Ballfield Maintenance, Herbicide and Grub Control along with Tree Care and Spring Park Cleanup. All are for the spring/summer of 2021.
- WABA Arena continues to be in a pause operation. Based on Governor Scott's COVID-19 Executive Orders, we are unable to have recreational league play, organized play for youth and adults at the facility at this time. We continue to monitor the situation and hope this is a short term pause for the facility.
- Although we have a paused skating operation, we continue to exercise the electric Zamboni to ensure batter charging is maintained. Additionally, we have shaved the ice surface down to one (1) inch of ice thickness to improve efficiency of the chiller system. This along with other cost saving measures have been put into place to reduce energy consumption and reduce costs.
- Guidance allows us to rent ice to families and we are working on a possible schedule that may allow us to do so.
- Staff have been working on updates to HazMat Plans for WABA and Maxfield operations.
- The department continues to work with the Zoning Administrator and Lauren Weston on the Rain Garden Plans at Lyman Point Park.
- The Bugbee Tree was illuminated for the winter holiday season.
- The Department continues to get calls regarding off leash dogs in the parks. Maxfield and Kilowatt North and South continue to have owners with dogs off leash. We have instructed park users to contact our department directly by phone or contact the Hartford PD at the time they have observed the off-leash situation. New signage was ordered, and we will post at high traffic areas where dog owners frequent. This, we hope, will help educate the public about the leash requirements.

Planning and Development

"Hartford Dollars" Buy Local Campaign – Reminders went out to businesses and consumers to spend the Hartford Dollars by November 30 to meet requirements of state funding. Chamber submitted foundation funding request to continue program. Continuing to explore other funding opportunities.

- Vermont COVID Economic Recovery Plan on State Programs- Continued to push out information on additional assistance programs as nearing the December 31, 2020 deadline to spend federal CARES funding.
- Vermont Community Development Program Income New Revolving Loan Fund – Sent SB approved Guidelines to the state for final approval. Pending.
- FY2021-2022 Budget – Continued to respond to requests for additional information.
- Town Forest Recreation Plan – The public is encouraged to provide comments by the end of November for consideration before the final draft is completed.
- Climate Action Plan – Continued working with the CAC to collect data for the analysis of existing conditions in the development of the Plan. The consultant completed the Climate Vulnerability Assessment and the Renewable Energy Potentials study.
- TIF Five-Year State Audit – Continued to respond to Auditor questions. Completion meeting scheduled for November 3rd.
- Hartford Business Revolving Loan Fund (HBRLF) – As part of its quarterly meeting on November 3rd, the HBRLF Committee will consider additional COVID grants.
- Zoning Districts Review – Held workshop meeting on November 16th with the Planning Commission and the Zoning Board of Adjustments to discuss proposals to create two new districts that add residential and mixed-use as Conditional Uses. Next workshop scheduled for December 14th.
- Norwich Technologies Solar Array Application to the VT Public Utility Commission (PUC) Reviewed application for Planning Commission meeting on November 30th and Selectboard meeting on December 1st.
- Green Mountain Power Transmission Line Retirement – Reviewed GMP Notice of intent to apply to the PUC to retire the line from the TransCanada Wilder Plant to GMP substation #7 in WRJ. Requested additional information from GMP.
- Development Proposals/Building Permit Applications – Continued receiving and processing information requests, Zoning Permit applications, and Certificates of Occupancy.
- Vermont Community Development Program (VCDP) Cornerstone Community Center Application – Due to more requests than available funds, this application was not funded. The next application will be in June 2021.
- VCDP Wentworth Housing Grant – Continuing to work with Twin Pines and Evernorth (formerly Housing Vermont) to execute grant agreement and subgrant agreements.
- Town Commissions/Board/Committees– Continued to provide staff support and technical assistance to 9 Commissions/Board/Committees.
- South Main Street TIF Improvement Projects – Continued working with DPW to complete first section for winter shutdown, with completion in spring of next year. Engineering and design of second phase for construction in 2021 underway.
- Historic Preservation Demolition Guidelines RFP – Resoliciting of proposals went out. Proposals due December 11th.
- Certified Local Government Historic Preservation Grant – Working with Historic Preservation Commission on new grant application for FY2021 to research Hartford’s performing arts history and its connection to historic buildings. Completed memo for Selectboard consideration on December 1st.

- Bond Bank Application – Working with Parks and Recreation Department on application for the pool and TIF projects, due December 15th.
- Clifford and Radcliff Parks Resilient Hartford Survey on Use of Open Space – The Committee and staff are exploring next steps to implement some of the suggestions such as use of Clifford Park for food production.
- TIF Annual Report – Began assembling information for the FY 2020 report due to the state in January.
- Town Hall Parking Lot Lights – Worked with DPW on developing a plan for placement and permitting of lights.
- Town COVID Committee – Worked with Committee on placement of mask signage.
- Grant Reimbursements – Continued assembling documentation to request reimbursement of expenditures for projects receiving grant funding and other sources.
- Roundabout and Upper Sykes Sidewalk Project – Continued working with DPW. Project shutdown for the winter.
- Bugbee Senior Center HVAC System Replacement – Installation of heat pump system completed. Final paperwork underway.
- Mobile Home Water Pipe Heating Solution – The Hartford Energy Commission continues to work with Vital Communities, Efficiency Vermont and the Town of Thetford to work with the University of VT Engineering Dept to develop a solution to easily and inexpensively insulate mobile home hot water pipes.
- Website – Continued updates of the Department’s webpage.

Police

Please find the police department’s significant policing activities for the period ending November 29th. During this time period, the police department recorded 273 activities – including 71 proactive/citizen directed vehicle or foot patrols.

November 18th – The police chief and police social worker participated in the regular meeting of the Windsor County Special Investigations Unit (SIU).

November 21st – Patrol officers assisted with traffic control during the Upper Valley Haven’s annual turkey delivery.

Other activities included:

Date	Time	Location	Nature
11/16/20	0:54	LYMAN BATCHELLER RD	911 Hang-up
11/16/20	0:58	JERICHO ST	Noise Disturbance
11/16/20	7:43	BRIDGE ST	Burglary Alarm
11/16/20	7:47	STONECREST AVE	MV Complaint
11/16/20	10:15	N HARTLAND RD	MV Complaint
11/16/20	11:09	VA CUTOFF RD	Information
11/16/20	11:38	N HARTLAND RD	Burglary Alarm
11/16/20	12:27	VT ROUTE 14	Traffic Offense

11/16/20	14:42	LARCH LN	Court Order
11/16/20	15:04	HUGHES DR	Theft
11/16/20	16:19	AZALEA CIR	Phone Problem
11/16/20	16:56	VT ROUTE 14	Drugs
11/16/20	17:16	WOODSTOCK RD	Burglary Alarm
11/16/20	17:56	VT ROUTE 14	Citizen Assist
11/16/20	18:34	RED BARN RD	911 Hang-up
11/16/20	21:34	SPRING CIR	Agency Assist
11/16/20	21:44	BROOKSIDE DR	911 Hang-up
11/16/20	22:12	RED BARN RD	911 Hang-up
11/16/20	22:41	TWILIGHT CT	Conditions of Release
11/16/20	22:56	FAIRVIEW TER	Noise Disturbance
11/17/20	4:34	BROOKSIDE DR	911 Hang-up
11/17/20	5:09	S MAIN ST	Noise Disturbance
11/17/20	8:10	N HARTLAND RD	Traffic Hazard
11/17/20	8:24	VA CUTOFF RD	Information
11/17/20	14:28	BESWICK DR	Citizen Assist
11/17/20	14:33	TWILIGHT CT	Wanted Person
11/17/20	15:24	SYKES MOUNTAIN AVE	Traffic Offense
11/17/20	15:29	ADVENT LN	Citizen Assist
11/17/20	16:03	COPE LN	Vandalism
11/17/20	16:30	CONNECTICUT RIVER RD	MV Complaint
11/17/20	17:21	S MAIN ST	Citizen Assist
11/17/20	17:28	WOODSTOCK RD	Burglary Alarm
11/17/20	17:48	FAIRVIEW TER	Suspicious
11/17/20	18:52	CURRIER ST	Welfare Check
11/17/20	19:50	BROOKSIDE DR	911 Hang-up
11/17/20	21:26	DEWITT DR	Burglary Alarm
11/17/20	22:20	COSTELLO RD	Crash Damage
11/18/20	0:24	TWILIGHT CT	Sick Unknown
11/18/20	8:53	RALPH LEHMAN DR	Citizen Assist
11/18/20	9:17	N MAIN ST	Suspicious
11/18/20	9:33	N HARTLAND RD	Citizen Assist
11/18/20	11:12	OLD RIVER RD	Welfare Check
11/18/20	11:28	TWILIGHT CT	Citizen Dispute
11/18/20	11:31	BESWICK DR	Found Property
11/18/20	13:00	SUGARHILL LN	Burglary Alarm
11/18/20	13:50	Wentworth Way	911 Hang-up
11/18/20	15:03	BALLARDVALE DR	Burglary Alarm
11/18/20	15:31	BALLARDVALE DR	Crash Damage
11/18/20	17:32	MAPLE ST	Citizen Assist
11/18/20	17:41	BLUFF RD	Burglary Alarm
11/18/20	18:03	N HARTLAND RD	Animal Problem
11/18/20	18:17	VA CUTOFF RD	Crash Damage

11/18/20	18:29	MAPLE ST	Animal Bite
11/18/20	19:32	S MAIN ST	Burglary Alarm
11/19/20	1:38	S MAIN ST	Sick Unknown
11/19/20	5:21	S MAIN ST	Noise Disturbance
11/19/20	6:19	FAIRVIEW TER	Noise Disturbance
11/19/20	8:20	VA CUTOFF RD	Conditions of Release
11/19/20	8:23	BUGBEE ST	Conditions of Release
11/19/20	9:26	PINE ST	Agency Assist
11/19/20	10:08	SANDCHERRY WAY	Citizen Assist
11/19/20	12:29	TIGERTOWN RD	Property Damage
11/19/20	15:23	N N HARTLAND RD	Suspicious
11/19/20	15:34	FAIRBANKS TURN	Fraud
11/19/20	16:09	WALNUT ST	VIN Inspection
11/19/20	16:19	SCHOOL ST	911 Hang-up
11/19/20	18:07	BLUFF RD	Burglary Alarm
11/19/20	19:03	N MAIN ST	Threatening
11/20/20	7:20	DOTHAN RD	Suspicious
11/20/20	9:12	WOODLAWN DR	Agency Assist
11/20/20	9:30	HARPER SAVAGE LN	Suspicious
11/20/20	11:26	S MAIN ST	Parking Problem
11/20/20	12:09	VA CUTOFF RD	Information
11/20/20	12:28	GIFFORD RD	Juvenile Problem
11/20/20	12:56	Wentworth Way	Welfare Check
11/20/20	14:16	DEWITT DR	Citizen Assist
11/20/20	15:04	DEWITT DR	911 Hang-up
11/20/20	15:24	FAIRVIEW TER	Agency Assist
11/20/20	19:49	ARBORETUM LN	Burglary Alarm
11/20/20	22:12	BUGBEE ST	Suspicious
11/20/20	23:09	DOTHAN RD	Traffic Offense
11/20/20	23:23	FAIRVIEW TER	Noise Disturbance
11/21/20	2:13	BROOKSIDE DR	911 Hang-up
11/21/20	9:46	ADVENT LN	Found Property
11/21/20	13:05	WINTER ST	Suspicious
11/21/20	14:54	MAPLE ST	Citizen Assist
11/21/20	15:29	WOODSTOCK RD	Intoxication
11/21/20	18:11	LESLIE DR	MV Complaint
11/21/20	19:37	COLONIAL DR	Fraud
11/21/20	22:04	FAIRVIEW TER	Noise Disturbance
11/21/20	23:48	BROOKSIDE DR	911 Hang-up
11/22/20	11:01	MERRIMAC CIR	Agency Assist
11/22/20	11:43	HARVEST LN	Traffic Offense
11/22/20	12:35	TWILIGHT CT	Suspicious
11/22/20	13:35	S MAIN ST	Fraud
11/22/20	13:55	BROOKSIDE DR	911 Hang-up
11/22/20	14:15	VA CUTOFF RD	Information

11/22/20	14:24	WESTFIELD DR	Citizen Assist
11/22/20	16:48	HOLLOW DR	Crash Damage
11/22/20	17:39	CHAMBERS LN	Suspicious
11/22/20	17:40	SOUTH ST	Citizen Assist
11/22/20	18:14	Exit 13 N Off Ramp	MV Complaint
11/22/20	18:24	UNION VILLAGE RD	Agency Assist
11/22/20	20:31	LOWER HYDE PARK	Suspicious
11/22/20	20:45	BUGBEE ST	Medical
11/22/20	23:24	MACNICOLL WAY	911 Hang-up
11/23/20	8:41	MAPLE ST	Sex Offender Registration
11/23/20	8:47	MAPLE ST	Sex Offender Registration
11/23/20	8:54	MAPLE ST	Sex Offender Registration
11/23/20	9:04	BYRON HL	Sex Offender Registration
11/23/20	9:09	VT ROUTE 14	Sex Offender Registration
11/23/20	9:19	TIGERTOWN RD	Sex Offender Registration
11/23/20	10:15	WHEELOCK RD	Traffic Hazard
11/23/20	10:38	RALPH LEHMAN DR	Suspicious
11/23/20	12:28	DEWITT DR	Paperwork Service
11/23/20	12:40	FAIRVIEW TER	Suspicious
11/23/20	15:54	HARTFORD AVE	Parking Problem
11/23/20	16:05	DEWITT DR	Suspicious
11/23/20	16:09	RAILROAD ROW	911 Hang-up
11/23/20	16:40	VA CUTOFF RD	Citizen Assist
11/23/20	17:45	BROOKSIDE DR	911 Hang-up
11/23/20	19:13	A ST	Welfare Check
11/23/20	19:33	FAIRVIEW TER	Suspicious
11/23/20	22:03	FAIRVIEW TER	Noise Disturbance
11/23/20	22:42	FAIRVIEW TER	Noise Disturbance
11/23/20	23:46	RUSTIC RD	Juvenile Problem
11/24/20	2:41	BROOKSIDE DR	911 Hang-up
11/24/20	4:26	MAPLE ST	911 Hang-up
11/24/20	7:49	S MAIN ST	Agency Assist
11/24/20	8:45	BROOKSIDE DR	911 Hang-up
11/24/20	10:16	VA CUTOFF RD	Suspicious
11/24/20	10:19	MARSHALL AVE	Welfare Check
11/24/20	11:10	WOODLAWN DR	Welfare Check
11/24/20	11:23	CHESTER ARTHUR RD	Burglary Alarm
11/24/20	11:25	HARTFORD AVE	Pornography
11/24/20	14:33	VA CUTOFF RD	Suspicious
11/24/20	16:53	STEPHEN DAY LN	Burglary Alarm
11/24/20	18:00	DOTHAN RD	Animal Problem
11/24/20	20:15	PASSUMPSIC AVE	Suspicious
11/25/20	1:33	BROOKSIDE DR	911 Hang-up
11/25/20	3:12	VA CUTOFF RD	Information
11/25/20	5:08	BROOKSIDE DR	911 Hang-up

11/25/20	6:38	BROOKSIDE DR	911 Hang-up
11/25/20	8:36	FOX LN	Welfare Check
11/25/20	9:40	CENTER OF TOWN RD	911 Hang-up
11/25/20	10:14	MAPLE ST	Citizen Assist
11/25/20	10:37	CHRISTIAN ST	Citizen Assist
11/25/20	10:46	CURRIER ST	Agency Assist
11/25/20	10:58	GATES ST	Paperwork Service
11/25/20	12:43	VA CUTOFF RD	Found Property
11/25/20	13:20	BROOKSIDE DR	911 Hang-up
11/25/20	13:32	MAPLE ST	Citizen Assist
11/25/20	13:40	GREELEY SHUNPIKE	Structure Fire
11/25/20	14:35	CHRISTIAN ST	Suspicious
11/25/20	14:57	HIGHLAND AVE	Deliver Message
11/25/20	16:09	WALSH AVE	Suspicious
11/25/20	16:17	VA CUTOFF RD	Suspicious
11/25/20	16:34	BRIDGE ST	Traffic Offense
11/25/20	16:38	WOODSTOCK RD	Phone Problem
11/25/20	18:08	BUGBEE ST	Suspicious
11/25/20	18:46	BUGBEE ST	Suspicious
11/25/20	20:01	HARTFORD AVE	911 Hang-up
11/25/20	21:40	HILLCREST TER	Forgery
11/25/20	22:31	TEMPLETON AVE	Noise Disturbance
11/26/20	0:18	I 91 N MM72	Agency Assist
11/26/20	1:21	BROOKSIDE DR	911 Hang-up
11/26/20	2:51	BROOKSIDE DR	911 Hang-up
11/26/20	13:32	I 89 N MM1	Car Fire
11/26/20	16:06	BROOKSIDE DR	911 Hang-up
11/26/20	16:13	WOODSTOCK RD	MV Complaint
11/26/20	18:25	QUECHEE MAIN ST	Burglary
11/26/20	21:04	HARTFORD AVE	Welfare Check
11/27/20	2:14	BROOKSIDE DR	911 Hang-up
11/27/20	7:57	BROOKSIDE DR	911 Hang-up
11/27/20	11:33	S MAIN ST	Suspicious
11/27/20	12:22	CHAMBERS LN	Fraud
11/27/20	16:04	BRIDGE ST	Burglary Alarm
11/27/20	17:37	SPRING CIR	Welfare Check
11/27/20	20:01	TEMPLETON AVE	Suspicious
11/27/20	20:38	BUGBEE ST	Property Watch
11/28/20	0:14	LOWER HYDE PARK	Suspicious
11/28/20	2:38	BROOKSIDE DR	911 Hang-up
11/28/20	5:06	MAPLE ST	Suspicious
11/28/20	7:28	SYKES MOUNTIAN AVE	Burglary Alarm
11/28/20	8:03	WATSON PARK	Suspicious
11/28/20	9:20	RAILROAD ROW	Burglary Alarm
11/28/20	10:31	ELMWOOD CT	Welfare Check

11/28/20	11:27	WILLARD RD	Theft
11/28/20	11:46	BROOKSIDE DR	911 Hang-up
11/28/20	11:51	DIVISION ST	Fraud
11/28/20	11:57	I 89 N I 91 N MERGE	Agency Assist
11/28/20	12:54	TEMPLETON AVE	Animal Problem
11/28/20	16:18	JERICO ST	Agency Assist
11/28/20	16:21	RALPH LEHMAN DR	Agency Assist
11/28/20	16:52	WALNUT ST	Welfare Check
11/28/20	18:32	BROOKSIDE DR	911 Hang-up
11/28/20	19:01	DAVIS CIR	Paperwork Service
11/28/20	19:38	BROOKSIDE DR	911 Hang-up
11/28/20	22:18	BALLARDVALE DR	Suspicious

Town Clerk

The Town Clerk's Office is currently busy processing the volumes of recording we receive each week. In addition, we are performing a post-election checklist update which will likely take the remainder of the calendar year to complete. The Clerk is also preparing submissions for the forthcoming Town Report. The Town Clerk's Office continues to permit Title Searchers & Attorneys into the office by appointment only to conduct research following COVID-19 health guidelines. The Clerk also is providing curbside Notary and Marriage License services by appointment only. Appointments must be scheduled in advance and are available Monday, Wednesday, Friday only.