Town Of Hartford
Town Staff
Significant Activity Report, June 30 – July 13, 2020

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TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your information:

• Following receipt of the Education Rate from the State of Vermont on July 7, staff quickly "retooled" and prepared a combined Town/School tax bill for FY21 (as usual). It was down to the wire, but we avoided a major headache for taxpayers, collections and accounting. Bills were mailed on Friday. The first installment is due by 5PM on Friday August 14, 2020. Payments received with a USPS postmark of August 14, 2020, or before will be considered timely. We encourage taxpayers to make payments by mail or credit card payment options as much as possible to minimize COVID exposure. The credit card fees for taxpayers using that payment option will continue to be waived until the August 14 due date.

• Discussing with Staff options for walk-in taxpayers at the typical due-date rush in August. These include use of the Police Station lobby for a tax collection and receipting site.

• Congratulations to Chief Scott Cooney for earning the Chief Fire Officer designation by the Center for Public Safety Excellence. CPSE is the credentialing organization that recently accredited the Hartford Fire Department – the only one in northern New England. Scott submitted to an extensive portfolio and peer review process. There are only three other Vermont Fire Chiefs who have attained the CFO designation.

• Working with Bond Counsel Paul Giuliani and Mascoma Bank on issuance of new tax-exempt Line of Credit (LOC) that is separate from the existing tax-exempt LOC, which should be reserved for the TIF-financed projects. Both the existing and the new LOC are non-revolving; that is, the authorized total for the LOC should be enough for the cumulative total of the draw-down. The new LOC is being prepared for consideration by the Selectboard at its next regular meeting on July 28.

• Discussed readiness of VCDP sub-recipient (Cornerstone Community Ctr.) for VCDP planning grant application and staff’s administrative capacity.
DEPARTMENT HIGHLIGHTS

Assessor:
- Processed homestead declarations (this continues through December)
- Filed 2020 Grand List
- Received education rates from the state and allocated both municipal and education rates against the grand list.
- Reconciled Grand List with finance in order to assist with preparing tax bills.
- Listened and responded to appeals for the 2020 Grand List (which included new inspections and with follow-up valuations to properties)
- Rolled over grand list to begin work on the 2021 Grand List so we can begin process transfers after April 1st of 2020
- Preparation has begun for anticipated filings to BCA appeals for 2020 Grand List
- Review of timeline and end of year procedures to improve efficiencies for the upcoming 2021 grand list

Clerk:
- The Clerk’s Office has been focused primarily on:
- Processing a high volume of Recording as the number of residents refinancing their homes increases as well as sales/purchases.
- Assisting members of the public with various phone inquiries.
- Issuing Absentee Ballots. The postcard mailing by the Vermont Secretary of State’s Office to registered voters has generated an unprecedented request for Absentee ballots for both the Primary in August and the General Election in November. As of Monday morning, July 13th, we have received **1138 requests for the PRIMARY**; and, **1224 for the GENERAL ELECTION**. To put this into context I have provided a breakdown of absentee requests for past elections:
  - 2018 PRIMARY:144
  - 2018 GENERAL:1146
  - 2016 PRIMARY:370
  - 2016 GENERAL:1467
- Scheduling poll workers: We anticipate a need for new volunteers this year to supplement our poll worker group (since many of our regular volunteers may not be able to work because of COVID-19 concerns).
- The Clerk will reach out to our partners at the School District regarding planning the layout, protocols, etc. for the polling place.
Finance:
- Prepared, Produced and distributed FYE 2021 Property Tax Bills
  - Suggested alternative in-person tax collection location
- Prepared and Provided suggested FYE 2022 Budget Preparation Timeline to Town Manager
- 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
  - Planning start of FYE 2021
- Line of Credit
  - Continued discussion regarding existing LOC and need for new functioning revolving LOC
- Bank Reconciliations
- Reviewed May 2020 Financials with staff, Town Manager and encumbrance requests

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.
- Congratulations, to Tom Peltier as he begins in his new role as Fire Marshal with the department.
- Members of the department participated in part 1 of a swift water rescue program sponsored by the Vermont Fire Academy. 7 members attended part 1 over the weekend and will continue next weekend to finalize their certification.
- The department responded to two water rescue incidents during this period. Both were associated with rope swings over the Ottauquechee River. One incident occurred on River Rd that required the response of the department’s rope rescue team to remove the patient from the rivers edge and the second occurred under the Quechee covered bridge. Both patients were treated for non-life-threatening injuries.
- The department responded to numerous weather-related emergencies during this period. Most notably was a single-family home struck by lightning on Bliss Rd. Some damage occurred to the property, but no personal injuries.
- The department responded to 107 calls for service during this period.

**Incident Log: 6/28/20-7/11/20**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/28/20</td>
<td>15:00</td>
<td>CHRISTIAN ST</td>
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<td>15:55</td>
<td>N MAIN ST</td>
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<td>20:02</td>
<td>OLD RIVER RD</td>
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<tr>
<td>6/29/20</td>
<td>12:22</td>
<td>BLISS RD</td>
<td>Lightning strike (no fire)</td>
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<td>FARMVU DR INTERSTATE 91</td>
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<td>16:43</td>
<td>S</td>
<td>Motor vehicle accident with injuries</td>
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<td>BARNES AVE</td>
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<td>6/30/20</td>
<td>8:39</td>
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<td>HOLLOW DR QUECHEE</td>
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<td>14:11</td>
<td>I 91 N MM66</td>
<td>Motor vehicle accident with no injuries.</td>
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<td>14:25</td>
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<td>DR</td>
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<td>12:08</td>
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<td>Date and Time</td>
<td>Location</td>
<td>Description</td>
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<td>BRIER ROSE LN</td>
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<td>HENDEE WAY</td>
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<td>7/4/2020 7:25</td>
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<tr>
<td>7/5/2020 4:42</td>
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<td>7/7/2020 14:34</td>
<td>WRIGHT</td>
<td>Search for person on land</td>
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<td>CHRISTIAN ST</td>
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<td>7/7/2020 21:04</td>
<td>RAMP</td>
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<td>7/8/2020 2:54</td>
<td>WILLARD RD</td>
<td>Smoke detector activation due to malfunction</td>
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</tr>
<tr>
<td>Date/Time</td>
<td>Location</td>
<td>Description</td>
<td></td>
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<td>7/8/2020 3:35</td>
<td>VT ROUTE 14</td>
<td>EMS call, excluding vehicle accident with injury</td>
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<td>7/8/2020 13:00</td>
<td>DODY LN</td>
<td>Smoke detector activation, no fire - unintentional</td>
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<td>7/9/2020 7:48</td>
<td>XING</td>
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<td>7/9/2020 8:56</td>
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<td>7/9/2020 16:48</td>
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<td>Smoke scare, odor of smoke</td>
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<td>COLONIAL DR</td>
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<td>7/10/2020 11:45</td>
<td>NORWICH AVE</td>
<td>Alarm system sounded due to malfunction</td>
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<td>WINTER ST</td>
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<td>7/11/2020 1:02</td>
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<td>EMS call, excluding vehicle accident with injury</td>
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</tbody>
</table>
Information Technology:
- convert last physical host into VMWare esxi host:
  - V-motion configure and testing for all VM’s
- Resolved Station alerting issue in dispatch
- Resolved internet outage at 142 Izzo lane in Quechee
- Fixed paging issue in Dispatch
- Updated website in various places with new tax information
- Fixed AniAli crossover issue in Spillman
- Updated Public Works to newer version
- Gave ArcServer another CPU core to help with performance
- Updated phone message on Finance Dept. for taxes

Parks & Recreation:
Program Highlights

- Camp Ventures finished week 3 and week 4 of the program. Weeks 3 and 4 were for the first of the full day program at all three sites. The program runs 8:30am to 4:00pm. We continue to COVID Screen in accordance with the Vermont Department of Health. With the smaller numbers in each location it challenges staff and resources. During the hot spells the program incorporated sprinklers, water slides and various water games to keep the participants cool.
- Week 4 of Camp Ventures consisted of Theatre Week. Maureen Burford from Creative Lives was our guest at camp to do a story activity with the campers. In addition, Modern Times Theatre visited for a puppet show for all 3 camps.
- Following a review of Camp Maxfield it was decided to extend the camp program until 3pm.
- The Pickleball program at Maxfield started on June 30th. 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.
- Four participants took part in a Card Making Workshop on July 1st. Each month focuses on different theme with exciting new creations. No experience is necessary, and supplies are included in the workshop.
- The Department started a Rookies Baseball program on July 7th. The program has 24 participants enrolled and takes place at Maxfield.
- Hit the Trails Fun Run/Walk 5K started on Wednesday June 24th and goes through August 5th if participation level of interest is there. The program is from 6:00pm to 7:30pm and is a family friendly activity that is low key in a relaxed environment. Participants meet at the Hartford High School Fitness Center located near the football field and utilizes the High School Cross Country Trail.
- Beginner Mountain Biking for Women started July 7th and will run on Tuesday’s through the month of July. The program currently has 7 enrolled. All participants need is a functioning mountain bike, helmet and water bottle. 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.

- **SOLID Speed, Agility and Conditioning** instructed by Spencer Brown started July 6th. Spencer is the Director of Strength & Conditioning at the collegiate level and has a master's degree in Exercise Science with a concentration in Performance Enhancement & Injury Prevention. The program runs Monday, Tuesday, Thursday and Friday through July 31st and has 23 participants registered. The program is for participants age 6 through 21 years of age. The program is designed to help you become faster, more self-confident, get in better shape and learn how to become a better teammate. SOLID is committed to individual development built on a strong foundation. There is no experience necessary.

- **Our Summer Concert Series** at Lyman Point Park has become a success with the installed viewing pod system that maintains proper social distancing measures for spectators and the participants. On July 1st the Flames performed with roughly 65 people in attendance. On July 8th, The John Lackard Blues Band performed with 75 people in attendance.

- The Department is pushing out Summer Flag Football for participants ages 5 through 12. The program begins July 14th and will be held at Watson Park. We currently have 17 enrolled. Youth Karate begins on July 20th. The program will be held outside at Maxfield.

- The Department held the first Movie-In-The-Park showing the movie Lion King. It was well attended using the spectator pod system. Kudos to the P&R Staff for all the hard work and effort needed to put on the movie.

- Your Parks & Recreation Team are hardworking and amazing individuals that care deeply for the social recreational offerings to the community. Especially during this time of COVID-19. I appreciate all the work and efforts they put in each day.

**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.

- The Department provided a site tour for two interested firms looking to bid on the pool construction project. Several firms have been in touch with the Department, asking questions and obtaining information about the proposals which shows a tremendous amount of interest.

- The flagpole light at Veterans Park was repaired. They were damaged and a new set of lights installed. The light at the Municipal Building was also damaged and repaired.

- Ethan Preston was hired as a Seasonal Park Steward and started working for the Department on July 1st.

- Parks staff and Valley Turf Services continued to rehab the ball fields at Maxfield. The continued need for turf maintenance to retain the fields is a struggle as several labor hours are needed to care for the fields properly. We will need to address further contractual
care for the fields on a regular basis spring through fall to retain the work we have completed.

- Staff have been working on the landscape at the West Hartford Library. The Friends of WHL have purchased mulch and the Department will complete the work on July 21st.
- All other routine operations continue – mowing, string trimming, ball field prep & maintenance, line painting etc.
- Still working with Precision Paving to schedule their volunteer time to rehab the paths at Maxfield.
- The Department is involved in a restart program for fall and winter operations of ice rink facilities. We will be working with the Department of Health and Agency of Commerce to submit guidelines for consideration prior to when we seek to open for the fall/winter season.
- The new scoreboard at the Wendell A. Barwood Arena will begin installation the second week of August. The work includes installation of reinforcement brackets and installation of a center hanging 4-sided scoreboard. The support system was engineered and reviewed by the building inspector for the proper installation permit. The scoreboard was financed through donation to the Athletic Department and will be a huge improvement to the arena.
- The Department anticipates the bleacher replacement to begin by the end of July with completion before the beginning of the arena season.
- Ice time scheduling process has begun. We have received the High School Hockey Schedule for the upcoming season and will begin working around that with other skating groups to fill out the schedule.

Planning:

- 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.
- HBRLF – Worked with HBRLF Committee and GMEDC to develop a special COVID Hartford Business Recovery Grant proposal for SB consideration on July 14th.
- Fiscal Year End Closeout – Continued reviewing/preparing all projects/budget line items for required actions for year-end close-out.
- Hazard Mitigation Plan: Received minor comments on draft Plan update sent to the state on June 18th. Met with TRORC and making revisions for more detail or clarifications. Anticipate completing and sending back to the State by the end of July.
• Development Proposals for Public Hearings Zoning/Building Permits – Continued to respond to inquiries about development, review of applications and preparing detailed reports for the public hearing. Continued to receive and process requests Zoning Permit applications.

• South Main Street TIF Improvement Projects – Continued working with DPW to support project implementation and coordination with private sector redevelopment. The two loans through the State revolving loan fund and the VT Bond Bank loan are in the final stages of processing.

• Historic Preservation Demolition Ordinance – Began development of a Request for Proposals to hire a consultant to assist the Town in drafting an ordinance. Plan to solicit proposals in August.

• Grant Reimbursements – Prepared information required to request State reimbursement of expenditures for projects receiving grant funding.

• Trails in the Town Forest - The Vermont Youth Conservation Corps completed its first week of improvements to the Pine Drop trail. Everyone is very pleased with the work and how quickly it is getting done. They have another 6 days of work to go.

• Wentworth and Wilder VCDP Housing Grant – The Vermont Community Development Program awarded ½ the requested amount.

• TIF Five-Year State Audit – Completed additional meetings with the auditors which included Hartford’s Finance Director. 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 – There continues to be interest in the published Request for Proposals to develop a Hartford Climate Action Plan. Proposals are due August 31st.

• Bugbee Senior Center Roof – Construction scheduled to begin this month.

• Bugbee Senior Center HVAC System – Design of the new heating and cooling heat pump system (due to the failure of the HVAC system) is nearing completion and will go out to bid as soon as possible.

• 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.

• Town Forest Management Plan – Notices were posted and direct mailings were sent to abutting property owners about the virtual community meeting on July 15th with the County Forester to review the Plan.

• Two Rivers Ottauquechee Regional Commission. Attended June monthly meeting. Voted in favor of the updated Regional Plan which included some of the Town’s requested changes, and went on the record for those that were not addressed.
- Town Forest Recreation Plan – Staff and some Conservation Commission members met to review draft sections. The Commission and staff are proceeding with the next stage of the Plan update.
- Taft’s Flat Historic Preservation Survey – Looking at options to conduct a community walk-through of the survey findings.
- PSB Ventilation System – Continued working with the Police Department and contractor to complete the installation of the new ventilation system.
- Public Safety Building HVAC - Contracted with consultant to design new HVAC system and specs to solicit contractor bids for summer installation at Police Department.
- Zoning Regs Land Uses – Continued discussions and research on inquiries regarding uses within different zoning districts.
- State Building Energy Code – Solicited input from builders and architects on the concept of the Town adopting the new state stretch energy code above the base level required.
- Cornerstone Community Center – Working with the CCC to schedule the public hearing with the SB to discuss the possibility of a Vermont Community Development Program planning grant for building renovations to the former Elks Club, for community services programs.

Police:
Please find the Police Department significant activity report for the period beginning June 28th and ending July 12th:

- Jun 28 – Officers investigated a two-vehicle crash with no injury at the intersection of Maple Street and VA Cutoff Road.
- Jun 28 – Officers investigated a suspicious person complaint on Quechee Main at Waterman Hill. Investigation revealed that the middle-aged male from Woodstock, VT was reportedly watching under-aged girls swimming under the bridge. The individual was moved along.
- Jun 28 – Officers responded to the unit block of Depot Street for a report of gunshots and people fighting. Officers were unable to locate any such activity. It was learned that a male with a propensity to call false reports into the police was responsible for the complaint.
- Jun 29 – Officers responded to the unit block of Christian Street for a juvenile in crisis. Situation mediated.
- Jun 29 – Officers arrested a female at the 100 block of Ballardvale Drive who had an active warrant for her arrest. She was transported to Southern State Correctional Facility pending arraignment.
- Jun 29 – Officers responded to the 1300 block of Woodstock Road to investigate a suspicious male who entered a residence without being invited in and claimed to be from American Airlines. Homeowner wanted incident documented. This appears to be in line with the activity being reported on the news whereas
individuals are claiming to be from various companies and attempting to enter houses.

- Jun 29 – Officers responded to the unit block of Christian Street for a juvenile in mental crisis who stole money from his mother and was threatening her with a knife. Situation was mediated and referred to Vermont Department of Children & Families.
- Jun 30 – Officers responded to the 200 block of Quechee Hartland Road for a report of a family fight. A juvenile male was arrested for assaulting his grandfather and interfering with access to emergency services. Juvenile released to custody of his father pending arraignment.
- Jun 30 – Officers investigated a reported stalking and identity theft at the unit block of Juniper Drive. The victim’s ex-spouse had changed several passwords on her email accounts and has been harassing her. Investigation continuing.
- Jun 30 – Officers arrested a male for possession of cocaine resulting from a traffic stop where a K9 alert led officers to find a large sum of cash, scale and cocaine.
- Jun 30 – Officers arrested a male for DUI resulting from a traffic stop on Woodstock Road.
- Jul 1 – Officers investigated a vandalism to a vehicle complaint at the 600 block of Bugbee Street where an expletive was spray painted on a vehicle. Incident related to the complaint reported on Jun 28. Investigation continuing.
- Jul 1 – Officers responded to the 400 block of North Hartland Road for a report of an intoxicated male. The male was subsequently transported to DHMC for evaluation.
- Jul 1 – Officers responded on two separate occasions to the 400 block of North Hartland Road to assist with a trespassing complaint, individuals refusing to leave. Situation mediated.
- Jul 1 – Officers responded to the 1300 block of North Hartland Road for a verbal altercation between two male truck drivers. Argument stemmed from one truck being in the way of another. Situation mediated.
- Jul 2 – Officers responded to the 400 block of North Hartland Road for a citizen dispute. Situation mediated and the male offender was trespassed from the property.
- Jul 2 – Officers assisted a resident at the 1200 block of Quechee Main Street regarding a bear rummaging through a dumpster. Advice provided.
- Jul 2 – Officers investigated a reported family disturbance at the unit block of Walnut Street. Juvenile male transported to Dartmouth-Hitchcock Medical Center for mental health evaluation. Situation mediated.
- Jul 2 – Officers responded to the 400 block N. Hartland Road for a reported fight between two males. One male was arrested for simple assault, assault on a police officer, resisting arrest and disorderly conduct. The male was lodged at Southern State Correctional Facility pending arraignment.
- Jul 3 – Officers responded to the 300 block of Hillside Road for a report of an unsuspecting citizen the fell prey to a scam and provided all of her information to
someone claiming to be from Apple who advised her account was hacked. Advice provided.

- Jul 3 – Officers investigate a two-vehicle crash with no injuries at the Quechee Gorge on Woodstock Road.
- Jul 3 – Officers responded to the unit block of Beswick Drive for a reported male refusing to leave. The male was trespassed from the premises and moved along.
- Jul 3 – Officers recovered a reported stolen vehicle at the unit block of Beswick Drive. The male operator was arrested for grand larceny.
- Jul 4 – Officers responded to the unit block of Hollow Drive for an intoxicated juvenile. Diversion paperwork provided.
- Jul 4 – Officers responded to the 5000 block of Woodstock Road for a reported two-vehicle crash with no injury where one vehicle left the scene. Investigation continuing.
- Jul 4 – Officers investigated a theft of a cell phone from a business at the 1400 block of Maple Street that was pinged as showing to be at the homeless encampment underneath the urban bridge. Investigation continuing.
- Jul 4 – Officers arrested a male for excessive speed stemming from a traffic stop with a motorcycle that was traveling at 80mph in a 30mph zone on Schoolhouse Hill. Operator cited to appear in court at a later date.
- Jul 4 – Officers arrested a male for DUI stemming from a traffic stop at the 1500 block of Woodstock Road.
- Jul 4 – Officers located and arrested a male that fled a traffic stop from Lebanon NH Police and drove to Hartford. The male was cited for careless & negligent operation and attempting to elude.
- Jul 5 – Officers investigated a neighbor dispute at the unit block of Gillette Street. Situation mediated.
- Jul 5 – Officers investigated a single vehicle traffic crash with damage where a truck struck the bridge abutment on Maple Street.
- Jul 5 – Officers investigate a suicide at the unit block of South Main Street.
- Jul 5 – Officers responded to the 2500 block of VT Route 14 for a reported family disturbance. Situation mediated.
- Jul 5 – Officers responded to the unit block of Nutt Lane for a reported assault. A male subject was arrested for aggravated assault and disorderly conduct and lodged at Southern State Correctional Facility pending arraignment.
- Jul 6 – Officers responded to the unit block of Larch Lane for a reported domestic assault. A male was arrested for domestic assault and interference with access to emergency services. The male was transported to Dartmouth-Hitchcock Medical Center due to a medical condition and therefore was cited to court instead of being lodged.
• Jul 6 – Officers investigated a report of a bias incident whereby a swastika flag is being openly displayed in a window at the 200 block of Hazen Street. Incident reported to state through bias incident reporting protocols.

• Jul 6 – Officers investigated a report of a hit and run causing damage between two vehicles in the parking lot of a business at the 1400 block of Maple Street. Investigation continues.

• Jul 6 – Officers investigated a two-vehicle traffic crash with damage at the I-91 exit 12 off ramp.

• Jul 7 – Officers responded to the unit block of Hillcrest Terrace for a report of an out-of-control juvenile. Police assisted with de-escalation, and the juvenile’s was later taken to Dartmouth-Hitchcock Medical Center by parents for further assistance.

• Jul 7 – Officers responded to the 400 block of N. Hartland Road for a reported domestic disturbance. Situation mediated.

• Jul 7 – Officers investigated a report of a bear colliding with the side of a vehicle as the vehicle was traveling near the intersection of Quechee Main and Waterman Hill.

• Jul 7 – Officers investigated a report of a small barefoot child walking along North Hartland Road near the intersection of Neal Road. A 4 year old child was located and recovered by the police department. Investigation revealed that the boy’s mother went to visit friends in Rutland and left the child with another person who had fallen asleep, when the child wandered off. Investigation was refereed to Vermont Department for Children & Families.

• Jul 7 – Officers responded to the unit block of Ralph Lehman Drive to assist with the removal of an intoxicated guest. The female was trespassed from the property.

• Jul 7 – Officers responded to the unit block of Norwich Ave for a man in crisis. The man was transported to Dartmouth-Hitchcock Medical Center for assistance.

• Jul 7 – Officers responded to the 1600 block of Old River Road for a trespassing complaint between neighbors. Situation mediated.

• Jul 7 – Officers responded to the area of the Quechee Gorge for a report of a suspicious male having stumbled out of the woods and then went back into the woods. The complainant then heard a few gunshots. Unable to locate anyone.

• Jul 7 – Officers investigate a custodial interference complaint between a mother and daughter whereas the mother had legal custody of the grandchild and the daughter was refusing to return the child. Matter turned over to DCF.

• Jul 7 – Officers responded to the unit block of Walnut Street for a threatening complaint between neighbors. Situation mediated.

• Jul 7 – Officers responded to the unit block of Candlelight Terrace for a reported family disturbance. Situation mediated.

• Jul 8 – Officers responded to the unit block of Skyline Way for a report of an elderly male in mental distress and attempting to leave in the middle of the night against
his wife's wishes. Daughter summoned to the scene to care for the elderly couple until the daytime caregiver arrived.

- Jul 8 – Officers investigated a custodial interference complaint between estranged parties. No criminal offense substantiated. Situation mediated.
- Jul 8 – Officers responded to the 1200 block of Maple Street for a report of an attempted suicide. Police found a man bleeding and summon paramedics, and the man was taken by ambulance to Dartmouth-Hitchcock Medical Center.
- Jul 8 – Officers responded to the unit block of Grovner Street for an untimely death investigation with suspicious circumstances. Investigation continues.
- Jul 9 – Officers arrested a male for DUI resulting from a traffic stop at exit 10A on I91
- Jul 9 – Officers responded to a bus stop near the 700 block of Hartford Ave for a reported suicidal male. Upon arrival, officers located a male under the influence and in mental distress. The male was transported to Dartmouth-Hitchcock Medical Center for assistance.
- Jul 9 – Officers investigated a two-vehicle traffic crash with damage at the I91 southbound exit 11 off ramp.
- Jul 9 – Officers responded to the unit block of Hollow Drive for a report of a suicidal male being held down on the pavement. Officers located the male who was being pinned down by family members until help could arrive. The male was transported to Dartmouth-Hitchcock Medical Center for assistance.
- Jul 9 – Officers responded to the 100 block of Hollow Drive for a report of a domestic assault. A male was arrested for domestic assault and turned over to Probation and Parole.
- Jul 9 – Officers responded to the 100 block of Woodside Circle for a report of a man found lying up against a tree with his hands tied behind his back. Investigation revealed that the intoxicated man had become out of control and threatening his roommates with a knife. The roommates tied the male up and placed him into his bedroom until he sobered up. However, the man escaped the residence and ran down the road where he was ultimately located. The male was found to be responsible for two reported trespassing complaints into residences in Sharon earlier in the evening. The male was Dartmouth-Hitchcock Medical Center for assistance. Investigation of unlawful restraint is continuing.
- Jul 10 – Officers responded to the 100 block of Colontial Drive to take into protective custody a female for whom there was a mental health warrant issued. The female was transported by HFD to Rutland Regional Medical Center, per the order, for evaluation.
- Jul 10 – Officers responded to the 700 block of Willard Road for a family disturbance between two brothers. Situation mediated.
- Jul 10 – Officers responded to the 100 block of Fern Street for a reported domestic disturbance. Advice was provided, the parties separated.
- Jul 10 – Officers responded to the 100 block of Fairview Terrace for a family disturbance. Situation mediated and referrals provided.
• Jul 10 – Officers responded to the 2900 block of North Hartland Road for a reported out-of-control juvenile who was smashing and destroying the room. Juvenile transported to Dartmouth-Hitchcock Medical Center for assistance.
• Jul 12 – Officers responded to the 3000 block of Jericho Street to arrest a male wanted for violating his probation regarding an incident being investigated by the Vermont State Police (VSP). The male was arrested and turned over to VSP for processing.
• Jul 12 – Officers responded to the 600 block of Maple Street for a report of a person in medical need. Police found a woman in need of recovery services, and she was taken to Dartmouth-Hitchcock Medical Center for assistance.

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 washed out roads all throughout 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 has been performing roadside mowing in Quechee.
• The Highway Crew repaired washouts through Town.
• The Highway Crew cleaned under guardrails across Town.
• The Highway Crew repaired a major washout on Maple Street.
• The Highway Crew cleaned catch basins throughout Town.
• The Highway Crew did a major cleaning of the DPW and its equipment.
• “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.
• The Water Crew completed monthly meter readings.
• The Water Crew took monthly samples.
• The Water Crew completed monthly State Report.
• The Water Crew worked on SCADA issue at the Quechee Well.
• The Water Crew repaired leaks at Hartford Avenue, Raymond Circle, and South Main Street.
• 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:
  o Ordered a new pump for the Maple Street Pump Station.
  o Received new pump for Bridge Street.
  o Attended a meeting for the V.A. Cutoff Bridge.
  o Ordered WETT test to be completed this fall.
  o Annual calibration of flow meter.
  o Performed daily lab and station checks.
  o Cleared a blockage on Christian Street.
  o Marked out private sewer line on South Main Street for the wall replacement project.
  o Attended an asset management webinar.
  o Cleaned process water tank.

• The Quechee Wastewater Crew in Quechee has been actively working on the following:
  o Jetted Birchwood.
  o Mowed leach field.
  o New radar level sensor installed in each basin.
  o Performed daily lab & station checks.
  o Several Dig Safe checks/mark-outs
  o Annual flow meter calibration.
  o Performed drying bed clean up. 1 load out of drying bed 4.
  o Ordered WETT test to be completed this fall.

Fleet Management

Fleet Management performed the following:
o PD-5 front and rear brakes as well as rear wheel bearings replaced.
o Sweeper truck pony motor water pump replacement, fan belt, idlers, and fan hub rebuilt.
o H-6 transmission repairs.
o Wacker loader parking brake adjustment.
o H-8 greased and spinner removed.
o Grader service repairs finished.
o Sweeper truck new power washer reel and hose installed. Water tank suction strainer replaced.
o MT445B greased and checked over.
o H-7, felling trailer and 311D greased and checked over.
o Portable power washer hose sent to Fisher auto parts and new end installed.
o New tires ordered for 928 Loader.
o New grader blades ordered.
o Mower parts and blades ordered for MT-445B and 5100M rear brake job and all parts needed to complete job ordered.
o Sand blast material and paint ordered for 928 wheels to be cleaned and painted at Highway before getting new tires installed.
o H-5 fuel actuator and new batteries ordered.

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, Wanda, and Brittney have been finishing up the annual SWIP report.
- Hannah attended the June 30th Selectboard meeting to discuss research she did regarding curbside waste pick up from Brattleboro.
- Effective July 1, 2020, the State requires that food scraps be separated out of your household trash. We are collecting food scraps, a flyer for the program is attached to the end of this document and will be on the Town’s website shortly.

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.
• Britney continues to utilize our Facebook page! We are excited to be able to share information to our community. Please continue to check there for good news and DPW updates.
• The DPW team reviewed the request to review the three proposed Homeless Encampment Locations and provided feedback to Brannon.
• The contractor for the Sykes Mountain Projects been actively working on drainage, traffic control, and excavation.
• Hannah, Chris, and Steve Brock remotely joined a meeting discussing traffic control, project phasing, and utilities relocation for the VA Cutoff Bridge Replacement. That project is scheduled for 2022. We were notified during that meeting that the Town will be responsible for costs associated with the detours. We have asked that project team to find time to come to a board meeting to discuss developments in the near future.
• 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. At this time, a July 23rd meeting with the Union, Vermont Labor Board, and the Town. A July 16th meeting with that team is planned to prepare for the hearing.
• The DPW team is working closely with IT, Planning, Brannon, and Paula Nulty to fulfill a public records request.
• Hannah, Jeremy, and Britney have been working through the hiring processes for a multiple vacancies.
• 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.
• 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 at least six to eight more weeks. Unfortunately, that will put the South Main Street project at the same location for installing underground utilities at that same time. We are working with that project team to coordinate the two projects.
• At this time the contractor for South Main Street Project has been actively installing water line!
• 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.

- The contractor for the Currier Street project had to prioritize another project, delaying the 'restart' of that project.

**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.
FOOD WASTE
TOSS THE ITEMS LISTED BELOW INTO THIS CONTAINER

Fruits & Vegetables  Grains, Bread, Cheese, Oils, Fats, Eggshells, and Fish
Tea Bags, Coffee Grounds & Filters  Paper Towels, Napkins, & Cardboard  Certified Compostable Products

NOT ACCEPTED
Plastic bags, milk cartons, dishware/silverware, ketchup packets, packaging, recyclables, florist flowers, fruit/veggie stickers, straws, rubber bands

For recycling tips and resources, visit casella.com/RecycleBetter • 800-CASELLA

Q. Why is there a new service?
A. Starting July 1, the state of Vermont mandated that all food waste be kept out of the trash and this service will help customers comply with the Universal Recycling Law.

Q. What if the once a week pick up isn’t enough?
A. You can opt for twice a week pick up for an additional cost if you find that once a week isn’t adequate.

Q. Where is my food waste going?
A. Food waste will be delivered to the City of Lebanon Compost Facility located in Lebanon, NH.

Q. How do I keep the compost bin clean? Are there liners for it?
A. When your bin is full, we will collect it and replace it with a new bin. If you’d like to line your bin with a bag, you can purchase BPI certified compostable bags online or at various stores.
** end of significant activities report **