

**Town Of Hartford
Town Staff
Significant Activity Report, September 27 – October 10, 2017**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- We continue to work with legal counsel in preparation for the upcoming tax sale. Tax sale is currently planned for November 8th at 2pm here in the Town Hall. 13 properties will be presented at the sale. We will come to you in the next couple of meetings to discuss the Town bidding on some of the properties should no other bidders show an interest.
- I met with representatives of some of our private cemeteries last week. There is concern about the way forward for these organizations as they struggle to find folks interested in serving on their boards. Another of their concerns is the future of the DOC contract for maintenance. We continue to work with DOC and the work crew superintendent, Bill Soule, to find a solution. We remain optimistic, but are planning for the worst. They also expressed concern about the possible shortage of burial lands within the Town. We are exploring options and the process for this to happen.
- The fire and police department will be holding a Public Safety Open House on October 21 from 10:00am-2:00pm.
- The new Information Technology Officer started work today. We hired Dillon Walsh, formerly of CATV. Dillon is familiar with the Town and has hit the ground running. James has been a great help already as Dillon transitions into his new position.
- We continue with prepping the WABA arena for the skating season. We have a delayed opening of the arena due to the computer module malfunction. During startup of the WABA refrigeration unit, the Town's Commercial Refrigeration Specialist encountered an issue with the control module that manages the Carrier Chiller. The module was returned to Carrier and has been repaired and is on its way back to Vermont Commercial Refrigeration. Additionally, a power supply component to the module had malfunctioned and a new power supply is in transit from out of the country. Installation of the module and start up procedures are scheduled for Wednesday, October 11th. At that time, the Town will begin chilling the arena floor in preparation for building the ice surface. Painting of the ice surface is scheduled for the 18th and 19th of October followed by continued flooding and conditioning of the ice. The Department plans to open the WABA facility on Saturday, October 21st.

- Town Solar Projects – The Town received four responses on October 4th to the RFP for three solar projects on Town buildings - WABA, WRJ Wastewater facility, and Public Works building. The proposals are under evaluation.
- October 6th – Patrol officers arrested 25 year old Jonathan Omalis Mercedes of Holyoke, Massachusetts after recovering 242 bags of heroin, 12 grams of marijuana, as well as \$970.00 US Currency while investigating a report that Mercedes had approached a Station Market patron and offered to sell them heroin earlier.
- October 7th – Patrol officers arrested 32 year old Stephanie Hewitt of Pomfret, Vermont after she abandoned her three children to flee from a hand-to-hand transaction witnessed by police, who recovering 3.5 grams of crack cocaine from Hewitt. The children were turned over to family.
- Listed below are those highlights pulled from each Department Head’s report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Assessor is processing the Equalization Sales Study, we had over 300 sales this year.
- Finance is working to setup the FY 2019 budget template in Munismart. No issues at this time. We are working to apply lessons learned from last year as we move forward.
- Firefighters Ian Duffy and Christian Henault successfully completed their national written exam and clinical practical exam for paramedic certification. This completes a 15 month classroom, hospital clinical rotation and field training program. Once both students receive their certifications they will submit for state licensure and begin serving the community as paramedics. This is the highest level of prehospital care and we are very proud of their accomplishment.
- The Maxfield Dedication was held on September 30th prior to the Varsity and JV Girls Soccer Match. Mr. Maxfield and his son Cecile Maxfield were in attendance. The Captains of each team presented the Maxfield’s a recognition plaque. Selectboard Chair, Richard Grassi and School Board Chair “Coach” Christie provided comments followed by Mr. Maxfield saying a few words.

- Pocket Park update: The construction of the wall is ongoing. The last concrete pour is scheduled for Monday/Tuesday (10/9 or 10/10) depending on the weather. The hand rail subcontractor will be mobilizing on Monday (10/9) to begin the hand rail work. The contractor is anticipating the completion of the project by Friday (10/13), pending weather and the fitting of the hand rail.
- October 4th – The Police Department met with a representative of the Vermont Transportation Agency to coordinate clean-up and environmental crime prevention strategies for the Urban Bridge property.

DEPARTMENT HIGHLIGHTS

Assessor:

- Continue to work on Homestead Declarations.
- With Pat Stark retiring, I have been interviewing for the Assistant Assessor's position.
- Attended a workshop on Depreciation and a forum on Understanding and Using Comparables.
- Attended a conference for International Assessing Officials, was recognized for my achievements as the Vermont IAAO Representative.

Finance:

- Working August/September Bank Reconciliations.
- Working FY 2017 Closeout with staff and with the auditors.

Fire:

- At 12:07 am Saturday morning, September 30th, the Hartford Fire Department responded to reports of a building fire at 968 Christian Street in Hartford, VT. Fire crews from Hartford, Lebanon and Hanover arrived on scene within six minutes of the alarm to find an outside fire on the back side of the two unit apartment house. The fire had traveled up an exterior wall and into the roof structure. The fire was quickly knocked down by crews on scene and was declared under control in just under two hours. Firefighters remained on scene for another hour removing interior finishes to expose hidden hot spots. Fire damage was confined to the exterior of one wall of the apartment house and the second floor living area. There were no reported injuries and the American Red Cross is assisting the occupants with temporary housing. Fire investigators determined the fire originated on a deck in the back of the house. Departments from Hanover and Lebanon responded directly to the scene while crews from Hartland and Norwich provided coverage for any additional emergencies.
- Engine 4 setup and training continues. Shifts are rotating through in service training on the new vehicle and equipment added. Once all staff has completed training the new engine will be placed in service.
- Staff continues to develop the budget for FY19.
- The department's Annual Compliance Report was reviewed and approved for 2016. This is an annual requirement to maintain our accreditation.
- On Friday Oct. 6th Assistant Chief Beebe, Lt. Jack Hedges and Firefighter Jay Moody were deployed to Woodstock, NH to assist in effort to manage the 70 acre forest fire in the White Mountain region. They spent the full day assisting in fire operations.
- Met with Millbrook Design to begin the design process for an expanded parking area and storage options for the public safety property.
- The new PowerLoad system arrived for Ambulance 2. The installation is scheduled to occur on October 12th.
- Staff attended a Line Gun training program. This equipment is used in swift water rescue.
- Units attended the Maxfield Dedication Ceremony.

- Units participated in a school bus fire evacuation drill and relocation drill with the high school.
- The department responded to 91 calls for service during this period.

Information Technology:

- NSTR.

Parks and Recreation:

- All youth fall programs continue in the parks. Youth soccer, NFL flag football, field hockey and youth cheerleading continue. Total of 237 youth are participating in the fall sports programs. 144 soccer, 41 NFL flag football, 26 field hockey, 26 cheerleading.
- Pickleball continues at Maxfield tennis courts on Tuesdays. This is a drop in program.
- Open Gym Basketball for grades 7-12 is on Wednesday at Hartford High School. The program is from 6pm to 7:30pm.
- Archery in Motion continues at DBS with 9 participants. The last class is scheduled for October 12th.
- Splash Night at UVAC had 46 participants attend the event on September 29th.
- The Department is soliciting groups to participate in the upcoming Trunk or Treat event here at the Town Hall from 4pm to 6pm on Saturday, October 28th.
- Recruiting has begun for coaches in our youth basketball program.
- New England Club Baseball held a double header at Maxfield on October 1st.
- Continued registration for the UVAC OQS 2nd and 3rd graders free swim program. The program is free to participants. The school district provides the bus transportation to the program. The town provides the supervision and snacks. UVAC provides the instruction and use of the facility.
- The Department has starting our fall fertilizing program and completed Maxfield.

- Completed the winterizing of the pool main drain. Requires creating an air gap in the main drain line and sealing the valves. South Shore Pools was on site to identify a plan for testing the interior channel of the pool gutter. The gutter inner channel is identified as a potential of our continued loss of water as we try to identify all water loss areas.
- Prepped Quechee Gazebo for wedding, i.e. pruned trees & shrubs, repaired gazebo & painted. Wedding in the bandstand is scheduled for Saturday at 2pm.
- A parking area barrier was damaged and repaired at Watson Park.
- The Department completed installation of two benches at Kilowatt South. The benches were donated by the Windsor County Board of Realtors. We are also repairing and doing preventative maintenance on benches at Ratcliffe, Watson & Frost Parks.
- Department has been busy rehabbing flower beds and putting them to bed for the fall/winter.
- The Department will be addressing signage and developing a barrier to help identify the off leash area at Kilowatt Park South. Great River Hydro requested a site visit to identify a way to provide more notice of the designated off leash area for dogs. Great River Hydro will be providing signage identifying property boundaries and the Department will reinstall the existing dog waste station and relocate off leash signs to help designate the appropriate area for the dogs to be off leash. Great River Hydro will also be addressing parking that occurs during the winter months in there parking lots. The actual park area is closed for the winter but access to the park area by foot is available.
- The Department continues to work with Ben Green, State Dam Engineer and have made connection with Mike Adams from the Army Corp of Engineers and Kenneth Bisceglia from Weston & Sampson regarding Wrights Reservoir and recent review of existing conditions and moving forward.
- Mowing has slowed down considerably but we continue to be at each park location for general maintenance.
- We continue conversations regarding the DOC program as it relates to town parks and cemeteries. We are budgeting for the worst case scenarios related to the expense to take care of all properties hit by the loss of the DOC work crews.

- The scoreboard installation at the Maxfield was completed. The scoreboard installation was completed by the Athletic Department. The installation was coordinated so the Department could install the electrical power to the storage shed at Maxfield.
- Vermont Drinking Water & Ground Water Protection will be doing a drinking water routine survey next week October 10th at Maxfield for a routine visit. They identified that the drinking water program had no visitation history of the Maxfield water system.
- New Swing for Clifford Park should arrive soon. The previous shipment was damaged and the company decided to ship out an entire new swing with all components. Additionally, they told us to keep the damaged posts and components and to use them for our benefit.
- The Department was informed by Cat Buxton and the Latham Works Neighborhood Working Group that they applied for and received a grant for free technical assistance from the Dartmouth Thayer School of Engineering.

Planning and Development:

- Planning Commission (PC) and Zoning Board of Adjustment (ZBA) Applications – Finalized Findings of Fact for applications that went before the PC on September 25th and the ZBA on September 27th.
- July 1 Flood Damage – Continuing to work with the state, UV Strong, and TRORC to assist property owners impacted by the flood.
- Budget and CIP – Preparations for FY 2018-2019.
- Currier Street Reconstruction – Continuing work to button-up for the winter.
- Historic Preservation – Released RFP for consultant to develop a Historic Preservation education program. Project partially funded by CLG grant the Town received.
- Bridge and Main Housing Projects – Finalized documents for submittal of first requisition from VT Community Development Grant.

- Button-Up Vermont Program – Submitted application to participate in the Efficiency Vermont program focusing on informing the public about opportunities to make their properties more energy efficient. Developing a public event with Hartford, Norwich, Hartland and Woodstock Energy Commission at Dothan Brook School on November 11, 2017.
- Reviewed Design - Had meeting to review two applications.
- Energy Audits – Working with Bugbee Center Director, Fire Department and Police Department on preparing estimates and plans for implementing the audits.

Police:

- September 25th – Patrol officers recovered an abandoned bicycle along Maple Street, and through investigation learned that it had been reported stolen to the Lebanon Police. The bicycle was returned to its owner.
- September 25th – The Police Department had a follow-up meeting with representatives at the Upper Valley Haven and Health Care & Rehabilitative Services regarding coordinated outreach, shelter and other services to assist under-housed persons at several areas throughout Town.
- September 26th – The Police Social Worker attended the Windsor County Domestic Violence Task Force Meeting.
- September 26th – The Police Chief met with guests during lunch at the Bugbee Senior Center to talk about public safety.
- September 26th – Patrol officers responded to a property damage motor vehicle crash along Hartford Avenue near the intersection with Devin Street Investigation and clean-up caused delays.
- September 26th – The Police Chief attended the Selectboard Meeting for the presentation of the White River Junction Parking Study & steering committee recommendations.
- September 26th – Patrol officers contacted a woman in crisis and in need of assistance at the Quechee Gorge Parking Area. The woman was provided transportation to Dartmouth-Hitchcock Medical Center for further assistance.

- September 27th – Patrol officers responded with paramedics from the Hartford Fire Department to the Listen Center along Maple Street for an unconscious woman. Listen personnel and first responders deploying nasal Noxalone were able to revive the woman, who was taken by Hartford Ambulance to Dartmouth-Hitchcock Medical Center for additional medical assistance.
- September 28th – The Police Chief and Police Social Worker met with Hartford Memorial Middle School Administrators regarding the School Resource Officer Partnership and prevention education.
- September 28th – The Police Chief and Police Social Worker participated in the regular meeting of the Hartford Community Coalition, Wellness & Prevention Committee.
- September 29th – Patrol officers responded to a property damage motor vehicle crash along Hartford Avenue near the intersection with Bugbee Street. Investigation and clean-up caused extended delays.
- September 29th – Patrol officers responded to a domestic altercation at a private residence along Sergeant Street. Investigation revealed probation violations, which were reported to the local Probation & Parole Office.
- September 29th – Patrol officers assisted the staff at Hartford High School with traffic and event management during the Homecoming Football Game.
- September 29th – Patrol officers responded to reports of a disorderly man yelling obscenities and gesturing to patrons along Railroad Row. The man was found disoriented by first responders, who learned that he was in transit between medical appointments. Officers assisted with transportation to a bus for the man’s next connection.
- September 30th – Patrol officers assisted Hartford Fire Department personnel with traffic management during a multi-alarm response to a house fire at a private residence along the 900BLK of Christian Street.
- October 1st – Patrol officers responded to the Shady Lawn Hotel for a dispute between guests. Mediated by patrol officers.
- October 2nd – Patrol officers responded with firefighters to a kitchen fire at a private residence along the 400BLK of South Main Street to assist with a resident in crisis. The man was contacted by police and taken to Dartmouth-Hitchcock Medical Center for assistance.

- October 3rd – Patrol officers responded with firefighters from the Hartford Fire Department for a smoke alarm activation at Hartford Memorial Middle School. Alarm activated by contactors working on site.
- October 3rd – The Police Department met with the Windsor County DUI Court Program Coordinator.
- October 3rd – Patrol officers responded to a domestic altercation at a private residence along the 1700BLK of Hartford Avenue. The parties had separated, and at least one left the area prior to police arriving.
- October 3rd – The Police Chief participated in a “Crime Victim Forum” hosted by the Vermont Center for Crime Victim Services.
- October 4th – Patrol officers responded with firefighters from the Hartford Fire Department for a smoke alarm activation at Hartford Memorial Middle School. Alarm activated by scalded microwave popcorn.
- October 4th – The Police Chief participated in the regular meeting of the Town Wellness/Risk Management group.
- October 4th – Patrol officers responded to a report of a traffic related altercation near the intersection of Christian and Bugbee Streets. Conflict mediated and addressed by patrol officers.
- October 5th – The Police Chief and Sergeant Pedro participated in the regular meeting of the School District Safety Team.
- October 5th – Patrol officers responded to reports of a suspicious man at VINS. Police located and provided assistance to a Connecticut man camping at the Quechee State Park.
- October 6th – Patrol officers responded to reports of a man in crisis at the Quechee Gorge Bridge. The man was located and taken by police to Mount Ascutney Hospital for assistance.
- October 6th – Patrol officers assisted the staff at Hartford High School with traffic and event management during the Veteran’s Appreciation Night Football Game.
- October 7th – Patrol officers assisted with traffic management during the annual Conquering Addiction 5K hosted by Critter’s Crusade in Wilder.

Public Works:

- Hartigan began their contract flushing and televising the sewer lines in the White River area.
- The wastewater crew pulled a pump on Bridge Street to remove a rock that was partially blocking the pump.
- Nick Burnham and his community service crew began painting hydrants in the White River Junction.
- The Water Department discovered a service line on Fairview Terrace that went through a neighbor's house before going into their own house. To remedy this situation, the water crew installed a new service line from the main to the edge of the Right-of-Way. The owner will connect to the curb stop left by the crew and tie it into their house.
- July 1, 2017 Flooding: The Highway Department continues to work on the list of washouts from the July 1st storm.
- The roadside mowing operations continue while the road repairs are underway.
- The following roads have had the final coat of paving:
 - o Hillside Road
 - o Marsh Family Road
 - o Waterman Hill Road
- The Lower Sykes Mountain sidewalk began construction by DuBois Construction.