

**Town Of Hartford
Town Staff
Significant Activity Report, July 17-30, 2016**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.

- Another busy week as I continue to learn the staff and the Town. I continue to meet with members of the staff and the community. The last two weeks have been highlighted by meetings with the Chamber of Commerce, Bugbee Center, Town Moderator, Former Selectboard Members, Town Health Officer, School Superintendent, Tree Warden, UVAC, area Town Managers, past QLLA President, Congressional Representatives, Citizens, Non-Profits and Service Providers. I have begun to meet individually with each staff member.

- I have moved forward and signed then purchase order for the roller. After our last meeting we did more analysis to address the concerns that were raised. We examined the ability of the two drum roller to handle slopes, looked at rubber wheels and further examined the requirement we were trying to meet. In the end, we determined that there was not the perfect machine, but this one does meet the vast majority of the requirements, will save time and money and will make the work safer and the roads safer in the end.

- I have made the selection for the Administrative Assistant. She will begin work on August 15th. She is highly qualified and experienced. I believe she will be a great fit for the Town. I have reviewed the resumes' (12) for the Finance Director. I have developed a series of screening questions and will conduct telephonic screening interviews over the next several days. I expect to narrow the list down to 3-5 individuals that we will bring in for final interviews.

- I also want to pass along that the Elm at Town Hall near the bridge, in the Garden has succumbed to Dutch Elm Disease. The Tree warden has coordinated with GMP for the removal.

- I approved a Coffee & Cars event for downtown WRJ on August 20th. The staff voiced some concern about the location and the parking, but given the time, a Saturday morning, we thought we would see how this one goes. I also worked with the business owners to ensure they were ok with the event. Plan/hope is to have monthly during the nicer weather.

- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Continue to work to close out the last FY. As of July 27th, the Town is at 96% executed. Continue to work with Departments to encumber funds. Still a few to go. Anticipate closure in the next couple of weeks.
- There were 105 grievances which have resulted in 6 BCA appeals. The hearings are set for Wednesday August 3rd in Rm 2, 1st floor.
- The Dilapidated Building Ordinance was enforced at 168 Quechee Hartland Rd. This building has been uninhabited for many years and the driveway was completely grown in by vegetation. It was inspected this week by the Fire Marshal and the building owner. An agreement has been made to board up and make the driveway accessible for emergency vehicles.
- We continue to trouble shoot the leak at the municipal pool. We completed 3 tests internally and two have identified that we have a leak within the gutter system. We completed a dye test between the gutter and pool wall seam as well as at the main drains and expansion joints. The dye test was negative for water loss. The Department has consulted with Guarinos South Shore Pools about next steps. Other testing methods would need to be completed by a firm like South Shore and cannot be done until the pool is closed for the season. Guarinos South Shore Pools is assembling a plan for us to consider of next steps in identifying the leak. The performance agreement with Guarino's South Shore Pools does cover leak testing of areas of the pool that is part of new construction. However, if areas are determined to be leaking outside the construction parameter then the Town is responsible for the cost of the testing method performed. I am awaiting Guarino's proposal and expect that information sometime today. Additionally, we continue to lose water and our chemical usage is higher than anticipated due to the addition of so much fresh water throughout the season.
- WRJ Parking Study – Great turnout and input at first community meeting on July 18th.
- Police Recruits Oliver Keyser & Mitchell Cable report to the Vermont Police Academy in Pittsford on Monday, August 1st to begin fourteen (14) weeks of Full-Time Police Officer Training.
- The Maxfield turn lane project is underway. Willey Earthmoving has completed the excavation for the stone base. Fabric and a gravel base will be installed on top of the stone this week.

DEPARTMENT HIGHLIGHTS

Assessor:

- There were 105 grievances which have resulted in 6 BCA appeals. The hearings are set for Wednesday August 3rd in Rm 2, 1st floor.
- The data collectors are working their way thru the QLLA properties. They have completed most of Willard Road and side streets. There are a few still left at the top. Our new data collector, Joe, is working in the Baker Turn neighborhood.
- The Grand List is holding fairly steady so far despite homestead, corrections, and appeal changes. This will continue until December 30th when no more changes are statutorily permitted.

Finance:

- Working through the 3rd payroll cycle with the new system. Running a bit smoother each week, still some challenges with leave accrual.
- Reviewing procedures to correct tax bills; some not billed, some billed incorrectly, some changes in homestead.

Fire:

- 7/19/216 at 11:06 PM Wilder Motel Fire- Crews located a mattress fire in room 8, the fire was quickly extinguished. The cause of the fire is still undetermined and is under investigation by the Hartford Fire and Police Department.
- Attorney continues to work legal proceedings with the property on Maple Street including the next step in the Building Safety Order.
- Units conducted a successful suppression test at the Irving Propane storage facility on Roundhouse Road.
- The following promotions occurred in the department. All individuals completed an extensive promotional process in the fall of 2015 and have been acting in these ranks since the departure of Steve Locke. Please join us in congratulating: Captain Christopher Dube, Captain Shawn Hannux and Lieutenant Charles "Jack" Hedges. A formal badge pinning and swearing in ceremony is planned for the near future.

- The Station Alerting RFP has been released. The purchase of this system is authorized in the 2017 FY. Proposals are due August 8th.
- The new Fire Engine RFP will be finalized next week.
- After two recent falls that required ambulance transport from the base of the walking trail at the Quechee Gorge. The State Park Ranger advised an Eagle Scout project is being developed to build stairs down to the river edge.
- An E-911 street name change is being processed for a section of Orrizonto Rd that currently is only accessible from Neal Rd. Conversations continue with residents involved. Suggested names are being discussed amongst the Town and the parties involved.
- Storm Update
 - o 1700 homes without power Saturday night mainly in the Quechee area
 - o Three roads were closed overnight by trees and wires
 - o The department handled 34 emergency calls in 48 hours
 - o All customers had power and roads clear by Monday afternoon
- Vigilant Guard Exercises Friday 7/29, Saturday 7/30, Sunday 7/31. Technical equipment was out of town as per the USAR MOU. Four staff members participated in several of the events throughout the State. All personnel and equipment back at the station.
- The Fire Marshal is working with the owner of the Crystal Place fire building to have it removed.
- On 7/27/16 our Technical Rescue Team responded to Guiford, VT for a building collapse/explosion with a person trapped. The team was assembling to deploy when we were notified to cancel since the occupant was able to be removed by staff by emergency crews on scene. The State Emergency Operation Center then requested the response of our Heavy Rescue to the scene to assist in stabilization for investigators. Unit returned by 5:00pm. Cost for services rendered will be billed to Vermont Emergency Management.

Information Technology:

- The internet bandwidth upgrade at the Public Safety building was scheduled to be completed on 7/25 but the initial work failed to meet guaranteed speeds. Additional circuits are being installed on 8/2 by Fairpoint. Sovernet will finalize the upgrade on 8/3. Bandwidth will increase from 5/1mbps to 10/10mbps. Unlike current bandwidth the new speeds are guaranteed and come with 24/7 support.

Parks and Recreation:

- The Hurricane Hill Trail Run had 136 runners complete the race. Bus trip to see the Boston Red Sox beat the Minnesota Twins went well.
- We are working on our Kehoe Strong 3 on 3 basketball tournament to be held August 6th. Tournament will be held at the Maxfield Sports & Recreation Complex. This is the 2nd Annual Tournament.
- The last session of Youth Karate was cancelled due to lack of numbers to run the session.
- Pool pizza party at the outdoor pool took place July 22nd from 6pm to 7pm.
- We added Monday Pick Up Soccer at Kilowatt for middle and high school kids. Instructed by the High School Soccer Coaching Staff. This is a free drop in and free play program.
- Last session of swim lessons began the week of July 25th.
- The Hartford Performing Arts Camp at Hartford High School is full with 80 youth enrolled. The program begins August 1st.
- This week we had week 6 of Camp Ventures. Theme was Color Week. Professional performance this week is Professor Ossum Wonder Show. We also had a Color Run at Maxfield followed by fun and games and picnic at the park.
- 2 more sessions of Camp Ventures for the summer season.
- Middle School Fun Night at the Outdoor Pool is Friday night. 6pm to 8pm. Collaboration with UVAC. Pizza and music.
- Grandma and Me Story Walk was postponed.
- Currently promoting registrations for fall soccer, NFL flag football and youth field hockey.
- Chad Hollister performed at the Quechee Band Stand on Wednesday the 27th as part of our summer concert series.
- We continue the development of our fall/winter programs with our brochure guide to be published in mid-August.

- We closed off a short section of the Kilowatt North trail due to a few widow maker tree limbs that are hanging near the trail. We have left the trail closed and awaiting Henderson's Tree Service to assess. It appears we will need a climber to remove the widow makers.
- Removed several large tree limbs from Lyman Point Park that fell during the recent storm.
- The Clamshell was damaged at Maxfield during the past storm. It either flipped over the fence or went through the fence and tumbled across the field. The School District has filed a claim for replacement as they own the equipment. The Department dismantled the Clamshell and have stored the netting and piping at Maxfield.
- We had to re-install wind screen at the tennis courts at Maxfield. The wind storm ripped the zip ties from the chain link.
- Rigging is to start today (Friday) for the compressor removal at WABA.
- New field line painter was put into service. We are already seeing the benefits of the new painter. We expect savings in paint costs as the new painter operates more efficiently and uses less paint.
- DOC crew assisted with installation of kick plates and removing the puck marks from the arena Plexiglass.
- Ratcliff Park basketball court was resurfaced. Crack repairs, 2 coats of base color and court lines. Vermont based Advantage Tennis performed the work.
- Staff member has had complications from another injury and had to be sent home Thursday. He has a follow up on Monday. Plan to shift our seasonal employee from Maxfield to other park tasks when necessary and potentially use DOC at other park locations.
- Looking ahead the Department needs to focus on advertising for the added labor position in the parks and the seasonal hires for the arena. The laborer position needs to be hired and ready for employment by first of October. Position should be hired by second week of September. Seasonal positions need to be hired by the second week of September for the purpose of training and arena operations going into the season. Due to current medical leaves and workers comp staff restrictions we will not be at full staff to cover the season until the personnel is hired.

Planning and Development:

- Quechee Pocket Parks: No response from FEMA. Initiating contact to Legislative Delegation.
- Energy Consultant RFP – Received draft Implementation Plan for Public Safety Building and Bugbee Senior Center. Reviewed with respective Chiefs and Director. Reviewing revised plans.
- Community Energy Pilot Project: Successful kick-off on July 26th in WRJ including presentation to the Rotary. Aug 8th next day in Quechee.
- Advent Campground Historic Nominations: Successful community meeting with consultant to discuss initial draft of nomination.
- Solar Sites – Applications for net metering allocations to five Town sites submitted on July 22nd.

Police:

- The Police Department participated in the White River Junction Parking Study Community Forum on Monday, July 18th.
- The Police Social Worker participated in the Quechee Gorge Bridge Suicide Prevention Meeting on Friday, July 22nd, discussions focused on construction & implementation of the “Hope Holders” and/or signage and other soft intervention measures that can be implemented quickly. Planning for hard/structural intervention measures continue.
- Patrol personnel assisted the Fire Marshal with resolving a vacant/blighted residence on Quechee-West Hartland Road, and continue to assist with the investigation into a suspicious Fire at the Wilder Hotel on Tuesday, July 19th.
- Emergency Communications Center personnel answered nearly 400 non-emergency and 911 calls for service during the height of the Saturday, July 23rd Thunderstorms. Patrol personnel remained busy into the following morning assisting with numerous vehicle accidents, roadway hazards, and alarms triggered by the extreme weather.
- The Police Department is making final preparations to host the 2nd Annual National Night Out Against Crime at Kilowatt Park - South on Tuesday, August 2nd from 5pm to 9pm.

Public Works:

- The South Street Water main Project is on hold for now until we determine whether or not permitting will be required. It is possible that this project will be completed in the Spring of 2017.
- The water crew has shifted their emphasis into abandoning the old 8" cast iron water main located at the I91 off ramp into White River. This will be in preparation of work that needs to be completed prior to the Round-About.
- Water and wastewater staff is continuing to try out a GPS data collector as part of a demo prior to bidding out a unit for the approved mapping project.
- The reconditioning of the SBR #2 waste sludge pump has been ordered through Farrar, Inc of Keene, NH.
- The Utility Superintendent is holding off on preparing the RFP for the digital base mapping work until the triangulation has been completed.
- The Utility Superintendent is preparing an Asset Management Grant through the Clean water State Revolving Fund. The dead line for this grant is 4:00pm on 8/1/2016. The value of the grant if awarded will be \$30,000 +/-.
- A new Wastewater Employee, Jeff Lord of Quechee, VT has been hired. Jeff will begin work on August 11.
- All of the trees from the wind storm 2 weekends ago have been cleared from the Town Highways. There is one tree near 40 Chellis Street waiting for Green Mountain Power. The location of this tree is near the Right-of way. A final determination on the location will be made.
- Quechee Water Tank: Nott's has mobilized on site and is expected to demolish the old tank this week and prepare the site for blasting.
- A Final Inspection of Prospect Street has been completed. The sewer lines and manholes have yet to be cleaned.
- The Water Source Protection Plan is near completion and is expected to be sent to the State when completed.