**Town Of Hartford**
**Town Staff**
**Significant Activity Report, August 1 - 14, 2016**

## TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.

- Another busy couple of weeks 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 over 50 members of the staff, telephonic and in-person interviews with Finance Director Candidates, the new QLLA President, local business owners and developers. I have also attended several events and have had opportunities to engage with members of the community.

- The new Administrative Assistant, Lana Livingston, is on board and doing well. I have reviewed the resumes' (12) for the Finance Director. I developed a series of screening questions and will conducted telephonic screening interviews with 11 of the applicants. I narrowed that down to 5 and conducted in person interviews with each of those. I have rank ordered the applicants and am in the process of talking to references. I expect to make the job offer in the next couple of days.

- UVAC is planning a groundbreaking ceremony for their new expansion and would like Selectboard participation. Date is TBD.

- I continue to review the issue of impact fees in the Town. Plan is still to present a proposal to the Selectboard in mid-September.

- 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 August 10th, the Town is at 97% executed. We are reviewing encumbrances, no new encumbrances are being accepted. Anticipate closure in the next couple of weeks.

- Revaluation: Data Collectors are currently working in area defined as Quechee. Information on this has also been posted on the web site. It will be updated as the process goes along. They are currently working the Wheelock neighborhood and Hard Road neighborhood.

- Quechee Covered Bridge Incident:

    - On August 11, 2016 at 13:09 the Fire Department was dispatched to a report of swimmer injured in the Ottaquechee River in the area of the Quechee Covered Bridge. First units to arrive on the scene found the 14-year-old male swimmer out of the water on the river's edge being attended to by other swimmers. The swimmer had jumped off the ledges into the water, approximately 6-8 feet in height. Upon entering the water, the swimmer struck a rock under the water, injuring his lower back/hip area. Due to the location of the incident and the injuries to the swimmer, the individual had to be carried from the area using a stokes basket. Additional Hartford units were requested to the scene for manpower and equipment to perform the extrication. The individual was placed in a stokes basket and carried from the river's edge to roadway. The patient was then loaded into the ambulance and transported to DHMC for treatment.
    - 9 personnel participated in the rescue
    - Lebanon and Hanover provided coverage during the rescue
    - Many swimmers were using this site during the event
    - Follow up at the location the next day found many swimmers jumping off the ledges, bridge and abutments.
    - There is no signage at the site indicating any warnings/risks, recommend addition of signage indicating risk of injury/death

- Guarino Pool Services will be on-site at the pool Tuesday 8/16 to conduct underwater testing to assist in determining the location of the water leak. If it is determined the leak was due to their previous work on the pool, they will make necessary repairs at their expense.

- Quechee Pocket Park: We have been informed that FEMA should be issuing a determination letter by the end of this week.

- August 2nd - Police, Fire, Public Works, Parks & Rec participated in the 2nd Annual National Night Out Against Crime at Kilowatt Park - South from 5pm to 9pm. Personnel were joined by several community organizations and residents, a good time was had by all.

- The Quechee water tank and water main project is proceeding well. Waterman Hill water main construction has involved a daytime road closure and detour. A daytime road closure and detour for the first 1500' of the Quechee-Hartland Road from the Route 4 intersection (heading south) is anticipated to start the week of August 22.

## DEPARTMENT HIGHLIGHTS

**Assessor:**

- The Grand List has been timely submitted to the state tax department pursuant to VT Title 32 § 5404b along with the form 427 which reports the municipal tax rates to the state. Both are due August 15th each year.

- With most of the work being completed for the 2016 Grand List, we have begun the process of compiling the 2017 Grand List. Work on the 2016 list can continue to be updated until December 30th when it is them finalized and lodged as complete.

- Sales Verification Letters were sent out last week to persons who purchased property from April 1st to July 31st. The information is utilized to assist the listers/assessor in ascertaining whether a sale is valid to use in the annual state wide sales study.

**Finance:**

- Participated in the interviews for the new Finance Director.

**Fire:**

- RFP's for Station Alerting reopened since the only response is not compatible with our Spillman Dispatching System. Responses are due back August 29th by 3pm

- Had a meeting with Sen. Sander's staff on 8/12 to discuss Emergency Medical Services locally and statewide

- Ladder 1 passed its annual certification test and all in service ground ladders were tested and inspected

- Investigating the purchase of a transmission jack to assist the town mechanic in fire apparatus/town fleet service and repair

- Fire Prevention Week October 9th- 15th. Public Safety will be hosting an Open House on Sunday from 1300-1600 for both Fire and Police.

- Fire Department is attending Boots to Boats Saturday August 13th. LL Bean has asked us to display our Swift water rescue equipment

- Members attended the funeral of Tim Moore a Bradford Firefighter and the stepfather of one of our dispatchers.

- One Engine responded mutual aid to a garage fire in Hanover. Incident lasted approximately 1.5 hours. Our Engine was the second arriving unit on scene an example of how well our automatic aid relationship with Hanover and Lebanon benefit our communities.

- Attended the VA Ceremony for the new director Mr. Montoya

- Candidate Matt Dunne stopped in and held lunch with the staff while on the campaign trail.

- Spartan Fire Apparatus and Sutphen Fire Apparatus visited the station to review the New Fire Engine RFP.

- Fire Marshal Bedard and Chief Cooney have been requested to attend a court hearing on a Maple Street property on August 30th in Woodstock.

- A fire pump rebuild kit has been ordered for maintenance of Engine 1.

- The AC Unit failed in bunk room, ARC Mechanical was hired to repair the unit, they attempted to rebuild/repair the unit twice in the last few weeks. They currently report it is no longer serviceable. Exploring options with Tim Perrin the Town's energy consultant.

- VT Medicaid has increased our reimbursement amount for ambulance transports. This was accomplished through a legislative change during the last session. Medicaid will now be charging a fee/tax to all ambulance services based on 3% of its billed revenue. Although we have yet to receive official notification from the State we are working with the Finance Dept. to plan for this new expense. Based on early estimates it appears our increase in reimbursement will cover the expense of the 3% charge and still provide additional revenue.

- Vigilant Guard Exercises are completed
    - Participating staff report very successful event
    - Equipment Inventory has been returned
    - No staff injuries

- Orrizonto Rd. developing second round of new street names.

**Information Technology:**

- The Internet bandwidth upgrade at the Public Works building was completed on 8/3. So far the upgrade seems to have alleviated the issues Public Works was experiencing.

**Parks and Recreation:**

- Fall/winter program guide is scheduled to be ready for distribution the first week of September 2016.

- Babe Ruth baseball season ended 8/7/2016.

- Lighting “Street Soccer” Camp started 8/8/2016, runs through 8/12/2016.

- Last Wednesday evening concert is scheduled for 8/17/2016.

- Summer Ventures Day Camp ends 8/12/2016.

- Working on the organizing of the 24th Annual Glory Days Festival scheduled for September 10 & 11, 2016. See attached flier (front/back).

- Municipal pool closed Saturday, August 13, 2016. Attendance as of 8/7/16 = 2,010 people.

- Vermont Refrigeration Systems has been on site (WABA) twice over the past two weeks completing the repairs/up-grades to the refrigeration system. Project schedule is on target for ice operations to start in September.

- All ice rental groups (School District, Adult Renters and Youth Associations), including a new group (Upper Curling Club) have secured their seasonal ice rental times.

- Maxfield Outdoor Sports Complex will be utilized by the Hartford School District high school soccer teams and the Recreation Department 3 & 4 grade soccer program this fall.

- This summer the high school baseball field at the Maxfield Outdoor Sport Complex was utilized by the Upper Valley Night Hawks, Post 84 Legion and the Caledonian Adult Baseball league. The youth baseball fields were utilized by the Cal Ripken Baseball League.

- The Parks Department continues to rely heavy on the Department of Correction work force to complete park maintenance due to one park staff member on medical leave and the other on very light duty restrictions.

- The Park Laborer job announcement will be posted internally next week. This is the position budgeted in the 2017FY budget. Position start date in October 1, 2016.

- Total scholarships awarded this summer (programs and pool passes) is $1,954.50.

**Planning and Development:**

- Energy Planning and Implementation: VEIC (consultant) is working with the Fire Department to determine the best energy efficient approach to replace the bunkroom cooling system that failed last week. Energy Commission Subcommittee, staff and the Fire and Police Department Chiefs and Bugbee Senior Center Director continuing to work with VEIC on refining the respective audit implementation plans. Received the draft Five-Year Strategic Energy Plan and will be reviewing it with the full Energy Commission on August 26th. The intent is to review it with the Selectboard at the September 27th meeting.

- Community Energy Pilot Project: A representative of Efficiency Vermont will be at the August 16th Selectboard meeting to review the program objectives, process and work to date.

- WRJ Parking Study: The community parking survey has been distributed. The second citizen steering committee meeting is scheduled for this week. We are planning the focus group meeting for September and individual interviews with key businesses and developers.

- Solar Sites: All sites submitted for net metering allocations were deemed eligible, and accepted since total applications did not exceed the state's cap. Staff will begin outlining the planning process in September.

- WRJ Semi-Annual Parking Count: Staff completed the count and analysis, which will be used by the consultants in the e Parking Study.

- Community Resilience Week: Staff and the Community Resilience Organization of Hartford (CROH) continued to finalize the program and publicity for the August 22-26 event on the fifth anniversary of the flooding from Tropical Storm Irene. The list of workshops and events are on the Town website.

- State monitoring of the VT Community Development Program Loan for the Twin Pines Scattered Sites Housing Projects: The monitoring included a review of the Town's fiscal management of the $388,433 VCDP grant/loan, and compliance with federal procurement and wage requirements. The state was very pleased with the clean record keeping process and issued a clearance letter.

- Zoning Permit Applications: Activity continues to be steady with 190 permits to date. Likely to double by the end of the year.

**Police:**

- August 1st - The Police Department met with members of the Vermont 911 Board to discuss upcoming legislative proposals related to service demands, call distribution and fee structures.

- Police responded to a home on Horseshoe Avenue for a report a dispute involving threats with a firearm. Route 5 in the area of Horseshoe Avenue was closed briefly while police searched the home and nearby wooded areas. The involved parties were located, found unharmed, and the incident determined to be a misunderstanding.

- August 3rd - Police are investigating the overnight vandalism of construction equipment and survey materials at the Cumberland Farms located at 1167 Hartford Avenue.

- August 7th – Police assisted the Veteran's Motorcycle Charity Benefit with traffic direction & control for approximately 100 motorcyclists transitioning from I-91 South at the WRJ exit onto US Route 5 and into the VA Hospital.

- August 8th – Patrol personnel continued directed traffic enforcement efforts along Chandler Road East of Christian Street during morning rush hour in response to resident complaints of excessive speed.

- August 10th – The Police Department participated in the Hartford Community Coalition Meeting.

- August 11th – Police are investigating the Burglary of a home in the 100 Block of Newton Lane where thieves reportedly removed a laptop computer.

**Public Works:**

- The White River water system Source Protection Plan (SPP) update has been completed by staff and is being sent to the state this week. The SPP identifies potential sources of water contamination and the Water Department sends out advisory notices to approximately 60 residents within the surrounding area.

- The Wilder replacement well work continues with staff reviewing the well installation specifications before putting this work out to bid. The replacement well will be constructed within the existing fenced site of Wilder well #1.

- The Quechee water tank and water main project is proceeding well. Waterman Hill water main construction has involved a daytime road closure and detour. A daytime road closure and detour for the first 1500' of the Quechee-Hartland Road from the Route 4 intersection (heading south) is anticipated to start the week of August 22.

- The Quechee Kingswood booster pump station emergency generator installation is complete. This includes automatic transfer capabilities during a power outage. This location is essential for operating the Quechee SCADA (controls) for both the water and wastewater systems.

- We welcome Jeff Lord (a recent Quechee resident) who joined the Quechee wastewater department on August 11.

- Wastewater staff will be designing a new sewer service for the Summer Street residential service that was discovered to be connected to the stormwater system.

- The Maxfield turn lane project is scheduled to receive base course pavement this week. After base course comes the guard rail installation and then top course pavement. The project is anticipated to be completed the first week of September.

- DPW received Fairview Terrace traffic study data from Two Rivers Regional Planning Commission on August 12 and will be reviewing this data for a future Selectboard presentation.

- Highway has received a Structures Grant for Quechee Main Street culvert re-lining. We are waiting for Vtrans hydraulic review before bidding this work.

- Wallace Road easements are being sent to the property owners for signature this week.

- Highway foreman interviews are being scheduled for this week.

- Staff is pushing Nott's Excavation to complete last summer's Gate Street reconstruction and the Prospect St punch list.

GLORY DAYS
FESTIVAL
2016
PAR 1
PAR 1
PAN AM
Saturday, September 10th
10am - 4pm
&
Sunday, September 11th
10am - 2pm
FREE Admission
www.vtglorydaysfestival.com

# Food
# Games
# Tractor Show
# Music
# Lego Show
# Model Railroad Show
# Excursion Rides
*(both days)*
# Dinner Train
# Photo Shoot
*(Saturday night)*

**Downtown White River Junction, Vermont**

**100 Railroad Row**
**White River Junction**
**Vermont**
**05001**

**Hartford Parks & Recreation Department**
**802.295.5036**