

**Town Of Hartford
Town Staff
Significant Activity Report, September 26 – October 9, 2016**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- Along with the Chair of the Selectboard, I attended the Municipal Manager's Meeting. This meeting is coordinated by Vital Communities and was attended by reps from Hartford, Hanover and Norwich. Discussion focused on opportunities for partnering in the Upper Valley. Initial efforts will focus on Household Hazardous Waste, then Recycling, followed by Composting. There was also a discussion on the dorm fire and the tremendous regional response.
- We continue to work through the Budget Development. I have met with the Department Heads and have reviewed each of their requests. I am also meeting with other agencies that receive funds from the Town.
- I hosted a gathering of 3rd Graders from Dothan Brook School. I great meeting with several tough questions. Very insightful. I think the future looks incredibly bright.
- The second Public Meeting for the Charter Changes for this November is scheduled for October 25th at 7PM at the Town Hall.
- I visited and toured the Upper Valley Haven to gain an understanding of them and their mission. A very informative meeting. I was very impressed by the talented staff and volunteers that make amazing things happen on a regular basis.
- Effective October 1st, the Town assumed the AMTRAK work at the train station. Minor hiccups on that first day, but things are moving along well at this time. I continue to work with AMTRAK to complete the appropriate paperwork.
- To signify the opening of Public Safety Week, the Hartford Police and Fire Departments hosted an open house this past Sunday. A great event that was pretty well attended by the public; children of all ages, had a great time.
- Lots of work at Town Hall. We had the exterior windows cleaned, worked the installation of blinds and are reworking our citizen service windows to allow for better interaction and service.
- The Elm at Town Hall that succumbed to Dutch Elm Disease will be removed on Tuesday, October 18th first thing in the morning.

- Myself, the Finance Director and Selectboard Member Alan Johnson, attended a VLCT hosted workshop on Municipal Budgeting. Topics included: Legal requirements, Town Meeting Articles and Capital Planning. The session was very informative and helpful.
- I and Selectboard Member Becca White attended the VLCT Town Fair. Several small workshops/training discussions were offered. I attended sessions on Conflict of Interest, Open Meeting Law & Social Media and Social Media Communication. There was also great opportunity to see many vendors and to discuss issues with other municipal leaders.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Auditors are on site and have begun their work. They will be here through this week.
- Continue to assist Public Works Department with Waiver Valuations for the new Round-A-Bout project on Route 5 and Sykes Mountain Avenue.
- Fire Department worked with energy consultant to acquire an efficient heating/cooling solution for their portion of the building. Both heat pumps have been installed. The bunk room unit is fully functioning the second unit is installed awaiting electrical.
- Detectives worked with the Lebanon Police Department and the New Hampshire Attorney General's Drug Task Force with an investigation into drug trafficking in Hartford and surrounding communities by a Lebanon Resident. Investigators recovered over 300 bags of heroin and \$2,000 in cash following the service of search & seizure warrants. Consequently, two individuals, aged 30 and 32, both of Eastman Hill in Lebanon were arrested and charged for Heroin distribution.
- The Wendell A. Barwood Arena will open this Wednesday, October 12th. The first public skating session will take place on Saturday, October 15th at 3:45 pm. Despite the warm weather, we have been able to maintain the ice surface at WABA.
- Water staff worked with a directional boring company last week to replace the leaking Junction Marketplace water service line. Directional drilling replaced the need to excavate within the intersection of Airport Road and across 4 lanes of traffic

on Route 5. This work was accomplished in one evening to avoid traffic and minimize disturbance to the Evans Expressmart and the Junction Marketplace.

- Weatherize Upper Valley – Vital Communities approved Hartford’s joint application with Norwich, Thetford and Hartland applying to participate in a new regional program to connect interested homeowners with contractors for home energy audits and making improvements.

DEPARTMENT HIGHLIGHTS

Assessor:

- Revaluation: Data Collectors are currently working in the outer areas of Quechee and the West Hartford area. Information has also been updated on the web site.
- Currently working on the sales verification for the 2016 Equalization Study by PVR. Homestead Declarations continue to be updated and sent to finance for rebilling.

Finance:

- NSTR

Fire:

- Units responded to a boat fire at I-91 Rest Area. Occupant was returning from fishing and noticed smoke coming from the boat while traveling home. Engine 1 arrived to find the boat fully involved in fire. The owner was able to disconnect his truck from the trailer before the engine arrived. No injuries to any of the occupants.
- Responded to a reported garage fire at 88 Dawn Dr. While responding to the scene the caller reported they had extinguished the fire with a fire extinguisher. Units continued and found the garage with a light smoke condition. The fire area was cooled with water and no extension was found to the building. Cause of the fire was determined to be improper disposal of smoking materials. Cigarette butts were dumped into a trash bag, the occupant returned to find the bag and wall on fire in the garage.

- Purchase contract was completed with Emergency One for the purchase of a new fire engine. We plan to receive the new engine in June/July of 2017.
- Design meeting was held with the station alerting company that is in the process of designing the new system for the fire station. This system will replaced the 40+ year old system the department currently uses to alert staff of an incoming emergency.
- Staff attended the monthly Safety Meeting at the SAU office now that school is back in session
- On Wednesday, October 5, 2016 at 4:51pm the Hartford Fire Department was dispatched to the Wendall A. Barwood Arena for a report of an unresponsive individual. The patient was promptly located on arrival and treatment was initiated. The patient was transported to Dartmouth-Hitchcock Medical Center for continued care. Due to the inability to obtain sufficient information regarding a likely cause for the patient's condition additional crews including assistance from the Lebanon Fire Department was requested to the scene to complete air monitoring and assessment of the building to rule out a potential hazardous atmosphere or other problems related to ice making that was in progress. No abnormal atmospheric readings or related problems were found with the buildings operating systems. The patient's condition was subsequently determined not be connected to the building or the operations being performed at the time. The building was determined to be safe and was turned over to Hartford Parks and Recreation staff called to the scene.
- Engine 1 and Chief Cooney responded to First Alarm Lebanon Middle School. Smoke was discovered in the building. It was determined to be a malfunction of the school's wood pellet boiler.
- Staff are completing office and supply room renovations. VT Correction worker crew has been requested to complete some of the finish work.
- Public Safety Open House was held on Sunday 10/9 to kick off National Fire Prevention Week.
- Members attended the graveside service of Retired Chief Walter O. Morancy
- Hartford Ladder 1, Rescue and Chief Cooney responded to the Dartmouth dormitory fire. Units were dispatched around midnight and worked through the evening until around 7:00am that morning. The extinguishment was manpower intensive and difficult to reach as it was the 4th story and roof material that was burning. Much of the work was on the roof and on aerial ladders. Received many thanks from Hanover Chief McMillan and the President of Dartmouth College for our assistance.

Information Technology:

- At West Hartford Library, updated software and antivirus on public computers. Also repaired a printing/network issue.
- Continue to troubleshoot a compatibility issue between AntiVirus software and the latest Windows 10 upgrade.

Parks and Recreation:

- Free learn to swim program at Ottauquechee School begins week of 10/10
- Youth Open Basketball for grades 7-12, 9/21-10/27
- Youth Hockey Skills Camp, 10/12-10/14
- Youth Open Basketball for grades 3-6, 10/10-10/25
- Learn to Skate, starts 10/16
- Youth Karate, next session starts 10/24
- Middle School Fun Night, 10/28
- Teen Adventures to Skyzone Trampoline Park is 11/3
- FREE trick-or-treating event on Saturday, October 29th from 5:00pm to 7:00pm in the parking lot of Hartford Town Hall and Lyman Point Park. A family-centered event that encourages active participation. WHAT IS TRUNK OR TREAT Trick or Treat from car to car, trunk to trunk.
- Preparations to close all parks will begin in two weeks.

Planning and Development:

- Community Energy Pilot Project: October is a very busy month with 4 informational sessions around town: October 12th Energy Advisory Office Hours at Tuckerbox in AM and Quechee Library in PM; October 22nd Hartford Building Trades Open House to view construction of an energy efficient home; October 26th workshop on cold climate heat pumps at Blodget Supply; and October 27th discussion of approaches to

home energy at the new Freighthouse Engine Room in WRJ. Efficiency VT and Hartford Energy Commission working with the Hartford School district to assess energy savings options in school properties, and engage students in an energy outreach project.

- WRJ Parking Study: Completing analysis of the survey results, and mapping out possible options for discussion by the citizen parking committee this month.
- Transportation Alternatives Grant – Completed application for a Transportation Alternatives grant for Upper Sykes Mt Ave sidewalk and bike lanes for the section from the US Post Office to Butternut Lane.
- Efficiency VT Button-Up Grant – Beginning planning for November 12th educational workshop that will tie in with the Community Energy Pilot Project and Weatherize Upper Valley Project.
- Five-Year Energy Plan – Continued working with the energy consultant in development of the plan. Continued work with the Bugbee Senior Center Director and Police Dept in implementation of the audit and immediate issues. Submitted an application for technical assistance and implementation funding towards the Bugbee Senior Center energy improvements (Efficiency VT Deep Energy Retrofit Program).

Police:

- September 26th – The Police Department participated in the Hartford Community Coalition Forum Planning meeting.
- September 28th – The Police Department is investigating a burglary at the Jakes Market on North Hartland Road. Unknown suspect(s) shattered a glass entry door and removed several hundred dollars of cigarettes.
- October 5th – The Police Department met with members of VTrans and the Public Works Department to discuss the findings of a Road Safety Audit and potential safety improvements to the intersections of US Route 5 at Route 4, and Route 14.
- October 5th – The Police Department is investigating a hit and run motor vehicle accident on Bridge Street at the railroad overpass. An unknown vehicle struck the concrete section of the bridge causing damage.
- October 5th - Patrol Officers assisted the Fire Department with a Sick/Injured Employee at the Wendell Barwood Arena.

- October 7th - Patrol Officers assisted the Fire Department with a Hot Air Balloon that had to make an emergency landing.
- October 7th – The Police Department conducted stationary, saturation patrols at all Hartford Schools in response to parent and school concerns surrounding non-specific threats posted on social media regarding random attacks on schools by persons dresses in clown costumes. No concerns noted.
- October 7th – The Police Department conducted a security detail and additional patrols during Hartford High Schools Homecoming Game and festivities. No concerns noted.
- October 8th – Patrol Officers worked to locate an intoxicated 60 year old Quechee resident that had threatened suicide before fleeing into a nearby wooded area overnight. The resident was located unharmed and transported to the Veterans Hospital for medical assistance

Public Works:

- The Quechee water tank site work and water main installation work continues. The remaining water main along the Quechee Hartland Road from Route 4 to the tank road was flushed, pressure tested and bacterial tested last week. Water services will begin to be switched over to the new main this week. The concrete tank floor is anticipated to be poured on October 10. The tank wall segments will be cast in place on the ground and that work is expected to commence the week of October 17.
- Vtrans has commenced replacement of the water main on Beswick Drive. This water main replaces an undersized line that was not suitable for the fire flows required by the new facilities at the Vtrans facility. Munson Earthmoving is the contractor performing this work for the State.
- Last week the wastewater department repaired the Town sewer force main on the Quechee Hartland Road that the telephone company drilled through. I had earlier misreported that our water main contractor had hit the sewer force main which was not the case. Town staff made sure there was no illicit discharge from the broken force main and completed the repairs.
- The Summer Street sewer service that was discovered to be cross connected to the storm sewer was successfully switched over to the sanitary sewer line. DPW water, sewer and highway staff participated in this project that also involved re-laying 100'

of existing storm sewer. The State commended the Town for its prompt work and has allowed the Town to remove the warning signs at the river.

- The highway department replaced a settled and hazardous section of sidewalk on South Main Street and another section of sidewalk in front of Blood's Catering.
- The Highway Superintendent and two supervisors from public works attended the VLCT training on Reasonable Suspicion Testing Training for drugs and alcohol. Testing is federally mandated and applies to all DPW staff with commercial driving licenses. This was good training for the non-CDL supervisor who attended the training.
- Two highway staff crew members attended the Rivers and Roads training program offered by the ANR.
- Punch list items for the Maxfield turn lane were completed by Willey Earthmoving on October 7. A final inspection will be set up with Vtrans to confirm acceptance. Northern Nurseries provided a stormwater easement for the turn lane and was given a tour of the work that abuts their project. Northern Nurseries was impressed with the project.
- The Solid Waste Department reports a surge in the recycling of cell phones, rechargeable and non-rechargeable batteries. The Vermont Primary Battery Stewardship Law-Act 139 was enacted on January 1, 2016 which requires recycling of alkaline (flash light) batteries as well as rechargeable batteries. The attached flyer from the Town's vendor -Call2Recycle, notes that alkaline battery recycling has more than doubled the number of pounds of batteries being recycled for the year. In the past 3 months the center has collected almost 500 pounds of rechargeable and non-rechargeable batteries and cell phones. Solid waste has been recycling rechargeable batteries since at least eight years.