

**Town Of Hartford
Town Staff
Significant Activity Report, December 6 – 19, 2016**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- We continue to work on the Sykes Mountain Avenue Roundabout project. Reps met with several property owners last week and will schedule more in the coming weeks. Plan is come before the Selectboard to provide an update on the project later in the month of January.
- We met last week with the CEO, COO and Community Development Manager from the Goodwill of the Berkshires and Southern Vermont to discuss possible opportunities for them in Town. We reviewed the space at the transfer station, but it may be too small. They are looking for between 5,000 and 10,000 square feet. The conversations will continue.
- Representative of Town Staff attended a meeting of the Technical Advisory Committee for the Quechee Gorge Bridge Suicide Prevention effort led by VTRANS. They expect to have the draft report done by the end of the month. A significant development is the consideration of a short term mesh fence to be emplaced until a longer term solution can be acquired and emplaced. This would be a 2-3 year solution. This will pose challenges with maintenance of the bridge and rescue/recovery operations at the bridge. More discussion will follow.
- I met with representatives of Alice Peck Day Hospital to discuss the services we receive from them and services we may need in the future. We also have a discussion this week with the primary Occupational Health Doctor. We will continue to work closely with them to better define the needs of the Town and work to formalize our relationship.
- Thank you to the members of the board who attended the employee recognition event on Saturday. All in all a successful event with many positive comments from the staff.
- I had the privilege of attending and participating in the Badge Pinning ceremony hosted by our Fire Department. They recognized 14 Fire Fighters with Promotions or Appointments. Thank you to those Selectboard members who were able to attend.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Assessor continues to work on estimating values for new TIF projects.
- Reviewing draft of FY 2016 Audit and responding to questions related to the audit.
- Engine 1 is currently out of service. Repairs are scheduled to begin on November 9th at Cummins Northeast in Concord, NH. It was discovered after evaluating the Engine for numerous power problems that the motor appears to have been damaged by what is currently believed to be an air filter issue. Remaining apparatus has been repositioned and operations adjusted to provide appropriate coverage for emergencies.
- The Dog Park winter operations are under contract with Nutting's Maintenance Services. Services include plowing, sanding and shoveling. All winter related maintenance cost are paid by the Upper Valley Dog Park Supporters.
- Village at WRJ Assisted Living – Worked with property owner on final aspects of permit conditions, and permit issued.
- Bridge and Main Affordable Housing Project – Continued to work with developer in finalizing documents needed to meet grant and town permit conditions. Construction targeted to begin mid-January.
- Over the past 2 weeks the highway department has dealt with 3 snow storms, with the latter one turning into freezing rain on Saturday night/Sunday morning. This made for a mess over the weekend; however the crew handled the storms in an efficient manner with no equipment failures.

DEPARTMENT HIGHLIGHTS

Assessor:

- Revaluation company, Vision, is actively data entering inspected property data.
- Continue to work on new permit inspections and sales.

Finance:

- Conducting internal control review
- Working on November 2016 Financial Statement Preparation

Fire:

- Chief Cooney, Asst. Chief Beebe and Whitney Hussong attended the VTRANS stakeholders' bridge meeting in Montpelier to review the draft proposal on the legislative report due in January. Dubois & King reviewed the results of the community meeting. Draft report should be available by last week in December.
- Met with Vermont Department of Health regarding our Closed POD Meeting. Will be presenting a MOU to the Board in January for approval.
- Reviewed current MOU's with Vermont Emergency Management with VEM staff. Will be presenting an MOU for Swiftwater Rescue responses in January.
- Draft Fire Union contract has been sent to the Town attorney for review.
- Reviewed the Wood Property-amended complaint draft from the Town's attorney. They will be submitting to the Court.
- New FF Troy Collins started shift on December 8th.
- Attended the VT Career Fire Chief's Meeting in Williston on Thursday.
- Continued to plan for the Department Badge Pinning Ceremony scheduled for December 19th.
- Received the first request from the State regarding the new Ambulance Tax. Will be reviewing with the Finance Department for submittal.
- Conducted an Officer Meeting with Department Staff
- Union Healthcare MOU has been signed between the Town and Union.
- Established monthly meetings between Brett Mayfield (Health Officer) and Fire/HPD they will start in January.

- Reviewed West Hartford Bridge-bike lane reduced travel lane.

Information Technology:

- NSTR

Parks and Recreation:

- Teen-night at Upper Aquatic Center on Friday December 16 from 7:00 – 9:00 PM.
- Skate with Santa scheduled for Saturday, December 17 from 4:00 – 5:15PM at WABA.
- Weekend of December 17 is the start of youth basketball games.
- Staff supervised the activities at the annual Polar Express event on December 10th & 11th. Finished the cleaning up of the North Pole at the Lewiston RR station on Monday 12/12. All related expenses to maintain the activities and decorations at the North Pole are reimbursed to the Town by the White River Rotary Club.
- Adult Power Volleyball started December 13th from 7:30 PM to 9PM at the Dothan Brook School.
- Three on-going open basketball activities continue for ages 18+, 25+ and 50+.
- The annual Elves Workshop (arts and craft program) was held Saturday December 10 from 10:00 AM to Noon
- WABA ice facility was shut down, with evening renters on Monday December 12 cancelled due to refrigeration system problems.
- The Maxfield main gate (RT 5) will remain open to allow people to park inside the park grounds. The second gate near the HS baseball field will remain closed.
- We have hired a seasonal WABA staff person bringing the staff load up to a full level.
- Working with the Hartford Athletic Director to secure electrical power to the Maxfield maintenance shed, so the school may install a new scoreboard.

- Karen McNall will start work as our new Administrative Assistant on December 28th, allowing for three days of training with the current administrative assistant.
- Completed the standard operation report that Finance Director, Gail Ostrout requested.
- Completed the Capital Improvement up-date the Planning & Development Director, Lori Hirshfield requested.
- Completed the Park Labor/Operations PowerPoint presentation for December 20th Selectboard meeting.
- Scott Hausler, Assistant Director continues to represent the Department on the Hartford Community Coalition.

Planning and Development:

- WRJ Parking Study - Compiling information for presentation at the community meeting in January/February.
- Hartford Village Center Designation Application – Good turnout at Hartford Village community meeting on Village Center Designation. Community supported pursuing designation.
- TIF Projects – Continued to prepare information on TIF projects and TIF revenue for presentations to the Selectboard.
- Quechee Bridge Pocket Park – Final engineering in process.
- Vital Communities Weatherize Upper Valley – Energy subcommittee continued working with Vital Communities and other upper valley towns for Public kickoff of program on January 18th at the Montshire Museum. Look for the banner around town.
- Energy Plans/Audits – Continued coordination with Bugbee Senior Center Director and VEIC on energy improvement options.
- Sykes Mt Ave and Hartford Ave Sidewalk Projects - Continued working with engineers and adjacent property owners on easements, and design alternatives to reduce cost.

- CIP – Continued working with departments on update.
- West Hartford Village Bike/Ped Feasibility Study – finalized preferred alternatives analysis and presentation for the Selectboard Consultant finalizing report for presentation at the December 20th Selectboard meeting.
- Efficiency VT Energy Community Outreach Program – Conclude 6-month pilot project with two meetings with the EVT director on December 13th. Expect to continue outreach efforts into the future.

Police:

- December 4th – Patrol officers charged two Hartford Village residents in connection with the daytime burglary of a home located along the 3000 BLK of Old River Road.
- December 6th – The Police Social Worker participated in a scheduled Quechee Gorge Bridge Suicide Prevention Measures meeting at VTrans.
- December 7th – Patrol officers assisted the Highway Department with parking management and enforcement in downtown White River Junction.
- December 7th – Patrol officers responded to numerous weather related traffic accidents and hazards throughout town.
- December 6th – The Police Social Worker participated in a meeting of the local Child Protection Team.
- December 11th -12th – Patrol officers and detectives assisted the Vermont State Police with the investigation & apprehension of Massachusetts resident for his role in the armed robbery of the Mascoma Bank in Hartland several days prior.
- December 12th – Patrol officers responded to numerous weather related traffic accidents and hazards throughout town.
- December 13th – Emergency Communications personnel and patrol officers located and intercepted an adult in crisis near the Quechee Gorge Bridge. The adult was transported by police to Mount Ascutney Hospital for assistance.

- December 17th – Emergency Communications personnel assisted patrol officers and Fire Department personnel with a pedestrian that had been struck by a tractor-trailer near the Bugbee Senior Center on Main Street. The pedestrian was transported by HFD to Dartmouth-Hitchcock Medical Center with non-life threatening injuries.

Public Works:

- The highway department received the following proposals:
 - a. Bids for unleaded gasoline and diesel fuels were awarded to Evan's Fuel.
 - b. Technical assistance proposals to amend the zoning permit to operate a snow dump and materials storage at the former mill site on the VA Cutoff Road were received. The proposals will be reviewed by Public Works.
- The Quechee water tank punch list revealed an internal pipe and fitting that was in need of painting. Unfortunately this will delay the disinfection, filling and testing of the tank until after Christmas. If all goes as projected the tank should be on line on or about January 10, 2017.
- The water department completed interviews over the past week. To make sure that we hire the appropriate candidate we will be re-advertising this as an entry level position.
- Public Works reviewed the preliminary plans for Currier Street design for the proposed TIF project.
- Public Works reviewed the applicant information and provided feedback to Planning and Zoning in order to allow the Village at WRJ project to obtain a Zoning Permit for the building part of their application.
- Met with the Owner and Building contractor of the Village at WRJ to allow the applicant to move forward.
- Met with representatives of Goodwill Industries and reviewed the Education building and former SEVCA space for a possible reuse store or satellite facility.
- Held meetings with 4 of the project abutters of the Sykes Ave Roundabout to bring them up to date on the design progress and schedule for the Roundabout.