

**Town Of Hartford
Town Staff
Significant Activity Report, December 20, 2016 – January 3, 2017**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- A slower couple of weeks due to the holidays, but still plenty of great work done by the staff.
- The Fiscal Year 2016 audit has been completed and signed by the auditor. There are several operational level items to work on, but the audit found the Town to have operated in accordance with generally accepted government accounting principles.
- We have installed a traffic mirror near the old Hartford Diner property. Several folks have indicated several near misses and concerns about reduced visibility at that intersection. The numbers do not support that assertion, but we proceeded with the traffic mirror to allay some of the concerns of the community.
- We are having some issues with the Zamboni at the rink. We will use it sparingly until Thursday when we have the mechanic coming to look at it and determine a way ahead.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- The results of the 2016 Equalization Study by the state was received. Our common level of appraisal (CLA) of 100.25 and coefficient of dispersion (COD) of 11.12 were very good overall. There are sectors in our markets that show definite need for improvement which will be addressed thru the revaluation being conducted this year.
- The fire station Plymovent System not working 100 % of the time. May be due to low pressures exhausting out of newer vehicles not triggering the vacuum. System is 20 +/- years old. Typical lifespan is 15 years. Getting a quote for a new system. If we do it all at once it tends to be 30-35% cheaper than doing one section at a time Short term fix: purchase wireless blower system for \$350 and a transmitter for each vehicle for \$105 /vehicle. This system is an OSHA requirement that is used to remove vehicle exhaust from the building when apparatus is started.

- In cooperation with the Upper Valley Hockey Association and Dothan Brook School, we secured a \$4,000 grant from the Byrne Foundation to purchase additional rental skates and accessories. The skates may be use for any school program (free of charge), as well as, rental skates during public skating times.
- Zoning Permit Applications – Processed 23 in November and December.
- December 18th – Patrol officers and detectives served a search warrant at a multi-unit residence on River Rd and recovered quantities of LSD, mushrooms, pills and more than one pound of marijuana. Two individuals were charged with crimes related to the possession of illicit drugs.
- Over the past 2 weeks the highway department has dealt with 3 storms: A small 1” storm, ice storm and 7” snow fall on Thursday (12/29). The crew handled the storms in an efficient manner with no equipment failures.

DEPARTMENT HIGHLIGHTS

Assessor:

- With the holidays, foot traffic in the Assessor’s office was slow. Only two walk-in’s and very few phone calls.
- The revaluation is still in phase 2- data entry. Forms are being worked on for collecting income and expense data for commercial properties. These forms along with a cover letter should be going into the mail mid-month.
- Office continues to process sales transactions and update records.

Finance:

- Sent November Financials to Department Heads, no significant concerns at this point.
- Working Monthly Reconciliations; no issues.
- Finalized FY 16 Financial Audit.

Fire:

- The Department Badge Pinning Ceremony held on December 19th was a successful event. Many thanks to the Riverbank Church for hosting us in their wonderful building.
- In preparation for the winter storm, additional staff were hired in to fill to four for Thurs night.
 - o In order to ensure the second ambulance can respond quickly and call less coverage
 - o Once snow started: 1 smoke investigation, 1 MVC and total of 3 EMS calls
 - o The Local Emergency Operations Center (LEOC) was set up at the Public Safety Building
 - o 2 Engines were chained
 - o Plan in place to have our Forestry with plow to respond to all ambulance calls to help ensure access
- Two companies responded for mutual aid to Lebanon for the church fire.
 - o 10 personnel assisted Engine 3, Ladder 1 and Utility responded
 - o Did exterior operations with large hand lines and the ladder pipe
 - o Assisted evacuating neighboring homes (many elderly with walkers/wheelchairs)
 - o Assisted getting people back into their neighboring homes once fire was under control
 - o Pulled roofing to work on smaller interior fires after the majority of fire was extinguished
 - o Ladder company was there until about 0500, Engine company and Utility released around 0700
- Conducted (2) Order-In's to maintain minimum staffing. This is a provision in the Collective Bargaining Agreement where no employee signs up to fill a staff vacancy.
 - o Christmas Eve
 - o New Year's Day
- Asst Chief Office complete
 - o Computer & Phone wiring complete
 - o Window sill completed
- The department purchased a new cloud based training system/records management (Target Solutions)
 - o All credentials have been uploaded.

- The system is planned to be ready in January to track and provide training to staff
- Ordered a new computer console for the municipal fire alarm system. The old unit failed in dispatch. This is one of three consoles connected to the system.
- Draft Training schedule for 2017, working with Lebanon and Hanover on many of them

Information Technology:

- Updated MuniSmart financial software tax tables to reflect 2017 rates.

Parks and Recreation:

- Annual New Year's Eve Skate Saturday, December 31st at WABA from 4-6PM.
- Start Smart basketball program begins Saturday, January 7.
- Youth basketball for K through 2 begins Saturday, January 7.
- The ski and snow boarding lesson program at Quechee Ski area begins January 8.
- The third session of karate begins Monday, January 9.
- There is an average of 25 to 30 participants in the Saturday night Curling program. This acquaints to utilization of 3 houses, of the 4 available houses, being played on. Houses are the rings or circles toward which play is directed.
- For the second year, the Teen Basketball team program for grades 9-12 was cancelled due to insufficient enrollment. We will review/evaluate as to why the activity has declined and determine if a different activity should be considered.
- The department is selling discount alpine ski tickets that can be used at Smuggler's Notch, Bromely and Jay Peak ski areas.
- Work on flooding Frost Park skating rink resumes.
- WABA hosted the annual Holiday High School Ice Hockey tournament.

- Fire Department responded twice over two days at WABA, due to an air exchange alarm. Apparently inside the air duct dust has accumulated causing a sensor to set off an alarm. We are looking into how department staff can routinely clean the ducts.
- Associated Concrete Coating Company has accepted the purchase order to repair the pool joints between the pool walls and stainless steel gutter system. Work on the project will commence early spring 2017.
- Fran Robinson's last day of work was Friday, December 30th. A farewell retirement gathering was held from 3-5PM at the Recreation Office.
- The fall program revenues were at a net \$9,312.67 (see attached program report).

Planning and Development:

- TIF Projects – Continued to prepare information on TIF projects and TIF revenue for presentations to the Selectboard.
- Planning Commission Public Hearing - Drafted Findings of Fact for Planning Commission application
- Energy Plans/Audits –Continued coordination with Bugbee Senior Center Director and VEIC on energy improvement options.
- 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.
- Town Solar Site Applications - Conducted formal planning review of the 5 applications from Norwich Technologies for solar projects on town land.
- Village at WRJ Assisted Living – Working with developer on final reviews prior to construction beginning in January.
- 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.

Police:

- December 18th – Patrol officers charged an individual of Wood Road with Reckless Endangerment after he fired warning shots with his rifle during a dispute with his neighbor.
- December 21st – The Police Department hosted a tour with the White River Junction Cub Scout Den/Pack.
- December 22nd – Patrol officers responded to numerous weather related traffic accidents and hazards throughout town. Emergency communications staff active with increased weather related emergency call volume.
- December 24th – Patrol officers assisted the Lebanon Police in taking a call for suspicious persons at the Circle K. Unfounded.
- December 24th – Patrol officers assisted the State Police with a single vehicle collision with injuries on southbound I-89.
- December 26th – Patrol officers assisted the Fire Department with a Truck Fire.
- December 27th – Patrol officers found two individuals in possession of heroin during a motor vehicle stop. Both were charged for possession, and one was also charged with driving on a suspended license.
- December 27th – Patrol officers arrested an individual for domestic assault after responding to a 911 call from her mother at their Hebard Street home.
- December 29th – Patrol officers responded to numerous weather related traffic accidents and hazards throughout town. Additional staffing authorized to assist emergency communications staff with increased weather related emergency call volume.
- December 31st – Patrol officers arrested an individual for domestic assault after responding to a 911 call at a room shared with his girlfriend at the Shady Lawn Motel.

Public Works:

- The Quechee water tank has been disinfected and is full of water. The leakage test is currently in process. Bacteriological and VOC testing will be completed next week. If all goes as projected the tank is anticipated to be on line on or about January 10, 2017.
- The water department re-advertised the water position as an entry level position.
- The wastewater department responded to a sink hole at Ridge Condos in Quechee, VT. The crew televised the sewer line in the vicinity of the sink hole and did not find any issues with the sewer line.
- The Public Works Department is proposing the following TIF projects:
 - o Gates Street/Currier Street assisted living project: The project will include road improvements, parking improvements, curbing, sidewalks, underground electric and lighting improvements.
 - o South Main Street: Engineering design work for new water mains, drainage improvements, sewer main lining, retaining wall repairs and road/sidewalk improvements.
 - o Gate Street and North Main Street (section): Engineering design of a new water main.