

**Town Of Hartford  
Town Staff  
Significant Activity Report, June 21 – July 4, 2017**

**TOWN MANAGER HIGHLIGHTS**

- Respectfully submitted for your consideration.
- The State has been notified of the Selectboard decision to implement the Local Option Tax. They will begin publicity and education in August.
- We received three proposals for auditing services for the Town. We will discuss those proposals and a recommended way ahead at an upcoming meeting in Executive Session.
- We have released a Request for Proposals for a Town-Wide Custodial contract. The proposals are due on July 14<sup>th</sup> and we hope to make a selection shortly after that date.
- We have posted the announcement to replace our outgoing IT Director. Applications are due by July 14<sup>th</sup>. As of now, we have six applications.
- QLLA has delayed their efforts to chemically treat Lake Pinneo for Milfoil. The delay is mostly due to missing the window for application of the chemicals. They will reapply for a permit next year with the state.
- The Town has received an inquiry from individuals wanting to locate an approved Medical Marijuana dispensary here in Town. The potential vendor is already licensed and operating in the state. Apparently the state is going to issue another full license and is going to allow those already operating to open satellite dispensaries. There is no prohibition against this type of facility in the Town Ordinances or Zoning Regulations.
- Scott Hausler has been officially appointed as the Director of Parks & Recreation.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

## STAFF HIGHLIGHTS

- The Fire Department assisted Town departments with the weekend storm. Saturday the Town Emergency Operations Center was opened and staffed by Town agencies (Public Works, Police and Fire) to support and coordinate operations throughout the community during the event. The following day, crews performed site assessments on Old River Road and Hathaway Road and met with occupants affected by the storm. The department will continue to monitor and assisted those affected areas over the next week.
- FF Lucas Harvey was certified as a car seat safety inspector. The fire department is now listed as an authorized car seat inspection station. Inspections are available by appointment.
- The School District's Athletic Department has purchased 2 new scoreboards for Maxfield playing fields. The scoreboards will be installed at the multi-sport field near the tennis courts. They will be installed in the two previously designed locations and set up for multi field layouts and usage.
- Energy Coordinator Position – Job announcement closed. Applications under review. We received Five Applications.
- The Police Department met with residents along Walsh Avenue and Chamber's Trailer Park regarding ongoing traffic management issues.
- The transfer station education building mold removal activities continue. Servpro (the remediation contractor) thought they could reduce the amount of removal work and save the Town some money. However a mold test determined that the full scope would be required and Servpro has returned to complete the removal work.

## DEPARTMENT HIGHLIGHTS

### Assessor:

- NSTR.

**Finance:**

- May Bank Reconciliations.
- Close out May Financials.
- Fiscal Year End Close Out Process.

**Fire:**

- Staff are completing our Annual Compliance Report for accreditation. This annual filing with the Center for Public Safety Excellence ensures and provides validation for our accreditation status.
- Attended a meeting with Vermont Emergency Management to discuss our current USAR MOU. Participating agencies are reviewing current procedures and policies with the State program.
- Shifts participated in joint training with the Lebanon Fire Department. Shift reviewed and practiced multi-company operations in a commercial building.
- A quarterly fire department training exercise was held at the Emerge building on the Maxfield property. Crews reviewed Building Collapse operations and practiced building supports and shoring for rescue operations.
- The promotional process for Lieutenant begins on July 10th with a written exam. Successful candidates will then return on July 11th for an all-day assessment center.
- The Fire Department conducted fire extinguisher training for Town Hall employees.
- All shifts are conducting annual hose pressure testing of all fire department hose.
- Crews responded to a house explosion in Bradford, VT. At the request of the Bradford Chief, Hartford responded with Hanover as part of our technical rescue team for Building Collapse rescue. Crews worked with local departments to control hazard and request special resources for this type of emergency. During operations State Police were able to locate the residents who were out of state. Hartford provided resources and equipment the following day to assist the State team with the investigation.
- Quotes have been received for the new Utility vehicle for the department. The vehicle will be ordered in the next week.

- Ambulance agreement have been renewed with Sharon and N. Hartland.
- The department was contacted by Amtrak to schedule a potential safety class and possible evacuation drill.
- Crews participated in this year's Alumni Parade.

### **Information Technology:**

- Installed four new public workstations in the Town Clerk's office for viewing and printing recorded documents. The new computers replace the four existing Windows XP computers used as public workstations.

### **Parks and Recreation:**

- First three weeks of the summer concert included the Occasional Jug Band, Gerry Grimo and the East Bay Jazz Band and Oxford and Clark. Attendance has been good. The Oxford & Clark concert had just under 100 in attendance.
- 2nd week of Ventures going well. The use of the High School and Middle School is working out very well. Off-site trips and activities have been successful. The 80 camper program utilizes both school campuses for the program and have been using the WABA facility and pool facility for programming.
- Our Teen Adventure Getaway trip went to Six Flags of New England on June 29th. We had 12 teens and 2 chaperons go on the trip.
- Splash night scheduled at the Sherman Manning Pool on Friday, June 30th is from 6pm to 8pm. The program is a collaborative with UVAC and is for youth in 4th through 8th grade.
- Summer soccer for girls starts on Thursday -4th – 8th grade. Emily Clough is running the program. 16 girls signed up.
- Archery in Motion has 14 registered participants. Program is Thursday through July.
- Ultimate Frisbee has over 70 registered for the program. They play at Watson and Kilowatt South.

- Pickleball has a core group of players showing up on Tuesdays at Maxfield. The Department installed a second set of lines at the Maxfield Tennis Courts and the drop in program is becoming popular.
- Babe Ruth Baseball has started. Games being played at Maxfield. Practicing at Dothan Brook School.
- Adult Golf Clinic has a total 14 participants. Program is held at ForeUGolf Center.
- 7 on 7 Football started June 26th with 18 participants.
- Summer Intern, Adam Middleton began planning and compiling activities for original Camp Ventures programming (Wilderness Survival for Youth: shelter building, knot tying, plant/animal identification) He will conduct the programs over the next several weeks of camp.
- Received the Special Use Permit from the State Forest & Parks for the milfoil control project at Dewey's. Gary Pelton has begun the milfoil removal and has 2 interns working with him on the project. The volunteer interns started on June 28. The interns will be onsite for approximately four (4) weeks. Another intern will be working weekends throughout the summer. Gary will be onsite for the first week and as necessary through the time period. The suction-harvester contractor will be onsite sometime from mid-September to mid-October for approximately 3 days -- more likely in September. Other volunteers will be onsite as available.
- Met with Mary Graham who helps coordinate the volunteers for the milfoil removal. We plan to set up a meeting within the next few weeks to coordinate volunteer efforts through the summer to tackle the milfoil problem. It was identified that the actual milfoil is utilized as a compost for gardens and planters. We plan to use that information to educate the public as to the benefits of the milfoil project in hopes to attract additional volunteers.
- Quechee Balloon Festival parking went well. Friday night was slow, Saturday the lot was full by 3:30 in the afternoon. Sunday relatively slow but good crowds. The Department invests a tremendous amount of time and resources into the parking for the event. We continually evaluate our involvement and want to look into other options for the Chamber as the event takes a tremendous amount of staff time and efforts. Youth groups volunteer for the parking and they are paid by the chamber for the parking at the festival. Department provides all the set up for parking, traffic signage. We still need to return to the Green to install the barricades.
- Pool doing well mechanically but we do have an issue with the auto fill valve. It has been ordered and South Shore will hopefully install next week. It isn't a big issue but

requires us to manually control make up water levels. We have identified more than usual water loss so we may still be chasing another possible leak. We are working with the Water Department on monitoring the loss.

- Post 84's Bob Ammel Benefit game at Maxfield on June 24th was well attended with an estimated 700 people in attendance.
- Nighthawks games the past couple weeks have been well attended. The past few weeks they have had attendance between 300 and 500 spectators.
- The Department began fertilizing sports fields. We are a little behind schedule in our application. Staffing levels have caused delay in completing the early summer application.
- Department has finalized all plans for the upcoming 4th of July Festivities. Traffic control with the Police Department and coordinating the food, entertainment and staffing for the event.
- Adam Middleton, Summer Intern has been working with the Upper Valley Dog Park. He will be conducting a user survey next month. .

### **Planning and Development:**

- Quechee Pocket Park – Construction underway.
- Lower Sykes Mt Ave Sidewalk Improvements – Request for Construction Bid posted and Request for Proposals for Construction Management Services posted.
- Currier Street Extension TIF Project – Construction of first phase continuing.
- TIF Bond – Completing required documentation and application for Bond Bank sale scheduled for week of July 10th.
- Sales Tax Reallocation Application in WRJ – Submitted.
- Quechee Village Center Designation Renewal Application – Received approval.
- Twin Pines Housing Trust/Vermont Housing Project on Sykes Mt Ave – Made presentation before the Vermont Community Development Program Board. The project scored very high but due to limited funds, it was tabled for further discussion at the October 2017 application cycle.

- Forestry Conservation Fund Application – Received approval of grant for update of Town Forest plan.
- Community Resilience Week – Programing for the week completed and public promotion underway.
- Sales Tax Reallocation Application – Application submitted. Decision expected third week in July.
- Planning Commission and Zoning Board of Adjustment Application – Completing review and Findings of Fact for the July meeting.
- Zoning Permit Application – Received, reviewed and processed 56 applications April through June.

**Police:**

- June 20th – Patrol officers were dispatched to a hit and run motor vehicle collision along the 2700 BLK of North Hartland Road. An SUV, no further description, reportedly left the roadway and struck a fence before fleeing the area. The incident remains under investigation.
- June 23rd – Patrol officers responded to a complaint of shoplifting at the Coop on Maple Street. A transient man was taken into custody, charged and released pending trial.
- June 24th – Patrol officers assisted with traffic management during the Hartford Alumni Parade.
- June 24th – Patrol officers assisted investigators from Probation and Parole with the arrest of a Hartford man for violating his conditions of probation. The man was found intoxicated and taken into custody without incident.
- June 25th – Patrol officers responded to a single vehicle Collison at the intersection of Route 5 and Maple Street, which resulted in disabling damage to a signal light pole. VTrans responded to complete repairs to the traffic signal and the operator was cited and released.
- June 27th – The Police Department responded to a private residence located along the 2300 BLK of Hartford Avenue for an emergency call reporting a home invasion robbery. Masked intruders pushed and struck the tenants with a pipe before fleeing the residence with an undisclosed amount of cash. The investigation continues.

- June 28th – Patrol officers responding to a suspicious persons complaint located two New Hampshire residents smoking Methamphetamine in their car on the State Office Building Parking Lot along Prospect Street. Both parties were charged and released pending trial.
- June 28th – Patrol officers responded to a collision involving three motor vehicles and damage to a street sign along the unit block of South Main Street. The at fault driver was cited and released.
- June 30th – Patrol officers responded to reports of a domestic dispute at the Shady Lawn Motel. The complaint was found to be verbal and mediated by patrol officers.
- July 1st – Patrol officers and Emergency Communications personnel responded to multiple weather related incidents stemming from torrential rainfall during the late morning and early afternoon hours.

#### **Public Works:**

- Solid waste staff is busy getting quotes for a roof replacement for the education building. Roof work will need to be completed in conjunction with the interior reconstruction of the mold remediated areas.
- Solid waste staff has been preparing for the acceptance of food scraps effective July 1, 2017. Homeowner food scraps will be accepted at no charge for two months during the roll out of this service. A fee will be charged once this program gets off the ground. Act 148 bans the disposal of food scraps from residential trash in 2020 and requires transfer stations to begin accepting food scraps (for a fee) on July 1.
- The White River wastewater staff continue to research a new pump system with the equipment manufacturer and plant designer to avoid overflows at the plant head works.
- The Quechee Hartland Road water main break beyond the new tank driveway was repaired with bituminous hot mix. Other water main break cuts in the pavement were also repaired.
- Working with recreation department staff, the highway department reset and reconstructed the stone retaining wall at the Kilowatt Park Town boat launch under the guidance of the dam owner. Town staff also placed granite blocks at the river's edge to protect the picnic area from erosion.



- The wastewater department televised the sewer mains in Fern and Hawthorn Streets in anticipation of near future repairs on those streets.
- The wastewater department investigated a resident's concern with a private sewer main backing up and overflowing with the Oak Knoll resident's condominium unit. The resident was encouraged to contact the homeowner association and the Town Health officer if those efforts fail to produce satisfactory results.
- Public works welcomes Scott McKinney to the wastewater department to fill an open position created by an earlier staff member's retirement. Scott has credentials in the electrical and control field, a strong mechanical aptitude and heavy equipment experience.
- Water Dept, Highway Dept. and WW Dept. staff met to coordinate, plan and schedule the Birchwood septic tank replacement, Fern Street road repairs and Hawthorn Street water line.
- DPW staff met with Ken Lallier of QLLA to discuss and review a better access route into the Town owned Birchwood sewage leach field.
- The Water Dept. continues to complete hydrant inspection and repairs.
- DPW staff continues to meet with Twin Pines staff to and review the Town's responsibilities for a drainage system that runs behind 781 Fairview Terrace. The Town wants to minimize the potential for a call back if the Town removes the terminating section(s) of culvert pipe as requested by the adjacent landowner.
- Staff continues to be involved in the numerous construction projects in Town that include:
  - o The Village Assisted Living project and coordination with Currier Street reconstruction
  - o The Bridge and Main building has commenced and the Town has been involved in the street and sidewalk detours while building foundation work occurs.
  - o Design details and shop drawing review activities continue for the Quechee Pocket Park.
  - o Design questions related to the Town's sidewalk project in front of the new Dunkin Donuts.
  - o The sidewalk project on Lower Sykes Avenue which will be out to bid in early July.
  - o Construction continues at the new housing project at 241 South Main Street.

- Staff from highway and the wastewater departments responded to flood issues associated with heavy rains the afternoon of July 1. Staff worked most of the night and returned for a full day of work on July 2. All roads were passable or residents were able to access their homes within 24 hours of the rain event. Rebuilding and reconstruction activities will be extensive and time consuming.