

**Town Of Hartford
Town Staff
Significant Activity Report, January 17 - 30, 2018**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- The installation of replacement LED lighting in the Fire Department is near complete. This project was identified during the energy audit. The department took advantage of a rebate program through Efficiency Vermont.
- Town Solar Projects – Construction completed for WRJ Wastewater facility, and is now operational. Solar panels are installed on the DPW office building, and electrical work underway. Norwich Technologies has appealed the VT Public Utility Commission’s denial for an extension of the installation deadline for the WABA building.
- Planning and Development Fee Schedule – Collecting information from other communities to assist in the evaluation of the current fee schedule.
- We have coordinated with VLCT for a listening session at the beginning of the March 27th Selectboard Meeting. They want to hear what is on the minds of the board, the town and the staff as far as their support to the town and anything else that might come up.
- The Police Department applied for and was awarded a new Drug Drop Box from CVS. This will replace the one that is currently in the lobby of the Public Safety Building.
- We are trending in the right direction as far as insurance claims paid out over the past year. We paid \$1,097,732 in 2015, \$428,260 in 2016, and \$199,929 in 2017. We hope that our rates will stabilize after 2015 drops out of the equation.
- In an effort led by the Finance Director; the Town Staff held a Winter Warm-up Drive. We collected 330 items of warm up clothing (boots, coats, gloves, hats, etc.). When we made the donation to the Haven they had only 2 coats on the rack. Included in our donation were 89 coats.

- We recently completed a telematics pilot with a couple of vehicles from the Town Fleet. This device provided quite a bit of information about our vehicles and our operator. The potential annual savings are fairly significant; but the cost seemed a bit high. We are exploring options, but think this might be a good way to change some habits and save some money. More to follow.
- We have posted the advertisement for a new Public Works Director. We are reaching fairly wide to see what might be out there. Applications are due by February 23rd.
- We have received seven applicants for the cemetery committee. As you'll recall, the committee was set to have seven members. Wondering if you as a board want to interview the applicants or consider direct appointments?
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- FYE17 Audit Finalized:
 - o Worked with our audit firm to complete and finalize.
 - o Submitting Audit to External Parties as required by agreements
 - o Continue to work with Auditors to complete required TIF Audit
 - o Review Work Papers of FYE 17
- The Assistance to Firefighters Grant is near completion and is scheduled to be submitted on 1/31. This application is to replace our currently aging vehicle exhaust system.
- IT assisted in the installation of 3 new PC's in Police Department. Two of which allow dispatchers to view the new DVR camera system that was recently installed. Previous machines were XP, so it successfully updated XP machines, while at the same time allowed for new software to run and be future proofed for anything that might need to run on those PC's.
- During Parks & Rec discussions with the Superintendent of Schools we were able to outline a new scholarship program in collaboration with the School District. The new outline works as a referral for scholarship eligible children. Applicants for scholarships would sign a waiver which would allow the School District to communicate with us regarding the individual's eligibility to receive a scholarship. We hope to provide the new guidelines for scholarship opportunities this summer.

- The Parks & Rec Department held its Annual Ice Fishing Derby at Dewey's Pond on Saturday, January 27th. This year the derby was a free event. Jay McDonough conducting a free Let's Go Fishing Clinic at the derby as well. The Department was able to secure several donors that helped fund the event. This eliminated our need to charge the \$5 per participant fee to offset the cost in the program. There were 141 youth anglers that participated in the derby. We anticipate over 300 in all were on the ice enjoying day.
- Splash Night at UVAC was held on Friday, January 26th from 7:00pm to 9:00pm. There were 84 kids present for the Splash Night which is record attendance for the collaborative program.
- Often we compare current fiscal year registration numbers with previous years. While looking at current fiscal year July 1st, 2017 to January 29th, 2018 and compare to previous July 1st, 2016 to January 29th, 2017 we have seen a positive increase in program registrations. In particular there have been 1,536 registrations compared to 1,316 in the previous fiscal year. There have been 394 first time registered participants compared to 290 in the previous fiscal year.
- Energy Coordinator worked with Green Mt Power and DPW initiate a GMP monitoring system to reduce energy consumption during high cost peak periods at the Wilder pump station during peak periods, with a potential annual savings of \$15,000. It is now operational and staff is pursuing a similar process at other Town facilities.
- Soil borings for the Quechee Main Street culvert between The Village Green and Willard Road were completed on Jan 29, 2018.

DEPARTMENT HIGHLIGHTS

Assessor:

- Processed PTTR's (Property Tax Returns).
- Attended educational webinar on AR113-WEB: Attacking & Defending Appraisal Reports While Staying Out of Trouble sponsored by Appraisal Institute.
- Met with Tax Mapping contractor, CAI to review contract.

- Assisted Public with questions on Current Use, Veteran's Exemptions, Homestead Declarations, etc.
- Continued worked on current Grand List for coming year.

Finance:

- November Financial & Bank Reconciliations:
 - o Completed
 - o Issued Financial Statements internally with notes to Town Manager and Department Directors for review.
- December Bank Reconciliations:
 - o Completed Bank Reconciliations involve verifying our internal records balance to the bank's records
- December Financial Reconciliations:
 - o Completed Monthly Financial Reconciliations ensure all material are posted in addition to ensuring all expenses & coded to the correct GL line. Revenues are also reviewed to ensure proper collection & coding. Will be submitting to Town Manager and Department Directors for review during meetings.
- Calendar Year 2017 Annual Forms:
 - o Issued W2's & 1099's
 - o Complied and submitted annual payroll reports to State and Federal Agencies
- Work Compensation Audit – Calendar Year 2017:
 - o Begin working with staff to prepare for the March Audit

Fire:

- The Fire Marshal continues to perform building inspections for liquor license renewals.
- The error that has been affecting the Spillman dispatching software is repaired. We are currently preparing for a migration of the system to a new server.
- Conducted joint health and fire prevention inspections with the Town Health Officer.
- The fire department technical rescue team conducted recovery operations at the Quechee Gorge.
- Conducted "Clear the Halls" drills at the multiple schools.

- The department is currently hosting Paramedic interns from the Vermont Technical College. These students are working closely with our paramedics to practice their clinical skills in the field before they take their licensing exam.
- Conducted school public education at the Ottaquechee and White River Elementary Schools.
- The Plainfield and Meriden Fire Departments visited the fire department to review our operations and view our equipment.
- Conducted car seat safety inspections.
- The department held its quarterly full department training. This drill focused on EMS Operations and members participated in numerous practice evaluation scenarios.
- The new Utility truck is now in service. The old F-350 has been transferred to DPW.
- After a successful evaluation of wireless communication headsets in Engine 4 we have installed wireless headset in Ladder 1. This will allow the operator of the vehicle to have hearing protection and maintain communications while working around the vehicle.
- During this period the department responded to 99 calls for service.

Information Technology:

- Helped Wilder Water Treatment Plant get back up and running after one of their PC's died.
- Helped install new small copier/scanner/printer in dispatch.
- Prepared Norwich's internet at their new building to be ready to be officially switched over once they move this weekend, which will maintain their connection back to us (re: Spillman).

Parks and Recreation:

- The Department has met with the Superintendent of Schools to discuss summer camp and impacts with the schools parking lot project. We are still finalizing school usage and our summer Ventures Program. We hope to have details in the next few weeks.
- The Department will be the recipient of a \$500 donation from Shaw's Supermarket. WABA will be receiving a Hockeyville Award. The donation will be presented to the Parks & Recreation Department for the purchase of Hockey Arena Equipment. We want to thank Shaw's for this generous contribution to WABA. Shaw's plans to do a photo with the donation in the near future.
- The Department continues to work with Hartford Community Coalition with representation on its board.
- Karen McNall attended an UVDaily free workshop on Building Social Media Presence. There are several changes to Facebook that may impact our friend feeds and she has received tips at the workshop to keep our activities and events up to date on friend feeds.
- Youth Karate continues on Monday and Wednesday 5pm to 6pm Monday and Wednesday.
- The Youth Cheerleading program continues on Tuesday and Thursday 5:30pm to 6:30pm.
- The winter Power Volleyball continues at DBS 7:30pm to 9:00pm on Tuesdays.
- Wednesday walker's was scheduled to hike the Hazen Trail this past week. Due to the icy conditions, the winter hike was cancelled.
- The UVAC and Parks & Recreation Learn to Swim Program continues. This session is with Dothan Brook School on Wednesday's.
- Indoor Ultimate Frisbee is a new program for adults at the Hartford High School 7pm to 9pm at Hartford High School.
- Adult Drop-in 50+ Basketball continues on Wednesday 8:00pm to 9:30pm at the Hartford Middle School.
- 18+ Open Basketball continues at White River School on Thursday 7:00pm to 9:00pm.

- The Adult Noontime Hockey at WABA and Home School Skating continue on Friday.
- The Department continues to promote and prep for the Annual RedZone 5K scheduled for Saturday, February 3rd. Registration begins at 8:00am and race start is at 9:00am. New this year is the certification of the course. The RedZone 5K course is certified through the United States Track & Field and recognized by the Road Runners Club of America.
- The Department is pushing out promotion on the Boston Flower Show held on March 15th. The trip costs \$62 per-person and includes admission to the flower show and Premier Luxury Coach Bus ride to and from the show. Bus departs at 8:15am and returns at 7:00pm. We have sold 29 tickets first few days that the trip has been advertised.
- Department continues to work on the programs and the publication of the Spring/Summer Program Guide.
- Public Skating at WABA continues on Saturday, 4:15 to 5:30pm and Sunday, 4:15pm to 6:00pm. The program continues to be popular and we continue to rent quite a few skates to the general public, getting more patrons through the door that may have not attended if the skates were not available.
- The Department completed over 120 registrations over the past two weeks with \$3,500 in payments.
- Renovations at the Welcome Center are coming along. Will be meeting with staff today to discuss some concerns they have with operations. The State of Vermont is completing the project to move the Welcome Center into the center part of the building. This new move will provide easier access to the Amtrak Station from the Welcome Center and allow for staff to provide service to Amtrak customers in one location.
- The Department worked with the Hartford Tree Warden on completing the Tree City USA application. The application has been submitted for community recognition to the Vermont Department of Forest, Parks and Recreation which manages the Arbor Day Foundation Tree City USA recognitions in Vermont.
- Holiday bows were removed from downtown and stored away for the next season.

- On Thursday, January 25th, Cat Buxton presented with the Thayer School of Engineering the Hartford Riverwalk Project. The students are near completion of their work which is part of the Latham Works Lane Neighborhood Working Group's conceptual plan of connecting the area with downtown White River Junction with a pathway along the river's edge.
- The Department participated in the Town Forest Steering Committee Meetings on Tuesday, January 23rd.
- Sno Much Fun Softball Tournament was scheduled for the High School on January 27th and 28th. They used the WABA lobby for registrations and warming area plus the bathrooms and concessions.
- The WABA Arena continues to be busy during the skating season. We are on the tail end of the season and putting plans into place for transformation into the turf.
- The Department continues to be involved with the Hartford Field Use Committee.

Planning and Development:

- Weatherization Program – The Energy Commission and staff are finalizing this year's kick-off in Wilder Village of a public education and outreach program on weatherizing homes. Working closely with Efficiency VT, Vital Communities and local vendors.
- Update of the Town Forest Land Management Plan – Had a very successful January 23rd site visit and community meeting with the consultant Town steering committee to discuss issues and opportunities for use and management of the Town Forest. The information will lead into the next stage of updating the Town Forest Land Management Plan.
- Historic Preservation Public Education Program – Had kick-off meeting with the consultant and the Historic Preservation Commission.
- VT Community Development Grant for Scattered Sites Housing Project – Working with the developer to complete final requisition and progress report to close out the grant.
- VT Community Development Grant for the Bridge and Main Housing Project in Downtown WRJ - Working with the developer to complete annual progress report.

- TIF Annual Report – Completed review with the State of submitted preliminary report and advanced to Select board review and Assessor certification process.
- TIF Projects – Working with DPW to advance the engineering and implementation of the 2016 and 2017 approved infrastructure projects.
- Solid Waste and Recycle Center Indoor Lighting – Working with DPW and Efficiency VT to identify lighting options to convert to energy efficient LED lights.

Police:

- January 14th - Patrol officers responded to a medical emergency with paramedics from the Hartford Fire Department at the Public House Diner in the Quechee Gorge Village. A customer had initiated life-saving CPR on a woman found unconscious, additional assistance provided by first responders on site. No further assistance was provided.
- January 15th – 17th – The Detective Sergeant, Police Social Worker and Police Chaplain attended the Traumas in Law Enforcement Training presented by the Concerns of Police Survivors Group at the University of Vermont in Burlington.
- January 17th - Patrol officers responded to a private residence along the 700 block of Hartford Avenue for a woman in crisis. The woman was transported by patrol officers to Dartmouth-Hitchcock Medical Center for assistance.
- January 17th – Patrol officers were dispatched to a property damage only motor vehicle collision along at the intersection of Maple and Bridge Streets. The operator was cited and released.
- January 17th – Patrol officers were dispatched to a check fraud scheme at a private business along Route 14 outside of Hartford Village. Detective Adams is continuing the investigation.
- January 18th – Patrol officers assisted Fire Department personnel with a car fire long the unit block on Runnals Road. No injuries.
- January 18th – Patrol officers assisted the Town Health Officer with continued health code violations at a private home along the 100BLK of Walsh Avenue in White River Junction.
- January 19th – The Police Social Worker attended the regular meeting of the Upper Valley Public Health Council.

- January 19th – Patrol officers assisted Town Highway personnel with removal of several vehicle parked in violation of the snow removal restrictions.
- January 19th – Patrol officers intercepted 29 year old Hartford man in the act of painting graffiti on the bridge railing along Bridge Street overnight in White River Junction. The materials were confiscated, and the man charged accordingly.
- January 19th – Patrol officers assisted Hartford Fire Department personnel and school staff with and emergency preparedness drill at the Dothan Brook School.
- January 19th – Patrol officers were dispatched to a property damage only motor vehicle collision along Route 4 near the intersection with North Main Street. The investigation continues.
- January 20th – Patrol officers were dispatched to a domestic dispute at a private residence along the 300 block of Maple Street. Parties separated for the evening, not additional assistant required.
- January 21st – Patrol officers assisted the Lebanon Police in locating a vehicle registered at a private residence located along the 1000BLK of North Hartland Road that was reported to have left the scene of an accident in their jurisdiction.
- January 23rd – Sergeant Ebbighausen attended day one of the Bridges Out of Poverty Training hosted at Dartmouth-Hitchcock Medical Center in Lebanon.
- January 23rd – Patrol officers were dispatched to a property damage motor vehicle collision along Joshua Road near the intersection with Jericho Road. The investigation continues.
- January 23rd – Patrol officers were dispatched to reports of a man in crisis at a business along North Hartland Road, where they found a heavily intoxicated veteran seeking assistance. Patrol officers transported the man to the VA Medical Center Emergency Room for additional assistance.
- January 24th - Patrol officers were dispatched to a property damage motor vehicle collision along the 3400BLK of Woodstock Road. The investigation continues.
- January 25th – Patrol officers were dispatched to an apparent burglary of a private residence along the unit block of Barnes Avenue. Unknown suspects were believed to have entered the home through a porch window, although nothing was reported to be missing. The investigation continues.

- January 27th – Patrol officers assisted the Norwich Police with a behavioral emergency involving a juvenile at a private residence along the 100BLK of Chapel Hill Road.

Public Works:

- The Hartford Energy Coordinator is completing a lighting evaluation on the upgrade of the lights at the Solid Waste facility.
- The solar panels at the WRJ Wastewater plant have been installed and are on line. The solar panels on the DPW garage have been installed and expected to be on line on or before Feb 10th 2018.
- The Wilder Well Engineering bid was awarded to Otter Creek out of Rutland, VT.
- The Water Department repaired a 1-1/4" water leak on Division Street on Monday, 1/29/18.
- The Energy Coordinator is working with Green Mountain Power (GMP) and the Hartford Water Dept. on getting the Water Dept. signed onto a Curtailable Rate. Signing onto this program will allow the Town to save approximately \$15,000/year of electricity by working in close partnership with GMP to reduce power usage during the peak times of the month.
- The rains on Saturday (1/13) caused flooding on River Road, leaving ice built up on the road. The Highway crew waited until the water receded and cleaned the ice off the road on Monday (1/15).
- Highway plowed 5" snowfall on Wednesday (1/17) and removed snow from Downtown WRJ on Friday (1/19).
- Monday night (1/22) freezing rain changing to rain on Tuesday kept the highway crew busy for a couple of days
- The crew hauled winter sand into the PW shed.
- An integral member of the Highway Dept. has been out on medical leave for the past 2 weeks.
- The Highway Department is currently advertising for a highway employee.
- Temporary Project Manager Dillon Bianchi started on Wednesday (1/24/18).