

**Town Of Hartford
Town Staff
Significant Activity Report, February 14 - 27, 2018**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- The final installment of property taxes were due on February 2, 2018. At that point the Town had \$1.86M in delinquent payments. Current delinquent taxes for 2018 are \$1.05M. This is down \$420K since the last report.
- The Hartford Tree Board continues to be active and planning for spring and summer programs. The Board plans to be at the March 3rd Town Meeting to display. In addition they are planning for the Annual Arbor Day Tree and Plant Sale. Additionally, they will be working a small section of unused ground near the storage building that abuts Northern Nursery for a future tree farm where they will plant various species of trees for future planting throughout town owned properties. The area to be used is very small and will encompass approximately 300 square feet of space.
- February 12th – Tuckerbox Café hosted Coffee with a Cop. Police officers were visited by members of the criminal justice system, business community and area residents.
- We are preparing to commence negotiations with the three labor unions in town. The first meeting will be held this week. The other two will begin shortly thereafter.
- The town has received the first check for the Local Option Tax from the state. There were 169 returns processed by the state and a total of \$86,504.71 paid in taxes. The amount due to the town was \$59,848.23 and we received \$59,686.20. We are working with the state to determine what happened to the missing \$162.03. We have established a separate account for these funds.
- We are nearly closed out on the Pocket Park Project. There are a few punch list items that will be taken care of when the weather clears, as well as repair to some recent damage. We currently sit at just over \$393K expended, we anticipate a few more minor costs; but should still finish under the budget of \$415K.
- This past Saturday, the Clerk's Office, with assistance from the Police and Fire Departments, partnered with the Upper valley Humane Society to host a low cost Rabies clinic. A total of 41 pets were vaccinated and 27 dogs were registered with the Town. We will look for future opportunities to host similar events.

- 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 responded to 90 calls for service during this period. Of the 90 response requests 37 were simultaneous. Meaning 42 percent of the time a second request for service was received before the first call completed.
- Fire Department staff attended a Firefighter Photovoltaic Systems Safety Class from the Vermont Fire Academy held at the Hartford Station.
- The WABA is heading into the final few weeks of operation. We are planning to shut the system down on March 18th and begin removing the ice once the bond separates from the floor. Drying the floor will take a several days as the floor warms up. We hope to complete an assessment of the floor refrigeration piping before installation of the turf for the spring and summer use.
- The Town Tree Warden completed the RFP process for pruning of town owned trees. The firm selected to complete the work will be announced soon.
- February 18th – Patrol officers were dispatched to reports of suspicious footprints in the snow around vehicles parked at a residence along Fern Street. Investigation found that unknown persons had entered several unlocked vehicles parked in the area in search of valuables. The investigation continues. We encourage folks to lock their doors.
- An engineering pre-proposal meeting was held for the South Main Street, Gates Street Project on Tuesday (2/13). Addendum #1 for South Main Street was emailed to perspective engineering firms on 2/22. The proposal deadline has been extended from 2/28 to 3/7.
- Electric Vehicle Charging Station Grant – Developing grant application to the State to be combined with a Green Mountain Power grant, for dual port EVCS in the municipal lot off the new section of Currier Street.

DEPARTMENT HIGHLIGHTS

Assessor:

- Continue to process Homestead Declarations. We are at about 20% to date.
- Working on subdivisions, land adjustments and property transfers.
- Continue to work on parcels for the upcoming filing of the Grand List in May.
- Work with other departments providing valuation services.

Finance:

- January Financial & Bank Reconciliations:
 - o 90% Completed
 - o Will be issuing Financial Statements internally with notes to Town Manager and Department Directors for review by 2/28/18.
- December Financial Reconciliations:
 - o Met with Department Directors to review proposed budget adjustments
 - o Presented adjustments to Town Manager for review & approval
- Work Compensation Audit – Calendar Year 2017:
 - o Begin working with staff to prepare for the March Audit.

Fire:

- Conducted a full department meeting with all full time staff. The meeting focused on the proposed budget, goals and objectives for the current year and training.
- Reviewed the Fire Departments area of the Town Master Plan with the Planning Dept.
- Spillman completed the upgrade and server migration of our dispatching software.
- The Station Alerting system was upgraded to allow the fire department emergencies to be automatically simulcast over the police radios.
- Attended the HCC Substance Abuse Meeting, discussed options regarding offering a “Safe Station” program in Hartford.

- Attended the Local Emergency Planning Commission (LEPC) held at the VA. We listened to presentations on the FirstNet system thru AT&T, a presentation on the upgraded VT Alert system, VT Homeland Security grant program and the Prouty Emergency Shelter Plan.
- On 2/17/2018 the department's high angle rescue team with assistance from Hanover and Lebanon fire departments conducted a recovery Quechee Gorge.
- On 2/19/2018 the department responded to a second alarm building fire 2 at 917 Murphy Rd, Lakeland Condominiums Building 2B. Off duty fire department staff arrived on scene first and assisted with removing subjects from the building. The first engine arrived 12 minutes, 11 seconds after the initial 911 call. Heavy smoke was visible from the front of the building. The fire was discovered in the basement bedroom and the fire was attacked from the rear of the building. The fire was confined to the basement with smoke and water damage to the unit. The remaining units of the building had only smoke and some water damage. After investigation the fire originated in the basement the cause is undetermined at this time.
- Attended a conference call with State Emergency Management on flooding concerns throughout the State. Hartford's swift water team was placed on standby during that time. No deployment was needed.
- Fire Marshal continues to conduct building inspections for liquor licenses renewals.
- Staff attended a regional mass casualty planning meeting Lebanon. The plan was reviewed and updates are planned.
- Conducted public education at elementary schools.
- Conducted fire drills at elementary schools.
- Conducted car seat installations.

Information Technology:

- Set up new server and helped with migrating Spillman to the newer, faster server which will give better performance. Helped Spillman resolve initial bugs that arose during transition.
- Got new camera system installed by Vermont Life Safety on the network at public safety.

- Installed new databases and server for new barcode system at public safety.

Parks and Recreation:

- Noontime Hockey continues from 12:00noon to 1:00pm and Home School Skate follows until 2:15pm at the WABA arena on Fridays.
- We also continue to have good numbers for the Public Skate at WABA on Saturday at 4:15 to 5:30. Adult Stick-N-Puck is 8:30 to 10:00.
- February Vacation Week activities at the WABA included Public Skating and Youth Stick-n-Puck throughout the week. The Stick-n-Puck was well attended and we had average numbers for the public skating all week. We believe the warm weather attributed to the lower attendance.
- Sunday we continue with our Toddler Open Gym 9am to 10am at DBS with an average of about 20 to 25 participants plus parents on a regular basis, Skiing Lessons continue from 12:00 to 2:00 at Quechee Ski Area and the Learn to Skate at WABA is between 3pm to 4:10pm. Sunday Public Skating is 4:15 to 5:30pm at the WABA and Adult 25+ Hoop at continues at DBS from 6pm to 8pm on Sundays.
- Youth Basketball ended its season. Several teams continued on in various regional tournaments. Start Smart Basketball and K-2 Basketball has wrapped up as well.
- Indoor Ultimate Frisbee continues on Sunday's at Hartford High School. The program runs from 7:00pm to 9:00pm.
- 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.
- Power Volleyball continues on Tuesday evenings 7:30pm to 9:00pm at Dothan Brook School.
- The Dothan Brook School and Upper Valley Aquatic Center Learn to Swim Program ended on Wednesday, February 14th.
- The Department held a Splash Night at the Upper Valley Aquatic Center on Friday, February 16th. About 30 youth were in attendance.

- The Department continues to promoting seasonal summer employment for Camp Ventures and for Park Maintenance.
- The Department has 14 available seats left for the Boston Flower Show to be held on March 15th. The trip costs \$62 per-person and includes admission to the flower show and Premier Luxury Motor Coach ride to and from the show. Bus departs at 8:15am and returns at 7:00pm.
- Department continues to work on the programs and the publication of the Spring/Summer Program Guide which we hope to have to ready for the printers on February 26 after reviewing, making edits and finalizing the publication. Again this season, the brochure is sponsored by Members Advantage Credit Union.
- February Camp Ventures began the week of February 19th. The program is held at White River Elementary School and had 30 children enrolled. Activities through the week included ice skating at WABA, arts and crafts, plenty of outside activities and a trip to Crazy Kids Fund Center in Pembroke.
- Modern Times Theatre provided a performance at White River Junction School on Friday, February 23rd at 1:00pm. The event was free and part of the February Vacation Week activities. Our February Ventures Camp attended as well as the Swim Camp from the Upper Valley Aquatic Center. Approximately 80 were in attendance.
- The Kubota tractor boom arrived and we have started putting it back together. We are having issues with one of the hydraulic lines that we took off the old boom. Due to the age it appears there may have been slight design changes to the channel that holds the hydraulic lines. The tractor is back in operation at this time.
- The Department continues to be involved in the Field and Facility Use Committee run by the Athletic Department at Hartford High School.
- Hartford Memorial Middle School held its Winter Carnival at the WABA on February 16th during school hours.
- The Department completed the Vermont EPA Tier II Hazardous Materials documentation and reporting that is required by the Federal Government but managed by the State of Vermont. As a department, we are within the reporting criteria for brine solution and the propane supply tanks at the WABA facility. The report is being filed with the Division of Fire Safety and the Local Emergency Planning Commission. In addition the Hartford Fire Department receives the reported files.

- Over the past two weeks February 11th through February 24th the Department engaged 606 participants within parks and recreation activities. Over the past two weeks the Department had 38 new registrations totaling \$2,698 in registration fees collected. Comparing some numbers to previous Fiscal Years: July 1st 2016 through February 24th 2017 the Department had 1,654 total registrations completed. July 1st 2017 through February 24th 2018 the Department currently has 1646 registrations.

Planning and Development:

- Weatherization Program - Publicity began for Warm-Up Wilder, a public education and outreach program on weatherizing homes, and the kick-off event on April 7th, 11:00 AM to 2:00 PM at the Wilder Library and Community Center.
- Town Master Plan Update - Met with the Planning Commission on February 12th to initiate the update process. An overview of the process and schedule will be presented to the Selectboard at its March 13th meeting.
- VT Carbon Tax Proposed Legislation – Held public information forum on February 12th in conjunction with Norwich, Woodstock, and Thetford Energy groups, with speakers from the VT Law School and Tuck School.
- VT Community Development Grant for the Bridge and Main Housing Project in Downtown WRJ – Submitted grant amendment to reallocate within the budget.
- TIF Projects – Continued working on easements for 2016 TIF stormwater project 2016, and final design for completion of Currier Street and South Main Street Parking Lot.
- Solid Waste and Recycle Center Lighting – Continued working with DPW and vendors to finalize the lighting plan and vendor selection to convert to energy efficient LED lights.
- Town Hall Parking Lot Lighting – Continued working DPW and vendors to identify options to increase illumination, including solar powered lighting.
- Planning and Development Fee Schedule – Continued reviewing and analyzing options for revisions to the current fee schedule.
- Sykes Mt Ave and North Hartland Rd Bike Ped Projects – Contacting property owners regarding to complete paperwork for right-of-way easements.

- Municipal Government Day – Staff presented a workshop on Hartford’s current energy program initiatives.
- WRJ Downtown Program – Submitted annual report.
- Town Forest Management Plan Update – A community survey was developed and now available to the public via libraries, Town Office, Town website, March 3rd Town meeting and March 6th voting day.

Police:

- February 11th – Patrol officers were dispatched to patron reports of a domestic altercation in a room at the Shady Lawn Motel. A Hartford woman was arrested for domestic assault and released pending a hearing.
- February 13th – Patrol officers investigated a report of a domestic assault that occurred at a multi-unit residence along Norwich Avenue overnight. The investigation continues.
- February 13th – Police and Emergency Communications Center personnel attended a briefing on the Dartmouth-Hitchcock Medical Center Active Threat, which was hosted by staff at the Veterans Administration Hospital.
- February 14th – The Police Department hosted the Chair of the Hartford Committee on Racial Inequality for a tour and continued discussion on police recruitment and training processes.
- February 15th – The Police Chief and Police Social Worker attended the regular meeting of the Hartford Community Coalition, Mental Health & Substance Abuse Prevention Committee.
- February 16th – Patrol officers were dispatched to reports of a man in crisis at a human services provider along Hartford Avenue. The man was located and taken by police to Dartmouth-Hitchcock Medical Center for assistance.
- February 17th – Emergency Communications Specialists received calls reporting a man beyond the railing on the Quechee Gorge Bridge. Patrol officers, investigators, the police social worker and the chaplain assisted Fire Department and personnel with the recovery of a 28 year old Massachusetts man, and subsequent investigation into the events leading to his death at the Quechee Gorge Bridge.

- February 18th – Patrol officers were dispatched to a hit and run accident involving a U-Haul truck that had reportedly backed into a building along South Main Street. The vehicle was stopped in New Hampshire by Lebanon Police and the driver arrested for driving under the influence (DUI). The investigation continues and additional charges are pending.
- February 18th – Patrol officers assisted Town Highway staff with the citing and removal of several motor vehicles parked along South Main Street and adjacent areas in violation of the parking ban.
- February 19th – Patrol officers responded to a private residence along the 1000 block of Wildlife Road for a report of a theft involving several thousand dollars of fraudulent credit card purchases made out-of-state. The investigation continues.
- February 19th – Patrol officer assisted the Fire Department with traffic management at a structure fire in a multi-unit residence along Murphy’s Road in Quechee. A 27 year old Hartford man was arrested after impeding fire operations.
- February 20-21st – Training staff from the Department of Corrections assisted police with training in the use of advanced restraints for custody and transport situations.
- February 22nd – Patrol officers were dispatched to a traffic hazard at the intersection of Route 5 with Sykes Mountain Avenue after a Tractor & Trailer became disabled in the intersection and blocked traffic. Traffic management and motorist assistance was provided.
- February 24th – Patrol officers were dispatched to a disturbance at a private residence along the 300 block of South Main Street. First responders located an injured man in crisis. Paramedics were summoned to the scene and the man was taken by Hartford Fire Department Ambulance to Dartmouth-Hitchcock Medical Center for assistance.

Public Works:

- Travis Beebe started working for the Highway Department on Monday (2/26).
- The Highway Dept. rec’d an \$8,000 Category A Better Back Road Grant to complete an implementation table of hydrologically connected road segments.
- The highway crew pushed back snow blocking the intersections.

- Removed snow from the Quechee welcome center, downtown parking spots and the Municipal Building.
- Plowed 5" of snow on Saturday/Sunday (2/17-2/18).
- Sanded roads on Tuesday (2/20).
- Salted roads on Friday (2/23).
- Plowed 3" snow on Sunday (2/25).
- Opened up catch basins with the Wacker sidewalk machine.
- Patched the Bridge Street pothole and South Main Street potholes.
- Put out gravel in muddy spots.
- Road posting signs were placed out on Friday (2/23).
- The Water Dept. purchased a new CL17 (Chlorine analyzer) for the White River Water System.
- The Water Dept. attended a class this week on water line thawing.
- Kurt Dermody started working for the Water Department on Tuesday (2/13).
- White River Blower #1 has been installed and waiting for the final integration with the SCADA. The crew will run this blower for a couple of weeks to make sure that there are no issues, and then install Blower #2.
- With the possibility of VTRANS cutting highway aid to Towns, Everett Hammond attended VLCT Local Government Day on Feb 15 to make a pitch to maintain the funding as well as demonstrate on a chart of why the funding should be increased. Becca White also attended to lend her support.