

**Town Of Hartford  
Town Staff  
Significant Activity Report, March 28 – April 10, 2018**

**TOWN MANAGER HIGHLIGHTS**

- Respectfully submitted for your consideration.
  
- We continue to work with Mark Fitzgerald and Lisa Sanchez regarding the welcome center moving into renovated space. The location is near complete and the State is awaiting completion of a new entrance and public bathroom renovation. Further discussions have centered around the move and retrofit costs that the Vermont Information Center Division will need to absorb. The Town receives a Grant from the state each year to run the facility. There are some concerns about how long we should continue to run the facility. We are the second lowest performing center in the state. We are planning to run for at least another year and will continue to evaluate for opportunities to grow the visitation. Right now, no town dollars support the facility.
  
- We have received the permit from the state to do the work on the lights along the Bridge across from the Bugbee Center. We are coordinating with Green Mountain Power to determine the timing of the work.
  
- The Town continues to move in the right direction concerning accident claims. In the first quarter of calendar year 2017, the Town had 28 incidents for a total cost of just over \$133K. For the same time in 2018, we had 27 incidents for a cost of just under \$53K.
  
- The Town continues to move forward with the sale of the leases for two cell towers. We are treating the transaction as though it is a sale of property to ensure we are as transparent as possible. We have published the required notice and are moving forward. Barring any public objection, we expect to come to you at the May 8<sup>th</sup> Selectboard meeting to gain your approval to proceed. The anticipation is that the sale will close on May 10<sup>th</sup> and the sale would be funded on May 11<sup>th</sup>. The sale is valued at just over \$930K.
  
- We continue to work on the planning for the expansion of the municipal lot. The work that was previously planned, restriping and increased lighting, would leave the town with 142 spaces at a cost of \$200K. The possible expansion efforts could raise that total to 184 spaces. That is estimated to cost \$560K. We are preparing to run tests on the soils to determine feasibility.

- As we move into spring and prepare to finish up the work on the Pocket Park, it might be time for the board to consider what they might like to name the park or how they'd like to move forward with choosing a name.
- Members of our Sister City in France have reached out to attempt to schedule a visit this June. A member of our "Cousin" City in Morocco is planning to attend. The Sister City Committee is working on the coordination and I have asked them to attend the April 24<sup>th</sup> meeting to provide you an update on the visit and the plans. At that time they will present for your consideration, a formal letter of invitation.
- The Selectboard Chair and I attended the Municipal Manager's meeting on April 3<sup>rd</sup>. The meeting, hosted by Vital Communities, was attended by reps from Hartford, Lebanon and Hanover. Topics discussed included: Housing, Transportation, Parking and Energy to name a few. The next meeting is planned for June.
- A current member of the Planning Commission is relocating out of the Town. State law only requires a majority of the members to be residents of the Town. The individual has acknowledged that it does not make sense for him to serve as a non-resident, but is willing to do so for a few meetings until we can work to find a suitable replacement. I am checking for reactions from the board.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

### **STAFF HIGHLIGHTS**

- Finance prepared supporting documentation for submission of TIF fiscal year 2017 expenses & 2018 fiscal year to date.
- Prepared & participated in 2017 TIF audit, final review indicated no findings or misstatements. Audit will be filed timely with the state.
- The Fire Department has been contacted by the Insurance Services Office (ISO). They have requested a meeting on May 11<sup>th</sup> to meet with the Fire Chief, Fire Marshal and Water Department to review and evaluate our community. Our last review was in 2011. Additionally, we received a Building Code Effectiveness Grading Schedule Questionnaire from ISO that will involve the Fire Marshal and the Planning/Zoning Department.
- The Fire Department responded to 71 calls for service during this period. There were 23 simultaneous events during this period.

- Preferred Mechanical completed the Floor Assessment on Monday, March 26th. We hope to have the final report soon but the preliminary verbal report included: Floor is surprisingly level for its age. Cracks are a concern and should be sealed until it is replaced. Very concerned about the condition of the header which is buried in concrete. They will cut into the floor to connect to the header when installing the new refrigeration unit supply lines. They will go as far as they can without causing issues with individual loops. Dasher boards are in rough shape and should be replaced. They do not meet safety recommendations for proper flex within the boards. A complete summary report will be available to us soon. The report will go into more detail regarding the above items.
- Turf installation began the week of April 2nd. Lots of moving parts. Delivery to the arena took place on Tuesday. The turf was delivered and rolled out with the assistance of several high school students. The cold weather has not been helpful for the turf to acclimate to the temperatures of the facility. The turf needs to warm up and is zipped together, stretched and conditioned. We are hoping this is completed before the end of the week.
- The Parks & Rec Department distributed the Pool Assessment to 7 known firms. The RFP is located on the Town Web Page and we purchased an ad in the Valley News. Proposals are due back on April 27th.
- Quechee Pocket Park – Completion of park construction punch list items and repair of winter damage to guard rail and fencing initiated.
- Bridge and Main New Construction Project – Had very successful Vermont Community Development Program Grant Monitoring site visit on March 27th. Continued to work with developer towards substantial completion for issuance of the Certificate of Occupancy. Developer now anticipates completion by the end of April for the housing portion of this mixed-use development. Commercial use of first floor in permitting process.
- March 29th – Students from the Dartmouth College Engineering Program visited the Police Department as part of a semester project to assist in updating mechanical drawings and site plans.
- The Wastewater crew will complete a trial run of Green Mountain Power's curtailment rate to see if it will work out as well for them as it did for the Water Department.

## DEPARTMENT HIGHLIGHTS

### Assessor:

- Continue to work on 2018 Grand List:
  - o process subdivisions
  - o received & review current use download
  - o homestead declaration download
  - o permit inspections/ new construction and sales inspections
  - o process property transfers

### Clerk:

- TC Attended Annual Town Officers Conference in Fairlee. It was a valuable experience. TC attended the following workshops:
  - o MyVtax-Finding PTTR's and Verifying Sales
  - o How to Make Public Engagement Vibrant, Constructive & Positive
  - o Vermont's Open Meeting Law
  - o Managing Your Online Presence: Privacy, Transparency & the 1st Amendment
  - o Records Management Best Practice for Municipal Records
- The workshop presenters provided useful reference resources for participants. The Records Management Workshop was particularly valuable to TC Office. TC will begin to inventory what records exist and, for those with a retention schedule, begin to organize those according to the required Retention Schedule.
- TC will be out of the office on Thursday, April 19th to attend the New Clerk/Treasurer Training in Danville.
- TC Office will be sending the unpaid dog license owners' a notice in the coming weeks in an effort to get more dogs licensed. They continue to trickle in. By early May, we will give the outstanding list to HPD so, they can call any remaining dog owners.
- There are still a few outstanding liquor licenses. TC office has followed up with DLC on a couple that had been submitted to State in early March.

**Finance:**

- Conducting February financial reviews with Department Directors.
- Prepared supporting documentation & participated in a VCDP monitoring review of the Bridge & Main project.
- Prepared & participated in 2017 Work Comp audit, results to come in by 4/17/18.
- Processing the removal of allocated benefit expenses into each designated department.
- Working with auditors on planning of FYE 18 financial audit.

**Fire:**

- Attended a meeting with representatives of Norwich to review resumes for the Norwich Fire Chief position.
- Attended the VT District 9 EMS Meeting
- Attended State Fire Warden Training in Chester, VT
- With the coming change in weather the department is preparing for brush/forest fire season.
- The annual update has been completed in the Local Emergency Management Plan (LEOP) and has been submitted for adoption.
- Ladder 1 responded mutual aid to a fire in an apartment building on Pinetree Ln in Lebanon, NH. Crews arrived to find a fire in one of the four units in the building. Crews from Hartford assisted with the search of the building and overhaul of the fire area. Eight occupants of the building were transported to the hospital for evaluation.
- Attended a monthly financial review with the Finance Director.
- Held a Kick Off meeting with COPE Associates on the renewal of the departments 5 year strategic plan.
- Attended the Safety Wellness Meeting
- Attended the New England Division of the International Association of Fire Chiefs (NEDIAFC) Annual Meeting Wednesday and the training Seminar Thursday.

- Conducted interviews of candidates for the Norwich Fire Chief position.

### **Information Technology:**

- Digital Signage Setup at multiple Monitors in PD so folks who populate the HPD calendar will be able to see where everyone is located.
- Repaired broken connection from Town Hall to WABA so folks could access their town mapped drives again.
- Ran cable needed for Public Safety connecting internet & server room and at Solid Waste to get cables up off floor of new office space with the help of Water Dept.
- Tested new network configuration that will be implemented soon and confirmed it's working for Public Safety.
- Assisted Finance with Laserfiche outage. Working to confirm origin of issue with local scanner.

### **Parks and Recreation:**

- As of April 6th, we are down to 7 slots left for Summer Camp Ventures. 6 slots left in our Ventures Explorers Camp week #3 and 1 slot left in week #5 Ventures Adventurers Camp.
- Since March 23rd we completed 125 registrations for a total of \$8,002.00 in payments.
- The Spring Egg Scramble was held on Saturday, March 23rd at Dothan Brook School. We had 3 waves of age groups participate and estimate about 600 total participants. Ages up to 2 lined up at 10:00am, ages 3-5 lined up at 10:30am and ages 6-10 lined up at 11:00am. The event was free and sponsored by Mascoma Bank, Bobs Service Center, Norwich Solar Technologies, White River Family Eye Care, Walmart and Hannaford. The Hartford Fire Department and Hartford Police Department assisted with egg distribution and was a key part of this year's Egg Scramble.
- The Department continues to take registrations for Baseball/Softball and Start Smart. Currently have 111 registered for the program.

- Youth lacrosse has 100 enrolled in the K-8th grade program. The program is a collaboration with the Department and the Hartford Youth Lacrosse Club.
- The Department is still seeking coaches for Spring Soccer, Youth Baseball and Youth Lacrosse. Interested volunteers are asked to contact the Parks & Recreation Office.
- The Youth Karate Spring Session#1 continued through April 4th. Session#2 begins on April 23rd.
- Adult Open Basketball continues. 25+ Open Basketball is on Sunday's 6:00pm to 8:00pm at Dothan Brook School, 50+ Open Basketball is on Wednesday's 8:00pm to 9:30pm at Hartford Middle School, 18+ Open Basketball is on Thursday's 7:00pm to 9:00pm at White River Elementary School.
- Jay McDonough has been interviewing this past week for summer camp positions. We have filled our summer internship position with Nick Pond from Univ. Oklahoma. In addition we hope to have 2 seasonal positions in the parks secured.
- Learn to Swim program is on Wednesday from 2:45pm to 5:00pm at the Upper Valley Aquatic Center.
- Completed our review of the Turf Treatment RFP and plan to submit a purchase order for approval. This will include deep tine aeration of the baseball and softball fields at Maxfield and selected goal mouth areas at Maxfield and Kilowatt South. The project will also include weed/crabgrass and grub treatments in all parks.
- Park crews continue with winter cleanup of park entrances and removing limbs and debris in park locations the past couple weeks. Much work continues on plow damage along road park edges and sidewalk location in Lyman / Town Hall and Veterans Park. Work will continue near Briggs and other park locations.
- Field conditions are still unplayable. The frost has shown signs of coming out of the infield mix at the baseball and softball fields at Maxfield. The park gate will remain closed until the area dries up.
- Dog Park Committee met on Monday, April 2nd. The committee has starting planning for their annual spring cleanup day which is tentatively scheduled for April 28th at 9:00am. Park opening day that day or May 6th, depending on the park conditions.

- The first Cemetery Committee meeting was held on Tuesday, April 3rd at 6pm. The committee elected Ken Parker as the Chairman, John Newton as the Vice Chairman and Sue Buckholtz as the Recording Secretary. Their next meeting is on April 16th at 6:00pm. The committee reviewed the committee charge and assigned some homework for our next meeting.
- Department met with Cat Buxton in regard to Latham Works Lane Trail Project. The final report from the Thayer School of Engineering at Dartmouth will be forthcoming soon. In addition, we discussed the Hartford Community Garden in Ratcliff Park which has been a collaboration with the White River Coop. The Coop no longer has the support staff to assist so we are looking at establishing a community group that may include some collaboration with Apple Core Members and others. In addition, Apple Core is looking to plant a couple fruit trees in Veterans Park so I have asked her to meet with the Tree Board to discuss options. The group is also interested in a Fruit Walk between Town Hall and Downtown White River Junction that would map out a walk between various fruit trees.
- The Department continues to be involved with the Field Use Committee.

#### **Planning and Development:**

- Town (Master) Plan Update - Assembled Town Plan Steering Committee comprised of Town staff and representatives from various Town Boards, Commissions and Committees. The Steering Committee will help guide the updating and community participation processes. Town staff and respective Town boards, committees and commissions reviewing sections of the plan for needed updates.
- Planning and Development Fee Schedule – Completed revisions to fee schedule for review with the Selectboard on April 10th.
- Historic Preservation Education Program – The education program kicked-off on April 6th with a month long “Shining a Light” on historic buildings throughout Town. The first one took place on First Friday in White River Junction, starting with “Shining a Light” on the Mainstreet Museum building, the former fire house. This activity will be repeated in other sections of the Town over the next month. Future events include a “Historic Walk and Talk” in Wilder, fact sheets, and Town Historic Preservation webpage update.

- Warm-Up Wilder Residential Energy – The Hartford Energy Commission and Town staff kicked-off this new program for residents on April 7th with a public information event at the Wilder library/Community Center from 11:00 AM to 2:00 PM. Local home energy contractors provided information along with a representative from Efficiency Vermont. Twenty people attended and 11 signed-up to have an energy audit walk-through.
- TIF Program Audit – Completed with Town Auditor. All TIF program requirements met.
- Planning and Development Fee Schedule – Completing recommendations for consideration by the Selectboard on April 10th.
- Sykes Mt Ave and North Hartland Rd Bike Lane and Sidewalk Projects – Completing execution of construction and/or permanent right-of-way easement agreements with adjacent property owners.
- Lower Sykes Ave Bike Lane and Sidewalk Project - Completion of construction initiated with contractor for construction project stated last year. Anticipate start-up mid-April.
- DPW Building LED Lighting – Obtaining quotes from vendors and Efficiency VT rebate information for conversion of the building lights to energy efficient LEDs.
- Police Department Heat Pumps – Working with the police department to obtain quotes from vendors and Efficiency Vermont rebate information for installation of heat pumps in the locker rooms.

**Police:**

- March 25th – Officer Solomita identified the suspect in a theft of a cellular telephone taken from the Upper Valley Aquatic Center. The suspect was located in Barre, cited for theft and later released pending a hearing before the court by Barre Police.
- March 25th – The Police Chief participated in a discussion at the First Universalist Society Church on the Choose Civility community initiative and its relationship to policing.
- March 26th – Patrol officers were dispatched to reports of an intoxicated, disruptive passenger on an Amtrak Train traveling toward White River Junction. Officers intercepted the 37 year old Barre man and transported him to Mt. Ascutney Hospital for assistance after finding his alcohol concentration at .281%.

- March 26th – The Police Social Worker attended the Marijuana Workgroup Meeting hosted by All Together of the Upper Valley.
- March 26-27th – The Police Department hosted the second “Blue Courage” Training Class in Hartford for police and communications employees. Coursework included instruction on the Guardian Philosophy with detail on procedural justice, ethics & wellness.
- March 27th – Patrol officers were dispatched to a dispute between residents at a private home along Pomfret Road. First responders found a man in crisis, who was subsequently transported by police to Mt. Ascutney Hospital for assistance.
- March 27th – Patrol officers were dispatched to reports of an unconscious man in the yard of a private home along Hartford Avenue. First responders found the man conscious but in need of medical assistance. He was treated by paramedics and taken by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- March 27th – Patrol officers were dispatched to a suspicious man inside the fenced yard and at the front door of a private home along the 200 BLK of Christian Street. First responders found a 42 year old Hartford intoxicated and in crisis. The man was transported by police to Mt. Ascutney Hospital for further assistance.
- March 29th – Sergeant Pedro completed the final in a series of school safety assessment and evaluations in the Town of Hartford as part of a statewide Governor’s Office Safety Initiative.
- March 29th – The Police Chief & Police Social Worker met with Middle School Administrators to discuss the Adopt-A-School program, mentoring and focused instruction options.
- March 30th – Patrol officers were dispatched to a property damage only motor vehicle collision at the Quechee Gorge. The investigation continues.
- March 31st – The Police Department assisted the Parks & Recreation Department with the 2nd Annual Egg Scramble at Dothan Brook Elementary School.
- March 31st – Patrol officers were dispatched to a property damage only motor vehicle collision along the unit block of Maple Street. The investigation continues.
- April 2-5th – The Police Social Worker attended the National Rx Drug Abuse & Heroin Summit in Atlanta, Georgia, which was funded and made possible by the Hartford Community Coalition and Upper Valley Public Health Council.

- April 2nd – The Police Chief attended the regular meeting of the Adult Mental Health Committee at the Health Care & Rehabilitative Services (HCRS) facility in Hartford Village.
- April 3rd – Detective and officers investigated an untimely death of a 26yo female at a residence on Bugbee Street. Investigation is continuing.
- April 4th – The Police Chief participated in the Town Safety & Wellness Committee Meeting at Town Hall.
- April 5th – Officer Scelza assisted staff and students at the Hartford Memorial Middle School with a field trip to the Listen Center and Junction Teen Center.
- April 5th - Communications Specialists answered multiple emergency and non-emergency calls reporting weather related alarms, downed trees and power lines caused by high winds. Patrol officers were dispatched and responded to numerous weather related traffic accidents and hazards throughout town.
- April 6th – Officers attended the “invention convention” at the Ottauquechee School where students presented their inventions for natural disaster preparedness.
- April 5th - Sergeant Pedro attended the regular meeting of the Hartford School District Safety Team. Emergency preparedness training was scheduled and/or provided to school employees and two area businesses.
- April 7th – Officer Keeling assisted with the March Madness 3rd Grade Sleepover hosted by the White River School.

**Public Works:**

- The Highway crew has been cutting and chipping brush.
- The Highway crew began sweeping with the Cat 924 loader.
- Repaired sinkhole on the Center of Town Road.
- Members of the Highway crew attended a brake class.
- The Highway crew removed 12-15 trees around Town as a result of the heavy wind storm on April 4th.

- Early Saturday morning (4/7) the crew came in to plow and salt up to 6" of snow in the higher elevations.
- Water meters were read for the Quechee and Hartford Village water systems.
- The Water Department ran a new chlorine line at the Quechee well.
- Rick Kenney attended an American Water Works Association meeting in Massachusetts as president of the Green Mountain Water Environmental Association (GMWEA).
- The Quechee Wastewater crew is working with Elizabeth Walker (GMWEA) on the Quechee Wastewater process control.
- The crew jetted and televised a problem sewer line on Fairview Terrace.
- The Quarterly Biosolid Report was sent to the State of Vermont.
- The Quechee Wastewater crew repaired the wooden guard rail in the parking lot near the Quechee Covered Bridge.
- The water and wastewater crew helped install communication cable at the fire and solid water facility.