

**Town Of Hartford  
Town Staff  
Significant Activity Report, April 24 – May 8, 2018**

**TOWN MANAGER HIGHLIGHTS**

- Respectfully submitted for your consideration.
  
- Town Assessor, Michelle Wilson, received the Sherry Vermillion award for outstanding service to the assessment profession.
  
- In recent years' the Town has been grateful to a corporate sponsored Fourth of July Fireworks Festival in the tune of \$12,000 in 2017. Last year was the donors 5th year and unfortunately, they are unable to support the fireworks this year. In order for us to keep the strong tradition of a fantastic event, we are seeking community and corporate donations to help make up the large gap. Last year's Festival, like the many that came before it, would not have been successful without the help from our sponsor. Our Department continues to seek donation opportunities to ensure that the largest one day community event in Hartford will continue this year. We are seeking sponsorships of \$500 and \$1000 to help pay for the event itself, including, entertainment, children's games & activities, event supplies, electricity hookups, and the firework display. Our budget includes \$6000 for the fireworks and to come anyway near previous shows, we need to raise another \$5000. The Town of Hartford's Annual Fourth of July Festival will be held on Wednesday, July 4th at Kilowatt Park in the village of Wilder and is "free" to the community. The festival is a one day family event with entertainment, children's games and activities and local food vendors. Last year's festival was enjoyed by over 4,000 people.
  
- The Parks & Recreation Department met with Tim Schaal who is working the final punch list for the Quechee Pocket Park. Benches have been ordered and will be delivered within the next month. Purchase and placement is provided by Simon Pearce. On site we identified the locations for the benches based on the design. In addition to the punch list items, we discussed the repair of the chain link fence and guardrail. Once the contractor returns to finish the handrails and other punch list items, we will plan to open up the park for the general public. In the meantime, we need to keep it closed due to the liability of handrails not being secure and several caps and fence edges needing to be rounded off. Additionally, the Department noticed areas of the concrete surface that was scaling at the surface. This is being investigated to determine what is causing the issue.

- Town Green-Up Day – A very successful Green-up day on May 5th with full dumpsters at Town Hall, Quechee Green and Hartford Recycle and Transfer Station. Lebanon Landfill again approved the Town’s tipping fee waiver request for the two dumpsters, which has saved the Town thousands of dollars since 2012.
- DPW staff is working closely with the Planning Department and a consultant to complete the design phase of the Legion Parking Lot and the second phase of the Currier Street improvements. Last week, a test borings were completed to facilitate retaining wall repair. We anticipate putting these two projects together to get better bid prices in early June.
- The Town has received a favorable ruling on one of the ongoing issues with the Wood Property. This one concerned the ability of the Town to rescind a tax sale and a dilapidated building inspection finding on the property. These issues date back to early 2016. The courts ruled that the Town had the authority to rescind the tax sales in this instance and that the inspection findings did not interfere with previous court orders concerning the clean-up of the property. The other cases continue.
- Passing along a few things for your calendars: May 31<sup>st</sup> – Special Olympics Torch Run, June 6<sup>th</sup> – HCC Block Party, June 30<sup>th</sup> – First Responders, First Pitch at Nighthawks and August 7<sup>th</sup> – Night Out Against Crime..
- Listed below are those highlights pulled from each Department Head’s report. Further under are the full highlights from each Department.

## **STAFF HIGHLIGHTS**

- The Parks & Recreation Department met with members of the Police Department regarding National Night Out. They will be using the WABA Arena and space outside the arena for the event. It was recommended that they connect with the School District on use of school fields. The arena will be used for indoor activities and a rain location.
- We have received a few calls regarding the boat launch at Kilowatt South. The park area is open but the boat launch will remain closed until the hydro dam buoys have been installed.
- Bridge and Main New Construction Project – A conditional Certificate of Occupancy was issued for the housing portion of the building on the upper floors.

- April 28th – Sergeant Pedro partnered with the Hartford Community Coalition in providing remote prescription drug collection at the Quechee and Wilder Libraries. Sergeant Moody coordinated Drug Take Back Day activities with representatives of the Windsor County Sheriff’s Office and Drug Enforcement Administration (DEA) at the Hartford Public Safety Building. Over 48 pounds were collected from the three sites and turned over to the DEA for disposal.
- A substantial washout has been identified on Maple Street near the 1-91 Overpass that we believe is damage from the July 2017 storm. It is in a location that is visible from the rail yard. DPW staff is currently working with VTrans to identify a source of funding.

## **DEPARTMENT HIGHLIGHTS**

### **Assessor:**

- Assessor attended state training on Solar and Cell Tower Valuation.
- Assessor attended the regional conference for assessing officials.
  - o Attended education training session on Solar, Cell and Wind Valuation; Uniform Standards and Practices; Trends in Technology and Excel and Power BI.
- Assessor is working on double checking the grand list, reviewing and updating values for:
  - o Veterans, Exemptions, Current Use, property transfers and subdivisions.

### **Clerk:**

- The list of outstanding dog license renewals (about 120) has been given to the HPD for follow up.
- Town Clerk attended the VLCT Tax Appeal Workshop on Tuesday, May 1st in Rutland. It was well organized and extremely helpful. About 100 people attended including Town Clerks, Assessors, Listers, Select Board members and, other municipal officers.
- Town Clerk is working with Chair & Vice Chair of BCA to coordinate a BCA meeting in May to introduce new Lisa; to review Tax Appeal procedures; preparation for upcoming elections and, to stress the importance of the role of BCA members.

- There are a few items working their way through the legislature that are of interest to the Clerk and those who use the Clerk's services:
  - o H. 899-A Bill relating to Recording Fees: House version passed; sent to the Senate. The Senate amended it substantially and has sent back to the House. In the latest version, there are NOT any recording fee increases rather, it establishes a 3 year fee review cycle making it consistent with other state fee review schedules. The House still needs to approve the Senate version for it to make it to the Governor's desk.
  - o H.526-Notary Bill Passed: The goal is to provide consistency & accountability for how Notaries perform their duties. Notaries Public will be commissioned & regulated by SOS Office of Professional Regulation (no longer through County Court). JP's & TC's will be exempt from paying the fee. There will be an oath required and an exam plus a continuing education requirement for Notaries. And, SOS will adopt rules governing Notarial Acts. We already do what is proposed when Notarizing documents: personal appearance by signor; require identification; ask if being signed freely).
  - o ACT 46-Vital Records changes effective July 1, 2018: In an effort to minimize fraudulent use of the information provided on Death and Birth Certificates, the law changes/limits who may obtain a certified copy of a Death or Birth Certificate (only family members; legal guardians or court appointed parties or legal representatives will be permitted copies. Funeral Homes may obtain death certificates). The documents will be available via a statewide system rather than Town specific so, the above named parties may go to any Town in VT to obtain a copy of a Death or Birth Certificate.

## **Finance:**

- March Financial & Bank Reconciliations:
  - o Bank Reconciliations 100% Completed.
  - o Issued Financial Statements Town Manager and Department Directors to begin review process.
- Continued discussions with Department Directors and Town Manager regarding recommended FY 18 Budget adjustments.
- Encumbrance Reports:
  - o Requested from Directors their year-end forecast & potential encumbrances for FY19.
- Fixed Asset Schedule:
  - o Working with Directors to ensure we have captured all additions & deletions.

- Review process with State of Full Payment to School for taxes:
  - o State indicated the Statute states yes the Town should carry the full burden of delinquent taxes.
  - o Payment to school must be made by the end of the school year.
- Completed transition from allocated benefits to individual departments.
- Ongoing discussions with Audit Firm:
  - o Reviewing best business practices.
  - o Planning for FY 18 Financial Review.

**Fire:**

- Attended the monthly review of the fire department budget with the Finance Director
- The Local Emergency Operations Plan (LEOP) has been filed with the regional planning commission.
- Held a kick off meeting with department staff on the revision of the departments Standards of Cover (SOC) document. This document sets response benchmarks, provides a community risk assessment and assigns response resources.
- Cope & Associates completed stakeholder interviews with members of the community. The collected data will assist the department in creation of our strategic plan.
- DPW and Millbrook Design evaluated test holes at the Public Safety building as we evaluate locations on the property for a storage building.
- The commercial ice maker approved during the budgeting process has been purchased. DPW will be installing at the highway garage. It will be available to all departments.
- Staff continues to prepare our responses to the ISO Survey. A meeting is scheduled with ISO for Friday May 11th.
- Attended to Selectboard meeting to present the updated LEOP for 2018.
- Staff conducted a Swiftwater rescue drill with members from Lebanon and Hanover. Exercises were held in the Ottaquechee River near the covered bridge.

- Attended a Candidate Physical Ability Testing (CPAT) user group meeting with the Vermont Fire Academy. This candidate test is a requirement for member agencies offering fulltime employment.
- Chief Cooney participated in a Vermont Emergency Management table top exercise in Woodstock.
- The application period for the part time Fire Inspector position has closed. We received 7 applications. The written exam and interviews will take place in the next few weeks.
- The Fire Marshal received construction plans this week for a 30 unit residential building submitted by Twin Pines and car dealership from Key Chevy.
- The department responded to 92 calls for service during this period. 29 occurred simultaneously.

### **Information Technology:**

- Relocated labelmaker to two new workstations on the network for Lana/Flo.
- Resolved Munismart Scanning issue at DPW
- Finished off job at Solid Waste – all phone cables and internet cables have wall jacks and are up off the floor
- Upgraded the Ram in older computer that controls scale in scalehouse at DPW. Helped to alleviate issues they've had with slow responses from scale house software and outages.
- Delivered new computer at Quechee Wastewater and set it up. Reconfigured network file sharing system so all computers connected and have access to critical files. Reconnected printer to new PC.

### **Parks and Recreation:**

- Youth baseball softball has begun at Maxfield. The wet weather has caused us to use mostly grassy areas to start the season as the infields have been wet for play due to all the rain. The first game for the Majors was May 2nd. Depending on daily weather will determine if games are played or cancelled.

- Spring Soccer started on Tuesday, May 1st. We extended registration as we found a few more volunteer coaches. Registration ended on Monday, April 30th. The program is for grades K-6th and we have 52 participants registered. Spring Soccer is played at Watson Park.
- Youth lacrosse has finally gotten outside and are playing there games and having practices at Maxfield and Kilowatt South.
- The use of the elementary school gyms continue. 50+ Hoop at the Middle School 8pm to 9:30pm on Wednesday. 18+ Open Gym at White River Elementary 6pm to 8pm on Thursday. Sunday we have Adult 25+ Basketball from 6:00pm to 8:00pm at Dothan Brook School.
- The Splash Night at UVAC on April 27th had 72 teens attend. The program is a collaboration between the Upper Valley Aquatic Center and Parks & Recreation.
- Start Smart Baseball started begins at Maxfield on April 28th from 9am to 9:45 for session 1 and session 2 is from 10:00am to 1:45am on Saturday. Little Sticks Lacrosse from 9:30 am to 10:30 am at Kilowatt Field also started.
- The Department is pushing out our Boston Red Sox vs Toronto Blue Jays game scheduled for Sunday, July 15th. \$90 gives each participant a right field grandstand seat in Section 4 and motorcoach bus transportation to the complex.
- The Department continues to work with the HCC Block Party Committee for June 6th event.
- Adult Coed Softball Registration ends May 4th. At the time of this report we have 3 registered teams and anticipate 3 additional teams.
- The Watson Dog Park Committee are busy with spring cleanup of the area. They plan a cleanup day on May 5th and the park will officially open soon after.
- Field #1 at Maxfield has been renovated with the infield mix being elevated to assist with runoff. This renovation is part of the funds to repair the baseball infields. We will continue with Field #2 in the coming days.

- The R-4 Dump Frame was replaced. We were able reuse the piston and controls which saved us close to \$1500 dollars on the project. This project was identified for repairs in fiscal year 2019 but after use during the ice out procedures at WABA we had further issues with its use as the rusted out frame failed. Under further investigating by DPW, replacement of the dump body became more immediate. The need for a dump body is critical for the department in the spring months and the decision to move forward now was necessary. The truck is now back in service.
- Preferred Mechanical was on site April 24th to continue the line flushing of the floor piping. The additive to clean the lines was replaced and additional fluid installed to continue the flushing. They have scheduled May 14/15 for the removal of the refrigeration unit and prep for new install.
- Park crews continue with spring cleanup of the parks. The DOC Crew started April 30th with cleanup detail at Kilowatt and Frost Park. Mowing will likely begin the week of May 7th.
- The Department met with the Hartford Garden Club to go over collaboration. We will stock pile some mulch and compost by the Town Hall garden area that will be used on and off site.
- An Astroturf representative was on site at the WABA Arena April 25th. They completed a site review of the existing turf and will be presenting us with an idea to resolve our zipper issue.
- The Cemetery Committee held its second meeting on April 30th. They discussed existing conditions and discussed seeking the Town Clerk's Office as the formal depository of historical burial records. Their next scheduled meeting is the 14th of May. The meeting will focus on site visits to approximately 3 cemeteries.
- The Pool Committee will have their first meeting on May 7th, 7:00pm in room #317 of Town Hall. Members of the committee have received the proposals from the recent RFP. The Committee's agenda for the meeting will be to select a Chairperson, Vice Chairperson and Recording Secretary. In addition, the committee will review the Pool Committee Charge and discuss the evaluation process to be used in grading the submitted Pool Assessments.
- The Department met with the Department of Public Works and the State Watershed Management Division to assess a washout at Watson Park. A culvert's pipe that runs under the parking lot created a large washout this winter. They met to discuss options for repair. It may be possible for us to extend the discharge pipe closer to the White River to eliminate future erosion.

- The Arbor Day Tree and Shrub Sale was held on Saturday, May 5th from 9am to 12noon. Proceeds from the sale go to the Hartford Trees Matter and support the efforts of the Hartford Tree Board.

### **Planning and Development:**

- Town (Master) Plan Update - On April 29th the Town Plan Steering Committee met again to review the next steps in the Community engagement process for the five community meetings spread throughout the villages at the end of May and into June. The Committee also began review proposed changes to make the Town Plan a more user-friendly document.
- Historic Preservation Education Program – From April 23rd through May 7th the “Shining a Light” on Hartford’s History was at the Garipy House in Hartford Village, The Wilder Center, West Hartford Library, the Meeting House in Quechee and the Parker House Inn in Quechee.
- Senior Resiliency – Staff and Hartford’s Community Resilience Organization have been working with Len Brown and a professor from Antioch University to increase senior citizen resilience in extreme weather events. The first introductory meeting was on April 23rd at the Bugbee Senior Center. Future activities include a broader public input session on May 17th followed by a survey. The outcome will be a plan with recommendations in the fall of 2018.
- Lower Sykes Ave Bike Lane and Sidewalk Project - The contractor mobilized last week and will be constructing sidewalk this week. Cable lines transfer to be completed this week.
- Sykes Mt Ave and North Hartland Rd Bike Lane and Sidewalk Projects – Continued working on execution of construction and/or permanent right-of-way easement agreements with adjacent property owners.
- Solid Waste and Recycle Center LED Lights – Installation of the interior lights completed, and exterior expected to be completed this week.
- DPW Building LED Lighting – Anticipate completion of contract documents this week with installation to follow.
- Twin Pins/Housing Vermont Sykes Mountain Avenue VCDP Housing Grant – Staff continued to work with the subrecipient to meet the conditions of the grant approval. Construction of the 30 units of mixed income apartments is expected to begin this summer.

- Bridge and Main VCDP Housing Grant – Minor modifications in the grant budget distribution and grant procedures were processed and approved.
- Federal Economic Development Agency (EDA) Funding - The EDA has invited the Town to submit funding applications for improvements to public infrastructure related to the July 1, 2017 flood event in Hartford that were identified earlier this year. DPW and Planning and Development staff are in the early stages of understanding the opportunities and feasibility.
- Police Station Heat Pumps – Staff has been obtaining quotes for installation of heat pumps related to renovations in the Police Station.
- Pine and Maple Streets (Railroad to Hartford Ave) Planning Process – Staff will be working with Two Rivers Ottauquechee Planning Commission and Green Mountain Economic Development Corporation to undertake a public planning process over the next few months to discuss possible development options for this area.
- New Development Applications – Reviewed development applications for public hearings for a self-storage facility, two lot line adjustments, changes to an existing contractor’s business, setback waiver, and tree cutting in a riparian buffer.
- Town Forest Recreation Management Plan Update– Received Plan vision framework and draft strategies from the consultant for review by staff and the Steering Committee.
- Trail Assessment Grant – Received \$500 grant award to complete a trail inventory for the Town Forest Management Plan update.
- Currier Street Improvements – In the next few weeks the contractor will be completing the punch list items from Phase I construction. Construction documents underway for completion of Phase 2.
- South Main Street Parking Lot – Design options pending results of soil borings.

**Police:**

- April 21st – Emergency Communications Specialists received a 911 call and dispatched appropriate resources for a report of a bear that had been struck by a vehicle and was lying in the roadway on I-89 North near-mile marker #20.

- April 22nd – Officer Keeling, a certified Drug Recognition Expert (DRE), assisted the Vermont State Police in completing an evaluation of an impaired driver suspected of being under the influence of drugs.
- April 22nd – Emergency Communications Specialist Morse received a 911 call for an unconscious man that had reportedly overdosed in a parked vehicle outside of Burlington, Vermont. While speaking with the caller, the man reportedly awoke and began to drive, speeding and swerving across the roadway. Specialist Morse maintained contact with the caller for twelve minutes as they followed the man, relaying instructions to responding police personnel who intercepted and stopped the man as he entered Burlington twelve minutes later.
- April 24th – The Police Chief participated in the regular meeting of the Planning Department’s development review process.
- April 24th – Patrol officers were dispatched to reports of a woman in crisis at the Hartford Fire Department’s Quechee Station. Paramedics were summoned by police and the woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- April 24th – The Police Chief participated in the opening session of the “Understanding Opiate Addiction” series hosted by the Vermont Health Department and Hartford Area Career and Technology Center.
- April 24th – Emergency Communications Specialists received a 911 call reporting a serious motor vehicle crash along Southbound I-91 where the driver was not present and suspected of having been ejected from the vehicle. Patrol officers assisted the Vermont State Police with their investigation and the driver was located a short time later at a nearby business.
- April 25th – Patrol officers were dispatched to reports of a juvenile in crisis at a private residence along Hollow Drive. Officers helped the parents with transporting the youth to Dartmouth-Hitchcock Medical Center for assistance.
- April 25th – Patrol officers were dispatched to a domestic related disturbance at a private residence along Willard Road. Through investigation, officers learned that a 23 year old resident had returned home intoxicated, was argumentative and begun thrashing about the home. The man was found to be significantly impaired and was transported by police to Mount Ascutney Hospital for medical assistance.
- April 25th – Patrol officers were dispatched to a private residence along South Main Street for a report of cigarettes and cash that had been removed from an unlocked vehicle parked along the street overnight. The investigation continues.

- April 26th – The Police Department, Parks & Recreation Department Staff met with representatives from local businesses and Upper Valley Hawks to finalize plans for the May 31st Torch Run to support Special Olympics of Vermont.
- April 27th – Patrol officers were dispatched to reports of a man in crisis walking along Route 4. Paramedics were summoned by police and the man was taken by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- April 28th – Emergency Communications Specialists received a 911 call from a group of students and parents hiking along the Appalachian Trail near Stamford, Vermont. The group was reportedly fatigued and had exhausted their water supplies. Vermont State Police and other resources were dispatched accordingly.
- April 30th – May 3rd - Police personnel participated in semi-annual firearms training and proficiency qualifications.
- April 30th – Detective Adams and representatives of the Windsor County Special Investigations Unit (SIU) presented to 6th, 7th & 8th graders at Hartford Memorial Middle School on the topics of Bullying, Cyber Bullying and Sexting.
- May 2nd – The Police Chief met with a representative of the Boy Scouts to discuss re-establishing a local Police Explorer Chapter.
- May 2nd – The Deputy Chief participated in the “Everybody Wins” mentoring program at the White River School.
- May 2nd – An unknown man entered a retail business along Route 4 and stole a large chain saw during business hours. The investigation continues.
- May 3rd – Patrol officers were dispatched to a dispute at a multi-unit dwelling located along the 1200BLK of Maple Street. Officers mediated the conflict and the parties separated afterward without further incident.
- May 3rd – The Police Chief attended the regular meeting of the Hartford School District Safety Team Meeting.
- May 3rd – Emergency Communications Specialists received a 911 call reporting a head-on collision between an armored truck and passenger car along Route 12A in Cornish, New Hampshire. Appropriate resources were dispatched to the scene. Patrol officers later assisted in completing notifications on behalf of the investigating agency.

- May 3rd – Detective Adams assisted Lebanon Police Sergeant Norris during his presentation to parents on the topics of Internet Safety, Cyber Bullying and Sexting in a forum hosted by the Hartford Community Coalition at Hartford Memorial Middle School.
- May 4th – Patrol officers received information from the Hanover Police regarding a man in crisis, possibly driving in Hartford. Patrol officers located the man at the Wilder Park & Ride and provided him with transportation to the Veteran’s Administration Hospital.
- May 4th – 5th – Emergency Communications Personnel received, and patrol officers responded to numerous calls for service reporting weather related hazards and traffic collisions.
- May 5th – Patrol officers assisted Probation and Parole Officers with the service of an arrest warrant at a private residence along Bugbee Street.
- May 5th – Patrol officers were dispatched to a report of the theft of an I-Pad taken from a business along Holiday Drive. The investigation continues.

**Public Works:**

- The highway crew completed the street light work on the (Urban Bridge) Bugbee Center Bridge.
- The highway crew has been cutting and chipping brush.
- The highway crew has been washing several bridges around town.
- The highway crew has been grading roads as time and conditions allow.
- The highway crew has been hauling winter sand for our stockpiles.
- The highway crew is in the process of removing road postings.
- The highway crew has been addressing damage to properties from plow damage.
- The street sweeper has been out on the road.
- The water crew started flushing and hydrant testing.

- Last week the water crew completed the monthly water meter reading, required samples, and completed the monthly report.
- The water crew repaired a leak on the chlorine injection point at the well.
- The water crew began performing road repairs from water breaks that occurred in the winter when hot mix asphalt was available.
- The wastewater crew worked closely with a contractor to clean sewer lines.
- Quechee wastewater worked with a consultant to perform leach field inspections, which identified some issues. We will be working with the State and consultants to determine a path to move forward.
- The solid waste crew worked with Dillon Walsh and a contractor to address trip/fall hazards (wires). This project is complete.
- The solid waste crew is working with Maintenance to repair the cylinder in the compactor.
- During the last two weeks solid waste has hosted two tours (Quechee second graders and Norwich Cub Scouts).
- DPW staff is working closely with consultants to complete a planning study of sewer, water, and storm water infrastructure on and around South Main Street. At the time of this report, the field survey was completed and the consultants will be onsite on May 9th to begin structure inspections.
- The project documents for the Wilder Well have been put out for public bid.
- The annual paving bid is currently being advertised.