

**Town Of Hartford  
Town Staff  
Significant Activity Report, May 9 - 22, 2018**

**TOWN MANAGER HIGHLIGHTS**

- Respectfully submitted for your consideration.
- The Town has received the second payment from the state for the Local Option Tax. This payment was for \$52,711.55 and represented 170 returns from business owners. The total amount in the Local Option Tax Fund is \$112,559.78.
- The Fire Department continues to see a rise in calls for service. In 2017 at this point of the year we responded to 656 calls for service. In 2018 we have responded to 794 calls for service so far. This represents a 17% increase in calls for service.
- Jay McDonough was awarded the Vermont Recreation & Park Association Young Professional Award. The award was presented at the VRPA Annual Meeting on May 8th at the Vermont Institute of Natural Science. Jay was selected from a pool of candidates across the State of Vermont and recognizes his commitment to VRPA programs and his commitment and outstanding achievements to the Town of Hartford Parks & Recreation Department. Jay's enthusiasm, leadership and daily vision for parks and recreation services in the Town made him the top candidate for the 2018 Young Professional Award.
- The Pocket Park has been opened for use. There still remains the repair of the guardrail and fencing but the handrails and areas of concern that caused us to keep the park closed have been repaired.
- The Tower Lease Sale transaction has been completed and the money has been received by the Town. We received \$500,669.93 for the Leslie Drive Tower. We will collect the rent for May and June bringing the total to \$505,313.92. We received \$420,618.05 for the Allison Run Tower. We will collect the rent for May and June bringing the total to \$425,000.00.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

## STAFF HIGHLIGHTS

- Election Preparations are in full swing:
  - o Memory Cards for voting machines have been sent off to vendor to be cleared then, they will be re-programmed for Primary once all the candidates for upcoming races have been identified.
  - o Town Clerk and BCA Vice Chair, Nancy Howe, will be attending a training July 24, 2018 in Killington pertaining to the new federally mandated Voter Accessibility Tablet System being rolled out for the Primary.
  - o Town Clerk purchased a bar Code Scanner for use post-election to enter voter participation data into the Statewide Voter Checklist. This should increase efficiency and save time.
  
- Ongoing discussions & work with Audit Firm FYE 18:
  - o Auditors onsite week of May 11th for test work.
  - o Reviewing best business practices:
    - Prior Year Expenses.
    - Grant reviews - determining whether a single audit will be required this year.
    - Construction in Process.
  
- Planning for FY 18 Financial Review – September 17th - 21st and potentially September 24th - 28th.
  - o Goal is set to have the audit complete by Thanksgiving.
  
- Members of the Police and Fire Department attended a Tactical Emergency Casualty Care (TECC) Class in Thetford. This joint agency training provides skills that maybe utilized during mass casualty incidents.
  
- The Tree Board will be using bare root trees left over from the Arbor Day Tree Sale. The trees will be planted at the small nursery that was established at Maxfield. Members of the Tree Board have taken several of the bare root trees home to nurse them along before entering them into the nursery. The Tree Board and the Parks & Recreation Department would like to thank Northern Nursery for their support with the Arbor Day Sale.

- Preferred Mechanical completed demo of the old chiller and tower fan. They continue to prep the chiller room for the new mechanical system. When removing the chiller, the piping was so corroded that the pipe wall thickness has been compromised and the sludge packed at the chiller inlet supports the concern of the floor piping condition recently identified in the floor assessment. This condition is due to years of improper preventative maintenance. This condition cannot be reversed and identifies severe lack of preventative maintenance techniques that were not put in place when the original unit was installed.
- Quechee Pocket Park – Fence punch list items and repair of damage to the fence were completed allowing the park to be opened on May 11th. Guardrail repairs were begun last week. There is a temporary terminal end on it that is galvanized. Waiting for the weathering steel terminal end to come in and then replace the galvanized one.
- May 18th – The Police Chief assisted Hartford High School Principal Nelson Fogg in presenting the annual “Prom Promise” to this year’s prom attendees.
- Solid Waste is investigating a ‘shred day’ at the Solid Waste Facility that will be held for Hartford residents.

## **DEPARTMENT HIGHLIGHTS**

### **Assessor:**

- Assessor preparing the 2018 grand list for printing of the Abstract (preliminary values).
- Assessor setting values for new commercial construction.
- Assessor reviewing exemptions and special project values.
- Assessor inspecting new developments/housing.

### **Clerk:**

- BCA Meeting is scheduled for Wednesday, May 30, 2018 at 6pm in Town Hall, RM 2. Prepare for Tax Appeal season; Primary & General Election; and, end of year Abatement Hearings. Agenda has been posted.

- Town Clerk and Dillon Walsh will be attending a webinar on Cyber Security in preparation for the election cycle.
- Marriage License Season is in Full Swing.
- Looking forward to participating in the TORCH RUN/WALK/RIDE for Special Olympics on May 31, 2018.

### **Finance:**

- March Financial Reconciliations:
  - o Completed Financial Reviews with Department Directors.
    - Monthly reconciliation ensures all expenditures and revenues are posted correctly.
    - Preparing Proposed Budget Adjustments for Town Manager Review.
    - Preparing initial list of encumbrance request for Town Manager.
- April Bank Reconciliations:
  - o Beginning review and verifying our internal records balance to the bank's records.
- Fixed Asset Schedule:
  - o Working with Directors to ensure we have captured all additions & deletions.
- Continued work with active employees and retirees on benefit questions.

### **Fire:**

- The department met with a representative of the Insurance Service Office (ISO). They conducted a pre- survey interview to review our protection class rating. We will be providing requested data to ISO during the next few months while our rating is being recalculated. The rating is one of many that affect property insurance rates for Hartford.
- Attended a Balloon Festival planning meeting for emergency medical services.
- Staff is preparing for the coming half marathon in Quechee on June 3rd. The department provides staffing to the medical tent during the race.
- Shifts conducted multiple fire extinguisher training sessions for the staff at King Arthur Flour.
- The department hosted a Paramedic student intern from Vermont Technical College.

- Conducted Elementary School Fire safety education.
- Provided multiple tours of the fire station to several groups include a group of 75 adults and children from Rivendell Preschool.
- Both Ambulance 1 and 2 passed inspection from the NH Bureau of EMS. Our Ambulances are licensed in both VT and NH.
- Staff attended an emergency tabletop exercise and evacuation drill at the Sykes Ave. Post Office Facility.
- Attended the Upper Valley Regional Mutual Aid Association meeting.
- Held the written exam for a part time Fire Inspector position. Interviews are scheduled for May 30th.

#### **Information Technology:**

- Installed new battery for the battery backup in data room to resolve phone issue caused by faulty old battery.
- Setup new ergotron monitor mounts and 3rd computer for the eventual 3rd dispatch station in Dispatch.
- Completed major Munismart server upgrade to modules in program.
- Completed server installation for File on Q barcode scanning system at PD.
- Assisted dispatch/the state in resolving a bug that wasn't allowing them to connect to state servers.

#### **Parks and Recreation:**

- The Town will be hosting the Vermont Baseball Coaches Association – Twin State Baseball Classic on June 23rd. Two games will take place starting at 10:00 am.
- The Upper Valley Recreation Association held the annual 3 pitch baseball jamboree at Maxfield on Saturday, May 19th from 9 am to 3:00pm.

- The Hartford Youth Lacrosse Program held a 3rd through 4th grade tournament on Sunday, May 20th at Maxfield. The tournament was put on by Hartford Youth Lacrosse and hosted teams from around the region.
- The Department has met with the Director of the Chamber of Commerce related to the parking at Balloon Fest. This year, there will be parking by donation with proceeds benefiting the Brian Hanson Scholarship Fund that is established to aid the assistance of residents seeking scholarships for programs run through the Department.
- Over the past two weeks, the Department's registration activities included 142 registrations equaling \$8,233.00 in revenue.
- The Department continues to push out the 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 motor coach bus transportation to the complex.
- The Department continues to work with the HCC Block Party Committee. The Block Party is scheduled for June 6th at Lyman Point Park.
- We have 4 teams in the adult softball program. The teams started playing on May 14th. Games are played on Monday and Wednesday evenings at Ratcliff Park.
- Our general youth programs continue. Youth baseball, softball, spring soccer and little stick lacrosse.
- The Department continues the planning and organizing of training programs for summer camp staff.
- Department wrapped up the process of Counselor in Training application process. We are reviewing and will be selecting CIT's for the summer.
- Department continues promoting sponsorships of the annual 4th of July event in hopes to obtain sponsorships to help fund the show.
- The Pool Committee continues to do its work through the month of May. The Committee remains spending time reviewing the charge and will begin reviewing the assessment proposals at its next meeting.
- The Cemetery Committee continues to complete its work and conducted tours of several cemeteries at its past meeting.

- The docks at Kilowatt South were installed and are now available for boat access to the river.
- The Parks Crew continues to work on general mowing and upkeep of the park facilities. We have struggled to find seasonal staffing.
- Community Garden at Ratcliff Park has reorganized. The Department will be working with the group to identify plots and continue the collaboration that provides a community space for many area residents to plant gardens.

### **Planning and Development:**

- Town (Master) Plan Update - The Town Plan Steering Committee met again on May 14th to outline the structure for the first Community Meeting to be held in June. The Committee also reviewed the existing Historic Preservation and Housing chapters to identify the important themes that should be included, and format options to make it more user friendly.
- Historic Preservation Education Program – The next project for the education program was the “Wilder Walk and Talk,” which was held on May 19th. Twenty-two people walked the streets of Wilder hearing from Architectural Historian Brian Knight about building architecture and the unique history of Wilder as the first planned community in Vermont.
- Senior Resiliency – The second part of Antioch University’s project to increase senior citizen resilience in extreme weather events, involved small group discussions at the Bugbee Senior Center on May 17th. Twelve people participated.
- Lower Sykes Ave Bike Lane and Sidewalk Project - Cable lines were relocated and a portion of the sidewalk was completed. Retaining wall construction underway this week, with full construction expected to be completed by mid-June.
- Twin Pines/Housing Vermont Sykes Mountain Avenue VCDP Housing Grant – Conditions of the grant award were submitted to the State.
- Police Station Heat Pumps – Staff has continued to meet with contractors interested in building on the project and work with Efficiency VT on calculating the rebate amounts. Staff is targeting to make a selection by next week.

- Pine and Maple Streets (Railroad to Hartford Ave) Planning Process –Two Rivers Ottauquechee Planning Commission sent letters to property owners in the area about the intended public planning process. Public meeting dates will be selected in the next few weeks.
- New Development Applications – Findings of Fact draft reports were completed and distributed for the Planning Commission public hearing on May 21st and Zoning Board of Adjustment public hearing on May 23rd.
- Community Resilience Organization Staff and two members of Hartford CRO attended a statewide workshop on May 12th. Good information exchange on what is going on around the state and opportunities for grant funding.
- Energy Efficiency Workshop for Landlords – Publicity and mailings to residential rental property owners were sent for the event on May 23rd at Town Hall. The workshop will be presented by 3E Thermal in partnership with Efficiency Vermont.
- Town Forest Recreation Management Plan Update – The Steering Committee held the first of two meetings to discuss the plan vision framework and draft strategies from the consultant.

**Police:**

- May 7th – Patrol officers and paramedics were summoned to Hartford Memorial Middle School for a behavioral emergency involving a student. The student was taken to Dartmouth-Hitchcock Medical Center by ambulance for assistance.
- May 7th – Patrol officers received a report of a vehicle taken overnight from the parking lot of a business located along the 300 block of North Hartland Road. The investigation continues.
- May 7th – Emergency Communications Specialists received a 911 call from a Bethel man that had accidentally cut his fingers while using a table saw. Communications personnel summoned appropriate first responders to the scene while maintaining contact with the caller, providing assistance and pre-arrival instructions.
- May 8th – Patrol officers responded to reports of a woman in crisis along the 1500 block of Maple Street. The woman was found inebriated and paramedics were summoned to assist. She was taken by ambulance to Mount Ascutney Hospital for further assistance.



- May 8th – Patrol officers were dispatched to a property damage only motor vehicle collision at the intersection of Routes 5, 4 and 14. Operators were cited and released.
- May 10th – Patrol officers were dispatched to reports of an adolescent in crisis at a private residence along Chandler Road. Officers helped the parents with transporting the youth to Dartmouth-Hitchcock Medical Center for assistance.
- May 10th – Patrol officers responded to reports of a man in crisis at a private residence along South Main Street. The man was found inebriated and paramedics were summoned to assist. He was taken by ambulance to Mount Ascutney Hospital for further assistance.
- May 10th – Emergency Communications Specialists received a 911 call from a Proctorsville man that had suffered severe burns after his propane smoker blew-back during lighting. Communications personnel summoned appropriate first responders to the scene while maintaining contact with the caller, providing assistance and pre-arrival instructions.
- May 11th – The Police Social Worker and SIU Investigator attended the regular meeting of the Hartford Child Protection Team.
- May 12th – Patrol officers arrested a 29 year old Hartford woman after finding heroin in plain sight during a traffic stop. A 37 year old man from Sharon, who was a passenger was also arrested after police learned he was wanted in New Hampshire on an extraditable warrant. The investigation continues.
- May 13th – Patrol officers were dispatched to reports of an adolescent in crisis at a private residence along Jericho Road. Paramedics were summoned to assist and the youth was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- May 14th – Patrol officers stopped a vehicle along Sykes Mountain Avenue after its operator was suspected of being under the influence of drugs, however the operator and vehicle as officers were stood roadside. Patrol officers pursued the vehicle into Hartland before losing sight. The investigation continues.
- May 14th – Jake’s Market in Quechee hosted the Police Department’s 3rd Coffee With a Cop event.
- May 14th & 15th – Police department staff participated in the Blue Courage Training Program at the Public Safety Building.

- May 14th – Emergency Communications Specialists received a 911 call for collision involving a minivan that had been struck by a tractor-trailer along I-89 South in Barree Town. Communications personnel summoned appropriate first responders to the scene while maintaining contact with the caller, providing assistance and pre-arrival instructions.
- May 15th – Patrol officers were summoned to the Wilder School for a behavioral emergency involving a student. The student was located by patrol officers a short distance from the school and released to family.
- May 15th – Patrol officers were dispatched to a property damage only motor vehicle collision along Maple Street between Bridge Street and Route 5. Operators were cited and released.
- May 18th – The Police Social Worker attended the regular meeting of the Upper Valley Public Health Council.
- May 19th – Patrol officers assisted members of the Hartford Fire Department with recovery of the body from the Ottaquechee River of a man who was suspected of having jumped from the Quechee Gorge Bridge into high water during late April. The investigation continues.

**Public Works:**

- The highway crew completed picking up trees around town from a wind storm earlier this month.
- The highway crew has been assisting the water department with road cut and lawn repairs from winter water leaks.
- The highway crew assisted the water department with repair of two service lines on Chandler Road.
- The highway crew assisted the wastewater department with the sewer manhole repairs on Fairview Terrace.
- The highway crew has been sweeping roads with loader and the Johnston Street Sweeper.
- The highway crew has been grading roads as time and conditions allow.
- The highway crew removed unsafe stairs from the chloride tanks.

- The water crew continued flushing and hydrant testing.
- Last week the water crew repaired a curb box on Summer Street.
- On May 10, several members of the water crew attended the Spring Vermont Rural Water meeting and trade show.
- On May 11, Evan Eccher and Zach Lenning did water demonstrations for the Vermont Drinking Water Week fair in Burlington.
- The water crew completed several road cut and lawn repairs left over from winter.
- Wastewater staff worked with a supplier to install new sensor probes at Olcott Pump Station.
- Staff replaced two sewer manhole frame and covers.
- Staff responded to a plugged sewer manhole on Palmer Court. They worked with a contractor to clean that up.
- Staff performed repairs to the dosing tank and distribution box at the leach field in Quechee. We are optimistic that these repairs will address the infiltration issues identified during inspections earlier this month.
- The solid waste crew is doing more public outreach (tours and school visits) that are being well received.
- The solid waste crew is working with Maintenance to repair the cylinder in the compactor.
- DPW staff continues to work 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.
- 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 structure inspections have been completed and the consultant is extracting GPS data from our records.
- One bid was received for the Wilder Well Project. Our consultant has reviewed the submission and recommended we accept it.

- Bids were received for both the annual capital paving and chip sealing. They have been reviewed for compliance with the bid specifications. The paving bid was awarded to Blaktop, Inc. of West Lebanon, New Hampshire and the chip seal bid was awarded to All States Asphalt of Sunderland, Massachusetts.
- DPW staff is currently engaged in Union negotiations.
- Everett Hammond is working closely with a consultant to finalize a design for drainage improvements on Hillridge Road. DPW staff will be completing the construction phase of this project.
- We are working closely with VTtrans to facilitate a repair to the substantial culvert washout on Maple Street adjacent to the I-91 overpass. We are awaiting approval of funding this through FHWA.
- We are reviewing our safety practices and have implemented weekly 'tool box talks', which are brief discussions regarding a specific safety topic.