

**Town Of Hartford
Town Staff
Significant Activity Report, May 23 – June 5, 2018**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- During this two week period the Fire Department responded to 91 calls for service. To date the department has responded to 890 calls for service. We are currently 176 calls ahead of last year. This represents a 20 percent increase in calls for service over last year.
- The Parks & Recreation Department continues to seek volunteers to help with this year's parking at the Balloon Festival to support the Brain Hanson Scholarship Fund.
- May 29th – Officers Mitch Cable & Logan Scelza attended and successfully completed the International Police Mountain Bike Association's, Basic Bicycle Patrol Training hosted by the Burlington Police Department.
- DPW staff is getting everything ready to assist Parks and Recreation with the demolition of the Emerge Building at Maxfield. GMP is disconnecting the power and the demolition permit has been submitted.
- Lake Pinneo will open to Hartford Residents on June 16th at 10am. It is \$200 for a season pass and \$20 per automobile for a day pass.
- The Town of Hartford has received the Green Mountain Water Environment Association President's Award for efforts on behalf of the association and its membership.
- We have numbers for Green-Up Day. There were 493 volunteers. 4940 pounds of trash in dumpsters at the Town Hall and Quechee. 2810 pounds of materials to the Recycling Center. This includes 69 tires, metal, wood, electronics, house paint, 5 propane tanks, 1 car battery and 3 containers of household hazardous waste. Overall, 7750 pounds or 3.88 tons of refuse was collected.
- VTRANS is working to schedule a Public Meeting to discuss the way ahead for work on the Quechee Gorge Bridge. Current plans are to install temporary fencing this summer/fall and a permanent solution in 2021/22. It appears the best date for that event is June 21st at 7pm. The other options were June 20, 27 or 28. Those dates have conflicts with rooms and or other meetings.

- We are working with the tree warden to address the trees here in Lyman Point Park. We will have the worst one removed and the stump ground here shortly. The other two can wait until later. The plan is to plant replacements next spring.
- The Town Treasurer has decided not to retire from his position. We appreciate his desire to continue to serve the Town and are glad he has changed his mind.
- The Tax Sale was held on May 23rd with no issue. Six of the seven properties sold, with the Town purchasing two. We expect that both will be redeemed in the near future.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Assessor sent Change of Appraisal notices on May 30th, initiating the 14 day application period for grievance. Posted grievance notices.
- The Clerk's Office has been processing a number of Green Mountain Passport applications recently. The Green Mountain Passport is a Visitor's Pass Discount Program for Seniors and Veterans to Vermont State Parks. The fee is \$2.00 for Residents who are 62 or older; Veterans of the Uniformed Services are eligible. The Pass can be used for Admission to State Parks (overnight camping & other park fees are excluded); Vermont State Historic Sites; and, Events which are full State sponsored.
- May Financial Statements
 - o Will be providing preliminary May financials 6/4/18
 - o Requesting all encumbrance requests be submitted by COB 6/15/18
 - 6/18-6/21/18 will present to Town Manager with recommendations
 - Have final encumbrance list prepared for board approval on 7/3/18.
- The Fire Department responded to a mutual aid request for our high angle rescue team to Springfield VT. The department assisted the agency with the rescue of a pilot from an Ultralight aircraft that crashed into the tree canopy approximately 50 feet in the air. With the assistance of Green Mountain Power and their off road boom truck the pilot was accessed and lowered to the ground using a rope system. The incident lasted approximately 4 hours.

- The Parks Crew installed four benches at the West Hartford Library. The benches were part of a FEMA Grant through Planning and Development. Springfield fence installed the barrier fence that identifies the property boundaries.
- Former Dayco Site Next to and Behind West Hartford Library - Split rail fencing and benches were installed on this property which was purchased by the Town with federal FEMA and CDBG funds after the property and buildings were substantially damaged from the August 2011 flood. The site was also surveyed to ensure proper location of fence and benches. Along with the pocket park, we believe that completes the work from Irene.
- There was an incident at Maxfield over the holiday weekend. An individual was doing “donuts” in the back parking lot, which caused gravel to be sprayed onto the grass and across Pavilion A. There were significant ruts left behind that had to be repaired in the parking lot. The pavilion and sidewalk was peppered with gravel and stone dust.
- May 24th – Police Officer Jhonathan Angulo graduated from the Vermont Police Academy, having successfully completed sixteen (16) weeks of training.
- A final scope and design have been established for Hillridge Road. That project will be completed by June 30, 2018.
- DPW staff has decided to move forward with the purchase of the Wacker Loader that was rented on a trial basis this winter. This is a very versatile and efficient piece of equipment that will serve all of our divisions well.

DEPARTMENT HIGHLIGHTS

Assessor:

- Review and set final preliminary grand list values.
- Filed Abstract of Grand List (preliminary list) with Town Clerk.
- Continue to review and monitor changes.
- Updated homestead declarations, as of today 2383 out of 5580 residential properties have declared. Last year we had 2714 property owners declare homestead.

Clerk:

- Town Clerk and IT Officer attended a Cyber Security Training webinar sponsored by the Secretary of State's Office.
- May 31, 2018 at 5pm was the deadline for Major Party Candidates to submit petitions to have their names put on the August 14th Primary Ballot. One Candidate for Windsor District 4-1, Randall Szott of Barnard, submitted petitions to Barnard Town Clerk; and, Two candidates for Windsor District 4-2, Kevin "Coach" Christie and Rebecca White of Hartford, submitted petitions.
- A Board of Civil Authority Meeting was held on May 30, 2018. It was well attended (16 of 22 members were present). The Tax Appeal process and Policy and Procedures were reviewed in anticipation of upcoming Tax Appeal Hearings once the Grievance Process is completed by the Assessor's office. The BCA also voted to hold two Tax Abatement Hearings per year (March & September) rather than just one in December. The statutory responsibilities of BCA members was also reviewed.

Finance:

- April Bank Reconciliations
 - o Beginning review and verifying our internal records balance to the bank's records
- April Financial Statements
 - o Completing and distributing April financials
 - o Closing purchase orders no longer needed
 - o Reviewing annual transfers in capital accounts
- Assisting DPW with Main St and Gates St SW and WW Project, Loan Application
- Continued work with active employees and retirees on benefit questions
- 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
 - o Planning for FY 18 Financial Review – September 17th – 21st and potentially September 24th-28th
 - Goal is set to have the audit complete by Thanksgiving.

Fire:

- Shifts are conducting life safety and pre-planning inspections throughout the community. The initial focus will be on ISO non-residential building which includes commercial and multifamily buildings over three units.
- Conducted Fire Drills at Elementary Schools
- Conducted fire extinguisher training at King Arthur Flour
- The department is hosting the Vermont Fire Academy Ropes course. Students from around the state will be at various locations throughout the community training over the next week.
- The Vermont Fire Academy held a live flashover training at the Public Safety Building over the weekend. The training prop allows firefighters to experience heat changes and visual cues that teach them how to react should this dangerous event occur.
- Assisted the Hartford Police Department with a recovery in the Ottaquechee River.
- Members staffed the Medical Tent at the Covered Bridges Half Marathon over the weekend.
- Ladder 1 required servicing by the manufacturer E-One for electrical issues.
- Shifts conducted dry hydrant testing.
- Shift have begun the process of annual hose pressure testing of all the departments hose.
- Met with staff at the VA Hospital to discuss upcoming maintenance to their water storage tank. Their tank is scheduled to be drained for servicing.
- Conducted interviews for the part time Fire Inspector position.

Information Technology:

- Configured/Registered body camera to new uploading docking station in PD.
- Helped resolve CAD to CAD interface issue for Fire Dept.

- Updated VT Alert Webpage FAQ per request of the State.
- Attended Verizon's Public Safety Core Presentation in Springfield.

Parks and Recreation:

- Over the past two weeks, the Department's registration activities included 105 registrations equaling \$7,101.00 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 is gearing up for the HCC Block Party Committee on June 6th. The Block Party is from 5pm to 8pm at Lyman Point Park. This free community event showcases community resources within the Town along with free food provided by the Rotary Club and musical entertainment throughout the evening.
- Coed adult softball continues on Monday and Wednesday evenings at Ratcliff Park.
- Youth baseball, softball, spring soccer continues.
- Summer Camp Staff attended the Vermont Recreation & Park Association – Summerama Training in Montpelier on Sunday, June 3rd. Summer camps from all over the State of Vermont attend the training workshop. Sessions included: Structure & Setting Clear Limits, 10 Nature Activities and Resources to Find 1000 More, Gamesmithing 101, Becoming Your Team's MVP, Waterfront Safety, Group Games on The Fly, LGBTQQA and Beyond, Reframing Conflict, Gaga Madness, The Joys & Challenges of Supervising "Young" Staff, Camp Traditions and more. Staff have benefited greatly from the specialized trainings offered at Summerama for several years. Leadership training continues for the Ventures Summer Camp program on June 5th from 3pm to 6pm at Town Hall.
- Department continues promoting sponsorships of the annual 4th of July event in hopes to obtain sponsorships to help fund the show. We have received several inquiries from businesses following our solicitation. The Department will continue to follow up on sponsors.

- Department is pushing out upcoming programs this summer. Middle School Athletic Development & Performance Training is a program offered by Nate Aldrich, Hartford High School Strength & Conditioning Coach. The program is for youth going into 6th through 8th grades this fall. Program kicks off on June 18th. Tennis Camps begin June 19th and are instructed by Ken Marisseau, Certified Pro Instructor and Iris Berezin, HHS Tennis Coach. 7 on 7 football begins June 11th. Youth Karate, instructed by Brett Mayfield begins June 18th.
- The Covered Bridge Half Marathon was held on Sunday, June 3. The Parks & Recreation Department is a benefactor of the race. Our responsibilities include parking set up and detail. We also install no parking signage along Dewey's Mill Road and event parking signs throughout the Quechee main roadways.
- The Parks Crew continues to work on general mowing and upkeep of the park facilities. DOC crews have been working their schedule of mowing. The program appears to be working smoothly with the adjustments made to this year's program.
- There was no bid on the refrigeration room repairs. We have contacted those that were interested to see if they will re-consider.
- The Pool Committee continues to do its work through the month of May. The Committee has concentrated its time on reviewing the assessment proposals and developing a short survey to the community about the pool facility. They plan to select a vendor by their June meeting.
- The Cemetery Committee continues to complete its work. They continue to discuss cemetery needs and formulation of "wish" list of what the cemetery's need. The committee has discussed the role of cemetery record keeping. Inventory of the land and available lots is an issue they will continue to work on. The committee will begin working as subcommittees to spread the work throughout the committee. It has been reported that the Hartford Cemetery is primarily the worst active cemetery within the Town.
- We have moved to purchasing the 20% vinegar in bulk 55 gallon drums to be used for weed control on park grounds at Maxfield and throughout the park system.
- Mulched beds at Town Hall were completed. The Garden Friends have also started completing their mulching of garden beds throughout the Town.
- Full time and seasonal staff assisted with set-up for the Torch Run and six out of the nine department employees participated in the event.

- Littering continues to be an issue across the entire park system. Crew members have to spend time daily picking-up trash that has been left behind by users.

Planning and Development:

- Town (Master) Plan Update - Departments and Town Commissions continued to work on their sections of the Town Plan update. Staff met with the consultants to outline the Community engagement forums for public input occurring in June and July. Meeting publicity going out week of June 4th.
- Lower Sykes Ave Bike Lane and Sidewalk Project - Sidewalk section constructed and retaining wall construction underway, with project expected to be completed by third week in June.
- Twin Pines/Housing Vermont Sykes Mountain Avenue VCDP Housing Grant – The Town received the draft grant agreement. Selectboard reviewing the Grant Agreement authorization and Rules and Policies adoption forms at the June 5th meeting.
- Police Station Heat Pumps – Contractor selected and contract documents in process for construction this month.
- New Development Applications – Seven new applications received, and review comments sent to applicants.
- Energy Efficiency Workshop for Landlords – A small but interested group of residential rental property owners/managers attended the May 23rd workshop presented by 3E Thermal in partnership with Efficiency Vermont.
- Town Forest Recreation Management Plan Update – The Town forest trails assessment portion of the Plan update was in full swing with completion anticipated the week of May 4th.
- Quechee Pocket Park – Benches are scheduled for installation in the latter part of June.

Police:

- May 20th – Patrol officers responded to a single vehicle motor vehicle crash near Frost Park in Wilder. The operator was cited and released.

- May 20th – Patrol officers assisted the Vermont State Police in locating and stopping a vehicle traveling recklessly, having reportedly struck a guardrail along I-89. The operator was taken into custody by patrol officers and turned over to the state police for processing.
- May 21st – Emergency Communications Specialists received a 911 call reporting an unresponsive woman in respiratory arrest. Specialist Morse dispatched emergency medical services to the Greensboro, Vermont home while directing the woman’s husband to initiate CPR. For eighteen minutes, Specialist Morse maintained phone contact with a ten year old child at the home, providing calming instructions and monitoring first aid until paramedics arrived.
- May 23rd – Patrol officers assisted Probation & Parole personnel at a private residence along Byron Hill Road. Officer Clifford completed a search and seizure warrant for the home, where officers recovered quantities of suspected bath salts. The resident was taken into custody by Probation & Parole personnel for violating the conditions of release. The investigation continues.
- May 23rd – The Police Chief met with representatives from the Hartford Committee on Racial Equity & Inclusion.
- May 23rd – 25th – Patrol officers assisted staff at the Hartford High School with prevention education instruction for students.
- May 23rd – Emergency Communications Specialists received a 911 call reporting an unresponsive man in respiratory arrest. Specialist Blish dispatched emergency medical services to the West Hartford home while instructing the caller in CPR until emergency medical personnel arrived. Hartford Police and Paramedics arrived and assumed CPR through transport of the patient to Dartmouth-Hitchcock Medical Center.
- May 24th – Patrol officers responded to a report of shoplifting at Singleton’s Market in Quechee. The investigation continues.
- May 24th – The Police Social Worker participated in the regular meeting of the Marijuana Workgroup at the Vermont Department of Health offices.
- May 26th – Patrol officers were dispatched to a report of a dog bite at a home along the 1100BLK of Old River Road. Quarantine executed by police, referred to the Health Officer for continued investigation.

- May 26th – Patrol officers responded to a report of a purse containing cash and other valuable that had been removed from an unlocked motor vehicle parked at a residence along the 1700BLK of Quechee Main Street. The investigation continues.
- May 26th – Emergency Communications Specialists received a 911 call for an agitated man threatening a Windsor couple with a baseball bat. Specialist Leinoff maintained contact with the couple, gathering additional information and guidance while directing police to the altercation.
- May 28th - Jun 1st – Patrol officers responded to a report of a red, Polaris Sportsman ATV that had been taken from a private residence along Summer Street. The investigation continues.
- May 30th – Patrol officers assisted with traffic control during a veteran’s remembrance ceremony along Bridge Street.
- May 30th – The Police Social Worker participated in the regular meeting of the Hartford Community Coalition Block Party Planning Committee.
- May 31st – Police personnel worked with Town staff and community members to host the Annual Law Enforcement Torch Run in support of Special Olympics of Vermont.
- May 31st – Emergency Communications Specialists received a 911 call reporting an unresponsive woman suffering from an apparent overdose. Specialist Mayo dispatched emergency medical services to the Royalton home and for twenty-one minutes, he maintained phone contact, instructing the caller in CPR until the woman resumed breathing at nineteen minutes, and providing pre-arrival instructions until the arrival of emergency medical personnel afterward.
- June 1st – The Police Social Worker and SIU Investigator attended the regular meeting of the Hartford Child Protection Team.
- June 1st – Sergeant Pedro assisted the High School Health class with presenting material for the Teen Truth lesson.
- June 1st – Patrol officers arrested a 21 year old Danbury, New Hampshire man after finding him in possession of heroin at Watson Park.
- June 1st – The Police Chief met with partner agencies regarding implementation of the Abuse Later in Life Grant, specifically developing an investigative protocol and community engagement schedule.

- June 2nd – Officer Cable located an elderly driver from Connecticut suffering from dementia and reunited the missing man with his family.
- June 3rd – The police department assisted with traffic management operations during the Covered Bridges Half Marathon in Quechee.
- June 3rd – Patrol officers responded to a family altercation at a private residence along Fern Street. A Hartford man was arrested for domestic assault and released on citation pending a hearing.

Public Works:

- The highway crew continues to sweep streets, grade gravel roads, and began chloride application. They have also been ditching gravel roads as part of routine 'country drainage' maintenance.
- The highway crew began painting crosswalks and stop bars.
- The highway crew continues to assist the water department with road cuts and lawn repairs from winter water leaks.
- The highway crew installed a drainage structure and forty linear feet of culvert pipe on Jericho Street.
- The highway crew has been repairing road signs around town that are either damaged or missing.
- The highway crew has been sweeping roads with loader and the Johnston Street Sweeper. They also replaced the main broom on the sweeper.
- Two members of the highway crew attended a Risk Management seminar.
- The crew removed unsafe stairs from the chloride tanks.
- The water crew continued flushing and hydrant testing.
- The water crew repaired a water leak on Albert Street.
- The water crew is actively addressing a water pressure issue on Templeton Street.
- On May 24, most of the water crew attended the Green Mountain Water Environment Association meeting in Killington.

- The water crew replaced a curb stop at the Parker House in Quechee.
- The water crew completed several road cut and lawn repairs left over from winter.
- Our annual water quality report is live on the Town Website.
- The wastewater crew is working with a contractor address issues at the Olcott Pump Station.
- The wastewater crew repaired the Toro riding mower. After reviewing the DPW mowing contracts, we decided to do some of the work in house.
- The wastewater crew responded to an issue at the Mill Run Pump Station. We are working with the adjacent condo association to improve access to that station and install a back-up power generator.
- The wastewater crew continued to address infiltration issues at the Quechee leach fields.
- The Transfer Station continues to operate routinely.
- The solid waste crew is doing more public outreach (tours and school visits) that are being well received.
- The cylinder repair in one of the compactors has been completed.
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- DPW staff completed a draft of the Legion Lot Plans and submitted them to the Planning Department to be on the DRB.
- 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. Consultants are currently performing hydraulic analysis of storm water systems.
- Wilder Well project is moving forward. The project consultants are waiting on a few final items before we commence with the contract signing.
- Contract documents have been signed for the annual paving contract with Blaktop.
- DPW staff continues to engage in Union negotiations.
- FHWA denied our application to fund the washout on Maple Street. We are developing plans and bid documents for that project.