

**Town Of Hartford
Town Staff
Significant Activity Report, June 20 – July 3, 2018**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- During this two week period the Fire Department responded to 94 calls for service. Last year the department responded to 894 calls for service year to date. This year the department has responded to 1065, a 17 percent increase in calls for service.
- Town Clerk is researching statutory requirements regarding cemeteries and going to be contacting the various cemetery associations/cemetery committee to get a better understanding of storage needs so, we can determine the most prudent way forward.
- On June 19th at 04:46 the department responded to a 2nd Alarm building fire at 672 N. Main Street. Engine 4 arrived within 5 minutes of the alarm. They arrived to find smoke coming from the building. Due to the hazardous conditions within the building firefighting activities were conducted from the exterior of the building. No injuries were reported to the public or emergency responders. A fire watch was held overnight to monitor the building. The cause of the fire remains undetermined. The owners of the building have been given 30 days to begin demolition of the property.
- The Pool Survey currently has 466 completions. The survey is open until July 20th. The link is: <https://www.surveymonkey.com/r/hartfordpoolsurvey>.
- A quick update on payments plans for delinquent taxes. We currently have 35 folks on plans and only 2 failed to pay this past month.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- The Assessor held 26 grievance hearings and completed/mailed determination letters. Citizens have until July 9th to respond to the results of those hearings and request a hearing with the BCA.

- The BCA has set the Tax Appeal Hearing for July 18th (and, 19th, if needed) in RM 1 at Town Hall.
- Members of the Fire Department attended the American Legion State Convention in Rutland VT. Members of the Fire Department received the American Legion Medal of Valor for their actions in West Hartford when two individuals were struck by an Amtrak train.
- The Parks & Recreation Department has started pushing out our Independence Day Celebration on July 4th at Kilowatt South Park. The event starts at 6pm and will end with fireworks after dusk. We received another donation for the fireworks bringing the total to \$10,400. Contributions of Gold Level Sponsors included: White River Junction Rotary Club, Springfield Buick GMC and Sabbath Law. Silver Sponsors included: Holiday Inn Express and Mascoma Bank. Bar Harbor Bank and Trust along with Gerrit Crosby and Wayne Clafin also contributed to the fireworks display.
- David Dean has been re-establishing and mulching planting beds at Veterans Park. Take a walk, they look great!
- The Police Chief and Police Social Worker participated in meeting with area criminal justice and family service partners to discuss progress in the recently implemented Truancy protocols.
- LED Lighting Projects – Recycle/Transfer Station and Public Works Building installations completed. In addition to the future cost and energy savings, the projects significantly improved the quality and distribution of the area lighting. The Town received Efficiency Vermont rebates for both projects:
 - o \$4,248 (32%) of the \$13,295 cost for the Recycle/Transfer Station
 - o \$2598 (25%) of the \$10,510 cost for the DPW Building
- After 22 years of exemplary service to the Town, our Chief Operator, Earl Dyke, has announced his retirement. We wish him lots of luck in his future! We are currently working closely with the State of Vermont to understand the licensing requirements for that position prior to posting.

DEPARTMENT HIGHLIGHTS

Assessor:

- Updated all homestead/house-sites that have been received to present.
- Continue to inspect properties as warranted.

- Reviewed grand list values in NEMRC along with all exemptions, current use reductions, non-taxable etc.
- Filed taxable grand list with town clerk.
- Received education tax rates and set municipal rates.
- Continue to prepare grand list to send to finance for tax setting.
- Prepared and participated in a mediation for superior court appeal from 2017 grand list.

Clerk:

- The Early Voting season has begun. Overseas Early/Absentee Ballots had to be mailed out no later than June 29th. We are actively receiving Early Ballot requests and sending out the ballots.
- During the Legislative Special Session, as part of the approved budget, the legislature amended the implementation of the Vital Records Law (ACT 46) has been postponed to July 1, 2019 rather than July 1, 2018.
- Town Clerk followed up with Breadloaf Construction regarding the Vault door. They sent Cole Electric to assess the situation. They have ordered parts and will be back to repair it.

Finance:

- Preparing for year-end transition into new fiscal year.
 - o Grant review files.
 - o Recording of receivables.
 - o Budget adjustments.
 - o Town will require a single audit for FYE 18 (Federal Dollar expenditures in excess of \$750,000 threshold).
- Completed May Bank Reconciliations.
 - o Verified our internal records balance to the bank's records.
- Completed closure of bank accounts and transfer of funds as directed by the board.

- Completed May Financial Statements.
 - o Distributed along with a list of budget adjustments made to date as of 5-31-18.
- Completed processing annual transfers in capital accounts.
- Collected Encumbrance requests and will submit recommendation to Town Manager.
- Ongoing discussions & work with Audit Firm FYE 18.

Fire:

- Attended the District EMS Meeting. Chief Cooney was reappointed chairperson.
- The department has hired Tom Peltier as the new part time Fire Inspector. Tom is originally from Connecticut and most recently has been working as an intern for the New London, NH Fire Department while studying Fire Science at Lakes Region Community College.
- Recognized two Call Firefighters that have tendered their resignations. David Lebrun with 11 years on the department is leaving to after receiving a promotion at his full time job. Alex Northern with 8 years on the department was just hired as the new Fire Chief in Norwich VT.
- Telematics have been installed in some of the vehicles. The department is reviewing the data provided with this new equipment.
- The department is conducting a survey to assist in the development of our 5 year strategic plan. A link to the survey can be found on the Town and Fire Department Facebook page.
- Monitored Storm and Heat Warnings from the National Weather Service.
- Attended the VTrans Quechee Bridge Meeting
- Shifts conducted hose testing
- Shifts conducted pre plan inspections of commercial properties in the community
- Department is hosting a Paramedic student from VTC that is conducting ride a long time.

Information Technology:

- Registered Telematics devices, coordinated with DPW for installation. Set up all alerts.
- Setup scan folder on network for Dispatch to scan to from their copier.
- Resolved timesync issue with Spillman and radio logs – synced all times with our time server.
- Installed barcode scanner/wand at Police for File scanning system on network.
- Installed Wi-Fi access points for Norwich Police so they could access Spillman via Wi-Fi.

Parks and Recreation:

- Lego Engineering Camp took place the week of June 25th. The camp was held at the Town Hall room #2 with 20 children grades 1-5 enrolled. The program included STEM-based challenges and free-building of mechanisms that incorporate gears and flywheels. The half day program was offered in collaboration with Wicked Cool for Kids, which is an education company that specializes in customized enrichment programs in science, art and technology for kids through the 5th grade.
- Camp Ventures has completed week two. The program is going well with a tremendous amount of activities that includes trips to Storrs Pond and Maxfield.
- The Wednesday night concerts featured the Moonlighter's Big Band at the Quechee Green. We estimated about 100 in attendance, not including children. The concert with Dan Walker was cancelled last minute due to weather conditions.
- A Teen Adventure Getaway took 9 participants to the Strategy Zone- Outdoor Laser Tag in Goshen, New Hampshire. Our Teen Getaway was joined by Lebanon Parks & Recreation who brought a group of participants. This collaborative programming will continue with our next Teen Adventure Getaway as we plan to attend Strategy Zone with the Town of Hartland, Parks & Recreation on July 5th. We will finish the day with a trip to Sunapee Beach.
- Hartford Babe Ruth continue to play their summer ball games. The team has played several double headers with a few teams due to the number of players that we have.

- Vermont Baseball Coaches Association held their Twin State Classic on Saturday, June 16th for two seven inning games. We received several positive comments regarding the facility at Maxfield.
- Over the past two weeks, the Department's registration activities included 82 registrations totaling \$6,028 in revenue.
- The Ultimate Frisbee League continues at Kilowatt. They play on Wednesdays and have 84 players.
- Coed adult softball continues on Monday and Wednesday evenings at Ratcliff Park.
- Splash Night at UVAC was Friday, June 29th. The collaborative program took place from 7pm to 9pm with 40 participants.
- A large piece of rebar was poking out of the ground at the Dewey's Boat Landing. Because the Town does not own the body of water or where the water resides, we contacted the State Parks and Army Corp about getting it removed. Without much success we decided to take it into our own hands. DPW's Hanna Tyler and Jeremy Delisle were able to put a chain around the rebar and pull it out. It was uncertain what the rebar was from and how it all of a sudden surfaced. The Parks & Recreation Department continues to appreciate the great collaboration and efforts of the Public Works Department.
- The Pool Committee continues to meet. On June 26th the committee interviewed SE Group and Weston & Sampson Engineering for the pool assessment. The committee selected Weston & Sampson to complete the work. Once a contract is completed, we anticipate the work on the assessment to begin.
- The Cemetery Committee continues to complete its work discussing solutions to safe keeping of current private cemetery records. Additionally, they have developed a spreadsheet that will be used to identify maintenance needs such as road repairs, sunken and broken stones, tree maintenance and other repairs. They are also working on common rules and regulations to be followed by all cemeteries.
- Signage has been installed at Kilowatt South that we hope will better delineate the path to the off leash area and prevent dog owners from unleashing their pets in advance of the designated 'off leash' zone.
- We acquired a new volunteer, John Kasten. He will be assisting Mathew Pause, Nighthawks coach/HPR Field Prep Tech, with baseball field preparations for

Nighthawk games. We are always very appreciative when community members donate their time to the Town and our department. Thanks John!

- We capitalized on the rain by continuing to fertilize at Maxfield prior to our dry spell. The Lax, practice field (Section E) softball & baseball fields has been fertilized. Todd Holmes was of great assistance getting us started by fertilizing the softball, baseball & half of the lacrosse field, as well as training us on how to properly distribute the product using the park's equipment. In addition, all of the park mowers were serviced as part of our routine maintenance.
- Department will continue to irrigate at Maxfield. The current set up requires a tremendous amount of labor force. Each irrigation head has to be placed and then moved to capture all areas of a field. We look forward to obtaining the Water Reel we have put out to bid for the new fiscal year purchase. This machine will allow our staff to put the machine in place and let the machine retract the irrigation head to cover large sections of a field.
- There is an irrigation line that is leaking by the baseball field dugout. We have identified the location but awaiting the assistance from the Water Department and DPW to dig and fix the leak. In the meantime, the area will continue to leak each time the system is pressurized.
- We solicited three more quotes for our mower purchase in order to create a more robust price list for the Town; only two vendors submitted quotes during the formal bidding process.
- We will be scheduling the deep tine aeration and over seeding, as outlined in the RFP, to occur within the next two weeks.
- Work has begun on drafting an RFP for vendors to bid on operating WABA concessions during the 2018-19 season.
- We continue implement our weed management program at Maxfield.
- Installation is complete on the piers and piping, which will accommodate the new cooling units that will service the new chiller at WABA.

Planning and Development:

- Town (Master) Plan Update - A series of 5 Community Engagement meetings for the Town Plan Update kicked-off on June 18th with great input on a variety of topics to be explored more at the 4 subsequent meetings. June 25th was the 2nd meeting which focused on Energy and Transportation. Close to 50 people identified specific strategies and actions to achieve local, regional and state goal. Future meetings are July 11th on Community Facilities/Services and Historic Preservation; July 16th on Land Use and Natural Resources; July 23rd on Housing and Economic Development. CATV is taping meetings 2-5.
- Twin Pines/Housing Vermont VCDP Sykes Mountain Avenue Housing Grant – Grant Agreement, Subgrant Agreement and Program Management Agreement executed for development of the 30-unit multifamily mixed income housing project. Land purchase completed on June 20, 2018, and construction is underway.
- Bridge and Main VCDP Housing Project in WRJ – Building, sidewalk, curbing and streetscape improvements substantially completed. Grand opening for the housing portion of the building on July 2nd. Fit-up of first floor commercial spaces underway.
- New Development Applications – Zoning Board of Adjustments meeting held on June 27th.
- Wilder Well Solar Project – Working with Norwich Technologies on draft contract for installation of the solar array and draft structure for Community Solar.
- State Electric Vehicle Charging Station (EVCS) Grant – Town staff is developing an RFP to solicit vendors to install EVCS at various town properties throughout town. The outcome of this RFP process will be used to submit a grant proposal to the State by the end of July.
- Maple Street/RT 5/Pine Street Planning Process – On June 26th, approximately 30 community members, property owners and business owners came together to envision redevelopment of this area. The initiative is being led by a consultant team made possible by a special grant from Two Rivers-Ottawaquechee Regional Commission. CATV taped the meeting.
- Quechee Pocket Park – Punch list items and all repairs completed by contractor, and certified by the construction management engineer.

Police:

- June 17th – Patrol officers responded to a private residence along Orrizonto Road for a complaint of damaged property after chase vehicles supporting hot air balloons that landed in field there damaged the turf.
- June 17th – Emergency Communications Specialists received a 911 call reporting an unresponsive man in respiratory arrest. Specialist Hodgdon dispatched emergency medical services to the Barnet home while instructing the caller in CPR for more than (19) minutes until emergency medical personnel arrived.
- June 17th – Patrol officers assisted the Lebanon Police Department in locating persons of interest at a private residence along Cascadnac Avenue following an assault that was reported to have occurred at a Lebanon Gas Station.
- June 18th –The Police Department assisted with traffic and event management operations during an event hosted by the Quechee Club on behalf of Hypertherm.
- June 18th – Emergency Communications Specialists received a 911 call reporting an overturned dump truck that had caught fire in Bolton with the driver trapped in the cab. Communications Specialists Morse and Boutilier dispatched appropriate emergency resources while simultaneously working with the caller to safely free the driver before the dump truck became fully engulfed in flames.
- June 18th – Patrol officers responded to a motor vehicle collision with injuries along Route 4 at the Quechee Gorge after a Tractor & Trailer struck a passenger car from behind, sending it into oncoming traffic. Injured parties were treated and transported for medical assistance by paramedics with Hartford Fire Department. Traffic was delayed during investigation and clean-up. The operator was cited and released.
- June 19th – Patrol officers responded to a domestic altercation at a private residence along Brookmeade Circle. Following investigation, police arrested a Hartford man and charged him with Aggravated Domestic Assault and related charges.
- June 19th – Emergency Communications Specialists received a 911 call reporting a fire at Heirloom Gifts at the intersection of Route 4 and 5. Fire and police personnel were dispatched and additional resources summoned accordingly. Patrol officers assisted with traffic management as Fire personnel worked for several hours to extinguish the fire. Detectives are working with Fire Department personnel and State Arson investigators in the effort to determine the cause and origin of the fire.
- June 20th – Patrol officers responded to a private residence along the 1200 BLK of Maple Street for a woman in need of assistance. Paramedics were summoned to

the scene and the woman transported by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.

- June 20th – The Police Chief and Police Social Worker participated in the regular meeting of the Windsor County Special Investigations Unit Executive Board.
- June 21st – Patrol officers assisted the Norwich Police Department with their response and investigation of a motor vehicle collision with injuries.
- June 21st – The Police Social Worker participated in the regular meeting of the Upper Valley Marijuana Workgroup.
- June 21st – Patrol officer received a report of a theft of floor mats belonging to a truck taken from the White River Car Wash. The investigation continues.
- June 21st – The Police Chief and Police Social Worker attended a community meeting hosted by VTrans to provide a project update on Quechee Gorge Bridge improvements at the Town Hall.
- June 22nd – Patrol officers responded to a property damage vehicle collision along Quechee Main Street at Marshland Farms. The investigation continues.
- June 22nd – Emergency Communications Specialists received a 911 call reporting an unresponsive man in respiratory arrest in a car parked at the Royalton Park & Ride. Specialist Hodgdon dispatched emergency medical services to the Royalton home while instructing the caller in CPR for more than (7) minutes. The man regained consciousness as emergency medical personnel arrived.
- June 23rd – The Police Department assisted with traffic management during the annual Hartford High School Alumni Parade in Downtown White River Junction. The Police Chief participated in Alumni Picnic Activities.
- June 24th – Patrol officers responded to a behavioral emergency involving a juvenile at a private residence along South Main Street. Staff assisted the parents in transporting the juvenile to Dartmouth-Hitchcock Medical Center for further assistance.
- June 24th – Patrol officer arrested a White River Junction woman during a traffic stop after locating personal use quantities of heroin. The woman was cited and released.
- June 24th – Patrol officers responded to a private residence along Gates Street for a woman in need of assistance. Paramedics were summoned to the scene and the

woman transported by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.

- June 25th – Patrol officers assisted the Norwich Police Department with their response and investigation of a motor vehicle collision involving an impaired driver. Patrol officers also responded to a 911 Hang-up while in Norwich.
- June 26th – Patrol officers received a report of a theft of cash by an acquaintance of a White River Junction man at his residence along Connecticut River Road. The investigation continues.
- June 26th – The Police Chief, Detective Sergeant Moody, and the Police Social Worker participated in the “Beyond Naloxone, Opioid Summit” hosted by Mt. Ascutney Hospital to discuss addiction prevention strategies.
- June 26th – Several police officers and supervisors attended Mental Health First Aid Training hosted by Alice Peck Day Hospital.
- June 27th – Patrol officers conducting an after-hours premises check at Kilowatt Park-North located a small party including several impaired persons. Subsequent investigation recovered quantities of marijuana, cocaine and prescription drugs. The investigation continues.
- June 28th – Emergency Communications Specialists received a 911 call reporting a fatal head-on collision along I-91 North in Hartland. Communications Specialists summoned appropriate resources and updated first responders and investigators for the incident that stopped traffic for several hours.
- June 28th – The Police Social Worker participated in the regular meeting of the Hartford Community Coalition, Mental Health/Substance Abuse Sub-Committee.
- June 29th – Patrol officers responded to an injury collision involving a motorcycle that was struck by a passenger car along Maple Street. The motorcycle operator was transported by Hartford Fire Department Ambulance to Dartmouth-Hitchcock Medical Center. The investigation continues.
- June 29th – Patrol officers responded to a property damage vehicle collision at the intersection of Hartford Avenue with Bugbee Street. Citation issued.
- June 30th – Patrol officers assigned to Bravo Squad hosted an Ice Cream Social with children and families in the Northwood’s Community in White River Junction.

Public Works:

- The highway crew continues to sweep streets, grade gravel roads, mow, and apply chloride. They have also been ditching gravel roads as part of routine 'country drainage' maintenance.
- The highway crew continued 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 completed the Hillridge Drainage Project.
- The highway crew graded, shaped, and 'hardpacked' Neal road.
- Two Crew members received their flagging certification.
- The highway crew also assisted with the GPS Unit/Telematics installations.
- The highway division worked closely with the paving crew to pave Noyes Road.
- The highway division addressed several small washouts and sinkholes that popped up around town.
- The water crew completed hydrant testing in the Hartford system.
- Monthly meter reading was completed.
- Crew members worked with an archeological consultant to dig test pits to 'clear' the area we are investigating for digging for the North Main Drainage Project.
- The water crew has been working closely with contractors on Sykes Mountain Avenue at Key Chevrolet and Prime Subaru to ensure the water lines are being installed to our standards.
- One crew member from this division also received his flagger certification.
- The water crew has also been assisting with the GPS Unit/Telematics installation.
- The water crew responded to a substantial water leak on Gifford Road.
- As always, the water crew continues routine operations, sampling, and testing in accordance with state and permit requirements.

- The wastewater crew continues to operate both systems routinely. They have been sampling and testing in accordance with state and permit requirements.
- The wastewater crew completed all the work at the Birchwood Pump Station.
- The wastewater crew continues to perform seasonal cleaning and landscaping. This year, we elected to remove some of the mowing from the contracts and perform some of it in house.
- The wastewater crew worked with Hartigan/Wind River to inspect lines for the engineering phase of the South Main Street Project.
- Clayton Whitmarsh assisted the water division with a service leak on Third Ave and Kyle Moses and Scott McKinney assisted the water division with the leak on Gifford Street. We have a great team here who is always eager to help each other out!
- The Transfer Station continues to operate routinely.
- The solid waste crew continues to encourage outreach and tours to raise awareness of the facility.
- Everett Hammond's vacancy has been advertised and closes July 12, 2018.
- We thank Joan Ponzoni, from Public Works, for her dedication and leadership in the Sister Cities Program. It was a pleasure to give the group a tour of Public Works facilities and we look forward to future opportunities to engage in similar projects!
- DPW staff continues to work closely with consultants to complete a planning study of sewer, water, and storm water infrastructure on and around South Main Street.
- Mahar Services (the bidder for the Wilder Well) has received all of their licensing requirements to move forward with the project. A preconstruction meeting is planned for July 10th. We are eager to get this project completed.
- Blaktop has been paving several roads around town as part of our annual capital paving project. At this time, the project has been going very smoothly and remains on budget.
- DPW staff is continues to engage in Union negotiations.
- The Hillridge Project is completed and the grant reimbursement has been submitted to the TRORC.

- The Plans and Bid Documents have been received for the Maple Street Project from VTrans. We are currently finalizing those and ensuring that all of our permits are in order. We anticipate releasing that for bid next week.
- DPW Staff is working with Parks and Recreation to finalize all overhead utility connections to the Emerge Building prior to demolition.
- DPW staff continues to do 'toolbox talks'. We will be hosting 'OSHA 10' in September.
- DPW staff continues to work closely with several private contractors around town to insure that their projects are in permit compliance (Sykes Mountain Avenue dealerships, Bridge and Main Street, Currier Street, Cartoon Studies).
- The Lower Sykes Mountain Avenue is moving along. The fence on top of the retaining wall is completed. Extremely high temperatures have briefly postponed the sidewalk pours, but the contractor is staying busy with other projects onsite.
- DPW Staff met with property owners on Senior's Way to discuss erosion issues. We will be working with them to eliminate that persistent issue.
- Jeremy Delisle, Rick Nott, and Everett Hammond worked very diligently to complete all the close-out for FEMA for the July 1 Storm.
- DPW Staff is working with the Police Department to address parking concerns in the Downtown Area. We will be improving signage that will hopefully minimize confusion and congestion!
- Bids were received for liquid chloride and contracted mowing. Those bids will be awarded this week.