

**Town Of Hartford
Town Staff
Significant Activity Report, July 18-31, 2018**

STAFF HIGHLIGHTS

- Respectfully submitted for your consideration.
- The following are highlights from the department head reports for this two week period.
 - The Assessor's Office continues processing Homesteads declarations and providing changes to finance.
 - The Town Clerk will be working with the Superintendent's office to come up with an alternate parking and entrance plan to the High School Gym for the Primary Election in case the HHS paving project is not completed by the target date of August 11th. The Town Clerk contacted the Secretary of State's office about the possibility of changing the venue but, that is not an acceptable/viable option given the short notice.
 - Town will require a single audit for FYE 18 (Federal Dollar expenditures in excess of \$750,000 threshold)
 - The fire department responded to a significant number of incidents totaling 134 calls for service during this two-week period. Calls for service continue to increase at a rate 18 percent over last year. This has increased our usage of mutual aid from the City of Lebanon to meet our service demand. To date our requests for mutual aid have increased 30 percent over last year. Compounding this increase in calls is the frequency of simultaneous events. This year we are experiencing simultaneous events 59 percent of the time versus 42 percent from last year. This data suggests we have exceeded our staffing model of minimum manning of 3 on duty personnel.
 - IT installed new an IP Server at Public Safety. The process is beginning to transfer all police, fire and communication employees to the new server.

- Week 5 and 6 of Camp Ventures was successful. Participants went to Storrs Pond and Crazy Kids. The program had special performances, put on a color run and held a fun day at Maxfield.
- The Cemetery Committee continues to complete its work. The formulation of private and town owned cemetery needs has begun. The committee has spent a majority of its time assessing the needs and identifying costs to those needs. Tree work, stone repairs and general maintenance of grounds are most of the need. In addition, they are still discussing records and how to improve on access to those records.
- The Rec Department received the Water Reel for Maxfield. We have implemented its use at the complex. The new unit eliminates a tremendous amount of labor force needed to irrigate the complex with the previous irrigation guns. In the past, in order to irrigate, employees had to manually maneuver the heads to properly cover a large field, taking time away from other tasks. The new unit requires placement and hooking up to the irrigation main line. Once the irrigation head is extracted, the operator can move on to other job tasks while the unit retracts on its own, covering a large field area.
- The Pool Survey had 753 completions. The survey results will be reviewed at the next Pool Committee Meeting on August 7th. Question #6 asked "Please describe what you envision an ideal outdoor swimming or aquatic experience could be in the Town of Hartford"? This question had 585 responses. The committee also met with Weston & Sampson Engineering on July 24th for the Kickoff Meeting. This meeting also included a site survey of the existing pool structure and support facilities. Preliminary discussions identified that the pool shell had several structural imperfections and unknowns related to expansion joint locations. The gutter system showed signs of movement over the years which likely contributed to failure. A complete preliminary assessment is forthcoming from Weston & Sampson.
- Town (Master) Plan Update - The 4th and 5th Community Forums of the 5-part series for the Town Plan Update were held. Over 35 people attended the July 16th meeting focused on Land Use and Natural Resources, and what the Town

might look like in the future. July 23rd focused on Housing and Economic Development, where attendees discussed possible approaches to job creation and the workforce; opportunities to grow a new economy; housing quality, quantity and affordability; and vibrant village centers.

- Detective Sergeant Moody attended Working, Controlling & Managing Major Cases training hosted by the Southern Police Institute and Hendersonville, NC Police Department.
- The highway crew has completed repairs Wildlife Road.
- The Wilder Well Project is moving forward. They are mobilizing in this week to start drilling. We have another construction meeting on August 2nd.
- DPW Staff is working with Parks and Recreation to finalize all overhead utility connections to the Emerge Building prior to demolition.

DEPARTMENT HIGHLIGHTS

Assessor

- Processing state aid payments and providing to finance
- Continue to process property transfers for 2019 grand list
- Working on sales study for state
- Continue to do inspections of permits and new transfers
- Assisting other departments on assessing issues
- Assisting public -walk in's emails and phone

Town Clerk

- Town Clerk and Nancy Howe, BCA Member, attended Accessible Voting Machine (AVM) training hosted by the Secretary of State's (SOS) office and Democracy Live(the vendor for the AVM system) in Killington on Tuesday, July 24th. The AVM equipment should be arriving by early August for use in the Primary Election. We will have an AVM for each voting district in Hartford (Windsor 4-1 & 4-2).
- The Tax Appeal Decision letters were sent to all appellants/representatives by certified mail on Friday, July 27, 2018. The Decisions were also lodged with the Grand List in the Town Clerk's office.
- The Town Clerk and two BCA members (Dick Ballou and Nancy Howe) tested the voting tabulators & ballots on Friday in preparation for the upcoming Primary Election. The Clerk will be attending a Tabulator training just rolled out by SOS on Tuesday, July 31st in Montpelier.
- Town Clerk's office continues to process new voter registrations and Absentee Ballot requests. The Town Clerk is scheduling poll workers for the Primary and coordinating other activities related to the Primary including working with HHS Maintenance and IT personnel.
- The Town Clerk & BCA will be scheduling a Tax Abatement Hearing in September. We hope to have a date finalized in the next couple weeks. We currently have seven requests for Tax Abatement.

Finance

- Processing June Bank Reconciliations
- Verifying our internal records balance to the bank's records
- Reviewing Encumbrance requests and will submit recommendation to Town Manager
- Tracking and adjusting department budgets as needed within the approved FYE 18 budget

- Preparing for yearend transition into new fiscal year
 - Grant review files
 - Recording of receivables
 - Budget adjustments
- Ongoing discussions & work with Audit Firm FYE 18

Fire

- As part of Governor Scott's county tour attended a meeting with the Commissioner of Public Safety to discuss fire service issues in Springfield.
- Attended the EMS District 9 Meeting
- Attended the Quechee Bridge temporary fence meeting with VTRANS
- Staff is preparing an RFP for the station vehicle exhaust system awarded through a Homeland Security grant. We expect to release the RFP this week. Proposals are due August 24th.
- Met with Geoff Martin to discuss further energy efficiency opportunities at the Public Safety Building.
- On Wednesday, Cope Associates, Inc. conducted a strategic plan workshop with our staff to identify goals and action items for the next five years. The department received over 100 responses from the community to assist with our goal setting strategies.
- Conducted inspections with the Town Health Officer.
- Shifts continue to conduct pre plan inspections throughout the community
- Incident snapshots for this period:

- On 7/15 the department dispatched for a reported motor vehicle accident with injury. The duty crew was tied up with another incident at the time of dispatch. Ambulance 2 responded with LT Hedges only and Lebanon was requested to send a fully staffed ambulance. On arrival there was one vehicle into the woods at the intersection of Handy RD with what appeared to be significant damage and the horn sounding. There was one patient lying on the ground talking to police who had self-extricated from the car. As treatment commenced Ambulance 1 was released from the other call and Lebanon Fire was cancelled by the Duty Captain. Once Ambulance 1 arrived the patient was packaged and moved to Ambulance 2 for transport to DHMC.
- On 7/16 Responded mutual aid to Woodstock for a structure fire in the downtown block. Engine 3 responded with three personnel and Ladder 1 had been requested as well but we were not able to obtain personnel in a timely manner to respond so Lebanon Ladder was requested in place of ours. Engine 3 arrived on scene and were assigned interior operations to try to prevent extension to an attached adjoining building. Captain Rowlee was assigned to Alpha Division where crews worked both interior and exterior hoselines including the elevated master stream from Lebanon Ladder. Assistant Chief Beebe arrived on scene and operated as part of the command unit. After several hours of work Assistant Chief Beebe requested the day shift crew to respond with our ladder and rescue to relief Engine 3 crew and Lebanon Ladder crew. Ladder 1 and Rescue remained on scene utilizing the elevated master stream and the cascade on rescue.
- On 7/18 On the evening of July 17th we were called to the Quechee Gorge for a victim spotted at the bottom at the edge of the river. Captain Hannux and Chief Cooney responded to the gorge and confirmed the individual was seen at the base of the gorge located on the downstream side of the bridge. Due to the victim being found later in the evening we decided to complete the recovery of the victim the following morning. To reduce the danger to the recovery operation. Earlier in the summer our boom winch had been sent out for service therefore a rope system would need to be configured to haul the stokes basket to the bridge. The basket raising and lowering without the winch requires a second system to be built on the bridge as well as the system to lower the climbers to the bottom of the gorge. Hartford personnel were contacted the night before to ensure availability the following morning as well as additional personnel from Lebanon

and Hanover. A Norwich Engine was also placed at station 1 for coverage during the evolution. Personnel responded to the gorge at 0600 hours, VTRANS detoured traffic from Route 4. The Climbers were lowered into the gorge from the walking path on the downstream side of the bridge. The rope system was put into place from the bridge using the boom to lower and raise the basket. Personnel placed the victim in the stokes basket, personnel were hauled back to the starting point and the victim hauled to the bridge without incident. All personnel cleared and returned.

- On 7/18 Responded to a reported vehicle fire, a pickup truck with lumber on Neal Rd. Units were on the air in service in the Wilder area when the call was received. Upon arrival we found a pickup truck fully involved in fire with fire impinging on power lines directly overhead. The truck was towing a flatbed trailer loaded with pressure treated dimensional lumber, the trailer was not involved in the fire at this point. The fire was extinguished and then vehicles were relocated to get the engine off the road onto a nearby driveway away from the power lines. The driver was interviewed while crews maintained a safe distance from the power lines until Green Mountain Power arrived. Due to the heat produced from the fire all 1000 gallons of water on the truck was used to fully extinguish the fire. The hoseline and equipment were picked up and units returned to quarters.
- On 7/21 responded to a propane gas leak on Skyline Way.
- On 7/27 the department dispatched with a report of an individual stuck on the side of the Quechee Gorge. Based on the dispatch information Lebanon and Hanover were requested in addition to the General Alarm to perform a rope rescue. On arrival it was confirmed that there was an individual on the side of the gorge. Hartford Police were the first to reach the area where the individual was. As we worked our way to the individual he used exposed tree roots to pull himself back up the embankment.

IT

- Setup new public computer for Assessing
- Addressed DHCP issue at Public Safety
- Synced Digital Signage Calendar at Police with Google for desired view

Parks and Recreation

Program Highlights

- Teen adventure on Thursday July 19th went to Skyzone Trampoline Park. The trip to Six Flags on July 26th was cancelled due to the weather.
- Dave Keller performed at Lyman bandstand on Wednesday, July 18 at 6:30pm. The concert was well attended with approximately 70 spectators in attendance. The concert in Quechee on July 26th with Fu Chunk was cancelled due to the weather.
- The Hurricane Hill Trail Run 5k – 10k was held on Saturday July 21st. The race started at 9am. The trail run is a collaborative with the Friends of Hartford Track. There were 123 registered for the race. 86 runners completed the 10k and 16 runners completed the 5k. Registration and awards were held at the Upper Valley Aquatic Center. UVAC allowed runners access to the facility for use of bathrooms and locker rooms.
- Thirty six individuals attended the Boston Red Sox Trip on July 15th verses the Toronto Blue Jays. The bus departed Town Hall at 8am on the 15th and returned about 8:00pm. The Bus arrived about 10:30am and participants were able to spend time in and around Fenway prior to the game.
- The Let's Go Fishing Clinic that was scheduled for Wednesday, July 25th was rained out. We have rescheduled the clinic for Tuesday, July 31st at Clifford Park. The clinic has 12 enrolled and will be instructed by Jay McDonough. Jay is a certified instructor for the Let's Go Fishing Program.
- The 2018 VRPA – St. Johnsbury Academy State Track Meet was held last Saturday July 21st. A special thank you to St. Johnsbury Recreation and the St. Johnsbury Academy staff for all they do to make this event possible for the Vermont Recreation and Park Association and the many teams that participate. This year, Hartford came in 2nd place in the small community category. Montpelier finished in 1st place. The team held an end of season bbq at Maxfield on Thursday July 26th. Heidi Geha was the coach and did a fantastic job with the kids. We appreciate her time and efforts with the program. Congratulations to the team!
- The Youth Football Camp was held July 16th through the 19th. We had 42 participants registered in the program.
- The Babe Ruth Baseball Team concluded its season on July 20th. The Department wishes to thank Bill Vielleux and Scott Brooks for coaching the

program this year. They deserve a lot of credit in establishing a very popular program this summer.

- Summer Girls Soccer at Clifford Park and Field Hockey Camp at HHS continued on Tuesday & Thursday of the past couple weeks.
- The Department supported a Valley Quest on July 18th. There were 17 participants in the program.
- The Parks & Recreation Department and Upper Valley Aquatic Center Splash Night was on Friday July 27th from 7pm to 9pm. There were 28 participants.
- The Ultimate Frisbee League continues at Kilowatt Park on Wednesday evenings.
- Coed adult softball continues on Monday and Wednesday evenings at Ratcliff Park.
- The Department continues to work on the Glory Days of the Railroad scheduled for the second weekend of September.

Parks/Facilities

- The Department has developed and disseminated a RFP for tree work in the public parks. We have also included several hazard trees in the town owned cemeteries. We are also assessing stone work that is needed in the town owned cemeteries.
- Upper Valley Young Professionals held a Corn Hole Tournament on Wednesday, July 18th.
- The Department attended the Town Forest Rec Plan Meeting on Wednesday, July 18th.
- The Bob Ammel Field Day was held on Sunday July 22nd from 1:00am to 3:30pm. The event was fundraiser for the memorial scholarship fund. The event led up to a Post 84 double header.
- The Department held interviews for the park laborer position. 6 applicants were interviewed. We have a conditional offer to one of the applicants and hope to announce the name of the individual who will be joining our team soon.
- A large concrete plank at the Kilowatt Boat Launch was dislodged from its position. The plank was removed and it has not been determined if we will replace it. The water levels are too high for us to access with equipment. The

plank appeared to be elevated from the others. There is a slight dip in the ramp with no apparent issue with launching a boat.

- The parks crew was able to take advantage of the wet weather by adding lime to the playing fields at Maxfield. Soil tests revealed low PH so we have been adding lime to sweeten the soil up and lower the acidic value. High acidic soil can't absorb nutrients in fertilizer so we are trying to resolve the problem. We have also applied another application of fertilizer to the park playing surfaces.
- The Department implemented the "Name the Quechee Pocket Park Contest". Submission are due on August 20th. As of this report, we have 12 entries submitted.
- The Department looks forward to presenting the updated Parks & Recreation Logo to the Selectboard. After the presentation, we will reveal to the Parks & Recreation Board prior to implementation.

Planning and Development

- Currier Street Extension – Coordinating project completion with DPW.
- Lower Sykes MT Ave Bike Ped Project – Working with DPW and contractor on project completion punch list.
- Wilder Well Solar Project – Continued working with Norwich Technologies, Vermont Law School, Green Mountain Power and the mobile home park on the structure of a Community Solar project and contract.
- Energy Planning Work Groups – As part of the Town Plan Update, two citizen workgroups were assembled to assist the Energy Commission develop the sections on renewable energy and energy efficient buildings. The first meeting of both workgroups was on the week of July 23rd.
- Electric Vehicle Charging Station in South Main Street Parking Lot – Reviewing draft installation plan with electrical, GMP and DPW for installation this fall.

- Town Forest Management Plan – The results of the community survey were discussed at a community meeting on July 18th. Focus was on creating a low profile recreational experience for a variety of users.
- Conservation Public Education – On July 21st several community members attended a program to learn more about invasive plants in Hartford. The guest speaker was Dana Hazen, and the program was highlighted in the Valley News.
- Resilience Workshop – On July 27th, the 2nd in a two-part public information series, Chuck Collins spoke about planning for a resilient community. Over 40 people attended the workshop.
- Budget – Year-end closeout activities completed.
- VT Public Service Board Building Energy Codes – On July 25th, staff attended an information workshop on the update of state building energy code requirements for commercial and residential properties undergoing renovations, or new construction.
- Warm-Up Quechee – The Hartford Energy Commission is rolling out the second public information event targeting a specific village. Residents will learn more about energy savings and resources; talk with representatives from Efficiency Vermont and contractors; and sign up for free walk-through energy audits of their properties. The event will take place on August 11th from 10-11:30 at the Quechee Library. Notices are posted on the Town website, Facebook, flyers around town and will be sent with the August 1st water bills.

Police

Please find the Police Department and Emergency Communications Center significant activity report for the week ending July 14th:

- July 15th – Officer Keeling participated in the Robert Ammel Sr. Memorial Youth Day activities at Maxfield Sports Complex.
- July 16th – Patrol officers responded to a property damage motor vehicle collision along Route 4 at the Quechee Gorge Bridge. Operators were cited and released.

- July 16th – Emergency Communications Specialists received a 911 call reporting a large structure fire in a multi-use building in the Town of Woodstock. Specialist Mayo dispatched multiple fire companies and support service to assist with the large fire that consumed several business and residential apartments before being extinguished.
- July 17th – Patrol officers arrested a 30 year old South Royalton man and woman after learning of outstanding warrants after stopping their car for a traffic violation. The woman transported to Southern State Correctional Facility where she was held as a fugitive pending a court hearing. The man was cited for violating the conditions of his release while awaiting trial and released.
- July 17th – The Deputy Chief attended the regular meeting of the Rotary Club of White River.
- July 17th – Patrol officers arrested a 32 year old Barre man after he fled from police overnight when they had attempted to stop his vehicle for traveling in excess of the posted speed limit along Hartford Avenue. The driver, who was operating on a suspended license, led police on a several mile pursuit along I-91 North before police disengaged from the pursuit. Later, State Police responded to a call for service after the man abandoned his vehicle behind a bystander's home in Thetford and fled on foot. The driver turned himself into Hartford Police several hours later and was transported to Southern State Correctional Facility where he was held on bond pending a court hearing.
- July 18th – - Patrol officers, investigators and the Police Social Worker assisted Fire Department personnel with the recovery of a 28 year old Massachusetts man, and subsequent investigation into the events leading to his death at the Quechee Gorge Bridge.
- July 18th – The Police Chief and Police Social Worker attended the regular meeting of the Windsor County Special Investigations Unit Executive Board.
- July 18th – Patrol officers responded to a property damage motor vehicle collision along Maple Street near Prospect Street. A second property damage motor vehicle collision was investigation by patrol officers along Route 4 at the Quechee Gorge Bridge. Operators in both incidents were cited and released.

- July 18th – The Police Chief and Police Social Worker attended a meeting with partners of the School Resource Officer Partnership to discuss Truancy Protocols.
- July 20th – Patrol officers responded to the Vermont Rail Company for a report of vandalism to the windows on a piece of construction equipment. The investigation continues.
- July 20th – Patrol officers responded to reports of an intoxicated man threatening customers at a convenience store along Hartford Avenue. The man was located a short distance away and charged with Aggravated Assault and related crimes.
- July 20th – Patrol officers responded to a property damage motor vehicle collision along Sykes Mountain Avenue. Operators were cited and released.
- July 21st – Patrol officers assigned to Charlie Squad hosted an Ice Cream Social with children and families in the Twilight Court & Sunrise Circle community in Quechee.
- July 22nd – Patrol officers responded to a property damage motor vehicle collision along Route 4 at the Quechee Gorge Bridge. Operators were cited and released.
- July 22nd – Emergency Communications Specialists received a 911 call from a couple reporting a unresponsive man in a vehicle stopped along a roadway in Springfield. Communications Specialist summoned first responders as appropriate while instructing the caller in basic aid for nearly seven minutes until first responders arrived.
- July 22nd – Patrol officers responded to a private residence along Jericho Street for a woman in need of assistance. Patrol officers transported the woman to Mt. Ascutney Hospital for further assistance.

- July 23rd – Patrol officers responded to a human services provider along Hartford Avenue for a man in need of assistance. Paramedics were summoned to the scene and the man transported by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- July 24th – The Detective Sergeant and the Police Social Worker participated in a planning meeting in advance of this year’s Overdose Awareness Day activities.
- July 24th – The Police Chief and Police Social Worker attended a meeting hosted by VTrans regarding temporary improvements to the Quechee Gorge Bridge at the Town Hall.
- July 25th – Patrol officers responded with Fire Department personnel to a motor vehicle collision with non-life threatening injuries along Route 4 at the Quechee Gorge Bridge. Operators were treated, cited and released.
- July 25th – Patrol officers responded to a property damage motor vehicle collision along Sykes Mountain Avenue. Operators were cited and released.
- July 27th – Patrol officers assisted the Vermont State Police with the arrest of an impaired driver who struck a guardrail on I-91 and fled from Troopers. The man was cited and released pending a hearing.
- July 27th – Patrol officers assigned to Delta Squad hosted an Ice Cream Social with children, volunteers and families at the Haven’s Summer Camp.
- July 27th – Patrol officers responded to a property damage motor vehicle collision along Route 4 at Quechee Main Street. Operators were cited and released.
- July 27th – Patrol officers responded to a property damage motor vehicle collision along North Hartland Road at Ballardvale Drive. Operators were cited and released.

- July 28th – Patrol officers responded to reports of an unresponsive man stopped in a vehicle along VA Cutoff Road near Route 4. Police found the man in need of assistance and transported him to Dartmouth-Hitchcock Medical Center for further assistance.
- July 28th – Patrol officers responded with Fire Department personnel to a motor vehicle collision with a motorcycle along Route 4 at North Main Street. Operators were treated, cited and released.

Public Works Department

Highway

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- The highway crew continued repairing potholes and catch basins
- Paul Saucier removed a tree that was completely blocking access to Hollow Drive on 7/20/18 that call came in at 3:15 pm
- Travis Beebe and Ben Lynds had multiple call outs on down trees
- The Jetter had three tires that needed to be replaced. Paul made a call to Pete's Tire Barn and they had some slightly used ones they gave the town
- The highway crew has been flushing culverts around town and ditching on Quechee Hartland Road
- The highway and water crew investigated a sink hole on Chandler road found nothing unusual and believe it was caused by a water leak last winter
- The highway crew has been working closely with the Solid Waste Division while their loader is out of service. Pete's has the loader and should have the new tires on this week
- Paul worked 13 hours of overtime for the Windsor Fire Department to repair a ladder truck for them. They will reimburse the town for his time.
- Allstate Asphalt chip sealed Quechee Main Street, Hillside South and Red Barn Road

Water

- Nott's Excavation completed a cut and cap at the Waldorf School that the water department needed to work closely with them.
- Evan Eccher took charge of a leak that came in at the new Twin Pines development.
- The Evan Eccher and Kurt Dermody had to remove trees and fencing to prepare for the drill rig to start the new well. They were assisted by Gene Tessier, Travis Beebe and Wesley Shipley.
- The water crew completed 29 valves in Hartford's system. These are critical valves that control some very old and tender water mains.
- As always, the water crew continues routine operations, sampling, and testing in accordance with state and permit requirements.
- Our plant and facilities are always available for tours. We encourage everyone to come see where their water comes from!
- Water Department has a Entry level position open that they are actively trying to fill.

Wastewater

- The wastewater crew continues to operate both systems routinely. They have been sampling and testing in accordance with state and permit requirements.
- Jeff Lord, Steve Brock and Tom Coates met with Amy Polaczyk from the State to discuss the need of the access road to Mill Run. She is going to help us push and try to get this completed.
- Waste Water was very shorthanded due to vacations these last two weeks.
- The wastewater crew continues to perform seasonal cleaning and landscaping.
- The wastewater crew worked on the Olcott pump station and pulled the pump for service.
- The wastewater crew completed the maintenance to the Centrisys machine.
- The wastewater crew continues performing routine maintenance on leach fields in Quechee.

- As always our wastewater treatment facilities are open for tours. We encourage everyone to see what the Town of Hartford does to control pollution!
- Waste Water has an Entry Level Waste Water Operator position opening.

Solid Waste

- Landfill loader went to Pete's Tire Barn for new tires.
- Bob Vahey met with Fred Hammond to explain the need for cost savings at the landfill. Fred renegotiated his pricing for a significant savings.
- Solid waste will hold another Household Hazardous waste day on August 4th from 9:30-12:30
- The solid waste crew continues to encourage outreach and tours to raise awareness of the facility.

Administrative

- Continuing to work close with FEMA
- The Sykes Mountain Avenue Sidewalk Project is nearly complete.
- Finalizing the results for the aggregate bids that were received.
- Sent out the request for proposal for Fuel pricing.
- Posted internally for a Chief Waste Water position.
- DPW staff is continues to engage in Union negotiations.
- Working with Geoff Martin on Solar panels up to the Wilder well
- 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 Studios, Twin Pines).