

# Significant Activity Report

## July 27, 2021

### Finance Department

1. 2021 Fiscal Year End Close Out
  - a. Provided close out checklist to staff and board chair
2. Preparing Board Presentation for August 17th
  - a. Encumbrance requests & reviews
  - b. Draft close out financial position for June 2021
  - c. Leasing vs Buying
3. Opening new fiscal year 2022
4. Assisting Department Heads in project funding guidelines and steps
5. State of VT Desk Review of the FEMA COVID Grant in process with Town a Manager and Board Chair

### Fire Department

#### FY 20 vs. FY 21 Statistics

|                                 | <b>FY 20</b> | <b>FY 21</b> | Increase |
|---------------------------------|--------------|--------------|----------|
| <b>Total Calls</b>              | 2248         | 2554         | 13.60%   |
|                                 |              |              |          |
| <b>Incident Type Categories</b> |              |              |          |
| Fires                           | 44           | 48           | 9%       |
| Overpressure Rupture/Explosion  | 5            | 10           | 100%     |
| Rescue/Medical                  | 1575         | 1811         | 15%      |
| Hazardous Conditions            | 48           | 61           | 27%      |
| Service Calls                   | 253          | 254          | 0%       |
| Good Intent                     | 142          | 137          | -4%      |
| False Alarm                     | 173          | 222          | 28%      |
| Weather Emergency               | 3            | 4            | 33%      |
| Special Incident/Other          | 5            | 7            | 40%      |

Call volumes continue to increase every year. A 13 percent increase over last fiscal year continues to place a strain on staffing to meet the needs of the community. To date this calendar year, we are already experiencing a 14 percent increase in call volume over last year. January 1-July 22 (2020 calls to date 1,251), (2021 calls to date 1,434).

The Fire Prevention Office has been completing many construction inspections, health/safety inspections, purchase & sale inspections and following up on open violations. They have closed 146 inspections since July 1<sup>st</sup>.

Shifts continue to complete shift training and our two probationary firefighter/EMT's are progressing well in the departments training program.

The department continues to receive compliments from Quechee residents and thanks for the rapid response times received when Station 2 is staffed.

## **Assessor**

- Continual processing of property transfers, homestead declarations, and permits
- Completed a course on understanding and applying tax related state statutes
- Met with the district advisor on the sales verification process associated with the common level of assessment
- Assisted tax payers in understanding their assessed value associated with their tax bill
- Attended a VALA business meeting as well as a VALA meeting concerning the future of utility assessments
- Began verifying property transactions associated with common level of appraisal (CLA)

## **Town Clerk**

1. Election Preparation:
  - a. Ballots received from the printer
  - b. Sample Ballots have been posted
  - c. The first Absentee/Early Ballots were mailed on Friday, July 16<sup>th</sup> to voters who requested them.
  - d. A Display Ad ran in the Valley News on Thursday, July 22<sup>nd</sup> reminding voters of the upcoming Special Election and Early/Absentee Ballots are available by contacting or visiting the Clerk's Office 802-295-2785 or requesting online through <https://mvp.vermont.gov>. The ad also reminded residents the Clerk's Office will CLOSE at NOON on Monday, August 9<sup>th</sup> to prepare for the election and set up the HHS gym. The Clerk's Office will be CLOSED ALL DAY on Tuesday, August 10<sup>th</sup>. I have posted signage in and around our office as well regarding the closure.
  - e. The Clerk and some Board of Civil Authority Members Tested the Voting Tabulators on Thursday, July 22<sup>nd</sup>.
  - f. The Clerk has been contacting the BCA and other election workers to complete the schedule for set-up and on election day. Any Hartford registered voter who may be interested in assisting can contact the Clerk.
2. Special Event and Request to Cater Liquor Applications continue to flow in for review by the Town Manager & the Clerk before being sent to the VT Department of Liquor Control. This activity increase over the summer months.
3. The Clerk's Office fields a high volume of calls & e-mails from residents and others related to other departments so, callers are redirected as appropriate.
4. The Recording volume remains high and in-person traffic has increased significantly in the past few weeks now that Town Hall has re-opened.

## **Department of Planning and Development**

- July 19<sup>th</sup> Amtrak Vermonter Train Restart – Over 125 people came to the WRJ Amtrack Station to celebrate the restart of the Vermonter Train after 17 months of not operating due to the Covid Pandemic. Festivities included music from local artist Rob Oxford, greetings from Hartford Selectboard Vice-Chair Joe Major, and a bit of railroad history from Operation Lifesaver Authorized Volunteer Bill Wittik. Almost everyone received a \$5 gift card to a downtown restaurant to encourage patronage. When the train arrived at the station, 100 people boarded for the special rate of \$1. A special thank you to the Hartford Parks and Recreation Department, the Hartford Area Chamber of Commerce, and the VT Agency of Transportation for partnering with us to make this event a success.

- Wentworth 2 Housing Project – The development of 21 units of new affordable and workforce housing off Sykes Mountain Avenue is nearing completion to receive its Certificate of Occupancy. The Ribbon Cutting is scheduled for August 11<sup>th</sup>.
- FY 2021 Closeout – Provided all the required information to Finance for year-end closeout for Fiscal Year 2021.
- Housing Development – Exploring opportunities to increase housing stock in Hartford.
- Development Applications – There continues to be a steady stream of inquiries and applications for residential and commercial improvements and new construction projects throughout town. Since January of this year, we have issued 156 permits.

## **Police**

Jonathan Cyran has joined the police department as a police officer. Jonathan came to us from New Jersey where he was attending Kean University and is in the US Marine reserves. Jonathan will be attending the upcoming police academy and begin his field training.

The department attended a planning session with other area police and fire departments for a Mass Casualty Incident drill that will be taking place in October with Dartmouth Hitchcock.

Detectives are investigating a report of a theft from a local hotel room where it is alleged that several thousand dollars' worth of tools and an undisclosed amount of cash were taken.

Officers assisted with the 1<sup>st</sup> annual Pride parade in downtown White River Junction. During this reporting period, the department handled 326 incidents with 19 arrests. The breakdown is as follows:

Animal Problem – 14  
 Arrest on Warrants – 10  
 Assault – 6  
 Burglary – 1  
 Citizen Dispute – 11  
 DLS – 1  
 Domestic related – 2  
 Fraud – 1  
 Juvenile Problem – 2  
 MV Disturbance – 9  
 Noise Disturbance – 3  
 Suspicious Person or Circumstance – 34  
 Traffic Accident – 8  
 Trespassing – 1  
 Vandalism – 1  
 All other – 222

## **Department of Public Works**

Highway: understaffed but still completing storm cleanup, grade roads and mow roadsides.

Water: Installing new waterline on West Gilson and big water leak on Hartford Ave.

Quechee Waste Water: Understaffed but continues keeping operations moving forward. Also had some damage to clean up from the storms.

White River Waste Water: Continues to fight clogging pumps on South Main and Bridge Street from someone flushing rags.

## **Department of Parks and Recreation**

### **Program and Park Highlights**

- Concerts in the park included the Panhandlers on July 14<sup>th</sup> and Jacke in the Pulpit on July 21<sup>st</sup>. Our Movie in the Park presented the movie Onward.
- The Safety Netting Project is complete at Maxfield. Springfield Fence will be back to complete the new gate for the clamshell. During installation last week, the company misgauged their auger and it went through the lighting conduit. MG Electric along with Valley Turf Services were called in to address and repair.
- The second round of fertilizer was applied to many of the park facilities and game fields.
- The pool project continues to move forward. Continuation of steel work between the weather has slowed the process down some but Bread Loaf remains on schedule. We are hopeful for the gunite application within the next week.
- The Hurricane Hill Trail Run is postponed to October 16<sup>th</sup>. The recent rains have saturated the trail system. Additionally, a storm that came through toppled several large trees and multiple trees across the trails. Volunteer have been working to clear the trails but several trees will require professional services to remove.
- Week 5 and week 6 of Camp Ventures are complete with 80 campers in each session. Broadway Ventures, a collaboration with Creative Lives was held at the High School. The program had 20 participants.
- Minecraft Mania was held the week of July 19<sup>th</sup> in room two of Town Hall. The program is a blend of virtual learning and companion, hands-on activities that explore science and engineering using the Minecraft game.
- SOLID Speed and Agility, Track & Field, Summer Flag Football, Hurricane Football Camp, Nihon Aikijujutsu Session 3, Women's Ultimate Frisbee and Adult Tennis Clinics are programs conducted over the past week.