

Town of Hartford
Significant Activity Report
November 16, 2021

Assessor

- Continued with fall inspections
- Attended webinars for the new implementation of VT PIE for property transfers and GIS applications
- Attended the VALA meeting for Vermont listers and assessors
- Worked with planning on permit data for the Hartford Growth Center
- Began work on the assessment portion of the annual town report

Finance

FYE 2021 Audit

Provide to Department Heads for review and comments

Town Manager, Finance Director and Audit firm met via Teams to discuss draft audit

Draft Presentation to board 11.16.21

On - Going Fiscal Year Annual Reporting

U S Census Bureau

State of VT

Bank Reconciliations

Distributed 1st fiscal quarter financial statements to staff

Board presentation 11.16.21

Preparing for Calendar Year wrap up

Finalizing Town Report items required by Finance

Parks & Recreation Department

Program and Park Highlights

- All of our fall youth sports have concluded for the season. The Department completed planning for our Youth Basketball program this winter season. Registrations will open on November 10th. The program will begin after Thanksgiving. COVID protocols are in place and have been reviewed and accepted by the School District for the use of the school gyms.
- The Trunk or Treat held on October 30th was moved to the High School and turned into a drive thru event due to the inclement weather. We did our best to keep count of the number of cars. At the end of the night, we had 281 cars and estimated 800 to 1000 people attended. We had 24 trunks/booths with decorated booth awards going to the top three. Three trunks pulled out due to the weather. A big thank you to all the families, businesses and organizations that participated.
- November 1st and November 2nd the Department offered two programs for school early release day and in-service day providing youth the opportunity to participate in alternative programming. 23 youth participated in a trip to GetAir Trampoline Park,

Vermont Institute of Natural Science and visits to our local parks and playgrounds. Our after-school programming continues to be popular. We started a new session of Lego Club on November 8th. Department is busy marketing upcoming programs such as Youth Basketball, Public Skating at WABA and Card Making in November.

- Facility Permits over the past couple weeks included the Upper Valley Hawks Special Olympics Awards Presentation at Lyman and the Vermont Soccer Coaches Association held its Division III Championship Soccer for Girls/Boys at Maxfield on November 6th. We also hosted the Senior Soccer Classic which showcased High School Senior Soccer Players.
- The Department is updating No Hunting Signs at the Hurricane Wildlife Refuge.
- Wreaths have been provided for the Veterans Day Celebration coordinated by Dennis Backus.
- With the recent frost, mowing of park grounds have slowed down some. We continue to operate parks along with the full operation of the WABA Arena. The docks have been removed from the Kilowatt South Boat Landing for the season and the water system will be shut off at Maxfield and facilities winterized now that all scheduled sporting events and activities have concluded.
- The pool project continues. The splash pad was poured last week and they are working on perimeter drains for the pool deck. The control building framing is near complete and the roof is to be installed before the end of this week. Depending on the weather, the deck will be completed within the next week or two. Scheduling the concrete work for the deck has caused some delays. Report from Bread Loaf is that many construction contractors are dealing with multiple projects with a lack of workforce, delayed delivery of supplies for even concrete. Our project has succumbed to these delays. We suspect that the concrete pour of the full deck will take place soon after the deck perimeter drains are completed.

Department of Planning and Development

- Increasing Housing Opportunities – Completed and submitted state grant application to update the Housing Chapter of the Town Plan and completed the Town portion of the regional bylaws review grant for submittal. Participated in regional community forum on developing accessory dwelling units.
- Hartford Growth Center Designation – Collected information on development inside and outside the Growth Center for the 5-year update for the state.
- Tax Increment Financing District (TIF) and Downtown Program– Soliciting information from property owners for these two annual reports.
- Property Development –Held Planning Commission Public Hearing on applications, and finalized and distributed formal Findings of Fact. Received and began review of new applications for the PC and Zoning Board of Adjustments. Continued to respond to information requests and development inquiries, review building permit applications for improvements to properties, process permit applications, and conduct site visits/issue Certificates of Occupancy for completed projects.
- TIF S. Main, N. Main, and Gates Streets Project – Final engineering nearing completion for second phase and starting preparation of Bond Bank and State revolving loan fund applications.

- **POLICE DEPARTMENT**

- The Department has been investigating the disappearance of a 68-year-old Sharon resident who was reported missing on November 1st. Sadly, the man's body was discovered in the Connecticut River on November 6th. The investigation is ongoing.
- Officers participated in the presentation of awards for Special Olympics Athletes of the Upper Valley Hawks.
- Officer Lord Singleton successfully completed his field training program and was released to solo patrol.
- Officers have completed De-escalation training.

- During this reporting period the department handled 186 incidents with 11 arrests. The breakdown is as follows:
 - Animal Problem – 7
 - Arrest on Warrant – 4
 - Burglary - 2
 - Citizen Dispute – 2
 - Disorderly Conduct - 1
 - Drug Possession – 1
 - Fraud - 1
 - Juvenile Problem – 6
 - Missing Person - 2
 - MV Disturbance – 9
 - Suspicious Person or Circumstance – 15
 - Traffic Accident – 5
 - Vandalism – 2
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 - All other – 129

TOWN CLERK

- The Board of Civil Authority met on November 4, 2021, to review and discuss the Legislative Apportionment Board's re-districting/apportionment proposal for Hartford. The proposal changes Hartford's districts to three single-member districts rather than the two districts we currently have i.e., (one single-member district comprised of a portion of Hartford with the towns of Pomfret & Barnard and a two-member district for the remainder of Hartford). The BCA did not support the LAB proposal and voted unanimously to recommend the Hartford Districts remain unchanged as proposed in an Alternate Plan by LAB member Jeanne Albert. The Clerk submitted the BCA's recommendation to the LAB on November 9, 2021.
- The Clerk as completed the first draft of all the Clerk Town Report submissions. A final review & edit will be completed in the next few weeks before submission to Paula Nulty.
- We are planning for 2022 Dog Licensing; the tags will be available for sale on the first business day after the New Year-Jan. 3rd (all dogs age 6mos. Or older must be registered no later than April 1st each year). A current rabies certificate is required to license all dogs. We encourage all residents to license their dogs. We will be using social media, Listserv, and advertising to remind folks. We are also exploring sending out a reminder postcard to residents who have licensed their dog in the past couple years. We receive rabies certificates from NH vets regularly and will continue to contact those residents who have not licenses their dogs.
- We are beginning preparations for the Town and School District Meeting Cycle. This year, we plan to mail postcards to all ACTIVE (Not Challenged) voters reminding them they continue to have the option to voter by Early/Absentee Ballot; it will include the various ways a Ballot

request can be made. This effort for the 2021 Town Meeting resulted in increased participation overall; this effort also helps identify undeliverable mail to a voter allowing the Clerk to issue a Challenge Letter to the voter and update the Voter Checklist to indicate the voter is challenged. This does not remove the voter from the Checklist, but it requires the voter to sign an Affidavit of Residency prior to receiving a ballot. Once Ballots are available (by Feb. 9, 2022), voters may choose to REQUEST an Early/Absentee in the following ways: 1. In the Clerk's Office during business; 2. Calling the Clerk's Office (802-295-2785) to request a ballot be sent; 3. Request a Ballot using the State online portal <https://mvp.vermont.gov/> (ballots will be issued via mail unless the voter resides overseas, is disabled or, is serving in the military whereby they can receive the ballots electronically but the ballots must be returned via mail in this scenario). As always, Voters may choose to vote In-Person on election day (MARCH 1, 2022).

Public Works

1. Nearly all DPW crews have been working closely to get the paving done this week. We will be getting the base courses down and then finishing up in the spring.
2. Hannah, Lori, and Matt did the final walk through for the Sykes Mountain Projects with all of the partners involved in that project. That project came in under budget and we have a substantial completion certificate.
3. Hannah has been preparing for her budget presentation.
4. This week we advertised several positions within our utilities departments. We are excited to work with the Vermont Rural Water Association to roll out a new apprenticeship program that provides a high level of support to employees starting this as a completely new career. We have also filled ALL of the vacancies within the highway department.