

Significant Activity Report

December 14, 2021

Town Clerk

1. The Clerk's Office received the thirty-six Hartford 2022 Liquor License Renewal Packets from the VT Department of Liquor Control. We are collating the corresponding documentation; we plan to mail them to the applicants by mid-December with February 4th deadline to return the completed applications to the Clerk's Office for processing at the local level (HPD & Fire Marshal & review/approval by the Local Liquor Control Board) before sending to the State for final approval prior to April 30th. It is a lengthy process, so it is key for the applicants to adhere to the deadlines.
2. The Clerk soon will be posting/advertising a list of all positions to be elected at the 2022 Town & School District Meeting on March 1, 2021. *Candidate Consent Form AND Candidate Nominating Petitions (with 30 valid Hartford Registered Voter Signatures) must be submitted NO LATER THAN 5pm on January 24, 2022, to the Hartford Town Clerk. FORMS available on the Vermont Secretary of State website: <https://sos.vermont.gov/elections/election-info-resources/candidates/local-office-candidates/>*
3. The Legislative Apportionment Board has finalized its recommendation to the submit to the Legislature to require single-member legislative districts statewide rather than the current hybrid configuration in Hartford consisting of one single-member district with Barnard & Pomfret; plus, a two-member district for the remainder of Hartford. The BCA voted on November 4th to recommend to the LAB to retain Hartford' Current configuration. The BCA will be contacting our legislators to gain their support during the legislative session to advocate for a hybrid approach as has occurred in the past re-districting plans. The VT Legislature has the final vote for legislative redistricting.
4. The Clerks continue to prepare for early January activities to include Dog Licensing as well as the Town & School Meeting Cycle of events.

Finance Department

FYE 2021 Audit

Final Distribution to all stakeholders

Filing with Federal Clearing House

On - Going Fiscal Year Annual Reporting

U S Census Bureau

State of VT

Bank Reconciliations

Preparing October financial statements to distribute to staff

Provided Town Manager with 3 different modules/options for Financial Board Presentations

Preparing for Calendar Year wrap up

Finalizing Town Report items required by Finance

Assessor

- Continued processing property tax transfers
- Attended a utility valuation meeting with VALA and Vermont PVR about standardizing utility valuations
- Worked with Vision on CAMA clean up and data organization
- Completed some field inspections and data entry
- Continued CAMA system audits

Fire Department

To date the department has responded to 2,511 calls for service. Compared to 2020 (2,220) the department has experienced a 13% increase in call volume this year.

Incident Log:

Calls for Service 11/23-12/08	123		
Incident Type Categories			
Fires	0		
Overpressure Rupture/Explosion	0		
Rescue/Medical	94		
Hazardous Conditions	1		
Service Calls	11		
Good Intent	10		
False Alarm	7		
Weather Emergency	0		
Special Incident/Other	0		

Parks & Recreation Department

- Youth Basketball Programs for 3rd-6th grade started the week of 11/28 – 92 participants – 9 teams.
- Hartford Parks & Recreation Department was recognized on Friday, 12/3 by the Vermont Fish & Wildlife Department as an outstanding partner for the Let's Go Fishing programs over the past several years. Jay McDonough, Superintendent of Recreation Programs is the leader of the program in Hartford and deserves full recognition bringing the program to the community. Fishing is a lifelong activity and identified as a top healthy activity for the mind and body.
- Holiday Events have kicked off the week of 11/28 – Coloring Contest, Festive Pet Photo Contest, Light Up Hartford and Letters to Santa. Our Skate with Santa event will be held on Saturday, 12/11 4:30pm-6:30pm at WABA. Pre-registration for the skate provides participants with a goodie bag once they leave.
- February Camp Ventures – Registration filled in 8 minutes (24 campers). Currently have 17 participants on the waiting list which supports our need to enhance vacation week and after school programming opportunities.
- Winter shut down of the pool project will take place following completion of the following work: Complete framing, drywall; Painting, doors, plumbing fixtures and FRP on Control Building; Install of exterior metal siding, install will be weather permitting; Complete sunshade steel framing. Fabric and tension cables to be installed in spring 2022; Install Chain Link fencing from existing school building to the

East to the east corner of the Control Building. In addition, they will make the project secure and safe for the winter shut down. Bread Loaf will remove the project trailer from the site once the winter work is complete and the site is secure. The pool contractor has finally received the long-delayed shipment of the filter units from Malaysia and these units have been delivered and set in the pumphouse. They intend to complete the piping of these filter units and pumphouse equipment over the winter. Bread Loaf looks to re-mobilize early spring, as soon as weather permits. Spring work will be as follows: Drain pool and Install pool interior plaster and tile (weather at 50 deg and above); Install pool deck concrete (40 deg and above); Install pool slide, splash pad spray features and pool safety features; Complete maintenance equipment and start up chemicals; Fill and start pool; Pool training and operation; Complete sunshade fabric and tension cable installation; Install control building windows; Install control building cabinetry and counters; Complete remaining site fencing and pavement patching; Install landscape sod; Punch list and final cleaning. Bread Loaf anticipates mobilizing for the spring work on or about April 1, 2022 (earlier should weather permit) and look to be complete with the work by June 3, 2022.

- WABA operations continue with a full schedule of ice activities. Hartford High School has started practices and scrimmage schedules. In addition, the Hartford High School and Middle School have been utilizing the facility for physical education classes. Skates are made available to students as well.

Public Works

1. We have had our first few snow falls of the season! Crews have been managing the snow fall which didn't accumulate much, but were long lasting storm events.
2. Brittney completed work with the State for grants associated with our HHW events.
3. Hannah worked closely with members of the State team to resolve a ROW & construction conflict issue that has popped up with the VA Cutoff Bridge Project.
4. We are still actively recruiting to fill vacancies in our Water, Wastewater, and Highway departments.
5. Hannah and Chris have been working closely with Sanborn Head to complete the Solid Waste Facility's five year recertification. We also received favorable bids for the processing and removal of the C&D pile. That contract was awarded at a recent board meeting and we are working with the selected contractor to execute that contract.

Police Department

During this time period, the department handled a bomb threat investigation at the High School. The threat was found written on a bathroom wall by a custodian over the weekend. The Patrol Supervisor on duty requested the assistance of the State Police Bomb Squad to utilize their expertise and bomb dogs to do a sweep of the campus. The school was cleared twice over the weekend and no suspicious packages or devices were found. Working with school officials we also did a threat analysis determining the threat was not credible at this time and that the school could remain open. On Monday we increased visibility on campus throughout the day and I had a follow up conference call with the principal.

During this reporting period the Police Department handled 295 incidents. Below is a breakdown of some of those calls and incidents:

Animal Problem – 2

Assault – 2

Assist other agencies – 7
Burglary - 1
Citizen Assist - 19
Citizen Dispute – 11
CPR -1
Death Investigation – 2
Directed Patrols – 22
Foot Patrols – 14
Fraud - 3
Juvenile Problem –5
Menta Health Issues - 2
Missing Person - 2
MV Complaints – 14
Noise Disturbance – 1
Overdose – 4
Property Damage – 1
Robbery - 1
Sexual Assault - 2
Suspicious Persons – 2
Suspicious incidents – 26
Theft of a motor vehicle – 1
Theft property – 6
Traffic Accidents Damage –11
Traffic Accident – Extrication – 1
Traffic Hazard - 6
Trespassing Violations – 4
Welfare checks – 11
911 Hang up calls - 15

Planning and Development Department

- Hartford Emergency Housing Committee Proposal – The Planning Commission held a workshop to discuss the Committee’s proposal to change the Town’s Zoning Regulations regarding Recreational Vehicles. A future workshop is planned.
- Certified Local Government Grant Application – Submitted Historic Preservation application to conduct research and produce written and oral documentation of Hartford’s creative arts history.
- Vermont Municipal Planning Grant – The Town was awarded a \$20,000 grant to update the Housing Section of the Town Plan. Continued to research and facilitate a variety of housing options in Hartford.
- Tax Increment Financing District (TIF) and Downtown Program – Continued work on annual reports related to the Town’s participation in these two programs.
- Tafts Flat Historical Survey – A community meeting to present the final report of the survey was held on December 8th, and at least 25 people attended in person and remotely.
- Property Development – 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.