

Significant Activity Report

February 22, 2022

Town Clerk

1. The Clerk's Office is busily preparing for the upcoming Annual Town & School District Meeting on March 1, 2022.
 - a. Ballots arrived from the printer Feb 9th. By Feb 11th, 860 ballot pkts had been mailed out. A huge thank you to the Board of Civil Authority members who helped to fold and prepare the ballot pkts.
 - b. As of Feb. 16th, we have had 940 absentee/early ballot requests.
 - c. On Feb. 15th, the Clerk posted Sample Ballots at locations throughout the Town.
 - d. The Clerk and several members of the Board of Civil Authority tested the voting tabulators/machines.
 - e. The Clerk will be attending the Budget & Candidates Night on Feb. 21st and the Town Meeting Day, on Saturday, Feb. 26th. Both events will be held remotely and facilitated by Chuck Wooster, Town & School Moderator. Information for ways to participate and/or watch is posted on the Town website.
2. The Assistant Clerk has been processing Applications for Liquor Licenses.
 - a. Four (4) have been approved by the Local Liquor Control Board and sent up to DLC for review.
 - b. Three (3) are on the agenda for consideration on Feb. 22nd.
 - c. Twenty-four (24) are in the review process at HFD & HPD.
 - d. Twelve (12) businesses have not yet submitted their liquor license renewal applications to the Clerk's Office. We specified a return deadline of Feb. 4th to give ample time for processing at all levels.
3. Dog Licenses are trickling in (we are up to #74; we typically have close to 800 dog licenses (pre-pandemic #'s). By VT Law, dog owners are required to license all dogs, six months or older, each year by April 1st. If the dog is spayed/neutered the fee is \$9; if not, the fee is \$13. A current Rabies Certificate is required to license the dog.

Assessor

- Completed equalization Study and Current Use webinars for PVR
- Began processing homestead declarations from the state for the 2022 Grand List.
- Processed property transfers
- Assisted public with tax questions due to tax bills, deferred tax bill questions to finance
- Processed permit data entry, the last permits processed for the 2022 Grand List will be 02/18/2022
- Met with tax appeal lawyer on upcoming appeal process and potential valuation disputes.

Department of Public Works

1. DPW spent a significant amount of time cleaning up from the big snow storm, especially in our downtown area.

2. The wastewater department has been struggling with a failed pump at our Maple Street Pump Station. There have been no overflows.
3. Our new Administrative Assistant, Kim Nardine-Brown, has officially started! We look forward to working with her.
4. The Highway division has been focused on opening/thawing culverts in anticipation of rainy and warm weather.
5. The administrative team has been very busy getting capital projects ready to go for the construction season.

POLICE DEPARTMENT

The department took delivery of its hybrid Toyota Rav4 as one of the administrative vehicles.

Officers investigated what was originally reported as a robbery at Dunkin' in Quechee, drawing a large police presence. Upon arrival it was learned that it was a larceny from a vehicle whereas the victim was chasing the offender. A 34-year-old Woodstock man was later located and subsequently charged with the offense.

Our Emergency Communications Center received installation of a third 911 console from the state E911 Board to better assist with the 911 call volume to state public safety answering points (PSAPs).

The department provided employment offers to two candidates having successfully completed the hiring process. Both candidates have accepted the offers and will begin employment with the Department on February 28 and begin the police academy in March.

During this reporting period the department handled 281 incidents with 15 arrests. The breakdown is as follows:

Animal Problem – 2
Arrest on Warrant – 7
Assaults - 4
Citizen Dispute – 6
Disorderly Conduct – 3
Drug Possession – 1
DUI - 1
Juvenile Problem – 3
MV Disturbance – 12
Noise Disturbance – 2
Parking Problem – 2
Suspicious Person or Circumstance – 15
Traffic Accident – 11
Trespassing – 3

All other – 209

Finance

Completed 2nd Property Tax Collection

- Turned \$1.7M in Delinquent Taxes, same as FYE 21

On going completion of annual calendar year reporting

Prepared & Distributed all required W2s, 1099s and corresponding reports

Collection of annual Purchasing Policy

Preparing for Annual Work Compensation Audit

Prepared and distributed December Financials

- Board Presentation 3/22/2022

Joint Collaboration with Town Treasurer John Clerkin and Town Manager on line of credit

- Retire existing \$9.2M and acquire a reduced one at \$5M as a Tax Anticipation Line

Joint Collaboration with HR Department on providing information to contractor for completion of the town's Other Post Employment Benefits Actuarial required for our annual audit.

Fire Department

Incident Log:

Calls for Service 02/04/22-02/17/22	92		
Incident Type Categories			
Fires	2		
Overpressure Rupture/Explosion	0		
Rescue/Medical	63		
Hazardous Conditions	4		
Service Calls	8		
Good Intent	7		
False Alarm	7		
Weather Emergency	0		
Special Incident/Other	0		

February 10, 2022, at 3:48am the Hartford Fire Department responded to a First Alarm structure fire located at 51 Spring Circle, White River Junction, VT. Units arrived at 3:55am to find a mobile home with smoke visible from the front door. The building was occupied at the time of the fire, two adults and two children evacuated prior to arrival of the fire department. The first arriving engine deployed a hose line to the interior of the mobile home and extinguished a fire in a rear bedroom. The fire was confined to the bedroom, but due to smoke damage throughout the mobile home the residents will be unable to occupy. The Red Cross is assisting the occupants. One adult male occupant was transported by ambulance to DHMC for evaluation.

The cause of the fire is currently under investigation by Hartford fire investigators to determine cause and origin.

Lebanon, Hanover, Norwich, Windsor, and Hartland Fire Departments provided mutual aid assistance.

Fire Safety Tip:

Fire can spread rapidly through your home, leaving you as little as one or two minutes to escape safely once the smoke alarm sounds. A closed door may slow the spread of smoke, heat and fire. Install smoke alarms in every sleeping room and outside each separate sleeping area. Install alarms on every level of the home. Pull together everyone in your household and make a plan. Walk through your home and inspect all possible exits and escape routes. Households with children should consider drawing a floor plan of your home, marking two ways out of each room, including windows and doors.

Parks and Recreation

- A new afterschool program will be starting soon. VINS Afterschool Program has 9 out of 13 slots already filled. The Department is collaborating with VINS and will pick up the kids at the elementary schools and then deliver them with our van to VINS. VINS will provide professional instruction for the program.
- The Department has started working on the Spring/Summer Program Guide. Karen McNall completes all the design work in-house. We anticipate this work to take a couple weeks to complete.
- The Youth Ice Fishing Derby at Dewey's Pond was a success despite the weather. The registration and awards had to be moved to the parking area due to the slush and snow that blanketed about 8 inches of ice. The slush was caused by the weight of the snow on the ice. We had just over 80 youth anglers part of the event. Weather conditions had us end the event about 45 minutes earlier. 30 fish were caught with the largest being a 24inch Northern Pike.
- Hearts in the Parks started the weekend before February Vacation. Hearts are scattered throughout the parks system and each heart has a trivia question to be answered and submitted to the Department.
- The Ledyard RedZone 5k was held on Super Bowl Eve with 88 runners completing the race. We appreciate the Department of Public Works assisting with getting the pedestrian path in great shape for runners and the Hartford Police Department for road crossing assistance and the Hartford Fire Department for being on hand for any medical needs. We also had a great crew of volunteers that supported the race as timers, course workers and handling registrations.
- February Vacation Camp was held at the Hartford Middle School. 26 children were enrolled. This was a max enrollment due to limited staffing to run the program. We could have easily increased enrollment with additional staff.
- We have advertised for the Part Time Administrative Position for the Department. Deadline for applications is February 16th. We already have 11 applications. We will be sending the applicants a questionnaire to be filled out. Once we evaluate the answers along with their resumes, we will look to schedule interviews.

- The WABA Arena is winding down operations as we start the month of February. High School Hockey Playoffs will be the first week of March and it appears both the boys and girls' teams at HHS will be hosting quarterfinal games. Public skating continues to be very popular and well attended. Over the weekend of February 12th and 13th we had public skating sales of over \$700. Staff continue to hear supportive comments from spectators and players that visit the facility and are very impressed with the cleanliness of the facility and the accommodating staff. Operationally, we have had some sensor issues with the refrigeration cubes. The primary trouble alarms are based on the continuous cold temps below 10 degrees and mostly when we have negative temperatures. Preferred Mechanical has worked with us in a software program to address how the cubes react to the temps once they cycle on.