

# SIGNIFICANT ACTIVITY REPORT

April 19, 2022

## Finance

2021 Calendar Year Work Comp Audit

Recording /setting up new bond and state revolving loan funds

Treasurer transition

FYE 2022 Audit Prep

Fixed Asset Reconciliation

Other Post Employment Benefits Actuarial

## Town Clerk

1. As of April 12<sup>th</sup>, the Clerk's Office has registered 706 dogs; this is still below pre-pandemic licensing numbers. VT Law requires annual licensing for dogs aged six months or older by April 1st. A current rabies certificate is required to license any dog. We encourage ALL Hartford dog owners to license their dogs for the safety of their dog and community. The Clerk's Office sent out a reminder mailing this year; it was well received by residents. In addition to the traditional advertising in the newspaper and on social media, we anticipate doing a reminder postcard mailing again next year.
2. The Governor signed the Legislative Apportionment/Re-districting legislation last week. The Secretary of State's Office is working with their programmers to make some updates to the statewide voter checklist system prior to Towns being able to make necessary changes to reflect the new district lines within the districts. This will be a significant project to ensure accuracy. The new districts will be in place prior to the August Statewide Primary.
3. Trainings: The Clerk will be attending the Annual Vermont Municipal Clerk's and Treasurer's Association Training in Fairlee on April 27<sup>th</sup>. In addition, the State has ordered new voting Tabulator Machines for Towns who utilize tabulators during elections. The Clerk and two other election workers will attend a tabulator training on May 5<sup>th</sup> in Killington. Each Town is only permitted three attendees at the training.
4. The Assistant Clerk has been working diligently with applicants, staff, and the Fire Marshal to wrap up the outstanding liquor license applications.
5. The Clerk's Office recently received a request for Tax Abatement. The Board typically holds hearings in March and September however, we had not received any request forms from taxpayers for March. By statute, the Board of Abatement is comprised of the 15 Justices of the Peace; the seven Select Board members; the Treasurer; the Assessor and the Clerk. The Clerk is in the process of coordinating a Board of Abatement meeting sometime in May.

## **Parks & Recreation**

### **Program and Park Highlights**

- The Department continues opening procedures for the public parks with debris cleanup from the winter season. Staff continue to work on skin infields at Maxfield to make them playable and ready for the spring softball and baseball season. Tennis nets are up and we have been getting the pavilion water on for bathroom usage at the facility.
- Spring Vacation Camp was held with 25 participants. We had 19 on the waiting list but unsuccessful with getting staff hired to take the additional participants.
- We continue to struggle with getting seasonal positions filled for the upcoming summer program season. We still have multiple lifeguard and councilor positions available. Staff have attended the H-Block at Hartford High School to attract potential seasonal employees. In addition, we have reached out to area schools and contacts at Dartmouth College.
- The Department completed the hiring process for the new part time Administrative Assistant. Elissa Smith will be sharing the position with Karen McNall. We are excited about Elissa joining our team and look forward to working with her.
- Eggs in the Park started. Large colored eggs are scattered throughout our parks system with scavenger hunt clues to solve. In addition, staff have been preparing for the Annual Egg Scramble to be held on Saturday, April 16<sup>th</sup> at Dothan Brook School. We are excited about bringing the actual hunt back after the past couple years of providing non-public contact changes to the event due to COVID.
- The Pool Project continued with pouring of the concrete deck. Plastering and tile work will begin soon and we still anticipate opening the facility to the public in June.

### **Planning and Development**

- Continued review of development applications and preparation of Findings of Fact for development applications for April Planning Commission and Zoning Board of Adjustment Public Hearings.
- Development of materials for Planning Commission April 18<sup>th</sup> workshop on adding residential uses to the IC Zoning District in the Ballardvale Drive/Jasmine Lane/Rt 5 area across from the VA.
- South Main, North Main and Gates Street TIF Project – Proceeding with closeout with Phase 1 of the project and finalizing loan documents for Phase 2.
- Preparation of Vermont Community Development Program grant closeout for the Wentworth Community Housing 2 Project.
- 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.
- Green-up Day is just around the corner on May 7<sup>th</sup>. Announcements are going out to let people know how to sign-up on-line or via phone, and when trash bags will be available for pick-up at Town Hall and Quechee Library. Dumpsters will be at Town Hall and Quechee Green a few days before and through the May 7<sup>th</sup> weekend.

## Assessor

- Finishing up property inspections and data entry for 2022 Grand List
- Processing property transfers, downloading homestead declarations, and processing current use applications
- Ran a data bridge between Vision and NEMRC and audited the data transfer
- Created a presentation for the upcoming Selectboard meeting
- Assisted the public with questions and concerns

## Fire Department

Incident Log:

<b>Calls for Service 03/31/22-04/15/22</b>	90		
<b>Incident Type Categories</b>			
Fires	1		
Overpressure Rupture/Explosion	0		
Rescue/Medical	67		
Hazardous Conditions	0		
Service Calls	11		
Good Intent	6		
False Alarm	5		
Weather Emergency	0		
Special Incident/Other	0		

The Fire Prevention Office completed 71 inspections during this period. Including numerous liquor license renewal inspections, new construction, and existing buildings.

Renovation of the living quarters at Station 1 are near completed. Painting contractor completed, HVAC in progress and awaiting carpet installation. Dorm spaces should be completed by May 1<sup>st</sup>.

The department is preparing to assist with the medical coverage at the Covered Bridges Half Marathon. Planning meeting occurred during this period.

Assisted numerous law enforcement agencies this week with medical standby coverage and fire protection during an operation.

## **POLICE DEPARTMENT**

The Vermont Police Academy has gone remote for at least the week April 10<sup>th</sup>. Our three recruits are doing well and are all healthy.

A joint mission with state and federal agencies resulted in federal charges on a Wilder resident.

The police department is working on applying for a grant that will pay 50% of our ballistic vests.

The week of April 10<sup>th</sup> was Communications Appreciation week. Time was taken to let our communications staff know how much all their hard work behind the scenes is appreciated.

Animal Problem – 7

Arrest on Warrant – 5

Assaults - 1

Citizen Assists - 14

Citizen Dispute - 7

Drugs - 1

Family Disturbances - 2

Fraud – 2

Juvenile Problem – 4

MV Disturbance – 11

Noise Disturbance – 4

Sex Crimes - 1

Suspicious Person or Circumstance – 29

Traffic Accident – 6

Untimely – 2

Miscellaneous - 134

## **Environmental Sustainability Coordinator**

-As part of CAST Climate Action Plan community awareness campaign we had 10 copies of the Climate Action Plan printed and members of CAST will be identifying appropriate public places, such as schools and libraries, to place the plans to improve the communities access to it.

-This fall's Window Dressers build started to increase its recruitment efforts with a presentation at the Bugbee Center. Lynn Bohi did a wonderful "Bugbee Talk" following lunch this past Tuesday and we spent a little more than a half hour following her presentation speaking with seniors about Window Dressers and other resources available to help them lower their heating bills and Green House Gas footprint.

-HEC has a confirmed location for their Window Dresser's Build, the Wilder Library, and will hold it's build from November 3<sup>rd</sup>-8<sup>th</sup>, currently there's a push to get both volunteers to help with the build and to sign up for the window inserts. As soon as the Window Dresser's organization holds a training for the volunteers that will be doing the measuring members of HEC and our partners at the Hartland Energy Committee will be going to homes, taking measurements, and getting orders for window inserts.

- Had a check in call with Ted from Pale Blue Dot and Carolyn Hooper from CAST. These calls are becoming a quarterly event and a great way to talk about what successes and challenges

Hartford is having in implementing it's CAP, what Ted sees working in other communities he's working in, and an opportunity to share resources.

## **Department of Public Works**

### **DPW Administration**

Still trying to fill some open positions in Highway, Water and Wastewater.

Researching heavily into the Solid Waste Facility.

Received Multiple RFPs for Sludge Hauling, Line cleaning, Town Hall parking lot lighting and engineering for Gates Street.

### **Wastewater**

Repairing Centrisys.

Pump repairs at multiple pumps stations.

Assist Highway with Maple Street water issues.

### **Highway**

Continue grading our gravel roads.

Street sweeping all over Town.

Corrected some water issues on Maple Street.

Repaired erosion issues on Maple Street.

### **Water Department**

Repaired a Water leak on C Street.

Sent CCR out to consecutive systems.

Replaced chlorinator at Wilder Treatment Plant.

Started flushing hydrants in Wilder, WRJ and Hartford.