

**Town Of Hartford
Town Staff
Significant Activity Report, April 10 - 24, 2018**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- Fire Marshal received construction documents for the Twin Pines development off Sykes Mt. Ave.
- Working on ordering of benches for the Pocket Park. We have submitted for a sample of the recycled plastic colors to verify the true color. Additionally, the damage report and estimate for the repairs due to two vehicle accidents at the park have been submitted to VLCT.
- As we move into spring and prepare to finish up the work on the Pocket Park, it might be time for the board to consider what they might like to name the park or how they'd like to move forward with choosing a name.
- The WABA Rink Floor and Dasher Board Assessment has been submitted to the Town by Preferred. The report identifies that the floor has exceeded the projected life cycle by at least 10 years. The floor is estimated at 35 years old. The standard floor design verifies the plastic poly tubing throughout the floor. What was not standard is the existing telescoping header that has caused issues in 2006 and 2012 when brine contamination blocked the 22.5 inch steel header piping. Testing of the brine solution reinforces the concern of the steel header condition as there is evidence of substantial degradation of the steel piping. This corrosion has caused a reduction in the external wall thickness and is likely throughout the telescoping header. Under a visual inspection of the concrete floor, there is evidence of lateral floor cracking throughout the cold floor but the floor is surprisingly level for its age. The opinion within the assessment identifies that the cold floor steel header piping was not designed correctly. The report identifies the immense amount of suspended iron in the exiting acidic brine coupled with demonstrated external corrosion will lead to a steel failure. They suspect such failure to occur to be sooner than later. Summarizing that the replacement of a steel header is in essence the need for a new floor at a cost of \$460,000 estimate with additional work to be performed to replace the asphalt apron that surrounds a majority of the rink at an estimate of \$50,000. The dasher board system is approaching 28 years of life and throughout the boards there are adjoining panel issues and uneven surfaces that are concern for player safety hazards. Throughout the frame system the boards are not level and have missing or broken surface material. It is identified, that the unevenness is likely caused by years of Zamboni operation that has caused the framing to be

forced into this leaning position. The cold floor to warm floor design was a retrofit back when they were installed. The current type of install was common with a sand floor and concrete floor perimeter and not for a cold to warm concrete floor system. The assessment also identifies that the netting material is hung insufficiently and there should be more perimeter netting installed correctly to protect the spectators in the arena. The height of the glass with the existing board is not standard throughout the dasher system and should be 5ft to 6ft throughout the rink. Current height is 5ft and 3ft. The assessment of the dasher board system identifies that the 28 year old system should be replaced. Replacement cost of the dasher board is approximately \$162,925 with options related to the board design that adds an additional \$12,000 to the cost.

- The Town's Tree Warden, Brad Goedkoop will be the recipient of the 2018 Vermont Tree Steward: Hamilton Award. This award is in recognition of a Tree Warden who has significantly advanced the goals of urban and community forestry through successful forestry practices, effective conservation planning, increased citizen engagement, and active public education. This award is in honor of Dr. Larry Hamilton, the former Tree Warden in Charlotte."
- Hannah Tyler, the incoming Director of Public Works started work yesterday. We are excited for the Town, for her and for the future. Please welcome her to Hartford when you see her around.
- Work has started on repairing the lights across the bridge near the Bugbee Center. We anticipate the project will be complete by the end of the week and the lights, on the sidewalk side will be operational.
- The Town was notified that we were awarded the full amount of the grant, \$20,885.00, for the installation of the Electric Vehicle Charging Stations. A formal notification will follow and we'll go forward from there.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- The Town Clerk is working to develop a process for updating Hartford Town Ordinance Book.
- Town Clerk's Office was contacted by several Hartford Cemetery Association to discuss potential storage needs and review what records we currently have in the Town Clerk's office as they move forward to inventory their records. Assistant Town Clerk was invaluable in helping members to navigate existing records.
- The Fire Department is currently working with Vermont E911 to correct addressing problems within the Town. This mainly affects condominium complexes where the same numerical addresses were assigned to multiple buildings within the same complex. The correction requires that each building be given a unique and individual address.
- Preferred Mechanical was on site last week to prepare for the installation of the new refrigeration units. The contractor removed of all electrical from the room and the brine from the system. They have put an additive into the floor tubing and header to clean the system. They have scheduled May 14/15 for the removal of the refrigeration unit and prep for new install.
- We have struggled with the turf installation at WABA. The zipper installation process caused some challenges and the cool weather in the arena has not allowed the turf to acclimate to the warm weather after being rolled up since 2013. As a project, the Athletic Program and Parks & Recreation has contacted Astroturf for consultation. They will be sending an installer to the arena on Thursday, April 26th to assess and provide us with options to complete the installation.

DEPARTMENT HIGHLIGHTS

Assessor:

- Continue to work on wrapping up the changes for the grand list.
- Processing property transfers.
- Inspecting new/transferred properties.
- Sent mapping changes to CAI, the tax mapping firm, for annual updates.

Clerk:

- On April 19th, Town Clerk attended the New Clerk & Treasurer Training in Danville sponsored by the Vermont Municipal Clerks & Treasurer Association. The training was well structured and valuable. It touched on many aspects of the Town Clerk's job including:
 - o Upcoming Primary (Early Voting Procedures)
 - o Recounts & Preparation for Election Night Reporting
 - o Role of Board of Civil Authority (BCA) - Appeals & Elections)
 - o Land Records Basics (Recording)
 - o Record Retention & Public Records
 - o Vital Records & Licensing
 - o List of helpful resources
- On May 1st, Town Clerk will be attending a workshop in West Rutland on the Tax Appeal process. A couple BCA members and the Lister plan to attend as well.
- Primary Season is in full swing. We have received instructions from the Secretary of State's Office (SOS) pertaining to the petition process. Major Party Candidates for Justice of the Peace (JP) and VT House of Representative Candidates (50 legible signatures required) may submit their petitions to get on the Primary Ballot as early as April 23rd and no later than close of business on May 31st. Independent JP Candidates must also meet this filing deadline to be placed on the November General Election Ballot.
- April 25th, Michelle Kainen will be bringing students from her Business Law Class to TC office for an overview of office and records search.
- As time permits, Lisa is beginning to take an inventory of TC office for the purposes of developing a Retention Schedule.

Finance:

- Preparing March bank reconciliations.
- Preparing March financials.
- Preparing remaining fiscal year 2018 encumbrance report.
- Completed transition of allocated benefits to each individual department.
- Completed calendar year 2017 workers comp audit.

- Continuing planning and preparation with our audit firm for fiscal year end.

Fire:

- Staff continues to prepare and review survey requirements for the coming ISO evaluation.
- Fire Chief attended interviews of candidates for the Norwich Fire Chief position.
- Command staff attended the monthly Officers Meeting.
- Asst. Chief attended the regional mass casualty planning meeting.
- Asst. Chief Attended health officer training in Burlington.
- Staff attended a DHART Helicopter ground safety course.
- The Forestry Truck was place back in service after being winterized. The main high pressure pump on the unit required repairs to become operational. This original pump was purchased in 1996 and will require replacement before the next season.
- Quarterly maintenance was completed on Engine 2, Engine 1 and Engine 4.
- Conducted ride a longs with the students from Hartford High School, the Hartford Area Career and Technology Center and Vermont Technical College.
- Provided access to department facilities and equipment to the Vermont Technical College Fire Science Program. They conducted hands on training.
- Attended a Touch a Truck event at WABA.
- Staff conducted car seat inspections.
- The department responded to numerous motor vehicle accidents over the weekend due to the weather conditions.
- Conducted a sprinkler acceptance test at 27 N. Main Street.
- The department responded to 80 calls for service during this period. Of the 80 responses 22 occurred simultaneously.

Information Technology:

- Had a Netmotion outage that has been taken care of. Upcoming network changes will help prevent this in the future.
- Setup and delivered computers to White River & Quechee Wastewater
- Remapped dispatch printer to all necessary computers on the appropriate network
- Temporary phone outage at Town Hall caused by power flicker and faulty battery backup – new one has been ordered
- Scott and Kyle from Wastewater helped install wire mold on the wall of the Solidwaste building for Bob and Wanda to run cables and get them up off the floor. Working with phone vendor to cut over phones and then once that is done all cables will be up off the floor

Parks and Recreation:

- April Ventures Camp was held the week of April 16. The camp was full. New to the camp program was the use of the Department's new gaga ball pit that the campers all enjoyed. Due to the inclement weather, we put the gaga pit in the arena. The field trip took the campers to Krazy Kids. Campers participated in paper mache, potted plants, dozens of different active camp games, made bannock bread over a camp fire and had a visit from the Hartford Fire Dept, and took part in an obstacle course.
- Summer Camp Ventures is almost full, with only a handful of slots left for the season. Most are in the 4th of July week.
- The baseball program has started. We have 2 Majors Teams, 2 Minors Teams, 1 Junior Softball Team and we anticipate 4 teams for the Rookies and 3 teams for T-Ball.
- Little Stick Lacrosse has 14 children enrolled. The program is for K-2 grade children.
- Department is pushing the Session #2 of youth Karate. Currently have 5 enrolled.

- We had 5 participants in the new Card Making Workshop instructed by the Department's own Karen McNall. The program teaches participants assorted paper crafting techniques. Participants created up to four cards in the two hour class. We are pushing out the second session which is on April 25th from 5:30pm to 7:30pm at the Hartford Town Hall.
- The Department has 47 youth signed up for Spring Soccer that starts Tuesday, April 24th.
- Summer camp ventures staff positions have all been filled.
- Adult Golf Clinic and Women's only Golf Clinic begins on April 23rd at Fore-U Golf Center.
- Since April 12th we completed 74 registrations for a total of \$4,207.00 in payments.
- Adult Open Basketball continues. 25+ Open Basketball is on Sunday's 6:00pm to 8:00pm at Dothan Brook School, 50+ Open Basketball is on Wednesday's 8:00pm to 9:30pm at Hartford Middle School, 18+ Open Basketball is on Thursday's 7:00pm to 9:00pm at White River Elementary School.
- Indoor Ultimate Frisbee last day is April 29th at Hartford High School from 7-9pm.
- Learn to Swim program continues on Wednesdays from 2:45pm to 5:00pm at the Upper Valley Aquatic Center. The next Splash Night at UVAC is scheduled for Friday, April 27 from 7-9pm.
- The Arbor Day Tree and Shrub Sale is scheduled for Saturday, May 5th. 9:00am to 12:00noon here at the Hartford Town Hall. A variety of plants will be on sale. Proceeds from the sale go to the Trees Matter Program sponsored by the Hartford Tree Board.
- Department awarded the Turf Treatment to Greener World Inc. We have scheduled the treatment for April 24th. The fields will remain closed for 24 hours after the treatment. We will be applying fertilizer, a herbicide for broadleaf weeds and crabgrass and an insecticide to manage the in ground grubs. We have a very small window of time to complete this work.

- We have completed turning on the water system at Maxfield. We have several small plumbing repairs to complete. All are simply related to system closure and then recharging the domestic water supply. A special water sampling was completed on April 18th and results of the total coliform and e. coli came back absent. We will complete the standard routine sample for testing to complete the April opening procedures. The public well water system requires monthly testing to be completed. Water samples are taken and submitted to Endyne for testing. Results are sent to the State of Vermont Division of Drinking Water and Groundwater Protection.
- Park crews continue with spring cleanup of the parks. All locations with the exception of Clifford Park are now open and accessible. Clifford will open once the frozen snow pile at the gate has melted. We expect that to occur by the weekend of April 21st.
- Department met with Nick Burnham from the Department of Corrections to review a May start date of park maintenance and care of assigned facilities. We anticipate weekly care to begin mid-May once the soils warm up and grass begins to grow.
- Work to be performed the week of April 23 at Maxfield for field preparations. Over the past several weeks the cold and wet weather has not helped with field conditions. We expect to be playing at Maxfield on April 23 for the first High School Game. After the turf treatment on April 24, we will continue use and play on April 25.
- The Hartford High School Lacrosse Program played games at Maxfield on Friday. We will use this location as a backup for the school fields. They would prefer to be at the High School but the current condition on the school field is not good for play. They will use the Maxfield location as a backup the remainder of the season. It will not be as accessible for play once the youth lacrosse program, youth baseball and the high school baseball softball programs begin as parking becomes an issue with 3 large sports taking place all in the same period of time.
- The second Cemetery Committee meeting was cancelled on April 16th due to the ice and snow storm. They will try to meet again prior to their April 30th meeting.
- The Latham Works Lane Trail Project received a \$5,000 contribution for continuation of planning and design work for the trail project.

Planning and Development:

- Town (Master) Plan Update - On April 9th had first meeting on of the Town Plan Steering Committee comprised of Town staff and representatives from the various Town Boards, Commissions and Committees, School Board and Hartford Area Chamber of Commerce. The Committee decided on five community meetings spread throughout the villages at the end of May and into June, with the focus on different topics for each meeting.
- Planning and Development Fee Schedule – On April 10th, reviewed with the SB possible revisions to the fee schedule.
- Historic Preservation Education Program – On April 19th – 22nd, the Town Hall was the 2nd historic building featured in the “Shining a Light” on Hartford’s History. This activity will be repeated in Hartford Village at the Garapy House this week. Other locations in future weeks will include the West Hartford Library, and the Meeting House in Quechee.
- Bridge and Main New Construction Project – Continued to work with the developer for Certificate of Occupancy of the housing on the upper floors by the end of April, early May, and commercial use of first floor in June.
- Sykes Mt Ave and North Hartland Rd Bike Lane and Sidewalk Projects – Continued working on execution of construction and/or permanent right-of-way easement agreements with adjacent property owners.
- Lower Sykes Ave Bike Lane and Sidewalk Project - Utility pole relocated, and cable lines transfer in process. Anticipate construction to begin April 30th.
- Solid Waste and Recycle Center LED Lights – Installation of the lights substantially completed.
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- DPW Building LED Lighting – Selected vendor for conversion of the building lights to energy efficient LEDs. Contract documents in process.
- Green-Up Day on April 5th – Publicity began, bags are in, and people are coming to Town Hall to sign up.

Police:

- April 8th – Patrol officers were dispatched to assist Hartford Fire Department personnel with an injured woman in crisis at a private residence along the unit block of Chambers Lane. The woman, and later a female acquaintance who was located by police a short distance away from the home, were taken by ambulance to Dartmouth-Hitchcock Medical Center for additional assistance.
- April 8th – Patrol officers were dispatched to a single vehicle accident with injuries along Old River Road. The driver, a 27 year old Hartford man was taken to Dartmouth-Hitchcock Medical Center for treatment and later charged with Driving Under the Influence.
- April 9th – Patrol officers were dispatched to a property damage only motor vehicle collision along Hartford Avenue at Highland Street. The investigation continues.
- April 10th – Patrol officers were dispatched to reports of an intoxicated, disruptive guest at the Comfort Inn. Officers located the man and transported him to Dartmouth-Hitchcock Medical Center for assistance.
- April 10th – Emergency Communications Administrator Scott Smith attended the FirstNet Regional information meeting at the Hartford Public Safety Building.
- April 11th – Emergency Communications Personnel received, and patrol officers responded to numerous calls for service reporting weather related hazards and traffic collisions.
- April 11th – The Police Social Worker attended a special meeting of the Hartford Community Coalition to assist with planning the Annual Block Party,
- April 12th – Patrol officers were dispatched to reports of a woman in crisis that entered a business along the 200 block of South Main Street seeking assistance. The Police Social Worker and paramedics were summoned to assist in connecting the woman with assistance.
- April 13th – Patrol officers were dispatched to assist paramedics with a medical emergency at a business along the 100 block of South Main Street. The patron was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- April 13th – The Police Social Worker and Special Investigations Unit Detective attended the regular meeting of the Hartford Child Protection Team.

- April 13th – Patrol officers were dispatched to a private residence along Hollow Drive for a woman in crisis, and threatening to cut herself with a knife. Officers de-escalated the crisis and the woman was taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- April 14th – Patrol officers were dispatched to reports of an attempted theft of a dog left unattended in a motor vehicle parked on the VFW Parking Lot off of South Main Street. The thief was reportedly scared off by the vehicle owner before fleeing on foot toward Currier Street. The investigation continues.
- April 15th – Patrol officers received information regarding Facebook posts made by a man in crisis and, through investigation were able to locate the man at the Super Motel. The man was found intoxicated and taken to Dartmouth-Hitchcock Medical Center for assistance.
- April 15th – Emergency Communications Personnel received numerous calls reporting weather related hazards and traffic collisions.
- April 15th – Patrol officers were assisted the Vermont State Police with a fatal motor vehicle collision along I-89 near mile marker #3.
- April 16th – 20th – Sergeant Kelley organized the Police Department participation in the Upper Valley Aquatic Center's Camp, with officer presenting public safety related topics and activities daily.
- April 17th – The Police Social Worker attended the regular meeting of the Hartford Community Coalition Substance Abuse/Mental Health Sub-committee.
- April 18th – Emergency Communications Administrator Scott Smith attended the regular meeting of the Public Safety Answering Point (PSAP) Administrators in Montpelier.
- April 19th – Patrol officer were dispatched to an altercation involving family members at a private residence along the 200 block of Connecticut River Road. Parties were separated upon police arrival, provided information on how to obtain assistance in the future.
- April 19th – Patrol officers were dispatched to a property damage only motor vehicle collision along Sykes Mountain Avenue. The investigation continues.
- April 19th – Patrol officers were dispatched to an altercation at a human service provider along the 700 block of Hartford Avenue. Parties were separated upon

police arrival and refused assistance, provided information on how to obtain assistance in the future.

- April 20th – The Police Social Worker participated in an advanced training session hosted by the Veterans Administration Hospital on response to sexual trauma.

Public Works:

- The Highway crew has been cutting and chipping brush.
- The Highway crew has been sweeping streets with the Cat 924 loader and sweeping sidewalks with the Wacker sidewalk machine.
- The concrete for the bus shelter at the municipal building was poured by the highway crew followed by the assembly/installation of the bus shelter.
- Sunday/Monday (4/15, 4/16) the highway crew plowed 1" of ice/sleet.
- A water line leak was repaired at Deer Run condos by their contractor.
- The Water Department continued with the inventory of their water system.
- The water well plans have been approved by the State of Vermont and in the process of going out to bid.
- The second positive displacement blower for the White River wastewater plant is up and running.
- The WW crew worked on a Nitrogen Optimization Plan for the State of Vermont.
- The Quechee WW crew replaced the heater at the Quechee Main Street pump station.
- The Quechee crew worked on the Emergency Electrical Power Failure plan.
- The Hartford Solid Waste Facility has been having issues with the scale house computer. While investigating options, the computer quit. The Town's technician, Dillon Walsh will try adding additional memory before recommending a fix to the problem.