

**Town Of Hartford
Town Staff
Significant Activity Report, February 15 – 28, 2017**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- The Town Book is complete and back from the printers. Copies are available at several locations throughout the Town and there is a copy posted online for review.
- The announcement for applications for the Hartford Committee on Racial Inequality has been posted. The application window is open until March 24th. Applications are available online or at the Town Hall. The Selectboard will choose the date(s) for the interviews at a later date. We have received seven applications as of today.
- The Fire Department responded this morning to a multi-structure fire on Harrison Ave. The vast majority of the structures are total losses. Stations from several surrounding communities also responded. There were several explosions on scene that were attributed to propane tanks. We worked with the State Department of Labor to reach out to the affected businesses to inform of unemployment benefits for those who were impacted. The State Economic development Office and GMEDC also engaged to find possible locations for the affected businesses to relocate to for the time being. The owner of the Freight House/Engine Room has offered the use of their co-worker space to those impacted so they could work or gather themselves over the next couple of days. Big Fatty's also provided lunch on site for those affected. There was some impact to the water color in the area due to the surge of water, but it is safe to drink, no different than flushing the fire hydrants.
- The State's Attorney has issued a warning letter to the owners of the Shady Lawn Hotel. The letter expressed concern about some recent happenings around the facility and contained stern wording about the need to fix those issues. The owners have requested a meeting with the State's Attorney and the Town.
- At the next Regular Selectboard Meeting we will be requesting your approval to apply for a \$40,000.00 Better Backroads Grant. The intent is to use this grant to defray some of the cost of replacing the culvert on Quechee Main Street across from the church. This is a planned repair needed to replace the misshapen culvert and increase the size. The grant does require a 10% match, but this will still be better than footing the entire bill. Plan is to replace this culvert as part of the FY2019 budget.

- We have been receiving workplace Safety inspections from the Safety folks at VLCT. This is being done at our request to ensure that we have visibility on those concerns inside our workspaces. So far, it has been pretty eye opening. The intent is that we work through these issues and request “Project Worksafe” visit at a later date to give us another look with a different set of eyes..
- We received the plans for the Pocket Park from the engineering firm. The staff is reviewing and has some immediate concerns, specifically cost. All in all the plans are not bad, just a couple of minor things. We have asked them to go back and look at those things that might reduce the cost. The goal is to send out for proposals at the end of this week/early next week. We are still assessing the required approvals from the applicability of an administrative approval.
- Listed below are those highlights pulled from each Department Head’s report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Town Departments monitored the river conditions over the weekend in preparation for any flooding potential. The White River remained clear all weekend. The main concern was an ice dam downstream from the Quechee Club. Police patrolled the area throughout the evening to evaluate for any flooding. Although the river overflowed the banks in some areas no damage was reported as of Sunday morning.
- Reminder: Email addresses for State of Vermont employees have changed from @state.vt.us to @vermont.gov. The old @state.vt.us no longer works as of January 17th, 2017.
- Met with representatives of the Friends of Quechee Covered Bridge to formulate an agreement for the Town to be the fiscal agent of the Friends. The Friends propose maintaining garden improvements in the Village of Quechee.
- Lower Sykes Ave Sidewalk Improvements – Final review by VTrans with goal to be out to bid in April of this year.

- The highway department has had to move and push back snow from the significant snow accumulation over the past two weeks. This includes:
 - o Hauling snow from the downtown business district
 - o Pushing and removing snow to improve line of site at intersections
 - o Hauling snow from Prospect Street and Pierce Street
 - o Hauling snow from the emergency services building and parking lot
 - o Cutting ice in front of critical catch basins to facilitate spring melt

DEPARTMENT HIGHLIGHTS

Assessor:

- Vision is the process of doing the second round of inspections. There has been a good response to the requests, so they will be adding another week for scheduling
- Continue to work on sales, sales verifications and land adjustments.
- Continue to work with Vision in setting new rate tables, etc. for the revaluation.
- Sent January sales verification letters out last week.

Finance:

- January Month End Close Out – Working to close out January Financials. Working to schedule reviews with Departments
- Working with the Treasurer and the staff to ensure a smooth transition of services to Mascoma Savings Bank.

Fire:

- We received Engine 1 back from Cummins after repair of the motor. The unit was tested and has been returned back to service.
- The vendor for the Fire Station Alerting system arrived last week. They provided a day long installation training with our local installer Vermont Life Safety. The hardware devices are currently being installed throughout the station. Over the next few weeks the software will be installed and the programming to interface our dispatching system with the station alerting will begin.

- The Fire Marshal continues to perform the building inspections required for liquor license renewals. Many have been completed while some require minor correction to violations prior to approval.
- The HCC will soon begin the planning for this year's Block Party.
- The Vermont Dept. of Emergency Management and Homeland Security (VDEMHS) have release a notification of upcoming grant opportunities. Public Safety is reviewing what options may be available to Hartford. Since Hartford has been a previous recipient of grants the match funding responsibly has increased to 50%. We are currently investigating the opportunity to fund a microwave transmitter for the dispatch center.
- Staff retrieved the heavy-duty water pump from waste water after it was reported to be out of service. This pump was purchased after Irene to be used by town departments to pump flood water out of basements etc. The pump has been repaired and is functioning. The fire department plans to store the pump at Station 2 in Quechee.
- Staffing at the fire department is at full levels. We have been down by two personnel since the fall.
- Met with our new contact with the Vermont Department of Health regarding our Closed POD designation. The MOU has been signed by the Town and is now with the State awaiting signature from the new Commissioner of Health.
- Beginning the process of providing corrected 911 addressing with the VINS property. With the numerous buildings on the property guidelines require the access road be named and the building addressed.
- Received notification from WIX Filter regarding our claim against the damage to the motor on Engine 1. Based on their evaluation of the filter that was removed from Engine 1 they found no evidence that the filter was malfunctioning. At this time, we believe the filter that caused the damage was replaced before we discovered the motor was damaged. We are continuing to investigate options for reimbursement for the repair expenses.

- Fire department shifts continue to train at the building on Route 5 South in Norwich. The building is planned to be burned during a training burn scheduled for March 25th. Shift do not normally get the opportunity to train at this level without the use of a training building. Shifts have had the opportunity to deployed hose lines throughout the building, deploy ladders and review firefighting strategy and tactics. Lebanon, Hanover and Norwich fire departments have been utilizing the building as well.

Information Technology:

- Reorganized the Hartford Recycling Center webpage to be more user friendly. It was originally one long page which made it difficult to find information. Now it is organized with an easier to navigate 'table of contents' that directs you to subpages with the information needed.

Parks and Recreation:

- Free family show "An Interactive Bubble Show" held Friday 2/24 1:00PM At WR Elementary School attracted 375 people.
- Let's Go Fishing – Ice Fishing lessons held Tuesday 2/21 at Dewey's Mill Pond, Quechee, VT.
- February Ventures Camp had a full enrollment of 30 campers.
- Men's basketball season and tournament ended February 26, 2017.
- The 2017 spring/summer guide is now on-line and paper copies will be available March 3, 2017.
- The WABA ice operations will be shutting down March 19th.
- A youth VT State hockey tournament was conducted at WABA the weekend of February 25 and 26, 2017.
- The Frost Park outdoor skating rink operations has ended.
- Anne Hanson Curtis, Hartford High School Class of 2005, ran the Hyannis Marathon on February 26th, 2017 to raise funds for the Hartford Recreation Department scholarship fund. Over \$6,000.00 raised.

Planning and Development:

- Energy Plans/Audits – Final Draft of Comprehensive Energy Plan completed and submitted for Selectboard review.
- Weatherize Upper Valley – To date the Hartford team has received 53 applications of interest, of which 4 have signed contracts to have the weatherization improvements completed, and 13 completed contractor audits contractors and have proposals for completing the weatherization improvements.
- Quechee Pocket Park – Continued working with Holden Engineering to finalize engineering plans for March bid process.
- Regional Plan Update – Continued review process of proposed changes to the Energy, community health, history and land use sections.
- WRJ Parking – Finalizing draft Parking Study report.
- Air B & B – Preparation for discussion with Planning Commission on February 28th
- GMEDC VCDP Planning Grant – Completing requirements for closeout of grant.
- Village Center Application – Provided additional information to state.
- TIF – Provided information for presentation to the State legislature on benefits of TIF District.
- Twin Pines Housing Trust – Working with TPHT on possible VT Community Development Program funding application for housing project along Sykes Mt Ave.

Police:

- February 13th – Patrol officers investigated a property damage Hit & Run accident on North Hartland Road near Hadlock's U-turn involving a vehicle that apparently left the roadway and struck a traffic sign.
- February 14th – Patrol officers responded to a call for a disorderly guest at the Hotel Coolidge. The man was found in crisis and transported to Dartmouth-Hitchcock Medical Center of Fire personnel for assistance.

- February 15th – Emergency Communications personnel received a 911 call reporting a structure fire in the 200 BLK of Main Street in Cavendish. Communications personnel initiated an evacuation and proceeded to alert and stage what became a three alarm fire. No one was injured during the fire.
- February 15th – The SIU Investigator assisted with a multiple-agency, countywide sex offender registry verification. All offenders were located and accounted for.
- February 15th – The Police Chief & Police Social Worker attended the Special Investigations Executive Board Meeting.
- February 16th – Patrol officers assisted Public Works Department with Winter Parking Ban Enforcement.
- February 16th – Patrol officers responded to several weather related traffic incidents and hazards. Emergency communications staff was active with increased emergency call volume due to poor road conditions.
- February 16th – Patrol officers responded to reports of a domestic altercation on the parking lot of the Super 8 Motel. Investigation led to the arrest of a 28 year old man for Domestic Assault.
- February 19th – Several members of the Police Department attended the Hartford Community Coalition Substance Abuse Prevention Sub-Committee planning meeting.
- February 22nd – Patrol officers assisted Probation and Parole with the arrest of a Hartford man wanted for a Probation Violation.
- February 22nd – The Police Social Worker and SIU Detective attended the regular meeting of the Hartford Area Child Protection Team.
- February 23rd – Patrol officers assisted Public Works Department with Parking Enforcement at American Legion Parking Lot.
- February 23rd – Patrol officers responded to a call of a theft of Merchandise taken from the Listen Center Store, the investigation is continuing.
- February 24th – Patrol officers responded to reports of a domestic altercation at a home on Willard Road. Investigation led to the arrest of a 40 year old Hartford man for Domestic Assault and related charges.

Public Works:

- The Highway dealt with 2 major north eastern storms over the past 2 weeks:
 - o 7-8" on February 13
 - o 10-15" on February 19
- One of the 10 wheel trucks had a rear end problem from the last storm that was repaired on February 24.
- One of the highway department's 1 ton trucks has been out of service for approximately 1-1/2 months pending a major motor job or motor replacement. The highway department's other 1 ton truck has been out of service for a week but will be repaired this week. The 1 ton trucks work every day in the summer and winter.
- The spring posted road signs have been installed. Weight limits on gravel and most paved roads are significantly reduced from March 1 – May 1.
- The Water Department repaired the fire hydrant on Christian/School Street that was hit by a vehicle.
- An RFP for all of the Town Hartford emergency generators has been advertised for proposals. The proposals are due back on Wednesday March 8th at 2:00 PM.
- Quechee wastewater staff has been performing a number of sewer pump station repairs including;
 - o The new pump and rebuilt pump at the Mill Run sewer pump station was installed and that station is back to normal.
 - o The pump that was borrowed from the Hendee Way Pump Station to operate temporarily at Mill Run has been re-installed at Hendee Way.
 - o The Ridge pump station problem was diagnosed as a bad wire in the control panel. This station is running normally.
 - o Staff is currently working on installing the new Lakeland sewer pump.