

**Town Of Hartford
Town Staff
Significant Activity Report, March 1 – 14, 2017**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- After the results of Voting Day, the required information and documents for the Charter Changes have been forwarded and accepted by the appropriate offices at the state. I intend to reach out to Rep. Christie this week to get a status on those changes and the ones that are already working through the process.
- The announcement for applications for the Hartford Committee on Racial Inequality remain posted. The application window is open until March 24th. We ran a notice in the newspaper at the end of last week. Applications are available online or at the Town Hall. The first set of interviews are planned for March 27th. We have received 10 applications as of today.
- Met with folks from the Quechee Mobil about their “Pennies from Heaven” program. This is a program whereby the company donates a penny per gallon for one week of sales for each month. The donation goes to a charitable organization within the Town. The first one will be the Parks & Rec Scholarship program. We will help them gather other interested organizations as the program moves forward.
- The large historical overhead photo has been reinstalled in the Town Hall. As you may recall, this is a photo of White River Junction in 1962. Peter Schaal has been the force behind getting this amazing photo back in the Town Hall. The frame was built by Jericho Woodworking, they also donated much of the labor used in the assembly and installation of the photo. Granite State Glass gave a discount on the tempered glass and Baker Lumber donated the Black Walnut material used for the frame.
- The Parks and Recreation Department Head testified before the House Committee on Corrections and Institutions and the potential closing of the Windsor facility and the impact on local communities. It really comes down to budget shortfalls. In the end, it appeared that the members of the committee supported the program, but were having to find ways to make ends meet.
- I have met with a group of folks from downtown who are interested in the installation of high-gig fiber in the downtown area. The thought is that this would create a possibility for remote work in the high tech video/animation world that requires the ability/capacity to send large files. I also had a brief discussion with Carole Monroe,

CEO of ECFiber, about the idea. She said they would not necessarily be opposed as long as the business case made sense. We are working to set up a call with folks from California to further discuss the idea. The timing is pretty good as we are already opening the ground or preparing to open the ground in many areas downtown.

- We are reviewing the fees for the use of the Town Hall and looking to ensure the fair and equitable application of the fees. It appears that the line between who pays and who does not pay is unclear. We still have to come back to the Selectboard for final approval of the FY 2018 fee schedule. At that time we will also have the policy for building usage and fees ready for your review.
- The Pocket Park project is out for bid. After some value engineering, the project came back well within the cap approved by the Selectboard. We will have the proposals back by the 4th of April and should award the project shortly after that. This should allow construction to start in early May and complete not later than the end of July. We do not plan to lose any of the grant money.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- New Lister, Kevin Stuart. He will be attending New Lister Training by PVR March 23-24 at Lake Morrey Inn in Fairlee. Selectboard will be asked to re-appoint John Clerkin and Michelle Wilson as Listers at the next meeting.
- Purchasing Policy is being staffed internally for comment. Should be in front of the Selectboard for review/comment within the next couple of months.
- As a result of the fire on Harrison Ave. 16 sets of structural firefighting gear was deemed contaminated by the manufacturer and 7 lengths of fire hose. We have filed a claim with our insurance company (VLCT) and they have approved the claim. Staff is currently using their spare equipment. The gear manufacturer is attempting to expedite the order.
- IT worked with Highway Superintendent and Public Works staff on installation and setup of the new Fuel Management System. The system replaces the no longer functioning GasBoy system and has the benefits of being easier to use, easier to manage, and includes better reporting.

- Harrison Street Fire – Met with businesses, property owners, GMEDC and State Labor Department shortly after fire to identify needs and available aid. Currently all businesses have temporary space and no job layoffs due to the fire. Met last week with property owners to review process for rebuilding.
- March 3rd – Investigators assisted the Vermont Drug Task Force with a multi-agency investigative operation that resulted in nine (9) arrests for the sale and trafficking of heroin and cocaine in South-Eastern Vermont.
- DPW staff attended a meeting with QLLA to obtain information about QLLA’s plans to use an herbicide to control Eurasian milfoil in Lake Pinneo. The lake is within the wellhead protection area of the Quechee well and as such there is concern about how this may affect the Towns drinking water quality. Staff is working with State of Vermont water supply experts to develop a response to QLLA’s plans.

DEPARTMENT HIGHLIGHTS

Assessor:

- Data Collection/Inspections wrapped at the end of the week.
- Cancelled Tuesday and Wednesday inspections due to impending storm, Rescheduled with no issues.
- Vision will complete data entry by this Friday, then new values will be loaded. This will trigger the beginning of field review to proof values.

Finance:

- Working on the Annual Survey of Local Government Finances, requested by the U.S. Department of Commerce & U.S. Census Bureau.
- Completing January Financial Reviews with Department Heads.
- Completing February Financial Close Outs; beginning to work reviews with Department Heads.
- Completing Bank Reconciliations for February, no issues.
- Working with the Treasurer and the staff to ensure a smooth transition of services to Mascoma Savings Bank. Plan to be transitioned by Mid-April.

Fire:

- Engine 3 has been out of service pending an oil evaluation as a result of finding the air filter disconnected during routine maintenance. Received notification that the oil tested within normal limits. As of 3/13/17 Engine 3 has been placed back in service and is awaiting repairs.
- The second phase of the Station Alerting project is scheduled for the week April 17th. Staff will begin programming and training on the new system.
- Began CAD Programming in our Spillman system to accommodate the new station alerting software.
- Shift began part one of their Fit for Duty physicals at Alice Peck Day.
- Beginning review of the current Local Emergency Operations Plan (LEOP). The update is due May 1st. It is recommended that Executive/Senior Officials complete ICS 402 which is Incident Command Overview for Executives/Senior Officials. The next class is March 24th at Two Rivers-Ottaquechee in Woodstock. Please let me know if anyone is interested in attending.
- Attended the Fire Department budget review with the Finance Director.
- Assigned part one of the Captain Promotional Process to two candidates. They have been assigned a research project that is due March 30th.
- On 3/8/17 at 11:30pm the Hartford Fire Department was requested to respond 574 Willard Rd for a dog trapped on the ice. Units arrived at Quechee Hollow Condominiums to find a dog stranded in the pond located on the property. The dog was in the water unable to get onto the ice approximately 20 feet from the shoreline. The caller Sarah McDerment found the dog and called 911. She estimated the dog had been in the water approximately 45 minutes. Hartford Fire Lt. David Shropshire and Firefighter Wesley Black donned cold water rescue suits. Firefighter Black attached by a safety line entered the water and retrieved the stranded and cold dog. On shore the dog was wrapped in blankets and placed in a Hartford Police cruiser and transported to SAVES in Lebanon, NH by Hartford Officer Tom Lyman. The dog's collar was removed and the owner was contacted by Hartford Dispatch. No injuries to staff or civilians reported. We understand through Facebook posts that the dog is stable and recovering.

Information Technology:

- Worked with Highway Superintendent, Mechanic, and Tech Representative from the state to install the computerized vehicle inspection system. The system sends vehicle inspection information and photos directly to the state and replaces the paper based system used by the State of Vermont for inspection tracking.

Parks and Recreation:

- Spring Hunter Safety Program started March 13, 2017
- Organization of spring baseball and softball begins (registrations and coaches meetings).
- Summer concert series are scheduled. There are ten concerts scheduled, 5 at Lyman Pt Park and 5 at Quechee Green. Concerts begin June 14.
- WABA hosted VT high school hockey semifinals on March 7th.
- The WABA ice operations shut down March 19th.
- Finalized the Friends of Quechee Covered Bridge agreement for the Town to be the fiscal agent of the Friends garden project.
- Finalized summer Ventures Camp plans to utilize Middle and High School campuses.
- Interviewed applicant for the spring/summer Parks and Recreation Department internship.

Planning and Development:

- Energy Plans/Audits – Working with consultants to complete contract by end of March.
- Quechee Pocket Park – Worked with consultant to finalize bid documents, and state and local permitting. Bid announcement out on March 15th.
- Regional Plan Update – Regional Planning Commission initiated the public hearing process for proposed changes to the energy, community health, and history and land use sections.

- Air BnB –Planning Commission discussed the current process and definition for BnBs on February 28th, and concluded these do apply to Air BnBs.
- GMEDC VCDP Planning Grant – Continued to work with GMEDC on grant closeout.
- TIF – Completed and submitted annual report to the state.
- Better Back Roads Grant – Assisted Public Works in writing the grant.
- Planning Commission/ Zoning Board of Adjustments – Staff reviewed applications for new Subaru dealership off Sykes Mt. Ave., and site plan changes to Bergeron Landscaping on RT 14.
- Upper Sykes Mt Ave Sidewalks – Received additional state grant award of \$74,995 for the section from the Post office to Upper Butternut Lane.

Police:

- February 26th – Patrol officers and Emergency Communications personnel worked to monitor, record and communicate with emergency management officials on water levels and ice flow in area rivers.
- February 28th – Emergency Communications personnel received a 911 call reporting a structure fire at a business off of South Main Street in White River Junction and assisted the Fire Department with staging operations. Patrol officers provided traffic control and security around the scene.
- March 1st – The SIU Investigator assisted by patrol officers investigated a complaint involving a juvenile in possession of a handgun. Pellet gun recovered.
- March 2nd – Patrol officers responded to reports of a domestic altercation at a home in the 100 BLK of Main Street. Investigation led to the arrest of a White River Junction man for 2nd Degree Aggravated Domestic Assault.
- March 2nd – Patrol officers responded to reports of a wrong way driver on I-91 and located the vehicle at exiting at the White River Junction Exit. The operator was arrested and charged with Driving Under the Influence after being found with a Blood Alcohol Concentration of .142.
- March 5th – Patrol officers received a report that unknown persons had slashed the tires on two vehicle parked unattended overnight at the former Firestones Restaurant in Quechee. The investigation continues.

- March 6th – A hiker reported finding what appeared to be a human skeleton while walking through a wooded area behind their home on Windsor Drive. Patrol officers assisted investigators from the Vermont State Police with the recovery of human skeletal remains from a wooded area adjacent to southbound I-91 at the White River Junction Exit. The remains were transported to the State Medical Examiner's Office where the State Police are continuing the investigation.
- March 7th – Patrol officers assisted the Norwich Police with a man locked in his truck and holding himself at knifepoint while threatening suicide. After a lengthy efforts to de-escalate the situation, the man began to cut his wrist with the knife, police forcibly entered the truck and the man was taken into custody after struggling with police.
- March 8th – Patrol officers assisted the Fire Department with a man experiencing a medical emergency at the Super 8 Motel. While initially refusing treatment, officers were again summoned to the scene several hours later and convinced the man to seek medical treatment at Dartmouth-Hitchcock Medical Center.
- March 8th – Several members of the Police Department attended the Hartford Community Coalition Substance Abuse Prevention Sub-Committee planning meeting.
- March 9th – Patrol officers assisted Probation and Parole with the arrest of a Hartford Village man wanted for a Probation Violation.
- March 9th – Patrol officers assisted the Fire Department with a water rescue and transport of a dog that had fallen through the ice on a pond along Willard Road in Quechee. The Dog was released to SAVES in Lebanon for Treatment.
- March 10th – The Police Social Worker and SIU Detective attended the regular meeting of the Hartford Area Child Protection Team.

Public Works:

- The highway department has installed the new computerized fuel dispensing system to replace the failed system that was installed when the DPW facility was built in 2003. Fuel keys have been distributed to all Hartford Town users/vehicles and the system went live on March 8th.

- The highway department also installed the new state computerized vehicle inspection hardware and software. Three highway staff member have state licenses and obtained training to allow them to continue to inspect Town vehicles.
- Highway department staff installed the annual spring road posted signs. Town roads are posted for lower weight limits from March 1- May 1.
- Two of the three highway plow trucks that had been taken out of service were repaired and placed back in the fleet. The snow fleet is almost back to full strength with just a single one ton truck out of service for extensive engine repair or replacement.
- Staff has spent significant time with coordination of the Quechee pocket park design. It has been a real push but the project advertisement starts on March 15 and bids are to be opened on April 4. A pre-bid meeting will be held on March 23.
- Staff reviewed and commented on plans for the Prime Subaru dealership project on Sykes Avenue as well as a reconfiguration of the Bergeron parcel on Route 14 in West Hartford.
- Staff met with business owners of the Harrison Avenue big fire to begin discussions about their rebuilding plans.
- Four bids were received for a multiyear contract to service all of the Town owned emergency generators. This included generators owned by DPW, Fire and Police. Four vendors provided very competitive pricing.
- The wastewater department has been completing pump maintenance and replacement at many of their Quechee wastewater pump stations.
- The two new wastewater operators have started training in the 10 week Sacramento wastewater course. Two other employees are taking the water system training course. These courses are pre-requisites for obtaining professional certification licenses.