

# Significant Activity Report

April 4, 2023

## Town Clerk

- **Clerk's Office Staffing:** Fully staffed for FY 23. The recently approved Town Budget includes the addition of a half-time Assistant Clerk.
- **Abatement Hearing:** The date for upcoming Abatement Hearings has been set for Monday, April 24<sup>th</sup> beginning at 5:30pm. A Notice & Agenda will be posted in the coming weeks.
- **Clerk Advisory Council:** Hartford hosted the Vermont Secretary of State, Sarah Copeland-Hanzas, for the first meeting of the newly formed Clerks Advisory Council meeting on March 21, 2023 (see attached SOS Press Release).
- **Liquor Licenses:** Assistant Clerk, Sherry West, has been working diligently with license holders to complete and submit their application to the DLL portal. As of 3/28/2023, there are still several who have not done so. Licenses expire on April 30<sup>th</sup>. All licenses must go through the Local Liquor Control Board approval process before being submitted to the State for final review/approval.
- **Dog Licenses:** All dogs, age six months and older, are required by State Statute to be licensed no later than April 1<sup>st</sup>. A late charge will be applied to all licenses issued after this date. By midday on 3/28/2023 only 511 licenses had been issued by the Clerk's Office. In 2022, we issued 849 licenses. A current Rabies Certificate is required. We strongly encourage all dog owners to license their dogs in accordance with 20 V.S.A. § 3581 for the health and safety of the dogs and the Hartford community.

## Environmental Sustainability Coordinator

-Planning for another Window Dresser's build this fall is underway, last year the Hartford Energy Commission partnered with the Hartland Energy Committee to successfully build 195 inserts for over 30 households in Hartford, Hartland, and nearby towns. This year we are adding the Sharon Energy Committee to the partnership, and thankfully so, we have already had 35 households pre-order 278 inserts before our first organizing meeting. We think this is in large part because of people seeing the inserts made last year in the homes of family and friends and hearing about the energy savings.

-At this month's Hartford Energy Commission meeting Harry Falconer from the Two Rivers-Ottawaquechee Regional Commission presented on Vermont's Municipal Energy Resiliency Program, or MERP, which is a grant program to help municipalities in Vermont address their energy needs and improve the efficiency of one of their municipal buildings. The program includes energy audits and a grant up to \$500,000 for HVAC and efficiency improvements. Grant applications and final guidance is coming soon.

- Plans to address the Town Hall heating system issues and install back up heat are continuing. Both HVAC and electrical companies have been at Town Hall over the past couple of weeks and are putting together work scopes and quotes to present to the Town.

-Vermont Adult Learning's heat pump training program happening April 10-19 is almost full. Students will learn the basics of heat pump installation and earn industry certifications. If anyone is curious about what students are learning they should contact the Environmental Sustainability Coordinator to schedule a walk through with members of the Energy Commission, preferably on April 11<sup>th</sup>.

-West Hartford Library worked with Parks and Recreation and the Environmental Sustainability Coordinator to complete a needs assessment for the Library. This is the first step in making the Library eligible for Vermont's Capital Improvement Grant Program. We identified the water quality, heating system, and back up power as high needs for the library.

# Department of Public Works

## Water Department:

### Currently Fully Staffed:

Updated LCRR

Fixed leak at the corner of Hazen and Barnes with help from Highway.

Finished and sent Edits to Finance.

Mark outs for VA and Hartford Village Bridge construction.

Took hydrant out of service for repair at 1638 Maple Street.

Start and finished Filter 2 rehab (Waiting on samples to put it back online).

Michael Martin had training on 3/22/2023 and 3/29/2023.

Kim Souza came for a tour at the Wilder Treatment Plant.

## Quechee Wastewater Department:

### 1 open position for Wastewater Operator 1:

Final Inspections – Quechee.

Chevy diagnostic – EVAP.

Work on Main Pump Station generator.

Meet with contractors regarding updates at FOX lane and new construction on Willard Road.

Start spring clean of contact channel.

Fine Screen maintenance.

Grit collector maintenance.

Start writing procedure "manual" for Quechee WWTF.

Change Oxygen Sensor at Main Pump Station.

## Highway Department:

### 2 open positions for Highway Equipment Operator 1:

Received new 10-wheel dump truck.

Picking up trees from winter storms.

Equipment maintenance.

Order material for springtime cleanup.

Measuring guardrails for replacement.

Measuring for line striping.

Started grading and monitoring gravel roads.

## White River Wastewater:

### 1 open position for Chief Wastewater Operator:

Working on Fire Dept. safety list.

Richard Electric installed GFI out-lets (Fire Dept. safety list).

Vermont Life Safety did yearly fire alarm inspection.

Unplugged pumps at Bridge Street pump station. ( Two times).

Alarm at South End pump station.

Marked out sewer lines. ( Dig Safe / Boring / Signs/ act.)

Drained and cleaned contact chamber.

Made sodium thiosulfate for E-coli testing.

Prepared TSS pads for composite sampling.

Dewatered 250,000 gallons of sludge.

Dewatered 24,000 gallons of sludge brought in from Quechee wastewater treatment plant.

Install new battery's, yellow dump truck.

Repaired air leak and exhaust leak on W-11 dump truck.  
 Call out: 34 Frost Park (Jetted sewer main)  
 Treatment plant tour for Kim Souza and Jeremy Delisle.  
 Stearn's Septic training a new employee on the vacor truck, jetting and cleaning 600 feet of sewer mains for free.

## Finance

Staffing – 3 filled 1 vacant  
 Preparing for Calendar Year 2022 Work Comp Audit  
 Preparing for Fiscal Year 2023 audit testing  
 Completing quarterly / annual reports to external parties  
 Assisting staff with executing the approved ARPA funds  
 Assisting staff with grant review requests and reporting

## Fire Department

03/30/23

Incident Log:

<b>Calls for Service 3/03/23-3/16/23</b>	<b>94</b>		
<b>Incident Type Categories</b>			
Fires	1		
Overpressure Rupture/Explosion	0		
Rescue/Medical	75		
Hazardous Conditions	1		
Service Calls	9		
Good Intent	4		
False Alarm	4		
Weather Emergency	0		
Special Incident/Other	0		

Staffing levels for the fire department currently authorized for 29 fulltime positions, all positions are currently filled.

Members of the department completed annual continuing education for paramedic refresher training.

The fire prevention office completed numerous inspections during this period: liquor licensing, follow-up inspections, joint health inspections and new construction inspections.

The department participated in public education at the Dothan Brook School. Demonstrations were presented to the students highlighting the many rescue skills of firefighters.

## Department of Planning and Development Highlights

- TIF District Program – Extensions to the District’s deadlines to incur debt and to collect tax increment was approved by the State Senate and passed over to the House. Testified before the House Ways and Means Committee. Separately, the Town auditor review of the TIF Program for FY 2022 was completed.
- Town Plan Housing Chapter Update – Held the 4<sup>th</sup> meeting of the Planning Commission/Town Plan Update Steering Committee which focused on housing goals and strategies, and planning the 2<sup>nd</sup> Community Meeting for April 13<sup>th</sup>. This meeting will be in-person at the Bugbee Senior Center beginning at 6:30 PM. Information on the first Community Meeting, and upcoming April 13<sup>th</sup> meeting and other housing related items can be found via the front page of the Planning and Development Department section of the Town website under the “Homes for Hartford” link at the top of the blue column on the left side of the page.
- Home Creators Expo on May 6<sup>th</sup> - Staff continued work with Vital Communities, Two Rivers Ottauquechee Regional Commission and the Hartford Area Career and Technology Center (HACTC) to plan the Expo focused on providing information on the “To Dos on ADUs” (Accessory Dwelling Units). The Expo will have workshops, booths and resource information covering a range of topics for people who know nothing about ADU’s to those wanting technical information on how to go about building one. The event will be at the HACTC from 10:00 AM – 3:00 PM. Look for more information on the Town website, social media and around Town.
- Vermont Municipal Planning Grant – The Town was awarded the grant to update the Economic Development Chapter of the Town Plan. The project is expected to begin in the Fall, which includes hiring an economic specialist consultant. The Planning Commission/Town Plan Steering Committee will continue to work with staff and the consultant.
- Annual Green-Up Day - It’s that time of year again when Hartford begins planning for participation in the state-wide “Green-Up”. This year that falls on Saturday May 6<sup>th</sup>. Information will soon be posted around town and on social media on when and where people can sign-up to clean specific areas, pick up trash bags, and take the trash bags.
- Hartford Historic Preservation Performing Arts History Project - Completed an interim progress report for the Certified Local Government grant. A recording of the March 15<sup>th</sup> presentation by consultant Neil Silberman is available via the front page of the Town website or the Planning and Development Department page. A second public presentation is planned for June.
- Ongoing Planning and Development: The department continued to assist applicants regarding general inquiries and submittal of Zoning/Building permit applications; reviewed/approved building/zoning and design review applications; and conducted inspections of completed projects for issuance of Certificates of Occupancy.
- Department Staff Levels - All four full-time positions are filled.

## Assessor

- Processed permits, homestead declarations, and transfers
- Attended VALA monthly meeting as well as educational webinars
- Worked with the CAMA vendor Vision on new system exports
- Worked on “rental unit” estimates for Planning
- Assisted tax payers with questions

# Parks & Recreation Department

## Program and Park Highlights

- Our Program Guide for the Spring and Summer was distributed to all the schools and various locations throughout the community. The brochure is also available electronically at [www.hartfordrec.com](http://www.hartfordrec.com)
- Since our last report, the department has processed 244 registrations and have brought in \$15,327.00 in revenue.
- The WABA Staff have completed the ice removal from the arena. They continue to clean up the slab floor in preparation of the school's usage along with our spring sports programs. Additionally, we will be repainting inside the facilities locker rooms, lobby and viewing areas.
- Timber Tender completed spring pruning of several town owned trees. Additionally, they removed 3 trees near the Coop Municipal Lot which were dead. The Tree Board plans to replace the trees with a Tree Canopy Grant through the State.
- The Department has a 1 full time vacancy of the Administrative Assistant. We are in the process of filling seasonal vacancies for the Sherman Manning Aquatic Facility (12) and the Ventures Summer Camp (14). Currently we have several applications, and we are working through them and conducting interviews. We will have a good handle on how we are doing with positions later in April.
- Eggs In the Park has started. This scavenger hunt community activity provides an adventurous exploration of our parks while searching for bright colorful eggs. Each located egg will have a trivia question you need to solve.
- The staff are preparing for the Annual Egg Scramble scheduled for Saturday, April 8<sup>th</sup> at DBS. The Spring Egg Scramble is our version of the perfect Egg Hunt. Rain, snow or shine, the scramble takes place. Several age groups are planned between 9am-11am. This is a free event sponsored by 802 Credit Union. We will be accepting donations of non-perishable food that will be taken to the Upper Valley Haven.
- Spring sports registrations have begun for youth baseball/softball, and quickball.
- UVAC Learn to Swim continues through April 5<sup>th</sup>.
- Table Top Tuesday – D&D and Adventure Club registrations are open for the spring after school program season.
- Park gates will likely open very soon as the weather continues to cooperate. Park guidelines for use and other important park use materials will be pushed out over social media and our web page as we begin opening the parks.

## Hartford Police Department

1. On March 23<sup>rd</sup>, Senior Police Officer Jhonathan Angulo received a report that a senior citizen residing in the town of Hartford had withdrawn \$29,000 cash from a local financial institution, then proceeded to mail the cash to an address in the state of Georgia. It was clear that a telephone scam was victimizing the reporting party. Officer Angulo showed extreme care and empathy in his efforts to assist the victim. Through an extensive investigation and collaboration with law enforcement in Fulton County, Georgia, Ofc Angulo was able to locate the cash and is currently coordinating its return. The investigation into the identity of the perpetrator(s) is ongoing.

2. During the afternoon of March 23<sup>rd</sup>, 2023, the Hartford Police Department received a "Be on the Lookout" notification from the Lebanon NH Police Department in reference to a vehicle operator who had fled from officers. A short time later, Acting Sergeant Randy St Peter located

the vehicle on Sykes Mountain Avenue. The vehicle operator fled from Sgt St Peter and proceeded west on Sykes Mountain Avenue. Ofc Lucas Menezes located the vehicle unoccupied in the parking lot of the Super 8 Motel. Through a thorough investigation, Sgt St Peter and Ofc Menezes identified the operator as James Larese of Lebanon, NH.

Larese was placed under arrest. During the investigation, the investigating officers obtained reasonable cause to believe that Larese was in possession of illegal drugs. The officers on scene collaborated with the Hartford Police Department's Criminal Investigations Division (CID), and subsequent search warrants for Larese's motel room, locked toolbox, and the vehicle was granted. Larese was found to be in possession of 715 bags of suspected heroin, numerous suspected fentanyl pills, a felonious amount of cocaine, various unknown powders, and multiple handguns. The Drug Enforcement Agency has adopted this case for federal prosecution. Larese is being housed at Southern State Correctional Facility in lieu of bail.

3.Lieutenant Howell and Investigator Clifford in New Mexico attending a Federally funded training on Incident Response to Terrorist Bombings.

**Recruitment Status**

**Police**

**Background stage-**

Police Candidate 1 (VT full-time certified, looking for part-time work/grant work)

Police Candidate 2 (NH full-time certified, VT part-time certified)

**Active Applications-**

Police Candidate 3 (VT full-time certified)

**Application Pending-**

Police Candidate 4 (no experience)

**Dispatch**

**Background Stage-**

Dispatch Candidate 1 (prior experience)

Nature of Incident	Total Incidents
-----	
Agency: Hartford Police Department	
911 Hangup Call	16
Agency Assistance	17
Alcohol Offense	1
Animal Bite	2
Animal Noise	2
Animal Problem	5
Bleeding	1
Burglary	1
Burglary Alarm	10
Car Fire	1
Citizen Assist	21
Citizen Dispute	2
Traffic Accident with Damage	4
Traffic Accident with Injuries	1
Directed Patrol	134
Disorderly Conduct/Noise	1
Family Fight/Domestic	2
Foot Patrol	12
Found Property	5
Fraud	2
Heart Problems	1
Information Report	4

Intoxicated Person	2	
Juvenile Problem	3	
Lock Down Drill	1	
Medical Emergency	1	
Mental Health Emergency	4	
Missing Person	2	
Motor Vehicle Complaint	15	
Noise Disturbance	5	
Paperwork Service	6	
Parking Problem	2	
Property Damage, Non Vandalism		1
Runaway Juvenile	1	
Unknown Medical Emergency		1
Social Media	1	
Stalking	1	
Attempted Suicide	2	
Suicide Threat	4	
Suspicious Person	3	
Suspicious Person/Circumstance		17
Theft	3	
Theft of Motor Vehicle	1	
Threatening	2	
Traffic Hazard	2	
Traffic Violation	2	
Training	1	
Unresponsive Person	2	
Unlawful Mischief	3	
VIN Number Inspection	4	
Wanted Person	2	
Welfare Check	10	
-----		
Total Incidents for This Agency:	349	

## IT

- Two Cradlepoint routers setup for FD
- config updates for routers/switches
- VPNs with new PD agency
- new employee onboardings/offboarding
- Cradlepoint demo swap out
- project scope for NAS expansion for PD