

SIGNIFICANT ACTIVITY REPORT

May 16, 2023

Assessor

- Conducted property inspections throughout town for building permits and data entry;
- Reviewed Utilities and Solar valuations;
- Reviewed complex properties changes;
- Reviewed TIF impact due to boundary change;
- Reviewed budget and spending practices for end of FY 2023;
- Touched base with attorney on matter of Civil suit on previous year Grievance procedure;
- Touched base with District Adviser on 2023 Tax Exempt properties;
- Attending NH IAAO 452 Workshop (required for certification purpose)

Assistant Assessor

- Used the State's new system to process homestead declarations (2554 new total) and Current Use Applications (76 total);
- Working close with State's new system (AXIOMATIC) and legacy program (NEMRC) regarding conversion and production of the 2023 Grand List;
- Assisting Assessor with review of 2023 Grand List procedures;

Town Clerk

1. The Department of Liquor Control has provided extensions for license holders whose application(s) process had not been completed by the April 30th expiration date. This is largely due to the challenges at every level of the new DLL online licensing portal. **Excerpt from Martin Prevost, DLL E-mail:** *As we did to accommodate the COVID-19 Pandemic, the Department of Liquor and Lottery (DLL) plans on extending Valid After Expiration status to facilitate the transition to our new online licensing portal. Any licensees that have at the very least, begun the renewal process, by logging into our new online portal, claiming their business, and starting the renewal process will be considered Valid After Expiration. DLL has engaged in an extensive amount of outreach to ensure that licensees are informed of this, and take the correct actions to begin or complete renewing their licenses. We are happy to report that the bulk majority of our licenses have successfully accomplished this.*
2. The Clerk will attend the May Secretary of State Clerk's Advisory Council Meeting on Tuesday, May 16th. VSARA will be on hand to discuss record retention, archives, standard practices, etc. as it pertains to Clerk Offices.
3. The Clerk attended two more virtual demos by online land record vendors; the Assistant Clerk has also viewed the recordings of the presentations. The demos were geared largely toward E-Recording. The legislature passed a bill in 2022 to permit E-recording in VT. Currently the VT State Archives and Records Administration (VSARA) are exploring vendors and establishing rules surrounding the implementation of E-Recording. VSARA will provide a report to the Legislature

in January 2024. We continue to examine the pros and cons of the various vendors who provide online record access. Although all our documents are digitized/scanned, they are not available online; they are accessible in our office at four public terminals. We also e-mail documents upon request however we will not conduct in depth research/title search for liability reasons. The Clerk has contacted Vermont Clerks utilizing an online system as well as researchers/attorneys/real estate agents for input on their experiences with the primary vendors in VT. Next steps include going to several Clerks' offices to see the various systems day-to-day functionality from a Clerk's perspective; inviting vendors to the office to see our current system, answer our questions and ultimately request a quote, timeline and if/how our current indexes and scanned documents could be migrated to a new system. This is a major project, and we are taking the care to gather all the necessary information to make an informed and prudent decision. Although it will be a long process, it will be worth the effort and time in the end (we do not want to rush to failure).

Finance

Participating in Calendar Year 2022 Work Comp Audit
 Completed Interim Audit Testing the week of May 1st
 Completing quarterly / annual reports to external parties
 Assisting staff with executing the approved ARPA funds
 Assisting staff with grant review requests and reporting
 Bank Reconciliations and Monthly Financial Reporting
 Exploring the availability of utilizing credit card machines at department windows for the ease of payment
 Financial Review Discussions with staff

Police

Nature of Incident -----	Total Incidents -----
911 Hangup Call	15
Abdominal Pain	1
Agency Assistance	17
Animal Problem	6
Assault	1
Burglary Alarm	17
Citizen Assist	26
Citizen Dispute	9
Condition of Release Violation	1
Court Time	1
Traffic Accident with Damage	8
Custodial Dispute	1
Untimely	1
Directed Patrol	130
Controlled Substance Problem	1
Family Fight/Domestic	4
Foot Patrol	10
Found Property	2
Fraud	3
Harassment	1
Information Report	1
Juvenile Problem	7
Litter/Pollution/Public Health	3

Lost Property	1
Mental Health Emergency	2
Missing Person	1
Motor Vehicle Complaint	18
Noise Disturbance	2
Overdose	3
Paperwork Service	13
Parking Problem	4
Phone Problem /Harassment	1
Property Damage, Non-Vandalism	1
Runaway Juvenile	3
Sex Offender Registry	1
Sexual Assault	1
Special Detail	1
Attempted Suicide	1
Suspicious Person	7
Suspicious Person/Circumstance	25
Theft	7
Theft of Motor Vehicle	1
Threatening	1
Traffic Hazard	3
Traffic Violation	1
Training	2
Unresponsive Person	2
Unlawful Mischief	2
Wanted Person	3
Welfare Check	9

Total Incidents for This Report: 382

IT

- Fixed licensing issue with new VPN server
- Took feedback back to the team for website update
- fixed Firewall issue on CAD server
- setup new DPW Director – PC, phone, server, drive, copier/printer, cell phone
- investigated SOC alert
- setup HVAC system for vendor

Hartford Parks & Recreation

- Maxfield continues to be busy this spring with a variety of programs and uses. Between spring baseball and softball for parks and recreation, we have Hartford High School baseball/softball along with Hartford lacrosse. In addition, Hanover High School is utilizing the tennis courts along with Hartford High School. Pickleball continues to be busy at the facility as well.
- Park reservations and permits continue to keep us busy with facility use. We are working on the Cal Ripken tournament scheduled in June along with the Vermont State Pickleball Tournament

- Parks crews continue to mow and catch up after all the wet weather. We have been working on a few projects over the past two weeks. Knotweed removal at Lyman Park and multiple tree removals in various locations.
- After school programs continue with Lego Club, After School in the Parks and Dungeons & Dragons.
- We have had multiple complaints regarding unleashed dogs in Kilowatt. We are working with the Police Department on a solution.
- Staffing for the summer is near complete. We still have a few openings with the pool operation and summer camp. Still looking for seasonal park maintenance as well.
- The Parks & Recreation Commission met on May 11th. They continue to discuss the concept of a community center and working to form a committee of interested individuals.
- The Department supported the Hartford Tree Board Tree and Shrub Sale on May 6th at the Hartford Town Hall.
- Over 100 Rootstock Trees were planted in containers at the Tree Board's Nursery located at Maxfield.
- Installation of 70ft basepaths at one of the baseball fields at Maxfield is near complete. The basepaths had to be extended due to Cal Ripken rule changes.
- Staff attended the Vermont Recreation and Parks Association Conference May 10th in Montpelier. At the VRPA Conference, the Sherman Manning Aquatic Facility received the VRPA Facility of Merit and was recognized at the luncheon banquet.

Department of Planning and Development Highlights

- Home Creators Expo on May 6th – Over 130 people came to the Expo focused on the “To Dos on ADUs” (Accessory Dwelling Units) with an array of workshops and resource experts. The halls and classroom at the Hartford Area and Technology were full for 7 hours as people went to workshops and engaged with an array of technical experts from town, regional, state, and private sectors. Thank you to our partners, Vital Communities, Two Rivers Ottauquechee Regional Commission and the Hartford Area Career and Technology Center, in making this very successful event possible.
- TIF District Program –The Town’s request to extend the TIF District’s deadlines to incur debt and to collect tax increment by two years has been approved by the State Legislature.
- Town Plan Housing Chapter Update – Staff consolidated the public information gathered at second community discussion on the chapter update into goals and strategies in preparation for a third housing community discussion in June. Look for more information on this at the *Home for Hartford* Page on the Town Website.
- Homes For Hartford Multimedia Station/Town Plan Update - Join the conversation about the current and future of housing needs in Town. Come to the newly launched *Homes for Hartford* multimedia station at the Junction Arts and Media center (JAM, formerly CATV) center in Downtown White River Junction. The Multimedia Station will rotate to different locations in Town over the next several months.
- Annual Green-Up Day, May 6th - The weather broke just in time for Green-Up Day. We had a total of 324 volunteers who participated including five businesses and three organizations. A total of 700 Green-Up bags were distributed. Items included 51 tires, scrap metal and wood, furniture,

and a refrigerator. A big Thank You to the Hartford community!! A final tally of materials is pending and will be released in the coming weeks.

- Hartford Salamander Team - On April 29th, the Conservation Commission partnered with the Vermont Center for Ecostudies and the Hartford Salamander Team for the Town Forest Annual Vernal Pool Walk. 35 people attended.
- Upcoming Conservation Event – Staff are working with the Conservation Commission for a community bird walk in the Town Forest on Saturday, May 20th at 5:30 a.m.
- Upcoming Conservation Event – Staff are working with the Resilient Hartford committee to organize a community work party at the Clifford Park Food Forest on Saturday, May 20th and Sunday, May 21st from 9:00 a.m.- Noon.
- Ongoing Planning and Development: Staff continued assisting the community on inquiries about the development and permitting process, and conducting inspections of completed projects for issuance of Certificates of Occupancy.

Environmental Sustainability Coordinator

-2 bids were received in response to the RFP for a feasibility study of the Bugbee Senior Center. Hartford staff have reviewed these bids and recommend Studio Nexus for the project.

- Members of the Hartford Energy Commission and the Environmental Sustainability Coordinator participated in the Bugbee Senior Center's recent resource fair and tabled to sign people up for window inserts through HEC's Window Dresser Build happening this fall.

-The ESC attended the recent ADU event, Place Maker's, which was put on by the Hartford Planning and Development Department, Vital Communities, and Two Rivers-Ottawaquechee Regional Commission to talk to potential builders about the states Residential Building Energy Standards and how to meet those requirements. The event was well attended and there was a lot of interest around making ADU's and homes as energy efficient as possible.

- Norwich Solar presented to the Hartford Energy Commission on a proposed solar array that will require "preferred site designation". The Energy Commission has voted to support this project and is drafting a letter of support. Preferred Siting is required for any solar array over 150 kWh and requires a town's Planning Commission, Select Board, and the Regional Planning Commission to find that a site is in compliance with the towns energy plan and approve the array.

-The ESC worked with Hartford Department Heads to update the State's information on cooling centers in Hartford. We have asked that Clifford Park be removed from the list of cooling centers since there are not really any amenities at that location to help people deal with heat and we've asked that the West Hartford Library be added to the list.

Department of Public Works

DPW welcomed Bryan Gazda as our new Public Works Director.

Jeremy Delisle attended the spring conference at lake Morey Resort.

Kim, Chris, Bryan and Jeremy completed 2023/2024 fee schedule.

White River Junction Wastewater:

Sent in April 2023 state reports to the State of Vermont.

Dewatered 250,000 gallons of sludge.

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

Worked with Quechee crew cleaning sludge drying beds.

Hauled two loads of Quechee sludge from drying beds to Lebanon land fill.

Mowed and weed wacked treatment plant lawn.

Locate request marked out sewer lines. (Dig Safe/ Power Company/ Bridge project)

Checked problem sewer manholes around town. (Cleaned TP out of manholes)

Dry weather CSO checks and paperwork for the month of May.

Wet weather CSO checks and paperwork for the month of May.

Call on Beech/Ash Street, jetted sewer main.

Call on Gifford Road, checked sewer main.

Call on Hanover Street, checked sewer main.

Call on 456 Christian Street, problem is on homeowner.

Call on Truell Road, checked sewer main.

Glenn McNall attended spring conference at Lake Morey Resort.

Highway Department:

Almost finished springtime sweeping.

Washed bridges.

Cleaning up trees from winter storm damage.

Ditching and culvert cleaning, Jericho area and Hillside in Quechee.

Grading gravel roads.

Water Department:

Evan Eccher, Michael Martin and Michael Griswold attended spring conference at Lake Morey Resort.

Michael Martin took his water license exam.

Fixed broken valve at treatment plant.

Lost Communication at Quechee Well.

Read meters for Wilder Village.

Fixed leak on Lexington Avenue.

Fixed leak at the intersection of Hazen and Barnes.

Flushing Hydrants, we are 99.9% completed.

Marked out Water Mains for GMP.

Quechee Wastewater:

Training new employee Oscar Garcia.

Took the jetter out to clear known problem manholes.

Repaired process water pump system.

Changed out one of the new Actuators on the SBR - Finally. All tested and adjusted.

Repair of Auto Transfer Switch at Whitman Brook PS.

Service small Kubota tractor, mount mower deck, mow plant.

Drained Sludge tank 2B again to repair broken pipe.

Annual leach field inspections - and prep flow summary for inspections.

Composite samples and process composites.

clean trucks.

Jeff Lord attended spring conference at Lake Morey Resort.