

# Significant Activity Report

## May 2, 2023

### Parks & Recreation Department

#### Program and Park Highlights

- Between April 1<sup>st</sup> and April 26<sup>th</sup>, we have taken in 202 registrations and collected over \$16,000 in revenue. Facility usage and permits for this period of time includes 125 reservations for a total of 557 hours of usage.
- The Department has started its review of 32 total applications for the Administrative Assistant Position with the Parks & Recreation Department. We look to narrow this down to 10 or less applicants for interviews.
- Several After School Programs continue with good participation numbers. Improve Comedy 13, Dungeons and Dragons 13, Lego Club with 16 and our Adventure Club has 8 signed up for our first outing. April Ventures Camp was a great success over the April Vacation with 36 youth participating. Recreation Specialist, Tatum Barnes continues to do a fantastic job with our camps and after school programs. We are grateful to have Tatum on our team and very impressed with his hard work and dedication to Parks & Recreation.
- Youth Baseball/Softball, including our Quickball Program is in full swing with 158 youth participating this spring.
- Little Sticks Lacrosse and Spring Youth Soccer started with 32 participants in each program for a total of 64 participants.
- Jay McDonough and Tatum Barnes will be attending a certified Archery Training on Saturday, April 29<sup>th</sup>. The certification through USA Archery will provide instruction certification so they are both able to teach archery programs for Parks & Recreation.
- Pool hours for the upcoming outdoor pool season will be posted soon. We plan to start selling memberships in the first week of May.
- Seasonal staff hiring is ongoing. We have filled a majority of the positions at Camp Ventures and the Sherman Manning Aquatic Facility but are still looking to fill a few more positions. Additionally, we are seeking to fill a few positions in the parks.
- The Department is working with the Hartford Tree Board on their upcoming Tree and Shrub Sale May 6<sup>th</sup>. This will also be the Town of Hartford's Celebration of Arbor Day. In addition, the park staff assisted with invasive cleanup of knot weed along with boarder of Lyman Point Park. This is part of a project to combat the invasives and plant new cottonwood trees.
- At the last Parks & Recreation Commission Meeting, members of the committee began discussing questions for an upcoming survey for a community center. They were also asked to identify individuals in the community that might be interested in the project and to bring those names to our next monthly meeting.
- We have ordered 3 new AED's to be incorporated into our off-site programming.
- 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.

## **Department of Public Works**

### **Quechee Wastewater:**

Dig safe mark outs and check on work at Quechee Club.

Work on SBR actuators.

24000 gas sludge to WRJ.

Maintenance/repair UV system.

Replace actuator on fine screen.

Data entry for state reports.

Mark manholes for grading.

Change out leach field plugs - divert to "dry" fields.

Phone meeting with Aqua Aerobic to discuss new filter media pilot program.

### **White River Wastewater:**

Changed oil, replaced belts, replaced inner and outer air filters on SBR blowers.

Changed hydraulic oil and filter on Centrisys. (Dewatering Equipment)

Dewatered 250,000 gallons of sludge.

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

Hauled all dewatered biosolids and grit to Lebanon land fill.

Worked with Quechee crew cleaning sludge drying beds.  
Hauled two loads of Quechee sludge from drying beds to Lebanon land fill.  
Performed routine maintenance at all ten wastewater pump stations.  
"A" Street helped Water Dept. with water break.  
Patched leaking roof at Wilder pump station.  
Unplugged pumps at Bridge Street pump station. (Three times)  
Checked problem sewer man-holes around town.  
Call on 193 Air Port Road checked sewer main.  
Checked on slip lining sewer main on Wilder Street. (Root Problems) 4/24/2023.  
Call out 7 Garland Row 4/23/2023 (No way for the Town of Hartford Operators to service sewer main).  
Checking on Stearns Septic jetting 7 Garland Row. ( Jetting from Inside home owners house) 4/24/2023.  
Abbey Lane sewer back up from jetting Garland Row. 4/24/2023.  
Jetting Abbey Lane 4/24/2023.  
Wet Weather CSO checks and paper work, 1.70" rain on 4/23/2023.  
Dry weather CSO checks and paper work for the month of April.  
Call on 48 Bullard Street, checked sewer main.

#### **Highway:**

Grading roads.  
Street sweeping, Wilder is completed.  
Fixing washouts all over Town.  
Servicing equipment.  
Picking up trees that don't fit in chipper.  
Chipping brush.  
Digging out culverts and jetting.  
Repairing winter damage to roads.  
Raised stop sign at intersection of Gates and South Main Street.

#### **Water:**

Finished up flushing Wilder and Quechee Village.  
Witnessed contractor replacing filter media for filters 2 and 3.  
Received samples back from Endyne to put filters 2 and 3 back online.  
Fixed leak on A Street.  
Fixed leak on Maple Street.  
Fixed curb on Cascadnac Avenue.  
Assisted contractor with leak on private condo at Hemlock Ridge.  
Witnessed new connection for the Quechee Club project.  
Started flushing hydrants in White River Junction Village.  
Wilder Treatment Plant SCADA has been completed.  
Received bid for replacing W-6 work truck.

## **Hartford Police Department**

On 04/20/2023 at 1700 hours, the Hartford Police Department and Hartford Fire Department responded to the 150 Block of Latham Works Lane in Hartford, VT, for a report of a woman being hit by a train. Arriving Police/Fire units located a conscious female, breathing and alert, with injuries. The Hartford Fire Department transported the female to DHMC. The female is reportedly in stable condition at DHMC.

VIRTRA Simulator has arrived. The VIRTRA simulator is to be used for training purposes by members of the police department. The simulator will help prepare law enforcement officers for real-life incidents. This real-world judgmental use of force and de-escalation training simulator has surreal scenarios that provide an in-depth look into human performance. The simulator will be used to supplement and enhance in-service training, which is currently being scheduled.

Administrative Assistant Diane Perry has submitted her retirement letter. Her last day is May 19, 2023. Diane has been with the Town of Hartford for many years and has been with the police department since July 2014. Steps are underway to hire a new Administrative Assistant.

Various meetings with Hartford Community Coalition, Turning Point, Clara Martin Center, WISE, Vermont Police Academy, and HCRS to build relationships and collaboration.

Chief Greg Sheldon

### **Nature of Incident & Total Incidents**

911 Hangup Call 28  
Agency Assistance 30  
Animal Bite 2  
Animal Noise 2  
Animal Problem 15  
Assault 1  
ATV Accident 1  
Bleeding 1  
Burglary 2  
Burglary Alarm 30  
Citizen Assist 32  
Citizen Dispute 7  
Court Time 3  
CPR 2  
Traffic Accident with Damage 17  
Traffic Accident with Injuries 1  
Custodial Dispute 1  
Directed Patrol 277  
Disorderly Conduct/Noise 2  
Controlled Substance Problem 5  
DUI Alcohol or Drugs 1  
Falls 1  
Family Fight/Domestic 4  
Foot Patrol 22  
Found Property 6  
Fraud 3  
Harassment 1

Dumping 2  
Information Report 8  
Intoxicated Person 1  
Juvenile Problem 13  
Lift Assist 1  
Lock Down Drill 1  
Loitering 2  
Lost Person 1  
Lost Property 1  
Medical Emergency 2  
Mental Health Emergency 4  
Motor Vehicle Complaint 22  
Noise Disturbance 6  
Overdose 4  
Paperwork Service 7  
Parking Problem 2  
Phone Problem /Harassment 2  
Property/Home Watch 1  
Public Speaking 2  
Restraining Order 1  
Runaway Juvenile 1  
Sex Offender Registry 26  
Sexual Assault 2  
Social Media 3  
Stalking 2  
Attempted Suicide 1  
Suicide Threat 5  
Suspicious Person 21  
Suspicious Person/Circumstance 54  
Theft 10  
Theft of Motor Vehicle 2  
Threatening 3  
Traffic Hazard 10  
Traffic Violation 2  
Train Accident 1  
Training 3  
Trash or Dumpster Fire 1  
Trespassing 9  
Unresponsive Person 3  
Unlawful Mischief 7  
VIN Number Inspection 1  
Wanted Person 8  
Welfare Check 19

**Total Incidents for This Report: 774**

## **Fire Department**

Incident Log:

<b>Calls for Service 4/1/23-4/27/23</b>	<b>163</b>		
<b>Incident Type Categories</b>			
Fires	5		
Overpressure Rupture/Explosion	0		
Rescue/Medical	115		
Hazardous Conditions	1		
Service Calls	17		
Good Intent	8		
False Alarm	17		
Weather Emergency	0		
Special Incident/Other	0		

Congratulations to all our probationary firefighters for completing the Advanced Emergency Medical Technician course. All firefighters passed the National Registry skills assessment portion of testing and are working to complete field training to take their licensing examination.

Members of the department completed annual swift water rescue training with Hanover and Lebanon at Sumner Falls.

Shifts conducted fire drills at our elementary schools.

The department participated in an emergency tabletop exercise at the WRJ Postal Facility

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

## **Town Clerk**

1. The local process for liquor license renewals is complete. A huge thank you to Sherry West, Assistant Clerk, who worked diligently with applicants, town staff and the Department of Liquor and Lottery to get through the renewal season using the new DLL online licensing portal.
2. The deadline for licensing dogs was April 1<sup>st</sup>; because the 1<sup>st</sup> fell on a Saturday, we delayed assessing late charges to Tuesday, April 4<sup>th</sup>. For dogs spayed/neutered, the late fee is \$2.00 (total due including late fee is \$11); for unaltered dogs, the late fee is \$4 (total due including the fee is \$13). As of April 26<sup>th</sup>, 703 dogs have been licensed in Hartford. This is below the total number licensed in 2022. We encourage ALL Hartford dog owners to license their dogs each year as required by VT Law. We will begin follow up with 2022 license holders in the coming weeks.
3. The Clerk is working with our restoration vendor to update the priority list of projects and pricing we had done in late 2018. The pandemic slowed down our progress on restoration projects and our former rep. retired. The Clerk plans to establish a more consistent restoration schedule going forward. The vendor rep. took several projects for preservation/restoration when he visited on April 11<sup>th</sup>.

4. The Clerk continues to explore possible vendors to establish an online system for Land Record access. The Clerk has reached out to other Clerks statewide regarding their experiences with several different vendors who provide service to Clerks' offices in Vermont. The Secretary of State's Office has coordinated with PRIA (Property Record Industry Association) to host four vendor demos; The Clerk will attend all the virtual demos (two in April; two early May). Part of the focus of the demos will be related to online recording likely to be in place in the next couple years driven by legislation passed last year. Based upon the response from VT Clerks and the demos, the Clerk will arrange to meet with reps from the various vendors and consult with our IT team to develop a plan forward.
5. The Clerk attended the following meetings in April: 1). The Secretary of State Clerk Advisory Council (virtually on April 18<sup>th</sup>); 2). VLCT Open Meeting Law Training (virtually, April 19<sup>th</sup>)-several BCA members attended as well; 3). Land Records Vendor Demo-Tyler Technologies (virtually, April 20<sup>th</sup>) & Cott Systems (virtually, April 21<sup>st</sup>) 4). Hartford Board of Abatement held three Abatement Hearings at Town Hall on April 24<sup>th</sup>.

## **ASSESSING DEPT**

### **Assessor**

- Conducted property inspections throughout town for building permits
- Provided personal testimony to Senate Government Operations Committee on House Bill 480 regarding reappraisals moving to cyclical 6 years and possible changes to a state CAMA system

### **Assistant Assessor**

- Used the State's new system to process homestead declarations (2470 total) and Current Use Applications (76 total);
- Provided personal testimony to Senate Government Operations Committee on House Bill 480 regarding reappraisals moving to cyclical 6 years and possible changes to a state CAMA system;
- Working close with State's new system (AXIOMATIC) and legacy program (NEMRC) regarding conversion and production of the 2023 Grand List

## **Environmental Sustainability Coordinator**

-The offices, meeting rooms, and bathrooms on the first floor of Town Hall were recently wired with dedicated outlets for space heaters and air conditioning units. This should avoid overloading circuits and causing blown fuses that disrupt meetings and put sensitive electronics at risk. Each of the dedicated outlets now have stickers to identify them.

-The contract to replace the Town Hall first-floor condenser has been executed and work on that replacement will start soon.

- 2 bids in response to the RFP to update the Bugbee Senior Center were submitted by the deadline of April 12<sup>th</sup>. Hartford staff have been reviewing these bids and expect to make a recommendation to the Selectboard at the May 16<sup>th</sup> meeting.

-The Hartford Energy Commission's 2023 Window Dressers Build is coming together. This year they are partnering with the Energy Committees from Sharon and Hartland. They have identified a leadership team and are currently scouting the area for a location to hold this year's build.

-Vermont Adult Learning's heat pump installation training happened April 10-19. Six students attended two weeks of classes at the Hartford Area Career & Technical Center and earned their OSHA 10 hour and related EPA certifications. The class is capped at 8 students and there is already another six students signed up to take the class this June at HACTC.

-The Charge Point Chargers in the South Main St. parking lot are now functioning after having a refurbished part installed recently.

### **Department of Planning and Development**

- TIF District Program –Extensions to the District's deadlines to incur debt and to collect tax increment are pending final approval from the State Legislature.
- Town Plan Housing Chapter Update – Held the second community discussion on the chapter update, which focused on housing goals and strategies to response. The third housing community discussion will be scheduled for June. Look for more information on this at the *Home for Hartford* Page on the Town Website.
- Homes For Hartford Multimedia Station - In partnership with the staff of Junction Arts and Media center (JAM, formerly CATV), we launched the *Homes for Hartford* Town Plan Update multimedia station at JAM's center in Downtown White River Junction. This is another way for the community to join the conversation about the current and future of housing needs in Town. The Multimedia Station will rotate to different locations in Town over the next several months.
- Home Creators Expo on May 6<sup>th</sup> – We are in the final stretch of planning this free Expo focused on the "To Dos on ADUs" (Accessory Dwelling Units) with an array of workshops and resource experts. It will have information 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 to 3:00 PM. Look for more information on the Town website, social media and around Town. Our partnership with Vital Communities, Two Rivers Ottauquechee Regional Commission and the Hartford Area Career and Technology Center (HACTC) has made this event possible.
- Annual Green-Up Day, May 6<sup>th</sup> - Preparations for *Green-Up Day* are well underway. Many residents, businesses and organizations already have signed up and picked up their Green-Up bags at the Hartford Town Hall and Quechee Library, which will continue through May 6<sup>th</sup> from 8:30 a.m. to Noon. Dumpsters will be available at the Town Hall and Quechee Green from May 3<sup>rd</sup> through May 8<sup>th</sup>.



- Ongoing Planning and Development: Spring is here and the number of people inquiring about Zoning/Building Permit applications are on a rapid rise. In the month of May, 24 building/zoning applications were reviewed and issued. One of these was for the conversion of a hotel on Ballardvale Drive to 42 units of housing. Staff also continued conducting inspections of completed projects for issuance of Certificates of Occupancy. A few recent developments approved by the Planning Commission and/or Zoning Board of Adjustment include conversion of a single-unit dwelling to a two-unit dwelling on South Main Street, and construction of a new self-storage facility on RT 14.

## **IT**

- Giving walkthroughs to camera vendors for camera RFP at public safety
- setting up isolated network for HVAC technicians
- Consolidated/retired depreciated machines in Town Hall
- Personnel audit of old/retired accounts
- Met and solicited feedback on new website design from every department, as well as IT's notes as well for new design. Meeting to go over new design pitch next week
- Prepared and developed plan for website content migration and cutover
- Certificate installation on CAD server
- VPN Server migration for Public Safety, HPD & HFD MDT's, as well as outside agencies

## **Finance Dept**

Participating in Calendar Year 2022 Work Comp Audit

Preparing for Fiscal Year 2023 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