

# **SIGNIFICANT ACTIVITY REPORT**

## **May 31, 2022**

### **Finance**

- April Bank Statements
- Tax Anticipation Note and Tax Certificate discussion & execution
- Capital Leases vs Long Term Debt: Changes in GASB87 and GASB88
- Grant and Sidewalk funding discussions with Planning & Public Works
- Discussions regarding the close out of FYE 2022 and the kick off of FYE 2023

### **Assessor**

- Performed final audits before filing the 2022 abstract grand list
- Website changes to reflect the filing of the 2022 grand list and grievance process
- Reviewed new exemptions for 2022
- Processed homestead declarations and assisted the general public
- The abstract grand list will be filed June 1<sup>st</sup> and grievance applications will be accepted through June 17<sup>th</sup> at 4:00pm.
- All grievances will be heard by the Assessor on June 20 through June 23.

### **Public Works**

- Highway is continuing their spring cleanup involving grading, road sweeping, painting crosswalks and stop bars.
- Nott's has started the repair to a major slope failure on South Street.
- Water and Wastewater attended the spring shows at Killington and Lake Morey for training and lunch.
- Wastewater continues to maintain our pump station and leach fields.
- DPW Administration continues to research ideas on the Solid Waste Facility and preparing for Phase two construction in downtown WRJ. Construction is expected to begin June 1<sup>st</sup>, 2022.

### **Planning and Development**

- Planning and Zoning Public Hearings – Completed and distributed draft reports, plans and other materials for Planning Commission and Zoning Board of Adjustment public hearing on May 23<sup>rd</sup> and May 24<sup>th</sup>. Received new applications and began comprehensive review for public hearings in June.
- New General Commercial Residential Zoning District Proposal – Prepared information and draft language for ongoing Planning Commission discussions regarding proposed new district in the Ballardvale Drive/Jasmine Lane and RT 5 area. Held May 18<sup>th</sup> workshop with another meeting planned for June.
- VLCT /Cannabis Control Board Webinar - Obtained additional information on procedures, updates and pending legislative action.
- Property Development – Continued to respond to information requests and development inquiries, reviewing building permit applications for improvements to properties, processing permit applications, and conducting site visits/issue Certificates of Occupancy for completed projects.

- Route 5/Hartford Ave Sidewalk Improvement Project, Ballardvale Drive to Arboretum Lane – Preparing grant application for additional funds needed to complete Town sidewalk project. Working with VTrans to coordinate sidewalk improvements with State planned paving project scheduled for 2023/2024.

### **Town Clerk**

1. The Clerks participated in a DEMO of the NEW Department of Liquor & Lottery online portal to be used by liquor license applicants for submission of new and renewal of liquor licenses. Only a handful of Towns across the State was invited to participate. The goal is for State to create a paperless system. Overall, it appears to be a user-friendly system for the Clerks. Some made some suggestions for tweaks; DLC and the programmers are looking into the feasibility of some of the suggestions. Applicants will be able to pay the State fees ONLY through the portal. The applicants will still need to submit payment for the Town portion and HPD fees directly to the Clerk's Office. To the extent possible, we anticipate making the process paperless within the Clerks office. We will download the applications and any other documents we receive from the applicants pertaining to the local requirements electronically to the Town Manager's Office to be forwarded to the Select Board/Local Liquor Control Bd. members electronically.
2. The Board of Abatement met on May 23, 2022 to hear a Request for Abatement. A partial Abatement in the amount of \$6,485.41 was granted.
3. The Clerk received the Permit from the Planning Department for the installation of the Secure Ballot Box to be used during elections for Early/Absentee Ballots. The Clerk will work with DPW to have the Secure Ballot Box installed in accordance with requirements set forth by statute and the manufacturer's instructions. The Secure Ballot Box will be ready for use for the upcoming August Statewide Primary Election.
4. The deadline for Candidates for the VT House of Representatives to file Petitions, Candidate Consent and Financial Statement was Thursday, May 26<sup>th</sup> at 5pm. Three Candidates filed & met the requirements to be placed on the Democratic Primary Ballot: Nicholas Bramlage; Kevin "Coach" Christie; and Esme Cole for District Windsor 6. We did not receive any other candidate submissions.
5. The Clerk is developing some training for the BCA and Election Workers for the 2022 Statewide Elections in August and November to review the results of the Re-Districting; the new Voting Tabulators to be prepared to assist voters. The Clerk is also working on some messaging for voters about "What's New".
6. Dog License update: As of May 26<sup>th</sup>, the Clerks' office has licensed 772 dogs. This figure is nearing pre-pandemic levels. Thank you to Hartford residents for licensing their dogs in accordance with State Law. For the health and safety of our canine friends and the community, we encourage all residents with dogs aged 6 months or older to license their dogs.

### **Environmental Sustainability Coordinator**

- The Proposed Vermont FY 23 was released recently and VLCT, the Vermont Department of Transportation, and other organizations have been holding webinars to explain what this means for climate action in Vermont. The Environmental Sustainability Coordinator has been attending these meeting and starting to make sense of what this could mean for Hartford.
- The Climate Action Steering Team (CAST) has started to reach out to Hartford Commissions and Committees to discuss how the Climate Action Plan intersects with their

charges. CAST members worked to identify what sections and strategies likely apply to each Commission and Committee and have provided that information to staff liaison's. CAST members are now in the process of attending Commission and Committee meetings and starting a discussion around what 3 or 4 strategies each body is already working on or would like to start working on and how CAST and the Environmental Sustainability Coordinator can help support them.

- The Environmental Sustainability Coordinator attended an event in Woodstock where wholesalers had commercial grade electric lawn mowers and equipment available to try out. We are currently working out the logistics of borrowing a stand on zero turn mower from one of the wholesalers for the Parks and Recreation Department to try out for a couple of days so those responsible for maintaining Hartford Parks and properties can see if these mowers really meet their needs.
- Hartford's Energy Commission is continuing to make progress on their November Window Dresser Build. During this event HEC and community volunteers will put together window inserts that prevent drafts and heat loss through inefficient windows. It's likely that request for window inserts will soon exceed the number of inserts we will have the capacity to make. If anyone is interested in ordering inserts or helping to make them can call (802) 359-7588 or email [hhwindowdressers@gmail.com](mailto:hhwindowdressers@gmail.com) to get in touch with the project.

### **Parks and Recreation**

- Finalizing Camp Ventures and Pool Lifeguard applications for the upcoming season. We are still down a few lifeguards and camp staff.
- The pool facility will soon be turned over to the Department. We expect to have a final walk through of the facility late next week to create a punch list of items that may need to be addressed. The pool mechanical systems are operating fully now and awaiting final review, training and inspections. We anticipate opening up the facility the weekend of June 17<sup>th</sup>.
- The Department would like to welcome our new Recreation Specialist to the Department. Tatum Barnes, who has worked for the Department seasonally with camps and programs was selected from a pool of qualified candidates. We look forward to Tatum joining our team. Additionally, Korrigan Allen has been hired as our new Park Laborer. Like Tatum, Korrigan worked for us this past season at the WABA Arena as a seasonal rink attendant. Korrigan brings great value to the Parks Division and we are happy to have him joining our team.
- On-going spring sports and programs – Youth Baseball, Softball, Lacrosse, Youth Track and Field.
- Office staff have been busy updating/compiling EAP and Staff Manual for pool. In addition, updating and writing new training documents for pool staff on how to check people in/sell pool passes as our new Point of Sale system will be in place. Additionally, as part of the POS System we are getting pool memberships set up and ready to be available for purchase by the public. We anticipate starting sales the first of June.
- Department has started marketing our Summer Concert Series at Lyman Point Park. Our first concert will be June 15<sup>th</sup> with John Lackard.

- Park permits continue to consume a tremendous amount of staff time. Having the shared admin position has allowed for 8 additional hours of work which provides more time to process and complete park permits for the upcoming summer season.
- Two large events are coming up the month of June that consumes a tremendous amount of time for staff. The Department is organizing for the volunteer parking at the Quechee Balloon Festival. We are using Signup Genius to register volunteers. The Department parks cars for the festival as a collaborative with the Hartford Chamber of Commerce. This collaboration allows us to accept donations for parking. All funds raised go directly into the Brian Hanson Scholarship Program. Several thousand dollars will be raised for youth program registrations, camps enrollments, pool passes and rink passes. The current balance of the scholarship account is just under \$29,000 dollars.

## IT

- Prep for Dispatch lines cutover
- Server Project project management
- Active Directory auditing
- Router configuration for Pool
- Camera project

## Fire Department

Incident Log:

<b>Calls for Service 05/13/22-05/27/22</b>	89		
<b>Incident Type Categories</b>			
Fires	1		
Overpressure Rupture/Explosion	0		
Rescue/Medical	71		
Hazardous Conditions	1		
Service Calls	6		
Good Intent	6		
False Alarm	3		
Weather Emergency	1		
Special Incident/Other	0		

May 23, 2022, at 5:42 PM the Hartford Fire Department responded to a reported structure fire at 583 Woodstock Road (formally Pleasant View Motel). Arriving units found fire visibly venting from the center of the building from one of the tenant rooms and crews began to extinguish the fire. With the fire extending to adjoining units the fire was upgraded to a second alarm, bringing in additional units to support fire suppression activities. The fire was extinguished, damage was limited to the fire unit and the adjoining rooms. The incident was under control at 6:37 PM.

The cause of the fire is under investigation. The Hartford Fire Prevention Division, Hartford Police Department, Vermont State Police and Vermont Division of Fire Safety are assisting in the investigation.

Congratulations to our award recipients for 2022:

Merit Citation: Lt. Christian Henault, FF Michael Tidwell, Capt. Shawn Hannux, FF Ian Duffy

Chief's Award: Fire Marshal Tom Peltier

Distinguished Service Award: Lt. Christian Henault

Firefighter of the Year: FF Wesley Black (posthumously)

**POLICE DEPARTMENT**

Detectives are working on investigating a suspicious fire that occurred on May 23<sup>rd</sup>.

All staff participated in the spring firearms qualifications. Acting Lieutenant Tom Howell conducted an educational range.

The three recruits in the Vermont Police Academy are doing well. They are in Week 11 of the academy. They have all been in leadership positions within their class.

Acting Sergeant Tom Howell has transitioned to Acting Lieutenant. A/Lt Howell has been working hard during the leadership transitions.

Animal Bite - 1

Animal Problem – 6

Citizen Assists - 28

Citizen Dispute - 9

Fraud – 2

Juvenile Problem –5

MV Disturbance – 20

Noise Disturbance – 1

Suspicious Person or Circumstance – 24

Traffic Accident – 9

Welfare Checks- 12

All other calls - 246