

# Significant Activity Report

## November 1, 2022

### **Town Clerk**

The Clerk's Office remains busy with normal day-to day responsibilities and serving the public. The Clerk and BCA Vice Chair, Nancy Russell, worked with HHS student, Wren Parker, to hold a second voter registration drive on Tuesday, October 25<sup>th</sup>. The Clerk's Office is Election Central now through November 8<sup>th</sup>:

REMINDER to Residents: The Clerk's Office will CLOSE AT NOON on MONDAY, NOVEMBER 7<sup>th</sup> to set-up and prepare for the Election. The Ballot drop box will be available until 5:00pm on Monday, November 7<sup>th</sup>. After this time, any ballots will need to be brought to the polling location ONLY (at Hartford High School Gym 37 Highland Ave., White River Jct., VT 05001) on election day by the voter or their designee to be counted). Ballots received AFTER the polls close at 7pm, November 8<sup>th</sup> will NOT be counted.

### **Department of Public Works**

#### **Quechee Waste Water**

Added hard pack to pump stations access driveways  
Installed new air release valve at the plant pump station  
Zoom class training  
Jetted & TV" ed sewer line around Noyes Lane & Mill run condo complex  
Installed new block heater on Lake Land pump station generator  
Installed new cutter & cutter ring Dupius pump station

#### **White River Waste Water**

Had new carrier bearing installed on dump truck  
Added reclaim to pump stations access driveways  
Working with Trojan on updating UV APP  
Zoom class training  
Jetted and TV " ed sewer line by 6 Christian St  
New truck Hartford decals put on  
Contact vendor about supply problems with polymer

#### **Highway**

Contractor made preventive maintenance repairs to salt shed.  
Assisted Water Department with paving water cuts.  
Grading roads in preparation for winter.  
Repaired drainage pipe on Maple Street that has caused icing issues for the last 10+ years.  
Continue repairing equipment in preparation of winter.  
Rebuilt salt bunkers in Quechee.

#### **Water**

Assisted with a water leak at Stony Creek Condos  
Paved a portion of the water repairs around Town  
Assisted with Hartford Ave paving. Making sure water valves were not damaged.  
Continued fall flushing of hydrants.  
Meter edits.

## **Assessor**

Assistant Assessor attended IAAO 300 Fundamentals of Mass Appraisal

Assessor attended IAAO 452 Fundamentals of Ratio Studies

Worked on ongoing legal matters associated with the 2022 grand list

Assisted tax payers with questions associated with assessment

Continual processing of Homestead declarations and Current Use

## **Parks & Recreation**

### **Program and Park Highlights**

- All of our fall season sports have ended. We are gearing up for winter indoor youth sports and pushing out the Small Games Camp with Hartford Hurricanes and our Youth Basketball Camp.
- The Department held a Candy Drop at the Hartford Town Hall the week of October 17-26<sup>th</sup>. Bags of candy were received by many community members as a donation to our Trunk or Treat Event on Saturday, October 29<sup>th</sup>. We want to thank all those that donated candy. The candy is distributed to all the Trunk or Treat Displays, helping them provide additional candy and to lessen the financial burden on those displaying at the event.
- The Department is busy preparing for the Trunk or Treat Event on Saturday, October 29<sup>th</sup>. The event is from 4pm to 6pm. We have 25 Trunks pre-registered and anticipate a few more. The event will be at the Hartford Town Hall.
- After School in the Parks, White River and DBS After School at VINS continues. Pickleball at Maxfield continues to be popular on Tuesday and Thursday starting at 5:30pm
- WABA Arena Operations includes Public Skating on Friday from 1:15pm to 2:30pm, Saturday's from 4:15pm to 5:30pm and Sunday's 3:45pm to 5:00pm. We also provide a Noontime Hockey Open Skate on Friday's from 12:00noon to 1:00pm.
- Staff in Parks and Facilities continue to transition from outdoor maintenance to the indoor operations of the WABA Arena. The arena schedule this season is 7 days per-week with mostly afternoon/night shifts and our weekend Saturday and Sunday operation consists of 12 to 16 hours each day.
- Park facilities continue to be busy even though most of the youth sports are over. The mild weather has been helpful allowing residents to continue using parks and open spaces. Portable toilets in the parks will be removed prior to October 31<sup>st</sup>. All parks will remain open until the colder weather hits and snow flies. At that time, we will close gated parks, but most locations will be open for winter public usage. Park locations are not maintained during the winter, except for plowing various access roads for winter access.
- The new parks truck is fully equipped and was put into service. The equipment box trailer and the trailer for our outdoor adventure equipment should be arriving soon.
- The Parks & Recreation Commission held a Parks Tour on the 19<sup>th</sup>. The tour covered Lyman Point, Frost Park, Kilowatt, Clifford Park and the West Hartford Community

Center and Library. At Clifford Park, members of the Clifford Park Food Forest provided a tour and update on the project.

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

- **Town Plan Housing Chapter** – Work on updating the Town Plan Housing Chapter continued. The next meeting of the Town Plan Steering Committee will be on November 21<sup>st</sup> at Town Hall. The first of a series of community meetings to review data and gather input will be in December.
- **Property Development Applications** – This is another busy round for new applications preparing for Planning Commission and Zoning Board of Adjustment Public Hearings in November. In addition, we continue to assist applicants regarding general inquiries and submittal of Zoning/Building permit applications; review/approve building/zoning and design review applications; and conduct inspections of completed projects for issuance of Certificates of Occupancy.
- **Housing Development** – Participated in panel discussion at the *Homes for All Summit: Exploring Housing Solutions for the Upper Valley* on October 28<sup>th</sup>. Also working with Vital Communities and Two Rivers Ottauquechee on establishing a public outreach program to support development of Accessory Dwelling Units and missing middle housing.
- **New Faces in Our Department** – Starting November 2<sup>nd</sup>, Dee Gish will begin as our new Administrative Assistant. Also, Zach Doiron is working with us a couple days a week as a volunteer intern focusing on housing and other department work program items.
- **Grants** - Completed and submitted Progress Report for Cornerstone Community Center VCDP grant. Reviewed VCDP grant application for River Park Housing with state. Worked with various groups on development of the Safe Routes to School VTrans grant application and prepared presentation to the Selectboard.

### **POLICE**

The promotional process for the vacant Sergeant and Corporal positions has commenced. The process will conclude in January with the announcement of the new Sergeants and Corporals.

Lt. Howell and Cpl. St. Peter attended a three-day basic tactical medical instructor training program which was put on by the Federal Law Enforcement Training Center and was not cost to the agency. The instructors will be training other officers in basic tactical medical care.

Cpl. Clifford attended a field training supervisory program.

Patrol located a stolen motor vehicle that was taken from a parking area in town and were successfully able to arrest the offender without incident.

Patrol responding to catalytic converter thefts in the area.

Patrol will be partaking in the following events over the Halloween weekend. Trunk or treat at the VA, attending the Riverbank Church Fall Festival, assisting with the Gori Days parade downtown as well as the Town of Hartford Trunk or Treat.

Bike helmets donated to the Windsor Early Childhood Education Center.

Nature of Incident	Total Incidents
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Agency: Hartford Police Department	
911 Hangup Call	15
Abandoned Vehicle	1
Agency Assistance	14
Alcohol Offense	1
Animal Problem	12
Assault	2
Burglary	1
Burglary Alarm	19

Citizen Assist	29	
Citizen Dispute	5	
Court Time	1	
Traffic Accident with Damage		9
Traffic Accident with Injuries		3
Directed Patrol	129	
Driving - License Suspended		1
Controlled Substance Problem		4
Family Fight/Domestic		2
Foot Patrol	11	
Found Property	5	
Fraud	1	
Harassment	1	
Illegal Burning	1	
Information Report		2
Intoxicated Person		2
Juvenile Problem		10
Mental Health Emergency		5
Miscellaneous CAD Call Record		30
Missing Person	3	
Motor Vehicle Complaint		13
Noise Disturbance		4
Overdose	3	
Paperwork Service		6
Parking Problem		5
Pornography		1
Power Line Down		1
Public Speaking		1
Runaway Juvenile		3
Search Warrant		1
Sex Offender Registry		8
Sexual Assault		4
Smoke in a Building		1
Social Media		1
Suicide Threat		4
Suspicious Person		8
Suspicious Person/Circumstance		33
Theft	7	
Threatening		1
Traffic Hazard		9
Traffic Violation		1
Training	3	
Trespassing	3	
Unresponsive Person		4
Unlawful Mischief		1
VIN Number Inspection		5
Wanted Person		3
Welfare Check		13

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Total Incidents for This Agency: 467

## **Environmental Sustainability Coordinator**

-Window Dresser's is coming to town. On Thursday 11/3/22 members of the Hartford Energy Commission and the Environmental Sustainability Coordinator are planning to meet Window Dresser's staff at the Wilder Library and Club to unload custom made parts to make 195 window inserts for 32 homes in the area. These inserts will cut down on window drafts and energy bills cause by unnecessary heat loss by old windows. Because of the Window Dresser's model, with community members doing a majority of the work, and because of grant funding households can receive inserts at a reasonable, or even reduced, cost.

-The Hartford Energy Commission is still accepting volunteers to help build the inserts. If someone is interested in helping build window inserts, they can sign up at [Vermont Community Builds – WindowDressers](#).

-Members of the Hartford Energy Commission, the Climate Action Steering Team, and the Environmental Sustainability Coordinator have been attending webinars and reading up on changes happening to incentives for solar systems, electric storage, EV cars, and more. Under the recent Inflation Reduction Act the tax incentive for installing solar panels that was set to run out in 2023 has been extended, the tax incentive previously only applied to entities with a federal tax liability has been restructured so that tax exempt organization can pass that incentive on to a lender of other entity that does have a tax liability, and incentives for EV vehicles have been bolstered. However, it is not recommended that anyone run out and by an EV or solar panels with out talking to a tax professional or someone familiar with these changes. For example, in the past people that have purchased EV vehicles have missed out on the Vermont incentive because they had not gone through the pre-approval process. And although the Inflation Reduction Act is now the law, it will probably be late summer 2023 before all of the rules related to this law are finalized. So far there are strict requirements on where things can be sourced and manufactured and there are a limited number of products that meet these requirements, if someone is looking to purchase something and receive a rebate or incentive, they should consult with someone familiar with what's available. The Environmental Sustainability Coordinator is available to help connect residents with someone familiar with specific rebates.

## **Fire Department**

Incident Log:

<b>Calls for Service 10/13/22-10/27/22</b>	88		
<b>Incident Type Categories</b>			
Fires	1		
Overpressure Rupture/Explosion	0		
Rescue/Medical	61		
Hazardous Conditions	2		
Service Calls	8		
Good Intent	8		
False Alarm	8		
Weather Emergency	0		
Special Incident/Other	0		

Probationary firefighters are progressing well in their training. We have a hard date of January 1<sup>st</sup> to begin permanently staffing Station 2. Staffing may occur prior to that if probationary firefighters complete all competencies before January 1. Currently Station 2 is only staffed when five fully trained staff are on duty.

Staff will be participating in Halloween activities over the weekend.

The Open House was very successful. Planning a larger event for next year.

Will be conducting interviews on November 7 for a firefighter vacancy.

The Department welcomes back Alan Beebe. Alan has accepted the part-time Deputy Fire Marshal position. This will relieve the Fire Marshal's workload as he has been doing the work of two employees since July.

## **Finance**

FYE 2022 Audit

- On site review completed

- Reviewing draft

- Auditors will present to board on 11/29/22

FYE 2024 Budget Restart

- Budget Schedule

- Review with Department Heads

FYE 2023 Financials year to date review

Collaboration with HR Director and Select Board on day to day operations

Collaboration with Vermont Bond Bank for their annual benchmark presentation to the board