

Significant Activity Report

June 13, 2023

****See Separate Report for the Police Department**

Town Clerk

1. **Legislative Change affecting Marriage License Fees effective July 1:**
Act No. 19 (H. 53): An act relating to driver's license suspensions and revenue for the Domestic and Sexual Violence Special Fund Subjects: Motor vehicles; suspension; privilege to operate; driver's licenses; nonpayment; civil marriage license fees; Domestic and Sexual Violence Special Fund This act eliminates the suspension of driver's licenses or privileges to operate (collectively "driver's license") exclusively for the nonpayment of a traffic violation for which points are assessed (known as a moving violation) but does not eliminate any of the other instances where a driver's license can be suspended. This act also increases, on July 1, 2023, the civil marriage license fee by \$20.00, from \$60.00 to \$80.00, with \$5.00 more from each license going to the applicable town clerk (TC to retain \$15 of the fee instead of the \$10 currently retained) and \$15.00 more from each license going to the Domestic and Sexual Violence Special Fund but reverts to the current \$60.00 civil marriage license fee and revenue distribution on July 1, 2025.
2. Preparing for the upcoming Board of Civil Authority Biennial Checklist Review to be held on June 20th at 5:30, Room 1 at Town Hall.
17 V.S.A. §2150(c) requires the BCA to conduct a review of the entire checklist, name-by-name, to consider sending challenge letters to voters, **by September 15 of each odd numbered year:** "By September 15 of each odd-numbered year the board of civil authority shall review the most recent checklist name by name and consider, for each person whose name appears on the checklist, whether that person is still qualified to vote." A letter must be sent to the Elections Division certifying that this checklist review by the BCA has taken place.
3. The Clerk is preparing a list of vault documents to review with Steve Picazio, VSARA (VT State Archives & Records Administration), when he visits in July to provide guidance regarding Records Management and establishing a Retention Policy & Plan for the Clerk's Office.

ASSESSING DEPT

- Completed the 2023 Grand List Abstract and filed it with the Town Clerk.
- Posted notice to taxpayers in public places and website.
- Changes of value notice were sent to taxpayers.
- 2023 Data is available on our Beacon website.
- The 2023 Grievance cut off was set for June 20th by 4pm (application received by Assessor's Office)
- The 2023 Grievance Hearings are set for June 21st through June 23rd.

Assessor

- Reviewing Grievance Applications
- Met with Various Taxpayers to Review Property Assessments

Assistant Assessor

- Worked close with State's new system (AXIOMATIC/VTPIE) and legacy program (NEMRC) regarding homestead, current use, and production of the 2023 Abstract Grand List.

- Assisted Assessor with completion of 2023 Abstract Grand List.

Fire Department- Significant Activities Report

Incident Log:

Calls for Service 5/25/23-6/7/23	108		
Incident Type Categories			
Fires	1		
Overpressure Rupture/Explosion	0		
Rescue/Medical	83		
Hazardous Conditions	1		
Service Calls	11		
Good Intent	8		
False Alarm	4		
Weather Emergency	0		
Special Incident/Other	0		

The department staffed the Covered Bridges Half-Marathon event and provided medical services to the participants.

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

We received bids for an ambulance replacement. Staff are currently reviewing proposals with plans to deliver an award recommendation shortly.

We received no bids for the design/build RFP for the Station #2 renovations and storage building. The department is working with Studio Nexus to prepare a revised RFP to be distributed soon.

Department of Planning and Development Highlights

- TIF District Program – Met with State for annual monitoring visit for Hartford’s WRJ TIF District.
- Town Plan Housing Chapter Update – On May 31st, the Planning Commission/Town Plan Steering Committee held a meeting that focused on review of draft goals, strategies and actions for the Housing Chapter of the Town Plan. The next meeting is scheduled for Thursday, June 29th. Look for more information on this at the *Home for Hartford* Page on the Town Website.
- Town Forest – On June 3rd, the Conservation Commission and the Upper Valley Mountain Bike Association sponsored the annual trails day event at the Hartford Town Forest. Over 20 volunteers attended. Work included constructing a bridge on the Three Bridges Trail, removing invasive plants, and rerouting a section of Moose Brook Trail. The contractor completed cleanup and seeding of the harvested areas and log landings. All trails are now open. A post-harvest walk with Forester A.J. Follensbee is scheduled for Tuesday, June 27th at 6:00 p.m.
- Homes For Hartford Community Participation /Town Plan Update – We continue to encourage people to check out the *Homes for Hartford* multimedia station at the Junction Arts and Media center (JAM, formerly CATV) center in Downtown White River Junction. Join the conversation about current and future housing needs in Town – its fast, easy, and fun

to see the impact of input immediately. The Multimedia Station will rotate to different locations in Town over the next several months, and would love to hear from

- WRJ S Main Street Parking Construction - Staff are working with downtown property owners to finalize arrangements for temporary alternative parking while the Parking Lot reconstruction is underway this summer/fall.
- Ongoing Planning and Development: Seven applications were submitted for applications for Zoning Board of Adjustment/Planning Commission approval. Staff are reviewing these applications, sending comments, and preparing the draft reports. 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.

Finance

Preparing to close out FYE 2023

Continued Participation in Calendar Year 2022 Work Comp Audit

Completing 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

Executing the installation of a credit card machine at the Finance department window for the ease of payment

Executing the installation of a payment box outside Town Hall

Financial Review Discussions with staff

FYE 2024 COLA Review

Department of Public Works

Administration

Held bid openings for various services and products

Met with representatives from VTrans regarding temporary water connection for the Quechee Gorge bridge project

Met with representatives from Blaktop Paving to coordinate summer paving schedule

Attended initial project review meeting for Haven improvements

Coordinated with HR Director the job posting for the Quechee Assistant Chief Plant Operator position

Water Division:

Received our new Work Truck replacing W-6.

Called out on 5/29/23 for lost communication at Quechee Well.

Called out on 6/1/23 for lost communication at Quechee Well.

Called out on 6/3/23 for chlorine leak at Wilder Treatment Plant.

Inventoried 264 out of 2301 connections for lead services

Took monthly Samples for Hartford and Quechee.

Read all White River Jct water meters.

Started meter edits for White River Jct.
Called out for a sprinkler line leak on North Main Street on 6/6/23.

Highway Division:

Still working on trees from December storm.
Most all gravel roads have been graded one time around.
Started line striping (stop bars, crosswalks)
Maintenance on DPW vehicles.
Dug test holes on Sykes Mountain Ave for culvert installation.
Filling potholes as they come up.
Washed all bridges in town.
Installed payment drop box at municipal building.
Preparing for summer projects.

WRJ Pollution Abatement Plant

Sent in May state reports to the State of Vermont.
Ran 2023 ERA laboratory samples for proficiency testing, DMR-QA-43
Sent in ERA laboratory results for 2023 proficiency test, DMR-QA-43
Meetings with Bryan Gazda.
Treatment plant crew meeting.
Clayton went to Quechee W.W. plant a few times to meet with staff regarding treatment system and pump stations in preparation for temporary assignment has Asst. Chief Operator.
New England Instrument calibrated Influent and Effluent flow meters.
Performed routine maintenance at the wastewater treatment plant.
Mowed and weed wacked treatment plant lawn.
Greased centritys (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.
Cleaned garage and back dock area.
Greased decanter arms, greased process water pumps, greased influent sewage pumps.
Cleaned and air calibrated SBR D.O. meters.
Performed routine maintenance at all ten wastewater pump stations.
Mowed and weed wacked some of the pump stations.
Unplugged pumps twice at Bridge Street pump station.
Locate request marked out sewer mains.
Checked problem manholes around town. (Cleaned TP out of manholes)
Responded to 59 North Main Street to check on checked sewer main.

Quechee Pollution Abatement Plant

Retirement of Assistant Chief Plant Operator
Continued training of new personnel and transition of some responsibilities.
Assistant chief on vacation for one week.
Work on bio solids and testing and landfill.
Mowing of leach fields
Work on tractors and flail mower
Prepare drying beds for summer.
Continued work on SBR actuators
Clean up computers and files for personnel transition.
Composite lab analysis for state reports

Solid Waste Facility

General cleanup for grounds to include mowing and removal of damaged fencing
Coordinated with TRORC a 30-day vehicle count for the Redemption Center and Solid Waste Facility

Representative from Sanborn Head collected data for the facility assessment study

IT

- Cad2Cad program setup with Dispatch
- Attended Safety meeting to give input on cameras, access controls
- Finished HVAC segmentation
- Website prep/design for migration
- Onboarded new Parks and Rec employee

Environmental Sustainability Coordinator

- Progress has been made in replacing the condensers on the first floor heat pump system, electricians from Alliance Mechanical were at Town Hall for much of the week of May 30th getting the system wired and HVAC technicians have been on site getting the system connected. We should have the first-floor system operational before the next hot spell.
- Progress has also been made on the Town Hall HVAC operating system, this is the computer system that operates the heat pumps and coordinates the entire system working as one unit instead of a bunch of individual units. Once operational Town Hall will also be enrolled in Green Mountain Power's Flexible Load Management program. With things moving toward electrification there is going to be increasing demand on Vermont's electric grid, the Flexible Load Management program incentivizes large buildings to use less energy during peak demand periods by giving them a financial incentive for every kilowatt not used when demand is high. Hartford's IT department has now set the Town Hall HVAC system up with its own server network and in the next couple of weeks Alliance Mechanical, Green Mountain Power, and Efficiency Vermont should have their work done to make Town Hall play an active role in the grid's resiliency.
- The Environmental Sustainability Coordinator spoke at the Vermont Recreation and Park's Maintenance Conference on adopting electric vehicles and the impact of climate change on Parks and Recreation operations. With global temperatures already starting to rise Vermont has seen an increase in tick borne illness and invasive plants, and just this past week smoke wildfires, all things that will impact how Parks and Recreation Departments operate.
- Members of the Energy Commission and the Environmental Sustainability Coordinator attended the Vermont Energy and Climate Conference in Middlebury, this was a great networking event and opportunity to meet with other Vermonters working on issues around sustainability.
- On 6/8/23 Norwich Solar presented on a proposed site for a 500kW solar array on Braley Dr. off of Christian St. to the Planning Commission. 15 abutters, mostly from Sterling Springs, attended the meeting to express their concerns and thoughts on the array, most of the conversation was around storm water control and screening. It was noted that the state would have flood water control requirements as part of the permitting process and Geoff Martin from Norwich Solar was asked to negotiate some requirements around screening with the land owner and come back to the Planning Commission for a "preferred site" designation. Assuming they get this designation, Norwich Solar will then be presenting to the Select Board for their approval as well.

Parks & Recreation Department

Program and Park Highlights

- Between May 25th and June 8th, 2023, we completed 100 Registrations and generated nearly \$10,428 dollars in revenue.
- Finished 2022 - 2023 Afterschool year. Total revenue income at \$8600 for the program operations. Although our Afterschool Programs are done for the season, we are working on next school year program ideas.
- The Department started staff training for the 2023 Summer Camp Ventures and the Sherman Manning Aquatic Facility. This included CPR/First Aid training for camp staff and a lifeguard refresher for the pool staff held at the Upper Valley Aquatic Center.
- Current pool staff levels will allow us to open a little earlier than expected. We are planning a soft opening the weekend of June 10th and planning a lighter schedule the week of the 12th.
- The Department worked with regional Parks & Recreation Departments and the Covered Bridges Half Marathon Committee to put on the Half Marathon on Sunday, June 4th. Our department assisted with runner parking, set up and managed the no-parking areas and location signage. The weather made for a very successful and supported event. Over 1800 runners completed the race.
- Margaret Marion joined our team as the new Administrative Assistant. Margaret has moved to the Upper Valley and settling in well here at HPRD. Margaret has an educational background in Art and Design and Environmental Science and most recently was the Marketing Manager/Design Assistant for company in Rhode Island. Please stop by and say hi to Margaret.
- Our spring sports are wrapping up with games and practices after this week. This includes Little Sticks Lacrosse, Spring Soccer, Quickball, Rookies Baseball, Softball and Minors/Majors Baseball.
- The Department is working on 18 new park permit applications for the month of June and July.
- The Hartford Area Chamber of Commerce Balloon Festival is fast approaching. The Department is preparing for the festival grounds parking. We will be setting up starting on the 13th of June. This includes installing barricades, parking spaces and no-parking signage on several roads leading into the festival. We are also looking for volunteers to work the parking shifts on Friday, Saturday, and Sunday next week.