

**Town of Hartford
Town Staff
Significant Activity Report, August 16 – August 29, 2017**

TOWN MANAGER HIGHLIGHTS

Respectfully submitted for your consideration.

The Impact Fee resolution to the Ordinance became effective on August 21st.

Staff continues to prepare data for the CIP recommendations. Staff will assemble their plans and have preliminary data available for the Town Manager to review when he returns.

The finance department mailed approximately 500 letters for unpaid taxes. This is roughly 10 percent of households/businesses.

The Town has interviewed four individuals for the IT Officer position. We are looking to bring the top one or two back for further interviews. A tour of the departments and review of our infrastructure before we make an offer of employment.

The Parks and Recreation Department has made conditional offers to both recently advertised positions.

The Town is currently advertising for the Assistant Assessor position.

We are currently reviewing our property and content insurance with VLCT. Departments will be reviewing the current policies to see if coverage has been appropriately accounted for. We are hopeful that a thorough review will realize some savings in premium costs.

We have received numerous complaints regarding traffic flow on N. Hartland Rd. Specifically, with traffic exiting the I-91 S off ramp and VA traffic attempting to make left turns. VTRANS has been contacted and a traffic assessment is planned. Presumably this will recommend whether a traffic signal will be recommended for that location.

Listed below are those highlights from each Department Head's report:

STAFF HIGHLIGHTS

The Assessor's office has recorded BCA decisions and filed the grand list with the state for the preliminary state education estimate and filed the tax rates as well.

The Finance Department continues with fiscal year close out and audit preparations.

The Fire Departments C Shift responded for a report of a male with chest pain, later upgraded to "CPR in progress". CPR was continued upon their arrival and there was a successful return of spontaneous circulation. The patient is expected to recover.

We have had concerns that the Wrights Reservoir Dam was not draining properly after the most recent rain storms. It was identified that silt has built up in the pipe and likely at the adjusted valve. After adjusting the valves, the water finally filtered through at the proper discharge. The

Recreation Department will be meeting with Ben Green who is a Dam Safety Engineer to discuss options for capturing the silt prior to reaching the drain pipe.

Community Resilience Week – It was a very successful week kicking off on August 18th with 37 people assessing how well Hartford is on a variety of resilience activities. By the closing event on August 25th, 260 participants had attended 13 activities throughout the week. We have been told that Hartford is the only community in New England that dedicates an entire week to community programs on resilience.

August 20th – 25th - Detective Kristinnah Adams and Police Officer Aleya Catalfamo participated in the International Association of Chiefs of Police Women's Leadership Institute in Concord, New Hampshire.

The Education building at the Recycling Center: The mold removal has been completed with a successful test. The roof is scheduled to be replaced this week. The carpet is scheduled to be installed this week. Wanda and Bob should be moving in right after Labor Day.

DEPARTMENT HIGHLIGHTS

Assessor

Processed new sales recordings and sent verification letters to grantees.

Working on waiver valuations for the round-a-bout.

Posted listing for Pat's position, as is retiring next month.

Finance

June and July Bank Reconciliations

Fire

The state USAR team used the Command Trailer for a training exercise.

Fire Department personnel participated in several Resilience week activities.

We learned that the new Stryker Power Load stretcher for Ambulance 2 should be here by Oct 5, 2017.

Shifts did extrication training on an old car brought to us by Midnight Auto Recovery.

Shifts saw a demo of Rescue Jacks. These are used to stabilize automobiles during extrication. The new engine has a compartment designed specifically for these tools.

All of our Self-Contained Breathing Apparatus (SCBA) have been flow tested.

There was a meeting with several other area departments from NH and VT about a drill scheduled for October 13th. The drill will be focused on a more coordinated response to incidences on both sides of Sumners Falls.

Members participated in a mass-casualty drill at the VA.

Personnel provided EMS coverage for the Scottish Festival.

Assistant Chief Beebe attended a two-day course on Tactical Combat Casualty Care (TCCC).

D-Shift extricated a patient with an injured leg from under the Quechee covered bridge.

The fire department responded to a total of 74 incidences during this two-week period.

Information Technology

NSTR

Parks and Recreation

Pre-season youth soccer, NFL flag football, field hockey and youth cheerleading begin the week of August 28th.

Fall/Winter Brochure is complete.

Department continues to work on Glory Days Festival. Still soliciting advertising this week and vendors. The Festival is scheduled for September 9th and 10th in Downtown White River Junction.

Splash night at UVAC had 25 kids participate.

LL Bean Discovery Schools at Kilowatt South continue on Saturday and Sunday.

Arena scheduling is 90% complete and filling in some gaps and agreements to go out next week. Working on an Adaptive Curling Program with the Upper Valley Curling Club and Veterans Administration Hospital. This will be held during the day at the Arena. More information to come soon.

Pickleball continues at Maxfield on Tuesdays.

Parks/Facilities

Prepping fields for fall youth soccer and flag football. High school sports fields have been lined and facility is ready for the schools fall season. The school's athletic department lines the fields for the upcoming season.

Department has been interviewing for the open positions of Laborer and Superintendent of Parks & Facilities.

Department continues to work on DOC scenarios for the 2018 season. We have developed a spreadsheet with the total number of hours, per-week during May through October. Will be asking for letters of support to keep a crew for Hartford and requesting they retain the service out of Springfield.

David Dean started back this week assisting us in the parks. He will be on board through arena start up and park closures. He will be working a couple days per-week.

Mowing continues to be steady within the parks but slowing down some.

Received a letter from the Department of Environmental Conservation that in 2012 the Town was to submit Record Drawings within 60 days of construction completion at the Maxfield Complex. Additionally, they required Operation and Maintenance Manuals for the Maxfield facility. This was not done. I contacted SVE and awaiting a call back as the Record Drawings must be prepared, signed, and sealed by the Vermont professional engineer that was responsible for the construction oversight. We have the O&M Manual's in place. The documents are due by September 15th.

A park permit for Solar Fest was approved. The event will be a Fred Briggs green space Sunday, August 27th from 3:30 to 10pm.

Saturday August 19th was the WRJ VA Medical Center Outreach Committee event at Maxfield. About 150 to 200 utilized the park facility that day. Entertainment, softball tournament and other activities took place for military members and families.

Planning and Development

July 1, 2017 Flood Damage – President signed Disaster Declaration for public infrastructure assistance from FEMA. Includes funding to assist with property buyouts under FEMA Hazard Mitigation Program. Received contact from a few more property owners impacted by the flood. Working with state and UV Strong to assist property owners to obtain information and funding options to complete repairs.

Vermont Community Development Grant – Processing grant closeout for Twin Pine Housing Trust Scattered Sites Housing Project.

Quechee Pocket Park – Construction continuing with concrete installation week of August 28th.

Lower Sykes Mt Ave Sidewalk Improvements – Finalized contracts pending signatures. Preconstruction meeting scheduled for September 6th.

Currier Street Extension TIF Project – Met with assisted living facility developer and Northern Stage on August 18th to identify what will be completed this fall to button-up for the winter.

Planning Commission and Zoning Board of Adjustment Application – Completed staff review of an amendment to the 88-unit multifamily development project on Sykes Mountain Ave, several setback waiver applications.

White River Junction Parking – Steering Committee met and agreed on recommendations to be presented at a future Selectboard meeting. Completed semiannual public parking counts for Downtown WRJ.

Police

August 13th – Patrol officers participated in a joint traffic safety initiative with the Vermont State Police along Route 4. Several motorists were stopped and cited for excessive speed and other traffic safety violations.

August 14th – The Police & Fire Chief's met with the Town Health Officer to discuss local health code violations.

August 15th – Patrol officers responded to reports of a dog left unattended in a vehicle during the heat of the day. The dog was retrieved from the unlocked vehicle and note left for owner.

August 15th – 18th - The Police Social Worker attended the Crisis Intervention Team (CIT) Training Conference in Florida, having been selected from among her peers nationally to participate in the recently formed CIT Coordinator's Certification Course.

August 17th – Patrol officers responded to reports of an unconscious man in a vehicle parked at the Pine Crest Motel. The man was located and found to be intoxicated. Paramedics from the Hartford Fire Department were summoned to assist the man, who was treated and released.

August 18th – Patrol officers responded to a private residence along the 3500 BLK of Quechee-West Hartford Road for reports of a man in crisis. With the assistance of Veterans Crisis Hotline Staff, the man was taken into custody and transported to the Veterans Administration Hospital for further assistance.

August 18th – Patrol officers responded to a family crisis at a private residence along the 300 BLK of Quechee Main Street. During a family argument, the man reportedly became agitated and began to throw objects around the house before threatening to shoot family members. As police arrived, the man retreated to a second-floor bedroom. Attempts to coax the man from the room were unsuccessful, but police were able to enter the room and take the man into custody after a brief struggle. Two shotguns and body armor were recovered from within the man's reach. He was transported to Southern State Correctional Facility and held on \$3000 bond for Assault and related charges.

August 18th – The Police Chief participated in Resilience Week activities at the Bugbee Senior Center.

August 19th – Patrol officers received reports of the theft of cash and other valuables taken from unlocked passenger cars parked overnight along Colonial Drive and Perkins Place. The investigation continues.

August 19th – Patrol officers attended the West Hartford Community Block Party.

August 21st – Patrol officers assisted the Lebanon Police with a welfare check, and a nuisance call during a period of heavy calls for police service in Lebanon.

August 22nd – Patrol officers responded to an injury Collision involving a motorcycle along Route 5 near Sykes Mountain Avenue. The driver was transported by Hartford Fire Department Ambulance to Dartmouth Hitchcock Medical Center for treatment. The investigation continues.

August 22nd – The Deputy Police Chief and Police Social Worker Participated in an Overdose Awareness Candlelight Vigil planning meeting.

August 22nd – The Police Department assisted by community officials hosted an “Ice Cream Social” along Hollow Drive. The event was attended by 15-20 neighborhood children and their parents.

August 22nd – The Police Chief participated in a meeting of the White River Junction Parking Study Committee.

August 24th – Patrol officers responded to a property damage motor vehicle collision on North Main Street at the Listen Center.

August 24th – The Police Chief and Deputy Chief met with New England Police Investigative Network officials to discuss trends and the tracking of overdose information at the regional level.

August 25th – The Police Chief and Police Social Worker met with School Resource Partnership members to finalize updates to the Truancy Protocol for the coming school year.

August 25th – The Police Chief participated in Resilience Week activities at the Bugbee Senior Center.

August 26th – Patrol officers arrested a 45-year-old Hartford man for assault after responding to the Super 8 Motel for an altercation between two brothers.

Public Works

Wastewater

The VTRANS Mitigation grant for a vector truck was submitted on Tuesday (8/15). The Town should hear about this grant by the middle of September.

The TV/Sewer Line Flushing contract was awarded to Hartigan at \$114,785. Green Mountain Pipeline Services was the only other bidder at \$114,905.

Steve Brock (WW Operator in Quechee passed his Grade 3 Wastewater Exam).

The State of Vermont performed an inspection of the Quechee Wastewater Plant on Monday, August 28, 2017.

Water

The Sodium Hypochlorite bid is in the process of being awarded to the low bidder Harcross Chemical, Inc @ \$1.21/gallon. Allen Chemical was the only other bidder at \$1.345/gallon.

The Water Dept. continues to work on valve maintenance and valve locating with the GPS unit.

Due to the sharp decline in productivity, the Wilder Well was cleaned to enhance production. This cleaning was needed to buy the time to properly prepare the bids and put the new well out for construction.

Highway

The Paving bid has been awarded to Blacktop Paving at \$620,181. Pike was the only other bidder at \$675,227.

Pocket Park update: The construction of the wall is ongoing (see the attached photo taken 8/23/2017).

July 1, 2017 Flooding: The Highway Department continues to work on the numerous list of washouts that occurred on July 1st.

The Highway crew has painted all but a couple of crosswalks.

The roadside mowing operations continue while the road repairs are underway.

Allyn and Michelle met to discuss the Roundabout Right-of-Way and start the waiver evaluations.



8/23/17: Pocket park Project update photo.