

**SIGNIFICANT ACTIVITY REPORT**  
**July 11, 2023**

**ASSESSING DEPT**

- Mailed grievance determination letters
- Provided 2023-24 Tax Rate Worksheet to Finance Director

Assessor

- Reviewed Grievance Applications and made determinations
- Met with Various Taxpayers to Review Property Assessments
- Worked with Finance Dept to set up Tax Billing Software to generate tax bills

Assistant Assessor

- Assisted various taxpayers regarding change in values and homestead/house site allocations
- Assisted with mailing Grievance determinations, running reconciliation reports.
- Every Monday until November 1<sup>st</sup> running the homestead reports and reviewing other state reports (Current Use applications or withdrawals).
- Assisting with reconciliation between the Assessor office and Finance

**Finance**

Preparing to close out FYE 2023

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

Executed the installation of a credit card machine at the Finance department window for the ease of payment will be available by 7/31/2023

Executed the installation of a external payment drop box at Town Hall, waiting on the signage

We also have a drop box inside on the second floor outside of Finance

Financial Reviews with Staff

**Department of Public Works**

**Administration**

Met with contractor regarding Quechee Culvert replacement project.

Met with business owner regarding relocation of water/sprinkler service in conjunction with VA Cutoff Road bridge project.

Met with business owner and contractor regarding stream bank reconstruction and sanitary main stabilization.

Completed interview process for Quechee Assistant Chief Operator open position.  
Interviewed a potential application for open Highway Equipment Operator position.  
Held department staff meeting on June 27.  
Received new plot/map printer/scanner.

**Water Division:**

Fixed leak and replaced 40' of main on Pleasant View Terrace 6/27/2023  
Took bacteria samples for Hartford and Quechee Systems  
Completed 334 out of 2300 Service lines in the Hartford System for LCRR  
Completed 10 out of 556 Service lines in the Quechee System for LCRR  
Reset main electrical breaker at Wilder Treatment Plant on 7/2/2023 that caused a lost of communication with treatment plant.

**Highway Division:**

Continued with roadside mowing using both mowers.  
Graded gravel roads impacted by heavy rain events.  
Worked with Green Mountain Power to take down a big silver maple tree on Bullard Street.  
Completed shoulder, ditching, and seeding/mulching work on Dothan Road in conjunction with paving project.  
Ditched Forest Hill Road.

**WRJ Pollution Abatement Plant**

Clayton checking in on and working with Quechee wastewater crew.  
Held Treatment plant crew meeting.  
Renewing White River treatment plant crew wastewater licenses.  
New septage hauler, (Howe Enterprises) Completed new paperwork and computer billing sheet.  
Performed routine maintenance at the wastewater treatment plant.  
Cleaned and air calibrated D.O. sensors in Sequential Batch Reactor (SBR) tanks.  
Dewatered 250,000 gallons of sludge.  
Dewatered 24,000 gallons of sludge brought in from Quechee treatment plant.  
Greased Centrisys (Dewatering equipment)  
Hauled all dewatered biosolids and grit to Lebanon land fill.  
Performed routine maintenance at all ten wastewater pump stations.  
Alarms again at Bridge Street pump station. Unplugged pumps.  
Locate request marked out sewer mains.  
Checked and cleaned problem manholes around town.  
Power outage 6/24 and 6/28 reset SBR blowers, Sludge blowers, U.V. system and lab equipment.  
Power outage 6/24 computer problems (called Dillon 6/26)  
Power outage 7/2 reset SBR blowers, Sludge blowers, U.V. system and lab equipment.  
Power outage 7/2 computer problems, Dillon walked us through steps to fix the computer problems.  
Call on 20 South Street, checked sewer main.  
Call on 67 Lower Hyd. Park, checked new service line install.  
Call on 35 Hazen Street (smell) Jetted sewer main.  
After hour called in for 123 Bullard Street, jetted sewer main.

After hour called in to allow Green Mountain Power and Solar Array company access to the treatment plant.

### **Quechee Pollution Abatement Plant**

Completed installation of Sequential Batch Reactor (SBR) actuator valves.

Responded to Mill Run Pump Station and resolved control panel outage.

Continued training of new personnel and transition of some responsibilities.

Composite lab analysis for state reports.

### **Solid Waste Facility**

Started the issuance of new permits for FY 24.

Starting preparation for Hazardous Waste Day (7/22)

Building new open/closed and special event sign

Continued general cleanup for grounds and mowing.

## **Environmental Sustainability Coordinator**

-Vermont Adult Learning completed their second heat pump training at the Hartford Area Career and Technical Center on Friday June 30<sup>th</sup>. Students that completed the training that are not currently employed have been placed in internships with local employers with the goal of continuous employment at the end of the internship.

- The Hartford Energy Commission continues to make progress on this year's Window Dresser build. Currently we have over 300 inserts ordered from 40 homes in the area and will likely start putting new inquiries on a waitlist. For those not familiar with Window Dresser's, local volunteers spend about two month's measuring windows for inserts that slow drafts and save energy, those measurements are sent to a non-profit in Maine that then cut the wood for the inserts and those pieces are then sent to "community builds" where volunteers spend a week putting together the pieces and wrapping them with plastic to create custom made inserts. Inserts are estimated to save \$8 per insert worth of heating fuel on average per heating season. We expect our volunteer measuring team to begin measuring next week or the following. Our build will occur October 12<sup>th</sup>- 19<sup>th</sup> at Damon Hall in Hartland.

-The Energy Efficiency and Conservation and Block Grant pre-award information sheet for Hartford's allocation of \$75,380 in funds to go towards energy efficiency improvements was submitted last week. These funds are being allocated to the 10 largest communities in each state. Pre-award information sheets are due by July 31<sup>st</sup> and the application for the grant should be out some time in the fall.

## **Parks & Recreation**

- Through the month of June, issued park permits had a combined usage of 926 hours.
- The Department held a variety of trainings prior to the camp session beginning that included child development and diversity, equity, and inclusion training.
- We have completed 2 sessions of camp and the week of the 4<sup>th</sup> of July will be session 3. Maxfield Fridays and VINS excursions where the highlights.

- Wild Roots Wellness conducted a Yoga Workshop for the camp, and it was well received.
- Our first concert was cancelled on June 28<sup>th</sup> due to rain and thunderstorms.
- June 29<sup>th</sup>, we held a Thursday Night Teen Pool Party at the Sherman Manning Aquatic Facility. Over 50 children were in attendance.
- Upper Valley Nighthawks have been running a youth baseball camp the past week at Maxfield. In addition, Maxfield was host to the Cal Ripken State Baseball Tournament. Post 84 is also hosting several games at the facility.
- Organized Pickleball at Maxfield continues on Tuesday and Thursday from 5:30pm to 7:30pm.
- The Department will be utilizing 4 flower containers that will be put in Downtown WRJ for beautification.
- The athletic fields at Maxfield, Watson and Kilowatt were aerated, and slice seeded in hopes to regain lost turf due to last summers drought and grub issues.
- At time of this report, the Department is preparing for the Independence Day Celebration at Kilowatt South Park. The facility boat launch will be closed on July 4<sup>th</sup> for the fireworks set up and will re-open on July 5<sup>th</sup>. The celebration will begin at 6pm with music and several food trucks. Fireworks will lift off between 9:15pm and 9:30pm.
- The Town Hall Parking Lot Lights have been installed. The timing device is managed by the IT Dept. We have an automatic override in the bandstand for special events like our Movies in the Park.
- Our first Movie in the Park was June 30<sup>th</sup>. A small crowd of about 30 enjoyed Lyle, Lyle Crocodile.
- Agency of Natural Resources/Dam Division had a scheduled inspection of the dam on June 26<sup>th</sup> in the Hurricane Wildlife

## **Planning & Development**

- WRJ Downtown Parking Survey – Completed the Summer 2023 Parking Survey. The survey is one of the three done in the course of a year to track the parking demand in the downtown at different locations, times of the week and times of the day, typically completed over 14 days The survey resulted in the 2<sup>nd</sup> highest summer parking occupancy rates since parking surveys began in 2005. Staff will be completing a full report over the next month.
- FY 2023 – Reviewed expenditures and obligations and prepared report for Department year end budget closeout.
- Town Forest – On June 27<sup>th</sup> lead a post-harvest walk with County Forester A.J. Follensbee and the Conservation Commission
- Clifford Park Food Forest & Abenaki Garden – On June 25<sup>th</sup> the Resilient Hartford committee held a workday at the Clifford Park Food Forest & Abenaki Garden.

- Town Plan Housing Chapter Update – Staff continued work on draft housing goals, strategies and actions for the chapter update for discussion with the Planning Commission /Town Plan Steering Committee on June 29th. The Discussion will continue on July 12<sup>th</sup>. Look for more information on this at the *Home for Hartford* Page on the Town Website.
- Land Development Review and Permits: Staff received and reviewed 5 Conditional Use Applications for the July Zoning Board of Adjustment Public Hearing, and 2 Boundary Lot Line Adjustments, 1 Subdivision, and 6 Site Plans for the July Planning Commission Public Hearing. Reviewed and issued 105 Zoning Permits between January 1, 2023 and July 7, 2023; close to what was issued same time last year (113). Continued to assist the community regarding inquiries about the development and permitting process and conducting inspections of completed projects for issuance of Certificates of Occupancy.
- Homes For Hartford Community Participation /Town Plan Update –We continue to encourage people to visit 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 few months.

## **Hartford Police Department**

The department speed cart has been placed on Hartford Avenue. The data collected will be analyzed and provided for the next Select Board meeting in late July.

HPD Chief Sheldon and HFD Chief Cooney served ice cream at the annual block party.

The interview process for the Admin. Assist. position is complete, and the top applicants will move on to the background phase soon.

Lieutenant Howell attended an Advanced Patrol Marksmanship Course on July 6 & 7.

Six HPD officers assisted with the Rec. Department Fourth of July fireworks event.

The First Line Supervisor class taught by Dirigo Safety starts Monday, July 10, at HPD. Three HPD Corporals are enrolled.

Lt Howell attended an active shooter tabletop exercise at DHMC on June 26<sup>th</sup>.

This a reminder to all about the online program CityProtect that all citizens can access to see calls for service for police, fire, and rescue.

Hartford Police Department

Law Total Incident Report, by Nature of Incident

Nature of Incident	Total Incidents
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911 Hangup Call	32
Agency Assistance	16
Animal Bite	2
Animal Problem	7
Bike Patrol	2
Burglary	1
Burglary Alarm	19
Citizen Assist	17
Citizen Dispute	3
Condition of Release Violation	1
Traffic Accident with Damage	8
Traffic Accident with Injuries	3
Untimely	2
Breathing Difficulty	1
Directed Patrol	114
Driving - License Suspended	1
Controlled Substance Problem	2
DUI Alcohol or Drugs	1
Family Fight/Domestic	7
Fireworks	1
Foot Patrol	3
Found Property	6
Fraud	1
Harassment	1
Dumping	2
Information Report	5
Intoxicated Person	2
Juvenile Problem	2
Medical Emergency	2
Missing Person	1
Motor Vehicle Complaint	10
Overdose	1
Panic Alarm	1
Parking Problem	1
Runaway Juvenile	1
Sex Offender Registry	22
Unknown Medical Emergency	1
Special Detail	4
Stalking	1
Structure Fire	1
Suspicious Person	13
Suspicious Person/Circumstance	24
Theft	6
Theft of Motor Vehicle	1
Threatening	2
Traffic Hazard	7
Traffic Violation	4
Training	4
Trespassing	2
Unresponsive Person	3
Unlawful Mischief	2
VIN Number Inspection	1
Wanted Person	5
Welfare Check	9

Total Incidents for This Report: 391

Hartford Fire Department				Count	Pct of
6/24/23-7/6/23					
Incident Type					Incidents
1 Fire					
Totals				0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)					
200 Overpressure rupture, explosion, overhear other				1	1.08%
Totals				1	1.08%
3 Rescue & Emergency Medical Service Incident					
311 Medical assist, assist EMS crew				3	3.23%
320 Emergency medical service incident, other				3	3.23%
321 EMS call, excluding vehicle accident with injury				56	60.22%
322 Motor vehicle accident with injuries				1	1.08%
324 Motor vehicle accident with no injuries.				4	4.30%
381 Rescue or EMS standby				1	1.08%
Totals				68	73.12%
4 Hazardous Condition (No Fire)					
412 Gas leak (natural gas or LPG)				1	1.08%
440 Electrical wiring/equipment problem, other				1	1.08%
Totals				2	2.15%
5 Service Call					
553 Public service				1	1.08%
554 Assist invalid				1	1.08%
561 Unauthorized burning				2	2.15%
Totals				4	4.30%
6 Good Intent Call					
600 Good intent call, other				2	2.15%
611 Dispatched & canceled en route				5	5.38%
622 No incident found on arrival at dispatch address				1	1.08%
631 Authorized controlled burning				1	1.08%
Totals				9	9.68%
7 False Alarm & False Call					
715 Local alarm system, malicious false alarm				1	1.08%
733 Smoke detector activation due to malfunction				1	1.08%
740 Unintentional transmission of alarm, other				1	1.08%
743 Smoke detector activation, no fire - unintentional				3	3.23%
744 Detector activation, no fire - unintentional				1	1.08%
745 Alarm system activation, no fire - unintentional				2	2.15%
Totals				9	9.68%
8 Severe Weather & Natural Disaster					
Totals				0	0.00%
9 Special Incident Type					
Totals				0	0.00%
Totals				93	