

# Significant Activity Report

## August 22, 2023

### Finance Dept

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

Activated credit card machine at the Finance department window for the ease of payment

### Hartford Police Department

The second Ice Cream Social in collaboration with HCC occurred Thursday, August 10<sup>th</sup> with a third planned for Thursday, August 17<sup>th</sup>.

Deputy Chief Connie Kelley and Lieutenant Tom Howell attended the Police Fleet Expo in New Orleans from August 14-17 to learn about fleet management, electric vehicle grant funding, EV outfitting for police fleets, and test-driving various makes and models.

HPD hosted an FBI-LEEDA Internal Affairs Investigation class from Monday, August 14-Friday August 18.

The recruitment and hiring process continues for police officer and communication specialist openings, with multiple individuals in the background process for both divisions.

#### **Hartford Police Department**

Nature of Incident	Total Incidents
911 Hangup Call	9
Agency Assistance	10
Animal Noise	1
Animal Problem	8
Assault	2
Fire Assist	1
Burglary Alarm	14
Citizen Assist	11
Citizen Dispute	2
Court Time	1
Traffic Accident with Damage	8
Traffic Accident with Injuries	1
Untimely	2
Deliver Message	1
Directed Patrol	88
Driving - License Suspended	1
Controlled Substance Problem	2
DUI Alcohol or Drugs	1
Family Fight/Domestic	2
Foot Patrol	3

Found Property	2
Fraud	3
Harassment	3
Dumping	1
Information Report	1
Intoxicated Person	1
Juvenile Problem	3
Litter/Pollution/Public Health	2
Loitering	2
Mental Health Emergency	2
Missing Person	1
Motor Vehicle Complaint	9
Noise Disturbance	3
Panic Alarm	1
Paperwork Service	3
Parking Problem	1
Phone Problem /Harassment	2
Power Line Down	2
Public Speaking	1
Unknown Medical Emergency	1
Special Detail	2
Suspicious Person	5
Suspicious Person/Circumstance	24
Theft	7
Theft of Motor Vehicle	2
Threatening	3
Traffic Hazard	5
Traffic Violation	3
Training	6
Trespassing	7
Unresponsive Person	1
Unlawful Mischief	1
VIN Number Inspection	2
Wanted Person	2
Welfare Check	11

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Total Incidents for This Report: 293

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

## Planning and Development Highlights

- July Sever Storms – Continued messaging information about flood resources and responding to community inquiries and requests for assistance regarding flooding. Continued reviewing all known impacted properties to determine if Town Special Flood Hazard Area and Zoning permits are required, and follow-up with property owners,
- Town Plan Housing Chapter Update – Staff continued work on draft housing goals, strategies and actions for the chapter update.
- Land Development Review and Permits: Continued to assist the community regarding inquiries on development and permitting process, and conducted inspections of completed projects for issuance of Certificates of Occupancy.

- Downtown WRJ Parking Lot Reconstruction - Finalizing arrangements with property owners to set up alternative parking areas for use during construction starting at the end of the summer. Planning community meeting prior to construction starting to review parking and the construction process.
- Resilient Hartford Committee - Held a work session at the Clifford Park Food Forest on Tuesday, August 15<sup>th</sup>.
- Conservation Commission - Sponsored a “Birds and Berries” walk in the Town Forest on Thursday, August 17<sup>th</sup>.

## **Parks & Recreation**

### **Program and Park Highlights**

- The Hartford Tree Board conducted their invasive species removal and tree canopy pruning along the White River and Lyman Park. The section completed looks nice and provides visible access of the river. Invasive Buckthorn was removed and Knotweed was cut along with treatment of Poison Ivy with a vinegar, soap, and salt recipe.
- Our Park Laborer position was filled. Joe Robinson will join our team and will start on August 23<sup>rd</sup>.
- The wet weather has allowed staff to begin seasonal maintenance of the rink. This includes cleaning dasher board glass, bleachers and prepping the facility for the upcoming season.
- ARC Mechanical was on site at WABA to complete our annual mechanical system maintenance of our heating system, water heater, dehumidifiers, and air circulation system. Preferred Mechanical will be on site in the next few weeks to conduct annual maintenance of the refrigeration system. The electric Zamboni is also schedule for battery maintenance.
- Mowing of the parks continue as the weather has us spending most of our time with mowing and trimming and not much time for projects.
- The purchase of two Toro Electric Commercial Mowers goes before the Selectboard on the 22<sup>nd</sup> for authorization to purchase through the Sourcewell Contract. The mowing unit purchase is part of the ARPA Fund Expenditures previously approved by the Selectboard.
- Shrimptunes performed August 9<sup>th</sup> for a crowd just under 80 patrons and Gerry Grimo and the Eastbay Jazz Band performed for the last of the summer concerts on August 16<sup>th</sup> Their performance was rescheduled due to the early season cancellation due to weather. We had between 75 and 80 patrons there as well.
- Summer Camp Ventures is over for the summer. Week 8 ended with a Camp Olympics and Ice Cream Social for the participants and families. Tremendous work performed this summer by our camp staff led by Recreation Specialist, Tatum Barnes.
- The Department is working to complete the Fall and Winter Program Brochure. Edits will soon be completed, and document will be sent to the printers for publication.

- The Sherman Manning Aquatic Facility will close for the season on August 26<sup>th</sup>. Much of our staff are beginning seasonal sports or returning to college. The staff at the pool have scheduled three end of season events, part of their “One Last Splash”. Water Wars/Games included relay races, music and fun. Pool Carnival included carnival games, dunk tank, music and prizes. Hawaiian Luau Party scheduled for Friday will include wearing your favorite Hawaiian Shirt, music, snacks and games for all that attend.
- We have a little break before all the fall sports programs begin. The Department is still looking for volunteer coaches to support our fall sports.
- The Hartford Tree Board discussed in length the need for a full time Town Arborist and have that position incorporated within Parks & Recreation and Public Works. The position could work closely with the Tree Board, be the Tree Warden and manage all the issues and concerns with town owned trees, public right of way landscape as well. There is a considerable need for beautification within the villages and the position could also develop and maintain plantings in collaboration with various community resources like the Hartford Garden Friends. In the winter months, the position could switch to Public Works or remain within the Parks & Recreation Department. It is the wishes of the Tree Board that Parks & Recreation initiate this request in the next budget cycle. We would look to funding resources and sponsorships to assist with this operation.

## **Department of Public Works**

### **Administration**

Oversaw the successful temporary restoration of the Ottaquechee riverbank slope stabilization project at the Quechee Covered Bridge and opened the bridge to vehicular traffic.

Coordinated with Highway Division the road work to be completed by the town so the contractor can proceed with final paving of roads.

Attended diversity/equity training workshop.

Held bid opening on August 11 for preventative maintenance for town-wide emergency generators.

Met with a state representative regarding records management for DPW files.

Coordinating with Planning and Development the alternative parking plan for S. Main Street Parking Lot project.

Coordinating with HR revisions to the job descriptions for water operator positions.

Met with contractor regarding the Road in Aid grant project for Old River Road.

### **Highway Division:**

Ditching, stoning, and general maintenance to town roads that will be paved this year. Continuing to respond to road damage and blocked culverts/drainage issues of rain events.

Continued grading all our gravel roads from washouts.

Continued roadside mowing primarily in Quechee area.

### **Water Division:**

Assisted the contractor with the rerouting of the temporary water main for the Quechee Main Street culvert project.

Assisted the contractor with the rerouting of the temporary water main for the Gates/Fairview Terrace water main replacement project.

Replace value box on Christian Street.  
Continuing to edit prior meter readings for the Wilder Area.  
Took second round of bacteria sample for August.

### **WRJ Pollution Abatement Plant**

Performed routine maintenance at the wastewater treatment plant.  
Dewatered 250,000 gallons of sludge.  
Dewatered 25,000 gallons of sludge brought in from Quechee treatment plant.  
Hauled all dewatered biosolids and grit to Lebanon land fill.  
Sent in July 2023 State reports.  
Installed new parts in men's and women's toilets.  
Alliance Mechanical working on preventative maintenance for heating system at the treatment plant.  
Mowed and weed wacked treatment plant lawn.  
Cleaned Head-Works Building and U.V. Building.  
Performed routine maintenance at all ten wastewater pump stations.  
Worked with Champlin Associates on the recalibration of transducer for the South End pump station.  
Responded to requests from Dig Safe to marked out various sewer mains.  
Service Call on 256 School Street, checked sewer main. 8/9/2023  
Service Call in on Summer Street, found it was a storm drain problem. Worked with Highway Dept. cleaning storm drain on Summer Street. 8/14/2023  
Wet weather and dry weather CSO checks and paper work for the month of August.  
Still waiting to receive quotes for the Aquatic Center pump station control panel.

### **Quechee Pollution Abatement Plant**

Experiencing issues with pumps at the Jay Hill and Whitman Brook Pump Stations and continue to evaluate options to correct these issues.  
One of the three pumps at the Quechee Main Pump Station has a leaking seal and in the process of finding a vendor to complete the repair.  
Repaired an 8-inch sanitary main that was accidentally damaged during the riverbank slope stabilization project at the Quechee covered bridge.  
Continue to utilize two sorbent booms in the effluent channel from the prior petroleum release as a precautionary measure. There has not been any further indication of petroleum in the system and anticipate the booms will be removed within a week.  
Coordinated with IT the best method for the storage of electronic files.  
Continue to mow leach fields as allowed, but have been limited due to high ground water levels.

### **Solid Waste Facility**

Continue to issue FY 24 permits with over 700 permits issued.  
Facility assessment consultant is still collecting data for the study.  
Continue with general facility and grounds maintenance.

### **Assessor**

- Met with Various Taxpayers to Review Property Assessments
- Review boundary lot line adjustment legal implications on ownership
- Began review of flood-damaged real estate
- BCA appeal on tax exemption for Dismas
- Error and Omissions process for property at 186 Hillcrest Terrace
- Started to look into Town Wide Revaluation process

### **Assistant Assessor**

- Assisted Various Taxpayers with questions on Tax Bills (real values, homestead, payments, HS122 etc.)
- Processing Property Tax Transfers that were recorded after April 1<sup>st</sup>, 2023, as part of maintenance work for 2024 Grand List.
- Reviewed the 2023 Tax Map changes on physical map and sent for finalization.
- Attended VALA monthly meeting for updates on H480, VT Pie

### **Town Clerk**

- The Board of Civil Authority held Property Tax Appeal hearings on Monday, August 14, 2023. The BCA upheld the Assessor's determination of Exempt status for Dismas of Vermont-Hartford Dismas House. The BCA recessed the hearing for Execusuite, LLC to August 31, 2023, at 9:15am in room 2, Hartford Town Hall (The Appellant previously notified the Clerk they would be unavailable on August 14, 2023, and requested an alternate date).
- The job posting for the addition of a part-time(20 hours/wk.), Assistant Town Clerk has been advertised in the Valley News; posted on the website; the Listserv and social media. We have requested applications or Cover letters with Resume be submitted by August 25, 2023.
- The Clerk continues to communicate with potential vendors for online land records as we gather enough information to select the best fit to meet the needs of the Town Clerk's Office and users.
- The Annual Conference Vermont Municipal Clerk & Treasurer Association venue and dates had to be changed due to the July flooding in Montpelier. The Clerk will attend the VMCTA Conference to be held in Fairlee on September 12 7 13, 223.

### **Environmental Sustainability Coordinator**

- On August 9<sup>th</sup> the Hartford Planning Commission voted 5 to 1 in favor of deeming Norwich Solar's proposed solar array on Braley Dr. a preferred site. The next step in this process is for Norwich Solar to come in front of the Hartford Select Board, make a presentation, and request that the Select Board also deem the Braley Dr. project a preferred site. Developers are required to get preferred siting designations from local Planning Commissions, Select Boards, and Regional Planning Commissions before submitting applications to the Public Utilities Commission. Applications will not be accepted by the PUC with out letters of support from those three bodies. The preferred siting process is not the permitting process, once a developer has letters of support for a preferred site they still need to go through a 9 month or more permitting process with the PUC. When developers submit their applications to the PUC there the application is made public and there is a 30 day comment period.

-Town Hall, the White Junction Wastewater Facility, WABA, and the Quechee Waste Water Facility have not had their bi-annual proactive maintenance cleanings on their HVAC systems.

- Vermont Works for Women's Trailblazers green construction training program started on August 8<sup>th</sup> with 15 students. Trailblazers typically enrolls 8-12 students, rather than turn anyone away they brought in more instructors. Students have already earned their OSHA 10 hour certificates and have put the skills they've learned so far to good use by volunteering with Cover.

- Window Dresser's is moving along and our measuring team has been actively out and about measuring windows for inserts. We currently have an estimated 341 inserts ordered, which is almost 100 inserts more than our goal this year of making 250. An insert is estimated to save as much as 8 gallons of heating oil per season, which can make a big difference to a household's energy burden, so we've been really reluctant to turn anyone away, and thanks to the Norwich/ Hanover Window Dresser's Build we can probably make all of our orders. Norwich/ Hanover has been running Window Dresser's Builds for a number of years and have a lot of experienced volunteers, they have been great mentors to our build as we get the program rolling here in Hartford, and they recently offered to take on around 50 of our orders. If anyone is interested in volunteering at our build they can sign up at [windowdresser.org](http://windowdresser.org).