

SIGNIFICANT ACTIVITY REPORT

September 5, 2023

Assessor

- Met with Various Taxpayers to Review Property Assessments
- Reviewed boundary lot line adjustment legal implications on ownership
- Held Grievance hearing for property at 186 Hillcrest Terrace
- Attended Board of Civil Authority hearing for properties at 104, 112, and 132 South Main Street

Assistant Assessor

- Assisted Various Taxpayers with questions on Tax Bills (real values, homestead, payments, HS122 etc.)
- Every Monday until November 1st, downloaded homestead declarations. Sent corrected Tax Bills to finance (due to homesteads, BCA decision, Errors and Omissions).
- Processing Property Tax Transfers that were recorded after April 1st, 2023, as part of maintenance work for 2024 Grand List.
- Attended Grievance hearing for property at 186 Hillcrest Terrace
- Attended Board of Civil Authority hearing for properties at 104, 112, and 132 South Main Street

Finance

- Preparing for FYE 2023 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
- Working with bank to set up new bank accounts due to potential breach with a vendor of Mascoma
- Reviewing encumbrance requests

Environmental Sustainability Coordinator

-The Hartford Energy Commission's Window Dresser's is wrapping up with measuring windows for inserts, our final day for getting measurements to the factory in Maine September 8th. After we get our measurements in we will be focused on getting everything in place for our build taking place at Damon Hall October 12th-19th. If anyone is interested in volunteering, they can find the sign-up link at Windowdressers.org.

-Vermont Works for Women's Trailblazers green construction training program is going strong. Students have been learning how to use tools, volunteering with COVER, building wheelchair ramps, and learning about the basics of building science. On Thursday August, 31st students learned about air leakage and blower door test with the Environmental Sustainability Coordinator. A special thanks to COVER for lending us their blower door for the day.

- On October 24th from 9am- noon Efficiency Vermont will be providing a training on Vermont's Residential Building Energy Standard (energy code) at Town Hall. The training will be geared towards home builders but anyone with an interest in energy efficiency and building science is welcome to attend. The training will cover the RBES certification and disclosure forms, but also best practices for building a code compliant home.

Department of Public Works

Administration

Overseeing the installation of the Quechee Main Street box culvert project.

Continued coordination with Planning and Development the alternative parking plan for S. Main Street Parking Lot project and held public informational meeting on August 23, 2023.

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

Posted job opening for Water Operator I position.

Highway Division:

Worked on Chandler Road ditching, cutting shoulders, and installed 10 culverts along with 100 feet of under drain.

Continued roadside mowing.

Continued grading gravel roads

Cleaned out draining ditch along Cross Street in Quechee to alleviate drainage issue for property owner.

Started cutting off shoulders and ditching Christian Street.

Transitioned driveway approaches for the new paving on Dothan and Chandler

Filling potholes around town

Coordinated Administration the installation of temporary parking barricades and the painting parking spots for S. Main Street parking lot project.

Water Division:

Assisted Notts with updating temp line for Quechee Box Culvert.

Called out to Quechee Well for SCADA Fail on 8/6/2023.

Sent out Quotes for SCADA upgrade.

Assisted contractor with temporary water service for Fairview Terrace water main project.

Assisted the Aquatic Center with filling their pool.

Fixed Valve on Christian Street

Assisted Highway Division with drainage work on Chandler Road.

Fixed leak on Pleasant View Terrace.

Fixed leak on Maple Street.

Started flushing hydrants scheduled for the fall.

WRJ Pollution Abatement Plant

Performed routine maintenance at the wastewater treatment plant.

Discussed doing physical fitness assessment. (Cooper Standards)

Working on completing state mandated forms for the collection system performance indicators.

Cleaned heat/ cooling system water filter and bank.

Cleaned process water filter.

Dewatered 250,000 gallons of sludge.

Dewatered 25,000 gallons of sludge brought in from Quechee treatment plant.

Empty wet well grit buckets.

Hauled all dewatered biosolids and grit to Lebanon land fill.

Greased Centrisys (Dewatering equipment and clean dewatering area)

Drained and cleaned contact chamber.

Mowed and weed wacked treatment plant lawn.

Bleed air out of polymer pump lines. (Cleaned polymer off floor)

Performed routine maintenance at all ten wastewater pump stations.

Performed Dig Safe request to mark out sewer mains.

Checked problem manholes around town. (Removed T.P.- rags, bricks, and grit from manholes)

Received authorized to engage Xylem Water Solutions for new control panel at Aquatic Center pump station that had failed.

New England Instrument installed a new isolator unit to fixed effluent flow meter composite sampler.

Performed service calls at 70 Talbert Street (homeowner wants to run a new service line to the sewer main line.) and Rt.5 (Tea House) to find a manhole in the parking lot.

Quechee Pollution Abatement Plant

Continue researching resolution for the issues with pumps at the Jay Hill and Whitman Brook Pump Stations.

One of the three pumps at the Quechee Main Pump Station has a leaking seal and is in the process of finding a vendor to complete the repair.

Discontinue utilization of sorbent booms in the effluent channel to catch petroleum.

Solid Waste Facility

The Facility assessment consultant was on site to assess the condition of buildings and is still collecting data for the study.

Continue with general facility and grounds maintenance.

Starting to prepare for the September 12, 2023, Hazardous Waste Event sponsored by Upper Valley Waste District.

Hartford Fire Department

Incident Type Report (Summary) Date Range: From 08/01/2023 to 08/31/2023

Company: All Companies

Incident Type	Count			Pct of Incident s	Total Est Loss	Total Est Loss
1 Fire						
131 Passenger vehicle fire	1	0.46%	\$0	0.00 %		
Totals	1	0.46%	\$0	0.00 %		
2 Overpressure Rupture, Explosion, Overheat(no fire)						
251 Excessive heat, scorch burns with no ignition	1	0.46%	\$0	0.00 %	0.00	
Totals	1	0.46%	\$0	0.00 %	0.00	
3 Rescue & Emergency Medical Service Incident						
311 Medical assist, assist EMS crew	7	3.21%	\$0	0.00%		
3111 Called Paramedic Intercept.	2	0.92%	\$0	0.00%		
320 Emergency medical service incident, other	2	0.92%	\$0	0.00%		
321 EMS call, excluding vehicle accident with injury	137	62.84%	\$0	0.00%		
322 Motor vehicle accident with injuries	5	2.29%	\$0	0.00%		
324 Motor vehicle accident with no injuries.	8	3.67%	\$0	0.00%		
331 Lock-in (if lock out, use 511)	1	0.46%	\$0	0.00%		
353 Removal of victim(s) from stalled elevator	1	0.46%	\$0	0.00%		
381 Rescue or EMS standby	1	0.46%	\$0	0.00%		
Totals	164	75.23%	\$0	0.00%		
4 Hazardous Condition (No Fire)						
410 Combustible/flammable gas/liquid condition, other	1	0.46%	\$0	0.00%		
412 Gas leak (natural gas or LPG)	1	0.46%	\$0	0.00%		
424 Carbon monoxide incident	1	0.46%	\$0	0.00%		
440 Electrical wiring/equipment problem, other	1	0.46%	\$0	0.00%		
444 Power line down	1	0.46%	\$0	0.00%		
Totals	5	2.29%	\$0	0.00%		
5 Service Call						
500 Service Call, other	3	1.38%	\$0	0.00%		
511 Lock-out	2	0.92%	\$0	0.00%		
531 Smoke or odor removal	1	0.46%	\$0	0.00%		
550 Public service assistance, other	4	1.83%	\$0	0.00%		
554 Assist invalid	3	1.38%	\$0	0.00%		

Totals 13 5.96% \$0 0.00%

6 Good Intent Call

611 Dispatched & canceled en route 6 2.75% \$0 0.00%

622 No incident found on arrival at dispatch address 2 0.92% \$0 0.00%

650 Steam, other gas mistaken for smoke, other 1 0.46% \$0 0.00%

651 Smoke scare, odor of smoke 2 0.92% \$0 0.00%

Totals 11 5.05% \$0 0.00%

7 False Alarm & False Call

714 Central station, malicious false alarm 1 0.46% \$0 0.00%

733 Smoke detector activation due to malfunction 6 2.75% \$0 0.00%

734 Heat detector activation due to malfunction 1 0.46% \$0 0.00%

735 Alarm system sounded due to malfunction 2 0.92% \$0 0.00%

736 CO detector activation due to malfunction 1 0.46% \$0 0.00%

743 Smoke detector activation, no fire - unintentional 5 2.29% \$0 0.00%

744 Detector activation, no fire - unintentional 3 1.38% \$0 0.00%

745 Alarm system activation, no fire - unintentional 2 0.92% \$0 0.00%

746 Carbon monoxide detector activation, no CO 2 0.92% \$0 0.00%

Date: 09/01/2023 Page: 1

Hartford Fire Department Incident Type Report (Summary) Date Range: From 08/01/2023 to 08/31/2023 Company: All Companies

Incident Type	Count	Pct of Incident s	Total Est Loss	Total Est Loss
Totals 23 10.55% \$0 0.00%				
8 Severe Weather & Natural Disaster				
Totals 0 0.00% \$0 0.00%				
9 Special Incident Type				
Totals 0 0.00% \$0 0.00%				
Totals 218 \$0				

IT

- Upgraded storage array to newest firmware
- upgraded server licenses for AD controllers
- upgraded lifecycle controllers for public safety server hosts
- hypervisor migration to newest version for Town Hall and Public Safety
- new tablet setup/cloud storage design for DPW in Quechee
- additional website organization/cleanup

Parks & Recreation

- Over the past two weeks the parks had a total of 66 permit reservations for a total of 2010 hours of usage. A wedding at the Quechee Bandstand and Critters Crusade-Overdose Awareness and Dartmouth Health Dermatology were the key large special events taking place in the parks.

- The Adult Softball League continues at Ratcliffe Park. The league will continue through September 1st and likely a couple weeks after for any playoff or makeup games.
- Hartford High School started most of their fall sports at Maxfield.
- Pickleball continues at Maxfield on Tuesday and Thursday from 5:30pm to 7:30pm.
- The Hurricane Hill Trail Run was held on Saturday, August 26th. We had 178 registered for the race and 127 finish. The race is a 5K and 10K. The 10K runners are part of the Western New Hampshire Trail Running Series. Due to Town Forest trail conditions, the 10K completed 2 loops of the 5K section of the course.
- Most of our Fall Youth Sports have started. NFL Flag Football, Soccer, Field Hockey. We have 257 youth in grades 3-6 participating in our youth sport programs.
- We continue to work catching up in the parks system with mowing and projects. With continued wet weather we are having a hard time keeping up with field maintenance.
- The two Toro Electric Mowers have been ordered. We are awaiting notice of when they will be delivered.
- Final touches are being made on the WABA facility to begin startup procedures. Season schedules have been sent to user groups and the schedule is near complete. We anticipate having the floor ready for painting on October 4th followed by several days of building the thickness of the ice.
- The Department is working with the Upper Valley Hawks Special Olympics to construct a Bocce Court in one of our parks. The amenity would be a tremendous asset to one of the parks and available to the general public. The Hawks are looking to fundraise in support of installing the court.

Hartford Police Department

We hosted the New Mexico Tech Energetic Materials Research and Testing Center (NMT EMRTC) Homemade Explosives: Awareness, Recognition, and Response (HME) class on two dates. Over 80 First Responders from all over Vermont attended this 8-hour training, which was free and funded by DHS/FEMA. Lieutenant Thomas Howell coordinated the training. *The HME course provides first responders with information on general explosive characteristics and hazards, homemade explosive precursor materials, homemade explosive manufacturing indicators, and Improvised Explosive Device (IED) components. Additionally, the course teaches first responders how to identify a homemade explosive laboratory and how to establish scene safety and security in such an incident. First responders are also presented with information regarding community awareness and education programs related to homemade explosives. This information better prepares first responders to recognize hazards associated with homemade explosives during response operations.*

We also hosted NMT EMRTC for a 4-hour class for educators, Surviving Bombing Incidents for Educators (SBIE). Again, Lieutenant Thomas Howell coordinated the

training. *The SBIE course provides school personnel with the skills necessary to perform critical life-saving actions in the immediate aftermath of a bombing incident, a critical moment where those who wish to help can perform life-saving actions to sustain life while medical personnel arrive at the scene.* This class was also free to educators and funded by DHS/FEMA. Participants came from three different school districts, and all participants received a free trauma kit.

HPD hired former HPD Officer Simon Keeling back as a full-time sworn member of the patrol division.

HPD hired Peter Maziarz as a full-time member of the patrol division, who will be attending training at the VCJTC in the coming weeks.

Officer Menezes is leaving HPD for a position with the York Maine Police Department.

The department is conducting mandatory use of force training during the week of August 28-Sept 1.

Hartford Police Department – Call log

Nature of Incident	Total Incidents
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911 Hangup Call	12
Agency Assistance	12
Animal Bite	1
Animal Noise	1
Animal Problem	9
EMS Assist	2
Fire Assist	1
Burglary Alarm	14
Citizen Assist	25
Citizen Dispute	7
Condition of Release Violation	1
Court Time	1
Traffic Accident with Damage	2
Traffic Accident with Injuries	5
Custodial Dispute	1
Untimely	2
Directed Patrol	86
Disorderly Conduct/Noise	2
Controlled Substance Problem	3
Escort	1
Family Fight/Domestic	1
Foot Patrol	3
Found Property	8
Information Report	7
Intoxicated Person	1
Juvenile Problem	6
Mental Health Emergency	2
Motor Vehicle Complaint	18
Noise Disturbance	2
Panic Alarm	1
Paperwork Service	6
Parking Problem	1

Phone Problem /Harrassment	2
Property Damage, Non Vandalism	2
Public Speaking	1
Restraining Order	1
Runaway Juvenile	1
Service Call	1
Unknown Medical Emergency	1
Structure Fire	1
Suicide Threat	1
Suspicious Package	1
Suspicious Person	3
Suspicious Person/Circumstance	24
Theft	7
Theft of Motor Vehicle	1
Threatening	3
Traffic Hazard	3
Traffic Violation	1
Training	2
Trespassing	4
Unlawful Mischief	2
Wanted Person	2
Welfare Check	8
TOTAL	316

Town Clerk

The BCA held Property Tax Appeal Hearings on August 14th and August 31st.

- The Clerk received seven applications and has been conducting interviews for the part-time Assistant Town Clerk position.
- The Board of Abatement has received eight Requests for Abatement; the BoA will hold two hearings-one in September and one in October to hear the requests.
- The Clerk will be attending the Annual Conference of the Vermont Municipal Clerks & Treasurers Association in Fairlee September 12th & 13th.
- The Secretary of State’s Office will be coordinating a series of election trainings in this fall in preparation for a busy election year in 2024 beginning with the Presidential Primary held in March along with the Town & School District elections, followed by the August Statewide Primary & the November Presidential & Statewide elections.

Planning and Development

- Downtown WRJ Parking Lot Reconstruction Behind Northern Stage, Trail Break and VFW - Held community meeting to review parking and construction process which began on August 28th. Weekly updates will be posted on the Town Website. Alternative parking areas for use during construction are available. Look for posted signs in the parking lot, at businesses, in Town Hall and on the Town website. For construction question contact DPW at 802295-362, and Matt Osborn mosborn@hartford-vt.org for parking related questions.
- 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. Planning for next meeting of the Planning Commission/Housing Chapter Steering Committee meeting on September 12th and community-wide meeting in the weeks to follow.
- 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.
- TIF District – Review of TIF District boundary requirements with state related to parcel merging with lot outside District boundary.