

SIGNIFICANT ACTIVITY REPORT

October 3, 2023

Assessor

- Met with Various Taxpayers to Review Property Assessments
- Reviewed boundary lot line adjustment legal implications on ownership – might be presented to Selectboard as Error and Omission for 2022 Grand List.
- Participated in Tax Abatement
- Assisting Planning and Finance with BCA decision on Execusuite and tax implications for TIF district. Producing other TIF reports. Also, analyzing TIF implications due to Hartford parking lot adjustment – possible Error and Omission for 2022 Grand List.
- Munismart training

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. Sent sale letters to buyers.
- Munismart training on Requisition and Purchase orders

Department of Public Works

Administration

Attended FEMA Exploratory Call and Recovery Scoping Meeting with FEMA and State representatives.

Met with State representatives regarding operational and regulatory requirements for both wastewater treatment plants.

Overseeing the final installation of box culverts for the Quechee Main Street culvert project.

Continue to oversee the construction of S. Main Street Parking Lot project.

Continue working on FY 25 department budget process.

Met with representatives from Norwich Commerce Park to explore the potential to provide municipal sanitary and water services.

Highway Division

Coordinated with Blacktop Paving the final paving of various town roads and substantially completed ditching, grading, and seeding of road shoulders.
Assist Water division with leak on James Street.

Assisted Solid Waste – Transfer Station with staffing as needed.

Ditched culvert on Sugartop Road to remove debris

Water Division:

Repaired leak on James Street and rescinded boil water notice.

Finished flushing Hartford and Wilder Villages.

Michael Martin received his Water Operator 3 License from the State.

Started patching roads from water breaks.

Fixed communication issues between filtration station and tank pump station in Quechee.

WRJ Pollution Abatement Plant

Met with state representatives regarding operational and regulatory compliance for the treatment plant and conducted plant tour.

Met with DPW Director regarding FY 25 budget and work needed at the treatment plant.

Crew meeting about work needed at treatment plant and pump stations.

Performed routine maintenance at the wastewater treatment plant.

Cleaned treatment plant floors/ windows and back dock area.

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.

Completed end of the month paperwork and filing for the state.

Performed routine maintenance at all ten wastewater pump stations.

Wet weather and dry weather CSO checks and paper work for the month of Sept.

Performed routine sanitary jetting of Abbey Lane on 9/19/2023.

Called out for 120 School Street, sewer smell, checked sewer main.

Called out for Rt.5 sink hole in Wilder, checked it out and it was not a sanitary line issue

Picked up yellow dump truck from Sabil's and Son's.

Researching issues with #2 Influent pump VFD.

Quechee Pollution Abatement Plant

Met with state representatives regarding operational and regulatory compliance for the treatment plant and conducted plant tour.

Replaced a faulty pump for the Jay Hill pump station on 09/15/23.

Researching an issue with one of the pumps at the Whitman Brook pump station that will need to be repaired to prevent a bypass issue in a significant rain event.

Quechee Main Pump Station: One the three pumps at the Quechee Main have a leaking seal. Researching best option to either repair or replace the # 1 pump at the Main Street pump station, which currently is operational.

Researching the best method to address the process water system as we have no water for rinsing debris from the effluent filters, influent screen washing, or for component cleaning.

Soliciting price quotes for the control panel touchscreen for effluent filter #1, the unit is operational, but we cannot make any changes to the control panel program.

Working with IT to finalize minor tweaks and instructions on the use of SharePoint.

Addressing issues with the SCADA system and researching what can be done to minimize future issues.

Solid Waste Facility

Staff attended state training for food scrape composting

Environmental Sustainability Coordinator

-Trailblazer's green construction training wrapped up with a graduation ceremony on Thursday September 21st. 6 of the women then participated in a Vermont Adult Learning one week heat pump training with two additional gentlemen. With the Hartford Energy Commission helping with outreach and the Hartford Area Career and Technology Center providing training we were able to run 3 heat pump trainings and 1 Trailblazers program in 2023. 8 women participated in Trailblazers, 14 men have taken the heat pump training and 3 women, and 7 women participated in both Trailblazers and Vermont Adult Learning's heat pump training. In total 32 people went through a workforce development training focused on green construction this year in Hartford. We plan to hold more Vermont Adult Learning trainings next year and another Trailblazers training is tentatively scheduled for June-July 2025. These training are helping Hartford meet the climate economy goals in the Climate Action Plan's. Specifically Climate Action Plan, Section 9: Climate Economy, Strategy CE2 "*Increase workforce development and retention for the climate economy*".

-Municipal Energy Resiliency Project (MERP) is a Vermont grant with 3 phases, the first phase was a \$4,000 mini-grant to support Energy Commission's, Hartford received this grant in July. The second phase is for energy audits of municipal building. In July the Environmental Sustainability Coordinator applied to have audits done on the DPW administrative building, WABA ice rink, Police & Fire building, West Hartford Library, and the WRJ waste water plant. On Monday September 18th we were notified that the DPW administrative building and WABA were approved for energy audits. These will be level 2 audits which should provide us with enough information to move forward with making efficiency improvements at both locations. The third phase of MERP are

implementation grants up to \$500,000 to get the work identified in the audits completed, applications for this are expected to be out early next year.

-The Hartford Energy Commission's Window Dresser's build is 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 Clean Cities Coalition is starting to hold EV trainings for mechanics in Vermont. Their first training will be held on October 25th & 26th. So far we have one mechanic registered. This is the first of four trainings, after completing all four trainings participants will be prepared for the ASE L3 Hybrid Electric Specialist and ASE A6 Electricity & Electronics certification exams.

Department of Planning and Development

Town Plan Housing Chapter Update – Continued revisions to draft report in preparation for upcoming community meeting.

- Town Plan Economic Development Chapter Update - Developing Request for Proposals to hire a consultant to work with the Town on the update.
- Downtown S Main Street Parking Lot Reconstruction (behind Northern Stage, Trail Break and VFW) – Continued working with DPW providing alternative parking during the South Main Street Municipal Parking, and weekly updates for the Town Website, downtown business and interested people. For construction question contact DPW at 802295-362, and Matt Osborn mosborn@hartford-vt.org for parking related questions.
- VT Community Development Program - Prepared Annual Financial Report for the VCDP 2020 Revolving Loan Fund.
- Taft's Flat Historic District Nomination Project RFP – Reviewed proposal from a historic preservation specialist to prepare the documentation for submittal to State and Federal agencies for listing on the National Register of Historic Places. Prepared procurement memo and draft contract to hire a consultant.
- Hartford's Performing Art History Project: Held the second Performing Arts History public presentation on Wednesday, September 20th which was recorded by Junction Arts & Media. The draft report was submitted and is being reviewed by staff and the Historic Preservation Commission.
- Certified Local Government Program: Prepared for and completed four-year review with the state.

- 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.

		Incident Type Report (Date Range	From 09/16/2023 to 09/29/2023			
				Company:	All Companies		
		Hartford Fire Department					
						Count	Pct of
Incident Type							Incidents
1 Fire							
111 Building fire						2	2.44%
114 Chimney or flue fire, confined to chimney or flue						1	1.22%
			Totals			3	3.66%
2 Overpressure Rupture, Explosion, Overheat(no fire)							
			Totals			0	0.00%
3 Rescue & Emergency Medical Service Incident							
311 Medical assist, assist EMS crew						4	4.88%
320 Emergency medical service incident, other						1	1.22%
321 EMS call, excluding vehicle accident with injury						45	54.88%
322 Motor vehicle accident with injuries						2	2.44%
324 Motor vehicle accident with no injuries.						1	1.22%
381 Rescue or EMS standby						2	2.44%
			Totals			55	67.07%
4 Hazardous Condition (No Fire)							
			Totals			0	0.00%
5 Service Call							
500 Service Call, other						2	2.44%
531 Smoke or odor removal						1	1.22%
550 Public service assistance, other						1	1.22%
551 Assist police or other governmental agency						1	1.22%
553 Public service						5	6.10%
554 Assist invalid						2	2.44%

561 Unauthorized burning						1	1.22%
			Totals			13	15.85%
6 Good Intent Call							
600 Good intent call, other						1	1.22%
611 Dispatched & canceled en route						3	3.66%
651 Smoke scare, odor of smoke						2	2.44%
661 EMS call, party transported by non-fire agency						1	1.22%
			Totals			7	8.54%
7 False Alarm & False Call							
733 Smoke detector activation due to malfunction						1	1.22%
736 CO detector activation due to malfunction						1	1.22%
743 Smoke detector activation, no fire - unintentional						1	1.22%
745 Alarm system activation, no fire - unintentional						1	1.22%
			Totals			4	4.88%
8 Severe Weather & Natural Disaster							
			Totals			0	0.00%
9 Special Incident Type							
			Totals			0	0.00%
			Totals			82	

Parks & Recreation Department

Program and Park Highlights

- Hartford Parks & Recreation is thrilled to share the recipient of this year's Vermont Recreation and Park Association, Theresa S. Brungardt-Friend Award. During the 80th Vermont Conference on Recreation + Trails Symposium on September 28th in Killington, Vermont, "Downtown" Bill Brown was awarded the 2023 Friend Award. The Theresa S. Brungardt Award is the highest honor bestowed by the Vermont Recreation and Parks Association. The Theresa S. Brungardt Award was established in 1975 to recognize recreation pioneer, Theresa S. Brungardt. Mrs. Brungardt was Vermont's first state Director of Recreation, and she traveled tirelessly throughout Vermont to help communities

with their recreation programs. Mrs. Brungardt was nationally recognized for her expertise and in 1952 was elected the first female president of the American Recreation Society. In 1977 she was inducted into the National Recreation and Park Association Hall of Fame. It was an honor to share with the Vermont Recreation & Park Association and the Vermont Trails & Greenways Council the decades of Downtown's voluntary efforts with our recreation programs and trails here in Hartford.

- We started up the refrigeration this past week and there appears to be more air than usual in the system. It was identified that we likely have a small leak in the floor. This can be caused by temperature fluctuations in the floor at any time during startup and shut down procedures. We are awaiting Preferred Mechanical assessment and will look to repair the leak with a product that is introduced to the glycol liquid. At this time of our report, we do not anticipate any delays in our opening.
- Over the past two weeks the parks had a total of 57 permit reservations for a total of 174 hours of usage. Maxfield Sports Complex had the most reservations with a total of 40.
- Maxfield Monday Walks continued. In addition, we took a van load of hikers to Gile Mountain on September 20th.
- Our afterschool programs continue. Lego Club on Monday, Dungeons & Dragons on Tuesday, Clay Play on Thursday.
- NFL Flag Football continues Monday, Wednesday and Friday with participants in grades 3 through 6. 1st and 2nd grade NFL Flay continues Tuesday and Thursday. The program is held at Ratcliffe Park.
- Youth Field Hockey for 3rd through 5th grade continues on Monday and Wednesday at Watson Park.
- Hartford High School continues fall sports at Maxfield.
- Pickleball continues at Maxfield on Tuesday and Thursday from 5:30pm to 7:30pm.
- Youth Karate continues on Monday and Wednesday.
- Discover Archery Session 1 and 2 are being held at Clifford Park.
- The Department is planning for upcoming special events and activities. 55+ Senior Trip to Harpoon and The Path of Life Garden, 55+ Kayak Outings, Kids Paper Crafting, Halloweenie Movie Night featuring the Goosebumps, and Trunk or Treat. Visit Hartfordrec.com for details.
- The department is seeking individuals interested in working part-time at the Wendell A Barwood Arena this coming season. Apply at Hartford-vt.org.

Finance Dept

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

Distributing year end financials & encumbrance requests

Collaborating with Assessor and Planning on actions items related to a tax appeal

Discussions with Assessor regarding Revaluation RFP

Hartford Police Department

New hire Officer Simon Keeling has completed his field training program.

New hire Officer Peter Maziarz completed the two-week part-time academy class training and has begun his field training.

Deputy Chief Kelley and Chief Sheldon attended the 10-hour Public Safety Facilities Planning Seminar in Dover, NH, on September 20-21.

Chief Sheldon attended the VLTC Town Fair seminar in Burlington, VT, on September 26-27.

Officer Cyran attended and completed the Vermont Police Academy Firearms Instructor course and will be HPD's newest Firearms Instructor.

Officers Bennett, Hernandez, Angulo, and Keeling attended the Street Cop's training Vermont Case Law in Ludlow, VT.

Nature of Incident	Total Incidents
911 Hangup Call	11
Agency Assistance	8
Animal Problem	9
Assault	1
Bleeding	1
Burglary Alarm	9
Chimney Fire	1
Citizen Assist	11
Citizen Dispute	5
Court Time	1
Traffic Accident with Damage	6
Traffic Accident with Injuries	2
Custodial Dispute	1
Untimely	1
Directed Patrol	94
Driving - License Suspended	1

DUI Alcohol or Drugs	1
Family Fight/Domestic	3
Fireworks	1
Foot Patrol	15
Found Property	2
Harassment	3
Dumping	1
Information Report	3
Juvenile Problem	4
Litter/Pollution/Public Health	1
Lock Down Drill	2
Medical Emergency	2
Mental Health Emergency	1
Missing Person	1
Motor Vehicle Complaint	9
Noise Disturbance	6
Panic Alarm	1
Paperwork Service	5
Parking Problem	3
Phone Problem /Harassment	1
Public Speaking	1
Runaway Juvenile	1
Sex Offense	1
Sexual Assault	1
Special Detail	2
Suicide Threat	1
Suspicious Person	6
Suspicious Person/Circumstance	22
Theft	2
Threatening	1
Traffic Hazard	5
Training	3
Trespassing	1
Unresponsive Person	3
Unlawful Mischief	3
VIN Number Inspection	2
Wanted Person	3
Welfare Check	5

Total Incidents for This Report:

29

