

SIGNIFICANT ACTIVITY REPORT

OCTOBER 31, 2023

Assessor

- Met with Various Taxpayers to Review Property Assessments.
- Submitted FY 2025 Assessing Budget to Town Manager.
- Met with Nearmap (via Microsoft Teams), a company that provides high-resolution aerial imagery that can be useful for several Town departments.
- Attended CRASE training.
- Attended 'Growth and Value Tracking' Webinar provided by Vision Government Solutions.

Assistant Assessor

- Assisted Various Taxpayers with questions on property cards (ownership, real values, homestead, payments, HS122 etc.), processing property tax transfers, etc.
- Every Monday until November 1st, downloaded homestead declarations and state payments. Sent corrected tax bills and typical reports to finance.
- Working with Vermont Assessors and Listers Association (VALA) on Amendment to H480 bill (Act 68 2023).
- Working with website provider on updating aerials (free version from Vermont) and confidentiality option for property owners (non-disclosing the property owner E911 location)
- Attended CRASE training.

Department of Public Works

Administration

Met with Town Manager and Finance Director to review FY-25 department budgets requests.

Met with FEMA representative to review the preliminary Damage Inventory List of roads and Quechee Park related to July 10, 2023, storm event.

Continued oversight of Quechee Main Street and box culvert projects, and the S. Main Street parking lot project.

Highway Division:

Installed 60 feet of new culvert on Bayley Way.

Finished installing culvert headers on Chandler Road.

Worked with the Water Division and assisted with the paving all road cuts associated with water main breaks.

Working on paving asphalt roads damaged during the July storm event.

Cleaned a vast majority of catch basins throughout town.

Starting to mobilize vehicles, plows, and equipment for the winter plowing season.

Continue grading gravel roads to winter plowing.

Assisted VTrans with paving project on US Route 5.

Continue working on July 10 storm event projects, especially the major project at Jericho Road repair.

Helped draft the preliminary Damage Inventory List for roads for FEMA.

Water Division:

Paved roads associated with water main break with assistance from Highway Division.

Completed Fall hydrant flushing.

Investigated leak on Maple Street customer side.

Installed new Chlorinator at Treatment Plant.

Repaired hydrant on Maple Street.

Responded to off-duty issue associated with computer at Quechee Well.

Responded to off-duty issue at the WRJ filtration plant for a low chlorine alarm.

Assisted contractor fix leak on Maple Street.

Fixed internet issues at Quechee Well.

Finished reading Quechee and Hartford Meters.

Started meter reading edits for Quechee and Hartford.

Assisted Chase Excavation with leak at Coach Road Condos.

Assisted with new water tie in for Notts Excavation for Quechee Culvert.

Finished flushing hydrants in Quechee.

WRJ Pollution Abatement Plant

Held Crew meeting, going over routine maintenance before winter.

Performed routine maintenance at the wastewater treatment plant.

Performed wet and dry weather CSO checks and paperwork for the month of October.

Replaced SBR blowers and sludge blowers air filters.

Replaced polymer pump and feed lines as the unit was non-operational.

Performed preventative maintenance on Centrisys (dewatering unit) system.

Dewatered 250,000 gallons of sludge.

Hauled all dewatered biosolids and grit to Lebanon land fill.

Performed routine maintenance at all ten wastewater pump stations

Responded to off-duty alarm at Maple Street pump station, cleaned transducer to resolve the issue.

Replaced #1 pump at the Maple Street pump station.

Working with Champlin Associates on VFD problem with #2 influent pump at the treatment plant.

Yankee Generator is waiting on parts to address issues with a few pump station generators.

Performed Dig Safe request to mark out sewer mains.

Assisted property owner at 123 Hill Crest Street in locating sewer main and service lateral (roots in homeowners service)

Quechee Pollution Abatement Plant

Replaced # 2 pump at the Jay Hill Pump Station with the new pump being now the primary pump, and currently looking to replace the #1 pump as it is not operating at full capacity.

Researching the replacement of a non-operational pump at the Whitman Brook Pump Station. There are 3 pumps at the station with only two being operational. During periods of significant rain events, all three pumps are required to prevent an overflow at the pump station, which is an environmental concern.

One of the three pumps at the Quechee Main has a leaking seal and finding three suitable contractors to provide quotes has been quite difficult.

The process water system for the facility has been temporarily and partially repaired and are working on getting a price quote to further repair the system.

The SCADA computer has been returned to service. Previous issues with username/password have been resolved.

Working on repairing/replacement of the exhaust fans for the headworks and UV buildings to remove noxious fumes. Currently, we have windows and doors open to remove the fumes.

Solid Waste Facility

Reorganized how scrap metal and other materials are stored at the facility to improve efficiently for winter operations. Continue to work to improve the overall appearance of the facility.

Finance

Conducting FYE 2023 Audit (10/10/23-10/27/23)

Reviewing Current Policies

ARPA Reporting

Completing FYE 2023 Year End Reporting

Preparing for Calendar 2023 Year End

Participated in FYE 2025 budget meetings with Town Manager and Department Heads

Assisted in FYE 2025 finalizing FYE 2025 General Fund Budget

Beginning transition from old bank accounts to new accounts with Mascoma

Reviewing current Grant opportunities with Department Heads

IT

--Finishing camera installation, retention policies, blind spots, training

--investigated POE+ power issue in Public Safety from switches

--working with vendors to properly segment camera network

--working with vendors to eliminate snapshot stun issue in Public Safety

Parks & Recreation

Program and Park Highlights

- The refrigeration loop had an identified leak, and it was repaired using Rink Seal. As of Wednesday, October 18th we are fully operational. As of this report, we have 1311.25 hours booked. This does not include some of our special events

or tournament schedules as they would be booked once the activities and tournaments have been scheduled.

- Park and facility reservations over the past two weeks included 93 reservations totaling 277 hours of usage.
- Park staff are working between WABA operations and working in all the parks. The mowing has slowed some, but we are still maintaining at regular season levels. WABA operations included 67 hours over the past two weeks.
- The Public Works Director will be submitting materials FEMA related to Quechee Falls Park. Most of the cleanup is complete on the park site. Replacement of the destroyed fencing remains a project that we are awaiting the contractor to complete. The lower section of Quechee Falls remains closed until the fence repair. We anticipate they will be on site before winter but the timing related to the storm damage and their ability to schedule the project was uncertain.
- For a two-week period, the department processed 134 registrations.
- Fall youth sports will end on Saturday, October 28th. This includes Soccer, Flag Football, Field Hockey.
- Skating lessons at WABA started October 22nd with 26 enrollees. This is session 1 and we have two more sessions that we continue to take registrations for.
- A new round of after-school programs has begun. Lego Club and Cooking Club all began the week of October 23rd.
- UVAC Free Swim Lessons began October 25th. 16 OQS students have signed up for the program.
- Youth Karate 2 continues with 8 participants on Monday and Wednesday.
- Thankful For You card making class on Wednesday, October 25th with 8 participants enrolled.
- Maxfield Monday Walks continues at the Sports Complex.
- Boys and Girls Open Gym Basketball continues from 6pm to 7pm. Boys are on Tuesday and Girls on Wednesday.
- Beginner Archery has started at Clifford Park. Five individuals are enrolled in the program.
- Adult Futsal started with 15 enrolled in the program. Indoor Adult Futsal is held Thursday evenings from 5:30pm to 7:00pm at White River Elementary School.
- Halloweenie Movie Night featured the Goosebumps at Lyman Point Park and was well attended.
- Department will host the annual Trunk or Treat at Lyman Park on Saturday October 28th from 4:00pm to 6:00pm. The Department wishes to thank all the community members and businesses that have donated candy to our Trunk or Treat Candy Drop. The candy will assist us in assuring our trunk participants do not run out of candy. We anticipate a large crowd of trick-or-treaters at the event.
- The Department is working on the RFP for Lyman Point Park project planning.

Department of Planning and Development Highlights

- FY 2025 – Completed Department budget and submitted to Town Manager
- Town Plan Housing Chapter Update – Finalizing draft Town Plan Housing Chapter Update document in preparation for community meeting on November 9th, 6:30 at the Bugbee Senior Center. The draft will be on the Town Website prior to the meeting.
- Municipal Planning Grant – Completing closeout documents for Municipal Planning Grant used for the Town Plan Housing Chapter 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.
- Town Zoning Regulations - Reviewed recommended zoning changes from Two Rivers-Ottawaquechee Regional Commission to increase opportunities for housing and compliance with recent changes in state statutes.
- Performing Arts History Project – Completed review of an excellent report from the consultant with minor edits.
- Land Development - Received, reviewed and commented on 9 applications for development including:
 - 48 dwelling units by Black Rock Investments LLC in one multi-unit building on the corner of Sykes Ave & Hickory Ridge
 - 192 dwelling units by Black Rock Investments LLC in four multi-unit buildings on the corner of Sykes Ave & Hickory Ridge
 - Emergency Shelter by The Upper Valley Haven at 608 No. Main St (former 25,000 gifts)
 - 18 dwelling units by Northern Stage in three Multi-Unit Buildings on Gates StreetAll applications have been formally warned for Public Hearings with the Zoning Board of Adjustment/Planning Commission /Design Review Committee as necessary.

Continued to assist the community regarding inquiries on development and permitting process and conducted inspections of completed projects for issuance of Certificates of Occupancy.

Town Clerk

- Four Abatement hearings were held on October 16th. The Board of Abatement granted three abatement requests and denied one. The BoA suggested some improvements to the Request Form. The Clerk will update the request Form accordingly.
- The Clerk attended the Secretary of State (SOS) Clerk's Advisory Council Meeting remotely on October 17th. The Office of SOS is planning some community outreach & educational information related to Town Clerk office functions and Election basics. They have also established a Teacher Working Group to provide resources in the schools regarding civic engagement.

- The Clerk will attend the Town and School Meeting Committee meeting on October 30th as they continue to prepare for the Town/School meeting cycle of events.
- The Clerk and part-time Assistant Clerk will attend a Tabulator training session in Danville on November 1st.
- The Clerk submitted a draft FY 25 budget proposal to the Town Manager and Finance Director.

Environmental Sustainability Coordinator

-The Hartford Energy Commission's Window Dresser's build wrapped up on October 19th. Volunteers made 201 inserts for 29 homes and re-wrapped 2 inserts from a recent build in Norwich that got ripped. Although we haven't been able tally up how many volunteers we had this year our shifts were well attended and our daily potlucks kept everyone fed. The organizing team would like to thank the Hartland Town Hall staff for hosting us and letting us take over a large portion of their Town Hall for a week.

-Two members of the Hartford Energy Commission attended this year's Renewable Energy Vermont conference in Burlington on October 18th & 19th. They attended sessions focused on Vermont's transition to renewable electricity and electrification.

-The Hartford Energy Commission held a Residential Building Energy Standard (energy code) training on Tuesday October 24th with Steve Spatz from Efficiency Vermont. This three hour training covered the basics of the energy code, how new homes need to perform, and how to properly fill out the RBES form that is required to obtain a Certificate of Occupancy for a new home. This presentation was recorded and will be on viewable on the Hartford Energy Commissions webpage.

-The mechanic in the Police and Fire Departments attended the first of four trainings to become certified to work on electric and hybrid vehicles. This training was organized by Vermont Clean Cities and the plan is for these trainings to happen on a recurring basis. Once a mechanic completes all four classes, which include EV safety and dealing with electricity, they should be prepared for the ASE (Automotive Service Excellence) certification exams.

-The control system for the Town Hall heat pumps is almost finished. Alliance Mechanical has provided training and access to the system to Town Hall Staff and is currently working to create a reasonable heating/ cooling schedule for the system that overrides the current schedule that has the system running when the building is unoccupied.

Fire Department

All shifts participated in combined training with Lebanon and Hanover Fire Departments. Crews trained in technical rescue skills: ropes, trench rescue and building collapse. Members attended a monthly EMS quality assurance meeting with our Medical Director. Congratulations to Deputy Chief Jason Czora, Captain Jack Hedges, Fire Marshal Tom Peltier and Firefighters Aaron Dotter, Jeremy Ratta and Peter McMillan. They were awarded a unit citation at the New Hampshire Fire Service and Emergency Medical

Services award ceremony in Concord, NH for their role in a successful water rescue in Plainfield NH last year.

Members participated in the written exam for the position of Lieutenant in the Fire Department. Four members are moving to the next phase of the process and will be participating in an assessment center next week.

Incident Type Report (Summary)		Date Range	From 10/12/2023 to 10/26/2023				
		Hartford Fire Department					
						Count	Pct of
Incident Type							Incidents
1 Fire							
131 Passenger vehicle fire						1	0.98%
			Totals			1	0.98%
2 Overpressure Rupture, Explosion, Overheat(no fire)							
			Totals			0	0.00%
3 Rescue & Emergency Medical Service Incident							
311 Medical assist, assist EMS crew						12	11.76%
3111 Called Paramedic Intercept.						5	4.90%
321 EMS call, excluding vehicle accident with injury						50	49.02%
322 Motor vehicle accident with injuries						2	1.96%
324 Motor vehicle accident with no injuries.						3	2.94%
381 Rescue or EMS standby						1	0.98%
			Totals			73	71.57%
4 Hazardous Condition (No Fire)							
412 Gas leak (natural gas or LPG)						1	0.98%
444 Power line down						1	0.98%
			Totals			2	1.96%
5 Service Call							
500 Service Call, other						1	0.98%
550 Public service assistance, other						3	2.94%
553 Public service						2	1.96%
554 Assist invalid						6	5.88%
561 Unauthorized burning						1	0.98%
			Totals			13	12.75%
6 Good Intent Call							
600 Good intent call, other						1	0.98%
611 Dispatched & canceled en route						1	0.98%
631 Authorized controlled burning						2	1.96%
651 Smoke scare, odor of smoke						1	0.98%
			Totals			5	4.90%

7 False Alarm & False Call								
731 Sprinkler activation due to malfunction						1	0.98%	
733 Smoke detector activation due to malfunction						2	1.96%	
736 CO detector activation due to malfunction						1	0.98%	
740 Unintentional transmission of alarm, other						1	0.98%	
743 Smoke detector activation, no fire - unintentional						1	0.98%	
745 Alarm system activation, no fire - unintentional						2	1.96%	
			Totals			8	7.84%	
8 Severe Weather & Natural Disaster								
			Totals			0	0.00%	
9 Special Incident Type								
			Totals			0	0.00%	
			Totals			102		

Hartford Police Department

HPD officers participated in Trunk and Treat on Saturday, October 28th.

A Memorandum of Understanding (MOU) with the Clara Martin Center is being finalized to allow an Overdose Response Person to be embedded at the Hartford Police Department. This individual will assist individuals who have experienced an overdose and advocate for treatment. The cost of this position is covered by a grant written by and awarded to the Clara Martin Center.

The HPD and HCC are discussing ways to impact teenage vaping and tobacco use positively.

Nature of Incident	Total Incidents
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911 Hangup Call	12
Abandoned Vehicle	1
Agency Assistance	4
Animal Problem	5
Assault	1
Burglary Alarm	12
Citizen Assist	18
Citizen Dispute	3
Court Time	2
Traffic Accident with Damage	6
Traffic Accident with Injuries	2
Directed Patrol	100
Disorderly Conduct/Noise	1
DUI Alcohol or Drugs	2
Family Fight/Domestic	5
Foot Patrol	18
Found Property	2
Fraud	4
Harassment	3

Information Report	5
Juvenile Problem	2
Mental Health Emergency	2
Missing Person	1
Motor Vehicle Complaint	11
Overdose	1
Panic Alarm	1
Paperwork Service	6
Parking Problem	1
Phone Problem /Harrassment	1
Property Damage, Non Vandalism	1
Public Speaking	1
Restraining Order	1
Sex Offense	2
Sexual Assault	2
Unknown Medical Emergency	1
Special Detail	6
Attempted Suicide	1
Suspicious Person	8
Suspicious Person/Circumstance	21
Theft	3
Threatening	2
Traffic Hazard	6
Traffic Violation	1
Training	6
Trespassing	6
Unresponsive Person	1
Unlawful Mischief	1
VIN Number Inspection	1
Wanted Person	1
Welfare Check	3

Total Incidents for This Report:	307