

Significant Activity Report November 14, 2023

Assessor

- Took vacation week of October 30, 2023.
- Met with Various Taxpayers to Review Property Assessments.
- Received two proposals for 2025 Revaluation.
- Opened 2025 Revaluation proposals, reviewed both proposals and is compiling list of questions for both vendors.
- Arranged for a free trial of NearMap aerial imagery software.

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.
- Taking online class – “Basic Appraisal Principles” on Appraisal Institute
- Assisted in the opening Bids for Town Revaluation project and review offers.
- Participated in VALA monthly meeting by zoom.

Town Clerk

1. The Clerk and part-time Assistant Clerk attended a tabulator training in Danville on November 1st.
2. Budget Presentation Preparation.
3. Democracy Live plans to visit all Windsor County Clerks’ offices between Nov. 9th, 13th, or 14th to update the software on the Accessible Voting Machine systems in preparation for the 2024 election cycle beginning with the VT Presidential Primary to be held on March 5, 2023.
4. In office Training continues for the new part-time, assistant clerk.

Finance

Continued ARPA Reporting & monitoring

Completing FYE 2023 Year End Reporting

Reviewing Draft Audited Financial Statements for 11/28/23 presentation to the board

Preparing for Calendar 2023 Year End

Beginning transition from old bank accounts to new accounts with Mascoma

Reviewing current Grant opportunities with Department Heads

Due to unforeseen circumstances the October water / wastewater billing was mailed out late. As remedy to this situation we will extending the due date from 11/30/2023 to the close of business on 12/8/2023. All payments that are received on our before that date will have their interest abated for that period.

Environmental Sustainability Coordinator

-The new Town Hall heat pump operating system has been working well for the past two weeks. It is currently set for the building to heat to 72 degrees at 7:00am and lower to 68 degrees at 4:00pm. Room occupants still have local control through the room thermostat. During evening meetings

thermostats may need to be adjusted to keep the room comfortable. There haven't been any complaints about any of the systems making rooms unreasonably cold or hot and the system appears to be working well on the weekends.

The next step is to connect the heat pump system to Green Mountain Power's Flexible Load Management program. This program will allow Green Mountain Power to ask Town Hall to lower its energy use during peak events when there is a large demand for electricity and a risk to grid resiliency. Having large energy users, such as Town Hall, lower their electricity use during times of high demand lowers the risk of the electric grid failing.

-The West Hartford Library and the Bugbee Senior Center are being assessed for Tesla back up batteries through a Green Mountain Power program. A few months ago those locations were put on a list for buildings interested in having back up power through this program. Last week the Environmental Sustainability Coordinator received emails with a portal to upload photos of the buildings electric meter, fuse box, and areas where the battery could be installed. This step has been completed and we are now waiting hear if these locations are good candidates for back up batteries. Similar programs are available for homeowners on the Green Mountain Power website on their Rebates & Programs page.

-The Hartford Energy Commission is starting to plan for a spring energy fair. This event will be similar to last years Energize Upper Valley event that took place in April at Listen, however in addition to having industry specialist and non-profit organizations tabling, the Energy Commission is planning to have educational workshops of energy, heat pumps, weatherization, etc. Please reach out to the Energy Commission or the Environmental Sustainability Coordinator if there are specific topics anyone would like a workshop on.

Department of Public Works

Administration

Met with Town Manager to review DPW capital improvement plan.

Finalizing Quechee Main Street and box culvert projects and coordinating the work to be completed for the S. Main Street parking lot project before winter.

Working on the FY 2025 DPW budget presentation and recruitment of vacant positions.

Highway Division:

Started roadside blowing of ditches and culvert of debris.

Paved cross-culverts and shoulder of Quechee Main Street to complete the FHWA project.

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

Continue grading gravel roads to winter plowing.

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

Water Division:

Attended Fall Trade Show in Burlington.

Finished reading water meters for Wilder Village and started the meter editing process.

Turned water off for winter accounts.

Fixed 6" water main break on Paula Street

Assisted Highway Division with Willard Road repair.

Conducted tour of Wilder Treatment Plant with 3rd and 4th Graders from the White River Elementary School.

WRJ Pollution Abatement Plant

Performed routine maintenance / daily running operations 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 October 2023 state reports to the State of Vermont.

Sent in 4th quarter biosolids reports to the State of Vermont.

Sent in October 2023 CSO reports to the State of Vermont.

Sent October 2023 septage received to Hartford finance office.

Conducted tour of Treatment Plant with 3rd and 4th Graders from the White River Elementary School.

Assisted Quechee Treatment Plant with resetting of U.V. control panel and replacement of U.V. bulbs.

Assisted Highway Division by providing staff for traffic control (flagging) for road repairs.

Drained and cleaned contact chamber.

Attended Fall wastewater trade show meeting and classes.

Performed routine maintenance for all ten wastewater pump stations.

Working with Xylem/Flygt on Aquatic Park pump station control panel.

Performed Dig Safe request to mark out sewer mains.

Checked problem manholes around town, removed grit and rags from manholes.

Quechee Pollution Abatement Plant

Awaiting price quotes to replace the non-operational pump at the Whitman Brook Pump Station.

Awaiting price quotes for Quechee Main Pump Station for the replacement of a leaking seal on the # 1 primary pump.

Coordinating with the Water Division the best method for repairing the process water system for the facility, as it has ceased working. This system provides water to clean the various pieces of equipment/machinery throughout the facility.

Replaced U.V. bulbs with assistance from WRJ treatment plant staff.

Continue working on repairing/replacement of the exhaust fans for the headworks and U.V.

buildings to remove noxious fumes. Currently, we have windows and doors open to remove the fumes.

Finalizing the documentation previously completed on paper forms to electronic format (iPad and tablet through SharePoint). The spreadsheets continue to be refined as we adapt, but processing the data is much quicker.

Solid Waste Facility

Reorganized and cleaned the lower container area of debris and trash.

Working with IT to replace the computer in Scale House as it is non-operational.

Department of Planning and Development Highlights

- Town Plan Housing Chapter Update – Distributed draft Town Plan Housing Chapter Update document. Publicized and held public community discussion of Update on November 9th.
- Municipal Planning Grant – Submitted grant closeout, received approval and final grant payment processed.
- 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.
- Housing Development Program – Continued working on program scope and desired outcomes.

- Land Development – Completed reports for the 11-8-23 Zoning Board of Adjustment public hearing, and 11-13-23 Planning Commission public hearing on 9 applications for development. Continued to assist the community regarding inquiries on development and permitting processes, and conducted inspections of completed projects for issuance of Certificates of Occupancy.
- TIF District – Met with State program staff for fall monitoring visit. Completed TIF District summary for FY 2023 townwide audit report.
- State Designated Downtown Program – Developing WRJ work program for submittal to the state.
- July Flood – Working with Town staff and state agencies to assist property owners to identify options for their properties impacted by the flood.

Parks & Recreation Department

Program and Park Highlights

- Earlier this week Tim Schaal, the owner and operator of Schaal Engineering, P.C. met with Lowery Property Services to mark out the site for the new WWI / WWII Veterans Memorial at Veterans Park. Soon after, Lowery Property Services, owned and operated by Troy Lowery was on site and started the digging. Lowery Property Services have partnered with the WWI / WWII Veterans Memorial Monument Committee to prepare the site for the footing foundation scheduled to be poured later next week by Clint Potter owner and operator of Clint's Concrete. All three companies have volunteered their time and professional expertise to support the monument project. We want to thank them for all that they do and thank the WWI/WWII Veterans Memorial Monument Committee for moving this project forward.
- Department held 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 did not run out of candy. We had over 1100 participants come to the event. The weather was fantastic, and everyone had a great time.
- We are seeking volunteers to be elves at this year's Polar Express. We will be operating out of the Norwich Train Station. Come spread some holiday cheer!
Sign up here: <https://www.signupgenius.com/.../60B054EAAA72DA5FB6...>
PLEASE NOTE: The White River Rotary Club organizes the event, so we do not have any control over the ticket sales. You can reach them here: polarexpress.info@yahoo.com
- There's still room in the next session of After School Programming: Clay Play! Budding potters of all levels are invited to try something new, improve their skills, and just have fun! Offered in partnership with [Hartford Parks and Recreation Department](#)! Register at craftstudies.org/classes-workshops/after-school-clay-play
- The After School Cooking Club started and is a huge success. The program is full with 12 participants and 2 on the waiting list.
- The Wendell A Barwood Arena is open for public skating. Join us for public skate every weekend through March! \$5 per person or sign up for a family season pass for up to 4 family members for \$110 for residents and \$120 for non-residents! Skate rentals available for \$5 youth and adult sizes! Skate sharpening available for \$5 per pair! Purchase a Family Season Pass Here: https://hartfordvt.myrec.com/.../program_details.aspx...
- In addition to the public skating program, we have new Skate Helpers that are designed to assist little learn to skaters with staying upright and safe.
- Learn to skate lessons have also started at the arena and will go through February 2024.
- No School Friday Fun Day #2 for grades 1-6 Youth Enrichment Programs (YEP) was held from 9am-4pm at the Hartford Middle School. The program participated in crafts and fun activities for the day.

- The Hartford Police Department was able to identify the individual that destroyed the turf at Watson Park. The owner of the truck did multiple donuts on the grass which resulted in thousands of dollars in damages. We hope to recoup the money to repair the vandalism.
- We have removed planters around Town Hall for the season and did some grounds repair at Lyman and Town Hall prior to winter weather conditions.

Fire Department- Significant Activities Report

Members participated in an assessment for the position of Lieutenant in the Fire Department. 3 members are moving to the next phase of the process and will be participating in Chiefs interview this week.

We are currently advertising for two firefighter/EMT positions and expect to have an additional vacancy in February. We have interviewed one candidate and have another 3 interviews scheduled for November 17th.

The Department participated in Trunk or Treat events the VA Hospital and Town Hall.

Our consultant is working on the draft of the Town Emergency Operations Plan Update. A draft report is expected soon for review by Town Staff and Selectboard.

Incident Log Link: <https://www.hartford-vt.org/DocumentCenter/View/9780/Fire-Incident-Log110923XLS>

Hartford Police Department

New full-time certified Officer Bryce Moody began his field training on November 6, 2023.

We currently have two officer candidates and one dispatch candidate in the background process.

Officer baton training took place the week of November 6-10.

Chief Sheldon and Chief Cooney met with Michael Redmond the Executive Director of the Upper Valley Haven to discuss their plans to build an emergency shelter.

HPD responded to an attempted robbery at Evans in the early morning hours of November 8th. HPD now has one drone pilot for our drone program. A second HPD pilot is working on his certification now to give us two drone pilots.

HPD has begun advertising for a Records Management Clerk.

Law Total Incident Report, by Nature of Incident

Nature of Incident	Total Incidents
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911 Hangup Call	11
Agency Assistance	17
Animal Bite	1
Animal Noise	1
Animal Problem	10
Assault	1
ATV Accident	1
Burglary	1
Burglary Alarm	11
Citizen Assist	15
Citizen Dispute	1
Condition of Release Violation	1

Traffic Accident with Damage	3
Untimely	1
Directed Patrol	89
Controlled Substance Problem	1
DUI Alcohol or Drugs	1
Embezzlement	1
Family Fight/Domestic	1
Foot Patrol	17
Found Property	5
Fraud	3
Harassment	2
Information Report	3
Juvenile Problem	2
Lost Property	1
Medical Emergency	1
Missing Person	3
Motor Vehicle Complaint	13
Noise Disturbance	2
Overdose	1
Panic Alarm	1
Paperwork Service	2
Parking Problem	2
Pornography	2
Public Speaking	1
Service Call	1
Sex Offense	1
Sexual Assault	1
Unknown Medical Emergency	1
Smoke Investigation	2
Special Detail	5
Suspicious Person	3
Suspicious Person/Circumstance	11
Theft	3
Threatening	2
Traffic Hazard	4
Traffic Violation	2
Training	2
Trespassing	3
Unresponsive Person	1
Unlawful Mischief	2
Wanted Person	3
Welfare Check	11

Total Incidents for This Report: 287