

# SIGNIFICANT ACTIVITY REPORTS

November 28, 2023

## Assessor

- Met with Various Taxpayers to Review Property Assessments.
- Followed up with questions on the two proposals for 2025 Revaluation. Reached out to state to see if hybrid method is allowed in VT.
- Presented to Selectboard FY2025 Budget for Assessor Office
- Attended NHMA Conference

## 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 1<sup>st</sup>, downloaded homestead declarations and state payments. Sent corrected tax bills and typical reports to finance.
- Data entry on processed property tax transfers and permits
- Working on the first list of Tax Map changes affecting 2024 Grand List to be sent to cartographic company.

## Fire Department

Congratulations to Mitch White for his promotion to Lieutenant!

Congratulations to FF Taylor Wilkins, FF Eli Snelling and FF Ian Duffy for completing the promotional process and gaining their Acting Station Officer (ASO) designation. This designation will allow them to cover a Station as a supervisor when absences occur.

Congratulations to Administrative Assistant Michelle Wheatley who has been recognized for 25 years of service to the Town and the Fire Department.

The department conducted interviews of five applicants for the two vacant firefighter positions. Four candidates are moving to the next phase of the assessment process.

The Department conducted a week of training with a new water rescue raft. Crews practiced paddling maneuvers, rescue techniques and boat recovery methods at Sumner Falls.

## Fire Department Incident Log

Incident Type Report (Summary)		Date Range	From 11/07/2023 to 11/21/2023	
		Company:	All Companies	
		Hartford Fire Department		
			Count	Pct of
Incident Type				Incidents
1 Fire				
115 Incinerator overload or malfunction, fire confined			1	1.03%
131 Passenger vehicle fire			1	1.03%
154 Dumpster or other outside trash receptacle fire			1	1.03%
		Totals	3	3.09%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
		Totals	0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew			6	6.19%
320 Emergency medical service incident, other			5	5.15%
321 EMS call, excluding vehicle accident with injury			57	58.76%
322 Motor vehicle accident with injuries			5	5.15%
324 Motor vehicle accident with no injuries.			4	4.12%
		Totals	77	79.38%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, other			1	1.03%
		Totals	1	1.03%
5 Service Call				
531 Smoke or odor removal			1	1.03%
553 Public service			1	1.03%
		Totals	2	2.06%
6 Good Intent Call				
600 Good intent call, other			1	1.03%
		Totals	1	1.03%
7 False Alarm & False Call				
733 Smoke detector activation due to malfunction			2	2.06%
736 CO detector activation due to malfunction			2	2.06%
743 Smoke detector activation, no fire - unintentional			3	3.09%
744 Detector activation, no fire - unintentional			1	1.03%
745 Alarm system activation, no fire - unintentional			5	5.15%
		Totals	13	13.40%
8 Severe Weather & Natural Disaster				
		Totals	0	0.00%
9 Special Incident Type				
		Totals	0	0.00%
		Totals	97	

## Police Department

Significant Acts – Hartford Police Department – October 28, 2023, Select Board Meeting

HPD has begun its yearly nighttime firearms training/low light qualifications.

Chief Sheldon participated in Coffee-with-a-Cop at the Valley Terrace assisted living facility on Christian Street on Thursday November 16<sup>th</sup>.

Corporal Randy St. Peter is promoted to the rank of Sergeant effective November 26, 2023.

Sergeant Karl Ebbighausen is promoted to the rank of Lieutenant and will oversee HPD's new Outreach Division effective December 1, 2023.

## Police Department Incident Log

Nature of Incident	Total Incidents
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911 Hangup Call	11
Agency Assistance	11
Animal Bite	1
Animal Noise	1
Animal Problem	5
Assault	1
Burglary Alarm	20
Citizen Assist	19
Citizen Dispute	6
Condition of Release Violation	1
Traffic Accident with Damage	5
Traffic Accident with Injuries	3
Breathing Difficulty	1
Directed Patrol	83
DUI Alcohol or Drugs	1
Family Fight/Domestic	2
Foot Patrol	14
Found Property	1
Gunshot Victim	2
Harassment	1
Dumping	1
Information Report	1
Juvenile Problem	7
Lost Property	1
Mental Health Emergency	5
Motor Vehicle Complaint	15
Noise Disturbance	4
Overdose	1
Panic Alarm	3
Paperwork Service	4
Parking Problem	1
Restraining Order	1
Sex Offender Registry	2
Sexual Assault	1
Stalking	1
Suicide Threat	1
Suspicious Person	10
Suspicious Person/Circumstance	23
Theft of Motor Vehicle	2
Threatening	2
Traffic Hazard	3
Traffic Violation	2
Training	4
Trespassing	4
Unresponsive Person	3
Unlawful Mischief	6
VIN Number Inspection	1
Wanted Person	3
Welfare Check	10
Total Incidents for This Report: 311	

## **Parks & Recreation Department - Program and Park Highlights**

- The Department is finalizing our annual report for FY23. The report will highlight the past fiscal years' accomplishments through programming and parks. The report is also a key piece of the re-accreditation process.
- The Hartford Parks & Recreation staff, volunteers, and members of the Hanson family recently gathered to celebrate the funds raised for the Brian Hanson Scholarship Fund. \$5,275.75 was the final amount on the funds raised for the Hartford Parks & Recreation Departments Brian Hanson Scholarship Fund. The Brian Hanson Scholarship Fund supports Hartford youth and their families with financial assistance to participate in Hartford Parks & Recreation programs, classes, camps, and facility use passes.
- Youth Basketball Camps were held at Hartford High School. We had 78 boys, and 32 girls participate in the camp program.
- The Youth Basketball for Grades 3 through 6 registrations has closed. We have a total of 95 participants in the program. Registration is still open for K-2<sup>nd</sup> graders and our Pre-School program.
- The Small Games Hockey Camps were a success with a total of 50 participants. The program was conducted as a pre-season hockey program for players preparing for the upcoming high school hockey season.
- The first session of Learn to Skate ended on November 19<sup>th</sup>. There were 24 skaters in the program.
- We completed the OQS Learn to Swim Program at UVAC on November 15<sup>th</sup>. We had 18 swimmers in the program.
- A new Indoor Pickleball will be taking place Tuesday and Friday evenings at the White River Elementary School Gym.
- Staff are working on holiday programming. The Holiday Coloring Contest and sign ups for volunteering at the North Pole for the Polar Express is on-going. All December and January program flyers have been distributed and posted through our marketing outlets.
- Our after school programming continues with Lego Club, Board Game Club, Dungeons and Dragons and Cooking Club.
- The Vermont Soccer Coaches Association held the Vermont Senior Classic for top boys and girls soccer players in the State of Vermont. The games were held on Saturday, November 11<sup>th</sup> at the Maxfield Sports Complex and was well attended by several hundred spectators.
- Work was completed on the retrofit of the youth baseball field #2 at Maxfield. The retrofit from 60 to 70 ft basepaths took place to accommodate the new distance for youth baseball. This required removing sod and adding new infield mix.
- Restoration of Watson Park started. The vandalism that took place there required new dirt to be installed, the area was deep tine aerated and seeded. This repair will require spring re-seeding, fertilizing to regrow the area to restore to a playing surface.

## **Environmental Sustainability Coordinator**

- The Bugbee Senior Center and the West Hartford Library have been approved for Tesla Power Walls through Green Mountain Power's program to provide backup batteries. Staff is reviewing the contracts and considering how to cover the cost, participants of this program can either pay an additional \$55 a month for 10 years on their GMP bill or pay \$5,500 up front. This is a 10 year lease with the option to extend the lease for another 5 years at the end of the original contract.

-The application for the Energy Efficiency Conservation Block Grant was released recently. Hartford is receiving \$75,380 in federal funds. Hartford is receiving this funding because it is one of the 10 largest towns in Vermont. We plan is to use these funds to install heat pumps at the Police & Fire building.

- The Hartford Energy Commission has their annual November restructuring meeting. Jesse Pollard was again voted in as Chair, Esme Cole is now Vice Chair, and Lynn Bohi will continue to be Clerk.

## **Department of Public Works**

### **Administration**

Accompanied the Town Manager on a tour of town roads and highlighted roads damaged by the July 2023 storm event.

Met with FEMA representatives to discuss major capital mitigation projects to include Podunk Road culvert, Quechee Covered Bridge wingwall, and improvements to Country Lane.

Submitted Damage Inventory List to our FEMA project manager.

Finalized and presented FY 25 Budget Presentation to the Selectboard.

### **Highway Division:**

Responded to winter weather event on 11/9/23.

Substantially completed slope bank and road work on Jericho Road caused by the July 2023 storm event.

Completed asphalt patching of various road cuts and other construction areas in town.

Assisted water department with a main water replacement on North Main Street.

Responded to winter weather event on 11/21-22/23.

### **Water Division:**

Completed water main repair on North Main Street with assistance from Highway Division.

Repaired water leak on Paula Street.

Completed asphalt paving of roads associated with water main projects.

Assisted Highway with winter weather event on 11/9/23 and 11/21-22/23.

Resolved computer related issues with the Quechee Water System.

Prepared trucks and equipment for winter.

### **WRJ Pollution Abatement Plant**

Assisted Quechee Wastewater with installation of U.V. bulbs.

Performed routine maintenance / daily running operations at the wastewater treatment plant.

Drained and hosed out septage received station.

Assisted Trojan Technology's technician with the replacement of ½ of U.V. system components.

Dewatered 250,000 gallons of sludge.

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

Hauled dewatered biosolids and grit to Lebanon land fill.

Roy's Refrigeration/Heating performed HVAC system maintenance on the boilers.

Performed routine maintenance / daily running operations of all ten wastewater pump stations.

Working with Yankee Generator on repairs of four pump station generators.11/14

Performed Dig Safe request to mark out sewer mains.

### **Quechee Pollution Abatement Plant**

In the process of installing the # 1 replacement pump for the Jay Hill Pump Station.

The facility-wide processed water system has ceased working due to control panel issues. A repair company has visited and is preparing the third quote.

Still waiting for a third quote to correct and issue with the effluent filter # 1 control panel touchscreen. the third quote.

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.

Received assistance from WRJ/Hartford Wastewater staff for the replacement bulbs and maintenance of U.V. system.

Continue to correct the safety items brought up in the VLCT workplace risk assessment inspection.

### **Solid Waste Facility**

Continued to prepare for winter weather.

## **Department of Planning and Development - Period Ending November 25, 2023**

- FY 2023 Budget – Prepared information for presentation to the Selectbaod
- Housing Development Program – Continued development of program scope and desired outcomes.
- Performing Arts Historic Preservation Project - Wrapped up project which included ten oral history interviews with written transcripts and recordings, and a 138-page final report. Prepared final grant report and reimbursement requisition for submittal to the State.
- Town Plan Economic Development Chapter Update – Finalized RFP to hire a consultant specializing in the field to assist the Town in the update.
- Downtown South 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](mailto:mosborn@hartford-vt.org) for parking related questions.
- Land Development –Zoning Board of Adjustment (11-8-2023) and/or Planning Commission (11-13-2023) public hearings for 9 applications. Staff finalized *Findings of Fact and Decision* documents for ZBA and PC decisions. Among these were:
  - Twin Pines housing project on Hartford Ave - Approved request for amendments to construction circulation.
  - Sykes Mountain Avenue 192 dwelling units in 4 buildings - Opened hearing and continued to a December 4 PC hearing and Jan 31<sup>st</sup> ZBA hearing.
  - Northern Stage 18 dwelling units in 3 buildings on Gates Street -Approved
  - UV Haven Emergency Shelter - Continued to Dec 18 hearing.
- Continued to assist the community regarding inquiries on development and permitting processing, and conducted inspections of completed projects for issuance of Certificates of Occupancy. Issued 191 Zoning Permit to date which is roughly the same as last year.
- TIF District – Finalizing easement documents for upcoming stormwater project.
- WRJ Designated Downtown Program – Continued development of FY 2024 work program for submittal to the state.
- July Flood – Continued working with Town staff and state agencies to assist property owners to address impacts of the flood.