

SIGNIFICANT ACTIVITY REPORTS

January 09, 2024

Assessor

- Met with Various Taxpayers to Review Property Assessments.
- Presented Revaluation Proposals to Selectboard. Tyler was awarded the 2025 Town Revaluation bid. Working on Contract with vendor.
- Available to Selectboard on Continued Budget Discussion
- Working on BIDs for Utility valuations for 2025 Town Revaluation.
- Attended VISION End of Year Processing

Assistant Assessor

- Assisted Various Taxpayers with questions on property cards (ownership, real values, homestead, payments, HS122 etc.), processing property tax transfers, data entry on permits.
- Working with District Adviser on reviewing 2023 Grand List
- Attended VLCT Advocacy Chat: Preview of 2024
- Attended VISION End of Year Processing
- In downtime, taking Appraisal Institute class "Basic Appraisal Principles"
- Will be out on vacation December 22nd through January 5th.

Town Clerk

- The Board of Abatement will meet at 5:15pm on January 18, 2024 with scheduled hearings beginning at 5:30pm; followed by a Board of Civil Authority meeting.
- The Clerk attended the Secretary of State's (SOS) Teacher Advisory Group meeting facilitated by Robyn Palmer, SOS Outreach & Civic Engagement Coordinator. The focus was on collaboration with municipalities, Clerks and educators to enhance civic engagement and gain a better understanding of the functions of and opportunities within municipal departments in towns/cities of all sizes across Vermont. The SOS Clerk's Advisory Council also met in December to set the schedule of meetings for 2024 and to move forward with SOS initiatives such as "Day in the Life of a Town Clerk" and, eventually, a video to inform and engage voters in 2024 leading up to the statewide August & November elections.
- Vermont League of Cities & Towns (VLCT) offered a webinar for municipalities providing updates and a general overview of the cannabis licensing process at the State and local levels; the Clerk and a Select Board member attended.
- The Vermont State Archives is working with the Clerk regarding the process to transfer Birth and Death records (1909-2019) to the State archives. In 2019 the Department of Health/Vital Records established a Statewide repository for electronic access for Clerks to Birth & Death Records. Since 2019, Clerks have not been required to maintain paper copies of Birth and Death records for their respective Towns. We hope to transfer the records in late winter/early spring.
- The Clerk's Office has begun preparation in the office for the upcoming election season. The Clerk's Web page has useful information as well: <https://www.hartford-vt.org/2500/Town-Clerks-Office>

Fire Department – 01/02/04

The department would like to welcome Jakob Oliver as a new full-time FF/EMT to the department. Jakob currently lives in Colchester, VT and is a Federal Police Officer at the VA Hospital. Jakob will begin his career in the fire service later this month.

The department wishes to thank FF Peter McMillan for his 2 years of service with the department. Peter has resigned his position, and his last day with the department will be February 2nd. Peter will be starting a new job as a firefighter with the Reno, NV Fire Department and will be relocating with his fiancé as she completes her residency in Reno. We are very proud of his achievement.

The department conducted interviews of three applicants for the vacant firefighter positions. Candidates are still in the evaluation process.

Fire Department Incident Log

Incident Type Report (Date Range From 12/19/2023 to 01/02/2024

Company: All Companies

Hartford Fire Department

	Count	Pct of Incidents
Incident Type		
1 Fire		
111 Building fire	1	1.03%
Totals	1	1.03%
2 Overpressure Rupture, Explosion, Overheat(no fire)		
Totals	0	0.00%
3 Rescue & Emergency Medical Service Incident		
311 Medical assist, assist EMS crew	7	7.22%
320 Emergency medical service incident, other	1	1.03%
321 EMS call, excluding vehicle accident with injury	54	55.67%
322 Motor vehicle accident with injuries	2	2.06%
324 Motor vehicle accident with no injuries.	2	2.06%
331 Lock-in (if lock out , use 511)	1	1.03%
Totals	67	69.07%
4 Hazardous Condition (No Fire)		
Totals	0	0.00%
5 Service Call		
511 Lock-out	1	1.03%
521 Water evacuation	1	1.03%
550 Public service assistance, other	3	3.09%
553 Public service	2	2.06%
554 Assist invalid	7	7.22%
Totals	14	14.43%

6 Good Intent Call	
611 Dispatched & canceled en route	5 5.15%
622 No incident found on arrival at dispatch address	2 2.06%
671 HazMat release investigation w/no HazMat	1 1.03%
Totals	8 8.25%
7 False Alarm & False Call	
700 False alarm or false call, other	1 1.03%
736 CO detector activation due to malfunction	3 3.09%
740 Unintentional transmission of alarm, other	1 1.03%
743 Smoke detector activation, no fire - unintentional	1 1.03%
744 Detector activation, no fire - unintentional	1 1.03%
Totals	7 7.22%
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 – January 9, 2024, Select Board Meeting

Chief Sheldon met with Hartford Community Coalition Executive Director Emily Zanleoni to restart discussions on creating a community coalition based on Springfield, Bennington, Rutland, and Brattleboro coalitions. Discussions focused on community partners and the role of the newly created HPD Community Outreach Division in the alliance.

Outreach Division Commander Ebbighausen and Chief Sheldon attended the Public Safety Community Engagement Session in Waterbury on December 18 hosted by the Governor’s office. The discussions focused on the importance of collaboration between law enforcement and community partners to help solve some of our community's biggest challenges, such as substance use, homelessness, and mental health. Also discussed was the importance of using data to provide direction and focus to a community coalition not only to identify needs but, as importantly, to measure success & failures as well.

Lt Ebbighausen, Sgt McDonald, Sgt Solomita, & Sgt Furnari attended an FBI LEEDA leadership training December 11-15 in NH.

Patrol Commander Connie Kelley, with the assistance of Santa Claus (Officer Santagate), the Grinch (Officer B. Moody), and Elf (Investigator Clifford), organized and performed this year’s Santa Parade on December 18. The event kicked off at HPD with Santa Claus meeting with children in the lobby from 5-5:30 before hitting the road and parading around town. Thank you to Admin. Assist. Ta Clarke for her technical assistance with Facebook and the Santa Tracker.

Clara Martin Center Police Liaison – Opioid Overdose Responder Ashley Mills has started her onboarding process and will be embedded at the police station having a desk in HPD’s Community Outreach Division office. OOR Mills will work closely with HCRS’s Mental Health Social Worker and HPD’s Outreach Commander Karl Ebbighausen.

Police Department Incident Log

Nature of Incident	Total Incidents
911 Hangup Call	11
Abandoned Vehicle	1
Agency Assistance	7
Animal Problem	7
Attempt to Locate	2
Burglary	2
Burglary Alarm	15
Citizen Assist	20
Citizen Dispute	1
Condition of Release Violation	1
Traffic Accident with Damage	7
Untimely	1
Deliver Message	1
Breathing Difficulty	1
Directed Patrol	90
Disorderly Conduct/Noise	1
Controlled Substance Problem	1
Family Fight/Domestic	3
Foot Patrol	8
Found Property	2
Fraud	2
Dumping	1
Information Report	1
Intoxicated Person	2
Juvenile Problem	3
Lock Down Drill	1
Lockout	1
Lost Property	1
Mental Health Emergency	1
Motor Vehicle Complaint	14
Noise Disturbance	1
Overdose	1
Paperwork Service	5
Parking Problem	1
Property Damage, Non Vandalism	2
Restraining Order	1
Search Warrant	1
Sex Offender Registry	5
Special Detail	2
Attempted Suicide	1
Suspicious Person	4
Suspicious Person/Circumstance	10
Theft	3
Threatening	1
Traffic Hazard	1
Traffic Violation	2
Training	6
Unresponsive Person	1
Utility Problem	1
Wanted Person	4
Welfare Check	4

Total Incidents for This Report: 266

Parks & Recreation Department - Program and Park Highlights

- After school programs continue with Lego Club on Monday, Board Game Club on Tuesday, Improv Comedy at OQS on Wednesday, Cooking Club on Thursday. We are also collaborating with Craft Studies in providing a Sewing Club on Tuesdays.
- Indoor Pickleball at White River Elementary School continues Tuesday and Thursday from 5:30pm to 7:30pm with 24 regular participants.
- The WABA Arena will be hosting the winter holiday tournament for Hartford High School Hockey over the holiday break.
- During the past two weekends at the WABA facility, we had 313-day skate passes, 24 new memberships and 183 skate rentals.
- Skating with Santa was a huge success at the WABA Arena. Santa was on the ice with Mrs. Clause and the Grinch.
- We are planning several public skates at the arena during the holiday break. Public Skate will be at various scheduled times starting Saturday, December 23. We will be closed on December 24th and 25th. Public Skate on December 26th, 27th, 28th, 30th, and 31st. For specific times, visit www.hartfordrec.com
- Over the past two weeks, Hartford High School and Hartford Middle School have been using the WABA Arena regularly between 8:30am to 2:00pm for Physical Education Classes and special activities.
- The parks staff have been able to take care of several outdoor maintenance items in the past couple weeks with the mild weather. Several trees have come down in a few parks, broken guardrail, split rail replaced as well.
- Light Up Hartford winners were announced. We had 15 homes participate this year. The Griswold Award went to "Butternut Pout, I'm Telling You Why" at 271 Butternut Road. People's Choice Awards included 3rd Place "Dreaming of Disney at 36 Dogwood, 2nd Place "Christmas Eve Dreams" at 80 Acorn St., and 1st Place "All The Jingle Ladies" at 314 Butternut Road.
- The Indoor Ultimate Frisbee has 20 regular participants and is held at the Hartford High School Gym.
- Over the past two weeks we have had 274 registrants participating in programs offered by the Department.
- We had 9 winners of our Holiday Coloring Contest.
- The Department is promoting our Whaleback Ski/Ride Program that will begin on Tuesdays from 3pm to 6:30pm starting January 16th. Transportation to and from along with supervision at the mountain is provided. The program is for Hartford 4th through 6th graders.

Environmental Sustainability Coordinator

- Last week we received word that the Tesla battery wall for the West Hartford Library is moving forward. Engineers have decided they would like to place it in the utility closet in the center of the building and they are currently designing the system. We are currently waiting for an install date for battery walls at both the West Hartford Library and the Bugbee Senior Center.

-On December 20th the Hartford Energy Commission had a tour of the Widler Dam. Staff from Great River Hydro showed those on the tour how the dam functions and explained that the dam is not a primary source of electricity but is used to bolster the grid.

-Our Window Dresser build collaborative with the Hartford Energy Commission and the Hartland and Sharon Energy Committees had our debrief meeting recently and we have decided to hold another build in 2024. Our goal for this year will again be to build 200 inserts. If someone is interested in ordering inserts they should do so soon at windowdressers.org. We already have over 100 orders placed so far.

Department of Public Works

Administration

Met with FEMA and State Emergency Management representatives regarding mitigation projects for Country Lane, Podunk Road, and Quechee Covered Bridge wingwall projects.

Met with Lebanon DPW leadership staff to discuss regional staffing issues, joint procurement options, and how to better utilize shared services.

Coordinated department actions regarding the 12/18 major rain event.

Highway Division:

Organized, cleaned, and repaired equipment and work areas.

Decorated DPW vehicles for Santa parade.

Chipped down trees around shop.

Assisted Transfer Station by making repairs on their loader.

Met with Henry Hazen on Christian Street Cemetery improvements.

Working with Quechee Church on water runoff solutions.

Working with Railroad on VA Cutoff Road water runoff improvements.

Responded to major rain event on 12/18/23 and made repairs to Willard Road, Bently Road, Royal Tyler, Sugar Top, Sugar House, and Quechee Main Street.

Adjusted staff schedule on certain days to address known icy spots prior to morning commute.

Started to address potholes around town and grade gravel roads due to the warm weather.

Continued with repairs on Taftsville River road caused by this summer's rain event and the 12/18 rain event.

Water Division:

Responded and fixed service line leak at 578 Hartford Avenue and 1147 Hartford Ave.

Decorated division vehicle and participated in holiday Parade.

Assisted Highway Division with 12/18 major rain event.

Completed 25% of the State mandated LCRR inventory for Hartford/White River Junction Water System and 50% for Quechee Water System.

Inspected/repared the emergency lighting system for the Quechee Water System.

Completed meter edits for White River Junction service area.

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 for Quechee wastewater treatment plant.

Hauled all dewatered biosolids and grit to Lebanon land fill.

Held crew meeting to discuss general operational processes.

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

Continue to work with Yankee Generator on issues with Maxwell Field and Bridge Street pump station generators.

Performed Dig Safe request to mark out sewer mains.

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

Quechee Pollution Abatement Plant

Coordinated with the Fire Dept. to utilize their Gator for access to a remote leach field for data downloading.

Coordinated with the Water Dept. to repurpose two used 2" ball valves and misc. couplings to aid in draining our two Effluent filters.

Researched issues with effluent filter's sludge valve actuator which caused power outage and in the process of securing price quotes for a new sludge valve actuator.

Working with IT to address issues with the SCADA program computer as it is not operating correctly.

Experienced a power transfer switch failure at the Whitman Brook pump station and working with Yankee Generator to correct this issue.

Alliance Mechanical performed minor HVAC system maintenance in the Headworks building to stop a glycol leak.

The replacement pump at Jay Hill has been installed, and now has two new pumps.

The failed pump at Mill Run was repaired in-house and is operational.

Coordinated with the Highway Dept. regarding use of their fuel truck to top-off our emergency generator diesel fuel tanks. The fuel has been treated with a winterizing additive to prevent gelling.

The 12/18 rain event caused significant inflow to the treatment plant with both the Whitman Brook Pump Station (WB) and the Equalization Tank (EQ) experiencing high level alarms. Timestamped photos and videos were taken throughout the day at WB, Quechee Main Station, and the EQ tank. The result of the increased inflow was the submission of a "Public Alert" and an "Wastewater Untreated Discharge Incident Report" for the release of liquid surfacing through a manhole cover at Whitman Brook pump station. Both submissions are required by the VT DEC, and were discussed with VT DEC officials prior to their submission. At this time, we do not anticipate any further action to be requested from the VT DEC.

Solid Waste/Transfer Station

Experienced seasonal influx of waste and recycling materials due to the holiday season and started accepting Christmas Trees for disposal.

Department of Planning and Development - Period Ending January 6, 2024

- Land Development – Held the Zoning Board of Adjustment Public Hearing on December 13th, where it approved a setback waiver for a shed and changes/clarifications to the School's Districts educational program on Christian Street. Held the Planning Commission Public Hearing on December 18th, where it approved changes/clarifications to the School's Districts educational program on Christian Street and The Haven's Emergency Shelter. Finalized documents codifying the above decisions. The Zoning Board of Adjustment and Planning Commission will hear new information on the proposed residential development off Sykes Mt Ave at their next Hearings on January 31st and February 5th, respectively.
- Continued to assist the community regarding inquiries on development and permit processing, and conducted inspections of completed projects for issuance of Certificates of Occupancy.
- TIF District – Completed and submitted Draft FY 2023 Annual Report for submittal to the state.
- WRJ Designated Downtown Program – Completed and submitted work program for FY2024 Vibrancy Grant, and executed grant agreement. Continued working on Annual Report.
- Annual State Financial Reports for Closed HUD Loans – Completed four Reports with assistance from the Finance Department.
- Department Administrative Assistant Vacancy – Interviewed and hired a replacement Administrative Assistant scheduled to begin at the end of January.