

SIGNIFICANT ACTIVITY REPORT

January 23, 2024

Assessor

Met with Various Taxpayers to Review Property Assessments.

Working on BIDs for Utility valuations for 2025 Town Revaluation.

Submitted 'No Appeal to 2023 Grand List' form to Selectboard for filing Final version with Town Clerk.

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 Assessor on posting 2023 Grand List – Final Version and submitting final year reports to State

Attended VT Assessors and Listers Association (VALA) January monthly meeting

Attended Tyler's webinar - Enhance Assessment Operations and Recover Revenues

In downtime, taking Appraisal Institute class "Basic Appraisal Principles"

Tracking 2024 legislative bills that will affect Assessment processes.

Town Clerk

The Board of Abatement held four Abatement hearings on Thursday, January 18, 2024. The Board approved abatement amounts in two instances and denied two requests.

The Clerk's Office sent out reminder postcards to voters regarding the option to request Absentee/Early ballots for elections in 2024. For the upcoming elections to be held on March 5, 2024, we have received 480 requests for Presidential Primary Ballots and 425 requests for Town & School District as of January 18th.

The Presidential Primary Ballots will be sent out in the next couple weeks and the Town & School Meeting Ballots will be available and mailed out separately in mid-February. The Secure Ballot Drop-Box will be available until 5:00pm, March 4, 2024. After that time, voters or their designee will need to deliver the ballots to the polling location (Hartford High School Gymnasium) on March 5th between the hours of 7am-7pm to be counted. Voters may also vote in person on Tuesday, March 5, 2024.

The Town Clerk's Office will CLOSE at NOON, Tuesday, March 4th to prepare for the election. Town Hall will be CLOSED on Election Day, March 5th. We will not receive mail that day, so voters who are returning their ballots by mail need to ensure we receive it by March 4th for it to be counted. We encourage voters to contact the Town Clerk's Office with questions.

Candidate Petitions & Consent Forms for any positions to be elected for the Town & School District are due no later than 5pm, January 29, 2024. The petition & consent forms, as well as a list of the positions to be elected, can be accessed on the Clerk's page of the Town website: <https://www.hartford-vt.org/2522/Positions-to-Be-Elected-for-Town-School->

Environmental Sustainability Coordinator

- The South Main St. parking lot qualified for the Electric Vehicle Supply Equipment grant, the application was submitted on January 11th and we are now waiting to hear if the project will be approved for funding. With all the wiring and conduit in place as part of the parking lot renovation this grant could cover more than half the cost of installing the chargers.

-The Energy Efficiency & Conservation Block Grant (EECBG) will be submitted soon. These funds will help cover the cost of installing heat pumps in the areas of the Public Safety Building that are not already served by heat pumps. On Thursday January 18th the Vermont Public Services Department and VLCT held a meeting for communities receiving EECBG funds, this meeting was required for communities to submit their applications for grants and vouchers so we can now apply for the funding. Hartford is receiving \$75,380 from this grant.

-Town Hall is finally going to start participating in Green Mountain Power's Flexible Load Management program. The Environmental Sustainability Coordinator is being trained on the programs virtual dashboard and we expect to start "flexing" soon, meaning that at times when there is significant demand on the electrical grid GMP will ask us to preheat or cool Town Hall and then coast during the period of peak demand. Peak demand usually occurs between 4pm-7pm when people are getting home from work and turning up the heat and appliances on.

- VLCT has agreed to pay the Towns insurance claim on last year's first floor condenser replacement. Over the years dirt and road debris were able to get into the original condenser and settle on sensitive electrical components, components that are much like what's in a computer, and these components eventually corroded, shorted, and failed. This was due to the seal around the door failing. VLCT's re-insurer provided a review and coverage analysis and determined this short to be covered by the Town's insurance.

Department of Public Works

Administration

Continue to work with FEMA and State Emergency Management representatives on reimbursement for road damages as related to July 10, 2023, storm event.

Successfully recruited, interviewed, and offered a conditional offer of employment for the vacant administrative assistant position.

Attended Hartford Vocational Tech School Reverse Job Fair on Jan. 18, 2024, to recruit for vacant positions.

Drafted bridge assessment RPF for review and issuance.

Met with representatives from Sanborn Head regarding Solid Waste/Transfer Station site assessment and feasibility study.

Submitted Corrective Action Plan to DEC regarding Quechee Wastewater Treatment Plant inspection.

Met with a representative from Greater Upper Valley Solid Waste District regarding their assistance for our stated mandated public outreach program.

Highway Division:

Highway has been very busy responding to 7 different snow events and worked extended hours resulting in an average of 50 hours of overtime per staff member.

A huge thank you to the Water Division for assisting with every storm and working extended hours in keeping our roads and sidewalks clear.

Assisted Quechee WWTF with the removal of a stuck vehicle.

Additionally, we were able to repair a washout on Maple Street, investigated running water on Marsh Family Road, cured running water from coming onto Quechee Main Street and haul 471 tons of winter sand to shop.

Water Division:

Reassigned staff to work with Highway Division for snow removal for the multiple snow events and worked extended hours.

Continue to work with Administration, Finance, and IT on the replacement of SCADA software system and computer.

WRJ Pollution Abatement Plant

Plowed WWTF and associated pump stations several times with the recent snow events.

Assisted Highway Division and Transfer Station with snowplowing in association with Jan. 16 snow event.

Attended monthly safety on Jan. 9, 2023.

Staff attending 8-week course for pollution abatement operator certification.

Completed monthly and annual State of Vermont reporting requirements and completed filing of all 2023 documents.

Composite and grab sampling for Annual Effluent Testing for 2024 (Ammonia, D.O., Oil & grease, Dissolved Solids, TKN, NO₂/NO₃, Total Phosphorus)

Sampling 1st quarter biosolids, testing for PCB's and metals.

Alliance Mechanical performing maintenance/service on HVAC system.

Dewatered 250,000 gallons of sludge.

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

Hauled all dewatered biosolids and grit to Lebanon land fill.

Performed Dig Safe request to mark out sewer mains.

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

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

TVed sewer line at 1560 Hartford Ave and found roots in the line and will schedule for removal.

Responded to call for 688 North Main Street, checked sewer main line and no issue with the sewer main line.

Responded to afterhours call for White River Toyota, checked sewer main line and no issue with sewer main line.

Quechee Pollution Abatement Plant

Received DEC September 2023 inspection report and working with Administration on Corrective Action Plan to address noted deficiencies.

Working with IT and EII on the replacement of the SCADA computer and the reinstallation of the SCADA system on the new computer.

Continue working with Yankee Generator on the Whitman Brook generator and waiting on quote from Yankee Generator.

The Flygt pump mobile repair technician is scheduled within the next week to service the inoperable pumps at Whitman Brook (pump 2), Mill Run (pump 1) and EQ Basin (pump 3).

The highway department assisted us with the removal of a stuck vehicle.

Assisted the highway department with snow removal on multiple side streets in Quechee Village in association with Jan. 16 snow event.

Corrosion Products & Equipment (CPE) made an initial visit last week to repair the process water system. The visit was to remove the electrical motors and pumps for testing at their facility.

The Alliance Mechanical is commencing repair of the air handling systems in our various buildings.

We have started the DEC reapplication process for the various community leach fields within the system and are working with the DEC to regarding their new requirement for physical E911 address for each leach field location.

Solid Waste/Transfer Station

Worked additional hours for snow removal prior to opening facility during snow event days.

Scheduled and assisted with the pickup of 30 boxes total consisting of lightbulbs and batteries under the state mandated program for the recycling of these materials.

Hartford Police Department

Officer Daniel Bennett is completing the Field Training Officer course at the Vermont Police Academy. Once completed he will join our FTOs in training newly hired officers. We have several officers that will be scheduled for subsequent FTO courses.

The Virtra training simulator has been set up this week and will be set up again next week. Officers, a few fire staff members and the Town Manager have been through various scenarios. Training will continue next week to cover mandated training for officers.

Nature of Incident	Total Incidents
911 Hangup Call	13
Abandoned Vehicle	1
Agency Assistance	11
Animal Noise	1
Animal Problem	4
Assault	2
Attempt to Locate	2
Bomb Threat or Attack	4
Burglary Alarm	15
Citizen Assist	17
Citizen Dispute	1
Condition of Release Violation	1
Court Time	2
Traffic Accident with Damage	6
Accident with Extrication	1
Traffic Accident with Injuries	1
Deliver Message	1
Directed Patrol	88
Controlled Substance Problem	1
DUI Alcohol or Drugs	1
Family Fight/Domestic	2

Fireworks	2
Foot Patrol	13
Found Property	1
Fraud	3
Information Report	1
Juvenile Problem	5
Lost Property	2
Medical Emergency	1
Mental Health Emergency	1
Motor Vehicle Complaint	11
Noise Disturbance	3
Overdose	1
Paperwork Service	2
Parking Problem	4
Phone Problem /Harrassment	1
Property Damage, Non Vandalism	3
Public Assist Fire/EMS	1
Seizure	1
Sex Offender Registry	4
Unknown Medical Emergency	2
Special Detail	4
Suspicious Person	5
Suspicious Person/Circumstance	14
Theft	8
Theft of Motor Vehicle	1
Threatening	1
Traffic Hazard	8
Traffic Violation	1
Trespassing	2
Unresponsive Person	6
VIN Number Inspection	1
Wanted Person	4
Welfare Check	4

Total Incidents for This Report: 296

Fire Department- Significant Activities Report

The department would like to welcome Gage Merrit as a new full-time FF/EMT to the department. Gage currently lives in the New London, NH area and has previous experience in firefighting from his time in the U.S. Navy. Gage will begin his career in the fire service later this February.

Gabrielle Poole, our current Deputy Fire Marshal has been granted a transfer from Fire Prevention to Operations as her passion is to be a Firefighter. She will transfer to her new role in February. We are currently advertising for a part-time or full-time employee to fill her vacancy.

Incident Date From 01/05/2024 to
Type Report Range 01/19/2024

Hartford Fire
Department

Count Percentages

Incident Type

1 Fire

114 Chimney or flue fire, confined to chimney or flue

Totals

1 1.01%

1 1.01%

2 Overpressure Rupture, Explosion, Overheat (no fire)

Totals

0 0.00%

3 Rescue & Emergency Medical Service Incident

311 Medical assist, assist EMS crew

3111 Called Paramedic Intercept.

320 Emergency medical service incident, other

321 EMS call, excluding vehicle accident with injury

322 Motor vehicle accident with injuries

324 Motor vehicle accident with no injuries.

Totals

1 1.01%

2 2.02%

2 2.02%

62 62.63%

1 1.01%

4 4.04%

72 72.73%

4 Hazardous Condition (No Fire)

400 Hazardous condition, other

3 3.03%

3 3.03%

Totals

5 Service Call

531 Smoke or odor removal

550 Public service assistance, other

553 Public service

554 Assist invalid

561 Unauthorized burning

Totals

2 2.02%

2 2.02%

2 2.02%

2 2.02%

	1	1.01%
	9	9.09%
6 Good Intent Call		
600 Good intent call, other		
611 Dispatched & canceled en route		
622 No incident found on arrival at dispatch address		
631 Authorized controlled burning		
651 Smoke scare, odor of smoke		
Totals		
	1	1.01%
	2	2.02%
	2	2.02%
	1	1.01%
	1	1.01%
	7	7.07%
7 False Alarm & False Call		
700 False alarm or false call, other		
	2	2.02%
735 Alarm system sounded due to malfunction		
736 CO detector activation due to malfunction		
743 Smoke detector activation, no fire - unintentional		
745 Alarm system activation, no fire - unintentional		
Totals		
	1	1.01%
	1	1.01%
	2	2.02%
	1	1.01%
	7	7.07%
8 Severe Weather & Natural Disaster		
Totals		
	0	0.00%
9 Special Incident Type		
Totals		
	0	0.00%

Department of Planning and Development Highlights

- **Land Development** – Received and reviewing applications for review by the Zoning Board of Adjustment on February 1st and by the Planning Commission on February 6th. 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** – Responded to information inquiries from state regarding submitted Draft FY 2023 Annual Report.

- WRJ Designated Downtown Program – Executed contracts with TRORC and GMEDC to assist the Town with implementation of grant and annual work program.
- Town Plan Economic Development Chapter Update – Received and began review of response to Request for Proposals for consultant to assist the Town in the update.
- Hartford Performing Arts History Project – Closing out CLG Grant received to assist the Town in the project.
- Taft's Flat Historic District Nomination Project - On January 17th held the kickoff meeting for the project with the Historic Preservation Commission and Architectural Historian Brian Knight.
- Bylaws Modernization Grant – Reviewed recommendations from TRORC for changes to the Zoning Regulations to increase opportunities for housing.
- Town Forest – Promoted the Conservation Commission Natural History/Ecology Walk on January 20th.

Parks & Recreation Department

Program and Park Highlights

- The Department has had several meetings with Allen Hall and Ken Alton regarding Wrights Reservoir. Most recently, a meeting was held with the Town Manager to discuss resurrecting the reservoir dam. After reviewing much of history, efforts are being made to determine a way forward.
- The RFP for Lyman Point Park Improvements was disseminated recently. We hope to have several submissions for review near the end of January.
- Our afterschool programs continue with a new session of Lego Club starting. Additionally, Court Sports, Dungeons & dragons, Clay Play continue.
- Our first session of the Whaleback Skiing Afterschool program took place on January 16th. The Department brings a van load of youth to the facility for an afternoon of supervised skiing.
- Youth Karate continues on Tuesday and Thursday evenings.
- The UVAC White River School Free Swim Lessons continues on Wednesdays.
- Indoor pickleball, futsal, and basketball programs continue weekly.
- Youth basketball continues with games throughout the week. Our weekend Pre-School, Kindergarten and Grades 1-2 programs on are Saturday's.
- Public skating at WABA continues to be popular with skate rentals and participation.
- Our second glow skate at WABA was held on January 13th. This is a collaboration with the Hartford Community Coalition.
- The Department is marketing for upcoming special events. The Youth Ice Fishing Derby is February 2nd at Dewey's Pond which includes the Let's Go Ice Fishing Clinic, Ledyard Redzone 5K on Super Bowl Saturday, February 10th and the Valentines Dance February 10th at Dothan Brook School.