

**Town Of Hartford
Town Staff
Significant Activity Report, August 15 - 28, 2016**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- A busy couple of weeks for the Town staff. I continue to meet with members of the staff and the community. My highlights are here:
- The first Warning for the Public Information Hearing has been posted. Everything is on track for appearance on the November ballot. Clerk has recorded and posted.
- I met with members of the Hartford Historical Society. They will be asking for Selectboard support of their fundraising efforts in pursuit of a new location. I am working with them on a draft of the letter. I also had discussions with them on a Time Capsule and a way ahead. Those discussions will continue.
- We met with the "Friends of the Quechee Bridge" about their initiative to beautify the area on and around the bridge. This was a preliminary meeting without designs; but no initial objections from us.
- We are doing a demonstration of chip sealing on Connecticut Avenue. This newer technique saves money and appears to adhere quicker than in the past. The true test will be how much it wears over time.
- We are initiating some discussion, internally, on uses for the "Emerge" property out at the Maxfield Complex. Those discussions will include the Parks & Recreation Commission soon.
- We are also moving along discussions on Wright's Reservoir and possible ways ahead. It appears there are some possible ways to secure funding and support for the effort. Those discussions will continue.
- The Parks & Recreation Director has assumed responsibility for the Town cemeteries. He will work on an assessment with Mr. Peale and we'll come back with recommendations on a way ahead.
- I had the pleasure of meeting Mr. Maxfield at the end of last week. I asked him his take on the complex. He voiced no concerns about how it has evolved. He did relay his memories of picking corn there and how he enjoyed the trees that surrounded the property.

- I continue to review the issue of impact fees in the Town. Plan is to present a broader discussion in September.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Finance Department continues to "stream line" accounting process to make reporting more accurate.
- The Windsor Fire Department inquired with the Town if our mechanic could be hired to complete some required repairs on their aerial tower. The Town mechanic was able to make the needed repairs allowing Windsor to put their unit back into service. Windsor will be billed for services rendered. The mechanic completed the repairs outside his normal work hours. Chief McAlister contacted me and is very grateful for our assistance. His only other option was to transport the vehicle to the Boston area for repair.
- The refrigeration compressor is installed at WABA. The next step is to change out several seals in the refrigeration pump system. The water from the pool is drained and we are working to determine the cost to repair the leaks within the gutter system.
- The Police Department hosted thirty-nine (39) police officers for two sessions of Advanced Law Enforcement Rapid Response Training (ALERRT) at Hartford Memorial Middle School. Funded through a DOJ grant and led by FBI trainers, this was second back-to-back session in Hartford – all current Hartford Police Officers have now received the level one response to active threats training, which is the DOJ endorsed national standard.
- Wastewater staff responded to the discovery of a minor potential sewer connection to an outfall pipe off Railroad ROW. Town staff determined that a former overflow connection had a small weep discharge from the former abandonment of the overflow. The former disconnection work was filled with concrete and mortared closed. The state has been advised of the repair and signs notifying the public of a potential discharge were allowed to be removed.

- Staff will be continuing to work with the Summer Street homeowner to disconnect a sewer cross connection with the storm water system. This and the above illicit connection were discovered by a consultant working on a multi town State sponsored study of the White River basin.
- Community Resilience Week: Town Staff, the Community Resilience Organization of Hartford (CROH), and other community residents organized a very successful week of workshops. Started on Monday August 22 with a panel discussion on what resilience means, self-help and other workshops every day, and concluding on Saturday, August 26th with a tree planting/dedication, story sharing and fluvial erosion demonstration at the Town Hall.

DEPARTMENT HIGHLIGHTS

Assessor:

- Revaluation Teams continue to work in the Quechee area. The contractor is adding more people to ensure work stays on track.
- With most of the work being completed for the 2016 Grand List, we have begun the process of compiling the 2017 Grand List. Work on the 2016 list can continue to be updated until December 30th when it is then finalized and lodged as complete.

Finance:

- Continuing to work on FY 16 year end close.
- July reports went out last week and will be briefed at the Selectboard meeting.

Fire:

- One Engine responded to Hanover for a kitchen fire in an apartment building.
- Resilience Week: Conducted two training sessions on emergency preparedness. The first class focused on seniors and the second on general family emergency preparedness.

- Orrizonto Rd update: Name proposals sent out to department heads. Owls Nest Drive was selected as the new name for the section of road off Neal Rd. This name is currently in process to the Vermont E-911 board.
- Engine 1 was OOS for an electrical problem. The mechanic has replaced the effected equipment and it is now back in service.
- The VA Hospital conducted a Full Scale exercise planned on Wednesday August 24th. Planners requested participation of the fire department. A simulated chemical accident occurred in their warehouse building causing the release of a toxic substance. Crews responded from the VA Cutoff Rd station in simulated real time. Crews encountered five patients, four of which were exposed to the chemical and the fifth subject was simulated to be trapped under a forklift. Responders successfully managed the exercise scenario. All patients were transported to the VA emergency room and the trapped subject was successfully rescue. Along with the fire department scenario the staff at the VA exercised their systems as well. The emergency room was surged with patients testing their internal systems, the VA Emergency Operations Center was activated and their chemical response team activated. Lebanon and Hanover provided coverage while Hartford units participated in the exercise. Evaluators are now preparing an After Action Report which will allow all participants to review their actions and modify systems as needed.
- Fire Chief completed the first year Executive Chief Officer program at the International Association of Fire Chiefs symposium in San Antonio, TX.
- The bid opening for the new fire engine occurred on Friday 8/26. Five proposals were received and are currently being reviewed by staff. The bid is planned to be awarded in the next 20 days.
- Reviewed the Fairview Terrace Gate option for any fire protection concerns. Recommendations were submitted.
- Drug Awareness Vigil is scheduled for Wednesday night. Members of the fire department will be in attendance.
- Court is scheduled for Tuesday on a problem property in the Town. Fire Chief and Fire Marshal reviewed testimony with our attorney last week. Both will be attending.
- Forest Fire Hot Shot Justin Beebe's who died last week while battling the fires out west returned to Vermont last Tuesday. His remains and his family arrived at the Lebanon Airport late Tuesday night. An honor guard made up of apparatus from

both States escorted the family home to Bellows Falls. Hartford apparatus participated in the honor guard in Lebanon and returned back to Hartford once the procession left the Upper Valley.

- Chief Morancy passed away last week. Calling hours and his funeral is scheduled for Sept 1st. The family has asked for an Honor guard posted at his calling hours.
- Fire Department members attended a fund raiser for Special Olympics Team Upper Valley Hawks at Irving Oil Jake's Market on VA Cutoff Rd.

Information Technology:

- Two hard drives failed on the Town's Laserfiche server. The drives were replaced and no server down time was required.
- Geobase server in Communications experienced a critical failure. Backup system was used to restore the server. This was the first time the backup system, which was implemented in July 2015, had been used to do a complete restore on a server. The restore was a success.

Parks and Recreation:

- Final Glory days meeting was held this past Thursday. Event will feature the only fall passenger excursion train rides in the Upper Valley. See attached advertisement.
- The program guide publication release is on time, despite the entire batch run was stapled incorrectly. The print shop is reprinting the guides and will be available for the distribution to the schools week of August 29th.
- Department received a \$1,500 planting grant from the Vermont Realtor's Association. The funds will be used to install three new benches and plantings at the Kilowatt South Park.
- The Upper Valley Lightning Soccer Association will be renting athletic field space at Kilowatt South Park and the New England Baseball Club Association at the Maxfield Outdoor Sports Complex this fall.

Planning and Development:

- Community Resilience Week: Town Staff, the Community Resilience Organization of Hartford (CROH), and other community residents organized a very successful week of workshops. Started on Monday August 22 with a panel discussion on what resilience means, self-help and other workshops every day, and concluding on Saturday, August 26th with a tree planting/dedication, story sharing and fluvial erosion demonstration at the Town Hall.
- Quechee Pocket Park: Determination has been issued only allowing development above the 100 Year flood elevation line. Questioning FEMA rationale and consistency with HMGP regulations and decisions in other communities. Working with state and congressional delegation to have FEMA reconsider.
- WRJ Downtown Designation Renewal Application: Finalized application for submittal this week.
- Energy Planning and Implementation: VEIC (consultant) and the Energy Commission reviewed the draft Five-Year Strategic Energy Plan. A final draft is in process. The target is to review it with the Selectboard at its September 27th meeting.
- Community Energy Pilot Project: Information was provided during Resilience Week workshops. Events planned for Glory Days and through September.
- WRJ Parking Study: Over 350 have taken the parking survey which will be open through Labor Day. The citizen steering committee meet again to review status, promote survey, and plan next steps once survey data is in.

Police:

- August 15th – Police Officer provided safety instruction to children at Green Mountain Day Care.
- August 15th – Patrol officers rescued a man suffering from diabetic shock and in respiratory arrest from his wrecked vehicle, which had left the roadway and traveled down an embankment before trapping the driver against a tree off of Route 14 near Jericho Street.
- August 18th – Patrol officers along with K-9 Dozer were dispatched to a reports of a suspicious man visiting several rooms at the Shady Lawn Motel on Hartford Avenue.

Responding Police located a 33 year old male of Hartford in the parking lot, and through additional investigation recovered forty-eight (48) baggies of heroin, syringes and other paraphernalia from a bag that the individual had been carrying. He has been cited and released pending trial.

- August 18th through 26th – Trained seventy-one (71) school teachers and administrators from the Hartford School District & Upper Valley Waldorf School in the Civilian Response to Active Shooter Event (CRASE) protocol, which is the DOJ endorsed national standard.
- August 19th - Detectives are investigating the untimely death of a 28 year old Wilder man. Investigators are awaiting the results of an autopsy, preliminary investigative efforts suspect the death is the result of an overdose.
- August 21st – The Police Department attended the Riverbank Church Dedication & Appreciation Event at 6pm.
- August 22nd – The Police Department attended the Resilience Week Opening Presentation at the Bugbee Senior Center at 7pm.
- August 23rd – The Police Department participated in the Hartford Community Coalition Fall Forum Planning Meeting.
- August 26th – Police and Fire personnel revived a male guest at the Shady Lawn suspected of suffering a heroin overdose. The man was transported to Dartmouth Hitchcock Medical Center for treatment and is expected to make a full recovery.
- August 27th – Police and Fire personnel partnered with the Clerkin Agency and Upper Valley Hawks athletes for the annual “Protect and Serve” fundraiser to benefit Special Olympics from 9am to 1pm at the Jakes Market on VA Cutoff Road, and Maple Street. The event raised \$973 for our local Special Olympic Team.
- August 27th – Patrol officers have cited an individual of Woodstock Road for Leaving the Scene of a Motor Vehicle Accident and several other traffic violations after the truck/flatbed trailer he was driving along Old River Road left the roadway and knocked over a utility pole Saturday afternoon. Staff searched the area for several hours without success, however he turned himself in during the early morning hours Sunday.

Public Works:

- The Quechee water tank site work and water main installation is proceeding well. The Waterman Hill water main construction is nearly complete and the steel sleeve into which the water main will be installed under Route 4 was installed the week of August 22. A daytime road closure and detour for the first 1500' of the Quechee-Hartland Road from the Route 4 intersection (heading south) will start this week.
- A water line leak on a 1" line on Fern Street was discovered over the weekend and repaired on August 29.
- Staff will attend a pre-bid meeting for a water main replacement project on Beswick Drive on August 29. The water line is being upgraded by Vtrans to support the new Vtrans facilities being constructed on the Vtrans campus on Beswick Drive.
- The Maxfield turn lane project has received both base courses of pavement and the guard rail was installed week of August 22. The final shim and overlay of the entire road section and line work is scheduled for completion the week of August 29th. The project is anticipated to be completed on time and on budget.
- Top course of highway paving is expected to be completed the week of August 29 pending schedule changes by the United Construction. Shoulder gravel and line markings will follow the week of September 6 pending any schedule changes.
- Solid waste staff reviewed and approved the first storm water inspection for the solar arrays at the former landfill. Staff is also staying on top of the mowing that Gro-Solar is responsible for completing. Everything within the solar field fenced area has been mowed. The sub-contractor for Gro-Solar will be returning to mow outside the fence. The remaining areas at the transfer center will be mowed later in the fall by the highway department.
- Solid waste hosted a State training meeting the week of August 22 on the proper removal of mercury switches from old appliances. Staff uses these opportunities to network and review upcoming changes in the solid waste and recycling world.