

**Town Of Hartford
Town Staff
Significant Activity Report, August 29 – September 11, 2016**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- K-9 Officer Eric Clifford and FF Mitch White were recognized by the Spark Community Center during their annual ceremony with the “Community Hero Award”.
- The highway department received notice of a VLCT safety grant award of \$1660 to cover half of the cost of four back up cameras to be installed on 2 highway dump trucks and 2 recreation department pickups. The grant also provided funding of 2 sets of dump body hinge locks to supplement existing body locks that are insufficient in protecting the mechanic or operator when the dump body is fully extended.
- I continue to review the issue of impact fees in the Town. Plan is to present a broader discussion in September/October.
- We will present, for discussion, a relook at the options for the Pocket Park on the heels of the FEMA decision. Plan is to do this on September 27th.
- I continue to research the options with respect to Columbus Day here in Hartford. I have been in touch with the State Historical Preservation Officer and have a call out to the State Archaeologist. I also have a legal opinion on the way ahead. I can brief again at the September 27th Selectboard meeting if desired. If a decision might be made, recommend consideration of a Public Meeting on the front part of the Selectboard Meeting.
- I have met with nearly all of the organizations that the Town assigns an appropriation for during the Town Meeting. My focus with this visit has been on understanding their mission and their impact/service to the Town and the Upper Valley.
- I have also visited each of the libraries to understand what they do and how they deliver services to the communities they serve. I also gained an understanding of their challenges.
- Union negotiations are ongoing with the Police Department and the Fire Department. I have also received a request from the International Union of Public Employees, the new Union representing the Public Works employees, to begin negotiations.

- We are exploring options for the Town's Healthcare coverage. There may be plans out there that provide benefits to both the Town and the employees. We are gathering usage data from VLCT.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Audit scheduled October 10 – 14.
- The department received a response from our annual CFAI Compliance Report evaluation. The department is being recommended for continued accreditation status.
- As of Monday, September 12, there was no potable drinking water at the Maxfield Outdoor Sports Complex. The Town Water Department reviewed and evaluated the problem. The well pump maybe the issue. A well company will need to be hired to pull the pump. In the meantime, portable toilets were ordered and the High School A.D. was notified. This has been addressed, verbal update will be given.
- The Police Department participated in the community organized Candlelight Vigil in recognition of National Overdose Awareness Day and the many local victims of overdose fatalities.
- Town residents are reminded that they can participate in the Greater Upper Valley Solid Waste Management District HHW day on September 17 to be held at the Woodstock Highway garage on Route 4. This event is for household (homeowner) hazardous waste. Commercial entities must call the Town transfer station before the 17th to make arrangements to dispose of their waste at this event.
- WRJ Parking Study: Over 500 people have taken the parking survey which was open through Labor Day. The citizen steering committee will be meeting on September 19th to review the survey results and plan for the next community meeting. Staff submitted a Vermont Municipal Planning Grant progress report for the Parking Study.

DEPARTMENT HIGHLIGHTS

Assessor:

- NSTR

Finance:

- New budget module installed and I will be working with each department to show them how to load their department request. Training has begun.

Fire:

- Chief Cooney and Fire Marshal Bedard attended the Court hearing for a property dispute.
- Received approval to sign the MOU with Lenoir Community College for paramedic observation.
- Shift attended the Drug Awareness Vigil Wed night.
- Department members attended the funeral of Hartford Fire Chief Walter O. Morancy.
- New Engine Bids received from five manufacturers ranging from \$415,999-\$464,951 the low bid was awarded to E-One. Reviewing the current specifications with the dealer.
- Station Alerting RFP closed. Only one vendor responded to the RFP after two requests. Discussions are in place with US Digital Designs for the Phoenix G2 Fire Station Alerting System.
- A 48-hour Paramedic Refresher is being held in Lebanon. Chief Cooney, Capt. Hannux and Capt. Beebe are attending this two-week session for their paramedic re licensure.
- Dumpster fire occurred on Route 14, the cause is under investigation w/ HPD.
- FF Tidwell is attending National Fire Academy in Emmitsburg, MD for EMS Quality Assurance.

- Shifts conducted CPR/AED training for 12 DPW employees.
- Shifts conducted EMS coverage at the Varsity football game, one player from the visiting team was transported to the hospital.
- Shift conducted pump testing of apparatus.
- From 8/28/16-9/10/16 the department responded to 85 calls for service
- The Vermont Department of Health has asked the department to be a “Closed POD”
 - o **What is a POD?**
 - o A POD, short for point of distribution, is a location where medications are dispensed to the public during a public health emergency.
 - o **Why are PODs Necessary?**
 - o Dispensing medications is a vital aspect of the response measures taken during a public health emergency involving certain biological agents.
 - o Closed POD VT Dept of Health Are NOT open to the public.
 - o There are locations that are operated by a private organization with staff that are licensed to dispense medications to residents, staff, staff family members and, in some cases, clients.
 - o Provide businesses and employees with extra security during a public health emergency to remain open
 - o Help relieve some of the pressure on Open PODs by reaching portions of the population independently

Information Technology:

- NSTR

Parks and Recreation:

- New this fall/winter season is the “Adult Active Play Pass”. An adult may purchase an Adult Drop-in-Active pass; which gives the participant access to all drop in programs (basketball, Pickleball, Ultimate Frisbee and Volleyball). Without the pass, there is a \$2.00 drop in fee per time.
- The 24th Annual Glory Days Festival held September 10/11 attracted over 3,000 visitors to the White River Junction downtown area.
- The department is now gearing up for the Trunk or Treat special event on October 29th. This event is in conjunction with the annual Halloween Parade.
- The younger (ages 3-5 and K-2) youth fall sports have begun.
- The Archery in Motion program begins September 22.
- The first fall series of youth karate has started.
- The first series of the Hunter Education course has started September 12.
- The next “Wednesday Walkers” program is scheduled for September 14. Group will be climber Mt Tom in Woodstock, Vermont.
- A “Tree Walk” is scheduled for Saturday September 17 at Ratcliffe Park. The walk is conducted by the Hartford Tree Board members and The Hartford Tree Warden.
- WABA is being prepared for the winter ice season. Preventive maintenance/inspection being completed on the dehumidifier system, heating system and water system.
- Groups that have utilized the Maxfield Outdoor Sports complex to date:
 - o HS Soccer, Baseball and Softball
 - o Youth Cal Ripken Baseball
 - o VT Adult Baseball League
 - o American Legion Baseball League
 - o New England College Baseball League
 - o Upper Valley Night Hawks baseball team
 - o Hartford Youth Lacrosse Club
 - o HS Rocket Club (launch rockets from site)
 - o WR Elementary School Boys Athletic Club
 - o USTA Women’s Tennis

- Adult Pickle Ball
 - VT Recreation & Park Association Maintenance Workshop/Clinic
 - 3 on 3 Basketball Tournament
 - Hartford Elementary School programs
 - US Army Reserve individual athletic training
 - Parks and Recreation Department youth athletic programs
 - Numerous families and individuals who walk the path each day
- Dan Ammel accepted the Parks Laborer position. Anticipated starting date is October 3, 2016

Planning and Development:

- WRJ Downtown Designation Renewal Application: Submitted final renewal application to the State for WRJ Downtown Designation.
- Community Energy Pilot Project: Information was provided during Glory Days and planning for September 22nd public information event.
- WRJ Parking Study: Over 500 people have taken the parking survey which was open through Labor Day. The citizen steering committee will be meeting on September 19th to review the survey results and plan for the next community meeting. Staff submitted a Vermont Municipal Planning Grant progress report for the Parking Study.
- Bridge and Main Mixed Use Project - Site Development Plan Approval: Reviewed submittals for conditions of approval and issued Zoning Permit.
- Property Dispute in Hartford Village: Attended Environmental Court Hearing for Contempt of Court and Town fees.
- Certified Local Government Historic Preservation Grants (CLG): Closed out the grant for the Advent Camp Meeting Grounds Historic District Nomination and requested reimbursement. Scheduled consultant interviews for the next CLG grant to update the National Register Historic District designation for Downtown White River Junction.
- West Hartford Bicycle/Pedestrian Scoping Study: Completed an invoice to VTrans for grant.

Police:

- August 30th – The Police Department assisted Probation & Parole with a combative female that admitted to consuming four (4) bags of heroin prior to her appointment with Community Correction officials. Female was taken into custody for probation violations and remanded to Southern State Correctional Facility.
- August 31st – The Police Department participated in the community organized Candlelight Vigil in recognition of National Overdose Awareness Day and the many local victims of overdose fatalities.
- September 1st - The Police Department assisted the Town Health Officer with relocating residents at a multi-unit dwelling on Fairview Terrace following reports of bed-bug infestation.
- September 1st – The Police Department participated in the 2nd Hartford Community Coalition Fall Forum Planning Meeting.
- September 6th – The Police Chief & Police Social worker met with the new Director of Second Growth to discuss matters of mutual public safety interest.
- September 8th – The Police Chief & Police Social worker met with the Director and several staff of the Listen Center to tour the facility, and discuss matters of mutual public safety interest.
- September 9th – The Police Chief & SIU Detective attended the Child Protection Team Meeting at the Department for Children & Families offices on Prospect Street. New members were impaneled and the schedule for the 2016-17 school year set.
- September 10th – The Police Department investigated reports of persons aggressively peddling country music CDs at Quechee Jiffy Mart and found the group to be without Town required permits and approval. Part of the “Mikal Knight” group as they are known nationally, were ordered to cease and desist; they have not been seen since.

Public Works:

- The Quechee water tank site work and water main installation continues to be on schedule. The Waterman Hill section of new water main is complete and is scheduled to be paved the week of September 12. The remaining water main from Route 4 to the tank road south on the Quechee Hartland Road is approximately 1 month from completion. The tank site work is at a stage where the tank construction crew will mobilize to the site the week of September 19.
- The Hartford water department assisted the Vermont Housing Foundation with a water main leak repair within the Olcott Falls Park privately owned water system last week. The Town water system supplies the housing park with water.
- Wastewater staff performed exploratory excavation to assist in relocating the house sewer service of the resident on Summer Street whose service is cross connected to the Town stormwater system. There is a direct conflict between parallel storm and sanitary sewer mains that preclude a connection. It appears that a section of the Town's sewer main will have to be re installed at a different slope to enable connection of this home. DPW staff is preparing the design and will likely install the new sewer main and house connection.
- Three sewer customers on Bridge Street experienced a backup of their sewer services on September 11. It appears that the early morning flash rain event of the 13th may have surcharged the sanitary sewer causing backups at these three users who are physically located at the low end of the system. Staff is investigating the cause of the backup and is coordinating cleanup. The Town's insurance company has been contacted.
- On September 6 an inspection of the Maxfield turn lane project was held with Town staff, Vtrans and the contractor. The pavement and pavement marking are complete and grass is growing on the new road slope. The Town has beneficial use of the turn lane. A punch list of remaining work is being developed with input from Vtrans.
- The highway department replaced a culvert on the Quechee Hartland road last week.
- On September 12 the highway department provided flagger assistance to allow Vtrans to inspect the Town owned Hartford Village Bridge. Vtrans inspects this bridge on a regular basis and provides a report within about 6 months of the inspection.
- Solid waste staff will participate in a household hazardous (HHW) waste networking meeting via phone on September 13. The agenda includes a new program for alkaline battery recycling.

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