

**Town Of Hartford
Town Staff
Significant Activity Report, September 11 - 25, 2016**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- I continue to review the issue of impact fees in the Town. Plan is to present a broader discussion in October. I am receiving a fair amount of input and comment on the topic.
- 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 spoken to the State Archaeologist. He is very supportive. I also have a legal opinion on the way ahead. Columbus Day is also listed as a Town Holiday in the Town Ordinances so this will require some additional work.
- The first Public Meeting for the Charter Changes for this November is scheduled for October 4th at 7PM at the Town Hall. Agenda, to be warned, is at your seat.
- Municipal Leaders Meeting will be held Tuesday, October 4th at 8AM at the Marion Carter Home in Lebanon.
- 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. We have a meeting this week with staff from VLCT.
- The structure of the pool is sound. The leak has been traced to several location in the caulking around the gutter. We do have an estimate from the organization we have been working with, but are sending it out for additional bids given the estimated cost.
- Work on WABA progresses, but not without challenges. We had an initial diagnosis of clogged chiller coils. This would supposedly prevent the system from running at full capacity. However, the system just ran at full capacity. Troubleshooting continues. No delays yet, but would rather delay the opening if needed instead of having a shut down during mid-season.

- Phase Two of the Quechee Gorge Bridge Suicide Prevention efforts began on Friday. The focus was on mechanical options for the bridge, no decisions were made. The work continues and the next meeting will be scheduled sometime in October. Chief Kasten and Whitney Hussong attended for the Town.
- We are pulling together the Town Report. A significant portion of that report are the updates from staff and other organizations that receive funding from the Town. A critical piece is also the letter from the Selectboard.
- I continue to review delinquent taxes in the Town and will add to the agenda for the next Selectboard Meeting.
- We are also looking at ambulance fee write-offs. This is some clean up, but we are owed ambulance fees from as far back as 2003 and owed over \$1M. Many have gone into collection in an attempt to collect, but to no avail. Recommendation is to keep them on the books only as far back as two years. This would involve writing off well over \$500K. We will present at the next board meeting.
- Town has approved a private fireworks display on Quechee-West Hartford Rd. on October 1st.
- 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.
- A Sovernet failure occurred in Dispatch and statewide. This failure affected all incoming 7 digit lines but did not affect the 911 system. Chief Kasten and Chief Cooney worked with emergency management partners to get the system back online. We are looking at alternative backup systems.
- The Maxfield Outdoor Sports Complex hosted a three hour education workshop session on how to build a boardwalk through wetland areas on Wednesday, September 21. The workshop was part of the Vermont State Recreation Conference.
- September 16th – Major Vail graduated from the FBI National Academy in Quantico, Virginia.

- Fifteen Hartford households participated in the second household hazardous waste (HHW) event of the year that was held by the Greater Upper Valley Solid Waste Management District on September 17 in Woodstock. This was a tripling of participation from past years attendance at an off-site location.
- Transportation Alternatives Grant – Received award for \$208,000 for the Sykes Mt Ave sidewalk and bike for the section from Lower Butternut Lane to South Main Street.

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. First Budget meetings have also begun.

Fire:

- Shifts conducted CPR/AED training for DPW crews. Recommended purchase of AED's for DPW sites.
- New engine spec reviewed with committee. Tanker 2 will be traded as part of the purchase. Reviewing accessory equipment with dealer. (Ladders, hose, tools etc.)
- Three quotes for heat pumps were received. It was recommended during the energy audit for the second floor of the fire station. With the failure of the current AC unit we are moving forward with this recommendation. Vermont Mechanical will be installing the new system.
- Staff held a budget workshop for fiscal year 2018.

- Quarterly drill was held at Kilowatt boat landing. Shifts practiced rural water supply and hose advancement.
- Lt. Mariotti welcomed his new grandson to the family.
- Station Alerting RFP was awarded to US Digital Designs. Beginning discussions for installation with our computer aided dispatching (CAD) vendor Spillman Technologies. This system will replace a 30+ year old system.
- A forklift accident occurred at Ross Express on Route 14. The forklift fell off the loading dock and trapped the operator's leg under the multi-ton forklift. The patient was extricated using our new hydraulic rescue tools. It took 20 minutes to assess, extricate, provide treatment and package the subject for transport to DHMC.
- The Swiftwater Rescue Team was dispatched to Cornish, NH for a male who had gone missing while swimming the Connecticut River. Hartford launched two rescue boats to assist Hanover and Lebanon Fire Departments with the search. Unfortunately, the subject was located and was deceased. He was recovered by a Hanover diver and transported to shore.
- Staff attended retired Lebanon Captain Johnson's funeral in Concord, NH at the New Hampshire Fire Academy.
- The second week of Paramedic Refresher was held Tuesday, Wednesday and Thursday. Chief Cooney, Captain Beebe and Captain Hannux attended the 40 hour program.
- Attended the Upper Valley Regional Mutual Aid meeting in Orford, NH.
- Attended the HCC Board Meeting Wednesday 4:30pm.
- Currently planning for the Public Safety Open House October 9 from 1-4pm to kick off Fire Prevention Week.
- VT Career Fire Chiefs meeting was hosted by our department this past week.
- Met with Riverbank Church, they have offered to host our upcoming Badge Pinning Ceremony.
- Internally posted for an Assistant Fire Chief of Training and Operations. This position creates a new designation to a member of the staff but does not increase the current authorized personnel levels.

Information Technology:

- Began migrating existing Server Roles and Services to new Town Hall server hardware.

Parks and Recreation:

- The Archery in Motion program is full at a maximum of 12 participants. It should be noted that 6 of the participants are a combination of parent/child enrollments.
- A Valley Quest will be held at the Engine 494 location on 9/24.
- The Grandparent and Me Story Walk “Over in a river-flowing out to sea” event was held Saturday, September 17 at Clifford and the West Hartford Library.
- The fall Hartford Tree Identification walk was held in Ratcliffe Park on Saturday, September 17. There were 15 participants, along with 5 members of the Tree Board.
- The new compressor is installed at the WABA facility. During the initial start up of the refrigeration system it was discovered that the condenser pipes are clogged creating high pressure within the system. Due to the pressure load the new compressor kept shutting off (by design). The condenser pipes need to be cleaned out.
- The potable water well motor and pump was replaced at the Maxfield Outdoor Sports Complex site. Once all water testing is completed and approved by the Vermont State, visitors will be able to drink the water. In the meantime the bathrooms are available for use. The malfunction was related to damaged wiring near the pump and motor caused by continuous thrusting of the well pump/motor. Additionally, the electrical voltage being sent to the motor was out of operation parameters.
- We are currently reviewing and researching the next steps to repair the water leak(s) at the municipal pool.
- A light pole at the West Hartford Library was damaged by vandals. The pole and light will be replaced.
- With the shortage of available park maintenance staff members, the recreation staff have resorted to mowing and lining athletic fields.

Planning and Development:

- WRJ Downtown Designation Renewal Application: Made presentation of the application to the VT Downtown Board on September 26th, which then approved renewal of Downtown Designation.
- Community Energy Pilot Project: Had very successful events at Tuckerbox and Bugbee Senior Center on September 20th.
- WRJ Parking Study: Continuing analysis of the survey results. Met with the citizen parking committee to review results of the survey and begin planning next steps in developing options for community-wide meeting in November.
- Certified Local Government Historic Preservation Grants (CLG): Completed consultant interviews and made selection for update of the National Register Historic District designation for Downtown White River Junction.
- Efficiency VT Button-Up Grant – Received an award for \$2,300 for public outreach materials for residential weatherization.
- Weatherize Upper Valley – Hartford Energy Commission is applying to participate with Norwich and Thetford in Vital Communities’ new regional program to connect interested homeowners with contractors for home energy audits and making improvements. (The Button-Up grant will complement this effort.)
- Town Forest – Working with the Eagle Scouts on trail maintenance.
- Five Year Energy Plan – Continued working with the energy consultant in development of the plan. Continued work with the Bugbee Senior Center Director and Police Dept in implementation of the audit and immediate issues.
- PC – Site Development plan approvals for Knight Funeral Home addition; new building for illustration business moving from Lebanon; new kennel on Ridge View Road in Wilder; subdivision approval between Hazen and Morse/Tuson in Wilder.

Police:

- September 11th – The Police Department assisted with directed patrols during the Glory Days community event.

- September 17th – Patrol Officers assisted Dobbs Ferry, NY Police with locating and reuniting a 24 year old critically missing woman with family after she fled to Vermont in crisis.
- September 18th - The Police Department is investigating a burglary of a single family residence in along the 5300 BLK of Route 14, house was apparently ransacked but nothing found missing.
- September 19th – The Police Department is investigating the burglary of an outbuilding on the property of a single family residence on Colonial Drive, unknown suspects reportedly removed a bicycle.
- September 19th – The Police Department was interviewed on recent activities in support of Special Olympics of Vermont as part of CATV’s Walking Through Life Show.
- September 19th – The Police Department participated in the Parking Study Working Group meeting to review of the results of stakeholder surveys on parking in downtown WRJ.
- September 21st – The Police Chief & Police Social Worker met with employees from the Department for Children & Families regarding protocols during site visits.
- September 21st – The Police Department participated in the Hartford Community Coalition Executive Board meeting.
- September 23rd – The Police Chief & Police Social Worker attended the Quechee Gorge Bridge Project Workgroup meeting in Montpelier.

Public Works:

- The Quechee water tank site work and water main installation work continues. The water main trenches on Waterman Hill were paved on September 19. The remaining water main from Route 4 to the tank road south on the Quechee Hartland Road is approximately 3 weeks from completion. The blasting site work for the new tank has been completed. The concrete tank contractor mobilized to the site the week of September 19.
- The Quechee water main contractor broke a Town sewer force main while installing the new water main on the Quechee-Hartland Road last week. Town staff made sure there was no illicit discharge from the broken force main and observed the repairs along with the engineering inspector for the project.

- The Public Works Director attended VLCT training on Reasonable Suspicion Testing Training for drugs and alcohol. Testing is federally mandated and applies to all DPW staff with commercial driving licenses. Other public works supervisors will obtain training the week of September 26.
- Wastewater staff continue to work with the private property owners whose properties include cross country sanitary sewer and storm sewers that serve the Summer Street neighborhood. A design has been prepared to lower a section of the cross country storm sewer main to accommodate connection of the house sewer service of the Summer Street resident whose sewer service is cross connected to the Town stormwater system.
- Staff attended a design progress meeting for the downtown storm water replacement that was approved by the voters in March 2016. Design activities are progressing well.
- The Public Works and Parks and Recreation Directors met with the owner's representative for Northern Nurseries last week to review the Maxfield Turn Lane project. Northern Nurseries is happy with the progress and the proposed punch list work to complete the project. Town has beneficial use of the turn lane. A punch list of remaining work is being developed with input from Vtrans.
- Solid waste staff participated in a household hazardous (HHW) waste networking meeting via phone on September 13.