

**Town Of Hartford
Town Staff
Significant Activity Report, November 6 - 21, 2016**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- A busy couple of weeks for the Town.
- The Civil Engineering Professor and his class from Norwich University were on Fairview Terrace last week as planned. They completed the on-site assessment and expect to have something to the Town around the middle of December.
- I spoke to Zach from UNH yesterday to get an update on the survey. We currently have received 878 surveys, 190 of those are from the ones handed out on Election Day. He has relooked our census data and determined that we actually have a smaller number of occupied household than he originally determined. It is his assessment that our return rate is statistically significant. He plans on Monday being the last day to do any intake and plans to have the report to the Town on December 2nd. This could change if he gets a deluge of returned surveys in Monday's mail.
- We received a letter from the State Historical Preservation Officer notifying us that they have removed the "Disastrous Train Wreck" roadside marker from Route 14. This is so they can refurbish the sign. They expect it to be reinstalled in the Spring and will notify the Town when they expect that installation to happen.
- There are two property owners that are continuing their appeals to the next levels available to them. One has chosen to take their appeal before the State hearing officer. I understand this could take a while to be heard. The other has chosen to take their appeal before the Superior Court. The first appearance is scheduled in December.
- I attended the community update on the Quechee Gorge Bridge Suicide Prevention Project hosted by VTRANS at the Town Hall. There were over 30 folks in attendance. There were three alternatives discussed: No action (resources, information & lighting); Prevention Barriers and Prevention Nets. Nets appeared to be the favored course of action in the room. All options are supportable from a Public safety perspective. VTRANS will not make a recommendation to the legislature; merely deliver the report they were tasked to deliver. They will do this in the January timeframe.

- I accepted an increase to the CDBG for the Pocket Park Project. The amount went from \$5k to \$30K and will fund 90% of the planning costs of the project. The Town has already spent nearly \$40K on planning so we will be able to use the full amount of the grant and not contribute any additional monies. There is also the possibility of some additional construction monies, but the spending timeline is tight. We'll watch closely for the opportunity. These opportunities are being made available through the Regional Planning Commission.
- We are working closely with a group of downtown merchants to determine a way forward for our holiday decorations. The goal is to bring more folks into the decision process and present something we can all be proud of. From the feedback I have received, it is obvious that the current decorations are not popular and do not reflect well on the Town.
- Voters in Hartford approved both proposed Charter changes. We are working with our representatives to ensure all is in order for legislative approval. We are also working with folks at the state to ensure we are ready with the Local Option Tax once everything is in order. The state also has a new Governor. Based on his campaign, we expect him to focus on the economy. He has stated he will find cost savings in both education and healthcare. He also has a pretty comprehensive economic plan, of which tax cuts, both personal and business, are the centerpiece.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- The data collection team is concentrating on the village of Hartford and cleaning up the commercial properties. Effort is on schedule.
- Exploring Local Option Tax Process.
- FF/Paramedic Harvey returned from Advanced Law Enforcement Rapid Response Training (ALERRT) training in Texas. He attended the training with HPD Sergeant Pedro to continue the process of developing a combined response of both law enforcement and fire/rescue to these types of emergencies.
- November 12th – Patrol Officers assisted with traffic direction and control during the Hartford High School Football Team's Victory Procession through Town following their win in the State Championship Game.

- November 18th – Recently hired Police Officer(s) Mitchel Cable & Oliver Keyser graduated from the 102nd session of the Vermont Police Academy in Pittsford.
- The issue with the WABA refrigeration system was diagnosed and a solution was found to correct the issue. Both A & B compressors will be working as designed.
- The Transfer Station received the figures for FY 2016 Paintcare and electronics recycling. Both programs are supported full time by the transfer station and are available to any Vermont resident.
 - o Paint collection doubled over FY 2015 from 24,000 pounds or 2400 gallons to 51,000 pounds or 5100 gallons of paint in FY 2016. Much of this paint would have previously been disposed of at significant cost during a household hazardous waste event. Paintcare officials indicate Hartford collected close to 5% of all paint statewide.
 - o Vermont E-Waste provides for disposal of computers and TV's as well as non-covered electronics including stereo systems, telephones, video cassette players, game consoles and others. For the year ending September 2016 the Town received 183,000 pounds or 91 tons of electronic waste that will be spared from the landfill. This is a modest increase from the 89 tons of E-waste that was collected in 2015.
- Quechee Bridge Pocket Park - Consultant working on plan docs. Targeting Jan/Feb for bid process.
- Zoning Permits - Processed 47 zoning/building permits since October 4th.

DEPARTMENT HIGHLIGHTS

Assessor:

- Rolled over the 2016 Grand List and have begun work on the 2017 list, prepping for the Reval. work.
- Working on estimating TIF values for annual reporting projections.
- Working on outside permit checks.

Finance:

- Payroll conversion from Pay Data into MuniSmart
- Continue revising internal control policy & purchasing policy
- Preparing Month End & Bank Reconciliations

Fire:

- Beginning the process of reviewing recommendations of the current CIP. Currently reevaluating priorities for the coming years.
- The exterior window installation has been completed for the Asst. Chief's office. Flooring and ceiling should be completed in the next week.
- Assisted the SAU by providing pricing and options for emergency response equipment of the district.
- Soliciting interest from staff on a Paramedic Tuition Grant. The grant is currently available through the Professional Firefighters of Vermont and the State Dept. of Labor.
- The department submitted an application to the Assistance to Firefighters (AFG) Grant through the Department of Homeland Security. The application requests funding to replace multiple Self Contained Breathing Apparatus (SCBA).
- Attended the HCC Board Meeting
- Completed processing ambulance debt write offs with our ambulance billing vendor. Updated reports sent to Finance.
- The station alerting project continues. Vendors from station alerting and our computer aided dispatching system (Spillman) are currently installing software and testing interfaces between the products.
- The Department's Badge Ceremony has been scheduled for Dec 19th. The Riverbank church has offered to host the event.
- Staff attended "Mayday" training with the Lebanon Fire Department. This training is focused on firefighter self-rescue skills. It teaches firefighters how to react to sudden

emergencies that may occur during operations and what steps they can take to escape these scenarios.

- FF Troy Collins has completed his pre hiring process and will start his first shift on December 8.
- Completed registration for Asst. Chief Beebe to attend the Fire Department Instructors Conference (FDIC) in Indianapolis, IN. This conference brings together the top instructors in the country. He will be attend in April of 2017.
- Attended the Quechee Bridge Suicide Prevention stakeholders meeting.

Information Technology:

- Experienced an Internet outage on November 6th due to equipment failure. Outage at Public Safety lasted only 30 minutes but it took a couple of hours to get backup equipment put into service and Town Hall back online. Used the backup equipment for a few days until replacement unit arrived and was installed.

Parks and Recreation:

- Annual Thanksgiving Open Skate at WABA is scheduled for November 23 from 1:30pm – 3:00pm and November 24 from 9:30 – 11:30am.
- Stick N' Puck is scheduled at WABA November 23 9:00 – 10:15am and November 24 7:45 – 9:15am.
- Adult Noon Time Hockey started in October, with 5 to 8 skaters per session.
- The Men's Basketball league has 8 teams enrolled. League play to start Sunday, November 20th.
- We are gearing up to facilitate/decorate the North Pole for the annual Polar Express program in cooperation with the WR Rotary.
- Richard Electric is scheduled to repair the parking light pole at W. Hartford Community Center and Library. The light pole is not covered under the current VLCT liability insurance.
- It is anticipated that Green Mt Power will be installing a new parking lot light in the very near future.

- Met with the W. Hartford Community Center and Library Trustees. The Trustees shared their concerns about the faulty new windows installed in the original structure of the building.
- The municipal pool was winterized under the direction and guidance of Guarino Pool services.
- Tad and Lori Hirshfield met with WRJ town down merchants to discuss annual holiday street pole decorations.
- Noah Crane has submitted conceptual plans for a new press box / concession stand (see attached).

Planning and Development:

- Community Energy Pilot Project - Successful November 9th workshop for owners/managers of rental properties and Nov 17th event at Newberry Market and Tuckerbox. Next events, December 2nd at first Friday in Downtown WRJ, and Dec 13th, public forum 9-10 am with the Efficiency VT Director, Liz Gamache.
- WRJ Parking Study - Parking steering committee meeting on November 28th; targeting Community meeting in early January.
- Hartford Village Center Designation Application - Draft application completed and scheduling community meeting for review. Targeting application submittal to the SB in December/January.
- TIF Projects - Continued reviewing construction plans for Currier Street Extension and other infrastructure projects as potential TIF for voter approval in March 2017.
- Town Solar Projects - Norwich Technologies working on analysis and Certificates of Public Good for five properties.
- Weatherize Upper Valley - Hartford subcommittee continued working with Vital Communities to learn about the program and planning for the public kickoff on January 18th at the Montshire Museum.
- Efficiency VT Button-Up Grant - A very successful ButtonUp information event at the Hartford Recycle Center on November 12th (9:30-11:30). Over 35 people went through the home insulation trailer.

- Energy Plans/Audits - Working with VEIC consultant team on finalizing Energy Action Plan document, developing second draft of long-range Comprehensive Energy Plan, and coordinating with the Bugbee Senior Center Director on energy improvement options.
- Bridge and Main Affordable Housing Project - Working with developer and TRORC on finalizing grant conditions.
- CIP - Working with departments on update.
- Certified Local Government Grant Applications - Research and development of historic grant application to impalement one of the Historic Preservation Commission's work program projects.
- Village at WRJ Assisted Living - Worked with property owner on finalizing conditions for issuance of final permit approval.
- Upper Valley Waldorf School Addition - Sketch plan review before Planning Commission for possible new auditorium.
- Twin Pines Housing Trust and Housing Vermont - Sketch Plan review before the Planning Commission for a possible multi-family housing project off Sykes Mt Ave including townhomes and an apartment building.

Police:

- November 7th – 10th – Sergeant Pedro & Lieutenant Harvey (HFD) attended a training session on integrated Police/EMS response to active threats and mass casualties. The training was hosted by the Advanced Law Enforcement Rapid Response Training (ALERRT) Center at Texas State University and supported through funding by the FBI and DOJ.
- November 8th – The Police Chief & Police Social Worker participated in the Quechee Gorge Bridge Suicide Prevention Workgroup at VTrans Headquarters in Montpelier. The Police Department also assisted the Town Clerk & Board of Election officials with traffic control for record voter turnout on Election Day at Hartford High School. Patrol Officers arrested a man for Trespass and Unlawful Mischief after he was found removing parts from a vehicle parked on the lot at Tip Top Tire. The Police Chief met with students attending the Current Events Class at the Community College of Vermont, Upper Valley Campus.

- November 9th – The Police Chief & Police Social Worker participated in the Quechee Gorge Bridge Suicide Prevention Stakeholder Workshop at the Hartford Municipal Building.
- November 10th – Sergeant Kelley, Officer Clifford & K-9 Dozer presented to a Brownie Troop during their monthly meeting at the VA Hospital. The Police Department hosted Windsor County State’s Attorney for Legal Update Training; several members of the police department and allied police agencies attended the session. Detectives & patrol personnel assisted with a multi-agency warrant sweep this past Thursday as a follow-up to drug distribution investigations initiated from information gathered during this summer’s heroin overdoses. Eleven were arrested, including nine for charges of distribution, three persons are still at large. Lebanon Police & the New Hampshire Task Force initiated a press release.
- November 11th – The Police Department assisted with a suspected heroin overdose at the Shady Lawn Hotel; the patient was taken to the VA Hospital and is expected to make a full recovery. Patrol Officers arrested an intoxicated man for Aggravated Domestic Assault following investigation into domestic related altercation. Patrol Officers also responded to a multiple vehicle collision at the intersection of Woodstock Road and Waterman Hill Road, several persons transported to DHMC with serious, but non-life threatening injuries.
- November 14th – Patrol Officers responded to a welfare check at the Super 8 Hotel, and after receiving no response made entry into the room and rescued an intoxicated man who’d attempted suicide by hanging himself. The man is expected to make a full recovery.
- November 15th – Detectives arrested and charged a White River Junction man for numerous sex offenses involving his children. The man has been held pending trial. The Police Chief met with students attending the Introduction to Criminal Justice Class at the Community College of Vermont, Upper Valley Campus. Police Officer Clifford & K-9 Dozer were presented with custom fitted body armor from Vested Interest in K9s, Inc. sponsored by Manchester, Vermont resident Judith Douglas in memory of her pet dog Frankie.
- November 15th – 18th – Officer Solomita attended and successfully completed Field Training Officer School at Roger Williams University in Rhode Island.
- November 16th – Major Vail attended the Special Investigations Unit Executive Board Meeting. Major Vail also participated in the Hartford Community Coalition Executive Board Meeting. The Police Chief & Police Social Worker participated in the Quechee Gorge Bridge Suicide Prevention Public Workshop at the Hartford Municipal Building.

- November 17th – Major Vail attended the Court Security Protocol Meeting at the District Court Building in downtown White River Junction.

Public Works:

- The Quechee tank project continues to progress although fall weather and cooler temperatures have slowed down the work. The tank is projected to go online in mid-December. Some minor work and final cleanup-including lawn work and seeding will be completed in spring 2017.
- The water department has been performing their fall hydrant flushing.
- The vacant water department operator position has been advertised.
- Water and wastewater staff have been investigating a settled house sewer connection on Hitchcock Drive that may be related to a water line project.
- A new dosing chamber has been ordered to repair the Town owned Birchwood Condominium leachfield in Quechee. The tank will be installed the first or second week after Thanksgiving.
- Highway staff have been hauling winter sand and completing repair of water department street pavement cuts.
- Highway staff met with an engineering class from Norwich University and provided traffic control on Fairview and Upper Gate Street to accommodate their review of the Fairview Terrace retaining walls.
- The Highway department made an offer to a candidate for the position of Highway Maintenance Specialist. This position splits their time performing vehicle repair and maintenance and also operates highway equipment and plows snow. This essential position has been vacant for several months.
- DPW staff attended the preconstruction meetings of 2 significant building improvements within downtown WRJ. The former dry cleaning building at 241 South Street is being converted to apartments. Construction of apartments and commercial space at the intersection of Bridge Street and North Main Street will commence in mid-December. These projects are within the Tax Increment Finance (TIF) District and will contribute to the TIF fund for public infrastructure improvements within the TIF district.

- The public works director and transfer station superintendent attended an evening meeting on November 10 with local trash haulers, the State of Vermont and the Greater Upper Valley Solid Waste District to discuss the upcoming Act 148 requirement for haulers and transfer stations to offer food waste and organics disposal as of July 1, 2017. Unlike container recycling, fees can be levied for food scraps. Due to the lack of any Vermont composting facilities within 20 miles of Hartford, there has been very little preparation by the haulers for this new requirement.