

**Town Of Hartford  
Town Staff  
Significant Activity Report, April 12 – April 25, 2017**

**TOWN MANAGER HIGHLIGHTS**

- Respectfully submitted for your consideration.
  
- We continue to work hard on collecting delinquent taxes across town. As of April 18, 2017, there are 414 instances of delinquent taxes totaling \$1,110,787.67 including fees, penalties and interest. This is down from 657 instances and \$1,456,680.31 on February 24, 2017. This is a difference of 244 and \$345,892.36. We continue to explore options for tax sales.
  
- We received a list of unclaimed property from the state. There are over 200 pages of Hartford residents with unclaimed property identified by the state. We have posted the list on our website and encourage folks to give it a look there or go to the state website.
  
- We removed impact fees from the agenda tonight so that we can ensure we have the correct information for the discussion. I have received some conflicting information on the school impact fees and wanted to ensure we were accurate before we presented some possible ways ahead. This is still an important discussion that the Town needs to have.
  
- There has been some discussion about some of the committees/commissions having their own logos to market themselves. I have some concerns about that in the face of the desire to market the Town as a whole and these groups operate at the will of the Selectboard and on behalf of the Town. Too many logos could create confusion. That said, I do understand the desire for these groups to have an identity, but think we should have some parameters so as not to stray too far from the identity of the Town. I'd like to hear if the Board has any concerns or comments.
  
- I met with a member of the Board of Trustees for one of our local private cemeteries. There is a lot of concern about them being able to continue on the boards for much longer. We will increase our efforts to fully understand what this could mean for the Town as we, right now, don't really have the capacity either.
  
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

## STAFF HIGHLIGHTS

- Checking inventories of Solar Arrays and Cell Towers.
- Continued joint effort with departments to work thru current work comp (FY 16) audit and current year compliance (FY 17)
- On Monday April 10th Fire Department held a Captain's assessment center. The two candidates were put through five exercises dealing with strategy and tactics, personnel issues, a research project presentation and a decision making scenario. After a thorough evaluation Fire Chief is pleased to announce the promotion of David Shropshire to the rank of Captain. David joined the department in November of 1997 and was most currently serving as a Lieutenant. David has worked hard to prepare himself for this role and we have full confidence in his abilities to serve our department as Captain.
- Fred Cook received notification that he passed the Certified Playground Safety Inspector Exam. \$500 of the course expense was funded through the PACIF Scholarship Program through VLCT. Parks & Recreation is proud of Fred and congratulate him on his efforts to complete the course.
- Parks & Recreation Department will be using an organic method to combat weed issues along fence lines and pathways this spring. The mixture of 20% Pure Vinegar/Dawn Liquid Soap/Salt will be used and applied by a backpack sprayer. The product is known to be an organic method to killing weeds without the use of Glyphosate.
- Quechee Pocket Park – Working with low bidder and engineer on value engineering to reduce project costs. Received Act 250 permit approval. Working with Simon Pearce on easement agreement for stairs access to the lower level.
- April 14th – Officer Peyton participated in the Dothan Brook School's Science Day. Several presentations were made on fingerprinting, including print lifting activities and distribution of child ID kits.
- The wastewater department ordered the replacement mechanical blowers for the WRJ wastewater plant. Staff also arranged for a no cost spare temporary blower to provide additional insurance in the event that one of the existing blowers fails before the new blowers arrive.

## DEPARTMENT HIGHLIGHTS

### Assessor:

- Mailed sales verification letters of sales thru end of March.
- Working on Current Use files.
- Board of Listers to attend VLCT Appeals training Wednesday at Lake Morey Inn.

### Finance:

- Working March Close out:
  - o Distribution of March financials and scheduling reviews with department heads
  - o Bank Reconciliations
- Continued joint effort with departments to work thru current work comp (FY 16) audit and current year compliance (FY 17)
- Continued discussions with Mascoma Bank on delivery, service and products
- Beginning process to complete the Schedule of Expenditure of Federal Awards (SEFA)

### Fire:

- Met with the Quechee Chamber regarding Balloon Festival EMS Coverage. They will be contracting for coverage during takeoffs as had been done previously.
- Conducted our monthly Officers Meeting
- Met with a representative of Vermont Emergency Management to evaluate our training needs, EOP redesign and to develop roles for our defined functional areas.
- Asst. Chief Beebe attended an event sponsored by Vermont Technical College to conduct mock oral boards for the current senior class of their Fire Science Program.

- Participated in a search for a possible kayaker in distress in the area of Sumner Falls. Hartford, Lebanon and Hanover deployed rescue boats for the search. The kayak was recovered no further information was discovered to believe that there was anyone in distress.
- The new Station Alerting System has been installed. Members conducted training with the vendor last week. Although functioning, we continue to work with the vendor and our CAD vendor to work out some minor issues.
- Attended the Sharon Selectboard Monday night for a preliminary discussion regarding Hartford providing ambulance services. They are reviewing options and if they choose to pursue Hartford a formal request will be presented to the Hartford Selectboard at a future date.
- Asst. Chief Beebe wrapped up a long week at Advanced Public Information Officers (PIO) Training. Chief Beebe will be first fire department member to have this training.
- Assistant Chief Beebe will be leaving Tuesday April 25th to attend the Fire Department Instructors Conference (FDIC) in Indianapolis, IN this week. All the top instructors from around the country and internationally attend this conference. It is an excellent opportunity for training and gives us the opportunity to bring back best practices to implement in our department.
- With the promotion of Captain we will be posting the promotional opportunity for the vacant Lieutenant position this week.

### **Information Technology:**

- Attended 2-day installation and training session for new station alerting system conducted by system vendor US Digital Design. Training took place at the Hartford Public Safety Building.
- Attended site visit of Norwich Police Department's temporary offices to assess moving networking equipment to maintain Norwich's connection to the Hartford Emergency Communication Center.

## **Parks and Recreation:**

- Web page hartfordrec.com has a new look that includes new button features, images and color.
- Spring Vacation Ventures Camp was successful with full enrollment. Program was held at the White River Elementary School. In addition to daily activities the group took a trip to Crazy Zone in Concord, NH.
- Youth sports teams are utilizing most of the park fields. Two infields at Maxfield are still too soft for play on the youth portion of the complex. All programs started out in the WABA Arena for skill assessments and practices.
- Up to date count of participants in youth spring sports. Youth baseball has 138 participants enrolled. Youth softball has 26 participants enrolled. Spring soccer has 22 enrolled. Youth lacrosse has 113 participants enrolled.
- Total registration seat count in recreation programs since January 1st is 1270 participants who have registered for programs. This accounts for individual registrations for the past 4 months of programs.
- White River Elementary School – Learn to Swim Program at UVAC had 47 participants in the program and finished up on April 5th.
- Youth Karate finished up April 5th with 16 participants. Spring session 2 has 10 enrolled.
- 1st Annual Egg Scramble was a huge success Saturday, April 15th at DBS. Department estimated 500 children participated. With the attendance of parents and grandparents the event drew nearly 1,000 people. The event was sponsored in part by Mascoma Savings Bank and Bob's Service Center.
- Department is finalizing summer staff positions with our camp and pool staffing needs.
- Camp Ventures-Adventurers is full for all 8 weeks. Camp Ventures-Explorers still has a handful of openings in a few of the sessions. Adventurers camp is grades 3-6 and Explorers is grades K-2. Camp enrolls 80 children per-session.
- We will begin attending meetings for the upcoming Covered Bridges Half Marathon June 4th.

- Met with Noah Crane, Lori Hirshfield from Planning and Development and representatives from Water and Sewer Department at Maxfield to discuss the press box and concession project. Identified water and sewer hookup locations. Department has submitted a change to the site plan that locates the water and sewer hook ups. Noah Crane has removed the temporary press box.
- The parks crew continues weekly cleanup within the parks. We have begun limb and debris clean up. Turf repairs from plow damage. Thorough cleaning and prepping for the upcoming spring and summer.
- We began painting our lacrosse, bb/sb and spring soccer fields for the upcoming season.
- Department met with the DOC work crews to discuss seasonal maintenance at Maxfield and other park locations. We are shooting for the second week of May to begin DOC crew work at Maxfield and other park locations. The DOC diversion program started working in April to assist with clean-up of Muni and other locations.
- Hartford Tree Board will hold a workshop on Wednesday, April 26th at 10am. Elise Schadler from the GIS team at the Agency of Natural Resources was able to import our tree inventory data into a web-based system. She will educate the Tree Board on ArcGIS Collector application and web tool editing and updating inventory data.
- Department is working with Daniel Hillard who is spearheading an effort for a memorial for the late Bob Ammel Jr., who was killed tragically this past winter. A committee is working with Vermont Legion Baseball to fundraise for a memorial bench with a home plate style plaque mounted to the bench. They are still accepting additional ideas and suggesting feedback from others. They would like to install a bench or a memorial plaque near the baseball field. Some discussion identified areas of the pavilion between the baseball and softball field to mount the memorial and allows future memorials to be affixed to the pavilion as well. Further discussion continues.
- Met with Jon O'Hara from Post 84 to discuss the summer league plan and the State Tournament to be held July 22nd-27th.
- Karen McNall, Administrative Assistant with the Parks & Recreation Department identified a streamlined process in completing and issuing park use permits. It was found that the permit process had too much duplication and the process is too time-consuming. She has implemented a streamlined process to eliminate a lot of paperwork and we have begun to implement.

- Maxfield water systems has been turned on our drinking water monitoring program has been activated which requires start up procedures and testing of the water. The Water Department assisted us with treating the system and completing 3 base special samples that have come back negative. We will complete a routine sample April 24th and open the facilities to the public. Additionally, we had 3 water line breaks this spring. 1- break in pavilion C water fountain and 2 breaks in pavilion A. Breaks have been isolated and scheduled for repair.
- Met with Lori Hirshfield regarding a project at the West Hartford Library to install boundary split rail fencing. We have reconnected with Springfield Fence who received the bid but we are still awaiting the approval to install the fence along the boundary.
- The Department is working to complete an evaluation of the WABA Refrigeration System and put together a plan to move forward with either additional repairs or plan to address replacement of the 17 year old compressor chiller system.
- DPW assisted the Parks Crew with tree work at the Delano/Savage Cemetery in West Hartford.
- Site location meeting held with the Quechee Garden Friends at the Quechee Bridge to discuss planter locations for the season. Some planters may need to be relocated once the park construction begins.
- Department has been in communication with Associated Concrete who was selected to complete the pool gutter seam repair. Project to begin Wednesday, April 26<sup>th</sup>.
- Department continues to be involved in the Hartford Community Coalition Community Block Party scheduled for June 7th at Lyman Point Park. Lots of great service organization vendors and entertainment planned. Free evening bbq provided by the White River Rotary Club.
- The Upper Valley Dog Park has a scheduled cleanup day on April 29th at 9:00am.
- Department will be assisting with Greenup Day and plans are in place to aid in removal of non-recyclables that are brought to the base locations at Town Hall and Quechee Green.
- The Tree Board is busy organizing the Arbor Day Tree and Shrub Sale scheduled for May 6th 9am to 12:00 noon at Town Hall. Tree Board Representatives will also be attending the Vermont Arbor Day Conference May 4th at the Vermont College of Fine Arts in Montpelier.

- Department assisted the Tree Board in submitting a Caring for Canopy Application through the Vermont Urban Community Forestry program. The grant, if awarded, will pay for an IPAD that will be used for tree inventory and identifying tree deficit areas throughout the 5 villages.

### **Planning and Development:**

- GMEDC VCDP Planning Grant – Grant closeout and final requisition in process.
- RT 5 Sidewalk/Bike Lane Projects – Continued to work with adjacent property owners to address ROW easements.
- Currier Street Extension TIF project – DPW and Planning Dept staff met with the developer, developer's contractor, engineer and Green Mt Power to conclude where the utility lines will be and construction interface, impact on traffic circulation during construction, and scheduling with Town work in the ROW.
- Municipal Officers Training Conference – Presented 2nd workshop on Downtown revitalization.
- Downtown Program/Historic Preservation State Conference – Continued working on preparations for Annual Conference in WRJ on June 8th, including walking tours.
- Twin Pines Housing Trust/Housing Vermont project – Continued working with them on Vermont Community Development Program grant application and environmental review for mixed income multi-family housing project off Sykes Mt. Ave.
- New England Grassroots Organization Grant – Submitted \$2380 grant application to support the 2nd annual "Resilience Week" workshops and events scheduled for August.
- WRJ Parking Study - Finalizing draft report changes prior to the Community meeting and Selectboard meeting.
- Tax Increment Financing District – Finalizing required audit, and initiated Bond application due on May 15th.
- Capital Improvement Program Planning – Provided information for Selectboard discussion.

## **Police:**

- April 9th – Patrol officers responded to reports of a disturbance involving an intoxicated woman at a residential apartment in the 1200blk of Maple Street. The woman was taken into custody by officers after she assaulted another tenant in the presence of police, and threatened to cut herself with a glass shard. She was transported to Mount Ascutney Hospital for assistance and, later held at Southern State Correctional Facility on charges related to the assault.
- April 10th – Patrol officers responded to reports of an overnight burglary of several cabins at the Advent Christian Camp in Wilder. The incident remains under investigation.
- April 10th – Police Supervisors attended a presentation by the Connecticut State Police on post-incident investigation of an active shooter event.
- April 12th – Emergency Communications Specialists received and dispatched a multi-agency response to reports of an overturned kayak on the Connecticut River near Sumner Falls in Hartland.
- April 13th – Patrol officers responded to reports of woman in crisis at a private residence on Wood Drive. The woman was found in crisis and transported by Police to the Clara Martin Center for assistance.
- April 13th – Patrol officers responded to reports of a disorderly man at an apartment on Gates Street. The man was found in crisis and transported by Ambulance to Dartmouth Hitchcock Medical Center for assistance.
- April 13th – Patrol officers responded to reports of a vandalism at the Army Reserve Center on Balsam Lane. Unknown suspects spray painted graffiti on an exterior wall on one of the buildings. The incident remains under investigation.
- April 14th – The Police Chief, SIU Detective & Police Social Worker attended the regular meeting of the Hartford Area Child Protection Team.
- April 17th – 21st – Sergeant Kelley & Communication Specialist Stearns attended and successfully completed Advanced Public Information Officer Training hosted by the Federal Emergency Management Agency, (FEMA).
- April 18th – The Police Chief appeared as a guest on CATV’s “Walking Through Life” show. Upper Valley Hawk Olympic Athlete Bo Herron was recognized by CATV for his work in hosting the “Hawk Watch” series highlighting the Upper Valley’s Special Olympians and their community achievements.

- April 19th – Officer St. Peter and the Police Social Worker attended the Hartford Community Coalition Substance Abuse Prevention Committee meeting.
- April 19th – Detectives assisted the Vermont State Police in locating and stopping a Lebanon, NH man suspected of trafficking heroin in the Upper Valley. Troopers stopped the vehicle on Interstate 91 North in the Town of Guilford, where a subsequent search recovered quantities of heroin and cocaine. The man was charged and released pending trial.
- April 20th – Emergency Communications personnel attended training in the operation and use of the Fire Department’s new automated Station Alerting System.
- April 21st – Patrol officers responded to a citizen dispute in the Town of Norwich. All parties were found intoxicated, and mediation provided by separating those present. Follow-up provided to Town Police afterward.
- April 21st – Patrol officers assisted the Lebanon Police Department with response to a burglary alarm activation and open door after hours at the K-Mart Department Store. Subsequent search of the building by Police K9 Team found no evidence of forced entry, building secured by Lebanon Police.

**Public Works:**

- The Quechee Pocket Park bid opening was on April 10. Four bids were received and Willey Earthmoving was the low bidder at \$321,104.00. Public works has reviewed the bids with the design engineer and is working with the designer and contractor to evaluate value engineering opportunities to reduce the project cost.
- Staff is working extensively with the Currier Street Tax Increment Financed (TIF) reconstruction project final design and coordination with The Village assisted living project. DPW staff provided key ideas that led to the resolution of a yearlong design effort by the developer to relocate the overhead power and communication lines to an appropriate location below ground. The Village project anticipates starting the construction of underground duct banks along Currier Street as soon as April 26, 2017.
- DPW staff prepared a request for qualifications for the construction engineering phase of the downtown TIF storm sewer project.

- The highway department prepared and put out bids for line striping the highways, calcium chloride, replacement guard rail, sand, gravel and other aggregates, salt and the two snow plow trucks that were approved at town meeting.
- The highway department has started spring cleanup and winter budget closeout activities to include street sweeping, refilling the sand/salt shed to the extent allowed within the budget, grading and pot hole filling.
- The solid waste department sponsored two composting classes for homeowners on April 8 and the 15th to encourage homeowners to initiate backyard composting. Backyard composting can be an easy means of complying with Act 148 and a rewarding source of great gardening soil. Thanks to receiving a State grant the transfer station has a limited quantity of compost bins available at half price. Act 148 will require homeowners to separate food waste from the solid waste by 2020.
- Two wastewater staff members attended training related to the filters at the Quechee wastewater facility. This will prove helpful when staff replaces the Quechee filter elements this year.
- Work activities associated with completing the punch list items for the Quechee tank and water main project have resumed.
- The water department has begun their annual hydrant testing and flushing procedures.