

**Town Of Hartford
Town Staff
Significant Activity Report, April 26 – May 9, 2017**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.

- The Town Staff participated in group and individual WorkStrong Sessions with the Wellness staff from VLCT. 36 folks participated in individual assessments. Those folks were “fair” or better in all categories except body fat. We have another session scheduled for June and a 90-day follow up planned for July.

- We have completed Union Negotiations with our Police Union and our DPW/Parks Union. We have a tentative agreement and will discuss the details in an executive session this evening

- We have reviewed our Dog Ordinance and concluded that the authority to assess fines, above the normal late fees, exists within the ordinance. It is \$100 for the first offense and grows incrementally after that. We have over 500 dogs that appear to be unregistered based on previous registration numbers. We have begun calling those who are out of compliance. The Police Department and our Clerks Office are working to ensure that the information gets out and that folks come in and register their dogs.

- The Upper Valley Lake Sunapee Regional Planning Commission has hired David Nightingale (national HHW facility expert) to review our facility and provide HHW program recommendations. Mr. Nightingale will be visiting Hartford on May 18. The visit starts with a general discussion with the group at 8:30 at DPW followed by the actual site visit. There are questions regarding Hartford’s interest and commitment to being the host community and everyone realizes there are challenges. If there is any Selectboard member interest, let me know and we’ll adjust the starting venue to a bigger conference room.

- Listed below are those highlights pulled from each Department Head’s report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Assessor working on proofing information for new grand list. The work is nearly complete and the Town assumes “custody” of the Grand List this evening. Plan is to provide an update to the Selectboard at the May 23, 2017 meeting.
- Working Request for Proposal for New Audit Firm for the Town.
- Conducted a demonstration of our dispatching system to the Communications Director for the City of Burlington. Burlington is currently evaluating RFP’s for a new computer aided dispatching system.
- Department has been working with the Friends of Quechee Bridge on site locations for planters. There continues to be some discussion regarding staging of the pocket park project and possible impacts.
- Tree Board attended the Vermont Arbor Day Conference Thursday, May 4th. 6 members attended. Town received our annual Tree City Award and our Tree Warden accepted the award on the Town’s behalf.
- Planning & Development coordinated and executed very successful community wide event Green Up Day event.
- April 29th – Detectives staffed the Public Safety Building Lobby as part of the statewide Prescription Drug Take-Back Initiative led by the U.S. Drug Enforcement Administration, collecting 138 lbs. of prescription medication from residents seeking to safely dispose of expired and unwanted or unused medicines.
- Public Works Staff prepared a request for proposals (RFP) for mold remediation at the Administration and Education buildings at the Town transfer station. This has been advertised and bids are due May 17.

DEPARTMENT HIGHLIGHTS

Assessor:

- Updated all solar and cell tower valuations.
- Worked on subsidized housing valuations.
- Reviewed and approved commercial values.
- Updated new sales information to the Grand List.

Finance:

- Working April Bank Reconciliations.
- Working April Financial Statement Reconciliations.
- Working to Reconcile Encumbered Funds from FY 16.
- Finishing Review of March Financials with Department Directors.

Fire:

- Attended a monthly meeting with the Town Health Officer to discuss status of current inspections/complaints.
- Completed final outstanding liquor permit fire inspection.
- Announced the Lieutenants process. Eligible candidates are required to have three years of service with the department. Resumes are due the end of the month.
- Attended a Water Dept. meeting to discuss the usage of hydrants for department training.
- Scheduled a meeting with the post office to plan joint exercises involving their biological detection system.

- Engine 1 and Ambulance 1 are back in service after correcting problems with their diesel DEF fluid systems.
- Assisted Twin Pines Housing Trust with an E911 addressing issue at the Gilman Office complex.
- Continue to review current budget status in preparation of close of fiscal year.
- Captain Rowlee attended the Pomfret Selectboard meeting to discuss a proposal on providing services to areas of their community.
- Assistant Chief Beebe instructed a community CPR class at the fire department.
- Attended a regional water rescue meeting held at the Hanover Fire Department. We critiqued the response to Sumner Falls and are developing modification to our current plan for the future.
- Attended a HCC Substance abuse subcommittee meeting. Chief Cooney and Chief Kasten have been asked to attend and present at the Hartford High School morning student meeting regarding a safety messages for students on the upcoming prom.
- Met with representatives of Alice Peck Day Hospital regarding the use of their Occupational Health Services for the departments' firefighter physicals. Reviewed the current process and developed ideas for future years.
- Captain Bedard attended the monthly school safety meeting at the Superintendent's office.
- In recognition of teacher appreciation day the duty crew and admin staff assisted at the White River School this week.
- In the process of assisting VINS with E911 addressing of their property. The name "Natures' Way" has been submitted as a possible road name.
- Continue to program and evaluate the new station alerting system.

Information Technology:

- Completed install of networking equipment at Norwich Police Department's temporary offices. This equipment is required to maintain Norwich's connection to the Hartford Emergency Communication Center's dispatch and case management software.
- Created a Green Up Day page on the Hartford Website. The page contains information on participating in Green Up Day in the Hartford area.

Parks and Recreation:

- Youth spring sports are going strong despite the weather not cooperating. Spring lacrosse, baseball and softball continue and going strong.
- LL Bean Discovery Schools have started at Kilowatt. Fly casting clinics start out the season for the clinics prior to gaining access to the river.
- Sunday pick up Soccer at Kilowatt has begun. The program begins at 5pm.
- Adult Drop In Hoops at DBS continues throughout the spring at 6pm.
- Adult and youth golf clinics have started at 4UGolf Center.
- Rock Climbing Clinics at Green Mountain Rock Climbing Center have begun.
- Adult Kickball and Adult Ultimate Frisbee have also begun.
- Total registration seat count in recreation programs since January 1st is 1327 participants who have registered for programs. This accounts for individual registrations to date.
- Only a few slots remain in the summer Ventures Camp week one and week three.
- High School Baseball and Softball at Maxfield has been a struggle getting going. Weather has not cooperated and the fields have been unusually wet. It has been identified that the water table has been much higher than the past summer and this may be the cause. Everett Hammond from DPW and the Department has completed a site visit and Everett is looking into drainage options that could be pursued to address better drainage during weather events like we have experience this spring.

- Wade Masure from VLCT finished his site visit with the Department. He reviewed what we have completed so far and visited the pool facility.
- Pool work on the gutter seam began the week of May 1st. The project will take several days to complete. They are progressing well. The existing seam is being cut out, new backing will be installed followed by caulking the joint.
- The parks seemed to be in pretty good shape. Mowing schedules have begun. DOC crews will begin the second week of May. This includes the DOC crew at Maxfield.
- The Department worked on general winter clean up of the parking area at the West Hartford Library. Crew will finish minor grading and reseeding some areas to complete the project.
- The Department met with Lori Hirshfield and Judy Roberts at the West Hartford Library to discuss the landscaping plan. The library received a grant for landscaping improvements. The West Hartford Library will be submitting a plan to the Planning Office for site plan approvals. New benches, picnic table and several plantings are planned.
- The Department has been in contact with Matt Cole from Great River Hydro, formerly TransCanada. As of April 20, TransCanada has sold its hydropower generating business on the Connecticut and Deerfield Rivers to Great River Hydro, LLC. The employees continue in the same roles under new ownership.
- Buoys are out at the Kilowatt Dam. Department will be installing docs at the boat landing soon but the water level needs to rise. After speaking with Matt Cole he explained that the reason for the low levels at Wilder is due to the increased flows along the 45 mile stretch of the Connecticut. Great River Hydro operates in Wilder on a 5 ft. elevation change requirement. Until the increased flows become more manageable we will not be able to install the docks. Great River Hydro will keep in touch with us weekly so we can schedule a dock installation.
- Permit for Nighthawks Concession Stand was submitted and approved.
- We had a plumber at Maxfield to repair 1 of the 3 leaks at Maxfield pavilions. A second leak was a failed filter in the water fountain and we have ordered that filter. The 3rd leak was a sillcock in Pavilion A. the plumber tried to repair but was unsuccessful. All lines were blown out in the fall and winterized. It appears water might have backfilled in a few of the affected lines when blowing out the system. One of the sillcocks will be repaired later in the season due to replacement costs.

- We received a few emails from parents related to parking concerns at Maxfield. We sent out a notice to all are participants asking them to please park vehicles in the designated parking lots. We informed the parents that the Hartford Police Department was notified and will be helping enforce proper parking etiquette this season. The no parking areas are in place to provide a safe two way traffic pattern for patrons visiting the park and most importantly for emergency vehicles. We encouraged participants to use the non-parking area and bus parking as a drop-off location only.
- Dewey's Pond received an Aquatic Nuisance Control Grant for just over \$11,000. We are awaiting the grant agreement paperwork. Vermont DEC notified us May 3rd that grant processing has been delayed. We hope to receive the paperwork soon.
- Department will be working with the staff at the Visitor Center regarding their budget and purchasing process.
- Arbor Day Tree and Shrub Sale was Saturday, May 6th with Tree Board. It was 9am to Noon.
- Upper Valley Dog Park had their clean up day on Saturday, April 29th. Grand opening of the park was May 5th.
- Department is working with the Covered Bridges Half Marathon which is scheduled for Sunday, June 4th. This is a collaborative event with area recreation departments. Hartford and other area recreation departments manage pre set up and event parking.
- Staff hires for the summer are near complete. We still had a few positions in the summer camp that needed to be filled. All pool staff have been hired and we are awaiting all hiring paperwork.
- Department will be working with Matt Osborn and Green Up Day for items left at Quechee and Town Hall. Tires, TV's, air conditioners and other items that cannot be put in the dumpster will be taken to the recycling center for disposal.

Planning and Development:

- Planning Commission and Zoning Board of Adjustment Public Hearings – Completed reviews of 5 applications and developed draft Findings of Fact.

- Quechee Pocket Park – Continuing to work with low bidder and engineer on value engineering to reduce project costs, and with Simon Pearce on easement agreement for stairs access to the lower level.
- GMEDC VCDP Planning Grant – Submitted final requisition and Grant closeout.
- Currier Street Extension TIF project –Planning Dept. & DPW working through language for Town temporary access easement to do work related to Currier Street improvements.
- Downtown Program/Historic Preservation State Conference – Continued working on preparations for Annual Conference in WRJ on June 8th, including walking tours.
- Former Dayco Property Adjacent to West Hartford Library – Working with Parks and Rec Dept. and Library Board member on installation of fencing, benches and landscaping related to implementation of special flood reuse grant.
- Twin Pines Housing Trust/Housing Vermont project –Vermont Community Development Program grant application and environmental review for mixed income multi-family housing project off Sykes Mt. Ave submitted for June 22 VCDP Board review.
- WRJ Parking Study – Draft report for May 22nd Community Meeting in process.
- West Hartford Bike Ped Feasibility Study – Completed review of final
- Tax Increment Financing District - Bond Bank loan application in process - due May 15th.

Police:

- April 23rd – Patrol officers assisted Vermont State Troopers with efforts to stop a vehicle traveling north in the south bound lane on I-91 between Exits 11 and 12. The vehicle, which forced a responding Trooper off the roadway, was stopped only after patrol officers successfully deployed stop-sticks, deflating all four of the vehicles tires. The vehicle’s operator was found to be intoxicated, and in addition to being charged for Driving Under the Influence, was also charged with aggravated assault on a police officer, gross careless and negligent operation of a motor vehicle.
- April 23rd – Patrol officers responded to a home along the 1200 BLK of Maple Street for reports of a disturbance involving an intoxicated woman. Arriving personnel found an intoxicated Hartford woman and learned she was at the home in violation

of court ordered conditions of release, but not before she fled on foot. The woman was located hiding under a truck a short distance from the home and taken into custody without further incident.

- April 24th – Members of the Police Department met with the Fire Chief and Health Officer to discuss matters related to the health code.
- April 24th – The Police Social Worker attended a follow-up meeting with representative from the School District, Department of Children and Families (DCF), State’s Attorney and Justice Center to update the District’s truancy protocol.
- April 25th – Patrol officers responded to an assisted living facility on Christian Street for reports of a sexual assault involving a resident at the facility. The matter was referred to the Windsor County Special Investigation Unit for continued investigation. Vermont State Police detectives have since charged a 22 year old Thetford man, who was working at the facility during the time of the report with sexual assault.
- April 27th – Patrol officers assisted case workers from the (DCF) with their investigation into and, safeguarding of a neglected child in need of assistance.
- April 27th – Patrol officers observed a disoriented, apparently intoxicated man walking along Maple Street and stopped to check his welfare. The man was found in need of medical assistance and transported by Ambulance to Dartmouth Hitchcock Medical Center for assistance.
- April 30th – Patrol officers assisted the Fire Department overnight with reports of smoke and fire damage in a utility area at the Shady Lawn Hotel. Patrol officers returned with Fire personnel later the following morning after residents reported finding what appeared to be smoldering debris near the buildings foundation. An investigation by the Fire Marshal and detectives from the Vermont State Police is continuing.
- April 30th – Patrol officers responded to reports of a disorderly man at the Super 8 Hotel, where they located a man in crisis. Paramedics from the Hartford Fire Department were summoned and subsequently transported the man by ambulance to Dartmouth-Hitchcock Medical Center for treatment.
- April 30th – Detectives assisted the Vermont State Police with a motor vehicle stop on I-91 North near Westminster where a Hartford man was found in possession of quantities of heroin and cocaine. The man was cited and released pending trial.

- May 1st – Patrol officers responded to an injury related motor vehicle collision involving a Tri-axle Dump Truck and SUV on Route 5 at the I-91 South off ramp. Investigative efforts slowed traffic for nearly an hour.
- May 2nd – Patrol officers responded to a report of a pair of wheels being taken from a private residence along the 1200 BLK of Maple Street. The investigation continues.
- May 2nd – The Police Chief and Emergency Communications Manager attended a special meeting of the Vermont 911 Board. Evaluators presented their findings regarding the network lapse during 2016, and Board members shared several hypothetical models for balancing 911 call volume and funding.
- May 2nd – The Deputy Chief attended a presentation by the U.S. Attorney’s Office at the Springfield Police Department.
- May 3rd – Patrol officers assisted by Fire Department personnel completed a safety inspection at Hartford Memorial Middle School.
- May 3rd – Members of the Police Department attended the Hartford Community Coalition Substance Abuse Prevention Committee meeting at Hartford High School.
- May 4th – The Police Chief attended the regular meeting of the Hartford School District Security & Safety Team at the Superintendent’s Office.
- May 5th – Patrol officers responded to reports of a disturbance to the rear of the Comfort Inn. Arriving personnel found an intoxicated man damaging the engine compartment of a parked vehicle. The man became confrontational before attempting to flee. He was taken into custody and following further investigation, charged with vandalism for damage caused to the vehicle’s interior, exterior and engine.
- May 5th – Emergency Communications Specialists received and dispatched numerous 911 calls for emergency service in connection with storms that brought high winds to Western Vermont.
- May 6th – Patrol officers responded to reports of wires in the roadway near the 3800 BLK of Route 4. Green Mountain Power was summoned to the scene to remove the wires, with police providing traffic management. The roadway was closed by police for the extended clean-up.

Public Works:

- Public works continues to work with the low bidder (and his subcontractors) of the Quechee Pocket Park to identify potential cost savings through value engineering.
- Construction of the underground duct work associated with the relocation of the overhead power and communication lines on Currier Street commenced on April 26. Staff has been involved to make sure Town drainage and other infrastructure does not get damaged.
- Staff continued to coordinate with the developer of the Village Assisted Living project and Northern Stage to negotiate the easement to allow commencement of the Town's street and drainage infrastructure within the proposed new alignment of Currier Street.
- DPW staff received statements of qualification for the construction engineering phase of the downtown TIF storm sewer project. These will be reviewed in the upcoming weeks.
- Staff reviewed and approved the private water and sewer infrastructure on the new Pullman Lane (private street off Chandler Road) to facilitate the first house sale within that subdivision.
- Three highway staff members attended the Local Roads training in confined space.
- The highway department continues spring cleanup activities.
- Highway staff also assisted the Parks and Recreation Department with brush and tree removal and chipping at a cemetery and park.
- The solid waste department established a new cost savings procedure to enable solid waste staff to load the scrap metal containers at the facility.
- The solid waste department is completing the transition to a new State of Vermont vendor responsible for disposal of fluorescent and mercury containing bulbs.
- The solid waste staff and their educational outreach consultant met with Gro-Compost and the principals of five schools to review food scrap collection programs at each of the schools. The Town provided approximately 100 two gallon kitchen collection pails which were obtained through a grant, for use in each classroom. Gro-Compost has commenced weekly pickup at each of the schools.

- The wastewater staff received assistance from the highway department to truck the accumulated bio solids out of the bunkers over to the Lebanon landfill where will be used as a compost amendment for growing grass on the landfill.
- The vacant wastewater staff position has been advertised.
- The water department continues to perform its annual spring hydrant maintenance of each hydrant in the system.
- The April rains have somewhat hampered progress on the Quechee tank project. The contractor has resumed with backfilling and site work around the tank. Cleanup and completion of the remaining water main interconnection will occur in the upcoming weeks.