

Town Of Hartford
Town Staff
Significant Activity Report, May 10 – May 23, 2017

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.

- Reappraisal status: We are 2/3rds the way thru establishing values. The preliminary values are set, now corrections need to be ferreted out and grievance appeals need to be done. Hearings are set to begin June 1st. We anticipate this to last no more than 3 weeks. As a part of our contract, once these are done, values will be set for tax rate setting at the beginning of July. The reappraisal will not be complete until December 30 when changes can no longer be made and the list is filed for the last time with the town clerk and the state by January 15th, 2018. The Vision (Vision Government Solutions (software)) data base is now back in our possession. NEMRC (New England Municipal Resource Center) grand list data base has been updated with new information. Letters have been sent to all property owners of their new values, whether there were changes or not. All manual data entry into NEMRC is being done and information being rechecked. The Abstract (preliminary) Grand List is being compiled and filed with the town clerk. We are handling all public inquiries. We are getting a modest amount of walk-ins, phone calls and website inquiries.

- We received the following from the Vermont Department of Health-Emergency Medical Services:

“On behalf of the Vermont EMS office, I would like to thank you for supporting and helping to recognize the great work Vermont EMS providers and services do! We are happy to announce that the Harford Fire Department has been selected as the Vermont Ambulance Service of the Year for their dedication and service to Vermont EMS.”

A presentation of the award is currently scheduled for Thursday May 25, 2017 at 7:00pm. The presentation will occur at the Dartmouth Hitchcock Medical Center (DHMC). As part of EMS Appreciation Week DHMC is providing a BBQ to area EMS and following VT EMS staff will present the award.

- The gutter seam at the pool has been completed by Associated Concrete. We will begin final cleaning of the pool and applying a coat of paint to the pool floor. Parks crew will begin cleaning the pool shell and applying additional coat of paint. The paint will need to cure for 72 hours before we can begin filling the pool.

- Green -Up Day – Even with marginal weather it was a good turnout. Since we promote it as more than a one-day event, there was a lot of activity for the two weeks prior as well. There was an increase in the businesses and other groups’ participation: Resource Systems Group, King Arthur Flour, Quality Inn at Quechee Gorge, Coop Food Store and the Clerkin Agency, Girl Scout Troop 40464, Potterhouse School, Israel Provencha Hartford High School class and the Hartford Schools Regional Resource Center.
 - o Total Volunteers 401
 - o Bags Used 575
 - o Total Amount Collected 8,640 lbs. (4.32 tons)
 - o Tires Collected 48

- Highway staff participated in the Vermont Municipal Highway Associate spring meeting and plow rally. Superintendent Allyn Ricker is one of the association directors and organized the backhoe event. A total of 30 towns competed in the backhoe and plow completion events. Hartford’s Chris Jordan placed highest for the backhoe competition with a 4th place. John Smith and Brian Raymond placed a respectable 11th place in the team plowing event of 30 teams.

- The National Council for Home Safety and Security, an organization made up of companies and individuals in the home safety and security industries whose goal is to further education and public knowledge about Home Security, Home Safety, Child Safety, and Senior Safety at Home released their Safest Cities in Vermont report. The Town of Hartford ranks in this year’s Top 20. The Town actually ranked number Two. The second safest municipality in the safest state.

- The Town was awarded the PACIF Safety & Wellness Grant as submitted. No changes or adjustments to what we requested.

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

STAFF HIGHLIGHTS

- Working to Reconcile Encumbered Funds from FY 16.

- Quechee Covered Bridge Warning Signs have arrived. They will be installed in the next few weeks. Signs are being installed to warn swimmers and divers that it is dangerous and they do so and their own risk.

- Assured Town of Hartford computers and servers that use Microsoft Windows received the recommended security patch to prevent the spread of WannaCry ransomware. No Town of Hartford computers were infected during the global outbreak.
- Tree Board received notification of the Tree Canopy Award. This grant award will pay for an iPad and components to be used for tree inventory and species monitoring. \$1,100.
- Zoning Permits – Processed 43 applications since April 1, 2017. Permits include: change of use, new dwelling, interior renovation, decks, roofs, signage, mobile home placement, sheds and rock walls to name a few.
- May 16th – Patrol officers joined teachers and student athletes from the High School’s Athletic Leadership Council in visiting local businesses to share literature in support of the pre-Prom “Sticker Shock” campaign to raise awareness on the dangers of underage drinking and the laws surrounding the sale of alcohol to minors.
- Transfer station staff hosted a visit with area towns and David Nightingale who is an expert in Household hazardous waste (HHW) facilities and operations. Mr. Nightingale is under contract with the Upper Valley Lake Sunapee Regional Planning Commission to evaluate the feasibility of establishing a regional HHW facility using Hartford existing HHW building.

DEPARTMENT HIGHLIGHTS

Assessor:

- Efforts have focused on finalizing revaluation and preparing for the grievance process.

Finance:

- Working April Bank Reconciliations.
- Working April Financial Statement Reconciliations.
- Preparing for the end of the Fiscal Year.
- Working the Review of Schedule of Expenditures of Federal Awards.

Fire:

- Attended Hartford High School "Morning Meeting". Chief Kasten and Chief Cooney presented a Prom Safety Message to the students.
- Conducted our monthly Officers meeting. Staff reviewed our current "Initial Fire Attack" Standard Operating Procedure. The staff is updating the procedure as a result of some excellent proposals that were made by the two Captain candidates as part of their promotional written project.
- Assisted the Post Office with E911 addressing of Pullman Ln.
- Attended the Vermont Career Chief's Urban Search and Rescue (USAR) Meeting Barre, VT. The primary stakeholder departments met with VT USAR staff and the Director of VT Fire Safety to discuss the function of the team and are developing a sustainability plan to fund the program for future years.
- Hartford hosted the monthly meeting of the Vermont Ambulance Association (VAA).
- The fire department wishes to congratulate FF Taylor Wilkins and his wife Felicia on the birth of their son Chase Wilkins. Born May 10th, 2017.
- Approved the naming of the access road to VINS as "Nature's Way". We will submit changes to the VT 911 Board and it with the official change happening this fall. This will allow the numerous buildings on the property to be addressed to current standards.
- Assistant Chief Beebe was selected as one of the representatives from the State of Vermont to attend a High Efficiency CPR Program Maryland. The Vermont Department of Health sponsored and provided accommodations for the Vermont attendees. Hartford will be one of the agencies in the State piloting this program.
- The State USAR Team will be conducting swift water rescue training in Quechee this Thursday.
- A new computer to monitor and maintain the municipal fire alarm system was installed in the fire station this week. This will allow the Duty Officer's to better monitor system alerts throughout the community.
- On Wednesday, May 17, 2017 at 3:10pm the Hartford Fire Department was dispatched to the area of 832 Podunk RD for a report of a powerline down and a small brush fire. Initial responding units arrived to a small brush fire in the 300 block

of Podunk RD. While the initial units worked to extinguish this fire, they were informed that there was still an additional fire further up the road. Chief Cooney arrived at this additional fire and determined it to be much larger than the first fire and in close proximity to area homes. Due to the size and proximity to homes a 1st Alarm was requested bringing in mutual aid units from Lebanon, Hanover, Sharon, Woodstock, and Hartland to the scene as well as coverage units to the Hartford Fire Station from Norwich and Windsor. Due to the warm temperatures and number of firefighters working on the scene Thetford Fire Department and the American Red Cross was requested to the scene to complete firefighter rehabilitation. The fire burnt 3.4 acres and was prevented from spreading to any nearby structures. The cause of both fires is believed to be a result of the downed powerline at the larger fire which then subsequently started the second fire when the fuse on the pole at the smaller fire opened. All responding units were released and back in quarters by 8:30pm.

Information Technology:

- NSTR.

Parks and Recreation:

- The Parks & Recreation Department hosted a Youth 3 pitch Tournament at Maxfield May 20th. 12 teams participated, that included 3 Hartford teams.
- The Youth Lacrosse held a jamboree at Maxfield on Sunday with 11 teams participating. The tournament was for 5/6 Boys and Girls.
- Programs that have begun this past month included: Ultimate Frisbee, Adult Kickball at Ratcliff and Four-U Golf programs at the Four-U Golf Center. Spring Soccer continues at Watson Park and Pickleball continues at Maxfield.
- Regularly scheduled practices and games continue for the youth Baseball and Softball. New this month was the start of the Start Smart Baseball program held at DBS.
- LL Bean continues their scheduled Discovery Schools at Kilowatt South.
- The UVAC / Parks & Recreation Splash Night had 59 kids at the event.
- The parks seem to be in pretty good shape and working to stay ahead of mowing schedules.

- Met with folks from the West Hartford Library to discuss the updated plantings for around the library.
- UV Nighthawks owner has the Construction Permit in hand and awaiting his signature and final review for concession and press box construction.
- The Quechee Garden Friends are wanting to meet this week to review for preparations to begin their project. They mentioned staging and traffic controls so I asked them to firm up a date and I would connect with PD and DPW to come out on site. I'm not sure what they are asking for regarding traffic control and staging to do the work so if staff do not mind it would be helpful to have someone on site when we have our meeting.
- With support from the Police Department we have put together a small map listing parking locations at Maxfield and have put a warning notice on the map. The Police will be putting the flyers on the cars that are violating the notice in hopes to educate the users of the facility.
- DOC crews continue working in the parks system.
- We will have an opening in the Parks Division as the Laborer recently resigned. The employee had a private business and due to increase in his business demand he could not fulfill his responsibilities with the Town without interfering with his business.
- The Department continues to work with the School Athletic Department and spring sports. The weather continues to cause scheduling challenges. Games scheduled at Maxfield have been well attended.
- The Department is busy with facility use permits. Currently working on about 25 group permits for facility usage.
- We continue to attend the CBHM Meetings in preparation of the half marathon scheduled for Sunday, June 4th. Hartford Parks & Recreation works with Woodstock Parks & Recreation on parking and site preparations for the event at the polo fields.
- Parks & Recreation Intern has arrived. He will be meeting with staff and we plan to show him around the facilities today. He hope to have him starting soon after he completes his pre-employment requirements.
- Hartford Garden Friends had a Plant Swap on Saturday, May 20that Watson Park.

- Quechee Garden Club has a Plant Sale scheduled on the Green in Quechee on Saturday, May 27th.
- The Department is working with the staff at the Welcome Center in streamlining purchasing at the facility.

Planning and Development:

- Planning Commission and Zoning Board of Adjustment Public Hearings – Completed review of three new applications with Town staff, Energy Commission, Tree Board and Conservation Commission.
- Quechee Pocket Park – Finalizing draft easement agreement with Simon Pearce for stairs access to the lower level. Deadline for grant completion has been extended for a year.
- Lower Sykes Mt Ave Sidewalk Improvements – Developing RFP for Construction Management oversight. VTrans final review of plans expected to be completed any day.
- Currier Street Extension TIF project – Obtained Town temporary access easement from Northern Stage to do initial 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.
- WRJ Parking Study – Prepared for community meeting on May 22nd and revisions to draft report.
- Tax Increment Financing District - Completed and submitted application to Bond Bank for TIF loan. Positively received.
- Energy Coordinator Position – Developing job description for advertising this month.
- Quechee Village Center Designation Renewal – Preparing application and documents.

Police:

- May 7th – Patrol officers observed an altercation between two women in a parking lot along the unit block of Maple Street and interceded. Following investigation, a 45

year old Wilder woman was cited for simple assault and possession of a Narcotic. She was released pending trial.

- May 8th – Officer Keeling assisted the Vermont Police Academy with instruction of Basic Crash Investigation Training for the current recruit class.
- May 8th – Members of the Police Department met with the Fire Marshall, Planning Department and Health Officer to discuss matters related to the health code.
- May 9th – The Police Department met with the Public Works and Planning Department to discuss new development projects.
- May 9th – The Police Chief attended the Select Board Meeting regarding a proposed ordinance(s) related to the advertisement and sale of tobacco products, and labor contract presentation.
- May 9th – The Police Department attended the regular meeting of the Town Wellness & Risk Management Committee.
- May 10th – Detectives assisted the Vermont State Police with the execution of Search & Seizure Warrants at a Tattoo Parlor in Bellows Falls and a private residence in Springfield resulting in the arrest of 18 people for the sale and distribution of illicit drugs.
- May 10th – Patrol officers assisted Probation & Parole with the service of a Search & Seizure Warrant at a private residence on Sargent Street. Man on probation found in possession of several ounces of Marijuana in violation of his conditions of release. He was returned to custody.
- May 11th – Patrol officers responded to the ledges at Quechee Gorge Park for a woman in crisis who was being restrained by family members. The woman was taken into custody and transported by Hartford Ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- May 12th – Members of the Police and Fire Departments assisted by the Hartford Community Coalition presented to students on the topic of Prom/Summer Vacation Safety during the High School morning meeting.
- May 12th – The Deputy Chief and Special Investigations Unit Detective attended the regular meeting of the Hartford Child Protection Team.
- May 13th – Communications Specialists received a regional 911 Call reporting a man that had fallen overboard from his canoe on Lake Champlain. The man, who

was not wearing a life jacket was found deceased after a several hour search by rescue dive teams.

- May 15th – 19th – Police Department personnel completed semi-annual firearms training and qualifications.
- May 15th – Patrol officers responded to a private residence on Cranberry Lane for a report of a man in crisis. A 37 year resident was located and transported by police to Dartmouth-Hitchcock Medical Center for assistance.
- May 17th – Officer Clifford assisted the Vermont State Police with the discovery of injuries, and subsequent investigation and arrest into a Domestic Assault at a private residence in South Royalton.
- May 18th – Communications Specialists answered a steady stream of overflow 911 calls during the height of evening thunderstorms in West-Central Vermont that resulted in large power outages.
- May 19th – The Police Chief greeted students and instructors participating in the International Fellowship of Chaplains Basic Training Program hosted by the Riverbank Church.
- May 19th – The Police Chief joined the Hartford High School Principal in presenting the “Prom Promise” to High School Juniors & Seniors.
- May 19th – Patrol officers investigated the theft of a motor vehicle taken from a private residence on Murphy Road. New Hampshire State Police located and recovered the vehicle after a pursuit. The suspect was taken into custody following a struggle with New Hampshire Police.

Public Works:

- The Highway department coordinated with NECR to allow NECR to shut down the Nutt Lane railroad crossing for one day to allow maintenance and repairs of the track and crossing. The residents and businesses were contacted to allow them to plan for and use the emergency access through the rail yard and onto Railroad Row.
- The Highway department completed remediation of the graffiti under the Quechee covered bridge.

- The Highway department continued to perform spring cleanup activities including street sweeping, pothole repairs and has initiated painting of crosswalks and stop bars.
- Staff completed easement negotiations with Northern Stage to enable the Town to enter onto Northern Stage property in order to complete the first 320 feet of road subbase and storm water improvements on Currier Street. The Town executed a contract with Nott's Excavation to complete the drainage connections and road sub base work.
- Staff completed a pre-bid conference and opened bids for mold remediation at the Transfer Center administration and education building.
- The Transfer station hosted a plant sale of the Windsor County Master Composters who have been active in providing workshops in home composting education.
- The water department installed approximately 500' of new 2" water main on Fern Street to replace a failed 1" copper line. This line was installed with assistance from the highway department and included use of the Town's excavator and roller.
- The Quechee water tank received its final coating. Cleanup activities are in process with anticipated project completion of June 9.
- Water department staff participated in the Green Mountain Water Environment drinking water week educational program at the Champlain Valley Fairground.
- Staff participated in a pre-construction meeting for the next house construction project to be constructed by the Hartford Area Career and Technology Center at the end of Brookmeade Circle.