

**Town Of Hartford
Town Staff
Significant Activity Report, May 24 – June 6, 2017**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- Grievances began on June 1st with 124 appeals, including 22 written considerations. The Assessor met with approximately 75 property owners as pre-grievance meetings.
- With the weather not cooperating we have decided not to paint the bottom of the pool as we needed 72 straight hours of warm weather and no rain. The filtration system at the pool is up and operational. We will complete our soft opening during the Post Grad on the 9th of June. The pool gutter seam is holding and no indication of leaking. The gutter seam is an area that needs to be maintained seasonally and often every 3 to 5 years should be replaced. The pool facility will open to the general public on Sunday, June 11th for the season.
- Town Staff, school children and staff, allied public safety agencies, elected officials and residents participated in the annual Law Enforcement Torch Run to raise awareness for persons with intellectual disabilities. More than \$5000 was raised through the sale of Torch Run T-Shirts in support Special Olympics of Vermont.
- Pocket Park work should begin this week. Preconstruction meeting was held today and equipment is on site. We are anticipating at 10 week project.
- The Charter changes have been approved by the Governor. This included the authority for the Town to collect a 1% Local Option Tax. The Selectboard will still need to approve that action and then we'll need to let the state know you have taken the action. I have penciled in for the next agenda. If the Selectboard does not approve at this next meeting, the earliest the Local Option Tax could be implemented would be January 1st, 2018.
- The Town does not have a policy for the acceptance of memorials as gifts. We are working to develop one for your consideration and approval. This has come up lately with a memorial plaque for Bob Ammel Jr. Mr. Ammel is a longtime supporter of youth athletics and a well-known baseball umpire in the Upper Valley. He tragically passed in an automobile accident this past fall. Several local groups are moving forward to have a plaque dedicated in his honor at Maxfield.

- The Chair and I attended the Municipal Leaders' meeting this morning in Lebanon. Topics continue to focus on opportunities for regional efficiencies. Future topics include discussions on Emergency Communications and Social Service Agencies. The next meeting is planned for September.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Finance working to collect of information from Departments to begin compilation of Fixed Asset Schedule. This will address a long standing audit finding.
- Fire Department enabled the automated dispatching system this week. This new procedure is hoped to reduce some of the stress on a dispatcher during the first few minutes of dealing with an emergency call. It removes the initial step of audio dispatching units. Once the call is entered into the dispatching system the automation dispatches the responsible unit both in the station and over the radio. We are currently evaluating the use with other contract agencies.
- With support from the Police Department, Parks 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 with parking requirements.
- Energy Coordinator Position – Job announced with closing at end of June.
- May 31st – Patrol officers worked with the Woodstock Police on a multi-jurisdictional investigation into the passing of counterfeit \$100 bills at several area businesses by two New York men. Both men are currently being held on bond at Southeast State Correctional Facility awaiting trial on several related charges. The investigation continues, additional charges are expected.
- The mold remediation of the Education Building began on Friday, June 2nd.
- The Transfer station staff hosted a Household Hazardous Waste (HHW) day on Saturday, June 3, 2017. There were a total of 233 participants. 95 of these were from Hartford and 138 were from other district towns. This is up from 165 participants at the same time last year. Total product taken in represented about 400 households. Next event is in September in Norwich.

DEPARTMENT HIGHLIGHTS

Assessor:

- The Abstract has been filed with the town clerk, change notices went out 14 days prior to the formal grievance hearings began on June 1st.
- Completed Current Use, 100% certified with the state.

Finance:

- Reviewing April Financials with Department Directors.
- Closed out Calendar Year 2016 Workers Compensation Audit.
- Continuing the Discovery Process of Encumbered Funds from FY 16.
- May Bank Reconciliations.
- Close out May Financials.
- Fiscal Year End Close Out Process.

Fire:

- Fire Marshal is working with the Nighthawks and the Recreation Department on the Construction Permit for the Press Box and concession stand.
- Continue to work with the owners of the Piano Shop for removal/demolition of the fire building.
- Attend the EMS District 9 Meeting. Chief Cooney was reelected as the Chairperson for the next year.

- Vermont USAR conducted swift water training Thursday at the covered bridge in Quechee.
- Attended the EMS Awards and appreciation dinner Thursday at DHMC.
- LT Resumes' close on Friday. Five candidates have applied for the position of Fire Lieutenant. Candidates were issued their written project assignment. A written exam is scheduled for July 10th and an assessment center is scheduled for July 11th.
- Attended a meeting with the Finance Director to review end of year budget numbers
- Staff will be attending the Block Party Wednesday
- Responded to a liquid calcium chloride leak at the rail yard adjacent to railroad row. Once the chemical was positively identified and the responsible party notified crews were able to stop the leak.
- Staff provided medical tent coverage at the Covered Bridges Half Marathon.
- Reviewed a presentation on a Quickest Route address location software for our Spillman system.
- Probationary FF Troy Collins successfully completed the departments' driver operator program.

Information Technology:

- Completed move of Hartford networking equipment from Norwich Police Department to their temporary offices for the duration of their Police Department renovation. This equipment maintains a connection between Norwich Police Department and the Hartford Emergency Communication Center for dispatching and public safety purposes.

Parks and Recreation:

- The weather continues to provide challenges with getting our youth baseball and softball games in.
- Department was involved in the set up and parking at the Covered Bridges Half Marathon. Adam Middleton, who is our summer intern working the event and

represented the Department. This was Adam's first program project. Our involvement is pre-set up and clean up and monitoring a volunteer group assigned to assist with parking and manning the access road from the Quechee Village Store to Dewey Mills Road.

- The Department has been working with the Hartford Community Coalition on the Block Party June 7th. The event is from 5pm to 7pm with 30 vendors.
- Summer staff training for the Ventures Camp and for the Outdoor Pool begins the week of June 5th.
- Summer camp sessions are full. Hartford Performing Arts Camp has 2 slots available but it is anticipated that the session will fill.
- The Youth Lacrosse held a jamboree at Maxfield that had 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.
- LL Bean continues their scheduled Discovery Schools at Kilowatt South.
- The UVAC / Parks & Recreation Splash Night on May 19th had 59 kids at the event.
- The Town assisted Ken Lallier with playground safety inspection at the Quechee Green. Shared our safety inspections and planned an assessment of the playground.
- Noah Crane has his permits in place for the Maxfield concession stand. Nighthawks begin June 10th.
- Met with Judy Roberts from the West Hartford Library. She brought in the update plantings for around the library. Phase one of the project is in place.
- Noah Crane has the Construction Permit in hand and awaiting his signature and final review for concession and press box construction.
- The Department met with The Quechee Garden Friends this month on two occasions to review for preparations to begin their beautification project at the Quechee Covered Bridge. Discussed traffic controls with the Fire, Police and DPW and arranged water hook up for the north side garden.

- DOC crews continue working in the parks system. Mowing continues to be a struggle to keep up with. The parks seemed to be in pretty good shape and working to stay ahead of mowing schedules.
- We will have an opening in the Parks Division as Laborer recently resigned. Currently, we are seeking a seasonal option to get assistance with grooming infields for games at Maxfield and assistants with other park needs.
- The Department continues to work with the Athletic Department and spring sports. The weather continues to cause scheduling challenges. Games scheduled at Maxfield have been well attended.
- 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. The grant was for \$1,100.
- Hartford Garden Friends had a Plant Swap on Saturday, May 20th at Watson Park.
- Quechee Garden Club has a Plant Sale scheduled on the Green in Quechee on Saturday, May 27th.
- The Department continues to work with the staff at the Welcome Center in streamlining purchasing at the facility.
- The Department has been working with the Chamber on the upcoming Balloon Festival June 16, 17 and 18. We have also starting planning for the upcoming 4th of July Festivities.

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 – Concluded outstanding items for easement agreement with Simon Pearce for stairs access to the lower level. Revisions underway. Construction anticipated to begin within a week.
- Lower Sykes Mt Ave Sidewalk Improvements – Finalizing RFP for Construction Management oversight. VTrans completed review of bid documents. Bid package pending release.

- Currier Street Extension TIF Project – Met with Northern Stage and Village at White River Junction Assisted Living to review construction status of current phase and design for of next phase of project.
- Sales Tax Reallocation Application in WRJ – Began working on application for submittal on June 30th.
- Downtown Program/Historic Preservation State Conference – Continued working on preparations for Annual Conference in WRJ on June 8th, including walking tours.
- WRJ Parking Study – Had a very successful community meeting on May 22nd to go over the draft findings and recommendations. Next step is revisions to the draft report.
- Quechee Village Center Designation Renewal – Preparing application and documents for submittal on June 15th.
- Recreation Trails Grant – Submitted grant application to assist the Town in updating the Town Forest Management Plan
- Land Management Committee – Had a very positive meeting to discuss trails for motorized use.

Town Forest Trails Day – Five volunteers came together on June 3rd to do maintenance on the trails.

Police:

- May 21st – Patrol officers responded to an apartment located along the 500 Block of Maple Street for a report of a man in crisis. Following a brief struggle with responding officers, the man who was found intoxicated, was taken into custody and transported by Hartford Ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- May 22nd – Patrol officers charged two women from White River Junction for the theft of a vehicle taken from South Main Street in White River Junction after Lebanon Police stopped the vehicle for a traffic violation and learned it had been stolen.
- May 22nd – The Police Chief and Police Social Worker attended a meeting with staff from the Department for Children & Families, School District, State’s Attorney’s

Office and Justice Center to collaborate on Truancy issues involving Hartford students.

- May 22nd – The Police Department attended the Parking Study Committee Public Input Meeting at Town Hall.
- May 23rd – Patrol officers received a report for the Theft of hunting accessories taken from the front porch of a private residence in the unit block of Christian Street. The incident remains under investigation.
- May 23rd – Patrol officer responded to a disturbance between two patrons at a restaurant on Sykes Mountain Avenue. A 52 year old Hartford man was charged with simple assault and released pending trial.
- May 25th – A transient man was arrested for Disorderly Conduct stemming from a dispute at a non-profit human service site along Maple Street.
- May 27th – Patrol officers assisted Town Highway and Green Mountain Power with downed electric lines on Nutt Lane at the intersection with Harrison Lane.
- May 28th – Patrol officers assisted the Norwich Police with an underage party involving a medical emergency at a residence along the unit block of Turnpike Road. Incident remains under investigation by the Norwich Police.
- May 29th – Patrol officers responded to the Quechee Gorge Bridge for a man in need of assistance. The man, who was with a friend, was taken into custody and transported by police to Dartmouth-Hitchcock Medical Center for assistance.
- May 30th – Members of the Police and Fire Departments assisted staff at White River Elementary School with an Emergency Preparedness Drill.
- May 30th – The Police Department assisted Planned Parenthood with Emergency Preparedness Training/Planning.
- May 30th – Patrol officers assisted with traffic control for a Veteran’s Council event on Bridge Street in Downtown White River Junction.
- May 31st – Emergency Communications Specialists answered a 911 Call and dispatched emergency assistance for a report of a bear that had attacked a domestic dog and homeowner that intervened at a private residence on Whites Road in Wilmington, Vermont.

- June 1st – The Police Department assisted with Safety & Health Prevention Education with Hartford High School’s Health Class.
- June 2nd – Patrol officers assisted the Fire Department with an unsecured Calcium Chloride tank draining in the Railyard adjacent to Round House Road.
- June 2nd – The Police Department participated in the regular meeting of the Hartford Area Child Protection Team.
- June 2nd – Patrol officers arrested a Hartford man during a vehicle stop for Domestic Assault after receiving a phone call reporting that he’d struck a female passenger while driving along Route 4.
- June 3rd – Patrol officers responded to a hit and run collision involving damage to a car parked along the unit block of Marshall Avenue. The investigation continues.
- June 3rd – Patrol officers responded to reports of overnight mischief involving the overturning of several portable toilets located along the Covered Bridges Marathon Route, and damage to Quechee Club Golf Green. The investigation continues.

Public Works:

- The Highway department continued work on spring cleanup activities including street sweeping, pothole repairs and has initiated painting of crosswalks and stop bars.
- The Pocket Park contract was signed by the Town and Willey Construction last week. A preconstruction meeting is scheduled for June 6th, 2017.
- The Quechee water tank project completed the final interconnection of the Quechee Hartland Road with Rte. #4. Cleanup activities are in process with completion by June 9.
- Some of the Water Department and Wastewater Department staff participated in the Green Mountain Water Environment Association (GMWEA) Annual meeting and training classes on May 25, 2017 in Killington, Vt. Rick, Jeremy, Zach and Everett attended a 3 hour session held by Kristen King of New England Water Works Association. This was a very informative session on “The New Wave of Public Relations and Drinking Water Utilities”. This course was a huge success, well received and had a very large attendance. Hosting this 3 hour session at this conference saved Vermont Communities a substantial amount on training costs.

- A "Stormwater Award" was presented to Everett Hammond by Rick Kenney at the GMWEA Annual meeting. This award was recommended by the State of Vermont for the separation of 2 sewer overflows in Hartford during 2016. Although this was an individual award, Everett would like to thank Earl Dyke, Jeremy Delisle, Evan Eccher and Steve Brock for all of their hard work in resolving this issue.
- Rick Kenney finished his first year as President of GMWEA. Rick was instrumental in getting Kristen King to Vermont for the 3 hour session.
- Zachary Lenning of the Water Department passed the Grade 3 water exam with the top score of the class.
- The White River Wastewater Plant had an overflow from the headworks building on Tuesday morning (5/30/17). It was estimated that 50 gallons of sewer made it into the catch basin and into the Connecticut River. This was reported on line to the State of Vermont.
- Flushable rags have been on the rise and causing issues with wastewater pumps. "Flushable" rags are meant to be bio-degradable, however they do not degrade by the time they hit the plant. This issue extends far beyond the Town of Hartford and is costing Towns thousands of dollars per year according to the New Hampshire Department of Environmental services. The "flushable" rags can clog up sewer services, sewer mains, pumps and septic systems. In this case, they caused the return pump in the wetwell of the headworks building at the White River Wastewater plant to plug, resulting in the overflow of sewage out the door of the building, down the paved parking lot, into a catch basin that led to the Connecticut River. This resulted in an estimated 50 gallons of sewer into the river. The Wastewater Department is looking at sizing larger pumps to pass the rags to be removed by the fine screen.