

**Town Of Hartford
Town Staff
Significant Activity Report, June 7 - 20, 2017**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- The budget update from the end of April is included in your packets. The expenditure rates look good with no real concerns at this point. Early looks at the end of May show the Town within expenditure revenue rates.
- We continue to work on collecting delinquent taxes. There are currently 351 incidents of delinquent taxes; down from 414 at the end of April. This amounts to just under \$500,000 worth of delinquent taxes collected.
- As updated last week, the Charter changes have been approved by the Governor. The Local Option Tax is on the agenda for this evening and the other charter change is included as part of your packet as an FYI.
- 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 close out Calendar Year 2016 Workers Compensation Audit. It appears the Town will receive a refund this year, great work by the Finance Department and the Department Heads.
- Demolition and clean-up of the piano shop is scheduled to begin on June 26th.
- Parks & Rec Department met with Matthew Cole from Great River Hydro regarding areas of maintenance required at the Kilowatt North and South river access areas. Over several years the ice buildup in the winter has dislodged several retaining block and some of the ground surface areas are washing out. The town is required to maintain and repair as part of our agreement with them. The Department consulted with DPW and we will begin repairing the wash out areas the week of June 19th. The project consists of restacking large retaining wall stones and putting them back into place. We will also add 6" rip rap stone to protect the areas and fill with a topsoil

mix. All the materials needed for the project are on hand with the exception of the rip rap. Once completed we will re-seed the areas.

- Downtown Program/Historic Preservation State Conference – Very successful annual Conference in WRJ on June 8th, with more than 250 people attending from five different states.
- All Staff supported the Hartford Community Coalition Block Party on June 7th.

DEPARTMENT HIGHLIGHTS

Assessor:

- NSTR.

Finance:

- May Bank Reconciliations.
- Close out May Financials.
- Fiscal Year End Close Out Process.

Fire:

- On duty crews attended the Hartford Block Party. We were able to “show off” some of our equipment, although only for a short time as emergency calls were coming in.
- Engine 2 was out of service for a few days until new brake canisters could be installed.
- A new primer motor (allows us to draft water from static sources) was installed on Engine 3.
- Ambulance 1 control board was replaced under warranty.

- We have Ambulance 1 running “second due” for an undetermined amount of time in an effort to reduce how quickly the mileage adds up.
- We covered Emergency Medical Services at the Covered Bridge Half-Marathon on June 4th. There were two transports.
- Asst Chief Beebe attended a week-long training in Alabama for a federal team that he belongs to, named DMORT (Disaster Mortuary Operations Response Team). The team can be deployed anywhere that a local medical examiner/coroner is overwhelmed, typically mass-disasters such as plane crashes, hurricanes, etc.
- Crews covered the Hartford High School Lacrosse play-offs.
- Firefighter Dan Jones has successfully completed his twelve-month probationary period. He has been a great addition to our team.
- Asst Chief Beebe and Captain Rowlee attended an initial planning meeting for a combined exercise with the VA staff and HFD staff. Scheduled for August 23rd. Chief Cooney attended an LEPC meeting in Thetford on June 15th. He did a presentation of the Harrison Ave fire.
- A public CPR Course was held at HFD on June 12th. Four people were trained and certified in CPR.
- Crews conducted fire extinguisher training for the staff of VINS on June 14th.
- The letter/motion regarding the Wood property on Maple St was reviewed.
- We have met with the neighbors of 1610 Old River road about the dilapidated building ordinance and are in the process of working with the owner regarding the property.
- Crews have provided EMS coverage for the Quechee Balloon Festival during the scheduled times of balloon lift-offs from Friday night to Sunday night (6/16-6/18).

Information Technology:

- On June 13th Microsoft released additional critical severity patches to known Windows vulnerabilities. The patches have been applied to Town servers, while the processes of confirming the patch is applied to desktops, which should receive the updates automatically, is ongoing.

Parks and Recreation:

- Youth baseball and softball playoffs have been going on through the month of June. Lacrosse has wrapped up.
- The Department has 30 registered for Summer Track and Field. Program started this past week and will continue through the end of July.
- 74 currently registered in the Upper Valley Ultimate Frisbee. They play at Watson and Kilowatt South.
- Since the beginning of the calendar year we have had 2579 registrations for activities and programs.
- Occasional Jug Band kicked off the Summer Concert Series on June 14th at Lyman Band Stand. Gerry Grimo and the Eastbay Jazz Ensemble will kick off the series in Quechee on June 21st.
- Department is working with a group to start an inline hockey program at the WABA. The program will be geared toward hockey players interested in dry land training and game play.
- Camp and pool staff training was held June 5th through the 16th. Training in CPR, First Aid, Sexual Harassment, Blood Borne Pathogens and Aquatic Safety. The Department used the VLCT On-line University for the training along with Keith Morse who taught the CPR Course.
- Youth swimming lessons begin the week of June 19th. Several openings for lessons. It is anticipated that the number will increase as the summer season progresses.
- The Department was involved in the Hartford Community Coalition Block Party June 7th. The event was from 5pm to 7pm with 30 vendors signed up. Music, free food and resource tables were available to the community. A nice steady crowd attended the event. Parks & Recreation had a booth and promoted upcoming events and activities.
- We have had a few cancelations with the summer camp but we have filled those slots with our waiting list. Hartford Performing Arts Camp has 80 participants registered and is full.

- Programs that continue to be active are: Ultimate Frisbee, Adult Kickball at Ratcliff and Four-U Golf programs at the Four-U Golf Center, Youth Tennis, Youth Karate, Babe Ruth Baseball and Pickleball continue.
- LL Bean continues there scheduled Discovery Schools at Kilowatt South.
- Pool opened on Sunday, June 11th with reduced hours through June 15th due to school still being in session. Regular pool operating hours begin June 16th. 1pm to 7pm open swim Monday through Sunday.
- Pool doing well mechanically. South Shore was at the facility to change out a chemical controller sensor. The auto fill valve is causing a few issues with us and it has been recommended that we replace the valve. The part is on order.
- We have begun to identify loss of water at the pool. Staff identified a fluctuation of the water level over the past couple few days and we were having some issues with the auto fill sensor. We have been in contact with Rick Kenny and Staff informed me that we began tracking the meter reading as of yesterday morning.
- 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.
- Our mowing schedule continues to be a busy one as the weather continues to keep the grass growing strong.
- Noah Crane has the Construction Permit for the concession stand. The site has been marked out in preparation for construction which is anticipated to begin soon.
- The Department met with The Friends of the Quechee Covered Bridge 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.
- We have begun the hiring process for a seasonal employee. We hope to have the individual begin June 19th following town screenings and pre-employment checks. Ashton Raines was hired this past week to groom and maintain the baseball fields during the Nighthawks and Post 84 games this season. Ashton is a player for the Nighthawks.

- Department has revamped several of the proposed fee schedule for the upcoming fiscal year.
- Tree Board held a tree walk on June 17th at the Hurricane Wildlife Refuge.
- The Department continued its annual collaboration with the Chamber with the Quechee Balloon Festival June 16, 17 and 18. The Department is responsible for the parking, signage and installation of all crowd control for the festival.
- Department has finalized all plans for the upcoming 4th of July Festivities. Traffic control with the Police Department and coordinating the food, entertainment and staffing for the event.

Planning and Development:

- Planning Commission and Zoning Board of Adjustment Public Hearings – Staff review of new applications
- Lower Sykes Mt Ave Sidewalk Improvements – Finalizing RFP for Construction Management oversight. VTrans completed review of bid documents. Bid package released
- Currier Street Extension TIF Project – Construction of first phase over 50% completed.
- Sales Tax Reallocation Application in WRJ – Began working on application for submittal on June 30th.
- WRJ Parking Study – Received revised draft consultant and is now being reviewed.
- Energy Coordinator Position –Job announced with closing at end of June.
- Quechee Village Center Designation Renewal – Application submitted on June 15th and being reviewed by the State on June 26th.
- Gates and Main Housing Project – Grant amendment and priority agreement executed. Construction began.
- WRJ Historic Preservation Designation Update – Received draft nomination report form consultant. Now under review by staff and the Historic Preservation Commission.

- Sales Tax Reallocation Application – Working on application with the developer for consideration by the Selectboard on June 6th and June 20th. Due to the state on June 30th.

Police:

- June 3rd – The Police Department assisted with traffic management during the Covered Bridges Half Marathon.
- June 4th – Patrol officers responded to an apartment located along the 500 Block of Maple Street for a citizen dispute. The conflict was mediated and parties agreed to separate. The matter remains under investigation, criminal charges are pending.
- June 5th – Patrol officers received a report from staff at Hartford Memorial Middle School regarding the theft of a tablet/laptop computer. The investigation continues.
- June 5th – Patrol officers were dispatched to a private residence on Winter Street for a report of a woman in crisis. Paramedics from the Hartford Fire Department were summoned to the scene for medical aid, and the woman was transported by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- June 7th – Patrol officers were dispatched to a head-on motor vehicle collision with injuries on Hartford Avenue near the Hazen Trail. One vehicle occupant was taken by Hartford Fire Department Ambulance to Dartmouth-Hitchcock Medical Center for treatment. The crash remains under investigation, charges are pending.
- June 7th – The Police Department participated in the Hartford Community Coalition Block Party, including traffic management during set-up and static displays.
- June 8th – Patrol officers assisted Hartford High School staff with traffic management and event security during the Vermont State Championship Lacrosse Game.
- June 9th – Patrol officers assisted Hartford High School staff with Graduation activities.
- June 9th – Police K-9 Officer Eric Clifford stopped a Subaru Forester for traveling 63mph in a posted 45mph zone along Route 4 near Center of Town Road, and found the driver to be impaired by illicit drugs. While taking the 19 year old driver into custody, the man began to struggle with officers, striking Sergeant Connie Kelly in the head and knocking Officer Clifford and Fred Peyton to the ground. Officers Clifford and Peyton were treated and released from Dartmouth-Hitchcock Medical

Center the following morning. Sergeant Kelley was uninjured. With the assistance of Vermont State Police and Norwich Police the man was taken into custody and charged accordingly, he was released pending trial.

- June 10th – Patrol officers were dispatched to a hit and run motor vehicle collision on Christian Street near the Route 5 split that resulted in significant damage to guardrail at the intersection. Police located the vehicle abandoned with significant damage a short distance from the scene. The operator was also located walking from the vehicle and found to be intoxicated, possessing a .15 Blood Alcohol Concentration. He was cited and released pending trial.
- June 11th – Patrol officers were dispatched to a domestic altercation at a private residence on Harvest Lane. Investigation found the female resident had been assaulted by her estranged boyfriend, who took her cell phone and other belongs before fleeing the residence in her car. The suspect was located by New Hampshire State Police traveling along I-89 and after a lengthy pursuit that ended with a stand-off between the suspect and police in Massachusetts, the man was taken into custody. In addition to outstanding arrest warrants, charges are pending against the suspect in Vermont, New Hampshire and Massachusetts.
- June 11th – Patrol officers were dispatched to a private residence on Quechee-West Hartford Road for a man in crisis. Paramedics from the Hartford Fire Department were summoned to the scene for medical aid and the man was transported by ambulance to the Veteran’s Administration Hospital for assistance.
- June 14th – The Police Department participated in the Dothan Brook School’s Field Day activities for students.
- June 14th – Patrol officers assisted the Lebanon Police with locating a dog and its owner after the dog had reportedly bitten a patron at the Circle K in West Lebanon. The dog and its owner were located at an encampment Downtown and connected with the Lebanon Police.
- June 15th – Patrol officers responded to reports of a disorderly man brandishing a long gun on Lower Hyde Park. The man, who’d retreated into his nearby home was contacted by police and found to be in crisis, he was taken into custody and transported under warrant to Mount Ascutney Hospital by police for assistance.
- June 16th – Patrol officers received a report from staff at the Quechee Club regarding the theft of a wallet taken from an open/unlocked vehicle parked at the Club. The investigation continue.

- June 16th –18th – The Police Department assisted with traffic management and security during the Annual Quechee Hot Air Balloon Festival.

Public Works:

- The Highway department continued work on spring cleanup activities including street sweeping, pothole repairs and painting of crosswalks and stop bars.
- The Village: The new underground electric utility has been installed and is active.
- 27 North Main: This project began construction last week.
- The Pocket Park construction began by Willey Construction out of Windsor, VT.
- The mold remediation of the Education Building continues. Due to the age and condition of the existing roof on the Education Center Building, it is recommended by a local roofing company to replace the roof on the back side of the building. Bob Vahey is in the process of obtaining additional quotes for the replacement the roof over the office portion of the Education Building as well as a quote for the remainder of the building.
- The Quechee water tank has been completed with the exception of the following items:
 - o The trench cut located at the bottom of the water tank access road will be patched.
 - o A fence will be installed along the North side of the water tank access road.
 - o A gate will be installed on the water tank access road.
- Scott McKinney of Lebanon, NH was hired as a new wastewater employee to work primarily out of the White River Wastewater Plant.
- The GPS unit that will be used for the water and wastewater utility location was delivered last week by New England Laser out of Sunapee, NH. The water and wastewater crew had a good demonstration from New England Laser on this unit. It is accurate and easy to use.