

**HARTFORD, VT  
PARKS AND RECREATION  
DEPARTMENT**



**2023 Department Goals & Objectives  
Town Master Plan  
Goals Strategies & Actions**

“Our mission is to serve the needs of the community by offering lifelong learning through recreational and educational programming utilizing existing parks and facilities”

Updated 2003 – 2010 Updated 1/24/2011 Updated 1/5/2012 Updated 1/10/2013  
Updated 1/15/2014 Updated 1/31/2017 Updated 10/14/2019 Updated 11/12/2019  
Updated 3/11/2021 Updated 3/23/22 and 4/5/22 Updated 4/19/23

**Reviewed by Parks and Recreation Commission and Staff**

**Goal #1:**

Continue with CAPRA Reviews of various policies and procedures for 2025 Re-Accreditation. **In Progress**

**Objective:**

- Review consistently and train new staff on the process.
- Assign reviews according to the Plan Review Schedule.

**Goal #2:**

Keep key aspects of the office up to date and operations working with the MyRec System and other software components.

**Objective: In Progress**

- Require review of software and operations to be sure we are on the cutting edge of technology.
- Develop new pass system using bar codes for WABA and Rec Programs.
- Increase digital marketing by developing videos for use with Instagram and other Social Media Platforms.

**Goal #3:** Keep the community continuously updated about programs and services. seek specialized training to enhance our offerings and improve our services.

**Objective: In Progress**

- Attend trainings and seminars. All staff participation. Achieve 20 CEU's for CPRP certifications.
- Collaborate with other agencies in the area on programs to enhance our offerings.

**Goal #4: In Progress**

Continue to offer quality programs and events that meet the needs of our community that promote healthy lifestyles, community and wellness.

**Objective:**

- Work with groups, organizations and individuals developing programs offerings. Focus on sponsorships that help offset the cost of the programs.
- Utilize the needs assessment results to guide decisions.

**Goal #5:** Ensure the wellbeing of staff, advocating for and allocating resources in a sustainable manner. **In Progress**

**Objectives:**

- Continue to evaluate our capacity of offering programming with current staffing to ensure staff are essentially practicing what we preach and looking out for the wellbeing and health of our staff.
- Complete evaluations with employees and have employees evaluate supervisory staff.
- Support leadership team staff by offering training opportunities and then work to support their efforts in providing leadership support to staff.
- Provide appreciation activities, seminars, trainings to staff.

**Goal #6:** Maintain and develop parks and facilities to best serve the needs of the community in collaborative, efficient, productive and economic manner. **In Progress**

**Objectives:**

- Continue to use the past needs assessment results while investigating alternate uses of parks and green spaces.
- Work with organizations and businesses in collaborative ways that support parks.

Goal #7: Improve the clear expectations and guidelines for the users of athletic fields and parks. **In Progress**

Objectives:

- Continue to improve existing application forms through on-line pdf fillable options.
- Develop post use report for small and large functions.
- Report out results of each permitted usage to assure guidelines are met.
- Develop and put into use a post usage survey for permit users.

Goal #8: Work on development of a community wide needs assessment survey in 2025.

Objective:

- Distribute various surveys specific to needs identified in previous needs assessment.
  - Community Center specific survey to identify what a community facility might look like within the community. .

Goal #9: UNDER FURTHER REVIEW 4.19.23 Promote scholarship program within the community. **In Progress**

Objective:

- Continue to collaborate with the Hartford School District, HCRS, and Upper Valley Haven to identify those individuals who may benefit from the Brian Hanson Scholarship Fund.
- Direct marketing for the Brian Hanson Scholarship Fund will occur on a quarterly basis. In-direct marketing will occur on a weekly basis. This would include advertisements in our Constant Contact campaign, hartfordrec.com, and school fliers.
- Brian Hanson Scholarship Fund Application may be downloaded at <https://www.hartford-vt.org/DocumentCenter/View/4861/Brian-Hanson-Scholarship-Application>
- Upon request, hard copies of the Brian Hanson Scholarship Fund Application will be mailed, along with a self-enclosed stamped envelope.
- Continue working with the Hanson Family and the Chamber of Commerce for the fundraising support for the scholarship program.

Goal #10: Implement a comprehensive recycling and composting plan/program for HPR sponsored events and for HPR operated facilities. **In Progress**

Objectives:

- Utilize best management practices to design a plan/program
- Design a public awareness raising campaign to educate users and permittees of the program and their responsibilities
- Identify groups/organizations that can assist in implementation/facilitation of plan/program during HPR events

## **A. Organizational**

**Goal 1: Continue collaboration and adapt to the community's cultural and demographic make-up. In Progress**

**Strategy 1: Maintain a variety of recreational opportunities for all residents.**

Actions:

- a. Continue to collaborate with special interest groups to provide recreation programs and special events; Polar Express, Covered Bridges Half Marathon, Balloon fest and Special Events.
- b. Continue to explore the possibility of constructing a river trail from Downtown White River Junction to Ratcliffe Park, which is part of the Latham Works Community Group.
- c. Continue relationships with the Lebanon/Mascoma Trail Network to connect with White River Junction.

**Goal 2: Secure a plan that will guarantee funding to maintain our existing recreational programs, resources and facilities. In Progress**

**Strategy 1: Develop financial giving opportunities and establish secure funding resources.**

Actions:

- a. Establish a capital reserve fund to secure funds in the operating budget to go toward existing capital maintenance and repair of existing facilities.
- b. Develop a give a gift catalog that shows images and descriptions of park and recreation related items that the Department can use through a donation.
- c. Establish a revolving fund for recreation programs.
- d. Identify cost-saving maintenance practices and landscaping options for parks and public spaces.

**Goal 3: Implement or participate in a community-wide needs assessment, maintaining a 4 to 5 Completed In 2021 – New Survey In 2026 year cycle.**

**Strategy 1: Initiate participation in community needs surveys or develop internally to collect data on a 4 to 5 year cycle.**

Actions:

- a. Continue to demonstrate through evaluation of community need through needs assessment and program evaluations for desired new programs and facility offerings.

**Goal 4: Create a sub-committee consisting of a variety of vested interests to establish a community center. In Progress with Rec Commission**

**Strategy: Meet with community partners and stakeholders to identify a vested need for a community indoor recreation facility.**

Action:

- a. Create a steering committee to focus on the feasibility of developing a community center for the Town of Hartford. Look at developing in collaboration with the Bugbee Senior Center.

## **B. Programs**

**Goal 1: Have services and facilities meet the community's cultural and demographic make-up. In Progress**

**Strategy 1: Maintain a variety of recreational opportunities for residents of all ages, cultural diversity, and abilities to advocate and promote a healthier community population.**

Actions:

- a. Plan and implement town-wide indoor and outdoor active-living programs for families and adults.
- b. Maintain community wide events by enhancing its program through collaborations with other organizations such as the Chamber of Commerce and Downtown Merchant Associations.
- c. Continue participation in the Hartford Community Coalition.

**Strategy 2: Facilitate intergenerational social awareness and diversity. In Progress**

Action:

- a. Create and implement two intergenerational art/music programs per year (cooking, quilting, knitting and card making).

**Strategy 3: Meet the programming logistics of working parents through a more on-line presence. In Progress**

Actions:

- a. Continue to engage in social media outlets to promote further programs and offerings.

**Strategy 4: Build on existing coalitions within the community and identify new opportunities. In Progress**

Actions:

- a. Continue to collaborate with special interest groups to provide recreation programs and special events: Polar Express, Covered Bridges Half Marathon, Balloon Fest and other special events.
- b. Continue to explore the possibility of constructing a river trail from Downtown White River Junction to Ratcliffe Park with the Latham Works Community Group.
- c. Continue relationships with the Lebanon/Mascoma Trail Network to connect with White River Junction.

**Strategy 5: Continue to promote programs that create one-town awareness versus a one-village image.**

Actions:

- a. Program activities that create visitation to each village (Valley Quest, Tree Walk tour and fun run/walk events)

- b. Maintain the Parks & Recreation motto of five villages, three rivers, one town.

**Goal 2: Secure a plan that will guarantee funding to maintain existing recreational programs, resources and facilities. Not Initiated**

**Strategy 1: Develop financial giving opportunities and establish secure funding resources.**

Actions:

- a. Establish a capital reserve fund to secure funds in our operating budget to go toward existing capital maintenance and repair of existing facilities.
- b. Develop a give a gift catalog that shows images and descriptions of park and recreation related items that the Department can use through a donation.
- c. Establish a revolving fund for recreation programs.
- d. Identify cost-saving maintenance practices and landscaping options for parks and public spaces.

**Goal 3: Provide and maintain desired and high-quality programs and services.**

**Strategy 1: Create short-term and long-term measurable assessments of Parks and Recreation services and facilities.**

Actions:

- a. Use evaluations at the end of every recreational program to identify what worked, didn't work and desired new programs.
- b. Maintain the Survey Monkey online program and apply the data to evaluation summaries.
- c. Implement or participate in a community wide needs assessment and program evaluations, every 4 to 5 years.

**Goal 4: Evaluate the need for a community indoor recreational facility.**

**Strategy 1: Engage community partners and stakeholders in the process.**

Action:

- b. Create a steering committee to focus on the feasibility of developing a community center for the Town of Hartford. **In Progress with Rec Commission**
- c. Consider collaboration with the Bugbee Senior Center.

**Goal 5: Integrate Town and School Services and Facilities**

**Strategy 1: Have department youth & adult athletics become an integral part of developing an entire town/school sport programs and facilities.**

Actions:

- a. Maintain relationship with Hartford High School Athletics using their system to aid in the development of the youth sport and recreation programs.
- b. Maintain representation on the Hartford Field Facility Use Committee.

**Goal 6: Maintain the rural character of our community landscape.**

**Strategy 1: Facilitate community appreciation of preserving opens spaces and forested**

**areas as recreational resources.**

Action:

- a. Schedule community conservation/environmental educational programs over the course of a year working in partnership with the Hartford Conservation Commission.