

Hartford Parks and Recreation Commission
Thursday April 20, 2019
5:30 p.m.
Hartford Town Hall
Meetings Minutes

Commission Members in Attendance: Abagil Barman, Michael Vanasse, Kevin Stuart, Michael Denmeade, Allison Childs, David Crocco, call in member Brett Mayfield
Others in Attendance: Scott Hausler P&R Director

Commission Members not in Attendance: None

Meeting called to order at 5:30 p.m.

January 2019 meeting minutes were moved and approved.

Citizen comments:

Art Peale spoke with Scott Hausler about vandalism at Hartford cemetery.

Roy Black spoke with Scott Hausler about donating benches for Kilowatt park.

Chris Weeks sent a letter about water building up in the Arena parking lot.

Director's Report: Scott Hausler gave the Directors report.

There was discussion on the lack of rec program baseball and softball signups.

There was discussion about the recreation accreditation process. Scott reported it is going well but if Hartford could get an extension for a year, that would be good.

There was discussion about the indoor turf for the Arena that it will not go in till next year.

There was commission discussion about the Aquatic Nuisance Control Grant for Dewey's Mill Pond. An approval of the Grant was given but no money figure was given yet. Scott and the Board feel that a letter. It was the thought of Scott and the Board that a letter to Congressional delegates will not go out till further research is done.

Master Plan Update: There has been no update on the plan.

Strategic Plan Review and Approval: The Rec department has not had time to work in the Strategic Plan Review and will do so before the next Board meeting.

New Business:

There was a question about starting a wrestling team through the rec department. Further investigation will take place.

Meeting Adjourned at 6:19 p.m.

Signed By: _____ Dated: _____

Parks & Recreation Department
Significant Activity Report
February 25, 2019
Respectfully Submitted By: Scott Hausler, Director

Program Highlights

- February Vacation Camp was held the 18th through the 22nd. The program was held at the Hartford Memorial Middle School using the cafeteria and gymnasium for most of the programming. The campers went to public skating at WABA and had a special trip to Arrowhead Skiway in Claremont where campers went tubing for the day.
- Department held a free public performance on February 22nd at the Hartford Memorial Middle School. The performance, Magic by George took place from 2:00pm to 3:00pm and was open and free to the public and part of our February Vacation Week Activities. The February Vacation Camp attended along with the Swim Camp at UVAC and several from the general public.
- The Learn to Ski Program at Quechee finished up over the weekend. The last class was on February 24th with 43 enrolled.
- Indoor Pickleball at Our Court finishes up its season February 25th. We are looking to slide in another session at the indoor facility prior to the outdoor season beginning.
- The Department continues to work on the publication of the Spring/Summer Program Guide.
- Several public skates took place at WABA during the February Vacation Week. Attendance was lower than average but did have a large group attend Tuesday during the 1:00 to 2:45pm skate.
- Public Skating continues at WABA on Saturday, 4:15 to 5:30pm and Sunday, 3:30pm to 4:45pm. We have 3 more weekends remaining in the Public Skating Program before the end of the season.
- Adult noontime hockey continues on Friday's at noontime. The program concludes on March 8th. Also our Fun Skate from 1:15pm to 2:45pm for home schoolers continues at WABA. The program concludes on March 1st.
- Adult Stick-n-Puck continues but we have changed the time due to the end of the season schedule. The program will run from 6:00pm to 7:30pm the remaining Saturdays. March 9th will be the last Saturday.
- April Camp Ventures is full and we have started taking a waiting list. The program is scheduled for April 15th through April 19th at the Hartford Memorial Middle School.
- The Boston Flower Show scheduled for Thursday, March 14th is full. Bus is scheduled to depart from the Wendell A. Barwood Arena at 8:30am. Bus will return at 6:30pm. The theme at the Boston Flower Show is "The Beauty of Balance".
- Toddler Open Gym continues on Sundays at DBS gymnasium. The last session is March 10th.
- Adult noontime hockey continues on Friday's at noontime. Also our Fun Skate from 1:15pm to 2:45pm for home schoolers continues at WABA.

- Indoor Ultimate Frisbee continues at the High School Sunday evenings from 7:00pm to 9:00pm.
- Adult Open Basketball continues. Sundays for 25+ at Hartford High School from 5:00pm to 7:00pm, 18+ Basketball is held at White River School from 7:00pm to 9:00pm on Thursday and 50+ Basketball is held at Hartford Middle School on Wednesdays.
- The Department had 3 teams participate in the Hanover Recreation Basketball Tournament. We had one 3rd / 4th grade girls team, one 3rd / 4th grade boys team and one 5th / 6th grade boys team participate. The youth basketball program is now officially over for all the participants.
- The on-line Camp Ventures registration for residents began on February 25th.
- Department continues to work on our CAPRA Accreditation. Commission for Accreditation of Park & Recreation Agencies. This requires current review of our policies and procedures and updating service delivery to meet the new standards that are required for accreditation.

Parks/Facilities

- The Zamboni had a mechanical malfunction Sunday, February 24th. A threaded rod that controls the throttle failed and caused the engine to automatically exceed normal rpm's. Due to the failure we were unable operate the machine safely causing us to cancel the last two sheets of ice. Paul Saucier from Public Works was able to assist Corey Kenison with Parks & Recreation by providing a temporary fix. We are unable to find a part locally and are having the part shipped up from Farmer Brown who is our Zamboni Mechanic.
- The Department met with Mike Upton from Becker Arena and Jeff Moreno from Hartford High School to discuss dasher board options for the WABA Arena.
- The Department submitted an application for the Aquatic Nuisance Control Grant-in-Aid Program to address the Dewey's Mill Pond Eurasian Watermilfoil. The program has a 25% in-kind match with no cost to the Town. Part of our application is to retain the Vermont Youth Conservation Corps to assist with community pulls.
- The RFP for the Arena Ice Floor was distributed and advertised. A bidder site review was held on Thursday, February 21st at 11:00am. There were 3 contractors in attendance at the pre-bid meeting. The bids are due at 12:00 noon February 28th.
- The Hartford Tree Warden will be completing an early spring pruning of town owned trees. The pruning will be completed at several locations throughout the community. The Rt. 5 Park & Ride, Hartford High School, Rt. 5 as needed up to the jug-handle, Pine St., Church St., Arboretum Way and possibly a few other locations. The Tree Warden obtained some suggestions from the Hartford Tree Board to come up with the areas to be pruned.
- We had some issues with the WABA Wi-Fi system which services our Point of Sale. IT Director, Dylan Walsh spent time at the facility updating system software on the Wi-Fi routers. He identified through Consolidated that the router for the service was a residential grade router and needed to be updated to handle our commercial applications.

- The Department continues to push seasonal positions for parks this coming spring and summer. We will be putting an ad in the upcoming Sunday Valley News.
- Department is working on our Turf RFP for contracted seasonal treatment and services.
- There has been significant progress with the side stream filter that was installed with the new refrigeration system. A two week filter replacement cycle has reduced the suspended sediment considerably. The next step will be to install a finer mesh filter to continue capturing the suspended iron particles in the glycol. The filter was installed to capture suspended iron particles within the glycol that was being picked up as it cycles through the old steel header and floor tubing.
- Dylan Kreis, Superintendent of Parks & Facilities completed the 2018 EPA Tier II Reporting for the Wendell A. Barwood Arena, which is required under both federal and state Community Right-to-Know statutes. The report was submitted to the Vermont (State) Emergency Response Commission (SERC), our Local Emergency Response Planning Committee (LEPC) and the Hartford Fire Department on February 25, 2019. The report contains information about hazardous materials that are stored on site, as well as information that would be pertinent to emergency managers responding to an incident at the facility. The report was accepted by the SERC and we are awaiting approval from the LEPC. A hardcopy is available in the Hartford Parks & Recreation office upon request.

**Parks & Recreation Department
Significant Activity Report**

March 11th, 2019

Respectfully Submitted By: Scott Hausler, Director

Program Highlights

- The Spring and Summer Program Guide was received from the Printers. The guide is available electronically on www.hartfordrec.com and will be distributed through the school system at all three elementary schools the week of March 11th.
- The Green Mountain Rock Climbing Clinics will end on March 11th.
- The Power Volleyball drop in program at Dothan Brook School on Tuesday's from 7pm to 9pm ended on March 5th.
- Public Skating at WABA on Saturdays, 4:15 to 5:30pm and Sunday, 3:30pm to 4:45pm has ended for the season. There is one more Public Skate to be held on Wednesday, March 13th from 11:30am to 1:00pm.
- Session 1 of Nihon Aikijujutsu begins on Wednesday, March 6th. The program runs from 6:00pm to 7:00pm at Holistic Healthcare in White River Junction. Brett Mayfield is the Instructor of the program.
- Adult Open Basketball continues. Sundays for 25+ at Hartford High School from 5:00pm to 7:00pm, 18+ Basketball is held at White River School from 7:00pm to 9:00pm on Thursday and 50+ Basketball is held at Hartford Middle School on Wednesdays.
- The on-line Camp Ventures registration for residents began on February 25th. Camp registrations are coming in steady for the summer. Currently there are a few sessions that have already filled up for the summer season.
- In addition to camp registrations, the Department is very busy with registrations for specialty camps, lacrosse and baseball / softball. The past two weeks the Department has processed 810 registrations for programs.
- The Last Toddler Open Gym was Sunday, March 10th from 9am to 10am at Dothan Brook School.
- Indoor Pickleball at Our Court finishes up its season February 25th. We have started a new session that begins on March 11th at the indoor facility prior to the outdoor season beginning.
- Adult noontime hockey program concluded on March 8th.
- The Boston Flower Show is scheduled for Thursday, March 14th. The trip is full. Bus is scheduled to depart from the Wendell A. Barwood Arena at 8:30am. Bus will return at 6:30pm. The theme at the Boston Flower Show is "The Beauty of Balance".
- Indoor Ultimate Frisbee continues at the High School Sunday evenings from 7:00pm to 9:00pm. The program is scheduled to go through April 14th.
- Department continues to work on our CAPRA Accreditation. Commission for Accreditation of Park & Recreation Agencies. This requires current review of our policies and procedures and updating service delivery to meet the new standards that are required for accreditation.

- Over the past couple weeks, the Department had three staff members on vacation. The office was closed from time to time due to a lack of coverage.

Parks/Facilities

- The Department was busy working on the Workers Compensation Audit that is performed each year.
- Part of the WABA Schedule includes the Upper Valley Hockey Associations Annual Skate-A-Thon. The event was held on Friday, February 8th by the UVHA Association.
- The Tree Warden continues work with Trees Inc. to complete the Winter Pruning Program. Trees Inc. received a DOT Permit so they can work on winter pruning of the trees on Rt. 5 from the Coop to the Jug handle at Highland Avenue. We are awaiting a site visit with the Tree Warden, Trees Inc. and DOT to be completed prior to the work to begin. The site meeting is scheduled for Wednesday, March 13th.
- The RFP for the Arena Ice Floor had 3 contractors at the pre-bid meeting on February 21st. We received one email from Northwood Excavation indicating they are unable to bid the project. Willy Earthmoving did not submit a bid. Parent Construction submitted a bid coming in close to what we anticipated. We are happy with the results as Parent Construction has significant experience with ice rink floor installations and their sub for the refrigerated floor is Preferred Mechanical who installed our refrigeration plant. Once we have completed our evaluation the Department plans to submit a Contract to the Town Manager for review and signature. It will be important for the Town to secure a contract soon so the project does not impact the next ice season schedule.
- With the Town Budget passing the Department is busy working on finalizing pricing on the dasher boards and Zamboni. We are looking to go through Sourcewell which used to be called NJPA or the National Joint Powers Alliance on the purchases. The Department plans to have all the paperwork together for review by the Town Manager within the next week. Both products will require us to sign a purchase and sales agreement to get production going with the understanding our fiscal year begins July 1st.
- The Department is winding down our schedule for the remainder of the WABA Arena Season. The end of the season is near and will end with the Pot o' Gold Tournament that is put on by the Woodstock Youth Hockey Association. WABA will be host to a total of 26 games starting Friday, March 15th at 12 noon. The Tournament concludes on Sunday afternoon.
- With the Public Skating Season almost at the end, we can start evaluating this year's usage. So far this season pass holders visited the arena 1435 compared to last season 876. Day passes purchased equaled 2247 compared to last season 1695. The arena had 777 skate rentals so far this season compared to 559 last season. We will analyze the full comparison in our next SigAct Report that will include the noontime hockey, skate sharpening, home school skate and other programs at the arena.
- The Department continues to accept seasonal position applications for parks this coming spring and summer.

Parks & Recreation Department

Significant Activity Report

March 25th, 2019

Respectfully Submitted By: Scott Hausler, Director

Program Highlights

- The Hartford Tree Board held a Tree ID Walk on Saturday, March 16th in Quechee. There were 15 participants that took part in the walk. Trees and their identification were discussed. The tree walk was held near the Quechee Main Street and near the Quechee Waldorf School.
- The Boston Flower Show was a great success. The trip was full with 52 individuals on board which also included two Parks & Recreation Chaperons. The bus departed the WABA Arena at 8:30am and returned around 6:30pm. The trip was captured on the Hartford Parks & Recreation Facebook Page.
- The spring and Summer Program Guide was distributed to all the Hartford Schools. The Department also distributed them throughout the community at local businesses and organizations. The on-line version can be viewed at www.hartfordrec.com.
- All programs at the WABA Arena, such as public skating, skating lessons, stick-n-puck concluded on March 13th. This season we had good participation numbers for public skates and rentals. We attribute the increase to additional public times as well as the rental skate program. To date, season pass holders visited the arena 1456 compared to last season 876. Day passes purchased equaled 2330 compared to last season 1695. The arena had 787 skate rentals compared to 559 last season. Stick-n-puck program had 117 compared to 83 the previous season. The noontime hockey program had 167 visits verses 157 from the previous year.
- Thursday, March 21st was an early release day so the Department coordinated a trip to the SkyZone Trampoline Park in Manchester, NH. We had a full van of kids for the trip.
- Nihon Aikijujutsu Continues on Wednesdays. The program runs from 6:00pm to 7:00pm at Holistic Healthcare in White River Junction. Brett Mayfield is the Instructor of the program.
- Adult Open Basketball continues. Sundays for 25+ at Hartford High School from 5:00pm to 7:00pm, 18+ Basketball is held at White River School from 7:00pm to 9:00pm on Thursday and 50+ Basketball is held at Hartford Middle School on Wednesdays.
- Youth Lacrosse program operated by Hartford Youth Lacrosse continues indoors for grades 3-4 continues at White River Elementary School on Tuesday and Thursday from 6:15pm to 7:15pm. Grades 5-6 are held on Monday, Wednesday and Friday from 6:15pm to 7:15pm at White River Elementary School.
- Camp registrations are coming in steady for the summer. Currently there are a 4 sessions of the K-2 Adventurers that are full.
- Indoor Pickleball continues at Our Court Indoor Tennis Facility.
- Indoor Ultimate Frisbee continues at the High School Sunday evenings from 7:00pm to 9:00pm. The program is scheduled to go through April 14th.

- The past two weeks, the Department has processed 308 registrations for recreation programs.

Parks/Facilities

- The Woodstock Hockey Association hosted their Pot-o'-Gold Tournament at the WABA Arena March 15th through the 17th. We hosted 26 games during the tournament with the first game starting Friday at 12:00 noon. The tournament hosted teams from all over New England.
- Following the tournament, the Department began arena shut down procedures at the facility. We had complete ice-out on Thursday, March 21st. We continue to remove water and clean the floor with the anticipation of using the space for spring sports prior to the floor project beginning. In addition, staff have begun to deep clean the facility. We have also started to repaint the interior walls and doors in order to put the facility to bed for the off season.
- Efficiency Vermont completed its review of the refrigeration improvements and submitted to us a \$3,600 rebate check for the project. We anticipated a larger rebate based on Efficiency Vermont's lack of knowledge with the Cube System. They have estimated the project will save \$7,420 annually, which corresponds to saving 53,430 kwh a year. This is, however, a good savings and something for us to measure against as we finalize our ice season.
- As the spring weather approaches, we have begun assessing the park grounds for winter damage created by snowplowing. Most areas affected include parking areas and entrances to parks that are accessed during the winter months. A large pile of snow that was pushed up along the fence line by the Town Hall contractor at the Lyman Playground will require major repair or replacement. The contractor is aware of the damage and will repair once the pile melts.
- An email was received from Tris Wykes who was concerned about an area of the WABA parking lot that had taken on a tremendous amount of water over the weekend of the Pot-o'-Gold Tournament. This area often receives a lot of water run off during the year. Particularly in the winter months, as the ground freezes and expands it tends to elevate the ground frost and keeps the parking lot area from sheet draining in this type of weather. In particular with snow plowing throughout the season and during rain events and significant thaws. The area will likely be addressed once the frost goes and the ground settles. Installation of a catch basin in the area is probably the solution but that has to be addressed when we can really evaluate it to determine if we can add a drain. This weekend's thaw had a tremendous amount of water runoff from the field that had limited places to go due to the frost in the ground. We created some channels through the weekend that continued to fill right up with water which was anticipated. The area has since drained and is determined to be isolated to very wet events.
- The Department prepared this week the arena project presentations for the March 26th Selectboard Meeting. Department will present motions to execute a contract with a selected contractor for the floor and motions to enter into sales agreements for the dasher boards and Zamboni so production can begin on the products. All three items are time sensitive in order for the WABA operation to be on schedule for an October opening.

- Department continues to advertise for spring/summer seasonal hires with limited applications being received for the positions at Maxfield Sports & Recreation Complex.

Parks & Recreation Department

Significant Activity Report

April 8th

Respectfully Submitted By: Scott Hausler, Director

Program Highlights

- UVAC Splash Night was held on Friday, March 29th. 60 participants attending.
- The Youth Lacrosse program remains using indoor space at the elementary schools. Depending on weather and park opening, will determine when they can get outdoors and onto the fields.
- Baseball is planned to kick off its season on the weekend of April 8th & 9th with skills assessments. We have 2 teams in the 3rd and 4th grade division and 2 teams in the 5th and 6th grade division.
- Indoor Pickle Ball continues on Monday's from 7:00pm to 9:00pm at Our Court Tennis Club.
- Youth Karate continues on Monday and Wednesday from 5:00pm to 6:00pm.
- The Free Swim Program at UVAC continues on Wednesday after school until 5:00pm. The session for White River Elementary School continues through April 10th.
- Indoor Basketball programs continue. 50+ Open Basketball at Hartford Middle School from 7:00pm to 8:30pm on Wednesdays, 18+ Open Basketball continues at White River Elementary School on Thursdays from 7:00pm to 9:00pm and 25+ Open Basketball continues at Hartford High School from 5:00pm to 7:00pm on Sundays.
- Department is preparing for the April Camp Ventures Program scheduled the week of April 15th. The program is full and will be held at the White River Elementary School throughout the week.
- Selectboard Member Dan Frazer completed his tour of the Parks & Recreation Department on Tuesday, April 2nd. We were able to meet with a few staff members and tour many of our facilities.
- Department attended the HCC Block Party meeting on Wednesday, April 3rd at Town Hall. The Block Party is scheduled for June 12th here at Lyman Park.
- Department is preparing for the 3rd Annual Egg Scramble to be held on Saturday, April 20th. Infant to 2 year olds will scramble for eggs at 10:00am. Ages 3-5 year olds will be at 10:30am and ages 6-10 will be at 11:00am. This is a free event and participants are asked to bring their own baskets.

Parks/Facilities

- Parks staff have been working outside with basic cleanup of entrance areas and taking care of plow damage and other damage caused by the winter season. We have been assessing all locations for priority clean up.
- The Department met with the Department of Corrections to discuss the upcoming season and our working agreement with the Probation and Parole Program. We anticipate weekend work beginning

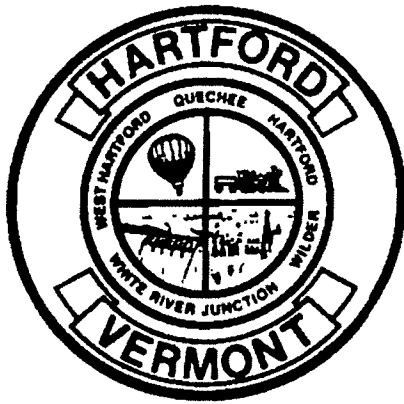
the first week of April and working in the weekday schedules once the mowing season begins. Department of Corrections had a crew out the past two weekends working a few of the parks.

- The plowing contractor who took care of the municipal lot will be on site to repair the playground fence sometime during the week beginning April 14th. During the winter, they plowed piles of snow up against the fence. The fence collapsed and needs to be repaired.
- Parent Construction has mobilized at WABA and work has begun. The dasher boards have been removed and the interior of the building is getting tarped and covered for the process of cutting and removing the old floor. In addition, the glycol will be pumped out of the system and reused.
- The lease documents for the Zamboni purchase have been signed and submitted to National Cooperative Leasing. Once they receive the original documents we will work with them to secure the order of the Zamboni.
- The sales agreement for the dasher board system was signed and submitted. The system will be designed and submittals will be forthcoming for review prior to fabrication.
- The Department attended the Watson Dog Park Committee Meeting on April 2nd at Town Hall. The committee is preparing for their spring opening and cleanup. Additional information can be found on the Watson Dog Park Facebook.
- Kilowatt South Park received damage by a motorized vehicle the late evening of April 2nd or early morning April 3rd. The turf was damaged from a vehicle spinning around across the fields. The area damaged is on the east side of the Kilowatt Dam Road. This area is used for parking and not part of the athletic fields. However, the damage is unfortunate and will need to be repaired once the ground begins to dry up. We have promoted the damage on Facebook and constant contact in hopes to retain information from someone who may know about the incident. In addition, we have opened up the boat launch road. However, the boat launch and docks will not be installed until the buoys are put in place by Great River Hydro.
- We have begun the opening procedures for Maxfield Sports & Recreation Complex. This involves charging the domestic and irrigation water. The domestic water for the bathrooms at each pavilion location will be treated with chlorine and then tested for any sign of bacteria. This process takes several days and we hope to have the facilities open and available by the weekend of April 12th. In addition, we have begun spring cleaning of the park and will tackle the infield prep once the frost is out of the ground and the water table decreases.
- Last fall, the Department began to rehabilitate the youth baseball fields at Maxfield. This involved cutting and edging the base paths and preparing for new infield mix. However, the cold fall kept us from finishing the projects. We plan to finish two of the fields this spring.
- A water line break in the irrigation line by the baseball field will be repaired the week of April 8th. We had anticipated repairing in the fall but the fall weather interfered with our ability to get it done.
- Noah Crane from the Upper Valley Nighthawks met with the Department and Building Inspector, Mike Bedard about what he needs to provide to complete the concession project. His only hold up is

obtaining his Architectural Code Review Plans that need to be submitted for approval. Currently he only has on file the structural documents that do not cover the code review items.

- We anticipate all parks being open during the week of April 8th as we begin to prep them for the summer season. Swings will be installed once the frost is out of the ground.

**HARTFORD, VT
PARKS AND RECREATION
DEPARTMENT**



Strategic Plan

2018 - 2023

“Our mission is to serve the needs of the community through quality parks and facilities, and by offering lifelong learning through recreational and cultural programs.”

Adopted by the Hartford Parks and Recreation Commission May 13, 2004
Updated and approved at Parks and Recreation Commission Meeting, December 2006
Updated and approved at Parks and Recreation Commission Meeting, December 2011
Reviewed objectives at Parks and Recreation Commission Meeting December 2012, 2014
Updated by Parks and Recreation and Staff December 2015
Updated by Parks and Recreation and Staff April 12, 2018

Hartford Parks and Recreation Department

Introduction

The Hartford Parks and Recreation strategic plan is an effort by the Parks and Recreation Commission and Department staff to prepare for the long-range future of the department from 2018 through 2023.

This strategic plan is an attempt to follow the adopted vision and mission statements of the department and to establish a path of direction for the department. This strategic plan will give the necessary direction to the staff in developing programs, short and long term capital projects, addressing social community needs and managing our natural resources.

Several of the goals and objectives mirror revised 2018 Town Master Plan (Parks and Recreation sections) and the department administrative yearly goals and objectives. This strategic plan was developed utilizing the strategic plan model outlined in the book “Management of Parks and Recreation Agencies,” NRPA Publication 1999.

The components of the strategic plan consist of:

- The Vision Statement
- The Mission Statement
- Environmental Scan (SWOT analysis)
- Goals
- Objectives (action plan)
- Time Line of Action Plan

Vision and Mission Statements

Vision:

Something for Everyone – where the citizens of Hartford and surrounding communities recognize the vital necessity of recreation through diverse programs that reach all, regardless of age, gender, race and economic backgrounds. A department that cooperates with all community groups to bring a variety of recreation opportunities to the citizens of Hartford. The parks and facilities are maintained at the highest quality and improved on a regular basis to meet the future needs of the community.

Hartford Parks and Recreation Strategic Plan

Mission:

Our mission is to serve the needs of the community through quality parks and facilities and by offering life long learning through recreational and cultural programs.

Environmental Scan (SWOT analysis)

The Environmental Scan is a “look” at the department and the Town of Hartford community through the process of a SWOT analysis. The analysis encompassed the reviewing of the Department’s and Community Trends, Issues, Opportunities, Strengths and Weaknesses/Threats.

Trends:

- Individual awareness of health and wellness.
- Increase in community conservation / environmental activities.
- Youths specializing in one specific sport year round.
- Increased demand (higher expectations) on facility / park amenities and types of activities provided at facilities / parks to citizens.
- Growing population and growing diversity of population make-up.
- Increase in the lack of outdoor experiences and increase in obesity.
- Increase in activity focused on community collaboration/cooperation – partnerships.
- Needs/demands of older adults (55 years and over) increasing.
- Increase in social networking services and use of the internet.

Issues:

- Quality of Life (maintaining)
- Obesity – people are overweight - creating health concerns
- Five village town (transportation challenges)
- Lack of consolidated Park Division storage

Opportunities:

- Strong presence of community / civic activities (STORM, Youth Sports Clubs, active Chamber of Commerce, environmental groups and Lions/Rotary/Kiwanis clubs, Hartford Community Coalition)
- Utilization of Maxfield property
- Continued Master Plan development of Kilowatt Park
- Diversity of the demographic makeup of the five villages and potential connecting trail system
- WABA expansion and Up-Grades

Strengths:

- Professional staff
- Quality programs
- Park system
- Volunteers (individual and groups)

Weaknesses/Threats:

- Overall park athletic field and facility maintenance awareness to keep the properties in excellent condition (example: WABA / Pool / Maxfield)
- Tax base and constraints on Town budget to fund Park and Recreation delivery of services.
- General economic development of region and local area.
- Not prepared for the influx of an older population and increase in the general population.

Goals

Organizational:

1. Be able to adapt to the community's cultural and demographic make-up.
2. Secure and protect open green spaces for recreation and conservation opportunities.
3. Create a sub-committee consisting of a variety of vested interests to establish a community center.
4. Have sufficient number of department full time staff to meet the increase of park/facility demands.

Hartford Parks and Recreation Strategic Plan

Programs:

1. Make our citizens / community a healthier population.
2. Program for the cultural diversity of our growing population
3. Create measurable evaluation methods
4. Have department youth athletics become an integral part of the development of entire town/school youth sport programs.
5. Expand WABA to meet future needs of the community.

Social:

1. Work to create an intergenerational social awareness.
2. Continue to promote programs that create Town awareness versus a one-village image.
3. Create adequate transportation opportunities to recreation sights.
4. Maintain the rural character of our community landscape
5. Meet the programming logistic of working parents.
6. Ensure that all people have access to the benefits of local parks and recreation.

Objectives / Actions Plan

The Objectives / Actions Plan outline the Strategic Goals with specific actions to be taken to meet the desired goals. More importantly, the objectives / actions can be measured. This will give the department the ability to bench mark how the strategic plan is working.

A. Organizational

1. **Goal:** Be able to continue collaboration and adapt to the community's cultural and demographic make-up.

Objectives / Action:

- a. Continue to collaborate with special interest groups to provide recreation programs and special events
 - Polar Express, Covered Bridges Half Marathon, Balloonfest and Special Events
2. **Goal:** Secure a plan that will guarantee funding to maintain our existing resources and facilities.

Objectives / Action:

- a. Establish a capital reserve fund to secure funds in our operating budget to go toward existing capital maintenance and repair of existing facilities.

Hartford Parks and Recreation Strategic Plan

- b. Continue to explore the possibility of constructing a river trail from downtown WRJ to Ratcliffe Park, which is part of the Lathem Works Community Group.
- c. 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 Sr. Center.

3. Goal: Plan for a community wide needs assessment.

Objective / Action:

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

4. Goal: Be able to seek community donations of items, property for parks and facilities.

Objective / Action:

- a. Develop a give a gift catalog that shows images and descriptions of park and recreation related items that Department can use through a donation.

B. Programs

1. Goal: Make our citizens / community a healthier population by increasing programs for adult populations, ensuring that all people have access to the benefits of local parks and recreation.

Objectives / Action:

- a. Plan and implement town-wide indoor and outdoor active-living programs for adults
- b. Promote further the scholarship fund to assure the community has knowledge of the program and the ability to access for program needs.
- c. Maintain the scholarship program by continuing the fundraising effort at the Balloon Festival.

2. Goal: Program for the cultural diversity of our growing population.

Objectives / Action:

- a. Maintain the Glory Days of the Railroad Festival by enhancing its program through collaborations with other organizations such as the Chamber of Commerce and Downtown Merchant Associations.
- b. Continue participation in Hartford Community Coalition.

3. Goal: Create measurable evaluation methods.

Objectives / Action:

- a. Maintain the Survey Monkey online program and apply the data to evaluation summaries.

4. Goal: Have department youth & adult athletics become an integral part of the development of entire town/school sport programs and facilities.

Hartford Parks and Recreation Strategic Plan

Objectives / Action:

- a. Maintain relationship with Hartford High School Athletics and 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.

5. Goal: Expand WABA programming to meet future needs of the community

Objective / Action:

- a. Gain future community input for potential activities at the facility
- b. Collaborate with current users by enhancing turf possibilities.

C. Social

1. Goal: Work to create intergenerational social awareness and diversity and to ensuring that all people have access to the benefits of local parks and recreation.

Objective / Action:

- a. Create and implement two intergenerational art/music programs per year (cooking, quilting, and knitting, card making).
- b. Use NRPA's Social Equity Initiatives for our local park and recreation agency to provide tools, resources and technical assistance to ensure all people have access and are meaningfully involved in the development and use of park and recreation programs and spaces for all.

2. Goal: Continue to promote programs that create one-town awareness versus a one-village image.

Objective / Action:

- a. Programming activities that create visitation to each village.
 - Valley quest
 - Tree Walk tour
 - Fun Run/Walk events
- b. New branding and logo for the Department.

3. Goal: Maintain the rural character of our community landscape

Objective / Action:

- a. Schedule conservation/environmental education sessions over a course of a year.

4. Goal: Meet the programming logistic of working parents through a more on-line presence.

Objectives / Action:

- a. Engage more in social media outlets to promote further programs and offerings.

Hartford Parks and Recreation Strategic Plan
Time Line

The time line is a matrix showing anticipated schedule when objectives / actions will be implemented and/or the start of an objective. The time line activities will vary due to the budget constraints, staff ability to accomplish tasks, political climate and community/economic development. (see attached matrix)

Hartford Parks and Recreation Strategic Plan

Action	Based on a calendar year				
	2018	2019	2020	2021	2022
Organizational					
1a. Collaborate on special events	x	x	x	x	x
2a. Plan to maintain existing facilities (WABA / Pool / Maxfield)	x	x	x	x	x
2b. Continue Lathem Works Trail Project	x	x	x	x	x
2c. Community Center Feasibility Study			x		
3a. Needs Assessment			x	x	
4a. Give a Gift Catalog		x			
Programs					
1a. Enhance adult program offerings		x			
2a. Enhance Glory Days Festival	x	x	x	x	x
2b. Continue program partnership with HCC	x	x	x	x	x
3a. Maintain Survey Monkey	x	x	x	x	x
4a. Develop Youth / Adult Programming for all people	x	x	x	x	x
4b. Continue Field Use Committee	x	x	x	x	x
5a. Enhance programming, including turf program at waba	x	x			
Social					
1a. Two intergeneration programs	x	x	x	x	x
2a. Visibility in each village	x	x			
2b. New logo and branding of the Department	x	x			
3a. Conservation and environmental education	x	x			
4a. On-line presence within the community		x	x	x	x
		x			
Townwide Community Survey			x		
Prepare for 15 CAPRA review	x	x			