

**Town Of Hartford  
Town Staff  
Significant Activity Report, August 2 – August 15, 2017**

**TOWN MANAGER HIGHLIGHTS**

- Respectfully submitted for your consideration.
- Department heads and leadership staff attended an After Action hot wash on the July 1 storm response and recovery. Vermont Emergency Management (VEM) facilitated the discussion. They will be producing a report in the coming weeks which will allow us to evaluate our strengths and weaknesses in preparing for future events.
- Town Staff and members of the Selectboard have been invited to attend the 2017 Downtown and Village Center tax credit awards in Montpelier on September 6<sup>th</sup> at 1:30pm. We received \$305,642 for improvements to Gates and Currier Streets.
- We continue to pursue and make arrangements with the Department of Corrections to provide Community Work Crews.
- The Town has selected the construction project and construction inspection companies for the Lower Sykes Avenue sidewalk project.
- The Board of Civil Authority conducted 11 abatement hearings. The July 27<sup>th</sup> appeal reduced assessments by \$297,000 and the August 10<sup>th</sup> hearing reduced assessments by \$271,000. The impact to the municipal budget will be a reduction of \$5,440.87.
- The Town has made a conditional offer to an applicant for the Energy Coordinators position.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

## STAFF HIGHLIGHTS

- Assessor's office continues working on Grand List issues, corrections and homestead updates.
- The new fire engine is close to completion. Fire department staff and the Town Mechanic will be traveling to Florida on August 30<sup>th</sup> for the pre-delivery inspection. Apparatus is due to be delivered in September.
- Rec Dept.'s Camp staff participated in cleaning up the school rooms and spaces used for the summer and inventoried all supplies and materials for next season. Following packing up for the summer the pool staff and camp staff met for an end of the season pizza party for the Department to thank the staff for a safe and fun summer.
- Finance continues encumbrance reviews from last fiscal year.
- Community Resilience Week – Getting very positive feedback on upcoming programming for Resilience Week, which starts on August 18<sup>th</sup> with a community panel discussion on resilience activities in Hartford, followed by a full week of community hands-on workshops, presentation, discussions, and movies. The week ends with a dinner at the Bugbee on August 25<sup>th</sup>.
- Detectives charged a 29-year-old New Hampshire man with 11 counts of voyeurism and stalking after he was found looking in windows of at least one residence along Barrister Drive.
- Allyn Ricker and Everett Hammond met with Two Rivers Ottauquechee Regional Commission to discuss using a grant to improve the drainage on Summer Street and Hill Ridge. Rita Seto of Two Rivers said that this appears to be an eligible project.

## DEPARTMENT HIGHLIGHTS

### Assessor:

- Set the tax rates, assisted finance in reconciling the tax billing.
- Processed Homesteads and state aid payments.
- Received and reviewing new GIS mapping file.
- Working on Grand List issues, corrections and homestead updates.
- Processing tax bill changes in the Grand List, coordinating with Finance.

### Finance:

- Fiscal Year Preparation
- June and July Bank Reconciliations
- Encumbrance Reviews

### Fire:

- The department's Annual Compliance Report was submitted to the Center for Public Safety Excellence and was approved for 2017.
- The new fire engine is close to completion. Fire department staff and the Town Mechanic will be traveling to Florida on August 30<sup>th</sup> for the pre-delivery inspection. Apparatus is due to be delivered in September.
- Attended the candlelight vigil planning meeting.
- Department preparing for our CPR activities during Resilience week.
- Chief Cooney completed his two-year Executive Officer Development program at the International Fire Chief's Symposium in Charlotte, NC.

- Attended a meeting with the Town Health Officer
- VLCT provided training on workstation ergonomics at the department
- Preparing to purchase additional equipment to up fit the new fire engine when it arrives in September.
- Signed an MOU with Pomfret Fire Department to automatically respond to a large residence on Joe Ranger Rd.
- Attended National Night Out
- Shifts toured Wilder Dam. They are undergoing construction soon and provided an overview of work and designated Hartford and Lebanon as their rescue providers if needed.
- Conducted numerous Car Seat Safety checks.
- Attended Touch a Truck events at UVAC and WABA
- Conducted a Call Firefighter drill. Staff review ropes and rescue systems.
- Department responded to 77 calls for service from 7/30/17-8/12/17

**Information Technology:**

- NSTR.

**Parks and Recreation:**

- Summer Camp Ventures ended August 11<sup>th</sup> with an end of summer celebration with field games and a dunk tank. The Fire Department was also on site for the activities.
- Camp staff participated in cleaning up the school rooms and spaces used for the summer and inventoried all supplies and materials for next season. Following packing up for the summer the pool staff and camp staff met for an end of the season pizza party for the Department to thank the staff for a safe and fun summer.

- The pool officially closed on August 13<sup>th</sup>. It is the Department's plan to increase operational hours next year to include a schedule that takes the pool operation through the 3<sup>rd</sup> week of August.
- Pickleball continues at Maxfield on Tuesdays.
- Danielle Miraglia and Island Time Band finish out the summer concert series on Wednesday's, at Quechee and Lyman Point Park.
- The Coed Softball League finished the season. Bad Dawgs won the league.
- Lightning Soccer held a preseason soccer program for youth at Watson and Maxfield. The program was through the week of August 11<sup>th</sup>.
- Department is busy coordinating the Glory Days of the Railroad with the Glory Days Committee. Work continues for the committee for this two day event in downtown White River Junction.
- The Department assisted the Abenaki Day on Saturday, August 12<sup>th</sup> at Lyman Point Park.

### **Parks/Facilities**

- Parks crew staffing levels have improved as one of our employees returned after a medical leave of absence.
- Applications have been coming in for the Laborer and Superintendent of Parks & Facilities positions. We plan to Interview the week of August 14<sup>th</sup> for both positions. Will be prepping Clifford Park for a new swing set.
- Department replaced the gravel entrance to the West Hartford Library. The entrance area had large rock pathway that patrons were tripping on and made for an unsafe entrance. We removed about 4 inches of material and replaced with hard pack grave. We also installed a small privacy panel to shield the trash and recycling bins.
- The Department is working on scenarios to address the announced closure of the Windsor Prison and Department of Corrections Offender Program. We have identified existing costs for the Town and reviewing total number of operational hours that DOC performs work within the Town, the cost to the Town and what impact financially the closure of the program will have on the Hartford Community. We will also summarize the capital expenditure that will be necessary to purchase equipment if the Town takes on the mowing. Another option would be contracting out the mowing and costs associated to contracted services. Last fiscal year it is estimated that the Town paid nearly \$30,000 for

DOC work crews. This does not include the private cemeteries that would be impacted as well.

- West Central Behavioral Health will be holding Paddlepower at Kilowatt South Sunday, August 20<sup>th</sup>.
- Saturday the WRJ VA Medical Center Outreach Committee event at Maxfield 8am to 6pm. Music and entertainment, softball tournament and other activities for military and families. They will be taking over the park. Seasonal employee will be on site for the day.
- Vermont Commercial Refrigeration was on site at the arena August 9<sup>th</sup> to work on two brine leaks. Carrier was also on site and identified the control issue we were having last season. We will still run the system off the bypass line of the Bassi Controls as the control is obsolete. The control in the Carrier Chiller will manage the controls. We will know more at season start up in mid-September.
- Department is near completion of the WABA Arena Schedule for the upcoming season.
- WR Swish completed installation of the toilet paper, paper towels and foam soap at all Maxfield Bathrooms. Installed the large roll toilet paper and roll paper towels will save considerable amount of maintenance time and money in paper products. WABA facility will be next for installation of dispensers.
- Mowing continues to be steady in the parks system.
- Velco begin vegetation clearing between North and South Kilowatt this week. They are also replacing the treated poles with imbedded steel poles due to proximity to the town well near kilowatt north. Two additional wooden poles will also be replaced with imbedded steel. The work is part of Velco's power line maintenance program.
- Met with Allyn Ricker regarding Silt at Wrights Reservoir inlet. We have contacted the engineer to discuss options for the inlet and keeping it clear. This may require stone water bars leading up to the inlet.
- The Quechee Bridge planters were re-secured to the bridge after several had been vandalized.
- The Parks & Rec Board met on August 10<sup>th</sup> for the annual tour of the parks system.

## **Planning and Development:**

- Capital Improvement Program – Began planning process with various departments.
- Vt Tourism and Marketing – Met with the state Commissioner and a few downtown businesses to discuss statewide and local opportunities to market WRJ and the Town as a whole.
- July 1 Flood Damage – Continuing to work with UV Strong and individual property owners and businesses in assessing damage and options to repair. For a few properties, exploring with the Regional Planning Commission and Vermont Emergency Management possible Hazard Mitigation Buyout Program eligibility.
- Vermont Community Development Grant - Initiated grant closeout process for Twin Pine Housing Trust Scattered Sites Housing Project.
- Fiscal Year 2017 – Completed year-end closeout of Department budget.
- Quechee Pocket Park – Made modifications to accommodate unanticipated site conditions. Wall installation began.
- Lower Sykes Mt Ave Sidewalk Improvements – Selection processes completed for Construction inspection services and contractor. Proceeding with contracting processes. Utility relocation underway.
- Currier Street Extension TIF Project – Received Sales Tax Reallocation award for the full requested amount of \$305,642.
- Community Resilience Week – Getting very positive feedback on upcoming programming for Resilience Week, which starts on August 18<sup>th</sup> with a community panel discussion on resilience activities in Hartford, followed by a full week of community hands-on workshops, presentation, discussions, and movies. The week ends with a dinner at the Bugbee on August 25<sup>th</sup>.
- Planning Commission and Zoning Board of Adjustment Application – Draft Finding of Fact completed for all applications to be reviewed at public hearings on August 14<sup>th</sup> and 21<sup>st</sup>.
- WRJ National Register Historic District Update – Planning for 2<sup>nd</sup> Community meeting on August 2<sup>nd</sup>.
- TIF Bond – State Bond Bank float completed and funds now available.

## Police:

- July 31<sup>st</sup> – Patrol officers arrested a 42 year old Hartford man during a traffic stop after a K-9 sniff for illicit drugs and subsequent search recovered quantities of methamphetamine.
- August 1<sup>st</sup> – Patrol officers, Fire-Rescue, Green Mountain Power and other utility companies responded to downed power lines along Maple Street near Cascadnac Avenue after a Tractor & Trailer struck a utility pole. Traffic and electric service was interrupted while crews investigated and reset power lines.
- August 1<sup>st</sup> – The Police Department was joined by the Fire, Public Works and Recreation Departments in hosting the 3<sup>rd</sup> Annual National Night Out at Kilowatt Park. The community event was supported by the local Rotary, Riverbank Church, National Guard, HCRS, Red Cross and others.
- August 1<sup>st</sup> & 2<sup>nd</sup> – Patrol officers and the Police Social Worker assisted a disabled senior citizen from Connecticut that had become stranded in Town.
- August 4<sup>th</sup> – Emergency Communications Specialists received 911 calls reporting a fatal motorcycle crash in Windsor and dispatched appropriate resources to the scene. A short time later, the same telecommunicators received 911 calls reporting a fatal motor vehicle collision in Royalton, appropriate agencies were summoned to the scene.
- August 7<sup>th</sup> – Patrol officers investigated reports of a telephone scam involving Green Mountain Power customers receiving phone calls from persons pretending to be power company employees seeking payment for fictitious past due invoices. Green Mountain Power assisted in preparing a fraud alert for public distribution.
- August 7<sup>th</sup> – Emergency Communications Specialists received 911 calls reporting a fatal motor vehicle collision in Bridgeport, Vermont. Appropriate agencies were notified and summoned to the scene.

- August 7<sup>th</sup> – The Detective Sergeant and Police Social Worker participated in an Overdose Awareness Day Candlelight Vigil planning meeting.
- August 7<sup>th</sup> – Emergency Communications Specialists assisted the Vermont State Police in summoning emergency medical assistance to the scene of a fatal all-terrain vehicle collision in Andover, Vermont.
- August 8<sup>th</sup> – Patrol officers responded to a room at the Shady Lawn Motel for reports of pets that had been abandoned for five days. Officers found the animals without food, water and in need of treatment for fleas/ticks. Arrangements were made for the animals' removal and care.
- August 9<sup>th</sup> – Patrol officers responded to a private residence on Sergeant Street when neighbors reported dogs that had been left alone in the home after the homeowner was hospitalized. Arrangements were made to care for the dogs.
- August 9<sup>th</sup> – The Police Chief and Police Social Worker participated in the Hartford Community Coalition Wellness/Prevention Sub-Committee planning meeting.
- August 10<sup>th</sup> – Patrol officers responded to a private residence Lower Hyde Park for a welfare check of woman in crisis. Police found the woman bleeding from superficial cuts and summoned Hartford Ambulance. The woman was transported to Dartmouth-Hitchcock Medical Center for treatment.
- August 10<sup>th</sup> – The Police Department and Emergency Communications Center participated in the July 1<sup>st</sup> Storm After-Action Debriefing facilitated by Vermont Emergency Management officials.
- August 10<sup>th</sup> – The Police Department assisted by community members hosted an "Ice Cream Social" in the Twilight Court Area. The event was attended by 20-25 neighborhood children.

- August 10<sup>th</sup> – Patrol officers assisted the Department for Children & Families with a child custody matter at a private home on Sargent Street.
- August 11<sup>th</sup> – Detectives charged a 29 year old New Hampshire man with 11 counts of voyeurism and stalking after he was found looking in windows of at least one residence along Barrister Drive.
- August 12<sup>th</sup> – Patrol officers responded to reports of a woman in crisis at the Shady Lawn Motel. Hartford Ambulance was summoned and the woman was transported to Dartmouth-Hitchcock Medical Center for treatment.
- August 12<sup>th</sup> – Patrol officers assisted the Norwich Police Department with a single vehicle accident where the vehicle had left the roadway and the driver was found impaired.

#### **Public Works:**

- Mold Removal at the Education building at the Recycling Center: Servpro's contract ended on Saturday (8/5). The testing company moved in for a second test and said that they were not ready. Public Works will be looking for a resolution for a final performance with positive testing from Servpro the week of 7/29/17.
- The Wastewater Dept worked on a noise complaint originating from the Saltbox. After a couple of nights researching this complaint it turned out that the noise was originating from a commercial cleaning company cleaning the carpets.
- The Wastewater Dept has installed the new sump pump in the headworks building and is waiting for the installation of the 3 phase breakers.
- The VTRANS Mitigation grant for a vector truck has been prepared and will be submitted on Tuesday (8/15).
- The water Dept and Highway Dept participated in the National Night Out. Evan Eccher of the Water Dept made a bucket dump at home and brought it in to use during the national Night Out. This was a huge draw and ended up with a lot of wet participants on a nice warm afternoon.
- The TV/Sewer Line Flushing is due on Wednesday (8/16).

- The Water Dept. continues to work on valve maintenance and valve locating with the GPS unit.
- The following Bids were received on Friday (8/4):
  - Sodium Hypochlorite (12.5% Chlorine)
  - Paving Bids
- Pocket Park update: The construction of the wall is on going (see the attached photo taken 8/9/2017).
- July 1, 2017 Flooding: The Highway Department continues to work on the numerous list of washouts that occurred on July 1<sup>st</sup>. A more detailed update will be available at the end of the month.
- Allyn Ricker and Everett Hammond met with Two Rivers Ottawaquechee Regional Commission to discuss using a grant to improve the drainage on Summer Street and Hill Ridge. Rita Seto of Two Rivers said that this appears to be an eligible project.
- The roadside mowing operations continue while the road repairs are underway.



Pocket Park Update