

**Town Of Hartford  
Town Staff  
Significant Activity Report, October 25 – November 7, 2017**

**TOWN MANAGER HIGHLIGHTS**

- Respectfully submitted for your consideration.
- We have been looking hard at cash flow for the Town for the rest of the year. Anticipating the Town spends \$800K a month, transfers money to the school, pays scheduled bond payments and collects taxes (minus \$1.5M delinquent); there will be sufficient funds to get us through the fiscal year and into the next fiscal year.
- We are moving forward with the lease of the plow truck as briefed during the last budget cycle. The truck costs \$187,006.00. We will receive \$42,500.00 in trade-in leaving a balance of \$144,506.00. The term of the lease is 5 years with an interest rate of 2.79% and payments of \$30,513.27. This is about \$12K less than we anticipated.
- I believe all members of the board received the email concerning the Town Meeting Cycle and the Town/School Meeting Committee. If the committee disbands, that will create a challenge for the staff as this is not programmed work. It may create other challenges since the committee does have distinct roles and responsibilities laid out in the charter. More to follow, but recommend we advertise for openings on the committee.
- Button-Up Vermont Program – Worked with the Hartford Energy Commission to organize and provided information and energy efficient LED light bulbs to over 100 people at the Town's Trunk or Treat event on October 28th. Finalized planning for the November 11th Energy Day event at Dothan Brook School with the Hartford Energy Commission and Norwich, Hartland and Woodstock Energy Commissions. The event will feature energy insulation trailer, music, food trucks, workshops, raffle, door prizes and free lightbulbs.
- November 4th – Patrol officers responded to reports of an intruder at the Listen Center along Maple Street. While inspecting a broken window, a man emerged from the front of the building and began to run when police attempted to stop him. Following a brief foot chase, the man was apprehended and charged with the burglary and related offenses, including violating the conditions of his parole.
- RFP for Maxfield Drainage was advertised and sent out. We are currently working through the bid received.

- The WABA Arena hosted an Adaptive Curling program in collaboration with Recreation Therapy at the White River Junction VAMC. 15 individuals participated. The adaptive curl opportunity was for many of our local Veterans and community members. Tony Colacchio led the program with members of the Upper Valley Curling Club. Tony is a National Assistant Coach for Paralympic Curling and a member of the Cape Cod Curling Club; he provided the instruction alongside Paralympian Meghan Lino, for this unique event.
- Sykes Mountain Ave Bike Ped Project – Fabrication of the retaining wall underway with installation expected to begin in 2 weeks, weather permitting.
- The water crew assisted in establishing and shooting control points on the Gates Street/Fairview Terrace retaining wall.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

### **STAFF HIGHLIGHTS**

- New Assistant Assessor began on Monday, Cristina Tardie.
- Finance is working FY 2017 Closeout with staff and with the auditors.
- The Fire Department has completed the process to become a Closed POD (Point of Distribution) with the Vermont Dept. of Health. This allows the department to provide distribution of pharmaceuticals in cases of emergency to town staff and their families. This relieves some of the burden on the Local Open POD.
- IT Director hosted a conference call with Verizon to discuss Fleet Management system with Geoff Martin our energy coordinator. Began first steps of evaluating what the management system offers (car diagnostics, GPS, etc), as well as need for town. Planning on following up with DPW, Police/Fire to discuss further town needs and if program is worth implementing. (They are offering 30 day pilot program to test out).
- New Swing set for Clifford Park has been installed. We anticipate a shipment of mulch to finish off the project. Actual swings will be installed in the spring as we usually pull swings once the ground begins to freeze as part of our playground safety program. Freezing temperatures reduces the residual surface safety for those that may fall or jump from a swing.

- WRJ Parking Study – Reviewing Town Parking Ordinance for needed changes to implement recommendations reviewed by the Selectboard in September.
- October 28th – The Deputy Chief participated in the DEA sponsored Prescription Drug Take Back event, collecting 17 pound of unused, unwanted and/or expired prescription medications from area residents for safe disposal..
- July 1, 2017 Flooding: The Highway Department continued to work on washouts from the July 1st storm. The only 2 locations left to repair are Quechee Main Street bank stabilization and River Road bank stabilization. Prior to completing this work, the crew will be stabilizing the bank at the corner of South Street and James Street which was damaged prior to July 1st storm.

## **DEPARTMENT HIGHLIGHTS**

### **Assessor:**

- Worked with DPW on waiver valuations for Round-a-bouts on Sykes Mountain Avenue.
- Working on setting up and training new assistant.
- Attended Vision Government Solutions User Group.

### **Finance:**

- First-quarter of fiscal year 18 financial reviews with department heads.
- Continue to work on FY 2019 Budget preparation.

### **Fire:**

- The new Utility truck arrived at Lucky's in S. Royalton for installation of the service body. The vehicle will have the emergency lights and radio installed over the next few weeks. Expected to be in service by the end of November.
- Ladder 1 experienced a failure of the main hydraulic system. The vehicle was out of service for two days while the Town Mechanic made repairs. The unit is currently back in service.

- The department purchased a new rescue boat. The old boat was over 10 years old and was beyond further repair. The town has two emergency inflatable response boats in service.
- Staff conducted training with the newly purchased Rescue Jacks. These vehicle stabilization devices will be stored on Engine 4 and are used to stabilize the vehicle during rescue operations.
- On 11/4/17 the department responded mutual aid to Woodstock VT for structure fire.
- Staff provided ambulance coverage at the Minicanes and high school football games.
- Staff attended two Halloween events. Trick or Truck at Town Hall and a community Trick or Treat event in Wilder.
- The department participated in "MayDay" training at the Lebanon Fire Department. The training involves practicing firefighter rescue scenarios. Crews practice evolution designed to prepare the firefighter and rescuers for situations where they are trapped, lost or injured during firefighting operations.
- Conducted two station tours. Mid Vermont Christian School and a local Cub Scout troop.
- Conducted a relocation drill with the White River School.
- Two high school students conducted ride a longs with the department.
- In this two week period the department had 105 calls for service.

### **Information Technology:**

- iPad's are up and running and connected to Wi-Fi in the ambulances on the private network. In the process of acquiring more licenses for all iPads, as well as beginning the process of adding the new LifePak equipment onto the network once it arrives. This equipment will allow emergency personnel to transmit patient vital signs & EKG reports to the iPads, as well as the EKG readings to the hospital upon arriving with patients.

## **Parks and Recreation:**

- The Department held a men's basketball league meeting on November 2nd. We are hopeful for 5 to 7 teams this season.
- Registrations are coming in for youth basketball. Boys and girls basketball camps begin the week of November 6th for grades 3-5.
- Teen Night was held at UVAC on Friday October 27th with 39 kids participating.
- The Upper Valley Curling Club held a Learn to Curl on Saturday 11/4 at 5:45 at WABA. Members of the Upper Valley Curling Club conducted the program.
- Department is pushing out upcoming special skates at the WABA Arena, promoting Thanksgiving Special Skate on Wed November 22nd 12-1 and Friday November 24th 1-2:30 and all public skating opportunities.
- Noon time Hockey continues 12:00 to 1:00 at WABA and Home School Skate for families with home schooled children is Friday's 1:15 to 2:15.
- The Department held a successful Teen Adventure Getaway to Sky Zone Trampoline Park on November 2nd with 13 teenagers.
- Trunk or Treat was held on October 28th at Lyman Park. 22 trunks participated in decorating their trunks and passing out candy. It was estimated that we had over 700 children. Counting parents we likely had over 1800+ come through the park.
- Youth soccer, NFL flag football, field hockey and youth cheerleading completed program seasons the weekend of the 28th of October.
- Open Gym Basketball continues for grades 7-12 is on Wednesday at Hartford High School. The program is from 6pm to 7:30pm. Adult basketball drop in programs have begun as well. Sundays we have ages 25+ at DBS, Wednesday there is 50+ at Hartford Middle School and on Thursday 18+ have the gym at the White River Middle School.
- We now have 28 participants in the free 2nd – 3rd grade UVAC Free Swim Program on Wednesdays.
- The Department attended the VOREC Meeting held at Town Hall on Monday, October 23rd. The Vermont Outdoor Recreation Economic Collaborative is an initiative being implemented by the Governor to steer Vermont in the direction of being a healthy outdoor recreation economy. By promoting our outdoor recreation

offerings, assets and business it will grow the Vermont economy. Outdoor recreation, nationally is a \$646 billion dollar industry and Vermont should be working hard to capture those economic dollars.

- Department staffing continue to work between end of season projects, park maintenance and the arena. The WABA Arena's weekly schedule through October has on average 55 hours of usage per-week.
- The Department continues to work with Bill Soule from Probation and Parole. Recent discussions centered around our Department needs for workload hours taking care of town owned cemeteries. He will be submitting our proposal of need to Commissioner, Lisa Menard. We hope to have a response soon so we can determine what the DOC program through Probation and Parole might look like.
- A large tree fell in Lyman Point Park. We are soliciting quotes from companies to remove the tree.
- Department will begin water shut off at Maxfield. Draining pavilions, removing filters and valves from fixtures, blowing out domestic water lines, winterizing toilets and grease trap in concession building. We will also blow out the irrigation lines throughout the park.

### **Planning and Development:**

- Town Solar Projects – Worked on Net -Metering and Lease Agreements with Norwich Technologies. Engineering underway for all sites.
- Quechee Pocket Park – Substantial completion of the project and preparation for the November 5th ribbon cutting.
- Historic Preservation Education Project – Received two bids for the project partially funded with a Certified Local Government Grant. Interviews held and recommendation pending references.
- Budget – Prepared FY 2018-2019 Budget recommendations for Town Manager.
- Currier Street Reconstruction – Had status update meeting with Northern Stage and Village at WRJ regarding buttoning-up for the winter.
- Bridge and Main Housing Projects – Resolved State issues regarding Developer documentation for requisition from VT Community Development Grant.

- Energy Audits – Estimates completed for upcoming budget cycle to implement recommendations from the Bugbee Center Director, Fire Department and Police Department energy audits.
- Upper Valley Housing Coalition – Attended semi-annual meeting. Organization reconstituted under Vital Communities and support from area businesses, banking institutions and organizations committed to increasing housing stock for various income levels in the Upper Valley.
- Town Forest Land Management Plan – Establishing a Steering Committee to participate in a statewide planning summit on November 7th with 9 other towns and a consultant team, focusing on land use and natural resources planning. This initiative is funded from \$10,000 Forestry Recreation Grant.

### **Police:**

- October 23rd – Patrol officers responded to the Jiffy Mart in Quechee for reports of a juvenile in crisis, running through traffic. After a brief struggle, the youth was taken by Hartford Ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- October 24th – Officer Keeling, a Certified Drug Recognition Expert (DRE), assisted the Vermont State Police with screening an impaired driver for suspected drug impairment.
- October 24th – Patrol officers responded to a domestic argument at a residence along the 700 BLK of Hartford Avenue. Mediated by patrol officers.
- October 24th – Patrol officers assisted staff at the Wilder School with locating and returning a student that had walked away from campus.
- October 24th – Patrol officers assisted Department for Children & Families personnel with an agitated, disorderly client at their Prospect Street Offices. Conflict mediated by patrol officers and Children and Families staff.
- October 25th – Patrol officers investigating a barking dog complaint in a wooded area at the end of A Street in Wilder located what appeared to be an abandoned dog. The dog ran into an oncoming train while police attempted to coax it toward the patrol car for transport to the Humane Society. The dog was taken to SAVES for treatment and later released to the Upper Valley Humane Society where it is expected to make a full recovery.
- October 25th – The Police Department hosted employment interviews for the position of entry level police officer recruit.

- October 26th – Patrol officers responded to reports of a domestic altercation involving a knife at the Shady Lawn Hotel. Parties had separated and left the scene prior to police arrival. The investigation continues.
- October 26th – Patrol officers responded to a private residence along the 100 BLK of Wood Road for a late reported domestic assault. The aggressor was located at the Quechee Gorge where he was arrested and charged with domestic assault.
- October 26th – Patrol officers responded to a disturbance at a business along the 600 BLK of Hartland Road involving an agitated customer. Conflict resolved by staff on police arrival.
- October 26th – Patrol officers located a tree across the roadway on Old Quechee Road. Town Highway staff was contacted and responded to assist with removal.
- October 26th – Sergeant Moody attended an operational debriefing hosted by the Lebanon Police Department
- October 27th – Patrol officers responded with Hartford Fire Department personnel to a car fire on Center of Town Road. The fire was accidental and extinguished without incident.
- October 27th – Patrol officers responded to a reported theft of a battery taken from an excavator parked at a construction site along Maple Street near VA Cutoff Road. The investigation continues.
- October 27th – Patrol officers assisted staff at the White River School with alarm testing and an evacuation drill.
- October 27th – Emergency Communications Specialists answered a 911 Call reporting an incapacitated patron at a Windsor Restaurant. Communications staff initiated CPR and made appropriate notifications to summons paramedics from the Windsor Fire Department to assist.
- October 27th – Patrol officers assisted school administrators with event security and traffic management in support of the Hartford High School semi-final championship football game.
- October 27th – Patrol officers participated in the Riverbank Church's White River Fall Fest.



- October 28th – Patrol officers assisted the Lebanon Police in locating and reuniting a Wilder Family in locating adolescent son after he left their home without explanation. Young male was located unharmed and reconnected with family.
- October 28th – Patrol officers participated in the West Hartford Trunk or Treat Event at the West Hartford Library.
- October 28th – The Police Chief participated in a community outreach event sponsored by the Hartford Committee on Racial Inequality at the Bugbee Senior Center.
- October 28th – Patrol officers participated in the Hartford Parks & Recreation Department’s Trunk or Treat Event at Town Hall.
- October 28th – Patrol officers provided traffic management for the annual Gory Days Parade through downtown White River Junction.
- October 29th – Emergency Communication Specialists answered numerous 911 calls reporting a five vehicle collision on I-91 at mile marker 66. Patrol officers were dispatched to assist the Vermont State Police and Hartford Fire Department personnel at the scene.
- October 29th – Patrol officers were dispatched to a disturbance involving an agitated customer at a business on Holiday Drive. Officers assisted in keeping the peace while the customer left the premises and the business manager’s request.
- October 30th – Emergency Communications Specialists received a 911 call for an unresponsive guest at the Shady Lawn Motel. Communications initiated CPR and dispatched Hartford paramedics and police, however the woman was found deceased by first responders. Police are awaiting autopsy results, the investigation continues.
- October 30th – Emergency Communications Specialists and Patrol Officers answered numerous emergency and non-emergency call reporting weather related road hazards.
- October 30th – The Police Department hosted employment interviews for the position of entry level police officer recruit.
- October 30th – Patrol officers responded to a behavioral emergency involving an adolescent at a private home on Chambers Lane. Patrol officers assisted parent in mediating conflict.

- October 31st – Patrol officers completed additional patrols and interacted with youth while delivering candy in support of Trick or Treaters.
- November 1st – Patrol officers assisted a Pine Crest Motel resident with keeping the peace during the service of a court order separating property.
- November 1st – Patrol officers investigated a multi-vehicle, property damage collision at the intersection of Hartland Road and Route 4. The investigation continues.
- November 2nd – Sergeant Pedro participated in the regular meeting of the School District Safety Team.
- November 2nd – Emergency Communications Specialist received a 911 call reporting the apparent electrocution of a lineman in the Rutland area. Paramedics and other appropriate resources were dispatched accordingly.
- November 2nd – Patrol officers hosted a local Cub Scout pack for a tour of the Police Department and Emergency Communications Center.
- November 2nd – Patrol officers assisted Probation and Parole officers with the investigation of violations by a person under supervision.
- November 2nd – Patrol officers investigated an altercation between neighbors along the 500 BLK of Maple Street. Neighbor was cited later for violating conditions of court ordered probation.
- November 3rd – Patrol officers responded to the Super 8 Hotel twice for 911 calls from an intoxicated guest reporting unwanted phone calls. Directed on options for stopping unwanted phone calls, and the proper use of 911.
- November 3rd – Patrol officers assisted school administrators with event security and traffic management in support of the Hartford High School semi-final championship football game.
- November 4th – Patrol officers responded to the Super 8 Hotel for a 911 calls from a highly intoxicated guest reporting unwanted phone calls. Paramedics from the Hartford Fire Department were summoned and the man transported to Dartmouth-Hitchcock Medical Center for medical assistance.
- November 4th – Patrol officers responded to reports of a highly intoxicated, sick female at the train station in downtown White River Junction. Paramedics from the

Hartford Fire Department were summoned and the man transported to Dartmouth-Hitchcock Medical Center for medical assistance.

- November 4th – Patrol officers responded to a single vehicle roll-over crash along Old River Road. No injuries were reported, the operator reported oversteering while swerving to avoid striking a deer in the roadway. The investigation continues.

### **Public Works:**

- The Education Center's mechanical room has been restored by Cleanway Services.
- Abbey Road had a plug in the Town sewer line resulting in a backup of sewage into the basement of one of the residence on the street. The result of this issue is a combination of an undersized main and tree roots. This has apparently been a problem for a number of years and will be addressed in the FY19 budget.
- Division Street had a water line leak in an old 1-1/4" copper line. This was repaired by the Water Dept on Oct 31, 2017.
- An old abandoned 1" water service was pulled out of the water main on Gates Street by Notts Construction during the work on Currier Street. This was repaired by the contractor.
- Pocket Park update: The pocket Park's ribbon cutting ceremony was held on Sunday (11/5/17).
- The paving of Fern Street was completed by Blacktop Paving the week of October 23.
- The Lower Sykes Mountain contractor, DuBois Construction will begin sidewalk work this week (pending state approval of the stockpile location).
- Currier Street: Nott's Excavating continues to work on phase 1 extension in anticipation of base paving.
- Quotes for the parking lot plowing bids are currently being advertised for proposals.
- The Highway Dept is currently advertising for temporary plowing help while one of the crew members is out on leave.