

**Town Of Hartford  
Town Staff  
Significant Activity Report, November 8 - 21, 2017**

**TOWN MANAGER HIGHLIGHTS**

- Respectfully submitted for your consideration.
  
- The Fire Department Badge Pinning and Awards Ceremony is scheduled for December 8th from 6:00pm-8:00pm at the Riverbank Church. This annual event is to recognize staff for their accomplishments over the last year. Award recommendations are reviewed by a committee of their peers and presented to the Chief for approval.
  
- Bill Soule from Probation and Parole informed Parks & Recreation that he planned to present Commissioner, Lisa Menard a proposal the week of November 13th for spring and summer maintenance. We hope to have a solution to the loss of the Windsor DOC soon. We continue to plan for the worst case scenario but hopeful there will be assistance with the DOC crews. We did receive a quick note that he had been given some assets to do some work. We'll discuss when he returns from vacation.
  
- Town Solar Projects – Finalized Net -Metering and Lease Agreements with Norwich Technologies. Engineering underway for all sites. We continue to work through previously stated concerns about load capacity on the WABA roof. We are jointly exploring several options.
  
- We have determined the way forward for Maxfield. We will remove and re-sod elevated lip areas around all grass/infield locations to improve sheet draining of infield. This will eliminate any damming up of water so it has the ability to properly drain. We will apply additional infield mix and turf conditioner to entire infield to bring back proper elevations to improve sheet drainage and quality of the infield mixture. We will install at T-style drain with perforated pipe near the warning track in center field or address other alternative that does not disturb turf area but does allow surface water to escape the field. We will install infield conditioner to entire softball field infield mix. Address home plate areas of youth baseball fields by adding additional infield mix and resetting home plates. This will put the fields to bed for the winter months and aid in proper surface draining this spring and summer. The cost is in the neighborhood of \$5,000 for the above work on the baseball field. The youth fields and softball field will consist of product only and I plan to cover the cost of materials within my operating budget. We also plan to assist the work using parks staff once we schedule the project. We will assess implementation of a more aggressive drainage plan this coming spring and likely do the work following the

Nighthawks season next summer. We did not receive the bid for hosting the Legion tournaments next year so we can begin a scaled back drainage plan at that time, providing ample time for the field to recover and be put to bed for the next spring baseball season.

- We received notice from Brookside Nursing Home of their upcoming “Mass Layoff” of around 50 employees around November 29<sup>th</sup>. They were required to notify us per the statute.
- We received and accepted a request for retirement from Rich Menge. Rich has served as the Town’s Director of Public Works for the past 15 years. During his time he made many contributions to the Town. We will recognize his contributions during a Farewell Reception in Room 2 at the Town Hall on Friday, December 1<sup>st</sup> from 12-2 PM.
- We continue to work through challenges with the pool. We received the results from the recent vacuum testing of the water system and have leaks in the gutter in multiple places. The leaks identified through this test may not be the only leaks in the system. The work was identified as a project in the working version of the CIP.
- We are exploring another product for sidewalk snow removal. There are communities in the area that use a pivot steer machine instead of a Holder or Trackless brand of sidewalk tractor. A fully outfitted pivot steer machine is about \$60K less than a sidewalk tractor. They also can be used during all four seasons. We are going to rent a machine for the next few months to see how it works. If we decide to purchase, the full rental amount will be applied to the purchase.
- The recently completed tax sale process was fairly successful. We started with 22 properties. 3 paid what was owed, 4 entered into payment agreements, 2 requested abatement hearings, 3 were pulled and 10 went to the tax sale. Of those 10, 4 were sold, 2 were unsold and 4 were purchase by the town. Since we started the process, there was a noticeable increase in payment agreements and tax bill payments. We are looking at the next sale shortly after the first of the year. Great work by Lana Livingston.
- Listed below are those highlights pulled from each Department Head’s report. Further under are the full highlights from each Department.

## **STAFF HIGHLIGHTS**

- The Fire Department Staff visited Elementary Schools this month delivering Fire Safety Education to K-5 students.
- The Parks & Rec Department met with Mathew Cole from Great River Hydro and Mike Peterson, community member, regarding the off leash dog area at Kilowatt. Continue working with Great River Hydro and the off leash dog users so we can finalize plans for delineation of usage area and discuss winter options.
- Milfoil harvesting at Dewey's still on schedule. The Harvester will be here the week of November 20th. The crew is still in New York but heading east to complete work at Dewey's.
- Button-Up Vermont Program –A very successful November 11th Energy Day event at Dothan Brook School with the Hartford Energy Commission and Norwich, Hartland and Woodstock Energy Commissions. Featured events include energy insulation trailer, music, food trucks, workshops, raffle, door prizes and free lightbulbs. On a very cold and windy day, sixty-five people, 23 from Hartford, ventured out to participate in the event. Of the 65, 29 recorded or pledged to enter their energy saving measures for their homes on the state's on-line energy Dashboard. Raised \$254 for the Cover Home Repair energy efficiency program.
- November 8th – The Police Chief attended the annual meeting of Health Care & Rehabilitative Services in Springfield.
- Vermont Redemption, Inc., out of Springfield, Vt began operating the redemption center at the Recycling Center on November 1st, 2017. They will be open Tuesday through Saturday during the hours of the Recycling Center. A Grand Opening is being planned for 10:00am at the Redemption Center on Saturday, December 2, 2017.

## **DEPARTMENT HIGHLIGHTS**

### **Assessor:**

- Completed waiver valuations for Round-a-bouts on Sykes Mountain Avenue.
- Continue training new Assistant Assessor.
- Updated records of property transfers.

- Winding down on Homestead declaration changes.
- Assisted townspersons with various needs.

### **Finance:**

- Working September & October Reconciliations
- Continue to work FY17 Year End with auditors
- Working/Updating FY18 Year to date budget review
- Continue to work on FY 2019 Budget preparation.

### **Fire:**

- Staff attended the Vermont Emergency Medical Services Conference in Burlington, VT. Held November 9-12th.
- Continue preparation of the FY 19 Fire Budget.
- Attended the HCC Board meeting.
- Members attended the VT & NH Fire Safety Summit at the Fireside Inn in Lebanon, NH.
- At 8:38 Friday morning November 17, the Hartford Fire Department responded to a report of a building fire at 117 Ferry Boat Crossing. Fire crews from Hartford, Lebanon and Hanover arrived on scene within four minutes of the initial call. First arriving fire crews found fire coming out windows on the first floor of a two-story duplex. The fire was quickly knocked down by crews on scene. Three cats perished in the fire unit with reported two others missing and two dogs were successfully rescued and removed from the building. The fire was declared under control at 9:20. The fire was contained to the kitchen area. There was smoke damage though out the building. Crews removed interior finishes to expose hidden hot spots. There were no injuries and the American Red Cross is assisting the occupants with housing. The fire is believed to have started in the kitchen area. The cause of the fire is under investigation. Fire crews from Lebanon and Hanover responded directly to the scene while crews from Hartland and Norwich provided coverage for any other additional emergencies.

- On 11/18/17 the department was requested mutual aid to Pomfret to assist with an injured hunter in the woods. They requested heights gear and manpower. The department responded with the Rescue and the Forestry with the UTV. Arrived on scene and were directed to the location of the injured hunter. The patient was up a steep ravine and had to be carried down to the UTV for removal to the ambulance. Patient was secured into a stokes litter with a wheel assembly attached for extrication. A rope system was set-up and secured to the stokes. The patient was lowered down the steep ravine with personnel stabilizing the stokes and the rope system used to control the descent. Patient was lowered to the UTV's, loaded onto Woodstock's and removed from the woods to the ambulance. The patient was then airlifted to DHMC by the DHART helicopter.
- On 11/18/17 the department was dispatched for a hiker with a knee injury requiring extrication from the woods to the ambulance. Personnel staged at the Quechee Visitors Center. A crew started hiking in from the visitors' center while the second crew used the UTV and went down the gorge trail to the Campground access trail. Found the injured hiker approximately halfway down the Campground Trail with his wife. Patient was initially assisted down the trail, but was soon loaded into the stokes with the all terrain wheel and carried to the UTV. Patient was then brought up to the ambulance for transport.
- Crews conducted a tour for a Cub Scout Troop.
- Two car seat inspections were completed.
- Accuworks completed the cleanup and removal of the waste created from the hydraulic leak experience a few weeks ago.
- Brush was cleared from the proposed parking site to allow surveyors to assess the site.
- Department is prepping for the coming winter months. Emergency response trailers are being relocated from the Headquarters site to allow some protection from the elements.
- Ladder 1 experienced some electrical issues and is out of service. A technician from the manufacturer is due on November 20th to troubleshoot the problem.
- The department responded to 77 calls for service during this period.

### **Information Technology:**

- Assisted in the installation of new software for camera upgrades at Hartford PD. Identified issue with the software's lack of Windows XP Support for camera computer in dispatch stations. Looking into best solution of either upgrading to Windows 10 or replacing the PC, which is quite old.

### **Parks and Recreation:**

- Small Games Camp have begun at the WABA Arena. Girls, 2:45-3:45 p.m. and Boys, 4:00-5:00 p.m., at the WABA during the week of November 13th.
- Basketball Camps for Girls and Boys, Grades 3-12, took place the week of November 6th. Camps utilized DBS and Hartford High School.
- Youth basketball registration are complete with the exception of Start Smart Basketball. Teams will be formed for the regular season play soon. We have 80 participants registered and anticipate another 50 enrolling in the hoop programs starting in January.
- Youth Karate Session 2, 5:00-6:00 p.m., is taking place at the Hartford Memorial Middle School. Session 2 runs through November 27th.
- Adult Noon-Time Hockey continues on Friday's at the WABA Arena.
- Home School Skate had 21 home school skate participants on November 10th.
- Splash Night at UVAC Friday, 7pm for grades 4-8 is scheduled for November 17th at UVAC.
- Adult Stick-n-Puck continues on Saturday evenings 8:30 to 10:00.
- Adult Drop In Hoop continues. The age 25+ program is on Sunday from 6pm to 8pm at Dothan Brook School and the 18+ is on Thursdays at White River School.
- Jay McDonough attend the VRPA Entertainment Showcase which provided opportunities to book quality entertainment for the summer program season.
- The OQS swimming program at UVAC has ended. The next program will be in January and consist of 2nd and 3rd graders from Dothan Brook School.

- Department is pushing out promotion for the following upcoming programs: North Pole Elves for Polar Express December 9 & 10, Officials Clinic on December 3rd, Learn to Curl December 2nd, Winter Cheerleading November 28th and the WABA Special Skates on November 22nd and 23rd.
- Received 3 prices for the removal of the tree at that fell in Lyman Point Park. The large tree will need to be professionally removed due to its size.
- Boat launch docks at Kilowatt have been removed. The park remains open until we receive significant snow cover. The docks remain on site but are blocked off with barricades.
- Working with the Planning and Development Office and Energy Coordinator, Geoff Marin on the solar panel installation at WABA.
- We continue to have chiller shutdowns requiring hard restarts. During the operation of the arena staff have been on site with unexpected shut down events. So far we have been lucky that shut downs have not occurred during non-operational hours when staff are not working. This could cause loss of ice. There is no identified cause at the moment.
- Mulch arrived at Clifford Park for the new swing. A few of the volunteers will be assisting with spreading mulch. We will also keep a stock pile of the mulch on site for use in other parks this coming spring.
- Ordered 3 benches for the West Hartford Library. We have marked out locations and hope to have the pads installed soon. The benches are a surface mount bench due to the soil barrier that is in place on site. Grant funds will cover the expense of the benches and installation.
- Continue to work on Wrights Reservoir Rehabilitation with Ben Green from VT Dam Safety and Mike Adams from the Army Corp. Department looks forward to presenting at the upcoming Selectboard meeting to identify possible solutions for moving forward.

## **Planning and Development:**

- Quechee Pocket Park – Due to backorder of remaining railing, installation expected to be completed along with remaining lighting by end December. Benches installation planned for spring.
- Historic Preservation Education Project – Following review of two proposals, the team of LandWorks planning consultant and Brian Knight historic preservation consultant selected.
- WRJ Parking Study – Continuing reviewing Town Parking Ordinance for needed changes to implement recommendations reviewed by the Selectboard in September. Coordinating meetings with businesses in December to review parking options for employees and visitors to facilitate appropriate use of time restricted and unrestricted parking area.
- Currier Street Reconstruction – Base asphalt paving began in disturbed areas including Gates Street. Expected to be completed week of November 20th, and buttoned-up for the winter.
- Sykes Mountain Ave Bike Ped Project – Retaining wall construction will begin next week. Sidewalk along the wall section will be constructed in the spring. Notices have gone out to property owners directly abutting the project and there are weekly updates on the Town website and Hartford Listserve.
- Town Forest Land Management Plan – Formed a Steering Committee with reps from the Conservation Commission and its Land Management Subcommittee, Park and Rec Commission, Upper Valley Trails Alliance, Upper Valley Mt Bike Club, abutting property owners, and Town staff. Staff and some members of the Steering Committee attended statewide planning summit on November 7th with 9 other towns and a consultant team, focusing on land use and natural resources planning. This is the first benchmark step in the Town's process to update the Town Forest Land Management Plan.
- The new Trailbreak Taps and Tacos Restaurant on South Main Street in WRJ opened on Friday, November 10th.
- Assisted Town of Lebanon in interview process for an Energy and Facilities Manager.

## **Police:**

- November 5th – Patrol officers responded to a property damage motor vehicle collision along Hollow Drive.
- November 5th – Police Department personnel assisted with traffic management at the Quechee Pocket Park Ribbon Cutting.
- November 5th – Patrol officers responded to a private residence along South Main Street near Nutt Lane for calls reporting a man destroying a plastic chair with a golf club. The man was cited at the scene for disorderly conduct.
- November 6th-8th – Police Department personnel participated in semi-annual daylight and low-light firearms training.
- November 6th – Patrol officers and paramedics from the Hartford Fire Department were dispatched by communications specialists to a 911 call reporting an unconscious man under the influence of alcohol and prescription drugs at a private home along the unit block of Christian Street. The man was transported by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- November 6th – Patrol officers responded to reports of a hit-and-run motor vehicle collision along Maple Street at Hartford Avenue. The investigations continues, charges are pending.
- November 6th – Patrol officers assisted Hartford Fire Department personnel with a sprinkler/fire suppression system activation at a multi-unit dwelling along the 400 Block of South Main Street. The call was originally received and dispatched by communications specialists as a structure fire.
- November 7th – Communications specialists answered 911 calls reporting a Tractor-Trailer that had struck the railing and become disabled on the bridge over the Ottaquechee River on I-91 North. First responders, including Hazardous Materials Teams were dispatched accordingly.
- November 7th – Patrol officers responded to reports of an altercation at the Shady Lawn Motel. Parties had separated prior to police arrival and required no further police assistance.
- November 8th – Communications specialists answered several 911 calls reporting a two-car fatal motor vehicle crash on I-91 South in Windsor. First responders were dispatched accordingly.

- November 9th – Communications specialists answered 911 calls reporting a chimney fire at a private residence in Weathersfield. First responders and numerous mutual aid units were dispatched accordingly.
- November 10th – Patrol officers responded to reports of a car parked at the Quechee Gorge that had been struck by a falling tree. No injuries, motorist assisted.
- November 10th – Patrol officers responded to reports of a domestic altercation at a private residence along the 600 block of Bugbee Street. Parties were uncooperative.
- November 11th – Patrol officers responded to reports of a suspicious man at the Station Market. The man, who police found intoxicated, was awaiting a ride and agreed to wait outside of the business.
- November 11th – Patrol officers assisted with traffic control for the Veteran’s Day Ceremony on Bridge Street.
- November 11th – Patrol officers responded to a business along South Main Street for a disorderly patron that refused to leave the business. The man was served with a formal notice against trespass and left without further incident.
- November 11th – Patrol officers discovered an overturned vehicle on I-91 near exit 13 and assisted State Police with investigation.
- November 12th – Patrol officers responded to calls reporting a man in crisis at a private residence along the Gillette Street. Police transported the man to Dartmouth-Hitchcock Medical Center for assistance.
- November 13th – Patrol officers responded to an SUV rollover on Old River Road near the I-89 underpass. Operator reported losing control of the vehicle after swerving to avoid striking a deer. The operator was treated for minor injuries at Dartmouth-Hitchcock Medical Center and released. The investigation continues.
- November 13th – Communications specialists answered a 911 call reporting an overturned vehicle with the operator trapped. Telecommunicators dispatched first responders, and maintained contact with the caller until emergency crews reached the scene.
- November 13th – Patrol officers assisted the Lebanon Police with an impaired driving investigation during a traffic stop on Seminary Hill.

- November 13th – Police Department personnel participated in First Aid/CPR training and recertification.
- November 13th – Patrol officers assisted the School District in completing emergency preparedness drills at four area schools.
- November 14th – Communications specialists dispatched patrol officers to a private home on Tichenor Road for an unattended death. Investigators from the Vermont State Police Major Crimes Unit responded to assist in completing an investigation.
- November 14th – Patrol officers and detectives assisted the Vermont State Police Narcotics Investigation Unit with the investigation and arrest of several persons in connection with illicit drug trafficking at a private residence on Walsh Avenue.
- November 15th – The Police Chief and Police Social Worker participated in the regular meeting of the Windsor County Special Investigations Unit.
- November 15th – The Deputy Chief and Police Social Worker participated in the regular meeting of the Hartford Community Coalition.
- November 16th – Patrol officers assisted staff at Health Care & Rehabilitative Services with a man in crisis. The man was taken by police to Mount Ascutney Hospital for assistance.
- November 16th – The Police Social Worker and Police Chief met with staff from the Hartford Justice Center and Valley Court Diversion to discuss the application of restorative justice processes.
- November 17th – Patrol officers assisted staff at the Dothan Brook School with an emergency preparedness drill, and later attended the White River School’s Safety Meeting.
- November 17th – Communications specialists received a 911 call from a motorist on Maple Street reporting smoke and flames in the window of a residence along Ferry Boat Crossing. Patrol officers assisted the Fire Department with traffic management at the scene of what was found to be a working structure fire.
- November 17th – Patrol officers assisted staff at the Hartford Memorial Middle School with a behavioral emergency. Mediated by staff.
- November 18th – Patrol officers assisted paramedics with a woman in crisis at a private residence along Hollow Drive. The woman was transported by ambulance to Dartmouth-Hitchcock Medical Center for assistance.

- November 18th – Communications specialists received a 911 call reporting an injured hiker at Quechee Gorge Park. Hartford Fire Department personnel were dispatched to for rescue operations and medical transport.
- November 18th – Patrol officers responded to the vandalism of several vehicles that had tires slashed while parked at a private home along the 1500 Block of Hartford Avenue. Two juveniles have since been cited; the investigation continues.
- November 18th – Communications specialists received a 911 call reporting a vehicle that had overturned and was smoking along I-89 South in Richmond. First responders were dispatched, and Telecommunicators kept the caller engaged while her husband assisted in removing the overturned vehicle's operator.

### **Public Works:**

- Kyle Moses of White River Junction was hired as a new wastewater employee to work primarily out of the White River Wastewater Plant.
- 11/14/17: A water line break occurred on Tuesday morning on the 8" asbestos cement water main near 1536 Hartford Ave (Rte #5) in Wilder. This was a very large water main leak. The repair of the work was completed under the lead of Evan Eccher of the Water Department. Evan did a great job in organizing the repair of the work with the Water Department making the repairs and Wastewater Department performing the excavation, trucking and flagging.
- 11/15/2017: A second large water main leak occurred at 12:30am Wednesday morning on the same 8" asbestos cement water line, near 1474 Hartford Ave.
- 11/15/2017: A water service leak was discovered to the service line to the Coolidge Hotel. This was repaired on Friday (11/17) by the owner's contractor with some assistance from the Water Department.
- Bids were opened and evaluated for engineering work on a new water main for Nutt Lane, Harrison Ave and Latham Works Lane. Otter Creek was selected as the engineer for the project.
- The Highway crew assisted the water Department on the 2 water breaks on Hartford Ave.
- The Highway crew worked on preparing the equipment for winter.

- July 1, 2017 Flooding: The Highway crew has whittled the repair work down to the short section of the river bank along Quechee main Street and a short section of the river bank along River Road. We will be in touch with the Stream Alteration Division on the extent of work they will allow us to complete at this time of year.
- The Lower Sykes Mountain contractor, DuBois Construction began paving of the shoulders along Sykes Mountain Ave.
- Blacktop Paving paved the base on Currier Street; Phase 1 and Phase 1 extension on November 20, 2017.