

**Town Of Hartford
Town Staff
Significant Activity Report, December 6 - 19, 2017**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- Allyn Ricker, Highway Superintendent is retiring at the end of 2017. Allyn started with the Town of Hartford Wastewater Department and ended up as the Highway Superintendent. Allyn's 29 years of dedicated employment with the Town was second to none. His knowledge and experience has left the Town of Hartford in a better place than when he started. A retirement party was held for Allyn on Friday, December 15.
- The Town and School Meeting Committee has been informed by both the Town and the School to cancel the Informational Night event scheduled for January 8th. Per the Charter, there are other opportunities, as part of the Town Meeting Cycle, to present relevant information to the voters.
- At some recent meetings there were some questions on the Local Option Tax and how to use those funds. The verbiage in the charter is as follows: "The Town of Hartford is authorized to levy a tax of one percent (1%) on rooms and meals/alcoholic beverages, the net proceeds of which are to be deposited in a capital reserve fund until directed otherwise by vote of the Town." This wording appears to not limit the proposed use of the funds to capital projects, rather requires voter approval for the use.
- There has also been some discussion about, "Putting a price on Fossil Fuels in Hartford." It is important to note that the state has not authorized municipalities to tax this particular item. As of now, the only tax municipalities are authorized to implement is the Local Option Tax on Food, Beverages, and Lodging. This was authorized as part of Act 60 in an effort to allow municipalities to offset the potential revenue lost due to the new educational funding model.
- Given the holiday season and the need of Department Heads to use their vacation time, I anticipate a smaller verbal report for the January 2nd Selectboard meeting and a larger report for the January 19th Selectboard Meeting.
- At each of your seats is a follow-up from Planning and Development in response to a question concerning the number of permits issued. In summary: 257 in FY13, 227 in FY14, 285 in FY15, 278 in FY16, and 229 in FY17.

- The Parks & Recreation Director and the School's Athletic Director continue to work on the indoor turf possibility for WABA. As of 10:30am this morning, it looks like the purchase of the product from Leverone Field House at Dartmouth is coming together. Several confirmed donations have come forward through the Athletic Department to purchase the turf. They are working on details related to off season storage and connecting with Dartmouth who would be available to assist with installation. Also working with Skip Weinbel from Weinbel Sports Surfaces to assist with custom fitting for the WABA. You might start hearing some chatter about it and wanted you to be aware that it is highly probable that this will become a reality. We still have to work on off season storage, timelines for installation and usage, yearly maintenance costs (not a major concern but possible during installation each year) programming opportunities and how we would manage the facility and potential costs.
- The Town now has an official presence on Facebook "Town of Hartford, VT". We have been working to get information out through this venue as well as making good use of the DailyUV. We continue to work on communicating without getting drug into the many debates that occur on these sites.
- The Town is working on the lighting on the bridge across from the Bugbee Center. We were made aware last week that it is our responsibility. We are looking at several options to include a solar retrofit. If this requires major conduit work, this could be quite expensive and may not get done for quite a while as the work would need to be coordinated with any state work on the bridge. Either way, this will take some time.
- We held our Town Holiday Party and Employee Recognition Ceremony this past Saturday at the Lake Morey Resort. It was a great opportunity to recognize some of the great Town Staff and to have a bit of fellowship. We appreciate the Selectboard attendance and support; it means a lot to me and the staff. Thank You.
- At your seats is an update on our TIF projects. As you can see, we are behind on getting the voter approved work done. At this time I am not recommending a TIF bond for this March. We may look at one during the November election. We had planned to pursue a project at Gates Park. This work had been previously approved and in fact, had gone out to bid. Given the lukewarm reception from the board, it needs some more work. Given some of the turbulence in DPW, we will work to bring a consultant on board, funded with TIF monies, to get us caught up on these projects. We'll have a good idea where we stand with TIF revenues and will be able to be aggressive as we move forward.

- We have received two unsolicited offers to buy out our lease on the cell tower located at the Maxfield complex. We are looking at these offers to determine whether it makes sense financially. We currently make around \$60K a year. This income is not guaranteed and has an annual escape clause. We have been notified by the current tenant that the lease is underperforming. At this point the Town owns the risk for the tower. Selling the lease, would also sell the risk and provide some funds to the Town. We hope to come back to you on January 2nd with answers and a recommendation to allow us to continue the discussion with at least one of the offerors.
- Also at your seats are responses from the Police Chief to questions asked during his budget presentation. One of these documents is a copy of the lease from Enterprise. The other document is a rundown of Police Activity. Once we run through the pool update this evening, I believe we are up to date on due outs from the budget briefs up to this point. Please correct me if that is incorrect.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- FYE17 Audit Compilation: Working with our audit firm to assist in providing any & all documents for them to review, complete, compile & prepare our financial statements. The Audit team is on site this week, they will return on January 2nd and remain until the audit is complete.
- The IT Director is in the process of implementing new software that will allow for scheduled updates so they don't build up and slow down the patron PC's.
- We have confirmation that DOC will be providing some support to the town for facility work crews. There is a meeting scheduled with Bill Soule and Mark Devins on December 19th to discuss what will be available to us. Department will look to secure the DOC crews for the upcoming season as soon as possible.
- Two organizations are looking into off season WABA usage. We hope to see Vital Communities utilize the WABA for their Taste of the Upper Valley and HACTC for a possible Robotics Competition to be held in the spring.

- Downtown WRJ Parking Study Implementation – Inventoried existing parking signage to begin to reflect outcome of parking study. Outlined schedule for Police and Planning staff meetings with businesses in January to roll-out voluntary compliance. Includes police monitoring parking with reminders of where parking is for limited time and all day parking.
- December 9th – Communications Specialists answered or completed over 230 telephone calls during the season’s first significant snow event, including answering 70 emergency 911 calls, and the recording and dispatch of 40 calls for police, fire or emergency medical services during the height of precipitation. Patrol officers were dispatched and responded to numerous weather related traffic accidents and hazards throughout town during this same time period.
- December 13th – The Police Chief attended Fair & Impartial Policing/Implicit Bias Training co-hosted by the Vermont Criminal Justice Training Council and Milton Police. Major Vail, having received special training in the program originally facilitated by the Vermont League of Cities & Towns, co-instructed the course. Future courses are being scheduled in Hartford.
- A Notice of Closure of the Gates Street retaining wall from Maplewood Terrace to Fairview Terrace was posted in the Valley News and the Town of Hartford web site. This section of road will be closed by December 22, 2017.

DEPARTMENT HIGHLIGHTS

Assessor:

- Working on finalizing values for Grand List.
- Conversion of appraisal software (Vision) in process.
- Processing last quarter sales and sales verifications.

Finance:

- Working October Financial Reviews: Meeting with the department heads to review their FY 18 budget to actuals covering July 1, 2017 thru October 31, 2017. During this meeting we also discuss any changes or concerns they have with their department's budget.
- U.S. Commerce Annual Census: This is an annual census survey we are required to submit. The collection of the data takes about 5 days & the data entry is approximately 1.5 hours.
- November Financial & Bank Reconciliations: Monthly Financial Reconciliations ensure all material are posted in addition to ensuring all expenses & coded to the correct GL line. Revenues are also reviewed to ensure proper collection & coding. This information is used to complete the cash flow forecast. The Bank Reconciliations involve verifying our internal records balance to the bank's records.

Fire:

- Members attended the annual Hartford Fire Department awards ceremony where many members were recognized for their achievements. Years of service awards included Captain Dube with 25 years, Captain Shropshire with 20 years, Captain Hannux and Firefighter Tidwell with 10 years.
- Captain Shropshire and Lieutenant Laliberty were recognized and congratulated in front of friends and family for their promotions that occurred earlier this year.
- Wreaths were hung at the Quechee Covered Bridge.
- B- Shift conducted Fire Behavior training for the Call Firefighters.
- There were numerous fire drills conducted at the schools.
- There were numerous car seat safety checks done at Station 1.
- Members practiced packing and deploying a potential new hose load for all apparatus. It seems to make deploying the lines quicker and more efficient.
- The Fire Department responded to 97 calls in the past two weeks.

Information Technology:

- Reinstalled Windows 10 & software that restores patron PC's to a previous restore point on a West Hartford Library PC that was not working properly.

Parks and Recreation:

- Polar Express and the North Pole was the weekend of December 9th and 10th. Between volunteer coordination, set up and cleanup of the station along with operating the North Pole for the Polar Express, we have invested an estimated 60 hours of staff time into this event.
- Youth basketball games have begun for all levels of play with the exception of Start Smart Basketball which begins in January.
- The Elves Workshop on December 9th had 26 children take place in the program. The program is a runs on December 9th. The program is a collaborative with Hanover Youth-in-Action.
- Adult Noon-Time Hockey continues on Friday's at the WABA Arena.
- Adult Stick-n-Puck continues on Saturday evenings 8:30 to 10:00.
- Learn to curl this weekend 5:45pm to 8:15pm on Saturday.
- 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.
- Public Skating on Saturday 4:15pm to 5:30pm and 4:15pm to 6:00pm on Sunday.
- Town team basketball has begun. This is a high school age basketball team. We have not had a team for several years and glad to see the interest return.
- Public Skating continues on Saturday's 4:15pm to 5:30pm and 4:15pm to 6:00pm on Sunday's.
- Department is pushing out promotion of Skate with Santa on December 16th between 4:15pm and 5:30pm where skaters will be able to skate around Santa on the ice. New Year's Eve Skate is scheduled for December 31st between 4:15pm and 6:00pm. Free refreshments will be available as part of the skates.

- Department has started working on the development of the Spring/Summer Program Brochure.
- The Hartford High School and Hartford Middle School have begun using the arena for physical education classes.
- Hartford High School has begun their game schedule at the WABA. The facility is very active. Parking continues to be a struggle for games and transitions. We are signing the bus turn around during weekends and week nights where there are High School Games. The bus turnaround was designed for less than 10% of the WABA usage and is not practical for a majority of the facility parking needs. We are working with the Athletic Department on possible solutions.
- The Department installed red bows on many of the downtown light poles. The order was delayed by UPS but they are now up and look very festive. Lori Hirshfield will be coordinating a meeting with downtown merchants after the holidays that puts a plan in place for holiday decorating in the future. Merchant involvement is key to a successful program and requires collaborative buy in from merchants. Additionally, improvement to the electrical supply of downtown light poles is necessary if all poles are to be illuminated. Many poles do not have electrical outlets. Merchant window lighting also provides a very festive look and it is hopeful that all merchants will be involved. The Parks & Recreation Department installed a lighted tree in Briggs Park and illuminated the Bugbee tree.
- The Department will be meeting with Richard Synnott and Tom Debalsi on Friday December 15th to discuss the outdoor pool options being considered by the Selectboard. Plan to discuss the impacts of possible closure, site usage and to discuss the pool options for the community. I plan to address options for our summer programs as well. Future facility options briefed at the recent Parks & Recreation Budget Brief will also be reviewed with UVAC and the Superintendent.
- Again, we experienced several mechanical failures with the Zamboni that wouldn't identify itself. We had 3 situations that occurred that identified themselves as a fuel and/or electrical possibilities. After each mechanical evaluation we finally identified an electrical problem that through diagnosis created symptoms of fuel issues. The Hanover Improvement Society provided a loaner to the Department. The loaner is on site and is available to us until they need it back. Following our last visit from Farmer Brown, it appears we have resolved the mechanical issue.
- Everett Hammond from DPW is reviewing the General Permit that will be submitted to the Army Corp. for Wrights Reservoir. Once his review is completed we will submit under Army Corp Guidelines.

- We are working with the Police Department and the Fire Department on group uses at the arena that have caused some challenges with staff. We have asked the Police Department to stop by on occasion when the group is playing to assist us in enforcing some facility rules. The group may be faced with losing ice time if they do not comply. The Fire Department was asked to review egress and pedestrian traffic near the Zamboni doors to assist us in identifying a way to keep pedestrians from crossing in front of the Zamboni doors during and following ice makes. The area becomes slick and dangerous to pedestrians. Signage to educate and discussions with those violating is not working.

Planning and Development:

- Quechee Pocket Park – Park is closed for the winter. Wrong railing parts sent. Railing and lighting will be installed in the spring with remaining punch list items.
- Currier Street Reconstruction – Finalizing design for remaining section of Currier Street and parking lot.
- Town Solar Projects – Local permitting completed and preconstruction meetings held for the DPW office building and WRJ Wastewater facility. Electrical work to begin December 18, 2017. WABA building pending extension from the VT Public Utility Commission.
- Sykes Mountain Ave Bike Ped Project – Project has been buttoned-up for the winter. Notices sent to adjacent property owners and placed on the Town website, Facebook and list serve.
- Town Buildings Energy Improvements – Working with GMP and Efficiency Vermont to identify options for installation of heat pumps in Bugbee Building and the Public Safety Building.
- Handicapped ramp on South Main Street – Worked with property owner, DPW and Fire Department to ensure meets code and resolve issue of ramp interfering with Town snow plowing. Resolution pending.
- 2020 Census – Participated in webinar training to be one of the Town's resources.
- Planning Commission/Zoning Board of Adjustments Applications – Reviewed plans for High School and Middle School parking lot improvements, and for conversion of the former Trap Door Bakery in Quechee to multifamily housing.

- CLG Grant Application – Submitted application for Cemetery Oral History project.
- TIF – Submitted Update of Non-TIF funding to State.

Police:

- December 3rd – Patrol officers responded to a single vehicle, property damage only motor vehicle collision at the Quechee Club after a car jumped a curb and struck a light pole. The operator was cited and released.
- December 4th – Patrol officers responded to a private residence along the 100 block of Hazen Street for a woman in crisis and seeking assistance. The woman was transported by patrol officers to Dartmouth-Hitchcock Medical Center for assistance.
- December 5th – Patrol officers were dispatched to a property damage only motor vehicle collision along North Hartland Road at the Exit #11 Ramp. The operator was cited and released.
- December 5th – The Police Chief attended a meeting of the Upper Valley Town Managers and Governing Boards with the Town Manager Pullar & Chairman Grassi.
- December 5th – Patrol officers were dispatched to a three car motor vehicle collision involving injuries along Hartford Avenue near the intersection with Hewitt Street. Emergency medical response and investigation delayed traffic; the investigation continues.
- December 6th – The Police Chief attended the regular meeting of the Town Risk Management/Wellness Committee.
- December 7th – Sergeant Pedro attended the regular meeting of the Hartford School District Safety Team.
- December 7th – Patrol officers and detectives assisted the Vermont State Police Narcotics Investigation Unit with the investigation and an arrest in connection with illicit drug trafficking at a private residence on Walsh Avenue.
- December 7th – Patrol officers were dispatched to reports of a woman in crisis at a private residence along Depot Street. Patrol officers worked with Hartford Justice Center staff in mediating. The woman was transported by Justice Center staff to the Clara Martin Center for further assistance.

- December 8th – Patrol officers were dispatched to a family altercation at a private residence along the 600 block of Bugbee Street. Parties were separated and cited for Disorderly Conduct.
- December 8th – The Police Chief and Police Social Worker attended the regular meeting of the Hartford Area Child Protection Team.
- December 9th – Patrol officers were dispatched to reports of a woman in need of assistance at the Super 8 Hotel. The woman was placed in contact with family in the area for additional assistance.
- December 10th – Patrol officers located and stopped a vehicle reported as operating throughout downtown White River Junction in a reckless manner. The vehicle's operator was found to be in crisis, and was taken into custody and transported by patrol officers to Mt. Ascutney Hospital for assistance.
- December 10th – Patrol officers responded with paramedics to a medical emergency involving an impaired man at a private residence along the 200 block of Fairbanks Turn. The man was transported by ambulance to Dartmouth-Hitchcock Medical Center for additional assistance.
- December 11th – Patrol officers were dispatched to reports of a woman in crisis at the Clara Martin Center. The woman, who struggled with patrol officers was taken into custody and transported to Mount Ascutney Hospital for additional assistance. She was also cited for assault after biting a police officer while being seat belted.
- December 11th – Communications Specialists dispatched rescue personnel and paramedics from the Hartford Fire Department after a neighboring ambulance was struck and slid from the roadway while enroute to an emergency call in Strafford.
- December 11th – Patrol officers were dispatched by Vermont State Police to a business along North Hartland Road for reports of a man making threatening telephone calls to family members. The man, who had reportedly just been released from court on domestic assault charges in Bellows Falls overnight, was located walking away from the business along North Hartland. Intoxicated and agitated, the man was taken into custody and charged accordingly.
- December 11th – The Police Department attended the ceremonies honoring Lebanon Police K-9 Officer Max.

- December 12th & 13th - Communications Specialists answered multiple emergency and non-emergency calls reporting weather related motor vehicle crashes, including one requiring extraction of trapped motorists. Patrol officers were dispatched and responded to numerous weather related traffic accidents and hazards throughout town.
- December 14th – Patrol officers responded with paramedics for a man in crisis at an area service provider located along Hartford Avenue. The man was transported by ambulance to Dartmouth-Hitchcock Medical Center for additional assistance.
- December 14th – The Police Chief participated in a planning discussion hosted by WISE.
- December 14th – Patrol officers and detectives assisted the Vermont State Police Narcotics Investigation Unit with the investigation and arrest of three (3) persons wanted in connection with illicit drug trafficking within the Town of Hartford.
- December 14th – The Police Chief participated in the December Executive Board Meeting for Health Care & Rehabilitative Services of South Eastern Vermont.
- December 15th – Patrol officers responded to an altercation between two men at an area service provider located along Hartford Avenue. The men were separated prior to police arrival, and patrol officers assisted by 211 and Upper Valley Haven staff assisted with relocating one of the men to a nearby motel after the man was asked to leave and not return.

Public Works:

- Richards Electric completed electrical repairs to the Jay Hill Pump Station for Wastewater.
- The Water Department invited Ashley Lucht of the Vermont State Revolving Loan Fund down to the Hartford Municipal Offices to meet with town staff to discuss in detail how the State Revolving Loan Program works. This information will add great value as the Public Works Dept. plans future capital improvements.
- The Water Dept. attended a sanitary survey meeting at the Municipal Offices hosted by Rural Water.
- The Water Department sent out an RFP for the engineering design and oversight of the new Well #1 in Wilder, VT.

- The Highway crew installed a culvert near the intersection of Jericho Road/Bedell Road.
- A new 10 wheel plow truck was delivered on December 11, 2017 just in time for the first major storm of the year.
- The Highway crew plowed a 4" storm on Saturday, December 9, a 10 inch storm on Tuesday, December 12 and a 1" - storm that blew through Town on Saturday, December 16.
- The Highway Department is currently advertising for the position of Seasonal Highway Equipment Operator to assist the Highway Department in maintaining roads this winter.