

**Town Of Hartford  
Town Staff  
Significant Activity Report, January 31 – February 13, 2018**

**TOWN MANAGER HIGHLIGHTS**

- Respectfully submitted for your consideration.
- The final installment of property taxes were due on February 2, 2018. At that point the Town had \$1.86M in delinquent payments. At the same time last year, we had \$1.69M in delinquent payments. Current delinquent taxes for 2018 are \$1.47M.
- The Police Chief, Fire Chief and myself signed a letter to the Agency of Transportation expressing our concern about the dangerous intersections at Routes 5 & 14 and at Route 5 & Highland Ave. We asked for some detailed examination of the problem.
- We are working with Green Mountain Power to resolve the problem with the lights on the Bridge across from the Bugbee Center. We are setting up a meeting on-site to look at the problem area to determine the best way to approach. We have offered to assist with the trenching so that we can get it fixed as quickly as possible.
- We are looking to schedule the outbrief from the Committee on Racial Inequality to the Selectboard and was hoping for feedback on which date to get on the agenda. Also, the Superintendent is looking to get on the schoolboard agenda also.
- I am looking for your thoughts on the Selectboard training event that is programmed for some time after the election. Wondering if you saw this as a Saturday event or one held in the evening. Early guidance was that it lasts about 3-4 hours and focuses on process design and methods for collaborative and collective decision making. There would be an emphasis on team. The goal is not to make you experts, rather provide a few things for your kit bag.
- We have done some initial engineering work on the Legion Lot expansion. Current capacity is 140 parking spots. The initial project called for reorganizing and restriping the lot. That would bring the capacity to 157 parking spots. When the possible expansion is considered; the capacity increases to 190 parking spots.
- We have received an initial estimate from FEMA related to the damage and reimbursement from the July 1, 2017 storm. Initial cost estimate is \$247,143. We are eligible for reimbursement of 75% from FEMA and 12.5% from the state. This equates to 87.5% or 216,250. There is still more work to be done relative to the storm and on the computations.

- I received and shared an email from one of our local small business owners providing additional concerns about the impacts of the Local Option Tax on his business. He has written to you in the past, shortly after the Tax went into effect. He wanted to ensure that the board understand the repercussions of a tax burden on a specific industry, especially one with small margins. The impact of the 1 % is coming out of his bottom line. He also wanted to ensure transparency when those tax revenues are committed.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

### **STAFF HIGHLIGHTS**

- Assessor is beginning process of reviewing exemptions, town properties, commercial solar, and cell towers.
- Police Asset Forfeiture Reporting :
  - o Finance completed 3 years of delinquent Equitable Sharing Reports to bring the Town within Compliance and now is eligible for funding through this program.
- Chief Cooney was appointed to the Executive Board of the VT Career Fire Chiefs to replace a retiring member and will serve as Treasurer for the remaining of the term.
- IT installed new Copiers in Town Manager Office, Planning/Assessing, Solid Waste, Police and Fire. Remapped everyone's computer for scanning, and made sure all previous address book contacts transferred to new copiers.
- The Parks & Rec Department has finalized a new scholarship program collaborating with the Hartford School District. The program is in draft form. The program was discussed at the recent Parks & Recreation Commission meeting.
- The Parks & Rec Department held its Valentines Dance for Daughters on Friday, February 9th. The dance was held at the Dothan Brook School. We had 38 pre-registered couples for the dance and 25 day of registrations. With additional daughters and a few extra parents, we had a headcount of 135 participants. DJ music and a photo booth entertained everyone. Light snacks and punch were also available. Each daughter received a carnation.
- Town Solar Projects – Construction completed for DPW office building, and is now operational.

- Town Master Plan Update - Staff kicked-off the May 2019 Mater Plan update process with other Town Departments and Town commissions/committees. An overview of the process and schedule will be presented to the Selectboard at the February 27th meeting.
- Automated Vehicles in VT – Staff will be participating with State working group over the next year to develop specific language to regulate the testing of Automated Vehicles in Vermont for that will be presented to the Legislature in 2019.
- The engineering for South Main Street, Gates Street and a portion of North Main Street has been put out for Request for Proposals (RFP's) and Request for Qualifications (RFQ's).

## **DEPARTMENT HIGHLIGHTS**

### **Assessor:**

- Updated to new CAMA Software - Vision 8.
- Working on updating the system with property transfers, subdivisions, address changes and permits.
- Continue to work on 2017 appeals.
- Did a preliminary review of properties located within the TIF district, monitoring new projects.

### **Finance:**

- December Bank Reconciliations:
  - o Completed Bank Reconciliations involve verifying our internal records balance to the bank's records.
- December Financial Reconciliations:
  - o Issued Monthly Financial Reconciliations with notes to Town Manager and Department Directors for review. Monthly reconciliation ensures all expenditures and revenues are posted correctly. Completed 75% of monthly review meetings with the Department Directors.

- FYE17 Audit Finalized:
  - o Continue Submitting Audit to External Parties as required by agreements.
  - o Continue to work with Auditors to complete required TIF Audit.
  - o Review Work Papers of FYE 17 in preparation for the FYE 18 test work slated to begin in May.

**Fire:**

- Conducted Fire Drills at all buildings at the Waldorf School.
- Conducted public education at the elementary schools.
- Assisted HPD with the installation of a new drug take back container in the Public Safety lobby.
- Staff participated in semiannual fitness evaluations.
- New security measures have been installed in the fire department. This will allow the Public Safety lobby to be unlocked during business hours in the near future.
- On Monday January 29, 2018 at 13:21 the Hartford Fire Department was dispatched for a fire alarm activation at 261 VA Cutoff Rd, a large apartment building managed by Twin Pines Housing Trust. While responding the Hartford Dispatch Center received a report of a fire in one of the apartments. A first alarm was then dispatched for the location. Automatic mutual aid units from Lebanon and Hanover were dispatched to the scene. Engine Four arrived on scene and reported a two-story multi-unit apartment building with smoke coming out a second story apartment door. The initial company made entry into the apartment and reported the sprinkler system had activated and extinguished most of the fire. The fire was fully extinguished by firefighters using fire extinguisher and the incident was placed under control at 13:29. All occupants were able to evacuate the apartment building and there were no reported injuries. The cause of the fire was a grease fire on the stove. Three occupants were displaced due to fire and water damage, Twin Pines assisted these residents with alternate accommodations while repairs are being made to the building. The unaffected tenants were allowed to reoccupy the building once the fire alarm and sprinkler system were placed back in service.
- Staff is touring VA Hospital hazardous materials areas as we evaluate our response to emergencies at the facility.
- Staff made repairs to the station exhaust system after a failure of the device on one of the ambulances.

- Staff continues to work to complete the project of transmitting data directly from our cardiac monitors to the hospital and our reporting system. Most of the process has been completed we are awaiting the vendor to complete some setup and intend to have the system operational soon.
- The department is contracting with COPE Associates to assist with the creation of our Strategic Plan. The strategic plan is one of the three documents that are evaluated during our accreditation which is due for renewal in 2019. The last plan was completed in 2014 and was used to chart our course over the last years. With input from staff, partners and the community we hope to adjust our strategies to allow us to be successful for the future.
- On February 7 the department responded to a Chimney Fire on Quechee Hartland Rd. Arriving units discovered a fire within the chimney. Units utilized ladders to access the chimney, extinguish the fire, and cleared the chimney of debris.
- On February 4 the department responded to a reported building fire on N. Main St. Units arrived to find smoke in the building as a result oven fire in one of the apartments. The fire was quickly extinguished and the building was ventilated to remove smoke.
- On February 4 the department responded to a reported building fire on N. Hartland Rd. Units arrived to find a smoke in the building and a fire in a kitchen stove. The fire was extinguished and the stove removed from the building. The home was ventilated to remove smoke with no further damage to the remaining building.
- Attended the monthly Health Officer Meeting.
- Attended a VT Career Fire Chiefs Meeting regarding Homeland Security Grants.
- The department responded to 89 calls for service during this period.

### **Information Technology:**

- Moved Norwich's Police Connection to their new building and installed Spillman on the new PC's they purchased.
- Edited the Solid Waste Website with the latest up-to-date information, and cleaned it up for clarity and presentation purposes.

## **Parks and Recreation:**

- The RedZone 5K had a great turnout on Saturday, February 3rd. The race lead sponsor was Ledyard Bank. Additional sponsors were Casella Waste Management, Mascoma Savings Bank, Symquest, Bob's Service Center and Big Fatty's BBQ. We had 91 registered for the race and over 70 finished. Department wishes to thank the Hartford Police Department for managing the road crossing and the Hartford Fire Department for being on site to assist with any injuries. This year we also had on hand the Vermont Department of Health, Emergency Preparedness also helped out with the race. Additionally, we had members of the Parks & Recreation Department Board and members of the Hartford High School Track Team and several community members assist with the race.
- February Vacation Ventures which is February 19th through the 23rd is full. The camp will take place at White River Elementary School. We will also be pushing out special public skates during vacation week at the WABA.
- The Department will be implementing a membership program for summer ventures. Parents will be asked to register as a Ventures Camp Member. This membership is handled as a pre-sign up to register for the program and pre-qualifies participants in the registration process. The primary goal is to obtain the required forms necessary for the camp program. Often the Department is chasing down registered participants to finalize paperwork prior to a camp sessions starting. This reduces the amount of staff time needed to verify all paperwork for summer camp. We will begin implementation of the membership program the end of February when we plan to open up registration to Hartford residents.
- Noontime Hockey continues from 12 to 1 and Home School Skate follows until 2:15pm at the WABA arena on Friday's.
- We also continue to have good numbers for the Public Skate at WABA on Saturday at 4:15 to 5:30. Adult Stick-N-Puck is 8:30 to 10:00.
- On Saturday, the Start Smart Basketball and K-2 Basketball continues at OQS.
- Sunday we continue with our Toddler Open Gym 9am to 10am at DBS, Skiing Lessons are 12:00 to 2:00 at Quechee Ski Area and the Learn to Skate at WABA is between 3pm to 4:10pm. Sunday Public Skating is 4:15 to 5:30pm at the WABA and Adult 25+ Hoop at continues at DBS from 6pm to 8pm on Sunday's.
- The Department met with Dave Clark from Yellow House Media to develop a sponsorship program for the 4th of July this summer.

- The Department will be promoting seasonal summer employment for Camp Ventures and for Park Maintenance.
- Adult Drop-in 50+ Basketball continues on Wednesday 8:00pm to 9:30pm at the Hartford Middle School.
- 18+ Open Basketball continues at White River School on Thursday 7:00pm to 9:00pm.
- The Department has 18 seats left for the Boston Flower Show held on March 15th. The trip costs \$62 per-person and includes admission to the flower show and Premier Luxury Motor Coach ride to and from the show. Bus departs at 8:15am and returns at 7:00pm.
- Department continues to work on the programs and the publication of the Spring/Summer Program Guide.
- The Kubota tractor boom has broken. The break occurred at a repaired weld joint at the elbow of the loader piston. During the Irene cleanup the boom had cracked near the elbow and was repaired with a support weld. Since then, the weld had been repaired on two additional occasions. The proximity of the weld controls the pivot of the bucket. The DPW mechanic did not recommend re-welding based on the type of service the tractor has with snow removal and summer use. If re-welded and it breaks again under a load, it could cause a safety hazard for the operator or anyone surrounding the work being performed. It was determined that the best option for us was to replace the boom. It has been ordered and we hope to have it operational soon. The cost is around \$1,800 dollars.
- Several snow days over the past couple weeks has caused Hartford High School game cancelations which creates scheduling issues at the arena. Since the school needs to get the games in, it causes us to bump other users out of game slots.
- The Department continues to work with Vermont Commercial Refrigeration on options for replacement of the aged and unreliable refrigeration systems. During the renovations of the arena the aging refrigeration system and controls were overlooked. In the current season we have experienced several unanticipated shut downs costing just over \$15,000 in revenue.
- The last sheet of usable replacement dasher glass was used. We have experienced 6 sheets of glass breaking this season at the arena. It is anticipated that the glass composition may be breaking down due to age. We have ordered 2 additional sheets of glass for backup.

- The Department submitted an Aquatic Nuisance Grant through the State of Vermont, Department of Environmental Conservation for Dewey's Pond. The grant will be for milfoil extraction this upcoming summer. The aquatic invasive species program includes an in-kind match. We should know if we received the grant sometime in late March or early April.

### **Planning and Development:**

- Weatherization Program – Warm-Up Wilder, a public education and outreach program on weatherizing homes, will kick-off on April 7th, 11:00 AM to 2:00 PM at the Wilder Library and Community Center. Staff and the Energy Commission are working closely with Efficiency VT, Vital Communities and local vendors.
- WRJ Winter Parking Survey – Conducted 20 counts throughout the downtown public parking areas at various time of the week and weekend over the past two weeks. Staff will be working on the summary report in the next week.
- Historic Preservation Public Education Program – Had kick-off meeting with the consultant and the Historic Preservation Commission.
- VT Carbon Tax Proposed Legislation – Worked with Norwich, Woodstock, and Thetford Energy groups to organize a non-advocacy public information forum on February 12th. There will be speakers from the VT Law School and Tuck School.
- VT Community Development Grant for Scattered Sites Housing Project – Submitted final progress report to close out the grant.
- VT Community Development Grant for the Bridge and Main Housing Project in Downtown WRJ – Submitted annual progress report.
- TIF Annual Report – Completed and submitted report and first level certification process. Next step is completion of TIF audit and final certification by April 30, 2018.
- TIF Projects – Working on easements for 2016 TIF stormwater project 2016, and final design for completion of Currier Street and South Main Street Parking Lot.
- Solid Waste and Recycle Center Lighting – Continued working with DPW and vendors to identify lighting options to convert to energy efficient LED lights.
- Town Hall Parking Lot Lighting – Continued working DPW and vendors to identify options to increase illumination, including solar powered lighting.

- Planning and Development Fee Schedule – Reviewing information from other communities, and developing options for revision to the current fee schedule.
- WRJ Sales Tax Reallocation Funding – Working with developer/contractor to submit first requisition for costs related to Currier and Gates Street improvements.
- Twin Pines Housing Trust/Housing VT Sykes MT Ave Project - On February 8th, a \$695,000 Vermont Community Development Program (VCDP) grant application towards development of 30 multifamily units of mixed income housing was presented to the VCDP Board. This is a resubmittal of an application that was not funded in an earlier funding cycle.
- Vermont Law School (VLS) – VLS provided technical and legal assistance to the Town on the recent Town facilities solar projects in exchange for using the projects as case studies for students. We will be continuing the successful working relationship with VLS on energy and solar related projects. Next projects include development of public policy and outreach strategies and incentives to make solar and electric vehicles more affordable to the general public.

**Police:**

- January 28th - Patrol officers, investigators and the chaplain assisted Fire Department personnel with the recovery of a 22 year old Hartford man, and subsequent investigation into the events leading to his death at the Quechee Gorge Bridge.
- January 29th – Patrol officers were dispatched to the theft of cash taken from an unlocked vehicle parked overnight at the Park and Ride on Hartford Avenue in Wilder. The investigation continues.
- January 30th - Patrol officers responded to a private residence along Twilight Court in Quechee for reports of an unauthorized use of a motor vehicle. The vehicle was located by patrol officers a short time later and returned to the owner without further incident. The operator was cited accordingly and released.
- January 31st – Patrol officers were dispatched to a report of a dog bite near the intersection of Hartford Avenue and Depot Street in Wilder. The dog owner was located and cited accordingly.
- February 2nd – Patrol officers assisted Probation & Parole personnel with the recovery of illicit drugs from two persons under supervision at a multi-unit residence

along the 500 BLK of Maple Street. Both persons were taken/returned to custody in accordance with court requirements.

- February 2nd – Communications Specialists answered multiple emergency and non-emergency calls reporting weather related motor vehicle crashes throughout the region. Patrol officers were dispatched and responded to numerous weather related traffic accidents and hazards throughout town.
- February 4th – Patrol officers were dispatched to reports of a man shattering the windows on a vehicle parked at a private residence along the 100 BLK of Cope Lane. Patrol officers stopped the man as he fled from the scene and identified him as 36 year old from Bradford, NH. He was cited for unlawful mischief and released pending a hearing.
- February 4th – Patrol officers were dispatched to reports of a dispute at a private residence along the unit block of Christian Street. One of the parties, a 24 year old from Lebanon had fled prior to police arrival, but was found intoxicated and driving a short distance from the home. He was charged accordingly and released pending a hearing.
- February 5th – Sergeant Ebbighausen attended day two of the Bridges Out of Poverty Training hosted at Dartmouth-Hitchcock Medical Center in Lebanon.
- February 5th – Patrol officers were dispatched to reports of a woman in crisis near the railroad tracks along Mill Road. The woman was located and taken by police to Dartmouth-Hitchcock Medical Center for assistance.
- February 5th – Patrol officers were dispatched to reports of a family dispute at a multi-unit residence along the 100 BLK of Hollow Drive. Police found a man in crisis and needing additional assistance. He was taken by police to Dartmouth-Hitchcock Medical Center for assistance.
- February 8th – Communications Specialists answered multiple emergency and non-emergency calls reporting weather related motor vehicle crashes throughout the region. Patrol officers were dispatched and responded to numerous weather related traffic accidents and hazards throughout town.
- February 8th – The Police Chief attended the regular meeting of the Health Care & Rehabilitative Services Executive Board.
- February 9th – Patrol officers were dispatched to a behavioral emergency involving a juvenile at a business along North Hartland Road after the youth became physical

with his mother while she was driving. Police worked with Department for Children and Families to mediate.

- February 9th – The Police Social Worker attended the regular meeting of the Hartford Area Child Protection Team.

### **Public Works:**

- A new Variable Frequency Drive (VFD) was ordered for one of the pumps at the Quechee Main Street pump station.
- The Water Department repaired a ¾" water service leak on Sargent Street on Wednesday (1/31).
- The Water Department repaired a 2" PVC water line break on Tuesday (2/6).
- The Water Department repaired a ¾" water service break Third Ave (2/9).
- Jean Tessier is back to work.
- A water pump and leaf spring was replaced on truck H3.
- The left front cam was replaced on truck H7.
- The Holder sidewalk plow is down due to a hydraulic pump failure.
- On Superbowl Sunday (2/4) the highway crew plowed, sanded and salted 8" of snow.
- The crew plowed, sanded and salted 10" from a fast moving snow storm on Wednesday (2/7)
- The highway crew moved snow from downtown early Friday morning (2/9).
- The crew salted and sanded a small dusting to 1" storm on Friday (2/9).
- The Kubota Tractor has been repaired.
- The crew filled potholes on South Main Street.