

**Town Of Hartford
Town Staff
Significant Activity Report, February 28 – March 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. Current delinquent taxes for 2018 are \$933,009.25. These taxes are due for approximately 370 properties.
- The Parks & Rec Department has posted and has disseminated the Turf Treatment RFP for spring applications. We also posted and disseminated the WABA Arena Floor and Dasher Board Assessment.
- The Parks & Rec Department connected with John Meade from Preferred, the company doing the work on WABA, and he would like to meet in a couple weeks to review the refrigeration project. We have finalized paperwork for the refrigeration replacement and the project is in line to begin early to late spring.
- Six engineering firms submitted engineering Request for Proposals (RFP's) and Request for Qualifications (RFQ's) for the South Main Street, Gates Street and part of North Main Street improvements. The RFQ's and RFP's are currently being reviewed.
- We have been working with VTrans on traffic concerns at several locations along Route 5. The staff met with them last week to discuss several specific concerns and VTrans has decided to treat the issue as a single traffic corridor from UVAC to Highland Avenue. We expect significant study and evaluation over the next few months. They are already working to schedule meetings on the RT 4/5/14 intersection. The regional planning commission is providing assistance as we move forward.
- We are finalizing plans with VTrans and GMP to repair the lights on the RT 5 Bridge. We believe we have sorted out responsibilities and should have the work completed early this spring. We also worked with GMP to refund the money spent on lighting for the bridge over the past several months. They have stopped billing and will provide a full refund for the period the lights were not working.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Lisa O'Neil was sworn in as Town Clerk 3/6/2018; Beth Hill & Sherry West sworn in as Assistant Town Clerks.
- The Parks & Rec Spring & Summer brochure is complete. We have delivered to the schools and will be and distributing around the community over the next week. The publication is sponsored by Members Advantage Credit Union. We internally produce the brochure and had 2,000 brochures printed for the spring summer distribution.
- 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. Over the March 3rd and 4th weekend we had great attendance at the arena with total of 84 on Saturday and 85 on Sunday. Each day we rented a total of 23 skates. Hoping for a good weekend coming up to finish out the season of weekend public skates. We have scheduled four after school public skates from 3pm to 4:15pm March 12 through March 15.
- Bridge and Main New Construction Project – Working with the developer towards completion of the project for issuance of the Certificate of Occupancy by the end of March for the housing portion of this mixed-use development. Developer also hopes to have the first-floor commercial space occupied in the spring.
- The highway crew did a great job on Wednesday and Thursday (3/7 and 3/8) in handling the Nor'easter that travelled quickly through New England dropping 15" to 18" snow in its path. Many thanks to all the employees involved in keeping the roads and sidewalks clear.

DEPARTMENT HIGHLIGHTS

Assessor:

- Continue to process Homestead Declarations.
- Working on subdivisions, land adjustments and property transfers.
- Continue to work on parcels for the upcoming filing of the Grand List in May.
- Worked TIF report for Audit.

- Work with other departments (Planning/Development & IT) providing valuation services.

Clerk:

- Celebrated Beth Hill's retirement.
- Transitioning Lisa O'Neil as Town Clerk with state agencies and working with IT to have access to all necessary programs, etc. prior to Beth's departure on March 30th.
- We have been wrapping up election details.
- Updating the checklist to include newly registered voters as well as recording all those who voted.
- Final push for Dog Licensing (new and renewals). Deadline is April 1st.
- Processing Liquor License Renewals.
- Town Clerk will be registering for upcoming New Clerk/Treasurer Conference.

Finance:

- January Financial & Bank Reconciliations:
 - o Scheduling meetings with Department Heads to review Financial Statements.
- Worker's Compensation Audit – Calendar Year 2017:
 - o Finalizing preparation for March Audit.

Fire:

- Fire drills were conducted at the White River school, Quechee school. Middle School and Green Mt Childcare.
- Fire Marshal Bedard attended the Hartford School District safety meeting.
- There was one car seat safety check done
- All shifts have completed an inventory tour of all VA Hazardous Materials.
- We have one AEMT student and one Paramedic student doing clinical time with us.

- Captain Shropshire continues to put in energy efficient lighting in the station.
- We received two vehicles from a local garage for auto extrication training.
- Utility has been lettered by Red Door Sign.
- A public CPR course was held with 7 people learning and becoming certified in CPR.
- Chief and Asst. Chief met with the engineer about the progress of a training facility and impound lot.
- Attended a meeting with VTrans regarding the numerous intersections and “near-misses” on North Hartland Road in the area of Ballardvale Drive.
- Attended a Credentialing Course presented by VT EMS staff
- The Fire Department responded to 79 calls in the past two weeks.

Information Technology:

- Removed long distance codes for phone system at Town Hall and Public Safety at the request of the Town.
- Reconfigured Solid Waste’s internet in their new office and officially removed modem/internet equipment out of old building.
- Developed workaround with Spillman for Dispatch until Linux bug is fixed on their end.
- Resolved partial netmotion outage with MDT’s at public safety.
- Helped replace dead Monitor at Public Safety.
- Worked with Security system vendor to add in Public Safety personnel into new door installed at fire department.

Parks and Recreation:

- Registrations have started coming in steady for the summer camp adventurers and explorers program. About 15 to 20 pre-registered in each session for each group.

- Hartford Youth Lacrosse and Youth Baseball registrations are coming in steady as well. A “Try Lacrosse Open Stick” was held 3pm to 5:00pm at the High School on March 4 and 11.
- The Department continues to recruit for the spring season of volunteer baseball and softball coaches. We are also looking for coaches for Start Smart ages 3-5 and Little Sticks Lacrosse for grades K-2.
- Department is promoting the Hunter Education Course put on by the Hartford Rod & Gun Club. The course is required prior to any purchase of a “would be hunters” first license. The course includes bow hunting and trapping as well. The course is free and participants register through the Vermont Fish and Wildlife Department. The Department works with the VT Fish & Game and Hartford Rod & Gun Club to put on the course.
- 50+ basketball continues on Wednesdays at Hartford Middle School, 7:00pm to 8:30pm.
- This is the last week of Noontime Hockey and Home School Skate at the arena. The program 12:00noon to 1:00pm and Home School Skate follows until 2:15pm at the WABA arena on Fridays.
- We have extended the Saturday Toddler Open Gyms at DBS. They will continue 9am to 10am through March 25th. With an average of about 20 to 25 participants plus parents on a regular basis we decided to keep the program going.
- Adult 25+ Hoop continues at Dothan Brook School from 6pm to 8pm on Sundays.
- The Department continues to promoting seasonal summer employment for Camp Ventures and for Park Maintenance.
- We have 49 so far signed up to attend the Boston Flower Show to be 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.
- The Department is promoting the Tree Board’s Tree ID Walk on March 17th from 10:00am to 12:00noon at Frost Park. This is free and put on by members of the Hartford Tree Board.

- The Department is working with the Tree Warden in disseminating information on area tree pruning that will be taking place over the next several weeks. Henderson's Tree Service received the recent bid to do the work. Many young trees have developed multiple leaders that over time could create weak branching and could fail over time. The technique to improve structure and develop strong "central leaders" is called "suppression" or "subordinate" pruning and if you look at the trees that are being pruned, you may notice some major pruning going on and possibly removing of entire branches. The Tree Warden stated in a recent press release, "if you see trees on public property that appear to have been pruned contrary to what your intuition may tell you, you'll know why!"
- The Department met with Mark Fitzgerald and Lisa Sanchez regarding the welcome center and progress with the new location. There are a few concerns related to ADA accessibility and egress safety onto the tracks that Lisa Sanchez is concerned about. Mark Fitzgerald from VTrans will be working to address. There is a reception counter that needs to be moved and it will need to be downsized to fit. Everyone is hopeful that the project will be completed soon and the Welcome Center moved into its new location sometime in April.
- The WABA Arena is heading into the final few weeks of operation. We are planning to shut the system down on March 18th and begin removing the ice once the bond separates from the floor. Several vinyl logos in the floor have to be removed first. This is the first year using all vinyl so the technique for removal may take staff a little longer to get them out of the ice. Drying the floor will take a several days as the floor warms up. We hope to complete an assessment of the floor refrigeration piping before installation of the turf for the spring and summer use.
- The Pot of Gold Tournament will close the seasonal use of the arena. The tournament is put on by the Woodstock Youth Hockey Association who rents ice from our facility. The tournament begins midafternoon on Friday, March 16th and will end late in the afternoon on Sunday, March 18th.
- The Department was notified that we received an Aquatic Nuisance Species Grant through the Vermont Department of Environmental Conservation. The grant award of \$11,644 with a \$3,881.33 in-kind match is for the Dewey Mill Pond Watermilfoil removal.
- Over the past two weeks, February 25th through March 10th, the Department completed 679 registrations for parks and recreation activities generating \$67,325 dollars in payments. A large chunk being collected for summer camp.

Planning and Development:

- Community Resilience Senior Project – Staff is working with Antioch University and Len Brown (Hartford Senior Programs Coordinator) to develop a public information program on the impact of extreme weather events on seniors. This initiative includes a survey and a series of community meetings.
- Town Master Plan Update - Met with the Department to review the update process for various sections of the Plan. Prepared information for the Planning Commission March 12th meeting. An overview of the process and schedule will be presented to the Selectboard at its March 13th meeting.
- VT Carbon Tax Proposed Legislation – Over 40 people participated in a public information forum on February 12th cosponsored by the Hartford, Norwich, Woodstock, and Thetford energy organizations, with speakers from the VT Law School and Tuck School. The group is now developing a carbon tax fact sheet.
- TIF Projects – Final design and engineered plans for completion of Currier Street and adjacent parking lot are under review.
- Route 5 Traffic – Working with VTrans to review traffic flow along this corridor from VA Cut-off Road to Routes 14/4/5 bridge.
- Solid Waste and Recycle Center Lighting – Continued working with DPW and vendors to finalize the lighting plan and vendor selection 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 – Continued reviewing and analyzing options for revisions to the current fee schedule.
- Former Polka Dot Restaurant – Working with the property owner on redevelopment of the space.
- Sykes Mt Ave and North Hartland Rd Bike Lane and Sidewalk Projects – Completing execution of construction and/or permanent right-of-way easement agreements with adjacent property owners.
- Town Forest Management Plan Update – The community survey to gather input for updating the Town Forest Management Plan was very successful, with 98 people

completing it. The survey results will be combined with input from the community meeting to begin identifying goals and objectives for the Management Plan update.

- Electric Vehicle Charging Station Grant – Finalizing state grant application for two dual port EVCS in the municipal lot off the new section of Currier Street, to be reviewed by the Selectboard on March 13th. This will be combined with an existing grant from Green Mountain Power.

Police:

- February 26th – Patrol officers were dispatched to patron reports of a domestic altercation in a room at the Pine Crest Motel. A Hartford man was cited for domestic assault and released pending a hearing.
- February 26th – The Police Department attended the Budget Presentation & Candidates Night at Hartford High School.
- February 28th – The Police Chief & Emergency Communications Supervisor attended the regular meeting of the South Royalton Emergency Services Board to discuss the emergency communications contract.
- March 1st – The Police Department attended the regular meeting of the Hartford School District Safety Team.
- March 1st – Deputy Chief Vail attended a meeting with Vermont Agency of Transportation officials and Town leaders to discuss planning and improvements to Route 5 and I-91 Interchanges.
- March 1st – Sergeant Pedro met with officials at the Family Place to discuss emergency preparedness planning and staff training.
- March 1st – Patrol officers were dispatched to reports of a man in crisis at the Shady Lawn Motel. The man was located and taken by ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- March 2nd – The Police Chief and Police Social Worker met with Crisis Team Supervisors from HCRS, and staff at Mount Ascutney Hospital to discuss process improvements for the transport and custody of persons in crisis brought to the Emergency Department by police for assistance.

- March 3rd – Emergency Communications Specialists received a call reporting a woman in crisis at the Quechee Gorge. Patrol officers, assisted by emergency communications personnel and HCRS Crisis Team members located the woman. She was taken by Hartford ambulance to Dartmouth-Hitchcock Medical Center for assistance.
- March 4th – Patrol officers were dispatched to a single vehicle collision along South Main Street at Nutt Lane after a vehicle struck a guard rail before leaving the roadway and coming to rest on the train tracks. The operator was arrested for driving under the influence (DUI) and charges related to the collision. He was released pending a hearing.
- March 4th – Emergency Communications Specialists answered a 911 call reporting a domestic related shooting at a private residence along Happy Hollow Road in Royalton. Patrol officers responded to assist the Vermont State Police with locating the suspect, and securing the scene while investigators completed their investigation into the events leading to the shooting.
- March 5th – Patrol officers were dispatched to reports of a disorderly man on Greyhound Bus arriving at the Station Market from Boston. The man was contacted by patrol officers, de-escalated and transferred to a later route.
- March 5th – Patrol officers assisted Hartford Fire Department and Hartford Memorial Middle School personnel with an emergency preparedness drill at the Middle School.
- March 6th – Patrol officers were dispatched to the Wilder Mobil for reports of a citizen dispute involving two intoxicated persons. A White River Junction man was arrested after refusing to leave the property after being asked by management. He was cited and later released pending a hearing.
- March 6th – The Police Department, Hartford School District officials and the Hartford Justice Center staff attended a presentation by Dartmouth College Students on truancy prevention in the Hartford School District.
- March 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, including assisting the Vermont State Police with overturned Tractor-Trailers on I-91, and as second incident on I-89.
- March 9th – The Police Social Worker attended the regular meeting of the Hartford Child Protection Team.

Public Works:

- The new Variable Frequency Drive (VFD) was installed at the Quechee Main Street pump station.
- The Quechee Wastewater crew resolved an issue with the Ultraviolet Disinfection System by trouble shooting the problem between replacing a bank of 6 bulbs over a \$2,300 sensor.
- Blower # 1 has been running successfully at the White River Treatment Plant. They will now schedule the replacement of blower #2.
- The Wastewater Department was not successful in obtaining the Grant for the vector truck that was applied for last fall.
- The Water Department has been working on shifting their office from the back corner of the Public Works Garage to the map room located in the front end of the building.
- The plow frame for H5 broken from a previous storm was repaired prior to the 18" snow fall on Wednesday/Thursday (3/7 and 8).