

**Town Of Hartford  
Town Staff  
Significant Activity Report, March 14 - 27, 2018**

**TOWN MANAGER HIGHLIGHTS**

- Respectfully submitted for your consideration.
- Beth Hill's last day is March 30th. I hope everyone will stop in to wish her well.
- Finance is working General Fund Reimbursements from the following loans:
  - o Quechee Water Tank Bond
  - o White River – Quechee Mapping Bond
  - o TIF Bond.
- Last week Chief Cooney and Captain Hannux attended the 2018 Center for Public Safety Excellence (CPSE) Conference in Orlando, Florida. The Fire Department has been an accredited agency since 2004. There are only 239 accredited agencies worldwide. Every five years an agency has to complete a full renewal process. Our department is due for evaluation in 2019. Accreditation is an international recognition of achievement. It shows to your community that your agency is performing to industry best practices and is holding itself accountable through an external peer review. The classes reinforced the process of accreditation and provided guidance as our department transitions from the 8th edition to the 9th edition of fire department accreditation. Over the next months the department will renew a 5-year strategic plan, rewrite a self-assessment document and conduct a community risk assessment and standard of coverage document.
- 618 slots have been filled in the Summer Camp Ventures. There are currently 22 slots left in the program and we anticipate being filled soon. We have started waitlists. We hold camps over 8 weeks with 80 kids per week.
- Thanks to Geoff Martin's investigation of Green Mountain Powers Curtailable Rate Program combined with the Water Department's input, the Water Department saw a monthly savings of \$1,000 at the Wilder Well. The crew will monitor this to see if the savings will continue.
- We have received the Certificate of Public Good for the proposed solar project at the Wilder Well. We are exploring options on the implementation of the project. We have a year to complete the project.
- The Hartford Community Coalition has scheduled the Block Party for June 6<sup>th</sup>. More to follow as the details firm up.

- Members of our Sister City in France have reached out to attempt to schedule a visit this June. A member of our “Cousin” City in Morocco is planning to attend. The Sister City Committee is working on the coordination and I have asked them to attend the April 10<sup>th</sup> meeting to provide you an update on the visit and the plans.
- Listed below are those highlights pulled from each Department Head’s report. Further under are the full highlights from each Department.

### **STAFF HIGHLIGHTS**

- Final Dog License push by advertising in the Valley News; on the Town Website and FB Page; and, on the Electronic Sign at Town Hall. Licenses expire on April 1st. Since the 1st falls on a Sunday, we will not charge a late fee on April 2nd but will thereafter.
- Chief Cooney has been asked to participate in the selection process for the Norwich Fire Chief interviews.
- The Tree Warden presented on the Tree Canopy Program at the recent Tree Board Meeting. The presentation included the tree inventory program he has been working on. He would like to present his findings to the Tree Board and the Selectboard once he completes the inventory. A Tree Canopy Grant through the State of Vermont provided the Ipad and software to complete the program.
- The Parks & Rec Department continues to work with Mark Fitzgerald and Lisa Sanchez regarding the welcome center and progress with the new location. A meeting was held at the Welcome Center on March 20th to discuss further the move and exterior signage. The move into the new space has been pushed out to May 1.
- Historic Preservation Education Program – The public events are beginning with “Shining a Light” on historic buildings throughout Town, starting with the Mainstreet Museum, former fire house, on April 6th as part of First Friday in White River Junction. Literally involves shining a light on the building and information table. Future events include a “Historic Walk and Talk” in Wilder, fact sheets, and Town Historic Preservation webpage update.
- March 19th- 21st – Sergeant Pedro assisted Hartford School District with completion of security surveys on behalf of the Vermont Department of Public Safety and staff training on emergency preparedness.

- March 14th – The Police Department attended the Hartford High School organized Student Walk-Out honoring the lives lost at Parkland, Florida High School.
- The White River Wastewater plant will be saving app \$2,000/month for 4 of the winter months next winter. This is based on Jeremy Delisle’s input of having the crew store grit in the bunkers during the winter instead of being hauled away. This will be additional work on the crew, however worth the estimated savings of \$8,000/year.

## **DEPARTMENT HIGHLIGHTS**

### **Assessor:**

- Continue to work on 2018 Grand List:
  - o process subdivisions
  - o received & review current use download
  - o homestead declaration download
  - o permit inspections/ new construction and sales inspections
  - o process property transfers
- Assist the Public.
- Assist other departments with assessing needs:
  - o Cell tower values
  - o Currier Street waiver valuations
- Appeals from 2017 Grand List:
  - o filed interrogatory for CRL appeal

### **Clerk:**

- Processed Judicial Watch request dated March 20th for Voter Checklist information for the past four years with guidance from the Secretary of State’s office.
- Monitoring VT H.899 (Fee Bill related to Recording). The purpose is to force towns who do not currently set aside funds for document restoration to establish such a fund and require a dedicated portion of each recording fee to the fund). Several changes were made to the original draft presented to the House of Representatives. H. 899 has transitioned to the Senate for review and potential action. We will continue to monitor. The proposed effective date is July 1, 2018.

- Final Liquor License push. Sherry has called all of the businesses with outstanding licenses to remind them of the looming deadline. Mike Bedard has also been proactive by visiting the businesses who have liquor licenses in an effort to keep the process moving.
- On April 3rd Clerk will be attending the Annual Town Officers Education Conference in Fairlee. She will be attending the following Sessions throughout the day:
  - o Keynote: Technology, Efficiency and, Collaboration: Innovations to Improve Municipal Practice
  - o My Vtax Part 1: Finding PTTR'S and Verifying Sales
  - o My Vtax Part 2: Property Transfer Returns and Current Use
  - o Vermont's Open Meeting Law
  - o Managing Your Online Presence: Privacy, Transparency and, the First Amendment.
  - o Records Management Best Practices for Municipal Records
- On April 19th Clerk will be attending the VT Municipal Clerk's: New Clerk or Treasurer Training in Danville.

### **Finance:**

- February Financial & Bank Reconciliations:
  - o Bank Reconciliations 100% Completed
  - o Will be issuing Financial Statements internally with notes to Town Manager and Department Directors for review by COB on 3/27/18.
- Work Compensation Audit – Calendar Year 2017:
  - o Preparation for March 28, 2018 onsite audit
- FY 18 Budget Adjustments:
  - o Continued discussions with Department Directors and Town Manager regarding recommended FY 18 Budget adjustments
- VCDP Monitoring Review of Bridge & Main Project:
  - o Preparing & providing internal controls on Financial Management
  - o Gathered Bank Statements, Checks and Deposits specific to this project
  - o Provided Financial Statements supporting this project
- Ongoing discussions with Audit Firm:
  - o TIF Audit, assisting as needed
  - o Reviewing best business practices
  - o Planning for FY 18 Financial Review

## **Fire:**

- Assistant Chief Beebe attended the Vermont Career Chief's meeting in Brattleboro.
- Assistant Chief Beebe attended the first ever Vermont Resuscitation Academy (VTACHR) on 3/17 in Burlington. He helped trained 60 people throughout the State in order to get this protocol update rolled out statewide. Members from Seattle, WA. were the lead instructors. He was one of 10 "Pod leaders" that helped a group of 6. VTACHR: Vermont Alliance for Critical Heart Resuscitation, A collaboration to improve out of hospital cardiac arrest survival. Emphasis is on high performance CPR and cardiac arrest management. (Making what we already do much more efficient), Data Collection and performance improvement, bystander CPR and public access AED's and Emergency Medical dispatch with dispatcher guided CPR.
- Attended a meeting with Millbrook Design to review site plans for the public safety property. As part of the Capital Improvement Plan we are reviewing options for developing the site.
- Attended the Upper Valley Regional Emergency Services Association (UVRESA) meeting held in Hanover.
- Attended a Regional Mass Casualty Incident (MCI) Planning meeting. Hanover, Hartford and Lebanon and DHMC are reviewing the current plan for the region.
- Attended the HCC Board Meeting
- The FirstNet informational meeting has been rescheduled for 4/10 at 6:00pm at the Public Safety Building. FirstNet is the nationwide network designed to provide interoperability to public safety agencies. This system was developed out of a recommendation from the 9/11 Commission.
- Currently reviewing our Local Emergency Operations Plan (LEOP) for adoption at the 4/10 Board meeting. Annually this document is reviewed, updated and adopted after Town meeting.
- Held negotiations with the Union.
- The department responded mutual aid to Lebanon for a reported building fire. The fire occurred in a commercial warehouse building. The cause was determined to be from a fire starting in the metal dust collection system. The fire was contained quickly by the first arriving companies and we assisted with evacuation of smoke from the large building.

- During this period the department responded to 88 calls for service.

### **Information Technology:**

- Repaired broken ID card printer
- Assisted Water Dept. in their move to the front of the DPW building by hooking their computers up to the internet and granting Munismart access to those who needed it.
- Assisted various departments with billing questions on new copiers, and facilitated the payoff of the last copier lease from Magee from National (National paid off remaining \$\$ on lease).
- Reconfigured settings on patrol PC's in PD to remedy slow response times and cleaned PC's for unnecessary files that helped slow them down.
- Transferred phone recorder for Dispatch from the State Network to our Local network so folks could access it from their stations.
- Transferred Spillman Insight Server to new server so now all of Spillman is 100% running on new server.

### **Parks and Recreation:**

- Public skating at WABA ended on Thursday March 15th following our after school skate from 3:00pm to 4:15pm through the last week of operations.
- Hunter Education began the week of March 12th and is being held at Dothan Brook School 6pm to 8pm and continues through March 22nd.
- Learn to swim with UVAC and WRJ Elementary started the week of March 12 and held on Wednesdays after school.
- The Boston Flower Show trip was held on Thursday, March 15th. Bus departed at 8:30am here at the Town Hall. We had 53 sign up and attend. Karen McNall from the Parks & Recreation Department chaperoned the trip. We have sent out an evaluation to all attendees. Results will help us plan for the next trip.
- The Tree Board held a Tree ID Walk on March 17th from 10:00am to 12:00noon at Frost Park. There were 4 attendees at the walk. The ID Walk was led by Tree Warden, Brad Goedkoop. The walk was free and sponsored by the Tree Board.

- The Department took a van load of teenagers to the Sky Zone Trampoline Park after early release day on March 22nd. The program is part of our Teen Adventure Getaway's.
- The Department completed distribution of the spring and summer brochure by distributing to area hotels and local businesses.
- Due to the popularity of Indoor Ultimate Frisbee, we have extended the program out through the month of April. The program runs 7:00pm to 9:00pm at Hartford High School.
- The Spring Egg Scramble is scheduled for March 31st and will be held at the Dothan Brook School. Ages up to 2 line up at 10:00am, ages 3-5 line up at 10:30am and ages 6-10 line up at 11:00am. The event is free.
- The Department is still seeking coaches for Spring Soccer, Youth Baseball and Youth Lacrosse. Interested volunteers are asked to contact the Parks & Recreation Office.
- Splash Night at UVAC is scheduled to take place on Friday, March 23rd 7pm to 9:00pm. The collaborative program continues to be a successful outing for teenagers.
- The Youth Karate Spring Session#1 continues through April 4th.
- Adult Open Basketball continues. 25+ Open Basketball is on Sunday's 6:00pm to 8:00pm at Dothan Brook School, 50+ Open Basketball is on Wednesday's 8:00pm to 9:30pm at Hartford Middle School, 18+ Open Basketball is on Thursday's 7:00pm to 9:00pm at White River Elementary School.
- The Department attended the Vermont Recreation & Park Association Quarterly Meeting on March 15. The educational session was called Gender 101 and the discussion was on how parks and recreation can truly be welcoming and inclusive of all in our programs and staffing, including LBGTQ+ individuals. There are two organizations in Vermont dedicated to the support and advocacy of youth and adults in Vermont. They are Outright Vermont and the Pride Center of Vermont. The session speaker provided resources and contact information for local agencies to develop training and awareness programs for staff and communities. In addition to the educational session, attendees traveled to the State House and received a proclamation from members of the House. Over 15 Vermont communities were on hand.

- The last Sunday Toddler Open Gym is March 25. The program meets 9am to 10am at DBS.
- The Department continues to promoting seasonal summer employment for Camp Ventures and for Park Maintenance. We have several applications for summer camp councilors but limited applications for summer park maintenance. We have interviewed two candidates for the summer internship position.
- The WABA Arena hosted games for the Pot of Gold Tournament. The tournament games were held Friday, March 16 through Sunday, March 18 at the arena. The tournament is run by the Woodstock Youth Hockey Association and the organization utilizes WABA, Campion Rink in Hanover and the Union Arena in Woodstock. The WABA facility held 23 games at the arena through the weekend.
- The Department closed the WABA Arena after Sunday, March 18th activities. We are in the process of removing the ice floor and preparing for spring usage. As of March 21st, we are close to having the ice all removed. We anticipate several days drying out the floor prior to preparations to install the turf.
- The Department continues to be involved with the Field Use Committee. The Committee met on March 14th as a full committee. Members were divided into sub groups based on expertise and interest in specific facilities and programs. The committees work will continue with by-weekly meetings and will begin developing the scope of work to be performed.
- We have awarded the WABA Rink Floor and Dasher Board Assessment to Preferred Contractors. The assessment has been scheduled for Monday, March 26th.

**Planning and Development:**

- Town Master Plan Update - Getting into full swing with the Planning Commission, Town Staff, Schools, Libraries and Town Boards, Commissions and Committees.
- TIF Projects – Proposals for engineering services received and reviewed for infrastructure projects in the downtown area. Contracts pending. Final design and engineered plans for completion of Currier Street and adjacent parking lot reviewed with abutting property owners.
- TIF Program Audit – Worked with Town Auditor on required annual audit for submittal to the State.

- Solid Waste and Recycle Center Lighting – Vendors selected to supply and install conversion of existing lights to energy efficient LED lights. Installation will be completed in the next few weeks. The project is partially funded with a \$5,070 Efficiency Vermont rebate, which includes an additional 20% saving since the Town will get the project underway by March 31st. Payback will be 2.8 years.
- Bridge and Main New Construction Project – Preparation for grant monitoring on March 27th. Working with the developer towards substantial completion 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.
- Planning and Development Fee Schedule – Completing recommendations for consideration by the Selectboard on April 10th.
- 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.
- Electric Vehicle Charging Station Grant – Grant application was submitted for two dual port EVCS in the municipal lot off the new section of Currier Street.
- WRJ Historic Preservation District Update – Noticed and held public meeting on March 21st regarding the proposed update of the District. Notice to all property owners included the proposed changes in the District boundary and narrative on their individual properties. Five people attended the community meeting. The Selectboard will review the proposal in May.
- Warm-Up Wilder Residential Energy - Education program kicked-off with a mailing to village residents and announcing the April 7th public event at the Wilder Community Center from 11:00 AM to 2:00 PM. Look for announcements in all media forms.

**Police:**

- March 11th – Patrol officers served a Search & Seizure at a private residence along the 1200BLK of Quechee West Hartford Road after learning that a fugitive wanted on a warrant was hiding in the home. A 37 year old Hartford was taken into custody and held at Southern State Correctional Facility pending a court hearing for failing to appear in court on earlier charges, and violating conditions of pre-trial release.

- March 11th – Police Officer 1st Class Keeling, who is a certified Drug Recognition Expert (DRE), assisted the Vermont State Police at the Westminster Barrack with completing a drug screening of an impaired driver.
- March 12h – Patrol officers were dispatched to reports of a woman in crisis at a multi-unit residence along Bugbee Street. The woman was taken by patrol officers to Dartmouth-Hitchcock Medical Center for assistance.
- March 12th – Patrol Officers assisted Probation & Parole personnel with a man on probation who was found intoxicated at a business along North Main Street in violation of his conditions of release. The man was taken into custody by Probation & Parole staff without incident.
- March 13th – Patrol officers were dispatched to reports of a family fight at a private residence along the 800BLK of Fairview Terrace. A Hartford woman was taken into custody and cited for domestic assault and related charges.
- March 14th - Patrol officers assisted Town Highway staff with the citing and removal of a motor vehicles parked along Abnaki Terrace in violation of the winter parking ban.
- March 14th – 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.
- March 15th - Patrol officers assisted Town Highway staff with the citing and removal of a motor vehicles parked along South Main Street and adjacent roadways in violation of the winter parking ban.
- March 15th – The Police Social Worker participated in the regular meeting of the Hartford Community Coalition Substance Abuse Prevention/Wellness Subcommittee.
- March 16th – Patrol officers assisted staff and students from the Upper Valley Waldorf School with traffic management as the group walked to the Quechee Library.

- March 17th – Patrol officers checking the welfare of man at a private residence along the 500 BLK of Willard Road found the man in diabetic shock and seizing. First aid was rendered and paramedics summoned to the home. The man was taken by Hartford Fire Department ambulance to Dartmouth-Hitchcock Medical Center for additional assistance.
- March 19th – Patrol officers assisted Hartford Fire Department and School personnel with an emergency preparedness drill at the Dothan Brook School & Hartford High School.
- March 20th – Patrol officers were dispatched to reports of a man in crisis at the Shady Lawn Motel. The man was located and taken to the Veterans Administration Hospital for assistance.
- March 21st – The Deputy Chief & SIU Investigator attended the Annual Law Enforcement Breakfast hosted by Mascoma Bank at the Courtyard by Marriott in Lebanon.
- March 21st – The Police Chief participated in the regular meeting of the Vermont Chiefs of Police Association.
- March 21st – The Police Chief & Police Social Worker participated in the regular meeting of the Windsor County Special Investigations Unit (SIU).
- March 21st – Patrol officers received a report of damage to the elevator at the Comfort Inn on Sykes Mountain Avenue following the overnight stay of several youth recreation teams. The investigation continues.
- March 21st – 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 the Veterans Administration Hospital for further assistance.
- March 21st – Patrol officers responded to reports of an altercation at a private residence along South Main Street. A Hartford man was arrested on a warrant for unrelated charges. The investigation continues.
- March 21st – The Deputy Police Chief participated in the regular meeting of the Hartford Community Coalition.

- March 22nd – Patrol officers were dispatched to reports of a burglary in progress at a private residence along Twilight Court. Responding officers found a former tenant who'd recently been trespassed from the home had forced entry. The man was taken into custody after a brief struggle with first responders. He was charged accordingly and released pending a court hearing.
- March 23rd – Patrol officer were dispatched to a human service provider along Hartford Avenue for a woman in crisis. The woman was taken by patrol officers to Dartmouth-Hitchcock Medical Center for assistance.
- March 24th – Patrol officers were dispatched to a property damage vehicle collision at the intersection of VA Cutoff Road and Old River Road. The investigation continues.
- March 24th – Patrol officers assisted the Lebanon police with a large fight inside the Lebanon Walmart. Several arrests made by Lebanon Police. The investigation continues.

#### **Public Works:**

- The water pump in the Cat 928 loader was replaced.
- Two landfill dumpsters were repaired and put back into service.
- Truck H-3 had a front leaf spring replaced.
- The furnace motor/blower at the Public Works garage went down for 3 days last week. It was replaced on Friday (3/23).
- The highway crew plowed a 6" to 2' storm on Tuesday (3/13). This storm varied significantly throughout the Town depending on elevation and location. Many thanks to all the Public Works that assisted in keeping the roads and sidewalks clear.
- The Water Department moved from the back corner of the Public Works garage to the map room located in the front end of the building.
- On March 17th, the Water Department repaired a water service break on Hartford Ave.
- On March, 20th, the Water Department repaired a water service break on Chandler Road.

- The Town had a sewer backup on Stonecrest Avenue that was cleared in an efficient manner with the water department working together with the wastewater department.
- Aldrich & Elliott, PC has been selected as the engineering firm for the Request for Proposal (RFP) and Request for Qualification (RFQ) for the South Main Street, Gates Street and part of North Main Street improvement project.