

**Town Of Hartford
Town Staff
Significant Activity Report, June 6 - 19, 2018**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- During this two week period the Fire Department responded to 92 calls for service. This brings the current total for 2018 to 980 calls for service. Last year we responded to 809 which is an increase of 171 calls or 18%.
- The Parks & Recreation Department continues promoting sponsorships of the annual 4th of July event. We have secured our goal of \$5,000 in donations so far. The White River Rotary Club has contributed \$4,000, Sabeth Law \$1,000, Mascoma Bank \$500 and two individual donors, Grant Crosby \$100 and Wayne Claflin \$50. The donations received will go towards the fireworks display.
- The Regional Commission has identified another \$35,000.00 available for the Town to apply against the overall cost of the Pocket Park project. This will lower the tax revenue commitment to the project freeing those monies up for other purposes across the Town. We are working on the paperwork and will get that turned in this week. We appreciate the work the commission does for the Town with respect to keeping their eyes open for these kind of opportunities.
- We hosted the HUB Communities initial meeting here in the Town Hall on June 12th. The meeting was attend by myself, the managers from Montpelier and Brattleboro and two folks from VLCT, including the executive director. We are looking at integrating these into larger, already planned events to continue the discussion on a larger scale.
- VTRANS is hosting a Public Meeting on the Quechee Gorge Bridge project here in the Town Hall on Thursday, June 21st at 7pm. Current plans are to install temporary fencing this summer/fall and a permanent solution in 2021/22. This is an opportunity for the public to address their concerns about the way ahead on the project.
- There has been one member of the Selectboard ask about business cards for board members. Wondering if other members of the board or interested and how they might want to proceed on this. We can get 500 cards for \$40.
- The reserve funds discussed at the last meeting have been closed/adjusted and the funds consolidated into a single account. The funds from the Tower Sale have been released into the unassigned fund balance.

- The staff is discussing possible ways ahead if the state budget does not get passed. This will have an impact on our ability to set the tax rate and collect taxes on the date planned in August.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- IT Officer activated/registered Telematics devices and coordinated with the mechanic at DPW to get them installed and up and running (few more left to install).
- The Parks and Recreation Department spent a considerable amount of time the week of June 11, preparing for the Balloon Festival Parking. The Department is responsible for setting up the barricades and parking lot for the festival. This year, the Department will be collecting donations for parking with all proceeds going to the Brian Hanson Scholarship Fund. Initial count shows just over \$9,000.00 in donations.
- The first concert for the Summer Concert Series was held on June 13th at Lyman Point Park Bandstand. Gerry Grimo and the East Bay Jazz Ensemble performed. Concert was at 6:30pm. This summer we have 10 concerts and we will be rotating between White River Junction and Quechee. Our next concert will be the Moonlighter's Big Band and will take place at the Quechee Gazebo at 6:30pm on June 20th.
- The NightHawks requested a change in the structure for the concession stand. The footprint is the same but he will be using a different material for the base of the concession stand. The siding will remain color coordinated with the pavilions and other buildings but will be a hardieplank siding. This product is extremely rugged. Construction cannot begin until the NightHawks provide the updated plans. Plans will then be reviewed by the building inspector for approvals.
- The Pool Committee recently sent out a short survey and will be attended several events over the next several weeks to meet with residents. 274 responses so far. The survey is designed to help determine the sentiment of the pool amongst Hartford residents. The committee will be hosting two interviews on June 26th to choose a firm to complete the pool assessment. The interviews are at 6pm and 7pm on June 26th. The committee will be taking a tour of the existing pool facility on June 19. The tour begins at 7:00am.

- The Cemetery Committee continues to complete its work. They plan to update the Selectboard at its June 19 meeting. Much discussion has centered on existing records of the private cemeteries and finding a safe place for storing the burial plot records. One of the committee's tasks is to identify what the records are, how they are being kept now and what kind of space is needed for safe keeping. Additionally, the committee has identified an outline for tracking needed repairs for each cemetery. Members are to begin identifying needs to be included within the document.
- After nearly 3 years of dedicated service to the Town, Everett Hammond, PE, has given his notice. He is working with us to ensure a smooth transition before he starts with the Town of Rockingham as their Public Works Director. We will be assessing the departmental and Town needs closely as we move forward with filling that position.

DEPARTMENT HIGHLIGHTS

Assessor:

- Posted and held Grievances.
- Finalizing values for Grand List.
- Met with property owners regarding values.
- Went on several inspections for grievances and building permits.
- Worked with mapping company, CAI, to incorporate updated tax maps into our systems.
- Continued to process Homestead Declarations.

Clerk:

- The Town Clerk's office continues to handle a steady flow of the following activities:
 - o Recording
 - o Marriage License applications
 - o Processing Special Event & Festival liquor application permits
 - o A few new dog licenses and license renewals
 - o DMV Registration renewals

- Updating the Voter Checklist as new voter registrations and address changes come through the DMV. We also send letters to registered voters who have recently sold their property evidenced by the copies of Property Transfer Tax Returns to determine if they are still residents of the Town of Hartford.
- Assisting the public with records searches
- The Secretary of State's office has started to draft Primary Ballots for Review. I have reviewed ours. In the coming weeks, the SOS office will submit the ballots for printing in preparation for the August 14th Primary Election.
- SOS will be having Primary Election Training/Review on evenings throughout July. Lisa has signed up for July 18th in Danville from 6pm-8pm. The BCA has been invited to attend as well. Nancy Howe from the BCA may also attend if her schedule permits.
- Town Clerk has done an inventory of some of the election and absentee ballot supplies in preparation for the upcoming elections and in an effort to map out the retention & disposition requirements. We were able to dispose of the unused & unopened Town Meeting Ballots on June 5th.

Finance:

- Preparing for year-end transition into new fiscal year.
- May Bank Reconciliations.
 - Verifying our internal records balance to the bank's records
- May Financial Statements.
 - Preliminary statements distributed
- Reviewed and processing annual transfers in capital accounts.
- Collecting Encumbrance requests for review and recommendation.
- Ongoing discussions & work with Audit Firm FYE 18.

Fire:

- The department conducted a High Angle Drill in conjunction with Hanover and Lebanon Fire Departments. The drill utilized the ledges behind the Aquatic Center. Crews practiced lowering and hauling systems along with single rescues.
- Attended the VT Career Chiefs Meeting in Springfield

- Conducted Fire Extinguisher training at VINS for 35 people
- Attended a meeting with the new Norwich Chief to discuss mutual aid agreements
- The department is preparing to file our Annual Compliance Report as part of our accreditation. This will be the final report before the department conducts a complete re assessment of our accreditation which is schedule for 2019.
- Staff participated in the HCC Block Party on June 6th.
- Shifts completed company inspections of assigned nonresidential buildings.
- The department received delivery of the tactical rescue gear that was purchased jointly with HPD and the school district.
- Shifts continue to test dry hydrants around the community.
- Shift completed hose testing of assigned apparatus.
- American Test Center completed the annual aerial inspection test and certified our ground ladders. We passed in all areas with only some minor repairs noted.
- The department provided coverage at the Balloon Festival this weekend.
- On 6/17 the department responded to a vehicle fire on the Quechee Green. The truck was being used for food vending at the Balloon Festival and had a pizza oven located in the rear of vehicle. The cause of the fire appeared to be combustibles stored adjacent to the oven which was use throughout the previous day.
- The department responded to two additional vehicle fires. A fire occurred on Old River Road and in the parking lot of Town Hall.

Information Technology:

- Resolved Spillman Outage and GPS issue with vehicles not reporting.
- Assisted in PD getting access to HSD Cameras.
- Patched security hole in wireless devices in Fire Dept.

Parks and Recreation:

- Over the past two weeks, the Department's registration activities included 119 registrations equaling \$8,878 in revenue.
- Spring soccer, youth lacrosse, youth baseball and softball have all wrapped up for the season. The 5th and 6th grade baseball teams are finishing up their season with the playoffs the next couple weeks.
- The track and field program has started. We have 24 participants registered. Tuesday practices are held at the track at Hanover High School. The team had a practice meet in Newport, NH on June 5th.
- The Ultimate Frisbee League started on June 13th. They play at Kilowatt on Wednesdays and have 84 players.
- Babe Ruth Baseball started practicing. We have 19 players enrolled, enough to split into two teams for games.
- 7 on 7 Football began on June 11th with 18 participants in the program.
- The Department continues to push out the Red Sox vs Toronto Blue Jays game scheduled for Sunday, July 15th. \$90 gives each participant a right field grandstand seat in Section 4 and motor coach bus transportation to the complex.
- The Hartford Community Coalition Block Party was June 6th. The Department assisted with set up for the event, booth assignment locations and provided containers for trash and recycling. We also had a booth and distributed information regarding summer activities and programs.
- Coed adult softball continues on Monday and Wednesday evenings at Ratcliff Park.
- Summer Camp Staff are busy with set up of camp. Program began on Monday, June 18. The program will be utilizing WABA for its home base. Programs and activities will also include use of the Hartford High School facilities.
- Legion Post 84 has starting using the baseball field at Maxfield. They have several home games throughout the summer.
- The Nighthawks started their season at Maxfield. Games are on scheduled Wednesday's, Saturday's and Sunday's.

- The Bob Ammel plaque and garden will be installed soon. The area was prepped which included a gravel footing and removal of sod. The family will have the stone placed, plant the garden area and maintain the garden.
- Department assisted Ken Parker with barricades after a large tree fell in the Hartford Cemetery.
- The Water Department met with Ken Parker and the Department to assist with regaining a water supply to the cemetery. This past winter, the water line broke that supplies water to the cemetery. The Water Department was able to supply a meter and trace the location of the leaks and get the system back up and running. The locations of the leaks and future repairs will fall on the Hartford Cemetery.
- The Parks Crew continues to work on general mowing and upkeep of the park facilities.
- Department received 2 bids for the walk behind mower for Maxfield. We will review the proposals for a July 1 purchase.
- The Department received no bids on the irrigation water reel for Maxfield. We will solicit pricing from known vendors before moving forward.

Planning and Development:

- Town (Master) Plan Update - Staff, Town Consultant and the Town Plan Steering Committee continued to work on the preparation for the five Community engagement forums for public input occurring in June and July. Meeting publicity was distributed through various mediums.
- Lower Sykes Ave Bike Lane and Sidewalk Project - Retaining wall construction completed and sidewalk and curbing underway.
- Twin Pines Scattered Sites Vermont Community Development Program (VCDP) Housing Project – Completed final requisition and final report to meet requirements to grant project close-out.
- Twin Pines/Housing Vermont VCDP Sykes Mountain Avenue VCDP Housing Grant – Review of required documents underway for execution of purchase on June 20, 2018.
- Bridge and Main VCDP Housing Project in WRJ – Submitted required documentation for requisitions.

- New Development Applications – Completing final review of applications and preparation of Draft Findings of Fact for the ZBA meeting on June 27th and Planning Commission meeting on July 2nd.
- LED Lighting at Recycle and Transfer Station – Lighting installation completed pending final inspection.
- LED Lighting at Public Works Building – Installation underway.
- Year End Budget Closeout – Submitted department encumbrance report to Finance and submitted requisitions to the State for grant reimbursements.
- TIF Program Audit – Vermont Economic Progress Council staff conducted an audit of the TIF Program and were satisfied with the Town’s management and financial records.

Police:

- June 3rd – Emergency Communications Specialists received a 911 call reporting an unresponsive man in respiratory arrest. Specialist Kent dispatched emergency medical services to the Hartland home while instructing the caller in CPR for eleven (11) minutes until emergency medical personnel and Vermont State Police arrived.
- June 4th – Patrol officers recovered an abandoned vehicle along Nutt Lane after finding through investigation that it had been stolen the prior evening from a residence along Lilly Pond Road. The investigation continues.
- June 4th – Patrol officers responded to a private residence along Chambers Lane for reports of a family altercation. Additional investigation led to the arrest of a woman at the home for domestic assault. She was taken to Southern State Correctional Facility where she was held on bond.
- June 5th – Patrol officers responded to a private residence along the 100 block of Maple Street to assist Fire Department personnel with a woman found unconscious by Probation & Parole staff. The woman was revived before first responders arrived and transported by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.

- June 3rd – Emergency Communications Specialists received a 911 call reporting an ATV accident where the female operator had fallen into shock after sustaining leg and back injuries. Specialist Hodgdon dispatched emergency medical services to the Royalton accident location while providing pre-arrival instructions to the caller for nearly ten (10) minutes until the arrival of emergency medical personnel.
- June 5th – The Police Department Administrative Assistant attended a Human Resources Seminar hosted by the Vermont League of Cities & Towns in Montpelier.
- June 5th – Patrol officers responded to a report of a theft of loose change taken from an unlocked vehicle parked at a private residence along the 100 block of Airport Road overnight. The investigation continues.
- June 6th – The Police Department participated in the Hartford Community Coalition Block Party.
- June 7th – Sergeant Pedro attended the regular meeting of the Hartford School District Safety Team.
- June 8th – Patrol officers responded to reports of a vehicle off of the roadway along Christian Street. The vehicle was safely recovered, and the operator cited for Driving Under the Influence and released pending trial.
- June 8th – Patrol officers responded to the Wilder School for a student that had reportedly fled the building. Police located the student walking a short distance from the school and returned him to campus administration.
- June 8th- 9th – Patrol officer assisted with traffic management operations at the Hartford High School Graduation, and attended overnight activities as part of “Project Grad”.
- June 9th – Emergency Communications Specialists received a 911 call reporting several people trapped in a Burlington Apartment Building that was on fire. Specialist Stearns dispatched fire, rescue and EMS personnel while directing first responders to the entrapped tenants in what became a three alarm fire that reportedly displaced eight families.
- June 9th – Patrol officers responded to the Shady Lawn for a tenant refusing to leave following expiration of his short term lease. The matter was mediated by Police after a second call to the property.

- June 10th – Patrol officers responded to reports of an intoxicated man wandering into the roadway along Hartford Avenue. The man was located and accepted an offer from staff at 2 Guys Pies for a meal and rest inside the restaurant.
- June 11th – The Police Chief met with research staff with the Drug Injection Surveillance & Care Enhancement for Rural Northern New England, (DISCERNNE).
- June 11th – Patrol officers responded to a domestic dispute at a private residence along Hollow Drive where the suspect fled in the victim’s vehicle and had withdrawn money from the victim’s bank account. The vehicle was later recovered by the victim but the suspect remained at large; police applied for an arrest warrant. The investigation continues.
- June 12th – The Police Department participated in the Dothan Brook School’s Field Day event.
- June 12th – An officer patrolling along Hartford Avenue was stopped by an unhoused woman fleeing an altercation with her tent-mate. The suspect was located by patrol officers and charged with domestic assault. He was released pending trial.
- June 12th – Patrol officers assisted with traffic management operations at the Hartford Memorial Middle School Graduation.
- June 13th – Patrol officers assisted the Lebanon Police with reports of a domestic related shooting where the suspect was alleged to be holding a hostage. Lebanon police were able to establish contact with the suspect, who surrendered without further incident.
- June 13th – The Police Chief & Deputy Chief participated in a special meeting with the Vermont Chiefs of Police Association at the Vermont Fire Academy in Pittsford.
- June 14th – Patrol officers responded to a large party at a private residence along Raymond Circle where it was reported that vehicles belonging to guests were blocking the roadway. Patrol officers worked with the host to mediate the problem.
- June 14th – The Police Chief participated in the regular meeting of the Health Care & Rehabilitative Services Board of Directors.
- June 15th – 17th – The Police Department assisted with traffic management operations during the Quechee Balloon Festival.

- June 15th – The Police Social Worker participated in the regular meeting of the Upper Valley Public Health Council.
- June 15th – Emergency Communications Specialists received a 911 call reporting an unresponsive man in respiratory arrest. Specialist Hodgdon dispatched emergency medical services to the Royalton home while instructing the caller in CPR for more than (9) minutes until emergency medical personnel arrived.
- June 15th – Patrol officers responded to a report of a dispute between a homeowner and an independent contractor at a private residence along Airport Road. The investigation continues.
- June 16th – Patrol officers responded to a report of a man in crisis standing on the Quechee Gorge Bridge. Police located the man and provided him with transportation to Dartmouth-Hitchcock Medical Center for medical assistance.
- June 16th – Patrol officers responded to a domestic dispute involving two brothers at a private residence along Linden Drive. One was cited for Driving Under the Influence after police found him driving away from the residence. He was released pending a hearing. The investigation continues.

Public Works:

- The highway crew continues to sweep streets, grade gravel roads, and chloride application. They have also been ditching gravel roads as part of routine ‘country drainage’ maintenance.
- The highway crew continued painting crosswalks and stop bars.
- The highway crew continues to assist the water department with road cuts and lawn repairs from winter water leaks.
- The highway crew has been focused on the drainage improvements on Hillridge. At this time, some of the basins have been installed, some of the pipe, and some of the stone in the swale.
- The highway crew has been working with the contracted paving crew. So far, we have paved and/or reclaimed: Neal Road, Quechee Main Street, Hillside Road, Red Barn Road, Old Quechee Road, and Noyes Lane Extension.
- Three crew members attended a roadside vegetation class to improve our knowledge and procedures in dealing with invasive species.

- The highway crew has been assisting with the GPS Unit/Telematics installations.
- The highway crew assisted the Wastewater Division with the installation of new a dosing tank and distribution boxes at the Birchwood Pump Station.
- The water crew completed hydrant testing in the Quechee system.
- Monthly meter reading was completed earlier last week.
- The water crew patched holes in the road from leaks on Quechee Main and Albert.
- The water crew has been working with Parks and Recreation and the Cemetery Committee to address water leaks and supply issues in the Hartford Cemetery.
- The water crew is coordinating with a consultant to get archeological test pits excavated for the North Main Street Storm Water Project.
- The water crew has also been assisting with the GPS Unit/Telematics installation.
- As always, the water crew continues routine operations, sampling, and testing in accordance with state and permit requirements.
- The wastewater crew continues to operate both systems routinely. They have been sampling and testing in accordance with state and permit requirements.
- The wastewater crew worked closely with the highway division to install a new dosing tank and distribution boxes at the Birchwood Pump Station.
- The wastewater crew cleaned and covered the contact chamber at the White River Plant.
- The wastewater crew dewatered 125,000 gallons of biosolids.
- Several wastewater crew members attended trainings to maintain their licenses.
- The Transfer Station continues to operate routinely.
- The solid waste crew continues to encourage outreach and tours to raise awareness of the facility.
- DPW staff continues to work closely with consultants to complete a planning study of sewer, water, and storm water infrastructure on and around South Main Street.

- The only bidder on the Wilder Well project is working through the State of Vermont licensing procedure. We are confident that there will be no issues with that and we will be moving forward with the project shortly.
- Blaktop has been paving several roads around town as part of our annual capital paving project. At this time, the project has been going very smoothly and remains on budget.
- DPW staff is continues to engage in Union negotiations.
- The Hillridge Project is currently under construction. We have had to make some minor field adjustments, but anticipate that the final project will be a substantial improvement to the hydraulics and drainage on that street.
- We are working with VTrans to develop bid documents and sketches for the Maple Street Washout Project.
- The demolition permit is completed for the Emerge Building and power has been disconnected. We will be developing a plan to eliminate that!
- DPW staff continues to do 'toolbox talks' and met with VLCT staff this week to implement more training opportunities here for our crews. We will be hosting 'OSHA 10' in September.
- DPW staff is working closely with several private contractors around town to insure that their projects are in permit compliance (Sykes Mountain Avenue dealerships, Bridge and Main Street, Currier Street, Cartoon Studios).
- The Lower Sykes Mountain Avenue is moving along. At this point the retaining wall is complete and the contractor is moving on to the sidewalk.
- DPW Staff has identified chronic erosion issues on VA Cutoff Road at the intersection of Senior's Way. We will be working with that development to address those concerns.