

**Town Of Hartford
Town Staff
Significant Activity Report, July 4-17, 2018**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- 2019 Property Tax bills were mailed on July 10, 2018. This allows the Town to meet the voter approved collection date of August 10, 2018.
- On Friday July 13th we were officially notified that our grant application submitted under the Grant Programs Directorate's US Department of Homeland Security FY 2017 Assistance to Firefighters Grant Program has been approved for award. The award under the Health and Safety program will go to funding the replacement of the fire station's failing vehicle exhaust capture system. The total award is \$97,500 of which the Town is responsible for \$4,642. I wish to thank A Shift and Captain Rowlee for their work in this successful application. They made this task a priority, spent many hours gathering quotes and grant data and through their hard work were able to save the community a significant expense. We intend to move forward and accept this grant.
- We are finalizing the contest for the naming of the Pocket Park. The Parks and Rec Department has been working on the flyer and has secured sponsorship from the Friends of the Quechee Covered Bridge for the contest prize of \$100 Visa gift card.
- Norwich Technologies has submitted a Certificate of Public Good (CPG) application for a 74 kW solar array on the roof of the Fire Department garage. If awarded, the site could be used as part of the Hartford School District's 500 kW project with Norwich Technologies. The Town would receive a lease payment for hosting the array and additional tax revenue for the development. The solar electricity generated from the system would count towards the regional renewable energy production targets for Hartford. Submittal of the application or award does not obligate the Town to go forward with the project. Prior to any commitments made by the Town, Norwich Technologies would conduct an engineering analysis to determine the structural integrity of the garage roof to support the array.
- As a follow up to the Public meeting held on June 21st concerning the Quechee Gorge Bridge project, VTRANS will be back in town for another meeting on July 24th at 7PM here in the Town Hall. The purchase is to provide a quick update, answer any questions and provide options for the temporary fencing.

- The Town has received a \$175K structures grant for the work that needs done on the culvert on Quechee Main St. We continue to work towards a more economical solution as the cost of the project continues to grow.
- We'd like to encourage folks with an interest in the Town to submit their application to serve on the Town's 5th Charter Commission. The application window closes on August 3rd. We currently have one applicant.
- We have final costs for the Pocket Park. The approved budget amount was \$415,000, total cost was \$396,691. Of that amount, \$191,487 were Town funds and \$205,204 were from outside sources. The project includes four benches donated and installed by Simon Pearce and a bench donated and installed by the Quechee Community Church.
- The Town staff is participating in the "Take a Bite Out of Hunger Program". This program supplements efforts that take place during the week by providing food over the weekend when there is no access to a summer food program.
- There are indications that the Governor and some of his staff will be in Town during the morning of Monday July 23rd as part of the "capital for a day" program. We have not received final confirmation or details of the visit, but will pass those along as soon as we get them.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- There have been Six (6) tax appeals submitted. The Tax Appeal Hearings and site visits will take place on July 18th in Room 1, Town Hall. The Notice/Schedule was posted as required.
- Installed new Digital Signage device in Town Hall lobby & training staff on how to upload weekly content for public viewing/advertising.
- July 7th – Patrol officers assigned to Bravo Squad hosted an Ice Cream Social with children and families at Chambers Trailer Park in White River Junction.
- July 12th – Patrol officers assigned to Alpha Squad hosted an Ice Cream Social with children and families the Hollow Rock Community in White River Junction.

- On July 15th the Fire Department responded to an automatic fire alarm activation at the Strong House Spa in Quechee. Arriving crews found no indication of a problem from the exterior but while investigating, smoke was discovered in the building. The fire alarm system provided firefighters with the room location where the detector had activated. Smoldering material was found in a plant pot and was quickly removed from the building. Occupants of the business had gone home early for the afternoon leaving the building unoccupied for the night. Without the fire alarm system it is highly possible that the smoldering material would have grown into an uncontrolled fire before ever being noticed. Here is a case where the investment in a fire alarm system quite possibly prevented the total destruction of a historic landmark and local business.

- The Independence Day Celebration was well attended. Appeared to be less of a crowd this year and believe the warm weather had a lot to do with it. However, we still experienced a lot of people at Kilowatt. This year, we had 4 food vendors with 3 food trucks. All the vendors were pretty happy with the turn out. The food trucks provided a good variety of food choices. Zachary Davis, a local disk jockey performed the musical entertainment. The fireworks were fantastic and post clean up after the event took most of Thursday. Again, the Department graciously appreciates the contributions from many donors that totaled \$10,400 dollars. Contributions of Gold Level Sponsors included: White River Junction Rotary Club, Springfield Buick GMC and Sabbath Law. Silver Sponsors included: Holiday Inn Express and Mascoma Bank. Bar Harbor Bank and Trust along with Gerrit Crosby and Wayne Claflin also contributed to the fireworks display.

DEPARTMENT HIGHLIGHTS

Assessor:

- Completed Grand List and posted with Town Clerk.
- Received education tax rates from state.
- Set preliminary municipal tax rates.
- Assisted Finance in getting values loaded for Taxes.
- Cleaned up lists in grand list.
- Worked on property transfers.
- Sent first batch of sales verification letters.

- Met with walk-in/phone calls from public on new tax bills.
- Resolved 2 state level appeals from 2017.

Clerk:

- TC office continues to prepare for the August 14th Primary. The Warning/Notice, sample ballots and checklists have been posted as required by statute. And, we continue to process requests for Early Voting/Absentee.
- TC and BCA Vice Chair, will be attending an Election Training in Danville the evening of July 18th. Both also will be attending a training pertaining to the new Accessible Voting Equipment on July 24th.

Finance:

- Processing June Bank Reconciliations.
 - o Verifying our internal records balance to the bank's records.
- Reviewing Encumbrance requests and will submit recommendation to Town Manager.
- Tracking and adjusting department budgets as needed within the approved FYE 18 budget.
- Preparing for yearend transition into new fiscal year.
 - o Grant review files.
 - o Recording of receivables.
 - o Budget adjustments.
 - o Town will require a single audit for FYE 18 (Federal Dollar expenditures in excess of \$750,000 threshold).
- Ongoing discussions & work with Audit Firm FYE 18.

Fire:

- Tom Peltier started on July 2nd as the new part time Fire Inspector for the department. Tom most recently has been working as a student intern with the New London Fire Department while attending college.

- Attended a meeting at the VA to discuss maintenance to their water tower. It appears the VA will be delaying their renovation until Hartford's water well project is completed.
- Met with the VA to discuss their ambulance transport policy.
- Staff provided coverage during the July 4th activities at Kilowatt.
- Staff attended the community forum meeting at the West Hartford Library.
- The department provided Paramedic ride a long training to a New England EMS Institute student.
- All department self-contained breathing apparatus received its annual testing.
- Provided car seat installation services
- Incident snapshots:
 - o On July 4th the department responded to 4203 Route 14 in Sharon for a male patient possibly in or near the water at the bottom of a steep embankment that was unable to extricate himself from the river. The patient was conscious however was unable to stand or walk. Upon further assessment of the area the patient was approximately at the bottom of a 50-60 foot embankment. A simple single rope system was built using a MPD and FF Jones made his way to the river to contact the patient. The patient was secured into the basket and arriving personnel from Hanover and Lebanon assisted us in hauling the patient to the roads edge where he was loaded into South Royalton's ambulance for transport.
 - o On July 4th the department was dispatched to Butternut Lane in West Lebanon for a reported building fire in Lebanon. Upon arrival to the scene we were assigned to the second floor fire room where we check for extension, cooled the fire area, ventilated and monitored the space as well as checked/searching adjacent units.
 - o On July 6th the department was dispatched mutual aid to Sharon for a report that subjects were in distress in the water. Lebanon and Hanover Fire Department's water rescue teams were requested to assist and respond to the scene. Hartford's swiftwater team deployed a boat down river and move up stream to the railroad trestle checking both banks and the river for possible victims. The boat crew's search found no victims, with no further evidence of person's in distress the scene was transferred to VSP.

- On July 12th the department was called to the Quechee Covered Bridge for a female who had jumped in the water and became injured. Upon the time of call dispatch was informed the patient was still in the water. Initially we responded with ambulance 1 and Rescue and requested additional resources from Lebanon and Hanover. The patient was found to be at the edge of the water beneath the bridge. Personnel easily accessed the patient and determined her injuries were minor however the patient was unable to walk. A stokes liter was brought to the patient and she was extricated to the parking lot to the awaiting ambulance. The last portion of the carry was steep, rocky and uneven so a rope was utilized to assist the rescuers up the embankment to the parking lot.
- On July 13th the department was called to I 91 South bound near MM 69 for a tractor trailer unit reportedly on fire. Upon arrival we found a large fire at the rear axle of the trailer (tanker trailer). The truck had been disconnected and moved a large distance ahead of the trailer by driver. The contents of the trailer was condensed milk. VSP was contacted and the fire was extinguished and contained to the rear axle of the trailer. Significant damage was caused by the fire to the trailer and Sabil and Sons was contacted by VSP for removal of the unit.
- During this period the department responded to 97 calls for service. The department has currently responded to 1,157 calls for service. Last year we responded to 976. This represents a 16 percent increase in call activity.

Information Technology:

- Resolved two major network outages at public safety.
- Configured backups to run on new DPW PC's and server after it stopped due to storage being full.
- Assisted/trained Historical commission and Assessing to edit their own pages on the website

Parks and Recreation:

- Thirty six individuals attended the Boston Red Sox Trip on July 15th verses the Toronto Blue Jays. The bus departed Town Hall at 8am on the 15th and returned about 8:00pm. The Bus arrived about 10:30am and participants were able to spend time in and around Fenway prior to the game.
- Camp Ventures has completed week four. The program is going well. Campers attend Storrs Pond throughout the week and have a Friday fun day at Maxfield.
- The Wednesday night concert featured Oxford & Clark at the Green in Quechee on July 11th. We estimated about 75 in attendance, not including children. There was no concert in the parks on July 4th due to the Independence Day Celebration.
- On July 5th, Michael Menes, Family Entertainment Show was moved indoors to the Hartford High School due to rain. On July 13th, Bryson Lang performed a family entertainment performance at Maxfield. The entertainment series is free to the general public and our Camp Ventures program attends the performances as well.
- Youth Track and Field practice on Tuesday's and Thursday's. The team has also rented the Hanover High School Track for practices to prepare for the Vermont State Meet.
- Hartford Babe Ruth continue to play their summer ball games. There was a double header on July 9th and a single game on July 11th.
- The Ultimate Frisbee League continues at Kilowatt. They play on Wednesdays and have 84 players.
- The Green Mountain Rock Climbing Program has begun. We have 12 participants enrolled in the program.
- Jr. Tennis Camp started and we have a total of 6 campers in the program. The camp is instructed at the Maxfield Tennis Courts.
- Coed adult softball continues on Monday and Wednesday evenings at Ratcliff Park.
- The Fore-U Golf Program started the week of July 9th. The program is held at the Fore-U Golf Center in West Lebanon.
- Over the past two weeks, the Department's registration activities included 69 registrations totaling \$5,037 in revenue.

- Department will be reviewing applications for the Park Laborer/Turf Position.
- Our summer intern, Nick Pond, has been working on a new logo for the Parks & Recreation Department. He has been working with a student graphic artist to help redesign the old logo. The new logo concept currently highlights through design, the 5 villages, the State of Vermont and the "H" for Hartford. We plan to present the logo for approval once we have completed our design reviews.
- New playground chips will be distributed to playgrounds at Meeting House Common, Watson Park, Ratcliffe Park, Lyman Park and Clifford.
- We are awaiting the delivery date for a new Water Reel that will be used at Maxfield to connect into the irrigation system. Additionally, we have finalized a selection on a new walk/stand behind mower for Maxfield. We have selected a Toro Grandstand Multi-Force Mower. This particular unit has attachment options that would be beneficial to the department in the future.
- Department is finalizing an RFP for park and cemetery tree removal. We hope to have it circulated and bids returned by the first part of August.
- Members of the Department spent time in the Hurricane Wildlife Refuge with downed trees on several trails.
- The Pool Committee continues to meet. The committee has selected Weston & Sampson Engineering to complete the pool assessment and will go before the Selectboard with the recommendation on July 17th. The Committee anticipates a kick off meeting with Weston & Sampson on July 24th.
- The Pool Survey currently has 657 completions. The survey is open until July 20th. The link is: <https://www.surveymonkey.com/r/hartfordpoolsurvey>.
- The Cemetery Committee continues to work on maintenance needs such as road repairs, sunken and broken stones, tree maintenance and other repairs. They reviewed common rules and regulations for cemeteries to use as a guideline for care and maintenance. They also are discussing administrative models of area cemeteries and legal status of active and town owned cemeteries.

Planning and Development:

- Town (Master) Plan Update - The 3rd in a series of 5 Community Forum meetings for the Town Plan Update was held on July 11th and focused on Community Facilities and Services, and Historic Preservation. With the assistance of the department directors, steering committee members and Town Commissions, close to 30 people engaged in conversations about the quality, accessibility and sustainability of parks and recreation, historic preservation, solid waste and infrastructure, police, fire and rescue, education, libraries and community connections. The 4th forum is July 16th and will be on Land Use and Natural Resources at Dothan Brook School.
- Resilience Organization Programs:
 - o On June 28th, Antioch University professor met with seniors at the Bugbee Center for input to a survey focused on what to do during severe weather events. The survey is now available on line and in hardcopy.
 - o On June 29th, more than 50 people attended a workshop by nationally recognized permaculturist Ben Falk. Participants learned more about what they can do on their own property to be more self-sufficient. The guest speak was made possible by a New England Grass Roots grant.
- Development Applications – Received and reviewed applications to go to the Planning Commission and the Zoning Board of Adjustment for a subdivision, site development plan approval, WRJ design review, conditional uses and parking lot.
- Police Station Heat Pumps - Staff coordinated the installation of energy efficient heat pumps which are now operational and will be tracking the energy savings.
- Bridge and Main VCDP Housing Project in WRJ – The grand opening for the housing portion of the building was held on July 2nd.
- Wilder Well Solar Project – Working with Norwich Technologies, Vermont Law School, Green Mountain Power and the mobile home park on the structure of Community Solar project.
- State Electric Vehicle Charging Station (EVCS) Grant – The deadline and criteria for the state grant application for installation of EVCS is being revised and details are expected soon.
- Quechee Pocket Park – The Town received an additional \$35,000 federal CDBG flood reuse grant from Two River's Ottauquechee Regional Planning Commission.

Police:

- July 1st – Emergency Communications Specialists received a 911 call from a Quechee resident in distress and reporting that her dog was being attacked by another dog. Specialist Blish could hear the fight escalate before the caller disconnected, but was able to reconnect and calm the caller while dispatching patrol officers to the residence. Patrol officers found the animals separated upon arrival, made appropriate health notifications and direction.
- July 2nd – Patrol officers responded to a protective order violation at a private residence along Mill Road after the respondent returned to the petitioner's home and flattened the tires on her vehicle. Police officers located the respondent later overnight, he was arrested and charged with Aggravated Stalking and related crimes. The transported to Southern State Correctional Facility where he was held on bond pending a court hearing.
- July 2nd – The Police Chief and Public Works Director completed a review of parking/traffic signage and roadway markings throughout downtown White River Junction.
- July 2nd – The Police Department attended a Ribbon Cutting Ceremony for the new building at South Main & Bridge Streets.
- July 3rd – The Police Social Worker assisted area residents, community organizers and human service staff in hosting a community gathering in support of friends and colleagues of Vermont Department of Health District Director Laura McNaughton.
- July 3rd – Emergency Communications Specialists received a 911 call from a boater reporting that her boat struck a rock in Lake Champlain near Colchester, Vermont and was sinking. Specialist Stearns dispatched rescue services and worked with the caller to insure her four children were fitted with flotation devices and provided other instructions for more than (6) minutes when the caller, reporting the boat was $\frac{3}{4}$'s submerged, disconnected. Specialist Stearns was unable to reconnect with the caller, but continued to work with first responders and learned that rescue personnel had reached the boat and safely recovered the passengers.
- July 4th – Patrol officers responded to a hit & run motor vehicle accident, and a second call for a disorderly person on Butternut Lane in Lebanon while their units were committed to a criminal investigation. Patrol officers later assisted Lebanon Police with apprehending the driver of a Subaru Crosstrek along Route 14 after he fled from Police there into Hartford.

- July 4th – The Police Department assisted with traffic and event management during the Town’s Annual 4th of July Celebration at Kilowatt Park.
- July 5th – Patrol officers responded to a neighborhood disturbance at a residence along South Main Street. Officers located a man in crisis, who was taken into custody and transported by police to Mt. Ascutney Hospital for assistance.
- July 5th – Emergency Communications Specialists received a 911 call from a man who had accidentally shot himself while cleaning his firearm. Specialist Morse dispatched emergency medical services and police to the Montpelier home while instructing the caller in basic first aid and safety for more than (8) minutes. The man regained consciousness as emergency medical personnel arrived.
- July 6th – Patrol officers responded to a private residence along Hollow Drive for a woman in need of assistance. The Police Social Worker and Paramedics were summoned to the scene and the woman transported by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- July 7th – Patrol officers received a report of a theft at the Quechee Club. The investigation continues.
- July 8th – Patrol officers responded to a property damage motor vehicle collision along Maple Street at Hartford Avenue. Operators were advised accordingly, cited and released.
- July 8th – Patrol officers responded to a property damage motor vehicle collision along Quechee Main Street at Route 4. The at fault operator fled the scene prior to police arrival, the investigation continues.
- July 9th – Patrol officers responded to the Maple Street COOP Supermarket for a report of shoplifting. A Hartford man was cited accordingly and released.
- July 10th – Patrol officers responded to a domestic altercation at a private residence along Connecticut River Road. Police arrested a resident there for pushing his partner and biting him several times. The man was charged with domestic assault and related charges.
- July 10th – Emergency Communications Specialists received a third-party 911 call from a man reporting that a pregnant female acquaintance was in active labor at an unknown swimming area. Specialist Stearns worked to locate the woman who was at the “Sandy Beach Swimming Area”, dispatched directed emergency medical services to the scene.

- July 10th – Patrol officers responded to Henderson’s Nursery along Route 14 for the theft of several potted plants. Detectives later recovered the plants and returned them to the victim, the investigation continues.
- July 10-11th – Officer St. Peter assisted Hartford High School staff with a Driver Education Classroom presentation.
- July 10th – The Detective Sergeant and the Police Social Worker participated in a planning meeting in advance of this year’s Overdose Awareness Day activities.
- July 11th – Patrol officers responded to a property damage motor vehicle collision along Sykes Mountain Avenue at the Station Market. Operators were advised accordingly, cited and released.
- July 12th – Patrol officers responded to a reported burglary at the Quechee Gorge Village. The investigation continues.
- July 12th – Emergency Communications Specialists received a 911 call from a boater reporting that she was lost on Lake Champlain, her boat had run out of gas and she could not see or reach land before her phone call disconnected. Specialist Mayo worked for nearly an hour to unsuccessfully reconnect with the caller, however he was able to work with the cellular carrier to triangulate a search area and communicated this information to the Coast Guard and other first responders. The boater was located a short time later by the Canadian Coast Guard.
- July 12th – The Police Chief attended the regular meeting of the Health Care & Rehabilitative Services Executive Board.
- July 13th – Patrol officers responded to reports of a disorderly man along Depot Street. Police found the man in need of assistance and summoned paramedics. The man was transported by ambulance to Dartmouth-Hitchcock Medical Center for further assistance.
- July 13th – The Police Chief and Public Works Director completed a secondary review of parking/traffic signage and roadway markings throughout downtown White River Junction.
- July 13th – Several police officers, communications staff and supervisors attended Mental Health First Aid Training hosted by Dartmouth-Hitchcock Medical Center.
- July 14th – Patrol officers responded to a disturbance at Evans Express Mart. Officers found an intoxicated man in crisis. He was taken into custody and transported by police to Mt. Ascutney Hospital for assistance.

- July 14th – Patrol officers responded to reports of a hit and run vehicle accident along Nutt Lane. Officers located the vehicle stuck along the train tracks and its operator taken into custody without incident. The investigation continues.
- July 14th – Patrol officers responded to a disturbance at Evans Express Mart. Officers found an intoxicated man in crisis. He was taken into custody and transported by police to Mt. Ascutney Hospital for assistance.
- July 14th – Patrol officers assisted the Canaan, NH Police with locating a runaway juvenile and returning her to New Hampshire authorities. The investigation continues.

Public Works:

Highway:

- The highway crew continues to sweep streets, grade gravel roads, mow, and apply chloride.
- The highway crew continued painting crosswalks and stop bars, mostly in the downtown area. A new crosswalk was added on South Main Street near C&S Pizza!
- The highway crew continues to assist the water department with road cuts (Gifford Street, Templeton Street, and Third Avenue).
- The highway crew has been actively maintaining the newly seeded areas on Hillridge Road to ensure slope stability.
- The highway crew graded and shaped Wildlife Road. They are preparing it for a 'final' course of hardpack.
- The highway crew has been installing/repairing stone lined ditches on Neal Road.
- Chip Haley assisted the water department with a repair on Third Avenue.
- The highway crew has been working closely with the Solid Waste Division while their loader is out of service.

Water:

- Monthly meter reading was completed.

- The water crew is engaged in the planning process to replace a stretch of waterline on Third Avenue.
- The water crew continues to work closely with contractors on a variety of private projects around town to ensure compliance with Town standards.
- The water crew addressed an on-going pressure issue on Templeton Street.
- The Wilder Well Project is moving forward. A preconstruction meeting was held on Thursday, July 12. They anticipate mobilizing to the site on July 16, 2018.
- The water crew continued routine valve.
- As always, the water crew continues routine operations, sampling, and testing in accordance with state and permit requirements.
- Our plant and facilities are always available for tours. We encourage everyone to come see where their water comes from!
- Our water treatment crew was featured in the Vermont Rural Water Association newsletter for leading the way in hiring and succession planning!

Wastewater:

- 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 received and delivered a new pump and motor for the Wilder Pump Station.
- The wastewater crew continues to perform seasonal cleaning and landscaping.
- The wastewater crew worked with a contractor to address noise issues with the blower.
- The wastewater crew reviewed new sewer connection requests on Ravenswood Terrace and Tafts Flat.
- The wastewater crew has been performing routine maintenance on leach fields in Quechee.

- As always our wastewater treatment facilities are open for tours. We encourage everyone to see what the Town of Hartford does to control pollution!

Solid Waste:

- Unfortunately one of the tires on the loader blew out. At this time we are exploring all options to move forward economically.
- Aside from the loader tire, all other operations are moving along routinely.
- The solid waste crew continues to encourage outreach and tours to raise awareness of the facility.

Administrative:

- Jeremy Delisle is working VERY closely with FEMA to ensure complete close-out for the July 1, 2017 storm. This has been a time consuming process.
- The Sykes Mountain Avenue Sidewalk Project is nearly complete.
- DPW staff is working closely with engineering consultants and a contractor to complete the Wilder Well Project. A preconstruction meeting was held last week and they anticipate breaking ground on July 16, 2018.
- 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. A 60% design meeting is set for Thursday, July 19, 2018.
- The Sykes Mountain Roundabout project is in the Final Design and Right-of-Way phase.
- DPW staff is continues to engage in Union negotiations.
- Public Works is working closely with the Police Department to review parking issues, signage, and traffic improvements in the downtown area. It looks like there are some improvements that can be implemented relatively easily.
- DPW Staff is working with Parks and Recreation to finalize all overhead utility connections to the Emerge Building prior to demolition.
- DPW staff continues to work 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 Studies, Twin Pines).

- DPW Staff is working closely with a consultant to develop a final design for a culvert replacement on Quechee Main Street.
- Bids were received for our annual 'Gravel' contract. We are currently reviewing those.
- Public Works participated in the Town Plan forum at the West Hartford Library. It was well attended and we had a very engaging conversation about solid waste and composting.