

SIGNIFICANT ACTIVITY REPORT

JANUARY 11, 2022

Finance

Completed - Fiscal Year Annual Reporting

U S Census Bureau

State of VT

Bank Reconciliations

Preparing November financial statements to distribute to staff

Preparing for Calendar Year wrap up

- Reviewed with Town Manager Year End Budget Report Package for auditor reviews through process
- Updating schedules and ensuring appropriate documentation to date for audit packages

Finalized and submitted Town Report items required by Finance

Scheduled FYE 2022 Fiscal Audit

- Week of May 9, 2022
- Weeks of September 26th, October 3rd, October 10th

Scheduled FYE 2022 Other Post Employment Actuarial

- Late February start for a May 1, 2022 completion

Preparing for annual work comp audit in March

Provided Planning with financial documentation for bond and state water revolving loan applications

Department of Public Works

1. DPW continues to actively recruit staff for multiple positions.
2. Working closely with Planning and the consultant team, DPW is pleased to announce that Phase II of the South Main Street Project has been put out to bid.
3. This week we presented the South Main Street Parking Lot Plans to the Zoning Board.
4. All divisions of Public Works have been working together to respond to storm events.

Assessor

- Received the new equalization study, new CLA is 86.76% and the COD is 15.25
- Reviewed equalization process and associated property sales with the district advisors
- Continual entry of property sales
- Met with an aerial photography company Eagleview to discuss potential aerial photos for next revaluation
- Collected and sent tax map updates to our cartographic company CAI

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Fire Department

End of year statistics for 2021.

The department responded to a record breaking 2,698 calls for service in 2021. Compared to 2020 (2,377) the department experienced a 13% increase in call volume this year.

Incident Log:

Calls for Service 01/01/21-12/31/21	2,698		
Incident Type Categories			
Fires	36		
Overpressure Rupture/Explosion	7		
Rescue/Medical	1916		
Hazardous Conditions	53		
Service Calls	265		
Good Intent	167		
False Alarm	244		
Weather Emergency	3		
Special Incident/Other	7		

Fire Prevention

The Fire Marshal's Office completed 1,259 fire and life safety inspections throughout the community.

POLICE DEPARTMENT

The Department has been investigating numerous incidents of vandalism totaling several thousand dollars that occurred on December 30th by individuals shooting out windows with a BB gun. The incidents occurred throughout Hartford, Norwich, and Lebanon. Three youthful offenders were arrested for the offenses. The investigation is ongoing.

Detectives assisted Lebanon Police with the investigation into the fatal overdose of a Hartford High School Student that occurred in Lebanon.

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The Department welcomed Corporal Clifford back in the new year after having been involved in the officer-involved shooting last August. Eric will be going through a reintegration process handling various assignments until his return to full duty.

Corporal Mitch Cable has been temporarily assigned as Acting Sergeant, supervising one of the patrol squads.

During this reporting period (12/17 – 1/7) the department handled 405 incidents with 5 arrests. The breakdown is as follows:

Animal Problem – 9
Arrest on Warrant – 5
Assaults - 7
Burglary - 1
Citizen Dispute – 5
Death Investigation - 1
Drug Possession – 2
Juvenile Problem – 1
Missing Person - 1
MV Disturbance – 9
MV Theft – 2
Noise Disturbance – 4
Suspicious Person or Circumstance – 40
Traffic Accident – 16
Vandalism – 34

All other – 268

Parks & Recreation Program

Program and Park Highlights

- The Department Staff at the WABA Arena continue to work hard serving the public at the skating facility. Shane Barnes, our Superintendent of Parks & Facilities continues to receive great customer service satisfaction reports from users of the facility. He reports that staff continue to hear great things about the facilities cleanliness and quality of ice, referencing that our facility is the cleanest rink in the area with the best sheet of ice. This is reiterated almost daily from not only the home teams that use the rink on a weekly basis but from visiting team fans and general public skaters. We are very grateful to our full and part time staff at WABA for excellent work ethic and outstanding customer service.
- The facility had some of our best numbers on record for Public Skate events over the Holiday week with 626 individual visits and 258 skate rentals. New Year's Eve alone had 143 individual visits and 60 skate rentals.

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- With some consistent cold weather in the forecast, we have prepped Frost Park for flooding and will hopefully (if the forecast stays as predicted) start flooding the outdoor rink. Without a liner for the rink, we rely primarily on a snow packed boundary, cold freezing temperatures and frost established in the ground.
- R-1, which is one of our main trucks used for park and facility maintenance along with winter plowing blew a transmission. This truck is due for replacement in the proposed FY23 budget. Instead of spending upwards of \$5,000 to \$7,000 for transmission replacement the Department decided to equip the 1-Ton Dump with push plates and controls, retrofitting the truck for our existing plow at a cost of \$2,450. This allowed us to immediately equip this truck and put it in service for plowing of our facilities and park access locations. The R-1 truck will sit idle as we put its replacement plan into place.
- The Parks and Recreation Office was very busy over the last couple weeks despite staff vacation time and the holiday break. Many incoming phone calls were specific to public skating from many vacationers who were staying in the area. We continue to market upcoming programs and activities and have pushed out our New Program Idea, Youth Beatz Drumming Enrichment Program and finalizing details on the upcoming Ice Fishing Derby and RedZone 5K.
- Hartford Parks and Recreation visited the Hartford Area Career and Technology Center on January 4th to meet with the Natural Resources Program Students and Faculty. The students spent several days working on the Hurricane Hill Wildlife Refuge Trails removing limbs, large and small, from the trails after a summer windstorm made havoc of many trails leading up to the postponement of the Hurricane Hill Trail Run last summer. The Natural Resources Students hit the trails working their skills and learning new ones in an effort to help the Department. Downtown Bill Brown volunteered his time to coordinate the cleanup effort and worked with the Students and Natural Resources Instructor Matthew Dragon to prepare the trails for the postponed race that took place in early October. Hartford Parks & Recreation presented a plaque to show appreciation to the students.
- Youth sport programs were limited to practices over the break and will began a weekly schedule of practices and games starting the week of January 3rd.