

**Town Of Hartford
Town Staff
Significant Activity Report, October 24 – November 6, 2016**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.

- A busy couple of weeks for the Town. We have commenced Union negotiations with the DPW folks, continued them with Police and Fire. I chaired the monthly Safety & Wellness meeting, this is moving in the right direction. I walked through the Emerge Building, visited Listen, met on Wright's Reservoir, walked Phase 1 of the proposed Riverwalk Trail and walked through the project on Prospect Street. We had a meeting with the school to work the way forward for our Summer Programs, I also walked through HACTC with the Principal. I met with a representative of the Sierra Club about their 100% initiative. I also had a meeting on Disaster Recovery.

- I met with a Civil Engineering Professor from Norwich to discuss Fairview Terrace and some possible ways ahead. This may include support from him and some of his cadets. I sent the professor a letter of invitation and a copy of the work previously done; nothing back yet. The meeting was arranged by David Briggs.

- FEMA has reversed their decision on the Pocket Park allowing the Town to move forward with the plan submitted. Despite the change, they still voice concerns about the use of that site. We'll discuss in detail as part of the agenda.

- Although the WABA season has kicked off without issue, we continue to have challenges with the chiller system. These are computer focused issues. We continue to look at options going forward, but believe we'll be good for the season. The new compressor is working as designed. I suspect that a replacement chiller will be needed sooner rather than later.

- There are two upcoming meetings in Hartford on the Quechee Gorge Bridge Suicide Prevention Project. The first meeting, for Stakeholders and Municipal Leaders in on November 9th at 10:00 AM at the Town Hall. The second meeting is on November 16th at 6:00. These are both coordinated and hosted by VTRANS.

- I met with folks from Breadloaf about the energy capabilities of the Town Hall. They would like to give a presentation on the potential Net Zero capability of the building. I have initially steered them toward the Energy Commission and will get a recommendation from them on who is briefed next.

- I am working to schedule a meeting with folks about the sale of flavored tobacco here in Hartford. I will also extend this meeting to talk about other related items.
- The Vermont Transportation Board at 6 p.m. on November 16 will hold a public forum in Hartford at the Hotel Coolidge on transportation policy associated with trains, both passenger and freight. The Board wants to discuss railroad related issues with the public – including passenger expansion to Montreal, rail-side economic development and living with railroads as neighbors – to determine how future policy can be shaped to best position Vermont’s rail interests to meet the needs of the state residents.
- We expect installation of lighting at both WABA and the Town Hall by the end of this week. This should increase the feeling of safety at these two locations that are very dark in the evenings.
- We will have copies of the Survey to pass out at the exit to the polling place. Those copies are blue. The reminder postcard has also been delivered. The deadline to return surveys is November 14th. Current count is 622 submitted.
- We will have a presentation on Climate Change and municipal planning on December 6th. Plan is for about 30 minutes for the presentation and discussion. Preseneter will be Michael H. Simpson from Antioch University. He is Director, Resource Management and Conservation Masters Degree, Director, Sustainable Development and Climate Change Masters Degree concentration, Co-Director, Center for Climate Preparedness and Community Resilience and a Certified Wetlands Scientist. Should be an interesting presentation.
- I have also had conversations on the use of Round-Up in our parks and the potential impact that chemicals could have on the users of our facilities.
- Listed below are those highlights pulled from each Department Head’s report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Revaluation inspections continue in West Hartford, Hartford and the outskirts of the town. We have 5 data collectors in the field.
- A failure of the municipal fire alarm system occurred last week after a power outage. Technicians were called in to repair and re initialize the system. System was down for a few hours. Contact was made with our clients to advise them of the outage. Corrective actions were made to the system to prevent a future occurrence..

- October 26th – The Police Department was invited to attend the Hartford School District Executive Board Meeting, where Board members formally recognized the Police Department’s “Adopt-A-School” program.
- WABA parking lot lights to be installed by the end of week of November 7th.
- The Public Works Director and staff have been very busy attending to completed and newly proposed projects in Town including:
 - o Wilder Center expansion
 - o Quechee Waldorf School
 - o 129 South Main St
 - o 241 South Main St
 - o Bridge & Main by RRR, LLC
 - o Key Auto Group
 - o Freighthouse modifications
 - o The Village Assisted Living
 - o Toyota
 - o Prospect St phase 2 final inspection
 - o Riverbank Church
 - o QLLA pool
- Efficiency VT Button-Up Grant - Planning and publicity in full gear for Button-up information event at the Hartford Recycle Center on November 12th (9:30-11:30) including a traveling home insulation exhibit.

DEPARTMENT HIGHLIGHTS

Assessor:

- Completed sales study for State Equalization Study and our Reval.
- Inspections continue in West Hartford, Hartford and the outskirts of the town.
- Work continues as we monitor Revaluation Team.
- Listers continue to work on exterior permits.
- Working on wrapping up Homestead changes, inspecting this years’ sales continue.

Finance:

- Began monthly financial reviews with Department Heads, started with September 2016 YTD
- Assisted Department Heads and Town Manager with FY 18 budget preparation.

Fire:

- Attended a District Safety Meeting at the SAU Office. Discussed planning for emergency responses.
- Assistant Chief Alan Beebe begins his new role on Monday.
- Currently preparing a shift change for personnel to accommodate the promotion and annual staff rotations.
- The Fire Station Alerting system contract is near execution. Technicians from Vermont Life Safety walked through the building to evaluate for installation requirements.
- Engine 1 was out of service briefly this week due to crankcase fault codes received by the onboard computer. DPW mechanic has made some corrective repairs we are still evaluating to ensure all system are operating correctly. Engine 1 is currently in service.
- A dump truck accident occurred on Interstate 91 North just after Exit 12. The dump truck was loaded with asphalt when it rolled on its side. Asphalt was spread on part of the road way and the median which required the interstate to be closed and rerouted north bound traffic through Wilder to Norwich Exit 13. The driver was transported to DHMC.
- Received a new enclosed trailer for the departments All-Terrain Vehicle. The old trailer was transferred to Parks and Recreation.
- Tanker 2 was traded towards the purchase of the new engine we currently have on order. The unit was picked up by a transport service and was in transit to a department in Alabama.
- The new office for the Assistant Chief is in progress. Contractors evaluated the site this week with plans to begin renovation next week.

- Members of the department attended the Veterans Parade this Saturday and will be participating in the flag presentation at the VFW after the parade.
- Members attended both the Trunk or Treat event and Halloween events at Brookside Nursing Home and Wilder village to meet and great trick or treaters.
- Chief Cooney and Captain Beebe attended VT EMS Conference in Dover, VT over the weekend.
- The department has offered the new Firefighter/EMT position to Troy Collins of Fairlee, VT. Troy is a certified firefighter and EMT. He has been a volunteer with the Fairlee Fire Department and is currently in classes for his Advanced Emergency Medical Technician (AEMT) certification. He is currently in the medical and background phase of the process. We look forward to having Troy begin his career with us in the near future.

Information Technology:

- Applied update to Town Finance Software (MuniSmart) which included fixes and new features to simplify management of Affordable Care Act data.

Parks and Recreation:

- Youth and adult basketball programs will begin end of November.
- Youth basketball camps for grades 3 through 12 begin the week of November 7.
- Department's Trunk or Treat held on 10/29 attracted over 300+ kids.
- The UVAC Middle School Fun Night activity held on Friday October 28th attracted 41 teenagers.
- Teen adventures to the Skyzone Trampoline held on Thursday 11/3 was in conjunction with the School District's early release day.
- The last Wednesday Walkers for the season was scheduled for Wednesday 10/26. The program resumes in January 2017.
- The second fall session of Karate began Monday 11/24.

- We are waiting for estimates from two local electrical companies for the repairs of the light pole damaged at the W. Hartford Library.
- Members of Vermont Windsor County Board of Realtors completed a planting project at Kilowatt south Park on Wednesday 11/2. The realtor group donated \$1,500, which allowed the Department to purchase the plants, materials/supplies and two additional benches. See attached picture.
- The suction harvester is scheduled to be at Dewey's Mill Pond Monday 11/7 to remove milfoil from specific areas of the pond.
- Met with the Upper Valley Dog Park supporters to discuss the winter operations of the Watson Dog Park. The volunteer group continues to manage and finance the dog park operations.

Planning and Development:

- Regional Land Use Plan Update - Our suggestion to the RPC Board to slow down the Regional Land Use Plan update to allow for adequate community input was positively received.
- Community Energy Pilot Project - Continued planning an energy conservation workshop targeting to landlords, scheduled for November 9th at Newberry Market in Downtown WRJ.
- WRJ Parking Study - Staff continued refinement of the options for the next steering committee meeting.
- Hartford Village Center Designation Application - Staff assembling the application and preparing for a community review meeting this month. Targeting application submittal to the SB in December.
- TIF Projects - Reviewing construction plans for Currier Street Extension and other infrastructure projects as potential TIF for voter approval in March 2017.
- Town Solar Projects - Coordinating next steps for analyzing completion of Certificates of Public Good to the VT Public Service Board for solar on five town properties.
- Quechee Bridge Pocket Park - Working on plan docs. Targeting Jan/Feb for bid process.

- Weatherize Upper Valley - HEC continuing planning January launch of new Vital Communities program to connect interested homeowners with contractors for home energy audits/improvements.
- Energy Plans/Audits - Consultant presentation of the draft Five-Year Energy Acton Plan to the SB. Working with consultant on finalizing Energy Action Plan document and developing first draft of long-range Comprehensive Energy Plan.
- Regional Energy Plan - Provided comments to the TRORC on third draft of Regional Energy Plan. TRORC's next step is preparation for public hearings on plan.
- Bridge and Main Affordable Housing Project - Developer received bids.

Police:

- October 24th – The Police Department participated in the Hartford Community Coalition's annual forum, "Above the Influence" at the Hotel Coolidge.
- October 28th – Patrol officers responded to a domestic altercation in progress at a Wilder Village home and arrested an intoxicated man for domestic assault following a struggle.
- October 29th – Patrol officers provided traffic direction and control in support of the Gory Days Parade.
- October 31st – The Police Department participated in Halloween festivities at the Brookside Nursing Home, and provided additional patrols in support of Trick-or-Treat events.
- November 1st – Hartford man found operating All-Terrain Vehicle on railroad tracks adjacent to South Main Street, cited for trespassing.
- November 2nd - Patrol Officers are investigating the Theft of an All-Terrain Vehicle taken from a private yard on Nutt Lane.
- November 2nd-4th – Detectives attended updated drug trend & investigation training sponsored by the Drug Enforcement Administration and New England High Intensity Drug Trafficking Area Program.
- November 3rd – Patrol Officers are investigating the burglary and theft of television and computer from a private residence in the 1800 BLK of Maple Street.

- November 4th – Patrol Officers arrested a female Shady Lawn tenant for domestic assault on her live-in boyfriend after paramedics transported him to the Hospital for treatment of a laceration to his head.
- November 4th – Patrol Officers assisted Hartford Fire and Vermont State Police with their investigation and mitigation of a collision on I-91 involving an overturned dump truck and asphalt spill that closed the Northbound lanes of traffic.
- November 4th – Patrol Officers providing contractual police patrol services on behalf of the School District during semi-final football game at Hartford High School.
- November 5th – Patrol Officers provided traffic direction and control in support of the Veteran’s Parade.

Public Works:

- The replacement utility trucks were picked up on November 1. White River and Quechee wastewater both replaced a truck. The water department also replaced a truck that is shared with the Quechee water system.
- The Quechee tank project continues to progress. We anticipate substantial completion and filling of the tank around Thanksgiving. Final tank site grading and other minor items will be completed in the spring. The final interconnection water main work at Route 4 will be completed in the spring of 2017.
- The new Beswick Drive water main and services installation has been completed. Final trench paving and cleanup activities are ongoing and will be completed by the end of the week-pending weather.
- Staff repaired a 2” water line break on Hathorn Street in Wilder.
- Sealed proposals for the base mapping project in White River, Wilder and Hartford Village were received on October 26. Staff is reviewing the two proposals and will make a recommendation of award next week.
- Water staff is preparing an RFP to replace the filter media and internal plumbing for 2 of the 6 the filters at the Wilder water treatment facility.
- One of the two operator positions at the White River Junction wastewater plant has been filled. Arthur White will be starting work Monday November 7. Arthur wore many hats as a machine technician and mechanic at Stanley Tool Manufacturing for almost 25 years.

- Staff has begun to review design options for the TIF project involving the Currier Street extension and the Legion parking lot.
- The public works director and transfer station superintendent attended a Solid Waste of North America (SWANA) meeting at VTC in Randolph regarding Food Waste Management. Act 148 requires phased implementation to remove food waste from landfill disposal by 2020. Food diversion programs have been more successful than envisioned. The State recognizes that the infrastructure and funding to accommodate food waste processing as required by the Act is lagging. The transfer station is required to accept food waste starting July 1, 2017. Staff is exploring commercial food waste vendors and is considering small scale composting of food waste at the transfer station property.
- Two highway staff attended a State of Vermont training on vehicle inspection via an automated inspection system that goes on line in 2017.
- The highway department had a vehicle in the November 5 boy scout/veterans parade.