

**Town Of Hartford
Town Staff
Significant Activity Report, October 10 – 23, 2016**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- We continue to work on moving the sidewalk projects forward. Funding shortfalls exist in two of the other segments. We continue to examine these for cost savings, but the only real flexibility seems to exist in materials, not in design. We are also working with property owners along the projects. Although part of the original permit approval, some are balking at paying for their portion of the sidewalk.
- We received the first invoice of the year for repairs in cemeteries. This involved cleanup and marker repair in the Delano-Stevens Cemetery. I have met with folks from all of the private cemeteries in town and spent some time with Jeff Knight. I gained an appreciation for the challenges faced by the volunteers who constitute the Trustees. There are some issues that will have to be dealt with sooner rather than later across the Town.
- We are preparing the final applications for the solar projects on Town property that were submitted in concept late this summer. Applications are due NLT December 31st. We are also looking at a consultant MOU with Norwich technologies for support up until we release the RFP. Nothing will be submitted without Selectboard approval. Same on the possible MOU.
- The sliding windows and the blinds have been installed at Town Hall. Great feedback on both. We are working on a light in the parking lot that should be installed in early November.
- We are working with the Town Health Officer to advertise for an Assistant/Deputy Health Officer to assist with the workload. The Selectboard will have the opportunity to appoint this individual, should we get a volunteer.
- 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.
- We have instituted monthly budget reviews at the Department level. The Finance Director is scrubbing each report, sending questions to the Department Head, who then schedules a meeting with myself and the Finance Director to address the

issues. We think this visibility, of both expenditures and revenues, will allow early identification of both risk and opportunity.

- I have met with several folks on the roundabout project planned for Sykes Mountain Avenue. Lots of concern from the business community. I have met with the engineers and gained an understanding of the reasons behind the project. We will continue to meet with the property owners to gain further understanding and then come back to the board for a further discussion on the project. We need to get this project back out in the open so we can have a dialog.
- We continue to explore options with Wright's Reservoir. I have found a considerable amount of public interest in getting something done on the project. We are looking at possible funding options and exploring ways to get some initial engineering work done. We have received a donation for engineering support.
- I am meeting tomorrow 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. We will do a site visit. The meeting was arranged by David Briggs.
- As you are aware, the VT Supreme Court has overturned the lower court decision on the exit 1 project. This means the project has been denied. I have a copy of the court decision should anybody like me to send it to them.
- I am hosting a Town Staff Halloween Party on Monday, October 31st from 10:00AM to 2:00PM. I am also opening this up to any community members who might want to come by, meet some of the staff and grab a sandwich, if there are any left.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Finance Director is reviewing and following up on FY 15 management letter recommendations. Initial focus is on Internal Controls and Department SOPs.
- Revaluation inspections continue in West Hartford, Hartford and the outskirts of the town. We have 5 data collectors in the field.
- All Hartford shifts and shifts from Hanover and Lebanon exercised multi-company fire operations at the State Burn Building in Randolph on Wednesday and Friday last

week. This annual training provides staff and our partners with real fire and rescue situations.

- October 21st – Eighteen police officers from several Vermont & New Hampshire police departments graduated from the third, weeklong Crisis Intervention Training hosted by the Hartford Police Department & sponsored by the Upper Valley Public Health Council.
- FREE trick-or-treating event on Saturday, October 29th from 5:00pm to 7:00pm in the parking lot of Hartford Town Hall and Lyman Point Park. A family-centered event that encourages active participation. WHAT IS TRUNK OR TREAT Trick or Treat from car to car, trunk to trunk.
- Staff participated in the final inspection of the second building on Prospect Street and is also coordinating with Nott's Construction on the final completion of Prospect Street.
- 2016 Plan Review and Permit Applications to Date – 18 applications to the Planning Commission for public hearing; 15 applications to the ZBA for public hearing; 45 administrative amendment applications to PC/ZBA decisions in lieu of public hearings; 230 zoning permits.

DEPARTMENT HIGHLIGHTS

Assessor:

- Work continues on vetting the sales for Equalization Study/Revaluation.
- Preparing and sending sales verifications for sales for August and September.
- Lister is working on exterior permit updates.
- Attended training with Vision and an appeals prep course.

Finance:

- Distributed September financials to Department Heads. They will conduct reviews this week to explain any discrepancies.
- Assisting Department Heads with collecting data for their budgets.

Fire:

- The Public Safety Open House was held on October 9th to celebrate National Fire Prevention Week. The event was fairly well attended. We plan to make this an annual event.
- Candidate Physical Ability Testing (CPAT) were held this past week in Essex Junction. Two members of the staff attended all program days to assist as evaluators. This testing enables successful candidates to apply for full time firefighter positions statewide.
- The new flooring was installed in the Public Safety fitness room.
- The federal Assistance to Firefighter's (AFG) Grants have opened. We are currently developing a grant that would support the purchase of Self-Contained Breathing Apparatus (SCBA) for the department.
- Attended a Veterans Day/ Boy Scout Parade meeting.
- We announced the promotion of Alan E. Beebe to the rank of Assistant Fire Chief effective November 7, 2016. Alan has been a full time member of the department for the last fifteen years most recently serving as a Fire Captain/Shift Commander. Additionally, Alan is currently an instructor for the Vermont Fire Academy, Instructor Coordinator for the Vermont Office of Emergency Medical Services and the Training Officer for Vermont EMS District 9.
- The Assistant Chief of Training/Operations is a management position responsible for the delivery and development of emergency response training and education programs for members of the department. This position participates in the formulation, determination, and implementation of related department policy and possesses effective authority to commit Fire Department resources. The work involves supervision of professional staff, administrating and delivering fire, rescue, EMS, hazardous materials, technical rescue, personnel and other training subject materials.

- Three firefighter candidates were invited to take written exam and Chief's interview for a new firefighter position.
- Attended a Business Breakfast with the Chamber of Commerce on Friday with Chief Kasten and the Town Manager.
- Fire and Police Department members were invited to attend free Melanoma Screening at DHMC-Dermatology. This is the second year this service has been provided free to local public safety members in memory of Hanover Deputy Chief Frankenfield who passed away a few years ago.
- Met with the Quechee water tank installers to review safety action plans during construction
- The 1999 Tanker was traded towards the purchase of the new fire engine. The dealer picked up the vehicle this week.

Information Technology:

- Finished scanning 160,000 index cards used by the Town Clerk for looking up a subset of the Land Records. The scans will not only act as a backup but will be made available on the public terminals in the Town Clerk's office. This will make Land Records easier to find and reduce damage or misplacement of the originals that can occur when handled by the public.

Parks and Recreation:

- Youth soccer programs ended Oct 22.
- Youth and adult basketball program registration has begun.
- Halloween events assisted by the Department:
 - o W. Hartford Library Halloween event 10/22
 - o Quechee Family Fright Night & Trick or Treat 10/22
 - o Trunk or Treat event scheduled for 10/29 from 5-7PM
- The annual Polar Express tickets are now available on-line.
- Middle School Fun Night at Upper Valley Aquatic Center scheduled for 10/28.

- Teen adventures to the Skyzone Trampoline scheduled for 11/3.
- Small games Hockey Camp continues at WABA
- WABA parking lights to be installed by early November.
- WABA refrigeration system continues to be not operating accurately. The chiller computer system allows for only one compressor to operate.
- W. Hartford Library light damaged to be repaired by early November.
- The Maxfield Outdoor Sport Complex was rented for a fun run event on October 22.
- The Hartford VAST (ski mobile) group will be utilizing trails through Clifford and Hurricane Wildlife Parks.
- Fred Briggs Park hosted an event that had a car from the movie “Christine” on display Friday Oct. 21.

Planning and Development:

- Regional Land Use Plan Update – Hartford Planning Commission and staff had a public meeting with Two Rivers-Ottawaquechee (TRORC) staff to discuss the TRORC plans for the update and Town ideas/concerns.
- Statewide Downtown Program & Historic Preservation Conference in WRJ – Met with State representatives and venues to begin planning the conference for 250 people in June, 2017.
- Community Energy Pilot Project: Began planning an energy conservation workshop targeting to landlords, scheduled for November 9th at Newberry Market in Downtown WRJ. October continued to be a very busy month with the Energy Advisory Office Hours on the 12th at Tuckerbox in AM and Quechee Library in PM; and the October 22nd Hartford Building Trades Open House to view construction of an energy efficient home. Publicizing upcoming October 26th workshop on cold climate heat pumps at Blodget Supply; and October 27th discussion of approaches to home energy at the new Freighthouse Engine Room in WRJ.
- WRJ Parking Study - The citizen parking committee met to discuss issues and options. Additional meetings planned in preparation for discussion at a community wide meeting.

- Town Forest Trails – Working on repairs to Town Forest trails with local Boy Scout troop.
- Transportation Alternatives Grant – Submitted Transportation Alternatives grant for Upper Sykes Mt Ave sidewalk and bike lanes for the section from the US Post Office to Butternut Lane.
- RT 5/I-89 Interchange Bike Ped Project – Met with VTrans to review conceptual plans.
- Weatherize Upper Valley – Participated in initial meeting with Vital Communities and other participating Upper Valley communities to begin planning outreach activities to connect interested homeowners with contractors for home energy audits/improvements.
- Efficiency VT Button-Up Grant – Planning Button-up information event at the Hartford Recycle Center on November 12th (9:30-11:30) including a traveling home insulation exhibit.
- Energy Plans/Audits – Continued working with the energy consultant on the draft Five-Year Energy Acton Plan and presentation to the SB. Continued work with the Bugbee Senior Center Director and Police Dept in implementation of the audits and immediate issues. Developed outline for long-range Comprehensive Energy Plan.
- Deep Energy Retrofit Program – The application for technical assistance and implementation funding towards the Bugbee Senior Center energy improvements was approved.
- New Dunkin Donuts on RT 5 – Continued working with DD and its engineers to obtain local permit to start project, and easements for sidewalks.

Police:

- October 11th – The Police Department hosted the Introduction to Criminal Justice Class from the Community College of Vermont for a tour, demonstration and discussion on law enforcement’s role in the Criminal Justice System.
- October 12th – Patrol Officers responded to a report of a delivered postal package stolen from the front porch of a home along the 100 Block of North Main Street. The investigation is continuing.

- October 14th - Patrol Officers assisted staff at the Wilder School with a student disturbance.
- October 15th - Assisted State Police with investigation of a vehicle and persons of interest wanted in connection to a bomb threat of a business in Ascutney, Vermont.
- October 17th - Patrol Officers cited and released a Hartford Village woman found in possession of personal use quantities of heroin.
- October 18th – Patrol Officers are investigating an overnight vandalism involving graffiti spray painted on an exterior wall at Dothan Brook Elementary School.
- October 19th – The Police Department met with representatives of Invest EAP regarding available services, including confidential, CISM debriefings and supervisory training.
- October 21st – The Police Chief, along with the Fire Chief & Town Manager presented a departmental update at the Annual Chamber Breakfast.
- October 23rd – Patrol Officers arrested a Hartford Village woman found in possession of personal use quantities of heroin at the Shady Lawn Hotel.
- October 23rd – Patrol Officers arrested a Hartford Village woman for simple assault of a minor at the Shady Lawn Hotel.

Public Works:

- The Quechee water tank walls and roof sections were erected on October 20. The Valley News had a nice photo on the front page of the Saturday paper. There are still several weeks of work required to complete the tank. We anticipate the final cosmetic cementitious coating will be completed in the spring.
- The Town's contractor is working on completing night work details with Vtrans in order to complete final tie in for the new water main at Route 4. It is possible that this work may be postponed until next spring since Vtrans typically restricts work in their roads after November 1. Regardless the new tank will be placed on line and the new main is already in service. The trench cuts on the Quechee Hartland Road will be repaved the week of October 24.
- The water main replacement on Beswick Drive has been flushed and tested. The final connections will occur this week and next. Paving of the trenches will follow immediately after that.

- The water department prepared a draft fire hydrant painting plan to be implemented in 2017. The plan involves painting 25% of the system hydrants every year and repeating the process on the 5th year.
- Water staff participated in a Vermont Water/Wastewater Response Network (VTWARN) table top disaster exercise on October 20th.
- Staff interviewed applicants for the vacant wastewater operator position. An offer has been made to this individual and it appears that he will accept.
- Three staff members took the wastewater exam on October 19 to obtain a higher level of certification.
- The public works director and transfer station superintendent attended a community composting meeting in Woodstock. Act 148 has a phased requirement whereby all Vermont households are required to eliminate disposal of food waste in a landfill by 2020. The transfer station is required to accept food waste starting July 1, 2017.
- Highway department staff has been coordinating with the truck dealer and fabricator of the two new dump/snow plow trucks that were budgeted for this year. We anticipate delivery in early to mid-November.