

**Town Of Hartford
Town Staff
Significant Activity Report, November 22 – December 5, 2016**

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- As promised, the survey results were delivered on December 2nd. Ultimately there were 931 completed surveys submitted. I will coordinate with UNH for a time for them to come and present the findings at a Selectboard meeting.
- We have received a draft task list and a draft timeline from the Engineering firm working on the Pocket Park. Staff continues to work with them to get the proposals out for bid in the late winter, construction in the spring and completing in the early summer.
- Today I attended the Municipal Leaders Meeting with the Selectboard Chair. This meeting, hosted by Vital Communities, is held every other month and attended by representatives from Hartford, Norwich, Hanover and Lebanon. Key topics this month were regional Household Hazardous Waste, regional composting and parking.
- Last week I met with Cathy Hazlett, the Executive Director of Health Connections of the Upper Valley, to discuss flavored tobacco and other items of concern. We will continue to look at options for the Town going forward. Some options that have been implemented in other areas include, limited outside advertising, banning the sale of the item or limiting the sale of related items.
- We continue to work with the school to formalize the use of recreation facilities and athletic facilities across the Town. The goal is to ensure as much use as possible across the age group, while ensuring varsity athletics are a place to showcase our young athletes and our great facilities.
- As requested, a copy of the vehicle list is at your seats. We continue to work to refine the list and understand the capability and limitations of the system we use for our fleet.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- 2016 Grand List is just about ready to be finalized 12-31-2016. Current GL value is 13,380,713 municipal and 13,348,090 education (HS 5,697,834.64; NR 7,650,255.36).
- Finance continues revising internal control policy & purchasing policy.
- The State of Vermont has changed the State Vehicle Inspection System. They are completing all inspections with a new electronic system. DPW is currently looking at the costs to upgrade. It is assumed that each department will contribute to the cost of the upgrade.
- IT completed draft Hartford Village Center Designation Map for Planning Department.
- Decorated the downtown White River Junction area for the holidays. Decorating included renting a lift to hang lights on trees, installing garland & wreaths on street poles, along with solar lights on certain street poles surrounding the Briggs Building/Hotel Coolidge. Placed a holiday tree, with lights, in Fred Briggs Park and turned on the lights on the large blue spruce tree across from the Bugbee Senior Center.
- November 30th – Patrol officers and investigators recovered more than 200 bags of heroin at a home on Center of Town Road following the service of a search & seizure warrant. Two suspects, 29 and 27 were arrested and charged in connection with the sale of heroin.
- The dosing tank installation for the Town owned Birchwood Condominium leach field in Quechee will be postponed until the ground freezes up. Staff does not want to damage private property that needs to be traversed to access the field.
- Quechee Bridge Pocket Park – Revised schedule and detailed deliverables from Engineer.

DEPARTMENT HIGHLIGHTS

Assessor:

- Getting ready for next phase of the revaluation process. Working on property transfer returns, sales validations and filing inspection reports from data collection. Vision will be taking our working grand list to data enter all information next week.
- Working on new permit inspections and continue sales inspections.

Finance:

- Completed Payroll YTD conversion from Pay Data into MuniSmart.
- Reviewing October Financials with Department Heads.

Fire:

- On Tuesday, November 22, 2016 at 7:22pm the Hartford Fire Department was dispatched to 20 Lily Pond RD for a report of a building fire. The first arriving unit found fire venting from the 2nd floor windows of apartment 3. The initial hose line quickly suppressed the fire allowing crews to work inside the building to ensure everyone had safely evacuated and further protect the occupant's property. There were no reported injuries and the fire was confined to Apartment 3 with minimal spread into the attic space. The occupants of the other apartments agreed to find alternative lodging for the night but will likely be able to return home. Apartment 3 will not be inhabitable until significant repairs have been made. Hartford Fire units were assisted on scene by the Lebanon and Hanover Fire Departments while the Hartford Fire Station received coverage from Norwich and Hartland Fire Departments.
- Attended our monthly finance meeting with the Finance Director.
- Prepared and presented the proposed Fire Department Budget at the Selectboard Budget Workshop.

- Responded to a Freedom of Information Act (FOIA) Request for the Fairpoint Building on Gates St. and the Hydro Electric Dam.
- Responded to an information request regarding a new home on Pomfret Road in reference to the requirement of a residential fire sprinkler system.
- Renovation to the new Assistant Chief's office should be completed this week.
- New battery backups were purchased for the Municipal Fire Alarm System.
- Shifts prepared apparatus for the coming winter months. Some vehicles required new tires (Car 1 and Ambulance 1).
- Engine 1 was driven to Barre, VT for wheel alignment. Only minor corrections were made.
- The inflatable boat was repaired. Although the boat repairs stopped the current leak the company advised we should plan for replacement in the next two years. This is one of two boats owned by the department.
- On Tuesday 12/6 Ladder 1 assisted QLLA with the hanging of holiday wreaths on the covered bridge.
- D Shift attended "Game Night" at the White River School and played games with the children in the gym.

Information Technology:

- West Hartford Library public access computer had crashed. Required reinstallation of Operating System and Applications.

Parks and Recreation:

- Second session of learn to skate at WABA begins Sunday 12/4/2016.
- Youth Basketball Official clinic was held Sunday 12/04/2016 from 1:00PM to 2:00PM.
- We are in full gear the week of December 5, 2016 to transform the Norwich Train Station in the North Pole for the Polar Express event. Our Department collaborates with the White River Rotary Club to present the Polar Express event.

- The following maintenance items were addresses/repaired at the West Hartford Community Center and Library
 - o ADA push paddle device
 - o Toilet
 - o Installation of new parking lot pole and light
- Met with a representative from Associated Concrete Coating, Inc. to review and confirm necessary work to repair pool leak.
- Established and prepared Watson Dog Park for winter use and maintenance.
- Discussed with Lightning Soccer Association the potential of renting athletic field space from the Town next spring and summer.
- Continue to assist Noah Crane of the Upper Valley Nighthawks on the new press box/concession project.
- Continue to assist the White River Partnership organization with the joint project to allow safe access to the White River at Clifford and Watson Parks.
- Assisted and completed a trails grant for the proposed trail system near Ratcliffe Park.
- The Department of Corrections crew completed the removal of leafs at Frost Park and the necessary plumbing preparations to flood the outdoor rink at Frost Park were installed.
- Began the negotiations to rent park space to LL Bean for their third year of conducting their Outdoor Recreation classes at Kilowatt South Park.
- To date, we received 42 responses to the announcement for the of Parks and Recreation Administrative Assistant position. Seven candidates were invited to an interview. One candidate was selected and a tentative offer has been made to the candidate. The vacancy is due to the current Administration Assistant announcement of her retirement.
- We are actively searching to fill the seasonal WABA staff vacancy.

Planning and Development:

- WRJ Parking Study - Vetted options with the Steering Community on November 28th. Targeting community meeting in January and then discussion with the Selectboard following.
- Hartford Village Center Designation Application – Hartford Village community meeting on December 12th to discuss application.
- TIF Projects – Continued to prepare information on TIF projects and TIF revenue for presentation to the Selectboard.
- Vital Communities Weatherize Upper Valley – Public kickoff of program on January 18th at the Montshire Museum.
- Energy Plans/Audits – Received second draft from VEIC consultant team on long-range Comprehensive Energy Plan – in review, and coordinating with the Bugbee Senior Center Director and VEIC on energy improvement options.
- Bridge and Main Affordable Housing Project – Continued to work with developer in finalizing documents needed to meet grant condition. Construction expected to begin with bridge loan in mid-December.
- CIP – Continued working with departments on update.
- Certified Local Government Grant Applications – Finalized grant applications for Historic Preservation Education materials and 2017 Historic Preservation/Downtown Program Statewide Conference in WRJ. Submitted progress report for existing CLG grant for Downtown WRJ Historic District update.
- Sykes Mt Ave Sidewalk Projects – Adjacent property owners agreeable to regrading options to reduce or eliminate retaining walls, thus cost.
- Village at WRJ Assisted Living – Continued to work with property owner to finalize application and conditions for issuance of final permit approval.
- Twin Pines Housing Trust and Housing Vermont – Is pursuing submittal to the Town for Vermont Community Development Program implementation grant towards an affordable housing project on Sykes MT Avenue.
- Cumberland Farms on Hartford Ave in Wilder – CO issued, expects to open shortly.

- West Hartford Village Bike/Ped Feasibility Study – Community meeting on November 21st to review finding and alternatives. Consultant finalizing report for presentation at the December 20th Selectboard meeting.
- Upper Valley Strong – Meet with Steering Committee on planning the 2017 work program. Items included coordination of regional emergency recovery resources/network.

Police:

- November 21st – Patrol officers investigated a daytime burglary and theft of electronics at a home on Christian Street.
- November 22nd – Patrol officers assisted the Fire Department with scene security and traffic management during a structure Fire on Lilly Pond Road.
- November 23rd – Patrol officers assisted the Lebanon Police Department with a suspicious death along the bank of the Connecticut River below the Bridge Street Bridge into West Lebanon.
- November 24th – Patrol officers arrested a female for domestic assault at a home on Main Street.
- November 25th – Patrol officers cited and released a man for shoplifting at the Jakes Market in Hartford Village.
- November 25th – Patrol officers responded to a single vehicle accident involving an overturned vehicle on Hartford Avenue. The operator was found intoxicated and walking a short distance from the scene. Cited and released.
- November 26th – Patrol officers investigated an overnight burglary and theft of cash at the Dunkin Doughnuts in Quechee.
- November 27th – Patrol officers investigating a report of suspicious persons along Quechee Main Street located and arrested a 27 year old of Springfield, VT, a 28 year old of Brewster, MA, and a 26 year old of Hartford, VT in connection with the recent burglary of a seasonal residence. Electronics and other valuables taken from the home were recovered and returned to the homeowner. The suspects were held at the Southern State Correctional Facility on bond.
- November 28th – Patrol officers investigated an apparent burglary at Gateway Motors.

- November 29th – The police department participated in a scheduled meeting with the White River Junction Parking Study Workgroup at Town Hall.
- December 2nd – Patrol officers recovered an injured Owl that had apparently been struck by a car on Blake Drive. VINS contacted, transported to for treatment.
- December 2nd – Patrol officers cited and released a man for shoplifting at the COOP Supermarket on Maple Street.
- December 1st – The police department participated in the Select Board Budget Workshop at Town Hall.

Public Works:

- The Highway department welcomes new employee Jason Roberts to fill the Highway Maintenance Specialist position vacated in promotion of Richard Nott to Highway Foreman. Jason has worked for the highway department as a winter part time employee for two prior winters. Jason started on November 28.
- Highway staff completed hauling winter sand last week. Both the WRJ and Quechee facilities are full.
- The highway department has put out two formal proposal requests as follows:
 - o Bids for unleaded gasoline and diesel fuel that is dispensed at the Public Works facility are due December 7.
 - o Proposals for technical assistance to amend the zoning permit to operate a snow dump and materials storage at the former mill site on the VA Cutoff Road next to the Hartford Village Bridge are due December 15.
- The public works director has worked with Railroad Row, LLC who is the developer of 27 North Main Street, to review an easement agreement that will allow the developers proposed new building footings to extend approximately 30” into the Town road ROW. This easement is a below ground easement that does not affect the Town sidewalk and will be discussed at the Selectboard December 6 meeting.
- The public works director attended a meeting with area Towns and the Greater Upper Valley Solid Waste Management District to discuss regional coordination of future household hazardous waste (HHW) and food waste disposal.

- The public works director and Town Manager attended a second union negotiation meeting for the public works employee's union collective bargaining agreement.
- The Quechee water tank builder has completed their work so the new water tank is ready to be disinfected, filled and tested over the next couple of weeks. Some minor work and final cleanup-including lawn work and seeding will be completed in spring 2017.
- Water department staff has been working with a customer on Nutt Lane that has been experiencing odor problems in their hot water.
- Wastewater staff continues to work with a Hitchcock Drive resident experiencing problems with their sewer service. It has been determined that the service is obstructed with roots.