

Town Of Hartford
Town Staff
Significant Activity Report, January 18 – 31, 2017

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- We are finalizing the Town Book. It will be nearly 330 pages. In the past, except for last year, we have mailed these out to folks who have requested a copy. This is 460 copies at a cost of around \$500.00. We received very little negative feedback for not mailing them last year. Any thoughts from the board on this topic?
- I also sent out the draft of the Selectboard's letter for the Town Report to you for review. I have received a couple of comments. Looking for more feedback so we can send the book off to print.
- We continue to look forward to determine ways to at least warn folks of potential dangers around the Town. Last year there were several concerns about swimming and diving near and off of the Quechee Covered Bridge. To ensure folks are aware of the risks, the Fire Department has developed some signage that we will post at the bridge.
- I received an email from a citizen expressing their concerns about conditions at a local nursing home. This was in response to the article in the Valley News this weekend. The Town has a very limited role with respect to nursing homes. We do participate in and assist them with fire and safety drills. We also respond to many calls for service, but we do not have authority to inspect from a code or conditions perspective. That is within the purview of the state. If our folks respond and see conditions that appear to be less than acceptable, they will report to the appropriate agency for action. I have responded to the citizen.
- Ford issued a recall on 2013-2014 Fusions. This affects two of the Town's vehicles. One at Town Hall and one at PD. Although Ford says they are drivable, the recall was for a seatbelt issue. Replacement parts may be available in 2nd quarter, but probably not until 3rd quarter. We are working with Ford on a solution for the Town in the meantime
- We received a request from the Regional Planning Commission to submit a list of infrastructure projects. This was in response to a request from Representative Peter Welch in anticipation of efforts by the new administration to undertake projects to improve the nation's infrastructure.

- I anticipate that this coming Tuesday at 8AM there will be a Municipal Leader's Meeting hosted by Vital Communities at the Carter home in Lebanon. They have not published an invite/reminder yet, but anticipate one in the next couple of days. This is typically attended by the Chair and the Town Manager.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Revaluation: Initial Data Entry complete. Sales are being reviewed in preparation for data analysis.
- Banking RFP – We received proposals from three banks. The committee has reviewed each and will discuss the way ahead with the Selectboard. The intent is to announce the selection on February 1st and begin the transition as soon as possible.
- Fire Department staff reviewed the capabilities of installing a Municipal Fire Alarm Radio Box at West Hartford Library. This location has the potential to increase the range of the current system. This also may occur in the N. Hartland area as well.
- IT Director embedded Facebook feeds into Department webpages for departments that regularly use Facebook to communicate information to the public. This includes, Parks & Recreation, Police, Fire and the Emergency Communications Center. This will ensure any info posted on these department Facebook pages will also be included on the Town website
- Youth Fishing Derby was held Saturday 1/28 at Dewey's Mill Pond, Quechee, VT. Over 70 kids registered and caught over 100 fish. A 36 inch Northern Pike was the largest fish of the day.
- Quechee Pocket Park – Met with Holden Engineering to review engineering plans and initial draft of construction specifications. Anticipate finalizing engineered plans and construction documents in next few weeks. Also met with representatives from Simon Pearce regarding locating a single set of stairs on Simon Pearce property for access to the lower level of the park. Received positively and pursuing legal and cost options to execute this approach.

- January 27th – Patrol officers responded to reports of an unconscious man seated in a pick-up at Ryder Truck Rental at Route 5 and Sykes Mountain Avenue. Police and paramedics performed CPR for several minutes before the man regained consciousness. Police and paramedics responded to a second overdose at the Shady Lawn Hotel later in the evening. Both individuals are alive and expected to make a full recovery due to the lifesaving efforts of first responders.
- Public Works Staff reviewed 2 projects:
 - o Prime Motor Group on Sykes Mountain Ave (new Subaru dealer)
 - o Upper Valley Waldorf School on Bluff Road in Quechee.
 - NOTE: The bottom of Bluff Road at the intersection with Quechee Main Street will be widened to improve the safety of the intersection. This will involve the removal of the existing garage at 1815 Quechee Main Street, the relocation of the existing driveway to 1815 Quechee Main Street and the deeding of land to the Town of Hartford for the road improvements.

DEPARTMENT HIGHLIGHTS

Assessor:

- Completed initial exterior review of sales for revaluation. Working with Vision on review.
- Vision has a reviewer here going over data entry questions and verifying information.
- Staff is working on records clean up, entering data changes, updating maps and sales verification.

Finance:

- December Month End Close Out – Working to close out December Financials. This is also the end of second quarter marking the halfway point of the Fiscal Year.
- December Financial Reviews – Working through Financial Reviews with Department Heads, no issues thus far.

- Working with Departments on grant logistics to ensure the Town is doing what is has to in order to ensure compliance with the conditions of the grants and to maintain eligibility for future grants.

Fire:

- Hartford hosted the Upper Valley Emergency Services Mutual Aid Meeting on Tuesday.
- A Hartford Area Career and Technology student will be starting her Ride a Long program with the department.
- Attended a presentation on new structural firefighting gear
- Staff assisted with "Clear the Halls Drills" at Hartford High School and Dothan Brook School
- Station Alerting equipment has arrived. The vendor will be sending an installation instructor over the next few weeks to train and certify the installer.
- Engine 1 still remains at Cummins in Concord. They are awaiting parts from the manufacture to complete repairs. Parts are scheduled to arrive 2/8/17.
- Developed signs for Quechee Covered Bridge area to provide a warning on the dangers of swimming and diving in the area.
- Submitted a Public Safety infrastructure development plan at the request of TROC to present to Congressman Welch's office.
- Submitted a proposal for the current VLCT grant.
- On Tuesday WCAX interviewed Hartford Public Safety personnel on the current technology we use to provide emergency response. There is a desire from the Burlington area to join or mimic the systems Hartford currently uses. The interview is scheduled to air in February.
- Attended the HCC substance abuse workgroup meeting
- New department portable radios arrived and are currently being issued to staff.
- Welcomed the birth of Clara Jayne Hannux born 1/24/17. She is the daughter of Captain Shawn Hannux, his wife Jennifer and daughter Emily. Congratulations!

Information Technology:

- Created an archive and links on Fire Department webpage for Fire Department Public Service Announcements. February's is the first PSA, which highlight fire and emergency service safety, with more to be released monthly.

Parks and Recreation:

- Third session of Learn to Skate began Sunday 1/29. Due to the popularity of the program additional classes have been added.
- Red Zone 5K run scheduled for Saturday 2/4
- Valentine Dance (father/daughter) scheduled for Friday 2/10
- WABA hosted the annual Ray Roy Snow Much Fun Coed Softball Tournament Saturday/Sunday 1/28 & 1/29.
- WABA is hosting the NH Amateur Hockey Association Tier 5 U10 Squirt Division State Tournament on February 24, 25 and 26.
- To date, the attendance at public skating has increased by 393 skaters over the previous 2015/16 season.
- With the anticipation of the HS lacrosse program utilizing the high school campus for games and practices, the youth lacrosse program will be utilizing the Maxfield Outdoor Sports Complex.

Planning and Development:

- TIF Projects – Prepared and presented TIF information to the Vermont Economic Progress Council (VEPC) on January 26th for consistency with the State approved TIF Plan. VEPC approved proceeding with the next phase.
- Energy Plans/Audits – Continued working towards completion of the contract.
- Bridge and Main Affordable Housing Project – Agreement for VT Community Development Program funds fully executed. Developer pursuing alternative funding for equity investor. Anticipate construction to begin in April.

- Planning Commission/Zoning Board of Adjustment - Received application from Waldorf School for building and parking lot expansion, and reconstruction of Bluff Road (Town road) to address narrow width and sharp curve; and application to reconfigure and lot merger of the former restaurant and bowling alley lots for a new Subaru car sales and repair dealership.
- Regional Plan Update – Met with other Two Rivers Ottawaquechee Regional Commission Board (TRORC) members to review the new Health section, and revised History and Development and Energy sections. Board scheduled to vote in February to go to public hearing and comment period through April 2017. Objective is to have a final draft of these sections for vote at the TRORC’s June meeting. Review of the Regional Land Use section will continue through 2017.
- Advent Historic District Nomination Report – Held required community meeting on January 18th to review final draft; light attendance. Next step is submittal to the Selectboard in February/March, and then to the State and National Park Service for listing on the National Register of Historic Places.
- WRJ Parking – Completed biannual parking counts and working on summary report. Received and reviewing consultant draft parking study report and recommendations. Anticipate discussion with the Selectboard at February/March meeting.
- State Designated Downtown Program Annual Report – Collected and compiled required 2016 statistics on public and private investment, job creation and events in Downtown WRJ.
- Town Infrastructure Projects – Compiled Town list of projects requested by Congressman Peter Welch for the new administration’s rebuilding the nation’s infrastructure initiative.
- Certified Local Government Grants – Awarded both grants, \$7,380 for the statewide annual Downtown /Historic Preservation Conference in WRJ in June, and \$10,906 for the Hartford Historic Preservation public education and outreach project.

Police:

- January 15th – Patrol officers arrested and charged a man with domestic assault, unlawful restraint, and unlawful mischief after responding to an emergency call reporting a Domestic in progress at a private residence on Division Street.

- January 17th – Police Department met with the recently appointed as the Windsor County DUI Court Coordinator to discuss collaborative efforts.
- January 18th – Patrol officers responded to several weather related traffic accidents and hazards. Emergency communications staff was active with increased emergency call volume due to icy road conditions.
- January 18th – Just before 9pm, Patrol officers responded to an armed robbery at the Wilder Smart Shop Mobil on Hartford Ave. A lone masked suspect held the clerk at gun point and demanded cash. The suspect fled on foot with cash, there were no injuries.
- January 19th – At approximately 7pm, Patrol officers assisted the Norwich Police with an armed robbery at Dan & Whit's General Store in Norwich. A lone man intimating that he possessed a pistol in his pocket demanded cash from the clerk. The suspect fled on foot with cash and remains at large, there were no injuries.
- January 20th – Suspect, aged 28, from North Haverhill, New Hampshire was arrested overnight by patrol officers for his involvement in the robbery of two (2) convenience stores earlier in the week. Subsequent investigation led to the arrest of another suspect, aged 29, of Hartford who reportedly assisted with the robberies. Another individual, aged 28, and his wife, aged 31, were also charged during the investigation for possession of more than 80 grams of suspected heroin and \$16,000 dollars cash found in a search of their room for evidence of the robbery.
- January 23rd – Police Department attended the Hartford Memorial Middle School Parent meeting to discuss bullying/harassing student behaviors, the law and Adopt-A-School program.
- January 24th – Police Social Worker and Chief met with Emergency Room staff at the Dartmouth-Hitchcock Medical Center to discuss a common protocol for the voluntary/involuntary evaluation of mental health patients.
- January 24th – Patrol officers and Police Social Worker assisted Town Health Officer with complaint at a multi-unit dwelling on Sykes Mountain Avenue.
- January 25th – Patrol officers arrested and charged a man with simple assault and disorderly conduct after responding to a fight in the parking lot behind the Wilder Smart Shop Mobil on Hartford Ave.
- January 25th – Patrol officers arrested and charged an intoxicated woman with domestic assault after responding to an emergency call reporting a Domestic in progress at her residence on Connecticut River Road.

- January 25th – Patrol officers responded to the Maple Street Co-Op for a shoplifting complaint. The suspect was located and cited for retail theft after returning to her room at the Shady Lawn Hotel. A second suspect in an earlier shoplifting was also located at the Hotel and cited.
- January 26th – Patrol officers participated in the Hartford Community Coalition Substance Abuse Prevention Sub Committee meeting to plan Prom/Summer Prevention initiatives.
- January 27th – The Special Investigations Unit (SIU) Detective made a special presentation to students in each academic group at Hartford Memorial Middle School on the legal aspects of bullying, harassing and sexting.

Public Works:

- The Water Department reviewed 25 applications, interviewed 6 people and made an offer of employment.
- Reviewing the possibility of Tax Sales for water/ww shutoffs.
- Water Repairs:
 - o Gates Street water service – leak occurred beyond the first repair completed in December (repaired on 1/16/17)
 - o C Street 1-1/4” water line repair (1/19/2017)
- Mill Run Pump Station: There are 2 pumps in this pump station. The first one went down last fall, it was been ordered directly from Flygt and is in transit. The second pump went out last week. With some scurrying around, the crew was able to borrow a pump from one the Hendee Way Pump Station to get by. The Quechee WW crew still had issues with the pump station off and on last weekend which resulted in manual operation of the pump. The relay is being changed out and new impeller/ring is being ordered and the station will be cleaned out on Tuesday (1/31). The goal for the crew this winter is to develop a master list of all of the pump specifications with discharge pressures and volumes with the intent of having spare pumps that can hopefully be used on more than one pump station.
- Wastewater Blower: The new blower specifications are being reviewed by the engineer that designed the plant. A recommendation will be made shortly to Leo to move forward on this.

- The Highway dealt with 2 storms over the past 2 weeks:
 - o 4" snow storm on 1/18/17
 - o 1"-2" heavy snow/ice/sleet on 1/24/17

- One of the 10 wheel truck has a rear end problem from the last storm that is being investigated.