

Town Of Hartford
Town Staff
Significant Activity Report, March 29 – April 11, 2017

TOWN MANAGER HIGHLIGHTS

- Respectfully submitted for your consideration.
- On April 4th, The Selectboard Chair, the Fire Chief and I attended the Municipal Manager's meeting in the Lebanon City Council Chambers. These meetings are orchestrated every other month by Vital Communities and focus on areas of interest and collaboration here in the Upper Valley. The most recent meeting focused on the ongoing efforts of our Fire Departments to collaborate and share. Their efforts are quite impressive and reflect very highly on the professionalism of our Fire Chiefs. They recommend that our efforts in this area focus on some sort of Regional Communications Center.
- Mold was discovered at several locations within the transfer station administrative office and education building. Administrative staff have been provided a temporary office trailer to use until the mold is identified and remediation can occur.
- The Pocket Park bids were opened yesterday. We received four proposals and are going to be reviewing the numbers and having discussions with the lowest bidder in an attempt to lower costs. Local permit review completed, effective April 15th. Act 250 permit review in process. Working with Simon Pearce on easement agreement for stairs access to the lower level.
- We are working to revise internal procedures related to Hepatitis B and Reasonable Accommodation for Town Staff. When completed these will help bring the Town into compliance in those areas with both OSHA and EEOC.
- We continue to work on a path forward for Tax Sales within the Town. We are also looking at possibly using the Tax Sale venue to encourage payment of delinquent utilities. We are working to find legal support from individuals who focus on Tax Sales and revenue from Tax Sales. We understand the board's role and will not proceed without clear authorities and guidance.
- We are looking at several high level items for upcoming Selectboard meetings. Topics include: Purchasing Policy, Pocket Park, Impact Fees, CIP Guidance, Fee Schedule and Parking to name a few. We look forward to your discussion and feedback.

- Another item on the agenda will be the UVAC Agreement. It expires on June 5th. I met with the Executive Director last week to discuss that and the role of the Liaison. Per the agreement, the Liaison role is part of a community advisory group, not a liaison to their executive board.
- We are working hard to finish up a few things that were undone at the end of the building construction and to clean up those dents and dings that have occurred in the Town Hall since it opened. As the building came to completion, there were some things that were dropped to include: walls for the Assessor workspace, pieces of furniture, ADA access, and signage. There is money remaining in the building renovation funds for these items. We'll keep working to ensure the building remains a place the citizens can be proud of.
- I did a ride-along last week with one of our Police Officers. What a great job out folks do each and every day. I was able to observe a couple of traffic stops to include one for a DUI. We should all be quite proud of the effort they put forth daily.
- The Town of Hartford has once again been designated as a Tree City. A copy of the letter is in front of you. This is a great honor that shows the commitment of the Town to the care and planting of trees. There are less than 3500 Tree Cities across the United States.
- A reminder that there is an informational meeting tomorrow, April 12th, 6:00 – 7:30 PM at the Hanover Town Hall, to discuss their commitment to 100% renewable energy. They will vote on the initiative during their Town Meeting on May 9th. Julia Griffin, Hanover Town Manager and Michael Brune, Sierra Club Executive Director will speak at the event.
- There is also an upcoming event that will be hosted by TransCanada regarding the relicensing of three hydroelectric dams on the Connecticut River in Wilder, Vernon, and Bellows Falls. The three dams are currently in the integrated licensing process (ILP) with the Federal Energy Regulatory Commission (FERC). This meeting is not intended to be for the general public, but specifically for community leaders, representatives, and senators. This event is Tuesday, April 18, 2017 at 6:30 pm at the Lake Morey Resort, Fairlee, VT.
- Listed below are those highlights pulled from each Department Head's report. Further under are the full highlights from each Department.

STAFF HIGHLIGHTS

- Began conversations with potential new audit firm. Looking to partner with the school and use the same auditor. This makes sense in many ways, especially how the money flows in the Town. We are working to meet with the firm in the next couple of weeks. We may come to the Selectboard for an exception to the purchasing policy if it makes sense to use the same firm as the school.
- Department Heads attended a Phone Solutions/Security meeting. Verizon presented their options for phone systems and fleet management.
- Smoke Detectors, Carbon Monoxide Detectors and New Windows were installed at the West Hartford Library.
- Sykes Mt Ave Sidewalk/Bike Lane Project, Upper Butternut Lane to S Main St. – Final Plans at state for review. Developing schedule for May construction bid process for construction this summer.
- April 2nd thru 7th – With support of the Upper Valley Public Health Council, Dartmouth Hitchcock Medical Center and several other local advocacy organizations, the Police Department hosted its 4th Crisis Intervention Training. Police officers from Hartford and several agencies in the region completed the 40 hour, nationally recognized program focused on collaboration, crisis de-escalation and intervention by police.
- The highway department downloaded the first month of data from the new fuel management system. The switchover to the new fuel system and coordination with our fleet vehicle management software has gone well thanks to the Town IT manager.

DEPARTMENT HIGHLIGHTS

Assessor:

- Vision field staff is actively out and about the town reviewing each parcel card.
- Working on providing sales to Vision and any other information they request for statistical work.
- Attended the annual Town Officers Educational Conference (TOEC).
- Updated Current Use parcels, VHFA parcels and working on exemptions.

Finance:

- Began March Close out
 - o Bank Reconciliations
 - o Month End Entries
- Finishing up February Financial Reviews with Directors
- Completed technical changes in MuniSmart for Bank Transition
- Reviewing recommendations for purchasing policy

Fire:

- Members attended part two of the department physicals at Alice Peck Day Occupational Health. Each employee met with the department physician to discuss the results of testing and were evaluated for their annual "fit for duty".
- Attended the Municipal Leaders meeting in Lebanon with the Fire Chiefs from Lebanon, Hanover and Norwich. We prepared and presented an overview of regional fire services operations and discussed opportunities for the future.
- Attended the HCC Block Party Planning Meeting Wednesday.
- Finalized the Captain Promotional process in preparation for the April 10th assessment center.
- Attended the Vermont Candidate Physical Ability Test (CPAT) Users Meeting. Discussion on increasing the number of tests Statewide and the possibility of hosting a local test. We are planning on inviting Fire Academy staff to visit the WABA site as a possible future location.
- Scheduled a Balloon Festival meeting w/ Chamber this week to plan for EMS coverage.
- Attended a meeting with VINS to discuss option for addressing at their facility. We are attempting to address their facility to meet E911 guidelines.
- Members attended the Health and Safety Fair at the White River School
- Engine 3 is back in service. The turbo was replaced and the charge air cooler was cleaned and reinstalled.

- Prepared the revised Local Emergency Operations Plan (LEOP) with the Town Manager for presentation to the Selectboard.
- Participated in a Weather/Flood potential update with the National Weather Service. At this time there are no concerns with the Ottaquechee and White Rivers.
- Scheduled a visit with the Burlington Dispatch supervisor. They have released a Computer Aided Dispatch (CAD) RFP and would like a demonstration of our system.

Information Technology:

- Resolved an issue with the Communications Center's CAD server with the assistance of the vendor Spillman. The issue limited functionality of the CAD software Sunday evening through Monday morning. Received instructions from the vendor on how to resolve the issue ourselves if it occurs again in the future.

Parks and Recreation:

- The Department Head is sorting through the Parks & Recreation Community Survey responses. We had 284 survey replies. Once we identify the total number of unique households we should be able to tell the percent of responses to help validate how the community feels about parks and recreation services and facilities in the town.
- We received 12 individual survey responses for the WABA Customer Satisfaction Survey sent to 16 user group contacts. Overall, our groups that we do business with were very satisfied with the past skating season.
- The staff participated in the White River Junction Elementary School Wellness Fair on Friday, April 7th 8:30am to 2:30pm. Our subject matter discussed the benefits of hiking in the Hartford community. We shared resources such as maps, healthy activities you can do while hiking, trail rules to follow such as carrying out your trash. All materials we shared will be posted on our web page.
- Special Olympics Young Athletes, Young Athletes Program has become. The program is an innovative sports play program for children with and without Intellectual disabilities ages 2 through 7, designed to provide opportunities for young children to be active, have fun, and learn foundational sports skills. The program supports physical, cognitive and social development --- skills important on and off the sports field. It also offers families connections to local Special Olympics Programs. Weekly practice sessions are ONE hour and will START at 3:00 pm and

run the following Sundays: 4/2, 4/9, 4/23, 4/30, 5/7, 5/21, & 6/4. There is no cost for your family for participating. Sign-up at www.hartfordrec.com. White River Elementary School Gym, 102 Pine Street, WRJ, VT Instructor: Rebecca Spaulding

- Additional programs that have begun the past few weeks include:
 - o Zumba with 8 participants.
 - o Youth Grades 3 through 6 Baseball/Softball has 75 players enrolled. We anticipate another 10 or so to enroll.
 - o T-Ball, Rookies and Start Smart will begin the end of April with an anticipated enrollment of 60 plus participants.
 - o Rock Climbing has 8 participants enrolled.
 - o April Camp Ventures is full. Camp runs April 17th-21st
 - o Summer Camp Ventures is almost full with several sessions filled up already. 8 weeks with 80 campers each.

- Our seat count since January 1, 2017 is at 1042 participants who have registered for programs. This accounts for individual registrations for the past 3 + months of programs. 876 residents and 168 are non-residents.

- Department is finalizing summer staff positions with our camp and pool staffing needs.

- Fred Cook attended and completed the Certified Playground Safety Inspector Course hosted by the VRPA in So. Burlington. 15 hour comprehensive training program on playground hazard identification and risk management methods. Certified inspectors have a 3 year certification through the National Recreation & Park Association.

- The parks crew continues weekly cleanup within the parks. We have begun limb and debris clean up. Turf repairs from plow damage. Thorough cleaning and prepping for the upcoming spring and summer.

- Department understands that the DOC work crews have been funded and there doesn't appear to be any threat of the Windsor program being closed. Department will be meeting with the DOC Crew Leaders the second week of April to review general parks and the Maxfield programs.

- Vermont Commercial Refrigeration was on site to complete refrigeration shut down. Brad Oaks provided an overall review of findings and identified that we need to address the following:
 - o PSIO modules need to be removed and sent back to Carrier to check the programming and or reprogram them. I am awaiting a price from VCR.

- The condenser needs to be cleaned again and acid washed. I am awaiting a price from VCR.
 - The brine pump needs to be replaced or repaired. VCR's assessment is that it is beyond repair but there is no telling until it is torn down (We had \$4,800 for removal, preventative maintenance identified)
 - A new control system needs to be installed, VCR recommends having a control company do this and this way it can be reused when a new plant is installed. (We identified \$5,000 for this) but believe this could reach \$20,000 or more.
 - Address the brine leaks on the piping, this is the least of the problems and could be left alone for the season (We had \$5,000 identified for this).
- Additionally, a decision needs to be made on completing the repairs above to try and get through another season. VCR has informed us that he cannot guarantee the system will function next season and recommends we move forward on the above items if we plan to limp through another year. Indicating that if all work is done that there is still no guarantee that plant will make it through another season. I have asked VCR to identify the cost of a new skid. We also discussed the structure the plant/skid should be enclosed in. It was recommended that adding a structure off the east end of the building may be the best option as the utilities are in place and the current brine tubing could be tied into verses demoing the existing structure and building in the same location.
 - Sandy Fogg from Vermont Electrical Power Company met with representatives from Water / DPW and Parks to review the pole replacement work to be completed this summer and fall at Kilowatt Park locations along the Connecticut. In regard to the park impacts, 2 sections of line poles will be replaced in Kilowatt North and the pathway between Kilowatt North and South park locations. Parks impact will require some work staging throughout periods of time this summer while they complete the work. This will be done by VELCO. We will receive a schedule identifying the timeline and will plan to submit a press release to the public for proper notification. It was identified that there may be times that the trail may need to be closed but the park will remain open during the work. This is a work in progress through the summer. Footings will be dug and capped, then poles replaced, followed by site restoration where impacted with completion in September or early October. Some initial tree work begins the week of April 10th. 20 trees have been identified as hazard trees and will be taken down or trimmed. Along the river, they address hardwood species that could grow into or otherwise impact the power line. They leave all low growth species under 12ft tall. The work is part of the power companies 4year cycle of vegetation maintenance. Work is being supervised by Forester, Bill Conn with VELCO. There was some concern regarding riparian buffer disturbance on the property. VELCO's representative assured that they are working within their guidelines. Kilowatt park locations are owned by TransCanada Hydro

Northeast Inc., and the park locations are managed for recreational use by the Hartford Parks & Recreation Department. According to the lease agreement, the term of which expires the 30th of April, 2018. Below are images of the pole replacement plan.

- Department continues to be involved in the Hartford Community Coalition Community Block Party scheduled for June 7th at Lyman Point and Park. Lots of great service organization vendors and entertainment planned. Free evening bbq provided by the White River Rotary Club.
- Brad Goedkoop, Town Forester is working to get Elisa Shadler from VUCF to introduce the Town to a digitized process in recording tree inventory in the Town. She plans to be here in the next few weeks to do a demonstration to members of the Tree Board and other interested parties.
- Dog Park has a scheduled cleanup day on April 29th at 9:00am.

Planning and Development:

- Regional Plan Update – Public Comment on the proposed changes to the Energy, Healthy Communities (new), and History and Development, Working Landscapes (new), Definitions and Implementation sections at public hearings on April 12th in Bethel and April 13th in Thetford for proposed changes.
- GMEDC VCDP Planning Grant – Grant closeout and final requisition in process.
- Planning Commission/ Zoning Board of Adjustments – Received five applications for public hearings. Reviewed with Town departments and sent comments to applicants.
- RT 5 Sidewalk/Bike Lane Projects – Addressed issues with adjacent property owner; awaiting response.
- Currier Street Extension TIF project – Continued working with DPW, developer and developer contractor on utility improvements in street.
- Municipal Officers Training Conference – Presented workshop on Downtown revitalization.
- Downtown Program/Historic Preservation State Conference – Continued working on preparations for Annual Conference in WRJ on June 8th.

- Twin Pines Housing Trust/Housing Vermont project – Continued working with them on Vermont Community Development Program grant application for mixed income multi-family housing project off Sykes Mt. Ave. due April 18th.

Police:

- March 26th – Patrol officers responding to reports of a suspicious vehicle parked at the Cumberland Farms arrested a 23 year old Wilder man in violation of court ordered conditions of release after finding him in the parked vehicle with his estranged dating partner.
- March 27th – Patrol officers responded to a multiple vehicle collision on Sykes Mountain Avenue at the intersection with Holiday Drive. No life threatening injuries were found, although both vehicles sustained significant damage and investigation delayed traffic.
- March 28th – Patrol officers assisted by Fire Department personnel completed emergency drills at the Dothan Brook and White River Elementary Schools.
- March 29th – Patrol officers arrested a 44 year old White River Junction man for violation of an Abuse Prevention Order after he was observed in the area of his estranged wife's home in violation of the court order.
- March 29th – Patrol officers responded to reports of a disorderly man at a private residence on Hollow Drive. The man was found in crisis and transported by police to Dartmouth Hitchcock Medical Center for assistance.
- March 30th – Patrol officers responded to a private residence on Connecticut River Road for reports of a woman in crisis with lacerations on her wrists. The woman fled the home prior to police arrival, but was stopped a short distance away by officers. Paramedics from the Hartford Fire Department were summoned and transported the woman to Dartmouth Hitchcock Medical Center for assistance.
- March 30th – Patrol officers arrested a 26 year old Hartford man for violation the conditions of an Abuse Prevention Order after reportedly sending harassing messages to his estranged dating partner.
- April 1st – Patrol officers responded to several weather related traffic incidents and hazards. Emergency communications staff was active with increased emergency call volume due to weather conditions.

- April 2nd – Patrol officers responded to a domestic altercation at a private residence on Overlook Drive in White River Junction where they arrested an 18 year old woman after learning she'd struck her live-in boyfriend several times.
- April 5th – The Police Department participated in the monthly Safety & Wellness Committee Meeting at Town Hall.
- April 5th – Patrol officers assisted Probation and Parole with locating and arresting a Hartford man wanted for a probation violation.
- April 5th – Several members of the Police Department attended the Hartford Community Coalition Substance Abuse Prevention Sub-Committee planning meeting.
- April 6th – The Police Department participated in the School District Safety & Security Team Meeting at Hartford High School.
- April 6th – Patrol officers responded to a report of vandalism to three (3) vehicles parked on the lot at White River Toyota on Sykes Mountain Avenue. Unknown suspects dented body panels on each of the vehicles. The incident remains under investigation.
- April 7th – Patrol officers responded to reports of a woman in crisis at a private residence on South Main Street. The woman was transported by police to Dartmouth Hitchcock Medical Center for assistance.
- April 8th – Patrol officers responded to reports of a man in crisis at the Greyhound Bus Depot on Route 5. Paramedics from the Hartford Fire Department were summoned and transported the woman to Dartmouth Hitchcock Medical Center for assistance.
- April 8th – Patrol officers arrested a 40 year old man from Cannan, NH for DUI after responding to reports of a single vehicle accident on Bugbee Street and found the man, who appeared intoxicated, had struck a guardrail near the I-91 overpass.

Public Works:

- Staff has performed multiple reviews of the Quechee Pocket Park as the design engineer (Holden Engineering) prepared a contract Addendum to address design issues during the bid period. The Pocket Park bid opening is scheduled for April 10.
- A project conference call for the Sykes Mountain Avenue Roundabout confirms that Right of Way (ROW) plans have been submitted to Vtrans for their review. The plans include a revised roundabout design at the smaller roundabout on Sykes Avenue that will be able to accommodate large tractor trailer trucks which may want to turn around at that location. It is estimated that the Vtrans review may be completed in 6-8 weeks and at that time the appraisal process can begin for those properties that have significant involvement. McFarland Johnson also indicated that they are working on the Stormwater permit application and that both Vtrans and the Town will be co-permittees.
- A review of the proposed driveway location for a commercial property off Stagecoach Road was completed by DPW staff.
- DPW staff participated in review of three planning and subdivision applications which came in this round.
- DPW staff continue to be involved in new construction projects including 241 South Main Street, the new Village Assisted Living project and the Quechee Waldorf school addition.
- The highway department welcomes Benjamin Lynds who joined the department on April 3.
- The highway department responded to a late season April 1 snow storm that deposited 8"-16" of heavy wet snow. A pine tree fell on one of the Town trucks while he was driving on Route 14. Fortunately the driver was unharmed and damage to the truck was minor.
- The Solid Waste department held a backyard composting workshop on April 8 at the Town Hall. Another composting workshop will be held on April 15 at the Town hall.
- The Town was awarded a \$1000 grant to assist in the promotion of backyard composting by allowing the Town to subsidize half the cost of the compost bins.
- The Supervisory Control and Data Acquisition (SCADA) system for the new Quechee water tank was installed and is operational.

- Water staff provided a tour of the Wilder water well system to three members of the Selectboard. The entire water staff volunteered to provide this tour after hours.
- The Quechee water system underwent a sanitary survey review with the State of Vermont and no deficiencies were identified as a result of the inspection.
- The wastewater department opened bids for the two replacement blowers for the WRJ wastewater treatment plant. Staff has prepared a recommendation for award and proposed funding for this non budgeted item. This will be considered by the Selectboard at their April 11 meeting.