

**Hartford Parks and Recreation Commission**  
**Thursday April 8, 2021,**  
**5:30 p.m.**  
**Hartford Town Hall**  
**Meetings Minutes**

**Commission Members in Attendance:** Brett Mayfield, David Crocco, Michael Vanasse, Allison Childs

**Others in Attendance:** Scott Hausler P&R Director, Joe Major Select Board Liaison.

**Commission Members not in Attendance:** Tom McCleary

Meeting called to order: 5:43 pm by Michael Vanasse

The March meeting minutes were moved and approved.

**Citizen Comments:** None

**Commission Member Comments:** David said that his family attended the Easter egg hunt and thanks all those involved for doing a great job.

**Directors Reports for March 22:** Given by Scott Hausler,  
See attached Reports:

Report items with further discussion:

- The Rec Department was working on a 4<sup>th</sup> of July fireworks event and they were working with the police on the setup for the timings.

**Old Business:**

- Community Center – No Updates
- Pool Project Update - The Rec department had its first pool advisory group meeting. Scott is working on permitting and will be meeting with the school to coordinate the pool building issues.
- Review Risk Management – The Rec Commission received the Risk Management guidelines and will review them, and they will be discussed at the June Rec Commission meeting.

**New Business:**

- There is a mold remediation taking place at the pool pumping building.
- The Rec Department has begun working on the Hartford parks fields.

**Agenda Items for Next Rec. Commission Meeting:**

- Tour of Hartford parks.

Motion made to adjourn and all accepted.

Adjourned at 6:11 pm.

Respectfully submitted: Brett Mayfield, Commission Secretary

Next meeting May 13th.

Signed By: \_\_\_\_\_ Dated: \_\_\_\_\_

## **Parks & Recreation Department**

### **Significant Activity Report**

**March 22, 2021**

**Respectfully Submitted By: Scott Hausler, Director**

#### **Program Highlights**

- The Spring/Summer Brochure is complete, and we are awaiting the final proof for publication. We anticipate having the on-line version up on Facebook and the Town Web Page on March 22<sup>nd</sup>.
- Hartford Parks & Recreation started advertising for summer seasonal positions. We are seeking three qualified candidates for Seasonal Park Stewards. A Park Steward performs a variety of duties required to maintain parks, athletic fields, and recreation facilities that we manage. Additionally, we are accepting applications for Camp Ventures. The ideal candidates will be passionate about working with children in a traditional camp setting. Positions include Camp Director, Assistant Camp Director and Camp Counselors.
- Youth Basketball Program continues and runs through April 17<sup>th</sup>. We have over 100 participants enrolled in the Kindergarten through 6<sup>th</sup> grade program.
- The 2021 Spring Season is quickly approaching! We will be seeking approximately 30 volunteer coaches this season to successfully run the youth baseball and softball programs. Without volunteer coaches our programs could not happen. The following programs are gearing up: Start Smart Baseball (Pre-k) (Saturday mornings), T-Ball (Gr. K-1) (3-4 Teams) (Saturday mornings), Rookies Baseball (Gr. 1-2) (3-4 Teams) (Mon & Wed), Minors Baseball (Gr. 3-4) (2-3 Teams) (TuThSa), Majors Baseball (Gr. 5-6) (2 teams) (MWFSat), Junior Softball (Gr. 3-4) (2-3 Teams) (TuTh) and Senior Softball (Gr. 5-6) (2 teams) (MWF).
- The Vermont Esports League begins soon, and the Parks & Recreation Department will be a part of the statewide program with other recreation departments. The league begins the week of April 12, 2021. Registration ends March 29, 2021. Players will compete in Fortnite, Rocket League, Madden21, and/or Super Smash Bros leagues. Divisions are available for ages 8-12 (plays at 7pm), ages 13-18 (plays at 8pm), and open adult league for ages 18+ (plays at 9pm). Each league will consist of 6 weeks of competition, 5 weeks of the regular season and 1 week of playoffs.
- The Hartford Youth Lacrosse Club registration has started. The sports program is a collaborative between Hartford Parks & Recreation and Hartford Lacrosse Club. Registration began March 15<sup>th</sup>.
- The Department is promoting "Afterschool in-the Parks" which is a new program. Participants can take in an array of fun, physical activity, enrichment, and arts activities. The program will be held at various parks through June 8<sup>th</sup>. The program runs from 2:00pm to 5:00pm. Like other programs, COVID safety procedures are in place.
- The After-School Lego Club continues at the Hartford Town Hall.
- Summer Camp Ventures registrations opened on March 15<sup>th</sup>. Summer camp is a full day program offering eight week-long sessions. At Camp Ventures, we offer an authentic camp

experience, with limited technological interactions. We believe that every kid should have the chance to just be a kid and experience nature and their surroundings in a fun, safe, and supportive environment. Camp Ventures is programmed for 80 participants and split between two age group categories. Explores for grades K through 2 and Adventurers for grades 3 through 6.

- Tatum Barnes has been hired as the Hartford Parks & Recreation Spring Intern. We are really excited about having Tatum as part of our team. He has a tremendous amount of experience as a teacher, group facilitator and experience as a camp counselor. Tatum will be working closely with Jay McDonough on programming and gearing up for Camp Ventures as part of his Internship.
- Parks and Recreation made a few adjustments to the traditional Egg Scramble for this year. We discussed having a Mobile Spring Egg Scramble and visit various villages. However, it made more logistical sense to have a registered event to control gatherings. This year's Egg Scramble requires residents to register at [Hartfordrec.com](http://Hartfordrec.com) for a timeslot on Saturday, April 3<sup>rd</sup>. Timeslots will be scheduled for small groups to participate. Each group will walk through Lyman Park in search of eggs. The event begins at 9am and goes to 12:00 noon.
- In addition to the Egg Scramble, we are promoting the first ever Eggs in-the Parks April 1<sup>st</sup> through the 6<sup>th</sup>. This program is free and is like the Golden Ticket program. Large eggs will be placed in several of our public park locations. Each egg will have trivia questions for those visiting the park. Random prizes will be given out to those answering the questions and submitting a photo with the park eggs.

### **Parks/Facilities**

- The Hartford Tree Board is working on a treatment plan for several Ash Trees in the public parks that need to be treated for the Emerald Ash Borer. They have received three quotes for treatment. Ratcliffe Park and Veterans Park will be treated with an injected product that will work to protect the trees from the Emerald Ash Borer.
- The Tree Board continues to work on the shade tree preservation plan which is a project they are working closely with under the Vermont Department of Forests, Parks and Recreation. They are identifying procedures that the tree warden will follow regarding tree maintenance, planting, removal, and any specifics around governance of trees on municipal property which are the five "musts" of a shade tree preservation plan. The plan also involves designation of shade trees beyond those planted by the municipality.
- Vermont Life Safety finished installation of two medical pull stations and two CCTV cameras for the WABA facility. This project was funded in part by VLCT/PACIF through a safety grant. We will receive 40% reimbursement for the project.
- The Department will be setting up interviews with 4 potential candidates the week of March 29<sup>th</sup> to fill the vacant park laborer position.
- The Wendell A. Barwood Arena finished up the regular season on Saturday, March 20<sup>th</sup> with the Girls High School Playoff Game. COVID-19 did cause operational challenges for us but anticipate reduction of operational costs along with other energy saving measures we put into

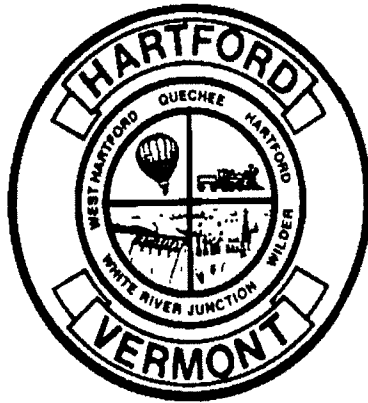
place we are hopeful for limited financial impact. As we close out the operation, we will begin to have a better idea of the bottom line of the operation.

- Ice out procedures were put into place and we have begun removing the ice by shaving the ice down to the in-ice logos. From there we will remove the logos and wait for the bond to break. The chiller plant was taken offline, and the circulation pumps will continue to operate to assist with bring the temp of the floor up. The warmer weather conditions will provide for good conditions to break the ice bond. Once that occurs, we will remove the ice with front load equipment.
- Snow cover continues to melt away in the parks. We anticipate an early spring and work will begin soon in the public parks to get them ready for patron usage.
- Results of our Tree RFP will be reviewed, and tree work will begin soon in two of the historical cemeteries. Commons and Savage Cemeteries have a tremendous amount of tree work needed to preserve the cemetery. Decades of limited maintenance has caused overgrowth of low-quality trees. The overall cost of this maintenance is between \$12,000 and \$20,000 dollars and will have to be managed over the next several years. Many of the low-quality trees are overgrown pines that have become hazardous. If a tree would come down it would take out many of the historical grave markers.
- The Department continues to work on spring and summer park permits. It appears we will have an extremely active year in the parks with classes, weddings, and public usage.
- The Department will be working with the Athletic Department and a private contractor to assist with getting the facilities up and running for spring sports. Much of this work includes restoration of skinned infields at Maxfield.

### **Parks and Recreation (April 5<sup>th</sup>)**

- The Department has been busy coordinated several community activities for the weekend of April 3<sup>rd</sup>. Spring Egg Scramble which required a pre-registration and Eggs in the Parks, a fun activity for the family. Additionally the Jelly Bean Contest continues to get submissions.
- Baseball and Softball Registrations continue for T-ball through Majors. Registration Deadline is April 9<sup>th</sup> for Majors and Minors and April 16<sup>th</sup> for Rookies and T-Ball. Equipment and supplies are being ordered.
- We continue to register participants for Hartford Youth Lacrosse.
- Vermont E-Sports League is a virtual program we are pushing out through the community.
- The new Parks & Recreation Program Guide was distributed through the schools.
- Office continues to receive multiple reservation requests for park usage.
- Department is working with the WRIF White River Indie Films for use of the projection system and screen for First Friday's and a event in Lyman Point Park this May.
- Camp Ventures Summer Camp registrations continue and sessions are filling up fast.
- We have received several calls regarding patrons not following the rules for dogs on a leash and have pushed out educational information regarding the park rules which includes cleaning up after your pet in public parks.
- The arena season is complete and the facility is ready for High School Spring Sports
- Park crew members are working to open up the park gates. Most parks will be open for use by April 3<sup>rd</sup>. Many playing surfaces are still to wet for play.
- RFP's are under review for Tree Care and we are executing several tree projects in Cemeteries.

# **HARTFORD, VT PARKS AND RECREATION DEPARTMENT**



## **RISK MANAGEMENT MANUAL**

### **Hartford Parks and Recreation Department Risk Management Manual**

Approved by Hartford Selectboard 04/27/04  
Updated 04/07  
Updated 04/09  
Updated 01/11  
Updated 01/12  
Updated 01/13  
Reviewed and updated 2/14  
Reviewed 1/16 - no changes  
Updated 1/17  
Reviewed and updated by Parks & Rec Commission 7/18  
Reviewed and updated 4/19  
Updated 3/20

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## **Hartford Parks and Recreation Department Risk Management Manual**

### **Policy Statement**

The Hartford Parks and Recreation Department will maintain a risk management program designed to minimize hazards that can result in personal injury, property damage or financial loss. The department will utilize the following means to implement the risk management.

- Have one staff member participate (Director) on the Town Safety and Wellness Committee.
- Work with the Risk Manager Consultant (Vermont League of Cities and Towns / PACIF Insurance representative) in specific areas related to the department programs, parks and facilities.
- Evaluate and update risk management manual annually (January).
- Provide staff with on going training programs that emphasize safety in the work place. This is to include volunteers.
- Maintain safety inspection procedures for parks, facilities and equipment.
- The manual will be reviewed and distributed to all employees.

### **I. Inspection Procedures**

It is the department's responsibility to reduce the risk of accidents through regular inspections and repairs. The following procedures are to be used for inspections:

#### **A. Park Inspections**

The Director and the Superintendent of Parks & Facilities will tour each park once a month to review park conditions and progress on park projects. Work orders will be completed for any necessary repairs. Weekly inspections (if not daily) of the general conditions of the parks by Park staff should occur while working at the park. In the event there is a park condition that is an emergency – repairs will take place within 24 hours – if not immediately.

#### **B. Outdoor Theater, Open Air Shelter and Gazebo Inspections**

Weekly inspections (if not daily) of the general conditions of the facilities by Park staff should occur while working at the park. In the event there is a condition that is an emergency – repairs will take place within 24 hours – if not immediately. If necessary, the area of concerned should be closed off to public traffic.

### **C. Playground Inspections**

All playgrounds will be inspected biweekly according to a standard inspection form and placed on file at Rec Office. In the event there is a playground condition that poses a risk to injure or is in need of repair – that area/apparatus is to be closed off repairs will take place within 24 hours – if not immediately. Once a year, the Superintendent of Parks & Facilities will do a thorough playground audit of each playground structure utilizing standard inspection equipment instruments and record the inspection on a standard inspection form.

### **D. Wendell A. Barwood Arena (WABA)**

The **emergency procedures** as outlined in the WABA emergency plan manual are to be utilized in the event of a fire, physical plant or medical emergency.

1. During the **winter months**, snow and ice is to be removed from all emergency exit doorways and paths and from all general public exit and entrance ways. The outer perimeter road of the WABA is to be plowed and kept cleared, along with main yard of the facility.
2. During **ice rental season**, the mechanical equipment will be inspected / recorded daily utilizing the standard inspection form. The interior (locker rooms, bleachers, electrical room, bathrooms, entrance ways and all exits will be inspected according to the daily routine procedures. Work orders will be completed for any necessary repairs. In the event there is a major repair, the Superintendent of Parks & Facilities is to be contacted immediately. If the Superintendent of Parks & Facilities is not available, the next person on the Action Plan for Facility Closure outline should be contacted.

### **E. Municipal Pools & Other Treated Recreational Water Features**

1. **Pool Staff:** The municipal pools and pump house will be inspected daily prior to the opening of the facility utilizing the opening day procedures. The water quality inspection will be done every two hours and recorded on a standard inspection form. At the closing of the day, a thorough inspection of the pool will be completed utilizing the closing procedures.
2. **Park Staff:** The pool mechanical circulation and filtration systems will be inspected twice a week – to include a back-washing procedure.

## **F. Equipment Inspections**

1. **Park Maintenance equipment** is to be inspected on a timely basis according to its respective operating manual. All equipment shall be given a visual inspection before being used by an employee. Equipment that is unsafe is to be taken out of service and tagged with a warning label.
2. **Youth Sports equipment** will be thoroughly inspected prior to issuing the equipment to a team. Any equipment deemed damaged will be discarded if it cannot be repaired to meet the manufacturer's label standards.

## **G. Operation Equipment**

All operating equipment is to be inspected and serviced as prescribed in the operating manual. Each employee operating a piece of equipment must complete a training session on how to operate the equipment. Inspections and routine service repairs are to be recorded.

## **II. Facility Inspection Schedule**

For the purposes of maintain (legal) VOSHA requirements the Wendell Barwood Arena and Municipal Pools will be inspected yearly (WABA in October and Pools in June) by the VT Department of Labor and Industry and/or VT League of Cities and Towns.

## **III. Personal Protective Equipment**

All employees are required to provide personal protective equipment / clothing based on the type of equipment, machinery or supplies the employee is using. Proper use of personal safety equipment / clothing as required by the department is outlined in the respective staff manuals (Park Maintenance, Pool, and Day Camp).

## **IV. Accidents**

### **A. Auto Accident Reporting Procedure**

Accidents of any nature must be recorded on the Town insurance reporting accident form within 24 hours of the accident. The forms can be obtained at the Town Manager's Office.

## **B. Employee Accident Reporting Procedure**

In the event an employee is injured “on the job” a worker compensation form must be completed within 24 hours of the accident. The forms can be obtained at the Town Managers Office.

## **C. Patron Accident / Incident Reporting Procedure**

If a participant (of any nature) of a department function is injured, a department accident form is to be completed and brought to the recreation office within 24 hours. In the event the participant required hospitalization, contact the Director (even if you need to call their home). All incidents with patrons should be recorded on a department incident form. (See appendix for Accident and Incident forms).

## **V. Hazardous Materials and “Right to Know”**

All chemical-related material will have a SDS sheet. The SDS sheets will be centrally located. A database of all materials (SDS sheets) will be maintained and kept on file at the recreation office and in the emergency management manual. SDS are required from the supplier/manufacture when the department purchases chemicals. It is the responsibility of the Parks and Facilities Director to assure the SDS materials is kept up to date.

All chemical storage areas will be secured from entry by the general public. All chemical products will be stored in location that meets the VOSHA standards.

### **Air Quality (Carbon Monoxide & Nitrogen Dioxide Monitoring)**

1. Testing with portable Multi-Rae device will be done by trained staff.
2. Testing and documentation follows the Massachusetts Department of Public Health requirements # 105CMR 675.000.
3. Test samples are taken 20 minutes after re-surfacing has ended. This test shall be done twice during the week and once on weekends. All samples are taken at center ice or from the center of the bleacher area.
4. Written procedures and all test records will be kept in the Zamboni room notebook labeled “Gas Test Info”.

## **VI. Vandalism Action Plan**

The parks and facilities may experience random acts of vandalism. The department staff, volunteers and park neighbors are asked to report vandalism immediately to the police department. If vandalism is found where safety devices and/or measures are disturbed due to the vandalism, the matter must be corrected immediately or closed off to the general public. To combat vandalism the department staff will complete the following procedures:

- Document vandalism by completing an incident report
- Contact the Hartford Police Department and make an official report
- Every effort will be made to repair vandalism within 48 hours
- The vandalism reports will be recorded
- When possible, park sites will be gated and a guardrail installed.
- Whenever possible, park practices will include vandalism-proofing.

## **VII. Major Storm Threat: Flood Procedures and Heat**

### **A. Rain - Thunder / Lightning Storms**

Safety of the patrons is paramount. The lightning procedure is to be followed. No child will be allowed to leave the premises of a department facility during a major thunder/lightning storm if he or she is alone. The child may contact a parent/guardian to arrange for a ride home. During camps, sporting events, special events and park maintenance projects, a designated shelter area should be predetermined in the event of a thunder/lightning storm. Wait at least 30 minutes after the lightning flash before resuming activities.

### **B. Snow Storm**

In the event of a major snowstorm, priority of snow removal will be concentrated at the public facilities that are open – primarily at the WABA. Programs will be canceled if it is deemed unsafe to travel. Gates are in place to close off the entrances to parking lots – as not to have vehicles get stranded (stuck) in the parking lots.

### **C. Flooding**

Our park system encompasses three major rivers. To avoid damages / loss to park amenities, any item that can be removed from the park grounds will be stored away during the closed season of the parks. In the event that the parks are flooded, appropriate action will be taken to close off the flooded areas.

### **D. Extreme Heat Conditions**

In the event that weather conditions are (or are forecasted to be) of extreme heat conditions over eight hours or longer, staff, volunteers and participants may be required to postpone their outdoor activities. Volunteer coaches should be trained to conduct, if not cancel, their practices in a manner that does not create heat exhaustion of their players. Day Camp and swim activities will be curtailed to indoor/shaded facilities. Recreation participants and staff will have access to fluids.

## **E. Mobile Off-Site Operations During Public Emergencies**

### **Parks & Recreation Department – Staff Operating Procedures During Mobile Off-Site Emergencies**

The Town of Hartford Emergency Operations Plan is designed to provide a framework to address the response to consequences of any disaster or emergency that would affect the population and/or property within Hartford, and to provide more specific response information in emergency public health situations. The Mobile Off-Site Operations Plan is designed to work within the guidelines of the Town of Hartford Emergency Operations Plan.

Hartford Parks & Recreation has taken steps to prepare for situations that would impact programs and services through the Parks & Recreation Department. Our priority will be the health and safety of our program participants, employees and volunteers throughout the Town of Hartford. During emergency situations that threaten public health safety, Hartford Parks & Recreation will consult guidance from local and state agencies to assure our facilities, programs and users are safe for occupancy and usage if they are to remain open. Facilities that remain open will be monitored to ensure cleaning supplies are on hand and the facilities are properly cleaned and sanitized.

### **Emergency Plan for Hartford Parks & Recreation with an Identified Public Exposure that Threatens the Safety of Participants, Volunteers and Employees**

If local health officials report that there is an identified threat to the safety of individuals due to a public health exposure, the Hartford Parks & Recreation Department will take the following steps in response:

1. Seek immediate and specific guidance from the local health officials to determine the threat to the public who participate in current programs and community events.
2. Work closely with local town officials if facilities or programs are exposed and are to be closed and cancelled.
3. Implement high risk cleaning procedures for our facilities recommended by the Vermont Department of Health and the CDC.
4. Identify if staff members, volunteers and participants have been exposed and work with local officials to identify possible threat to the public and employees.
5. Determine if, when, and for how long non-exposed staff should refrain from accessing facilities and provide the guidance to department employees.

6. Temporarily cancel or postpone events and programs following recommendations from local and state officials. If local and state officials determine safety of staff, volunteers and programs are at risk, programs and social activities and events will be officially cancelled.
7. Identify all facility and program closures, including the Parks & Recreation Office in the Town Hall and determine if, when, and for how long. Post accordingly and implement all phases of community outreach to inform the general public of the cancellations and closures as identified in the Hartford Parks & Recreation Communications Plan.
8. If high risk of contact exposure to employees, volunteers and programs are identified by local, state or federal health officials, Hartford Parks & Recreation will shut down all operations of the agency and implement the conversion of face-to-face administrative responsibilities to mobile off-site operations.
  - a. Under the directive of the Town Manager, the Director of Parks & Recreation will determine extent of mobile off-site operations and identify the timeline.
  - b. Administrative level personnel to be provided remote and secure access to the municipal accounting systems and network drives in order to conduct as much day-to-day operations of the department.
  - c. Administrative level personnel to be provided direct link to office phones and voice messaging systems.
  - d. As an alternative, office phone systems can be set up remotely for direct access to incoming messaging and ability to conduct town business through the phone system utilizing the desktop phones currently in the offices of Parks & Recreation.
  - e. Director of Parks & Recreation will manage the following operational functions of the department during Mobile Off-Site Operations.
    - i. Electronic Invoices can only be processed during off-site operations.
    - ii. Mailed invoices cannot be processed during mobile off-site operations.

- iii. Accounts Payable Invoices will be processed according to priority as determined by the Finance Director / Town Manager and the policies and procedures of the Finance Department.
- iv. Payroll submission will be filled out and documented using the electronic document fillable form and electronically submitted with electronic signatures if available to the employee. Non-electronic signed payroll will require signature once normal operating procedures are put back into place.
- v. Payroll submissions from the Welcome Center will continue without any submission changes.

**Facility Management for Hartford Parks & Recreation with an Identified Public Exposure that Threatens the Safety of Participants, Volunteers and Employees**

Responsibilities related to facility management may require building, grounds and facility system oversight with various forms of maintenance duties and tasks that is dependent on the time of year for which the public emergency occurs. In this instance, the Director of Parks & Recreation will assign appropriate duties to personnel with the highest degree of employee safety in mind.

**Department Operations Management for Hartford Parks & Recreation with an Identified Public Exposure that Threatens the Safety of Participants, Volunteers and Employees**

In the absence of the Director of Parks & Recreation, the Superintendent of Recreation Programs will assume the responsibilities of implementing the Mobile Off-Site Operations.

In the absence of the Director of Parks & Recreation and Superintendent of Recreation Programs, the Superintendent of Parks & Facilities will assume the responsibilities of implementing and managing the Mobile Off-Site Operations.

If all management level positions within the Parks & Recreation Department are absent due to contact exposure, the Town Manager's Office will assume the responsibilities of oversight and management of the Parks & Recreation Department.

## **Department Operations Management for Hartford Parks & Recreation following Contact Exposure**

Once local officials report that off-site operations can return to normal face-to-face administrative functions, Hartford Parks & Recreation activities, programs and events can resume.

### **VIII. Waiver Forms**

#### **A. Program Waiver**

Waiver forms are required for all participants registered in a department program. Individuals under 18 years of age must have the waiver signed by a parent or legal guardian.

#### **B. Volunteer “Special Projects”**

Volunteers working on specialized projects are required to complete a volunteer application and a waiver form indicating that they understand the responsibilities of the volunteer and the type of work that the project may entail.

#### **C. Background Check Waiver**

Volunteers working with a vulnerable population (youth, elderly, and handicapped) are required to complete a waiver to allow the department to complete a background check. (see Appendix for Waiver forms).

### **IX. Program, Facility and Park Security Plans**

#### **A. Program Security Plan**

##### **1. Youth Sports**

- a. Coaches are required to complete a background check application once a year. Check is to be submitted and verified prior to start of program.
- b. All volunteers are required to complete a Volunteer application form.
- c. Coaches are asked to have a cell phone available in the event of an emergency.
- d. No child is to be left alone at a facility/park after a practice and/or game.

- e. Coaches are required to attend coaches training sessions sponsored by the department.

**2. Special Events (Annual Fireworks and Glory Days of the Railroad)**

- a. Police Department to coordinate pedestrian and vehicle traffic and on-site security.
- b. Department full-time staff members are to carry two-way radios.
- c. Event volunteers are required to attend a pre-planning training meeting.

**3. Only designated volunteers are allowed to handle concession and/or gate receipt funds.**

**4. Venture Day Camp**

- a. Campers are not allowed to leave the camp premises without the staff knowing the person who is picking up the child – before the child will be released.

**B. Facility Security Plan**

**1. Wendell A. Barwood Arena (WABA)**

**a. Facility Lock System**

- 1) Only full-time and seasonal part-time employees will be issued keys to the front door and maintenance entrance.
- 2) Keys issued are to be recorded at the main office and WABA staff room.

**b. Chemicals and Cleaning Supplies**

- 1) All custodial cleaning supplies are to be kept in the custodial closet. The closet is to be kept locked.
- 2) SDS sheets are kept in a binder in the Zamboni Room.
- 3) All chemicals and paints are to be stored according to the VOSHA requirements.

**c. Daily Routine Security**

- 1) Staff members are required to follow the closing and opening procedures of the facility to assure that the building is secure and in safe condition.
- 2) No funds are to be kept on the premises overnight. If the event start-up funds are required for the following day, funds are to be kept in the safe.

**d. Emergency Plan**

- 1) Follow prescribed procedure as outlined in the WABA Emergency Plan.

**e. Working Conditions / Environment**

- 1) When working alone – the exterior maintenance door is to remain closed.
- 2) No unauthorized personnel are allowed in restricted areas
- 3) The maintenance / Zamboni Room entry doors are to remain closed at all times.
- 4) All exterior doors to WABA facility and out building are to remain locked when no staff member on-site.

**2. Hartford Municipal Pools**

**a. Facility Lock System**

- 1) The Pool Director, Superintendent of Parks & Facilities and full time Park staff will be issued keys to the main gate of the pools, pump house and pool office.
- 2) Keys issued are to be recorded at the main office.

**b. Chemicals and Cleaning Supplies**

- 1) All custodial cleaning supplies are to be kept in the custodial closet. The closet is to be kept locked.
- 2) MSDS sheets are to be kept in a central location.

3) All chemicals are to be stored in according to the VOSHA requirements.

4) The main pump house is to be kept secured at all times.

**c. Daily Routine Security**

1) Staff members are required to follow the closing and opening procedures of the facility to assure the building is secure and in safe condition.

2) Staff members are required to attend pre-training/orientation meeting prior to the start of the season starting.

3) No funds are to be kept on the premises overnight. If the event starts-up funds are required for the following day, funds are to be kept in the safe.

**d. Emergency Plan**

1) Follow prescribed procedure as outlined in the Pool Emergency Plan.

**C. Park Security Plan**

1. Each site has an emergency 911-address number associated to the specific park. A volunteer or staff member can call 911 and give the park's address number.

2. Parks are closed from October through April.

3. The Town Parks Ordinance outlines specific security measures for the public parks.

4. Park Staff will receive basic training each year – scheduled in May and October.

**X. Recreation Program Safety**

Program safety implies the safety of the participant enrolled in a department sponsored activity.

**A. General Safety Procedures**

**1. Instructors/Leaders:**

- a. Will have sufficient knowledge of the program/event to ensure safe instruction to the class or operation of the event.
- b. Are to have access to a phone (cell phone)
- c. Will record attendance
- d. In the event of an accident, will be trained in how to report the accident.

**2. Summer Recreation & Aquatic Staff Leaders:**

- a. Will be trained in CPR and First Aid
- b. Utilization of a AED unit
- c. Aquatic Staff Leads must be Lifeguard certified

**3. Volunteer Youth Coaches:**

- a. Will be given sufficient training on emergency procedures, including recognizing potential head injuries leading to a concussion.
- b. Will record attendance
- c. Will have access to first aid kits
- d. In the event of an accident, will be trained in how to report the accident.
- e. Make available CPR/First Aid/AED training

**XI. Employee Safety Training**

**A. Training Programs**

- 1. The department will conduct seasonal orientation training programs prior to the beginning of the summer season.
- 2. Topics to be covered, but not limited to, will be blood pathogen, hostile situations, disruptive behavior, and use of equipment and emergency procedures.
- 3. Training sessions will be in-house and with professionals from outside the department.
- 4. Training sessions will be recorded, along with attendance.

5. Park maintenance staff will receive sufficient training in operating specialized equipment. No employee is to operate a piece of equipment without receiving prior training and approval. When appropriate, the staff will be required to attend training programs conducted by the Vermont League of Cities and Towns.

## **XII. Safety/Wellness Committee**

### **A. Town Safety Committee(s)**

1. The department will designate one person to serve on the Town Safety Wellness Committee. That person will update all staff on safety concerns pertinent to the operations of the department.
2. Internally, the department park staff will meet with the Director once a year (May) to discuss the importance of employee safety practices and keeping the parks and facilities safe.

## **XIII. Other Safety Procedures**

The following safety procedures (programs) are part of the Town of Hartford written Safety Plan

### **A. Lock-out, Tag-out procedure:**

In the event that any power tool, vehicle or motorized piece of equipment needs immediate mechanical repairs / service or adjustments because of safety or service needs, the following must take place:

**The following procedure must also be followed even if the machine is actively being worked on.**

1. Remove all sources of power and ignition.
2. Mount laminated placard of LOCK-OUT in an obvious location on the equipment.
3. Verbally notify any co-worker of LOCK-OUT status of said unit.
4. Secure facility that the equipment will be stored if machine must be left unattended.
5. Removal of LOCK-OUT placard can only be done by authorized operator, mechanic or supervisor.

## **B. Confined Space**

1. See Appendix: Confined Space Program. This program is designed to establish minimum requirements and procedures for the safety and health of employees who may (do) work in, and in connection with, confined spaces.

## **C. Bloodborne Pathogens**

1. See Appendix: Exposure Control Plan. The plan is designed to protect employees from the dangers which result from occupational exposure to bloodborne pathogens.
2. Each employee is to receive the department's blood borne pathogen manual and complete the respective application form. This procedure complies with VOSHA. The department will maintain a Bloodborne Pathogen Exposure Control Plan. An annual refresher course will be conducted yearly, before the summer season begins, by the Vermont League of Cities and Towns.

## **D. Traffic Control Procedures**

1. All personnel involved in traffic control will be provided in-service training led by the Town Traffic Control Instructor.
2. Staff and volunteers will be issued appropriate orange vests and flags and/or flashlights.
3. The department will utilize roadblocks for major events that involve significant traffic control. Prior to the closing of a public road – the Hartford Police department are to be notified and any logistics of closing the road to be coordinated with the police. A community event form and road closure form must be submitted to the Town Manager's Office.
4. The Hartford Police department will be contracted to control traffic on public roads and public right a ways when applicable.
5. A site plan will be developed for the major special events that require roadblocks and road closures.

## **E. Cooperation Efforts with the Town Departments Safety-Emergency Services**

### **1. Police Department**

- a. The Director and the Superintendent of Parks & Facilities are the primary liaisons to the Department. The Director will be responsible to report problems to the department and/or follow-up on reports issued to the police department. The park staff is authorized to enforce all park ordinances that do not require professional law enforcement. If the park user or visitor refuses to comply with the request, staff should contact the Superintendent of Parks & Facilities or the Director. In an emergency, contact the Police Department. The park staff will receive in-service training from the Police Department twice a year in the fall (October) and spring (May).

### **2. Fire Department**

- a. The Director and the Superintendent of Parks & Facilities are the primary liaisons to the Fire Department. The Director will be responsible to report problems to the department and/or follow-up on reports issued to the fire department. The Fire Department can assist in emergencies that require rescues in the rivers and town forest. During special events, the EMT service should be contracted to be on location of the event. It is the responsibility of the Director or the Director's designee to contact and schedule the EMT services at large special events.

### **3. Public Works**

- a. The Director is the primary liaison to the Department of Public Works. The Director will be responsible to report problems to the department and/or follow-up on reports issued to the police department. Large equipment and trucks may be necessary to assist in emergencies at the parks.

## **F. Handling Evidentiary Items**

Department staff should make every effort to preserve a crime scene in the same physical condition as the perpetrator left it – this includes vandalized sites prior to the police investigation. The employee should complete the following steps (as approved by the Hartford Police Department):

1. Contact immediate supervisor.

2. Supervisor will contact the police department.
3. Monitor the scene until the police arrive to ensure that the site is not disturbed by other staff and/or public.
4. The employee remains at the scene until relief by another Parks and Recreation staff employee or until police have arrived and assumed supervision of the site.

#### **G. Handling of Disruptive Behavior**

The handling of disruptive behavior will vary depending on the level of the behavior. No Parks and Recreation employee is required nor expected to put themselves in harm's way. The primary goal is to avoid injury to staff or patrons and/or damage to public property. Listed below are general responses to behaviors that should be used by staff:

##### **1. Angry Patron (physically under control)**

- a. Provide the patron the opportunity to express the cause for their displeasure.
- b. Calmly reiterate the concern(s) to ensure you fully understand the issue.
- c. Calmly explain how the issue can be resolved. If you are unable to resolve the issue, explain that you will consult with your supervisor and the patron will be contacted as soon as possible with a response.

##### **2. Angry patron (physically threatening situation)**

- a. Contact your supervisor or fellow staff member to assist you with the situation.
- b. When assistance arrives, request that the patron calmly explain the situation. If possible, try to resolve the issue.
- c. If the situation is becoming out of control (physical contact and/or verbal threats), call the police department and proceed to secure the area until the police arrive.
- d. Complete and submit the incident report to your supervisor.

## **H. Out of Control Situations**

Out of control situation include a physical fight, angry mob of people and unruly athletic spectators.

1. In the event of an athletic venue, the staff can implement the "Zero Tolerance" policy (see Appendix). If the spectator refuses to leave the premises, call the police department.
2. If the staff member(s) cannot resolve the problem safely, contact the police department.
3. If concerned with your own personal safety, proceed to secure the area until the police officer arrives. Do not try to take matters into your "own hands."
4. Complete and submit an incident report to your supervisor.

## **XIV. Risk Management Accounting Procedures**

### **A. Employee Wellness and Safety**

To reduce the potential loss of workdays due to illness and/or accidents the department (via Town activities) staff will participate in a variety safety-training programs and be encouraged to participate in the Town sponsored wellness programs.

- B. The primary agency that implements the department's risk management accounting is the Vermont League of Cities and Town (our insurance carrier). Once a claim is submitted to the carrier, the carrier will determine whether to pay the damages or not pay the damages. In the event the claim is not going to be settled, the Town Manager is to be notified.
- C. The department will under go outside inspections conducted by the Vermont League of Cities and Town and Vermont Labor and Industry to assure all facilities meet VOSHA regulations.
- D. Cash Handling of admission fees from the Arena and Pool should be handled as outlined in the Funds Handling Procedure (see Appendix).
- E. Cash Handling of skate sharpening fees should be handled as outlined in the Skate Sharpening Procedure (see Appendix).

## **XV. Communications**

- A. Park staff will primarily use cell phones.
- B. In the event of a major catastrophe, the Parks and Recreation Director will be the spokesperson to the media and if necessary to the respective patron(s) who may be involved in an incident.
- C. Portable radios are to be utilized at major events. Each event supervisor will be required to have a radio in their possession. Cell phones will be used as a back-up.
- D. Cell Phone roster to be established for each event

## **XVI. Records and Recovery Plan and Procedures**

- A. For the protection and recovery of electronic files the Department will conduct the following procedures:
  - 1) weekly full backups, daily incremental backups, and continuous cloud backups.
  - 2) Copies of backups are created and stored both onsite and offsite including the cloud.
  - 3) Full backups are kept for a minimum of 2 weeks.
  - 4) Backup and recovery operations are managed by the Town of Hartford IT Staff. To manage electronic documents the Parks and Recreation Department will utilize the Town of Hartford's Microsoft Windows file server and Laserfiche Document Management System. Document access and security is controlled by Windows Active Directory User Accounts and Security Groups. In order to minimize any potential loss or corruption of this data, the town employs a combination of Symantec Backup Exec and cloud based backup software to allow data to be readily recovered as necessary. The off-site computer terminal located at the arena is connected to an external drive for back-up. The external drive is periodically down loaded to the main computer for back-up. When necessary the appropriate off-site documents will be filed through the Laserfiche Document Management System.

## **Appendices**

Pool Rules  
Daily Chemical Report  
Pool Daily Maintenance Report  
Pool Closing Procedures  
Guard Rescue Report  
Lifeguard Statement Form  
Patron Statement Form  
Behavior Incident Report  
Daily Maintenance Report  
Pool Emergency Plan  
Accident Report  
Ventures Opening/Closing Procedures (duties)  
Ventures Conduct Slip  
Volunteer Coaches Emergency Procedures  
Park & Facility Incident Report  
Arena General Operational Guidelines  
Public Skating Procedures  
Medical Emergency Plan Arena (winter)  
Zamboni Blade Changing Procedure  
Zamboni Operation  
Municipal Arena Safety Completion check-off  
Refrigeration Inspection Data Sheet  
Ice Maintenance Record Form  
Arena Cleaning Check List  
Rink Operator Orientation Review Sheet  
Funds Handling Procedures (Arena)  
Skate Sharpening Procedure  
Daily Rink Report (attendance & funds)  
Park Closing Procedure (seasonal)  
Playground Inspection Form  
Program Registration Waiver/Release Form  
Zero Tolerance Policy  
Confined Space Program  
Exposure Control Plan  
Glory Days Risk Management (2005)