

Hartford Parks and Recreation Commission
Thursday August 12, 2021, 5:30 p.m.
Hartford Town Hall
Meetings Minutes

Commission Members in Attendance: Brett Mayfield, Tom McCleary, Michael Vanasse, Allison Childs

Others in Attendance: Scott Hausler P&R Director, Joe Major Select Board Liaison, Karen Ganey and Kye Cochran.

Commission Members not in Attendance: David Crocco

Meeting called to order: 5:30 pm by Michael Vanasse

The June meeting minutes were moved and approved.

Citizen Comments: None

Commission Member Comments: None

Directors Reports for July 12, July 26, and August 15, 2021:

Independence Day Celebration on July 4th went very well.

Lego Engineering Camp had 8 campers. All special camps went well.

Concerts in the park have been going well.

There have been 39 park permits issued as of July 1st.

Hurricane Hill Trail run was postponed to October 16th and Volunteers have been helping clear the trails.

A new Park and Rec Facilities Supervisor has been hired.

Old Business: None

Review of the Rick Management Manual. A motion was made and approved to accept the manual.

Community Center: No updates

Community Survey: No updates

Pool Project: Site visit scheduled on 8/13

Clifford Parks Food Forest: Presentation Clifford Park: Re-imagined! Karen Ganey of Permaculture and Cat Buxton of Grow More Waste Less.

A motion was made and accepted to support the Clifford Park Re-imagined project as presented.

Agenda Items for Next Rec. Commission Meeting.

Community Survey

Community Center

Motion made to adjourn and all accepted:

Adjourned at 6:47 pm.

Respectfully submitted: Brett Mayfield, Commission Secretary

Next meeting September 9, 2021.

Signed By: Brett Mayfield Dated: 9/9/2021

Parks & Recreation Department**Significant Activity Report****July 12th, 2021****Respectfully Submitted By: Scott Hausler, Director****Program and Park Highlights**

- Camp Ventures is concluding Week 4. The campers have enjoyed trips to Silver Lake, an indoor movie, creative rainy-day activities, theater week with character day and a talent show. Overall feedback from parents has been great. After each session we send out a survey to parents to obtain feedback on each camper's experience.
- Independence Day Celebration on July 4th went very well. We had a record crowd at the event. This year we planned to open the gates at 7pm. We opened the gates a little after 6:30pm due to traffic buildup. It was reported that this year's foot traffic into the event was heavy and more than in the past. It appeared spectators parked elsewhere and walked into the event. Department appreciated the great collaboration between the Hartford Police Department and Hartford Fire Department. They both were instrumental in making the event safe and well organized. Additionally, we are grateful to our lead sponsor, McGee Family Used Cars that contributed \$5,000 to the show. Additional sponsors included Jasmin Autobody, VT VA Federal Credit Union, Tip Top Pottery and C&S Pizza.
- Lego Engineering Camp was held the week of 6/28-7/2 with 8 campers. Our June Card Class had 9 participants, Youth Tennis started with 15 participants, Solid Speed & Agility Training started July 7th with 43 participants.
- Concerts in the park included Gerry Grimo and the East Bay Jazz Band on June 30th (85) in attendance and Chad Hollister performed on July 7th with (100) in attendance.
- Park rentals continue to come in with requests across the summer season. The past couple weeks included: Hartford Youth Council – originally scheduled for July 3rd, postponed to July 4th. Open Door Classes, Upper Valley Nighthawks, MACH-1 Lacrosse, Cantores Softball, HCRS, Anne Bower Tai Chi Classes and the second week of the Cal Ripken Baseball Tournament. We are working with the WRJ VA Employee Association to put on 3 movies that will air at Lyman Point Park and Ashley H. is reserving Frost Park on July 11th for a birthday party.
- The Department is busy marketing upcoming events. Jason Tardy and the Panhandlers performances, Hurricane Hill Trail Run, Football Camp and our popular Golden Ticket Scavenger Hunts.
- The safety netting project at Maxfield is near completion. The netting includes 120ft run down the leftfield and rightfield lines of the baseball field. We anticipate the netting itself to be installed and completed July 9th. To complete the project, the access gate for the clamshell batting cage will be moved toward the leftfield bullpen.
- Parks staff continue to be busy with general mowing and care of the parks system. Internal projects have been delayed due to staffing challenges.
- Pool project continues to progress. The pool rebar crews have been busy and will continue a couple weeks prior to our first concrete pour.

Parks & Recreation Department**Significant Activity Report****July 26th, 2021****Respectfully Submitted By: Scott Hausler, Director****Program and Park Highlights**

- Concerts in the park included the Panhandlers on July 14th and Jacke in the Pulpit on July 21st. Our Movie in the Park presented the movie Onward.
- The Safety Netting Project is complete at Maxfield. Springfield Fence will be back to complete the new gate for the clamshell. During installation last week, the company misgauged their auger and it went through the lighting conduit. MG Electric along with Valley Turf Services were called in to address and repair.
- The second round of fertilizer was applied to many of the park facilities and game fields.
- The pool project continues to move forward. Continuation of steel work between the weather has slowed the process down some but Bread Loaf remains on schedule. We are hopeful for the gunite application within the next week.
- The Hurricane Hill Trail Run is postponed to October 16th. The recent rains have saturated the trail system. Additionally, a storm that came through toppled several large trees and multiple trees across the trails. Volunteer have been working to clear the trails but several trees will require professional services to remove.
- Week 5 and week 6 of Camp Ventures are complete with 80 campers in each session. Broadway Ventures, a collaboration with Creative Lives was held at the High School. The program had 20 participants.
- Minicraft Mania was held the week of July 19th in room two of Town Hall. The program is a blend of virtual learning and companion, hands-on activities that explore science and engineering using the Minecraft game.
- SOLID Speed and Agility, Track & Field, Summer Flag Football, Hurricane Football Camp, Nihon Aikijujutsu Session 3, Women's Ultimate Frisbee and Adult Tennis Clinics are programs conducted over the past week.

Parks & Recreation Department**Significant Activity Report****August 15th, 2021****Respectfully Submitted By: Scott Hausler, Director****Program and Park Highlights**

- Camp Ventures is finishing up the summer camp season with our 9th week. Fall Athletics Registrations are underway. Pop-up Theater Camp 8/9-8/13 with 23 participants. Hartford Performing Arts Camp took place the week of 8/2-8/6 - 53 Campers. Solid – Speed, Agility and Conditioning Training finished up 8/1 – 46 participants. Rocket Science Camp took place this week at the Town Hall – 11 participants. Thursday, Tails and Tales Summer Story Hour continues at Watson from 10am to 11am sponsored by the Hartford Library.
- Our Summer Entertainment Series included a performance by Brysan Lang on August 6th. The Comedy Manipulator performed with our summer camp program. The performance was open to the public. Friday August 6th was our Movie in the Park. The movie, Tom and Jerry was held on our movie projection system at Lyman Park with over 100 in attendance.
- Permits continue to come in for park and facility usage. For the current fiscal year starting in July, we have 39 permitted uses. Regular permits consist of users like Open Door, Special Needs Support Center, Paul Mahoney Tai Chi, and Anne Bower Tai Chi Classes and White River Junction VA Employee Association and HCRS with functions and classes throughout each week.
- The exit covers for three exterior exits in the back end of the WABA facility are complete. This project was completed by Paul Davis Restoration for cost of materials only. The company donated all its labor for the project. The project was delayed for quite some time due to the availability of 8"by8" beams.
- Volunteers continue to assist in the Hurricane Recreation Reserve assisting with trail brush and tree removal due to several weather events in late July that cancelled the Hurricane Hill Trail Run. We plan to run the race on October 16th if we get the trails cleared. Parks crew have also hauled mulch to the entry of the trail head by the Monument Trail.
- Dylan Kries, our Superintendent of Parks & Facilities will be leaving the Department on August 20th. We want to thank Dylan for his hard work and efforts in bringing the operations of our parks and facilities to very high level. Shane Barnes, a White River Junction resident who currently works for the Town of Enfield as their Buildings and Grounds Lead was hired as Dylan's replacement. Shane will start on August 23rd.
- The pool project continues to move forward with the placement of concrete on the pool floor and walls. They anticipate the pool shell to be complete by the week of August 16th. Following a period of time curing, the forms will be removed, and backfilling of the site will begin.



Clifford Park : Re-imagined!

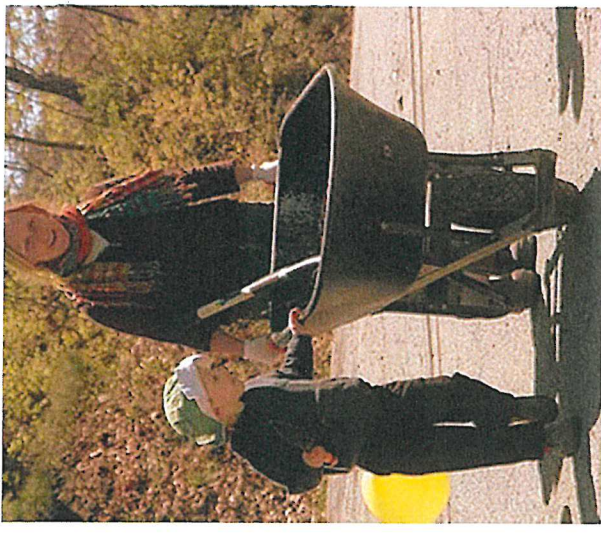
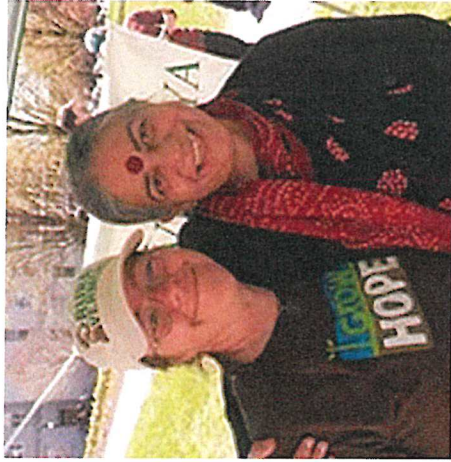


Presentation of Clifford Park Community
Food Forest to the

Hartford Parks & Recreation Department

Thursday, August 12th 6:00 pm

KAREN GANEY OF PERMACULTURE
SOLUTIONS, LLC AND CAT BUXTON OF
GROW MORE WASTE LESS, LLC



Introductions

Land Acknowledgement

Project Overview

- Site History
- Current Conditions
- Community Input
- Project Design
- Maintenance Structure
- Timeline



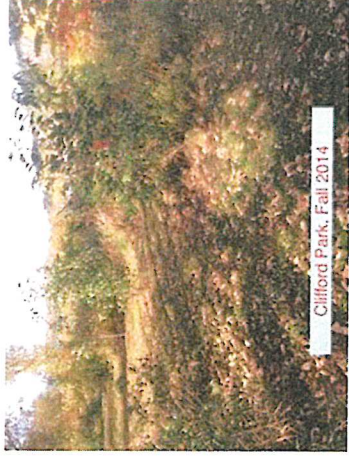
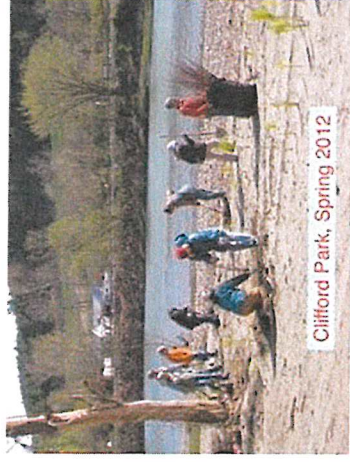
We are gathering online on the ancient grounds of the Wobitekw Odanak [White River Village] in N'dakinna [Our Land], we are gathering in the middle of this ancient Nation homeland which includes Vermont, New Hampshire, northern Massachusetts, western Maine, and southern Quebec.

This is the sovereign homeland of the Abenaki Nation and People. Since ancient times, the Abenaki know that they have always been here, are still here, and will always be here. We pay our respects to them, and to the wisdom of their elders and their culture.

We are aware that many newcomer families from Europe, Africa, and Asia who moved or fled to this area and the region were welcomed from the 1600s on and given Indigenous Seeds and Plants, shown the ways of Sogalikan (Maple Sugaring), introduced to many, crucial technologies and ways of living from Canoe, Toboggan, Snowshoe, and Basket Making to ways of Farming, Fishing, and living with and caring for the land, waters, and air in good ways which are still widely practiced in the Abenaki homeland.

We are committed to continuing to learn to care for the land, waters, and air here in partnership with the many Abenaki Nation peoples in a better, more respectful way.

History



Colonization

1890s - Hazen
Meadows

1960 - deeded
to Erwin Clifford

1977 - 12

acres signed
over from
Erwin Clifford
to Town of
Hartford

Abenaki

Irene



Parks and Now

- Ball games
- Family gatherings

May 26: Building Soil with
Cat Buxton

June 9th: Species & Design
with Karen Ganey

Future

Multi use space for all
ages!

Current Condition



Town Maintenance:

- The park is mowed once or twice a week during the spring, summer and fall months depending on grass growth and programmed activities.
- Clifford is not on the Turf Management Plan, i.e. no fertilizers or pesticides have been used on this site for the past three seasons.

Current Condition continued: Early Spring 2021



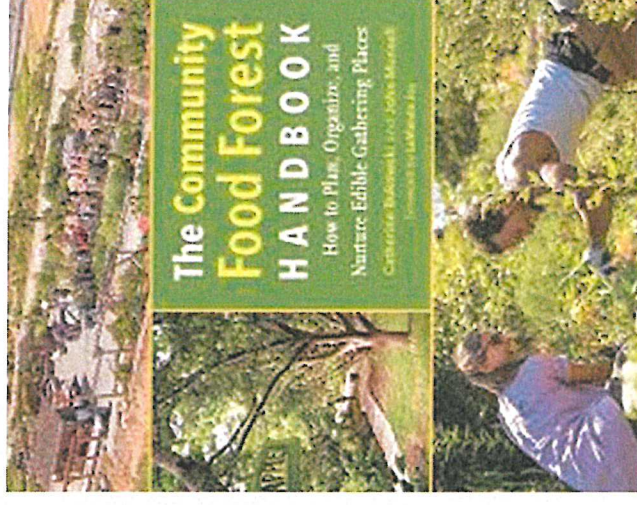
Community Input So Far

- a fabulous idea and will bring the community together;
- **pocket parks** could be scattered along the trails;
- **quiet places, trails, benches** etc could easily be integrated into the forest or orchard;
- **organic/biodynamic food-growing** areas for town food are imperative for **public health and local resilience**;
- all trees are fruit bearing and there are gardens in all available locations;
- I think the whole park should be planted to **perennial crops for all to harvest**;
before planting gardens, assure the soil is safe;
a herd of **goats to use for 'mowing'**-- goats could be housed in a barn at one of the parks; important to have native trees;
- alternative methods using vertical gardens and magnetic energy in small spaces to provide more food than a conventional garden (at innovation.com);
- community **composting**
- organized and professional town garden/farm, with real infrastructure and employees;
- it's a brilliant use of space, will help with **food security, and build community**;
- **maximizing the amount of food** is a good idea: drop apples are good for cider and all drop fruit is good feed for pigs, chickens and cows;
- designing food producing areas into our parks would have great **nutritional, environmental, social and economic benefits**;
- GREAT ideas around food!: community composting;
- Play spaces, multi - use, **classes, educational workshops, concerts**

Possibilities

Community Orchard
Collaborative Growing Spaces
Free Food
Place-Based Education
Biodiversity
Eco-literacy
Flood & Drought Resilience
Community-scale Organics
Management

Food Forests are
popping up
everywhere:

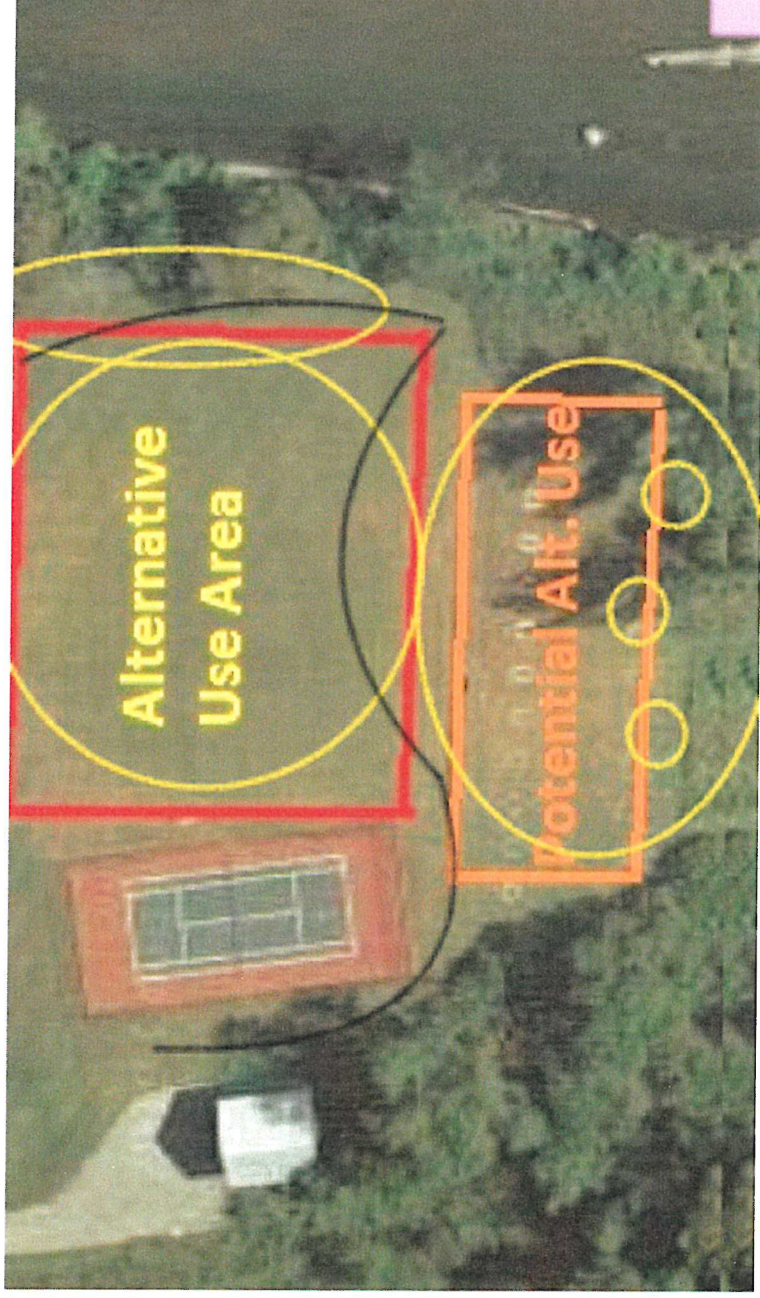


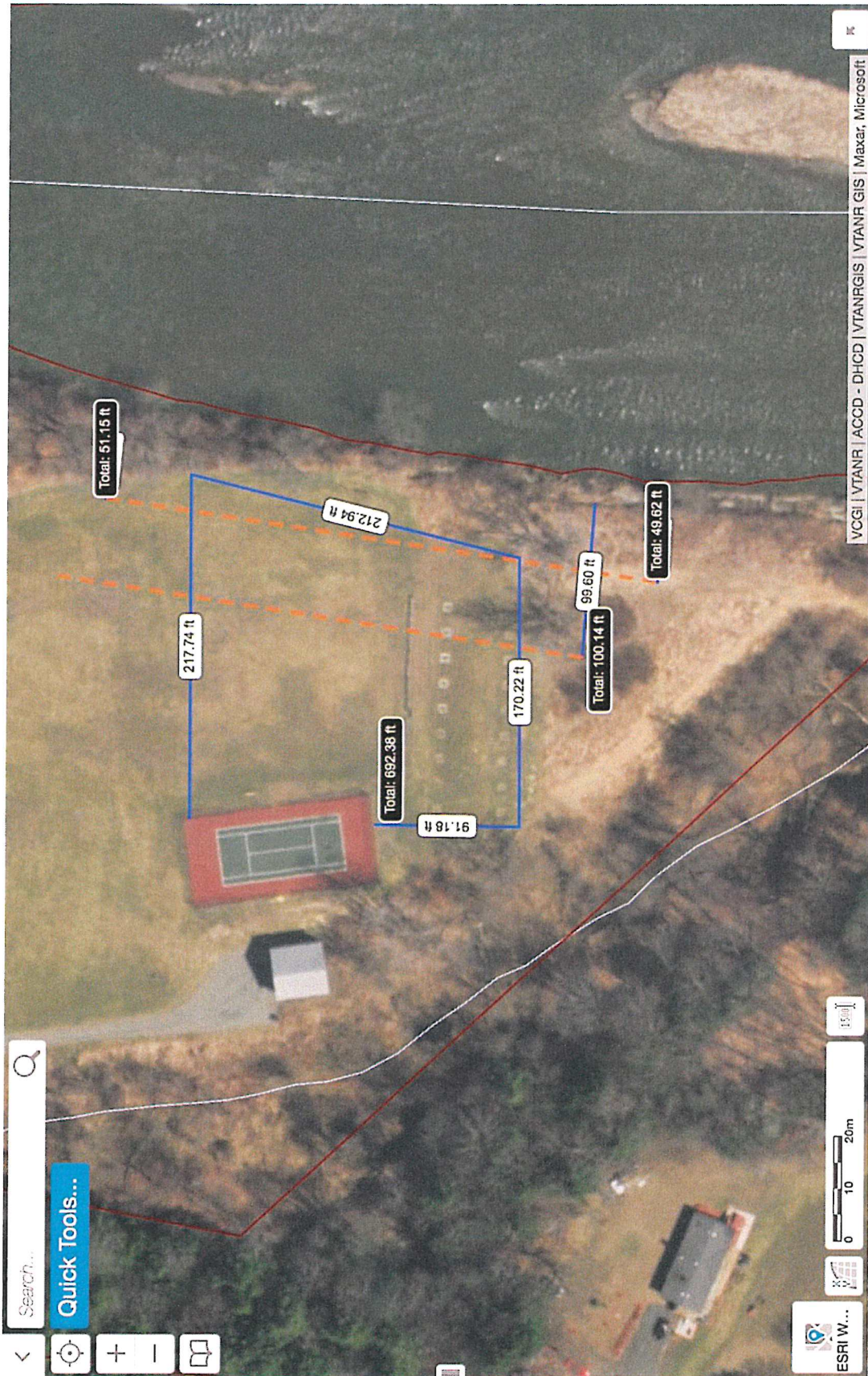
Community Mission:

We Aim:

- To create an accessible and inclusive space for the community to come together to grow food naturally and regeneratively.
- To restore soil health.
- To create a food forest with mostly native, fruit bearing shrubs, trees and perennials.
- To nurture opportunities to learn and good stewardship of our environment.
- To make the space accessible and safe for all people.
- To create space where people share knowledge and skills.
- To provide a space for reinvigorating the human soul!
- To nurture wonder, pride, belonging, abundance, relaxation, peace, and FUN!
- To create habitat for pollinators, wild fauna, migratory birds, and wildlife.
- To strengthen the wildlife corridor along the White River.
- To explore how input intensive parks can be transformed into low maintenance and regenerative social and environmental ecosystems.
- To work cooperatively with Abenaki community members to learn about traditional ecological knowledge.

Area of Focus





Design Process:

GENERAL CONCEPT THEMES:

Community, Skillsharing, Co-learning, Food Security, Education on Climate Mitigation, Soil Health, Food Preservation, Accessibility for everyone, nutritional, environmental, social, economic benefits for the community, useful spaces for workshops and presentations (ie. on soil health and climate mitigation).

DESIGN IDEAS: Fall 2021.

- Center Guild with keystone species and guild:: Yellow Bud Hickory
- Riparian Reforestation: Linden, Burr Oak, Butternut

Considerations:

- Space for workshops - somewhere around the tennis courts (30 x 20)
- Water possibilities - pump from river and from roof of garage into rain barrels
- Talk to Abenaki the name of the White River and collaborative gardens, natives and methods

KEYSTONES:

- Butternuts, Bitternuts, Heartnuts, Basswood
- White Oak, Burr Oak
- Fruit Trees: Pears, Peaches, Plums, Persimmon

SHRUB LAYERS: Aronia, Hazelburs, Elderberries, Currants, Gooseberries, Honeyberries

PERENNIALS, HERBS & FLOWERS: Asclepias spp., Chamomile, Lemon Balm, Lavender, Chives, Oregano, Yarrow

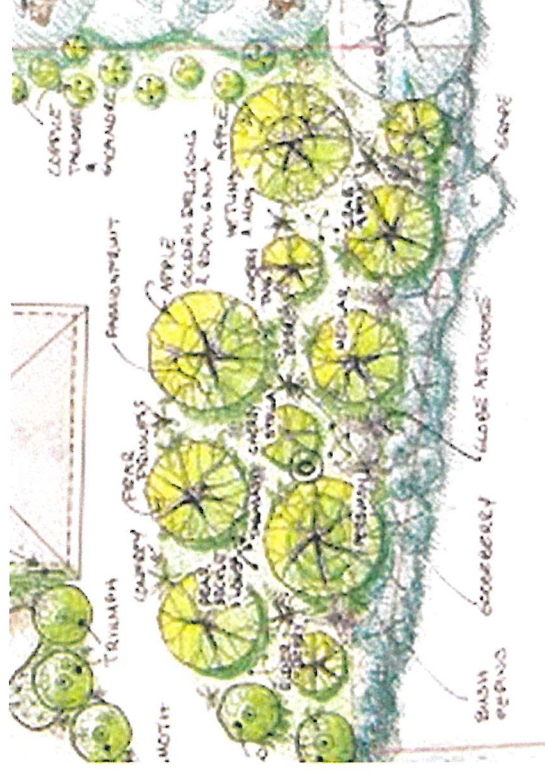
What is a Food Forest?

Food forest is a gardening technique which mirrors and works with woodland ecosystems by incorporating trees, shrubs, perennials and annuals that produce human food and habitat biodiversity.

Food Forestry, otherwise known as agroforestry, embodies a perspective and land-stewardship practices inherent to indigenous cultures around the world.

<https://www.fairamountfoodforest.org/>

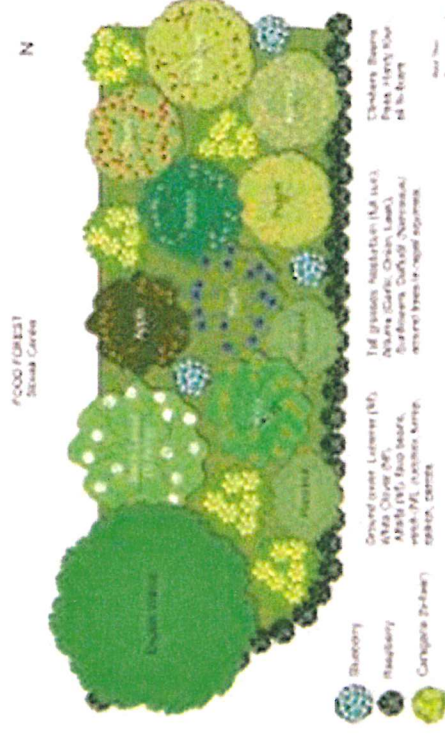
This creates a living system with numerous benefits including: A Welcome Space for Everyone!

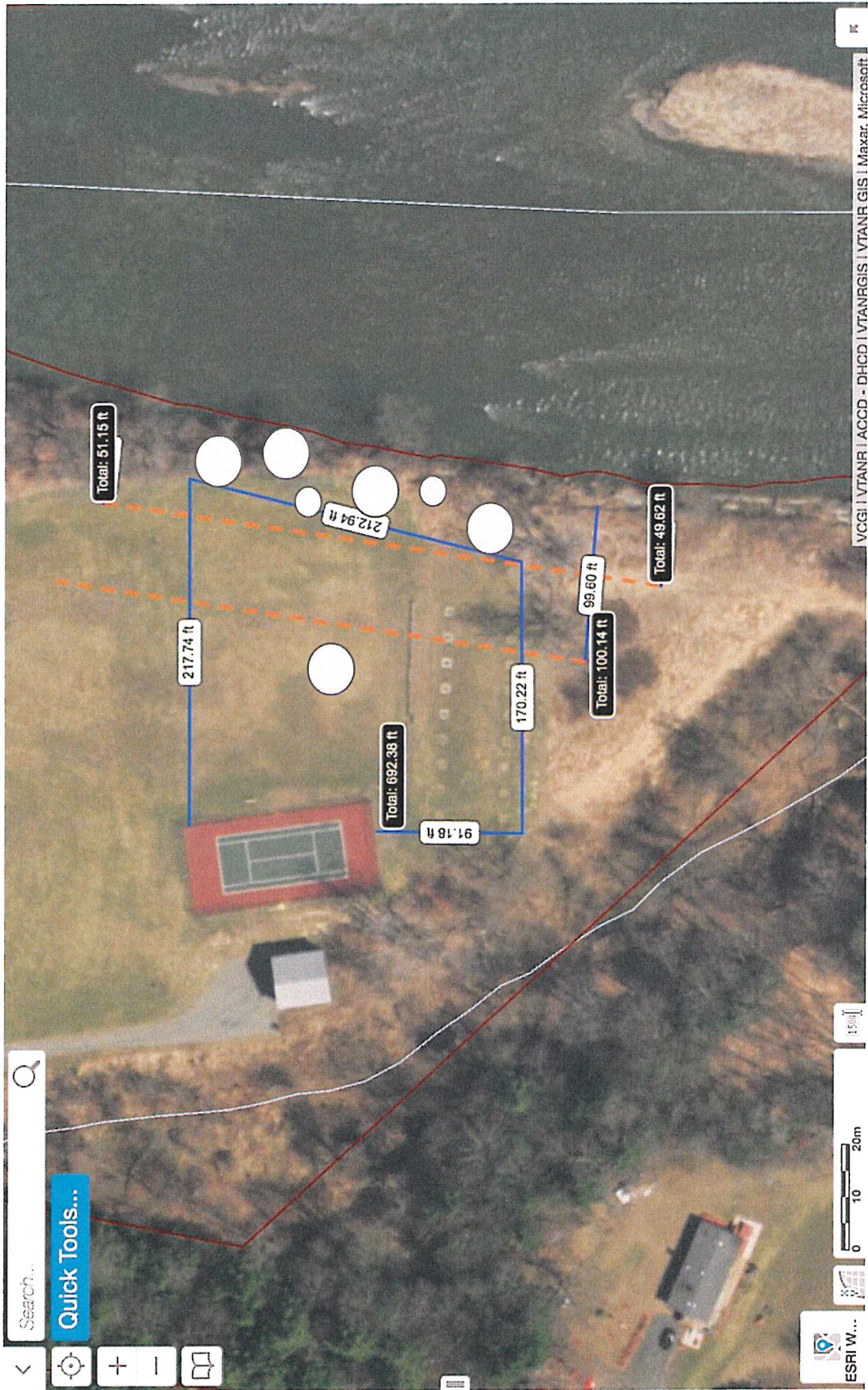


What are the benefits?

This creates a living system with numerous benefits including:

- Wildlife habitat
- Resilient biodiversity
- Abundance of food and medicinal yields
- Carbon sequestration
- Increased tree canopy
- Healthy and stable soils
- Runoff reduction and rainwater infiltration
- Local food security
- Community gathering
- Intergenerational education





Community Collaborators

Resilient Hartford

Hartford Garden Friends

The Apple Corps

The Regeneration Corps

Change the World Kids

Hartford Area Natural Resources
Department

Local Abenaki and Indigenous
individuals and organizations



Maintenance and Long Term Care

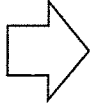
Current Structure:

Resilient Hartford : Liaison with Town of Hartford



Neighborhood Committee

- Care coordination
- Workshops, signage, safety



Youth Groups - Seasonal work parties, demonstrations, workshops

Questions:

- Water - from river and or water collection from the building
- Future Composting

NEEDS:

- Fundraising: The Fundraising Committee is already exploring many option.
 - Pathways, Water catchment system

Timeline:

- Finalize design and species list (Aug 23rd)
- Resilient Hartford Meeting (Aug.25th)
- Community Meeting (September 9th)
- Community Planting (September 25th)

Phase 1:

Community Education
Soil Building
Ecological Species & Design
Design, Mapping, Resource
Collection

Phase 2:

Fall 2021 Planting
Keystone trees & guilds (1-3)
Plant initial riparian area (5-7)

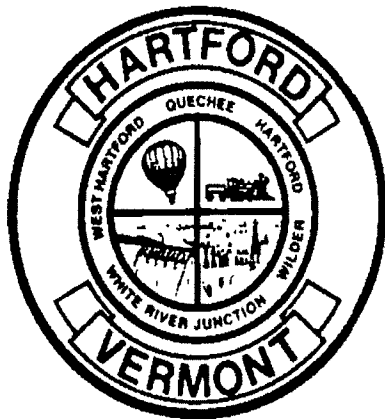
Phase 3:

Spring 2022
Planting
Community Workshops

Onward

Community Run
Collaborative Space for all to
learn from and enjoy!

**HARTFORD, VT
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
Reviewed and updated 3/20 P&R
Reviewed and updated 8/21 P&R

Hartford Parks and Recreation Department Risk Management Manual

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- X. Recreation Program Safety**
- XI. Employee Safety Training**
- XII. Safety Committee(s)**
- XIII. Other Safety Procedures – Continuity of Operations / Work from Home /
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- XIV. Risk Management Accounting Procedures**
- XV. Communications**

Appendixes

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 by the Certified Pool Operator (CPO) 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 under the guidance of the CPO. 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 maintaining (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 are obtained and filed using the on-line reporting of claims on the Vermont League of Cities and Towns Web Page. The form will be submitted electronically and a certified submission copy will be emailed to the reporting staff. The electronic copy must be submitted to 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 are obtained and filed using the on-line reporting of claims on the Vermont League of Cities and Towns Web Page. The form will be submitted electronically and a certified submission copy will be emailed to the reporting staff. The electronic copy must be submitted to the Human Resources Director in the Town Manager's 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. In addition, a first report of injury due to the accident/incident should be filed using the on-line reporting of claims on the Vermont League of Cities and Towns Web Page. The form will be submitted electronically and a certified submission copy will be emailed to the reporting staff. The electronic copy must be submitted to the Town Manager's Office.

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.

VI. Air Quality (Carbon Monoxide & Nitrogen Dioxide Monitoring) Only During Use of Petroleum Fueled Zamboni.

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".

VII. 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.

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.

I. Covid Protocols for Re-Opening and Work from Home Guidelines

CONTINUITY OF OPERATIONS PARKS AND RECREATION RE-OPENING GUIDE

CAMPS

As is, with our scenario, we would have to split 80 weekly campers equally into 3 locations that are available to us with each location having 4 separate groups with each group having a max 7 campers utilizing separate facility amenities. Each of the camp locations will have a max of 28 campers. Each location will be operated as a camp of its own. 28 campers max. 4.5 staff and 3 CIT's for a total of 7.5 staff/CIT at each location. Total occupancy at each location 35.5 with each of the groups at a max of 9. Each of the 3 locations will have a site coordinator to oversee the 4 individual groups within each camp location.

- Returning campers will stay with the assigned group their entire enrollment period. Each staff member will remain with the same assigned group the entire enrollment period through the summer.
- The summer food program will provide snacks and lunch for each camp location. No outside food to be allowed.
- Physical distancing measures, depending on what they are, will have to be addressed and determined if they can be fulfilled with the above guidance in place. Encourage children to be 6 ft apart as much as possible.
- Enhanced cleaning procedures to be incorporated into each camp location. High touch surfaces, including bathrooms to be cleaned every hour or as needed.
- Campers and staff are not allowed to participate or work if they are sick
- Documented temperature checks each morning at check in. Staff and campers.
- Washing of hands upon arrival and following each scheduled activity.
- No use of board games or other toys.
- Gymnasium usage: 6ft distance while playing in the gym. All equipment used will be wiped down with disinfectant after each group use. No more than 2-groups to use the gym at one time. Max of 20.
- Outdoor fields and courts: 6ft distance while playing outside on fields and courts. All equipment used will be wiped down with disinfectant after each group use.

YOUTH SPORT PROGRAMS AND CLASSES

Currently, we are hoping to modify our spring programs and offer them in the summer. In particular baseball/softball and possibly lacrosse.

- Focus on small groups of not more than 12 participants (skill development, drills and small sided game play)
- Participant distancing measures in place.
- Spectator distancing measure in place.
- For instructor led classes, limit size of group depending on space used. Outside space max of 20. Indoor space, 7 participants with max of 10 total occupants depending on the size of the classroom being used. (need a square footage to work with)
- Documented temperature checks prior to entering the class or program.
- Participant, instructors and coach volunteers are not allowed to participate if they are sick.
- Washing of hands upon arrival and following each class.
- Each class to be provided hand sanitizer for participants to use.

SPECIAL EVENTS – CONCERTS, MOVIES IN THE PARK

Department will work with our local Health Officer to offer recommendations and any requirements for offering the special event program.

- Summer Concert Series – Provide social distancing guidance to folks participating. Families are allowed to gather together. Families and other spectators to be separated by 6ft distancing.
- Movie in the park – Provide a drive in movie, possibly at Lyman Park or provide the program with similar social distancing guidance used with Summer Concerts.
- Hurricane Hill Trail Run – Possibility to stagger starts to separate participants. No gathering for awards. Awards will be drawn and published for winner pick up at the Parks and Rec Office.
- Independence Day Celebration – Likely cancel due to inability to control mass crowding and lack of spectator viewing area for individual community observation.
- Glory Days – Cancel unless recommendations are made to downsize ride offerings. No entertainment or food vendors to be provided.

- Balloon Festival – Assist with parking under the recommendation of the local Health Officer.

OFFICE OPERATIONS

- Open regular hours once the Stay Home-Stay Safe Order is released.
- Encourage paperless interactions with patrons. Push on-line registrations.
- Install credit card swipe outside the customer counter.
- Keep glass sliding doors closed during all transactions.
- Provide hand sanitizer for the patrons and staff at the customer counter.
- Disinfect counter hourly or as needed.
- Disinfect multi-user keyboards and any phones after each use.

PARK OPERATIONS

- See Park Maintenance Manual for Covid Operations
- Public Bathrooms, when opened, must be cleaned twice per-day. Once in the morning upon staff arrival and prior to staff departure.
- Portable toilet stations are to have all touch points cleaned daily as required by the Public Health Department.
- Use of Tennis Courts will require patrons to maintain 6ft. of physical distance while playing tennis and/or pickleball.
- Use of Basketball Courts recommends distancing during play and limiting to 6 persons per-court.

PARK RENTALS

- Seek guidance from local Health Officer to determine group usage.
- Approved group size will determine the permitted usage allowed for public park rentals.

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

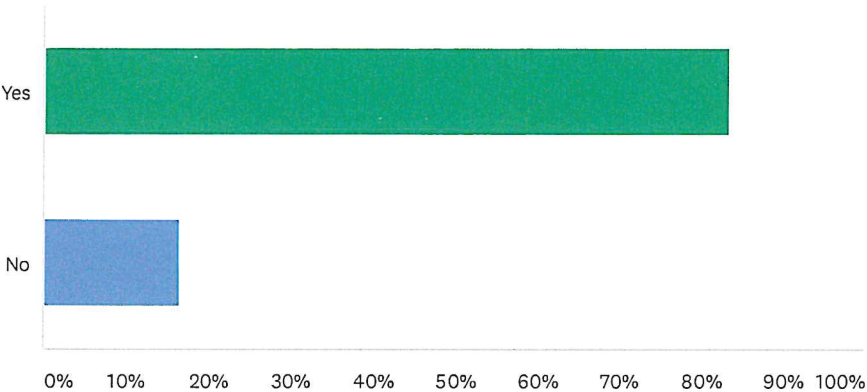
- A. For the protection and recovery of electronic files the Department will conduct the following procedures: 1) weekly full backups, daily incremental backups, and continuous cloud backups. 2) Copies of backups are created and stored both onsite and offsite including the cloud. 3) Full backups are 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)

Q1 Have you or other members of your household participated in any programs offered by the Town's Parks and Recreation Department during the past 24 months?

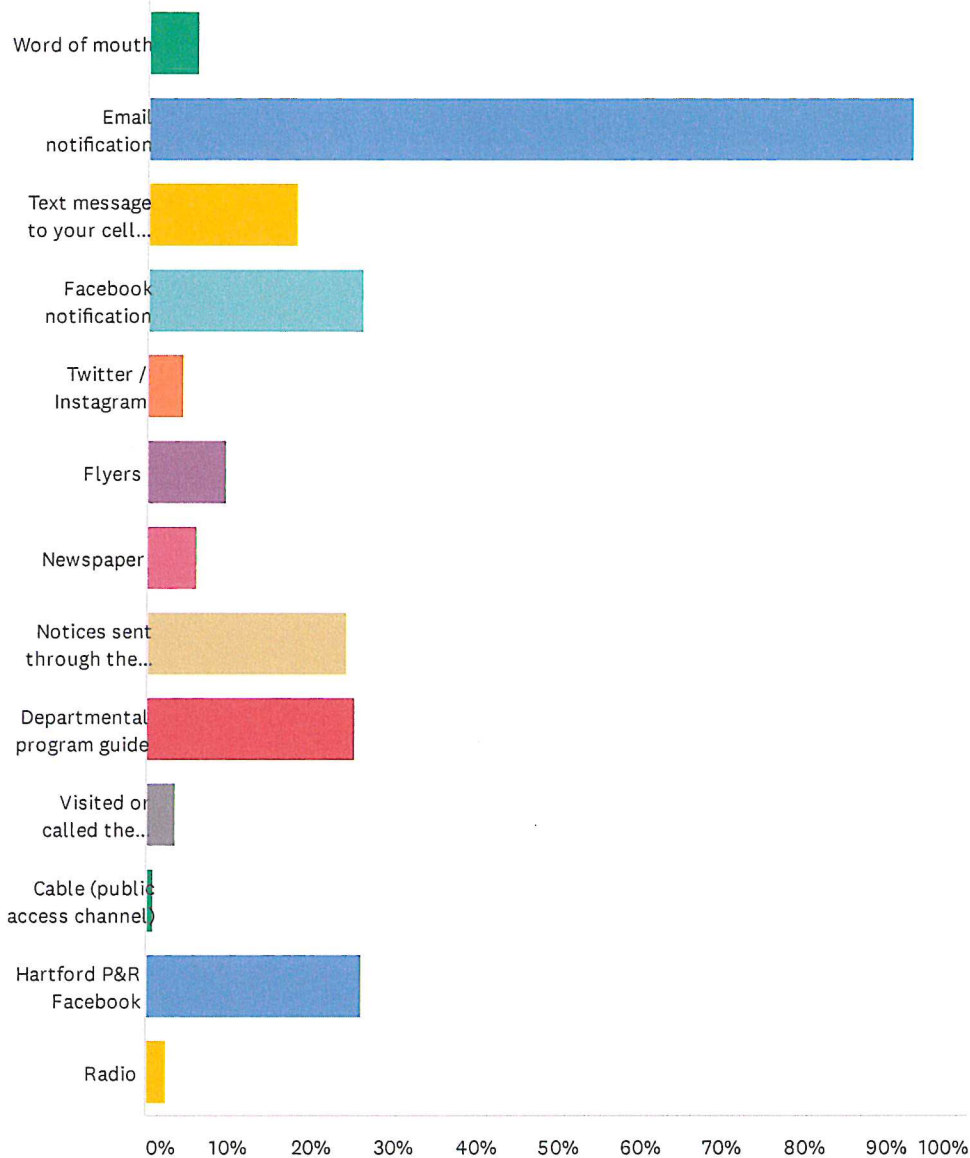
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ANSWER CHOICES	RESPONSES	
Yes	83.48%	96
No	16.52%	19
TOTAL		115

Q2 What is the best way to communicate information about parks and recreation programs and other information to your household

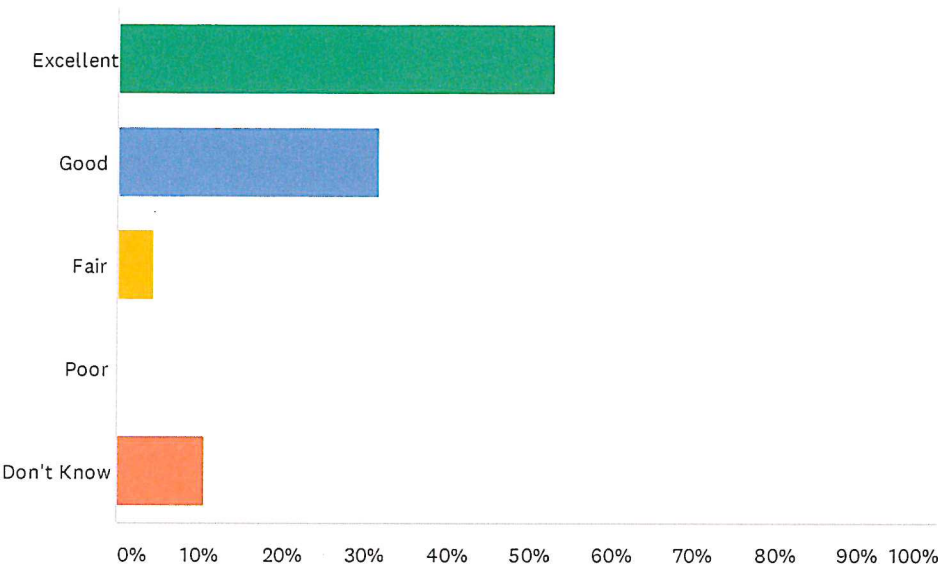
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ANSWER CHOICES	RESPONSES	
Word of mouth	6.09%	7
Email notification	93.04%	107
Text message to your cell phone	18.26%	21
Facebook notification	26.09%	30
Twitter / Instagram	4.35%	5
Flyers	9.57%	11
Newspaper	6.09%	7
Notices sent through the school	24.35%	28
Departmental program guide	25.22%	29
Visited or called the Department	3.48%	4
Cable (public access channel)	0.87%	1
Hartford P&R Facebook	26.09%	30
Radio	2.61%	3
Total Respondents: 115		

Q3 How would you rate the overall quality of the recreation programs you and members of your household participated in?

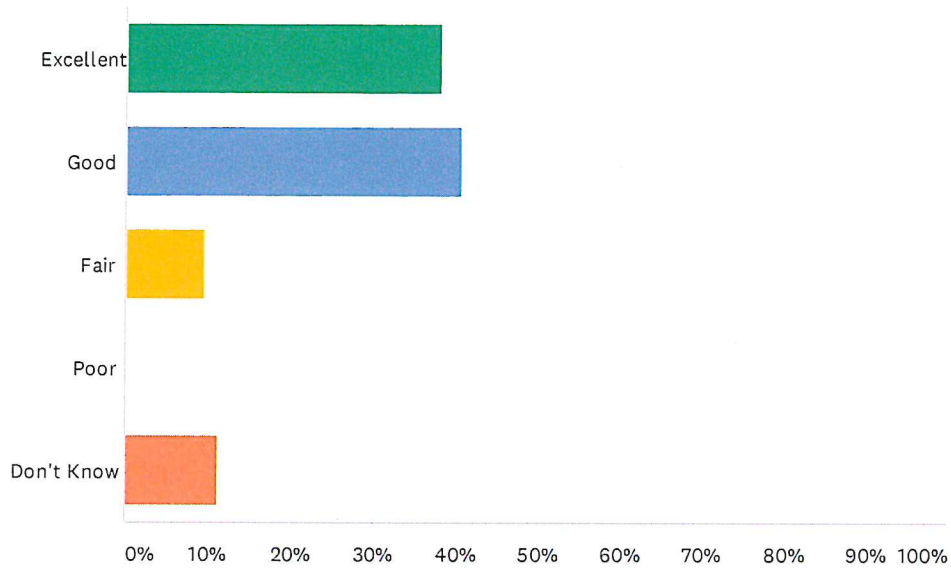
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ANSWER CHOICES	RESPONSES	
Excellent	53.10%	60
Good	31.86%	36
Fair	4.42%	5
Poor	0.00%	0
Don't Know	10.62%	12
TOTAL		113

Q4 How would you rate your overall satisfaction with the availability of family events and activities offered in the Town of Hartford?

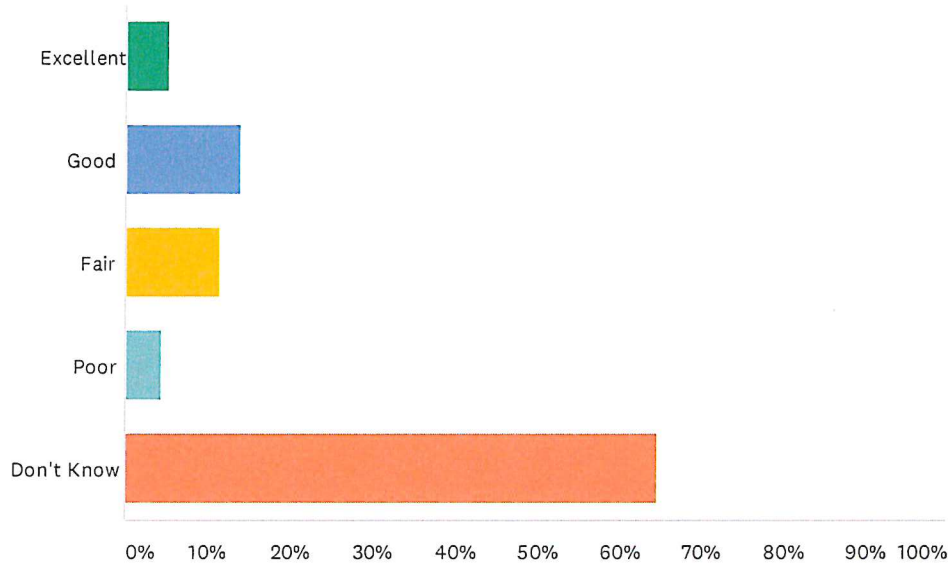
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ANSWER CHOICES	RESPONSES	
Excellent	38.26%	44
Good	40.87%	47
Fair	9.57%	11
Poor	0.00%	0
Don't Know	11.30%	13
TOTAL		115

Q5 How would you rate your overall satisfaction with the availability of age 50+ activities?

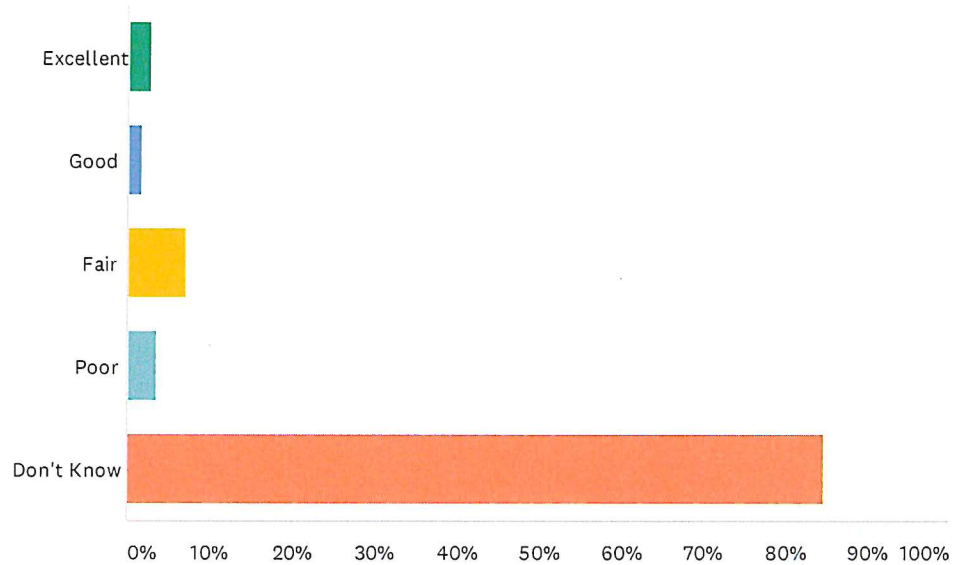
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ANSWER CHOICES	RESPONSES	
Excellent	5.26%	6
Good	14.04%	16
Fair	11.40%	13
Poor	4.39%	5
Don't Know	64.91%	74
TOTAL		114

Q6 How would you rate your overall satisfaction with the availability of infant/toddler events and activities?

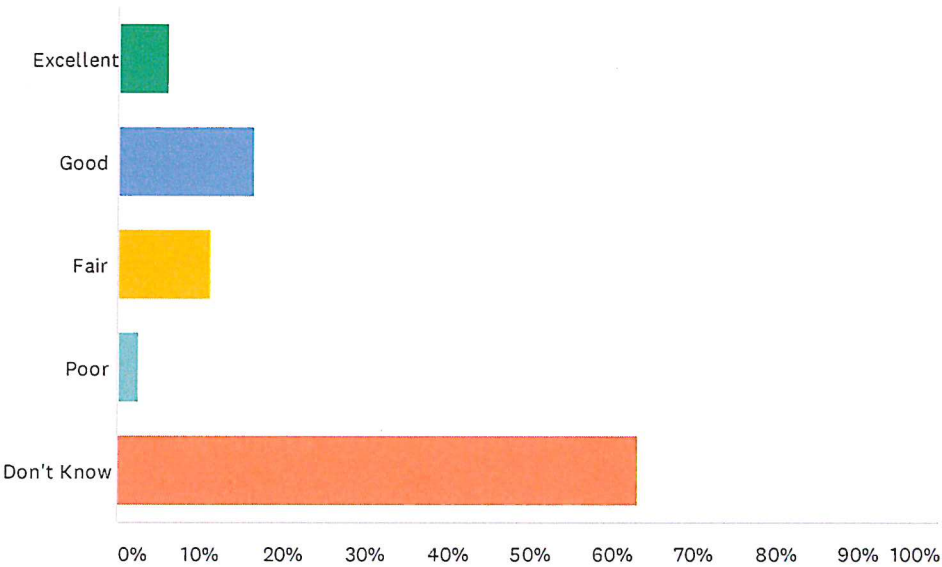
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ANSWER CHOICES	RESPONSES	
Excellent	2.65%	3
Good	1.77%	2
Fair	7.08%	8
Poor	3.54%	4
Don't Know	84.96%	96
TOTAL		113

Q7 How would you rate your overall satisfaction with the availability of teenage programs, events and activities?

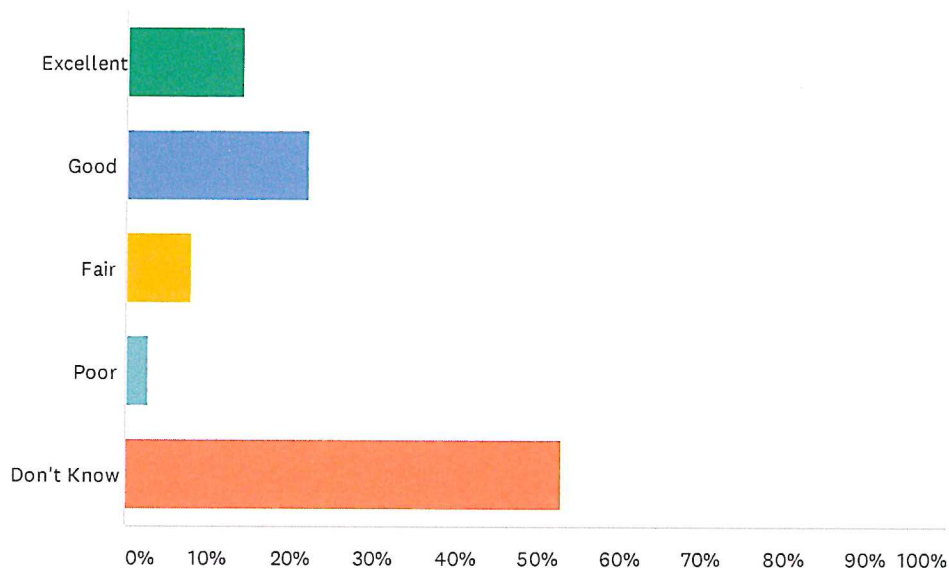
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ANSWER CHOICES	RESPONSES	
Excellent	6.09%	7
Good	16.52%	19
Fair	11.30%	13
Poor	2.61%	3
Don't Know	63.48%	73
TOTAL		115

Q8 How would you rate your overall satisfaction with the availability of adult athletic programs and activities?

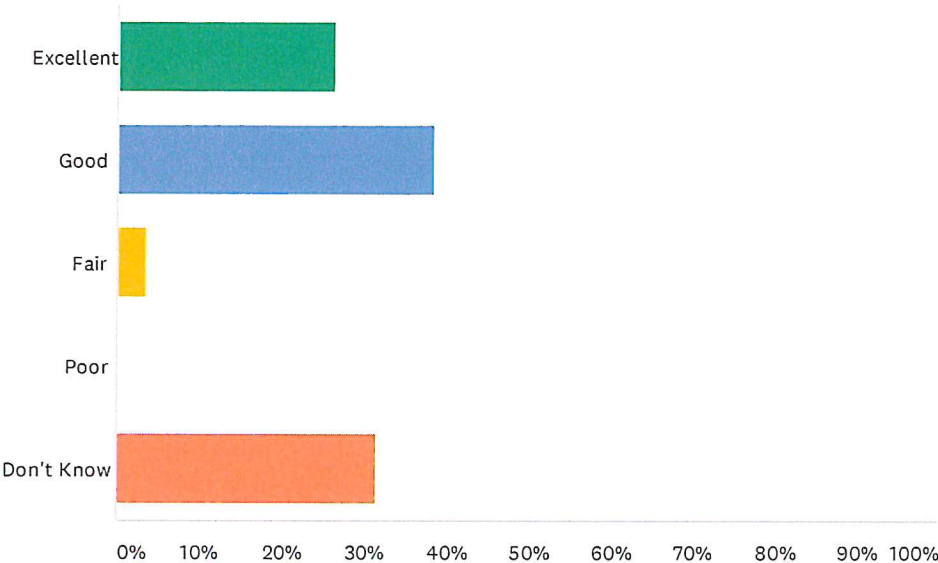
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ANSWER CHOICES	RESPONSES	
Excellent	14.16%	16
Good	22.12%	25
Fair	7.96%	9
Poor	2.65%	3
Don't Know	53.10%	60
TOTAL		113

Q9 How would you rate your overall satisfaction with the availability of youth athletic programs and activities?

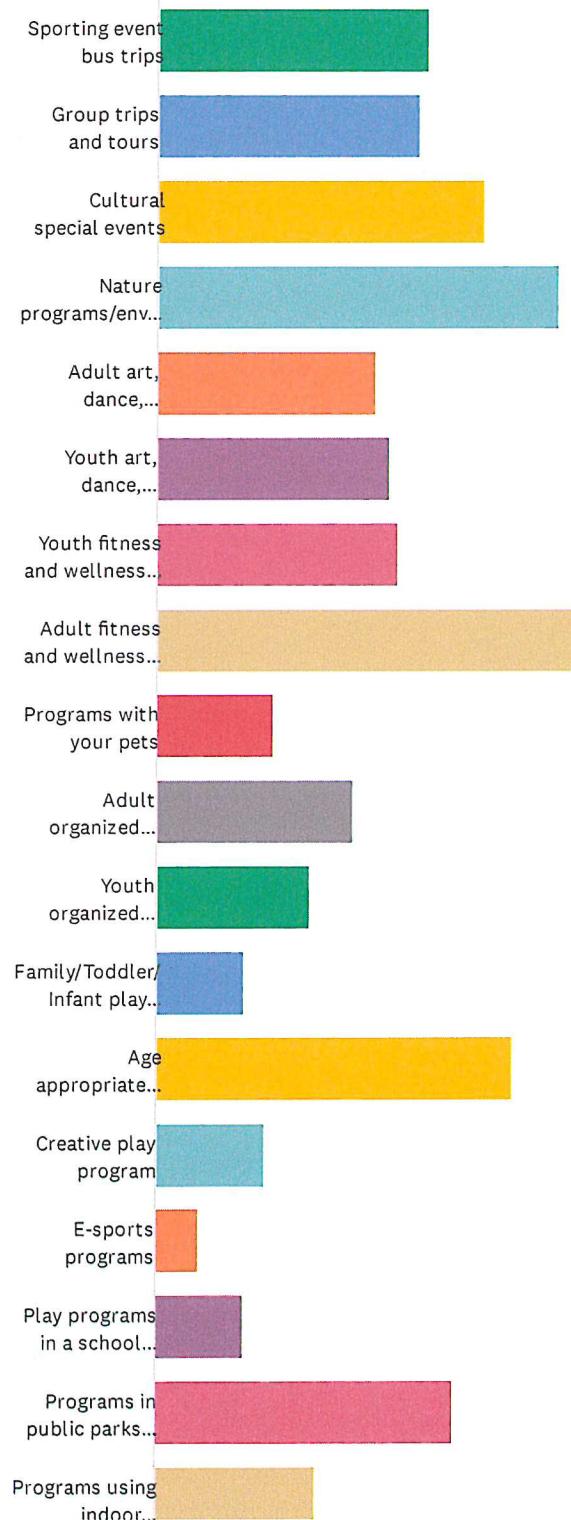
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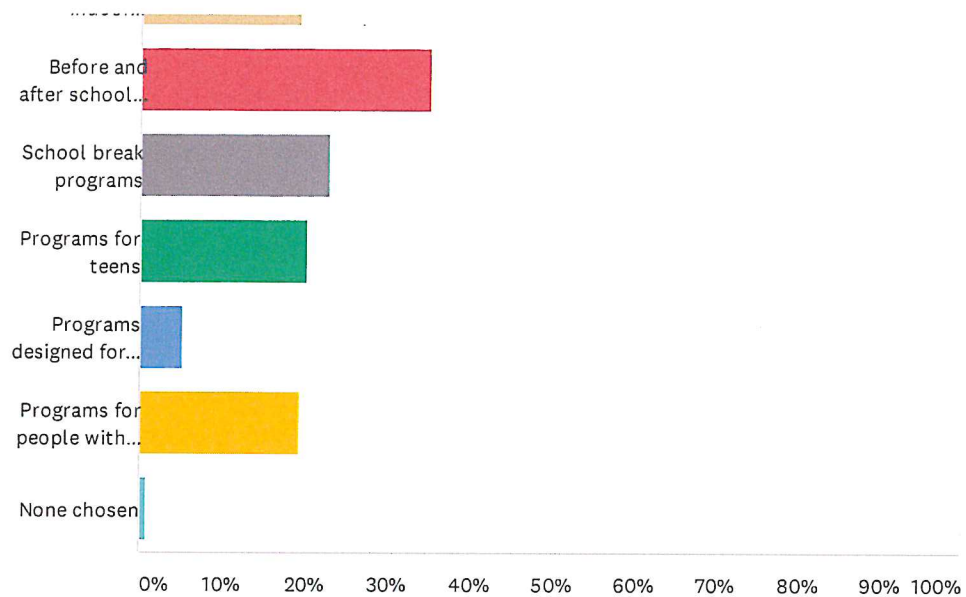


ANSWER CHOICES	RESPONSES	
Excellent	26.32%	30
Good	38.60%	44
Fair	3.51%	4
Poor	0.00%	0
Don't Know	31.58%	36
TOTAL		114

Q10 What additional types of programs would you like to see the Hartford Parks & Recreation Department offer you and your family (Please check all that apply to you and your family).

Answered: 113 Skipped: 2

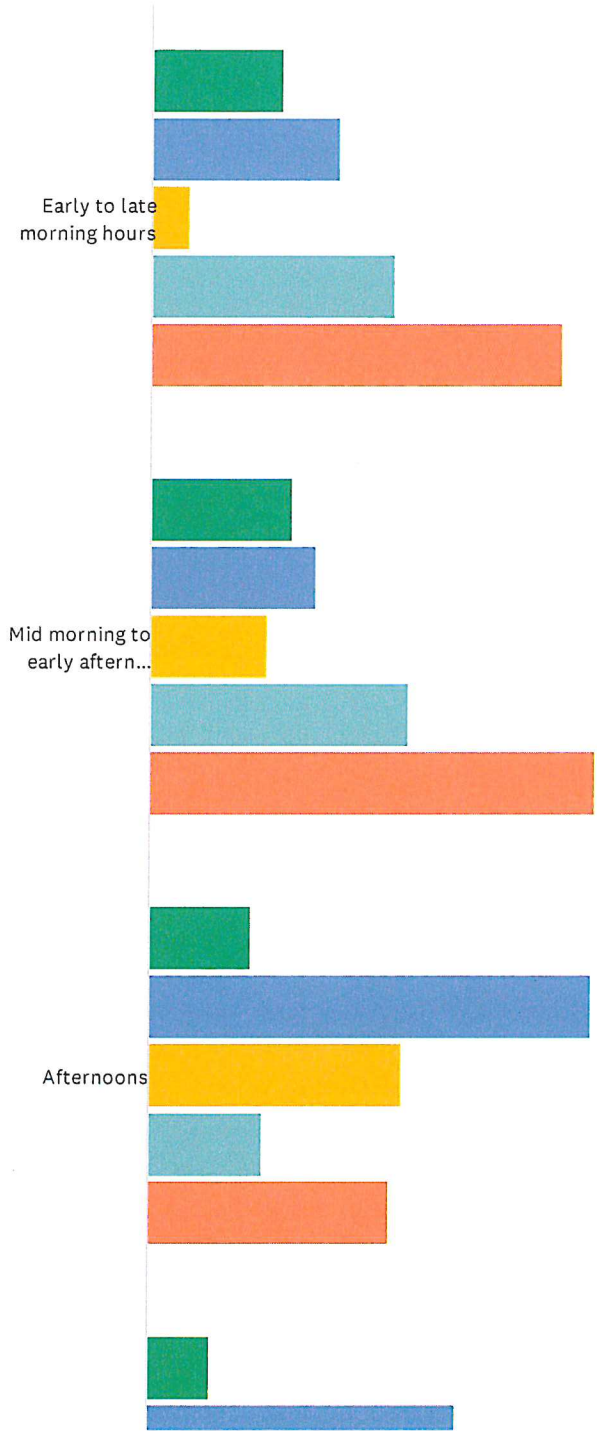


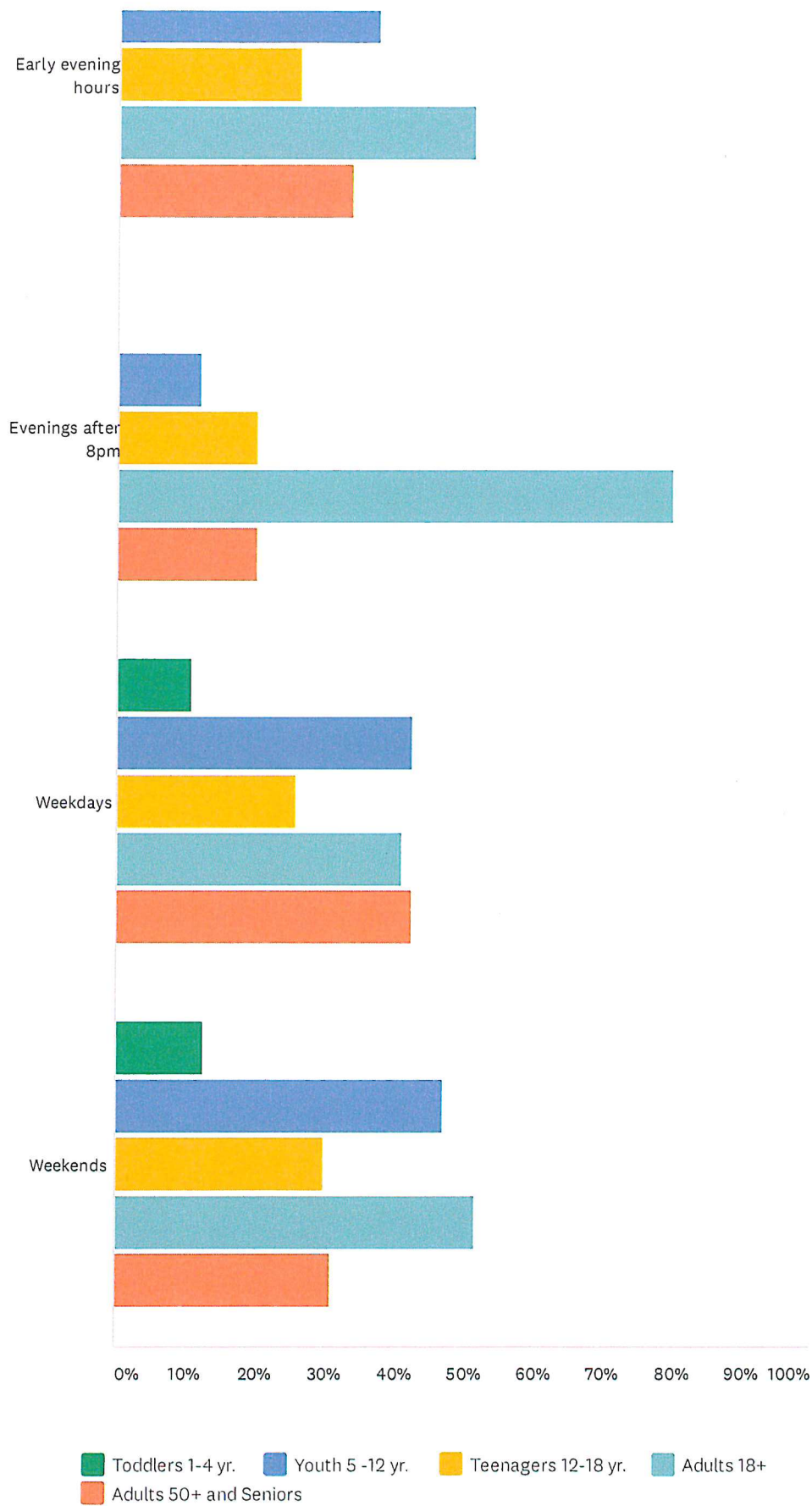


ANSWER CHOICES	RESPONSES	
Sporting event bus trips	32.74%	37
Group trips and tours	31.86%	36
Cultural special events	39.82%	45
Nature programs/environmental education	48.67%	55
Adult art, dance, performing arts	26.55%	30
Youth art, dance, performing arts	28.32%	32
Youth fitness and wellness programs	29.20%	33
Adult fitness and wellness programs	51.33%	58
Programs with your pets	14.16%	16
Adult organized athletic programs	23.89%	27
Youth organized athletic programs	18.58%	21
Family/Toddler/Infant play hours for socializing	10.62%	12
Age appropriate programs such as cooking, arts and crafts, parent & me sport programs	43.36%	49
Creative play program	13.27%	15
E-sports programs	5.31%	6
Play programs in a school facility during school hours	10.62%	12
Programs in public parks such as exercise, field and court programs	36.28%	41
Programs using indoor facilities such as exercise, wrestling, court activities and games	19.47%	22
Before and after school programs	35.40%	40
School break programs	23.01%	26
Programs for teens	20.35%	23
Programs designed for homeschooled children	5.31%	6
Programs for people with disabilities and other needs	19.47%	22
None chosen	0.88%	1
Total Respondents: 113		

Q11 If the availability of additional programs for toddlers, youth, teenagers, senior citizens and 50+ programs are important to you and your family, please tell us the best time during a typical week for you and your family to participate in the age categories listed. Please check all that apply to your household.

Answered: 110 Skipped: 5

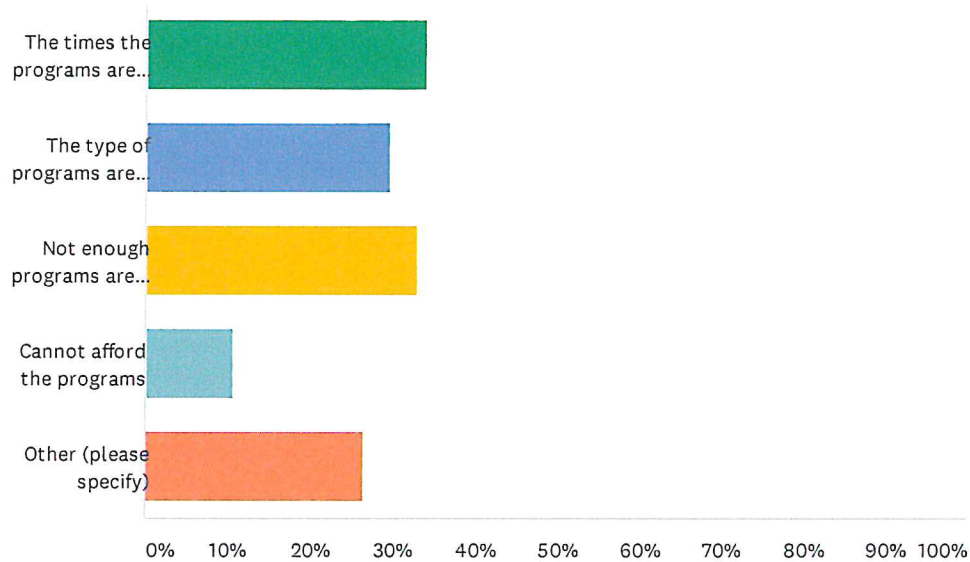




	TODDLERS 1-4 YR.	YOUTH 5 -12 YR.	TEENAGERS 12-18 YR.	ADULTS 18+	ADULTS 50+ AND SENIORS	TOTAL RESPONDENTS
Early to late morning hours	15.91% 7	22.73% 10	4.55% 2	29.55% 13	50.00% 22	44
Mid morning to early afternoon hours	17.14% 6	20.00% 7	14.29% 5	31.43% 11	54.29% 19	35
Afternoons	12.31% 8	53.85% 35	30.77% 20	13.85% 9	29.23% 19	65
Early evening hours	7.50% 6	37.50% 30	26.25% 21	51.25% 41	33.75% 27	80
Evenings after 8pm	0.00% 0	12.00% 3	20.00% 5	80.00% 20	20.00% 5	25
Weekdays	10.61% 7	42.42% 28	25.76% 17	40.91% 27	42.42% 28	66
Weekends	12.64% 11	47.13% 41	29.89% 26	51.72% 45	31.03% 27	87

Q12 Knowing what you do know about the Department's family, infant/toddler, youth, teen, 50+ programs, what are the barriers, if any, that may keep you from participating.

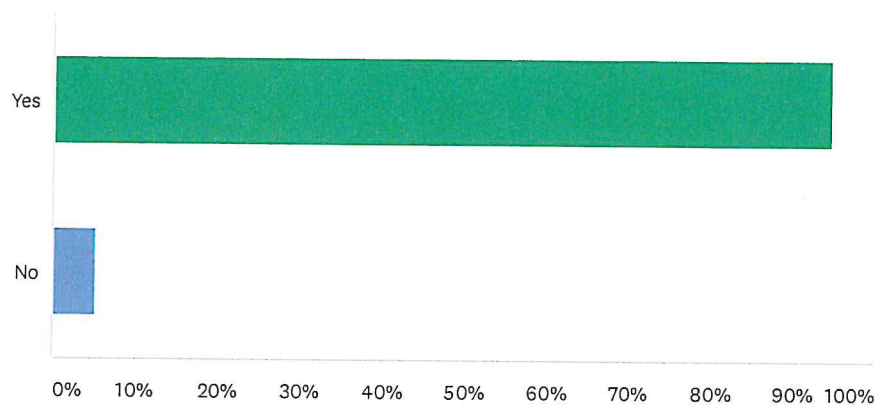
Answered: 94 Skipped: 21



ANSWER CHOICES	RESPONSES	
The times the programs are offered	34.04%	32
The type of programs are not offered during the time I wish to participate	29.79%	28
Not enough programs are being offered	32.98%	31
Cannot afford the programs	10.64%	10
Other (please specify)	26.60%	25
Total Respondents: 94		

Q13 Have you or members of your household visited any of the Towns parks and recreation facilities during the past 12 months?

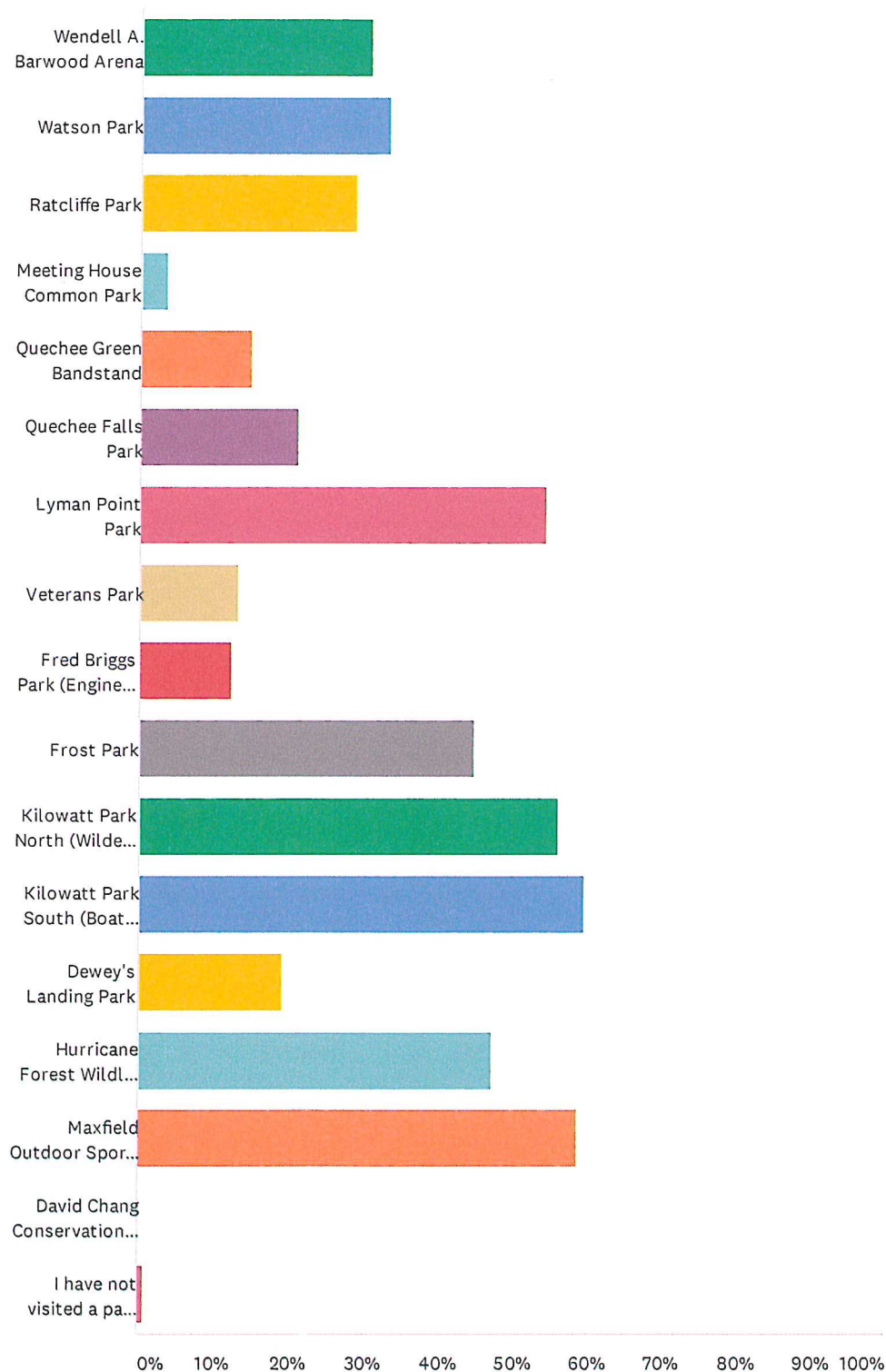
Answered: 114 Skipped: 1

**ANSWER CHOICES****RESPONSES**

Yes	94.74%	108
No	5.26%	6
TOTAL		114

Q14 Please check the municipal parks and facilities that you and/or your members of your household have visited over the past 12 months.

Answered: 114 Skipped: 1



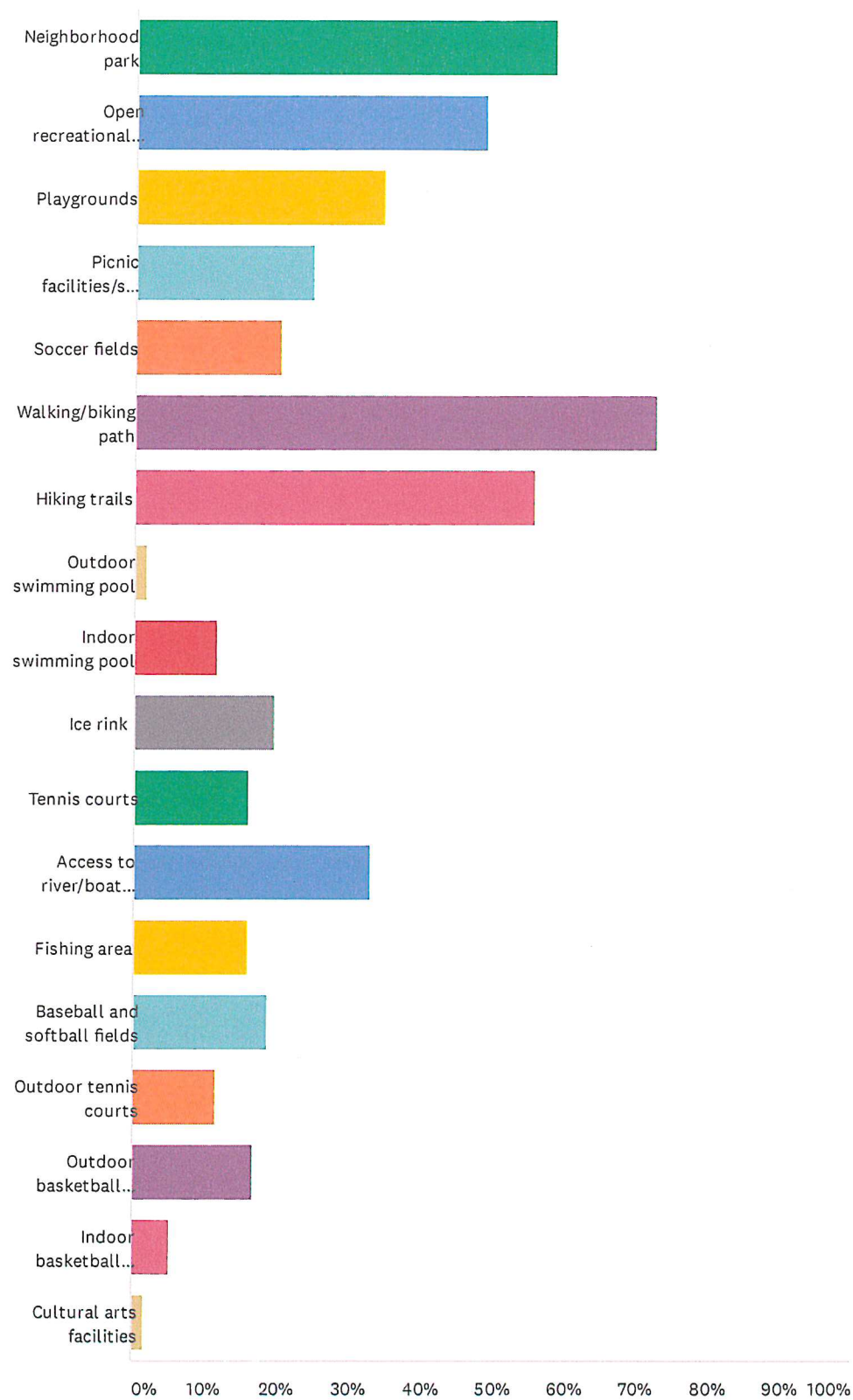
2021 Community Wide Parks and Recreation Survey

SurveyMonkey

ANSWER CHOICES	RESPONSES	
Wendell A. Barwood Arena	30.70%	35
Watson Park	33.33%	38
Ratcliffe Park	28.95%	33
Meeting House Common Park	3.51%	4
Quechee Green Bandstand	14.91%	17
Quechee Falls Park	21.05%	24
Lyman Point Park	54.39%	62
Veterans Park	13.16%	15
Fred Briggs Park (Engine 494)	12.28%	14
Frost Park	44.74%	51
Kilowatt Park North (Wilder Picnic Area)	56.14%	64
Kilowatt Park South (Boat Landing & Athletic Field)	59.65%	68
Dewey's Landing Park	19.30%	22
Hurricane Forest Wildlife Refuge Park	47.37%	54
Maxfield Outdoor Sports Complex	58.77%	67
David Chang Conservation Area	0.00%	0
I have not visited a park or facility	0.88%	1
Total Respondents: 114		

Q15 Please tell us by choosing the various type of recreational facilities that you and members of your household have visited in the Town during the past 12 months.

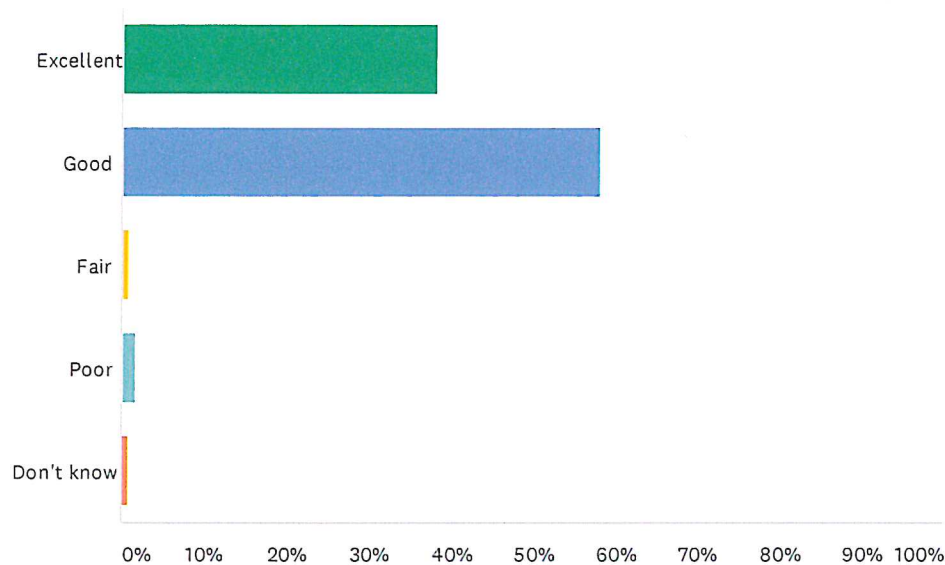
Answered: 113 Skipped: 2



ANSWER CHOICES	RESPONSES	
Neighborhood park	58.41%	66
Open recreational space	48.67%	55
Playgrounds	34.51%	39
Picnic facilities/shelters	24.78%	28
Soccer fields	20.35%	23
Walking/biking path	72.57%	82
Hiking trails	55.75%	63
Outdoor swimming pool	1.77%	2
Indoor swimming pool	11.50%	13
Ice rink	19.47%	22
Tennis courts	15.93%	18
Access to river/boat kayak launch	32.74%	37
Fishing area	15.93%	18
Baseball and softball fields	18.58%	21
Outdoor tennis courts	11.50%	13
Outdoor basketball courts	16.81%	19
Indoor basketball courts	5.31%	6
Cultural arts facilities	1.77%	2
Total Respondents: 113		

Q16 Overall, how would you rate the physical condition of the facilities and parks that you and members of your household have visited over the past 12 months?

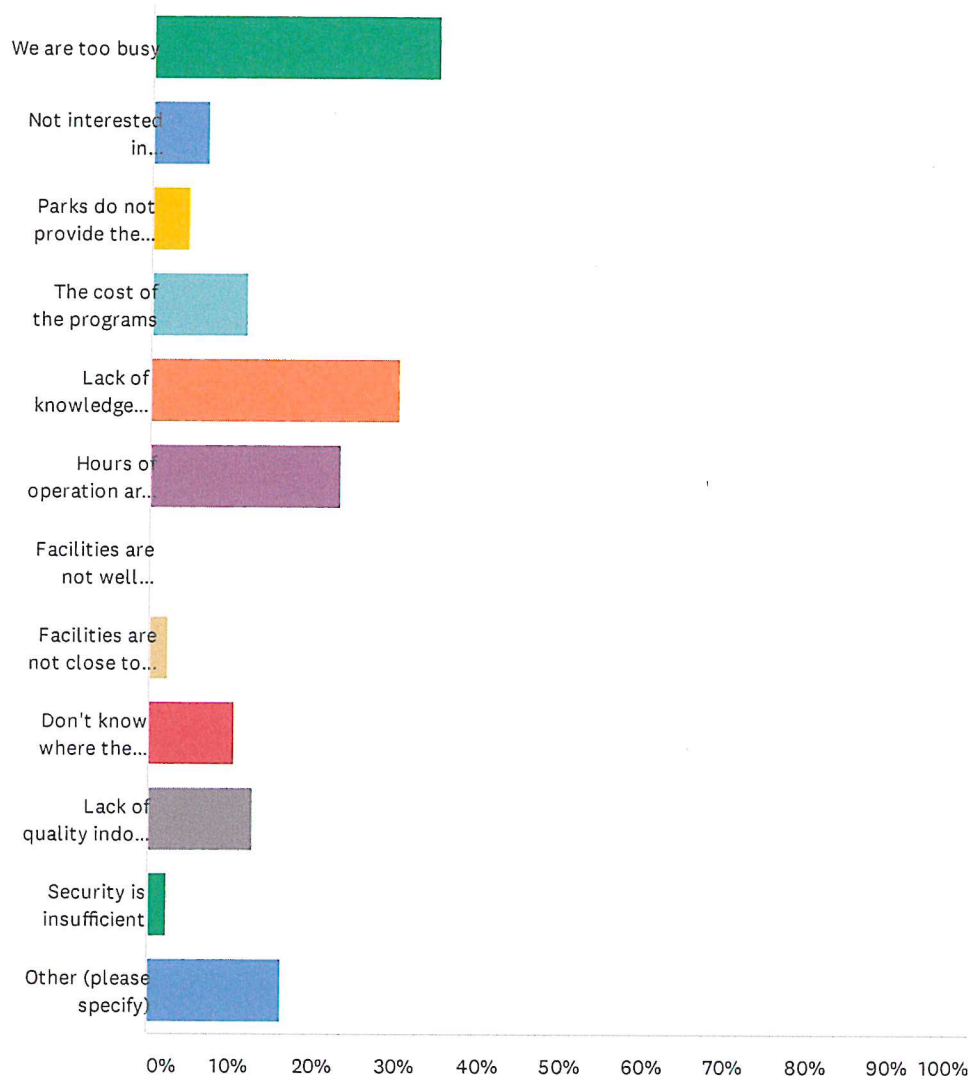
Answered: 115 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	38.26%	44
Good	58.26%	67
Fair	0.87%	1
Poor	1.74%	2
Don't know	0.87%	1
TOTAL		115

Q17 What barriers keep you from participating in parks and rec activities?

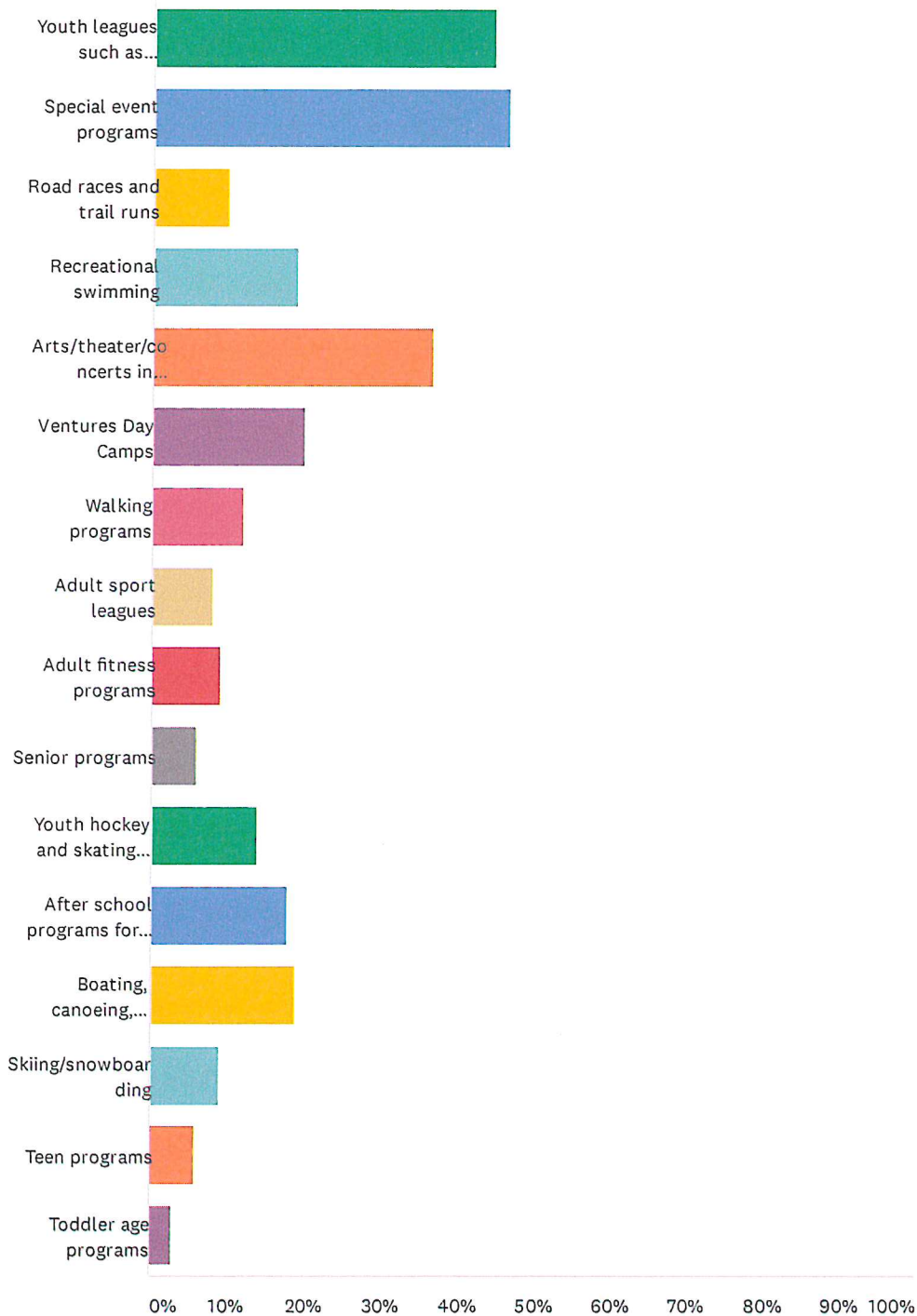
Answered: 86 Skipped: 29



ANSWER CHOICES	RESPONSES	
We are too busy	34.88%	30
Not interested in participating	6.98%	6
Parks do not provide the facilities we need	4.65%	4
The cost of the programs	11.63%	10
Lack of knowledge regarding the services	30.23%	26
Hours of operation are not convenient to me or my family	23.26%	20
Facilities are not well maintained	0.00%	0
Facilities are not close to my home	2.33%	2
Don't know where the facilities are located	10.47%	9
Lack of quality indoor recreation areas	12.79%	11
Security is insufficient	2.33%	2
Other (please specify)	16.28%	14
Total Respondents: 86		

Q18 Please check off below the various type of recreational programs in the Town that you or members of your household have participated in during the past 2 years.

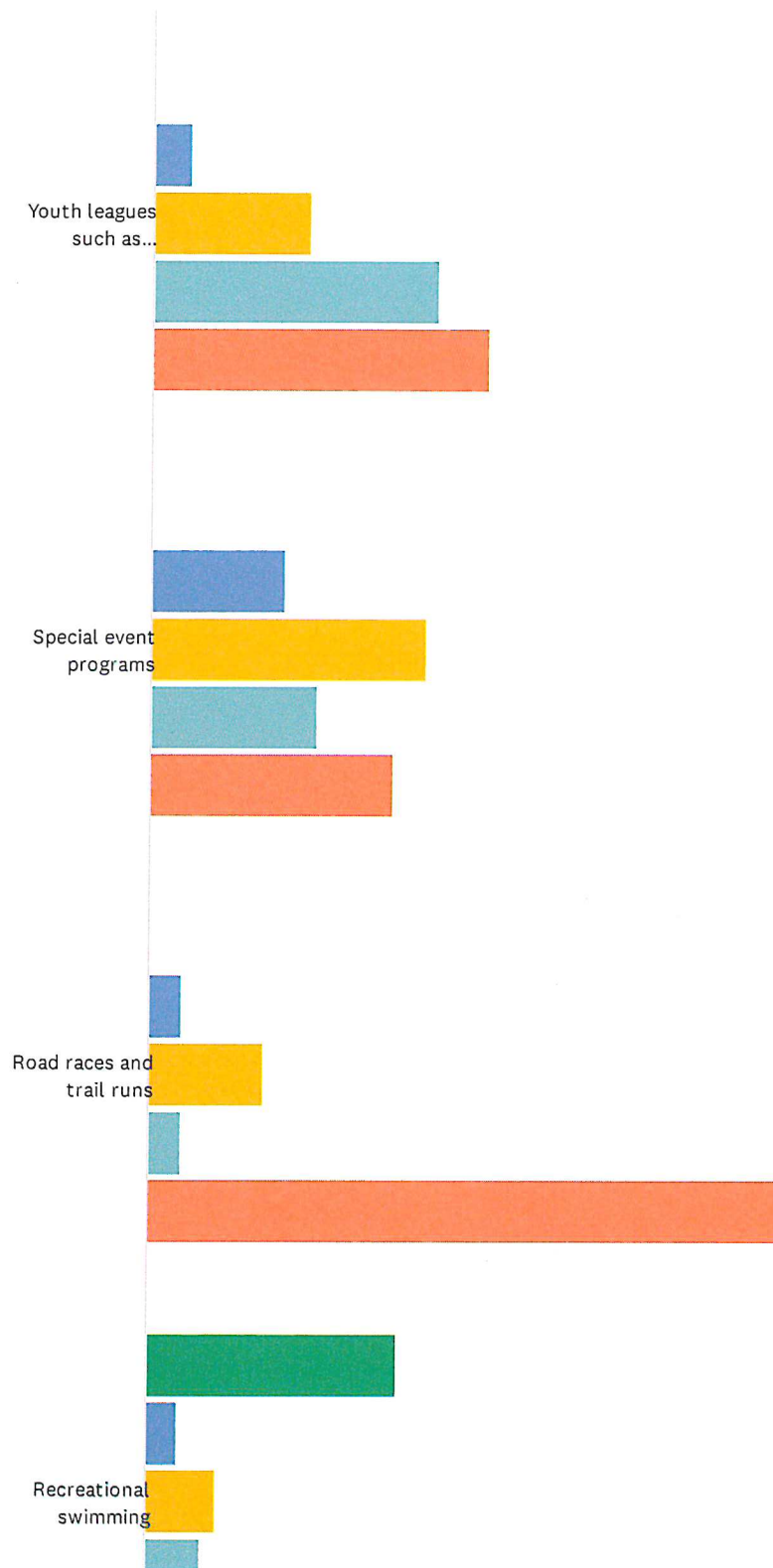
Answered: 101 Skipped: 14

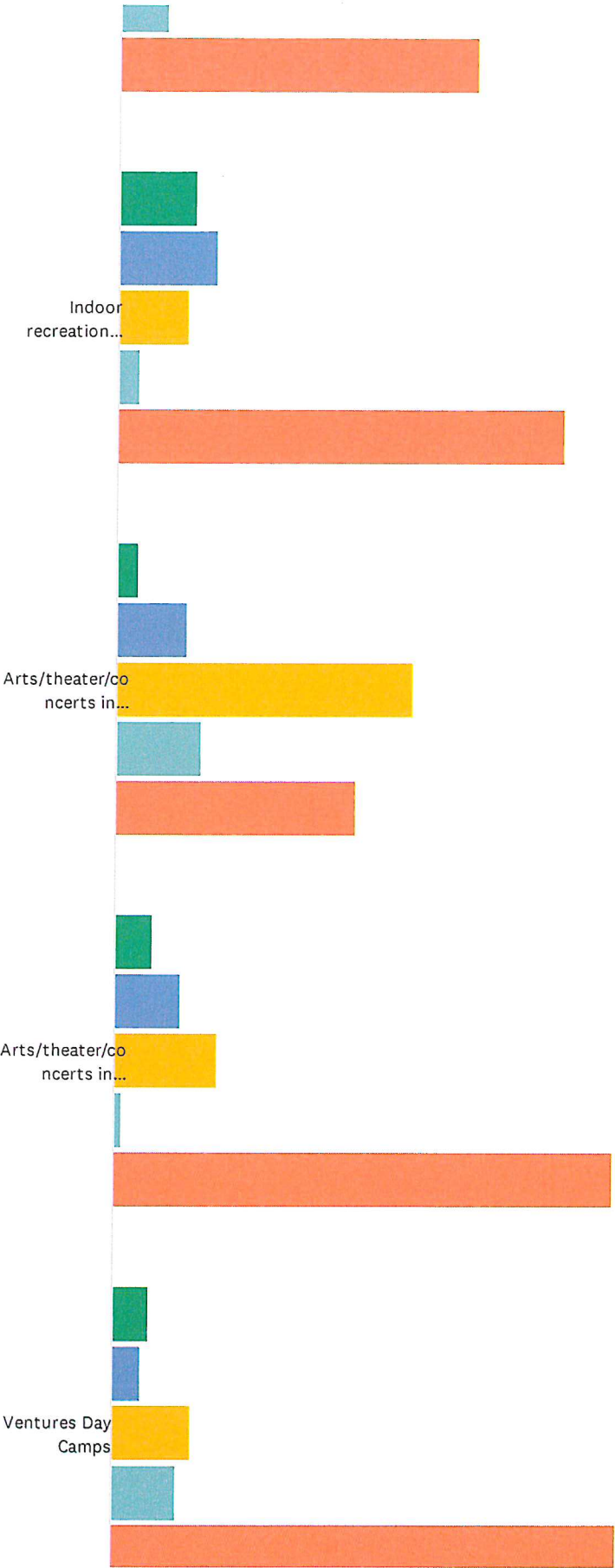


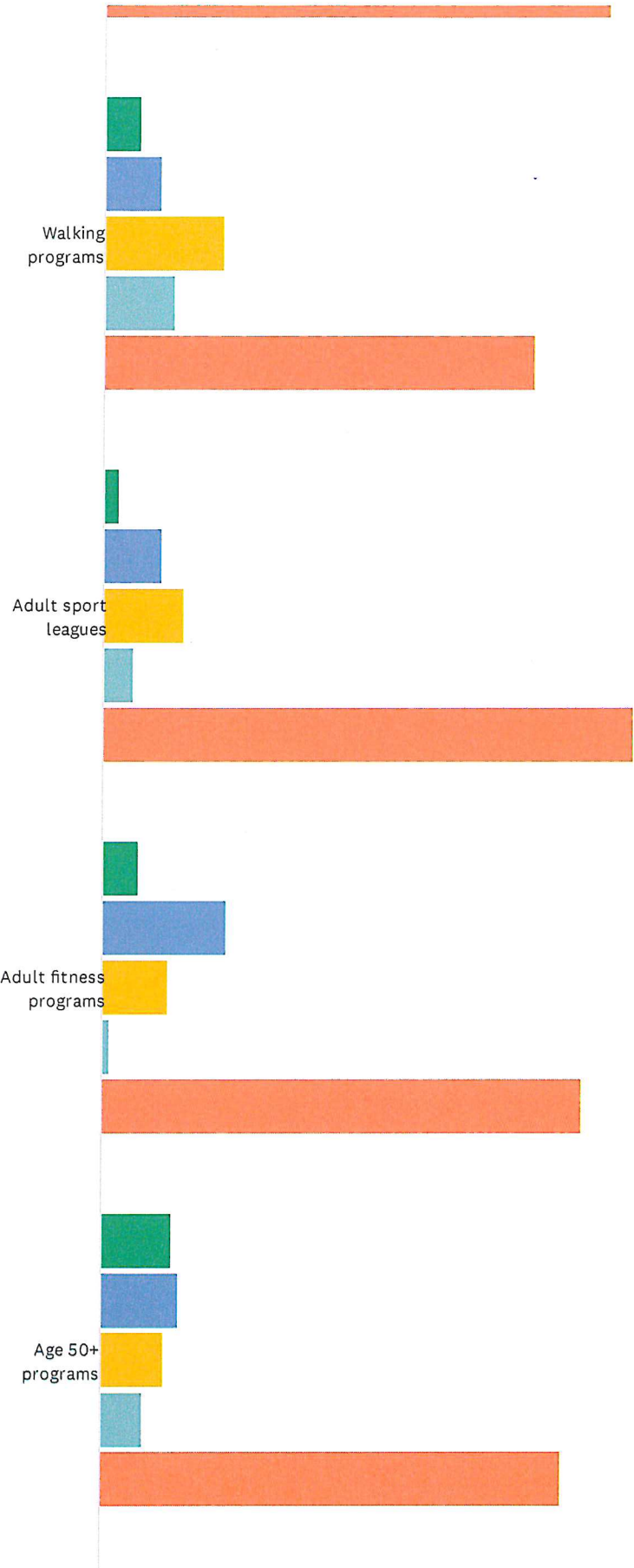
ANSWER CHOICES	RESPONSES	
Youth leagues such as Baseball/ Softball/ Soccer/Basketball/Football/Lacrosse	44.55%	45
Special event programs	46.53%	47
Road races and trail runs	9.90%	10
Recreational swimming	18.81%	19
Arts/theater/concerts in public parks	36.63%	37
Ventures Day Camps	19.80%	20
Walking programs	11.88%	12
Adult sport leagues	7.92%	8
Adult fitness programs	8.91%	9
Senior programs	5.94%	6
Youth hockey and skating programs	13.86%	14
After school programs for youth	17.82%	18
Boating, canoeing, kayaking	18.81%	19
Skiing/snowboarding	8.91%	9
Teen programs	5.94%	6
Toddler age programs	2.97%	3
Total Respondents: 101		

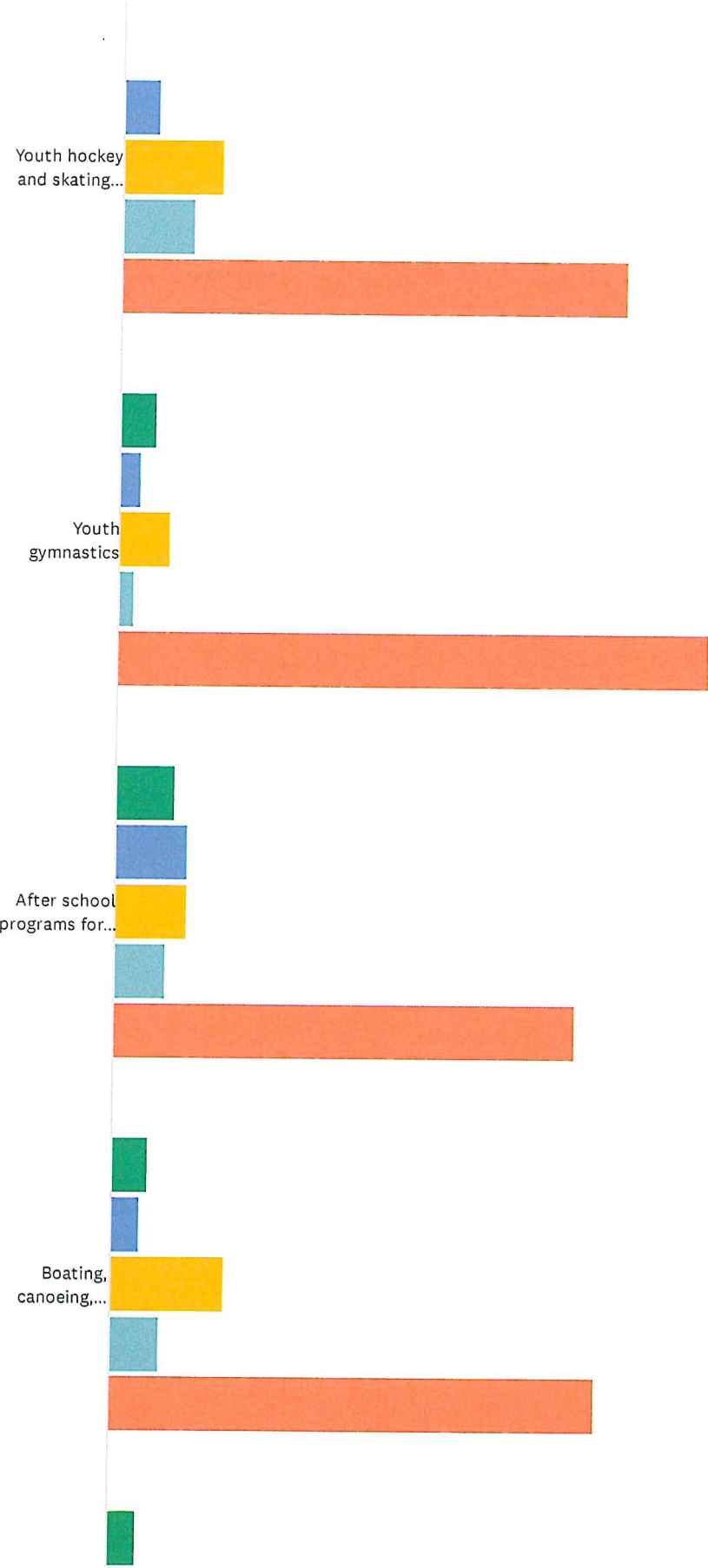
Q19 Overall, how satisfied are you with the availability of various recreational and sport programs in the Town of Hartford?

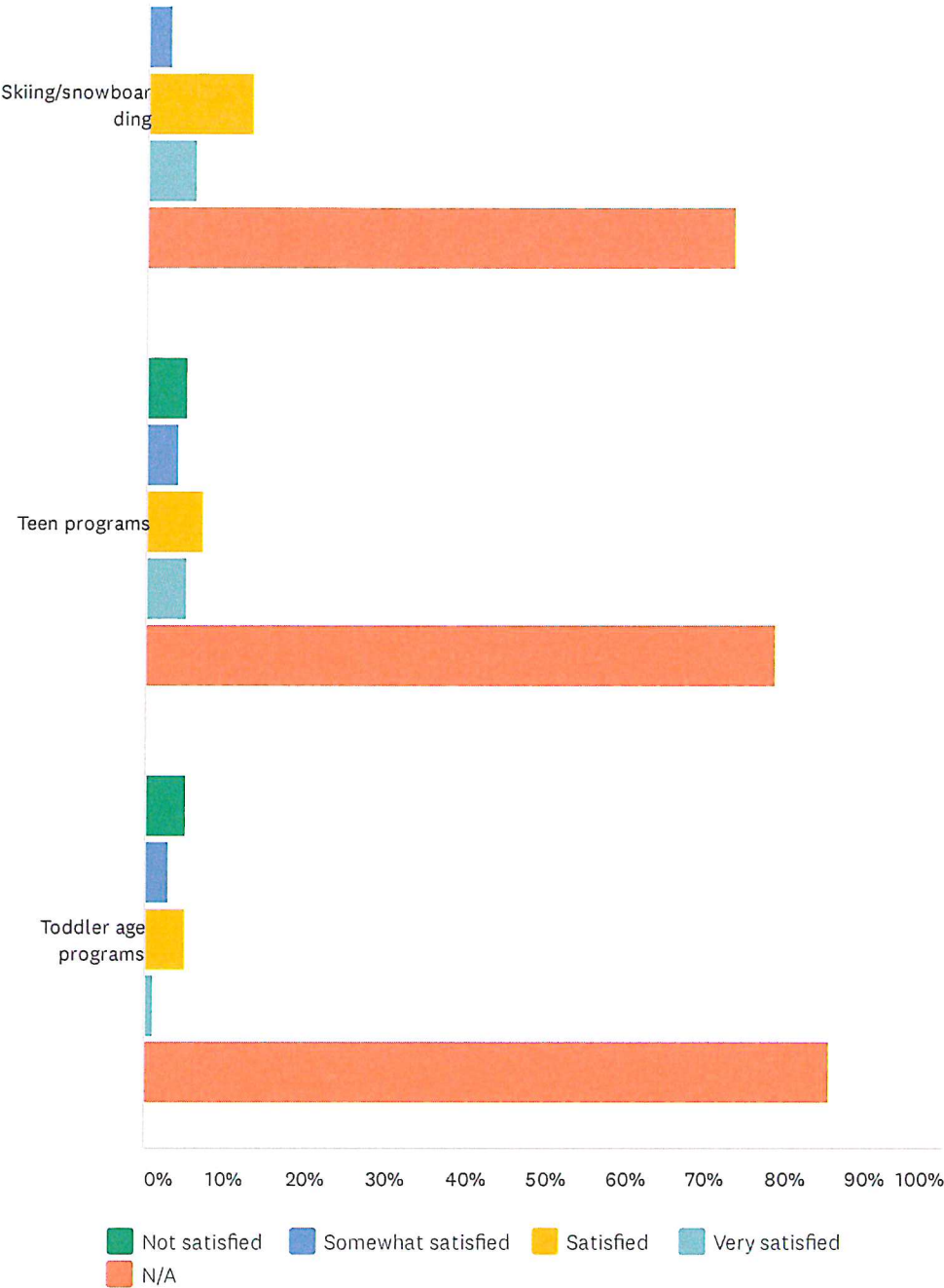
Answered: 112 Skipped: 3











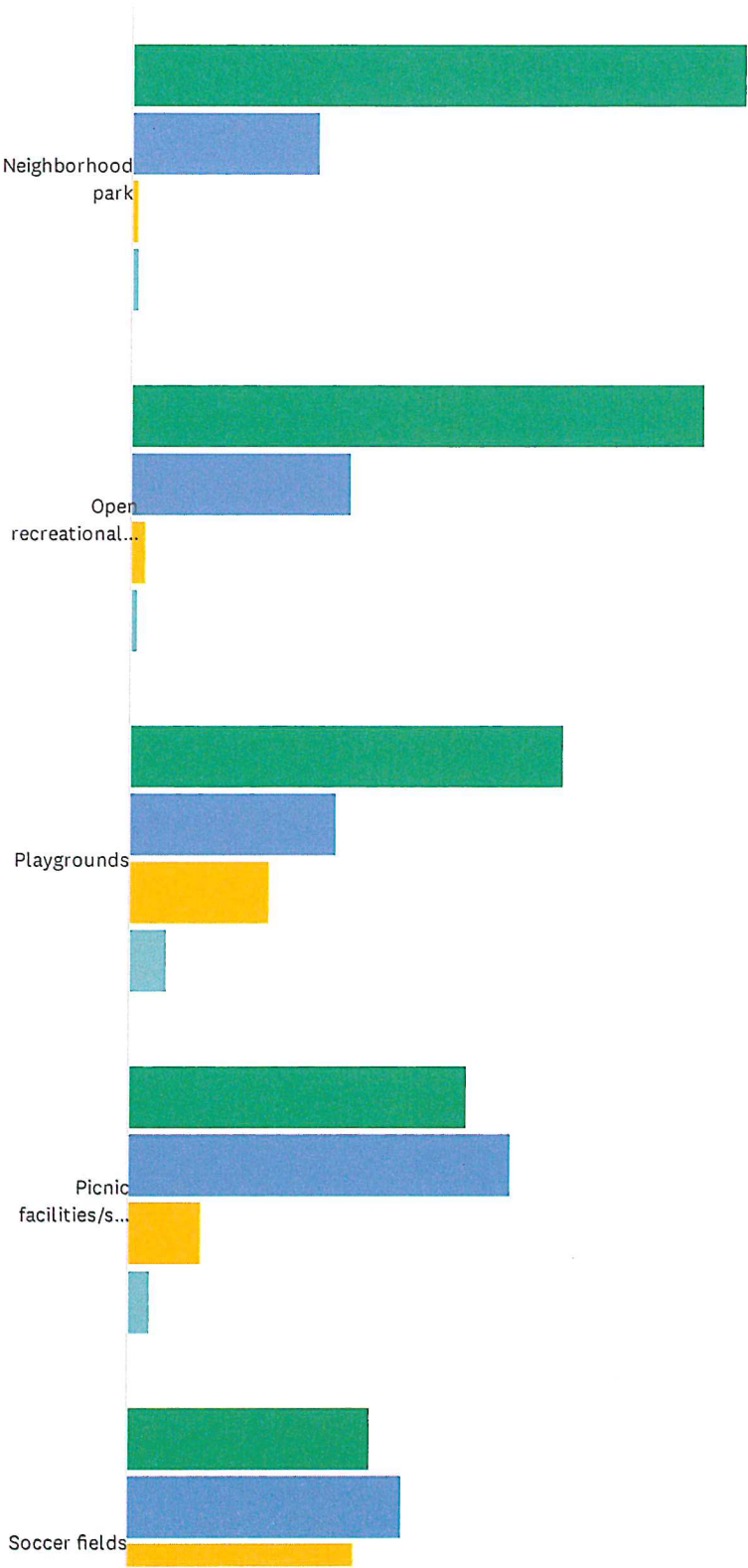
2021 Community Wide Parks and Recreation Survey

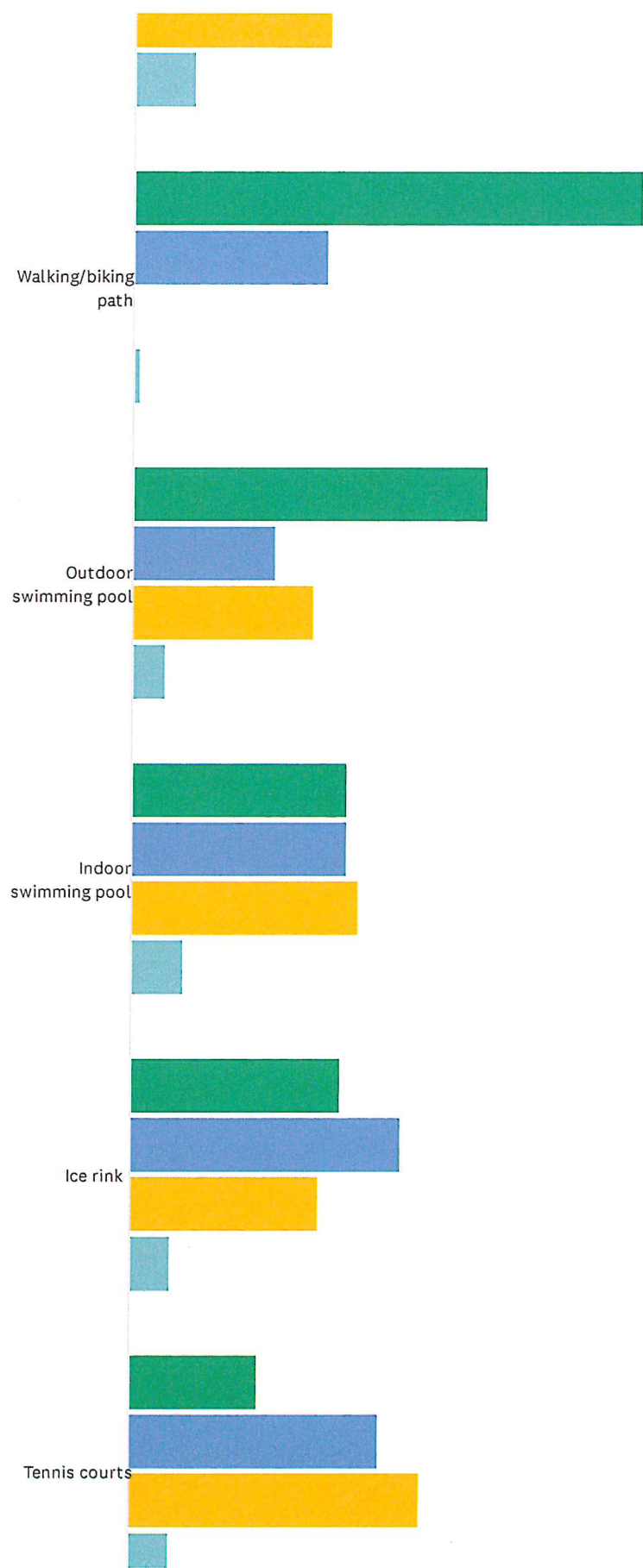
SurveyMonkey

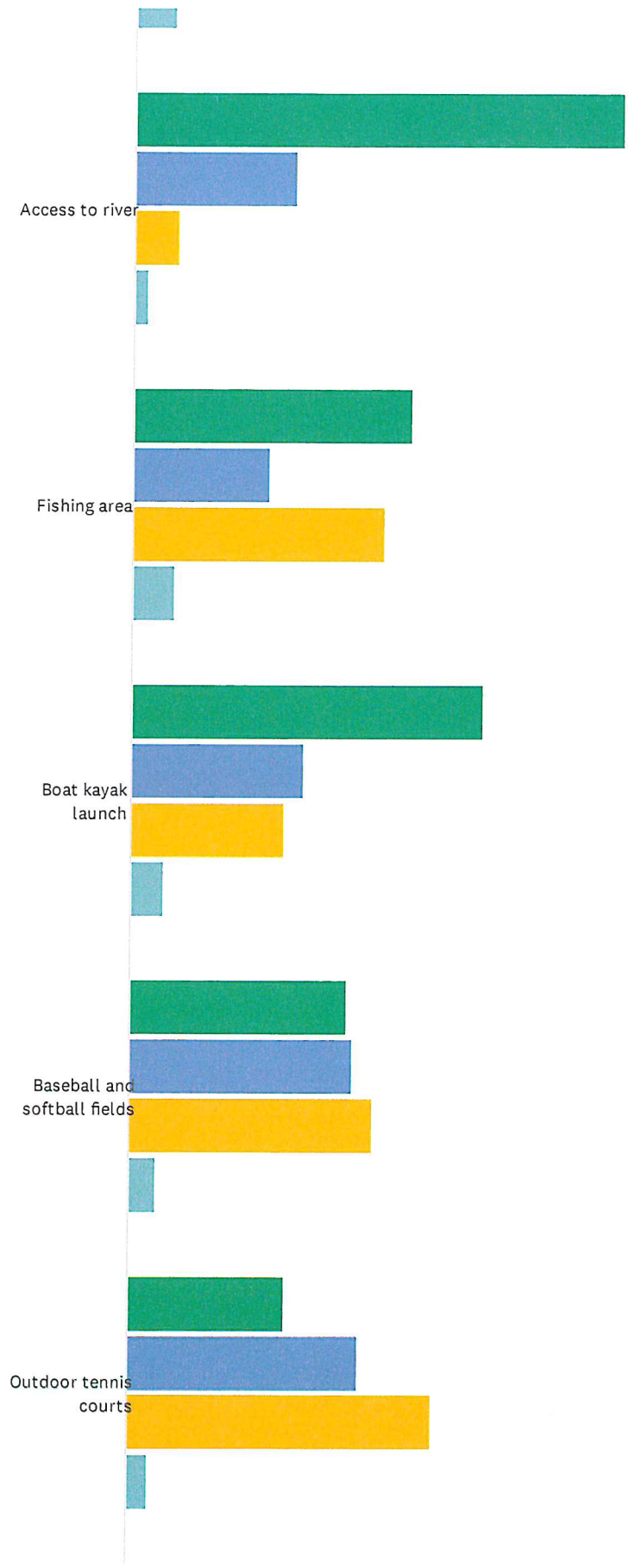
	NOT SATISFIED	SOMEWHAT SATISFIED	SATISFIED	VERY SATISFIED	N/A	TOTAL	WEIGHTED AVERAGE
Youth leagues such as Baseball/ Softball/ Soccer/Basketball/Football/Lacrosse	0.00% 0	4.59% 5	19.27% 21	34.86% 38	41.28% 45	109	3.52
Special event programs	0.00% 0	16.35% 17	33.65% 35	20.19% 21	29.81% 31	104	3.05
Road races and trail runs	0.00% 0	4.00% 4	14.00% 14	4.00% 4	78.00% 78	100	3.00
Recreational swimming	30.48% 32	3.81% 4	8.57% 9	6.67% 7	50.48% 53	105	1.83
Indoor recreation opportunities such as specialty classes, fitness and leisure	10.78% 11	13.73% 14	9.80% 10	2.94% 3	62.75% 64	102	2.13
Arts/theater/concerts in public parks	2.97% 3	9.90% 10	41.58% 42	11.88% 12	33.66% 34	101	2.94
Arts/theater/concerts in indoor facilities	5.15% 5	9.28% 9	14.43% 14	1.03% 1	70.10% 68	97	2.38
Ventures Day Camps	5.00% 5	4.00% 4	11.00% 11	9.00% 9	71.00% 71	100	2.83
Walking programs	4.95% 5	7.92% 8	16.83% 17	9.90% 10	60.40% 61	101	2.80
Adult sport leagues	2.04% 2	8.16% 8	11.22% 11	4.08% 4	74.49% 73	98	2.68
Adult fitness programs	5.10% 5	17.35% 17	9.18% 9	1.02% 1	67.35% 66	98	2.19
Age 50+ programs	9.80% 10	10.78% 11	8.82% 9	5.88% 6	64.71% 66	102	2.31
Youth hockey and skating programs	0.00% 0	5.00% 5	14.00% 14	10.00% 10	71.00% 71	100	3.17
Youth gymnastics	5.05% 5	3.03% 3	7.07% 7	2.02% 2	82.83% 82	99	2.35
After school programs for youth	8.08% 8	10.10% 10	10.10% 10	7.07% 7	64.65% 64	99	2.46
Boating, canoeing, Kayaking	5.00% 5	4.00% 4	16.00% 16	7.00% 7	68.00% 68	100	2.78
Skiing/snowboarding	4.04% 4	3.03% 3	13.13% 13	6.06% 6	73.74% 73	99	2.81
Teen programs	5.05% 5	4.04% 4	7.07% 7	5.05% 5	78.79% 78	99	2.57
Toddler age programs	5.05% 5	3.03% 3	5.05% 5	1.01% 1	85.86% 85	99	2.14

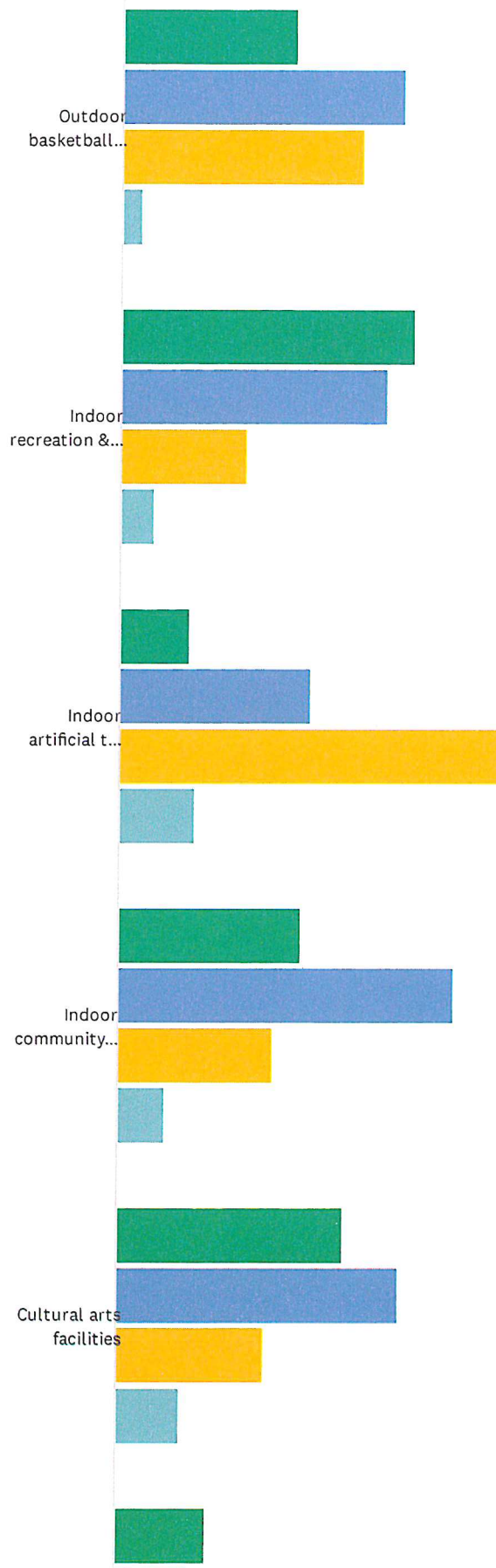
Q20 Please tell us how important each of the type of facilities below are to you and your household?

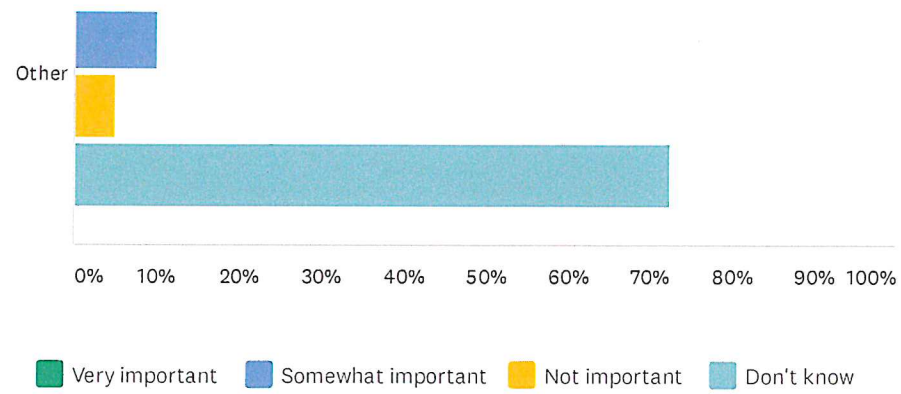
Answered: 115 Skipped: 0











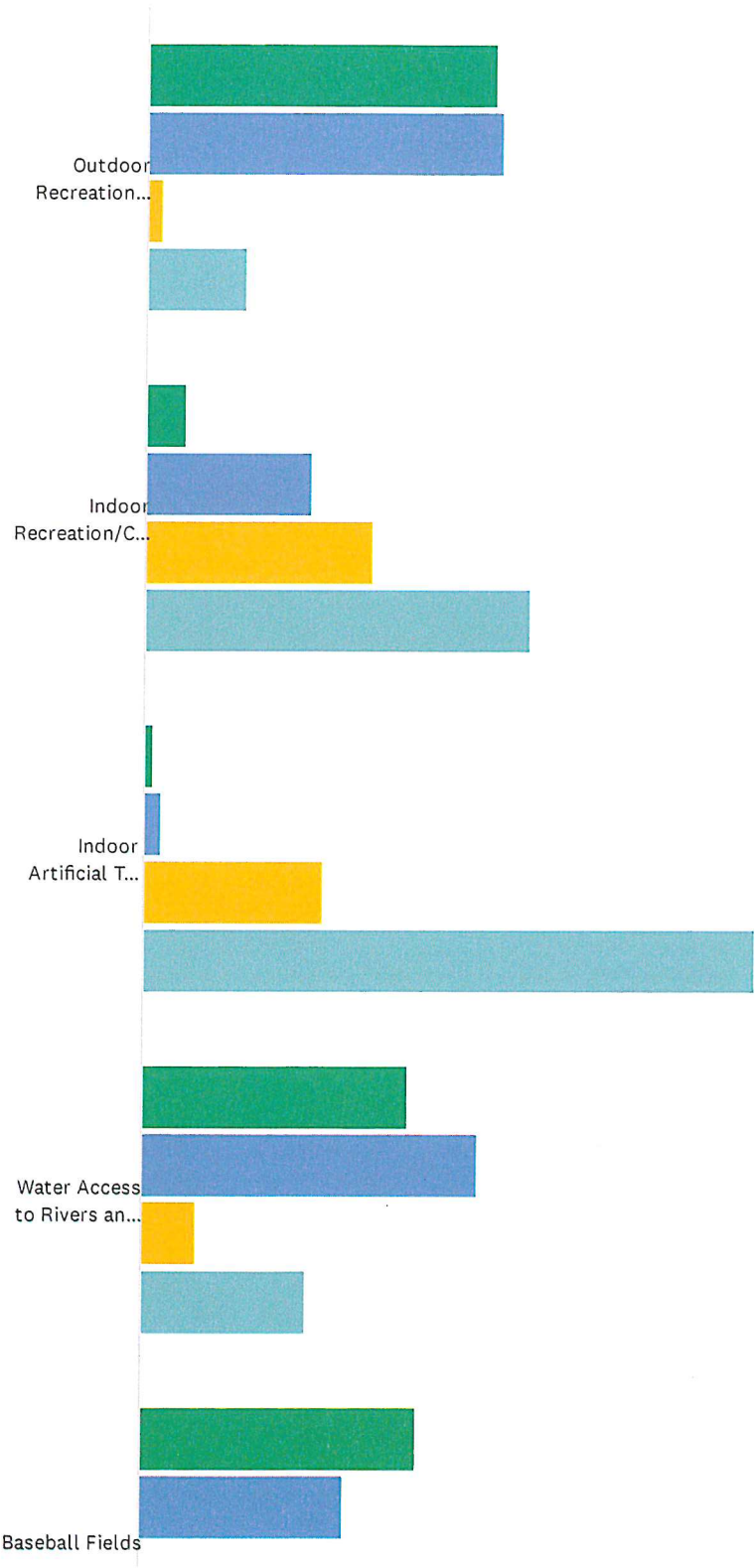
2021 Community Wide Parks and Recreation Survey

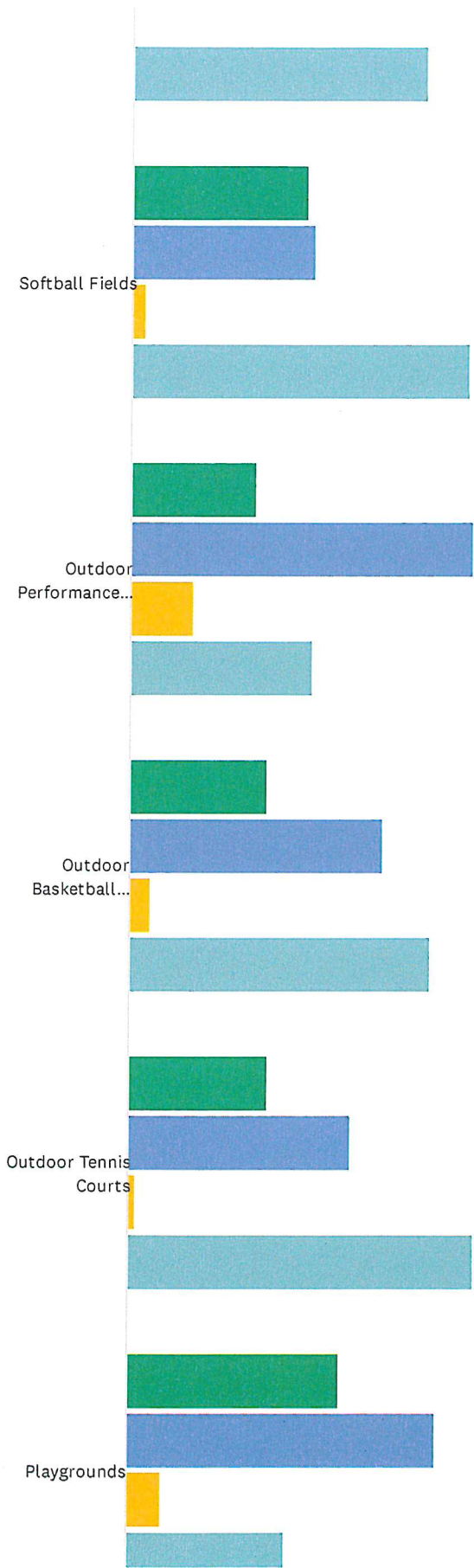
SurveyMonkey

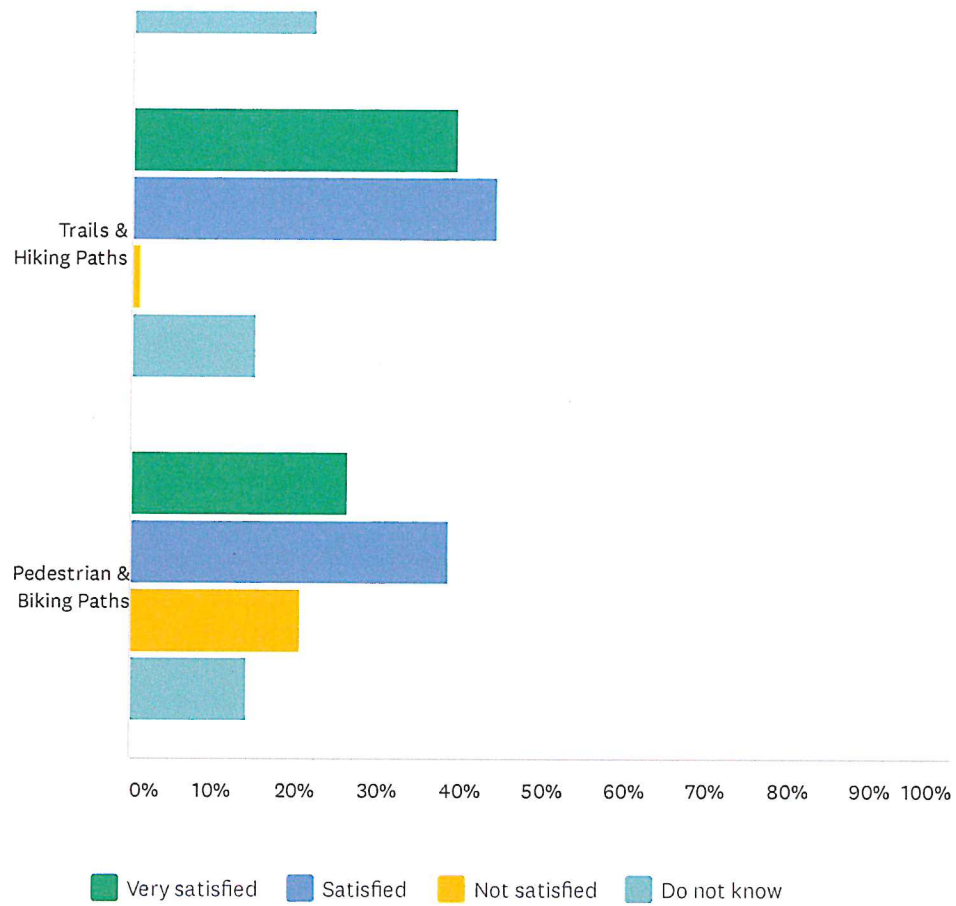
	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT	DON'T KNOW	TOTAL	WEIGHTED AVERAGE
Neighborhood park	75.22% 85	23.01% 26	0.88% 1	0.88% 1	113	1.27
Open recreational space	70.27% 78	27.03% 30	1.80% 2	0.90% 1	111	1.33
Playgrounds	53.15% 59	25.23% 28	17.12% 19	4.50% 5	111	1.73
Picnic facilities/shelters	41.44% 46	46.85% 52	9.01% 10	2.70% 3	111	1.73
Soccer fields	29.81% 31	33.65% 35	27.88% 29	8.65% 9	104	2.15
Walking/biking path	71.68% 81	27.43% 31	0.00% 0	0.88% 1	113	1.30
Outdoor swimming pool	50.00% 55	20.00% 22	25.45% 28	4.55% 5	110	1.85
Indoor swimming pool	30.28% 33	30.28% 33	32.11% 35	7.34% 8	109	2.17
Ice rink	29.52% 31	38.10% 40	26.67% 28	5.71% 6	105	2.09
Tennis courts	18.10% 19	35.24% 37	40.95% 43	5.71% 6	105	2.34
Access to river	69.09% 76	22.73% 25	6.36% 7	1.82% 2	110	1.41
Fishing area	39.42% 41	19.23% 20	35.58% 37	5.77% 6	104	2.08
Boat kayak launch	49.53% 53	24.30% 26	21.50% 23	4.67% 5	107	1.81
Baseball and softball fields	30.48% 32	31.43% 33	34.29% 36	3.81% 4	105	2.11
Outdoor tennis courts	21.90% 23	32.38% 34	42.86% 45	2.86% 3	105	2.27
Outdoor basketball courts	24.30% 26	39.25% 42	33.64% 36	2.80% 3	107	2.15
Indoor recreation & fitness facilities	40.74% 44	37.04% 40	17.59% 19	4.63% 5	108	1.86
Indoor artificial turf for field sports	9.52% 10	26.67% 28	53.33% 56	10.48% 11	105	2.65
Indoor community function rooms	25.23% 27	46.73% 50	21.50% 23	6.54% 7	107	2.09
Cultural arts facilities	31.37% 32	39.22% 40	20.59% 21	8.82% 9	102	2.07
Other	12.50% 5	10.00% 4	5.00% 2	72.50% 29	40	3.38

Q21 How would you rate your overall satisfaction with the availability of the following types of recreational facilities in the town?

Answered: 109 Skipped: 6







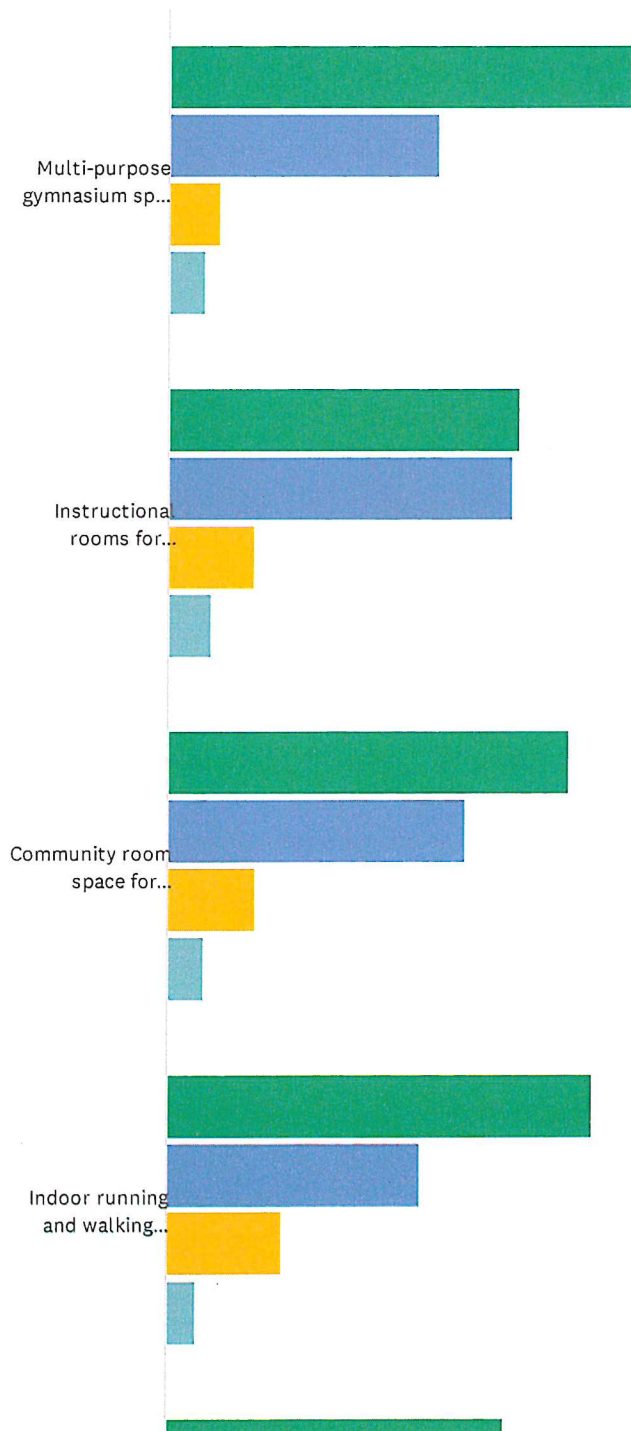
2021 Community Wide Parks and Recreation Survey

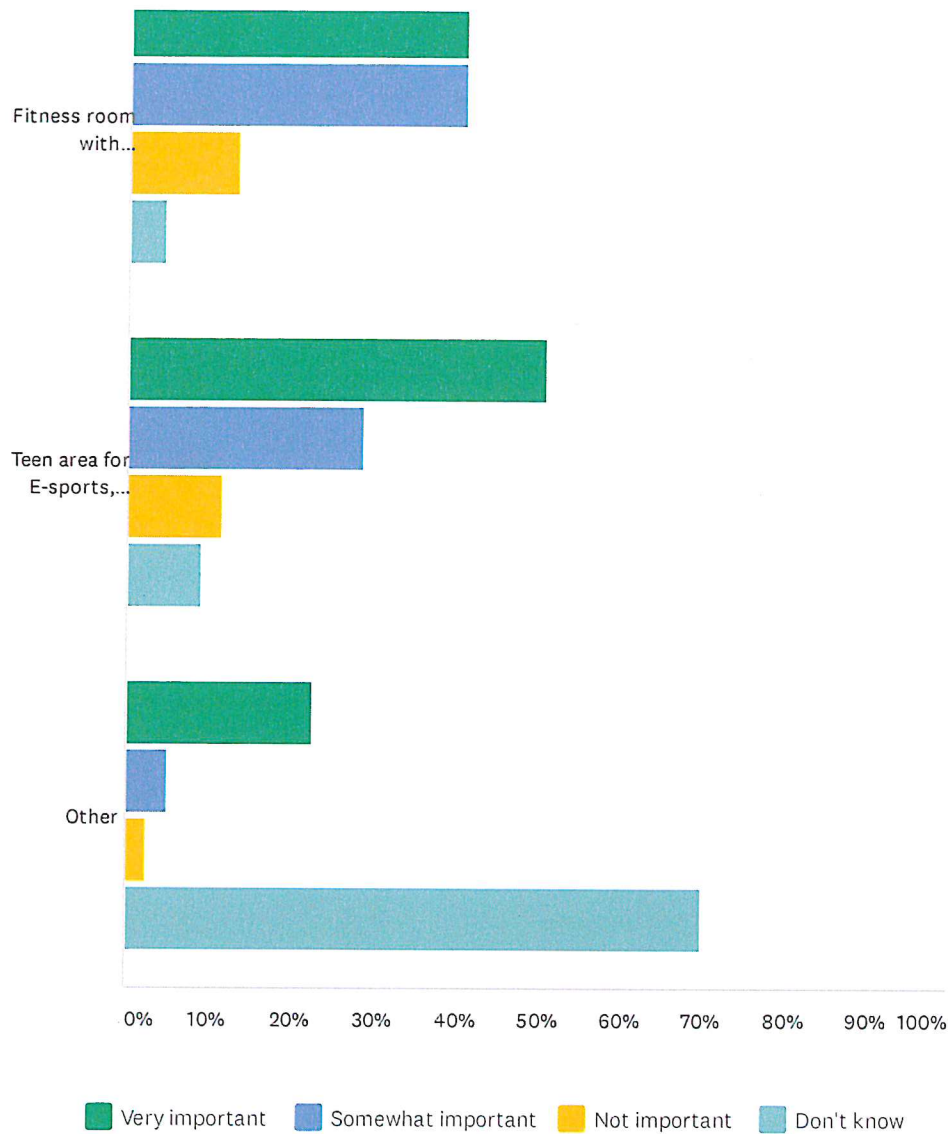
SurveyMonkey

	VERY SATISFIED	SATISFIED	NOT SATISFIED	DO NOT KNOW	TOTAL
Outdoor Recreation Facilities	42.59%	43.52%	1.85%	12.04%	
	46	47	2	13	108
Indoor Recreation/Community Center	4.81%	20.19%	27.88%	47.12%	
	5	21	29	49	104
Indoor Artificial Turf for Field Sports	1.00%	2.00%	22.00%	75.00%	
	1	2	22	75	100
Water Access to Rivers and Streams	32.38%	40.95%	6.67%	20.00%	
	34	43	7	21	105
Baseball Fields	33.65%	25.00%	0.00%	41.35%	
	35	26	0	43	104
Softball Fields	24.75%	25.74%	1.98%	47.52%	
	25	26	2	48	101
Outdoor Performance Stages	17.65%	48.04%	8.82%	25.49%	
	18	49	9	26	102
Outdoor Basketball Courts	19.23%	35.58%	2.88%	42.31%	
	20	37	3	44	104
Outdoor Tennis Courts	19.42%	31.07%	0.97%	48.54%	
	20	32	1	50	103
Playgrounds	29.81%	43.27%	4.81%	22.12%	
	31	45	5	23	104
Trails & Hiking Paths	39.62%	44.34%	0.94%	15.09%	
	42	47	1	16	106
Pedestrian & Biking Paths	26.42%	38.68%	20.75%	14.15%	
	28	41	22	15	106

Q22 The Hartford Parks & Recreation Department and its Commission is considering future development of an indoor community and recreation center. From the following list of features, please indicate whether you think it is very important, somewhat important, or not important for the Town to provide the following indoor recreation features.

Answered: 115 Skipped: 0

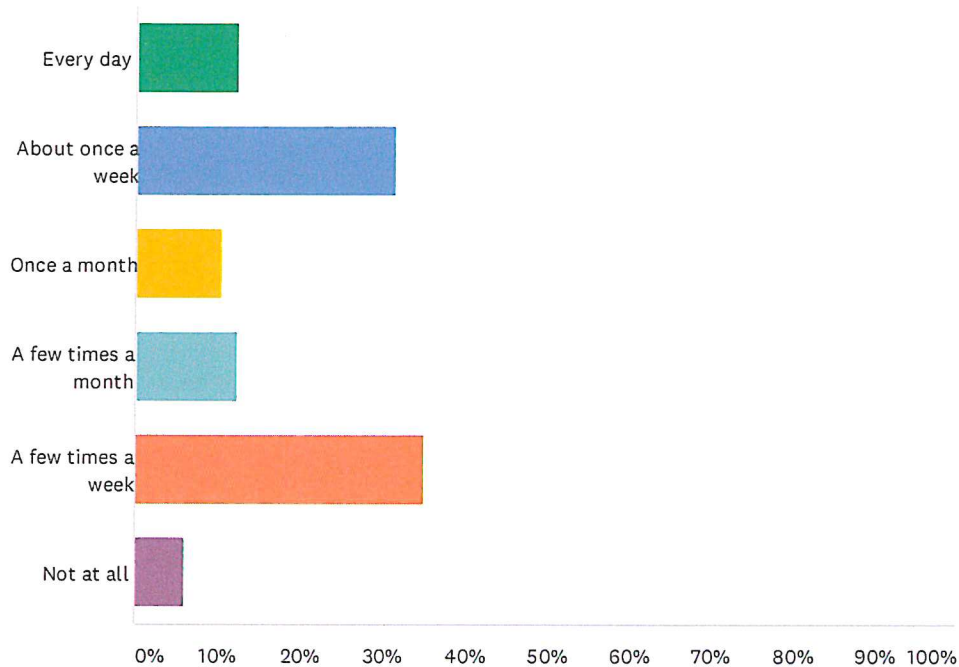




	VERY IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT	DON'T KNOW	TOTAL	WEIGHTED AVERAGE
Multi-purpose gymnasium space for court sports and large community gatherings	56.64% 64	32.74% 37	6.19% 7	4.42% 5	113	1.58
Instructional rooms for aerobics and fitness	42.61% 49	41.74% 48	10.43% 12	5.22% 6	115	1.78
Community room space for birthday parties, educational classes, arts and crafts, senior activities	48.67% 55	36.28% 41	10.62% 12	4.42% 5	113	1.71
Indoor running and walking track either on the ground floor or elevated around the gymnasium	51.75% 59	30.70% 35	14.04% 16	3.51% 4	114	1.69
Fitness room with cardiovascular equipment and weight area	41.07% 46	41.07% 46	13.39% 15	4.46% 5	112	1.81
Teen area for E-sports, afterschool programs and board games	50.89% 57	28.57% 32	11.61% 13	8.93% 10	112	1.79
Other	22.50% 9	5.00% 2	2.50% 1	70.00% 28	40	3.20

Q23 Approximately how often would you and members of your household use an indoor recreation facility if it contained the programming feature you would use most?

Answered: 114 Skipped: 1



ANSWER CHOICES

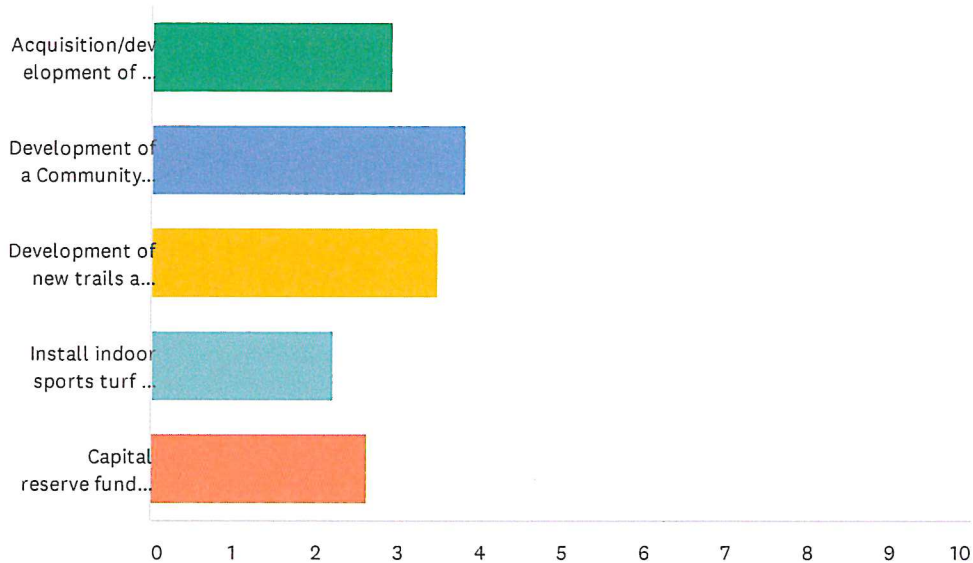
RESPONSES

Every day	12.28%	14
About once a week	31.58%	36
Once a month	10.53%	12
A few times a month	12.28%	14
A few times a week	35.09%	40
Not at all	6.14%	7

Total Respondents: 114

Q24 If you were to support the development of parks and facilities, how would you rank the choices identified below. #1 being the most important and #5 being the least important.

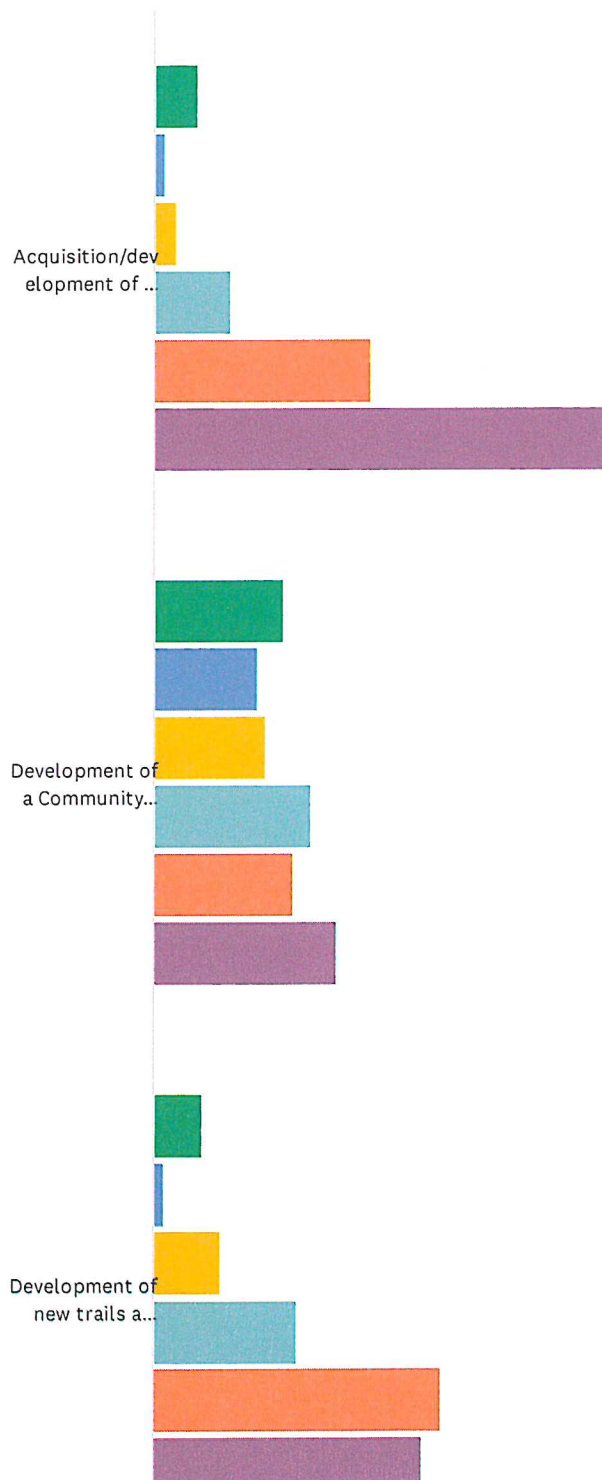
Answered: 114 Skipped: 1

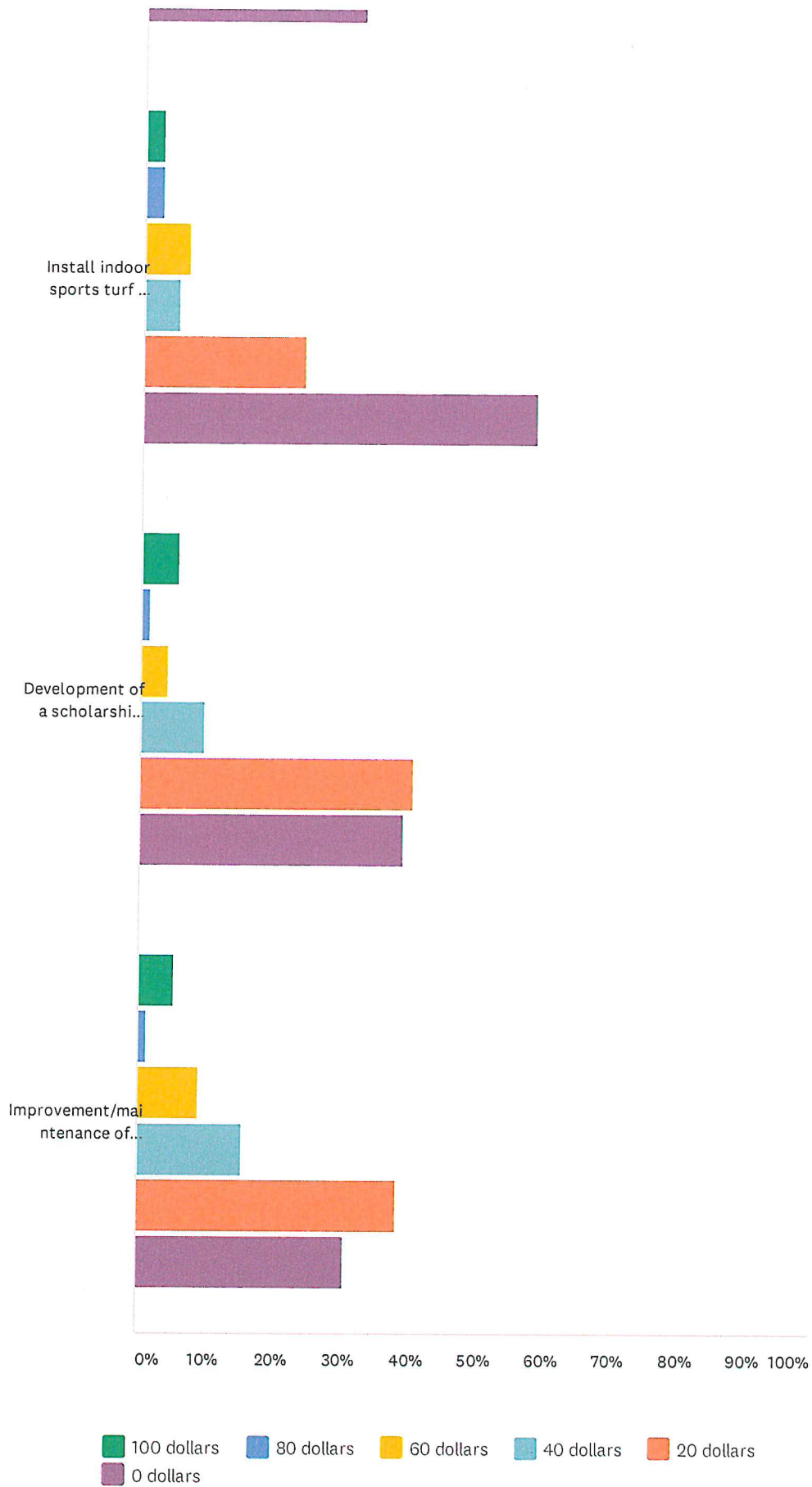


	1	2	3	4	5	TOTAL	SCORE
Acquisition/development of new parkland and open space in the town	14.95% 16	18.69% 20	28.97% 31	17.76% 19	19.63% 21	107	2.92
Development of a Community Recreation Center for social gatherings, special events, recreation and fitness.	47.66% 51	16.82% 18	14.02% 15	13.08% 14	8.41% 9	107	3.82
Development of new trails and pathways for non-motorized use	22.02% 24	36.70% 40	18.35% 20	13.76% 15	9.17% 10	109	3.49
Install indoor sports turf at the WABA Arena for indoor sports and recreation	6.42% 7	16.51% 18	12.84% 14	21.10% 23	43.12% 47	109	2.22
Capital reserve fund for future Improvements of existing park and recreational facilities	10.91% 12	12.73% 14	25.45% 28	30.91% 34	20.00% 22	110	2.64

Q25 If you were to give \$100 to the Parks and Recreation Department and you were given a choice on how those dollars would be spent, how would you chose to distribute the \$100 based on the choices identified below.
Please keep your allocation to \$100 total.

Answered: 111 Skipped: 4

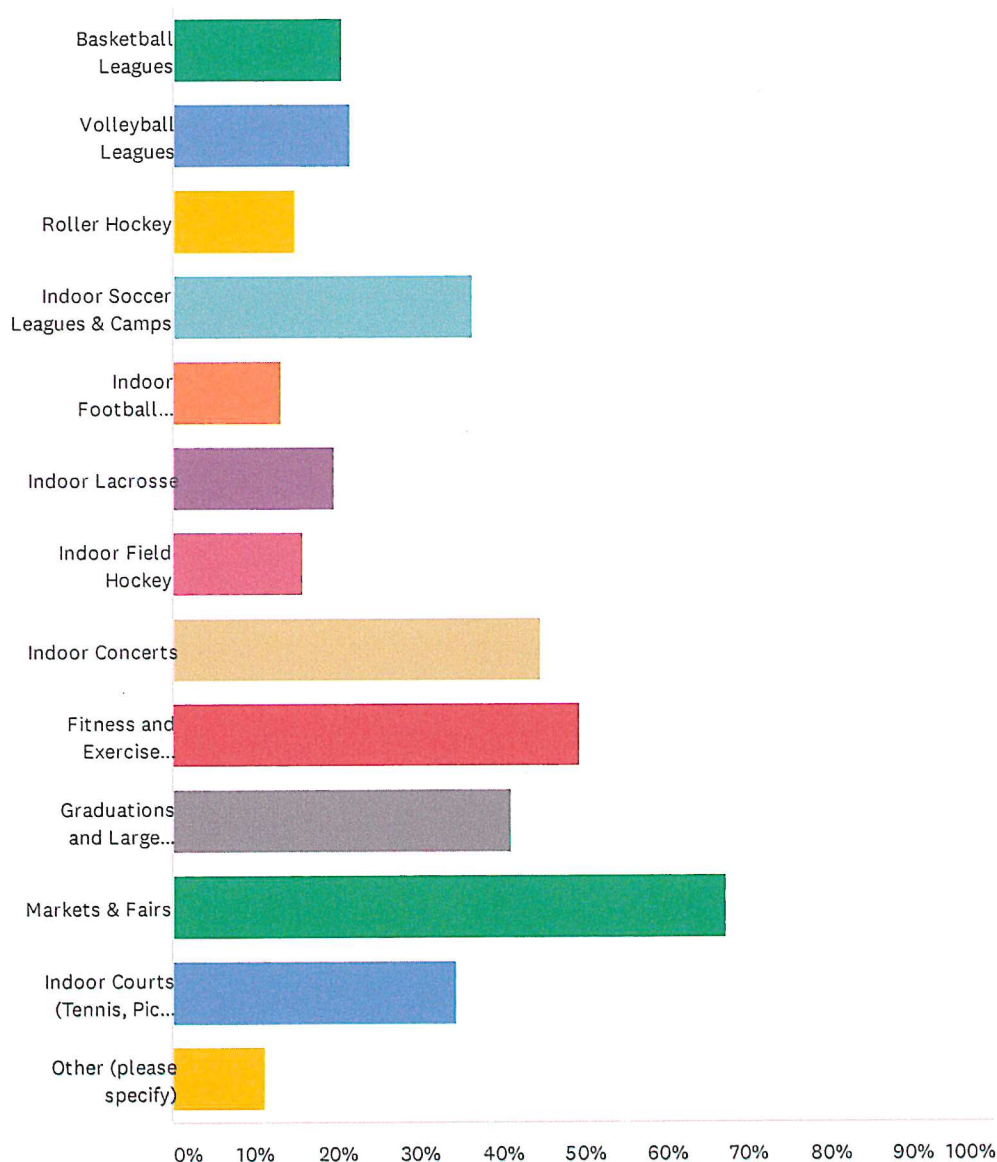




	100 DOLLARS	80 DOLLARS	60 DOLLARS	40 DOLLARS	20 DOLLARS	0 DOLLARS	TOTAL	WEIGHTED AVERAGE
Acquisition/development of new parkland and open space in the town	5.26% 4	1.32% 1	2.63% 2	9.21% 7	26.32% 20	55.26% 42	76	6.26
Development of a Community Recreation Center for social gatherings, special events, recreation and fitness.	15.79% 15	12.63% 12	13.68% 13	18.95% 18	16.84% 16	22.11% 21	95	4.19
Development of new trails and pathways for non- motorized use	5.81% 5	1.16% 1	8.14% 7	17.44% 15	34.88% 30	32.56% 28	86	5.37
Install indoor sports turf at the WABA Arena for indoor sports and recreation	2.67% 2	2.67% 2	6.67% 5	5.33% 4	24.00% 18	58.67% 44	75	6.39
Development of a scholarship program fund	5.41% 4	1.35% 1	4.05% 3	9.46% 7	40.54% 30	39.19% 29	74	5.74
Improvement/maintenance of existing park and recreational facilities	5.13% 4	1.28% 1	8.97% 7	15.38% 12	38.46% 30	30.77% 24	78	5.35

Q26 The Wendell A. Barwood Arena (WABA) is a valuable resource and can be used during non-ice seasons. Please check all the potential uses that may apply to you and members of your household, understanding that the primary area for use is the existing concrete floor and understanding that various amenities such as sports equipment, may need to be planned for future purchase or part of a fundraising effort.

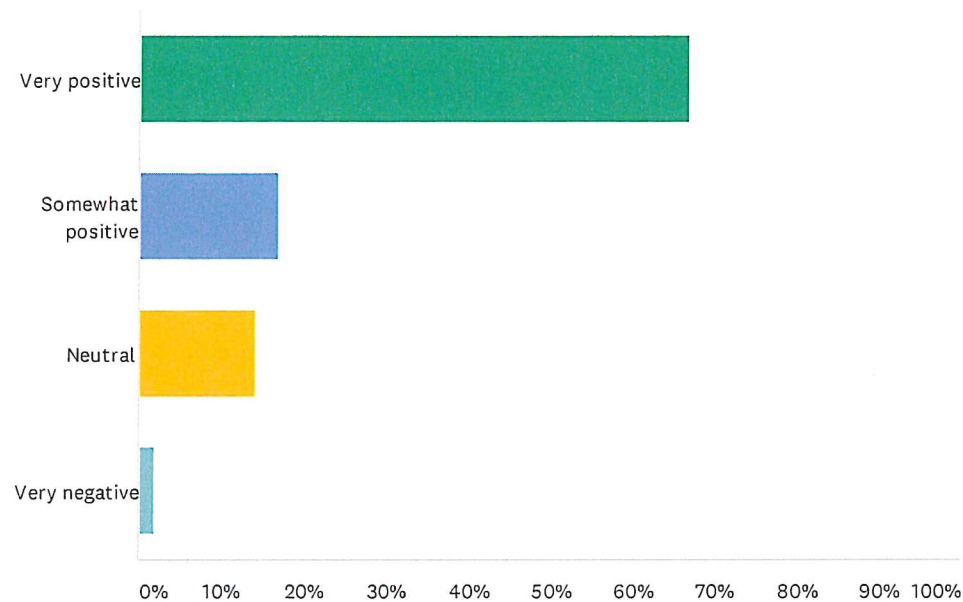
Answered: 107 Skipped: 8



ANSWER CHOICES	RESPONSES	
Basketball Leagues	20.56%	22
Volleyball Leagues	21.50%	23
Roller Hockey	14.95%	16
Indoor Soccer Leagues & Camps	36.45%	39
Indoor Football Leagues & Camps	13.08%	14
Indoor Lacrosse	19.63%	21
Indoor Field Hockey	15.89%	17
Indoor Concerts	44.86%	48
Fitness and Exercise Classes	49.53%	53
Graduations and Large Community Functions	41.12%	44
Markets & Fairs	67.29%	72
Indoor Courts (Tennis, Pickle Ball, Badminton)	34.58%	37
Other (please specify)	11.21%	12
Total Respondents: 107		

Q27 Overall, how would you rate the quality of your customer service experience with Hartford Parks and Recreation?

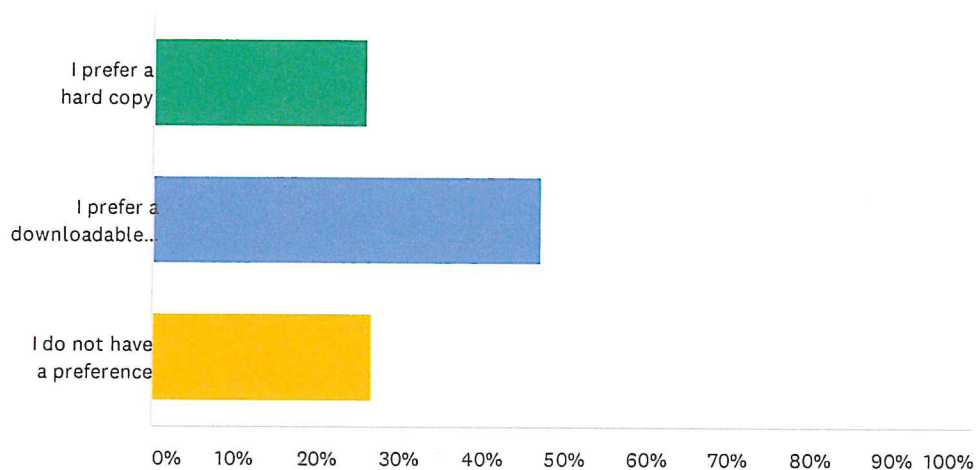
Answered: 112 Skipped: 3



ANSWER CHOICES	RESPONSES	
Very positive	66.96%	75
Somewhat positive	16.96%	19
Neutral	14.29%	16
Very negative	1.79%	2
TOTAL		112

Q28 Hartford Parks & Recreation produces a brochure of program offerings twice per-year. Do you prefer a hard copy or would you prefer a downloadable PDF when viewing the details about our offerings?

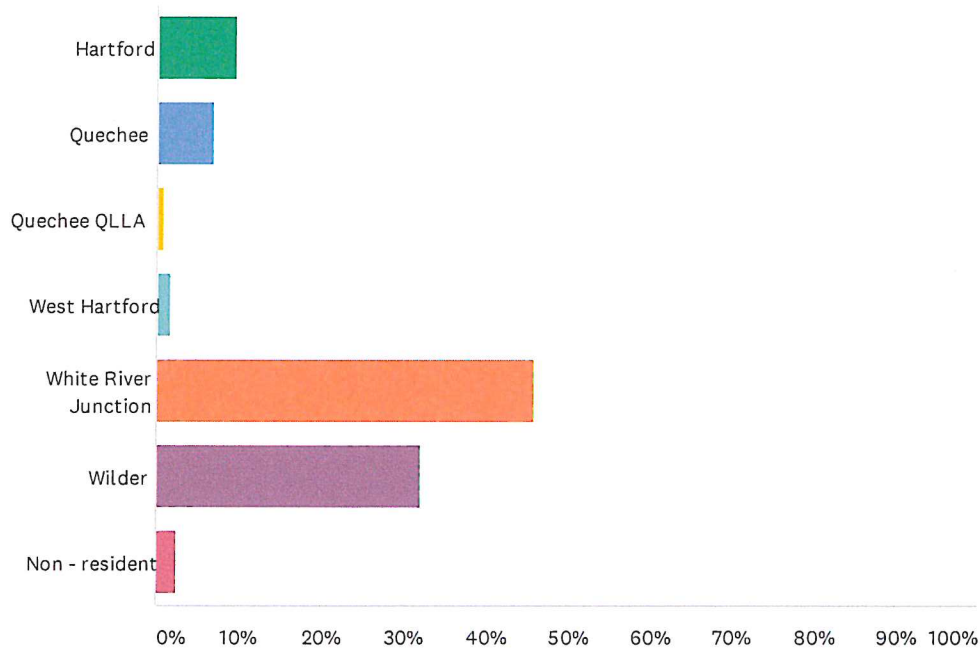
Answered: 112 Skipped: 3



ANSWER CHOICES	RESPONSES	
I prefer a hard copy	25.89%	29
I prefer a downloadable PDF copy	47.32%	53
I do not have a preference	26.79%	30
TOTAL		112

Q29 In which Village do you reside in the Town of Hartford? If you reside in Quechee and live within boundaries of Quechee Lakes Landowners Association, please select Quechee QLLA.

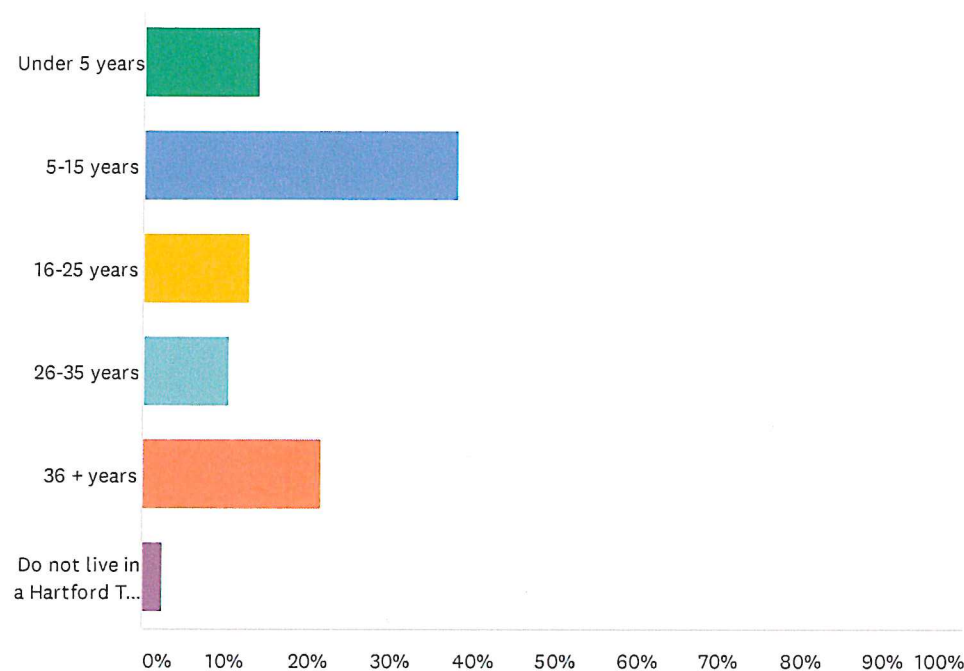
Answered: 115 Skipped: 0



ANSWER CHOICES	RESPONSES	
Hartford	9.57%	11
Quechee	6.96%	8
Quechee QLLA	0.87%	1
West Hartford	1.74%	2
White River Junction	46.09%	53
Wilder	32.17%	37
Non - resident	2.61%	3
TOTAL		115

Q30 How many years have you lived in the Town of Hartford?

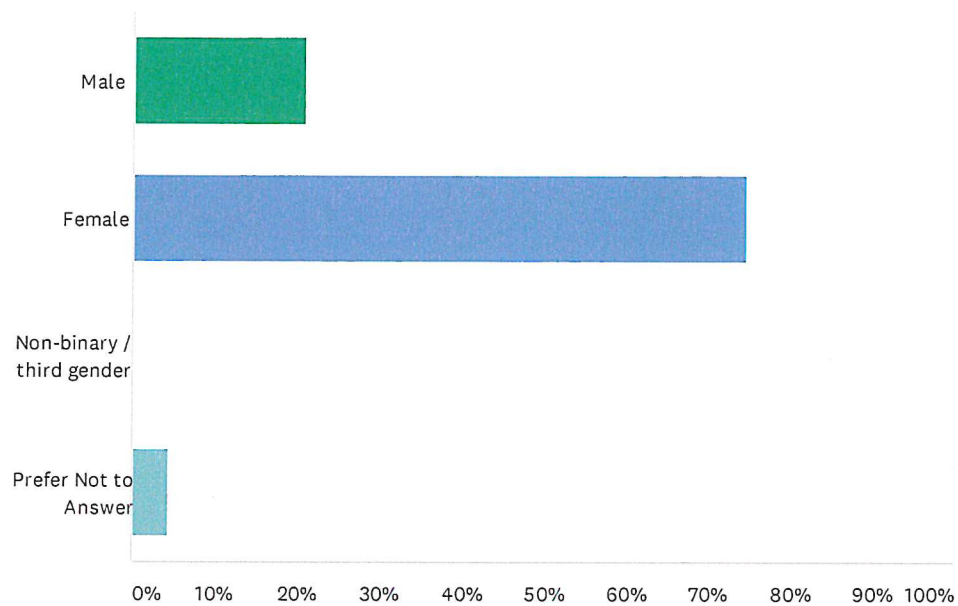
Answered: 115 Skipped: 0



ANSWER CHOICES	RESPONSES	
Under 5 years	13.91%	16
5-15 years	38.26%	44
16-25 years	13.04%	15
26-35 years	10.43%	12
36 + years	21.74%	25
Do not live in a Hartford Town Village	2.61%	3
TOTAL		115

Q31 To which gender identity do you most identify?

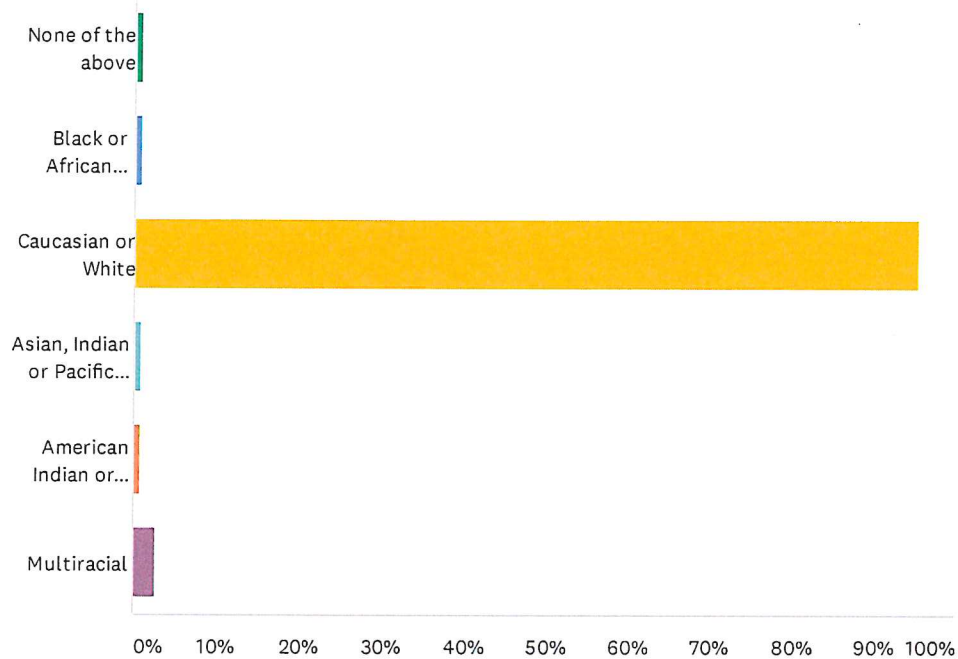
Answered: 115 Skipped: 0



ANSWER CHOICES	RESPONSES	
Male	20.87%	24
Female	74.78%	86
Non-binary / third gender	0.00%	0
Prefer Not to Answer	4.35%	5
TOTAL		115

Q32 Which race/ethnicity best describes you and your household?

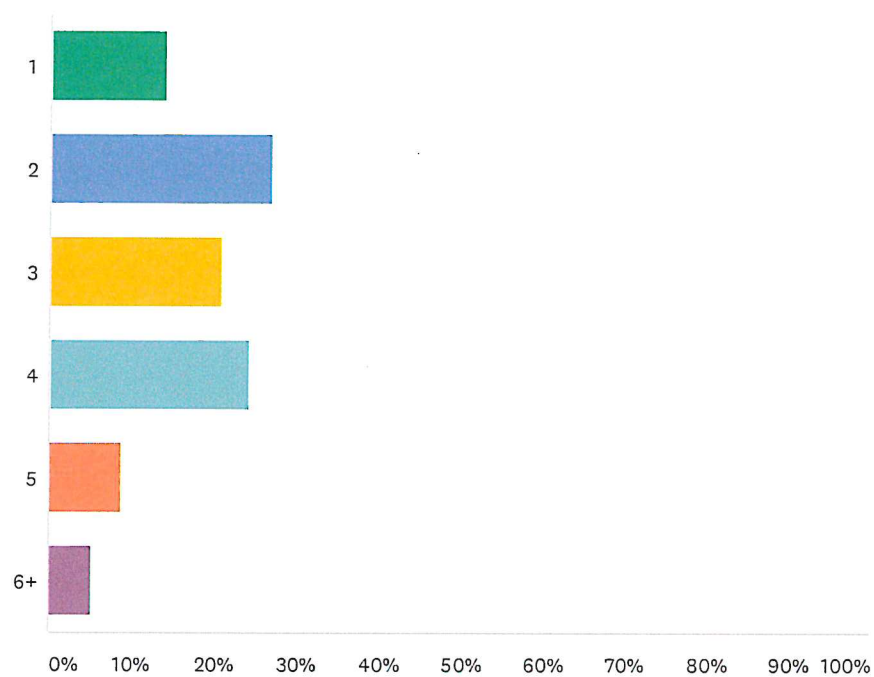
Answered: 114 Skipped: 1



ANSWER CHOICES	RESPONSES	
None of the above	0.88%	1
Black or African American	0.88%	1
Caucasian or White	95.61%	109
Asian, Indian or Pacific Islander	0.88%	1
American Indian or Alaska Native	0.88%	1
Multiracial	2.63%	3
Total Respondents: 114		

Q33 Counting yourself, how many people live in your household?

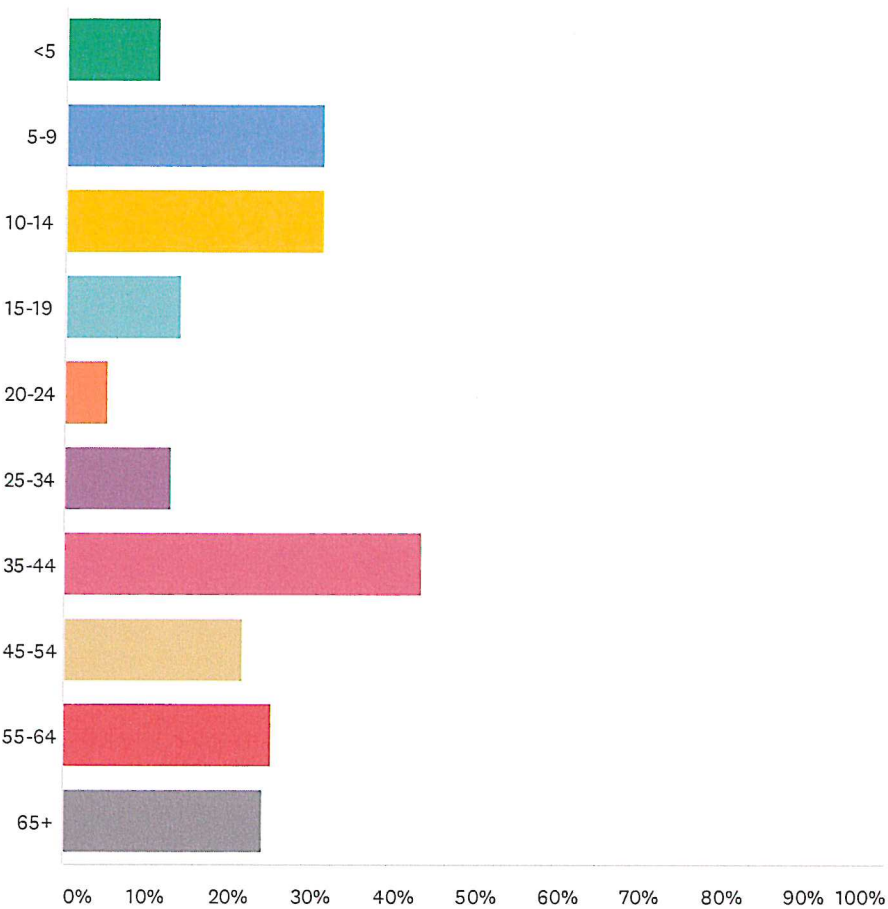
Answered: 115 Skipped: 0



ANSWER CHOICES	RESPONSES	
1	13.91%	16
2	26.96%	31
3	20.87%	24
4	24.35%	28
5	8.70%	10
6+	5.22%	6
TOTAL		115

Q34 Please indicate below the age range(s) of the individuals that are living in your household (counting yourself). For example, if you are 27 and you have a child in the household that is 7 you would check categories 5-9 and 25-34.

Answered: 115 Skipped: 0



ANSWER CHOICES	RESPONSES	
<5	11.30%	13
5-9	31.30%	36
10-14	31.30%	36
15-19	13.91%	16
20-24	5.22%	6
25-34	13.04%	15
35-44	43.48%	50
45-54	21.74%	25
55-64	25.22%	29
65+	24.35%	28
Total Respondents: 115		

Q35 Thank you for taking our survey. We look forward to sharing the results with you in the near future. Below, please share anything else that you feel we should know about the Parks and Recreation services we are providing you and members of your family.

Answered: 32 Skipped: 83