

Hartford Parks and Recreation Commission

A G E N D A

Date 2/10/2022

Time 5:00 PM

Hartford Town Hall

1st Floor, Room 2

- Call to Order
- Approval of Previous Meeting Minutes
- Citizens Comments
- Directors Report
- Old Business
- Community Center
- Pool Project Updates
- New Business
- Rec Dept Goals and Objectives
- Strategic Plan and Program Plan
- Board Member Liaison appointments
- Agenda Items for Next Rec Commission Meeting
- Adjournment

**Parks & Recreation Department
Significant Activity Report
January 25th, 2022
Respectfully Submitted By: Scott Hausler, Director**

Program and Park Highlights

- Youth basketball continues. We are heading into week four of the program. Over 200 children are registered. The program is for K-6th grade. We have COVID Protocols in place and allowing two spectators per-player. Along with basketball we have Youth Karate, Power Volleyball, 50+ Basketball, 18+ Basketball, Noon Time Hockey as active programs. Youth Council, Public Skating at WABA continue.
- The Department is gearing up for the Annual Ice Fishing Derby sponsored in part by Mascoma Bank, 802 Credit Union, Claremont Savings Bank, White River Chevy, Steves Bait Shop and Bloods Catering & Party Rentals. The event will take place at Dewey's Pond on February 5th. We have a Learn to Ice Fish Clinic also scheduled for this coming weekend, January 29th.
- The "Call for Entertainment Artists" was distributed for our Summer Concert Series. Those that submit an entry will be evaluated and selected to perform this summer at Lyman Bandstand.
- February Ventures Camp filled up in hours after enrollment opened up. Planning is taking place for the upcoming camp starting February 14th. We have 25 campers and currently 18 on the waiting list. We may be able to take a few additional campers if we can find additional staff to assist with the program.
- We received notification about an upcoming Sothbys auction that apparently has the mysterious lost locomotive weathervane that was stolen more than 45 years ago. We have notified the State of Vermont who owns the Train Station and the Hartford Historical Society about the auction. The notification of the sale came from an organization called "The Art Loss Register" which is an organization in England that tracks lost or stolen items that apparently go up for sale and various auctions.
- WABA rink continues to be busy with our public skates and skate rentals.
- Department is focusing on spring and summer program planning.

**Parks & Recreation Department
Significant Activity Report
February 3rd, 2022
Respectfully Submitted By: Scott Hausler, Director**

Program and Park Highlights

- The Department is busy marketing several up and coming activities and events. Marketing completed for Comics Class, re-marketing for the upcoming Youth Ice Fishing Derby on Facebook page, UV Events page, VNews Events page. We have upcoming programs ready to push out. SOLID Speed and Agility, Boys Lacrosse Camp and a Card Making Workshop.
- We began advertising for the Administrative Assistant P/T Position. The current full-time position held by Karen McNall will be changed into a cooperative shared position. Due to an upcoming retirement, the position will be shared offering 24 hours per-week for two individuals. This change allows for 8 additional hours of service and reduces expenses.
- The Departments Annual Ice Fishing Derby sponsored in part by Mascoma Bank, 802 Credit Union, Claremont Savings Bank, White River Chevy, Steves Bait Shop and Bloods Catering & Party Rentals is Saturday, February 5th. Currently we have 40 signed up for contest and 30 individuals signed up for the fishing clinic.
- The National Recreation and Park Association's Commission on Accreditation has implemented a new format for accredited agencies for filing annual reports. The Department is busy working to comply with the new report format which wants agencies to provide evidence-based materials that outline 5 different national standards. Agencies are required to show that the standards are being fulfilled. Although the report is not due until the end of May, it requires a tremendous amount of time and effort to address each standard.
- The State of Vermont – VTrans Historic Preservation Officer, Judith Ehrlich was contacted about the historic weathervane that was taken over 45 years ago from the WRJ Railroad Station. They appear to be interested in the Loss Art Register and the listing of the weathervane on the Sothbys Auction. We believe we have made the best available connection regarding interest to retrieve the weathervane and hopeful VTrans will be able to identify and address if the weathervane can be acquired and returned.
- DPW staff have been extremely helpful over the past couple weeks with snow removal at WABA. The roof sheds a tremendous amount of snow off the north side of the building and requires a front-end loader to remove it. Additionally, DPW was able to remove a tremendous amount of ice build up caused by the dumping of resurfacing ice from the Zamboni.
- The extremely cold temperatures have caused a few hiccups with the refrigeration system at WABA. With cold temps the chiller cubes do not run, which is good for costs, but not so good for when the system has to restart. Introducing negative degree glycol into the cubes has caused a sensor alarm to trigger and shut the units down. This causes us multiple manual restarts. At this time, there isn't much we can do as the season continues to have longer periods of extremely cold temperatures that causes this issue. Increasing heat and weatherization improvements to the chiller room will be one solution we plan to implement after the season.

HARTFORD, VT

PARKS AND RECREATION

DEPARTMENT



2021 Department Goals & Objectives

Town Master Plan

Goals Strategies & Actions

“Our mission is to serve the needs of the community by offering lifelong learning through recreational and educational programming utilizing existing parks and facilities”

Updated 2003 – 2010 Updated 1/24/2011 Updated 1/5/2012 Updated 1/10/2013
Updated 1/15/2014 Updated 1/31/2017 Updated 10/14/2019 Updated 11/12/2019
Updated 3/11/2021

Goal #1:

Continue with CAPRA Reviews of various policies and procedures for 2025 Re-Accreditation. **In Progress**

Objective:

- Review consistently and train new staff on the process.
- Assign reviews according to the Plan Review Schedule.

Goal #2:

Keep key aspects of the office up to date and operations working with the MyRec System and other software components.

Objective: In Progress

- Require review of software and operations to be sure we are on the cutting edge of technology.
- Develop new pass system using bar codes for WABA, Pool and Rec Programs.
- Incorporate Digital check in process for camps and other programs

Goal #3: Keep the community continuously updated about programs and services. seek specialized training to enhance our offerings and improve our services.

Objective: In Progress

- Attend trainings and seminars. All staff.
- Collaborate with other agencies in the area on programs to enhance our offerings.

Goal #4: In Progress

Continue to offer quality programs and events that meet the needs of our community that promote healthy lifestyles, community and wellness.

Objective:

- Work with groups, organizations and individuals developing programs offerings. Focus on sponsorships that help offset the cost of the programs.
- Utilize the needs assessment results to guide decisions.

Goal #5: Ensure the wellbeing of staff, advocating for and allocating resources in a sustainable manner. **In Progress**

Objectives:

- Continue to evaluate the capacity of the Department (Staff/Volunteers) in the programs we offer and facilities that we operate.

Goal #6: Maintain and develop parks and facilities to best serve the needs of the community in collaborative, efficient, productive and economic manner. **In Progress**

Objectives:

- Continue to use the past needs assessment results while investigating alternate uses of parks and green spaces.
- Work with organizations and businesses in collaborative ways that support parks.

Goal #7: Improve the clear expectations and guidelines for the users of athletic fields and parks. **In Progress**

Objectives:

- Continue to improve existing application form.
- Develop post use report for large functions.

Goal #8: Implement the community wide needs assessment survey.

Objective:

- Distribute survey in the Spring of 2021.

Goal #9: Maintain new revamped scholarship program. **In Progress**

Objective:

- Continue to collaborate with the Hartford School District, HCRS, and Upper Valley Haven to identify those individuals who may benefit from the Brian Hanson Scholarship Fund.
- Direct marketing for the Brian Hanson Scholarship Fund will occur on a quarterly basis. In-direct marketing will occur on a weekly basis. This would include advertisements in our Constant Contact campaign, hartfordrec.com, and school fliers.
- Brian Hanson Scholarship Fund Application may be downloaded at <https://www.hartford-vt.org/DocumentCenter/View/4861/Brian-Hanson-Scholarship-Application>
- Upon request, hard copies of the Brian Hanson Scholarship Fund Application will be mailed, along with a self-enclosed stamped envelope.

Goal #10: Continue to enhance the summer Camp Ventures program. **In Progress**

Objective:

- Working with School District and Health Officer to provide safe COVID Guidance for summer camp.
- Continue partnership with Creative Lives
- Assure staff members are hired that supports the camp program
- Develop a more holistic approach to the camp programming

Goal #11: Implement a comprehensive recycling and composting plan/program for HPR sponsored events and for HPR operated facilities. **In Progress**

Objectives:

- Utilize best management practices to design a plan/program
- Design a public awareness raising campaign to educate users and permittees of the program and their responsibilities
- Identify groups/organizations that can assist in implementation/facilitation of plan/program during HPR events

Town of Hartford – Master Plan - Parks & Recreation

A. Organizational

Goal 1: Continue collaboration and adapt to the community's cultural and demographic make-up. **In Progress**

Strategy 1: Maintain a variety of recreational opportunities for all residents.

Actions:

- a. Continue to collaborate with special interest groups to provide recreation programs and special events; Polar Express, Covered Bridges Half Marathon, Balloon fest and Special Events.
- b. Continue to explore the possibility of constructing a river trail from Downtown White River Junction to Ratcliffe Park, which is part of the Latham Works Community Group.
- c. Continue relationships with the Lebanon/Mascoma Trail Network to connect with White River Junction.

Goal 2: Secure a plan that will guarantee funding to maintain our existing recreational programs, resources and facilities. In Progress

Strategy 1: Develop financial giving opportunities and establish secure funding resources.

Actions:

- a. Establish a capital reserve fund to secure funds in the operating budget to go toward existing capital maintenance and repair of existing facilities.
- b. Develop a give a gift catalog that shows images and descriptions of park and recreation related items that the Department can use through a donation.
- c. Establish a revolving fund for recreation programs.
- d. Identify cost-saving maintenance practices and landscaping options for parks and public spaces.

Goal 3: Implement or participate in a community-wide needs assessment, maintaining a 4 to 5 In Progress for Spring 2021 year cycle.

Strategy 1: Initiate participation in community needs surveys or develop internally to collect data on a 4 to 5 year cycle.

Actions:

- a. Continue to demonstrate through evaluation of community need through needs assessment and program evaluations for desired new programs and facility offerings.

Goal 4: Create a sub-committee consisting of a variety of vested interests to establish a community center. In Progress with Rec Commission

Strategy: Meet with community partners and stakeholders to identify a vested need for a community indoor recreation facility.

Action:

- a. Create a steering committee to focus on the feasibility of developing a community center for the Town of Hartford. Look at developing in collaboration with the Bugbee Senior Center.

B. Programs

Goal 1: Have services and facilities meet the community's cultural and demographic make-up. In Progress

Strategy 1: Maintain a variety of recreational opportunities for residents of all ages, cultural diversity, and abilities to advocate and promote a healthier community

population.

Actions:

- a. Plan and implement town-wide indoor and outdoor active-living programs for families and adults.
- b. Maintain community wide events by enhancing its program through collaborations with other organizations such as the Chamber of Commerce and Downtown Merchant Associations.
- c. Continue participation in the Hartford Community Coalition.

Strategy 2: Facilitate intergenerational social awareness and diversity. In Progress

Action:

- a. Create and implement two intergenerational art/music programs per year (cooking, quilting, knitting and card making).

Strategy 3: Meet the programming logistics of working parents through a more on-line presence. In Progress

Actions:

- a. Continue to engage in social media outlets to promote further programs and offerings.

Strategy 4: Build on existing coalitions within the community and identify new opportunities. In Progress

Actions:

- a. Continue to collaborate with special interest groups to provide recreation programs and special events: Polar Express, Covered Bridges Half Marathon, Balloon Fest and other special events.
- b. Continue to explore the possibility of constructing a river trail from Downtown White River Junction to Ratcliffe Park with the Latham Works Community Group.
- c. Continue relationships with the Lebanon/Mascoma Trail Network to connect with White River Junction.

Strategy 5: Continue to promote programs that create one-town awareness versus a one-village image.

Actions:

- a. Program activities that create visitation to each village (Valley Quest, Tree Walk tour and fun run/walk events)
- b. Maintain the Parks & Recreation motto of five villages, three rivers, one town.

Goal 2: Secure a plan that will guarantee funding to maintain existing recreational programs, resources and facilities. In 2021 and Proposed 2022 Budget

Strategy 1: Develop financial giving opportunities and establish secure funding resources.

Actions:

- a. Establish a capital reserve fund to secure funds in our operating budget to go toward existing capital maintenance and repair of existing facilities.

- b. Develop a give a gift catalog that shows images and descriptions of park and recreation related items that the Department can use through a donation.
- c. Establish a revolving fund for recreation programs.
- d. Identify cost-saving maintenance practices and landscaping options for parks and public spaces.

Goal 3: Provide and maintain desired and high-quality programs and services.

Strategy 1: Create short-term and long-term measurable assessments of Parks and Recreation services and facilities.

Actions:

- a. Use evaluations at the end of every recreational program to identify what worked, didn't work and desired new programs.
- b. Maintain the Survey Monkey online program and apply the data to evaluation summaries.
- c. Implement or participate in a community wide needs assessment and program evaluations, every 4 to 5 years.

Goal 4: Evaluate the need for a community indoor recreational facility.

Strategy 1: Engage community partners and stakeholders in the process.

Action:

- b. Create a steering committee to focus on the feasibility of developing a community center for the Town of Hartford. **In Progress with Rec Commission**
- c. Consider collaboration with the Bugbee Senior Center.

Goal 5: Integrate Town and School Services and Facilities

Strategy 1: Have department youth & adult athletics become an integral part of developing an entire town/school sport programs and facilities.

Actions:

- a. Maintain relationship with Hartford High School Athletics using their system to aid in the development of the youth sport and recreation programs.
- b. Maintain representation on the Hartford Field Facility Use Committee.

Goal 6: Maintain the rural character of our community landscape.

Strategy 1: Facilitate community appreciation of preserving opens spaces and forested areas as recreational resources.

Action:

- a. Schedule community conservation/environmental educational programs over the course of a year working in partnership with the Hartford Conservation Commission.

HARTFORD, VT
PARKS AND RECREATION
DEPARTMENT



Strategic Plan

2020 - 2025

“Our mission is to serve the needs of the community through quality parks and facilities, and by offering lifelong learning through recreational and cultural programs.”

Adopted by the Hartford Parks and Recreation Commission May 13, 2004
Updated and approved at Parks and Recreation Commission Meeting, December 2006
Updated and approved at Parks and Recreation Commission Meeting, December 2011
Reviewed objectives at Parks and Recreation Commission Meeting December 2012, 2014
Updated by Parks and Recreation and Staff December 2015
Updated by Parks and Recreation and Staff April 12, 2018
Updated by Parks and Recreation Commission Meeting, May 9, 2019
Updated by Parks and Recreation Commission Meeting, March 11, 2021

Hartford Parks and Recreation Department Strategic Plan

Introduction

The Hartford Parks and Recreation strategic plan is an effort by the Parks and Recreation Commission and Department staff to prepare for the long-range future of the department from 2018 through 2023.

This strategic plan is an attempt to follow the adopted vision and mission statements of the department and to establish a path of direction for the department. This strategic plan will give the necessary direction to the staff in developing programs, short and long term capital projects, addressing social community needs and managing our natural resources.

Several of the goals and objectives mirror revised 2018 Town Master Plan (Parks and Recreation sections) and the department administrative yearly goals and objectives. This strategic plan was developed utilizing the strategic plan model outlined in the book “Management of Parks and Recreation Agencies,” NRPA Publication 1999.

The components of the strategic plan consist of:

- The Vision Statement
- The Mission Statement
- Environmental Scan (SWOT analysis)
- Goals
- Objectives (action plan)
- Time Line of Action Plan

Vision and Mission Statements

Vision:

Something for Everyone – where the citizens of Hartford and surrounding communities recognize the vital necessity of recreation through diverse programs that reach all, regardless of age, gender, race and economic backgrounds. A department that cooperates with all community groups to bring a variety of recreation opportunities to the citizens of Hartford. The parks and facilities are maintained at the highest quality and improved on a regular basis to meet the future needs of the community.

Mission:

Our mission is to serve the needs of the community through quality parks and facilities and by offering life long learning through recreational and cultural programs.

Environmental Scan (SWOT analysis)

The Environmental Scan is a “look” at the department and the Town of Hartford community through the process of a SWOT analysis. The analysis encompassed the reviewing of the Department’s and Community Trends, Issues, Opportunities, Strengths and Weaknesses/Threats.

Trends:

- Individual awareness of health and wellness.
- Increase in community conservation / environmental activities.
- Youths specializing in one specific sport year round.
- Increased demand (higher expectations) on facility / park amenities and types of activities provided at facilities / parks to citizens.
- Loss of outdoor pool venue for community.
- Growing population and growing diversity of population make-up.
- Increase in the lack of outdoor experiences and increase in obesity.
- Increase in activity focused on community collaboration/cooperation – partnerships.
- Needs/demands of older adults (55 years and over) increasing.
- Increase in social networking services and use of the internet.

Issues:

- Quality of Life (maintaining)
- Obesity – people are overweight - creating health concerns.
- Five village town (transportation challenges and lack of one location for all activities)
- Lack of consolidated Park Division storage.
- Maintaining current facilities before building new.

Opportunities:

- Strong presence of community / civic activities (STORM, Youth Sports Clubs, active Chamber of Commerce, environmental groups and Lions/Rotary/Kiwanis clubs, Hartford Community Coalition)
- Utilization of Maxfield property
- Continued Master Plan development of Kilowatt Park
- Diversity of the demographic makeup of the five villages and potential connecting trail system
- ~~WABA expansion and Up Grades~~
- Replacement of the Sherman Manning Pool through a community driven process.

Strengths:

- Professional staff
- Quality programs
- Park system
- Volunteers (individual and groups)

Weaknesses/Threats:

- Overall park athletic field and facility maintenance awareness to keep the properties in excellent condition (example: WABA / Pool / Maxfield)
- Tax base and constraints on Town budget to fund Park and Recreation delivery of services.
- General economic development of region and local area.
- Not prepared for the influx of an older population and increase in the general population.

Goals

Organizational:

1. ~~Be able to adapt to the community's cultural and demographic make up.~~
2. ~~Secure and protect open green spaces for recreation and conservation opportunities.~~
3. ~~Create a sub-committee consisting of a variety of vested interests to establish a community center.~~
4. ~~Have sufficient number of department full time staff to meet the increase of park/facility demands.~~

Hartford Parks and Recreation Strategic Plan

Programs:

- ~~1. Make our citizens / community a healthier population.~~
- ~~2. Program for the cultural diversity of our growing population~~
- ~~3. Create measurable evaluation methods~~
- ~~4. Have department youth athletics become an integral part of the development of entire town/school youth sport programs.~~
- ~~5. Expand WABA to meet future needs of the community.~~

Social:

- ~~1. Work to create an intergenerational social awareness.~~
- ~~2. Continue to promote programs that create Town awareness versus a one-village image.~~
- ~~3. Create adequate transportation opportunities to recreation sights.~~
- ~~4. Maintain the rural character of our community landscape~~
- ~~5. Meet the programming logistic of working parents.~~
- ~~6. Ensure that all people have access to the benefits of local parks and recreation.~~

Objectives / Actions Plan

~~The Objectives / Actions Plan outline the Strategic Goals with specific actions to be taken to meet the desired goals. More importantly, the objectives / actions can be measured. This will give the department the ability to bench mark how the strategic plan is working.~~

A. Organizational

- ~~1. Goal: Be able to continue collaboration and adapt to the community's cultural and demographic make-up.~~

Objectives / Action:

- ~~a. Continue to collaborate with special interest groups to provide recreation programs and special events
— Polar Express, Covered Bridges Half Marathon, Balloonfest and Special Events~~

- ~~2. Goal: Secure a plan that will guarantee funding to maintain our existing resources and facilities.~~

Objectives / Action:

- ~~a. Establish a capital reserve fund to secure funds in our operating budget to go toward existing capital maintenance and repair of existing facilities.~~

Hartford Parks and Recreation Strategic Plan

- ~~b. Continue to explore the possibility of constructing a river trail from downtown WRJ to Ratcliffe Park, which is part of the Lathem Works Community Group.~~
- ~~c. Create a steering committee to focus on the feasibility of developing a community center for the Town of Hartford. Look at developing in collaboration with the Bugbee Sr. Center.~~

~~3. Goal: Plan for a community wide needs assessment.~~

~~Objective / Action:~~

- ~~a. Continue to demonstrate through evaluation of community need through needs assessment and program evaluations the need for new programs and facility offerings.~~

~~4. Goal: Be able to seek community donations of items, property for parks and facilities.~~

~~Objective / Action:~~

- ~~a. Develop a give a gift catalog that shows images and descriptions of park and recreation related items that — Department can use through a donation.~~

~~B. Programs~~

- ~~1. Goal: Make our citizens / community a healthier population by increasing programs for adult populations, ensuring that all people have access to the benefits of local parks and recreation.~~

~~Objectives / Action:~~

- ~~a. Plan and implement town wide indoor and outdoor active living programs for adults~~
- ~~b. Promote further the scholarship fund to assure the community has knowledge of the program and the ability to access for program needs.~~
- ~~c. Maintain the scholarship program by continuing the fundraising effort at the Balloon Festival.~~

~~2. Goal: Program for the cultural diversity of our growing population.~~

~~Objectives / Action:~~

- ~~a. Maintain the Glory Days of the Railroad Festival by enhancing its program through collaborations with other organizations such as the Chamber of Commerce and Downtown Merchant Associations.~~
- ~~b. Continue participation in Hartford Community Coalition.~~

~~3. Goal: Create measurable evaluation methods.~~

~~Objectives / Action:~~

- ~~a. Maintain the Survey Monkey online program and apply the data to evaluation summaries.~~

~~4. Goal: Have department youth & adult athletics become an integral part of the development of entire town/school sport programs and facilities.~~

Hartford Parks and Recreation Strategic Plan

Objectives / Action:

a. ~~Maintain relationship with Hartford High School Athletics and using their system to aid in the development of the youth sport and recreation programs.~~

b. ~~Maintain representation on the Hartford Field Facility Use Committee.~~

5. Goal: Expand WABA programming to meet future needs of the community

~~Objective / Action:~~

a. ~~Gain future community input for potential activities at the facility~~

b. ~~Collaborate with current users by enhancing turf possibilities.~~

C. Social

1. Goal: Work to create intergenerational social awareness and diversity and to ensuring that all people have access to the benefits of local parks and recreation.

Objective / Action:

a. ~~Create and implement two intergenerational art/music programs per year (cooking, quilting, and knitting, card making).~~

b. ~~Use NRPA's Social Equity Initiatives for our local park and recreation agency to provide tools, resources and technical assistance to ensure all people have access and are meaningfully involved in the development and use of park and recreation programs and spaces for all.~~

2. Goal: Continue to promote programs that create one town awareness versus a one village image.

Objective / Action:

a. ~~Programming activities that create visitation to each village.~~

~~—Valley quest~~

~~—Tree Walk tour~~

~~—Fun Run/Walk events~~

~~b. New branding and logo for the Department.~~

3. Goal: Maintain the rural character of our community landscape

Objective / Action:

a. ~~Schedule conservation/environmental education sessions over a course of a year.~~

4. Goal: Meet the programming logistic of working parents through a more on-line presence.

Objectives / Action:

a. ~~Engage more in social media outlets to promote further programs and offerings.~~

Recreation

A. Organizational

Goal 1: Continue collaboration and adapt to the community's cultural and demographic make-up.

Strategy 1: Maintain a variety of recreational opportunities for all residents.

Actions:

- a. Continue to collaborate with special interest groups to provide recreation programs and special events; Polar Express, Covered Bridges Half Marathon, Balloon fest and Special Events.
- b. Continue to explore the possibility of constructing a river trail from Downtown White River Junction to Ratcliffe Park, which is part of the Latham Works Community Group.
- c. Continue relationships with the Lebanon/Mascoma Trail Network to connect with White River Junction.

Goal 2: Secure a plan that will guarantee funding to maintain our existing recreational programs, resources and facilities.

Strategy 1: Develop financial giving opportunities and establish secure funding resources.

Actions:

- a. Establish a capital reserve fund to secure funds in the operating budget to go toward existing capital maintenance and repair of existing facilities.
- b. Develop a give a gift catalog that shows images and descriptions of park and recreation related items that the Department can use through a donation.
- c. Establish a revolving fund for recreation programs.
- d. Identify cost-saving maintenance practices and landscaping options for parks and public spaces.

Goal 3: Implement or participate in a community-wide needs assessment, maintaining a 4 to 5 year cycle.

Strategy 1: Initiate participation in community needs surveys or develop internally to collect data on a 4 to 5 year cycle.

Actions:

- a. Continue to demonstrate through evaluation of community need through needs assessment and program evaluations for desired new programs and facility offerings.

Goal 4: Create a sub-committee consisting of a variety of vested interests to establish a community center.

Strategy: Meet with community partners and stakeholders to identify a vested need for a community indoor recreation facility.

Action:

- a. Create a steering committee to focus on the feasibility of developing a community center for the Town of Hartford. Look at developing in collaboration with the Bugbee Senior Center.

B. Programs

Goal 1: Have services and facilities meet the community's cultural and demographic make-up.

Strategy 1: Maintain a variety of recreational opportunities for residents of all ages, cultural diversity, and abilities to advocate and promote a healthier community population.

Actions:

- a. Plan and implement town-wide indoor and outdoor active-living programs for families and adults.
- b. Maintain community wide events by enhancing its program through collaborations with other organizations such as the Chamber of Commerce and Downtown Merchant Associations.
- c. Continue participation in the Hartford Community Coalition.

Strategy 2: Facilitate intergenerational social awareness and diversity.

Action:

- a. Create and implement two intergenerational art/music programs per year (cooking, quilting, knitting and card making).

Strategy 3: Meet the programming logistics of working parents through a more on-line presence.

Actions:

- a. Continue to engage in social media outlets to promote further programs and offerings.

Strategy 4: Build on existing coalitions within the community and identify new opportunities.

Actions:

- a. Continue to collaborate with special interest groups to provide recreation programs and special events: Polar Express, Covered Bridges Half Marathon, Balloon Fest and other special events.
- b. Continue to explore the possibility of constructing a river trail from Downtown White River Junction to Ratcliffe Park with the Latham Works Community Group.
- c. Continue relationships with the Lebanon/Mascoma Trail Network to connect with White River Junction.

Strategy 5: Continue to promote programs that create one-town awareness versus a one-village image.

Actions:

- a. Program activities that create visitation to each village (Valley Quest, Tree Walk tour and fun run/walk events)
- b. Maintain the Parks & Recreation motto of five villages, three rivers, one town.

Goal 2: Secure a plan that will guarantee funding to maintain existing recreational programs, resources and facilities.

Strategy 1: Develop financial giving opportunities and establish secure funding resources.

Actions:

- a. Establish a capital reserve fund to secure funds in our operating budget to go toward existing capital maintenance and repair of existing facilities.
- b. Develop a give a gift catalog that shows images and descriptions of park and recreation related items that the Department can use through a donation.
- c. Establish a revolving fund for recreation programs.
- d. Identify cost-saving maintenance practices and landscaping options for parks and public spaces.

Goal 3: Provide and maintain desired and high-quality programs and services.

Strategy 1: Create short-term and long-term measurable assessments of Parks and Recreation services and facilities.

Actions:

- a. Use evaluations at the end of every recreational program to identify what worked, didn't work and desired new programs.
- b. Maintain the Survey Monkey online program and apply the data to evaluation summaries.
- c. Implement or participate in a community wide needs assessment and program evaluations, every 4 to 5 years.

Goal 4: Evaluate the need for a community indoor recreational facility.

Strategy 1: Engage community partners and stakeholders in the process.

Action:

- b. Create a steering committee to focus on the feasibility of developing a community center for the Town of Hartford.
- c. Consider collaboration with the Bugbee Senior Center.

Goal 5: Integrate Town and School Services and Facilities

Strategy 1: Have department youth & adult athletics become an integral part of developing an entire town/school sport programs and facilities.

Actions:

- a. Maintain relationship with Hartford High School Athletics using their system to aid in the development of the youth sport and recreation programs.
- b. Maintain representation on the Hartford Field Facility Use Committee.

Goal 6: Maintain the rural character of our community landscape.

Strategy 1: Facilitate community appreciation of preserving open spaces and forested areas as recreational resources.

Action:

- a. Schedule community conservation/environmental educational programs over the course of a year working in partnership with the Hartford Conservation Commission.

Time Line

The time line is a matrix showing anticipated schedule when objectives / actions will be implemented and/or the start of an objective. The time line activities will vary due to the budget constraints, staff ability to accomplish tasks, political climate and community/economic development. (see attached matrix)

Hartford Parks and Recreation Strategic Plan

	Based on a calendar year				
Action	2018	2019	2020	2021	2022
Organizational					
1a. Collaborate on special events	x	x	x	x	x
2a. Plan to maintain existing facilities (WABA / Pool / Maxfield	x	x	x	x	x
2b. Continue Lathem Works Trail Project	x	x	x	x	x
2c. Community Center Feasibility Study			x		
3a. Needs Assessment			x	x	
4a. Give a Gift Catalog		x			
Programs					
1a. Enhance adult program offerings		x			
2a. Enhance Glory Days Festival	x	x	x	x	x
2b. Continue program partnership with HCC	x	x	x	x	x
3a. Maintain Survey Monkey	x	x	x	x	x
4a. Develop Youth / Adult Programming for all people	x	x	x	x	x
4b. Continue Field Use Committee	x	x	x	x	x
5a. Enhance programming, including turf program at waba	x	x			
Social					
1a. Two intergeneration programs	x	x	x	x	x
2a. Visibility in each village	x	x			
2b. New logo and branding of the Department	x	x			
3a. Conservation and environmental education	x	x			
4a. On-line presence within the community		x	x	x	x
		x			
Townwide Community Survey			x		
Prepare for 15 CAPRA review	x	x			

HARTFORD, VT
PARKS AND RECREATION
DEPARTMENT



PROGRAM PLAN

“Our mission is to serve the recreational needs of the community by offering lifelong learning through recreational and educational programming utilizing existing parks and facilities.

Updated 10/05
Updated 10/08
Updated 3/09
Updated 10/12
Updated 1/14
Updated 2/19
Updated Staff 3/20
Updated 2/21

Hartford Parks and Recreation Department
Program Plan

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Program Plan

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Updated 10/05
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I. Introductory

The Hartford Parks and Recreation Department's program plan was developed by the Parks and Recreation Staff, along with the Parks and Recreation Commission using program evaluations, community demands, needs and preferences. Other determining factors include determining if services offered overlap other community agencies or are areas being missed or inadequately covered.

The Town of Hartford Master Plan, Parks and Recreation Department Strategic Plan, and the Recreation Division's Yearly Plan are all used as part of the Program Plan.

The Parks and Recreation Department allows for flexibility with new trends that may be favorable. The program plan covers present through 5-10 years in the future. Meeting the department's goals is shown in a matrix form.

II. Vision

The residents of Hartford and the surrounding communities recognize the vital importance of natural places and recreation. Through diverse programming that aims to reach all, regardless of age, gender, race, physical or mental ability, sexual orientation or socioeconomic background, the Hartford Parks & Recreation Department cooperates with community groups to bring a variety of recreational opportunities to local residents. The department is committed to maintaining the highest quality parks and facilities while dedicating itself to improving its program offerings and practices to meet current and future needs.

III. Mission

Our mission is to serve the recreational needs of the community by offering lifelong learning through recreational and educational programming utilizing existing parks and facilities.

IV. Market

The Hartford Parks and Recreation Department offers programs that fit into one or more of the following Primary Objectives: Health / Fitness, Cooperative Awareness, Leisure Time (educate for leisure).

The Hartford Parks and Recreation Department serves all ages.

Through these programs, several opportunities and involvement levels can be obtained.

Opportunities include; Physical, Intellectual, General and Creative. Participant's involvement levels are broken into two areas: Physical Recreation and Intellectual Recreation. Physical Recreation can be either strenuous or low key. Intellectual Recreation could be challenging or sedentary.

V. Goals and Objectives

The goals and objectives are developed by the Recreation Commission and Department Staff utilizing the Town Master Plan, the department's Strategic Plan and program evaluations, along with community trends and opportunities.

The department has yearly goals, along with short and long term goals which are outlined in both the Strategic plan (short term 3-5 years) and the Town Master plan (long term 5-10 years) See Appendix: Program Design Goals and Objectives Matrix.

The determination of which programs to offer comes from previous program evaluations along with community trends. The Director and Superintendent of Recreation Programs presents the Parks and Recreation Commission a list of proposed programs for the upcoming seasons. This is done in July (Fall and Winter) and January (Spring and Summer). The Department works with a number of volunteer run, non-profit organizations including Hartford Hoops Foundation, Hartford Baseball and Softball Association, Hartford Youth Football, Upper Valley Hockey Association, Hartford Youth Lacrosse Club, and Hartford Soccer Club.

VI. Operations

The Hartford Parks and Recreation Department core make up of facilities, staffing and program opportunities allows for a good mixture of programming ideas and safe areas for recreating. The following lists the physical inventory of the department.

Facilities:

- Wendell A Barwood Arena
- Sherman Manning Pool (Operates Mid-June through the end of August)
- 13 Established Parks
- Maxfield Outdoor Sports Complex
- Several trails for hiking, mountain biking, or cross-country skiing
- Park shelters and bandstands

Staffing:

- 6 Full time, year-round staff members
- 25-30 Seasonal staff members
- Many, many volunteers

Program Opportunities:

- Youth Athletics and Programs
- Camps
- Cultural Programs
- Family Events
- Adult Athletics
- Special Events

Full time and seasonal employees, as well as volunteer coaches, follow some national standards for their specific areas. Some of these are as follows:

- American Heart Association
- NAYS (National Alliance For Youth Sports).
- Upper Valley Recreation Association Youth Sport Standard/Guidelines
- NRPA/CAPRA Standards

VII. Program Segmentation / Program Opportunities

The Hartford Parks and Recreation Department reaches out to all of our community members with programming for all ages; from athletics, to health and fitness, cultural programs, and leisure activities using all our facilities to ensure that everyone has the opportunity for recreation and leisure. The department makes available program equipment and other resources to help promote the healthy living lifestyle.

See Appendix: Scope of Program Opportunities / Cultural Program Plan

VIII. Community Relationships & Resources

The Program Plan encompasses cooperative programming with many local public agencies, non-profit groups and private organizations to ensure a wide range of coverage with as little cross-over as possible. Programs like Splash Night with the Upper Valley Aquatic Center Elves Workshop with the Youth in Action, and Polar Express with The White River Junction Rotary Club. These examples of programs are just a few of the many different groups with which we have a working relationship.

IX. Time Line

	Based on a calendar year				
Action	2018	2019	2020	2021	2022
Organizational					
1a. Collaborate on special events	x	x	x	x	x
2a. Plan to maintain existing facilities (WABA / Pool / Maxfield	x	x	x	x	x
2b. Continue Latham Works Trail Project	x	x	x	x	x
2c. Community Center Feasibility Study			x		
3a. Needs Assessment			x	x	
4a. Give a Gift Catalog		x	x		
Programs					
1a. Enhance adult program offerings		x			
2a. Enhance Glory Days Festival	x	x	x	x	x
2b. Continue program partnership with HCC	x	x	x	x	x
3a. Maintain Survey Monkey	x	x	x	x	x
4a. Develop Youth / Adult Programming	x	x	x	x	x
4b. Continue Field Use Committee	x	x	x	x	x
5a. Enhance programming, including turf program at waba	x	x	x	x	x
Social					
1a. Two intergeneration programs	x	x	x	x	x
2a. Visibility in each village	x	x			
2b. New logo and branding of the Department	x	x			
3a. Conservation and environmental education	x	x			
4a. On-line presence within the community		x			
		x			
Townwide Community Survey			x		
Prepare for 15 CAPRA review	x	x			

X. Annual Review

The program plan is reviewed bi-annually (Spring & Summer / Fall & Winter) and is the responsibility of the Superintendent of Recreation Programs. The Director and Superintendent of Recreation Programs develop and distribute program evaluations to all participants. Participants are the main feedback that is used for the future of that program, however other things like community needs surveys also provide essential feedback. Population's needs and demands and preferences of the community all play a part.

XI. COVID

Entertainment Program Plan during COVID-19 (Summer Concert Series) 6/9/2020

- Audience Pods will be provided at Lyman Point Park. Pods are 12ft in diameter and will be separated by 6ft physical distance. Families that live or gather together can be in one pod. Maximum of 6 family members per-pod. A pod can be one person or a family with no more than 6.
- Hartford Parks & Recreation Staff and Volunteers will be on site to manage available parking and to assign pods.
- Once the pods are full, we cannot accept additional spectators.
- Several parking spaces will be considered pods as well. Each parking lot pod will be separated by one parking space. If you decide to sit outside your vehicle, you must sit on a blanket or chair that is in front of your bumper.
- A spectator "no access line" will be painted between the bandstand and the spectator pods. Spectators and performers should not cross that line.
- When arriving and departing, please refrain from unnecessary crowding with others.
- Concerts will be 1-hour in length.
- A portable toilet will be on site and equipped with hand sanitizer and cleaned based on the guidelines set forth by the Vermont Department of Health. It is highly recommended that you provide hand sanitizer for yourself.
- It is suggested that all concert attendees arrive and depart with a mask.
- Do not attend the performance if you are exhibiting any ill health related symptoms.
- Follow all CDC and the VT Department of Health Guidance on personal hygiene prior to and during the concert.