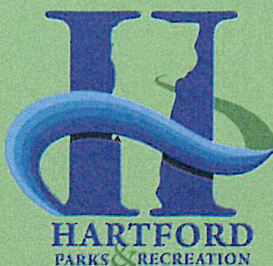


Hartford Parks and Recreation Commission

Date 12/8/2022

Time 5:00 PM

**Hartford Town
Hall**



- Call to Order
- Approval of Previous Meeting Minutes
- Citizens Comments
- Commission Comments
- Directors Report
- Old Business
 - Marketing and Community Relations Plan approval
 - Hartford Parks Ordinance Suggested Changes
- New Business
- Agenda Items for Next Rec Commission Meeting
- Adjournment

**Parks & Recreation Department
Significant Activity Report
December 9th, 2022**

Respectfully Submitted By: Scott Hausler, Director

Program and Park Highlights

- Our first Glow Skate took place at the Wendell A. Barwood Arena November 19th with 50 teenagers in attendance. We plan to continue this program throughout the skating season.
- Youth Basketball kicked off with two successful programs. The boy's program was held for participants in grades 3-6 and had close to 80 participants. The girls program started youth open gyms to get geared up for the youth basketball season. The Hartford High School Basketball Coaching Staff along with players participated in both programs.
- Indoor Ultimate Frisbee begins December 4th at Hartford High School. The program runs from 7pm to 9pm in the gymnasium on Sundays through April.
- The Department started brainstorming ideas for the Hartford Parks & Recreation Department's 50th Anniversary. May of 2023 will be the 50th anniversary of the establishment of Hartford Parks & Recreation. Staff plan to kick off the summer of 2023 with a celebration and dedicate the year to special programming and recognition of 50 years of service to the community as a chartered park and recreation agency.
- With the completion of fall sports that utilize Maxfield, we have completed the full winterization of the facility. This includes winterizing the pavilions and irrigation systems. We continue to work on one of the youth baseball fields, converting the field to a 70ft basepath which requires removal of turf and the addition of infield mix. The distance of the basepaths establishes the Cal Ripken Major League 70ft Program offering alternative field dimensions to older players and the major division. A new age determination date allows players up to three months older to participate and advances the development of the game. In addition, Hartford High School will be making fence modifications to the High School Softball Field by creating new bullpens and bringing the outfield fence in closer.
- All our after-school program continues with Lego Club, Board Game Club and our Chess Club.
- Staff will be working the week of December 5th on the Polar Express North Pole. The Department manages the North Pole activities and decorates the station for the Polar Express.
- Dana Clawson, the Environmental Sustainability Coordinator met with Department Staff and an area contractor to look at the WABA Arena Envelop to address adding insulation to the walls which will allow us to improve the dehumidification of the facility. We look forward to obtaining a proposal so we can estimate what this type of project would entail financially and the overall benefits.
- Each Balloon Festival, Hartford Parks & Recreation manages the parking of cars at the Quechee Balloon Festival. To park on festival grounds, festival goers are asked to donate to the Brian Hanson Scholarship Fund. On November 17th, the department held a gathering with volunteers that supported the Brian Hanson Scholarship Fund by parking and accepting the donations. Members of the Hanson Family were in attendance as we celebrated the collection of \$9688.93. The Hanson Family also presented a check for \$350 so we could get over the \$10,000 dollar contribution. Thanks to the Hanson Family, we were able to contribute a total of \$10,038.53 to the scholarship fund.

**Parks & Recreation Department
Significant Activity Report
November 11th, 2022**

Respectfully Submitted By: Scott Hausler, Director

Program and Park Highlights

- Our after-school programs continue to be a success with full enrollment. We have added a Board Game Club which started November 10th. In addition to Lego and Chess Club at the Hartford Town Hall, we will be working with OQS to offer a program at the school. This opens the door for Parks & Recreation to offer after school activities at the school.
- Trunk or Treat was a huge success with 25 Trunks and
- Small Games Camp started at the WABA Arena. We have 36 skaters enrolled in the boys program and 16 in the girls program. The Small Games Camp is for skaters in grades 7 through 12.
- Maxfield Monday Walks continue through November 28th. The walks have 14 enrolled in the drop-in program and are led by Parks & Recreation Staff. In addition to Maxfield Monday Walks, we held a hike in the Hartford Town Forest on November 2nd with 5 participating.
- Pickleball at Maxfield has ended for the season. The Tuesday/Thursday program had a total of 82 registrations and will pick back up next spring.
- The Department took 8 teens to the Get Air Trampoline Park on November 3rd. The program was designed for the schools early release day.
- There were 15 enrolled in our No-School Fund Day on Friday, November 4th. The program was held at the WABA Arena where participants skated on the ice, played games, arts and crafts and were able to enjoy the nice outdoor weather.
- The Learn to Skate and Tiny Tots Program at the WABA Arena has 26 total enrollments. Session 1 for Tiny Tots and the Learn to Skate runs through December 4th.
- There are 15 enrolled in the Youth Karate. The program is a traditional Japanese Okinawa Karate and Kobudo Program instructed by Sensei Mayfield.
- Public Skating at WABA has started. As of November 6th we have had 136 day pass skaters, 21 noontime hockey, 38 skate rentals and have sharpened 20 pair of skates.
- Over the past two week our reservation report includes 91 facility reservations with 189.5 hours of usage.
- Staff in Parks and Facilities continue to transition from outdoor maintenance to the indoor operations of the WABA Arena. The arena schedule this season is 7 days per-week with mostly afternoon/night shifts and our weekend Saturday and Sunday operation consists of 12 to 16 hours each day.

Revisions February 2014

**TOWN OF HARTFORD, VERMONT
PARKS ORDINANCE**

ARTICLE I ARTICLE II ARTICLE III ARTICLE IV
ARTICLE V ARTICLE VI ARTICLE VII ARTICLE VIII
ARTICLE IX ARTICLE X

ARTICLE I

PURPOSE DEFINITIONS
AUTHORITY AND ADMINISTRATION NO
PERSON IN A PARK SHALL
BEHAVIOR- NO PERSON IN A PARK SHALL
MERCHANDISING-ADVERTISING-SIGNS
BICYCLE, SNOW VEHICLES AND MOTORBIKES
VIOLATION and PENALTIES
EFFECTIVE DATE
NO PREEMPTION OF PRIVATE REMEDY

PURPOSE

The purpose of this article shall be to preserve the public peace and maintain order on lands owned and managed by the Town of Hartford, Vermont, contribute to the safety and enjoyment of the users of such parklands by regulating the use of the properties and protecting users from exposure to the harmful effects of secondhand smoke/vapor and tobacco/cannabis product waste on the properties.

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ARTICLE II DEFINITIONS

1. "Town" the governing entity consisting of the following villages: Quechee, Wilder, West Hartford, Hartford and White River Junction.
2. "Park" is any area in the Town under the direct jurisdiction of the Town Parks and Recreation Department and Conservation Commission. Parks and Conservation Lands include: Quechee Green Park, Watson Memorial Park, Erwin Clifford Park, George Ratcliffe Park, Hurricane Wildlife Refuge Park, Frost Park, Kilowatt North and South Parks, Veterans Park, Quechee Green Park, Meeting House Common, Lyman Point Park, Fred Briggs Park (Engine 494), Hurricane Town Forest, Maanawaka Conservation Area, David Chang Conservation Area and all open public properties managed by the Parks and Recreation Department and Conservation Commission.
3. "Person" is any individual, group, association, corporation, company or organization of any kind.
4. "Vehicle" is any conveyance, whether motor-powered, animal-drawn or self-propelled. The term shall include any trailer in tow of any size, kind or description.
5. "Tobacco Products" include cigarettes, little cigars, roll-your-own tobacco, snuff, cigars, new smokeless tobacco, and other tobacco products as defined in 32 V.S.A. § 7702.
6. "Tobacco Substitute Products" are products, including electronic cigarettes or other electronic or battery-powered devices, that contain or are designed to deliver nicotine or other substances into the body through the inhalation of vapor and that have not been approved by the U.S. Food and Drug Administration for tobacco cessation or other medical purposes as defined by 7 V.S.A. § 1001(8). Products that have been approved by the U.S. Food and Drug Administration for tobacco cessation or other medical purposes shall not be considered to be tobacco substitutes.
7. "Cannabis" includes all parts of the plant *Cannabis sativa L.* as defined by 7 V.S.A. § 831.

ARTICLE III AUTHORITY AND ADMINISTRATION

The Department of Parks and Recreation is charged with the administration of this article and the posting of signs designating parkland within the town. The rules and regulations set forth herein shall apply to and be in effect in all parks under the control, supervision and jurisdiction of the department. Under authority granted in 24 V.S.A. §§ 2291 (4), 2291 (7), 2291 (14), 2291 (17), and 2291 (18), the Selectboard of the Town of Hartford, Vermont hereby adopts the following civil ordinance regulating the Parks.

Commented [1]: We recommend legal counsel review for completeness.

ARTICLE IV NO PERSON IN A PARK SHALL

1. Buildings and grounds
 - a. Willfully mark, deface, disfigure, injure, tamper with, displace or remove, any building, bridges, tables, benches, grills, railings, paving/paving material, water lines, or other public utilities or parts or appurtenance thereof, signs, notices, or place cards (whether temporary or permanent), monuments, play equipment, facilities or park property or appurtenances whatsoever, either real or personal.
 - b. Dig or remove any soil, rock, stones, down timber or other wood or materials, or make any excavation by tool, equipment, blasting, or other means or agency.
 - c. Erect Structures: Construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run, or string public service utility into, upon or across such lands. Exception is here made as to any person acting by and under the authorization by permit of the Town.
2. Trees, Shrubbery, Lawns
 - a. Damage, cut, carve, transplant, or remove any tree, flower or plant or injure the bark, of any tree or plant. Nor shall any person attach any rope, wire or other mechanical device to a tree or plant. A person shall not dig in or otherwise disturb turf areas.
3. Hunt and Trap
 - a. Hunt or trap on Park Properties, with the exception of what may be permitted by the regulations as outlined in the Hurricane Town Forest Recreation Management Plan
4. Sanitation
 - a. Pollute the natural waters located in and next to the Parks.
 - b. Bring in or shall dump, deposit or leave any bottles, broken glass, ashes, paper, boxes,

- cans, dirt, rubbish, waste, in or contiguous to any park, or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided; where receptacles are not provided, all such rubbish or waste shall be carried away from the Park by the person responsible for its presence, and properly disposed of elsewhere.
- c. Keep a dog or dogs off leash. Owner or person having custody of any dog shall keep the dog on a leash at all times, unless in an off-leash designated area on the park grounds. A dog may not defecate on any park properties, unless said defecation is removed immediately and properly disposed of in a designated dog waste container. No dogs are allowed on athletic fields. *Cross reference Dog Ordinance Chapter Sections: 27-4, 27-5, 27-8, 27-9 & 27-10*
5. Traffic
- a. Fail to comply with State laws, Town ordinances and with the exception of what may be permitted by the regulations as outlined in the Hurricane Town Forest Recreation Management Plan in regards to recreational equipment and operation of vehicle of any kind.
- b. Operate any vehicle or recreational equipment on any area except the designated road / driveway areas and or trails.
- c. Park a vehicle in other than established or designated parking areas
6. Recreational Activities
- a. Frequent any waters or places of park grounds before or after park posted hours. Parks are open from dawn to dusk, unless said activity is approved by the Town to be conducted after park posted hours.
- b. Carry or possess firearms of any description, or air rifles, spring-guns, paint-ball guns/rifles, bow and arrows, sling, knife, slingshot, dagger, or any other types a dangerous weapon(s), with the exception what may be permitted by the rules and regulations as outlined in the Hurricane Town Forest Recreation Management Plan.
- c. Picnic Areas and Use
- 1) Picnic or have large food serving stations in a place other than those designated for that purpose.
- 2) Large groups are required to submit a Park Use Permit. A large group consists of ten or more people.
- 3) Light and create open fires, and/or fire pits with the exception of what may be permitted by the rules and regulations as outlined in the Hurricane Town Forest Recreation Management Plan.
- 4) Leave a picnic area before the fire is completely extinguished and before all trash, garbage and all other refuse is placed in the disposal receptacles. If no such trash receptacles are available, all refuse is to be taken out of park and properly disposed of elsewhere.
- d. No person shall set up tents, shacks, or any other temporary shelter for the purpose of overnight camping, nor shall any person leave in a park after closing hours any movable structure or special vehicle to be used for, or that could be for, such purpose of overnight camping, with the exception of what may be permitted by the rules and regulations as outlined in the Hurricane Town Forest Recreation Management Plan or without permission from the Hartford Parks and Recreation Department.
- e. Take part in organized athletic games without written permission of the Department of Parks and Recreation.
- f. Ride a horse or any other animal in the parks, with the exception of what may be permitted by the regulations as outlined in the Hurricane Town Forest Recreation Management Plan.

ARTICLE V BEHAVIOR- NO PERSON IN A PARK SHALL:

1. Bring or possess alcohol beverages, tobacco products, tobacco substitute products, or any illegal drug, nor shall any person drink alcohol beverages, or use any tobacco products, tobacco substitute products, cannabis, or illegal drug at any time in the park (including but not limited to parking areas, restrooms, off-leash areas of dog parks), except when allowed by the rules or regulations of the ordinance relating to the use of alcohol beverages. *Cross reference Open Container Ordinance*
2. Engage in loud, boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior tending to breach the public peace. *Cross reference Noise Ordinance.*

Commented [2]: State statute permits people 21 years or older to carry up to 1 oz of cannabis on their person. It prohibits cannabis consumption in public places.

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ARTICLE VI MERCHANDISING-ADVERTISING-SIGNS

1. Expose or offer for sale the article of thing, nor shall he/she station or place any stand, cart, or vehicle for the transportation, sale or display of any such article or thing. Exception is here made as to any person acting by and under the authorization by permit of the Town.
2. Announce, advertise, or call the public attention in any way to any article or service or service for sale or hire-without written permission from the Town.
3. Paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription, nor shall any person erect or cause to be erected any sign on park properties. Exception is here made as to any person acting by and under the authority by permit of the Town.

ARTICLE VII BICYCLE, SNOW VEIDCLES AND MOTORBIKES

1. No person shall ride a bicycle upon the lawns, walks, or foot trails in the parks unless otherwise posted.
2. No motorized snow vehicles shall be permitted in the area of a park except where permitted by the Town.
3. No motorized vehicle shall be permitted in any area of the parks, with the exception of those permitted by the rules and regulations of each park.

ARTICLE VIII NOTICE TO PARK USERS

Signs shall be prominently placed at all applicable town park and recreation areas and facilities, notifying the public of the prohibition against the use of all tobacco and cannabis products and use of tobacco substitutes (including vaping devices).

Commented [3]: Some signage is available at no cost from the state of Vermont.

ARTICLE VIII VIOLATION AND PENALTIES

A violation of this ordinance shall be subject to civil enforcement in accordance with the provisions of 24 VSA Section 1974a and 1977 et seq. A civil penalty of not more than \$500.00 may be imposed for a violation of this civil ordinance and the waiver fee shall be set at \$50.00 for the first offense, \$100.00 for the second offense within a six month period, and \$200.00 for all subsequent offenses within a six month period. Each day violation shall constitute a separate violation of this ordinance.

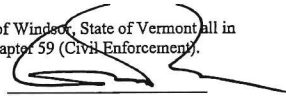
ARTICLE IX EFFECTIVE DATE

Effective Date: This ordinance shall take effective sixty days after the adoption by the Select Board for the Town of Hartford, Vermont.

ARTICLE X NO PREEMPTION OF PRIVATE REMEDY

Nothing in this ordinance shall be construed to limit or modify any remedy which may be available to any private person under existing common law or statute for abatement of nuisance, nor shall any enforcement process begun or completed by the Town of Hartford against any person be deemed or construed to exempt such person from imposition of liability resulting from pursuit of civil remedy by any other person.

Adopted this 14th day of April at Hartford, County of Windsor, State of Vermont all in accordance with Title 24 VSA (14) and 24 VSA Chapter 59 (Civil Enforcement).



HARTFORD PARKS & RECREATION MINUTES

Date | time 11/10/2022 5:07pm | Meeting called to order by Brett Mayfield

Commission Members In Attendance

Michael Vanesse, Nikki Boyle, Brett Mayfield

Commission Members Absent

David Crocco Jr., Tom McCleary, Allison Childs

Others in Attendance

Emily Zanleoni- HCC, Sarah Wraight TRORC, Alice Stewart MT. Ascutney Hospital

Approval of Minutes

A motion was made by No Quorum . Seconded by: _____

In Favor _____ Opposed _____

The motion was Approved or Disapproved? _____

Citizen Comments

The Commission held a discussion related to the agenda items, but the meeting was not official as there was no quorum.

Commission Member Comments

None

Directors Report

Scott Hausler, Director of Parks & Recreation reviewed the Significant Activities Reports for the month of October. No action taken.

Old Business

Chair, Brett Mayfield recommended that we approve the Evaluation Plan at the December meeting.

New Business

Scott reminded members in attendance to review the Marketing and Community Relations Plan which will be discussed at the next meeting.

Members of the Hartford Community Coalition, under the leadership of Emily Zanleoni introduced Sarah Wraight and Alice Stewart who presented possible updates to the Hartford Town Park Ordinance. Although no action was taken, the board discussed bringing the changes back to the board for review at the next meeting. The changes reflect the need to regulate the ban of smoking substances in the parks, playgrounds, and parking lots under the management of the Parks & Recreation Department. The Park Ordinance, as it reads does not include no-smoking using a vaping device or the smoking and use of cannabis in public parks. The Commission will include the ordinance change at the next meeting as an agenda item. Scott mentioned that once the P&R Commission reviewed and recommended that he would bring the changes to the Town Manager’s Office for review. Procedurally, any ordinance change requires public review and readings. Scott will provide those details at the next posted meeting of the P&R Commission. No action was taken.

Agenda Items for Next Commission Meeting

Next Meeting

December 8, 2022, Hartford Town Hall at 5:00pm

Adjourn

Motion was made to adjourn the meeting by: No Quorum _____

Seconded by: _____

All in Favor: _____ NA _____ Opposed: _____ NA _____

Respectfully submitted by: Scott Hausler Signature: _____

Date: 11/10/22

Hartford Parks & Recreation Commission Members

Chair: Brett Mayfield (05/16/2025)

Vice Chair: David M. Crocco Jr. (7/25/2024)

Clerk: Tom McCleary (03/08/2024)

Member: Allison Childs (04/04/2025)

Member: Nikki Boyle (04/04/2025)

Member: Michael Vanesse (05/02/2025)

Vacant: (1 position)