TOWN OF HARTFORD
SELECTBOARD AGENDA
SPECIAL MEETING
Tuesday, January 21, 2020, 6:00pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

I. Call to Order the Selectboard Meeting

II. Pledge of Allegiance

III. Local Liquor Control Board: N/A

IV. Order of Agenda

V. Selectboard

1. Public, Selectboard Comments and Announcements: TBD

2. Board Reports, Motions & Ordinances

   a. FY21 Budget and CIP Wrap UP (Information Only)

   b. FY21 General Fund Budget Approval (Motion Required)

   c. FY21 – FY26 Capital Improvement Plan Approval (Motion Required)

   d. Adoption of FY21 Enterprise Fund Budgets

      • Fund 14 Parking (motion required)
      • Fund 30 Solid Waste Fund (motion required)
      • Fund 50 WR Water Fund (motion required)
      • Fund 55 Quechee Water Fund (motion required)
      • Fund 60 WR Wastewater Fund (motion required)
      • Fund 65 Quechee Wastewater Fund (motion required)

   e. Approval of 2020 Town Meeting Warning (Motion Required)

3. Commission Meeting Reports: TBD

4. Adjourn the Selectboard Meeting (Motion Required):
All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager’s office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.
Subject: FY21 Budget and Capital Improvement Plan Wrap-Up

Background: This is the final FY21 Budget workshop.

Discussion: The attached items summarize the FY21 General Fund Budget, the changes made to date and the capital improvements planned for FY21 – 26.

Financial Impact: As noted in the presentation documents.

Recommendation: For discussion and final revisions.

Attachments: FY21 Budget PowerPoint
Budget Change Excel Spreadsheet
FY21 – FY26 Capital Improvement Plan PowerPoint

Town Manager
FY21 Budget
January 21, 2020
Agenda Item 2.a
FY21 Budget Fund Summary

- General Fund (Fund 10)
  - Expenditures - $18,228,937 (Staff Request)
  - Expenditures - $17,157,510 (Manager’s Proposal)
  - Expenditures - $17,538,212 (with SB members’ changes as of 1/14/20) $17,403,212 (rev.1/20/20)

- Parking Fund (Fund 14)
  - Expenditures - $50,000 (Operation & Maintenance)
  - Revenue - $50,000 (Meter revenue)
  - Capital Purchase – Meter System $160,000 of Local Option Tax Revenue (to be approved by voters)

- Solid Waste Fund (Fund 30)
  - Expenditures - $922,183
  - Revenues - $952,630

- Water Fund (Fund 50) (1% Increase)
  - Expenditures - $1,167,831
  - Revenues - $1,175,385

- Quechee Water Fund (Fund 55) (1% Rate Increase)
  - Expenditures - $437,285
  - Revenues - $435,553

- Waste Water Fund (Fund 60) (1% Rate Increase)
  - Expenditures - $1,893,237
  - Revenues - $1,849,967

- Quechee Waste Water Fund (Fund 65) (1% Rate Increase)
  - Expenditures - $1,386,140
  - Revenues - $1,389,520
General Fund Background

• Assumes 1% ($11,310,116) Growth in the Grand List ($1,396,707,716)

• Current Tax Rate - $0.9915 per $100.00 of Value.

• FY20 General Fund Budget: $17,070,683
  • Goal is <3% Growth or $512,120 over FY20 Budget

• FY21 General Fund Budget (rev. 1/14/20): $17,538,212
  • 2.74% 1.95% Increase or $467,529-$332,529 over FY20 Budget (rev. 1/20/20)
  • Includes all service organization appropriations ($231,727)

• Projected Non-Tax Revenues increase by 6.6% 2.1% (rev. 1/20/20)
  • FY20 Non-Tax Revenues - $3,009,563
    • Includes use of Unassigned Fund Balance of $865,013
  • FY21 Proposed Non-Tax Revenues - $3,207,222
    • Includes use of Unassigned Fund Balance of $877,472 $742,472 (rev. 1/20/20)

• Current Draft Budget Leaves $14,330,990 to be Raised By Taxes (including $231,727 of service organization appropriations)
  • With 1% growth in Grand List, requires 1.67¢ ($0.0167) tax rate increase
## FY21 Expenditure Changes

### FY21 Budget Change Summary: Requests to Date

<table>
<thead>
<tr>
<th>Item</th>
<th>Account</th>
<th>Add/Cut</th>
<th>Revenue Source</th>
<th>Tax Rate Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sister City Committee</td>
<td>10-115-101-XXXX</td>
<td>$ 6,000</td>
<td>Tax Rate increase *</td>
<td>0.0004</td>
</tr>
<tr>
<td>Homelessness Committee</td>
<td>10-115-101-XXXX</td>
<td>$ 15,000</td>
<td>Tax Rate increase</td>
<td>0.0011</td>
</tr>
<tr>
<td>Climate Action Committee</td>
<td>10-115-101-XXXX</td>
<td>$ 30,000</td>
<td>Tax Rate increase</td>
<td>0.0021</td>
</tr>
<tr>
<td>Cemeteries</td>
<td>10-341-316-XXXX</td>
<td>$102,800</td>
<td>Tax Rate increase</td>
<td>0.0073</td>
</tr>
<tr>
<td>Treasurer’s Salary</td>
<td>10-171-101-0000</td>
<td>$ 2,000</td>
<td>Tax Rate increase</td>
<td>0.0001</td>
</tr>
<tr>
<td>Bugbee Senior Center</td>
<td>10-421-321-0100</td>
<td>$ 12,770</td>
<td>Tax Rate increase</td>
<td>0.0009</td>
</tr>
<tr>
<td>Upper Sykes Bike/Ped Project</td>
<td>10-924-622-XXXX</td>
<td>$ 50,000</td>
<td>Unassigned Fund Balance**</td>
<td></td>
</tr>
<tr>
<td>Rt. 5 Bike/Ped Project</td>
<td>10-924-622-XXXX</td>
<td>$ 44,000</td>
<td>Unassigned Fund Balance**</td>
<td></td>
</tr>
<tr>
<td>Little league mounds</td>
<td>10-528-331-0000</td>
<td>$</td>
<td>Tax Rate increase</td>
<td>0.0000</td>
</tr>
<tr>
<td>HFD EV ($35,000 paid from Reserves)</td>
<td>10-321-381-0000</td>
<td>$</td>
<td>Unassigned Fund Balance**</td>
<td></td>
</tr>
<tr>
<td>Buy $180k, not lease ($38k Hwy Truck)</td>
<td>10-321-381-0000</td>
<td>$</td>
<td>Unassigned Fund Balance**</td>
<td></td>
</tr>
<tr>
<td>Wellness Coordinator</td>
<td>10-121-101-0400</td>
<td>$(69,868)</td>
<td>Tax Rate increase</td>
<td>-0.0050</td>
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<tr>
<td>Special Event Trailer 21221</td>
<td>10-315-323-0000</td>
<td>$(8,000)</td>
<td>Tax Rate increase</td>
<td>-0.0006</td>
</tr>
<tr>
<td>Speed Limit Signs (2)</td>
<td>10-315-323-0000</td>
<td>$(8,000)</td>
<td>Tax Rate increase</td>
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<td>Maxfield Softball Field Lighting</td>
<td>10-527-318-0000</td>
<td>$ 15,000</td>
<td>Unassigned Fund Balance**</td>
<td></td>
</tr>
<tr>
<td>Maxfield Safety Netting</td>
<td>10-527-318-0000</td>
<td>$ 38,000</td>
<td>Unassigned Fund Balance**</td>
<td></td>
</tr>
<tr>
<td>Service Org Petitions</td>
<td>various</td>
<td>$137,050</td>
<td>Tax Rate increase</td>
<td>0.0097</td>
</tr>
<tr>
<td>not yet resolved</td>
<td>$ 245,702</td>
<td></td>
<td>Total Tax Rate Increase</td>
<td>$0.0167</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Projected Tax Rate</td>
<td>$1.0082</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Current Tax Rate</td>
<td>$0.9915</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY21 GF Revenue To Be Raised From Taxes</th>
<th>FY21 GF Budget From Non-Tax Revenue (including Unassigned Fund Balance)</th>
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<td>For the Town Meeting Warning, Article 2:</td>
<td></td>
<td>$17,403,212</td>
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</table>

- Operating Expenses: $17,171,485
- Non-Tax Revenue: $2,329,750
- Unassigned Fund Balance Transfer: $742,472
- Sum of 18 Service Org. Appropriations: $231,727

*In order to maintain the projected 1% Growth List growth rate, these budget changes are estimated to increase the current tax rate of 0.9915.

**Original proposed use of Unassigned Fund Balance was $595,472. These changes will increase it to $742,472. The FY20 use of Unassigned Fund Balance was $863,013.
FY21 Use of Other Revenue

- **Local Option Tax ($360,000)**
  - Fire VHF Simulcast Radio System - $200,000
  - Parking Meter System - $160,000 (transfer to Fund 14 – Parking Fund)

- **Unassigned Fund Balance ($742,472)**
  - Communications Console Replacement (yr. 2 of 2) - $27,000
  - WABA reserve - $35,000
  - Zamboni Lease - $25,000
  - Fire Capital Equipment Reserve - $80,994
  - Highway Equipment Leases - $66,000
  - Park Maintenance Equipment Reserve - $30,000
  - Quechee Repeater (yr. 2 of 5) - $30,000
  - Fairview/Gates Design - $200,000
  - Maxfield Softball Field Lighting - $15,000 (1st of 7 yrs.; matched 1:1 by Schools)
  - Maxfield Safety Netting - $38,000
  - Bugbee air sealing, insulation, ceiling - $107,819
  - Upper Sykes Bike/Ped project additional match - $50,000
  - Rt. 5 Bike/Ped project additional match - $44,000
Consistency with Goals

- Selectboard Strategic Vision & Priorities for 2020 and 2021
- Budget Guidance Memo
- Overall Values
- Staffing
- Logistical
- CIP Rubric Priorities
Next Steps

- Finalize FY21 General Fund Expenditures Changes including Capital Projects
- Approve FY21 General Fund
- Adopt FY21 Enterprise Funds
  - Parking Fund (Fund 14)
    Expenditures - $50,000
    Revenue - $50,000
    (LOT appropriation of $160,000 for meter system purchase on Town Mtg. Ballot)
  - Solid Waste Fund (Fund 30)
    Expenditures - $922,183
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  - Water Fund (Fund 50) (1% Increase)
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- Sum of 18 Service Org. Appropriations: $231,727

Total: $17,403,212

* in order to maintain the projected 3% Growth List growth rate, these budget changes are estimated to increase the current tax rate of $0.9915

** Original proposed use of Unassigned Fund Balance was $595,472. These changes will increase it to $877,472. The FY20 use of Unassigned Fund Balance was $863,013.

### Advance Transit
- $81,750

### CATV8
- 5,000

### Family Place
- 9,500

### Good Beginnings of Upper Valley
- 4,550

### Good Neighbor Health Clinic
- 7,500

### Green Mountain RSVP
- 800

### Hartford Community Coalition
- 25,000

### Hartford Historical Society
- 10,000

### Headrest
- 7,000

### Public Health Council Upper Valley
- 977

### SEVCA
- 9,000

### Special Needs Support Upper Valley
- 4,530

### Stagecoach
- 6,800

### Vt. Assoc. for Blind & Visually Impaired
- 975

### Vt. Center for Independent Living
- 845

### Visiting Nurse & Hospice of VT & NH
- 51,000

### Windsor County Partners
- 4,500

### Women’s Information Services (WISE)
- 2,000

Total: $231,727
Capital Improvement Plan

Selectboard Budget Workshop
January 21, 2020
Balancing Capital Priorities

General Fund Capital Needs (as defined by):

- Selectboard Rubric Prioritization of New Capital Projects
- Existing/Previously Planned Capital Projects and Programmed Reserve Fund Appropriations
- Selectboard Strategic Priorities

Funding Sources/Revenue:

- Local Option Tax
- Unassigned Fund Balance
- Current Operating Revenue
- TIF Bonds
- General Obligation Bonds

Assessment of Debt Capacity:

- Debt Service as a Percentage of Operating Budget
- Trend Analysis and Forecast of Annual Operating Revenues
## New Capital Projects for FY21 – FY26 CIP

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bridge Projects Reserves</td>
</tr>
<tr>
<td>2</td>
<td>Fire Radio System Upgrade - Simulcast</td>
</tr>
<tr>
<td>3</td>
<td>Quechee Repeater (see line 16, project reserves began in FY20)</td>
</tr>
<tr>
<td></td>
<td>Downtown WRJ Revitalization Infrastructure - Village Sq. Pkg Lot ($811,700), S. Main Pkg Lot Surface Improvements ($1,822,600), Maple St.</td>
</tr>
<tr>
<td>4</td>
<td>Sidewalk ($32,300), additional parking ($1,101,607)</td>
</tr>
<tr>
<td>5</td>
<td>Fairview/Gates Design + Implementation</td>
</tr>
<tr>
<td>6</td>
<td>Downtown Parking Improvements/Deck</td>
</tr>
<tr>
<td>7</td>
<td>WRJ Salt/Sand Shed Roof (tarp)</td>
</tr>
<tr>
<td>8</td>
<td>Maxfield Softball Field Lighting</td>
</tr>
<tr>
<td>9</td>
<td>Maxfield Safety Netting between Softball and Baseball fields</td>
</tr>
<tr>
<td>10</td>
<td>Bugbee Part 1: air sealing, insulation, ceiling</td>
</tr>
<tr>
<td>11</td>
<td>Bugbee Sr. Ctr. Part 2: heat pumps</td>
</tr>
<tr>
<td>12</td>
<td>Quechee Main Sidewalk, Willard Rd. crosswalk to reserves</td>
</tr>
<tr>
<td>13</td>
<td>Communications Center Flooring</td>
</tr>
<tr>
<td>14</td>
<td>Upper Sykes Bike/Ped Path (add'l $50K for FY21)</td>
</tr>
<tr>
<td>15</td>
<td>Bugbee Sr. Ctr. Part 3: floor, water htr.,kitchen hood,stove, boiler controls</td>
</tr>
<tr>
<td>16</td>
<td>Rt. 5 Bike Ped Path (add'l $44K for FY21)</td>
</tr>
<tr>
<td>17</td>
<td>Quechee Salt/Sand Shed Reserves - replaces undersized, unsecured shed</td>
</tr>
<tr>
<td>18</td>
<td>Maxfield In-ground Ballfield Irrigation</td>
</tr>
<tr>
<td>19</td>
<td>Wright's Reservoir Engineer. + Implementation</td>
</tr>
<tr>
<td>20</td>
<td>Outdoor Pool</td>
</tr>
<tr>
<td>21</td>
<td>Hartford Riverwalk</td>
</tr>
<tr>
<td>22</td>
<td>Village Sq. Parking Lot (Briggs Park) (see priority #3)</td>
</tr>
<tr>
<td>23</td>
<td>Kilowatt Master Plan Implementation - dock, boat ramp, launch area improv.</td>
</tr>
<tr>
<td>24</td>
<td>Maxfield Parking/Drives</td>
</tr>
</tbody>
</table>

**Corrected from Jan. 9 Workshop version**
## CIP Funding Sources

<table>
<thead>
<tr>
<th>Source</th>
<th>FY20</th>
<th>FY21 (prop.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Option Tax</td>
<td>$396,650</td>
<td>$360,000</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td>$863,013</td>
<td>$877,472¹</td>
</tr>
<tr>
<td>Operating Revenue</td>
<td>$228,313</td>
<td>$585,348</td>
</tr>
<tr>
<td>TIF Bonds</td>
<td>$5,477,000</td>
<td>$3,797,000</td>
</tr>
<tr>
<td>General Obligation Debt</td>
<td>$0</td>
<td>$3,300,000</td>
</tr>
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</table>

If we issued no additional G.O. Debt, and retired the existing debt \( (P = $12.3M + I = $3.5M) \), our annual debt service as a percentage of the GF Budget FY20 – FY26:

<table>
<thead>
<tr>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1%</td>
<td>6.0%</td>
<td>5.7%</td>
<td>5.6%</td>
<td>5.5%</td>
<td>5.2%</td>
<td>4.9%</td>
</tr>
</tbody>
</table>

¹ Adds Upper Sykes ($50,000), Rt. 5 ($44,000), Maxfield Lighting ($150,000) and Maxfield Safety Netting ($38,000) to be added to $595,472 in TM’s draft Budget for FY21
• Keeps annual Debt Service Under 10% of Net Operating Expenditures (NOE) until final CIP Year (FY26)
• Accomplishes all of the new project priorities in 5 years of CIP (FY21-FY26)
• Includes G.O. Bonding in FY21 (pool), FY23 (Fairview/Gates), and FY26 (parking deck)
• Maintains DS/NOE to under 9%, except for FY26

<table>
<thead>
<tr>
<th></th>
<th>FY20</th>
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<td>Debt</td>
<td>7.1%</td>
<td>7.6%</td>
<td>7.25%</td>
<td>8.6%</td>
<td>8.4%</td>
<td>8.1%</td>
<td>12.4%</td>
</tr>
</tbody>
</table>

• Fairview/Gates Engineering is in FY21; Bond for Construction is in FY23
• Largest capital item – Parking Lot ($10M) – is in FY26 with G.O. Funding
• The “cut line” for FY21 is below Bugbee Ph.1, with exceptions:
  • Upper Sykes Bike/Ped
  • Rt. 5 Bike/Ped
  • Pool
  • Defers WRJ Salt Shed Roof Tarp to future year FY22 (not ready to replace in FY21)
• Spreads projects below the cut line out, and proposes to fund them with LOT and Unassigned FB instead of G.O. Debt where possible
For FY21, funds Selectboard rubric priorities as follows:

- Bridge reserves: operating revenue
- Fire Simulcast Radio: LOT
- Quechee Repeater – continues to reserve $30,000/yr. (yr. 2 of 5)
- Downtown Infrastructure: TIF Bond
- Fairview Gates (Design): Unassigned Fund Balance
- Maxfield Softball Field Lighting
- Maxfield Safety Netting
- Bugbee Sr. Ctr. Phase 1: Unassigned Fund Balance
- Upper Sykes Bike/Ped: Unassigned Fund Balance
- Rt. 5 Bike/Ped: Unassigned Fund Balance
- Outdoor Pool: G.O. Bond
<table>
<thead>
<tr>
<th>Selectboard CIP Rubric-Ranked Projects (revised Jan. 10)</th>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridge Projects Reserves</td>
<td></td>
<td>125,000</td>
<td>295,000</td>
<td>295,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Radio System Upgrade - Simulcast</td>
<td></td>
<td>200,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quechee Repeater (see line 16, project reserves began in FY20)</td>
<td></td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
<td></td>
</tr>
<tr>
<td>Downtown WRJ Revitalization Infrastructure - Village Sq. Pkg Lot ($811,700), S. Main Pkg Lot Surface Improvements ($1,822,600), Maple St. Sidewalk ($32,300), additional parking ($1,101,607)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fairview/Gates Design + implementation</td>
<td></td>
<td>200,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Downtown Parking Improvements/Deck (see priority #3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10,000,000</td>
</tr>
<tr>
<td>WRJ Salt/Sand Shed Roof (tarp)</td>
<td></td>
<td></td>
<td>54,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maxfield Softball Field Lighting</td>
<td></td>
<td></td>
<td></td>
<td>150,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maxfield Safety Netting between Softball and Baseball fields</td>
<td></td>
<td></td>
<td></td>
<td>38,000</td>
<td></td>
<td></td>
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<tr>
<td>Bugbee Part 1: air sealing, insulation, ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>107,819</td>
<td></td>
<td></td>
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<tr>
<td>Bugbee Sr. Ctr. Part 2: heat pumps</td>
<td></td>
<td></td>
<td></td>
<td>78,000</td>
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<tr>
<td>Quechee Main Sidewalk, Willard Rd. crosswalk to reserves</td>
<td></td>
<td></td>
<td></td>
<td>76,000</td>
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<tr>
<td>Communications Center Flooring</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Sykes Bike/Ped Path (add'l $50K for FY21)</td>
<td></td>
<td></td>
<td></td>
<td>50,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bugbee Sr. Ctr. Part 3: floor, water htr.,kitchen hood, stove, boiler controls</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>48,525</td>
<td></td>
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<tr>
<td>Rt. 5 Bike Ped Path (add'l $44K for FY21)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>44,000</td>
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<tr>
<td>Quechee Salt/Sand Shed Reserves - replaces undersized, unsecured shed</td>
<td></td>
<td></td>
<td></td>
<td>250,000</td>
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<td></td>
</tr>
<tr>
<td>Maxfield In-ground Ballfield Irrigation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30,000</td>
<td></td>
</tr>
<tr>
<td>Wright's Reservoir Engineer. + Implementation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>600,000</td>
</tr>
<tr>
<td>Outdoor Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,300,000</td>
<td></td>
</tr>
<tr>
<td>Hartford Riverwalk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,200,000</td>
<td></td>
</tr>
<tr>
<td>Village Sq. Parking Lot (Briggs Park) (see priority #3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kilowatt Master Plan Implementation - dock, boat ramp, launch area improv.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100,000</td>
<td></td>
</tr>
<tr>
<td>Maxfield Parking/Drives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>150,000</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL OBLIGATION DEBT RATIO**

<table>
<thead>
<tr>
<th>Town G.O. Debt Service % of Budget (target &lt;10%)</th>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selectboard Priorities &amp; Cut Line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7.08% 7.58% 7.25% 8.63% 8.41% 8.10% 12.40%
CIP Recommendation

• Approve proposed FY21 – FY26 CIP
• Steps to Implement CIP for FY21:
  January 21, 2020 Selectboard Meeting
  • Approve Warrant Language to Authorize the Issuance of General Obligation Bond for $3,300,000 for the Pool
  • Approve Warrant Language to Authorize the Issuance of TIF Bond for $2,666,600 for downtown infrastructure improvements
  • Approve a Declaration of Intent to Reimburse Pool Project Expenses from G.O. Bond Proceeds
  • Approve a Declaration of Intent to Reimburse TIF Expenses from TIF Bond Proceeds
  • Approve the General Fund Budget

March 3, 2020 Town Meeting
• Voter approval of FY21 Budget, G.O. Bond and TIF Bond
Questions?
AGENDA MEMORANDUM
January 21, 2020
Town Selectboard Item: 2.b
Submitted by: Brannon Godfrey, Town Manager

Subject: FY21 General Fund Budget Approval

Background: Based on the Selectboard’s revisions in the previous wrap-up, the final FY21 General Fund Budget will be considered for approval.

Discussion: If approved by the Selectboard, the FY21 Budget will be considered by the voters at the March 3, 2020 Town Meeting.

Financial Impact: The FY21 General Fund Budget totals $___________ ($17,538,212 as of 1/14/20).
   The Budget will be funded with:
   • $___________ in non-tax revenue ($2,329,750 as of 1/14/20),
   • $___________ of Unassigned Fund Balance ($877,472 as of 1/14/20),
   and
   • $___________ to be raised by taxes ($14,330,990 as of 1/14/20).

The FY21 General Fund Budget increases by ___% (2.74% as of 1/114/20) over the FY20 General Fund Budget.

The proposed budget will require an increase in the Town property tax rate of ___¢ (1.67¢ as of 1/14/20). For a property valued at $250,000, this tax rate increase is equal to an additional $____ ($41.76 as of 1/14/20) in the Town tax portion of the annual tax bill.

Recommendation: I move approval of the FY21 General Fund Budget totaling $___________, to be funded with $___________ in non-tax revenue, $___________ of Unassigned Fund Balance, and $___________ to be raised by taxes.

[Signature]
Town Manager
AGENDA MEMORANDUM
January 21, 2020
Town Selectboard Item: 2.c
Submitted by: Brannon Godfrey, Town Manager

Subject: FY21 – FY26 Capital Improvement Plan Approval

Background: Based on the Selectboard’s revisions in the previous wrap-up, the final FY21-FY26 Capital Improvement Plan (CIP) will be considered for approval.

Discussion: If approved, the first year of the Capital Improvement Plan (FY21 is “the budget year”) will be approved with the FY21 Budget.

Financial Impact: FY21 includes the use of local option tax ($360,000), unassigned fund balance ($877,472, including the $250,000 transfer to Fund 30 for curbside recycling), operating revenue ($585,348), TIF bonds ($3,797,000) and general obligation bonds ($3,300,000) for capital improvements.

Recommendation: I move approval of the FY21 – FY26 Capital Improvement Plan.

[Signature]
Town Manager

Attachment: Capital Improvement Plan Spreadsheet
<table>
<thead>
<tr>
<th>FUNDING SOURCE</th>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Option Tax</td>
<td>$396,650</td>
<td>$360,000</td>
<td>$363,600</td>
<td>$367,236</td>
<td>$370,908</td>
<td>$374,617</td>
<td>$378,364</td>
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<tr>
<td>Unassigned Fund Balance</td>
<td>865,013</td>
<td>742,472</td>
<td>685,900</td>
<td>615,000</td>
<td>515,000</td>
<td>765,000</td>
<td>515,000</td>
</tr>
<tr>
<td>Operating Revenue</td>
<td>31,000</td>
<td>585,348</td>
<td>651,007</td>
<td>543,396</td>
<td>529,030</td>
<td>639,267</td>
<td>0</td>
</tr>
<tr>
<td>TIF Bonds</td>
<td>5,477,000</td>
<td>3,797,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>General Obligation Bonds</td>
<td>0</td>
<td>3,300,000</td>
<td>3,140,000</td>
<td>10,000,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>TOTAL</td>
<td>$6,769,663</td>
<td>$8,784,820</td>
<td>$1,700,507</td>
<td>$4,665,632</td>
<td>$4,141,938</td>
<td>$1,778,884</td>
<td>$10,893,364</td>
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</table>

**CAPITAL IMPROVEMENTS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>227,000</td>
</tr>
<tr>
<td>Pool Engineering</td>
<td>70,000</td>
</tr>
<tr>
<td>Cemetery Improvements</td>
<td>99,650</td>
</tr>
<tr>
<td>Police Patrol Vehicles</td>
<td>79,300</td>
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<tr>
<td>Utility Trailer</td>
<td>6,000</td>
</tr>
<tr>
<td>Q/WH Radio Upgrade (see #3 below)</td>
<td></td>
</tr>
<tr>
<td>Quechee Main Street Culvert</td>
<td>300,000</td>
</tr>
<tr>
<td>Communications Center Console Replacement</td>
<td>27,000</td>
</tr>
<tr>
<td>WABA</td>
<td>200,000</td>
</tr>
<tr>
<td>Zamboni Lease</td>
<td>25,400</td>
</tr>
<tr>
<td>Transfer to Fund 30 for Curbside Recycling</td>
<td>197,313</td>
</tr>
<tr>
<td>South Main Street Infrastructure Improvements</td>
<td>5,477,000</td>
</tr>
<tr>
<td>Ladder Truck Lease</td>
<td>93,507</td>
</tr>
<tr>
<td>Fire Capital Equipment Reserve</td>
<td>80,994</td>
</tr>
<tr>
<td>Highway Equipment (leases)</td>
<td>31,000</td>
</tr>
<tr>
<td>Park Maintenance Equip. Reserve</td>
<td>30,000</td>
</tr>
<tr>
<td>Parks &amp; Rec Van Lease</td>
<td>10,500</td>
</tr>
<tr>
<td>Parking Meter System</td>
<td>160,000</td>
</tr>
</tbody>
</table>

**Selectboard CIP Rubric-Ranked Projects (revised Jan. 10)**

1. Bridge Projects Reserves  
2. Fire Radio System Upgrade - Simulcast  
3. Quechee Repeater (see line 16, project reserves began in FY20)  
4. Downtown WRJ Revitalization Infrastructure - Village Sq. Pkg Lot ($811,700), S. Main Pkg Lot Surface Improvements ($1,822,600), Maple St. Sidewalk ($32,300), additional parking ($1,101,607)  
5. Fairview/Gates Design + Implementation  
6. Downtown Parking Improvements/Deck (see priority #3)  
7. WRJ Salt/Sand Shed Roof (tarp)  
8. Maxfield Softball Field Lighting  
9. Maxfield Safety Netting between Softball and Baseball fields  
12. Quechee Main Sidewalk, Willard Rd. crosswalk to reserves  
13. Communications Center Flooring  
14. Upper Sykes Bike/Ped Path (add $50K for FY21)  
15. Bugbee Sr. Ctr. Part 3: floor, water htr, kitchen hood, stove, boiler controls  
16. Rt. 5 Bike Ped Path (add $44K for FY21)  
17. Quechee Salt/Sand Shed Reserves - replaces undersized, unsecured shed  
18. Maxfield In-ground Ballfield Irrigation  
19. Wright's Reservoir Engineer. + Implementation  
20. Outdoor Pool  
21. Hartford Riverwalk  
22. Village Sq. Parking Lot (Briggs Park) (see priority #3)  
23. Kilowatt Master Plan Implementation - dock, boat ramp, launch area improv.  
24. Maxfield Parking/Drives  

**GENERAL OBLIGATION DEBT RATIO**

Town G.O. Debt Service % of Budget (target <10%)  
7.08%  
7.58%  
7.25%  
8.63%  
8.41%  
8.10%  
12.40%  

**Option A Notes**

Adds additional funding for Upper Sykes ($50k) and Rt. 5 ($44k) sidewalks; Maxfield Lighting and Maxfield Safety Netting to be funded with Unassigned Fund Balance.

Issues New GO Debt for Pool in FY21; Fairview/Gates construction in FY23, and parking garage in FY26

With the Pool in FY21, the "cut line" ends after Bugbee Ph. 1..

1/28/2020 14:20
AGENDA MEMORANDUM
January 21, 2020
Town Selectboard Item: 2.d
Submitted by: Brannon Godfrey, Town Manager

Subject: Adoption of FY21 Enterprise Fund Budgets

Background: Based on the Selectboard’s revisions in the previous wrap-up, the final FY21 enterprise fund budgets will be considered for adoption.

Discussion: If adopted by the Selectboard, the FY21 enterprise fund budgets and appurtenant rates will become effective July 1, 2020.

Financial Impact: The FY21 Enterprise Budgets are proposed as follows, with rate increases noted:

- Parking Fund (Fund 14)
  - Expenses - $50,000 (Operation & Maintenance)
  - Revenue - $50,000 (Meter revenue)
  - Capital Purchase – Meter System $160,000 of Local Option Tax Revenue (to be approved by voters)

- Solid Waste Fund (Fund 30) (no rate changes)
  - Expenses - $952,630
  - Revenues - $922,184

- Water Fund (Fund 50) (1% Increase. For average 4-person single family dwelling using 1,500 gal. per quarter, the 1% rate increase will equal an additional $0.65 on the quarterly bill)
  - Expenses - $1,175,385
  - Revenues - $1,167,831

- Quechee Water Fund (Fund 55) (1% Increase. For average 4-person single family dwelling using 1,500 gal. per quarter, the 1% rate increase will equal an additional $1.17 on the quarterly bill)
  - Expenses - $435,553
  - Revenues - $437,285

- Waste Water Fund (Fund 60) (1% Increase. For average 4-person single family dwelling using 1,500 gal. per quarter, the 1% rate increase will equal an additional $1.16 on the quarterly bill)
  - Expenses - $1,849,967
  - Revenues - $1,893,237
• Quechee Waste Water Fund (Fund 65) (1% Increase. For average 4-person single family dwelling using 1,500 gal. per quarter, the 1% rate increase will equal an additional $1.96 on the quarterly bill)
  • Expenses - $1,389,520
  • Revenues - $1,386,140

**Recommendation:** I move the adoption of:

• the FY21 Parking Fund (Fund 14) Budget of $50,000 Expenses and Revenue;
• the FY21 Solid Waste Fund (Fund 30) Budget of Expenses of $952,630 and Revenues of $922,184;
• the FY21 Water Fund (Fund 50) Budget of Expenses of $1,175,385 and Revenues of $1,167,831;
• the FY21 Quechee Water Fund (Fund 55) Budget of Expenses of $435,553 and Revenues of $437,285;
• the FY21 Wastewater Fund (Fund 60) Budget of Expenses of $1,849,967 and Revenues of $1,893,237;
• and the FY21 Quechee Wastewater Fund (Fund 65) of Expenses of $1,389,520 and Revenues of $1,386,140.

[Signature]
Town Manager
AGENDA MEMORANDUM
January 21, 2020
Town Selectboard Meeting Agenda Item: 2.e
Submitted by: Brannon Godfrey, Town Manager

Subject: Approval of 2020 Town Meeting Warnings

Background: The Town must prepare the February 29, 2020 Town Meeting Day and March 3, 2020 Town Meeting Warrant language no later than January 23, 2020 for the legal publication deadline. At the January 9, 2020 Special Meeting, the Selectboard drafted the language for Town Meeting.

Discussion: The proposed February 29, 2020 Town Meeting Day Warning and March 3, 2020 Annual Town Meeting ballot language is attached.

The service organizations requests listed on the attached draft includes the final ones that submitted valid petitions as of the legal deadline of January 16.

Financial Impact: To be determined pending approval of the FY21 General Fund Budget in item 2.b on this agenda.


Attachments: Draft February 29, 2020 Town Meeting Day Warning
Draft March 3, 2020 Annual Town Meeting Warning

Town Manager
The citizens of Hartford who are legal voters are hereby warned to meet at the Hartford High School (Hanley Gym) in said Town on **Saturday, February 29, 2020**, at **10:00 AM** for the purpose of transacting Town business not involving voting by Australian ballot.

**The purpose of the Town business meeting being to decide by voice vote and/or discuss the following:**

1. To receive the reports of the Town Officers.

2. To vote to collect Town General and Highway Tax and the Town School District’s Tax on real estate in two installments, the first being on or before **August 14, 2020**, and the second installment being on or before **February 5, 2021** through the Treasurer.

3. To vote what compensation the Town will pay its Town officers from the General Fund, effective July 1, 2020 pursuant to 24 V.S.A., Section 932: Moderator $100 per annum; Board of Civil Authority $50 per four hour shift or any part thereof; Lister’s $20.00 per hour; Treasurer $14,000 per annum; Selectboard $75 per meeting, with the Chair receiving $300 additional per annum and the Vice-Chair receiving $150 additional per annum; such officials will receive mileage reimbursement in the amount equivalent to the rate authorized by the IRS when a town vehicle is not available to them.

4. To do any other necessary and proper non-binding business.

**NOTE:** The Annual Town and School District Meetings will both convene at 10:00AM. EST on Saturday, February 29, 2020. The School Meeting will immediately recess and be held following the conclusion of the Town Meeting.

Dated at Hartford, Vermont this 14th day of January, 2020.

SELECTBOARD MEMBERS OF THE TOWN OF HARTFORD

Simon Dennis, Selectboard Chair
Richard Grassi, Selectboard Vice-Chair
Dennis Brown, Selectboard Clerk
Jameson Davis, Selectboard Member
Dan Fraser, Selectboard Member
Alan Johnson, Selectboard Member
Kim Souza, Selectboard Member
WARNING
FOR
ANNUAL TOWN MEETING
2020

Voting by Australian ballot is to be held on Tuesday, March 3, 2020, at the Hartford High School Gymnasium. Budget Discussion/Candidates Night is to be held on Monday, February 24, 2020, at 7:00PM, at the Hartford High School Auditorium.

The legal voters of the Town of Hartford are further notified that voter qualification, registration, and absentee voting relative to said Annual Town Meeting shall be as provided in the Town Charter and chapters 43, 51, and 55 of title 17, Vermont Statutes Annotated.

THE FOLLOWING ARTICLES WILL BE VOTED BY AUSTRALIAN BALLOT ON TUESDAY, MARCH 3, 2020. POLLS OPEN AT 7:00AM EST AND CLOSE AT 7:00PM EST.

1. To elect the following Town Officers for the ensuing year: Town Moderator for one year; Town Treasurer for 3 years; Selectboard Member for two years; Selectboard Member for two years; Selectboard Member for three years; West Hartford Library Trustee for five years. (By Australian ballot)

2. Shall the Town authorize total fund expenditures for operating expenses of $XXXXXXX (plus any appropriations voted below) of which $XXXX shall be raised by non-tax revenue, $XXXX by unassigned fund balance transfer, and the balance by property tax revenue? (By Australian ballot)

3. Shall the Town appropriate the sum of Eighty-One Thousand Seven Hundred and Fifty Dollars ($81,750) to be paid to Advance Transit for public transportation services? (By Australian Ballot)

4. Shall the Town appropriate the sum of Five Thousand Dollars ($5,000) to be paid to Community Access Television, Inc. for video recording of local government meetings? (By Australian ballot)

5. Shall the Town appropriate the sum of Nine Thousand Five Hundred Dollars ($9,500) to be paid to The Family Place, for programs for families with young children? (By Australian ballot)

6. Shall the Town appropriate the sum of Four Thousand Five Hundred Fifty Dollars ($4,550) to be paid to Good Beginnings of the Upper Valley, for organization of volunteers to assist families with new babies? (By Australian ballot)

7. Shall the Town appropriate the sum of Seven Thousand Five Hundred Dollars ($7,500) to be paid to Good Neighbor Health Clinic and The Red Logan Dental Clinic for medical and dental care? (By Australian ballot)

8. Shall the Town appropriate the sum of Eight Hundred Dollars ($800) to be paid to Green Mountain Retired Senior Volunteer Program (RSVP) in support of senior volunteer programs? (By Australian ballot)

9. Shall the Town appropriate the sum of Twenty-Five Thousand Dollars ($25,000) to be paid to the Hartford Community Coalition for community support/education of mental health concerns, reduction of substance misuse, and the Take A Bite Out Of Hunger community food program? (By Australian ballot)

10. Shall the Town appropriate the sum of Ten Thousand Dollars ($10,000) to be paid to the Hartford Historical Society for collecting, conserving and displaying the Town's history? (By Australian ballot)
11. Shall the Town appropriate the sum of Seven Thousand Dollars ($7,000) to be paid to Headrest for information, referral and crisis intervention services? (By Australian ballot)

12. Shall the Town appropriate the sum of Nine Hundred Seventy-Seven Dollars ($977) to be paid to Public Health Council of the Upper Valley for ongoing public health coordination for residents in the areas of substance misuse, elder care, oral health, emergency preparedness and healthy living? (By Australian ballot)

13. Shall the Town appropriate the sum of Nine Thousand Dollars ($9,000) to be paid to Southeastern Vermont Community Action (SEVCA), Inc. to assist Hartford in responding to the emergency needs of the community, and providing all available and applicable services to families and individuals in need? (By Australian ballot)

14. Shall the Town appropriate the sum of Four Thousand Five Hundred Thirty Dollars ($4,530) to be paid to Special Needs Support Center of the Upper Valley to serve children and adults with special needs? (By Australian ballot)

15. Shall the Town appropriate the sum of Six Thousand Eight Hundred Dollars ($6,800) to be paid to Stagecoach Transportation Services, a Division of Tri-Valley Transit, for providing transportation services? (By Australian ballot)

16. Shall the Town appropriate the sum of Nine Hundred Seventy-Five Dollars ($975) to be paid to Vermont Association for the Blind and Visually Impaired (VABVI) in support of blind and visually impaired Vermonters? (By Australian ballot)

17. Shall the Town appropriate the sum of Eight Hundred Forty-Five Dollars ($845) to be paid to Vermont Center for Independent Living in support of Vermonters with disabilities? (By Australian ballot)

18. Shall the Town appropriate the sum of Fifty-One Thousand Dollars ($51,000) to be paid to Visiting Nurse and Hospice of Vermont and New Hampshire, Inc. for home health care and hospice care? (By Australian ballot)

19. Shall the Town appropriate the sum of Four Thousand Five Hundred Dollars ($4,500) to be paid to Windsor County Partners for youth mentoring services? (By Australian ballot)

20. Shall the Town appropriate the sum of Two Thousand Dollars ($2,000) to be paid to Women’s Information Service (WISE), Inc. for ending gender-based violence? (By Australian ballot)

21. Shall the Town authorize the expenditure of exactly $200,000.00 of Local Option Tax Revenue Funds towards the purchase of a VHF IP Simulcast Repeater System for the Hartford Fire Department? (By Australian ballot)

22. Shall the Town authorize the expenditure of exactly $160,000.00 of Local Option Tax Revenue Funds for the purchase of a parking meter system for downtown White River Junction in the Town of Hartford? (By Australian ballot)

23. Shall the Selectboard be authorized to pledge the credit of the Town of Hartford to secure indebtedness evidenced by general obligation bonds or notes, and to make direct payments from the tax increment and other revenue generated within the Hartford White River Junction Tax Increment Financing District in an aggregate amount not to exceed $2,666,600, for the purpose of:

(1) funding public infrastructure and capital improvements, and paying related costs attributed to such District improvements, namely, the engineering, design, legal, surveying, permitting and
construction of public sidewalk, curb, crosswalks, paving, road, parking, streetscape, landscaping lighting, and drainage, on South Main and Maple Streets;

(2) paying or reimbursing eligible related costs, District administrative costs, audits, advances, interfund loans and third-party public infrastructure costs for such improvements and any previously approved District improvements;

(3) pledging and appropriating the District’s tax increment in the amount of $2,666,600 plus allowable interest and fees, for the payment of such indebtedness, related costs, advances and reimbursements for the South Main and Maple Streets improvements, and any previously approved District improvements; and

(4) using any unexpended proceeds of bonds or notes previously issued or voter authorized, to finance the cost of District improvements and related costs for the South Main and Maple Streets improvement and any previously approved District improvements?

The legal voters of the Town are notified that, of the $9,203,000 of tax increment secured obligations, including related costs, authorized on March 4, 2014, March 1, 2016, March 7, 2017, and March 5, 2019, to date $3,137,800 of the tax increment has been pledged, as evidenced by the Town’s July 1, 2014 $900,000 and August 2, 2017 $2,126,000 Tax Increment Financing District Improvement Bonds, and the Town’s (Date, 2019) $111,800 VT Clean Water Act Revolving Loan.

24. Shall the Town of Hartford issue general obligation bonds or notes in an amount not to exceed Three Million Three Hundred Thousand Dollars ($3,300,000), subject to reduction from available state and federal grants-in-aid, for the purpose of making public improvements, namely, the construction of a public swimming pool at the former Sherman Manning Pool located in the Hartford High School athletic complex, at an estimated cost of Three Million Three Hundred Thousand Dollars ($3,300,000)?

25. Shall the operation, development, and maintenance of the Town of Hartford’s municipal infrastructure and equipment be required to achieve carbon neutrality by 2027?

26. Shall the Town of Hartford advise the Selectboard to adopt the Welcoming Hartford Ordinance, dated September 3rd, 2019?

Dated at Hartford, Vermont this 14th day of January, 2020.

SELECTBOARD MEMBERS OF THE TOWN OF HARTFORD

Simon Dennis, Selectboard Chair
Richard Grassi, Selectboard Vice-Chair
Dennis Brown, Selectboard Clerk
Jameson Davis, Selectboard Member
Dan Fraser, Selectboard Member
Alan Johnson, Selectboard Member
Kim Souza, Selectboard Member