



**TOWN OF HARTFORD  
SELECTBOARD MINUTES**

Tuesday, January 29, 2019 at 6:00 pm  
Hartford Town Hall  
171 Bridge Street  
White River Junction, VT 05001

**Present:** Simon Dennis, Selectboard Chair; Richard Grassi, Selectboard Vice Chair; Dennis Brown, Selectboard Clerk; Kim Souza, Selectboard Member; Leo Pullar, Town Manager; Lana Livingston, Administrative Assistant; Hannah Tyler, Director of Public Works; Lori Hirshfield, Director of Planning and Development.

**Note:**

Jameson Davis, Selectboard Member, joined the meeting at 6:20 P.M.

Alan Johnson, Selectboard Member, joined the meeting at 6:30 P.M.

Rebecca White, Selectboard Member, joined the Executive Session, via phone, at 8:30pm.

<http://catv.cablecast.tv/CablecastPublicSite/show/8141?channel=1>

**I. Call to Order the Selectboard Meeting**

Selectboard Chair, Simon Dennis called the meeting to order at 6:02 P.M.

**II. Pledge of Allegiance**

Hannah Tyler led the Pledge of Allegiance.

**III. Public Hearing/Meeting concerning:** Selectboard Chair, Simon Dennis recessed the Selectboard Meeting at 6:03 P.M. and opened the Public Hearing.

1. If the March 5, 2019 Town Meeting Day ballot will include a warrant for approval and financing of projects in Hartford's Downtown White River Junction TIF District, and the specific warrant language.
2. Submittal of a substantial change request to the Vermont Economic Progress Council to increase the amount of funds to be spent on water, wastewater, stormwater and street improvements in the TIF District, than was approved in 2011.

Selectboard Chair, Simon Dennis closed the Public Meeting and reopened the Selectboard Meeting at 6:47 P.M.

**IV. Post-Public Hearing Actions:**

1. Consider for Approval TIF Warrant Language. (Mot. Req.)

**2. Consider for Approval Submission of TIF District Substantial Change Request. (Mot. Req.)**

The state program staff advised the Town to have the Vermont Economic Progress Council (VEPC) review if there is a significant change with respect to the TIF program criteria for approval relative to:

- Changes in the Financial Plan related to project cost.
- Viability of the Plan for debt repayment.

**Selectboard Vice-Chair, Dick Grassi made the motion That the Selectboard Approve the TIF Warrant Language and That the Selectboard Authorize the Selectboard chair and Town Manager to sign a letter to the VT Economic Progress Council requesting consideration of a substantial change review, indicating that the Selectboard has considered and approved the need for a substantial change. Selectboard Member, Jameson Davis Seconded the motion. All were in favor and the motion passed.**

**V. Local Liquor Control Board: N/A**

**VI. Order of Agenda:** There were no changes to the order of Agenda.

**VII. Selectboard**

**1. Citizen, Selectboard Comments and Announcements:**

There were no citizen comments.

Selectboard comments: Selectboard Vice Chair, Dick Grassi commended the Department of Public works for a good job done. This is a difficult time of the year and difficult work to keep our roads safe. They do a tremendous job.

Selectboard Member, Kim Souza asked if the web site could update the name of the Hartford Committee on Racial Equity and Inclusion.

**2. Appointments: N/A**

**3. Town Manager's Report:** Mr. Pullar gave the Significant Activity Report. The complete report can be seen at this link:

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/149>

Highlights:

We continue coordinating activities related to the Town Meeting Cycle of Events, including Saturday March 2 and preparing for Australian Voting Day on March 5th. We are still looking for volunteers, if anybody would like to help out.

For calendar year 2018 the Fire Department responded to 2,215 calls for service in 2017 the department responded to 1,983. This represents an 11 percent increase in calls for service.

The Town is planning to participate in a State-wide emergency exercise scheduled for the fall. Beginning preparations for the exercise.

Wilder Well Solar Project – Weather permitting, Norwich Technologies expects to be substantially completed by February 1st. Continued working with Olcott Mobile Home Park management group on distribution of energy credits.

#### 4. Board Reports, Motions & Ordinances:

- a. Consider for Approval the Annual Certificate of Highway Mileage. (Mot. Req.) Presented by Hannah Tyler, Director of Public Works.

Purpose: to provide an overview of the Certificate of Highway Mileage program and process.

Background:

Annual certification confirming highway mileage and classifications.

Used to determine the amount of annual highway aid allocated by the Legislature.

Mandated by: [V.S.A. Title 19, Chapter 3, sections 305 and 306](#)

Provides data and accurate maps used by VTTrans, other government agencies, and the public.

Only changes annually if the Town adopts new roads or 'throws up' existing roads.

Current status is a total of 175.321 Miles of roads in the Town of Hartford.

**Selectboard Member, Jameson Davis made the motion That the Selectboard approve and sign the Annual Highway Mileage Certificate. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

- b. Consider for Approval 2019 Town Meeting Warrant Language.

**Selectboard Member, Alan Johnson made the motion That the Selectboard Approve and Sign the Town Meeting Warning and the Town & School District Meeting Day Warning. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.**

#### **WARNING FOR ANNUAL TOWN MEETING 2019**

*Voting by Australian ballot is to be held on **Tuesday, March 5, 2019**, at the Hartford High School Gymnasium. Budget Discussion/Candidates Night is to be held on **Monday, February 25, 2019, 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 5, 2019. 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; Selectboard Member for two years; Selectboard Member for three years; Selectboard Member for three years; Library Trustee for five years; Library Trustee for remaining four years of five year term. (By Australian ballot)**

2. Shall the Town authorize total fund expenditures for operating expenses of \$16,850,049.83 (plus any appropriations voted below) of which \$2,494,425.00 shall be raised by non-tax revenue, \$865,012.50 by unassigned fund balance transfer, and the balance by property tax revenue? **(By Australian ballot)**
3. Shall the Town appropriate the sum of Seventy-Nine Thousand Three Hundred Sixty-Two Dollars (\$79,362) 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 Five Thousand Dollars (\$5,000) to be paid to **COVER Home Repair, Inc.** for qualified home repairs? **(By Australian ballot)**
6. 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)**
7. 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)**
8. 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)**
9. 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)**
10. Shall the Town appropriate the sum of Three Hundred Dollars (\$300) to be paid to **Green Up Vermont** to support the purchase of Green Up bags, promotion, education and service? **(By Australian ballot)**
11. Shall the Town appropriate the sum of Ten Thousand Dollars (\$10,000) to be paid to **Hartford Historical Society** for collecting, conserving and displaying the Town's history? **(By Australian ballot)**
12. 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)**
13. Shall the Town appropriate the sum of Nine Thousand Nine Hundred Ninety-Five Dollars (\$9,995) to be paid to **Health Care & Rehabilitation Services of Southeastern VT, Inc.** for outpatient, mental health and substance abuse services? **(By Australian ballot)**
14. 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)**
15. Shall the Town appropriate the sum of Nine Thousand Dollars (\$9,000) to be paid to **Southeastern Vermont Community Action (SEVCA), Inc** for reducing the hardships of poverty? **(By Australian ballot)**
16. 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)**
17. Shall the Town appropriate the sum of Six Thousand Eight Hundred Dollars (\$6,800) to be paid to **Stagecoach Transportation Services** for transportation services? **(By Australian ballot)**
18. Shall the Town appropriate the sum of Nine Hundred Ninety-Nine Dollars (\$999) to be paid to **Vermont Adult Learning** in support of adult education? **(By Australian ballot)**
19. 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)**
20. 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)**

21. 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)**
22. 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)**
23. 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)**
24. Shall the Town authorize the expenditure of exactly \$227,000.00 of Local Option Tax Revenue Funds towards the purchase of an ambulance for the Hartford Fire Department? **(By Australian ballot)**
25. Shall the Town authorize the expenditure of exactly \$99,650.00 of Local Option Tax Revenue Funds for the purpose of assisting various organizations owning or in control of Cemeteries in said Town, to be divided, per their request, as follows? **(By Australian ballot)** • Christian Street Cemetery Association – \$22,200.00
- Hartford Cemetery Association – \$56,700.00
  - Quechee Cemetery Association – \$9,850.00
  - Mt. Olivet & St. Anthony's Cemeteries Association – \$10,200.00
  - West Hartford Cemetery Association – \$700.00
26. Shall the Town authorize expenditure of up to \$70,000.00 of Local Option Tax Revenue Funds for the Design & Engineering of a new municipal pool? **(By Australian ballot)**
27. 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 \$5,477,000, for the purpose of (1) funding public infrastructure and capital improvements, and paying related costs attributed to such District improvements, namely, the engineering, design, permitting and construction of public sidewalk, road, streetscape, lighting, water, stormwater, sanitary sewer, retaining wall and on South Main Street, North Main Street, and Gates Street, and (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 \$5,477,000 plus allowable interest and fees, for the payment of such indebtedness, related costs, advances and reimbursements for the South Main Street, North Main Street, and Gates Street 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 Street, North Main Street, and Gates Street improvement and any previously approved District improvements?

- c. Discuss and Consider Changes to the Current Selectboard Liaison Assignments. (Mot. Req.)

The Hartford Community Coalition Committee has now officially become 501 (c) 3 Non-Profit Status. They are no longer a Town Committee so will no longer have a Selectboard Liaison. They will still have support from the Town Staff.

**Selectboard Clerk, Dennis Brown made the motion that the Selectboard Remove the Hartford Community Coalition from the List of Organizations to Which They Provide Liaisons. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.**

- d. Discuss and Consider Amendments to the Current Hartford Committee on Racial Equity and Inclusion. (Mot. Req.)

**Constitution**

This advisory committee will be constituted of nine members comprised of two Selectboard members, two School Board members and five community members.

**ADD: For the purposes of this committee, community members a defined as, “A Hartford Resident or someone who owns and operates a business within the Town.”**

Each member will have equal weight in discussion and voting. The Committee will elect its own Chair, Vice-Chair and Clerk. One member of HCOREI may reside outside of Hartford. The transitional HCORI members will be offered the opportunity to continue to serve on the new HCOREI.

**Selectboard Member, Kim Souza made the motion That the Selectboard Approve the Amendment to the Hartford Committee on Racial Equity and Inclusion as Briefed and amended. Selectboard Vice Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.**

- e. Receive the November 2018 Budget Update.

The complete Budget update can be viewed at this link:

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/150>

**FY 18/19 Expenditures:**

<u>Budget</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Available</u>	<u>% Expended</u>
16,607,812.07	7,359,554.44	6111,115.66	9,248,257.63	44.31

**Glide Path:**

16,607,812.07	6,919,921.70		9,687,890.37	47.67
---------------	--------------	--	--------------	-------

**5. Commission Meeting Reports:**

Selectboard Clerk, Dennis Brown reported for the Historic Preservation Commission. They will have a table at Town Meeting Day, 3/2 @ 9:00A.M. State trivia will be held at the Wilder Library on 3/7 and 3/14. Zoning Board approved 1 application. They had a site visit and approved a Twin Pines project in Wilder. The application now will go to the Planning Board.

Selectboard Member, Jameson Davis reported that the HCOREI is finishing their mission statement. Kate Schaal, at the Quechee Library, will be hosting 3 programs For VT Reads 2019. They will be discussing MARCH: Book One. This is a 3-book series.

Selectboard Member, Alan Johnson reported from the Energy Committee. There is now a new chair. They will also be reorganizing their work groups to 3. 1 for renewables, another for Building Energy and the third for transportation.

Simon Dennis congratulated Kim Souza for being awarded the “Vermonters of the Month” award. The VT State Attorney General will be presenting this honor to her tomorrow, Wed. the 30<sup>th</sup> at 10:00 A.M. at Revolution.

**6. Consent Agenda (Mot Req.):**

**Selectboard Vice Chair, Dick Grassi made the motion to approve the Consent Agenda as listed. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.**

- a. Approve Payroll Ending: 1/26/2019
- b. Approve Meeting Minutes of: 1/15/2019 & 1/22/2019
- c. Approve A/P Manifest of 1/25/2019 & 1/29/2019
- d. Selectboard Meeting Dates of:
  - Already Approved: 2/5/2019 (1st Public Bond Hearing), 2/12/2019, 2/26/2019 and 3/2/2019 (Town and School District Meeting).

**7. Executive Session: Public Officer Appointment/Exempt Document**

**Selectboard Member, Jameson Davis made the motion that In accordance with Vermont's Open Meeting Law requirements, I move that the Selectboard enter into Executive Session to discuss the employment, appointment, or evaluation of a Public Officer under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes and to discuss or consider records or documents that are exempt from the public records laws under the provisions of Title 1, Section 313 (a)(6) of the Vermont Statutes. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

**8. Post Executive Session Actions: (Mot. Req.) N/A**

**Selectboard Vice Chair, Dick Grassi made the motion to close the Executive Session at 9:55 P.M. Selectboard member, Jameson Davis seconded the motion. All were in favor and the motion passed.**

**9. Adjourn the Selectboard Meeting. (Mot Req.)**

**Selectboard Member, Vice Chair, Dick Grassi made the motion to Adjourn the meeting at 9:59 P.M. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

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.