



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, March 12, 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; Dan Fraser, Selectboard Member; Alan Johnson, Selectboard Member; Jameson Davis, Selectboard Member; Kim Souza, Selectboard Member; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant; Laura Stone, VTrans; Wendy Pelletier, VTrans; Jack Spicer; Tom Bleeks; Michael Denmeade; Michael Redmond, Upper Valley Haven; Hannah Tyler, Public Works Director; Ann Reynolds; Geri Williams; Paige Heverly; Jackie Oktay; Hasan Oktay; Jeff Arnold; Clare Forseth; Lori Hirshfield, Director of Planning and Development; Phil Kasten, Chief of Police; Rick Kenny, Water Supervisor; Frederica Graham.

<http://catv.cablecast.tv/CablecastPublicSite/show/8278?channel=1>

- I. Call to Order the Selectboard Meeting:** Selectboard Chair, Simon Dennis called the Selectboard Meeting to order at 6:00 P.M.
- II. Pledge of Allegiance:** Selectboard Member, Alan Johnson led the Pledge of Allegiance.
- III. Local Liquor Control Board:** Selectboard Chair, Simon Dennis recessed the Selectboard Meeting and called to order the Local Liquor Control Board.

1. Renewals with Required Appearance

- a. Vural Oktay, Inc. Doing Business As: Tucker Box, 1 South Main Street, White River Junction, VT 05001 (1st Class & Outside Consumption)

Selectboard Chair, Richard Grassi made the motion to approve Vural Oktay, Inc. Doing Business As: Tucker Box, 1 South Main Street, White River Junction, VT 05001 for a 1st Class & Outside Consumption Liquor License. Selectboard Member, Jameson Davis seconded the motion. 6 were in favor and 1 abstained (Dan Fraser). The motion passed.

2. Renewals:

- a. Veterans of Foreign Wars Club Inc. of Hartford Doing Business As: Veterans of Foreign Wars Club #2571, 97 South Main Street Parking Lot, White River Junction, VT 05001 (1st Class)

Selectboard Member, Jameson Davis made the motion to approve The Veterans of Foreign Wars Club Inc. of Hartford Doing Business As: Veterans of Foreign Wars Club #2571, 97 South Main Street Parking Lot, White River Junction, VT 05001 for a 1st Class Liquor License. Selectboard Member, Alan Johnson seconded the motion. 5 were in favor, 2 abstained (Dennis Brown & Dan Fraser). The motion passed.

- b. Crazy Jane's Elixir, LLC, 188 South Main Street, White River Junction, VT 05001 (1st Class)
- c. May I be of Service Vermont, LLC Doing Business As: Coventry Catering, 1773 Hartford Road, Wilder, VT 05088 (1st Class)
- d. Quechee Club, Inc. Doing Business As: Murphy Farm, 78 Murphy Road, Quechee, VT 05059 (1st Class)
- e. It's About Thyme, Inc. Doing Business As: Thyme, 85 North Main Street, White River Junction, VT 05001 (1st Class & Outside Consumption)
- f. Quechee Pizza Chef, Inc., 5893 Woodstock Road, Quechee, VT 05059 (1st Class & Outside Consumption)
- g. Wicked Awesome BBQ, LLC, 93 Beswick Drive, White River Junction, VT 05001 (1st Class & Outside Consumption)

Selectboard Member, Alan Johnson made the motion to Approve: Crazy Jane's Elixir, LLC, 188 South Main Street, White River Junction, VT 05001 (1st Class); May I be of Service Vermont, LLC Doing Business As: Coventry Catering, 1773 Hartford Road, Wilder, VT 05088 (1st Class); Quechee Club, Inc. Doing Business As: Murphy Farm, 78 Murphy Road, Quechee, VT 05059 (1st Class); It's About Thyme, Inc. Doing Business As: Thyme, 85 North Main Street, White River Junction, VT 05001 (1st Class & Outside Consumption); Quechee Pizza Chef, Inc., 5893 Woodstock Road, Quechee, VT 05059 (1st Class & Outside Consumption) and Wicked Awesome BBQ, LLC, 93 Beswick Drive, White River Junction, VT 05001 (1st Class & Outside Consumption) Liquor Licenses. Selectboard Member, Kim Souza seconded the motion. 6 were in favor and 1 abstained (Dan Fraser). The motion passed.

- h. Maple Street Catering, LLC Doing Business As: Big Fatty's BBQ, 186 South Main Street, White River Junction, VT 05001 (1st Class & Outside Consumptions & 2nd Class)

Selectboard Clerk, Dennis Brown made the motion to Approve Maple Street Catering, LLC Doing Business As: Big Fatty's BBQ, 186 South Main Street, White River Junction, VT 05001 for 1st Class & Outside Consumptions & 2nd Class

Liquor Licenses. Selectboard Member, Kim Souza seconded the motion. 6 were in favor and 1 abstained (Dan Fraser). The motion passed.

- i. Cabot Foods, Limited, 5573 Woodstock Road, Route 4, Quechee, VT 05059 (2nd Class)
- j. Evans Expressmart, Route 5 & Airport Road, White River Junction, VT 05001 (2nd Class)
- k. K-B Ventures, Inc. Doing Business As: Jake's Market & Deli, 1477 Maple Street, Hartford, VT 05047 (2nd Class)
- l. Quechee Mart, LLC Doing Business As: Mobile Mart, 3479 Woodstock Road, Quechee, VT 05059 (2nd Class)
- m. Stacy Hopkins, LLC Doing Business As: Scavenger Gallery, 41 South Main Street, White River Junction, VT 05001 (2nd Class)
- n. Singleton's Quechee, Inc. 6962 Woodstock Road, Quechee, VT 05059 (2nd Class)

Selectboard Member, Kim Souza made the motion to Approve Cabot Foods, Limited, 5573 Woodstock Road, Route 4, Quechee, VT 05059 (2nd Class); Evans Expressmart, Route 5 & Airport Road, White River Junction, VT 05001 (2nd Class); K-B Ventures, Inc. Doing Business As: Jake's Market & Deli, 1477 Maple Street, Hartford, VT 05047 (2nd Class); Quechee Mart, LLC Doing Business As: Mobile Mart, 3479 Woodstock Road, Quechee, VT 05059 (2nd Class); Stacy Hopkins, LLC Doing Business As: Scavenger Gallery, 41 South Main Street, White River Junction, VT 05001 (2nd Class) and Singleton's Quechee, Inc. 6962 Woodstock Road, Quechee, VT 05059 (2nd Class) Liquor Licenses. Selectboard Vice Chair, Richard Grassi seconded the motion. 6 were in favor and 1 abstained (Dan Fraser). The motion passed.

IV. Order of Agenda: There were no changes to the Order of the Agenda.

V. Selectboard

1. Citizen, Selectboard Comments and Announcements:

Citizen Comments: Ann Reynolds from the St. Paul's Episcopal Church reported a serious problem concerning the Homeless population in the Town of Hartford. The Haven, located next to the church, does not allow any of the people that stay overnight to stay in the building during the day. The shelter closes at 7:00 A.M. On Sundays, they come to the church for a warm place to be. After the church closes for the day, they need to find other places to go. It is difficult because there is no transportation (via Advance Transit) on the weekends. Resident Geri Williams also spoke to this issue. She engages the people in conversation while they are seeking shelter and warm drinks for a short time on Sunday mornings. Michael Redmond from the Haven also spoke about the needs of these people. The Haven currently does not have the staff or resources to keep the Haven open during the day.

Selectboard Comments: Selectboard Chair, Simon Dennis welcomed both the new Town Manager, Brannon Godfrey and the newest Selectboard Member, Dan Fraser.

2. Appointments

- a. Consider the Appointment of Jeff Arnold for a 3 year term on the Hartford Tree Board beginning on March 12, 2019 and ending on March 11, 2022.

Selectboard Vice Chair, Richard Grassi made the motion to appoint Jeff Arnold to the Tree Board for a 3-year term beginning on March 12, 2019 and ending on March 11, 2022. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

- b. Consider the Appointment of Michael Denmeade for a 3 year term on the Parks and Recreation Commission beginning on March 12, 2019 and ending on March 11, 2022.

Selectboard Member, Jameson Davis made the motion to appoint Michael Denmeade to the Parks and Recreation Commission for a 3-year beginning on March 12, 2019 and ending on March 11, 2022. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

- c. Consider the Appointment of Frederica Graham for a 3 year term on the Community Resilience Organization of Hartford beginning March 11, 2019 and ending March 11, 2022.

Selectboard Member, Alan Johnson made the motion to appoint Frederica Graham to the Community Resilience Organization of Hartford for a three-year term beginning March 12, 2019 and ending on March 11, 2022. Selectboard Member, Dan Fraser seconded the motion. All were in favor and the motion passed.

- d. Consider the Appointment of Jack Spicer for a 3 year term on the Community Resilience Organization of Hartford beginning March 11, 2019 and ending March 11, 2022.

Selectboard Member, Dan Fraser made the motion to appoint Jack Spicer to the Community Resilience Organization of Hartford for a three-year term beginning March 12, 2019 and ending on March 11, 2022. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

- e. Consider the Reappointment of Brett Mayfield for a 3 year term on the Sister Cities Committee beginning on March 12, 2019 and ending on March 11, 2022.

- f. Consider the Reappointment of Joan Ponzoni for a 3 year term on the

Sister Cities Committee beginning on March 12, 2019 and ending on March 11, 2022.

- g. Consider the Reappointment of Pat Stark for a 3 year term on the Historical Preservation Commission beginning on March 12, 2019 and ending on March 11, 2022.
- h. Consider the Reappointment of James Brad Goedkoop as the Tree Warden of the Town of Hartford beginning on March 12, 2019 until relieved.

Selectboard Clerk, Dennis Brown made the motion to Re-Appoint: Brett Mayfield and Joan Ponzoni to 3-year terms on the Sister City Committee beginning March 12, 2019 and ending March 11, 2022; Re-Appoint Pat Stark to the Historic Preservation Commission for a 3-year term beginning on March 12, 2019 and ending on March 11, 2022 and to Re-Appoint James Brad Goedkoop as Tree Warden for the Town of Hartford beginning on March 12, 2019 until relieved. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

3. Town Manager's Report: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/153>

Highlights:

Town Manager, Brannon Godfrey is meeting with all the Department Heads and the individual Selectboard Members to identify their priorities for the Town.

We are working with VTrans to encourage negotiated settlement with property owners for the right of way needed for the roundabout project. We are also jointly planning a Public Information Meeting in late-April to re-engage citizens in the proposed design and the project timetable.

We are evaluating the proposals received on Friday for the lease of an electric car for Town Administration. The apparent best proposal is for a 36-month lease at \$435/month for a 2019 Chevy Bolt EV.

A public information meeting to review preliminary design options for the Quechee Gorge Bridge Rehabilitation Project will be held on Monday, April 8 at 6:30 p.m. at Hartford Town Hall. VTrans staff and its bridge consultant.

The draft of the Town Plan is now available for viewing and is posted on the Town webpage at <https://www.hartford-vt.org/DocumentCenter/View/1806/Town-of-Hartford---Draft-Town-Plan-Combined-022719>. The Planning Commission will hold a Public Hearing on March 25 for comment on the draft of the Town Plan.

4. Board Reports, Motions & Ordinances

- a. VA Cutoff Bridge Project Introduction

Background: The Town-owned VA Cutoff Bridge spans the White River and connects VA Cutoff Road to Maple Street (VT 14). The current condition of the 1973 structure warrants

planning and consideration of repair or replacement alternatives.

Discussion: Laura Stone from the Vermont Agency of Transportation and Public Works Director Hannah Tyler presented a PowerPoint on the bridge conditions and estimated costs for replacement alternatives.

Financial Impact: Depending on the replacement option, the Town share of the project will range between 2.5% and 10% of total project cost.

Next Steps: A “needs statement” will be drafted by the Town and submitted to the State Historic Preservation Commission. This needs to be done first because the Bridge is “a Historic Bridge” in the State of Vermont.

b. Fee Schedule (motion required)

Background: Staff has evaluated the fee structure and recommends updates to several items based on the actual service cost. These fees are assessed in the Parks & Recreation, Police, and Public Works departments.

Discussion: The departmental fee tables with proposed adjustments were presented. The revised fees are proposed to take effect July 1, 2019, and are summarized as follows:

Parks & Recreation: Changes to certain program and facility use fees and descriptions.

Police: Changes to communications fees which are the greater of 1.25% of the operating budget less revenue, or the workload percentage. Because the budget changes each year, so do the fees. Also proposes a \$5.00 fee for motor vehicle VIN checks.

Public Works: Proposed changes to the flat rate for Hartford water and wastewater rates, but no increase to the usage charge. Proposed changes to septage disposal rate at the Hartford wastewater plant. Proposed base rate and metered usage rates for Quechee Water customers. Proposed increase to the solid waste annual permit and day pass, the rent charged to the Hartford Redemption Center and changes to several specific material disposal charges.

Financial Impact: The revised fees are estimated to generate additional revenue in the FY20 General Fund (Fund 10), Solid Waste Fund (Fund 30), Water Fund (Fund 50), Quechee Water Fund (Fund 55), Wastewater Fund (Fund 60), and Quechee Wastewater Fund (Fund 65).

Selectboard Member, Kim Souza made the motion to raise the annual fee to the Transfer Station \$30.00 in place of the suggested \$40.00. Selectboard Vice Chair, Richard Grassi seconded the motion. All were in favor and the motion passed.

Selectboard Member, Alan Johnson made the motion to adjust the daily fee to the Landfill to \$8.00 rather than the suggested \$10.00. Selectboard Member, Kim Souza seconded the motion. 3 voted yes and 4 voted no. The motion did not pass.

Selectboard Vice Chair, Richard Grassi made the motion to Adopt the proposed changes

as amended to the Fee Schedule and authorize the Town Manager to implement the proposed new rates effective July 1, 2019. Selectboard Member, Jameson seconded the motion. All were in favor and the motion passed.

c. Single Use Plastics Update

Background: The Selectboard has begun an ongoing discussion of adopting a local ordinance restricting or banning Single Use Plastics at retail outlets in Town.

Discussion: This year several Vermont localities (Burlington, Middlebury, Manchester, Rutland) have adopted or initiated plans to adopt bans on plastic grocery bags. There are several bills introduced in the Statehouse, including H.506, S.113, which ban single use plastics or impose a 5¢ fee on paper bags and bans single use plastic bags on July 1, 2020.

Depending on the action of the Legislature, the Selectboard may consider developing a local ordinance. The Selectboard agreed to wait and see what happens at the State Level.

d. Selectboard Liaison Assignments

The Selectboard’s Liaison Assignments as discussed at the Selectboard Reorganization Meeting on March 7, 2019.

Boards, Committees & Commissions	2019 Liaisons
Aquatics Center Oversight Committee	Dennis Brown
Conservation Commission	Alan Johnson
Hartford Committee On Racial Equity & Inclusion (2 seats)	Jameson Davis/Kim Souza
Community Resilience Organization of Hartford	Simon Dennis
Design Review Committee	Kim Souza
Energy Commission	Alan Johnson
Hartford Business Revolving Loan	Dick Grassi
Hartford Tree Board	Dan Fraser
Historic Preservation Commission	Dennis Brown
Parks & Recreation Commission	Dick Grassi
Planning Commission	Kim Souza
Sister Cities	Jameson Davis
School Board	Dan Fraser/ 1 st Alt Dick Grassi/ 2 nd Alt Kim Souza
Town & School Meeting Committee	Simon Dennis
Upper Valley Leadership Committee	Simon Dennis
Zoning Board of Adjustment	Dennis Brown

Selectboard Member, Jameson Davis made the motion to approve the Selectboard Liaisons to the Commissions, Committees and Boards as presented. Selectboard Vice Chair, Richard Grassi seconded the motion. All were in favor and the motion passed.

- e. Sale of Tax Sale Acquired Property (motion required)

Background: In 2018, the Town acquired the residence and property at 63 Division Street through tax sale. As of March 8, 2019, the delinquent taxes, penalty & interest and legal expenses owed on property total \$18,989.37.

Discussion: The Town received an unsolicited offer to purchase the property for \$23,500 in a letter dated February 15, 2019. By law, the Town may only collect the amount of the taxes, penalties & interest owed and related collection expenses from the sale of the property. There are no competing offers because the property has not been advertised for sale. However, the \$23,500 offer will guarantee the elimination of the delinquency and related costs for the Town. The Town has no interest in retaining this residential property.

Selectboard Member, Alan Johnson made the motion to Authorize the sale of 63 Division Street to the offer for \$23,500.00, with closing to occur on or after 30 days from authorization. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

After some discussion, the Selectboard felt they needed more information. **Selectboard Member, Dan Fraser made a motion to table the motion made by Mr. Johnson. Selectboard Vice Chair, Richard Grassi seconded the motion. 6 voted yes, 1 abstained (Dennis Brown). The motion passed to table this item.**

5. Commission Meeting Reports:

Selectboard Member, Alan Johnson reported that he Conservation Commission will have the Town Plan update soon. Mr. Johnson also noted that the annual vernal pool walk is April 20th from 10:00 A.M. to 2:00 A.M. at the Hartford Town Forest. Last year a record number of salamanders were counted.

Selectboard Chair, Simon Dennis reminded the Board Members that the workgroups for creating a revised Selectboard Rules of Procedure and a workgroup for creating a rubric for ranking Capital Improvement Plans still need to find a time to meet.

Selectboard Chair, Simon Dennis asked the Board Members if they would like to schedule a separate workshop to work on items or try to put them on the regular Selectboard agendas. The consensus was a workshop would be best.

6. Consent Agenda (Mot Req.):_

Selectboard Member, Dan Fraser made the motion to approve the Consent Agenda as listed. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

- a. Approve Payroll Ending: 3/2/2019

- b. Approve Meeting Minutes of: 2/26/2019 & 3/2/2019 (Town Meeting) & 3/7/2019 (Selectboard Organizational Meeting)
- c. Approve A/P Manifest of: 3/1/2019 & 3/12/2019
- d. Selectboard Meeting Dates of:
 - Already Approved: 3/26/2019.
 - Needs Approval: 4/9/2019 & 4/23/2019

7. Executive Session: Selectboard Clerk, Dennis Brown made the motion That In accordance with Vermont's Open Meeting Law requirements, the Selectboard will enter into Executive Session 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 and In accordance with Vermont's Open Meeting Law requirements 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. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

Selectboard Member, Kim Souza made the motion to close the Executive Session. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

- 8. Post Executive Session Actions: Selectboard Vice Chair, Richard Grassi made the motion to Approve a \$50,000 HBRLF loan to Tafts Flat Properties for building renovations and other improvements to 842 Hartford Avenue, with the following terms and conditions: 5-year amortized loan at 8.5% interest; other terms and conditions specified in the Selectboard's approved Loan Application Analysis; and loan offer valid for 6 months for the date of the Loan Commitment Letter from the Town; and further, authorize the Town Manager to sign the loan commitment and loan closing documents. Selectboard Member, Jameson Davis seconded the motion. 6 were in favor, 1 abstained (Dan Fraser). The motion passed.**

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

Selectboard Vice-Chair, Richard Grassi made the motion to Adjourn the meeting at 10:20 P.M. Selectboard Member, Kim Souza 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.
