



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, March 26, 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; Hannah Tyler, Director of Public Works; Lori Hirshfield, Director of Planning and Development; Scott Hausler, Director of Parks & Recreation; Pam Hausler; Phil Kasten, Chief of Police; Judith Roberts; Gerda Gofberg; Sadie Woods; Sandie Cary; Lannie Collins; Jennifer Kaar, Filling Station Restaurant/Pub.

<http://catv.cablecast.tv/CablecastPublicSite/show/8329?channel=1>

- I. Call to Order the Selectboard Meeting:** Selectboard Chair, Simon Dennis called the Selectboard meeting to order at 6:01 P.M.
- II. Pledge of Allegiance:** Resident, Lannie Collins led the Pledge of Allegiance.
- III. Local Liquor Control Board:** Selectboard Chair, Simon Dennis recessed the Selectboard meeting and opened the Local Liquor Control Board.

1. Renewals with Appearance

- a. Squeaky Wheel, Inc. Doing Business As: The Filling Station Restaurant & Lounge, 70 Gates Street, White River Junction, VT 05001. (1st Class)

The Selectboard discussed the multiple “service calls” the Hartford Police reported. Notice has been given by the Selectboard that in the future, there cannot be these calls and it could jeopardize the renewal process next year if they continue.

Selectboard Vice Chair, Dick Grassi made the motion to approved the Renewal of the Squeaky Wheel, Inc. Doing Business As: The Filling Station Restaurant & Lounge, 70 Gates Street, White River Junction, VT 05001for a 1st class liquor license. Selectboard Member, Jameson Davis Seconded the motion. 6 voted yes, 0 voted no and 1 (Dan Fraser) abstained. The motion passed.

- b. Public House at Quechee Gorge, LLC, 5813 Woodstock Road, Quechee, VT 05059. (1st Class & Outside Consumption)

The owners were notified that they needed to appear before the Board. They were not at the meeting tonight. They will be put on the agenda for April 9th.

Selectboard Member, Jameson Davis made the motion to Table this item until the next regular meeting of the Selectboard. Selectboard Member, Alan Johnson seconded the motion. 6 voted yes, 0 voted no and 1 (Dan Fraser) abstained. The motion passed.

2. Renewals without Appearance

- a. Public House Diner, Inc. 5573 Woodstock Road, Quechee, VT 05059. (1st Class)
- b. Northern Hospitality Limited Partnership, Doing Business As: Hotel Coolidge, 39 South Main Street, White River Junction, VT 05001, (1st Class)
- c. Skinny Pancake Quechee, 7161 Woodstock Road, Quechee, VT 05059. (1st Class)
- d. Engine Room, LLC 188 South Main Street, White River Junction, VT 05001. (1st Class and Outside Consumption)
- e. Piecemeal, LLC Doing Business As: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001 (1st Class and Outside Consumption)
- f. Pirkey, Bradford F. Doing Business As: Chefs Brads Crazy Side, 1 Quechee Main Street, Quechee, VT 05059 (1st Class and Outside Consumption)

Selectboard Member, Alan Johnson made the motion to Approve: Public House Diner, Inc. 5573 Woodstock Road, Quechee, VT 05059 for a 1st Class License; Northern Hospitality Limited Partnership, Doing Business As: Hotel Coolidge, 39 South Main Street, White River Junction, VT 05001, for a 1st Class License; Skinny Pancake Quechee, 7161 Woodstock Road, Quechee, VT 05059 for a 1st Class License; Engine Room, LLC 188 South Main Street, White River Junction, VT 05001 for a 1st Class and Outside Consumption license; Piecemeal, LLC Doing Business As: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001 for a 1st Class and Outside Consumption license and Pirkey, Bradford F. Doing Business As: Chefs Brads Crazy Side, 1 Quechee Main Street, Quechee, VT 05059 for a 1st Class and Outside Consumption license. Selectboard Clerk, Dennis Brown seconded the motion. 6 were in favor and 1 (Dan Fraser) abstained. The motion passed.

Selectboard Chair, Simon Dennis closed the Local Liquor Board and reopened the Selectboard Meeting at 6:37 P.M.

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

V. Selectboard

1. Citizen, Selectboard Comments and Announcements:

There were no citizen comments.

Selectboard Comments: Kim Souza reported that she and Dan Fraser visited the Fire and Police Departments and were given tours. She was very impressed with the operations of both departments.

Alan Johnson announced that the date for The Block Party will be June 12th @ 5:30 P.M. at Lyman Point Park.

2. Public Hearing: VT Community Development Program (VCDP) Implementation Grant Public Hearing for Bridge & Main Housing Project Grant Closeout.

Submitted by: Lori Hirshfield, Planning and Development Director

Background: The Town was awarded a \$410,000 VCDP grant to partially fund development of 17 units of housing, located at 27 North Main Street in WRJ, with 16 units meeting HUD affordability guidelines. \$394,245 of the funds were loaned to Bridge and Main Housing, LP for a 30-year deferred term at 0% interest, to construct and acquire the housing. The remaining funds were used by the town for grant administration, program management, and legal expenses. The grant term ends on March 31, 2019.

Discussion: Prior to the end of the grant, the Town is required to hold a public hearing to give the community an opportunity to comment on grant activities and use of the funds. All VCDP and Other Resources as outlined in the Grant Agreement were received and expended. All work in the Environmental Review as required by the Notice of Release of Funds has been satisfactorily completed. All work under the Grant Agreement was satisfactorily completed. The benefit under the Grant Agreement also was met.

Selectboard Chair, Simon Dennis recessed the Selectboard Meeting and opened the Public Hearing at 6:49 P.M. There were no comments from the public. Mr. Dennis closed the Public Meeting and re-opened the Selectboard Meeting at 6:50 P.M.

Motion: Selectboard Member, Dan Fraser made the motion to Authorize the Town Manager to sign all necessary documents to complete the grant closeout. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

3. Appointments

- a. Consider the Appointment of Sarah Sadie Woods to the West Hartford Library Trustees for a 5 year term beginning March 26, 2019 to March Town Elections of 2024.

Selectboard Clerk, Dennis Brown made the motion to appoint Sarah Sadie Woods to the West Hartford Library Trustees for a 5 year term beginning March 26, 2019 to March Town Elections of 2024. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

- b. Consider the Appointment of Gerda Gofberg to the West Hartford Library Trustees for a 4 year term beginning on March 26, 2019 to March Town Elections of 2023.

Selectboard Member, Kim Souza made the motion to appoint Gerda Gofberg to the West Hartford Library Trustees for a 4 year term beginning March 26, 2019 to March Town Elections on 2023. Selectboard Vice Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.

- c. Consider the Re-Appointment of Brett Mayfield as the Town Health Officer for a 3 year term beginning March 26, 2019 and ending April 30, 2022.
- d. Consider the Re-Appointment of Susanne Abetti to the Hartford Historic Preservation Commission for a 3 year term beginning March 26, 2019 and ending March 25, 2022.
- e. Consider the Re-Appointment of Dennis Driscoll to the Hartford Business Revolving Loan Fund Committee for a 3 year term beginning March 26, 2019 and ending March 25, 2022.
- f. Consider the Re-Appointment of Steve Lagasse to the Zoning Board for a 3 year term beginning March 26, 2019 and ending March 25, 2022.
- g. Consider the Re-Appointment of Chris Lowe to the Zoning Board for a 3 year term beginning March 26, 2019 and ending March 25, 2022.
- h. Consider the Re-Appointment of Alice Maleski to the Zoning Board for a 3 year term beginning March 26, 2019 and ending March 25, 2022.
- i. Consider the Re-Appointment of Jonathan Schechtman to the Design Review Commission for a 3 year term beginning March 26, 2019 and ending March 25, 2022.

Selectboard Vice Chair, Dick Grassi made the motion to re-appoint:

- a. **Brett Mayfield as the Town Health Officer for a 3 year term beginning March 26, 2019 and ending April 30, 2022 and Susanne Abetti to the Hartford Historic Preservation Commission for a 3 year term beginning March 26, 2019 and ending March 25, 2022 and Dennis Driscoll to the Hartford Business Revolving Loan Fund Committee for a 3 year term beginning March 26, 2019 and ending March 25, 2022 Steve Lagasse to the Zoning Board for a 3 year term beginning March 26, 2019 and ending March 25, 2022 and Chris Lowe to the Zoning Board for a 3 year term beginning March 26, 2019 and ending March 25, 2022 and Alice Maleski to the Zoning Board for a 3 year term beginning March 26, 2019 and ending March 25, 2022 and Jonathan Schechtman to the Design Review Commission for a 3 year term beginning March 26, 2019 and ending March 25, 2022. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.**

4. Town Manager’s Report: Significant Activity Report period ending March 26, 2019.

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/154>

Highlights:

Sykes Mtn. Rd. Roundabout – The Town is in the right-of-way acquisition phase of this project and will be for the next 30 – 60 days. To reengage citizens in the plan design, VTRans and the Town are planning a Public Information Meeting in late April. The Comfort Inn has agreed to host the 2-hour, drop-in style information meeting, date and time TBD. The project engineers are developing an animated project visualization and design boards to display for this meeting.

Working with Public Works and Finance Directors to restructure the water & sewer billing operation so that it is under the Finance Department. It is currently in Public Works.

5. Board Reports, Motions & Ordinances

a. VA Cutoff Bridge Purpose and Need Statement

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 1929/1973 structure warrants planning and consideration of repair or replacement alternatives. At the March 12 Selectboard meeting, Laura Stone from the Vermont Agency of Transportation (VTrans) presented information on bridge conditions and estimated costs for replacement alternatives.

Included in the presentation was a table (“Alternatives Matrix”) comparing the options for deck replacement or full bridge replacement, with additional pricing options for traffic management during construction. The option with the most effective life cycle cost for the Town is the full bridge replacement with traffic detoured offsite during construction. The full replacement option also provides more of a complete streets solution with improvements to bicycle and pedestrian access, as well as a 75-year design life.

Discussion: In order to proceed with the bridge project, a Statement of Purpose and Need must be reviewed by the Vermont Division of Historic Resources (VDHP). VTrans and staff have prepared a Statement of Purpose and Need which justifies the full bridge replacement based on the need for a safe crossing and access by vehicles, pedestrians and bicyclists and to address the current structural deficiencies and ongoing deterioration of the bridge. Staff briefed the Hartford Preservation Commission at its March 20, 2019 meeting. The Commission noted that there was little architectural significance to the existing structure, and voted to support the full replacement option.

Financial Impact: The Town share of a full replacement with offsite detour is 5%, which is estimated to be \$545,321 of the \$10,906,417 total.

Motion: Selectboard Member, Jameson Davis made the motion to Approve the Statement of Purpose and Need and authorize the Town Manager to notify VTrans of the Town's intent to pursue full bridge replacement with offsite detour. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

b. Sale of 63 Division Street

The offer for this property has been withdrawn until the current occupant is no longer living there. Mr. Godfrey shared information from Mr. O'Toole, Tax Sale attorney. Mr. O'Toole suggested the Town proceed with an Ejectment Process. The Selectboard agreed. Mr. Godfrey will meet with Chief Kasten to expedite this process.

c. Treasurer Appointment Update

Background: On March 6, Treasurer John Clerkin has announced his retirement effective upon the appointment of a Treasurer by the Selectboard and the completion of transition of duties. 24 VSA §963 authorizes the Selectboard to immediately fill a vacant officer position until an election is held at the next Town Meeting or at a Special Town Meeting.

Discussion: On March 20, staff posted a job advertisement on the Town website and in the weekend edition of the Valley News. The applications will be presented to the Selectboard for consideration at a future meeting.

d. WABA Floor and Equipment Contracts

Background: At the 2019 Hartford Town Meeting, funding was authorized for the WABA Refrigerated Floor, Dasher Board Replacement, Zamboni Lease and updated Dehumidification and Bleachers. The implementation plan is to complete the project components of the WABA Projects prior to the 2019 opening season (October).

Discussion: The funding source, as briefed at Town Meeting and approved by voters, include: Unassigned Funds Total: WABA Floor/Boards/Seating/Dehumidification - \$200,000.00 and WABA Zamboni Lease - \$25,400.00. Other Funds Total: CIP Reserve (WABA) - \$725,000.00.

Motion: Selectboard Member, Alan Johnson made the motion for the Refrigerated Floor That the Hartford Selectboard authorizes the Town Manager to expend up to \$660,900 for the purpose of replacing the refrigeration system floor and replacing with a new floor system. All work to be performed prior to opening in October 2019. The Hartford Selectboard further authorizes the Town Manager to enter into a contract with Parent Construction, Inc. to furnish and install the refrigeration system as specified with options for \$660,900 and for the Dasher Board System That the Hartford Selectboard authorizes the Town Manager to expend up to \$164,745.97 for the purpose of installing a new dasher board system at the Wendell A. Barwood Arena. Delivery and all work to be performed prior to opening in October 2019. The Hartford Selectboard further authorizes the Town

Manager to enter into a purchase agreement with Becker Arena Products utilizing Sourcewell Cooperative Municipal /Government Contracts for the purchase of the Dasher Board System with options for \$164,745.97 and for the Zamboni Lease That the Hartford Selectboard authorizes the Town Manager to expend a Not- to- Exceed amount of \$25,400 annually for the purpose of purchasing a new Zamboni for the Wendell A. Barwood Arena through a 7 year municipal lease agreement. Manufacturing to begin upon signing of the lease with a delivery in September 2019. The Hartford Selectboard further authorizes the Town Manager to enter into a lease agreement utilizing Sourcewell Cooperative Municipal /Government Contracts for the purchase of the Zamboni and the lease agreement with National Cooperative Leasing for a 7 year annual not-to-exceed amount of \$25,400 with the first payment due on October 1st, 2019. Selectboard Member, Dan Fraser seconded the motion. All were in favor and the motion passed.

- f. Selectboard Process Discussion: The Selectboard has held discussions of it processes in recent meetings.

At its February 26 meeting, the Selectboard delegated continuing discussion of the draft Rules of Procedure to Vice Chair Grassi and Selectboard members Kim Souza and Alan Johnson. They have coordinated to meet on Wednesday, March 27.

Selectboard Chair Simon Dennis and the Town Manager prepared a draft of the Work Plan.

The meeting for the Boards Rules of Procedure and Rubric is scheduled for April 3rd 6:00 P.M. – 9:00 P.M.

The date of the Priority and Objective Setting for the Town Manager meeting will be scheduled using the doodle poll. This will be scheduled with Delia Clark or another facilitator if she is not available.

6. Commission Meeting Reports:

Selectboard Clerk, Dennis Brown reported that the Historic Preservation Commission has been moving forward with the cemetery's oral history project. They have already interviewed several residents. They also mentioned that at the Town Meeting where they were set up that some of the staging was blocking them. Hopefully this won't happen next year.

Selectboard Member, Kim Souza reported from HCOREI that they have submitted the draft for the Request for Proposal. This will be going to the School Board first. Also, she noted that at the School Board meetings they end each meeting with a rating system to measure each meeting. This might be something that the Selectboard would want to try. Both the Principal of the High School and the Director of HACTC presented their reports that were very interesting and a summary of where they are at this time.

Selectboard Member, Dan Fraser is not able to attend the Tree Board meetings because

they are scheduled the same time as the Selectboard meetings. Mr. Fraser has arranged to have the meeting minutes forwarded to him. He is planning to attend the School Board meeting tomorrow.

Selectboard Vice Chair, Dick Grassi reported from the Parks & Recreation Commission. The department is applying for a grant to help clear the milfore at Dewey's. Mr. Grassi found out that the Army Corp owns the water. The Town owns the land. They, the Army Corps are not involved in any of the cleanup discussions. Mr. Grassi suggested that letters to Hartford's representatives to question why they are not involved.

Mission Statement – a strategic plan, also known as a mission plan. A lot of work went into that for the Dept. of Parks & Rec.

Mr. Grassi also shared the latest Program guide from Parks & Rec. A lot of work went in to it. It shows the many programs that are offered. Mr. Grassi also shared that at WABA all of the number of fees (entrance and rentals) have gone up this year. The facility has been used this past year more than ever.

There is one last opening on the Parks and Recreation Commission. There is an interested person. New officers are: Chair, Abigail Barman; Vice Chair, Kevin Stuart and Clerk, Brett Mayfield.

7. 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.

Approve Payroll Ending: 3/23/2019

Approve Meeting Minutes of: 3/12/2019

Approve A/P Manifest of: 3/22/2019 & 3/26/2019

Selectboard Meeting Dates of:

- Already Approved: 4/9/2019 & 4/23/2019

- Needs to be Approved: 5/7/2019 & 5/21/2019

8. Executive Session: N/A

9. Adjourn the Selectboard Meeting. (Mot Req.) Selectboard Vice Chair, Dick Grassi made the motion to Adjourn the meeting at 9:20 P.M. Selectboard Member, Jameson Davis 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.

