



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, April 9, 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; Kim Souza, Selectboard Member; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant; Scott Cooney, Fire Chief; Geoff Martin, Energy Coordinator; Scott Hausler, Director of Parks and Recreation; Andrew Schain; Scott Bacon; Nany Russell; Michelle Boleski; Lannie Collins; Erik Krauss; Allison Childs; Paige Heverly.

Absent: Jameson Davis, Selectboard Member.

<http://catv.cablecast.tv/CablecastPublicSite/show/8364?channel=1>

- I. **Call to Order the Selectboard Meeting:** Selectboard Chair, Simon Dennis called the Selectboard to order at 6:02 P.M.
- II. **Pledge of Allegiance:** Selectboard Vice Chair, Richard Grassi led the Pledge of Allegiance.
- III. **Local Liquor Control Board:** Selectboard Chair, Simon Dennis recessed the Selectboard Meeting and called the Local Liquor control Board to order.

1. Renewal with Appearance

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

Selectboard Vice Chair, Dick Grassi made the motion to approve the renewal for the Public House at Quechee Gorge, LLC, 5813 Woodstock Road, Quechee, VT 05059 for both the 1st Class License and the Outside Consumption License. Selectboard Member, Alan Johnson seconded the motion. 5 were in favor and 1 abstained, Dan Fraser. The motion passed.

Selectboard Chair, Simon Dennis closed the Local Liquor License Board and reopened the Selectboard meeting.

IV. Order of Agenda: It was noted that item 4.e., the Electric Vehicle Lease was not ready to be discussed tonight. It will on a future agenda. Selectboard Member, Alan Johnson asked if in its place on tonight's agenda if they could discuss supporting the Energy Commissions letter to the State to eliminate the New Metering cap.

V. Selectboard

1. Citizen, Selectboard Comments and Announcements:

Citizen Comments: Mr. Collins from Quechee reported that a deer was struck by a car near his house. A police officer notified him that he was going to dispatch the animal. Mr. Collins appreciated the notification but was concerned there was 3 rounds used not just one. Selectboard Vice Chair, Richard Grassi later added that it is extremely hard to dispatch a wounded animal in one shot.

Selectboard Comments: Mr. Brown and Mr. Johnson both attended the Quechee Gorge Bridge meeting held on the 8th. The new plan for the safety fence is similar to what is there now. No netting is able to be installed under the bridge because there is no resource from the United States. There is the requirement that all the materials used will be made in the United States. There also will be a sidewalk expansion on the Woodstock side of the Bridge. The AOT will complete the final plans in April 2020, go out to bid in October 2020, and construction will be conducted in two phases. The first phase is from April 2021 to September 2021 and the second phase will take place between April 2022 and September 2022.

Selectboard Member, Dan Fraser thanked all the Town Departments he has been meeting with over the last week.

Selectboard Chair, Simon Dennis commented on the Electric Vehicle Lease would not be required to come back to the Board. He believes that any further presentations are not required and it should be left in the hands of Geoff Martin, the energy coordinator. Mr. Godfrey explained that because of the cost, it would need to be approved by the Board to comply with the Town's Purchasing Policy.

Mr. Dennis reminded everyone that there is a ban on all construction of all new fossil fuel construction in the Town of Hartford. Our Proclamation should be sent to the Vermont State Department.

2. Appointments

- a. Consider the Appointment of Allison Childs to the Hartford Parks and Recreation Commission 3 year term beginning April 9, 2019 to April 8, 2022.

Selectboard Member, Alan Johnson made the motion to Appoint Allison Childs to the Hartford Parks and Recreation Commission 3 year term beginning April 9, 2019 to April 8, 2022. Selectboard Member, Dan Fraser seconded the motion. All were in favor and the motion passed.

- b. Consider the Re-appointment of Thomas Franklin to a 3 year term on the Zoning Board beginning on April 9, 2019 and ending on April 8, 2022.

Selectboard Member, Dan Fraser made the motion to re-appoint Thomas Franklin to a 3 year term on the Zoning Board beginning on April 9, 2019 and ending on April 8, 2022. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

3. Town Manager's Report: Significant Activity Report period ending April 9, 2019.

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/155>

Highlights:

The Public Works and Finance Directors and staff have completed the transition the water & sewer billing operation to the Finance Department. There is a vacant Finance Assistant position in the Finance Department that is currently being advertised that will have primary responsibility for performing billing operations and supporting other Finance functions.

The house and property at 63 Division St., which the Town acquired through tax sale in November 2017, was vacated by the previous owner and occupant on March 30. The person who offered to purchase it from the Town has stated he renewed interest in acquisition. I have received one other unsolicited offer during the last week.

Staff reviewed the plan developed last Fall to install parking meters in downtown as part of a larger strategy for downtown parking improvements. Meters were recommended for the on-street spaces with a 2-hour limit, in keeping with the strategy to maximize turnover of these spaces and encourage long-term parkers to use the untimed parking lot and spaces on the periphery of the downtown core. Staff is developing an RFP for state-of-the-art meters, equipment and system that will notify police officers of the specific spaces with expired meters, allow online payments and minimize the back-end collection processes for Town staff. Selectboard Clerk, Dennis Brown commented that if the meters are installed, hopefully there will be good signage on them as to what days and hours they are required. Further discussion by the Board determined that a Board motion would be required to move forward on this project.

4. Board Reports, Motions & Ordinances

- a. Treasurer Selectboard/Appointment (Information Only)

Background: On March 6, Treasurer John Clerk.in 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.

On March 20, staff posted a job advertisement on the Town website and in the weekend edition of the Valley News. As of today, April 9, we have received six applications.

Staff recommends that we keep the advertising period open until April 23, which is the date of the next regular Selectboard meeting. Staff will contact all applicants to schedule them to attend the April 23 Selectboard meeting for an interview by the Selectboard on its agenda in open session. Staff will also check references on candidates and have that information for the Selectboard on April 23. The Selectboard may then hold an Executive Session at the end of the April 23 Agenda to discuss and determine who it will appoint as the Treasurer.

b. Local Emergency Management Plan Adoption (Motion Required)

Background: In accordance with 20 V.S.A § 6 and the 2013 State Emergency Operations Plan, "each Vermont jurisdiction is expected to develop and maintain a Local Emergency Operations Plan". A current local emergency plan is also required for municipalities to receive federal preparedness funds and increased state reimbursement through the Emergency Relief and Assistance Fund (ERAF).

Discussion: Municipalities should review and update their emergency plans annually and readopt them between Town Meeting and May 1 every year. Municipalities report adoption of LEMPs through their Regional Planning Commission with the LEMP adoption form.

A question about available training for local child care providers was asked of Chief Cooney. He said he would look into it.

Motion: Selectboard Clerk, Dennis Brown made the motion to the adoption of the 2019 Local Emergency Management Plan. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

c. HCOREI RFP (Motion Required)

Background: One of the principle charges of HCOREI is the development of a Strategic Plan for Equity & Inclusion that will serve as a guide for Town and School District policy- making to remediate race-based disparities in operations and services. The solicitation and selection of a consultant is a critical first step in the development of the Strategic Plan. HCOREI has spent several months researching requests for proposals (RFPs) of strategic plans from other jurisdictions, including the Burlington, VT plan.

On March 20, HCOREI finalized its draft of the RFP. It forwarded the draft to the School District for review. On March 27, the School Board reviewed and

commented on the draft. The draft RFP is before the Selectboard for consideration and approval.

The Town and School District have each allocated \$15,000 toward the development of the Strategic Plan.

Motion: Selectboard Member, Kim Souza made the motion to approve the Strategic Plan RFP for equity and inclusion as amended by the Town Manager and The School Superintendent to address the Timeline. Selectboard Vice Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.

d. Solar Energy Savings Update & Wilder Well Solar Update (Info. Only)

Background: In 2018, the Town continued to receive net-metering credits from solar arrays at the Dunne property in Hartland, the Public Safety Building, and the landfill, as well as lease payments for hosting the array at the landfill. The Town also entered into new Solar Services Agreements for arrays on the roofs of the Public Works building and the WRJ wastewater treatment plant, which began generating power in late February 2018.

The Town saved a total of \$19,951 on electricity in 2018 as a result of the net-metering credits from the five arrays. The Town also received \$8,400 in lease payments for hosting the landfill solar array, for a total benefit of \$28,351 in savings and revenue from solar. In addition, the Town retains the renewable energy certificates (RECs) from the Public Works, WRJ wastewater treatment plant, and PSB arrays, meaning the Town can claim the renewable and environmental benefits of the electricity. As a result, the Town generated 119,435 kWh of renewable electricity, and avoided the emission of 86,900 lbs of carbon dioxide.

Since 2018, the Town has increased its share of renewable generation. The 100 kW solar array at the Wilder Well came online in early 2019. The net-metering credits are currently being used for the Wilder Well, but will soon be shared for the benefit of the residents of Olcott Falls Mobile Home Park. The RECs will be retired on behalf of the Town and the residents of Olcott Falls. Once a contract has been finalized between the Town and the Housing Foundation, Inc., the agreement will be brought to the Selectboard for review.

The financial impact will be \$28,351 benefit to the Town, and a reduction of the Town's carbon footprint.

e. Electric Vehicle Lease (Motion Required) ***Postponed Until April 23rd***

The Selectboard held a discussion at this time on the Net-metering letter from the Energy Commission.

Motion: Selectboard Member, Alan Johnson made the motion that the Selectboard authorize the Energy Commission to sign and send a letter to State Legislature regarding H.423 based on the template presented with edits as they see fit and that we authorized the Chair

and Town Manager to sign on behalf of the Selectboard and Town. Further, that the Selectboard Authorized the Energy Commission and staff to testify on behalf of the Town to the goal of raising or eliminating the NET meeting cap for municipalities should such opportunities arise.

f. Volunteer Appreciation Proclamation (Motion Required)

Background: The Selectboard has annually recognized National Volunteer Week with a proclamation. The program is in conjunction with the Points of Light Organization established in 1974 by Presidential Proclamation and takes place in April each year. The proclamation is also recommended by the Parks & Recreation Department in keeping with its national accreditation by the Commission for Accreditation of Parks & Recreations Agencies (CAPRA).

National Volunteer Week is April 7 - 13, 2019.

Motion: Selectboard Vice-Chair, Dick Grassi made the motion to approve the Volunteer Appreciation Proclamation as read. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

**TOWN OF HARTFORD, VERMONT
VOLUNTEER APPRECIATION PROCLAMATION 2019**

WHEREAS - *The entire community can affect positive change with any volunteer action no matter how big or small; and*

WHEREAS - *Volunteers can connect with local community service opportunities through Town organizations; and*

WHEREAS - *Volunteers do bring people together for social good of the community; and*

WHEREAS - *our community programs that are run by many volunteers are vitally important to establishing and maintaining a quality of life, ensuring the health of all citizens, and contributing to the economic and environmental well-being of the Hartford community and Upper Valley; and*

WHEREAS - *our community volunteers help offer 26 special events throughout the year. Events such as the Glory Days Festival, Independence Day Celebration, Summer Concerts, Egg Scramble, Trunk or Treat and Youth Ice Fishing Derby; and*

WHEREAS - *our community volunteers help offer 272 recreation programs over the year for the youth and adults of the Hartford community; and*

WHEREAS - *the Town of Hartford has 15 boards, committees and commissions with 98 volunteers that provide oversight and leadership to community programs, planning and development initiatives, community libraries, conservation efforts, community energy, sister cities, and our trees and landscapes; and*

WHEREAS - the recreational programs, offered by volunteers, are an integral part of the Hartford community providing over 4000 volunteer hours a year, with a \$101,000 value to the community.

NOW THEREFORE - We, the Selectboard, and on behalf of the citizens of Hartford, recognize volunteers for their commitments to community service; and proclaim our sincere appreciation for the services and contributions of all volunteers who have given their time and energy for the betterment of community and quality of life to the citizens of Hartford, Vermont.

- g. Community Resilience Organization of Hartford (CROH)
Bylaw changes (Motion Required)

Paige Heverly, Chair of the Community Resilience Organization of Hartford (CROH), proposed changing its name to “Resilient Hartford.” A change to the name would require updating its By-Laws accordingly. At its March 27 regular meeting, CROH proposed the amended By-Laws with the new name for consideration and approval by the Selectboard. By changing the name, it will be clearer to everyone what the committee does.

Selectboard Member, Alan Johnson made the motion to amend the By-Laws to change the Committee name to Resilient Hartford. Selectboard Member, Dan Fraser seconded the motion. All were in favor and the motion passed.

- h. Selectboard Rules of Order and CIP Rubric (Motion Required)

Background: At its February 26 meeting, the Selectboard delegated continuing discussion of the draft Rules of Procedure to Vice Chair Grassi and Selectboard member Kim Souza and Alan Johnson. The Selectboard also delegated continuing discussion of the draft Capital Improvement Plan (CIP) Rubric to Selectboard members Alan Johnson, Kim Souza and Chair Simon Dennis. The Rules Work Group and Rubric Work Group met and prepared the attached drafts of the Rules of Procedure and CIP Rubric for the Selectboard's consideration.

The Selectboard reviewed and edited the draft of the Rules of Procedures. More work is needed. There were no actions taken. The CIP Rubric will also be reviewed at a later date.

5. Commission Meeting Reports:

Selectboard Member, Matt Osborn reminded people of the Vernal Pool walk on April 20th from 10:00am to Noon at the Town Forest.

6. Consent Agenda (Mot Req.): Selectboard Clerk, Dennis Brown made the motion to accept the Consent Agenda as listed and to add the May 8th and May 22nd Selectboard Planning Retreats. Selectboard Member, Kim Souza Seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 4/6/2019
Approve Meeting Minutes of: 3/26/2019

Approve A/P Manifest of: 4/5/2019 & 4/9/2019

Selectboard Meeting Dates of:

- Already Approved: 4/23/2019, 5/7/2019 & 5/21/2019
- Added: May 8th and May 22nd.

7. Executive Session: N/A

8. Adjourn the Selectboard Meeting.

Selectboard Vice Chair, Dick Grassi made the motion to adjourn the meeting at 10:00 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.