



## TOWN OF HARTFORD

### SELECTBOARD MINUTES

Tuesday, June 29, 2021, 6:00pm

Hartford Town Hall

171 Bridge Street, White River Junction, VT 05001

**Present:** Dan Fraser, Chair; Joseph Major, Vice-Chair; Kim Souza, Clerk; Dennis Brown, Member; Ally Tufenkjian, Member; Tracy Yarlott-Davis, Town Manager; Lana Livingston, Administrative Assistant; Erik Krauss, Toby Kravitz, Lannie Collins, Ted Redmond, Courtney Williamson, Meg MacLaury.

**CATV Link:** <http://catv.cablecast.tv/CablecastPublicSite/show/14854?channel=1>

- I **Call to Order of the Selectboard Meeting:** Selectboard Chair, Dan Fraser called the Selectboard Meeting to order at 6:00 PM.
- II **Pledge of Allegiance:** Dennis Brown led the Pledge of Allegiance.
- III **Order of Agenda:** There were no changes to the order of agenda.
- IV **Local Liquor Control Board:** Selectboard Chair, Dan Fraser recessed the Selectboard Meeting and opened the Local Liquor Control Board at 6:03PM.

**Selectboard Member, Ally Tufenkjian made the motion to approve the New First Class Liquor License for River Roost Brewery, LLC 230 South Main St., White River Jct., VT 05001. Selectboard Member, Dennis Brown seconded the motion. 3 were in favor, 1 abstained (Fraser) and 1 recused (Souza). The motion passed.**

Selectboard Chair, Dan Fraser closed the Local Liquor Control Board at 6:05 PM and reopened the Selectboard Meeting.

#### V. Selectboard

##### 1. Public Comments

Lannie Collins of Hartford asked for an update on the results of his question about the authority of the Town Manager setting policy and not the Selectboard. This question has been sent to an attorney and there is no update at this time. Mr. Collins suggested that the Town/Selectboard define what a policy is.

Marcy Bartlett of Wilder asked for an update if anyone has stepped up to run for the open Selectboard seats. At this time, the Town Manager is not aware of any. The deadline is July 6 for submissions. Marcy also asked if there were any interest in putting anything else on the warrant to vote on. The Town Manager is waiting on the due date for this information.

## 2. **Selectboard Comments and Announcements**

Selectboard Clerk, Kim Souza commented that for the August Election she would not want to force the mailing of ballots but hopes this will happen for the March 2022 election.

## 3. **Appointments**

- a. Consider the re-appointment of Tobias Dayman to the Planning Commission beginning June 29, 2021 and ending June 28, 2024.

**Selectboard Clerk, Kim Souza made the motion to approve the re-appointment of Tobias Dayman to the Planning Commission beginning June 29, 2021 and ending June 28, 2024. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.**

## 4. **Town Manager's Report:**

Significant Activity Report: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/214>

### **Town Manger Report:**

#### Speed Study Completed

Two-Rivers-Ottauquechee Regional Planning Commission performed a speed study on Quechee Main Street and Summer Street between June 3, 2021 and June 15, 2021. The study uses automatic traffic counters which can record traffic volume, direction of traffic, speed, and classification of the vehicle. The average daily volume for Quechee Main is 4,601 vehicles, which indicates that Quechee Main is a high volume road. For Summer Street the average daily volume was 226 – which is considered a low volume road.

The speed study showed that the 85<sup>th</sup> percentile of vehicles traveling on Quechee Main Street road are going at (25 miles per hour), or slightly above (32 miles per hour), the speed limit. For Summer Street, the 85<sup>th</sup> percentile is 25 miles per hour, which is the speed limit. The Federal Highway Administration uses the 85<sup>th</sup> percentile as a criteria for setting speed limits and determining the need for traffic calming solutions.

The speed study allows us to better understand how people are using the roads and if there's a need to further investigate traffic calming or speed mitigation techniques. Right now, since it's within the 85 percentile parameters, we will not attempt any additional traffic calming or mitigation on these roads.

#### Christian Street Cemetery

On Thursday morning, the Town will officially take over the administration of the Christian Street cemetery. Technically, it's the Selectboard that is authorize to sell and convey lots in burial grounds but at this time, the administration can reside in my office.

My staff has completed an initial review of the current processes and identified areas where we need to develop procedures or clarify the process with Henry Hazen, who has administered the cemetery for a number of years. In order to ensure that we are in compliance with state regulations, my staff will be continuing to develop policies and procedures to govern the Town's administration of the Christian Street cemetery, including accounting for services and perpetual care, maintaining records, and how to assist those purchasing or using plots. Another item my staff is researching is mapping and database systems that will allow us to have more complete and searchable records. I anticipate that we will be bringing some of these items forward as part of the FY23 budget.

#### Homeless Encampment Clean-Up

Barring any unforeseen staffing issues, our contractor will be mitigating both sites the week of June 28, 2021. The

total costs depends on how much waste they remove as we are charged by the amount and then time to dispose of it at the Lebanon Solid Waste facility. *South Main Street Lot*: This one is on Town property and we will be removing all debris and temporary structures. Prospect Street: I was corrected by my amazing staff. Thank you team Hartford! VTrans has remained generally unhelpful and non-communitive on cleaning their property. Some of the biohazard waste is on VTrans and other is on private property. Since we have the contractor coming, we're going to go in and remediate all the health and safety hazards. That includes food waste, standing water, anything that may include biohazards. If it looks like what we remediated is on VTrans property, we will document it and reengage with VTrans. Ultimately, we need to get this cleaned up and they are making it harder. I haven't been down there since it got warm, but we all know how wet and hot trash begins to smell and attract vermin. I'm working with my staff and connecting with our community-based organizations to make sure this is not a regular issue.

#### New Town Website – Kick Off

I've opened an internal Website Team with representatives from Parks and Recreation, Public Works, IT, and my office to work with our vendor, Revize, on a new Town website. The entire project deadline takes about six months and staff will be providing feedback on the site map, style mock-ups, and participating in training. I'm especially excited with how clearly laid out the back-end of the website is, which will make it easier for staff to update the site. Revize also offers staff training, online support, and tutorial videos.

### **5. Board Reports, Motions & Ordinances:**

#### a. Climate Action Plan

The Draft Climate Action Plan was presented by Ted Redmond from paleBLUEdot. Link: [Draft CAP Overview Selectboard 062921.pdf](#)

The final plan will be presented to the Selectboard at the August 24, 2021 Selectboard meeting.

#### b. Dispatch console

**Selectboard Vice Chair, Joe Major made the motion to Authorize the Town Manager to award the project to Xybix Systems for \$76,290.36 for the consoles and \$7,364 for carpeting. This recommendation is based upon the fact that Xybix has one of the best warranties in the industry, they were the only bidder that provides additional services of flooring which will aid in ease of project management as we would only have to work with one vendor, the layout and design of the consoles provided the best access to computer equipment for IT personnel, and the overall quality of the consoles. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

#### c. Assessment and Grand List Update

Assessor, Joe Turner presented the 2021 Grand List.

**Background:** The final Grand List gets lodged every year in June. The Grand List has been finalized for 2021 and will be presented for discussion. The overall value is a key influence in setting the municipal tax rate for fiscal year 2022.

**Discussion:** Value changes per property categories will be presented. There were also fourteen total property grievances for 2021 which have all gone through the initial grievance period.

**Financial Impact:** The finalized Grand List has a direct impact on the applied municipal tax rates which affects all property owners in the Town of Hartford.

d. Sludge Hauling & Grease Removal

**Discussion:** The Town received bids from Sterns Septic Service of Grantham, NH and Wind River Environmental of Montpelier, VT.

**Impact:** The total cost proposal from Sterns Septic Service was \$46,320 and the total cost proposal from Wind River Environmental was \$75,300.

**Selectboard Member, Dennis Brown made the motion that the Selectboard authorize the Town Manager to sign and enter into a contract with Sterns Septic Service for sludge hauling and grease removal. Selectboard Vice Chair, Joe Major seconded the motion. All were in favor and the motion passed.**

e. Wastewater Collection Line Cleaning, TV Inspection, and Inspection Reporting

**Background:** The Town sought wastewater line cleaning, TV inspection, and inspection reporting for identified wastewater collection lines.

**Discussion:** The town received unit bid pricing from N.A. Manosh, Inc. of Morrisville, Vermont. N.A. Manosh performed the services for the Town of Hartford last year with a base cost of \$32,500. The current proposal is a 7% increase reflecting the impacts of inflationary pressures and supply chain issues due to Covid-19. The sewer division has have positive experiences working with N.A. Manosh, Inc. in the past.

**Impact:** The total cost proposal from N.A. Manosh, Inc. services is \$12,925 for the White River Junction system and \$21,825 for the Quechee system.

**Selectboard Member, Ally Tufenkjian made the motion that the Selectboard authorize the Town Manager to sign and enter into a contract with N.A. Manosh Inc for wastewater line cleaning, TV inspection, and inspection reporting for identified wastewater collection lines. Selectboard Member, Dennis Brown seconded the motion. All were in favor and the motion passed.**

f. 2022 Dump Truck Bid Award

**Background:** The Town issued an RFP seeking bids for two trucks, one 6-wheeler and one 10-wheeler, to be used within the Highway Department. The RFP includes requests for the cost of two trucks with consideration of trade value of the current 6-wheeler and 10-wheeler owned by the Town of Hartford. While the Town previously purchase these vehicles, due to budget constraints and Board budget guidance for FY22, a five year lease is more cost effective at this time.

A five year lease of both vehicles at current interest rates is anticipated to be \$71,500 per year for five years.

**Discussion:** The Town received bid forms from ATG Patriot LLC of Westminster, VT, Reed Truck Services of Claremont, NH, and Clark's Truck Center of Jericho, VT.

The bid from ATG Patriot LLC did not meet all of the requests put forth in the RFP, but provided a bid of \$173,807 for a new 6-wheeler, and \$199,566 for a new 10-wheeler. Additionally, ATG Patriot provided a combined trade value for the current vehicles of \$83,000.

The bid from Clark's Truck Center did not meet all of the requests put forth in the RFP, but provided a bid of \$172,64 for a new 6-wheeler, and \$213,092 for a new 10-wheeler. Clark's Truck Center provided a combined trade value for the current vehicles of \$70,000.

The bid from Reed Truck Services provided a bid of \$174,850 for a 6 wheeler, and \$215,950 for a 10 wheeler. Reed Truck Services provided a combined trade value for the current vehicles of \$60,500.

Reed Truck Services was the only vendor to meet specifications for both vehicles requested in the RFP. The additional costs to provide those specifications from the other bidders would increase the costs above those provided by Reed Truck Service.

**Selectboard Clerk, Kim Souza made the motion that the Selectboard authorize the Town Manager to sign and enter into a 5-year lease for a 6-wheel and a 10-wheel dump truck as outlined in the RFP from Reed Truck Services. Selectboard Vice Chair, Joe Major seconded the motion. 4 were in favor and 1 (Brown) was not in favor. The motion passed.**

g. Invoice Cloud Fees

**Background:** On April 15, 2020, in response to the Covid-19 pandemic, the Town began absorbing the fees for residents paying water and sewer bills online. Normally, there is a 2.95% fee for using a credit card to make a payment via our vendor Invoice Cloud. Residents were still able to mail in a check or make an appointment to pay their bills in person at Town Hall.

**Selectboard Member, Ally Tufenkjian made the motion that the Board authorizes the Town Manager to cancel the Town's payment of online fees from Invoice Cloud. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

h. Covid Committee

**Background:** On March 24, 2020, the Selectboard created the Ad Hoc Committee on Coronavirus Response. The committee was charged with developing a broad list of strategies for slowing the spread of Covid-19, to recommend strategies to preserve the economy, support medical

professionals, food supplies and communications. The Committee took immediate action to communicate with out-of-state homeowners, collect and distribute masks, begin a communications campaign. Committee members continued to work tirelessly throughout 2020 and into 2021 to identify areas of need and bridge gaps in food security, communications and economic stimulus opportunities.

**Discussion:** On June 14, 2021 Governor Phil Scott announced that Vermont has reached its goal of 80 percent vaccinated. In response, he rescinded all state Covid-19 restrictions and would let the State of Emergency expire. In response to this, the committee shall be released from their charge and duties. The Town Manager and the Board Chair discussed this with the Committee Chair prior to this meeting, thanking them for their service to the Town and their part in Hartford's overall success in combatting the pandemic.

**Selectboard Vice Chair, Joe Major made the motion that the Board thanks the committee for their work and will now close it to further business. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.**

i. Construction Line of Credit

The Town of Hartford VT is requesting that Mascoma Bank extend the Line of Credit Loan# ending in \*\*\*802 in the amount of \$9.2 Million that is maturing on July 28, 2021 to a new maturity date of March 28, 2022, due to the ongoing construction needs of the Town

**Background:** The Town has commenced, or will commence within the next 12 months, construction on several critical infrastructure projects in 2021, including: the Sykes Mountain Ave/Rt. 5 Roundabouts; the Upper Sykes Mountain Ave. bike/pedestrian project; and the Quechee Main St. Culvert replacement.

While these projects are funded by sources other than the Town General Fund, the Town is responsible for the initial payment of construction bills and then will seek reimbursement from the ultimate funding source, such as the Vermont Agency of Transportation, or State Revolving Loan Fund. On July 28, 2020 the Selectboard authorized a line of credit (LOC) with Mascoma Bank for \$9.2 million at a tax exempt rate of 2.8% for 12 months under 24 VSA§ 1773(c).

**Discussion:** The current \$9.2 million construction line of credit is set to mature on July 28, 2021 and currently has a zero

**Selectboard Clerk, Kim Souza made the motion that the The Town of Hartford VT Selectboard approves the request to Mascoma Bank to extend Line of Credit Loan# ending in \*\*\*802 in the amount of \$9.2 Million that is maturing on July 28, 2021 to a new maturity date of March 28, 2022, due to the ongoing construction needs of the Town.**  
**and**  
**The Town of Hartford VT Selectboard hereby gives Town Treasurer John Clerkin authority to execute all loan documents related to the**

extension of the Line of Credit Loan# ending in \*\*\*802 in the amount of \$9.2 Million that is maturing on July 28, 2021 to a new maturity date of March 28, 2022 to that effect on behalf of the Town of Hartford VT. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.

j. Currier Street Closure

**Background:**

First Friday takes place in downtown White River Junction on the first Friday of the month during the summer. The remaining First Friday dates are: July 2, August 6, and September 3. First Fridays feature live music, art, food, and vendors.

**Discussion:**

Event organizers have requested that they be allowed to close Currier Street for the remainder of the First Friday events. Town Staff have approved their application. Public Works has agreed to pick up and drop off plastic barriers for event organizers. Staff provided feedback to the organizers to ensure that residents and visitors to the area know when the street will be closing and reopening.

The Selectboard discussed the requirements of the Street Closure request and some documents (Insurance) are missing and also the plan to notify the residents that would be affected by the closure was not presented. It was the decision of the Board to not act on this request for the July 2<sup>nd</sup> event and ask for the Insurance and plan for notifications be submitted prior to the August event. Kim Souza also asked for the plan for cars to exit the parking lots that will be affected. They will review the updates at the next Selectboard meeting on August 13, 2021.

k. Special Election Warning

**WARNING**

**TOWN OF HARTFORD SPECIAL TOWN MEETING**

**August 10, 2021**

*Voting by Australian ballot is to be held on **Tuesday, August 10, 2021**, at the Hartford High School Gymnasium. The legal voters of the Town of Hartford are further notified that voter qualification, registration, and absentee voting relative to said Special Town Meeting shall be as provided in the Town Charter and chapters 43, 51, and 55 of title 17, Vermont Statutes Annotated.*

**THE FOLLOWING ARTICLE WILL BE VOTED BY AUSTRALIAN BALLOT ON TUESDAY, AUGUST 10, 2021. POLLS OPEN AT 7:00AM AND CLOSE AT 7:00PM.**

**1. To elect the following Town Officers: Selectboard Member for remainder of three year term ending March, 2023; Selectboard Member for remainder of two year term ending March, 2023. (By Australian ballot)**

*Dated at Hartford, Vermont this 29th day of June, 2021.*

Selectboard Clerk, Kim Souza made the motion to approve the corrected Special Election Warning. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.

I. Strategic Equity and Inclusion Plan

Joe Major reported that the Town Manager will meet with Mary Gagnon, co-author of the plan, in the near future, for updates. Joe Major, Tracy Yarlott-Davis and HCOREI Chair met. They agreed on all point except a joint information officer for the Town and School. They should each have their own. Moving forward on the details of the implementation they will meet with the new HCOREI Chair, John Hall.

**VI Commission Meetings Reports**

Dennis Brown reported from the special Zoning board meeting. They continue to review an application and also did a site visit. HPC and Conservation Commission continue to meet.

Green Up day report: collected 3.29 tons of trash and 40 tires. They had 343 volunteers and gave out 800 bags. Mr. Brown also attended the Juneteenth celebration. He commended Joe Major for doing a fine job of Emceeding.

Joe Major thanked everyone for their support of the Juneteenth celebration. Parks and Rec. reported that the pool project is moving along and they expect for it to be finished on time. Scott Hausler is doing a great job. Don't forget fireworks at Kilowatt Park on the 4<sup>th</sup> (5<sup>th</sup> is the rain date.)

**VI Executive Session: N/A**

**VII Consent Agenda: Selectboard Vice Chair, Joe Major made the motion to approve the Consent Agenda as listed without the minutes of 6/15/2021. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

**Approve Payroll Ending: 6/26/2021**

**Approve Meeting Minutes of:  
6/15/2021 – not approved**

**Approve A/P Manifest of: 6/25/2021 & 6/29/2021**

**Selectboard Meeting Dates of:**

Already Approved: 7/6/2021, 7/13/2021 and 7/27/2021

**Approve Date 8/17/21**

**IX. Adjourn the Selectboard Meeting**

**Selectboard Member, Dennis Brown made the motion to Adjourn the meeting at 10:05 P.M. Selectboard Member, Ally Tufenkjian 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.