



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, August 28, 2018 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; Rebecca White, Selectboard Member; Alan Johnson, Selectboard Member; Jameson Davis, Selectboard Member; Kim Souza, Selectboard Member; Leo Pullar, Town Manager; Lana Livingston, Administrative Assistant; Dawn Pullar; Lannie Collins; Hannah Tyler, Director of Public Works; Jeremy Delisle, Asst. Director of Public Works Operations; Lori Hirshfield, Director of Planning and Development; Mike Morris; Gail Wright; Donna Wright; Ann Cerasoli; Byron Hathorn; Sandy Conrad; Sarin Tin; Hannah Cerasoli; Dan Fraser; Sue Buckholz; Jim Dow; Roy Black; Jeff Arnold; Craig Smith; Susanne & George Abetti; Jared Pendak; Rebecca Gordan; Joan Ecker; Geri Williams; Joan Eccher.

Absent: Please note: Selectboard Member, Jameson C. Davis left the Meeting at 10:10 PM.

<http://catv.cablecast.tv/CablecastPublicSite/show/7626?channel=1>

I. Call to Order the Selectboard Meeting

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

II. Pledge of Allegiance: Lannie Collins, from Quechee, led the pledge of Allegiance.

Selectboard Chair, Simon Dennis recessed the Selectboard meeting.

III. Local Liquor Control Board: Selectboard Chair, Simon Dennis called the Local Liquor Control Board to order at 6:03 PM.

1. New: Phnom Penh Sandwich Station LLC. 7 North Main Street, White River Junction, VT 05001 (1st Class)

Selectboard Chair, Dick Grassi made the motion That the Selectboard Approve the First Class Liquor License for Phnom Penh Sandwich Station LLC. 7 North Main Street, White River Junction, VT 05001. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

Local Liquor Board closes at 6:13 PM.

Selectboard Chair, Simon Dennis opened the Public Session at 6:13 PM.

IV. Public Hearing for Vermont Community Development Program (VCDP) Block Grant Application for Job Creation at the Village at White River Junction Assisted Living and Memory Care Facility. (Recess Selectboard, Open Public Hearing, Close Public Hearing, Re-Open Selectboard)

Lori Hirshfield, Director of Planning and Development presented to the Board and citizens the Application process for the VCDP Block Grant.

The VCDP funds would come to the Town as a grant.

\$12,000 of the grant would be retained by the Town for Grant Administrative costs such as legal, public hearing notices, audit and staff time. The remainder of the funds would be loaned to The Village at WRJ.

Half the loan repayment can go into the Town's Revolving Loan Fund and the remaining half goes back to the State.

1. Board Considers Resolution for VCDP Grant Application Authority. (Mot. Req.)

Citizen Comments:

Lannie Collins from Quechee asked if this grant goes through, does it take away from any other opportunity in the Town for other projects to get money through this grant. Mr. Pullar said it would not. In fact, there are 2 other loans currently in Town. One for Twin Pines project and one for the Bridge & Main Project.

Jeff Arnold from Wilder said it was a no brainer that the town should apply for this Grant. It would benefit the Town and everyone wins. He did expressed concern over the costs of this project and the expense the residents will have to pay to stay there.

Joan Eccher asked how many people have reserved as of now. Mr. Hathorn said there is 10 to 12 reservations so far. Ms. Eccher expressed her concern that the money could not be better spent on affordable housing in the Town.

George Abetti of WRJ questioned this being a jobs creation loan. This area has a very low unemployment we have parking problems in this area. The need isn't for low paying income jobs but for people to make enough money for housing in the area. Where would these people live? They cannot afford to live in Hartford. Mr. Abetti also believes that the cost for this facility is extreme.

Sue Buckholz from Quechee hopes to see this project succeed. At this time, we don't want to not see these jobs. She has some of the same concerns using a community development grant for jobs that are already created. She is not convinced that this is the appropriate vehicle but she wants to make sure the project succeeds. Also, if we didn't plan for parking when the project was approved, then it is on us for not planning at that time. Ms. Buckholz asked what happens if the loan is defaulted. It is clear that it does not fall on the Town, but on the borrower.

Geri Williams from Wilder wanted to know how many people are signed up right now – answer is 10 -12. Mrs. Williams also asked what happens if someone living there becomes

ill, more than what the facility will be able to care for. Options are for the person to hire more care to come in – or relocating. Mrs. Williams also asked about hiring for these positions if advertising would be local. Sandy Conrad, from The Village answered yes, you will see local advertising.

Mike Morris from Hartford asked about rooms and meals tax. The answer is Yes, the Village will be paying those.

Susanne Abetti, WRJ, expressed her concern that the facility will not take Medicare. Ms. Conrad explained that they decided to take private pay and 3rd party long term care pay. At this time, they will not take Medicare. Mrs. Abetti is also concerned about finding employees in this area. Many employers in this area are finding it difficult to hire employees at low wages because they cannot afford to live here. Mr. Hathorn stated that the pay scale is competitive throughout the Upper Valley market. The rent rates are the same in the other six facilities in the area.

Mr. Pullar explained that they will also be paying property taxes to the Town of Hartford.

Selectboard Chair closed the Public Hearing and resumed the Selectboard meeting.

Selectboard comments: Alan Johnson asked if we get this grant, will it hurt any other applicant in Hartford or would it have a significant reduction in what they would get. Mr. Pullar said there are no other applicants. This came down from the State as a possible project that would be a good fit for these funds. Mr. Pullar also commented on how to break the cycle of housing/work force/parking. Recently we have had some affordable housing developments in construction. We are looking at parking. Everything needs to be worked on at the same time.

Jameson Davis gave his pros and cons of the project. He has thought about this a lot. He has listened to the community. He asked who will be monitoring the money. Mrs. Hirshfield explained that it is a reimbursement program. Receipts, reports, detailed spreadsheets will be provided to the State. After explaining his thoughts, he will be supporting the grant request.

Dick Grassi has had many calls on this subject. He has a philosophical difference with a for profit venture getting a loan of this amount. However, we are not in the position to question VDCP. Hartford will have no liability, so no risk. Perhaps the Town can put their half of the grant into properties for low income people to buy houses.

Kim Souza says it is a good opportunity for both The Village and The Town of Hartford.

Dennis Brown said he is pleased that they will be advertising in the Valley News. The Town is going to profit – if not us, another Town would get it. He will be supporting this.

Rebecca White will support this moving forward. She sees this as fitting within the guidelines of projects across the State.

Simon Dennis sees no downside for the Town.

Resolution for VCDP Grant Application Authority

WHEREAS, the Town of Hartford (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program; and
WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances thereof; and
the Applicant has a duly adopted and current Municipal Plan dated May 27, 2014, and
that the project is consistent with said plan; and
the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
that Lori Hirshfield is hereby authorized to be Contact Person and as such to provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
that (Name) Leo Pullar Title Town Manager who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Authorizing Official (AO) for the Grants Management On-line System; and
that it is understood that, if the application is funded, the receipt of VCDP funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that VCDP funds may be used to fund only a limited portion of the audit cost.

Passed this 28th day of August, 2018.

Selectboard Member, Jameson Davis made the motion That the Selectboard Approve the Resolution for VCDP Grant Application Authority as Presented. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

V. Order of Agenda- no changes at this time.

VI. Selectboard

1. Citizen, Selectboard Comments and Announcements:

Citizen Comments: Lannie Collins asked Mr. Pullar about the line item on the Manifest of \$2,751.00 to attorneys for the HCOREI document. Mr. Pullar explained that that was 10 hours of review by the attorneys.

Mike Morris asked about the Fairview Terrace project. He thought that a trial one way traffic pattern was going to happen. Mr. Pullar explained that this discussion will be scheduled for the Sept. 11th Selectboard Meeting. There is also the survey online for residents to complete. The Pathways report is also being done. Mr. Morris also suggested that the Town Managers Search be advertised on the Drive-In Sign by McDonald's. The committee should do this.

Selectboard Comments:

Dick Grassi thanked Mike Morris for bring up Fairview Terrace. It is a work in progress.

Rebecca White asked the Town Manager for Selectboard training for active shooter. Mr. Pullar will contact our trainer at the Police Department.

2. Appointments: N/A

3. Town Manager's Report:

Mr. Pullar reported:

The Fairview Terrace Survey is active.

We have received a couple of complaints about folks that have desire for signage about using no compression breaks. We talked to VTrans and they said it is not legal to post signs saying not to use compression breaks on their streets. The use of compression breaks are considered legal and are necessary safety measures.

We received our third local option tax payment for about \$75,000 which brings the total to \$187,574.51.

We received notice today that the Town got another \$40,000 to apply to the Quechee Pocket Park. This bring our cost to \$ 151,487.00. Outside costs were \$245,204.00.

Staff met with a Parking Meter firm. They offer a free trial. More on this in the future. More signage for downtown has been ordered.

The play frog in the playground at the Town Hall has been removed due to damage. They are looking for repairs or replacement.

4. Board Reports, Motions & Ordinances:

- a. Receive Information on Municipal Lot Options and the Short-term Way Ahead. (Info Only)

Hannah Tyler, DPW Director and Jeremy Delisle, DPW Assistant Director of Operations.

In response to parking concerns in the downtown area, the Planning and Public Works Departments have worked together on the South Main Street Parking Lot over the last three years.

Approximately \$200,000 has been allocated through TIF to make improvements to that lot and increase parking.

More recently, several options were developed to expand the lot ranging from the \$100,000 range to over \$500,000 that add up to 40 more spaces.

Unfortunately, due to staffing changes within Public Works, none of the plans were complete enough for review with the Planning Commission.

With a growing urgency to address parking concerns, we put our heads together to develop an interim solution.

Current status:

DPW staff has prepared a plan to expand the parking lot by approximately 60 feet to the south to add about 40 more spaces.

The result will be a 'hard pack' (not paved) surface with newly painted parking spaces in the entire lot.

One existing light pole will be removed, but two will be added. We will work closely with Green Mountain Power to maximize lighting in that lot.

This work is currently estimated at: \$4,266.97

Public Works staff will complete the project in house with our equipment.

Our current cost estimate for materials is: \$14,000.

Work can be completed this calendar year.

Moving forward:

This interim expansion is a low-cost option that increases our total number of parking spaces. At this time, by not installing underground utilities, stormwater systems, or a substantial retaining wall, we aren't limiting options moving forward or installing infrastructure that would need to be removed.

Town staff will engage with a consultant to examine the lot and immediate area holistically over the next year to provide a solid plan to move forward that fits our community.

The Selectboard was pleased with this short term solution.

b. Consider and Select the Official Name for the Pocket Park. (Mot. Req.)

Names nominate: Quechee Falls Park (5)
Irene's Park (1)
la poche du fromage (1)

Winner = **Quechee Falls Park**

Selectboard Member, Rebecca White made the motion That the Selectboard approve Quechee Falls Park as the official name for the recently completed park in Quechee. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

Selectboard Clerk, Dennis Brown made the motion that Marie Wesson is the winner of the naming contest and winner of the Gift Card. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

- c. Review and Consider the Fiscal Year 2018 Encumbrance Request. (Mot. Req.)

Purpose:

For the Selectboard to consider for approval the Fiscal Year 2018 Encumbrance Request from the staff.

FY 2018 Summary:

- \$15,284,566.89 Budgeted
- \$14,391,744.50 Executed (94.2%)
- \$430,059.96 Prior Year Funds
- \$335,370.24 Prior Year Funds Executed (78.0%)
- \$15,714,626.85 Total Funds
- \$14,727,114.74 Total Executed (93.8%)
- \$987,512.11 Unexecuted

Requesting Encumbrance of \$809,951.52

- \$94,689.72 Prior Year Funds
- \$715,261.80 FY 2018 Funds

Closes FY 2018 Budget at \$15,537,066.26 or 98.9%

- \$177,560.59 Unexecuted (Rolls to Unassigned Fund Balance)
- Current Unassigned Fund Balance Exceeds \$2M

Selectboard Member, Kim Souza made the motion That the Selectboard approve the Fiscal Year 2018 Encumbrance Request from the staff in the amount of \$809,951.52, consisting of \$94,689.72 of prior year funds and \$715,261.80 of current year funds. Selectboard Vice Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.

- d. Discuss the Upcoming Town Budget Development Cycle and Process.
(Info Only)

Mr. Pullar discussed proposed changes to the upcoming Town Budget Development Cycle and Process. Board members urged that meeting with the Department Heads was very important. The idea of putting the Capital Improvement Plan upfront was presented. More on this to come in future Board meetings.

5. Commission Meeting Reports:

Mr. Grassi had no report from the Parks and Recreation Commission. They did not meet because they did not have a quorum. This happens a lot with this Commission. Hopefully with a new member they will be able to meet more often.

Mr. Johnson reported from the Energy Committee. 2 events are coming up. Oct. 11th @ 1:00PM at the Town Hall there will be a Bio GTS Meeting (Bio Digester). We are hosting this event. On October 11th there will be an information meeting at QLLA.

Mr. Dennis reported on the State level that a representative from Bennington is stepping down due to threats made to her.

Also, The Town Manager Search Committee is seeing applications coming in. Possible dates for interviews were discussed.

**** Jameson Davis left the meeting at 10:10 PM.**

- 6. Consent Agenda (Mot Req.): Selectboard Member, Rebecca White made the motion to approve the Consent Agenda: Payroll Ending: 8/25/2018; A/P Manifest of 8/24/2018 & 8/28/2018; Transfer to the School District. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.**

Selectboard Member, Rebecca White made the motion to accept the minutes of 8/22/2018 as corrected. Selectboard Member, Dennis Brown seconded the motion. 5 were in favor/0 voted nay/ 1 abstained- Dick Grassi (Mr. Davis had left).

- a. Approve Payroll Ending: 8/25/2018
- b. Approve Meeting Minutes of: 8/22/2018
- c. Approve A/P Manifest of 8/24/2018 & 8/28/2018
- d. Selectboard Meeting Dates of:
 - Already Approved: 8/29/2018 (Workshop), 9/11/2018 & 9/25/2018

7. Executive Session: N/A

8. Adjourn the Selectboard Meeting. (Mot Req.)

Selectboard Vice Chair, Dick Grassi made the motion to Adjourn the meeting at 10:20 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.