



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, January 16, 2018 at 6:00 pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

Present: Richard Grassi, Selectboard Chair; Dennis Brown, Selectboard Vice Chair; Sandra Mariotti, Selectboard Clerk; Simon Dennis, Selectboard Member; Rebecca White, Selectboard Member; Alan Johnson, Selectboard Member; Leo Pullar, Town Manager; Lana Livingston, Administrative Assistant; Dawn Pullar; Lannie Collins; Ryan Scelza.

Note: Mike Morris, Selectboard Member participated via the Conference Phone.

<http://catv.cablecast.tv/CablecastPublicSite/show/6903?channel=1>

I. Call to Order the Selectboard Meeting

Selectboard Chair, Richard Grassi called the meeting to order at 6:00 PM.

II. Pledge of Allegiance

Selectboard Vice-Chair, Dennis Brown led the Pledge of Allegiance.

III. Local Liquor Control Board:

Selectboard Chair, Richard Grassi called the meeting of the Local Liquor Control Board to order.

1. Renewals:

- a. Quechee Mart, LLC Mobile Mart, 3479 Woodstock Road, Quechee, VT 05059 (2nd Class)
Selectboard Vice Chair, Dennis Brown made the motion That the Selectboard Approve the Renewal of the 2nd Class Liquor License for Quechee Mart, LLC Mobile Mart, 3479 Woodstock Road, Quechee, VT 05059. Selectboard Clerk, Sandra Mariotti seconded the motion. All were in favor and the motion passed.
- b. Sunny Investment, LLC Station Market, 18 Sykes Avenue, White River Junction, VT 05001 (2nd Class)
Selectboard Clerk, Sandi Mariotti made the motion That the Selectboard Approve the Renewal of the 2nd Class Liquor License for Sunny Investments, LLC Station Market, 18 Sykes Avenue, White River Junction, VT 05001. Selectboard Member, Simon Dennis seconded the motion. All were in favor and the motion passed.

Selectboard Member, Simon Dennis made to motion to adjourn the Local Liquor Control Board. Selectboard Member, Rebecca White seconded the motion. All were in favor and the motion passed.

Selectboard Chair, Richard Grassi reopened the Selectboard Meeting.

IV. Order of Agenda:

Jay Zanleoni, applicant for the HBRLF committee could not make this meeting. He will be at the January 30th Selectboard meeting.

There will be no Executive Session at tonight's meeting.

V. Selectboard

1. Citizen, Selectboard Comments and Announcements:

There are no Citizen Comments tonight.

Selectboard Comments:

Selectboard Member, Alan Johnson reported from the Energy Committee. They are updating their Master Plan. The committee is suggesting having public meetings before the required Public hearings. The plan is to have this ready for the March 2019 meetings.

Mr. Johnson also reported that a citizen contacted him about the Info Night that was cancelled by the Board. It was still on the Town's website. Getting the information out to the public was not 100% effective.

Selectboard Chair, Richard Grassi commented that Selectboard Member, Simon Dennis did an outstanding job writing the Selectboard report for the annual Town Report. Selectboard Member, Mike Morris noted that it had no mention of the Local Option Tax and the Impact Fees. Mr. Grassi mentioned that there was nothing on the Pool. The rest of the Board will review it and get back to Mr. Grassi. This is due on Friday the 19th.

2. Appointments:

~~a. Consider the Appointment of Jay Zanleoni to a 3-year term on the Hartford Business Revolving Loan Fund Committee (HBRLF).~~

b. Consider the Appointment of Ryan Scelza to a 3-year term on the Hartford Business Revolving Loan Fund Committee (HBRLF).

Selectboard Member, Simon Dennis made the motion That the Selectboard appoint Ryan Scelza to a 3-year term on the Hartford Business Revolving Loan Fund Committee (HBRLF) from 1/16/2018 to 1/15/2021, a three-year term. Selectboard member, Rebecca White seconded the motion. All were in favor and the motion passed.

3. Town Manager's Report: (TBD, Board questions, concerns, requests, project updates, etc.)

<http://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/113>

Highlights:

The Town Staff attended Civilian Response to Active Shooter training presented by SGT Pedro from our own HPD. The training was well done and well received.

During calendar year 2017 the Fire Department responded to 1,983 calls for service. There were 1,927 in 2016. This continues the upward trend in service demand.

Members Advantage continues to be the sponsor of the Parks & Rec program guide and the Hartfordrec.com web page. Recently they contributed \$4,300 for sponsorship of the guide, web page and several of our winter, spring and summer programs. They are great supporters of the Town of Hartford and its Parks & Recreation Department.

Dothan Brook School started their enrichment program at the WABA. The program offers children the opportunity to go skating. This is similar to the skiing enrichment program at Quechee. The first few weeks had over 50 children at each skate. School staff provide learn to skate instruction along with games and activities during their visit. The program runs Thursdays from 1pm to 2pm at WABA and will continue into February.

Since our last Significant Activity Report from Parks & Rec on December 19th, the Department has received 703 registrations for programs. This includes program registrations and all drop-in activities, generating over \$11,000 in revenue. Of this revenue, 34% were collected through on-line registrations using credit cards, 15% were transactions in the office using a credit card, and 51% were in-office cash and check transactions.

We received word through the State of Vermont that they will begin working on the renovation of the Welcome Center in preparation of its move into the center room of the facility. This new location will provide ease of access to the Amtrak Station which is part of the Welcome Center Staff responsibilities.

The Highway crew has been very busy plowing and salting from numerous snow and ice storms. A summary of these storms are as follows:

- 12/18/2017: Dusting of snow
- 12/22/2017: 6" to 8" of snow
- 12/25/2017: 8" to 10" Christmas Day storm
- 1/4/2018: 8" to 10" snow
- 1/13/2018: Sleet and freezing rain

The WABA staff is standing by to provide a walk through tour to members of the Selectboard that desire. We recommend a tour on either a Saturday or a Sunday so that you can see the full operations of the rink under daylight conditions. Let us know what works for you.

Selectboard Comments:

The Selectboard decided to tour WABA on Saturday, the 20th at 10:00 AM. Selectboard members: Mike Morris, Dennis Brown and Sandi Mariotti will plan to attend. Mr. Grassi will attend if any of these 3 cannot. The Town Manager will set this up with the WABA staff.

Selectboard Member, Simon Dennis asked if there was an update of the Town & School Committee. He wonders if they got enough volunteers to do all the jobs. Mr. Pullar did not know. Mr. Dennis also asked about warrant training. A good time seems to be when the new Board is formed after the March elections. Mr. Dennis also asked about any Town wide flood damage from the last storm. Mr. Pullar said there were only two issues where water came over the roads, Rte. 14 and the Green in Quechee. There was no property damage that he knows of.

Selectboard Vice Chair, Dennis Brown commented that he finds all the Tours offered by the departments within the Town to be very beneficial.

Selectboard Member, Alan Johnson commented on the WABA Solar project. We are currently within the limits of a customer. In the future, due to the new rules, we may have to break into customers by location. "Net metering" as multiple customers will probably be in the Town's future.

4. Board Reports, Motions & Ordinances:

a. Review and Approve Copier Lease Program. (Mot. Req.)

Issues:

- Lots of different Vendor Companies
- Variations in ownership (lease, owned, inherited (DPW, Parks & Rec) and service contracts lead to difficulty in managing copiers as a fleet.
- Copiers vary in age, but the older copiers have allowed for rates and volumes to rise way too high (ex: Planning Office – 0.1325/Color Copy, 150,000 copiers/quarter for Town Manager's Office)
- Billing
 - Paying for our current fleet becomes complicated given the variation in service contracts, rates, volumes, and time of billing (yearly, quarterly, monthly).
 - Difficult to evaluate if we are being as efficient as possible.

Objectives:

- Replace as many copiers that it makes sense to replace from a financial, economic, and IT standpoint.
- Lower the cost per copy rate for B&W and color, and lock it in for the length of a new contract (5 years).

- This will allow for a more managed fleet, where we anticipate with far greater accuracy what we can expect to pay, and what we should be paying.

Recommendation:

That the Selectboard approve the selection of National Business Technologies to provide copier service to the Town of Hartford and authorize the Town Manager to complete the appropriate documents for this agreement.

Selectboard Member, Rebecca White made the motion That the Selectboard approve the selection of National Business Technologies to provide copier service to the Town of Hartford and authorize the Town Manager to complete the appropriate documents for this agreement. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

- b. 2nd Review of Draft Warrant Language. (Mot. Req.)
The Selectboard decided to remove the 2 Warrant Items; Indigenous Peoples' Day and the Transition to Renewable Energy, from the draft warrant.

Motions:

Selectboard Member, Alan Johnson made the motion to include the 2 warrant articles: Indigenous Peoples' Day and the Transition to Renewable Energy on the November Ballot. Selectboard Member, Rebecca White seconded the motion. All were in favor and the motion passed. Selectboard Member, Simon Dennis noted that the motion as restated by Chair Grassi, did not capture what Mr. Johnson stated as the motion. It was agreed by all the Selectboard members to negate this vote.

Selectboard Member, Alan Johnson made the motion to remove the 2 warrant articles: Indigenous Peoples' Day and the Transition to Renewable Energy from the Draft Warrant. Selectboard Member, Rebecca White seconded the motion. All were in favor and the motion passed.

Selectboard Member, Alan Johnson made the motion to move the 2 warrant articles: Indigenous Peoples' Day and the Transition to Renewable Energy to the November ballot without signatures and petitions. Selectboard Member, Rebecca White seconded the motion. 3 voted YES: Simon Dennis, Rebecca White and Alan Johnson and 4 voted NO: Dick Grassi, Dennis Brown, Sandra Mariotti and Mike Morris. The Motion Failed.

If the petitions are to be on in November, they would need to have the Petitions with the 350 signatures.

- c. Tax Sale Authorization. (Mot. Req.)

Purpose: To Gain Selectboard Authorization for the Delinquent Tax Collector to Conduct Tax Sale Proceedings for the 16 Instances Briefed.

Background: List of proposed instances date delinquent from the 2016 tax year, also includes properties left from most recent sale and some of the most delinquent utility accounts.

Tax Sale, if authorized, would attempt to recoup any taxes owed before, during, and/or after those tax years. Utility delinquencies includes the two longest delinquencies and a property also delinquent on taxes.

Plan is to use an attorney who does tax sales as a practice. No hourly fees.

Town can bid; staff will request separate permission as the sale approaches.

Next Steps: Notify Attorney of Selectboard Authorization.

Attorney Sends Demand Letters.

- 30 Days to Reply

If No Reply, Attorney Completes Title Search

Attorney Prepares Warrants, Notice of Tax Sale and Levy Letters for Delinquent Tax Collector Signature. Certified Letters Sent.

Notice of Tax Sale Published:

- Once Weekly, Three Consecutive Weeks, In Newspaper the Town Uses.
- Must Wait 10 Days After Date of Last Notice Publication.
 - Usually Add a Couple of Days to Be Safe.
- Tax Sale Can Now Happen.

Process Takes about 60 Days from Demand Letter to Tax Sale.

Selectboard Vice Chair, Dennis Brown made the motion That the Selectboard Authorize the Town Manager, in his Capacity as the Delinquent Tax Collector, to Conduct Tax Sale Proceedings for the 16 Instances Briefed. Selectboard Clerk, Sandra Mariotti seconded the motion. All were in favor and the motion passed.

- d. Consider Supporting Choice for Public Notices. (Mot. Req.)

By signing the letter to the Legislators, they will support legislation which would give municipal boards in Vermont the option of posting legal and other public notices on web-based news media to satisfy statutory requirements for notifying the public.

Selectboard Member, Rebecca White made the motion That the Selectboard authorize the Chair, on their behalf, to sign a letter supporting choice for public notices and authorize the Town Manager to forward the letter the VLCT for their use in advocating for the bill. Selectboard Clerk, Sandra Mariotti seconded the motion. All were in favor and the motion passed.

5. **Commission Meeting Reports:**

Please Note: Selectboard Member, Mike Morris left the meeting at 8:25 P.M. (via phone)

Selectboard Comments:

Selectboard Member, Simon Dennis reported for the HCORI. They will be meeting again this week. They have moved their meetings to the 1st and 3rd Wednesdays. They currently have 2 applicants for the 3 vacancies. Mr. Dennis will be talking to the committee if they should finish up the next 5 meetings and fill the vacancies only if they need to extend the committee's end time. Mr. Grassi and the Board all agreed to let the Committee decide what is best. Mr. Dennis also reported from the Community Resilience Committee that they would like to change the "Resilience Week" to "Resilience Year". Spreading the Conference and Workshops out and not putting it all in one week should allow for more participation.

Consent Agenda (Mot. Req.):

Selectboard Vice Chair, Dennis Brown made the motion to approve the Consent Agenda as listed. Selectboard Clerk, Sandra Mariotti seconded the motion. All were in favor and the motion passed.

- a. Approve Payroll Ending 1/13/2018
- b. Approve Meeting Minutes of: 1/2/2018 & 1/4/2018
- c. Approve A/P Manifest of 1/12/2018 & 1/16/2018
- d. Selectboard Meeting Dates of:
 - Already Approved: 1/30/2018, 2/26/2018 (Budget/Candidates Night @HHS Auditorium)
 - Needs Approval: 2/13/2018 (Regular Meeting), 2/27/2018 (Regular Meeting)

6. **Executive Session: there was no Executive Session.**

In accordance with Vermont's Open Meeting Law requirements, finding that premature public knowledge would place a person or entity at a substantial disadvantage, I move that the Selectboard enter into Executive Session to discuss negotiating or securing real estate purchase or lease options under the provisions of Title 1, Section 313(a)(2) of the Vermont Statutes.

7. **Post-Executive Session Actions (Mot. Req.) (If Needed)- NONE**

8. **Close the Selectboard Meeting. (Mot. Req.)**

Selectboard Member, Rebecca White made the motion to Close the meeting at 8:40 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.

A handwritten signature in cursive script, reading "Richard A. Lyons", is written above a horizontal line.