



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, February 12, 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; Alan Johnson, Selectboard Member; Jameson Davis, Selectboard Member; Kim Souza, Selectboard Member; Leo Pullar, Town Manager; Lana Livingston, Administrative Assistant; Dawn Pullar; Chief Phil Kasten; Ian Rose; Dan Fraser; Lori Hirshfield; Jin Chen; Jarod Pendak.

Absent: Rebecca White, Selectboard Member

I. Call to Order the Selectboard Meeting

Selectboard Chair, Simon Dennis called the meeting to order at 6:01 P.M.

II. Pledge of Allegiance: Police Chief, Phil Kasten led the Pledge of Allegiance.

III. Local Liquor Control Board

1. New

- a. Skinny Pancake, LLC Doing Business As: Skinny Pancake, Quechee LLC.
7161 Woodstock Road, Quechee, VT 05059. (1ST Class)

Selectboard Vice Chair, Dick Grassi made the motion That the Selectboard Approve the 1st Class Liquor License for Skinny Pancake, LLC Doing Business As: Skinny Pancake, Quechee LLC. 7161 Woodstock Road, Quechee, VT 05059. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

2. Renewals with Appearance

- a. Hua Teng Restaurant, Inc. Doing Business As: VT China Moon Buffet, 42 Sykes Avenue, White River Jct., VT 05001. (1ST Class)

Selectboard Member, Jameson Davis made the motion That the Selectboard Approve the 1st Class Liquor License Renewal for Hua Teng Restaurant, Inc. Doing Business As: VT China Moon Buffet, 42 Sykes Avenue, White River Jct., VT 05001. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

- b. Sunny Investment, LLC, Doing Business As: Station Market, 18 Sykes Avenue, White River Junction, VT 05001. (2nd Class)

Selectboard Member, Alan Johnson made the motion That the Selectboard Approve the 2nd Class Liquor License Renewal for Sunny Investment, LLC, Doing Business As: Station Market, 18 Sykes Avenue, White River Junction, VT 05001. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

3. Renewals with no Appearance

- a. Simon Pearce (US) Inc. Doing Business As: Simon Pearce Restaurant, Main Street, Quechee, VT 05059. (1st Class)
- b. Baker Street, Inc. Doing Business As: Parker House Inn, 1792 Quechee Main Street, Quechee, VT 05059. (1st Class)
- c. Phnom Penh Sandwich Station, LLC, Phnom Penh Sandwich Station, 7 North Main Street, White River Jct., VT 05001. (1st Class)
- d. Perry Hospitality Group of Vermont, Doing Business As: The Quechee Inn at Marshfield Farms, Quechee, VT 05059. (1st Class & Outside Consumption)

Selectboard Clerk, Dennis Brown made the motion That the Selectboard Approve the 1st Class Liquor License Renewal for: Simon Pearce (US) Inc. Doing Business As: Simon Pearce Restaurant, Main Street, Quechee, VT 05059 and Baker Street, Inc. Doing Business As: Parker House Inn, 1792 Quechee Main Street, Quechee, VT 05059 and Phnom Penh Sandwich Station, LLC, Phnom Penh Sandwich Station, 7 North Main Street, White River Jct., VT 05001 and Perry Hospitality Group of Vermont, Doing Business As: The Quechee Inn at Marshfield Farms, Quechee, VT 05059 and an Outside Consumption renewal for Perry Hospitality Group of Vermont, Doing Business As: The Quechee Inn at Marshfield Farms, Quechee, VT 05059. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

- e. Hanover Consumer Cooperative Society Inc., Doing Business As: Co-op Food Store, 209 Maple Street, White River Junction, VT 05001. (2nd Class)
Hold for Next meeting. Missing the criminal/vehicle offence that was indicated that it was "attached."
- f. Jake's Quechee Market, 7161 Woodstock Road, Quechee, VT 05059. (2nd Class)

- g. Pine Valley, Inc., 3700 Woodstock Road, White River Junction, VT 05001. (2nd Class)
- h. Simon Pearce (US) Inc., Doing Business As: Simon Pearce Glass, Main Street, "The Mill", Quechee, VT 05059. (2nd Class)

Selectboard Member, Kim Souza made the motion That the Selectboard Approve the 2nd Class Liquor License Renewals for: Jake’s Quechee Market, 7161 Woodstock Road, Quechee, VT 05059 and Pine Valley, Inc., 3700 Woodstock Road, White River Junction, VT 05001 and Simon Pearce (US) Inc., Doing Business As: Simon Pearce Glass, Main Street, "The Mill", Quechee, VT 05059. Selectboard Vice Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.

IV. Order of Agenda: Postponed 4.a. due to weather.

V. Selectboard

1. Citizen, Selectboard Comments and Announcements:

There were no Citizen comments.

Selectboard Vice Chair, Dick Grassi mentioned that DPW is down 2 drivers. These were picked up by the water department.

2. Appointments: N/A

3. Town Manager’s Report: Town Manager Leo Pullar presented the Significant Activity report for January 30 to February 12, 2019.

For the full report: use this link –

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/151>

Highlights:

We continue coordinating activities related to the Town Meeting Cycle of Events, including Saturday March 2 and preparing for Australian Voting Day on March 5th. We are still looking for volunteers, if anybody would like to help out.

Finance Department has been busy collecting property taxes prior to the February 8, 2019 deadline. At the deadline the Town had \$2.14M in delinquent payments. At the same time last year, we had \$1.86M in delinquent payments.

The Parks & Rec Department completed the RFP for the WABA Rink Floor Replacement. The RFP will be advertised and is uploaded to the Document Center on the Town Website. The awarding of the contract is contingent on voters approving the budget on March 5th.

4. Board Reports, Motions & Ordinances:

- a. Receive the VA Cutoff Bridge Project Introduction Brief. (Info Only)
Postponed due to weather.
- b. Consider Accepting the Vermont Community Development Program Grant and Terms Concerning the Village at White River Junction and Approving the Resolution Assigning Staff Responsibility for the Grant. (Mot. Req.)

Overview:

On August 28, 2018, the Hartford Selectboard approved submittal of a grant application to the Vermont Community Development Program (VCDP) for \$1,000,000 economic development jobs creation grant.

VCDP is funded through the Federal HUD Community Development Block Grant program and must be submitted through a municipality.

The State awarded a \$750,000 grant, and \$738,000 would be provided as a loan.

\$12,000 would be retained by the Town to cover the Town's costs to administer the grant, and the remainder would be loaned to *The Village at WRJ*, an assisted living and memory care facility in downtown WRJ, tied to the number of jobs hiring meeting the low and moderate income guidelines.

Loan terms: The Village of White River Jct. LLC proposes a five-year term with the following interest rates.

- 0% for first two years the interest rate
- 1% for third year
- 2% for fourth year
- 3% for fifth year.
- At the end of the fifth year, loan principal and accrued interest are due unless an extension is agreed upon by the parties. Should the loan be paid before the 5-year term, there is no pre-payment penalty.

Deferred loan payments with 0% to low interest rates are common with VCDP loans.

Requested Action: Approve and sign the Grant Agreement Resolution (Form PM-1) which: Accepts and agrees to the terms and conditions of the attached Grant Agreement. Designates Lori Hirshfield as having overall Administrative responsibility for the VCDP related to the Grant Agreement. Designate Leo G. Pullar through March 2, 2019, and J. Brannon Godfrey, Jr. beginning March 4, 2019 as the Authorizing Official to execute the Grant Agreement and other such documents as may be necessary to secure these loans.

Selectboard Vice Chair, Dick Grassi made the motion That the Selectboard Accepts and Agrees to the Terms and Conditions of the Grant Agreement. Further, that the Selectboard Designates Lori Hirshfield as Having Overall Administrative Responsibility for the VCDP Related to the Grant Agreement and That the Selectboard Designates Leo G. Pullar through March 2, 2019, and J. Brannon Godfrey, Jr., beginning March 4, 2019 as the Authorizing Official to Execute the Grant Agreement and other such Documents as may be Necessary to Secure these Loans. Selectboard Member, Jameson Davis seconded the motion. All were in favor

and the motion passed.

c. Receive the 2018 TIF Annual Report. (Info Only)

Every Year the Town submits a detailed report to the Vermont Economic Progress Council (VEPC) on the status of activity in the Town's TIF District for the previous fiscal year. This report feeds into a larger annual report to the State Legislature. Attached is Hartford's report for FY 2018 (July 1, 2017 through June 30, 2018).

FY 2018: \$604,117 of TIF Funds spent on Public Infrastructure Projects.

Private investment created 61 new jobs plus temporary construction jobs created by public and private projects.

TIF revenue was \$133,927:

❖ \$51,469 Municipal

❖ \$82,458 State

Total Municipal Taxable Value of properties in the TIF District increased by \$7,164,100, and by \$7,082,300 for the State Education Taxable Value since the TIF District was approved in 2011.

Certification: Prior to submitting the annual report, it must be submitted to the Selectboard along with the Town Assessor's certification of the increase or decrease in the assessed valuation of taxable properties in the TIF District for the Grand List Year of April 1, 2017, as compared to the Original Taxable Value (OTV) when the TIF District was established in 2011.

Michelle Wilson, Town Assessor, has provided the required review and certification. The Assessor's Certification must be verified by a second party, which was done by Lori Hirshfield. No Action required by the Selectboard.

d. Consider Granting Retroactive Approval for an Exception to the Town Purchasing Policy and Retroactive Approval to Enter into the Lease with MUSCO for Lighting at the Maxfield Complex. (Mot. Req.)

Purpose: To Gain Selectboard Approval for an Exception to the Town Purchasing Policy and Retroactive Approval to Enter into the Lease with Musco Sports Lighting, LLC for Lighting at the Maxfield Complex.

Background: On November 24, 2017, the Selectboard authorized the signing of a ten-year agreement with the Upper Valley Baseball Foundation, Inc. for the use of the Maxfield Complex. The agreement allowed the team to make improvements to the complex, to include lighting. The Town has the ability to "elect to assist" with any of these improvements. Due to the fact that the lights were installed on Town Property, the Town could ultimately be liable for any payments due. To address this concern, the Town has a Letter of Credit in its possession for the full amount of the cost of the lights. During the process, The Town ultimately signed the lease with MUSCO and carries liability. The liability is lessened by the agreement and the Letter of Credit.

Concerns: Given that the Town ultimately signed the lease with Musco, there are three concerns from a financial accounting/auditing perspective:

There does not appear to be specific approval from the Selectboard to enter into the lease with Musco. Since the Town signed the lease for the lighting, the Town must follow the Purchasing Policy. It appears that Musco was chosen non-competitively. Given the value

of the product, the Selectboard must approve the exception to the Purchasing Policy allowing sole source acquisition. Since the Town has the lease and the liability, this possibly should be listed as a liability in the audit and in the budget. We are still working with the auditors on this issue since the Letter of Credit does protect against the liability.

Action Needed: That the Selectboard Approve a Retroactive Exception to the Town Purchasing Policy and Authorize Sole Source Acquisition of the Lighting at Maxfield and Grant Retroactive Approval to Enter into the Lease with Musco Sports Lighting, LLC for Lighting at the Maxfield Complex

Selectboard Member, Jameson Davis made the motion That the Selectboard Approve a Retroactive Exception to the Town Purchasing Policy and Authorize Sole Source Acquisition of the Lighting at Maxfield and Grant Retroactive Approval to Enter into the Lease with Musco Sports Lighting, LLC for Lighting at the Maxfield Complex. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

e. Selectboard Process Review and Internal Selectboard Evaluation. (Info Only)

Establish better process for CIP Ranking: (develop a rubric?)

Linked to strategic goals.
Does it raise revenue?
Lifespan? /practical questions.
Does it promote community safety?
Impact on local businesses/property values.

Stay focused: Emphasize response times- more guidance from the Chair.
Are there times when we get too much information?

Check to see if subsequent comments are on the current topic.
Remember our responsibility to tax payers on limited income (ability to pay).
Ask oneself if a question advances the current work of the Board.
Distinguish Board decisions making moments from procedural moments.
Is this question or line of discussion something that will change my or someone else's decision in the near term?
Exercise caution as board members expressing personal opinions in public.
Agenda setting for shorter meetings – Assign time frame for agenda items.
Save meeting time by the Chair not repeating the motions.

5. Commission Meeting Reports: TBD

Selectboard Member, Kim Souza reported that the HCOREI committee will be at the coffee with committees on Saturday, March 2nd for the Town and School District Meeting Day.

Selectboard Member, Alan Johnson reported from the Energy Committee that they are developing an RFP for electric vehicles and might use the Climate Mayor Electric Vehicle purchasing collaborative. They are also looking into New England Mayors for Carbon Pollution pricing to see what it means to join.

Selectboard Chair, Simon Dennis attended the Upper Valley Leadership Group along with Norwich, Hanover and Lebanon. They are working with Van Chestnut of Advance Transit to meet with Legislators to find a funding stream for the expanded service of Advance Transit to evenings and weekends hours. This group is also interested to investigate the analysis of culverts and road drainage systems and to see if there would be cost savings by joining together to obtain these items. Mr. Dennis also reported that perhaps the Selectboard Chairs would meet bi-monthly.

Mr. Dennis asked if a Board Member would like to present the Town Budget at the February 25th Budget Discussion/Candidates Night. Jameson Davis volunteered.

6. Consent Agenda (Mot Req.):

Selectboard Member, Alan Johnson made the motion That the Selectboard Approve the Consent Agenda as Listed. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

- a. Approve Payroll Ending: 2/9/2019
- b. Approve Meeting Minutes of: 1/29/2019 & 2/5/2019 (Special Meeting) & 2/5/2019 (Public Hearing)
- c. Approve A/P Manifest of: 2/8/2019 & 2/12/2019
- d. Selectboard Meeting Dates of:
 - Already Approved: 2/26/2019 and 3/2/2019 (Town and School District Meeting).
 - Approved: 3/7/2019 (Reorganizational Meeting), 3/12/2019 & 3/26/2019.

7. Executive Session: N/A

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

Selectboard Member, Dick Grassi made the motion to adjourn the meeting at 9:00 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.

