



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, April 7, 2020, 6:00pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

**This meeting was conducted in compliance with
Vermont Open Meeting Law with electronic participation.**

Present: Dan Fraser, Selectboard Chair; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant.

On Line via Zoom: Simon Dennis, Selectboard Vice Chair; Dennis Brown, Selectboard Clerk; Alan Johnson, Selectboard Member; Alicia Barrow, Selectboard Member; Joe Major, Selectboard Member; Kim Souza, Selectboard Member.

CATV Link: <http://catv.cablecast.tv/CablecastPublicSite/show/11633?channel=1>

- I. **Call to Order the Selectboard Meeting:** Selectboard Chair, Dan Fraser called the meeting to order at 6:00 P.M.
- II. **Pledge of Allegiance:** The Pledge of Allegiance was led by Town Manager, Brannon Godfrey.
- III. **Local Liquor Control Board:** Selectboard Chair, Dan Fraser recessed the Selectboard Meeting and opened the Local Liquor Control Board.

1. Renewals

- a. Cumberland Farms of Vermont, Inc. Doing Business As: Cumberland Farms #8007, 1167 Hartford Avenue, White River Junction, VT 05001 (2nd Class)

Selectboard Member, Alan Johnson made the motion approve the 2nd Class Liquor License for Cumberland Farms of Vermont, Inc. Doing Business As: Cumberland Farms #8007, 1167 Hartford Avenue, White River Junction, VT 05001. Selectboard Clerk, Dennis Brown seconded the motion. 4 were in favor, 2 (Souza & Fraser) Abstained. The motion passed. Note: Simon Dennis was not present for this vote.

- b. Piecemeal, LLC Doing Business As: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001 (1st Class)

This application was missing some information therefore deemed incomplete.

Selectboard Member, Alicia Barrow made the motion to table the Piecemeal Pies application until the next regular meeting. Selectboard Member, Joe Major seconded the motion. 4 were in favor, 2 (Souza & Fraser) Abstained. The motion passed. Note: Simon Dennis was not present for this vote.

Selectboard Cahir, Dan Fraser closed the Local Liquor control Board and reopened the Selectboard Meeting at 6:10 P.M.

IV. Order of Agenda: No changes to the Order of Agenda.

V. Selectboard

1. Public, Selectboard Comments and Announcements:

There were no citizen comments.

Selectboard Comments; Selectboard Member, Kim Souza would like to acknowledge the great job that staff is doing during this challenging time. She also acknowledged that great job the new Chair, Dan Fraser is doing with handling not only the Chair of the Selectboard but also running a very busy Business along with his volunteer work.

Kim Souza also commented about Utility Bills. She spoke to the residents that if they find themselves unable to pay their bills, to call and work out a payment agreement. She also asked Mr. Godfrey if it would be possible to waive the online bill fees for the customers because we are asking them to pay online. Mr. Godfrey will look into it.

Selectboard Member, Joe Major offered condolences to the Tom Lyman family. Tom worked for the Town as a Police Officer for more than 4 decades.

Selectboard Clerk, Dennis Brown was pleased to see the support of the Town's Departments as well as from other towns for a young girl fighting for her life.

Selectboard Member, Alicia Barrow asked about Town vehicles stationed at the NH Boarder. Mr. Godfrey said these were not Town (yellow trucks). They were from VTRANS (State-orange trucks.)

2. Appointments: N/A

3. Town Manager's Report: Significant Activity Report ending April 6, 2020.

Link: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/182>

4. Board Reports, Motions & Ordinances:

a. Financial Report (Information Only)

Mr. Godfrey gave a briefing on the revenues and expenditures recorded through the month of February of the current fiscal year. AS soon as March is closed out, staff will bring a full 3rd Quarter Report to the Selectboard. These reports can be found on the website under the Agendas & Minutes section.

b. Proposed Responses to the COVID-19 Pandemic (Motion Required)

Selectboard Vice Chair, Simon Dennis made the motion to: Direct the Town Manager to launch a multimedia outreach campaign as outlined in the presented materials for the purposes of clearly communicating messages regarding health and safety in response to the COVID-19 outbreak. Selectboard member, Alicia seconded the motion. All were in favor and the motion passed.

Hartford COVID Outreach Campaign Guidelines 4/7/20

Purpose:

To encourage residents to diligently follow all of the COVID-19 related orders issued by the Governor of Vermont.

Duration:

To continue until after the outbreak has subsided and regional hospitals have resumed regular function and capacity and state and federal emergency orders are lifted.

Media:

To include digital platforms, such as Hartford listserv, Facebook, Town website, Twitter, email, and others; and physical platforms, such as posters, banners, town wide mailing, Valley News transaction ads, and others.

Agents:

All Town of Hartford Departments, Town Health Officer, and Coronavirus response Committee, willing partners within the nonprofit and for-profit sectors and Businesses designated as “essential” by the State of VT.

Message:

Make a clear and strongly-worded request stating the dangers associated with a rampant outbreak, list risk factors, list activities to be avoided, list alternate means that vulnerable households can accomplish their necessary tasks without leaving their home, link to support networks. Make sure these points are made concisely, in language suited for 8th-grade education. Some variation on social distancing practices may be admitted for individuals experiencing domestic strife or mental instability.

VI. Commission Meeting Reports:

Selectboard Member, Alan Johnson reported from the Conservation Commission. They met via Zoom. They have their report about the Forest Management Plan and will be ready to report to the Selectboard in April.

- VII. **Consent Agenda (Motion Required) Selectboard Member, Kim Souza made the motion to accept the Consent Agenda as presented and also to have the Chair sign the AP Manifests and Minutes for the Board. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 4/4/2020

Approve Meeting Minutes of: 3/24/2020 & 3/31/2020

Approve A/P Manifest of: 4/3/2020

Selectboard Meeting Dates of:

Already Approved: 4/14/2020, 4/21/2020 and 4/28/2020

Needs Approval: 5/5/2020 and 5/19/2020

VIII. **Executive Session: N/A**

- IX. **Adjourn the Selectboard Meeting (Motion Required): Selectboard Member, Alicia Barrow made the motion to adjourn the meeting at 8:02 P.M. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion was 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.


