



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, April 24, 2018 at 6:00 pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

Present: Simon Dennis, Selectboard 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; Chris Hamilton; Joe James; Hilde Ojibway; Joe Trottier; Hannah Tyler, Director of Public Works; Scott Cooney, Fire Chief; Ann Reynolds; John Hall; Joan Ponzoni; Allison Litten; Cyndi Salazar.

Absent: Richard Grassi, Selectboard Vice Chair.

<http://catv.cablecast.tv/CablecastPublicSite/show/7277?channel=1>

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

Town Manager, Leo Pullar led the Pledge of Allegiance.

III. Local Liquor Control Board

Selectboard Chair, Simon Dennis recessed the Selectboard meeting and opened the Local Liquor Control Board at 6:03 P.M.

1. Renewals

- a. May I Be of Service Vermont, LLC, Doing Business As: Coventry Catering, 1773 Hartford Avenue, Wilder, VT 05088. (1st Class)

Selectboard Member, Jameson Davis made the motion That the Selectboard Approve the Renewal of the 1st Class Liquor License for May I be of Service Vermont, LLC Doing Business As: Coventry Catering, 1773 Hartford Avenue, Wilder, VT 05088. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

- b. Collaborative Stoke, LLC, Doing Business As: Trail Break Tap & Tacos, 129 South Main Street, White River Junction, VT 05001. (Outside Consumption)

Selectboard Member, Alan Johnson made the motion That the Selectboard Approve the Renewal of the Outside Consumption Permit for Collaborative Stoke, LLC Doing Business As: Trail Break Tap & Tacos, 129 South Main Street, White River Junction, VT 05001. Selectboard Member, Rebecca White seconded the motion. All were in favor and the motion passed.

The Selectboard meeting was reopened by Selectboard Chair, Simon Dennis at 6:06 P.M.

- IV. **Order of Agenda:** Leo Pullar noted that Kristen Pelletier has withdrawn her application for the pool committee therefore will not be at tonight's meeting.

- V. **Selectboard:**

- 1. **Citizen, Selectboard Comments and Announcements:**

- There were no Citizen comments.

- Selectboard Comments: Rebecca White and Kim Souza toured the new building in downtown WRJ, The Village. Mrs. White was very impressed.

- Alan Johnson noted email received about the proposed legislative changes to the LLC process. Mr. Pullar has already responded that by changing the dates would create more of a workload on the Town Clerk and the Town of Hartford would not support this change.

- 2. **Appointments:**

- a. Consider the Appointment of Chris Hamilton, Joe James, Hilde Ojibway, Kristen Pelletier and Joe Trottier for the five citizen positions on the Hartford Pool Advisory Committee.

- The candidates were interviewed. The Board will make it's decision in Executive Session at the end of tonight's meeting.

- 3. **Town Manager's Report: TBD**

- <http://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/124>

- Highlights:**

- Working on ordering of benches for the Pocket Park. We have submitted for a sample of the recycled plastic colors to verify the true color. Additionally, the damage report and estimate for the repairs due to two vehicle accidents at the park have been submitted to VLCT.

As we move into spring and prepare to finish up the work on the Pocket Park, it might be time for the board to consider what they might like to name the park or how they'd like to move forward with choosing a name.

The Town's Tree Warden, Brad Goedkoop will be the recipient of the 2018 Vermont Tree Steward: Hamilton Award. This award is in recognition of a Tree Warden who has significantly advanced the goals of urban and community forestry through successful forestry practices, effective conservation planning, increased citizen engagement, and active public education. This award is in honor of Dr. Larry Hamilton, the former Tree Warden in Charlotte."

Hannah Tyler, the incoming Director of Public Works started work yesterday. We are excited for the Town, for her and for the future. Please welcome her to Hartford when you see her around.

Work has started on repairing the lights across the bridge near the Bugbee Center. We anticipate the project will be complete by the end of the week and the lights, on the sidewalk side will be operational.

The Town was notified that we were awarded the full amount of the grant, \$20,885.00, for the installation of the Electric Vehicle Charging Stations. A formal notification will follow and we'll go forward from there.

4. Board Reports, Motions & Ordinances:

- a. Receive an Update from the Sister Cities Committee and Consider for Approval an Invitation for a Visit. (Mot. Req.)

Joan Ponzoni and the Sister City Committee are inviting the delegation from Cenon, France and Meknes, Morocco to visit the Town of Hartford beginning on June 22nd. The Committee is working hard to have a filled itinerary for our Guests. Watch for more information about the event. A letter of invitation is being sent from our Selectboard.

Selectboard Member, Rebecca White made the motion That the Selectboard approve and sign the Sister City visit invitation. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

- b. Consider for Approval the Annual Local Emergency Operations Plan. (Mot. Req.)

Purpose:

Reviewed Annually after Town Meeting Day, submitted to Local Emergency Planning Committee (LEPC) by May 1st each year.

Required under the Vermont Emergency Relief and Assistance Fund (ERAF) to maximize state match in the event of a declared emergency.

Identifies Points of Contact, provides baseline actions and Response/Recovery guidelines that are driven from the Hartford All-Hazards Emergency Operations Plan (EOP).

Contains:

- Baseline Action Plan
- High Risk Population List
- Major Hazard Areas
- Identifies LEOC Locations
- Assigns Local Support Functions
- Identifies Lead Agencies
- Identifies Shelters
- Identifies NIMS Resources

Selectboard Clerk, Dennis Brown made the motion That the Selectboard Adopt and Approve Submittal of the 2018 Annual Update to the Local Emergency Operations Plan. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

- c. Consider for Approval a State Clean Water Revolving Loan Application. (Mot. Req.)

South Main Street CWSRF (Clean Water State Revolving Loan Fund).

Purpose: 2017 Town meeting approved this project for TIF funding

This drainage and sewer project is eligible to apply for Clean Water SRF monies.

Interest rate of 2%, 20-year term is competitive or better than bond bank funding.

Clean Water SRF monies include up to 50% loan forgiveness (first come-first served basis).

Loan payments would be paid for by TIF.

The net savings using this CWSRF loan will be \$23,400 (50%).

Loan Payments: \$46,800 is the Total Loan.
 \$ 23,400 is the Loan Forgiveness
 \$ 23,400 is the Loan balance at 2% for up to 20 years.

The payments to be made from TIF = \$23,400. There is no penalty for early payoffs.

Selectboard Member, Kim Souza made the motion That the Selectboard approves submission of the State Clean Water Revolving Loan Fund Application for \$46,800 for preliminary engineering work, appoints the Town Manager, Treasurer, Finance Director and Public Works Director as Authorized Representatives, signs the loan document, and authorizes the Town Manager to submit the application on behalf of the town. Further, the Selectboard acknowledges that this effort was authorized by the voters of the Town as part of the 2017 TIF Bond. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

- d. Review and Consider for Approval the Hartford Committee on Racial Inequality Recommendations. (Mot. Req.)

The recommendations as presented from the HCORI committee can be found at the end of these minutes.

Selectboard Member, Rebecca White made the motion That I move that the selectboard accept the recommendations of the Hartford Committee on Racial Inequality dated March 21st, 2018, as amended by the Hartford Selectboard on April 11th and April 24th indicating the Board intention to carry out the indicated actions subject to review and amendments by Council for the Policy Recommendation, (Section 1) and subject to review and amendment by the Hartford School Board for the remaining three sections on training, Strategic Planning and the renewed HCOREI Committee Charge (sections 2, 3 & 4). Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

- e. Receive February 2018 Budget Update. (Info Only)

<http://vt-hartford.civicplus.com/ArchiveCenter/ViewFile/Item/125>

Mr. Pullar presented the Budget Update. These can be found at the link above.

<u>Budget</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Available</u>	<u>% Expended</u>
15,744,702.69	10,422,762.48	187,814.13	5,130,802.79	66.20%

Glide Path:

15,744,702.69	10,496,468.46		5,248,234.23	66.67%
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- f. Consider and Approve 2018 Arbor Day Proclamation. (Mot. Req.)

This Arbor Day Proclamation is presented yearly.

Selectboard Member, Alan Johnson made the motion That the Selectboard approve and sign the 2018 Arbor Day Proclamation. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

- g. Discuss Selectboard Facilitation Proposal. (Info Only)

Confluence was chosen. The Selectboard members will check their calendars to confirm they are available on the dates provided.

5. **Commission Meeting Reports:**

Selectboard Member, Rebecca White reported on the Tree Board. They are doing amazing work. They make recommendations to new developments as to what trees would be best for the sites. They do this through the Planning Commission process.

Selectboard Member, Kim Souza reported on the Planning Commission. Bruce Riddle, Chair was also given a tour of "The Village".

Selectboard Member, Alan Johnson reminded everyone that the Vernal Pool walk has been rescheduled to this Saturday at 10:00 AM.

Energy Commission:

Selectboard Member, Alan Johnson invited everyone to the Montshire Museum this coming weekend for an energy event.

6. **Consent Agenda (Mot. Req.):**

Selectboard Member, Rebecca White made the motion That the Selectboard Approve the Consent Agenda as Listed on the Agenda. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

- a. Approve Payroll Ending: 4/21/2018
- b. Approve Meeting Minutes of: 4/10/2018 & 4/11/2018
- c. Approve A/P Manifest of 4/20/2018 & 4/24/2018
- d. Selectboard Meeting Dates of:
 - Already Approved: 5/8/2018 & 5/22/2018
 - Needs to be Approved: 6/5/2018 & 6/19/2018

7. **Executive Session:**

Selectboard Clerk, Dennis Brown made the motion In accordance with Vermont's Open Meeting Law requirements, I move that the Selectboard enter into Executive Session to discuss the appointment of a Public Officer(s) under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes at 9:35 P.M. Selectboard

Member, Kim Souza seconded the motion. All were in favor and the motion passed.

Selectboard Member, Alan Johnson made the motion to close the Executive Session. Selectboard Member, Rebecca White seconded the motion. All were in favor and the motion passed at 9:50 PM.

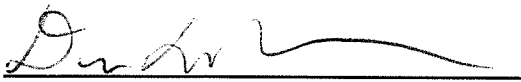
8. Post Executive Session Actions. (Mot. Req.)

Selectboard Jameson Davis made the motion That the Selectboard amend the Constitution portion of the Pool Advisory Committee Charge to read "This advisory committee shall be constituted of (10) citizen members. (8) shall be members of the community appointed by the Selectboard." The remainder of this portion of the charge remains unchanged. And That the Selectboard appoint Chris Hamilton, Steve Lagasse, Joseph "Skip" Nalette, Hildegard Ojibway, David Sherman, Scott Snyder, Joseph Trottier and Joe James to the Hartford Pool Advisory Committee, effective April 24, 2018 through the completion of the charge. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

9. Close the Selectboard Meeting. (Mot. Req.)

Selectboard Member, Alan Johnson made to motion to close the meeting. 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.



MEMO

(Amended by the Hartford Selectboard on April 11th, April 24th, 2018)

To: Hartford Selectboard, Hartford Town Manager

From: The Hartford Committee On Racial Inequality (HCORI)

Date: March 21st, 2018

Subject: Recommendations Regarding Items Outlined In HCORI Charge, dated April 4th, 2017

In accordance with the HCORI Committee Charge dated April 4th, 2017, this Memo includes recommendations on the following four topics:

1. Hartford Policy on Equity and Inclusivity
2. A Cultural Competency Training RFP
3. A Strategic Plan for Equity and Inclusivity
4. A Standing Committee Charge

A second Memo which includes these items and an additional recommendation regarding Hartford School policy and practice is being simultaneously submitted to the School Board and Superintendent of Schools.

1. Recommendation regarding a Hartford Policy on Equity and Inclusion

The Hartford Committee On Racial Inequality recommends that the Hartford Selectboard create and adopt a Policy on Equity and Inclusion outlining the Town's commitment to achieving social equity for all Hartford Residents. Such policy should include sections such as recommended elected official education, a protocol for how to respond to dramatic incidents of racism, a definition of terms, and others which can be developed over time.

In the meantime, we recommend the following preliminary policy which can be expanded in the future.

Recommend Hartford Policy On Equity and Inclusion

The Town of Hartford is committed to creating a town-wide culture of nondiscrimination and inclusivity for all Hartford residents, business owners and visitors, and to achieving and maintaining a Town environment where all members feel welcome, respected, and safe. Hartford Selectboard Members in the Town of Hartford are expected to serve as role models and to demonstrate their commitment to this goal in their everyday conduct.

Verbal or written expressions, actions or transactions by elected officials shall not reflect a prejudicial orientation towards any person or group of people on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. This policy applies to the delivery of town services/goods and to the written, verbal or other interactions of Hartford Selectboard Members with other members of our community regardless of the location where they take place.

Selectboard members who observe that a violation of this policy has taken place are encouraged to bring this matter to the attention of the HCoreI Chair and Selectboard Chair.

2. Recommendation regarding Cultural Competency Training

The Hartford Committee on Racial Inequality recommends that the Hartford Selectboard release a general RFP, in conjunction with the Hartford School Board, seeking to obtain proposals from qualified organizations, to provide leadership trainings for Town of Hartford Selectboard Members and

management staff on the tenets and competencies of culturally responsive leadership. Such trainings should cover concepts including white privilege, systemic racism, and white supremacy and address and explore the following:

1. Implicit and explicit biases and their impact on town management and governance
2. The constructs of race, culture, diversity, and inclusion as they apply to municipal policy and practice
3. Practices of culturally responsive and inclusive municipal governance

3. Recommendation regarding a Strategic Plan for Equity and Inclusion

The Hartford Committee on Racial Inequality recommends that the Town of Hartford work with the Hartford School District to enter into a three-year collaboration with a municipal equity planning organization such as the Vermont Partnership for Fairness and Diversity to develop a Strategic Plan for Equity and Inclusion, which would include a policy review. Money for this should be considered among the funding priorities of the 2019-2020 budget or sooner as resources allow.

4. Recommendation regarding the future of the HCORI Committee

The Hartford Committee On Racial Inequality recommends that the Hartford Selectboard and School Board constitute a standing committee to continue the work that HCORI has begun and charge this committee in the following way. To better reflect the goals of the committee, we suggest that the committee name should be changed from Hartford Committee On Racial Inequity to Hartford Committee On Racial Equity and Inclusion.

Charge For Hartford Committee On Racial Equity and Inclusion (HCOREI)

In addition to the universal human benefits of social equity and justice, the Town of Hartford recognizes that in order to continue to prosper and maintain cultural relevance into the 21st Century, we must become increasingly hospitable to people of color living and working in Hartford. To accomplish this will require the Town to continue to grow its level of cultural sensitivity and competency as well as its

awareness of the experiences of people of color. For this purpose, the Hartford Committee on Racial Equity and Inclusion is this ___ day of _____ in the year of ___ constituted as a standing committee and charged as follows:

Charge

The HCOREI Committee is charged with gathering information and making recommendations to the School Board and Selectboard, coordinating programming, and engaging in public dialogue for the purpose of:

- I. Continuing to work towards achieving racial equity within municipal and school governance.
- II. Continuing to support racial diversity including in the general Hartford population, in the Hartford Business Community, and in the Town and School staff.
- III. Providing support and a voice to people of color living within the Town of Hartford
- IV. Supporting the Town and School District in developing a strategic plan for equity and inclusivity.
- V. Supporting the Town and School staff, Hartford Selectboard Members, School Board Members and residents of Hartford to increase cultural competencies through cultivating greater understanding of concepts such as implicit bias, white supremacy and institutional racism.
- VI. Recommending means and procedures by which the Town and the School District should endeavor to identify biased outcomes and disparities, with social inequity. These areas could include the following:
 - A. Affordable housing within the five villages
 - B. Application of laws and ordinances by police and court appointed officers (e.g., social workers and probation officers)
 - C. Impact of Town bylaws, ordinances, and policies on residents
 - D. Application of administrative action to school children and the impact of district and school policies on their families

- E. Quality and affordability of childcare
 - F. Opportunities for employment, either as direct employees of the Town and School District or under third-party (independent) contracts with the Town and School District
 - G. The collection, release, and cultivation of data such that an average citizen has the ability to view, compare, and understand the collected data
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- VII. To more effectively address issues of racial discrimination which are specific to our community, HCOREI will consider overlapping forms of oppression. For example, a woman who is also a person of color experiences another level of discrimination, specific to both her gender and her race, as do transgender people of color. In this regard, intersectionality describes issues faced by individuals who identify as people of color in addition to representing other historically oppressed people including but not limited to women, people of native heritage, LGBTQ+, people with disabilities, and those identifying as any combination of the above.

Terms

Committee members shall serve two-year terms beginning on the date of appointment which may be renewed up to three times for a total of six years at the discretion of the Selectboard and School Board. Time served on the first (ad-hoc) HCORI, beginning for founding members April 4th, 2017, will count towards the first term.

Constitution

This advisory committee will be constituted of seven community members who will represent both the Selectboard and School Board. Each member will have equal weight in discussion and voting. The Committee will elect its own Chair, Vice-Chair, and Clerk. One member of HCOREI may reside outside of Hartford. The Selectboard and School Board shall each appoint a liaison.

Selection Process

Vacancies will be filled through a two-step process. 1. HCOREI will vote to recommend applicants to the Selectboard and School Board. 2. These recommendations will be ratified or rejected by a vote of each the Selectboard and the School Board.

Statutory Requirements

As with all Hartford Subcommittees, the Hartford Committee on Racial Equity and Inclusion must operate in accordance with the Statutes of the State of Vermont and the Ordinances and Policies of the Town of Hartford. In particular, all meetings will be warned and open to the public and the minutes of these meetings will be recorded and posted in accordance with Vermont's Open Meeting Law.

**TOWN OF HARTFORD, VERMONT
ARBOR DAY PROCLAMATION
2018**

WHEREAS ~ Vermonters have long recognized the contributions forests provide to the ecological, social and economic sustainability of the state; and

WHEREAS ~ Trees in our cities and towns increases property values, enhances economic vitality of business areas and beautify our community; and

WHEREAS ~ Vermonters are encouraged to become stewards of their own environment by managing forest land, and planting and maintaining trees to improve the quality of life that we all enjoy;

NOW THEREFORE ~ We, the Selectboard, and on behalf of the citizens of the Town of Hartford, do hereby proclaim May 5th, 2018 as Arbor Day in the Town of Hartford and we urge all citizens to celebrate Arbor Day, to support efforts to protect our trees and woodlands, and to support our community forestry program.

Signed this 24th day of April, 2018.

Simon Dennis, Chair

Richard G. Grassi, Vice Chair

Dennis Brown, Clerk

Rebecca White, Selectboard Member

Alan Johnson, Selectboard Member

Jameson C. Davis, Selectboard Member

Kim Souza, Selectboard Member

Attest:

*Lisa O'Neil, Town Clerk
Town of Hartford, Vermont*