



**TOWN OF HARTFORD  
SELECTBOARD MINUTES**

Tuesday, May 4, 2021

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 via Zoom:** Joe Major, Selectboard Vice Chair; Kim Souza, Selectboard Clerk; Ally Tufenkjian, Selectboard Member; Dennis Brown, Selectboard Member; Rachel Edens, Selectboard Member.

**Present at Town Hall:** Dan Fraser, Selectboard Chair; Tracy Yarlott-Davis, Town Manager; Lana Livingston, Administrative Assistant.

**Absent:** Julia Dalphin, Selectboard Member

**CATV LINK:** <http://catv.cablecast.tv/CablecastPublicSite/show/14400?channel=1>

*The Chair read this script:*

*As Chair of the Town of Hartford Selectboard I find that, due to the State of Emergency declared by Governor Scott as a result of the COVID-19 pandemic and pursuant to Addendum 6 to Executive Order 01-20 and Act 92, this public body is authorized to meet electronically.*

*In accordance with Act 92, there is no physical location to observe and listen contemporaneously to this meeting.*

*However, in accordance with the temporary amendments to the Open Meeting Law, I confirm that we are:*

*a) Providing public access to the meeting by [telephone/video/other electronic means], with additional access offered through telephone, zoom and youtube.com. We are using Zoom for this remote meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform and the public has access to contemporaneously listen and, if desired, participate in this meeting by <https://zoom.us/j/549799933> - Please mute your microphone, [youtube.com/catv810](https://www.youtube.com/watch?v=catv810) – click "live now". If you're calling in from phone dial: (415) 762-9988 Type in the Room ID: 549-799-933 followed by #. Press # a second time. Press \*9 to raise your hand for public comment.*

*b) Providing public notice of instructions for accessing the meeting. We previously gave notice to the public of the necessary information for accessing this meeting, including how to access the meeting using telephone, zoom and youtube.com in our posted meeting agenda. [Instructions have also been provided on the town website on the "Agendas and Minutes."]*

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.*

*d) Continuing the meeting if necessary. In the event the public is unable to access this meeting, it will be continued to a time and place certain.*

*Please note that all votes taken during this meeting that are not unanimous will be done by roll call vote, in accordance with the law. Let's start the meeting by taking a roll call attendance of all Selectboard members participating in the meeting.*

**I. Call to Order of the Selectboard Meeting:** Selectboard Chair, Dan Fraser called the meeting to order at 6:00 PM.

**II. Pledge of Allegiance** was recited.

### III. Order of Agenda – No changes to the order of the Agenda.

#### IV. Selectboard

##### 1. Public Comments

Cathy Melocik from Wilder called in to thank Ally Tufenkjian for reading and helping to prepare the statement read at the last Selectboard meeting about denouncing violence against Black, Latinx and Asian people. She also commented on the process for the Norwich School Sewer hookup. She suggested that a community meeting be conducted to gain the public's opinion. She commented on the speed devices that have recently been reestablished in Wilder. Even with those working the traffic is very dangerous. She also expressed her disappointment in Northern Stage for its recent activity of displacing residents in houses they purchased and are having them available for the Northern Stage personnel.

Lannie Collins from Hartford called to say he did receive the information he requested from the Town Manager about how much the Town spent on reimbursement to car owners for towing from the South Main Street parking lot. The lot was needed to be cleared for snow plowing. The Town spent \$1,340. Mr. Collins also expressed his disappointment that this was not brought up in a public forum earlier.

2. **Guest: Congressman Peter Welch.** Congressman Welch joined the meeting to update the Town on the tax aid we will be receiving from the federal government. The town will receive a total of 2.8 million and the school will receive a total of 2.5 million. The funds will be available soon (at least half will be) and we will have until December 2024 to spend it. There are probably rules on what it can be used for and those should be available by the time we receive the funds.

3. **Guest: Martin Prevost, Director of Licensing, Division of Liquor Control**  
Mr. Prevost was not able to attend this meeting.

##### 4. Selectboard Comments and Announcements

Kim Souza responded to Cathy Melocik's comments about the Norwich hook up. She agrees that most people really are not in favor of it but wanted to make sure all citizens have a chance to weigh in. Kim also said a big thank you to the fire department that took care of the Grange Fire. She is very grateful and appreciates all the expertise it takes to control a fire of that size. Joe Major reminded us that it takes a lot of cooperation between several towns to respond to the fire and we are grateful for the support.

5. **Appointments:** None

##### 6. Town Manager's Report:

###### Grange Building Fire

Thanks to the quick action of residents calling 911, our Fire department and our mutual aid partners from Norwich, Lebanon, and Hanover, there were no other structures involved and no injuries. Hartford Fire and Police continue to work the state officials to determine the cause of the fire. The site remains "as-is" until those investigations are concluded.

### Hotel Voucher Program

Town staff, our Health Officer, and Community-Based Organizations like Haven are keeping watch on the changes to the Emergency Voucher program that's been in place for the past year. The State is modifying its eligibility criteria starting July 1, 2021. At this time, the State will also require that individuals will contribute a percentage of their income to the cost of the hoteling and the emergency feeding program that provided meals at hotel locations will conclude. As of April 16<sup>th</sup>, Hartford had 156 people using this voucher program. At this time, we do not know how many people in Hartford hotels will remain eligible after July 1.

### Christian Street Cemetery

Staff continue to work on how to absorb the Christian Street cemetery into Town operations. This includes revenue and expenditure structure in our financial software, contracts with maintenance services, and gaining knowledge on operations, which currently includes selling and managing plots.

### Wellness Coordinator

Fire, Police, and I had a great conversation with HCRS to contract with them for a Peer Support contract. This program employs trained staff with lived experience that is relevant to the people they are supporting. This allows them to connect better with individuals who may have apprehension in connecting to those in a more clinical or authoritative position. Peer supporter can help other navigate support programs, connect one-to-one, and encourage an individual to engage with service providers. Peer support has been well documented and studied since the 1960s – HCRS is using this model to reach unhoused people that are overlooked or reticent to get help and support.

Significant Activity Report:

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/210>

## **7. Board Reports, Motions & Ordinances:**

### a. On-Street Dining – Town Manager

Link for the full report: <https://www.hartford-vt.org/DocumentCenter/View/5154/050421-Agenda-Memo-On-Street-Dining>

### b. Summer Construction – Public Works

#### **Background:**

For nearly a decade, the Public Works, Planning, Finance, and Town Manager's office have been working together to develop a critical, shovel ready project valued at nearly \$5,000,000 that will not only update the Town's antiquated subsurface utility infrastructure, but also provide updated placemaking to create a village identity. In 2019, the Town elected to break the street work into two contract phases due to concerns about timing and bid optimization for the large and complicated project. The design phase for this portion of the project is currently finalized and our consultant is completing contract documents for phase two of the street work to be released for bidding, with construction to follow the completion of phase one mid-summer.

**Financial Impact:**

Our current levels of loan forgiveness cannot be guaranteed if the project were to be delayed as it is on a 'first come first serve' basis per communications with the State of Vermont. Although we are fortunate that we are utilizing money from outside funding sources, they do come with timelines that we are bound to.

Link to the full report: <https://www.hartford-vt.org/DocumentCenter/View/5155/Agenda-Memorandum-for-Summer-Const-Update-050421-rev1>

- V. Local Liquor Control Board:** Selectboard Chair, Dan Fraser recessed the Selectboard Meeting and opened the Local Liquor Control Board at 7:32 PM.

**Renewal:** Tuckerbox, 1 South Main Street, White River Junction, VT 05001  
(Outside Consumption)

**Selectboard Member, Dennis Brown made the motion to approve the Outside Consumption Liquor License for Tuckerbox, 1 South Main Street, White River Junction, VT 05001 for three (3) parking spaces. Selectboard Vice Chair, Joe Major seconded the motion. 4 were in favor, 1-Souza recused and 1-Fraser abstained. The motion Passed.**

Selectboard Chair, Dan Fraser closed the Local Liquor Control Board and reopened the Selectboard meeting at 8:02 PM.

**IV. Back to Selectboard**

**7. Board Reports, Motions & Ordinances Continued:**

- c. Senior Center Heat Pump Phase 2 Contract Award - Planning  
(motion)

**Motion: Selectboard Vice Chair, Joe Major moved to Approve award of the contract to Arc Mechanical Contractors for installation of the Bugbee Senior Center Phase 2 heat pump system in the amount of \$62,264, and authorize the Town Manager to execute the necessary contract and any related documents. Selectboard member, Rachel Edens seconded the motion. All were in favor and the motion passed.**

- d. Special Needs Information Program (SNIP) Laura Perez, Executive Director Special Needs Support Center

Director Laura Perez presented to the Board a short video showing what the program does and the support given to the area special needs people. They are now located in White River Junction.

- e. Authorization to Change all Bond and State Revolving Loan Funds  
Signature – Finance

**Selectboard Clerk, Kim Souza made the motion to authorize:  
Dan Fraser, Board Chair be added as an Authorized Representative  
for the following:**

**State of VT Revolving Loan Funds**

RF2-188-1.0 Mapping  
RFI-202-1.0 Mapping  
RFI-271-1.0 Combined Sewer Overflow

**VMM Bond Bank**

2021- SI      TIF and Pool Bond

**And for Tracy Yarlott, Town Manager to be added as an  
Authorized Representative for the following:**

**State of VT Revolving Loan Funds**

RF2-188- 1.0 Mapping  
RFI-202-1.0 Mapping  
RFI-222-3.0 Sewer /Stormwater  
RFI-390-3.0 Utility Roadway Improvements  
RFI-271-1.0 Combined Sewer Overflow

**VMM Bond Bank**

2014- S3      TIF  
2017- S3      TIF  
2020- S2      TIF  
2021- SI      TIF and Pool

**Selectboard Member, Ally Tufenkjian seconded the motion. 5 were in  
favor, 1 abstained – Fraser, and the motion passed.**

- f. Strategic Equity and Inclusion Plan – Joe Major has met with the  
Town Manager to discuss data collection practices with the staff. He  
also has begun talks with Human Resources to see how training for  
the staff would happen.

**VI. Commission Meetings Reports:**

Ally Tufenkjian reported that Resilient Hartford will have a community meeting on May 12<sup>th</sup>, 6:30-8:00. This will be a zoom meeting about Clifford Park. Ally also reported from the Emergency Shelter committee. They are looking at micro dwellings. Simon Dennis and Becca White will be attending the next planning meeting to perhaps shift the number of Recreational Vehicles that constitute a campground. Right now, Hartford's number is one. They would like it to at least match the State guidelines. The state voucher program and eligibility guidelines are changing. Also, some hotels are limiting number of voucher holders due to increase in tourism visitors.

Dennis Brown attended the Historic Preservation Commission. They are looking at new projects. One of these may be past and present sugar houses. The committee also is looking at options for railing designs for the Hartford Bridge replacement. The Conservation Commission is working with the Mountain Bike Club – they use our trails. This association with them has been very positive. Also, a report from Matt Osborn is that Green Up Day was a success.

Joe Major reported from Parks and Rec concerning the proposed pool site. Talks with the School Board and the contractor will begin next week. The school has some specific concerns around traffic, equipment and noise. The project is still looking to be finished by October/November of this year.

**VII. Consent Agenda: Selectboard Vice Chair, Joe Major made the motion to approve the consent agenda as revised. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

**Approve Payroll Ending: 5/1/2021**

**Approve Meeting Minutes of: 4/20/2021**

**Approve A/P Manifest of: 4/30/2021 & 5/4/2021**

**Selectboard Meeting Dates of: Needs Approval: 6/1, 6/15,  
and 6/29/2021**

**Already Approved: 5/18/2021**

**VIII. Adjourn the Selectboard Meeting**

**Selectboard Clerk, Kim Souza made the motion to adjourn the Selectboard Meeting at 8:45 PM. Selectboard Member, Dennis Brown 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.

Selectboard Signature Page.

Date: 5/18/2021

Date of Minutes: 5/4/2021

Minutes Approval Signature:  \_\_\_\_\_