



**TOWN OF HARTFORD  
SELECTBOARD MINUTES**

Tuesday, May 7, 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; Dan Fraser, Selectboard Member; Alan Johnson, Selectboard Member; Jameson Davis, Selectboard Member; Kim Souza, Selectboard Member; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant; Todd Sumner; Van Chestnut; Laura Stone; Scott Robertson; Matt Osborn; Lori Hirshfield; Geoff Martin; Erik Krauss; Matt Colburn; Bruce Bergeron; Bruce Riddle; Nancy Russell; Hannah Tyler; Roy Black; William & Carolyn Wittik.

<http://catv.cablecast.tv/CablecastPublicSite/show/8456?channel=1>

- I. Call to Order the Selectboard Meeting:** Selectboard Chair, Simon Dennis called the meeting to order at 6:00 P.M.
- II. Pledge of Allegiance:** Selectboard Member, Dan Fraser led the Pledge of Allegiance.
- III. Local Liquor Control Board: N/A**
- IV. Order of Agenda:**
  - 4.b. VTrans Roundabout Project Update will be presented before
  - 4.a. VTrans Roundabout Project Update.
  - 4.d. CWSRF Loan Application will be presented before
  - 4.c. Town Plan Presentation

**V. Selectboard**

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

There were no Citizen Comments.  
There were no Selectboard Comments.

**2. Appointments:**

- a. Reappointment of Sara Campbell, John Hall and Allene Swienckowski to the Hartford Committee on Racial Equity & Inclusion for 2 year terms beginning 5/7/2019 and ending 5/6/2021.

**Selectboard Vice Chair, Dick Grassi made the motion to reappoint Sara Campbell, John Hall and Allene Swienckowski to the Hartford Committee on Racial Equity & Inclusion for 2 year terms beginning 5/7/2019 and ending 5/6/2021. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.**

**3. Town Manager's Report:** Significant Activity Report period ending May 7, 2019.

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/158>

Highlights:

Energy Coordinator Geoff Martin is working on the development of a community solar project opportunity for the roof of the Fire Station. The array would serve a low-income, non-profit housing agency in Hartford in order to lower their energy costs and make their housing more affordable. Similar to the project at the Wilder Well, the Town would host the array.

DPW Director Hannah Tyler and our VTrans engineers are finalizing the Sykes Mountain Rd. Roundabout right-of-way acquisition. A Public Information meeting with design boards and visualizations is scheduled for 6pm Tuesday, May 14 in the conference room at the Comfort Inn on Ralph Lehman Dr. This will be a drop-in format with an opportunity for direct interaction with staff and project engineers.

**4. Board Reports, Motions & Ordinances**

a. VTrans Roundabout Project Update: VA Cutoff Bridge

Background: The Town-owned VA Cutoff Bridge spans the White River and connects VA Cutoff Road to Maple Street (VT 14). The current condition of the 1929/1973 structure warrants planning and consideration of repair or replacement alternatives. At the March 12 Selectboard meeting, Laura Stone from the Vermont Agency of Transportation (VTrans) presented information on bridge conditions and estimated costs for replacement alternatives. Following the presentation, the Selectboard agreed that the option for full bridge replacement was most cost effective, as it will provide a complete streets design and a 75-year design life. On March 26, with the recommendation of the Hartford Historic Preservation Commission, the Selectboard approved the Statement of Purpose and Need for the full bridge replacement.

Discussion: The next stage of project development is to review refined alternatives for full replacement. Town staff mailed notifications of this presentation to stakeholders, including emergency services, adjacent property owners, local schools, and other interested parties. Laura Stone will lead the Alternatives

Presentation to discuss site constraints, the options considered in the scoping report, and development of full replacement alternatives including off-alignment options.

Laura Stone, from VTrans, presented the options to the Board for moving forward on this project. Selectboard Member, Alan Johnson requested looking at the Christian Street alignment more closely. Ms. Stone said that VTrans can do a traffic study for that option. The next steps will be reviewing the traffic study and weighing the pros and cons of the different options to make an informed decision as timely as possible.

b. VTrans Roundabout Project Update

Background: For over two decades, the Town of Hartford, in partnership with VTrans has worked through the scoping, permitting and design process for the construction of two roundabouts on Sykes Mountain Avenue to improve safety and traffic flow. At this time we are in the right-of-way acquisition phase.

A public meeting with informational materials and visualizations staffed by several members of the project team will be held on May 14th at 6:00 pm at the Comfort Inn on Ralph Lehman Drive in White River Junction, Vermont.

c. Town Plan Presentation

Purpose: The May 7th Selectboard meeting will be a presentation and discussion to introduce the Draft Town Plan. The two required Selectboard public hearings will be held on May 21 and June 4.

The Selectboard must hold a minimum of two public hearings not less than 30 days, nor more than 120 days from the date following submittal of the Planning Commission's approved Draft Town Plan; this was submitted to the Selectboard on April 5, 2019. Two public hearings have been scheduled for May 21 and June 4, 2019.

The Town Plan must be adopted by a majority of the members of the Selectboard at a meeting which is held after the final public hearing. The meeting can be on the same day as the final public hearing.

The Plan becomes effective upon adoption.

d. CWSRF Loan Application: State CWSRF Loan Application - Engineering for South Main/North Main/ Gates Streets Stormwater/Sewer Improvements.

Background: The \$111,800 loan application is to the Vermont Clean Water Revolving Loan Fund for the Step 1 (Feasibility & Planning) and Step II (Final Design/ Engineering/Bid Process) stages of

engineering for the South Main, North Main and Gates Streets stormwater and sewer TIP project. This is the first phase of a broader two phased implementation project. The engineering phase is a 2017 voter approved TIP project, and the construction phase is a 2019 voter approved TIP project.

The loan program requires separate applications for each phase of the project. The Town would apply now to complete the engineering phase. This would enable the Town to be ready to apply to the CWSRF program for the construction phase in November/December of 2019 for construction in 2020. If the construction application is approved, engineering and construction can be rolled into one loan for both phases.

The state already has approved the Town's existing engineering services agreement and scope of work with Aldrich and Elliot Engineering for this project, a prerequisite for the loan application.

Use of the state's lower interest rate RLF loan program and loan forgiveness program was discussed most recently at Selectboard meetings and public hearings on the 2019 TIP projects as one of the financing options to reduce the overall costs of the project.

Currently the State CWSRF Revolving Loan Fund loan terms are: 2% interest rate, 20-year term period. Loan repayment begins a year after the improvements are completed which helps with cash flow. The loan application takes 6-8 weeks to process. To keep the project on track for a 2020 construction season, the application is coming before the Selectboard now.

CWSRF loan terms are more favorable than the VT Bond Bank, which currently is around 3.5% interest rate for 20-years and bond payments that begin within a few months of floating the bond, before improvements are completed and downtown property owners, businesses and residents can benefit.

**Selectboard Member, Jameson Davis made the motion to Authorize the Town Manager to sign all necessary documents to apply for a CWSRF \$111,800 loan for the engineering and bid process phase of this project. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

e. Adoption of Selectboard Rules of Procedure:

The Selectboard has been updating its Rules of Procedure over the last several months.

On April 9, the Selectboard prepared the final draft. At that point, the

only unresolved question related to the Section "Selectboard Officers; Organizational Meeting" with regard to the timing of taking office. A question was raised in reference to previous erroneous advice that a newly-elected Selectboard member could not act to revise a failed budget developed by a predecessor Selectboard. The Vermont League of Cities and Towns advises that newly-elected Selectboard members have full authority to participate and act as members of the Selectboard upon election, even on the revision of a failed budget.

The document was updated with the final adjustments made.

**Selectboard Member, Alan Johnson made the motion to approve the Selectboard Rules of Procedure as amended. Selectboard Member, Dan Fraser seconded the motion. All were in favor and the motion passed.**

## **5. Commission Meeting Reports:**

Selectboard Clerk, Dennis Brown attended the Zoning Board meeting. There was one application and it was approved.

Selectboard Member, Kim Souza reported that at the Planning Commission level there is little going on however there are a lot of applications coming in. Ms. Souza also reported that there is a useful video on the Assessor's page of the Town website. It is basic and easy to understand what the Assessor's office does. Kim will put it on the Facebook page.

Selectboard Member, Dan Fraser reported that the Tree Board had a successful sale. Mr. Fraser also attended the School Board meeting. There were department presentations and there was also a Sister City Committee presentation.

Selectboard Member, Alan Johnson reported that the Hartford Conservation Commission has new officers: Tom Kahl, Chair; Dana Hazen, Vice Chair and Jon Bouton, Treasurer. Mr. Johnson reported that Dana Hazen, as part of the Flood Resilience, is laying trees in streams. By doing this, it will increase the habitat and especially Brook Trout. Green up day was successful. It is still on going for a couple of weeks.

Selectboard Vice Chair, Dick Grassi reported that there is trouble at the Maxfield fields. They are too wet to be used in April and May. Something has got to be done to fix this. He will work on getting people together to address the Selectboard on this.

Selectboard Chair, Simon Dennis reported that Resilience Hartford will be presenting "Thinking Like a Watershed." This will be at the Bugbee Senior Center on May 31<sup>st</sup> at 6:30 PM. The workshop that is scheduled for May 8<sup>th</sup> is at The Village at WRJ at 6:00 PM.

## **6. Consent Agenda: Selectboard Member, Dan Fraser made the motion to approve the Consent Agenda as listed. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.**

- Approve Payroll Ending: 5/4/2019  
Approve Meeting Minutes of: 4/23/2019  
Approve A/P Manifest of: 5/3/2019 & 5/7/2019  
Selectboard Meeting Dates of:
- Already Approved: 5/8/2019, 5/21/2019 & 5/22/2019
  - Needs Approval: 6/4/2019 & 6/18/2019
  - Keep June 11<sup>th</sup> Open if another workshop is needed

**7. Adjourn the Selectboard Meeting:**

**Selectboard Clerk, Dennis Brown made the motion to Adjourn the meeting at 9:50 P.M. Selectboard Member, Kim Souza 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.**

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