



**TOWN OF HARTFORD  
SELECTBOARD MINUTES**

Tuesday, May 19, 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 on Site:** Dan Fraser, Selectboard Chair; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant.

**Present on-line:** Simon Dennis, Selectboard Vice-Chair; Alan Johnson, Selectboard Member; Joe Major, Selectboard Member; Alicia Barrow, Selectboard Member; Kim Souza, Selectboard Member.

CATV Link: <http://catv.cablecast.tv/CablecastPublicSite/show/12058?channel=>

Read by the Chair, Dan Fraser,

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=810) – 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. If anybody has a problem, please call 802-369-9036 and 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 the Selectboard Meeting:** Selectboard Chair, Dan Fraser called the Selectboard meeting to order at 6:00 P.M.

**II. Pledge of Allegiance:** Town Manager, Brannon Godfrey led the Pledge of Allegiance.

**III. Local Liquor Control Board: N/A**

**IV. Order of Agenda:** Selectboard Member, Alan Johnson asked if the topic on Facebook and comments being allowed could be discussed. This will be added after appointments.

## **V. Selectboard**

### **1. Public, Selectboard Comments and Announcements**

**Citizen comments:** Lannie Collins from Quechee asked where in the budget will the funds come from to cover costs of hiring a new town manager. There is currently \$11,100 available to pay MRI, the agency contracted to do a search. Other funds necessary will be addressed when we know how much will be needed.

**Selectboard comments:** Selectboard Member, Alan Johnson participated in the Hartford School District parade. It was a great event. Police and Fire led the parade which the kids all enjoyed as well as seeing their teachers.

Selectboard Member, Alicia Barrow would like a discussion added to address this weeks events concerning Mr. Brown and his son.

Selectboard member, Joe Major report on the UVAC event this past weekend. Over 300 people were tested for COVID-19 by the Department of Health. They are looking to do it again in the next couple of weeks. The testing is for everyone.

Selectboard Vice-Chair, Simon Dennis commented on the testing in Hartford and Brattleboro recently had no positive tests and no new cases. He is pleased his former projections did not happen.

Selectboard Chair, Dan Fraser commented that many people have asked why SB members do not comment on the Facebook posts on the Town webpage. It has been recommended that SB members do not like or comment because more than a quorum of the members that do comment it could be a violation of the Open Meeting law rules.

Mr. Fraser also thanked all the Town employees for keeping things running smoothly and as close to normal as possible.

Mr. Fraser spoke to the resignation of Selectboard Clerk Dennis Brown. He is saddened to see him leaving the Board. He is thrilled and encouraged that Dennis will still be serving the Town of Hartford as a member of the Planning Commission.

## 2. Appointments

- a. Consider the appointment of Crystal Pearson to the Hartford Business Revolving Loan Fund Committee for a three-year term beginning May 19, 2020 and ending May 18, 2023.

**Selectboard Vice Chair, Simon Dennis made the motion to appoint Crystal Pearson to the Hartford Business Revolving Loan Fund for a 3 year term beginning May 19, 2020 and ending May 18, 2023. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.**

- b. Consider the appointment of Dennis Brown to the Hartford Planning Commission for a three-year term beginning May 19, 2020 and ending May 18, 2023.

**Selectboard Member, Kim Souza made the motion to appoint Dennis Brown to the Planning Commission for a 3-year term beginning 5/19/2020 and ending May 18, 2023. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.**

**ADDED ITEM:** Selectboard Member, Alicia Barrow would like to see training started in the Town beginning with racial sensitivity. It was decided to add this to a future agenda.

3. **Town Manager's Report:** Significant Activity Report ending May 18, 2020.

Link: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/185>

**Selectboard Member, Kim Souza made the motion to clarify the April 28<sup>th</sup> motion to indicate that the awarded USDA grant funds will be used on the Bugbee project and that general funds will not replace the USDA grant funds but will be used to match the grant as originally intended. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

**Selectboard Member, Kim Souza made the motion to modify the Town Manager Search Committee Charge to list employees from the Town of Hartford as ineligible to serve on the Search Committee. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

Town Manager, Brannon Godfrey was asked to seek input from the Department heads as to the qualifications they would like in the new Town Manager.

#### 4. Board Reports, Motions & Ordinances:

a. Third Quarter Financial Review (Information Only)

Gail Ostrout, Finance Director, presented the third quarter financial review.

b. Appointment to fill the Selectboard Vacancy (Motion Required)

**Selectboard Member, Kim Souza made the motion to schedule a special meeting for June 9<sup>th</sup> and that we post the notice vacancy of Selectboard seat and ask for responses no later than 12:00 noon on June 5<sup>th</sup> and that we use the June 9<sup>th</sup> meeting to discuss the Selectboard candidates as well as Town Manager selection process. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.**

c. COVID-19 Response Committee Recommendations and Implementation (Motion Required)

Selectboard Member, Kim Souza would like the committee to address allotting some downtown parking spaces to businesses so they can expand outdoors for spreading out.

**Selectboard Member, Alan Johnson made the motion to approve a \$3,000 expense to be spent by Staff and the COVID Committee to distribute masks to Town Businesses out of Town money if no other options are available. Selectboard Vice-Chair, Simon Dennis seconded the motion. All were in favor and the motion passed.**

**Selectboard Vice-Chair, Simon Dennis made the motion to ask the Hartford Business Revolving Loan Fund Committee to issue a brief feasibility analysis for \$1,000 to \$2,000 loans that would be potentially forgivable loans back to the Selectboard to a decision. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.**

d. Hazard Mitigation Plan Update (Information Only)

Lori Hirshfield, Director of Planning and Development led the discussion on the updating of the Hartford Hazard Mitigation Plan.

This was to inform the Selectboard of the HM Plan Update, answer any questions and get Selectboard input. Kevin Geiger will be present to provide:

- Overview of HM Plan, what it is and isn't, relationship to other plans.
- Benefits of having a HM Plan.
- Basic parts of the process.
- Current draft review – summation of hazards and types of actions.
- Future drafting and adoption steps.

- Agreement on hazard selection and priorities, and process going forward

e. Re-Appointment of Town Forest Fire Warden (Motion Required)

**Selectboard Member, Alan Johnson made the motion to Approve the reappointment of Fire Chief Scott Cooney as the Town Forest Fire Warden to a term ending June 30, 2025. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.**

f. Authorization for Chair as Signatory for State Revolving Loan Fund Applications (Motion Required)

**Selectboard Member, Kim Souza made the motion to Approve the Change of Authorized Representative Form to be the Chair of the Selectboard. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.**

g. Authorization to Waive the Procurement Policy for Town Manager Search Consultant Contract (Motion Required)

**Selectboard Member, Alan Johnson made the motion Approve a waiver of the written quote requirement in the Purchasing Policy as provided in Section 3.5 for the procurement of a Town Manager Search consultant. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.**

VI. Commission Meeting Reports: NONE

VII. Consent Agenda (Motion Required) **Selectboard Vice-Chair, Simon Dennis made the motion to accept the Consent agenda as amended. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 5/16/2020

Approve Meeting Minutes of: 5/5/2020 (with corrections)

Approve A/P Manifest of: 5/15/2020 & 5/19/2020

Selectboard Meeting Dates of:

Already Approved: 5/26/2020, 6/2/2020, 6/16/2020 and 6/30/2020.

Added: 6/9/2020

VIII. Executive Session: **Selectboard Member, Alan Johnson made the motion to go into Executive Session for**

**Discussion of the appointment of a town manager under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes at 10:30 P.M. Selectboard Vice-Chair, Simon Dennis seconded the motion. All were in favor and the motion passed.**

**Selectboard Member, Alan Johnson made the motion to close the Executive Session at 10:50 P.M. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.**

**IX. Adjourn the Selectboard Meeting (Motion Required):**

**Selectboard Member, Alan Johnson mad the motion to Adjourn the meeting. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed at 10:51 P.M.**

**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: 6/2/2020

Date of Minutes: 5/19/2020

Minutes Approval Signature: 