



**TOWN OF HARTFORD  
SELECTBOARD  
MINUTES**

Tuesday, May 21, 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; Alan Johnson, Selectboard Member; Jameson Davis, Selectboard Member; Kim Souza, Selectboard Member; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant; Scott Cooney; Scott Hausler; Lori Hirshfield; Hannah Tyler; Geoff Martin; Wayne Elliot; Robert Polisi; Bruce Riddle; Matt Osborn; Eric Krauss; Kimberly Vitagliano; Franny Willette; David Davison; Christine Davison; Robin Adair Logan; Jim Dow; Sue Buckholtz.

<http://catv.cablecast.tv/CablecastPublicSite/show/8499?channel=1>

**Absent:** Dan Fraser, Selectboard Member  
Dennis Brown left the meeting at 6:55 P.M.

**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**

Lana Livingston of WRJ 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. Selectboard Member, Kim Souza recused herself from the LLC.

1. New Application for Revco LLC, Revolution, 26 North Main Street, White River Junction, VT 05001. (Second Class)

**Selectboard Vice Chair, Dick Grassi made the motion to approve a Second Class Liquor License to Revco LLC, Revolution, 26 North Main Street, White River Junction, VT 05001. Selectboard Member, Jameson Davis seconded the motion. All were in favor (5) and the motion passed.**

Selectboard Chair, Simon Dennis closed the Local Liquor Board and reopened the Selectboard Meeting at 6:07 P.M.

**IV. Order of Agenda:** There were no changes to the order of the agenda.

**V. Selectboard**

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

Citizen Comments: Kimberly Vitagliano of Hartford spoke to the Selectboard about the Hartford Cemetery on Maple Street. Recently the grave sites have all been cleared of all decorations and mementoes. Ms. Vitagliano has spoken to Ken Parker who is associated with the Hartford Cemetery and who was the person who made the decision to clear the grave sites. She is making the Selectboard aware of what happened and that no notice was given to the families of the people buried there. As of this date there is still no notice that she is aware of concerning any policies about articles that are left on the grave sites.

Sue Buckholtz spoke to the increasing problem with all the cemeteries that have no younger people involved. There simply are no citizens willing to pitch in and help out the older people that are keeping the cemeteries going. Ms. Buckholtz praised the work of Ken Parker and his commitment to the cemeteries.

Jim Dow reminded the Board that the cemeteries that are open are privately owned and the Town has no jurisdiction over them.

David Davison from Fairview Terrace in WRJ came to the Selectboard to ask about the update on the path leading to downtown that is located behind The Village and the road leading down to Gates Street. Ms. Hirshfield, Director of Planning and Development, said that the path is on the list to be fixed, probably in 2-3 months. The road from Fairview Terrace leading to Gates street is still collecting data on the wall movement. Later in the evening Vice Chair, Dick Grassi asked to have Fairview Terrace go back onto the Selectboard Agenda.

Selectboard Comments: Selectboard Member, Kim Souza attended the VTrans presentation for the proposed roundabouts at Sykes Mtn. Ave. She asked the Town Manager to get more information concerning the size of the culverts and if they are right size or do they need to be larger to accommodate the future needs. Mr. Godfrey will follow up on this.

**2. Public Hearing:** Selectboard Chair, Simon Dennis recessed the Selectboard Meeting and opened the Public Meeting at 7:00 P.M.

- a. South Main Street Stormwater, Sewer Project Finding of No Significant Impact.

Hannah Tyler, Director of Public Works, Wayne Elliot and Robert Polisi presented the South Main Street Stormwater and Sewer Project.

Background: The Town has proposed to replace existing water mains, rehabilitate or replace gravity sewer collection lines, and replace stormwater collection systems along South Main Street, Gates Street, and a portion of North Main Street. These improvements also include service connections and appurtenant structures. Further, the Town proposes to construct bio-retention and bio-filtration cells as green stormwater infrastructure and install additional catch basins. Finally,

the Town plans to restore the affected road surfaces.

Discussion: The Department of Environmental Conservation, Facilities Engineering Division, has reviewed this proposed project in accordance with Department's Environmental Review Procedures for projects funded through the Vermont/EPA Revolving Loan Program. Consistent with those procedures, the Department intends to issue a Finding of No Significant Impact (FONSI) for the proposed South Main, North Main, and Gates Street Water, Sewer, and Stormwater Improvements Project.

A requirement of the FONSI is to hold a public hearing to obtain comments. This public hearing was warned in the Valley News and posted. There is no requirement for Selectboard action.

**b. Town of Hartford Town Plan**

Lori Hirshfield, Matt Osborn and Geoff Martin presented the 2019 Town Plan Amendments.

The May 21st Selectboard meeting will serve as the first public hearing for the 2019 Draft Town Plan. A minimum of two Selectboard public hearings are required. The second public hearing is scheduled for June 4th.

This memorandum follows the memorandum sent to the Selectboard on April 5, 2019 and the May 7th agenda memorandum regarding the 2019 Town Plan Amendments. The 2019 Draft Town Plan, dated April 5, 2019 was approved by the Hartford Planning Commission on April 15<sup>th</sup>. Also included with the Draft Town Plan was the Planning.

Selectboard Chair, Simon Dennis closed the Public Session and reopened the Selectboard Meeting.

**i. Consideration of Town Plan Amendments (motion required)**

**Selectboard Member, Jameson Davis made the motion to accept staff's responses and non-substantial changes to the Draft Town Plan noted in the attached May 15<sup>th</sup>, 2019 document and agree on any other changes. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

**3. Appointments: N/A**

**4. Town Manager's Report: Significant Activity Report period ending May 21, 2019.**

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/159>

Clarification concerning the options for the I&E Strategic Plan:

Three plans for the interview panel were discussed.

1. a Six-member panel comprised of:
  - School Board Chair (or designee)

- Selectboard Chair (or designee, Jameson Davis)
- HCOREI Chair
- HCOREI member (Allene Swienckowski)
- Superintendent
- Town Manager

2. Six persons named above plus all members of HCOREI

3. HCOREI

Ultimately the Selectboard settled on the first option; the six member panel. It results in a manageable size and potentially includes four African-Americans (Christie, Hall, Davis, Swienckowski) and one female (Swienckowski).

## 5. Board Reports, Motions & Ordinances

### a. Fire Department Ladder 1 Replacement

**Background:** On April 29, 2019, a crack in the frame was discovered during a routine maintenance inspection of the Fire Department 75-foot ladder truck. The ladder truck (Ladder 1) was immediately taken out of service. As it is an essential specialized emergency vehicle, the Town Manager, Fire Chief and Finance Director have been reviewing options for replacement.

Selectboard Vice Chair, Dick Grassi asked the Fire Chief to get more quotes and information about certification of the ladder truck if it was not serviced by the original manufacturer. Chief Cooney will do some more research and present his findings at the next Selectboard Meeting.

### b. Community Solar Project – Fire Station (motion required)

In July of 2018, the Selectboard approved the Hartford School District's request to allow a third party to install a solar array on a portion of the Public Safety Building (PSB) roof to offset the School's electricity consumption. After going through an RFP process, the Hartford School District selected Norwich Technologies to own and develop the array. Norwich Technologies applied for Certificates of Public Good (CPGs) for many locations throughout Hartford, including the PSB roof. While the Vermont Public Utility Commission awarded Norwich Technologies a CPG for the PSB, the School District chose not to use it. The approved CPG still exists but the Town cannot use it because the Town already has reached the 500-kW net-metering cap allowed for municipalities. As a result, there is an opportunity for the Town to host the array for the benefit of Hartford residents.

The program would be designed similarly to the program at the Wilder Well. First, the Town would enter into a 25-year lease agreement with Norwich Technologies to host the array on the PSB roof. Norwich Technologies would contract directly with one of the two non-profit housing agencies in Hartford, Twin Pines Housing Trust or the Vermont State Housing Authority. The array would generate around \$3,000 per year in savings for the agency.

**Selectboard Member, Alan Johnson made the motion Authorize the**

**Town Manager to sign a lease agreement with Norwich Technologies for the use of the roof of the Public Safety Building to host a community solar array, provided that the array be used for the benefit of a Twin Pines or Vermont State Housing Authority affordable housing property located in Hartford. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.**

- c. Scoured Slope Contract Award: Repair of Scoured Roadway Slope at Maple Street (VT Rte. 14) & I-91 Culvert Outlet.

In the Spring of 2018, the Town was notified of erosion at the above referenced culvert outlet. During 2018, the Town was assisted by VTrans with developing a plan to repair the slope, obtained permits for the repair from the River Management Division of the Department of Environmental Conservation, and sought emergency funding sources to assist with the cost. The Town was unsuccessful in attempts to obtain financial assistance and subsequent efforts to arrange for an in-house repair of the slope due to equipment limitations. During 2018 and 2019 the Town continued to monitor the slope for continued damage.

The Town received one bid from Nott Excavating for \$32,784. The pre-bid estimate was \$30,000. The freeze/thaw cycle this Spring exacerbated the conditions, thus increasing the construction costs (\$26,284) from last year's budget estimate. In addition to construction costs, the bid includes required traffic control measures and services to MUTCD standards totaling \$6,500.

\$30,000 was encumbered from FY18 for this project. If approved, the additional \$2,784 required will be charged to the FY19 contract services line item to complete the work.

**Selectboard Member, Kim Souza made the motion to Authorize the Town Manager to execute a contract with Nott Excavating in the amount of \$32,784 for the Repair of Scoured Roadway Slope at Maple Street (VT Rte. 14) & I-91 Culvert Outlet. Selectboard Vice Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.**

- d. Concrete Sidewalk/Sidewalk Ramp Contract Award (motion required)

The FY19 Budget includes \$79,000 for sidewalk and sidewalk ramp replacements. The Department of Public Works began to develop a sidewalk assessment and inventory form this Spring which is intended to identify sidewalk segments requiring repair or replacement in an objective manner. Until such time that the inventory assessment is complete the Department of Public Works has developed a list of sidewalks that clearly are in a current condition of failure and requiring major repairs or replacement. From this list DPW has identified segments not requiring permitting or engineering services that qualify for immediate replacement. Other segments needing repair or replacement may require community input, engineering, permitting, or may be part of a project scheduled for the near future. One bid from Nott Excavating of Hartford was received with the requested unit cost pricing.

**Selectboard Vice Chair, Dick Grassi made the motion to Authorize the Town Manager to execute a contract with Nott Excavating for unit cost amounts not to exceed the amounts bid and within the available funds budgeted. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.**

- e. Abbey Lane Sewer Line Engineering Contract Award (motion required)

The Town is seeking design services to replace existing wastewater mains and services as needed within Abbey Road, Garland Row and Town Highway 110. This portion of the system is aging, not constructed to current standards, lacks adequate manholes and requires a disproportional amount of maintenance and repairs. Emphasis is being placed on the survey and evaluation task to determine ownership and properly guide the layout, methodology and potential phasing.

In response to RFP 2019-01, the Town received bids from Otter Creek Engineering, Dufresne Group, Dubois & King, Tata & Howard, and from Pathways Consulting, LLC. The selection committee comprised of stakeholders and the Director reviewed the proposals and scored them on nine criteria. The selection committee selected Dufresne Group based on all 9 criteria. Their cost was coincidentally relatively close to the average cost of all bids adding a comfort level to the selection.

**Selectboard Member, Jameson Davis made the motion to Authorize the Town Manager to execute an engineering services contract with Dufresne Group in the amount of \$31,015 for the Abbey Road area sewer main design. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

- f. Wastewater Generators Contract Award (motion required)

The Town proposes to install a generator and automatic transfer switch at the Mill Run wastewater pump station, and to replace a manual transfer switch with an automatic switch at the Whitman Brook wastewater pump station in Quechee. The infrastructure will reduce down time caused by power outages and reduce the risk of overflows. Previous efforts failed to identify the need for an Act 250 Permit. That work is currently under way and the improvements will commence once a permit is in hand.

The Town solicited proposals (RFP 2019-04) and received complete proposals from Richard Electric, Schaal Electric, and Brook Field Services. The selection committee conducted interviews, reviewed and ranked the proposals. The selection committee recommends Brook Field Services based on the six criteria. Their proposal was also the one at the lowest cost.

**Selectboard Member, Alan Johnson made the motion to Authorize the Town Manager to execute a contract with Brook Field Services in the amount of \$29,041 to install a generator and automatic transfer switch at the Mill Run pump station, and to replace a manual transfer switch with an automatic**

**switch at the Whitman Brook pump station in Quechee. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.**

g. Annual Financial Plan Town Highways (motion required)

The TA-60 is a form that the State requires completion and submittal on an annual basis and establishes a budget for activities in the municipality for the year (19 VSA §306). It demonstrates the town is raising appropriate funds to support infrastructure.

**Selectboard Member, Kim Souza made the motion to approve the Annual Financial Plan, Vermont TA-60 as presented. Selectboard Vice Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.**

h. Affirmation of Selectboard Commitments (Information only)  
This item has been tabled until the next Selectboard meeting.

i. Initiation of 5<sup>th</sup> Charter Review Committee and Ratification of Charge (motion required) This item has been tabled until the next Selectboard meeting.

**6. Commission Meeting Reports:**

Dick Grassi attended a dinner for the 4<sup>th</sup> accreditation for the Fire Department.

Simon Dennis reminded people that the Resilience Hartford Committee will be hosting a workshop called "Thinking Like a Water Shed." It is scheduled for May 31<sup>st</sup> at the Bugbee Senior Center.

Alan Johnson reminded everyone about the Block Party that will be held June 12<sup>th</sup> at Lyman Point Park.

**7. Consent Agenda (Motion Required): Selectboard Vice Chair, Dick Grassi made the motion to accept the Consent Agenda as list. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 5/18/2019

Approve Meeting Minutes of: 5/7/2019 and 5/8/2019

Approve A/P Manifest of: 5/17/2019 & 5/21/2019

Selectboard Meeting Dates of:

- Already Approved: 5/22/2019 (workshop)  
6/4/2019 & 6/18/2019 and 6/11/2019 (workshop if needed)

**8. Adjourn the Selectboard Meeting. (Motion Required) Selectboard Member, Jameson Davis made the motion to close the meeting at 10:10 P.M. Selectboard Member, Alan Johnson 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.