



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, July 2, 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; Lori Hirshfield, Director of Planning and Development; Kathryn Lamb; Brett Mayfield; Matt Osborn, Planner; Curtiss Reed JR.; Karen Watson.

<http://catv.cablecast.tv/CablecastPublicSite/show/8786?channel=1>

I. Call to Order the Selectboard Meeting

Selectboard Chair, Simon Dennis called the Selectboard meeting to order at 6:01 P.M.

II. Pledge of Allegiance

Selectboard Member, Alan Johnson led the Pledge of Allegiance.

III. Local Liquor Control Board: N/A

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

V. Selectboard

1. Citizen, Selectboard Comments and Announcements:

Citizen Comments: None

Selectboard Comments: Ongoing items that have been pending will be put on the agenda for the Special Meeting July 9th.

2. Appointments:

a. Consider the Appointment of Kathryn Lamb to a three-year term on the

Hartford Tree Board beginning July 2, 2019 and ending July 1, 2022.

Selectboard Vice Chair, Dick Grassi made the motion to appoint Kathryn Lamb to the Hartford Tree Board beginning July 2, 2019 and ending July 1, 2022. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

- b. Consider the Nomination of W. Brett Mayfield to Justice of the Peace beginning July 2, 2019 and ending January 31, 2021.

Selectboard Member, Jameson Davis nominated W. Brett Mayfield to be a Justice of Peace beginning July 2, 2019 and ending January 31, 2021. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

3. Town Manager's Report: Significant Activity Report period ending July 2, 2019.

For the complete report, please use this link:

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/162>

4. Board Reports, Motions & Ordinances

- a. Hazard Mitigation Plan Update (information only)

Hartford's current Hazard Mitigation Plan (HMP) was adopted by the Selectboard on June 24, 2014, and subsequently approved by the Federal Emergency Management Agency (FEMA) on July 24, 2014. This is a five-year plan that is due for an update.

Hartford's 2014 HMP identifies and plans for both natural and manmade hazards facing the Town, and specific strategies and actions to reduce long-term risks. The Town went through an extensive research and citizen participation process in 2013 and 2014 to determine those hazards that are most likely to occur, where they may be most severe and cause the most damage, and what can be done to reduce their impacts on the community.

In October of 2018, the Town applied for a FEMA grant to assist with completing the update of the Plan. After significant delays in processing the application, Staff was informed on June 11, 2019 that the \$7,500 grant was approved. The Town will be soliciting proposals next week to hire a consultant to work on the Plan update over the next few months.

The 25% grant matching funds are in the current FY 2019 Planning and Development budget.

Discussion with some feedback from the Selectboard followed.

PLEASE NOTE: Order of presentation brought item f. next, followed by b, c, d, e, g, h.

b. Quechee Water Main Engineering (motion required)

The Town solicited proposals to design and permit approximately 4,200 linear feet of 12" CL 52 D.I. Water Main. The route runs easterly along Quechee Main Street from a capped 8" CL 50 D.I. water main stub located in front of the Quechee Club opposite Angel Trail to a capped 8" C.I. water main stub located approximately 150' southeasterly of 2493 Quechee Main Street.

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The estimated cost of the services is \$65,350 through construction with full time oversight. As with all proposals received testing of materials and compaction is to be done by a third party and not included within the budget. Those services will be part of a construction budget to be determined. Funds for this project are included in the FY20 Quechee Water Fund Budget 55-540-300-0100 Transfer from Reserve Funds.

Selectboard Member, Dan Fraser made the motion to Authorize the Town Manager to execute a contract with Dubois & King for the design of the Quechee Main Street Water Main project. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

c. South and James Streets Water Main Engineering (motion required)

The Town solicited proposals to design and permit approximately 285 linear feet of 8" CL 52 D.I. Water Main and 550' linear feet of 2" SDR 21 PVC Water Main. The 8" route replaces a 2" G.I. water main that runs from an 8" CL 52 D.I. water main recently installed by the Town of Hartford southerly along South Street to the intersection James Street. The 2" route will run from the end of the new 8" line easterly along James Street and replaces an undetermined length of 2" G.I. water main.

The proposed water main improvements are intended to improve the water transmission capabilities, improve system hydraulics and improve water quality.

The estimated cost of the services is \$56,950 through construction with full time oversight. As with all proposals received testing of materials and compaction is to be done by a third party and not included within the budget. Those services will be part of a construction budget to be determined.

Selectboard Clerk, Dennis Brown made the motion to Authorize the Town Manager to execute a contract with the Dufresne Group in the amount of \$56,950 for engineering services for the design of the South and James Streets water mains. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

d. Wastewater Line TV Inspection & Cleaning (motion required)

The Town solicited bids for wastewater line cleaning, TV inspection, inspection reporting on identified wastewater collection lines.

After bid evaluation and review of references, the staff recommendation is to award the contract to N.A. Manosh, Inc. The contractor is scheduled to start and complete the services in October, which allows Town crews time to raise manhole covers in advance. The total base cost for N.A. Manosh, Inc. is \$32,500,

Selectboard Clerk, Dennis Brown made the motion to Authorize the Town Manager to execute a contract with N.A. Manosh, Inc. for wastewater line TV inspection and cleaning services. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

e. Sludge Hauling and Grease Removal (motion required)

The Town solicited bids for hauling wastewater sludge from the Quechee Wastewater Department to the White River Wastewater Plant two times per month at an average of 24,000/gallons each day of hauling or 48,000 gallons per month. There may be 3 months out of the year that an additional hauling of 24,000 gallons is necessary. The total estimated yearly hauling of sludge is estimated as follows: 8 months x 48,000 gallons + 3 months x 72,000 gallons = 600,000 gallons per year. The selected contractor shall load the sludge with their equipment and deliver it to the sludge holding tank at the White River Wastewater Plant.

Included in the scope of work of the bid solicitation is grease removal at the main Quechee pump station once a month. The pump station is located near the Quechee Covered Bridge.

The total cost for Wind River Environmental is \$40,305.60.

Selectboard Clerk, Dennis Brown made the motion to Authorize the Town Manager to execute a contract with Wind River Environmental for sludge hauling and grease removal services. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

f. Inclusivity & Equity Strategic Plan Consultant (motion required)

One of the principle charges of HCoreI is the development of a Strategic Plan for Inclusivity and Equity that will serve as a guide for Town and School District policy-making to remediate race-based disparities in operations and services. The solicitation and selection of a consultant is a critical first step in the development of the Plan. HCoreI spent several months researching requests for proposals (RFPs) strategic plans from other jurisdictions and formulating the scope of work for Hartford's RFP.

The FY20 Budget includes \$15,000 for the project. The FY20 School District

budget also includes \$15,000, for a total of \$30,000.

Selectboard Member, Alan Johnson made the motion to Authorize the Town Manager to jointly enter into a contract with the Hartford School District and the Vermont Partnership to perform the Inclusivity & Equity Strategic Plan services. Selectboard Member, Dan Fraser seconded the motion. All were in favor and the motion passed.

g. VA Cutoff Road Bridge Alignment (motion required)

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 for repair or replacement alternatives. Following the Selectboard decision in May to pursue full bridge replacement with offsite detour, the Vermont Agency of Transportation (VTrans) has continued with project scoping based on two possible bridge alignments for the new bridge: 1) the “Existing” Alignment, and 2) an “Off” Alignment with Christian Street on the north end and a straighter approach to VA Cutoff Rd at the crossing of Mill Rd. on the south end (“Off Alignment”). The Town’s project cost share will be 5% of either alignment option as long as there is an offsite detour during construction. Before continued development of design, VTrans needs a decision from the Town regarding the preferred alignment.

The project cost for Off Alignment is estimated at \$14,414,026 compared to \$11,760,159 for the Existing Alignment. Therefore, the Town’s 5% share will be \$130,000 more for the Off Alignment (\$720,000 compared to \$590,000). The bridge has a 100-year design life. Considering the life of the investment, staff recommends that the traffic safety improvements justify the additional cost to the Town for the Off-Alignment option.

Selectboard Member, Kim Souza made the motion to Authorize VTrans to proceed with development of conceptual plans for the Off-Alignment option for distribution, comment and presentation at a public information meeting. Selectboard Vice Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.

h. Ad Hoc Committee on Homelessness (information only)

Homelessness is a regional concern that demands regional management strategies and solutions. The core four localities of the Upper Valley (Norwich, Hanover, Lebanon, Hartford) share a common population of homeless persons, and have begun researching regional strategies through Vital Communities and the quarterly meeting of Chairs and Managers.

The Selectboard may consider establishing an *ad hoc* Committee on Homelessness to advise the Selectboard. The Committee would be comprised of staff and community stakeholders.

Selectboard Vice Chair, Dick Grassi made a motion to form an ad hoc committee that will also incorporate participation from the surrounding 4 towns. Selectboard member Jameson Davis seconded the motion. After some discussion, Selectboard

Clerk, Dennis Brown made a friendly amendment to table the motion until the July 9th special meeting. The amendment was accepted by Mr. Grassi & Mr. Davis and the motion was tabled.

5. Commission Meeting Reports:

Dick Grassi announced that the chair of the Parks & Recreation Commission resigned because her family is moving out of the area. At the next meeting a new chair will be voted in. They are still working on the masterplan. He also thinks that contacting the Corps of Engineers, that own the water at Dewey's pond, would be a way to have money to clean it up. The commission is working on a grant for this as well.

Mr. Grassi also reported from the HBRLF that they have only enough money left in the fund to make one more loan. Mr. Grassi believes there is still a need for this service to business developers to have access to low rate loans. Mr. Godfrey will meet with Lori Hirshfield to see what the plan is for the fund and if there is more money available.

Alan Johnson reported that the Conservation Commission is going to start Stream Management on Podunk Brook. They will also reach out to Norwich.

Dan Fraser attended the School District meeting. They have redeveloped the bus routes so that each village will have its own bus. They also approved the August 14th meeting.

Dennis Brown reported from the Zoning Board. They had 3 applications and they passed all 3. Mr. Brown also reported that the Historic Preservation Committee held 2 public meetings on the cemeteries and they were well attended. The Committee is also working with the Valley Bible Church to perhaps relocate a house that is on their land.

Kim Souza reported that HCOREI has an education sub committee and they are looking closely at the Act.1 State Legislation. Planning Commission is working on the new proposal for a building at 132 South Main Street. This will be a mixed-use building.

Jameson Davis reported from HCOREI that Vermont has appointed the first Director of Racial Equity. The HCOREI committee will send her a letter of welcome.

6. **Consent Agenda (Motion Required): Selectboard Vice Chair, Dick Grassi made the motion to approve the Consent Agenda as amended to include the Selectboard Special meeting on July 9th. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 6/29/2019

Approve Meeting Minutes of: 6/18/2019

Approve A/P Manifest of: 6/28/2019 and 7/2/2019 Selectboard

Meeting Dates of:

- Already Approved: 7/16/2019 and 7/30/2019

- Needs Approval: 8/13/2019 and 8/27/2019 and *July 9th special mtg.*

7. Adjourn the Selectboard Meeting. (Motion Required)

Selectboard Member, Jameson Davis made the motion to Adjourn the meeting at 9:10 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.



7/2/2019