

**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, July 3, 2018 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; Rebecca White, Selectboard Member; Alan Johnson, Selectboard Member; Jameson Davis, Selectboard Member; Kim Souza, Selectboard Member; Leo Pullar, Town Manager; Lana Livingston, Administrative Assistant; Dawn Pullar; Lannie Collins; Ryan Scelza; Elizabeth Rathburn.

Please Note: Selectboard Member, Rebecca White left at 8:40 P.M.

<http://catv.cablecast.tv/CablecastPublicSite/show/7477?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 Vice Chair, Dick Grassi led the Pledge of Allegiance.

III. Local Liquor Control Board: N/A

IV. Order of Agenda: Item 4.b. has been taken off the agenda. Item 4.d. has been moved to before 4.a.

V. Selectboard

1. Citizen, Selectboard Comments and Announcements:

Citizen Comments: There were no Citizen comments.

Selectboard Comments: Selectboard Clerk, Dennis Brown attended the Public Planning Session held on June 28th. This was an interactive workshop, or "charrette" on the Route 5/Pine Street/Maple Street area. Mr. Brown was amazed at all the ideas that were brought up. Some of these ideas were: municipal pool, drive-on movie theater, town library, indoor farmers market, restaurants, makerspace, walking trails, trampoline park, day care business, bowling alley or

mixed-rent apartments. A follow up meeting will be scheduled for a later date for a more focused set of ideas.

Mr. Brown also reported on the Friends of the Quechee Covered Bridge. They do really good work. Mr. Brown suggested that group, or anyone in the Town, come up with a name for the pocket park. We have had one suggestion already. The group did have students from VTC come down and look to see what could be possible there. They did come up with lots of ideas such as bridge illumination (under the bridge). The group observed the Trees across the way as having a "ceiling" sheltered effect. It was noted that in the area of the power lines and concrete areas something should be done. Perhaps putting colorful plastics chairs at the bottom would brighten up that area. While Mr. Brown was at this meeting he heard a lot of praise for the Town Manager and the employees involved in getting the pocket park finished.

Mr. Puller reported that one of the suggestions for the naming of the pocket park is "Quechee Falls Park."

2. Appointments

a. Selectboard Vice Chair, Dick Grassi made the motion that the Selectboard re-appoint Evan Eccher to a 3-year Term on the Design Review Committee from 7/3/2018 to 7/2/2021 and that the Selectboard Re-Appoint Martha McDaniel to a 3-year Term on the Hartford Energy Commission from 7/3/2018 to 7/2/2021. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

3. Town Manager's Report:

The Town Manager reported a Department of Liquor control violation for Hua Teng Restaurant, Inc. dba VT China Moon Buffet resulting in a license suspension for Friday, August 3, 2018.

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/133>

Highlights:

During this two week period the Fire Department responded to 94 calls for service. Last year the department responded to 894 calls for service year to date. This year the department has responded to 1065, a 17 percent increase in calls for service.

Town Clerk is researching statutory requirements regarding cemeteries and going to be contacting the various cemetery associations/cemetery committee to get a better understanding of storage needs so, we can determine the most prudent way forward.

On June 19th at 04:46 the department responded to a 2nd Alarm building fire at 672 N. Main Street. Engine 4 arrived within 5 minutes of the alarm. They arrived to find smoke coming from the building. Due to the hazardous conditions within the building firefighting activities were conducted from the exterior of the building. No injuries were reported to the public or emergency responders. A fire watch was held overnight to monitor the building. The cause of the fire remains undetermined. The owners of the building have been given 30 days to begin demolition of the property.

The Pool Survey currently has 466 completions. The survey is open until July 20th. The link is: <https://www.surveymonkey.com/r/hartfordpoolsurvey>.

4. Board Reports, Motions & Ordinances:

a. Adjust Planning Commission Appointment End Dates.

Planning Commission (7)	Appointed Term ending	Adjusted Term ending
Robin Adair Logan	3/20/2021	3/20/2020
Tobias Dayman	8/31/2019	8/31/2018
Jacques Harlow	5/9/2020	5/9/2019
Peter Merrill	11/15/2020	11/15/2019
Bruce Riddle	2/27/2020	2/27/2019
John Reid	1/29/2022	1/29/2021
David Sherman	5/7/2021	5/7/2021 no change

Selectboard Member, Rebecca White made the motion That the Selectboard, in order to comply with the 3-years commission terms noted Town Charter, reduce the previously approved Planning Commission terms by one year for the following Commission Members: Robin Adair Logan, Tobias Dayman, Jacques Harlow, Peter Merrill, Bruce Riddle, and John Reid. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

~~b. Consider for Approval Changes to Authorized Representative Designation for State Clean Water Revolving Loan Fund Loans. (Mot. Req.) Taken off the Agenda.~~

c. Set the Fiscal Year 2019 Municipal Tax Rate. (see attached sheet)

Selectboard Clerk, Dennis Brown, made the motion That the Selectboard accept the General Highway Fund with \$12,887,544 for Appropriation, \$13,586,217 for Grand List, \$0.9486 for Rate and \$12,887,885 for Revenue. The County Tax with \$101,474 for Appropriation, \$13,586,217 for Grand List, \$0.0075 for Rate and \$101,897 for Revenue. The Restricted Appropriation with \$197,696 for Appropriation, \$13,586,217 for Grand List, \$0.0146 for Rate and \$198,359 for Revenue. The Local Agreement Rate with \$27,172 for Appropriation, \$13,586,217 for Grand List, \$0.0020 for Rate

and \$27,172 for Revenue. Total Town Tax - \$13,213,886 for Appropriation, \$0.9726 for Rate and \$13,215,313 for Revenue. Education Homestead Tax Rate - \$1.6369. Education Non-Residential Tax Rate - \$1.6365. Total Town and Education Homestead Tax Rate - \$2.6095. Total Town and Education Non-Residential Tax Rate - \$2.6091. Total Appropriation 2018-2019 Fiscal Year - \$13,213,886. Overlay - \$1,427. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

- d. Consider for Approval a Charge for the Town Manager Search Committee. (Mot. Req.)

Elizabeth Rathburn, who help to lead the Town Manager search last time, as the Vice Chair, spoke to the Board about the steps she believes should take place soon to begin the search for the next Town Manager. Ms. Rathburn supports hiring Municipal Resources, Inc. for the search. The agreement as presented:

MUNICIPAL RESOURCES, INC.

Services:

- 1) Develop an Ideal Candidate Profile and Challenge Statement
- 2) Establish timeline
- 3) Develop updated position description
- 4) Reserve and develop a report regarding compensation packages for comparable positions in the State and Region
- 5) Coordinate advertising (position posting for 30 days);
- 6) Receive and acknowledge resumes/applications
- 7) Interview process
- 8) Develop essay questionnaire for candidates
- 9) Assist with terms and conditions of employment
- 10) Conducts a performance assessment in the 9u. month & performance review at the end of the first year and assists in developing goals and objectives for the coming year.

Fees: \$15,000 (does not include advertising or the cost of accommodations for on-site interview.

Timeframe: 90 to 120 days

Guarantee: 1 year; *costs of advertising and interviews if replacement is needed.* **NO FEE** for services.

Terms

The Hartford Town Manager Selection Committee (HTMSC) will serve for the purpose of guiding the Town through the selection process of Hartford's next Town Manager. The committee will be disbanded as soon as a job offer, made by the Selectboard, is accepted by the intended applicant.

Constitution

The TMSC will consist of ~~five~~ or seven voting members. The ~~five~~ or seven voting members appointed from the residents of Hartford. All members will have equal voice and vote in matters that come before the committee. The HTMSC will elect its Chair, Vice-Chair and Clerk at its first meeting.

Selection Process

Interested members should apply as soon as possible and not later than 12:00 PM Monday, July 16th. Interested members should also endeavor to be present for a brief interview at the July 17th, Selectboard Meeting in the Hartford Town Hall at 6:00 PM. Members unable to be present at this time may also apply and may be admitted onto the Committee at the discretion of the Selectboard. After the interviews, applicants will be discussed by the Selectboard in executive session, and a motion will be made to constitute the Committee at the same meeting on July 17th.

Committee Charge

1. To guide the selection process for Hartford's Next Town Manager in accordance with the attached Town Manager Selection Process Guidelines as ratified by the Selectboard.
2. To work with a professional recruiting firm who will carry out the search.
3. Search activities will include:
 - publicize position opening, job description, timeline, selection criteria, etc.
 - solicit citizen input on direction and managerial characteristics
 - review and investigate applications
 - respond to applicants
 - check references
 - conduct interviews
 - additional elements as needed.

or see that these functions are carried out by a third party.

4. To recommend three to five applicants to the Selectboard.
5. To communicate with the Town and Press about Selection Process as needed.

As with all Hartford Subcommittees, the Hartford Town Manager Selection Committee must operate in accordance with the Statutes of the State of Vermont and the Ordinances and Policy of the Town of Hartford. In particular, all meetings will be warned and open to the public and the minutes of these meetings will be recorded and posted in accordance with Vermont's Open Meeting Law.

Selectboard Member, Alan Johnson made the motion to change the “five to seven” members to “seven”. Selectboard Member, Jameson Davis seconded the motion. 4 voted Aye (Souza, Johnson, Davis, Dennis) and 3 voted Nay (Grassi, Brown, White). The motion passed.

Selectboard member Jameson Davis made the motion That the Selectboard approve the charge for the Town Manager Search Committee as amended and further, authorize the Town Manager to sign the agreement as presented and other necessary paperwork with Municipal Resources, Inc. to serve as the firm to assist the committee with their work. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

- e. Review, Amend and Approve the Charge for the Hartford Committee on Racial Equity and Inclusion (HCOREI). (Mot. Req.)

Selectboard Chair, Simon Dennis reviewed the document that was brought forward to the Board. This document is the result of 2 stand alone policies that were approved. One from the Selectboard and one from the School Board. A small workgroup that represented both the School Board and the Selectboard met to blend the two documents without losing the intended content.

There was much discussion about the verbiage, grammar and overall ease of reading and understanding the document, a motion was made with the understanding that the document would still be looked at more closely and edited as needed.

Selectboard Member, Rebecca White made the motion That Draft HCORI Recommendations regarding Training, Strategic Planning and Future HCOREI Charge as reviewed by the Hartford District School Board and Hartford Selectboard with the expectations that it will be edited in subsequent meetings and will be reviewed by legal counsel.

4 votes Aye (Dennis, White, Souza, Grassi) and 3 Nay (Johnson, Davis, Brown) the motion passed.

5. Commission Meeting Reports:

Selectboard Clerk, Dennis Brown reported that he attended the Zoning Board Meeting. They had 5 applications of which they approved 4. 1 is to continue.

Mr. Brown also attended the Cemetery committee meeting. He learned new things. Such as: you should not use a power washer on marble stones- it damages them and you should also not use bleach on the stones. The committee is considering putting up signs in the winter to close the cemeteries. The vehicle's tires cause more damage when the roads are soft.

Selectboard Member, Jameson Davis reported on the recent visit from our Sister Cities folks from Cenon, France and Morocco. Everyone had a great time. Mr. Davis thanked everyone in the Town that opened their doors to the group. They are looking forward to continuing the relationship on some level with these great new friends.

Selectboard Member, Alan Johnson reported a great turnout at the Energy Event. More people are attending these events which is great.

Selectboard Member, Kim Souza attended a Planning Commission Meeting. There are additional parking projects in the works. She reports that in the Downtown that communications is great. Ms. Souza also reported from the Pool Committee. They have chosen a consulting company, Weston & Sampson, to assess the pool damage and future options.

Selectboard Chair, Simon Dennis commented on the Sister City event. He hopes to find parallels between Hartford and the other cities. They are doing energy projects and perhaps other like projects will appear.

Mr. Dennis also reported on CROH. They have launched Resilience You. This is series of building workshops. At the first one there was a strong turnout.

6. Consent Agenda (Mot Req.):

Selectboard Member, Kim Souza made the motion to approve the Consent Agenda as listed. Selectboard Vice Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.

- a. Approve Payroll Ending: 6/30/2018
- b. Approve Meeting Minutes of: 6/19/2018
- c. Approve A/P Manifest of 6/29/2018, 7/2/2018 & 7/3/2018
- d. Selectboard Meeting Dates of: 7/17/2018, 7/26/2018 (Workshop), 7/31/2018, & 8/29/2018 (Workshop).

7. Executive Session:

Selectboard Vice Chair, Dick Grassi made the motion

In accordance with Vermont's Open Meeting Law requirements, finding that premature public knowledge would place a person or entity at a substantial disadvantage, I move that the Selectboard enter into Executive Session to discuss arbitration or mediation under the provisions of Title 1, Section 313(a)(1)(E) of the Vermont Statutes. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

Selectboard Clerk, Dennis Brown made the motion to close the Executive Session. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed at 9:31.

8. Post Executive Session Actions: (Mot. Req.)

Selectboard Vice Chair, Dick Grassi made the motion That the Selectboard consent to and ratify the settlement agreement as recommended by the Town Manager for the tax appeal lodged by CRL Solar, LLC. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

9. Adjourn the Selectboard Meeting. (Mot Req.)

Selectboard Member, Alan Johnson made the motion to Adjourn the meeting at 9:32 P.M. Selectboard Member, Jameson Davis 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.

Den L. Brun

RECEIVED

JUL 05 2018

TAX RATE 2018-2019
TOWN OF HARTFORD

TOWN OF HARTFORD
8:40 A.M. P.M.

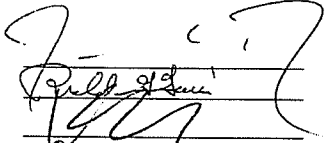
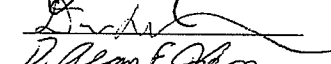
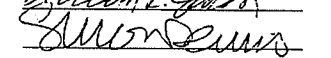
	<u>APPROPRIATION</u>	<u>GRAND LIST</u>	<u>RATE</u>	<u>REVENUE</u>
General Highway Fund	12,887,544	13,586,217	\$0.9486	\$12,887,885
County Tax	101,474	13,586,217	\$0.0075	\$101,897
Restricted Appropriations	197,696	13,586,217	\$0.0146	\$198,359
Local Agreement Rate	27,172	13,586,217	\$0.0020	\$27,172
Total Town Tax Rate	13,213,886		0.9726	13,215,313
Education Homestead Tax Rate			\$1.6369	
Education Non-Residential Tax Rate			\$1.6365	
Total Town & Education Homestead Tax Rate			\$2.6095	
Total Town & Education Non-Residential Tax Rate			\$2.6091	

Total Appropriation 2018-2019 Fiscal Year **\$13,213,886**

OVERLAY \$1,427

	<u>APPROPRIATIONS</u>	
Article 3	Advance Transit, Inc.	\$77,050
Article 4	COVER Home Repair Inc.	\$5,000
Article 5	The Family Place	\$9,500
Article 6	Good Beginnings of the Upper Valley	\$4,550
Article 7	Good Neighbor Health Clinic and The Red Logan Dental Clinic	\$7,500
Article 8	Green Mountain Retired Senior Volunteer Program (RSVP)	\$800
Article 9	Green Up Vermont	\$300
Article 10	Hartford Historical Society	\$10,000
Article 11	Headrest	\$7,000
Article 12	Health Care and Rehabilitation Services of Southeastern VT, Inc.	\$9,995
Article 13	Southeastern Vermont Community Action (SEVCA)	\$9,000
Article 14	Stagecoach Transportation Services	\$6,800
Article 15	Vermont Adult Learning	\$999
Article 16	Vermont Association for the Blind and Visually Impaired	\$975
Article 17	Vermont Center for Independent Living (VABVI)	\$845
Article 18	Visiting Nurse and Hospice of Vermont and New Hampshire, Inc.	\$41,882
Article 19	Windsor County Partners	\$3,500
Article 20	Women's Information Service, Inc. (WISE)	\$2,000
Dated this <u>3rd</u> day of July, 2018	TOTAL	\$197,696

Town of Hartford
County of Windsor
State of Vermont

All in accordance with 17 V.S.A. 2664 Budget

Hartford Selectboard

HARTFORD TOWN CLERK'S OFFICE
 This 5 day of July 2018
 at _____ 8:40 AM PM
 Recorded in Bk TR 29 Pg 813
Mary Quinn Town Clerk