



**TOWN OF HARTFORD
SELECTBOARD AGENDA**

Tuesday, September 11, 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; Hannah Tyler, Director of Public Works; David Davidson; Christine Davidson; Mary Susan Thibault; Sabino Romano; Timothy MacLam; Tommy B___?; Paige Heverly; David Izzo; Jared Pendak.

<http://catv.cablecast.tv/CablecastPublicSite/show/7678?channel=1&seekto=9697>

I. Call to Order the Selectboard Meeting

Selectboard Chair, Simon Dennis called the Selectboard to order at 6:02 PM.

II. Pledge of Allegiance

Leo Pullar, Town Manager, led the Pledge of Allegiance.

III. Local Liquor Control Board: N/A

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

V. Selectboard

1. Citizen, Selectboard Comments and Announcements:

Citizen Comments: David Izzo from Quechee asked the Board about the increased activity at the Quechee Waste Water Property. DPW Director, Hannah Tyler explained that they are using that as a staging area to drop off supplies needed for projects nearby in the Quechee area. She does not expect the number of trucks to increase in the near future. Mr. Izzo also commented that he has noticed the down stream side of the Quechee Covered Bridge

seems to have collapsed a bit. Mr. Pullar said he would have it looked at. Mary Susan Thibault from Chellis Street commented that there used to be sidewalks to downtown and there are none now. Ms. Thibault would like to have here children given the opportunity to walk downtown and to school. Currently they cannot. Mr. Pullar commented that there are no plans as of now for sidewalks. Mr. Pullar also reported that students from the University of Vermont are going to be doing a study for walkability in downtown WRJ.

David Davidson of WRJ spoke to the Board of perhaps the path that is behind The Village Assisted Living Building could be lighted with solar lights. It could be used more, especially if attending events in the evening at Northern Stage.

Selectboard Comments: Selectboard Clerk, Dennis Brown went to Glory Days. There was a large crowd. He toured the Pool and Historical Society tables and then went to The Villages. He was very pleased to see that repairs had been done on the brick part of a light pole in front of the Hotel Coolidge.

Selectboard Member, Kim Souza attended a budget workshop put on by VLCT. It was very useful and she sees that Hartford is in line with the strategic planning and general recommendations the Board has been working on.

2. Appointments:

- a. Consider the Appointment of Paige Heverly to a 3-Year Term on the Hartford Community Resilience Organization.

Selectboard Vice Chair, Dick Grassi made the motion That the Selectboard Appoint Paige Heverly to a 3-year Term on the Community Resilience Organization of Hartford from September 11, 2018 to September 10, 2021. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

- b. Consider for Appointment a Second Selectboard Member on the Hartford Committee on Racial Equity and Inclusion.

Selectboard Member, Jameson Davis made the motion That the Selectboard Appoint Selectboard Member, Kim Souza as the Second Selectboard Member on the Hartford Committee on Racial Equity and Inclusion and also move to accept the change of Kim Souza stepping down from the Pool Committee and to be replaced by Dick Grassi. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

3. **Town Manager's Report:** Town Manager, Leo Pullar reported the Significant Activity Report, August 22 – September 11, 2018. For a full report, click on this link: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/137>

Highlights:

Town Clerk completed Post-Primary Election activities (Including posting Official Results; Canvassing with other towns in District 4-1; and, entering participation into the Statewide Checklist). TC utilized the newly purchased Barcode Reader to scan in the participation record rather than manually logging the information reducing the time to enter the data from several DAYS to several HOURS!

The Parks & Recreation Fall/Winter Brochure was completed and have been circulated through the schools in Hartford. We continue to drop them off at area businesses.

Wilder Well Solar Project – Work continued on the draft agreement between the Town and Norwich Technologies for review by the Selectboard on September 25th. Discussions with the Trailer Park management, Housing Foundation Inc (HFI), focused on the potential structure of a community solar project, and planning the meeting with the park residents.

August 28th – The Police Department was recognized by the Employer Support of the Guard & Reserve, (ESGR) with an “Above & Beyond Award” for the support provided to Police Staff serving in the Guard and Reserves.

The highway crew worked to install a LOT of new signs around town to address ones that were damaged, conveyed incorrect information, or just needed an update. This is part of an increased effort to take care of what we have and to be more responsive when addressing the concerns raised by our citizens. I think you’ll see that reflected in the DPW portion of the update. We can’t fix it all right away, but we are working on as much as we can as fast as we can. Great effort by Hannah, Jeremy and the great team in Public Works.

A scoping and minor design project addressing mobility improvements (bike, pedestrian, ADA concerns) in the downtown area is being conducted by two teams of students from the University of Vermont at no cost to the Town. The goal of the project is to improve our community’s walkability and ‘bikeability’ as we continue to grow. We anticipate that this will be a project with a substantial amount of community engagement.

4. Board Reports, Motions & Ordinances:

- a. Review and Consider for Approval Additional Fairview Terrace Interim Options for Implementation. (Mot. Req.) Director of Public Works, Hannah Tyler presented the update to the Board.

Purpose: To present the current statue, options for reopening, and traffic calming suggestions for Fairview Terrace.

Background: Over the last ten years, the condition of the retaining wall on Fairview Terrace and the Gates Street roadway from the Fairview Terrace intersection to the Maplewood Terrace intersection has been worsening.

In 2013, Knight Consulting Engineers was contracted to study the retaining wall and provide options for addressing the infrastructure.

In December 2017, the section of Gates Street from Fairview to Maplewood was closed.

Current Status:

The Town is exploring interim options to reopen Gates Street until a longer-term solution is established.

The Town staff will continue to monitor infrastructure conditions and gather community feedback.

Pathways Consulting will complete their measurements and data collection (measurements every two months for one year).

In the Fall of 2019, DPW staff will utilize that information to hire an engineering consultant to provide a current plan to stabilize the infrastructure and decide on a funding mechanism.
4 Options were presented.

Option 1: Gates Street is reopened to one way traffic DOWN hill.

Option 2: Gates Street is reopened to one way traffic UP hill.

Option 3: Gates Street is controlled with traffic signals with One Way Alternating.

Option 4: Gates Street between Fairview and Maplewood remains closed.

Citizen comments: a few citizens commented as to what would be the best solution. All the options were supported by different individuals. Lannie Collins suggested looking at the past traffic studies done in that area.

Recommendation:

DPW staff recommends Option 1: Re-opening Gates Street to one way DOWN hill traffic as a cost effective solution to accommodate safe traffic flow until a long term solution is established (two year time frame).

Selectboard Member, Alan Johnson made the motion That the

Selectboard Approve Option 1: Gates Street is reopened to one way traffic DOWN hill as the Interim Course of Action for Implementation on Fairview Terrace/Gates Street. Selectboard Member, Rebecca White seconded the motion. All were in favor and the motion passed.

- b. Receive an Update on Paving Execution and Planning. (Info Only)
Director of Public Works, Hannah Tyler presented the update on Hartford's paving and future plans.

Purpose:

To give an update on our annual paving and process for deciding which roads will be paved on an annual basis.

Background:

Over the last three years, the DPW and Everett Hammond performed a road evaluation and compiled the results in a report.

The evaluation was developed by inputting real road condition data into software called RSMS (developed in Maine for municipalities to establish a road condition network).

The report provides a general idea of using various pavement maintenance techniques to improve our overall road conditions and surface life.

The Town of Hartford has 97.70 miles of paved roads.

Current Status:

This year the Town addressed over 6.5 miles of paved roads with various methods of paving maintenance techniques, at this time, paving and chip sealing is complete.

Moving Forward:

Ultimately, our goal is to develop a relatively even annual budget amount for our road maintenance, employ a variety of pavement maintenance techniques to extend the road service life, and address roads based on the criteria below:

- Data from the Road Evaluation report
- Roads that already require a LOT of maintenance (i.e. pothole filling)
- Roads that need water, sewer, or drainage improvements that can be done concurrently
- Roads that have an adjacent capital project planned (i.e. bridge, large culvert, or sidewalks)
- Roads that are in particularly poor condition near schools, or services, or heavily travelled areas
- Keeping the road projects concentrated in one area per year to minimize mobilization expenses within the bids

- Roads with excessive patches from previous repairs (storms, water breaks, etc.)

Proposed projects for next fiscal year:

- Neal Road: pave portion of road that was reclaimed this year
- Wildlife Road: pave portion of road that was reclaimed this year
- Jericho Street: reclaim, rebuild roadbed in house, pave
- Smith Road: shim and overlay
- Latham Works: Shim and overlay
- Chip seal as budget allows

Selectboard Chair, Simon Dennis asked Ms. Tyler if there were any correlations between property values and paving schedules. Mr. Pullar expected not to find any, but would try to look into it.

c. Review and Consider for Approval Social Service Appropriations

Selectboard Member, Rebecca White made the motion That the Selectboard Approve the Proposed Social Service Appropriations Policy for the Town of Hartford as Presented/Amended. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

SB Policy #5: SOCIAL SERVICE APPROPRIATION POLICY: Town of Hartford

PURPOSE: Under Vermont law, a town may appropriate such sums of money as it deems necessary for the support of social service programs and agencies that provide services to town residents. 24 V.S.A. § 2691. The purpose of this policy is to establish procedures for managing social service agency appropriations that will be voted upon at the Town of Hartford Annual Meeting.

APPLICABILITY: This policy applies to appropriation requests from social services agencies and programs subject to the provisions of Title 24, Chapter 73 of Vermont Statutes Annotated. Such programs include, but are not limited to, transportation, nutrition, child care, medical care, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance.

This policy does not apply to libraries or cemeteries in the Town, or the Bugbee Senior Center.

PROCEDURE: Those social service agencies that have not had an appropriation request approved at the most recent annual town meeting, or that are requesting a larger appropriation than that approved at the most recent annual town meeting, must submit a petition for an article requesting an appropriation in accordance with 17 V.S.A. § 2642. Such petition must be signed by at least five percent of the voters of the town, numbered as of the date the petition is received, and filed with the Town Clerk not less than 47 days before the day of the annual meeting. The petition should be in substantially the following form:

Petition of Legal Voters of the Town of Hartford

We, the undersigned legal voters of the Town of Hartford, hereby petition the Selectboard to add the following article to the warning for the annual town meeting to be held on Tuesday, March __, 20__:

Shall the Town appropriate \$[insert amount of request] to [insert name of social service agency], for [insert brief description of the purpose of the proposed appropriation] in accordance with 24 V.S.A. § 2691?

Print Name

Address

Signature

Pursuant to 17 V.S.A. § 2642(a)(3)(C), a petition must contain the petition language on every page on which signatures are collected and must contain the printed name, signature, and street address of each voter who signs the petition.

No proposed article may contain any opinion or comment about the subject being voted upon. Petitions submitted after the deadline will not be honored. Petitions submitted prior to the deadline but not containing the required number of signatures shall be returned by the Town Clerk within 24 calendar hours from receipt stating in writing on the petition why it cannot be accepted. Any petition returned to the petitioners may be amended to correct any stated deficiencies and refiled with the Town Clerk not later than 48 hours after the petition was returned by the Clerk, or the filing deadline, whichever is later. However, supplementary petitions shall not be accepted if the original petition did not meet the filing deadline or did not contain the requisite number of signatures.

Those social service agencies that have had an appropriation request approved at the most recent annual town meeting are not required to submit a petition for an article requesting an appropriation if the amount requested is the same or less than the amount approved by the voters in the previous year. In such case, the agency should make its request to the Selectboard via the Town of Hartford Appropriation Request Form, to be obtained by the agency from the Town Manager's Office. The Form must be postmarked or hand-delivered to the Town Manager's Office no later than the November 15th preceding the day of Town Meeting. If the last day for filing letters with the Selectboard falls on a Saturday, Sunday, or legal holiday, then the deadline shall be extended to the next day which is not a Saturday, Sunday, or legal holiday. The Form shall identify the name and address of the agency, the amount requested for appropriation, a simple summary of receipts and expenditures and the signature and contact information of an authorized officer of the organization. Agencies that do not submit a Form to the Town Manager's Office before the November 15th deadline must submit a voter-backed petition in accordance with 17 V.S.A. § 2642.

All social service agencies requesting appropriations under this policy are required to submit a description of the agency's programs for inclusion in the Town's Annual Report no later than January 1. Descriptions must be limited to 350 words and should describe the program or services provided to Town residents.

Approved social service appropriations of \$1,000 or more will be paid by the Town in equal installments on the last accounts payable runs in August and February. All others will be paid in full on the August accounts payable run.

Payment is subject to the availability of funds.

The foregoing policy is hereby adopted by the Selectboard of the Town of Hartford, Vermont, this 11th day of September, 2018, and is effective as of this date until amended or repealed.

- d. Review and Designate VLCT Town Fair Voting Delegate. (Mot. Req.)

Background:

Meeting Held on October 3, 2018 as Part of Town Fair.

Each Town will Designate One Official to Serve as the Voting Delegate.

Appointed by the Municipality's Legislative Body.

Only Designated Delegates Will be Allowed to Vote at the Annual Meeting.

Delegate Designation Form Due by Friday, September 21, 2018.

Way Ahead:

Designate a Delegate.

Town Manager has been the Delegate in the Past. A Motion is Required.

Selectboard Chair will Sign Appointment Upon Return.

Town Manager will Submit the Delegation Form Prior to the Deadline.

Selectboard Clerk, Dennis Brown made the motion That the Selectboard Appoint Town Manager, Leo G. Pullar as the Town of Hartford Voting Delegate at the 2018 VLCT Annual Business Meeting and Authorize the Selectboard Chair to Sign the Appointment Letter on Behalf of the Selectboard. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion was passed.

- e. Budget Guidance Memo Mini-Workshop (Time Dependent) (Info Only)

The Selectboard worked for about ½ hour on selecting criteria for directing the budget process.

5. Commission Meeting Reports:

Selectboard Clerk, Dennis Brown attended the Cemetery Committee. A total of 7 volunteers participated in a work day at the Potter's Field Cemetery. The volunteers were: John Reid, Laura Simmons, Scott Fletcher, Ben Fletcher, Mary Fletcher, Sally Ballou and Art Peale.

Selectboard Chair, Simon Dennis mentioned an event that will take place on Friday from 7:00 PM to 9:00 PM at the Bugbee Senior Center. The event will be "Why work so hard when you can save the planet instead". Both Mr. Dennis and Mrs. White have been to this presentation and found it very useful. The focus is on alternative styles of development, housing, sustainability and resilience.

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. Ratify Payroll Ending: 9/8/2018
- b. Approve Meeting Minutes of: 8/28/2018 & 8/29/2018
- c. Ratify A/P Manifest of 9/7/2018 & 9/11/2018
- d. Selectboard Meeting Dates of:
 - Already Approved: 9/25/2018
 - Needs to be Approved: 10/9/2018 & 10/23/2018

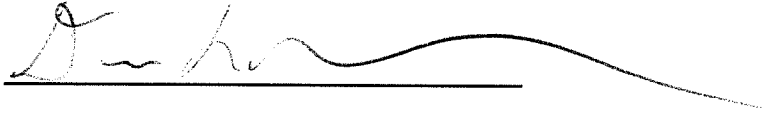
7. Executive Session: N/A

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

Selectboard Vice Chair, Dick Grassi made the motion to Adjourn the meeting at 9:30 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.

A handwritten signature in black ink, appearing to be "D. H.", is written over a solid horizontal line. The signature is cursive and extends to the right of the line.