



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, October 23, 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; Scott Snyder; Wayne Elliot, Aldrich & Elliott; Robert Pelosi, VT DEC; Dan Fraser; Phillip Kasten, Chief of Police; Lori Hirshfield, Director of Planning and Development; Hannah Tyler, Director of Public Works; Matt Osborn, Town of Hartford, Planner.

<http://catv.cablecast.tv/CablecastPublicSite/show/7810?channel=1>

I. Call to Order the Selectboard Meeting: Selectboard Chair, Simon Dennis called the meeting of the Selectboard to order at 6:00 P.M.

II. Pledge of Allegiance: Chief Kasten led the Pledge of Allegiance.

Mr. Dennis Recessed the Selectboard Meeting at 6:01 PM.

II. Public Hearing/Meeting concerning Environmental Impacts of Planned Storm Water Improvements beginning on N. Main St, onto Church St. and extending to Currier St.

Mr. Dennis Opened the Public Session.

Mr. Elliot from the firm Aldrich & Elliot, and Mr. Pelosi from DEC, presented to the Board the plans for Environmental Impacts of Planned Storm Water Improvements beginning on N. Main St, onto Church St. and extending to Currier Street. This public hearing fulfills the requirement for public hearings on this project. The design portion of this project is about 80% complete. The work should start in 2019.

Mr. Dennis closed the Public Session at 6:26P.M.

Mr. Dennis Re-Opened the Selectboard meeting.

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: Mr. Collins from Quechee asked about a line item on the payment manifest. He questioned the payment for a consultant that advised the Selectboard on the work they did on Budget and Vision Statements. Mr. Dennis said that the two Memos being brought forth this evening were the result of those workshops.

Selectboard Comments: Selectboard Member, Kim Souza mentioned that she was impressed by the Hartford Police that found a stolen car before it was reported missing. Selectboard Chair, Simon Dennis also expressed his admiration for the Hartford Police for turning potential serious situations into manageable ones. They are truly doing good Community Policing.

2. Appointments:

- a. Consider the Appointment of Scott Snyder to a 3-year term on the Hartford Zoning Board of Adjustment.

Selectboard Vice Chair, Dick Grassi made the motion That the Selectboard Appoint Scott Snyder to a 3-year term on the Hartford Zoning Board of Adjustment, from October 23, 2018 to October 22, 2021. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

3. **Town Manager's Report:** For the full report from the Town Manager click on the link below.

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/141>

Highlights:

Electric Vehicle Charging Stations in South Main St. Parking Lot – Charging hardware installed; power hook-up completed; activation week of October 20th; and signage and striping for spaces pending.

The Highway crew installed and covered the necessary signs to open Gates/Fairview Terrace. We plan to open the road to one-way traffic tomorrow, October 24th.

DPW staff was notified that a smaller expansion of the South Main Street lot will be exempt from State Stormwater Permits. The plans for a smaller expansion (an increase of 18 parking spaces) are submitted to the Planning Department for review through their process.

The Parks & Rec Department implemented a new Point of Sale System at WABA. We are awaiting the automatic printer from the computer company. The touch screen POS System simplifies purchases and improves our cash handling procedures. The POS is connected to our Hartfordrec.com registration software. The system also allows us to process credit card transactions. Dillon Walsh was instrumental in getting the system in place and helping us purchase the hardware.

The UVAC/Parks & Recreation Free Swim Program has begun. The Learn to Swim Program has started with the Ottauquechee School. Program takes place on Wednesdays from 2:15pm-5:00pm. There are 44 - 2nd & 3rd graders enrolled.

4. Board Reports, Motions & Ordinances:

- a. Receive an Update on Parking Study Actions and a Way Forward.
(Info Only)

Lori Hirshfield, Director of Planning & Development led a presentation to the Board on the update of the Parking Situation in Downtown White River Junction. Hannah Tyler, Director of Public Works and Phil Kasten, Chief of Police joined Mrs. Hirshfield.

Strategy: Make the most of Existing Parking Capacity.
 Manage Parking Turnover.
 Reduce Demand for Parking.
 Meet Future Parking Needs.

Other Staff Actions:

Revise Town Parking Ordinance

- Aligning Town Vehicles & Traffic Ordinance with State Law regarding stopping, standing and parking - (23 V.S.A. Subchapter 10)

Delineating Travel Lanes and Parking Spaces

- To be evaluated as part of a proposed, annual line striping plan, such as S. Main St

Review Vehicle, Pedestrian & Bicycle Circulation

- Increasing bicycle and pedestrian access will help promote the safe & efficient flow of all traffic, including slowing vehicle traffic

HD Parking

- Review current spaces for compliance with ADA standards and make improvements.

- b. Consider for Approval Authorization to Submit for a Better Back Roads Grant for the Quechee Main St. Culvert Project.

Background: A few years ago, this culvert condition was identified to be deteriorating. Sinkholes continue to appear as sediment is lost through the

rusted culvert sides and bottom. Note that structural failure of the culvert would compromise the roadway, water mains, and sewer mains. Initially proposed to line the culvert, however due to its poor structural condition and under-size, that is not an option, estimated at \$168,000. Dufresne Group was contracted to design a new culvert which will meet structural and hydraulic standards.

Current Status: This project is in the 85% design phase

- A structural design subcontractor was hired to confirm Dufresne's recommendations and perform value engineering.
- Anticipated construction in 2019.
- Estimated cost: \$662,000 (\$592,000 in construction with 15% contingency and \$70,000 in project oversight, much of which may be covered by DPW staff).

Funding Status: The Town received a VTrans Better Back Roads Grant in 2017 for \$40,000, unfortunately expired due to scope change.

- VTrans Structures Grant: Town received a grant to fund design and engineering for \$22,500 with a 20% match, currently processing for reimbursement.
- VTrans Structures Grant: Town received a grant to fund construction for the maximum amount of \$175,000 with a 20% match
- Remainder to be funded in Town General Fund.

Potential Funding:

Transportation Alternatives (TA) Grant: VTrans administered grant with a maximum amount of \$300,000 – 80% federal funding, 20% local match.

Current status: application has been submitted HOWEVER, if awarded, due to federal review and procurement processes it would set the project back 3-5 years, would escalate the engineering costs the Town would have to cover, and we would lose the \$175,000 grant we already have.

Better Roads Grant: VTrans administered grant to address stormwater quality issues and MGRP concerns.

Current status: application has been completed for 10/26 deadline for \$60,000 with \$15,000 local match. Timeline meets our schedule, ready for submittal.

Extensive meeting with VTrans staff on 10/18/18.

They feel that the Better Roads grant is the appropriate path to move forward due to project urgency.

NOT using the TA Grant may lower project budget because it will not have to meet the rigorous federal standards

Moving Forward:

Complete the design (by January 1, 2019)

Continue to explore funding mechanisms to supplement existing grants (working closely with the Regional Planning Commission and VTrans)

Develop and complete bidding documents (by end of February 2019)

Contractor procurement (April 2019)

Construction!!! (Between July 1, 2019 and October 1, 2019 to meet in stream permitting restrictions)

NOTE: We are looking at different construction phasing, methods, and timing to minimize traffic impacts.

Selectboard Member, Jameson Davis made the motion That the Selectboard Approve submission of the Better Back Roads Grant Application and Authorize the Town Manager to Sign the Required Application Paperwork. Selectboard Member, Alan Johnson Seconded the motion. All were in favor and the motion passed.

- c. Consider for Approval Selectboard Budget Guidance Memo. (Mot. Req.)

Selectboard Member, Alan Johnson made the motion That the Selectboard Approve the Fiscal Year 2020 Budget Guidance Document as Amended. Selectboard Member, Rebecca White seconded the motion. All were in favor and the motion passed.

Budget Guidance MEMO

From: Hartford Selectboard

To: Hartford Town Manager

Re: Town of Hartford Fiscal Year 2019-2020 Budget Guidance

Date: October 23, 2018

The Hartford Selectboard submits the following guidance to the Hartford Town Manager regarding the formation of the FY2019-2020 Hartford Town Budget:

Guidance Regarding Values

Please approach the creation of the FY2019-2020 Budget in such a way that:

- *Recognizes and limits environmental impact.*
- *Promotes the conditions which support grand list growth.*
- *Maintains a long term focus - 15, 20, 50 years out.*
- *Prepares for minor and major environmental challenges.*
- *Funds diversity awareness and multi-cultural events.*
- *Funds the charged work of committees and commissions, within reason.*
- *Plans and saves for emergencies.*
- *Buys high quality and local not just lowest cost.*
- *Plans with statistics, executes with data.*
- *Resists buying new until we have taken care of what we have.*

Guidance Regarding Staff

- *Consider new positions that could have a positive budget impact remembering that these expenditures continue through future budgets.*
- *Continue to leverage technology and infrastructure to increase productivity, efficiency and the preservation of institutional knowledge.*
- *Investigate options relative to increased demands on all departments.*

- Continue investing in methods of recognizing and rewarding staff achievement.

Logistical Guidance

- Maintain healthy unassigned fund balance for unseen demands in services, repair or emergencies.
- Increase the budget by no more than 3%.
- Pursue grants to offset costs for items included in the budget.

Detailed Guidance

- Analyze and assess increase in public safety call volume.
- Prioritize infrastructure improvements that support grand list growth
- Incentivize reduction of carbon impact.
- Emphasize investments that reduce debt.
- Reduce salt budget when possible without reducing public safety.
- Consider number of users in funding.
- Fund study of flood preparedness.
- Increase parking capacity in WRJ.
- Invest in repurposing construction debris.
- Invest in Selectboard Education and Development.
- Implement town branding and marketing plan.
- Fund equity and inclusion education and strategic planning.

- d. Consider for Approval Selectboard Strategic Vision Memo. (Mot. Req.)

Selectboard Member, Rebecca White made the motion That the Selectboard Approve the Strategic Vision Document as Amended. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

Strategic Vision for the Future of Hartford, Vermont Developed by Town of Hartford Selectboard

October, 2018

The Town of Hartford, Vermont aspires to the following for our community. Though these goals are stated in the present tense, they are intended to indicate our intentions for the future.

Engaged and Welcoming Community

Hartford is a diverse, caring, engaged and inclusive community.

- We have a culture of appreciation that stimulates community excellence in citizens, volunteers, board members, and staff.
- Our community has a robust network of committees, high voter participation, and a strong culture of volunteerism.
- We support open and civil community communication that ensures voices will be heard.
- We have town unity while embracing village pride.
- Our diverse members of the Hartford community feel comfortable, safe, and at home due to a range of anti-discrimination and pro-diversity policies and practices.

Equitable Opportunities

Hartford is a place where everyone has the opportunity to thrive.

- Our town appeals to a diverse ethnic, racial, and socio-economic demographic.
- We have a strong community social safety net, that provides residents with holistic care and services with dignity and without stigma.
- Our residents have equal access to services, employment, and programs.

- *We have a balance of affordable housing, low-cost services, and a tax rate that keeps our total cost of living within reach.*

Strong and Stable Local Economy

Hartford is powered by an evolving, culturally connected, four-season, creative economy.

- *We have a balance between commercial and industrial businesses with a thriving arts community.*
- *Our town is a place where local businesses thrive and add character to the community.*
- *Our community attracts visitors and new residents through a thriving local economy and high quality of life.*

Environmental Sustainability

Hartford Values and protects our natural environment

- *We are a leader in the transition to renewable energy and reducing greenhouse emissions.*
- *We protect our wildlife corridors, green spaces, forests, rivers, and other outdoor spaces.*
- *We manage our waste stream responsibly.*
- *We are inspired by the Iroquois Seventh Generation Principle to make decisions that take into account the impact on future generations.*

Resilience

Hartford prepares for and responds to emergent challenges.

- *We provide thorough resilience training programs for administration, department heads, and community leaders.*
- *Our departments are well equipped for natural disasters, such as hurricanes, floods, and wildfires.*
- *We maintain plans for potential supply interruption of basic necessities such as food, water, electricity, medical supplies, energy, and communication.*

High Quality Learning Opportunities

Hartford has excellent and extensive learning opportunities for all ages.

- *Our excellent public, private, and volunteer-led educational opportunities attract participants from around the world.*
- *Our life-long learning opportunities continually improve our natural, social, and professional environments.*
- *We enhance career opportunities through placement mentoring and continuing education.*

Functional Infrastructure

Hartford has a thoughtfully planned and well-maintained infrastructure.

- *We prepare and follow a Capital Improvement Plan that prioritizes projects in response to the needs of the town.*
- *We prioritize public safety.*
- *We actively respond to emerging needs such as, and not limited to, parking, high-speed internet, distributed energy, waste stream and stormwater management.*
- *We adequately fund and staff our departments in order to continually maintain and improve infrastructure.*

Visionary and Responsive Governance

Hartford has visionary, ethical, transparent and responsive government.

- *Our leadership models supportive civic dialogue across differences of opinion and listens carefully to public input.*
- *We encourage a diversity of voices by making government more accessible.*
- *We practice fiscally responsible and transparent governance.*

e. Continue Selectboard Discussion on Capital Improvement Plan Priorities. (Info Only)

Mr. Pullar reviewed the CIP Priorities and along with the Board agreed that there needs to be more work done by the Board members prioritizing the items. More work will be done on this at future meetings.

5. Commission Meeting Reports

Selectboard Clerk, Dennis Brown reported that the Zoning Board did not have a quorum at their last meeting so they were not able to move forward on requests. Mr. Brown also reported that the Hartford Historical Preservation Commission met and they are creating an RFP for the cemeteries research and oral history project.

Selectboard Member, Kim Souza reported that HCOREI has an official approved Charge. They will now begin to work on the Charge.

Selectboard Member, Alan Johnson reported from the Energy Commission. Both working groups are doing fantastic work. They will also be at Trunk or Treat. The Conservation Commission is looking around town.

Selectboard Chair, Simon Dennis reported from the Upper Valley Leadership group. On Nov. 27th at 8:00A.M. at the Lebanon City Council Chambers, Van Chestnut from Advance Transit will be discussing expanding coverage to perhaps running later in the day and weekends.

Mr. Dennis also announced Leo G. Pullar party on the 30th. There will be time during the day to stop by Town Hall and wish him well.

Selectboard Member, Jameson Davis announced that he will be traveling to Cenon, France with other members from the Sister City Committee. He also reported that Hartford High School students are working with students from Cenon by spending FaceTime and other means of communications.

Selectboard Vice-Chair, Dick Grassi reported from the Parks and Recreation Commission. He learned that on any tickets sold, there must be the refund policy printed on them. Mr. Grassi also attended the HRBLF meeting. The funds are down to \$80,000. They are looking at ways to replenish the fund.

6. Consent Agenda:

Selectboard Clerk, Dennis Brown made the motion to approve the Consent Agenda as listed. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

- a. Approve Payroll Ending: 10/20/2018
- b. Approve Meeting Minutes of: 10/9/2018 & 10/15/2018

- c. Approve A/P Manifest of 10/19/2018 & 10/23/2018
- d. Selectboard Meeting Dates of:
 - Already Approved: 11/7/2018
 - Needs Approval: 11/20/2018 & 12/4/2018

7. Executive Session:

Selectboard Member, Kim Souza made the motion that In accordance with Vermont's Open Meeting Law Requirements, I move that the Selectboard enter into Executive Session to discuss Labor Relations Agreements and Contracts under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes. Selectboard Vice Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.

Note: Rebecca White left for the night at 10:20 P.M. due to a conflict of interest at the Executive Board Meeting.

Selectboard Vice Chair, Dick Grassi made the motion to close the Executive Session. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

8. Post Executive Session Actions:

Selectboard Vice Chair, Dick Grassi made the motion That the Selectboard consent to and ratify the two year extension of the collective bargaining agreement between the Town of Hartford and the International Union of Public Employees, Inc., Local 801, and further, authorize the Town Manager to sign on behalf of the Town. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

9. Adjourn the Selectboard Meeting.

Selectboard Vice Chair, Dick Grassi made the motion to Adjourn the meeting at 10:27 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.