



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Wednesday, November 7, 2018

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; Kim Souza, Selectboard Member; Leo Pullar, Town Manager; Lana Livingston, Administrative Assistant; Dawn Pullar; David Izzo; Lisa Philips; Ray Dion; Ken Lallier; Michael Quinn; Tom Kahl; Angela Emerson; Lori Harriman; Tom McCleary; Chuck Wooster; Jon Bouton; Allan McDougal.

<http://catv.cablecast.tv/CablecastPublicSite/show/7874?channel=1>

Absent: Jameson Davis, Selectboard Member

I. Call to Order the Selectboard Meeting

Selectboard Chair, Simon Dennis called the meeting to order at 7:02 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: Added to the end of the Agenda is an Executive Session.

V. Selectboard

1. Citizen, Selectboard Comments and Announcements:

There were no Citizen comments.

Selectboard comments: Selectboard Member, Rebecca White gave a big thank you to Town Clerk, Lisa O'Neil and all the volunteers that worked at the Polls on Election Day. Mrs. White also announced that she was elected to the VT House of Representatives. She will serve out her term on the Hartford Selectboard but will not be pursuing re-election in March.

Selectboard Clerk, Dennis Brown reported that lots of things are happening in the Town these days. He tried to go to a local church supper but they were already sold

out. Mr. Brown attended the Historic Preservation Committee meeting. There is a WW1 Memorial that used to be outside of Town Hall. It is now stored in the basement of the Historical Society. There is some interest to have it resurrected. Mr. Brown also went to the Quechee Gorge Bridge. He found the temporary fencing to not look as bad as he thought it would. He is glad that it is up.

Selectboard Chair, Simon Dennis reported that the benefit concert that was last week was sold out. He also remarked on the good voter turnout in Hartford.

2. Appointments: N/A

3. Town Manager's Report:

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/143>

Highlights:

Final State Aid Homestead payments update in grand list, sent to finance for rebilling. There were 57 changes in this final group. Changes to the Grand List can be made up to the end of the calendar year.

Finalizing the FY 18 Financial Review with Audit Firm:

- Completed onsite review the week of October 29th.
- Reviewing draft adjustments & trial balance.
- Statements are anticipated for November 20th board meeting.

The Fire Department responded to 110 calls for service during this period. To date the department has responded to 1,917 calls for service. In 2017, we had responded to 1,658 calls for service. An increase of 259 calls represents a 14 percent increase in calls for service over last year. There are call specifics with the Fire section of this report.

WABA has completed its first full couple of weeks of operation with full weekend schedules. Public skating and skate rentals have been steady with 71 skaters on Saturday, November 3rd and 64 skaters on Sunday, November 4th. We had a total of 27 rentals over the weekend as well.

The Public Electric Vehicle Charging Station in Town South Main St. Parking Lot The Vendor, ChargePoint, is in final stages of programming to enable the charging stations to accept user fees. Expected to be completed this week; signage and striping in process. Work is complete and the stations are now in use.

The Fall Youth Cheerleading Program attended a Cheer Competition at Londonderry High School. The participants came home with a 3rd place trophy in the competition. Congratulations to Coach Hailey Kasten and the team.

4. Board Reports, Motions & Ordinances:

- a. Receive Information on the Draft Town Forest Recreation Plan.

Background:

- The Conservation Commission has been managing the property since 1997.
- A Recreation Management Plan for the Town Forest was adopted in 2002.
- Since then, mountain bike use has increased and many new trails were established.
- Other inventories and plans for the Town Forest include a Forest Management Plan (2009), Amphibian Inventory (2010), Bird Habitat Assessment (2010) and a Wildlife Habitat Assessment (2011).
- It was time to look at updating the Recreation Management Plan.
- In the fall of 2017, Hartford was selected as one of ten Vermont communities to be part of a pilot project.
- The project is intended to develop a process for managing recreation in Town Forests that can be replicated in other Vermont communities.
Other communities selected for the pilot project include: Middlebury, Hardwick, Huntington, Richmond, Bradford, Wells, Marshfield, Woodbury and Weathersfield.

Interagency Working Group:

- The project was initiated by the Vermont Department of Forest Parks and Recreation with assistance from the Vermont Agency of Commerce & Community Development and the University of Vermont Extension.
- Consultants selected for the project are SE Group and Arrowwood Environmental.

Community Meetings & Survey:

- Public Visioning Workshop was held on January 23, 2018.
- A Winter, 2018 on-line Visioning Survey received 103 responses.
- Draft Strategies Workshop was held on July 18, 2018.
- Presentation of the Draft Plan held this evening.

A Steering Committee was formed to assist in guiding the project. Angie Emerson of the Conservation Commission served as chair.

Trail Assessment:

- This spring, the Town received an Association of Vermont Conservation Commission's grant to conduct a trails assessment for all trails in the Town Forest.
- The Upper Valley Trails Alliance was hired to do the assessment.
- The assessment was completed this summer.
- The assessment will be used to guide management of the trails to ensure sustainable trails into the future.

Next Steps:

- The Draft Plan will be presented at a Town Forest Summit in Richmond on Friday, November 9th in Richmond with the other nine communities.
- The Draft Plan will come back to the Selectboard to consider adoption.
- Drew Pollack Bruce of the SE Group is here to give a presentation.

b. Consider for Approval the 2019 Town Meeting Cycle Dates. (Mot. Req.)

Monday, January 7, 2019	Warrant Information Night
Tuesday, February 5, 2019	1 st Public Bond Hearing
Monday, February 25, 2019	Budget Discussion/Candidates Night
Saturday, March 2, 2019	Town & School District Meeting Day <i>(formerly</i>

Tuesday, March 5, 2019 *known as Floor Meeting*) 2nd Public Bond Hearing
Voting Day/Vermont Town Meeting Day

Selectboard Vice Chair, Dick Grassi made the motion That the Selectboard Approve the Town Meeting Cycle Dates as Presented. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

c. Consider for Approval the Fiscal Year 2019-20 Budget Workshop Dates. (Mot. Req.)

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

2019-2020 Budget Workshop Schedule

All Meetings Will Be Held in the Hartford Town Hall Selectboard Meeting Room

TUESDAY, NOVEMBER 20, 2018

Distribute Proposed Budget

TUESDAY NOVEMBER 27, 2018 – 6:00 P.M.

Budget Workshop

Fire (221); Police (211/212); Communications (271)

THURSDAY NOVEMBER 29, 2018 – 6:00 P.M.

Budget Workshop

Public Works (311/312/313/314/315/321/325/351); Solid Waste (Fund 30); Water (Fund 50, 55), Wastewater (Fund 60, 65); Parks & Recreation (511/512/514/515/516/521/524/527/528/530/531)

TUESDAY, DECEMBER 4, 2018 – 6:00 P.M

Budget Workshop (Selectboard Meeting)

Elections (131); Town Clerk (151); Legislative (111); Boards & Commissions (115); Town Manager (121); Legal (141); General Services (Town Office) (161); Tax Collection (175); Information Technology (181); Health (411); Planning and Development (611/621/622/623/624/625/626/627); Property Valuation (174); Risk Management (811); Intergovernmental Transfers (831); Bond Redemption (912); Reserve Funds and Capital Improvements (921); Financial Administration (171); Auditing (173)

THURSDAY, DECEMBER 6, 2018 – 6:00 P.M.

Budget Workshop

Senior Services (421); Library Appropriations (712); Cemeteries (341)

Service Organizations: Community Health (412); Mental Health (413); Low Income Services (423); Youth/Adult Services (424); General Appropriations (425)

TUESDAY, DECEMBER 11, 2018 – 6:00 P.M

Budget Workshop

Wrap-up

TUESDAY, DECEMBER 18, 2018 – 6:00 P.M

Budget Workshop (Selectboard Meeting)

TIF; General Fund Revenues

WEDNESDAY, JANUARY 2, 2019 – 6:00 P.M.

Budget Workshop (Selectboard Meeting)

Final Wrap-up Discussion

TUESDAY, JANUARY 8, 2019 – 6:00 P.M.

Budget Workshop

Review Draft Revised Budget; Final Review/Adoption of Budget; Approval of Enterprise Fund Budgets

THURSDAY, JANUARY 10, 2019 – 6:00 P.M. *IF NEEDED

Budget Workshop

Key Dates:

- Approve Budget NLT January 10, 2019 Budget Workshop (Allows Time to Socialize Contents)
- Warn Budget on January 24, 2019 (Earliest Date Allowed to Warn)
- Town Book to Print on January 25, 2019

d. Receive the September 2018 Budget Update. (Info Only)

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/142>

Budget	Expended	Encumbered	Available	% Expended
16,539,390.62	4,471,762.13	1,667,198.38	12,067,628.49	27.04%
Glide Path				
16,539,390.62	4,134,847.66		12,404,542.97	25.00 %

e. Discuss/Ratify Capital Improvement Plan. (Mot. Req.)

The Board discussed the priority list of the Capital Improvements submitted by the Department Heads and how it lined up with the Selectboard's list. More work on this needs to be done.

5. Commission Meeting Reports:

Selectboard Member, Alan Johnson commented on the FEMA "rule" that if a Town has a plan that a culvert ought to be bigger than what is there – FEMA will pay for it. Mr. Johnson also spoke about "green drainage" in the downtown area.

Selectboard Clerk, Dennis Brown attended the Cemetery Committee meeting. They are still working on a proposal.

Selectboard Chair, Simon Dennis reported that Selectboard Member, Jameson Davis is currently in Cenon, France with other members of the Sister City Committee.

Mr. Dennis also noted that Ariel King will be at the Bugbee Senior Center on the 8th, 7:00 – 9:00. She will be discussing Environmental Racism & Community Resilience.

6. Consent Agenda (Mot Req.):

Selectboard Member, Rebecca White made the motion to approve the Consent Agenda as listed. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

- a. Approve Payroll Ending: 11/3/2018
- b. Approve Meeting Minutes of: 10/22/2018 & 10/23/2018
- c. Approve A/P Manifest of 11/2/2018 & 11/7/2018
- d. Selectboard Meeting Dates of:
 - Already Approved: 11/20/2018 & 12/4/2018
 - Needs Approval: 12/18/2018

7. Executive Session: Selectboard Vice-Chair, Dick Grassi made the motion that in accordance with Vermont's Open Meeting Law requirements, move that the Selectboard enter into Executive Session to discuss the employment, appointment, or evaluation of a Public Officer under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed at 10:30 P.M.

Selectboard Member, Rebecca White made the motion to close the Executive Session @ 11:03. P.M. Selectboard Vice-Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.

8. Post Executive Session Actions: N/A

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

Selectboard Member, Rebecca White made the motion to Adjourn the meeting at 11:04 P.M. Selectboard Vice-Chair, Richard Grassi 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.

