



**TOWN OF HARTFORD
LOCAL LIQUOR CONTROL BOARD
& SELECTBOARD AGENDA**

Tuesday, October 11, 2016 at 6:00 pm
Hartford Town Hall
171 Bridge Street
White River Junction, Vermont 05001

- I. Call to Order Liquor Control Board/Selectboard Meeting and Pledge of Allegiance**
- II. Order of Agenda**
- III. Liquor Control Board: N/A**
- IV. Selectboard**
 - 1. Citizen, Selectboard Comments and Announcements: TBD**
 - 2. Appointments/Reappointments:**
 - a. Interview & Consider Bob Vahey for a 3-Year Term on the Hartford Zoning Board of Adjustment, Term 10/11/16 to 10/10/19. (Mot. Req.)
 - b. Consider the Reappointment of Alice Maleski to a 3-Year Term on the Hartford Zoning Board of Adjustment, Term 3/15/16 to 3/15/19. (Mot. Req.)
 - c. Consider the Reappointment of Peter Merrill to a 4-Year Term on the Hartford Planning Commission, Term 3/15/16 to 3/15/20. (Mot Req.)
 - 3. Town Manager's Report: (TBD, Board questions, concerns, requests, project updates, etc.)**
 - 4. Board Reports, Motions & Ordinances:**
 - a. Transportation Alternatives Grant Application for Supplemental Funds for Sykes Mt. Ave. Sidewalk (Butternut Ln to USPS). (Mot. Req.)
 - b. Review and Discuss Hartford Ambulance Billing and Write-Offs. (Mot. Req.)
 - c. Review and Discuss Delinquent Taxes and Utility Payments. (Info Only)

5. Commission Meeting Reports:

6. Consent Agenda (Mot. Req.):

- a. Approve Payroll Ending 10/8/2016
- b. Approve Meeting Minutes of 9/20/2016 & 9/27/2016 & 10/4/2016
- c. Approve A/P Manifest of 10/7/2016
- d. Selectboard Meeting Dates of 10/25/2016 (2nd Public Hearing for Proposal Charter Amendments,) 11/15/2016 (Budget Workshop), 11/22/2016, 11/29/2016 (Budget Workshop) & 12/6/2016

7. Executive Session (1 VSA 313) (If Needed) (Mot. Req.):

a. Labor Relations Agreements with Employees:

In accordance with Vermont's Open Meeting Law requirements, I move that the Board find that premature general public knowledge of the discussion of Labor Relations Agreements would clearly place the Selectboard at a substantial disadvantage, because the Selectboard risks disclosing its negotiation strategy if it discusses Labor Relations Agreements in public. I further move that the Board enter into Executive Session to discuss Labor Relations Agreements with Employees, under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes.

V. Adjournment (Mot. Req.)

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; comments from the public

~~Out of~~
~~Country~~
SAME - NOTHING
HAS CHANGED

Interview required;
however; Alice is out of the country. See
attached email from Alice.
Certificate of appointment attached.

TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION (RE)-APPOINTMENT APPLICATION

Application for appointment(s) or re-appointment: ZBA

I. APPLICANT DATA:

Name: Alice Maleski

Address: [REDACTED]
[REDACTED]

Telephone: (Home) [REDACTED] (Work) [REDACTED] (Other) [REDACTED]

Email Address: [REDACTED]

How long have you been a Hartford resident? 2003

Are you a United States Citizen? yes Are you a registered voter? yes

II. EDUCATION:

High School: RUTGERS PREP Year Graduated: 69

College 1: Douglas/Rutgers Degree Earned: 73 BA
Course of Study: BA Year: 73

College 2: Manhattan Sch Music Degree Earned: 76 MM
Course of Study: MM Year: 76

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>[REDACTED]</u>			

IV. PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meets in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.

Would you be available for evening meetings? _____

ye

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? _____

father a builder

c. What are your past experiences in Municipal, State or Federal Government? _____

3 yrs ZBA

d. What civic or social organizations have belonged to and what positions did you hold? _____

Vol comm chair - high school

e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? _____

budget / taxes

f. What might some solutions be? _____

raise vac home taxes

g. Other hobbies/interests: _____

water sports (Kayak)

V. REFERENCES: (Please list three)

Name: Steve Lagasse

Telephone: _____

Name: David Brown

Telephone: 295 6329

Name: FX Finn

Telephone: _____

Oliver Malcom

APPLICANTS SIGNATURE

DATE

2/14/13

* 9/2014
NO NEW
UPDATE

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ADVISORY BOARD/COMMISSION (RE)-APPOINTMENT APPLICATION

Application for appointment(s) or re-appointment Planning Commission

I. APPLICANT DATA:

Name: Peter Merrill
Address: P.O. Box 582
Quechee VT 05059
Telephone: (Home) 802-295-9340 (Work) [REDACTED] (Other) _____
Email Address: p.merrill@quechee.vt.gov
How long have you been a Hartford resident? 33 years 7.5
Are you a United States Citizen? yes Are you a registered voter? yes

II. EDUCATION:

High School: Arlington High School Year Graduated: 1980
College 1: Johns Hopkins University Degree Earned: BA
Course of Study: History of Science Year: 1984
College 2: University of Texas School of Law Degree Earned: J.D.
Course of Study: Law Year: 1988

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Dartmouth-Hitchcock</u>	<u>1998</u>	<u>Director</u>	<u>As Assigned</u>

IV. PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.

Would you be available for evening meetings? The current schedule for the Planning Commission works for me

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? it has been a lot of fun

c. What are your past experiences in Municipal, State or Federal Government? Planning Commission, School Board - Hartford CT

d. What civic or social organizations have belonged to and what positions did you hold?

e. What do you perceive as areas of-need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions?

f. What might some solutions be?

g. Other hobbies/interests:

V. REFERENCES: (Please list three)

Name: Bruce Riddell Telephone: All Planning

Name: Denis Brown Telephone: Commission

Name: John Jalowiec Telephone: Members

Rich Kaslowski
Robin Logan
Peter [Signature] [Signature] DATE 3/3/2012

APPLICANTS SIGNATURE

DATE

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ADVISORY BOARD/COMMISSION APPLICATION

Application for appointment(s) or re-appointment to: _____

I. APPLICANT DATA:

Name: Robert C. Vahen

Address: [REDACTED]
WBJ, VT

Telephone: (Home) [REDACTED] (Work) [REDACTED] (Other) _____

Email Address: [REDACTED]

How long have you been a Hartford resident? permanent 16 years / 05 land owner

Are you a United States Citizen? yes Are you a registered voter? yes

II. EDUCATION:

High School: Milford High School Year Graduated: 1971

College 1: School of Hard Work Degree Earned: Supervisor
Course of Study: maintenance Year: 1983

College 2: School of Hard Work Degree Earned: Director
Course of Study: maintenance Management Year: 1993

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Town of Hartford Center</u>	<u>VT 2004</u>	<u>Supervisor</u>	<u>Road Landfill/Recycling</u>
<u>General Growth Property</u>	<u>1998-2002</u>	<u>Director</u>	<u>over see 75 people \$10 million budget - 2 million sq ft. of Bldgs. 75 acres of grounds.</u>

IV. PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.

Would you be available for evening meetings? I could serve multiple nights if needed. All if it were necessary. Yes

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute?

I want to help the Town grow! I have been a land developer for 25 years. Sixteen of those years here in Hartford.

c. What are your past experiences in Municipal, State or Federal Government?

While as a developer I have met with zoning, planning, selection worked with engineers, and attorneys.

d. What civic or social organizations have belonged to and what positions did you hold?

N/A

e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions?

We should be focusing on working developers, businesses and owners. We are in our position to ensure that anyone wanting to develop property is helped not stopped.

f. What might some solutions be?

Be open minded, and use common sense when reviewing a project.

g. Other hobbies/interests:

Hanging out with grand children. Enjoy biking, hiking, indoor boating, skiing.

V. REFERENCES: (Please list three)

Name: Michael Morris Telephone: 296-4663

Name: Henry Small Telephone: 295-7092

Name: Scott Willey Telephone: 295-3421

Robert C. Vohry
APPLICANTS SIGNATURE

10/4/16
DATE



VTrans Transportation Alternatives Program Grant Application Upper Sykes Mountain Avenue Sidewalk/Bike Lane Project

October 11, 2016 Selectboard Meeting

**FROM: Matt Osborn, Planner, Dept, of Planning & Development
Rich Menge, Director, Dept. of Public Works**

10/6/2016



Purpose



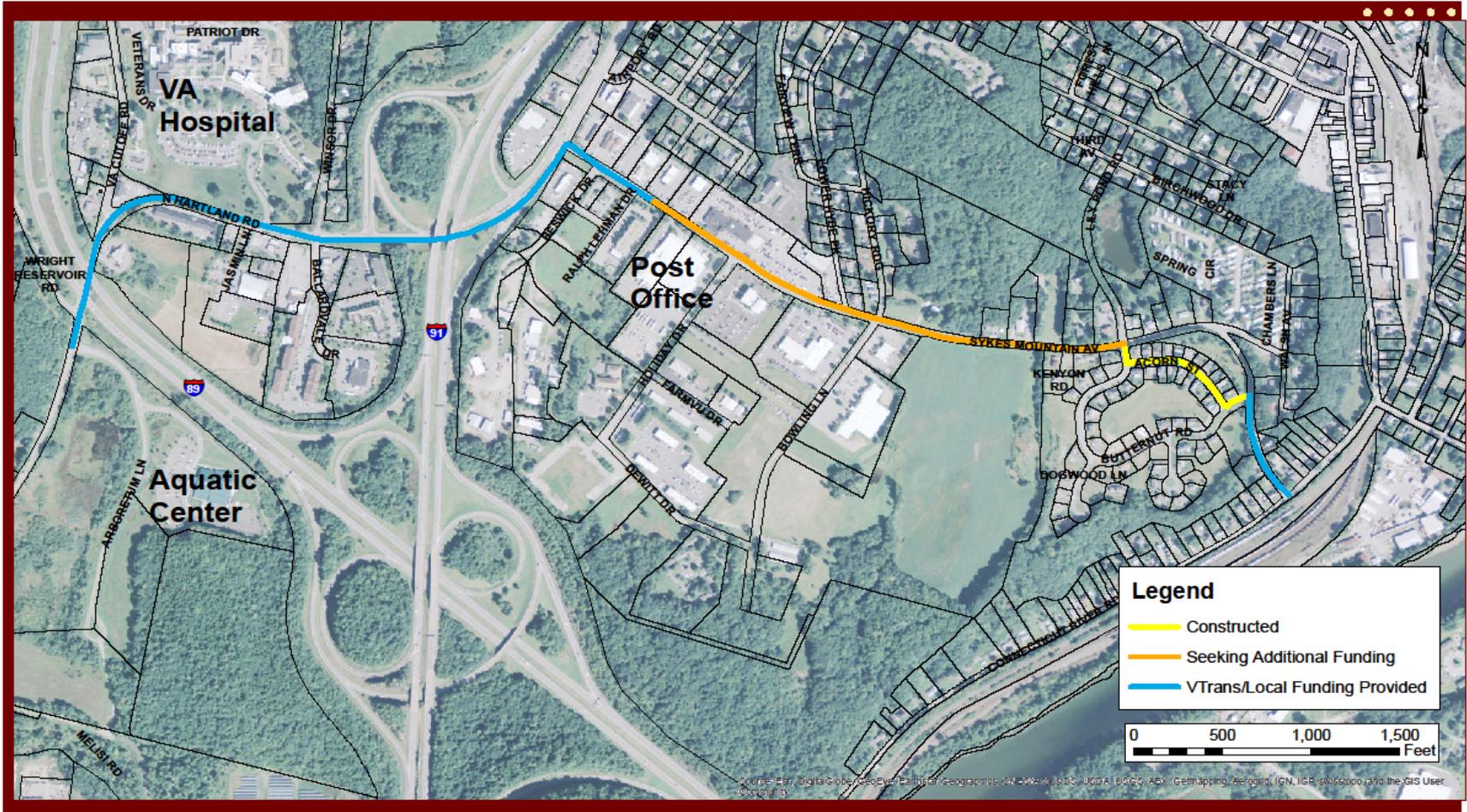
- Requesting review and approval of grant proposal to the Vermont Agency of Transportation (VTrans) 2016 Vermont Transportation Alternatives (TA) Program.
- The grant would address a shortfall identified with recent cost estimate update for the Town's sidewalk and bike lane project on Upper Sykes Mountain Avenue between Upper Butternut Road and the Post Office.
- This is an annual VT grant program for local bicycle/pedestrian improvements.



Background



- Planning for sidewalks and bike lanes for Sykes Mountain Avenue and Route 5 goes back many years.
- In 2000, the *Sykes Mountain Avenue Study* recommended sidewalks for Sykes Mt Ave and several side streets in the area.
- The 2004 bicycle/pedestrian scoping study recommended sidewalks and bike lanes the entire length of Sykes Mt Ave, and ½ mile of Route 5 from Sykes Mt Ave to VA Cut-off Road.



Stantec Consulting
 85 Green Mountain Drive
 South Burlington, VT 05403
 (802) 244-2222
 www.stantec.com

VT1623edw1602101212en@transportation@allstateproject.com

Hartford Sidewalk Projects

October 6, 2016

The information on this map has been compiled by Stantec staff from a variety of sources and is subject to change without notice. Stantec makes no representation or warranties expressed or implied as to accuracy, completeness, timeliness, or right to the use of such information.



Background



- The project was divided into five segments to better fit VTrans maximum funding limits for grants.
- To date, the Town has received VTrans grants and allocated local funding for sidewalks and bike lanes for the entire corridor, including extending the Route 5 segment from VA Cutoff Road to Arboretum Lane.



Background



- One of these segments is Upper Sykes Mt. Ave, from Butternut Lane to US Post Office
 - Current funding for this segment:
 - \$588,900 VTrans grants (2009 & 2014)
 - \$107,100 Town required match
 - \$ 83,000 Property owner contributions
- \$779,000 TOTAL**



Background



- Recent construction cost estimate from Town's engineer, Stantec, showed a \$309,000 shortfall, primarily due to two retaining walls.
- Staff has worked with Stantec to reduce the budget shortfall to \$93,744 by eliminating curbing in front of the Post Office and one retaining wall in front of the Toyota car dealership.
- This option requires regrading on Toyota's property, and staff is reviewing this with Toyota.



Grant Application



- The TA grant would significantly reduce the need for Town funds for the shortfall. The following is the project budget for the additional grant:

Grant Request	\$74,995
<u>Required 20% Local Match (cash)</u>	<u>\$18,749</u>
Total Grant Request Budget	\$93,744

- Grant application, and Town commitment to 20% local match and local maintenance of completed improvements due October 20th.
- Notification of grant awards in January, 2017.



Suggested Motion



Approve submittal of a grant application to the 2016 Vermont Transportation Alternatives Program for \$74,995 of additional funds for the Upper Sykes Mountain Avenue sidewalk and bike lane project, and \$18,749 of Town matching funds in the FY 2017-2018 Town budget contingent upon future voter approval.

The Selectboard also accepts maintenance responsibility for the improvements after construction, and authorizes the Town Manager to sign all necessary grant documents on behalf of the Selectboard.

MEMORANDUM

October 5, 2016

TO: Hartford Selectboard

CC: Leo Pullar, Town Manager

FROM: Matt Osborn, Planner, Department of Planning and Development
Rich Menge, Director, Department of Public Works

SUBJECT: October 11, 2016 Selectboard Meeting
2016 Vermont Transportation Alternative Program Grant Application for Upper Sykes Mountain Avenue Sidewalk/Bike Lane Project

We are requesting review and approval of a grant proposal for submittal to the Vermont Agency of Transportation (VTrans) 2016 Vermont Transportation Alternatives (TA) Program. The TA Program provides a grant funding opportunity each year for bicycle/pedestrian improvements. The purpose of this proposed grant application is to address a shortfall that has emerged based on updated cost estimates for the sidewalk and bike lanes on Upper Sykes Mountain Avenue between Upper Butternut Road and the Post Office.

In 2003, the Town initiated a planning process and scoping study to address pedestrian and bicycle needs along Upper Sykes Mountain Avenue and Route 5. The Town has received several grants to implement these improvements in segments. One of these segments is Upper Sykes Mountain Avenue, for which the Town received a \$300,000 VTrans engineering and construction grant in 2009 and a second grant (\$288,900) in 2013 to address a shortfall identified in an updated cost estimate. The Town's required match for the two grants was \$107,100.

Earlier this year, all the necessary permanent and temporary easements were obtained, and the project received final right-of-way clearance from VTrans. Our engineering consultant, Stantec, updated the construction cost estimate based on the final plans and a shortfall was identified primarily due to two retaining walls needed for the project. We have worked with Stantec to reduce overall project costs including the elimination of one of the retaining walls. However, there still is a projected shortfall of \$93,744. We propose applying for additional grant funds to address the shortfall. The following is the project budget for the additional grant:

Grant Request	\$74,995
<u>Required 20% Local Match (cash)</u>	<u>\$18,749</u>
Total Project Cost	\$93,744

The grant application and a letter committing to the 20% local match and local maintenance of the improvements after construction are due to VTrans by October 20, 2016. Notification of grant awards will be in January, 2017. We are requesting the Selectboard approve the grant application submittal, and the allocation of Town matching funds.

Suggested Motion: Approve submittal of a grant application to the 2016 Vermont Transportation Alternatives Program for \$74,995 of additional funds for the Upper Sykes Mountain Avenue sidewalk and bike lane project, and \$18,749 of Town matching funds in the FY 2017-2018 Town budget contingent upon future voter approval. The Selectboard also accepts maintenance responsibility for the improvements after construction, and authorizes the Town Manager to sign all necessary grant documents on behalf of the Selectboard.



Delinquent Taxes

October 11, 2016



Total Delinquent (2009-2016)



- 232 Instances Totaling \$596,101.04
 - 2009, 1 Instance, \$2,402.27
 - 2010, 1 Instance, \$2,385.69
 - 2011, 2 Instances, \$7,399.12
 - 2012, 2 Instances, \$7,534.47
 - 2013, 9 Instances, \$12,108.55
 - 2014, 31 Instances, \$79,246.93
 - 2015, 47 Instances, \$133,228.19
 - 2016, 139 Instances, \$351,795.82
- 34 Individuals = 138 Instances = \$385,469.08
- 12 Individuals = 12 Instances = \$574.33
- 82 Individuals = 82 Instances = \$210,057.63



Total Late (2017)



- 321 Instances Totaling \$436,666.13
 - 192 > \$100.00 w/No Payment
 - 92 > \$100.00 w/Partial Payment
 - 32 <= \$100.00
 - 5 <= \$5
- 140 Instances Also On Delinquent List
- 181 Instances Late Only



Next Steps



- Thorough Review/Scrub of Lists
 - Bankruptcy
 - Deceased
 - Bad Adresses
- Reinvigorate Payment Plans
- Reinitiate Tax Sales
- Review Other Possible Options

- Additionally, \$28,260.82 in Delinquent Utilities



Guidance??



Ambulance Billing

Hartford Fire Department



Background



- Currently bill for patient transports and paramedic intercepts
- Rates/fees are determined annually and approved by the Selectboard.
- All billing is completed by the Fire Department Administrative Assistant
- We own ambulance billing software and maintain a maintenance contract with Tri-Tech
- We utilize Credit Associates, Inc. to provide collection services for accounts over 120 days



Current Rates



- ALS 1 \$650.00
- ALS 2 \$850.00
- BLS \$575.00
- Loaded Miles \$14.50 per mile
- Paramedic Intercepts \$375.00 plus procedures



Medicare Payments



- 80% from Medicare, coinsurance from patient, remaining mandatory write-off

- Example:

HFD ALS Billed Amount	\$678.12
ALS base rate:	\$339.63 paid to HFD
ALS mileage:	\$48.16 paid to HFD
ALS write off:	\$191.40
ALS Pt. responsibility:	\$98.93 paid to HFD



Medicaid Payments



- Approx. 51% from Medicare, remaining mandatory write-off
- Example:

HFD ALS Billed Amount	\$781.35
ALS base rate:	\$344.58 paid to HFD
ALS mileage:	\$75.66 paid to HFD
ALS write off:	\$361.11



VA Payments



- Approx. 68% from the VA, remaining mandatory write-off
- Example:

HFD ALS Billed Amount	\$739.50
ALS base rate:	\$506.30 paid to HFD
ALS write off:	\$233.20



Private Insurance



- All commercial insurance companies are required to pay in full
- We do not accept assignment; which means we can bill the patient for the remaining balance after insurance payment.
- Patients are required to pay in full
- We do not write off for any reason
- We do set up payment arrangements. We allow minimum payments of at least \$5.00 per month.



Receivables



- Reviewed and posted weekly
- Verified for correct payment
- Create deposit form for finance
- Forward checks for deposit to finance
- After payments posted and credit report is run; post all mandatory write-offs.
- Any remaining balance after payment is posted a patient invoice and/or insurance invoice is created and mailed.
- If double or over payments are received; refund correct patient/payer.
- Monthly and annually aging report sent to finance



Revenue



Statewide average 80% billed is collectable

We average 80% yearly

2015

Billed: \$626,850.12

Mandatory write-offs: \$151,863.88

Allowable collection: \$474,986.24

2015

Estimated: \$375,000.00

FY 2015 Collected: \$382,122.57



Write-off



- Current recommendations are to leave 2 years of debt on the books
- We have now developed a process with finance to produce a write-off at the end of each fiscal year in order to maintain only 2 years of debt
- The total write-off required starting from 6/30/14 is \$ (****)



Questions?



**TOWN OF HARTFORD
SPECIAL SELECTBOARD
MEETING AGENDA**

Tuesday, September 20, 2016 at 7:00 pm

Hartford Town Hall

171 Bridge Street

White River Junction, Vermont 05001

Present: Richard Grassi, Selectboard Chair; Rebecca White, Selectboard Vice Chair; Sandra Mariotti, Selectboard Clerk; Dennis Brown, Selectboard Member; Mike Morris, Selectboard Member; Alan Johnson, Selectboard Member; Leo Pullar, Town Manager; Dawn Pullar, Lannie Collins.

Via Phone: Simon Dennis, Selectboard Member.

Call to Order Special Selectboard Meeting and Pledge of Allegiance

Selectboard Chair Richard Grassi called the meeting to order at 7:04P.M.
Selectboard Clerk, Sandra Mariotti lead the pledge of Allegiance.

**I. Order of Agenda
None**

II. Selectboard

1. Citizen, Selectboard Comments and Announcements

No citizen comments.

Selectboard Chair, Richard Grassi reported that he received a call from James Woods. Mr. Woods said that Mr. Doug Tuthill has been in contact and has offered his advice concerning the Fairview Terrace wall. In 1986 Mr. Tuthill had a big part creating the structure wall at Fairview Terrace. Mr. Tuthill has an inner knowledge of the construction of the existing wall and has offered to help by providing information about the wall's original construction. Selectboard Chair, Richard Grassi invited Selectboard Member, Mike Morris and Selectboard Member, Dennis Brown to join himself and Town Manager, Leo Pullar in meeting with Mr. Tuthill on Thursday, September 22nd, at 5:00P.M.

Selectboard Member, Dennis Brown noted that there is a Selectboard meeting scheduled for November 8th and that is election day. Town Manager, Leo Pullar said that the Selectboard meeting will change to another meeting day.

Selectboard Member, Dennis Brown asked about the lot downtown that is beginning construction in November. He read this in the newspaper. He is very glad to see this seventeen (17) apartments project moving along in the lot where RAP used to be.

2. Board Reports, Motions & Ordinances

a.) Budget Workshop

This Resolution was given last week to the board as a working document.

Town Manager, Leo Pullar clarified that the document is the board's document and is to be used to begin a discussion about the budget. Mr. Pullar reviewed the resolution.

A Resolution Regarding 2018 Budget Priorities:

WHEREAS, as Hartford emerges from the recession with a growing economy and significant potential for continued growth, the Selectboard considers FY 2018 a year to set the conditions for that future growth through smart investments in infrastructure and public safety that will improve safety, economic opportunity, livability and overall community resilience; and

WHEREAS, the Selectboard would like to prioritize funding in these areas (see details/guidance in attached document):

To improve community safety;

To support sustainable, targeted growth and economic opportunity;

To maintain and improve the Town's infrastructure;

To improve the health, quality and character of our community; and

WHEREAS, the Selectboard desires an engaged, transparent budgeting process, encourages controlled spending, supports a cost conscious environment and demands continuous process improvement efforts, all of which will ensure high levels of service to the citizens;

NOW, THEREFORE, BE IT RESOLVED BY THE SELECTBOARD FOR THE TOWN OF HARTFORD that the Town Administration prepare a budget which recognizes the significant potential for economic growth while not underestimating the significance of the changes over the past two years and urges the Town Administration to prudently develop next year's budget with the following conditions: The General Fund Budget should represent zero growth over the FY2017 budget;

Grant a 3% pay increase to municipal employees (2.25% step increase/.75% COLA);

No new staff positions, hire to levels authorized in FY2017;

No cuts to staffing levels, unless it can be tied directly to improved service delivery to the citizens;

Given the significant staff changes over the past two years, the underlying focus of this budget year should be attaining budgeting stability and increasing budget awareness.

•Work, long term, to increase the current unassigned General Fund Balance, currently around 5%, to a more sustainable level of 20-25%.

•Focus on those investments which help set the conditions for future growth and development.

•Gain efficiencies and savings through streamlined processes and procedures; incorporate Continuous Process Improvement principles into daily activities.

•Suspend capital purchases, unless needed to replace an item that is no longer operational or has a direct impact on the life, health or safety of staff or citizens.

•Focus on sustaining and maintaining what we have. Develop a methodology which identifies those areas of our infrastructure which are in the most dire of situations and fix those. Fix the worst first. Do not forget previous Capital Improvement Project Investments.

- There should be no new Capital Improvement Projects this year. Focus on completing what we have started and addressing those needs which have recently been identified. If needed, new projects must specifically address a life, health or safety concern. New starts are authorized for recently identified urgent needs.*

- Enforce use of the Town's Purchasing Policy. Ensure that all acquisitions are open, competitive and fair.*

- Actively pursue outside funding sources. Identify creative ways to develop/attain funding to support specific projects. Grants provide significant opportunities and should be aggressively pursued. Loans should be a funding source of last resort and only for extremely critical needs.*

- Work, within the confines of labor agreements, to equalize employee benefits across the workforce.*

- Work to establish criteria for those area service providers receiving an appropriation from the voters of the Town of Hartford. Ensure that they provide some sort of direct support to the citizens of Hartford.*

- Continue to invest in and promote building, then sustaining a resilient community.*

Board comments:

Selectboard member, Simon Dennis suggested that the Board step away from the document and create a new one using some of the language found in the Town Manager's document. He is concerned about the "Zero Growth FY'17." Selectboard Member, Simon Dennis sees the need for some "wiggle room" where growth is needed. Average tax increase was 4.2% in past years. It is important to have a conversation regarding an increase versus zero percent. Selectboard Member, Simon Dennis liked the detailed guidance page. Especially the following: *"Focus on sustaining and maintaining what we have. Develop a methodology which identifies those areas of our infrastructure which are in the most dire of situations and fix those. Fix the worst first. Do not forget previous Capital Improvement Project Investments."*

Selectboard Vice-Chair, Rebecca White agreed with Selectboard Member, Simon Dennis. She is concerned about the zero% growth. Selectboard Vice-Chair, Rebecca White would love to see it for the tax payers. She asks if this is realistic and are there sacrifices to get to it?

Town Manager, Leo Pullar agrees that it is a strong statement. Mr. Pullar spent some time talking to our Interim Finance Director, Rita Donaldson, to find the answer why in FY15-16 we did not make the projected revenue. Projected numbers are currently one third of our budget on salary. Healthcare may not go up much this coming year. We need to challenge the staff to be cost conscience. He thinks the zero growth is obtainable.

Selectboard Vice-Chair, Rebecca White likes zero % growth as the goal but wants flexibility. The cap she would like to see is 3% tax increase or lower. Selectboard Vice-Chair Rebecca White asked "how can we increase the Grand List?" She wants something in the resolution to support this. Town Manager, Leo Pullar stated that he cannot control the grand list and it is out of his realm. Selectboard member, Simon Dennis also supports this.

Selectboard Clerk, Sandra Mariotti mentioned that the items in the resolution need to be measurable. Also, the workforce is running with the same number of staff as 20 years ago. Selectboard Clerk, Sandra Mariotti is struggling with the idea of not hiring more people.

Town Manager, Leo Pullar responded to the current workforce struggles. Some shortages are due to the employees that are out for further education and illnesses.

Selectboard Member, Alan Johnson asked if we have a way to project the Grand List? Town Manager, Leo Pullar reported that we are pretty flat right now with only a slight increase. Selectboard Member, Alan Johnson is concerned about having a hard line against zero growth. He will support some small increases. Selectboard Member, Alan Johnson asked if the staff increase is in the form of potential contractor support? Is that included?

Selectboard Member, Alan Johnson expressed the projection Mr. Pullar put together is very helpful. He sees nothing that is not there or that he would have included.

In the bullets sections, under the 3rd whereas, Selectboard Member, Alan Johnson recommends to add a line about taking steps towards greater resiliency and sustainability. Keeping a keen eye on resilience is a high point that he feels is very important.

Selectboard Member Alan Johnson likes the cost consensus around environmental costs and demands. He wants to look at value consciousness for long term and not just cost. Making this clear in the document is important.

Selectboard Member, Alan Johnson would add flexibility, streamline processes and procedures. This is just adding flexibility to the concept in the general theme there needs to be flexibility where staff can spend a little money and save in a year or two.

In the Suspend Capital Purchases section add: or save money within 1 or 2 budget cycle. No new capital projects section- do the same as above to add flexibility enforcing the Town's purchasing policies. Selectboard Member, Alan Johnson agrees with the policy, but feels it is not the Board's place to monitor the purchasing.

Selectboard Vice-Chair, Rebecca White likes having the purchasing policy a part of the resolution.

Town Manager, Leo Pullar explains that he is trying to create a strategic plan for the town. The next step is long term goals and objectives for the Town from the Select Board.

Selectboard Member, Alan Johnson suggested actively pursuing outside funding sources, adding those will save the Town some money.

Selectboard Alan Johnson would need more information to support the "Continue to reduce the gap along the work force as it impacts the budget." Town Manager, Leo Pullar explained that the town has 3 labor unions and the agreements are all different.

Selectboard member Dennis Brown talked about the Grand list. He reported that in 2008-2009 the town had a lot of delinquent taxes. Selectboard Member, Dennis Brown would like to know how the residents are doing as far as delinquent taxes now.

Selectboard Member, Dennis Brown wishes the Board had information from the survey for guidance as it would help to make some of these decisions.

Selectboard Member, Dennis Brown agreed that if the Town got back to the full strength in the work force it would be good. Selectboard Member, Dennis Brown also wonders about the 3% increase for the employees. He would like more information about this. In the Upper Valley most workers are not getting a 3% increase in salaries. He would like to know if this is already agreed to.

Selectboard Member, Dennis Brown is hearing about upgrading equipment and systems. He likes the idea but feels the Town is in a position of playing catch up on things that have been let go.

Selectboard Member, Dennis Brown likes the document. It is really a help. He especially likes the part that says to focus on sustaining and maintaining what we have.

Selectboard Member, Mike Morris has concerns about the 3% pay increase. Most people in the Upper Valley are not getting that much.

Selectboard Member, Mike Morris said that this is a Resolution meaning intentions. It is not the "bible".

Selectboard Member, Mike Morris supports zero growth and the Town Manager's resolve to obtain it.

Selectboard Member, Mike Morris believes a steady increase may not be stainable.

Selectboard Member, Mike Morris likes procedures to be followed.

Selectboard Member, Mike Morris sees the need to grow the Town's tax base. The Town is making it hard/difficult for people to move into the Town. Selectboard Member, Mike Morris feels the need to streamline the processes, procedures and services.

Selectboard Chair, Richard Grassi supports the work the Town Manager has done. The Grand List has low value which accounts for much of the increase in tax dollars since 2011. Selectboard Chair, Richard Grassi realizes the major increases in expense over 6 years. In 2014-2015 that Board tried very small increases. The following year there was a 50% increase in expenses. Selectboard Chair, Richard Grassi would like to eliminate that from happening again.

Selectboard Chair, Richard Grassi expressed his concerns looking at the 6-year revenue history. In FY11/12 the budget was \$12.5 million. In FY 15/16 the budget was \$16.5 million. This is a difference of \$3,843, a 30% increase in dollars and a 31% increased tax rate. Homeowners that have a \$200,000 home paid taxes of \$1,438.80 in FY11/12. In FY 16/17 they paid \$1992.60. This is a 31% increase. One of the reasons for this is that the Grand List went down \$36 million dollars.

Selectboard Chair, Richard Grassi also compared the tax rate increase to the Social Security increase for the years of 2011-2016. Between January 2011 and January 2016, the Social Security increase was 8.5%. Between those same years, the Town of Hartford's tax rate increased 31.54%. This is clearly a major hardship on residents that are on fixed incomes.

Selectboard Chair, Richard Grassi noted the missing major component is the survey. The results from the survey should be available in November and these results will help in the budgeting process.

Town Manager, Leo Pullar sees the need for the Town to be working smarter not harder.

Selectboard Member, Mike Morris commented on the Staffing levels. Equipment is now more efficient than it used to be so it should take less staff now to do the same job a few years ago.

Selectboard Member, Mike Morris likes the resolution that was laid out by the Town Manager.

Selectboard Chair, Richard Grassi said the Resolution is a working document.

Selectboard Chair, Richard Grassi feels that as a whole the Select Board supports the document.

Selectboard Member, Alan Johnson said that the Select Board can use it as a starter guide for the staff to work from.

Town Manager, Leo Pullar commented on the salaries. The unions negotiate the raises. The line concerning salaries can and should be stricken for the Resolution.

Selectboard Member, Mike Morris would like to see merit raises rather than across the board increases. Town Manager, Leo Pullar said that would be difficult at best.

Selectboard Chair, Richard Grassi issue/concern that he has is that negotiations begin soon. The Town Manager will be given guidance as he enters in to the negotiations referring to the Resolution.

Selectboard Chair, Richard Grassi said that in the Resolution he would not have the 3% raises mentioned as he feels that this is a separate subject.

Selectboard Member, Dennis Brown would like the Town to focus on sustaining and maintaining what it has.

Selectboard Chair, Richard Grassi commends the details and guidance given by the Town Manager. The body of work on the resolution supports it as a working document.

Selectboard Chair, Richard Grassi said that there are some concerns and “mountains to climb.”

Selectboard Chair, Richard Grassi asked the Town Manager to come up with projections. As illustrated in the supporting documents how the increases will affect a home owner’s taxes.

Selectboard Chair, Richard Grassi reminds the board that these are working documents and a guide to the Manager.

Most of the Board members are concerned about the 3% employee raise. A major component which is missing is the survey which will not be available until December.

Selectboard Member, Simon Dennis notes that when the FY17-18 revenues go down, taxes may have to go up to meet the difference of the lower revenues. What happened to the revenue, why didn’t they hit the mark that was projected last year? The Select Board must have good information to move forward.

Selectboard Member, Simon Dennis supports all of the amendments that have been made to the document. He feels a return to investment in 2 -3 years seems astute. Selectboard Member, Simon Dennis feels enforcing sustainability and resilience is also important.

Selectboard Vice-Chair, Rebecca White notes that in the first bullet about details and guidance is where to place the revenue piece.

Town Manager, Leo Pullar noted that as Staff, the Town has to figure out where it is now and how it got here and then implement in FY18. To predict what we have to do this year, we need to know

why the revenues of last year were off so much. The good news is that we now have the new finance director on board.

Selectboard Member, Alan Johnson asked what could be done to reduce the cost to tax payers and reduce stress to staff.

Selectboard Member, Alan Johnson stated that taxes and fees hit people in the pocketbook. Selectboard Member, Alan Johnson feels that the Town needs to make sure all town revenue is a “tree within the forest” of cost of living. Strategic longer term thinking needs to keep in mind that capital project will reduce the cost of living.

Selectboard Chair, Richard Grassi hopes tonight’s conversation will give guidance to the Town Manager to move forward. Town Manager, Leo Pullar will look at the results of the meeting for next week and then the board will give guidance to move forward with the Resolution.

Selectboard Chair, Richard Grassi stated that he liked the resolution process. There is no one that does not support the resolution with amendments made tonight. The Resolution comes from the Board and is a working document. The Board, as a whole, supports having a resolution. All were in favor, informally.

Selectboard Member, Dennis Brown likes the guidance, not policies, format.

Resident, Lannie Collins was pleased with what he saw. Mr. Collins supports the Department Managers zero % growth for the next budget year and feels it is a good time to challenge them. He believes this will maintain the current level of service from the town. Mr. Collins agreed that the Town Manager has control over the processes, however, does not have control over the Grand List. Mr. Collins does not agree with making this a working document. He believes the Board should adopt the resolution. Mr. Collins feels that the Selectboard needs to have faith that the Town Manager will carry it out the resolution.

Selectboard Member, Simon Dennis asked to bring up an unrelated topic. Selectboard Member, Simon Dennis asked what the Selectboard should do if the Hartford area had a major technological interruption. If the Selectboard could not reach each other they would have a general understanding that they would agree to meet at the Town Hall.

Selectboard Member, Mike Morris agreed that this is a good idea. The Selectboard should have a plan if something catastrophic happens – what do they do?

Town Manager, Leo Puller said that the Town does has an emergency plan/protocol. Mr. Pullar will take a look at it and report back at the next Selectboard Meeting.

Selectboard Chair, Richard Grassi stated if the Town doesn’t have a plan, it should. Everyone needs to know where to meet and backup locations, etc.

Selectboard Member, Simon Dennis agreed that the Selectboard should meet at the Town Hall if it was possible.

Selectboard Vice-Chair, Rebecca White felt that the emergency plan should be on-line.

Selectboard Member, Alan Johnson asked about the minutes from the 9/13 meeting. Selectboard Chair, Richard Grassi stated that they will be reviewed and accepted at next meeting on September 27th.

III. Adjournment (Mot. Req.)

Selectboard Member, Mike Morris made the motion to adjourn the meeting at 8:05PM
Selectboard Member, Dennis Brown seconded the motion.
All members voted yes.
The motion was passed.

Selectboard Clerk

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; comments from the public.



**TOWN OF HARTFORD
LOCAL LIQUOR CONTROL BOARD
& SELECTBOARD MINUTES**

Tuesday, September 27, 2016 at 6:00 pm

Hartford Town Hall

171 Bridge Street

White River Junction, Vermont 05001

Present: Selectboard Chair, Richard Grassi; Selectboard Vice-Chair, Rebecca White; Selectboard Clerk, Sandra Mariotti; Selectboard Member, Simon Dennis; Selectboard Member, Dennis Brown; Selectboard Member, Mike Morris; Selectboard Member, Alan Johnson; Dawn Pullar, Gayle Ottmann Scott Johnson, Harvey Bazarian, Lannie Collins, Lori Dickerson, F.X. Flinn, Susanne Abetti, Judy Barwood, Martha Knapp.

I. Call to Order Selectboard Meeting and Pledge of Allegiance

Selectboard Chair, Richard Grassi called the meeting to order at 6:00pm.

Selectboard Clerk, Sandra Mariotti led the pledge of allegiance.

II. Order of Agenda

a. Changes suggested by Selectboard Chair, Richard Grassi:

There are currently 3 separate executive sessions scheduled at this Selectboard Meeting. Selectboard Chair, Richard Grassi suggested to move all the executive sessions into one with three different motions.

1.) consider appointments to charter review commission

2.) consider HBRLF

3.) personnel

Upon completion of the executive session, move down to agenda items h or i. Upon completion of the Executive Session, the Selectboard will make the appointments and then move onto the consent agenda and finish for the evening. The Town Manager will let the applicants know the status of their applications.

III. Liquor Control Board: N/A

IV. Selectboard

1. Citizen, Selectboard Comments and Announcements:

Lannie Collins, a resident of Quechee Village, addressed the Board about three items.

1.) The Town Manger is working on changes to the impact fee policy. The Town Manager should consider, before coming to the Board, that a large part of the impact fees affect the school district directly. It would be important to get a response from Mr. DeBalsi, Hartford

School District Superintendent, how the school system would be affected if there were no more Impact Fees collected.

2.) The policy budget resolution, that the Town Manager presented, will indeed save taxpayers money, provide the same level of services and will result in no layoffs. Mr. Collins is concerned that the Board is not supporting this resolution.

3.) In May/June, VT State Legislature open meeting law asked for written guidelines. Mr. Collins asked the Selectboard Chair Richard Grassi for a copy of the guidelines.

Selectboard Member, Dennis Brown explained that Selectboard Chair, Richard Grassi, Selectboard Member, Dennis Brown, Selectboard Member, Mike Morris, Town Manager, Leo Pullar, and Public Works Director, Rich Menge met with Douglas Tuthill at the Fairview Terrace location. Mr. Tuthill explained that the “bulge” in the wall was actually built that way, it has not moved. The information they gained, Public Works Director, Rich Menge will bring to the engineers. Selectboard Member, Mike Morris noted that he feels a lot more confident that the wall is more secure/solid than originally believed.

Selectboard Member, Alan Johnson, while at training at the Vermont League of Towns and Cities, wondered if there are any additional flexibilities that the Selectboard wants to add into the charter and if so, he will bring them to the charter commission. Selectboard Member, Simon Dennis thinks that suggestions should go through the Selectboard first, then onto the Charter Commission if so warranted.

2. Appointments/Reappointments:

Selectboard Member, Simon Dennis made the motion, Selectboard Member, Alan Johnson, seconded the motion to move into Executive Session:(Public Officer Appointment) In accordance with Vermont’s Open Meeting Law requirements. I move that the Selectboard enter into Executive Session to discuss the appointment of a Public Officer(s) under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. (2129-2137) In Favor 7, Opposed 0, Abstained 0. The motion passed.

- a. Interview & Consider David Munro (**unavailable** – tried calling) for One of Two Selectboard Positions or as the Selectboard Nominee for the Joint School/Selectboard Position on the 4th Hartford Charter Review Commission, Term 9/27/16 Until Complete. (Mot. Req.) Not appointed.
- b. Interview & Consider Gayle Ottmann (present) for One of Two Selectboard Positions or as the Selectboard Nominee for the Joint School/Selectboard Position on the 4th Hartford Charter Review Commission, Term 9/27/16 Until Complete. (Mot. Req.) - Appointed as a Dual representative to the 4th Charter Review Commission.

Selectboard Member, Alan Johnson made the motion, seconded by Selectboard Member, Mike Morris, that the Selectboard Nominate Gayle Ottmann as their Nominee for the Joint School/Selectboard Position on the 4th Hartford Charter Review Commission for a Term Commencing on September 27, 2016 and Expiring Upon Completion of the Charge. In Favor 7, Opposed 0, Abstained 0. The motion passed.

- c. Interview & Consider Harvey Bazarian (present) for One of Two Selectboard Positions or as the Selectboard Nominee for the Joint School/Selectboard Position on the 4th Hartford Charter Review Commission, Term 9/27/16 Until Complete. (Mot. Req.) Not appointed.
- d. Interview & Consider F. X. Flinn (present) for One of Two Selectboard Positions or as the Selectboard Nominee for the Joint School/Selectboard Position on the 4th Hartford

Charter Review Commission, Term 9/27/16 Until Complete. (Mot. Req.) - Appointed as a Selectboard Representative to the 4th Charter Review Commission.

- e. Interview & Consider Scott Johnson (present) for One of Two Selectboard Positions or as the Selectboard Nominee for the Joint School/Selectboard Position on the 4th Hartford Charter Review Commission, Term 9/27/16 Until Complete. (Mot. Req.) – Appointed as a Selectboard Representative to the 4th Charter Review Commission.

Selectboard Member, Alan Johnson made a motion, seconded by Selectboard Member, Mike Morris, that the Selectboard Appoint F.X. Flynn and Scott Johnson as Members of the 4th Hartford Charter Review Commission for a Term Commencing on September 27, 2016 and Expiring Upon Completion of the Charge. The motion passed: In Favor 7, Opposed 0, Abstained 0.

Charter Commission Charge

Fourth Hartford Charter Commission Charge: 7/19/2016

Term: The term of this Commission will begin on July 20th, 2016 and end on March 7, 2017.

Constitution: This committee will be constituted of seven members comprised of one School Board member, two School Board appointees, one Selectboard member, two Selectboard appointees, and one joint School Board and Selectboard appointee. Each member will have equal weight in discussion and voting.

Charge:

1. Process previously-made Charter revision recommendations into a revised charter to present to both the Hartford School Board and the Hartford Selectboard no later than November 25, 2016.
2. Giving special attention to the 2nd Charter Commission's Memo dated February 17th, 2013, the issues to be reviewed should include:
 - a. Elimination of duplication with Vermont State Statute
 - b. Modification of Town Meeting Cycle to eliminate the post-election Town Meeting
 - c. Other amendments, at the discretion of the Commission.
 - d. Any modifications recommended by the School Board
3. Submit a brief report to the Selectboard to explain the recommendations no later than November 25th.
4. To communicate with public about the recommendations as appropriate at public forums.

In order to conform with the open meeting laws, committee meetings will be warned and recorded.

- f. Consider the Reappointment of Jonathan Bouton to a 4-Year Term on the Hartford Conservation Commission, Term 8/22/16 to 8/22/20. (Mot. Req.)

Selectboard Member, Alan Johnson made a motion, seconded by Selectboard Member, Mike Morris, that the Selectboard Re-Appoint Jonathan Bouton as a Member of the Hartford Conservation Commission for a Four Year Term Expiring on August 22, 2020. In Favor 7, Opposed 0, Abstained 0. The motion passed.

- g. Consider the Reappointment of Patricia Stark to a 3-Year Term on the Hartford Historical Preservation Committee, Term 3/15/16 to 3/15/19. (Mot. Req.)

Selectboard Member, Alan Johnson made motion, it was seconded by Selectboard Member, Mike Morris, that the Selectboard Re-Appoint Patricia Stark as a Member of the Hartford Historical Preservation Committee for a Three Year Term Expiring on March 15, 2019. In Favor 7, Opposed 0, Abstained 0. The motion passed.

- h. Consider the Reappointment of Peter Merrill to a 4-Year Term on the Hartford Planning Commission, Term 3/15/16 to 3/15/20. (Mot. Req.)

The Selectboard decided, in Executive Session, to hold this application for two weeks to allow other applicants to get their information to the Selectboard.

- i. Consider the Reappointment of Alice Maleski to a 3-Year Term on the Hartford Zoning Board of Adjustment, Term 3/15/16 to 3/15/19. (Mot. Req.)

The Selectboard decided, in Executive Session, to hold this application for two weeks to allow other applicants to get their information to the Selectboard.

- 3. **Town Manager's Report:** Mr. Pullar shared the Town Manager's Highlights in his significant activity report for the week of September 19-23, 2016.

<http://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/70>

4. Board Reports, Motions & Ordinances:

Selectboard Member, Simon Dennis made a motion, seconded by Selectboard Member, Alan Johnson, to move into Executive Session: (Exempt Document Discussion) In accordance with Vermont's Open Meeting Law requirements, I move that the Selectboard enter into Executive Session to discuss or consider records or documents that are exempt from the public records laws under the provisions of Title 1, Section 313 (a)(6) of the Vermont Statutes. (2049-2112) In Favor 7, Opposed 0, Abstained 0. The motion passed.

- a. Hartford Business Revolving Loan Fund (HBRLF):

- i. Review and Discuss for Approval Contract Renewal with Green Mountain Economic Development Corporation. (Mot. Req.)

Selectboard Vice-Chair, Rebecca White made a motion, seconded by Selectboard Clerk, Sandra Mariotti that the Selectboard Approve the proposed contract between the Town and Green Mountain Economic Development Corporation for administration of the Hartford Business Revolving Loan Fund Program as presented in the attached September 22, 2016 draft contract, and further, authorize the Town Manager to execute the contract. In Favor 7, Opposed 0, Abstained 0. The motion passed.

- ii. Review and Discuss for Approval the Loan Application from Trail Break Taps & Tacos Restaurant. (Mot. Req.)

- b. Post Executive Session Actions on HBRLF Loan Application. (Mot. Req.)

Selectboard Vice-Chair, Rebecca White made the motion, and Selectboard Clerk, Sandra Mariotti seconded that the Selectboard Approve the HBRLF Application from Christopher Lyons/Collaborative Stoke LLC for a \$40,000 Loan for a 5-Year Term at 5.5% Interest, as

Presented and Recommended by the HBRLF Committee in the Attached Confidential Loan Application Analysis, and further, authorize the Town Manager to Sign the Loan Commitment and Loan Closing Documents. In Favor 7, Opposed 0, Abstained 0. The motion passed.

- c. Update on Pocket Park, Current Status and Discussion of Way Ahead. (Info Only)

Quechee Bridge Pocket Park Update

- *FEMA Region 1 approval only included improvements above the 100-year Flood elevation, with a few exceptions.*
- *State Hazard Mitigation Grant Program (HMGP) and Senator Leahy's Office believe FEMA's decision is inconsistent with FEMA Guidelines and what has been approved in other FEMA Regions. State has specific examples.*
- *State and Senator Leahy's Office are pursuing an appeal. They are concerned this decision sets an incorrect precedent that will have negative ramifications on other Vermont town reuse projects now under consideration and in the future. The state anticipates submitting the appeal by September 30th. FEMA has 90 days to respond. Senator Leahy's Office has stated it will be pushing FEMA to respond quickly.*
- *Staff is recommending the Town support the state and Senator Leahy's efforts to appeal FEMA's decision.*
- *However, the Town staff is mindful of the need to move forward with the pocket park project, the long FEMA response period, and the uncertainty of the outcome. Therefore, Town staff is moving forward now with implementation of what FEMA will allow at present.*
- *Should the state be successful in the appeal, Town staff will evaluate at that time if the project scope can or should be modified to include those improvements that FEMA previously disallowed.*

- d. Review and Discuss for Approval an Agreement with AMTRAK to Serve as the Caretaker and Provide Certain Services in Conjunction with the Services Already Provided at the Welcome Center. (Mot Req.)

Purpose

- *Representatives from the State have asked the Town to enter into a service agreement with AMTRAK.*
- *In order to facilitate this, the State has also requested that we relocate the Welcome Center to a different space in the train station.*
- *The space is adjacent to the AMTRAK portion of the station and is also slightly smaller, reducing overall lease costs.*

Amtrak Details

- *Agreement is two years, projected to be from October 1, 2016 to September 30, 2018.*
- *Executed via a Purchase Order to the Town. Acceptance of the Purchase Order obligates the Town to the Scope of Work.*
- *Scope of Work: To include general cleaning of the station (including restrooms), opening the station 1 hour prior to the train arrival and closing the station 1.5 hours after train departure 7 days/week. Caretakers will also meet each train, direct passengers on/off and make announcements. Caretakers are also responsible for answering passenger's questions and/or referring them to AMTRAK. Caretakers will coordinate busing with AMTRAK management when required.*
- *Purchase order amount: \$35,000.00.*

State Details

- *Town lease space in the station from the State. There is no current contract, last one appears to have been signed in 2011.*
- *State Charges \$9.00 square foot of space and a proportional use flat fee for water/sewer of \$652.00 a month. Current space is 1,320 square feet.*
- *State proves an annual grant of \$33,000.00 to run the Welcome Center.*
- *State has requested we relocate to the space bordering the AMTRAK Station. This space is about 1,000 square feet and given shared bathrooms with AMTRAK, expect lower use fees for water and sewer.*
- *State has agreed to renovate the new space and move the Welcome Center into the new space.*
- *State will expect us to sign a new lease agreement.*

Resident, Gayle Ottmann wants the State to continue to hire a cleaning service for the space.

Selectboard Clerk, Sandra Mariotti, made the motion, seconded by Selectboard Member, Simon Dennis that the Selectboard authorize the Town Manager to enter into the agreement with AMTRAK on behalf of the Town and sign the appropriate agreement vehicle with them. Further, that the Selectboard authorize the Town Manager to enter into additional discussions with the State of Vermont on the relocation of the Welcome Center and the adoption of a new lease agreement. The Town Manager will brief the Selectboard and gain their authorization prior to entering into the new agreement. The motion passed: 7 approved, 0 opposed, 0 abstained.

- e. Review and Discuss Historical Society Request for Selectboard Endorsement of Efforts to Acquire the Former Hartford Elks Lodge Building. (Mot. Req.)

Background

- *Outgrown current location at the Garipay House.*
- *Intent is to move current collections and exhibits to newly acquired facility.*
- *Acquisition and renovation of new facility preserves a landmark of 19th century architecture.*
- *New facility, including the historic Pease House, provides increased room for exhibits and storage, event space, commercial kitchen, wheelchair access and parking.*
- *2017 is the 30th anniversary of the Hartford Historical Society.*
- *Also working closely with the Town on acquiring Village Center Designation for Hartford Village.*
- *Endorsement commits no additional monies, rather will provide assistance as they seek donors, apply for grants and plan for the future.*

Endorsement

The Town of Hartford Selectboard heartily endorses the efforts of the Hartford Historical Society to acquire the former Hartford Elks Lodge, which adjoins the historic Pease House in Hartford Village, and move its collection and exhibits from the current location in the Garipay House.

We also support the efforts to acquire Village Center Designation for Hartford Village. Renovation of the former Elks Lodge and Pease House will preserve a landmark of 19th Century architecture, provide a great venue for community events, and enable the Hartford Historical Society to have an even greater impact on our community by expanding its exhibits, preserving its collection of historic items, and extending its educational outreach.

When restored, this spacious facility could be made available to the neighboring Hartford Library and other community organizations. It would be one of the few local meeting spaces with a commercial kitchen, wheelchair access and abundant parking. It would be an ideal location for the Hartford Historical Society to celebrate its 30th anniversary in 2017.

We fully support these important steps in revitalizing our community and encourage local residents and businesses to do the same. This is an opportunity for us to help make a lasting contribution to the Town of Hartford.

Selectboard Vice-Chair, Rebecca White made the motion, with a second from Selectboard Clerk, Sandra Mariotti that the Selectboard endorse the efforts of the Hartford Historical Society to acquire the former Hartford Elks Lodge and further authorize the Selectboard Chair to sign the letter of support on their behalf. The motion passed: 7 members voted in favor, 0 opposed, 0 abstained.

f. Discussion on Selectboard Minutes.

The Town Manager presented what needs to be included in minutes and when the minutes needs to be presented to the public. Discussion held. Conclusions: A staff member will attend the meetings. Other options are hiring an outside person or agency.

g. Budget Update: August Expenditures and Revenue.

The Town Manager presented the FY 16/17 expenditures. 20% has been expended. It should be at 16%. There are no recommendations for moving money at this time. The spending is on track. The revenues are lagging a little bit.

h. Review and Discuss for Approval the Selectboard's FY 2018 Budget Guidance Resolution. (Mot. Req.)

The Town Manager explained the changes made per Selectboard recommendations. Overview of changes with details/guidance also reviewed. Selectboard Member, Simon Denis suggested that the Selectboard work more in the future toward prioritize funding areas.

2018 BUDGET GUIDANCE RESOLUTION

WHEREAS, the Selectboard should adopt budget priorities to help guide the Town Administration in developing and presenting the 2018 budget; and

WHEREAS, as Hartford emerges from the recession with a growing economy and significant potential for continued growth, the Selectboard considers FY 2018 a year to set the conditions for that future growth through smart investments in infrastructure and public safety that will improve safety, economic opportunity, livability and overall community resilience; and

WHEREAS, the Selectboard would like to prioritize funding in these areas (see details/guidance in attached document):

- *To improve community safety;*
- *To support targeted growth and economic opportunity;*
- *To maintain and improve the Town's infrastructure;*
- *To improve the Town's sustainability and resilience;*
- *To improve the health, quality and character of our community; and*

WHEREAS, the Selectboard desires an engaged, transparent budgeting process, encourages controlled spending, supports a value conscious environment and demands continuous process improvement efforts, all of which will ensure high levels of service to the citizens;

NOW, THEREFORE, BE IT RESOLVED BY THE SELECTBOARD FOR THE TOWN OF HARTFORD that the Town Administration prepare a budget which recognizes the significant potential for economic growth while not underestimating the significance of the changes over the past two years and urges the Town Administration to prudently develop next year's budget with the following conditions:

- The General Fund Budget should aspire to represent zero growth, but no more than 3% growth, over the FY2017 budget, with no reduction to services;*
- No new staff positions, hire to levels authorized in FY2017;*
- No cuts to staffing levels, unless it can be tied directly to improved service delivery to the citizens;*

DETAILS/GUIDANCE

- Given the significant staff changes over the past two years, the underlying focus of this budget year should be attaining budgeting stability and increasing total budget awareness.*
- Work, long term, to increase the current unassigned General Fund Balance, currently around 5%, to a more sustainable level of 20-25%.*
- Focus on those investments which help set the conditions for future growth and development. Additionally, work to set favorable conditions for sustained and controlled growth of the Grand List.*
- Gain efficiencies and savings through upgraded equipment and systems and through streamlined processes and procedures; incorporate Continuous Process Improvement principles into daily activities.*
- Suspend capital purchases, unless needed to replace an item that is no longer operational, has a direct impact on the life, health or safety of staff or citizens or saves money over a relatively short period of time.*
- Focus on sustaining and maintaining what we have. Develop a methodology which identifies those areas of our infrastructure which are in the most dire of situations and fix those. Fix the worst first. Do not forget previous Capital Improvement Project Investments.*
- There should be no new Capital Improvement Projects this year. Focus on completing what we have started and addressing those needs which have recently been identified. If needed, new projects must specifically address a life, health or safety concern or saves money over a relatively short period of time. New starts are authorized for recently identified urgent needs.*
- Enforce use of the Town's Purchasing Policy. Ensure that all acquisitions are open, competitive and fair.*
- Actively pursue outside funding sources. Identify creative ways to develop/attain funding to support specific projects. Grants provide significant opportunities and should be aggressively pursued. Loans should be a funding source of last resort and only for extremely critical needs, unless, it saves money over a relatively short period of time.*
- Work, within the confines of labor agreements, to equalize employee benefits across the workforce.*
- Work to establish criteria for those area service providers receiving an appropriation from the voters of the Town of Hartford. Ensure that they provide some sort of direct support to the citizens of Hartford.*
- Continue to invest in and promote building, then sustaining, a resilient community.*

Selectboard Vice-Chair, Rebecca White made the motion and it was seconded by Selectboard Member, Alan Johnson to approve and sign the Fiscal Year 2018 Budget Guidance Resolution as Presented.

Selectboard Member, Dennis Brown inquired about the delinquent tax revenues and thought they should be included. Overall, Selectboard Member, Dennis Brown likes the document.

Selectboard Member, Simon Dennis noted that the 3rd whereas bullet, 5 sub bullets– Selectboard should spend more time on these in the future years. These should be built into the process.

The motion passed: 7 members voted in favor, 0 opposed, 0 abstained.

5. Commission Meeting Reports:

Selectboard Member Alan Johnson: HCC: a poverty subcommittee would be focusing on housing and nutrition, not the whole committee.

Energy Commission:

- 1.) The Energy Commission received a \$2,300.00 grant from Efficiency VT and the “Button-Up Bay Action.” The committee will use this to augment the materials for public education planning and outreach materials for coming events like Town Meeting Day.
- 2.) The Energy Commission is planning to apply with Thetford, Norwich, and possibly Hartland to be one of 3 pilot teams to participate in the first “Weatherize Upper Valley.” Sponsored by Bio Communities. This will run from 10/2016 – 5/2017.
- 3.) Vermont Energy Investment Corporation, (VEIC) will be presenting to the Selectboard on October 25th, the 5-year energy action plan.
- 4.) The public outreach continues in the community energy efficiency pilot program funded by the VT agency of commerce & community development. Local businesses have helped by finding space for Efficiency VT to set up in their establishments. A meeting is scheduled to see if assistance can be offered to the Hartford schools.
- 5.) The Energy Audit Implementation planning continues with the Public Safety Building.
- 6.) Two Rivers Ottauquechee Regional Planning Commission is holding a forum at the Hartford Town Hall on Thursday Night, from 6:30pm to 8:30pm. This will be a public hearing about comments on the Regional Energy Implementation Plan.

Selectboard Member, Dennis Brown attended the Historic Preservation meeting.

The committee interviewed two candidates to work on a special project. Both were qualified candidates. Whomever they choose will do a good job.

Selectboard Member, Simon Dennis: Survey Committee reports that the surveys are coming to town citizens as we speak. The more surveys that are returned, the more valuable the information will be. We need more outreach to include public spaces. The issue that the mailers were white and did not stand out was addressed. Selectboard Member Simon Dennis apologized that he had spent more time on the content, not the presentation.

6. Consent Agenda (Mot. Req.):

- a. Approve Payroll Ending 9/24/16

Selectboard Vice-Chair, Rebecca White, made a motion to approved the payroll ending 9/24/16. Selectboard Clerk, Sandra Mariotti seconded the motion. The motion passed with 7 in favor, 0 opposed and 0 abstained.

- b. Approve Meeting Minutes of 9/13/16 & 9/20/16
Motion to approve 9/13/16. Hold on approval of 9/20/16.

Selectboard Member, Alan Johnson, made a motion to approve the minutes from 9/13/16 and hold the minutes from 9/20/2-16. Selectboard Vice-Chair, Rebecca White seconded the notion. The Motion passed. 5 in favor, 0 opposed, 2 abstain (Sandra Mariotti, Dennis Brown).

c. Approve A/P Manifest of 9/23/16

Selectboard Member, Alan Johnson made the motion to approve the A/P Manifest of 9/23/16, The motion was seconded by Selectboard Clerk, Sandra Mariotti. The motion passed, 7 in favor, 0 opposed, 0 abstained.

d. Selectboard Meeting Dates of 10/11/16, 10/25/16, 11/7, 11/15 (Budget Workshop), 11/22.

Selectboard Member, Alan Johnson made motion to approve the Selectboard Meeting Dates of 10/11/16, 10/25/16, 11/7, 11/15 (Budget Workshop), and 11/22. Selectboard Clerk, Sandra Mariotti seconded the motion. The motion passed, 7 in favor, 0 opposed, 0 abstain.

7. Executive Session (1 VSA 313) (If Needed) (Mot. Req.):

a. Exempt Document Discussion/Disciplinary or Dismissal Action:

Selectboard Member, Simon Dennis made a motion, Alan Johnson seconded, in accordance with Vermont's Open Meeting Law requirements, I move that the Selectboard enter into Executive Session to discuss a disciplinary or dismissal action against a public officer(s) or employee(s) under the provisions of Title 1, Section 313 (a)(4) of the Vermont Statutes. I further move that the Selectboard enter into Executive Session to discuss the appointment of a Public Officer(s) under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. (2113-2129) The motion passed. 7 in favor, 0 opposed, 0 abstained.

V. Close meeting.

Selectboard Member Mike Morris made the motion to adjourn at 10:11. Selectboard Member, Simon Dennis seconded the motion. The motion passed. 7 in favor, 0 opposed, 0 abstained.

Selectboard Clerk

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; comments from the public



**TOWN & SCHOOL DISTRICT OF HARTFORD, VT
MINUTES OF THE FIRST PUBLIC HEARING FOR
PROPOSED CHARTER AMENDMENTS**

Tuesday, October 4, 2016 at 7:00 pm
Hartford Town Hall
171 Bridge Street
White River Junction, Vermont 05001

Present: Richard Grassi, Selectboard Chair; Rebecca White, Selectboard Vice-Chair; Simon Dennis, Selectboard Member; Dennis Brown, Selectboard Member; Alan Johnson, Selectboard Member; Mike Morris, Selectboard Member; Lori Dickerson, School Board of Directors Chair; Paula Nulty, School Board of Directors Clerk; Kevin Christie, School Board of Directors Member; Nancy Russell, School Board of Directors Member; Tom Debalsi, School Superintendent; Leo Pullar, Town Manager; Eliza LeBrun, Executive Assistant; Dawn Pullar, Lannie Collins, Russ Northern (sp)

Absent: Sandra Mariotti, Selectboard Clerk

I. Call to Order the First Public Hearing for Proposed Charter Amendments

Richard Grassi, Selectboard Chair; called the Selectboard meeting for the First Public Hearing for the proposed charter amendments to order at 7:02pm.

Lori Dickerson, School Board of Directors Chair; called the School board meeting for the First Public Hearing for the proposed charter amendments to order at 7:03pm.

Richard Grassi, Selectboard Chair; led the pledge.

II. Order of Agenda

There was no change to the order of agenda.

IV. Selectboard and School Board of Directors

1. Proposed Charter Amendments

- a. Shall the Town of Hartford and the Hartford Town School District amend the Town Charter to provide for the consideration of all budget adoption matters by Australian ballot? The effectiveness of this Article is conditioned upon the approval by both the Town and the Town School District.
- b. Shall the Charter of the Town of Hartford be amended to authorize the levy of a one percent (1%) rooms and meals/alcoholic beverages tax, the net proceeds of which to be deposited in a capital reserve fund until directed otherwise by vote of the Town.

Selectboard Chair, Richard Grassi read the above proposed charter amendments. There were no public questions or comments.

Selectboard Member, Mike Morris asked for clarification on why these amendments were not approved by legislature previously. Mr. Grassi explained that the problem was that the language of the proposed amendments were not posted within the voting booths for voter reference during the Australian ballot vote.

School Board Member, Kevin Christie supported Mr. Grassi by stating that the Secretary of State told him (Mr. Christie) that the language needed to be posted. Mr. Christie recommended considering printing the language in large print for easier reading in the voting booths.

Selectboard Chair, Richard Grassi stated that copies of the proposed amendment language will be posted in the voting booths and outside of them as well at the November 8, 2016 voting.

Mr. Russ Northern, Charter Review Committee Member recommended that the boards consider that they will be setting a precedent for how as future amendments would need to be handled by establishing how the current proposed amendments are handled/posted.

School Board of Directors Chair, Lori Dickerson asked the boards if they felt that the changes should be highlighted. School Board of Directors Clerk, Paula Nulty pointed out that the issue was not the language, but the posting requirement, and perhaps highlighting would be unnecessary.

Selectboard Member, Alan Johnson felt that highlighting was a good idea as it is hard to locate the brackets, denoting deletions, within the text of the proposed amendments.

Mr. Northern reminded the boards that if they color coded these amendments, they would need to color code all future changes.

Mr. Leo Pullar, Town Manager; did confirm that the Town Hall has color copiers and printers. Mr. Pullar pointed out that the boards did not need to make a decision about color coding tonight. There will be a second public hearing on October 25, 2016 during which a final decision and motion can be made.

Discussion was held on how to educate the public on the reason for the revote of the same charter issue as was approved in March 2016. A suggestion was to place a joint ad in the paper explaining that the issue was procedural. A letter to the editor was also suggested as a means of notifying the public. The boards agreed that the letter to the editor was a good idea, Selectboard Vice-Chair, Rebecca White volunteered to write the letter and share it in draft form with the boards with the intention of bringing it to the meeting of October 25, 2016 for approval.

It was then suggested that perhaps some form of education should be presented to the public so that they were aware that there may also be additional changes happening in the coming Town and School Meeting cycle of 2017. School Board of Directors Member, Kevin Christie felt it was important that the Charter be considered a living document which will continue to need changes based on the changing needs of the Town as well as helping to create changes to the Town.

2. Citizen, Selectboard Comments and Announcements:

There were no citizen comments.

Selectboard member, Simon Dennis spoke about a possible meeting of the Charter Committee on October 10, 2016 from 7:00pm to 8:30pm in the Hartford Town Hall, however, he needs to confirm

this with the other committee members. Mr. Dennis stated that the purpose of that meeting will be to review the charge of the committee, elect officers, and create an outline/timeline process. Mr. Dennis indicated that meetings may be held as often as weekly.

3. Future Meeting Dates

- a. Second Public Hearing for Proposed Charter Amendments 10/25/16 at a regularly scheduled Selectboard Meeting in the Hartford Town Hall
- b. Special Town Meeting Australian Ballot Vote November 8, 2016 at the Hartford High School Gymnasium

V. Adjournment (Mot. Req.)

Mike Morris, Selectboard Member; made a motion to close the Selectboard meeting for the first public hearing for proposed charter amendments at 7:27pm. Dennis Brown, Selectboard Member seconded the motion. All 6 Selectboard Members voted in favor, 0 members voted nay, Sandra Mariotti, Selectboard Clerk; was not present to vote. The motion passed.

Kevin Christie, School Board of Directors Member; made a motion to close the School Board meeting for the first public hearing for proposed charter amendments at 7:28pm. Nancy Russell, School Board Member seconded the motion. All 4 School Board Members voted in favor, 0 members voted nay, 0 abstained. The motion passed.

Richard Grassi, Selectboard Chair

Lori Dickerson, School Board of Directors Chair