



**TOWN OF HARTFORD
LOCAL LIQUOR CONTROL BOARD AND SELECTBOARD
MEETING MINUTES**

Tuesday, May 24th, 2016 at 6:00 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; Simon Dennis, Selectboard Member; Alan Johnson, Selectboard Member; Dennis Brown, Selectboard Member; Mike Morris, Selectboard Member; Pat MacQueen, Interim Town Manager; Rich Menge, Director of Public Works; Byron Hathorn; Lannie Collins; Skip Nalette; Eric Goddard, Knight's Consulting;

I. Call to Order Local Liquor Control Board/Selectboard Meeting and Pledge of Allegiance - Mr. Grassi called the Local Liquor Control and Selectboard Meeting to order at 6:01pm, Mr. Dennis led the pledge.

II. Order of Agenda The following changes were made to the Order of Agenda: Richard Grassi recommended moving Selectboard Meeting items d) Hartford Business Revolving Loan Fund Application and e) IUPE Local 405 Tentative Agreement Ratification to the end of the meeting for discussion in Executive Session was made. All board members agreed.

III. Liquor Control Board

a) **Second Class Liquor License and Tobacco Application (Mot. Req.)**

Ms. White made a motion to approve the second class liquor license and tobacco application submitted by Summit Stores LLA d.b.a. Quechee Mobil located at US Rte 4, Quechee, VT. Mrs. Mariotti seconded the motion. 7 board members were in favor and the motion passed.

b) **Art Gallery Permit (Mot. Req.)**

Mrs. Mariotti made a motion to approve the art gallery permit application submitted by Two Rivers Printmaking Studio, Suite 160, White River Jct, VT, on 6/3/16 and 7/1/16. Mr. Dennis seconded the motion. 7 board members were in favor, and the motion passed.

c) **Festival Permit (Mot. & Sig. Req.)**

Mr. Dennis made a motion to approve the festival permit application submitted by Pizza Chef at the Quechee Balloon Festival, Quechee, VT from 9am to 10pm on June 17, 18 and 19, 2016. Mr. Johnson seconded the motion. 7 board members were in favor, and the motion passed.

Mr. Johnson made a motion to approve the Local Liquor Control minutes of 5/10/16. Mr. Brown seconded the motion. 6 board members were in favor, 1 abstained. The motion carried.

Mrs. Mariotti made a motion to close the Local Liquor Control meeting at 6:26pm. Ms. White seconded the motion. 7 board members were in favor, the motion carried.

IV. Selectboard Mr. Grassi called the Selectboard Meeting to order at 6:26 pm.

1. Citizen, Selectboard Comments and Announcements

Mr. Hathorn introduced himself to the Selectboard in regard to the Currier Street discussion.

Mr. Collins asked the Selectboard if there were any updates to the Quechee Pocket Parks. Per Interim Town Manager, Mr. MacQueen, there are no none at this time.

Mr. Collins also asked about the Turn Lane at Maxfield. Following are the updates; the turn lane is set for rebid opening Friday, May 27, 2016. The state has offered the options of mill and fill, paving or doing neither. Per Interim Town Manager Pat MacQueen and Director of Public Works, Rich Menge; there is no money offered from the state for these options. Ms. White would like to send a thank you to the Senators and State Representative who worked with VTRANS.

2. Appointments

- a) Consider recommendations for Advance Transit Board (2) positions **Mr. Dennis made a motion to recommend to reinstate Jim Tonkovich Advanced Transit Board. Mr. Johnson seconded the motion. 7 board members were in favor, the motion passed.**

Mr. Grassi proposed that Mr. Tonkovich may be interested in making a recommendation for the second position. Mr. Dennis recommended that we post the opening. Mr. Grassi agreed. Interim Town Manager Pat MacQueen will post the 2nd open position.

3. Board Reports, Motions & Ordinances

- a) Fairview Terrace Discussion

Ms. White read a statement concerning the Fairview Terrace discussion from Elizabeth Feinberg who was unable to attend the meeting.

Mr. MacQueen introduced Eric Goddard from Knight Consulting with Rich Menge the Director of Public Works to discuss some immediate action options.

After the April 19, 2016 walk-through, Knight Consulting was able to walk along the base of the Segment 1B wall (Upper Gate Street) and found a few concerns that should be addressed immediately (Spring/Summer 2016). It should be understood that these measures only address short-term concerns (1-2 years) and do not replace the need for a more significant temporary stabilization in 2018:

1. Between STA 3+25 and 3+50 there is a significant bulge in the vertical plane of the stone portion of the wall. Our firm feels that this is related to long-term settlement (soil creep) following the previous failure and subsequent repair between STA 3+50 and 4+00. This should be stabilized with a combination of 2'x4'x4' waste concrete blocks and Crushed Stone Fill up to the top of the stone portion of the wall. Since this is temporary, it is okay to do minimal tree cutting, but the ground litter (i.e. leaves, fallen branches, etc.) should be removed first. The purpose of the waste concrete blocks is to minimize encroachment on the

house. This is a temporary stabilization to cover the next couple years. Obviously, Someone will need to approach the landowner and explain the need until such time as a permanent fix can be found.

2. Between STA 4+00 and 5+00, there is a risk of loose rocks falling and damaging parked vehicles and possibly injuring pedestrians below the wall. Our firm recommends posting yellow signs with black letters warning "CAUTION: FALLING ROCKS, PARK AT OWN RISK".
3. There were a few locations observed between STA 4+00 and 5+00 where there are voids in the wall face. These should be filled with a combination of stone and mortar. Carefully clean out soil as needed.
4. For the pavement adjacent to the Segment 1A & 1B walls, clean out the pavement cracks and seal with crack filler/sealer. This is to reduce water infiltration resulting from runoff travelling along these depressed troughs.
5. Since stabilization of recommended for Segment 1B did not happen in 2015 as we had recommended, our firm recommends further restriction on traffic adjacent to the wall by installing reflective (weighted) traffic barrels located such that the clear distance from the concrete wall on the uphill side is 24 feet (between STA 3+25 and 5+00). Consideration should be given to reducing the speed limit as a result of this restriction.
6. Since the likely temporary and permanent solutions will involve some degree of R.O.W. purchase, this process should be started soon so at least there can be some idea of the feasibility and likely costs to acquire adjacent land. Also, the cost of purchasing the corner building adjacent to Gate & Fairview is key information to the long-term solution, especially, if it makes sense to re-align Upper Gate Street.

Ms. White made a motion to take recommended immediate action to Fairview Terrace as itemized in Knight Consulting update V2 dated 5/24/16 to be carried out by the Public Works Department for a cost not to exceed \$20,000. Funding to come from the Public Works Department number 10-311-318 contracted services. Mr. Johnson seconded the motion. 7 board members were in favor. The motion passed.

- b) Recycle Center Grant **Mrs. Mariotti made a motion to authorize Pat MacQueen, Interim Town Manager to sign the Recycle Center Grant Application on behalf of the Town of Hartford. Ms. White seconded the motion. 7 board members were in favor. The motion passed.**
- c) Consider Motion to Accept State Stipulated Assessment Values as of April 1, 2015 **Mr. Dennis made a motion to accept the State stipulated assessment values as of April 1, 2015. Mr. Johnson seconded the motion. 7 board members were in favor. The motion passed.**
- d) Hartford Business Revolving Loan Fund Application **Mr. Johnson made a motion to approve the Hartford Business Revolving Loan Fund application from Justin Barret and Piecemeal, LLC, for a \$42,500 loan for a 5-year term at 5.5% interest, as presented and recommended by the Hartford Business Revolving Loan Fund Committee in the attached confidential Loan Application Analysis, and authorize the Town Manager to sign the loan commitment and loan closing documents and further that in the event of the absence at closing of the Interim Town Manager the Selectboard Chair is authorized to sign the loan commitment and loan closing documents on behalf of the Selectboard. Mrs.**

Mariotti seconded the motion. 5 board members were in favor, 1 was opposed. The motion passed.

- e) IUPE Local 405 Tentative Agreement Ratification (Mot. & Sig. Req.)
Mr. Brown made a motion that the tentative agreement between the IUPE Local 405 and the Town of Hartford be ratified. Mr. Morris seconded the motion. 5 board members were in favor, 1 abstained. The motion passed.

4. **Town Manager's Report** The following items were mentioned by Mr. MacQueen:
- Vermont Water Quality Day – Friday, May 27th
 - Purchasing Freeze
 - Impact Fees
 - Charter Change Questions
 - West Hartford Library
 - Professional Fire Officer Designation
 - Major Roberts graduates from the Southern Police Institute Administrative Officer Course
 - George Packard Retirement
 - Hartford Solar Show n' Tell Event
 - Rt. 4 Underpass Prospect St Project
 - Torch Run
 - Departmental Updates

Ms. White made a motion to appoint Mr. Dennis as the chair of the Hartford survey committee. Mr. Morris seconded the motion. 6 board members were in favor, 1 abstained, the motion passed.

5. **Commission Meeting Reports**
- Ms. White gave an update on the School Board
 - Mrs. Mariotti gave an update on the West Hartford Library
 - Mr. Dennis gave an update on the Hartford Historic Preservation Commission
 - Mr. Grassi gave an update on the Hartford Revolving Loan Fund

6. **Consent Agenda (Mot. Req.)**
- a) **Mrs. Mariotti made a motion to approve the Payroll Ending 5/21/16. Mr. Dennis seconded the motion. 7 board members were in favor, 0 were opposed. The motion passed.**
- b) **Mr. Dennis made a motion to approve the A/P Manifest of 5/20/2016. Mr. Johnson seconded the motion. 7 board members were in favor, 0 were opposed. The motion passed.**
- c) **Ms. White made a motion to approve the Local Liquor Control and Selectboard Meeting Minutes of 4/12/2016, Mariotti (corrections: adjournment seconded by Mr. Morris, document has the word Agenda in the title not minutes.) 7 were in favor, 0 opposed.**

Ms. White made a motion to accept the Special Meeting Minutes of 4/19/16 as presented, Mr. Morris seconded the motion. 5 board members approved, 2 abstained. The motion passed.

Mr. Johnson made a motion to accept the Local Liquor Control and Selectboard Meeting Minutes of 5/10/16 as amended. Mr. Brown seconded the motion. 6 board members were in favor, 1 abstained. The motion passed.

- d) The upcoming Selectboard Meeting Dates are 6/7/16 (Mr. Johnson will not be able to attend), Special Meeting to discuss the Pocket Park 6/14/16 was discussed, 6/21/16, (7/5/16?).

7. Executive Session (1 VSA 313)

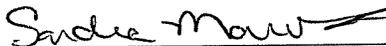
At 9:06pm, Mr. Johnson made a motion to go into Executive Session in accordance with Vermont's Open Meeting Law requirements, I move that the Board enter into Executive Session to discuss the appointment of a Public Officer under the provisions of Title 1, Section 313(a) (3) of the Vermont Statutes. In accordance with Vermont's Open Meeting Law requirements, I move that the Board find that public discussion of Contracts would clearly involve disclosure of private personal information and that premature general knowledge of the discussion of Labor Agreements would clearly place the Selectboard at a substantial disadvantage, because the Selectboard risks disclosing its approach to the labor agreements if it discusses these Labor Agreements in public. I further move that the Board enter into Executive Session to discuss Contracts and Labor Agreements, under the provisions of Title 1, Section 313(a) (1) of the Vermont Statutes. Mr. Brown seconded the motion. 7 board members were in favor, 0 were opposed. The motion passed.

Mr. Morris made a motion to close Executive Session at 9:48pm. Mr. Brown seconded the motion. 6 board members were in favor, 0 were opposed. The motion passed.

V. Adjournment

Mrs. Mariotti made a motion to close the Selectboard Meeting at 9:50pm. Mr. Johnson seconded the motion. 6 board member were in favor, 0 were opposed. 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; comments from the public.



Selectboard Clerk