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

Tuesday, August 2, 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; Simon Dennis, Selectboard Member; Sandra Mariotti, Clerk; Dennis Brown, Selectboard Member; Mike Morris, Selectboard Member; Alan Johnson, Selectboard Member; Leo Pullar, Town Manager; Scott Hausler, Parks & Recreation Asst. Director; Dawn Pullar; Lannie Collins; Dave Briggs

I. Call to Order Liquor Control Board/Selectboard Meeting and Pledge of Allegiance

Selectboard Chair Richard Grassi called the Liquor Control Board and Selectboard meeting to order at 6:05 pm. Sandra Mariotti led the pledge of allegiance.

II. Order of Agenda

There were no changes to the Agenda.

III. Liquor Control Board

1. Second Class Local Liquor License and Tobacco Application (Mot. & Sig. Req.):

- a. Bob's Service Center, 4 Ballardvale Drive, White River Junction, VT 05001 – No action was taken as the owner was not present.

IV. Selectboard

1. Citizen, Selectboard Comments and Announcements:

There were no citizen comments.

Selectboard Vice Chair, Rebecca White mentioned that Senator Leahy visited the Town Hall today and that the building looked very nice. She also mentioned that tonight is National Night Out and there was a good turn out.

2. Appointments:

- a. Interview & Consider Applicants for Two Positions on the 4th Charter Review Commission – No action as no applications received at this time.

3. Board Reports, Motions & Ordinances:

- a. **Update on Cemeteries; Authorize Exception to Town Purchasing Policy for Sole Source Acquisition of Cemetery Marker Repair and Cleaning; Authorize Town Manager to Sign the Contract.**

Selectboard Member Simon Dennis made a motion to authorize an exception to the Town Purchasing Policy for sole source acquisition of cemetery marker repair and cleaning services with Gardens of Stone LLC; authorizing the Town Manager to sign the contract. Selectboard member Alan Johnson seconded the motion. 7 Selectboard members were in favor, 0 Selectboard members were opposed. The motion passed.

A brief discussion was held. Selectboard member Simon Dennis suggested the board create a system which will go over allocated monies available for voting.

Selectboard member Dennis Brown recommended that there be an advisory board for cemeteries versus commissioners. Resident Lannie Collins had several questions about contacting the families of the people buried in some of the smaller older cemeteries to help pay for services.

Selectboard member Mike Morris mentioned Natural Resources high school class. There is a tree removal class that may be beneficial to both the Town and the School. Mr. Pullar will speak with Mr. DeBalsi the Hartford School Superintendent to see what can be done.

- b. **Information Brief on Proposed Budget Cycle.**

A brief budget presentation was given by the Town Manager. Mr. Pullar outlined the quarters and what should be done during each quarter to prepare for the coming years budget. This provides guidance for the coming year as well as for future years. Mr. Pullar presented a preliminary budget review schedule as well as a preliminary Town Meeting schedule. Every 3 to 4 months, the Selectboard will be reviewing and touching on the budgeting process at 7 different times through out the year.

Mr. Dennis Brown commented that constant communication in regard to the budget will be more of a head's up for expenses.

Mr. Pullar requested that the Board review the draft Budget Review time line. This timeline shows January 12, 2017 as the approval date for the FY17-18 budget. The earliest date to warn the budget is January 20, 2017. Mr. Pullar used last year's time line as a guide.

- c. **Fiscal Year 15/16 Budget Update.**

Mr. Pullar presented the FY'15-16 update. Mr. Pullar referred to the bottom line of most areas. The report shows department budgets versus actuals and the percentage of the budget which was expended. Mr. Pullar state there is approximately \$610,000 which has not been expended or encumbered at this point.

Mr. Brown noted that there were 2 Maxfield accounts, one was under spent and the other was overspent, Mr. Pullar is not sure why it was like this. Mr. Pullar indicated that this is why he is pushing to get a Finance Director in the building.

Mr. Grassi noted that although there was not a full time Town Manager for the majority of the last year, he was very impressed that the Department Heads were able to stay on track as well as they did.

d. **Information Brief on Solar Projects Submitted as Part of Net Metering Lottery.**

There was priority given to 100% host customer consumption, the Town qualified with all applications. Public Works, Public Safety Building, Wendell A. Barwood Arena, White River Waste Water Treatment Plant, and the Wilder Well were all submitted as potential projects and approved.

Mr. Johnson asked if we would be bidding these individually or as a group. Mr. Pullar believes that a strategy needs to be made first before we decide.

e. **Wendell A. Barwood Arena Repair Update; Authorize Use of WABA Reserve Fund to Execute Repairs, Authorize Exception to the Town Purchasing Policy for the Sole Source Acquisition of Equipment and Services to Execute Repairs as Briefed; Authorize the Town Manager to Approve Purchase and Required Services.**

Mr. Pullar introduced Mr. Hausler as the Assistant Parks & Recreation Director, he noted that Mr. Hausler outs together a nice booklet about the Arena and there were several items which concerned him and prompted the discussion tonight. Last year the season was shortened due to weather and equipment. The arena operated with one compressor and had several maintenance challenges.

Selectboard Vice Chair Rebecca White made a motion to authorize the use of WABA Reserve Fund to execute repairs, and authorize an exception to the Town Purchasing Policy for sole source acquisition of equipment and service to execute repairs as briefed; authorizing the Town Manager to approve purchase and required services not to exceed \$65,000. Selectboard Clerk Sandra Mariotti seconded the motion. 7 Selectboard members were in favor, 0 Selectboard members were opposed. The motion passed.

f. **Administrative Clean Up: Selectboard Chair Signature on previously approved Loan Document for the Quechee Water Tower and Main.**

Selectboard Clerk, Sandra Mariotti made the motion acknowledging that this loan was previously approved and other supported documents signed by the previous Selectboard, and authorizing the chair to sign the Loan Agreement for the Quechee Water Tower and Main in order to complete the loan paperwork and complete the loan application. Selectboard member Simon Dennis seconded the motion. 7 Selectboard members were in favor, 0 were opposed. The motion passed.

4. **Town Manager's Report:** Mr. Pullar shared the Town Manager highlights in his significant activity report for the week of July 17-30, 2016. (<http://www.hartford-vt.org/ArchiveCenter>)

Mr. Morris asked if there was ever a Grand Opening at Maxfield as we never had the Flag Pole Ceremony with the Time capsule. Mr. Morris would like to know if there could be a list of things that need to be done so that we can keep track of them. Mr. Dennis noted that the Quechee Covered Bridge was never officially opened as the plan at the time was to wait for the Pocket Park to be done as well. Mr. Pullar stated that he would look into this himself.

5. **Commission Meeting Reports:**

- **Richard Grassi** – Referred to Town Manager Pullar to explain the meeting that they attended this morning with the Municipal Leaders Group Meeting (used to be known as the Core Four). Historical discussion to bring the new people up to speed on opportunities that are available with home hazardous waste etc. This group has been meeting for 8 years and have done quite a bit. They meet every other month on the first Tuesday.

- **Rebecca White** –will attend the August 10 School Board of Directors meeting.
- **Sandra Mariotti** – will be hosing an all library meeting on August 11. Saturday, August 13 is the West Hartford Village Party.
- **Simon Dennis** – attended a Community Resilience Organization Hartford meeting and wanted to remind everyone that August 22nd 7-9 there will be an event at the Bugbee Senior Center, August 27th from 4pm – 6pm there will be a closing event at the Town Office.

The survey committee is working hard to turn out a survey as quickly as possible. There should be one or two more meetings, and there may be a draft available for the Selectboard to review at their next meeting.

- **Dennis Brown** – gave an update of the Historic Preservation Commission. Also, Mr. Dennis gave an update from the Upper Valley Aquatic Center stating that parking is limited during their construction project at Maxfield. UVAC asked about the status of the sidewalk project between Sykes Mountain Avenue and the Upper Valley Aquatic Center.
- **Alan Johnson** – the Energy Commission has a kickoff meeting on August 10, 2016.
- **Mike Morris** – the Veterans of Foreign Wars has submitted an application for a Veteran’s Parade in November. They anticipate 1,000 cub scouts and boy scouts to attend participate.

6. Consent Agenda (Mot. Req.):

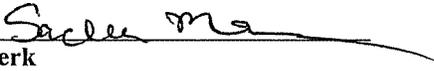
- a. Approve Payroll Ending 7/30/16
Selectboard Vice Chair Rebecca White made a motion to approve the payroll ending 7/30/16. Selectboard Clerk Sandra Mariotti seconded the motion. 7 Selectboard members agreed, 0 Selectboard members opposed, 0 Selectboard members abstained. The motion passed.
- b. Approve A/P Manifest of 7/29/16
Selectboard Clerk Sandra Mariotti made a motion to approve the A/P Manifest of 7/29/16 as amended to remove the payment to Valley Floors reducing the total of the manifest to \$306,844.81. Selectboard member Simon Dennis seconded the motion. 7 Selectboard members agreed, 0 Selectboard members opposed, 0 Selectboard members abstained. The motion passed.
- c. Approve Selectboard Meeting Minutes of 7/19/16
Selectboard member Simon Dennis made a motion to approve the meeting minutes of 7/19/16 as amended. Selectboard member Alan Johnson seconded the motion. 7 Selectboard members agreed, 0 Selectboard members opposed, 0 Selectboard members abstained. The motion passed.
- d. Selectboard Meeting Dates of 8/16/16, 8/30/16, 9/13/16, 9/27/16
Selectboard member Alan Johnson made a motion to accept the coming Selectboard meeting dates of 8/16/16, 8/30/16, 9/13/16 and 9/27/16. Selectboard member Dennis Brown seconded the motion. 7 Selectboard members agreed, 0 Selectboard members opposed, 0 Selectboard members abstained. The motion passed.

7. **Executive Session** (1 VSA 313; Contracts, Real Estate, Personnel, Litigation)(Mot. Req.):

a. N/A

V. **Adjournment (Mot. Req.)**

Selectboard member Dennis Brown made a motion to close the Selectboard Meeting of 8/2/16 at 8:58 pm. Selectboard member Mike Morris seconded the motion. 7 Selectboard members agreed, 0 Selectboard members opposed, 0 Selectboard members abstained. The motion passed.


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