TOWN OF HARTFORD
LOCAL LIQUOR CONTROL BOARD
& SELECTBOARD MINUTES

Monday, November 7, 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; Dennis Brown, Selectboard Member; Alan Johnson, Selectboard Member; Mike Morris, Selectboard Member; Leo Pullar, Town Manager; Gail Ostrout, Finance Director; Chief Scott Cooney, Fire Department; Tad Nunez, Parks & Recreation Director; Eliza LeBrun, Executive Assistant; Dawn Pullar, Lannie Collins, Cat Buxton and Chad Hale.

I. Call to Order Liquor Control Board/Selectboard Meeting and Pledge of Allegiance
Selectboard Chair, Richard Grassi called the Selectboard Meeting to order at 6:00pm. Town Manager, Leo Pullar led the pledge of allegiance.

II. Order of Agenda
Selectboard Chair, Richard Grassi noted that there were no items listed for the Liquor Control Board. There were no other changes to the agenda.

III. Liquor Control Board: N/A

IV. Selectboard

1. **Citizen, Selectboard Comments and Announcements:**
There were no citizen comments or announcements.

Selectboard member, Dennis Brown mentioned that he saw the pictures of the Scouting Salute to Veteran's Parade and was very proud.

2. **Appointments: (Mot. Req.)**

a. Consider the Appointment of Matt Osborn as the Town of Hartford's Member of the Two Rivers-Ottauquechee Regional Commission's Clean Water Advisory Committee.
Selectboard Vice-Chair, Rebecca White made a motion that the Selectboard appoint Matt Osborn, AICP, Assistant Zoning Administrator and Planner as the Town of Hartford's member of the Two Rivers-Ottauquechee Regional Commission's Clean Water Advisory Committee. Selectboard Member, Simon Dennis seconded the motion.

Selectboard member, Dennis Brown asked if this was an existing committee as he was not familiar with it. Town Manager Pullar stated it was not. This is a new committee that we have been involved with informally and they are now trying to formalize. Currently Lori Hirshfield, Hartford Planning & Zoning Department Director and Bruce Riddle, Energy Commission member are on the main Two-Rivers Ottauquechee Regional Commission. This is a sub-committee.

consider if they could really afford this. Selectboard Chair, Richard Grassi restated that this was not a commitment to take over the trails.

7 Selectboard members voted in favor, 0 Selectboard members voted nay, 0 Selectboard members abstained.

b. Private vs. Municipal Ambulance Fees.
Fire Chief, Scott Cooney presented a slide show to the Selectboard illustrating the differences between Private and Municipal Ambulance Fees. Chief Cooney showed that the Private Ambulance companies receive most of their money from non-emergency transport. This revenue is typically guaranteed as the transportation is usually deemed medically necessary by insurance companies prior to the trip. The Hartford Fire Department does not provide non-emergency transport. This type of service would be difficult for the Town of Hartford to provide, additional staff and another ambulance would be needed.

Selectboard member, Mike Morris asked the Chief if he felt that the services provided to the public were better in the Hartford Fire Department rather than the private company. Chief Cooney stated yes as, thru the accreditation process, the Hartford Fire Department is able to provide benchmark services. The private services typically only have one ambulance, so when it is transporting an individual, it is not able to address other calls. The Town of Hartford has a high frequency of multiple medical emergencies happening at the same time and are able to cover them with current staff and vehicles.

Mr. Morris asked why the Private Ambulance fees were lower than the Towns. Chief Cooney pointed out that by charging fees that are almost what Medicare and Medicaid allow, the write off is less for the Private companies.

Selectboard member, Dennis Brown made the observation that when the Veteran's Administration Hospital gave up their ambulance, the burden of transporting to multiple hospitals was placed on the Town with no apparent benefit.

c. Sister City Declaration & Agreement.
Selectboard Clerk Sandra Mariotti made a motion that the Selectboard would read into the record and authorize the Selectboard Chair and Vice-Chair to sign the Sister City Declaration & Agreement between the Town of Hartford, Vermont, United States of America and the city of Cenon, France on behalf of the Town of Hartford. Select board member, Simon Dennis seconded the motion. 7 Selectboard members voted in favor, 0 Selectboard members voted nay, 0 Selectboard members abstained.

Selectboard Clerk, Sandra Mariotti read the following Declaration into the minutes;

Sister City Declaration &Agreement between

The Town of Hartford, Vermont, United State of America & The City of Cenon, France

Whereas, *the town of Hartford has expressed its interest and desire to become a Sister City to Cenon, France and*
Whereas, *the city of Cenon, in France has expressed its interest and desire to become a Sister City with Hartford Vermont and,*
Whereas, *it is in our best interest to promote a greater understanding and friendship between our peoples, and*
Whereas, *we believe it to be in our collective interest to collaborate and to work in unison to promote broaden our mutual knowledge, appreciation and understanding or our respective municipalities, our country's, their history, culture and people, and*
Whereas, *we wish to encourage economic development and to advance trade relations between*

e. Pocket Park Update.
On Friday, November 4, 2016, the Town of Hartford received a letter from FEMA reversing their decision on the Pocket Park allowing the Town to move forward with the plan submitted. Despite the change, they still voice concerns about the use of that site, specifically the slope in the winter. The Town Manager will be having a phone conference with Holden Engineering this week. The goal is to bid the Pocket Park project out in January or February to commence this summer. If the Selectboard has any questions, they should let the Town Manager know so that he can get an answer.

Selectboard Chair, Richard Grassi reminded the Board that they have already approved the numbers for this project and sees no reason not to have the Town Manager move forward. The concern expressed by FEMA of the slope in winter is a "beware" notice only.

Town Manager, Leo Pullar noted that there may be ways for the Town to lower some costs as there are some community businesses and groups that have indicated that they may be interested in sponsoring some of the items placed in the park; flower, benches, etc.

Selectboard member, Simon Dennis also reminded the Board to keep in touch with Simon Pearce in regard to the parallel staircases. Mr. Dennis also asked the Board to consider planting fruit trees and berry bushes in the Pocket Park.

f. 1st Quarter, Fiscal Year 2016-17 Budget Update.
Town Manager, Leo Pullar and Finance Director, Gail Ostrout presented to the Board a budget update for Fiscal Year 2016-17, 1st quarter. They provided slides showing each department's Budget, what has been expenses thru September, and what the remaining balance is. Currently neither Mr. Pullar nor Ms. Ostrout are concerned over any of the balances reflected.

Ms. Ostrout explained the new method of monthly meetings with Department heads which she has implemented. She also noted that she has 3 points that she is working on with the Finance Department:

1. Moving towards a model of accountability,
2. Creating open and consistent communication,
3. Being proactive by having monthly meetings with the department heads, this allows staff to address issues sooner, and let the Board know sooner as well.

Town Manager Pullar noted that in the revenues the taxes are a little off but that the enterprise funds are all on track. He believes that the revenue may have been overestimated. Mr. Pullar also clarified for the Board that Judicial Services represent County Tax, which the Town has no control over, and SD Police represents Special Duty Police which are billed out to parties that contract for these services.

The Selectboard members decided that they like the method of presentation of the monthly budget and would like the Town Manager to continue doing this.

g. Fiscal Year 2017-18 Town Manager Draft Budget Proposal.
Town Manager Pullar and Finance Director Ostrout presented the Selectboard with their Draft Budget books. Mr. Pullar reviewed the sections within the book noting that within each Fund were Expenses and Revenues divided by a red piece of paper. The Master Fee scheduled listed in the back of the book has not been updated yet, rather it is the approved Master Fee schedule for this year. Although the budget listings appear differently on paper, they are printed directly from the financial software that the Town uses, Munismart. This allows for less error when transcribing the old excel budgets into the program. Selectboard Chair, Richard Grassi asked the Selectboard to email the Town Manager prior to the appropriate Budget Workshop if they have any questions to allow departments to prepare answers. Finance Director Ostrout pointed out that actual time

6. **Consent Agenda (Mot. Req.):**

a. Approve Payroll Ending 11/5/2016
Selectboard Chair, Richard Grassi clarified the Selectboard Rules of Order authorizing the Chair or Vice-Chair to sign the payroll ending 11/5/16 on behalf of the Board on Tuesday, November 08, 2016. The manifest would then be ratified at the upcoming November 15, 2016 Budget Meeting.

b. Approve Meeting Minutes of 10/25/2016
Selectboard member, Simon Dennis made a motion to approve the Public Information Hearing Minutes of 10/25/16 and the Regular meeting minutes of 10/25/16 amended. Selectboard member, Alan Johnson seconded the motion. 7 Selectboard members voted in favor, 0 Selectboard members voted nay, 0 Selectboard members abstained.

c. Approve A/P Manifest of 11/4/2016
Selectboard Member, Alan Johnson made a motion to approve the A/P manifest of 11/4/2016. Selectboard Member, Dennis Brown seconded the motion. 7 Selectboard members voted in favor, 0 Selectboard members voted nay, 0 Selectboard members abstained.

d. Selectboard Meeting Dates of 11/7/2016, 11/15/2016 (Budget Workshop), 11/22/2016, 11/29/2016(Budget Workshop) & 12/6/2016. **Selectboard Vice-Chair, Rebecca White made a motion to add the previously unlisted meeting date of Thursday, December 1, 2016. Selectboard Clerk, Sandra Mariotti seconded the motion. 7 Selectboard members voted in favor, 0 Selectboard members voted nay, 0 Selectboard members abstained.**

7. **Executive Session:** N/A

V. **Adjournment (Mot. Req.)**
Selectboard member, Mike Morris made a motion to adjourn the Hartford Selectboard Meeting at 9:27pm. Selectboard member, Dennis Brown seconded the motion. 7 Selectboard members voted in favor, 0 Selectboard members voted nay, 0 Selectboard members abstained.

_____

Selectboard Clerk

11/7/16