



**TOWN OF HARTFORD  
BUDGET WORKSHOP  
MINUTES**

Wednesday, January 11, 2017 at 6:00 pm  
Hartford Town Hall  
171 Bridge Street  
White River Junction, Vermont 05001

*These are the Selectboard Minutes for the FY17-18 Budget Approval.*

**Present:** Selectboard Chair, Richard Grassi; Selectboard Vice-Chair, Rebecca White; Selectboard Clerk, Sandra Mariotti; Selectboard Member, Simon Dennis; Selectboard Member came into the meeting at 6:20, Dennis Brown, Selectboard Member, Alan Johnson; Selectboard Member, Mike Morris; Leo Pullar, Town Manager; Lori Hirshfield, Planning and Development Director; Lana Livingston, Administrative Assistant; and Dawn Pullar.

**I. Call to Order Selectboard Budget Workshop and Pledge of Allegiance.**

Selectboard Chair, Richard Grassi called the meeting to order at 6:03 P.M.  
Selectboard Member, Mike Morris led the Pledge of Allegiance.

**II. Order of Agenda:** Town Manager, Leo Pullar asked to swap items a. and c.

This is because Ms. Hirshfield is at the meeting and she is presenting - c. Review/Approval of the Capital Improvement Plan.

**III. Liquor Control Board: N/A**

**IV. Selectboard**

**1. Citizen, Selectboard Comments and Announcements:**

Selectboard Member, Alan Johnson commented about the events on Saturday that Selectboard Vice-Chair, Rebecca White hosted for Emerge Vermont. Alan's daughter's Girl Scout Troop visited during lunch time. The girls learned a lot about the process and were very much inspired by the event.

**2. Appointments: N/A**

**3. Town Manager's Report: N/A**

**4. Board Reports, Motions & Ordinances:**

Town Manager, Leo Pullar handed out the Annual Report from the Bugbee Center. Len Brown, Executive Director of the Bugbee Center, had promised last night to get these to the Board.

Friday, Mr. Pullar will be out. Selectboard Member, Alan Johnson ask who is in charge if

the Town Manager is out of Town. Mr. Pullar said he will still be in touch via email and telephone. If he is gone for more than 2 weeks, he would name a replacement. If it is topical, you would contact the Department Head.

c. Review/Approval of CIP (Mot. Req.)

Lori Hirshfield, Director of Planning and Development handed out a Capital Improvement Program: from the General Fund Obligation/Proposed FY 2018-2022 as well as the CIP: Enterprise Funds. This is a baseline to go forward. A deeper evaluation of the program will be done in the Spring. This document shows what happened in the past and the projects already captured. No new projects are listed on this document. This is not a wish list, it is meant to be what is really realistic.

Selectboard Chair, Richard Grassi sees this as a ten-year working document. Selectboard Vice-Chair would like to look at this more on a bi-annual basis. This would really help to see where the Town is going. Mr. Pullar agrees that this should be presented to the Board more often than just at the Budget meetings yearly.

**Mr. Grassi, Selectboard Chair adopted and approved the document (CIP) without objection.**

b. Review/Approval of Fee Schedule (Mot. Req.)

Needs to be approved by July 1, 2017. Looking for a consensus at this time.

Summary:

Parks & Rec – Relooking at the Gazebo/Park Rental Fees

Highway – No Change

WRJ/Water/Wastewater – 1% Increase

Quechee Water – 10% Increase

Quechee Wastewater – 1% Increase

Solid Waste – No Change

Police – Dispatch Contract Increase

Fire:

Plan Review Increase

Per Capita Correction

Planning and Development – No Change

Miscellaneous:

Added White River Redemption Center Space Rental

Updated Great Eastern Radio Fee (3% Increase)

Relook Town Hall Rental Fees and Develop Policy

Selectboard Member, Simon Dennis suggested that we should have a 1-3-year overall plan for increasing/tracking the fees. A general plan would help the Selectboard Members. Mr. Dennis also brought up that the charges for parks should have a Public and a Private event fee. It would be good to have written policy to that effect.

**Mr. Grassi approved the Fee Schedule as Presented without Objection.**

a. Review/Approval of Enterprise Fund Budgets (Mot. Req.)

**Solid Waste Fund (Fund 30)**

Expenditures - \$870,432.82

Revenues - \$874,793.00

Comments: Town Manager, Leo Pullar stated that there are better ways of doing business and one way is to use the Town's buying budget better. This Fund is dependent

on fees collected.

Selectboard Member, Simon Dennis reminded the Board that Lebanon is still taking our C&D waste at no charge. If Lebanon changes that practice, it would be an added expense of around \$180 thousand that we would have to come up with. They have not indicated that they, Lebanon, will change that policy.

**Selectboard Member, Mike Morris made the motion to accept the Solid Waste Fund 30 as presented for \$870,432.82. Selectboard Member, Dennis Brown seconded the motion. 7 members voted aye, 0 members vote nay, 0 members abstained. The motion passed.**

**Water Fund (Fund 50)**

Expenditures - \$1,555,403.14  
Revenues - \$1,576,670.00

**Comments:**

WRJ/Hartford Water Fund. A healthy fund with a healthy reserve.

Selectboard member, Dennis Brown asked about putting a sign of some sort that would be put on the round-about. This came up because the Water Department is planning to do its work when the construction for the round-about is in progress.

**Selectboard Vice-Chair, Rebecca White made the motion to accept the Water Fund 50 as presented for \$1,555,403.14. Selectboard Clerk, Sandra Mariotti seconded the motion. 7 members voted aye, 0 members vote nay, 0 members abstained. The motion passed.**

**Quechee Water Fund (Fund 55)**

Expenditures - \$362,987.81  
Revenues - \$388,158.97

**Comments:**

A healthy fund. They manage mostly pump stations.

**Selectboard Clerk, Sandra Mariotti made a motion to accept the Quechee Water Fund 55 as presented for \$362,987.81. Selectboard Member, Simon Dennis seconded the motion. 7 members voted aye, 0 members vote nay, 0 members abstained. The motion passed.**

**Waste Water Fund (Fund 60)**

Expenditures - \$1,756,400.00  
Revenues - \$1,756,400.00

**Comments:**

Cost of doing business. Treatment plant is using lime. It is looking at some natural products however, they are concerned about the odor.

**Selectboard Member, Simon Dennis made a motion to accept the Waste Water Fund 60 as presented for \$1,756,400.00. Selectboard Member, Alan Johnson seconded the motion. 7 members voted aye, 0 members vote nay, 0 members abstained. The motion passed.**

**Quechee Waste Water Fund (Fund 65)**

Expenditures - \$1,195,289.59

Revenues - \$1,204,694.83

**Selectboard member, Alan Johnson made a motion to accept the Quechee Waste Water Fund 65 as presented for 1,195,289.59. Selectboard Member, Simon Dennis seconded the motion. 7 members voted aye, 0 members vote nay, 0 members abstained. The motion passed.**

d. Review of Final Draft Budget

**General Fund (Fund 10)**

Expenditures - \$15,284,566.89

Revenues - \$15,284,566.89

Fixed Costs: Salaries  
FICA  
Retirement  
Insurance Costs  
Debt Service  
Ambulance Bad Debt  
Also- Electricity, Fuel, Water, Telephones, Licenses & Contracts.

What Does It Buy?

104 Full Time Employees (no increase)  
Fully Funds Partial Employees (not new positions)  
Funds Energy Coordinator Position (65%)  
No Increase in Positions  
32 Part Time/Seasonal Employees  
No Decrease in Services (or better)  
2 Police Cruisers  
1 Fire Utility Truck  
1 Sidewalk Tractor  
1 Street Sweeper (5-year Lease)  
1 1-Ton Plow Truck  
1 10 Wheel Plow Truck (5-year Lease)  
Tree Warden Work  
Small Salary Increase  
Safety Light/Message Board  
Tools  
PD Locker Room Renovation  
Paving  
Sidewalks

Other Items of Interest:

Library Requests (\$347,590.00)  
Hartford - \$94,000  
Quechee - \$162,890  
Wilder - \$28,000  
WRJ - \$15,000  
West Hartford - \$47,700

Cemeteries (\$18,700.00)

Service Organizations:

Flat, except Advanced Transit & COVER

Two New Requests – Spark! & Stagecoach

Assumes .5% Increase in Grand List

Account Highlights:

Selectboard:

Added \$3000 to Recruitment & Training

Boards & Commissions:

Funds Tree Warden at \$5000

Manager

Removes ICMA from Travel and Meetings

Reduced Railroad Crossing Fees

Deletes Auto Costs

Elections/Legal/Clerk/Municipal Offices: NSTR (Nothing significant to Report)

Financial Management/Auditing/Valuation/Tax Collection/IT: NSTR

Police:

Not Funding HVAC Integration at the Time

Funds Personnel Reorganization, Vehicles(2), Radios(8), Body Cameras(7)

Fire:

Does Not Fund:

LED Lighting Upgrade

Resealing Apparatus Floor

Fitness Room Air Exchange

Does Fund:

Utility Truck

Radios, Defibrillator (1/2), Ice Maker, Fitness Trainer, Physicals,  
and Doors.

Captures Ambulance Bad Debt

Dispatch Services:

Replaces Computers, Builds Out 3<sup>rd</sup> 911 Console

Public Works:

Funds Paving at \$723K

Purchase/Lease Vehicles through Reserve & General Fund

Funds Quechee Main Street Box Culvert (Reserve Fund)

Funds Sidewalk Construction (Match Funds)

Cemeteries/Health Officer/Appropriations/Senior Services: NSTR

Parks & Rec:

Funds Fireworks Display, Chalk Liner, Pool Gutter Replacement

No Program or service reduction

Planning and Development:

No Increase to Conservation Travel

No Deposit to Conservation Reserve Account  
Funds Energy Coordinator (65%)

Libraries:

Funded as Requested by Trustees  
Selectboard Vice-Chair Rebecca White will support the Libraries now.  
Ms. White would like more comparable information from all the Libraries  
before the next year's budget.

Employee Insurance:

Change to New Plan (Saves at least \$200K)

Bond Redemption. Reserve Transfer: NSTR

Revenues:

Tax Income Reflects .5% Increase in Grand List

**Comments on General Fund 10:**

Selectboard Member Dennis Brown inquired if we have leased vehicles before. Town Manager, Leo Pullar said he was unsure but this would allow us some flexibility to obtaining the equipment we need. At the end of the lease, the vehicle becomes Town Property. Mr. Pullar explained that a lot of research was done on the Municipal leasing option. Public Works Capital Vehicle Reserve fund does have \$250,000. This will be used along with cash to purchase the vehicles.

Mr. Pullar submitted the proposed budget that will not raise the Tax Rate. Future growth is expected from 2.5% to 3% a year.

Selectboard Member, Alan Johnson is concerned that the Rainy-Day fund is not seeing any deposits from this budget.

Selectboard Member, Dennis Brown is very concerned that the tax rate will not be going up. He would rather see taxes increase and not lease the vehicles.

Selectboard Vice-Chair, Rebecca White reminded the Board that the Grand List growth will be deposited to the Rainey-Day fund. Also, the local option tax may be able to use for CIPs.

**Selectboard Vice-Chair, Rebecca White made the motion to accept the General Fund for \$15,284,566.89. Selectboard Clerk, Sandra Mariotti seconded the motion.**

**Selectboard Member, Alan John moved an amendment to increase the General Fund Expense by 1%, or \$152,845.66, to put into the Rainy-Day Fund. Selectboard Member, Simon Dennis seconded the amendment motion. 2 members voted Aye (Simon Dennis & Alan Johnson), 5 members voted nay (Richard Grassi, Rebecca White, Sandra Mariotti, Mike Morris, Dennis Brown) and no members abstained. The Amendment Motion did not pass.**

**Selectboard Chair, Mr. Grassi called for a vote on the Original motion. 6 members voted Aye, 1 member voted nay (Dennis Brown) and no member abstained. The motion passed.**

5. Commission Meeting Reports: None

6. Consent Agenda: N/A

V. Executive Session: N/A

VI. Closing (Mot. Req.) Selectboard Member Mike Morris made a motion to Close the meeting at 10:00 P.M., Selectboard Clerk, Sandra Mariotti seconded the motion. 7 members voted Aye, 0 voted nay and 0 abstained. 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

Sandra Mariotti  
Sandra Mariotti, Selectboard Clerk

1/11/2017

