



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

Tuesday, February 14, 2017 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; Alan Johnson, Selectboard Member; Dennis Brown, Selectboard Member; Mike Morris, Selectboard Member; Leo Pullar, Town Manager; Lana Livingston, Administrative Assistant; Everette Hammond, Hartford Assistant Director of Public Works; Lori Hirshfield, Planning & Development Director; Scott Robinson, VTRANS; Mike Long, McFarland Johnson; Steve Ireland, McFarland Johnson; Allyn Ricker, Hartford Highway Superintendent; Andrew Winter, Twin Pines Housing Trust; Will Giblin, TPHT; Lucy Gibson, Dubois & King; Paul & Jackie Gordon; Lannie Collins; Kevin Stuart; Dawn Pullar.

**Absent:** Simon Dennis, Selectboard Member.

*This meeting can be seen in its entirety on CATV/municipal meetings. The link to this is:  
<http://catv.cablecast.tv/Cablecast/public-site/index.html#/show/5910?channel=1>*

**I. Call to Order Selectboard Meeting at 6:01 by Richard Grassi, Selectboard Chair.  
The Pledge of Allegiance was led by Kevin Stuart.**

**II. Order of Agenda: no changes**

**III. Selectboard:**

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

There were no citizen comments.

Selectboard Comments: Selectboard Member, Mike Morris offered his front lawn in WRJ for any election signs.

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

- a. Interview & Consider Kevin M. Stuart to the Parks and Recreation for a 3- Year Term on the Parks and Recreation Committee, Term 2/14/2017 to 2/13/2020.

**Selectboard Vice Chair, Rebecca White made the motion:**

**That the Selectboard Appoint Kevin M. Stuart for a 3-Year Term on the Hartford Parks**

**and Recreation Committee, Commencing on 2/14/2017 and Ending on 2/13/2020. Selectboard Clerk, Sandra Mariotti seconded the motion. 7 voted Aye, 0 voted Nay and 0 abstained. The motion passed.**

3. **Town Manager's Report:** (TBD, Board questions, concerns, requests, project updates, etc.)  
The Town Manager's report can be accessed using this link: <http://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/80>.

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

a. Sykes Mountain Avenue Roundabout Project Update and Amendment Request.

The Sykes Mountain Avenue Project was initiated as a "safety project." It continues to be focused on safety by removing the many left-hand turns on that part of Sykes Mountain Avenue. At this meeting the Design Team is requesting design changes.

These are:

- Accommodate Interstate Truck U-turn
- Add Drive Entrance at Mobile Station
- Amendment Cost \$14,819.00
- Town of Hartford Share of Amendment Cost is: \$678.62

**Selectboard Clerk, Sandra Mariotti made the motion:**

**That the Selectboard Approve Amendment 5 of the Sykes Mountain Avenue Roundabout Project Grant Agreement and Authorize the Town Manager to Execute the Documents Required to Complete this Action. Selectboard Member, Alan Johnson seconded the motion. 7 voted Aye, 0 voted Nay and 0 abstained. The motion passed.**

b. Twin Pines Housing Project Update.

The Twin Pines Housing Trust presented to the Selectboard an overview of a proposed Housing Project located on Sykes Mountain Housing Trust.

Twin Pines Housing Trust (TPHT) is proposing a new multifamily housing development on Sykes Mountain Avenue.

TPHT would like to have a discussion with the Hartford Selectboard regarding submittal of an application to the Vermont Community Development Program (VCDP) as one of the funding sources for the project.

VCDP is funded through the Federal HUD Community Development Block Grant program and must be submitted through a municipality.

Use of VCDP funds requires the majority of dwelling units serve low-and-moderate-income households.

If the TPHT will be requesting Selectboard support to proceed to a formal public hearing to determine if the Town will submit an application to the State.

**Overview:**

Construct a new 3-story, mixed-income residential building with elevator on 6.5 acres to include:

- 30 Apartments: 14 one-bedroom and 16 two-bedroom
  - 24 units at 50% and 60% AMI □
  - 4 units at 80% AMI
  - 2 units at Market Rate

- 45 Parking Spaces: 26 under building + 19 surface
- Community Room
- Laundry Room on Each Floor
- Garden Area
- Children’s Play Area
- Large Open Space

A second phase, including 12 townhouse-style apartments, will be built closer to Sykes Mountain Avenue.

Construction of the first phase:

- 18-month construction schedule
- Fall 2017 to Spring 2019

All construction will meet Efficiency Vermont’s *Energy Code Plus*

**Project Partners & Funding**

Twin Pines and Housing Vermont, a non-profit developer based in Burlington, are partnering on the housing.

The development team has purchase options involving 3 lots totaling 6.5 acres:

- 45-246-1** (all - 1.940 acres)
- 45-162-0** (partial - 4.346 acres)
- 45-243-0** (partial - 0.216 acres)

Funding Sources:

- Vermont Housing Finance Agency – Low Income Housing Tax Credits and debt
- Vermont Community Development Program
- Vermont Housing & Conservation Board

**Request of Town**

We are seeking the Town of Hartford’s support in submitting an application for a Community Development Block Grant (CDBG) through the VT Community Development Program (VCDP) for this project.

- CDBG are federal funds allocated by VCDP to eligible projects around the state.
- Town supported the 2013 application for CDBG funds that are now helping to fund our Hartford Scattered Sites project.
- Applications for the next funding cycle are due April 18, 2017.
- We would like the Selectboard to support a \$750,000 Grant Application.

**Next Steps to Consider VCDP Funding**

Next VCDP Application deadline is April 18th.

Direct staff to provide the required notice for a Public Hearing on March 28th to determine if the Town should submit a VCDP application.

The consensus of the Selectboard is to move forward with this project. No objections were voiced.

c. Quechee Utility Mapping Loan Request. (Mot. Req.)

Prepare high level utility mapping for the Quechee wastewater, water and drainage systems using aerial photography and planimetric mapping.

Similar scope to approved project for the White River system.

Project to be completed by existing Town staff over a 3 year period.

Work includes televising of sewer lines that would otherwise have to be performed by Town in the future.

Project loan is 50% forgiven, terms are 0%, 5 year term.

**Cost Summary:**

- \$ 115,000 Base map and orthophoots
- \$ 3,085 Ruggedized laptop computer
- \$ 3,000 CADD Training
- \$ 2,000 Conversion to Arc GIS
- \$ 73,700 Televis sewer lines
- \$ 17,000 Televis drain lines
- \$ 58,800 In kind labor (no increase in staffing)
- \$ 27,415 Contingency
- \$300,000 Total cost for Quechee Wastewater Dept

**Mapping Payments:**

- \$ 300,000 Total Loan
- \$ 150,000 Loan forgiveness
- \$ 150,000 Loan balance at 0% for 5 years
- \$ 29,000 Reimbursement for in-kind labor
- \$ 131,000 Loan Amount
- Annual payment of \$26,200 (0%, 5 year loan)

NOTE: The benefits of the \$90,700 of television work helps offset the estimated cost and will provide valuable information for future capital planning.

**Project Benefits:**

- Staff involvement provides better knowledge of Town infrastructure
- Detailed inventory of water mains and valves
- Detail inventory of sewer manholes and lines
- Detail inventory of drain manholes and CB's
- Capital planning of improvements
- Potentially lower future design project costs

Sewer and drain manhole numbering  
Fire hydrant inventory  
Accurate base for a future water model

**Other Public Works Benefits:**

Future road improvements  
Sidewalk inventory maps  
Drainage improvements

**Other Potential Department Uses:**

Useful tool for grant applications  
Use for future, more accurate tax maps  
Use for future planning/zoning map upgrades  
Current use and green space assessment  
Base map for Police in traffic investigations  
3D map of downtown  
Development of a detailed 911 map in the Village Settings

**Selectboard Member, Alan Johnson made the motion:  
That the Selectboard Authorize Submission of the Loan Application for the Quechee Utility  
Mapping Project. Selectboard Member, Dennis Brown seconded the motion.**

**7 voted Aye, 0 voted Nay and 0 abstained. The motion passed.**

d. Gates & Main Clean Water Revolving Loan Fund Application Request. (Mot. Req.)

White River Drainage CWSRF Loan(Clean Water State Revolving Loan Fund)\$700,000

**Purpose of the Loan:**

2016 Town meeting approved this project for TIF funding

This drainage project is eligible to apply for Clean Water SRF monies

Interest rate of 2%, 20 year term is competitive or better than bond bank funding

Clean Water SRF monies include up to 50% loan forgiveness (first come-first served basis)

Loan payments would still come from the TIF

**Loan Payments:**

\$700,000 total Loan

-\$325,000 Potential Loan forgiveness

\$375,000 Loan balance at 2% for 20 years

Payments to be made from the following savings:

\$43,000 Annual Payment of \$700,000 @ 2% 20 years

\$23,000 Annual Payment of \$375,000 @ 2% 20 years

\$20,000 Net Annual savings with this CWSRF Application

**Benefits of Drainage Improvements:**

The existing drainage is undersized  
The project will allow separation of stormwater from entering into the Wastewater system  
The existing outlet pipe will be improved to minimize filling with sediment that prevents free flow into the existing swale  
This project will improve drainage on Church Street

**Recommended Way Ahead:**

Authorize the Town Manager to submit a Clean Water State Revolving Loan application for the Downtown White River Junction Stormwater project that was included in the TIF project previously approved by the voters at the 2016 Town meeting.

**Selectboard Member, Dennis Brown made the motion:  
That the Selectboard Authorize Submission of the Clean Water Revolving Loan Fund Loan Application for the Storm Water Project in White River Junction. The Selectboard Acknowledges that this Project was Approved by the Voters as Part of the 2016 TIF Bond. Selectboard member Mike Morris seconded the motion.**

**7 voted Aye, 0 voted Nay and 0 abstained. The motion passed.**

e. Certificate of Highway Mileage Approval Request. (Mot. Req.)

Annually the selectboard is required to file with the town clerk a sworn statement of the description and measurements of all calls 1,2,3, and 4 town highways and trails.

Error correction:

+0.11 mi CL4 TH-74 Orrizonto Road – portion discontinued in error by VTrans in 2010.  
-0.01 mi8 CL2 TH-4 (Quechee West Hartford Road) due to replacement of bridge BB in 2006.  
-0.134 mi State Highway: I-91 Exit 11 portion of Ramp A removed and Ramp F reassigned to Ramp A.

**Selectboard Member, Mike Morris moved:  
That the Selectboard Approve the Town of Hartford’s Certificate of Highway Mileage for the Year Ending February 10, 2017. Selectboard Vice-Chair, Rebecca White seconded the motion. 7 voted Aye, 0 voted Nay and 0 abstained. The motion passed.**

**5. Commission Meeting Reports:**

Selectboard Vice-Chair, Rebecca White reported that she attended the Hartford School Board Meeting. She was disappointed that the School Board voted not to participate in the new advisory committee on racial inequality. The expressed that they already have training on this issue. Ms. White asked Mr. Pullar if he could request from the Superintendent the training materials so the Town would not be reinventing the wheel. Mr. Pullar agreed to contacting the Superintendent.

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

- a. Approve Payroll Ending 2/11/2017  
**Selectboard Clerk, Sandra Mariotti moved to accept the Payroll Ending 2/11/2017.**

**Selectboard Member, Alan Johnson seconded the motion.  
7 voted Aye, 0 voted Nay and 0 abstained. The motion passed.**

- b. Approve Meeting Minutes of 1/31/2017  
**Selectboard Chair, Rebecca White moved to accept the minutes of 1/31/2017.  
Selectboard Member Selectboard Clerk, Sandra Mariotti seconded the motion.  
7 voted Aye, 0 voted Nay and 0 abstained. The motion passed as corrected.**

Approve Meeting Minutes of 2/2/2017  
**Selectboard Clerk, Sandra Mariotti moved to accept the minutes of 2/2/2017.  
Selectboard Member, Alan Johnson seconded the motion.  
7 voted Aye, 0 voted Nay and 0 abstained. The motion passed as corrected**

- c. Approve A/P Manifest of 2/10/2017  
**Selectboard Member, Alan Johnson moved to approve the AP Manifest of  
2/10/2017. Selectboard Member, Dennis Brown seconded the motion.  
7 voted Aye, 0 voted Nay and 0 abstained. The motion passed.**

- d. Selectboard Meeting Dates of:  
- Already Approved: 2/27/2017 (Pre-Town Meeting), 2/28/2017, 3/4/2017  
(Community Day), 3/8/2017 (Organizational Meeting), 3/14/2017 and 3/28/2017.

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

**The Selectboard Meeting was closed at 9:12PM with a motion from Selectboard  
Member, Mike Morris and a second from Selectboard Vice-Chair, Rebecca White.  
7 voted Aye, 0 voted Nay and 0 abstained. The motion passed.**

**3 Liquor Control Board (Renewals):**

**Selectboard Chair, Richard Grassi made opened the Liquor Control Board at 9:13 PM.**

1. Station Market, 18 Sykes Ave., White River Junction, VT 05001 (2nd Class)  
**Selectboard Clerk, Sandra Mariotti moved:  
That the Selectboard Approve the Second Class Liquor License Renewal Application for  
Station Market, 18 Sykes Ave., White River Junction, VT 05001. Selectboard Member,  
Alan Johnson seconded the motion. 7 voted Aye, 0 voted Nay and 0 abstained. The motion  
passed.**
2. Singleton's Quechee Market, 6962 Woodstock Road, Quechee, VT 05059 (2nd Class)
3. Cumberland Farms, 1167 Hartford Ave., White River Junction, VT 05001 (2nd Class)  
**Selectboard Member, Alan Johnson moved:  
That the Selectboard Approve the Second Class Liquor License Renewal Application for  
Singleton's Quechee Market, 6962 Woodstock Road, Quechee, VT 05059. And**

**that the Selectboard Approve the Second Class Liquor License Renewal Application for Cumberland Farms, 1167 Hartford Ave., White River Junction, VT 05001. Selectboard Member Dennis Brown seconded the motion. 7 voted Aye, 0 voted Nay and 0 abstained. The motion passed.**

4. Parker House Inn, 1792 Quechee Main Street, Quechee, VT 05059 (1st Class)
5. VT China Moon Buffet, 42 Sykes Avenue, White River Junction, VT 05001 (1st Class)
6. Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001 (1st Class)

**Selectboard Member, Dennis Brown moved:**

**That the Selectboard Approve the First Class Liquor License Renewal Application for Parker House Inn, 1792 Quechee Main Street, Quechee, VT 05059.**

**and**

**That the Selectboard Approve the First Class Liquor License Renewal Application for VT China Moon Buffet, 42 Sykes Avenue, White River Junction, VT 05001.**

**and**

**That the Selectboard Approve the First Class Liquor License Renewal Application for Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001.**

**Selectboard Member, Mike Morris seconded the motion.**

**7 voted Aye, 0 voted Nay and 0 abstained. The motion passed.**

#### V. Closing (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