



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

Tuesday, April 11, 2017 at 6:00 pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

<http://catv.cablecast.tv/Cablecast/public-site/index.html#/show/6099?channel=1>

Present: Selectboard Chair, Richard Grassi; Selectboard Vice-Chair, Dennis Brown; Selectboard Clerk, Sandra Mariotti; Selectboard Member, Simon Dennis; Selectboard Member, Rebecca White; Selectboard Member, Alan Johnson; Selectboard Member, Mike Morris; Town Manager, Leo Pullar; Dawn Pullar; Sheila Cadden & Marilyn Larkin from Night Flight Inc.; Fire Chief, Scott Cooney; Assistant Director of DPW, Everett Hammond; Water Dept., Rick Kenny; Assessor, Michelle Wilson; Judi Simon-Bouton; Olivia Lapierre.

I. Call to Order of the Selectboard Meeting

The Selectboard meeting was called to order by Selectboard Chair, Dick Grassi at 6:01 P.M.

II. Pledge of Allegiance

The Pledge of Allegiance was led by Selectboard Clerk, Sandra Mariotti.

III. Order of Agenda

There were no changes to the order of the agenda.

IV. Call to Order the Local Liquor Control Board

Selectboard Chair, Dick Grassi called the Local Liquor Control Board to order at 6:02 P.M.

V. **Liquor Control Board:**

(New)

1. Night Flight Inc. dba White River Inn & Suites, 91 Ballardvale Drive, White River Junction, VT 05001. (2nd Class)

Selectboard Vice Chair, Dennis Brown, made a motion that the Selectboard, acting as the Local Liquor Control Board, Approve the Second Class Liquor License for Night Flight Inc., dba White River Inn & Suites, 91 Ballardvale Drive, White River Junction, VT 05001. Selectboard Clerk, Sandi Mariotti seconded the motion. All were in favor and the motion passed unanimously.

(Renewals)

Selectboard Clerk, Sandi Mariotti made a motion that the Selectboard, acting as the Local Liquor Control Board, Approve the First Class Liquor License Renewals and the Outside Consumption Renewals for:

2. **Public House at Quechee Gorge, LLC, 5813 Woodstock Road, Quechee, VT 05059.**
3. **Perry Hospitality Group of Vermont, dba The Quechee Inn at Marshland Farms, 1119 Quechee Main Street, Quechee, VT 05059.**
4. **Quechee Pizza Chef, Inc. 5893 Woodstock Road, Quechee, VT 05059.**
5. **Engine Room, LLC, 188 South Main Street, White River Junction, VT 05001.**
and
6. **Crazy Jane's Elixir, LLC, 188 South Main Street, White River Junction, VT 05001.**
1st Class only.

Selectboard member, Simon Dennis seconded the motion. All were in favor and the motion passed unanimously.

Selectboard member, Simon Dennis made a motion that the Selectboard, acting as the Local Liquor Control Board, Approve the Second Class Liquor License Renewals for:

7. **Cabot Foods, Limited, 100 Quechee Gorge Drive, Quechee, VT 05059.**
8. **K-B Ventures Inc., dba Jake's Market & Deli, 521 North Hartland Rd., White River Junction, VT 05001.**
9. **K-B Ventures Inc., dba Jake's Market & Deli, 1477 Maple Street, Hartford, VT 05047.**

Selectboard member, Rebecca White seconded the motion. All were in favor and the motion passed unanimously.

VI. Close Local Liquor Control Board (Mot. Req.)

Selectboard member, Alan Johnson made the motion to close the Local Liquor Control Board @ 6:10 P.M. Selectboard member, Mike Morris seconded the motion. All were in favor and the motion passed unanimously.

VII. Selectboard:

1. Citizen, Selectboard Comments and Announcements:

There were no citizen comments or reports.

Selectboard Comments:

Selectboard Clerk, Sandra Mariotti reported that she attended the composting workshop last Saturday. It was very informational and there will be another workshop this Saturday, the 15th, 10-12 at the Town Hall. Selectboard member, Simon Dennis commented this workshop is timely in the light of ACT 148 which by 2020 there will be no more disposal of organics with the rest of your household trash.

Selectboard member, Alan Johnson represented the Town that was presented an award from the 2016 Vermont Green Building Networks award for Greenest Buildings in Vermont. This was awarded by the measured energy consumption for a year. Both Breadloaf, Inc. and the Town was awarded a plaque.

Selectboard Vice Chair, Dennis Brown presented to the Selectboard a slide show of his tour of the White River Water Facility. Rick Kenny, from the water department, commented on the slides and gave the Selectboard history on the water system of the Town of Hartford. The pictures showed old Cast Iron water pipes that are still in the ground. During this time of the year, the ground shifts and the pipe is compromised. The fix is to dig up the pipe, find the leak and put a "band aide" repair clamp on it. Also, this year, they are replacing the well that has been in use for 60 years.

Selectboard member, Alan Johnson commented about an email Peter Merrill sent out a few weeks ago about aging demographics. Mr. Johnson was reminded of other strategic points that the Selectboard, during the budget process, had noted to come back to. Such items are the pool, parks and impact fees. He hopes that at some time a high level strategic conversation will happen. Mr. Pullar and Mr. Grassi assured him that they have not been forgotten.

2. Committee Related Action: (Mot. Req.)

- a. Charge Amendments for Committee on Racial Inequality. The Selectboard decided at the meeting on April 6, to change the number of members to the Racial Inequality Committee from five community members to six. That brings the total number of total members up to ten.

Selectboard Chair, Dick Grassi reviewed how the Selectboard interviewed and selected the committee members. There were eleven great applicants. Each

applicant had about a 25-minute interview with the Selectboard. All the candidates were asked the same four questions. The criteria that the applicants were judged on were: Collaboration skills, Experience with Racism, Exposure to Racism, Communication Skills, Temperament/Demeanor, Education/Training/ Expertise with Racism, and Eye to the Future. The board came to an agreement on four applicants but were stalled when choosing the fifth member. The board considered if one person was chosen over the other, that the committee would loose by not having both members on this committee. The board decided it was in the committees best interest to expand to six community members.

Selectboard Vice Chair, Dennis Brown made the motion that the Selectboard Approve Amendments to the Hartford Committee on Racial Inequality Charge that Changes the Constitution from Nine Members to Ten Members and Changes the Number of Selectboard Appointees from Five to Six. Selectboard Clerk, Sandi Mariotti seconded the motion. All were in favor and the motion passed unanimously.

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

- a. Appoint Members of the Community to the Hartford Committee on Racial Inequality for a Term Commencing on 4/11/2017 and Ending Not Later Than 4/10/2018. The following community members were voted to serve on the Racial Inequality Committee: Sara Campbell, John Hall, Dan Hillard, Olivia Lapierre, Wayne Miller, Allene E. Swienckowski.

Selectboard Clerk, Sandi Mariotti made the motion that the Selectboard Appoint Sara Campbell, John Hall, Dan Hillard, Olivia Lapierre, Wayne Miller, and Allene E. Swienckowski to the Hartford Committee on Racial Inequality for a Term Commencing on 4/11/2017 and Ending Not Later Than 4/10/2018. Selectboard member, Simon Dennis seconded the motion. All were in favor and the motion passed unanimously.

Selectboard members, Simon Dennis and Rebecca White will organize a meeting day and time for the new committee to meet and organize. At that first meeting, they will vote on a Chair, Vice Chair and Clerk. All meetings will be open to the public, warned and everyone is welcome.

4. **Town Manager's Report:** (TBD, Board questions, concerns, requests, project updates, etc.) The link to the Town Manager's Significant Activity report is:

<https://vt-hartford.civicplus.com/Archive.aspx?AMID=84>

Highlights with Selectboard member's comments:

Town Manager, Leo Pullar reported on the April 4th meeting with the local Municipal Managers and the local Fire Chiefs. Selectboard Chair, Dick Grassi also went to the meeting and he was impressed with all the Towns working together and the accolades for our Chief Cooney. What resulted from this meeting was perhaps to focus as an area to form some sort of Regional Communications Center.

Mr. Pullar spoke of several high-level items for upcoming Selectboard meetings. One of the topics was WRJ downtown parking. This is going to be a very important topic for the Selectboard. Selectboard member, Simon Dennis asked if the parking study was going to be part of the discussion. Mr. Pullar explained that we still need to have one public meeting on the parking study and then we hope to publish those results very soon. Right now, we are looking at perhaps the end of June to have this discussion.

There is an informational meeting tomorrow, April 12th, 6:00 – 7:30 PM at the Hanover Town Hall, to discuss their commitment to 100% renewable energy. They will vote on the initiative during their Town Meeting on May 9th. Julia Griffin, Hanover Town Manager and Michael Brune, Sierra Club Executive Director will speak at the event. Selectboard member, Simon Dennis commented that the Ready for 100 means that they will be 100% renewable energy by year 2050. This is a very ambitious goal. It is interesting pertaining and highly relevant to hiring of an Energy Coordinator for the Town of Hartford. Mr. Pullar said his plan is to have someone in that position by July 1st.

Selectboard member, Alan Johnson explained four options recently presented to the Vermont Legislative body. These options were put out, in a short form bill, to start the conversation towards options pertaining to taxing carbon use.

There is an upcoming event that will be hosted by TransCanada regarding the relicensing of three hydroelectric dams on the Connecticut River in Wilder, Vernon, and Bellows Falls. The three dams are currently in the integrated licensing process (ILP) with the Federal Energy Regulatory Commission (FERC). This meeting is not intended to be for the general public, but specifically for community leaders, representatives, and senators. This event is Tuesday, April 18, 2017 at 6:30 pm at the Lake Morey Resort, Fairlee, VT. Selectboard members, Rebecca White and Alan Johnson expressed interest to go as well as Town Manager, Leo Pullar.

5. Board Reports, Motions & Ordinances:

- a. Review and Adopt the Local Emergency Operations Plan (LEOP). (Mot. Req.)

The LEOP is reviewed annually after Town Meeting Day. It is submitted to LEPC by May 1st each year. It is required under the Vermont Emergency Relief and Assistance Fund (ERAF) to maximize the state match in the event of a declared emergency.

The policy identifies points of contact, it provides baseline actions and Response/Recovery guidelines that are driven from the Hartford All-Hazards Emergency Operations Plan (EOP.)

The policy contains:

- Baseline Action Plan
- High Risk Population List
- Major Hazard Areas
- Identifies LEOC Locations
- Assigns Local Support Functions
- Identifies Lead Agencies
- Identifies Shelters
- Identifies NIMS Resources

The 2016-2017 Changes:

Identified the Town Manager as the Emergency Management Director (previously this was the fire Chief)

Identified the Fire Department as the lead agency for Flood emergencies (previously this was shared by the PD/DPW/Fire)

Identified the Fire Department as the lead agency for the Infectious Disease emergencies (previously this was the Health Officer)

Identified Law Enforcement as the lead agency for Animal emergencies (previously this was the Animal Control Officer)

Identified the Fire Department as lead agency for the Casualty emergencies (previously this was the 1st response agency)

Identified the Law Enforcement as lead agency for Public Gatherings. (previously this was the Selectboard)

Selectboard Clerk, Sandi Mariotti made the motion that the Selectboard Adopt and Approve Submittal of the 2017 Annual Update to the Local Emergency Operations Plan. All were in favor and the motion passed unanimously.

- b. Review and Approve Funding Source and Purchase of Wastewater Blower Replacements. (Mot. Req.)

The White River Wastewater plant contains 4 Sequential Batch Reactors (SBRs.) This is an activated sludge plant that requires air for 2 of the 4 stages of treatment: The stages are-

1. Fill Stage: wastewater fills the tank and mixes with the existing contents with the aid of Blower injected air.
2. React Stage: blower injected air is added to the tank to aid the biological growth resulting in the reduction of waste.

3. Settle Stage: Mixing/aeration is stopped. Solids settle to the bottom of the tank.
4. Decant Stage: the clear effluent is drawn off (decanted) from the tank. The process then repeats itself.

Blower Project Summary: The Sequential Batch Reactors (SBRs) use 3 blowers to be able to meet permit conditions. Two of the blowers were replaced with high efficiency blowers in the 2010 upgrade. These were HIS blowers that were bought out by Atlas Copco. These blowers are high speed, which operate on air bearings with no belt, no greasing and no maintenance. The problem is keeping them running. The third blower installed was a ROOTS positive displacement blower. It has proven to be easy to maintain, repair and operate. One of the High efficiency blowers has failed and needs replacement. The second blower is unreliable and needs replacement.

Replacement: Bids were received on Friday, March 31, 2017. The Engineer that designed the plant, reviewed the bids and recommends awarding the bid to Atlas Copco Compressors LLC. Atlas Copco bought out HIS and is offering very competitive pricing for Towns with these replacement blowers that have failed or prone to failure.

Recommended award to Atlas Copco: The blower cost will be \$28,766. A five-year warranty will be \$2,800 making the total \$31,566. Additional costs to the project will be \$30,000 Installation and Engineer specification and oversight for \$4,000. Total estimate for the project is \$65,566.

This is an unanticipated, unbudgeted expense. Recommended funding is to take from the capital reserve account or the impact fees.

Selectboard member, Simon Dennis made the motion that the Selectboard Approve the Use of the White River Junction Wastewater Impact Fees or the White River Junction Wastewater Capital Reserve, if Impact Fees are Inappropriate for this Purpose, for the Purchase and Installation of Blowers at the White River Junction Wastewater Plant. Selectboard member, Rebecca White seconded the motion. All were in favor and the motion passed unanimously.

- c. Review and Approve Submission of Annual Highway Financial Plan and Certificate of Compliance. (Mot Req.)

The annual financial plan for the Town of Hartford's Highways require the Selectboard's approval. The Town is required to file a TA-60 form that Vtrans has provided.

The FY 18 budget expenses were taken from the Town report highway budget which the voters approved on March 7, 2017. The signed originals will be returned to Chris Bump at the Vtrans District office.

Selectboard member, Rebecca White made the motion that the Selectboard Approve and Sign for Submittal by the Town Manager the Fiscal Year 2018 Annual Highway Financial Plan and the Fiscal Year 2018 Certificate of Compliance for Town Road and Bridge Standards and Network Inventory. Selectboard member, Alan Johnson seconded the motion. All were in favor and the motion passed unanimously.

- d. Review and Approve the CAI Parcel Mapping Contract. (Mot Req.)
Hartford Town Assessor, Michelle Wilson presented to the Board the CAI Parcel Mapping Contract.

CAI Technologies: Since 1998, CAI has provided digitized mapping services to the Town of Hartford to include:

Tax Mapping,
GIS, in ERSI formatting
Updates of new changes to existing files
Provides all files digitally for integration into existing software programs.

They provide 1 complete set of full size paper maps, 1 complete set of reduced size paper maps and 1 complete set of digital data.

The costs are: for Map/GIS Maintenance Services \$2,250
 Annual contract paid Quarterly (\$837.50)

Selectboard member, Alan Johnson made the motion that the Selectboard Approve the Town Continuing the Contract with Cartographic Associates, Inc., for 2018 Tax Map Maintenance and Authorize the Town Manager to Execute this Contract on Our Behalf. Selectboard member, Mike Morris seconded the motion. All were in favor and the motion passed unanimously.

- e. Review and Approve Submission of the PACIF Safety & Wellness Grant Application. (Mot. Req.)

This grant helps members to purchase equipment and services that will significantly reduce the potential for future workers' compensation, property/casualty, or liability insurance claims. There are 50% matching funds up to \$5000.00. There are two time windows but the grant is limited to one application/award per calendar year. There is limited funding. It is a first come, first served situation. The submission deadline is April 30, 2017.

Town of Hartford's request:

Fire/EMS: stretcher extension - \$5000
Public works: Magnetic Dolly (2) – 2600
Parks and Recreation: Tommy gate - \$1900
 Hockey Goal Dolly (2) - \$500

The total request is for \$10,000.

The requests have been vetted and approved recommendation by the

Selectboard member, Mike Morris made the motion that the Selectboard Approves the Request to Submit for a Safety & Wellness Grant through the Vermont League of Cities and Towns for the Items Described and Further, Authorize the Town Manager to Submit this Request. The Selectboard Acknowledges that this Approval is Contingent upon Receiving Matching Funds for 50% of the Entire Purchase Amount. Matching Funds Will Not Exceed \$5,000.00. Selectboard Vice Chair, Dennis Brown seconded the motion. All were in favor and the motion passed unanimously.

6. Commission Meeting Reports:

Selectboard Vice Chair, Dennis Brown attended the Zoning Board meeting. They approved 2 applications. One for Bergerons on Rte 14 and one for the AJs Bowling Alley area for the new dealership that is going in there.

7. Consent Agenda (Mot. Req.):

- a. Approve Payroll Ending 4/8/2017
Selectboard clerk, Sandi Mariotti made the motion to accept the Payroll ending 4/8/2017. Selectboard member, Simon Dennis seconded the motion. All were in favor and the motion passed unanimously.

- b. Approve Meeting Minutes of 3/28/2017 & 4/1/2017
Selectboard member, Simon Dennis made the motion to accept the minutes of 3/28/2017. Selectboard member, Rebecca White seconded the motion. All were in favor and the motion passed unanimously.

Selectboard member, Rebecca White made the motion to accept the minutes of 4/1/2017. Selectboard member, Alan Johnson seconded the motion. All were in favor and the motion passed unanimously.

- c. Approve A/P Manifest of 4/7/2017

Selectboard member, Alan Johnson made the motion to accept the A/P Manifest of 4/7/2017. Selectboard member, Mike Morris seconded the motion. All were in favor and the motion passed unanimously.

- d. Selectboard Meeting Dates of:
- Already Approved: 4/25/2017, 5/9/2017, & 5/23/2017.
- To Be Approved: 6/6/2017 & 6/20/2017

Selectboard clerk, Sandi Mariotti made to motion to approve the 6/6/2017 and 6/20/2017 dates for Selectboard meetings. Selectboard member, Simon Dennis seconded the motion.

On the 5/23 meeting, Sandi Mariotti will be late and Alan Johnson cannot make the 6/20/2017 meeting.

All were in favor and the motion passed unanimously.

VIII. Executive Session: N/A

IX. Close the Selectboard Meeting. (Mot. Req.)

Selectboard member, Mike Morris made the motion to close the meeting at 8:45 P.M. Selectboard Vice Chair, Dennis Brown seconded the motion. All were in favor and the motion passed unanimously.

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.

Sandra Mariotti, Selectboard Clerk