



**TOWN OF HARTFORD  
SELECTBOARD AGENDA  
SPECIAL MEETING**

Tuesday, April 14, 2020, 6:00pm  
Hartford Town Hall  
171 Bridge Street  
White River Junction, VT 05001

**This meeting will be conducted in compliance with  
Vermont Open Meeting Law with electronic participation.**

<https://zoom.us/j/549799933> - Please mute your microphone.  
[youtube.com/catv810](https://www.youtube.com/catv810) – click “live now”.

If you're calling in from phone dial:  
(415) 762-9988

Type in the Room ID: 549-799-933 followed by #

Press # a second time

Press \*9 to raise your hand for public comment

**I. Call to Order the Selectboard Meeting**

**1. Board Reports, Motions & Ordinances**

- a. Hartford Ad Hoc Committee on Coronavirus Response:  
Update and Recommendations for Action (Motion Required)

**2. Adjourn the Selectboard Meeting: (Motion Required)**

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.



## AGENDA MEMORANDUM

April 14, 2020

**Town Selectboard Meeting Item: 1.a**

**Submitted by: Brannon Godfrey, Town Manager**

**Subject:** **Hartford Ad Hoc Committee on Coronavirus Response: Update and Recommendations for Action (Motion Required)**

**Background:** The Selectboard formed and fully appointed the *ad hoc* Committee on COVID-19 Response on March 31, 2020. The Committee held its organizational meeting Friday, April 3, and elected Kristi Clemens as Chair, Sue Buckholz as Vice Chair, and Simon Dennis as Secretary. The Committee also assigned Committee members and interested meeting participants by preference into four subgroups:

1. Slowing the Spread;
2. Supporting Medical Professionals;
3. Preserving Hartford Economy; and
4. Food Supply.

Each subgroup met at least during the week ending April 10 and reported to the full Committee at its regular weekly meeting at 4pm Friday, April 10.

**Discussion:** At the March 31 Selectboard meeting, a member asked if the surrounding towns had formed similar committees. Lebanon, Hanover and Norwich reported at the April 7 Core-4 Towns meeting that they did not have appointed committees similar to Hartford's, but were working through existing community groups for strategic planning and response. As of the posting of this agenda, the initial reports and recommendations of the subgroups and the Committee had not yet been received. Those reports and recommendations will be forwarded to the Selectboard prior to the meeting.

**Financial**

**Impact:** To be determined

**Recommendation:** Consider motions to approve recommendations forthcoming from the Ad Hoc Committee on Coronavirus Response.

  
\_\_\_\_\_  
Town Manager

**Attachment:** April 3 Committee Minutes  
April 10 Reports and Recommendations (To Be Added on or before Monday, April 13)

## **Hartford Ad Hoc Committee On Coronavirus Response | Meeting Minutes**

April 3rd, 2020 at 4:00 (First Meeting)

### **Attendance:**

Committee Members: Brannon Godfrey, Scott Cooney, Gail Ostrout, Brett Mayfield, Dan Fraser, Kristi Clemens, Becca White, Becky Chollet, Barbara Farnsworth, Chuck Wooster, Martha McDaniel, Simon Dennis, Deborah Scribner, Sue Buckholtz

Residents: P.J., Laura Simon, Nick Charyk and others also attended.

Brannon Godfrey opened the meeting at approximately 4:10pm . He reviewed the Charge and summarized the responsibilities of following Open Meeting Law. Members and participants then introduced themselves and their respective backgrounds and interests.

Brannon asked for nominations for officers. Becca White moved to nominate Kristi Clemens as Chair. Becky Chollet seconded the nomination. Brannon Godfrey asked for a motion to close the nominations and move to vote. **Chuck Wooster moved to close the nomination and elect Kristi Clemens as Chair. Martha McDaniel seconded the motion.** The Motion passed unanimously.

Kristi Clemens asked for nomination for Vice Chair. **Becca White moved to elect Sue Buckholz as Vice Chair of the Committee. Martha McDaniel seconded.** The Motion passed unanimously.

**Becca White moved to elect Simon Dennis as Secretary. Chuck Wooster seconded.** The Motion passed unanimously.

We discussed the Committee's Charge and discussed the role of subgroups.

Brett gave a review of current Town activities. and reported that the town is doing regular check-ins with vulnerable populations, working with UV Strong with the different services and with food services delivering meals. Working on ways we can be supportive of the general population to wear face masks. Chief Cooney added that a Town team, as led by Lori Hirshfeld, meets weekly to identify and distribute strategic priorities. Chief Cooney mentioned that personal check-ins to individuals is one area where the Town could use support.

Kristi suggested that we move towards assigning members to the four subgroups.

**Simon Dennis, Becky Chollet, Brett Mayfield, Martha McDaniel were appointed to the subgroup focused on slowing the spread of COVID-19. Martha McDaniel will serve as the point person.**

**Deborah Scribner, Scott Cooney, Barbara Farnsworth and Gail Ostrout were appointed to the subgroup focused on supporting the medical professionals to treat the infected. Scott Cooney will be the point person.**

**Sue Buckholtz, Brannon Godfrey, Becca White were appointed as committee members of the subgroup focused on preserving Hartford's economy and the businesses, families and individuals that make it up. PJ (full name needed) and Nick Charyk were appointed as citizen members. Brannon Godfrey will be the point person.**

**Chuck Wooster, Dan Fraser, Kristi Clemens and Barbara Farnsworth from the committee and Michael Redmond, from the community were appointed to the subgroup focused on ensuring consistent food supply to Hartford Residents. Barbara Farnsworth will be the point person.**

There were additional discussions about potential partners and open meeting law.

Kristi said she would set up some folders on Google Group, for each subgroup.

**It was agreed that we would meet weekly via Zoom on Fridays at 4:00 PM.**

Sue and Kristi will get together to set the agenda by Wednesday.

**Dan Fraser moved to adjourn the meeting, Chuck Wooster seconded, all were in favor and the meeting adjourned at 5:15.**

Submitted by Simon Dennis  
Committee Secretary

## **Hartford Facemask proposal**

The Hartford, VT Covid-19 Response Committee proposes to acquire and distribute homemade cloth face masks.

### *Manufacture:*

Solicitation of homemade mask donations, made according to the “Deaconess” (Evansville, IN) instructions: [Deaconess Health System](#). Alternate methods and black or colored elastic may also be used.

### *Collection:*

In weatherproof container on east porch of Town Hall

### *“Sanitization” and packaging:*

By Martha McDaniel. All masks will be washed in hot water with biodegradable laundry detergent, dried, and individually or collectively packaged with use/care instructions in newspaper bags.

### *Publicity and Distribution:*

1. By Town Health Officer and/or deputy
2. At Advance Transit bus stops in Hartford
3. By “essential” businesses in Hartford
4. To requesting Hartford residents ([marthadmcdanielmd@gmail.com](mailto:marthadmcdanielmd@gmail.com))

### *Reimbursement:*

Mask makers wishing to be reimbursed for materials should attach this request to their mask delivery. Materials will be reimbursed at the rate of \$.80 per completed mask

**Recommendations of the Ad Hoc Committee on Coronavirus Response at its April 10, 2020 Meeting\*:**

1. The Committee approved the Mask Proposal from Martha McDaniel, the Slow the Spread subgroup Leader. The Committee recommends the Selectboard approve the Proposal.
2. The Committee also approved a recommendation from the Slow the Spread subgroup to have the Town Manager advertise for qualified persons to apply to serve as a Deputy Health Officer. This position with job description is already authorized by the Vermont Department of Health. There is no proposed compensation; it is proposed to be a volunteer position.
3. The Committee approved a recommendation from the Slow the Spread subgroup that the Selectboard amend the Committee Charge to enable the Committee to be able to act on non-monetary recommendations without seeking prior approval from the Selectboard.

\* this is an informal summary. The minutes of the Committee meeting will be more specific.

## **Hartford Ad Hoc Committee on Coronavirus Response Meeting Minutes**

4/10/20 @ 4:00 PM | Via Zoom (Second Meeting)

**Committee Attendance:** Kristi Clemens (Chair), Sue Buckholz (Vice-Chair), Simon Dennis (Secretary), Becky Chollet, Barbara Farnsworth, Brannon Godfrey, Brett Mayfield, Martha McDaniel, Deborah Scribner, Becca White, Chuck Wooster

**Committee Absence:** Dan Fraser, Gail Ostrout

**Community Attendance:** PJ Skehan, Michael Redmond

Kristi Clemens called the meeting to order at 4:00 and called for a motion on the minutes of the 4/3 HADCCR Meeting. It was noted that Sue Buckholz's name is spelled without a "t" at the end. **Martha McDaniel moved to pass the minutes as amended. Sue Buckholz seconded. All were in favor and the motion carried.**

Kristi Clemens called for reports from the Town Health Officer and Town Manager.

Brett Mayfield spoke about his activities as Town Health Officer.

Brannon Godfrey reported about the activities of the Town referencing a report of all Town Staff activities.

Kristi Clemens called for reports from the four Subgroups.

### **Stop the Spread Subgroup**

MarthaMcDaniel reported. She mentioned the importance of supporting the good work of Town Health Officer, Brett Mayfield and said the Committee focused on education and face masks. Re Dartmouth Hitchcock has donated now 400 masks to the Town of Hartford. Becky Chollet is the communications person who has made a list of Email Listservs. Deputy Health Officer is a priority. The STSS has proposed that kicking off this position should go out to the Selectboard this Tuesday. Simon mentioned three motions that the STSS is asking the HADCCR to support going before the Selectboard. These are the motion to launch the Deputy Health Officer, the motion to launch a Mask Making Proposal, and the motion to modify the HADCCR Charge to allow the HADCCR to take actions on behalf of the community to advance the Committee's goals articulated in the Charge.

**Chuck Wooster made a motion to support bringing the Mask Making Proposal before the Selectboard. Sue Buckholtz Seconded. All were in favor and the motion carried.**

**Becky Chollet made a motion to support bringing the discussion regarding creating the Deputy Health Officer before the Selectboard. Martha McDaniel Seconded. All were in favor and the motion carried.**

**Sue Buckholtz made a motion to support the Selectboard discussion about modifying the Charge to allow the HADCCR to take actions not regarding changing policy or spending funds to advance the four goals of the Committee. Martha McDaniel seconded. All were in favor and the motion carried.**

### **Supporting Medical Professionals**

Scott Cooney reported: This group considered finding housing for care providers. They had included in the questions going out from the Town: “Had that facility developed plans for providing housing for first responders or other medical professionals who become infected.” Becky Chollet mentioned a list of healthcare professionals who do not work in hospitals and who may be overlooked. Simon enquired about Brookside as a potential overflow site. The State is looking at hotels. Michael Redmond said that he has looked at Brookside and it is not in feasible shape and would require too much rehab to play a role in satisfying a need for overflow in the current emergency.

### **Preserving the Economy**

Brannon Godfrey reported: They met once and talked about assessing the needs of businesses as they are getting overwhelmed with getting resource referrals. For this purpose they have been working on a simple short survey. The survey contained 5 questions. Chuck Wooster suggested a method for creating a master list of businesses that could be linked to via the survey and/or adding a question to the survey about other businesses that could be reached out to.

### **Food Supply Group**

Chuck Wooster reported: We have an immediate issue of people who have food needs and longer-term issues pertaining to food supply in the event of a deeper recession. Regarding the short-term needs, vulnerable populations they discussed include: students, older adults (Bugbee Sr Cr.), homeless (The UV Haven), unemployed and discontinued, special needs, undocumented residents (UVRT), people in quarantine. The group mentioned neighborhood captains and perhaps working with Resilient Hartford. Michael Redmond reported that he had spoken to the Director of the Bugbee Sr Cr. They are managing 70-80 meals on wheels. They are hoping to ramp up a takeaway program. The question was raised as to the scope and duration of the Committee’s work. Simon Dennis said that long-term solutions would be very important.

Kristi Clemens offered to create a report to the Selectboard by the 4/30 Deadline. She also agreed to attend Selectboard meetings as possible/needed.

**Martha McDaniel moved to close the meeting. Chuck Wooster seconded. All were in favor and the meeting concluded at 5:30 PM.**

Submitted by Simon Dennis, Committee Secretary