



**TOWN OF HARTFORD  
SELECTBOARD AGENDA  
SPECIAL MEETING**

Tuesday, March 31, 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.**

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

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

- a. Municipal Pool Project (Motion Required)
- b. Hartford Ad Hoc Committee on Coronavirus Response (Motion Required)
- c. Coronavirus Update (information only)

**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

March 31, 2020

### Special Town Selectboard Meeting Item: 1.a

Submitted by: Scott Hausler, Director of Parks & Recreation

**Background:** The Pool Committee Chair provided a presentation at Town Meeting that reviewed the two (2) year project history consisting of the establishment of the Ad Hoc Pool Committee, Public Meetings, Community Surveys, Selectboard Presentations, and a Project Timeline. At the 2019 Town Meeting Voters approved by Australian Ballot Voting \$70,000 in Local Options Tax to fund the Preliminary Design & Engineering. At the 2020 Hartford Town Meeting, Town Voters approved, by Australian Ballot Voting, funding for the construction of the Sherman Manning Pool showing full community support for the pool project. The project timeline schedules construction to begin the end of the school year of June 2021, with project completion during the month of June 2022. Limited construction window for the pool will be 3 months in 2021 and 1 month in 2022.

**Discussion:** Major functions of project planning were completed with the preliminary design and engineering for the Sherman Manning Pool identifying a cost of \$3.3 million. Next steps include final design and layout, permitting, and the selection of a pool contractor. Timeline and estimated funding would proceed as follows:

- Estimated fourteen (14) months out until construction would begin; commencing the month of June 2021. No funds expended from bonds to be issued. Estimated ten (10) months out from signing a construction contract. Agreement would need to be finalized by January 2021 for construction to begin June 2021.
- December 2020, nine (9) months as of today, the application to the VT Bond Bank is due. If we apply for the winter 2021 bond pool, which will actually close end of February 2021, then the first payment of interest only will be November 2021, twenty (20) months as of today. However, the Town will not pay our first full *principal* payment until November 2022, thirty-two (32) months from today.
- The project is at maximum five (5) months from the release of an RFQ for Final Design Build Services for construction of the Sherman Manning Pool. No construction funds necessary at this time. Funding for newspaper advertising will be needed adhering to the Procurement Policy of the Town.
- The project is 2 to 4 months from final on-site material testing services and finalizing a permit application process. Estimate \$4,000 - \$7,000; funding remains in the LOT Fund for these services (est. balance of \$15,000). No additional funding is determined necessary at this time. Possible re-allocation of funds for permit application fees may be necessary if cost exceeds current allocated LOT funding.

**Financial Impact:** Estimated remaining FY20 LOT allocation of \$15,000. First estimated debt service payment includes interest of \$23,000 due November 2021 (20 months out) and interest payment of \$36,000 due June 2022 (27 months out). First full estimated annual bond payment including principal and interest of \$201,000 November 2022 (32 months out).

**Recommendation:** No Motion Required. Proceed and evaluate before bond bank application in December.

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

**Attachments:** Project Timeline, Memo to Town Manager



# Timeline Following Successful Bond Vote



Complete  
D&E  
LOT \$

Apply to  
Bond Bank

Pool  
Construction



3/3/20

8/2020

9/2020

12/2020

1/2020

6/2021

11/2021

6/2022

Bond Vote  
Approved  
by Voters

Release  
RFQ

Award  
Contract

Est. First  
\$ Payment  
on Bond

Pool  
Opens



# TOWN OF HARTFORD

## PARKS & RECREATION DEPARTMENT

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White River Junction, Vermont 05001  
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DATE: 03/24/2020

TO: Brannon Godfrey, Town Manager

CC: Dan Fraser, Selectboard Chair

FROM: Scott Hausler, Director   
Parks & Recreation Department

RE: Pool Project Vote

I request this memo be read into record of the Town of Hartford Selectboard meeting scheduled on Tuesday, March 24<sup>th</sup>, 2020.

I understand, from our meeting today, there will be a motion made and a vote requested to delay any work on the new pool project. Additionally, staff will be directed to hold off all efforts for one year following this vote.

Members of the Selectboard need to be aware of the following areas of concern regarding action to delay the pool project by one year:

- The pool project, at its current phase, completed as much of the detailed work necessary to bring the project to the voters for an accurate cost to construct. A major function of the project that has already required considerable work completed by staff.
- Voters approved the project this past month by Australian Ballot and by a majority. Voting to delay work on the project, without public awareness is unfortunate to the individuals, families and children in our community.
- Contractor selection, final design and permitting are the 3 final steps toward completion.
- The Town has not secured any of the bond funding. Expending funds would not take place until early Summer of 2021.
- The project, in its current form, is over 14 months out and likely 6 months out from any formal discussions or negotiations with a potential contractor following a detailed procurement process.
- Voting that directs staff to cease work on the pool project presents a major threat to cost. The Selectboard can expect a price escalation over 4% annually.
- Bringing forward such an important and impactful decision tonight, during our current community climate, causes me concern that such a decision will stop the project from ever moving forward.

As presented, if there truly is a concern that staff time should be limited to situations other than the pool, then you are correct. However, concern for staff time moving forward shouldn't impact our responsibility to the community to fulfill this project as well as accomplish implementation of our supported programs and services to the community. Staff time during the COVID-19 situation already has stretched the ability for planning and project development. We are focusing on priorities within the Department and the Town as we face cancelations, closures and preparing for future park usage.

No time is more important than now for our local parks, trails, open spaces and public facilities. Delaying movement on the project sets the stage to a lost connection with our youth and families. Like parks, recreational facilities, such as an affordable public swimming pool, allow people to enjoy the mental and physical health benefits of a connection with people and being outdoors during the summer. All of which are physical activities that reduce stress and improve the overall mental health of our youth and families as they seek a peaceful and safe activity.

During times of uncertainty, the functions of parks and recreation services are needed now more than ever. We as a staff, are working hard to plan and maintain recreational levels of service when social and physical distancing returns to a normal level. This too covers the important task of maintaining public spaces and planning for future projects like the pool. This is our focus now, and it will continue to consume us.

The decision to delay the pool project by one year following voter approval is an unfortunate and misguided way to proceed. Nevertheless, if that is the Selectboard decision, then it will bring on large price escalation for the project and need to bond additional funds in the future. In the end, and for those reasons, I believe the project may not see completion.

I am hopeful the Selectboard will rethink the decision being made to delay the pool project.