



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, February 11, 2020, 6:00pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

Present: Simon Dennis, Selectboard Chair; Richard Grassi, Selectboard Vice Chair; Dennis Brown, Selectboard Clerk; Jameson Davis, Selectboard Member; Dan Fraser, Selectboard Member; Alan Johnson, Selectboard Member; Kim Souza, Selectboard Member; Brannon Godfrey, Town Manager; Florentina Rollins, Gail Ostrout, Lori Hirshfield, Hannah Tyler, and Chris Holzwarth, Staff; Lannie Collins; Lynn Bohi; Alice Flanders

CATV Link: <http://catv.cablecast.tv/CablecastPublicSite/show/11220?channel=2&seekto=1398>

I. Call to Order the Selectboard Meeting

Selectboard Chair, Simon Dennis called the meeting to order at 6:02 P.M.

II. Pledge of Allegiance

Member Dan Fraser led the Pledge of Allegiance.

III. Selectboard

1. Public, Selectboard Comments and Announcements:

Citizen Comments: Alice Flanders introduced herself as the Agribusiness candidate for Vermont State Auditor

Selectboard Comments: Member Davis spoke about JAGfest Theater Festival; Member Souza spoke about Selectboard self-evaluations and Staff evaluations of Town Manager; Member Brown spoke about the drive-in sign relocation; Member Davis thanked the highway crew for work during recent storms

IV. Local Liquor Control Board

Selectboard Chair, Simon Dennis recessed the Selectboard Meeting and called the Local Liquor Control Board open at 6:17 P.M.

1. Renewals

- a. Phnom Penh Sandwich Station, LLC, 7 North Main Street, White River Junction, VT 05001. (1st Class)
- b. Hua Teng Restaurant, Inc. Doing Business As: VT China Moon Buffett, 42 Sykes Avenue, White River Junction, VT 05001. (1st Class)
- c. Wolf Tree Hospitality, LLC Doing Business As: Wolf Tree, 40 Currier Street, White River Junction, VT 05001. (1st and 3rd Class)
- d. Evans Group of Vermont, Inc. Doing Business As: Evans Expressmart, Route 5 & Airport Road, White River Junction, VT 05001. (2nd Class)
- e. Quechee Mart, Inc. Doing Business As: Mobil Mart, 3479 Woodstock Road, Quechee, VT 05059. (2nd Class)
- f. Revco, LLC Doing Business As: Revolution, 26 North Main Street, White River Junction, VT 05001. (2nd Class)
- g. Stacy Hopkins, LLC Doing Business As: Scavenger Gallery, 41 South Main Street, White River Junction, VT 05001. (2nd Class)

Selectboard Vice Chair Grassi made the motion to approve a,b,c

Selectboard Member Davis seconded the motion. Y 5 in favor,

N 0 not in favor

A 2 abstained

Who: Members Fraser and Souza

Selectboard Vice Chair Grassi made the motion to approve d,e,f,g

Selectboard Member Davis seconded the motion. Y 5 in favor,

N 0 not in favor

A 2 abstained

Who: Members Fraser and Souza

Selectboard Chair, Simon Dennis closed the Local Liquor Board and reopened the Selectboard at 6:24 P.M.

V. Order of Agenda: The change to the agenda was not recognized by the Board

2. Appointments

- a. Consider the Re-Appointment of Kevin Raleigh to a three-year term on the Hartford Business Revolving Loan Fund Committee beginning February 11, 2020 and ending February 10, 2023.
- b. Consider the Re-Appointment of Frank Klymn to a three-year term on the Hartford Business Revolving Loan Fund Committee beginning February 11, 2020 and ending February 10, 2023.
- c. Consider the Re-Appointment of Jonathan Schechtman to a three-year term on the Hartford Historic Preservation Commission beginning February 11, 2020 and ending February 10, 2023.
- d. Consider the Re-Appointment of Robin Adair Logan to a three-year term on the Hartford Historic Preservation Commission and a three-year term on the Planning Commission beginning February 11, 2020 and ending February 10, 2023.
- e. Consider the Re-Appointment of Skye Murray to a three-year term on the Sister Cities International Committee beginning February 11, 2020 and ending February 10, 2023.
- f. Consider the Re-Appointment of Laura Cooney to a three-year term on the Sister Cities International Committee beginning February 11, 2020 and ending February 10, 2023.
- g. Consider the Re-Appointment of Allison Litten to a three-year term on the Sister Cities International Committee beginning February 11, 2020 and ending February 10, 2023.
- h. Consider the Re-Appointment of C. Dana Hazen to a four-year term on the Conservation Commission beginning February 11, 2020 and ending February 10, 2024.

Selectboard Member Johnson made the motion to approve a,b,c,d,e,f,g,h. Selectboard Member Fraser seconded the motion. A friendly amendment was made by Member Johnson that added “pending review of staff for the 4-year term of the Conservation Commission”

Y 7 in favor,

N 0 not in favor

2. **Town Manager’s Report:** This Significant Activity Report ending February 10, 2020.

Link: <https://www.hartford-vt.org/Archive.aspx?ADID=178>

3. **Public Hearing:** 2020 Tax Increment Financing Bond

Selectboard Chair, Simon Dennis recessed the Selectboard Meeting and opened the Public Hearing at 6:45P.M.

Presentation by Lori Hirshfield, Director of Planning and Development.

This is the first of two required public hearings prior to voter consideration of Article #23 on the March 3, 2020 Town Voting Day Warrant, for \$2,666,600 to implement projects in the Hartford White River Junction TIF District. Voters will be asked to approve the projects and how the projects will be financed using TIF tax revenues.

Ms. Hirshfield noted that there were copies of the formal "Notice to the Public" available in the back of the room and on the Town Website, which contained information on Hartford's TIF program to date, the proposed projects and financing details for 2020, and the wording of Article #23. She then reviewed this information.

There were no comments made by members of the public. Selectboard Chair, Simon Dennis closed the Public Hearing and reopened the Selectboard Meeting at 7:27P.M.

4. Board Reports, Motions & Ordinances:

- a. 2nd Quarter Financial Report (Information Only)
Presented by Finance Director, Gail Ostrout

Director Ostrout: Thanks to staff members Dawna Nadeau and Florentina Rollins for their considerable efforts; Monthly financial statements are available to the Selectboard and public; Frequent and ongoing meetings with Department Directors – departments are where they need to be; Financials reviewed with Town Manager: litigation spending in the red, will use unfilled Wellness Coordinator position to cover expenses; Social Service Appropriations to be paid in February; New consolidated phone system easing expense budgeting

Member Brown voiced concerns of overspending of the legal expenses line item, and lack of transparency of how other unspent funds are used to cover overruns; Vice Chair Grassi asked for clarification of School payments; Director Ostrout provided historical review of Unassigned Fund Balance, Capital Plan, Enterprise Funds; Vice Chair Grassi thanked Director Ostrout for her professionalism and careful oversight of taxpayer funds

- b. Tax Increment Financing District FY 2019 Annual Report to Vermont Economic Progress Council (No Motion Required)

Every Year the Town submits a detailed report to the Vermont Economic Progress Council (VEPC) on the status of activity in the Town's TIF District for the previous fiscal year. This report feeds into a larger annual report to the State Legislature. The report was formally presented to the Board.

- c. Acceptance of Selection Committee Recommendations for Water

Resources Professional Engineering Services - Request for Qualifications (RFQ 2019-11) (Motion Required)

The Department of Public Works sought proposals from firms to perform Professional Engineering Services within six engineering categories identified as water resources, asset management, transportation, structural, geotechnical, and landscape architecture. Categories are rated individually.

The rankings are for services contracted from July 1st, 2020 to June 30th, 2021 and can be extended up to four years. This is necessary due to the lengthy time frames of planning, designing, permitting, and constructing/implementing public works projects, and to maintain positive and constructive working relationships.

Ten firms submitted statements of qualifications. Nine of the ten requested to be considered under the water resources category.

The selection committee overwhelmingly selected Aldrich and Elliott, PC as the most qualified firm followed by the Dufresne Group and Dubois and King, Inc. The selection committee confirmed their scores with a final vote of confidence at a meeting held at Town Hall on Wednesday January 29th, 2020.

Selectboard Member Fraser made the motion to Accept the Selection Committee ratings. Selectboard Member Brown seconded the motion. All were in favor and the motion passed.

d. Certificate of Highway Mileage (Motion Required)

The Vermont Agency of Transportation (VTrans) annually requires towns to submit a certificate of highway mileage.

The purpose is to certify the annual amount of highway miles by classification to determine the amount of annual town highway aid as allocated by the legislature. It also provides valuable information to VTrans about local roads that is used to develop publicly available maps and data. The mileage totals for certification by road classification are as follows: Class 1 = 1.714 miles; Class 2 = 19.625 miles; Class 3 = 108.56 miles; State Highway = 45.422 miles.

Although rates vary quarterly, the current highway aid rates are paid to the Town by the State of Vermont as follows:

Class One Town Highways:	\$11,553.677734/mile
Class Two Town Highways:	\$4,238.855957/mile
Class Three Town Highways:	\$1,574.450684/mile

Selectboard Member Brown made the motion to certify the 2020 Highway Mileage. Selectboard Vice Chair Grassi seconded the motion. All were in favor and the motion passed.

VI. Commission Meeting Reports:

Member Souza: Planning Commission: 132 S Main modifications reviewed;
HCOREI: postponed due to weather

Member Brown: Historical Preservation: Demolition ordinance, Drive-in sign, World War II Memorial; Zoning: Approved one application, Kibbey building continued

Member Fraser: Tree Board: Tree of the Month; School Board: Meets tomorrow

Vice Chair Grassi: Parks and Recreation: No quorum, two vacancies, student rep attended, need to push communication to membership

Chair Dennis: 5th Charter Review Commission: Charged, needs to be constituted; Resilient Hartford: programming to follow

VII. Consent Agenda (Motion Required):

Selectboard Member Souza made the motion to approve the Consent Agenda as listed. Selectboard Vice Chair Grassi seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 2/8/2020

Approve Meeting Minutes of: 1/28/2020 as amended

Approve A/P Manifest of: 2/7/2020 and 2/11/2020

Selectboard Meeting Dates of:

- Already Approved: 2/25/2020
- Needs Approval: 3/5/2020 (organizational meeting), 3/10/2020 and 3/24/2020

VIII. Executive Session: N/A

IX. Adjourn the Selectboard Meeting (Motion Required):

Selectboard Vice Chair Grassi made the motion to Adjourn the meeting at 9:00 P.M. Selectboard Member Davis seconded the motion. All were in favor and 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.