



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, March 24, 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.**

Present: Dan Fraser, Selectboard Chair; Brannon Godfrey, Town Manager; Scott Cooney, Fire Chief; Brett Mayfield, Health Officer; Lana Livingston, Administrative Assistant.

On Line via Zoom: Simon Dennis, Selectboard Vice Chair; Dennis Brown, Selectboard Clerk; Alan Johnson, Selectboard Member; Alicia Barrow, Selectboard Member; Joe Major, Selectboard Member; Kim Souza, Selectboard Member.

CATV LINK: <http://catv.cablecast.tv/CablecastPublicSite/show/11542?channel=1>

- I. **Call to Order the Selectboard Meeting:** Selectboard Chair, Dan Fraser called the meeting to order at 6:07 P.M.
- II. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
- III. **Local Liquor Control Board:** Selectboard Chair, Dan Fraser recessed the Selectboard Meeting and open The Local Liquor Control Board.
 1. New
 - a. Simon Pearce U.S. Inc., Doing Business As: Simon Pearce Restaurant, 1792 Main Street, Quechee, VT 05059 (1st, 3rd & Outside Consumption)
 - b. White River Mart, LLC, Doing Business As: Station Market, 42 Sykes Mountain Ave., White River Junction, VT 05001 (2nd Class)

Selectboard Member, Alan Johnson made the motion to approve 1.a. and 1.b. Selectboard Member, Joe Major seconded the motion. 5 were in favor and 2 (Souza & Fraser) Abstained. The motion passed.

2. Renewals

- a. Northern Hospitality Limited Partnership, Doing Business As: Hotel Coolidge, 39 South Main Street, White River Junction, VT 05001 (1st & 3rd Class)
- b. Midway Oil Corporation. 906 Hartford Avenue, Hartford, VT 05088 (2nd Class)
- c. Public House Diner, Inc, 5573 Woodstock Road, Quechee, VT 05059 (1st Class)
- d. Public House at Quechee Gorge, LLC, 5813 Woodstock Road, Quechee, VT 05059 (1st, 3rd Class and Outside Consumption)

Selectboard Member, Alan Johnson made the motion to approve 2.a., 2.b., 2.c., and 2.d. Selectboard Clerk, Dennis Brown seconded the motion. 5 were in Favor and 2 (Souza & Fraser) Abstained. The motion passed.

- e. Cumberland Farms (2nd Class) Was not reviewed. Application requirements are still pending. Moving to a future meeting.

Selectboard Chair, Dan Fraser closed the Local Liquor Board and re-opened the Selectboard meeting at 6:20 P.M.

IV. Order of Agenda

Item 4.a. will be postponed to a future Selectboard Meeting.

Additional item to add to the Agenda is the HBRLF Loan Payment Deferrals (4a).
Also: Discussion of Meeting Frequency was added.

V. Selectboard

1. **Public, Selectboard Comments and Announcements:** None

2. **Appointments:**

- a. EC Fiber Board: F.X. Flinn (rep), Jeffrey Brand (1st alt.), Bob Merrill (2nd Alt.) This is done annually.

Selectboard Clerk, Dennis Brown made the motion to appoint to the EC Fiber Board F.X. Flinn as the Representative, Bob Merrill as the 2nd alternate and Jeffrey Brand as the 1st alternate. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.

b. Hartford Ad Hoc Committee on Coronavirus Response

We currently have 7 applications for the Hartford Ad Hoc Committee on Coronavirus Response: Sue Buckholz, Kristi Clemens, Barbara Farnsworth, Martha McDaniel, Deborah Scribner, Becca White and Chuck Wooster. Michael Redmond from the Haven asked to be an ex officio to the committee.

Selectboard Member, Alicia Barrow made the motion to postpone this item until later on during this meeting. Selectboard Member, Kim Souza seconded the motion.

Selectboard Member, Alan Johnson made the motion to move the approval of the amended charge as presented. Selectboard Member, Alicia Barrow seconded the motion. 6 were in favor, 1 (Brown) was not in favor. The motion passed.

Link to the revised Charge: re: *Changing the number of members & adding sub committees.*

<https://www.hartford-vt.org/DocumentCenter/View/3547/Revised-Hartford-Ad-Hoc-Committee-on-Coronavirus-Response>

Selectboard Member, Kim Souza made the motion that the Selectboard approve the seven applications currently received for the Hartford Ad Hoc Committee on Coronavirus Response: Sue Buckholz, Kristi Clemens, Barbara Farnsworth, Martha McDaniel, Deborah Scribner, Becca White and Chuck Wooster for the duration of the Ad Hoc committee. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

3. **Town Manager's Report:** Significant Activity Report ending March 23, 2020.

Link: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/181>

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

- a. Warning for Special Town Meeting Validation Vote (Motion Required)
This item has been postponed to a future meeting.

** added agenda item: Hartford Business Revolving Loan Fund – Loan Payment Deferrals.

As you are aware, the COVID-19 Pandemic is taking a toll on Hartford's businesses, including those that have loans for the Hartford Business Revolving Loan Fund (HBRLF). In response to this, the HBRLF Committee met via conference call on March 20, 2020 to discuss ways in which the Town could mitigate this impact. The HBRLF guidelines approved by the Selectboard allow for the restructuring of loans when conditions have change significantly since the

closing of a loan. The HBRLF Committee agreed that the current COVID-19 situation meets those conditions.

At the March 20th meeting the HBRLF Committee voted unanimously to defer the next three payments with no additional interest for all loans due to the COVID-19 crisis, conditioned on receiving a legal opinion from Rob Manby and consultation with the Town Finance Office. This consultation was obtained and it was determined that the Selectboard needs to approve the HBRLF Committees action. If approved by the Selectboard, the HBRLF borrowers will be contacted to confirm their interest in the deferral and to process necessary paperwork

If all six borrows opt for the deferral, the Town would defer receive approximately \$15,100 in total. The current balance available for new loans in the fund currently is \$85,224.

Selectboard Clerk, Dennis Brown made the motion to Approve a one-time three-month deferral for all current Hartford Business Revolving Loan Fund borrowers specific to the COVID-19 Pandemic, and direct the Town Manager to proceed with the necessary documentation to execute the deferrals. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

** added agenda item: Selectboard Meeting Frequency.

Selectboard Member, Joe Major made the motion to have the Selectboard have weekly meetings through the end of April on Tuesdays. We would still have the Regular meetings as scheduled and add in the special meetings. Selectboard Vice Chair, Simon Dennis seconded the motion. All were in favor and the motion passed.

- b. Waiver of Procurement Policy for Construction Line of Credit for 2020 Infrastructure Projects Funded by Reimbursable Grant, Loan and Bond Proceeds (Motion Required)

The Town will commence construction on several critical infrastructure projects in 2020, including: the Sykes Mountain Ave/Rt. 5 Roundabouts; the Upper Sykes Mountain Ave. bike/pedestrian project; the South Main St./N. Main St./Gates St. infrastructure improvements; Currier Street improvements; and the Quechee Main St. Culvert replacement. These projects are currently in the bid phase, and the engineers have provided the Town with estimated drawdown schedules for construction billing.

While these projects are funded by sources other than the Town General Fund, the Town is responsible for the initial payment of construction bills and then seeking reimbursement from the ultimate funding source, such as the Vermont Agency of Transportation or the Tax Increment Financing Fund. Invoices from construction billing on these projects may total up to more than \$2 million at any one time, and the timing for receipt of reimbursement may be as much as 30 days. The Town does not have sufficient General Fund balance to be able to make these construction payments and simultaneously cash flow its normal government

expenditures. Therefore, the Town will need a line of credit for construction.

In 2017, the Town selected Mascoma Bank for its banking services following a procurement process. In order to expedite a soliciting a line of credit proposal directly from Mascoma Bank, I am requesting that the Selectboard waive the procurement policy requirement for a competitive the competitive sealed bid and proposal requirement in the Purchasing Policy.

Selectboard Vice Chair, Simon Dennis made the motion to Approve a waiver of the competitive sealed bid and proposal requirement in the Purchasing Policy as provided in Section 3.7 for the procurement of a construction line of credit. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.

c. Continuation of Ad Hoc Committee on Climate Action (Motion Required)

Following a conversation begun at the Joint School Board/Selectboard meeting last fall, the Town and School District jointly adopted a resolution declaring a climate emergency, established a charge and appointed the Ad Hoc Climate Advisory Committee.

The Committee fulfilled its charge, culminating with developing the advisory question on the 2020 Town Meeting ballot. On March 10, the Selectboard discussed continuing the Committee to advise the Selectboard on implementation strategies to fulfill the intent of the voter-approved climate action item.

Link: <https://www.hartford-vt.org/DocumentCenter/View/3546/Climate-Advisory-Committee-Charge-SB-rev-032420>

Selectboard Member, Kim Souza made the motion to adopt the Climate Advisory Committee Charge as amended. Selectboard Member, Alicia Barrow seconded the motion. All were in the favor and the motion passed.

d. Adoption of Local Emergency Management Plan 2020 Update (Motion Required)

In accordance with 20 V.S.A § 6 and the 2013 State Emergency Operations Plan, "each Vermont jurisdiction is expected to develop and maintain a Local Emergency Operations Plan". A current local emergency plan is also required for municipalities to receive federal preparedness funds and increased state reimbursement through the Emergency Relief and Assistance Fund (ERAF).

Municipalities should review and update their emergency plans annually and readopt them between Town Meeting and May 1 every year. Municipalities report adoption of LEMPs through their Regional Planning Commission with the LEMP adoption form. Suggestion to add in the Homeless Population.

Selectboard Clerk, Dennis Brown made the motion for adoption of the 2020 Local Emergency Management Plan. Selectboard Member, Joe Major seconded the motion. 6 were in favor, 1 (Barrow) not in favor. The motion passed.

Updated form 3.24.2020:



LEMP 3.26.20
Template Short Form

- e. Award of Public Safety Building Ventilation Construction Contract (Motion Required)

The Town of Hartford received two proposals in response to the Hartford Police Department Ventilation System Request for Proposal (RFP). Proposals were submitted by Peak Mechanical and ARC Mechanical. The RFP asked for pricing on a Base Bid, which will provide ventilation for most of the office spaces and the armory, as well as an Alternate 1, which includes ventilation for the cells, holding area, processing room, and sally port.

The proposals were reviewed by a panel which included Geoff Martin, Chief Kasten, and the Town's consultant, Chris Hebb of Dynamic Integrations, LLC. The work scope, including equipment specifications, system design, and layout, were developed by Dynamic Integrations. Vendors were permitted to either use Dynamic Integrations' work scope or design their own. Both Peak Mechanical and ARC Mechanical used Dynamic Integrations' work scope.

Peak Mechanical met all the requirements of the RFP.

Selectboard Clerk, Dennis Brown made the motion to Authorize the Town Manager to contract with Peak Mechanical to provide a ventilation system at the Public Safety Building. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

- f. Selectboard Liaison Appointments (Motion Required)

Aquatics Center Oversight Committee	Dennis Brown
Conservation Commission	Alan Johnson
HCOREI	Alicia Barrow/Joe Major
Resilient Hartford	Simon Dennis
Design Review	Kim Souza
Energy Commission	Alan Johnson
HBRLF	Kim Souza
Historic Preservation	Dennis Brown
Tree Board	Dan Fraser
Parks & Recreation	Joe Major
Planning Commission	Kim Souza
Sister Cities	Alicia Barrow

School Board	Dan Fraser/Joe Major /Kim Souza
Town & School Meeting Committee	Simon Dennis
Upper Valley Leadership Committee	Simon Dennis
Zoning Board	Dennis Brown
EC Fiber	F.X. Flinn
Climate Committee	Alan Johnson
Coronavirus Committee	Dan Fraser/Simon Dennis

Selectboard Member, Joe Major made the motion to ratify the proposed list of Selectboard Liaison Assignments with the edition of COVID Virus Committee and the Climate Committee. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

g. Calendar Changes for 8/11 and 11/3 (Motion Required)

The Selectboard regular meeting calendar for the remainder of the year includes two dates that coincide with national elections:

- Tuesday, August 11, 2020 Party Primary Election
- Tuesday, November 3, 2020 Presidential Election

Selectboard Member, Kim Souza made the motion to Amend the Selectboard Meeting Calendar to meet on Monday, August 10, 2020 (instead of Tuesday, August 11, 2020) and Monday, November 2, 2020 (instead of Tuesday, November 3, 2020). Selectboard Vice Chair, Simon Dennis seconded the motion. All were in favor and the motion passed.

h. Postponement of Dog Licensing Late Fee (Motion Required)

The Town Clerk's Office has been receiving inquiries from area veterinarians and Hartford residents regarding the status of dog licensing deadlines and late fees. Several local veterinarian offices are limiting access to their facilities to emergency or critical service only in response to the protocols related to COVID-19.

Some dog owners will be unable to obtain rabies certificates due to limited access to Veterinarian Offices or due to their own circumstances related to COVID-19 recommended protocols. At this time, the Town Clerk's Office requests the Selectboard consider postponing the assessment of late fees only for dog licensing until May 1, 2020.

Selectboard Vice Chair, Simon Dennis made the motion to Authorize the Town Clerk's Office to delay the assessment of late fees for dog licensing until May 1, 2020. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.

- i. COVID-19 Update (Information only)

Update given by Town Manager, Brannon Godfrey.

Simon Dennis has drafted a Resolution/Proclamation. Others will review.

VI. Commission Meeting Reports: None

- VII. **Consent Agenda (Motion Required): Selectboard Member, Kim Souza made the motion to approve the consent agenda and authorize the Chair to sign on behalf of the Selectboard and the Clerk. Selectboard Clerk, Dennis seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 3/21/2020

Approve Meeting Minutes of: 3/10/2020 & 3/17/2020

Approve A/P Manifest of: 3/20/2020 and 3/24/2020

Selectboard Meeting Dates of:

Already Approved: 4/7/2020 and 4/21/2020

And Special Meetings of March 31, April 14 & April 28.

VIII. Executive Session: N/A

IX. Adjourn the Selectboard Meeting (Motion Required):

Selectboard Member, Kim Souza made the motion to close the meeting. Selectboard Clerk, Dennis Brown 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.