



**TOWN OF HARTFORD
SELECTBOARD MINUTES
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**

Present on Site: Dan Fraser, Selectboard Chair; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant.

Present on-line: Simon Dennis, Selectboard Vice-Chair; Dennis Brown, Selectboard Clerk; Alan Johnson, Selectboard Member; Joe Major, Selectboard Member; Alicia Barrow, Selectboard Member; Kim Souza, Selectboard Member.

CATV LINK: <http://catv.cablecast.tv/CablecastPublicSite/show/11723?channel=1>

- I. Call to Order the Selectboard Meeting:** Selectboard Chair, Dan Fraser called the meeting to order at 6:04 P.M.

Mr. Fraser read the following:

As Chair of the Town of Hartford Selectboard I find that, due to the State of Emergency declared by Governor Scott as a result of the COVID-19 pandemic and pursuant to Addendum 6 to Executive Order 01-20 and Act 92, this public body is authorized to meet electronically.

In accordance with Act 92, there is no physical location to observe and listen contemporaneously to this meeting. However, in accordance with the temporary amendments to the Open Meeting Law, I confirm that we are:

a) *Providing public access to the meeting by [telephone/video/other electronic means], with additional access offered through telephone, zoom and youtube.com. We are using Zoom for this remote meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform and the public has access to contemporaneously listen and, if desired, participate in this meeting by <https://zoom.us/j/549799933> - Please mute your microphone, [youtube.com/catv810](https://www.youtube.com/watch?v=810) – 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.*

b) *Providing public notice of instructions for accessing the meeting. We previously gave notice to the public of the necessary information for accessing this meeting, including how to access the meeting using telephone, zoom and youtube.com in our posted meeting agenda. [Instructions have also been provided on the town website on the “Agendas and Minutes.”*

c) *Providing a mechanism for the public to alert the public body during the meeting if there are problems with access. If anybody has a problem, please call 802-369-9036 and*

d) *Continuing the meeting if necessary. In the event the public is unable to access this meeting, it will be continued to a time and place certain.*

Please note that all votes taken during this meeting that are not unanimous will be done by roll call vote, in accordance with the law.

Let's start the meeting by taking a roll call attendance of all Selectboard members participating in the meeting.

Town Manager, Branon Godfrey, recognized the staff in our Communications Center for the good work they do. It is National Public Safety Telecommunicators Week.

1. Board Reports, Motions & Ordinances

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

Mr. Godfrey reported on the actions the Town and the Ad Hoc Committee on Coronavirus Response had taken this past week.

The Staff developed short clear messaging and it is updated at least weekly.

Charge of the Hartford Ad Hoc Committee on Coronavirus Response: Selectboard Vice Chair, Simon Dennis made the motion that the Selectboard amend the Charge of the Hartford Ad Hoc Committee on Coronavirus Response dated March 24th to include an additional Charge bullet which allows for the Committee to take actions to advance the four goal areas listed above that do not obligate staff time or financial output from the Town, issue official town statements or necessitate or request a change of activities of Hartford Residents. Selectboard member, Kim Souza seconded the motion. All were in favor and the motion passed.

Hartford Ad Hoc Committee on Coronavirus Response

Revised April 14th, 2020

Term:

The term of this commission shall end upon completion of the charge; not later than March 3rd, 2022.

Constitution:

This advisory committee will be constituted by up to eight members who live or work within the Town of Hartford, two members of the Selectboard, the Town Manager and up to three staff members that the Town Manager chooses to appoint. Each member shall have equal weight in discussion and voting.

Charge:

- 1. To work with area service providers, State officials and content experts to generate a broad list of strategies for advancing the following four goals: 1. to consider and recommend strategies for slowing the spread of COVID 19, 2. to consider and recommend strategies for supporting the medical professionals to treat the infected, 3. to consider and recommend strategies for preserving Hartford's economy and the businesses, families and individuals that make it up, 4. to consider and recommend strategies for ensuring consistent food supply to Hartford Residents.*
- 2. To take actions to advance the four goal areas listed above that do not obligate staff time or financial output from the Town, issue official town statements or necessitate or request a change of activities of Hartford Residents.*
- 3. To collaborate with parallel committees and/or delegates from the Towns of Lebanon, Hanover, Norwich or other regional towns to discuss possibilities for regional collaboration.*
- 4. To monitor Hartford's response to the Coronavirus outbreak with regards to the above-mentioned goals.*
- 5. To submit a brief report to the Selectboard to explain recommendations no later than April 30th, 2020. In order to conform with the open meeting laws, committee meetings will be warned, recorded and open to the public.*

Facemask proposal:

Selectboard Member, Alan Johnson made the motion to approve the proposal as presented with the removal of the reimbursement clause at the end.

Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

Note: The reimburse clause may be made later once a procedure is in place to do so.

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 new paper 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)

Deputy Health Officer:

Selectboard Vice Chair, Simon Dennis made the motion to direct the Town Manager to solicit applications for a Deputy Health Officer Position noting that it may be temporary position. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

2. Adjourn the Selectboard Meeting: (Motion Required)

Selectboard Member, Joe Major made the motion to close the meeting. Selectboard Member, Kim Souza 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.