



**TOWN OF HARTFORD
SELECTBOARD MINUTES
SPECIAL MEETING**

Tuesday, April 28, 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 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/11883?channel=1>

I. Call to Order the Selectboard Meeting: Selectboard Chair, Dan Fraser opened the meeting at 6:00 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.

II. Local Liquor Control Board: Mr. Fraser recessed the Selectboard Meeting and opened the Local Liquor Control Board at 6:04 P.M.

1. Renewals (tabled from April 21, 2020 meeting)

- a. Piecemeal, LLC Doing Business As: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001 (1st Class)

The Selectboard was still not totally satisfied with the errors in the application not corrected but they decided to approve the application with the errors.

Selectboard Member, Alan Johnson made the motion to approve a 1st Class License to Piecemeal, LLC Doing Business As: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001. Selectboard Clerk, Dennis Brown seconded the motion. 5 voted yes, 2 (Souza & Fraser) abstained. The motion to approve passed.

2. Proposed Amendment to Town of Hartford Liquor Control Policy and Revision to Hartford 2021 Liquor License Additional Information Form (Motion Required)

Selectboard Vice-Chair, Simon Dennis made the motion to table this proposed revision to the Town of Hartford Liquor License to a subsequent meeting. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

Selectboard Chair, Dan Fraser closed the Local Liquor Board and reopened the Selectboard meeting at 6:26 P.M.

III. Order of Agenda: It was decided that there was no reason/cause to hold the Executive Session schedule as item IV.2.c.

IV. Selectboard

1. Public, Selectboard Comments and Announcements:

Public Comment: Lannie Collins from Quechee asked about how the WHO was going to affect the upcoming audits. Mr. Godfrey responded that there may be a special separate audit to address any questions that may arise.

Selectboard Comments:

Mr. Johnson made an announcement about a topic he addressed at the prior meeting on 4/21/2020. He would like it addressed in the Selectboard's rules of procedure. He offered to draft something for the next meeting with the help of Alicia Barrow.

Mr. Fraser gave a shout out to the Town Manager, Brett Mayfield and all the Town employees that are working above and beyond during this difficult time.

Mr. Dennis commented that the directive to have a documented communication plan from the Town to the residents was reviewed. The Town Staff believes the current Vermont Emergency Announcement system is sufficient for the Town to use.

2. Board Reports, Motions & Ordinances

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

During April, the Selectboard has considered and approved recommendations for action from the Committee. These included approving the recommended mask program, directing the Town Manager to advertise and appoint a Deputy Town Health Officer, amending the Committee charge, issuing a letter to out-of-state homeowners, and developing a communications model.

There are no further recommendations from the Committee at this time.

- b. South Main Street Utility and Roadway Improvements Project Bid Analysis and Procurement Recommendation (Motion Required)

The bid award is scheduled for the May 5 Selectboard meeting. The purpose of this agenda item is for Selectboard discussion and guidance on either moving forward with the recommendation from the ANR or consider the local bidder.

The Selectboard discussed this with input from Hannah Tyler, Director of Public Works and Brannon Godfrey, Town Manager. No motions were made.

- c. **Executive Session: Discussion of a contract for which premature general public knowledge would clearly place the public body at a substantial disadvantage [I VSA §313(a)(1)(A)]** This item was deleted from tonight's agenda.
- d. Legal Review of Grant Compliance (Motion Required)

Selectboard Member, Kim Souza made the motion to authorize the Board Chair to sign the certification of compliance for the disbursement of funds for the USDA Grant for the Bugbee roof project. Selectboard Member, Alicia Barrow seconded the motion. 6 voted yes, 1 (Brown) voted no. The motion passed.

- e. Bugbee Senior Center Roof Funding Options and Contract Award (Motion Required)

Selectboard Vice-Chair, Simon Dennis made the motion to ask the Town Manager to bring before the Board any letters that he would wish to send off to granting organizations prior to sending them off. Selectboard Member, Kim Souza seconded the motion. 6 were in favor and 1 (Brown) not in favor. The motion passed.

Selectboard Member, Kim Souza made the motion to authorize the Town Manager to contract with HP Roofing for the base bid with a 25% allowance for contingencies if necessary but that the funding source be not funded from the general fund but funded through the USDA grant as well as from (\$54,900) plus contingency (\$13,725) to be sourced through the USDA Grant for the Bugbee Senior Roof repair. Selectboard Member, Alicia Barrow seconded the motion. 5 were in favor, 2 (Brown & Major) not in favor. The motion passed.

3. Adjourn the Selectboard Meeting: (Motion Required)

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