

**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, September 7, 2021, 6:00pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

Present: Dan Fraser, Chair; Joseph Major, Vice-Chair; Kim Souza, Clerk; Dennis Brown, Member; Michael Hoyt, Member; Lannie Collins, Member; Tracy Yarlott-Davis, Town Manager; Lana Livingston, Administrative Assistant; Hannah Tyler; Jeremy Delisle; Brett Mayfield; Wayne Kendall; Russ North; Mary Erdei; Heidi Duto; Erik Krauss; Jack Spicer; Courtney Williamson.

VIA ZOOM: Ally Tufenkjian, Member

CATV LINK: Not available at this time.

- I. **Selectboard Meeting Call to Order** – Dan Fraser called the meeting to order at 6PM.
- II. **Pledge of Allegiance** was recited.
- III. **Local Liquor Control Board:** Selectboard Chair, Dan Fraser recessed the Selectboard meeting and opened the Local Liquor Control Board.
 1. **Renewal and Change of location**
 - a. Hua Teng Restaurant, Doing Business As: China Moon Buffett (CKA) 96 Sykes Avenue, White River Junction, VT 05001. (First Class)

Selectboard Member, Dennis Brown made the motion to approve a First Class Liquor License to Hua Teng Restaurant, Doing Business As: China Moon Buffett (CKA) 96 Sykes Avenue, White River Junction, VT 05001. Selectboard Vice Chair, seconded the motion. 5 were in favor, 1 recused (Souza) and 1 abstained (Fraser). The motion passed.

IV. **Order of Agenda:** There were no changes to the agenda.

V. **Selectboard**

1. **Public Comments**

Wayne Kendall of Hartford inquired what is being done about the Simon Dennis sheds for the homeless. Mr. Kendall indicated at least 3 sites. He is concerned that if someone gets hurt who will be responsible? Mr. Fraser said the selectboard will look into this. Heidi Duto of Hartford also spoke about her concern for the people at these camps. She offered video of some of the people at these sites. She would like it to be on the Selectboard's agenda soon.

Mike Morris of Hartford wanted a big "shout out" to Lisa O'Neil for organizing the BCA's Biennial Checklist Review. All 7,820 names were read aloud for review. Mr. Morris also asked about the update on Fairview Terrace. Hannah Tyler said we are still waiting for the signs.

2. **Selectboard Comments and Announcements**

Lannie Collins asked for a moment of silence to commemorate the 20-year anniversary for 9/11.

Kim Souza explained about the Selectboard's hybrid meetings. Typically, when

discussing a topic, the selectboard members will speak first and then the folks in the room and then the Zoom participants.

Dennis Brown attended 1st Friday in downtown WRJ. It was well attended. He did notice the new signs on the street indicating additional parking available at the Courthouse evenings and weekends. He feels these are confusing because when you go these parking lots, they say there is no parking. Mr. Major explained that the courthouse is allowing parking evening and weekends but will not be changing their signs.

3. **Appointments: None**
4. **Town Manager's Report and**

Significant Activity Report

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/219>

Environmental Sustainability Coordinator

I'm very pleased to welcome Dana Clawson to the team. Dana is coming to us from Somerville, Massachusetts and has a Master is Public Administration with a concentration in Sustainable Community Development and Nonprofit Administration. Dana has significant experience in working with public agencies, community groups, and residents of all ages on energy use, sustainability projects, and weatherization.

Winter Preparation

We continue to prepare for winter across departments. This includes evaluating areas that can be difficult to maintain in safe "bare and wet" conditions. One area of concern is the sidewalk on Quechee Main road that affected by the spray from the waterfall. Despite our best-efforts last winter, we continue to have slips and falls in the area. We reached out to our insurance carrier for some more guidance and they have advised that we close the sidewalks in that section once it is consistently below freezing.

Public Works continues to monitor other roads and sidewalks that many need additional services or will need to be temporarily closed for safety reasons.

Gates Street Update

We have ordered signs which are on backorder with no estimate on when our order will be fulfilled. Once we have them here, we will need to use DigSafe prior to installing them.

Staff have completed the proposal process for a water resource consultant to possible relocate the water lines out of that road. At the time of this writing Public Works is preparing a formal recommendation for my approval to engage with a bidder.

5. Board Reports, Motions & Ordinances:

- a. Cemetery Update presented by the Town Manager.

Conclusion and Next Steps

We can assume that more of our active cemeteries will come under the direction of Hartford in the coming years. In 2018, the Valley News reported that many of the associations were no longer robustly staffed and the current members of the associations were aging. We are required to take these cemeteries on if the association folds.

Based upon many meetings with Hartford staff, as well as emails and calls to other Vermont towns, I'm suggesting the following:

- Explore the costs and implementation of a data management solution.
- Continue to develop and refine procedures and forms for when the public calls with general questions.
- Contact the current vendors for regular maintenance about contracting with Hartford in the future.
- Consider a part-time position for marking out purchased but empty plots, coordinating and marking foundations for monuments and stones, and coordinating burials of both coffins and urns.

- b. Sidewalk Tractor Purchase, Snow Plowing and So. Main St. Lighting Contracts presented by Hannah Tyler and Jeremy Delisle.

Selectboard Member, Lannie Collins made the motion to Authorize the Department of Public Works to purchase a new Prinoth SW50 sidewalk tractor from Chadwick-Baross and to purchase the optional blower, extended chute, and 5-year extended warranty for a total cost of \$171,372. Selectboard Member, Mike Hoyt seconded the motion. 6 were in favor and 1 (Brown) was not in favor. The motion passed.

Selectboard Vice Chair, Joe Major made the motion Authorize the Department of Public Works to award the 2022 – 2023 snowplowing contract to Potter Construction. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

Selectboard Member, Mike Hoyt made the motion to award the contract to MDL Electric in the amount of \$114,340.20 and authorize the Town Manager to execute and implement the contract including additional expenditures as may be necessary. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

- c. Health Office Update
Presented by Brett Mayfield, Town of Hartford Health Officer.

Mr. Mayfield explained his job as Health Officer and the Selectboard's job as the Town of Hartford Board of Health. Mr. Mayfield also announced the forming of a community committee to address specific health issues and people needing help in the Town of Hartford.

- d. Changes to Conflict of Interest and Purchasing Policies presented by the Town Manager.

Selectboard Clerk, Kim Souza made the motion that The Town amend the conflict of interest policy and purchasing policy to include the addendums as presented by the Town Manager. Selectboard Member, Dennis Brown seconded the motion. All were in favor and the motion passed.

Proposed Addendum to Conflict of Interest Policy Article 3:

In compliance with the Code of Federal Regulations 200.318 [c] (1) no employee, office, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if they have a real or apparent conflict of interest.

Proposed Addendum to the Purchasing Policy Section 3:

When the Town accepts a federal award with provisions for allowable costs, staff must review CFR Subpart E Cost Principles as well as the terms and conditions of the Federal award to ensure that expenditures meet the requirements for allowable costs. Please reference <https://www.law.cornell.edu/cfr/text/2/200.302> and <https://www.law.cornell.edu/cfr/text/2/part-200/subpart-E> for specific provisions.

Generally, allowable costs must be necessary and reasonable for the performance of the Federal award, consistent with Town policies and procedures, in accordance with generally acceptable accounting principles, adequately documented, and not be used to meet cost-sharing or matching requirements for other federally-financed programs. Prior to incurring allowable costs, Staff should seek the guidance from the Finance Director and Town Manager to ensure that costs meet the requirements of both the Code of Federal Regulation and the Award Terms and Conditions.

e. Climate Resolution

Selectboard Member, Ally Tufenkjian made the motion to adopt the proposed resolution with the change of dates in the 6th paragraph to “to be presented to the Selectboard for approval by the end of February 2022 and then annually at the end of August with progress updates to be reported to the Selectboard at quarterly intervals” Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

Link to Document:

<https://www.hartford-vt.org/DocumentCenter/View/5361/UPDATED-A-Resolution-Implementing-the-Town-of-Hartford-Climate-Action-Plan>

f. Budget Guidance

Link to the Updated Budget Guidance Document:

<https://www.hartford-vt.org/DocumentCenter/View/5362/FY23-Budget-Guidance-updated>

VI. Commission Meetings Reports

Dennis Brown reported from the Conservation Commission. They are still working on the Town Forest logging. Also doing a clean-up event on Saturday September 11th.

Michael Hoyt reported from the Climate Action Committee. They discussed the resolution presented to the Selectboard.

Kim Souza – HBRLF met on September 1st. The committee discussed current available funding and is finalizing the brochure and marketing strategy for publicizing the program.

Ally Tufenkjian reported that Resilient Hartford will be hosting a Clifford Park Food Forest design presentation on 9/9 and will be planting trees at the park on 9/18.

The Emergency Shelter committee is working with Tom Peltier, the Fire Marshal on a fire safety checklist for RVs.

HCOREI approved amendments to the Declaration of Equity, Inclusion, and Justice, which will be on a subsequent Selectboard agenda. Havah Armstrong Walther is the new School Board liaison. There is an opening on this committee. Reach out to John Hall or Sara Campbell if interested.

- VII. **Consent Agenda. Selectboard Clerk, Kim Souza made the motion to accept the Consent Agenda. Selectboard Vice Chair, Joe Major seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 9/4/2021

Approve Meeting Minutes of: 8/24/2021

Approve A/P Manifest of: 9/3/2021 & 9/7/2021

Selectboard Meeting Dates of: Already Approved: 9/21/2021

Needs Approval: 10/5/2021, 10/12/2021, 10/19/2021 and 10/26/2021

- VIII. **Executive Session: Selectboard Member, Dennis Brown made the motion that In accordance with Vermont's Open Meeting Law requirements the Selectboard will enter into Executive Session to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body; Title 313(a)(1)(F). Selectboard Member, Mike Hoyt seconded the motion. All were in favor and the motion passed at 10:00 PM.**

Selectboard Member, Dennis Brown made the motion to close the Executive Session at 10:13 PM. Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.

- IX. **Adjourn the Selectboard Meeting**
Selectboard Vice Chair, Joe Major made the motion to adjourn the meeting at 10:13. Selectboard Member, Michael Hoyt 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.

Kim Souza, Clerk