



**TOWN OF HARTFORD  
SELECTBOARD MINUTES**

Tuesday, October 5, 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; Ally Tufenkjian, Member; Michael Hoyt, Member; Lannie Collins, Member; Tracy Yarlott-Davis, Town Manager; Lana Livingston, Administrative Assistant; Matt Osborn; Sara Ferguson; Bruce Riddle; Michelle Boleski; Mary Erdei; Jeff Arnold; Heidi Duto; Wayne Kendall; Jonathan Schectman; Ken Parker;

**Zoom Participants:** Lori Hirshfield; Jo-Ann Ells; Sue Ellen Parmenter; Mike Morris; Cathy Melocik; Marcy Bartlett; Darrell Herrick.

**CATV LINK:** <https://catv.cablecast.tv/CablecastPublicSite/show/18305?channel=1>

**I. Call to Order the Selectboard Meeting** – Selectboard Chair, Dan Fraser called the meeting to order at 6:00 PM

**II. Pledge of Allegiance:** Lannie Collins led the Pledge of Allegiance.

**III. Local Liquor Control Board:** None

**IV. Order of Agenda** – no changes

**V. Selectboard**

**1. Public Comments**

Jeff Arnold from Wilder brought attention that the Tree Board Warden has resign and his timely replacement is very important to the Town. Mr. Arnold also requested that a job description be created, a budget put in place of \$10,000 (currently it is \$5,000) and that a stipend of \$2,500 annually be paid to the next Tree Warden. This is an important job and State Statute requires the Town to fill this position.

Mike Morris of Hartford called in to applaud Town Clerk, Lisa O'Neil for putting together the last Board of Civil Authority (BCA) meeting. Mr. Morris commented that at this last meeting it was the largest attendance he has seen in recent history.

Cathy Melocik of Wilder also supported the timely replacement of the Tree Warden. She also wanted to thank Tracy Yarlott-Davis for the amazing job she has had to do this year. She has a lot to deal with and accomplish.

Marcy Bartlett of Wilder has stopped by to meet with Town Manger Tracy. She recommends that everyone should do that. Ms. Bartlett also thanked Public Works for the recent yard cleanup after a water break. She encourages the Board and Administration to show appreciation for all the Town employees and what they do.

Wayne Kendall of WRJ handed out one page of an article from the Vermont Times where Simon Dennis is quoted as saying he is building shelters for the Homeless. Mr. Kendall is asking to have Mr. Dennis removed from the Ad-hoc Emergency Shelter Committee for not following Town ordinances. He also asked if Mr. Dennis is obtaining permits for the ones he is building on his property. The Chair said that the Town Manger will follow up on this.

Heidi Duto of WRJ apologized for the tone at the last meeting. Ms. Duto then asked for an update on the Town of Hartford encampment Policy. It was explained that although it started out being named a policy, it is now a town guideline for the employees that may deal with the encampments. The Town's attorneys recommended that it be a guideline.

Sue Ellen Parmenter reminded the Board that she attended a December meeting and brought in a video of the Prospect Street encampment. This is Railroad property and Simon Dennis put shelters there. She referenced an email from the State in which they would not share costs of cleanup because Mr. Dennis put them there. She asked when the Encampment Policy, now guidance, was adopted. Because it is an internal guidance, the Board does not adopt it.

Darrell Herrick asked what the difference is between Policy and Guidance. The Chair explained.

## **2. Selectboard Comments and Announcements:**

Joe Major said October is National Breast Cancer Awareness month. He urges every woman to get a mammogram.

Ally Tufenkjian expressed her thanks to Jeremy Delisle and Hannah Tyler for her tour of Public Works. It was very educational.

Lannie Collins asked if there was any news on opening Cascadnac Ave during snow storms. The Town Manager said there are still issues with neighbors, the school and Public Works, if it is safe to plow. She will take a closer look and put it on a future agenda. Ms. Yarlott-Davis also reported on the National Survey she looked into. The cost to do this would be \$15,000.

Dennis Brown met with School and Selectboard Members last week. They worked mostly on diversity issues. The meeting turned into a team building exercise that was good.

Dan Fraser read a tribute to the Town employees after a water break and the work they did after to clean it up. Mr. Fraser explained that on the 12<sup>th</sup> and 23<sup>rd</sup> of October, the meetings will be budget items only.

## **3. Appointments**

**Selectboard Vice Chair, Joe Major made the motion to appoint Carolyn Hooper to the Climate Action Committee for a three year term beginning October 5, 2021 and ending October 4, 2024. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor. The motion passed.**

**Selectboard Clerk, Kim Souza made the motion to move into Executive Session to deliberate the candidates for the position on the Design Review Committee. Selectboard Vice Chair, Joe Major seconded the motion. All were in favor and the motion passed at 7:05 PM.**

**Selectboard Member, Dennis Brown made the motion to close the Executive Session. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed at 7:12 PM.**

**Selectboard Member, Lannie Collins made the motion to appoint Sara Ferguson to the Design Review Committee for a three year term beginning October 5, 2021 and ending October 4, 2024. Selectboard Clerk, Kim Souza seconded the motion. All were in favor. The motion passed.**

#### **4. Town Manger's Report**

##### **Significant Activity Report**

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/220>

##### **Town Manager Report**

<https://www.hartford-vt.org/DocumentCenter/View//TM-Report-10052021>

#### **5. Board Reports, Motions & Ordinances**

- a. Draft Demolition Delay Standards presented by the Historic Preservation Commission, Lori Hirshfield, Director of Planning and Development and Matt Osborn, Planner for the Town of Hartford.

**Presentation:** <https://www.hartford-vt.org/DocumentCenter/View/5400/Demolition-Presentation-SB-100521>

- b. Gates Street Update Presented by Hannah Tyler, Director of Public Works.

We are currently under contract with the Dufresne Group to begin exploring the potential for moving the water line off of Gates Street as previously discussed. Our goal is to eliminate the potential for a significant water break caused by the shifting roadway.

We are bringing this forth topic as the sole item at the November 2, 2021 Listening Session to engage the community and the board in discussions to finalize a path forward for stabilization within the previously identified alternatives.

- c. Declaration of Equity & Inclusion presented by the HCOREI members.

**Link to the Document:** <https://www.hartford-vt.org/DocumentCenter/View/5399/1-Hartford-Vermont-Declaration-of-Equity-Inclusion-and-Justice>

**Selectboard Member, Lannie Collins made the motion to adopt the Hartford, Vermont Declaration of Equity, Inclusion, and Justice as presented. Selectboard Member, Dennis Brown seconded the motion. All were in favor and the motion passed.**

- d. FY23 Budget was present by Town Manager, Tracy Yarlott-Davis.

As a reminder, here are our upcoming special budget meetings. These are in addition to our regular Selectboard meetings. By January 11, 2022 the Selectboard must adopt a budget in order to prepare for Town Meeting Day on March 1<sup>st</sup> where voters will approve or reject it.

<i>Date</i>	<i>Notes</i>
Tuesday, October 12	Finance, Planning/Zoning, and Parks and Rec budgets
Tuesday, October 26	Clerk, Town Manager, Assessor, and IT budgets
Tuesday, November 9	Police and Fire budgets
Tuesday, November 23	Public Works and Enterprise funds budgets
Tuesday, December 7	Focus on wrapping up questions and concerns
Tuesday, December 14	If needed to wrap up questions and concerns

**Commission Reports:**

Dennis Brown reported that the Historic Preservation Commission met and are recommending level funding for this year. They have 1 vacancy now. The Conservation Commission also has 1 vacancy. They also reported that small mouth bass have been sited in the upper reservoir. They are in the process of picking a vendor for logging in the town forest. They elected a new Vice Chair, Katie Mann. They are also working with the Career Tech Center at the School. They also had an impressive clean-up effort on the river road.

Ally Tufenkjian reported from the Resilient Hartford Committee. They have been working on the Hartford Food Forest. On October 6 there will be a tree planting. The Emergency Shelter committee will be losing Becca White. A new chair will be elected at the next meeting. The committee is still looking for land options.

Joe Major reported that the Pool is now back on track and will open on time. It will actually be done soon.

Kim Souza has attended the Planning and Zoning meetings. They are looking at the South Main Street Parking Lot and design. Also, in the preliminary discussion of the demolition in an historic district. The Design Committee is as advisory committee to the Planning Commission.

- 6. Consent Agenda: Selectboard Clerk, Kim Souza made the motion to approve the Consent agenda as presented. Selectboard Vice Chair, Joe Major seconded the motion. All were in favor and the motion passed.**

**Approve Payroll Ending: 10/2/2021**

**Approve Meeting Minutes of: 9/21/2021**

**Approve A/P Manifest of: 10/1/2021 & 10/5/2021**

Selectboard Meeting Dates of: Already Approved:  
10/12/2021, 10/19/2021 & 10/26/2021

**VI. Adjourn the Selectboard Meeting: Selectboard Member, Ally Tufenkjian made the motion to adjourn the meeting at 9:15 PM. Selectboard Clerk, 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.

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Kim Souza, Selectboard Clerk