



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, March 23, 2021

6:00pm Hartford Town Hall

171 Bridge Street, White River Junction, VT 05001

**This meeting was conducted in compliance with
Vermont Open Meeting Law with electronic participation.**

Present via Zoom: Joe Major, Selectboard Vice Chair; Kim Souza, Selectboard Clerk; Rachel Edens, Selectboard Member; Ally Tufenkjian, Selectboard Member; Dennis Brown, Selectboard Member.

Present at Town Hall: Dan Fraser, Selectboard Chair; Tracy Yarlott-Davis, Town Manager; Lana Livingston, Administrative Assistant

Absent: Julia Dalphin, Selectboard Member

CATV LINK: <http://catv.cablecast.tv/CablecastPublicSite/show/14137?channel=1>

The Chair read this script:

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.

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.

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

II. Pledge of Allegiance: The Pledge of Allegiance was recited.

III. Order of Agenda No changes to the order of agenda.

IV. Selectboard

1. Public:

Mike Morris from Hartford asked about the south main parking lot concerns and the cars that were towed from this lot. Town Manager, Tracy Yarlott-Davis responded that in the Town Manager's report tonight is the update on this issue and for the most this was taken care of before this meeting so it is not needed to be on this agenda. Mr. Morris expressed his concern about the "chat" function of the zoom meetings not be available for the public. Selectboard Chair, Dan Fraser responded that because of the open meeting laws and the advice from VLCT the public chat will not be accessed.

Cathy Melocik from Wilder asked if the Liquor Licenses could not be on the Selectboard Agendas and not be the responsibility of the Selectboard to approve. She also thanked Maggie Cassidy from the Valley News for all she has done covering issues of Hartford. Ms. Cassidy is leaving the Valley News and going to VT Digger.

Jack Peisch, a teacher at the Hartford school system, asked the Board if they would advertise and hire a community wellness coordinator that was approved in the budget. He stressed the importance of this position. Town Manager, Tracy Yarlott-Davis reported that we are waiting for the draft contract to come back after review.

Preston Houck from WRJ called. He had his car towed from the south main street parking lot for snow removal. At this point he has not claimed his car that now is owed more to Sabil and Sons than the car is worth. He is asking for the Town to help out with the expenses or take the care for donation. The Town cannot accept the car as a donation. Selectboard Member, Rachel Edens suggested that he could donate it to the Haven.

Selectboard Comments:

Dennis Brown spoke to the Board about WRJ parking. He noted that Lebanon is potentially approving playing fields in a flood zone. He doesn't understand why Hartford cannot approve a parking lot in a flood zone. The particular area he spoke of is the land owned by Home and Hearth. Citizen, Mike Morris commented that the Home Hearth property needs to be seriously considered. Joe Major agreed with Mr. Brown. Downtown WRJ parking is an issue and he (Joe Major) has some ideas to explore options. Now that we are hopefully heading out of the pandemic, some out of the box thinking is needed for the increase of parking needed. Kim Souza hopes to have significant time to discuss the parking in future meetings or as a topic for the "listening sessions." She also reminded the Selectboard that 50+ spaces will be added when the south main street parking lot is expanded perhaps as soon as this summer. Gwen from WRJ called in at this time to follow-up on the towing issue from that lot. She owns property and her tenants use this lot. There needs to be a plan for the future and she will start with collect contact information from her tenants.

2. Appointments:

- a. Consider the Re-Appointment of Matt Osborn as Acting Zoning Administrator for a three-year term beginning March 23,2021 and ending March 22, 2024.

Selectboard Clerk, Kim Souza made the motion to re-appoint Matt Osborn as Acting Zoning Administrator for a three-year term beginning March 23,2021 and ending March 22, 2024. Selectboard Member, Dennis Brown seconded the motion. All were in favor and the motion passed.

- b. Consider the Appointment of John Heath to the Hartford Planning Commission for a three-year term beginning March 23, 2021 and ending March 22, 2024.

Selectboard Vice Chair, Joe Major made the motion to Appoint John Heath to the Hartford Planning Commission for a three-year term beginning March 23, 2021 and ending March 22, 2024. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.

- c. Consider the Re-Appointments of F.X. Flinn as Representative and Jeff Brand as First Alternate and Bob Merrill as Second Alternate for the East Central Vermont Telecommunications District (ECVTD) to serve until successors are duly appointed.

Selectboard Member, Ally Tufenkjian made the motion for the Re-Appointments of F.X. Flinn as Representative and Jeff Brand as First Alternate and Bob Merrill as Second Alternate for the East Central Vermont Telecommunications District (ECVTD) to serve until successors are duly appointed. Selectboard Member, Rachel Edens seconded the motion. All were in favor and the motion passed.

3. Town Manager's Report:

Significant Activity Report.

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/207>

Highlights:

Town Employment Vacancies

Currently, the town has a number of vacancies across departments. In addition, Department Heads have been requesting additional positions to address workload increases in a number of departments. Anecdotally, it appears that Town staffing has not grown along with other indicators of growth such as resident population, town services, and general development. This will warrant further investigation over the next year.

Vacancies: Planning 1, Finance 1, Public Works 2, Parks & Recreation 1, Police Operations 7, Emergency Communications 3.

Hartford Fire also has two vacancies but has already started the hiring process to fill those.

Fire and Police Outstanding Service

Earlier this month one of our officers began CPR 011 a person who was unconscious while both Hartford and Lebanon sent ambulances. Chief Cooney told me that our officer's quick thinking and strong CPR skills ensured that the patient was transported to the hospital with a heartrate, pulse' and breathing.

Update on Towing

Last week, Public Works contacted those financially affected by the urgent towing for snow and ice maintenance in the South Main Street Lot. We were able to offer reimbursement of towing fees and up to two days of storage to those that had contacted Public Works or the Town Manager's office. Public Works staff is also working on a comprehensive plan for managing regular and urgent maintenance issues in Town parking lots for both summer and winter.

First Fridays

Starting in May, we'll see the return of First Fridays with the Light River Junction First Fridays with WRIF! This is part of an \$18,000 grant from the Vermont Community Foundation, the Agency of Commerce and Community Development and the Better Places partners. Out of 63 applications, this project was one of eight selected. It will allow White River Junction to host multiple film and media arts programs and displays while patrons enjoy food and beverage from local restaurants.

4. Public Hearing: Selectboard Chair, Dan Fraser recessed the Selectboard Meeting and opened the Public Hearing at 6:50 P.M.

Amendments to Zoning Regulations to Create Two New Zoning Districts (HCR & QCR)
Presented by Lori Hirshfield, Director of Planning and Development Department and
Bruce Riddle, Planning Commission Chair.

Change a Section of Industrial Commercial (IC) in White River Junction to Highway Commercial Residential (HCR): On the east side of Route 5 near the intersection with Route 4, there is a small area (five properties) that currently is zoned Industrial Commercial and includes the Listen property (formerly 25,000 Gifts) as well as a duplex, mixed-use building and the former Morris Homes model. See attached map. The IC zoning district does not allow residential or mixed-use development. The proposed Highway Commercial Residential (HCR) zoning district would make single-unit dwellings and two-unit dwellings permitted uses in the district and make multi-unit dwellings and mixed-use buildings (residential and commercial development) conditional uses. Other proposed changes include moving some permitted uses to the conditional use side or eliminating the use all together. The enclosed proposed HCR zoning district sheet shows these proposed changes compared to the IC zoning district. The proposal includes changing the designation to "Highway Commercial Residential".

Change Highway Commercial in Quechee to Quechee Commercial Residential (QCR): The Highway Commercial (HC) zoning district in Quechee includes Route 4 at the junction of Waterman Hill Road and includes the west side of Cross Street and West Gilson Avenue. See attached map. The HC zoning district does not allow residential or mixed-use development. The proposed Quechee Commercial Residential (QCR) zoning district would make single-unit dwellings and two-unit dwellings permitted uses in the district and make multi-unit dwellings and mixed-use buildings (residential and commercial development) conditional uses. Other proposed changes include moving some permitted uses to the conditional use side or eliminating the use all together. The enclosed proposed QCR zoning district sheet shows these proposed changes compared to the HC zoning district. The proposal includes changing

the designation to “Quechee Commercial Residential (QCR).”

Selectboard Chair, Dan Fraser closed the Public Hearing and reopened the Selectboard meeting at 7:15 P.M.

5. Board Reports, Motions & Ordinances:

- a. Amendments to Zoning Regulations to Create Two New Zoning Districts (HCR & QCR) (Motion Required)

Selectboard Clerk, Kim Souza made the motion to adopt the Zoning Regulation Amendments to establish the new Highway Commercial Residential and the Quechee Commercial Residential Zoning Districts As proposed, and any other non-substantive changes to the Zoning Regulations necessary to integrate these two new zoning districts into the bylaw. Selectboard Vice Chair, Joe Major seconded the motion. All were in favor and the motion passed.

- b. Town and School Meeting Committee Update (Information Only)
Presented by Town Manager, Tracy Yarlott-Davis.

The Town Charter requires that the Town and School jointly manage a Town and School Meeting Committee. The Committee is charged to:

Organize, arrange, and provide for the comfort, presentation, publicity, program, refreshments, entertainment, and other non-statutory aspects of the Town meeting cycle, such as the Budget and Candidates Night meeting and the Town and School District Day meeting. *{24 App. V.S.A. ch. 123A, § 201}*

The Committee consists of five members:

- One member serving a two -year term appointed by the Town Clerk
- One member serving a two-year term appointed by the Town Selectboard
- One member serving a three-year term appointed by the Town Selectboard
- One member serving a two-year term appointed by the Town School Board
- One member serving a three-year term appointed by the Town School Board

It is unclear why this Committee lost membership, but it has not been very active for many years. For the last two years, Town staff have provided a baseline compliance with the Charter. However, this is not the intent of the Charter or the Committee

Our Town Clerk, Lisa O'Neil has reached out to many regular election cycle volunteers to ask if they are interested in serving on this Committee to serve in the position that is appointed by her. The School Board has one person who has applied.

Recommendation: The Town Manager recommended that the Selectboard actively solicit for members to serve in the positions allocated to the Selectboard. This will allow the committee to be a robust resource for the Town and School for the 2022 meeting. These openings will be posted on listserv and other social media sites.

c. COVID Committee Membership and Charge

The current committee will examine the charge to include membership requirements and will submit a proposal to update this in the coming weeks. The needs of the community have changed and this will be reflected in the work the committee continues to do.

d. Strategic Equity and Inclusion Plan

Selectboard Vice Chair, Joe Major has begun to act on establishing the implementation of the Strategic Plan done two years ago. He has asked Selectboard Member, Rachel Edens to help him and to spearhead the implementation of this plan.

Major Brad Vail reported that the police are going to an e-ticket for all traffic stops. This will help to collect the data. Race is a requirement to produce the ticket. Dillon Walsh is working with the State to get this up and running. Joe Major will be talking to the authors of the document. This plan will continue to evolve with feedback from the Staff, Community and Selectboard.

V. Local Liquor Control Board: Selectboard Chair, Dan Fraser recessed the Selectboard Meeting and opened the Local Liquor Control Board at 7:25 P.M.

Renewals:

- a. Montshire Services, LLC Doing Business As: Bob's Service Center, 4 Ballardvale Center, White River Junction, VT 05001 (Second Class)
- b. Cumberland Farms of Vermont, Inc. Doing Business As: Cumberland Farms #8007, 1167 Hartford Avenue, White River Junction, VT 05001 (Second Class)
- c. Evans Group of Vermont, Inc. Doing Business As: Evans Expressmart, Route 5 & Airport Road, White River Junction, VT 05001 (Second Class)

Selectboard Member, Dennis Brown made the motion to approve the renewals of Second Class Liquor Licenses for: Montshire Services, LLC Doing Business As: Bob's Service Center, 4 Ballardvale Center, White River Junction, VT 05001

And

Cumberland Farms of Vermont, Inc. Doing Business As: Cumberland Farms #8007, 1167 Hartford Avenue, White River Junction, VT 05001

And

Evans Group of Vermont, Inc. Doing Business As: Evans Expressmart, Route 5 & Airport Road, White River Junction, VT 05001

Selectboard Vice Chair, Joe Major seconded the motion.

4 were in favor, 1 abstained (Fraser) and 1 recused (Souza) The motion passed.

- d. Squeaky Wheel, Inc. Doing Business As: The Filling Station

Restaurant & Lounge, 70 Gate Street, White River Junction, VT 05001 (First & Third Class)

- e. Northern Hospitality Limited Partnership Doing Business As: Hotel Coolidge, 39 South Main Street, White River Junction, VT 05001 (First and Third Class)

Selectboard Member, Ally Tufenkjian made the motion to approve the renewals of First and Third Class Liquor Licenses for:

Squeaky Wheel, Inc. Doing Business As: The Filling Station Restaurant & Lounge, 70 Gate Street, White River Junction, VT 05001

And

Northern Hospitality Limited Partnership Doing Business As: Hotel Coolidge, 39 South Main Street, White River Junction, VT 05001.

Selectboard Member, Dennis Brown seconded the motion. 4 were in favor,1 abstained (Fraser) and 1 recused (Souza). The motion passed.

- f. Quechee Club, Inc. Doing Business As: Quechee Club Inc., 3268 Quechee Main Street, Quechee, VT 05059 (First, Third and Outside Consumption)
- g. Quechee Club, Inc. Doing Business As: Base Lodge, 3369 Quechee Main Street, Quechee, VT 05059 (First, Third and Outside Consumption)
- h. Quechee Club, Inc. Doing Business As: Murphy Farm, 78 Murphy Road, Quechee, VT 05059 (First, Third and Outside Consumption)

Selectboard Vice Chair, Joe Major made the motion to approve the renewals of First, Third Class and Outside Consumption Liquor Licenses for:

Quechee Club, Inc. Doing Business As: Quechee Club Inc., 3268 Quechee Main Street, Quechee, VT 05059

And

Quechee Club, Inc. Doing Business As: Base Lodge, 3369 Quechee Main Street, Quechee, VT 05059

And

Quechee Club, Inc. Doing Business As: Murphy Farm, 78 Murphy Road, Quechee, VT 05059

Selectboard Member, Ally Tufenkjian seconded the motion. 4 were in favor,1 abstained (Fraser) and 1 recused (Souza). The motion passed.

- i. Piecemeal, LLC Doing Business As: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001 (First and Outside Consumption)
- j. Wicked Awesome BBQ., Inc. Doing Business As: Wicked Awesome BBQ, 93 Beswick Drive, White River Junction, VT 05001 (First and

Outside Consumption)

Selectboard Vice Chair, Joe Major made the motion to approve the renewals of First Class and Outside Consumption Liquor Licenses for: Piecemeal, LLC Doing Business As: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001
And Wicked Awesome BBQ. Inc. Doing Business As: Wicked Awesome BBQ, 93 Beswick Drive, White River Junction, VT 05001
Selectboard Member, Ally Tufenkjian seconded the motion. 4 were in favor,1 abstained (Fraser) and 1 recused (Souza). The motion passed.

Selectboard Chair, Dan Fraser closed the Local Liquor Control Board at 7:30PM and Reopened the Selectboard meeting.

VI. Commission Meetings Reports

Dennis Brown reported from the Historical Preservation Commission. They have met with the planning commission and are working on a demolition ordinance for historical buildings. They have hired a consultant and this is a work in progress.

Kim Souza - HBRLF is still processing River Roost Financing. Planning is waiting on permitting with River Roost on parking.

Joe Major – HCOREI had it's reorganizational meeting. Allene Swienckowski is still the Chair and John Hall is the Vice Chair. They are working on finding the best way to collect data and support victims of harassment in the community.

Ally Tufenkjian reported that the Sister City Committee is starting up with meetings again and working on getting together as a group.

Ally Tufenkjian attended the Emergency Shelter ad hoc committee. They are restructuring the committee. Becca White is now chair and Ally Tufenkjian is Vice Chair. They are focusing on what to do when the State ends the voucher system and they are looking for land in Hartford along with Planning and Zoning to establish micro dwellings.

Dan Fraser went to a Tree Board Meeting. The Emerald Ash Borer is now in our region.

VII. Consent Agenda

Joe Major asked to clarify his comments he said at the 2/23/2021 meeting. What he said was it is ok to criticize a public official as voted by the public but it is not ok to publicly criticize a Town Staff member at any time.

Selectboard Vice Chair, Joe Major made the motion to approve the Approve Payroll Ending: 3/20/2021; Approve Meeting Minutes of: 3/9/2021; Approve A/P Manifest of: 3/19/2021 & 3/23/2021 and to authorize the Selectboard Chair to sign the documents moving forward while there is a State of Emergency as declared by Gov. Scott. Selectboard Member, Dennis Brown seconded the

motion. All were in favor and the motion passed.

Selectboard Vice Chair, Joe Major made the motion to approve the minutes from 2/23/2021. Selectboard Clerk, Kim Souza seconded the motion. 4 were in favor and 2 (Brown & Tufenkjian) abstained. The motion passed.

Approve Payroll Ending: 3/20/2021
Approve Meeting Minutes of: 2/23/2021, 3/9/2021
Approve A/P Manifest of: 3/19/2021 & 3/23/2021

Selectboard Meeting Dates of: Already Approved:
4/6/2021 and 4/20/2021

VIII. Adjourn the Selectboard Meeting:

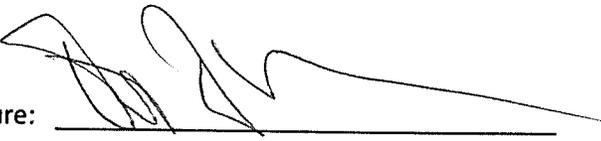
Selectboard Member, Dennis Brown made the motion to adjourn the meeting at 7:55 PM. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

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.

Selectboard Signature Page.

Date: 4/6/2021

Date of Minutes: 3/23/2021

Minutes Approval Signature: _____