



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, July 28, 2020, 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 at Town Hall: Dan Fraser, Selectboard Chair; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant;

Present via ZOOM: Simon Dennis, Selectboard Vice Chair; Alicia Barrow, Selectboard Member; Alan Johnson, Selectboard Member; Joseph Major, Selectboard Member; Kim Souza, Selectboard Clerk; Emma Behrens, Selectboard Member;

CATV LINK: <http://catv.cablecast.tv/CablecastPublicSite/show/12435?channel=1>

Selectboard Chair, Dan 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.*

- I. Call to Order the Selectboard Meeting:** Selectboard Chair, Dan Fraser called the meeting to order at 6:00 P.M.
- II. Pledge of Allegiance:** The Pledge of Allegiance was led by Brannon Godfrey.
- III. Local Liquor Control Board: N/A**
- IV. Order of Agenda:** Item 4f will be moved up to after 4b and add at the end of the section 4 - Town Manager's vacation pay.
- V. Selectboard**

1. Public, Selectboard Comments and Announcements

Public comments: Several residents called in to ask for an item to be placed on the next regular meeting of the Selectboard. They have asked to have the Hartford Police budget decreased and to use these funds to increase the community services focused on mental health in Hartford.

Selectboard comments: Selectboard Member Alan Johnson appreciated this issued being raised. He believes that a special meeting of the Selectboard to address this issue would be the direction to go. Selectboard Member, Alicia Barrow agrees with Mr. Johnson.

Selectboard Chair, Dan Fraser took this time to thank Brannon Godfrey for his time as Hartford's Town Manager.

2. Appointments

- a. Consider the appointment of Douglas Eisler to the West Hartford Library Board of Trustees for a term beginning July 28, 2020 and ending March 2, 2021.

Selectboard Vice Chair, Simon Dennis made the motion to appoint Douglas Eisler to the West Hartford Library Trustees for a term beginning July 28, 2020 and ending March 2, 2021. Selectboard Member, Emma Behrens seconded the motion. All were in favor and the motion passed.

- b. Consider the appointment of Thomas Abbatiello to the Parks and Recreation Commission for a three-year term beginning July 28, 2020 and ending July 27, 2023.

Selectboard Clerk, Kim Souza made the motion to appoint Thomas Abbatiello to the Parks and Recreation Commission for a three-year term beginning July 28, 2020 and ending July 27, 2023. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

3. Town Manager’s Report: Significant Activity Report ending July 27, 2020.

LINK: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/190>

4. Board Reports, Motions & Ordinances:

a. FY20 Encumbrance Report (motion required)

Annually the town has projects and/ or items that have been approved in the annual budget but cannot be completed or purchased within the approved fiscal year due to either internal or external timing or environmental factors. FYE 2020 had the additional challenges of closures & delays due to COVID. Funding for these requested encumbrances will be covered by the revenue recorded and collected as budgeted in fiscal year 2020. There is no new financial impact whereas these items/projects had already been included in the original 2020 budget that was approved.

FISCAL YEAR 2020 ENCUMBRANCE REQUEST

	FYE 2020	Prior Years Previously Approved	Total
ADVERTISING	\$ 300.00	\$ -	\$ 300.00
CAPITAL	\$ 40,000.00	\$ 6,616.11	\$ 46,616.11
CEMETERY	\$ 7,200.00	\$ -	\$ 7,200.00
CONTRACTED SERVICES	\$ 378,083.05	\$ 151,263.05	\$ 529,346.10
COVID	\$ 56,000.00	\$ -	\$ 56,000.00
DEPARTMENT EQUIPMENT	\$ 101,923.04	\$ 46,237.80	\$ 148,160.84
GRANTS & APPROPRIATIONS	\$ 2,027.88	\$ 1,153.10	\$ 3,180.98
MATERIALS & SUPPLIES	\$ 22,146.03	\$ -	\$ 22,146.03
MEMBERSHIP DUES	\$ 250.00	\$ -	\$ 250.00
OFFICE EQUIPMENT	\$ 12,328.25	\$ 3,895.96	\$ 16,224.21
PURCHASE UNIFORMS &	\$ 3,100.00	\$ -	\$ 3,100.00
RECRUITMENT & TRAINING	\$ 11,100.00	\$ -	\$ 11,100.00
REPAIRS & MAINT-VEHICLES	\$ 14,440.64	\$ 1,000.00	\$ 15,440.64
REPAIRS & MAINT - BUILDING	\$ 49,258.06	\$ 9,680.57	\$ 58,938.63
MARKETING PROMOTION	\$ 9,500.00	\$ 10,500.00	\$ 20,000.00
TELEPHONE	\$ -	\$ 876.84	\$ 876.84
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	707,656.95	231,223.43	938,880.38

MOTION: Selectboard Member. Joe Major made the motion that the Selectboard approve the 2020 Encumbrance Request for items/projects previously approved in operating budgets as well additional COVID expenses. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

- b. Line of Credit for Non-TIF-Bond Funded 2020 Projects (motion required)

\$9.2 million Line of Credit (Grant Anticipation Note) for Non-TIF-Bond Funded 2020 Infrastructure Projects. The Town has commenced, or will commence within the next 12 months, construction on several critical infrastructure projects in 2020, including: the Sykes Mountain Ave/Rt. 5 Roundabouts; the Upper Sykes Mountain Ave. bike/pedestrian project; TIP-district improvements and the Quechee Main St. Culvert replacement. While these projects are funded by sources other than the Town General Fund, the Town is responsible for the initial payment of construction bills and then will seek reimbursement from the ultimate funding source, such as the Vermont Agency of Transportation, TIF Bond, or State Revolving Loan Fund.

As this cumulative amount will need to be much more than \$3 million that was approved by the Selectboard in April, and as the TIF-Bond-funded expenses are better accounted for in its own separate LOC for audit purposes, Paul Giuliani suggested a two part remedy: 1) that we keep the existing tax-exempt \$3 million LOC to use exclusively for TIF-Bond funded expenses which will be fully reimbursed from the 2020 TIF Bond available in early August; and 2) that we open a new tax-exempt LOC (Grant Anticipation Note) for the roundabouts, bike/ped, Quechee Main St culvert, and the water and sewer utility portions of the TIF district improvements - that is, everything that will not be reimbursed by the 2020 TIF Bond proceeds.

The cumulative short-term borrowing need totals \$9.2 million for this new LOC. The tax-exempt rate is 2.8% for this note. Although the cumulative total that the Town can borrow over the next 12 months is \$9.2 million, the Town will only pay interest expense for the days that the funds are withdrawn before being reimbursed by the State.

MOTION: Selectboard Member. Alicia Barrow made the motion to approve the Grant Anticipation Note for up to \$9,200,000 with Mascoma Bank at a tax-exempt interest rate of 2.8% for a 12-month period and authorize the execution of closing documents. Selectboard Member, Alan Johnson seconded the motion. All were in

favor and the motion passed.

c. Homeless Camping Site Analysis (information only)

At its July 2 Special Meeting the Selectboard voted to direct the Town Manager to prepare a report researching the feasibility of three Town-owned properties for a designated homeless campsite.

- 100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5
- 270 Wright's Reservoir Rd- Hurricane Hill Forest
- 2333 Hartford Ave - Maanawaka Conservation Area

The sites were evaluated compared according to several criteria, including land use/deed restrictions, terrain, emergency service access, public service access, open burning and permitted structures. To summarize, all three sites have significant barriers by their zoning, deed restrictions or prohibitive wetlands regulations. If these barriers were surmountable, then the Arboretum site is minimally feasible, at best. Mr. Godfrey recommends no camping site be pursued by the Town. We should look toward more permanent housing solution. Collaboration with the Core 4 Towns is suggested. Kim Souza urged the board to go back to the ad hoc committee's report for direction.

Selectboard Vice Chair, Simon Dennis moved to direct the Town Manager to work with Staff to do a thorough inventory of existing town owned properties for the sake of identifying potential Town-owned properties that could serve as a permitted campsite, and identifying potential regulatory obstacles and potential solutions to these obstacles, and to bring this information back to the Selectboard for consideration within at our August 25th. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.

d. Extension of Terms on 2016 Baseball Field Lighting Lease with Musco Finance, LLC (motion required)

A 10-year municipal lease purchase is in place for the lighting system at the Maxfield Sports Complex Baseball Field. The Town is the lessee and the principle and interest payments are made in full by the Upper Valley Nighthawks New England Club Baseball League through a collaborative agreement signed by the Selectboard on the 20th of November, 2015 Section C, Item 1 and the Musco Purchase Agreement dated the 5th of April, 2016.

Due to the COVID-19 Pandemic and the cancelation of the Nighthawks 2020 Season, Musco Lighting offered the Nighthawks the opportunity to extend the lease by one year with the payment of interest for the current year. The Nighthawks have requested that the Town authorize the

extension.

Motion: Selectboard Clerk, Kim Souza made the motion to Authorize the Town Manager to execute a new payment schedule for Lease Number: 0408PHAR-2 lease agreement with Musco Sports Lighting. Selectboard Member, Emma Behrens seconded the motion. All were in favor and the motion passed.

- e. Authorization for Softball Field Lighting Lease with Musco Finance, LLC (motion required)

The 2017 Field Use Committee Final Report identified the need to install lights at the Maxfield Softball Field which is used primarily for High School Girls Softball. The need for field lighting provides evening lighted games for softball. The Maxfield Boys Baseball Field has field lighting for Hartford High School Boys Baseball and the Upper Valley Nighthawks. The new lighting system for the Softball Field will provide compliance with Title IX which is a federal civil rights law in the United States that was passed as part of the Education Amendment of 1972, providing equity in athletics. The field lighting annual lease payment costs will be split 50/50 between the Town of Hartford and the Hartford School District over a 10-year period. The lighting system comes with a 25-year warranty on the lighting system.

MOTION: Selectboard Vice Chair, Simon Dennis made the motion to Authorize the Town Manager to sign and enter into a Lease Purchase Proposal agreement with Musco Sports Lighting for a 10-year period for the installation of softball field lighting at Maxfield and to enter into a Memorandum of Agreement with the Hartford School District to for a 50% share of the cost. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

- f. Consideration of Reciting Pledge of Allegiance and Alternatives at Selectboard Meetings (motion required)

The Selectboard has traditionally begun its regular meetings with the reciting of the Pledge of Allegiance. At the July 14 meeting, the Selectboard began consideration of eliminating the recitation of the Pledge from the Order of Agenda and/or adding other opening statements of purpose.

Selectboard members and citizens spoke for and against reciting the pledge at the beginning of the Selectboard meetings. It was decided to form a Selectboard subcommittee of Simon Dennis, Alicia Barrow and Emma Behrens to come up with a possible addition or replacement to be said before the meetings.

g. Discussion of Graffiti and Removal Strategies (information only)

There has been an increase in graffiti defacing public and private property during the pandemic. Our Department of Public Works staff is deployed promptly to remove it from Town property where possible. If the graffiti is determined to be hate speech, the Police Department notifies the Office of the Attorney General-Civil Rights Unit.

Selectboard Member, Alicia Barrow would like to tackle the issue of racism in Hartford. Alicia supports a top down and bottom up approach. She is looking for ways to involve the community. She suggested to have murals replace graffiti. Selectboard Vice Chair, Simon Dennis wondering about the RFP preparation from HCOREI on the training. A reconnect with HCOREI is due to begin the implementation of the study.

h. Mask Wearing Emergency Order (motion required)

On June 30, the Selectboard adopted a Resolution urging all persons to "wear cloth or factory-made face coverings over their nose and mouth while inside buildings visited by the public during the State of Emergency in Vermont" (resolution attached). The resolution included a caveat that it may be upgraded to an Emergency Order if there is a significant increase in local cases.

The Selectboard discussed consideration of an Emergency Order for the next meeting agenda. The Town Manager and Police Chief have stated that positive communications with consistent signage and reinforcement measures by the Town and private property owners are preferable to an Emergency Order with enforcement authority.

At his press briefing on Friday July 24, Governor Phil Scott issued a statewide Order requiring people in Vermont to cover their faces when out in public to go into effect August 1.

In light of the Governor's statewide order, adoption of local Emergency Order is not necessary.

i. Curbside Solid Waste RFP (information only)

At its June 30 Meeting, the Selectboard requested staff to bring for review and discussion a draft Request for Proposals (RFP) for curbside collection of all solid waste (recycling+ household solid waste+ organics) based on the one developed in 2015. A copy of the draft RFP cannot be located. The intent of issuing an RFP now would be to determine the total program cost for a ballot question at the March 2021 Town Meeting.

On June 14, the Selectboard requested to review copies of the 2014 DSM Study and 2015 Solid Waste Committee Report for further discussion. The Committee Report recommended surveying residents to determine the favorability of adding household solid waste and food scraps collection to the existing curbside recycling program.

After talking with a small hauler that business is based in Hartford it was decided to schedule a time to talk directly with all the trash haulers that have customers in Hartford. This will need to be on a future agenda.

ADDED ITEM: Town Manager's request to have 305 hours of vacation paid to him. This is over the 240 hours that is in his contract so it will need a vote from the Selectboard. It was decided to have this item on the next agenda on August 10th.

VI. Commission Meeting Reports:

Selectboard Clerk, Kim Souza reported that HBRLF has released the application to small businesses for a \$2,000 recovery grant. The deadline is in a couple of weeks and the businesses will be chosen by lottery. Joe Major asked why non profits were not included. Kim Souza said she didn't know but Lori Hirshfield could be contacted to answer this question.

Selectboard Member, Alicia Barrow announced that she will be attending a racial equity task force.

Select Board Chair, Dan Fraser reported from the Tree Committee. On September 26th there will be an arbor day celebration and on October 10th there will be a tree walk.

VII. Consent Agenda: Selectboard Member, Alan Johnson made the motion to accept the Consent Agenda as listed and to authorize the Chair, Dan Fraser to sign for the Selectboard. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

- a. Sludge Hauling & Grease Removal Bid Award: \$43,188 to Stearns Septic Services of Grantham.
- b. Line Cleaning & TV Inspection Bid Award: \$34,852 to N.A. Manosh, Inc.
- c. Lawn Maintenance Bid Award: \$11,450 to L.L. Potwin Services.
- d. Approve Payroll Ending: 7/25/2020
- e. Approve Meeting Minutes of: 7/14/2020 as amended.
- f. Approve A/P Manifest of: 7/24/2020 & 7/28/2020
- g. Selectboard Meeting Dates of: Already Approved: 8/10 and 8/25

VIII. Executive Session: N/A

IX. Adjourn the Selectboard Meeting (Motion required):

Selectboard Member, Alan Johnson made the motion to closed the Selectboard Meeting at 10:55 P.M. Selectboard Vice Chair 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: 8/10/2020

Date of Minutes: 7/28/2020

Minutes Approval Signature:  _____