



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Monday, August 10, 2020, 6:00pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

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

Present at Town Hall: Dan Fraser, Selectboard Chair; Patrick MacQueen, Interim Town Manager; Lana Livingston, Administrative Assistant;

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

Absent: Joseph Major, Selectboard Member

NOTE: Simon Dennis, Selectboard Vice-Chair left the meeting at 8:30 P.M.

CATV Link: <http://catv.cablecast.tv/CablecastPublicSite/show/12616?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/channel/UC810) – is **not available tonight**. 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 at order at 6:00 P.M.

II. Pledge of Allegiance: Selectboard Chair, Dan Fraser led the Pledge of Allegiance.

III. Local Liquor Control Board: N/A

IV. Order of Agenda: Kim Souza asked to add Park Fees consideration to the agenda.

V. Selectboard

1. Public, Selectboard Comments and Announcements

Citizen Comments: None

Selectboard Comments: Kim Souza commented that the new roof on the Bugbee building looks fantastic.

Alan Johnson thanked CATV for doing a great job keeping up with all the demand during the pandemic.

2. Appointments

- a. Consider the appointment of Emily Clough to the West Hartford Library Trustees beginning August 10, 2020 and ending March 2, 2021.

Selectboard Clerk, Kim Souza made the motion to appoint Emily Clough to the West Hartford Library Trustee Board beginning August 10, 2020 and ending March 2, 2021. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.

3. **Town Manager’s Report:** Significant Activity Report ending August 10, 2020.

LINK: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/191>

4. **Board Reports, Motions & Ordinances:**

ADDED ITEM: Kim Souza asked if businesses from the town could rent park space at a reduced or no fee. This would be with keeping the normal protocols of going through Parks and Rec to schedule and reserve the spaces. Simon Dennis said if the town loses businesses it will lose the tax income so we need to support the businesses.

Motion: Selectboard Vice Chair, Simon Dennis made the motion to grant the Town Manager the authority to waive or reduce park fees for businesses that make the request and also to encourage the Town Manager to make use of his right to waive or reduce park fees for Businesses that make that request. This authority to the Town Manager and for reduction of fees requests is given through the end of the State of Emergency as stated by the Governor of Vermont and is retroactive to August 1, 2020. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

a. FY22 Budget Guidance Discussion (Information Only)

The Board reviewed the Selectboard Capital Improvement Plans priority list as shown by Simon Dennis. He selected only the items that have budgetary implications. After some review, the Selectboard decided to hold a special workshop on August 18th to review both the priority list and the Budget Guidance Memo that the Board will be giving to Staff for the upcoming budget process. A few members of the community called in to ask for a public forum around policing and public health in the Town of Hartford. The workshop on the 18th will be held at Town Hall. It will be recorded by CATV but will not air live. The following Selectboard meeting will be on August 25th as a zoom meeting.

b. Authorization to purchase and finance Realice System and water heater at W.A.B.A. (Motion Required)

Like most ice rinks, WABA currently uses hot water (~120°F) to resurface the ice because heating the water removes air bubbles, which results in stronger ice. This hot water then must be cooled down to a very low temperature, requiring a tremendous amount of energy. On a busy day, the Zamboni at WABA can go through 200 gallons of hot water per hour. In March, one of the two propane on-demand water heaters, repurposed during the renovation of WABA in 2015, used primarily to heat water for the Zamboni failed. The remaining propane water heater is the same age as the one that failed (11 years old) and is not expected to last through next season. There is an urgent need for a solution as hot water is currently necessary for ice resurfacing.

The cost of the REALice system is \$28,350 before the incentive, and the cost of the heat pump water heater is \$5,480 before the incentive. With a 5-year TELP, annual *savings* estimated at \$393 for first five years; \$6,544 in savings henceforth.

Selectboard Member, Alan Johnson made the motion to Authorize the Town Manager to enter into an agreement with REALice for the purchase of the REALice System for the Wendell A. Barwood Arena. Additionally, due to a sole source vendor for the REALice

System, waive the bidding process for this purchase. Further authorize the Town Manager to enter into a 5-year Municipal TELP with the National Energy Improvement Fund to finance the cost of the REALice system and heat pump water heater. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.

- c. Town Manager Godfrey Vacation Leave Payout Request (Motion Required)

After review of the request, the Employee handbook and the Contract that was signed by the Town and Brannon Godfrey it was decided to accept the staff's interpretation and not pay out the extra vacation pay as requested by Mr. Godfrey.

VI. Commission Meeting Reports:

Selectboard Clerk, Kim Souza reported that the HBRLF meets Wednesday morning to review over 35 applications requesting relief grants. Also, the planning Commission is in the process of reviewing properties for parking locations.

Selectboard Member, Emma Behrens reported that the group to review ideas to add to the reciting of the Pledge at the beginning of Selectboard meetings will present their ideas at a future meeting.

Selectboard Member, Alicia Barrow reported from HCOREI and they are finalizing retreat dates. She also reported that she will be interviewing for the VLCT position soon.

VII. Consent Agenda (Motion required): Selectboard Clerk, Kim Souza made the motion to accept the consent agenda as follows:

- a. Bugbee Senior Center Heat Pump Bid Award: Authorize the Town Manager to contract with ARC Mechanical for the Base Bid at the Bugbee Senior Center.
- b. Police Station Heat Pump Bid Award: to reject ARC Mechanical's proposal and issue another RFP in the future.
- c. Approve Payroll Ending: 8/8/2020
- d. Approve Meeting Minutes of: 7/28/2020 as amended.
- e. Approve A/P Manifest of: 8/7/2020 & 8/10/2020
- f. Selectboard Meeting Dates of:
Already Approved: 8/25
Needs Approval: 8/18 Workshop, 9/8/2020 and 9/22/2020

Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.

VIII. Executive Session: N/A

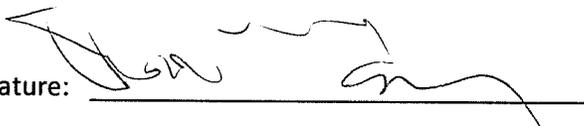
IX. Adjourn the Selectboard Meeting (Motion required): Selectboard Member, Emma Behrens made the motion to Adjourn the meeting. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed at 9:00 P.M..

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: 8/25/2020

Date of Minutes: 8/10/2020

Minutes Approval Signature:  _____