



TOWN OF HARTFORD SELECTBOARD Minutes
Tuesday, October 3, 2023, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting was conducted in person at Town Hall

Present: Michael Hoyt, Chair; Kim Souza, Clerk; Lannie Collins, Member; Rocket, Member; Ally Tufenkjian, Member; John Haverstock; Lana Livingston; Scott Hausler; Scott Cooney; Greg Sheldon; Lori Hirshfield; Dana Clawson; Sally Bellew; Sara Campbell; Heidi Duto; Will Adler; Geoff Martin; Martha Staskus; Lizan Peyton; Monica Weeber; Christopher Louras; Liz O'Connor

Present on Zoom: Dan Fraser, Vice-Chair

Absent: Mary Erdei, Member

JAM Link:

<https://www.youtube.com/watch?v=Vbov9PfOYnw&list=PLAdkf9ugxof7FGsvb7b8PHLfaNfKZbq-g&index=1>

- I. Call to Order the Selectboard Meeting at 6pm by Chair, Mike Hoyt
- II. Pledge of Allegiance was recited and led by Town Manager, John Haverstock.
- III. Local Liquor Control Board: None
- IV. Local Cannabis Control Board: None
- V. Order of Agenda: there were no changes to the order of agenda.
- VI. Selectboard
 1. Public Comment

Heidi Duto, from White River Junction, thanked DPW for the work they did on Christian Street. She also pointed out that she disagreed with the Boards motion after the executive session at the last meeting. She believes that it violates the Town Charter and VT State statues. The Board has authority to hire the Town Manager, not other employees. She also requested to know how much the Town has spent on the Acting Town Manager and the Assistant Acting Town Manager.

Michele Boleski, from White River Junction, was confused while watching the last Selectboard meeting. The were no documents attached to see what they were voting on.

Marie Alvin, from White River Junction, inquired about the fence she proposed at the Park & Ride, as well as cameras and flashing lights. Mike Hoyt said he will look into these. She also gave a "shout out" to the Bugbee Sr. Center. This project needs to be done.
 2. Selectboard Comments and Announcements

Lannie Collins reminded the board that when a board member is attending via zoom that at the beginning of the meeting an audio check is to be made to ensure that both sides can hear each other. Mr. Collins also noted that votes that are not unanimous must be made by roll call when members are

joining by zoom. He also attended Town Fair and learned that the Town is failing by not collecting LOT money. We are missing out on a revenue stream that we are not currently using.

Kim Souza let everyone know that VLCT is beginning a V2.0 on the Community Cohort program.

Rocket congratulated "Downtown" Bill Brown for winning the 2023 Friend award. This is a Parks & Rec award. Rocket also would like to review procedural comments to find ways to fine tune the selectboard meeting process. He believes the meetings should last two hours.

3. Appointments: None
4. Town Manager Report and Significant Activity Reports
LINK: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/456>
5. Board Reports, Motions & Ordinances
 - a. CRG RFP Presentation
 - b. Strategy Matters RFP Presentation
 - c. Preferred Site Request – Norwich Solar Presentation
Selectboard Member, Rocket made the motion that the Hartford Selectboard approve 96 Braley Drive, White River Junction, as a preferred site and authorize the Chair to sign a letter of support that will satisfy the Public Utilities Commission's requirements to start the permitting process. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.
 - d. Parking Meters
Lori Hirshfield presented the Parking Meters update as an ARPA Funded project using \$233,000 of the funds. This will come back to the Selectboard during the budget process.
 - e. Finalize FYE 2025 Budget Guidance
The Selectboard agreed by the majority of the Board to adopt the following Budget Guidance Memo with the understanding that this does not include employee benefit increases.
https://www.hartford-vt.org/DocumentCenter/View//FY25-Budget-Guidance_100323
 - f. Summarize FYE 25 CIP Requests agreed on by the majority of the Board.

Parks & Rec:

Phase 1 Funding: Reserve funds totaling \$100,000. Complete design and engineering process for overall conceptual plan of project and the installation of new playground structure phase and safety fencing.

Phase 1 Funding: \$100,000

Phase II Funding: CIP funding of \$225,000 to complete designed project as outlined in the project description. Pedestrian access improvements to park and amenities, pathway connecting east and west Lyman Park, overlook patio, covered picnic areas, benches and fencing. **Phase II Funding: \$225,000**

Police:

Planning Phase (FY 2025 - 2026):

- Conduct a needs assessment and feasibility study.
- Estimated cost of assessment/study - \$60,000-\$70,000.
- Engage a design and architecture firm to develop initial plans.
- Secure necessary permits and approvals.
- Begin community engagement and outreach

Reserve Fund

Increase the reserve amount by \$30,000 annually from the current reserve amount of \$20,000 annually to a total of \$50,000 annually. Reserve funds will add a fourth dispatch console at the end of three years.

Reserve Fund

Build reserves to purchase an incident command trailer in a five-year period. **\$20,000 is** put into reserve funds each year. The department recognizes that this trailer would be multi-functional and could be used by other departments within the town.

FIRE

1: \$500,000

Provide a storage equipment building for the storage of fire/police department special operations trailers and equip

Bond Recommended

Plan to develop the station 2 property on Willard Road to include living quarters for the purpose of staffing the station with firefighter/EMT/Paramedics to reduce response time.

Estimated cost **\$750,000**

Planning & Development

The goal of the Housing Development Program in this time would be to have 10-15 new dwelling units made possible through grants using the \$150,000 of ARPA funds, committed by the end of calendar year 2024, with expenditures meeting the November 2026 deadline.

VII. Commission Reports

Ally Tufenkjian

Hartford Committee on Racial Equity & Inclusion (HCOREI):

- Chair Sara Campbell was recently appointed to the School Board and appointed as one of the School Board's HCOREI liaisons. The Committee will continue discussing if they would like to appoint a different Chair.
- Had an initial conversation about budget items to propose for the FY25 budget, which will continue next meeting.
- Had an initial conversation about broadening the scope of the Committee charge, which will continue next meeting.
- There is one community member vacancy and one student liaison vacancy.

Hartford Committee on Housing & Homelessness:

- Staff Liaison Lori Hirshfield shared more about the Planning & Development Department's proposed Housing Development Program to provide some technical expertise and financial resources to help stimulate private sector development of accessory dwelling units (ADUs), "missing middle" housing, and smaller housing projects.
- Discussed the Champlain Valley Office of Economic Opportunity, which offers support and resources to housing groups and helps them connect, and also hosts Fair Housing Month programming.
- Three Committee members attended a recent meeting of the Town Planning Commission/Town Plan Steering Committee to provide feedback on the draft Housing Chapter, which is nearing completion.
- There are two Committee vacancies.

- VII. Consent Agenda: **Selectboard Clerk, Kim Souza made the motion to accept the Consent Agenda. Selectboard Member, Rocket seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 9/30/2023

Approve A/P Manifest of: 9/25/2023 and 9/29/2023 (10/5/2023 tabled until next meeting on 10/17/2023)

Approve Special Check Run: 9/25/2023

Approve Meeting Minutes of: 9/19/2023

Note: Selectboard Meetings Already Approved: 10/17/2023 & 10/31/2023.

- VIII. Executive Session: None

- IX. Adjourn the Selectboard Meeting

Selectboard Member, Rocket made the motion to adjourn the meeting at 9:45PM. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.



Kim Souza, Clerk

October 3, 2023 Meeting