



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, October 19, 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; Lannie Collins, Member; Michael Hoyt, Member; Ally Tufenkjian, Member; Tracy Yarlott-Davis, Town Manager; Lana Livingston, Administrative Assistant; Lori Hirshfield; Matt Osborn; Tom Kahl; Laura Brooks; John Hall; Melinda Brooks-Major; Heidi Duto; Tom Schaal; Rebecca White; M. Harp; Vassoles Chauhan; Simon Dennis; Jim Kenyon; Sara Campbell; Angie Emerson.

CATV LINK: <https://catv.cablecast.tv/CablecastPublicSite/show/18353?channel=1>

- I. **Call to Order the Selectboard Meeting** by Selectboard Chair, Dan Fraser at 6:00PM.
- II. **Pledge of Allegiance** was led by Dennis Brown.
- III. **Local Liquor Control Board: None**
- IV. **Order of Agenda:** there were no changes to the order of agenda.
- V. **Selectboard**

1. **Public Comments - None**
2. **Selectboard Comments and Announcements**

Dennis Brown reminded everyone that Parks & Rec is hosting their annual Trunk or Treat on Saturday, October 30th.

Lannie Collins thanked Public Works for the tour they gave him. He thanked all the DPW members for all of their hard work.

Kim Souza asked the Town Manager where we are on the parking meter discussion. This will be a discussion when Public Works presents their budget to the Selectboard on November 16th.

Kim Souza also reminded everyone that the annual Gory Daze parade will be happening this year on Friday, October 29th.

3. Appointments

- a. Consider the Appointment of Laura Brooks to the West Hartford Library Board of Trustees beginning on October 19, 2021 and ending on March 1, 2022 (Elections).

Selectboard Member, Michael Hoyt made the motion to appoint Laura Brooks to the West Hartford Library Board of Trustees beginning on October 19, 2021 and ending on March 1, 2022. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.

4. Town Manger's Report

Significant Activity Report

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/221>

The Town Manger announced that Christian Street Cemetery will be closing for the season in November.

The Parks & Rec Trunk or Treat event will be held again this year on October 30th. Candy/toy donations are being accepted at the Town Hall for the event to hand out.

Cascadnac Avenue Update

I met with staff from Public Works and Police to better understand the considerations when a Board member requested to reopen this road for both directions. Some major considerations are ensuring that the road is in good condition and adding it to the year-round maintenance schedule to anticipate additional vehicle traffic. We also need to consider that the current gates closing off the upper entrance to Cascadnac Avenue will no longer allow for two-way traffic. We can make it one way but would need to receive approval from the State of Vermont to change it from two-way to a one-way.

It would be imperative that the Selectboard engage the neighborhood and the School District in a public comment period as the street has been closed to downhill traffic for well over a decade.

There are no pressing life, health, or safety considerations that would allow staff to temporarily open the road to resume two-way traffic. Therefore, the Selectboard, as a whole, must request that Town staff begin working on opening the street.

NOTE: Selectboard Member, Lannie Collins at this time withdrew his request to have the street open during winter events.

Welcome to Dana

We welcomed our new Environmental Sustainability Coordinator, Dana Clawson. Dana is getting settled and up to speed meeting internal and external stakeholders. Many thanks to the staff and residents who have reached out to welcome Dana.

Winter and Spring Preparations

I continue to be actively involved in long-range planning across multiple departments as we prepare for not only winter but begin discussions about spring projects, including major construction projects managed either locally or by the State of Vermont.

Staff Thanks

Many thanks to the staff members who have stopped in with their ideas on new initiatives, process improvements, employee morale ideas and other suggestions. Please keep them coming!

5. Board Reports, Motions & Ordinances

- a. Cornerstone Grant Adoption & Grant Policies & Procedures presented by Lori Hirshfield, Director of Planning and Development

This agenda item has been tabled until a better understanding and clarity of the State's and Town's policies. Kim Souza also asked if some of the language could be changed/updated to reflect more appropriate terminology.

- b. Town Forest Recreational Plan presented by the Conservation Commission.

The purpose of this agenda item is to present the revised Recreational Management Plan (RMP) to the Selectboard for review and to consider adoption.

Link:

<https://www.hartford-vt.org/DocumentCenter/View/5423/-Recreation-Management-Plan-SB-10-19-21-Mtg-Memo-with-Attachments-Item-5b>

The Selectboard will come back at the next regular meeting on November 2nd for a motion to adopt this Plan.

c. Parking Ordinance

Background:

On August 24, 2021, the Selectboard voted to approve the language set forth in the attached ordinance as written and move forward with the ordinance adoption process. A copy of the proposed ordinance is attached.

<https://www.hartford-vt.org/DocumentCenter/View/5424/Chapter-220-amendment-for-parking-lots>

Discussion:

In order to adopt the ordinance, the following took place after the meeting:

- The ordinance was entered into Selectboard minutes for the August 24, 2021 meeting.
- Copies of the ordinance were posted in five conspicuous places in town including Town Hall, West Hartford Library, Hartford Library, Bugbee Senior Center, Hartford Police Department, Hartford Fire Department, and Hartford Public Works.
- The proposed ordinance was published in the Valley News on September 7, 2021.

Voters were eligible to petition the ordinance within forty-four days of the adoption, which was October 7th, 2021. There were no petitions received by the Town on or prior to that date. Therefore, the Ordinance will become effective on October 23, 2021. The Selectboard must sign the Ordinance recording on or after this date.

Selectboard Member, Dennis Brown made the motion that the Selectboard members sign the Ordinance recording page on October 26, 2021 during the special budget meeting. Selectboard Vice Chair, Joe Major seconded the motion. All were in favor and the motion passed.

d. Proposed Ordinances

Selectboard Member, Michael Hoyt made the motion that The Selectboard directs the Town Manager to continue the process for drafting proposed ordinances addressing sign regulations for both public and private property and discharging firearms in areas where there are residences. Selectboard Member, Dennis Brown seconded the motion. All were in favor and the motion passed.

- e. HCOREI Policy Recommendation – presented by John Hall and Sara Campbell from HCOREI.

Selectboard Clerk, Kim Souza made the motion that in order to promote transparency and accessibility of Town ordinances and policies, the Hartford Committee on Racial Equity & Inclusion (HCOREI) recommends that the Selectboard direct the Town Manager to adopt the following actions around policy management.

- **Create a "Policy on Policies".**
- **Compile a complete list of existing policies for all departments.**
- **Adopt a digital policy storage system that improves usability and meets accessibility requirements.**

Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.

Selectboard Vice Chair, Joe Major suggested to produce a timeline to keep this on the forefront.

- f. Ad hoc Committee on Emergency Shelter
Link to the RV Memo for Zoning Amendment:

<https://www.hartford-vt.org/DocumentCenter/View/5430/RV-Memo-to-PCdocx>

The next step is to schedule a special working session with the Planning Commission on this request.

VI. Commission Reports

Lannie Collins reported on the Sister City Meeting. They will be leaving information about the Sister City Committee at the Quechee Gorge Information Center.

Ally Tufenkjian reported that the Emergency Shelter Committee has a new Chair, Brian Luikart. She thanked Becca White for her previous leadership as the Chair. In addition to the RV policy the committee is also looking at Burlington's and Montpelier's policies concerning camping on Town and personal property.

Joe reported that last weekend Parks & Rec hosted a 5K/10K trail run. It was well attended with over 100 participants.

VII. Consent Agenda: Selectboard Vice Chair, Joe Major made the motion to approve the Consent Agenda. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 10/16/2021

Approve Meeting Minutes of: 10/5/2021 & 10/12/2021

Approve A/P Manifest of: 10/15/2021 & 10/19/2021

Selectboard Meeting Dates: Needs Approval: 11/2/2021,

11/9/2021(Budget) 11/16/2021,11/23/2021 (Budget) & 11/30/2021

Selectboard Meeting Dates of: Already Approved: 10/26/2021

VIII. Executive Session: Selectboard Clerk, Kim Souza made the motion to go into Executive Session In accordance with Vermont's Open Meeting Law requirements the Selectboard will enter into Executive Session to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body; Title 313(a)(1)(F). Selectboard Member, Michael Hoyt seconded the motion. All were in favor and the motion passed.

Selectboard Member, Dennis Brown made the motion to close the Executive Session at 9:40 PM. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

IX. Adjourn the Selectboard Meeting: Selectboard Clerk, Kim Souza made the motion to adjourn the meeting at 9:50 PM. Selectboard Member, Lannie Collins 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.



Kim Souza, Selectboard Clerk