



**TOWN OF HARTFORD  
SELECTBOARD MINUTES**

Monday, November 2, 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; John MacLean, Interim Town Manager; Lana Livingston, Administrative Assistant; Simon Dennis, Selectboard Vice Chair.

**Present via ZOOM:** Joseph Major, Selectboard Member; Kim Souza, Selectboard Clerk; Emma Behrens, Selectboard Member; Alicia Barrow, Selectboard Member.

**Note:** Alan Johnson, Selectboard Member left the meeting after the Selectboard Comments.

**CATV Link:** <http://catv.cablecast.tv/CablecastPublicSite/show/13178?channel=1>

- I. **Call to Order the Selectboard Meeting:** Selectboard Chair, Dan Fraser called the meeting to order at 6:05 PM.
- II. **Pledge of Allegiance:** Selectboard Chair, Dan Fraser led the Pledge of Allegiance.
- III. **Local Liquor Control Board: N/A**
- IV. **Order of Agenda:** Selectboard Vice Chair, Simon Dennis asked to table item V.4.e.
- V. **Selectboard**

**1. Public, Selectboard Comments and Announcements:**

Selectboard Comments: Selectboard Member, Alan Johnson announced that due to health issues he would not be able to help out at the elections on Tuesday. He also announced that he would be resigning from the Board immediately, not on Dec. 5<sup>th</sup> as he announced at the previous Selectboard Meeting. Mr. Johnson left the meeting at this time. Selectboard members Major and Dennis thanked him for his time on the Board. **Selectboard Chair, Dan Fraser accepted his resignation as a motion, Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

Selectboard Member, Joe Major thanked Town Clerk, Lisa O'Neil and her team for conducting an election during a pandemic which has not happened in this last century. Mr. Dennis urged everyone to go out and vote.

Citizen Comments: David Briggs of White River Jct. called concerning Gates Street & Fairview Terrace closer to one-way traffic. He called to support for restoration of this part of the road to be re-opened to two-way traffic and to be completed as soon as possible. He supports no further delays and hopes to get it on the CIP this next fiscal year. Mr. Briggs also read letters in support of reopening the road to 2-way traffic from both Darcy Pooler and Sarah Smith. Tom McCleary of White River Jct. also called in to support the reopening of the road to 2-way traffic.

## **2. Appointments: N/A**

- 3. Town Manager's Report:** Interim Town Manager John MacLean addressed the Selectboard in support of the team of employees working for the Town. He also introduced the budget that was put forward by Patrick MacQueen, the last Interim Town Manager.

### **Significant Activity Report Link:**

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/197>

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

### a. Budget Presentation:

IT (10-181) Dillon Walsh, IT Director presented the FY22 budget for the IT department which covers every department in the Town. Suggestion from the Finance Director is to set up a reserve account for this department. Suggestion from the Interim Town Manager to develop a master plan/blueprint for IT needs.

Parks & Rec (Fund 10: 511, 512, 514, 515, 516, 521, 524, 527, 528, 530, 531) Scott Hausler, Director of Parks & Recreation presented the FY22 Budget for his department.

Planning & Development (Fund 10: 611, 621, 622, 623, 624, 625, 626, 627) Lori Hirshfield, Director of Planning and Development presented this budget.

Town Manager (FUND 10: 111, 115, 121, 141, 161, 175, 831, 912, 341, 411, 412, 413, 423, 424, 425, 421, 712) Gail Ostrout, Finance Director presented this budget.

The next Budget presentation, for Public Works, will be on Tuesday, November 17<sup>th</sup>.

b. Town Forest Management Plan – Discussion and Action.

The Town Forest is a 423-acre parcel, managed by the Hartford Conservation Commission (HCC) and one of two parcels in the Town's Hurricane Watershed. The other parcel is the 142-acre Hurricane Forest Wildlife Refuge managed by the Parks and Recreation Department.

A major goal of the FMP is to be aware of and balance natural resource management with recreational use. To support this goal, the HCC has undertaken separate but complementary initiatives. These include a Recreation Management Plan in 2002, which is currently being updated. In addition, the HCC commissioned the following studies: Biological Inventory of Amphibians, 2010; Forest Bird Habitat Assessment, 2010; and a Wildlife Habitat Assessment and Bat Inventory, 2011.

The purpose of this agenda item is to present the revised FMP to the Selectboard and ask the Selectboard to consider adopting it. The Plan breaks the Town Forest into five timber stands, includes a detailed inventory of each stand and has goals and a schedule of management activities. The HCC is planning a small selection timber harvest in the winter of 2022. The reasons for the timber harvest include: increase diversity of trees species and habitat to improve resilience, improve wildlife and bird habitat, serve as a public demonstration of sustainable forestry and local renewable forest products and generate income for conservation projects.

**Selectboard Member, Joe Major made the motion to adopt the 2020 Hartford Town Forest Resource Assessment and Forest Management Plan as presented. Selectboard Member, Emma Behrens seconded the motion. All were in favor and the motion passed.**

c. VCDP Program Income Plan for New Town Revolving Loan Fund

*This agenda item has been moved to Tuesday, November 17, 2020.*

d. Reconsideration of authorizing the Town Manager to execute the contract for the Sherman Manning Pool

*This agenda item has been tabled until the November 17, 2020.*

e. Consider of waiving procurement policy to hire firm for National Town Manager search.

**Selectboard Vice Chair, Simon Dennis made the motion to retroactively waive our procurement policy for the purpose of contracting with Municipal Resources Inc. (MRI) without going through the normally required bidding process. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.**

- f. Authorization to approve a change order to original contract executed 5/5/2020 for Town Manager Regional Search Services.

**Selectboard Vice Chair, Simon Dennis made the motion to authorize the Town Manager to increase the original contract from \$11,100 to \$15,900 and pay the additional \$4,800 to Municipal Resources Inc. (MRI) for the Town Manager Search. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

## **VI. Commission Meeting Reports**

Selectboard Vice Chair asked if a meeting on December 14<sup>th</sup> would be acceptable to the Board for in person interviews for the Town Manager. The Board all agreed that would be a date they could all make.

## **VII. Consent Agenda (motion required): Selectboard Member, Joe Major made the motion to accept the Consent Agenda. Selectboard Vice Chair, Simon Dennis seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 10/31/2020

Approve Meeting Minutes of: 10/20/2020

Approve A/P Manifest of: 10/30/2020 & 11/2/2020

Selectboard Meeting Dates of:

Already Approved:

11/5/2020 Thursday - Budget Meeting

11/17/2020 Tuesday – Regular & Budget Meeting

11/19/2020 Thursday - Budget Meeting

## **VIII. Executive Session: N/A**

## **IX. Adjourn the Selectboard Meeting (motion required)**

**Selectboard Member, Emma Behrens made the motion to close the Selectboard Meeting at 10:40 P.M. 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: NOV. 17, 2020

Date of Minutes: NOV. 2, 2020

Minutes Approval Signature:



A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to be a cursive or semi-cursive name.