



**TOWN OF HARTFORD  
SELECTBOARD MINUTES**  
Tuesday, November 17, 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 via Zoom:** Simon Dennis, Selectboard Vice Chair; Alicia Barrow, Selectboard Member; Joseph Major, Selectboard Member; Kim Souza, Selectboard Clerk; Emma Behrens, Selectboard Member;

**Present at Town Hall:** Dan Fraser, Selectboard Chair; John MacLean, Interim Town Manager; Lana Livingston, Administrative Assistant;

**CATV LINK:** <http://catv.cablecast.tv/CablecastPublicSite/show/13271?channel=1>

**Read by the Chair, Dan Fraser:** *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** was led by Dan Fraser.

Selectboard Chair, Dan Fraser recessed the Selectboard Meeting and opened the Local Liquor Control Board at 6:03 P.M.

### III. Local Liquor Control Board

1. Simon Pearce Restaurant, Main Street, Quechee, VT 05059
  - Amend the wording of the location description on current First and Third Licenses. Update the descriptions to delete “and common entrance.”

**Selectboard Vice Chair, Simon Dennis made the motion to Amend the wording of the location description on current First and Third Licenses of Simon Pearce Restaurant, Main Street, Quechee, VT 05059 as presented. Selectboard Member Joe Major seconded the motion. 4 were in favor, 1 abstained (Fraser), 1 recused (Souza). The motion passed.**

Selectboard Chair, Dan Fraser closed the Local Liquor Control Board and reopened the Selectboard meeting at 6:05 P.M.

- IV. Order of Agenda:** Simon Dennis asked to add item 4.i – COVID Response Committee’s request for hanging banners at the Town Hall and to submit a receipt for the purchase of the signs and banners.

Joe Major asked to move the pool items (4.g & h) to directly after the Audit report.

### V. Selectboard

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

Public Comments:

Allene Swienckowski from Quechee and HCOREI asked to have the strategic plan work to begin soon. The committee has met with the School Board and they are actively seeking a communications officer. The town needs to do more and do it now.

Kaijing Janice Chen from White River, asked about the Wellness Coordinator position. Emma Behrens said that she and Kim Souza are working a job description and will hopefully go to the Selectboard in early December.

Mike Morris from Hartford noted that he thinks the Wellness Coordinator position is redundant to the items that are on the budget (service organizations) each year for the tax payers to vote on. Kim Souza said that the Wellness Coordinator will be a funded position and will be a support person for public safety.

Lucas Gilbert from Hartford asked about voting in Hartford. If one item can be voted down after being voted on by the residents, can other items?

Selectboard Comments:

Dan Fraser reminded the board that the liaison position for the Energy Commission and the Climate Committee will need to be filled at the next regular board meeting.

## 2. Appointments

- a. Interview Applicants for the Open Selectboard Seat  
Rachel Edens, David Harris, Brett Mayfield and Sharon Miller-Dombrowski

- b. **Executive Session: Selectboard Vice Chair, Simon Dennis made the motion to go into executive session for the discussion of the appointment of a Selectboard member to fill the vacant seat under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes at 7:09 P.M. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

**Selectboard Member, Emma Behrens made the motion to close the Executive Session at 7:35 P.M. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.**

- c. Appoint Applicant to the Open Selectboard Seat.

**Selectboard Clerk, Kim Souza made the motion to appoint Rachel Edens to the open Selectboard seat to serve from 11/18/2020 – 3/2/2021. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.**

## 3. Town Manager's Report

Significant Activity Report Link:

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/198>

Interim Town Manager, John MacLean asked the Board for a motion to authorize a payout to Finance Director, Gail Ostrout for unused vacation hours.

**Selectboard Vice Chair, Simon Dennis made the motion to authorize the town manger to compensate the director of finance for unused vacation hours. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

## 4. Board Reports, Motions & Ordinances

- a. FYE 20 Audit Presentation

The audit presentation was given by John Mudgett and Bonnie Dow. Overall the Town is in a good place. Questions can be sent to them via the Finance Director, Gail Ostrout.

b. Budget Presentation:

- Town Clerk Fund 10 – 131 Election Administration  
151 Vital Statistics  
Presentation by Lisa O’Neil, Town Clerk.
- Assessor Fund 10 – 174  
Presentation by Jeremiah Sund, Assessor
- Finance Fund 10 – 171, 173  
Presentation By Gail Ostrout, Finance Director

c. Musco Finance, LLC Lessor Agreement with Town of Hartford

**Selectboard Member, Joe Major made the motion to that authorized the Town Manager to enter into a 10 year lease on July 28<sup>th</sup> 2020 for the purpose of acquiring softball field sports lighting for the Maxfield Sports Complex. Furthermore, the Town of Hartford Selectboard confirms and acknowledges the Master Equipment Lease Purchase Agreement of August 18, 2020, with Musco Finance, LLC. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

d. Overview of Solid Waste Implementation Plan (SWIP) Information Only

Hannah Tyler, Director of Public Works presented the SWIP Information. All solid waste facilities and organizations in the State of Vermont are required to prepare a Solid Waste Implementation Plan (SWIP). This document primarily demonstrates the ways in which our organization complies with current regulations, commits to diversion of waste from landfills, and public outreach. I have worked closely with Mia Roethlein (State of Vermont) and all of our other partners in the industry to complete the SWIP.

This document may be amended at any time to reflect changes in operations. The Town is required to review our draft SWIP at two public meetings.

e. VCDP Program Income Plan for New Town Revolving Loan Fund – Discussion and Action

**Selectboard Clerk, Kim Souza made the motion to approve the presented Hartford 2020 VCDP Revolving Loan Fund Guidelines for submittal to the state for approval, and authorize non-substantive changes in formatting and grammatic corrections and furthermore the Selectboard appoint the existing committee members of the Hartford Business Revolving Loan Fund to serve as the VCDP Revolving Loan Fund Committee. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.**

- f. Appoint Town Manager, John MacLean, as Alternative Authorized Representative for loan (WPL/RF3/RF1) RF1-271-1.0 as required by the State of Vermont.

**Selectboard Member, Emma Behrens made the motion for the Selectboard formally appoint John MacLean, Town Manager, as the alternate authorized representative for Loan Number (WPL/RF3/RF1) RF1-271-1. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.**

- g. Sherman Manning Pool: Rescind the motion made on October 20, 2020. (the Selectboard delay the pool project until the March 2021 election with the intent of asking the Bond question)

**Selectboard Member, Joe Major made the motion to that we rescind the motion made on October 20<sup>th</sup>, 2020 with the Selectboard to delay the pool project until March 2021 election with the intent of asking the pool bond question. Selectboard Member, Alicia Barrow seconded the motion. 4 voted yes (Souza, Fraser, Dennis, Major), 1 voted no (Behrens) and 1 abstained (Barrow). The motion passed.**

- h. Consideration of Pool Award

**Selectboard Vice Chair, Simon Dennis made the motion to authorize the Town Manager to execute the contract as presented by Breadloaf Construction for a not-to exceed the amount of \$3,177,000 for the purpose of constructing a new municipal pool. Additionally, authorize the Town Manager to apply to the Vermont Municipal Bond Bank Pooled Loan Program for a 20-year bond for the purpose of funding the new pool project. Selectboard Clerk, Kim Souza seconded the motion. 4 voted yes (Souza, Fraser, Dennis, Major), 1 voted no (Behrens) and 1 abstained (Barrow). The motion passed.**

- i. ADDED ITEM: Simon Dennis presented the request for the COVID Committee for reimbursement of signs and banners purchased for the Masks on Hartford campaign. Previously the Selectboard had approved a \$2,000 request from the committee for these purchases.

**Selectboard Vice Chair, Simon Dennis made the motion that the Selectboard authorize the expenditure of \$1,338.38 for the purchase of the window clings, banners and lawn signs and that this expenditure and subsequent expenditures of the \$2,000 as previously authorized be accounted for in the Finance Department COVID line item. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

Interim Town Manager, John MacLean will work with the committee on sign placement and requirements to place signs/banners at Town Hall.

**Selectboard Vice Chair, Simon Dennis made the motion that the Selectboard authorize the Communications subgroup of the Hartford Committee on Coronavirus Response to work with the Town Manager to locate the appropriate location on the Town Hall property for hanging of the Masks on Hartford Banner. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.**

## **VI. Commission Meeting Reports**

Kim Souza reported that the Planning Commission workshop explored changing some zoning regulations. This is an ongoing discussion.

Joe Major commended the Parks & Recreation Department; Scott, Jay, Dylan and Karen, for reaccrediting themselves with a commission of Parks & Rec Agencies. This is a tremendous job done.

Simon Dennis commented that with the potential of forming a Cemetery Commission, there would need to be a change to our charter. He again would like to mention that the 5<sup>th</sup> Charter Committee should be reconstituted. We have one volunteer already. A smaller size committee might also be appropriate.

## **VII. Consent Agenda (motion required)**

**Selectboard Member, Emma Behrens moved to accept the Consent agenda as presented. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 11/14/2020

Approve Meeting Minutes of: 11/2/2020 and 11/5/2020

Approve A/P Manifest of: 11/13/2020 & 11/17/2020

Selectboard Meeting Dates of:

- Already Approved:
  - 11/19/2020 Thursday - Budget Meeting  
(Communications, Police & Fire)
- Needs Approval:
  - 12/1/2020 Tuesday - Regular & Budget Meeting
  - 12/14/2020 Monday – Candidates for Town Manager Interviews
  - 12/15/2020 Tuesday – Regular & Budget Meeting
  - 12/29/2020 Tuesday – Regular Meeting & Budget Adoption

## **VIII. Executive Session**

**Selectboard Vice Chair, Simon Dennis made the motion to go into Executive Session for:**

**Motion 1: Move to find that premature public disclosure regarding pending litigation matters would clearly place the town at a substantial disadvantage, 1 VSA, Section 313(a)(1)(E)**

**Motion 2: Move that we enter executive session to engage in protected attorney/client communications under the provisions of Title I, Section 313(a)(1)(F) of the Vermont Statutes. (For the purpose of discussing mediation/settlement)**

**Motion 3: Discussion of the appointment of a Town Manager under the provisions of Title 1,**

**Section 313(a)(3) of the Vermont Statutes.**

**Selectboard Member, Emma Behrens seconded the motion. All were in favor and the motion passed.**

**Emma Behrens made the motion to close the Executive Session at 11:41pm. Alicia Barrow Seconded. All in favor. Passed unanimously.**

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

**Kim Souza moved to adjourn the meeting at 11:42pm. Seconded by Joe Major. All in favor. Passed unanimously.**

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.