



**TOWN OF HARTFORD
SELECTBOARD
MINUTES**

Tuesday, April 19, 2022, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting was conducted in person at Town Hall & Zoom

Present: Michael Hoyt, Chair; Dan Fraser, Vice-Chair; Kim Souza, Clerk; Lannie Collins, Member; Mary Erdei, Member; Ally Tufenkjian, Member; Tracy Yarlott-Davis, Town Manager; Lana Livingston, Administrative Assistant; Scott Cooney; Joe Turner; Heidi Duto; Joe Major; Scott Hausler.

Zoom Participants: Rocket, Selectboard Member; Lori Hirshfield; Mike Morris; Andrew Winter; Dave Duval and Paul Simon

CATV Link: <https://catv.cablecast.tv/CablecastPublicSite/show/23420?channel=1>

- I. **Call to Order the Selectboard Meeting** by Selectboard Chair, Michael Hoyt at 6:00 PM.
- II. **Pledge of Allegiance** was led by Lannie Collins.

III. Local Liquor Control Board:

Selectboard Chair, Mike Hoyt Recessed the Selectboard meeting and opened the Local Liquor Control Board.

1. Renewals

Mary Erdei made the motion to approve the renewal for Northern Hospitality Limited Partnership, Doing Business As: Hotel Coolidge, 29 South Main Street, White River Junction, VT 05001 (1st and 3rd)

And

the renewal for K&D Food Group, LLC, Doing Business As: The Chef & Butcher, 87 Maple Street, Ste 2, White River Junction, VT 05001 (1st & 3rd).

Lannie Collins seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

Ally Tufenkjian made the motion to approve the Renewal for Veterans of Foreign Wars Club Inc. of Hartford, Doing Business As: Veterans of Foreign Wars Club #2571, Parking Lot, White River Junction, VT 05001 (1st and 3rd). Mary Erdei seconded the motion. 4 were in favor, 1 recused (Souza) and 2 abstained (Fraser & Collins). The motion passed.

Mary Erdei made the motion to approve the Renewal of Public House at Quechee Gorge, LLC, Doing Business As: The Public House at Quechee Gorge, 5813 Woodstock Road, Quechee, VT 05059 (1st, 3rd and Outside Consumption).

And

the Renewal of Perry Hospitality Group of Vermont, Doing Business As: The Quechee Inn at Marshland Farms, Quechee Main Street, Quechee, VT 05059 (1st, 3rd and Outside Consumption)

And

the Renewal of Collaborative Stoke, Inc., Doing Business As: Trail Break Tap & Tacos, 129 South Main Street, White River Junction, VT 05001 (1st, 3rd and Outside Consumption)

Ally Tufenkjian seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

Ally Tufenkjian made the motion to approve the Renewal of Maple Street Catering, LLC, Doing Business As: Big Fatty's BBQ, 186 South Main Street, White River junction, VT 05001 (1st, 2nd, 3rd and Outside Consumption) Mary Erdei seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

Lannie Collins made the motion to approve the Renewal of Hua Teng Restaurant, Inc., Doing Business As: VT China Moon Buffet, 96 Sykes Avenue, White River Junction, VT 05001 (1st). Mary Erdei seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

Mary Erdei made the motion to approve the Renewal of Piecemeal, LLC, Doing Business As: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001 (1st and Outside Consumption). Ally Tufenkjian seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

Ally Tufenkjian made the motion to approve the Renewal of Montshire Services, LLC, Doing Business As: Bob's Service Station, 4 Ballardvale Drive, Hartford, VT 05001 (2nd). Lannie Collins seconded the motion

And

The Renewal of Jake's Quechee Market, 7161 Woodstock Road, Quechee, VT 05059 (2nd). 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

Selectboard Chair, Mike Hoyt closed the Local Liquor Control Board and re-opened the Selectboard Meeting at 6:15 PM.

IV. Order of Agenda: The Appointment of Joe Major to Treasurer item will be moved to V.3. Appointments.

V. Selectboard

- 1. Public Comment:** Mike Morris, from Hartford, asked why the offices at Town Hall are changing the times they are open. The offices have always been open 8am – 5pm. The Town Manager said it was due to availability, health issues and other employee reasons. She could not discuss individual reasons as it is a personnel matter. Town Hall itself is open M-F 8a-5p and arrangements have been made to collect payments at other office windows.
- 2. Selectboard Comments and Announcements:** Rocket wanted to ask for advance notice to the closing of downtown for construction projects. He also wants to discuss putting murals on the wall space found in downtown WRJ.

Kim Souza commented that more communication between the Commissions/Committees and Boards is needed. Her suggestion is to have the committees come to the Selectboard Meetings to update the Board on what they do. She also hopes that the Department Heads coming to the meetings is continued.

May Erdei extended an invitation to the Selectboard to attend the discussion with the Conservation Commission on Thursday, 5:30 -7:30 about the Timber Harvest at Hurricane Town Forest.

- 3. Appointments:** Selectboard Clerk, Kim Souza made the motion That the Selectboard appoint, in accordance with authorities granted by 24 VSA 963, Joseph Major as the Town Treasurer effective April 20, 2022 through the 2023 Voting Day. Selectboard Member, Ally Tufenkjian seconded the motion. 4 were in favor and 3 (Rocket, Collins, Fraser) abstained. The motion passed.

- 4. Open Public Hearing:** Selectboard Chair, Mike Hoyt recessed the Selectboard meeting and Opened the Public Hearing.

- a. Wentworth Community Housing 2 VCDP Grant Closeout. Lori Hirshfield, Director of Planning and Development, presented the update on the Wentworth Community Housing 2 Project.

There was no public comment. The Selectboard asked a couple of clarifying questions.

Selectboard Chair, Mike Hoyt closed the Public Hearing at 6:45PM and reopened the Selectboard Meeting.

5. Motion on VCDP Grant Closeout:

Selectboard Member, Ally Tufenkjian made the motion to Authorize the Town Manager to sign all necessary documents to complete the Grant Closeout. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

6. Town Manager's Report

Significant Activity Report:

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/233>

Town Manager's Report

Preparing for Fiscal Year 2023

I, along with the Finance and Human Resources Directors, have begun identifying priorities for FY23 spending. By smoothing out purchases across the first quarter of the year, we can maintain a steady cash flow. It also allows us to not overburden staff with RFPs, contracts, or hiring.

Town Employment

The Town is hiring for a number of summer positions in Parks and Recreation including Camp Counselors and Pool Staff!

The Police Chief Advisory Group is kicking off April 22nd. That same week IACP has indicated that will be providing the candidate profile to us. I'm excited to really get the ball rolling on this hiring.

Jeremy Delisle has agreed to stay on as Interim Public Works Director for six months and try on leading on of our most complex departments. I want to thank Jeremy for taking a leap of faith with me over the summer and into the fall!

Summer Construction

We are beginning to think about the second phase of the South Main Street project. Our contractor, Nott's Excavating, is gathering supplies and finalizing plans. Public Works staff will be heading out in May to speak with downtown residents and stakeholders as well as sign them up for our newsletter. We are discussing with local organizations that may provide additional or alternative parking. If you think you can offer up a lot on evenings and weekend, let us know!

Upcoming Meeting Topics

These are tentative and subject to move or change. We also include additional items as needed.

May 3: Climate Action Steering Team update, Q3 finances, update on State funding opportunities, capital improvements 101

May 17: Priorities for local, state, and federal ARPA and Infrastructure funding, budget cycle 101.

May 31: Parks and Recreation 101, cannabis

If you have an item that you'd like to bring forth to the Board, please email the Chair (mhoyt@hartford-vt.org) and Vice Chair (dfraser@hartford-vt.org). We meet on the Wednesday prior to the meeting to set the agenda.

The agenda is released the Thursday prior to the meeting and supporting documentation is emailed out by 3pm Friday.

7. Board Reports, Motions & Ordinances

- a. Friends of Quechee Covered Bridge
Dave Duval and Paul Simon presented an update from the Friends of Quechee Covered Bridge. This group continues to plan for more improvements to the area around the Covered Bridge in Quechee. This project is funded by donations and hopefully grants. More about this can be obtained via email at fqcb2017@gmail.com.
- b. Ambulance Billing
Selectboard Member, Lannie Colins made the motion to authorize the Town Manager to authorize the Finance Director and the fire department to write-off \$138,499.12 as uncollectable ambulance debt. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.
- c. Local Emergency Plan Update
Selectboard Vice Chair, Dan Fraser made the motion to adopt the 2022 Local Emergency Management Plan. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.
- d. Intro to Assessor
Assessor, Joe Turner, presented a slide show to explain what the Assessor's Office does and how they do it.
- e. Proclamation Honoring John Clerkin's Service to the Town
Selectboard, Mike Hoyt read the Proclamation:

PROCLAMATION IN APPRECIATION OF SERVICE

WHEREAS, John Clerkin has served the Town of Hartford as Treasurer since 2011 with distinction, and;

WHEREAS, he has been an engaged and committed citizen of Hartford for many years and has served the Town in many capacities including as a Justice of the Peace, member of the Selectboard and as Hartford Representative to the Vermont Legislature, and;

WHEREAS, John has decided to resign his position as Treasurer and will be greatly missed in that role;

NOW THEREFORE BE IT RESOLVED, by the Citizens of the Town of Hartford, that John Clerkin be given our deepest gratitude and appreciation for years of outstanding service and dedication to the Town of Hartford, and furthermore that this resolution be recorded in the Town records, dated this 19th day of April 2022. Signed, Hartford Selectboard.

Thank you John!!!

- f. Confirm the Appointment of Joseph Major as Treasurer

This item was moved to Item V.3.

- g. Confirm Line of Credit Application

Selectboard Member, Ally Tufenkjian made the motion That the Selectboard give Town Treasurer Joseph Major authority to execute all loan documents related to the new \$5,000,000 line of credit effective on or around April 28, 2022 to that effect on behalf of the Town of Hartford, Vermont. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

- h. 5th Charter Commission

Selectboard Clerk, Kim Souza made the motion to accept the Charge as presented with the updated dates. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.

5th Charter Commission Charge

Amended on April 19, 2022

Term:

The term of this commission shall end upon completion of the charge; not later than March 7, 2023.

Constitution:

This joint advisory committee will be constituted of seven citizen members. There shall be one member of the Selectboard and two members of the public appointed by the Selectboard, one member of the School Board and two members of the public appointed by the School Board, and one member of the public appointed jointly by the Selectboard and the School Board. Each member shall have equal weight in discussion and voting.

Charge:

1. Process previously-made Charter revision recommendations into a revised charter to present to both the Hartford School Board and the Hartford Selectboard no later than November 29, 2022.
2. Giving special attention to the 4th Charter Commission's Memo dated 12/02/16, the issues to be reviewed should include:
 - a. Petition Language
 - b. Town Manager's Duties/Responsibilities/Authorities
 - c. Elected Officials Section Cleanup
 - d. Commissions/Committee Section Cleanup
 - e. Clerk Section Cleanup
 - f. Recall Vote Process
 - g. Board Member Absence Clarification
 - h. Quorum Language
 - i. Cleanup Internal Conflicts
 - j. Agreement with Open Meeting Law and State Statute

- k. Clarify Floor Meeting and Australian Ballot Topics
 - l. Clarify Budget Revote Process
 - m. Clarify Tied Election Process 4 Committee Charge Cont.
 - n. Other amendments, at the discretion of the Commission.
 - o. Any modifications recommended by the School Board
3. Submit a brief report to the Selectboard to explain the recommendations no later than November 29, 2022.
 4. To communicate with public about the recommendations as appropriate at public forums.
- In order to conform with the open meeting laws, committee meetings will be warned, minutes documented and open to the public.

VI. Commission Reports

Mary M. Erdei

Parks and Recreation

Discussion began around the topic of bird species (158) at/near Kilowatt Park as a result of birders' complaints that the South Gates were still closed from winter, but Scott relayed the liability issues regarding the road at that time. Allison Childs complimented Scott on the 2-3 paragraph dedication (in the brochure) to full and part time staff. A full and fast presentation by Conservation Commission and Tree Board member Jon Bouton on the Town Forest and Wildlife Management goals of ecosystem functions, recreation, education and forest/lumber concerns followed, focusing on wildlife habitat and how and why of a patch cut. There was a quick review of 2022 Department Goals and Objectives for the Town Master Plan Goals which will be ongoing.

Ally Tufenkjian

Ad Hoc Committee on Emergency Shelter (HADCES):

- Will Eberle, Field Services Director of Vermont's Agency of Human Services, visited a committee meeting to discuss how the structure of the state's General Assistance program shifted during the pandemic and how the Vermont Emergency Rental Assistance Program (VERAP) funds will support a more transitional housing approach with hotels and motels. The program will resemble month-to-month leases with occupancy agreements.
- The working group on RV policy met with the town's Zoning Administrator to review and update a memorandum to be shared and discussed with the Planning Commission at a second working session (date is TBD, but likely early May). Items discussed in the memorandum included sanitation, comparison of RVs to Accessory Dwelling Units in this temporary housing scenario, and provisions for independent living.

Hartford Committee on Racial Equity and Inclusion (HCOREI):

- Member Ann Reynolds has resigned from the committee; we thank her for her amazing commitment and contributions. The committee has two applications in the pipeline to fill its two open spots; the Board should expect to see those applications before them soon.
- Some members were invited to participate in stakeholder interviews with the International Association of Chiefs of Police (IACP) as part of the Police Chief search process.
- The committee is working to update its Roadmap that outlines its goals, objectives and progress.
- HCOREI hopes to be on a forthcoming agenda in order to offer another quarterly update and understand the status of DEI training for boards and department heads, the Community Safety Review, the Policy on Policies, and the Public Information Officer.

Dan Fraser

Tree Board

April tree of the month is the Sugar Maple 2022 is year of the tree.
Tree Board is looking for a Tree Warden.

Energy Commission

Reviewing and revising By-laws

Continue to work on Window Dressers project details. Event is in Nov.

Kim Souza

Planning Commission:

The Planning Commission held a workshop on April 18 to discuss proposed zoning district changes for IC-2 Route 5/Ballardvale Drive.

They covered some topics including renaming the district, objectives for the district as well as permitted and conditional use options and height limitations.

They will continue the discussion with another workshop, tentatively scheduled for May 16.

Rocket

Hartford Historic Preservation Commission

[1] Andrew Winter, Executive Director of the Twin Pines Housing Trust (TPHT), discussed plans to replace the St. Paul's rectory with an 18-unit apartment. Initial plans to demolish the Church are being reconsidered with plans to move the rectory as an alternative. The Planning Commission denied the initial application, so TPHT redesigned the building to better fit the neighborhood and address neighbors' concerns.

[2] Vermont Agency of Transportation (VTrans), owner of the WRJ Railroad Station, plans to demolish the south canopy at the station, which HHPC agreed would be a shame.

[3] A dilapidated house on Depot Street in the Wilder Village Historic District is highly visible and poses a dangerous situation. Matt will review the Town's dilapidated building ordinance to see what can be done about the building.

Sister Cities

French students at HHS continue to connect with their peers in Cenon over video conferencing, and social media. There is an ongoing logo contest for this committee. The committee voted to expand its membership from five to seven. Pending Selectboard approval.

- VII. Consent Agenda: Selectboard Vice Chair, Dan Fraser made the motion to approve the Consent Agenda as listed. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 4/16/2022

Approve Meeting Minutes of: 4/5/2022 & 4/7/2022

Approve A/P Manifest of: 4/15/2022 & 4/19/2022

Selectboard Meeting Dates of:

Already Approved: 5/3/2022, 5/17/2022 & 5/31/2022

- VIII. Adjourn the Selectboard Meeting: Selectboard Clerk, Kim Souza made the motion to adjourn the meeting at 9:15 PM. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.**

Kim Souza, Clerk

